



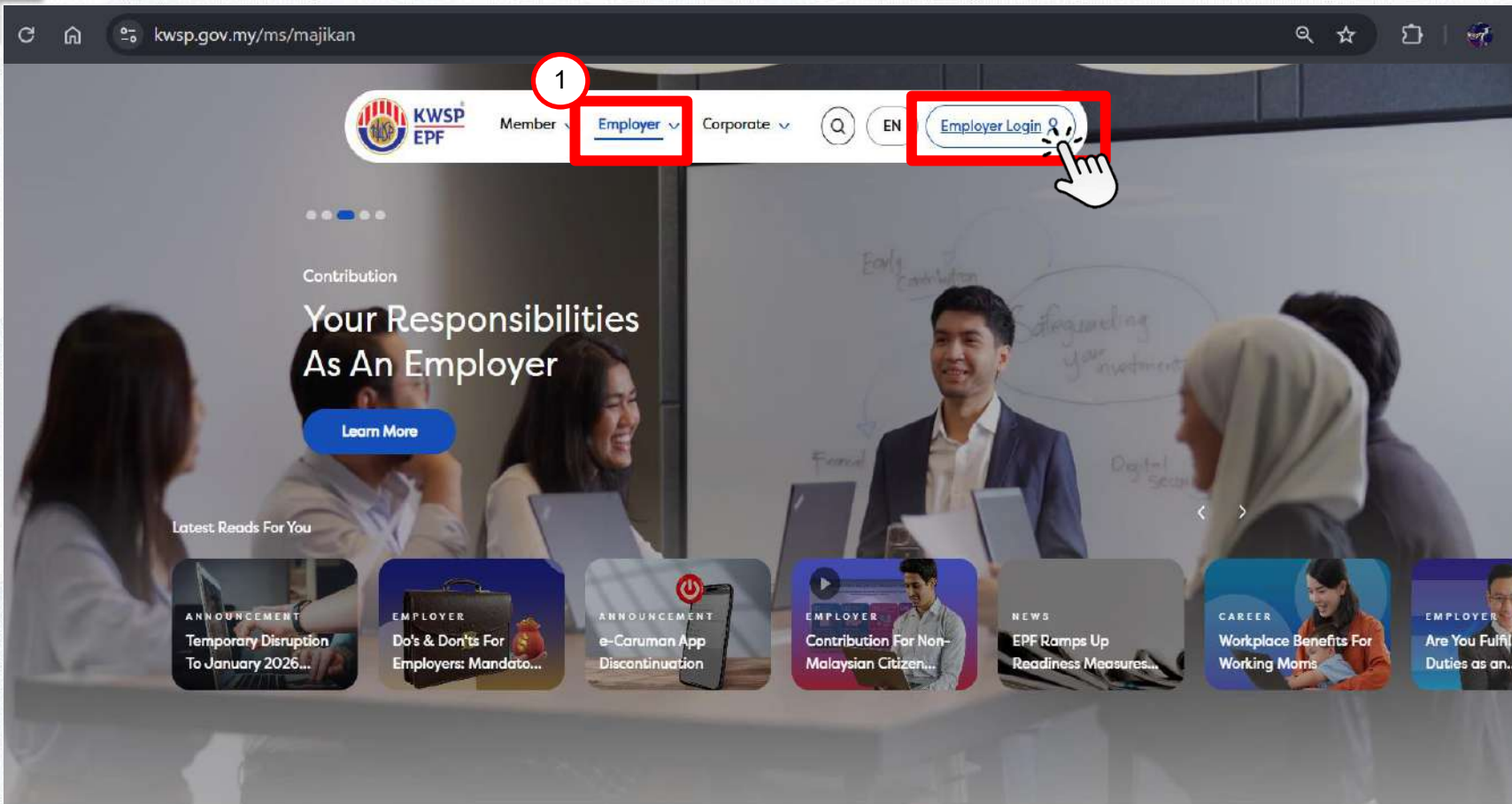
USER GUIDE

i-Akaun (Employer)

i-Topup Registration Application

- 1** **Guide on Acknowledgement for i-Topup Application via KWSP i-Akaun app or i-Akaun (Member) web portal**
- 2 Guide on i-Topup Revocation via i-Akaun (Employer) web portal
- 3 Guide on Submission of Contribution based on the new rate Employee/ Employer Share
- 4 Guide on Application History and i-Topup Inquiry at i-Akaun (Employer)





Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **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

2

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



Step 2:

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



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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: qwert1234

i-Akaun (Employer)

PASSWORD

3

Back

Login



Step 3:

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



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The screenshot displays the KWSP EPF Administrator interface. On the left, a navigation menu includes 'EMPLOYER INFO', 'CONTRIBUTION', 'REGISTER EPF MEMBER', 'OUTSTANDING ITEM', 'e-PAYROLL', 'i-TOPUP', 'APPLICATION VIA I-AKAUN (MEMBER)', 'APPLICATION VIA I-AKAUN (EMPLOYER)', and 'MORE'. The 'i-TOPUP' option is circled in red with the number '4', and 'APPLICATION VIA I-AKAUN (MEMBER)' is highlighted in yellow. The main dashboard area shows a welcome message for Ahmad Albab, Administrator, with the last login on 16-January-2026 at 05:59:35 PM. A notification states: 'Thank you. We have received contribution payment for April 2026'. Below this, it shows 'Current Month: April 2026' and 'Wage Month: March 2026'. A 'Submit Contributions' button is present. A 'Pending for Payment (7)' section is also visible. The right sidebar contains links for 'CONTRIBUTION STATEMENT', 'NOTICE', 'RECEIPT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. A WhatsApp chat button is located at the bottom right.

Step 4:

Select 'i-Topup' menu on the left-side of the screen.

Then, select 'Application via i-Akaun (Member)'

Employer No: [REDACTED]
Role: Administrator

Welcome test Administrator
Last login: 22-April-2026 10:56:28 AM

Employer Status: Active

Pending Actions

Your attention is required for the following tasks.

CONTRIBUTIONS

Outstanding Items 34
Summary of outstanding items as of 28 April 2026.
[View Details >](#)

EMPLOYEES

Pending Registration 5
Please inform your employee to visit the nearest EPF office to complete their registration in person.
[View Details >](#)

EMPLOYEES

Incomplete Contact Details 6
Update your employee's contact details to ensure they receive notifications from EPF.
[View Details >](#)

I-TOPUP

Records to Acknowledge 1
Please acknowledge each record of the registration.
[View Details >](#)

Thank you. We have received contribution payment for April 2026

Current Month: April 2026
Wage Month: March 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 (7)

WhatsApp KWSPMalaysia is now live!

Connect with us on WhatsApp for assistance or information related to EPF.

