

CONTENTS

Updates.....	2
Setting up Access to the EDB Portal.....	3
Frequently Asked Questions.....	4
Setting up access to the EDB Portal.....	6
Step 1: Set up a Corppass account.....	6
Step 2: Add EDB Portal as an e-service on Corppass.....	6
Step 3: Assign the relevant EDB Portal Role to Corppass accounts.....	9
Step 4 (as required): Modify roles or authorization dates for the EDB Portal.....	13
What are the EDB Portal Roles	17

UPDATES

S/N	Date	Updates
1	11 Apr 2021	The login process for Corppass will require the user to verify his or her identity via Singpass first before access is granted to transact with government digital services. For more information, visit https://go.gov.sg/corporate-login .
2	01 Dec 2023	<p>For Sole Proprietorships, only individuals who are reflected as 'Owner' on BizFile by ACRA will be regarded as a Registered Officer (RO) on Corppass. Other position holders (e.g. Authorised Representative) will no longer be able to act as a RO on Corppass. ROs will need to digitally sign using the Singpass app when approving new Corppass Admin applications.</p> <p>No change for Corppass Admin registration for entities whose ROs are foreign individuals as they will be directed to the existing process of uploading Letter of Authorisation.</p>

SETTING UP ACCESS TO THE EDB PORTAL

EDB Portal (<https://portal.edb.gov.sg>) allows your organisation to manage your manufacturing surveys and incentives / grants with EDB.

To access the EDB Portal, you will need to do the following:

Step 1: [Set up a Corppass account](#)

Step 2: [Add EDB Portal as an e-service on Corppass](#)

Step 3: [Assign the relevant EDB Portal Role to Corppass accounts](#)

Step 4 (as required): [Modify roles or authorisation dates for the EDB Portal](#)

After your Corppass user account has been configured, you may login to EDB Portal via <https://portal.edb.gov.sg>.

If you are facing any issues with the EDB Portal, you may fill up a support request [here](#). Please provide us the screenshot of any error message you encounter, as well as your Corppass user configuration. Alternatively, you may contact the Portal support team at [+65 6832 6065](tel:+6568326065).

FREQUENTLY ASKED QUESTIONS

S/N	Question	Answer
1	I'm a foreigner without Singpass – how do I set up my Corppass account?	Foreign users will be issued a Singpass Foreign user Account (SFA) to perform transactions in Singapore. Please refer to go.gov.sg/corporate-login
2	I'm not able to log in even after setting up my access on Corppass, and I see the 'Invalid Login' page.	Please ensure that you are logging in for the correct UEN. In addition, it may be that EDB has not yet created the relevant transaction for you to access – in this case, you may fill up a support request here or contact the Portal support team at +65 6832 6065
3	I am submitting manufacturing surveys only. What role do I need?	<p>If you are only submitting manufacturing surveys, you may choose Survey Respondent Role.</p> <p>If you are submitting manufacturing surveys and managing grants/incentives, please select the appropriate role based on your access requirements for grants/incentives – note that all roles can submit manufacturing surveys.</p> <p>Refer to the EDB Portal Role matrix here.</p>
4	I am managing an incentive/grant on the EDB Portal. What are the available roles on the EDB Portal?	<p>Please click here for more information.</p> <p>To submit documents/Annual Progress Update, please choose either the Submitter or Acceptor roles. To submit/view claims, please choose a claim with the 'AllowClaim' label.</p>
5	I selected default e-service access on Corppass, but I'm not able to access the EDB Portal.	<p>Please assign a role specifically on the EDB Portal before accessing the EDB Portal.</p> <p>Refer to the EDB Portal Role matrix here.</p>

