



# User Manual for Entities/Companies on MauPass Corporate System

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## Introduction

MauPass Corporate is a secure online platform that enables entities such as companies, associations, and organizations to manage access to eServices provided by both governmental and non-governmental institutions. Through MauPass Corporate, an entity can register, manage its employees, assign portal roles, and control which employees are authorized to transact with various eServices on behalf of the entity.

This user manual is designed to guide entity administrators and users through all the key functionalities of MauPass Corporate, including:

- Registering an Entity on MauPass Corporate
- Logging in to the MauPass Corporate portal and through eServices
- Managing Employees, including adding, inviting, or removing employees
- Assigning Portal Roles within MauPass Corporate for administrative purposes
- Accessing eServices, including requesting eServices that require Back Office Validation
- Managing eService Roles for employees to control access and permissions in each eService

By following the instructions in this manual, entity administrators will be able to efficiently manage their organization's presence on MauPass Corporate and ensure secure, role-based access for their employees to all relevant eServices.

# 1. Registration – MauPass Corporate Admin

MauPass Corporate enables users or agencies to register on behalf of their entity or company. This account grants access to corporate-level e-services across government and other integrated platforms. A Corporate Admin account is set up, allowing designated individuals to manage MauPass Corporate users for their organisation.



## 1.1 Eligible Entities

Entities eligible to register include:

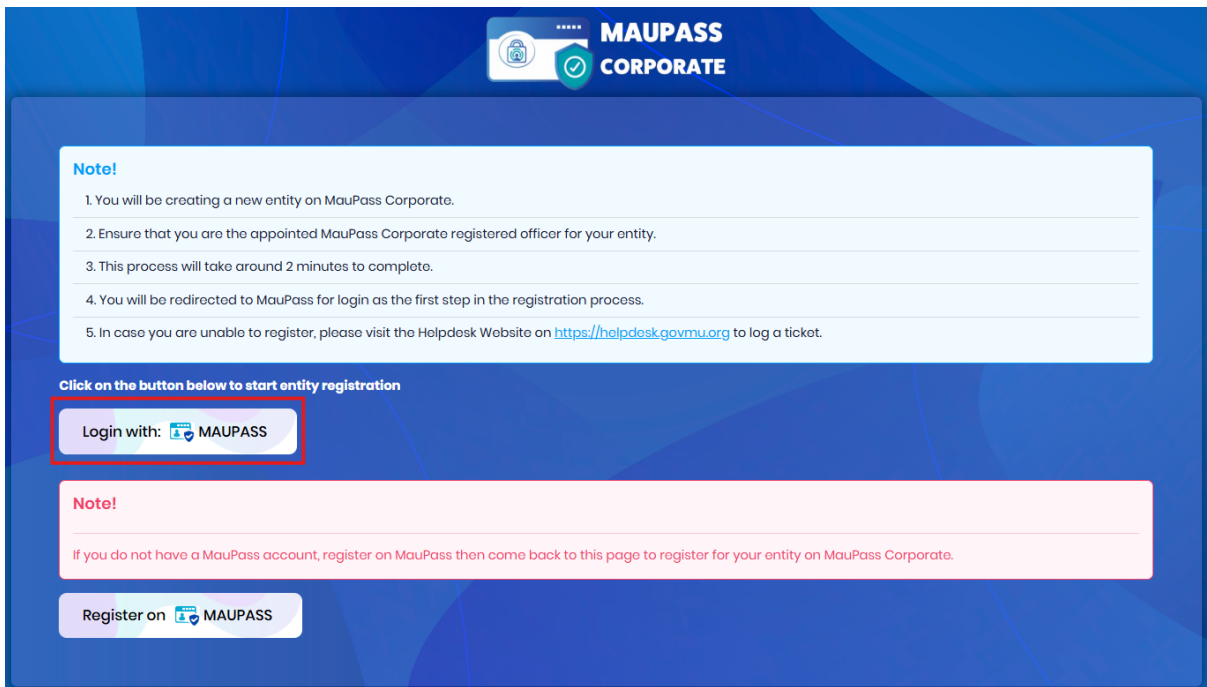
- Organisations
- Individuals
- Management Companies
- Ministries or Government Departments
- Parastatal Organisations or Government Agencies
- Company Representatives (providing name, NIC, and email address)

Note: Ministries, Departments, and Parastatal Organisations must use MauSign Digital Certificates for validated registration.

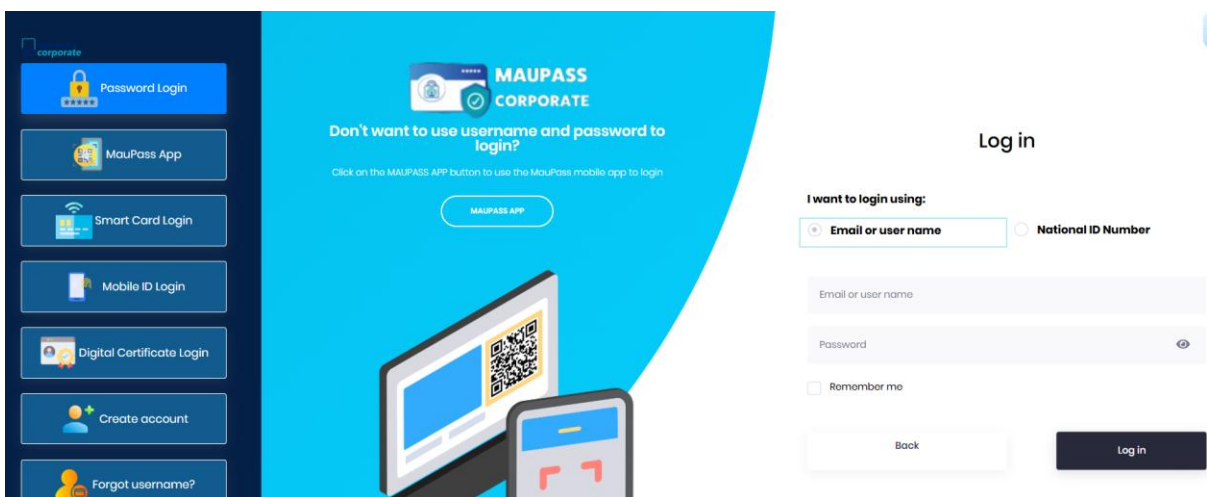
## 1.2 Authentication and Authorisation

Authentication is done via MauPass, using the individual user’s credentials.

Authorisation to access corporate e-services is managed through MauPass Corporate.



When a user clicks on Login with MauPass, he/she will be redirected to MauPass login screen.



After entering correct username and password, they will be prompted to do two-factor authentication.

Users need to activate 2FA on their MauPass accounts by going to a post office or through helpdesk at <https://helpdesk.govmu.org/helpdesk/> for KYC.

After entering OTP, they will be redirected to the Entity registration screen with prefilled details.

The following personal information is pulled from the MauPass account:

- First name and surname

- National Identity Number (Mauritians) or Passport number and country (foreigners)
- Email address
- Mobile number
- Corporate email address

The screenshot shows the 'MauPass Details' section of the registration process. It includes the following fields:

- Name: [Redacted]
- Surname: [Redacted]
- National Identity Number: [Redacted]
- Email address: [Redacted]
- Mobile Number: [Redacted]

Navigation buttons include 'Cancel', 'Back', and 'Next >' (highlighted with a red box).

- Click on **Next** to reach the types of Entity Screen

## 1.3 Types of Registration

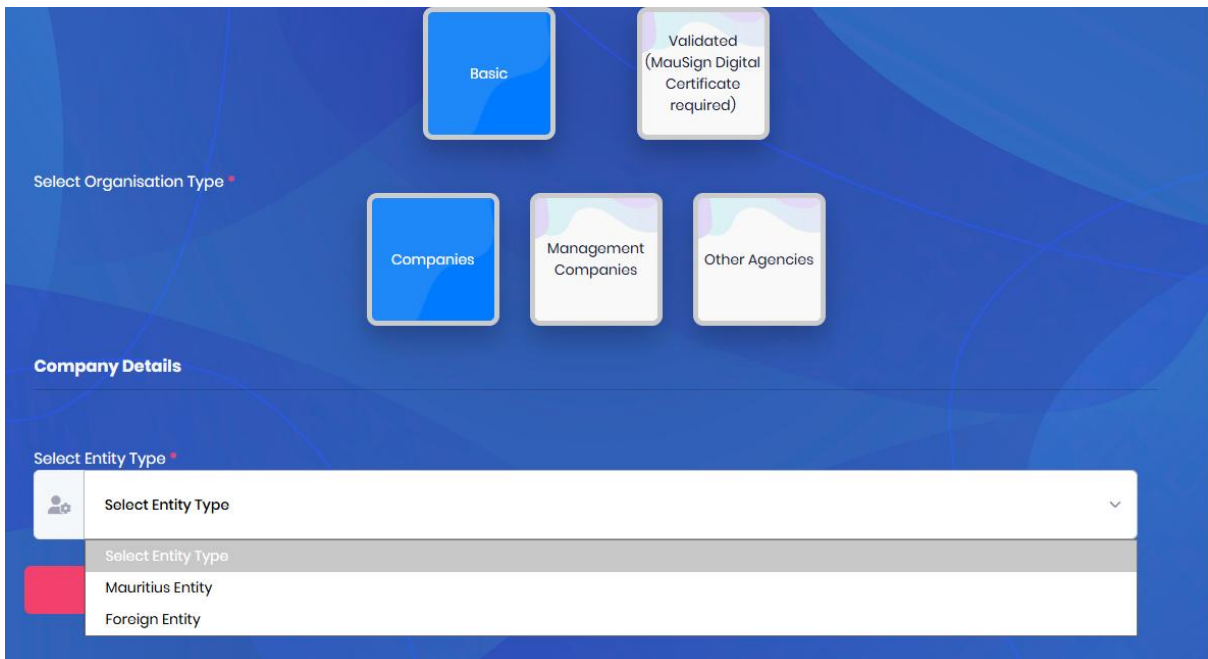
There are two types of Entity registration on MauPass Corporate:

### 1.3.1 Basic Entity Registration

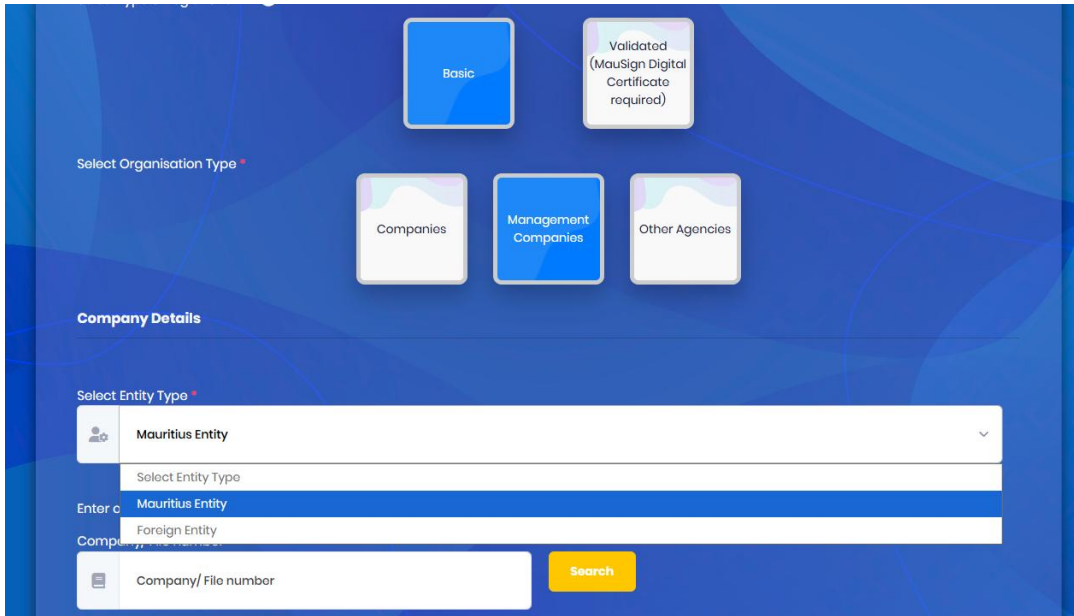
- Admin registers using a personal MauPass account.
- Required company details include Company file number or BRN number.



- **Companies** and **Other Agencies** under Basic registration can be either of type Mauritian Entity or Foreign Entity.



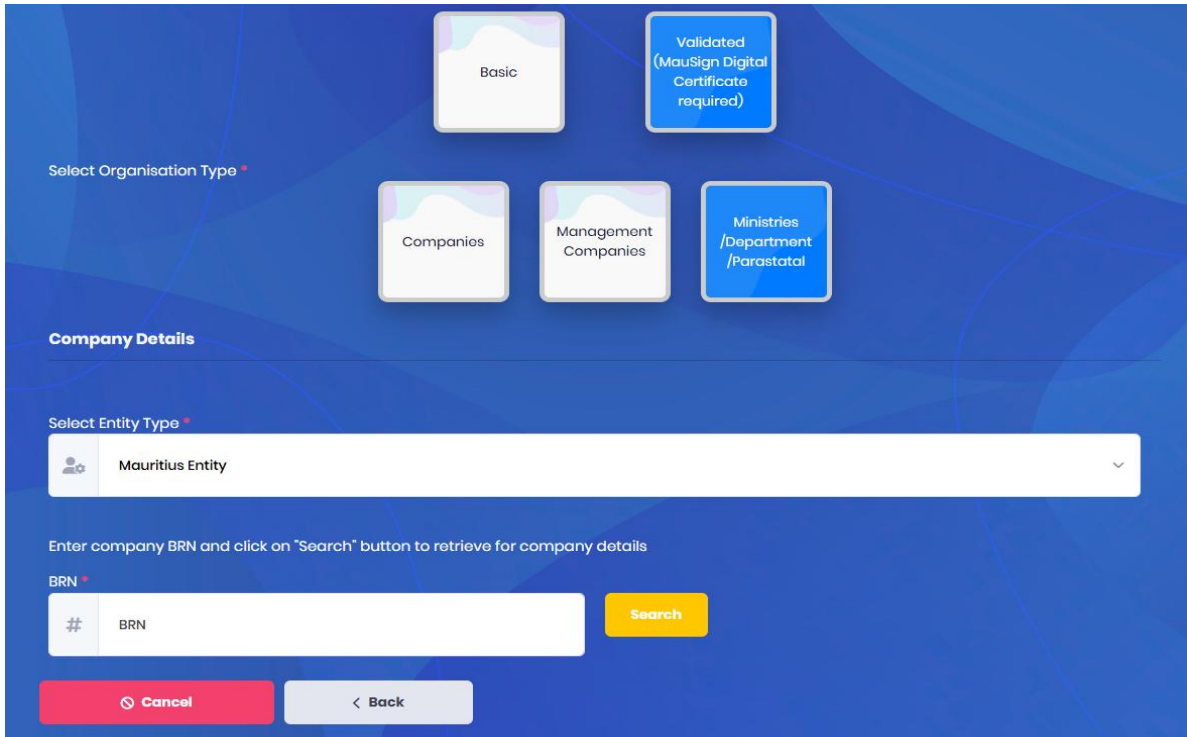
- **Management Companies** can only be of type Mauritian Entity.



