

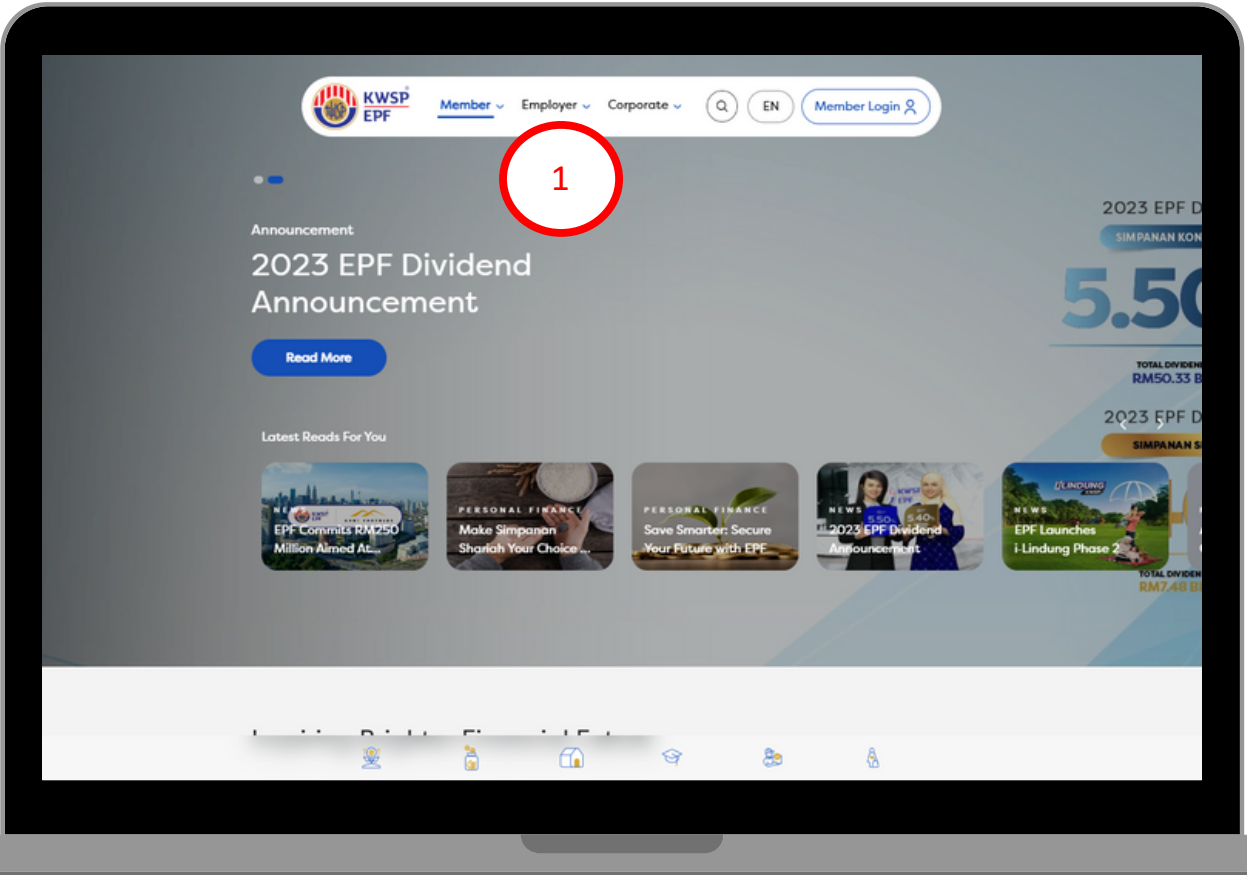


i-Akaun (Employer) Easy Guide **ADMINISTRATOR**

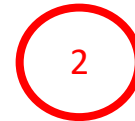
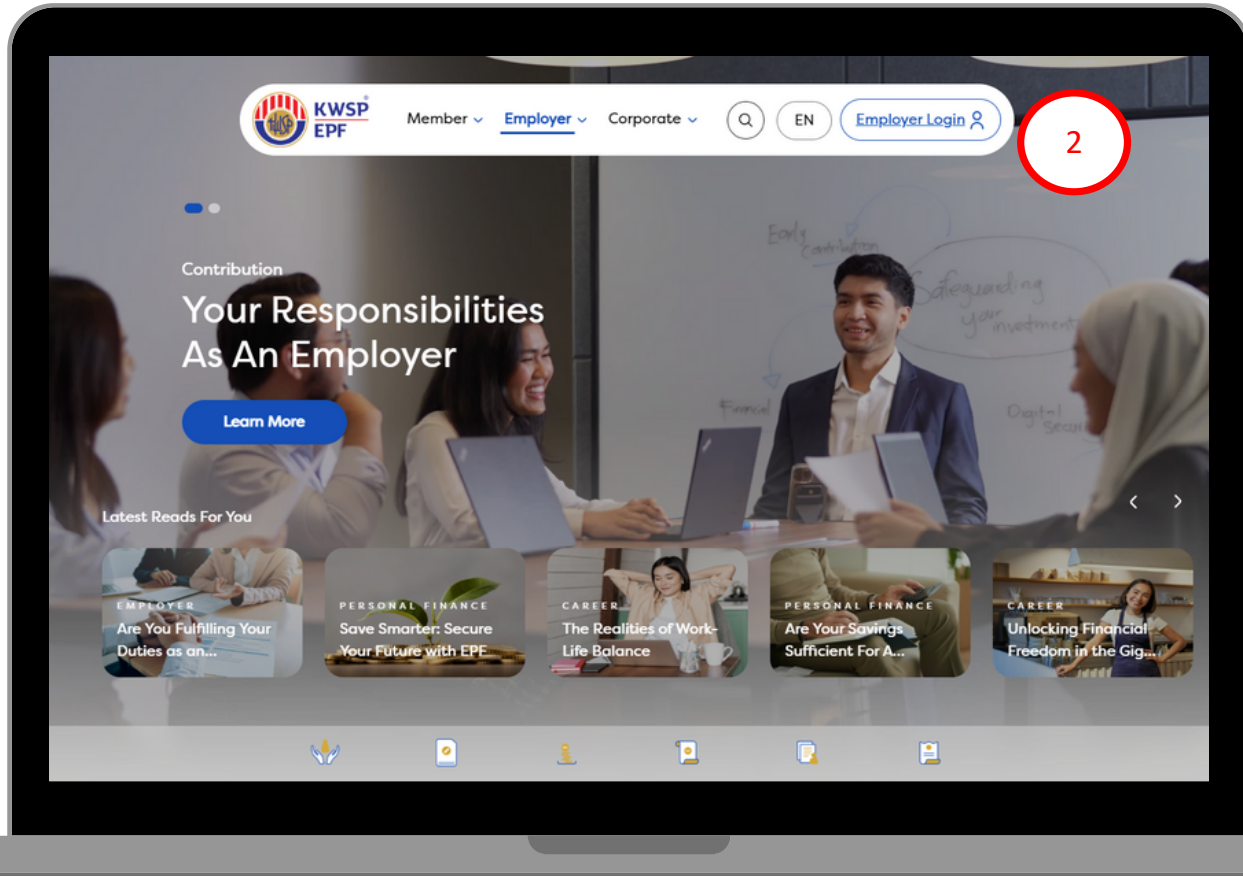
Approval Flow Maintenance

MARCH 2024

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Visit www.kwsp.gov.my
Click Employer.

