

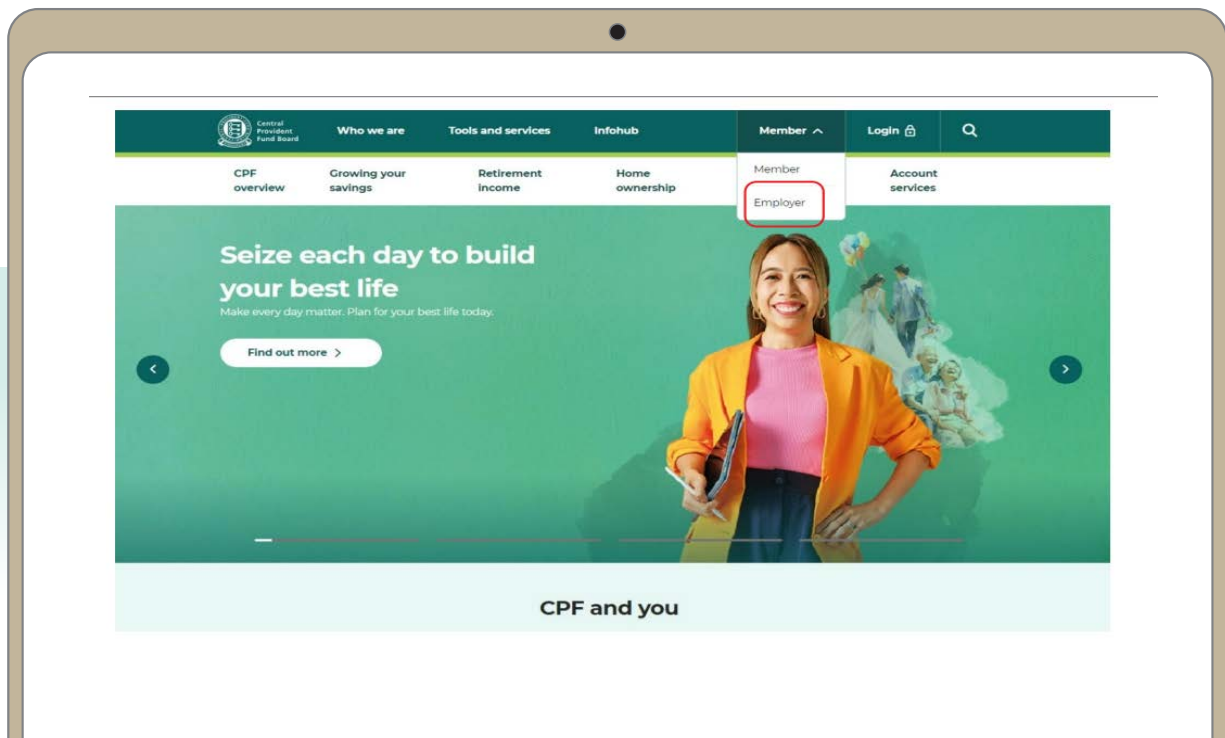


HOW TO Manage preferences and staff access in CPF EZPay

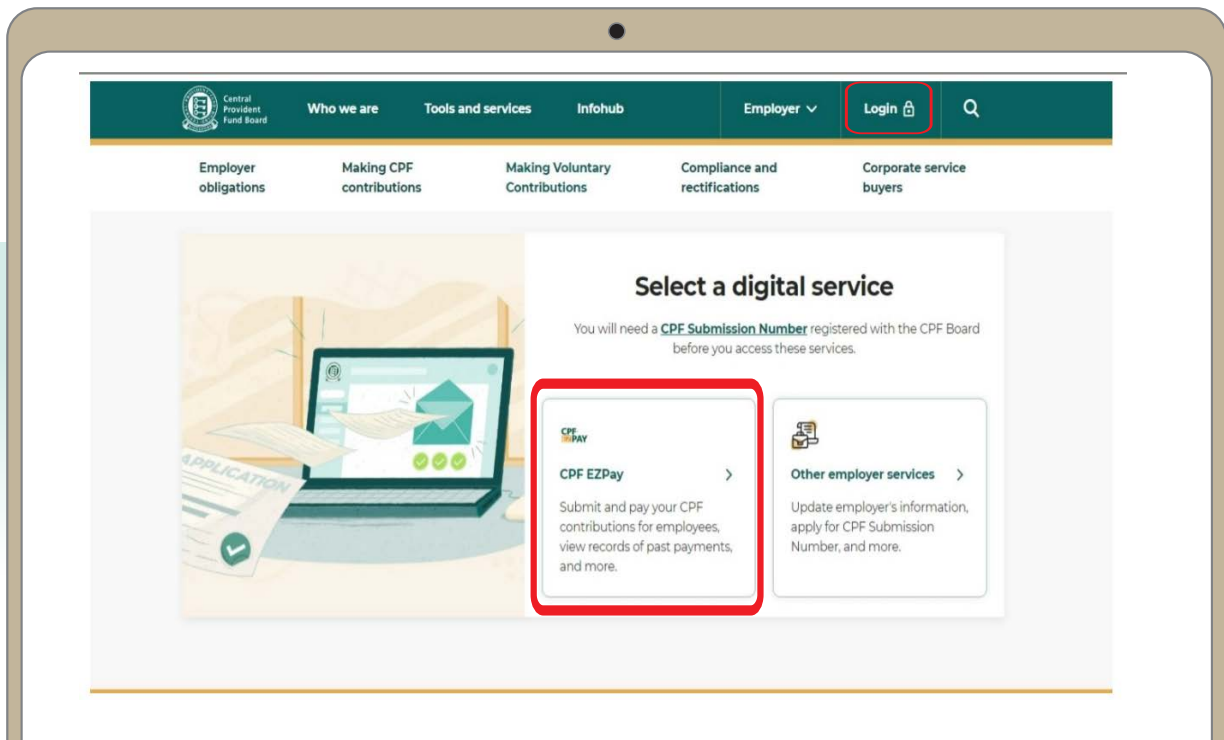
IMPORTANT NOTE:

