



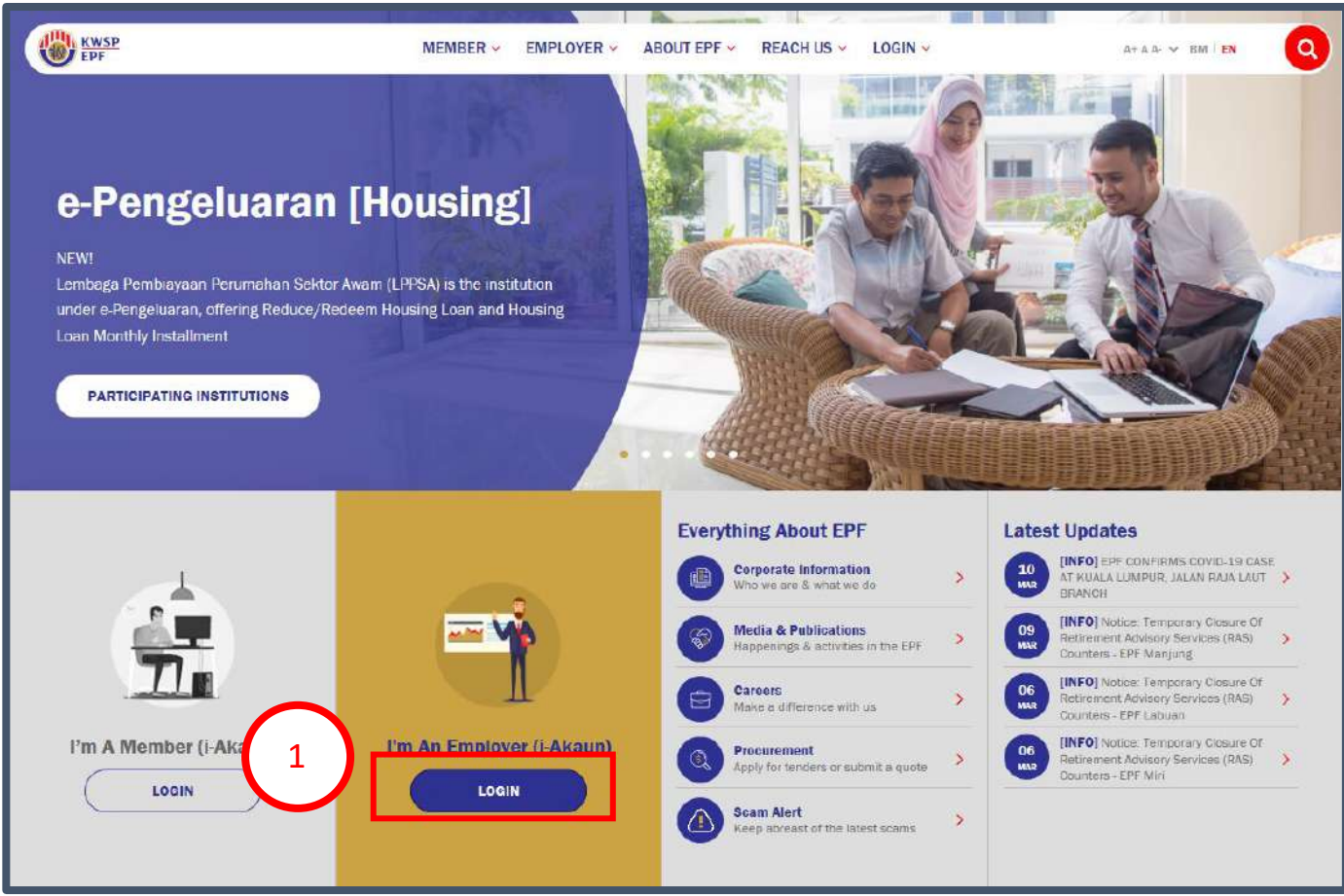
i-Akaun (Employer) Easy Guide

ADMINISTRATOR

Approval Flow Maintenance

JUNE 2020

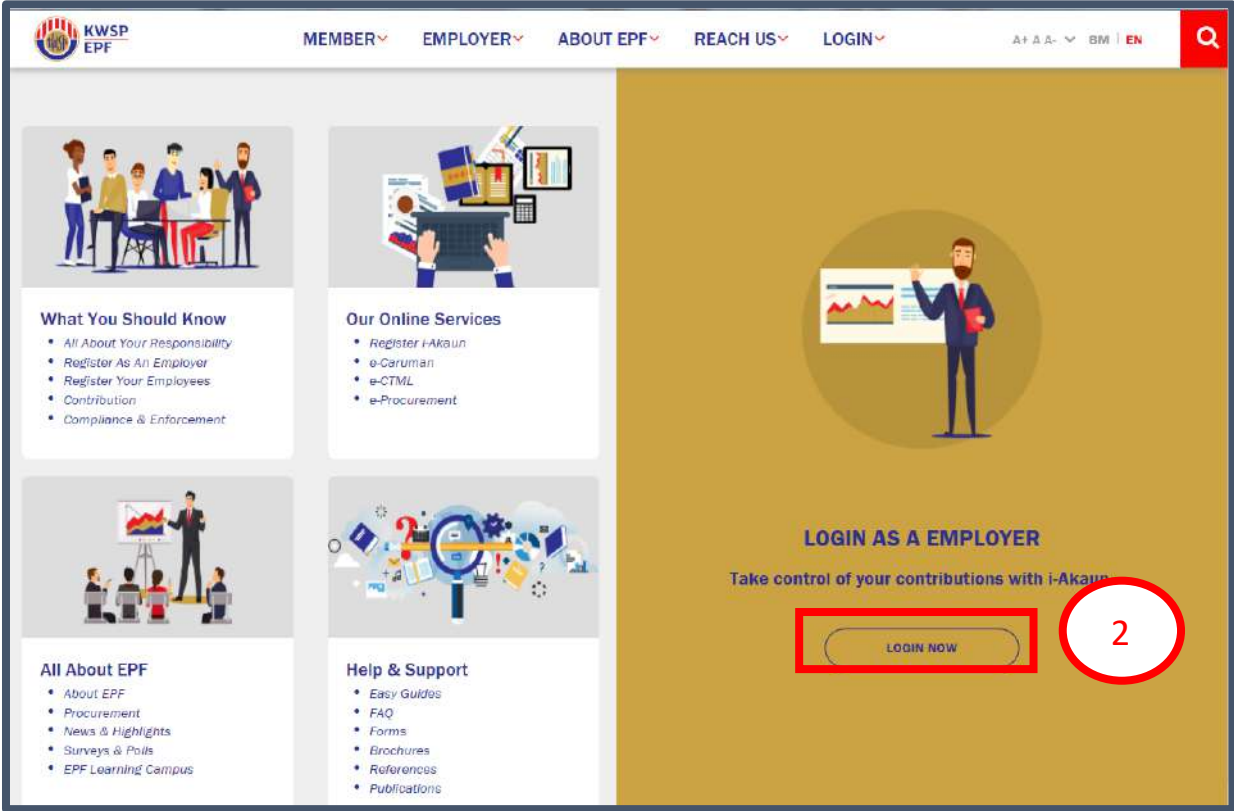
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Click [Login Now](#).

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Welcome to i-Akaun (Employer)

Download the e-Caruman mobile application today.

With the e-caruman mobile application, employers can now make a contribution or obtain EPF information at their fingertips.

3

i-Akaun (Employer)

USER ID ✕

[Forgot User ID/Password?](#) Next

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Key in User ID
(Employer No.)

Click Next.

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Welcome to i-Akaun (Employer)

Download the e-Caruman mobile application today.

With the e-caruman mobile application, employers can now make a contribution or obtain EPF information at their fingertips.

Security Image

Secret Phrase: 015407433

i-Akaun (Employer)

PASSWORD [.....]

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- Verify the **Security Image** and **Secret Phase**.
- Key in **Password**.
- Click **Login**.

KWSP EPF

EN | BM Logout

HINN LEE ENTERPRISE
Employer No: [REDACTED]
Role: Administrator

COMPANY INFO

CONTRIBUTION PAYMENT

REGISTER EPF MEMBER

OUTSTANDING ITEM

CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

Welcome admin Administrator
Last login: 03-March-2020 11:36:17 AM

We appreciate your prompt submission of contribution before 15th June 2020.

