



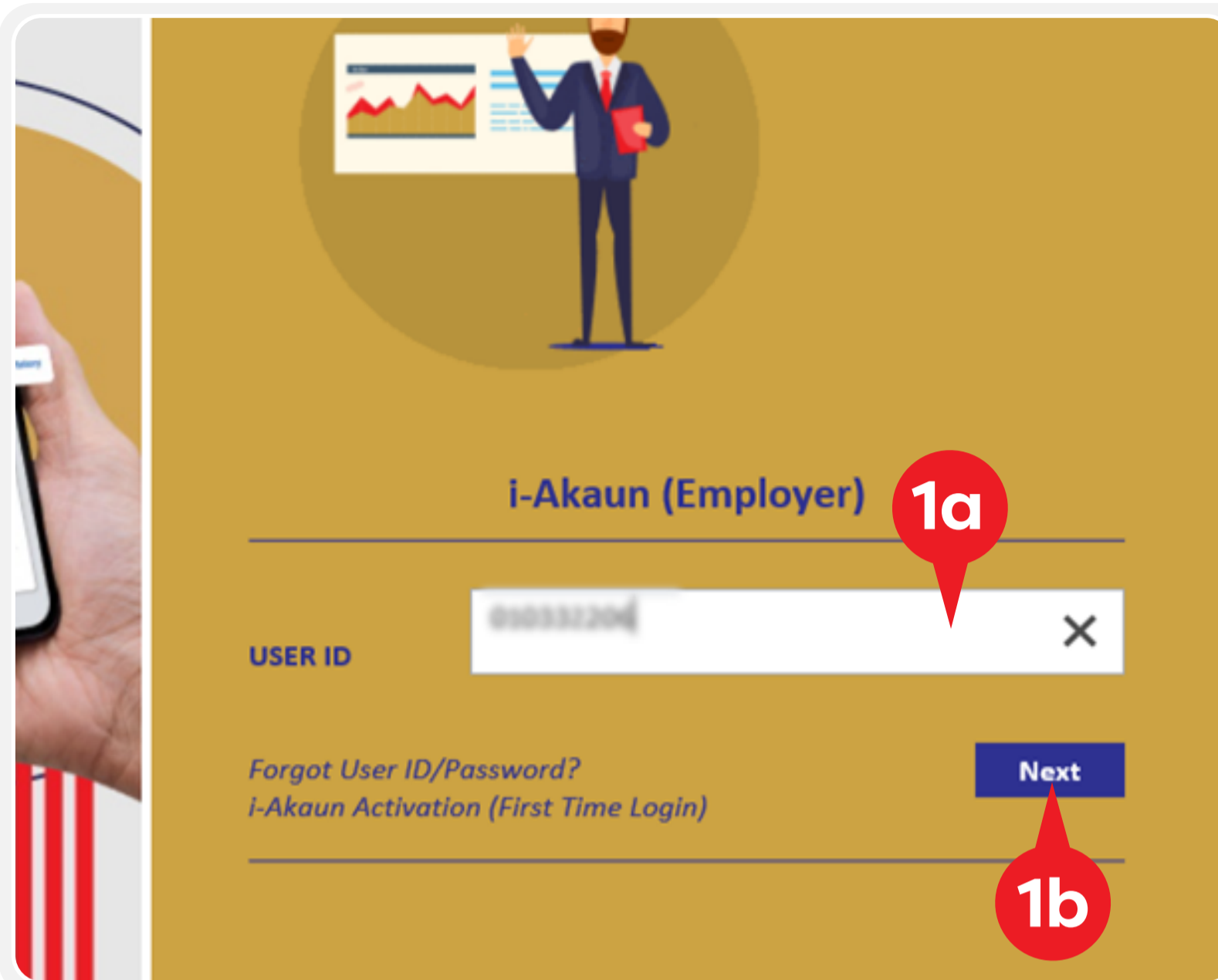
Easy Guide For i-Akaun (Employer) Instalment Plan

ADMINISTRATOR

INSTALMENT OF CONTRIBUTION/LATE PAYMENT CHARGES & DIVIDEND

The employer is responsible for paying the EPF contribution on a monthly basis. However, in specific circumstances the employer is allowed to pay the contribution by instalments and it must be paid on or before the last schedule date that has been set.

