



A Guide for  *Admins*

- 1) Set up MBS@Gov e-Service**
- 2) Assign MBS@Gov e-Service to Users**
- 3) Amend Vendor ID(s) for MBS@Gov e-Service**



A Guide for  *Admins*

- 1) Set up MBS@Gov e-Service**
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Singapore Corporate Access
A Guide for CorpPass Admins
Set up MBS@Gov e-Service



Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Go to www.corppass.gov.sg, then click 'Login'
- Key in your login details

The screenshot shows the CorpPass website interface. At the top, there is the CorpPass logo and the Singapore Government logo with the tagline 'Integrity - Service - Excellence'. Below the logo is a navigation menu with 'Home', 'About Us', 'Services', and 'Help'. A 'Login' button is located in the top right corner. The main content area features a large heading 'Welcome to CorpPass' and a sub-heading 'Your one-stop platform to manage and transact with the Government in an easy and secure manner.' Below this, there is a 'Register as a CorpPass Admin' button. A login form is overlaid on the right side of the page, containing three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password'. Below the fields are a 'Login' button, a 'Remember Entity ID' checkbox, and links for 'Forgot Entity / CorpPass ID or Password' and 'New to CorpPass? Register Now.' At the bottom of the page, there is a 'Help & Support' section with four icons and links: 'Get help with online materials', 'Get in touch with CorpPass HelpDesk', 'Visit Us by making an appointment', and 'Sign up for Public Briefings'.

Singapore Corporate Access
A Guide for CorpPass Admins
Set up MBS@Gov e-Service



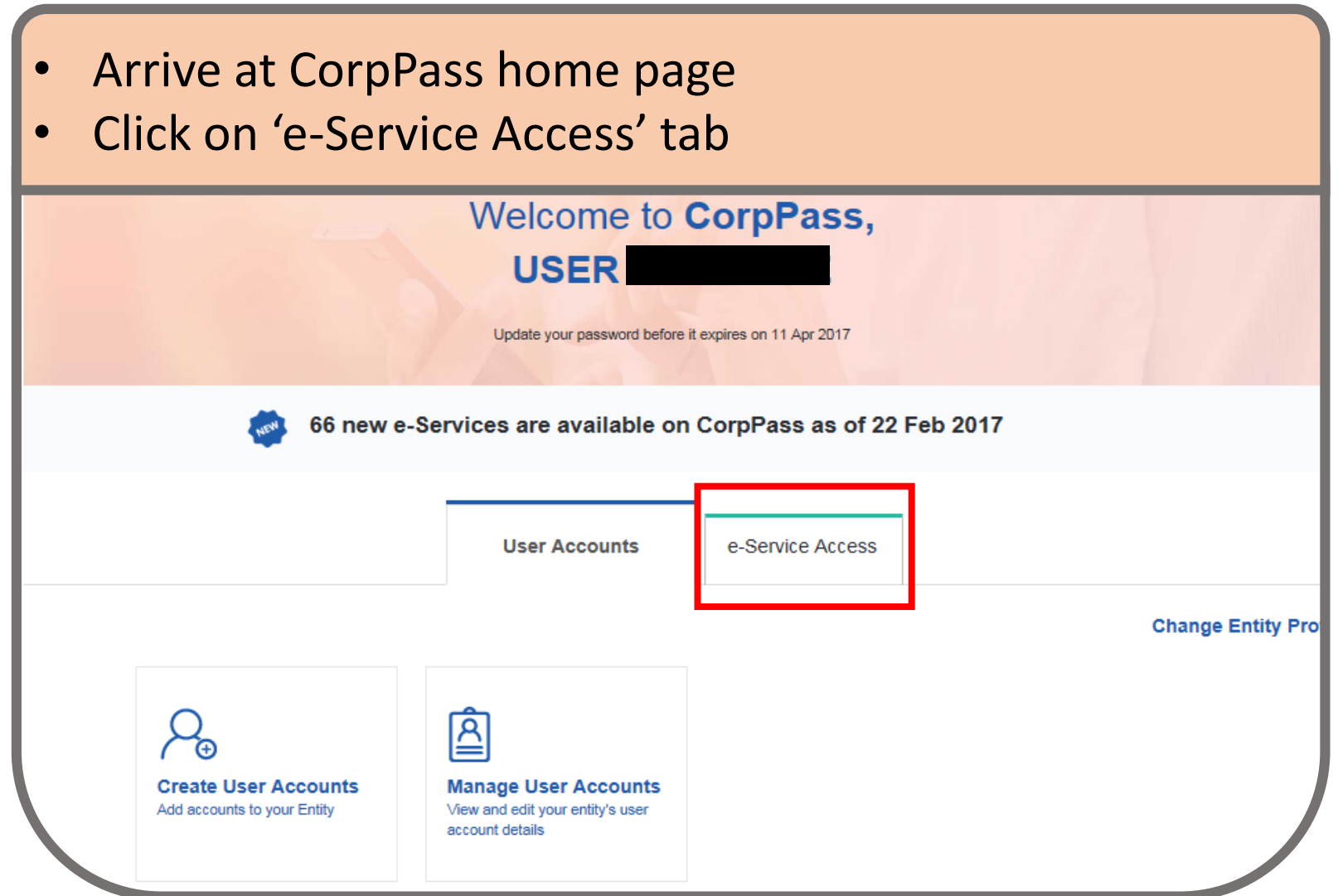
Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Arrive at CorpPass home page
- Click on 'e-Service Access' tab



