Login User Guide

A guide to log into Vendors@Gov portal.
Select your entity type:

1. **For UEN Registered Company/Organisation**
   This login method is applicable to UEN registered vendors who are transacting as a Company/Organisation, Sole Proprietors, or Societies.

2. **For Foreign Company/Organisation without UEN**
   This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/Organisation.

3. **For Individuals with SingPass**
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

4. **For Foreign Individuals with AGD Password**
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for SingPass.
1. Login for UEN Registered Company/ Organisation

This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

Step 1 – Select CorpPass option to login to Vendors@Gov.

NOTE

Your organisation will first need to register for CorpPass to access Vendors@Gov.

For more information on CorpPass registration, please click here.

Click here if you do not have an account

Login [here](#) if you are a foreign individual with an AGD Password
1. Login for UEN Registered Company/ Organisation

This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

Step 2 – Enter your CorpPass login details (UEN/ Entity ID, CorpPass ID and Password), then click ‘Login’.
1. Login for UEN Registered Company/ Organisation

This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

Step 3 – Select the ‘Vendor ID/account’ you would like to access and click ‘Continue’ to login.

**NOTE**

This step is only applicable to users who have been assigned to transact with multiple vendor IDs on behalf of your organisation.
**Step 1: Register for CorpPass and set up CorpPass Admin account**

After obtaining a UEN from a UEN issuance agency, the Registered Officer (RO) of your entity will have to login to CorpPass to nominate CorpPass Administrator account(s). RO is the person officially registered under your entity with the UEN issuance agency. Examples include the Owner, Partner, Director and Corporate Secretary. ROs can also appoint themselves as CorpPass Administrators and register for CorpPass Administrator accounts to transact on behalf of their entity. To find out who your RO is, you may approach the UEN issuance agency that your entity is registered with.

Alternatively, the CorpPass Administrator (who is not the RO) can register for a CorpPass Administrator account and send an Online Approval request to the RO or upload a Letter of Authorisation. Please refer to the [User Guide](#).

Note: Each entity can have a **maximum of 2 CorpPass Administrators**.

For more information on getting started with CorpPass, please [click here](#).

**Step 2: Create CorpPass User account & set up Vendors@Gov e-service**

The CorpPass Administrator is responsible for managing CorpPass User accounts and government e-service access for the entity.

For a guide on how CorpPass Administrator can create a CorpPass User account, please [click here](#).

To create **CorpPass User accounts for non-SingPass employees**, please select “Foreign ID” under Identity Type and the respective Country of Issuance (see page 11 of guide).
For a guide on how CorpPass Administrator can set up and assign the Vendors@Gov e-service, please click here.

An important point to note is for Page 8,

- If your entity has Vendor ID(s) that is not UEN, please indicate all the Vendor ID(s), including your UEN if it is also a Vendor ID (i.e. you have a Vendors@Gov account under your UEN)
- If your entity has only 1 Vendor ID, and the Vendor ID is UEN, please leave the Vendor ID field blank.
Step 3: Activate CorpPass User accounts

For SingPass holders
After your CorpPass Administrator creates your CorpPass User account, you are required to activate the account by setting up your CorpPass ID and password. During this process, you will be required to log in via SingPass to verify your identity. Please click here for a PDF guide.

For non-SingPass holders
After your CorpPass Administrator creates your CorpPass User account, you are required to activate the account by setting up your CorpPass ID and password through an email verification. Please click here for a PDF guide.

Next, please set up your CorpPass 2FA, a mobile application for foreigners without SingPass, and is required for every CorpPass login, for enhanced security of use. Please click here for a PDF guide.
Vendors@Gov Log In User Guide

Select your entity type:

1. For UEN Registered Company/ Organisation
   This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

2. For Foreign Company/ Organisation without UEN
   This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.

3. For Individuals with SingPass
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

4. For Individuals with AGD Password
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for SingPass.
2. Login for Foreign Company/Organisation without UEN

This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/Organisation.

