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

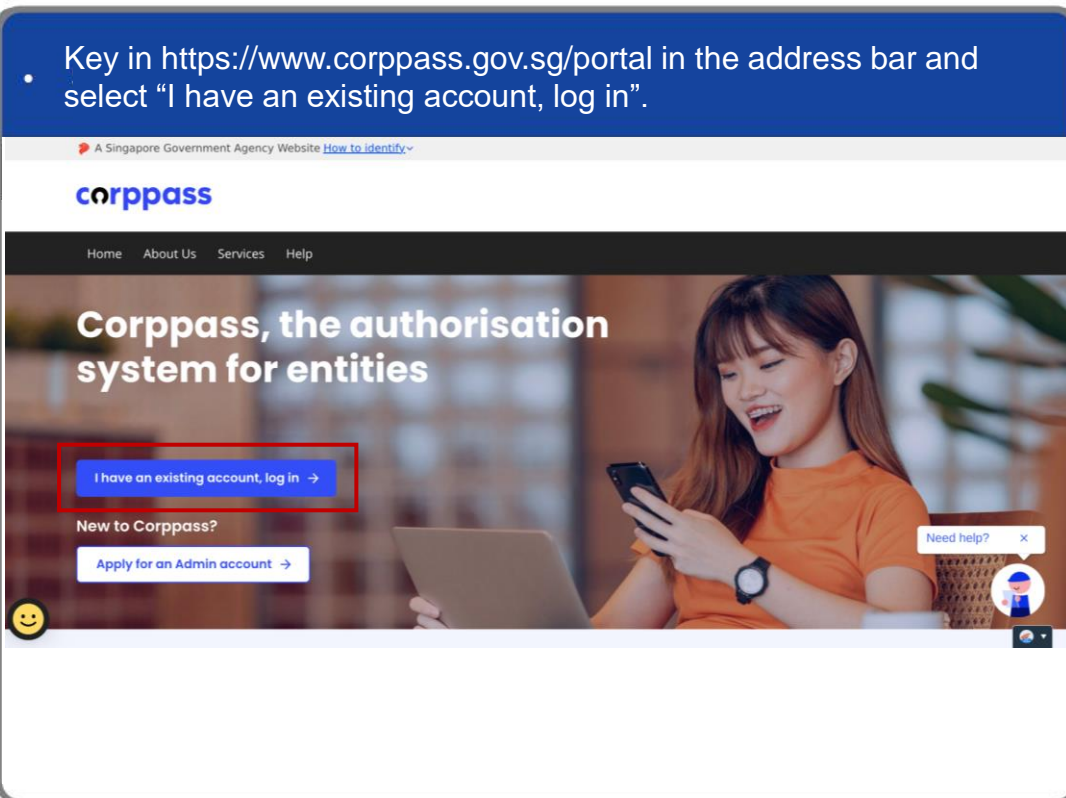# Pre-requisites for Adding & Assigning CAYE Digital Service ID

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".
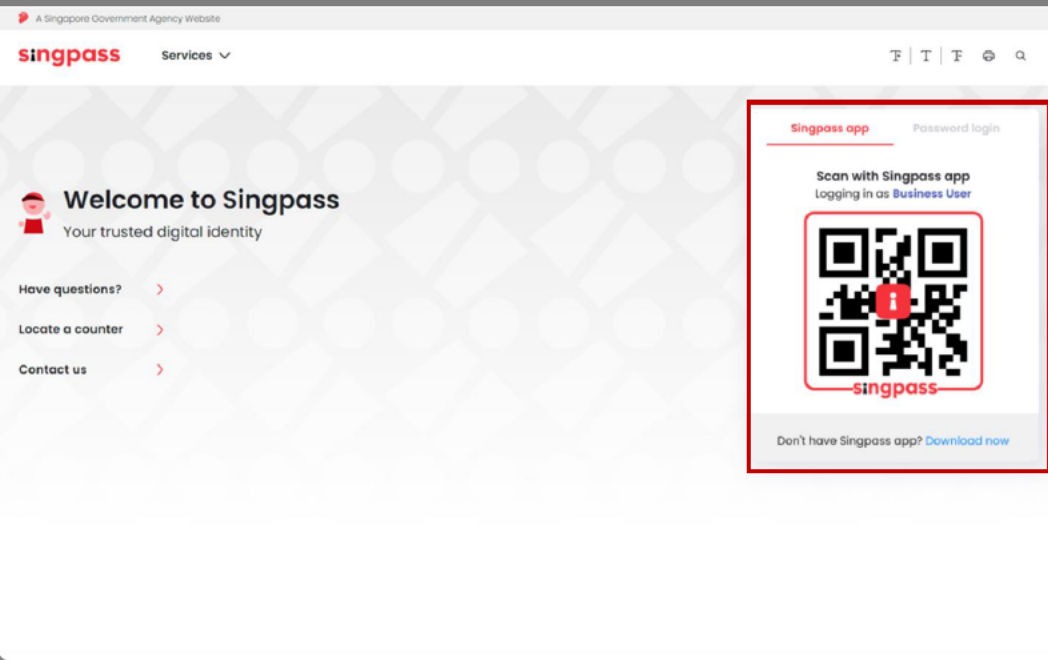
Log In to Corppass Portal