Through the official KWSPMalaysia WhatsApp channel, you can:

- Access information on EPF products and services via a guided menu.
- Get answers to common questions powered by Artificial Intelligence (AI)
- Connect via Live Chat for further assistance.

CONTRIBUTION STATEMENT

OTHER STATEMENT

NOTICE

RECEIPT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

Step 5:

At Pending Action box, go to i-Topup – Records to Acknowledge, select **'View Details'**

Online i-Topup (Employee's Share)

Search & Download Records

To proceed with downloading the record, please ensure that the required date range is selected beforehand.

Member No.

Status

Acknowledgement

Date Duration*

Check and tick each employee's i-Topup registration record to confirm you have reviewed it. This action cannot be undone. The record will be marked once acknowledged.

No.	Member No.	Name	Status (?)	Created Date	i-Topup Rate(%) (?)	Effective Wage Month (?)	Effective Contribution Month (?)	Acknowledgement (?)		History
								Status	Date	
1			Active	15/01/2026	18	03/2026	04/2026	✓	19/01/2026	View
2			Active	15/01/2026	20	03/2026	04/2026	✓	-	View
3			Active	15/01/2026	22	03/2026	04/2026	✓	-	View

Step 6:

This screen will display the status of the i-Topup application submitted by employees. Employer can view the detailed information of these application by selecting **'View'** at the column of 'History' in the table.

Note:

Active status indicates that an active application is based on the salary month, effective contribution month, and the pre-determined i-Topup rate. Meanwhile, **Cancelled** status refers to the application that have been cancelled by the employer.

Online i-Topup (Employee's Share)

Search & Download Records

To proceed with downloading the record, please ensure that the required date range is selected beforehand.

Member No.

Status

Acknowledgement

Employee Name:

Date	Status	i-Topup Rate (%)	Effective Wage Month (?)	Effective Contribution Month (?)
15/01/2026	Active	18%	03/2026	04/2026
14/01/2026	Cancelled	3%	03/2026	04/2026
06/10/2025	Active	3%	11/2025	12/2025

Reset

Check and tick each application to be downloaded.

Note: Only applications with the latest "Active" status need to be acknowledged.

No.	Member No.	Status	Date	Rate (%)	Wage Month	Contribution Month	Check	Download	History
1		Active	15/01/2026	18	03/2026	04/2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19/01/2026 View
2		Active	15/01/2026	20	03/2026	04/2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- View

WhatsApp Us

Step 7:

The screen will display the i-Topup application for the employee. If there is more than one application with 'Active' status for the employee, the system will require the application with the latest 'Active' status to be acknowledged.

Select 'X' to return to the previous screen.

Online i-Topup (Employee's Share)

Search & Download Records

To proceed with downloading the record, please ensure that the required date range is selected beforehand.

Member No.

Status

Acknowledgement

Date Duration*

Check and tick each employee's i-Topup registration record to confirm you have reviewed it. This action cannot be undone. The record will be marked once acknowledged.

No.	Member No.	Name	Status (?)	Created Date	i-Topup Rate(%) (?)	Effective Wage Month (?)	Effective Contribution Month (?)	Acknowledgement (?)		History
								Status	Date	
1			Active	15/01/2026	18	03/2026	04/2026	<input checked="" type="checkbox"/>	19/01/2026	View
2			Active	15/01/2026	20	03/2026	04/2026	<input type="checkbox"/>	8	View
3			Active	15/01/2026	22	03/2026	04/2026	<input type="checkbox"/>	-	View

Step 8:

The employer needs to acknowledge the application by ticking '✓' in the 'Status' column in the table.

The screenshot shows the 'Online i-Topup (Employee's Share)' interface. A pop-up window titled 'Acknowledge All Active Records' is displayed in the center. The pop-up contains the following text: 'Acknowledge All Active Records. By acknowledging all active records, you confirm that you've reviewed and taken note of your employees' i-Topup applications.' Below the text are two buttons: 'Back' and 'Proceed'. The 'Proceed' button is highlighted with a red box and a red circle containing the number '9'. In the background, there are search filters for Member No., Status, Acknowledgement, and Date Duration, along with a 'Search & Download Records' section. Below the pop-up, there is a table with columns for No., Member No., Name, Status (?), Created Date, i-Topup Rate(%) (?), Effective Wage Month (?), Effective Contribution Month (?), Acknowledgement (?), and History. The table contains two rows of data.

No.	Member No.	Name	Status (?)	Created Date	i-Topup Rate(%) (?)	Effective Wage Month (?)	Effective Contribution Month (?)	Acknowledgement (?)		History
								Status	Date	
1	[REDACTED]	[REDACTED]	Active	15/01/2026	18	03/2026	04/2026	✓	19/01/2026	View
2	[REDACTED]	[REDACTED]	Active	15/01/2026	20	03/2026	04/2026	✓	-	View

Step 9:

A pop-up message will be displayed. Select **'Proceed'** to acknowledge this application.

To download records, employers must select the required date.

Online i-Topup (Employee's Share)

Search & Download Records

To proceed with downloading the record, please ensure that the required date range is selected beforehand.

Member No.

Status

Acknowledgement

Date Duration* Created Date From Created Date To

No.	Member No.	Name	Status (?)	Created Date	i-Topup Rate(%) (?)	Effective Wage Month (?)	Effective Contribution Month (?)	Acknowledgement (?)		History
								Status	Date	
1			Active	15/01/2026	18	03/2026	04/2026	✓	19/01/2026	View
2			Active	15/01/2026	20	03/2026	04/2026	✓	-	View
3			Active	15/01/2026	22	03/2026	04/2026	✓	-	View

Step 10:

Select Date Duration as 'Created Date'. Then, pick the dates on 'Created Date From' and 'Created Date To'.

Step 11:

Select 'Search' to proceed.

Online i-Topup (Employee's Share)

Search & Download Records

To proceed with downloading the record, please ensure that the required date range is selected beforehand.

Member No.

Status

Acknowledgement

Date Duration* Created Date From Created Date To

12

Check and tick each employee's i-Topup registration record to confirm you have reviewed it. This action cannot be undone. The record will be marked once acknowledged.

No.	Member No.	Name	Status (?)	Created Date	i-Topup Rate(%) (?)	Effective Wage Month (?)	Effective Contribution Month (?)	Acknowledgement (?)		History
								Status	Date	
1			Active	15/01/2026	18	03/2026	04/2026	<input checked="" type="checkbox"/>	19/01/2026	View
2			Active	15/01/2026	20	03/2026	04/2026	<input type="checkbox"/>	-	View
3			Active	15/01/2026	22	03/2026	04/2026	<input type="checkbox"/>	-	View

Step 12:

All i-Topup application records will be displayed in the table. Select **'Download Record'** to download.

