



Setting up CPF EZPay access within Corppass for submitting CPF contributions via the CPF website

Table of Contents

Complete these 2 steps to allow your Corppass users to access CPF EZPay for your CSN:

- 1) [Add your CSN to your entity's CPF EZPay e-service](#)
- 2) [Assign CPF EZPay e-service for your CSN to your Corppass users](#)

Follow this step if you have keyed in the wrong CSN in previous steps to make amendments to your CSNs:

- 3) [Edit, delete or add new CSN to your entity's CPF EZPay e-service](#)

You would need to repeat step 2 to re-assign CPF EZPay access to your authorised users after you have made the necessary amendments



1) Add your CSN to your entity's CPF EZPay e-Service



1) Add your CSN to your entity's CPF EZPay e-Service

Before your user can access CPF EZPay on the CPF website, you will need to add your CSN to your entity's CPF EZPay e-Service within Corppass, then assign access to that CSN to your Corppass users.

This is a one-time setup.

Note: Even if your authorised user is configured to access all e-Services in Corppass portal, you are still required to perform this setup before you can use CPF EZPay. This is so that you can control access for CPF submissions at CSN level for your authorised users.

1. To begin, the Corppass Admin or Sub-Admin has to log in to Corppass (www.corppass.gov.sg) and click on **e-Service Access**.

The screenshot shows the Corppass user interface. At the top left is the 'corppass' logo. At the top right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation bar with links for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', and 'Help'. On the right side of the navigation bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, USER'. Below the banner is a blue badge with the word 'NEW' and the text '53 more digital services have been made available on Corppass over the last 90 days.' Below this is a horizontal menu with four items: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'e-Service Access' item is circled in red. Below the menu are two main action cards: 'Create User Accounts' with the subtext 'Add accounts to your Entity' and 'Manage User Accounts' with the subtext 'View and edit your entity's user account details'. In the bottom right corner, there is a link for 'Change Entity Profile'.



1) Add your CSN to your entity's CPF EZPay e-Service

2. Click **Select Entity's e-Services** to select the e-Services that your entity will use.

The screenshot shows the Corppass user interface. At the top, there is the 'corppass' logo and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below this is a navigation bar with links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a 'Log Out' button and a search icon. A welcome message reads 'Welcome to Corppass, USER [redacted]'. A notification banner states '53 more digital services have been made available on Corppass over the last 90 days.' Below the notification is a tabbed interface with 'e-Service Access' selected. Underneath, there are three main action cards: 'Select Entity's e-Services' (circled in red), 'Assign selected e-Services', and 'View Entity's e-Service Access'. A 'Change Entity Profile' link is also visible in the top right corner of the main content area.





1) Add your CSN to your entity's CPF EZPay e-Service

3. Type **CPF** in the search field. Tick the box for **CPF EZPAY**, and click **Next**.


Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by )
Selected e-Services may require additional checks when you log in. Click  for more information.

Filter

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input checked="" type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF EZPAY		
	CENTRAL PROVIDENT FUND BOARD	CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS		

0 e-Service(s) Selected

Showing 1 to 2 of 2 items

Cancel **Next**



1) Add your CSN to your entity's CPF EZPay e-Service

4. Key in your entity's **CPF Submission Number (CSN)*** in the CSN field and click **Next**.

Select Entity's e-Services



Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required	
CENTRAL PROVIDENT FUND BOARD	CPF EZPAY			

CENTRAL PROVIDENT FUND BOARD
CPF EZPAY

CSN *

12345XXXXX-XXX-XX

+ Add New

1 e-Service(s) Selected

Back **Next**

* CSN is not case sensitive and must include dashes.



1) Add your CSN to your entity's CPF EZPay e-Service

5. Check that the **CSN** is entered correctly and click **Submit**.

Select Entity's e-Services



Verify Selected e-Service(s)

CENTRAL PROVIDENT FUND BOARD • CPF EZPAY
CSN

12345XXXXX-XXX-XX

Back



1) Add your CSN to your entity's CPF EZPay e-Service

6. You have successfully completed the set up for CPF EZPay e-Service for your entity under Corppass. You can now assign the access to this e-Service to your Corppass users.



