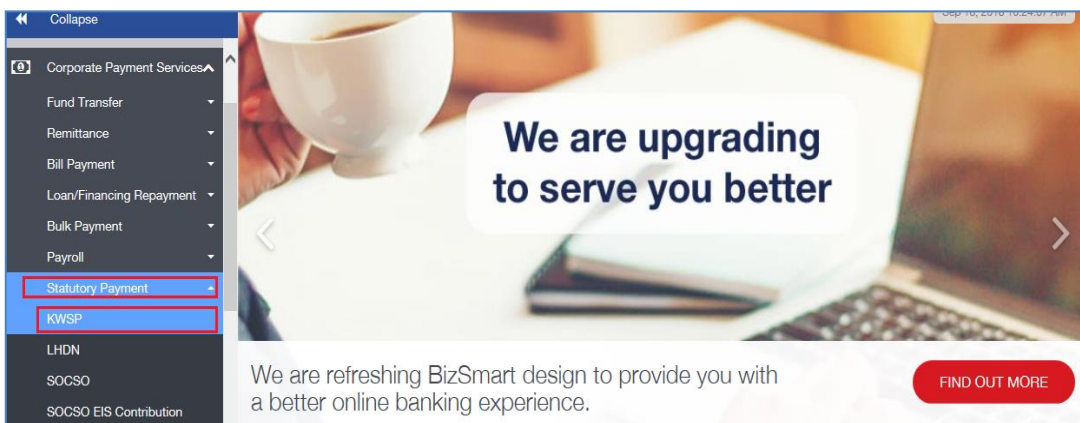# User Guide
for
KWSP Contribution

How to submit KWSP Contribution?
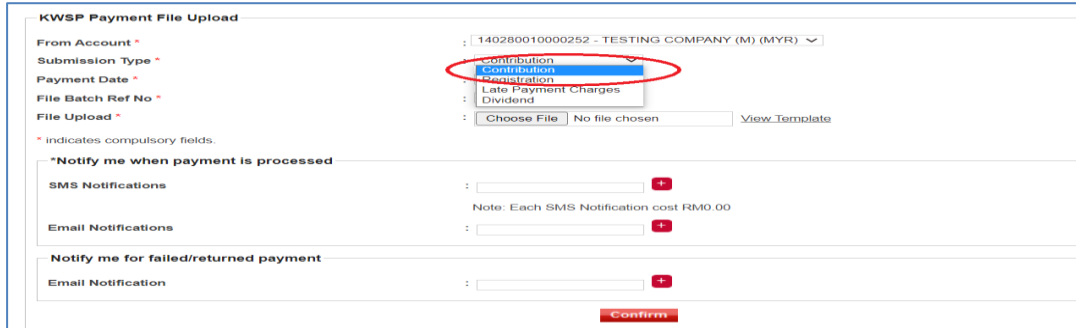
1 Login as Payment Maker > click on **Corporate Payment Services**
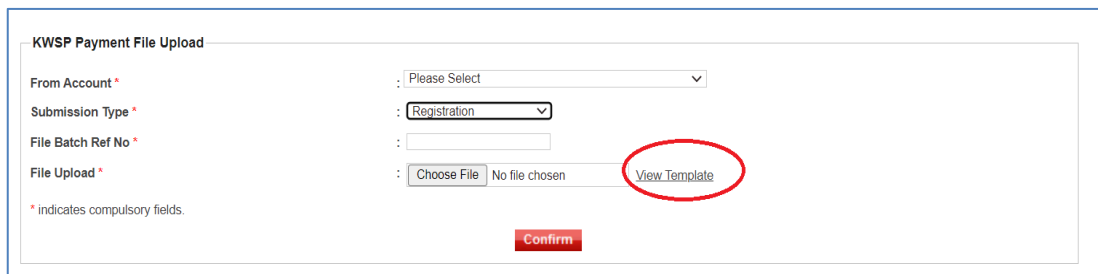>> Scroll to **Statutory Payment** > Click on **KWSP**

2 Key in payment details > For **Submission Type** select **Contribution** or **Registration** (for first time registration to send payment file via Alliance BizSmart®)

3 Click on **View Template** to download KWSP file format

- Please complete the file prior to upload on BizSmart®. The file format can be in MS Excel or text file (.txt) format.
- Payment Authoriser approval is not required for Registration submission. System will update the registration status within 7 working days after file upload.
- Payment Authoriser approval is required for actual contribution.