



Electronic Pension Contribution Collection System (EPCOSS)

Version: 1.0

Date: 2013-05-13

Status: Draft

Classification: Restrict

Subject: EPCOSS User Manual

Reference: NIBSSEPCOSS2013001

July 20143, NIBSS PLC.

The information contained herein is proprietary and shall not be duplicated, published or disclosed to any third party in whole or in part without its prior written consent, which shall never be presumed.

Plot 1230, Ahmadu Bello Way, Bar Beach, Victoria Island, P. M. B. 12617, Lagos

Phone: 234-1-2716071-4 / Fax: 234-1-2716075

Technical Data

Reference NIBSSEPCOSS2013001
Document Title: EPCOSS User Manual
Version: 1.0
Status: Draft
Classification: Restrict
Document type: User Manual
Document level: Restrict
Subject: EPCOSS User Manual
Responsible area: Quality
File name: NIBSSEPCOSS2013001- EPCOSSUser Maual.docx

Authors and Participants

Name	Contact	Function
		Elaboration
		Revision
		Approval

Distribution List

Name

Revisions

Version	Data	Description	Author

TABLE OF CONTENT

1	Introduction	7
1.1	Intended Readership	7
1.2	Applicability	7
1.3	Purpose	7
1.4	How to use this document	7
1.5	Related Document	7
2	Overview	8
	Employer	9
3.	Reference (Employer)	10
3.1	Getting Started	10
3.2	Logging In	10
3.2.1	Functional Description	10
3.2.2	Formal Description	10
3.3	A User With Employer Profile	10
3.4	Operations	11
3.4.1	New Payment File Upload	11
3.4.2	Functional Description	11
3.4.3	Formal Description	11
3.4.4	Likely Error Message During File Upload	14
3.4.5	Search Transaction	14



3.5	My Account	19
3.5.1	New Details	19
3.5.2	Functional Description	19
3.5.3	Formal Description	19
	Pension Fund Administrator	20
4.	Reference	21
4.1	Getting Started	21
4.2	Logging In	21
	4.2.1 Functional Description	21
	4.2.2 Formal Description	21
	4.2.3 Users With PFA Profile Log In With The Details	21
4.4	Employer Details	23
4.5	Search Employer Details	23
4.5.1	Functional Description	23
4.5.2	Formal Description	23
4.6	My Account	24
4.7	User Account	24
4.7.1	Functional Description	24
4.7.2	Formal Description	25
5.	Report	25
5.1	Report Generation	25



5.1.1 Functional Description	25
5.1.2 Formal Description	25
6. Reference (PFC)	28
6.1 Getting Started	28
6.2 Logging	28
6.2.1 Functional Description	28
6.2.2 Formal Description	28
6.3 Transaction	29
6.4 Employer Details	30
6.4.1 Search Employer Details	30
6.4.2 Functional Description	30
6.4.3 Formal Description	30
6.5 User Account	31
6.5.1 Functional Description	31
6.5.2 Formal Description	31
6.6 Reports	32
6.6.1 Report Generation	32
6.6.2 Functional Description	32
6.6.3 Formal Description	32
Regulator	36
7. Reference Regulator	37



7.1	Getting Started	37
7.2	Logging In	37
7.2.1	Functional Description	37
7.2.2	Formal Description	37
7.3	Employer Details	39
7.3.1	Search Employer Details	39
7.3.2	Functional Description	39
7.3.3	Formal Description	39
7.4	My Account	40
7.5	New Account	40
7.5.1	Functional Description	40
7.5.2	Formal Description	40
	Self Service	42
8.	Reference (self service)	43
8.1	Getting Started	43
8.2	Logging In	43
8.2.1	Functional Description	43
8.2.2	Formal Description	43
9.	Appendix	48
9.1	List of Error Message	49

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

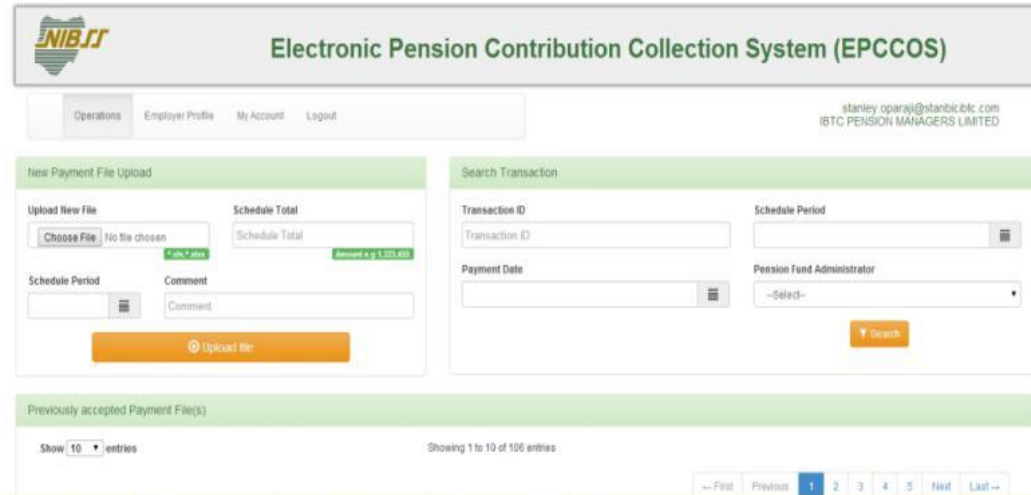
3.3 A user with Employer profile

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



The screenshot shows the 'Enter Login Details to EPCOSS' page. It features the NIBSS logo on the left. On the right, there are two input fields: 'Username' with a placeholder 'username or email' and 'Password' with a placeholder 'password'. Below these fields are three buttons: 'Download Manual' (blue), 'Employer Registration' (orange), and 'Login' (green). At the bottom right, it says 'EPCOSS © 2013 NIBSS PLC'.

