# iPERKESO
# Employer Portal

## Quickstart Guide

Revision 2

Wiseyes Solutions Sdn. Bhd.
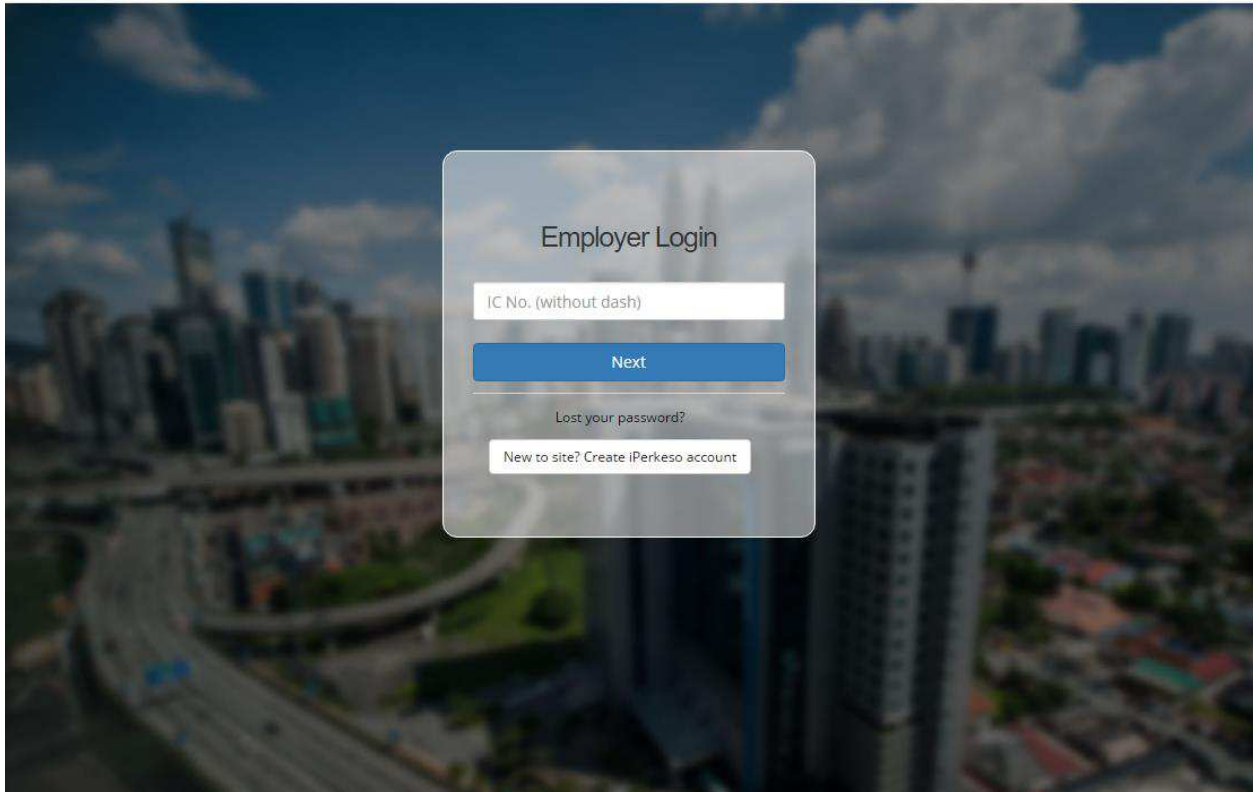
# What is iPERKESO Employer Portal

- 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](www.iperkeso.my)

# Default Login Page



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

# FIRST TIME LOGIN

# 01. First Time Login



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

# 02. Employer Sign Up



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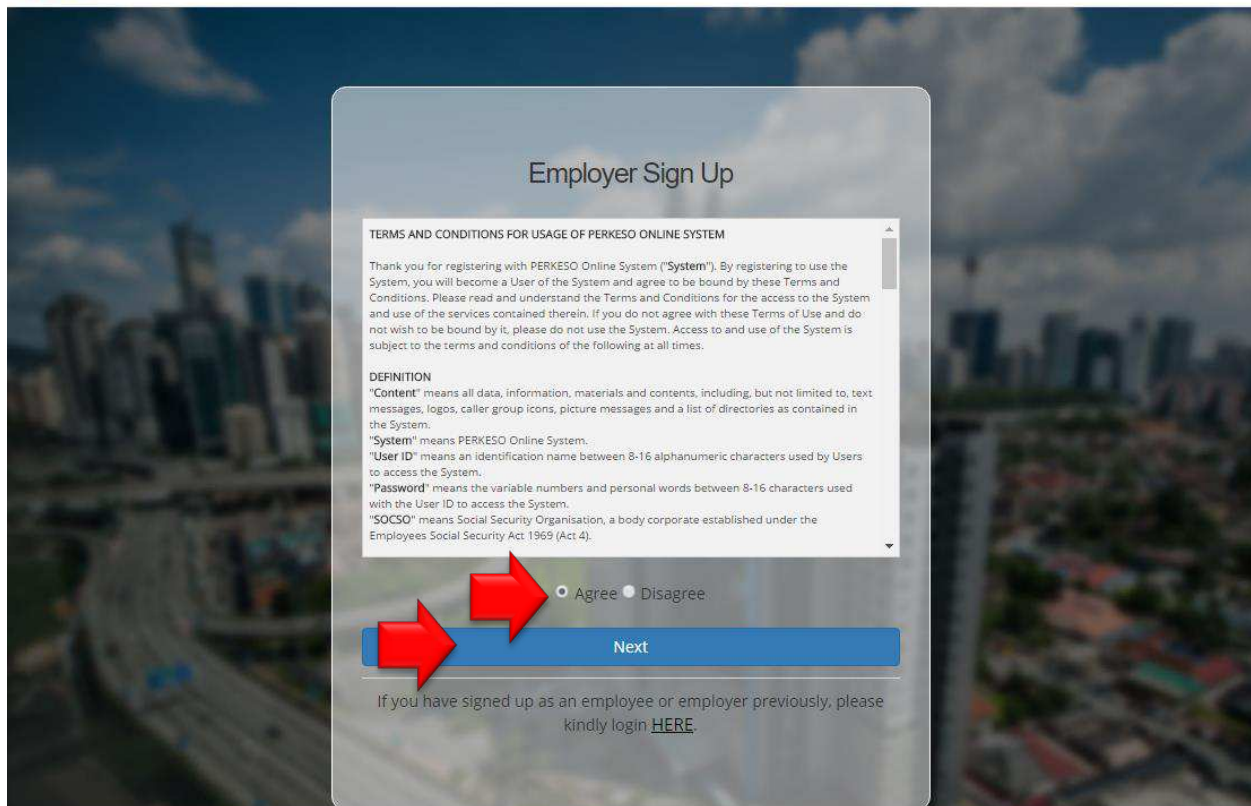2. Check "I'm not a robot" checkbox and click "Next".