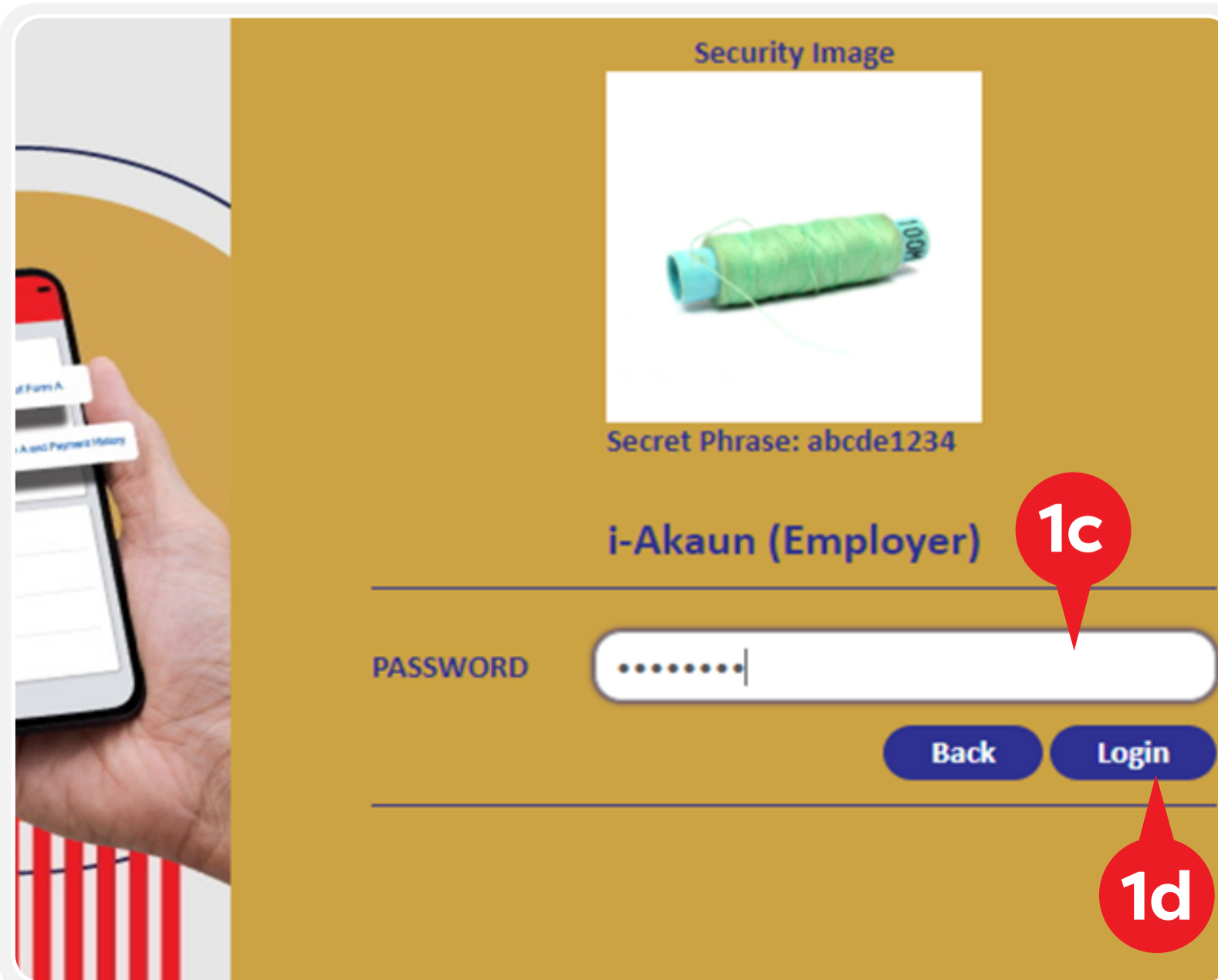
For more information, refer to the easy guide below.



