

Maintain E-Submission Staff Accesses & Employer Particulars

Types of Staff Accesses in the CPF e-Submission System

At the point of registration for CPF e-Submission, employers need to appoint authorised persons to take on the roles of System Administrator and Editor.

The table below summarises the roles of the System Administrator and Editor:

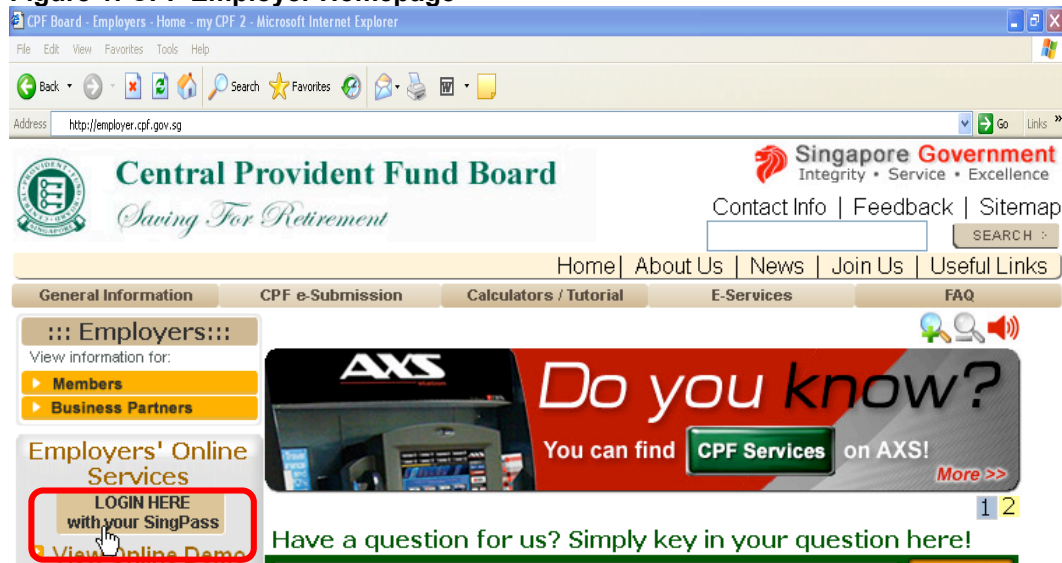
Role	Rights
System Administrator	a. Maintain the company's contact information. b. Delete System Administrator(s) / Editor(s) c. Submit requests to CPF Board to add new System Administrator. d. Appoint Editor(s) directly via the CPF website.
Editor	a. Submit CPF contribution details on behalf of the company. b. View previously submitted CPF contribution details.

Maintaining E-Submission Staff Accesses & Employer Particulars

Please follow these steps to view and/or update your company's particulars. The procedure will take about **5 minutes**.

- 1) Launch your web browser (e.g. Internet Explorer, Firefox, etc.) and go to the CPF employer homepage at: <http://employer.cpf.gov.sg>. Please ensure that you have internet access when you are accessing our employer homepage.
- 2) Click on **Login HERE with your SingPass** under the **Employers' Online Services** section (Figure 1).

Figure 1: CPF Employer Homepage



- 3) Next, key in your **CPF Submission Number (UEN + CPF Payment Code)** and click on **Submit** (Figure 2).

Figure 2: CPF Submission Number (CSN) Login Page

Employers' Online Services

View information for:

- Members
- Business Partners

Employers' Online Services

- View Online Demo
- Request A SingPass

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 with us [here](#).

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- 4) Please login with your **SingPass ID** and **SingPass** at the **SingPass Login Page** (Figure 3).

Figure 3: SingPass Login Page

SingPass Singapore Personal Access

Secure

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Welcome to SingPass Authentication Service

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

- 5) After successful SingPass authentication, you will be directed to the CPF e-Submission home page. Click on **CPF e-Submission** (Figure 4).

