



WEB USER GUIDE

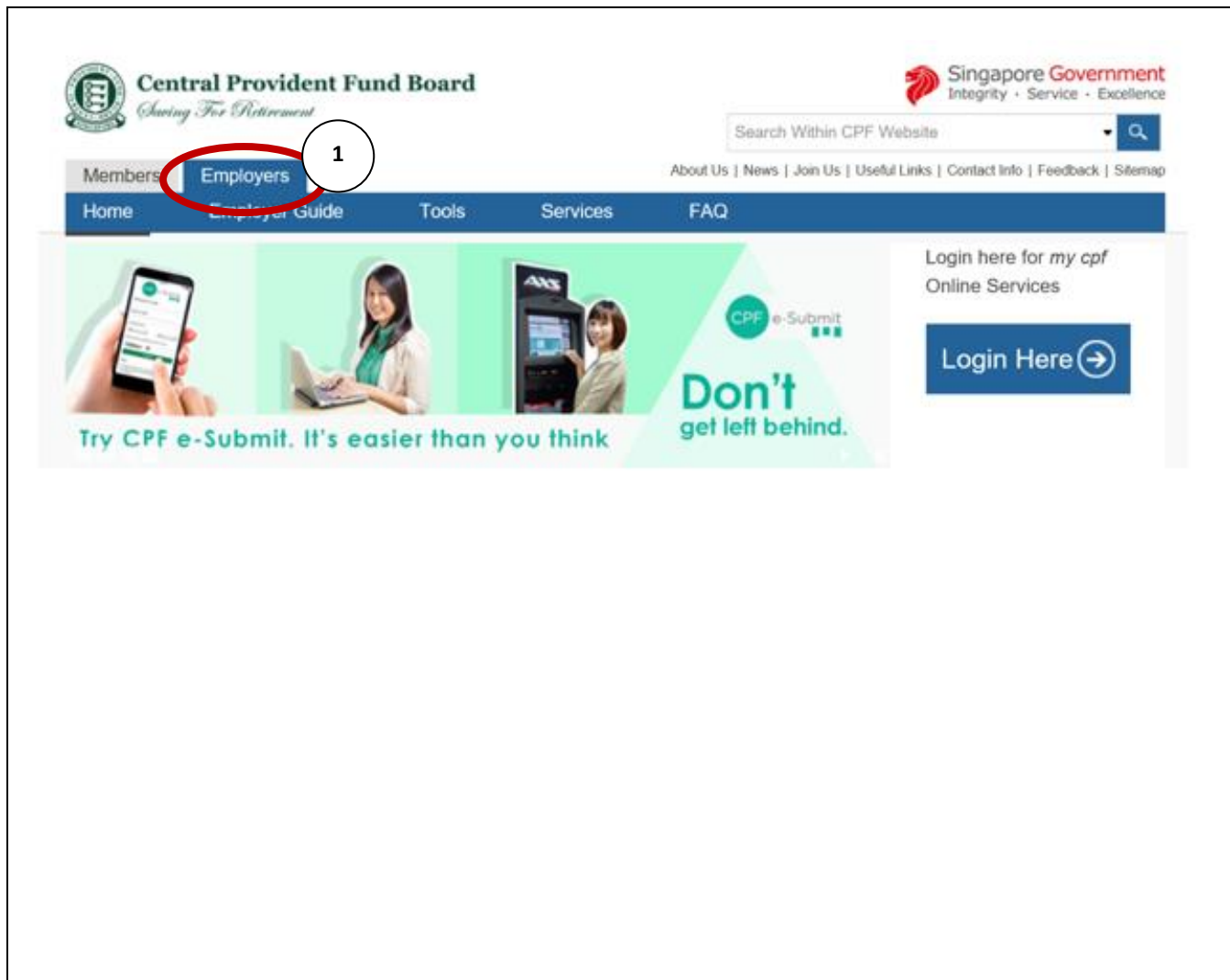
CPF e-Submit@web

(Quick Reference Guide)

