

Self-Employed Person Account Enrolment



**Web Portal
User Guide**



Preface

This user guide provides step-by-step instructions on how to open a Self-employed Person account 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 1204-6, 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

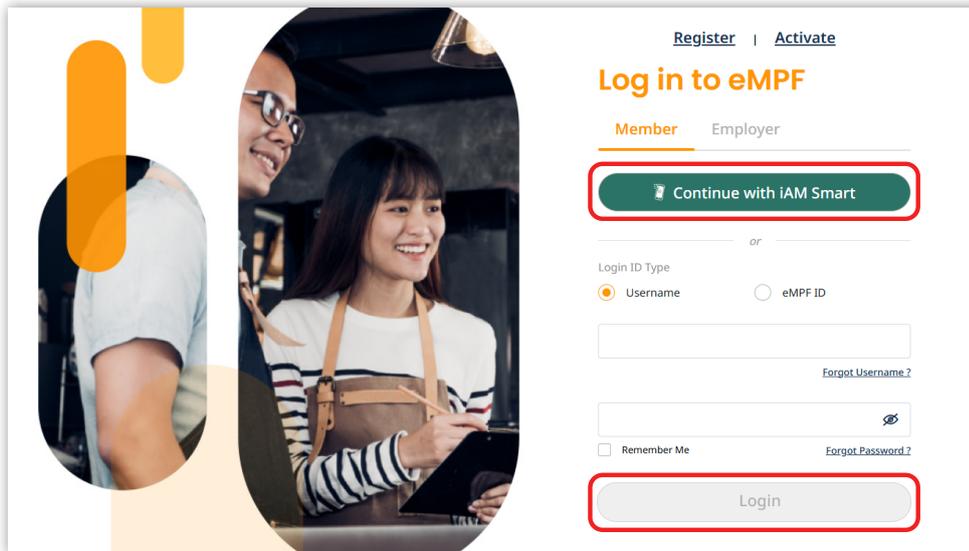
Version: 1.1

Date : 13 Mar, 2026

Self-employed Person Account Enrolment

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™** Web Portal.

