



# **iPERKESO**

# **Employer Portal**

## Quickstart Guide

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Revision 2



Wiseyes Solutions Sdn. Bhd.

## What is iPERKESO Employer Portal

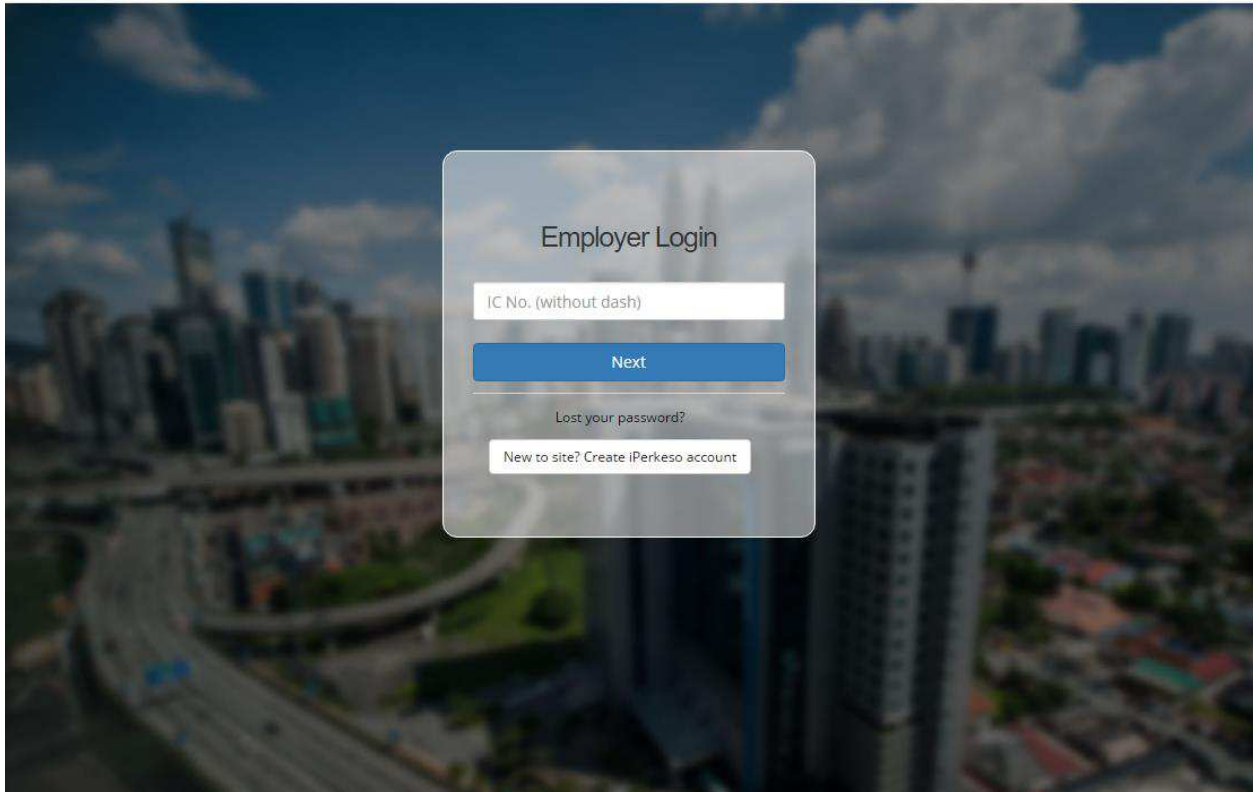
- It is for employer to perform transactions online.
- It allows employer to:
  - Add company that has been registered with PERKESO,
  - Manage employees,
  - Make monthly contribution & payment, and
  - Manage administrator accounts.
- URL: [www.iperkeso.my](http://www.iperkeso.my)

# Default Login Page



[Sign Up](#)

[Login](#)



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1. Upon reaching iPerkeso.my, employer is presented login page.



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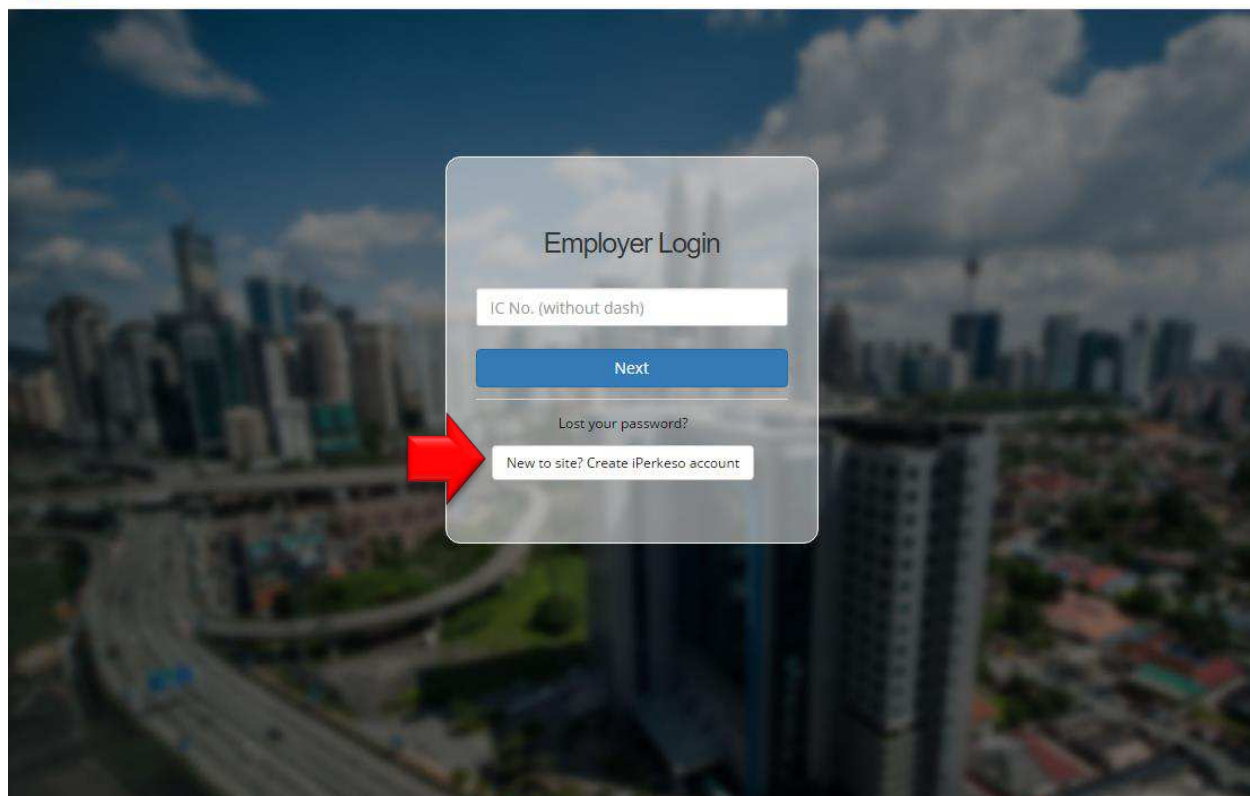
# FIRST TIME LOGIN

# 01. First Time Login



Sign Up

Login



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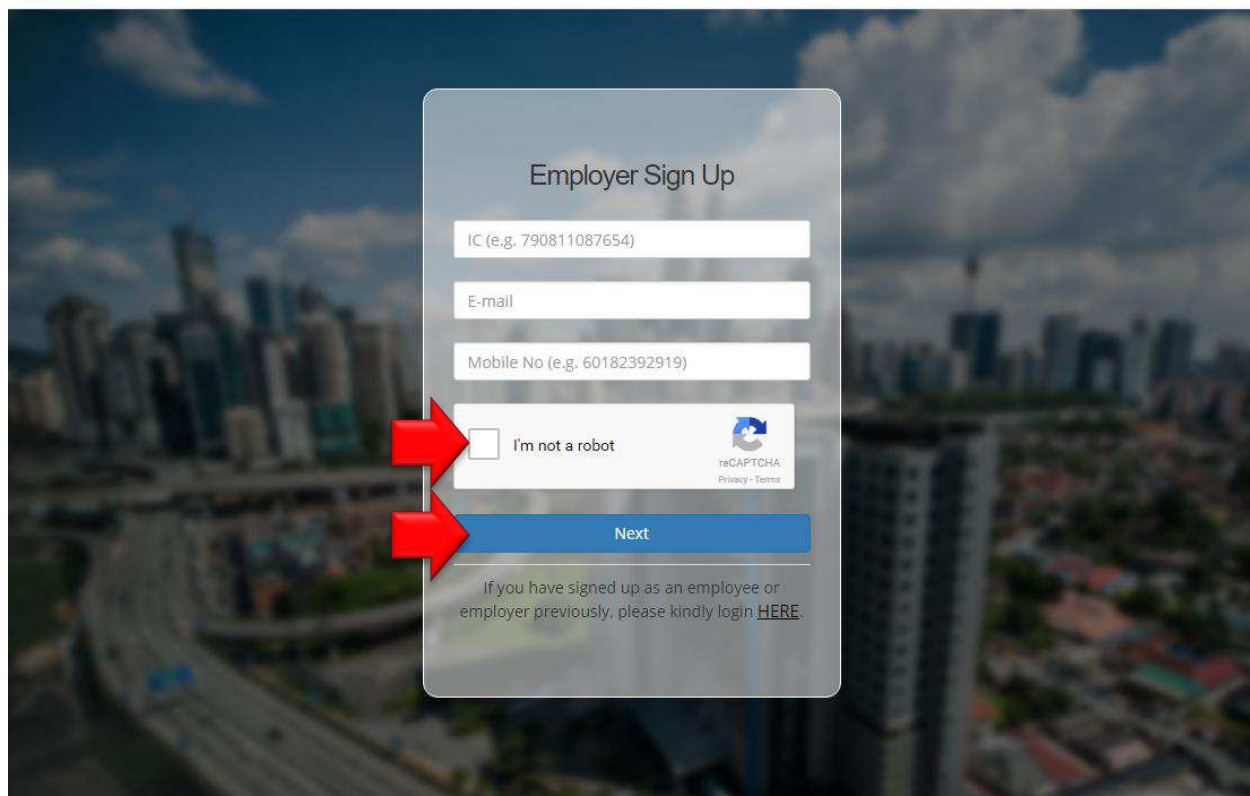
1. Click on the white button to create iPerkeso account.

## 02. Employer Sign Up



Sign Up

Login




Employer Sign Up

IC (e.g. 790811087654)

E-mail

Mobile No (e.g. 60182392919)

I'm not a robot  reCAPTCHA  
Privacy - Terms

Next

If you have signed up as an employee or employer previously, please kindly login [HERE](#).

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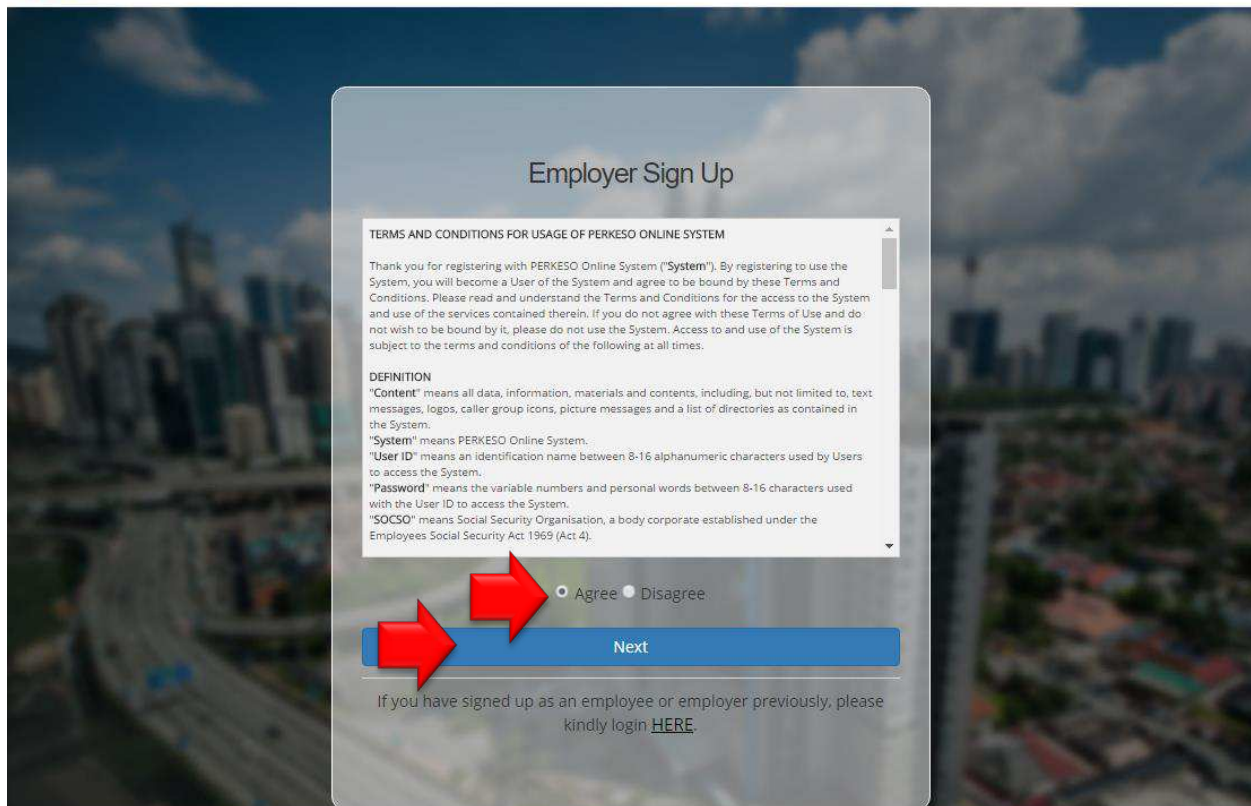
1. Employer is required to sign up using a valid New IC, Email address and Mobile number.
2. Check “I’m not a robot” checkbox and click “Next”.