### 1.3.2 Validated Entity Registration

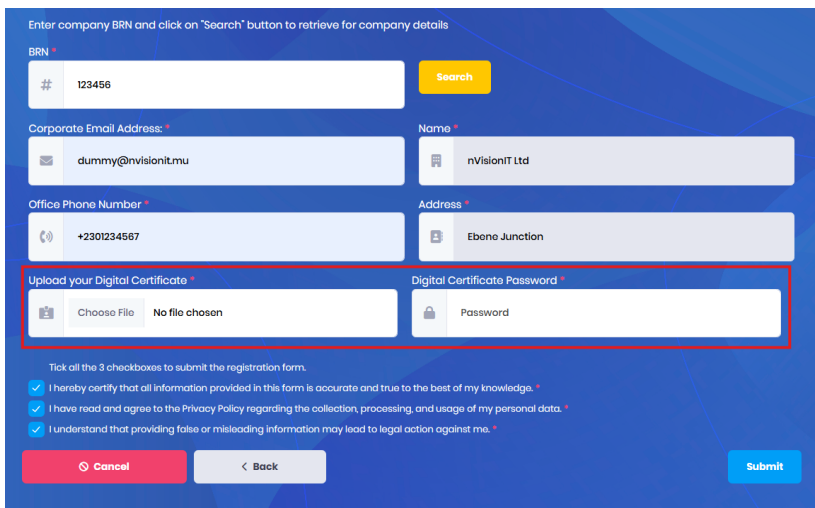
- Builds upon Basic Registration.
- Required company details include Company file number.
- Entities need to upload a MauSign issued digital certificate registered on the name of the entities
- Only type **Ministries/Department/Parastatal** require **BRN** (Business Registration Number)





Entities that register this way will be marked as “Validated” and gain access to e-services that require a higher level of assurance.

Admins can upgrade from Basic to Validated after logging into their account. Ministries, Departments, and Parastatal Organisations must register using a Validated account.



- Admin uploads a digital certificate issued by **MauSign**, which includes:
  - The organisation’s name
  - The director’s email address
  - **Note that the MauSign certificate is valid for 1 or 2 years**
- BRN is not embedded in the certificate.

### 1.3.3 Handling Expired Certificates

- Certificates have an expiration date (**One or two year(s) for MauSign**).
- Notifications are sent to entity admins:
  - One month before expiration
  - Two weeks before expiration
- If no new certificate is uploaded by the expiration date:
  - The entity loses access to high-assurance e-services
  - The account is downgraded
  - A notification is sent informing the admin of the downgrade

Admins can log in and upload a new certificate to renew the validated status at any time.

### 1.5 Company Details Collection

Depending on the entity type selected, the system will prompt for relevant company or organisational details.

Enter company file number or BRN as requested and click on the Search button.

The screenshot displays a registration form with the following elements:

- Select type of registration:** A dropdown menu with 'Basic' selected. A note indicates that 'Validated (MauSign Digital Certificate required)' is needed for this type.
- Select Organisation Type:** Three options: 'Companies' (selected), 'Management Companies', and 'Other Agencies'.
- Company Details:** A progress bar labeled 'Retrieving data from CBRD...' is shown.
- Select Entity:** A dropdown menu with 'Mauritius Entity' selected.
- Company/ File number:** A text input field containing 'C109804' and a yellow 'Search' button.

The details will be fetched from CBRD and prefilled in the registration form.

Select Entity Type \*

Mauritius Entity

Enter organisation file number and click on "Search" button to retrieve for company details

Company/ File number \*

C109804 Search

Corporate Email Address: \*

Corporate Email Address

Company Name (same as in certificate of incorporation) \*

WESTSIDE GRAPHIX CO. LTD

Office Phone Number \*

Office Phone Number

Registered Office Address \*

VAUDAGNE ROAD, BAMBOUS

Tick all the 3 checkboxes to submit the registration form.

I hereby certify that all information provided in this form is accurate and true to the best of my knowledge. \*

I have read and agree to the Privacy Policy regarding the collection, processing, and usage of my personal data. \*

I understand that providing false or misleading information may lead to legal action against me. \*

For assistance wi

### 1.5.1 Organisations, Management Companies, and Other Agencies

Information required includes:

- Entity type and company name
- Issue date of business registration card (optional)
- Company/file number (if Mauritian)
- Office and building number
- Address
- Date of incorporation
- Country of incorporation (for foreign entities)

Company Details

Select Entity Type \*

Mauritius Entity

Enter organisation file number and click on "Search" button to retrieve for company details

Company/ File number \*

Dummy Search

Corporate Email Address: \*

Corporate Email Address

Company Name (same as in certificate of incorporation) \*

Office Phone Number \*

Office Phone Number

Registered Office Address \*

Tick all the 3 checkboxes to submit the registration form.

I hereby certify that all information provided in this form is accurate and true to the best of my knowledge. \*

I have read and agree to the Privacy Policy regarding the collection, processing, and usage of my personal data. \*

I understand that providing false or misleading information may lead to legal action against me. \*

Cancel Back Submit

## 1.5.2 Ministries, Departments, and Parastatal Organisations

Information required includes:

- Entity type and organisation name
- BRN (required)
- Issue date of business registration card (optional)
- TAN (required)
- Office and building number
- Address
- Date and country of incorporation

**Company Details**

Select Entity Type \*

Mauritius Entity

Enter company BRN and click on "Search" button to retrieve for company details

BRN \*

# 123654 Search

Corporate Email Address: \*

Corporate Email Address

Name \*

Name

Office Phone Number \*

Office Phone Number

Address \*

Address

Upload your Digital Certificate \*

Choose File No file chosen

Digital Certificate Password \*

Password

Tick all the 3 checkboxes to submit the registration form.

I hereby certify that all information provided in this form is accurate and true to the best of my knowledge. \*

I have read and agree to the Privacy Policy regarding the collection, processing, and usage of my personal data. \*

I understand that providing false or misleading information may lead to legal action against me. \*

Cancel Back Submit



### 1.6 Summary of Requirements by Entity Type

- Mauritian Entities must provide **company file number** and may register as basic or validated.
- Ministries/Departments/Parastatal must provide **Mausign** digital certificate and BRN number
- Foreign Entities must specify country of incorporation and may opt for validated registration.

**Company Details**

Select Entity Type \*

Foreign Entity

Enter organisation file number or BRN and click on "Search" button to retrieve for company details

Company/ File number BRN

Company/ File number # BRN

Corporate Email Address: \* Company Name (same as in certificate of incorporation) \*

Corporate Email Address Company Name (same as in certificate of incorporation)

Office Phone Number \* Registered Office Address \*

Office Phone Number Registered Office Address

Country Of Incorporation

Country Of Incorporation

Tick all the 3 checkboxes to submit the registration form.

I hereby certify that all information provided in this form is accurate and true to the best of my knowledge. \*

I have read and agree to the Privacy Policy regarding the collection, processing, and usage of my personal data. \*

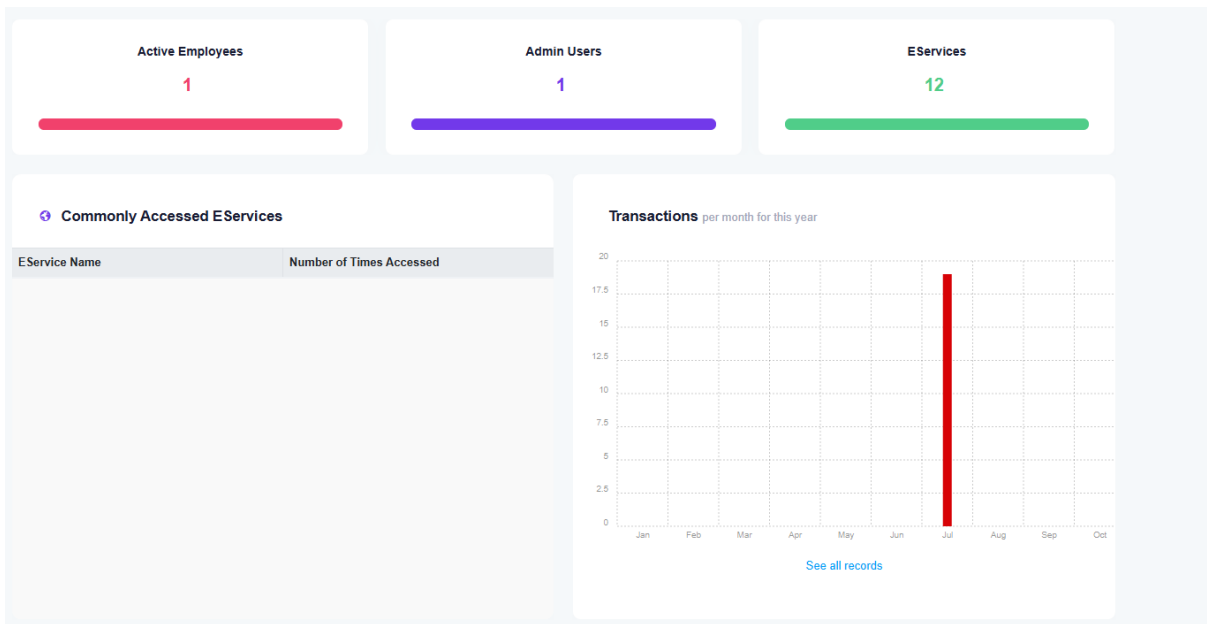
I understand that providing false or misleading information may lead to legal action against me. \*

Cancel Back Submit

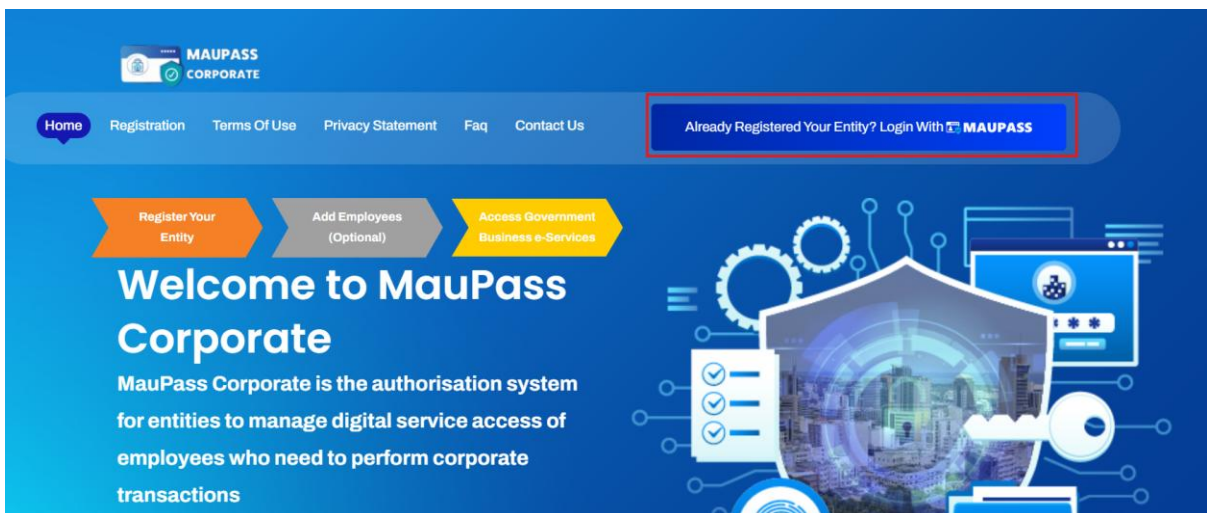
- Ministries and Parastatal Organisations are required to complete validated registration using a **MauSign** certificate.
- Only validated entities gain access to high-assurance services.

## 2. Admin Dashboard

After successful registration or successful login through the MauPass Corporate homepage, the entity admin will be redirected to his MauPass Corporate dashboard.



