

# Guide to Add & Assign CAYE Digital Service ID

A step-by-step guide for Corporate Service Buyers/ Private Intermediaries to add and assign CAYE Digital Service ID

Information accurate as at 12 September 2024



# Pre-requisites for Adding & Assigning CAYE Digital Service ID

Please ensure that:

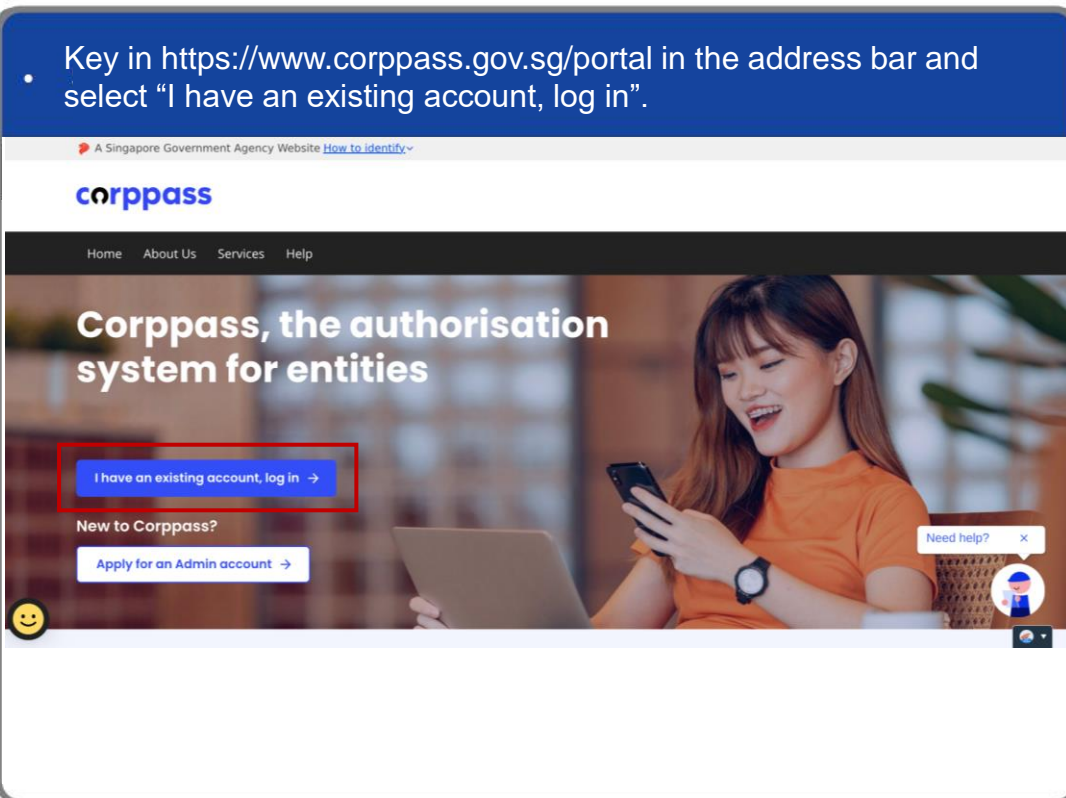
- 1) Your company's Unique Entity Number (UEN) must have been registered with Corppass;  
and
- 2) Your company has at least one registered Corppass Administrator Account.

## Log In to Corppass Portal

Step 1

Step 2

• Key in <https://www.corppass.gov.sg/portal> in the address bar and select “I have an existing account, log in”.



A Singapore Government Agency Website [How to identify](#)

corppass

Home About Us Services Help

Corppass, the authorisation system for entities

I have an existing account, log in →

New to Corppass?

