

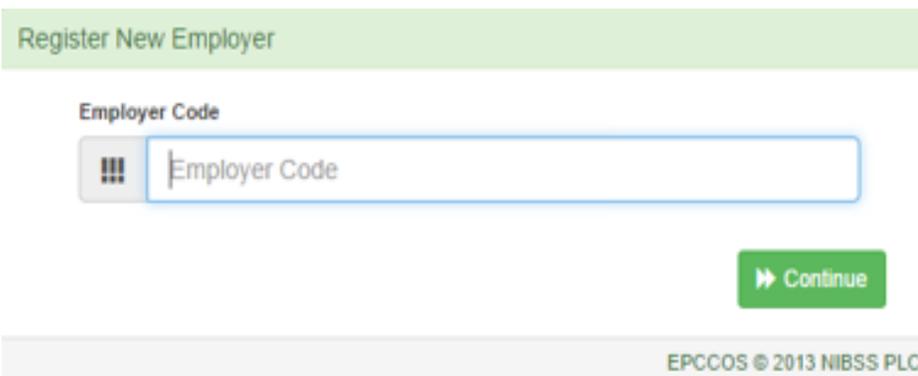
## PROCESS FLOW FOR EMPLOYER'S SELF SERVICE ON EPCCOS

(New Employer / Users)

1. Employer log on to URL: <https://apps.nibss-plc.com.ng/EPCCOS/>
  - a. Where employer is new on portal, proceed to step 6 for Registration
  - b. Already authorized Employer/User proceed to step 2
2. Download the *user manual, file specification format and sample schedule file* from the login page for detailed procedure
3. Enter username
4. Enter password
5. Click log in to access the EPCCOS application



6. Click on Employer Registration
7. Enter "employer code"



8. Click continue



9. Enter valid email address and Click register (Activation mail will be sent to the email address of registrant. The employer will access his email and double click the mail to open the employer registration page)

Employer Details form - PR0000000003

**Employer Name**  
PATERSON ZOCHONIS & CO LTD

**Email Address**  
Email Address

**Mobile Number(s)**  
080...

**Office Phone Number**  
Office Phone Number

**Contact Address**

**Organization mailing list**

Seperate email addresses with comma

[Home](#) [Update record](#)

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10. Employer successful created proceed to create Administrator profile

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

Create Employer Administrator

<b>EmailAddress</b> EmailAddress	<b>Phone Number</b> Phone Number
<b>First Name</b> First Name	<b>Last Name</b> Last Name
<b>Department</b> Department	<b>Staff ID</b> Staff ID

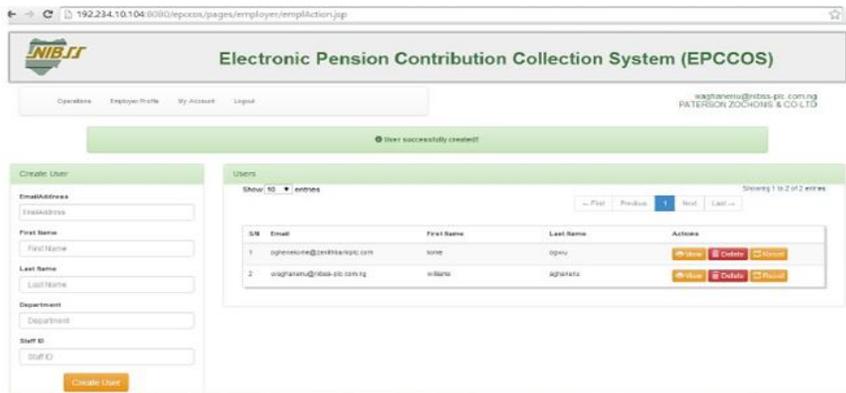
[Create User](#)

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11. Administrator successful created, proceed to create users



12. Users creation page



13. User log in page for file upload



14. Typical upload file format in excel

1	Name Of Employer	ABC	Employer Code	22222	TOTAL			
2	Total Amt.(Naira)	75000.00	Employee		Employer		Employer	
3	Value Date	20130105	Year Of Contr.	2012	Employee	0	Employer	0
4	For The month Of	JANUARY	Normal Contribution		Employee	0	Employer	0
7	Staff ID	RSA Pin	Employee Name	Normal Contribution	Voluntary Contrib	TOTAL		PFA Code
8				Employee	Employer	Employee	Employer	
9	17300	PEN100XXXXXX	XYZ ABABA	20000.00	10000.00	0	0	30000.00 25
10	15560	PEN1003XXXXXX	ABCD ABABT	20000.00	25000.00	0	0	45000.00 25

15. Available payment options for EPCCOS 1. E-Billspay 2. Others (Cheque, Transfer, Cash, NIP)

- **Payment Status Changes Automatically on EPCCOS once Payment is made through e-BillsPay**
- **Payment Status has to be Changed manually by the Employer and Confirmed by the Custodian's when other mode of payments are used.**

16. Upload file interface

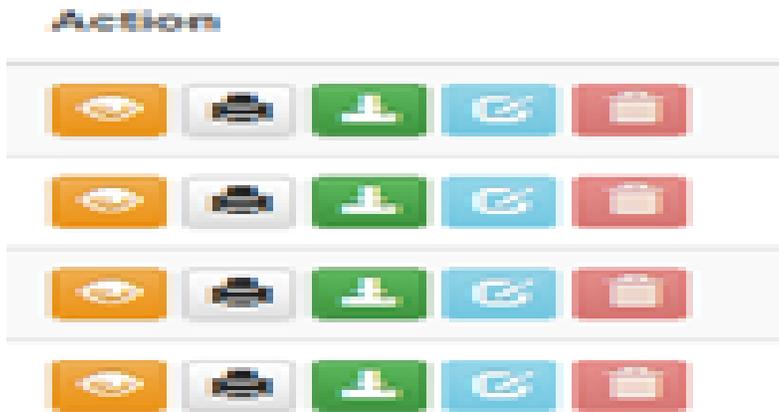
Previously accepted Payment File(s)

