User Manual

for

Electronic Distribution of Grant/Subsidized Schools

Provident Fund Statements (e-PFS)

for

School Users

Distribution List	**:**	Users in Schools and Funds Section / Finance Division, EDB
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Prepared by	**:**	ITMD Education Bureau

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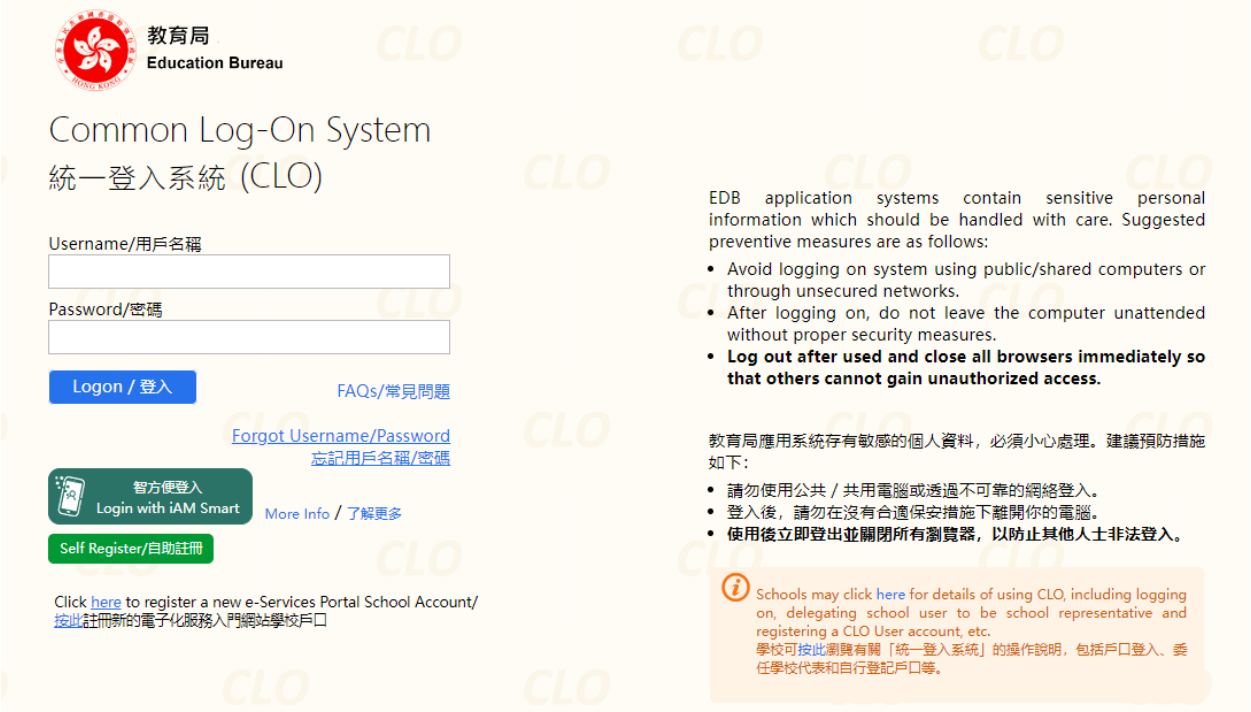
1. Operational Procedures

1.1 Logon

School Users can logon to e-PFS by using the EDB Common Log-On System (CLO). For School Users who have privileges to access e-PFS, such as Master School Administrator (MSA), School Head, School Supervisor and the delegated officer, they can click the button to e-PFS at the tab "School-based System" in CLO to logon to e-PFS.

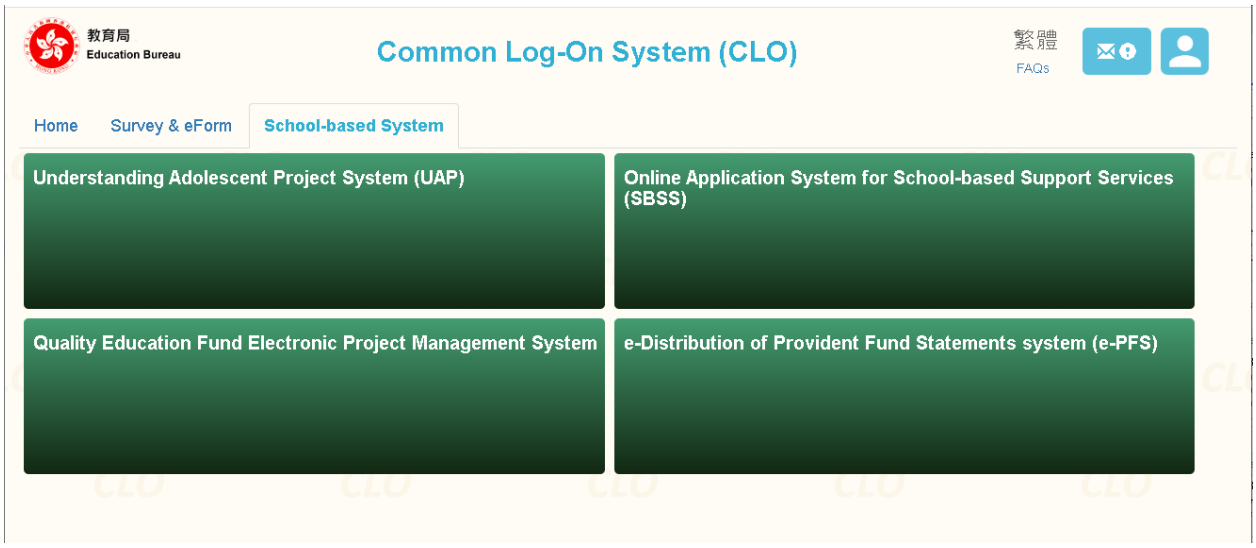
1.1.1 Logon to CLO



Steps:

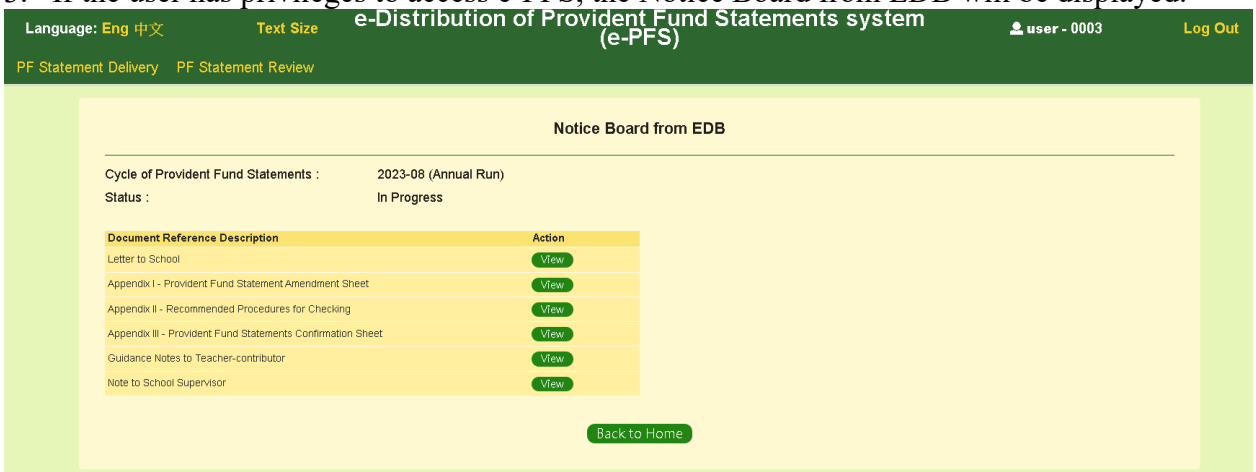
1. Input Username and Password
2. Click "Logon" button.

1.1.2 Access e-PFS via CLO



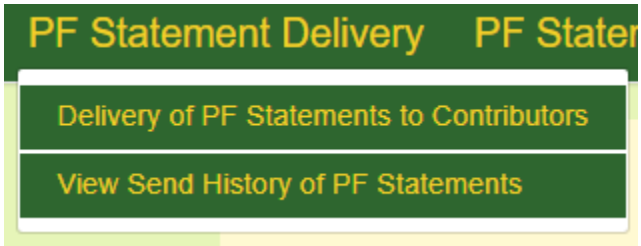
Steps:

1. Click “School-based System” button.
2. Click “e-Distribution of Provident Fund Statements system (e-PFS)” button.
3. If the user has privileges to access e-PFS, the Notice Board from EDB will be displayed.



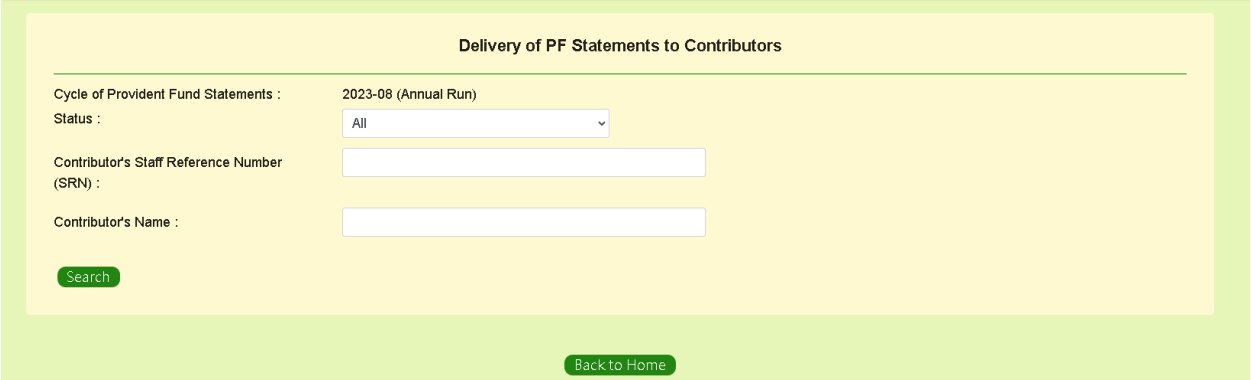
1.2 Delivery of PF Statements to Contributors

This function allows School Users to deliver PF Statements to Contributors when the PF Statements are ready and EDB has sent a message through School Messaging Module (SMM) notifying schools to take necessary action. After the PF Statements have been delivered to Contributors, Contributors can access e-PFS via e-Services Portal to download the PF Statements.



Steps:

1. Move the mouse cursor over the tab "PF Statement Delivery".
2. Click "Delivery of PF Statements to Contributors" button.

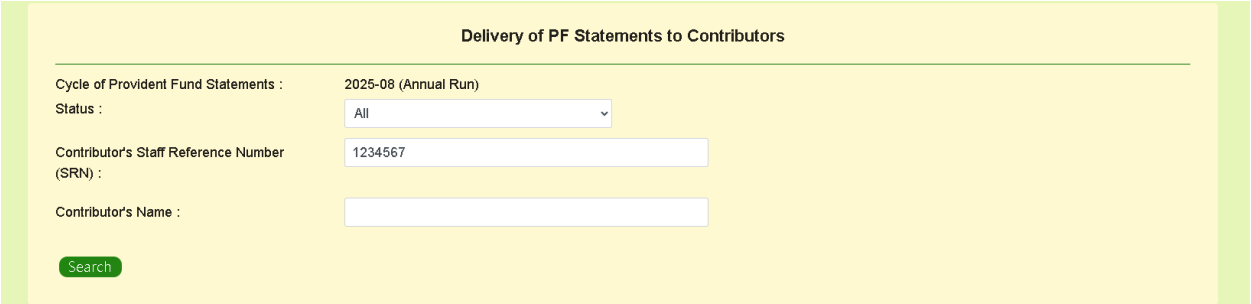


1.2.1 Search contributors

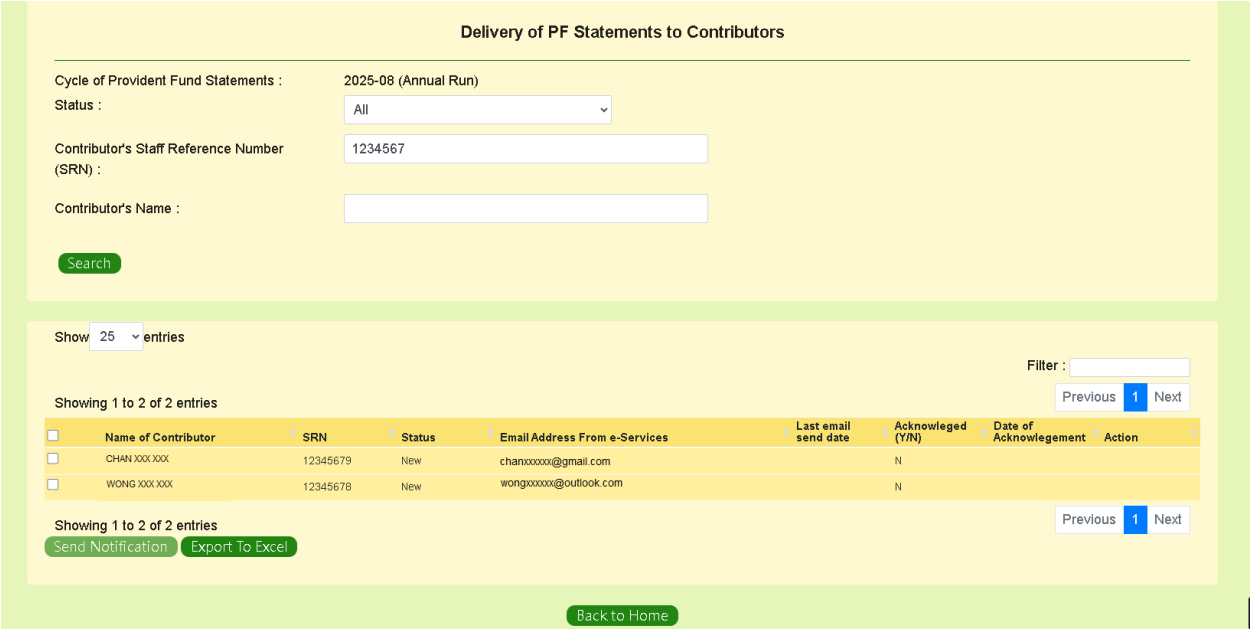
School Users can click the "Search" button to list out contributor(s) that match the specified searching criteria.

