HOW TO

Submit CPF contributions with CPF EZPay
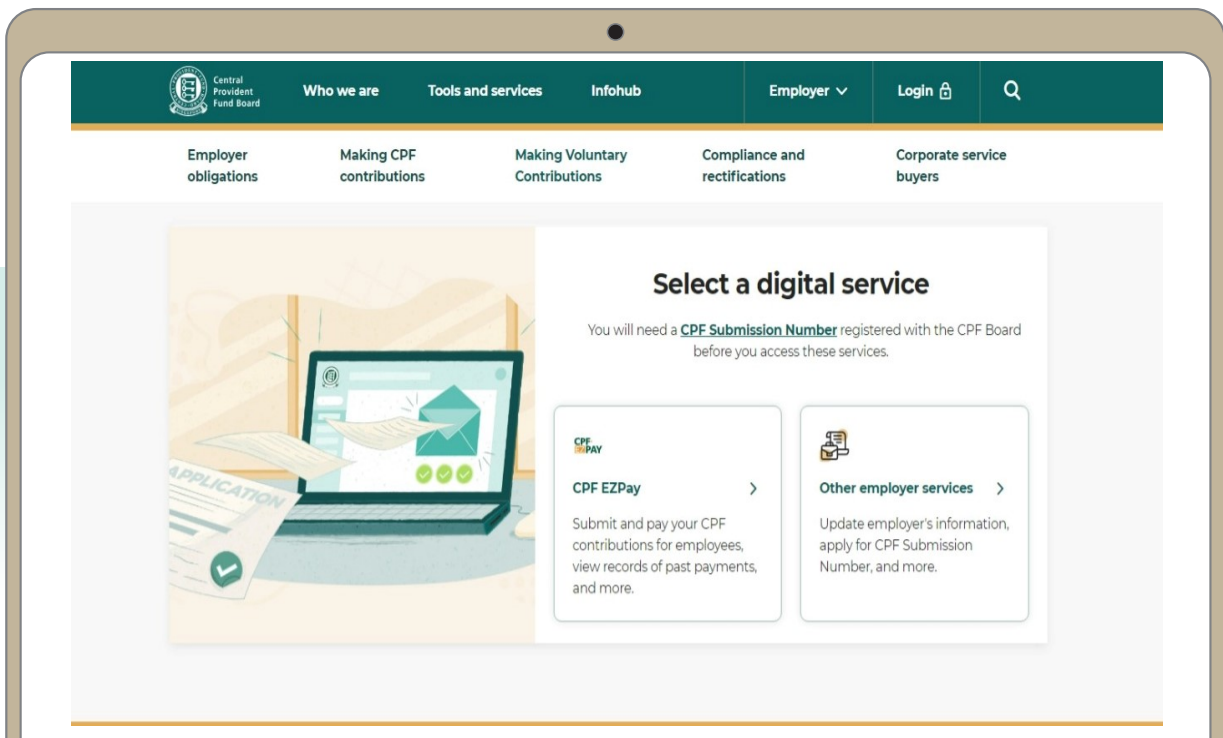
Web

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

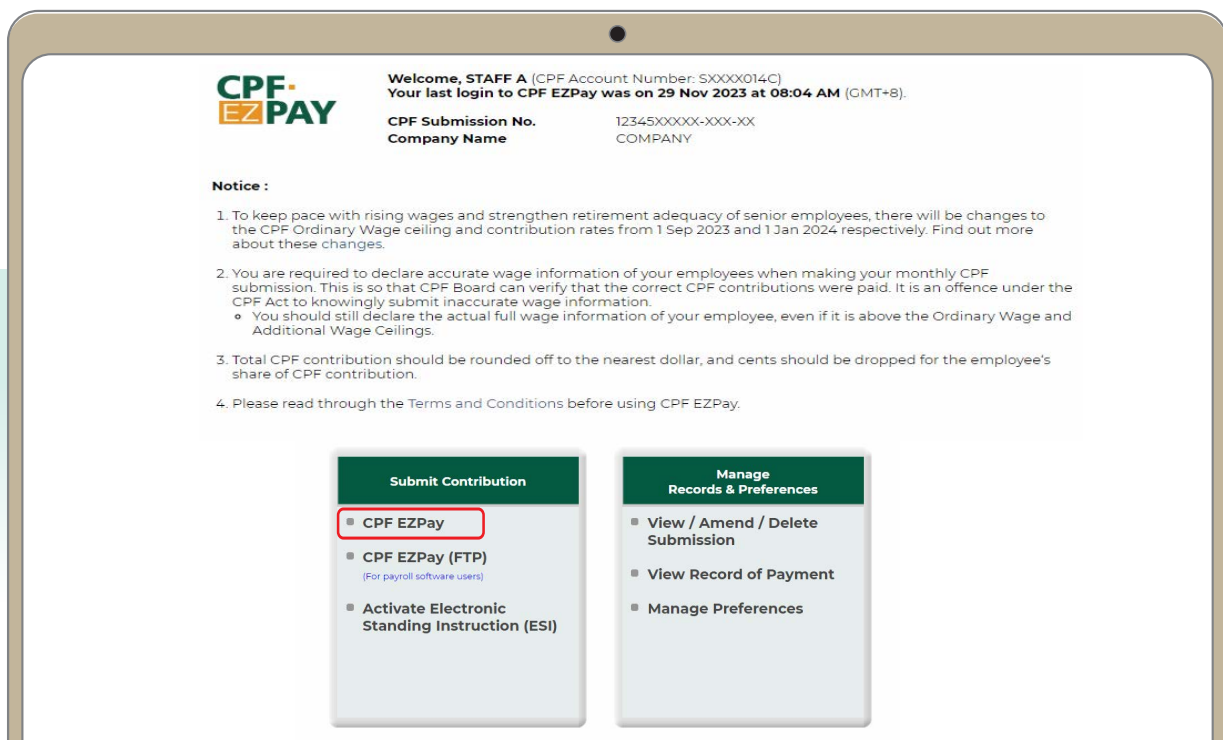3. Click on Login, then **CPF EZPay**.

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 **CPF EZPay**.

6. Key in the **Month** and **Year** for which you are making CPF contributions
   Select **Continue**.

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.

9. Key in the **Date of Birth**, **Citizenship** and **Employment Status** of your employee. Select **Save** to proceed.

10. Repeat Steps 7, 8 and 9 for all your employee records and click **Save Changes**. The records will be auto-populated when you make your next submission.

11. Select the employees that you are making CPF contributions for. Select **Continue**.

12. Confirm the CPF amount to be paid, and make changes if necessary.

13. Key in the amount for other payments, if applicable.
    Select **Continue**.

14. Check your submission. Select **Direct Debit**, **PayNow QR** to complete the
    transaction.

15. You have completed your CPF submission and will receive an email acknowledgement.