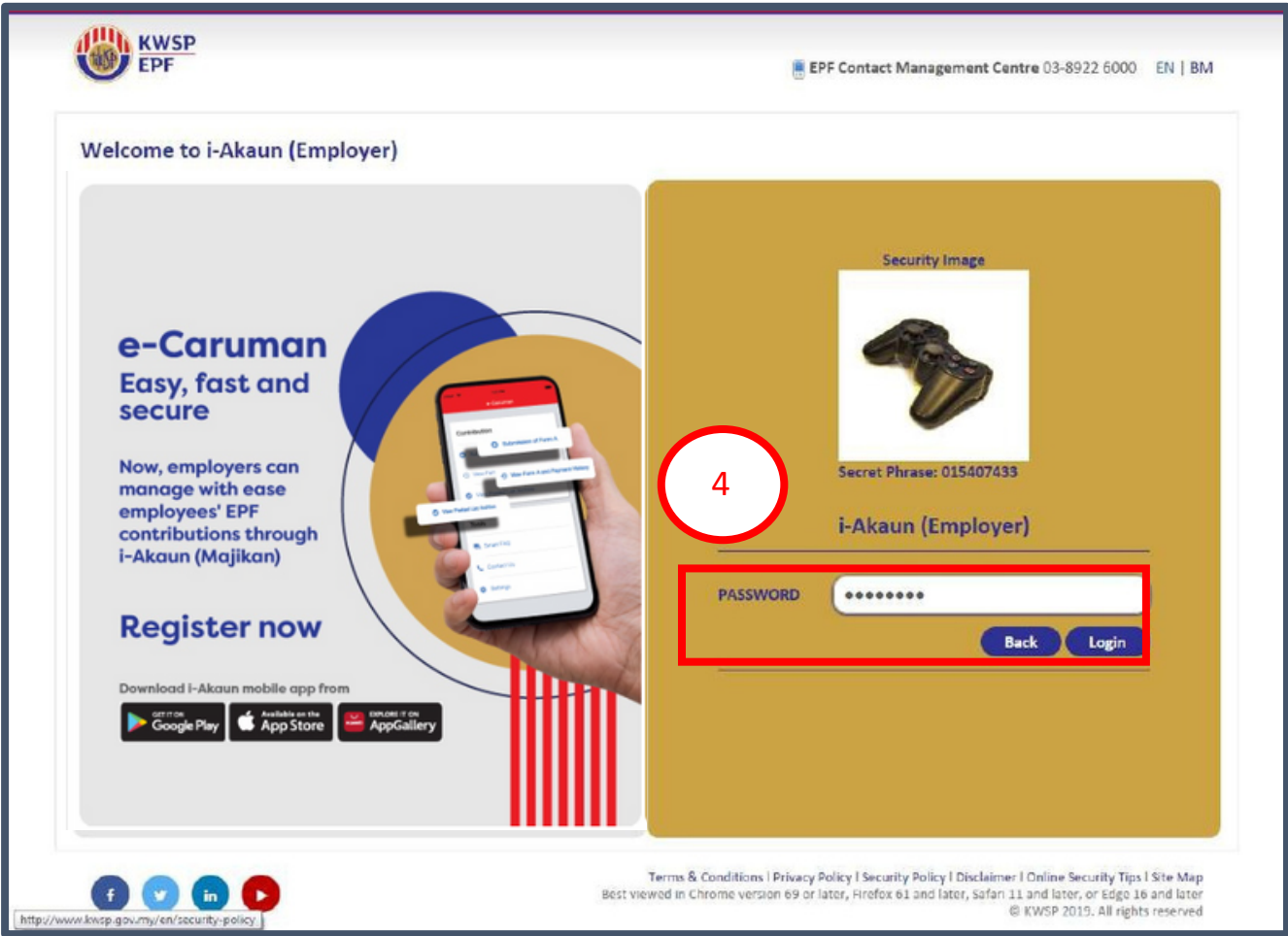


Click [Employer Login](#)

3

