

# Causal Employee Enrolment under an Industry Scheme



**Web Portal  
User Guide**

# Preface

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This user guide provides step-by-step instructions on how an employer can enrol new casual employees in an Industry Scheme on the **eMPF™ Web Portal**. All screenshots are for illustration purposes only. The actual design of the portal interface may be different.

For any enquiries regarding the **eMPF Platform**, please contact us through the following channels:

<b>eMPF Customer Service Hotline</b>	183 2622
<b>Email</b>	enquiry@support.empf.org.hk
<b>eMPF Service Centre</b>	<b>Hong Kong Island</b> Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	<b>Kowloon</b> Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	<b>New Territories</b> Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories
	<b>Opening Hours</b> Monday to Friday : 9:00 a.m. to 6:00 p.m. Saturday : 9:00 a.m. to 1:00 p.m. Closed on Sunday and Public Holiday

Version: 1.1

Date : 29 May, 2026

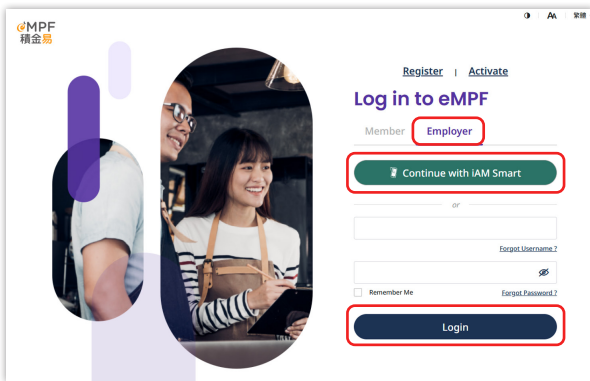
# Causal Employee Enrolment under an Industry Scheme

If employers would like to enrol new casual employees in an Industry scheme, please follow the steps below to complete the enrolment.

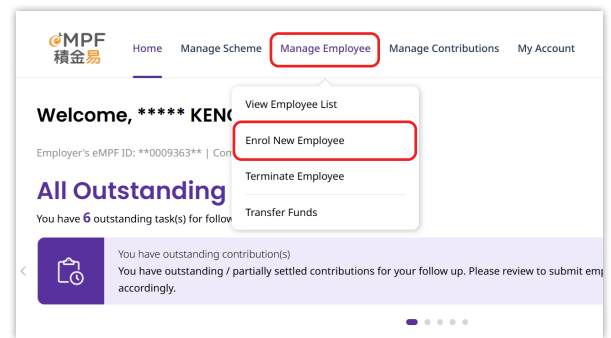


**Remarks:** Employers should participate in an Industry Scheme before enrolling its employee(s).

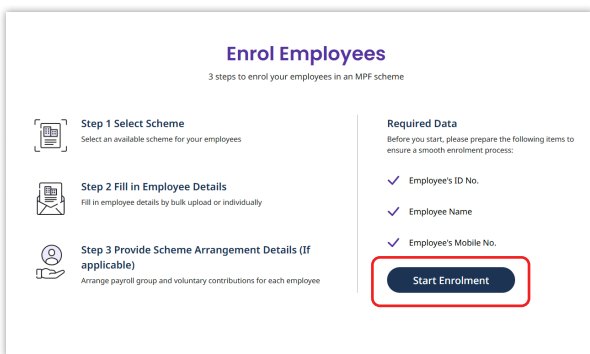
1 Go to the **eMPF™ Web Portal** and log in.



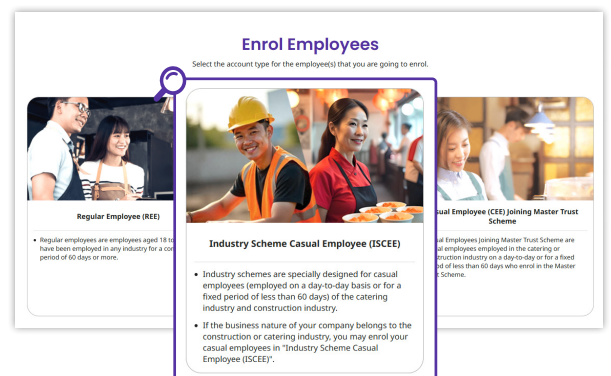
2 Select **“Enrol New Employee”** under **“Manage Employee”** on the menu bar.



