

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 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

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.

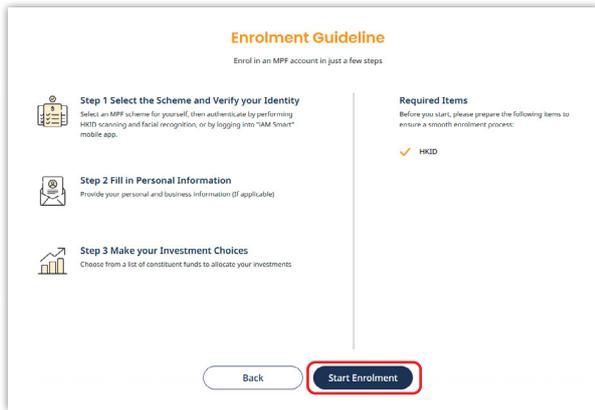
1 After receiving the email or SMS, login to the **eMPF** Web Portal.

2 Click  on the top right-hand corner.

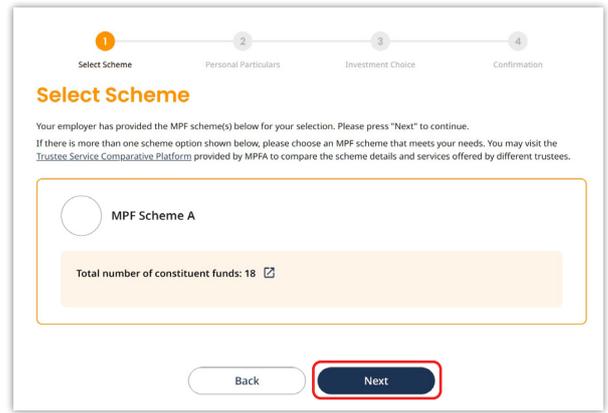
3 Select **"You have a saved application pending for submission"**. Click **Proceed**.



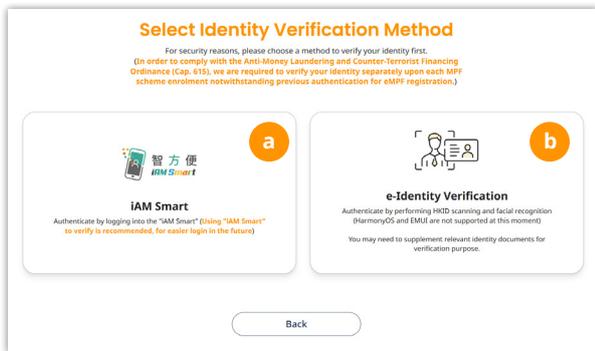
4 Read the guideline and click **Start Enrolment**



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

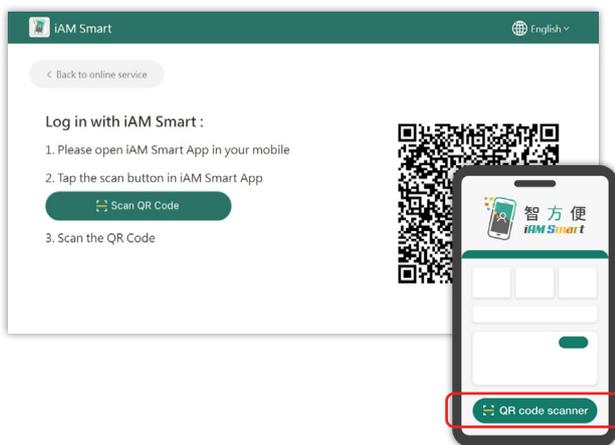


6 Select an identity verification method: (a) "iAM Smart" or (b) "e-Identity Verification".



Tips: Please have your smartphone ready.

a) Verify with "iAM Smart"



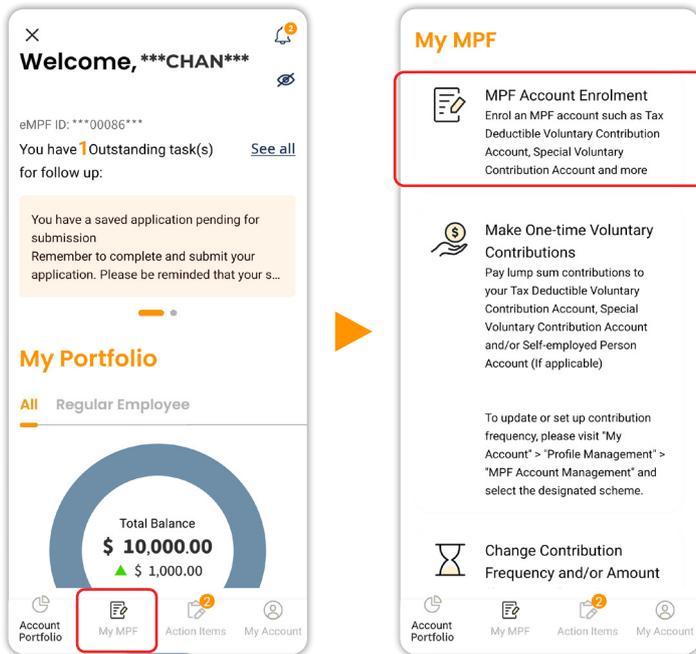
a1 Download the "iAM Smart" mobile app to your smartphone and register as an "iAM Smart" user.