# 03. Terms and Conditions
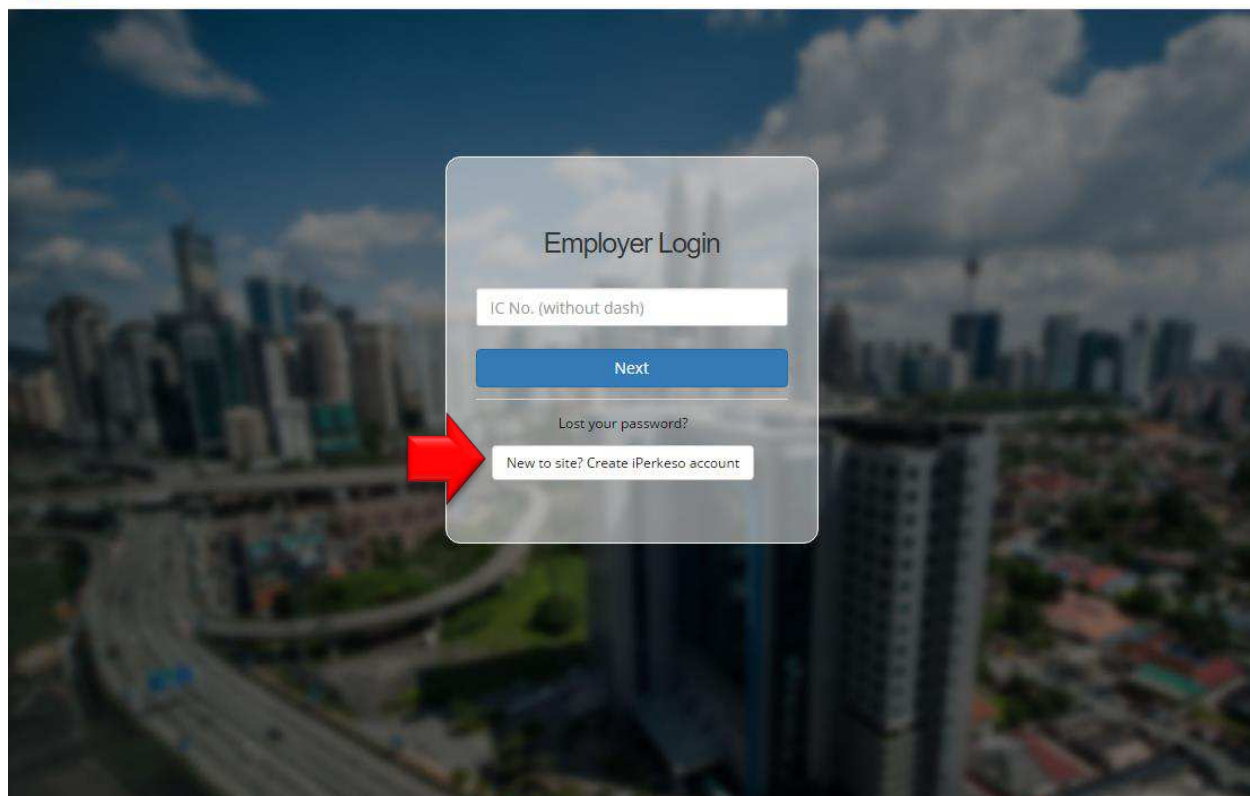


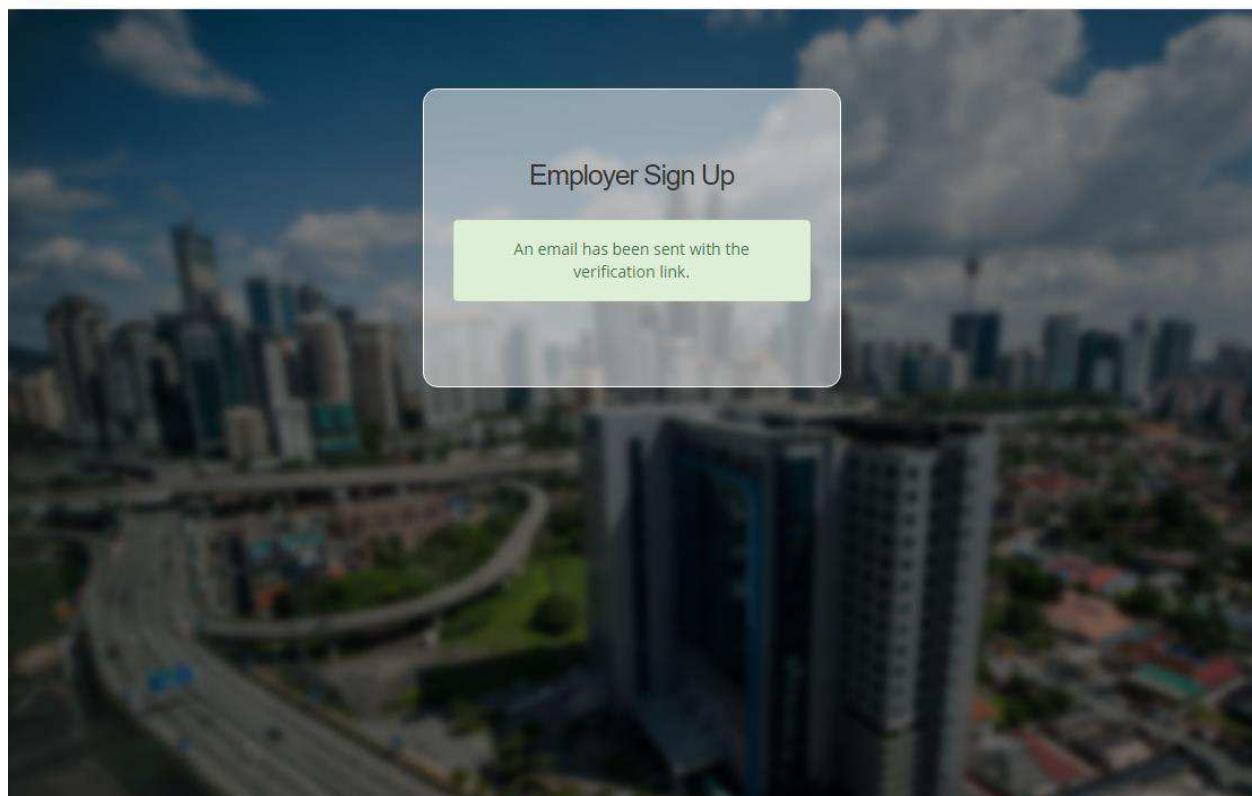Copyright 2017 © Social Security Organisation | All Rights Reserved

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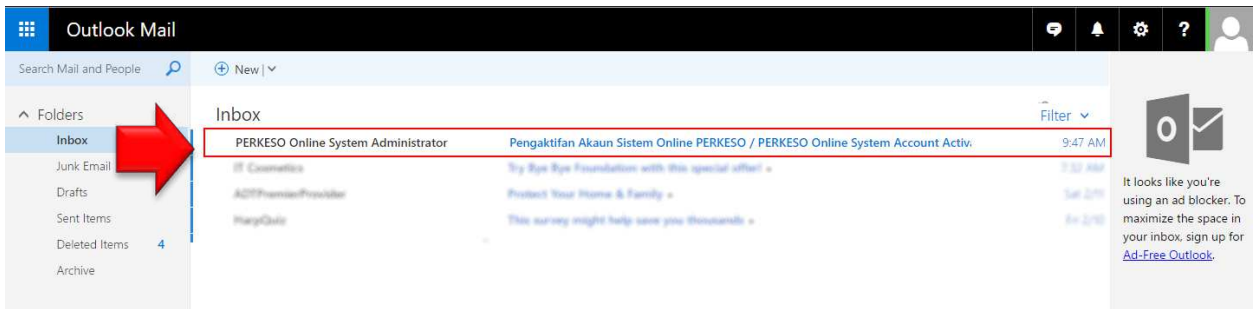2. Select "Agree" and click "Next".