Steps:

1. For listing out all contributors in the current cycle of Provident Fund Statements, select "All" for "Status" and leave both "Contributor's Staff Reference Number" and "Contributor's Name" blank. For searching specific contributor(s), select appropriate "Status" and input "Contributor's Staff Reference Number" or "Contributor's Name".

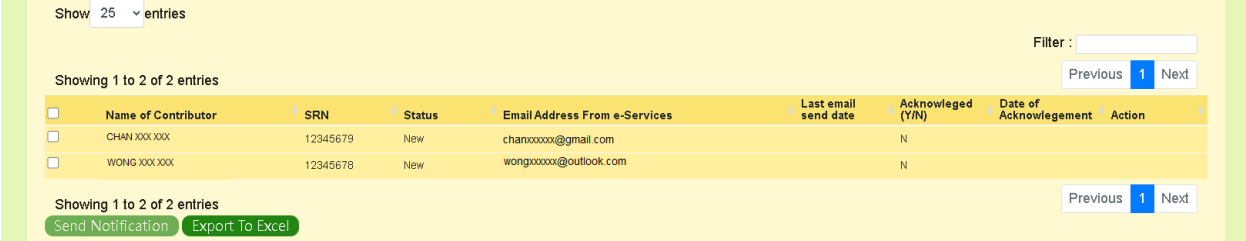


2. Click "Search" button.



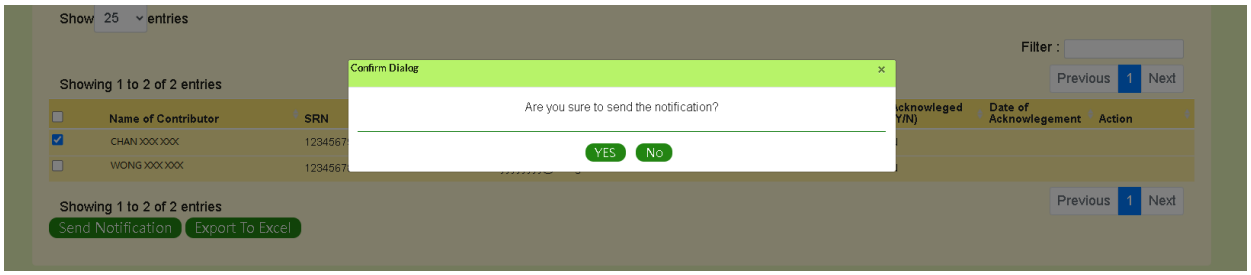
1.2.2 Send notification to contributors

From the contributors list in paragraph 1.2.1, School Users can send notification to contributors for the delivery of PF Statement. School Users may wish to remind contributors to maintain valid and up-to-date default email addresses on the e-Services Portal in advance.

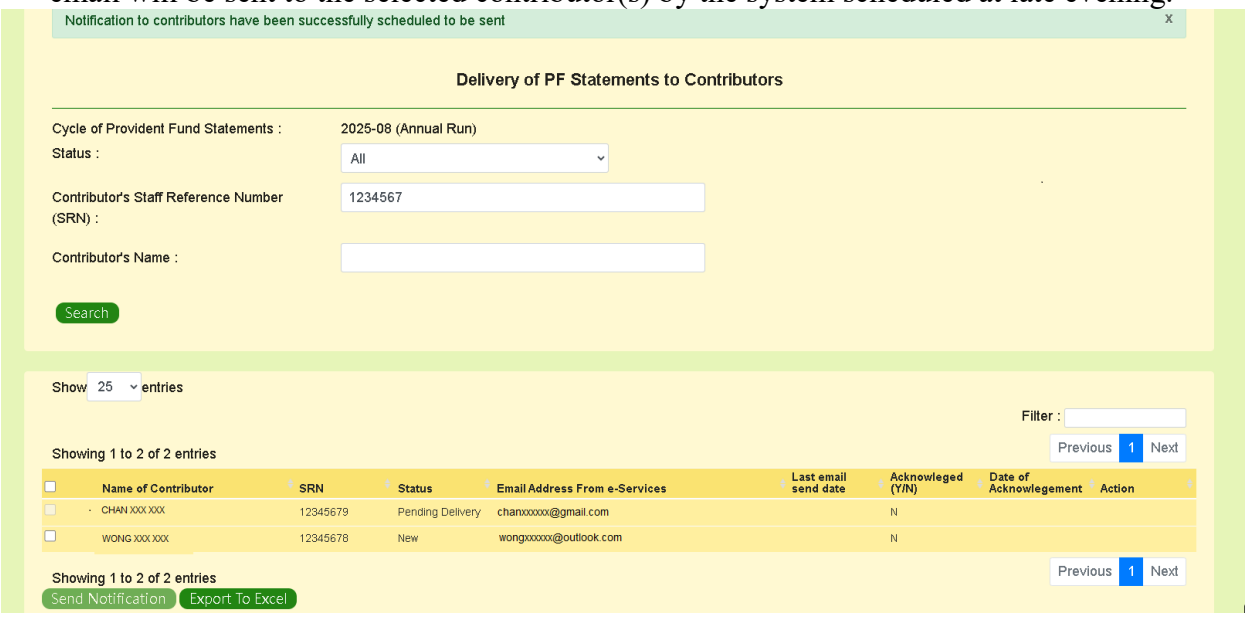


Steps:

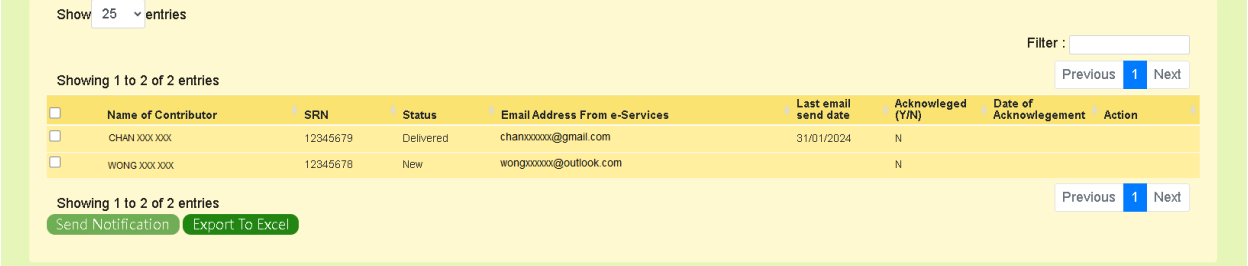
1. Check the box next to the "Name of Contributor" to select contributor(s) .
2. Click "Send Notification" button.
3. Click "Yes" to confirm the action.



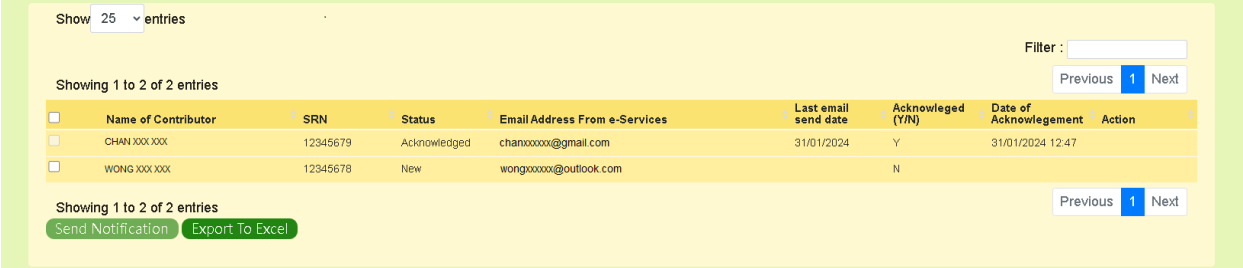
4. The "Status" of the Contributor will change to "Pending Delivery" and the notification email will be sent to the selected contributor(s) by the system scheduled at late evening.



5. The “Status” will change to “Delivered” after the notification email has been sent to the contributor(s).

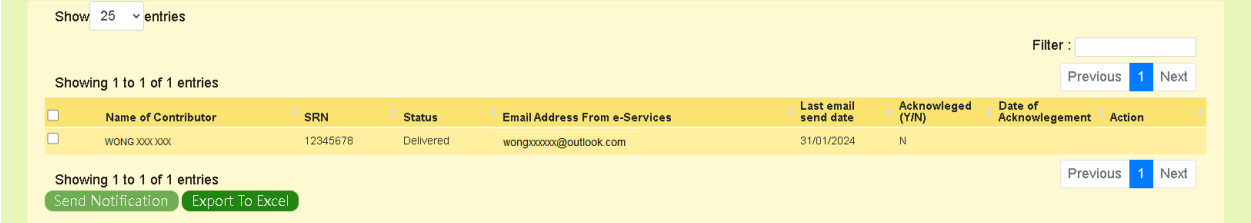


6. If a contributor has downloaded the PF Statement through e-PFS, the Status will changed from “Delivered” to “Acknowledged”, the “Acknowledged” field of the contributor will change from “N” to “Y” and the “Date of Acknowledgement” will be recorded.



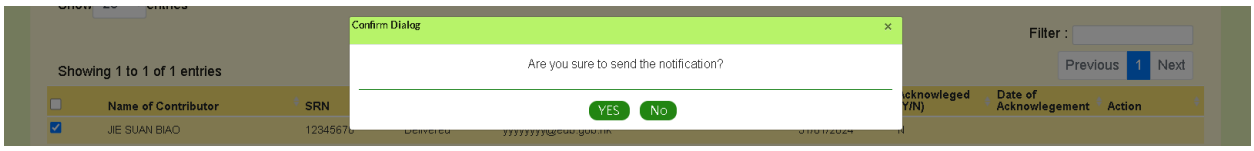
1.2.3 Re-send notification to contributors

School Users can re-send notifications to contributor(s) to remind them to download the PF Statement through e-PFS.

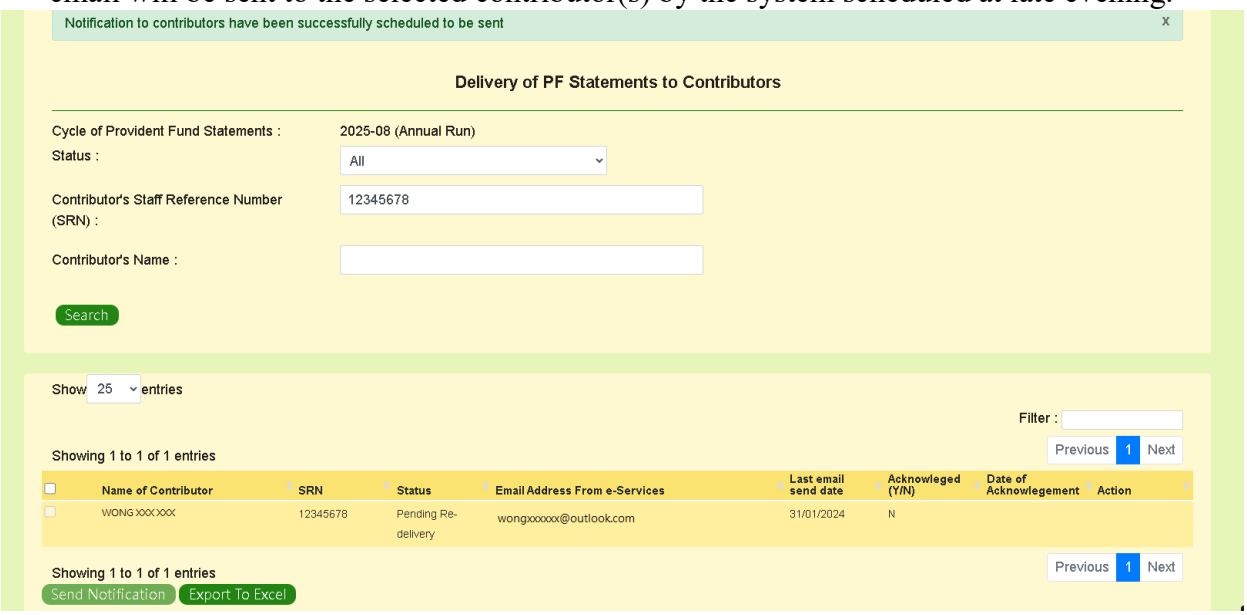


Steps:

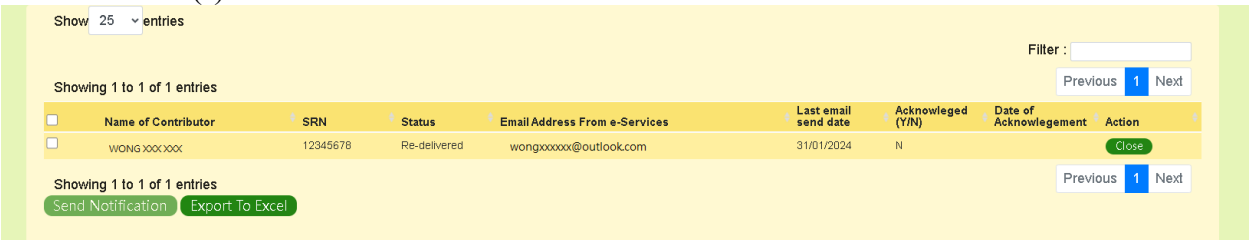
1. Check the box next to the "Name of Contributor" whose "Status" is "Delivered" to select contributor(s).
2. Click "Send Notification" button.
3. Click "Yes" to confirm the action.



4. The "Status" of the Contributor will change to "Pending Re-delivery" and the notification email will be sent to the selected contributor(s) by the system scheduled at late evening.

