

Complete Employee Enrolment under an MPF Scheme Initiated by Employers



**Mobile App
User Guide**

Preface

This user guide provides step-by-step instruction on how employee(s) can complete the enrolment initiated by their employer on the **eMPF Mobile App**. All screenshots are for illustration purposes only. The actual design of the app 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

Version: 1.2

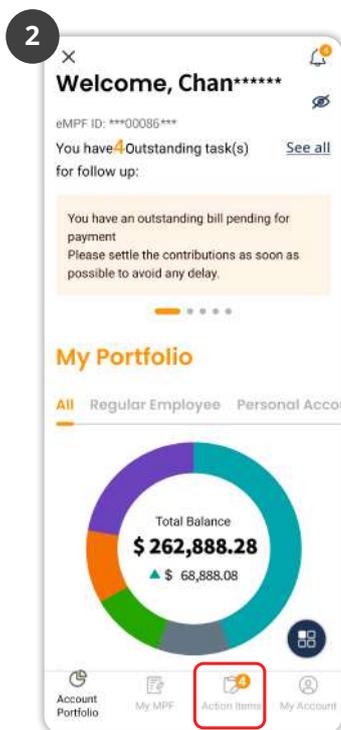
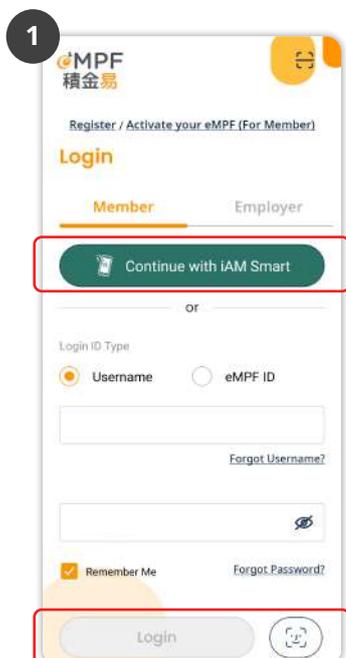
Date : 4 Jul, 2025

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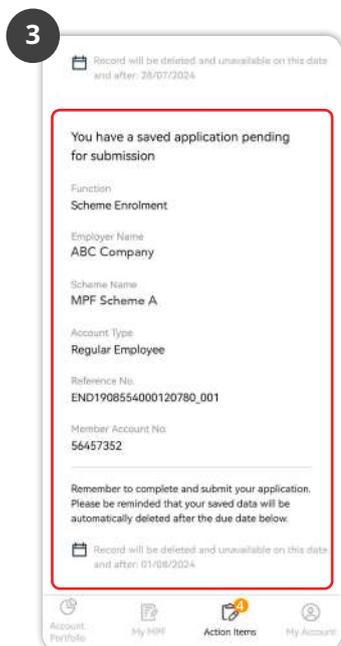
After your employer enrolled you in an MPF Scheme via the **eMPF Platform**, you will receive a notification email or SMS. To complete the enrolment, please log in to **eMPF** and follow the steps below.



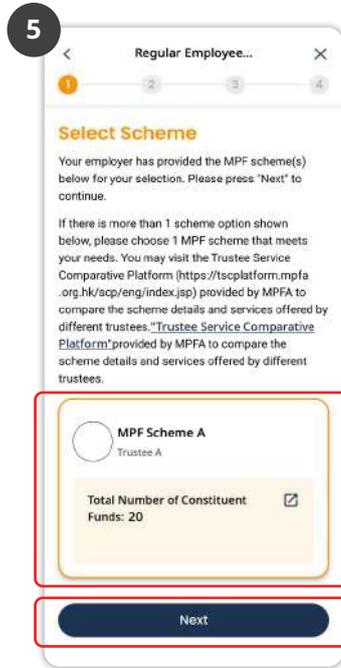
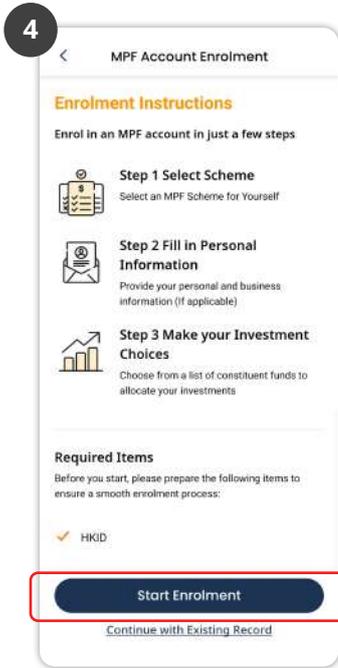
Remarks: Non-registered **eMPF** users will receive an email notification. Please register for **eMPF** first to complete the enrolment process.



