eMPF 積金易

Self-Employed Person Account Enrolment

Mobile App User Guide

Preface

This user guide provides step-by-step instructions on how to open an Self-employed Person account in an MPF scheme on the **eMPF Mobile App**. All screenshots are for illustration purposes only. The actual design of the app interface may be different.
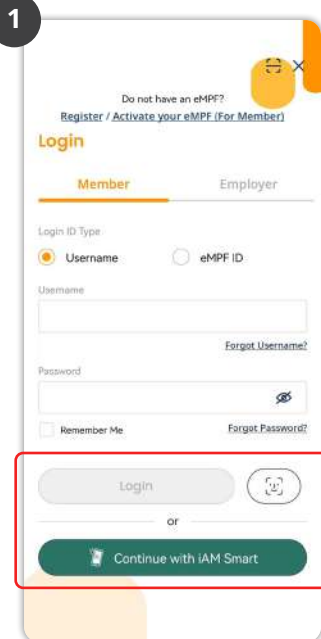
For any enquiries regarding the **eMPF Platform**, please contact us through the following channels:

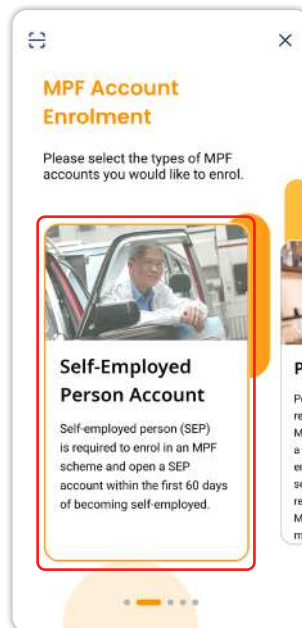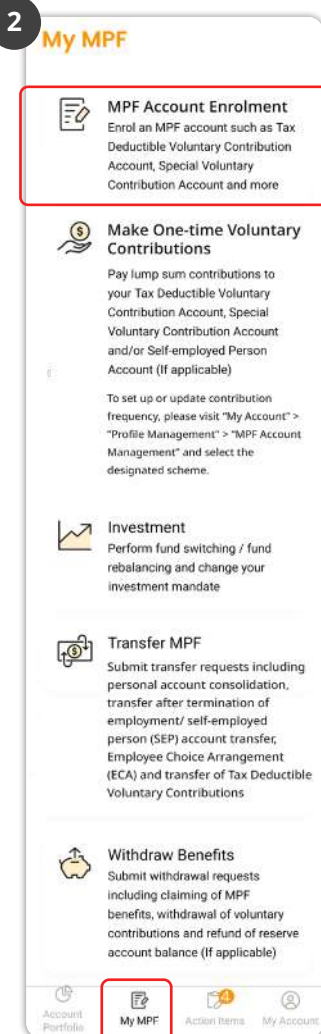|	
eMPF Customer Service Hotline	183 2622
Email	enquiry@support.empf.org.hk
eMPF Service Centre	**Hong Kong Island** Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	Kowloon Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	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: 1.1
Date   : 28 Jan, 2025

