eMPF 積金易

Quick Tips for
Employers

💡 **Register for the One-stop platform to** 🔧 **manage your MPF with ease!** ✅

What is eMPF™?

The eMPF Platform (eMPF) is a one-stop digital platform that aims to **standardize**, **streamline** and **automate** the administration processes of different MPF schemes, thereby making it simpler and more convenient for scheme members and employers to manage their MPF schemes, with a view to enhancing operational efficiency and reducing administration costs.

MPF trustees and their respective schemes will be progressively onboarded to the eMPF, and the administration of the schemes that are already onboarded will be performed by the eMPF instead of the MPF trustees.

When the eMPF is launched, **employers** and **scheme members** will be able to view and manage all their MPF accounts on the one-stop online platform at any time, anywhere.
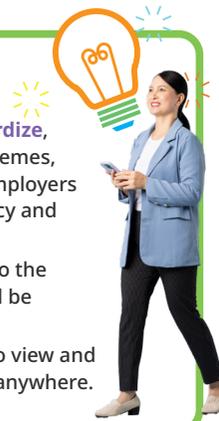
Points to note before registration:

1 Check the Onboarding Schedule of MPF schemes

To ensure ample time for preparation for the eMPF, please scan the QR code to check the **Onboarding Schedule** for each trustee and their respective MPF scheme.

Onboarding Schedule of MPF schemes

2 Registering for eMPF

You can register for eMPF according to the specified date provided in the trustee's communication pack. If you register for eMPF on behalf of your company prior to the onboarding of your enrolled MPF schemes on the eMPF, details of your account will only be available on the eMPF after the schemes have been onboarded.

3 Transitional Operating Arrangement

Before the cut-off date(s) for submitting administrative instructions as announced by your trustees, you should submit instructions (such as enrolling new employee(s) in an MPF scheme, making MPF contributions, etc.) to the trustees directly through original channels.

After the cut-off date(s), **all** administration instructions must be submitted through the eMPF (both online and using paper forms). Please note that each trustee may have **different** deadlines for different MPF administration instructions. Please refer to the notice issued by the trustees or check with your trustees for more information.

Important Note

During the transitional period, the monthly MPF Contribution Day will **remain unaffected**. Employers must continue to submit MPF contributions for their employees in a timely manner. Consequently, employers should allocate enough time for the completion of the necessary setup of eMPF registration. If you have any questions while using the eMPF, please contact the eMPF Customer Service Hotline promptly.

eMPF™ Set-Up Checklist

Have you completed the following tasks?

① eMPF Registration

- ☐ Visit eMPF website or download the eMPF Mobile App to start the registration
- ☐ Verify your identity via registered "iAM Smart", set up Company Authorized Person and Contact Person
- ☐ Upload supporting documents, such as:
    - ☐ Business Registration Certificate (BR) / Certificate of Incorporation/ Documents issued by trustee within 6 months (e.g. correspondences or emails)
    - ☐ "Company Authorized Person" Appointment Form/ Board Resolution of Authorized Person
- ☐ Wait for the eMPF activation notification within 2 working days

② eMPF Activation

- ☐ Proceed to Two-factor Authentication with One-Time Passcode (OTP)
- ☐ If your enrolled MPF scheme has already been onboarded: check and confirm the migrated account information, including information pertaining to the MPF scheme or your company
- ☐ If your enrolled MPF scheme has yet to be onboarded: login to eMPF and review company general information

Data that will be migrated to the eMPF:

- ✅ Company Information
- ✅ Payroll Group setting under the MPF scheme
- ✅ Your latest contribution records
- ✅ Direct Debit Authorization setting (DDA) (if applicable)

Data that will not be migrated to the eMPF:

- ❌ The original username and password in Trustee's system
- ❌ The original account setting in Trustee's system
- ❌ Calculation methods for voluntary MPF contributions not supported under the eMPF (for such cases, the Trustees will provide employers with voluntary contribution details)