1. Log in to **i-Akaun (Employer)**:

1a. Enter **USER ID**

1b. Click **Next**



1c. Enter **PASSWORD**

1d. Click **Login**

4. Instalment Plan

4a. Choose **Instalment Plan No.**

Instalment Plan
Summary of Instalment Plan as at 23 August 2022 10:59 AM

Search Status By: In Progress
Search Instalment Type by: All
Search Instalment Plan No.:

Total Record(s): 1

| Instalment Plan No. | Instalment Type | File Reference No. | Start Date | End Date | Approval Date | Com |
|---------------------|-----------------|--------------------|-------------|-------------|---------------|--------------------|
| 001 | Contribution | test | 20 Aug 2022 | 20 Sep 2022 | 20 Aug 2022 | 04/2022 05/2022 |

Note:
i. Displays a list of approved plans 21/05/2022 onwards.
ii. Credited to the member's account upon full payment made.

5. Instalment Plan Details

Instalment Plan Payment can be made in 2 methods;

Method A: Payment through online

5a*. Tick the **check box**

5a(i). Click **Add to Cart** to proceed

Method B: Payment through EPF counter

5a*. Tick the check box

5a (ii). Click **Print** to download the **Borang Bayaran Ansuran Majikan** for payment at the counter

5a (iii). Click the pdf file

*Note: Employers need to select/tick at least one instalment record to proceed with payment.

Instalment Plan Details
Officer In Charge
Name: 1079144 | Operating Hours: 9:00 am - 5:00 pm (7)
With Outstanding Amount

| Instalment Plan No. | Instalment No. | Payment Due Date | Instalment Amount (RM) | Latest Payment Date | Payment Amount (RM) (7) | Outstanding Amount (RM) (7) |
|-------------------------------------|----------------|------------------|------------------------|---------------------|-------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | 001 | 20 Aug 2022 | 455.00 | - | 0.00 | 455.00 |
| <input checked="" type="checkbox"/> | 001 | 20 Sep 2022 | 455.00 | - | 0.00 | 455.00 |

Buttons: Back, Add to Cart, Print

Download bar: Instalment_010332...pdf

KWSP EPF **Borang Bayaran Ansuran Majikan** Tarikh Cetak: 05/08/2022 11:00:19
 PENTING: BAYARAN HENDAKLAH DIKEMUKAKAN BERSAMA BORANG INI

| No. Rujukan Majikan | Nama Majikan | No. Pelan Ansuran | Tarikh Akhir Bayaran | Jumlah (RM) |
|---------------------|------------------|-------------------|----------------------|-------------|
| 10332204 | PRO ADIS & COBES | 001001 | 20/08/2022 | 455.00 |

Bersama-sama ini disertakan: (Silalah tandakan X pada SALAH SATU kotak di bawah)

Wang Tunai
 Cek / Draf Bank (Silalah isikan nombor cek / draf bank dan nama bank di dalam kotak di bawah)

No. Nama Bank

Tandatangan: _____
 Nama Majikan / Wakil Majikan: _____
 E-mel: _____
 No. Telefon: _____ Tarikh: _____

UNTUK KEGUNAAN KWSP SAHAJA
 Tarikh Terima & Cawangan KWSP

NOTA
 1. Bayaran hanya boleh dibuat di Kaunter Bayaran KWSP.
 2. Pastikan Nombor Rujukan Majikan ditulis di belakang cek / draf bank.
 3. Pastikan jumlah cek / draf bank adalah sama dengan jumlah yang perlu dibayar.

5a(iv). Borang Bayaran Ansuran Majikan

6a

2 item(s) is successfully added to the cart.

