

# Profile Management



**Mobile App  
User Guide**



# Preface

---

This user guide provides step-by-step instructions to an employer on reviewing and/or editing the general information of a company, the information of Company Authorized Person, Contact Person, Controlling Person and Other User on the **eMPF™ Mobile App**. 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: 1.00

Date : 27 Mar, 2026

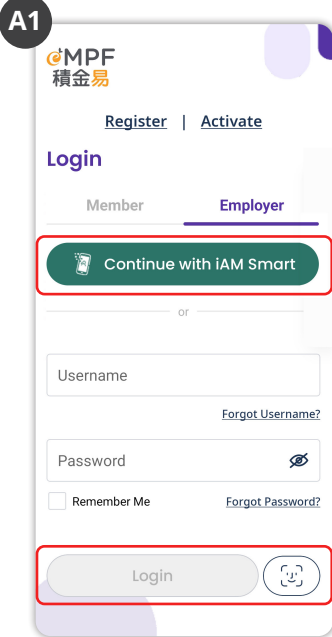
# Contents

---

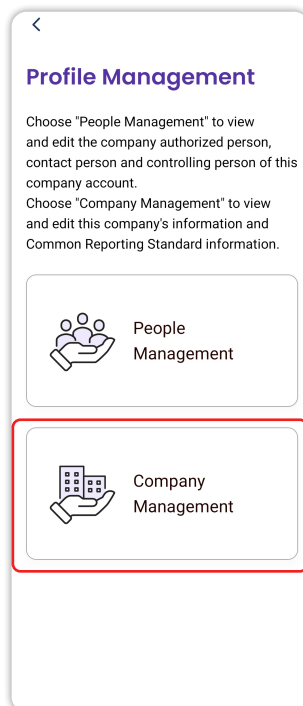
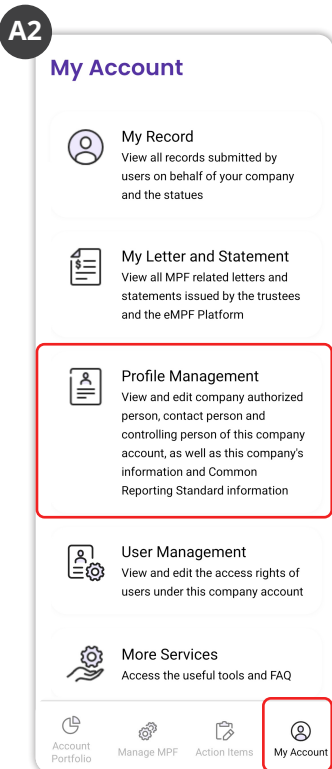
A. Company Management	P.3
B. People Management	P.6

# A. Company Management

If you are the **Company Authorized Person**, **Scheme Authorized Person** or an **Other User** granted with “Profile Management” access right of the function (please refer to **User Access Rights – Mobile App User Guide (Employers)**), you can review and edit your company information on the **eMPF Platform**. Please follow the steps below.