Current Month: June 2020
Wage Month: May 2020
No. of Days Left: 7 Days Left

Please ignore if you have already submitted contribution payment for current month.

Submit Contributions

Pending for Payment

e-Caruman

https://www.kwsp.gov.my/en/login/brochures?ft=employer

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Click [Company Info](#).

The screenshot displays the KWSP EPF Employer Portal interface. The left sidebar contains a navigation menu with the following items: COMPANY INFO, PROFILE, ADMIN (highlighted with a red box and a red circle containing the number 6), BANK ACCOUNTS, CHANGE PASSWORD, UPDATE SECRET QUESTION AND ANSWER, UPDATE ONLINE IMAGE, I-AKAUN ACTIVITY LOG, CONTRIBUTION PAYMENT, and SUBMIT CONTRIBUTIONS. The main content area shows a welcome message for 'admin Administrator' with the last login time of 03-March-2020 11:36:17 AM. Below this, there is a notification about contribution submission before 15th June 2020. A table shows the current month as June 2020 and the previous month as May 2020, with 7 days left. A 'Submit Contributions' button is visible. A 'Pending for Payment' banner is also present. At the bottom, there is a section for 'Employer Advisory Services'. The URL at the bottom of the browser window is https://10.0.60.40/employer/employer/employer/welcome?99.

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Click [Admin](#).

Select [Manage Maker/Checker](#).



Manage Maker/Checker

Search Criteria

Name **Search**

Search Results

User ID	Name	Role	Contact No.	Email Address	User Status	Login Status
No Records Found						

Delete **Add New**

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Click [Add New](#).

Add New Maker/Checker Profile

General Information

*All fields are mandatory

Name

Role

Contact No

Email Address

Identification Type / No.

User ID

Password

Confirm Password

Back Add

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Screen shows General Information for New Maker /Checker Profile.

KWSP EPF EN | BM Logout

Add New Maker/Checker Profile

General Information

**All fields are mandatory*

Name: Fazwin Halim

Role: **9** Maker

Contact No: 0122908657

Email Address: faz@gmail.com

Identification Type / No.: MyKad No. 730424118576

User ID: mmm

Password:

Confirm Password:

Back Add

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Select role as **Maker**.

(All fields are mandatory)

Click **Add**.

KWSP EPF EN | BM Logout

Add New Maker/Checker Profile

General Information 10

User has been successfully created.

Name	Fazwin Halim
Role	Maker
Contact No	0122908657
Email Address	faz@gmail.com
Identification Type / No.	MyKad No. 730424118576

Authentication

User ID	mmm
Password	

Print

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**Role for Maker is
successfully created.**

The screenshot displays the 'Add New Maker/Checker Profile' page in the KWSP EPF system. The left sidebar contains navigation options, with 'ADMIN' highlighted in a red box. A dropdown menu is open from 'ADMIN', and 'MANAGE MAKER/CHECKER' is highlighted in a red box. A red circle with the number '11' is positioned over this menu item. The main content area shows a form for adding a new profile with the following fields: Name (Fazwin Halim), Maker (0122908657), MyKad No. (73042), User ID (mmm), and Password. A success message 'User has been successfully created.' is displayed at the top of the form. The URL at the bottom of the browser is <https://10.0.60.40/employer/employer/employer/systemadministrationpage>.

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Click [Admin](#).

Select [Manage Maker/Checker](#).

Manage Maker/Checker

Search Criteria

Name **Search**

Search Results

	User ID	Name	Role	Contact No.	Email Address	User Status	Login Status
<input type="checkbox"/>	mmm	Fazwin Halim	Maker	0122908657	faz@gmail.com	New	No

Delete **Add New**

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User ID will be displayed.
Click [Add New](#).

Add New Maker/Checker Profile

General Information

*All fields are mandatory

Name

Role

Contact No

Email Address

Identification Type / No.

User ID

Password

Confirm Password

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Screen shows General Information for New Maker /Checker Profile.

Add New Maker/Checker Profile

General Information

*All fields are mandatory

Name: Aswan Razak

Role: **Checker**

Contact No: 0117467548

Email Address: as@gmail.com

Identification Type / No.: MyKad No.

