



Updated in October 2024

CPF EZPay - Electronic Standing Instruction (ESI)

The Electronic Standing Instruction (ESI) function is suitable for employers whose CPF contributions do not change each month. By activating the ESI arrangement, you will authorise the auto-deduction of a fixed amount via Direct Debit for your employees every month. In order to use ESI, you will need to have an active Direct Debit arrangement with the Board.

IMPORTANT NOTE:

You will need to activate the ESI arrangement before the 14th of the following month (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday).

To amend the ESI details, you must do so by the 14th of the following month before deduction is made.

If you have terminated your Direct Debit arrangement, your ESI arrangement will also be deactivated automatically. However, if you have deactivated your ESI arrangement under CPF EZPay, this will not automatically terminate your Direct Debit authorisation. You will separately need to terminate your Direct Debit authorisation if you are no longer using it.





3. Click on Login, then CPF EZPay.



4. Select the type of business entity applicable to you and log in with your **Singpass**.

For UEN-registered entities, <u>learn how</u> to setup and assign access to your user in Corppass portal. For individuals trading under own name, <u>learn how</u> to manage your user's access in CPF EZPay.

	•	
Central Provident Who we are Tools and services Infoh Fund Board	ub Employer/Business 🗸	Login 🔒 🔍 Q
Home > Tools and services > CPF EZPay login		
CPF EZPay login		
Please select the	type of user to logir	n
	2 <mark>9</mark>	5
For UEN-registered entities	For individuals trading	g under own name
Singpass login >	Singpass I	ogin >



