

# 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	<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 1205-6, 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

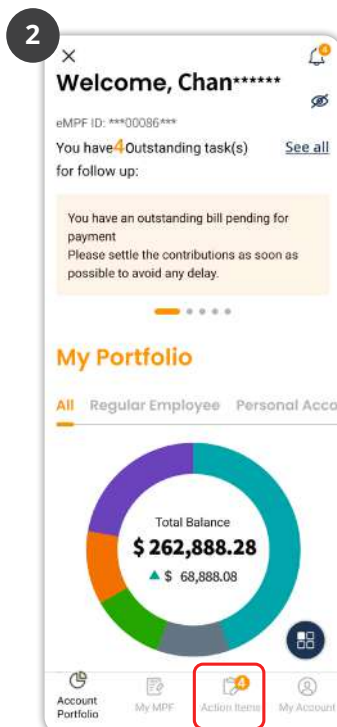
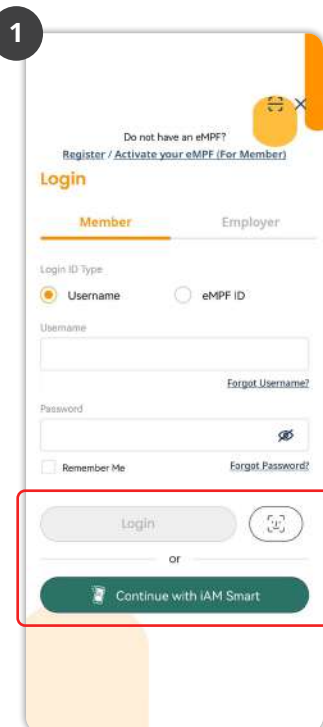
Version: 1.1  
Date : 7 Feb, 2025

# Complete Employee Enrolment under an MPF Scheme Initiated by Employers

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.

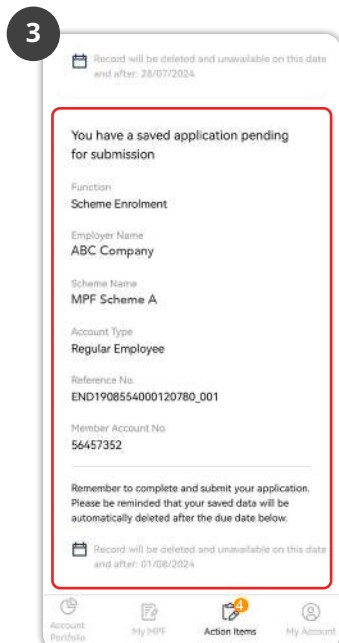


**Remarks:** Non-registered **eMPF** users will receive an email notification. Please register for **eMPF** first to complete the enrolment process.

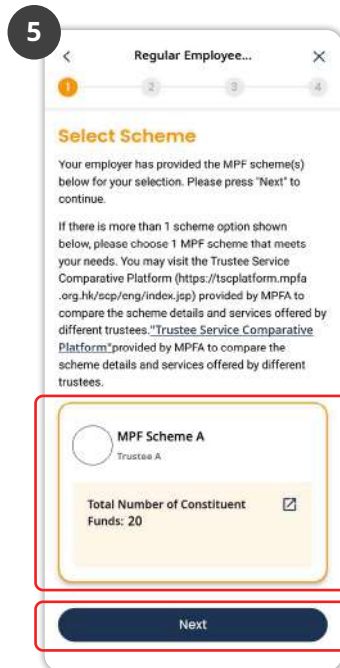
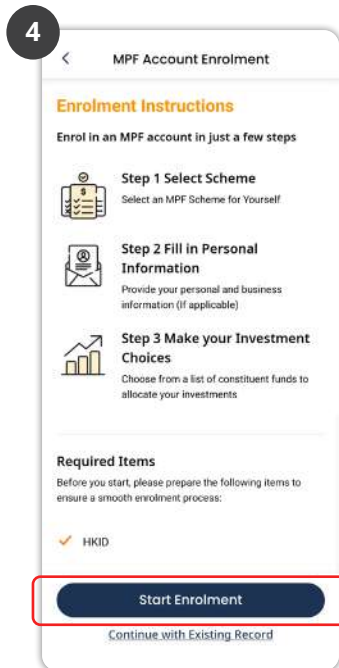


