

**EM@ccess Online  
For Company**

**OPERATING MANUAL  
(Quick Start Version)**

**By Krungsri Asset Management Co., Ltd.**

**September 1, 2020**

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# 1. Overview of EM@ccess Online for Company

The EM@ccess Online system for the company enables the person authorized by the company to view information about the company's provident fund that is managed by KRUNGSRI ASSET. Getting to that information is easy through KRUNGSRI ASSET's website [www.krungsriasset.com](http://www.krungsriasset.com)

The menu features enable the company or person authorized by the company to retrieve and utilize various data.

1. Main Page
2. Data Inquiry
  - 2.1 Member's Investments
  - 2.2 Total balance end day
  - 2.3 Member Account Transaction History
  - 2.4 Summary of Member Investment Plans (Master Fund only)
  - 2.5 Member Investment Plan Amendments (Master Fund only)
  - 2.6 Payouts to Exiting Members
  - 2.7 Fund Overview
3. Contribution payment details
  - 3.1 Upload file of contribution payment details
  - 3.2 Status of file uploaded
  - 3.3 History of monthly contributions
4. Reports
  - 4.1 NAV History
  - 4.2 Receipt Slip
  - 4.3 Monthly Reports
    - Member and Company Details
    - Fund Management Reports
  - 4.4 Individual Statement of Provident Fund (Jun/Dec)
5. Information about the Provident Fund
  - 5.1 Fund Articles
  - 5.2 Company's Fund Articles
  - 5.3 Fund Committee
  - 5.4 Provident Fund Regulations
  - 5.5 Investment Plan Summary
6. PVD Manual and Forms
7. Operating Manual
8. Private details

KRUNGSRI ASSET also provide a full-length manual for EM@ccess for the convenience of the company or the person authorized by the company to fully utilize the capabilities of the online system. This manual can be downloaded from the website.

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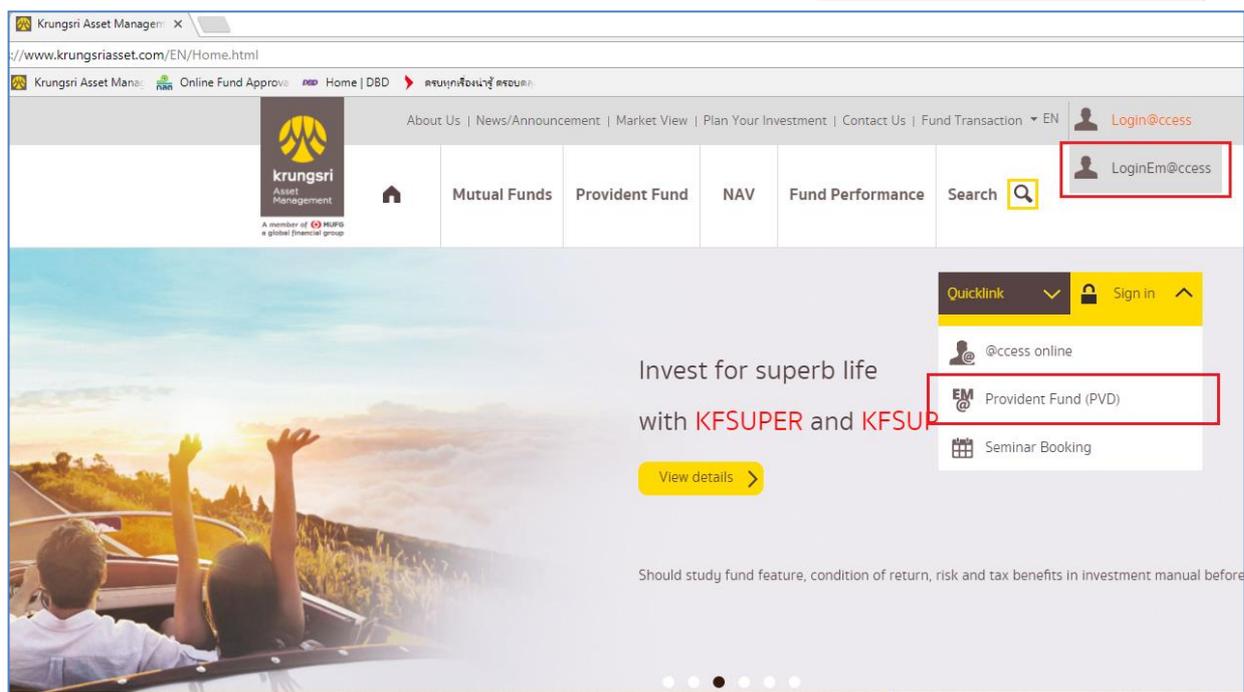
## 2. Registration Procedures