Apply for an Admin account →

Need help? x

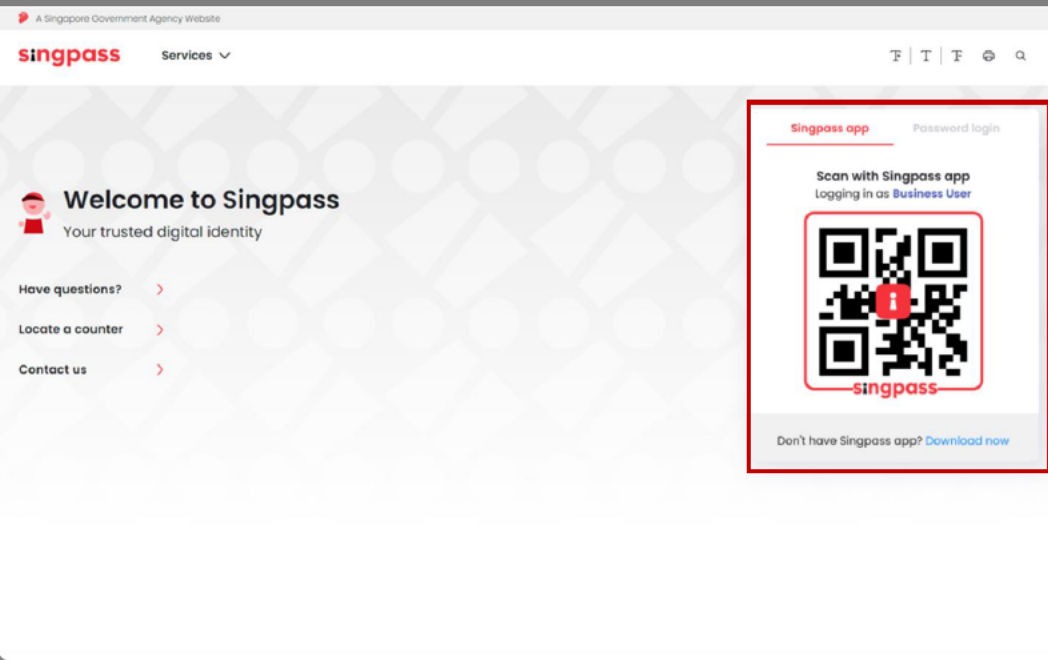


## Log In to Corppass Portal

Step 1

Step 2

- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.

