

FTP User Guide



This user guide is updated as at 22 March 2010.



1 Launch your web browser and go the CPF employer homepage: <http://employer.cpf.gov.sg>

Click on **Login HERE** with your SingPass.

The screenshot shows the Central Provident Fund Board website interface. At the top, there is the logo of the Central Provident Fund Board and the Singapore Government logo. The main navigation bar includes links for Home, About Us, News, Join Us, and Useful Links. Below this, there are tabs for General Information, CPF e-Submission, Calculators / Tutorial, E-Services, and FAQ. The current page is titled "Employers > CPF Submission Number (Login)". On the left side, there is a sidebar with "Employers' Online Services" including "View Online Demo" and "Request A SingPass". The main content area is titled "Employers" and contains a form for entering the CPF Submission No. (CSN). The form has three input fields separated by hyphens and a "Submit" button. A red box highlights the form, and a circled number "2" points to the instruction "Please key in your CPF Submission No. (CSN)". Below the form, there is a section "If you:" with a bullet point: "are an employer of a Foreign Domestic Worker, please leave the fields blank and click 'Submit'." At the bottom, there is a link "here" for registration if the user does not have a CSN.

2 Key in your **CPF Submission No. (CSN)**

Click on **Submit**.

Singapore Personal Access
SingPass

Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

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

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

[For tips on Online Security, Click here.](#)

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

3

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

Click on **Submit**.

The screenshot shows the Central Provident Fund Board website. The header includes the logo, the text "Central Provident Fund Board Saving For Retirement", and the "my cpf" logo. A navigation bar contains links for Home, About Us, News, Contact Info, Join Us, Feedback, Sitemap, and Useful Links. Below this is a secondary navigation bar with General Information, CPF e-Submission, Calculators / Tutorial, E-Services, FAQ, and Logout. The main content area is divided into several sections. On the left, there is a sidebar with "Employers' Online Services" and a "LOGOUT" button. The "CPF e-Submission" link is highlighted with a red box and a circled number 4. The main content area features a "Welcome, MR [redacted]" message, a "Do You Know...?" section, and an "Employer Details" section with fields for Company Name, CPF Submission Number, Address, and GIRO status. At the bottom, there is a "My Messages" section with a link to the "Government-Paid Childcare Leave Calculator".

Central Provident Fund Board
Saving For Retirement

Home | About Us | News | Contact Info | Join Us | Feedback | Sitemap | Useful Links

General Information | CPF e-Submission | Calculators / Tutorial | E-Services | FAQ | Logout

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Employers' Online Services

CPF e-Submission

Company Name

CPF Submission Number

Address

GIRO status No

Government-Paid Childcare Leave Calculator

4

Click on **CPF e-Submission**.

The screenshot shows the Central Provident Fund Board (CPF) website interface. At the top left is the CPF logo with the text 'Central Provident Fund Board' and 'Saving For Retirement'. To the right is the 'my cpf' logo. Below the header is a navigation bar with links: Home | About Us | News | Contact Us | Join Us | Feedback | Sitemap | Useful Links. A secondary menu contains: General Information | About e-Submission | Calculators | E-Services | Ask Us | Logout. The main content area displays a welcome message: 'Welcome, (CPF Account Number: [redacted]) Your last login as a member was on 01/12/2009 03:04:06 (Singapore Time)'. Below this is the 'CPF Submission No. : [redacted]' and a 'Return to Main Menu' link. Two main menu boxes are visible: 'Employer Contribution' (blue header) and 'Employer Information' (yellow header). The 'Employer Contribution' box contains a list of options: 'Submission of Contribution Details (Auto eXcel Plus)', 'Submission of Contribution Details (FTP)' (highlighted with a red box and a circled '5'), 'View / Amend / Delete Submission', and 'View Record of Payment'. The 'Employer Information' box contains: 'Employee Database', 'Employer Particulars', and 'Setup / Enquire Electronic Standing Instruction'. At the bottom, there are links for 'Privacy Statement' and 'Terms of Use', and a copyright notice: 'Copyright © 2009 Central Provident Fund Board'.

5 Click on **Submission of Contribution Details (FTP)**.

Central Provident Fund Board
Saving For Retirement

Home | About Us | News | Contact Us | Join Us | Feedback | Sitemap | Useful Links

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

Welcome, (CPF Account Number: [redacted])
Your last login as a member was on 01/12/2009 03:04:06 (Singapore Time).

CPF Submission No. : [redacted] [Return to Main Menu](#)

Submission of Contribution Details (FTP)

(STEP 1) File Upload | (STEP 2) Confirmation & Payment | (STEP 3) Acknowledgement

CPF Submission No. : [redacted]
Company Name : [redacted]

Filename :

[Privacy Statement](#) | [Terms of Use](#) | Copyright © 2009 Central Provident Fund Board

6 Click on **Browse** button to select the file to be submitted.

7 Click on **Continue**.

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Home | About Us | News | Contact Us | Join Us | Feedback | Sitemap | Useful Links

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

Welcome, (CPF Account Number: [redacted])
Your last login as a member was on 01/12/2009 03:04:06 (Singapore Time).

CPF Submission No. : [redacted] [Return to Main Menu](#)

Submission of Contribution Details (FTP)

(STEP 1) File Upload | (STEP 2) Confirmation & Payment | (STEP 3) Acknowledgement

CPF Submission No. : [redacted]

Filename : 199507391EPT01.bt

S/N	CPF Submission No.	Advice Code	Month Paid For	Amount(\$)
1.	[redacted]	01	Nov	3,795.00

<< Back | Proceed to Pay >> | GIRO / MEPS | eNETS

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This is a confirmation page. Please check the payment details before clicking on one of the payment buttons at the bottom of this page.

8

Select the mode of payment you wish to use (**GIRO** or **eNETS**).

9

To re-select another file, click on **Back**.

Central Provident Fund Board
Saving For Retirement

Home | About Us | News | Contact Us | Join Us | **End** | Remap | Useful Links

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

Welcome, (CPF Account Number: [redacted])
Your last login as a member was on 01/12/2009 03:04:06 (Singapore Time).

CPF Submission No. : [redacted]

Submission of Contribution Details (FTP)
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) File Upload | **(STEP 2) Confirmation & Payment** | **(STEP 3) Acknowledgement**

10 We have received the following CPF Submission for processing:

Login CSN : [redacted]
Company Name : [redacted]
Submitter Name : [redacted]
Filename : 199507391EPTE01.bt
Date/Time of Submission : 01/12/2009 03:19:01 PM

Employer CSN.	Advice Code	Month Paid For	Amount(\$)	Remarks
[redacted]	01	Nov 2009	3,795.00	-
Grand Total:			3,795.00	

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10 **Upload Another File** | **Back to Main**

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

11 To print this page, click on the **Printer** icon. You will be prompted to download a PDF file which you can save or print.

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

