

CORPPASS IMPLEMENTATION FOR MBS@GOV



Last updated on: 20 March 2017

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Today



Register CorpPass Admin accounts

Create CorpPass User accounts

29 Apr 2017



Assign MBS@Gov e-Service to CorpPass Users

Login to MBS@Gov using CorpPass



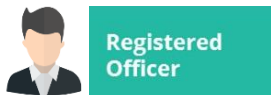


A Introduction to CorpPass

CorpPass is a corporate digital identity for businesses to transact with Government agencies online. Company administrators will have the convenience of an integrated portal to grant and manage their employees' access to Government digital services.

- Enhances the personal data security of staff
- Protects sensitive business information and transactions with 2FA-enabled log in

Your clinic will need to identify and assign personnel to the following 3 roles in CorpPass:
Registered Officer, CorpPass Admin and CorpPass User

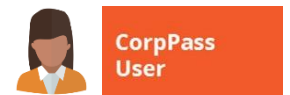


Registered Officer



CorpPass Admin

**Maximum of 2 per entity*



CorpPass User

Registered Officer is officially registered to the entity with ACRA or MOH

CorpPass Admin can create CorpPass User Accounts and manage your clinic's e-Service access

CorpPass Users can login to MBS@Gov to submit bills with their unique CorpPass ID

- 1a Appoint yourself as **CorpPass Admin**
- or
- 1b Approve **CorpPass Admin** accounts

- 1b Register for **CorpPass Admin** account
- 2 Create **CorpPass User** Accounts

- 5 Activate your CorpPass account and set up your CorpPass ID and password
- 6 Log in to MBS@Gov using CorpPass

New clinics are required to sign up with MBS@Gov and receive a Vendor ID before they can login to MBS@Gov via CorpPass.

**Vendor ID is HCl code*

- 3 Select MBS@Gov as an e-Service and define all **Vendor ID(s)*** linked to the entity's UEN
- 4 Assign **CorpPass Users** to MBS@Gov and define their **Vendor ID*** and

Role



Clinic Administrator

Current AGD Password users. Able to submit bills, view past payment details and update clinic details



Clinic Assistant

Current SingPass users. Able to submit bills and view limited payment details only.

B How to set up CorpPass



Please refer to the CorpPass User Guides for step-by-step assistance at www.corppass.gov.sg/corppass/common/userguides



1 Create CorpPass Admin Accounts

Register your CorpPass Admin Accounts by 29 Apr 2017!

Option A – RO and CorpPass Admin are the same person

RO can register and appoint themselves as CorpPass Admin via CorpPass Portal.

- Your company may appoint up to two CorpPass Admins



Set Up CorpPass > RO
> Register for CorpPass Administrator Account



Option B – RO and CorpPass Admin are different people

Step 1: CorpPass Admin can submit details of your RO to seek approval for registration in CorpPass Portal.

- You may appoint up to two CorpPass Admins



Set Up CorpPass > Administrator
> Register for CorpPass Administrator Account



Step 2: RO to receive email notification to provide approval via CorpPass Portal.



Set Up CorpPass > RO
> Approve CorpPass Administrator Account



2 Create CorpPass User Accounts

Create your CorpPass User Accounts by 29 Apr 2017!

CorpPass Admin can create CorpPass User accounts via CorpPass Portal.

- There are no restrictions on the number of CorpPass User accounts that can be created



Set Up CorpPass > Administrator
> Create CorpPass User Accounts



B How to set up CorpPass

 Please refer to the CorpPass User Guides for step-by-step assistance at www.corppass.gov.sg/corppass/common/userguides




Select e-Service access to MBS@Gov

Select MBS@Gov as an e-Service from 29 Apr 2017

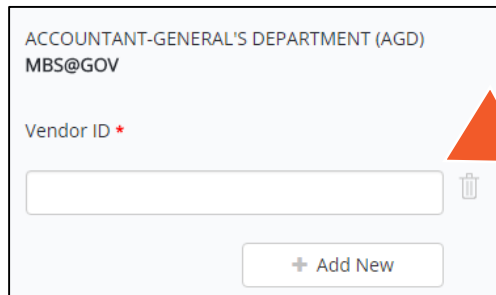
Step 1: CorpPass Admin can select MBS@Gov as the digital service to transact with.