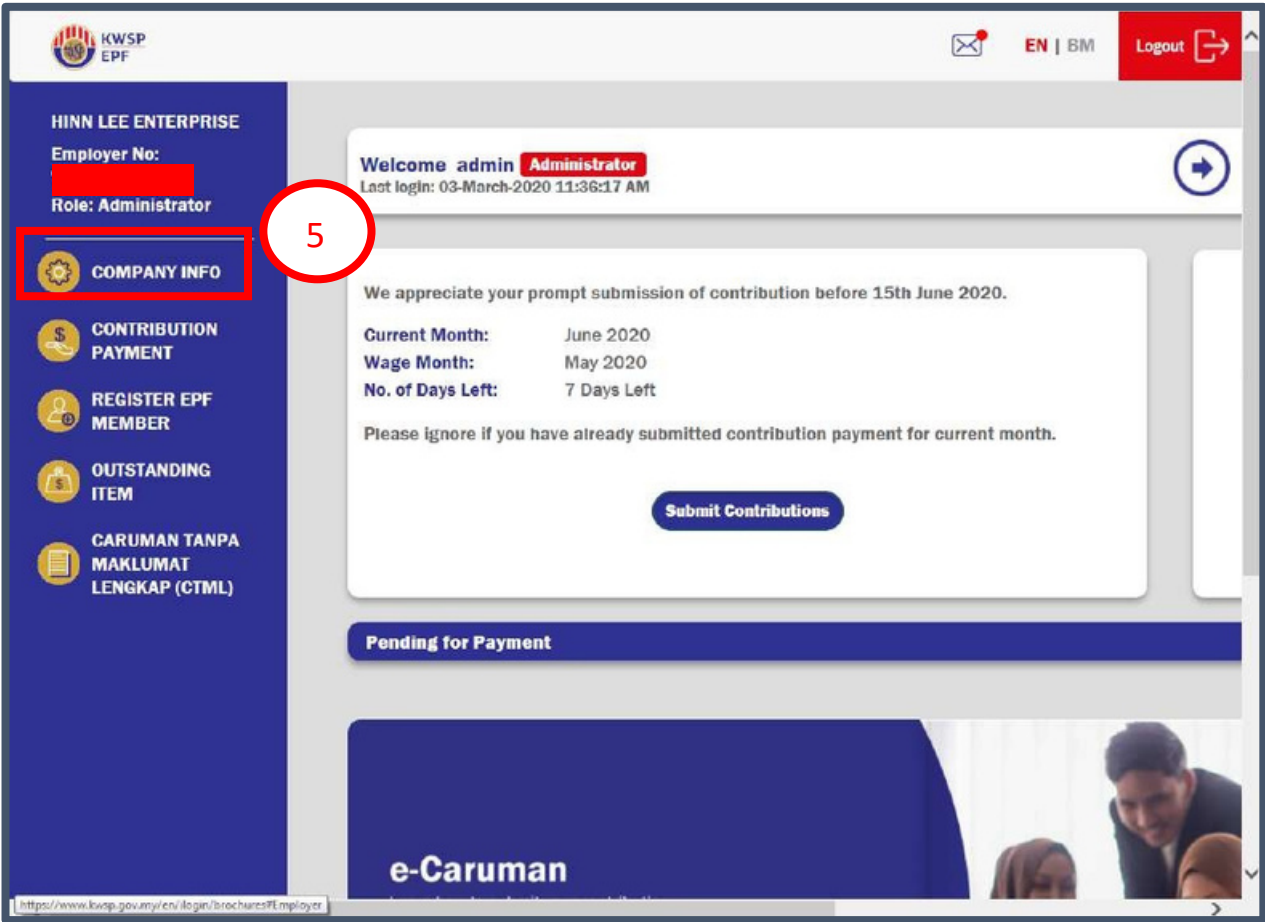
Key in User ID
(Employer No.)

