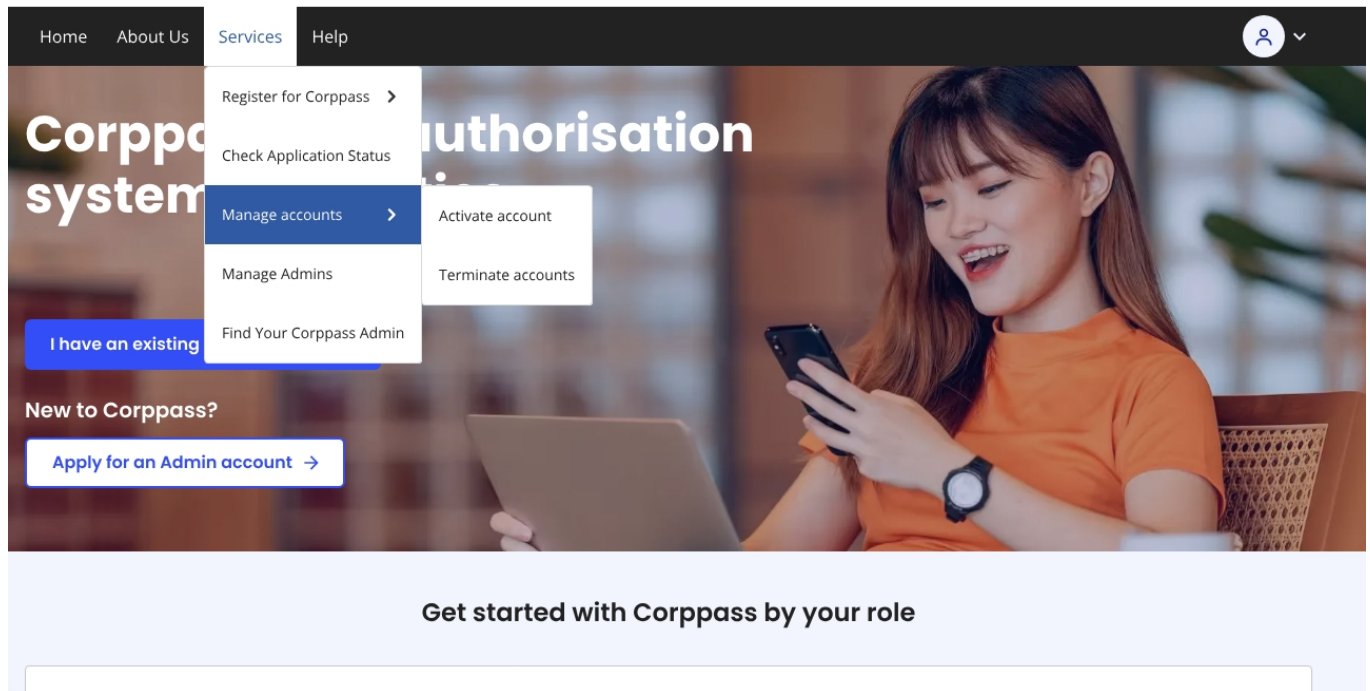


Q6: I am a local user. My CorpPass administrator has assigned the PIES e-service to me, but I am still unable to log in. What should I do?

1. Go to CorpPass. Open the CorpPass website.
2. Click Services. In the top menu, select Services.
3. Select Manage accounts, then Activate account.

corppass



Under "Activate using: Entity Registration No.", select "UEN" and enter the UEN, NRIC and verification code (CAPTCHA)

Activate Corppass Account

1

2

Enter Details

Review & Submit

Activate using:

☐ Reference ID ☒ Entity Registration No

* - denotes mandatory fields

Entity Registration Number**i*

UEN

NRIC / FIN / Foreign ID No.**i*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

535956

Cancel

Next

Inform your CorpPass Administrator to perform the following actions

- 1 Corppass Admin log in to **corppass** Portal and select “Create User Accounts”.

User Accounts

e-Service Accts

Third Party

Change Entity Profile



Create User Accounts
Add accounts for your entity



Manage User Accounts
View and edit your entity's user account details

Guide to Create New User Account
- Foreign Users (without NRIC/FIN) -

- 2 Corppass Admin select and fill in the user’s “Full Name, Foreign ID No, Country of ID issuance and corporate email address” before clicking “Next” and “Submit”.

Full Name	Identity Type	Foreign ID No	Country / Territory Of ID Issuance	Email Address	Account Type	Access 2 Sub-admins
* Must match identity documents	Foreign ID ▾		-- Sel -- ▾	abc@abc.com	User ▾	☐
 Add new user						
Cancel			Next			

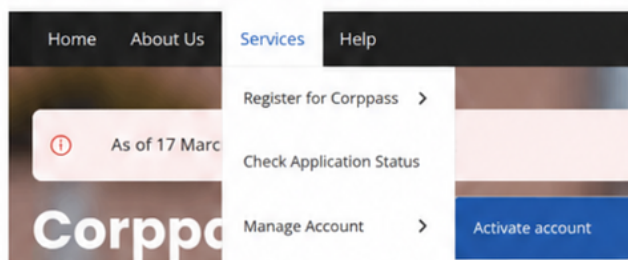
Guide to Create New User Account

- Foreign Users (without NRIC/FIN) -



Foreign User to perform the following actions

- 1 Foreign users visit **corppass** and activate your account by selecting “Services > Manage Account > Activate account”.