6	<p>I have been assigned a role, but after logging in I am not able to submit claims/acknowledge letters/submit documents.</p>	<p>You may have an incorrect role. For example – only Submitters and Acceptors can submit documents/APU, and only roles with the AllowClaim label can access claims. Click here for more information on how to amend your role on Corppass.</p>												
7	<p>What is the Sub-UEN?</p>	<p>Note that from 1 April 2021 onwards, the 5 digit Sub-UEN (00- 000) is no longer required to be assigned to Corppass users in order to access manufacturing surveys on the EDB Portal – Corppass users will be able to submit surveys for all relevant Sub- UENs related to the parent UEN (note that some entities may only have a single Sub-UEN).</p>												
8	<p>I need to both Prepare and Submit documents. Should I assign myself two roles?</p>	<p>Please note that users should ONLY be assigned one role on Corppass, because each role has multiple functions – e.g. Submitter can prepare AND submit documents, an Acceptor can prepare, submit AND accept documents. (Note: All roles can submit manufacturing surveys)</p>												
9	<p>How do I retrieve my Corppass user configuration?</p>	<p>You can access your user configuration by logging in to your Corppass account here and clicking “My Account”, “View My Profile” and then” Assigned e-Services”.</p> <table border="1" data-bbox="930 902 1845 1109"> <thead> <tr> <th data-bbox="930 902 1045 927">Govt. Agency</th> <th data-bbox="1045 902 1213 927">Assigned e-Services</th> <th data-bbox="1213 902 1297 927">Role</th> <th data-bbox="1297 902 1465 927">Parameters</th> <th data-bbox="1465 902 1654 927">Authorisation Effective Date</th> <th data-bbox="1654 902 1845 927">Authorisation Expiry Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="930 927 1045 1109">ECONOMIC DEVELOPMENT BOARD (EDB)</td> <td data-bbox="1045 927 1213 1109">EDB PORTAL</td> <td data-bbox="1213 927 1297 1109">Survey Respondent</td> <td data-bbox="1297 927 1465 1109">-</td> <td data-bbox="1465 927 1654 1109">01/09/2018</td> <td data-bbox="1654 927 1845 1109">30/09/2023</td> </tr> </tbody> </table>	Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date	ECONOMIC DEVELOPMENT BOARD (EDB)	EDB PORTAL	Survey Respondent	-	01/09/2018	30/09/2023
Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date									
ECONOMIC DEVELOPMENT BOARD (EDB)	EDB PORTAL	Survey Respondent	-	01/09/2018	30/09/2023									

SETTING UP ACCESS TO THE EDB PORTAL

STEP 1: SET UP A CORPPASS ACCOUNT

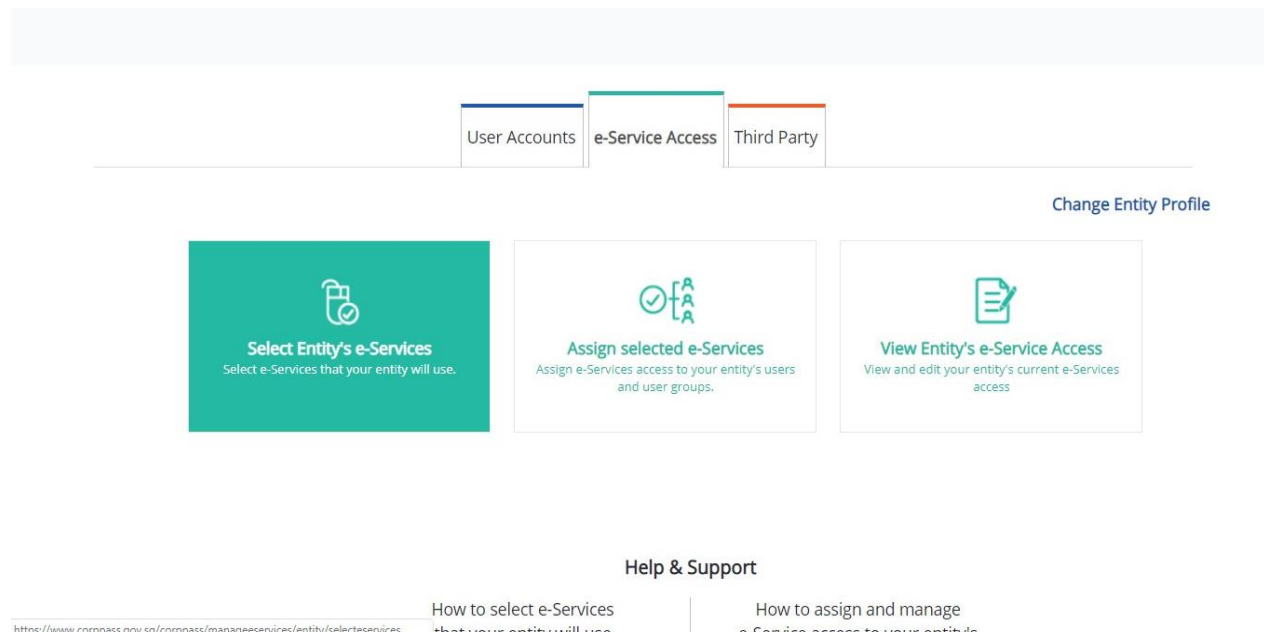
Your Corppass Admin will have to create a Corppass account for you. Click [here](#) for the Corppass guides on how to set up your account.