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



Register | Activate

Log in to eMPF

Member | Employer

Continue with iAM Smart

or

Login ID Type

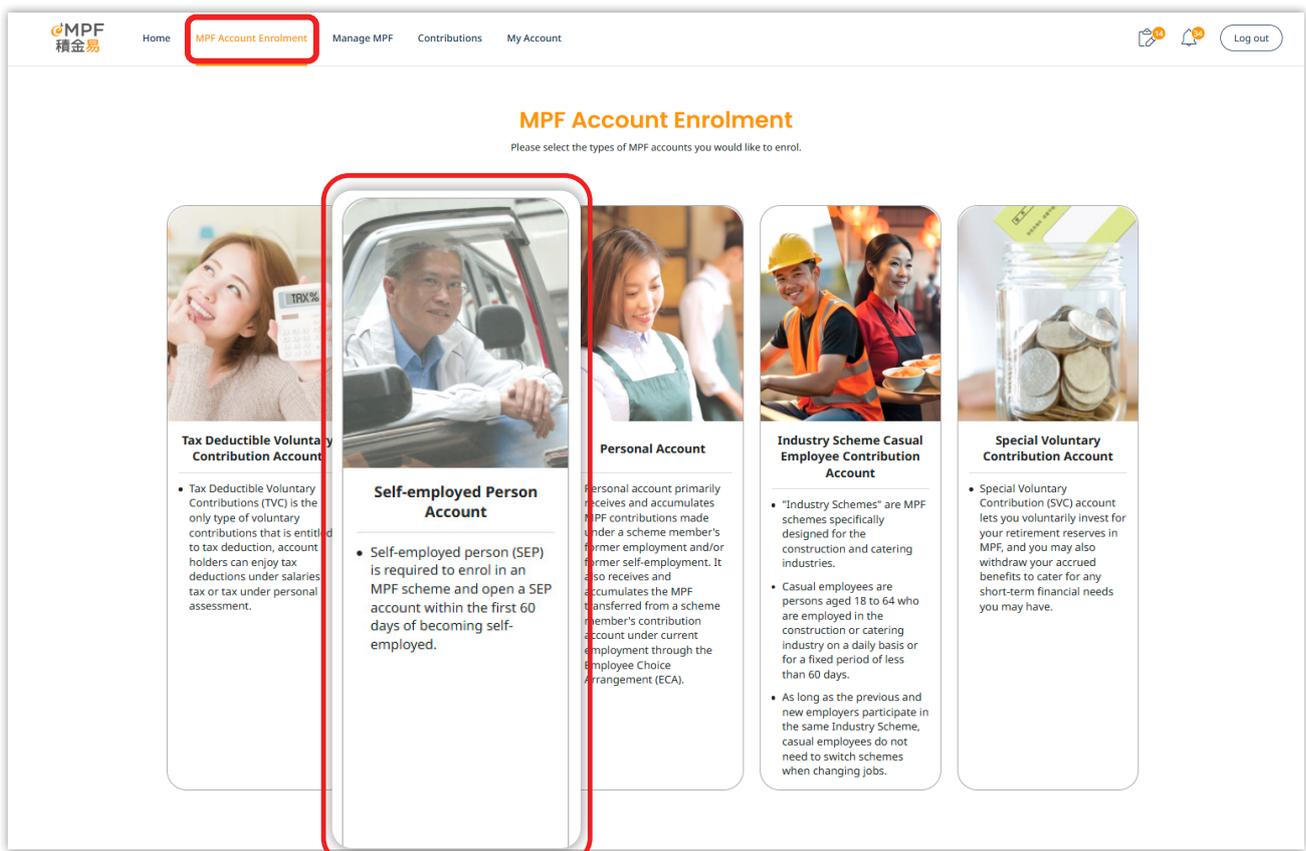
Username eMPF ID

[Forgot Username?](#)

Remember Me [Forgot Password?](#)

Login

2 Click **"MPF Account Enrolment"** on the menu bar and select **"Self-employed Person Account"**.



Home **MPF Account Enrolment** Manage MPF Contributions My Account

MPF Account Enrolment

Please select the types of MPF accounts you would like to enrol.

Tax Deductible Voluntary Contribution Account

- Tax Deductible Voluntary Contributions (TVC) is the only type of voluntary contributions that is entitled to tax deduction, account holders can enjoy tax deductions under salaries tax or tax under personal assessment.

Self-employed Person Account

- Self-employed person (SEP) is required to enrol in an MPF scheme and open a SEP account within the first 60 days of becoming self-employed.

Personal Account

Personal account primarily receives and accumulates MPF contributions made under a scheme member's former employment and/or former self-employment. It also receives and accumulates the MPF transferred from a scheme member's contribution account under current employment through the Employee Choice Arrangement (ECA).

Industry Scheme Casual Employee Contribution Account

- "Industry Schemes" are MPF schemes specifically designed for the construction and catering industries.
- Casual employees are persons aged 18 to 64 who are employed in the construction or catering industry on a daily basis or for a fixed period of less than 60 days.
- As long as the previous and new employers participate in the same Industry Scheme, casual employees do not need to switch schemes when changing jobs.

Special Voluntary Contribution Account

- Special Voluntary Contribution (SVC) account lets you voluntarily invest for your retirement reserves in MPF, and you may also withdraw your accrued benefits to cater for any short-term financial needs you may have.

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, then authenticate your identity using "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
- Step 4 Set up Contribution and Payment Details**
Set up your contribution frequency, payment method and more
- Step 5 Upload Supporting Documents**
Upload supporting documents, such as address proof

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

- ✓ Registered "IAM Smart" Account ([Download](#))

Buttons: Back, **Start Enrolment**

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

Progress: 1 **Select Scheme** | 2 Personal Information | 3 Investment Choice | 4 Contributions & Payment | 5 Upload Supporting Documents | 6 Confirmation