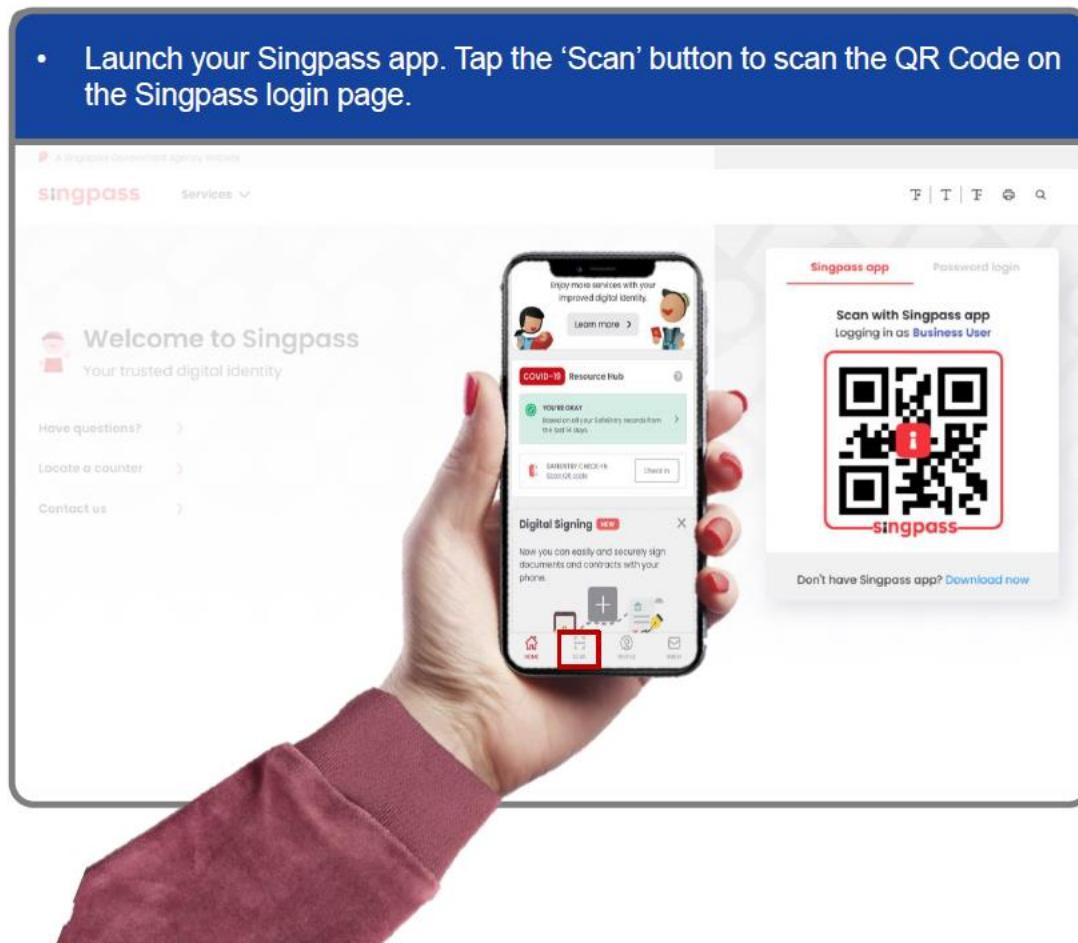


## Log In to Corppass Portal

Step 1

Step 2

- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.

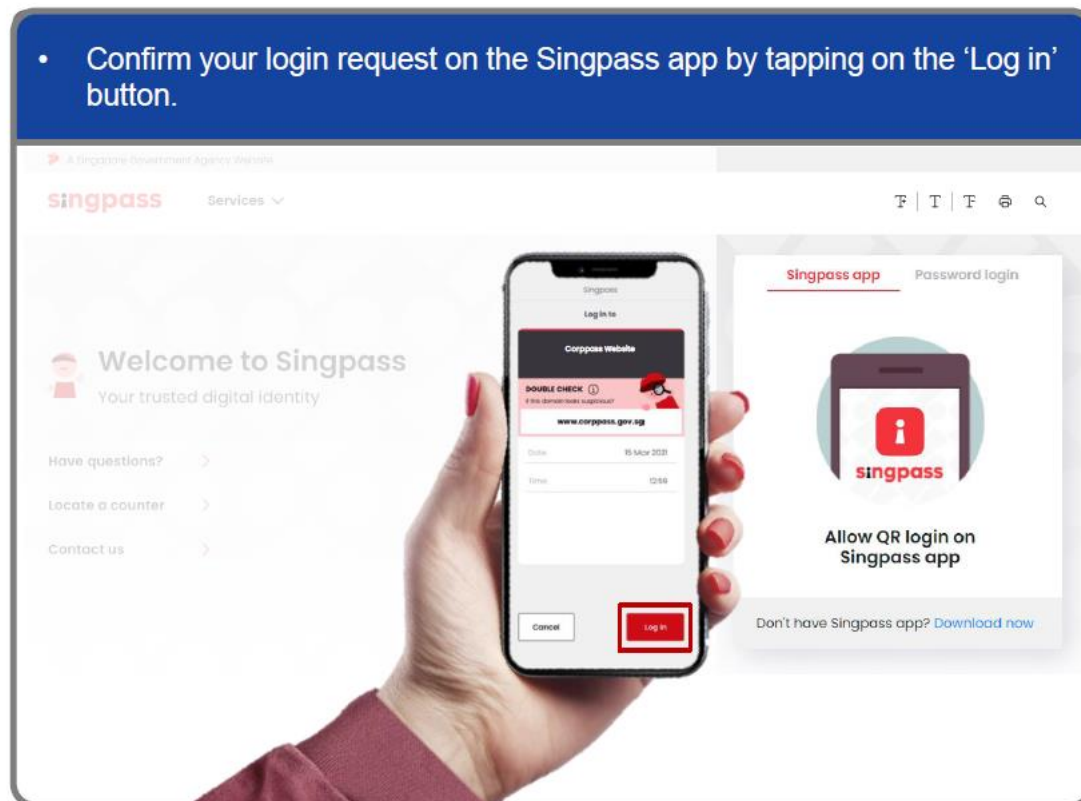


## Log In to Corppass Portal

Step 1

Step 2

- Confirm your login request on the Singpass app by tapping on the 'Log in' button.