2.1 Visit KRUNGSRI ASSET's website [www.krungsriasset.com](http://www.krungsriasset.com)

2.2 There are 2 ways you may login to EM@ccess online

Method 1 Just click  at the top right corner of your screen, or

Method 2 Click this button  and select 

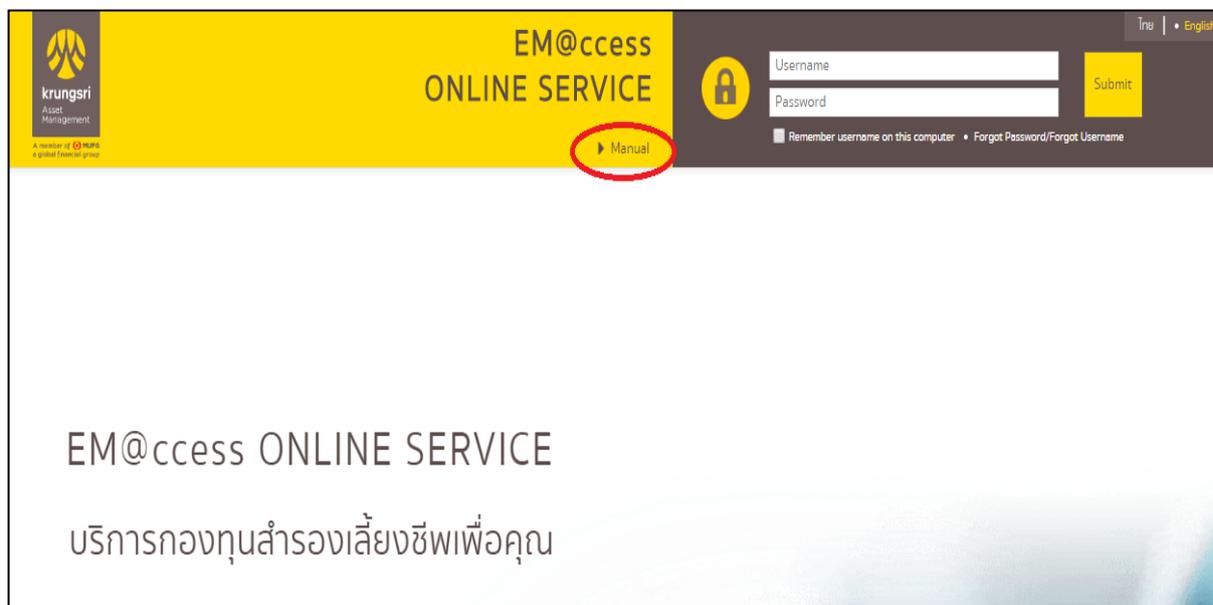


Select "Login EM@ccess for company"



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Enter the Username and Password supplied by Krungsri Asset Management through the **Information for Employer for Internet Access Registration which is a document containing configuration settings needed to register a company account for internet access.** The Information for Internet Access Registration document is sent to the company or the person authorized by the company.