Click Next.

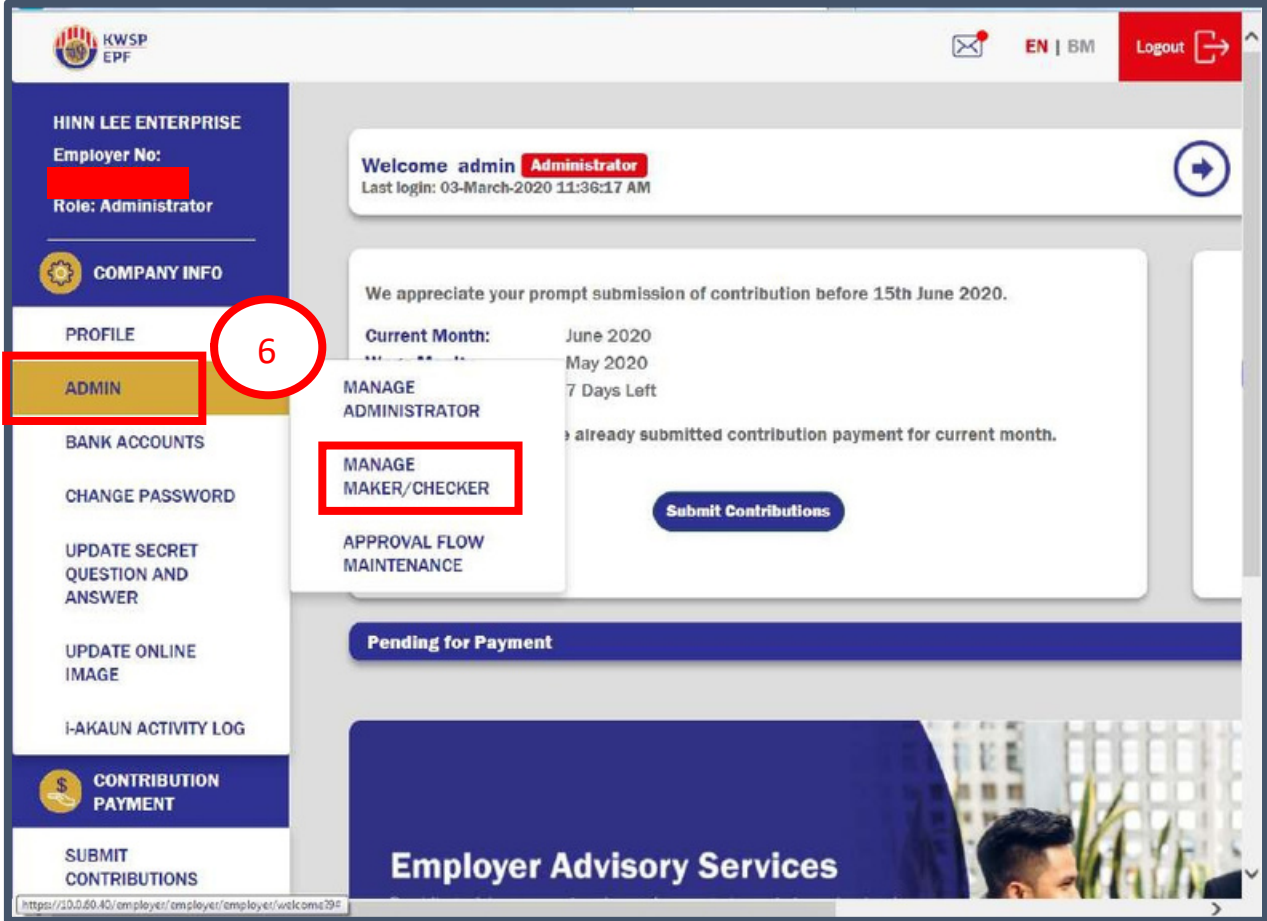


4

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



Click [Company Info](#).