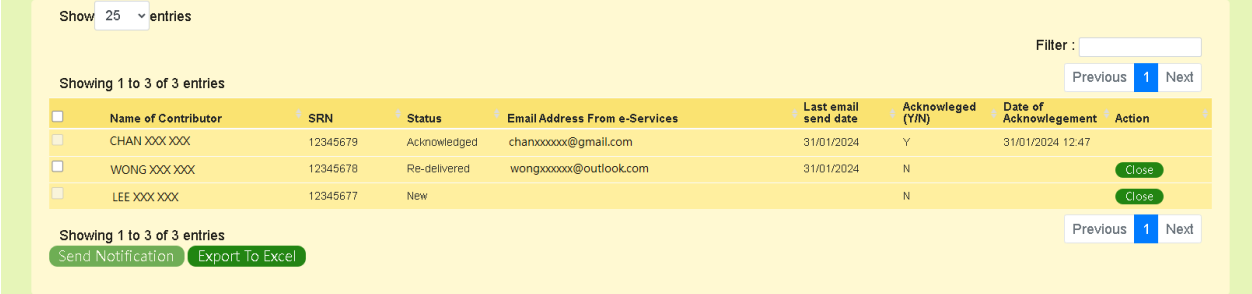


5. The "Status" will change to "Re-delivered" after the notification email is resent to contributor(s).



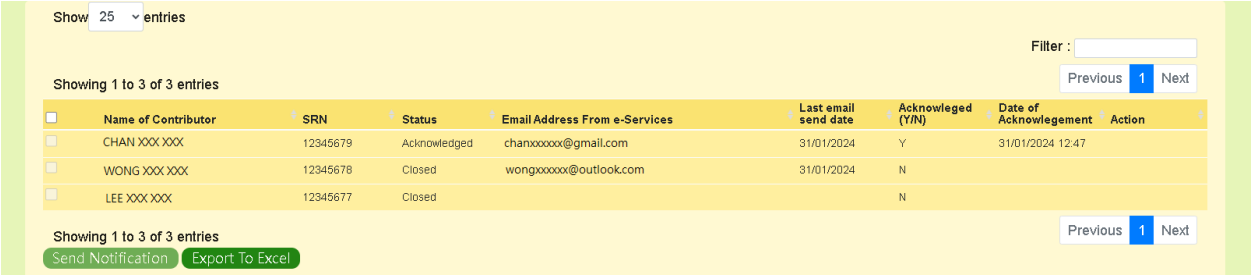
1.2.4 Close the case of delivery of PF Statement

School Users can close the case of delivery of PF Statement for contributor(s) when (i) the contributor(s) have not acknowledged the receipt of PF Statement after the notification is re-delivered or (ii) the contributor(s) have no email addresses maintained in the e-Services. For these contributors, School Users may arrange PF Statement distribution outside the e-PFS.



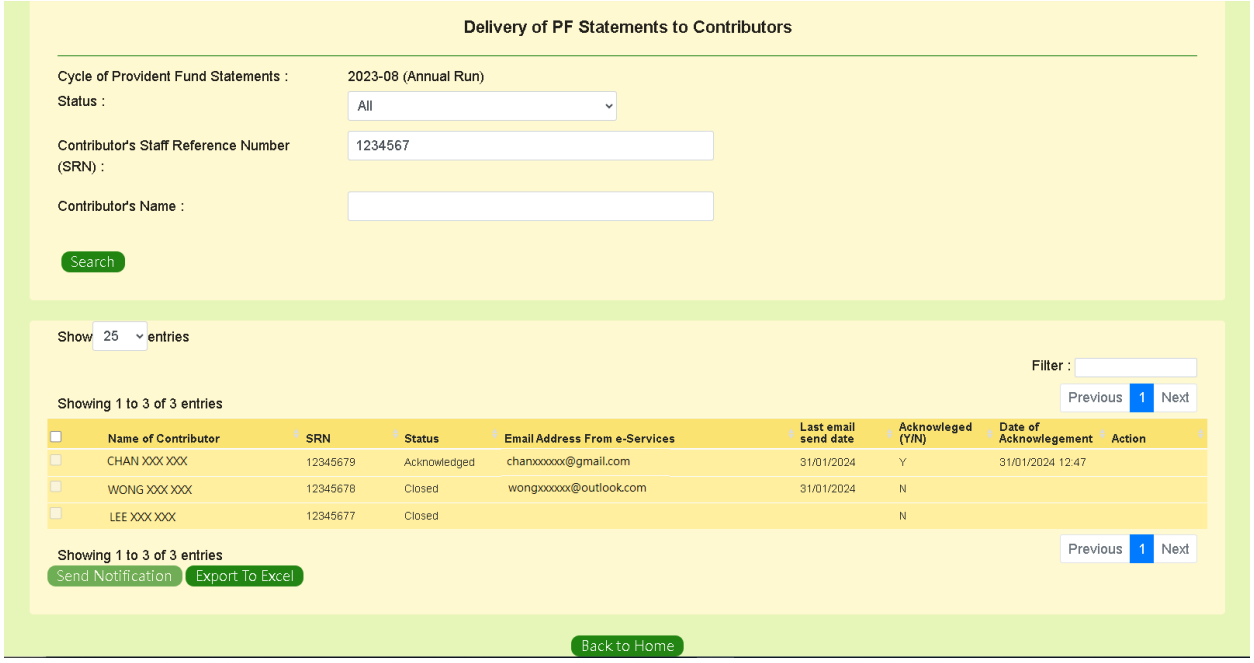
Steps:

1. Click “Close” button in the “Action” Column.
2. The “Status” of the contributor will change to “Closed”.



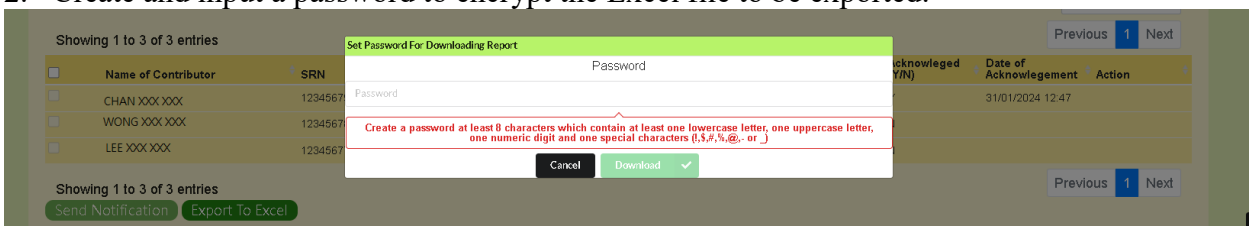
1.2.5 Export contributor list to Excel file

School Users can export the contributor list shown in the page to an Excel file.

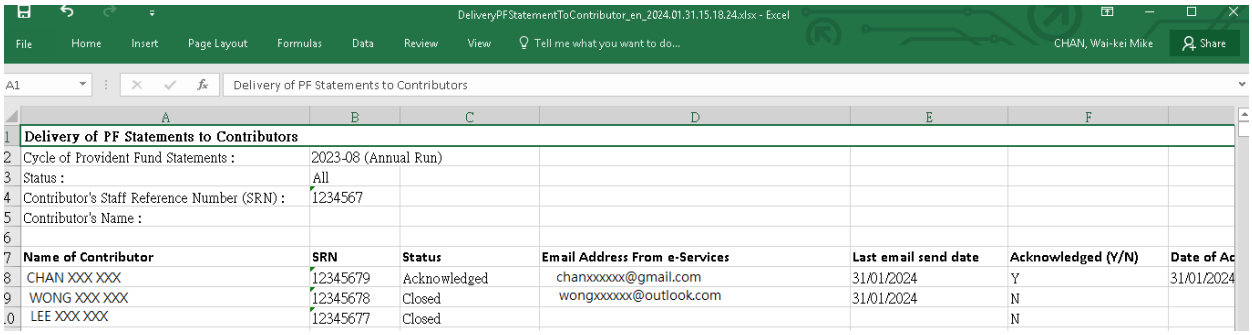


Steps:

1. Click “Export to Excel” button.
2. Create and input a password to encrypt the Excel file to be exported.

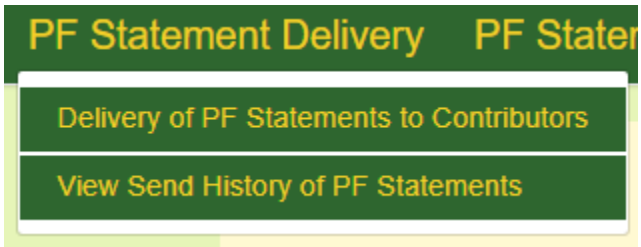


3. Click “Download” button.
4. After the download is completed, go to the browser’s download folder and open the Excel file by inputting the password created in Step 2.



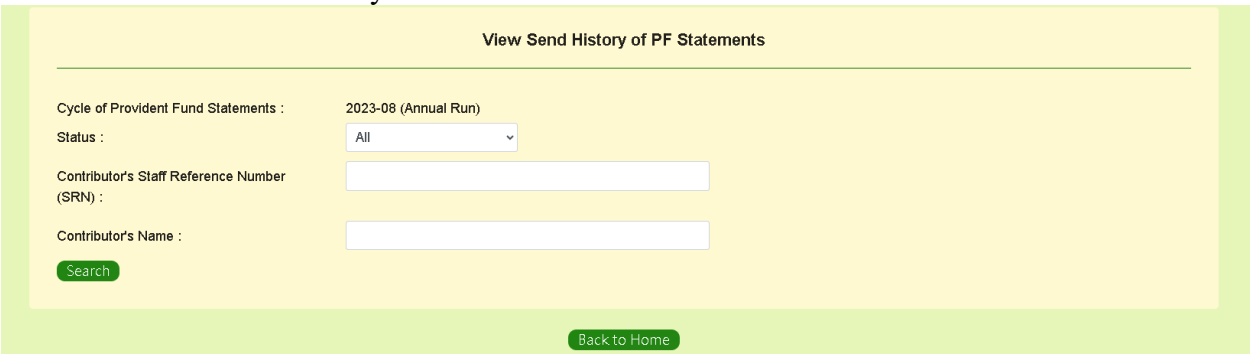
1.3 View Send History of PF Statements

This function allows School Users to view the delivery history of PF Statements.

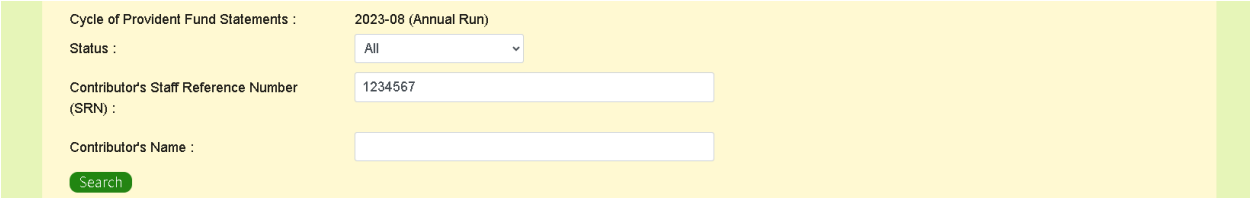


Steps:

1. Move the mouse cursor over the tab “PF Statement Delivery”.
2. Click “View Send History of PF Statements” button.

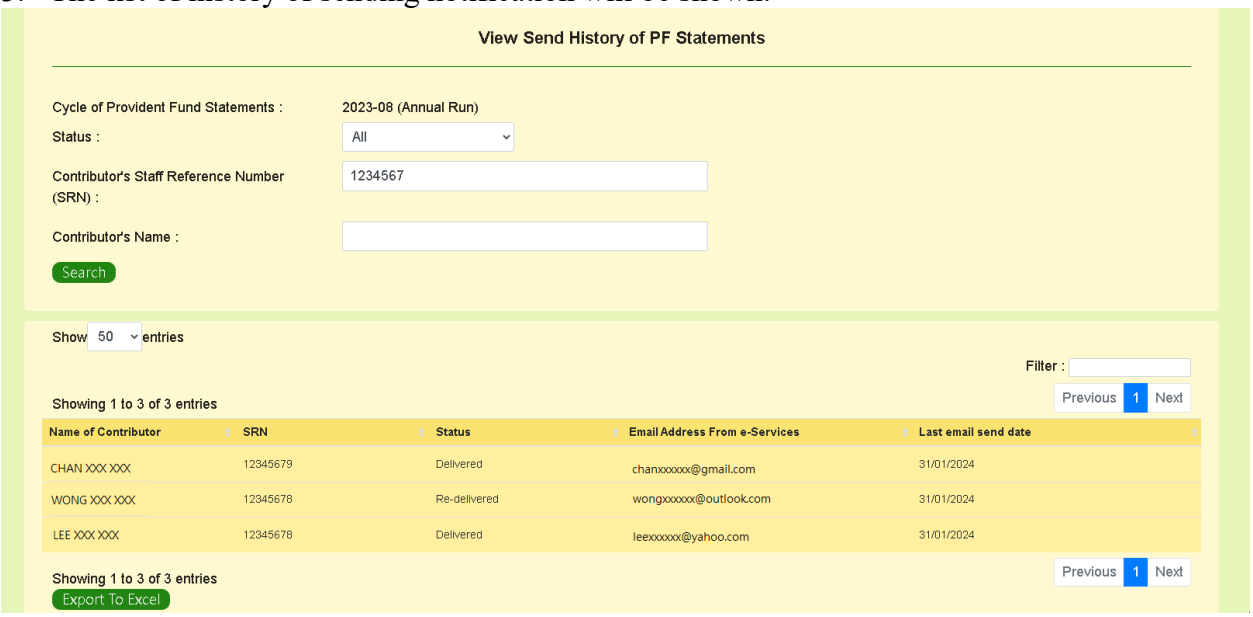


1.3.1 List out the history of sending notification to contributors of the current cycle

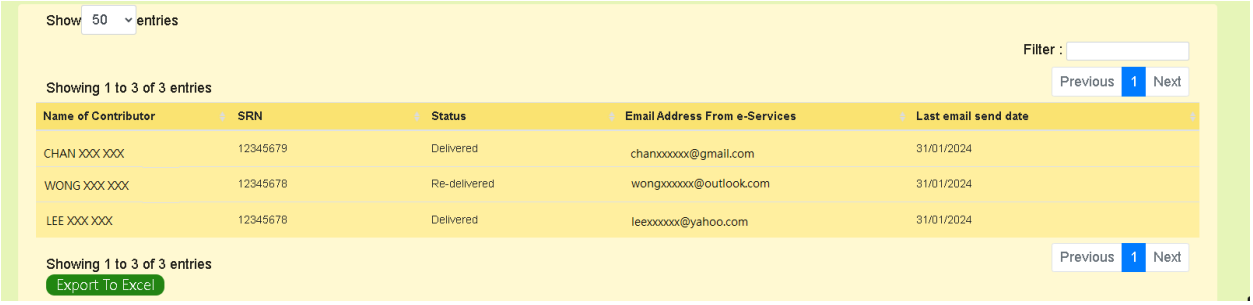


Steps:

1. Select "Status" and input "Contributor's Staff Reference Number (SRN)" or "Contributor's Name", or leave them blank to search all contributors.
2. Click "Search" button.
3. The list of history of sending notification will be shown.