Singapore Corporate Access

A Guide for CorpPass Admins

Set up MBS@Gov e-Service



Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Click on 'Select Entity's e-Services'

Welcome to CorpPass,
USER [REDACTED]

Update your password before it expires on 11 Apr 2017

NEW 66 new e-Services are available on CorpPass as of 22 Feb 2017

User Accounts | **e-Service Access**

[Change Entity Profile](#)

- Select Entity's e-Services**
Select e-Services that your entity will use.
- Assign selected e-Services**
Assign e-Services access to your entity's users and user groups.
- View Entity's e-Service Access**
View and edit your entity's current e-Services access

Singapore Corporate Access
A Guide for **CoriPass** Admins
Set up MBS@Gov e-Service



Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Arrive at the 'Select Entity's e-Services' page
- Search for 'MBS' in the search box

Home / Select Entity's e-Services

Select Entity's e-Services



Click the relevant checkboxes to select which e-Service(s) you want to assign to your users. Additional checks may apply for access to agency e-Service.

Click to find out more

Filter:

| <input type="checkbox"/> | Govt. Agency | e-Service | Description | Additional Agency Check | Additional Details Required |
|--------------------------|---------------------------------------|-----------|---|-------------------------|-----------------------------|
| <input type="checkbox"/> | ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | Billing of medical claims to the Government | | |

0 e-Service(s) Selected

Showing 1 to 1 of 1 items

Singapore Corporate Access
A Guide for **CoriPass** Admins
Set up MBS@Gov e-Service



Step 1 – Login

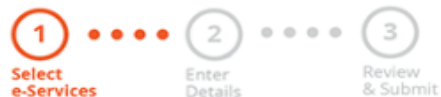
Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Select 'MBS@Gov' e-Service, then click 'Next'

Select Entity's e-Services



Click the relevant checkboxes to select which e-Service(s) you want to assign to your users. Additional checks may apply for access to agency e-Service.

Click to find out more

Filter:

| <input checked="" type="checkbox"/> | Govt. Agency | e-Service | Description | Additional Agency Check | Additional Details Required |
|-------------------------------------|---------------------------------------|-----------|---|-------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | Billing of medical claims to the Government | | |

1 e-Service(s) Selected

Showing 1 to 1 of 1 items

Cancel

Next

Singapore Corporate Access
A Guide for CorpPass Admins
Set up MBS@Gov e-Service



Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Enter all Vendor IDs registered with MBS@Gov and share the same UEN
- Vendor IDs are your Healthcare Institution Codes e.g. 13CM000, 9123456, in capital letters.
- Select 'Add New' to add new Vendor IDs



Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

| Govt Agency | e-Service | Additional Agency Check | Additional Details Required | |
|--|-----------|-------------------------|-----------------------------|--|
| ACCOUNT ANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | | | |

ACCOUNTANT-GENERAL'S DEPARTMENT (AGD)
MBS@GOV

Vendor ID *

+ Add New

Singapore Corporate Access

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Set up MBS@Gov e-Service



Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- When done, press 'Next'

* - denotes mandatory fields

| Govt Agency | e-Service | Additional Agency Check | Additional Details Required | |
|-------------|--|-------------------------|-----------------------------|--|
| | ACCOUNT ANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | | |

ACCOUNTANT-GENERAL'S DEPARTMENT (AGD)
MBS@GOV

Vendor ID *

13CM000

9123456

[+ Add New](#)

