

AXS User Guide



This user guide is updated as at 22 March 2010.

How to e-submit using AXS Stations

Step 1: Select Government followed by CPF.

Step 2: Select An Employer.

Note: You will be logged out after 3 minutes of inactivity.

Step 3: Select Employer Contribution.

Step 4: Enter your CPF Submission Number (please omit the dashes) followed by your CPF Account Number. Select **Continue**.

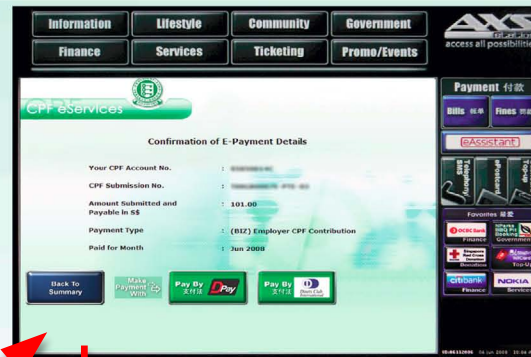
Step 5: Select Blank Template OR Latest Submission Template (applicable only to registered employers with a CPF Phone Pin).

Step 6: Enter all the relevant employee details (e.g. CPF Contribution amount, CPF Account Number) and select **Next Employee** if you need to contribute for another employee. When all your employee records have been keyed in, click **Continue**.

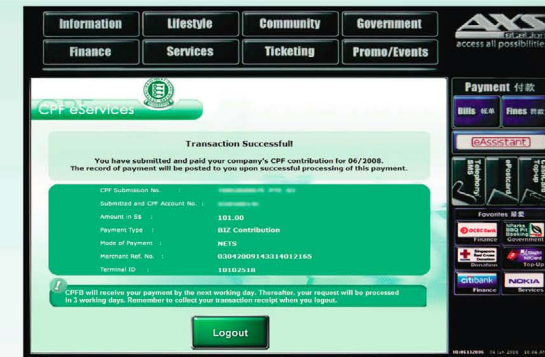
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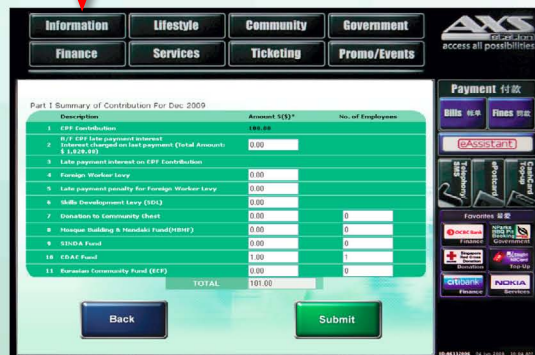
Step 7: Verify the employee details you have entered and select **Confirm**.



Step 9: Please select your desired payment option, **DPay (ATM Card)** or **Diners Club Card**. If you selected GIRO payment in the previous step, please skip this step and proceed to **Step 11**.



Step 11: Once the transaction has been successfully processed, a confirmation will be displayed on the screen. Please collect your receipt and select **Logout**.



Step 8: Enter other contribution details (e.g. SDL, donation to Community Chest) and click **Submit**. At the next screen, select your payment mode (**GIRO** or **E-Payment**). **GIRO** payment is only available for registered employers who have logged in with their CPF Phone Pin and have an existing GIRO arrangement. **E-Payment** allows you to pay via DPay (ATM card) or Diners Club Card.



Step 10: Insert your ATM card / Diners Club card and follow the on-screen instructions to complete payment.

There are over 600 AXS Stations available islandwide in shopping centres, petrol stations, neighbourhood centres and hospitals.

Please visit <http://www.axs.com.sg>, or call AXS at 6560 2727 (8am - 10pm daily) to find an AXS station near you.