



HOW TO Update particulars and staff access in CPF EZPay

Update particulars and staff access in CPF EZPay

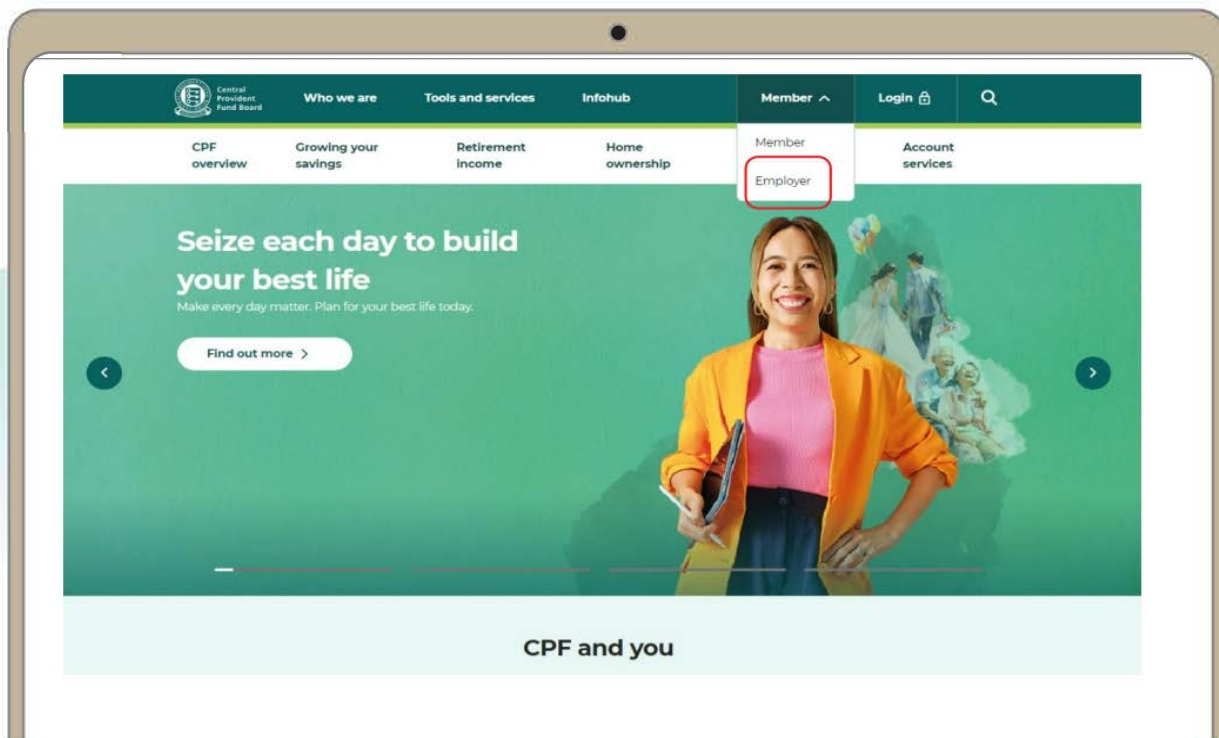
IMPORTANT NOTE:

This guide covers how to update particulars and staff access within CPF EZPay. This will allow the users to receive notifications related to CPF EZPay transactions.

If there are changes to your Principal Place of Business (PPB) or your official contact details, you will need to update us by submitting an [online application](#) instead.

