

## EIS Submission

There are two types of EIS submissions:

1. Lampiran 1
2. Portal ASSIST PERKESO (online)

Both submission can be done at **Payroll > Government Reports > SOCSO - Borang 8A**.

**For Lampiran 1 submission:**

1. You can use “Export EIS Excel File” and “Copy EIS to Clipboard” function in AutoCount Payroll. You can refer Figure 1 for the location of the buttons at Borang 8A.

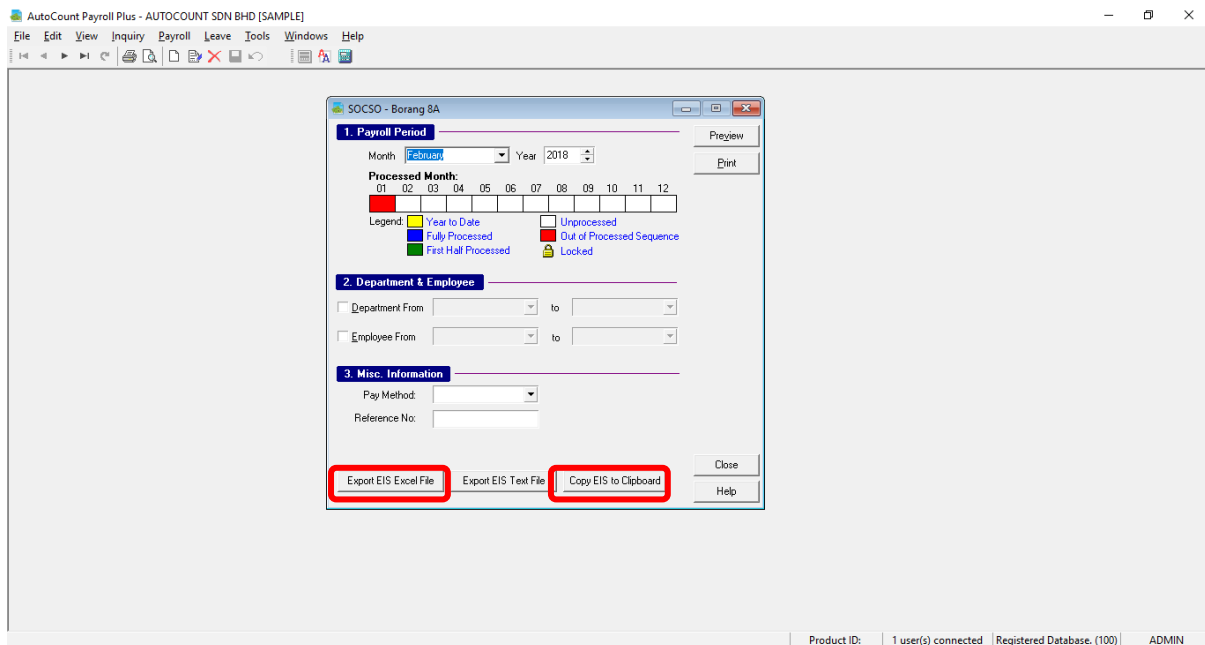


Figure 1

2. Click on the “Export EIS Excel File” button after you open the Borang 8A in the system.
3. You should be able to get an excel file (sample) as Figure 2.

