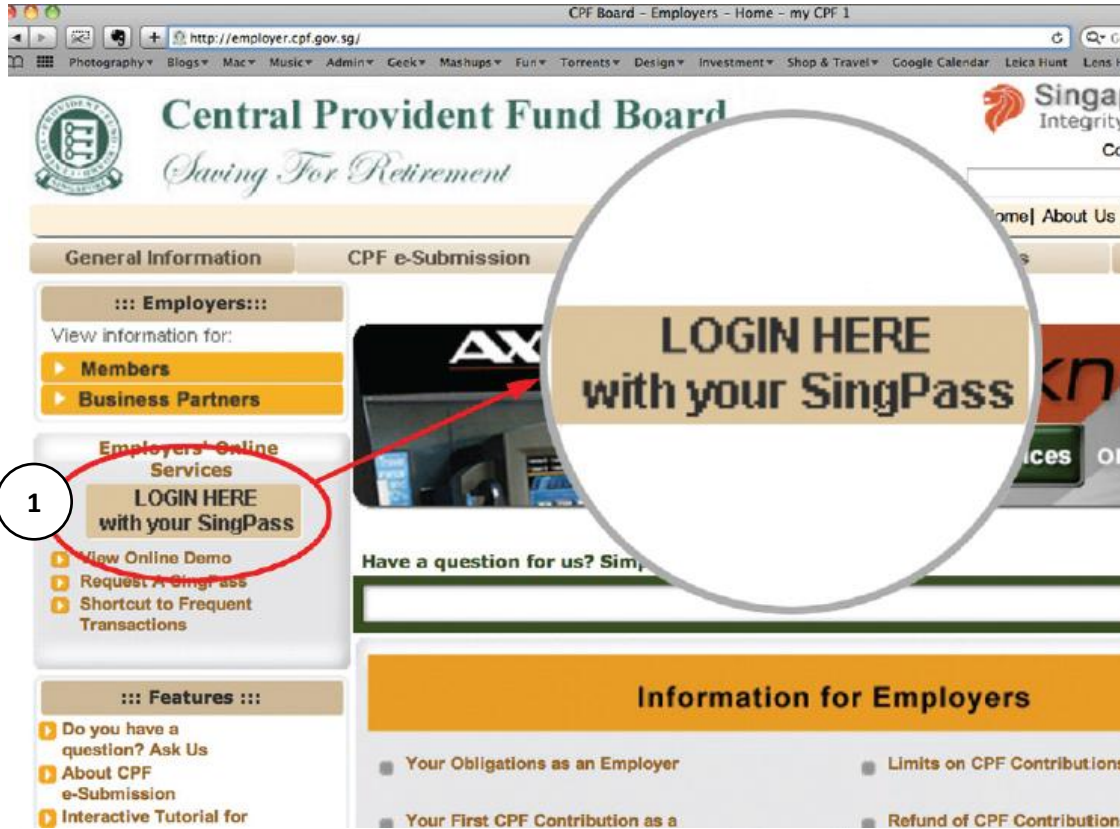


Auto eXcel Plus - Quick Reference Guide



Updated as at 23 September 2011



- 1 Go to <http://employer.cpf.gov.sg>.
Select **LOGIN HERE** with your SingPass.



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Saving For Retirement

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General Information

CPF e-Submission

Calculators / Tutorial

E-Services

FAQ

Employers > CPF Submission Number (Login)



::: Employers:::

View information for:

▶ **Members**

▶ **Business Partners**

**Employers' Online
Services**

▶ **View Online Demo**

▶ **Request A SingPass**

2

Please key in your CPF Submission No. (CSN)

- -

If you:

- are an employer of a Foreign Domestic Worker, please leave the fields blank and click "Submit".

If you do not have a CSN, please register [online](#) using your SingPass.

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2

Key in your
CPF Submission No. (CSN)
and click **Submit**.



Secure

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Welcome

to SingPass Authentication Service

3

SingPass ID (Enter your **Identification Number**)

e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

Submit

Cancel

By clicking on the **Submit** button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

3

Key in your **SingPass ID** and **SingPass** and click **Submit**.



