

Personal Account Enrolment



**Web Portal
User Guide**



Preface

This user guide provides step-by-step instructions on how a scheme member can open a Personal Account (PA) 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

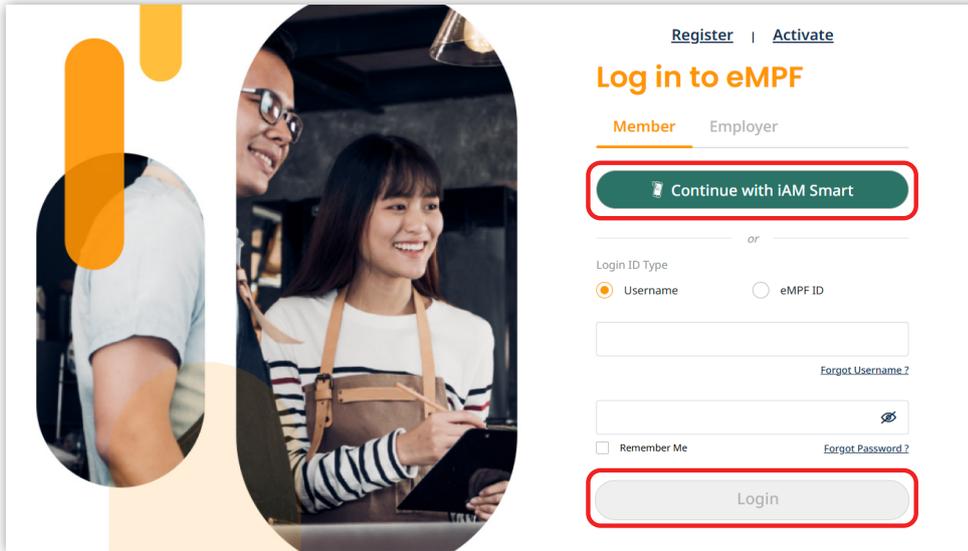
Version: 1.00

Date : 18 Aug, 2025

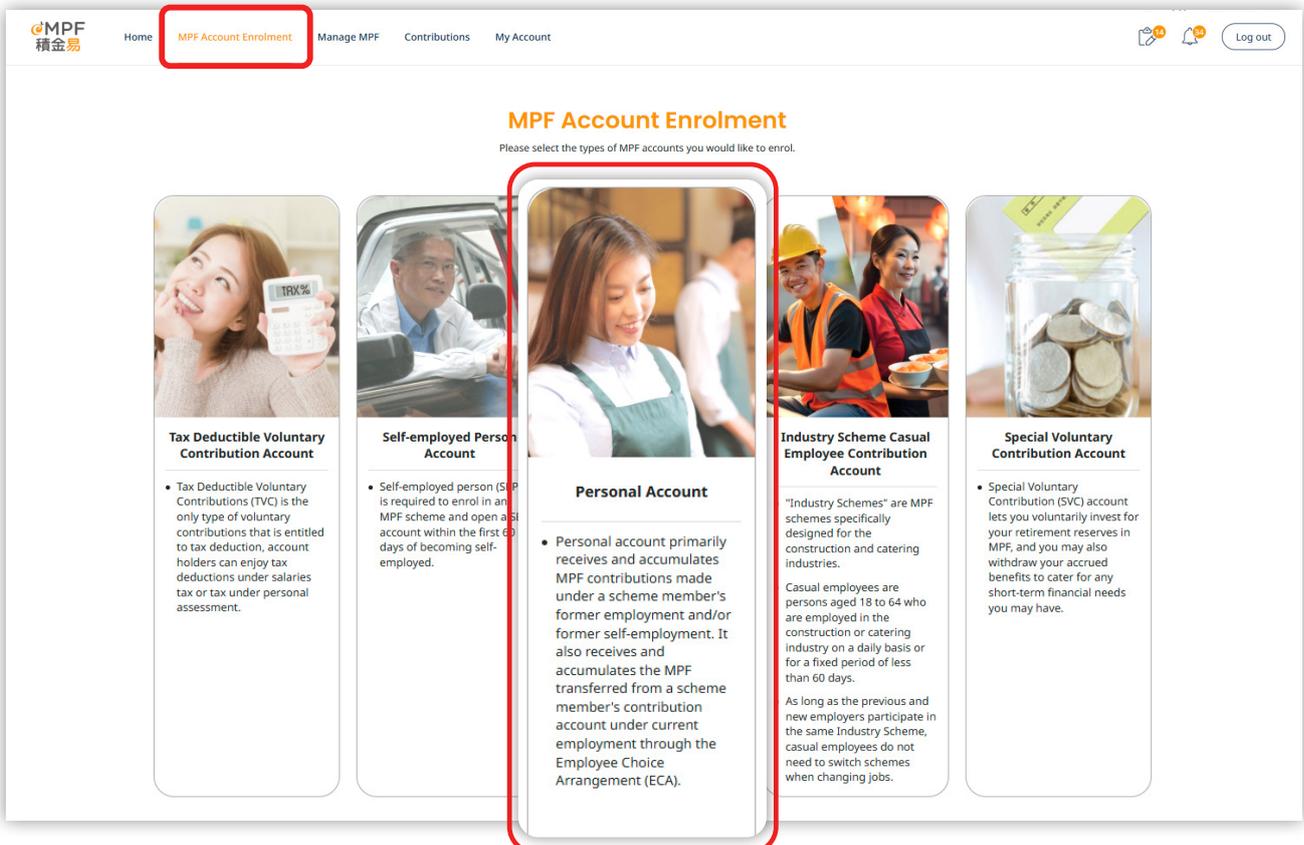
Personal Account Enrolment

If you would like to open a **Personal Account (PA)**, please follow the steps below to complete the enrolment.

1 Go to the **eMPF** Web Portal and log in.



2 Click **"MPF Account Enrolment"** on the menu bar and select **"Personal Account"**.



3 Read the guideline and click **Start Enrolment**.

Enrolment Guideline

Enrol in an MPF account in just a few steps

 **Step 1 Select the Scheme and Verify your Identity**
Select an MPF scheme for yourself, then authenticate by performing HKID scanning and facial recognition, or by logging into "IAM Smart" mobile app.