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#)

[Assign selected e-Services](#)



2) Assign CPF EZPay e-service for your CSN to your Corppass users



2) Assign CPF EZPay e-service for your CSN to your Corppass users

1. To assign access to your Corppass users, click on **Assign selected e-Services** by continuing from the previous step (see page 9) or the Corppass Admin or Sub-Admin has to log in to Corppass (www.corppass.gov.sg) (refer to screenshot on the right).

The screenshot displays the Corppass website interface. At the top left is the 'corppass' logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation menu with links for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', and 'Help'. A 'Log Out' button is visible on the right side of the menu. The main content area features a welcome message: 'Welcome to Corppass, USER [redacted]'. Below this is a notification banner stating '53 more digital services have been made available on Corppass over the last 90 days.' The main navigation tabs include 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'e-Service Access' tab is selected. Below the tabs are three main action cards: 'Select Entity's e-Services', 'Assign selected e-Services' (highlighted with a red circle), and 'View Entity's e-Service Access'. The 'Assign selected e-Services' card includes the subtext 'Assign e-Services access to your entity's users and user groups.' A 'Change Entity Profile' link is located in the top right corner of the main content area.



2) Assign CPF EZPay e-service for your CSN to your Corppass users

2. Select the user from the list and click **Next**.

Assign Selected e-Services



Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

Filter ALAN

<input checked="" type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input checked="" type="checkbox"/>	ALAN TAN	example@example.com	ALANTAN	Sub-Admin

1 user(s) selected.

Showing 1 to 1 of 1 items

Can't find a user?

You may have not created the user account.

Click [here](#) to do so.

Cancel **Next**



2) Assign CPF EZPay e-service for your CSN to your Corppass users

3. Type **CPF** in the search field. Tick the box for **CPF EZPay** and click **Next**.

Assign Selected e-Services



Assign Selected e-Service(s) to

1 Selected User(s) [+](#)

Assign from selected e-Service(s).

Filter [🔍](#) [📄](#)

<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF EZPAY	CPF EZPay for Employers		+
<input type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS	CPF Services for Employers and for Business Partners		

1 e-Service(s) selected.

Showing 1 to 2 of 2 items

[Back](#) [Next](#)



2) Assign CPF EZPay e-service for your CSN to your Corppass users

4. Select the **Role**, **CSN** and **Authorisation Effective Date** and **Authorisation Expiry Date*** for the user.

• Role

Administrator	Can submit and view CPF contribution details within CPF EZPay and can update email addresses for 'Persons in charge of CPF contribution matters' (only applicable for employers holding CSN for voluntary contributions).
Editor	Can submit and view CPF contribution details within CPF EZPay

• Authorisation Effective Date

This is the date (DD/MM/YYYY) your authorised user can start accessing CPF EZPay.

• Authorisation Expiry Date

This is the date (DD/MM/YYYY) your authorised user's access to CPF EZPay would expire. You may leave this date blank if access to be granted is permanent.

Assign Selected e-Services

1 2 3 4
Select Users Select e-Services Enter Details Review & Submit

Assign Selected e-Services to
1 Selected User(s) +

e-Services with [lock icon] require additional details. For more information, contact the relevant agency. Click [lock icon] to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required	
CENTRAL PROVIDENT FUND BOARD	CPF EZPAY			<p>CENTRAL PROVIDENT FUND BOARD CPF EZPAY</p> <p>Role* ⓘ</p> <p>--- SELECT --- Editor Administrator</p> <p>CSN *</p> <p>--- SELECT ---</p> <p>Authorisation Effective Date * ⓘ</p> <p>Authorisation Expiry Date ⓘ</p>

1 e-Service(s) selected.

Back Next



2) Assign CPF EZPay e-service for your CSN to your Corppass users

5. Review the details of the assignment and click **Submit**.

Assign Selected e-Services



Verify the following details.

1 Selected Users +

Selected e-Services

CENTRAL PROVIDENT FUND BOARD	• CPF EZPAY
	Role Administrator
	CSN 12345XXXXX-XXX-XX
	Authorisation Effective Date 22/03/2021
	Authorisation Expiry Date 31/12/9999

Back **Submit**



2) Assign CPF EZPay e-service for your CSN to your Corppass users

6. You have successfully assigned CPF EZPay access to your users.

Your authorised users can proceed to log in to CPF EZPay via the CPF website to submit CPF contributions.