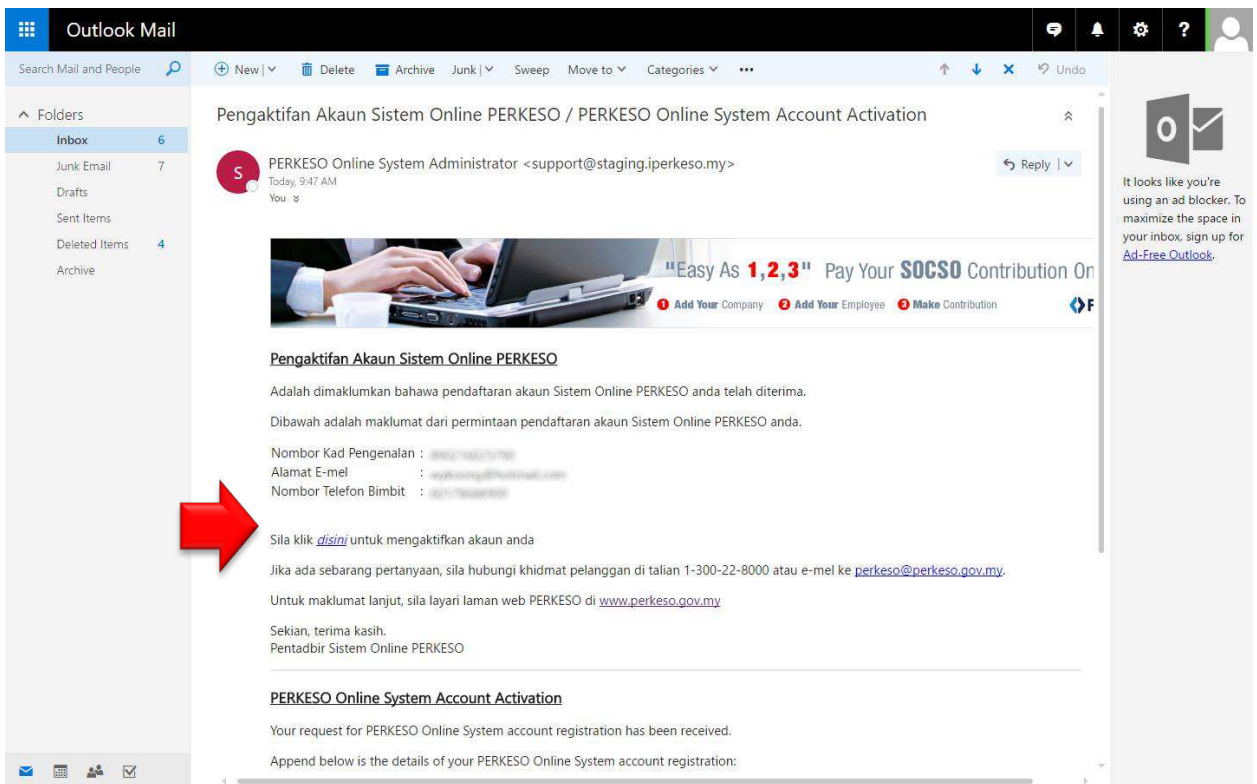# 04. Email Address Verification

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
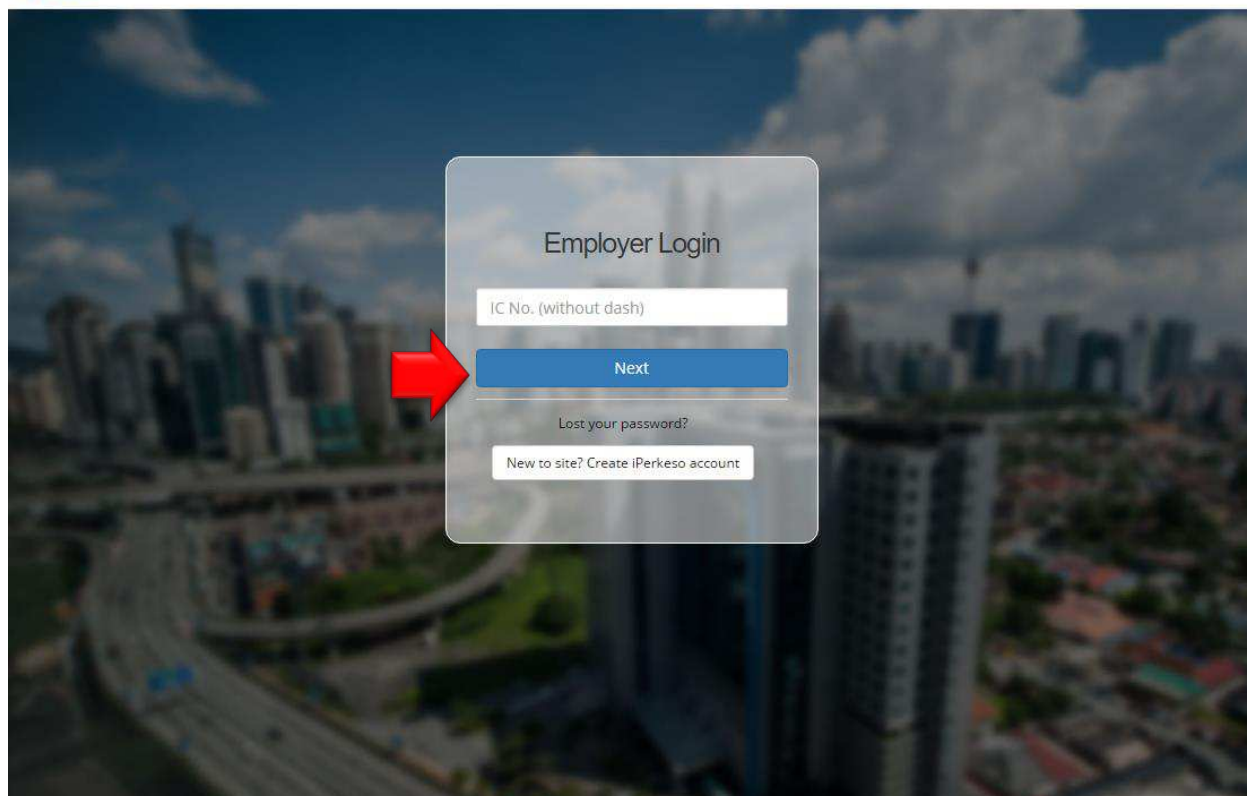


1. Check email Inbox/Spam folder for verification email.



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

# 06. Employer to perform first time login



1. Navigate to www.iperkeso.my in a browser.
2. Enters the same New IC number.
3. Click "Next" to continue.

# 07. Employer defines Security Phase

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



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

# ADD COMPANY

# 01. Add Company



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

# 02. Search and select company



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



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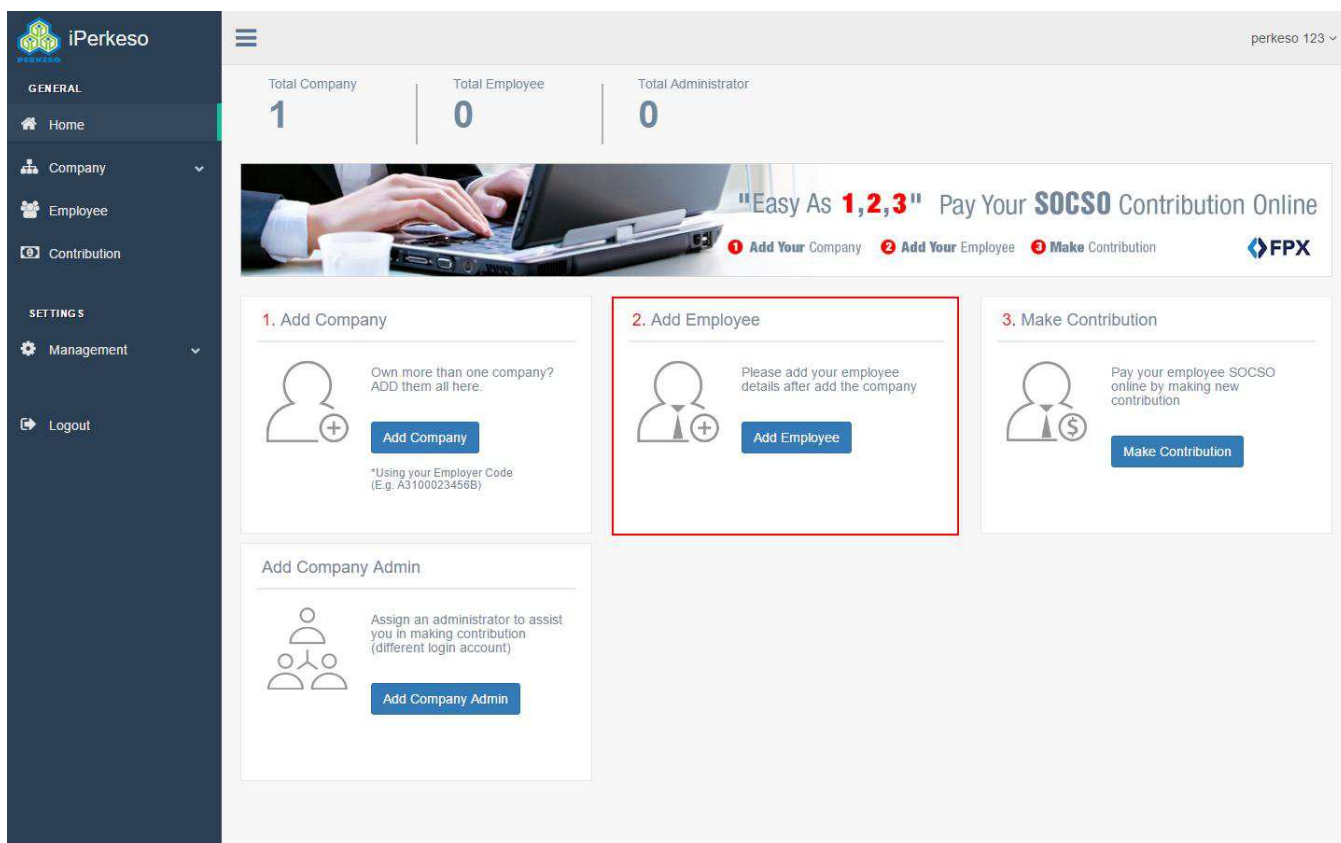
# ADD EMPLOYEE