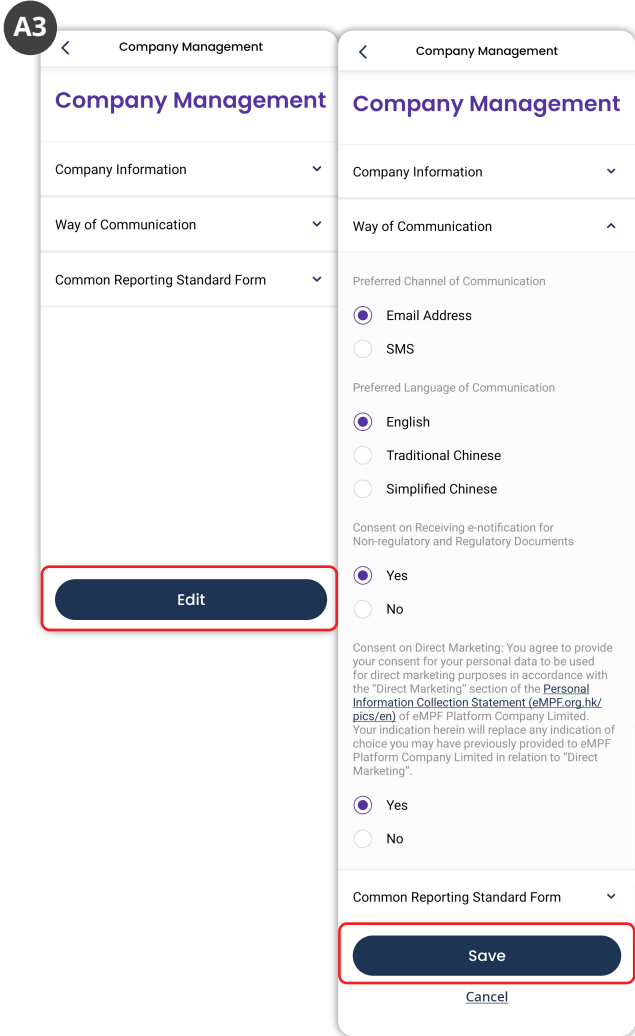


**A1** Log in to the **eMPF™** Mobile App.

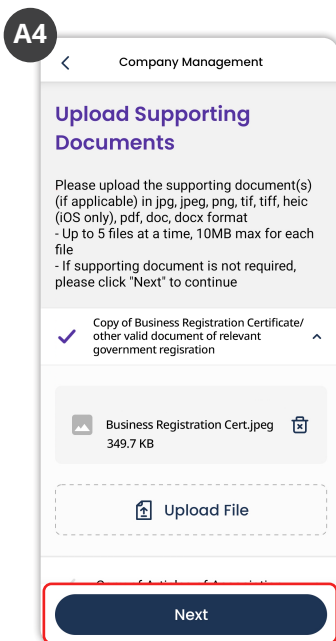


**A2** Tap “**My Account**” on the menu bar and select “**Profile Management**”. Then, tap “**Company Management**”.

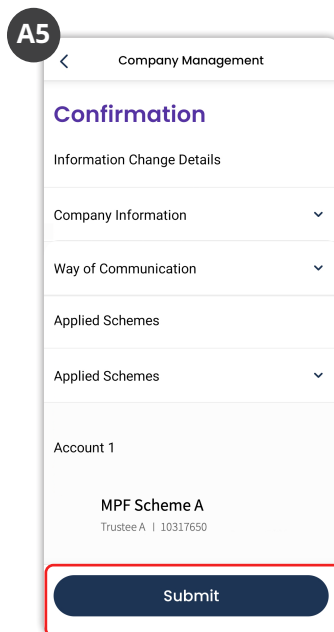
## ► View & Edit Company Information



A3 Review and tap **Edit** if you would like to update the company information. Tap **Save** when finished.

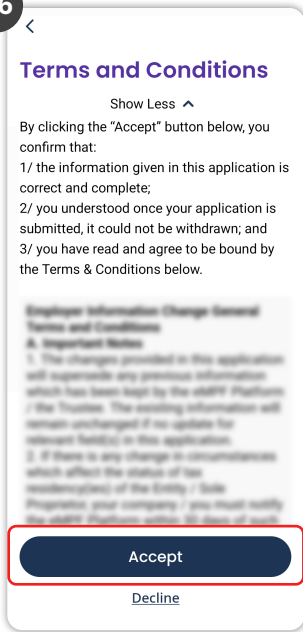


A4 Upload the required supporting document(s) shown on the page if necessary, then tap **Next**.

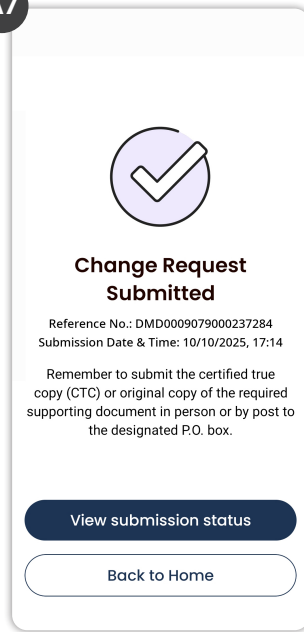


A5 Review the information and tap **Submit**.