Note that for login directly on MauPass Corporate, users need to click on the “Already registered your entity? Login with MauPass” button:



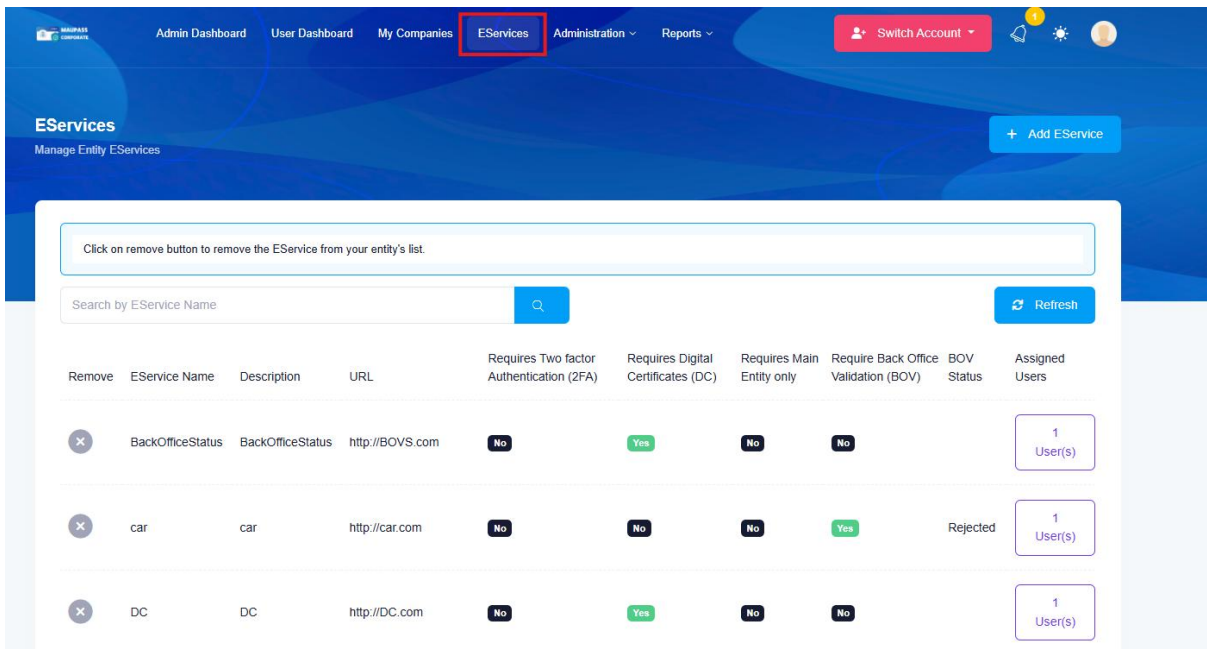
## 2.1 Access eServices

After logging in to MauPass Corporate, an administrative user can manage the eServices that their employees are authorized to access. This is done through the eServices menu, where the administrator can enable or disable access for each employee based on organizational needs. Additionally, for certain eServices that require back office validation, the administrator can submit a request to initiate the approval process for access.

- Click on **Access Govt e-services**



- The user is redirected to EServices tab where a list of E-services is displayed.



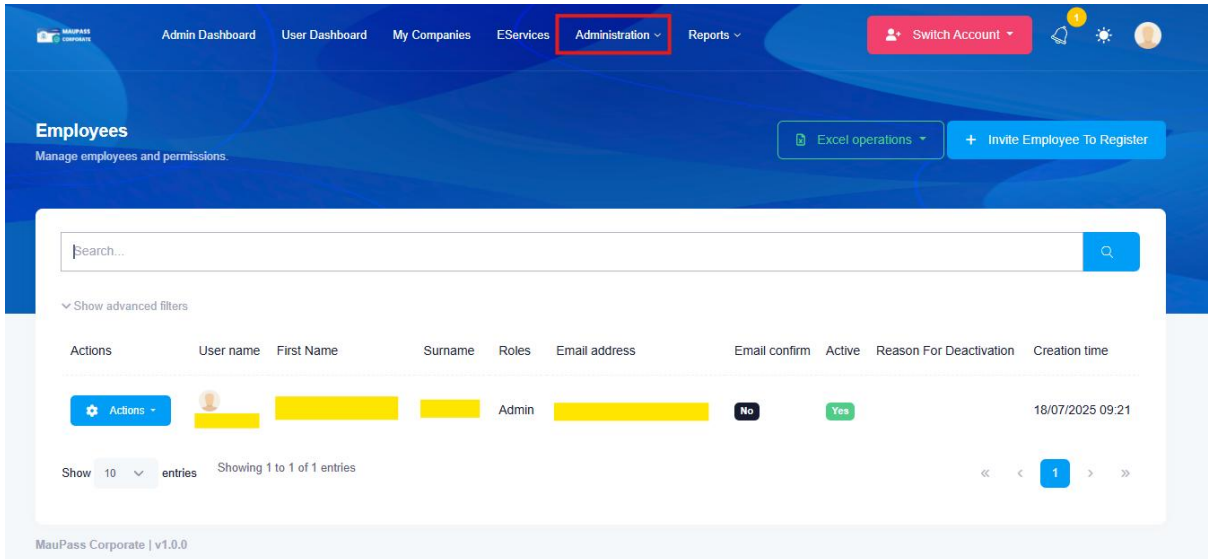
- Refer to [section 5](#) in this document for more details on the eServices screen.

## 2.2 Add Employees

- Click on **Add Employee**



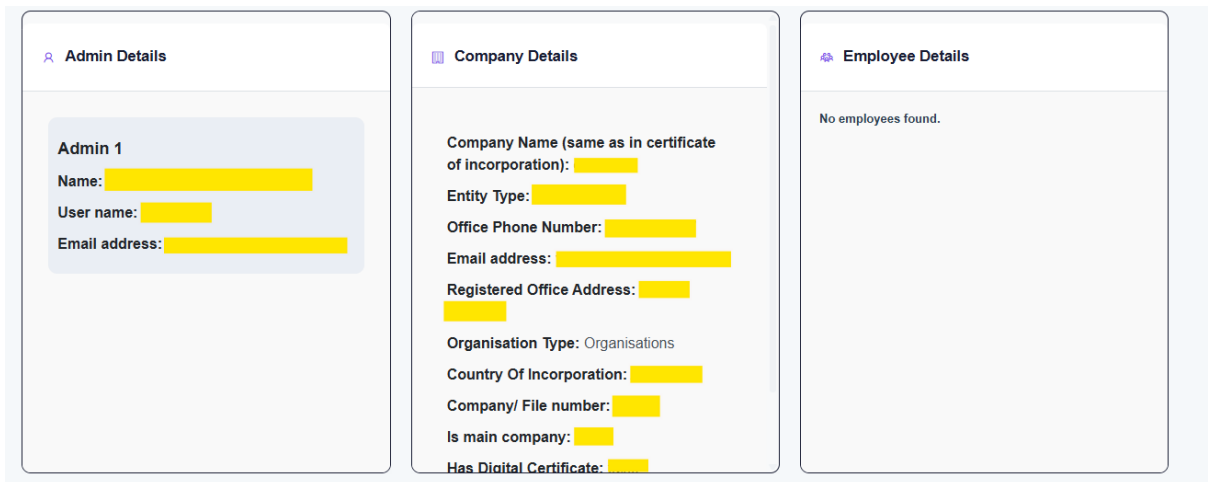
- The User is redirected to **Employees** under **Administration menu** where a list of employees is displayed.



- Refer to [section 6](#) in this document for more details on the Employees screen.

## 2.3 User Details

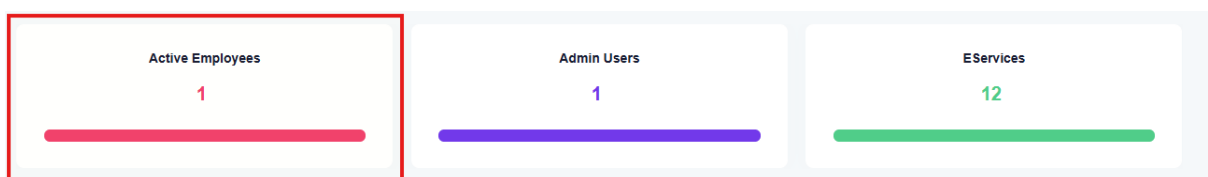
- Admin Details displayed all the details of the Admin Users.
- Company Details lists all the information related with the company.
- Employee Details section lists out all the employees.



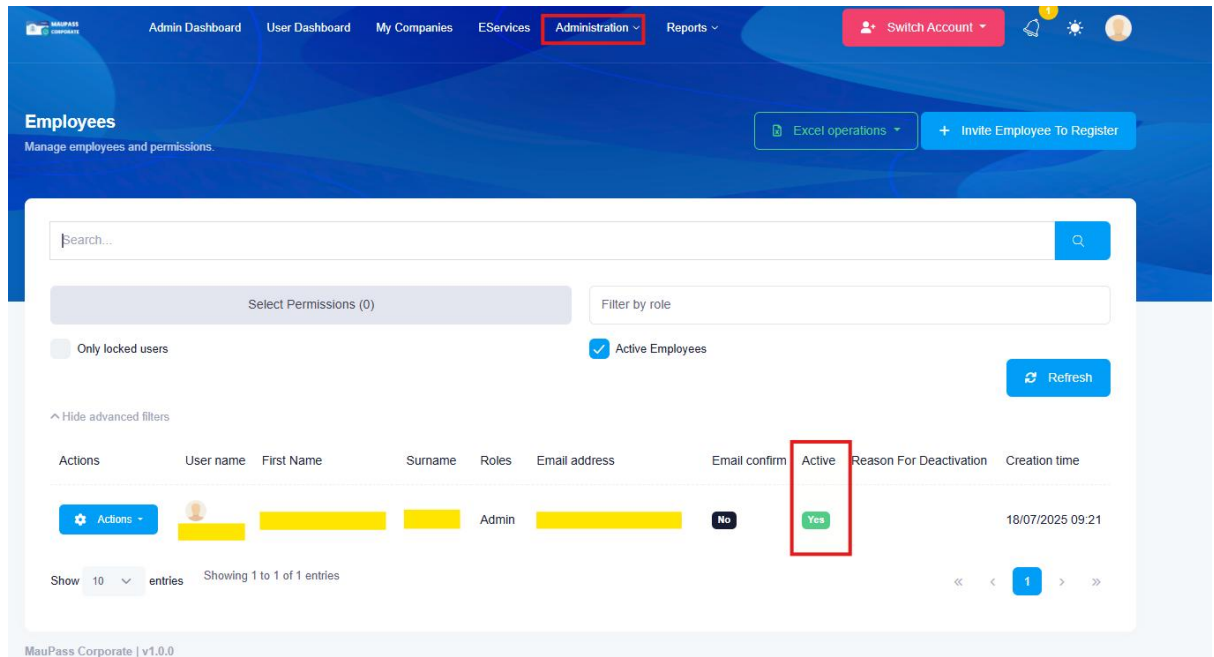
## 2.4 Active Employees

Active Employees indicates the number of Active Employees registered.

- Click on **Active Employees**



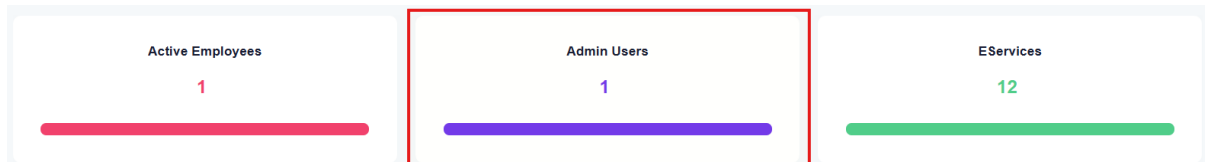
- The user is redirected to **Employees screen**, the list is filtered with only active employees.



## 2.5 Admin Users

Admin Users indicates the number of Admin registered.

- Click on **Admin Users**



- The user is redirected to **Employees screen**, the list is filtered with only active admin users.

**Employees**  
Manage employees and permissions.

Excel operations | + Invite Employee To Register

Search...

Select Permissions (0) | Admin

Only locked users |  Active Employees | Refresh

Hide advanced filters

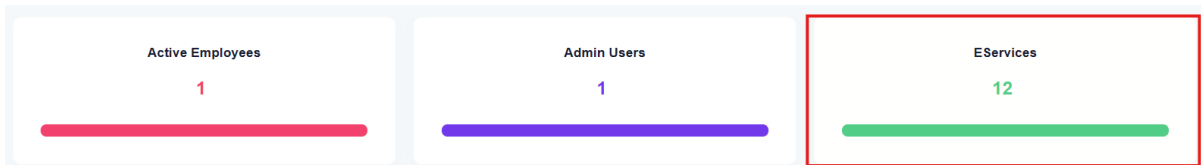
Actions	User name	First Name	Surname	Roles	Email address	Email confirm	Active	Reason For Deactivation	Creation time
<a href="#">Actions</a>	[Redacted]	[Redacted]	[Redacted]	Admin	[Redacted]	No	Yes		18/07/2025 09:21

Show 10 entries | Showing 1 to 1 of 1 entries | << < 1 > >>

## 2.6 EServices

EServices indicates the number of EServices with which the entity can transact.

- Click on **EServices**



- The user is redirected to **EServices Screen**.

Admin Dashboard | User Dashboard | My Companies | **EServices** | Administration | Reports | Switch Account

**EServices**  
Manage Entity EServices | + Add EService

Click on remove button to remove the EService from your entity's list.

Search by EService Name | Refresh

Remove	EService Name	Description	URL	Requires Two factor Authentication (2FA)	Requires Digital Certificates (DC)	Requires Main Entity only	Require Back Office Validation (BOV)	BOV Status	Assigned Users
<a href="#">X</a>	BackOfficeStatus	BackOfficeStatus	http://BOVS.com	No	Yes	No	No		1 User(s)
<a href="#">X</a>	car	car	http://car.com	No	No	No	Yes	Rejected	1 User(s)

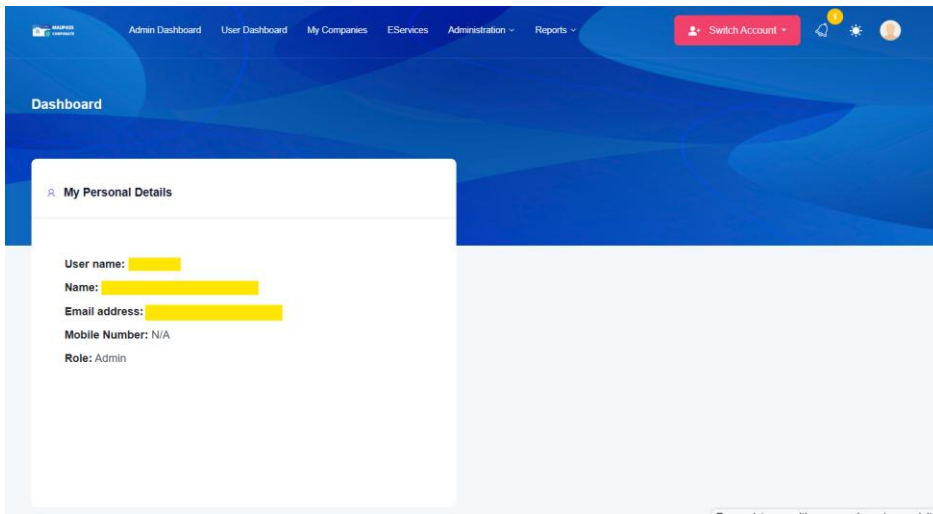
### 3. User Dashboard

User dashboard displays data related to the current user. The data includes personal details, EServices and transactions.