6

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**

Terms & Conditions | Privacy Policy | Security Policy | Disc
Best viewed in Chrome version 69 or later, Firefox 61 and later, Sa

7

Click [Add New](#).

7

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

8

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**

9

Select role as **Maker**.

(All fields are mandatory)

Click **Add**.

KWSP EPF EN | BM Logout

Add New Maker/Checker Profile

10

General Information

User has been successfully created.

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

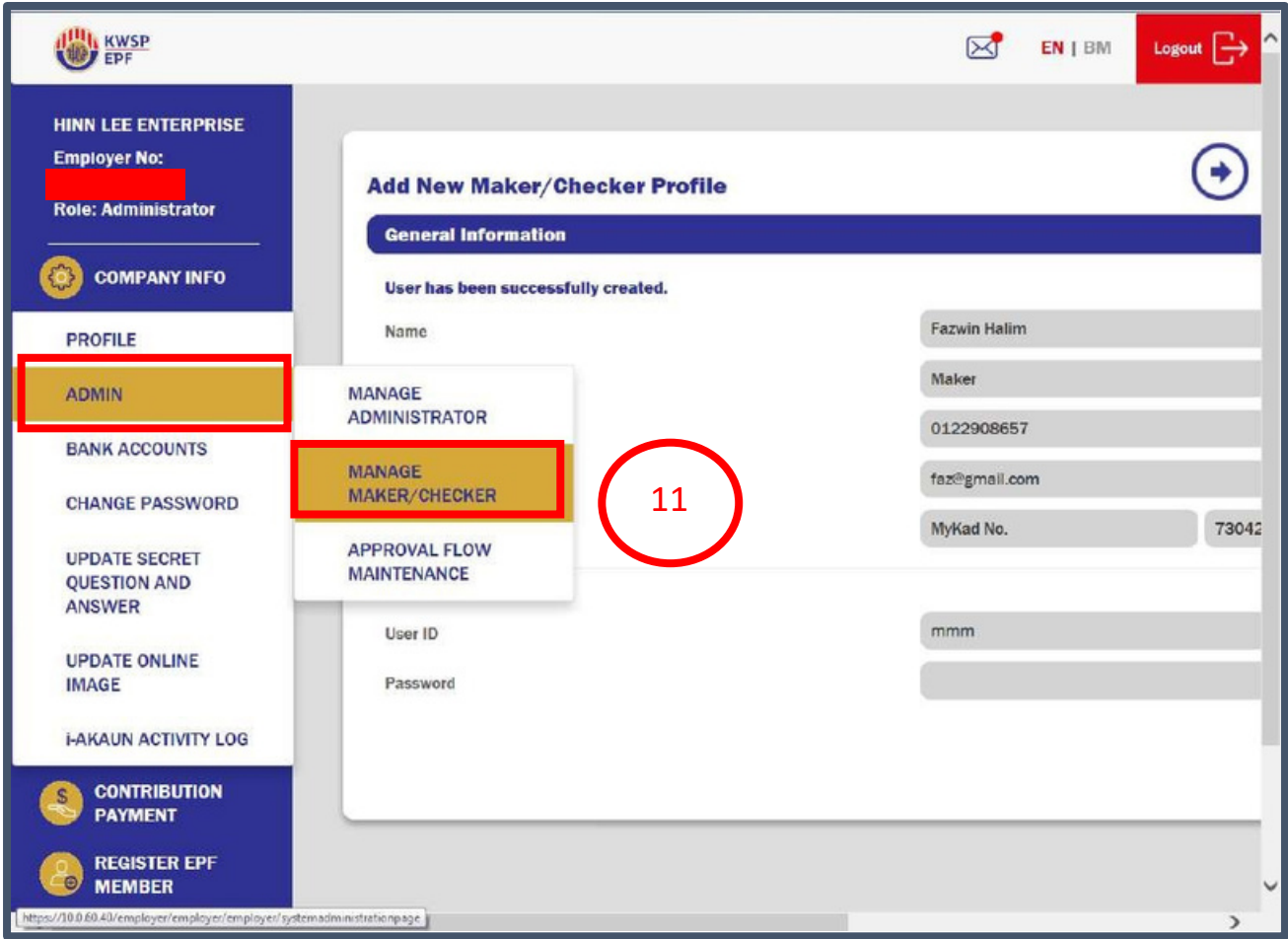
Authentication

User ID	mmm
Password	

Print

10

Role for Maker is successfully created.