1 e-Service(s) Selected

Back **Next**

Singapore Corporate Access
A Guide for **CoriPass** Admins
Set up MBS@Gov e-Service



Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Review the MBS@Gov e-service you have created, then click 'Submit'

Home / Select Entity's e-Services

Select Entity's e-Services

Select e-Services Enter Details Review & Submit 3

Verify Selected e-Service(s)

| | | | |
|---------------------------------------|-----------|---------|---------|
| ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | Vendor ID | MBS@GOV | 13CM000 |
| | | | 9123456 |

Back Submit

Singapore Corporate Access
A Guide for **CoriPass** Admins
Set up MBS@Gov e-Service



Step 1 – Login

Step 2 – Navigate at home page

Step 3 – Select MBS@Gov e-service

Step 4 – Set up MBS@Gov e-service

- Congratulations! You have successfully set up the MBS@Gov e-Service for your entity

Home / Select Entity's e-Services



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services
Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#)

[Assign selected e-Services](#)



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Singapore Corporate Access
A Guide for CorpPass Admins

Assign MBS@Gov e-Service to Users



Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- At the CorpPass home page, click on 'e-Service Access' tab

Welcome to CorpPass,
USER [REDACTED]

Update your password before it expires on 11 Apr 2017

NEW 66 new e-Services are available on CorpPass as of 22 Feb 2017

User Accounts **e-Service Access**

Change Entity Pro

Create User Accounts
Add accounts to your Entity

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

Singapore Corporate Access
A Guide for CorpPass Admins

Assign MBS@Gov e-Service to Users



Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- Click on 'Assign selected e-Services'

Welcome to CorpPass,
USER [REDACTED]

Update your password before it expires on 11 Apr 2017

NEW 66 new e-Services are available on CorpPass as of 22 Feb 2017

User Accounts | **e-Service Access**

[Change Entity Profile](#)

- Select Entity's e-Services
Select e-Services that your entity will use.
- Assign selected e-Services**
Assign e-Services access to your entity's users and user groups.
- View Entity's e-Service Access
View and edit your entity's current e-Services access

Singapore Corporate Access
A Guide for CorpPass Admins
Assign MBS@Gov e-Service to Users



Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- Select the CorpPass user/admin account(s) that you would like to assign the same Vendor ID and role to, then click 'Next'

Select from your entity's CorpPass user accounts. Filter

| | Full Name | Email Address | CorpPass ID | User Type |
|-------------------------------------|-----------------|---------------|-------------|-----------|
| <input checked="" type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | Admin |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |
| <input type="checkbox"/> | USER [REDACTED] | [REDACTED] | [REDACTED] | User |

1 user(s) selected.

Showing 1 to 9 of 9 items

Can't find a user?
You may have not created the user account.
[Click here](#) to do so.

Singapore Corporate Access
A Guide for CorpPass Admins
Assign MBS@Gov e-Service to Users



Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- Select the MBS@Gov e-Service, then click 'Next'

Assign Selected e-Service(s) to

[1 Selected User\(s\)](#) +

Assign from selected e-Service(s).

Filter

mbs|



| <input type="checkbox"/> | Govt Agency | Entity's selected e-Services | Description | Agency Check Required | Additional Details Required |
|--------------------------|---------------------------------------|------------------------------|---|-----------------------|-----------------------------|
| <input type="checkbox"/> | ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | Billing of medical claims to the Government | | |

0 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back

Next

Singapore Corporate Access
A Guide for CorpPass Admins

Assign MBS@Gov e-Service to Users



Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- Assign the **role** to the user:
 1. Clinic Administrator – Able to submit bills, view past payment details and update clinic details
 2. Clinic Assistant – Able to submit bills and view limited payment details only.

1 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required | |
|-------------|--|-----------------------|-----------------------------|--|
| | ACCOUNT ANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | | |

ACCOUNTANT-GENERAL'S DEPARTMENT (AGD)
MBS@GOV

Role

--- SELECT---

--- SELECT---

Clinic Administrator

Clinic Assistant

Vendor ID*

--- SELECT---

Singapore Corporate Access
A Guide for CorpPass Admins

Assign MBS@Gov e-Service to Users



Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- Assign the **Vendor ID** to the user
- When done, click 'Next'

The screenshot shows the CorpPass admin interface. At the top, there are filters for 'Govt Agency' and 'Entity's selected e-Services'. A table lists users, with one user selected: ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) MBS@GOV. To the right, the details for this user are shown, including a 'Role' dropdown menu. Below the details, there is a 'Vendor ID*' dropdown menu with a red box around it. The dropdown menu is open, showing options: --- SELECT---, --- SELECT---, 13CM000, and 9123456. At the bottom of the interface, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted with a red box.

