



i-Akaun (Employer) Easy Guide

MAKER

CHECKER

Payment Only

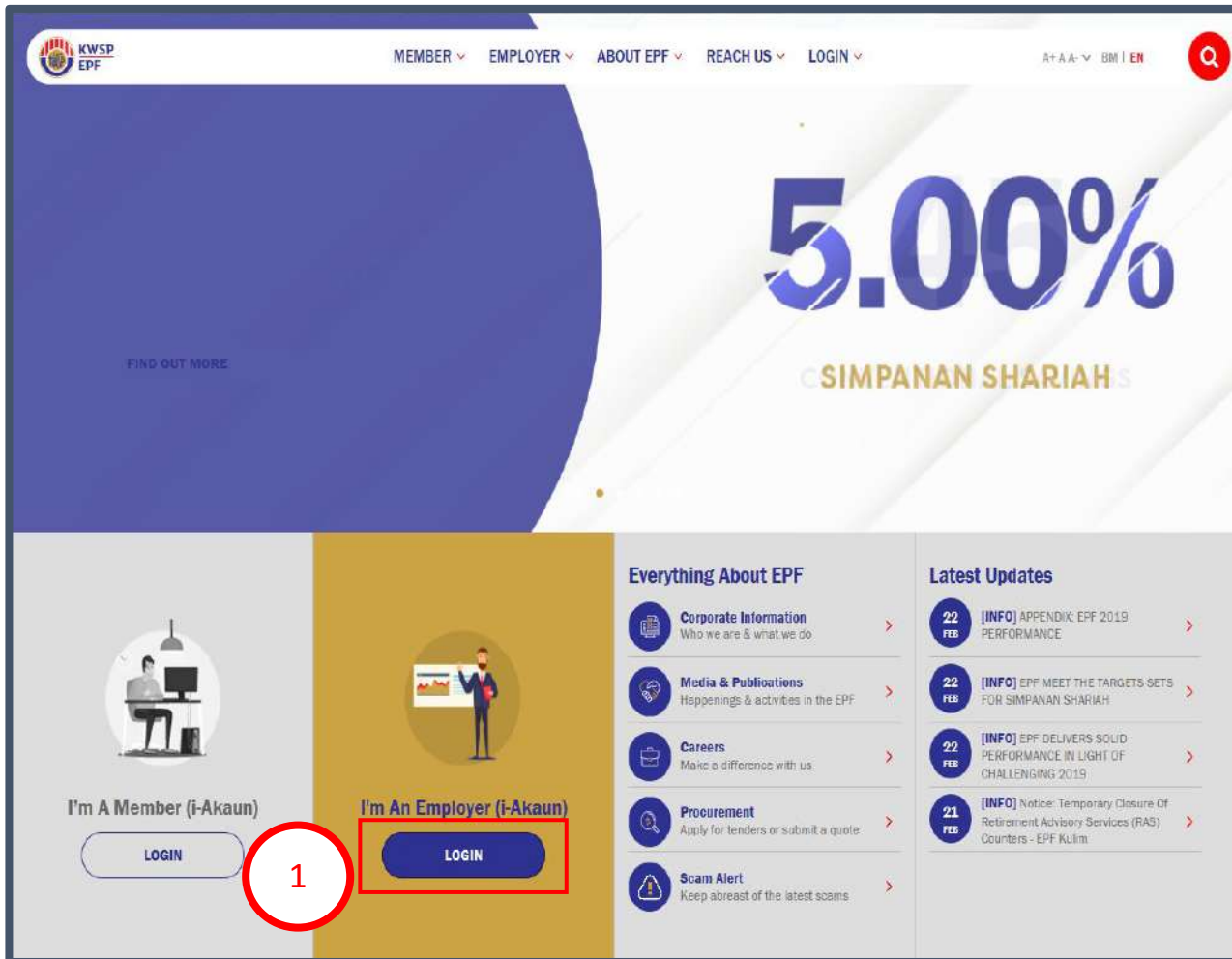
JUNE 2020

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Role: Maker, Maker/ Checker Approval Flow

A Maker prepares details and contribution payment with Caruman Tanpa Maklumat Lengkap (CTML) before forwarding to Checker for next action.