Step 1

Step 2

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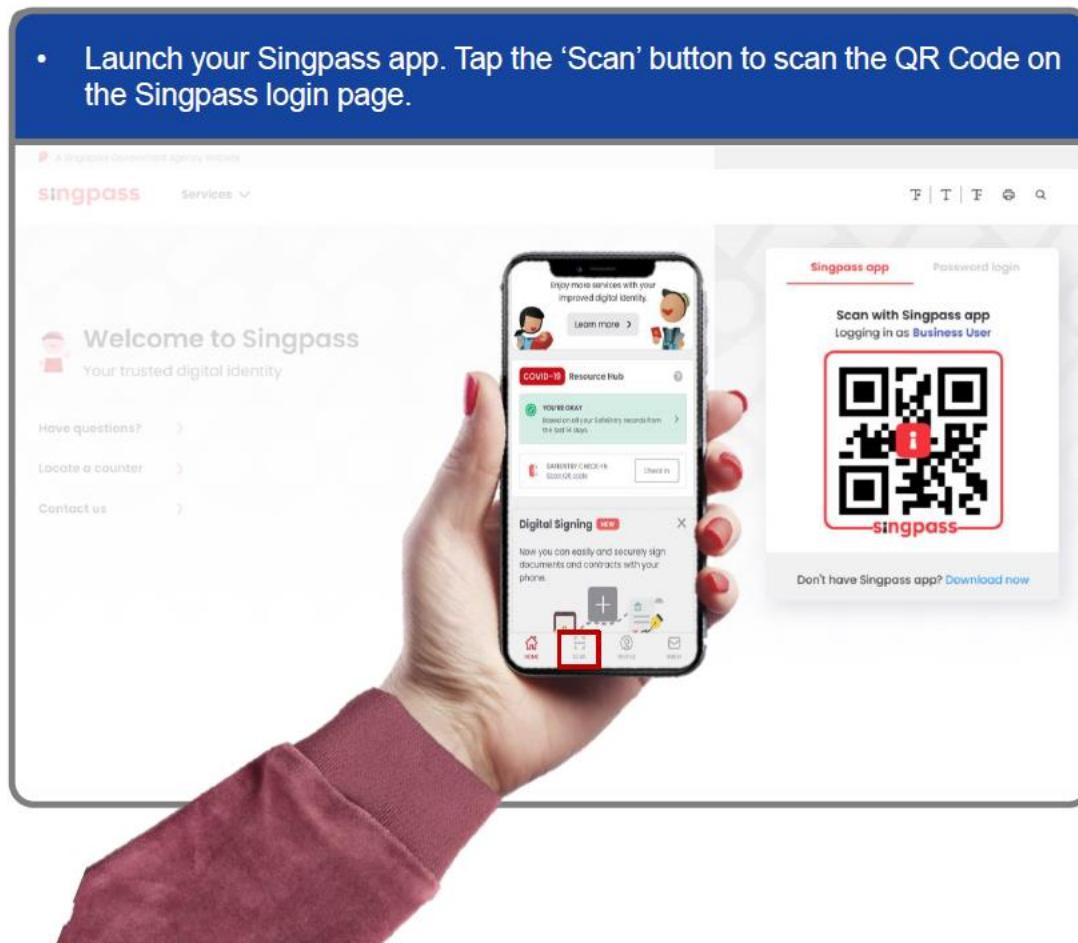
corppass