Singapore Corporate Access
A Guide for CorpPass Admins
Assign MBS@Gov e-Service to Users



Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- Review the assignment of e-service, then click 'Submit'

Home / Assign Selected e-Services

Assign Selected e-Services

Select Users Select e-Services Enter Details 4 Review & Submit

Verify the following details.

1 Selected Users +

Selected e-Services

| | | |
|---------------------------------------|-----------|----------------------|
| ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | Clinic Administrator |
| | Role | |
| | Vendor ID | 13CM000 |

Back Submit

Assign MBS@Gov e-Service to Users

Step 1 – Navigate at home page

Step 2 – Select CorpPass users/admins

Step 3 – Assign MBS@Gov e-service

- Congratulations! You have successfully assigned the MBS@Gov e-Service to the user(s)

Home / Assign Selected e-Services



You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)

Singapore Corporate Access
A Guide for CorpPass Admins

Assign MBS@Gov e-Service to Users



To note:

For each round of assignment:

- Only 1 Vendor ID and role can be assigned
- Multiple users can be assigned the same Vendor ID

To assign multiple Vendor IDs to user(s), please repeat the assignment process for each Vendor ID.

For batch assignment, please indicate the Vendor ID under 'Parameter 3' of the Excel template which can be downloaded from the CorpPass website.



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- 1) Set up MBS@Gov e-Service
- 2) Assign MBS@Gov e-Service to Users
- 3) Amend Vendor ID(s) for MBS@Gov e-Service**

A Guide for  Admins
Amend Vendor ID(s) for MBS@Gov e-Service



To note:

To amend (add/remove) the Vendor IDs set up under the MBS@Gov e-service, you would have to remove the e-service and set up the e-service again.

The subsequent steps show you how to remove the MBS@Gov e-service.

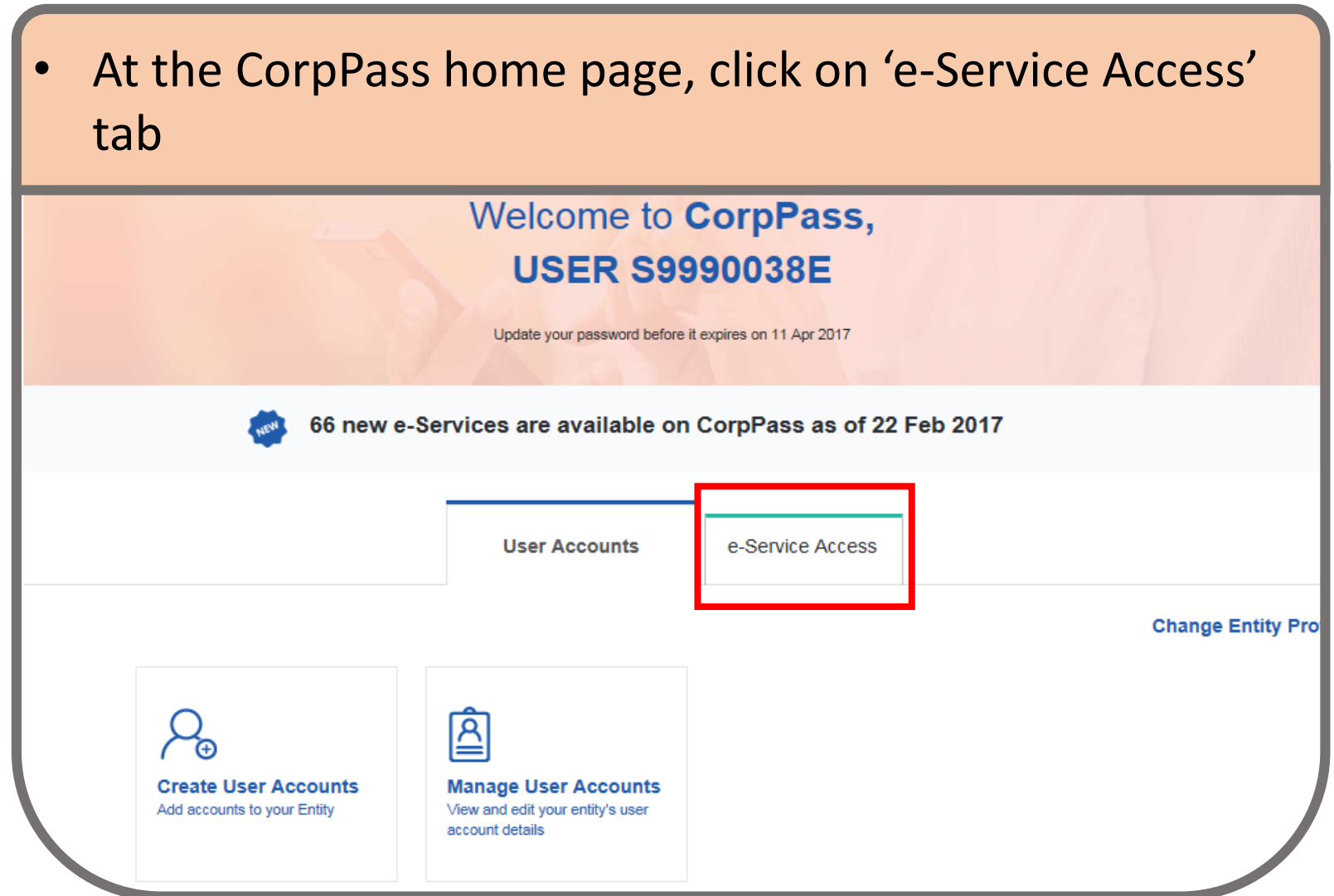
Amend Vendor ID(s) for MBS@Gov e-Service