User ID: kdk

Password:

Confirm Password:

Back Add

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Select role as **Checker**
(All fields are mandatory).
Click **Add**.



Add New Maker/Checker Profile 15

General Information

User has been successfully created.

Name	Aswan Razak
Role	Checker
Contact No	0117467548
Email Address	as@gmail.com
Identification Type / No.	MyKad No.

Authentication

User ID	kkk
Password	

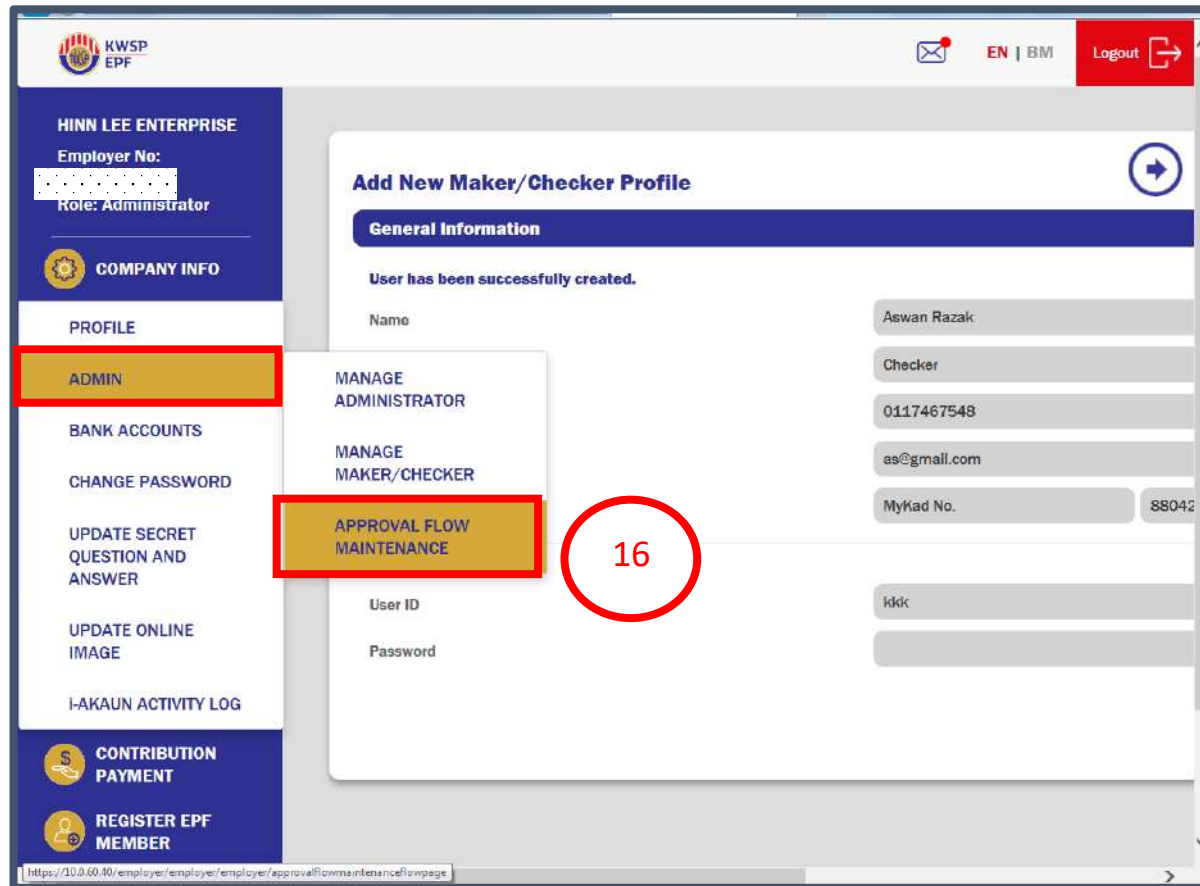
Print

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Role for Checker is successfully created.



Change workflow from Non-Approval Flow to Maker/Checker Approval Flow.



