eMPF 積金易

New Employee Enrolment under an MPF Scheme

Web Portal User Guide

Preface

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:

|	
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 1205-6, 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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New Employee Enrolment under an MPF Scheme

> If employers would like to enrol new employees in an MPF scheme which is onboarded to the **eMPF Platform**, please follow the steps below to complete the enrolment.
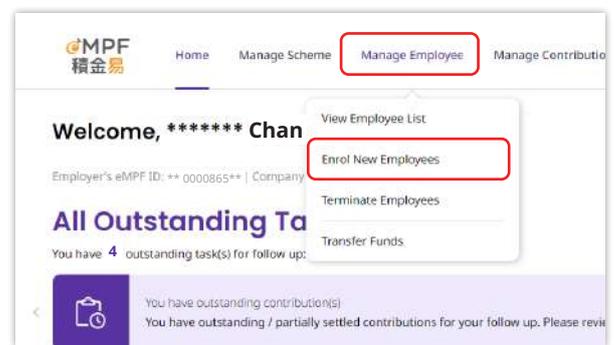
📝 **Remarks:** Employers should participate in an MPF scheme before enrolling its employee(s).

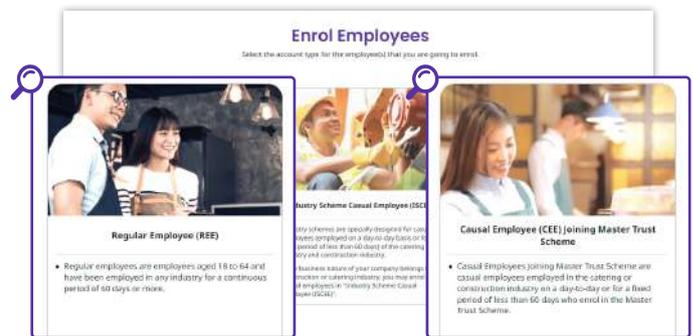**1** Go to the **eMPF** Web Portal and log in.
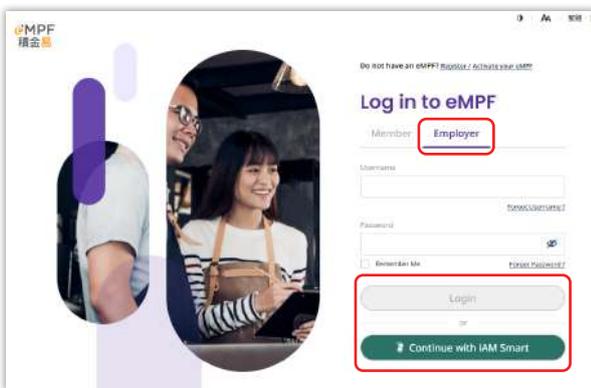
2 Select **"Enrol New Employees"** under **"Manage Employee"** on the menu bar.

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**.

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

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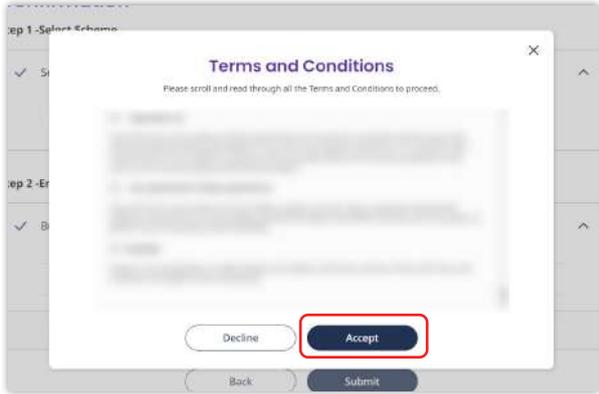
a) Bulk Upload

a1 Read the Bulk Upload Guideline and click **Download Template** to download the employee data spreadsheet template. Then click **Next**.
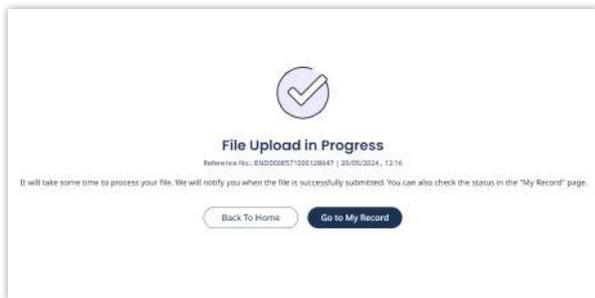

a2 Click **"browse"** or use **"drag and drop"** function to select the completed spreadsheet. Then click **Next** to upload the file.

a3 Review the information and 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 successfully submitted.

> **Remarks:** 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 email notification to register for **eMPF** and complete the enrolment process. For details, the employee(s) may refer to **Complete Employee Enrolment under an MPF Scheme Initiated by Employers - Mobile App User Guide (Scheme Members)**.

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 item"** on their **eMPF** to proceed with the enrolment process. If the employee(s) have not yet registered for **eMPF**, they will receive an email notification to register for **eMPF** and complete the enrolment process.
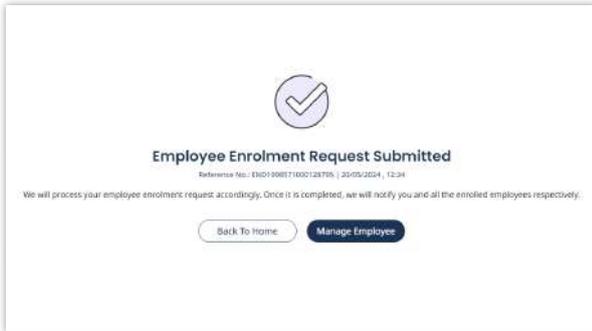
Remarks: For details, the employee(s) may refer to **Complete Employee Enrolment under an MPF Scheme Initiated by Employers - Mobile App User Guide (Scheme Members).**

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