Figure 4: CPF e-Submission

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Saving For Retirement

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Employers' Online Services

- my cpf Homepage
- CPF e-Submission
- Online Applications
- Medisave/MediShield Reimbursement

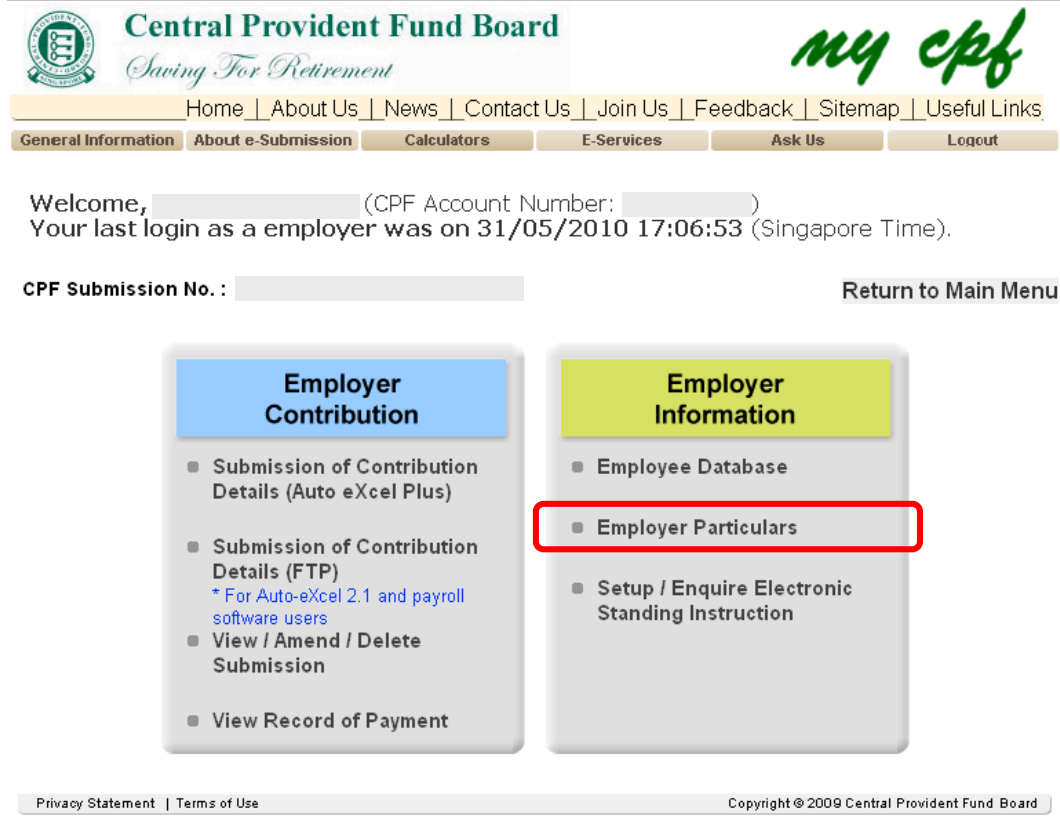
Welcome, [Name]

Your last login as an employer was on 03 Apr 2010 at 04:08 PM (Singapore Time).