# 03. Terms and Conditions



[Sign Up](#)

[Login](#)



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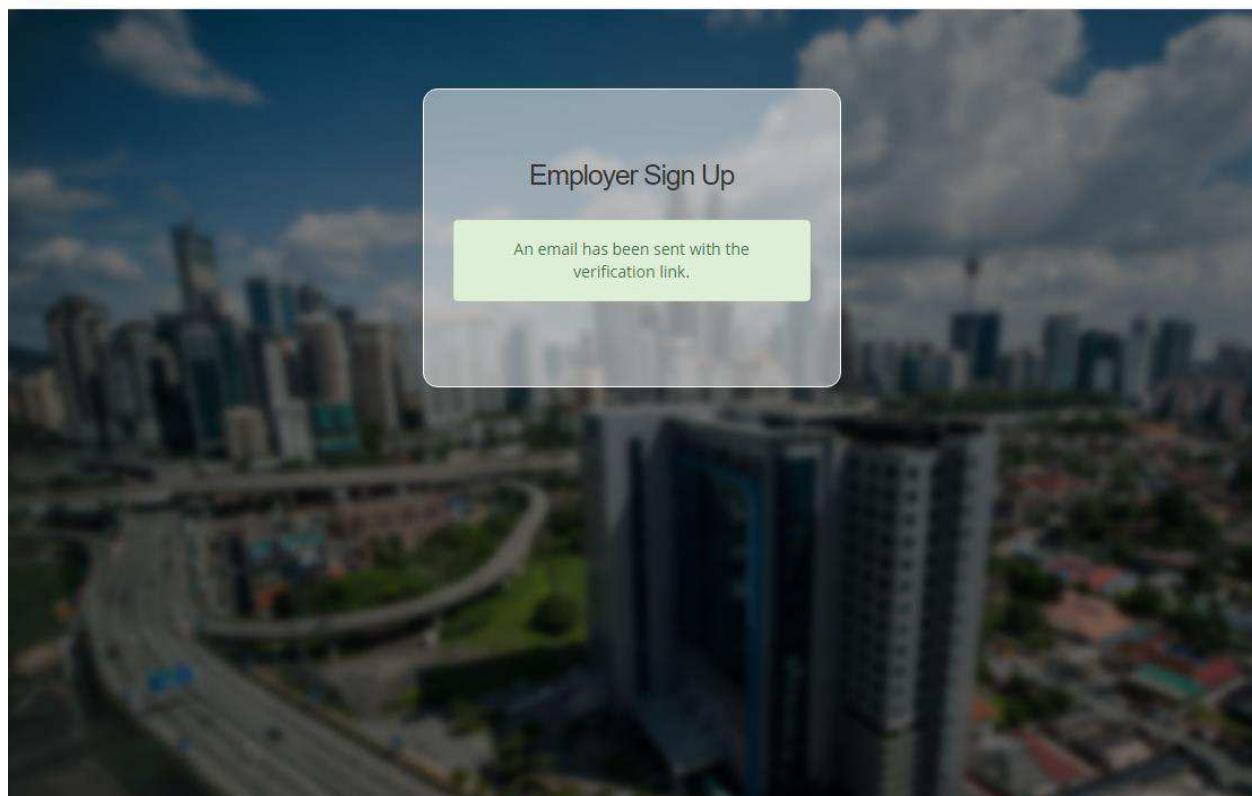
1. Employer is required to read and understand the Terms and Conditions.
2. Select "Agree" and click "Next".

## 04. Email Address Verification



[Sign Up](#)

[Login](#)



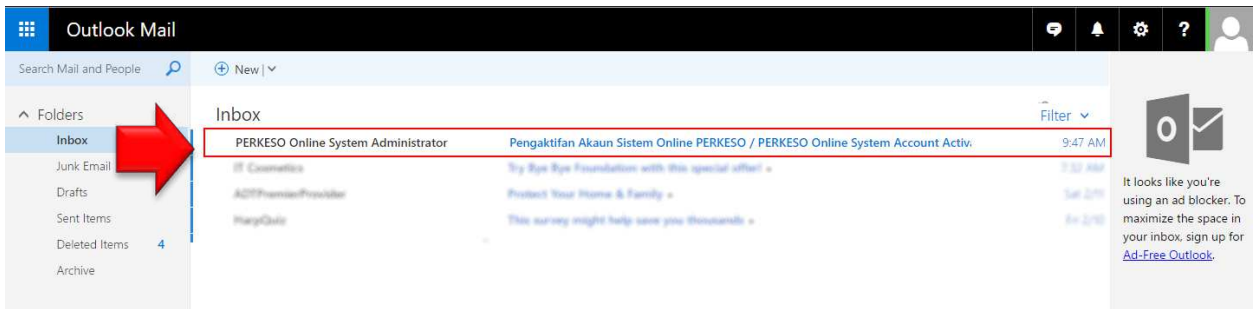
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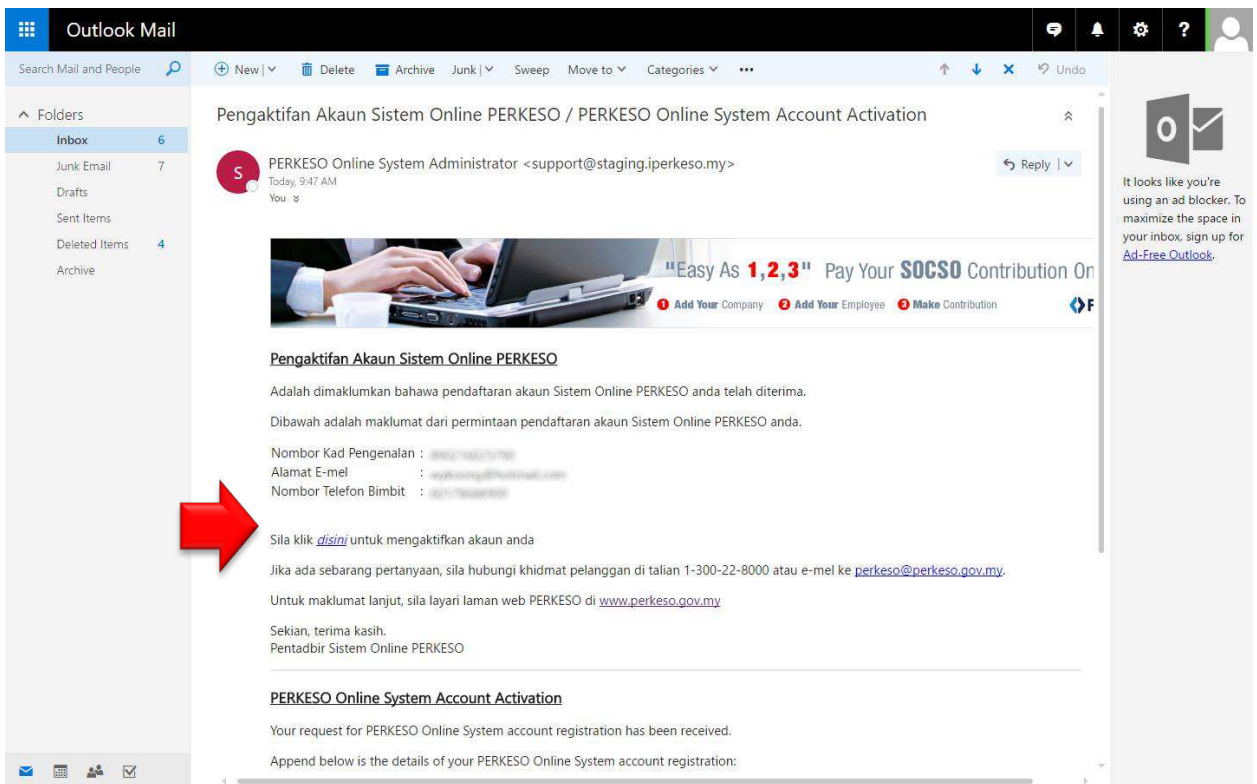
1. An email will be sent to registered email address.
2. Follow the instruction in email to complete verification process.



# 05. Email Verification and Account Activation



1. Check email Inbox/Spam folder for verification email.



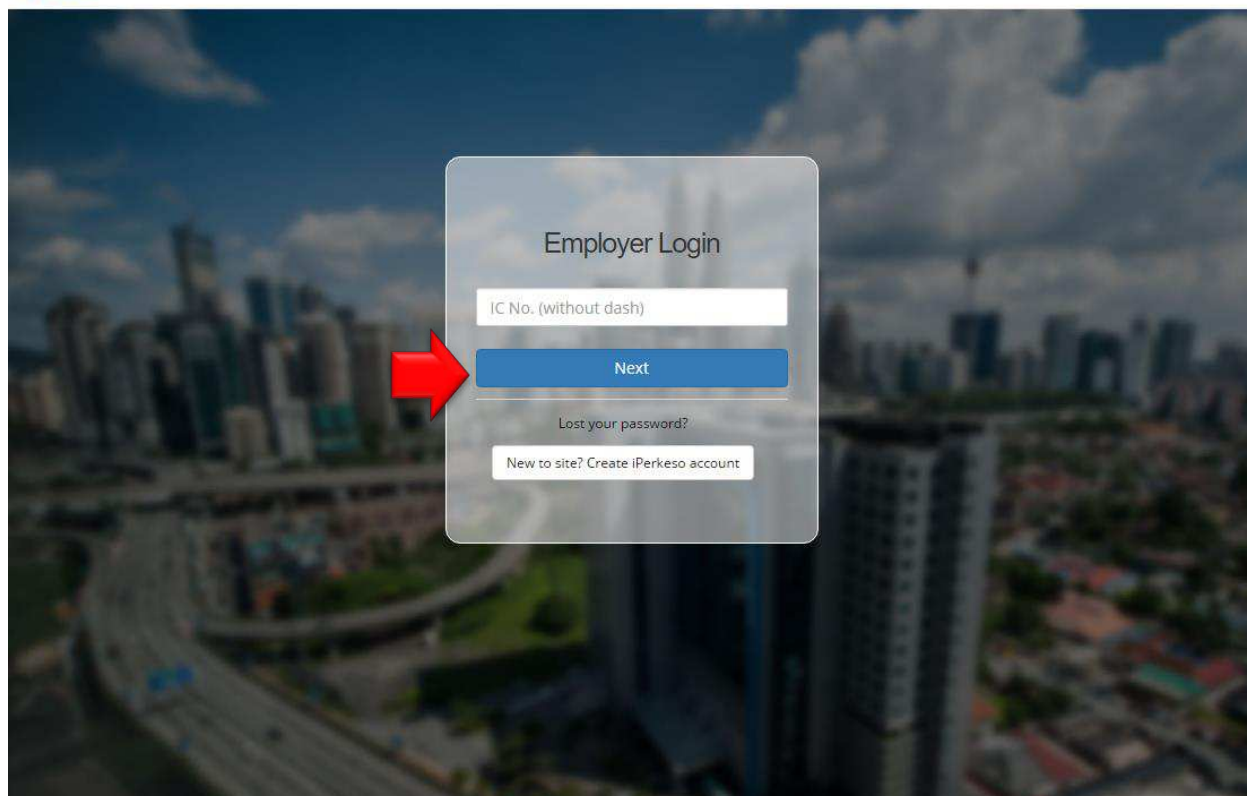
2. Click on the link to activate iPERKESO account and complete verification process.

## 06. Employer to perform first time login



Sign Up

Login



Employer Login

IC No. (without dash)

Next

Lost your password?

New to site? Create iPerkeso account

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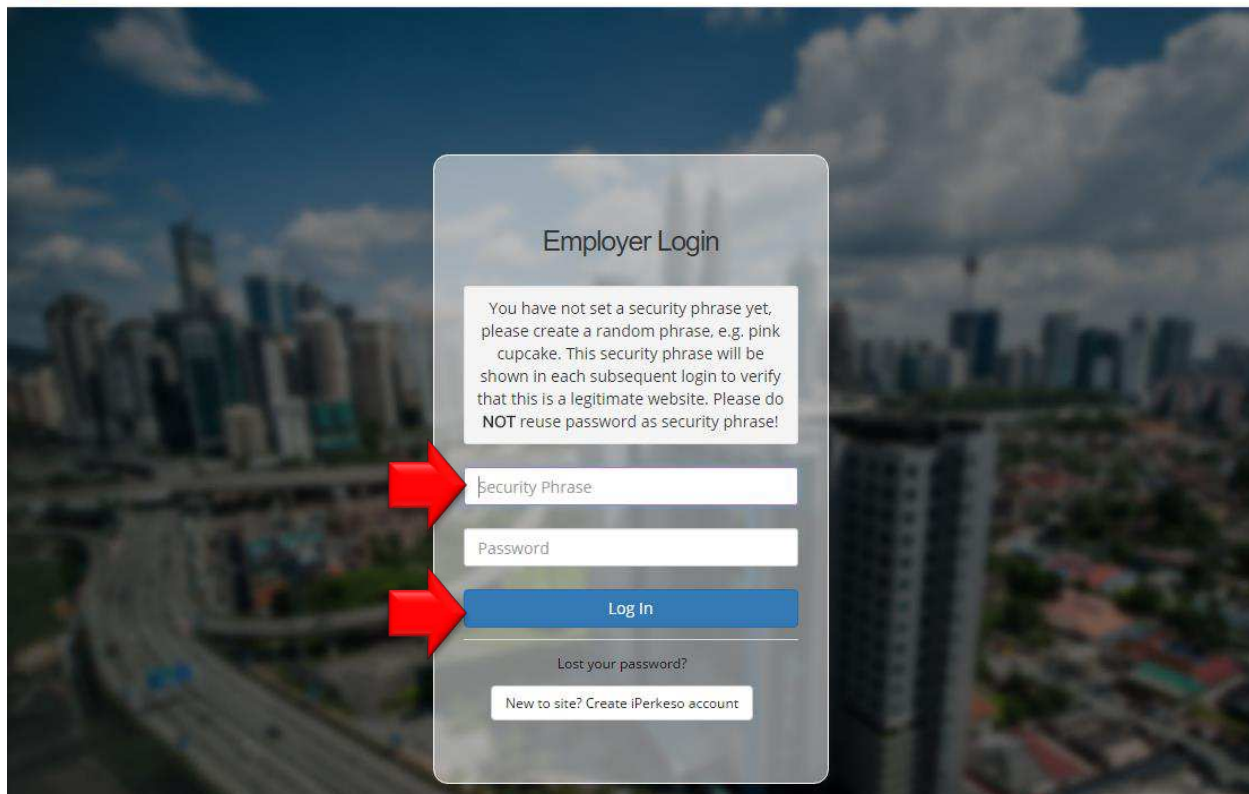
1. Navigate to [www.iperkeso.my](http://www.iperkeso.my) in a browser.
2. Enters the same New IC number.
3. Click “Next” to continue.