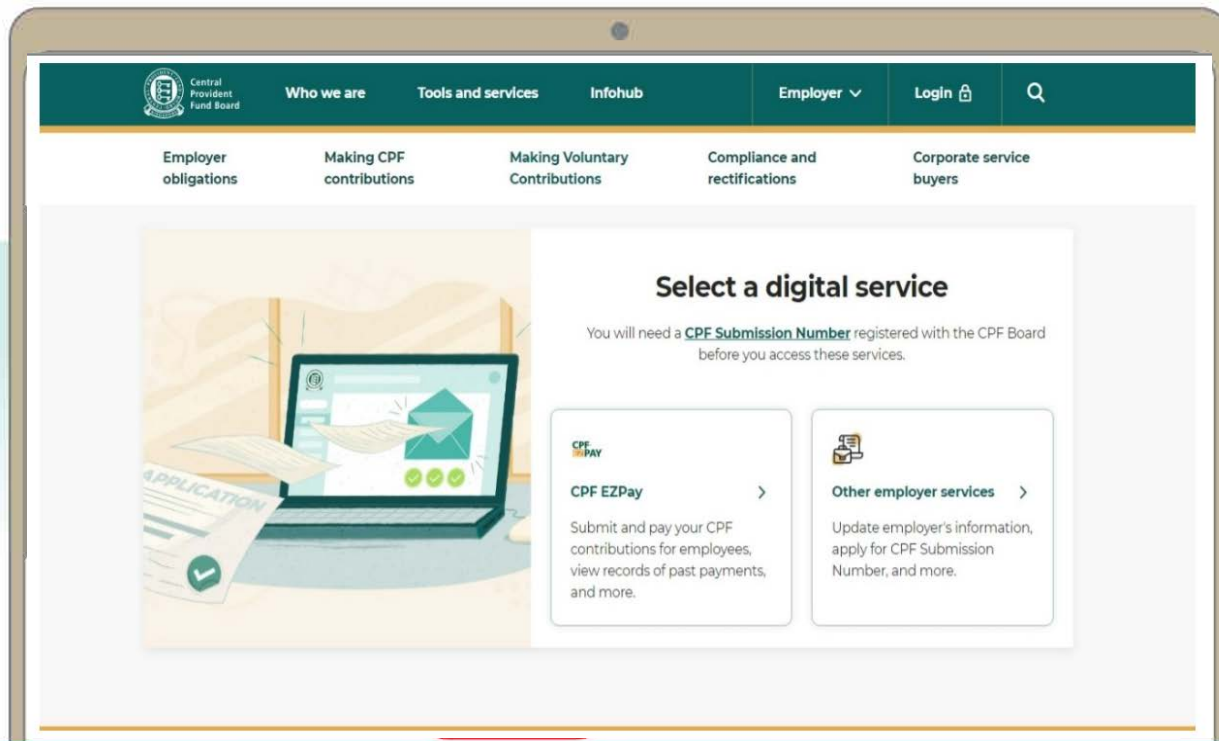
Please note that P.O. Box or V Box addresses will not be accepted.

1. Go to cpf.gov.sg
2. Select **Employer**



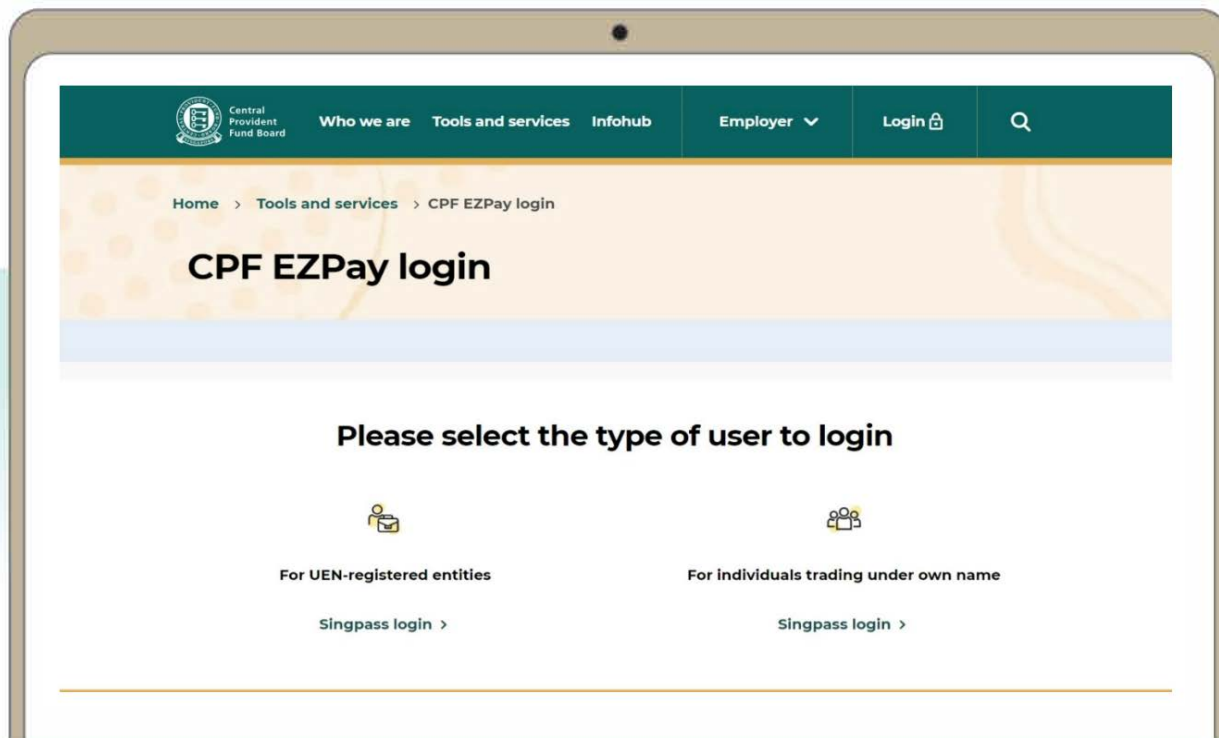
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3. Click on Login then **CPF EZPay**.