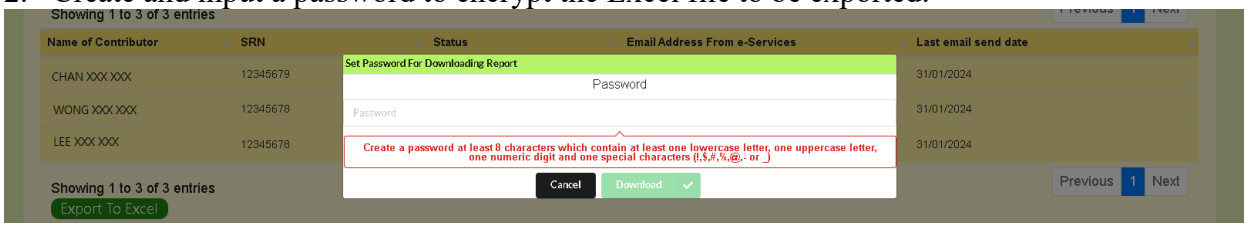


1.3.2 Export contributor list to Excel file

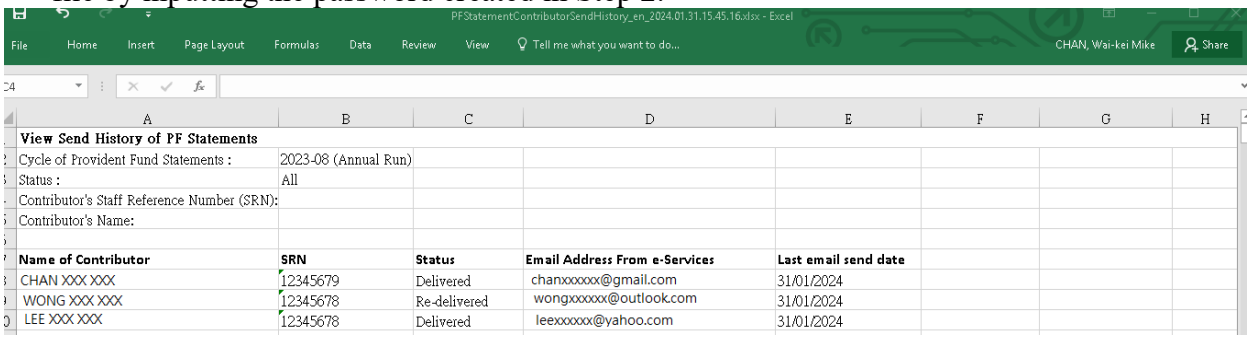


Steps:

1. Click “Export to Excel” button.
2. Create and input a password to encrypt the Excel file to be exported.



3. Click “Download” button.
4. After the download is completed, go to the browser’s download folder and open the Excel file by inputting the password created in Step 2.

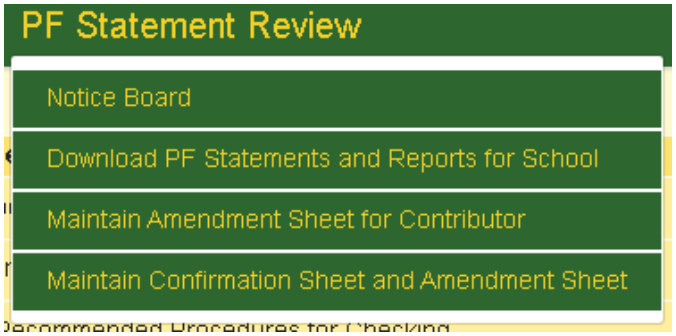


1.4 Notice Board

This function allows School Users to obtain the documents posted by EDB for the latest PF Statement cycle. Notice Board is the "Home" page of e-PFS. The following documents with ✓ are available for downloading during the Cycle:

Documents	**Annual Run Cycle**	**Dividend Run Cycle**
1. Letter to School	✓	✓
2. Appendix I - Provident Fund Statement Amendment Sheet	✓	
3. Appendix II - Recommended Procedures for Checking	✓	
4. Appendix III - Provident Fund Statements Confirmation Sheet	✓	
5. Guidance Notes to Teacher-contributor	✓	✓
6. Note to School Supervisor	✓	✓

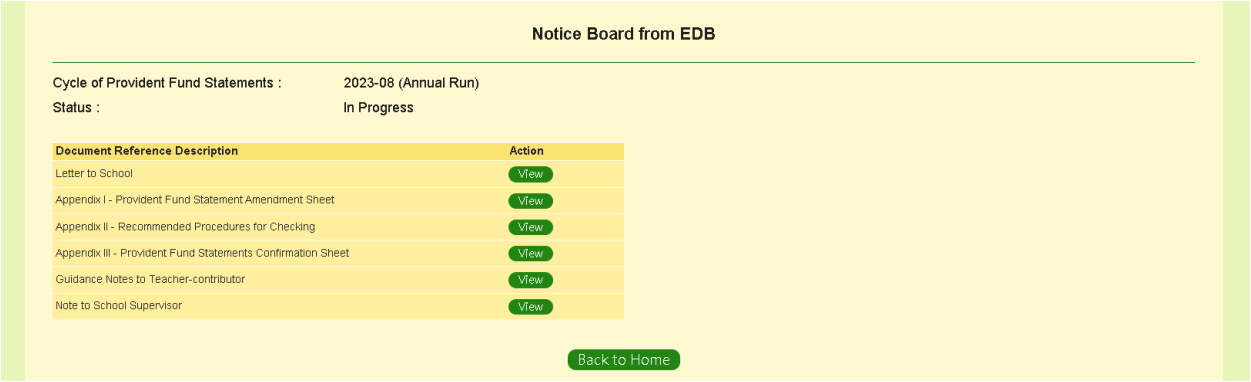
School Users can click "View" to download them.



Steps:

1. Move the mouse cursor over the tab "PF Statement Review".
2. Click "Notice Board" button.

1.4.1 Download the documents

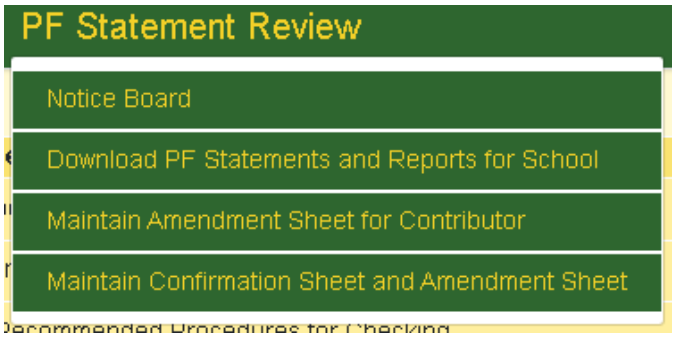


Steps:

1. Click “View” button next to the name of the “Document Reference Description”.
2. The document will be downloaded.
3. After the download is completed, go to the browser’s download folder and open the pdf file.

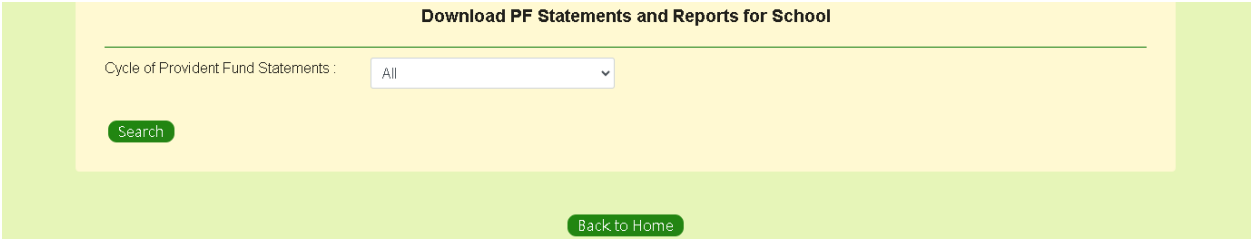
1.5 Download PF Statements and Reports for School

This function allows School Users to download the PF Statements and reports of specific cycle of PF Statements.

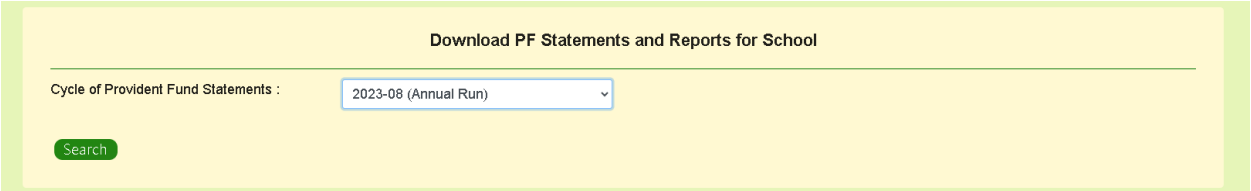


Steps:

1. Move the mouse cursor over the tab “PF Statement Review”.
2. Click “Download PF Statements and Reports for School” button.

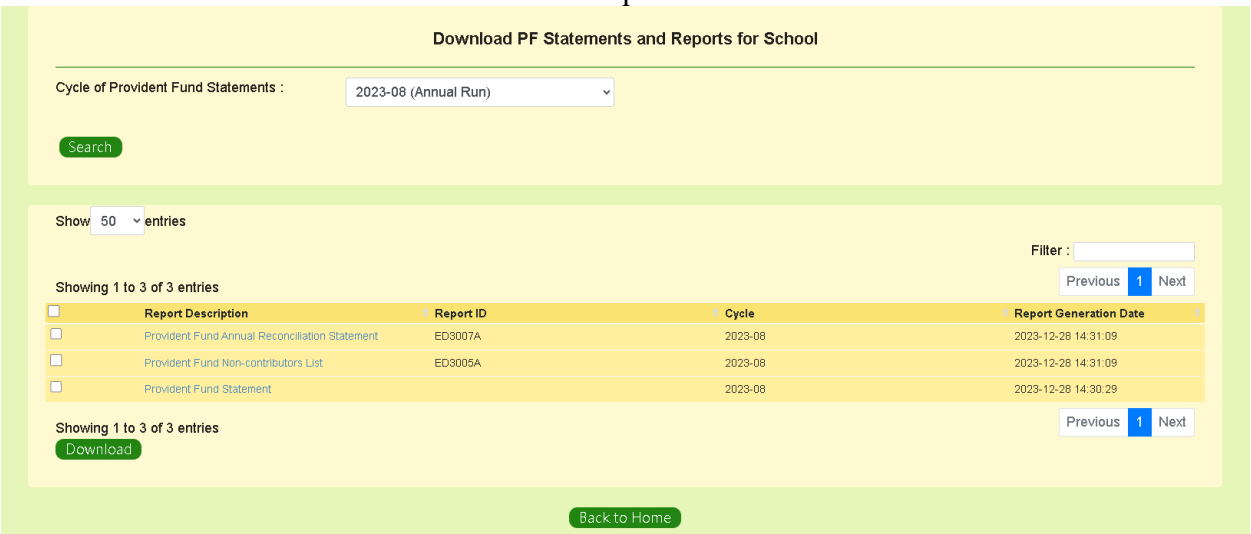


1.5.1 Download PF Statements and Reports for School

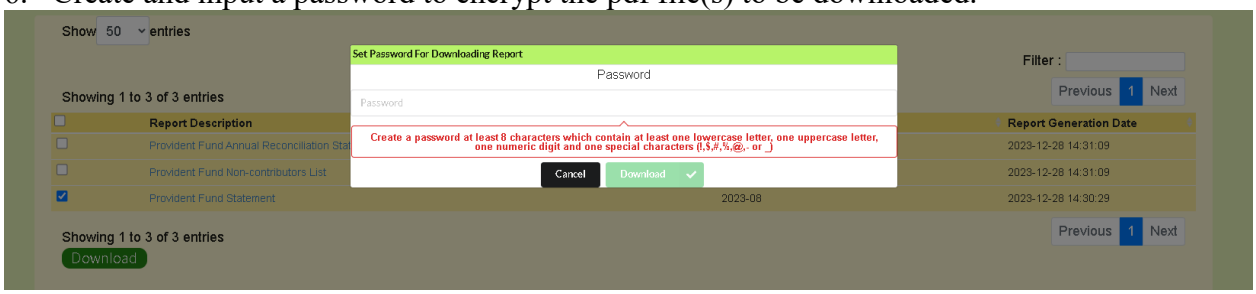


Steps:

1. Select the “Cycle of Provident Fund Statements”.
2. Click “Search” button.
3. The list of Provident Fund Statements and reports will be shown.



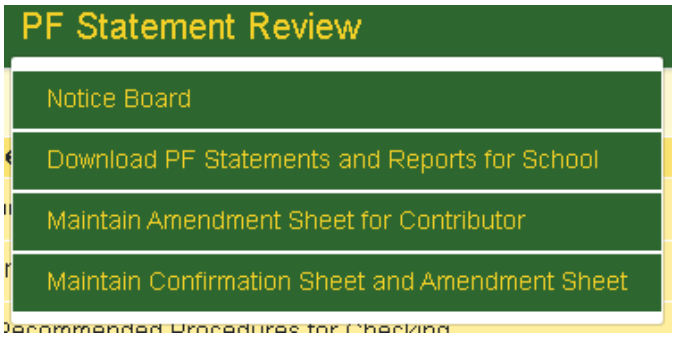
4. Check the box(es) next to the Provident Fund Statements or reports.
5. Click “Download” button.
6. Create and input a password to encrypt the pdf file(s) to be downloaded.



7. Click “Download” button.
8. After the download is completed, go to the browser’s download folder and open the downloaded file by inputting the password created in Step 6.