## 07. Employer defines Security Phase



[Sign Up](#)

[Login](#)



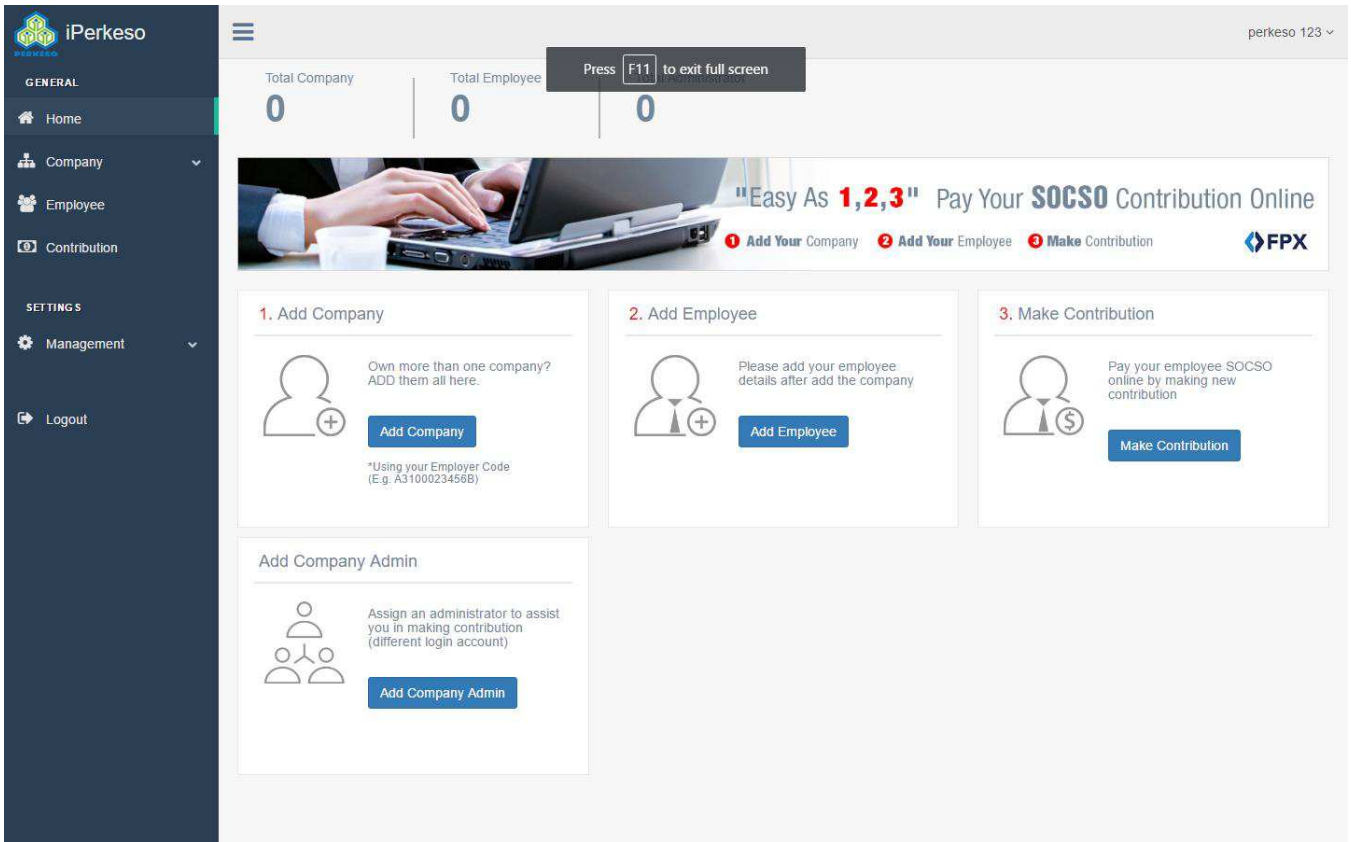
The screenshot shows the 'Employer Login' interface. At the top, it says 'Employer Login'. Below that, a message reads: 'You have not set a security phrase yet, please create a random phrase, e.g. pink cupcake. This security phrase will be shown in each subsequent login to verify that this is a legitimate website. Please do NOT reuse password as security phrase!'. There are two red arrows pointing to the 'Security Phrase' input field and the 'Log In' button. Below the input fields, there is a 'Lost your password?' link and a 'New to site? Create iPerkeso account' link.

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1. As part of the security, employer is required to define a "Security Phase" during first time login.
2. Define any phrase you want e.g. "53cr3t Phr4s3".
3. After entered password different from security phrase, click "Next" to continue.

# 08. Employer Main Page



The screenshot shows the iPerkeso Employer Main Page. On the left is a dark blue sidebar with the iPerkeso logo and navigation options: GENERAL (Home, Company, Employee, Contribution) and SETTINGS (Management, Logout). The main content area has a header with 'perkeso 123' and a 'Press F11 to exit full screen' button. Below the header are three statistics: Total Company (0), Total Employee (0), and a third '0' with a plus sign. A banner below the statistics reads '"Easy As 1,2,3" Pay Your SOCSO Contribution Online' with steps: 1 Add Your Company, 2 Add Your Employee, 3 Make Contribution, and the FPX logo. The main content is divided into four sections: 1. Add Company (with a person icon and a plus sign, text: 'Own more than one company? ADD them all here.', button: 'Add Company', note: '\*Using your Employer Code (E.g. A3100023456B)'), 2. Add Employee (with a person icon and a plus sign, text: 'Please add your employee details after add the company', button: 'Add Employee'), 3. Make Contribution (with a person icon and a dollar sign, text: 'Pay your employee SOCSO online by making new contribution', button: 'Make Contribution'), and 4. Add Company Admin (with a group of people icon, text: 'Assign an administrator to assist you in making contribution (different login account)', button: 'Add Company Admin').

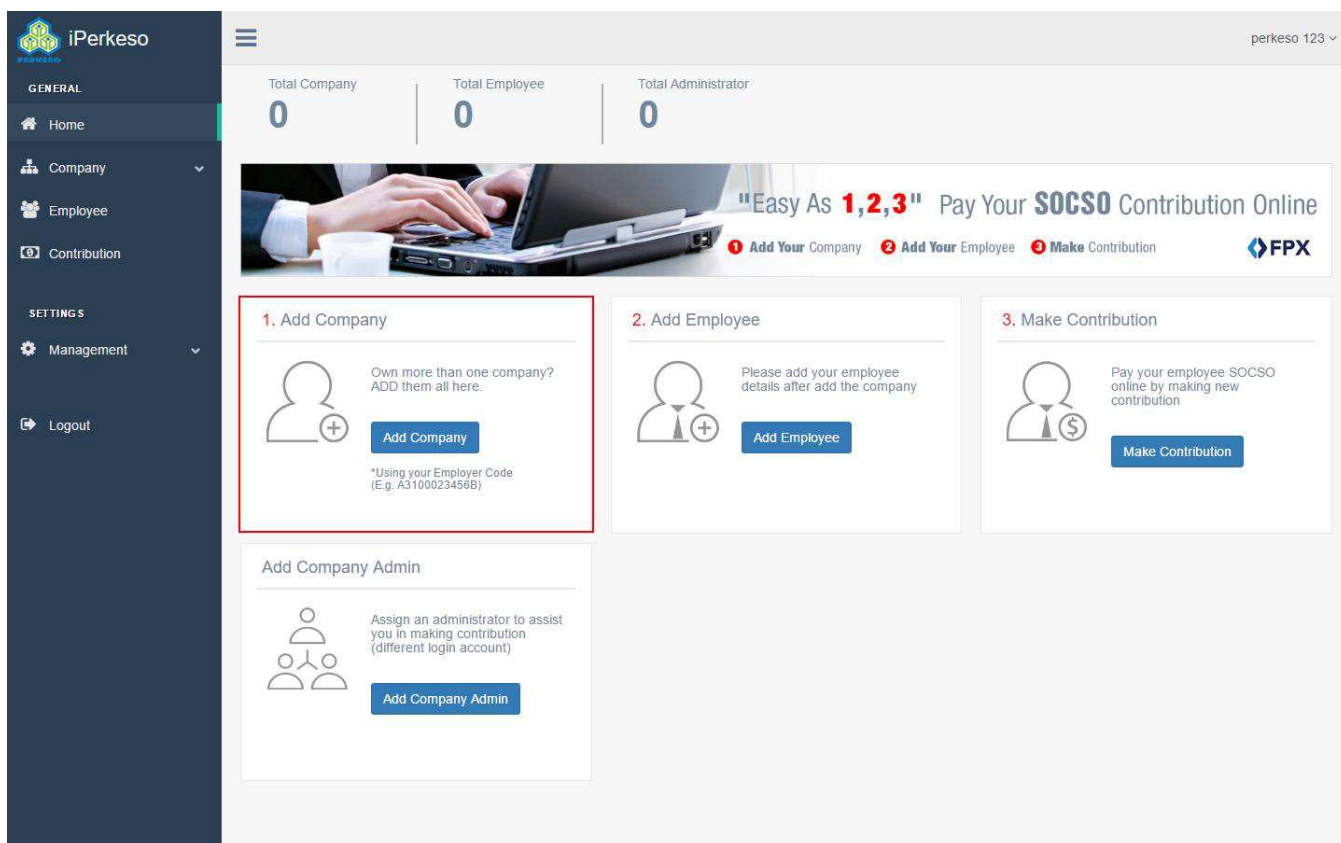
1. Upon successful login, Employer Main page will be displayed.



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**ADD COMPANY**

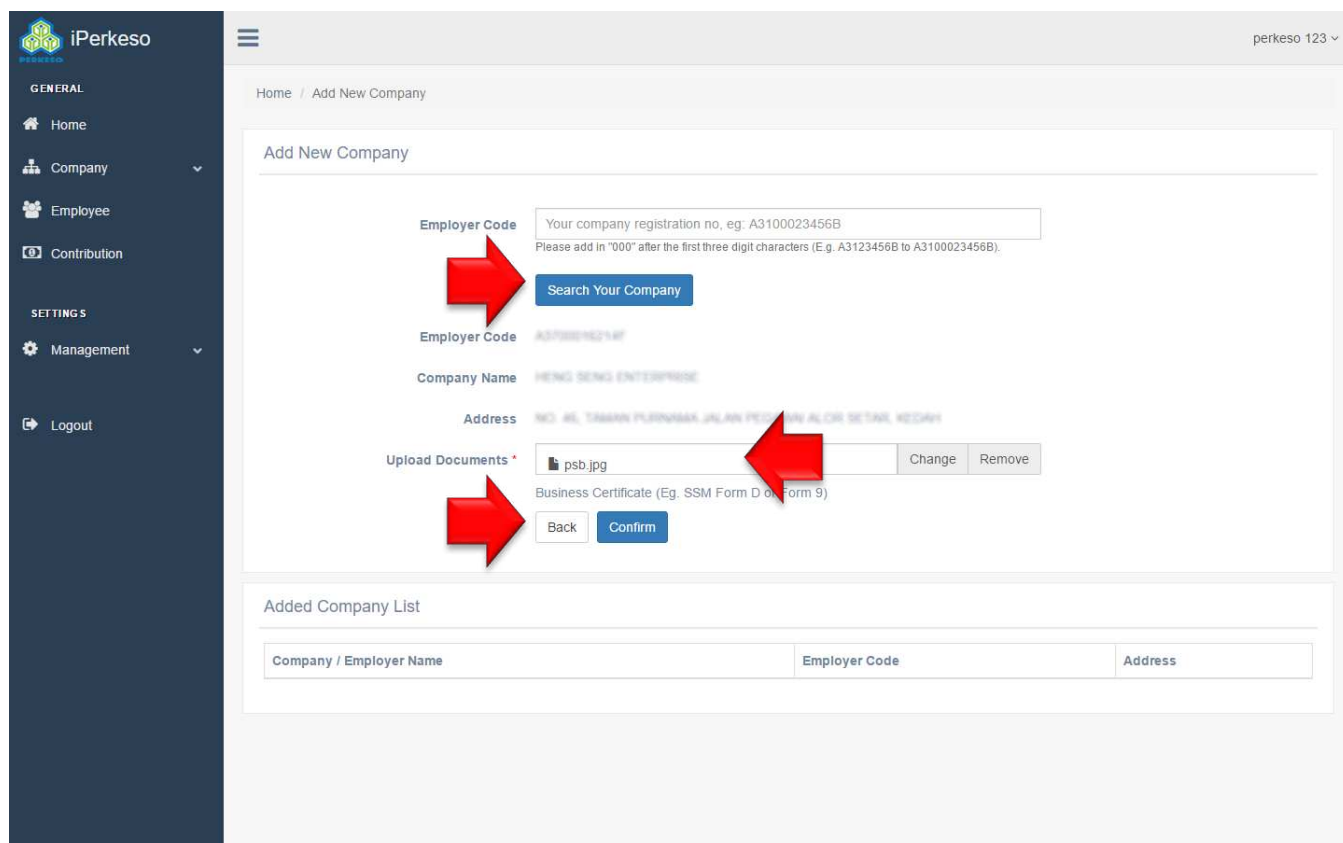
# 01. Add Company



The screenshot displays the iPerkeso web application interface. On the left is a dark blue sidebar with navigation options: Home, Company, Employee, Contribution, Management, and Logout. The main content area features a header with a hamburger menu and the user name 'perkeso 123'. Below the header are three summary cards: 'Total Company' with a value of 0, 'Total Employee' with a value of 0, and 'Total Administrator' with a value of 0. A banner below these cards reads '"Easy As 1,2,3" Pay Your SOCSO Contribution Online' with steps: 1 Add Your Company, 2 Add Your Employee, and 3 Make Contribution, accompanied by the FPX logo. The main content area is divided into three columns: '1. Add Company' (highlighted with a red border), '2. Add Employee', and '3. Make Contribution'. The '1. Add Company' section includes a person icon with a plus sign, the text 'Own more than one company? ADD them all here.', an 'Add Company' button, and a note: '\*Using your Employer Code (E.g. A3100023456B)'. Below this is an 'Add Company Admin' section with a group of people icon, the text 'Assign an administrator to assist you in making contribution (different login account)', and an 'Add Company Admin' button.

