



Electronic Pension Contribution Collection System (EPCOSS)

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1 Introduction

1.1 Intended Readership

This document covers the use for the following users of the EPCCOS portal:

- Employers
- Pension Fund Administrator (PFA)
- Pension Fund Custodian (PFC)
- Regulators

1.2 Applicability

This Software User Manual applies to the EPCCOS portal, version 1.0.

1.3 Purpose

The purpose of the Software User Manual is to assist the user in using the EPCCOS portal.

1.4 How to use this document

- Chapter 2 gives an overview of the EPCCOS Portal.
- Chapter 3 gives a reference of the complete EPCCOS portal.
- Appendix includes a list of all error messages.

1.5 Related Document

The Upload File Specification version 1.0 is required by users to understand the file format for the payment file to be uploaded.



2. Overview

EPCOSS which leverages on NIBSS e-payment platform eliminates reconciliation issues being suffered by stakeholders as well as enables seamless online end-to-end funds transfer from employers to Pension Funds Administrators' (PFAs) bank accounts.



EMPLOYER

1. Reference (EMPLOYER)

This section serves as a complete guide to the use of the portal as an employer.

3.1 Getting Started

3.2 Logging in

3.2.1 **Functional description:** this operation enables a user to log into the portal. Under user logging we have users profile as Employer, Operator and Regulator.

3.2.2 **Formal description:** To carry out this operation, the user does the following activities

3.3 A user with Employer profile

- Go to address: <http://196.6.103.10:8080/E-pension/>
- Enter Username and Password and click Logon



The screenshot shows a web page titled "Enter Login Details to EPCOSS". On the left is the NIBSS logo. The main content area contains two input fields: "Username" with a person icon and placeholder text "username or email", and "Password" with a lock icon and placeholder text "password". Below these fields are three buttons: "Download Manual" (blue), "Employer Registration" (orange), and "Login" (green). At the bottom right, there is a copyright notice: "EPCOSS © 2013 NIBSS PLC".

Fig 3.3a User Login Page

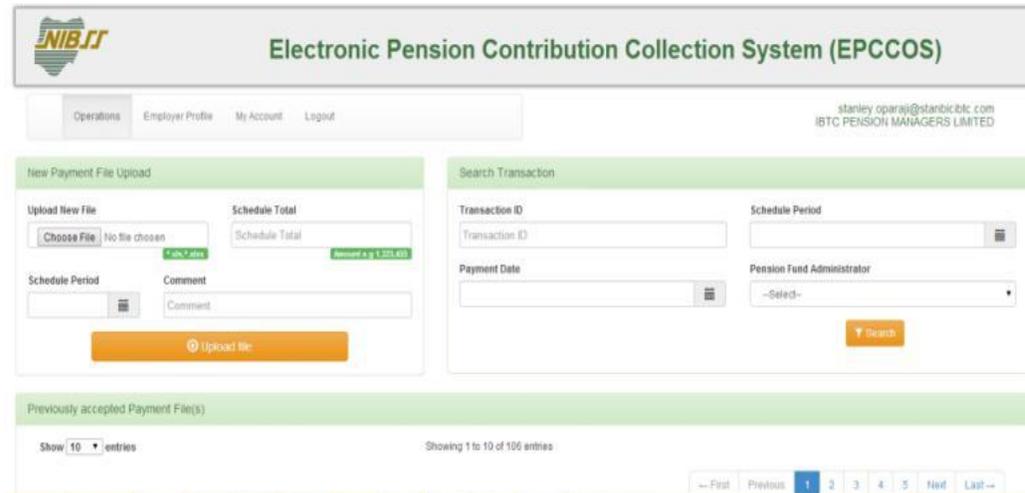


Fig 3.3b The home screen which is the operations page is displayed

3.4 OPERATIONS

3.4.1 New Payment File Upload

3.4.2 Functional description: this operation enables a user to upload a schedule file based on the EPCOSS supported format specification.

3.4.3 Formal description: To carry out this operation, the user does the following activities: Click on **Operations** on the menu bar.



Fig 3.4.3b Payment File Upload Interface.

- Click **Browse** to select the file to upload
- Enter the Schedule Total Amount
- Select Schedule Month and year
- The comment field is optional
- Click **UPLOAD FILE**.
- A successful upload display is seen.

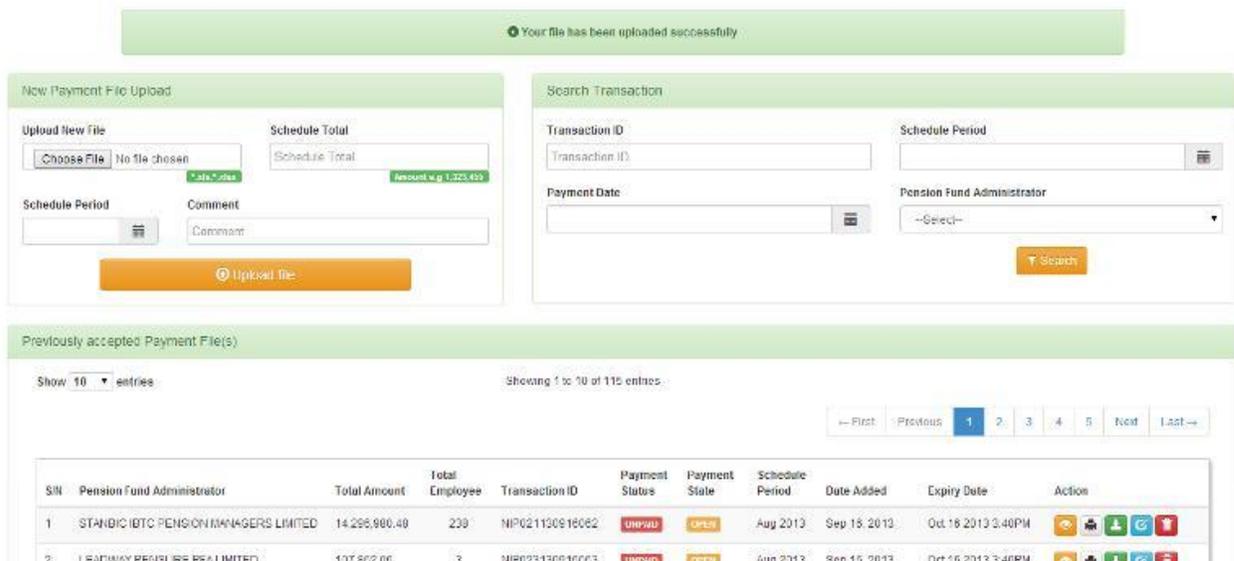


Fig 3.4.3b Successful Payment File Upload

Hints:

- All field Upload New File, Schedule Total, Schedule are compulsory fields
- The schedule month and year must match with the month and year selected on the interface.
- Employer code in the file must be a valid employer code.
- The Schedule Total amount must match with the total amount in the file.

3.4.4 Likely Error Messages During File upload

- **This file has already been used**
- **Invalid employer code. Kindly change employer code**
- **Total amount specified in the file is different from amount supplied**
- **Specified schedule period is different from the one in the upload file**

3.4.5 Search Transactions

- **Functional description:** this operation enables a user to search through the archives of payment file that have been previously uploaded.
- **Formal description:** To carry out this operation, the user does the following activities:
 - Click on **Operations** on the menu bar
 - The Search page is displayed.



Fig 3.4.6a Search Transaction Interface

- Search criteria. Search criteria could be a transaction ID, a specific period, payment date and Pension Fund Administrator. Multiple search criteria is allowed.
- Click **search** after specifying search criteria.
- A list of transaction that meets the search criteria is displayed.

Previously accepted Payment File(s)

Show 10 entries Showing 1 to 5 of 5 entries

← First Previous 1 Next Last →

S/N	Pension Fund Administrator	Total Amount	Total Employee	Transaction ID	Payment Status	Payment State	Schedule Period	Date Added	Expiry Date	Action
1	ARM PENSION MANAGERS LIMITED	506,883.82	9	NIP0261405210038	UNPAID	OPEN	Feb 2014	May 21, 2014	Jun 20 2014 6:56AM	[Icons]
2	ARM PENSION MANAGERS LIMITED	506,883.82	9	NIP0261405210039	UNPAID	OPEN	Feb 2014	May 21, 2014	Jun 20 2014 7:03AM	[Icons]
3	ARM PENSION MANAGERS LIMITED	506,883.82	9	NIP0261405210040	UNPAID	OPEN	Feb 2014	May 21, 2014	Jun 20 2014 12:33PM	[Icons]
4	ARM PENSION MANAGERS LIMITED	506,883.82	9	NIP026140306196	UNPAID	OPEN	Feb 2014	Mar 06, 2014	Apr 5 2014 12:38PM	[Icons]
5	ARM PENSION MANAGERS LIMITED	483,530.32	9	NIP026140227159	PAID	CLOSED	Feb 2014	Feb 27, 2014	Mar 29 2014 9:54PM	[Icons]