# 01. Add Employee



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

# 02. Add an employee to Company
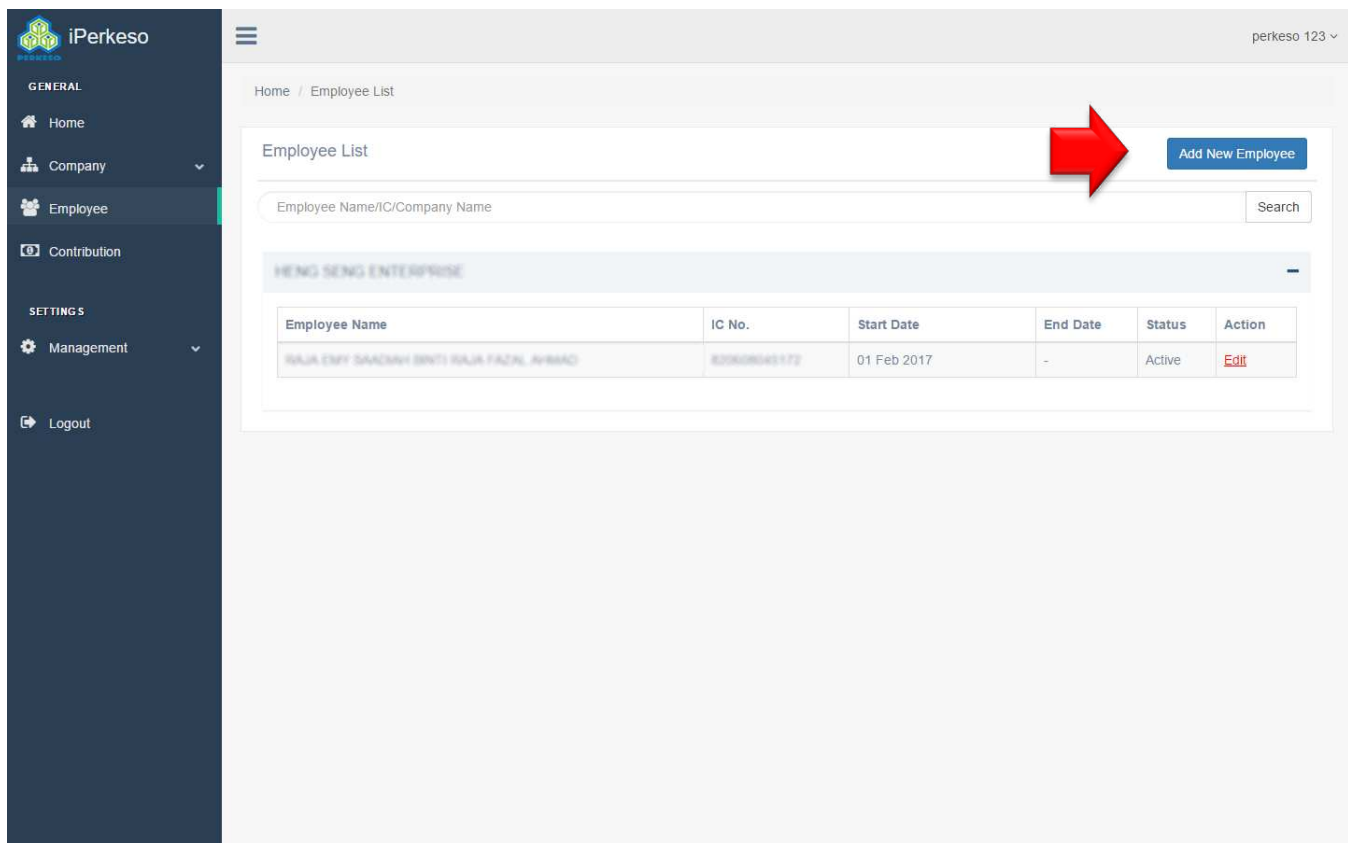


1. Do select a company and fill in employee information.
2. If the employee has registered with PERKESO, his/her name will be auto populated. If the employee has not register with PERKESO yet, employer need to enter all information as appeared in New IC.
3. Click "Add Employee" button.
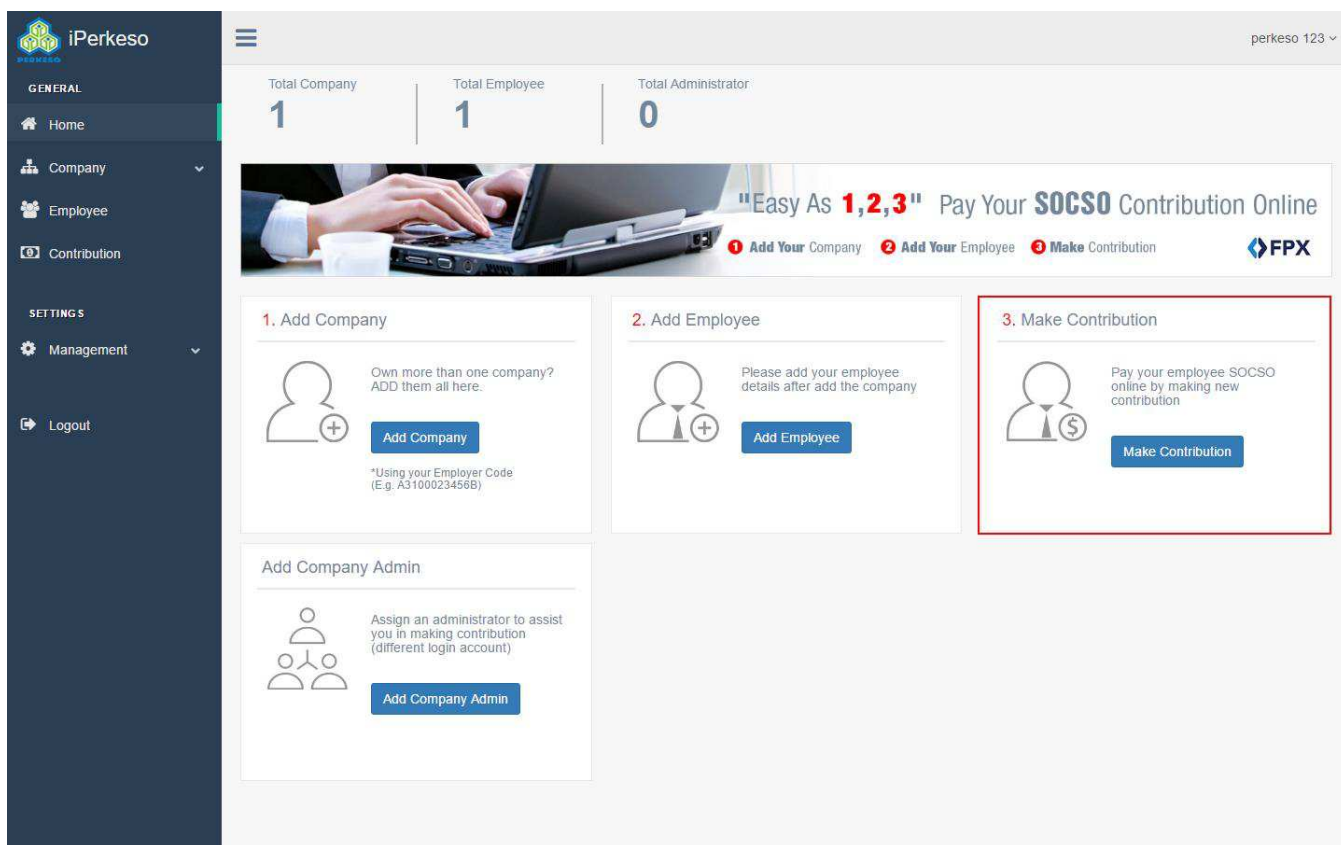
# 03. Employee List



