

Corppass e-Services Setup Guide

As part of Food Businesses Portal, we have implemented a Salesforce Experience Cloud Portal that uses Corppass for authentication and authorization. In order for a portal user or Food Business Entity (FBE) to log in, there are a few prerequisite steps that must be completed on the Corppass side.

To learn more about Corppass, you can refer to the official user guides available on the Corppass portal: [Corppass User Guide](#)

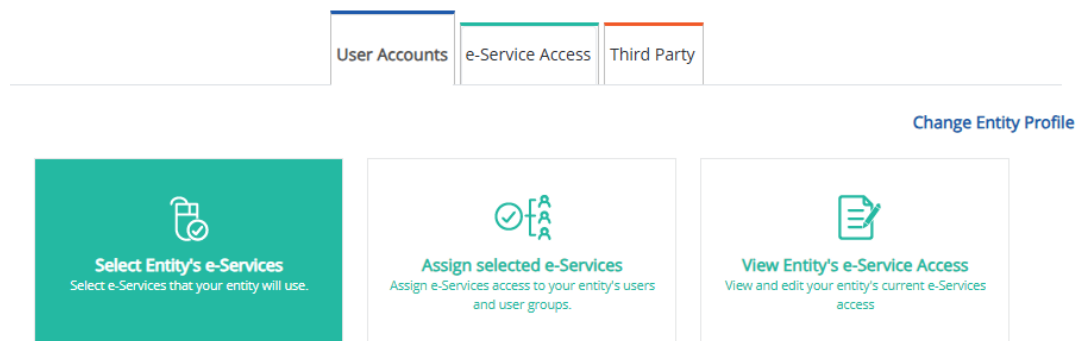
The setup steps below are based on the official Corppass documentation.

For Food Businesses Portal, the key steps/prerequisites that a FBE or portal user must do are as follow:

1. Entity's Digital Services Setup
2. Assignment of Digital Services

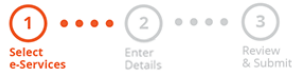
Entity's Digital Services Setup

1. Login to Corppass Portal as a Corppass Admin.
2. You will land on your home page. Under the 'e-Service Access' tab, click 'Select Entity's e-Services'.



3. View the list of digital services currently onboarded Corppass. In the list of digital services, use the search bar to find: “Food Businesses Service Portal”. Check the box next to the service and click **Next**.

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	Businesses Service Portal	
Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required	
SINGAPORE FOOD AGENCY	Food Businesses Service Portal	The portal enables Farmers to report on food production volume and facilitate food recall			
0 e-Service(s) Selected					

Showing 1 to 1 of 1 items

Cancel Next

4. If prompted for additional information on subsequent pages, please fill in the required fields. Review and submit the form to complete the setup.

Assignment of Digital Services

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



[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

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

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



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](#)

☒	Full Name	Email Address	User Type
☒	USER S4001461F	s4001461F@mailinator.com	Admin
1 user(s) selected.			

Showing 1 to 1 of 1 items

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

Select the "Food Business Service Portal" digital services. Click 'Next' to proceed.

Assign Selected e-Services



Assign Selected e-Service(s) to

1 Selected User(s)

Assign from selected e-Service(s).

[Filter](#)

☒	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
☒	SINGAPORE FOOD AGENCY	Food Businesses Service Portal	The portal enables Farmers to report on food production volume and facilitate food recall		
1 e-Service(s) selected.					

Showing 1 to 1 of 1 items

- 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



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
SINGAPORE FOOD AGENCY	Food Businesses Service Portal		

1 e-Service(s) selected.

SINGAPORE FOOD AGENCY
Food Businesses Service Portal

No additional details required.

Authorisation Effective Date * [?](#)

Authorisation Expiry Date [?](#)

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- Review and submit the form to complete the setup.