6b

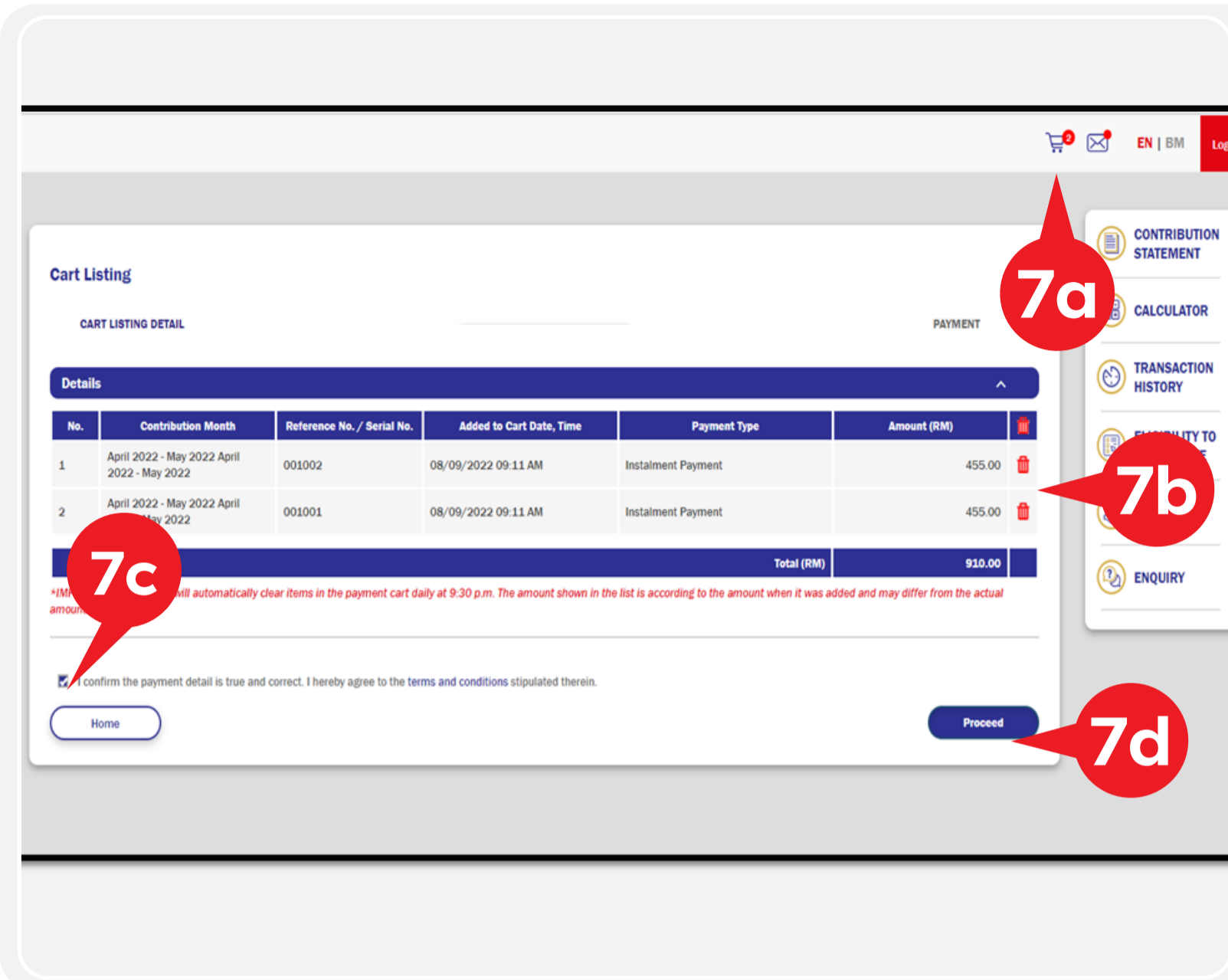
| Item | Payment Amount (RM) [?] | Outstanding Amount (RM) [?] |
|------|-------------------------|-----------------------------|
| | 0.00 | 455.00 |
| | 0.00 | 455.00 |