③ Complete Basic Setting

After your enrolled scheme has been onboarded:

- ☐ Set-up payroll group: to update your payroll group information and the approval setting for contributions (if applicable)
- ☐ Set-up eMPF user access rights and manage user access list (access rights for Company Authorized Person, Scheme Authorized Person and Other User)
- ☐ Confirm or update the default contribution payment method (if applicable)
- ☐ Manage existing employee(s) or add new employee(s) (if applicable)
- ☐ Obtain technical specification of eMPF integration for payroll software enhancement (if applicable)

④ Understand MPF Contribution Flow

Make contributions through the eMPF:

- ☐ Update and confirm to submit contribution data, approve submitted contribution data
- ☐ Make payment
    - ☐ Set Direct Debit as default payment method: Not required to continue with the subsequent steps
    - ☐ Other payment methods: After approval, view the "Outstanding Payment" details and select the payment method to make payment through the selected payment method.
    - ☐ View or download past MPF contribution records

eMPF™ Web Portal Function

eMPF
積金易

Home   Manage Scheme   Manage Employee   Manage Contributions   My Account

3 **2** **1**

Logout

4 ## Welcome, Chan Siu Ming

Employer's eMPF ID : ***00086*** | Company : **Company A**

Last login time : 02/01/2024 , 15:00 | Login status: Success

All Outstanding Tasks

You have **5** outstanding task(s) for follow-up:

See All

You have outstanding contribution(s)
You have outstanding / partially settled contributions for your follow up. Please review to submit employee contribution records and make payments accordingly.

5 ## Your Customized Outstanding Tasks

Customize

Enrolment 1	Contributions 2	Transfer 1
Scheme Termination 1	Long Service Payment/ Severance Payment 0	Registration 0

6 ## My Account Dashboard

Account : **All Accounts**

Total Balance (HKD)		Net Contributions & Transfer-in Amount (HKD)		Investment Gain (Loss) (HKD)
$ 536,034.26 As of 02/01/2024	**=**	**$ 464,031.10** Since inception of the account(s) (Inception date may vary from each account, please refer to each account for details)", please check with CW team.	**+**	**$ 72,003.16** Since inception of the account(s) (Inception date may vary from each account, please refer to each account for details)", please check with CW team.

All Accounts $ 536,034.26

MPF Scheme A Trustee A	$ 192,553.38 ▲ $ 12,002.06
MPF Scheme B Trustee B	$ 231,661.01 ▲ $ 60,301.10
MPF Scheme C Trustee C	$ 111,819.87 ▼ $ 300.00

1 **Notification**

2 **View all Action Items**

View contribution reminders and pending applications here, including
•Outstanding/partially settled contributions
•Employee contribution data pending for approval
•Long Service Payment (LSP)/ Severance Payment (SP) offset application from your employee

3 **Menu**

Click on each menu option one by one to view and submit different MPF instructions.

Manage Scheme	Manage Employee	Manage Contributions	My Account
Enrol Scheme	View Employee List	Submit Contribution Data / View Contribution Period	My Record
Manage Enrolled Scheme	Enrol New Employee	Make Contribution Payment	My Letter and Statement
Reserve Account and Forfeiture Account	Terminate Employee		Profile Management
	Transfer Funds		User Management
			eMPF Account Setting

4 **Username, Employer's eMPF™ ID and Company Name**

5 **Your Customized Outstanding Tasks**

View the outstanding task summary, you may add or remove to customize the types of tasks to be shown on the landing page.

6 **My Account Dashboard**

Click the menu option and switch MPF schemes to view an overview of each MPF account, the net contributions and transfer-in amount, investment gains or losses, and more.

The digital services on the eMPF Platform are available in both Web Portal and Mobile App. Explore now!