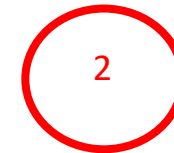
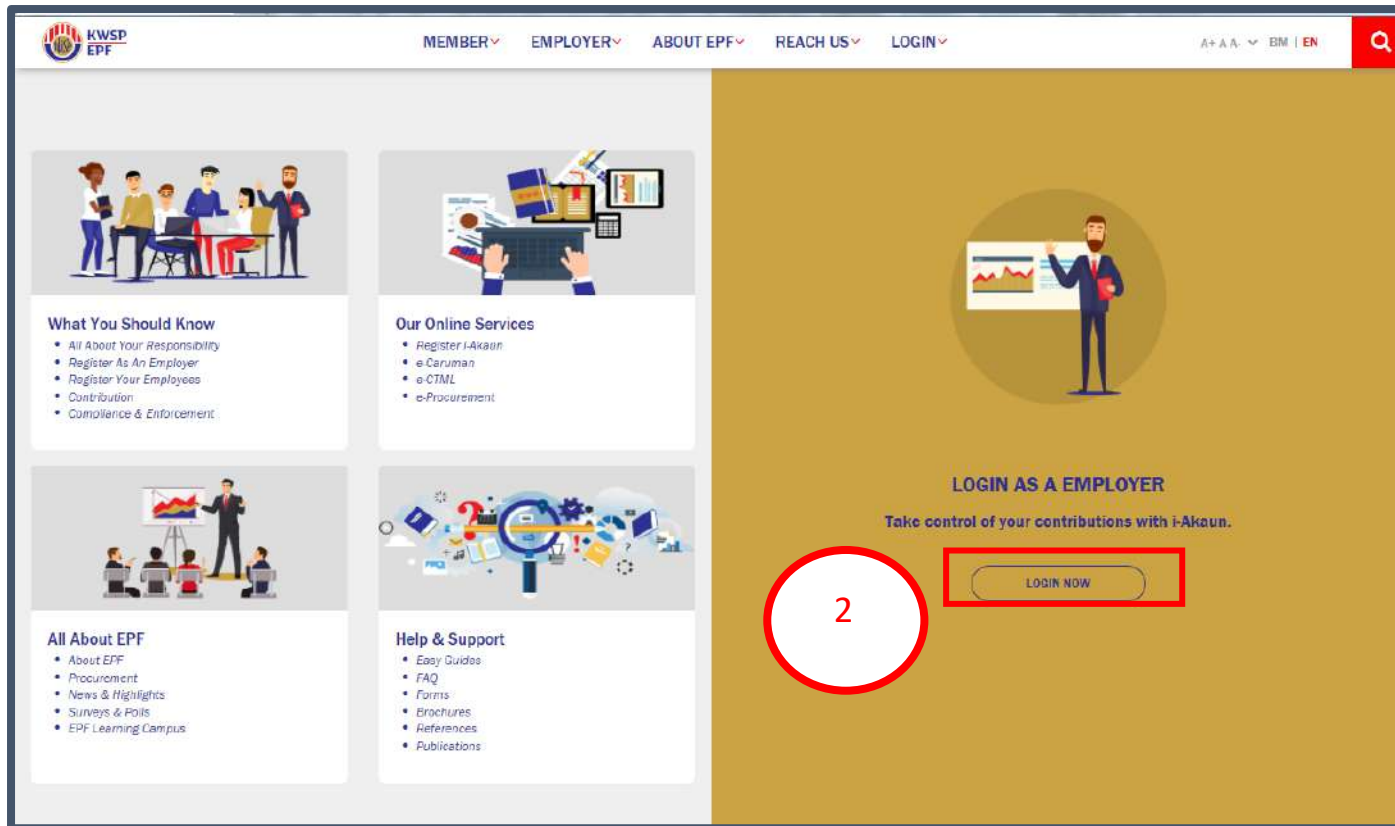


Visit

www.kwsp.gov.my/

Click Login.

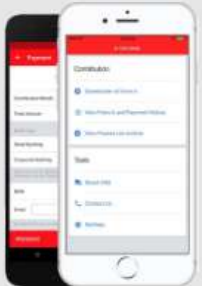






Click [Login Now](#).

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

Next

3

Key in **User ID** as **Maker**.

Click **Next**.



