

USER GUIDE

SUBMISSION

i-TOPUP (EMPLOYEE'S SHARE)

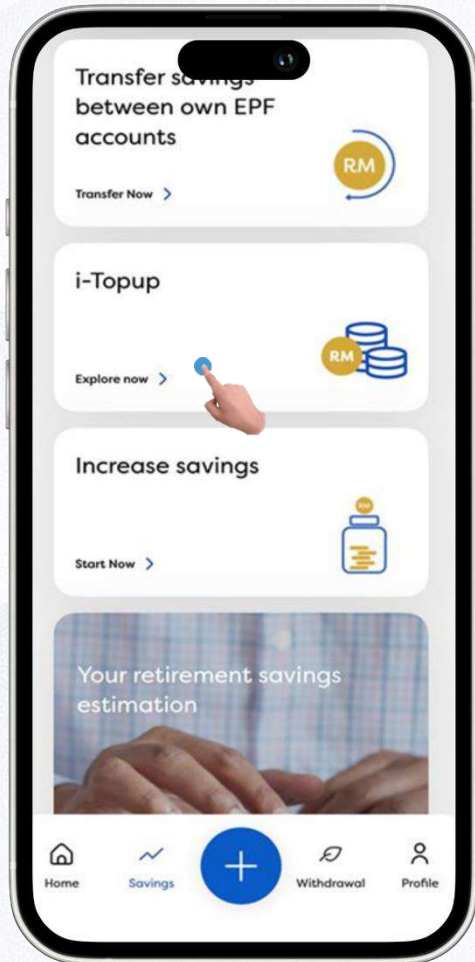
Things you need to know

- **Applications for i-Topup via i-Akaun (Member)** involve **employee contributions** only and are open to members who are **Malaysian citizens** or **Permanent Residents of Malaysia**.
- For members who are **not Malaysian citizens**, applications must be made by submitting [Form KWSP 17A/18A](#) to the employer.
- The effective month refers to the **month in which the additional contribution percentage begins** and may be selected **up to two (2) months in advance**. Applications for previous months are not permitted.
- Any **cancellation or update** to the i-Topup after the application has been submitted must be made through the employer.

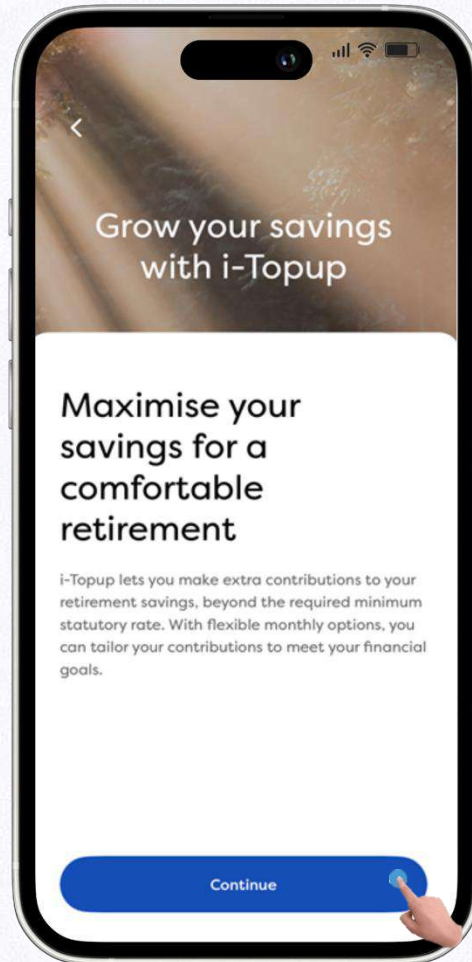


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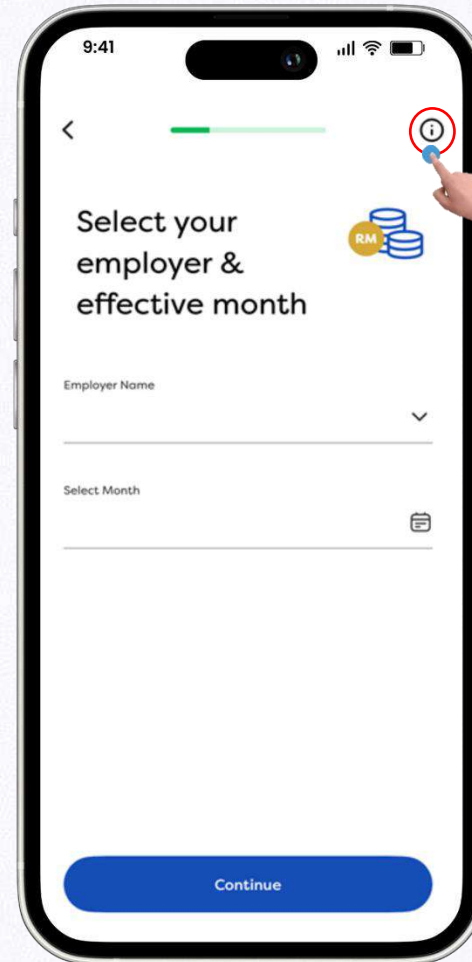
i-Topup (Employee's Share)