11

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**

12

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

KWSP EPF | EN | BM | Logout

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:

Buttons: Back, Add

14

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. [REDACTED]

Authentication

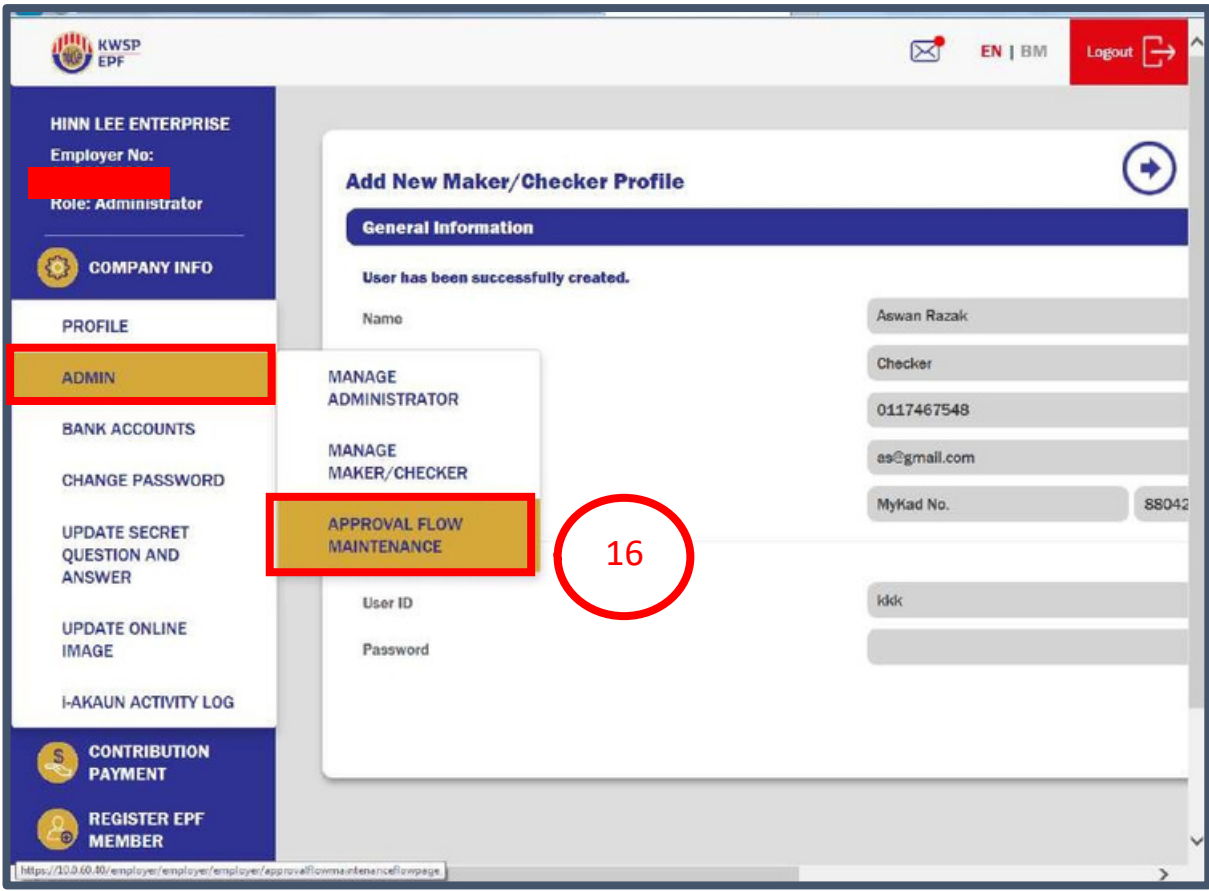
User ID	kdk
Password	[REDACTED]