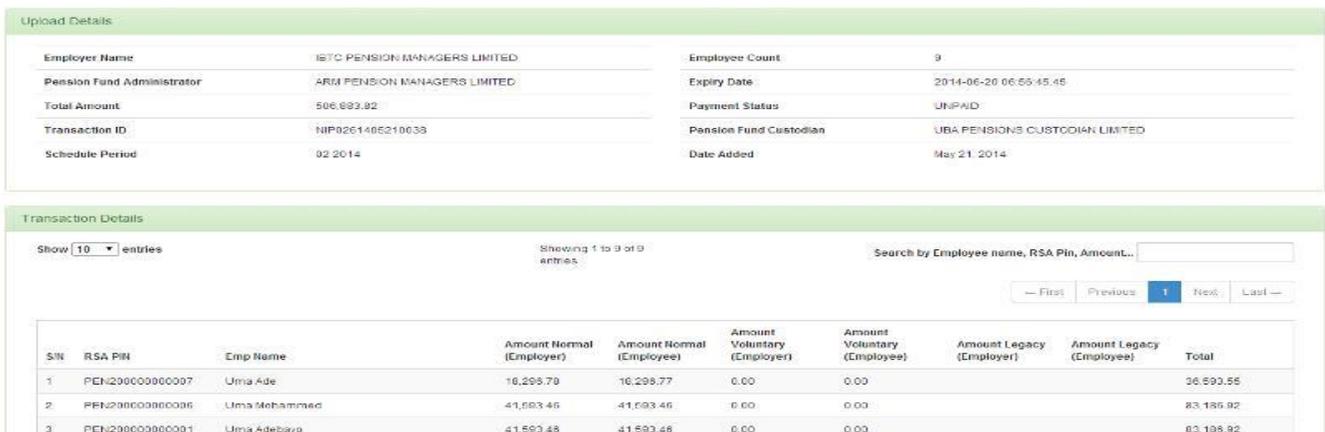
Fig 3.4.6b Transaction Listing

The download button enables user to download the CSV file that contains employee details.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	TRANSACT	PENSION	FRSA	PIH	EMPLOYEE	NORMAL	NORMAL	VOLUNTARY	VOLUNTARY	TOTAL	CO	SCHEDULE	PENSION	FUND	ADMINISTRATOR		
2	NIP021130	ZENITH	PE	PEN20019	Yvonne Ak	23,520.82	0.00	0.00	0.00	47,041.64	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
3	NIP021130	ZENITH	PE	PEN20000	Yinka John	54,777.15	0.00	0.00	0.00	109,554.30	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
4	NIP021130	ZENITH	PE	PEN10000	Williams O	9,885.82	0.00	0.00	0.00	19,771.65	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
5	NIP021130	ZENITH	PE	PEN20032	Ward Roni	19,628.64	0.00	0.00	0.00	39,257.28	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
6	NIP021130	ZENITH	PE	PEN10032	Wale Bolar	16,803.98	0.00	0.00	0.00	33,607.97	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
7	NIP021130	ZENITH	PE	PEN20019	Vivian Um	18,978.63	0.00	0.00	0.00	37,957.26	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
8	NIP021130	ZENITH	PE	PEN10035	Victor Ukp	25,821.02	0.00	0.00	0.00	51,642.05	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
9	NIP021130	ZENITH	PE	PEN10009	Victor Essi	23,938.08	0.00	0.00	0.00	47,876.16	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
10	NIP021130	ZENITH	PE	PEN20049	Umo Asuq	9,108.45	0.00	0.00	0.00	18,216.89	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
11	NIP021130	ZENITH	PE	PEN10032	Udeh Char	17,087.87	0.00	0.00	0.00	34,175.75	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
12	NIP021130	ZENITH	PE	PEN20053	Uchechi O	2,831.13	0.00	0.00	0.00	5,662.27	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
13	NIP021130	ZENITH	PE	PEN10043	Uche Deem	17,501.45	0.00	0.00	0.00	35,002.90	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
14	NIP021130	ZENITH	PE	PEN10057	Tosin Akin	9,443.91	0.00	0.00	0.00	18,887.82	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
15	NIP021130	ZENITH	PE	PEN20055	Tolulope B	38,048.97	0.00	0.00	0.00	76,097.94	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
16	NIP021130	ZENITH	PE	PEN10056	Tobiloba A	9,108.45	0.00	0.00	0.00	18,216.89	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
17	NIP021130	ZENITH	PE	PEN10059	Tobechukw	7,900.00	0.00	0.00	0.00	15,800.00	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
18	NIP021130	ZENITH	PE	PEN20032	Trileyo Or	56,458.27	0.00	50,000.00	0.00	122,916.55	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
19	NIP021130	ZENITH	PE	PEN20027	Tina Parke	18,121.85	0.00	0.00	0.00	36,243.71	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
20	NIP021130	ZENITH	PE	PEN20038	Temitola F	21,345.36	0.00	0.00	0.00	42,690.73	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
21	NIP021130	ZENITH	PE	PEN10000	Tayo Akin	54,442.39	0.00	50,000.00	0.00	158,884.78	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
22	NIP021130	ZENITH	PE	PEN10000	Sylvester E	11,073.62	0.00	0.00	0.00	22,147.25	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
23	NIP021130	ZENITH	PE	PEN10064	Sunday M	11,163.63	0.00	0.00	0.00	22,327.26	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
24	NIP021130	ZENITH	PE	PEN10003	Sunday Ab	13,295.86	0.00	0.00	0.00	26,591.72	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
25	NIP021130	ZENITH	PE	PEN20000	Success O	32,771.80	0.00	100,000.00	0.00	165,543.61	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
26	NIP021130	ZENITH	PE	PEN10062	Subair Olu	18,338.77	0.00	0.00	0.00	36,677.55	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
27	NIP021130	ZENITH	PE	PEN10001	Stephen U	10,552.10	0.00	0.00	0.00	21,104.20	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
28	NIP021130	ZENITH	PE	PEN10006	Stephen O	101,519.67	0.00	101,519.67	0.00	203,039.35	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
29	NIP021130	ZENITH	PE	PEN10043	Stephen A	17,915.06	0.00	55,000.00	0.00	90,830.13	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		
30	NIP021130	ZENITH	PE	PFN10000	Stephen A	49,919.83	0.00	150,000.00	0.00	249,839.67	08	2013	STANBIC	IBTC	PENSION MANAGERS LIMITED		

Fig 3.4.6c Download File Interface

The view button enables users to view details of employee contributions for a given batch upload.



The screenshot displays two sections: 'Upload Details' and 'Transaction Details'.

Upload Details:

Employer Name	ETC PENSION MANAGERS LIMITED	Employee Count	9
Pension Fund Administrator	ARM PENSION MANAGERS LIMITED	Expiry Date	2014-06-20 06:55:45.45
Total Amount	506,893.82	Payment Status	UNPAID
Transaction ID	NIP026140E210033	Pension Fund Custodian	UBA PENSIONS CUSTODIAN LIMITED
Schedule Period	02 2014	Date Added	May 21 2014

Transaction Details:

Showing 1 to 3 of 3 entries

Search by Employee name, RSA Pin, Amount...

S/N	RSA PIN	Emp Name	Amount Normal (Employer)	Amount Normal (Employee)	Amount Voluntary (Employer)	Amount Voluntary (Employee)	Amount Legacy (Employer)	Amount Legacy (Employee)	Total
1	PEN20000000007	Uma Ade	16,295.70	16,295.77	0.00	0.00			36,593.55
2	PHS20000000006	Uma Mohammed	41,593.46	41,593.46	0.00	0.00			83,186.92
3	PEN20000000001	Uma Adebayo	41,593.48	41,593.48	0.00	0.00			83,186.92

Fig 3.4.6d View Transaction details of each employee

- The print button enables users to print transaction details for a given batch upload.
- The delete button allows the user to delete the records Uploaded that their status has not changed to paid. A payment record with paid status cannot be deleted.
- The Update button takes the user to the payment confirmation page. After the user has made the payment using the most convenient mode. The user is required to update the payment status on the update page.



Update Payment Details	
Number Of Employee	238
Pension Fund Administrator	STANBIC IBTC PENSION MANAGERS LIMITED
Total Amount	14,296,980.48
Transaction ID	NIP021130916062
Pension Fund Custodian	ZENITH PENSION CUSTODIAN LIMITED

Payment Mode: Cheque

Payment Date: [Calendar Icon]

Narration: e.g Cheque Number

Cancel Update

EPCOSS © 2013 NIBSS PLC

Fig 3.4.6f The payment confirmation page

- The payment status update includes OPEN, CLOSED and ...in Progress.
- When the a fresh schedule upload is successfully made, the payment status is OPEN
- When the confirmation page has been updates the payment status is "...in Progress"
- When the PFA has confirmed the payment, the payment status changes to"CLOSED"

3.5 MY ACCOUNT

3.5.1 New Details

3.5.2 Functional description: this operation enables a user to change his/her old password to a new one.

3.5.3 Formal description: To carry out this operation, the user does the following activities:



Fig 3.5.3a My Account Menu

A form titled 'Account Management' with a green header. It contains three input fields labeled 'Old Password', 'New Password', and 'New Password'. A green 'Update' button is located at the bottom right of the form.