- 1 Log in to the **eMPF** Mobile App.
- 2 Tap **"Action Items"** on the menu bar.

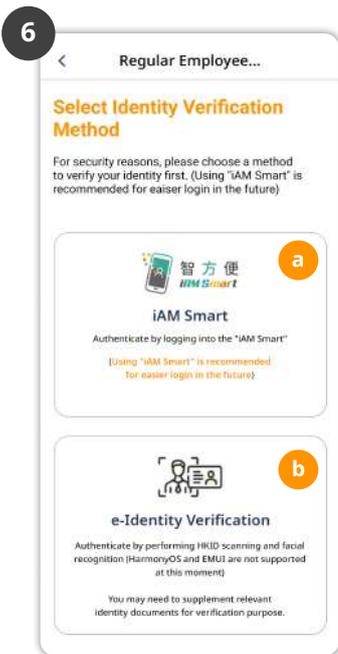


- 3 Select **"You have a saved application pending for submission"**.



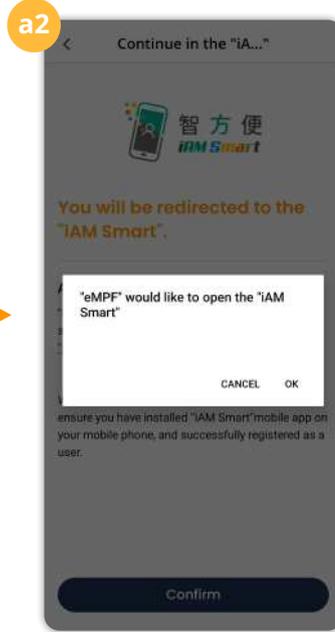
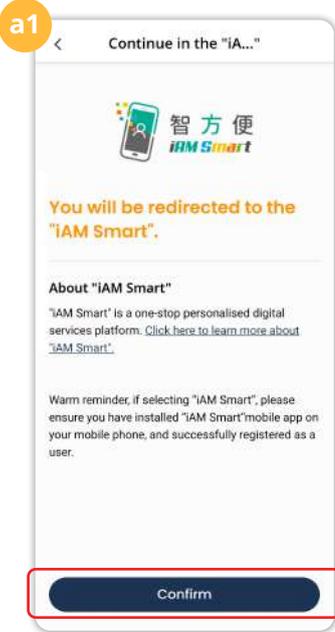
4 Read the instructions and tap **Start Enrolment**.

5 Select a **Scheme** to enrol and tap **Next**.



6 Select an identity verification method:
(a) **"iAM Smart"** or (b) **"e-Identity Verification"**.

a) Verify with "iAM Smart"



