

## Using CorpPass to access Enterprise Singapore Grant Portal (“ESGP”)

April 2018

1. To get started with CorpPass, the registered officer of an entity is required to appoint a CorpPass administrator, with a maximum of two administrators per entity. The appointed CorpPass Administrator will register for a CorpPass Administrator account on CorpPass Portal. For more details on setting up a CorpPass Administrator account, please visit [CorpPass Portal](#).
2. Only local entities with registered [CorpPass](#) accounts can access to ESGP. Appointed users will be able to login into ESGP using their companies’ UEN numbers and unique CorpPass passwords.

### 3. Creation of CorpPass User Accounts

CorpPass Administrators are responsible for creating CorpPass user accounts for other users. There is **no restriction** on the number of users per entity. For more details on setting up CorpPass accounts for other users, please visit [CorpPass Portal](#).

### 4. Assigning ESGP roles for CorpPass

The CorpPass Administrator will need to create/update CorpPass user accounts for users from the entity and assign these users to e-Service for ESGP. But before the CorpPass Administrator can create/update, **please assign ESGP into your e-Services**.

#### Assign Selected e-Services



Assign Selected e-Service(s) to

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

Assign from selected e-Service(s).

[Filter](#)  [🔍](#) [📄](#)

<input checked="" type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	ENTERPRISE SINGAPORE	ENTERPRISE SINGAPORE GRANT PORTAL (ESGP)	ENTERPRISE SINGAPORE GRANT PORTAL (ESGP)		<a href="#">📄</a>

1 e-Service(s) selected.

There are three types of users for the ESGP: **CEO**, **Proxy** and **Officer**.

### Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users +

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

\* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
ENTERPRISE SINGAPORE	ENTERPRISE SINGAPORE GRANT PORTAL (ESGP)		

ENTERPRISE SINGAPORE  
ENTERPRISE SINGAPORE GRANT PORTAL (ESGP)

Role\* !

--- SELECT ---

--- SELECT ---

Proxy

Officer

Role Description

This role acts on behalf of CEO. The role Proxy can create, amend and submit applications, amendments, claims and accept letters of offer and amendment letters.

Authorisation Effective Date \* !

20/03/2018

Authorisation Expiry Date !

1 e-Service(s) selected.

### **Important Note:**

CorpPass users accessing ESGP are **defaulted** to the role of **“Officer”**. For the role of the officer, they **can create/edit claim and amendment but cannot submit**. Hence, when you log into ESGP, you will not be able to see “Submit” button to submit your amendments/claims.

Your company's appointed CorpPass Administrator would need to log into CorpPass to update your role to "Proxy"/Officer so that you can submit the claim and amendment.

Please refer to the attached table for description of the roles.

S/N	Roles	Description
1	<b>CEO</b>	This role can create, amend and submit applications, amendments and claims and accept letters of offer and amendment letters.
2	<b>Proxy</b>	This role acts on behalf of the CEO. Role can create, amend and submit applications, amendments, claims and accept letters of offer and amendment letters.
3	<b>Officer</b>	This role can create and amend applications, amendments and claims. However, the role officer cannot submit the applications, amendments and claims.

#### 5. Help on CorpPass

For further assistance on CorpPass, please visit [CorpPass Portal](#) or email [support@corppass.gov.sg](mailto:support@corppass.gov.sg)

#### Contact details:

CorpPass helpdesk: +65 6643 0577