

Navigating the new Bizfile: Logging into Bizfile

Overview of Logging in to Bizfile

You will be able to log into Bizfile either as a Business User using Corppass, or as an Individual User using Singpass to perform Bizfile transactions for yourself, your entity or file transactions on behalf of others. The login credentials will depend on the role you hold and the type of transactions you are performing.

A. Overview of Key Scenarios

The table below illustrates the types of Bizfile user roles:

	Business User	Individual User
Login Credentials	Corppass	Singpass
Who Should Use	<ul style="list-style-type: none"> • Individuals transacting on behalf of a business entity with a registered UEN • Group of Companies users • Insolvency Practitioners • Position holder of a single business entity • Position holder of multiple business entities • Corporate Service Providers filing transactions on behalf of CSP client • CSPs filing transactions for an ad-hoc client / individual or for own CSP firm 	<ul style="list-style-type: none"> • Individuals transacting in their personal capacity • Individuals without a registered UEN • Individuals registering a new business name or registering a new business entity for the first time • Individual filing registration of RQI Registered Qualified Individual • CSP Qualified Individuals renewing registration as RQI
Key transactions you are able to file using this login	<ul style="list-style-type: none"> • Apply for new business entity name • Register new business entity • File annual returns/declarations • Update entity/position holder information • Appoint/withdraw position holder • Update shares information • Update shareholder information • Renew business registration 	<ul style="list-style-type: none"> • Apply for new business entity name • Register new business entity • Purchase business information • Provide your endorsement for appointment or withdrawal as a position holder • Request for a new verification link when you register/update email address • Access the free business information product download

	<ul style="list-style-type: none">• File winding up of business entity• Apply to strike off an entity• Access the company registers• General lodgement• Endorse the appointment or withdrawal as a position holder in an entity that is a corporate owner of another entity• Register new charge	page following successful business registration
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For additional FAQs relating to logging into Bizfile, [click here](#).

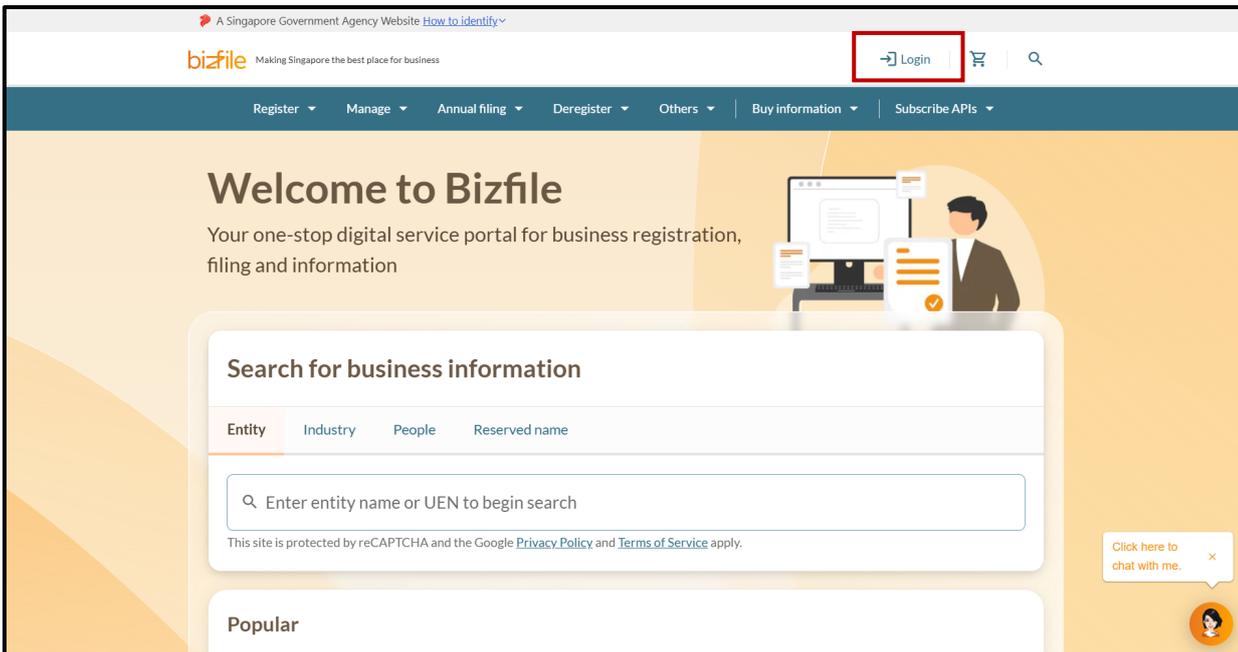
B. Step-by-step Instructions to Log in to Bizfile

1) You are an individual transacting on behalf of a business entity with a registered UEN/Group of Companies User/Insolvency Practitioner. You should log in to Bizfile as a Business User with your Corppass.

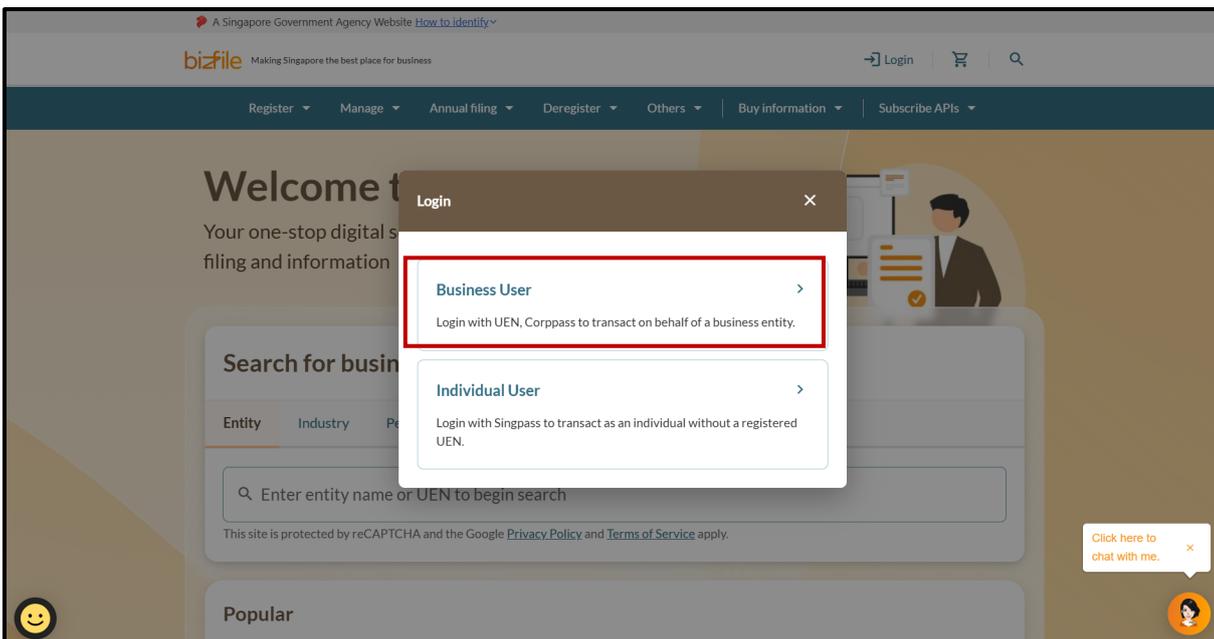
Ensure that you have:

- ✓ An active Corppass account created. If not, apply for an account on the Corppass at www.corppass.gov.sg.
- ✓ Access to Bizfile eService (ACRA Bizfile) - The Corppass admin of your business entity must grant you access to ACRA Bizfile. You are now ready to proceed with your login as a Business User.

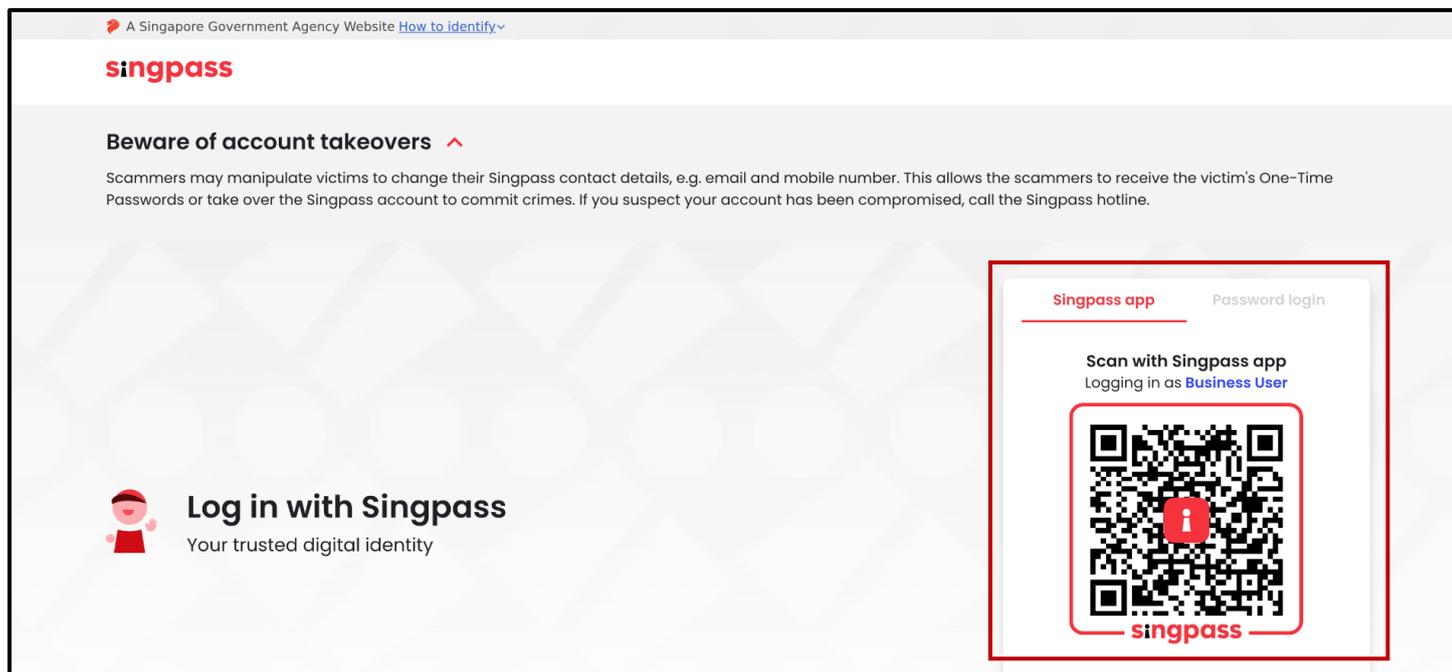
Step 1: Click “Login” on the Bizfile homepage



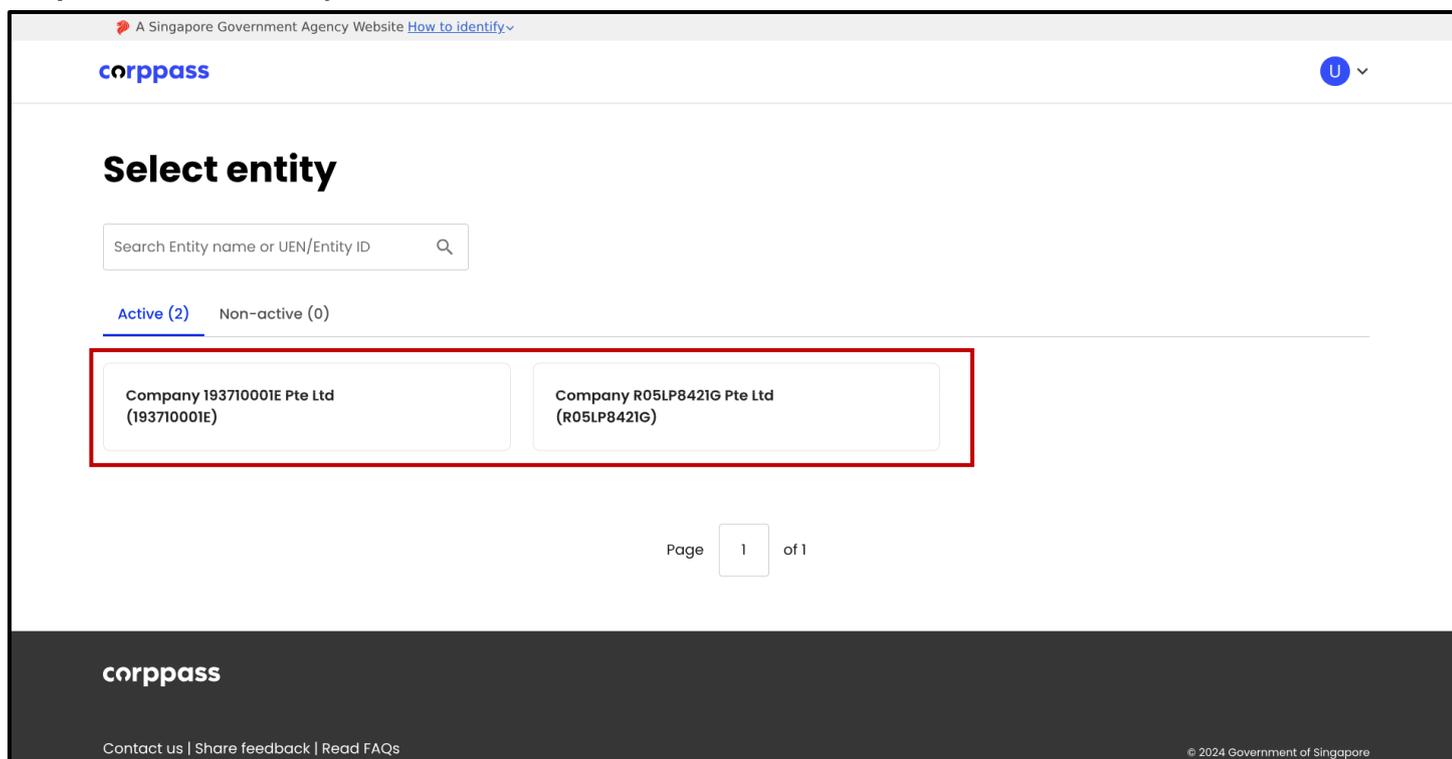
Step 2: Select “Business User” to login via Corppass



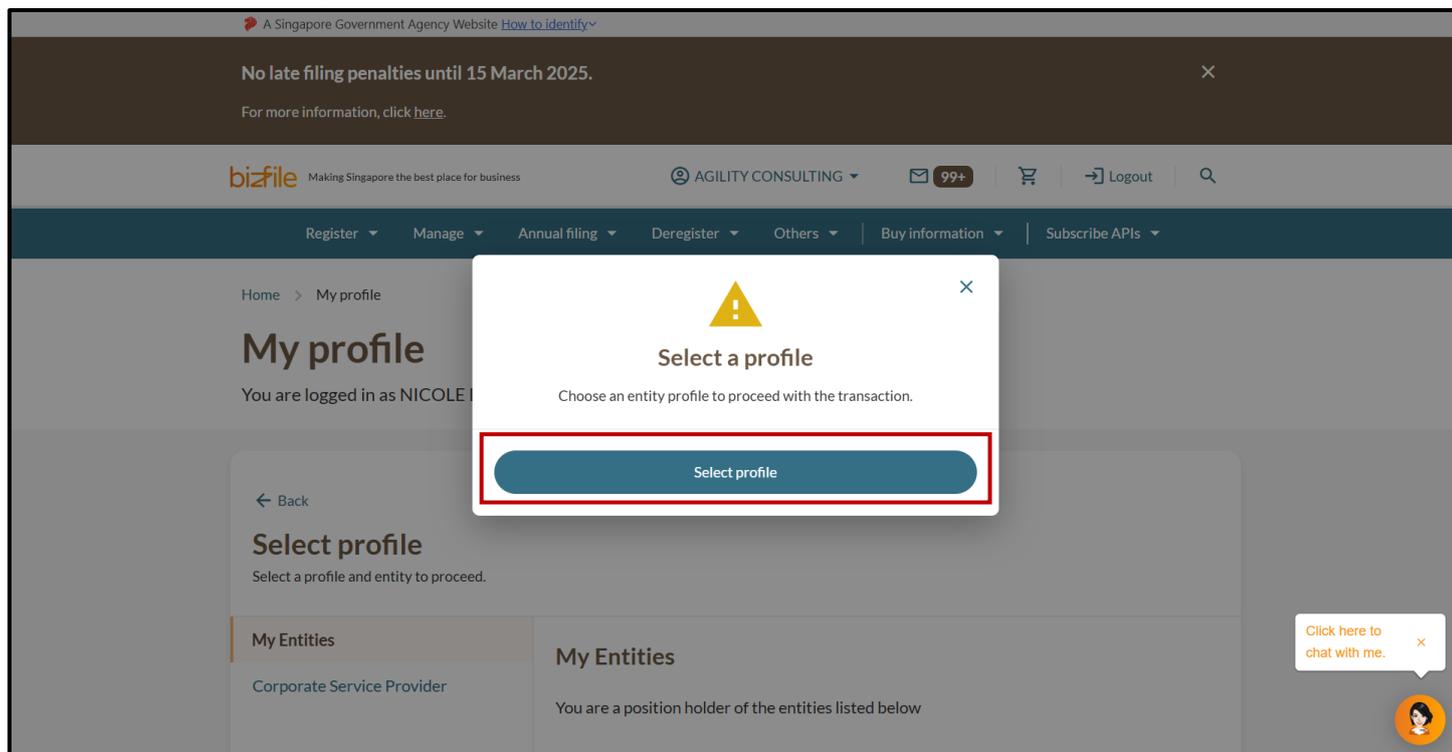
Step 3: Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QRcode via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



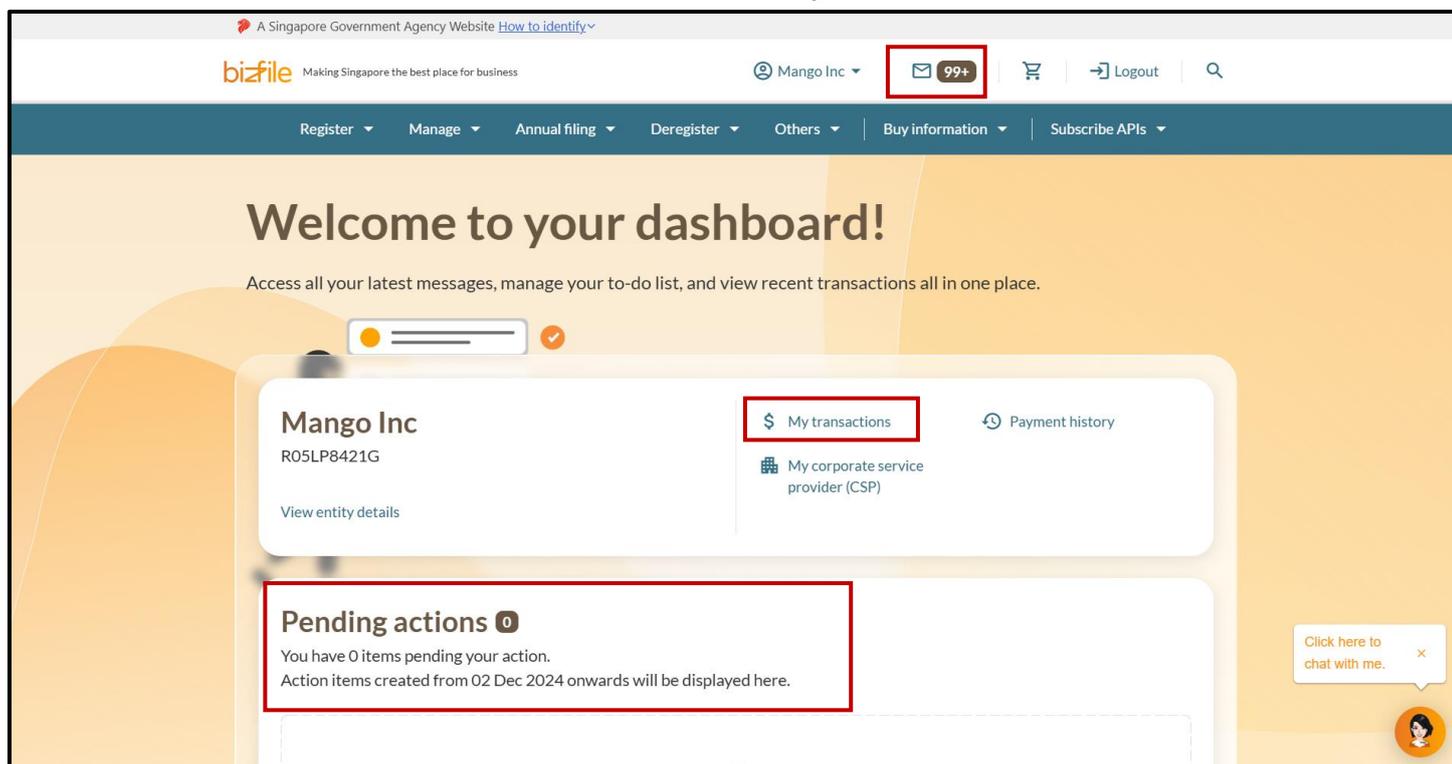
Step 4: Select the entity to transact on behalf of in Bizfile



