

Principal MPF - Smart Plan
Principal MPF - Simple Plan
Employer User Guide

Principal Retirement Service Centre

Manage Your Pension Accounts at your fingertips!

The Principal Retirement Service Center, an Internet based retirement management platform, provides you with the flexibility to manage your pension account anytime, anywhere. Its interactive features help you access your latest pension account information, fund performance, contribution history as well as view member record.

How to get started?

- Go to www.principal.com.hk.
Select login type of Employer / Company.
Select Scheme.
Input your Login ID, Employer Code and PIN to access your account.
For security reason, you are requested to change your PIN during the first login.

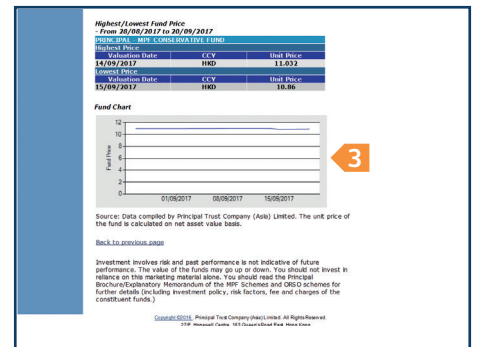
Tips: Your Login ID and Employer Code is printed at the Notice of Participation (Employer's Copy). Your PIN will be posted to your registered address upon successful enrollment.

Functions Highlight:

1) Fund Price History

- Allows employers to view fund price history in the selection of date range up to a three-year period. The function also provides the highest and lowest fund price within the selected period as well as a line chart for easy reference.

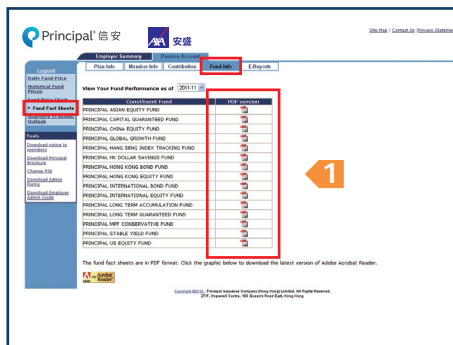
- 1. On the page of Pension Account, select Fund Info, and click Fund Price Chart.
2. After selecting fund and period, the highest and lowest fund price and the price history will be shown.
3. A fund price chart will be shown at the bottom of the page.



2) Fund Fact Sheets

- Updated pension fund fact sheets are available for download.

- 1. On the page of Pension Account, select Fund Info, then click Fund Fact Sheets. Click the PDF icon for the fact sheet you need to view.

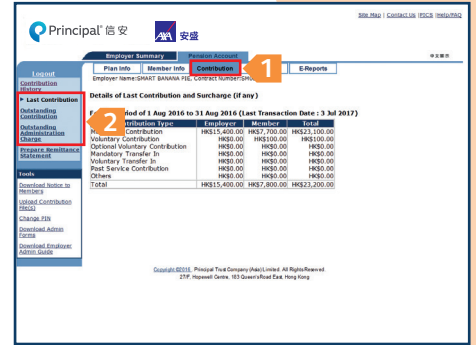


Exclusive Distributor

3) Contribution History

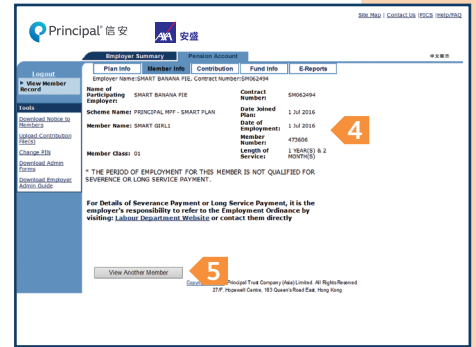
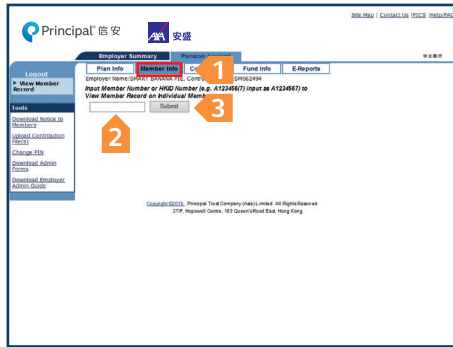
- Provides employers with information on Last Contribution, Outstanding Contribution and Outstanding Administration Charges.

1. On the page of **Pension Account**, select **Contribution**.
2. Select the type of contribution information you need to view from the left navigation bar.



4) View Member Record

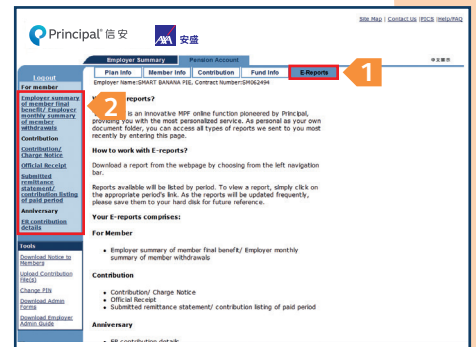
1. On the page of **Pension Account**, click **Member Info**.
2. Input **Member ID Number** to view the individual member's record.
3. Click **Submit**.
4. Member record of the selected member will be shown.
5. Click **View Another Member** to view information for another member.



5) Download E-Reports

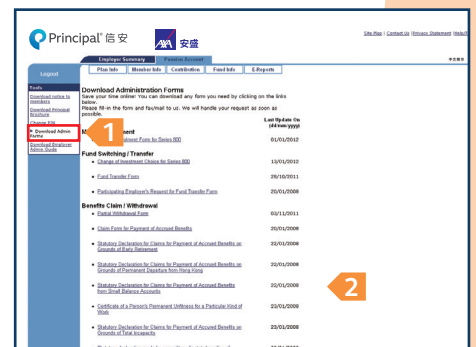
- As personal as your own document folder, this function gives you access to all types of reports we sent to you.

1. On the page of **Pension Account**, click **E-Reports**.
2. Select the type of report you want to view from the left navigation bar.



6) Download Admin Forms

1. Click **Download Admin Forms** in the tool box.
2. Download the form you need by clicking on the links.
3. Fill in the form and fax/mail to us. We will handle your request as soon as possible.



Other main functions for Principal Retirement Service Centre

- ✓ Prepare Remittance Statement
- ✓ Upload Contribution File(s)
- ✓ Daily Fund Price
- ✓ View Company Facts

View Online Demo at www.principal.com.hk
 Enquiry: **Employer Hotline : 2519 1188**
 E-mail : **(For general enquiry) : axa-principal@exchange.principal.com**
(For submission of contribution file) : axa-principalmpf@principal.com