3 Read the instructions and click **Start Enrolment**.



4 Select **“Industry Scheme Casual Employee (ISCEE)”**.



## 5 Select **Industry Scheme(s)**, and click **Next**.



**Tips:** You may select multiple schemes for employee(s) to choose if your company is participating in more than one scheme.

## 6 Choose a method to enrol the employee(s) in the selected scheme(s): **(a) Bulk Upload** or **(b) Individual Input**.

## a) Bulk Upload

### a1 Read the Bulk Upload Guideline and click **Download** to download the bulk upload template. Then click **Next**.

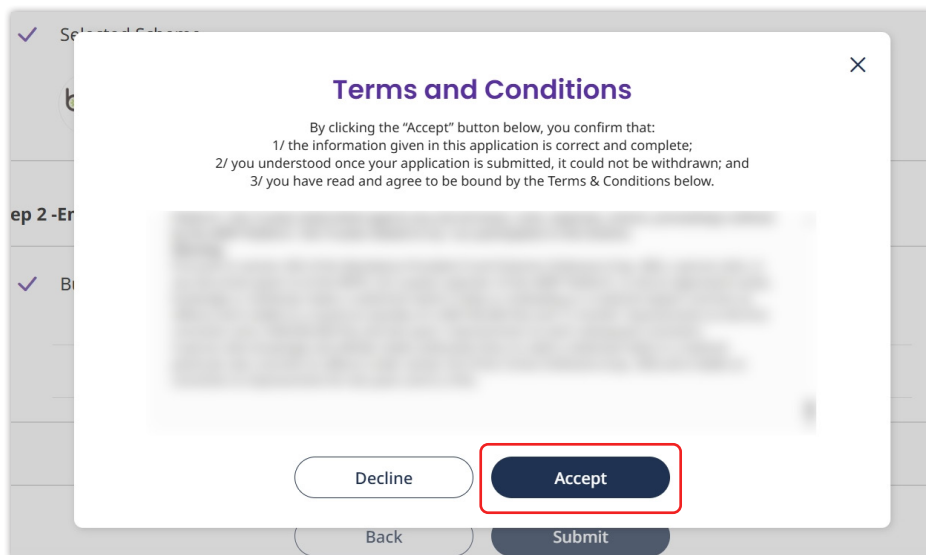


**Tips:** Please refer to the Note in the template for more details on how to complete the template.

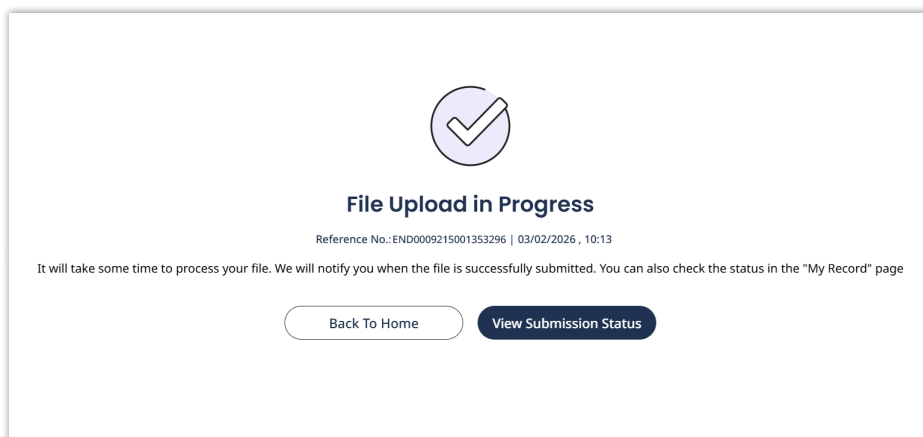
### a2 Click **“browse”** or use **“drag and drop”** function to select the completed template. Then click **Next** to upload the employee details.

### a3 Review the information, click **Submit**.

- a4 Read the Terms and Conditions and click **Accept**.



- a5 The system will take some time to process your file, you will receive a notification on eMPF™ once your file has been uploaded successfully.



**Remarks:** If your file is successfully uploaded, the respective employee(s) will receive an **"Action Item"** on their eMPF to proceed with the enrolment process. If the employee(s) have not yet registered for eMPF, they will receive an SMS/email notification to register for eMPF and complete the enrolment process.