Online i-Topup (Employee's Share)

Search & Download Records

To proceed with downloading the record, please ensure that the required date range is selected beforehand.

Member No.

Status

Acknowledgement

Date Duration* Date To

Download Requires Acknowledgement

You have 6 unacknowledged records. By proceeding, all unacknowledged records will be marked as acknowledged and downloaded.

No.	Member No.	Name	Status (?)	Created Date	i-Topup Rate(%) (?)	Effective Wage Month (?)	Effective Contribution Month (?)	Acknowledgement (?)		History
								Status	Date	
1			Active	15/01/2026	18	03/2026	04/2026	✓	19/01/2026	View
2			Active	15/01/2026	20	03/2026	04/2026	⊙	-	View
3			Active	15/01/2026	22	03/2026	04/2026	⊙	-	View

Step 13:

A pop-up message will be displayed. Select **'Acknowledge All & Download'**.

When selecting 'Acknowledge All & Download', all unacknowledged records will be marked as acknowledged and downloaded.

Note:

If employer select **'Back'**, system will return to the previous screen without downloading the records.

14

Online i-Topup (Employee's Share)

Search & Download Records

To proceed with downloading the record, please ensure that the required date range is selected beforehand.

Member No.

Status

Acknowledgement

Date Duration*

Check and tick each employee's i-Topup registration record to confirm you have reviewed it. This action cannot be undone. The record will be marked once acknowledged.

No.	Member No.	Name	Status (?)	Created Date	i-Topup Rate(%) (?)	Effective Wage Month (?)	Effective Contribution Month (?)	Acknowledgement (?)		History
								Status	Date	
1			Active	15/01/2026	18	03/2026	04/2026	✓	19/01/2026	View
2			Active	15/01/2026	20	03/2026	04/2026	⊗	-	View
3			Active	15/01/2026	22	03/2026	04/2026	⊗	-	View

Step 14:

Select the **'Mail'** icon to view notification that has been sent to Inbox.

Inbox

Message

Date, Time 15-Jan-2026 10:15:00 AM

Subject 7 Pekerja Baharu Didaftarkan untuk i-Topup / 7 New Employees Registered for i-Topup

Message Majikan yang dihormati,
Dimakumkan mengenai kemas kini berikut:

- **Pekerja didaftarkan:** 7
- **Tarikh direkod:** 15 Januari 2026

Lihat butiran penuh [di sini](#).

Terima kasih atas perhatian Tuan/Puan.

Dear Employer,

Please be inform of the following update:

- **Registered employees:** 7
- **Created date:** 15 January 2026

View full details [here](#).

Thank you for your attention.

Back

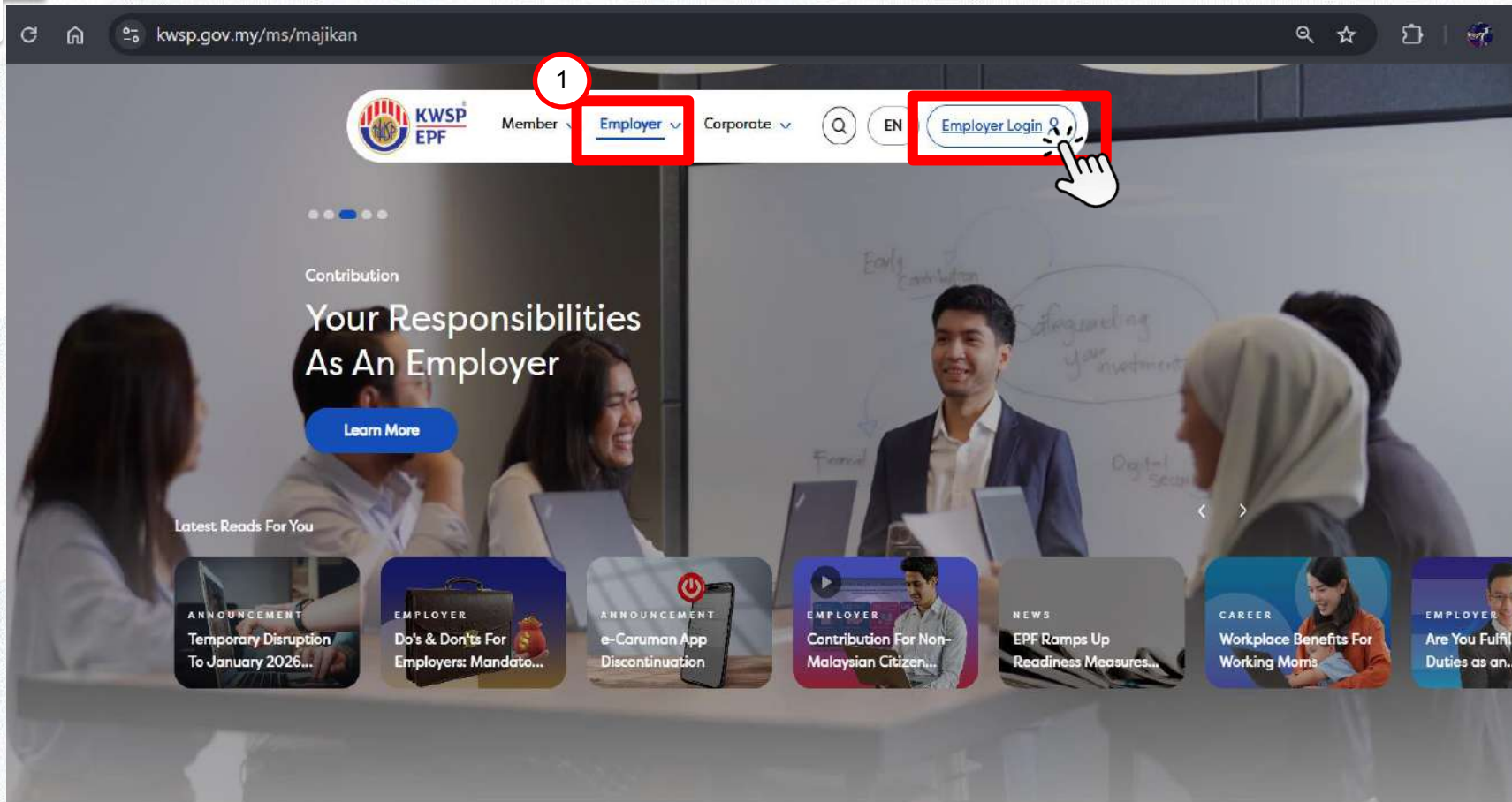
The screen will display information on employees registered for i-Topup.



