eMPF 積金易

eMPF™ Registration & Activation

Web Portal User Guide

Preface

The **eMPF Platform** is a centralized and integrated electronic platform that aims to standardize, streamline and automate the administration processes of different MPF schemes, with a view to enhancing operational efficiency, reducing administration costs and improving user experience in managing their MPF account(s).

This user guide provides step-by-step instructions on how an employer can register for **eMPF™** on the **eMPF Web Portal**. By registering for **eMPF**, employers can access the electronic services offered by the **eMPF Platform**, including completing scheme enrolment and employee enrolment, making MPF contributions and more. 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:

eMPF Customer Service Hotline	183 2622
Email	enquiry@support.empf.org.hk
eMPF Service Centre	**Hong Kong Island** Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	Kowloon Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	New Territories Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories
	Opening Hours 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

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Contents

A. Register for eMPF™

After the scheme your company is participating in is onboarded to the **eMPF Platform**, you can register with **eMPF** on behalf of your company to manage your company's MPF on the **eMPF Platform**.
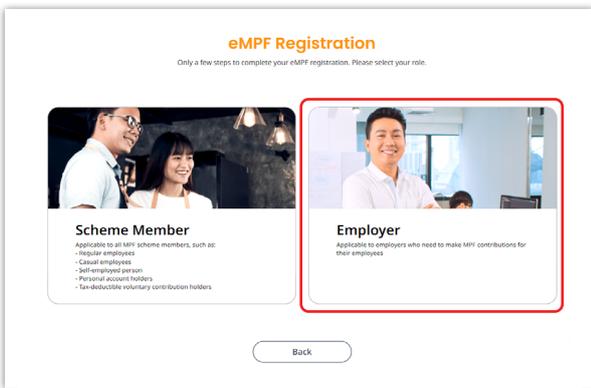
Tips: Before registration, please have the **eMPF activation code** ready (if available) to facilitate your registration. The **code** is provided in the communication pack sent by trustee to your company.
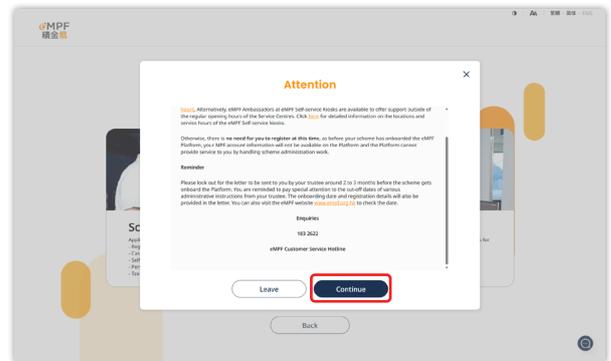

A1 Visit **eMPF** Website **www.empf.org.hk**

A2 Click **Register** on the right-hand corner.

A3 Select **"Employer"**.

A4 Read the notice and click **Continue**.

A5 Read the instructions and click **Register**.
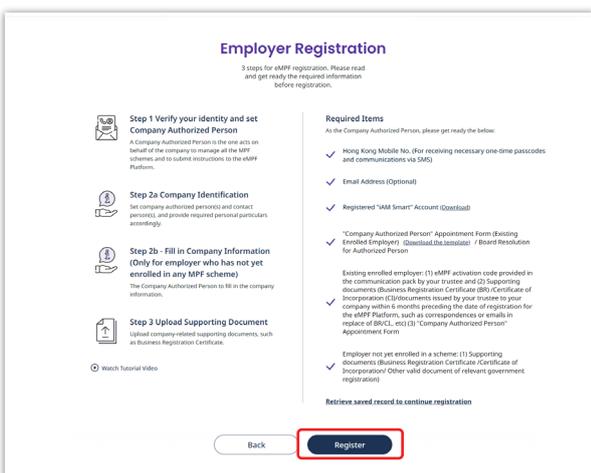
Tips: Please have the supporting documents ready (for example, Business Registration Certificate/Certificate of Incorporation and "Company Authorized Person" Appointment Form for existing enrolled employer).