1. On Employer Main Page, click "Add Company" to add company into profile.

## 02. Search and select company



Home / Add New Company

perkeso 123

Add New Company

Employer Code   
Please add in "000" after the first three digit characters (E.g. A3123456B to A3100023456B).

**Search Your Company**

Employer Code A3123456B

Company Name HENG SENG ENTERPRISE

Address NO. 45, TAMAN PERNAMA JALAN PERKESO ALOR SETAR KEDAH

Upload Documents \*  Change Remove

Business Certificate (Eg. SSM Form D or Form 9)

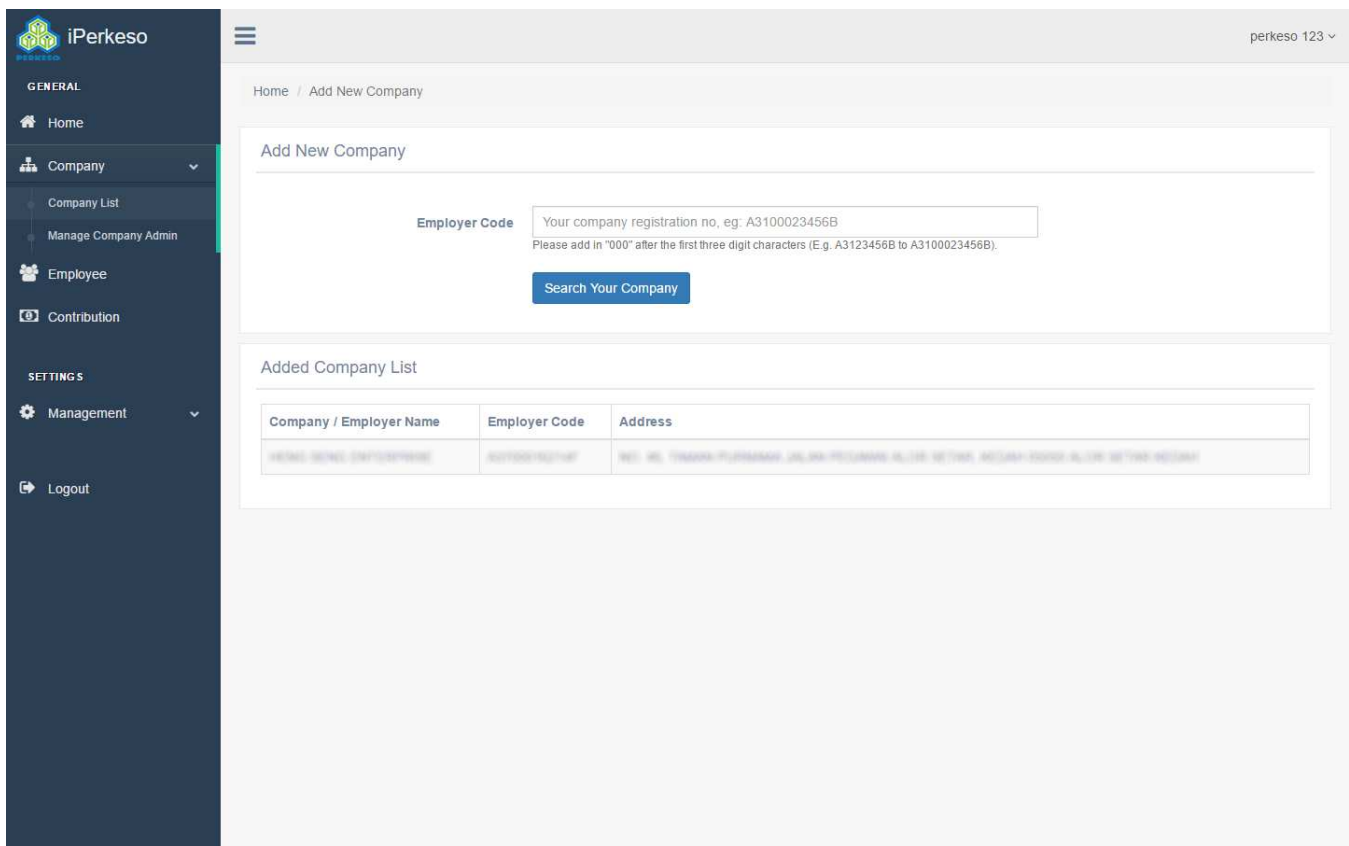
Back Confirm

Added Company List

Company / Employer Name	Employer Code	Address
HENG SENG ENTERPRISE	A3123456B	NO. 45, TAMAN PERNAMA JALAN PERKESO ALOR SETAR KEDAH

1. Enter 12-characters “Kod Majikan” as provided by PERKESO into “Employer Code” search field and click on “Search Your Company”.
2. If the provided “Kod Majikan” is valid, system will populate details of the company.
3. Upload “Business Certificate” (e.g. Form 9, Form D) and click “Confirm” button.

# 03. Company list



Home / Add New Company

Add New Company

**Employer Code**   
Please add in "000" after the first three digit characters (E.g. A3123456B to A3100023456B).

[Search Your Company](#)

Added Company List

Company / Employer Name	Employer Code	Address
PT. ABC	1234567890	Jl. Merdeka No. 100, Jakarta

1. After adding a company, the company will be listed in Company List page.

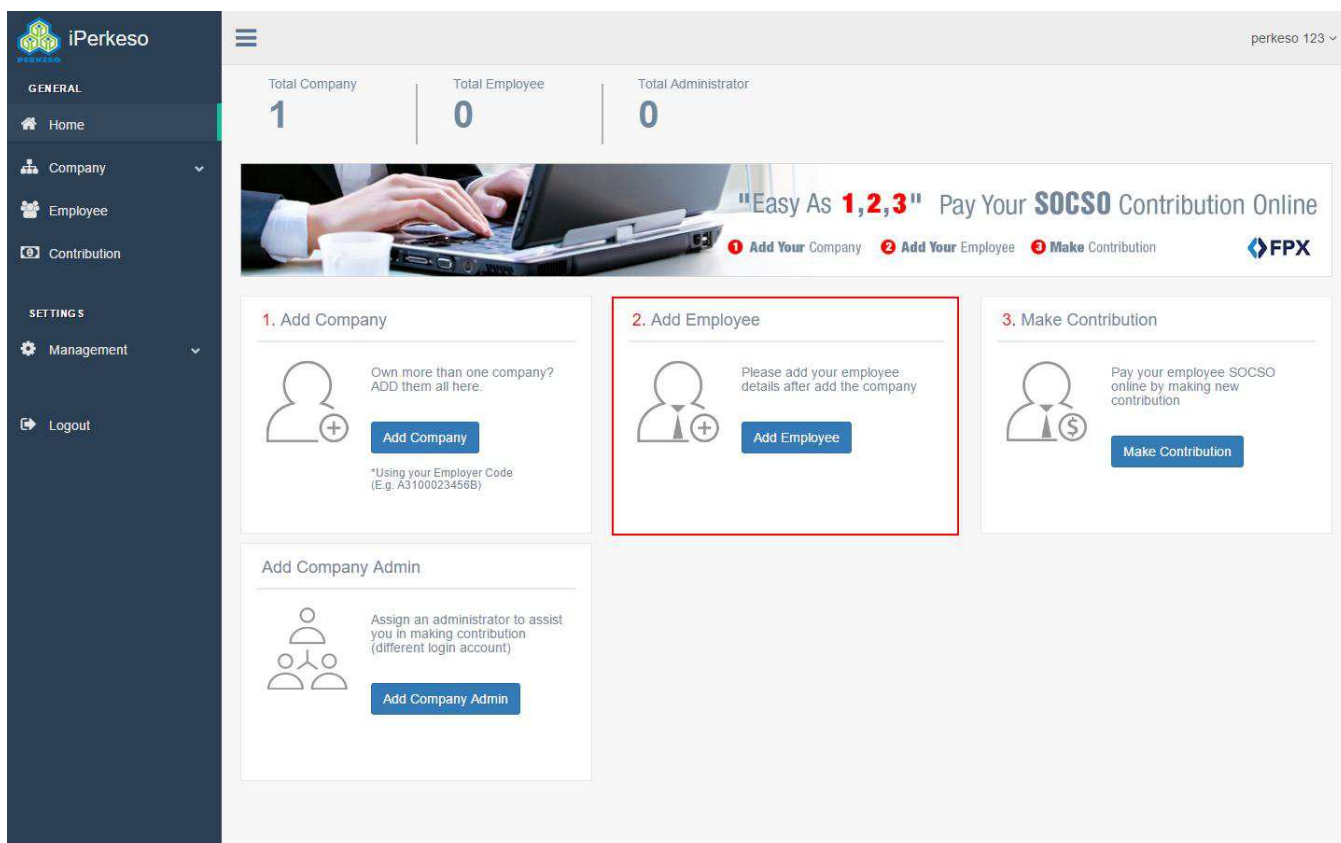




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# ADD EMPLOYEE

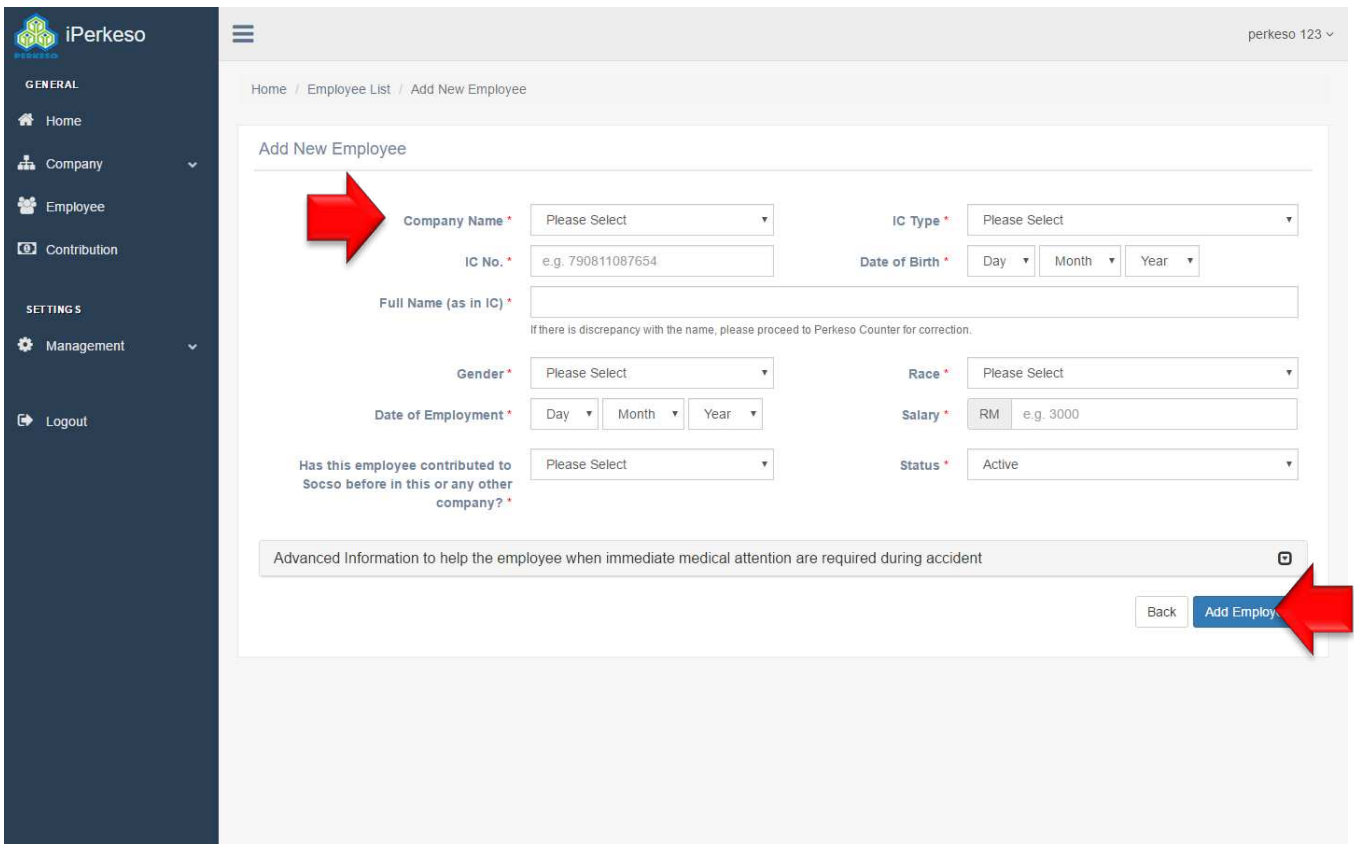
# 01. Add Employee



The screenshot shows the iPerkeso web application interface. On the left is a dark blue sidebar with navigation options: Home, Company, Employee, Contribution, Management, and Logout. The main content area has a top header with a hamburger menu and the user name 'perkeso 123'. Below the header are three summary cards: 'Total Company' with a value of 1, 'Total Employee' with a value of 0, and 'Total Administrator' with a value of 0. A banner below these cards features a laptop image and the text: '"Easy As 1,2,3" Pay Your SOCSO Contribution Online' with steps 1 Add Your Company, 2 Add Your Employee, and 3 Make Contribution, and the FPX logo. The main content area is divided into three columns: '1. Add Company' with an 'Add Company' button and a note about Employer Code; '2. Add Employee' (highlighted with a red border) with an 'Add Employee' button and a note to add details after adding the company; and '3. Make Contribution' with a 'Make Contribution' button and a note to pay SOCSO online. Below these is an 'Add Company Admin' section with an 'Add Company Admin' button and a note to assign an administrator.