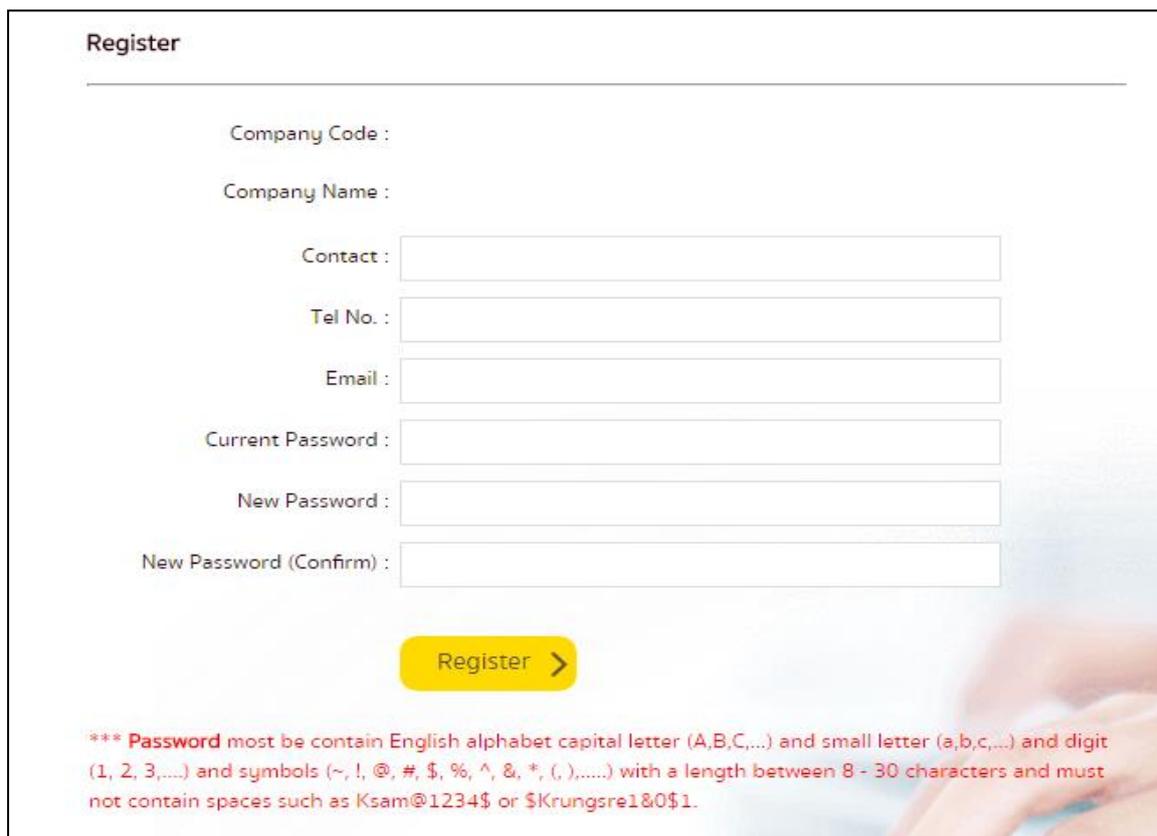
You may click "Operating Manual" for further assistance on how to proceed.

### Example of Information for Internet Access Registration



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When using the online service for the first time, the system will help you register by asking you to specify a contact person, telephone number, email address and ask you to select a new password immediately.



**Register**

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Company Code :

Company Name :

Contact :

Tel No. :

Email :

Current Password :

New Password :

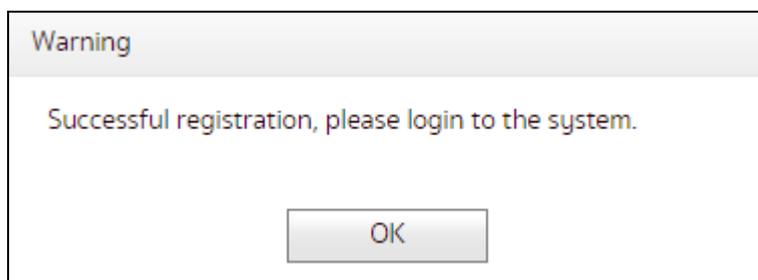
New Password (Confirm) :

