

# Step-by-step guide to apply for CAYE digital service ID

Updated as at 20 October 2021

# Corppass: Set-up

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

corppass

## Select Entity's Digital Services

Upon successful login at Corppass website...

[A. Select Entity's Digital Services](#)

*Learn how to select digital services for your entity to transact with*

[B. Assign Digital Services](#)

*Learn how to assign digital service to your entity's CorpPass Users.*

[C. Edit Entity's Digital Services](#)

*Learn how to edit additional details for digital services selected for your entity.*



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

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

The screenshot displays the Corppass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, a welcome banner reads "Welcome to Corppass PHANG GABRIEL". A notification states "53 more digital services have been made available on Corppass over the last 90 days." The main content area features a horizontal menu with tabs for User Accounts, e-Service Access (highlighted with a red box), Third Party, and Third Party (Clients). Below this menu, there are three main action cards: "Select Entity's e-Services" (highlighted with a red box), "Assign selected e-Services", and "View Entity's e-Service Access". A "Change Entity Profile" link is visible on the right side of the page.



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- View the list of digital services currently onboarded Corppass.



### 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 MOM

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input checked="" type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD (CPFB)	CPF CONTRIBUTE-AS-YOU-EARN (CAYE)	CPF CONTRIBUTE-AS-YOU-EARN (CAYE) FOR SERVICE BUYERS	
<input type="checkbox"/>	MINISTRY OF MANPOWER	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES		

Look for "CPF Contribute-As-You-Earn (CAYE)"



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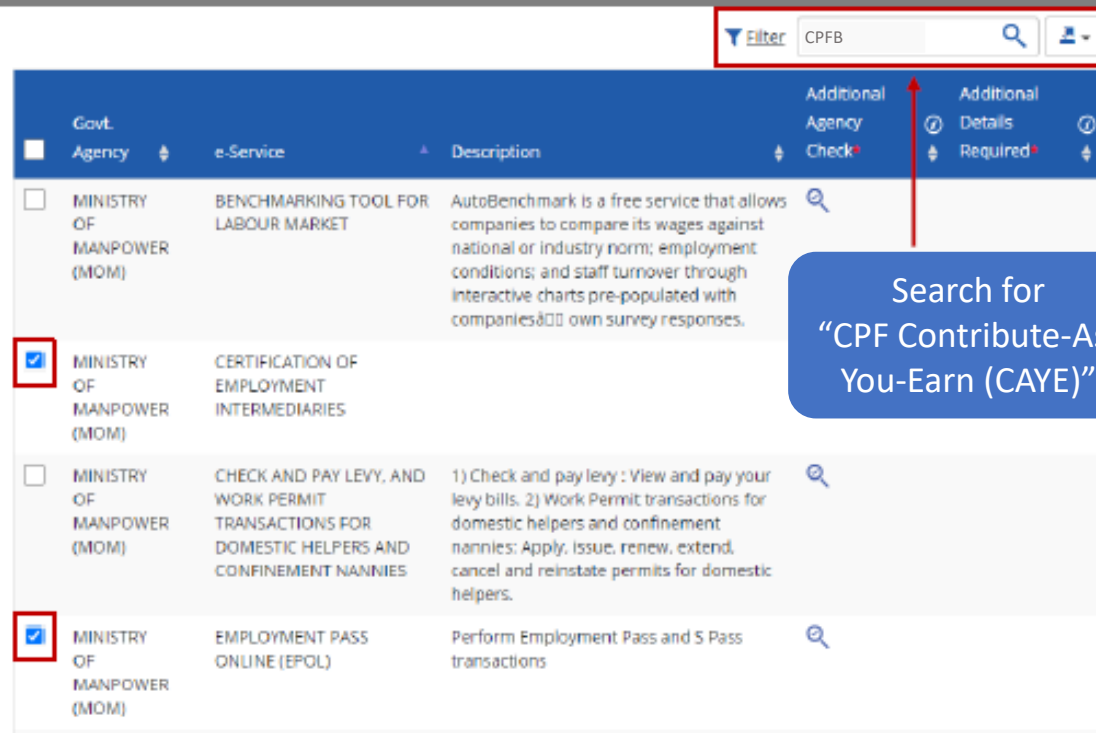
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- You may use the search bar to search for a specific digital service.



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)		

Search for  
"CPF Contribute-As-You-Earn (CAYE)"



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- Click 'Next' to proceed.

<input type="checkbox"/>	UP MANPOWER (MOM)	MANPOWER	https://1011111111.gov.sg
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	MANPOWER SURVEY ONLINE SYSTEM (MSOL)	MSOL is an internet survey platform offers an online channel for individuals and companies to submit their survey responses. A high number of survey responses are collated via this channel. These responses are then used to provide valuable statistics to gain information on the existing labour market.
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	myMOM Portal	myMOM Portal
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	UNION-LINK	An online portal for the submission of notices for trade unions. 

2 e-Service(s) Selected

< 1 2 >

10 Items per page Showing 1 to 10 of 12 items

Cancel **Next**



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- 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 LDAO E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE		
CPF	CPF CONTRIBUTE-AS-YOU-EARN (CAYE)		

3 e-Service(s) Selected

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

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

Home / Select Entity's e-Services

### Select Entity's e-Services

Progress: Select e-Services (checked) - Enter Details (checked) - Review & Submit (3)

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

- SLA • SLA LDAU E-APPLICATION CORPPASS
- MOE-SP • SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
- CPF • CPF CONTRIBUTE-AS-YOU-EARN (CAYE)

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

The screenshot shows the Corppass user interface. At the top, there is a navigation bar with links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. A 'Log Out' button and a search icon are also present. Below the navigation bar, the breadcrumb trail reads 'Home / Select Entity's e-Services'. A large green checkmark icon is displayed next to the text: 'The selected e-Service(s) is ready to be assigned to users.' Below this, a 'Next Step' section contains a gear icon and the text: 'Assign selected e-Services' and 'Assign e-Service access to your entity's users and user groups.' At the bottom of the page, there are two buttons: 'Return to Homepage' and 'Assign selected e-Services'.