1.6 Maintain Amendment Sheet for Contributor

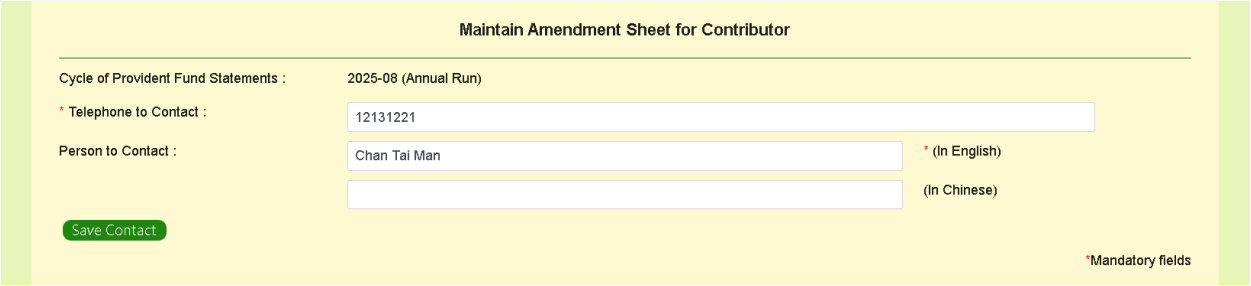
This function allows School Users to prepare the Amendment Sheet to EDB during the **Annual Run** cycle only.



Steps:

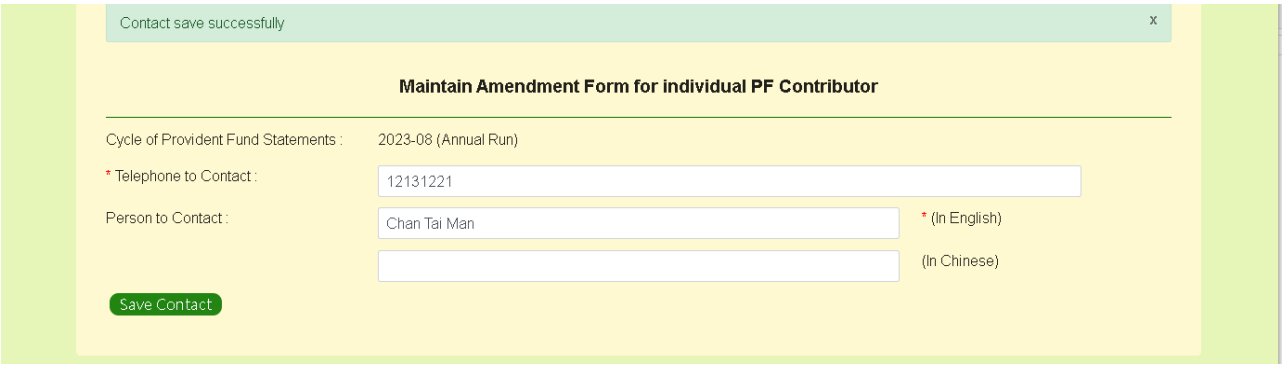
1. Move the mouse cursor over the tab "PF Statement Review".
2. Click "Maintain Amendment Sheet for Contributor" button.
3. Contact details and a list of existing Amendment Sheet will be shown.

1.6.1 Input contact information for Amendment Sheet to EDB

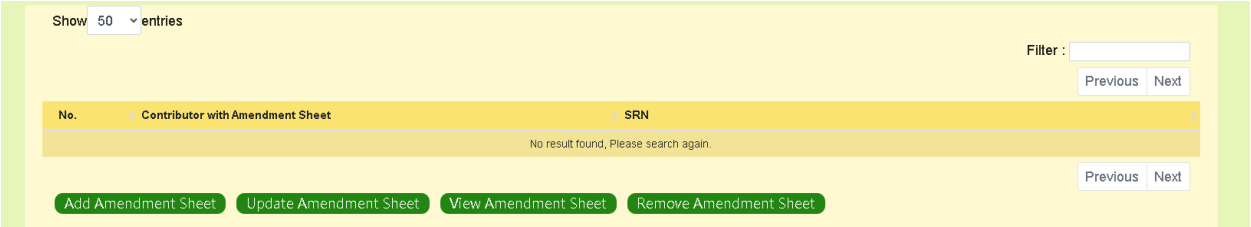


Steps:

1. Input “Telephone to Contact” and “Person to Contact”.
2. Click “Save Contact” button.

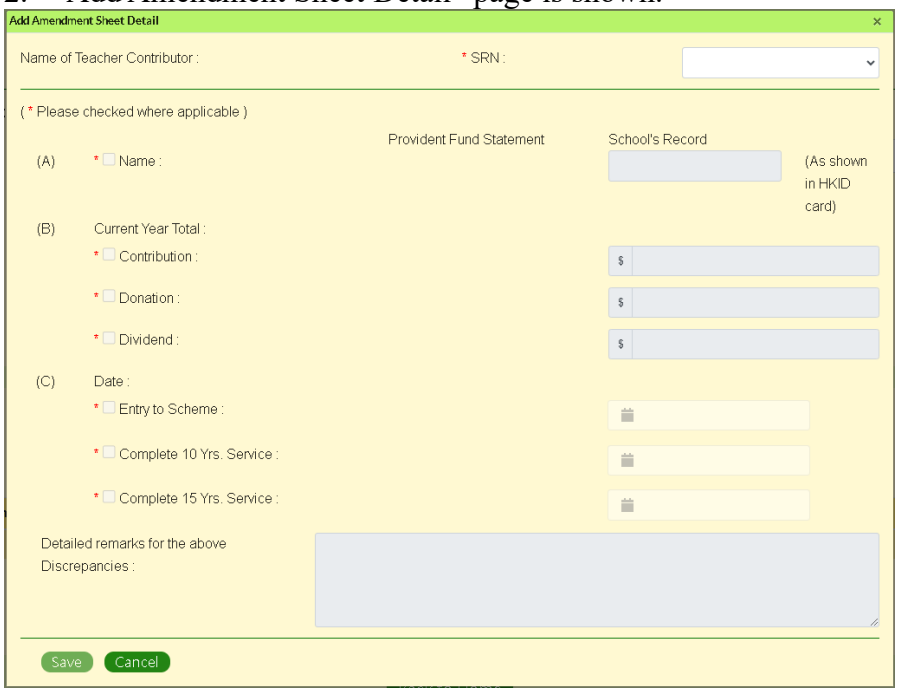


1.6.2 Add Amendment Sheet

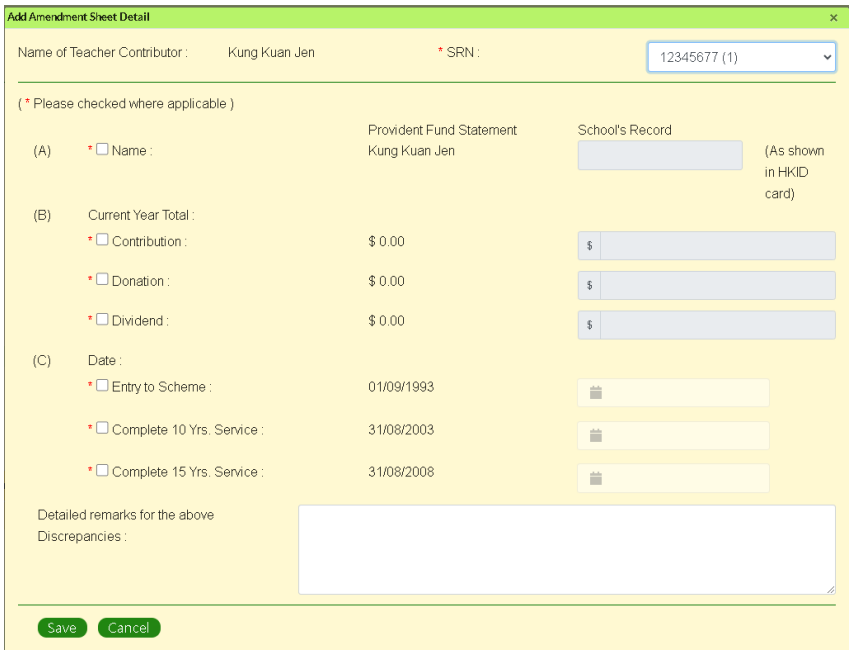


Steps:

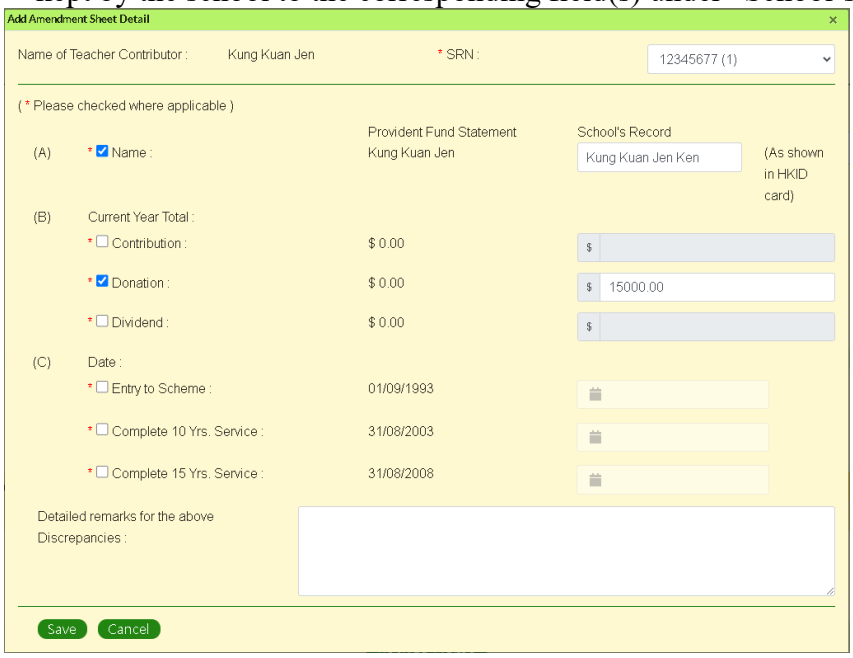
1. Click "Add Amendment Sheet" button.
2. "Add Amendment Sheet Detail" page is shown.



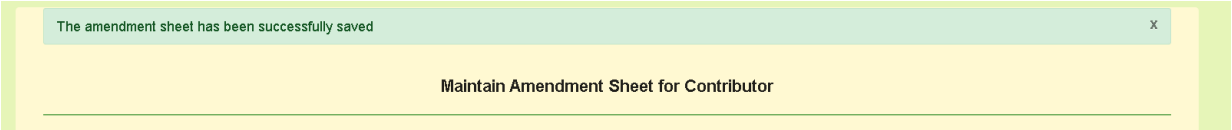
3. Select the "SRN" of the contributor whose records need to be amended.
4. The PF statement details of the selected contributor will be shown.



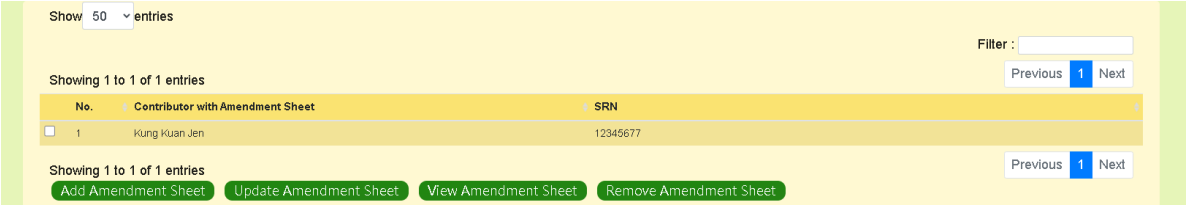
5. Check the applicable box(es) for which amendments are proposed and input the records kept by the school to the corresponding field(s) under “School’s Record” column.



6. Click “Save” button.

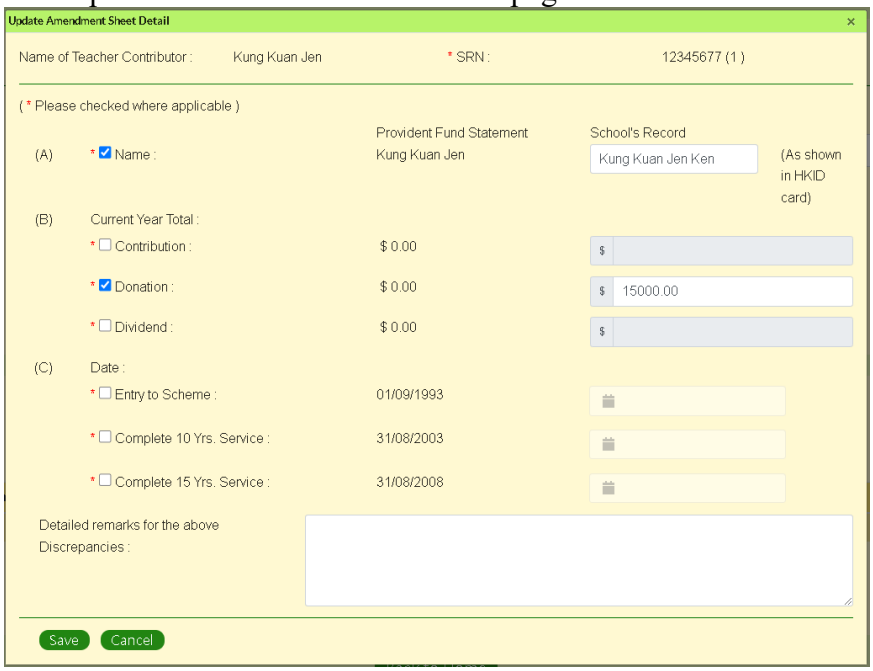


1.6.3 Update Amendment Sheet

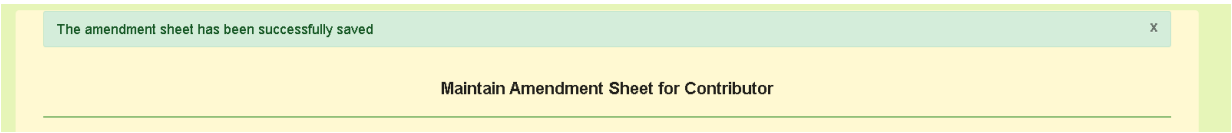


Steps:

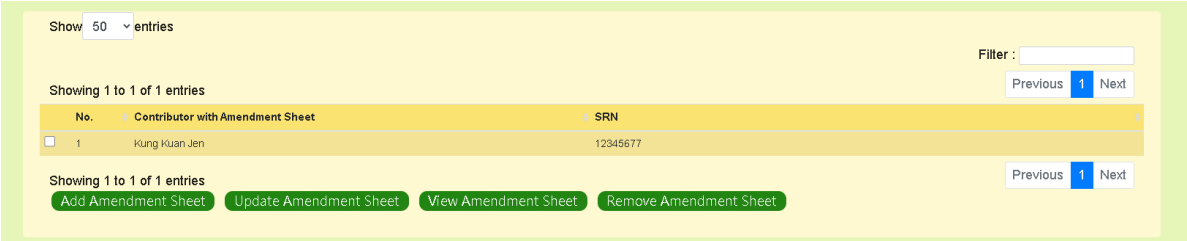
1. Look up the name of the contributor whose Amendment Sheet requires an update.
2. Check the box next to the "Contributor with Amendment Sheet".
3. Click "Update Amendment Sheet" button.
4. "Update Amendment Sheet Detail" page is shown.