User Dashboard has 3 sections: Personal Details, EServices and Transactions.

#### 3.1 Personal Details

- This sections shows all personal details of the user.



#### 3.2 EServices

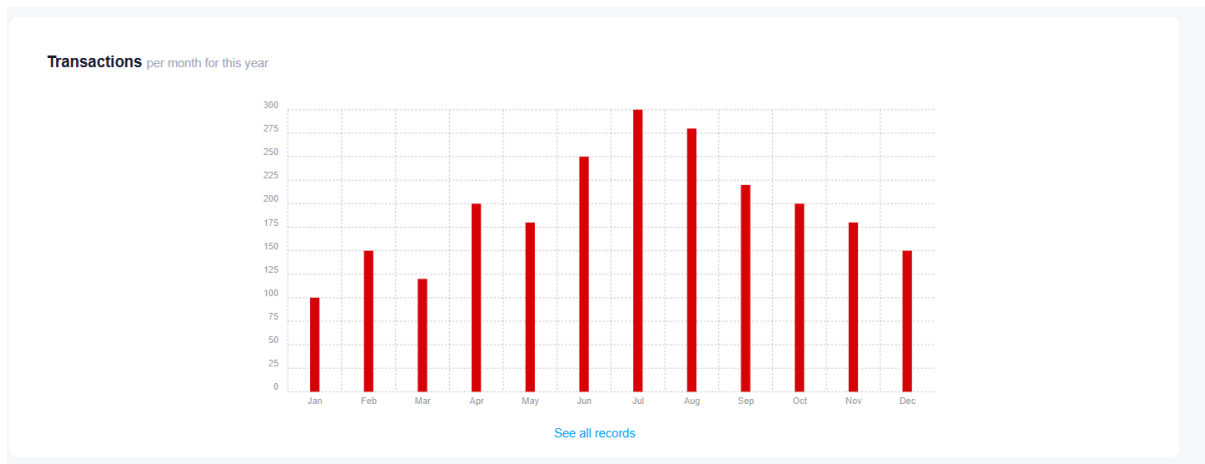
- EServices shows the number of EServices that can be accessed by the user.



- Clicking on EServices will be redirected to the EServices Screen.

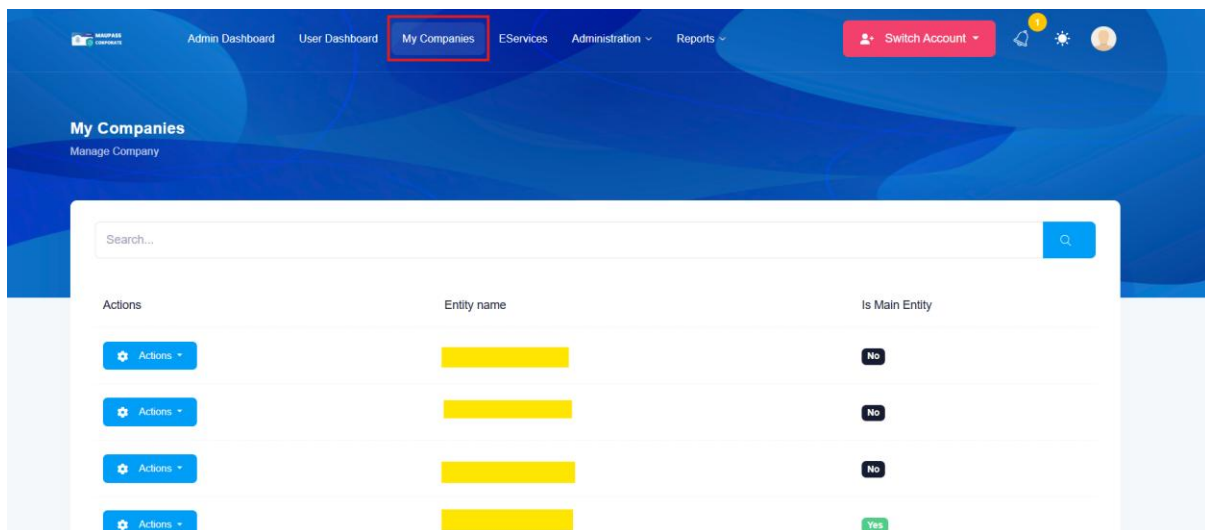
### 3.3 Transactions

The transaction section displays all transactions done in a chart.



## 4. My Companies

If a user is associated with multiple companies, they can view all their linked companies under the My Companies section. From this interface, the user has the option to select and set one of the companies as their main company, which will be used as the default when accessing services and performing transactions within MauPass Corporate.



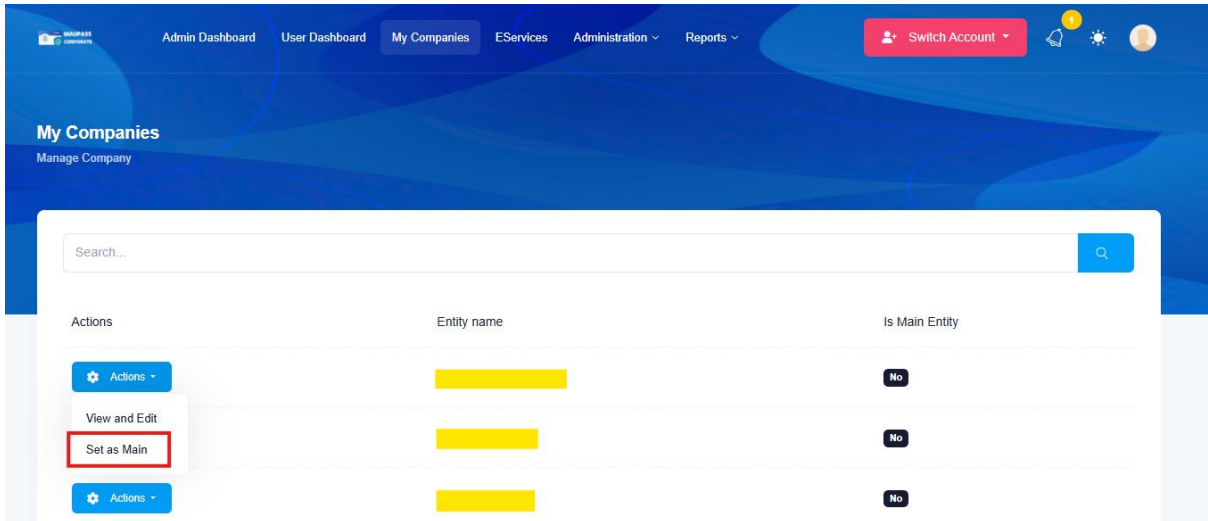
### 4.1 View and Edit Company

- Admin User can **View and Edit** company/entity details through the **Actions > View and Edit**

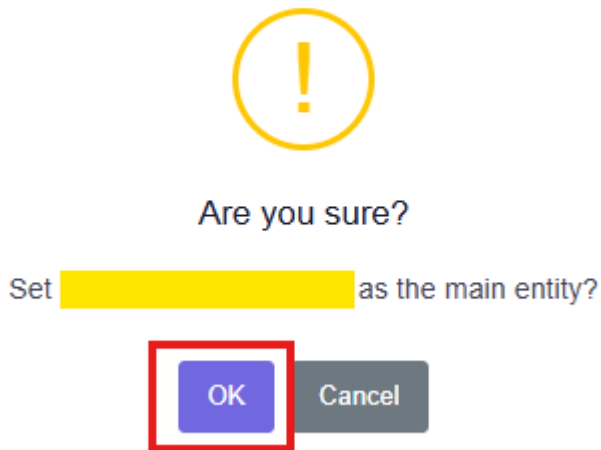
- Click **Save** to save the changes

## 4.2 Set as Main

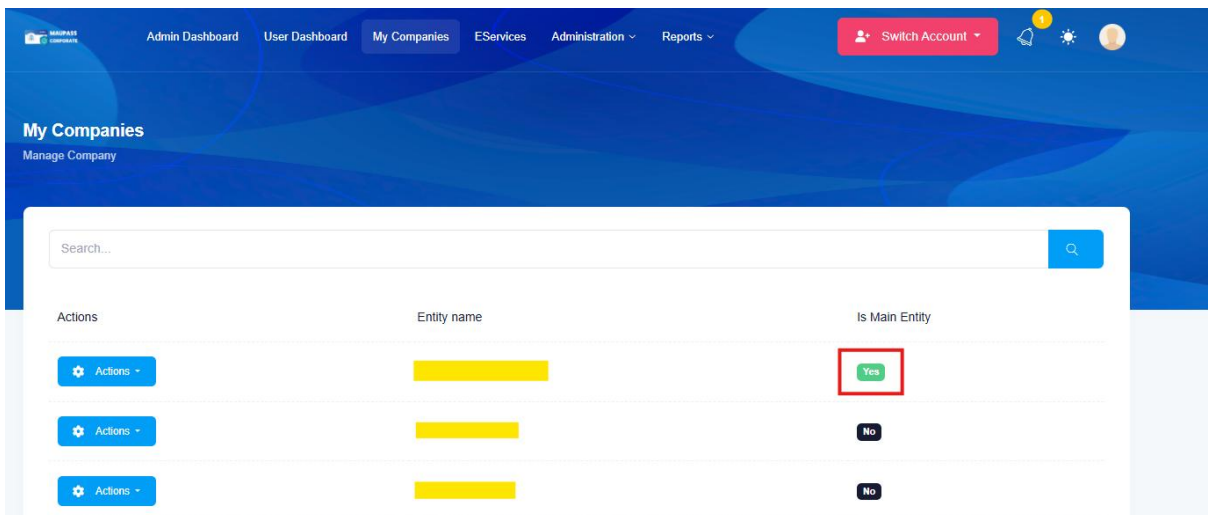
- When users create their first Entity, it is set as Main Entity by default, however, if a user has many entities, it is possible to set any one of them as main entity in the My Companies screen.
- Click **Actions > Set as Main**



- Click **OK** to set company as main.



- The status of the company is changed



## 5. EServices

An eService refers to any digital service that allows users to perform transactions or access information online. eServices can be:

- Governmental eServices – Services provided by government ministries, departments, or agencies (e.g., applying for permits, submitting declarations, or accessing public records).
- Non-Governmental eServices – Services offered by private organizations or institutions (e.g., utility companies, financial institutions, or other service providers).

Through MauPass Corporate, an entity (company, organization, or institution) can manage access to these eServices for its employees in a secure and centralized manner.

This section explains how to:

1. Configure the Entity – Ensure that the organization is properly set up in MauPass Corporate and linked to the relevant eServices.
2. Grant Access to Employees – Assign employees the necessary permissions to transact with specific eServices on behalf of the entity.
3. Request Additional eService Access – For eServices that require prior back-office validation, an entity administrator can submit a request for access through MauPass Corporate.

Once configured, employees will be able to seamlessly use the authorized eServices under the entity's profile, subject to the permissions defined by the entity administrator.

The screenshot displays the MauPass Corporate EServices management interface. The top navigation bar includes 'Admin Dashboard', 'User Dashboard', 'My Companies', 'EServices' (highlighted), 'Administration', and 'Reports'. A 'Switch Account' button is visible in the top right. The main content area is titled 'EServices' and includes a '+ Add EService' button. Below this is a search bar labeled 'Search by EService Name' and a 'Refresh' button. A table lists the configured eServices with the following columns: Remove, EService Name, Description, URL, Requires Two factor Authentication (2FA), Requires Digital Certificates (DC), Requires Main Entity only, Require Back Office Validation (BOV), BOV Status, and Assigned Users.

Remove	EService Name	Description	URL	Requires Two factor Authentication (2FA)	Requires Digital Certificates (DC)	Requires Main Entity only	Require Back Office Validation (BOV)	BOV Status	Assigned Users
	BackOfficeStatus	BackOfficeStatus	http://BOVS.com	No	Yes	No	No		1 User(s)
	car	car	http://car.com	No	No	No	Yes	Rejected	1 User(s)
	DC	DC	http://DC.com	No	Yes	No	No		1 User(s)
	Dummy Eservice	Dummy	http://Dummy.com	No	Yes	No	No	Pending	1 User(s)

## 5.1 Add EServices

When an entity registers on MauPass Corporate, all eServices are automatically assigned to the entity except for eServices that require **Back Office Validation (BOV)**.

- For eServices that are not yet assigned, the entity administrator must select the checkbox in the first column of the table to add the eService.
- For eServices that require Back Office Validation, the entity must click on the “Request” button.

Adding eService:

- Click Add EService
- A popup is displayed listing all the eServices which have not been assigned to the entity.

Add EService ×

Select the EService(s) you wish to add to your entity's list.

Click on the checkbox to add EService(s).

Click on the "Request" button in the Request transaction column to transact with eServices which require back office validation.

