

# **GetActive! Singapore 2022**

## **Active Enabler Programme**

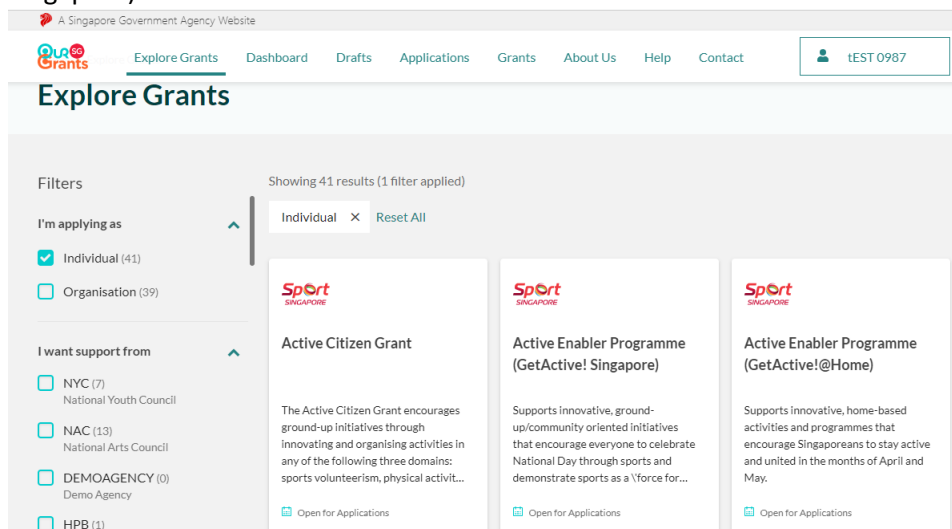
### **User Guide for Applicants**

#### **Contents**

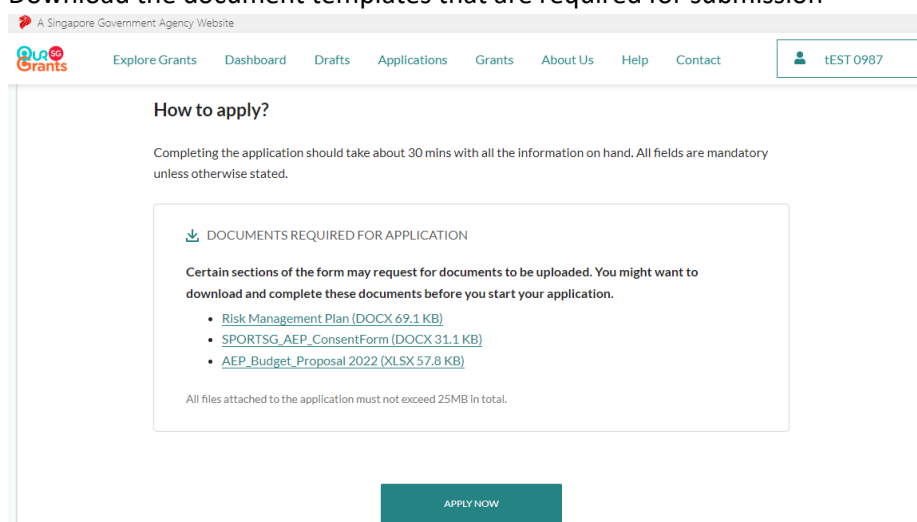
1. Applying for Grant.....	2
2. Rework your Application.....	5
3. Change Request .....	7
4. Change in Grant Scheme.....	10
5. Submission of Claims for Mass Event/Project .....	12
6. Submission of Claims for Endorsement .....	16
7. Troubleshooting for Corp Pass.....	19

## 1. Applying for Grant

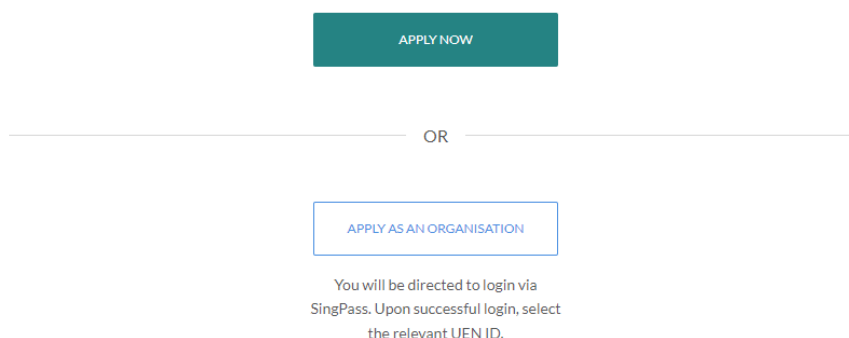
- 1.1 Login to [www.oursgrants.gov.sg](http://www.oursgrants.gov.sg) to apply for Active Enabler Programme (GetActive! Singapore)



- 1.2 Download the document templates that are required for submission



- 1.3 For Application as an Individual, click on “Apply Now”  
For Application as an Organisation, click on “Apply as an Organisation”



### GetActive! Singapore 2022

#### Active Enabler Programme – User Guide for Applicants

#### 1.4 Check your eligibility...

The screenshot shows the 'CHECK YOUR ELIGIBILITY' step of the application process. At the top, a progress bar includes icons for Eligibility, Proposal, Budget, Contact, Declaration, and Review. The main heading is 'SPORT SINGAPORE ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)'. Below this, the 'CHECK YOUR ELIGIBILITY' section contains two questions:

- 1. Are you a Singaporean or Permanent Resident?  
☒ Yes ☐ No
- 2. Are you above 18 years old?  
☒ Yes ☐ No

At the bottom, there are three buttons: '< INSTRUCTIONS', 'SAVE' (with a save icon), and 'NEXT >' (highlighted in green).

#### 1.5 Select your Project Category, and fill in the necessary details in your application. Your project title should include (Walk/Run) if it is a walk/run event.

The screenshot shows the 'SUBMIT YOUR PROPOSAL' step of the application process. At the top, a progress bar includes icons for Eligibility, Proposal, Budget, Contact, Declaration, and Review. The main heading is 'SPORT SINGAPORE ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)'. Below this, the 'SUBMIT YOUR PROPOSAL' section contains a 'PROJECT DETAILS' form:

- Project Category:** A dropdown menu is open, showing options: 'Endorsement' (highlighted), 'Mass Event', and 'Project'.
- Project Name/Title:** A text input field with a required field indicator (red dot).
- Project Summary/Description:** A text input field with a placeholder 'Please include:'.

- 1.6 Fill in your budget accordingly and upload supporting documents.  
For Endorsement – Fill in “0” under “Requested Grant Amount”

#### BUDGET DETAILS

Projected Budget

Requested Grant Amount 

Have you requested funding or sponsorship (in cash or in kind) for this project from other sources? ☐ Yes ☐ No


Have you received funding or sponsorship (in cash or in kind) for this project from other sources? ☐ Yes ☐ No

Have you received Active Enabler Programme Grants or Sport Singapore funding before? ☐ Yes ☐ No


#### SUPPORTING DOCUMENTS

Upload the following documents (If Any)

- Completed [AEP Budget Proposal 2022 \(XLSX 57.8 KB\)](#) (only applicable for Project or Mass Event categories. Endorsement applicants don't need to submit any additional documents.)
- Other relevant documents (if any)



Drag and drop files here  
or



 **SELECT FILES**

Only jpg, jpeg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.  
Each file cannot exceed 10 MB. Any special


- 1.7 Review and Submit your Application.

## 2. Rework your Application

- 2.1 If application is return to you for rework, an email notification would be sent to you. You can find it under “Applications” tab and click on your “Project Name”

Updates required: Grant Application "Mass Event for National Day (Ref ID: 2203RC32)" on hold  

no-reply-uat@oursgrants.gov.sg  
to me

2:45 PM (16 minutes ago)   



Dear Ms \_\_\_\_\_,

We need you to provide more information to help us process your grant.

[Log in](#) to view the requested information and update your application.

*This is an auto generated email. Please do not reply to this email address.*



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 Explore Grants Dashboard Drafts **Applications** Grants About Us Help Contact 

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Submitted	Status
Mass Event for National Day	2203RC32	Active Enabler Programme (GetActive! Singapore)	SPORTSG	01 Apr 2022	15 Apr 2022	31 Mar 2022, 02:39 PM	Update Application

- 2.2 Click on “View Details” for the comments and update your application accordingly.