Fig 3.3a User Login Page



The screenshot displays the EPCOSS (Electronic Pension Contribution Collection System) interface. At the top, the NIBSS logo is on the left, and the system name "Electronic Pension Contribution Collection System (EPCOSS)" is centered. Below this is a navigation menu with "Operations" (highlighted), "Employer Profile", "My Account", and "Logout". On the right, contact information for Stanley Oparaji is provided. The main content area is divided into three sections: "New Payment File Upload" with fields for file selection, schedule total, period, and comment; "Search Transaction" with fields for transaction ID, schedule period, payment date, and pension fund administrator; and "Previously accepted Payment File(s)" with a table showing 10 entries. A pagination bar at the bottom indicates "Showing 1 to 10 of 106 entries" and includes navigation links like "First", "Previous", "1", "2", "3", "4", "5", "Next", and "Last".

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.

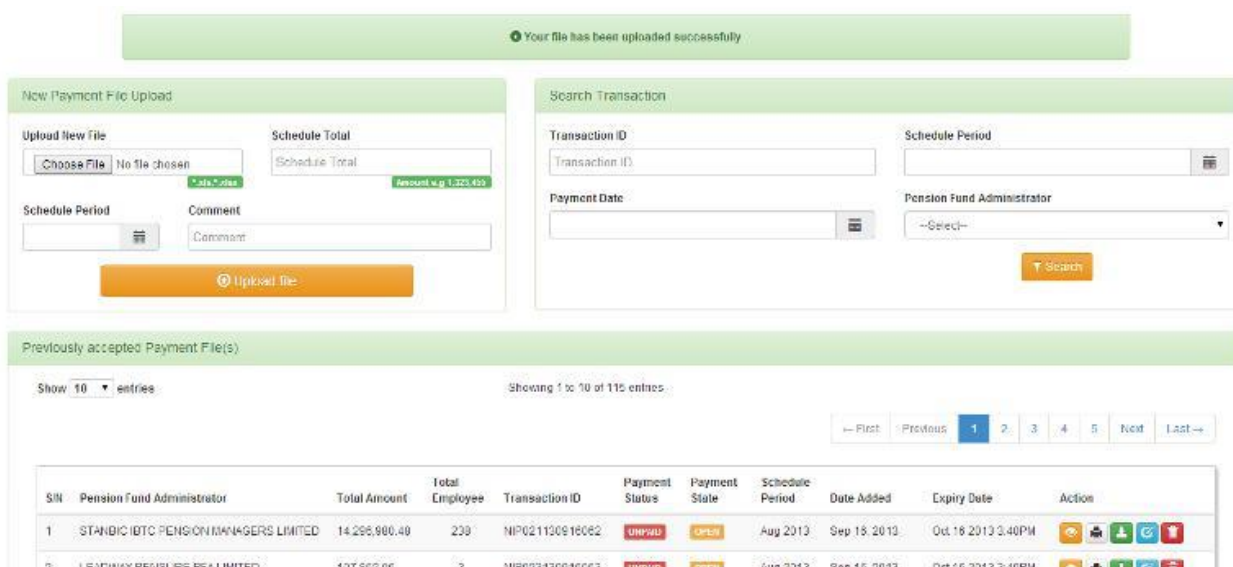


The interface shows a 'New Payment File Upload' section with the following fields:

- Upload New File:** A 'Choose File' button and a text field showing 'No file chosen'.
- Schedule Total:** A text field with a green 'Amount' button and a value of '1,321,433'.
- Schedule Period:** A dropdown menu.
- Comment:** A text area with a 'Comment' button.
- Upload File:** A large orange button at the bottom.

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.



The interface shows a successful upload message at the top: 'Your file has been uploaded successfully'.

Below the message, there are two main sections:

- New Payment File Upload:** This section is identical to the one in Fig 3.4.3b, showing the upload form.
- Search Transaction:** This section includes fields for 'Transaction ID', 'Schedule Period', 'Payment Date', and 'Pension Fund Administrator', along with a 'Search' button.

At the bottom, there is a table titled 'Previously accepted Payment File(s)' showing a list of transactions.

S/N	Pension Fund Administrator	Total Amount	Total Employee	Transaction ID	Payment Status	Payment State	Schedule Period	Date Added	Expiry Date	Action
1	STANBIC IBTC PENSION MANAGERS LIMITED	14,295,900.40	230	NP021130916062	UNPAID	OPEN	Aug 2013	Sep 18, 2013	Oct 18 2013 3:40PM	
2	LEADWAY PENSION PFA LIMITED	107,802.00	3	NP023130916063	UNPAID	OPEN	Aug 2013	Sep 15, 2013	Oct 16 2013 3:40PM	

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.



The image shows a web interface titled "Search Transaction". It contains four input fields: "Transaction ID" (with a placeholder "Transaction ID"), "Schedule Period" (with a calendar icon), "Payment Date" (with a calendar icon), and "Pension Fund Administrator" (a dropdown menu with "--Select--"). An orange "Search" button is located at the bottom right of the form.