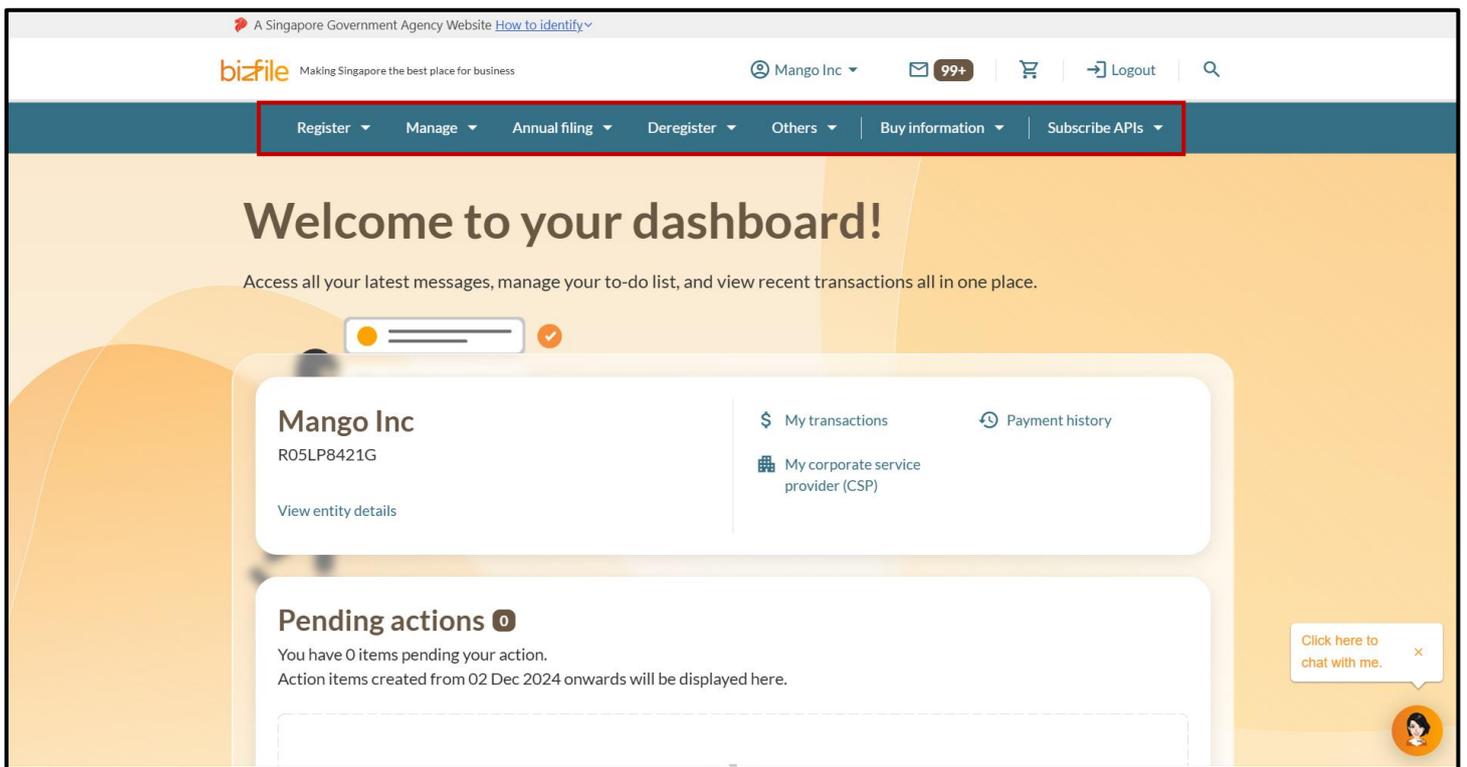
Step 5: If you are a **Group of Companies Secretary/Insolvency Practitioner**, you will be directed to click “Select profile” to proceed with transactions when prompted to choose an entity profile. **Otherwise**, skip to **Step 6**.



Step 6: After logging in, you will be able to view the latest messages, pending actions and latest transactions via the Bizfile dashboard of the business entity



Step 7: To start a transaction, select the transaction from the mega menu

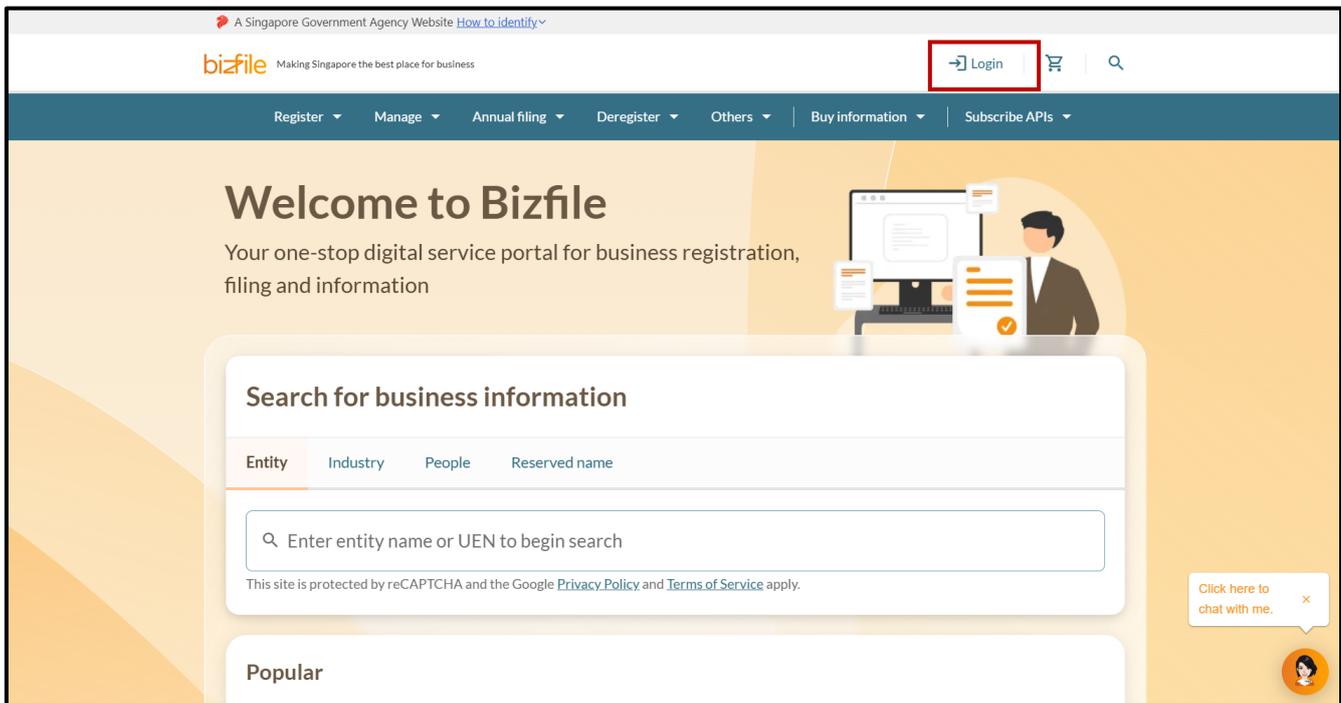


2) You are a position holder of a single business entity. You should log in to Bizfile as a Business User with your Corppass.

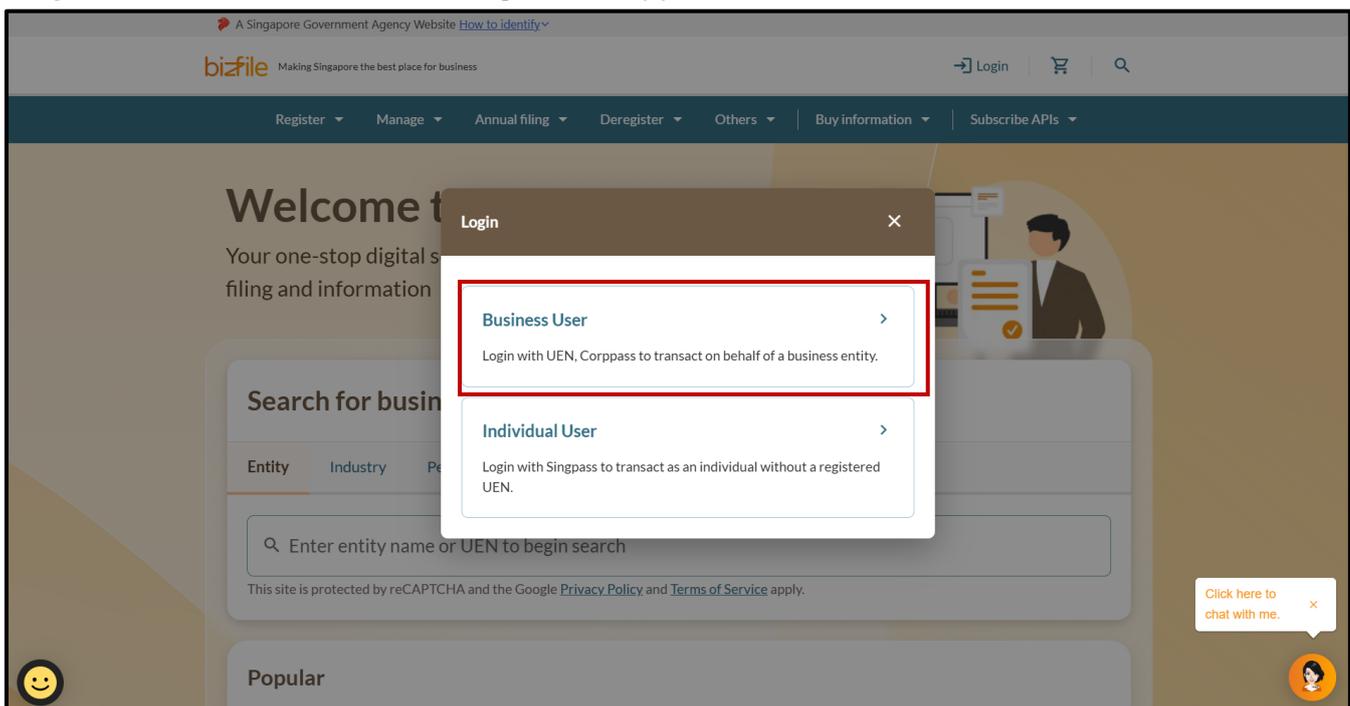
Ensure that you have:

- ✓ An active Corppass account created. If not, apply for an account on the Corppass at www.corppass.gov.sg.
- ✓ Access to Bizfile eService (ACRA Bizfile) - The Corppass admin of the entity where you hold a position must grant you access to ACRA Bizfile.

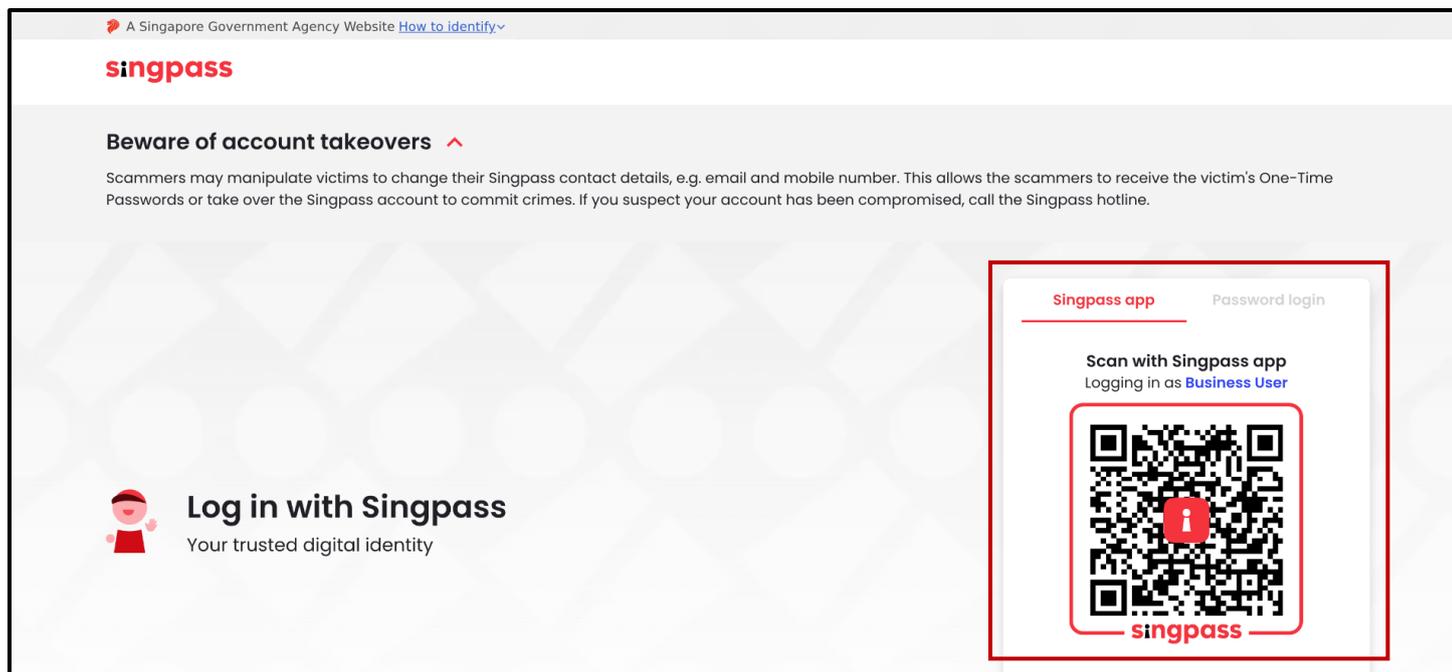
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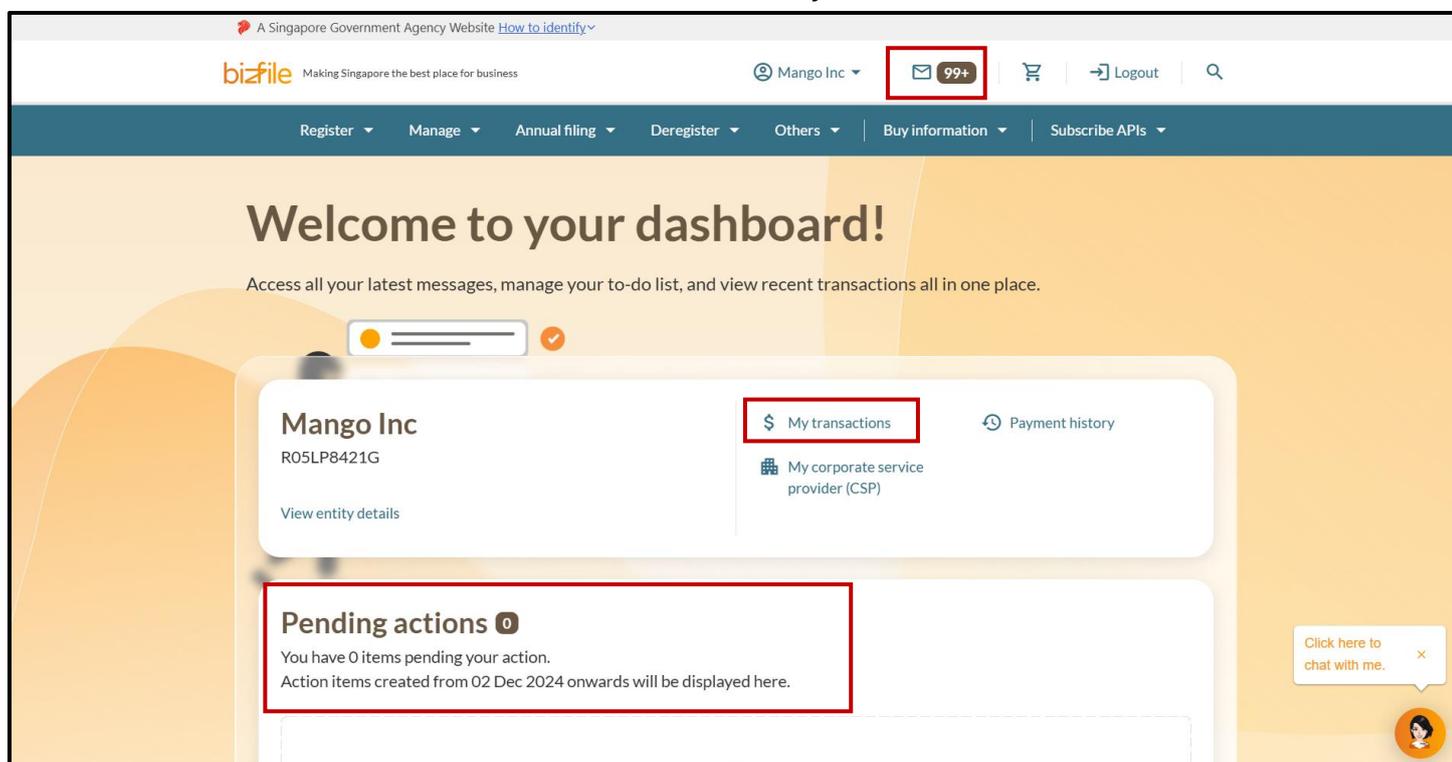
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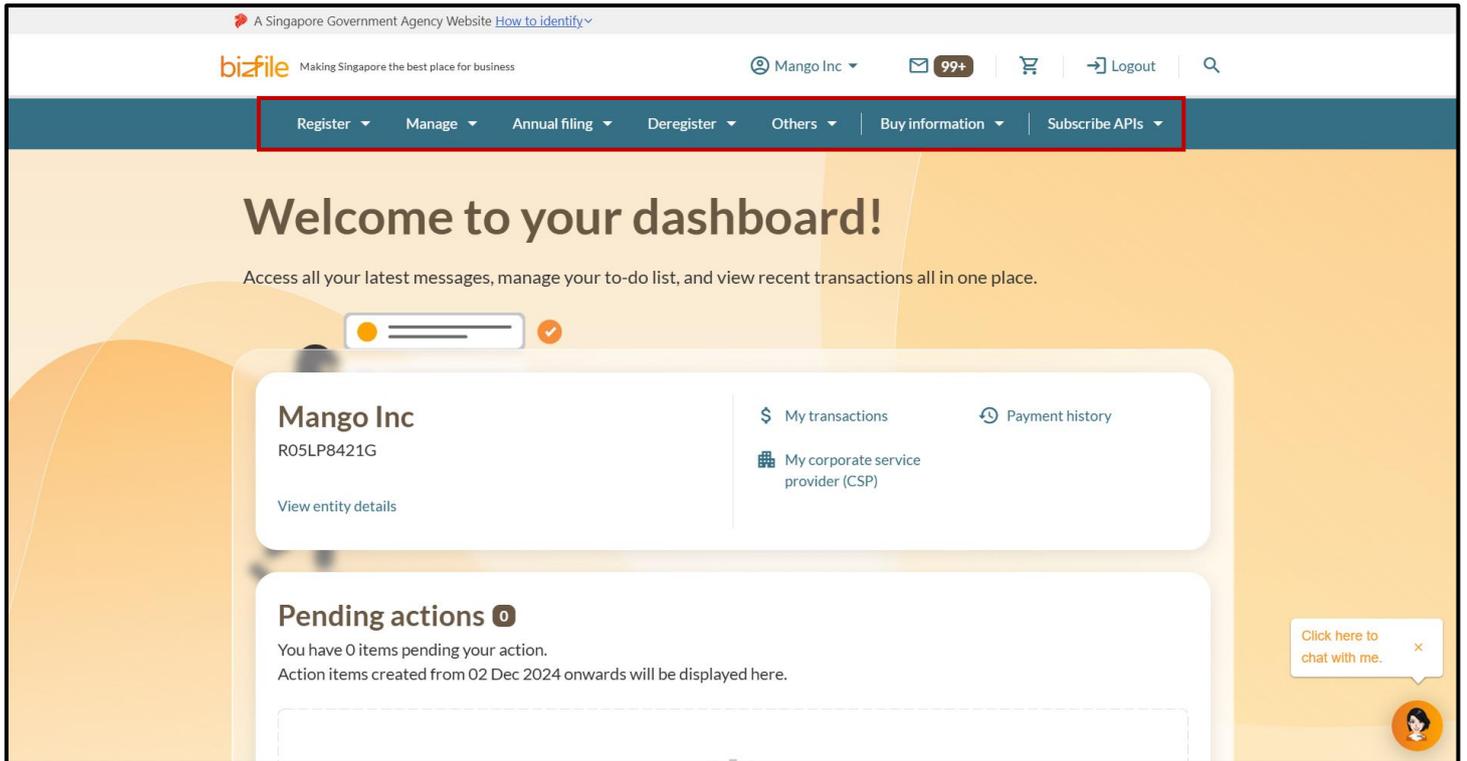
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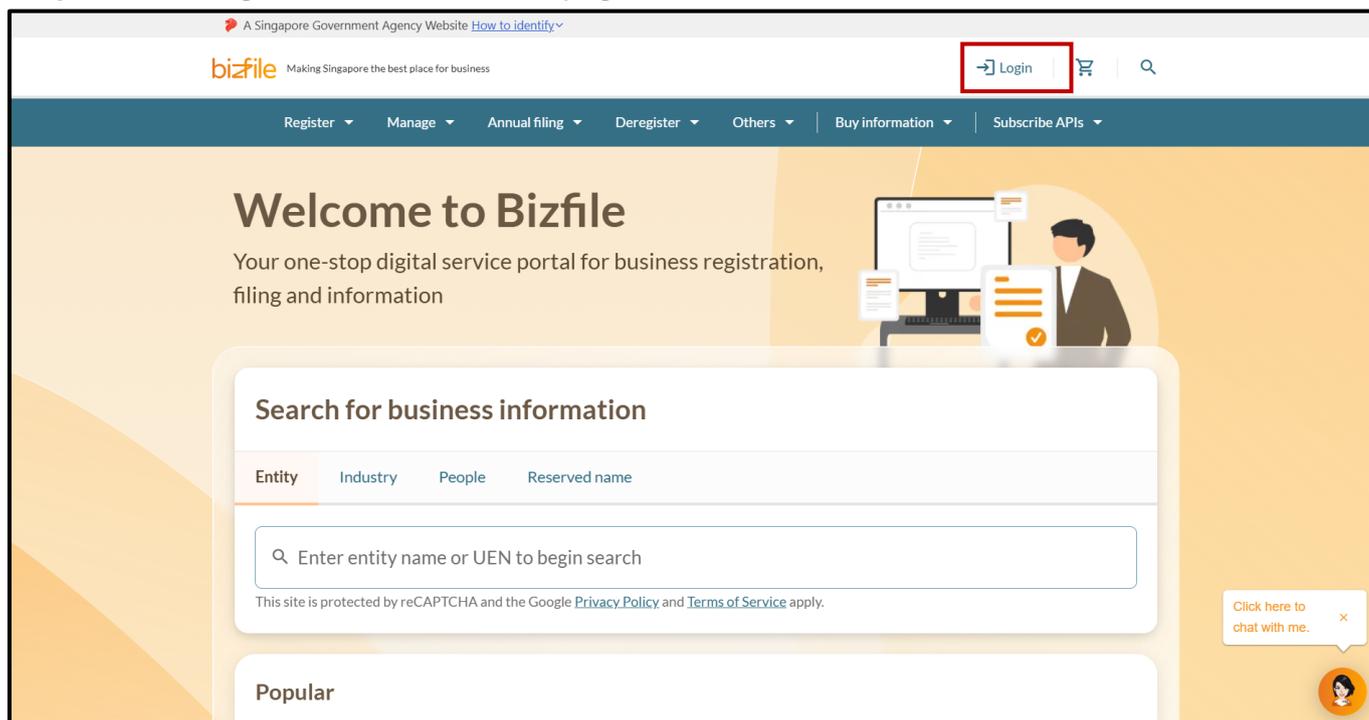