KWSP EPF EPF Contact Management Centre 03-8922 6000 EN | BM

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i-Akaun (Employer)

PASSWORD [masked]

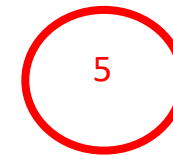
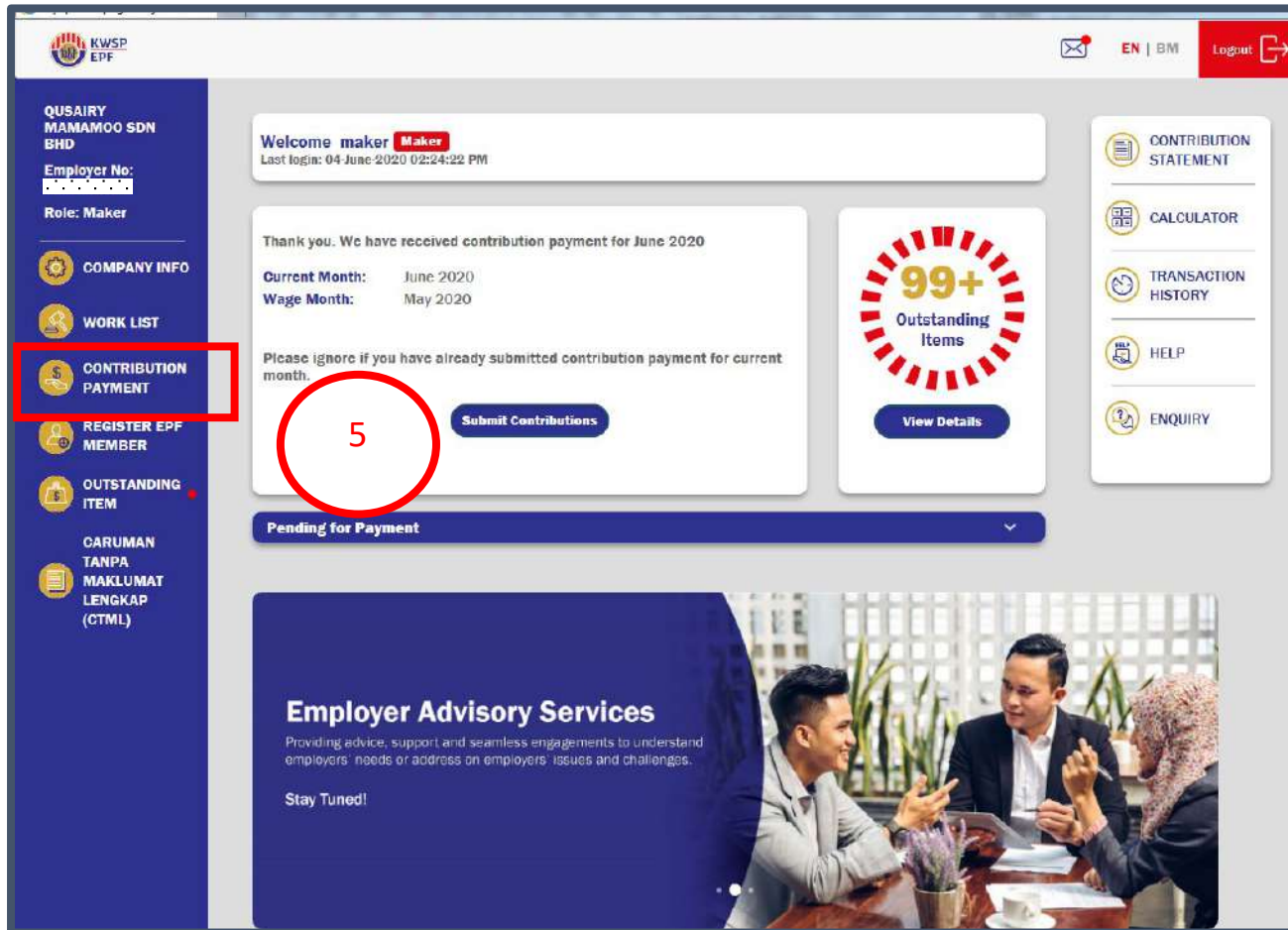
Back Login

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Terms & Conditions | Privacy Policy | Security Policy | Disclaimer | Online Security Tips | Site Map
Best viewed in Chrome version 69 or later, Firefox 61 and later, Safari 11 and later, or Edge 16 and later
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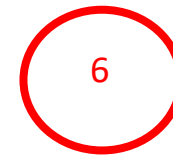
4

Key in Password.
Click [Login](#).



Click Contribution Payment.