A6 Please verify with **"iAM Smart"**.

Verify Your Identity

For security reasons, as the Company Authorized Person, you have to perform identify verification.

Authenticate by logging into the "iAM Smart"

Back
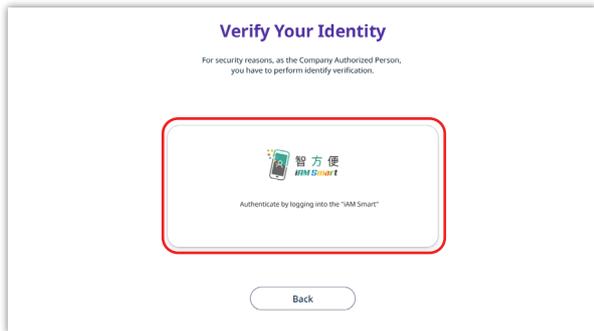
Tips: Please have your smartphone ready.

Verify with "iAM Smart"

iAM Smart

English ˅

< Back to online service

Log in with iAM Smart :
1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
3. Scan the QR Code
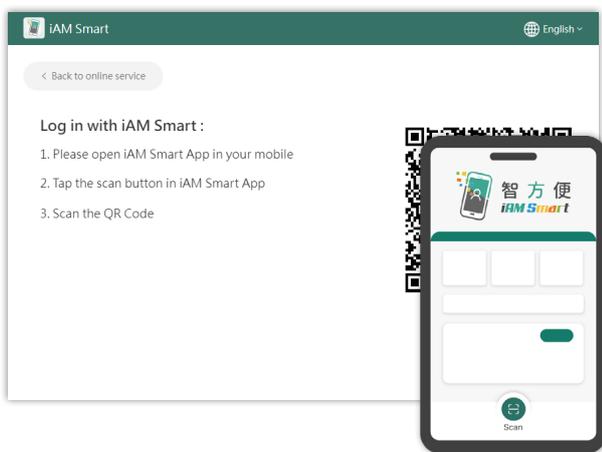
Scan

1 Download the **"iAM Smart"** mobile app to your smartphone and register as an **"iAM Smart"** user.

2 Log in to **"iAM Smart"** and tap ⊟. Scan the QR code shown on the webpage and perform the subsequent steps as indicated on your **"iAM Smart"** mobile app.

Tips: After you have successfully authorized the connection of **"iAM Smart"** with **eMPF Platform**, please continue **eMPF registration** via **eMPF Web Portal**.

▶ **Continue the eMPF Registration via eMPF Web Portal**

A7 Fill in the information of **Company Authorized Person**, **Contact Person** and **Way of Communication**, then click Next .

Tips: Please set at least ONE **Contact Person** for each company and remember to verify your **email address** and/or **mobile phone number** by tapping the **"Verify"** button next to these 2 fields. You will receive a one-time passcode through **email** and/or **SMS** respectively, simply enter the verification code to finish the verification.

A8 Fill in the information of **Company Identification**, including **eMPF activation code** (if available), and click **Next**.

Remarks: The **eMPF activation code** is provided in the communication pack sent by trustee to your company. Employers may input this code to speed up the registration process. For employers who did not receive this code, please input the **Company Information**, including company name, type of company, address and more, in the next step.

A9 Upload the supporting document(s) shown on the page, then click **Next**.

A10 Review the information and click **Submit**.

A11 Read the Terms and Conditions and click **Accept**.