KWSP EPF

HINN LEE ENTERPRISE
Employer No: [REDACTED]
Role: Administrator

COMPANY INFO

PROFILE

ADMIN

BANK ACCOUNTS

CHANGE PASSWORD

UPDATE SECRET QUESTION AND ANSWER

UPDATE ONLINE IMAGE

I-AKAUN ACTIVITY LOG

CONTRIBUTION PAYMENT

REGISTER EPF MEMBER

Add New Maker/Checker Profile

General Information

User has been successfully created.

Name: Aswan Razak

Checker: 0117467548

as@gmail.com

MyKad No.: 88042

User ID: kkk

Password: [REDACTED]

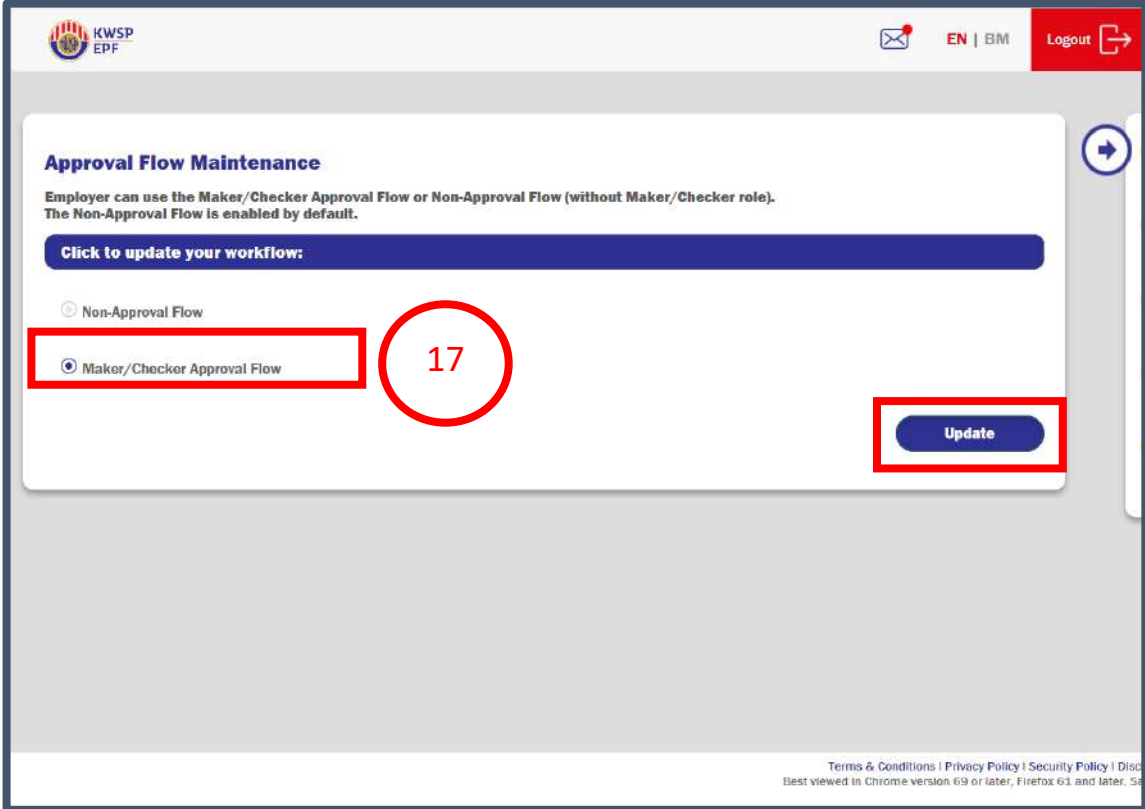
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Click [Admin](#).

Select [Approval Flow Maintenance](#).





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Select Maker/Checker Approval Flow.

Click Update.

Approval Flow Maintenance

Employer can use the Maker/Checker Approval Flow or Non-Approval Flow (without Maker/Checker role). The Non-Approval Flow is enabled by default.

Click to update your work...

Non-Approval Flow

Maker/Checker Approval Flow

Non-Approval -> Maker/Checker Approval

You have selected the Maker/Checker Approval Flow. Approval is required from Checker before submission to EPF.

You will be automatically logged out for the changes to take effect.

To create Maker/Checker:

- Log in and go to Add User Profile under [System Administration].
- Create new user profile.
- Assign the Maker/Checker role.