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PROJECT DETAILS

**Mass Event for National Day**

Ref ID: 2203RC32

Grant Scheme	Agency
Active Enabler Programme (GetActive! Singapore)	Sport Singapore
Start & End Date	Venue
01 Apr 2022 - 15 Apr 2022	qwertyui
Project Description	
qwertyuio	


AGENCY CONTACT

 Sport Singapore  
Blk 3 Stadium Drive  
Singapore 397630

STATUS

**Update Application**

Last Updated 31 Mar 2022, 02:44 PM

 **VIEW DETAILS**

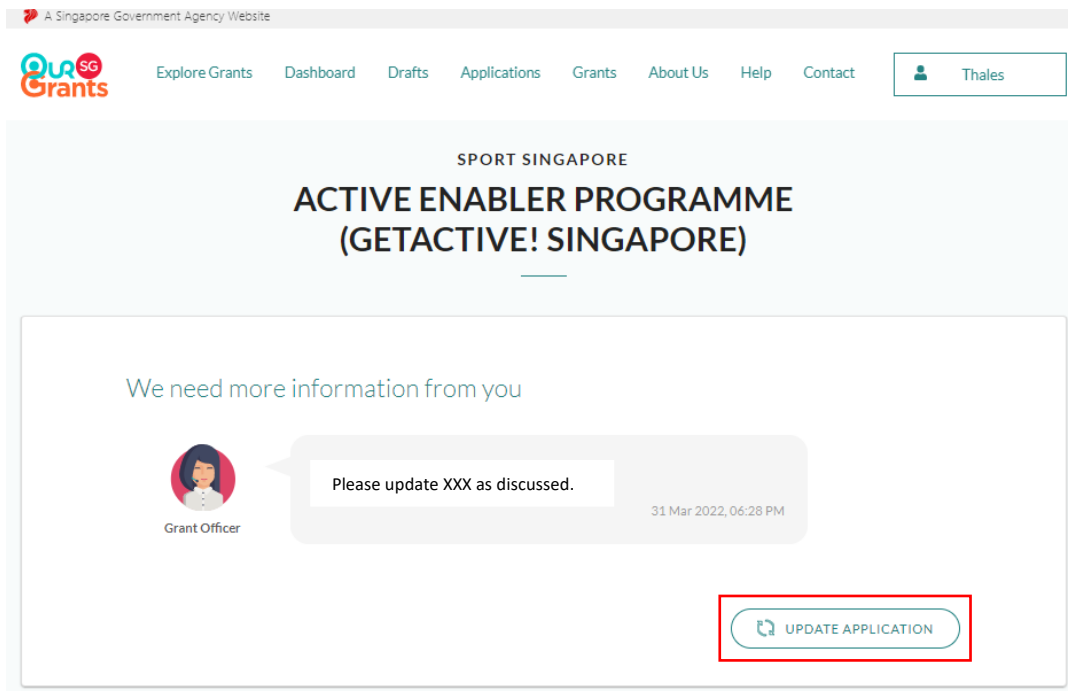
HISTORY

Action	By	Date
Update Application	Agency	31 Mar 2022, 02:44 PM
Processing Application	Agency	31 Mar 2022, 02:41 PM
Application Submitted	Applicant	31 Mar 2022, 02:39 PM
Draft Created	Applicant	31 Mar 2022, 02:21 PM

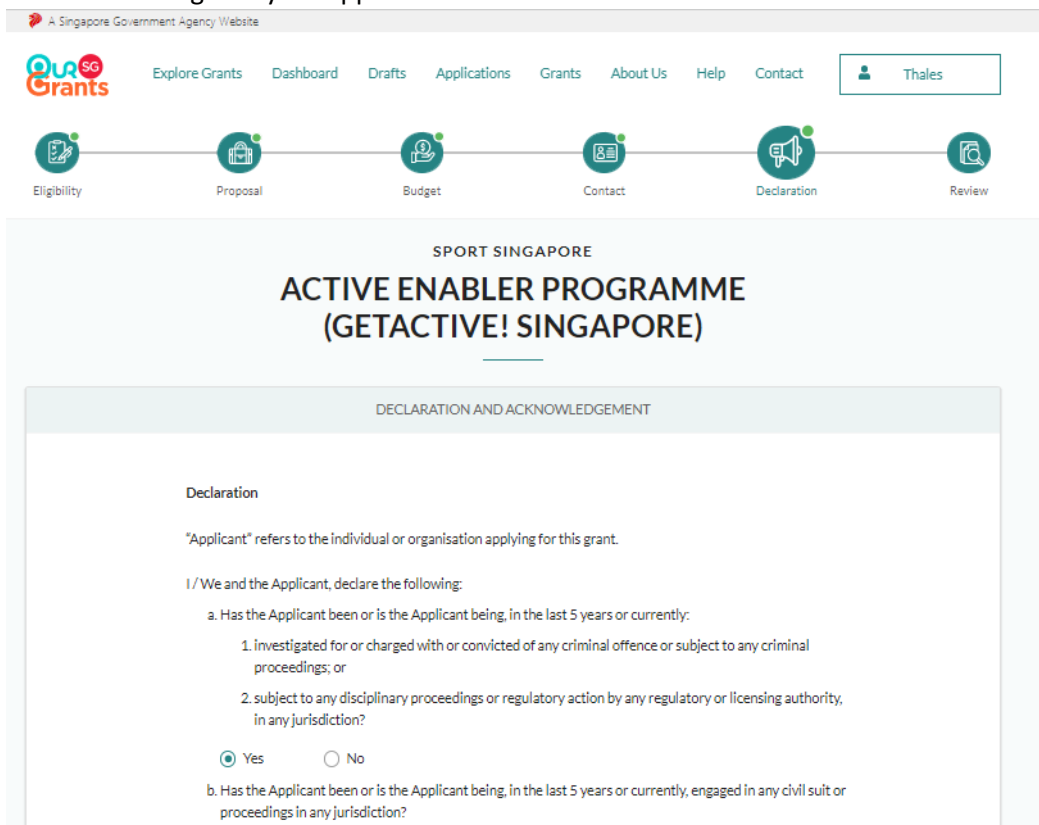
DOCUMENTS (2)

### GetActive! Singapore 2022

Active Enabler Programme – User Guide for Applicants



### 2.3 Make the changes in your application and click on “resubmit”




## GetActive! Singapore 2022

### Active Enabler Programme – User Guide for Applicants

### 3. Change Request

#### 3.1 Click on “Grants” and “Project”

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 [Explore Grants](#) [Dashboard](#) [Drafts](#) [Applications](#) **[Grants](#)** [About Us](#) [Help](#) [Contact](#) [Thales](#)

GRANTS							
Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Updated	Status
<b>YTHBVF</b>	2203VSKZ	Active Enabler Programme (GetActive! Singapore)	SPORTSG	01 Jul 2022	16 Aug 2022	31 Mar 2022, 06:07 PM	Claim Reviewed

#### 3.2 Scroll down to the section for “Related Actions” and click on “Update Project Changes” to update your project. Read the instructions and click “Proceed”

**Claim Reviewed** Agency 31 Mar 2022, 05:24 PM

**Offer Accepted** Applicant 31 Mar 2022, 03:43 PM


**Application Approved** Agency 31 Mar 2022, 03:13 PM

**Processing Application** Agency 24 Mar 2022, 03:54 PM

**Application Submitted** Applicant 24 Mar 2022, 03:24 PM

[View More](#)

**AGENCY CONTACT**

 Sport Singapore  
Blk 3 Stadium Drive  
Singapore 397630

Telephone Number: 65005376  
Email Address: [ActiveEnabler@sport.gov.sg](mailto:ActiveEnabler@sport.gov.sg)

**RELATED ACTIONS**

**Project Changes**

Have there been changes to your project?

Update your project details if they have changed since your last approved submission.

[UPDATE PROJECT CHANGES](#)

**DOCUMENTS (3)**

File Name	File Size	Type	Uploaded
Updated 27 Jan 2022_safe.pdf	358 KB	LOA	31 Mar 2022, 03:13 PM
AEP_Risk_Management_Plan_V1.pdf	397 KB	Application	24 Mar 2022, 03:24 PM
AEP_Risk_Management_Plan_V1.pdf	397 KB	Application	24 Mar 2022, 03:23 PM

**INSTRUCTIONS**

**How do I update my project details?**

The online form will be pre-populated with details from your last approved submission.

Update your changes by removing details that are no longer accurate and adding in the new information. If you need to make changes to your attachments, delete the existing attachment and replace it with an updated version.

Do not delete attachments or make changes to sections and fields that have not changed.

**What happens after I submit the project changes?**

All changes will be submitted to your grant officer for assessment. The terms of your current grant agreement will remain in effect until your changes have been reviewed.

You should hear back about your submission within 2 to 4 weeks.

[PROCEED](#)

- 3.3 Make the changes to your project accordingly and summarize changes made in the box under “Declaration” section. Review your submission before submitting.

Eligibility Proposal Budget Contact Declaration Review

ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)

## UPDATE PROJECT CHANGES

DECLARATION AND ACKNOWLEDGEMENT

Great! This section is ready.

Describe your project changes

changed the budget details

254 characters left

- 3.4 Status of your project would be updated.

PROJECT DETAILS

**YTHBVF**

Ref ID: 2203VSKZ

Grant Scheme: Active Enabler Programme (GetActive! Singapore)

Agency: Sport Singapore

STATUS

**Project Changes Submitted**

Submitted on 01 Apr 2022, 01:23 AM

[VIEW PROJECT CHANGES](#)

- 3.5 Once your change request has been approved, an email notification would be sent to you. You can find it under “Grants” tab and click on your “Project Name”. Status will be reflected as “Project Changes Approved”. Click on the Ref ID of the project.

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**OurSG Grants** Explore Grants Dashboard Drafts Applications **Grants** About Us Help Contact [Thales](#)

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Updated	Status
<b>YTHBVF</b>	2203VSKZ	Active Enabler Programme (GetActive! Singapore)	SPORTSG	01 Jul 2022	16 Aug 2022	31 Mar 2022, 06:07 PM	Project Changes Approved



- 3.6 Under Status, click on view offer. The new offer will be reflected. Select accept offer & the change request will be completed. Do take note that the new offer will supersede the existing offer.