FIG 3.5.3b Account Management

NOTE:

- Password must contain at least 8 character
- Password must contain at least a numeric character
- Password must contain at least a special character



PENSION FUND ADMINISTRATOR

4. Reference (PFA)

This section serves as a complete guide to the use of the portal as a PFA

4.1 Getting Started

4.2 Logging in

4.2.1 Functional description: this operation enables a user to log into the portal. A user may have more than one profile attached to his username. E.g. PFA.

4.2.2 Formal description: To carry out this operation, the user does the following activities:

4.2.3 Users with PFA profile log in with the details

- Go to address- <http://196.6.103.10:8080/E-pension/>
- Enter Username and Password and click logon



Enter Login Details to EPCCOS



Username

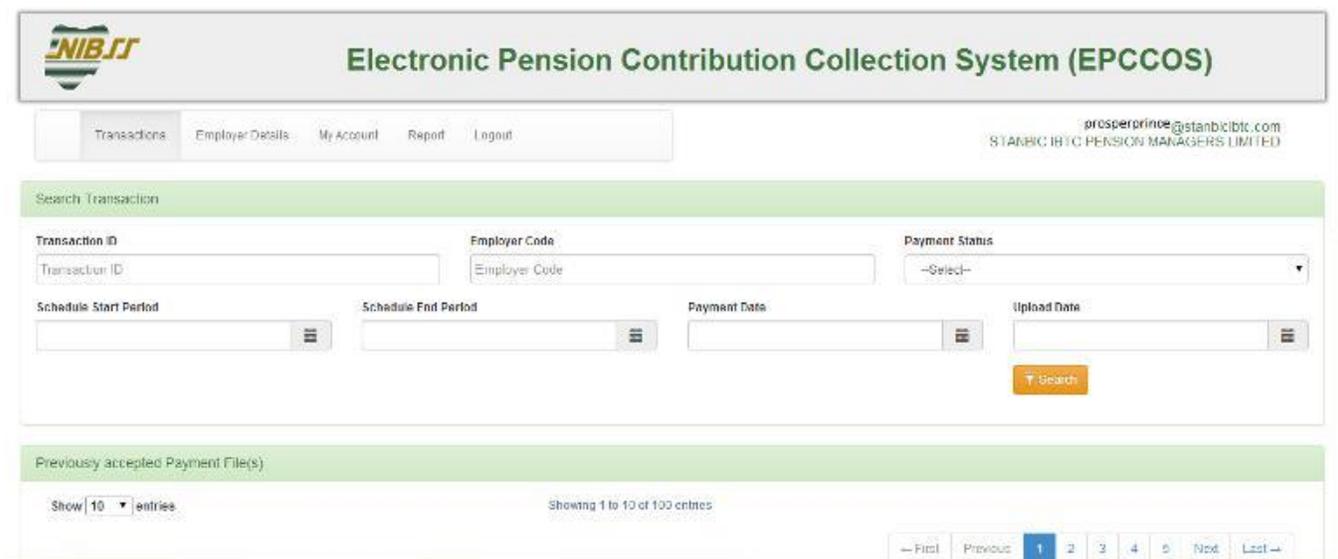
Password

[Download Manual](#) [+ Employer Registration](#) [Login](#)

EPCCOS © 2013 NIBSS PLC

Fig 4.2.3a User Login Page

- The home screen which is the **Transactions** page is displayed
- Click on transaction



 **Electronic Pension Contribution Collection System (EPCCOS)**

Transactions | Employer Details | My Account | Report | Logout

prosperprince@stanbicibt.com
STANBIC IBTC PENSION MANAGERS LIMITED

Search Transaction

Transaction ID: Employer Code: Payment Status:

Schedule Start Period: Schedule End Period: Payment Date: Upload Date:

Previously accepted Payment File(s)

Show 10 entries Showing 1 to 10 of 100 entries

— First Previous 1 2 3 4 5 Next Last —

Fig. 4.2.3b Transaction page

- Search Transaction criteria by Transaction ID, Employer code, PFA, Upload Date, Schedule Period, Payment Start Period, End Period, Payment Status.

S/N	Pension Fund Custodian	Employer	Total Amount	Total Employee	Transaction ID	Payment Status	Payment State	Schedule Period	Upload Date	Action
1	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210038	UNPAID	OPEN	Feb 2014	May 21, 2014	 
2	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210039	UNPAID	OPEN	Feb 2014	May 21, 2014	 
3	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210040	UNPAID	OPEN	Feb 2014	May 21, 2014	 
4	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405160035	UNPAID	OPEN	Apr 2014	May 16, 2014	 
5	ZENITH PENSION CUSTODIAN LIMITED	TOMMOROWS WOMEN DEVELOPMENT ORGANISATION	243,032.30	3	NIP0211405160036	UNPAID	OPEN	Apr 2014	May 16, 2014	 
6	ZENITH PENSION CUSTODIAN LIMITED	MIKKO PLASTIC LTD.	243,032.30	3	NIP0211405150033	UNPAID	In-Progress	Apr 2014	May 15, 2014	 
7	ZENITH PENSION CUSTODIAN LIMITED	MIKKO PLASTIC LTD.	243,032.30	3	NIP0211405150034	UNPAID	In-Progress	Apr 2014	May 15, 2014	 
8	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405140030	UNPAID	OPEN	Feb 2014	May 14, 2014	 
9	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405140031	UNPAID	OPEN	Mar 2014	May 14, 2014	 

Fig 4.2.3a Transactions Page.

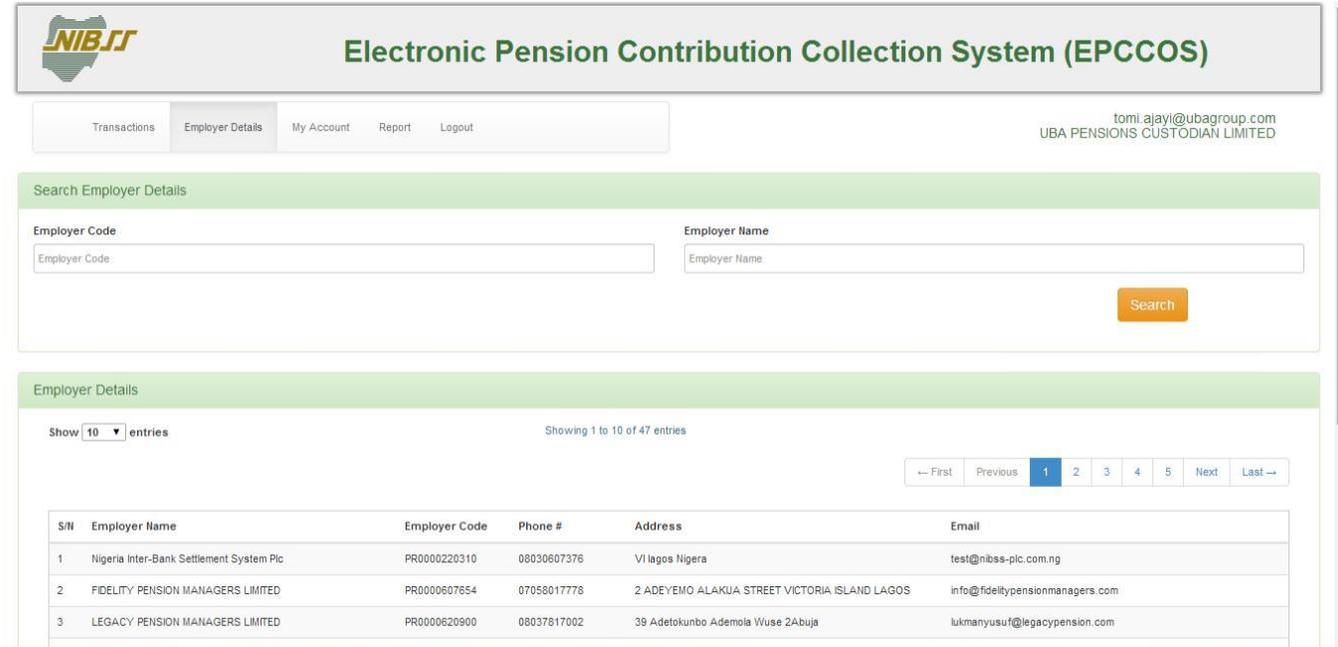
4.4 Employer Details

4.5 Search Employer Details:

4.5.1 Functional description: this operation enables a user to search through the archives of employer details stored in the database.

4.5.2 Formal description: To carry out this operation, the user does the following activities:

- Click on **Employment details** on the menu bar.
- The Search page is displayed



The screenshot displays the EPCOSS interface. At the top, there is a navigation menu with options: Transactions, Employer Details (selected), My Account, Report, and Logout. The user's email, tomi.ajayi@ubagroup.com, and the company name, UBA PENSIONS CUSTODIAN LIMITED, are shown in the top right. Below the navigation is a search section titled "Search Employer Details" with two input fields: "Employer Code" and "Employer Name", and a "Search" button. The search results are displayed in a table under the heading "Employer Details". The table shows 47 entries, with the first 10 displayed. The table columns are S/N, Employer Name, Employer Code, Phone #, Address, and Email.