 **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

Required Items

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

- ✓ HKID

Back **Start Enrolment**

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

1 Select Scheme 2 Personal Information 3 Investment Choice 4 Confirmation

Select Scheme

✓ Scheme Details ⌵

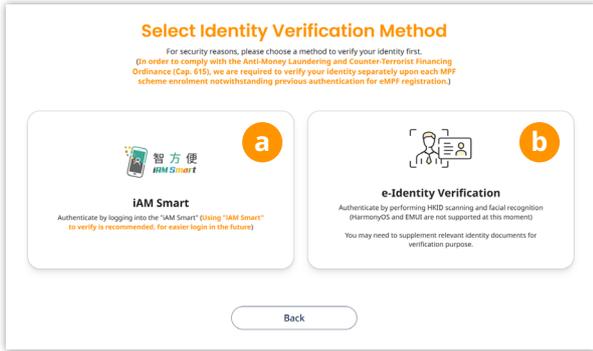
Please select an MPF scheme. You may visit the [Trustee Service Comparative Platform](#) provided by MPFA to compare the scheme details and services offered by different trustees. Important Notes: Only the schemes that have been onboarded on the eMPF Platform but not yet enrolled will be displayed below. 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: 18 [🔗](#)

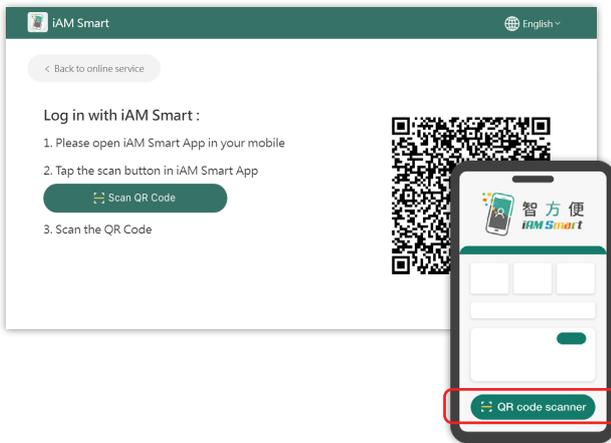
Back **Next**

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



Tips: Please have your smartphone ready.

a) Verify with "iAM Smart"