A6



A7



**A6** Read the Terms and Conditions and tap **Accept**.

**A7** Your request has been submitted.



**Tips:** You may be required to submit the certified true copy or original copy of certain supporting documents to effect the change. Please refer to the instructions on the relevant pages of the **eMPF Platform**.

## B. People Management

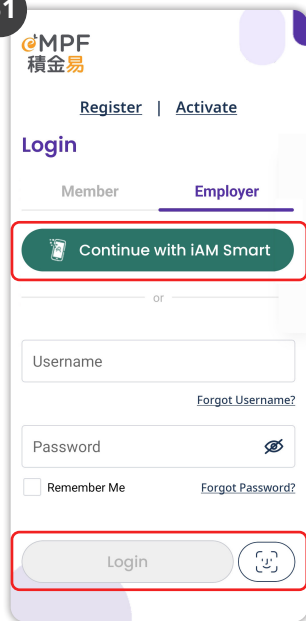
In general, if you are the **Company Authorized Person**, **Scheme Authorized Person** or an **Other User** granted with "Profile Management" access right of the function, you can view **Company Authorized Person**, **Contact Person**, **Controlling Person** and **Other User** on the **eMPF Platform**. Please note the following remarks.



### Remarks:

- 1) The personal information of **Company Authorized Person** can only be updated by their own.
- 2) **Company Authorized Person**, **Scheme Authorized Person** and **Other User** can
  - View, add and remove other **Company Authorized Person**, **Contact Person**, **Controlling Person** and **Other User**,
  - Edit **Contact Person** information.

B1



**B1** Log in to the **eMPF™** Mobile App.

B2

## My Account

**My Record**  
View all records submitted by users on behalf of your company and the statuses

**My Letter and Statement**  
View all MPF related letters and statements issued by the trustees and the eMPF Platform

**Profile Management**  
View and edit company authorized person, contact person and controlling person of this company account, as well as this company's information and Common Reporting Standard information

**User Management**  
View and edit the access rights of users under this company account

**More Services**  
Access the useful tools and FAQ

Account Portfolio   Manage MPF   Action Items   **My Account**



**Profile Management**

Choose "People Management" to view and edit the company authorized person, contact person and controlling person of this company account.  
Choose "Company Management" to view and edit this company's information and Common Reporting Standard information.

**People Management**

**Company Management**

B2

Tap **"My Account"** on the menu bar and tap **"Profile Management"**. Then, tap **"People Management"**.



**Tips:** Please be mindful when assigning user access rights, as this may allow users to access sensitive information, including staff salaries, personal data etc. For detailed information on access rights associated with each function, please refer to the **User Access Rights user guide**.

B3

**People Management**

You can view and edit the company authorized person, contact person and controlling person of this company account.

**Company Authorized Person**

**Contact Person**

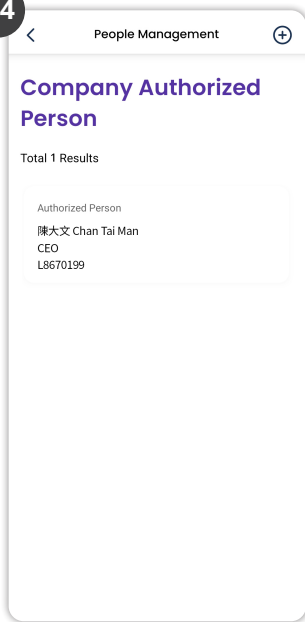
**Controlling Person**

**Other User**

B3

Choose **Company Authorized Person**, **Contact Person**, **Controlling Person** or **Other User**.

B4



Company Authorized Person

Personal Details

Title: Mr

Surname (English): Chan

Given Name (English): Tai Man

Surname (Chinese): 陳

Given Name (Chinese): 大文

ID Document Type: HKID

HKID No. For HKID No. A123456(B), please input A123456B

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

Nationality: Chinese

Job Title: CEO

Contact Information

Save

Cancel

B4

Select the user you would like to view and tap **Save** when finished.