1. On Employer Main Page, click "Add Employee" to add employee to a company.

## 02. Add an employee to Company



Home / Employee List / Add New Employee

perkeso 123

### Add New Employee

**Company Name \*** Please Select **IC Type \*** Please Select

**IC No. \*** e.g. 790811087654 **Date of Birth \*** Day Month Year

**Full Name (as in IC) \***

If there is discrepancy with the name, please proceed to Perkeso Counter for correction.

**Gender \*** Please Select **Race \*** Please Select

**Date of Employment \*** Day Month Year **Salary \*** RM e.g. 3000

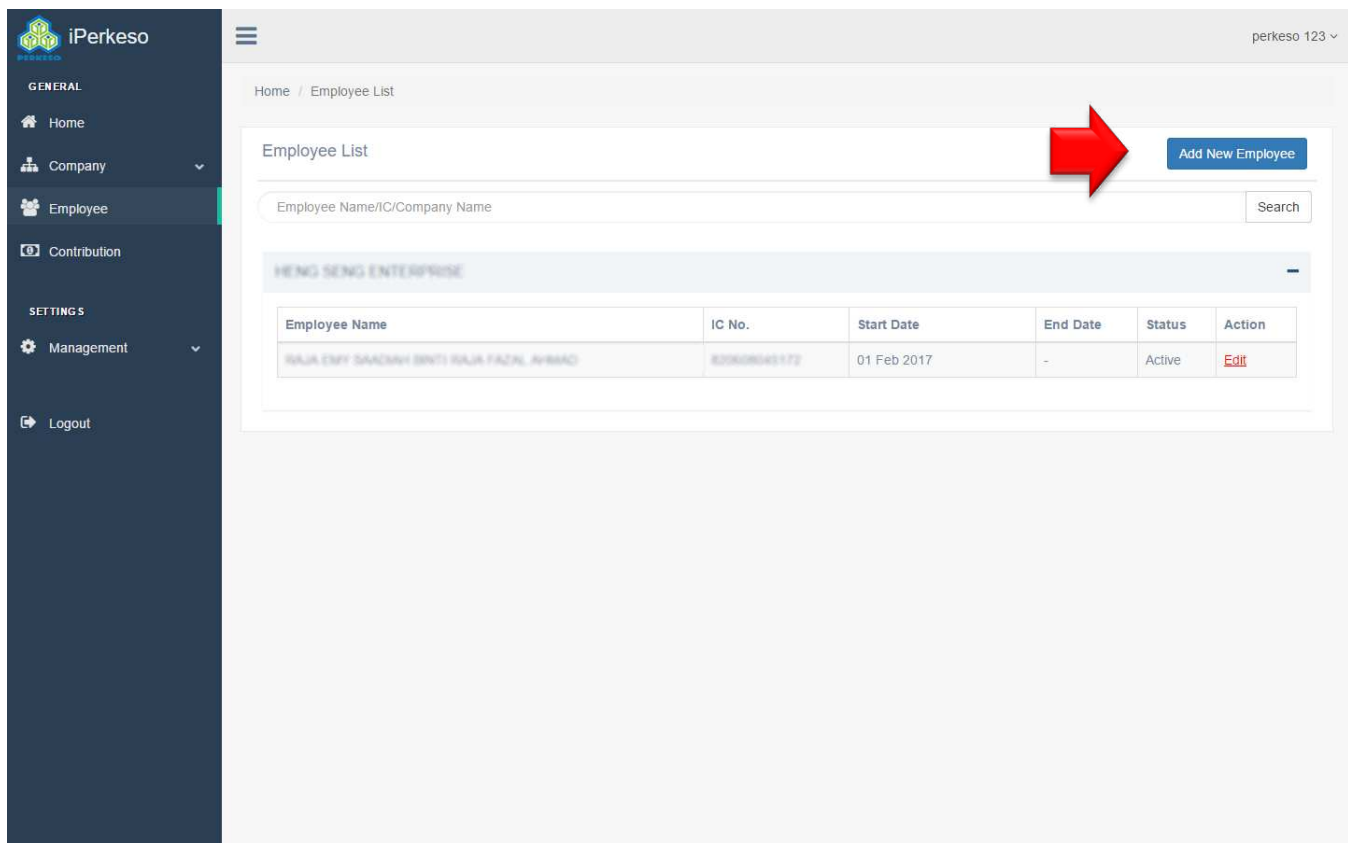
**Has this employee contributed to Socso before in this or any other company? \*** Please Select **Status \*** Active

Advanced Information to help the employee when immediate medical attention are required during accident

Back Add Employee

1. Do select a company and fill in employee information.
2. If the employee has registered with PERKESO, his/her name will be auto populated. If the employee has not register with PERKESO yet, employer need to enter all information as appeared in New IC.
3. Click “Add Employee” button.

## 03. Employee List



Home / Employee List

Employee List

Employee Name/IC/Company Name  Search

HENG SENG ENTERPRISE

Employee Name	IC No.	Start Date	End Date	Status	Action
RAJA EMY SAGINH BINTI RAJA FAZAL AHMAD	82960843172	01 Feb 2017	-	Active	<a href="#">Edit</a>

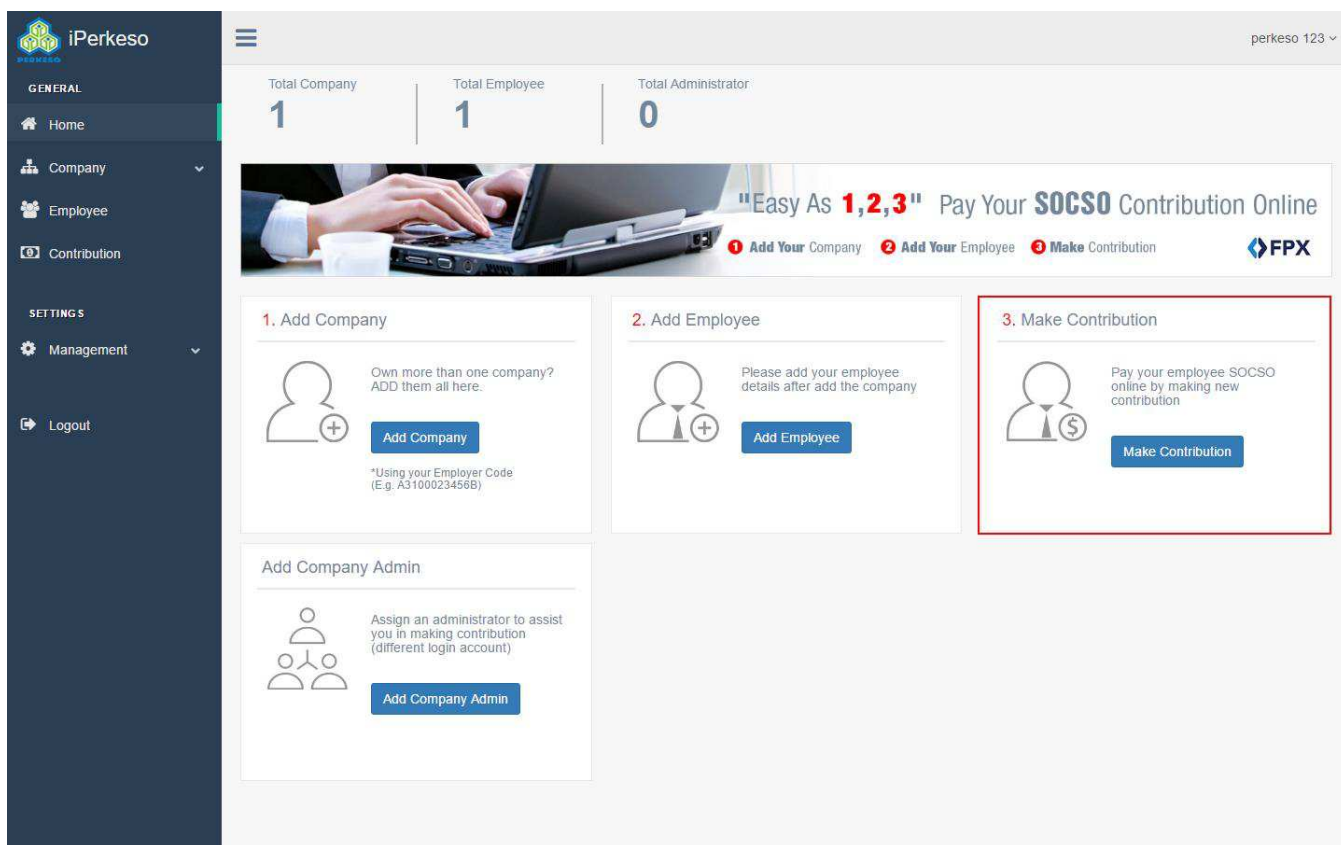
1. System displays Employee List upon adding an employee.
2. Employer can add additional employee by clicking “Add New Employee” button and repeat this process again.



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# MAKE CONTRIBUTION

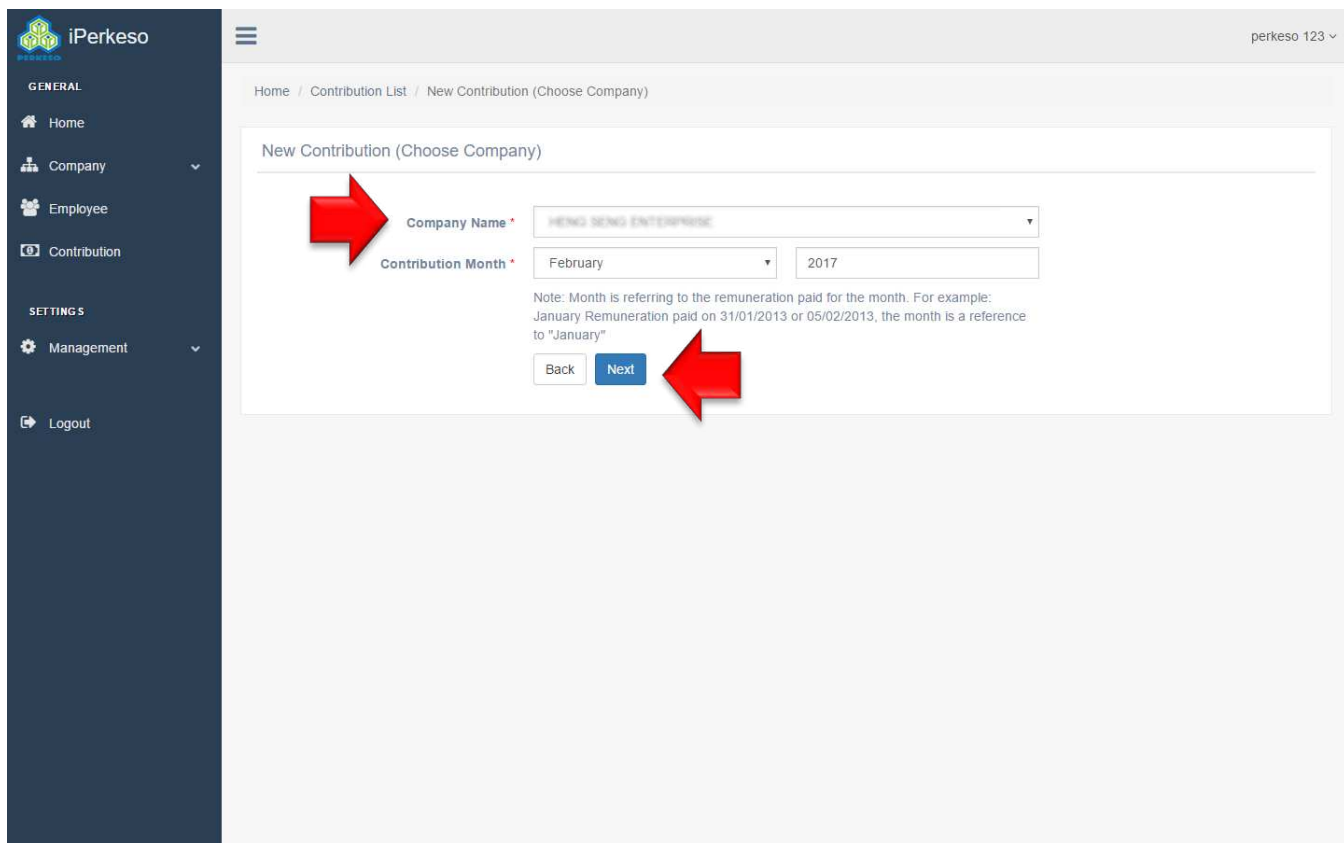
# 01. Make Contribution



The screenshot displays the iPerkeso web application interface. At the top, there are statistics: Total Company (1), Total Employee (1), and Total Administrator (0). Below this is a banner for "Easy As 1,2,3" Pay Your SOCSO Contribution Online, with steps 1 (Add Your Company), 2 (Add Your Employee), and 3 (Make Contribution). The "3. Make Contribution" step is highlighted with a red border. Below the banner are three main sections: "1. Add Company" (with an "Add Company" button), "2. Add Employee" (with an "Add Employee" button), and "3. Make Contribution" (with a "Make Contribution" button). Below these is an "Add Company Admin" section with an "Add Company Admin" button. The left sidebar contains navigation options: Home, Company, Employee, Contribution, Management, and Logout.