Print

15

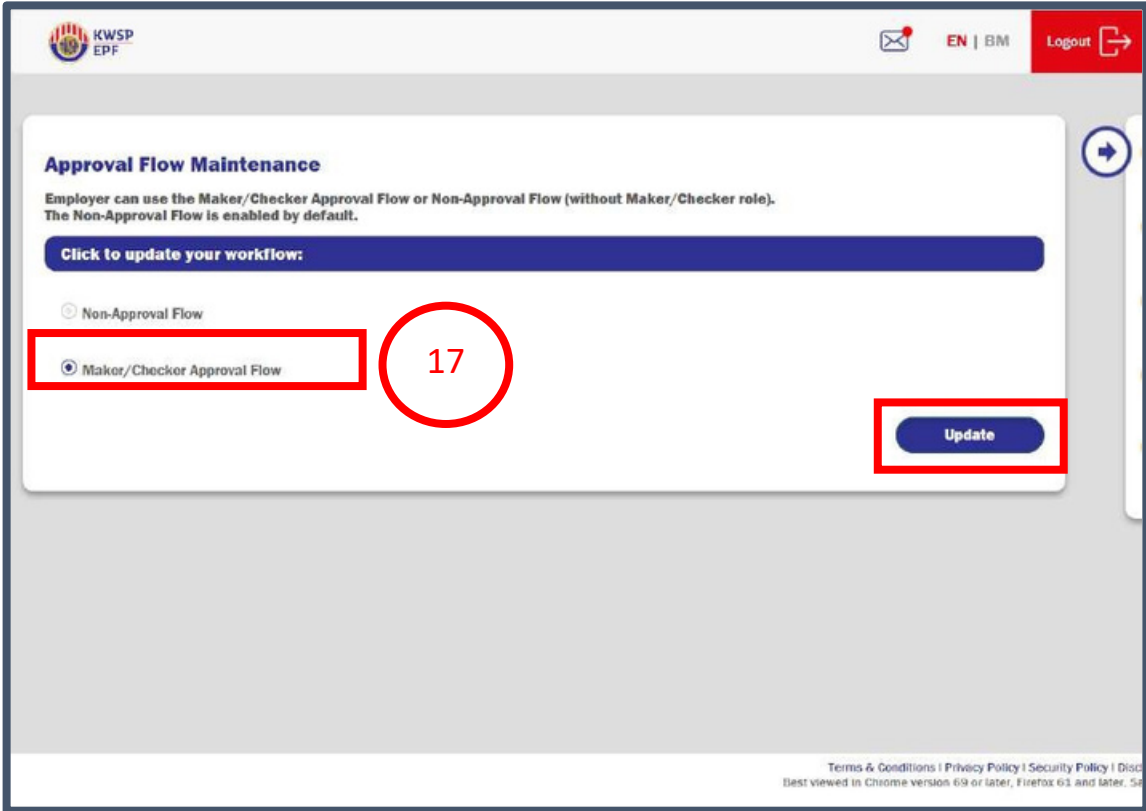
Role for Checker is successfully created.

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



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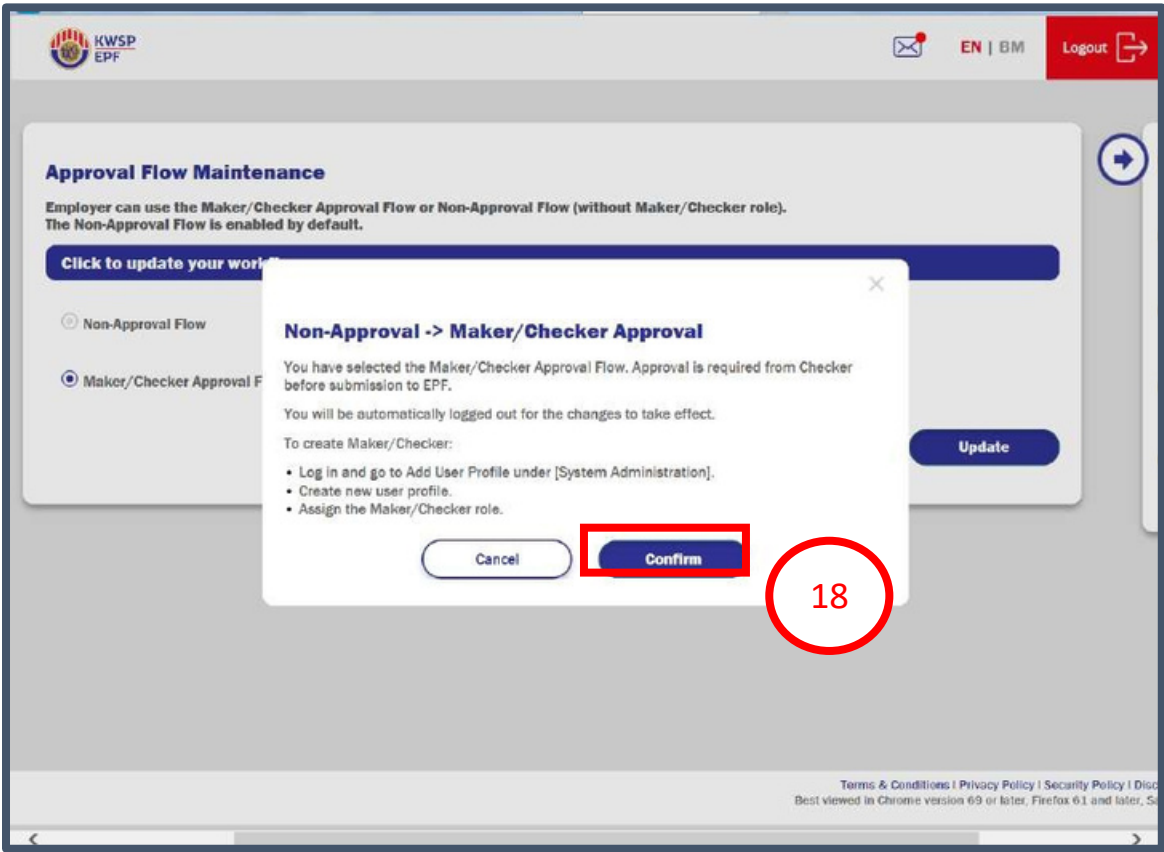
Click Admin.
Select Approval Flow Maintenance.



