

# New Employee Enrolment under an MPF 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 employees in an MPF 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

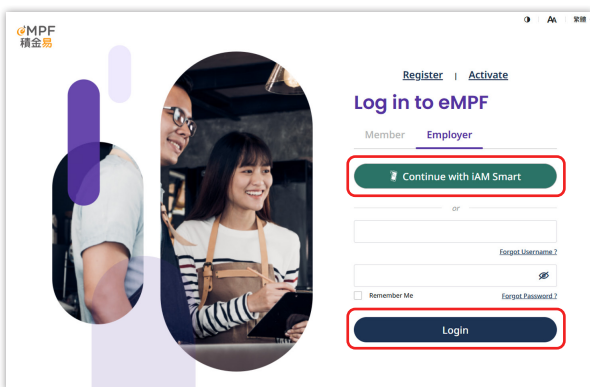
# New Employee Enrolment under an MPF Scheme

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

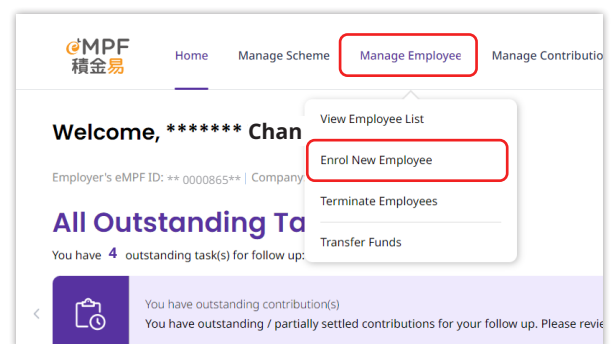


**Remarks:** Employers should participate in an MPF scheme before enrolling its employee(s).

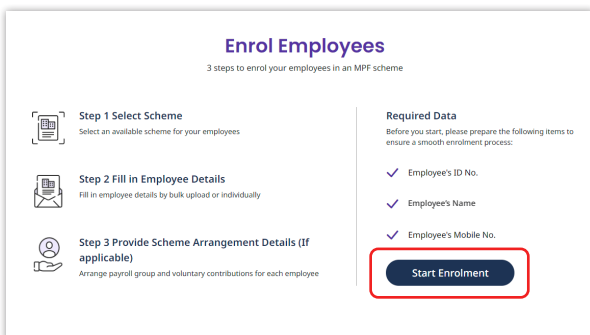
1 Go to the **eMPF™** Web Portal and log in.



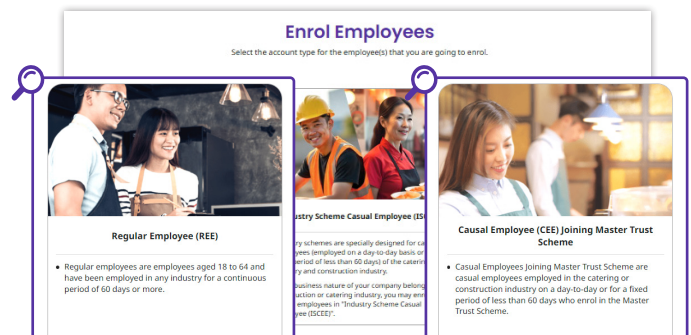
2 Select **“Enrol New Employee”** under **“Manage Employee”** on the menu bar.



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



4 Select **“Regular Employee”** or **“Casual Employee Joining Master Trust Scheme”**.



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

**Select Scheme**

You are enrolling employees to a scheme

Please select the scheme(s) you want to enrol for the employees. If you cannot find your scheme, it is possible that: (1) the scheme does not support your selected account type; (2) you do not have the enrolment access rights for that scheme; or (3) your company have not enrolled the scheme yet.

MPF Scheme A  
Trustee: Trustee A | Employer Account No.: 10317154

MPF Scheme B  
Trustee: Trustee B | Employer Account No.: 56460553

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**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**.

**Select Upload Method**

Please choose your enrolment method. You may upload multiple employees' information using the bulk upload function.