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 5:56AM	View Print Download Share Delete
2	ARM PENSION MANAGERS LIMITED	506,883.82	9	NIP0261405210039	UNPAID	OPEN	Feb 2014	May 21, 2014	Jun 20 2014 7:03AM	View Print Download Share Delete
3	ARM PENSION MANAGERS LIMITED	506,883.82	9	NIP0261405210040	UNPAID	OPEN	Feb 2014	May 21, 2014	Jun 20 2014 12:33PM	View Print Download Share Delete
4	ARM PENSION MANAGERS LIMITED	506,883.82	9	NIP026140306196	UNPAID	OPEN	Feb 2014	Mar 06, 2014	Apr 5 2014 12:38PM	View Print Download Share Delete
5	ARM PENSION MANAGERS LIMITED	483,530.32	9	NIP026140227159	Paid	CLOSED	Feb 2014	Feb 27, 2014	Mar 29 2014 9:54PM	View Print Download Share Delete

Fig 3.4.6b Transaction Listing

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

	A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	N1	O1	P1	Q1	R1
	TRANSACTION ID	PENSION FRS 102	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE H	EMPLOYEE V	EMPLOYEE L	EMPLOYEE T	EMPLOYEE C	SCHEDULE	PENSION FUND	ADMINISTRATOR						
1	NIP021130	ZENTH	PE	PEN200019	Yvonne Aki	23,520.82	23,520.82	0.00	0.00	47,041.64	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
2	NIP021130	ZENTH	PE	PEN200007	Yinka John	54,777.15	54,777.15	0.00	0.00	109,554.30	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
3	NIP021130	ZENTH	PE	PEN100007	Williams O	8,885.83	8,885.83	0.00	0.00	19,771.65	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
5	NIP021130	ZENTH	PE	PEN200326	Ward Ron	19,628.64	19,628.64	0.00	0.00	39,257.28	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
6	NIP021130	ZENTH	PE	PEN100322	Wale Bola	23,607.97	23,607.97	0.00	0.00	47,215.94	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
7	NIP021130	ZENTH	PE	PEN200199	Vivian Udu	18,978.63	18,978.63	0.00	0.00	37,957.26	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
8	NIP021130	ZENTH	PE	PEN100355	Victor Ukp	25,821.02	25,821.03	0.00	0.00	51,642.05	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
9	NIP021130	ZENTH	PE	PEN100096	Victor Essi	23,938.08	23,938.08	0.00	0.00	47,876.16	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
10	NIP021130	ZENTH	PE	PEN200495	Uma Asuq	9,108.44	9,108.45	0.00	0.00	18,216.89	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
11	NIP021130	ZENTH	PE	PEN200335	Udeme Chika	24,175.75	24,175.75	0.00	0.00	48,351.50	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
12	NIP021130	ZENTH	PE	PEN200535	Uchechi O	8,231.13	8,231.14	0.00	0.00	16,462.27	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
13	NIP021130	ZENTH	PE	PEN100433	Uche Desu	17,501.45	17,501.45	0.00	0.00	35,002.90	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
14	NIP021130	ZENTH	PE	PEN100572	Tosin Akin	9,443.91	9,443.91	0.00	0.00	18,887.82	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
15	NIP021130	ZENTH	PE	PEN200526	Tobias A	26,087.94	26,087.94	0.00	0.00	52,175.88	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
16	NIP021130	ZENTH	PE	PEN100566	Tobias A	9,108.44	9,108.45	0.00	0.00	18,216.89	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
17	NIP021130	ZENTH	PE	PEN100584	Tobechukwu	7,900.00	7,900.00	0.00	0.00	15,800.00	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
18	NIP021130	ZENTH	PE	PEN200232	Tilleya On	36,458.27	36,458.28	50,000.00	0.00	122,916.55	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
19	NIP021130	ZENTH	PE	PEN200726	Tina Perke	18,121.85	18,121.86	0.00	0.00	36,243.71	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
20	NIP021130	ZENTH	PE	PEN200338	Timothy F	24,245.27	24,245.27	0.00	0.00	48,490.54	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
21	NIP021130	ZENTH	PE	PEN100000	Tayo Akins	54,442.39	54,442.39	50,000.00	0.00	158,884.78	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
22	NIP021130	ZENTH	PE	PEN100001	Sylvester E	11,073.62	11,073.63	0.00	0.00	22,147.25	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
23	NIP021130	ZENTH	PE	PEN100644	Sunday Mc	11,163.63	11,163.63	0.00	0.00	22,327.26	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
24	NIP021130	ZENTH	PE	PEN100003	Sunday Abi	13,295.86	13,295.86	0.00	0.00	26,591.72	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
25	NIP021130	ZENTH	PE	PEN200000	Success O	32,771.80	32,771.81	100,000.00	0.00	165,543.61	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
26	NIP021130	ZENTH	PE	PEN100622	Subair Ulo	18,338.77	18,338.78	0.00	0.00	36,677.55	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
27	NIP021130	ZENTH	PE	PEN100112	Stephen U	10,552.10	10,552.10	0.00	0.00	21,104.20	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
28	NIP021130	ZENTH	PE	PEN100006	Stephen O	10,519.67	10,519.67	0.00	0.00	20,939.33	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
29	NIP021130	ZENTH	PE	PEN100434	Stephen A	27,915.07	27,915.07	50,000.00	0.00	80,830.13	08	2013	STANBIC	IBTC	PENSION MANAGERS	LIMITED		
30	NIP021130	ZENTH	PE	PEN100005	Stephen A	49,919.83	49,919.84	150,000.00	0.00	249,839.57	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.