Select Scheme

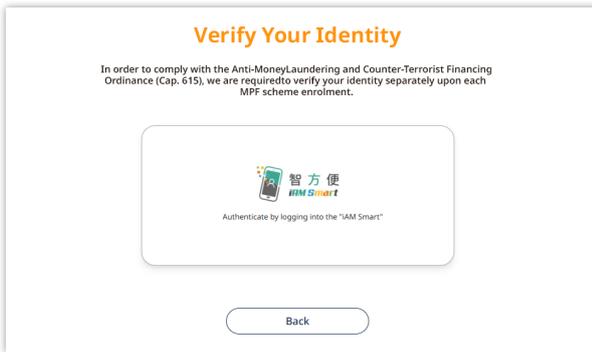
✓ **Scheme Details**

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

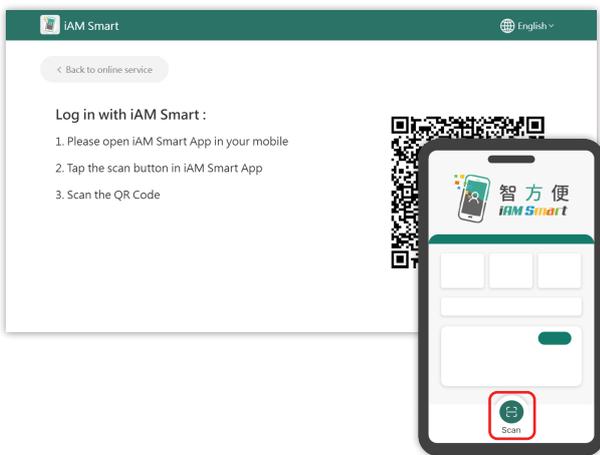
Buttons: Back, **Next**

5 Please verify with “iAM Smart”.



Tips: Please have your smartphone ready.

Verify with “iAM Smart”



1 Download the “iAM Smart” mobile app to your smartphone and register as an “iAM Smart” user.

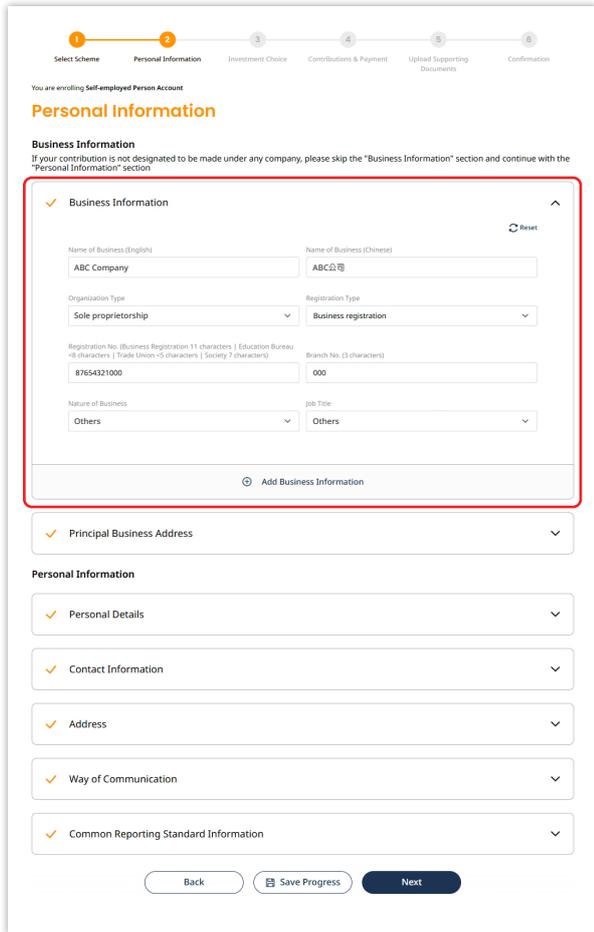
2 Log in to “iAM Smart” and tap . Scan the QR code shown on the webpage and perform the subsequent steps as indicated on your “iAM Smart” mobile app.



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

▶ Continue the Enrolment Process via eMPF™ Web Portal

6 Fill in your business information (if applicable).



Personal Information

Business Information
If your contribution is not designated to be made under any company, please skip the "Business Information" section and continue with the "Personal Information" section.

✓ Business Information

Name of Business (English): ABC Company
Name of Business (Chinese): ABC公司

Organization Type: Sole proprietorship
Registration Type: Business registration

Registration No. (Business Registration 11 characters | Education Bureau -8 characters | Trade Union <5 characters | Society 7 characters): 87654321000
Branch No. (3 characters): 000