5. Select Activate Electronic Standing Instruction (ESI).

CPF Submission No. Company Name I2345XXXX-XXX-XX COMPANY ep pace with rising wages and strengthen retirement adequacy of senior workers, there will be changes to the Drainary Wage ceiling and contribution rates from 1 Jan 2025. Find out more about these changes. For equired to declare accurate wage information of your employees when making your monthly CPF nission. This is so that CPF Board can verify that the correct CPF contributions were paid. It is an offence under the Act to knowingly submit inaccurate wage information of your employee, even if it is above the Ordinary Wage and ditional Wage Ceilings. CPF contribution should be rounded off to the nearest dollar, and cents should be dropped for the employee's for CPF contribution. Statement No." in the Record of Payment has been renamed to "Submission ID" for new Record of Payment differences and for MSC 2024, submissions made using CSN for voluntary contributions (i.e. CSN payment So MSC Y MSC MSC 9 MSC 1000 Payment be rejected and refunded. The read through the "Terms and Conditions" before using CPF EZPay. Submit Contribution Submit Contribution CPF EZPay Manage Records & Preferences Vamy / Amend / Delete Submit Contribution Company Company	PE	Your last login to CPF EZE	Account Number: SXXXX014C) Pay was on 04 Oct 2024 at 02:22 PM (GMT+8).
ep pace with rising wages and strengthen retirement adequacy of senior workers, there will be changes to the Drdinary Wage ceiling and contribution rates from 1 Jan 2025. Find out more about these changes. The required to declare accurate wage information of your employees when making your monthly CPF mission. This is so that CPF Board can verify that the correct CPF contributions were paid. It is an offence under the Act to knowingly submit inaccurate wage information. The second still declare the actual full wage information of your employee, even if it is above the Ordinary Wage and dictional Wage Ceilings. CPF contribution should be rounded off to the nearest dollar, and cents should be dropped for the employee's of CPF contribution. Statement No." in the Record of Payment has been renamed to "Submission ID" for new Record of Payment difform 9 Oct 2024. The second of Payment has been renamed to "Submission ID" for new Record of Payment of Skills Development Levy (SDL), Self-Help Groups (SHCs) and SHARE donation should only be made or CPF contributions. From 16 Oct 2024, submissions made using CSN for voluntary contributions (i.e. CSN payment code VCT, AMS or MSE) with these payments will be rejected and refunded. The read through the "Terms and Conditions" before using CPF EZPay. Submit Contribution CPF EZPay Manage Records & Preferences View / Amend / Delete		CPF Submission No. Company Name	12345XXXXX-XXX COMPANY
The required to declare accurate wage information of your employees when making your monthly CPF hission. This is so that CPF Board can verify that the correct CPF contributions were paid. It is an offence under the Act to knowingly submit inaccurate wage information. I'u should still declare the actual full wage information of your employee, even if it is above the Ordinary Wage and ditional Wage Ceilings. CPF contribution should be rounded off to the nearest dollar, and cents should be dropped for the employee's e of CPF contribution. Statement No." in the Record of Payment has been renamed to "Submission ID" for new Record of Payment d from 9 Oct 2024. Thents for Skills Development Levy (SDL), Self-Help Groups (SHCs) and SHARE donation should only be made g CSN for CPF contributions. From 16 Oct 2024, submissions made using CSN for voluntary contributions (i.e. CSN payment code VCT, AMS or MSE) with these payments will be rejected and refunded. the read through the "Terms and Conditions" before using CPF EZPay. Submit Contribution CPF EZPay Manage Records & Preferences View / Amend / Delete Submicion	1. To keep pace with CPF Ordinary Wa	n rising wages and strengthen re ge ceiling and contribution rates	etirement adequacy of senior workers, there will be changes to the s from 1 Jan 2025. Find out more about these changes.
CPF contribution should be rounded off to the nearest dollar, and cents should be dropped for the employee's of CPF contribution. Statement No." in the Record of Payment has been renamed to "Submission ID" for new Record of Payment d from 9 Oct 2024. The the contributions from 16 Oct 2024, submissions made using CSN for voluntary contributions (i.e. CSN payment code VCT, AMS or MSE) with these payments will be rejected and refunded. The read through the "Terms and Conditions" before using CPF EZPay. Submit Contribution • CPF EZPay • View / Amend / Delete Submission	2. You are required submission. This i CPF Act to knowi • You should stil Additional Way	to declare accurate wage inform s so that CPF Board can verify th ngly submit inaccurate wage inf I declare the actual full wage info ge Ceilings.	ation of your employees when making your monthly CPF hat the correct CPF contributions were paid. It is an offence under t formation. ormation of your employee, even if it is above the Ordinary Wage a
Statement No." in the Record of Payment has been renamed to "Submission ID" for new Record of Payment d from 9 Oct 2024. The sents for Skills Development Levy (SDL), Self-Help Groups (SHGs) and SHARE donation should only be made g CSN for CPF contributions. From 16 Oct 2024, submissions made using CSN for voluntary contributions (i.e. CSN payment code VCT, AMS or MSE) with these payments will be rejected and refunded. The read through the "Terms and Conditions" before using CPF EZPay. Submit Contribution ■ CPF EZPay ■ CPF EZPay ■ CPF EZPay ■ View / Amend / Delete Submission	3. Total CPF contrib share of CPF cont	ution should be rounded off to t ribution.	he nearest dollar, and cents should be dropped for the employee's
nents for Skills Development Levy (SDL), Self-Help Groups (SHCs) and SHARE donation should only be made g CSN for CPF contributions. From 16 Oct 2024, submissions made using CSN for voluntary contributions (i.e. CSN payment code VCT, AMS or MSE) with these payments will be rejected and refunded. se read through the "Terms and Conditions" before using CPF EZPay. Submit Contribution CPF EZPay CPF EZPay CPF EZPay Manage Records & Preferences View / Amend / Delete Submission	4. The "Statement N issued from 9 Oct	Io." in the Record of Payment has 2024.	s been renamed to "Submission ID" for new Record of Payment
e read through the "Terms and Conditions" before using CPF EZPay. Submit Contribution CPF EZPay CPF EZPay Manage Records & Preferences View / Amend / Delete Submission	5. Payments for Skil using CSN for CP with payment co	ls Development Levy (SDL), Self- F contributions. From 16 Oct 202 de VCT, AMS or MSE) with these	Help Groups (SHGs) and SHARE donation should only be made 4, submissions made using GSN for voluntary contributions (i.e. CS payments will be rejected and refunded.
Submit Contribution Manage Records & Preferences © CPF EZPay © View / Amend / Delete Submission	5. Please read throu	gh the "Terms and Conditions" t	before using CPF EZPay.
CPF EZPay View / Amend / Delete Submission		Submit Contribution	Manage Records & Preferences
JUDITISSION		CPF EZPay	View / Amend / Delete Submission
CPF EZPay (FTP) (For payroll software users) View Record of Payment		CPF EZPay (FTP) (For payroll software users)	View Record of Payment