Employer Det

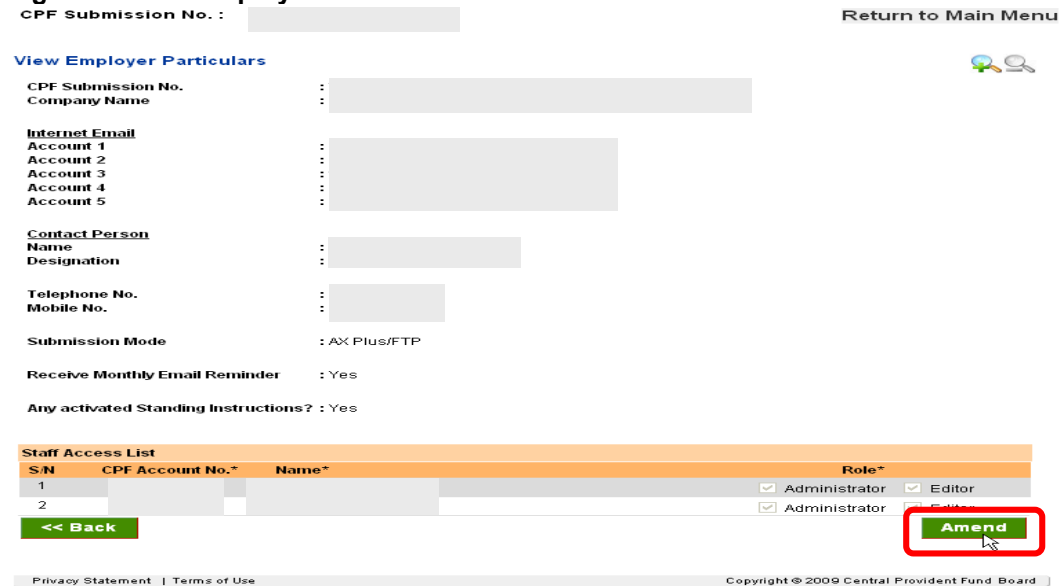
- 6) You will now see the main menu of the CPF e-Submission system (Figure 5).
- 7) Select **Employer Particulars**.

Figure 5: Main Menu of CPF e-Submission System



- 8) You will be directed to the **Employer Particulars Page**, which displays all your company particulars such as email addresses, staff accesses, etc. (Figure 6).
- 9) To update your existing company's particulars, please click on **Amend** (Figure 6).

Figure 6: View Employer Particulars



- 10) The System Administrator can update the following information (Figure 7):
 - a. Contact person and telephone numbers
 - b. Email addresses
 - c. Staff accesses (i.e. add Editors or remove Editors or System Administrators)

Figure 7: Update Employer Particulars

Maintain Employer Particulars

Please complete all mandatory fields indicated by an asterisk(*)

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

Internet Email
 Account 1* : []
 Account 2 : []
 Account 3 : []
 Account 4 : []
 Account 5 : []

Contact Person
 * Name : []
 * Designation : []

Telephone No. : []
 Mobile No. : []

Submission Mode : AX Plus/FTP

Receive Monthly Email Reminder : Yes No

Any activated Standing Instructions? : Yes

Staff Access List				
S/N	CPF Account No.*	Name*	Role*	Delete
1	[]	[]	<input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Editor	<input type="button" value="Delete"/>
2	[]	[]	<input type="checkbox"/> Administrator <input checked="" type="checkbox"/> Editor	<input type="button" value="Delete"/>

Note: New System Administrators cannot be added via this screen. To add a new System Administrator, the existing System Administrator will have to complete and submit the form [Request for Addition of System Administrator to CPF Board](#). Your request will be processed by CPF Board within 1 working day.

- 11) To make changes to e-submission roles (except the addition of System Administrators), please amend the fields under the Staff Access List section (Figure 7):
 - (i) To remove Editor Access, please **uncheck the existing Editor Role**.
 - (ii) To appoint new Editors, click on **Add Editor**, key in the CPF Account Number and Name, and tick the Editor checkbox.
 - (iii) To remove a person from the staff access list or to remove System Administrator Access, click **Delete**.
- 12) Once all the necessary amendments have been completed, click on **Save Changes**. A confirmation message “**Employer Particulars Modified Successfully**” will be displayed on the same page (Figure 8).
- 13) You have successfully updated your company’s particulars in Auto-eXcel Plus. You may go back to the main menu to prepare your CPF Contributions, or else logout from our e-submission system.

Figure 8 Confirmation Message of Updated Employer Particulars



If you would like to find out more about the features of Auto-eXcel Plus, please refer to the Auto-eXcel Plus User Guide on our website at <http://employer.cpf.gov.sg>.

If you require further assistance, please call us at 6220 2340 or email us at employer-esubmission@cpf.gov.sg.