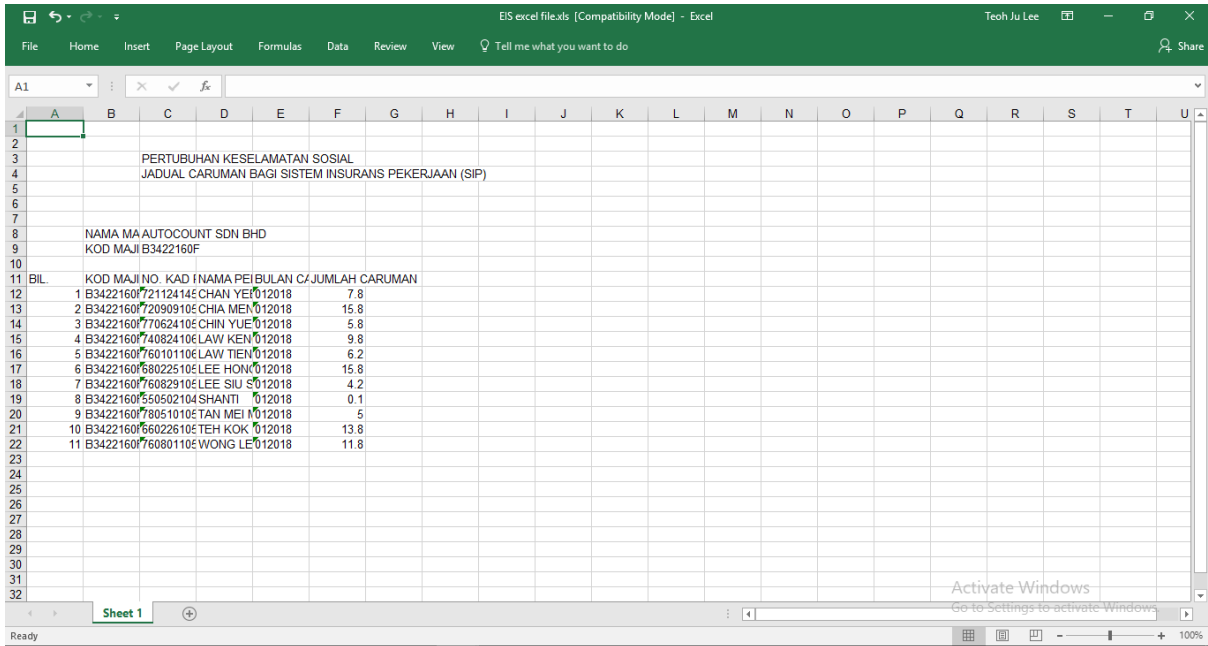
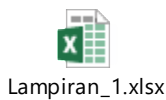


Figure 2

- Click on “Copy EIS to clipboard” button and then paste to Lampiran 1 (provided by SOSCO) at column A12. The employees detail and amount will paste accordingly to the related column. Figure 3 shows an example of the copied details and amount after pasting into excel.



