

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>

A Singapore Government Agency Website

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Scheduled Maintenance on 5 Jun 2022, 12am to 12:30am ✕
Corppass will be undergoing scheduled maintenance on 5 Jun 2022, 12am to 12:30am, and you may experience intermittent disruption during this period. Please plan your transactions accordingly. Thank you.

Welcome to Corppass,
XXX XXX

NEW 7 more digital services have been made available on Corppass over the last 90 days.

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. I am here to serve you.

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

Welcome to Corppass,
XXX XXX

NEW 7 more digital services have been made available on Corppass over the last 90 days.

e-Service Access Third Party Change Entity Profile

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Help & Support

- How to select e-Services that your entity will use
- How to assign and manage e-Service access to your entity's users and user groups



✕ Welcome to Corppass. I am here to serve you.


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

1 Select e-Services 2 Enter Details 3 Review & Submit


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

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/> national pa				
<input type="checkbox"/> 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.		
<input type="checkbox"/> NATIONAL PARKS BOARD	LANDSCAPE REGISTRATIONS FOR COMPANIES	Landscape Company Register		
<input type="checkbox"/> NATIONAL PARKS BOARD	QUARANTINE MANAGEMENT SYSTEM (QMS)	AVA Quarantine Management System		
<input type="checkbox"/> NATIONAL PARKS BOARD	 NParks CUGE Training Management System	National Parks Board - CUGE Training Management System		
<input type="checkbox"/> 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
<input type="checkbox"/> national pa				
<input type="checkbox"/> 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.		
<input type="checkbox"/> NATIONAL PARKS BOARD	LANDSCAPE REGISTRATIONS FOR COMPANIES	Landscape Company Register		
<input type="checkbox"/> NATIONAL PARKS BOARD	QUARANTINE MANAGEMENT SYSTEM (QMS)	AVA Quarantine Management System		
<input checked="" type="checkbox"/> NATIONAL PARKS BOARD	 NParks CUGE Training Management System	National Parks Board - CUGE Training Management System		
<input type="checkbox"/> 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

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 see 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 Select Users 2 Select e-Services 3 Enter Details 4 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

<input type="checkbox"/>	Full Name	Email Address	User Type
<input type="checkbox"/>	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.

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

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

<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input type="checkbox"/>	national parks board				
<input type="checkbox"/>	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

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

Assign Selected e-Services

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

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

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
NATIONAL PARKS BOARD	NParks CUGE Training Management System		

1 e-Service(s) selected.

NATIONAL PARKS BOARD
NParks CUGE Training Management System

No additional details required.

Authorisation Effective Date *📅

📅

Authorisation Expiry Date 📅

📅

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

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

NATIONAL PARKS BOARD

- NParks CUGE Training Management System

Authorisation Effective Date	02/06/2022
Authorisation Expiry Date	31/12/2025

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

Home / Assign Selected e-Services



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

[Return to Homepage](#)