Search by EService Name  Refresh

Add	Request transaction	EService Name	Description	Require Back Office Validation (BOV)	BOV Status
<input type="checkbox"/>		BackOfficeStatus	BackOfficeStatus	No	
	<span style="background-color: #ffc107; padding: 2px 5px;">Request</span>	eservice local	eservice local	Yes	
	<span style="background-color: #ffc107; padding: 2px 5px;">Request</span>	nta	nta	Yes	
	<span style="background-color: #ffc107; padding: 2px 5px;">Request</span>	tax	tax	Yes	

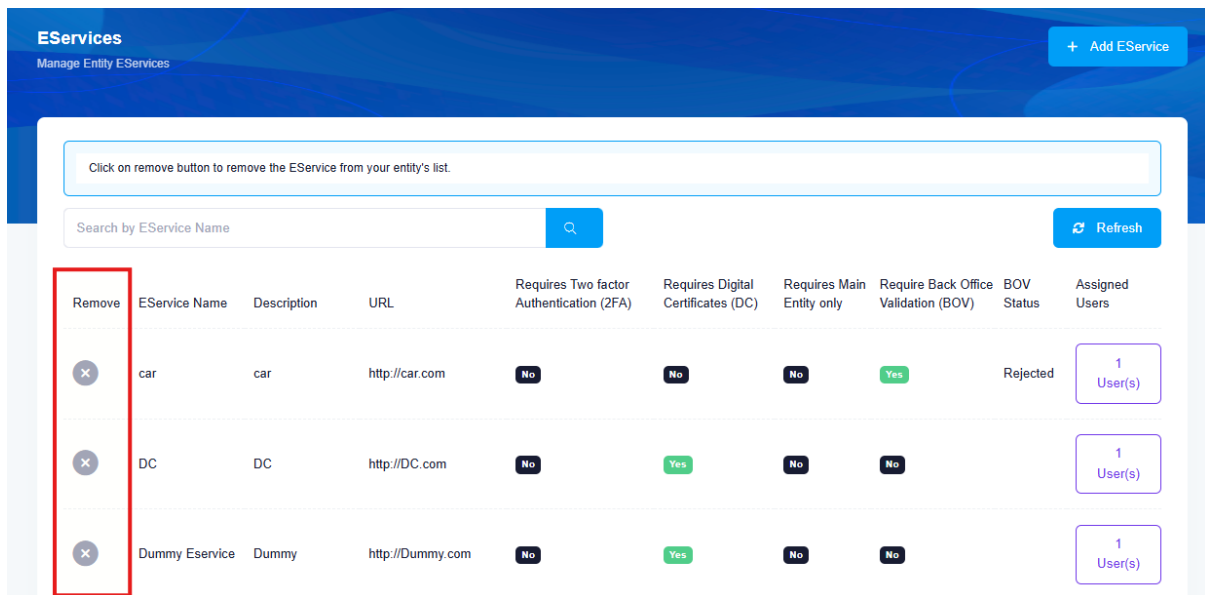
Show 10 entries Showing 1 to 4 of 4 entries « < 1 > »

- For eService which do not require BOV, simply click on the checkbox to assign it to the entity.
- For eService which require back office validation, click on the Request button.
- Upon clicking **Request**, an email is sent to the respective eService, informing them that the entity has requested access to transact. The eService administrator must then:
  1. Log in to MauPass Corporate.
  2. Review the request.
  3. Deal with the entity offline (request supporting documents, perform verification, etc.).
  4. Approve or decline the request.

Once the eService administrator makes a decision, the entity will receive an email notification with the outcome of the request. Approved eServices will then become available for the entity and its employees to transact through MauPass Corporate.

## 5.2 Remove EServices

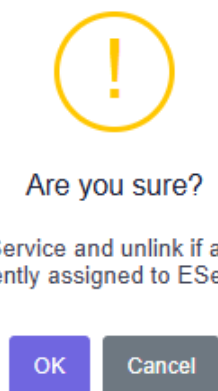
- To remove an EService, the user should click on the remove icon.



The screenshot shows the 'EServices' management interface. At the top, there is a header with 'EServices' and 'Manage Entity EServices', and a '+ Add EService' button. Below the header is a search bar with the text 'Click on remove button to remove the EService from your entity's list.' and a search input field labeled 'Search by EService Name'. A 'Refresh' button is also present. The main content is a table with the following columns: 'Remove', 'EService Name', 'Description', 'URL', 'Requires Two factor Authentication (ZFA)', 'Requires Digital Certificates (DC)', 'Requires Main Entity only', 'Require Back Office Validation (BOV)', 'BOV Status', and 'Assigned Users'. The 'Remove' column contains three 'x' icons, which are highlighted with a red box. The table lists three services: 'car', 'DC', and 'Dummy Eservice'. Each service row has a '1 User(s)' button in the 'Assigned Users' column.

Remove	EService Name	Description	URL	Requires Two factor Authentication (ZFA)	Requires Digital Certificates (DC)	Requires Main Entity only	Require Back Office Validation (BOV)	BOV Status	Assigned Users
	car	car	http://car.com	No	No	No	Yes	Rejected	1 User(s)
	DC	DC	http://DC.com	No	Yes	No	No		1 User(s)
	Dummy Eservice	Dummy	http://Dummy.com	No	Yes	No	No		1 User(s)

- A confirmation message is the displayed.



- The eservice is removed when clicking **OK** and the users of the entity will no longer be able to transact with the eService

## 5.3 Manage Users

Entity administrators can manage which employees have access to transact with different eServices on behalf of the entity.

### 5.3.1 View Assigned Users

- Click **User Count** to view list.

The screenshot shows the 'EServices' interface with the following table:

Remove	EService Name	Description	URL	Requires Two factor Authentication (ZFA)	Requires Digital Certificates (DC)	Requires Main Entity only	Require Back Office Validation (BOV)	BOV Status	Assigned Users
	car	car	http://car.com	No	No	No	Yes	Rejected	1 User(s)
	DC	DC	http://DC.com	No	Yes	No	No		1 User(s)
	Dummy Eservice	Dummy	http://Dummy.com	No	Yes	No	No		1 User(s)

- List of assigned users is displayed.

The screenshot shows the 'Assigned Users' modal window with the following table:

Unassign	Name	Role	Is Active	Assigned Roles
	[Redacted]	User	Yes	1 Role(s)

At the bottom of the modal, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and a 'Close' button.

### 5.3.2 Add/Assign Users

- Click on **Add Users** button

**Assigned Users** ×

+ Add Users

Click on remove button next to the User to unassign user from the eService.

Select the Assigned Roles button to edit the user's role.

Q Refresh

Unassign	Name	Role	Is Active	Assigned Roles
<span style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: inline-block; text-align: center; vertical-align: middle;">×</span>		User	Yes	1 Role(s)

Show 10 ▼ entries Showing 1 to 1 of 1 entries « < 1 > »

Close

- Search a User then add

**Add Users** ×

Select the user you wish to assign to the eService.

When assigning a user to an EService, he is assigned the default roles. To edit the roles, close the pop up and select the Assigned Role button.

Click on checkbox to add user to eService.

Q Refresh

Assign	Name	Is Active
<div style="border: 2px solid red; padding: 2px; display: inline-block;"><input type="checkbox"/></div>		Yes

Show 10 ▼ entries Showing 1 to 1 of 1 entries « < 1 > »

Close

Assigned employees will now be able to authenticate via MauPass Corporate and access the selected eService.

### 5.3.3 Unassign User

- Click icon remove user

**Assigned Users** ×

[+ Add Users](#)

Click on remove button next to the User to unassign user from the eService.

Select the Assigned Roles button to edit the user's role.

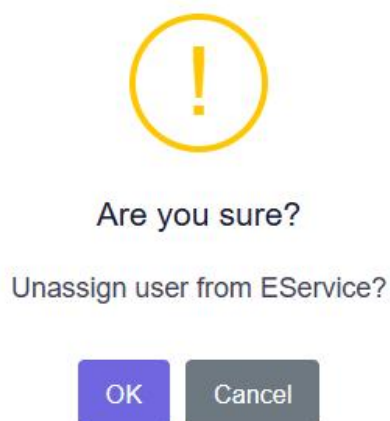
Q ↻ Refresh

Unassign	Name	Role	Is Active	Assigned Roles
<div style="border: 2px solid red; padding: 5px; display: inline-block;"><span style="background-color: #6c757d; color: white; border-radius: 50%; padding: 5px 10px; font-weight: bold;">×</span></div>		User	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 10px;">Yes</span>	1 Role(s)

Show 10 entriesShowing 1 to 1 of 1 entries« < 1 > »

[Close](#)

- A confirmation message is displayed



- User is unassigned from the EService.
- Once unassigned, the employee can no longer transact for that eService on behalf of the entity.

## 5.4 Manage Roles

Each eService defines its own set of roles, which control the type of actions an employee can perform (e.g., view, submit, approve). Roles are service-specific, meaning they can differ for each eService.

When the employee authenticates via MauPass Corporate, the assigned roles are automatically sent to the eService. The eService decides the employee's access level based on these roles.

Removing a role immediately restricts access to the corresponding functionality in that eService.

- To manage role of an assigned user. The user must click **Assigned Roles** button from **Assigned Users** dialog.

The screenshot shows the 'Assigned Users' dialog with a close button in the top right. A blue '+ Add Users' button is in the top right corner. A light blue box contains instructions: 'Click on remove button next to the User to unassign user from the eService.' and 'Select the Assigned Roles button to edit the user's role.' Below this is a search bar 'Search by name' with a magnifying glass icon and a blue 'Refresh' button. A table with the following columns: 'Unassign', 'Name', 'Role', 'Is Active', and 'Assigned Roles'. The first row shows a grey 'x' icon in the 'Unassign' column, a yellow redacted name in the 'Name' column, 'User' in the 'Role' column, a green 'Yes' button in the 'Is Active' column, and a purple button labeled '1 Role(s)' in the 'Assigned Roles' column, which is highlighted with a red box. At the bottom left, it says 'Show 10 entries' and 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation arrows and a blue button with the number '1'. A blue 'Close' button is in the bottom right corner.

- Assigned Roles dialog is displayed.

### 5.4.1 Assign Roles

To add roles to the user of an eService, the admin must:

- Click **Manage Roles**

#### Assigned Roles

×

+ Manage roles

Click on remove button next to the role to unassign role from the user.

Search by name

Unassign	Name	Is Default	Is Active
<input type="button" value="✕"/>	User	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

Show 10 entries Showing 1 to 1 of 1 entries

Close

- Assign role then click **Close**

#### Assign Role(s)

×

Click on checkbox next to role to assign the role to the user.

Search by name

Assign	Name	Is Default	Is Active
<input type="checkbox"/>	Test	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Show 10 entries Showing 1 to 1 of 1 entries

Close

- Success message is displayed.



## Success

The role has been successfully assigned to the user.

OK

### Assigned Roles



+ Manage roles

Click on remove button next to the role to unassign role from the user.

Search by name

Unassign	Name	Is Default	Is Active
<input type="button" value="✕"/>	Test	<input type="button" value="No"/>	<input type="button" value="Yes"/>
<input type="button" value="✕"/>	User	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>

Show  entries Showing 1 to 2 of 2 entries

Close

#### 5.4.2 Unassign Role

- To unassign a role from a user, the user will have to click on remove icon from **Assigned Roles** dialog.

[+ Manage roles](#)

Click on remove button next to the role to unassign role from the user.

[🔍](#) [🔄 Refresh](#)

Unassign	Name	Is Default	Is Active
✕	Test	No	Yes
✕	User	Yes	Yes

Show 10 entries Showing 1 to 2 of 2 entries « < 1 > »

[Close](#)

- A dialog is displayed to confirm removal.



Are you sure?

Unassign role from user?

[OK](#)[Cancel](#)

- Success message is displayed on successful deletion



Success

The role has been successfully unassigned from the user.

[OK](#)

## 6. Administration

The Administration Section is where the admin user will be able to manage Roles, Employees and Audit logs. The user will be able to add, edit roles and set different permissions. The admin will equally be able to manage employees of the entity. Finally, the admin will be able to track the transactions recorded in the audit logs.

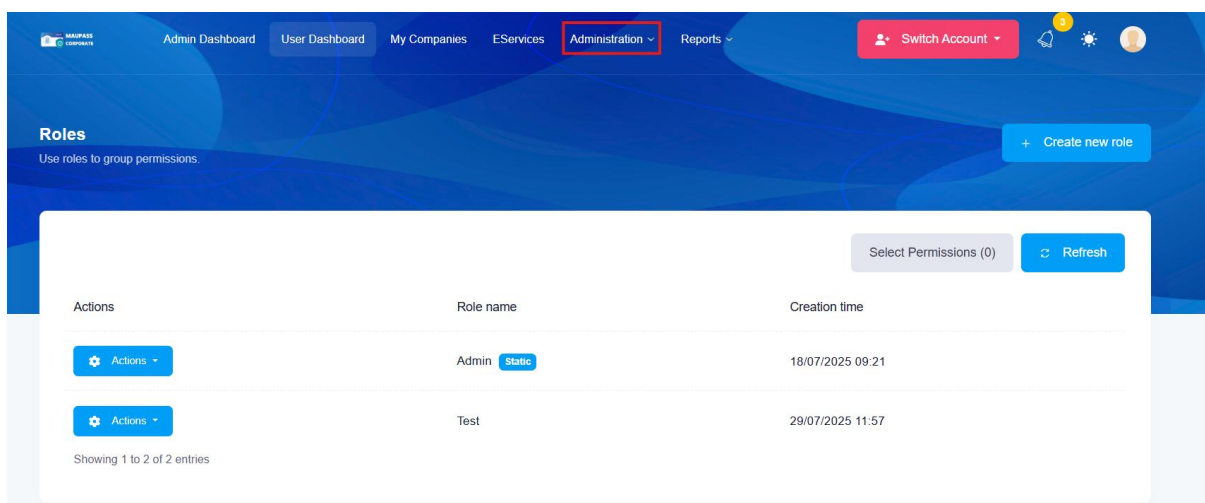
### 6.1 Roles

MauPass Corporate allows entity administrators to assign internal portal roles to employees. These roles control what an employee can do within the MauPass Corporate portal itself, not within the individual eServices.

