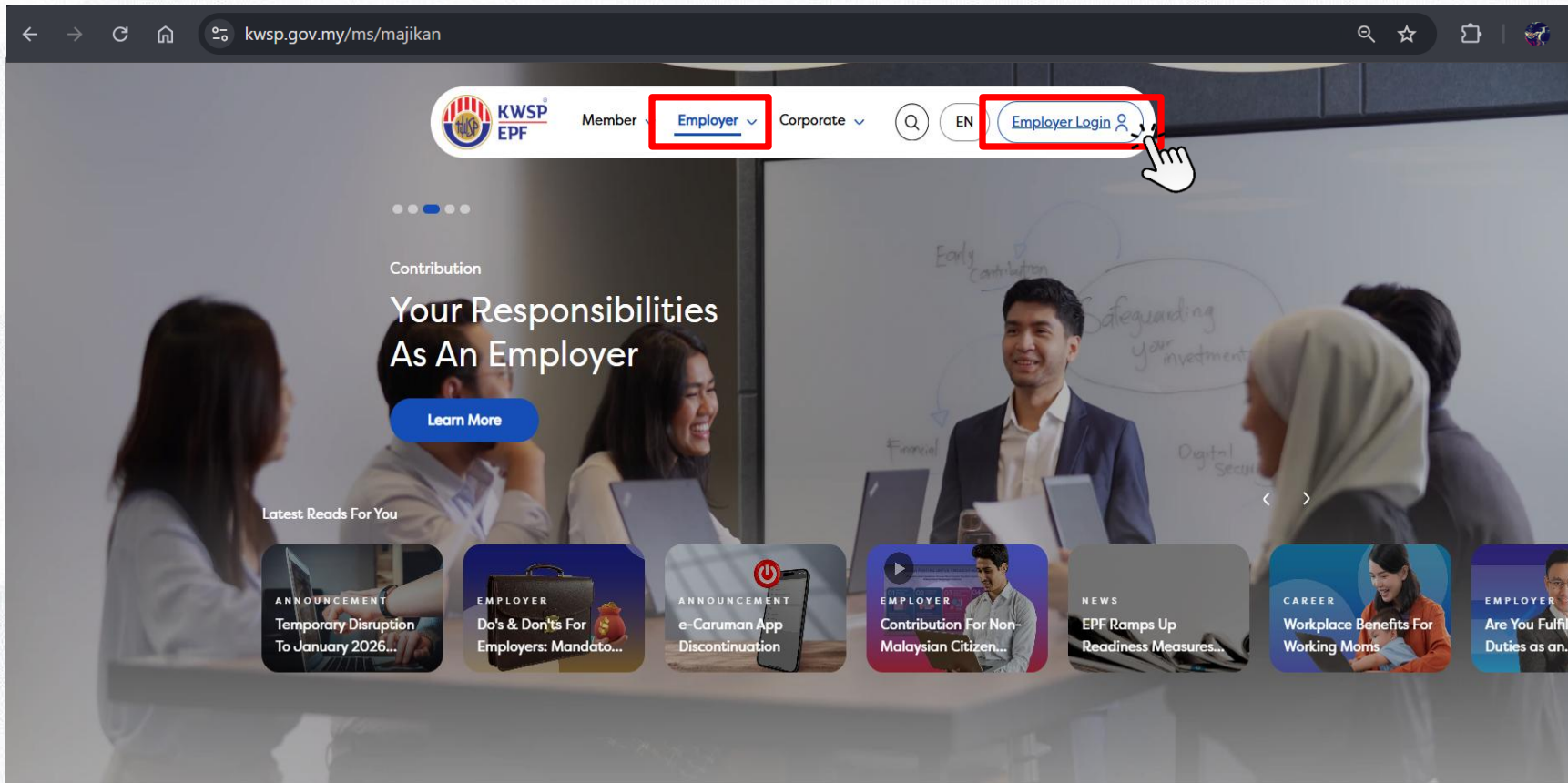




EASY GUIDE

i-Akaun (Employer)

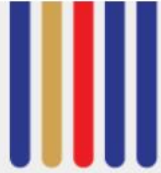
UPDATE OF EMPLOYEE CONTACT INFORMATION



Step 1:

- Navigate to www.kwsp.gov.my.
- Click on **Employer** tab. Then, click **Employer Login**.

Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



i-Akaun (Employer)

USER ID

[Forgot User ID/Password?](#)

[i-Akaun Activation \(First Time Login\)](#)

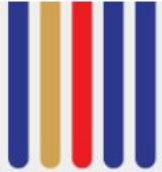
Next

Step 2:

- Enter **User ID** (EPF Employer No.).
- Then, click **Next**.



Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



Security Image:



Secret Phrase:

i-Akaun (Employer)

PASSWORD

Back

Login

Step 3:

- Verify **Security Image** and **Secret Phrase**.
- Enter **password**.
- Click on **Login**.



KWSP EPF | EN | BM | Logout

Welcome **HELLEN KELLER** Administrator | Employer Status: Active
Last login: 18-May-2026 02:37:59 PM

Pending Actions

Your attention is required for the following tasks.