**Register >**

**\*\*\* Password must be contain English alphabet capital letter (A,B,C,...) and small letter (a,b,c,...) and digit (1, 2, 3,...) and symbols (~, !, @, #, \$, %, ^, &, \*, (, ),.....) with a length between 8 - 30 characters and must not contain spaces such as Ksam@1234\$ or \$Krungsri1&0\$1.**

**Remarks:** **Password** must be between 8 and 30 characters in length, consisting of a combination of English uppercase letters (A, B, C, ...), English lowercase letters (a, b, c, ...) and special characters (~, !, @, #, \$, %, ^, &, \*, (, ),.....). The password cannot contain any blank spaces. Examples of valid passwords are Ksam@1234\$ or \$Krungsri1&0\$1

Once you have completed the registration, you may now access the online service after this message appears: "Registration successful. You may Login"

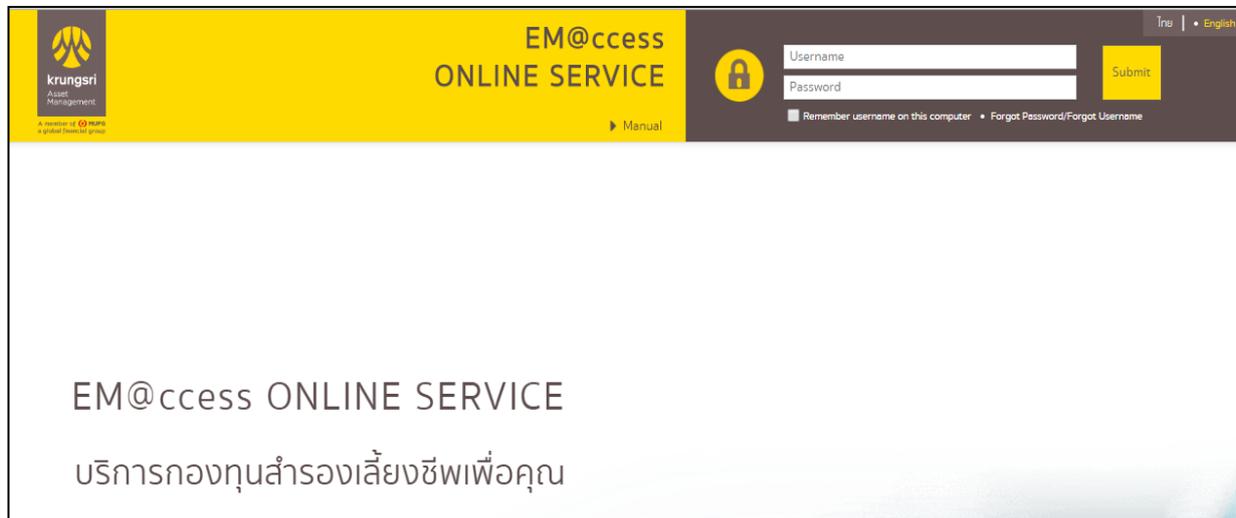


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## 3. Login

### 3.1 Login

Enter your newly configured Username and Password to login.



You may click "Operating Manual" for further assistance on how to proceed.

**Remarks** If the password is entered incorrectly more than 5 times, the password entry will be locked. Please follow procedures described in Item 4 to request assistance when a password is locked.

### 3.2 Acknowledgement of Terms

After you have entered your Username and Password properly, a message will appear for you to acknowledge the terms and conditions of using the online service. Please review and acknowledge the important notifications and terms and conditions of use by clicking , then select "Accept" to proceed and use the system.