A12 Your **eMPF** registration application has been successfully submitted. You will receive an email/SMS notification to activate your **eMPF** within 2 working days once the process is completed.
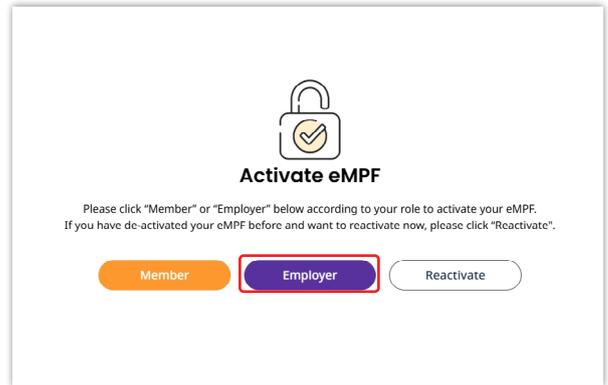
B. Activate eMPF™

After you have received a notification on **eMPF** activation, please visit the **eMPF** login page **empf.org.hk/er/login** and follow the steps below to activate your **eMPF**.

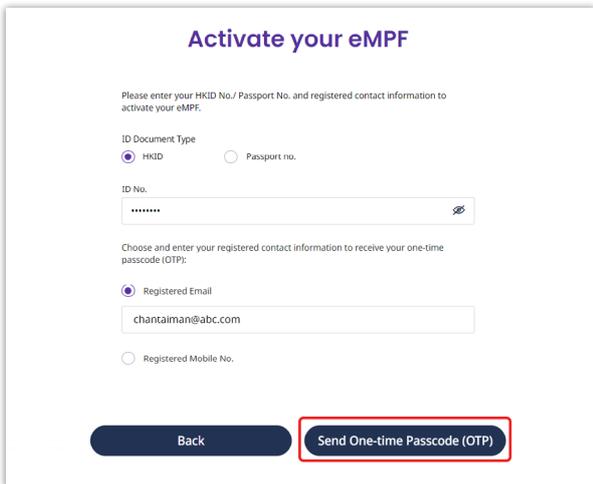**B1** Select the **Employer** tab and click **"Activate"**.

B2 Select **Employer**.

B3 Fill in your **ID No.** and registered **email address** (if applicable) or **mobile phone number**, then tap **Send One-Time Passcode (OTP)**.

B4 Enter the verification code sent to your selected contact method.
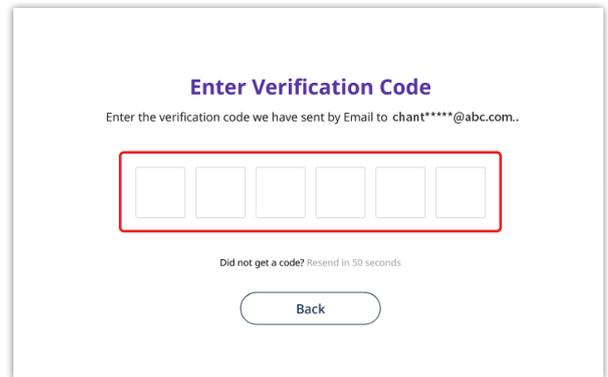
B5 Create **eMPF username** and **password** and click **Confirm**.

Create Username and Password
Please create your username and password for your eMPF.

💡 Guide to create a strong password: Please do not use a sequential or easy-to-guess password such as 12345678. You are also advised to avoid creating a password that is similar to your username.

Username

Chantaiman123

✓ 8 - 50 characters with at least 1 alphabet. Underscore (_) and full stop (.) can be used.

Password

••••••••••   👁

✓ At least 10 characters   ✓ Maximum length is 14 characters

✓ At least 1 upper case alphabet ✓ At least 1 lower case alphabet

✓ At least 1 number   ✓ At least 1 of the following special characters !@#$ %^&*()[] []. Other special characters are not accepted.

Confirm Password

••••••••••   👁

Confirm

B6 Your **eMPF** has been successfully activated. You can now log in and start to use the **eMPF Platform**.

Username and Password Created Successfully
Date (DD/MM/YYYY): 27/05/2024 16:22

Please log in and start using the eMPF Platform.

Login

💡 **Tips:** If the scheme that your company is participating in is onboarded to the **eMPF Platform**, account details will be available on the Platform.

- End -