The screenshot shows the KWSP EPF portal interface. On the left sidebar, the 'CONTRIBUTION PAYMENT' section is expanded, and the 'PAYMENT ONLY' option is highlighted with a red box. A red circle with the number '6' is overlaid on this menu item. Below the sidebar, the 'Pending for Payment' dropdown menu is also highlighted with a red circle and the number '6'. The main content area displays a welcome message for 'maker Maker', a confirmation of payment received for June 2020, and a notification of 99+ outstanding items. A 'Submit Contributions' button is visible. The right sidebar contains navigation links for Contribution Statement, Calculator, Transaction History, Help, and Enquiry. At the bottom, there is a banner for 'Employer Advisory Services'.



Click Payment Only.

Payment Only

PAYMENT DETAILS

Make Payment for: Form A

Employer Name: QUSAIRY MAMAMOO SDN BHD

Employer Number: [REDACTED]

Select Contribution Month: **7** (Dropdown menu open showing: August, July, June, May, April, March, February, January)

Wage Month: 2020

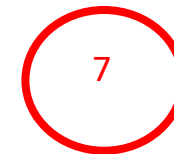
Amount (RM): [REDACTED]

Remarks: [REDACTED]

Please enter amount to proceed

Chars : 500

Buttons: Back, Next



Select Contribution Month.



Payment Only

PAYMENT DETAILS

Make Payment for: Form A

Employer Name: QUSAIRY MAMAMOO SDN BHD

Employer Number: 022005855

Select Contribution Month: June (dropdown menu open showing 2020, 2019)

Wage Month: May 2020

Amount (RM): [Empty field]

Please enter amount to proceed

Remarks: [Empty text area]

Chars : 500

Buttons: Back, Next

8

Select Contribution Year.

8

Payment Only

PAYMENT DETAILS

Payment Details

Make Payment for: Form A

Employer Name: QUSAIRY MAMAMOO SDN BHD

Employer Number: 022005855

Select Contribution Month: March 2020

Wage Month: Februari 2020

Amount (RM): 9,500.00

Remarks:

Chars : 489

Back Next

9

Key in **Amount (RM)** and insert remarks (optional).

Click **Next**.

10

Payment Method: Maybank2U

Payment Only

PAYMENT DETAILS **PAYMENT**

Payment

Please select payment option

Total Payable Contribution (RM) 9,500.00

Maybank2u
Please disable your pop-up blocker. For more information, please click here.
* Please do not click on the browser's back button, refresh or close the page

Online Retail Banking (FPX Maximum limit RM 250,000)

Online Corporate Banking (FPX Maximum limit RM 50,000,000)

Direct Debit Authorization (DDA)

10a

Select **Bluebank2U** as payment method.
Click **Proceed**.



Transaction Summary

Your transaction has been successfully sent for the Checker's approval. The file is saved as PMT03/2020_000069108

Contribution Month	March 2020
Wage Month	February 2020
Amount (RM)	9,500.00
Payment Method	Maybank2u
Pay From	MAYBANK

Home

- CONTRIBUTION STATEMENT
- CALCULATOR
- TRANSACTION HISTORY
- HELP
- ENQUIRY

10b

Transaction summary will be displayed.

11

**Payment Method: Online Retail Banking (FPX Maximum limit
RM250,000)**

&

**Payment Method: Online Corporate Banking (FPX Maximum
limit RM50,000,000)**



Payment Only

CONTRIBUTION MONTH 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)

Back Proceed

11a

Select **Online Retail Banking**.

Click **Proceed**.



Transaction Summary

Your transaction has been successfully sent for the Checker's approval. The file is saved as FA05/2020_000073410

11b

File Name	FA05/2020_000073410
Contribution Month	May 2020
Wage Month	April 2020
Total Payable Contribution (RM)	600.00
Payment Method	FPX

[Download Draft](#) [Home](#)

11b

Transaction summary will be displayed.



12

Payment Method: Direct Debit Authorization (DDA)

Submit Contri

CONTRIBUTION MONTH _____ CONTRIBUTION DETAILS _____ PAYMENT

Payment

Please select payment option

Total Payable Contribution (RM) 7,904.00

Maybank2u

Online Retail Banking (FPX Maximum limit RM 250,000)

Online Corporate Banking (FPX Maximum limit RM 50,000.000)

Direct Debit Authorization (DDA)

Please choose your preferred bank account

RHB Bank Berhad : 21811231232311 - RHB

Back Proceed

12a

Click [Direct Debit Authorization \(DDA\)](#).