Show 10 entries Showing 41 to 50 of 187 entries Download transactions as CSV

← First
Previous
3
4
6
7
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	ES-ANCHOR PENSION MANAGERS LIMITED	18,167.38	1	NP0361406250074	UNPAID	In Progress	Apr 2014	Jun 25, 2014	Jul 25 2014 1:45PM	    
2	FUTURE UNITY GLANVILLS PENSIONS LIMITED	88,219.84	1	NP0421406250058	UNPAID	In Progress	Mar 2014	Jun 25, 2014	Jul 25 2014 6:39AM	    
3	FUTURE UNITY GLANVILLS PENSIONS LIMITED	112,240.28	1	NP0421406250064	UNPAID	In Progress	Jun 2014	Jun 25, 2014	Jul 25 2014 11:24AM	    
4	FUTURE UNITY GLANVILLS PENSIONS LIMITED	88,219.84	1	NP0421406250070	UNPAID	In Progress	Feb 2014	Jun 25, 2014	Jul 25 2014 12:56PM	    
5	FUTURE UNITY GLANVILLS PENSIONS LIMITED	88,219.84	1	NP0421406250071	UNPAID	OPEN	Jan 2014	Jun 25, 2014	Jul 25 2014 1:03PM	    
6	FUTURE UNITY GLANVILLS PENSIONS LIMITED	112,240.28	1	NP0421406250074	UNPAID	In Progress	Apr 2014	Jun 25, 2014	Jul 25 2014 1:45PM	    
7	ARM PENSION MANAGERS LIMITED	133,709.62	5	NP0261406250058	UNPAID	In Progress	Mar 2014	Jun 25, 2014	Jul 25 2014 6:39AM	    
8	ARM PENSION MANAGERS LIMITED	135,875.90	5	NP0261406250064	PAID	CLOSED	Jun 2014	Jun 25, 2014	Jul 25 2014 11:24AM	    
9	ARM PENSION MANAGERS LIMITED	133,709.62	5	NP0261406250070	PAID	CLOSED	Feb 2014	Jun 25, 2014	Jul 25 2014 12:56PM	    
10	ARM PENSION MANAGERS LIMITED	133,709.62	5	NP0261406250071	UNPAID	OPEN	Jan 2014	Jun 25, 2014	Jul 25 2014 1:03PM	    

17. Available **ACTION** Tabs: View; Print receipt; Download; Update payment; Delete



- At View – Detailed transaction uploaded could be viewed
- At Print Receipt – Transaction ticket showing what is remitted by PFA can be printed
- At Download – Transaction details by PFA can be downloaded and saved
- At Update Payment – Payments made by other means from eBillspay can be updated to “In Progress” for the PFC to confirm payments
- At Delete – Only uploaded records that have not been paid for via eBillspay or updated after payment by other means can be deleted.

18. Payment update interface (payment status reads in-progress after update)

The screenshot shows the 'Update Payment Details' interface of the EPCCOS system. At the top left is the NIBSS logo. The main header reads 'Electronic Pension Contribution Collection System (EPCCOS)'. Below the header is a navigation bar with 'Operations', 'Employer Profile', 'My Account', and 'Logout'. On the right, contact information is provided: 'muyiwas@sigmapensions.com' and 'SIGMA VAUGHN STERLING PENSIONS LIMITED'. The main content area is titled 'Update Payment Details' and contains two columns of data. The left column lists: 'Number Of Employee' (3), 'Pension Fund Administrator' (OAK PENSIONS LIMITED), 'Total Amount' (81,865.06), 'Transaction ID' (NP0341406250071), and 'Pension Fund Custodian' (FIRST PENSION CUSTODIAN NIGERIA LIMITED). The right column lists: 'Payment Mode' (Others), 'Payment Date' (01/08/2014), and 'Narration' (e.g. Cheque Number). At the bottom right of the form are 'Cancel' and 'Update' buttons. A footer at the bottom right of the page reads 'EPCCOS © 2013 NIBSS PLC'.

Number Of Employee	3	Payment Mode	Others
Pension Fund Administrator	OAK PENSIONS LIMITED	Payment Date	01/08/2014
Total Amount	81,865.06	Narration	e.g. Cheque Number
Transaction ID	NP0341406250071		
Pension Fund Custodian	FIRST PENSION CUSTODIAN NIGERIA LIMITED		

19. Sample upload transaction ticket

The screenshot shows a 'Sample upload transaction ticket' from the EPCCOS system. The ticket is titled 'Electronic Pension Contribution Collection System Transaction Ticket' and contains the following details:

Employer Name	Nigeria Inter-Bank Settlement System Plc
Pension Fund Administrator	STANBIC IBTC PENSION MANAGERS LIMITED
Total Amount	6,081,340.55
Transaction ID	NP0215411040036
Schedule Period	10 2014
No of Employees	33
Pension Fund Custodian	ZENITH PENSION CUSTODIAN LIMITED
Bank Name	ZENITH INTERNATIONAL BANK PLC
Account Name	ZPC/SIPML Contribution Account
Account Number	1010885522
Payment Status	UNPAID

A 'Print' button is located at the bottom right of the ticket. Below the ticket, a note states: 'Note that the Transaction ID is valid for only thirty(30) days. If payment is not made within thirty(30) days, the Batch record attached to the Transaction ID will be deleted from the system.' At the very bottom, there is a 'Print Transaction' button and a close icon (X).

20. End.