The screenshot displays the 'OurSG Grants' portal interface. The top navigation bar includes links for Explore Grants, Dashboard, Drafts, Applications, Grants, About Us, Help, and Contact, along with a user profile dropdown for 'Thales'. The main content area is divided into several sections:

- PROJECT DETAILS:** Displays project information for 'YTHBVF' (Ref ID: 2203VSKZ). It includes the Grant Scheme (Active Enabler Programme (GetActive! Singapore)), Agency (Sport Singapore), Start & End Date (01 Jul 2022 - 16 Aug 2022), Venue (-), and Project Description (ASDFG).
- STATUS:** Shows 'Project Changes Approved' with a 'VIEW OFFER' button highlighted by a red box. It also indicates the last update on 20 Apr 2022 at 11:18 AM.
- CLAIMS:** Displays the 'Approved Grant' amount of \$10,000.00 and a 'CREATE NEW CLAIM' button. A progress bar shows 'Payment 1' (\$6,000.00) and 'Payment 2' (\$4,000.00), with a '1 of 2' indicator.
- HISTORY:** A table listing actions, including 'Project Changes', 'Claim Reviewed', 'Offer Accepted', 'Application Approved', and 'Processing Application', with columns for Action, By, and Date.
- AGENCY CONTACT:** Provides contact information for Sport Singapore, including the address (Blk 3 Stadium Drive, Singapore 397630), telephone number (65005376), and email address (ActiveEnabler@sport.gov.sg).



The bottom section of the image shows a confirmation page titled 'SPORT SINGAPORE ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)'. It congratulates the user on the approved project changes and provides instructions for the next steps:

- Step 1: Download and read your Letter Of Award and accompanying documents** - A table lists a file named 'Updated 12 Nov 2021\_Sport\_PE\_PASMMs from 27 Sep 2021 (2).pdf' (412 KB, LOA) uploaded on 20 Apr 2022 at 11:18 AM. A 'DOWNLOAD ALL AS ZIP' button is available.
- Step 2: Accept the terms to start benefiting from your grant** - A text block containing a declaration of understanding the terms and conditions. Below this, there are two buttons: 'REJECT OFFER' and 'ACCEPT OFFER' (highlighted with a red box).

## 4. Change in Grant Scheme

- 4.1 In the event that your proposal is more suitable for another grant scheme, your grant officer will suggest for your grant to be redirected to a different grant. Go to “Applications” and click on your project.



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APPLICATIONS							
Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Submitted	Status
endorsement 1	2203T8GN	Active Enabler Programme (GetActive! Singapore)	SPORTSG	21 Jul 2022	21 Jul 2022	31 Mar 2022, 02:59 PM	Application Submitted
Hi (Walk/Run)	2203YJPB	Active Enabler Programme (GetActive! Singapore)	SPORTSG	04 May 2022	27 May 2022	31 Mar 2022, 02:53 PM	Application Submitted

- 4.2 The status of your project would be indicated as Application Redirected, click on “View Details”

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PROJECT DETAILS

**Nila(walk/run)**  
Ref ID:2203NNNL

Grant Scheme	Agency
Active Enabler Programme (GetActive! Singapore)	Sport Singapore
Start & End Date	Venue
01 May 2022 - 31 Aug 2022	-
Project Description	
GASG	

AGENCY CONTACT



Sport Singapore  
Blk 3 Stadium Drive  
Singapore 397630

Telephone Number	Email Address
------------------	---------------

STATUS

**Application Redirected** [VIEW DETAILS](#)

Last Updated 31 Mar 2022, 05:37 PM

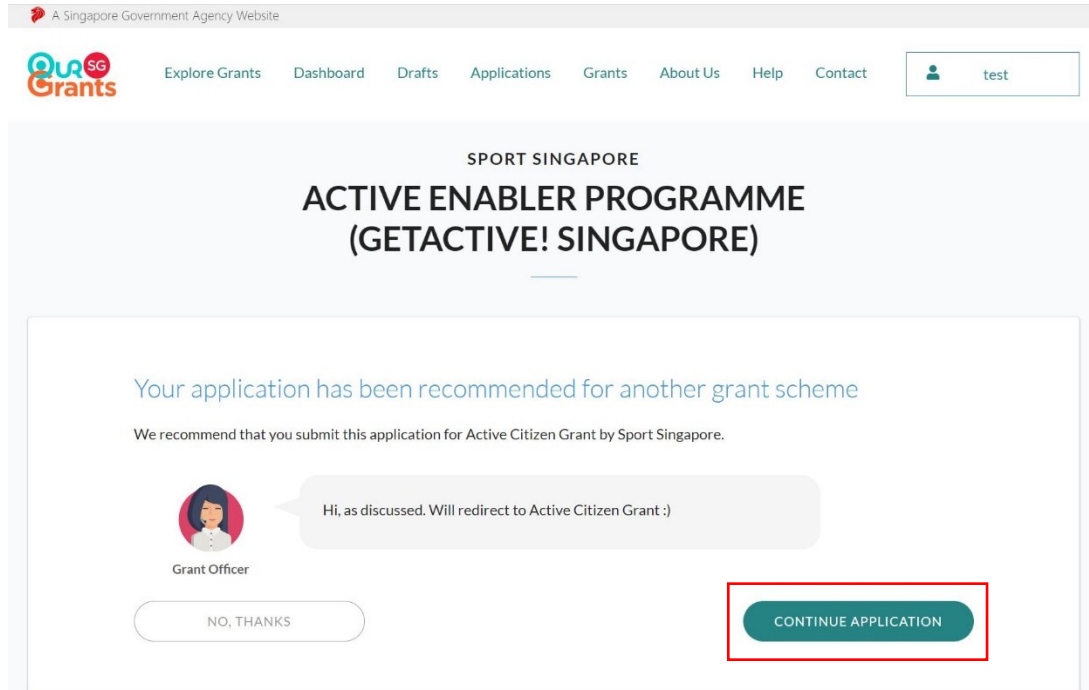
HISTORY

Action	By	Date
Application Redirected	Agency	31 Mar 2022, 05:37 PM
Processing Application	Agency	31 Mar 2022, 02:08 PM
Application Submitted	Applicant	30 Mar 2022, 04:33 PM
Draft Created	Applicant	30 Mar 2022, 04:29 PM

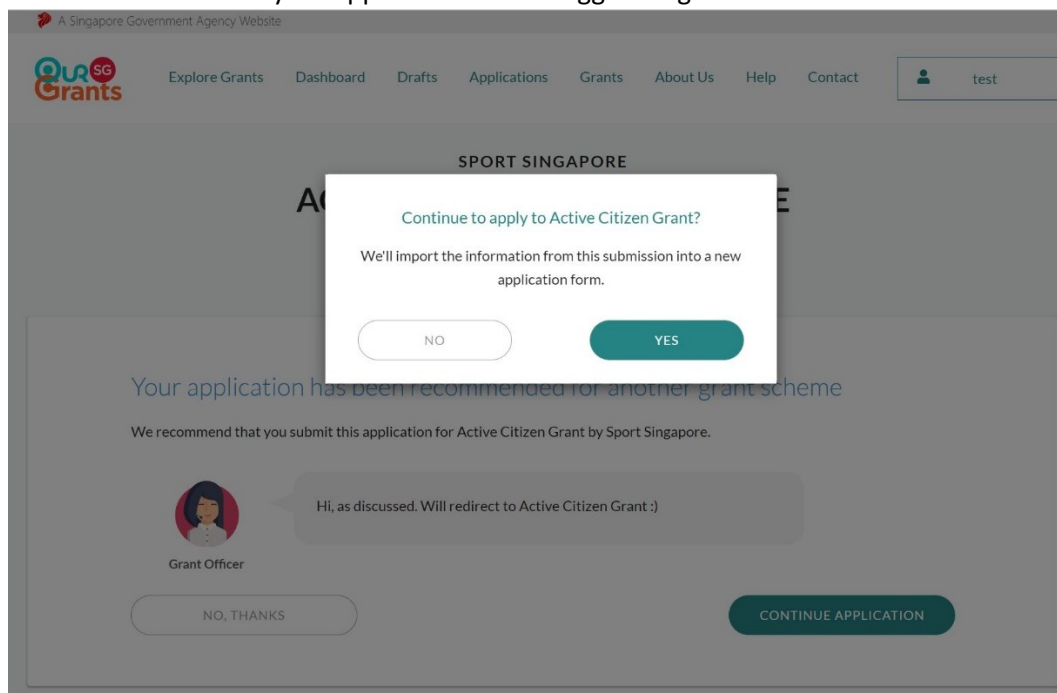
DOCUMENTS (2)

File Name	File Size	Type	Uploaded
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#### 4.3 If you decide to take up the suggestion of the new grant, click on “Continue Application”