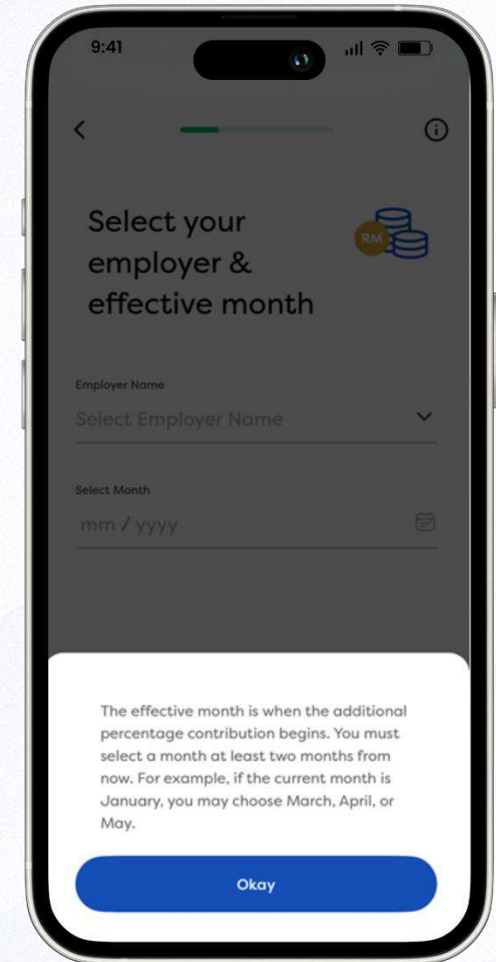
Step 1:
Tap on 'i-Topup'.



Step 2:
Screen on 'Grow your savings with i-Topup' will be displayed. Tap on 'Continue'.

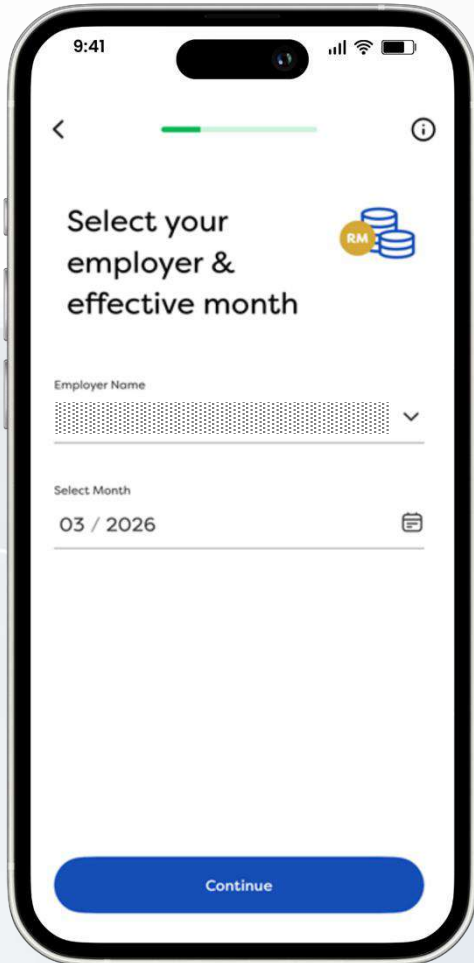


Step 3:
Tap on the **i** icon and the explanation regarding the i-Topup effective month will be displayed for your reference. Then, tap 'Okay'.



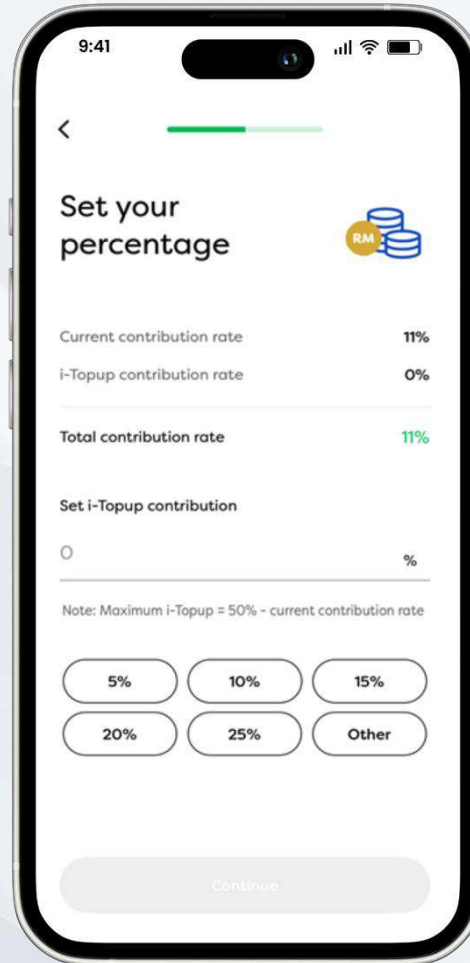
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i-Topup (Employee's Share)