Log In to Corppass Portal

Step 1

Step 2

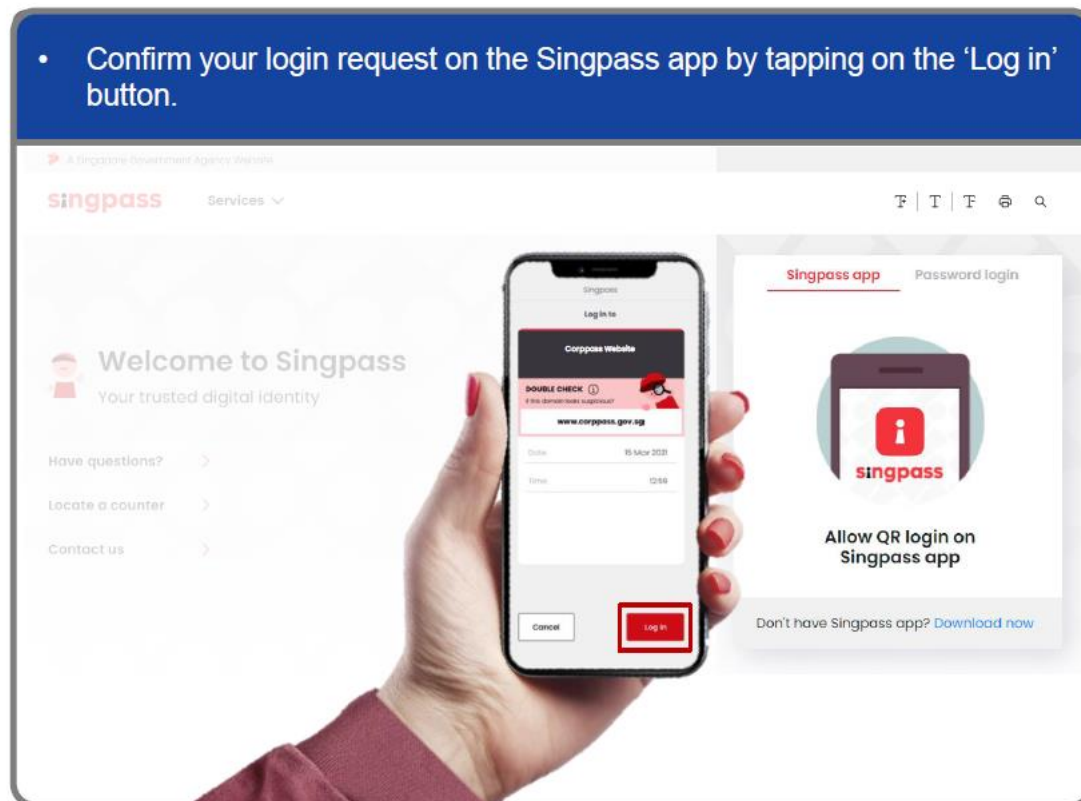- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.

corppass

Log In to Corppass Portal

Step 1

Step 2

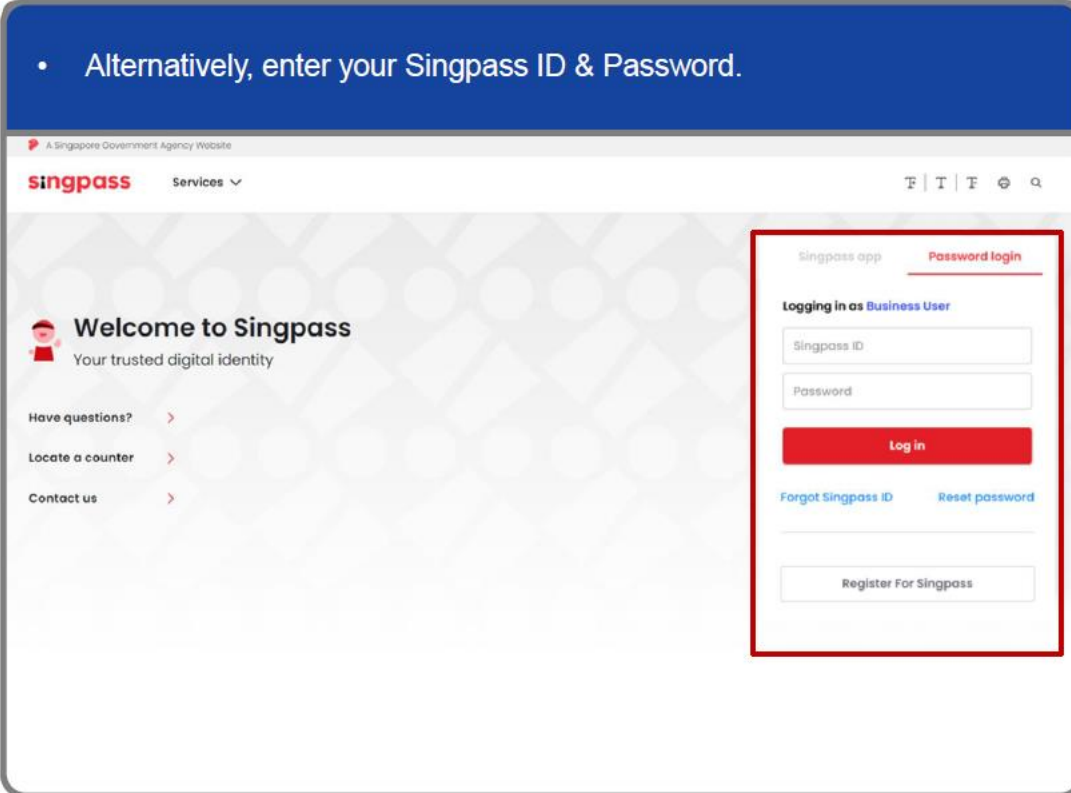- Confirm your login request on the Singpass app by tapping on the 'Log in' button.