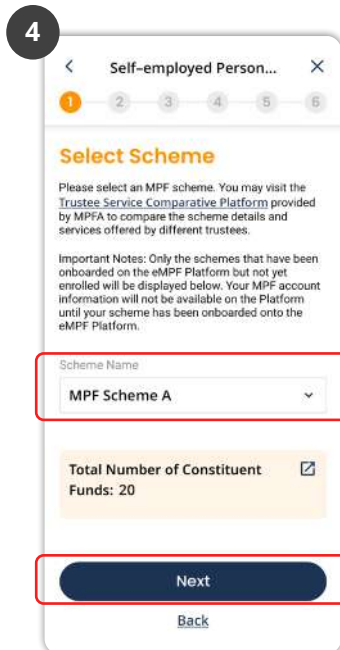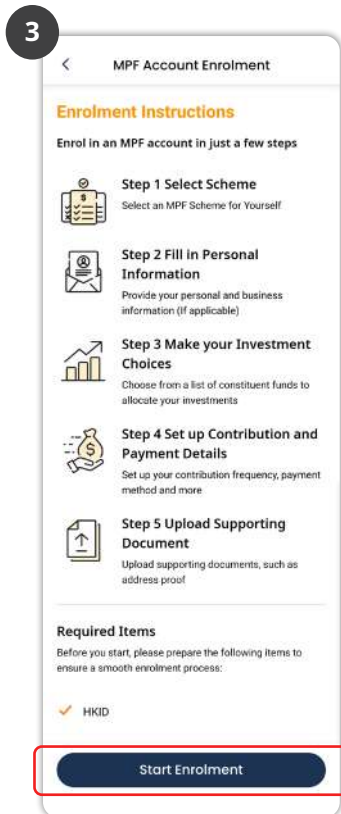Self-employed Person(SEP) is required to enrol in an MPF scheme and open an SEP account within the first 60 days of commencing self-employment. Please follow the steps below to open an SEP account via the **eMPF** Mobile App**.**

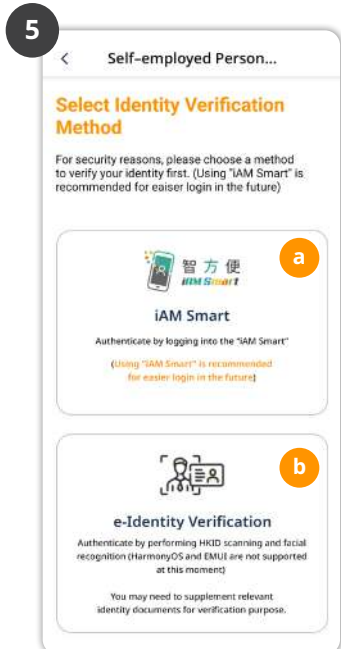**1**

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

2

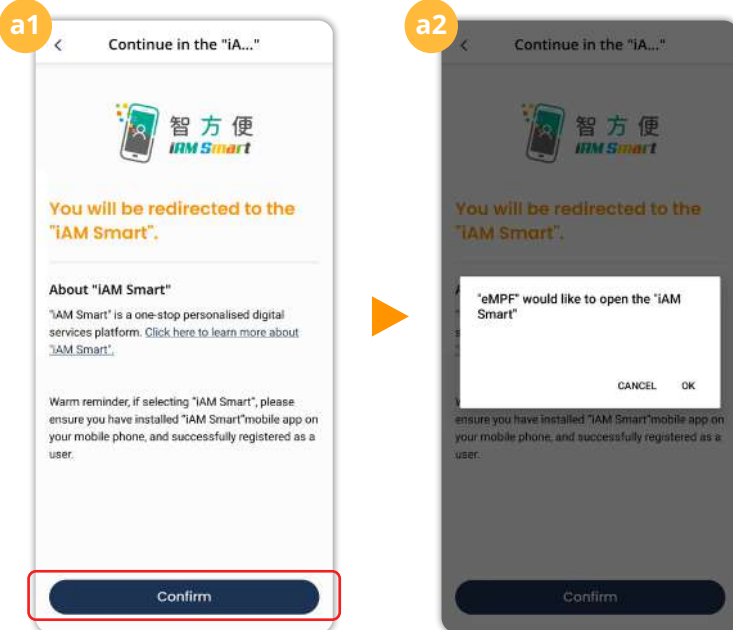**2** Tap **"My MPF"** on the menu bar and tap **"MPF Account Enrolment"**. Then select **"Self-Employed Person Account"**.