3) You are a position holder in multiple business entities. You should log in to Bizfile as a Business User with your Corppass.

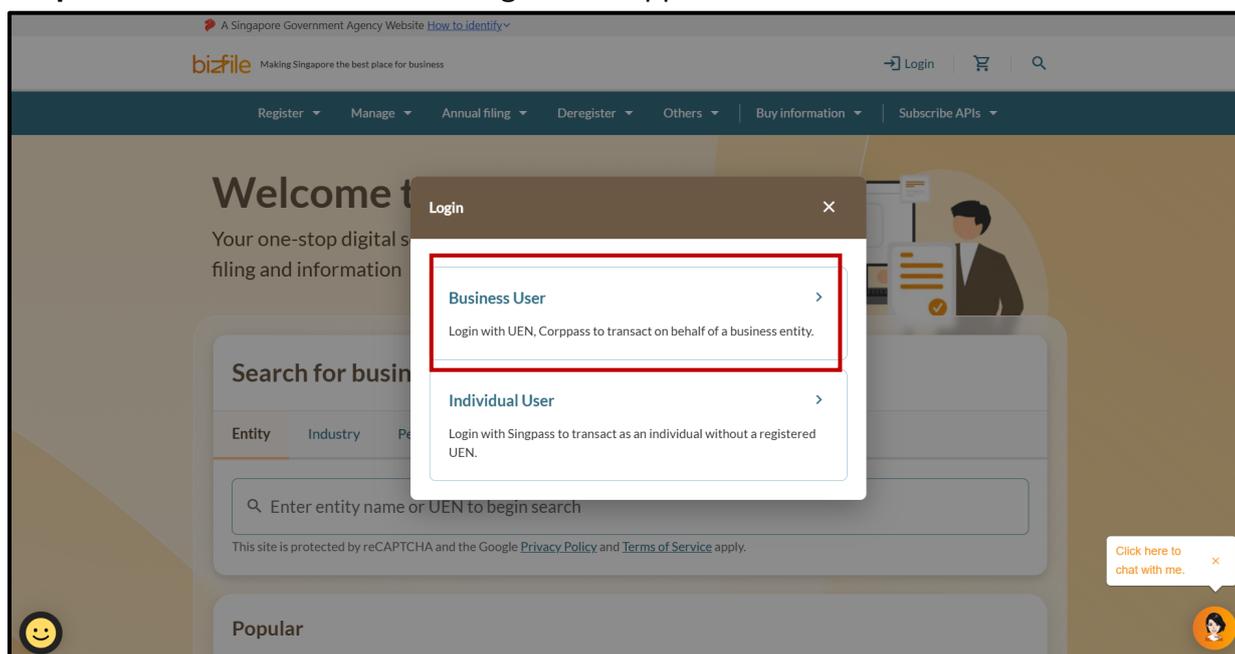
Ensure that you have:

- ✓ An active Corppass account. If you do not have a Corppass account, apply for one on the Corppass website at www.corppass.gov.sg.
- ✓ Access to Bizfile eService (ACRA Bizfile). The appointed Corppass Admin for the specific entity where you hold a position holder must grant you access to ACRA Bizfile.

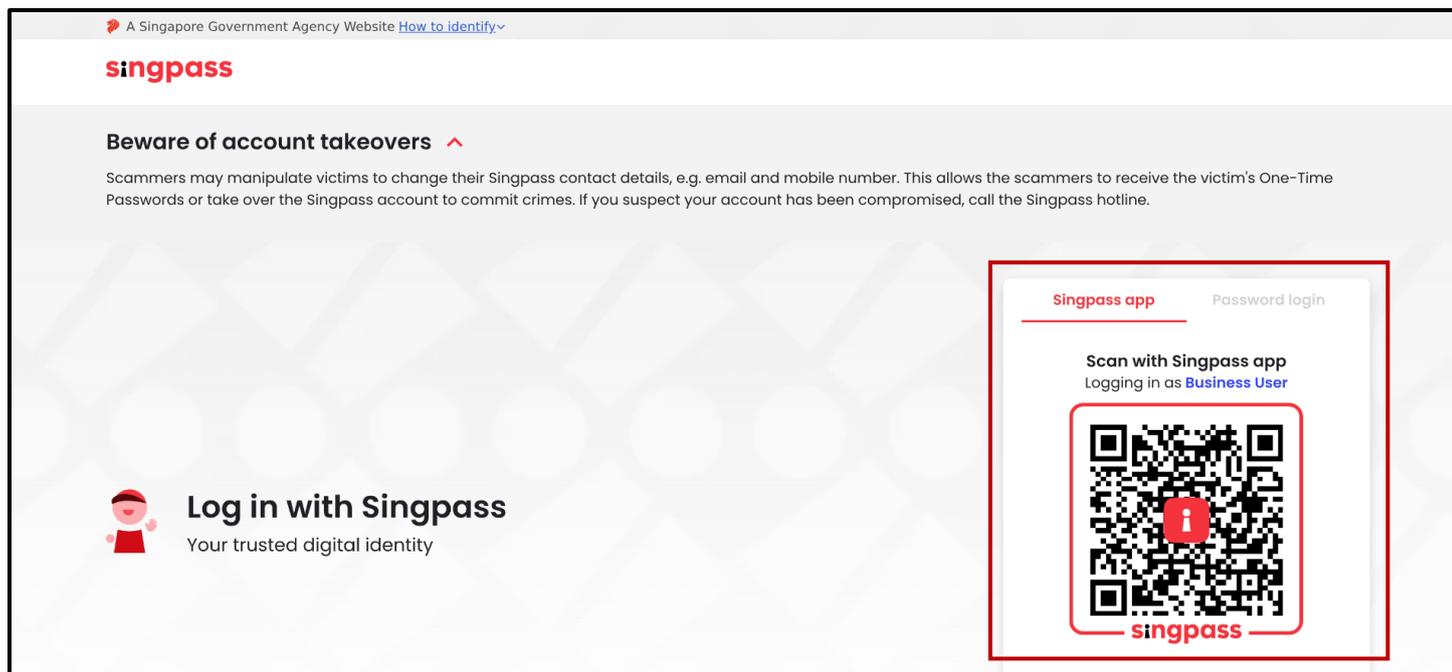
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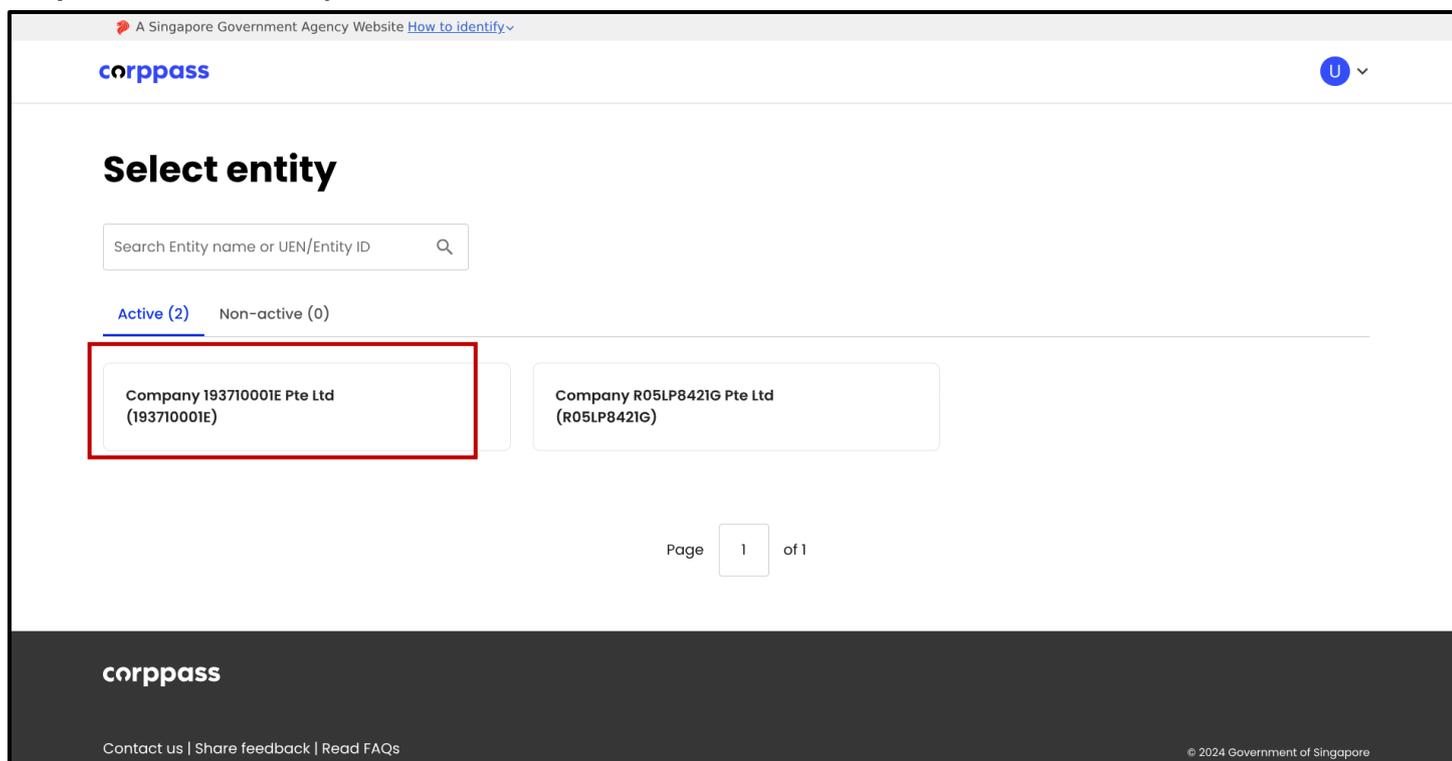
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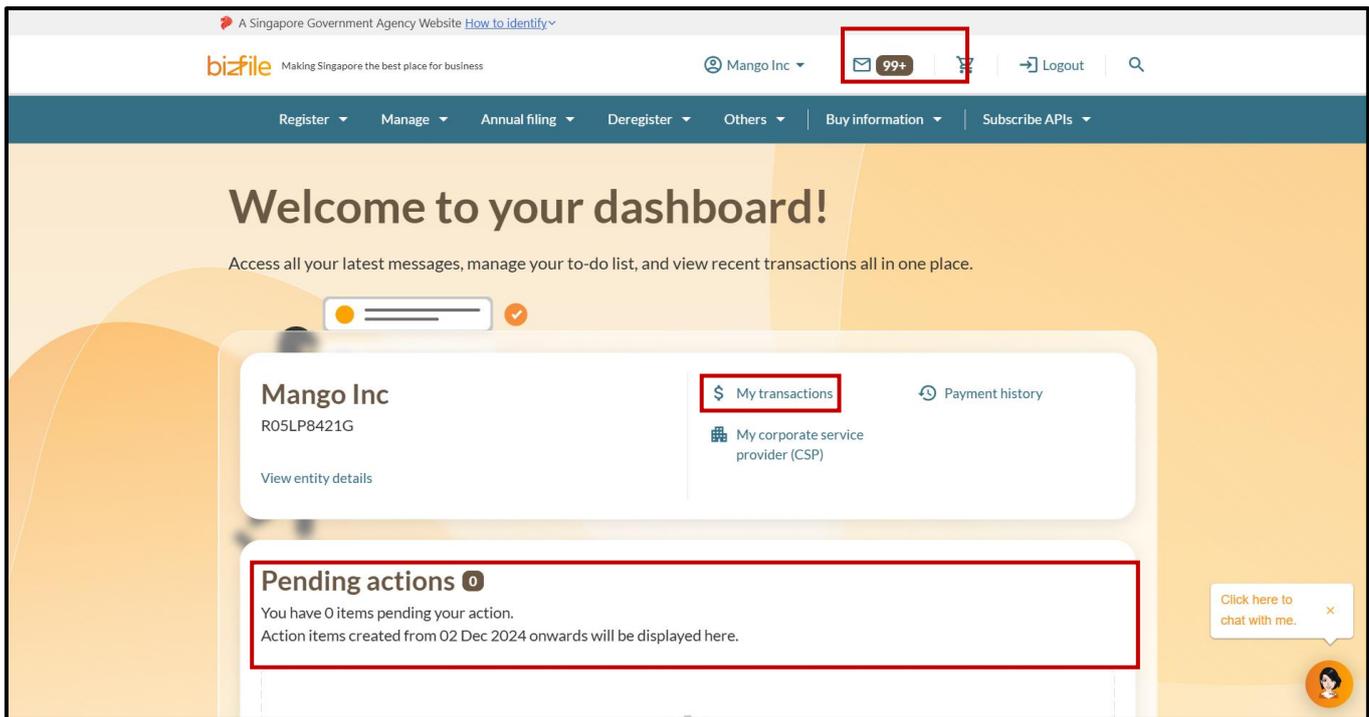
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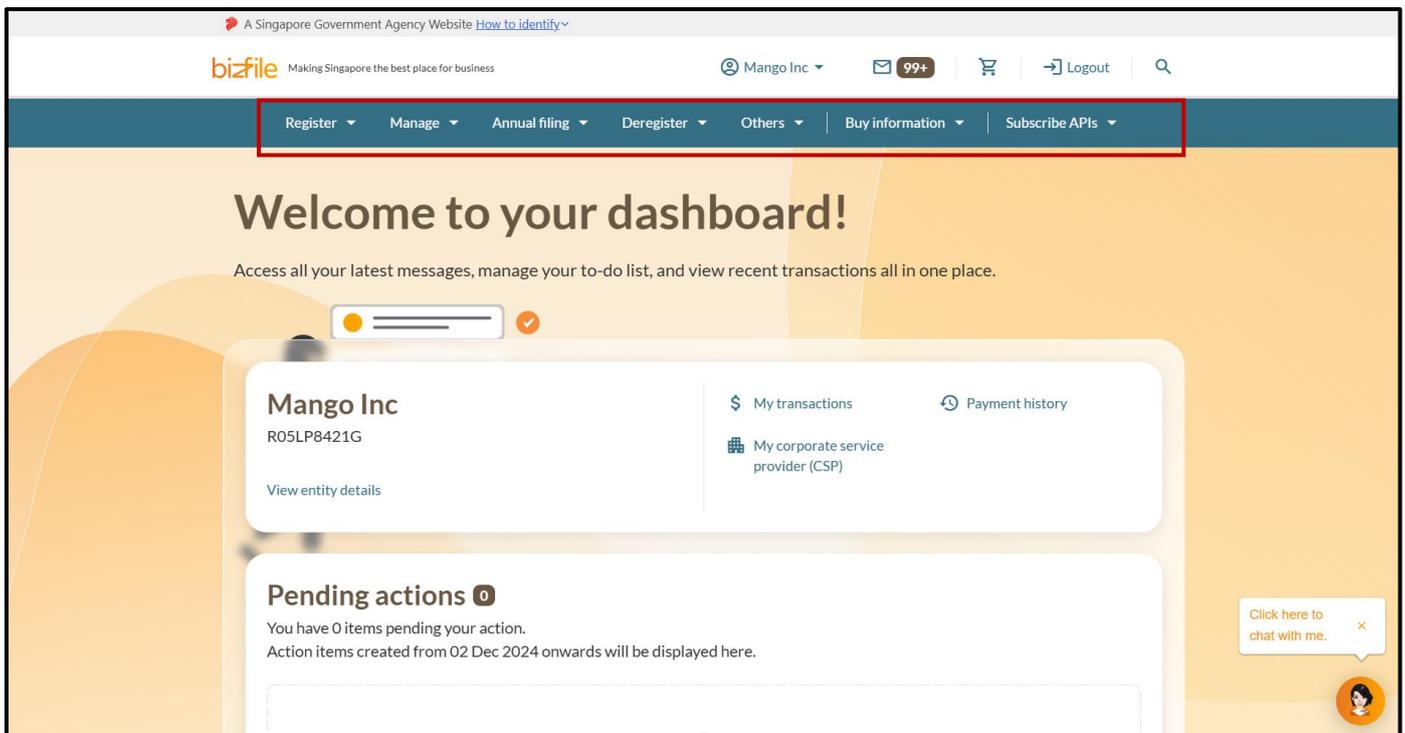
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Step 6: To start a transaction, select the transaction from the mega menu



Quick Tip

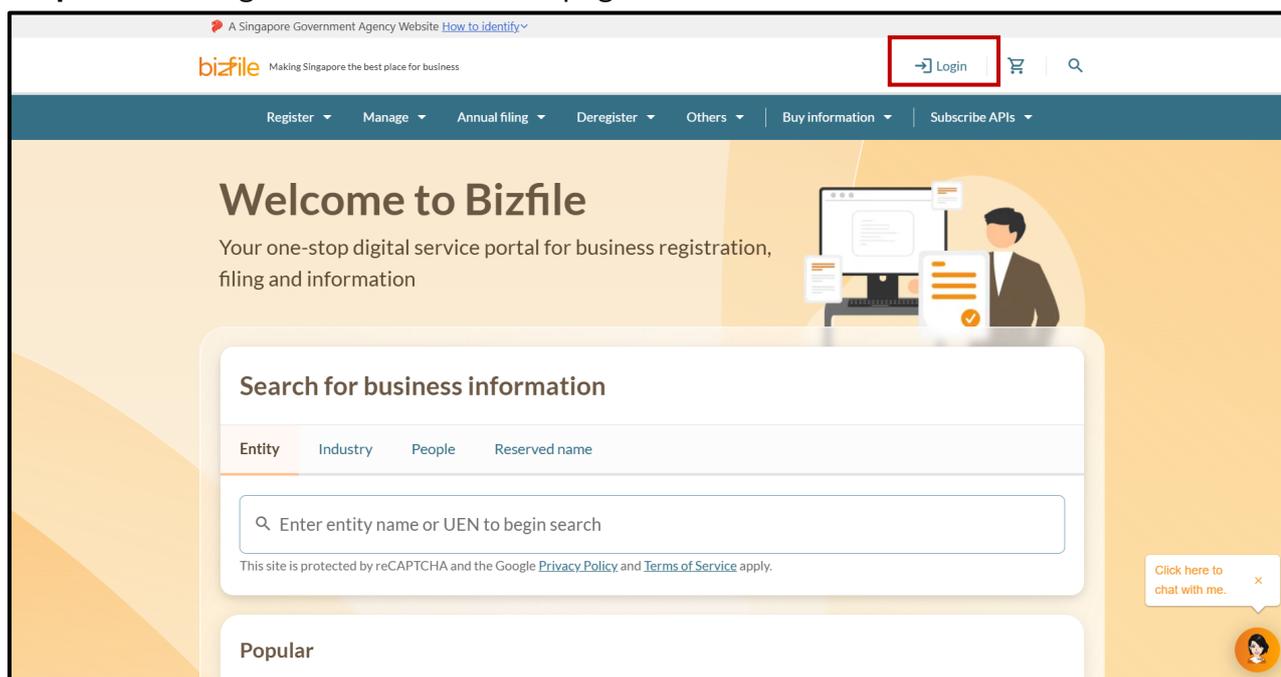
Position holders will need to switch profile to file transactions for another business entity they are a position holder of. Refer to the Switch Profile guide for more information.