- 2 Foreign users select “Activate using: Entity Registration No”, key in the “UEN”, “Personal ID” and “Verification Code” before clicking “Next”.

Activate CorpPass Account

1 Enter Details 2

Activate using:

☐ Reference ID ☒ Entity Registration No

* denotes mandatory fields

Entity Registration Number

NRIC / FIN / Foreign ID No

Please type the verification code*
(Click in box to refresh and encodes again)

UEN

265177

Cancel Next

- 3 Foreign users key in the “Email One-Time Password (OTP)” before clicking “Next”.

Activate CorpPass Account

Enter Details 2 Enter Verification

A One-Time Password (OTP) has been sent to your registered email: INDUSTRY_SURVEY@SINGSTAT.GOV.SG.

Email OTP*

Did not receive an email within 1 minute?
[Resend email OTP](#)

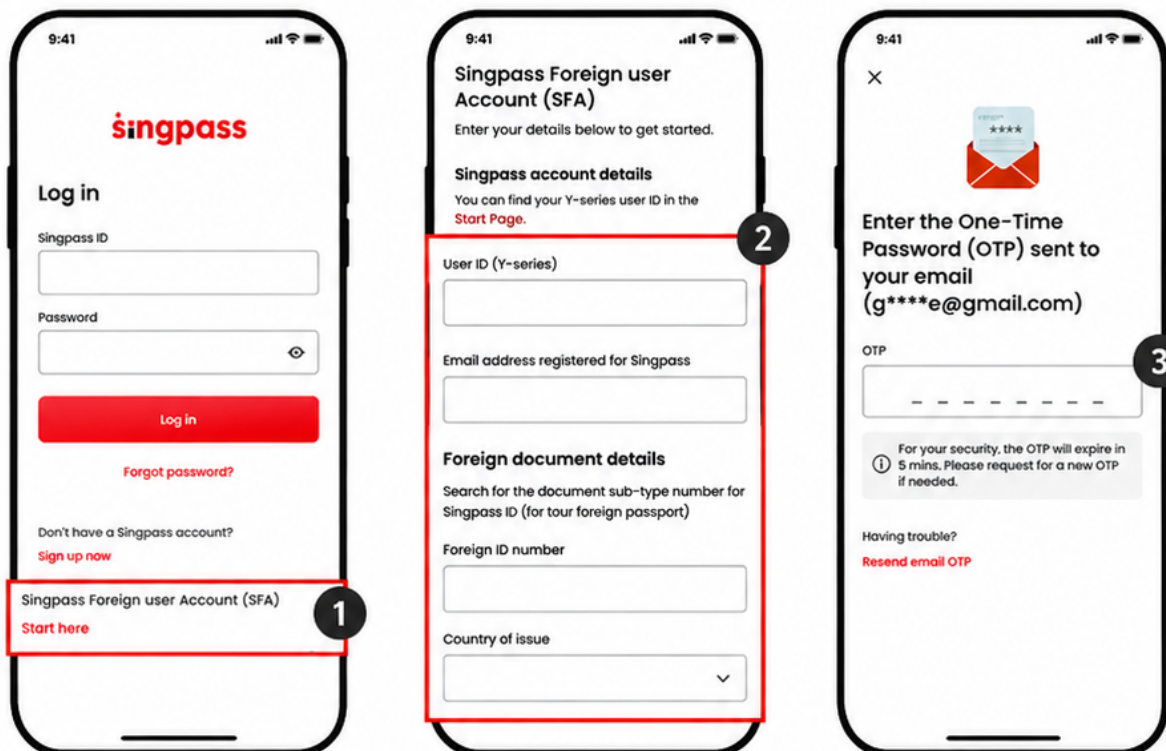
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Guide to Create New User Account

- Foreign Users (without NRIC/FIN) -



Foreign User creating CorpPass Account for the first time
to perform the following actions



The image shows three sequential steps in the Singpass app for foreign users:

- Step 1:** The login screen displays the Singpass logo and a 'Log in' section with fields for Singpass ID and Password. At the bottom, there is a link for 'Singpass Foreign user Account (SFA)' with the text 'Start here'.
- Step 2:** The 'Singpass Foreign user Account (SFA)' screen prompts the user to enter details. It includes fields for 'User ID (Y-series)', 'Email address registered for Singpass', and 'Foreign document details' (which includes 'Foreign ID number' and 'Country of issue').
- Step 3:** The OTP verification screen asks the user to 'Enter the One-Time Password (OTP) sent to your email (g****e@gmail.com)'. It features an OTP input field and a 'Resend email OTP' link.

- 1 Download the **Singpass** app onto your phone/tablet from the App Store, Google Play Store or Huawei AppGallery.
- 2 On the login screen, scroll down until you see “**Singpass Foreign Account (SFA)**”.
 - Enter your “**Y-series Singpass ID, Email Address and Foreign ID and Country of Issuance**”.
 - Click “**Continue**”.
- 3 Key in the “**Email One-Time Password (OTP)**”.
- 4 Complete the setup of your Singpass app and proceed to login to CorpPass