Upload Details

Employer Name	ISFC PENSION MANAGERS LIMITED	Employee Count	9
Pension Fund Administrator	ARM PENSION MANAGERS LIMITED	Expiry Date	2014-06-20 06:55:45.45
Total Amount	506,893.92	Payment Status	UNPAID
Transaction ID	NIP026140E210033	Pension Fund Custodian	UBA PENSIONS CUSTODIAN LIMITED
Schedule Period	02 2014	Date Added	May 21 2014

Transaction Details

Show 10 entries

Showing 1 to 3 of 9 entries

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

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

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	16,295.79	16,295.77	0.00	0.00			36,593.56
2	PEN20000000006	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	Payment Mode	Cheque
Pension Fund Administrator	STANBIC IBTC PENSION MANAGERS LIMITED	Payment Date	
Total Amount	14,295,980.48	Narration	e.g Cheque Number:
Transaction ID	NIP021130916062		
Pension Fund Custodian	ZENITH PENSION CUSTODIAN LIMITED		

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

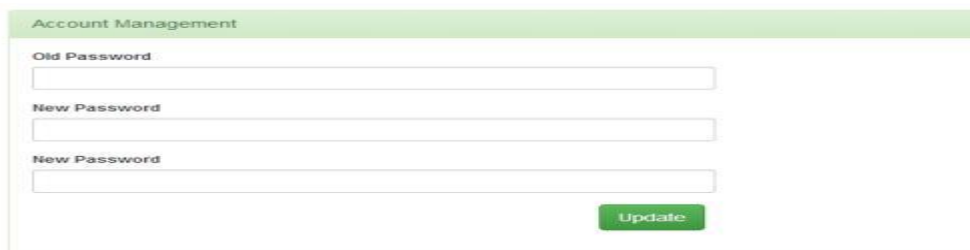
A form titled 'Account Management' with a green header. It contains three text input fields labeled 'Old Password', 'New Password', and 'New Password'. A green 'Update' button is located at the bottom right of the form.

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

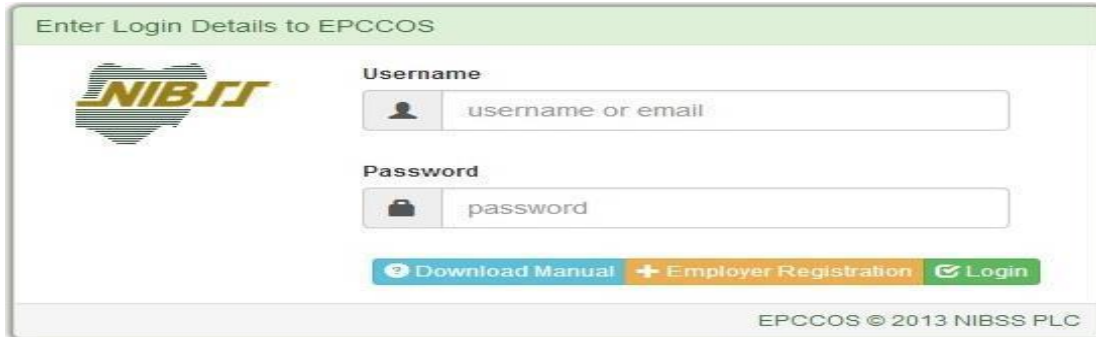
4.2 Logging in

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

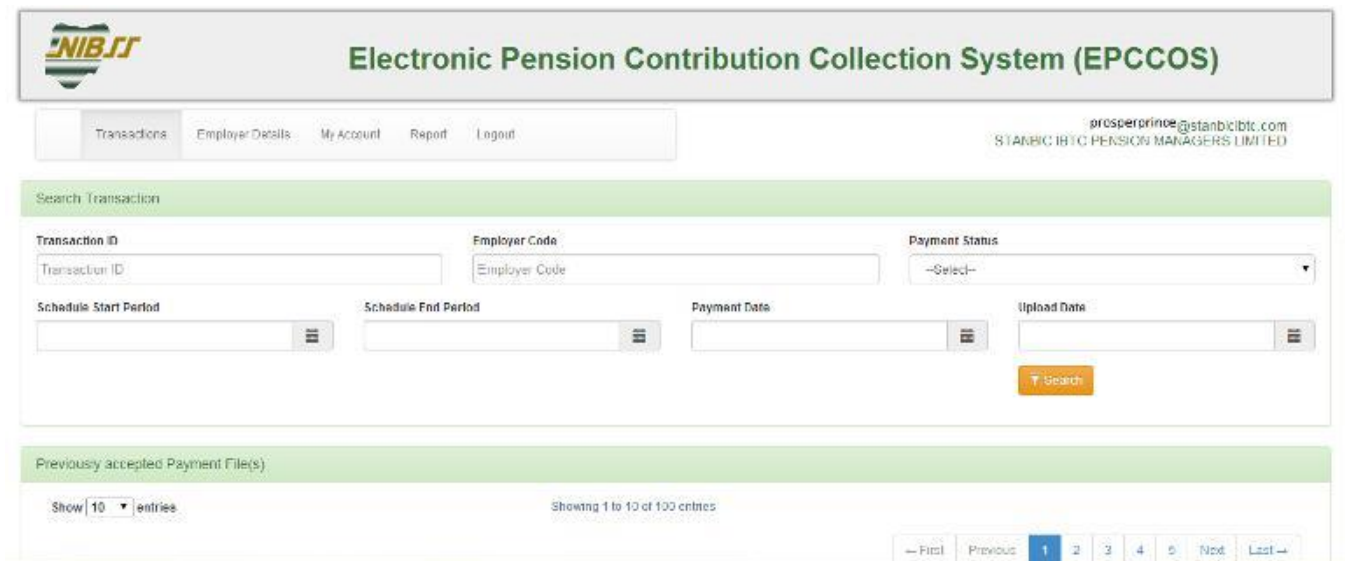
Password


[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.



