#### Purpose of MauPass Corporate Roles

- These roles define the permissions of employees in the MauPass Corporate portal.
- For example, you can create a role such as:
  - Manager – Can add or remove employees for the entity, manage eService access, and handle administrative tasks.
  - Viewer – Can only view the entity’s employees and eService assignments but cannot make changes.
- Roles assigned here do not affect the employee’s permissions in any eService; those are managed separately under eService roles.

To view roles, go to the Administration menu and click on roles.



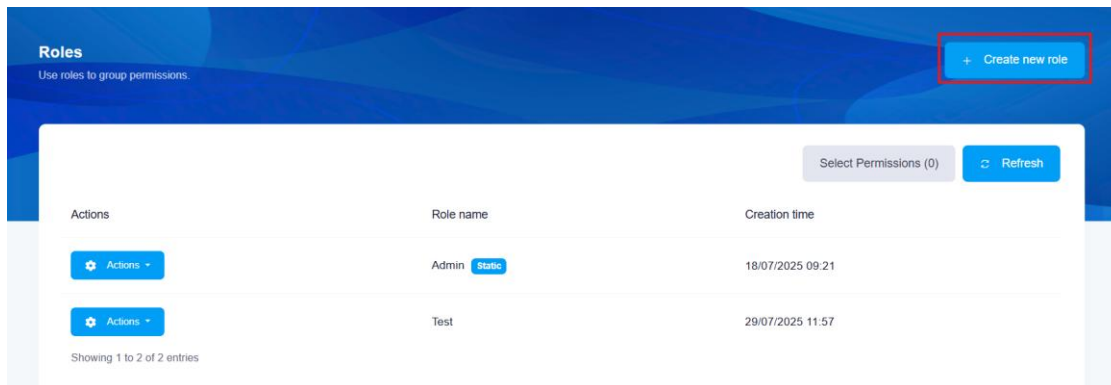
The screenshot displays the MauPass Corporate Administration interface. The top navigation bar includes 'Admin Dashboard', 'User Dashboard', 'My Companies', 'EServices', 'Administration' (highlighted with a red box), and 'Reports'. A 'Switch Account' button is visible on the right. Below the navigation, the 'Roles' section is active, showing a '+ Create new role' button and a 'Use roles to group permissions' instruction. A table lists the following roles:

Actions	Role name	Creation time
<a href="#">Actions</a>	Admin <span>Static</span>	18/07/2025 09:21
<a href="#">Actions</a>	Test	29/07/2025 11:57

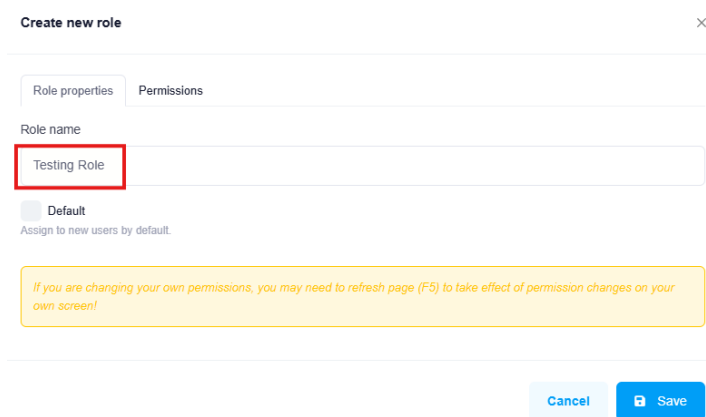
Showing 1 to 2 of 2 entries

### 6.1.1 Add new Role

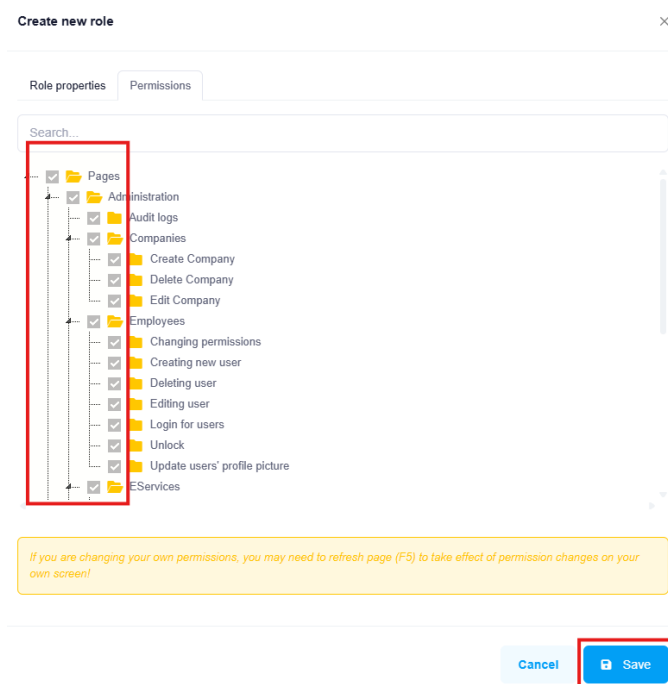
- To add a new role click **Create new role** button



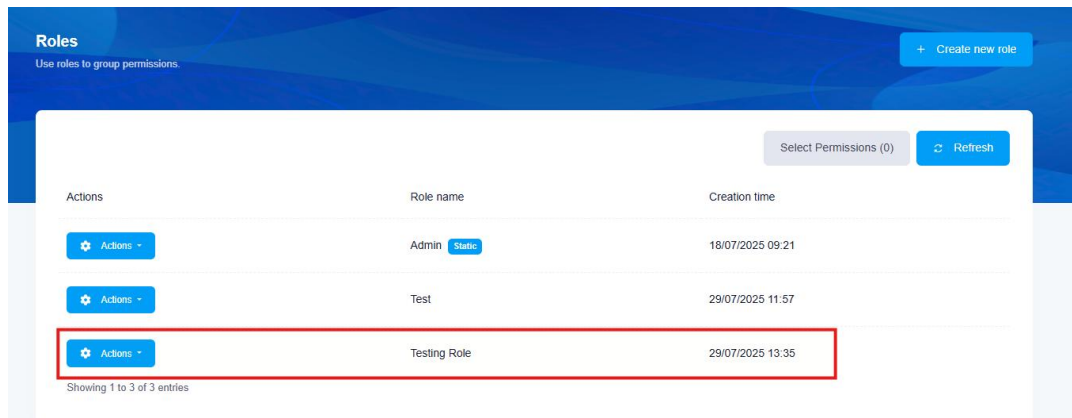
- Give a meaningful name and set default if required



- Set the permissions based on the role then click **Save**

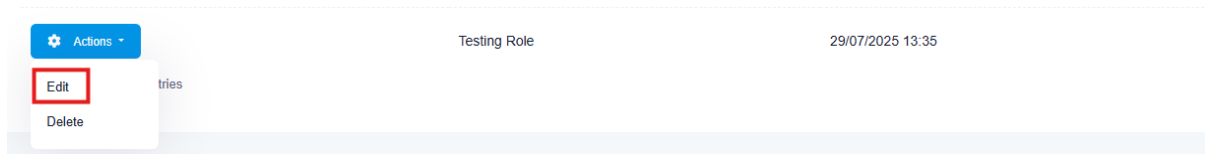


- Role added in list

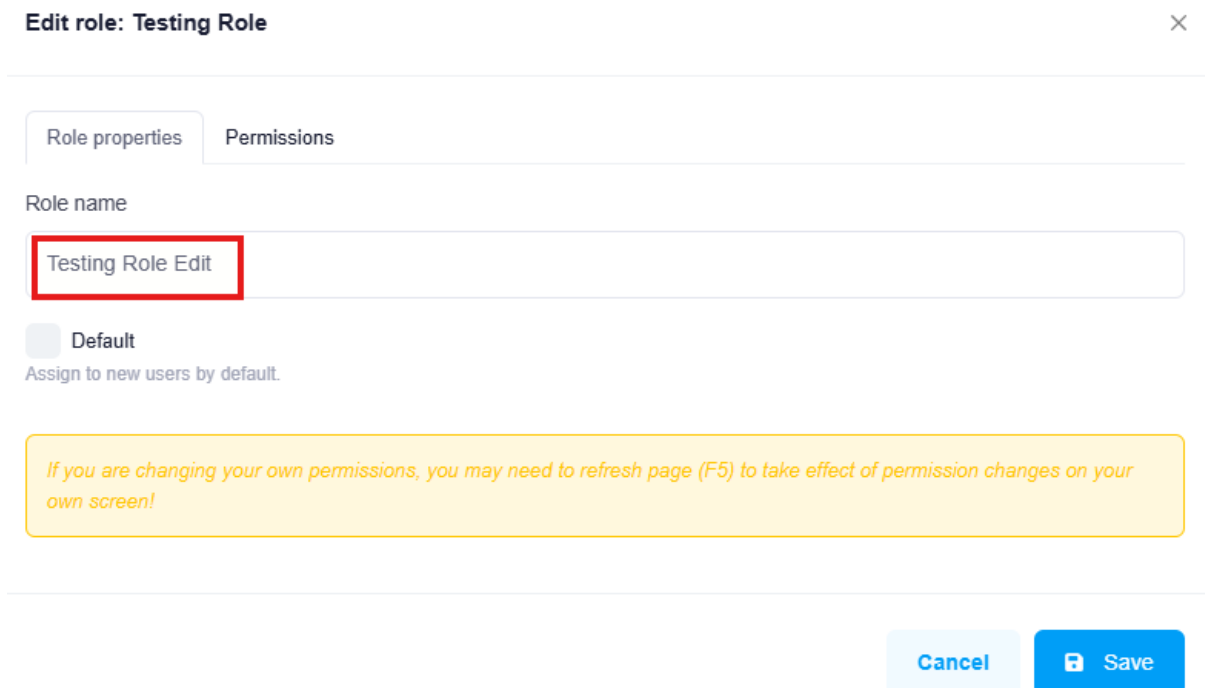


### 6.1.2 Edit Role

- To edit a role, click on **Actions > Edit**



- Modify changes as per required



- Click **Save**

## Edit role: Testing Role



Role properties

Permissions

Role name

Testing Role Edit



Default

Assign to new users by default.

*If you are changing your own permissions, you may need to refresh page (F5) to take effect of permission changes on your own screen!*

Cancel

Save

- **Result:** Changes are displayed

**Roles**  
Use roles to group permissions. [+ Create new role](#)

Select Permissions (0) [Refresh](#)

Actions	Role name	Creation time
<a href="#">Actions</a>	Admin <a href="#">State</a>	18/07/2025 09:21
<a href="#">Actions</a>	Test	29/07/2025 11:57
<a href="#">Actions</a>	Testing Role Edit	29/07/2025 13:35

Showing 1 to 3 of 3 entries

### 6.1.3 Delete Role

- To delete a role, click **Actions > Delete**

[Actions](#)

<a href="#">Actions</a>	Testing Role	29/07/2025 13:35
-------------------------	--------------	------------------

Edit [tries](#)

Delete

- A confirm dialog is displayed, click **OK**



Are you sure?

Role Testing Role Edit will be deleted and unassigned from all assigned users.



- **Result:** Role deleted

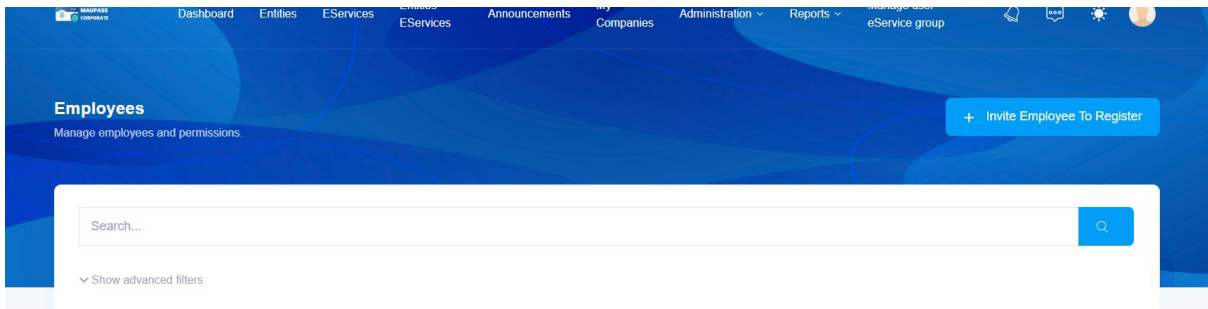
Actions	Role name	Creation time
	Admin <span>Static</span>	18/07/2025 09:21
	Test	29/07/2025 11:57

## 6.2 User Management/ Employees

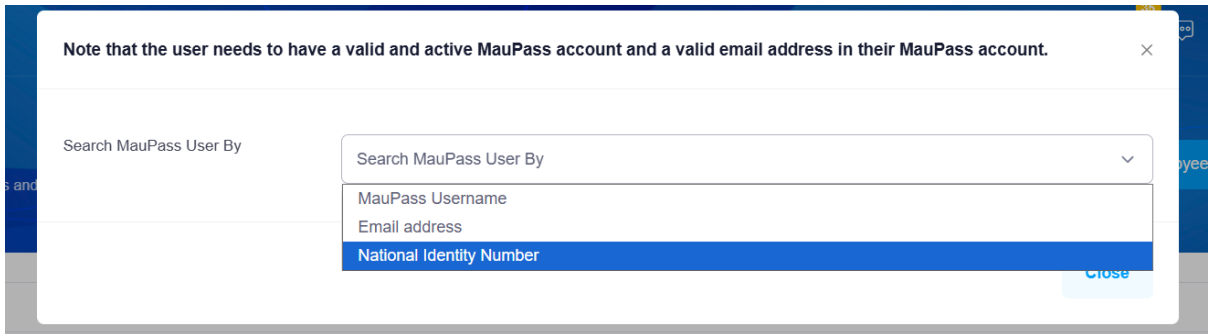
Under the Employees section, an entity administrator can invite employees to join MauPass Corporate. To do so, the employee must already have an active MauPass account. The administrator can search for the employee using their MauPass username, the email address associated with their MauPass account, or their National Identity Card (NIC) number. If a matching account is found on MauPass, the system will provide the option to send an invitation email to the employee to join MauPass Corporate. If no matching account is found, an error message will be displayed.