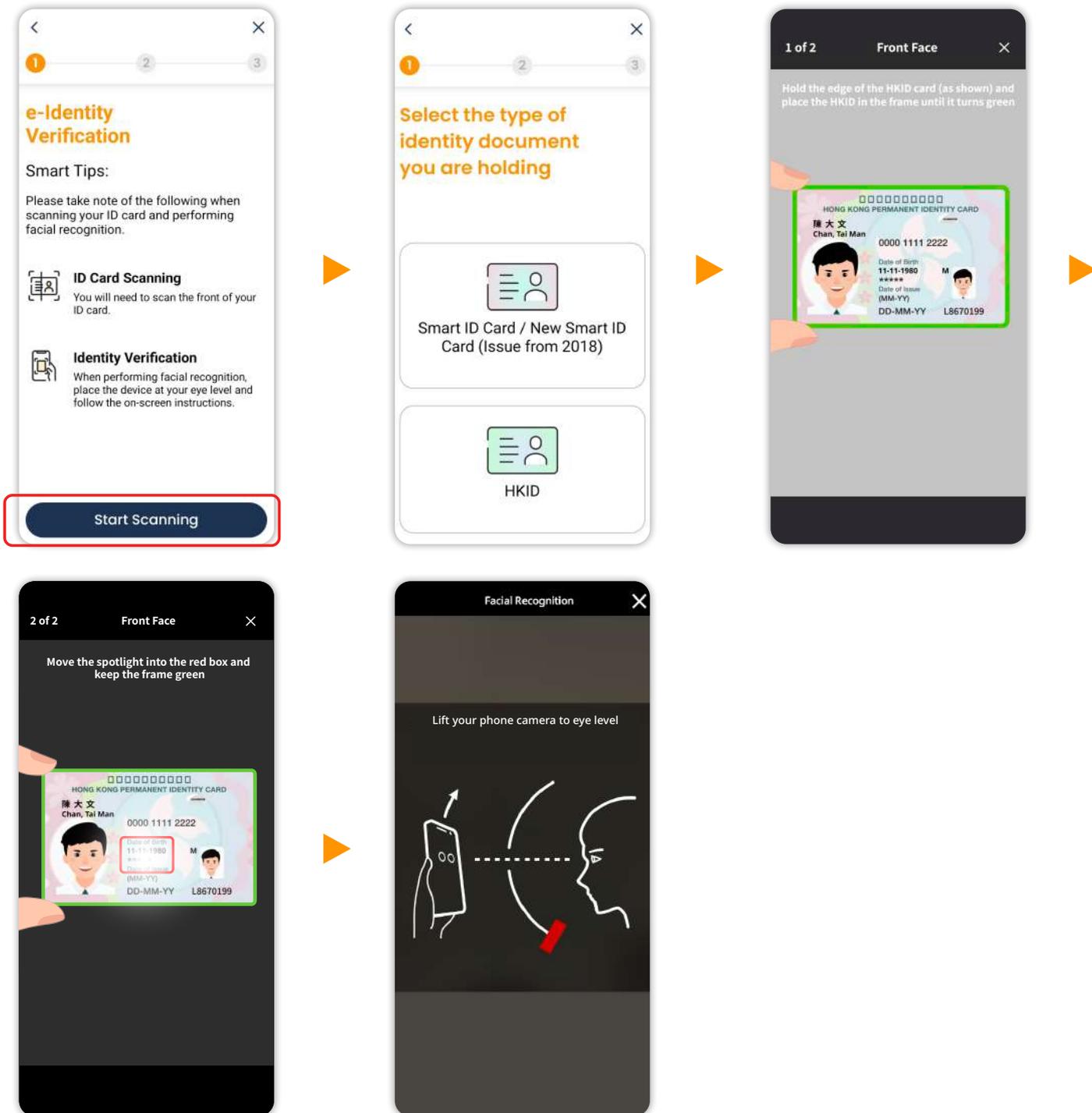
- a1 Download the **"iAM Smart"** mobile app to your smartphone and register as an **"iAM Smart"** user. 
- a2 Follow the instructions and perform the subsequent steps as indicated on your **"iAM Smart"** mobile app.

b) Verify with “e-Identity Verification”



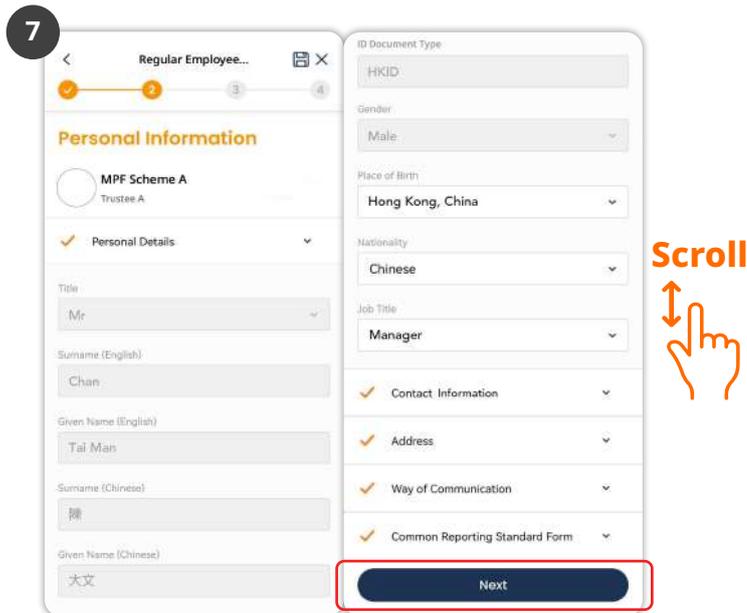
Tips: Please have your HKID card ready for identity verification.

b1 Tap **Start Scanning** and perform the subsequent steps as indicated on your eMPF Mobile App.