**Disclaimer of the KSAM Provident Fund**

EM@ccess online service  
Warning and Advice / Agreement for Use of Service

**Warning and Advice**

1. Investments in unit trusts are differ from bank deposits and contain investment risks. The unitholder may receive a final sum which is greater or smaller than the original principal amount invested, or may not receive the amount redeemed within the time schedule expected or may not be able to redeem the units as instructed.
2. Investments contain risks. Before making an investment decision, the investor should examine details of the fund from the prospectus to ensure thorough understanding, particularly concerning the various risks involved, and examine the investment policy of each fund. Select the fund which is within your risk tolerance level and matches your investment objectives.
3. For funds with an investment policy that includes investing abroad and does not fully hedge against fx risks, the investor may incur an fx loss or gain, or may receive a final sum which is lower than the original principal amount invested.
4. Measurements of the performance of provident funds are prepared in accordance to the provident fund performance measurement standards prescribed by the Association of Investment Management Companies.
5. Past fund performance is not a guarantee of future fund performance.
6. The management company may invest in securities or other assets for its own accounts, similar to the securities or other assets that the management company invests for the provident funds under its management. As such, the management company establishes operating procedures to prevent conflict of interest to ensure fairness towards its clients as prescribed by the regulations of the Securities and Exchange Commission (SEC). Clients may examine information regarding the management company's own investments by contacting the management company and the SEC office.
7. Unitholders may review guidelines on votes cast by the management company at shareholder meetings on behalf of the provident fund and see reports of votes exercised at Krungsri Asset Management (www.krungsriasset.com)

**Terms and Conditions of Service**

8. To use online services of Krungsri Asset Management Co., Ltd. ("KSAM") (also known as the "EM@ccess online service"), the user must hold a provident fund account with KSAM
9. To use the EM@ccess online service, refer to the information package that is provided by KSAM by means established by the management company; you will be able to select your own username and password.
10. The user is required to keep one's own username and password securely, including changes to the password which the user amended via EM@ccess online service. The user acknowledges that KSAM will not be held liable at all, if someone else other than the actual owner deploys the username and password to create transactions on KSAM's EM@ccess online service.
11. The user of the service accepts that logging into EM@ccess online service by using the username and password formally constitutes a request to use these services and actions taken online are binding, deemed equivalent to directly contacting KSAM.
12. The user of this service agrees to be bound by the terms and conditions and any other measures prescribed in the EM@ccess online service.
13. The user of this service agrees that records that are printed electronically on the user's equipment are only printouts of data records. They do not constitute satisfactory document evidence. The user accepts that document evidence held at KSAM will be considered satisfactory document evidence and can be used as reference.
14. Transactions placed via the internet may not always be executed properly if there is a technical error.
15. KSAM reserves the right to amend, develop, or change the contents of the website without giving any prior notice.
16. If the user requires additional information or documentation or would like to inquire about investments, the user may contact KSAM directly.
17. Whenever KSAM launches additional service features through the EM@ccess online service, KSAM reserves the right to request that users intending to use this new service feature fill out an application form for this new service feature according to the terms and conditions that KSAM specifies.

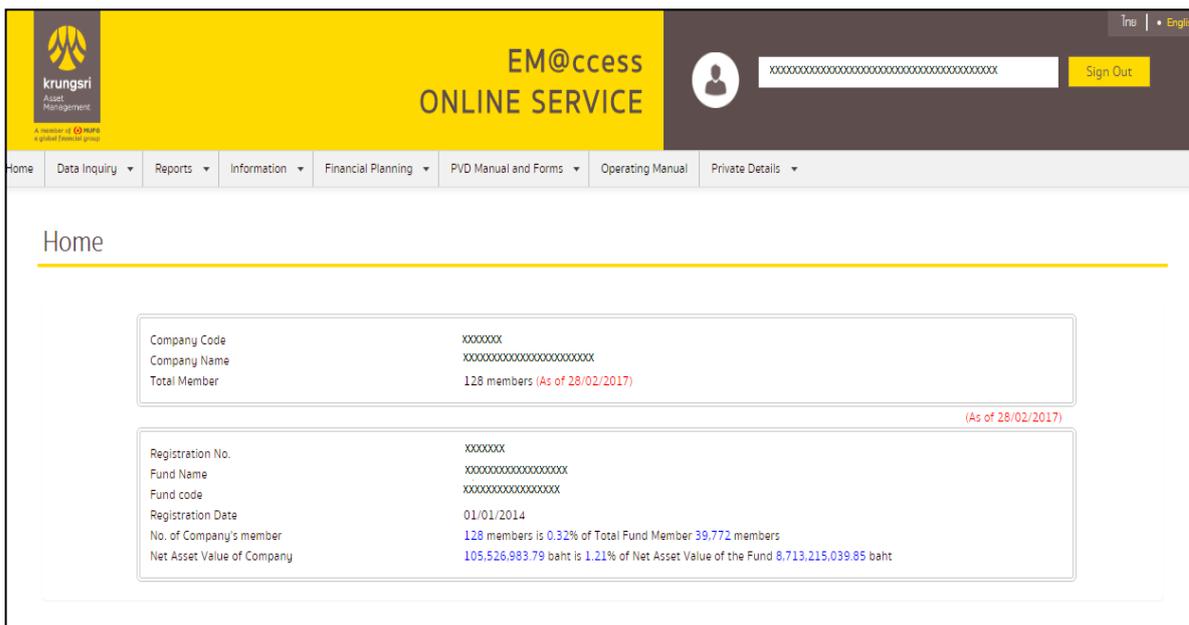
I have read, acknowledged, and accepted the terms above and have read the warning and advice above, including the terms and conditions of the service on this website and any other terms and conditions which KSAM may add or amend in the future in all respects (click "accept" to continue or click "cancel" to return to the previous page).