<div> ← First Previous 1 2 3 4 5 Next Last → </div>										
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.

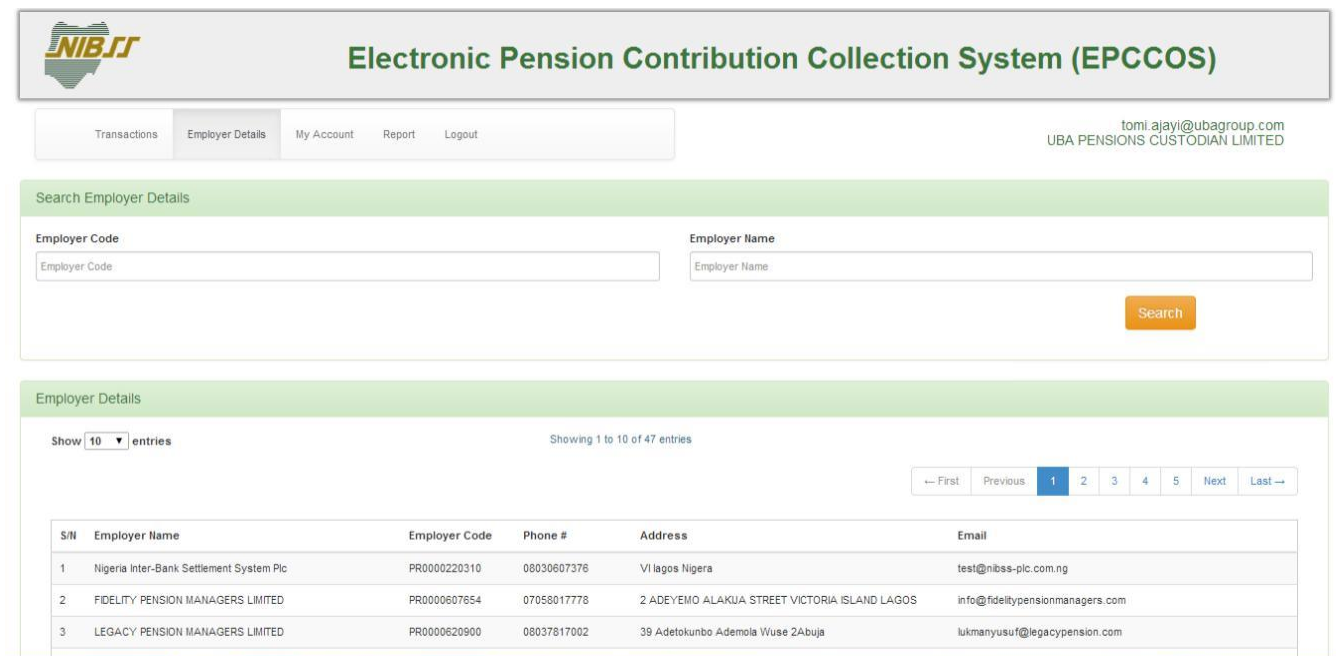
4.4 Employer Details

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



Electronic Pension Contribution Collection System (EPCCOS)

tomilajayi@ubagroup.com
UBA PENSIONS CUSTODIAN LIMITED

Transactions Employer Details My Account Report Logout

Search Employer Details

Employer Code: Employer Name:

Search

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 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 image 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). Each field is a simple text box. Below the fields is a green button labeled "Update".