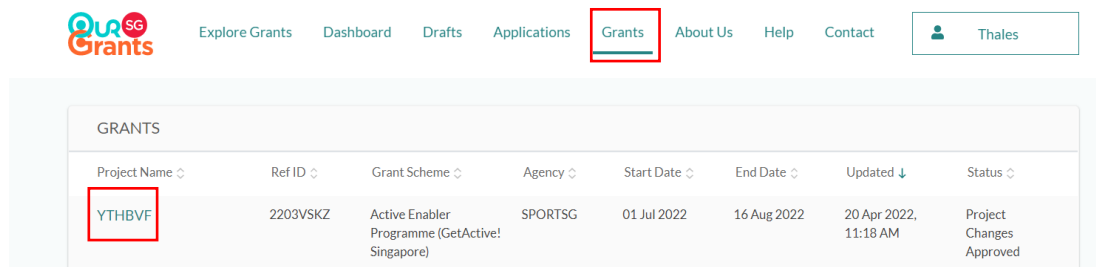


#### 4.4 Click “Yes” to confirm your application to the suggested grant.



## 5. Submission of Claims for Mass Event/Project

5.1 You can find your project under “Grants” tab and click on your “Project Name”.

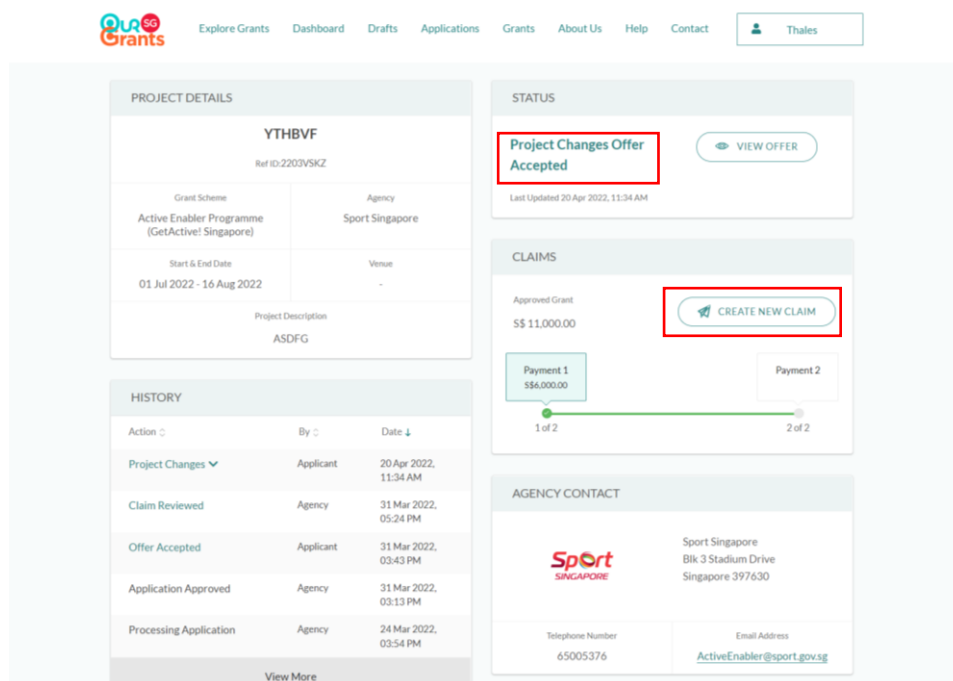


The screenshot shows the top navigation bar with the 'Grants' tab highlighted. Below it, a table lists projects. The first project, 'YTHBVF', is highlighted with a red box.

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Updated	Status
YTHBVF	2203VSKZ	Active Enabler Programme (GetActive! Singapore)	SPORTSG	01 Jul 2022	16 Aug 2022	20 Apr 2022, 11:18 AM	Project Changes Approved

5.2 Select “Create New Claim”.

Note: Status of your project should be reflected as “Project Changes Approved” or “Offer Accepted”.



The screenshot shows the project details page for 'YTHBVF'. The 'STATUS' section shows 'Project Changes Offer Accepted' with a 'VIEW OFFER' button. The 'CLAIMS' section shows 'Approved Grant' of \$5 11,000.00 and a 'CREATE NEW CLAIM' button. The 'HISTORY' section shows a list of actions, including 'Project Changes', 'Claim Reviewed', 'Offer Accepted', 'Application Approved', and 'Processing Application'. The 'AGENCY CONTACT' section shows the contact information for Sport Singapore.

**PROJECT DETAILS**

**YTHBVF**  
Ref ID: 2203VSKZ

Grant Scheme: Active Enabler Programme (GetActive! Singapore)  
Agency: Sport Singapore  
Start & End Date: 01 Jul 2022 - 16 Aug 2022  
Venue: -  
Project Description: ASDFG

**HISTORY**

Action	By	Date
Project Changes	Applicant	20 Apr 2022, 11:34 AM
Claim Reviewed	Agency	31 Mar 2022, 05:24 PM
Offer Accepted	Applicant	31 Mar 2022, 03:43 PM
Application Approved	Agency	31 Mar 2022, 03:13 PM
Processing Application	Agency	24 Mar 2022, 03:54 PM

**STATUS**

**Project Changes Offer Accepted** [VIEW OFFER](#)  
Last Updated 20 Apr 2022, 11:34 AM

**CLAIMS**

Approved Grant: \$5 11,000.00 [CREATE NEW CLAIM](#)

Payment 1: \$56,000.00 (1 of 2)  
Payment 2: (2 of 2)

**AGENCY CONTACT**

**Sport SINGAPORE**  
Sport Singapore  
Blk 3 Stadium Drive  
Singapore 397630  
Telephone Number: 65005376  
Email Address: [ActiveEnabler@sport.gov.sg](mailto:ActiveEnabler@sport.gov.sg)

### 5.3 Upload the necessary documents and click next.

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**Grants** Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Thales

Claim Contact Review

## ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)

### SUBMIT A CLAIM

#### UPLOAD CLAIM DOCUMENTS

**PROJECT DETAILS**

Project Name / Title	YTHBVF
Start Date	01 Jul 2022
End Date	16 Aug 2022
Ref ID	2203VSKZ

**SUPPORTING DOCUMENTS**

Upload the following documents

- AEP Grant Post Event Report
- Statement Of Accounts
- Media and press clippings

You may also upload any supporting documents that are relevant to your claim.

Drag and drop files here  
or

**SELECT FILES**

Only .jpg, .png, .mpg, .gif, .zip, .doc, .docx, .ppt, .pptx, .pdf, .xls, .xlsx files supported.  
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.  
All files attached to the application must not exceed 25MB in total.

**LINK TO ADDITIONAL DOCUMENTS (IF ANY)**

If you need to submit files larger than 10MB, you may leave a link to a shared drive or folder: (If Any)

4000 characters left

**SAVE** **NEXT >**

- 5.4 Update the relevant main contact person details if required and select “Save”. Select “Review” when completed.

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Explore Grants Dashboard Drafts Applications Grants About Us Help Contact

Thales

ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)

**SUBMIT A CLAIM**

PROVIDE YOUR CONTACT DETAILS

**MAIN CONTACT PERSON**

We will contact this person with any queries about the claim.

Name (as in NRIC/FIN) Mr Thales

Contact Number +65 98888888

Email Address tomgan8@gmail.com

Organisation (If Any)

Designation (If Any)

< PREVIOUS

SAVE REVIEW

- 5.5 Upon completion of the review, select submit. If edits are required, select edit.

Explore Grants Dashboard Drafts Applications Grants About Us Help Contact

Thales

**CONTACT**

EDIT

**MAIN CONTACT PERSON**

We will contact this person with any queries about the claim.

Name (as in NRIC/FIN) Mr Thales

Contact Number +65 98888888

Email Address tomgan8@gmail.com

Organisation (If Any) nil

Designation (If Any) nil

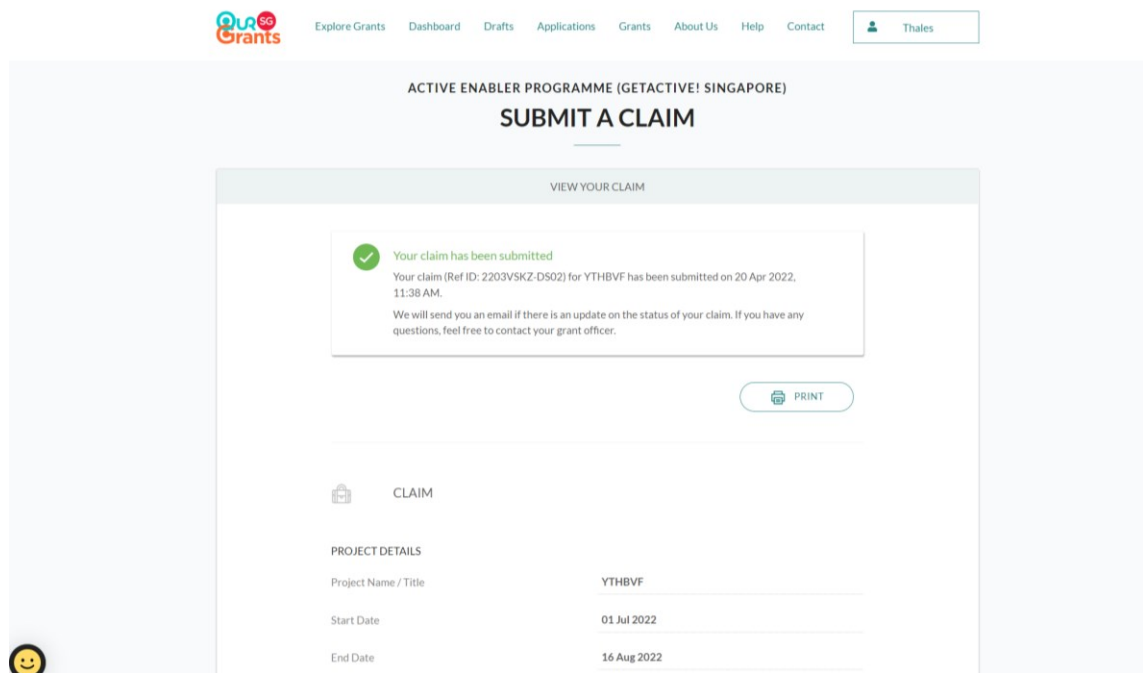
**DECLARATION**

By submitting this claim, I declare that the information provided and all its contents are true and accurate.