4) You are a Corporate Service Provider (CSP) filing transactions on behalf of your client. You should log in to Bizfile as a Business user with your Corppass.

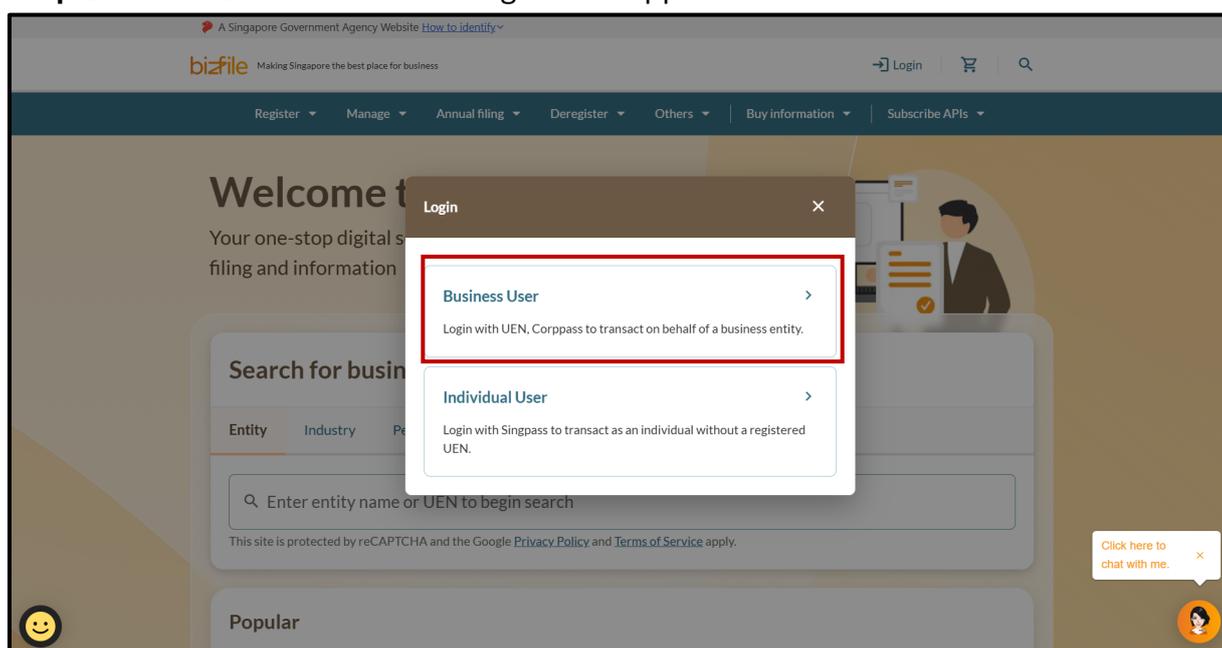
Ensure that you have:

- ✓ An active Corppass account. If you do not have a Corppass account, apply for one on the Corppass website at www.corppass.gov.sg.
- ✓ Access to Bizfile eService. The appointed Corppass admin for your client entity must authorise and assign you with the access to Bizfile eService (ACRA New Bizfile) in order for you to file on their behalf in Bizfile.

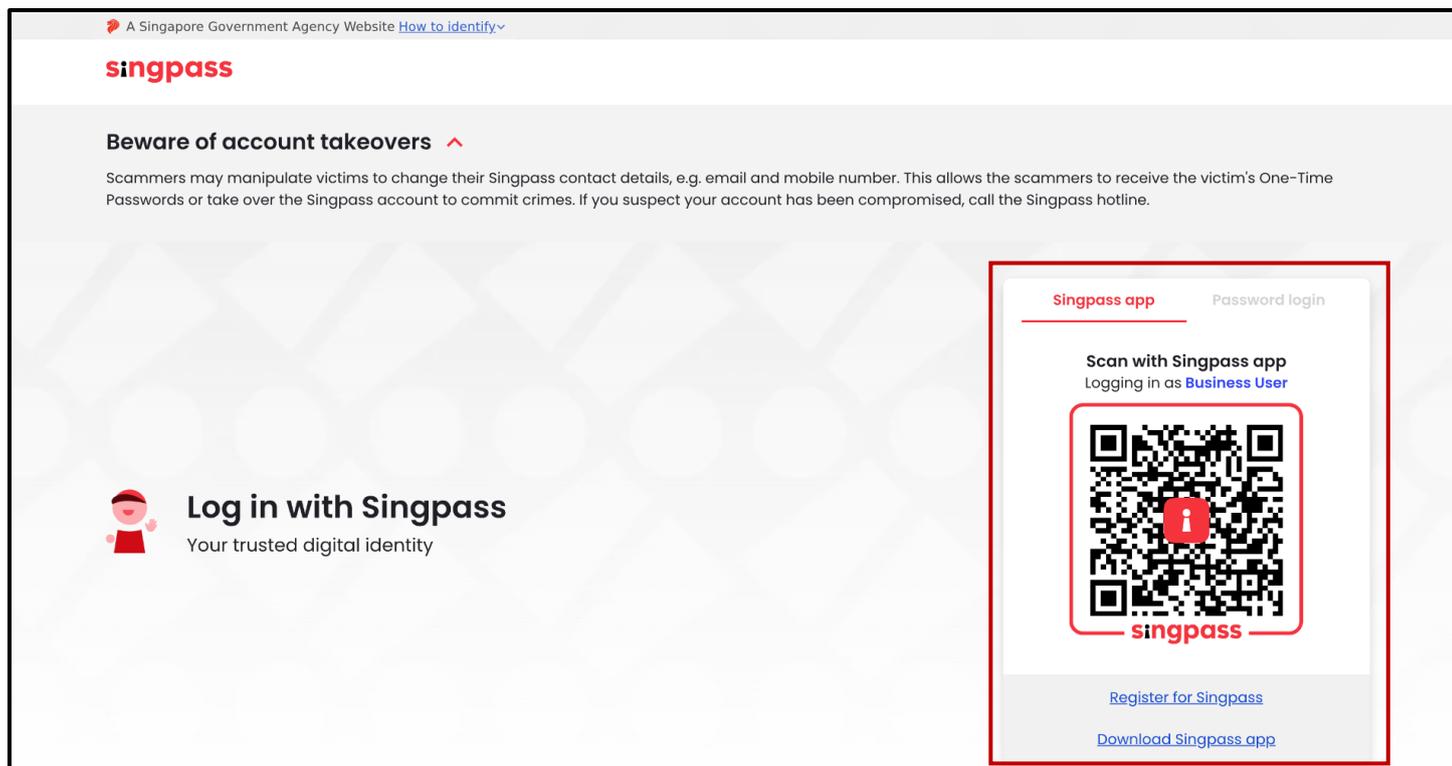
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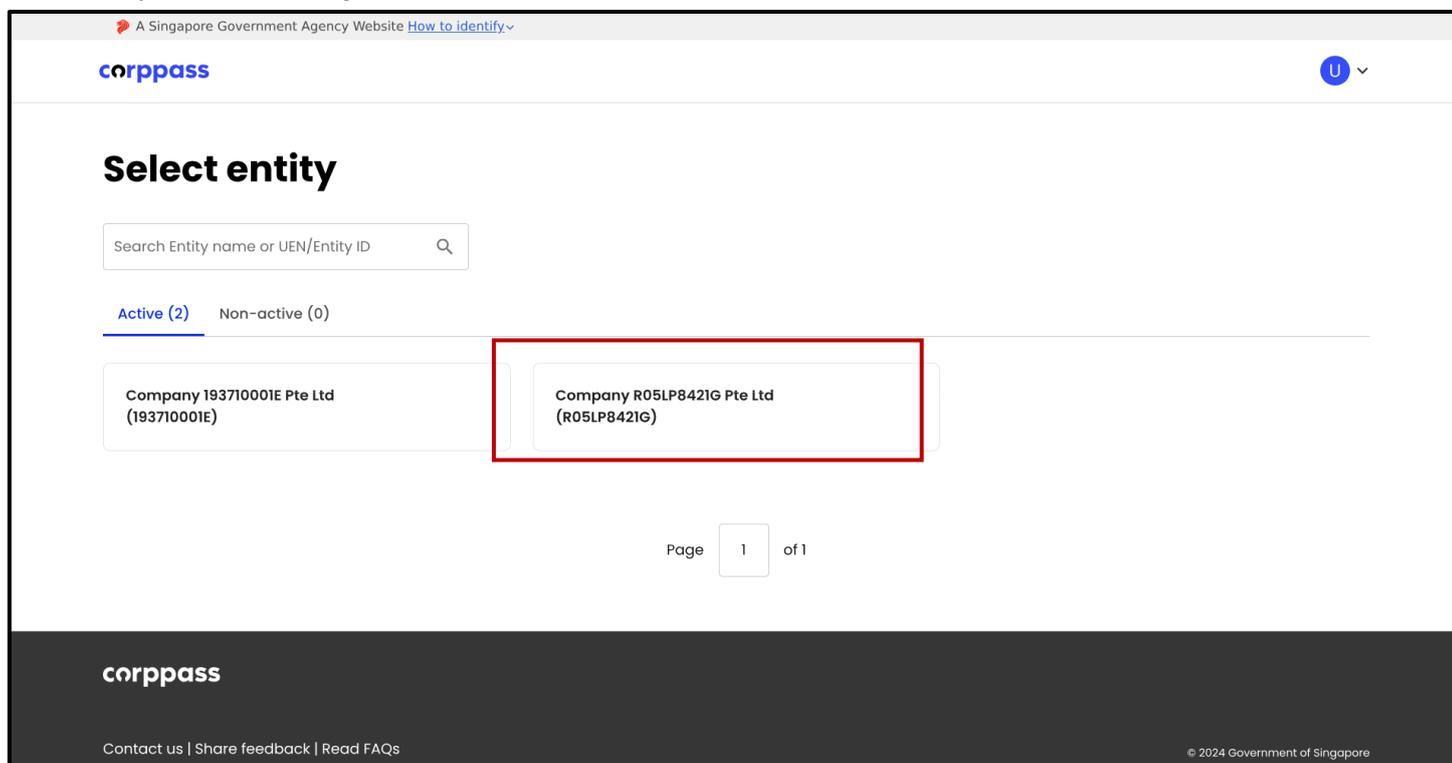
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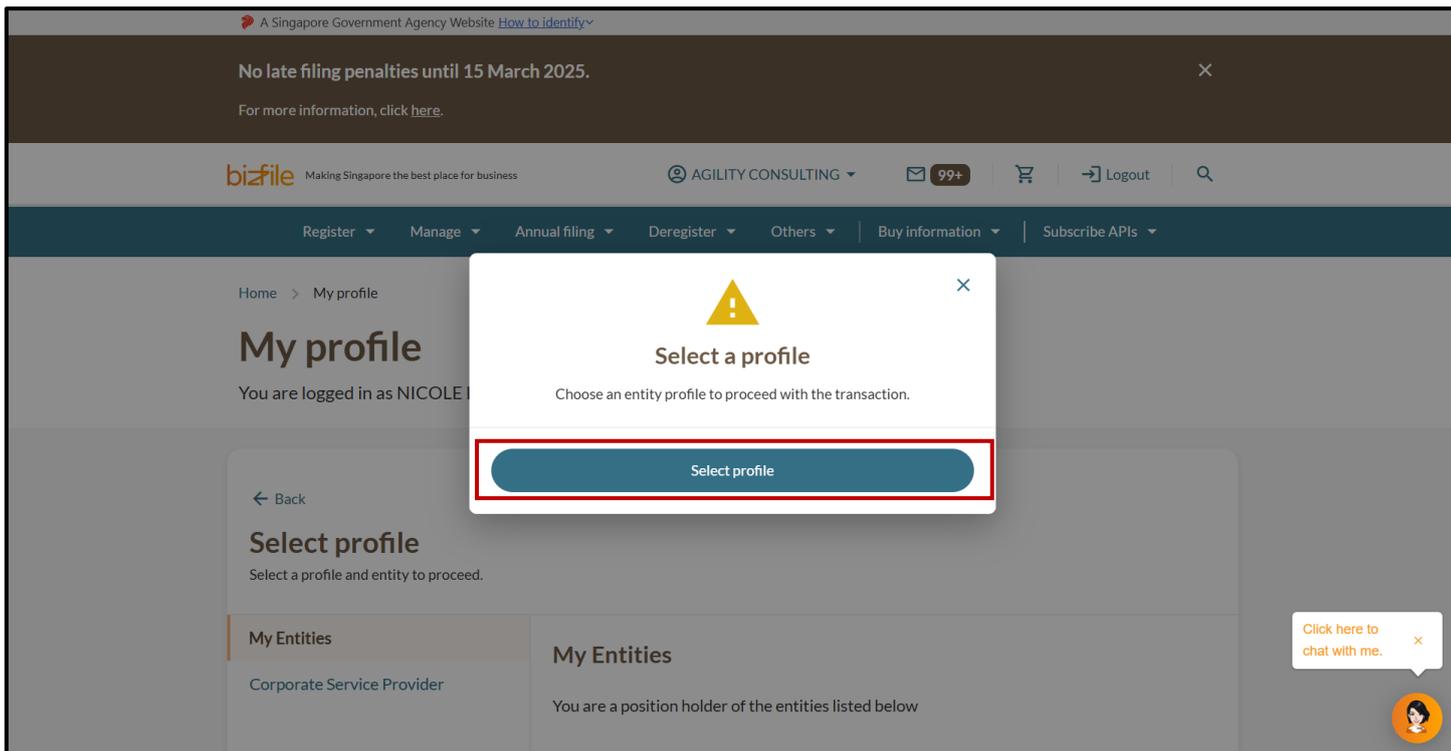
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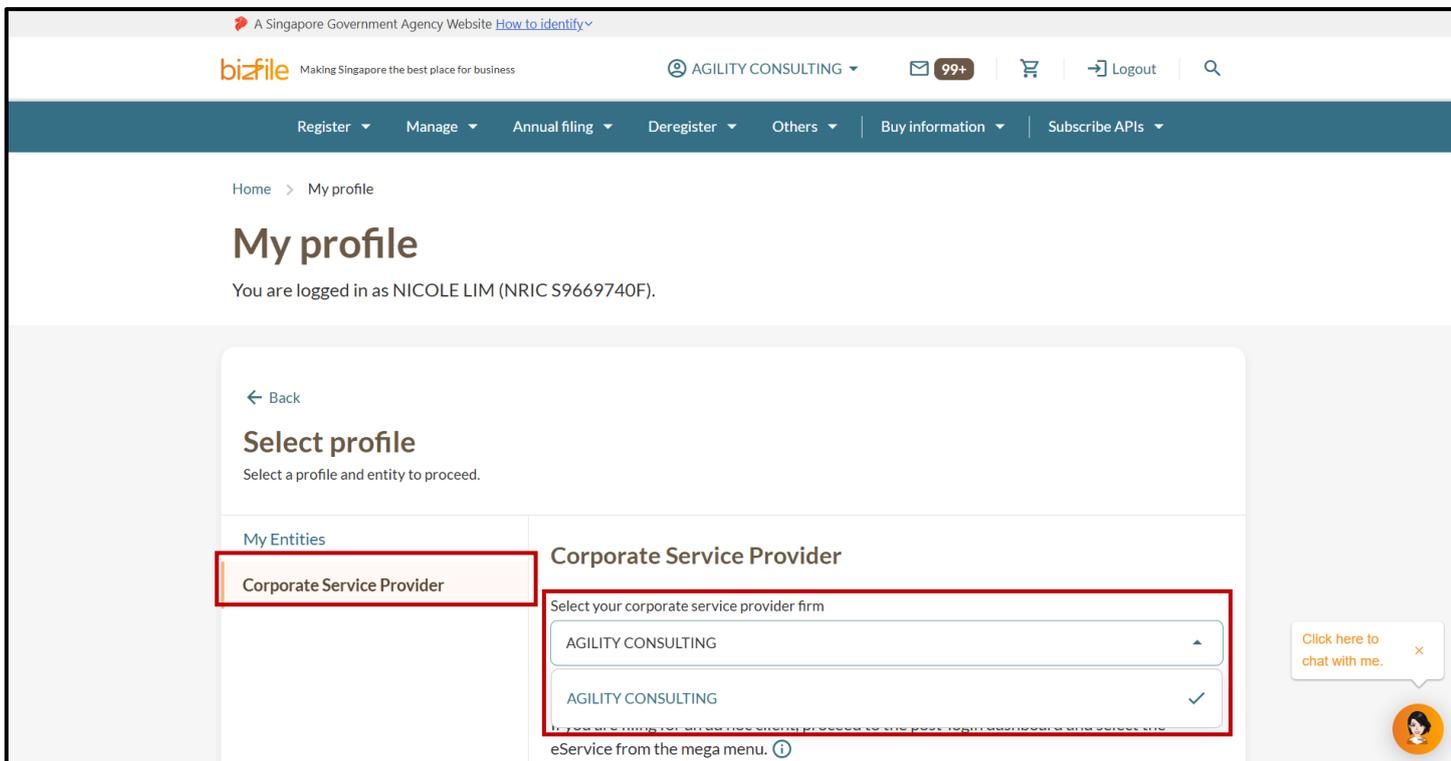
Step 4: Select your CSP firm to proceed. If there is only one ACRA UEN associated with the Corppass account, proceed to **Step 5**.