If the file upload fails, you will receive an error report in the **"Action Item"** on your eMPF. Please follow the report to revise your file and make resubmission.

## b) Individual Input

- b1** Fill in the information of the casual employee(s). If there are more than one employee, please click **"Add Another Employee"**. Then, click **Next**. The system will verify whether the employee(s) are already enrolled in the selected scheme.

You are enrolling **Industry Scheme Casual Employee (ISCEE)** in a scheme

### Check Enrolment Record

Please enter the details of the employee(s) you wish to enrol. The system will verify whether the employee(s) are already enrolled in the selected scheme and will guide you through the next steps.

**Industry Scheme A**  
Trustee: Trustee A | Employer Account No.: 10344429

ID Document Type	HKID No. For HKID No. A123456(B), please input A123456B	Surname (English)	Given Name (English)	Surname (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)	Action
1	HKID <input type="text" value="L8670199"/>	<input type="text" value="CHAN"/>	<input type="text" value="TAI MAN"/>	<input type="text" value="陳"/>	<input type="text" value="大文"/>	<input type="text" value="11/11/1980"/>	<input type="button" value="🗑️"/>

[+ Add Another Employee](#)

- b2** If the casual employee(s) has yet enrolled in the selected scheme, fill in the remaining personal information of the employee(s), including **Mobile No.**, **Email Address** (Optional) and **Department Code** (Optional). Then, click **Next**.

You are enrolling **Industry Scheme Casual Employee (ISCEE)** in a scheme

### Employee Details

Please fill in the information below to enrol the employees in the selected scheme.

**Industry Scheme A**  
Trustee: Trustee A | Employer Account No.: 10344429

**Employee 1** ^

ID Document Type <input type="text" value="HKID"/>	ID No. <input type="text" value="L8670199"/>
Surname (English) <input type="text" value="CHAN"/>	Given Name (English) <input type="text" value="TAI MAN"/>
Surname (Chinese) <input type="text" value="陳"/>	Given Name (Chinese) <input type="text" value="大文"/>
Date of Birth (DD/MM/YYYY) <input type="text" value="11/11/1980"/>	
Mobile No. <input type="text" value="+852"/> <input type="text" value="99123456"/>	Email Address (Optional) <input type="text"/>
Department Code (Optional) <input type="text"/>	

**b3** Review the information and click **Submit**.

### Confirmation

**Step 1 - Select Scheme**

Selected Scheme

Selected Scheme Account

Industry Scheme A  
Trustee: Trustee A | Employer Account No: 10344429

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**Step 2 - Employee to be Enrolled**

Employee to be Enrolled

New Employee Information

You are going to enrol the employees below in the selected scheme.

ID Document Type	ID No.	Surname (English)	Given Name (English)	Surname (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)
1	HKID	L86701909	CHAN	陳	太文	11/11/1980

Edit

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**Step 3 - Employee Details**

Employee Details

Employee 1

ID Document Type: HKID  
 HKID No. For HKID No. A123456(B), please input A123456B  
 L86701909

Surname (English): CHAN  
 Given Name (English): TAI MAN

Surname (Chinese): 陳  
 Given Name (Chinese): 太文

Date of Birth (DD/MM/YYYY): 11/11/1980

Mobile No. (SMS will be sent to Hong Kong Mobile No. only): +852 99723456  
 Email Address:

Department Code (Optional):

Edit

Back Submit

**b4** Read the Terms and Conditions and click **Accept**.


### Terms and Conditions

By clicking the "Accept" button below, you confirm that:

- 1/ the information given in this application is correct and complete;
- 2/ you understand once your application is submitted, it could not be withdrawn; and
- 3/ you have read and agree to be bound by the Terms & Conditions below.

Decline Accept

**b5** The enrolment request has been submitted. The respective employee(s) will receive an **"Action Items"** on their **eMPF™** to proceed with the enrolment process. If the employee(s) have not yet registered for **eMPF**, they will receive an SMS/email notification to register for **eMPF** and complete the enrolment process.



## Employee Enrolment Request Submitted

Reference No.: END1109195001349488 | 03/02/2026, 10:09

We will process your employee enrolment request accordingly. Once it is completed, we will notify you and all the enrolled employees respectively.

Back To Home Manage Employee

- End -