1. On Employer Main Page, click “Make Contribution” to proceed.

## 02. Select company and contribution period



Home / Contribution List / New Contribution (Choose Company)

New Contribution (Choose Company)

Company Name \* HENG SENG ENTERPRISE

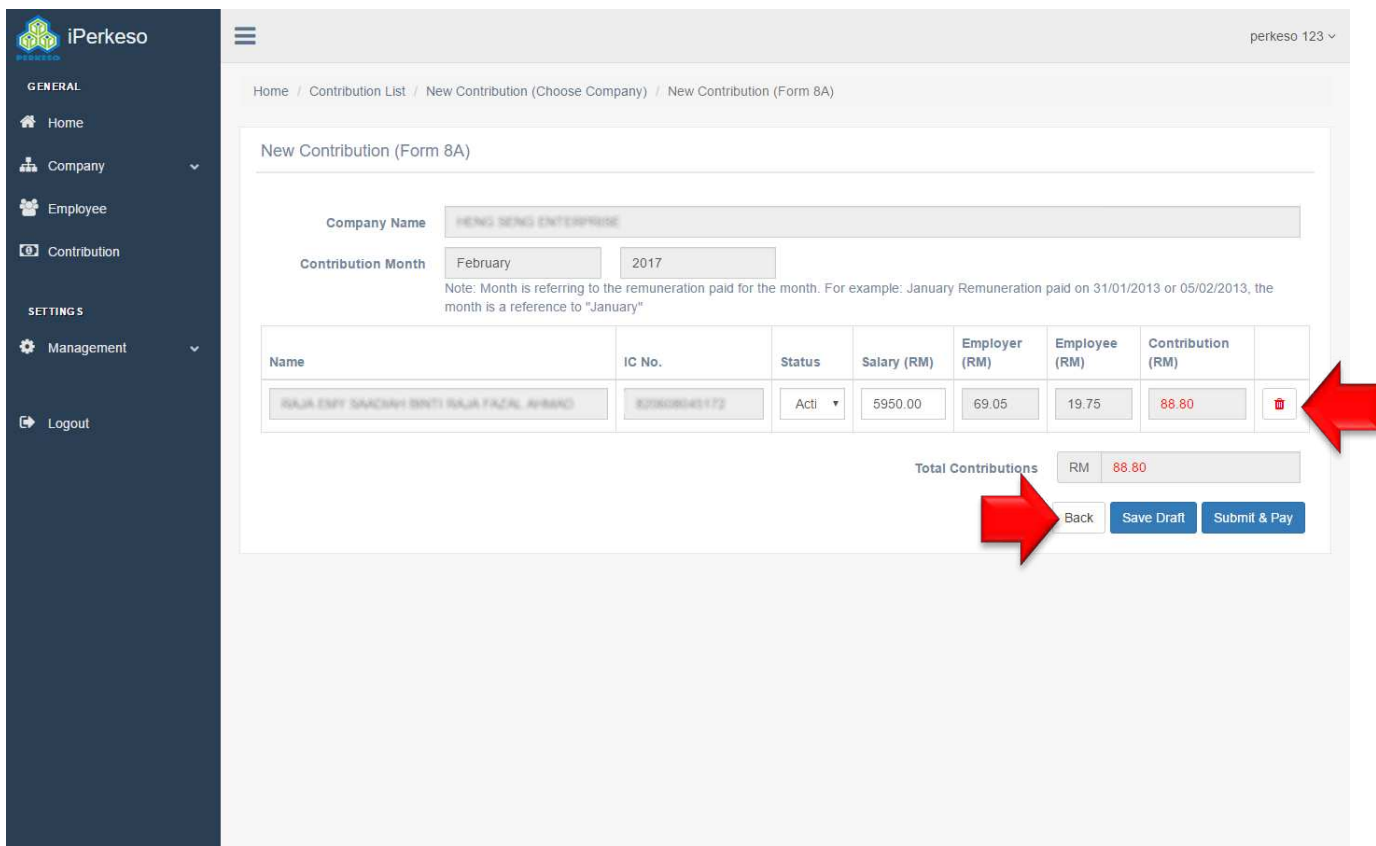
Contribution Month \* February 2017

Note: Month is referring to the remuneration paid for the month. For example: January Remuneration paid on 31/01/2013 or 05/02/2013, the month is a reference to "January"

Back Next

1. Select a company and contribution month.
2. Click "Next".

# 03. Borang 8A




Home / Contribution List / New Contribution (Choose Company) / New Contribution (Form 8A)

**New Contribution (Form 8A)**

Company Name: HENG SENG ENTERPRISE

Contribution Month: February 2017

Note: Month is referring to the remuneration paid for the month. For example: January Remuneration paid on 31/01/2013 or 05/02/2013, the month is a reference to "January"

Name	IC No.	Status	Salary (RM)	Employer (RM)	Employee (RM)	Contribution (RM)	
RAJA ENYI SALSABH BINTI RAJA FAZAL AHBAD	829809045172	Acti	5950.00	69.05	19.75	88.80	

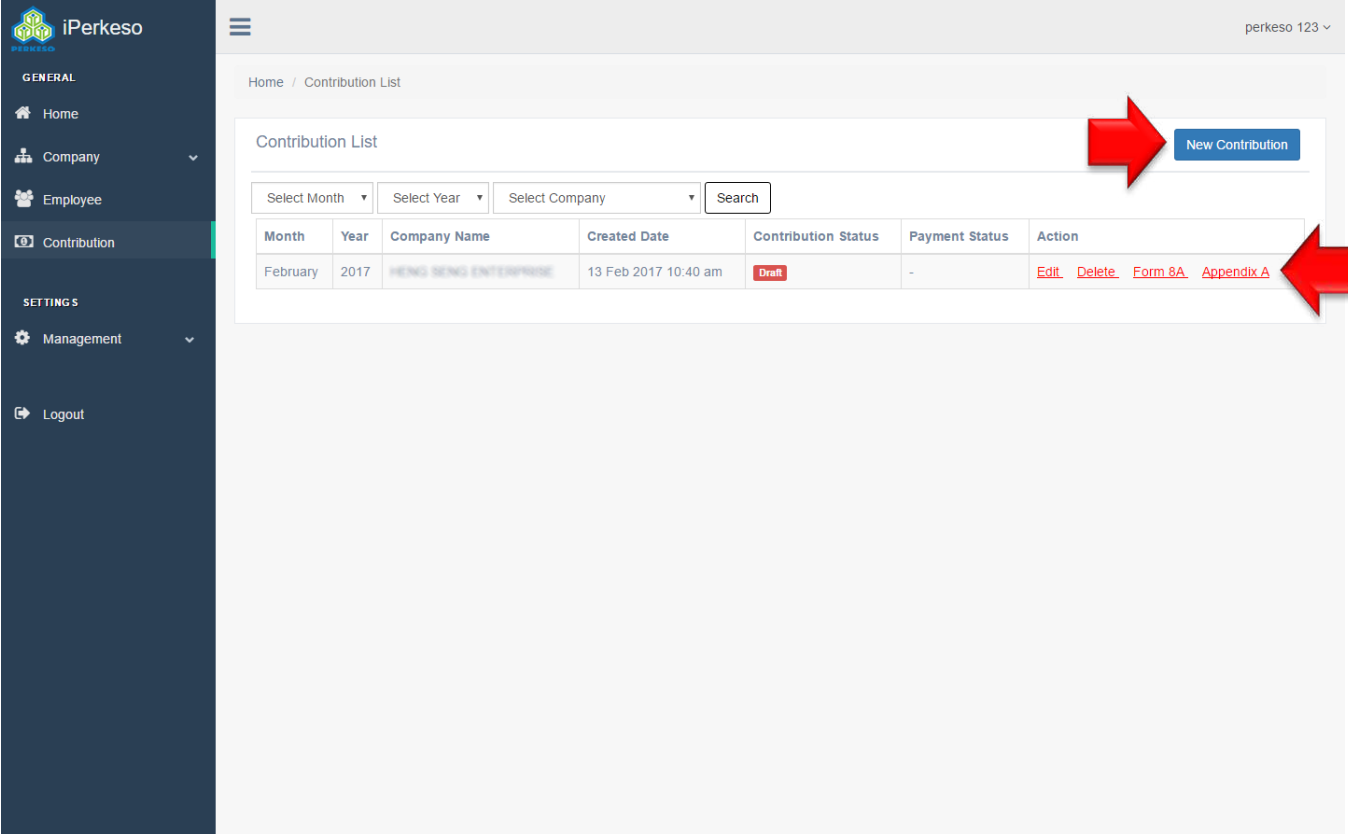
Total Contributions: RM 88.80

Buttons: Back, Save Draft, Submit & Pay

1. All active employees will be listed for selected company.
2. Employer can change status and salary if necessary. Contribution amount is auto calculated.
3. Click "Submit & Pay" button to submit the Borang 8A and proceed with payment, or click on "Save Draft" button to save draft without submission.



## 04. Contribute List



Home / Contribution List

perkeso 123

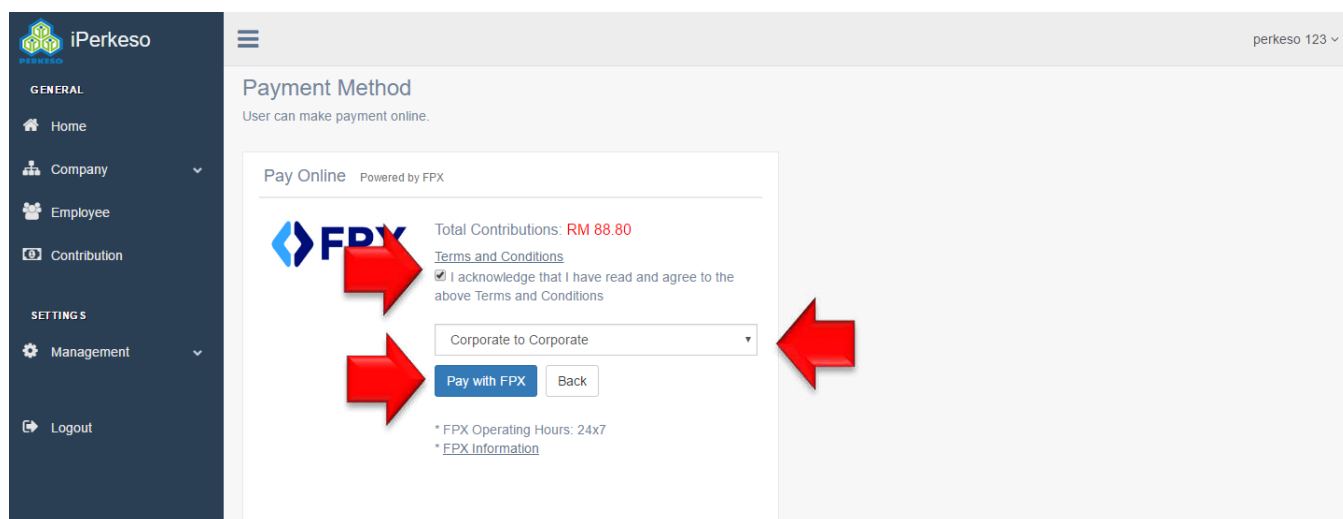
Contribution List

Select Month Select Year Select Company Search

Month	Year	Company Name	Created Date	Contribution Status	Payment Status	Action
February	2017	HENG SENG ENTERPRISE	13 Feb 2017 10:40 am	Draft	-	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Form 8A</a> <a href="#">Appendix A</a>

1. At the end of Make Contribution process, system displays Contribute List.
2. System will show all submitted contributions and draft copies.
3. Click “New Contribution” to make a new contribution, or perform action on a saved draft:
  - “Edit” to modify saved draft;
  - “Delete” to delete saved draft;
  - “Form 8A” to print the physical Borang 8A for physical submission; and
  - “Appendix 8A” to print the physical Appendix 8A for payment via bank counter.
4. Click “Edit” button to continue with Online Payment.

## 05. Online Payment



PERKESO iPerkeso perkeso 123

GENERAL  
Home  
Company  
Employee  
Contribution

SETTINGS  
Management  
Logout

### Payment Method

User can make payment online.

Pay Online Powered by FPX

Total Contributions: **RM 88.80**

[Terms and Conditions](#)

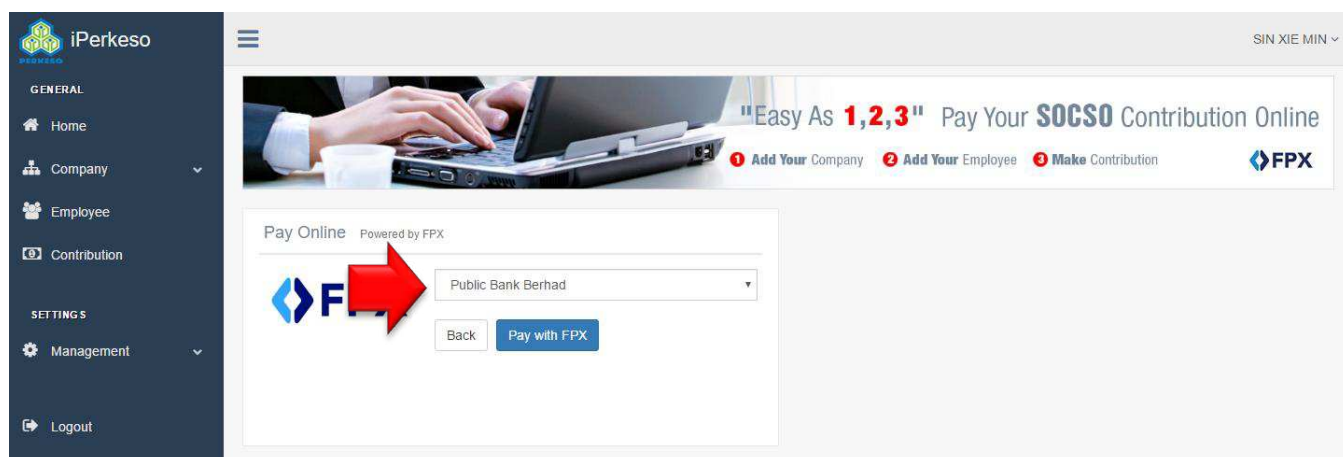
I acknowledge that I have read and agree to the above Terms and Conditions

Corporate to Corporate

Pay with FPX Back

\* FPX Operating Hours: 24x7  
\* [FPX Information](#)

1. Online payment via FPX is currently supported.
2. Select payment account type and click “Pay with FPX”.



PERKESO iPerkeso SIN XIE MIN

GENERAL  
Home  
Company  
Employee  
Contribution

SETTINGS  
Management  
Logout

### Payment Method

User can make payment online.