Buttons: Search, Add to Cart, Print

Navigation: CONTR STATE, CALCU, TRANS HISTOR, ELIGIB CONTR, HELP, ENQUI

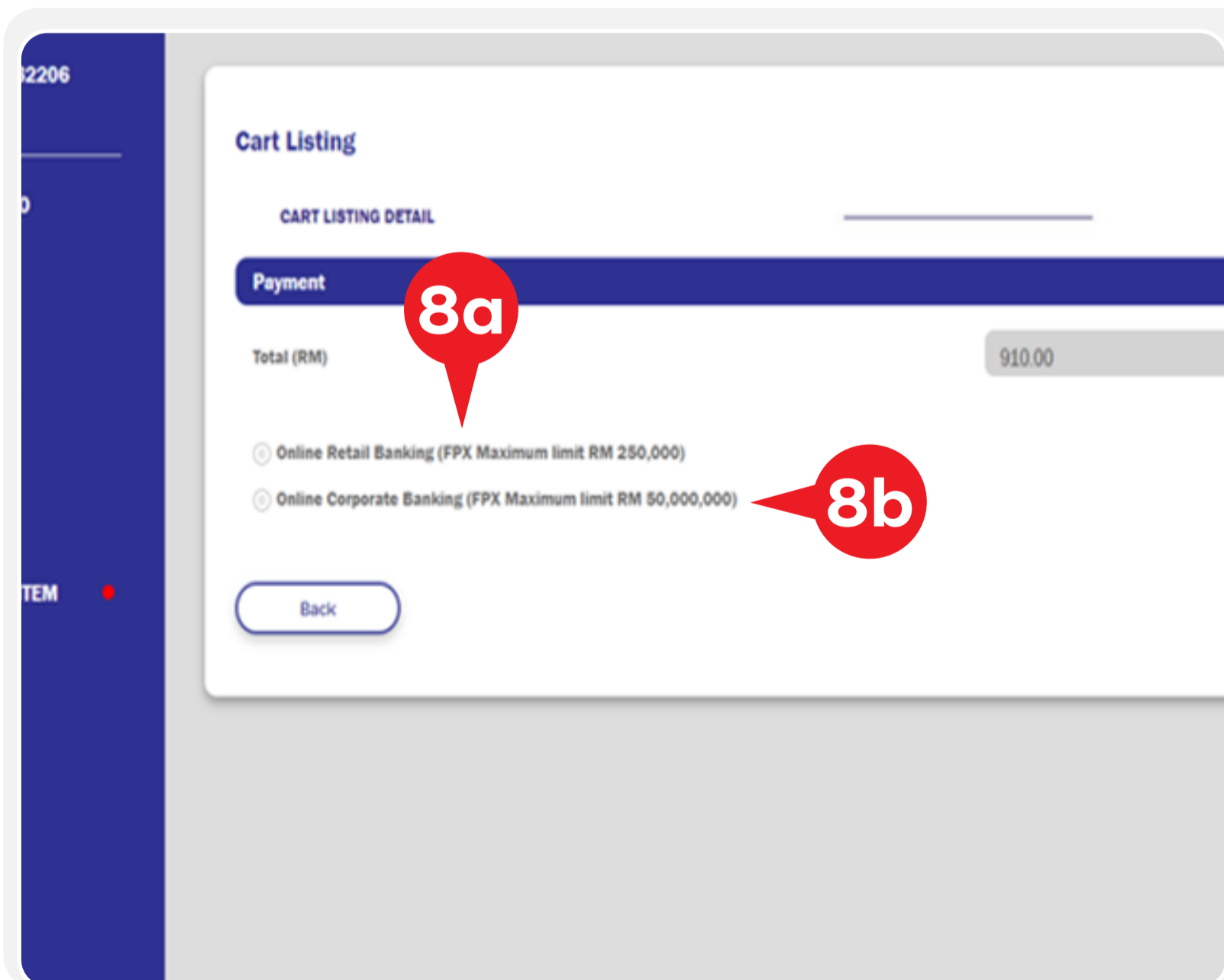
6. Instalment Plan Details

- 6a. Item successfully added to the cart
- 6b. Click **OK**



7. Cart Listing

- 7a. Click the **Cart** icon to view at items successfully added to the cart
- 7b. To remove an item from the Cart, click the **Delete** icon
- 7c. Tick **Confirmation Information Box**
- 7d. Click **Proceed** to make payment



8. Payment Type

- 8a. Choose Online Retail Banking (FPX Maximum limit of RM250,000) if the amount does not exceed RM250,000
- OR**
- 8b. Choose Online Corporate Banking (FPX Maximum limit RM50,000,000) if the amount does not exceed RM 50,000,000

The screenshot shows a payment selection interface. At the top, there are two tabs: 'CART LISTING DETAIL' and 'PAYMENT'. Below the tabs, there is a 'Total (RM)' field showing '910.00'. A radio button is selected for 'Online Retail Banking (FPX Maximum limit RM 250,000)'. Below this, there is a dropdown menu for 'Please select your preferred bank' with 'SBI Bank A' selected. An 'Email' input field is present. A 'Proceed' button is at the bottom right, and a 'Back' button is at the bottom left. Red callout bubbles with white text are placed over the interface: '9a' points to the 'PAYMENT' tab, '9b' points to the bank dropdown, '9c' points to the email input field, and '9d' points to the 'Proceed' button. A disclaimer text reads: 'By clicking on the "Proceed" button, you agree to FPX's Terms & Conditions * Please do not click on the browser's back button, refresh or close the page'.