5. Update the inputted value(s) under "School's Record" column where necessary.
6. Click "Save" button.

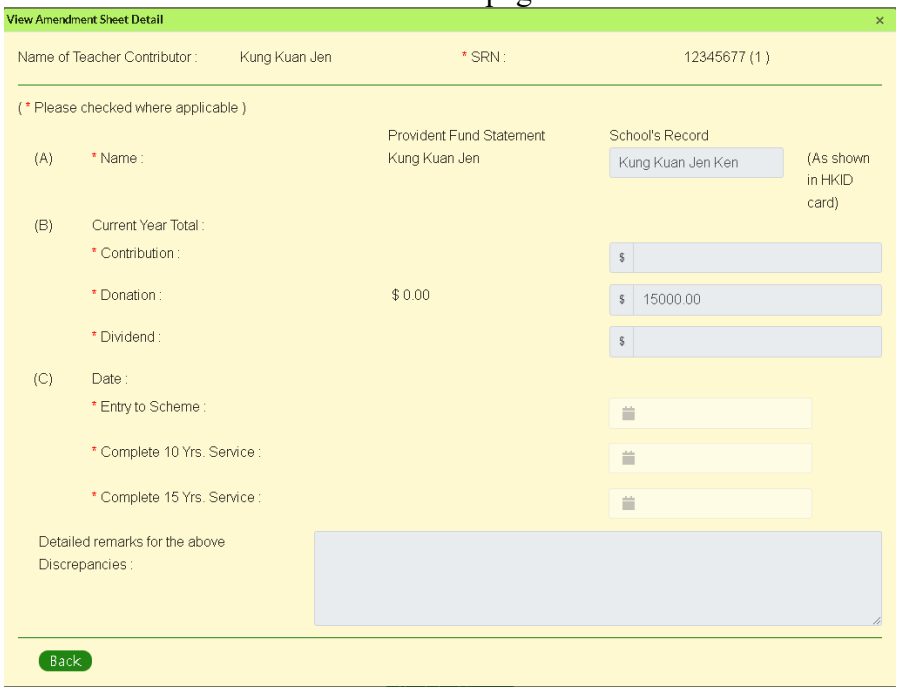


1.6.4 View Amendment Sheet

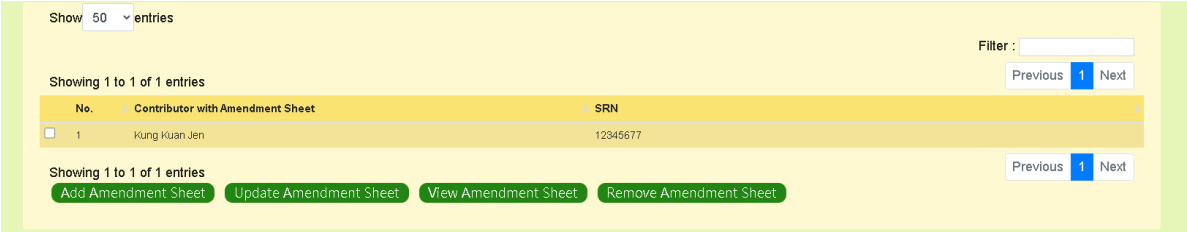


Steps:

1. Look up the name of the contributor whose Amendment Sheet requires viewing.
2. Check the box next to the "Contributor with Amendment Sheet".
3. Click "View Amendment Sheet" button.
4. "View Amendment Sheet Detail" page is shown.

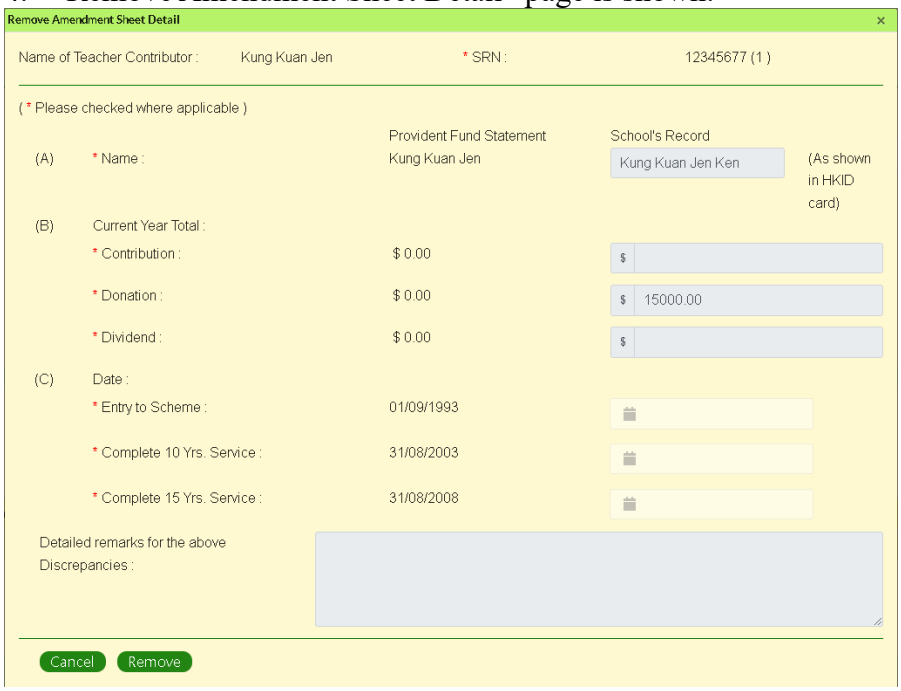


1.6.5 Remove Amendment Sheet

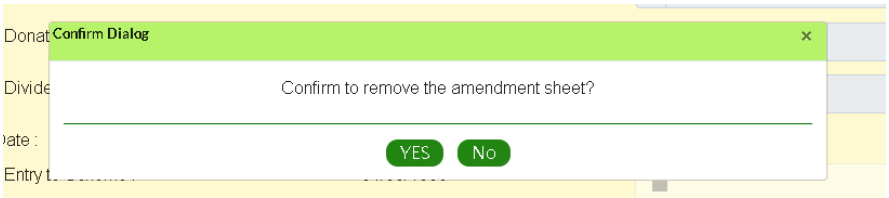


Steps:

1. Look up the name of the contributor whose Amendment Sheet requires removal.
2. Check the box next to the "Contributor with Amendment Sheet".
3. Click "Remove Amendment Sheet" button.
4. "Remove Amendment Sheet Detail" page is shown.



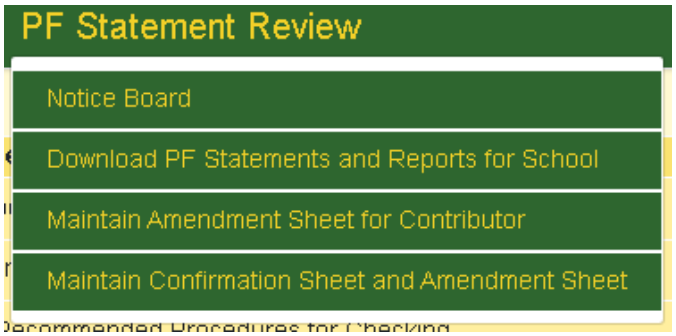
5. Click "Remove" button.



6. Click "Yes" button to confirm the selected Amendment Sheet to be removed.

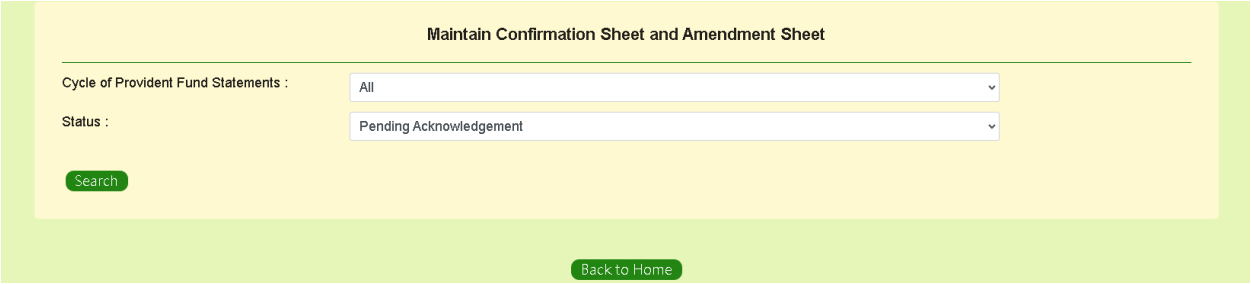
1.7 Maintain Confirmation Sheet and Amendment Sheet

This function allows School Users to prepare the "Confirmation Sheet" and "Amendment Sheet" to EDB during the Annual Run cycle. When the "Status" of all contributors of the school have changed to "Acknowledged" or "Closed", the system will automatically send a notification to School Users via SMM with subject "Reminder to School for the Completion of Confirmation Sheet and Amendment Sheet". It aims to remind School Users to complete the "Confirmation Sheet" and "Amendment Sheet" (if any) and submit them to EDB.

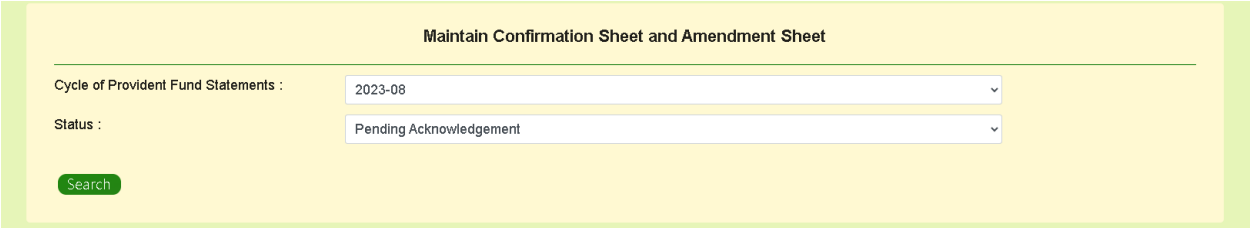


Steps:

1. Move the mouse cursor over the tab "PF Statement Review".
2. Click "Maintain Confirmation Sheet and Amendment Sheet" button.



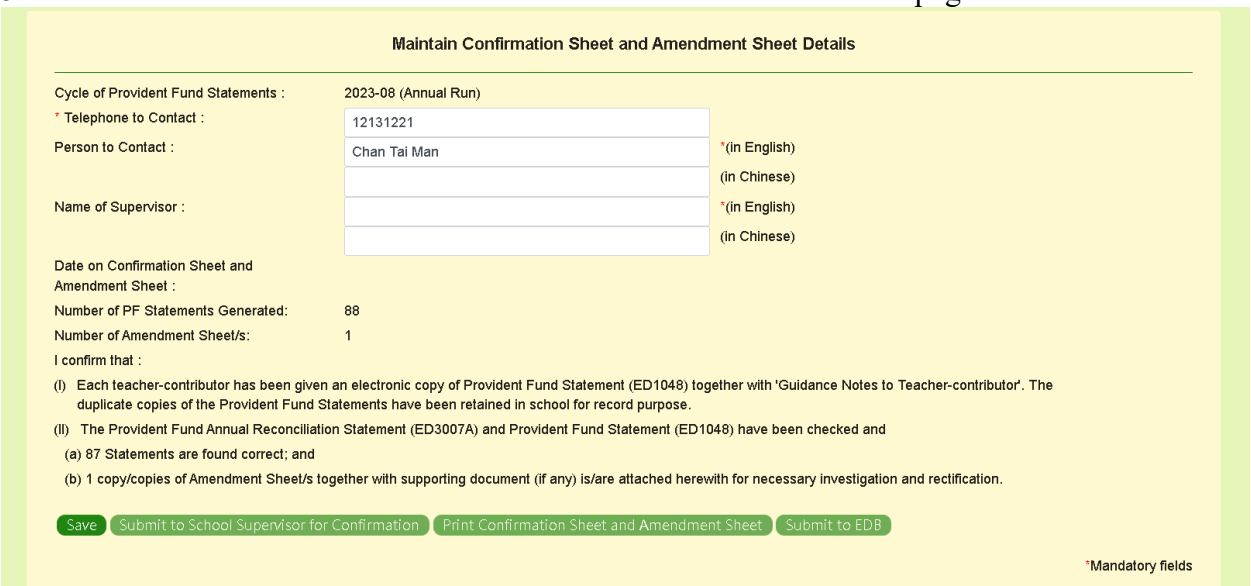
1.7.1 Edit Confirmation Sheet



Steps:

1. Select Annual Run for "Cycle of Provident Fund Statements" and "Pending Acknowledgement for "Status".
2. Click "Search" to list out available Confirmation Sheet to view or edit.

3. Check the box next to the "Statement Cycle of Provident Fund Statements (Annual Run)".
4. Click 'Edit' button.
5. The "Maintain Confirmation Sheet and Amendment Sheet Details" page is shown.



6. Input/Update Telephone to Contact, Person to Contact and Name of Supervisor.
7. Click "Save" button

Confirmation sheet save successfully x

Maintain Confirmation Sheet and Amendment Sheet Details

Cycle of Provident Fund Statements : 2023-08 (Annual Run)

* Telephone to Contact : 12131221

Person to Contact : Chan Tai Man *(in English)

陳大文 (in Chinese)

Name of Supervisor : Test Supervisor AAA *(in English)

校監甲甲甲 (in Chinese)

Date on Confirmation Sheet and Amendment Sheet :

Number of PF Statements Generated: 88

Number of Amendment Sheet/s: 1

I confirm that :

(I) Each teacher-contributor has been given an electronic copy of Provident Fund Statement (ED1048) together with 'Guidance Notes to Teacher-contributor'. The duplicate copies of the Provident Fund Statements have been retained in school for record purpose.

