

Complete Employee Enrolment under an MPF Scheme Initiated by Employers



**Web Portal
User Guide**



Preface

This user guide provides step-by-step instructions on how employee(s) can complete the enrolment initiated by their employer on the **eMPF™ Web Portal**. All screenshots are for illustration purposes only. The actual design of the portal interface maybe 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

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 a notification email or SMS. Please register for **eMPF** first to complete the enrolment process.

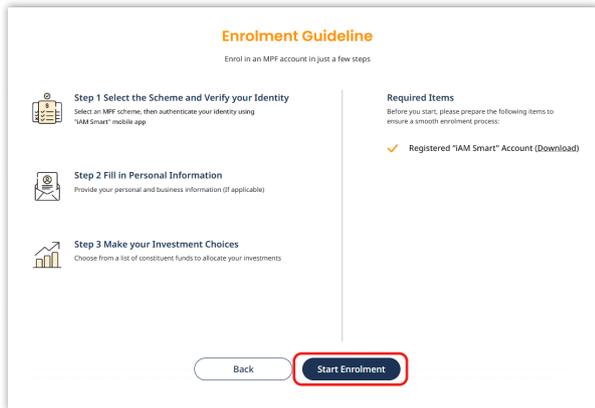
1 After receiving the email or SMS, login to the **eMPF** Web Portal.

2 Click  on the top right-hand corner.

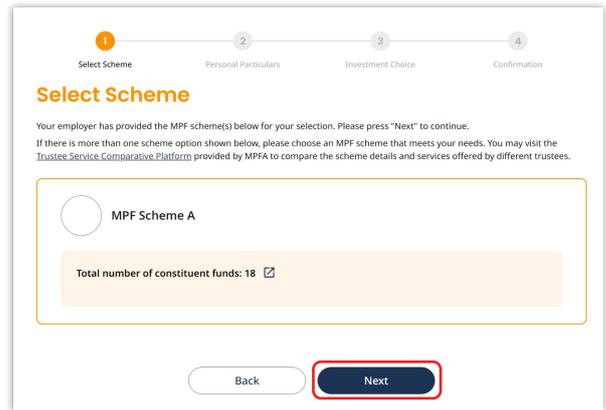
3 Select **“You have a saved application pending for submission”**. Click **Proceed**.



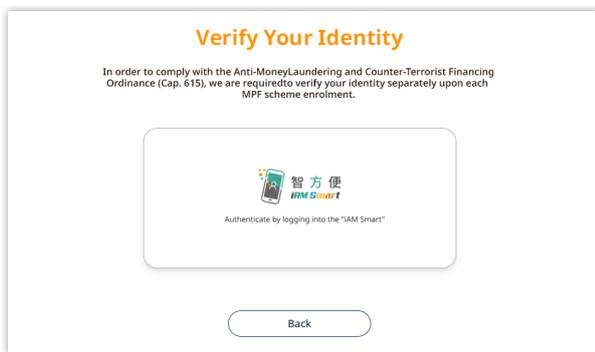
4 Read the guideline and click **Start Enrolment**.



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

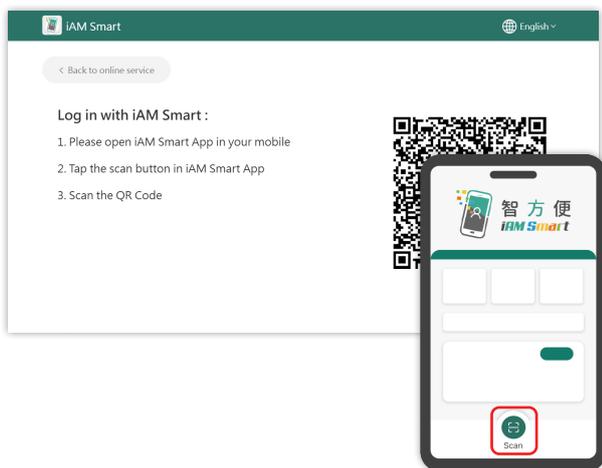


6 Please verify with **“iAM Smart”**.



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

- 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**.



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**.

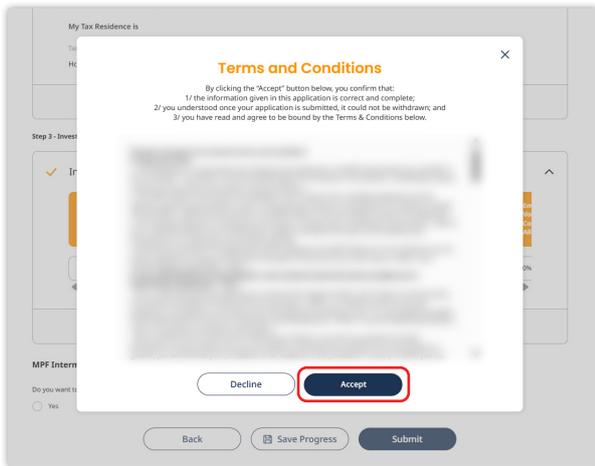
Fund Code	Name of Fund	Risk Class	Fund Type	Employer's Mandatory Contribution Allocation	Employer's Voluntary Contribution Allocation	Employee's Mandatory Contribution Allocation	Employee's Voluntary Contribution Allocation
Default Investment Strategy		Mixed Assets Fund		0 %	0 %	0 %	0 %
A	Fund A	Class 1	Money Market Fund	0 %	0 %	0 %	0 %
B	Fund B	Class 4	Mixed Assets Fund	0 %	0 %	0 %	0 %
C	Fund C	Class 4	Guaranteed Fund	0 %	0 %	0 %	0 %
Total:				0%	0%	0%	0%

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

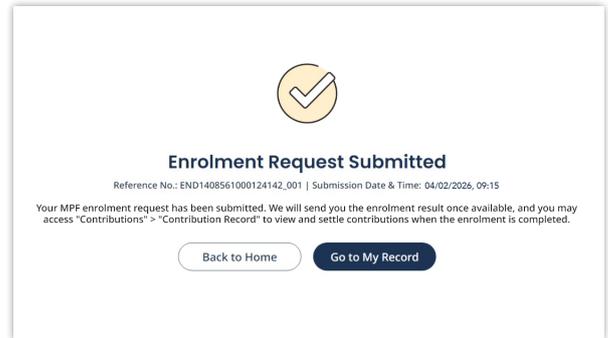


Remarks: If you do not make any investment choice, contributions will be wholly invested in the Default Investment Strategy (DIS).

- 10 Read the Terms and Conditions and click **Accept**.



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



- End -