Key Functions of eMPF™ Employer

eMPF Registration

Starting from the specified date of registration stated in trustee's communication packs, you can visit the eMPF website at www.empf.org.hk or download the eMPF Mobile App to register.
The required items for registration generally includes:

- A valid mobile phone number and email address (optional) to receive one-time passcode for verification and activation notification
- Personal Particulars of the Company Authorized Person and "Company Authorized Person" Appointment Form
- eMPF Activation Code & Company BR No. / CI No.
- A copy of Business Registration/ Certificate of Incorporation

Download the eMPF Mobile App

Registration Steps

Verify Identity via registered "iAM Smart"

Select "Employer" on the registration page, and verify your identity via "iAM Smart" mobile app.

智方便
iAM Smart

Authenticate by logging into the "iAM Smart"

Fill in Information

Fill in the personal particulars of Company Authorized Person, and Company Identification information, including the eMPF Activation Code (if applicable) and Company Business Registration Number / Certificate of Incorporation Number.

Remarks: If you have yet to receive the eMPF Activation Code, please fill in the Company Information, including company name, type of company, address and more.

Upload Supporting Documents

Follow the on-screen instructions to upload the required documents.
Review your application and then click "Submit".

Business Registration / Certificate of Incorporation/ "Company Authorized Person" Appointment Form

Upload successful
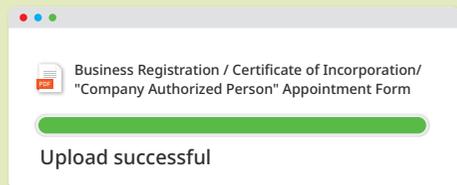
Upon receipt of your application, the eMPF will send within two working days a notification to the company authorized person by email / SMS for activating your account.

eMPF™ Activation

Activate your eMPF

After the Company Authorized Person receives the notification for eMPF activation, visit the eMPF web portal or open eMPF Mobile App, click "Activate" and select Employer.

Activate eMPF

Please click "Member" or "Employer" below according to your role to activate your eMPF.
If you have de-activated your eMPF before and want to reactivate now, please click "Reactivate".

Member   Employer   Reactivate

Two-factor Authentication

Fill in the ID No. and email address or mobile phone number you provided during registration for one-time passcode verification.

Create eMPF Username & Password

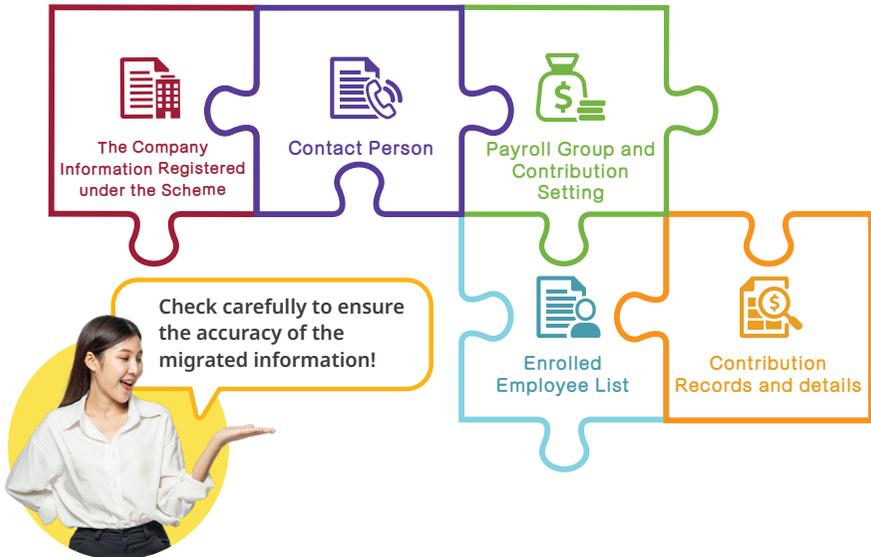Create your username and password for eMPF login.

eMPF1234

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Then, you're all set!

Check Basic Setting (After Login to Employer Portal)

The eMPF™ provides employers with the flexibility to set up different payroll groups and user access rights based on their company management arrangement. If the MPF scheme your company is participating in has been onboarded the eMPF, the original account information and payroll group settings will be transferred to the Platform.