Pay Online Powered by FPX

Total Contributions: **RM 88.80**

[Terms and Conditions](#)

I acknowledge that I have read and agree to the above Terms and Conditions

Public Bank Berhad

Back Pay with FPX

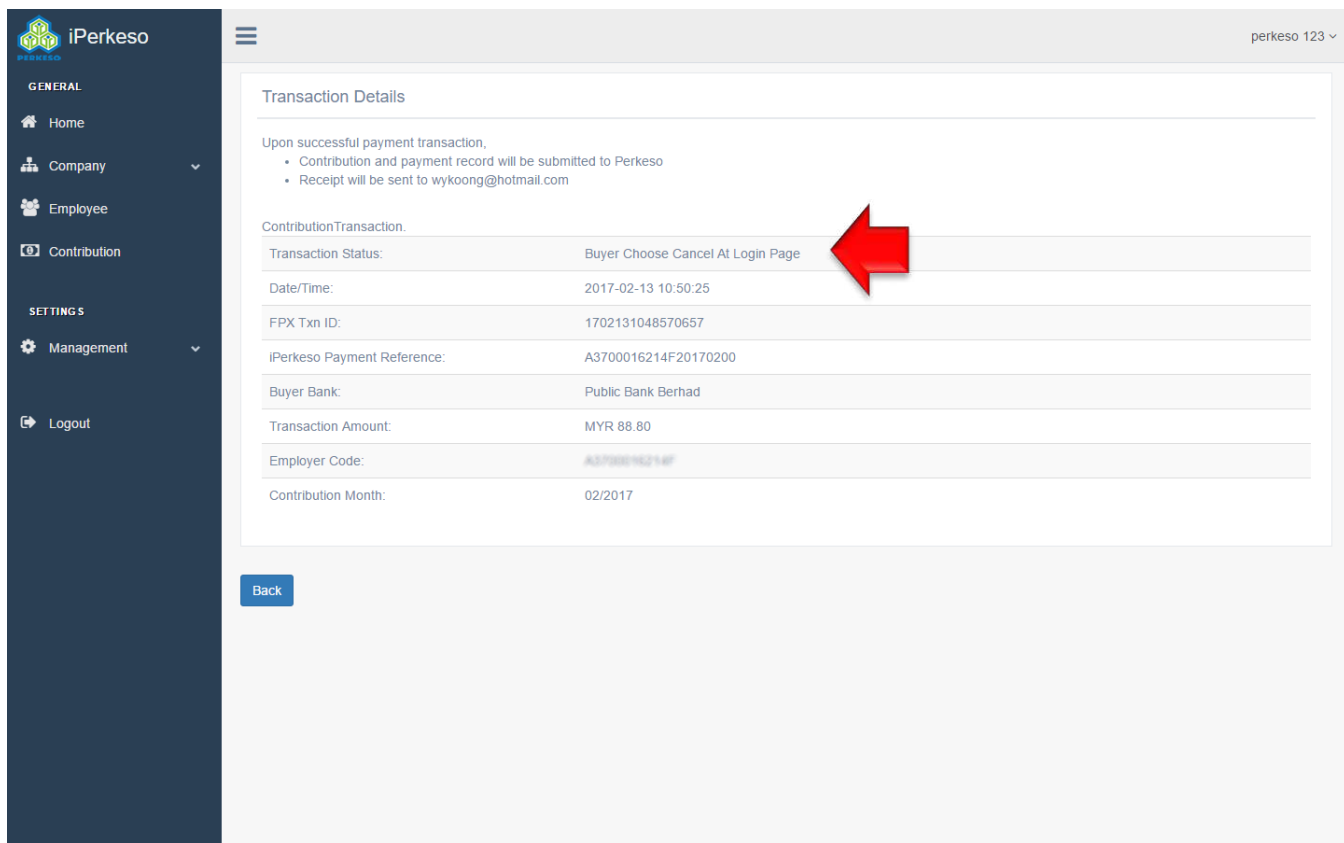
"Easy As 1,2,3" Pay Your SOCSO Contribution Online

1 Add Your Company 2 Add Your Employee 3 Make Contribution

FPX

3. Select bank and click on “Pay with FPX” button again.
4. Follow bank instructions to complete payment.

## 06. Payment Details



**iPerkeso** perkeso 123

**GENERAL**

- Home
- Company
- Employee
- Contribution

**SETTING S**

- Management
- Logout

### Transaction Details

Upon successful payment transaction,

- Contribution and payment record will be submitted to Perkeso
- Receipt will be sent to wykoong@hotmail.com

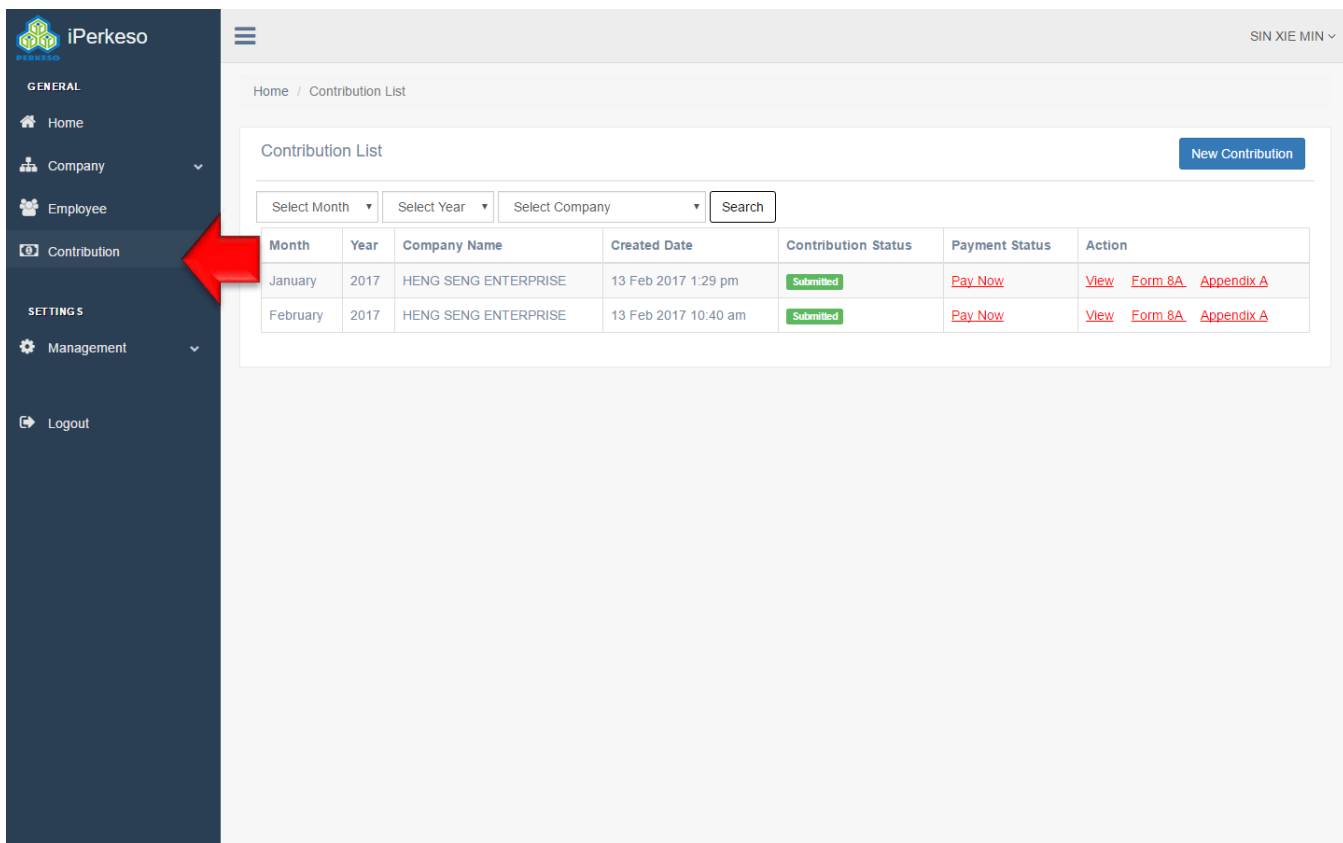
Contribution Transaction.

Transaction Status:	Buyer Choose Cancel At Login Page
Date/Time:	2017-02-13 10:50:25
FPX Txn ID:	1702131048570657
iPerkeso Payment Reference:	A3700016214F20170200
Buyer Bank:	Public Bank Berhad
Transaction Amount:	MYR 88.80
Employer Code:	A3700016214F
Contribution Month:	02/2017

[Back](#)

1. Upon completing payment, Employer will be redirected to Transaction Details page.
2. Take note of the Transaction Status. Employer is advised to contact selected bank for more information if payment is not successful.

# 07. Contribution List



Home / Contribution List

Contribution List [New Contribution](#)

Select Month  Select Year  Select Company

Month	Year	Company Name	Created Date	Contribution Status	Payment Status	Action
January	2017	HENG SENG ENTERPRISE	13 Feb 2017 1:29 pm	<span>Submitted</span>	<a href="#">Pay Now</a>	<a href="#">View</a> <a href="#">Form 8A</a> <a href="#">Appendix A</a>
February	2017	HENG SENG ENTERPRISE	13 Feb 2017 10:40 am	<span>Submitted</span>	<a href="#">Pay Now</a>	<a href="#">View</a> <a href="#">Form 8A</a> <a href="#">Appendix A</a>

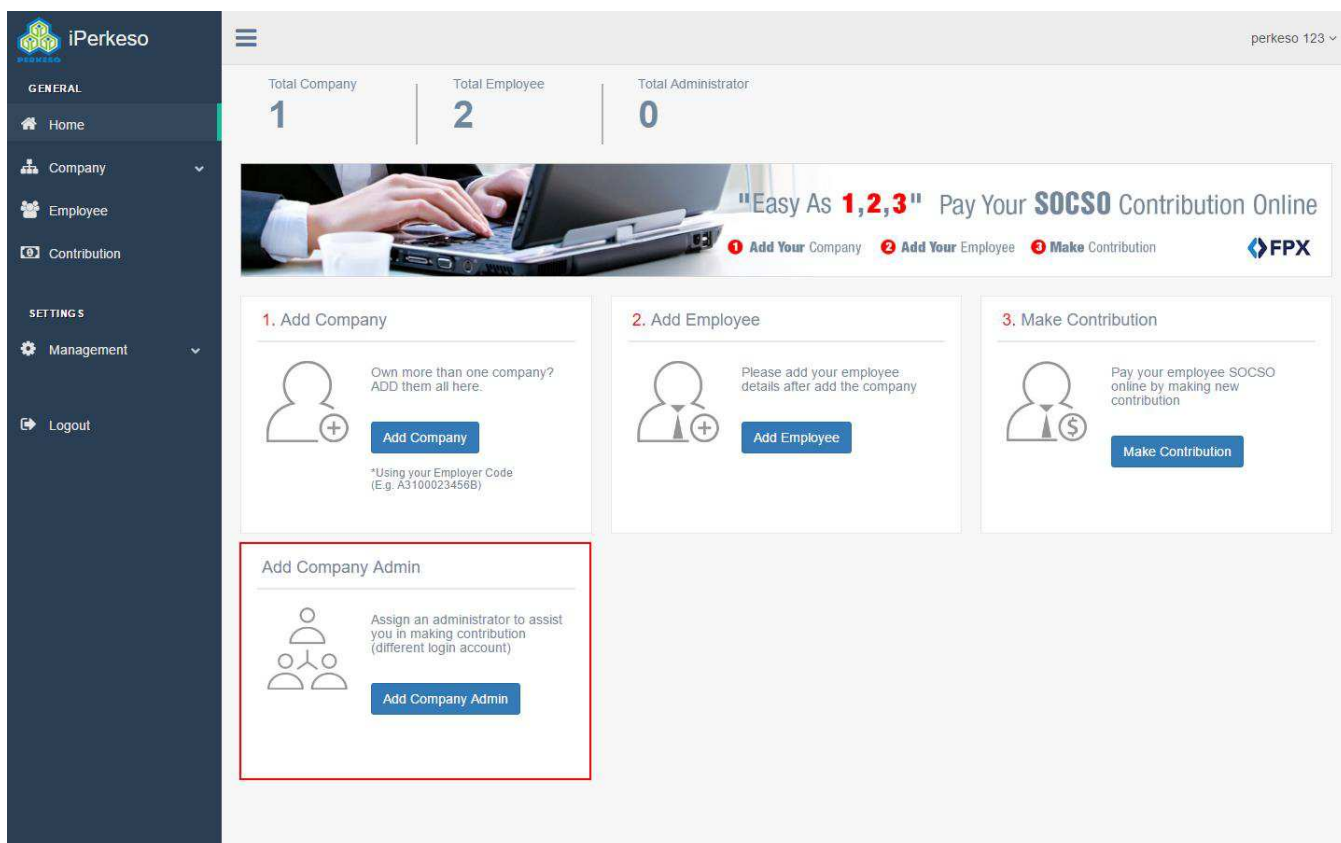
1. The Contribution List displays all contributions made and their status.
2. This list is accessible from left menu.