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.

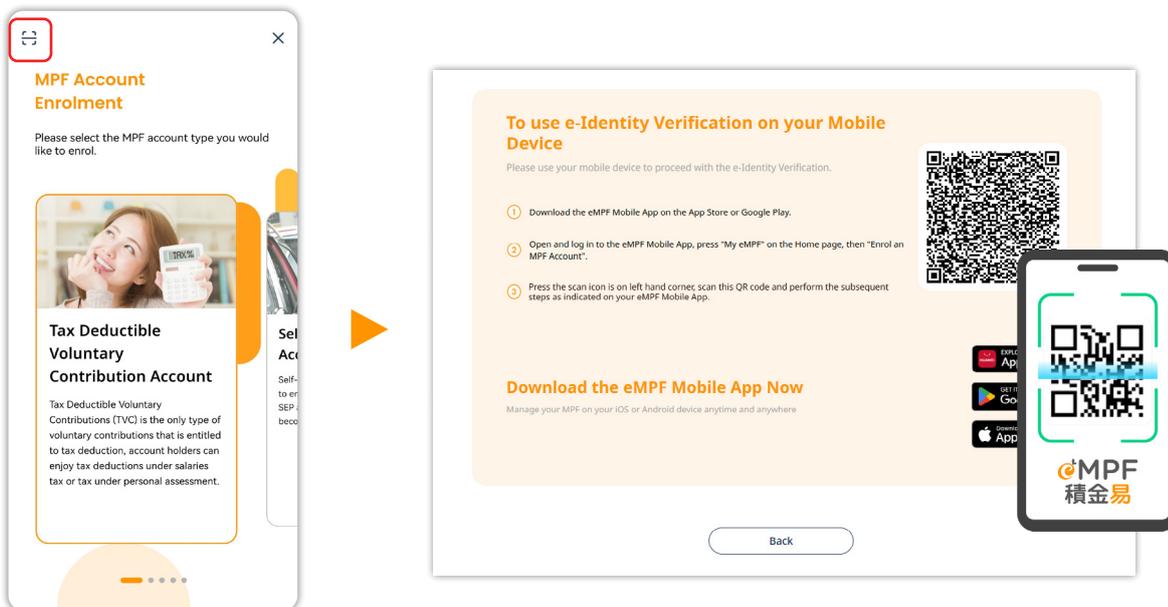
b) Verify with “e-Identity Verification”



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

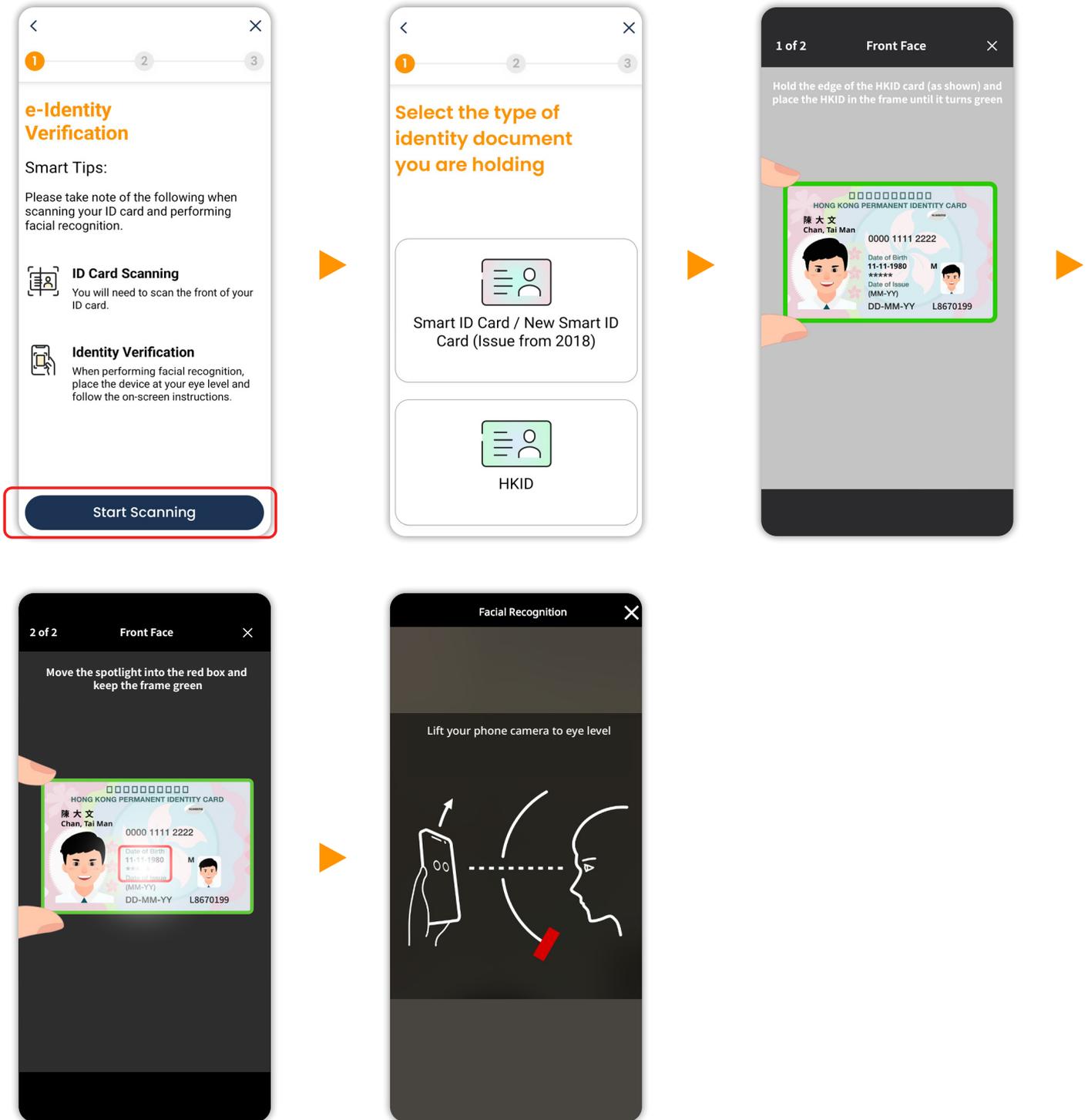
b2 Open and log in to the eMPF Mobile App, tap “My MPF” on the menu bar and select “MPF Account Enrolment”.