9a. Choose **Online Retail Banking**

9b. Choose **Bank**

9c. Enter **Email** details

9d. Click **Proceed**

The screenshot shows a successful payment confirmation screen. A modal dialog box is centered on the screen with the text: 'Your payment is successful. Thank you for your payment!' and an 'OK' button. The background is dimmed and shows a payment summary with fields for 'MPA23082200002', '910.00', '230822010332206MP001', and '[00] : Approved'. At the bottom right, there are 'Download Receipt' and 'Home' buttons. A red callout bubble with white text '10a' points to the 'OK' button in the modal.

10. Payment Status Successful

10a. Click **OK**

Transaction Summary

Payment Status: **Successful**
 * Successful payment status is subjected to bank response

Receipt No. MPA23082200002

Total Amount (RM) 910.00

Payment Method FPX

Pay From SBI Bank A

Payment Status Successful

FPX Transaction ID 2208231125240938

Order Number 230822010332206MP001

Response Code From FPX [00] : Approved

[Download Receipt](#) [Home](#)

FPX Receipt_01033....pdf

11. Transaction Summary

11a. Click **Download Receipt**

11b. The Receipt File will be downloaded in PDF format. Click PDF file

KWSP EPF

RESIT RASMI

No. Resit MPA23082200002

Terima kasih kerana menggunakan perkhidmatan bayaran ini, berikut adalah butiran transaksi anda

Tarikh / Masa Bayaran 23-Ogos-2022 11:25:22

Nama Majikan

No. KWSP Majikan

Kaedah Bayaran

Bank

Seller Order No.