Select preferred bank account.

Click [Proceed](#).



Transaction Summary

Your transaction has been successfully sent for the Checker's approval. The file is saved as FA06/2020_000074204

File Name	FA06/2020_000074204
Contribution Month	June 2020
Wage Month	May 2020
Total Payable Contribution (RM)	7,904.00
Payment Method	Direct Debit Authorization (DDA)
Pay From	RHB Bank Berhad : 21811231232311

[Download Draft](#) [Home](#)

- CONTRIBUTION STATEMENT
- CALCULATOR
- TRANSACTION HISTORY
- HELP
- ENQUIRY

12b

Transaction summary will be displayed.

Role: Checker, Maker/ Checker Approval Flow

A Checker approves details and payment contribution with Caruman Tanpa Maklumat Lengkap (CTML) prepared by Maker.



The screenshot shows the KWSP/EPF web portal interface. The user is logged in as a checker for QUSAIRY MAMAMOO SDN BHD. The interface includes a navigation menu on the left with options like COMPANY INFO, WORK LIST, REGISTER EPF MEMBER, and OUTSTANDING ITEM. The main content area displays a welcome message, a thank you note for a June 2020 contribution payment, and a '99+ Outstanding Items' badge. A red circle highlights the number '13' in the main content area. Another red circle highlights the 'WORK LIST' option in the navigation menu. The bottom section features a banner for 'You Are Employer?' with a 'Click here to know more' button.

13

Key in **User ID** as **Checker**.

Click **Work List**.

QUSAIRY MAMAMOO SDN BHD
Employer No: [REDACTED]
Role: Checker

COMPANY INFO
WORK LIST
CONTRIBUTION
CARUMAN TANPA MAKLUMAT LENGKAP (CTML)
REGISTER EPF MEMBER
OUTSTANDING ITEM
CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

Welcome checker **Checker**
Last login: 04-June-2020 02:36:25 PM

Thank you. We have received contribution payment for June 2020

Current Month: June 2020
Wage Month: May 2020

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

99+ Outstanding Items
View Details

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
HELP
ENQUIRY

Employer Advisory Services
Providing advice, support and seamless engagements to understand employers' needs or address on employers' issues and challenges.
Stay Tuned!

<https://myepfuat.epf.gov.my/employer/employer/employer/worklistcontribution>

14

Click [Contribution](#).

Work List: Contribution

Search Criteria

Date From: Date To:

Transaction Date:

Search

Search Results
Showing 1 to 1 of 1

Transaction Date, Time	Locked by	Contribution Month	File Name	Approval Status
04 Jun 2020 15:01:16		March 2020	PMT03/2020_000069108	Submit For Approval

15

Work List:
Contribution details will be displayed.

Click [File Name](#).

16

Work List: Contribution

Payment Only

- Authorization History
- Remarks History (1)
- Payment Details

Make Payment for	Form A
Employer Name	USAIRY MAMAMOO SDN BHD
Employer Number	022005855
Contribution Month	March 2020
Wage Month	February 2020
Amount (RM)	9,500.00
Payment Method	Maybank2u
Pay From	MAYBANK

16

Transaction details will be displayed.

Date/Time	File Name	User ID	Role	Approval Status	Form A Status	Payment Status
04/06/2020 03:01 PM	PMT03/2020_000069108	maker012345	Maker	Submit for Approval	N/A	N/A

Remarks History (1)

Date/Time	User ID	Role	Remarks
04/06/2020 03:01 PM	maker012345	Maker	mohon lulus

Payment Details

Make Payment for: Form A

Employer Name: QUSAIRY MAMAM00 SDN BHD

Employer Number: 022005855

Contribution Month: March 2020

Wage Month: February 2020

Amount (RM): 9,500.00

Payment Method: Maybank2u

Pay From: MAYBANK

Remarks: lulus

I confirm the payment detail is true and correct. I hereby agree to the terms and conditions stipulated therein.

Buttons: Back, Reject, Approve

17

- Insert remarks (optional).
- Check to confirm.
- Click [Approve](#).