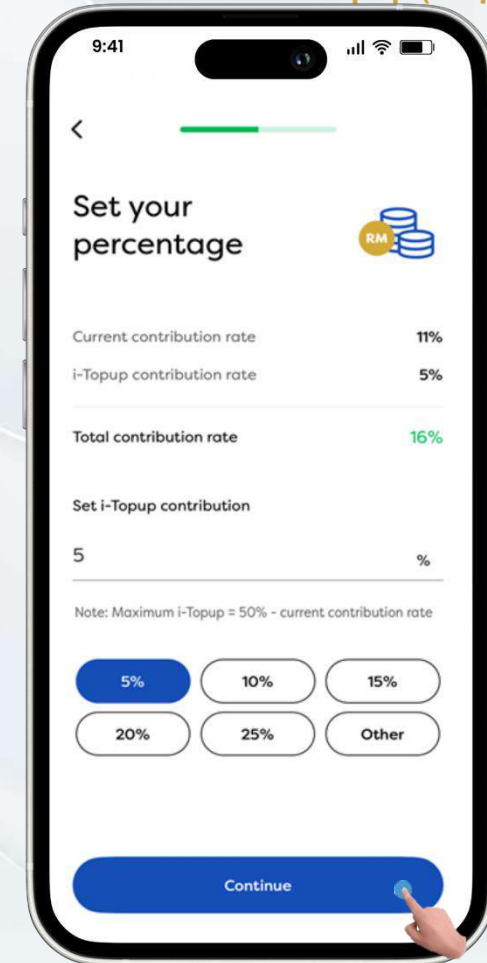
Step 4:

Select the employer's name and the effective month. Next, tap 'Continue'.



Step 5:

Screen on 'Set your percentage' will be displayed.



Step 6:

Enter the desired additional contribution rate. Next, tap 'Continue'.