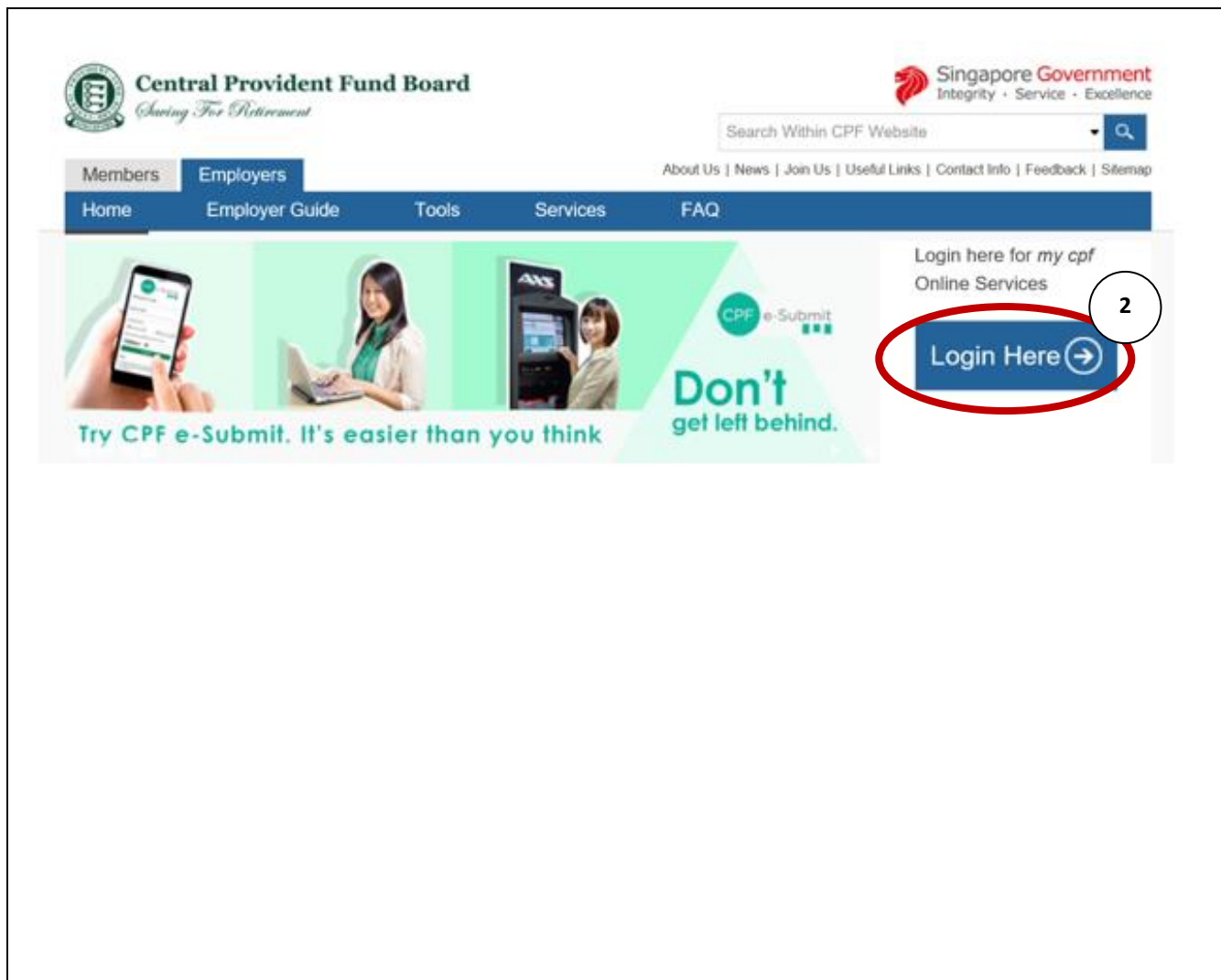
Central Provident Fund Board (CPF Board)

Version 11

Last updated on December 2017



- 1 Go to <http://www.cpf.gov.sg>
Select **Employers**.