Step 1 – Navigate at home page

Step 2 – Select MBS@Gov e-service

Step 3 – Remove MBS@Gov e-service

- At the CorpPass home page, click on 'e-Service Access' tab



The screenshot shows the CorpPass home page. At the top, it says "Welcome to CorpPass, USER S9990038E" and "Update your password before it expires on 11 Apr 2017". Below this, a blue starburst icon indicates "66 new e-Services are available on CorpPass as of 22 Feb 2017". There are two tabs: "User Accounts" and "e-Service Access", with the latter highlighted by a red box. At the bottom, there are two main sections: "Create User Accounts" (Add accounts to your Entity) and "Manage User Accounts" (View and edit your entity's user account details). A "Change Entity Profile" link is visible on the right side.

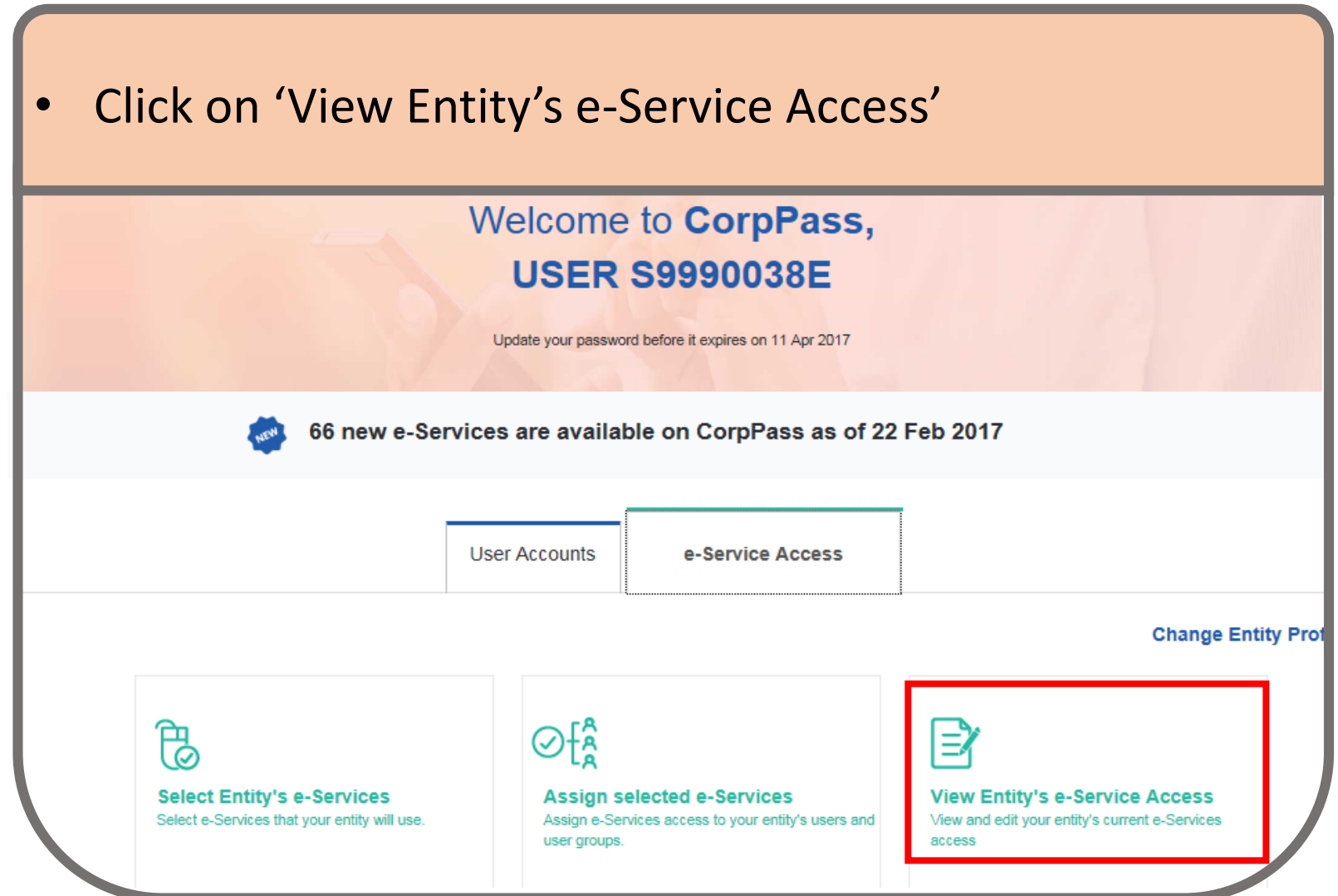
Amend Vendor ID(s) for MBS@Gov e-Service