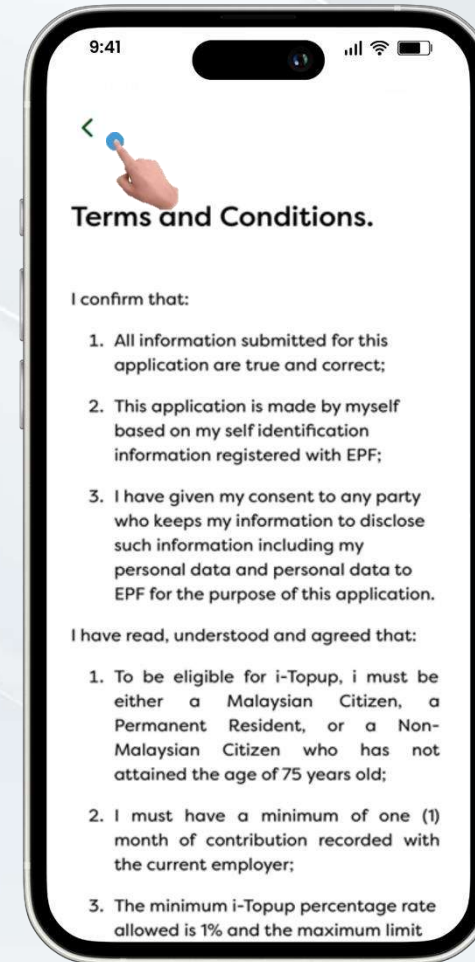
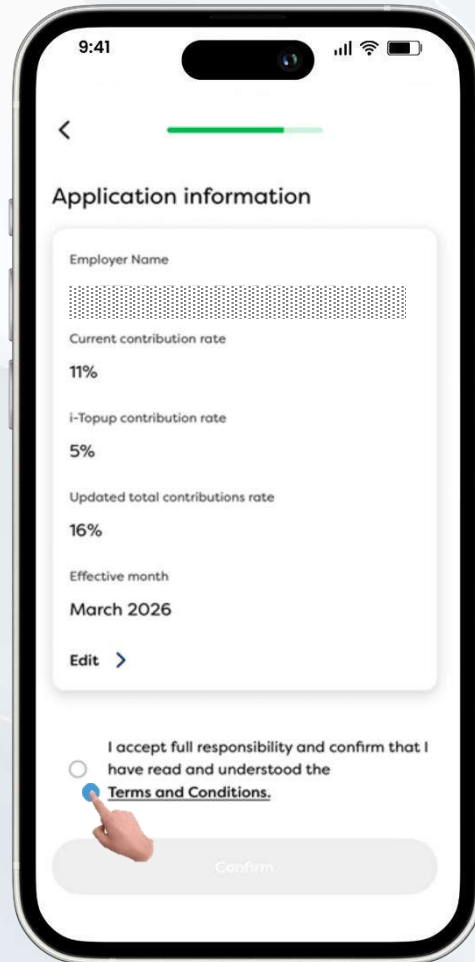
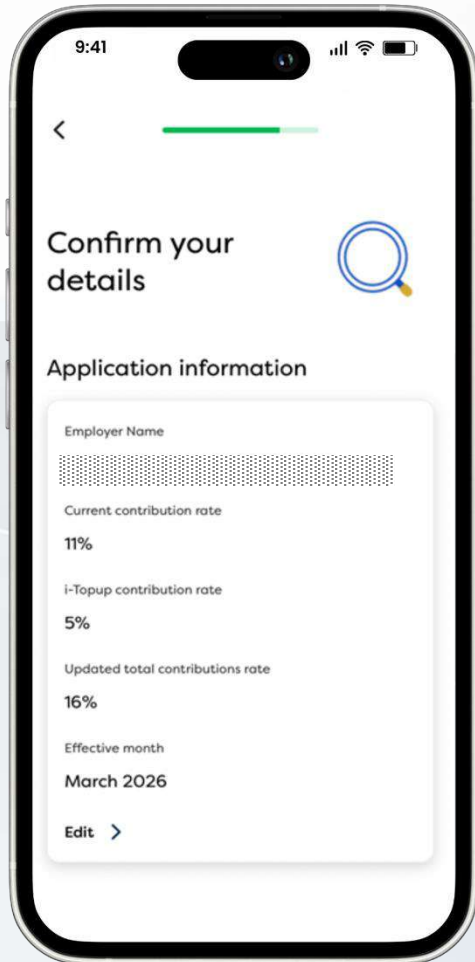


You may follow the same steps for the i-Akaun (Member) Web Portal.



User Guide for i-Topup Application via KWSP i-Akaun App

i-Topup (Employee's Share)



Step 8:

The 'Confirm your details' screen will be displayed. Scroll down and select 'Terms and Conditions' before proceeding to the next screen.

Step 9:

Please read and understand the i-Topup application 'Terms and Conditions' first. Then, tap '<' to return to the previous screen.