Your organisation will first need to register for CorpPass to access Vendors@Gov.

For more information on CorpPass registration, please click here for Guide.

Step 1 – Select CorpPass option to login Vendors@Gov.
2. Login for Foreign Company/ Organisation without UEN

This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.

Step 2 – Enter your CorpPass login details (UEN/ Entity ID, CorpPass ID and Password), then click ‘Login’.
2. Login for Foreign Company/ Organisation without UEN

This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.

This step is only applicable to users who have been assigned to transact with multiple vendor IDs on behalf of your organisation.

Step 3 – Select the ‘Vendor ID/account’ you would like to access and click ‘Continue’ to login.
CorpPass Registration Guide for Non-UEN Registered Entity

Step 1: Register with CorpPass

Prepare the following documents in soft copy (PDF, JPEG or PNG format) for registration:

1. Business Registration Document, which must indicate:
   - Entity Registration Number
   - Entity Name
   - Date of Incorporation
   - Country of Incorporation
   - Registered Address
   - Office Contact Number

2. Personal Identification Document, such as passport, driver’s licence or national identity card

Register as CorpPass Admin
- Go to https://www.corppass.gov.sg/corppass/registration/nonuen/nonsingpass
**Step 1: Register with CorpPass (continued)**

**Important Note**
Please ensure that the information provided in the registration page is consistent with the documents submitted.

Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document, or notarised by a notary public in Singapore or in the country that issued the document.

Your registration may take 5 to 10 working days to be processed.

More information can be found [here](#).
Step 2: Grant Users Access to Vendors@Gov and Set Up

Set up Vendors@Gov e-Service at CorpPass home page
• Login to CorpPass home page, click on ‘e-Service Access’ tab and then ‘Select Entity’s e-Services’
• Search for Vendors@Gov e-Service, select it and click ‘Next’
• Indicate all existing Vendor IDs (e.g. Y123456), if applicable
• Review and submit

Important Note
Please email the following to AGD [CorpPass_For_Vendors@agd.gov.sg], so that AGD can do the vendor mapping at Vendors@Gov:
• Entity ID (provided by CorpPass upon registration, e.g. C12345678X)
• Other existing Vendor IDs (e.g. Y123456)
Step 2: Grant Users Access to Vendors@Gov and Set Up (continued)

Create CorpPass User accounts for other employees (if required)
• For a guide on how CorpPass Administrator can create a CorpPass User account, please click here.
• Note: Select “Foreign ID” under Identity Type and the respective Country of Issuance

CorpPass Admin to Assign Vendors@Gov e-Service to Users
• Click on ‘e-Service Access’ tab and then ‘Assign selected e-Services’
• Select the CorpPass user account(s) that you would like to assign the same Vendor ID to, then click ‘Next’
• Select the Vendors@Gov e-Service, then click ‘Next’
• Select the relevant Vendor ID to be assigned to the selected users, then click ‘Next’
• Review and submit

Step 3: Activate CorpPass User accounts

• CorpPass users have to set up CorpPass 2FA (mobile app)
• Please click here for a PDF guide on how to activate account and click here on how to set up CorpPass 2FA.
Select your entity type:

1. For UEN Registered Company/ Organisation
   This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

2. For Foreign Company/ Organisation without UEN
   This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.

3. For Individuals with SingPass
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

4. For individuals with AGD Password
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for SingPass.
3. Login for Individuals with SingPass

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

Step 1 – Select SingPass option to login to Vendors@Gov.
3. Login for Individuals with SingPass

*This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).*

---

**Step 2** – Enter your SingPass login details (SingPass ID and Password), then click ‘Login’.
Select your entity type:

1. For UEN Registered Company/ Organisation
   This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

2. For Foreign Company/ Organisation without UEN
   This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.

3. For Individuals with SingPass
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

4. For Individuals with AGD Password
   This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for SingPass.
4. Login for Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for Singpass.

