



商社通

Plataforma para
Empresas e Associações
Business & Associations Platform

Business & Associations Platform



Guidelines on Setting Permissions for Social Security Fund's Services Entity User Account of the Macao One Account

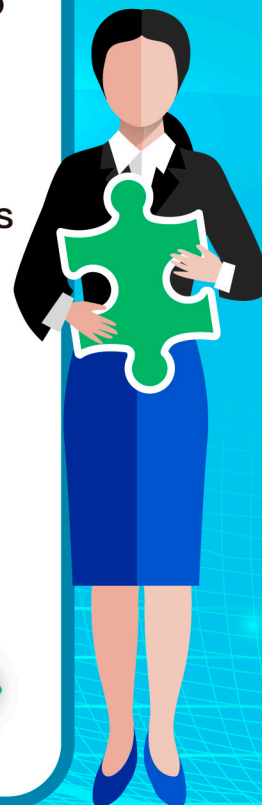
Administrator account

You can use all electronic services on the  Business & Associations Platform without any settings



Staff Login Number

The administrator needs to open and set permissions before you can use the electronic services on  Business & Associations Platform





If an employer wants to arrange designated Staff Login Number(s) to handle the reporting of employee's information on the  Business & Associations Platform, permissions must be set in advance.

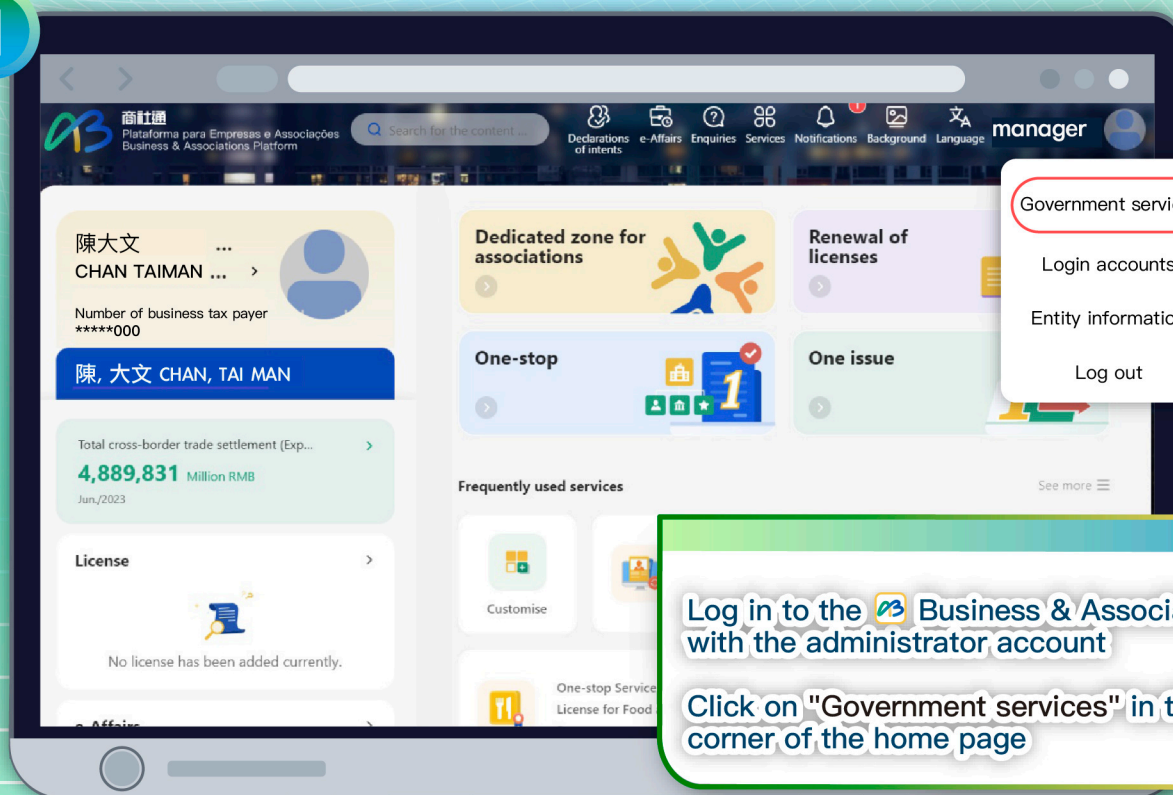
Service item	Permissions for Staff Login Number
① Business & Associations Platform – Report new hires	Fill in and submit information
② Business & Associations Platform – Report employment termination	Fill in and submit information
③ Report monthly contribution information of casual workers	Fill in and submit information
④ Business & Associations Platform for Macao Public Services → My e-Affairs Managers	View reporting records
⑤ Business & Associations Platform for Macao Public Services → Employees of trading companies / Corporate employees	Check information about Social Security Fund's Contribution Payment Advice and Financial Services Bureau's Salaries Tax