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.
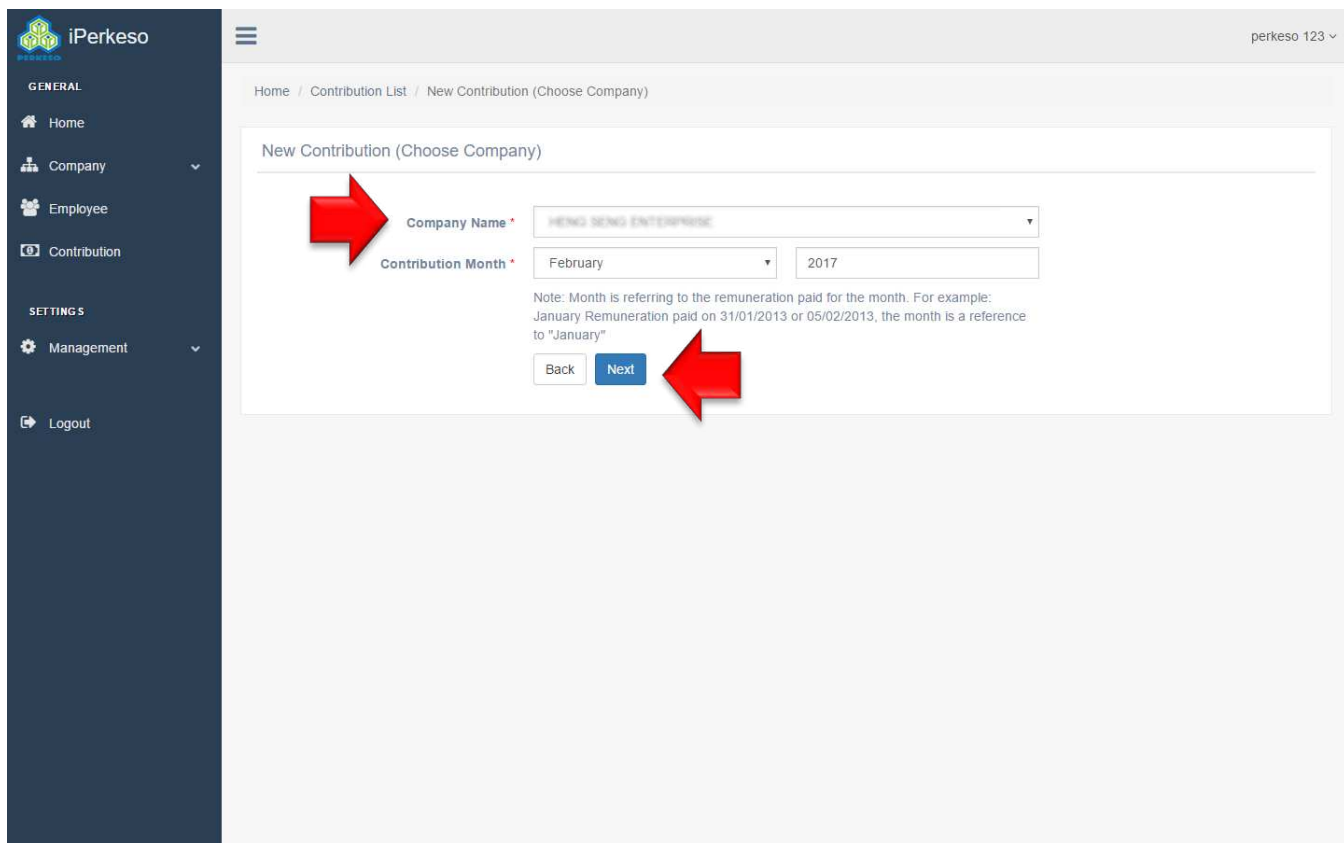
# MAKE CONTRIBUTION

