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	Corppass	Singpass
Credentials		
Who Should	Individuals transacting on	Individuals transacting in their
Use	behalf of a business entity with	personal capacity
	a registered UEN	Individuals without a registered
	Group of Companies users	UEN
	Insolvency Practitioners	Individuals registering a new
	Position holder of a single	business name or registering a new
	business entity	business entity for the first time
	Position holder of multiple	Individual filing registration of RQI
	business entities	Registered Qualified Individual
	<u>Corporate Service Providers</u>	<u>CSP Qualified Individuals renewing</u>
	filing transactions on behalf of	registration as RQI
	CSP client	
	<u>CSPs filing transactions for an</u>	
	ad-hoc client / individual or for	
	own CSP firm	
Кеу	 Apply for new business entity 	 Apply for new business entity name
transactions	name	Register new business entity
you are able	 Register new business entity 	Purchase business information
to file using	File annual returns/declarations	Provide your endorsement for
this login	 Update entity/position holder 	appointment or withdrawal as a
	information	position holder
	Appoint/withdraw position	Request for a new verification link
	holder	when you register/update email
	Update shares information	address
	Update shareholder information	Access the free business
	Renew business registration	information product download

File winding up of business	page following successful business
entity	registration
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	

For additional FAQs relating to logging into Bizfile, <u>click here</u>.

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

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	Welcome to Bizfile Your one-stop digital service portal for business registration, filing and information	
	Search for business information	
	Entity Industry People Reserved name	
	Q Enter entity name or UEN to begin search	
	This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply.	Click here to x chat with me.
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Step 2: Select "Business User" to login via Corppass

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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

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Company 193710001E Pte Ltd (193710001E)	Company R05LP8421G Pte Ltd (R05LP8421G)	
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corppass		
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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**.

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No late filing penalties until 15 March 2025. For more information, click <u>here</u> .		
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Home > My profile My profile You are logged in as NICOLE You are logged in as NICOLE Select a profile and entity to proceed.	Choose an entity profile to proceed with the transaction. Select profile	
My Entities Corporate Service Provider	My Entities You are a position holder of the entities listed below	Click here to chat with me.

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

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	Mango Inc R05LP8421G	My transactions Payment history My corporate service provider (CSP)	
	View entity details	provider (CSP)	
	Pending actions You have 0 items pending your action. Action items created from 02 Dec 2024 onwards will be	e displayed here.	Click here to chat with me.
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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.

Step 1: Click "Login" on the Bizfile homepage

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Step 2: Select "Business User" to login via Corppass

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	Search for busin Individual User Login with Singpass to transact as an individual without a registered UEN.	
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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: 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

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Access all your latest messages, manage your to-do list, a Access all your latest messages, manage your to-do list, a Mango Inc Ro5LP8421G View entity details Mending actions You have 0 items pending your action. Action items created from 02 Dec 2024 onwards will be d	shboard! and view recent transactions all in one place. My transactions My corporate service provider (CSP) Misplayed here.

Step 5: To start a transaction, select the transaction from the mega menu



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 <u>www.corppass.gov.sg</u>.
- ✓ 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.

Step 1: Click "Login" on the Bizfile homepage

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Step 2: Select "Business User" to login via Corppass

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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

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Step 5: After logging in, you can view the latest messages, pending actions and latest transactions via the Bizfile dashboard of the business entity



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

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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 <u>www.corppass.gov.sg</u>.
- ✓ 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.

Step 1: Click "Login" on the Bizfile homepage

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Step 2: Select "Business User" to login via Corppass

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

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

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← Back Select profile Select a profile and entity to proceed.	Select profile	
My Entities Corporate Service Provider	My Entities You are a position holder of the entities listed below	Click here to chat with me.

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.

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Col polate sel vice Provider	Select your corporate service provider firm		
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	eService from the mega menu. 🛈		

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.

← Back Select profile Select a profile and entity to proceed.			
My Entities	Corporate Service Provider		
Corporate Service Provider	Select your corporate service provider firm AGILITY CONSULTING Select the client that you would like to file for fr If you are filing for an ad hoc client, proceed to t eService from the mega menu. (i) Proceed to dashboard	rom the list below. the post-login dashboard and select the	
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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

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View entity details		
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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 <u>www.corppass.gov.sg</u>.
- ✓ Access to Bizfile eService. The Corppass admin for your CSP firm must grant you access to ACRA Bizfile.

Step 1: Click "Login" on the Bizfile homepage

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Step 2: Select "Business User" to login via Corppass

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

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Select entity		
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	Page 1 of 1	
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Step 5: Click "Select profile" to proceed with your transaction when prompted to choose an entity profile

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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.

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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.

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		Proceed to dashboard		Click here to ×
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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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View entity details	
Pending actions	
You have 0 items pending your action. Action items created from 02 Dec 2024 onwards will be displayed here.	Click here to x chat with me.
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Step 9: To start a transaction, select the transaction from the mega menu



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.

Step 1: Click "Login" on the Bizfile homepage

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Step 2: Select "Individual User" to login via Singpass

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Step 3: When redirected to the Singpass login page, scan the QRcode using the Singpass app or enter your password to login



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

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Welcome to your dashboard!	
Access all your latest messages, manage your to-do list, and view recent transactions all in one place.	
\$ My transactions Payment history	
Pending actions You have 3 items pending your action. Action items created from 02 Dec 2024 onwards will be displayed here.	Click here to
F Sort by date: Oldest ∨	



Step 5: To start a transaction, select the transaction from the mega menu

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.

Step 1: Click "Login" on the Bizfile homepage



Step 2: Select "Individual User" to login via Singpass

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Step 3: When redirected to the Singpass login page, scan the QRcode using the Singpass app or enter your password to login



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

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Access a	all your latest messages, m	nanage your to-do list, and view	recent transactions a	all in one place.		
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Pe	ending actions					
Acti	ion items created from 02 De	ec 2024 onwards will be displayed	nere.			Click here to chat with me.
				Sort by date: Oldest	,	•

Step 5: To start a transaction, select the transaction from the mega menu

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	Register 👻 Manage 👻 Annual filing 👻 Deregister 👻 Others 👻 Buy information 👻 Subscribe APIs 👻	
	Welcome to your dashboard!	
/	Access all your latest messages, manage your to-do list, and view recent transactions all in one place.	
	My transactions Payment history	
	Pending actions You have 3 items pending your action. Action items created from 02 Dec 2024 onwards will be displayed here. Sort by date: Oldest	Click here to chat with me.

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"

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	Update professional status			1
	Group of companies	Register as corporate service provider	2+ Register as a registered qualified individual	
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	Q Enter entity name	or UEN to begin search		
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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"

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Manage Access eServices to manage and upda	te entity details and professional information		
Local company Foreign company	Corporate service provider eServices to manage and update details of corporate serv	vice provider	
Sole proprietorship/partnership Limited liability partnership Limited partnership	Update information	Update registered qualified individual information Manage filing access for corporate service provider employees	
Public accounting firm Corporate service provider Public accountant	Renewal	Renew registration as registered qualified individual	Click here to
Approved liquidator			

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)

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corppass		U ~
Select entity		
Search Entity name or UEN/Entity ID Q		
Active (2) Non-active (0)		
Company 193710001E Pte Ltd	Company R05LP8421G Pte Ltd	
(193710001E)	(R05LP8421G)	
	Page 1 of 1	
corppass		
Contract up Share feedback Read FAOs		

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.