2

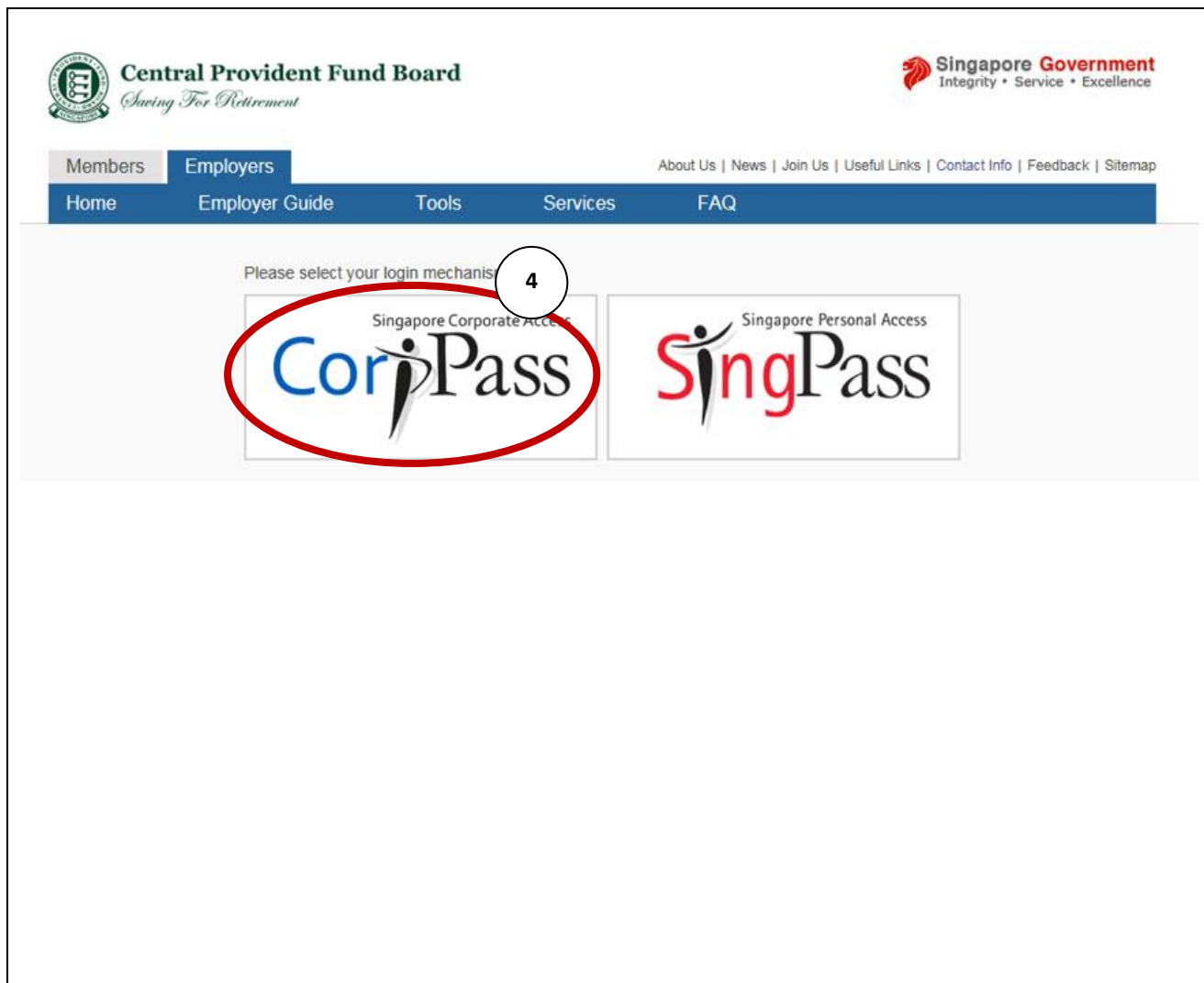
Select **Login Here**.

2

The screenshot shows the Central Provident Fund Board website. At the top left is the CPF logo with the text 'Central Provident Fund Board' and 'Saving For Retirement'. At the top right is the Singapore Government logo with the text 'Singapore Government Integrity · Service · Excellence'. Below the logos is a search bar labeled 'Search Within CPF Website'. A navigation menu includes 'Members', 'Employers', 'Home', 'Employer Guide', 'Tools', 'Services', 'FAQ', and 'Login'. Below the navigation menu, a prompt reads 'Please select the e-transaction you wish to perform:'. Two options are presented in boxes: 'CPF e-Submit' (Submission of CPF contribution details (For registered users)) and 'Other Employer Services' (Perform other employer transactions). The 'CPF e-Submit' option is circled in red, and a small circle with the number '3' is placed over it.

3

Select **CPF e-Submit**.



4

Select CorpPass or SingPass.

Follow on-screen instructions to login.

Submit Contribution

- CPF e-Submit@web
- CPF e-Submit@web (FTP)
(For payroll software users)
- Activate Electronic Standing Instruction (ESI)

5

Manage Records & Particulars

- View / Amend / Delete Submission
- View Record of Payment
- View / Update Particulars

5

At the main menu, select **CPF e-Submit@web**.

CPF e-Submit@web

(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

Contribution Details For -
(Month) (Year)

Submit via **Blank Form**
(No auto-computation of CPF)

Submit via **Blank Form**
(No auto-computation of CPF)

Back

Continue

6 Key in the **Month** and **Year** for which you are making CPF contributions.

7 Select **Continue**.

CPF e-Submit@web

(STEP 1) Select Month Paid For (STEP 2) Update Employee Database (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterix(*).
- To remove an employee record, select the check box beside employee and click "Delete Employee Record".
- Please click on the "Save Changes" button before leaving this page. If not, any changes made will not be saved.

Search By CPF Account No.