(II) The Provident Fund Annual Reconciliation Statement (ED3007A) and Provident Fund Statement (ED1048) have been checked and

(a) 87 Statements are found correct; and

(b) 1 copy/copies of Amendment Sheet/s together with supporting document (if any) is/are attached herewith for necessary investigation and rectification.

Save | Submit to School Supervisor for Confirmation | Print Confirmation Sheet and Amendment Sheet | Submit to EDB

*Mandatory fields

Provident Fund Non-contributors List (ED3005A)

Amendment Sheet

Show 50 entries

Filter :

Showing 1 to 1 of 1 entries

Previous 1 Next

No.	Contributor with Amendment Sheet	SRN
1	Kung Kuan Jen	12345677

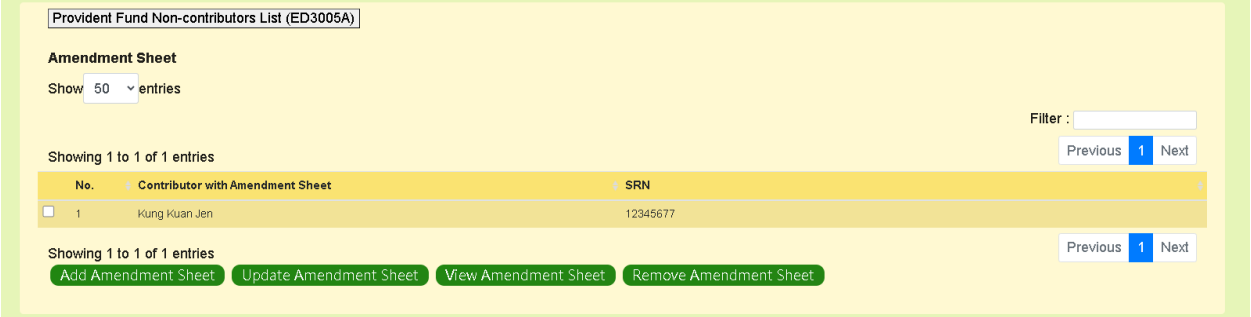
Showing 1 to 1 of 1 entries

Previous 1 Next

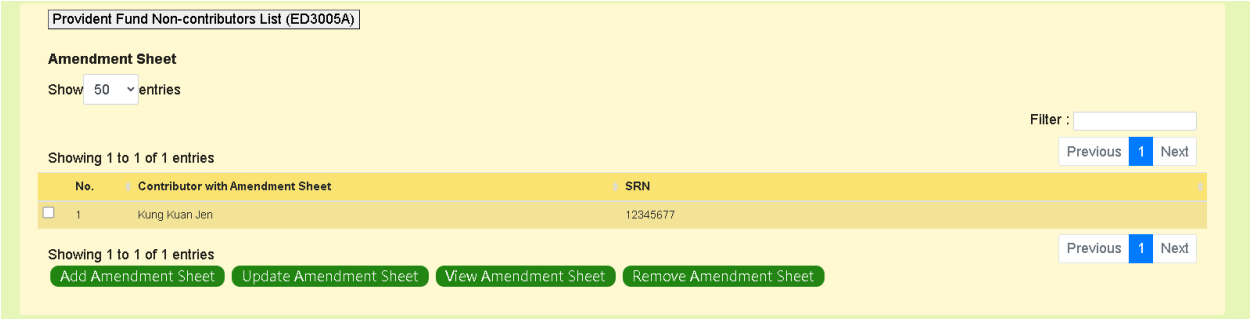
Add Amendment Sheet | Update Amendment Sheet | View Amendment Sheet | Remove Amendment Sheet

1.7.2 Maintain Amendment Sheet

This function allows School Users to maintain the “Amendment Sheet”. Please refer to Section 1.6 above for the procedures.

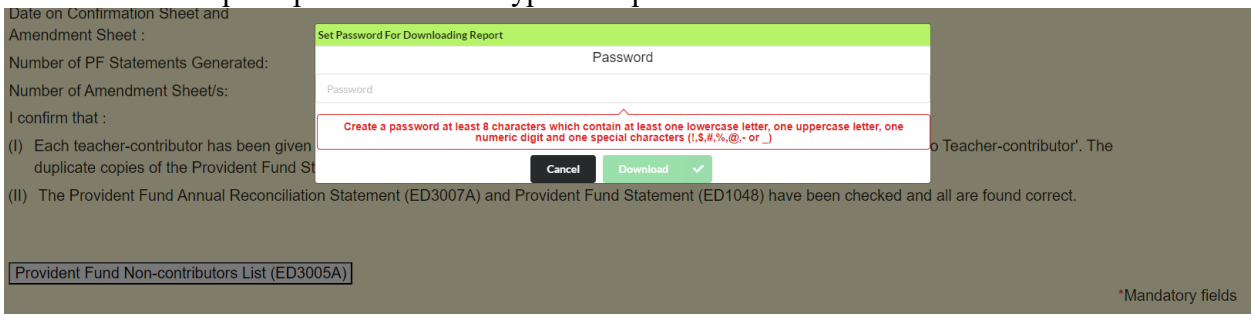


1.7.3 Download Provident Fund Non-contributors List (ED3005A)



Steps:

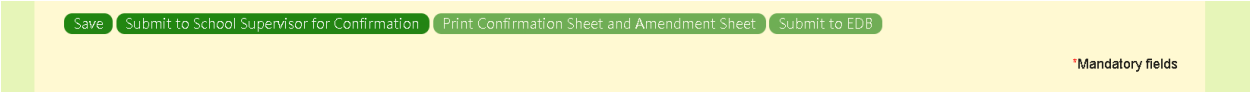
1. Click "Provident Fund Non-contributors List (ED3005A)" button.
2. Create and input a password to encrypt the report.



3. Click "Download" button.
4. After the download is completed, go to the browser's download folder and open the downloaded report by inputting the password created in Step 2.

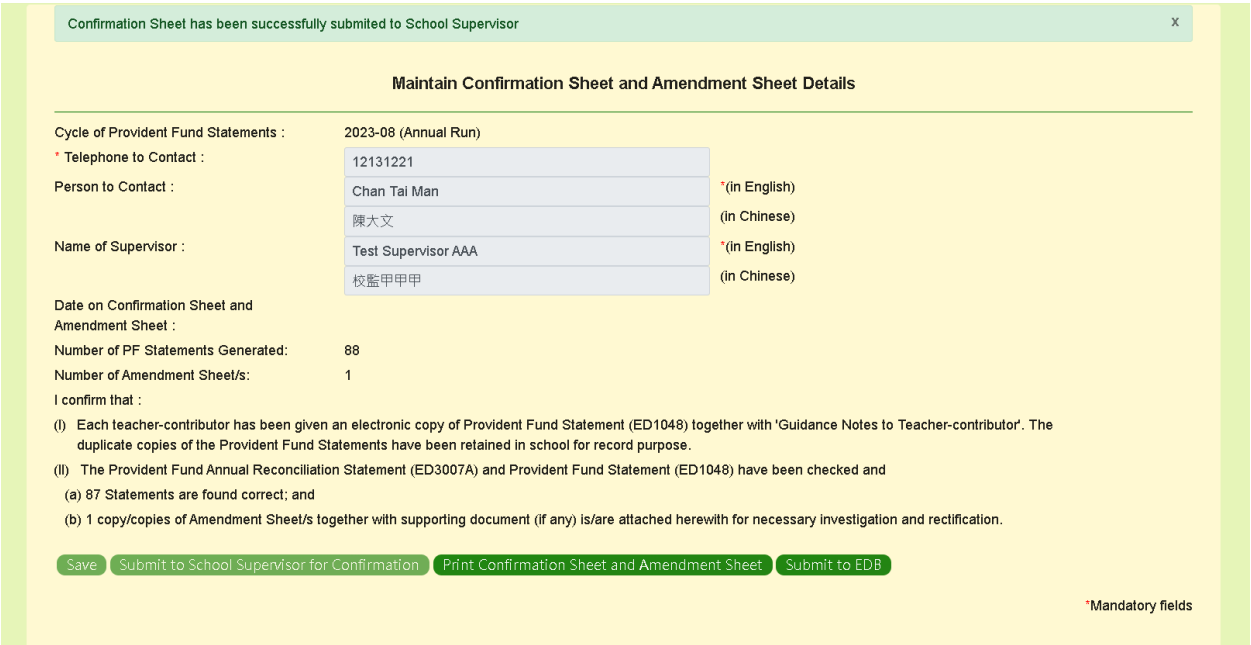
1.7.4 Submit to School Supervisor for confirmation

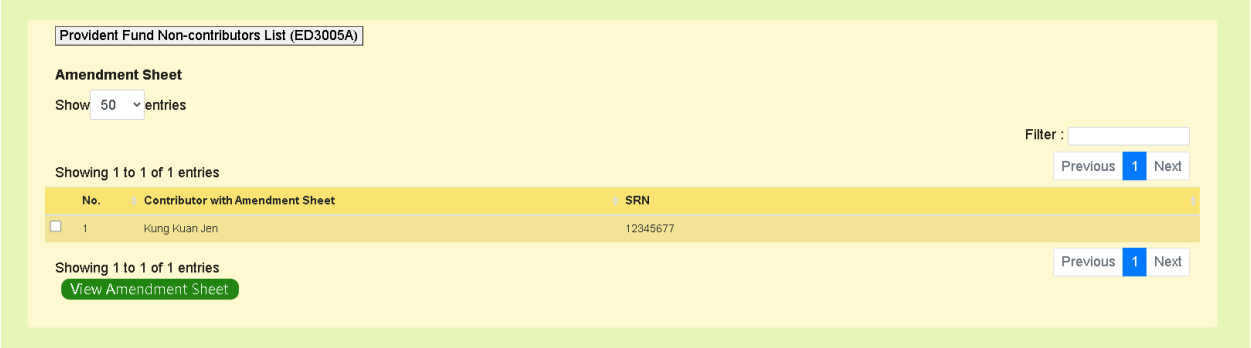
When the “Status” of all contributors of the school have changed to “Acknowledged” or “Closed”, the “Submit to School Supervisor for Confirmation” button will be enabled.



Steps:

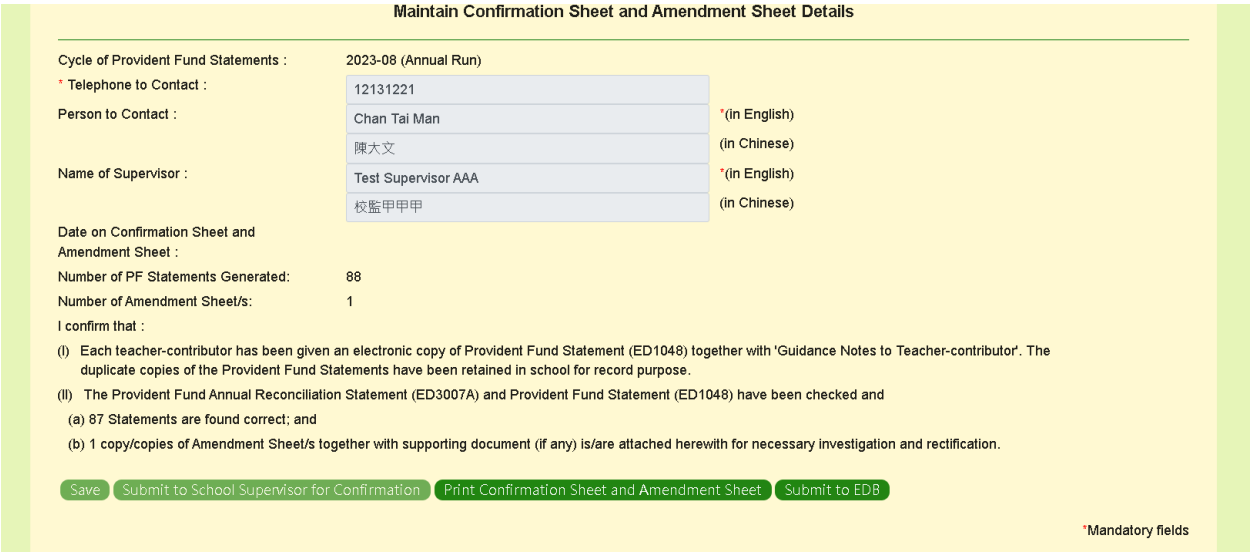
1. Click “Submit to School Supervisor for Confirmation” button.
2. The status will change to “Pending Confirmation” and the “Confirmation Sheet” is no longer allowed to be modified and no “Amendment Sheet” can be added, modified or deleted.





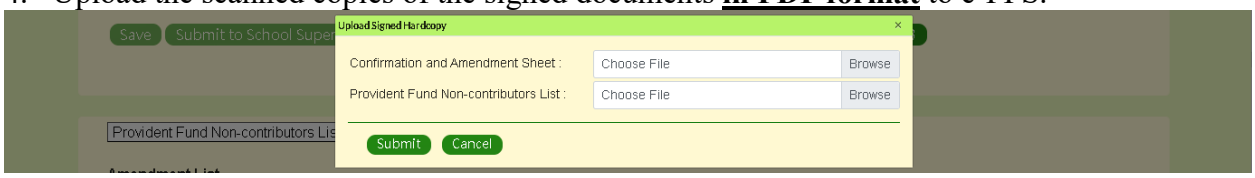
1.7.5 Submit to EDB

After the "Confirmation Sheet" and "Amendment Sheet" are submitted to School Supervisor for confirmation, the buttons "Print Confirmation and Amendment Sheet" and "Submit to EDB" are enabled.



Steps for signing the hardcopy of Confirmation Sheet and Amendment Sheet:

1. Click "Print Confirmation Sheet and Amendment Sheet" button to print out the hardcopy of Confirmation Sheet and Amendment Sheet for School Supervisor's signing.
2. Scanned the Confirmation Sheet and Amendment Sheet and/or Provident Fund Non-contributor List signed by the School Supervisor **<u>in PDF format</u>** for uploading to e-PFS.
3. Click "Submit to EDB" button.
4. Upload the scanned copies of the signed documents **<u>in PDF format</u>** to e-PFS.