S/N	Employer Name	Employer Code	Phone #	Address	Email
1	Nigeria Inter-Bank Settlement System Plc	PR0000220310	08030607376	VI lagoon Nigeria	test@nibss-plc.com.ng
2	FIDELITY PENSION MANAGERS LIMITED	PR0000607654	07058017778	2 ADEYEMO ALAKUA STREET VICTORIA ISLAND LAGOS	info@fidelitypensionmanagers.com
3	LEGACY PENSION MANAGERS LIMITED	PR0000620900	08037817002	39 Adetokunbo Ademola Wuse 2Abuja	lukmanyusuf@legacypension.com

FIG 4.5.2a Search Result

- Enter search criteria. Search criteria could be an employer name, employer code. Multiple search criteria are allowed.
- Click **search** after specifying search criteria as shown above.
- A list of employers under the PFA's scheme is displayed.
- The search result will be displayed as shown below above

4.6 MY ACCOUNT

4.7 User account

4.7.1 Functional description: this operation enables a user to change his/her old password to a new one.

4.7.2 Formal description: To carry out this operation, the user does the following by clicking on My account on the menu bar



The screenshot shows a web form titled "Account Management" with a light green header. The form contains three input fields: "Old Password", "New Password", and "New Password" (repeated). A green "Update" button is located at the bottom right of the form.

Fig. 4.8 Account Management

NOTE:

- Password must contain at least 8 character
- Password must contain at least a numeric character
- Password must contain at least a special character
- Minimum length required is 8

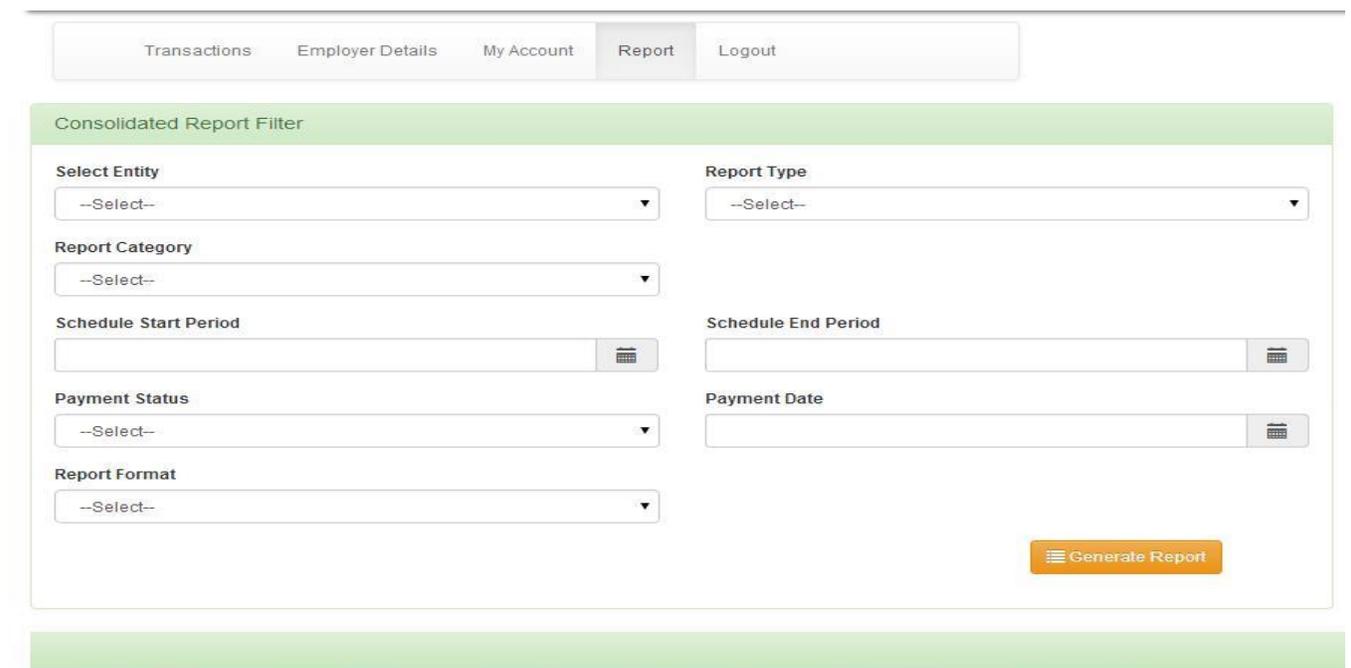
5. REPORTS

5.1 Reports Generation.

5.1.1 Functional Description: this operation enables users to generate reports by providing the necessary parameters.

5.1.2 Formal description: To carry out this operation, the user does the following activities:

- Click on Reports on the menu bar.
- Select entity (Employer) your desire report generation criteria and drag to the right.



The screenshot displays the 'Consolidated Report Filter' interface. At the top, a navigation bar includes 'Transactions', 'Employer Details', 'My Account', 'Report', and 'Logout'. The main area contains several filter fields: 'Select Entity' (dropdown), 'Report Type' (dropdown), 'Report Category' (dropdown), 'Schedule Start Period' (calendar), 'Schedule End Period' (calendar), 'Payment Status' (dropdown), 'Payment Date' (calendar), and 'Report Format' (dropdown). An orange 'Generate Report' button is located at the bottom right of the filter section.

Fig5.1.2 a Report Generation Interface.



PENSION FUND CUSTODIAN

6.0 Reference (PFC)

This section serves as a complete guide to the use of the portal as a PFC

6.1 Getting Started

6.2 Logging

6.2.1 Functional description: this operation enables a user to log into the portal.

6.2.2 Formal description: To carry out this operation, the user does the following activities:

- **A user with PFC profile**
 - Go to address- : <http://196.6.103.10:8080/E-pension/>
- Enter Username and Password and click Logon



The screenshot shows a web form titled "Enter Login Details to EPCCOS". On the left is the NIBSS logo. The form contains two input fields: "Username" with a person icon and placeholder text "username or email", and "Password" with a lock icon and placeholder text "password". Below the fields are three buttons: "Download Manual" (blue), "Employer Registration" (orange), and "Login" (green). At the bottom right, it says "EPCCOS © 2013 NIBSS PLC".

Fig 6.2.2 User Login Page

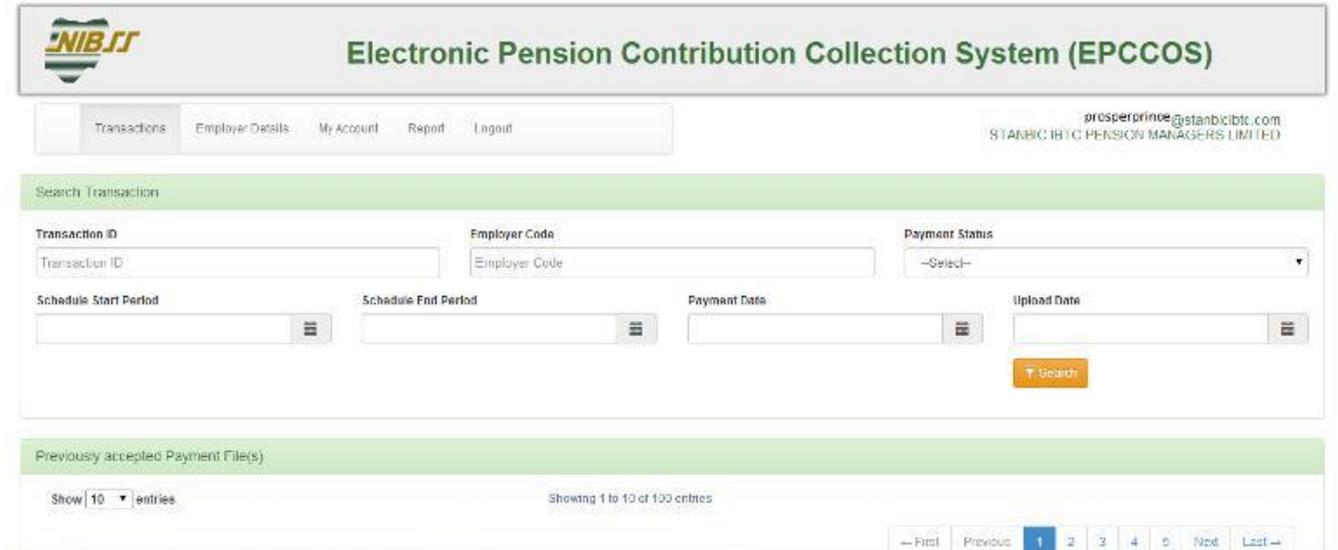


Fig 6.2.2a The home screen which is the **Transactions** page is displayed as shown above:

6.3 Transaction

- Click on Transaction
- Search Transaction criteria by Transaction ID, Employer code, PFA, Upload Date, Schedule Period, Payment Start Period, End Period, Payment Status.