① Payroll Group under each MPF Scheme

- If your company's enrolled MPF scheme has been onboarded the eMPF, after login, you can access your company's MPF account by clicking "Manage Scheme > Manage Enrolled Scheme" on the menu bar, and "Manage Contributions > Submit Contribution Data / View Contribution Period" to check the employee information and contribution details.

- The trustee will transfer the data and account information of the onboarded MPF schemes from their system to the eMPF, including:

The Company Information Registered under the Scheme

Contact Person

Payroll Group and Contribution Setting

Check carefully to ensure the accuracy of the migrated information!

Enrolled Employee List

Contribution Records and details

- Under the "Payroll Group and Contribution" tab, you can set whether the future contributions under the MPF scheme requires internal approval before proceeding with payment. If you select "Require Approval", you can grant specific users with the "Preparer" or "Approver" access rights.

> 💡 The payroll group is the individual contribution settings (e.g. contribution period, default payment method, etc) set according to the employee list for easier management. It refers to the Affiliated Center/Department Number/Payment Center Number/Subsidiary Scheme Number of your MPF scheme. You will need to set up Direct Debit Authorization instructions for each payroll group separately when setting up a new payroll group.

2 Manage User Access Rights

- The Company Authorized Person can assign different access rights to the company staff who are managing the company's MPF scheme.

- To facilitate checking and management, all users will be classified as three types based on their access rights, they are: the **Company Authorized Person**, **Scheme Authorized Person** and **Other User**.
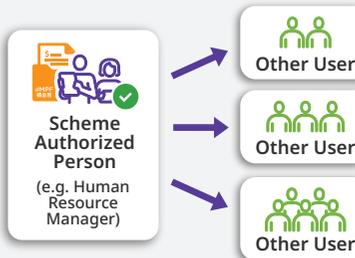

Company Authorized Person
(The employer will be assigned in general)

Payroll Group
(Automatically preset with one payroll group)

Company Authorized Person can manage all MPF-related instructions via the eMPF™, and assign Scheme Authorized Persons to the enrolled scheme(s). They will be granted with the respective access rights under the eMPF Employer Account by default. At the same time, all the MPF scheme will be assigned with one payroll group by default without additional settings.

Scheme Authorized Person
(e.g. Human Resource Manager)

Other User

Other User

Other User

You can check the above settings and set up different payroll groups or grant access to "Other User" according to the scale and needs of your company. For example, a larger company can grant the Human Resource Manager as the Scheme Authorized Person, and assign MPF administrative tasks to other staff under different payroll groups.

For details on setting up user access rights, please refer to

User Access Rights – Web Portal User Guide (Employers)

Upon the completion of access right settings, the eMPF will send an email notification to notify the new user. Please remind the user to follow the instructions to activate their eMPF.

3 Add New Employees or Update Existing Employees

Under "Manage Employee > View Employee List", you can view and manage employees under the enrolled MPF schemes. You can also add new employee(s) to an enrolled MPF scheme by clicking "Manage Employee > Enrol New Employee".

New Employee Enrolment under an MPF Scheme – Web Portal User Guide (Employers)

Submission of Contribution Data and Making Payment

Applicable to onboarded MPF Schemes only

1 Submission & Approval of Contribution Data

Contribution Details Pre-population

If you have selected "Pre-printed Remittance Statement" is required to be generated during scheme enrolment, the contribution details will be pre-populated on the Platform based on your most recent submission, including the employee list, helping you with the editing and preparation of your next submission.

When preparing for your monthly submission of contribution data, you will be able to manage the employee list, edit contribution details or submit the contribution data directly.

Edit Contribution Details

After login, click "Manage Contributions > Submit Contribution Data / View Contribution Period" on the menu bar, select an MPF scheme to view all outstanding contributions.