**a Bulk Upload**  
Upload employee details from an Excel template

**b Individual Input**  
Fill in individual employee's details

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## a) Bulk Upload

a1 Read the Bulk Upload Guideline and click **Template with in-built Checking** or **Template without in-built Checking** to download the employee data spreadsheet template. Then click **Next**.

**Bulk Upload Guideline**

↓ Template with in-built Checking    ↓ Template without in-built Checking

1. The "template with in-built checking" is a macro-enabled Excel file designed to identify potential formatting errors in your input. This template facilitates and simplifies the preparation and output of a CSV file upload. After downloading the template, please be reminded to click the "Output to CSV" and fill in the data to proceed with your file upload.

2. The "template without in-built checking" is a plain Excel file with a template where you can input data and upload the file directly. It is suggested to use this template if you have any technical issues using the "template with in-built checking".

3. Upload the completed contribution data file then press "Next".

4. Accept the Terms and Conditions to submit.

Please note: It will take us some time to process your upload. We will notify you when the file is successfully uploaded.

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a2 Click **"browse"** or use **"drag and drop"** function to select the completed spreadsheet. Then click **Next** to upload the file.

You are enrolling employees to a scheme.

**Employee Details**

Please upload the completed spreadsheet below.

Enrol New Employee  
This bulk upload function is designated for uploading new employee enrolment details only. For any contribution-related data, please upload via "Manage Contributions". Otherwise, the system will ignore the contribution-related data.

✓ Bulk Upload

Please drag and drop the file here for replacement. You may also press **browse** button to select your file.

New Employees Enrolment\_April.xlsx 7.47 KB

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a3 Review the information and click **Submit**.

**Confirmation**

Step 1 - Select Scheme

✓ Selected Scheme

MPF Scheme A  
Trustee: Trustee A | Employer Account No.: 10317154

Step 2 - Employee Details

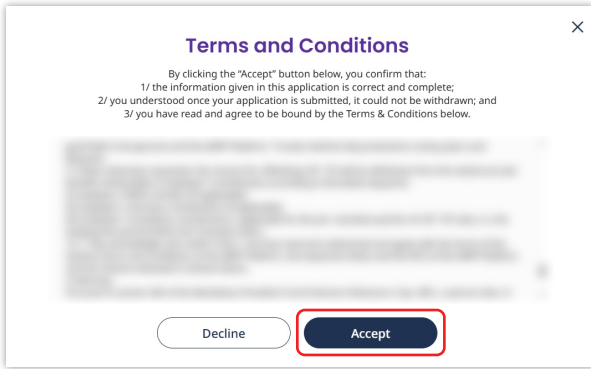
✓ Bulk Upload

New Employees Enrolment\_April.xlsx 7.47 KB

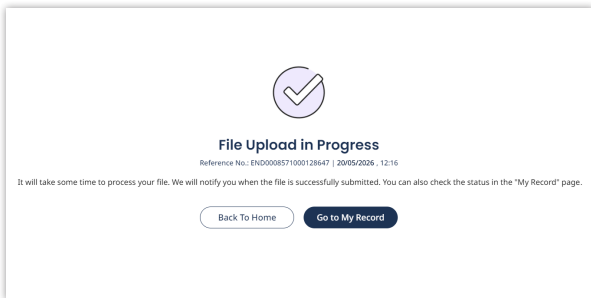
Edit

Back 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 successfully submitted.



**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

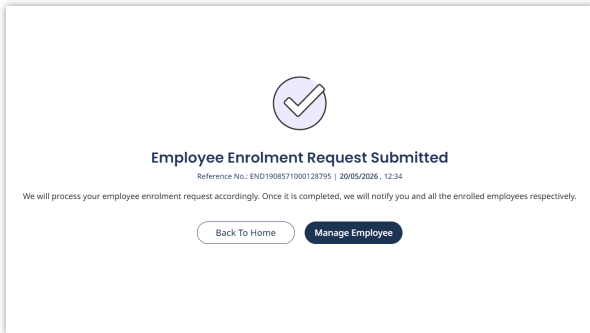
**b1** Fill in the **Employee Details**. Then click **Next**. If there are more than one employee, please click **"Add Another Employee"**.

**b2** Complete the **Scheme Arrangement** details for each newly added employee (if applicable) and click **Next**.

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

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



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