1 Log in to the **eMPF** Mobile App.

2 Tap **"Action Items"** on the menu bar.

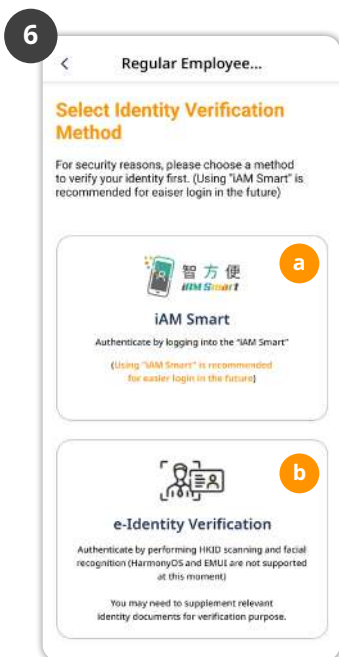


3 Select **"You have a saved application pending for submission"**.



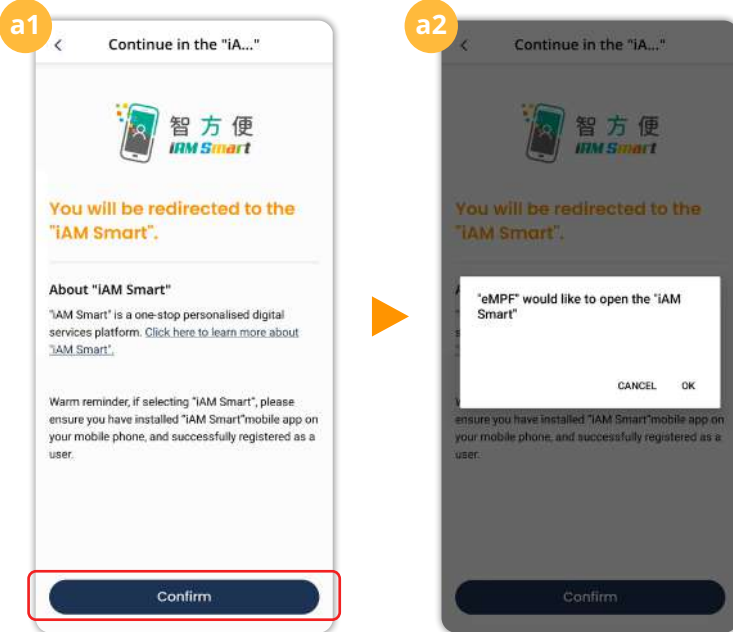
4 Read the instructions and tap **Start Enrolment**.

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"



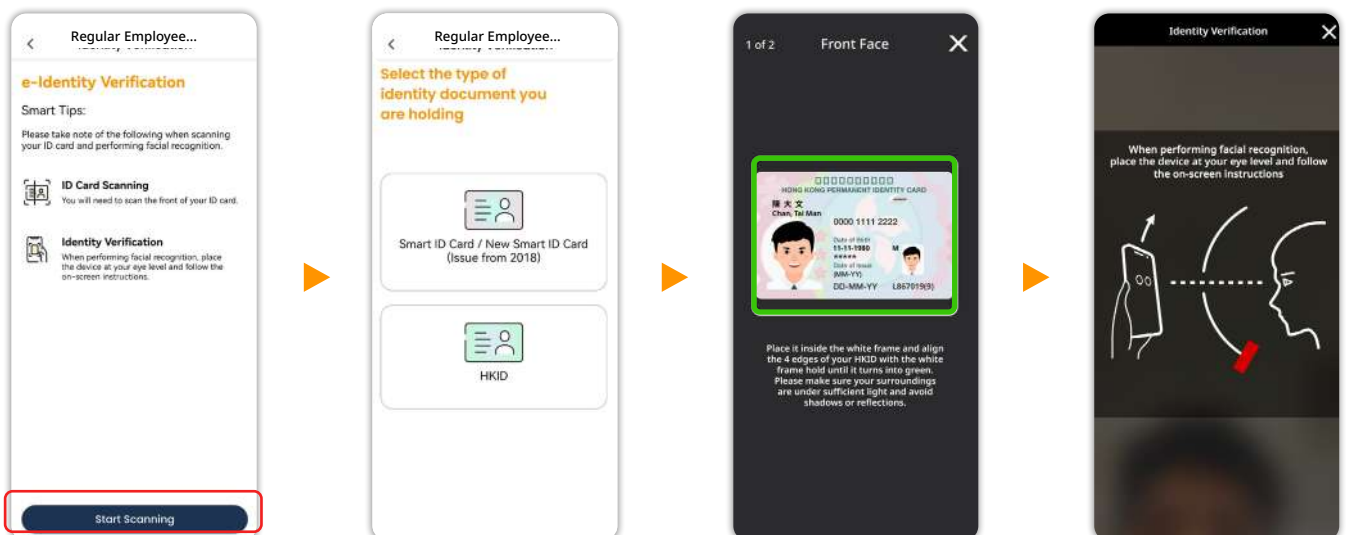
- a1 Download the **"iAM Smart"** mobile app to your smartphone and register as an **"iAM Smart"** user.
- a2 Follow the instructions and perform the subsequent steps as indicated on your **"iAM Smart"** mobile app.

## 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.





## ► Continue the Enrolment Process via eMPF Mobile App

7

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

Regular Employee...

Investment Choice

You should identify the **risk class** of different funds and gauge your own risk tolerance level before making investment choices.

Please indicate which of the following constituent fund(s) you would like to invest in. The mandatory contributions and voluntary contributions (if any), will be invested according to the investment choice you provide in the table below. The investment allocation percentages should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%.

About DIS details, please refer to MPFA Website <https://www.mpfa.org.hk/en/mpf-investment/portfolio/default-investment-strategy>

Employer's Mandatory Contribution Allocation

Reset Allocation

Default Investment Strategy 0 %

Fund A 100 %

Total: 100%

Next

9

Regular Employee...

Personal Details

Contact Information

Address

Way of Communication

Common Reporting Standard Form

Step 3 - Investment Choice

Investment Choice

MPF Intermediary Information (If Applicable)

Do you want to submit intermediary information?

☐ Yes

☒ No

Submit

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

Terms and Conditions

By clicking the "Accept" button, you confirm that you have read and agree to be bound by the Terms & Conditions below.

1. I hereby declare that the information provided in this form is true and correct, and I understand that any false or misleading information may result in my application for enrolment being refused or my enrolment being terminated.

2. I understand that the MPF Scheme (the Scheme) is a trust established under the MPF Scheme Ordinance (the Ordinance) and that the MPF Scheme is a trust established under the Ordinance and that the MPF Scheme is a trust established under the Ordinance.

3. For the purpose of the Ordinance, I understand that the MPF Scheme is a trust established under the Ordinance and that the MPF Scheme is a trust established under the Ordinance.

Accept

Decline

11

Enrolment Request Submitted

Reference No.: END1908554000120780\_001

Submission Date & Time: 05/03/2024, 10:05

Your account enrolment request has been submitted. We will send you the enrolment results once available.

Go to My Record

Back to Home

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 -