### 6.2.1 Creating an Employee

1. Go to **Administration > Employees**
2. Click **Invite Employee to Register**.

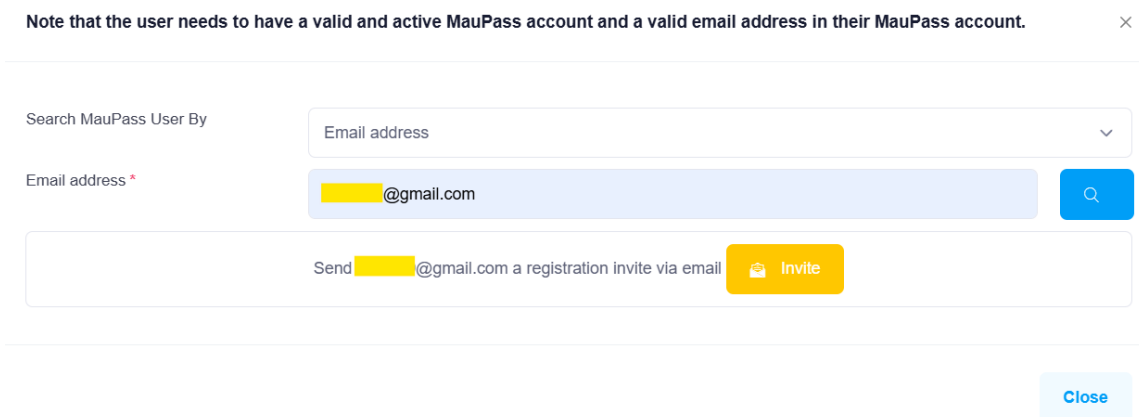


### 3. Fill in user/Employee details.



### 4. Click **Invite**.

- **Result:** An invite is sent to the user.



Success

Your invitation has been successfully sent! The recipient will receive it shortly.



- An invitation mail is sent to the person.

## Join Us at MauPass Corporate!

You have been invited by  to join MauPass Corporate.

Please click the link below to complete your registration to join us:

Verify

If the button above doesn't work, paste this into your browser:

<https://maupass-preprod.govmu.org/account/maupasscorporatelogin?ss=true&returnUrl=https://maupasscorporate-preprod.govmu.org/UserRegistration?c=aUxRTGJxelVtczZWM0dNNSjtTTYra2J3UDIINEE2NDZKZkRnWfPnMnZTZ0fUM014ZDBWekZvV1NYdjiVNGFKcVpoOHJramh3NFJjNzIIUVRjQzNobHNnN2pXOThVRTRlcDZjQklwWVR3TmM9>

This link will expire in 5 days. If the link has expired, please contact A. PARKINSON IMPORT EXPORT LTD at [yurvdassagne@gmail.com](mailto:yurvdassagne@gmail.com) to request a new invitation email.

### 6.2.2 Updating User Details

1. Go to the user list.
2. Click **Actions > Edit**.

**Employees**  
Manage employees and permissions.

Excel operations | Invite Employee To Register

Search...

Show advanced filters

Actions	User name	First Name	Surname	Roles	Email address	Email confirm	Active	Reason For Deactivation	Creation time
<div style="border: 2px solid red; padding: 2px;">           Actions            Edit            Permissions            Deactivate         </div>	huzz2402	Muhammad Huzaifah	Oojageer	Admin	yurvdassagne@gmail.com	No	Yes		18/07/2025 09:21

Showing 1 to 1 of 1 entries

MauPass Corporate | v1.0.0

### 3. Modify user details and permissions.

**Edit user:** [Redacted] ×

User information | Roles 1

MauPass Username \* [Redacted]

National Identity Number [Redacted]

First Name [Redacted]

Surname [Redacted]

MauPass Email Address [Redacted]

Corporate Email Address \* [Redacted]

Active

Cancel | 

Save

**Edit user: admin** ×

User information | Roles 1

Admin

EService admin

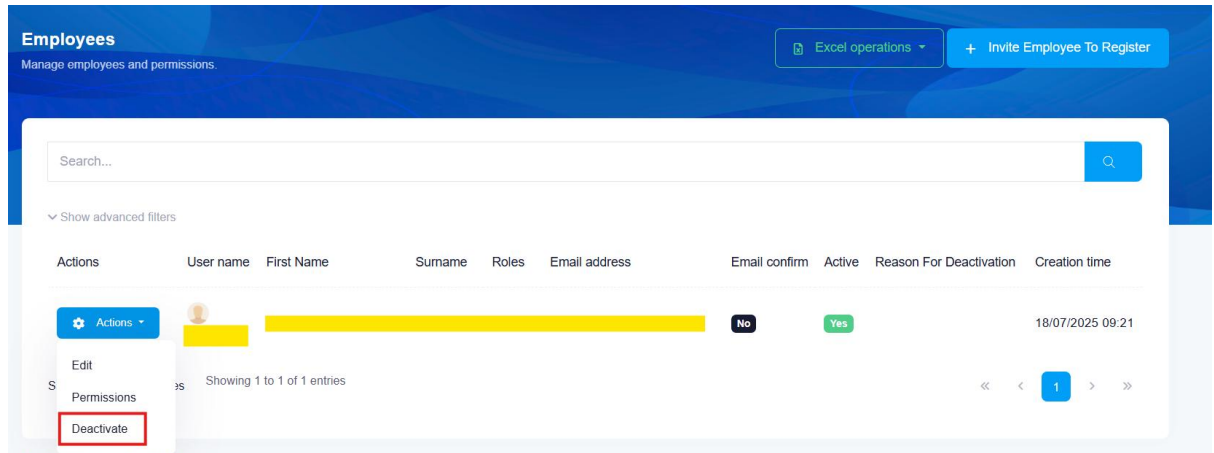
Cancel | Save

### 4. Click **Save**.

- **Result:** User is updated successfully.

### 6.2.3 Deactivating a User

1. Go to the user list.
2. Click **Actions > Deactivate**.



3. Enter the reason.
4. Click **Confirm**.

**Reason For Deactivation** ×

---

Reason \*

---

Cancel Save

- **Result:** User deactivated with confirmation.



### Success

The user was successfully deactivated and unassigned from eServices.



## 6.2.4 Managing Permissions

1. Go to **Actions > Permission**

**Employees**  
Manage employees and permissions.

Excel operations + Invite Employee To Register

Search...

Show advanced filters

Actions	User name	First Name	Surname	Roles	Email address	Email confirm	Active	Reason For Deactivation	Creation time
Actions						No	Yes		18/07/2025 09:21

Edit  
Permissions  
Deactivate

Showing 1 to 1 of 1 entries

« < 1 > »

2. View or edit permissions.

Search...

- Pages
  - Administration
    - Audit logs
    - Companies
      - Create Company
      - Delete Company
      - Edit Company
    - Dashboard
    - Employees
      - Changing permissions
      - Creating new user
      - Deleting user
      - Editing user
      - Login for users
      - Unlock
      - Update users' profile picture

*If you are changing your own permissions, you may need to refresh page (F5) to take effect of permission changes on your own screen!*

### 3. Save changes.

- **Result:** Permissions updated successfully.

## 6.3 Audit Logs

To navigate to audit logs, click **Administration > Audit logs**.

The operation logs consist of all create and edit operations done in the system.

The screenshot shows the 'Audit logs' page in a web application. The navigation menu includes 'Admin Dashboard', 'User Dashboard', 'My Companies', 'EServices', 'Administration', and 'Reports'. The 'Administration' menu is expanded, showing 'Roles', 'Employees', and 'Audit logs' (highlighted with a red box). The main content area displays a table of operation logs with the following data:

Operation logs	Date range	User name	Export to excel	Refresh
	07/29/2025 - 07/29/2025			
Show advanced filters				
User name	Description	IP address	Browser	Time
[User]	Delete role	:::1	Chrome 138.0.0	2025-07-29 13:46:15
[User]	Create or update role	:::1	Chrome 138.0.0	2025-07-29 13:41:29
[User]	Create or update role	:::1	Chrome 138.0.0	2025-07-29 13:35:26
[User]	Delete role	:::1	Chrome 138.0.0	2025-07-29 13:33:54

### 6.3.1 Export to Excel

- Click **Export to excel** to download an excel sheet with all details.

Time	User name	Description	Parameters
2025-07-29 13:46:15		Delete role	{"input":{"id":"87}}
2025-07-29 13:41:29		Create or update role	{"input":{"role":{"id":"87","displayName":"Testing Role Edit","isDefault":false},"grantedPermissionNames":["Pages.Administration.AuditLogs","Pages.Companies.Create","Pages.Companie
2025-07-29 13:35:26		Create or update role	{"input":{"role":{"id":null,"displayName":"Testing Role","isDefault":false},"grantedPermissionNames":["Pages","Pages.Administration","Pages.Administration.AuditLogs","Pages.Compani
2025-07-29 13:33:54		Delete role	{"input":{"id":"86}}
2025-07-29 13:33:45		Create or update role	{"input":{"role":{"id":null,"displayName":"Testing","isDefault":false},"grantedPermissionNames":["Pages.Administration","Pages","Pages.Administration.AuditLogs","Pages.Companies","F
2025-07-29 13:14:14		Activate User	{"id":"67"}
2025-07-29 13:13:57		Deactivate User	{"input":{"id":"67","reasonForDeactivation":"Test"}}
2025-07-29 12:17:38		Assign and Unassign role to user	{"input":{"isAdding":false,"userId":"67","eServiceRoleId":"19"}}
2025-07-29 12:10:27		Assign and Unassign role to user	{"input":{"isAdding":true,"userId":"67","eServiceRoleId":"19"}}
2025-07-29 11:57:59		Create or update role	{"input":{"role":{"id":null,"displayName":"Test","isDefault":false},"grantedPermissionNames":["Pages","Pages.Administration","Pages.Administration.AuditLogs","Pages.Companies","Pag
2025-07-29 10:51:04		Add or remove entity eService	{"id":"1","isAdding":true}
2025-07-29 10:50:57		Add or remove entity eService	{"id":"26","isAdding":false}
2025-07-29 10:50:40		Add or remove entity eService	{"id":"16","isAdding":false}
2025-07-29 10:44:57		Add or remove entity eService	{"id":"17","isAdding":true}
2025-07-29 09:41:17		Update TenantEntity	{"filter":{"keyword":null,"entityId":"2","sorting":null,"maxResultCount":10,"skipCount":0}}
2025-07-29 09:09:46		Logout	{}

## 7. Reports

Under the reports section, different lists will be generated to facilitate viewing of details. Users will also be able to export data in an excel.

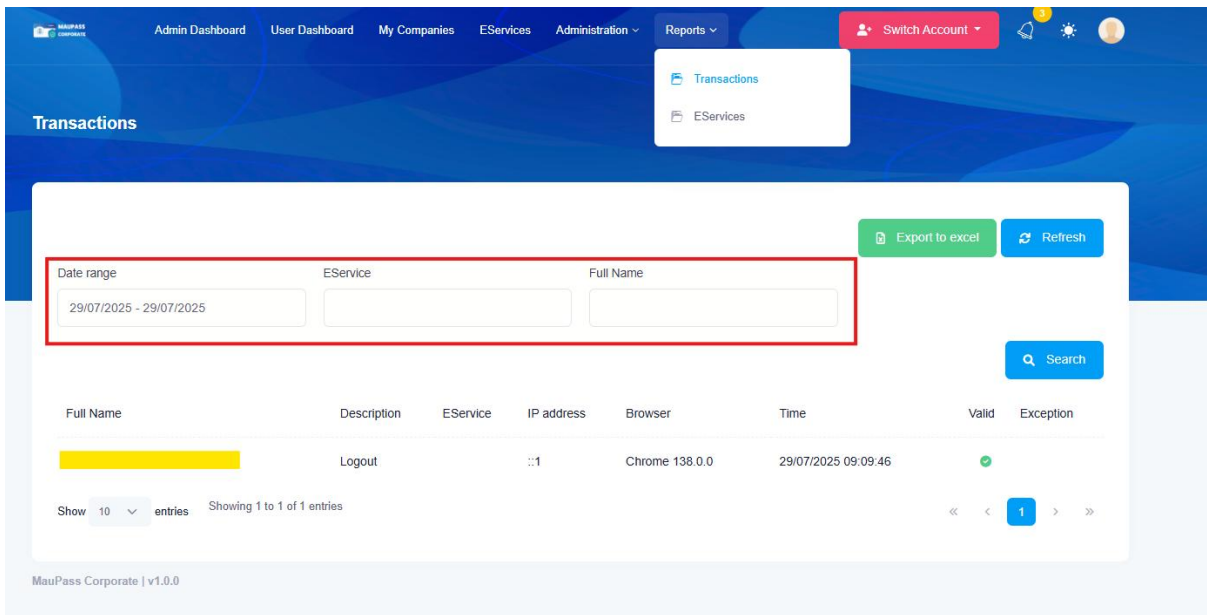
### 7.1 Transactions

The transaction report lists the transactions done.

