



i-Akaun (Employer) Easy Guide

# Pending for Payment

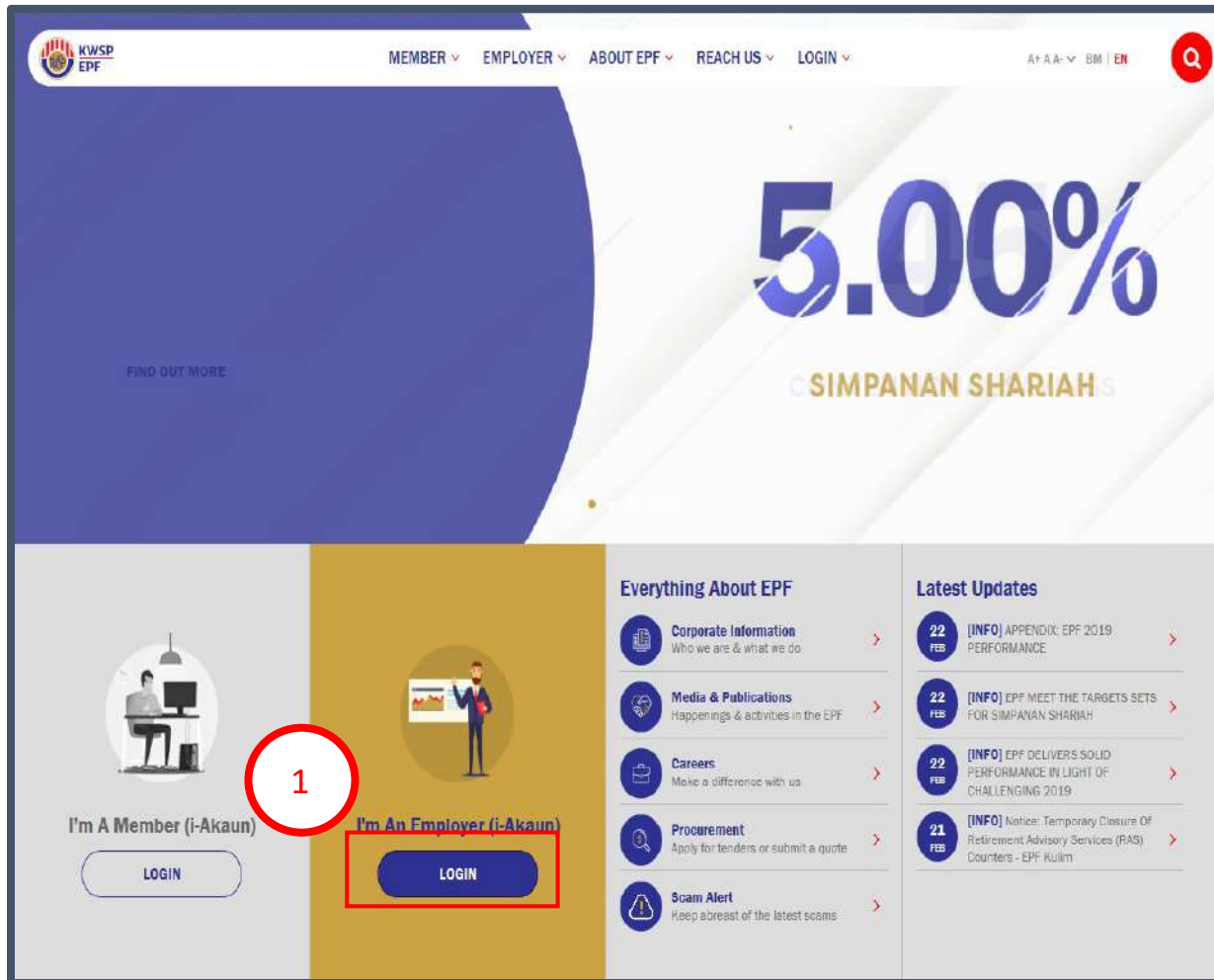
JUNE 2020

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## **Role: Administrator (Non- Approval Flow) & Role: Maker (Maker Checker, Approval Flow)**

(This process is applicable if the **Pay Later** method of payment is selected and the said payment was unsuccessful)





1

Visit [www.kwsp.gov.my](http://www.kwsp.gov.my)

Click [Login](#)