CONTENT

- 1 Guide on Acknowledgement for i-Topup Application via KWSP i-Akaun app or i-Akaun (Member) web portal
- 2 Guide on i-Topup Revocation via i-Akaun (Employer) web portal**
- 3 Guide on Submission of Contribution based on the new rate Employee/ Employer Share
- 4 Guide on Application History and i-Topup Inquiry at i-Akaun (Employer)





Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **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

2

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



Step 2:

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



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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: qwert1234

i-Akaun (Employer)

PASSWORD

.....

Back

Login

3

Step 3:

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



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Employer No: [Redacted]
Role: Administrator

Welcome **Ahmad Albab** Administrator
Last login: 12-January-2026 03:19:16 PM

Employer Status: Active

4 i-TOPUP

APPLICATION VIA i-AKAUN (EMPLOYER) **5**

NEW APPLICATION (REGISTRATION & REVOCATION) **5**

Submit Contributions

WhatsApp Us

Step 4:

Select 'i-Topup' menu on the left-side of the screen.

Step 5:

Then, select 'Application via i-Akaun (Employer)' → 'New Application (Registration & Revocation)'.

i-Topup : New Application (Registration & Revocation)

I-TOPUP INFORMATION | I-TOPUP DETAIL | I-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup Type

Please select from the following options

Employee's Share [?]

Employer's Share

Application Type

Please select from the following options

Blank Form

Copy from previous Contribution Statement

Upload file CSV

NOTE

1. Application through **Copy from previous Contribution Statement** is available for 1,000 records and below. For records over 1,000 employees, you can either add a new employee record, or delete any existing record.

2. i-Topup is only eligible to be applied by members aged 75 years and below.

IMPORTANT

• Click [HERE](#) to get more info on the statutory rate by nationality and age.

Next

Kindly ensure you have received the application form Pendaftaran / Pembatalan Caruman Melampaui Kadar Berkanun (Syer Pekerja) - KWSP17A (AHL) / KWSP18A (AHL)

OK

Step 6:

A reminder message will be displayed. Select 'OK' to proceed to the next action.

Employer No: [REDACTED]
Role: Administrator

i-Topup : New Application (Registration & Revocation)

I-TOPUP INFORMATION | I-TOPUP DETAIL | I-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup Type

Please select from the following options

Employee's Share [?]
 Employer's Share

Application Type

Please select from the following options

Blank Form
 Copy from previous Contribution Statement
 Upload file CSV

NOTE

1. Application through Copy from previous Contribution Statement is available for 1,000 records and below. For records over 1,000 employees, you can either add a new employee record, or delete any existing record.

2. i-Topup is only eligible to be applied by members aged 75 years and below.

Next

IMPORTANT

Click [HERE](#) to get more info on the statutory rate by nationality and age.

WhatsApp Us

Step 7:

- Select i-Topup Type → **Employee Share.**
- Select Application Type → **Blank Form.**
- Select **'Next'**.

i-Topup : New Application

i-TOPIUP INFORMATION | i-TOPIUP DETAIL | i-TOPIUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By: All Record [Search]

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month
1				Choose One			

Buttons: Back, Reset, Add Employee, Save as Draft, **Next** (8)

Step 8:

No employee data will be displayed. Select **'Add Employee'** to add the details of employees applying for i-Topup.

i-Topup : New Application

i-TOUP INFORMATION | i-TOUP DETAIL | i-TOUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By: All Record [Search]

No.	Member No.
1	

Add New Employee

Employee Identification

Search Criteria: EPF No [9]

[Search]

Result

Member Number	Identification No.	Name

[Reset] [Add] [10]

Step 9:

- Choose Search Criteria as 'EPF No.'
- Enter **EPF No** of the employee and select 'Search'.

Step 10:

The search result are displayed. If the employee information shown is correct, select 'Add'.

KWSP EPF

EN | BM Logout

Employer No: [Redacted]
Role: Administrator

i-Topup : New Application

I-TOPUP INFORMATION | I-TOPUP DETAIL | I-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By: All Record Search

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month
1	[Redacted]	[Redacted]	[Redacted]	Choose One Choose One Registration Revocation			

Back

Reset Add Employee
Save as Draft Next

11

Step 11:

Select Application Type as 'Revocation'.

Step 12:

Select **'Next'** after adding employee information that registered new employee share.

Step 13:

Tick at **Employer verification**.

Step 14:

Select '**Next**'.



Employer No. [REDACTED]
Role: Administrator

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

i-TOPUP

MORE

Application Summary

Submission Date	15/01/2026 10:10:28
Filename	VEMEM01/2026_000008701
Employer No.	000000019
Employer Name	CELULARSCOPE SDN BHD
KWSP18A (AHL) Record Revocation No.	1

15

Download Home

CONTRIBUTION STATEMENT

NOTICE

RECEIPT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

Step 15:

Select 'Download'.

16

Application Summary

Submission Date	15/01/2026 10:10:28
Filename	VEMEM01/2026_000008701
Employer No.	[Redacted]
Employer Name	[Redacted]
KWSP18A (AHL) Record Revocation No.	1

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

Downloads

VE_00000019_20260115101113.pdf

[Open file](#)

[See more](#)

[Logout](#)

