

Before submitting GPL applications, you need to...

Log in via www.corppass.gov.sg
as CorpPass Administrator

- 1** **Select Digital e-Service**
Government Agency
Ministry of Social and Family Development (MSF)
Selected e-Service
Government-Paid Leave (GPL)
- 2** **Input a Valid CSN under Profile/Parameter**
CSN should begin with entity's login UEN and in the format of: 123456789Z-PTE-01
- 3** **Assign Roles to Users**
The roles define the type of functions they can access in the GPL portal



Manager

- Maintain Bank Details and contact information on behalf of the company



Preparer

- Submit and cancel GPL applications on behalf of the company



Reader

- View the company's profile
- View the GPL applications submitted
- View GPCL¹ taken
- Check SPLAS² declaration

Manager and Preparer roles have Reader's functions too

Log in to GPL Portal (www.profamilyleave.gov.sg)
using CorpPass

- 4** **Maintain bank details**
Manager
Maintain standing instruction & contact details
- 5** **Submit GPL claims**
Preparer
Submit GPL applications

¹ GPCL: Government-Paid Childcare Leave

² SPLAS: Shared Parental Leave Allocation System