Step 1 – Navigate at home page

Step 2 – Select MBS@Gov e-service

Step 3 – Remove MBS@Gov e-service

- Click on 'View Entity's e-Service Access'





Welcome to CorpPass,
USER S9990038E

Update your password before it expires on 11 Apr 2017

NEW 66 new e-Services are available on CorpPass as of 22 Feb 2017

User Accounts **e-Service Access**

[Change Entity Profile](#)

- 
Select Entity's e-Services
Select e-Services that your entity will use.
- 
Assign selected e-Services
Assign e-Services access to your entity's users and user groups.
- 
View Entity's e-Service Access
View and edit your entity's current e-Services access

Amend Vendor ID(s) for MBS@Gov e-Service

Step 1 – Navigate at home page

Step 2 – Select MBS@Gov e-service

Step 3 – Remove MBS@Gov e-service

- Select 'MBS@Gov' e-Service

View Entity's e-Services Access

The table below displays your Entity's e-Service(s).

Click e-Service name to view its profile, or select the corresponding checkbox(es) to remove e-Service(s) from your Entity.

| <input checked="" type="checkbox"/> | Govt. Agency | Entity's Selected e-Service | Description | Assigned Users |
|-------------------------------------|---------------------------------------|-----------------------------|---|----------------|
| <input checked="" type="checkbox"/> | ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | Billing of medical claims to the Government | 10 User(s) |

1 e-Service(s) Selected

Showing 1 to 1 of 1 items

Amend Vendor ID(s) for MBS@Gov e-Service

Step 1 – Navigate at home page

Step 2 – Select MBS@Gov e-service

Step 3 – Remove MBS@Gov e-service

- Click on 'Remove e-Service'

View Entity's e-Services Access

The table below displays your Entity's e-Service(s).

Click e-Service name to view its profile, or select the corresponding checkbox(es) to remove e-Service(s) from your Entity.

[Filter](#)

| <input checked="" type="checkbox"/> | Govt. Agency | Entity's Selected e-Service | Description | Assigned Users |
|-------------------------------------|---------------------------------------|-----------------------------|---|----------------|
| <input checked="" type="checkbox"/> | ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | MBS@GOV | Billing of medical claims to the Government | 10 User(s) |

1 e-Service(s) Selected

Showing 1 to 1 of 1 items

Amend Vendor ID(s) for MBS@Gov e-Service

Step 1 – Navigate at home page

Step 2 – Select MBS@Gov e-service

Step 3 – Remove MBS@Gov e-service

- Congratulations! You have successfully removed the MBS@Gov e-Service

[Home](#) / [View Entity's e-Services Access](#)



e-Service access has been removed from the user(s).

[Go to Homepage](#)

[View Entity's e-Service Access](#)