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

I-TOPUP

MORE

NOTICE

RECEIPT

CALCULATOR

TRANSACTION HISTORY

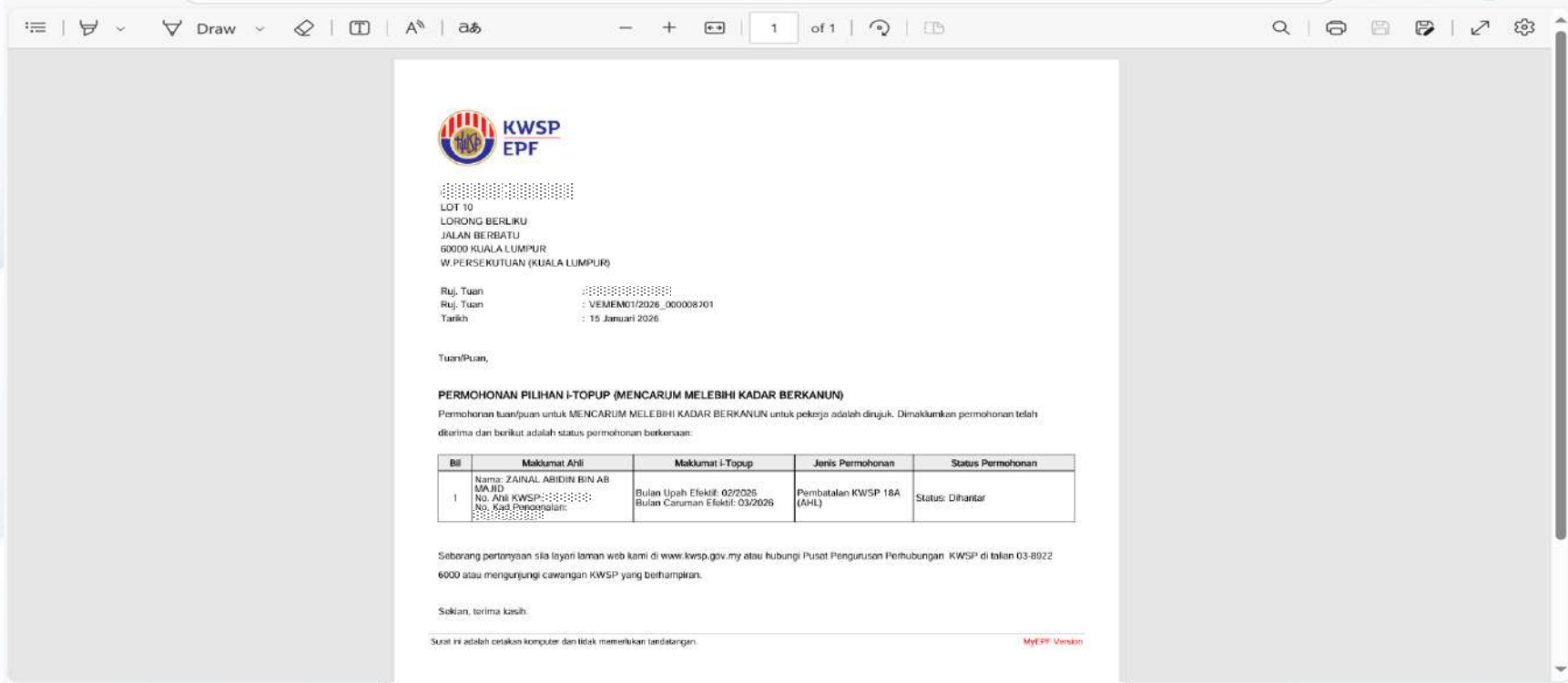
ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

Step 16:

i-Topup application has been successfully downloaded to your device, select **Open File** to access the form.



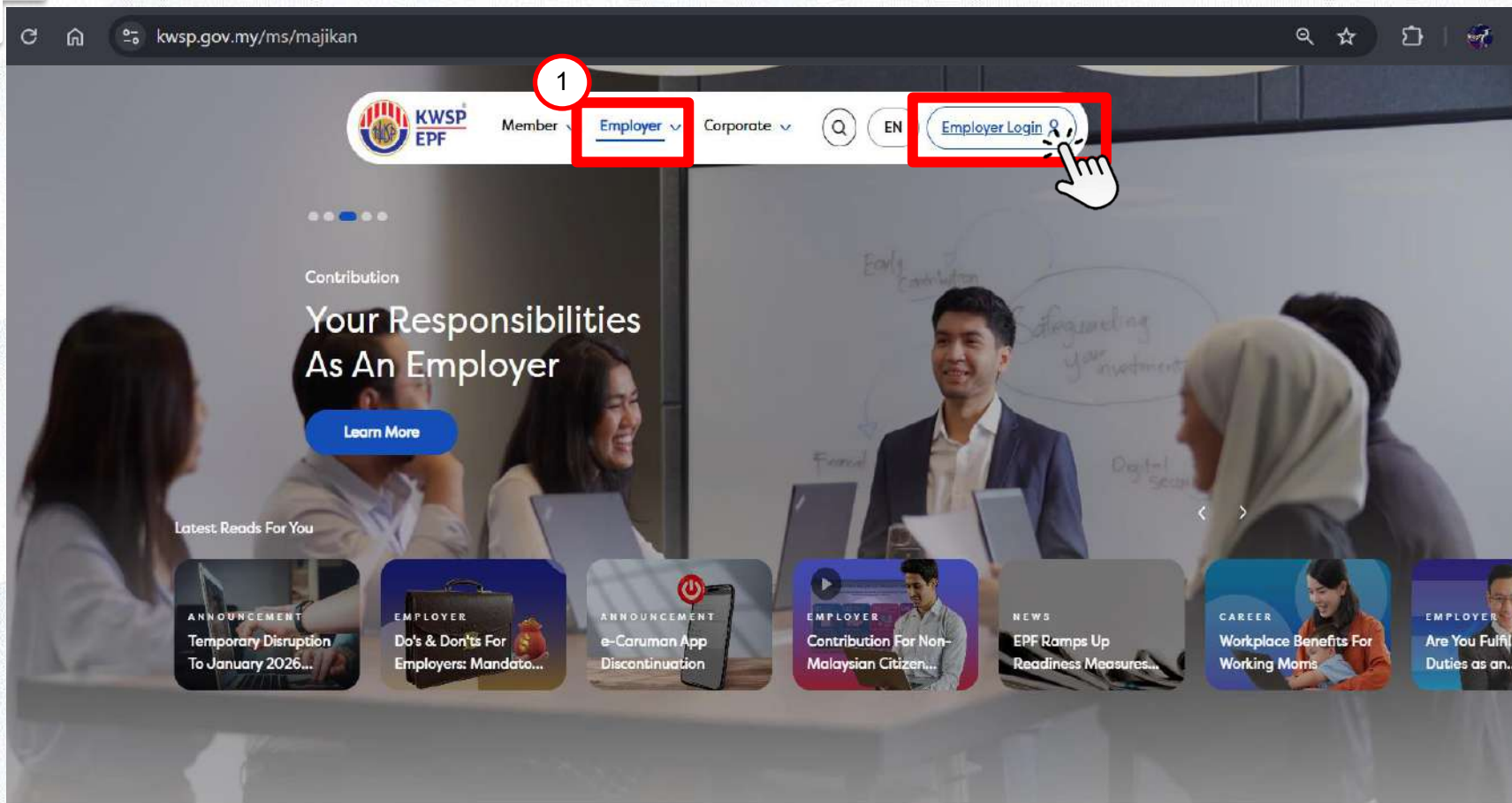
Screen will display **Employee Share Revocation** in PDF format for your reference.

Note:
Ensure that your device has the latest version of **Adobe Acrobat Reader**, so your documents in PDF format are displayed properly.

CONTENT

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i-Akaun (Employer)

USER ID

2

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



Step 2:

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



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Welcome to i-Akaun (Employer)

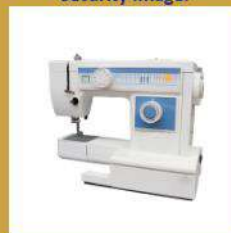


REMINDER TO EMPLOYERS

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



Security Image:



Secret Phrase: qwert1234

i-Akaun (Employer)

PASSWORD

.....

