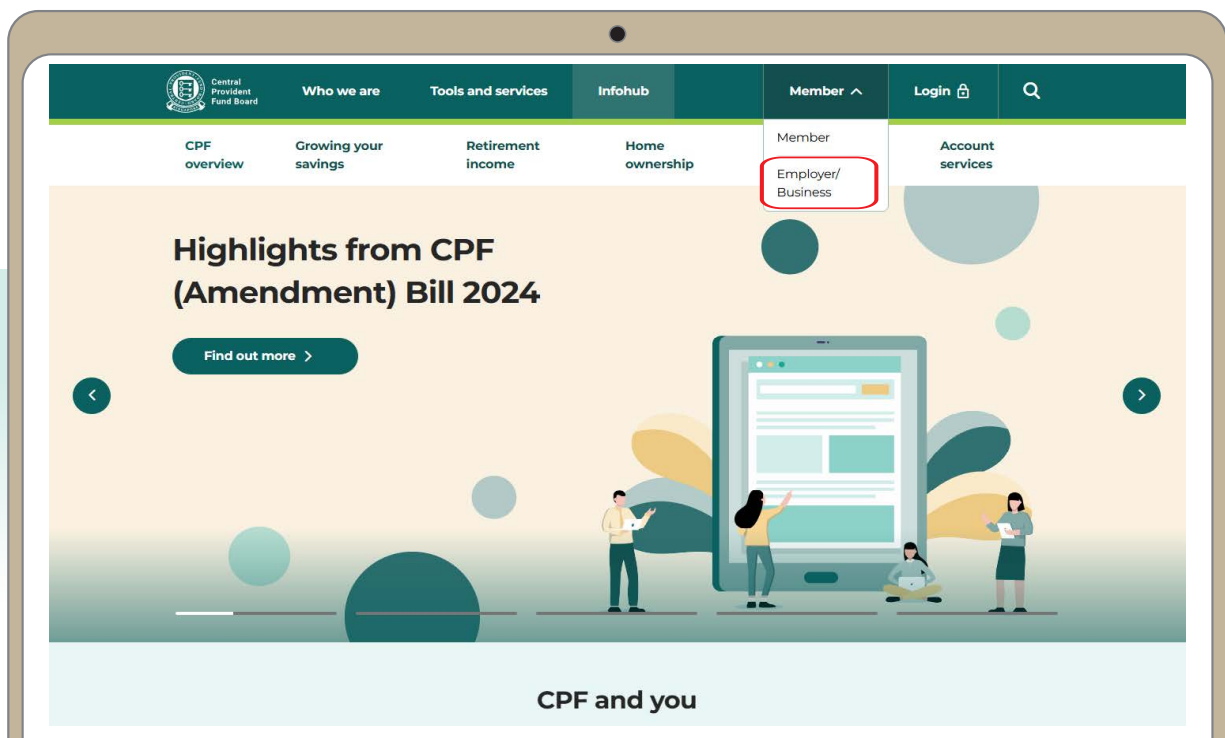


HOW TO Manage preferences and staff access in CPF EZPay

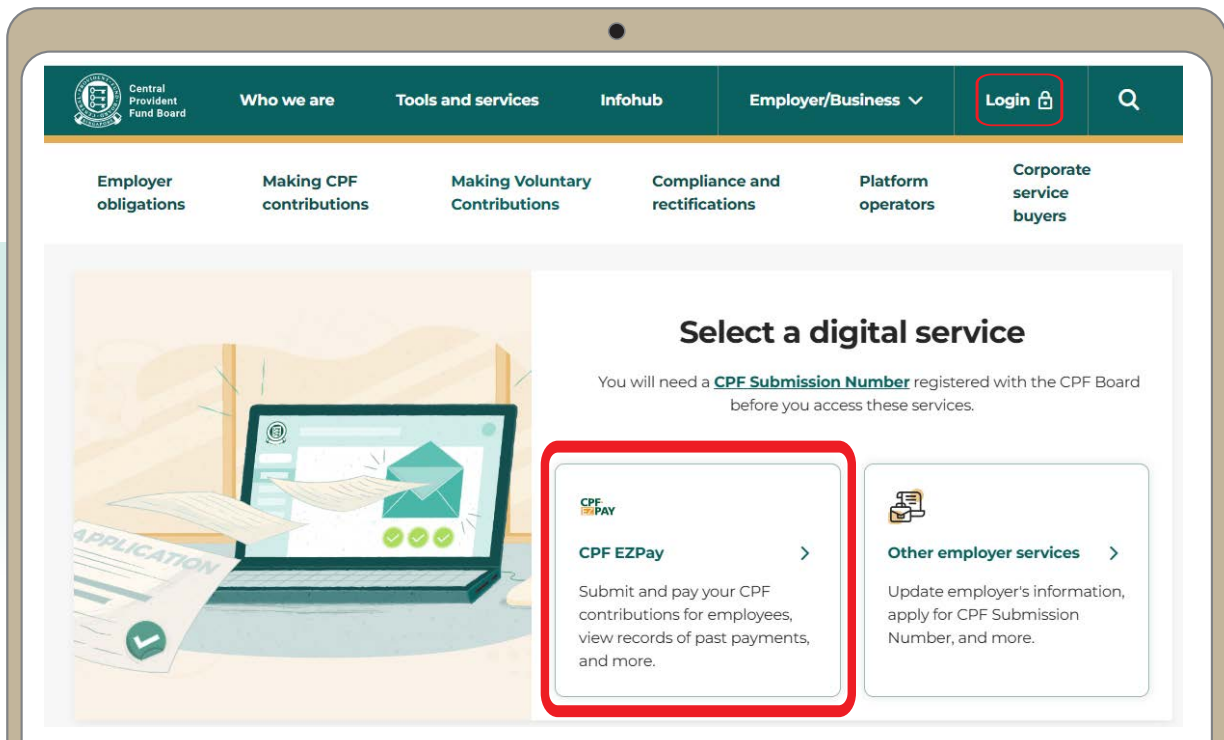
IMPORTANT NOTE:

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

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

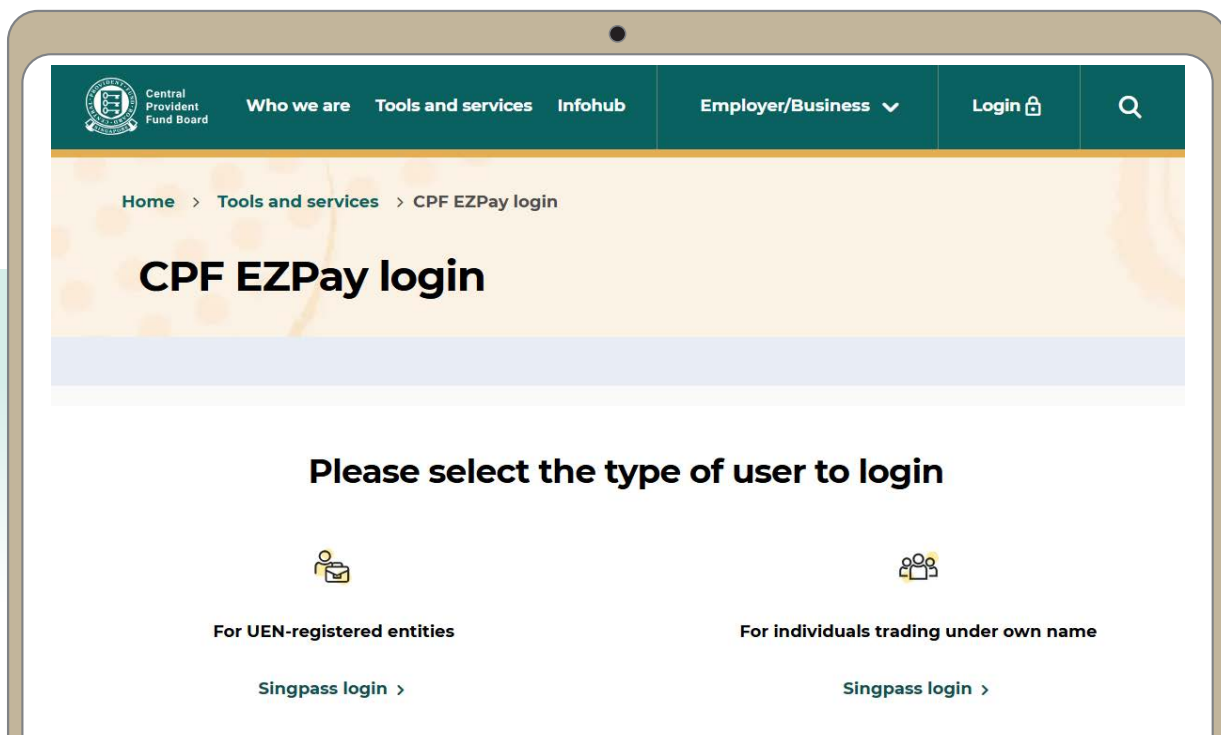


3. Click on **Login**, then **CPF EZPay**.



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

*For UEN-registered entities, [learn how](#) to setup and assign access to your user in Corppass portal.
For individuals trading under own name, [learn how](#) to manage your user's access in CPF EZPay.*



5. Select **Manage Preferences** and click the **Amend** button in the next page. Once all the amendments have been made, click **Save Changes**.

The screenshot displays the CPF EZPay user interface. At the top left is the CPF EZPAY logo. To its right, a welcome message reads: "Welcome, STAFF A (CPF Account Number: SXXXXX014C). Your last login to CPF EZPay was on 04 Oct 2024 at 02:22 PM (GMT+8)." Below this, the user's details are shown: "CPF Submission No. 12345XXXXX-XXX-XX" and "Company Name COMPANY".

A "Notice" section follows, containing six numbered items regarding CPF contribution rules and submission requirements. Below the notices are two main menu categories:

- Submit Contribution**
 - CPF EZPay
 - CPF EZPay (FTP)
(For payroll software users)
 - Activate Electronic Standing Instruction (ESI)
- Manage Records & Preferences**
 - View / Amend / Delete Submission
 - View Record of Payment
 - **Manage Preferences** (highlighted with a red box)