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

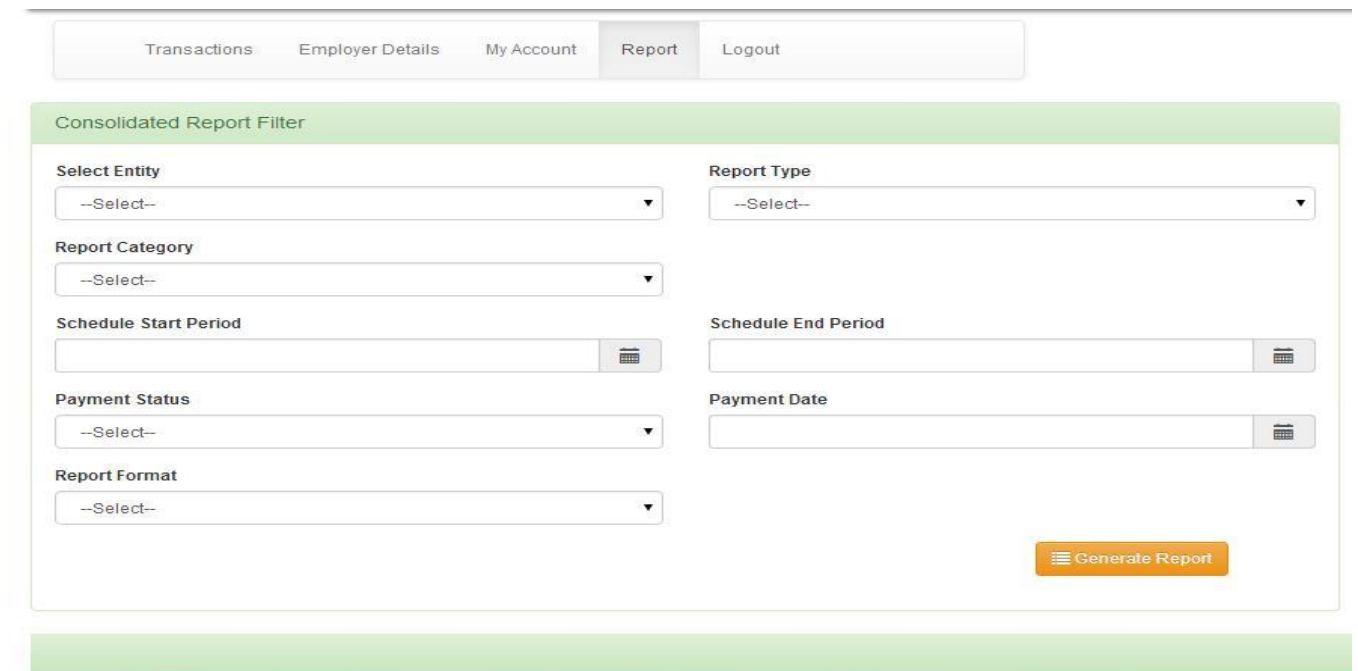
5. REPORTS

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 'Report Generation Interface' within a web application. At the top, a navigation bar contains links for 'Transactions', 'Employer Details', 'My Account', 'Report' (which is highlighted), and 'Logout'. Below this, a section titled 'Consolidated Report Filter' contains several input fields for filtering reports. These include dropdown menus for 'Select Entity' and 'Report Type', and another dropdown for 'Report Category'. There are also date pickers for 'Schedule Start Period', 'Schedule End Period', and 'Payment Date'. A dropdown for 'Payment Status' and another for 'Report Format' are also present. An orange button labeled 'Generate Report' 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 browser window titled "Enter Login Details to EPCCOS". On the left is the NIBSS logo. To the right, there are two input fields: "Username" with a user 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, it says "EPCCOS © 2013 NIBSS PLC".

Fig 6.2.2 User Login Page



The screenshot displays the 'Electronic Pension Contribution Collection System (EPCOSS)' interface. At the top, there is a header bar with the NIBSS logo on the left and the system name in the center. Below the header, a navigation menu contains links for 'Transactions', 'Employer Details', 'My Account', 'Report', and 'Logout'. The 'Transactions' link is highlighted. To the right of the navigation menu, contact information is provided: 'prosperprince@stanbicibtc.com' and 'STANBIC IBTC PENSION MANAGERS LIMITED'. The main content area is titled 'Search Transaction' and features several search criteria: 'Transaction ID' (with a placeholder 'Transaction ID'), 'Employer Code' (with a placeholder 'Employer Code'), 'Payment Status' (a dropdown menu with '-Select-' selected), 'Schedule Start Period' (with a calendar icon), 'Schedule End Period' (with a calendar icon), 'Payment Date' (with a calendar icon), and 'Upload Date' (with a calendar icon). A 'Search' button is located at the bottom right of the search criteria. Below the search section, there is a section titled 'Previously accepted Payment File(s)' which includes a 'Show 10 entries' dropdown and a 'Showing 1 to 10 of 100 entries' message. At the bottom right, there is a pagination control with links for 'First', 'Previous', '1' (selected), '2', '3', '4', 'Next', and 'Last'.

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.



















<div> ← First Previous 1 2 3 4 5 Next Last → </div>										
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

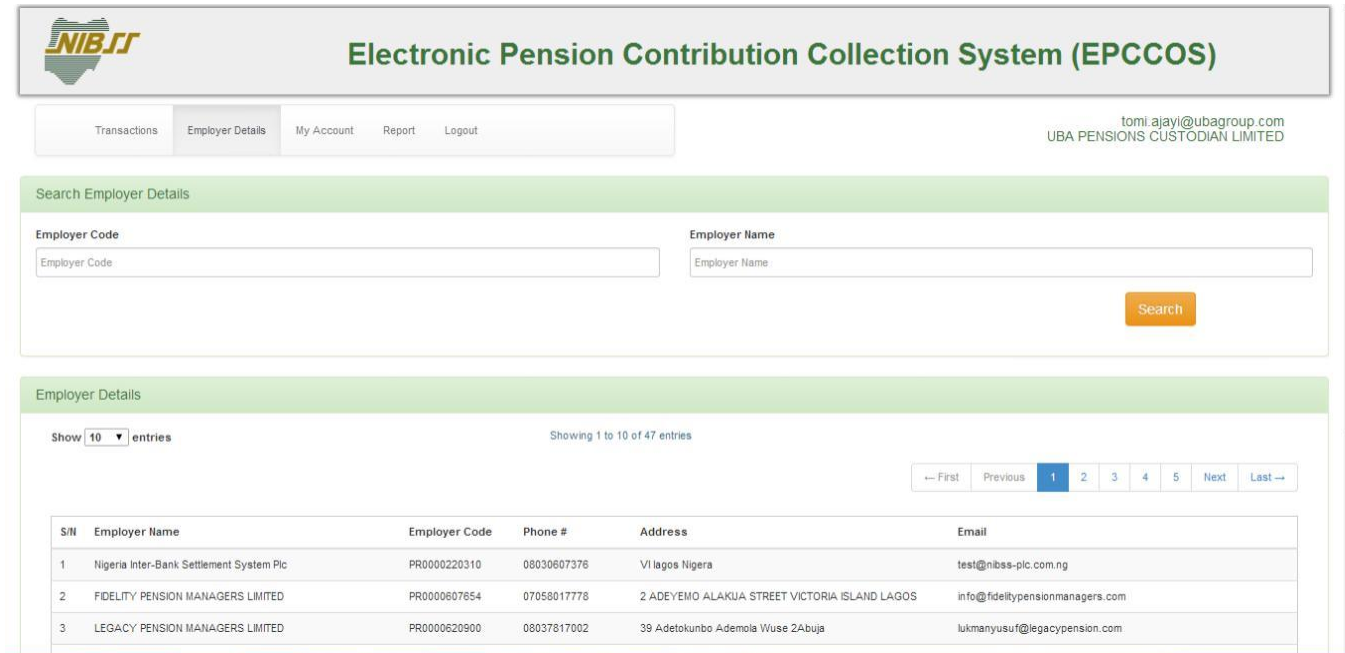
6.4 Employer Details.