6. Read the instruction to determine if ESI is suitable for your company and click on **Continue**.

(
		Set up your CPF Electronic	Standing Instruction (ESI)	K SK
	The ESI allows you to setup a o month. For more information, please o	one-time standing instruction download our ESI user guide (F	to auto-submit your employees PDF, 0.71MB).	CPF contributions every
	How ESI works?			
	should I use ESI7	Activate ESI	Auto-Submission	Notify Notifization
	The ESI is suitable for you if your employees' wages do not change every month. As the CPF contributions are auto-computed based on their wages, you are required to amend your employees' wages in ESI if there are changes for that CPF or updated. <i>Example:</i> Jan 2022 - Wages of \$1,400 Feb 2022 - Wages of \$1,400 Mar 2022 - Wages of \$1,400	You will need to activate the ESI arrangement before the 14 th of the following month (or the next working day if the 14 th rather following day used of the sturday. To amend the ESI details, you must do so by the 14 th of the following month before deduction is made. Any changes made after the 14 th will only be effected in the following month. <i>Example:</i> Month Paid For: Jan 2022 Activation Date: By 14 Feb 2022	Once your ESI is set up, your monthly submission and deduction will be automatically made. If you have an employee who is leaving the company, he will be removed automatically from the ESI https:combated month Employment: Hence, you should declare the employee's pro-rated wages accordingly for the last contribution amount will be deducted. <i>Example:</i> If 'Date Left Employment' for an employee is indicated as 28 Aug 2022, he will be reflect from the contribution month of Sep 2022. To avoid overpayment of CPF contributions, you would need to pro-rate the worked in Aug 2022 and worked in Aug 2022 and worked in Aug 2022 and worked in Aug 2022 and worked in Aug 2022 and	In total, you will receive 4 email notifications from us: 1. Upon ESI activation (one- time) ESI activation (one- details (5 th of each month) 3. ESI details have been prosted you for each month) 4. Monies have been credited to employees' CPF accounts.

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

8. Select **Detail** to key in other required information (see next step). *Note: You will be logged out after 15 minutes of inactivity.*

Setup ES	1						Q
Update	(STEP 1) Employee Datab	(STEP 2) Update Summary	Co	STEP 3) nfirmation	Ackne	(STEP 4) owledgem	ent
• Please	complete all n	nandatory fields indicated by	an asterix(*).				
 Please 	indicate the n	ame of your employee as show	wn in their NRIC.				
To ren	nove an employ	vee record, select the check bo	ox beside employe	e and click "Delete	Employee	Record".	
Search F	A CPF Account		Clear Cearch				
Search E	By CPF Accoun	t GO	Clear Search				
Search E No.	By CPF Accoun	t GO	Clear Search	Mar 1	Dage		of] CO
Search E No. S/N *	By CPF Account CPF Account o.	* Name of Employee (as per NRIC)	Clear Search * Ordinary Wages (\$) 🕥	* Additional A Wages (\$) 1 1	▶₩ Page[gency F	Agency Fund (\$)	of 1 GO Staff Info
Search E No. S/N * N (S	By CPF Account CPF Account o. XXXXXXXA) XXXXX90A	* Name of Employee (as per NRIC)	Clear Search * Ordinary Wages (\$) • 5000.00	* Additional A Wages (\$) 6 6	▶₩ Page gency BMF ✓	Agency Fund (\$)	of 1 GO Staff Info Detail
Search E No. S/N * N (5	By CPF Account o. (XXXXXXXX) (XXXX90A XXXXX14C	t GO * Name of Employee (as per NRIC) STAFF C STAFF B	Clear Search * Ordinary Wages (\$) • 5000.00 2400.00	* Additional A Wages (\$) 1 1 0.00 M	BMF ♥ BMF ♥	Agency Fund (\$) 2.00 0.50	ofi GO Staff Info Detail Detail
Search E No. S/N * N (5 0 1.5) 0 2.5 0 3.	By CPF Account o. EXXXXXXA) EXXXXX90A	t GO * Name of Employee (as per NRIC) STAFF C STAFF B	Clear Search * Ordinary Wages (\$) • 5000.00 2400.00	* Additional A Wages (\$) 6 6 0.00 [0] 0.00 [0]	BMF ♥ DAC ♥	Agency Sund (\$) 2.00 0.50	of 1 GO Staff Info Detail Detail Detail
Search E No. S/N * N (5 0 1.5) 0 2.5 0 3.0 0 4.	By CPF Account CPF Account o. SXXXXXXA) SXXXXXA0A XXXXX14C	t GO * Name of Employee (as per NRIC) STAFF C STAFF B	Clear Search * Ordinary Wages (\$) • 5000.00 2400.00 0.00	Kl ≤ Additional A Wages (\$) • • 0.00 [0.00	BMF V DAC V	Agency Fund (\$) 2.00 0.50 0.00	Detail Detail Detail Detail

•

9. Key in the amount for other payments, if applicable.

Select **Continue**.