If you are not sure who your Corppass administrator is, click [here](#).

If your entity has not yet set up a Corppass admin account, click [here](#) for guidance on this process.

STEP 2: ADD EDB PORTAL AS AN E-SERVICE ON CORPPASS



- Step 1: Navigate to "Select Entity's E-services"







- Step 2: Search for EDB Portal and add EDB-Portal to your entity's list of 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  

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input checked="" type="checkbox"/> ECONOMIC DEVELOPMENT BOARD	 EDB PORTAL	Manage EDB incentives and manufacturing surveys.		

- Step 3: Enter Details page (as of 1 April 2021, Sub-UEN is no longer required – please leave this blank)



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

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
ECONOMIC DEVELOPMENT BOARD	EDB PORTAL		

ECONOMIC DEVELOPMENT BOARD
EDB PORTAL

SUB UEN

[+ Add New](#)

SUB UEN 1

- Step 4: You can then review and confirm your submission.

STEP 3: ASSIGN THE RELEVANT EDB PORTAL ROLE TO CORPPASS ACCOUNTS

Note: Do not assign multiple roles to one user.

If you have "Default All E-Service Access" turned on for your Corppass account, you will still need to be assigned a specific role for the EDB Portal.

- Step 1: Select a Corppass user account

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

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 [] [] []

<input checked="" type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input checked="" type="checkbox"/>	[]	[]	[]	User

1 user(s) selected.

Showing 1 to 1 of 1 item

Can't find a user?
You may have not created the user account.
Click [here](#) to do so.

Cancel Next

Ask Jamie @ CorpPass
Type your question ...

- Step 2: Assign the EDB Portal as an E-service to this Corppass user

Users e-Services Details & Submit

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
<input type="checkbox"/>	ACCOUNTANT-GENERAL'S DEPARTMENT (AGD)	VENDORS@GOV - VENDORS' ELECTRONIC INVOICES TO GOVERNMENT	Submission of electronic invoices to the Government (Vendors@Gov e-service set up guide: https://va.ecitizen.gov.sg/CSS/Hybrid/Themes/AGD/uploads/Set%20up%20and%20Assign%20e-service%20V2.pdf)	
<input checked="" type="checkbox"/>	ECONOMIC DEVELOPMENT BOARD	EDB PORTAL	Manage EDB incentives and manufacturing surveys.	
<input type="checkbox"/>	INLAND	AUTOMATIC EXCHANGE OF		

Ask Jamie @ CorpPass

Type your question ...

- Step 3: Assign a role to your Corppass user

Note: Refer to the EDB Portal Role Matrix for more information on the relevant roles. As of 1 April 2021, Sub-UEN is no longer required to log in and there is no longer a requirement to assign them to individual users.

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
ECONOMIC DEVELOPMENT BOARD (EDB)	EDB PORTAL		

1 e-Service(s) selected.

Role*

--- SELECT---

Authorisation Effective Date *

Authorisation Expiry Date

Cancel Next

- Step 4: Assign an authorization effective date and expiry date

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
ECONOMIC DEVELOPMENT BOARD (EDB)	EDB PORTAL		

1 e-Service(s) selected.