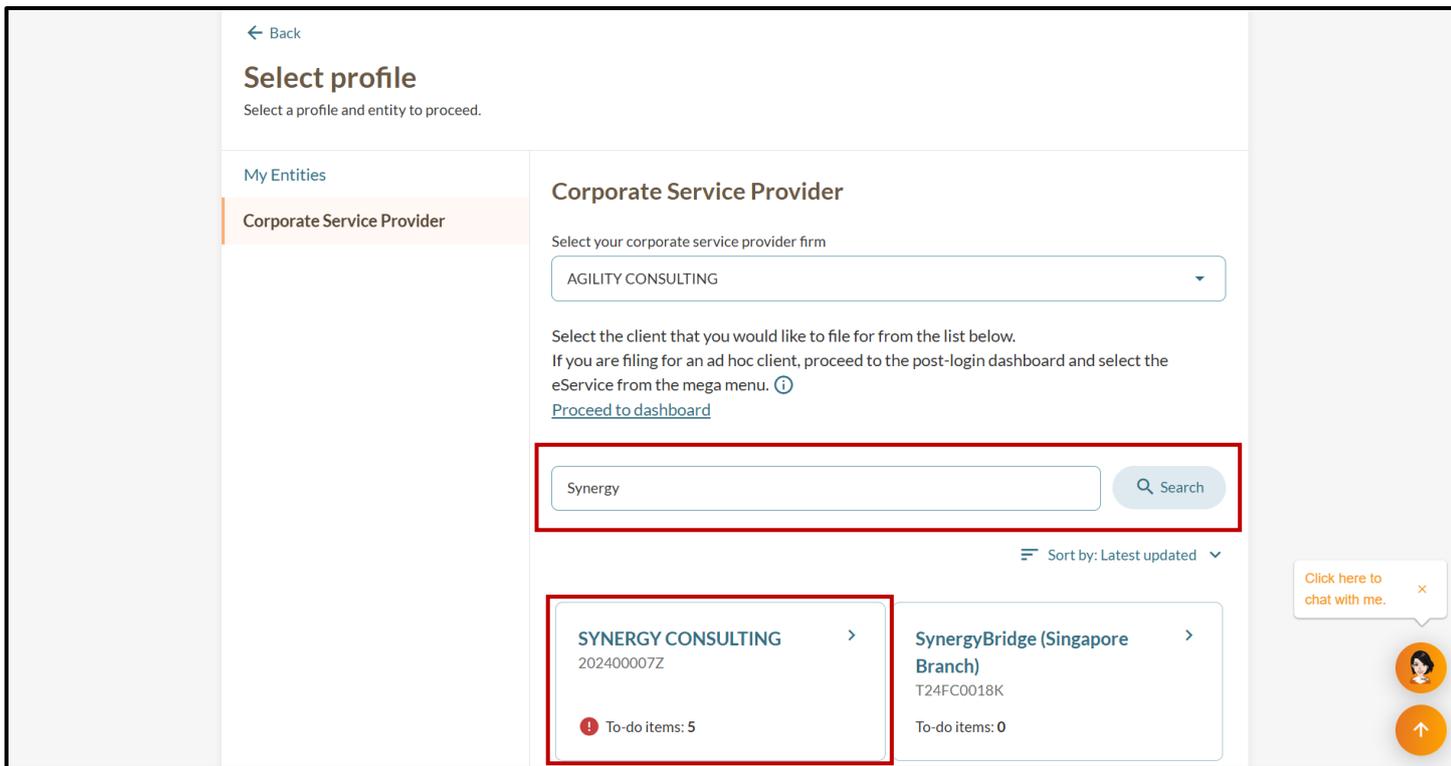
Step 5: Click “Select profile” to proceed with transactions when prompted to choose an entity profile



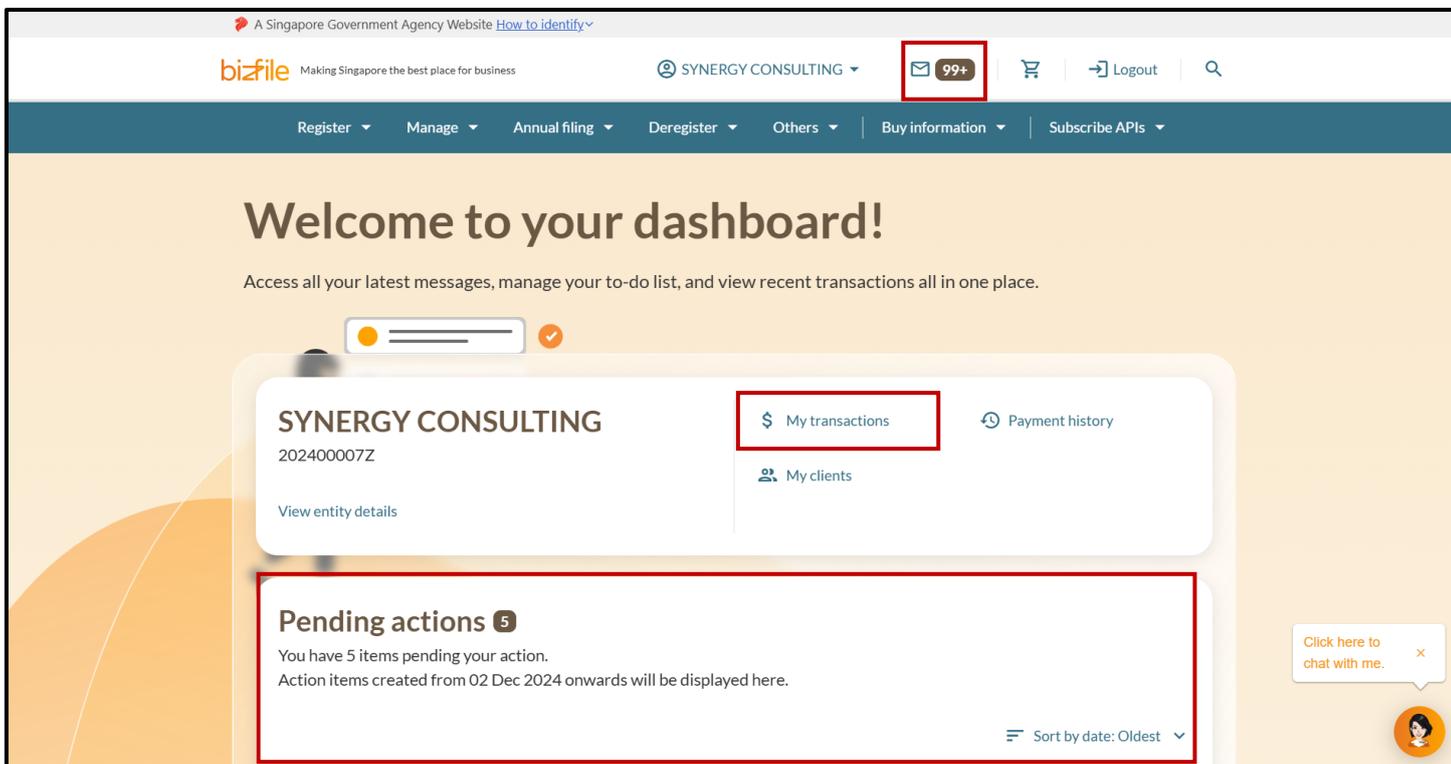
Step 6: My profile page will display the profiles accessible by CSP. Under the **Corporate Service Provider** column, select the CSP firm from the drop-down list.



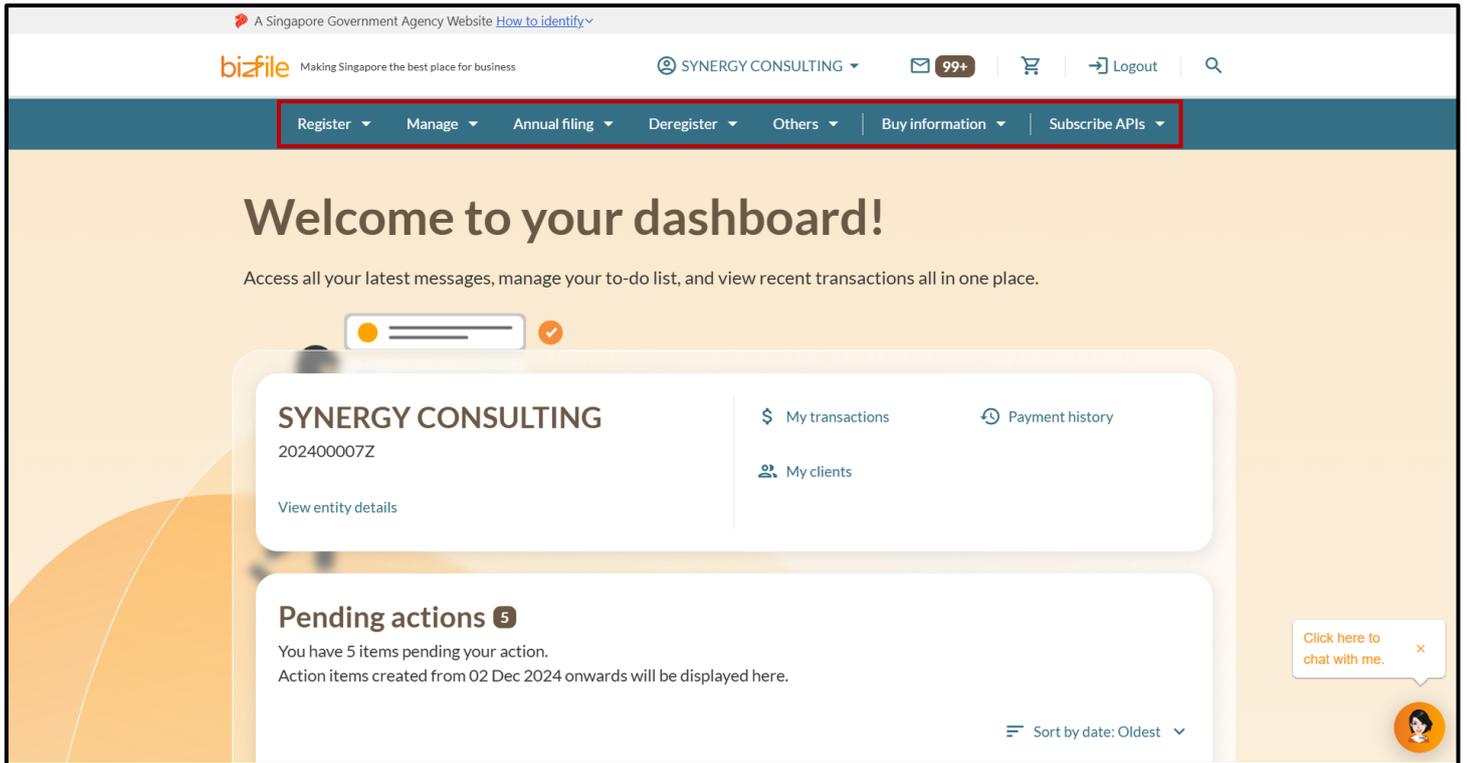
Step 7: The list of clients that the CSP firm is authorised to file on behalf will be displayed. Search (via entity name or UEN) for the business entity that the CSP intends to perform filing and select the business entity.



Step 8: After selecting the business entity profile, latest messages, pending actions and latest transactions can be viewed within the Bizfile dashboard of the business entity



Step 9: To transact for your client, select the transaction from the mega menu

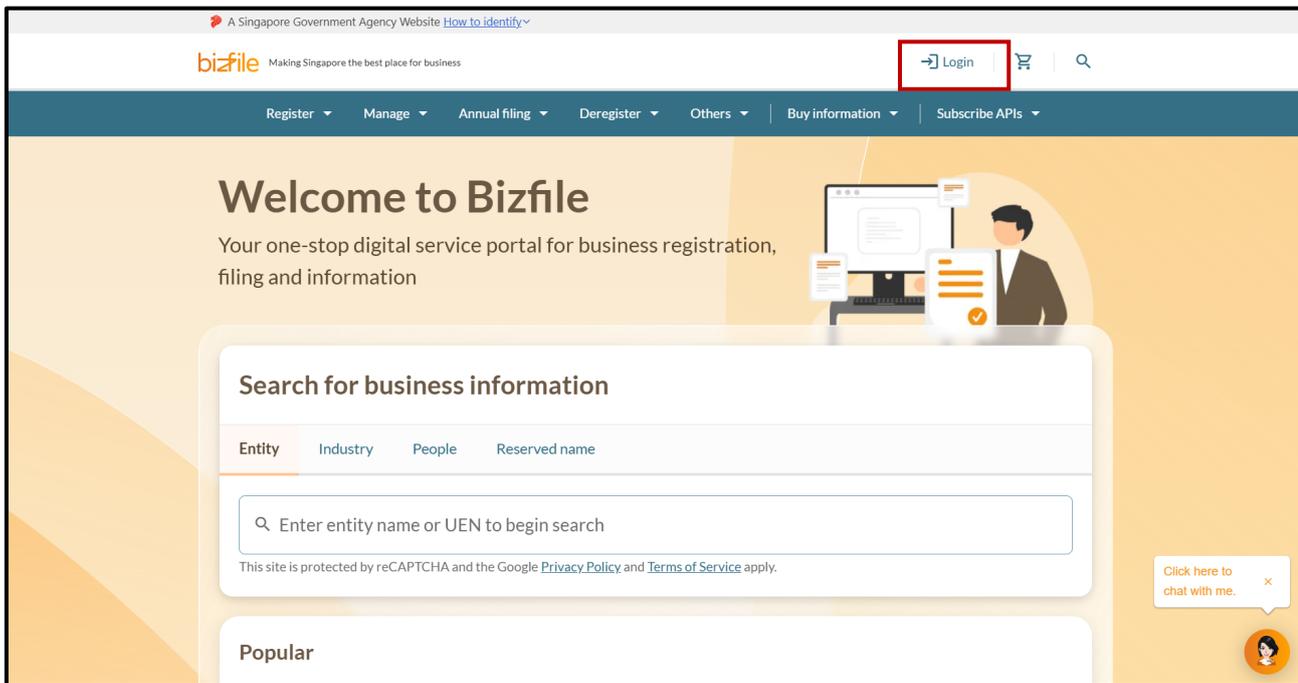


5) You are a Corporate Service Provider filing transactions for an ad-hoc client / individual or for your own CSP firm. You should log in to Bizfile as a Business User with your Corppass.

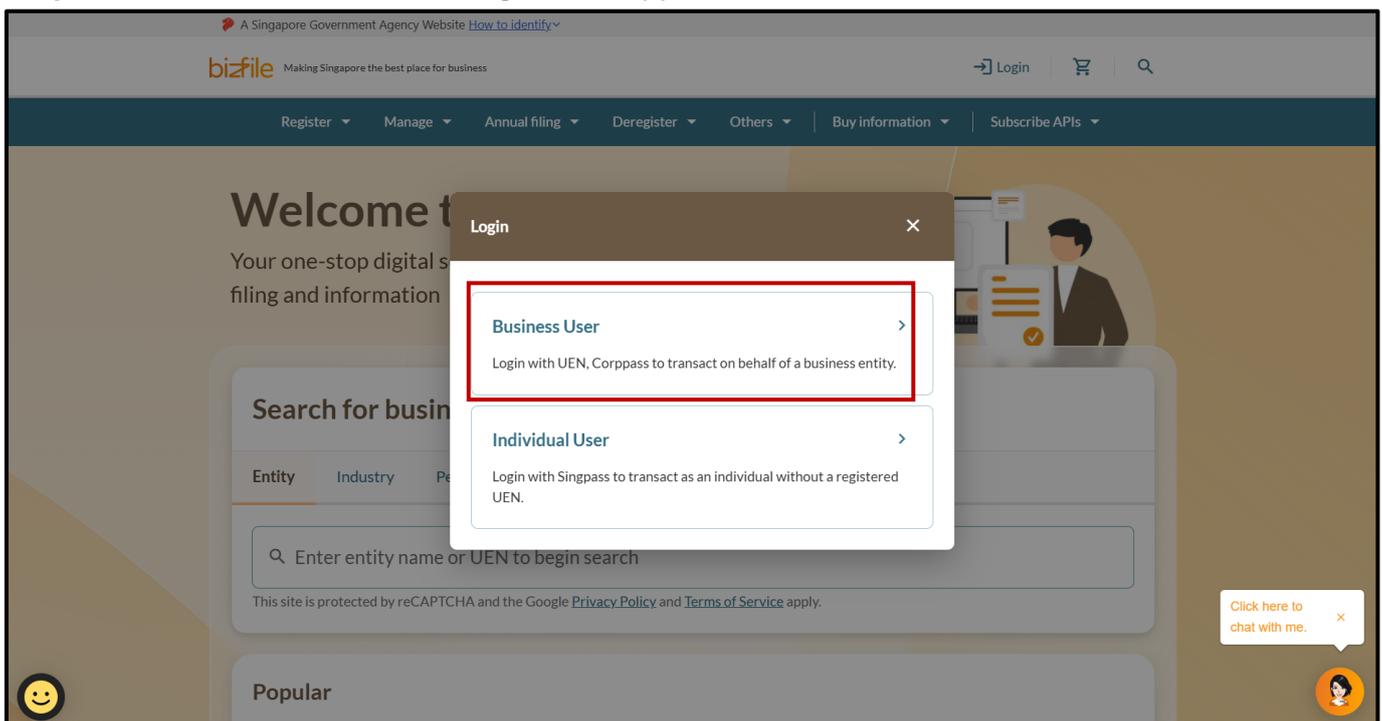
Ensure that you have:

- ✓ An active Corppass account. If you do not have a Corppass account, apply for one via the Corppass website at www.corppass.gov.sg.
- ✓ Access to Bizfile eService. The Corppass admin for your CSP firm must grant you access to ACRA Bizfile.