3

MPF Account Enrolment

Enrolment Instructions

Enrol in an MPF account in just a few steps

Step 1 Select Scheme
Select an MPF Scheme for Yourself

Step 2 Fill in Personal Information
Provide your personal and business information (If applicable)

Step 3 Make your Investment Choices
Choose from a list of constituent funds to allocate your investments

Step 4 Set up Contribution and Payment Details
Set up your contribution frequency, payment method and more

Step 5 Upload Supporting Document
Upload supporting documents, such as address proof

Required Items

Before you start, please prepare the following items to ensure a smooth enrolment process:

✓ HKID

Start Enrolment

4

Self-employed Person...

① 2 3 4 5 6

Select Scheme

Please select an MPF scheme. You may visit the Trustee Service Comparative Platform provided by MPFA to compare the scheme details and services offered by different trustees.

Important Notes: Only the schemes that have been onboarded on the eMPF Platform but not yet enrolled will be displayed below. Your MPF account information will not be available on the Platform until your scheme has been onboarded onto the eMPF Platform.

Scheme Name

MPF Scheme A ⌄

Total Number of Constituent Funds: 20 ⧉

Next

Back

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

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

5

Self-employed Person...

Select Identity Verification Method

For security reasons, please choose a method to verify your identity first. (Using "iAM Smart" is recommended for easier login in the future)

a

智方便
iAM Smart

iAM Smart

Authenticate by logging into the "iAM Smart"

(Using "iAM Smart" is recommended for easier login in the future)

b

e-Identity Verification

Authenticate by performing HKID scanning and facial recognition (HarmonyOS and EMUI are not supported at this moment)

You may need to supplement relevant identity documents for verification purpose.

5 According to the chosen scheme, you might be required to verify your identity, please select an identity verification method: **(a) "iAM Smart"** or **(b) "e-Identity Verification"**.

Self–Employed Person Account Enrolment

a) Verify with "iAM Smart"

a1

a2

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"

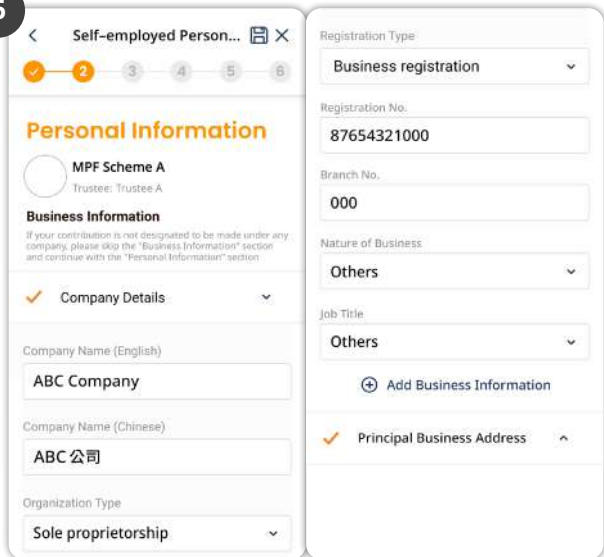> 💡 **Tips:** Please have your HKID card ready for identity verification.