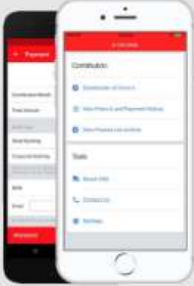
The screenshot shows the KWSP EPF website interface. At the top, there is a navigation menu with links for MEMBER, EMPLOYER, ABOUT EPF, REACH US, and LOGIN. On the right side of the header, there are options for language (A+ AA-), country (BM), and English (EN), along with a search icon. The main content area is divided into several sections: 'What You Should Know' with links like 'All About Your Responsibility', 'Register As An Employer', 'Register Your Employees', 'Contribution', and 'Compliance & Enforcement'; 'Our Online Services' with links for 'Register i-Akaun', 'e-Caruman', 'e-CTAM', and 'e-Procurement'; 'All About EPF' with links for 'About EPF', 'Procurement', 'News & Highlights', 'Surveys & Polls', and 'EPF Learning Campus'; and 'Help & Support' with links for 'Easy Guides', 'FAQ', 'Forms', 'Brochures', 'References', and 'Publications'. A large central banner features an illustration of a man in a suit pointing at a chart, with the text 'LOGIN AS A EMPLOYER' and 'Take control of your contributions with i-Akaun.' Below this text is a 'LOGIN NOW' button, which is highlighted with a red rectangular box. A red circle with the number '2' is placed to the left of the button. Another red circle with the number '2' is located in the right margin of the overall image.

2



Click [Login Now](#)

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](#)

*i-Akaun Activation (First Time Login)*


3

Key in User ID  
Click Next





Welcome to i-Akaun (Employer)


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Security Image



Secret Phrase: abcd1234

i-Akaun (Employer)

PASSWORD

Back Login

4

4

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



The screenshot shows the user interface of the KWSP EPF portal. On the left is a dark blue sidebar with navigation options: COMPANY INFO, CONTRIBUTION PAYMENT, REGISTER EPF MEMBER, OUTSTANDING ITEM (highlighted with a red dot), and CARUMAN TANPA MAKLUMAT LENGKAP (CTML). The main content area features a welcome message for 'auto tester Administrator', a notification about contribution submission, and a circular gauge showing '30 Outstanding Items'. A red box highlights the 'Pending for Payment' dropdown menu, and a red circle with the number '5' is placed next to it. A second red circle with the number '5' is also present on the right side of the page.

5

Click Pending for Payment

5



The screenshot shows the KWSP EPF portal interface. On the left is a dark blue sidebar with navigation options: COMPANY INFO, CONTRIBUTION PAYMENT, REGISTER EPF MEMBER, OUTSTANDING ITEM, and CARUMAN TANPA MAKLUMAT LENGKAP (CTML). The main content area includes a welcome message for 'auto tester Administrator', a contribution submission reminder for April 2021, and a '30 Outstanding Items' gauge. A 'Pending for Payment' table is visible below, with one entry for June 2020. The 'Proceed Payment' button in this table is highlighted with a red box and a red circle containing the number 6. To the right of the table is another red circle with the number 6. Below the table is an 'Employer Advisory Services' banner.

Contribution Month	File Name	Form Status	Payment Status	Action
June 2020	FA06/2020_000074413	Approved	-	<a href="#">Proceed Payment</a>



Click Proceed Payment





**Pending for Payment**

**CONTRIBUTION DETAILS** PAYMENT

**Contribution Details**

Contribution Month: June 2020  
 Wage Month: May 2020

Search Employee By: All Record

No.	Member No.	Identification No.	Name	Wage (RM) [?]	Contribution (RM)	
					Employer	Employee
1	18818507	MyKad No. 880725563423	CHONG YENG KIONG	2,500.00	325.00	275.00

<< < 1 > >>

Number of Employee: 1

Total Employer/Employee Contribution (RM):  
 Employer: 325.00    Employee: 275.00

Total Payable Contribution (RM): 600.00

7

Contribution details will be displayed  
 Click [Next](#)

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**KEAT HENG ENTERPRISE**  
Employer No: 012049102  
Role: Administrator

**COMPANY INFO**  
**CONTRIBUTION PAYMENT**  
**REGISTER EPF MEMBER**  
**OUTSTANDING ITEM**  
**CARUMAN TANPA MAKLUMAT LENGKAP (CTML)**

**Pending for Payment**

**CONTRIBUTION DETAILS** | **PAYMENT**

**Payment**

Please select payment option

Total Payable Contribution (RM) 600.00

- Maybank2u
- Online Retail Banking (FPX Maximum limit RM 250,000)
- Online Corporate Banking (FPX Maximum limit RM 50,000,000)
- Direct Debit Authorization (DDA)

**UTILITY MENU:**  
CONTRIBUTION STATEMENT  
CALCULATOR  
TRANSACTION HISTORY  
HELP  
ENQUIRY

Please refer **Contribution Payment Easy Guide** for more information on **Payment Method**

For further enquiries, please call EPF Contact Management Centre at 03 89226000 or send an enquiry to

<https://www.kwsp.gov.my/r each-us/connect-with-us>



## **DISCLAIMER**

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