S/N	* CPF Account No. (XXXXXXXXXA)	* Name of Employee	* Ordinary Wages (\$)	Additional Agency Wages (\$)	Additional Agency	Agency	Staff Info
<input type="checkbox"/>	1.	STAFF A	5000.00	0.00	CDAC		<input type="button" value="Detail"/>
<input type="checkbox"/>	2.	STAFF B	1500.00	0.00	MBMF	3.50	<input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00		0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	4.		0.00	0.00	-	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	5.		0.00	0.00	-	0.00	<input type="button" value="Detail"/>

8

Key in the **CPF Account No.**, **Name of Employee** (as stated in NRIC) and other details of your employee.

9

Select **Detail** button to key in other required information (see next step).

Note: You will be logged out after 15 minutes of inactivity.

Key/Update Staff Information

Staff Information

- Please complete all mandatory fields indicated by an asterisk(*).
- Date format should be DD/MM/YYYY.

Name STAFF A
CPF Acct No
* Date of Birth 29/05/1975 
* Citizenship ⓘ Singaporean/PR Yr 3 
PR Start Date 
PR Type ⓘ - 
* Employment Status Existing 
* Date Left Employment 
* SDL Payable ⓘ Yes No

10

Save

Cancel

10

Please key in the **Date of Birth** (DD/MM/YYYY), **Citizenship** and **Employment Status** of your employee. Select **Save** to proceed.

CPF e-Submit@web

(STEP 1) Select Month Paid For | (STEP 2) Update Employee Database | (STEP 3) Confirmation & Payment | (STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterix(*)
- To remove an employee record, select the check box beside employee and click "Delete Employee Record".
- Please click on the "Save Changes" button before leaving this page. If not, any changes made will not be saved.

Search By CPF Account No.

S/N * CPF Account No. (SXXXXXXXXA)	* Name of Employee	* Ordinary Wages (\$)	* Additional Wages (\$)	Agency	Agency Fund (\$)	Staff Info
<input type="checkbox"/> 1. <input type="text"/>	STAFF A	5000.00	0.00	CDAC	2.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 2. <input type="text"/>	STAFF B	1500.00	0.00	MBMF	3.50	<input type="button" value="Detail"/>
<input type="checkbox"/> 3. <input type="text"/>	<input type="text"/>	0.00	0.00	-	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 4. <input type="text"/>	<input type="text"/>	0.00	0.00	-	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 5. <input type="text"/>	<input type="text"/>	0.00	0.00	-	0.00	<input type="button" value="Detail"/>

11

Repeat Steps 8, 9 and 10 for all your employee records. When all employee records have been created, select **Continue**.

11



CPF e-Submit@web

(STEP 1) Select Month Paid For (STEP 2) Select Employees (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

Please tick the check box beside the employees you wish to include in your CPF submission. By default, all employees are included. If you wish to exclude an employee, un-check the box next to the relevant employee record.

<input checked="" type="checkbox"/>	S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee	Ordinary Wages (\$)	Additional Wages (\$)
<input checked="" type="checkbox"/>	1.		STAFF A	5,000.00	0.00
<input checked="" type="checkbox"/>	2.		STAFF B	1,500.00	0.00

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If there are employees who should be excluded from this submission, please click on the checkboxes to deselect them.

13

Otherwise, select **Continue**.

13

Continue

S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee	* CPF To Be Paid (\$)	* SDL Be (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)	Delete
1.		STAFF A	1850.00	2.25	5,000.00	0.00	CDAC	2.00	Delete
2.		STAFF B	555.00	3.75	1,500.00	0.00	MBMF	3.50	Delete

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Add Employee

S/N	Description	Amount (\$)		
1.	Total CPF Contributions	2405.00	Computed :	\$2,405.00
2.	CPF Late Payment Interest	0.00	Computed :	\$0.00
3.	Foreign Worker Levy (FWL)	0.00		
4.	FWL Late Payment Interest	0.00		
5a.	Skills Development Levy (SDL) - For Local Employees	15.00	Computed :	\$15.00
5b.	Skills Development Levy (SDL) - For Foreign Employees	0.00		
6.	Donation to Community Chest	0.00	Donor Count :	0
7.	Total MBMF Contributions	3.50	Donor Count :	1
8.	Total SINDA Contributions	0.00	Donor Count :	0
9.	Total CDAC Contributions	2.00	Donor Count :	1
10.	Total ECF Contributions	0.00	Donor Count :	0
Grand Total		2425.50		

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Confirm the **CPF to be Paid**, and make changes if necessary. The CPF to be paid is computed based on the date of birth, citizenship and wages that you have keyed in the previous screens.

