

# Quick Guide to Start Your CPF Contribution Journey as an Employer

All employers need a CPF Submission Number (CSN) to transact with CPF Board. Find out how to apply for a CSN and set up your CPF EZPay.

## Do you have a UEN?

✓ Yes

1

Set up and assign [“CPF Services For Employers and Business Partners”](#) e-Service in Corppass portal

2

Apply for a new CSN

3

Receive welcome email on new CSN. Instructions for Step 4 will also be in the email.

✗ No

1

Apply for a UEN from a UEN issuance agency.

2

Set up and assign [“CPF Services For Employers and Business Partners”](#) in Corppass portal and proceed to apply for a [CSN](#).

3

Receive welcome email on new CSN. Instructions for Step 4 will also be in the email.



*\*This access control is required for CPF EZPay so you can decide which of your staff can submit CPF for each of your CSN*

4

\*Set up and assign [“CPF EZPay”](#) e-Service to your authorised officers for your CSN in the Corppass portal

5

Log in via CPF EZPay to submit your monthly CPF