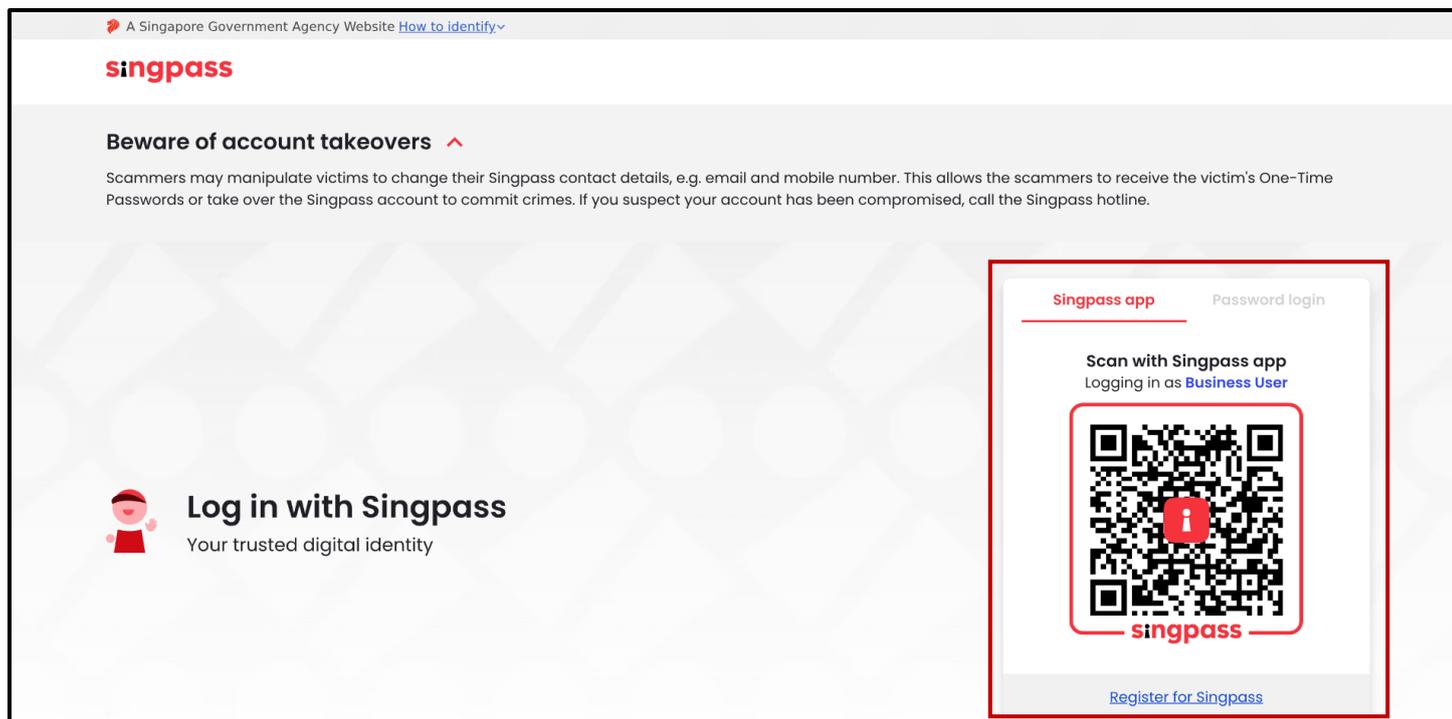
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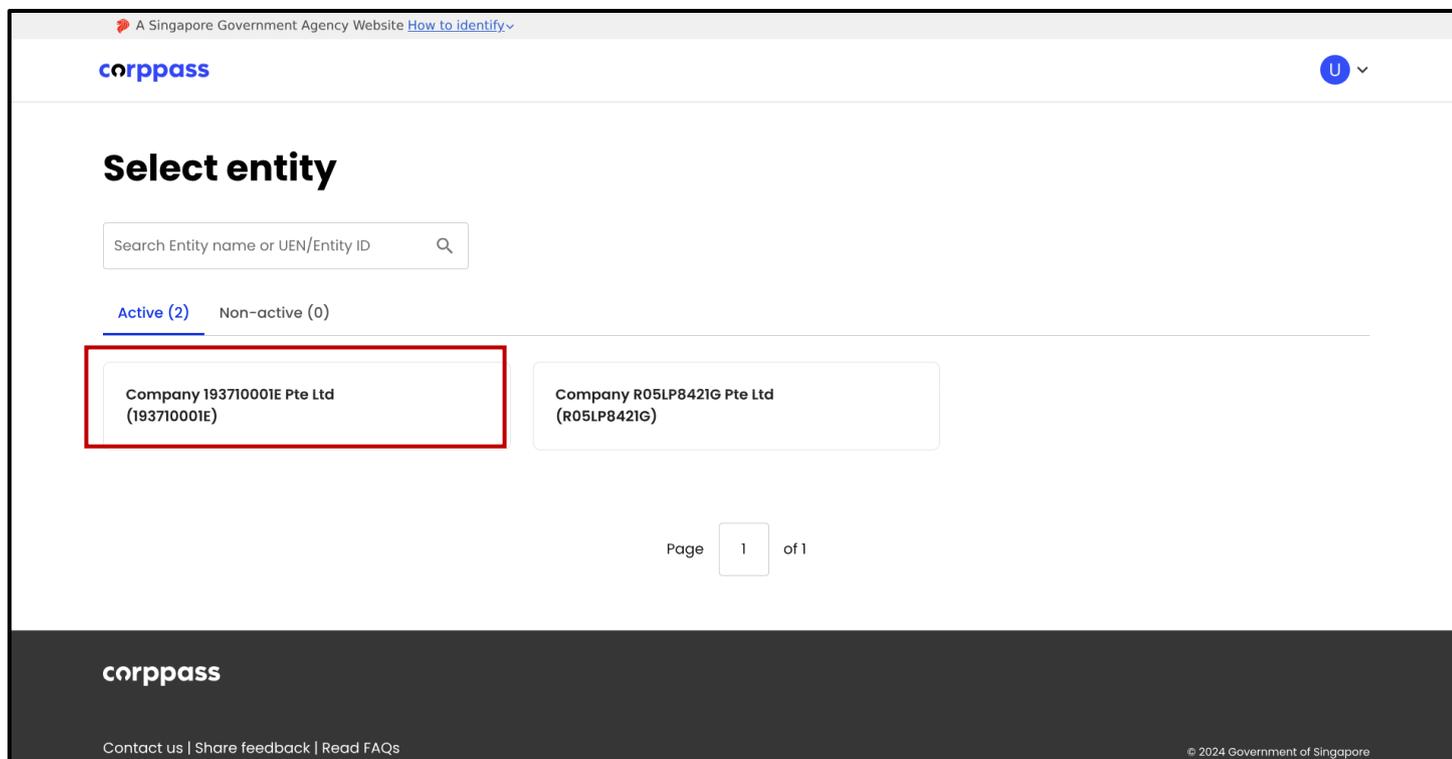
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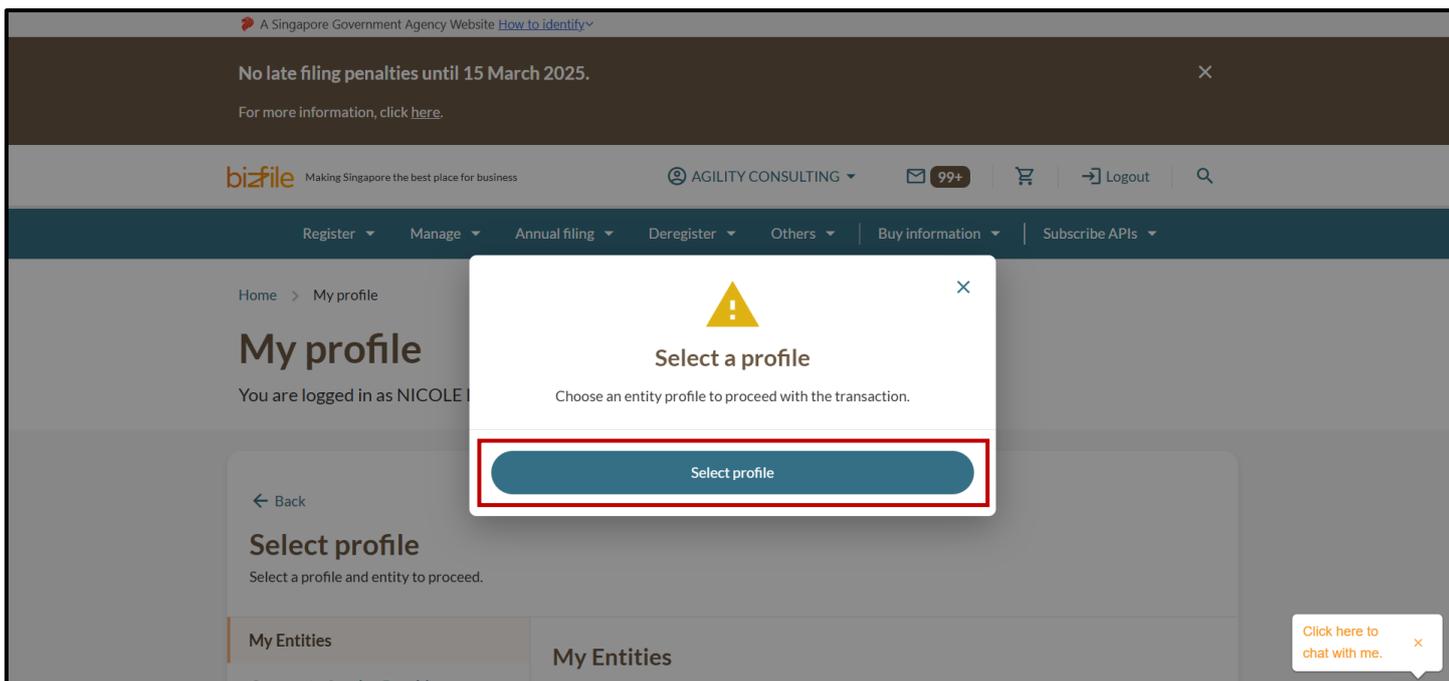
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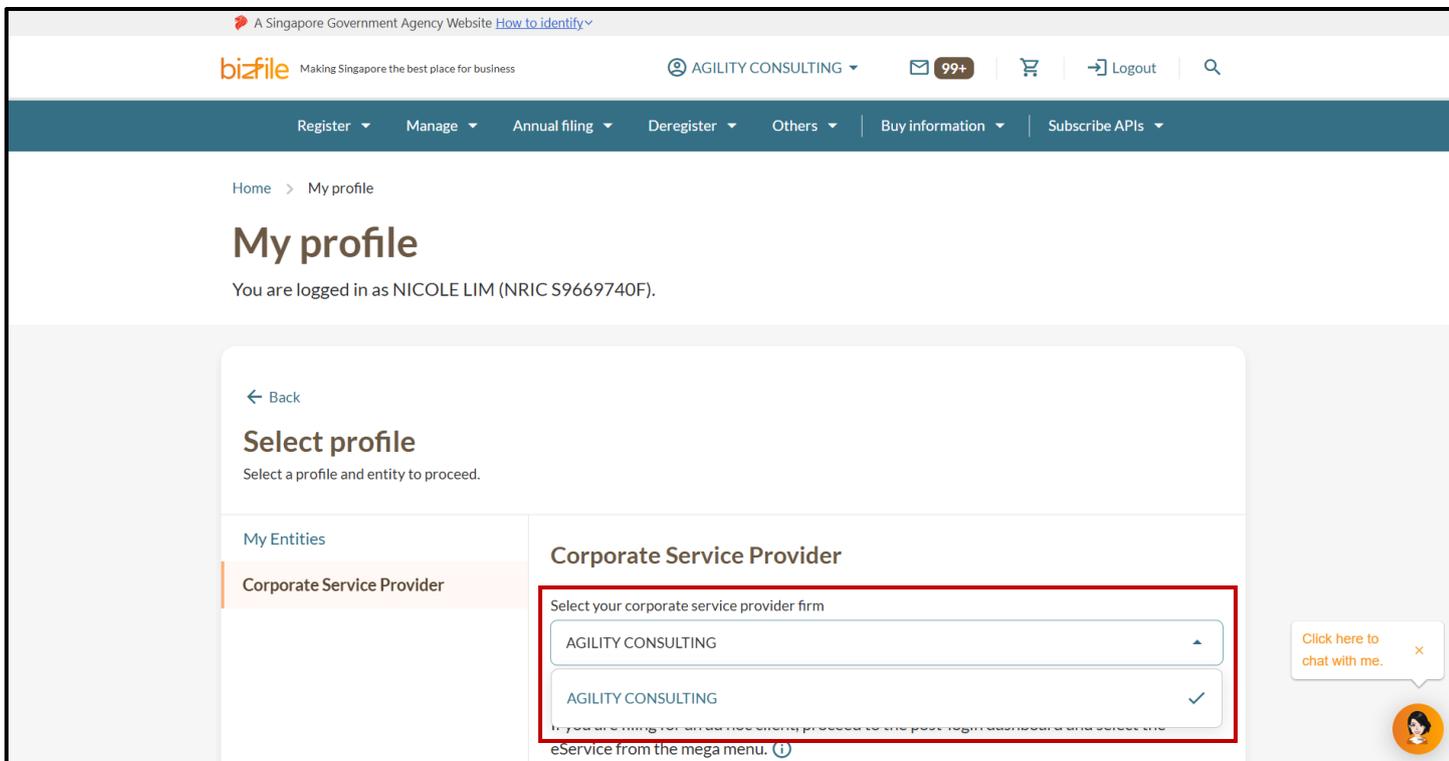
Step 4: Select the CSP firm to proceed with. If you only have one UEN associated with your Corppass account, skip to **Step 5**.



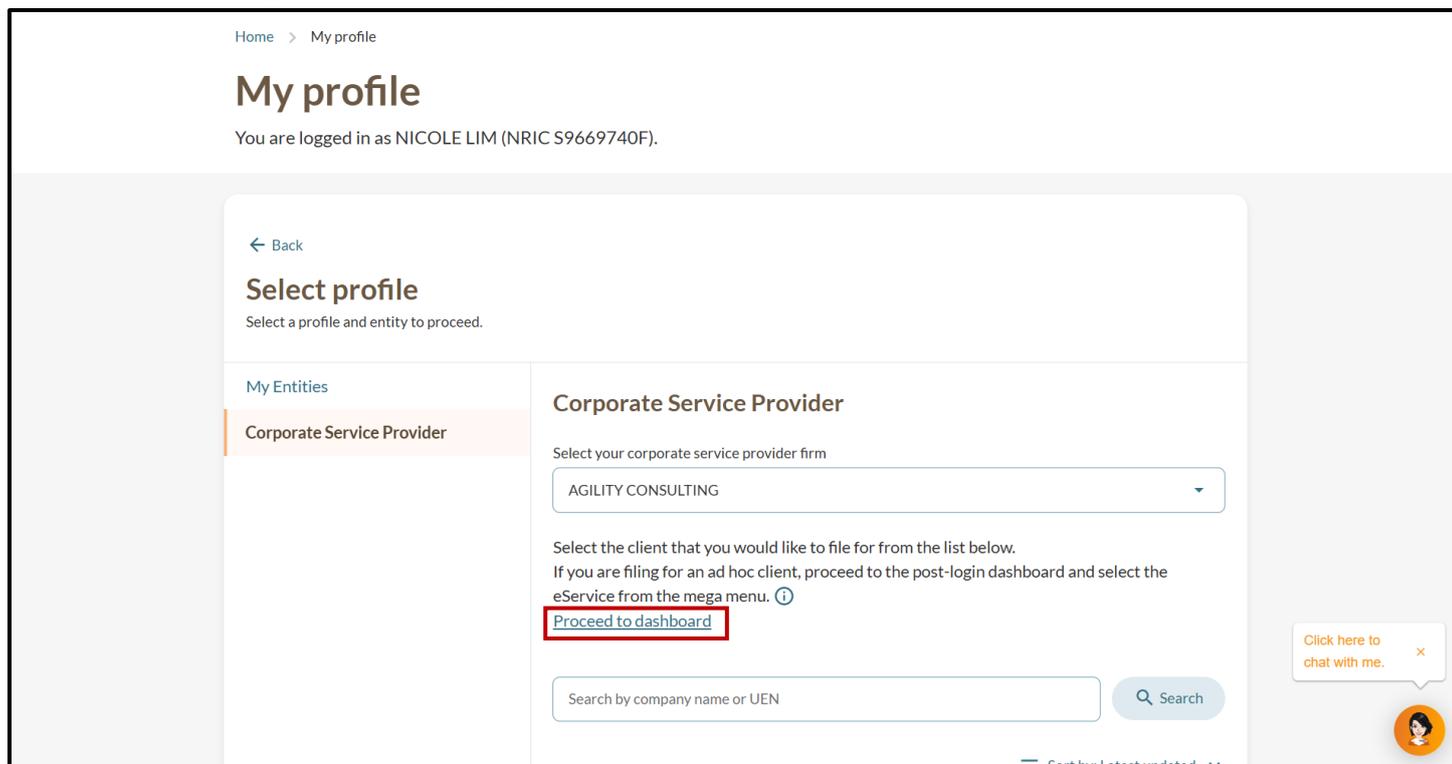
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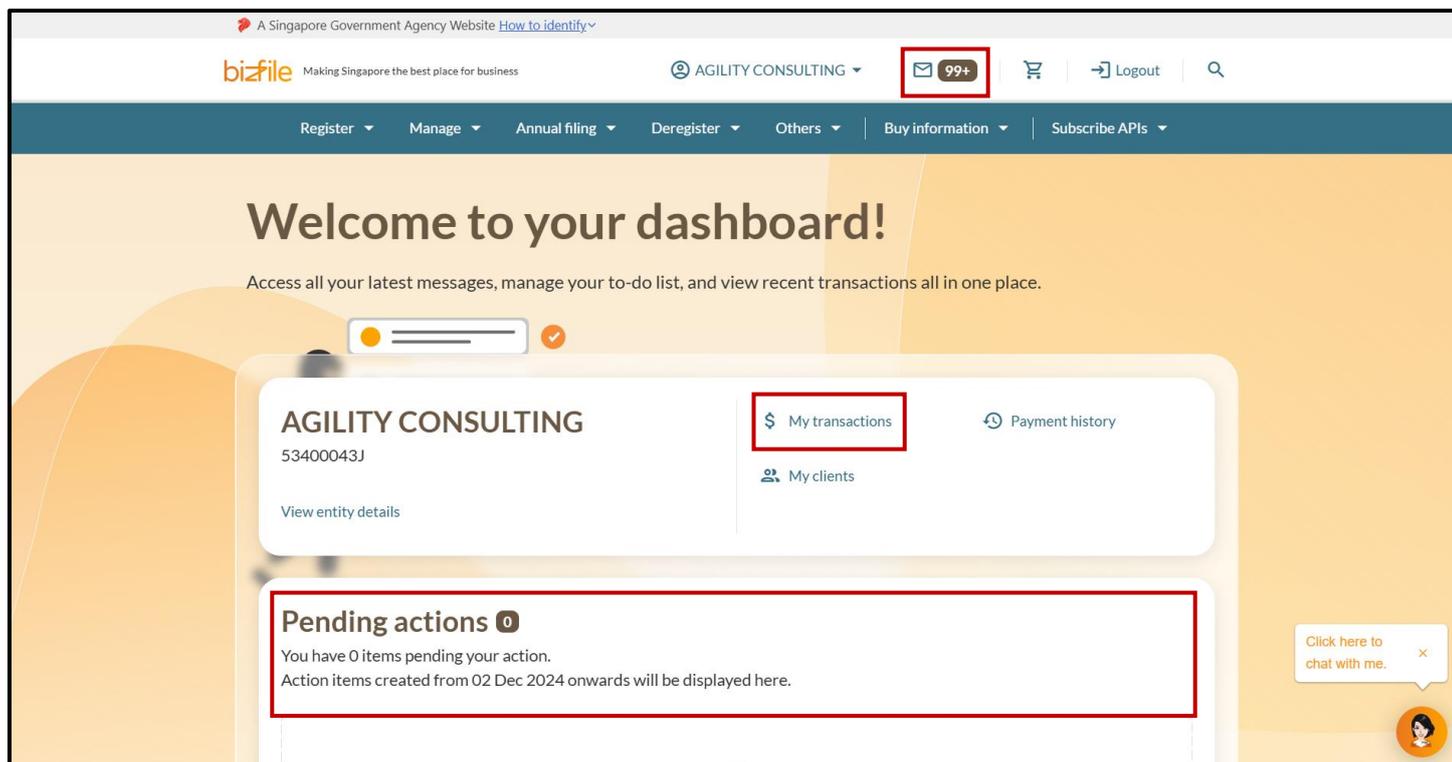
Step 6: You will be brought to the **My profile** page, which displays the list of clients that the CSP is authorised to file for. Under the “Corporate Service Provider” tab, select your CSP firm from the drop-down list.



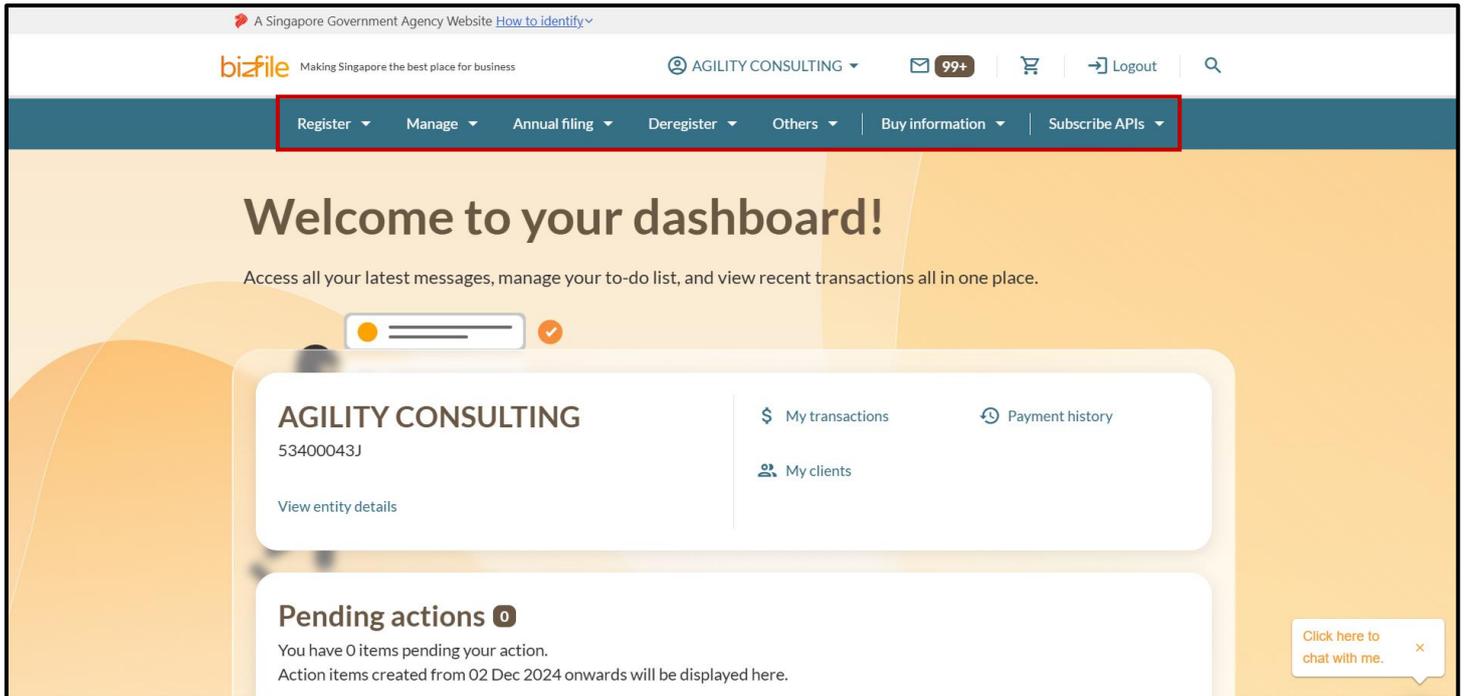
Step 7: To file transactions for an ad-hoc client / individual or on behalf of your own CSP firm, such as register for a new business entity name and register for a new business entity, click the “Proceed to dashboard” link to go to the post-login dashboard.