Role* ❗

Acceptor AllowClaim

Role Description

Acceptor Role with access to claim documents

Authorisation Effective Date * ❗

01/09/2018

Authorisation Expiry Date ❗

30/09/2023

Cancel Next


- Step 5: You can then review and confirm your submission.

STEP 4 (AS REQUIRED): MODIFY ROLES OR AUTHORISATION DATES FOR THE EDB PORTAL

- Step 1: Navigate to Manage User Accounts

The screenshot shows the EDB portal interface. At the top, there is a navigation bar with three tabs: 'User Accounts', 'e-Service Access', and 'Third Party'. Below this, there are two main action cards: 'Create User Accounts' (with a plus icon) and 'Manage User Accounts' (with a clipboard icon). The 'Manage User Accounts' card is highlighted in blue and contains the text 'View and edit your entity's user account details'. To the right of these cards is a link for 'Change Entity Profile'. At the bottom, there is a 'Help & Support' section featuring a chatbot named 'Ask Jamie @ CorpPass' with a text input field. The URL 'https://www.corppass.gov.sg/corppass/manageusers/listofusers' is visible in the bottom left corner.

- Step 2: Select the relevant user account by clicking on the user name


 Select at least one user to proceed.

Create User Account Filter

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	CorpPass ID	User Type	Account Status	User Group
<input type="checkbox"/>	[REDACTED]			User	Active	

0 users Selected

Showing 1 to 1 of 1 items

Ask Jamie @ CorpPass 
Type your question ...

[Privacy Statement](#) | [Terms of Use](#) | [Rate this Website](#)

- Step 3: Select the "Assigned E-services" tab and Select EDB Portal

Home / Manage User Accounts / View User

Profile


Assigned e-Services

Transaction History

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboarded which will onboard in the future.




<https://www.corppass.gov.sg/corppass/manageusers/vieweservicesassignedtouser>


	Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	ECONOMIC DEVELOPMENT BOARD (EDB)	EDB PORTAL	Survey Respondent	-	01/09/2018	30/09/2023

1 eServices Selected


- Step 4: Edit E-service Access (**Role**)


Click  to edit details.


* - denotes mandatory fields


Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
ECONOMIC DEVELOPMENT BOARD (EDB)	EDB PORTAL		


1 e-Service(s) selected.


Role* 

Survey Respondent 

Authorisation Effective Date * 

01/09/2018 

Authorisation Expiry Date 

30/09/2023 

Cancel **Next**

Ask Jam
Type your question here

- Step 5: You can then review and confirm your submission.

WHAT ARE THE EDB PORTAL ROLES

Corppass users logging into the Portal will need to be assigned one of 7 possible roles. Each role will have a different level of access to EDB Portal services, as shown in the table below:

1. Please assign only one role to each Corppass user account. Do not assign multiple roles to each user
2. For grant recipients, use the 'AllowClaim' roles to manage access to your company's claim documents. Roles without the AllowClaim label e.g. Preparer, Submitter, Acceptor cannot access claim documents
3. Only the Submitter and Acceptor roles can submit documents.
4. Only the Acceptor role can acknowledge/accept award letters from EDB

Functions (each role has more than one function, so there is no need to assign multiple roles to each user)	Preparer	Submitter	Acceptor	Preparer (AllowClaim)	Submitter (AllowClaim)	Acceptor (AllowClaim)	Survey Respondent
Edit fields and upload/view incentive documents	Yes	Yes	Yes	Yes	Yes	Yes	
Submit incentive documents		Yes	Yes		Yes	Yes	
Submit Annual/Final Progress Updates		Yes	Yes		Yes	Yes	
Accept/Acknowledge Letters			Yes			Yes	
Edit claim fields and upload/view claim documents				Yes	Yes	Yes	
Submit Claim documents					Yes	Yes	
Submit Manufacturing Surveys	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Note: If you have "Default All E-Service Access" turned on for your Corppass account, you will still need to assign a role for the EDB Portal.