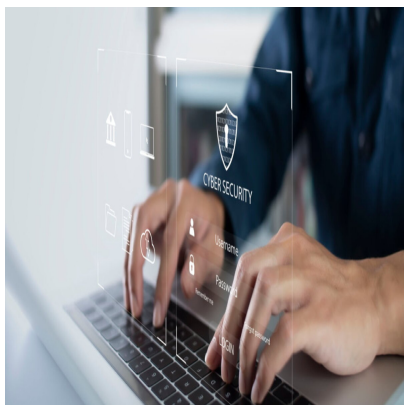




Corpass Access: Give Each User Only the Right Role

Description

Do not share a Corpass administrator login. Identify the registered officer, appoint only the necessary admin or sub-admin, create an account for each user and assign the exact digital service and role required for that person's work.

An SME owner or operations lead granting a staff member access to government digital services needs one outcome: assign an individual Corpass account and the minimum digital-service role without sharing administrator credentials.

Map each person to one role

Situation	Practical next step
Owner is the only transacting person	Apply through the Registered Officer route and keep an individual account
Another person will manage access	Appoint that person as an Admin only after checking authority and duties
Staff needs one government service	Create a User account and assign only that service and role
A staff member changes role or leaves	Review and remove access immediately; do not wait for a periodic audit

Owner is the only transacting person: Apply through the Registered Officer route and keep an individual account. **Another person will manage access:** Appoint that person as an Admin only after checking authority and duties.

Document the access decision

Corppass role overview: Registered Officer, Admin, Sub-Admin and User account responsibilities and the official account routes. **Corppass Admin application:** Admin prerequisites, Singpass, UEN, current registered-officer records and the wait for newly registered entities.

Start with the registered officer

Corppass distinguishes the person officially registered to the entity from an administrator appointed to manage access. Check the entity's UEN record and registered officers before applying. For a newly registered entity, the Admin application page says to wait at least one day before applying. [Corppass role overview](#).

Use named accounts, not a shared credential

Every person should authenticate through the supported individual route. A shared administrator login destroys accountability and makes offboarding unsafe. Record the person, business duty, approving officer, start date and review date before an account is activated. [Corppass role overview](#).

Separate account type from service role

Creating a User or Sub-Admin does not automatically grant every government transaction. Corppass says the administrator must assign digital-service access and the relevant role to the individual account. Map "service plus role" rather than writing an imprecise instruction such as "give finance access". [Corppass Digital Service List](#).

Apply least privilege to administrators too

An Admin can manage broad entity access; a Sub-Admin can distribute workload within delegated scope. Appoint the smallest role that can perform the real task, keep at least one recovery path with an authorised officer, and avoid multiplying powerful accounts for convenience. [Corppass role overview](#).

Make changes part of staff movement

Joiners, transfers, leave coverage and exits should trigger a Corppass review. Remove a user who no longer needs the service, change a role when duties move, and confirm that no vendor or former employee retains access. Keep the approval and completion evidence. [Corppass Digital Service List](#).

Clear the Admin application prerequisites first

Corppass says the applicant must be the appointed Admin, hold a valid Singpass account when an NRIC or FIN holder, and act for a Singapore-registered entity with a UEN; foreign entities use a separate route. The registered-officer information must be current in ACRA. A newly registered entity should wait at least one day before applying. Put those prerequisites in a pre-application check so a setup failure is not misdiagnosed as a password or digital-service problem. [Corppass Admin application](#)

Verify identity access separately from service authority

Since April 2021, Corppass users generally verify identity with Singpass before reaching government digital services. That authentication does not decide what the entity permits them to do. The Admin or Sub-Admin must separately grant the service access and role shown in Corppass's Digital Service List. Test both layers when troubleshooting: first whether the person can authenticate, then whether the correct entity, service and transactional role appear. This distinction avoids â??fixingâ?• a missing role by creating another unnecessarily powerful administrator. [Corppass Digital Service List](#).

A least-privilege example

A new accounts executive needs to submit one statutory filing. The owner keeps the Admin role, creates a named User account, assigns only the filing service and its preparer role, and records a review date. The executive never receives the owner's credentials.

Staff needs one government service: Create a User account and assign only that service and role. **A staff member changes role or leaves:** Review and remove access immediately; do not wait for a periodic audit.

Set and review access

1. Confirm the registered officer and UEN
2. Choose Admin, Sub-Admin or User deliberately
3. Create one named account per person
4. Assign exact digital service and role
5. Test access without sharing credentials
6. Remove or revise access on role change

Access shortcuts to refuse

- Sharing an administrator login
- Making every staff member an Admin
- Assigning all services by default
- Ignoring service-specific roles
- Leaving access active after departure

Strengthen the company controls

After Corppass Access: Give Each User Only the Right Role, [check another company-access obligation](#). Then [connect access ownership to the annual filing calendar](#). Both resolve a different task from Corppass admin user digital service access Singapore.

Questions readers ask about Corppass admin user digital service access Singapore

Who can apply as an Admin?

The applicant must be the appointed Corppass Admin and meet the official identity and entity prerequisites. [Corppass role overview](#).

Does a User account grant every service?

No. The relevant digital service and role must be assigned. [Corppass Admin application](#).

What should happen when someone leaves?

Remove the person's access promptly and retain the completion record. [Corppass role overview](#).

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