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



Electronic Pension Contribution Collection System (EPCOSS)

Transactions | **Employer Details** | My Account | Report | Logout

tomi.ajayi@ubagroup.com
UBA PENSIONS CUSTODIAN LIMITED

Search Employer Details

Employer Code:
Employer Name:

Search

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 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



The image shows a web form titled "Account Management" with a green header bar. Below the header, there are three text input fields. The first is labeled "Old Password", the second is labeled "New Password", and the third is also labeled "New Password". To the right of the third input field is a green button with the text "Update".

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

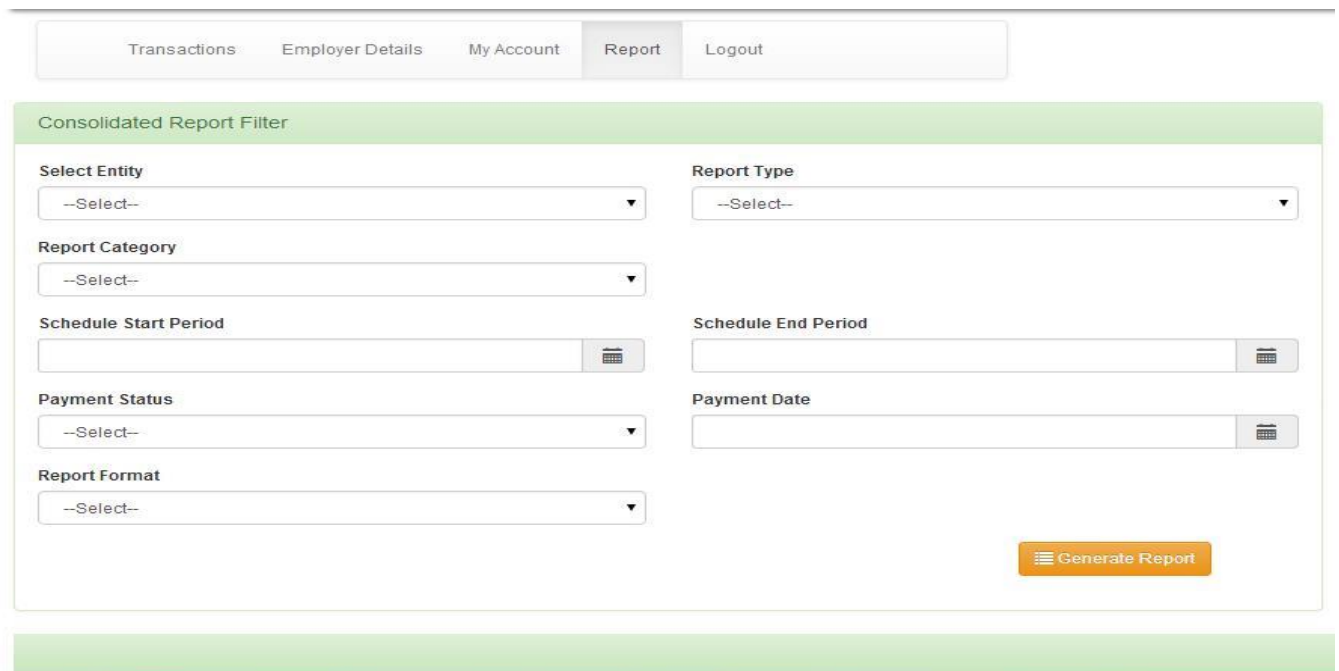
6.6 Reports

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 shows the 'Report Generation' page. At the top is a navigation bar with the following items: Transactions, Employer Details, My Account, Report (highlighted), and Logout. Below the navigation bar is a section titled 'Consolidated Report Filter'. This section contains several input fields:

- Select Entity:** A dropdown menu with '--Select--' as the placeholder.
- Report Type:** A dropdown menu with '--Select--' as the placeholder.
- Report Category:** A dropdown menu with '--Select--' as the placeholder.
- Schedule Start Period:** A date picker field.
- Schedule End Period:** A date picker field.
- Payment Status:** A dropdown menu with '--Select--' as the placeholder.
- Payment Date:** A date picker field.
- Report Format:** A dropdown menu with '--Select--' as the placeholder.

At the bottom right of the filter section is an orange button labeled 'Generate Report'.

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 the 'Enter Login Details to EPCCOS' page. It features the NIBSS logo on the left. The login form has two input fields: 'Username' with a placeholder 'username or email' and 'Password' with a placeholder 'password'. Below the fields are three buttons: 'Download Manual' (blue), 'Employer Registration' (orange), and 'Login' (green). The footer of the page reads '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.



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.



