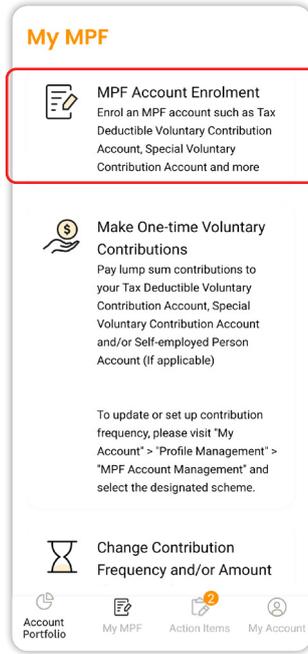
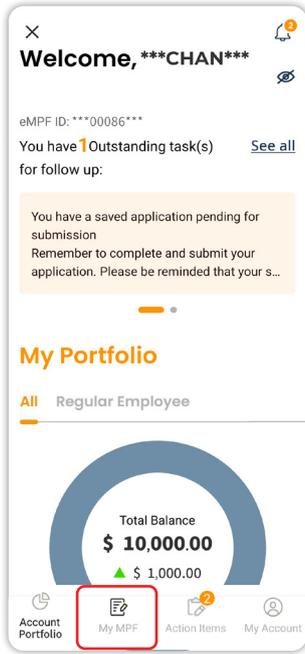
a1 Download the "iAM Smart" mobile app to your smartphone and register as an "iAM Smart" user.

a2 Log in to "iAM Smart" and tap **QR code scanner** . Scan the QR code shown on the webpage and perform the subsequent steps as indicated on your "iAM Smart" mobile app.



Tips: After you have successfully authorized the connection of "iAM Smart" with eMPF Platform, please continue the enrolment via eMPF Web Portal.

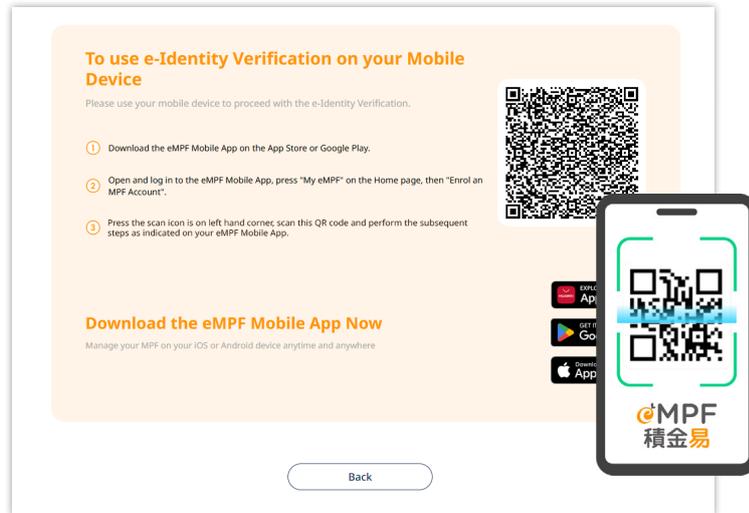
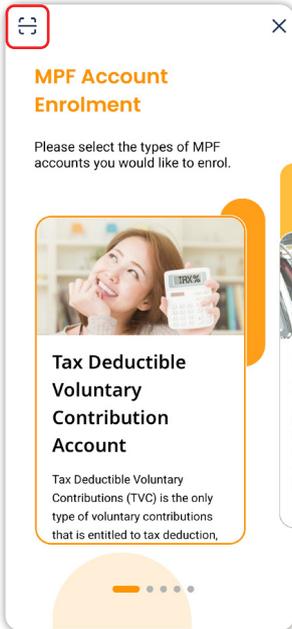
b) Verify with “e-Identity Verification”



b1 Download the “eMPF”  Mobile App to your smartphone.

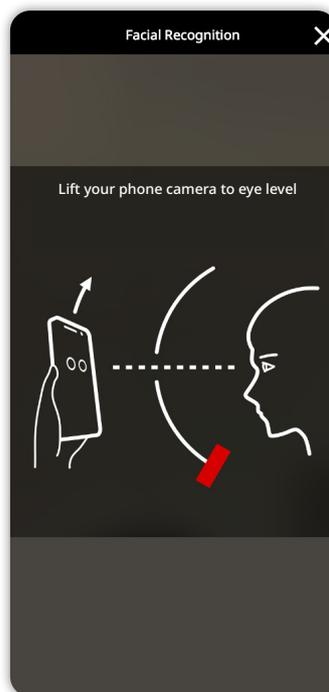
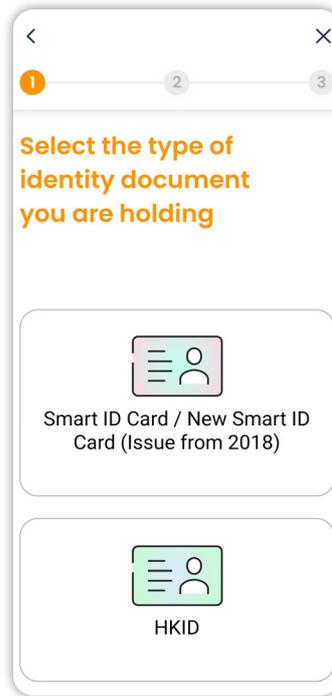
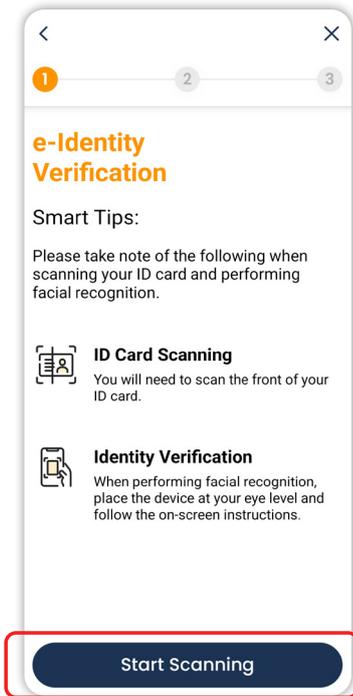
b2 Open and log in to the eMPF Mobile App, tap “My MPF” on the menu bar and select “MPF Account Enrolment”.