Step 8: You will be brought to the Bizfile post-login dashboard of **your CSP firm**, where you will be able to access the latest notifications sent to your CSP firm’s inbox, view pending actions and latest transactions



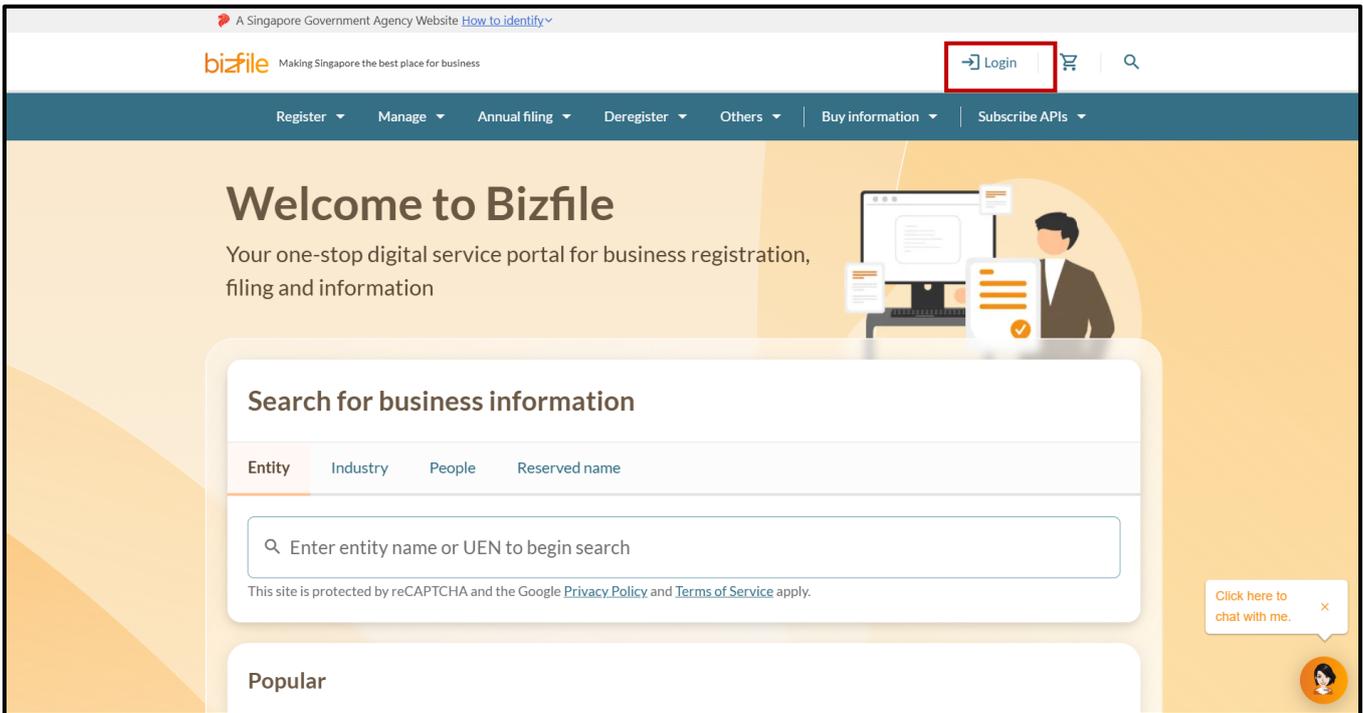
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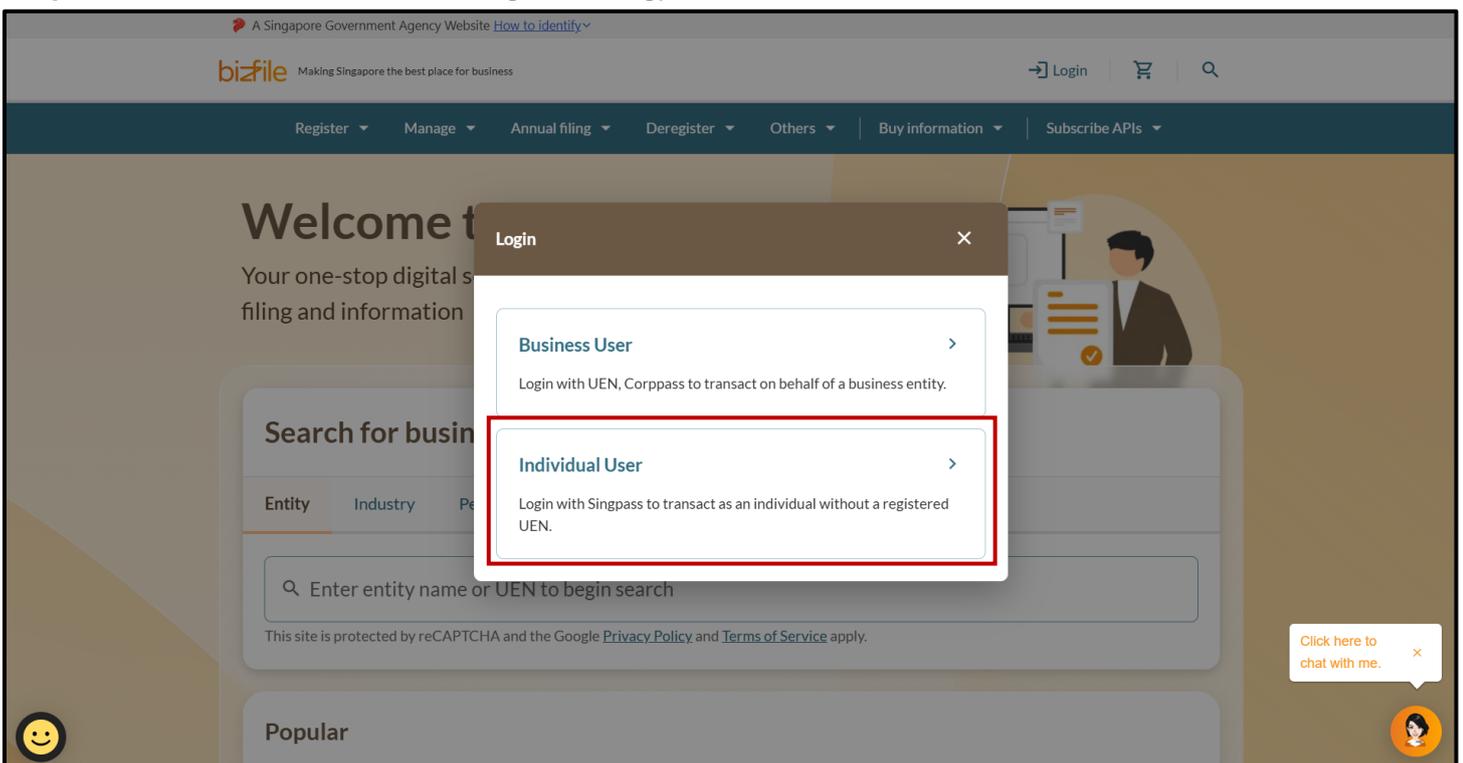
6) You are an individual transacting in your personal capacity/without a registered UEN/registering a new business name or registering a new business entity for the first time. You are not a position holder in any registered entity. You should login to Bizfile as an Individual User with your Singpass.

Ensure that you have a Singpass account. You can register for one on the Singpass website at www.singpass.gov.sg.

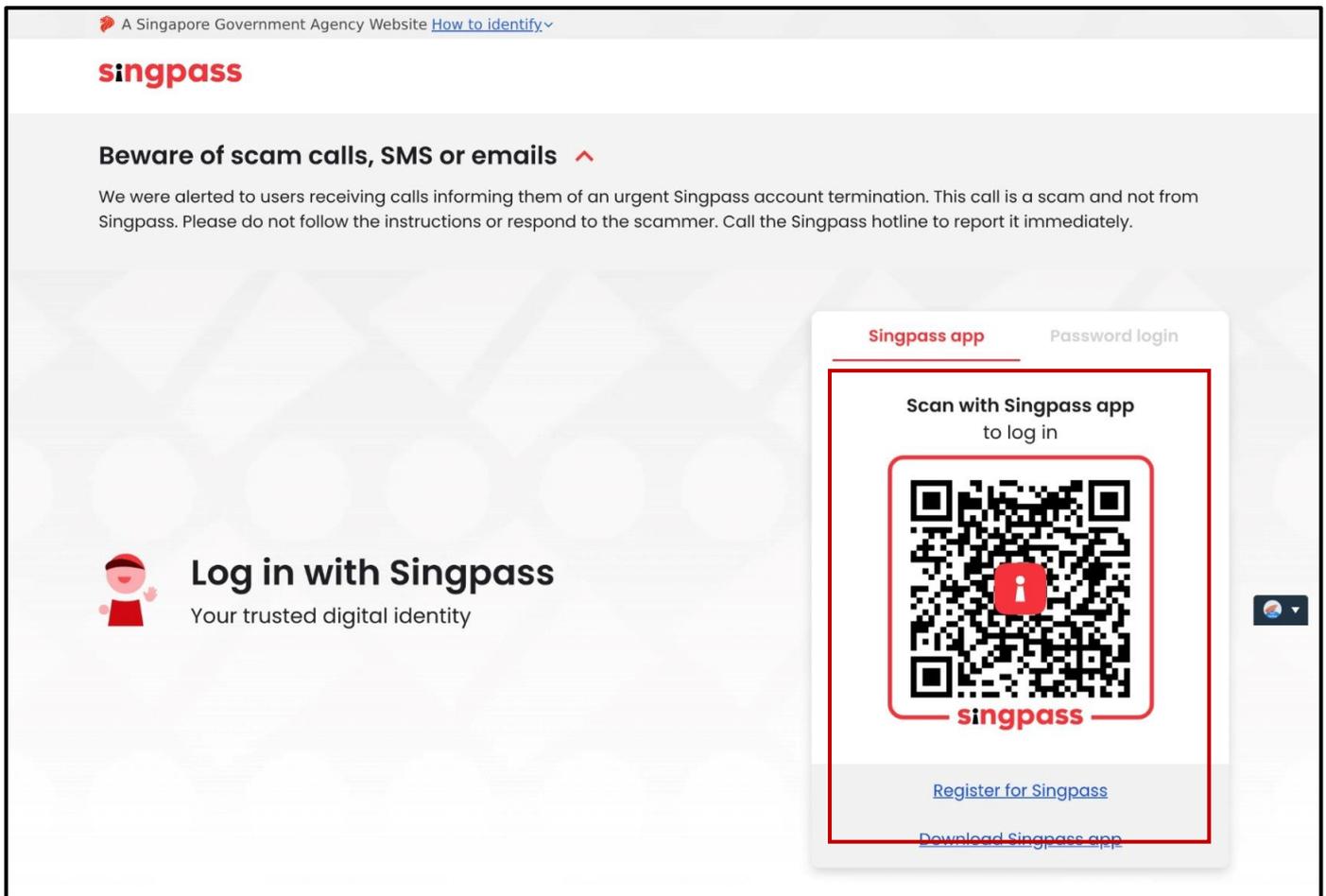
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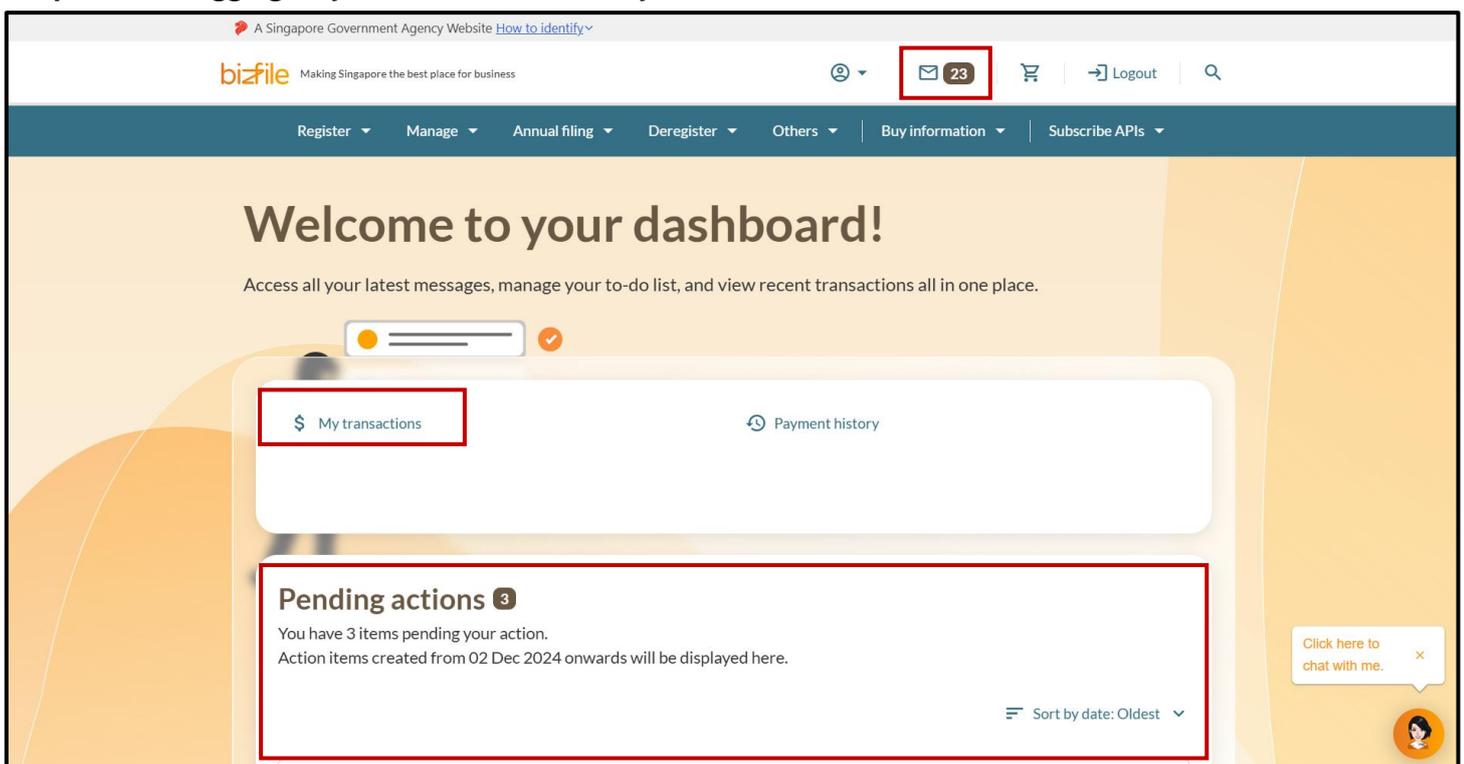
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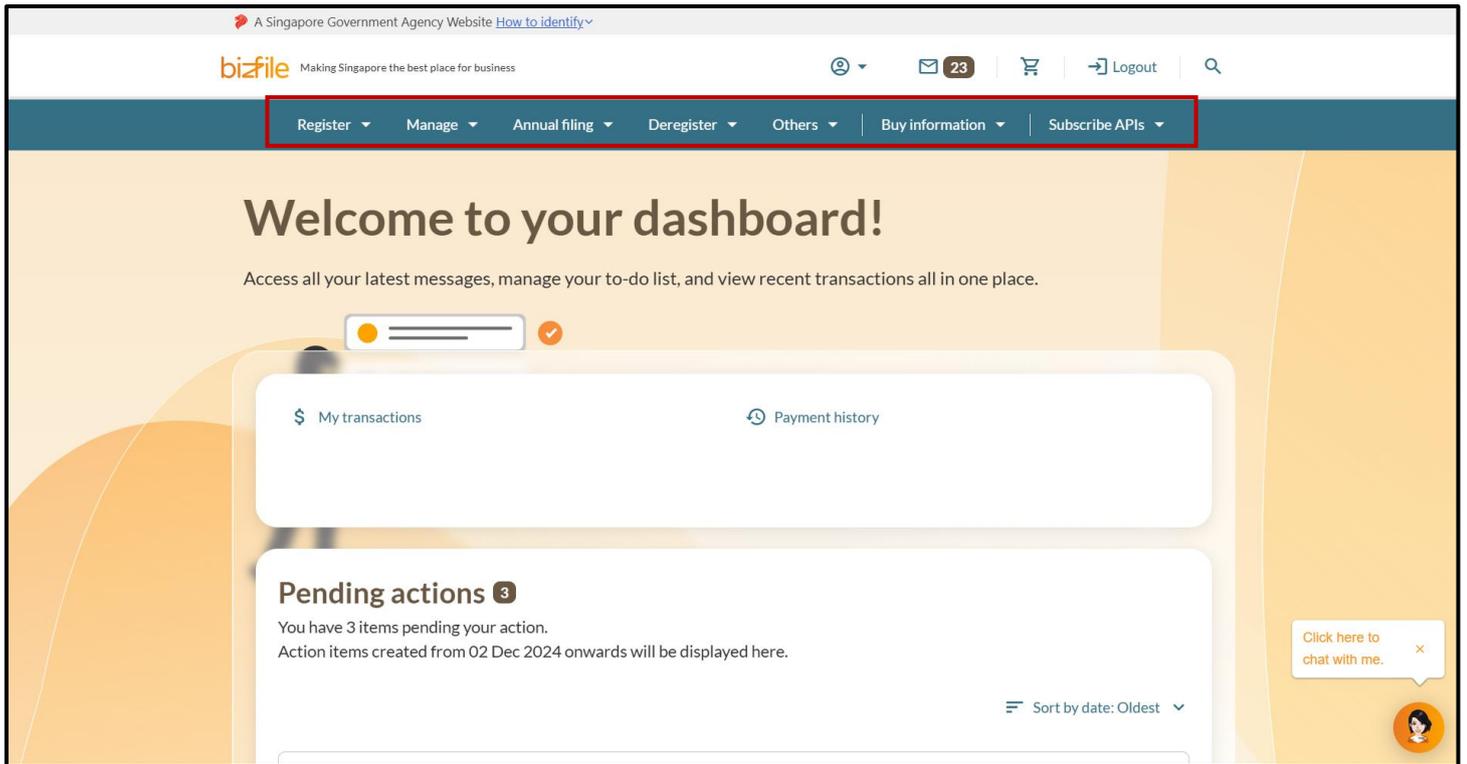
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Step 4: After logging in, you will be directed to your Bizfile dashboard



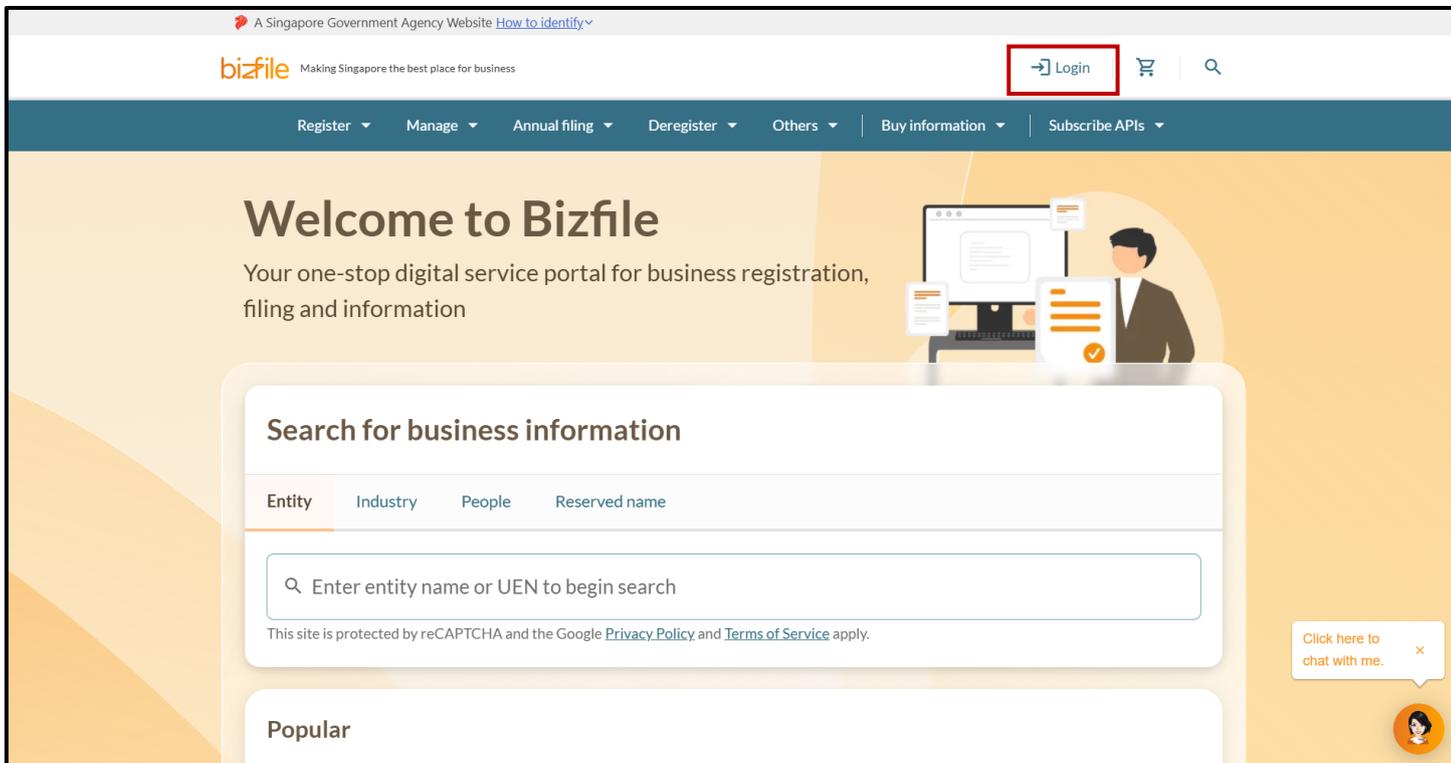
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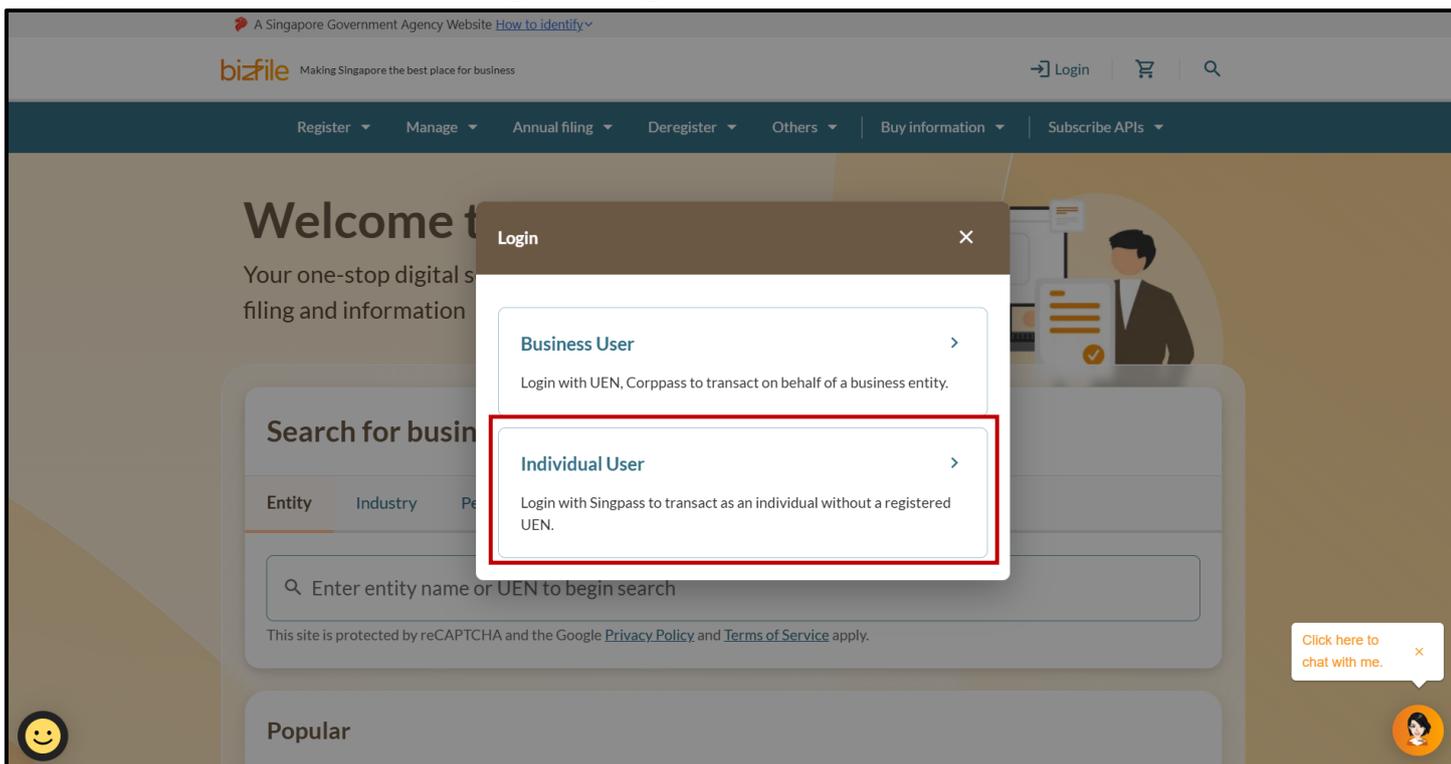
7) You are a CSP QI registering or renewing registration as registered qualified individual (RQI). You should log in to Bizfile as an Individual User with your Singpass.

