

YOUR GUIDE ON CORPPASS

As of 01 Sep 2018, CorpPass is the **MAIN** login method for your online business transactions with SSG-WSG e-Services. Refer to the following steps to register and set up your organisation's CorpPass account.



To get started with CorpPass, organisations must identify their Registered Officer (RO). The RO is the person who is officially registered to the entity with ACRA or a relevant UEN issuance agency (e.g. Owner, Partner, Director, Corporate Secretary)



Registered Officer

Step 1: Nominate a maximum of 2 CorpPass Admin

The CorpPass Admin must be a SingPass holder and will oversee the organisation's CorpPass-related matters e.g. Director of Corporate Services (Admin, Finance, Human Resource)



CorpPass Admin

Step 2: Register as Admin

Register as a CorpPass Admin on www.corppass.gov.sg

Step 3: Create CorpPass accounts for users within your organisation

CorpPass users are people who will perform transactions on behalf of the organisation e.g. Corporate Services Executive (Payroll/ Human Resource Manager)

Step 4: Assign SSG-WSG e-Service roles to your users



CorpPass User

Step 5: Activate CorpPass User account

Activate your CorpPass User account on www.corppass.gov.sg

Start transacting with SSG-WSG e-Services via CorpPass!

SSG-WSG E-SERVICE SUPPORT AVENUES



Video and User Guides

Located at: <http://ssg-wsg.gov.sg/eservice-guides.html>



Online FAQs



SSG Helpdesk

Tel: (+65) 6785 5785

Fax: (+65) 6512 1322

Mondays to Fridays: 8:30am - 5:30pm

Saturdays : 8:30am - 1:00pm

**Closed on Sun & Public Holidays*

You can also contact us through our feedback portal (<https://portal.ssg-wsg.gov.sg/>)

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Without the appropriate CorpPass e-Service role assigned to your organisation's SSG-WSG e-Service users, they will not be able to access the e-Service despite having a CorpPass account. This quick reference guide will help you identify the roles your users need assigned to them.

e-Services For Employers

ES WSQ Assessment e-service

To book Assessment for your Organisation

e-Service Roles:


 **ESW APPROVER**

 **ESW PREPARER**

JobsBank

To manage the posting of Job openings for your organisation

e-Service Role:

 **JOBSBANK ADMIN**

MyIAL e-Service

To register your staff for IAL courses/Modules

e-Service Role:

 **IAL TRAININGADMIN**

Skills Development Levy (SDL) System

To manage payment for the SDL

e-Service Role:


 **SDL REPRESENTATIVE**

e-Services For Training Providers

Funding Management System (FMS)

To submit Progress Reports and Claims to SSG-WSG

e-Service Role:

 **FMS FEEDBACKAPP**

Training Exchange

To manage company profile and course information

e-Service Roles:

 **TX TPADMIN**

 **TX CSEADMIN**

E-Services for both Employers & Training Providers

Feedback Portal

To provide Feedback or submit queries to SSG/WSG

e-Service Role:

 **FMS FEEDBACKPREP**

SkillsConnect

To apply and claim for training grants

e-Service Roles:

 **SCN PREPARER**

 **SCN APPROVER**

 Want to find out more about the e-Services roles your organisation's users require to transact with SSG and WSG? Visit <http://bit.ly/CProles> for more details.