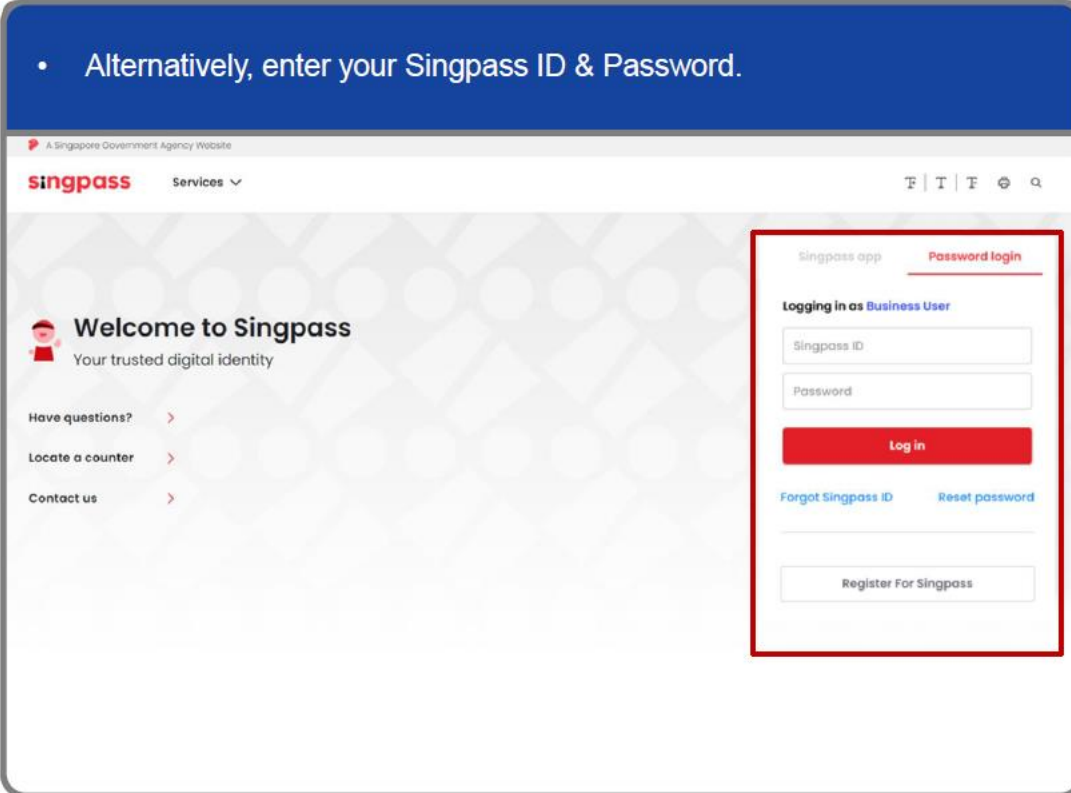
**Note:** You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity

## Log In to Corppass Portal

Step 1

Step 2

- Alternatively, enter your Singpass ID & Password.



The screenshot displays the Singpass login interface. At the top, there's a blue header with the text 'Alternatively, enter your Singpass ID & Password.' Below this, the Singpass website header is visible, including the 'singpass' logo and 'Services' dropdown. The main content area features a 'Welcome to Singpass' message with the tagline 'Your trusted digital identity' and three links: 'Have questions?', 'Locate a counter', and 'Contact us'. On the right side, there's a login form with two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is active. The form contains two input fields: 'Singpass ID' and 'Password', followed by a red 'Log in' button. Below the button are links for 'Forgot Singpass ID' and 'Reset password'. At the bottom of the form is a 'Register For Singpass' button.

**Note:** If you are a Foreign ID user, this mode of login using Singpass ID or Password is not applicable to you. You can log in using the Singpass app.



## Log In to Corppass Portal

Step 1

Step 2

- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) at your registered mobile number.