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# ADD COMPANY ADMIN

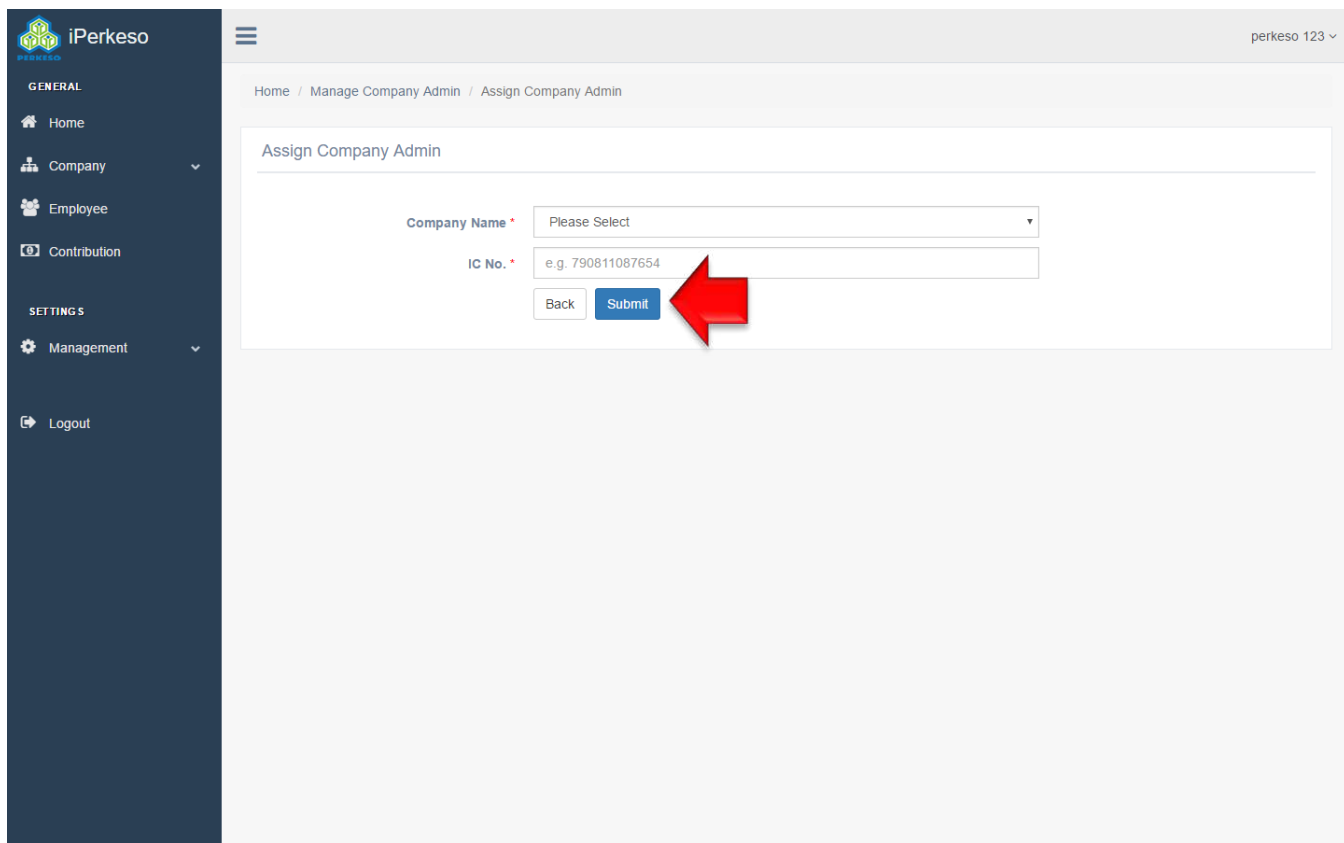
# 01. Add Company Admin



The screenshot displays the iPerkeso web application interface. At the top, there are statistics for 'Total Company' (1), 'Total Employee' (2), and 'Total Administrator' (0). Below this is a banner for 'Easy As 1,2,3 Pay Your SOCSO Contribution Online' with steps: 1 Add Your Company, 2 Add Your Employee, 3 Make Contribution. The main content area is divided into three sections: '1. Add Company', '2. Add Employee', and '3. Make Contribution'. The '1. Add Company' section includes a button 'Add Company' and a note: '\*Using your Employer Code (E.g. A3100023456B)'. The '2. Add Employee' section includes a button 'Add Employee'. The '3. Make Contribution' section includes a button 'Make Contribution'. A red box highlights the 'Add Company Admin' section, which includes a button 'Add Company Admin' and a note: 'Assign an administrator to assist you in making contribution (different login account)'.

1. On Employer Main Page, click “Add Company Admin” to add administrator for the company. The administrator can submit contributions and manage employee information.

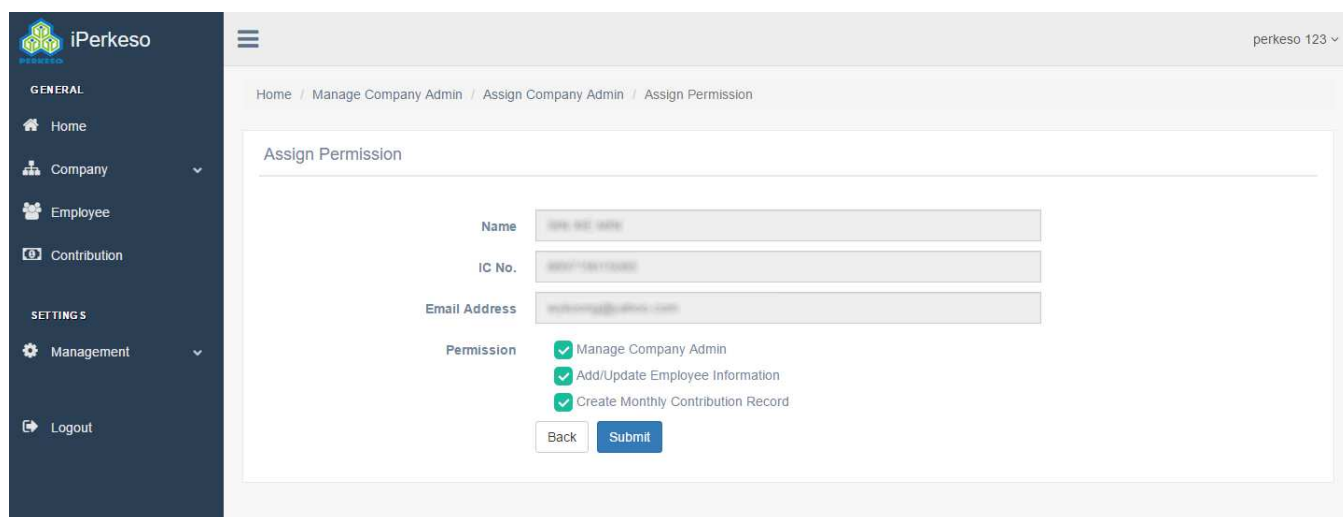
## 02. Assign Company Admin



The screenshot shows the 'Assign Company Admin' page in the iPerkeso system. The page has a dark blue sidebar on the left with the following menu items: Home, Company, Employee, Contribution, Management, and Logout. The main content area has a breadcrumb trail: Home / Manage Company Admin / Assign Company Admin. The form contains two input fields: 'Company Name' (a dropdown menu) and 'IC No.' (a text input field). Below the fields are 'Back' and 'Submit' buttons. A red arrow points to the 'Submit' button.

1. Type in New IC number of a person to be made administrator. Click "Submit".

## 03. Email invitation



perkeso 123

Home / Manage Company Admin / Assign Company Admin / Assign Permission

### Assign Permission

Name

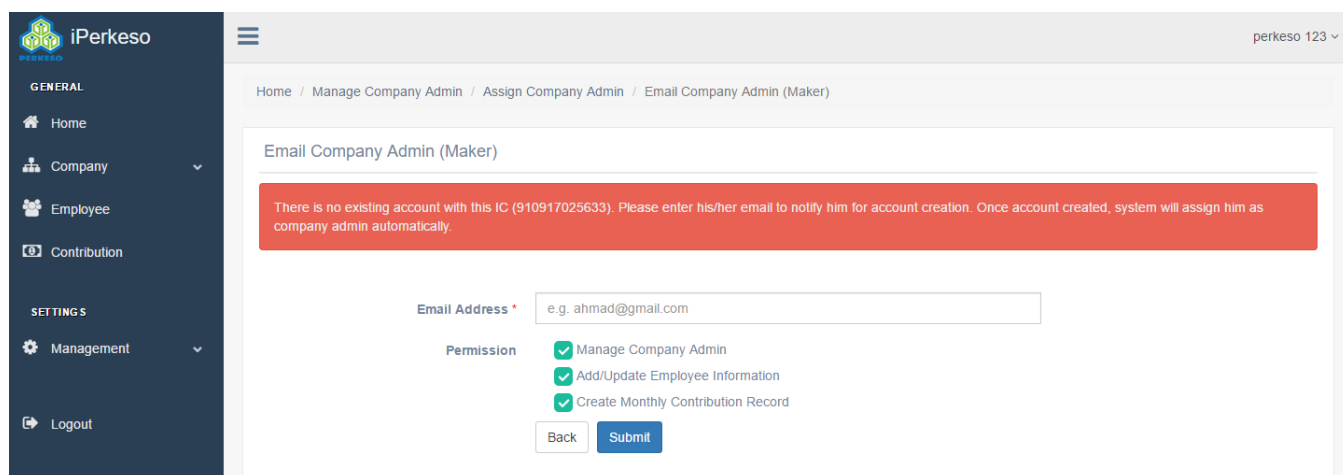
IC No.

Email Address

Permission

- Manage Company Admin
- Add/Update Employee Information
- Create Monthly Contribution Record

1. If the assigned person has an registered account, an notification email will be sent to his/her registered email address.



perkeso 123

Home / Manage Company Admin / Assign Company Admin / Email Company Admin (Maker)

### Email Company Admin (Maker)

There is no existing account with this IC (910917025633). Please enter his/her email to notify him for account creation. Once account created, system will assign him as company admin automatically.

Email Address \*

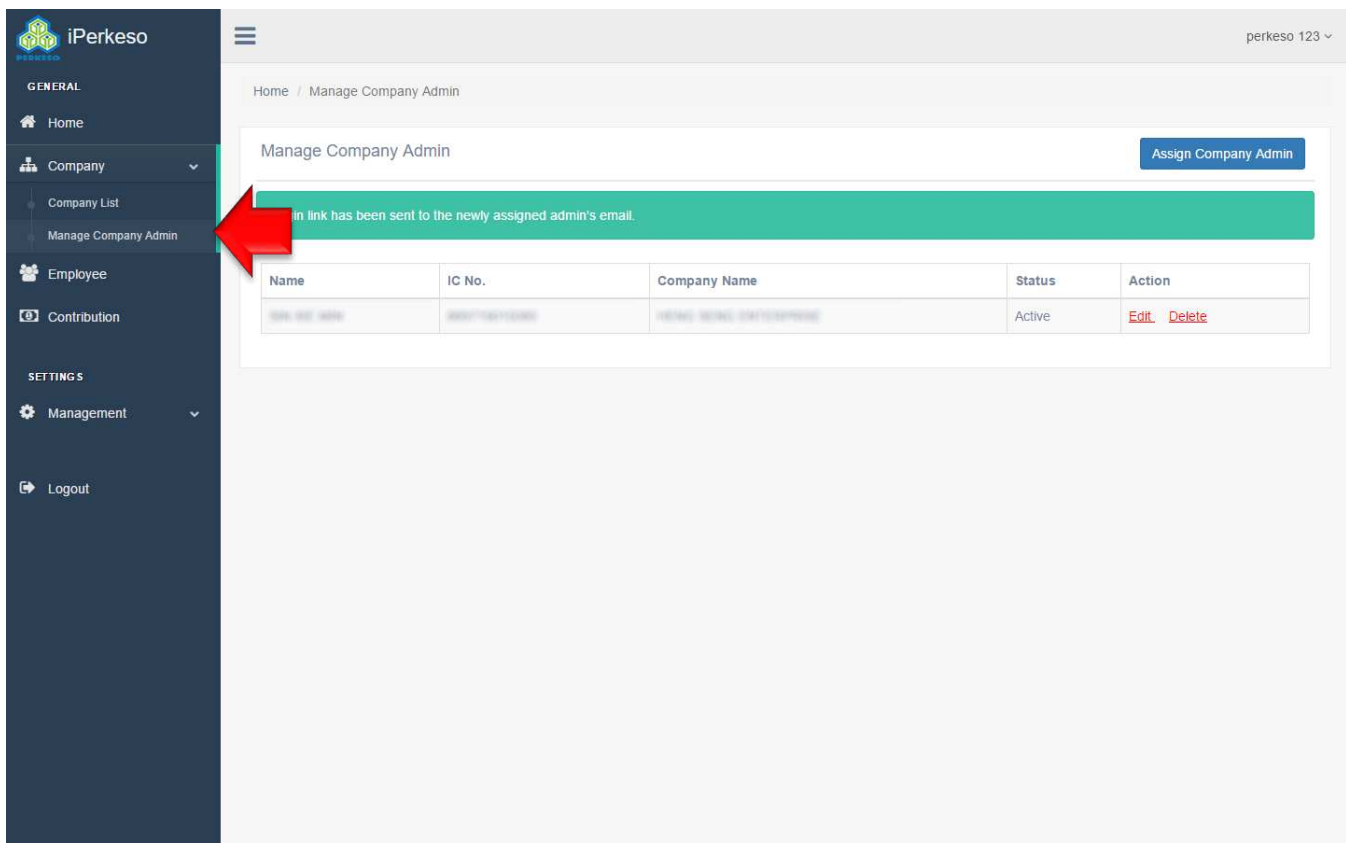
Permission

- Manage Company Admin
- Add/Update Employee Information
- Create Monthly Contribution Record

2. Else, if the person have not registered with iPERKESO, provide his/her email address for receiving invitation from iPERKESO.



## 04. Manage Company Admin List



Home / Manage Company Admin

Manage Company Admin Assign Company Admin

An link has been sent to the newly assigned admin's email.

Name	IC No.	Company Name	Status	Action
NEW ADMIN	XXXXXXXXXX	PERKESO	Active	<a href="#">Edit</a> <a href="#">Delete</a>

1. Upon adding a company administrator, system will display Manage Company Admin page with the added employee listed.
2. This Manage Company Admin page is also accessible from left menu: Company -> Manage Company Admin



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**THE END**