You can also select a specific contribution period and click "Next" under the "Employee Contribution Data" tab to edit the contribution details and amount.

Submit Contribution Data

Employee Contribution Data | Submitted Contribution Data

Search by Employee Name/HKID No. | Search

This page shows the contribution data for the relevant employee(s). Click "Next" below to update their contribution data.

Please disregard the surcharge bill(s) shown below (if any) if you have already submitted contribution data an...

Name (Member Account No.)	HKID No.	Staff No.	Contribution Status	Contribution Period (DD/MM/YYYY)	R... (H...
Chan Tai Man (10000001)	G1234******		Outstanding	01/07/2024 - 31/07/2024	
Wong Tai Man (10000002)	Y1234******		Outstanding	01/07/2024 - 31/07/2024	

If the employer has set up approval settings for contribution data submission, users with "Approver" access rights should log in to the eMPF™ and review the submission of contribution data in the Action Items.

MPF Contributions for Employees – Web Portal User Guide (Employers)

② Making Payment

● Your contributions will be paid to the Trustee automatically if you have chosen Direct Debit as the default payment method, as your Direct Debit Authorization (DDA) information and settings will be applied to the Platform automatically after the MPF

> 💡 Authorize and set up Direct Debit as your default payment method for MPF contributions could effectively avoid surcharges due to payment delay.

● If you have chosen other payment methods for your MPF contributions:

Step1 Under "Manage Contributions > Make Contribution Payment", select the respective scheme.

Step2 Click the "Proceed to Select Bill(s)" button under the "Outstanding Payment" tab.
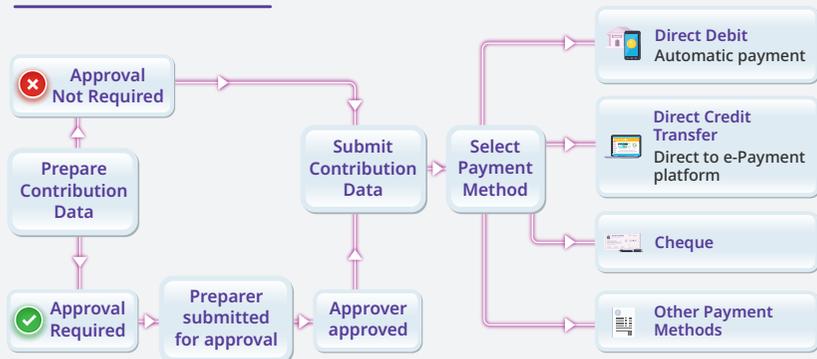
Step3 Select a payment method.

Step4 You will be redirected to the corresponding e-Payment platform (if applicable), or instructed to pay the MPF contributions.

Contribution Process

Approval Not Required

Prepare Contribution Data

Submit Contribution Data

Select Payment Method

Approval Required

Preparer submitted for approval

Approver approved

Direct Debit
Automatic payment

Direct Credit Transfer
Direct to e-Payment platform

Cheque

Other Payment Methods

● After you have submitted the contribution payment, you can go to "Manage Contributions > Submit Contribution Data / View Contribution Period" and select the corresponding scheme, to check the payment status in the "Unsettled Contributions" or "Settled Contributions" tabs.

● On the Settled Bill Details page, you can click the (PDF) or (Excel) in the top right-hand corner to download the Contribution Summary.

● Employers who own and maintain internal payroll system should check if the remittance statement (contribution file) prepared by your system can meet with the eMPF Platform's requirement. You may obtain the technical specifications through the eMPF™ Website.

Enquiry and Support

Online Information

eMPF Website

FAQs

eMPF User Guides
and Tutorial Videos

Enquiries

eMPF Customer Service Hotline	183 2622
Email	enquiry@support.empf.org.hk
Outreach Service Online Booking System	

eMPF™ Service Centres

Addresses	**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
Business Hours	**Monday to Friday** 9 am to 6 pm **Saturday** 9 am to 1 pm Closed on Sundays and public holidays

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