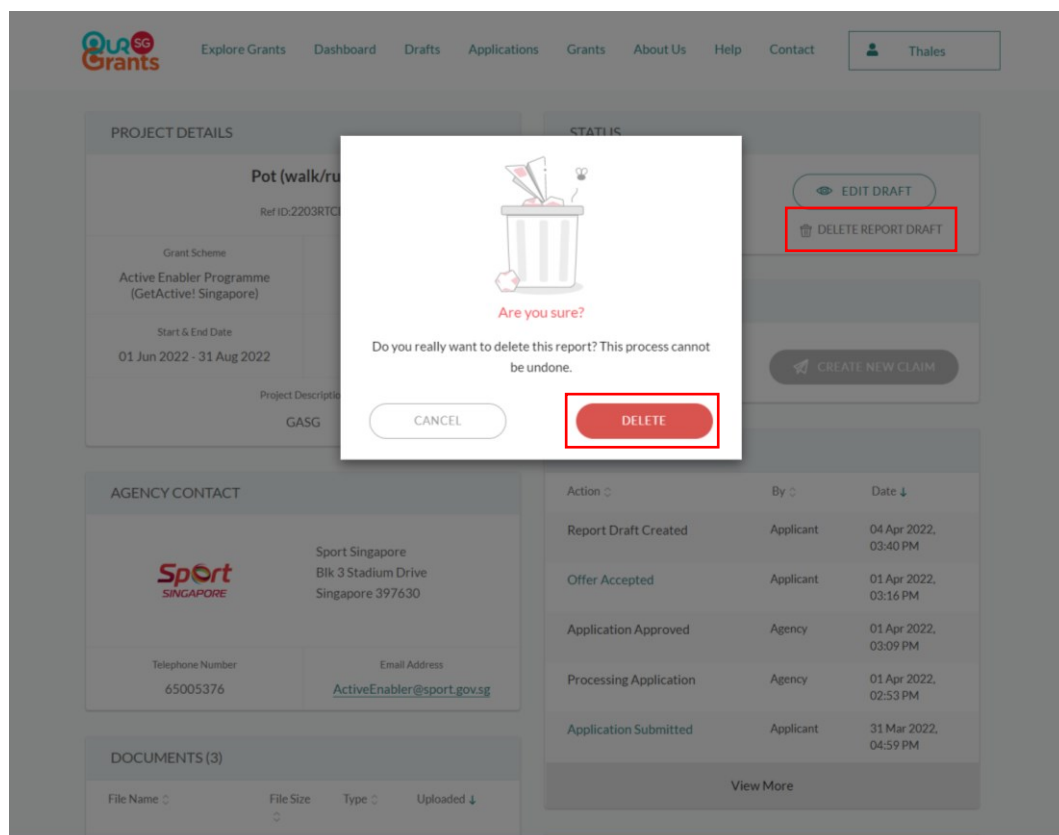
< PREVIOUS

SUBMIT

5.6 A message stating that your claim has been submitted should appear.

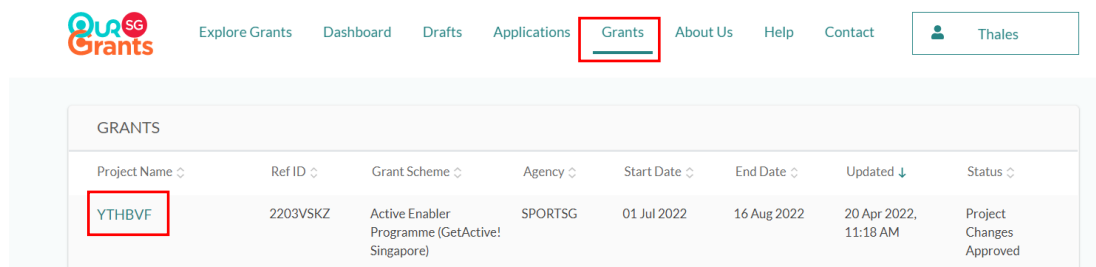


Note: If a report draft was saved previously and you wish to start a new claim from scratch, you can select “delete report draft” and create a new claim



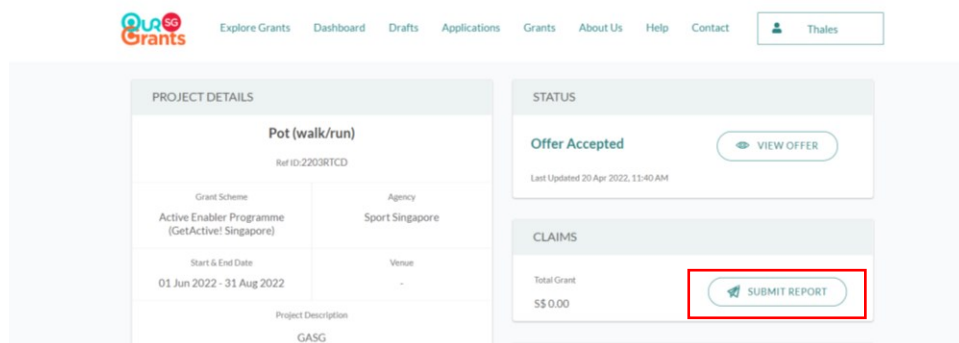
## 6. Submission of Claims for Endorsement

6.1 You can find it under “Grants” tab and click on your “Project Name”.



GRANTS							
Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Updated	Status
YTHBVF	2203VSKZ	Active Enabler Programme (GetActive! Singapore)	SPORTSG	01 Jul 2022	16 Aug 2022	20 Apr 2022, 11:18 AM	Project Changes Approved

6.2 Select “Submit Report” and fill in the fields accordingly and upload your supporting documents.



**PROJECT DETAILS**

**Pot (walk/run)**  
Ref ID: 2203RTCD

Grant Scheme	Agency
Active Enabler Programme (GetActive! Singapore)	Sport Singapore
Start & End Date	Venue
01 Jun 2022 - 31 Aug 2022	-

Project Description  
GASG

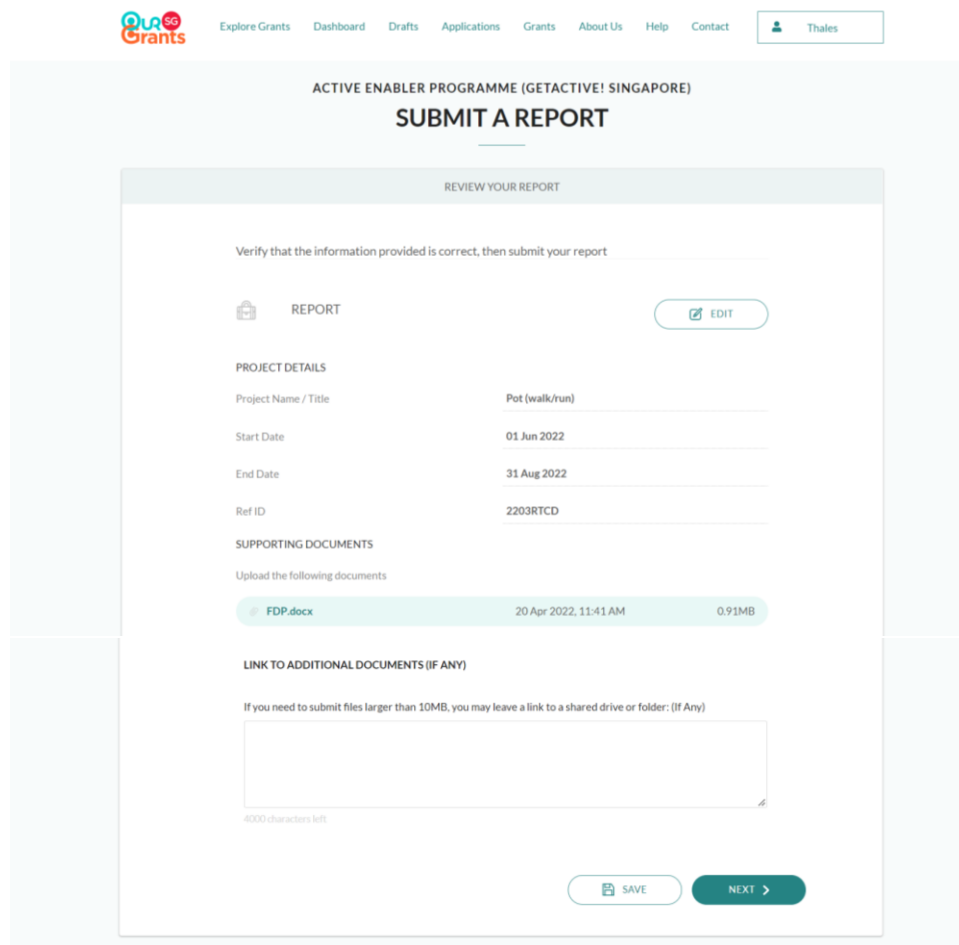
**STATUS**

**Offer Accepted** [VIEW OFFER](#)  
Last Updated 20 Apr 2022, 11:40 AM

**CLAIMS**

Total Grant  
S\$ 0.00

[SUBMIT REPORT](#)



**ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)**

### SUBMIT A REPORT

**REVIEW YOUR REPORT**

Verify that the information provided is correct, then submit your report

**REPORT** [EDIT](#)

**PROJECT DETAILS**

Project Name / Title	Pot (walk/run)
Start Date	01 Jun 2022
End Date	31 Aug 2022
Ref ID	2203RTCD

**SUPPORTING DOCUMENTS**

Upload the following documents

FDP.docx	20 Apr 2022, 11:41 AM	0.91MB
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**LINK TO ADDITIONAL DOCUMENTS (IF ANY)**

If you need to submit files larger than 10MB, you may leave a link to a shared drive or folder: (If Any)

4000 characters left

[SAVE](#) [NEXT >](#)

**GetActive! Singapore 2022**

Active Enabler Programme – User Guide for Applicants



- 6.3 Update the relevant main contact person details if required and select “Save”. Select “Review” when completed.

