

User Manual

for

Electronic Distribution of Grant/Subsidized Schools

Provident Fund Statements (e-PFS)

for

Contributors

Distribution List : All e-PFS users

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Education Bureau

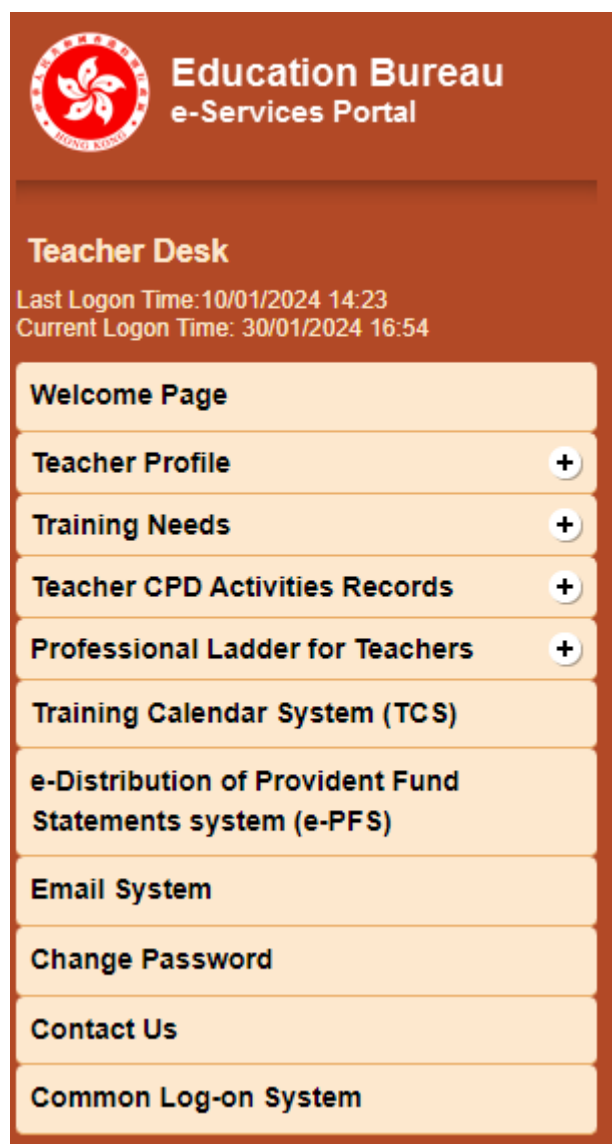
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1. Operational Procedures

1.1 Logon

Contributors can access e-PFS by logon the EDB e-Services Portal.

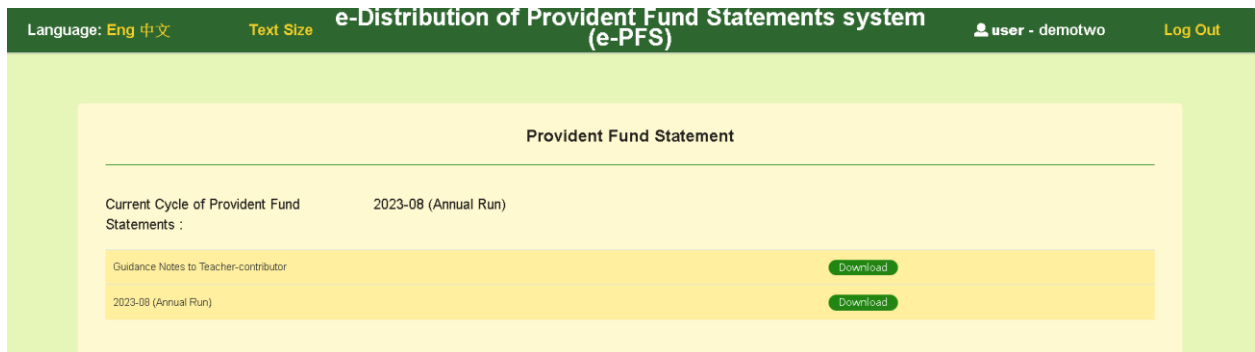


Steps:

1. Logon the EDB e-Services Portal.
2. Click “e-Distribution of Provident Fund Statements system (e-PFS)” button.

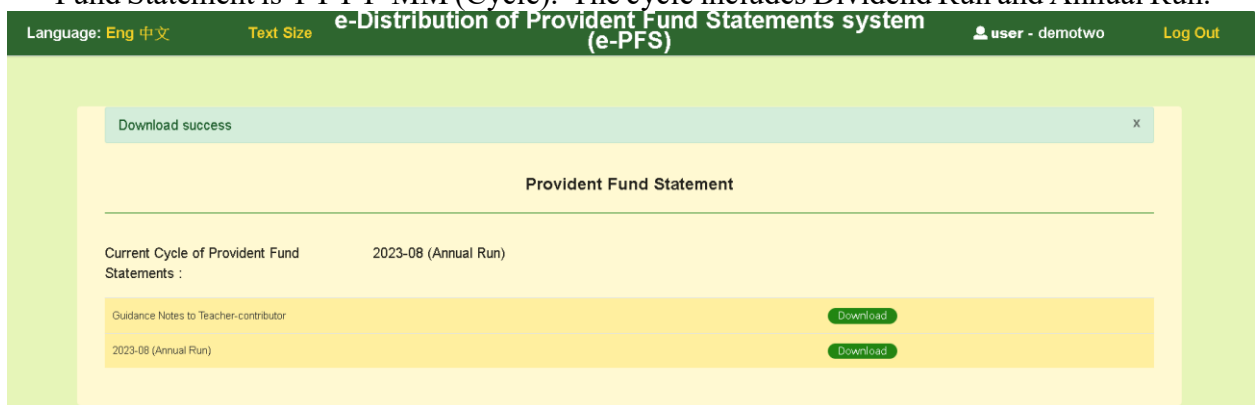
1.2 Download PF Statements

The e-PFS homepage shows Guidance Notes to Teacher-contributor and list of Provident Fund Statement of different cycles.



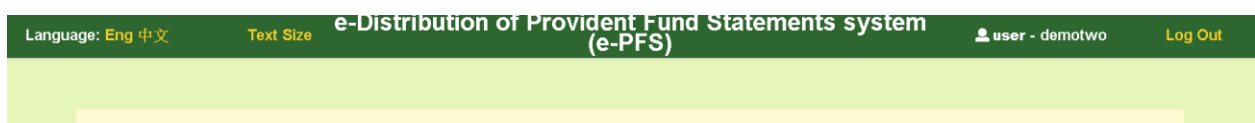
Steps:

1. Click “Download” button to download the Guidance Notes to Teacher-contributor or the Provident Fund Statement of corresponding cycle. The naming convention for Provident Fund Statement is YYYY-MM (Cycle). The cycle includes Dividend Run and Annual Run.



2. After the download is completed, go to the browser’s download folder and open the file by inputting the default password as mentioned in the notification email sent by the system to the contributors.

1.3 Logout



Steps:

1. Click “Log Out” button at the top right corner of the system.