Back

Login

3

Step 3:

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



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The screenshot shows the KWSP EPF Administrator interface. On the left sidebar, the 'CONTRIBUTION' menu item is highlighted with a red box and a circled '4'. A dropdown menu is open, showing 'SUBMIT CONTRIBUTIONS' highlighted with a red box and a circled '5'. Other options in the dropdown include 'DRAFT FORM', 'PAYMENT ONLY', and 'PENDING FOR PAYMENT'. The main content area displays a welcome message for Ahmad Albab, Administrator, and a 'Thank you' notice for a contribution payment received for April 2026. A 'Submit Contributions' button is visible below the notice. The right sidebar contains various utility links like 'CONTRIBUTION STATEMENT', 'NOTICE', 'RECEIPT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. A 'WhatsApp Us' button is located at the bottom right of the dashboard.

Step 4:

Select '**Contribution**' menu on the left-side of the screen.

Step 5:

Then, select '**Contribution**' → '**Submit Contribution**'

Employer No: [REDACTED]
Role: Administrator

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

This payroll system provides employers the facility to submit Form A contributions and payments. [Click here](#)

Submit Contributions

CONTRIBUTION MONTH CONTRIBUTION DETAILS PAYMENT

Contribution Month

Please select contribution month
Contribution month is the month in which the contribution is payable based on the previous month's wage. (?)

Contribution Month: January Year: 2026

Wage Month: December 2025

Back Next

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Step 6:

Select 'Contribution Month' and 'Year' from the dropdown list.

Step 7:

Select 'Next'.

Submit Contribution

CONTRIBUTION MONTH CONTRIBUTION DETAILS PAYMENT

You have a Pending Payment and/or Draft Form. To complete contribution payment for the selected month, please select one (1) item. If you want to submit a new contribution form, please click Make New Submission.

Pending for Payment

Please select item to proceed with the payment.

No.	File Name	Contribution Month	Number of Employee	Total Contributions (RM)	Form Status	Payment Status	Last Update	Action
No Records Found								

Draft Form

Please select draft to edit

No.	File Name	Contribution Month	Number of Employee	Total Contributions (RM)	Last Update	Action
1	FA01/2026_000135601_DRAFT	01/2026	12	5,444.00	19/01/2026 10:15 AM	Continue

Active i-Topup (Employee's Share)

This section displays your employees' i-Topup application details.

Status	Action
Active	Download

Back **Make New Submission**

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Step 8:

At the table in 'Draft Form', select 'Continue'.

HALEN PERMANENT HAIR
WAYING SAL
Employer No: 014270167
Role: Administrator

- EMPLOYER INFO
- CONTRIBUTION
- REGISTER EPF MEMBER
- OUTSTANDING ITEM
- e-PAYROLL
- I-TOPOP
- MORE

Draft Form

CONTRIBUTION DETAILS

PAYMENT

Contribution Details

Please edit & verify the employee contribution details

Contribution Month:

Wage Month:

Search Employee By:

(?)

No.	Member No.	Identification No.	Name [?]	Wage (RM) [?]	Contribution (RM)		
					Employer	Employee	
1	56056033	Passport	MOHAMMAD SAIFUL ISLAM	2,000.00	40.00	40.00	
2	18749444	MyKad No. 921110117324	RABAAYAH BINTI LIN	2,500.00	325.00	275.00	
3	2858712	Passport	HOW LAY HUA	3,000.00	60.00	60.00	
4	2152703	Passport	CHONG SIAT JOON	3,000.00	60.00	60.00	

Number of employees added to the form:

Total Employer/Employee Contribution (RM)

Employer	Employee
<input type="text" value="485.00"/>	<input type="text" value="435.00"/>

Total Payable Contribution (RM):

9

I confirm that:

- i. The information submitted in Form A is true, correct and refers to employees named in the Form A; and
- ii. Contributions paid are:
 - a. not less than the minimum contribution as stipulated in the minimum wage order under the Salary Consultative Council Act 2011 (Act 732); and
 - b. in accordance with the rates in the Third Schedule, the EPF Act 1991; and
- iii. I comply with the stipulated terms and conditions.

10

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

Step 9:

Fill in each employee's information to submit contributions. Then, tick at **Employer verification**.

Step 10:

Select 'Next'.

Notes:

- If there is an error when entering an employee information, select icon
- If there are additional employees to be registered for new employee/ employer share, select '**Add Employee**'
- If you wish to save the employee information that has been added and proceed with the next action later, select '**Save as Draft**'

The screenshot displays the KWSP EPF submission interface. At the top, there is a header with the KWSP EPF logo, a shopping cart icon with a '2' notification, an envelope icon, and language options 'EN | BM'. A 'Logout' button is also present. Below the header is a table with 4 rows and 6 columns. The first row is partially obscured. The second row shows 'MyKad No.' with values 2,500.00, 325.00, and 275.00. The third and fourth rows show 'Passport' with values 3,000.00 and 60.00. A pagination control '<< 1 >>' is visible. An 'Add Employee' button is located below the table. On the left side, there are fields for 'Number of employees added to the form', 'Total Employer/Employee Contribution (RM)', and 'Total Payable Contribution (RM)'. A 'Back' button is at the bottom left. At the bottom right, there are 'Save as Draft' and 'Next' buttons. A 'WhatsApp Us' button is in the bottom right corner. A modal dialog is centered on the screen, titled 'Reminder: i-Topup Contribution'. It contains a bell icon and the text: 'Do not miss i-Topup contributions for employees who have registered for i-Topup'. The modal has 'Cancel' and 'Proceed' buttons. The number '11' is circled in red and placed over the 'Proceed' button.

1			2,000.00	400.00	40.00
2	MyKad No.		2,500.00	325.00	275.00
3	Passport		3,000.00	60.00	60.00
4	Passport		3,000.00	60.00	60.00

Number of employees added to the form

Total Employer/Employee Contribution (RM)

Total Payable Contribution (RM)

I confirm that:

- The information submitted in Form A
- Contributions paid are:
 - not less than the minimum con
 - in accordance with the rates in
- I comply with the stipulated terms ar

Employee

00 435.00

920.00

ouncil Act 2011 (Act 732); and

11

Step 11:

A reminder message will be displayed.
Select '**Proceed**' to continue.

HALEN PERMANENT HAIR WAYING SAL
Employer No: 014270167
Role: Administrator

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

Submit Contributions

CONTRIBUTION MONTH CONTRIBUTION DETAILS PAYMENT

Payment

Total Payable Contribution (RM) 920.00

Payment Method

Pay Now Add to Cart [?]

Back Proceed

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Step 12:

Employer may continue to make contribution payments as per current procedures.