QUA Grants Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Thales

PROVIDE YOUR CONTACT DETAILS

MAIN CONTACT PERSON

We will contact this person with any queries about the claim.

Name (as in NRIC/FIN) Mr Thales

Contact Number +65 98888888

Email Address tomgan8@gmail.com

Organisation (If Any)

Designation (If Any)

< PREVIOUS SAVE REVIEW

- 6.4 Select “Submit” when completed.

QUA Grants Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Thales

CONTACT EDIT

MAIN CONTACT PERSON

We will contact this person with any queries about the claim.

Name (as in NRIC/FIN) Mr Thales

Contact Number +65 98888888

Email Address tomgan8@gmail.com

Organisation (If Any) nil

Designation (If Any) nil

DECLARATION

By submitting this claim, I declare that the information provided and all its contents are true and accurate.

< PREVIOUS SUBMIT

- 6.4 A message stating that your claim has been submitted should appear.

QUA Grants Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Thales

ACTIVE ENABLER PROGRAMME (GETACTIVE! SINGAPORE)

SUBMIT A REPORT

VIEW YOUR REPORT

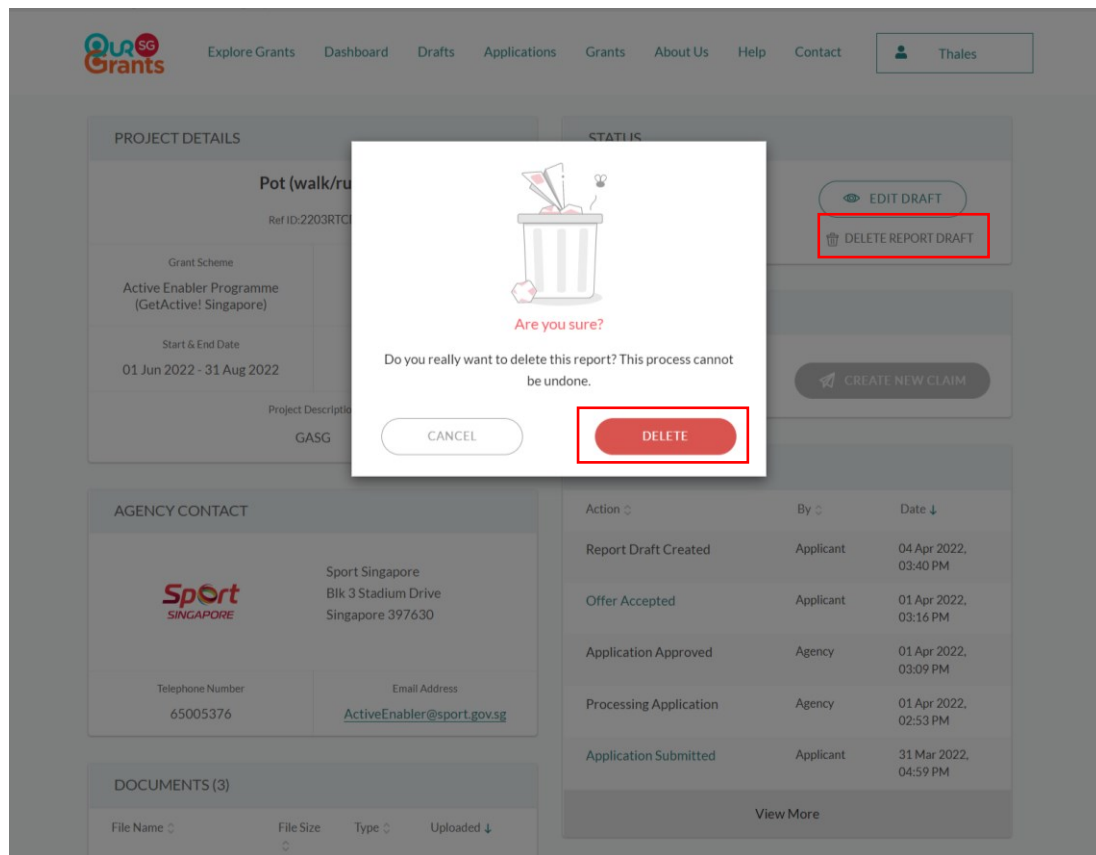
✓ Your report has been submitted

We have received your report (Ref ID: 2203RTCD-DS01) for Pot (walk/run) on 20 Apr 2022, 11:43 AM.

We will send you an email once it has been reviewed. If you have any questions, feel free to contact your grant officer.

PRINT

Note: If a report draft was saved previously and you wish to start a new claim from scratch, you can select “delete report draft” and create a new claim



## 7. Troubleshooting for Corp Pass

7.1 Visit the Corppass portal <https://www.corppass.gov.sg>, select log in with Singpass and log in.

A Guide for Admins & Sub-Admins  
Set Up and Assign Users' Digital Service Access


corppass

### Log In to Corppass Portal

Step 1

Step 2

- Select 'Log in with Singpass'.



A Guide for Admins & Sub-Admins  
Set Up and Assign Users' Digital Service Access

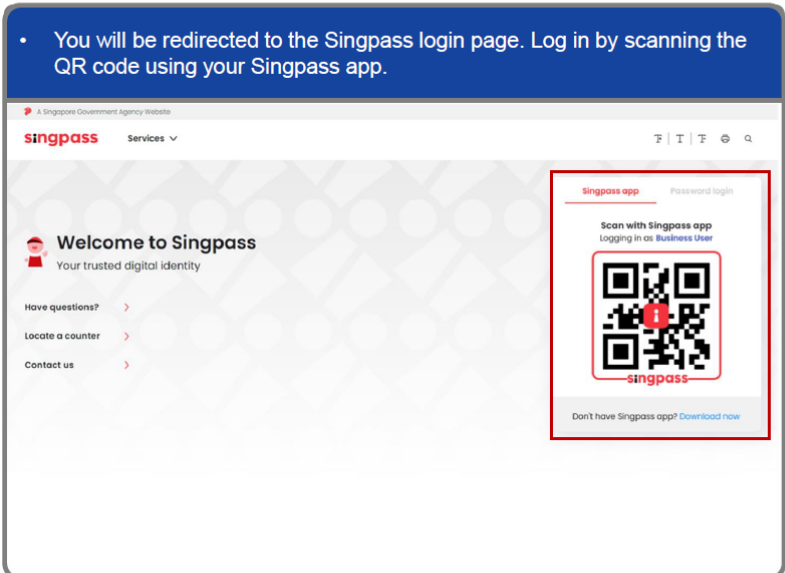
corppass

### Log In to Corppass Portal

Step 1

Step 2

- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.

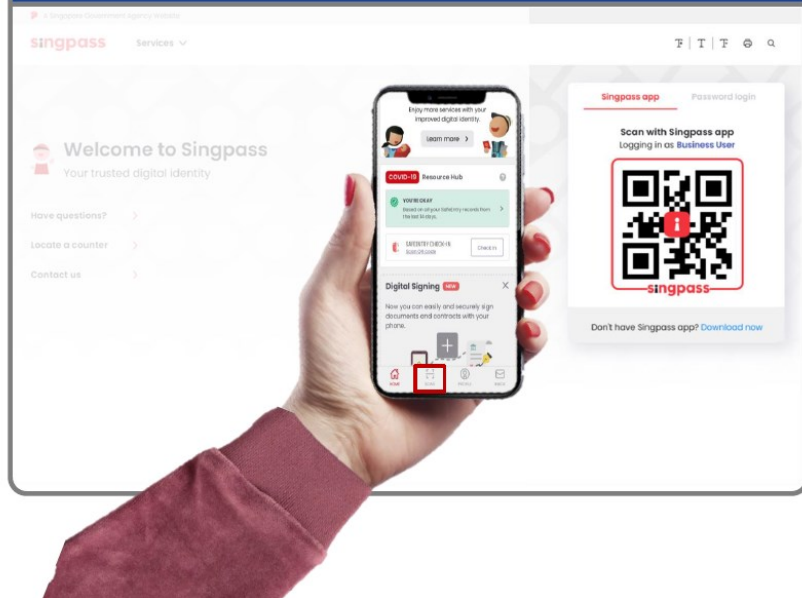


## Log In to Corppass Portal

Step 1

Step 2

- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.

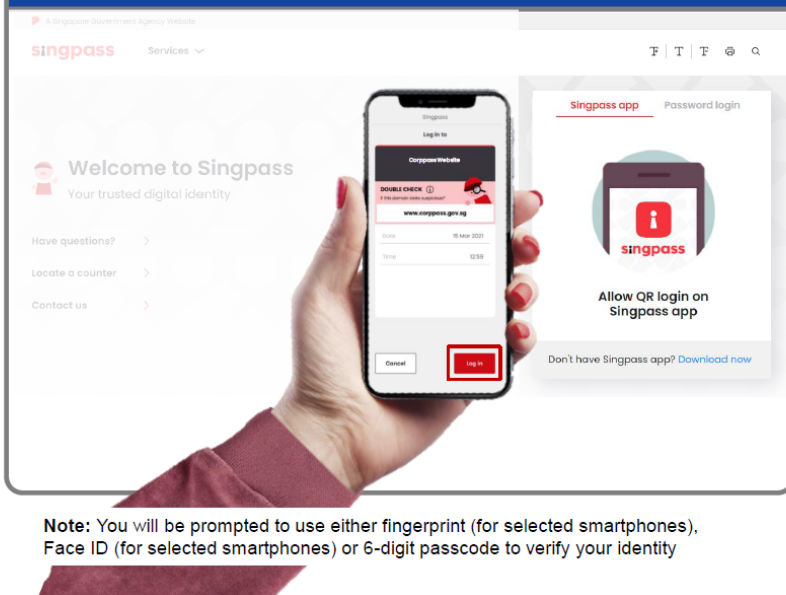


## Log In to Corppass Portal

Step 1

Step 2

- Confirm your login request on the Singpass app by tapping on the 'Log in' button.