CONTRIBUTIONS 24

Outstanding Items
Summary of outstanding items as of 19 May 2026.
[View Details >](#)

EMPLOYEES 24

Pending Registration
Please inform your employee to visit the nearest EPF office to complete their registration in person.
[View Details >](#)

EMPLOYEES 2

Incomplete Contact Details
Update your employee's contact details to ensure they receive notifications from EPF.
[View Details >](#)

i-TOPUP 1

Records to Acknowledge
Please acknowledge each record of the registration.
[View Details >](#)

Thank you. We have received contribution payment for May 2026

Current Month: May 2026
Wage Month: April 2026

Kindly ensure your payment is in order. You may disregard this notice if payment has been made via other channels.

[Submit Contributions](#)

Pending for Payment (?)

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

Contribution Month	File Name	Form Status	Payment Status	
April 2026	FA04/2026_000139207	Submitted	Unsuccessful	Proceed Payment

Manage employee i-Topup approvals online via i-Akaun (Employer)

Fast, simple, and secure!

[WhatsApp Us](#)

EMPLOYER INFO

Employer No: [REDACTED]
Role: Administrator

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

i-TOPUP

MORE

CONTRIBUTION STATEMENT

OTHER STATEMENT

NOTICE

RECEIPT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

Step 4:

Click **View Details** in the **Incomplete Contact Details** section.





Employer No: [REDACTED]
Role: Administrator

- EMPLOYER INFO
- CONTRIBUTION
- REGISTER EPF MEMBER
- OUTSTANDING ITEM
- e-PAYROLL
- i-TOPUP
- MORE

Employee Contact Information

Fill in Manually





Choose the employee registration type and fill in the details manually.

Employee Type	No. of Employees	Action
Registered by EPF	0	Update Information
Registered by Employer	2	Update Information

Note:
1. Registered by EPF:
For employees automatically registered by the EPF and have received at least one contribution payment from employer.
2. Registered by Employer:
For employees registered by their employer via i-Akaun (Employer).

- CONTRIBUTION STATEMENT
- OTHER STATEMENT
- NOTICE
- RECEIPT
- CALCULATOR
- TRANSACTION HISTORY
- ELIGIBILITY TO CONTRIBUTE
- HELP
- ENQUIRY

Step 5:
Click **Update Information**.

EN | BM

Employer No: [REDACTED]

Role: Administrator

- EMPLOYER INFO
- CONTRIBUTION
- REGISTER EPF MEMBER
- OUTSTANDING ITEM
- e-PAYROLL
- i-TOPUP
- MORE

Update Employee Details

Fill in Manually

Search Employee by

All Employee

Search

Please enter a valid mobile number or email address, as this is essential for future communication and important updates.

Showing 1 to 2 of 2

< Previous > Page 1 < Next >

No.	Identification No.	Name	Mobile Number	Email Address
1	Passport	[REDACTED]	+60 [REDACTED]	[REDACTED]
2	Passport	[REDACTED]	+60 [REDACTED]	[REDACTED]

Enter at least one contact detail, either a mobile number or an email address.

Save Changes

Step 6:

Enter the employee's contact information in the **Mobile Number** and **Email Address** fields.

Then, click **Save Changes**.



Update Employee Details

Fill in Manually

Search Employee by: All Employee Search

Please enter a valid mobile number or email address, as this is essential for future communication and important updates.

Showing 1 to 3 of 3 < Previous > Page 1 < Next >

No.	Identification No.	Name	Mobile Number	Email Address
1	Passport			
2	Passport			

Employee Contact Details Successfully

The contact details have been saved. You may continue updating other records.

OK

Save Changes

Navigation sidebar: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, i-TOPUP, MORE

Right sidebar: CONTRIBUTION STATEMENT, OTHER STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, ENQUIRY

Step 7:

The employee contact details have been updated successfully. Then, click **OK**.

The screenshot displays the EPF Employer Portal interface. At the top left, the KWSP EPF logo is visible. The user's role is identified as 'Administrator'. The main content area is titled 'Employee Contact Information' and features a 'Fill in Manually' button. Below this, a message instructs the user to choose an employee registration type and fill in details manually. A table lists two registration types: 'Registered by EPF' and 'Registered by Employer', both with a count of 0 and an 'Update Information' button. A 'Note' section provides details for both registration types. On the right side, a vertical menu contains various service options: CONTRIBUTION STATEMENT, OTHER STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. The top right corner includes a shopping cart icon, a notification icon, the language 'EN | BM', and a 'Logout' button.

Employer No: [REDACTED]
Role: Administrator

Employee Contact Information

[Fill in Manually](#)

Choose the employee registration type and fill in the details manually.

Employee Type	No. of Employees	Action
Registered by EPF	0	Update Information
Registered by Employer	0	Update Information

Note:

- Registered by EPF:
For employees automatically registered by the EPF and have received at least one contribution payment from employer.
- Registered by Employer:
For employees registered by their employer via i-Akaun (Employer).

- CONTRIBUTION STATEMENT
- OTHER STATEMENT
- NOTICE
- RECEIPT
- CALCULATOR
- TRANSACTION HISTORY
- ELIGIBILITY TO CONTRIBUTE
- HELP
- ENQUIRY

Step 8:

The **Employee Contact Information** screen will be displayed.





DISCLAIMER

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

