

# A Guide for CorpPass Admins: Batch Assignment of SSG-WSG e-Service Roles

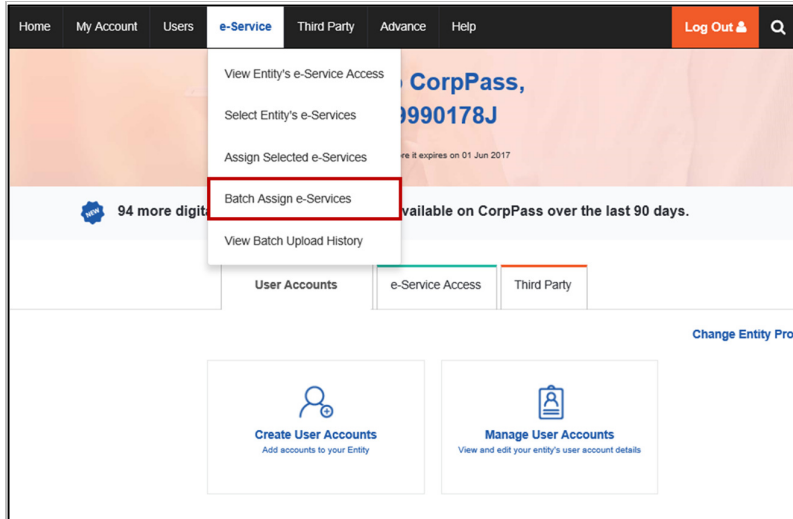
## Batch Assignment of SSG-WSG e-Service Roles

### 1. Access the Batch e-Service Assignment page

Click on 'e-Service' tab at the top of the page and select 'Batch Assign e-Services' from the drop down list.

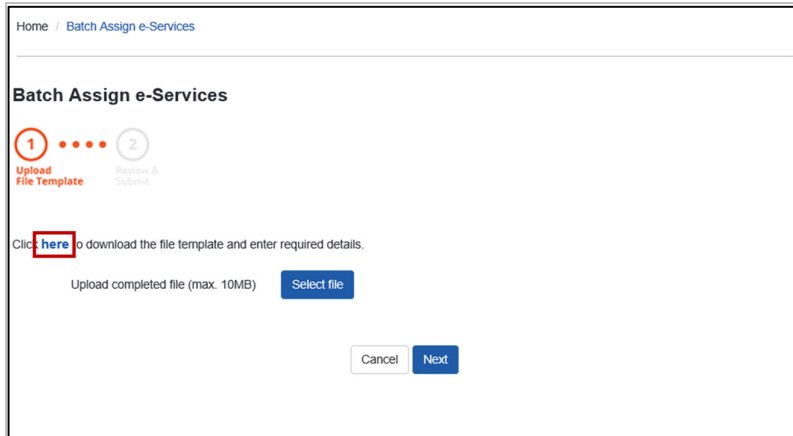


Tip: Before you begin, please ensure that you already selected SSG-WSG e-Services access and created user profiles. You will only be able to batch assign digital services from the list you have selected.



### 2. Download the file template

Click the link to download the Excel file template which you are required to fill up.

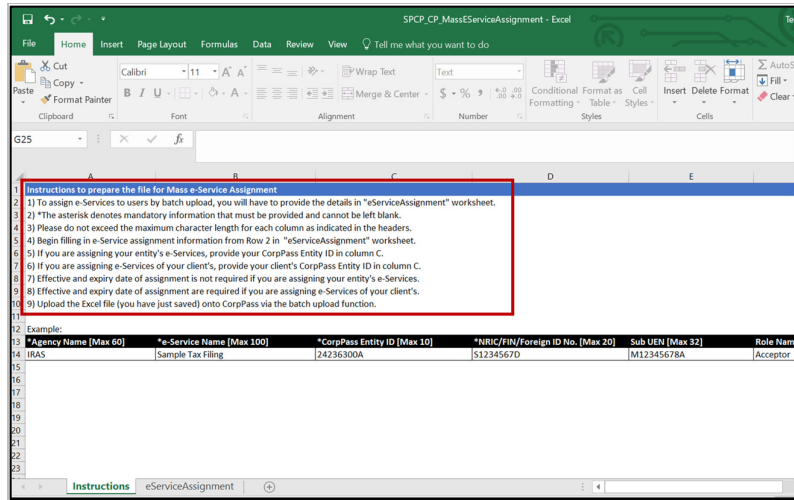


## A Guide for CorpPass Admins:

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#### 3. Refer to instructions

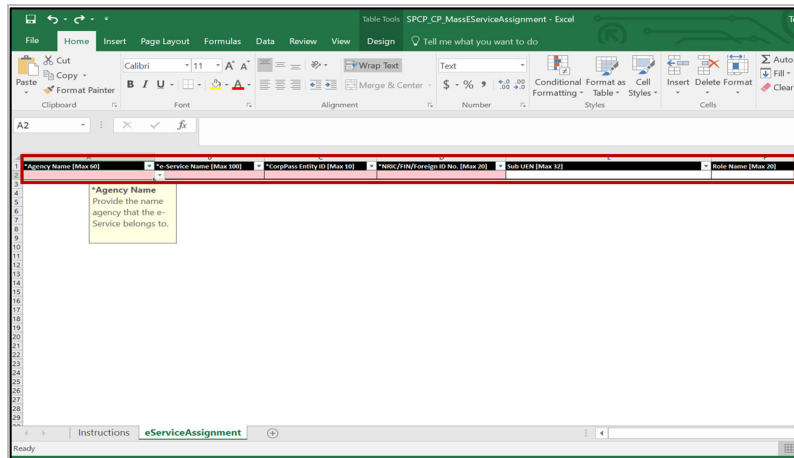
After opening the downloaded Excel file, refer to the instructions on the 'Instruction' tab for details on how to fill up the template.