Note:

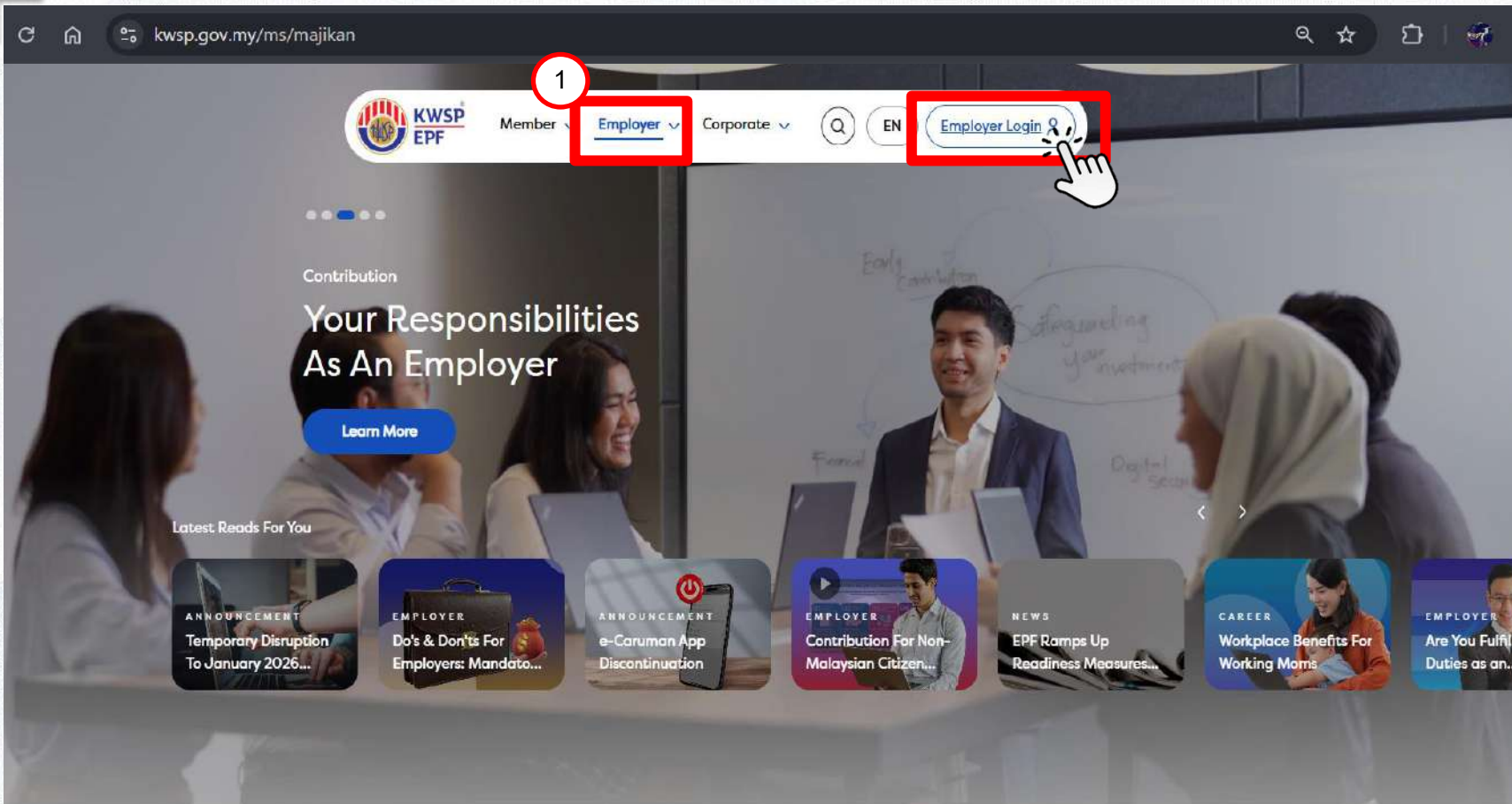
Make sure that contribution details are submitted together with the payment to avoid any unnecessary issues.

CONTENT

- 1 Guide on Acknowledgement for i-Topup Application via KWSP i-Akaun app or i-Akaun (Member) web portal
- 2 Guide on i-Topup Revocation via i-Akaun (Employer) web portal
- 3 Guide on Submission of Contribution based on the new rate Employee/ Employer Share
- 4 Guide on Application History and i-Topup Inquiry on i-Akaun (Employer)**



i-Topup Application History



Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **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

2

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



Step 2:

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



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Welcome to i-Akaun (Employer)

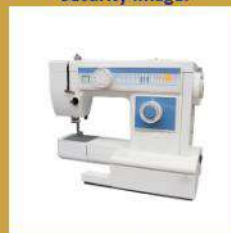


REMINDER TO EMPLOYERS

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



Security Image:



Secret Phrase: qwert1234

i-Akaun (Employer)

PASSWORD

.....

Back

Login

3

Step 3:

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



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Employer No: [REDACTED]
Role: Administrator

Welcome Amelinall Administrator
Last login: 12 January 2026 04:52:22 PM
Employer Status: Active

4

5

https://10.0.60.40/employer/employer/employer/voluntary-excess/history?direction=leftmenu

Step 4:

Select 'i-Topup' menu on the left-side of the screen.

Step 5:

Then, select 'Application via i-Akaun (Employer)' → 'Application History'.

i-Topup: Application History

Search Criteria

I-Topup Type: Submission Status:

Last Update Date From: Last Update Date To:

No	File Name	I-Topup Type	Total Records	Created Date	Last Updated Date	Submission Status	Action
1	VEMEM12/2025_000007801	Employee Share	1	18-Dec-2025 10:47:15 AM	18-Dec-2025 10:47:14 AM	Processing	
2	VEEMP12/2025_000004802	Employer Share	1	15-Dec-2025 10:15:52 AM	15-Dec-2025 10:15:52 AM	Processing	
3	VEMEM12/2025_000007502	Employee Share	1	15-Dec-2025 10:13:34 AM	15-Dec-2025 10:13:34 AM	Processing	
4	VEEMP12/2025_000004801	Employer Share	2	14-Dec-2025 06:55:26 PM	14-Dec-2025 06:55:26 PM	Processing	
5	VEMEM12/2025_000007501	Employee Share	2	14-Dec-2025 06:53:25 PM	14-Dec-2025 06:53:25 PM	Processing	
6	VEEMP12/2025_000004601	Employer Share	4	03-Dec-2025 11:12:52 PM	03-Dec-2025 11:12:52 PM	Rejected	
7	VEEMP10/2025_000003901	Employer Share	1	23-Oct-2025 04:17:55 PM	23-Oct-2025 04:17:54 PM	Processing	
8	VEMEM10/2025_000006001	Employee Share	2	09-Oct-2025 03:06:37 PM	09-Oct-2025 03:06:37 PM	Processing	
9	VEEMP10/2025_000003601	Employer Share	2	06-Oct-2025 12:18:12 PM	06-Oct-2025 12:18:12 PM	Successful	
10	VEMEM10/2025_000005902	Employee Share	2	06-Oct-2025 12:16:23 PM	06-Oct-2025 12:16:23 PM	Successful	

Step 6:

Screen on i-Topup Application History will be displayed. Select 'File Name' to view more info.