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

For UEN-registered entities, [learn how](#) to set up and assign access to your user in Corppass portal.



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5. Select **View / Update Particulars**.

CPF EZPAY

Welcome, **STAFF A** (CPF Account Number: SXXXX014C)
Your last login to CPF EZPay was on **29 Nov 2023 at 08:04 AM** (GMT+8).

CPF Submission No. 12345XXXX-XXX-XX
Company Name COMPANY

Notice :

1. To keep pace with rising wages and strengthen retirement adequacy of senior employees, there will be changes to the CPF Ordinary Wage ceiling and contribution rates from 1 Sep 2023 and 1 Jan 2024 respectively. Find out more about these changes.
2. You are required to declare accurate wage information of your employees when making your monthly CPF submission. This is so that CPF Board can verify that the correct CPF contributions were paid. It is an offence under the CPF Act to knowingly submit inaccurate wage information.
 - You should still declare the actual full wage information of your employee, even if it is above the Ordinary Wage and Additional Wage Ceilings.
3. Total CPF contribution should be rounded off to the nearest dollar, and cents should be dropped for the employee's share of CPF contribution.
4. Please read through the Terms and Conditions before using CPF EZPay.

Submit Contribution

- CPF EZPay
- **CPF EZPay (FTP)**
(For payroll software users)
- Activate Electronic Standing Instruction (ESI)

Manage Records & Particulars

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

6. Select **Amend** to update contact information and staff access*.

**For Corppass users, please log in to Corppass portal to amend staff access.*

View Employer Particulars

CPF Submission No. 12345XXXX-XXX-XX
Company Name COMPANY

Internet Email
Account 1
Account 2
Account 3
Account 4
Account 5

Contact Person
Name STAFF A
Designation Admin Clerk

Telephone No. 99999999
Mobile No. 12345678

Submission Mode CPF EZPay

Receive CPF EZPay Newsletter Yes

Any activated Standing Instructions? No

This is the list of staff who can login with their Singpass. To update your staff access for Corppass, please click [here](#).

Staff Access List

S/N	NRIC/FIN	Name (as per NRIC/FIN)	Role
1	SXXXX706B	Staff A	Administrator
2	SXXXX715A	Staff B	Administrator
3	SXXXX014C	Staff C	Administrator
4	SXXXX629C	Staff D	Administrator

[Back](#) [Amend](#)

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7. Once all the necessary amendments have been made, click **Save Changes**.

Maintain Employer Particulars

- Please complete all mandatory fields indicated by an asterisk(*).
- Please note that the email addresses and contact details provided will be used for CPF EZPay notifications. For general CPF notifications, you can update the employer's official contact details by logging in to "Other Employer Services" on CPF website and submitting the online application named "Change of Employer's Principal Place of Business/ Contact Details".

CPF Submission No. 12345XXXX-XXX-XX
Company Name COMPANY

Internet Email

* Account 1
Account 2
Account 3
Account 4
Account 5

Contact Person

* Name STAFF A.
* Designation Admin Clerk

* Telephone No. 99999999
Mobile No. 12345678

Submission Mode CPF EZPay

Receive CPF EZPay Newsletter ☒ Yes ☐ No

Any activated Standing Instructions? No

This is the list of staff who can login with their Singpass. To update your staff access for Corppass, please click here.

Staff Access List

S/N	* NDIC/FIN	* Name (as per NDIC/FIN)	* Role
<input type="checkbox"/> 1		STAFF A	Administrator
<input type="checkbox"/> 2		STAFF B	Administrator

[Add Staff](#) [Delete Staff](#)

[Back](#) [Save Changes](#)

8. A confirmation message will be displayed on the same page.

Employer Particulars modified successfully.

[View Employer Particulars](#)

CPF Submission No. 12345XXXX-XXX-XX
Company Name COMPANY