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

- 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, click **Next**.

1 Select Scheme 2 Personal Particulars 3 Investment Choice 4 Confirmation

You are enrolling a Regular Employee Contribution Account

Personal Information

Some of your personal information have been pre-filled by your employer. Please fill in the remaining required information to proceed.

✓ Personal Details

Title
 Mr Ms Miss Mrs Dr OTHER

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

Given Name (Chinese) Surname (Chinese)
 陳 大文

ID Document Type ID No.
 HKID *****

Date of Birth Gender
 11 / 11 / 1980 Male

Place of Birth Nationality
 Hong Kong, China Chinese

Job Title
 Manager

✓ Contact Information

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Information

Back Save Progress **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.

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

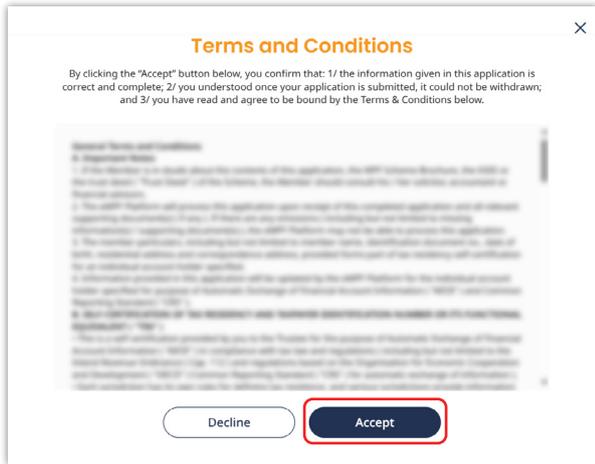
Fund Code	Name of Fund	Risk Class	Fund Type	Employer's Mandatory Contribution Allocation	Employer's Voluntary Contribution Allocation	Employee's Mandatory Contribution Allocation	Employee's Voluntary Contribution Allocation	
DIS	Default Investment Strategy	Mixed Assets Fund	Mixed Assets Fund	0 %	0 %	0 %	0 %	
A	Fund A	Class 1	Money Market Fund	100 %	0 %	100 %	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 11 Records				Total:	100%	0%	100%	0%

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

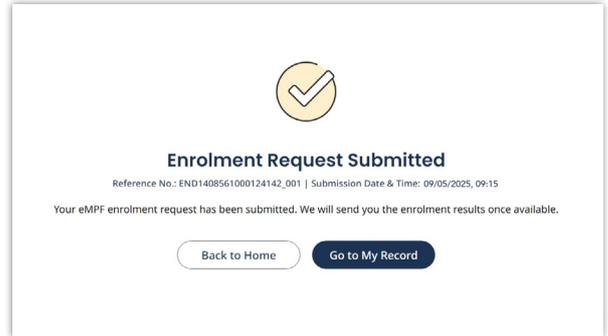


Remarks: If you do not make any investment choice, contributions will be wholly invested in the Default Investment Strategy (DIS).

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 -