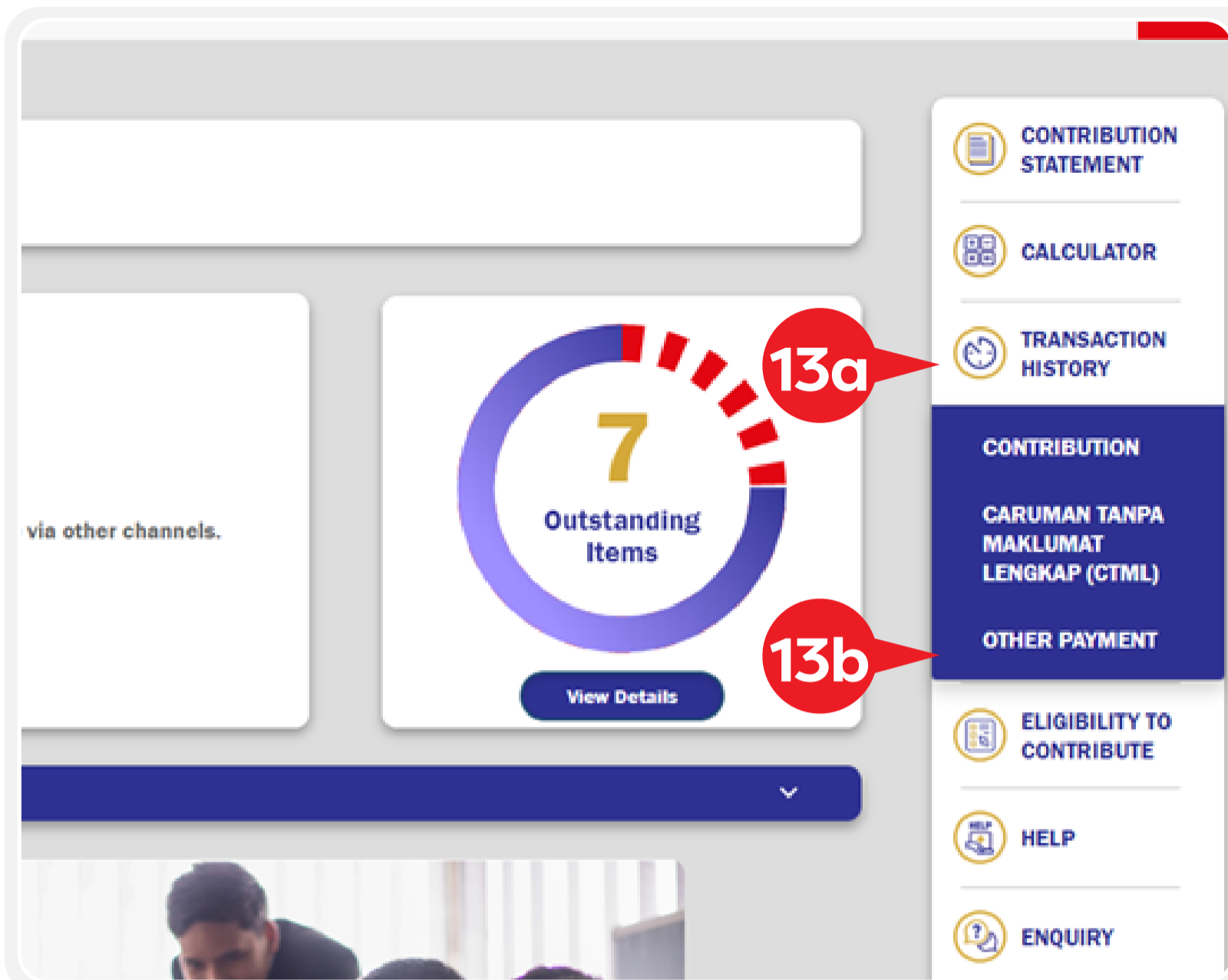
ID Transaksi FPX

Jumlah Bayaran RM 910.00

| Bil. | No. Rujukan / No. Sbil | Jenis Bayaran | Bulan Caraman | Ansuan (RM) |
|---------------|------------------------|-----------------|-----------------------|---------------|
| 1 | 001002 | Bayaran Ansuran | April 2022 - Mei 2022 | 455.00 |
| 2 | 001001 | Bayaran Ansuran | April 2022 - Mei 2022 | 455.00 |
| Jumlah | | | | 910.00 |

Nota : Resit ini adalah sah tertakut kepada bayaran dijelaskan oleh pihak bank kepada KWSP.
 Sila cetak salinan resit ini jika perlu.