18

Payment Method: Maybank 2U

The screenshot shows the 'Work List: Contribution' page in the EPF portal. The user is logged in as QUSAIRY MAMAMOO SDN BHD, with the role of Checker. The page displays a 'Payment Only' section with a 'Payment' header. Below this, it asks the user to 'Please select payment option'. The 'Total Payable Contribution (RM)' is shown as 9,500.00. The 'Maybank2u' option is selected and highlighted with a red box. Below the selection, there is a note: 'Please disable your pop-up blocker. For more information, please click here.' and a warning: '* Please do not click on the browser's back button, refresh or close the page.' A red circle with '18a' is placed over this note. At the bottom of the selection area, there are 'Back' and 'Proceed' buttons, with the 'Proceed' button also highlighted by a red box.

18a

Payment method via Maybank2U will be displayed.

Click [Proceed](#).

The screenshot displays the 'Transaction Summary' page on the EPF website. The page header includes 'EN | BM' and a 'Logout' button. The main content area shows the following details:

- Payment Status:** Successful
- File Name:** FA04/2021_000074701
- Contribution Month:** April 2021
- Wage Month:** March 2021
- Total Payable Contribution (RM):** 9,500.00

A confirmation dialog box is overlaid on the page, containing the text: "Your payment is successful. Thank you for your payment!". The 'OK' button in this dialog is highlighted with a red rectangle. A red circle labeled '18b' is positioned near the dialog box. Another red circle labeled '18b' is located to the right of the dialog box, pointing towards the right-hand side of the page.

18b

You will be directed back to EPF website.
Click [OK](#).

Transaction Summary

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

Contribution Month	March 2020
Wage Month	February 2020
Amount (RM)	9,500.00
Payment Method	Maybank2u
Pay From	MAYBANK

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

18c

18c

Transaction summary will be displayed.

Click [Download Receipt](#).

19

**Payment Method: Online Retail Banking (FPX Maximum limit
RM250,000)**

&

**Payment Method: Online Corporate Banking (FPX Maximum
limit RM50,000,000)**



Work List: Contribution
Form A with Payment

Payment

Please select payment option

Total Payable Contribution (RM) 600.00

19a

Online Retail Banking (FPX Maximum limit RM 250,000)

Please select your preferred bank: Choose One

Email

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

Back Proceed

19a

- Payment method via **Online Retail Banking**.
- Select preferred bank account.
- Click **Proceed**.



The screenshot shows a 'Transaction Summary' page with the following details:

- Payment Status: **Successful**
* Successful payment status is subjected to bank status
- Contribution Month: May 2020
- Wage Month: April 2020
- Amount (RM): 600.00
- Payment Method: FPX
- Pay From: [Redacted]
- FPX Transaction ID: [Redacted]
- Seller Order Number: 9227
- Response Code From FPX: [Redacted]

A modal dialog box is displayed in the center with the text: "Your payment is **successful**. Thank you for your payment!" and a blue "OK" button. A red circle labeled "19b" is positioned to the left of the dialog box. At the bottom right of the page, there are two buttons: "Download Receipt" and "Home".

19b

You will be directed back to EPF website.

Click **OK**.



Transaction Summary 19c

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

Contribution Month	May 2020
Wage Month	April 2020
Amount (RM)	600.00
Payment Method	FPX
Pay From	SBI Bank A
FPX Transaction ID	2002121034270036
Seller Order Number	0520200016026573C100039227
Response Code From FPX	[00] : Approved

Download Receipt Home

19c

Click [Download Receipt](#).