Double click on the Lampiran 1 Excel icon to see sample

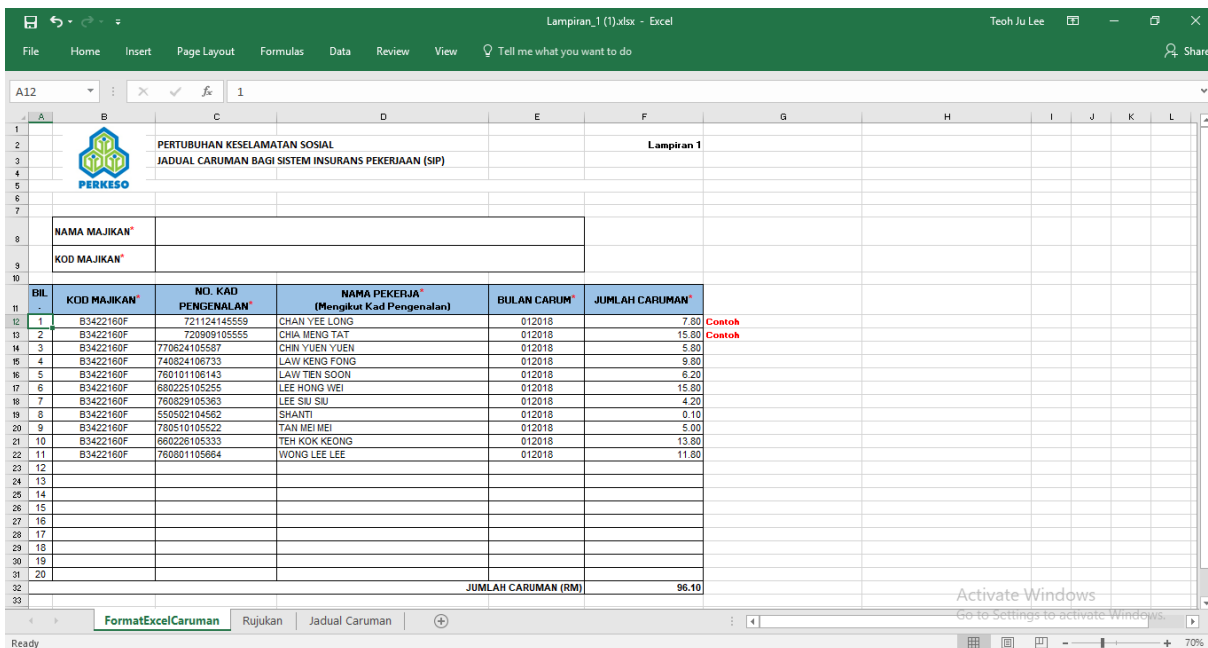


Figure 3

**For online submission:**

1. Click Export EIS Text file and save. Refer Figure 4 for the location of the button at Borang 8A.
2. Then you may proceed to online submission by uploading the txt file. The website for EIS submission is: <https://www.perkeso.gov.my/sip/tatacara.php>

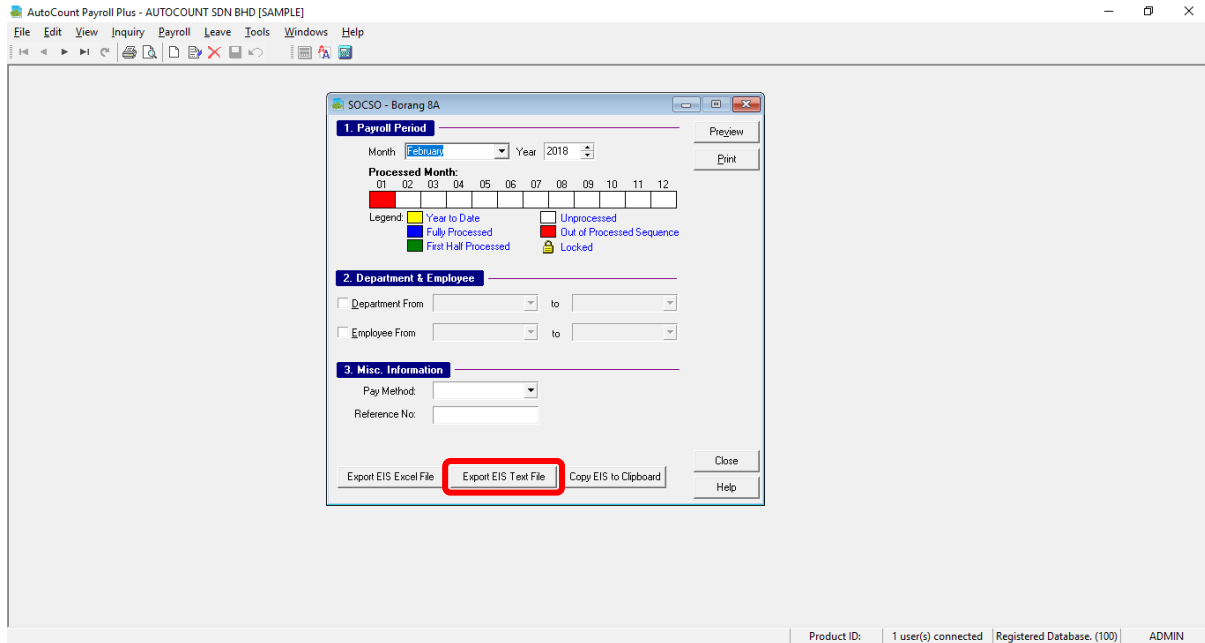


Figure 4