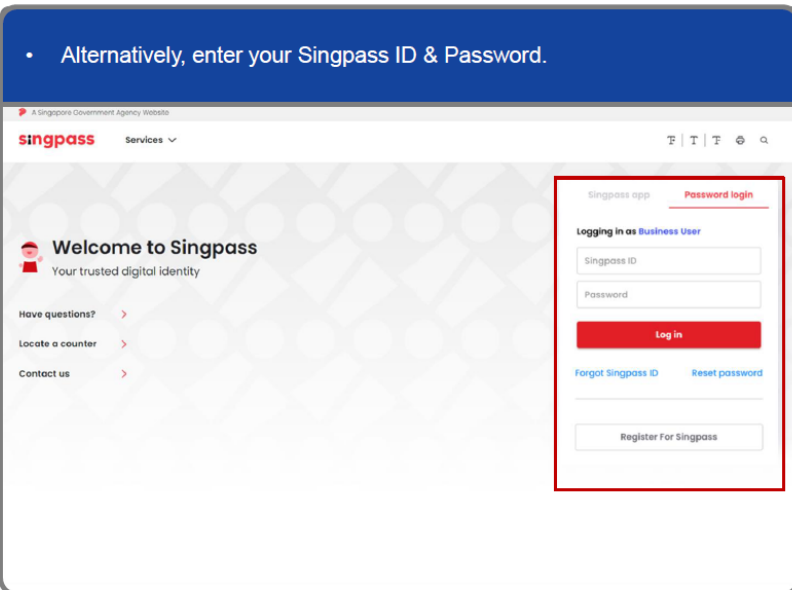


## Log In to Corppass Portal

Step 1

Step 2

- Alternatively, enter your Singpass ID & Password.



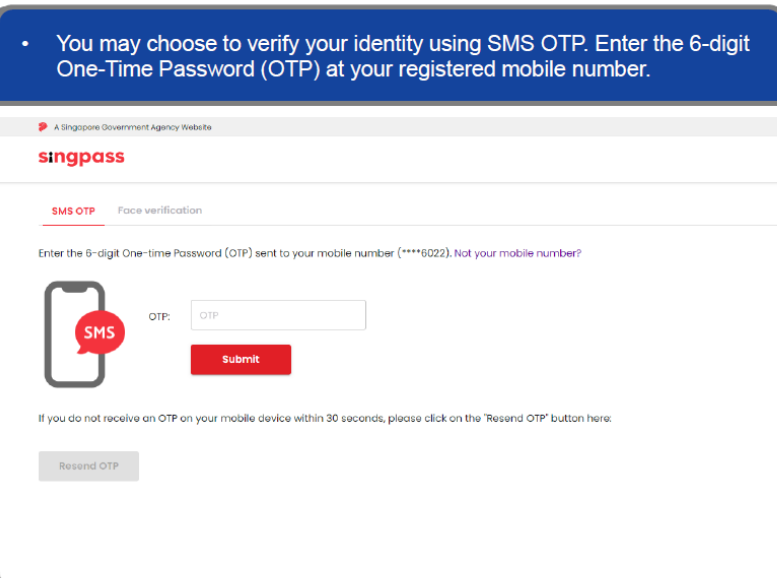
Note: If you are a Foreign ID user, this mode of login using Singpass ID or Password is not applicable to you. You can log in using the Singpass app.

## Log In to Corppass Portal

Step 1

Step 2

- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) at your registered mobile number.



## Log In to Corppass Portal

Step 1

Step 2


- Or verify your identity using Face Verification. Select 'Continue'.

SMS OTP

Face verification

**Please note:**  
Use another authentication method if you are sensitive to flashing lights.

- In the next screen, click "Begin Scan".
- Keep still as the camera locates your face.
- The screen will flash a series of colored lights.



Click [here](#) to find out more about Singpass Face verification.

Continue

## Log In to Corppass Portal

Step 1

Step 2

- Read the guidelines and click 'Begin Scan' to proceed.


A Singapore Government Agency Website


singpass


SMS OTP


Face verification


Here are some guidelines. Find out more [here](#).


  
✓ Clear glasses


  
✓ Keep headgear and hair off face


  
✓ Indoor lighting

  
✓ Keep mouth closed

  
✗ Tinted glasses

  
✗ Cover your face

  
✗ Very bright lighting

  
✗ Smile widely

**Look into the front camera and select "Begin Scan".**

By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the [Terms of Use](#).

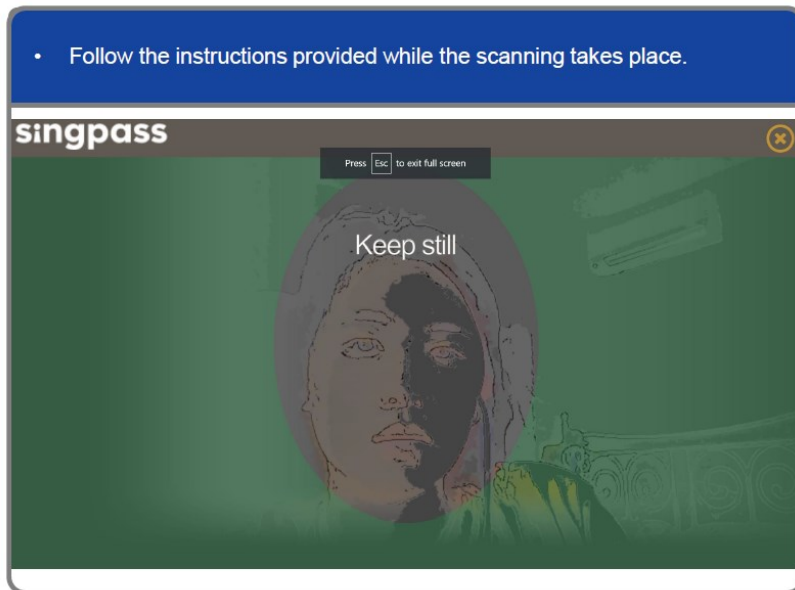
Back

Begin Scan

## Log In to Corppass Portal

Step 1

Step 2



**Note:** Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

- 7.2 Select Entity's Digital Services and select the entity that you wish to transact on behalf of.

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

### Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

**Step 3**

Step 4

Step 5

Step 6

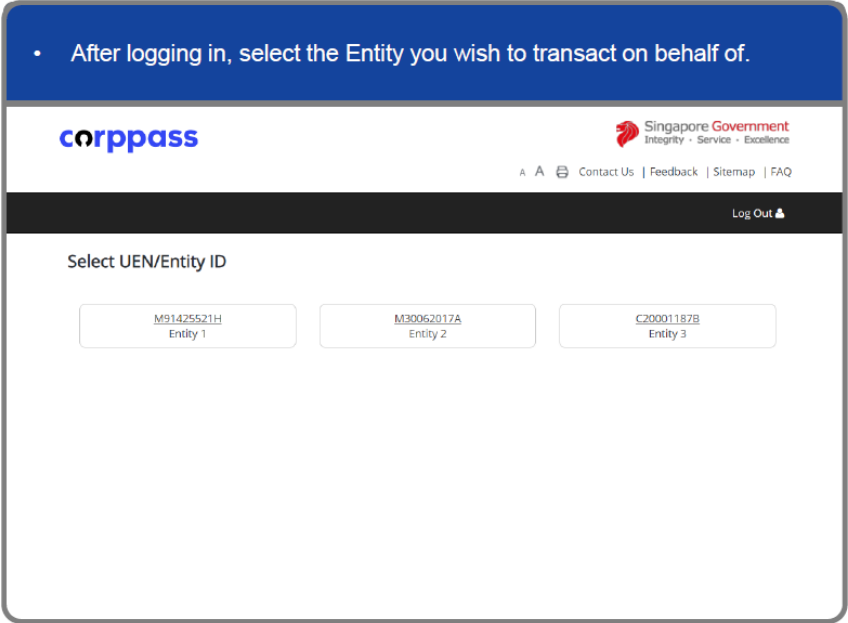
Step 7

Step 8

Step 9

Step 10

- After logging in, select the Entity you wish to transact on behalf of.



**Note:** This page will only be shown to users who hold multiple Corppass accounts.

- 7.3 Select Entity's e-Services & assign the digital service. You may filter by MCCY and select the Our Singapore Grants Portal. Click next and submit.