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After acknowledgement of important messages and advice, you will proceed to the main page where you can access various items

- Data Inquiry
- Reports
- Information
- PVD Manual and Forms
- Operating Manual
- Private Details

Click the button "Logout" to end your session

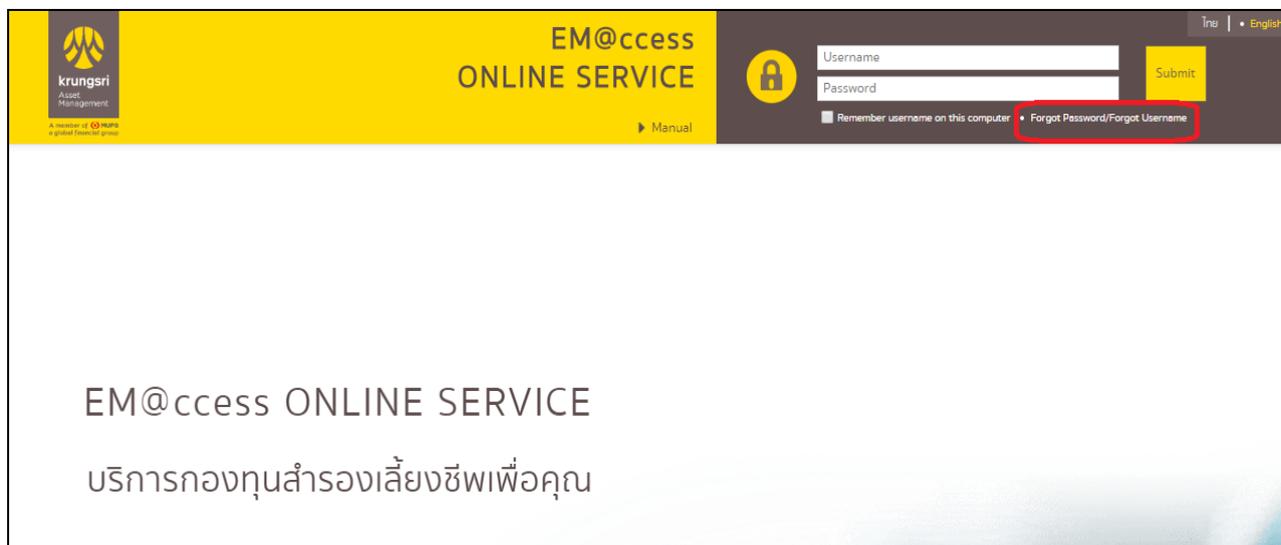


The screenshot shows the EM@ccess ONLINE SERVICE interface. At the top, there is a navigation bar with the Krungsri logo and the text "EM@ccess ONLINE SERVICE". A user profile icon is visible next to a masked name and a "Sign Out" button. Below the navigation bar, there is a menu with options: Home, Data Inquiry, Reports, Information, Financial Planning, PVD Manual and Forms, Operating Manual, and Private Details. The main content area is titled "Home" and displays two summary boxes. The