Step-by-Step Guide on Assigning the Grant Acceptor Role to Someone Else

CorpPass Admin will need to assign OurSG e-Services to the relevant staff that will be assigned the acceptor role (Please use the same steps to switch the relevant staff role to acceptor role if staff was assigned the applicant role earlier):

1. Go to 'e-Services' -> 'Assign selected e-Services'

2. Tick the box next to the relevant staff's name and press 'Next'.

3. Type "OSG" in the search bar to the right (next to 'filter')

4. Tick the box on the left of "OSG", then press 'Next'
   a. Select the "Acceptor" role.
   b. "Authorization Effective Date" can be today.
   c. "Authorization Expiry Date" can be left blank.

5. Press 'Next' and 'Submit'

If you are unsure of who your Administrator is, you may use your SingPass to check on the identity of your entity's CorpPass Administrator and Sub-Administrators:

- Go to www.corppass.gov.sg

- Click on 'Services' > 'Find Your CorpPass Admin'

- Login to SingPass

- Enter the company's UEN

- Press 'Search' (the respective administrators' names will be displayed)

For further enquiries regarding CorpPass roles, please refer to the CorpPass User Guide.