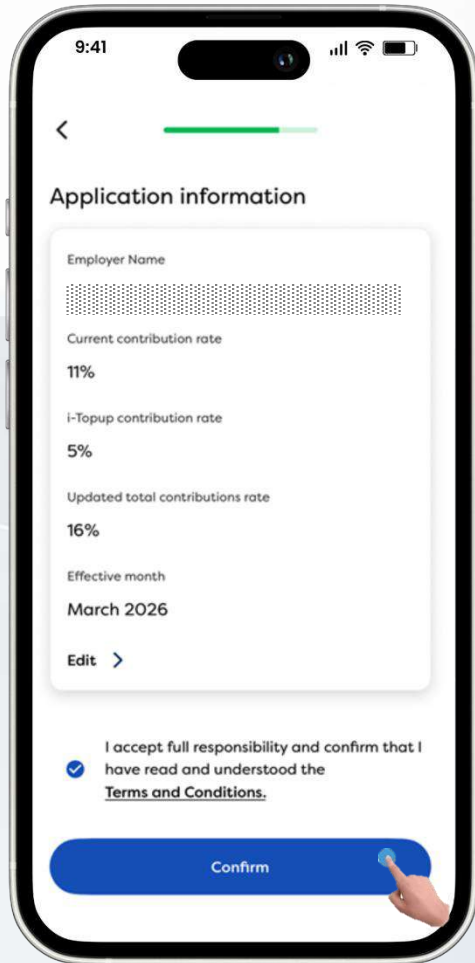


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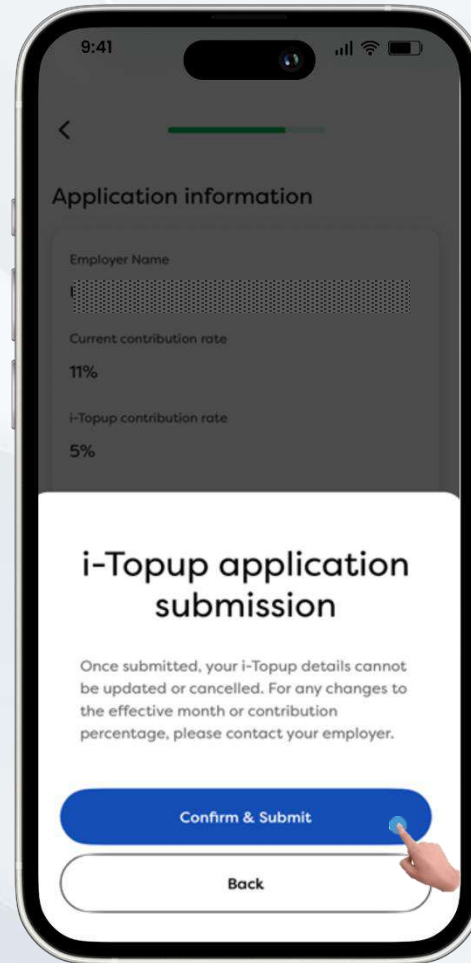


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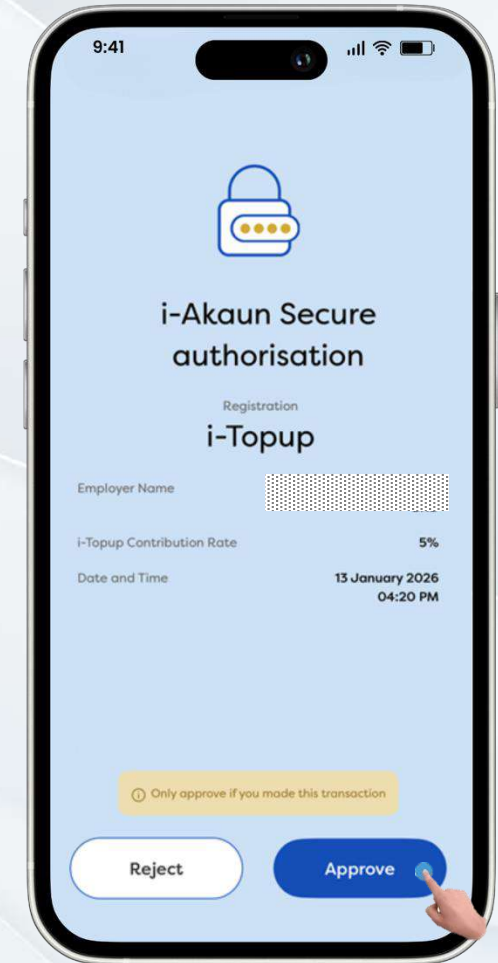
i-Topup (Employee's Share)



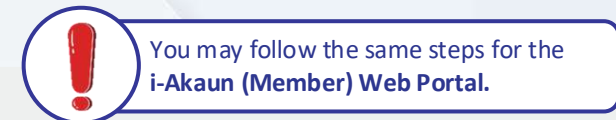
Step 9:
Tick the declaration and tap 'Confirm'



Step 10:
Reminder message will be displayed.
Tap 'Confirm & Submit' to submit your i-Topup application.



Step 11:
Tap 'Approve' on the 'i-Akaun Secure authorisation' screen.

