If you are using Corppass for the first time, your business needs to first have a Registered Officer, who is a person officially registered to the entity with ACRA or a relevant UEN-issuance agency.

The Registered Officer can manage Corppass Administrators (Admin) of the entity by approving, rejecting, or terminating Corppass Admin(s). The Registered Officer may also register to be a Corppass Admin himself/herself to transact on behalf of the entity, without requiring any approvals.

For user guides on Register Officer and Corppass Admin, please refer to
https://www.corppass.gov.sg/corppass/common/userguides .

# For companies with existing Corppass user(s)

Step 1: Company's Corppass Admin have to first log in to Corppass portal
https://www.corppass.gov.sg/cpauth/login/homepage



Step 2: Click on "Select Entity's e-Services"

**Step 3:** Click on the "Filter" button to display the text box below the header; in "Govt. Agency" text box, key in "National Parks Board" to display all NParks' e-Services.

## Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by 📄 ).
Selected e-Services may require additional checks when you log in. Click 🔍 for more information.

▼ Filter    Search 🔍

| ☐ | Govt. Agency ⬍ | e-Service ⬍ | Description ⬍ | Additional Agency Check* ⓘ ⬍ | Additional Details Required* ⓘ ⬍ |
|---|---|---|---|---|---|
| | national pa | | | | |
| ☐ | NATIONAL PARKS BOARD | PET ANIMAL LICENSING SYSTEM (PALS) | Pet Animal Licensing System (PALS) is a one-stop portal for dog owners and retailers to perform dog licensing-related activities. | | |
| ☐ | NATIONAL PARKS BOARD | LANDSCAPE REGISTRATIONS FOR COMPANIES | Landscape Company Register | | |
| ☐ | NATIONAL PARKS BOARD | QUARANTINE MANAGEMENT SYSTEM (QMS) | AVA Quarantine Management System | | |
| ☐ | NATIONAL PARKS BOARD 🆕 | NParks CUGE Training Management System | National Parks Board - CUGE Training Management System | | |
| ☐ | NATIONAL PARKS BOARD | Maven2 eServices | To enable NParks contractors and consultants to login to Maven2 | | |

**Step 4:** Select the "NParks CUGE Training Management System" and click on "Next" button

| ☐ | Govt. Agency ⬍ | e-Service ⬍ | Description ⬍ | Additional Agency Check* ⓘ ⬍ | Additional Details Required* ⓘ ⬍ |
|---|---|---|---|---|---|
| | national pa | | | | |
| ☐ | NATIONAL PARKS BOARD | PET ANIMAL LICENSING SYSTEM (PALS) | Pet Animal Licensing System (PALS) is a one-stop portal for dog owners and retailers to perform dog licensing-related activities. | | |
| ☐ | NATIONAL PARKS BOARD | LANDSCAPE REGISTRATIONS FOR COMPANIES | Landscape Company Register | | |
| ☐ | NATIONAL PARKS BOARD | QUARANTINE MANAGEMENT SYSTEM (QMS) | AVA Quarantine Management System | | |
| ☑ | NATIONAL PARKS BOARD 🆕 | NParks CUGE Training Management System | National Parks Board - CUGE Training Management System | | |
| ☐ | NATIONAL PARKS BOARD | Maven2 eServices | To enable NParks contractors and consultants to login to Maven2 | | |

1 e-Service(s) Selected

Showing 1 to 5 of 5 items

Cancel    Next

Step 5: Verify the selected e-Service(s) and click on the "Submit" button

Home / Select Entity's e-Services

## Select Entity's e-Services



**Verify Selected e-Service(s)**

NATIONAL PARKS BOARD
- NParks CUGE Training Management System

Back     Submit

The selected e-Service(s) is ready to be assigned to the existing Corppass user(s) in your company.
Step 6: Click on "Assign selected e-Services" button.

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

\* If you have clicked on "Return to Homepage" in Step 6, please click on "Assign selected e-Services" to get to Step 7.

| e-Service Access | Third Party |

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.

✕ Welcome to
Corppass.
here to ser
you.

Step 7: Select the existing Corppass user that you would like to assign with CUGE TMS eService, by clicking the checkbox beside their names, then click on the "Next" button

Home / Assign Selected e-Services

## Assign Selected e-Services

(1) • • • • (2) • • • • (3) • • • • (4)
Select Users    Select e-Services    Enter Details    Review & Submit

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts.          ▼ Filter   Search   🔍   ↗▾

| | Full Name | ⇅ | Email Address | | | ⇅ | User Type | ⇅ |
|---|---|---|---|---|---|---|---|---|
| ☐ | XXX XXX | | xxx_xxx@mail.com | | | | Sub-Admin | |

0 user(s) selected.

Showing 1 to 1 of 1 items

**Can't find a user?**
You may have not created the user account.
Click here to do so.

Cancel    Next

Step 8: Click on the "Filter" button to display the text box below the header; in "Govt. Agency" text box, key in "National Parks Board" to display the selected NParks' e-Service.

Select the "NParks CUGE Training Management System" e-Service and click on the "Next" button.

## Assign Selected e-Services

✓ • • • • (2) • • • • (3) • • • • (4)
Select Users    Select e-Services    Enter Details    Review & Submit

Assign Selected e-Service(s) to
1 Selected User(s)   +

Assign from selected e-Service(s).          ▼ Filter   Search   🔍   ↗▾

| | Govt Agency | ⇅ | Entity's selected e-Services | ⇅ | Description | ⇅ | Agency ⓘ Check Required | ⇅ | Additional ⓘ Details Required | ⇅ |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | national pa | | | | | | | | | |
| ☐ | NATIONAL PARKS BOARD | | NParks CUGE Training Management System | | National Parks Board - CUGE Training Management System | | | | | |

0 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back    Next

Step 9: Fill the intended Authorisation Effective and Expiry Date for this Corppass user by clicking on the calendar icon on the right, then click on the "Next" button



Step 10: Verify the selected e-Services and authorisation period, proceed to Submit if all in order.

You may start to transact with new CUGE Training Management System.

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

Return to Homepage