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**

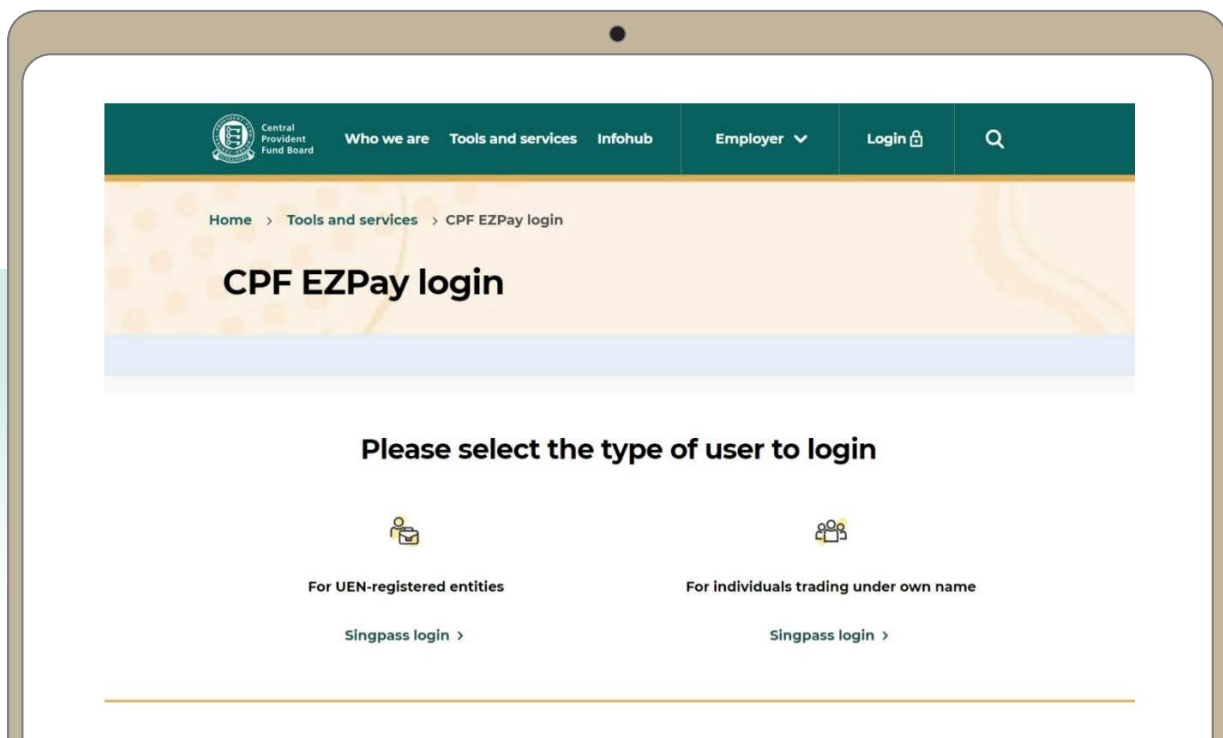


3. Click on **Login**, then **CPF EZPay**.



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**.