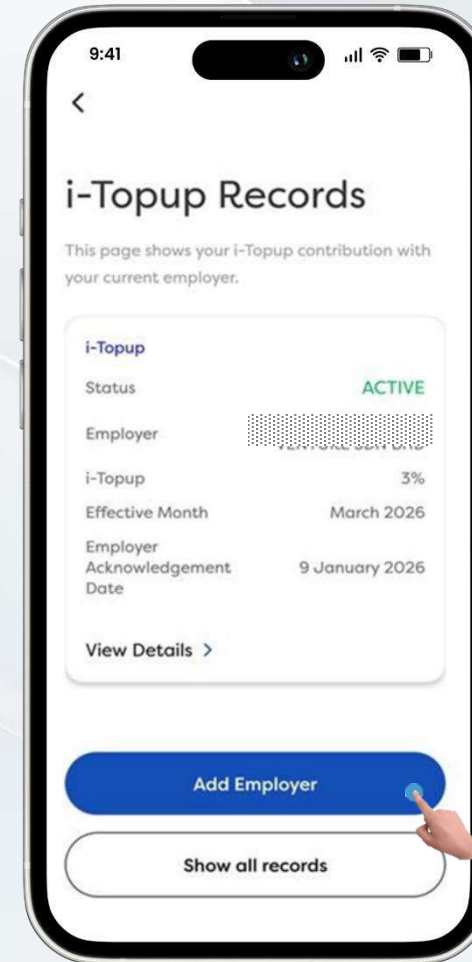
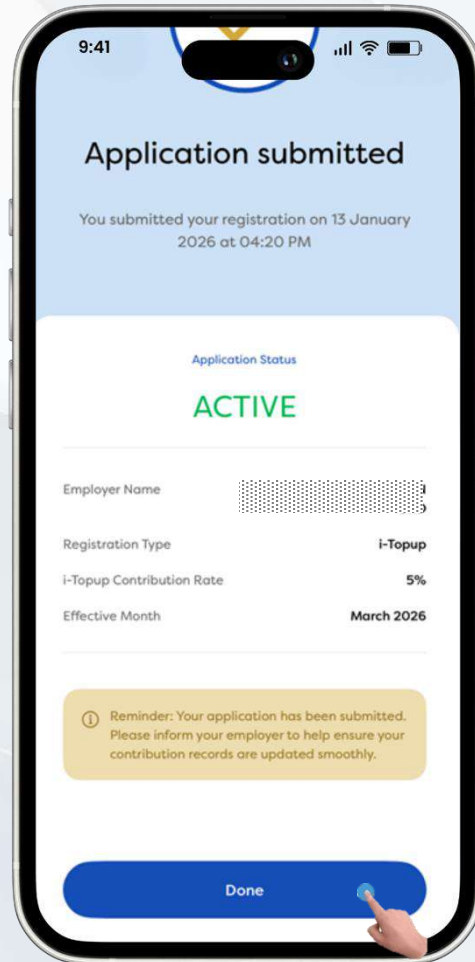
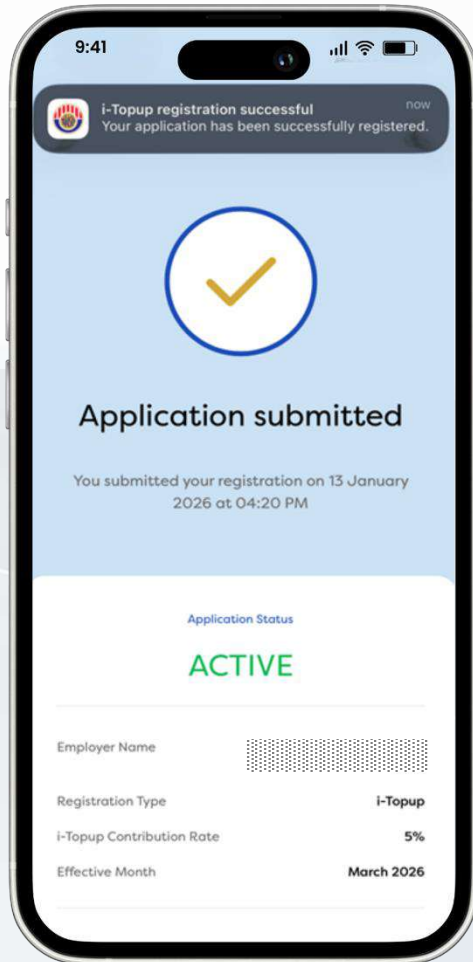


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i-Topup (Employee's Share)



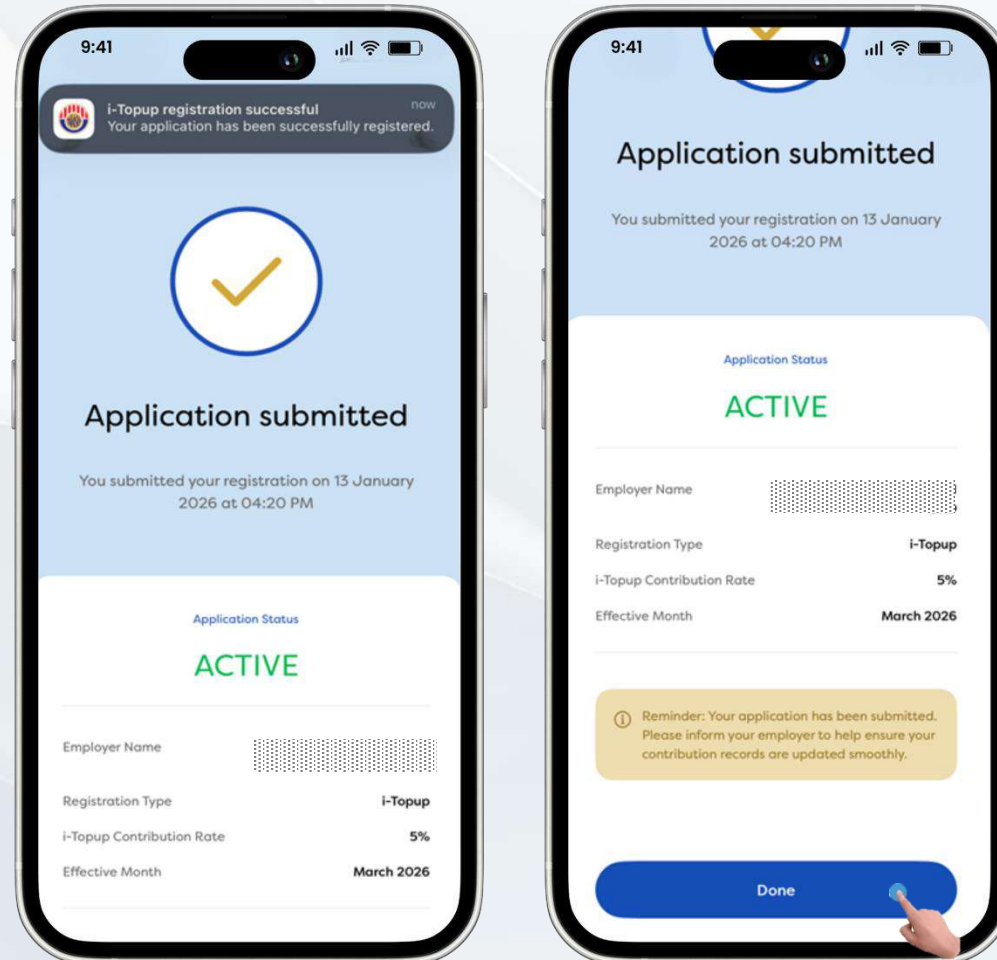
Step 12: Screen on 'Application submitted' will be displayed. Tap 'Done' to end the application