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.

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.

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 authentification 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.

A Singapore Government Agency Website

singpass

SMS OTP   **Face verification**

Here are some guidelines. Find out more here.

⊘ Clear glasses   ⊘ Keep headgear and hair off face   ⊘ Indoor lighting   ⊘ Keep mouth closed

⊘ Tinted glasses   ⊘ Cover your face   ⊘ Very bright lighting   ⊘ Smile widely

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

- Follow the instructions provided while the scanning takes place.

singpass

Press Esc to exit full screen

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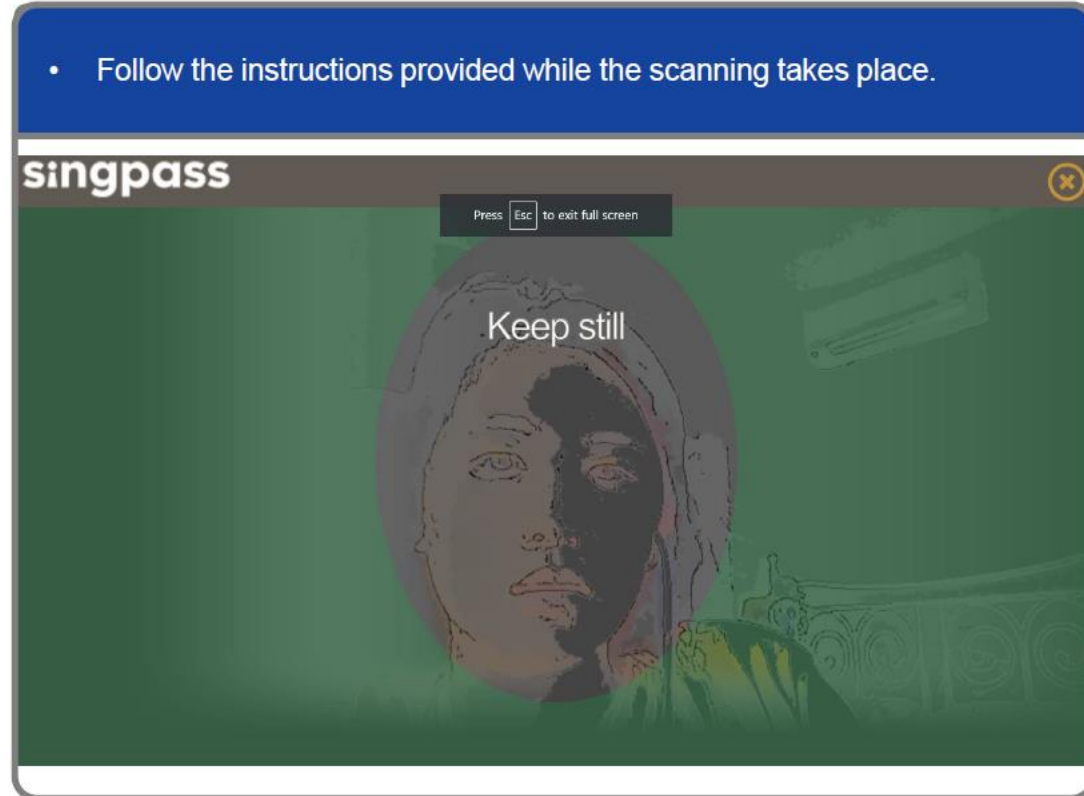
Note: Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

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.

corppass

Singapore Government
Integrity · Service · Excellence

A A 🖨 Contact Us | Feedback | Sitemap | FAQ

Log Out 👤

Select UEN/Entity ID

M91425521H	M30062017A	C20001187B
Entity 1	Entity 2	Entity 3

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

Add Assignment Profile

| Step 1 |
| Step 2 |
| Step 3 |
| **Step 4** |
| Step 5 |
| Step 6 |
| Step 7 |
| Step 8 |
| Step 9 |

- You will land on your homepage. Under 'Advance', select 'Add Assignment Profile'.