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::: Employers:::

Access Other Online Services:

- [Members](#)
- [Business Partners](#)

Employers' Online Services

- [my cpf Homepage](#)
- CPF e-Submission** (For registered users)
- [Employer Details](#)
- [Online Applications](#)
- [Medisave/MediShield Reimbursement](#)
- [My Alerts](#)
- [Enquiry on Status of Previous Transactions](#)
- [Phone PIN Request](#)
- [Online Demo](#)

[LOGOUT](#)

My Life Events



- [Managing Your Retirement](#)
- [Starting A Business](#)
- [Personalise My Life Events](#)

Shortcut to Frequent Transactions

- [Apply to submit CPF contributions via CPF](#)

Welcome,
(CPF Account Number:)

Your last login as an employer was on
20 Sep 2011 at 06:28 PM (Singapore Time).

Do You Know...?
[story contest](#) runs until 25 September 2011.

New [CPF contribution rates](#) take

::: My Messages :::

CPF Contribution Rate Changes from 1 September 2011
Find out more about the [CPF Contribution rate changes](#).

CPF Contribution Calculator
Need help calculating your CPF contributions? Try using the [CPF Contribution Calculator](#).

Employers' Guide to CPF
To find out everything you need to know as an employer, check out the [Employer's Guide to CPF!](#)

CPF Auto-eXcel Plus Auto-computes the CPF Payable!
Ever thought of e-submitting CPF contributions? Find out more on [CPF Auto-eXcel Plus!](#) It's online, and it's free!

[Top](#)

4

Select **CPF e-Submission**.



Welcome, (CPF Account Number:)
Your last login as a employer was on 13/04/2011 08:52:08 (Singapore Time).

CPF Submission No. :

[Return to Main Menu](#)

Employer Contribution

- 5 **Submission of Contribution Details (Auto eXcel Plus)**
- Submission of Contribution Details (FTP)
* For payroll software users
- View / Amend / Delete Submission
- View Record of Payment

Employer Information

- Employee Database
- Employer Particulars
- Setup / Enquire Electronic Standing Instruction

5 At the main menu, select **Submission of Contribution Details (Auto eXcel Plus)**.

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Welcome, (CPF Account Number: *****)
Your last login as a member was on 03/12/2009 20:58:43 (Singapore Time).

CPF Submission No. : *****
Return to Main Menu

Submission of Contribution Details (Auto-eXcel Plus)

(STEP 1) Select Month Paid For | (STEP 2) Prepare Contribution Details | (STEP 3) Confirmation & Payment | (STEP 4) Acknowledgement

Please indicate the month and year you are submitting for.

CPF Submission No. : *****
Company Name : *****

Contribution Details for : [Month] - [Year]

Submit via **Employee Database**
 Submission via **Blank form**. (No Auto-computation of CPF)

Continue >>

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6 Under the **Contribution Details for**, select the month you wish to pay for.

7 You can submit your contribution details via **Employee Database** or via a **Blank form**. Please note that there will be no auto-computation of CPF payable if you are submitting via a Blank form.

8 Click **Continue**.

Search By CPF Account No. :

Page 1 of 1

S/N	* CPF Account No. (SXXXXXXXXA)	* Name of Employee	* Ordinary Wages (\$)	* Additional Wages (\$)	Agency	Staff Info
<input type="checkbox"/> 1.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 2.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 3.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 4.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 5.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 6.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 7.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 8.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 9.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>
<input type="checkbox"/> 10.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="button" value="Detail"/>

Page 1 of 1

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9 Enter your employee details.