← First Previous 1 2 3 4 5 Next Last →

S/N	Pension Fund Custodian	Employer	Total Amount	Total Employee	Transaction ID	Payment Status	Payment State	Schedule Period	Upload Date	Action
1	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210038	UNPAID	OPEN	Feb 2014	May 21, 2014	 
2	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210039	UNPAID	OPEN	Feb 2014	May 21, 2014	 
3	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210040	UNPAID	OPEN	Feb 2014	May 21, 2014	 
4	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405160035	UNPAID	OPEN	Apr 2014	May 16, 2014	 
5	ZENITH PENSION CUSTODIAN LIMITED	TOMMOROWS WOMEN DEVELOPMENT ORGANISATION	243,032.30	3	NIP0211405160036	UNPAID	OPEN	Apr 2014	May 16, 2014	 
6	ZENITH PENSION CUSTODIAN LIMITED	MIKKO PLASTIC LTD.	243,032.30	3	NIP0211405150033	UNPAID	In-Progress	Apr 2014	May 15, 2014	 
7	ZENITH PENSION CUSTODIAN LIMITED	MIKKO PLASTIC LTD.	243,032.30	3	NIP0211405150034	UNPAID	In-Progress	Apr 2014	May 15, 2014	 
8	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405140030	UNPAID	OPEN	Feb 2014	May 14, 2014	 
9	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405140031	UNPAID	OPEN	Mar 2014	May 14, 2014	 

Fig 6.2.2b Transaction Page

6.4 Employer Details.

6.4.1 Search Employer Details:

6.4.2 Functional description: this operation enables a user to search through the archives of employment details stored in the database.

6.4.3 Formal description: To carry out this operation, the user does the following activities:

- Click on **Employer details** on the menu bar.
- The Search page is displayed

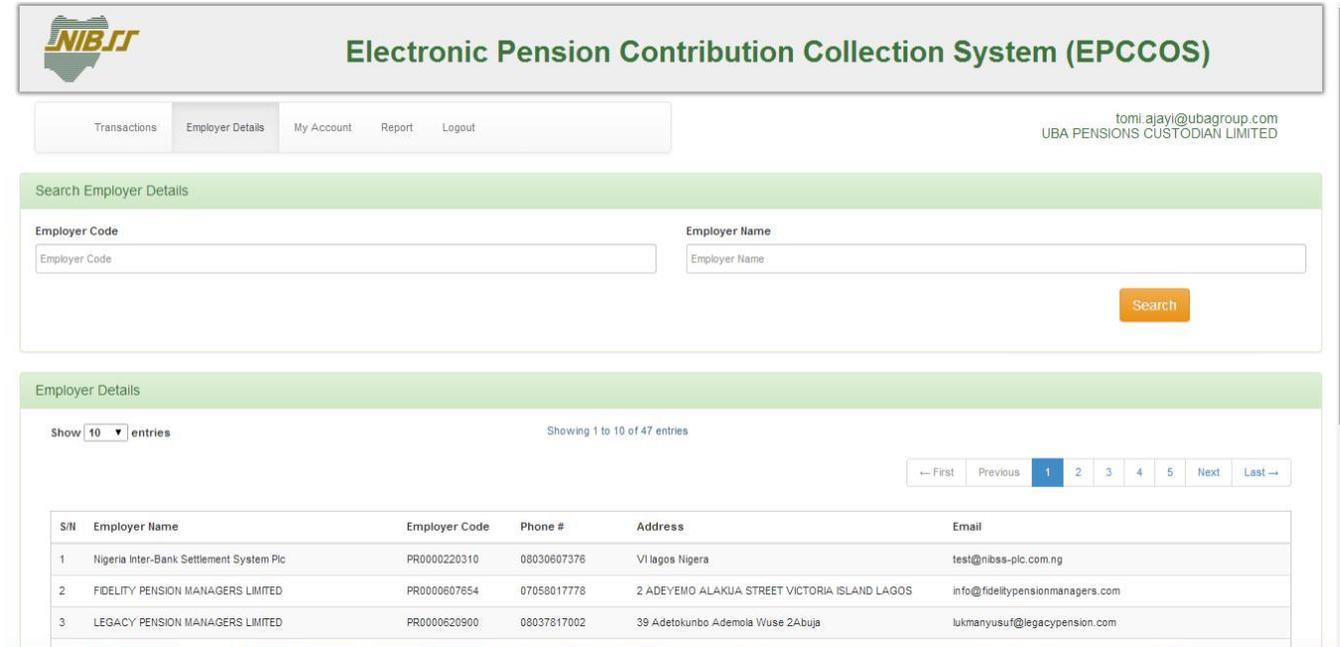


Fig 6.4.1a Search Transaction Interface

- Enter search criteria employer name, employer code. Multiple search criteria are allowed.
- Click **search** after specifying search criteria as shown above.
- A list of employers under the PFA's scheme is displayed.

6.5 User Account

6.5.1 Functional description: this operation enables a user to change his / her old password to a new one.

6.5.2 Formal description: To carry out this operation, the user does the following activities:

- Click on My account on the menu bar



Fig 6.4 Account Management

NOTE:

- Password must contain at least 8 character
- Password must contain at least a numeric character
- Password must contain at least a special character
- Minimum length required is 8

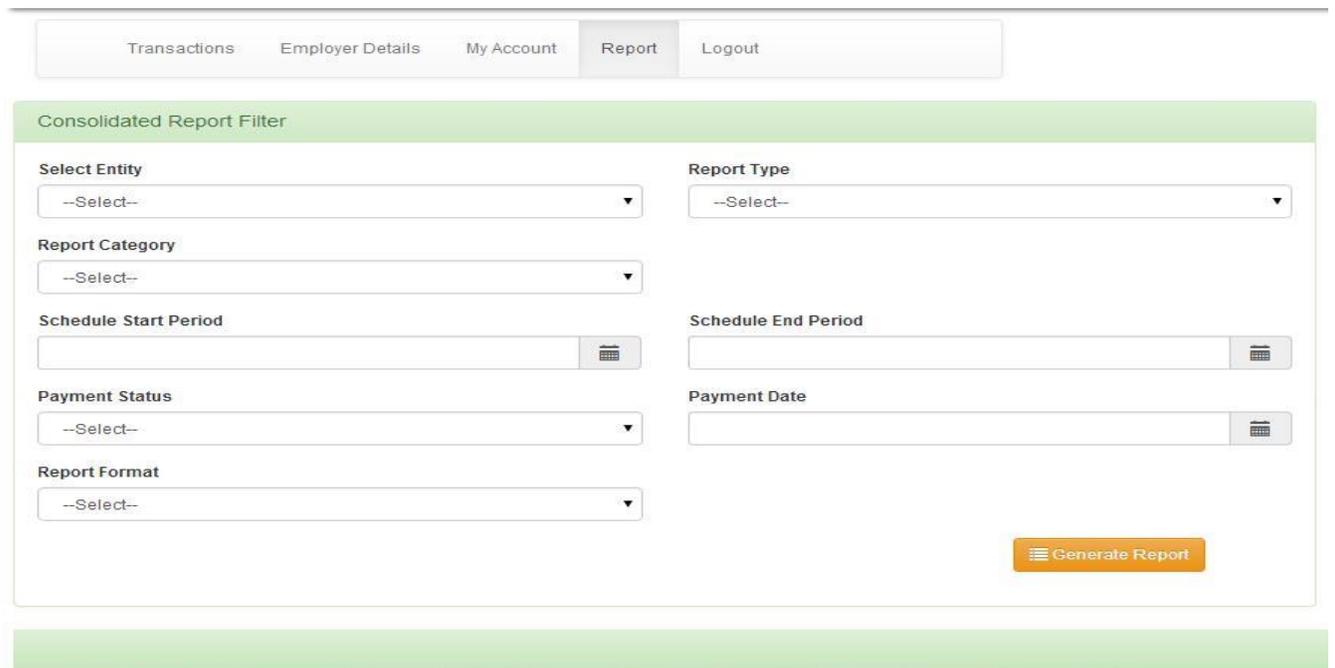
6.6 Reports

6.6.1 Report Generation.

6.6.2 Functional description: this operation enables users to generate reports by providing the necessary parameters as shown below.

6.6.3 Formal description: To carry out this operation, the user does the following activities:

- Click on Reports on the menu bar (Fig. 5.4.1 a).
- Select entity (Employer, Pension Fund Administrator) your desire report generation criteria and drag to the right.



The screenshot displays the 'Report Generation' interface. At the top, a navigation bar includes 'Transactions', 'Employer Details', 'My Account', 'Report', and 'Logout'. The main area is titled 'Consolidated Report Filter' and contains several form fields:

- Select Entity:** A dropdown menu with '--Select--'.
- Report Type:** A dropdown menu with '--Select--'.
- Report Category:** A dropdown menu with '--Select--'.
- Schedule Start Period:** A date input field with a calendar icon.
- Schedule End Period:** A date input field with a calendar icon.
- Payment Status:** A dropdown menu with '--Select--'.
- Payment Date:** A date input field with a calendar icon.
- Report Format:** A dropdown menu with '--Select--'.