- Click on **Reports > Transactions**

Full Name	Description	EService	IP address	Browser	Time	Valid	Exception
	Logout		:::1	Chrome 138.0.0	29/07/2025 09:09:46	✓	

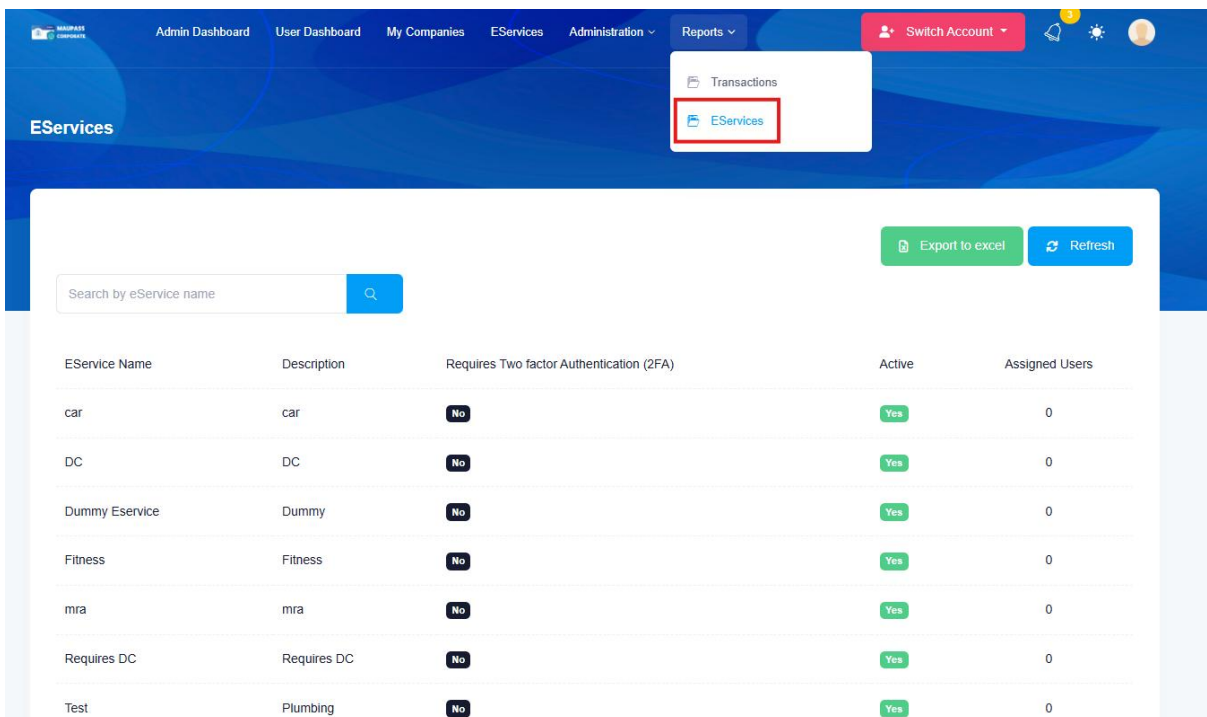
- Filters can be used to better search for data.



## 7.2 eServices

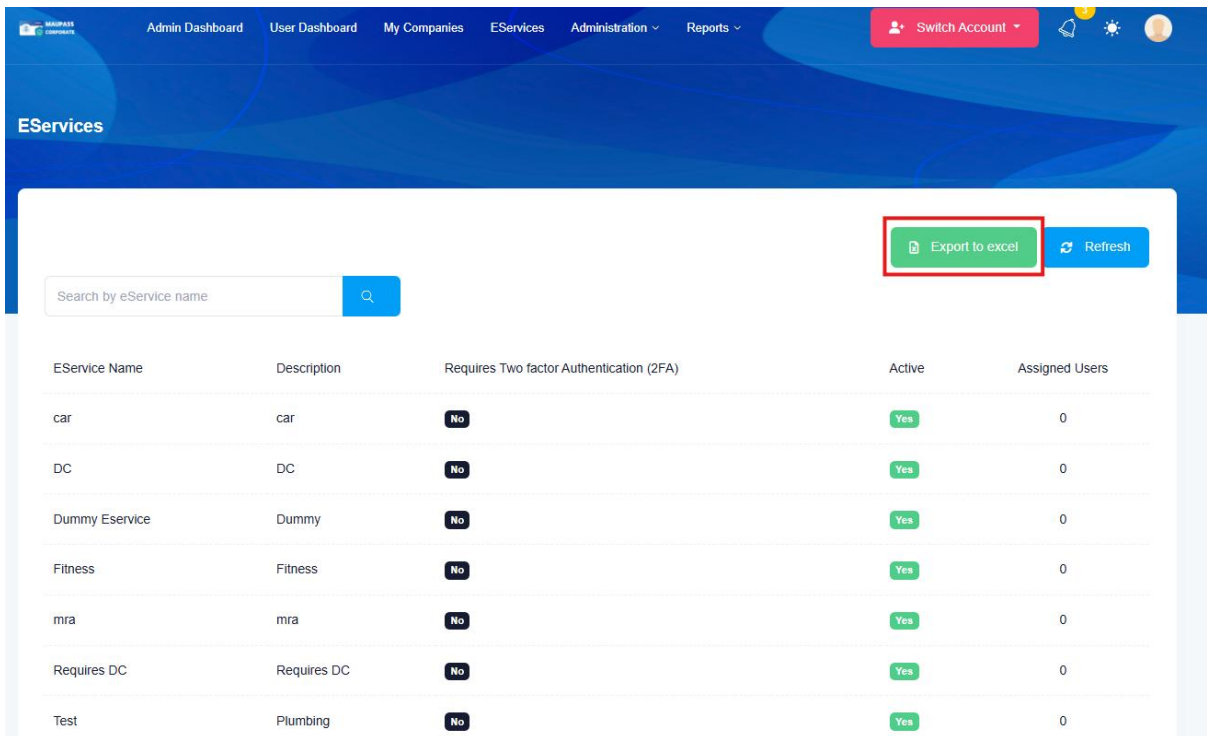
eServices tab lists all the eServices that are active.

- Click **Administration > EServices**

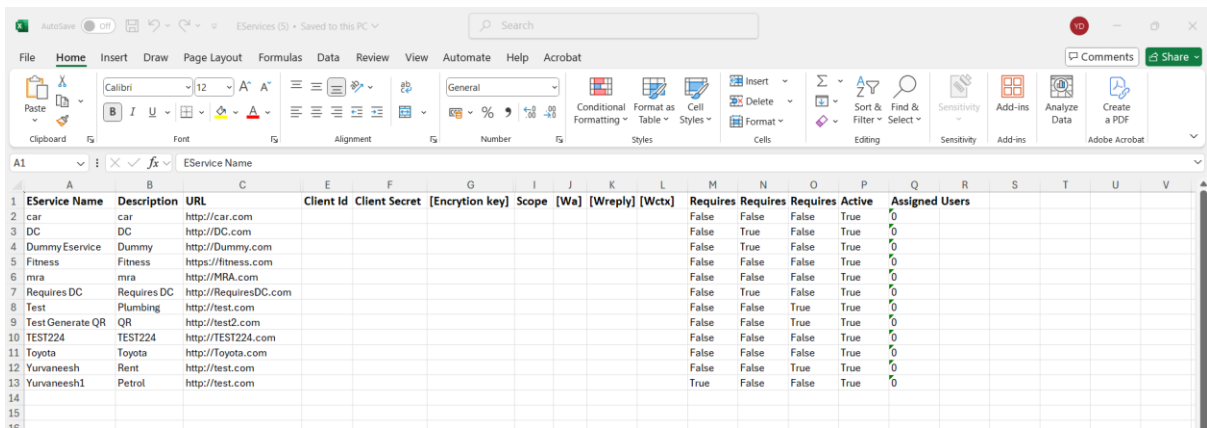


## 7.3 Export to Excel

For both, Transactions and EServices, clicking on **Export to Excel** will download an excel file with its respective data.



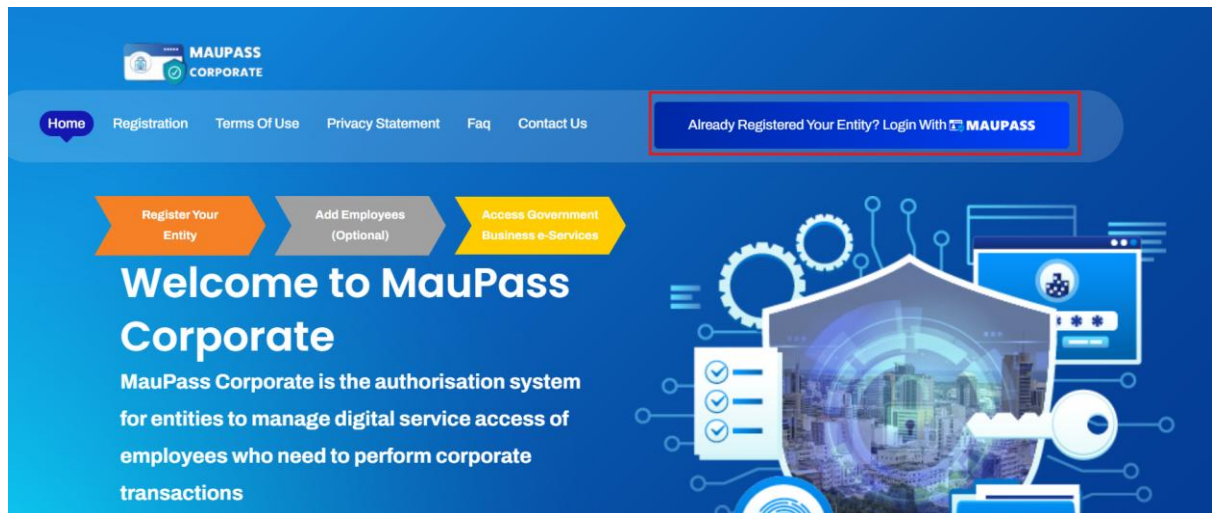
- **Result for EServices**



## 8. Login on MauPass Corporate portal

Users who have already registered their entity on MauPass Corporate can access the portal as follows:

1. Open a web browser and go to: <https://maupasscorporate.govmu.org>
2. On the homepage, click “Already Registered Your Entity? Login with MauPass”.



3. You will be redirected to MauPass for authentication.
4. Enter your MauPass username and password.
5. Complete Two-Factor Authentication (2FA) on MauPass:
  - MauPass will send an OTP (One-Time Password) or prompt for your 2FA method.
  - Enter the verification code to continue.
6. Upon successful authentication, you will be redirected to your dashboard in MauPass Corporate.

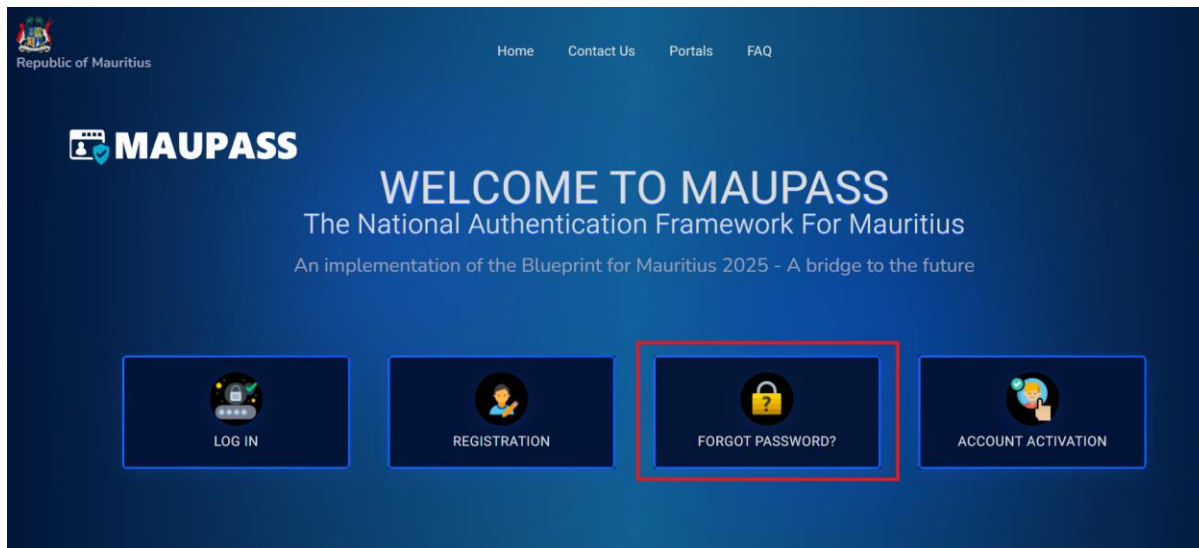
**Important:**

- Users must activate 2FA (Two-Factor Authentication) on their MauPass accounts to log in.
- 2FA can be activated by visiting a Post Office or by contacting the Helpdesk for KYC verification: <https://helpdesk.govmu.org/helpdesk/>

Once logged in, the dashboard will display the entity information, available eServices, and administrative features based on the user's portal roles.

## 9. Forgot password

If a user has forgotten their password, they will need to reset it directly on the MauPass platform, as all user accounts and credentials are managed and pulled from MauPass. Password resets cannot be performed within MauPass Corporate.



## 10 Login to MauPass Corporate through eService

MauPass Corporate allows users to access eServices directly using their MauPass credentials while representing their registered entity.

### Steps to Log In via an eService

1. Go to the eService website you wish to access.
2. Click the Login button provided by the eService.
3. You will be redirected to the MauPass login screen.
4. Enter your MauPass username and password.
5. Complete Two-Factor Authentication (2FA) on MauPass.
  - Enter the OTP (One-Time Password) or follow your 2FA method.

### Single Entity Users

- If the user is linked to only one entity in MauPass Corporate:
  1. After successful authentication, the user will be redirected back to the eService.

2. MauPass Corporate will push the user and entity details to the eService automatically.
3. The eService will then determine access and permissions based on the user's assigned roles for that eService.

### Multiple Entity Users

- If the user is linked to multiple entities in MauPass Corporate:
  1. After successful authentication, the user will see an Entity Selection screen.
  2. The user must choose the entity through which they want to transact.
  3. Once selected, the user will be redirected to the eService with both:
    - User details
    - Selected entity details
  4. The eService will provide access according to the roles assigned for the selected entity.