Step 13: Screen on 'i-Topup Records' will be displayed.



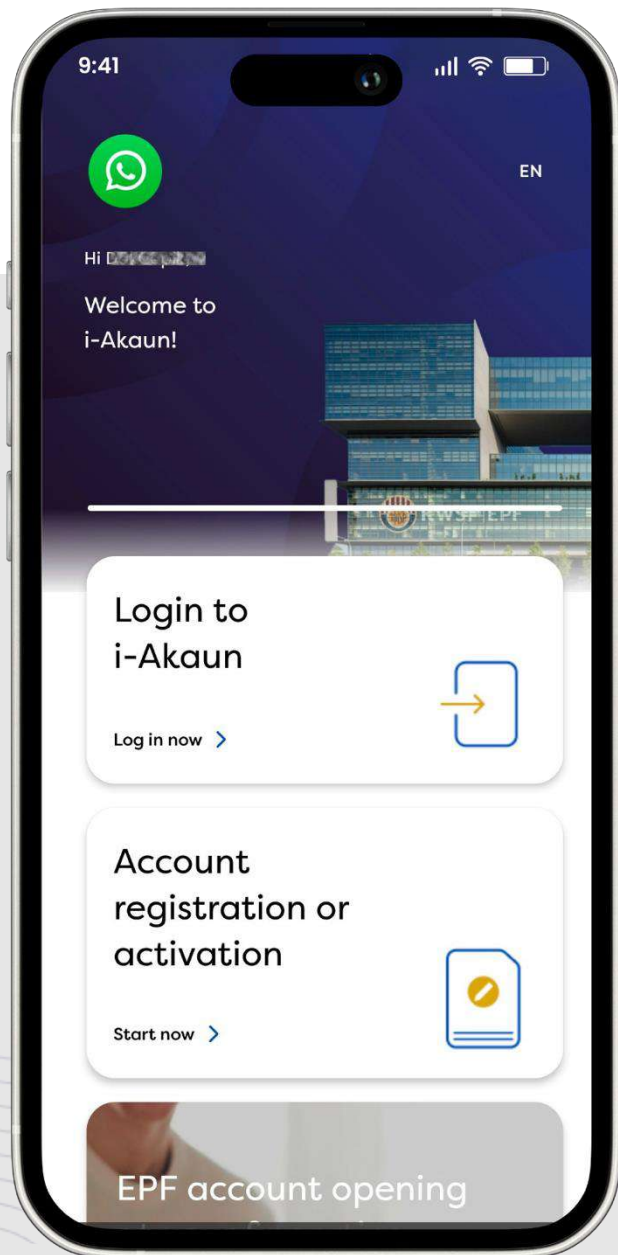
User Guide for i-Topup Application via KWSP i-Akaun App

i-Topup (Employee's Share)



Step 12:
Screen on 'Application submitted' will be displayed. Tap **Done** to end the application