-1		Antourie (#)		
4	Iotal CPF Contributions	2738.00	Computed :	\$2,738.00
2a.	Skills Development Levy (SDL) - For Local Employees	17.25	Computed :	\$17.25 •
2b.	Skills Development Levy (SDL) - For Foreign Employees	0.00		
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	2.00	Donor Count :	1
5.	Total SINDA Contributions	0.00	Donor Count :	0
6.	Total CDAC Contributions	0.50	Donor Count :	1
7.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	2757.75		

10. Tick the declaration checkbox and click on **Activate ESI**.

1	Tatal CDE Castributions	2770.00		to 770 000
ŀ	Total CPF Contributions	2,758.00	Computed :	\$2,738.00
2.	Skills Development Levy (SDL)	17.00	Computed :	\$17.25 0
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	2.00	Donor Count :	1
5.	Total SINDA Contributions	0.00	Donor Count :	0
6.	Total CDAC Contributions	0.50	Donor Count :	Î
7.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	2,757.50		

11. You will see an online acknowledgement screen that your ESI details have been updated. Please make sure to maintain sufficient funds for successful deduction. An email will also be sent to your email address(es) registered with the Board.

Setup ESI	2.00 · 00 · 00	14/10/10/10/10/10/10	<u> </u>
(STEP 1) Update Employee Database	(STEP 2) Update Summary	(STEP 3) Confirmation	(STEP 4) Acknowledgement
	ELECTRONIC STANDING INS	TRUCTION (ESI) ACTIVATED	
Your ESI has been activate	d.		
Grand Total	\$2,757.50		
Direct Debit Deduction	18 APR 2024		
Activated By	Staff A		
Date of Activation	28 MAR 2024		
Click here to view your ES	details.		

Submit CPF contributions with CPF EZPay ESI

12. Select **View ESI** to view your ESI arrangement.

	Manage your CPF Elect	ronic Standing Instruction (ESI)	
You are currently The next deduct	on for your ESI will take place on 18 Apr Manage Electronic Standing Instruction View ESI Amend ESI De-activate ESI Perform Additional Submission	tion via ESI which was activated by Staff A on 28 Ma 2024 for Mar 2024 CPF contributions. Manage Records & Preferences View / Amend / Delete Submission View Record of Payment Manage Preferences	ır 2024.

13. Select **Amend ESI** if there are changes to your employees' contribution details. Verify the changes in the confirmation page and select **Update ESI**.

	Manage your CPF Elect	ronic Standing Instruction (ESI)	
You are currently subr	nitting your monthly CPF contribu	tion via ESI which was activated by Staff A on 28	Mar 2024.
The next deduction fo	r your ESI will take place on 18 Apr	2024 for Mar 2024 CPF contributions.	
	Manage Electronic Standing Instruction View ESI Amend ESI De-activate ESI Perform Additional Submission	Manage Records & Preferences Image Image	

14. Select **De-activate ESI** to stop the existing ESI arrangement.

	Manage your CDE Flee	tranic Standing Instruction (SCI)
You are current	y submitting your monthly CPF contribu	ution via ESI which was activated by Staff A on 28 Mar 2024 .
	Manage Electronic Standing Instruction View ESI Amend ESI De-activate ESI Perform Additional Submission	Manage Records & Preferences • View / Amend / Delete Submission • View Record of Payment • Manage Preferences

15. Select **Perform Additional Submission** to make additional, back payment or CPF late payment interest on top of the existing ESI deduction. Please refer to this *guide* for more information.

Manage your CPF Electron	nic Standing Instruction (ESI)
You are currently submitting your monthly CPF contribution	on via ESI which was activated by Staff A on 28 Mar 2024 .
The next deduction for your ESI will take place on 18 Apr 20	024 for Mar 2024 CPF contributions.
Manage Electronic Standing Instruction	Manage Records & Preferences
 View ESI Amend ESI De-activate ESI Perform Additional Submission 	 View / Amend / Delete Submission View Record of Payment Manage Preferences