# 01. Make Contribution



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

# 02. Select company and contribution period
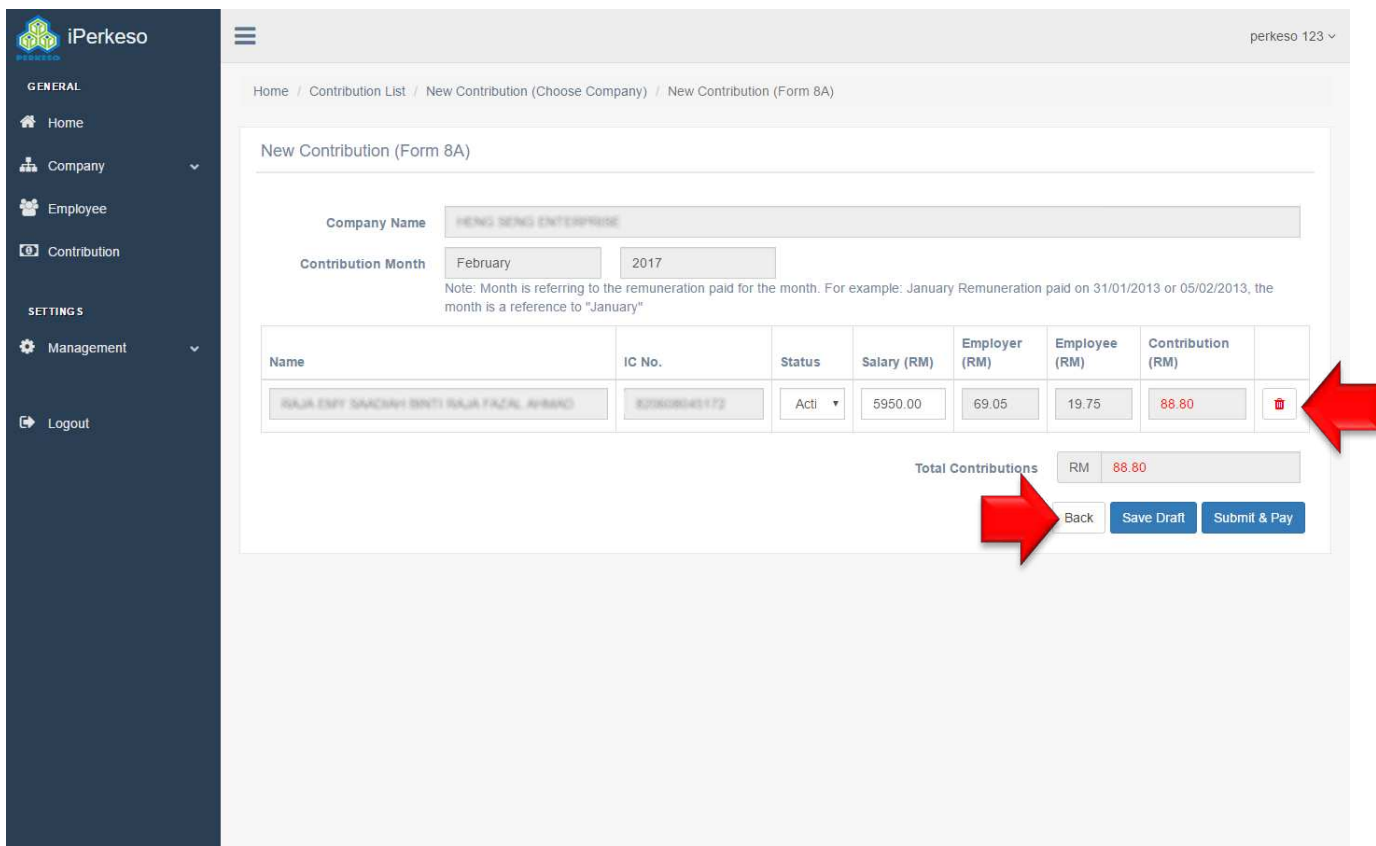


1. Select a company and contribution month.
2. Click "Next".

# 03. Borang 8A
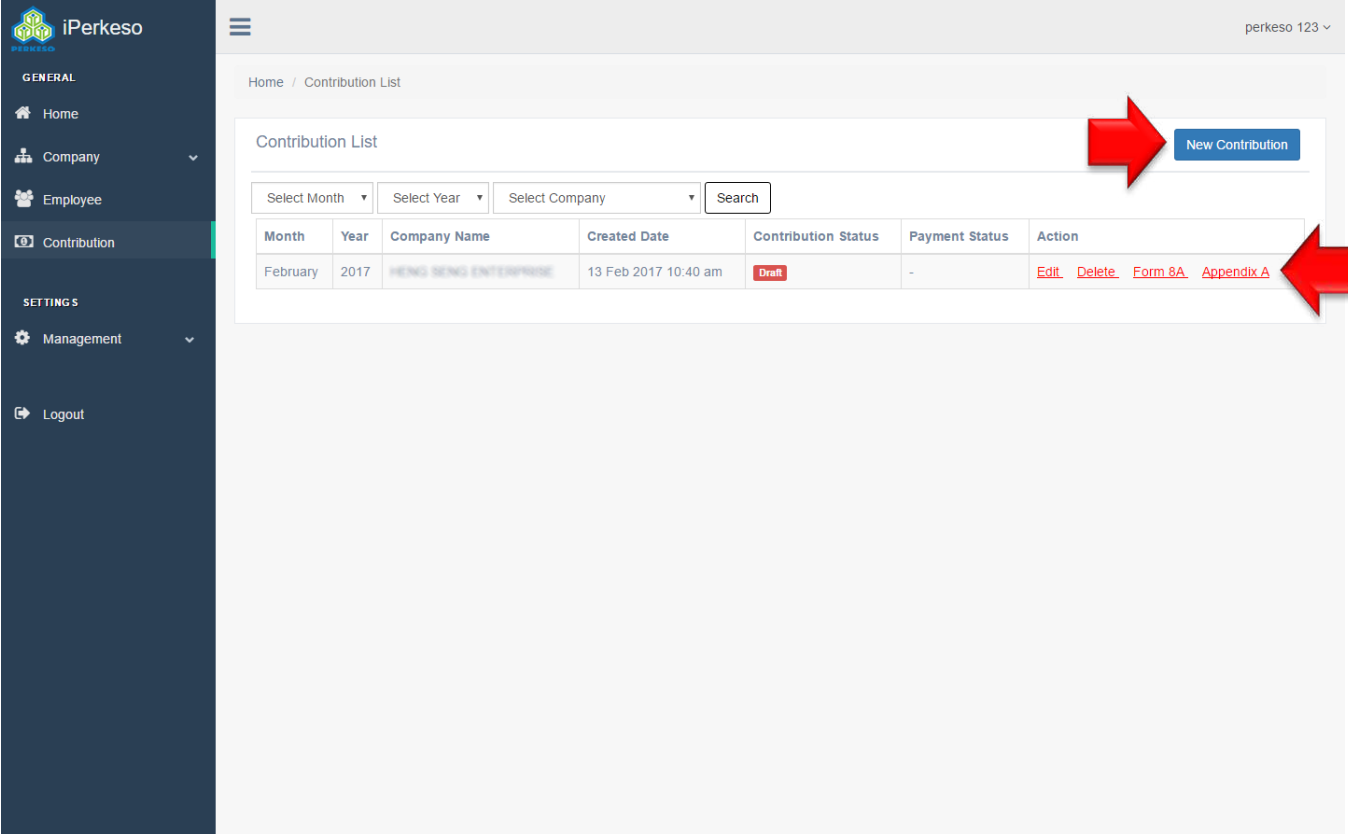


1. All active employees will be listed for selected company.
2. Employer can change status and salary if necessary. Contribution amount is auto calculated.
3. Click "Submit & Pay" button to submit the Borang 8A and proceed with payment, or click on "Save Draft" button to save draft without submission.

# 04. Contribute List
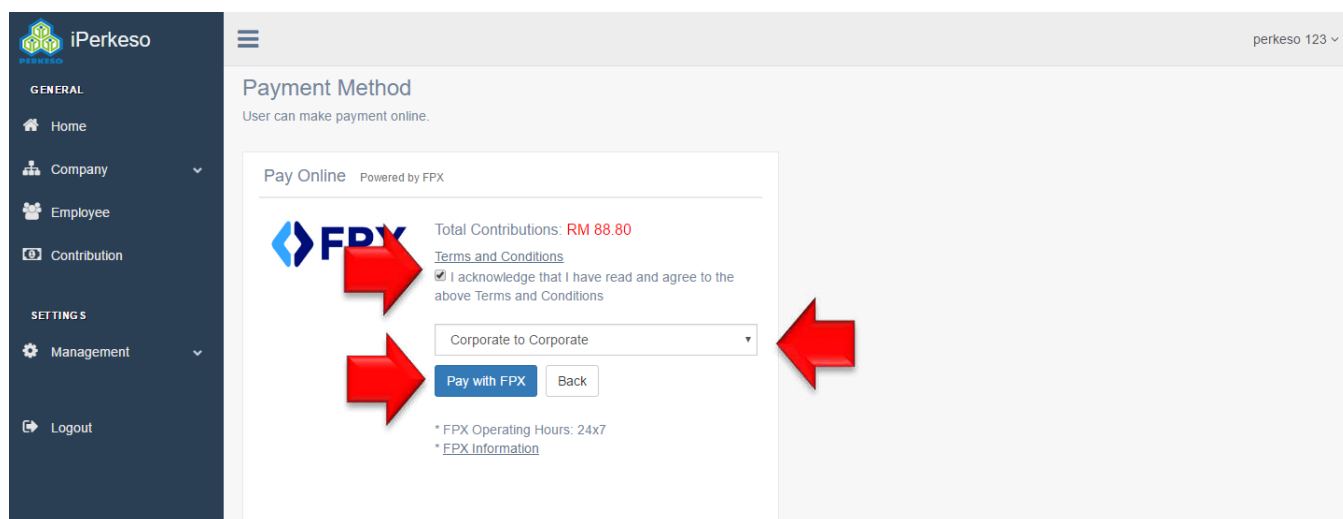


1. At the end of Make Contribution process, system displays Contribute List.

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
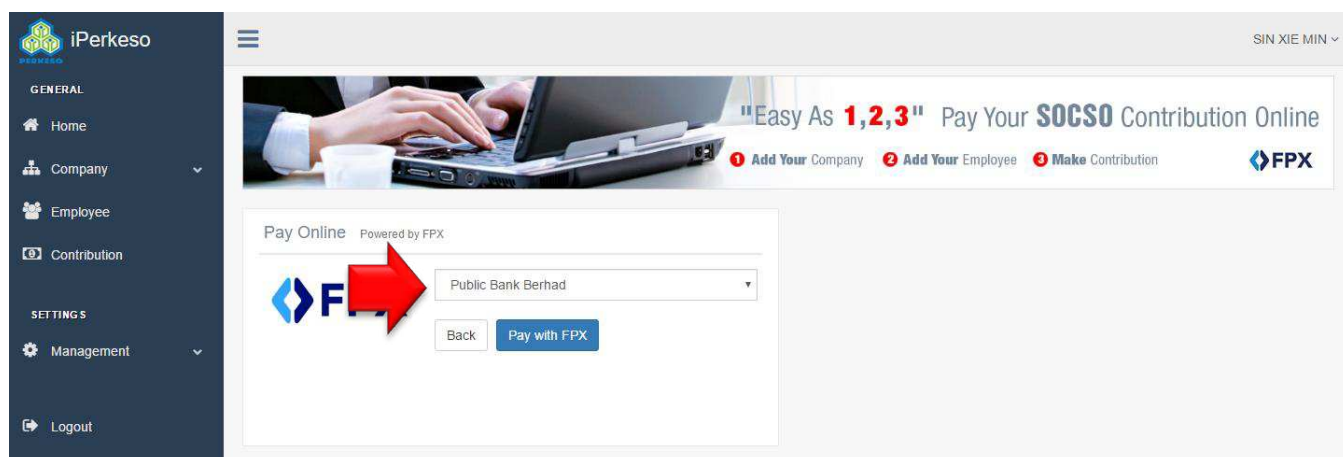


1. Online payment via FPX is currently supported.
2. Select payment account type and click "Pay with FPX".
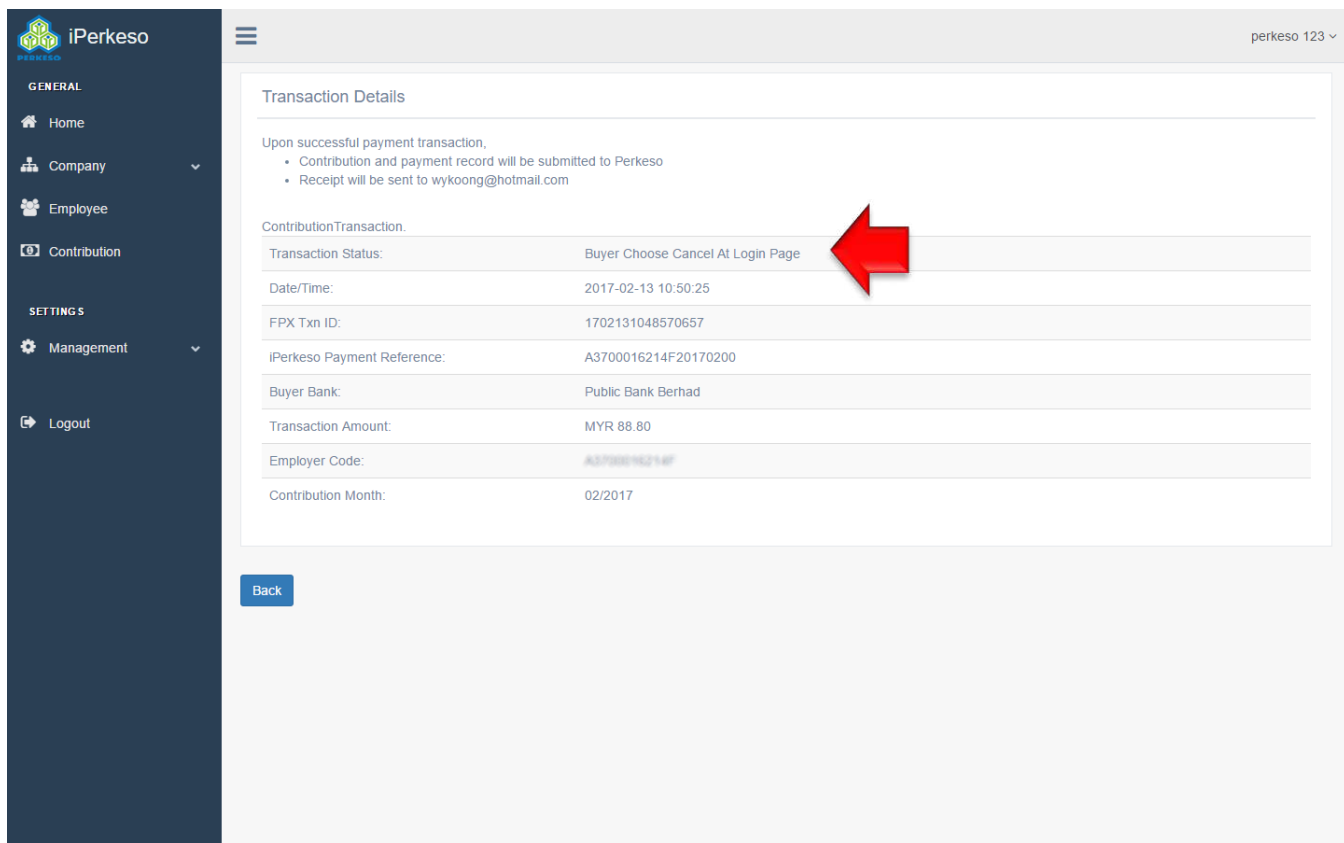