Step 1 – Click on ‘here’ under ‘Login here if you are a foreign individual with an AGD password’ to login Vendors@Gov.

If you are a foreign individual who is not eligible for SingPass, please fill in the AGD password application form [here](#) and submit it through AGD Helpdesk.
4. Login for Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for Singpass.

Log in for Foreign Individuals

This AGD Password option is only applicable for foreign individuals without SingPass.

User ID *

Password *

Register for Two-Factor Authentication (2FA)
Forgot Password

Step 2 – Enter your login details (User ID and Password), then click ‘Login’.
4. Login for Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for Singpass.

Log in for Foreign Individuals

This AGD Password option is only applicable for foreign individuals without SingPass.

User ID *

Password *

Register for Two-Factor Authentication (2FA)

Forgot Password

Cancel  Login

NOTE

If you have forgotten your password, you may click on ‘Forgot password’.
4. Login for Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for Singpass.

Step 3 – Enter the OTP indicated in the Google Authenticator App on your mobile device and click “Validate”.

NOTE

Please click here for more information about setting up Two-Factor Authentication (2FA) using Google Authenticator.
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

**Step 1: Download Google Authenticator App**
- Download the Google Authenticator App on your mobile device from the App Store or Play Store.

**Step 2: Click to Log In via AGD Password**
- On the Vendors@Gov portal, click to login as a foreign individual via AGD password.
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 3: Click to Register for 2FA

- Click on “Register for Two-Factor Authentication (2FA)”.

Log in for Foreign Individuals

This AGD Password option is only applicable for foreign individuals without SingPass.

User ID *

Password *

Register for Two-Factor Authentication (2FA)
Forgot Password

Cancel Login
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 4: Enter Your Login Details

- Enter your login details and click “Validate”.
- “User ID” refers to your AGD Password login User ID and “Password” refers to the Password you have set for your AGD Password

Log in to setup 2FA

User ID *

Password *

Cancel  Validate
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 5: Scan the QR code and input OTP

- Upon clicking “Validate”, you will be navigated to the following page.
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 5: Scan the QR code and input OTP (continued)

- Open the Google Authenticator App on your mobile device and select “Begin Setup”.

With 2-step verification, whenever you sign in to your Google Account you will need your password and a code that this app will generate.
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 5: Scan the QR code and input OTP (continued)

• Select “Scan barcode”.

With 2-step verification, whenever you sign in to your Google Account you will need your password and a code that this app will generate.
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

**Step 5: Scan the QR code and input OTP (continued)**

- Scan the QR code using your mobile device.

---

**Google Authenticator**

**Step 1: Install Google Authenticator**
Please download and install Google Authenticator on your iPhone/iPad/Android device, if already not installed.

**Step 2: Link your device to your account:**
Once the app is installed, open Google Authenticator, and Select "Scan a barcode" then point your camera at the QR code on your computer screen.

**Step 3: Enter Your OTP:**

[QR Code Image]
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 5: Scan the QR code and input OTP (continued)

- A 6 Digit OTP should appear on your mobile device.

![Google Authenticator App](image-url)
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 5: Scan the QR code and input OTP (continued)

• Enter the OTP and click “Validate”.

Google Authenticator

Step 1: Install Google Authenticator
Please download and install Google Authenticator on your iPhone/iPad/Android device, if already not installed.

Step 2: Link your device to your account:
Once the app is installed, open Google Authenticator, and Select "Scan a barcode" then point your camera at the QR code on your computer screen.

Step 3: Enter Your OTP:

[QR Code Image]

Validate
Set Up Two-Factor Authentication (2FA) with Google Authenticator for Foreign Individuals

Step 5: Scan the QR code and input OTP (continued)

- Setup is complete if OTP is successfully verified.
- Return to the Vendors@Gov homepage to log into your account.
- To reset your 2FA, simply download the Google Administrator App on your new mobile device and follow steps 2 to 5.