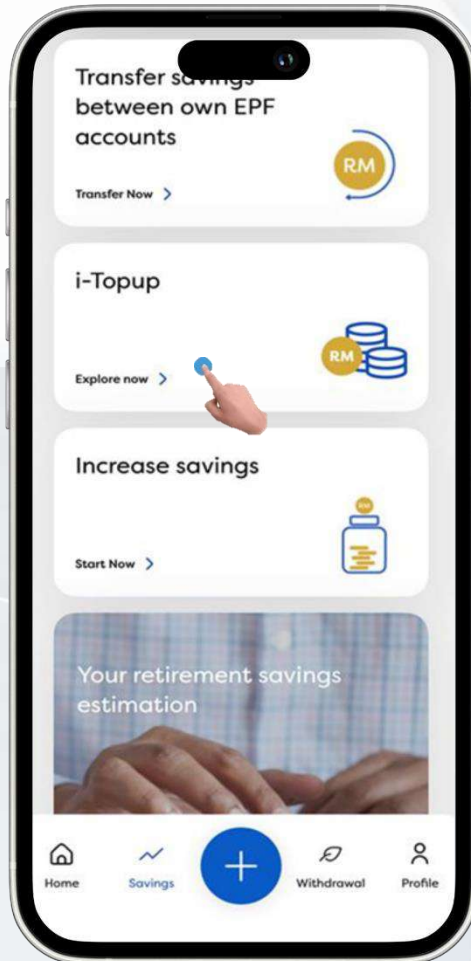


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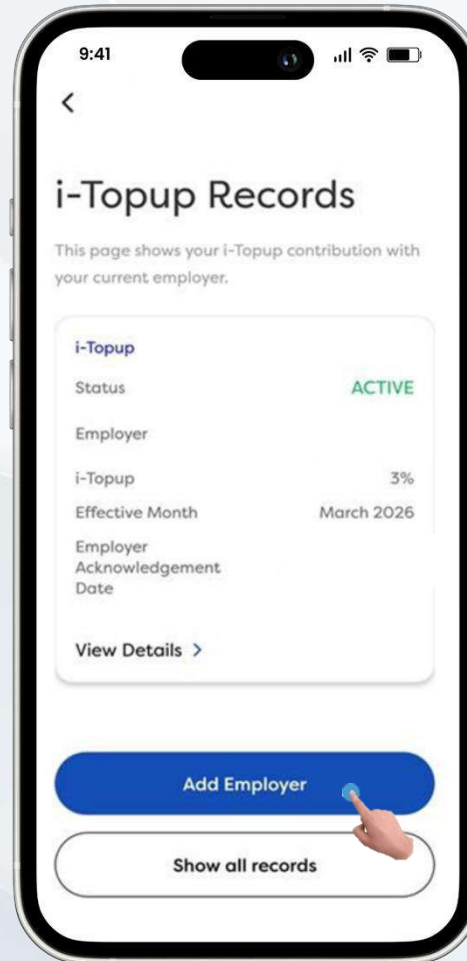
STEPS TO CHECK YOUR i-TOPUP (EMPLOYEE'S SHARE)

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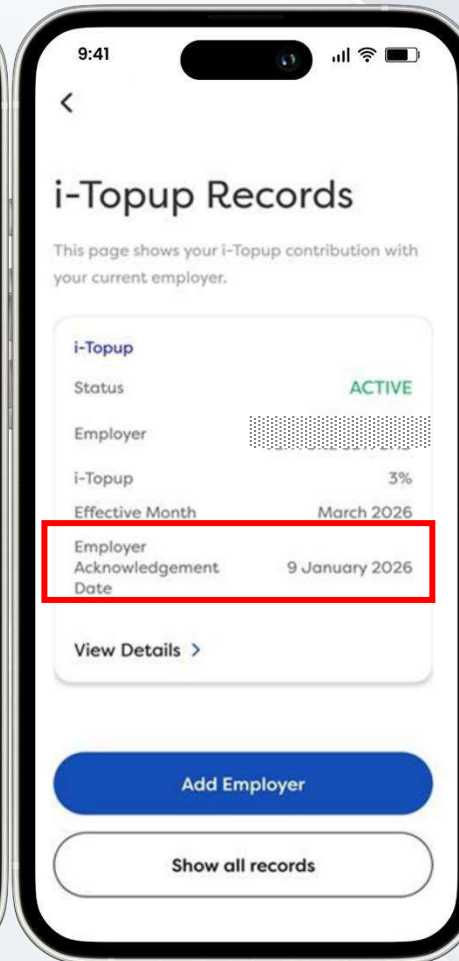
i-Topup (Employee's Share)



Step 1:
Tap on 'i-Topup'.



Step 2:
The "i-Topup Records" screen will be displayed. Check the Employer Confirmation Date to view the status of your application. If there is no date shown, please inform your employer to complete the confirmation via i-Akaun (Employer).



Note:
If you have more than one employer and wish to apply for i-Topup with another employer, tap on "Add Employer".



THANK YOU