3. Select bank and click on "Pay with FPX" button again.
4. Follow bank instructions to complete payment.

# 06. Payment Details
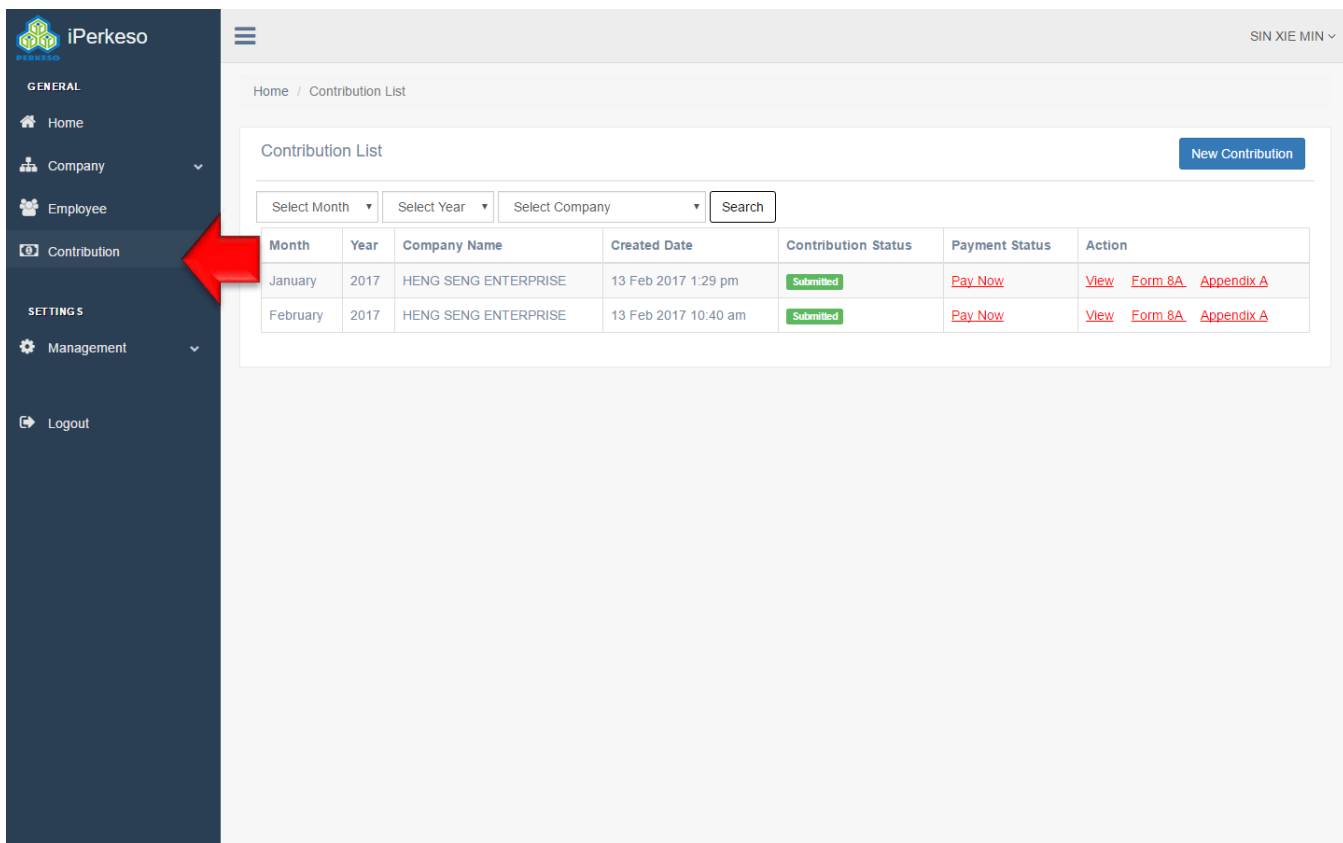


1. Upon completing payment, Employer will be redirected to Transaction Details page.
2. Take note of the Transaction Status. Employer is advised to contact selected bank for more information if payment is not successful.
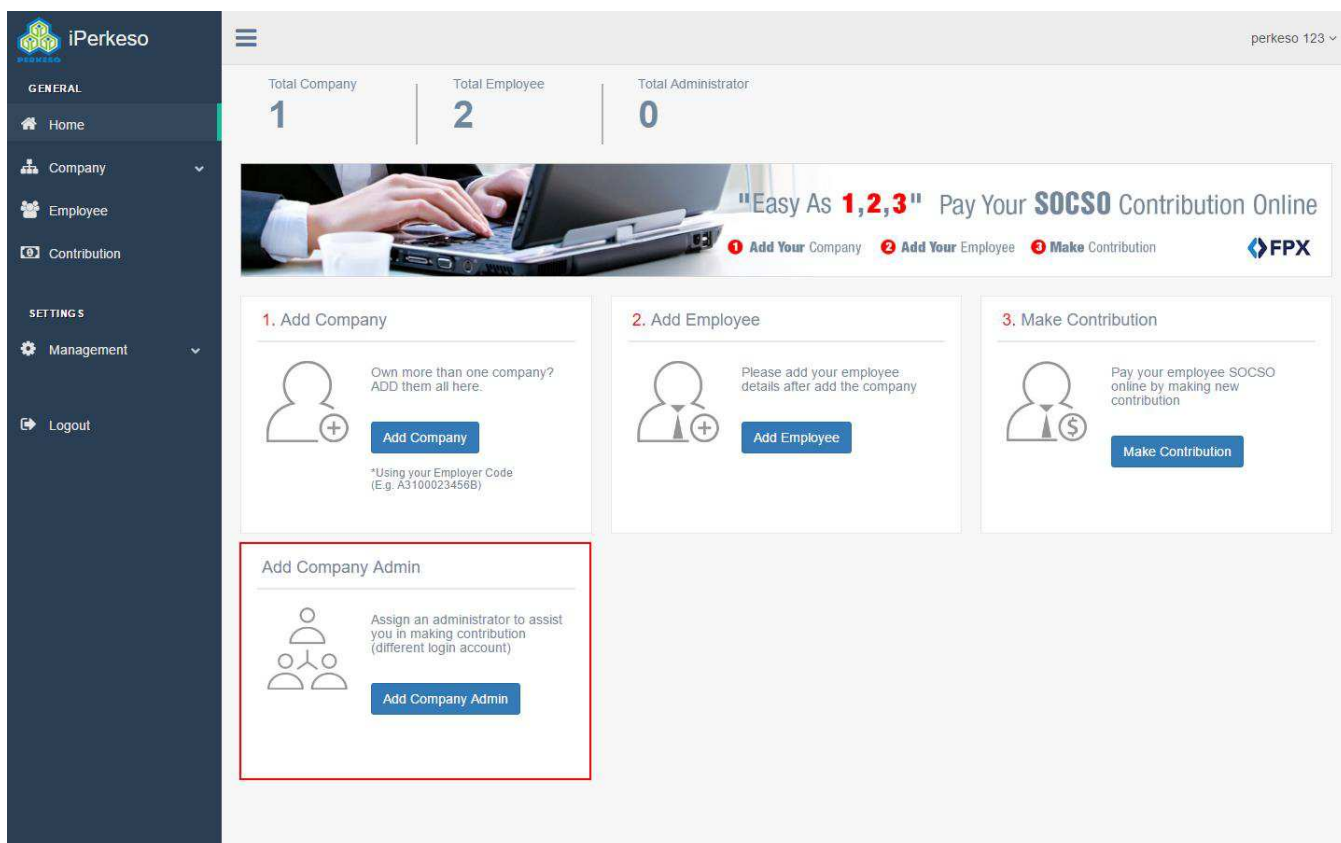
# 07. Contribution List