You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)



3) Edit, delete or add new CSN to your entity's CPF EZPay e-service



3) Edit, delete or add new CSN to your entity's CPF EZPay e-service

1. Click **e-Service Access** to view e-Services.

The screenshot shows the Corppass website interface. At the top left is the 'corppass' logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation bar with links for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', and 'Help'. On the far right of the navigation bar is a 'Log Out' button with a user icon and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, USER [redacted]'. Below the banner is a blue notification box with a gear icon and the text '53 more digital services have been made available on Corppass over the last 90 days.' Below the notification box is a horizontal menu with four items: 'User Account', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'e-Service Access' item is highlighted with a red circle. Below the menu is a 'Change Entity Profile' link. At the bottom of the page are three main action cards: 'Select Entity's e-Services' (with a magnifying glass icon), 'Assign selected e-Services' (with a checkmark and list icon), and 'View Entity's e-Service Access' (with a document icon).



3) Edit, delete or add new CSN to your entity's CPF EZPay e-service

2. Click **View Entity's e-Service Access**.

The screenshot displays the Corppass user interface. At the top, the 'corppass' logo is on the left, and the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' is on the right. Below the logo is a navigation bar with links for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', and 'Help'. A 'Log Out' button with a user icon and a search icon are also present. The main content area features a welcome message: 'Welcome to Corppass, USER' followed by a redacted name and a '(Ctrl)' dropdown menu. A blue badge with the word 'new' is next to a notification: '53 more digital services have been made available on Corppass over the last 90 days.' Below this is a tabbed interface with four tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'e-Service Access' tab is selected. In the bottom right corner, there is a link for 'Change Entity Profile'. The main content area contains three cards: 'Select Entity's e-Services' (with a shield icon), 'Assign selected e-Services' (with a checkmark and list icon), and 'View Entity's e-Service Access' (with a document icon). The 'View Entity's e-Service Access' card is highlighted with a red circle.



3) Edit, delete or add new CSN to your entity's CPF EZPay e-service

3. Type **CPF** in the search field. Tick the box for **CPF EZPay** and click **Edit e-Service**.

View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (1) Remove e-Service (1) Filter

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input checked="" type="checkbox"/> CENTRAL PROVIDENT FUND BOARD	CPF EZPAY	CPF EZPay for Employers	5 User(s)
<input type="checkbox"/> CENTRAL PROVIDENT FUND BOARD	CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS	CPF Services for Employers and for Business Partners	6 User(s)

1 e-Service(s) Selected

Showing 1 to 2 of 2 items



3) Edit, delete or add new CSN to your entity's CPF EZPay e-service

4a. To edit a CSN

Click on the CSN field and amend the CSN accordingly and select **Next**.

4b. To delete a CSN

If you have more than one CSN, click on the delete icon and click **Next**.

4c. To add a new CSN

Click **Add New**, key the new **CSN*** and select **Next**.

1 Edit e-Service Details 2 Review & Submit

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Click on the e-Service(s) below to edit the details. For more information, contact the relevant agency.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
CENTRAL PROVIDENT FUND BOARD	CPF EZPAY		

CENTRAL PROVIDENT FUND BOARD
CPF EZPAY

CSN * 12345XXXXX-XXX-

+ Add New

1 e-Service(s) Selected

Back Next

* CSN is not case sensitive and must include dashes.



3) Edit, delete or add new CSN to your entity's CPF EZPay e-service

5. Check that the **CSN** is entered correctly and click **Submit**.

Edit Entity's e-Services



Review the details of your entity e-Service(s).

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Entity's e-Service(s)

CENTRAL PROVIDENT FUND BOARD

• CPF EZPAY
CSN:

12345XXXXX-XXX-XX

Back

Submit



3) Edit, delete or add new CSN to your entity's CPF EZPay e-service

6. You have successfully amended the CSN under the Entity for CPF EZPay e-Service.

If you had edited or added a new CSN, you will need to assign access at CSN level to your authorised users (see [Step 2](#)) so they can submit CPF contributions using CPF EZPay for those CSN.



You have edited your entity's e-Service(s).

Third Party Entity(s) affected by the changes will receive an email notification.

[Return to Homepage](#)