Steps to Set Permissions

Step 1. Click on Government services

1



Government services

Login accounts

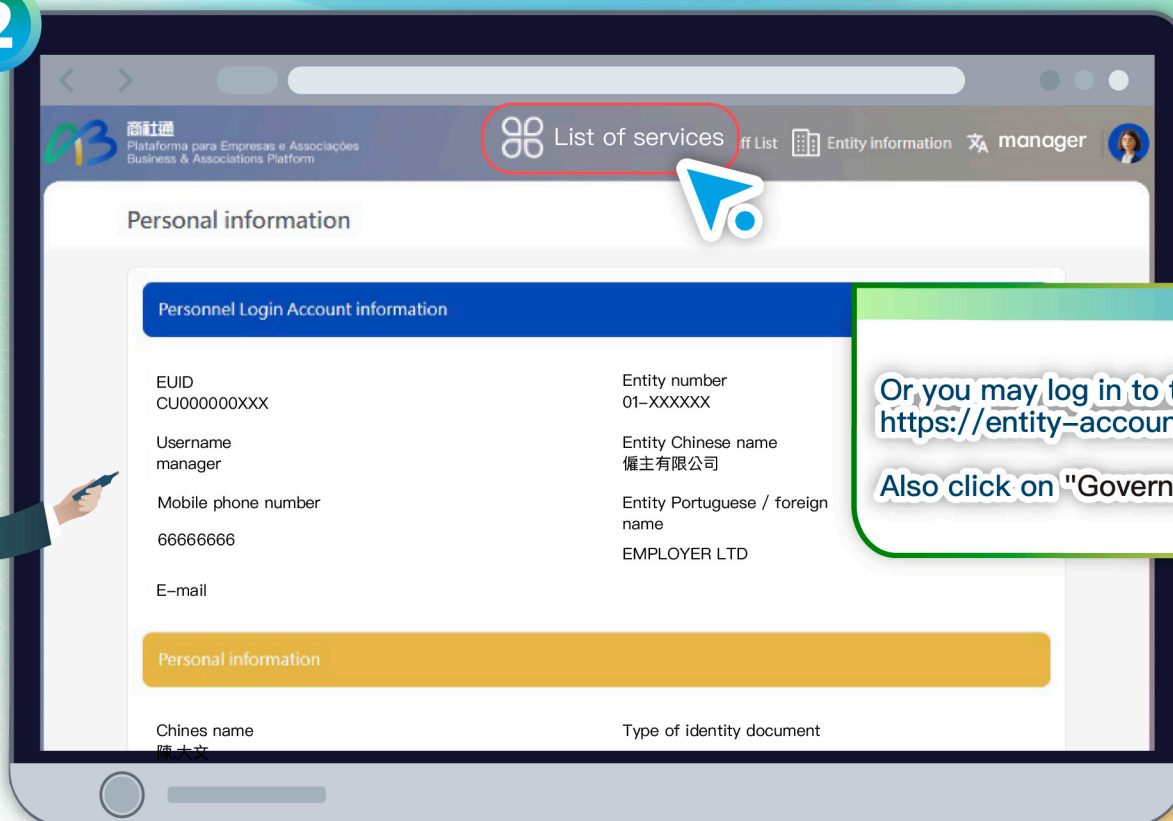
Entity information

Log out

Log in to the Business & Associations Platform with the administrator account

Click on "Government services" in the upper right corner of the home page

2



List of services

Personal information

Personnel Login Account information

EUID
CU000000XXX

Username
manager

Mobile phone number
66666666

E-mail

Entity number
01-XXXXXX

Entity Chinese name
僱主有限公司

Entity Portuguese / foreign
name
EMPLOYER LTD

Personal information

Chines name
陳大文

Type of identity document

Or, you may log in to the website
<https://entity-account.gov.mo/>

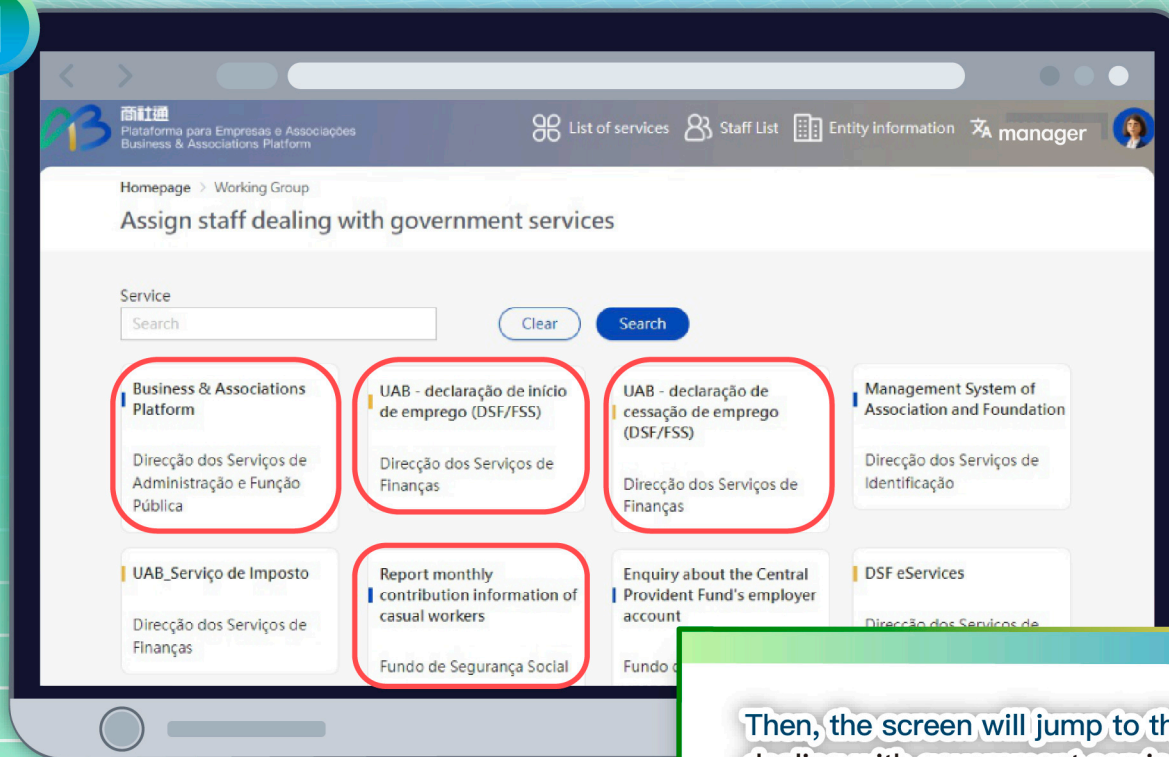
Also click on "Government services"



Steps to Set Permissions

Step 2. Select service

1



Then, the screen will jump to the "Assign staff dealing with government services" page, where you can click on relevant service according to the service content.

2

UAB - declaração de início de emprego (DSF/FSS)

Direcção dos Serviços de Finanças

UAB - d
cessaçã
(DSF/FS

Direcção
Finanças

Take the setting of permission to report new hire information as an example, click "Business & Associations Platform – Report new hires". The setup procedures for the remaining services are roughly the same.

Steps to Set Permissions

Step 3. Set permissions

1

The screen will then display two options: "Fill in" and "Submit".

► "Fill in": The assigned staff only has permission to enter new hire information.

► "Submit": The assigned staff has permission to enter and submit new hire information.

2

After clicking "Fill in" or "Submit", the screen will jump to the list of Staff Login Numbers that have obtained relevant permissions, and then click "Edit".

Steps to Set Permissions

3

Create

Search

List of personnel login account for service group

- ☒ CHAH,KUUN
User01
- ☐ WONG,KUUN
User02
- ☐ LAO,KUUN
User03

Select(1/2)

CHAH,KUUN
User01

Select the name of designated Staff Login Number, and its information will be added to the right side of the screen. Finally, click "OK" to complete the setting.

Cancel

Confirm

4

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Operation successful

Staff List Entity information manager

Homepage > Working Group

UAB – declaração de início de emprego (DSF/FSS)>Submitter

Return Edit

Total number of people: 1

EUID	Username	Name	Operate
CU0000000XXX	User01	CHAH,KUUN	

After successful setting, the page will display a list of staff with permission to access the service.