Add Assignment Profile

Step 1	• Select the Sub-Admin for whom you would like to add assignment profile, then click 'Next'.
Step 2	
Step 3	**Add Assignment Profile**
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

Add Assignment Profile

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

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 [🔍] [👤▾]

☑	Full Name ⬍	Email Address ⬍
☑	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	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

- 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

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).

▼ Filter   Search 🔍

	Govt. Agency	Entity's Selected e-Service	Description	Agency Issued ID Required
☑	CENTRAL PROVIDENT FUND BOARD	CPF CONTRIBUTE-AS-YOU-EARN (CAYE) FOR SERVICE BUYERS		
☑	HOUSING AND DEVELOPMENT BOARD (HDB)	HDB - Listing	SAML 1FA HDB	
☐	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

- Click 'Next' to proceed.

☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC A	Description A	📄
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC B	Description B	
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC C	Description C	
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC D	Description D	
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC E	Description E	📄
☐	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

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

Add Assignment Profile

✓ •••• ✓ •••• ✓ •••• ④
Select   Select   Enter   Review
Sub-Admins   e-Services   Details   & Submit

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
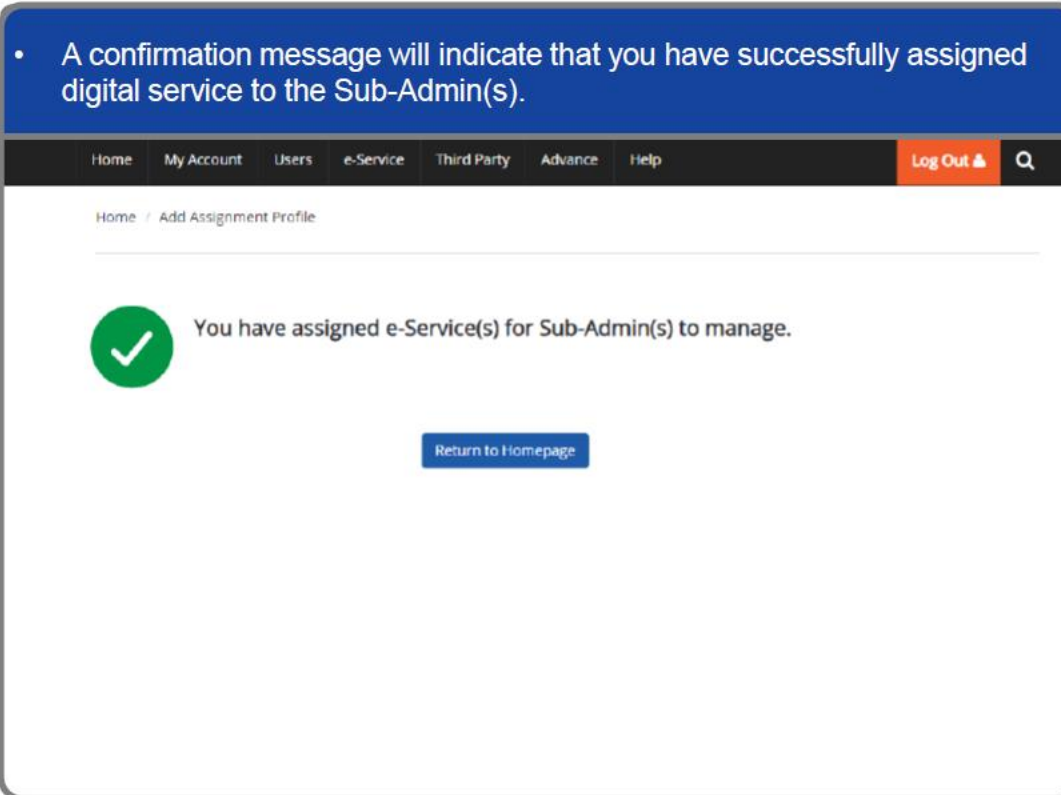
corppass

Add Assignment Profile

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

- A confirmation message will indicate that you have successfully assigned digital service to the Sub-Admin(s).

Home	My Account	Users	e-Service	Third Party	Advance	Help	Log Out 🔒	🔍

Home / Add Assignment Profile

✅ You have assigned e-Service(s) for Sub-Admin(s) to manage.

Return to Homepage

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	https://www.corppass.gov.sg/corppass/common/contactus
CAYE related enquiries	Central Provident Fund Board	https://www.cpf.gov.sg/writetous