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

### Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

**Step 4**

Step 5

Step 6

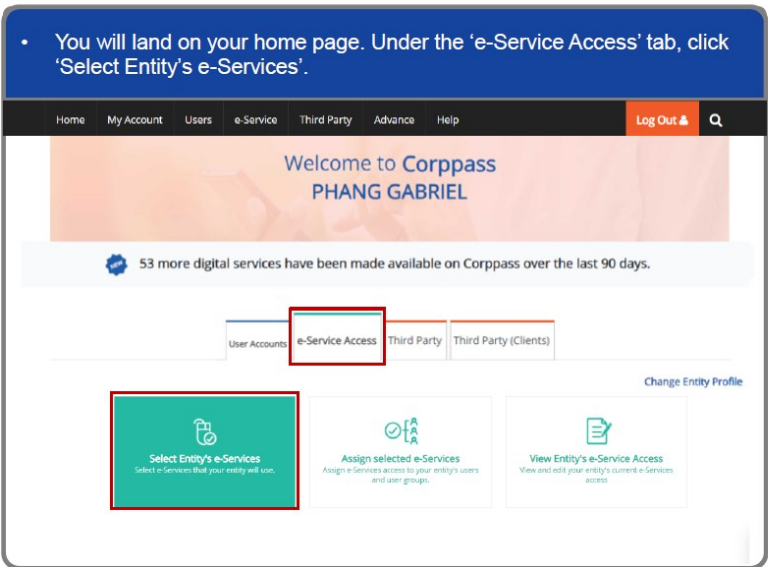
Step 7

Step 8

Step 9

Step 10

- You will land on your home page. Under the 'e-Service Access' tab, click 'Select Entity's e-Services'.





## Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

**Step 5**

Step 6

Step 7

Step 8

Step 9



Step 10



- View the list of digital services currently onboarded Corppass.



### 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 MOM  

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/> MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET	AutoBenchmark is a free service that allows companies to compare its wages against national or industry norm; employment conditions; and staff turnover through interactive charts pre-populated with companies' own survey responses.		
<input type="checkbox"/> MINISTRY OF MANPOWER	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES			

## Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

**Step 6**



Step 7





Step 8

Step 9

Step 10

- Select the digital service(s) your entity would like to transact with.

Filter MOM  

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/> MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET	AutoBenchmark is a free service that allows companies to compare its wages against national or industry norm; employment conditions; and staff turnover through interactive charts pre-populated with companies' own survey responses.		
<input checked="" type="checkbox"/> MINISTRY OF MANPOWER (MOM)	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES			
<input type="checkbox"/> MINISTRY OF MANPOWER (MOM)	CHECK AND PAY LEVY, AND WORK PERMIT TRANSACTIONS FOR DOMESTIC HELPERS AND CONFINEMENT NANNIES	1) Check and pay levy : View and pay your levy bills; 2) Work Permit transactions for domestic helpers and confinement nannies: Apply, Issue, renew, extend, cancel and reinstate permits for domestic helpers.		
<input checked="" type="checkbox"/> MINISTRY OF MANPOWER (MOM)	EMPLOYMENT PASS ONLINE (EPOL)	Perform Employment Pass and S Pass transactions		

## Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

**Step 7**

Step 8

Step 9

Step 10

- You may use the search bar to search for a specific digital service.

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET		
<input checked="" type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES		
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	CHECK AND PAY LEVY, AND WORK PERMIT TRANSACTIONS FOR DOMESTIC HELPERS AND CONFINEMENT NANNIES		
<input checked="" type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	EMPLOYMENT PASS ONLINE (EPOL)		

## Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

**Step 8**

Step 9

Step 10

- Click 'Next' to proceed.

Select Entity's e-Services

Some e-Services require additional information. Enter details to proceed.

\* - denotes mandatory fields

Govt. Agency	e-Service	Additional Agency Check	Additional Details Required
SLA	SLA/LDAU E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE		
MTI	BUSINESS GRANTS PORTAL		

3 e-Service(s) Selected

Role: HR

Role Description: This role enables you to setup HR and Supervisor details, submit placements, etc. If the user is both HR and Supervisor in IMS, please assign the user as HR in Corppass. Note: User should not be assigned with both HR and Supervisor roles in Corppass.

Back Next

## Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Review details of the digital service(s) you have selected, and click 'Submit' to proceed.

## Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- A confirmation message will indicate that you have selected your entity's digital services. You may now assign these digital services to your users.

7.4 Select e-service access & the list of the entity's corp pass user accounts will appear.

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

**Step 4**

Step 5

Step 6

Step 7

Step 8

Step 9

**You will land on your home page. Under the 'e-Service Access' tab, click 'Assign Selected e-Services'.**

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

**Step 5**

Step 6

Step 7

Step 8

Step 9

**Before a user can transact on behalf of your entity, you must first assign the selected digital services to their account.**

	Full Name	Email Address	User Type
<input type="checkbox"/>	LI YIRDI	liyirdi@mailinator.com	Enquiry User
<input type="checkbox"/>	TERRI MANDEL	terrimandel@mailinator.com	User
<input type="checkbox"/>	LIM DAOWEI	limdaowe@mailinator.com	Enquiry User
<input type="checkbox"/>	TOH JONATHAN	tohjohn@mailinator.com	Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@abc.com	Admin
<input type="checkbox"/>	CHAN FENDERICK	Frederick_Chan@abc.com	User

0 user(s) selected.

7.5 Select e-service access & the list of the entity's corp pass user accounts will appear.

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

**Step 6**

Step 7

Step 8

Step 9

- Select the user(s) you wish to assign the access to. These users will be granted access to the digital services you select in the next step. Click 'Next' to proceed.

**Assign Selected e-Services**

**NOTE:** If you wish to differentiate digital service access for different users, you will have to assign them individually.

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
<input checked="" type="checkbox"/>	LI VIRDI	livirdi@mailinator.com	Enquiry User
<input checked="" type="checkbox"/>	TERRI MANDEL	terrimandel@mailinator.com	User
<input type="checkbox"/>	LIM DAOWEI	limdaowe@mailinator.com	Enquiry User
<input type="checkbox"/>	TOH JONATHAN	toh.john@mailinator.com	Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@abc.com	Admin
<input type="checkbox"/>	CHAN FENDERICK	Frederick.Chan@abc.com	User

2 user(s) selected.

Cancel
Next

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

**Step 6**

Step 7

Step 8

Step 9

- You will be directed to the list of digital services you have selected for your entity (this was done in the first section 'Select Entity's Digital Services').

**Assign Selected e-Services**

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to 2 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
<input type="checkbox"/>	SLA	SLA LIAISON E-APPLICATION CORPPASS		
<input type="checkbox"/>	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
<input type="checkbox"/>	MTI	BUSINESS GRANTS PORTAL		

0 e-Service(s) selected.

## Set Up and Assign – Assign Digital Services

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6**
- Step 7
- Step 8
- Step 9

- Select the digital services you wish to assign to the selected users. Click 'Next' to proceed.

### Assign Selected e-Services



Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Services to

2 Selected User(s)

Indicator for the number of users that you have selected and will be assigned digital service access.

Assign from selected e-Service(s).

Filter

Search

Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	SLA	SLA LD&U E-APPLICATION CORPPASS		
<input checked="" type="checkbox"/>	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
<input checked="" type="checkbox"/>	MTI	BUSINESS GRANTS PORTAL		

3 e-Service(s) selected.

Back

Next

**Note:** Sub-Admins with restricted access can only assign users access to digital services within his or her assignment profile

- 7.6 Select the list of users and assign the relevant roles. Set the date of authorisation as the date you would like the user's role to take effect and click submit. If Corppass is used to apply for the grant, only your organisation's Acceptor in Corppass can accept the Letter of Award. Preparers and Submitters are not authorised to accept the Letter of Award.

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

**Step 7**

Step 8

Step 9

- Set a period for this authorisation, with minimally an Effective (or start) Date. Leave the Expiry Date blank if you would like the assignment to last indefinitely. Click 'Next' to proceed.

Assign Selected e-Services to

2 Selected Users

e-Services with require additional details. Click to enter details.

\* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
SLA	SLA LDAO E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE		
MTI	BUSINESS GRANTS PORTAL		

2 e-Services(s) selected.

Back **Next**

Preparer

Preparers can view, edit and submit all the company's grant applications. They have to make declarations on behalf of the company.

This role should be assigned to employees overseeing the project and acting as the point of contact for the grant.

Authorisation Effective Date \*

28/02/2018

Authorisation Expiry Date

28/02/2020

**Note:** Authorisation Effective Date is a mandatory field for all digital service assignments.

**A Guide for Admins & Sub-Admins**  
Set Up and Assign Users' Digital Service Access

**corppass**

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

**Step 7**

Step 8

Step 9

- Selected digital services may require additional details such as roles, CSN, Vendor ID, GSTN etc. that you have pre-defined during selection of digital services.

Home / My Account / Users / e-Service / Third Party / Advance / Help

Log Out

Home / Assign Selected e-Services

Assign Selected e-Services

1 Select Users 2 Select e-Services 3 **Enter Details** 4 Review & Submit

Assign Selected e-Services to

2 Selected Users

e-Services with require additional details. Click to enter details.

\* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
SLA	SLA LDAO E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE		
MTI	BUSINESS GRANTS PORTAL		

Indicator for digital services that require additional details.

MTI BUSINESS GRANTS PORTAL

Role

--- SELECT ---

Authorisation Effective Date \*

28/02/2018

To proceed, you may be required to provide additional details as required by the digital service.

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Review details of the assigned digital services, then click 'Submit'.

### Assign Selected e-Services

✓

•

✓

•

✓

•

4

Select Users

Select e-Services

Enter Details

Review & Submit

Verify the following details.

2 Selected Users +

#### Selected e-Services

SLA	SLA LDAUE APPLICATION CORPPASS
Authorisation Effective Date	28/02/2018
Authorisation Effective Date	28/02/2020
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
Authorisation Effective Date	28/02/2018
Authorisation Effective Date	28/02/2020
MTI	BUSINESS GRANTS PORTAL
Role	Preparer
Authorisation Effective Date	28/02/2018
Authorisation Effective Date	28/02/2020

Back

Submit

## Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- A confirmation message will indicate that you have successfully assigned digital service access to your selected users.

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out

Q

Home / Assign Selected e-Services

✓

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

Return to Homepage