Nature of Business: Others
Job Title: Others

Add Business Information

✓ Principal Business Address

Personal Information

✓ Personal Details

✓ Contact Information

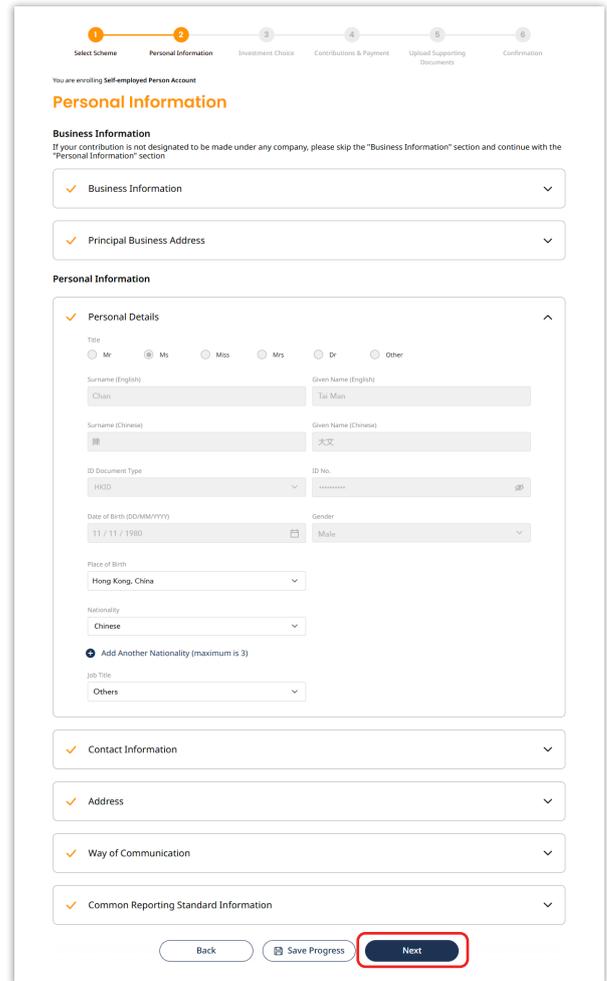
✓ Address

✓ Way of Communication

✓ Common Reporting Standard Information

Back Save Progress Next

7 After you complete the authentication process via "iAM Smart", 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**.



Personal Information

Business Information
If your contribution is not designated to be made under any company, please skip the "Business Information" section and continue with the "Personal Information" section.

✓ Business Information

✓ Principal Business Address

Personal Information

✓ Personal Details

Title: Mr Ms Miss Mrs Dr Other

Surname (English): Chan
Given Name (English): Tai Man

Surname (Chinese): 陳
Given Name (Chinese): 太文

ID Document Type: HKID
ID No.:

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

Place of Birth: Hong Kong, China

Nationality: Chinese

Add Another Nationality (maximum is 3)

Job Title: Others

✓ Contact Information

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Information

Back Save Progress Next



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.

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

Investment Choice

You should identify the risk class 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](#).

[Reset Allocation](#)

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

Notes:

- You should identify the risk class of different funds and gauge your own risk tolerance level before making investment choices.
- Members should note that investment markets could fluctuate significantly. Fund prices may go down as well as up. There is no guarantee that, given the time required to implement fund switching instructions, such instructions will achieve your desired results. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices. If in doubt, please contact your independent financial advisor for further details.
- The investment allocation percentages should be in whole numbers (e.g. 50% not 50.5%).
- The switch in total should be equal to 100%.
- The MPF contributions from your former employment are included in the "Employee's Mandatory Contributions" and "Employee's Voluntary Contributions" (if any).
- Please note that when performing calculations, decimal rounding may occur.

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

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

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

(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 Review the information and click **Submit**.

You are enrolling Self-employed Person Account

Confirmation

Step 1 - Select Scheme

✓ Select Scheme

Trustee
Trustee A

MPF Scheme A

Step 2 - Personal Information

✓ Company Information

Name of Business (English) ABC Company	Name of Business (Chinese) ABC公司
Organization Type Sole proprietorship	Registration Type Business registration
Registration No. (BR 11 digit Education Bureau 8 character Trade Union 15 character Society 7 character) 87654321000	Branch No. (3 characters, alphabet and number only) 000
Nature of Business Others	Job Title Others

Edit

Principal Business Address

Personal Details

Contact Information

Address

Way of Communication

Common Reporting Standard Information

Step 3 - Investment Choice

✓ Investment Choice

Step 4 - Contributions & Payment

✓ Contribution Details

Step 5 - Upload Supporting Documents

✓ Copy of Business Registration Certificate / Other valid document of relevant government registration

MPF Intermediary Information (If applicable)

Do you want to submit intermediary information?

Yes No

Back Save Progress **Submit**

12 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**

13 Your 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.: END1309195001350320 | Submission Date & Time (DD/MM/YYYY(HH:MM)): 06/06/2025, 19:06

Your MPF enrolment request has been submitted. We will send you the enrolment result once available, and you may access "Contributions" > "Contribution Record" to view and settle contributions when the enrolment is completed.

Back to Home **View Submission Status**

- End -