first box shows company information: Company Code (xxxxxxx), Company Name (xxxxxxxxxxxxxxxxxxxxxxxx), and Total Member (128 members (As of 28/02/2017)). The second box shows fund information: Registration No. (xxxxxxx), Fund Name (xxxxxxxxxxxxxxxxxxxxxxxx), Fund code (xxxxxxxxxxxxxxxxxxxxxxxx), Registration Date (01/01/2014), No. of Company's member (128 members is 0.32% of Total Fund Member 39,772 members), and Net Asset Value of Company (105,526,983.79 baht is 1.21% of Net Asset Value of the Fund 8,713,215,039.85 baht).

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## 4. Forgot Username or Password

Select **Forgot Password/Username**

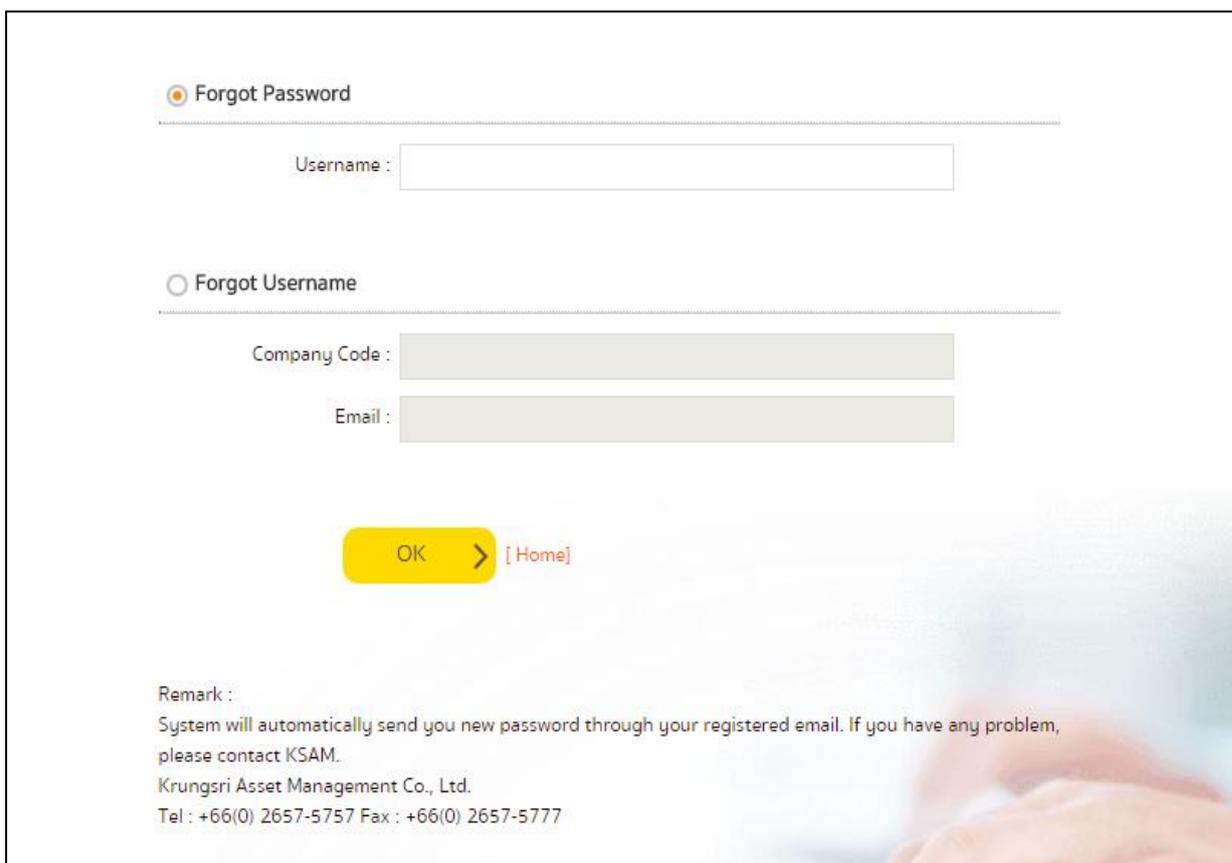


krungsri Asset Management  
EM@ccess ONLINE SERVICE  
Manual

Username  
Password  
Submit  
Remember username on this computer  
**Forgot Password/Forgot Username**