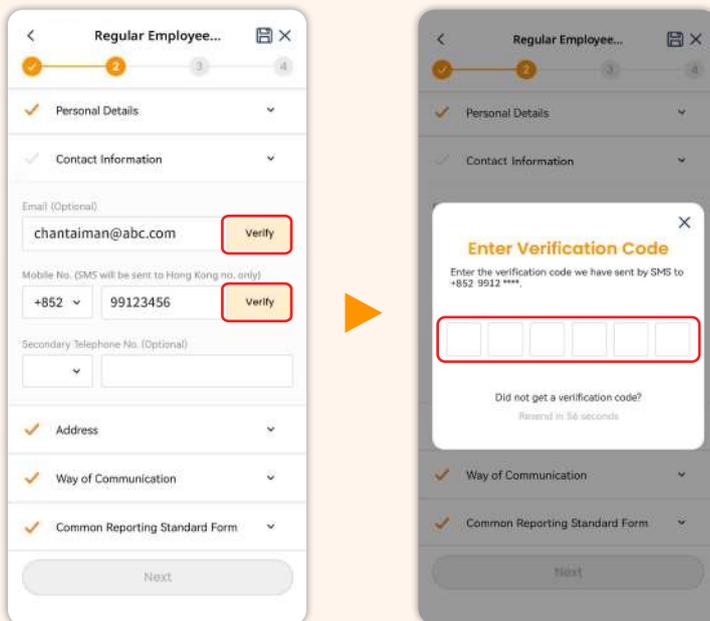
Tips: Please do not place your HKID card on the table when scanning. Instead, hold the edges of the HKID card to avoid covering any information with your fingers, ensuring a smooth scanning process.

▶ Continue the Enrolment Process via eMPF Mobile App

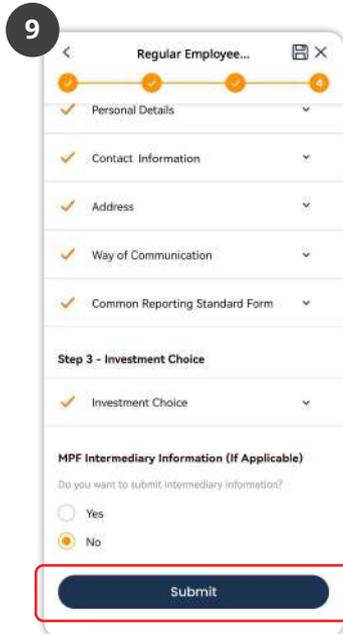
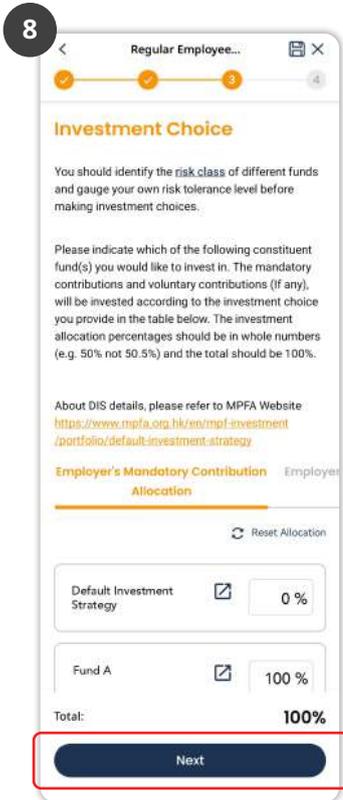


7 After you complete the authentication process via “iAM Smart” or “e-Identity Verification”, some of your personal information will be pre-filled automatically. Please review if the pre-filled information is correct and fill in the remaining information including Contact Information, Address and more. Then, tap **Next**.

Remarks: If the way of communication in MPF account enrolment is different with the **eMPF Platform**, all notifications will be sent according to the record from the **eMPF Platform**.



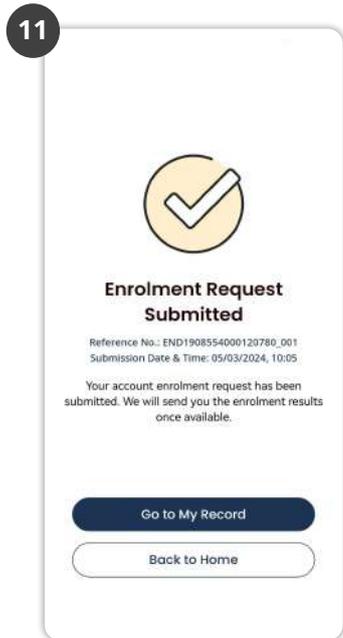
Tips: Please remember to verify your **email address** and/or **mobile phone number** by tapping the “Verify” button next to these 2 fields. You will receive a one-time passcode through email and/or SMS respectively, simply enter the verification code to finish the verification.



8 Indicate your investment choice and tap **Next**.

Remarks: If you do not make any investment choice, contributions will be wholly invested in the Default Investment Strategy (DIS).

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



10 Read the Terms & Conditions and tap **Accept**.

11 Your enrolment request has been submitted. We will send you the enrolment result once it is available via email or SMS.

- End -