Application History

Employer No: [REDACTED]
Role: Administrator

VEEMP10/2025_000003601

Search Employee By: All Records [REDACTED] Search

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month	Effective Contribution Month	Registration Date	Submission Status	Reject Code & Description
1	[REDACTED]	[REDACTED]	[REDACTED]	Registration	5	OCT 2025	NOV 2025	10/6/25 12:18 PM	Successful	
2	[REDACTED]	[REDACTED]	[REDACTED]	Registration	5	OCT 2025	NOV 2025	10/6/25 12:18 PM	Successful	

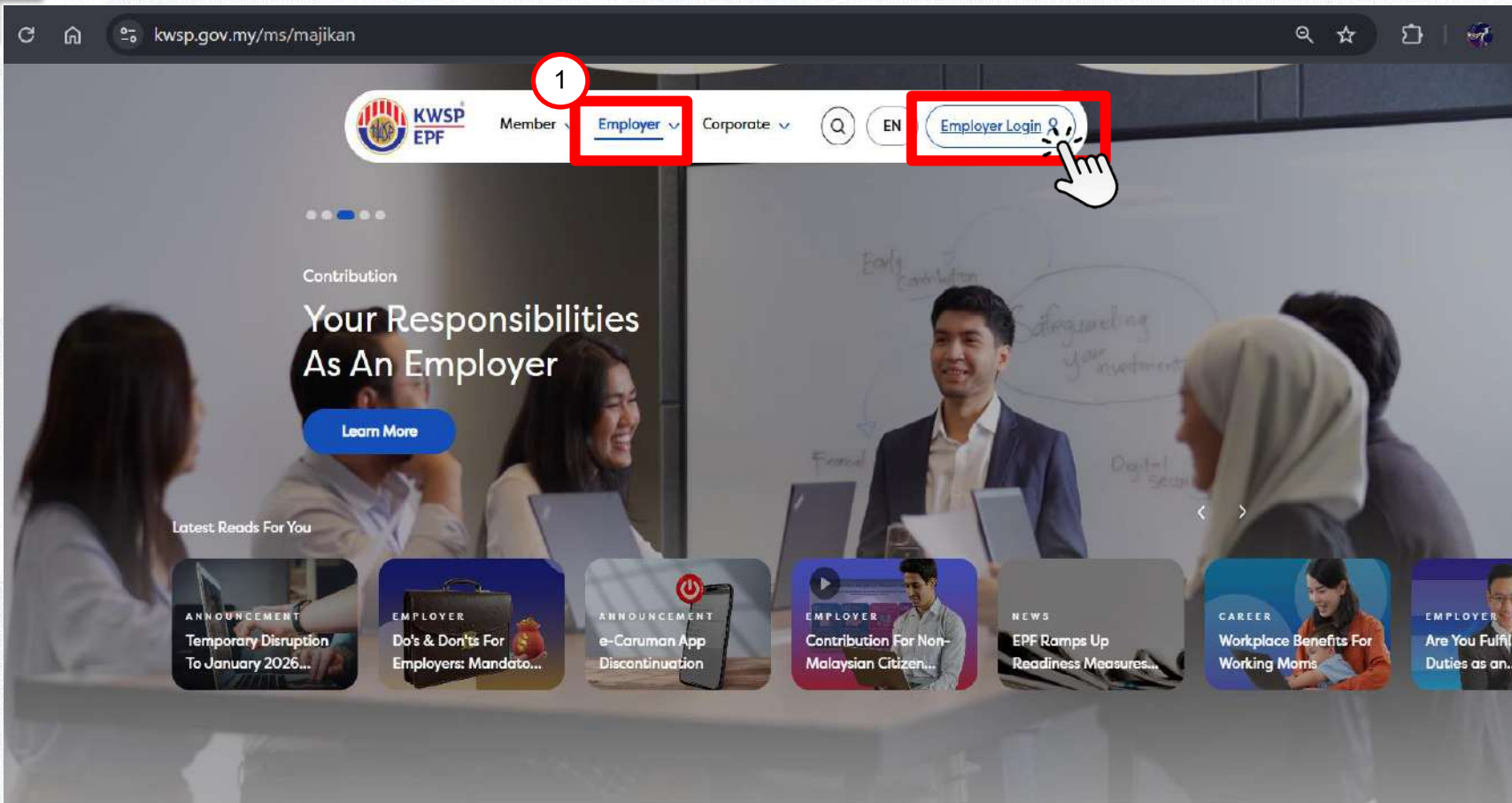
Back

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

Logout EN | BM

Screen will display information for i-Topup Application from the selected File Name.

i-Topup Inquiry



Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **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

2

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



Step 2:

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



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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: qwert1234

i-Akaun (Employer)

PASSWORD

.....

Back

Login

3


Step 3:

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



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Employer No: [REDACTED]
Role: Administrator

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




EN | BM [Logout](#)

i-Topup: Inquiry

Search Criteria

Member No. :

Submission Status : All

Submission Method : All

i-Topup Status : All

i-Topup Type : All

Last Update Date From : Last Update Date To :

[Search](#)

Submission Method: Online

No	Member No.	Name	New Rate (%)	Effective Wage Month	Effective Contribution Month	i-Topup Status	Registration Date	Acknowledgment Date & Time	i-Topup Type	Status
No Records Found										

Submission Method: Manual

Showing 1 to 6 of 6 << 1 >>

No	Member No.	Identification No.	Name	New Rate (%)	Effective Wage Month	Effective Contribution Month	Registration Date	i-Topup Type	Application Type	Status	Action
1	[REDACTED]	[REDACTED]	[REDACTED]	3	10/2025	11/2025	07-Oct-2025 10:33:49 AM	Employee Share	Registration	Successful	Edit
2	[REDACTED]	[REDACTED]	[REDACTED]	3	10/2025	11/2025	07-Oct-2025 10:33:49 AM	Employee Share	Registration	Successful	Edit
3	[REDACTED]	[REDACTED]	[REDACTED]	5	10/2025	11/2025	07-Oct-2025 10:33:49 AM	Employee Share	Registration	Successful	Edit

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



Step 6:
Screen of i-Topup inquiry will be displayed.



DISCLAIMER

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