An orange button labeled 'Generate Report' is positioned at the bottom right of the filter section.

Fig 6.6.3 Report Generation page



REGULATOR

7. Reference (Regulator)

This section serves as a complete guide to the use of the portal as a regulator

7.1 Getting Started

7.2 Logging in

7.2.1 Functional description: this operation enables the regulator to log into the portal

7.2.2 Formal description: To carry out this operation, the user does the following activities:

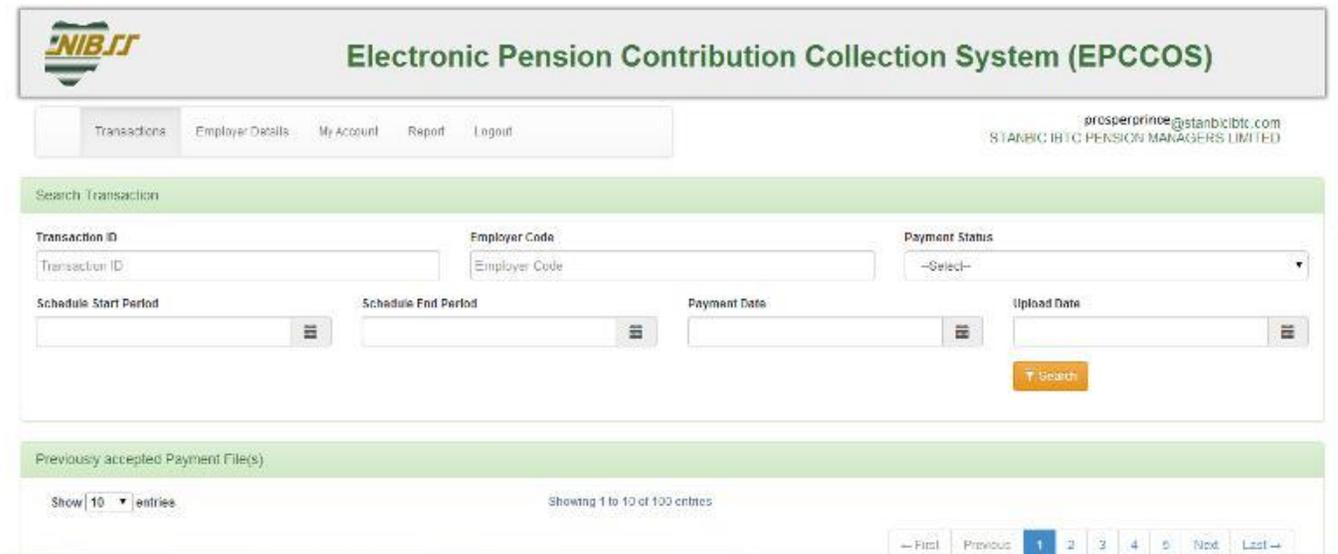
- **A user with a created profile**
 - Go to address- : <http://196.6.103.10:8080/E-pension/>
 - Enter Username and Password and click **Login**
 - Notice that a user profile interface is displayed



The screenshot shows a web form titled "Enter Login Details to EPCCOS". On the left is the NIBSS logo. The form contains two input fields: "Username" with a person icon and placeholder text "username or email", and "Password" with a lock icon and placeholder text "password". Below the fields are three buttons: "Download Manual" (blue), "Employer Registration" (orange), and "Login" (green). At the bottom right, it says "EPCCOS © 2013 NIBSS PLC".

Fig 7.2.2a User Login Page

- The home screen which is the **Transactions** page is displayed as shown below: Click on Transaction.



The screenshot displays the 'Electronic Pension Contribution Collection System (EPCOSS)' interface. At the top left is the NIBSS logo. The main header contains the system name. Below the header is a navigation menu with 'Transactions', 'Employer Details', 'My Account', 'Report', and 'Logout'. On the right, there is contact information: 'prosperprinte@stanbicibt.com' and 'STANBIC IBTC PENSION MANAGERS LIMITED'. The main content area is titled 'Search Transaction' and contains several search criteria: 'Transaction ID' (with a text input field), 'Employer Code' (with a text input field), 'Payment Status' (with a dropdown menu), 'Schedule Start Period' (with a date range selector), 'Schedule End Period' (with a date range selector), 'Payment Date' (with a date range selector), and 'Upload Date' (with a date range selector). A 'Search' button is located at the bottom right of the search criteria. Below the search area is a section for 'Previously accepted Payment File(s)' with a 'Show 10 entries' dropdown and 'Showing 1 to 10 of 100 entries' text. At the bottom right, there is a pagination control with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

Fig. 7.2.2b Transaction Page

- Search Transaction criteria by Transaction ID, Employer code, PFA, Upload Date, Schedule Period, Payment Start Period, End Period, Payment Status.

← First Previous 1 2 3 4 5 Next Last →

S/N	Pension Fund Custodian	Employer	Total Amount	Total Employee	Transaction ID	Payment Status	Payment State	Schedule Period	Upload Date	Action
1	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210038	UNPAID	OPEN	Feb 2014	May 21, 2014	 
2	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210039	UNPAID	OPEN	Feb 2014	May 21, 2014	 
3	ZENITH PENSION CUSTODIAN LIMITED	IBTC PENSION MANAGERS LIMITED	243,032.30	3	NIP0211405210040	UNPAID	OPEN	Feb 2014	May 21, 2014	 
4	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405160035	UNPAID	OPEN	Apr 2014	May 16, 2014	 
5	ZENITH PENSION CUSTODIAN LIMITED	TOMMOROWS WOMEN DEVELOPMENT ORGANISATION	243,032.30	3	NIP0211405160036	UNPAID	OPEN	Apr 2014	May 16, 2014	 
6	ZENITH PENSION CUSTODIAN LIMITED	MIKKO PLASTIC LTD.	243,032.30	3	NIP0211405150033	UNPAID	In-Progress	Apr 2014	May 15, 2014	 
7	ZENITH PENSION CUSTODIAN LIMITED	MIKKO PLASTIC LTD.	243,032.30	3	NIP0211405150034	UNPAID	In-Progress	Apr 2014	May 15, 2014	 
8	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405140030	UNPAID	OPEN	Feb 2014	May 14, 2014	 
9	ZENITH PENSION CUSTODIAN LIMITED	Nigeria Inter-Bank Settlement System Plc	243,032.30	3	NIP0211405140031	UNPAID	OPEN	Mar 2014	May 14, 2014	 

Fig 7.2.2c Transactions Page Detail

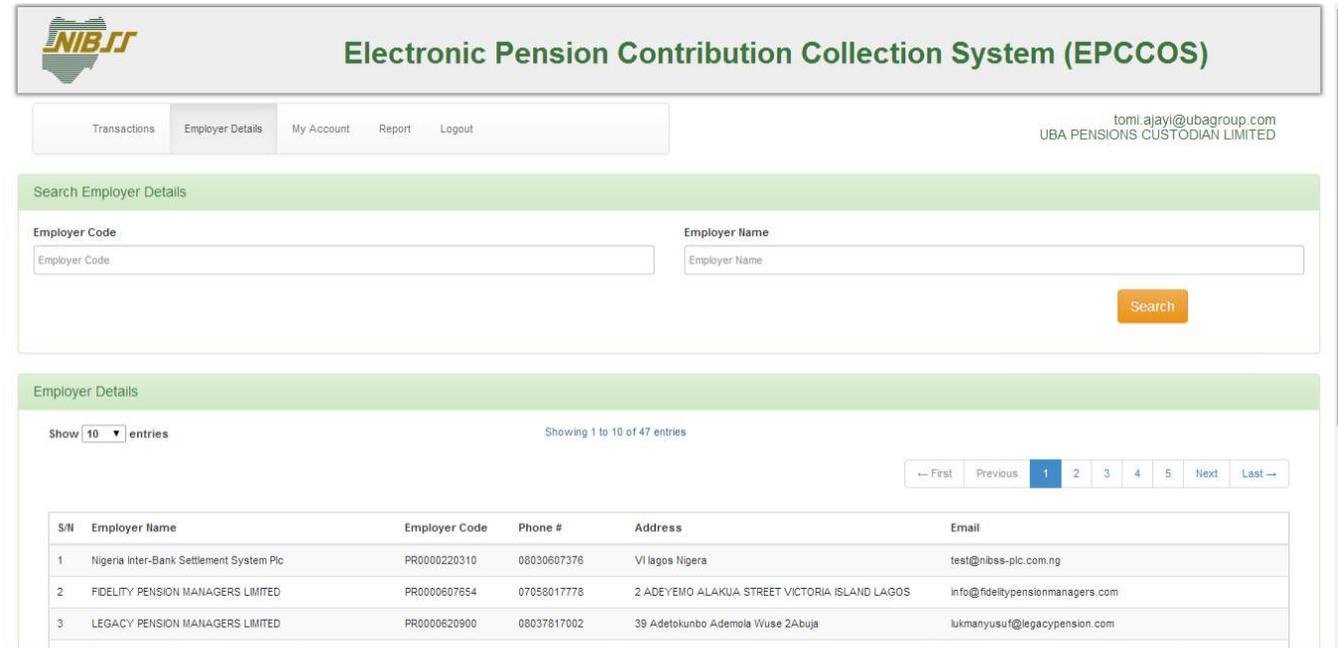
7.3 Employer Details.

