## **User Manual**

for

# **Electronic Distribution of Grant/Subsidized Schools**

## **Provident Fund Statements (e-PFS)**

for

## Contributors

Distribution List	:	All e-PFS users
Compiled on	:	Jan, 2024
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Prepared by	:	ITMD Education Bureau

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## 1. Operational Procedures

### 1.1 Logon

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

Education Bureau e-Services Portal	
<b>Teacher Desk</b> Last Logon Time:10/01/2024 14:23 Current Logon Time: 30/01/2024 16:54	
Welcome Page	
Teacher Profile	•
Training Needs	•
Teacher CPD Activities Records	•
Professional Ladder for Teachers	•
Training Calendar System (TCS)	
e-Distribution of Provident Fund Statements system (e-PFS)	
Email System	
Change Password	
Contact Us	
Common Log-on System	

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.

Languag	je: Eng 中文	Text Size	e-Distribution of Provident Fund Statements system (e-PFS)	💄 user - demotwo	Log Out
			Provident Fund Statement		
	Current Cycle of Prov Statements :	vident Fund	2023-08 (Annual Run)		
	Guidance Notes to Teacher	r-contributor	Download		
	2023-08 (Annual Run)		Download		

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.

Language:	Eng 中文	Text Size	e-Distribution of Provident Fund Statements sys (e-PFS)	stem _ user - demotwo	ļ	Log Out
	Download success				×	
_			Provident Fund Statement			
	Current Cycle of Provid Statements :	lent Fund	2023-08 (Annual Run)			
	Guidance Notes to Teacher-co	ontributor	Downloa	ad		
	2023-08 (Annual Run)		Downloa	ad		

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.