S/N	Description	Amount (\$)		Computed :	
1.	Total CPF Contributions	2405.00		\$2,405.00	
2.	CPF Late Payment Interest	0.00		\$0.00	
3.	Foreign Worker Levy (FWL)	0.00			
4.	FWL Late Payment Interest	0.00			
5a.	Skills Development Levy (SDL) - For Local Employees	15.00		\$15.00	
5b.	Skills Development Levy (SDL) - For Foreign Employees	0.00			
6.	Donation to Community Chest	0.00	Donor Count :		0
7.	Total MBMF Contributions	3.50	Donor Count :		1
8.	Total SINDA Contributions	0.00	Donor Count :		0
9.	Total CDAC Contributions	2.00	Donor Count :		1
10.	Total ECF Contributions	0.00	Donor Count :		0
Grand Total		2425.50			


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Next, scroll down to the contribution summary and key in the contribution details for other payments, if applicable.

Select **Continue**.

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CPF e-Submit@web
 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.

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

Total Record(s): 2 Page 1 of 1 GO




S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee	CPF To Be Paid (\$)	SDL To Be Paid (\$)	Employer CPF (\$)	Employee CPF (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)
1.		STAFF A	1,850.00	11.25	850.00	1,000.00	5,000.00	0.00	CDAC	2.00
2.		STAFF B	555.00	3.75	255.00	300.00	1,500.00	0.00	MBMF	3.50

Total Record(s): 2 Page 1 of 1 GO

S/N	Description	Amount (\$)	Computed :	
1.	Total CPF Contributions	2,405.00	Computed :	\$2,405.00
2.	CPF Late Payment Interest	0.00	Computed :	\$0.00
3.	Foreign Worker Levy (FWL)	0.00		
4.	FWL Late Payment Interest	0.00		
5.	Skills Development Levy (SDL)	15.00	Computed :	\$15.00
6.	Donation to Community Chest	0.00	Donor Count :	0
7.	Total MBMF Contributions	3.50	Donor Count :	1
8.	Total SINDA Contributions	0.00	Donor Count :	0
9.	Total CDAC Contributions	2.00	Donor Count :	1
10.	Total ECF Contributions	0.00	Donor Count :	0
Grand Total		2,425.50		

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 Pay By 
 or
 Deduction On
 15/01/2018 
*Click to change the deduction date

16 Check your submission. You may print this page for your records using the printer icon at the top right corner of the screen.

17 Select **Direct Debit** or **eNETS** to complete the transaction. For payments via **Direct Debit**, you can select your preferred deduction date by clicking on the calendar icon.

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Logout

Welcome, **STAFF A**(CPF Account Number:)
 Your last login to the CPF e-Submission (Employers) Service was on 28 Dec 2017 at 06:44 PM (GMT+8).

CPF Submission No.	000000000A-PTE-01
Company Name	ABC COMPANY
Contribution Details For	DEC 2017

CPF e-Submit@web

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

E-SUBMISSION ACKNOWLEDGEMENT

CPF Submission No.	000000000A-PTE-01
Total Amount (\$)	2,425.50
Submitter NRIC/FIN	
Date/Time of Submission	29/12/2017 01:52:52
Payment Mode	Direct Debit
Deduction On	15/01/2018
Submission Status	Submitted (Click here to view your submission details.)

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.
- To amend your submission, please click on "e-Submit", followed by "View/Amend/Delete Submission". Select the submission you wish to amend and click "Amend"
- Amended submissions will be reset to Draft mode and need to be re-submitted by the 14th of the month to avoid late payment interest.

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You have completed your CPF e-Submission. You may print a copy of this on-screen acknowledgment. You will also receive a copy of this acknowledgment via email.

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You may view and check your submission after it is completed.

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Welcome, **STAFF A**(CPF Account Number:)
Your last login to the CPF e-Submission (Employers) Service was on 28 Dec 2017 at 06:44 PM (GMT+8).

CPF Submission No. 000000000A-PTE-01
Company Name ABC COMPANY
Contribution Details For DEC 2017

CPF e-Submit@web
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

E-SUBMISSION ACKNOWLEDGEMENT

CPF Submission No. 000000000A-PTE-01
Total Amount (\$) 2,425.50
Submitter NRIC/FIN
Date/Time of Submission 29/12/2017 01:52:52 PM
Payment Mode Direct Debit
Deduction On 15/01/2018
Submission Status Submitted (Click [here](#) to view your submission details.)

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.
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- Amended submissions will be reset to Draft mode and need to be re-submitted by the 14th of the month to avoid late payment interest.

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Check your submission details and proceed to **Logout.**