b1 Tap **Start Scanning** and perform the subsequent steps as indicated on your **eMPF** Mobile App.
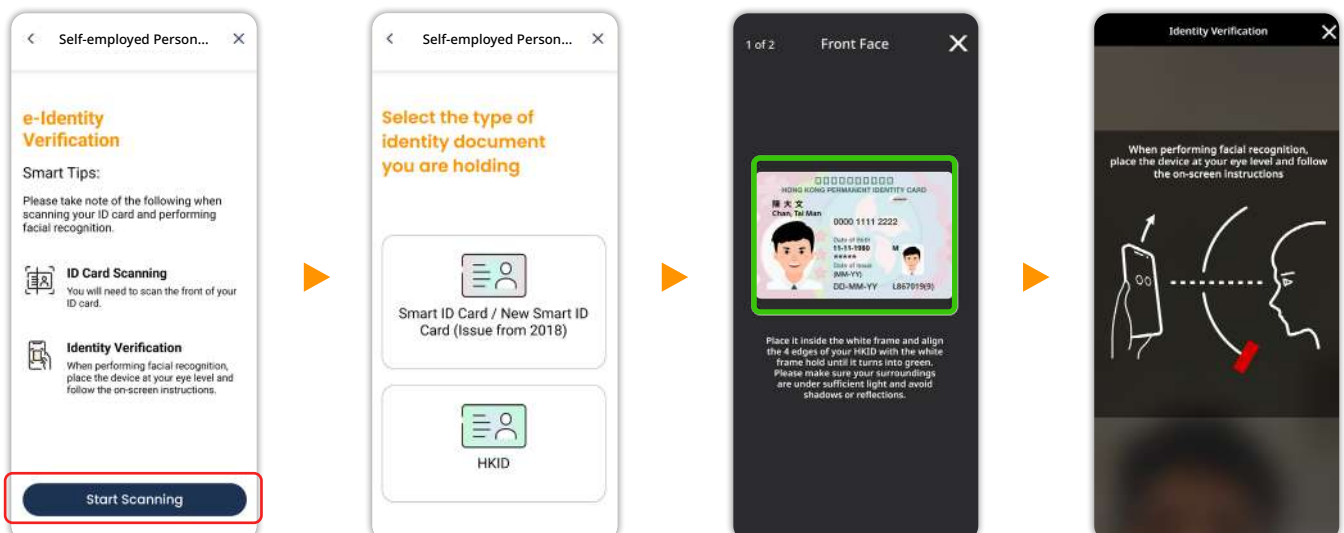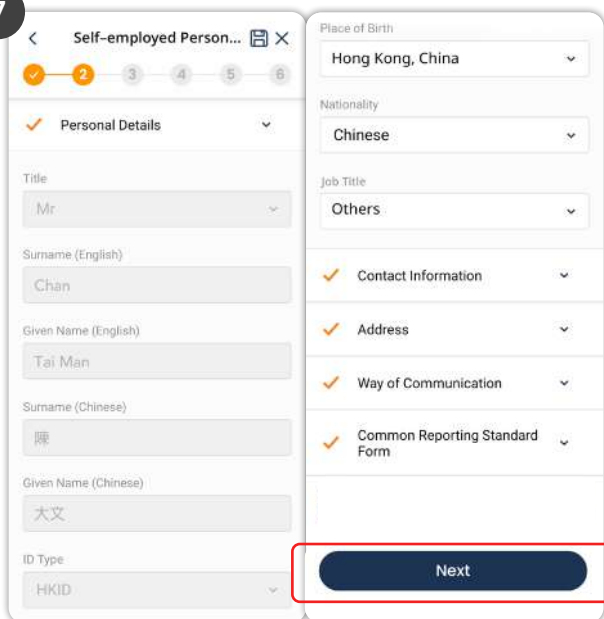
▶ Continue the Enrolment Process via eMPF mobile app

6

Scroll

6 Fill in your business information (if applicable).

7

Scroll

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 contact information in your **eMPF** and MPF account(s) is different, notifications for MPF account(s) will be sent to the contact information according to **eMPF** record.

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

8 Indicate your investment choice and tap Next .

9 Fill in Contribution Details and Payment Method and tap **Next**.

Remarks: If you set up Direct Debit Authorization as your Default Payment Method, the **eMPF Platform** will automatically process payments before the contribution day on a regular basis.

10 Upload the supporting document(s) shown on the page and tap **Next**.

Remarks:

(i) Annually
The contribution period is the financial year of your selected scheme, and the contribution day is the last day of the financial year of the scheme.

(ii) Monthly

The contribution period is from the first day to the last day of each calendar month, and contribution day is the last day of each calendar month.

11

Scroll

11 Review the information and tap Submit .

12

13

12 Read the Terms & Conditions and tap Accept .

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

– End –