EM@ccess ONLINE SERVICE  
บริการกองทุนสำรองเลี้ยงชีพให้คุณ

On this page, select which item you need help with.



Forgot Password

Username :

Forgot Username

Company Code :

Email :

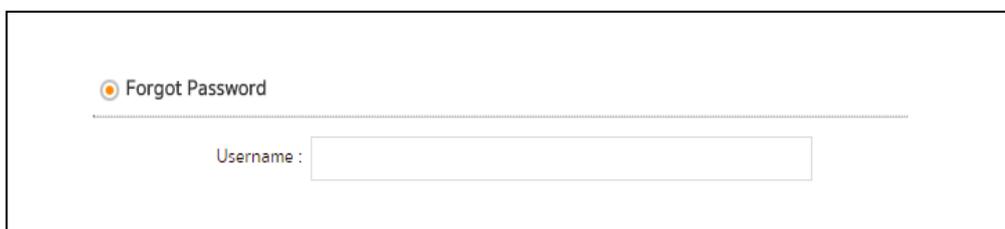
OK > [ Home ]

Remark :  
System will automatically send you new password through your registered email. If you have any problem, please contact KSAM.  
Krungsri Asset Management Co., Ltd.  
Tel : +66(0) 2657-5757 Fax : +66(0) 2657-5777

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#### 4.1 If you forgot your password

- Select Forgot Password
- Enter your username



- The system will deliver a new password to your email which you provided when you registered.
- When you use this new temporary password to login, the system will force you to change new password.

#### 4.2 If you forgot your username

- Select Forgot Username
- Enter company code



- The system will deliver a new password to your email which you provided when you registered.
- When you use this new temporary password to login, the system will force you to change new password.

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## 5. Password Locked

If the password is entered incorrectly more than 5 times, the system will display the message "You have entered an incorrect password more than 5 times. Access is denied."

In this situation, proceed as follows:

1. Visit [www.krungsriasset.com](http://www.krungsriasset.com)
2. Click "Quicklink"
3. Click "Forms Download"
4. Click "Forms for Provident Funds"
5. Click **"Application to unlock / request new information for employer for internet access registration to provident fund account (EM@ccess Online)"**
6. Fill in the form and select "Request password unlock" on the form.
7. Submit the form to the provident fund committee for signing, **along with 50 Baht (VAT included) handling fee to request new Information for Employer for Internet Access Registration.**
8. The provident fund committee shall send the aforementioned form and handling fee to the provident fund registrar at KRUNGSRI ASSET for processing.
9. KRUNGSRI ASSET will deliver a new password to your email which you provided when you registered.

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## 6. Request New Information for Internet Access Registration

If you wish to receive the new **data configuration settings needed to register a company account for online access ("Information for Employer for Internet Access Registration")**, please proceed as follows

1. Visit [www.krungsriasset.com](http://www.krungsriasset.com)
2. Click on "Quicklink"
3. Click on "Forms Download"
4. Click on "Forms for Provident Funds"
5. Click on **"Application to unlock / request new information for employer for internet access registration to provident fund account (EM@ccess Online)"**
6. Fill in the form and select "Request new information for employer"
7. Submit the form to the provident fund committee for signing, **along with 50 Baht (VAT included) handling fee to request new Information for Employer for Internet Access Registration.**
8. The provident fund committee shall send the aforementioned form and handling fee to the provident fund registrar at KRUNGSRI ASSET for processing.
9. KRUNGSRI ASSET will send the Information for Internet Access Registration to the company or the contact person authorized by the company.

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