A Singapore Government Agency Website

singpass

SMS OTP Face verification

Enter the 6-digit One-time Password (OTP) sent to your mobile number (\*\*\*\*6022). Not your mobile number?



OTP:

OTP

Submit

If you do not receive an OTP on your mobile device within 30 seconds, please click on the 'Resend OTP' button here:

Resend OTP





## Log In to Corppass Portal

Step 1

Step 2

- Or verify your identity using Face Verification. Select 'Continue'.

SMS OTP Face verification

**Please note:**  
Use another authentication method if you are sensitive to flashing lights.

- 1 In the next screen, click 'Begin Scan'.
- 2 Keep still as the camera locates your face.
- 3 The screen will flash a series of colored lights.



Click [here](#) to find out more about Singpass Face verification.

Continue



## Log In to Corppass Portal

Step 1

Step 2

- Read the guidelines and click 'Begin Scan' to proceed.

4 Singapore Government Agency Website

singpass

SMS OTP **Face verification**

Here are some guidelines. Find out more [here](#).



**Look into the front camera and select "Begin Scan".**

By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the [Terms of Use](#).

Back

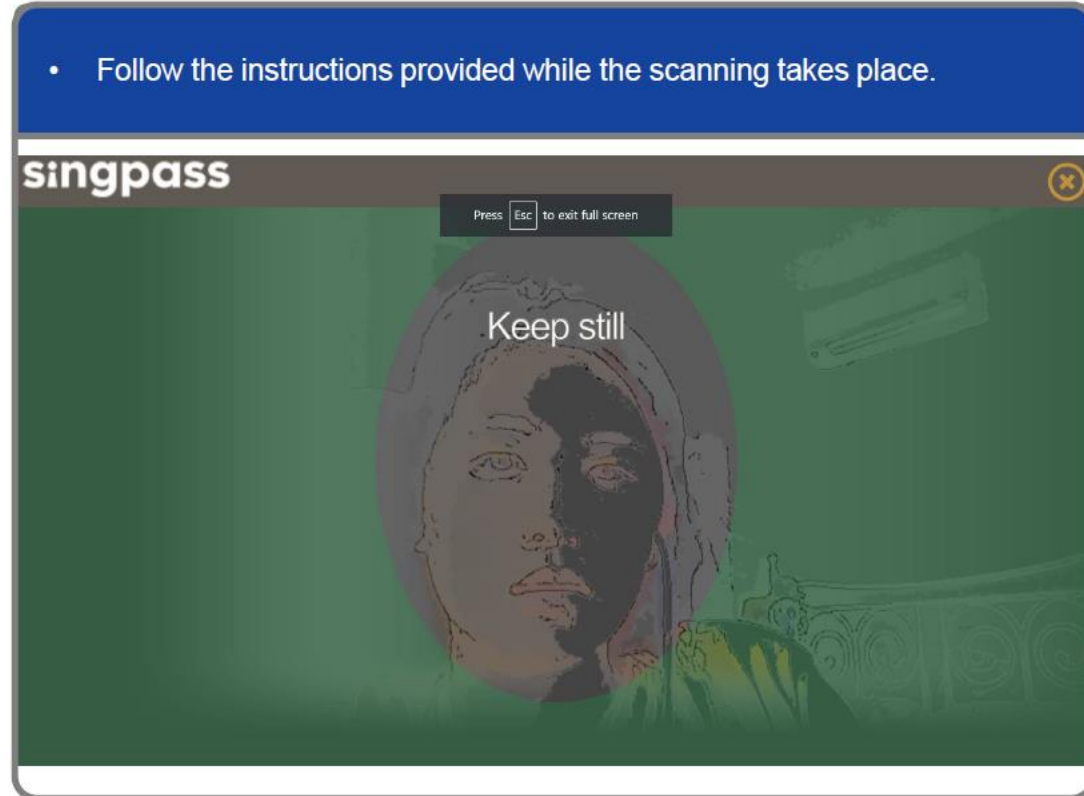
Begin Scan



## Log In to Corppass Portal

Step 1

Step 2



**Note:** Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.



## Add Assignment Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- After logging in, select the Entity you wish to transact on behalf of.