 *Set Up CorpPass > Administrator
> Setting up and assigning e-Service access*

Step 2: Clinics are required to fill in **ALL HCI codes registered with MBS@Gov under the entity's UEN, under "Vendor ID"**.

- HCI codes are the same Vendor ID used for your current log in to MBS@Gov



- Knowing your HCI code is important as it is used to differentiate between the different clinic branches that are registered to the same Unique Entity Number (UEN) of the business entity.

Step 3: CorpPass Admin to review details and submit.

B How to set up CorpPass

 Please refer to the CorpPass User Guides for step-by-step assistance at www.corppass.gov.sg/corppass/common/userguides


4 Assign MBS@Gov as e-Service

Assign MBS@Gov as an e-Service from 29 Apr 2017

Step 1: CorpPass Admin to assign Vendor IDs and Roles to individual users in CorpPass Portal.

- Please note that you will be able to mass assign e-Services to CorpPass Users but you will need to assign the Vendor IDs and Roles individually



 *Set Up CorpPass > Administrator
> Setting up and assigning e-Service access*

Step 2: CorpPass Admin to assign the role to user: **Clinic Administrator** or **Clinic Assistant**.



Clinic Administrator

Current AGD Password users.
Able to submit bills, view past payment details and update clinic details

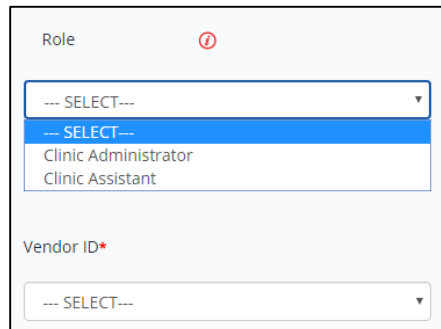


Clinic Assistant

Current SingPass users.
Able to submit bills and view limited payment details only.

Step 3: CorpPass Admin to select the HCI code to be assigned to the user under Vendor ID.

Step 4: CorpPass Admin to review details and submit.



The screenshot shows a form with two main sections. The top section is labeled 'Role' and contains a dropdown menu with the following options: '--- SELECT---', '--- SELECT---', 'Clinic Administrator', and 'Clinic Assistant'. The second option, '--- SELECT---', is currently selected and highlighted in blue. Below this is a field labeled 'Vendor ID*' with a dropdown menu showing '--- SELECT---'. Two large orange arrows point from the right towards the 'Role' dropdown and the 'Vendor ID*' field.

B How to set up CorpPass


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5 Activate CorpPass User account

CorpPass User can activate account by setting up your CorpPass ID and password.

- You may activate via
 - Reference ID** : Provided in email notification during registration
 - Entity Registration No.** : Provide your entity's UEN and your NRIC/FIN/Foreign ID
- You will be required to verify your identity via SingPass




 *Set Up CorpPass > User
> Activate your CorpPass account – for SingPass holders*

6 Login to MBS@Gov using CorpPass

All users should login to MBS@Gov using CorpPass by 31 July 2017



Click on CorpPass Button to login from 29 Apr 2017

 As a transition measure, you may click here to login via AGD Password or SingPass until 31 December 2017

C

Contact channels



CorpPass User Guides :

www.corppass.gov.sg/corppass/common/userguides



CorpPass Helpdesk : 6643 0577

8am to 8pm on Mondays to Fridays

8am to 2pm on Saturdays



Website : www.corppass.gov.sg



Email : support@corppass.gov.sg



Sign up for CorpPass Public Briefings at

www.eventbrite.com/e/an-introduction-to-corppass-tickets-27623308058

Monthly Public Briefings conducted till end of 2017



For queries on the implementation of CorpPass for MBS@Gov, contact AGD at



6332 4583 (9am to 6pm on Mondays to Fridays, available until 31 August 2017)



Log a helpdesk ticket at www.mbs.gov.sg under "Contact Us"



Today



Register CorpPass Admin accounts

Create CorpPass User accounts

29 Apr 2017



Assign MBS@Gov e-Service to CorpPass Users

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