Cancel Confirm

Update

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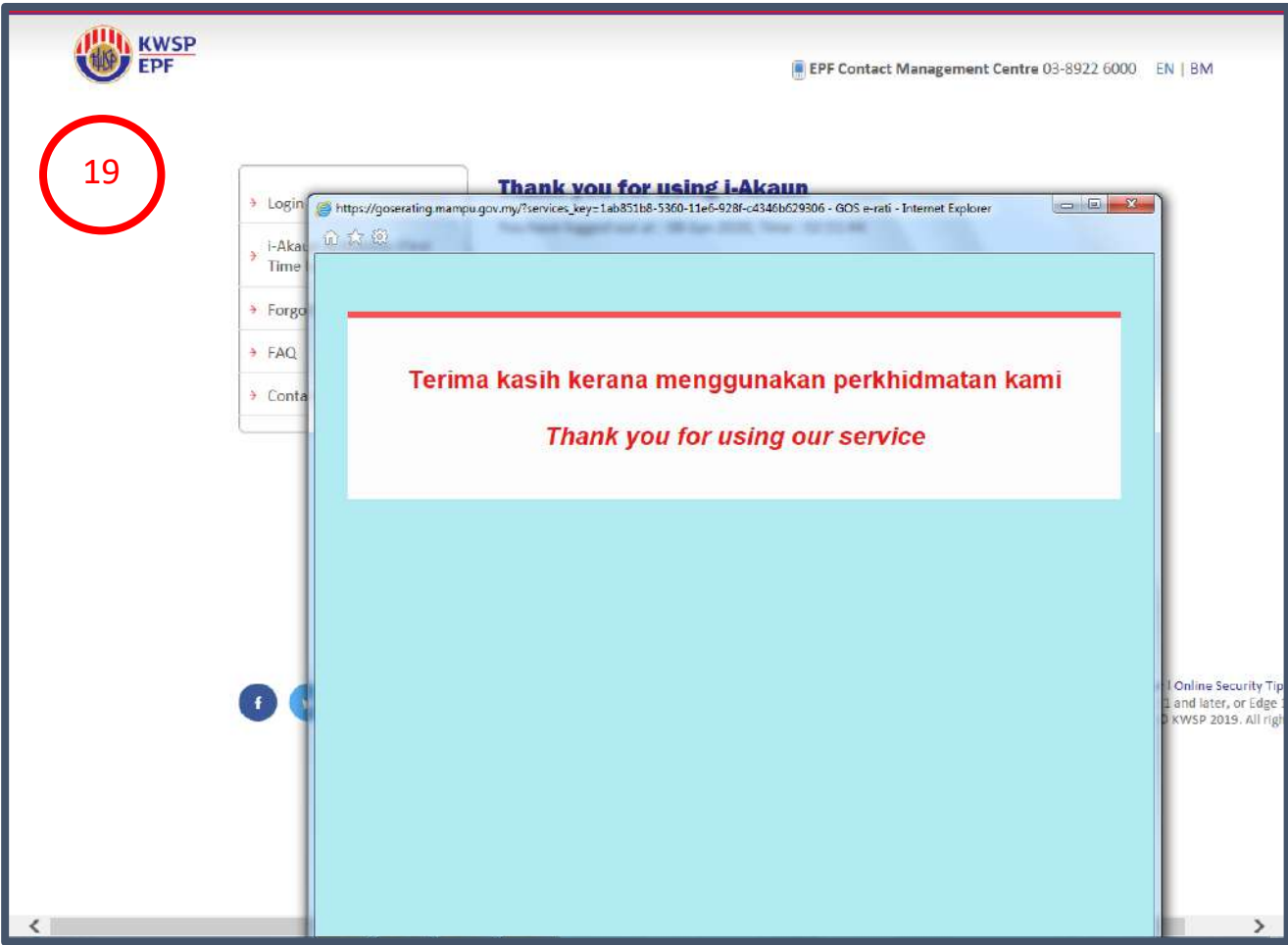
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Click Confirm.





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For further enquiries, please call EPF Contact Management Centre (CMC) at 03 89226000 or send an enquiry to <https://www.kwsp.gov.my/reach-us/connect-with-us>

DISCLAIMER

All member's/employer's data/ information displayed in the EPF Easy Guide are intended for visualization purposes.