20

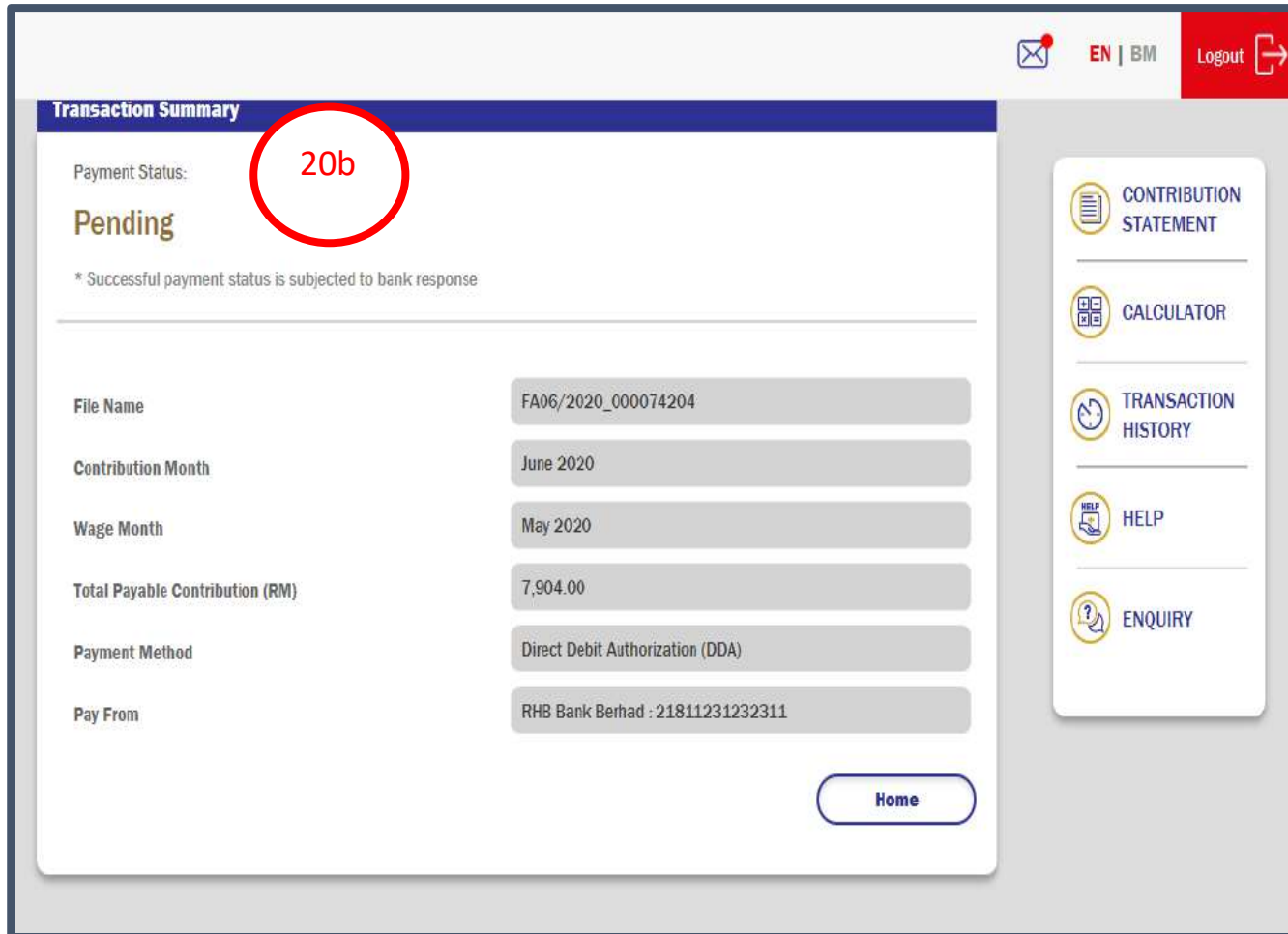
Payment Method: Direct Debit Authorization (DDA)

The screenshot shows a web interface for 'Work List: Contribution'. The page title is 'Form A with Payment'. Under the 'Payment' section, there is a prompt 'Please select payment option'. The 'Total Payable Contribution (RM)' is displayed as 7,904.00. The 'Direct Debit Authorization (DDA)' option is selected, and the user has chosen a preferred bank account with the number 21811231232311. A red box highlights the 'Direct Debit Authorization (DDA)' section and the 'Proceed' button. A red circle labeled '20a' is positioned below the 'Proceed' button. The top right corner of the interface includes a notification icon, 'EN | BM', and a 'Logout' button. A sidebar on the right contains links for 'CONTRIBUTION STATEMENT', 'CALCULATOR', 'TRANSACTION HISTORY', 'HELP', and 'ENQUIRY'.

20a

Payment method via **Direct Debit Authorization (DDA)** will be displayed.
Click **Proceed**.





The screenshot displays the 'Transaction Summary' page on the EPF portal. The 'Payment Status' is 'Pending', which is circled in red with the label '20b'. Below the status, a note states: '* Successful payment status is subjected to bank response'. The summary table includes the following details:

Field	Value
File Name	FA06/2020_000074204
Contribution Month	June 2020
Wage Month	May 2020
Total Payable Contribution (RM)	7,904.00
Payment Method	Direct Debit Authorization (DDA)
Pay From	RHB Bank Berhad : 21811231232311

At the bottom right of the summary card is a 'Home' button. The right sidebar contains navigation links: CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, HELP, and ENQUIRY. The top right corner shows 'EN | BM' and a 'Logout' button.

20b

Transaction summary will be displayed.

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.