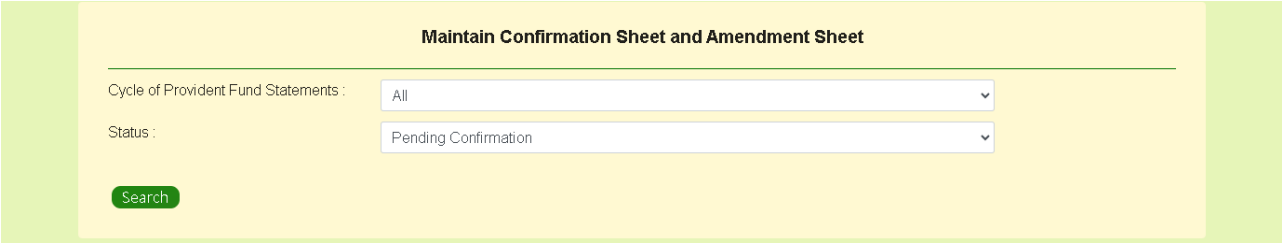


5. Click "Submit" button.
6. The "Status" will change to "Submitted".

Steps for signing the Confirmation Sheet and Amendment Sheet via e-PFS using iAM Smart+:

1. After School Supervisor has signed the documents using iAM Smart+ (Please refer to Section 1.7.6), click "Submit to EDB" button.
2. The "Status" will change to "Submitted".

1.7.6 Sign Confirmation Sheet and Amendment Sheet using iAM Smart+ (School Supervisor)

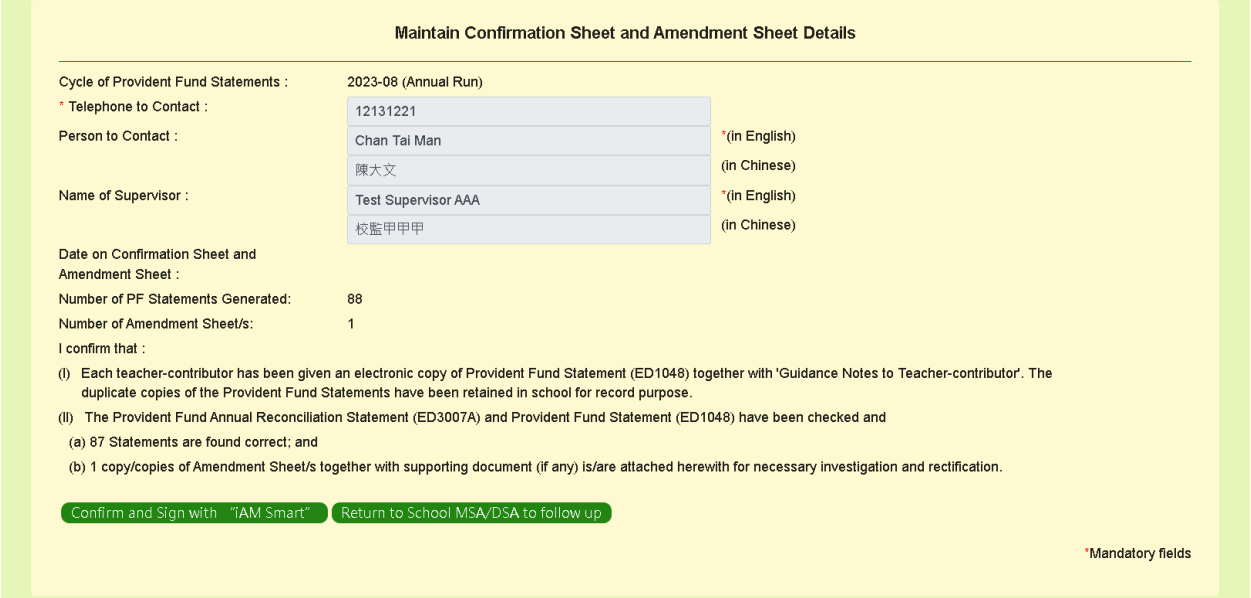


Steps:

1. School Supervisors logon to the e-PFS.
2. The "Maintain Confirmation Sheet and Amendment Sheet" page is shown.
3. Select "All" for "Cycle of Provident Fund Statements" and "Pending Confirmation" for "Status".
4. Click "Search" button.
5. The "Statement Cycle of Provident Fund Statements (Annual Run)" which is pending confirmation is shown.

6. Check the box next to the "Statement Cycle of Provident Fund Statements (Annual Run)".
7. Click "Edit" button.

8. The “Maintain Confirmation Sheet and Amendment Sheet Details” page is shown.



Maintain Confirmation Sheet and Amendment Sheet Details

Cycle of Provident Fund Statements :	2023-08 (Annual Run)	
* Telephone to Contact :	12131221	
Person to Contact :	Chan Tai Man	*(in English)
	陳大文	(in Chinese)
Name of Supervisor :	Test Supervisor AAA	*(in English)
	校監甲甲甲	(in Chinese)
Date on Confirmation Sheet and Amendment Sheet :		
Number of PF Statements Generated:	88	
Number of Amendment Sheet/s:	1	

I confirm that :

(I) Each teacher-contributor has been given an electronic copy of Provident Fund Statement (ED1048) together with 'Guidance Notes to Teacher-contributor'. The duplicate copies of the Provident Fund Statements have been retained in school for record purpose.

(II) The Provident Fund Annual Reconciliation Statement (ED3007A) and Provident Fund Statement (ED1048) have been checked and

(a) 87 Statements are found correct; and

(b) 1 copy/copies of Amendment Sheet/s together with supporting document (if any) is/are attached herewith for necessary investigation and rectification.

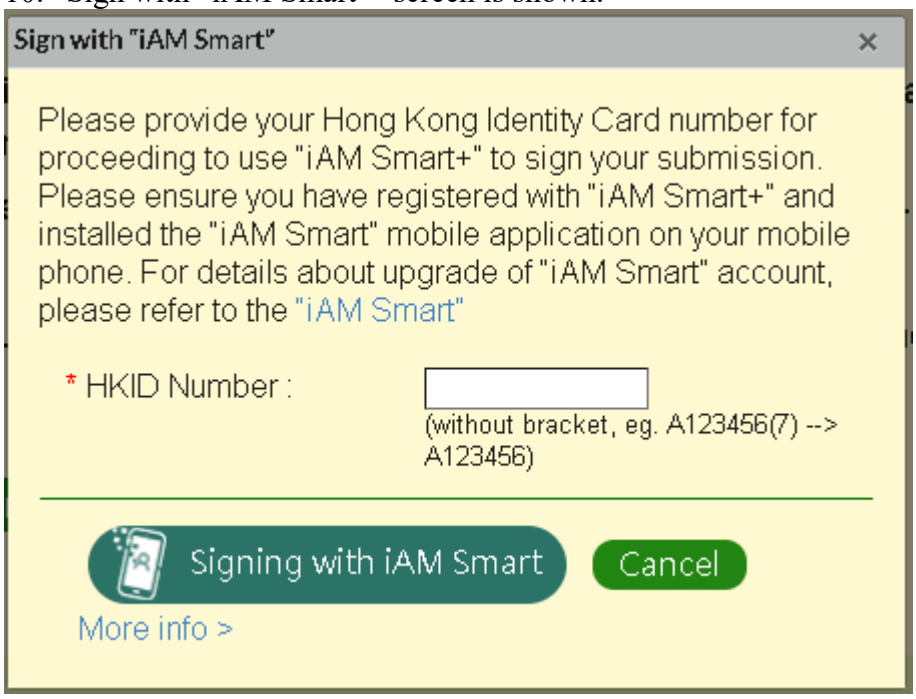
Confirm and Sign with “iAM Smart” | Return to School MSA/DSA to follow up

*Mandatory fields

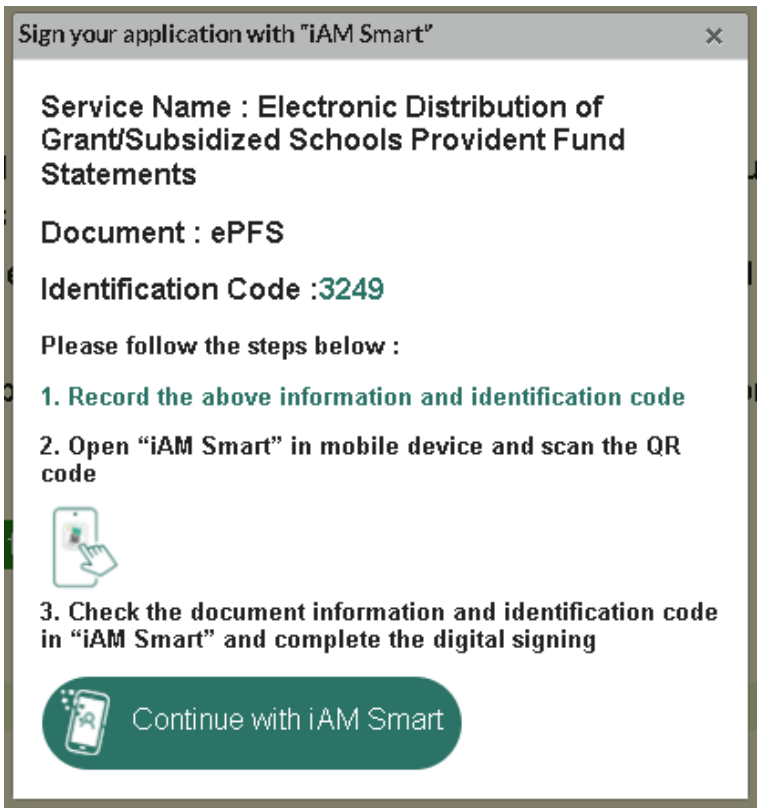
9. Click “Confirm and Sign with “iAM Smart”” button.

Note: Click “Return to School MSA/DSA to follow up” button to reject the Confirmation Sheet and return the Confirmation Sheet to school MSA/DSA for amendment.

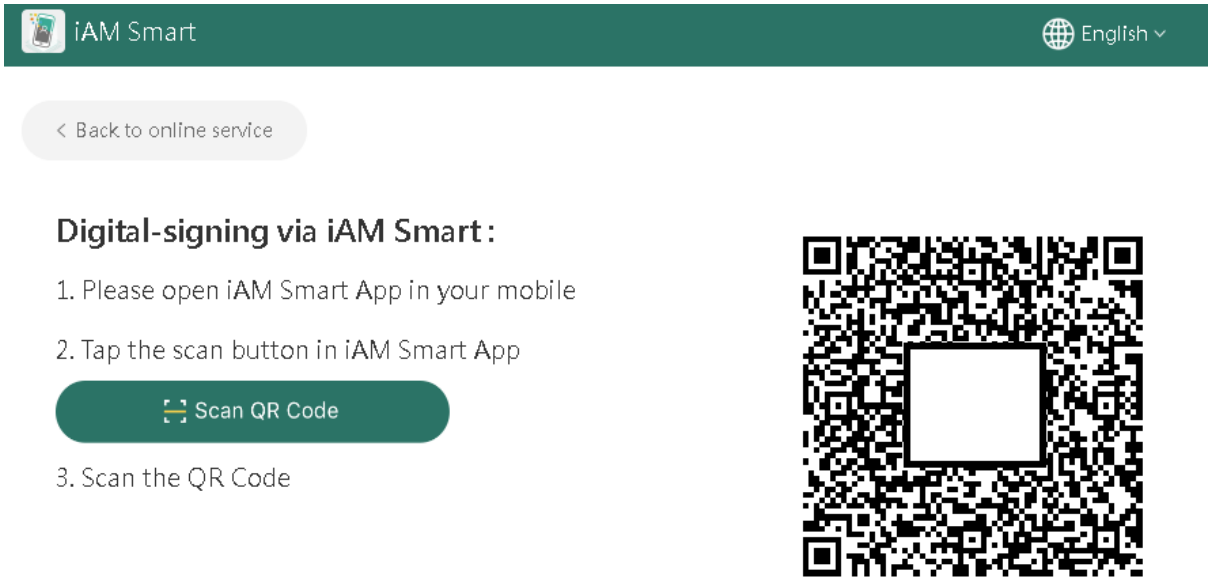
10. “Sign with “iAM Smart”” screen is shown.



11. Input the HKID of the School Supervisor.
12. Click “Signing with iAM Smart” button.
13. The following screen is shown.



14. Click "Continue with iAM Smart" button.
15. "iAM Smart" screen with the QR Code is shown for digital-signing.



16. Open the iAM Smart application in mobile phone to scan the QR Code for signing.

Note: iAM Smart+ account is required for digital signing. For details, please refer to https://www.iamsmart.gov.hk/

17. If the signing is completed successfully, it will return to the e-PFS.

Confirmation Sheet was signed successfully x

Maintain Confirmation Sheet and Amendment Sheet Details

Cycle of Provident Fund Statements :	2023-08 (Annual Run)	
* Telephone to Contact :	12131221	
Person to Contact :	Chan Tai Man	*(in English)
	陳大文	(in Chinese)
Name of Supervisor :	Test Supervisor AAA	*(in English)
	校監甲甲甲	(in Chinese)
Date on Confirmation Sheet and Amendment Sheet :		
Number of PF Statements Generated:	88	
Number of Amendment Sheet/s:	1	

I confirm that :

(I) Each teacher-contributor has been given an electronic copy of Provident Fund Statement (ED1048) together with 'Guidance Notes to Teacher-contributor'. The duplicate copies of the Provident Fund Statements have been retained in school for record purpose.

(II) The Provident Fund Annual Reconciliation Statement (ED3007A) and Provident Fund Statement (ED1048) have been checked and

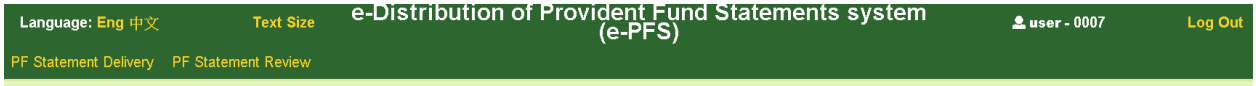
(a) 87 Statements are found correct; and

(b) 1 copy/copies of Amendment Sheet/s together with supporting document (if any) is/are attached herewith for necessary investigation and rectification.

Confirm and Sign with "iAM Smart" Return to School MSA/DSA to follow up

*Mandatory fields

1.8 Logout



Steps:

1. Click “Log Out” button at the top right corner of the e-PFS.