Ensure that you have a Singpass account. You can register for one on the Singpass website at www.singpass.gov.sg.

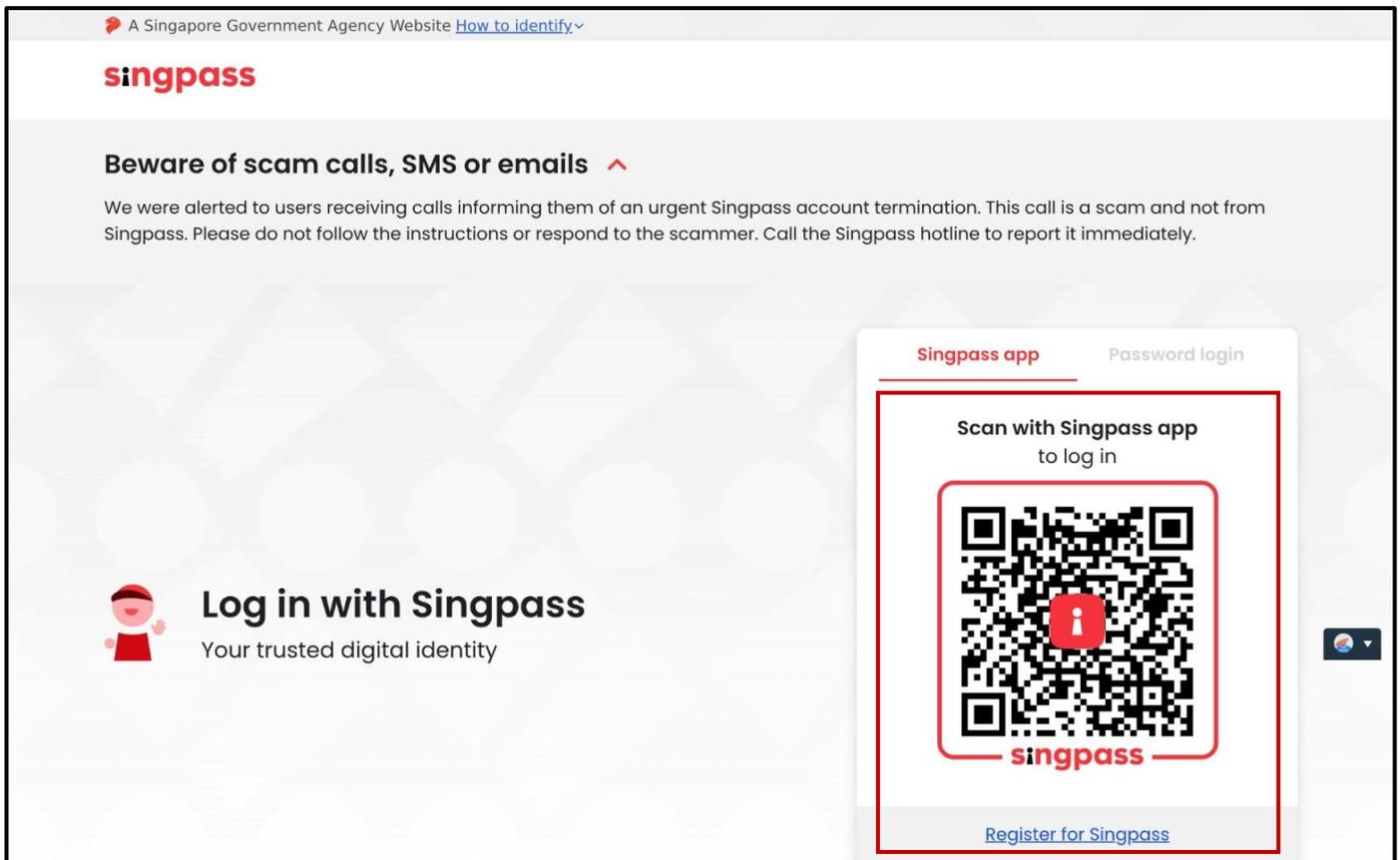
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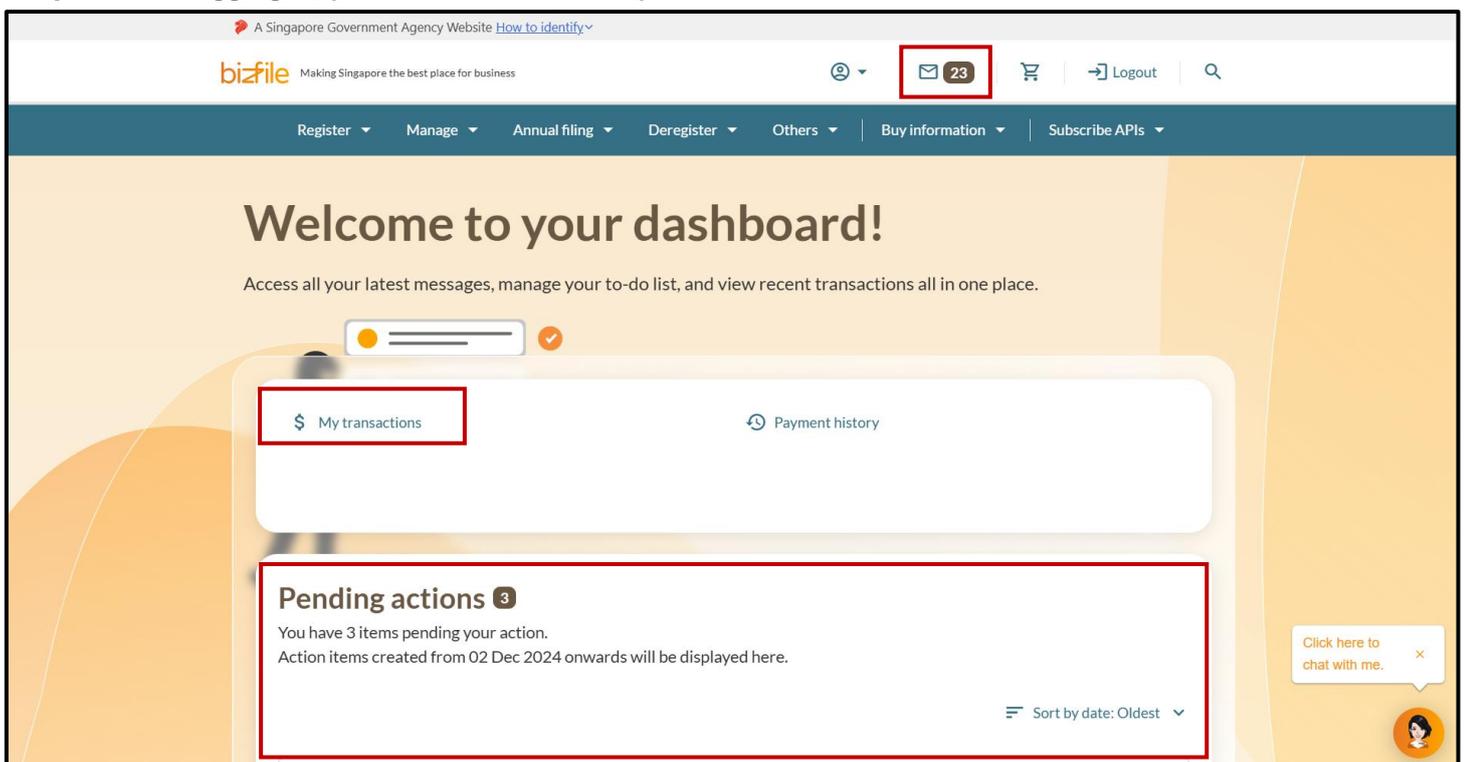
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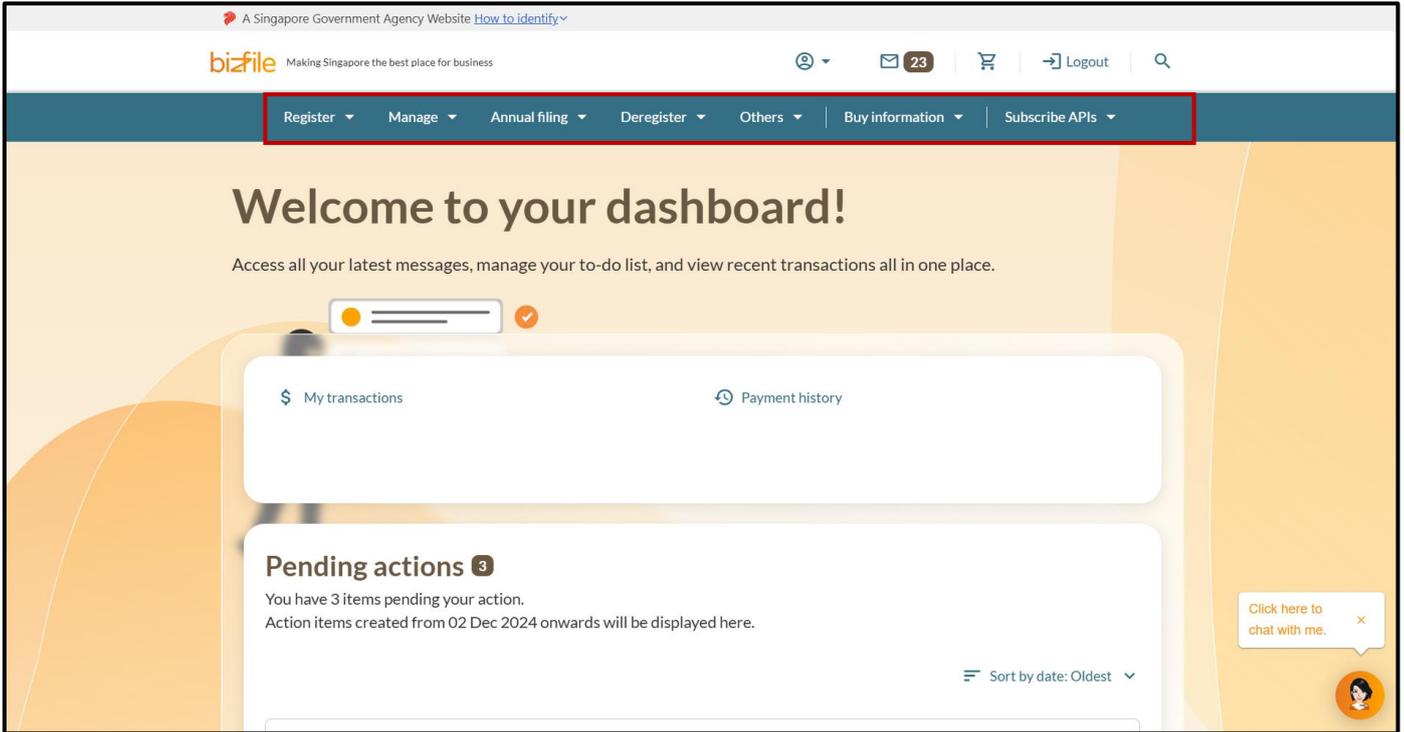
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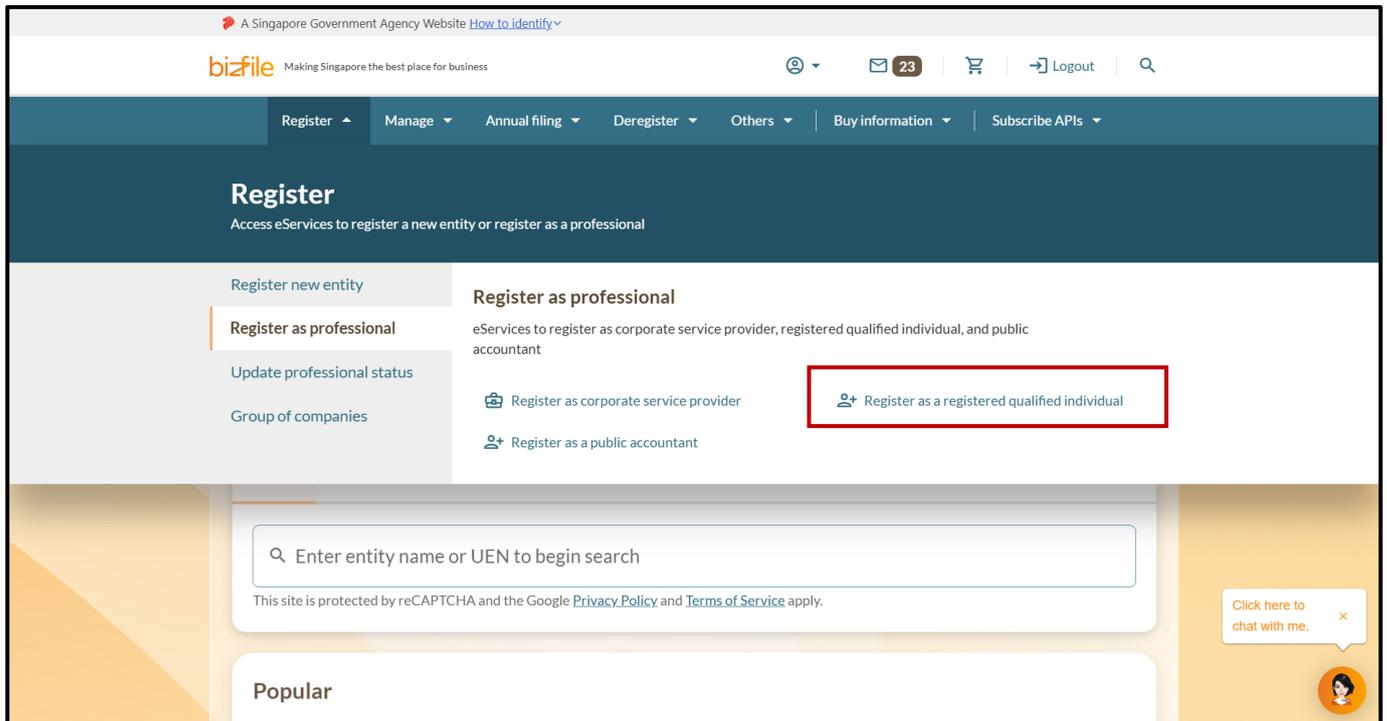
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Step 6: To register as a registered qualified individual, under **Register**, select the “Register as professional” tab and select “Register as a registered qualified individual”



Step 7: To renew registration as a registered qualified individual, under **Manage**, select the “Corporate service provider” and select “Renew registration as registered qualified individual”

A Singapore Government Agency Website [How to identify](#)

bizfile Making Singapore the best place for business

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Manage

Access eServices to manage and update entity details and professional information

- Local company
- Foreign company
- Sole proprietorship/partnership
- Limited liability partnership
- Limited partnership
- Public accounting firm
- Corporate service provider**
- Public accountant
- Approved liquidator

Corporate service provider

eServices to manage and update details of corporate service provider

Update information

- Update corporate service provider information
- Maintain corporate service provider client list
- Update registered qualified individual information
- Manage filing access for corporate service provider employees

Renewal

- Renew registration as corporate service provider
- Renew registration as registered qualified individual**

[Click here to chat with me.](#)

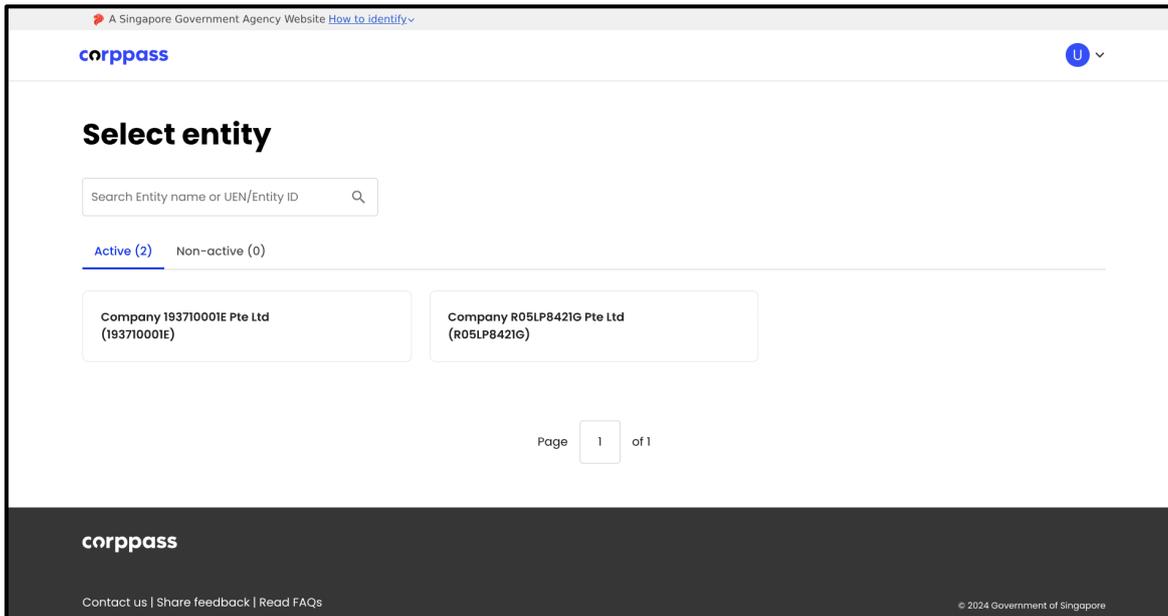


Quick Tip

Renewal of registration can only be done within **60 days of the expiry date**. If you attempt to renew earlier than that, you will be unable to proceed with the transaction.

Frequently Asked Questions (FAQs)

Q: Why can't I see all my entities on the Corppass page?



A: You can only see entities for which you have been granted access rights through Corppass. As Corppass is not managed by ACRA, if you need access to additional entities, contact your company's Corppass Admin assign the necessary roles and access rights to you.