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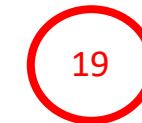
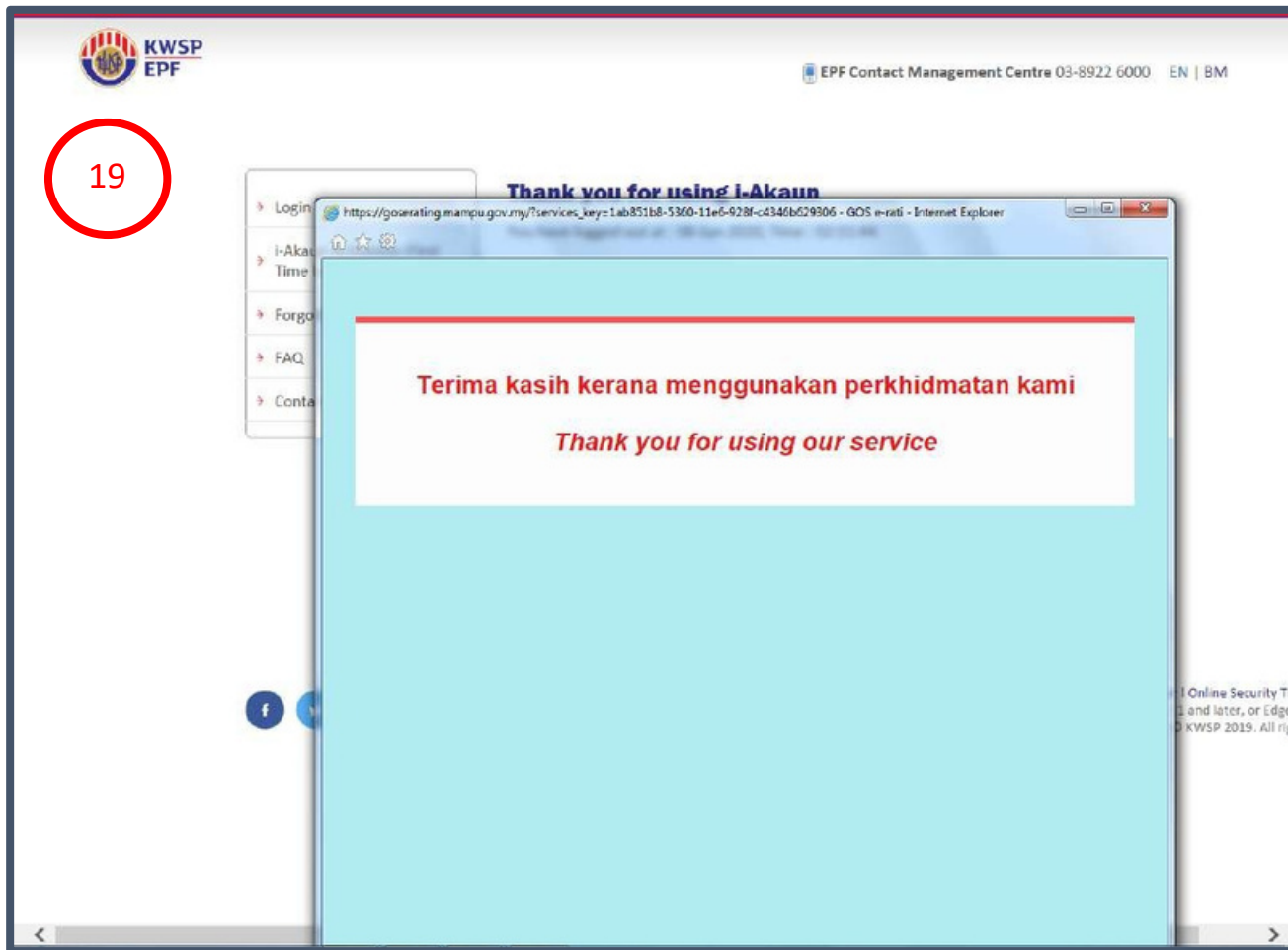
Select **Maker/Checker Approval Flow**.

Click **Update**.



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Click **Confirm**.



For further enquiries, please send an enquiry to <https://www.kwsp.gov.my/corporate/connect-with-us>

DISCLAIMER

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