7.3.1 Search Employer Details:

7.3.2 Functional description: this operation enables a user to search through the archives of employment details stored in the database.

7.3.3 Formal description: To carry out this operation, the user does the following activities:

- Click on **Employer details** on the menu bar.
- The Search page is displayed



Electronic Pension Contribution Collection System (EPCOSS)

tomilajayi@ubagroup.com
UBA PENSIONS CUSTODIAN LIMITED

Search Employer Details

Employer Code:

Employer Name:

Employer Details

Show 10 entries Showing 1 to 10 of 47 entries

← First Previous 1 2 3 4 5 Next Last →

S/N	Employer Name	Employer Code	Phone #	Address	Email
1	Nigeria Inter-Bank Settlement System Plc	PR0000220310	08030607376	VI lagos Nigera	test@nibss-plc.com.ng
2	FIDELITY PENSION MANAGERS LIMITED	PR0000607654	07058017778	2 ADEYEMO ALAKUA STREET VICTORIA ISLAND LAGOS	info@fidelitypensionmanagers.com
3	LEGACY PENSION MANAGERS LIMITED	PR0000620900	08037817002	39 Adetokunbo Ademola Wuse 2Abuja	lukmanyusuf@legacypension.com

Fig 7.3.3a Search Employer Interface

- Enter search criteria. Search criteria could be an employer name, employer code
- Click **search** after specifying search criteria as shown above.
- A list of employers under the scheme is displayed.

7.4 My Account

7.5 New Details

7.5.1 Functional description: this operation enables a user to change his/her old password to a new one.

7.5.2 Formal description: To carry out this operation, the user does the following activities:

- Click on my account on the menu bar



The screenshot shows a web form titled "Account Management" with a light green header. It contains three text input fields: "Old Password", "New Password", and another "New Password" field. A green "Update" button is located at the bottom right of the form.

Fig7.5.2 My Account

NOTE:

- Password must contain at least 8 character
- Password must contain at least a numeric character
- Password must contain at least a special character
- Minimum length required is 8



SELF SERVICE

8. Reference (Self Service)

8.1 Getting Started

8.2 Logging in

8.2.1 Functional description: this operation enables the employer to register the organization code on the portal (employer code and email address).

8.2.2 Formal description: To carry out this operation, the user does the following activities:

- Go to address- : <http://196.6.103.10:8080/E-pension/>
- Click on employer registration.
- Enter Employer code and Email address, click **Submit**



The screenshot shows a web form titled "Enter Login Details to EPCCOS". On the left is the NIBSS logo. The form contains two input fields: "Username" with a person icon and placeholder text "username or email", and "Password" with a lock icon and placeholder text "password". Below the fields are three buttons: "Download Manual" (blue), "Employer Registration" (orange), and "Login" (green). The footer of the form reads "EPCCOS © 2013 NIBSS PLC".

Fig 8.2.2a Login Page



The screenshot shows a web form titled "Register New Employer". It features a single input field labeled "Employer Code" with a placeholder text "Employer Code" and a small icon of three vertical bars to its left. A green "Continue" button with a right-pointing arrow is positioned to the right of the input field. At the bottom right of the form, the text "EPCOSS © 2013 NIBSS PLC" is visible.

Fig 8.2.2b Employer Registration Page

- Enter employer **code** correctly.
- Click Continue



The screenshot shows the "Register New Employer" page with the following details: the "Employer Code" field is filled with "PR0000000003"; the company name "PATERSON ZOCHONIS & CO LTD" is displayed in a green box; the "Email" field contains the placeholder "email address"; a blue informational box states: "If the employer name displayed above is not correct, Kindly click cancel to go back"; and there are two buttons at the bottom: a red "Cancel" button and a green "Register" button with a right-pointing arrow. The text "EPCOSS © 2013 NIBSS PLC" is at the bottom right.

Fig 8.2.2c Employer Registration Page

- Enter your email address and register



Fig 8.2.2d Email Notification Page

- Proceed to your email address and click on the link or activation email for your employer registration.

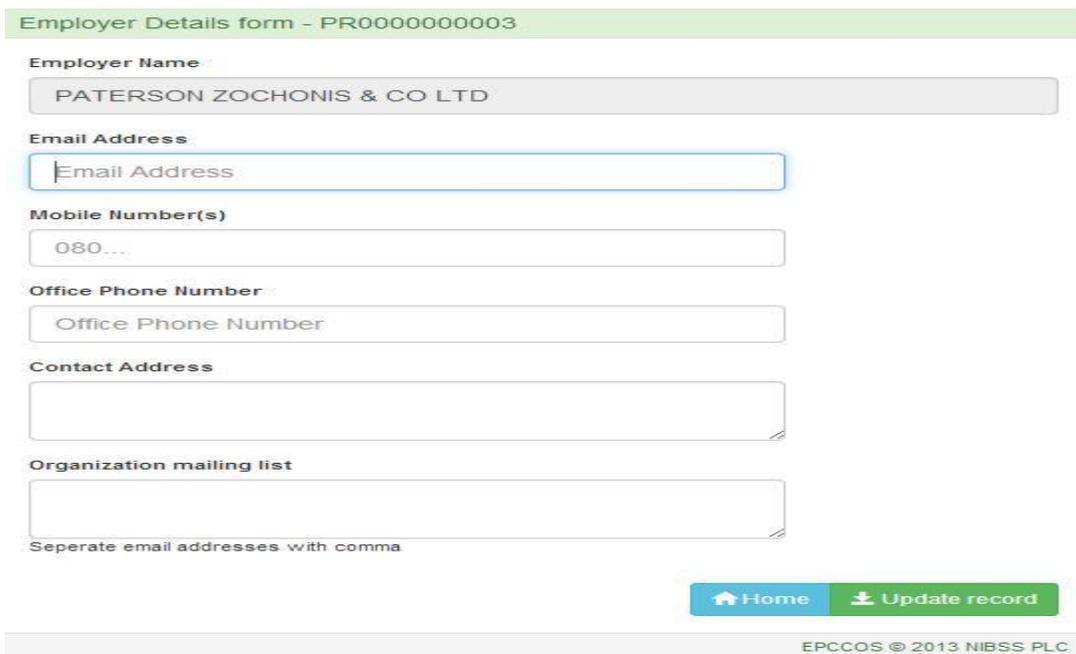


Fig 8.2.2e Employer Registration Page

- Populate the information and click update record

Employer Information updated successfully. Fill the form below to create employer administrator

Create Employer Administrator

EmailAddress	Phone Number
<input type="text" value="EmailAddress"/>	<input type="text" value="Phone Number"/>
First Name	Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Department	Staff ID
<input type="text" value="Department"/>	<input type="text" value="Staff ID"/>

EPCOSS © 2013 NIBSS PLC

Fig 8.2.2 Employer Acceptance Page

- Proceed to register as the Administrator of your organization. Note, this registration process of administrator must be completed for a successful employer registration.
- Click create user



Fig 8.2.2f Administrator Notification Page

- Process and log in with the default password and change your password as first log on.