10 Click **Detail** to enter additional employee information. Please refer to **Step 12**.

11 Alternatively, you may import your employee details via Microsoft Excel CSV template.

Key/Update Staff Information

Staff Information

- Please make sure that the mandatory fields indicated by*

Name	:	XXXXXXXXXX XXXXX XXX
CPF Acct No	:	XXXXXXXXXX XXXXX XXX
* Date of Birth	:	<input type="text"/> 
* Citizenship 	:	Singaporean/PR Yr 3 
PR Start Date	:	<input type="text"/> 
* Type	:	<input type="text"/> 
* Employment Status	:	Existing 
* Date left Employment	:	<input type="text"/> 
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

12 Please update your employee information e.g. date of birth, citizenship and employment status.

13 Click **Save**.

Search By CPF Account No. :

Page 1 of 1

S/N	* CPF Account No. (SXXXXXXXXA)	* Name of Employee	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Staff Info Fund (\$)	
<input type="checkbox"/> 1.			4500.00	0.00	CDAC	1.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 2.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 3.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 4.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 5.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 6.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 7.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 8.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 9.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 10.	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	<input type="button" value="Detail"/>

Page 1 of 1

14 After you have finished updating your employee records, click on **Continue**.

14

Search By CPF Account No. :

Page 1 of 1

S/N	* CPF Account No. (SXXXXXXXXA)	* Name of Employee	* CPF To Be Paid (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)	Delete
1.			<input type="text" value="1575.00"/>	4,500.00	0.00	CDAC	1.00	<input type="button" value="Delete"/>

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17 The **CPF to be Paid** is **auto-computed** based on the wages, citizenship and age of the employee entered earlier. This amount can be amended, when necessary.

S/N	Description	Amount (\$)	Donor Count
1.	Total CPF Contributions	<input type="text" value="1575.00"/>	
2.	CPF Late Payment Interest	<input type="text" value="0.00"/>	
3.	Foreign Worker Levy (FWL)	<input type="text" value="0.00"/>	
4.	FWL Late Payment Interest	<input type="text" value="0.00"/>	
5.	Skills Development Levy (SDL) (Compulsory for all, including foreign employees)	<input type="text" value="1.00"/>	
6.	Donation to Community Chest	<input type="text" value="0.00"/>	<input type="text" value="0"/>
7.	Total MBMF Contributions	<input type="text" value="0.00"/>	<input type="text" value="0"/>
8.	Total SINDA Contributions	<input type="text" value="0.00"/>	<input type="text" value="0"/>
9.	Total CDAC Contributions	<input type="text" value="1.00"/>	<input type="text" value="1"/>
10.	Total ECF Contributions	<input type="text" value="0.00"/>	<input type="text" value="0"/>
Grand Total		<input type="text" value="1577.00"/>	

18 Please key in other payments e.g. SDL, CPF Late Payment Interest.

19 Click **Continue**.

my cpf

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General Information | About e-Submission | Calculators | E-Services | Ask Us | **Logout**

Welcome, [redacted] (CPF Account Number: [redacted])
Your last login as a employer was on 07/03/2011 14:47:53 (Singapore Time).

CPF Submission No. : [redacted]

Submission of Contribution Details (Auto-eXcel Plus)

The print form is created in Adobe Portable Document Format (PDF). To view and print the form, you will need Adobe's free Acrobat Reader. You can download it by clicking on the Get ADOBE READER icon.

(STEP 1) Select Month Paid For | (STEP 2) Prepare Contribution Details | (STEP 3) Confirmation & Payment | (STEP 4) Acknowledgement

22 **E-SUBMISSION ACKNOWLEDGEMENT**

CPF Submission No. : [redacted]
Company Name : [redacted]
Contribution Details for : JAN 2011

CPF Submission No.	Month Paid for	Total Amount(\$)	Date/Time of Submission	Submitter NRIC	Remarks
[redacted]	JAN 2011	1,577.00	07/03/2011 03:40:12 PM	[redacted]	-

- Notes:
- Your file(s) will be processed on the same day if you submit your file by 5.15pm. Files submitted after 5.15pm will be processed the next day.
 - Your CPF submission can be amended anytime before 5.15pm on the day of submission.

End

23

23

End

After a successful e-submission, you will see this acknowledgement page.

Click the printer icon to print this page. You will be prompted to download a PDF file which you can print or save.

Your e-submission is complete! You may now logout.