Contact Information

Email Address: chantaiman@abc.com [Verify]

Mobile No.: +852 99123456 [Verify]

Secondary Telephone No. (Optional): Pleas: [ ]

Address



Enter Verification Code

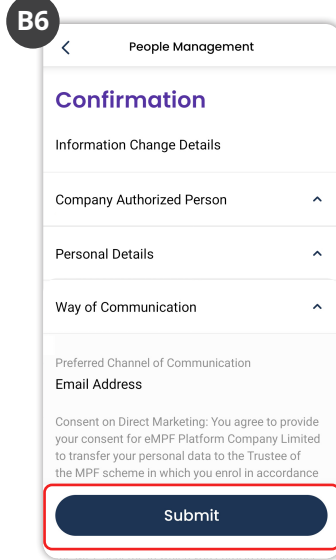
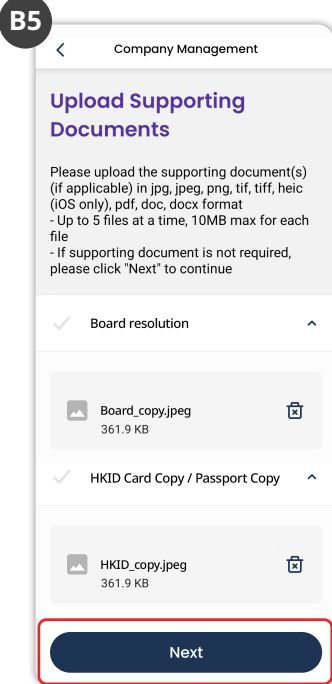
Enter the verification code we have sent by email to chantaiman@abc.com

[ ] [ ] [ ] [ ] [ ] [ ]

Did not get a verification code?  
Resend in 58 seconds

Way of Communication

**Tips:** Please remember to verify the Company Authorized Person's email and/or mobile phone number by clicking the **"Verify"** button next to these 2 fields. He/She will receive a one-time passcode through email and/or SMS respectively, simply enter the verification code to finish the verification.

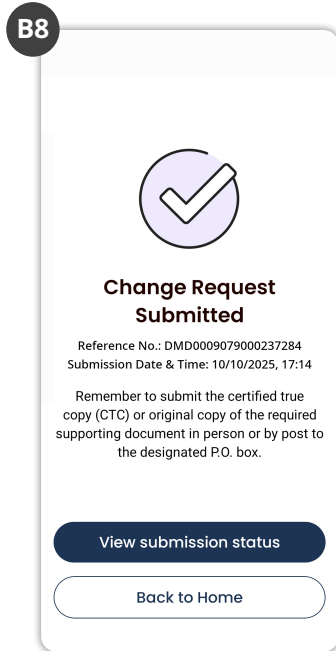
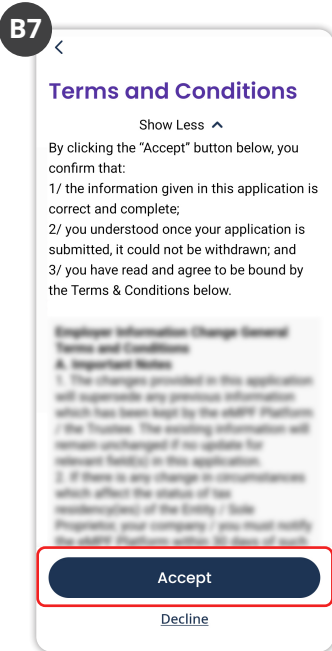


**B5** Upload the required supporting document(s) shown on the page if necessary, then tap **Next**.

**B6** Review the information and tap **Submit**.



**Remarks:** For illustration purpose only. The required supporting documents are subject to change based on the updated items.



**B7** Read the Terms and Conditions and tap **Accept**.

**B8** Your request has been submitted.



**Tips:** You may be required to submit the certified true copy or original copy of certain supporting documents to effect the change. Please refer to the instructions shown on the page.

- End -