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Log Out

Select UEN/Entity ID

M91425521H  
Entity 1

M30062017A  
Entity 2

C20001187B  
Entity 3

**Note:** This page will only be shown to users who hold multiple Corppass accounts.



## Add Assignment Profile

Step 1

Step 2

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Step 5

Step 6

Step 7

Step 8

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The screenshot displays the Corppass Admin homepage. At the top, a blue banner contains the instruction: "You will land on your homepage. Under 'Advance', select 'Add Assignment Profile'". Below this is a navigation menu with items: Home, My Account, Users, e-Service, Third Party, Advance, and Help. The "Advance" menu is open, showing three options: "Migration - Client Authorisation Migration", "Add Assignment Profile" (highlighted with a red box), and "View Assignment Profile". A "Log Out" button with a user icon and a search icon are also visible in the top right. The main content area features a "Welcome PHAN" banner, a notification about 54 new digital services, and a grid of service tiles including "User Accounts", "e-Service Access", "Third Party", and "Third Party (Clients)". At the bottom, there are two main action tiles: "Create User Accounts" and "Manage User Accounts".



## Add Assignment Profile

Step 1

Step 2

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Step 6

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Step 9

- Select the Sub-Admin for whom you would like to add assignment profile, then click 'Next'.

### Add Assignment Profile



**NOTE:** Only Sub-Admins will be shown in table below for selection.

Note: After assigning the selected e-Service(s), selected Sub-Admin

- Can only assign the selected e-Service(s) and Agency Issued ID(s).
- Do not have access to select, edit, or remove Entity e-Service in Corppass.
- Do not have access to Third Party related functions in Corppass.

Select from your entity's Sub-Admin(s).

Filter

| <input checked="" type="checkbox"/> | Full Name  | Email Address            |
|-------------------------------------|------------|--------------------------|
| <input checked="" type="checkbox"/> | MUAH MEGAN | MUAHMEGAN@mailinator.com |

1 Sub-Admin(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**



## Add Assignment Profile

Step 1

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- Select the digital services that the Sub-Admin can manage. The selected Sub-Admins can only assign users access to these digital services.

**Add Assignment Profile**

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

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to  
1 Selected Sub-Admin(s)

Assign from selected e-Service(s).

| Govt. Agency                        | Entity's Selected e-Service         | Description  | Agency Issued ID | Required |
|-------------------------------------|-------------------------------------|--|------------------|----------|
| <input checked="" type="checkbox"/> | CENTRAL PROVIDENT FUND BOARD        | CPF CONTRIBUTE-AS-YOU-EARN (CAYE) FOR SERVICE BUYERS |                  |          |
| <input checked="" type="checkbox"/> | HOUSING AND DEVELOPMENT BOARD (HDB) | HDB - Listing  | SAML 1FA HDB     |          |
| <input type="checkbox"/>            | HOUSING AND DEVELOPMENT BOARD (HDB) | HDB - mock e-Service                                 | SAML 2FA HDB     |          |



If you are unable to find the CAYE Digital Service ID, please click on "here" hyperlink.

Note: e-Service is also known as digital service



## Add Assignment Profile

Step 1

Step 2

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- Click 'Next' to proceed.

|                          |                                    |         |               |  |
|--------------------------|------------------------------------|---------|---------------|--|
| <input type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | ESRVC A | Description A |  |
| <input type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | ESRVC B | Description B |  |
| <input type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | ESRVC C | Description C |  |
| <input type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | ESRVC D | Description D |  |
| <input type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | ESRVC E | Description E |  |
| <input type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | ESRVC F | Description F |  |

2 e-Service(s) selected.

Showing 1 to 10 of 10 items

Back

Next





## Add Assignment Profile

Step 1

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- Review details of the assignment. Click 'Submit' to proceed.

### Add Assignment Profile



Review the Sub-Admin's Assignment Profile

1 Selected Sub-Admin(s) [+](#)

Note:

- All additional details are available to Sub-Admin(s) during e-Service assignment.
- Additional details can be edited via e-Service > View Entity's e-Services.