b3 Tap the  and scan the QR code on the webpage.



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

b4 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 and avoid covering any information with your fingers, ensuring a smooth scanning process.

▶ Continue the Enrolment Process via eMPF Web Portal

1 Select Scheme 2 Personal Information 3 Investment Choice 4 Confirmation

You are enrolling a Personal Account

Personal Information

✓ Personal Details

Title
 Mr Ms Miss Mrs Dr Other

Surname (English) Given Name (English)
Surname (Chinese) Given Name (Chinese)

ID Document Type ID No.

Date of Birth (DD/MM/YYYY) Gender

Place of Birth Nationality

Job Title

✓ Contact Information

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Information

Back Save Progress **Next**

6 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, click **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 clicking the **Verify** 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.

1 Select Scheme 2 Personal Information 3 Investment Choice 4 Confirmation

You are enrolling a Personal Account

Personal Information

✓ Personal Details

✓ Contact Information

Email Address (Personal) **Verify**

Mobile No. (SMS will be sent to Hong Kong Mobile No.) **Verify**

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Information

Back Save Progress Next

Personal Details

Enter Verification Code

Enter the verification code we have sent by SMS to +852 9912****.

Did not get a code? Resend in 56 seconds

7 Indicate your investment choice and click **Next**.

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 funds 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](#).

[Reset Allocation](#)

Fund Code	Name of Fund	Risk Class	Fund Type	Mandatory Contribution Allocation	Voluntary Contribution Allocation
DIS	Default Investment Strategy		Mixed Assets Fund	0 %	0 %
A	Fund A	Risk Class 1	Money Market Fund	30 %	30 %
B	Fund B	Risk Class 4	Mixed Assets Fund	30 %	30 %
C	Fund C	Risk Class 4	Guaranteed Fund	40 %	40 %
D	Fund D	Risk Class 5	Mixed Assets Fund	0 %	0 %
Total: 5 Records				100%	100%

[Back](#) [Save Progress](#) [Next](#)

8 Review the information and click **Next**.

Confirmation

You are enrolling Personal Account

Step 1 - Select Scheme

✓ Select Scheme

Trustee: Trustee A

MPF Scheme A

Step 2 - Personal Information

✓ Personal Details

Title: Mr

Given Name (English): Chan

Surname (English): Tai Man

Given Name (Chinese): 陳

Surname (Chinese): 太文

ID Document Type: HKID No.

ID No.: L8670199

Date of Birth: 01/01/1980

Gender: Male

Place of Birth: Hong Kong, China

Nationality: Chinese

Job Title: Others

[Edit](#)

✓ Contact Information

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Information

Step 3 - Investment Choice

✓ Investment Choice

MPF Intermediary Information (If Applicable)

Do you want to submit information for intermediary?

Yes No

[Back](#) [Save Progress](#) [Next](#)

9 Read the Terms and Conditions and click **Accept**.

Terms and Conditions

By clicking the "Accept" button below, you confirm that: 1/ the information given in this application is correct and complete; 2/ you understand once your application is submitted, it could not be withdrawn; and 3/ you have read and agree to be bound by the Terms & Conditions below.

[Decline](#) [Accept](#)

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

Enrolment Request Submitted

Reference No.: EN1808931001254562 | Submission Date & Time: 15/05/2025, 10:40

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

[Back to Home](#) [Go to My Record](#)

- End -