#### 4. Enter the required information

On the 'e-Services Assignment' tab, enter the relevant details:

- Agency Name
  - Select 'SSG-WSG' via the dropdown menu
- Digital Service Name
  - Select 'SSG-WSG' Digital Services via the dropdown menu
- CorpPass Entity ID
  - Enter the Unique Entity Number (UEN) or the system generated Entity ID of your entity
- ID Details of User
  - Enter the NRIC/FIN/Foreign ID of the user
- Role Name
  - Enter the SSG-WSG Digital Service role as listed on the CorpPass system, which you wish to assign the user



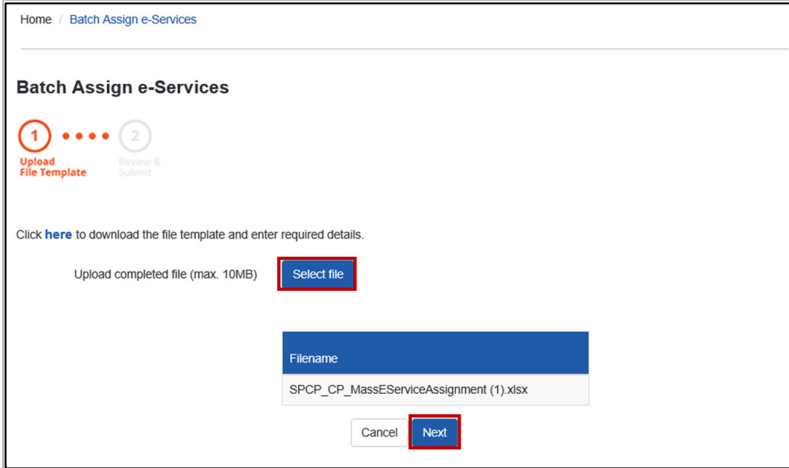
## A Guide for CorpPass Admins: Batch Assignment of SSG-WSG e-Service Roles

 Tip: Click on the field for a description on the details required for a particular field.

### 5. Upload Completed File

Once you have completed the template, save the file. Click 'Select File' to upload the completed template.

Click Next.



Home / Batch Assign e-Services

### Batch Assign e-Services

1 Upload File Template    2 Review & Submit

Click [here](#) to download the file template and enter required details.

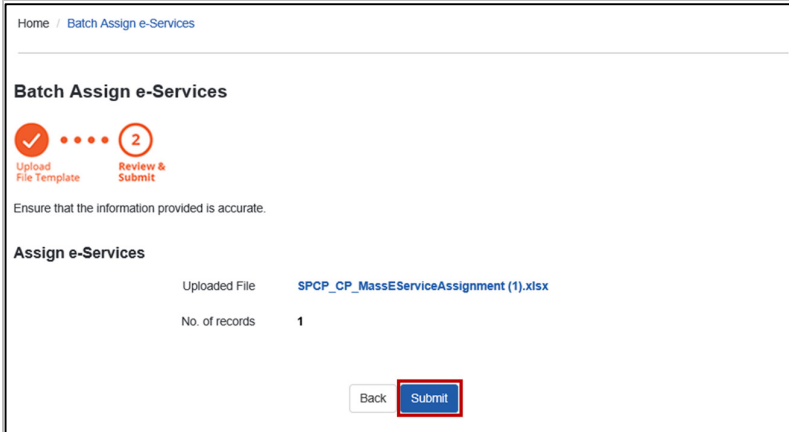
Upload completed file (max. 10MB)

Filename  
SPCP\_CP\_MassEServiceAssignment (1).xlsx

### 6. Review and submit

Ensure that the correct file has been uploaded.

Click 'Submit'.



Home / Batch Assign e-Services

### Batch Assign e-Services

1 Upload File Template    2 Review & Submit

Ensure that the information provided is accurate.

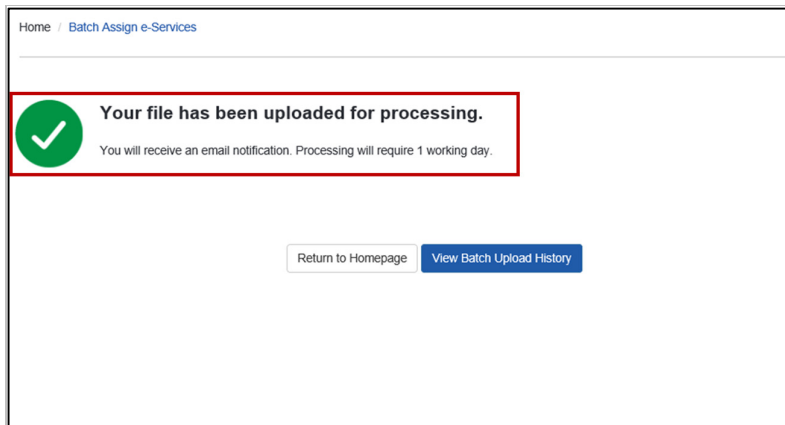
#### Assign e-Services

Uploaded File	<a href="#">SPCP_CP_MassEServiceAssignment (1).xlsx</a>
No. of records	1

**A Guide for CorpPass Admins:**  
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**7. Confirmed Batch Upload**

A confirmation page will indicate that the file has been successfully uploaded.



+++Information correct as at 19 May 2017+++