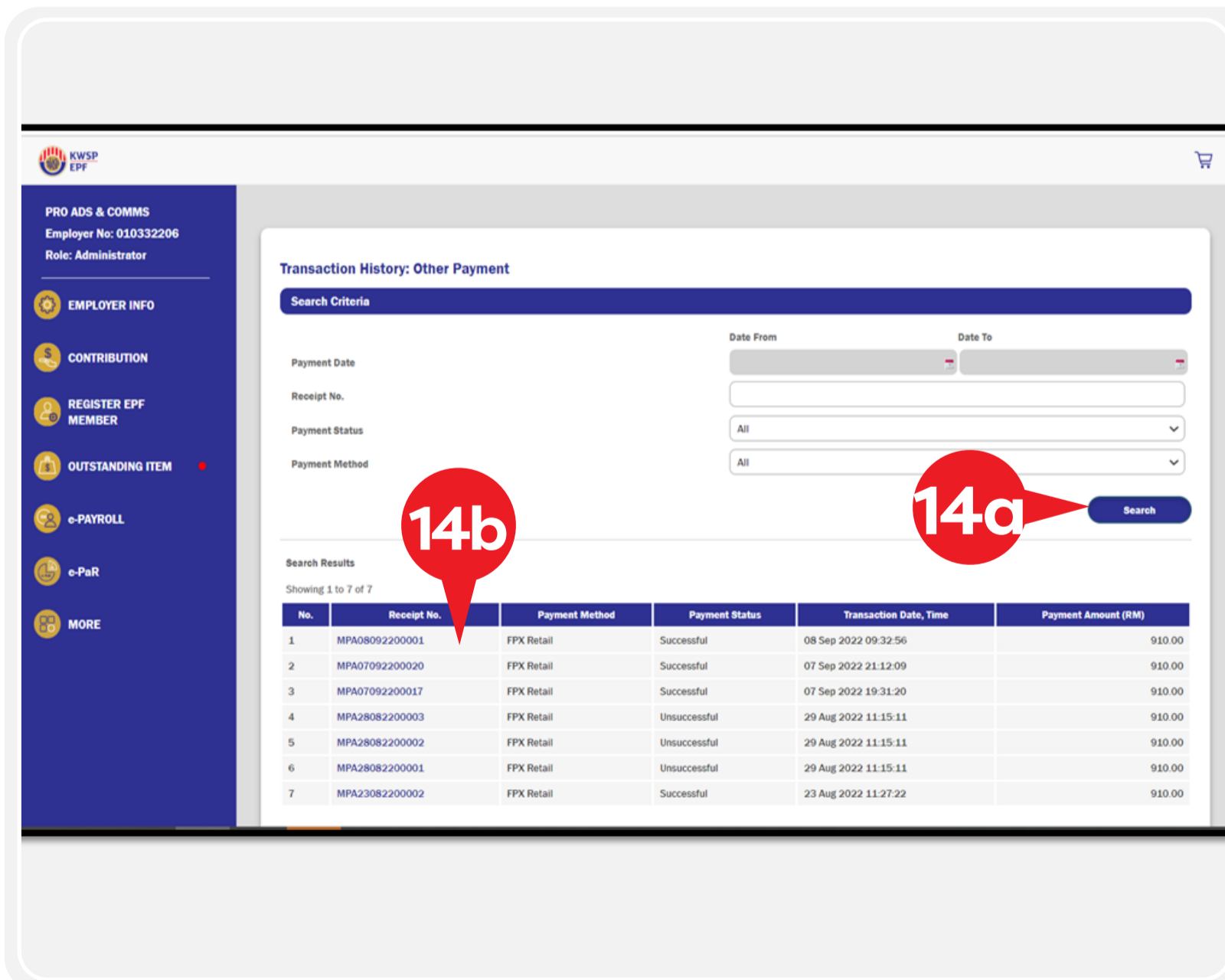
12. RESIT RASMI



13. Landing Page (TRANSACTION HISTORY)

13a. Click **TRANSACTION HISTORY**

13b. Click **OTHER PAYMENT**



14. Transaction History: Other Payment

14a. **Search** based on the criteria; or

14b. Choose **Receipt No.**

Transaction History: Other Payment

Cart Listing

Authorization History

Details

| No. | Contribution Month | Reference No. / Serial No. | Added to Cart Date, Time | Payment Type | Amount (RM) |
|-------------------|-----------------------|----------------------------|--------------------------|--------------------|---------------|
| 1 | April 2022 - May 2022 | 001002 | 23/08/2022 11:20 AM | Instalment Payment | 455.00 |
| 2 | April 2022 - Mei | | 23/08/2022 11:20 AM | Instalment Payment | 455.00 |
| Total (RM) | | | | | 910.00 |

*IMPORTANT: The system will automatically show in the list according to the amount when it was added and may differ from the actual amount.

Receipt No. MPA23082200002

Employer Name PRO ADS & COMMS

Employer Number 01032206

Payment Method FPX

Pay From SB Bank A

Payment Status Successful

FPX Transaction ID 2308231125240938

Seller Order Number 23082201032206MP001

Response Code From FPX [00] : Approved

Download Receipt

Back

FPX Receipt_01033...pdf

15. Transaction History: Other Payment

15a. Click **Download Receipt**

15b. The Receipt File will be downloaded in PDF format. Click PDF file

KWSP EPF

RESIT RASMI

No. Resit MPA23082200002

Terima kasih kerana menggunakan perkhidmatan bayaran ini, berikut adalah butiran transaksi anda

Tarikh / Masa Bayaran 23-Ogos-2022 11:25:22

Nama Majikan

No. KWSP Majikan

Kaedah Bayaran

Bank

Seller Order No.

ID Transaksi FPX

Jumlah Bayaran RM 910.00

| Bil. | No. Rujukan / No. Sbil | Jenis Bayaran | Bulan Caraman | Ansuan (RM) |
|---------------|------------------------|-----------------|-----------------------|---------------|
| 1 | 001002 | Bayaran Ansuran | April 2022 - Mei 2022 | 455.00 |
| 2 | 001001 | Bayaran Ansuran | April 2022 - Mei 2022 | 455.00 |
| Jumlah | | | | 910.00 |

Nota : Resit ini adalah sah tertakut kepada bayaran dijelaskan oleh pihak bank kepada KWSP.
Sila cetak salinan resit ini jika perlu.

16. RESIT RASMI



**Helping Members
Achieve A Better Future**