#### Selected e-Services

CENTRAL PROVIDENT  
FUND BOARD

• CPF CONTRIBUTE-AS-YOU-EARN (CAYE) FOR SERVICE BUYERS

HOUSING AND DEVELOPMENT  
BOARD (HDB)

• HDB - Listing  
• Additional Details

Back

Submit



## Add Assignment Profile

Step 1

Step 2

Step 3

Step 4

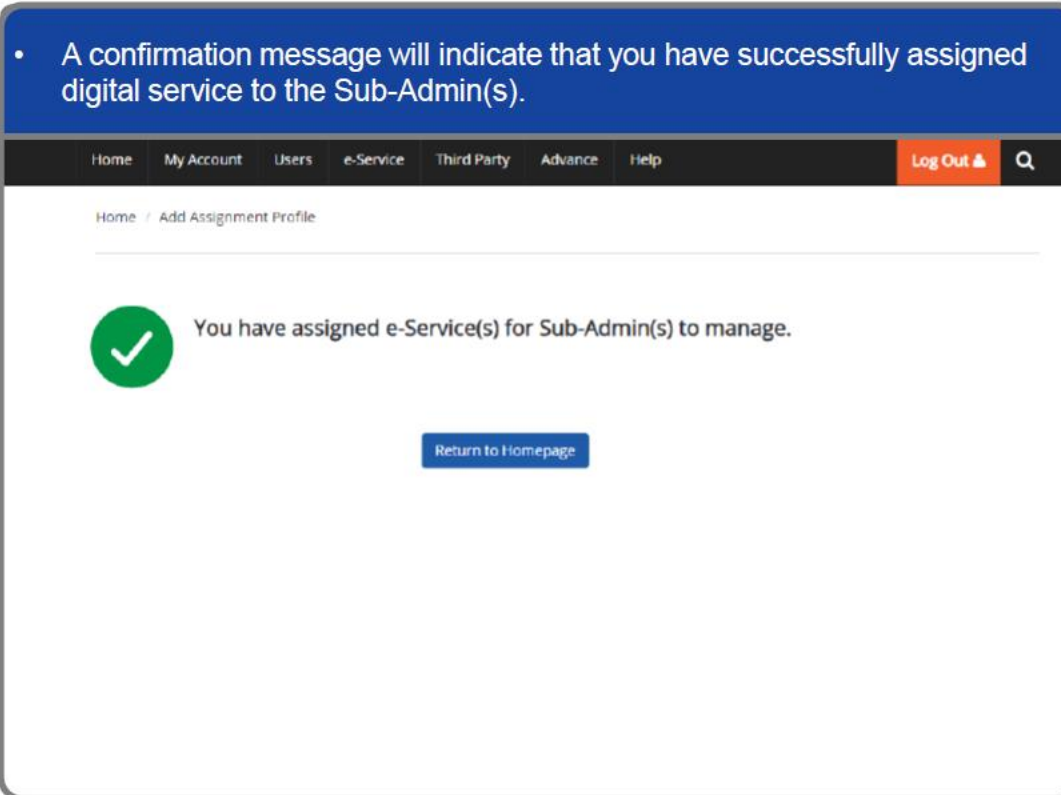
Step 5

Step 6

Step 7

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The screenshot shows a confirmation message in a blue banner at the top: "A confirmation message will indicate that you have successfully assigned digital service to the Sub-Admin(s)." 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. The main content area displays a green checkmark icon and the text: "You have assigned e-Service(s) for Sub-Admin(s) to manage." A "Return to Homepage" button is centered below the message.



# Additional Information

- For further assistance or enquiries, please contact the following agencies:

| Type of Enquiries   | Agency                       | Hyperlink   |
|---|------------------------------|---|
| Accesses related to Corppass Administrators, Admins and Sub-Admins etc. | Corppass                     | <a href="https://www.corppass.gov.sg/corppass/common/contactus">https://www.corppass.gov.sg/corppass/common/contactus</a> |
| CAYE related enquiries  | Central Provident Fund Board | <a href="https://www.cpf.gov.sg/writetous">https://www.cpf.gov.sg/writetous</a>   |