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

# ADD COMPANY ADMIN

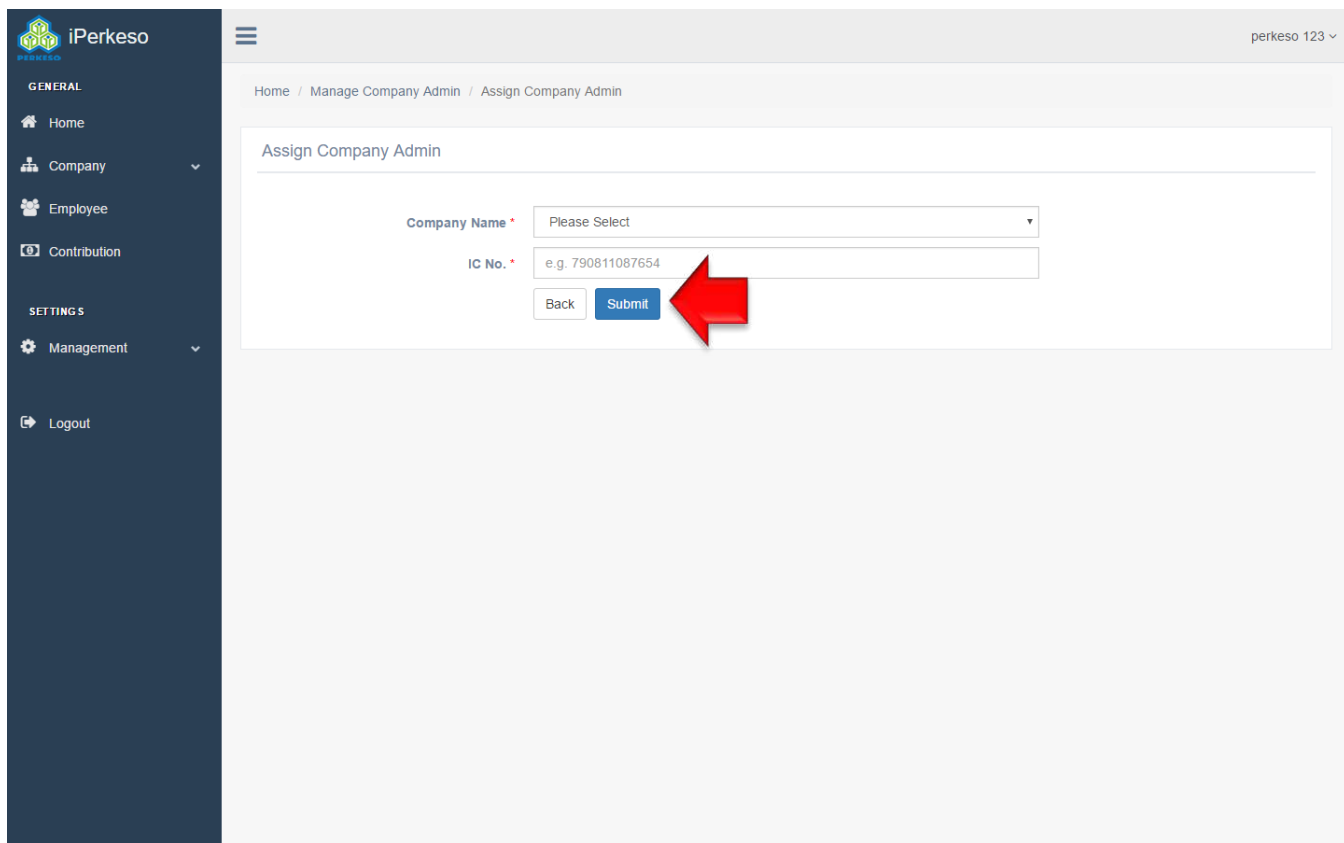# 01. Add Company Admin



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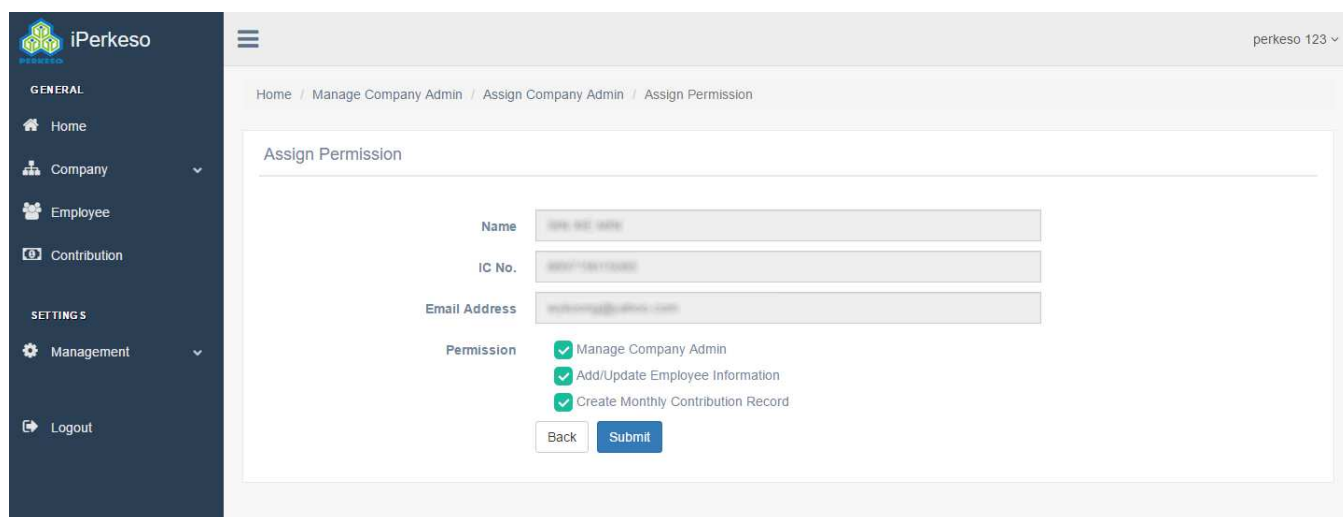
# 02. Assign Company Admin



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

# 03. Email invitation
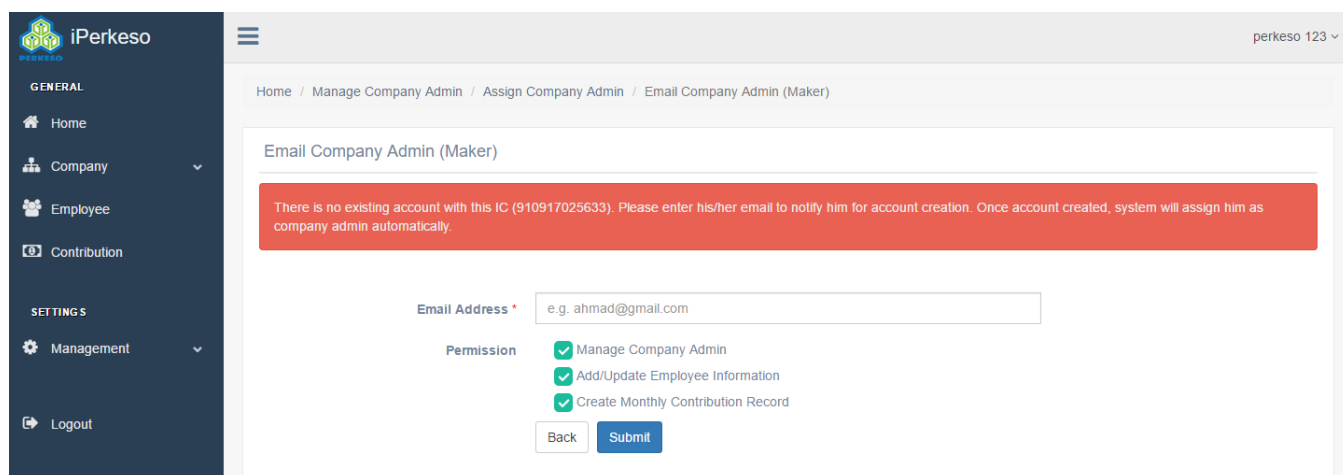


1.  If the assigned person has an registered account, an notification email will be sent to his/her registered email address.



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



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

# THE END