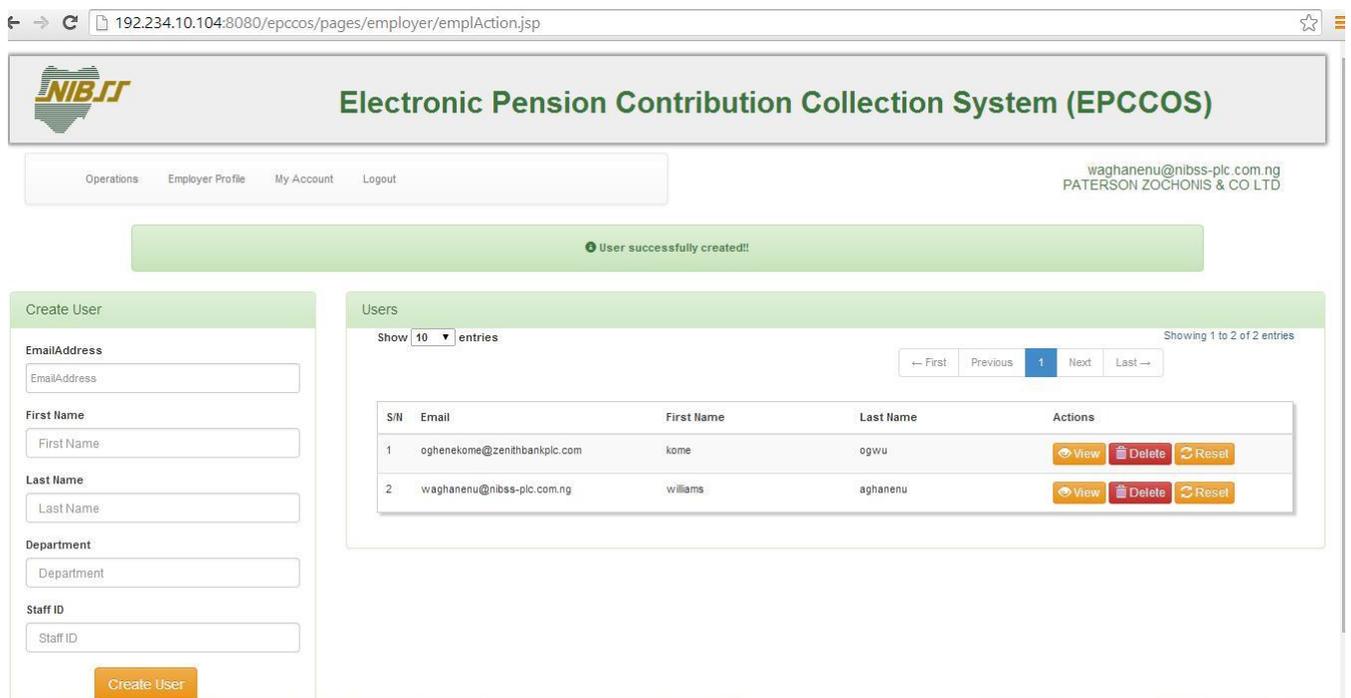
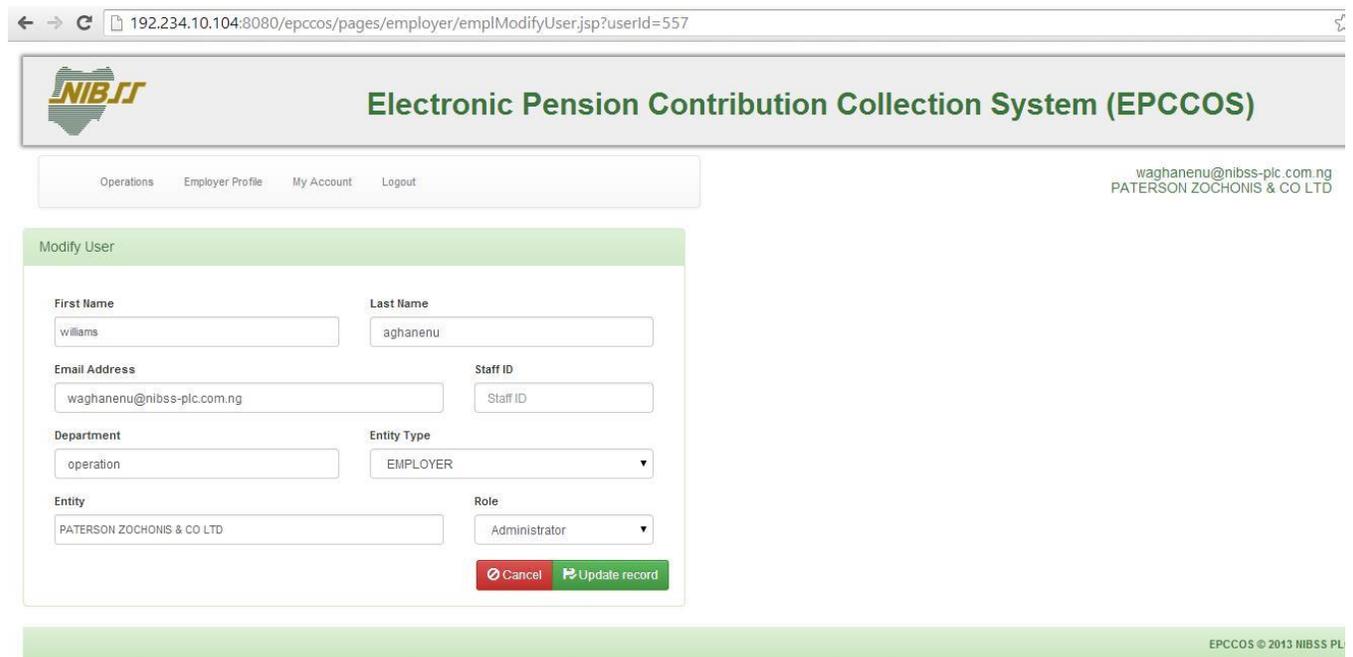


Fig 8.2.2 g Administrator log in page

8.2.3 The employer administrator privilege

- Can view user profile for update purpose
- Reset user password. A new password is automatically sent to the user email address
- Delete user, with a warning message (ok or cancel)



← → C 192.234.10.104:8080/epccos/pages/employer/emplModifyUser.jsp?userid=557

NIBSS Electronic Pension Contribution Collection System (EPCCOS)

Operations Employer Profile My Account Logout

waghanenu@nibss-plc.com.ng
PATERSON ZOCHONIS & CO LTD

Modify User

First Name Last Name
williams aghanenu

Email Address Staff ID
waghanenu@nibss-plc.com.ng Staff ID

Department Entity Type
operation EMPLOYER

Entity Role
PATERSON ZOCHONIS & CO LTD Administrator

Cancel Update record

EPCCOS © 2013 NIBSS PL

Fig 8.2.2 H Employer Profile update Page

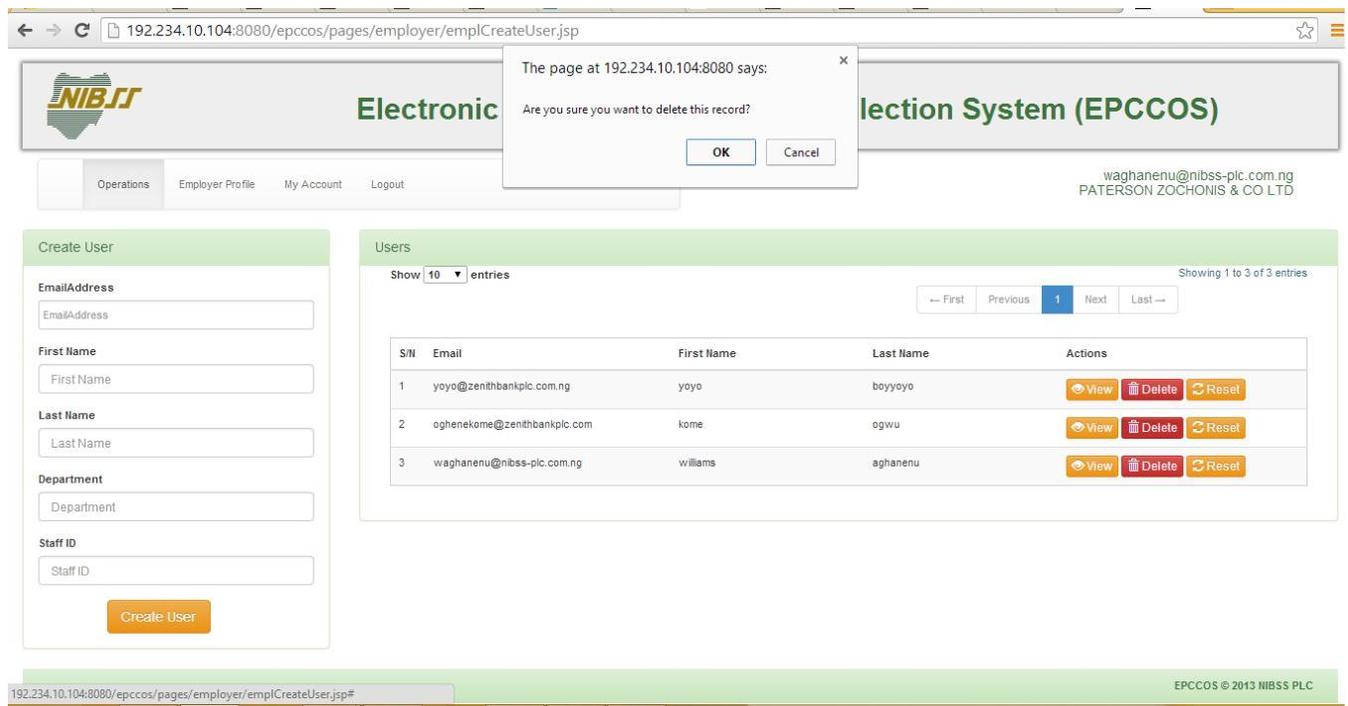


Fig 8.2.2 | User Deletion Page

9. APPENDIX

9.1 List of Error Messages

- If the schedule month in the file does not match with the month specified on the payment file upload interface. Error below is displayed.

Schedule month selected does not match that in schedule file

- If the schedule year in the file does not match with the year specified on the payment file upload interface. Error below is displayed.

Schedule year selected does not match that in schedule file

- If the Employer code in the schedule file is not valid, the error below is displayed.

Wrong Employer code in file

- If the same file is being uploaded twice, the error below is displayed

Payment File has been upload before