<div> ← First Previous 1 2 3 4 5 Next Last → </div>										
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

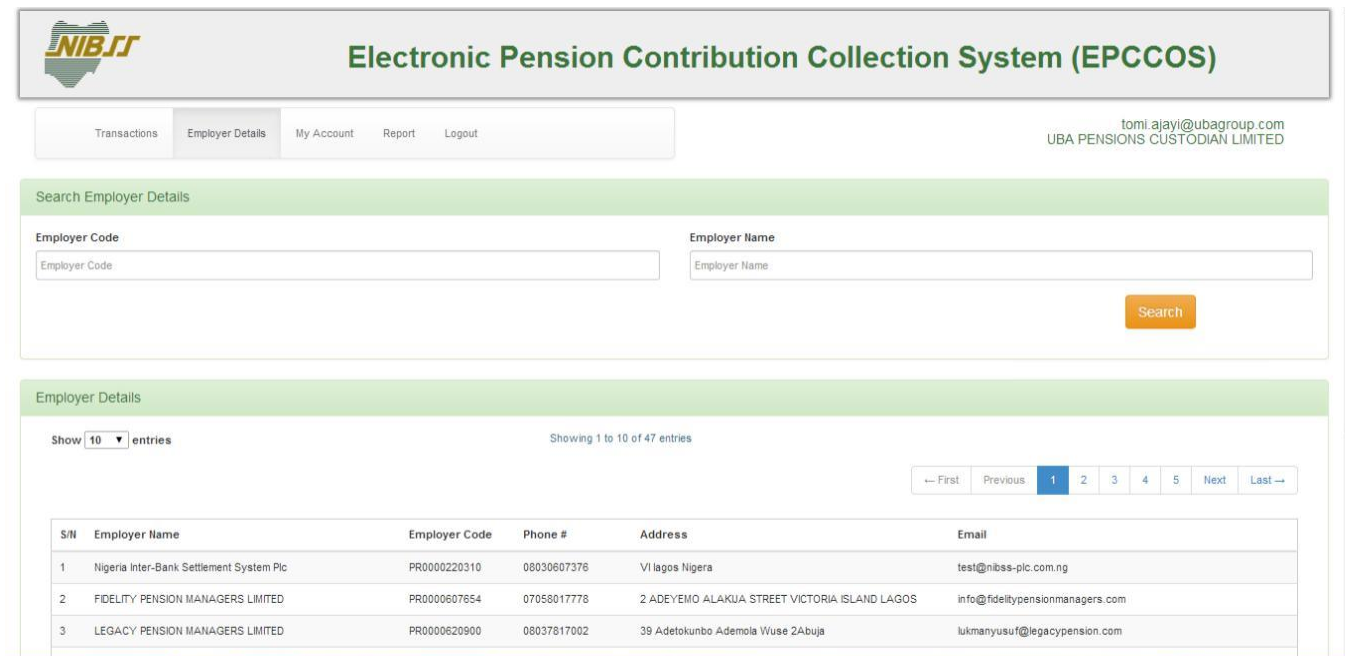
7.3 Employer Details.

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 (EPCCOS)

Transactions | **Employer Details** | My Account | Report | Logout

tomilajayi@ubagroup.com
UBA PENSIONS CUSTODIAN LIMITED

Search Employer Details

Employer Code: Employer Name:

Search

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 image 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 the 'Enter Login Details to EPCOSS' page. It features the NIBSS logo on the left. To the right, there are 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 with a plus icon), and 'Login' (green with a checkmark icon). At the bottom right, it says 'EPCOSS © 2013 NIBSS PLC'.

Fig 8.2.2a Login Page



The screenshot shows a web form titled "Register New Employer". It features a label "Employer Code" above a text input field. To the left of the input field is a small icon of three vertical bars. A green "Continue" button with a right-pointing arrow is located to the right of the input field. At the bottom right of the form, the text "EPCCOS © 2013 NIBSS PLC" is displayed.

Fig 8.2.2b Employer Registration Page

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



The screenshot shows the same "Register New Employer" form, but now it is populated. The "Employer Code" field contains "PR0000000003". Below this field, the company name "PATERSON ZOCHONIS & CO LTD" is displayed in a green box. The "Email" field contains "email address". Below the email field, a light blue box contains the text: "If the employer name displayed above is not correct, Kindly click cancel to go back". At the bottom right, there are two buttons: a red "Cancel" button with a close icon and a green "Register" button with a right-pointing arrow. The text "EPCCOS © 2013 NIBSS PLC" is at the bottom right.

Fig 8.2.2c Employer Registration Page

- Enter your email address and register

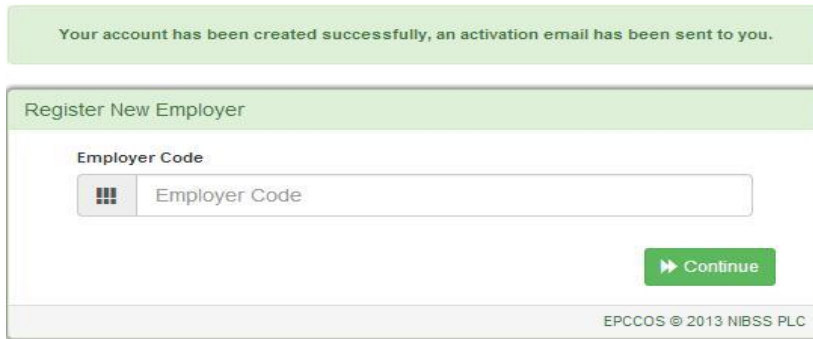


Fig 8.2.2d Email Notification Page

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

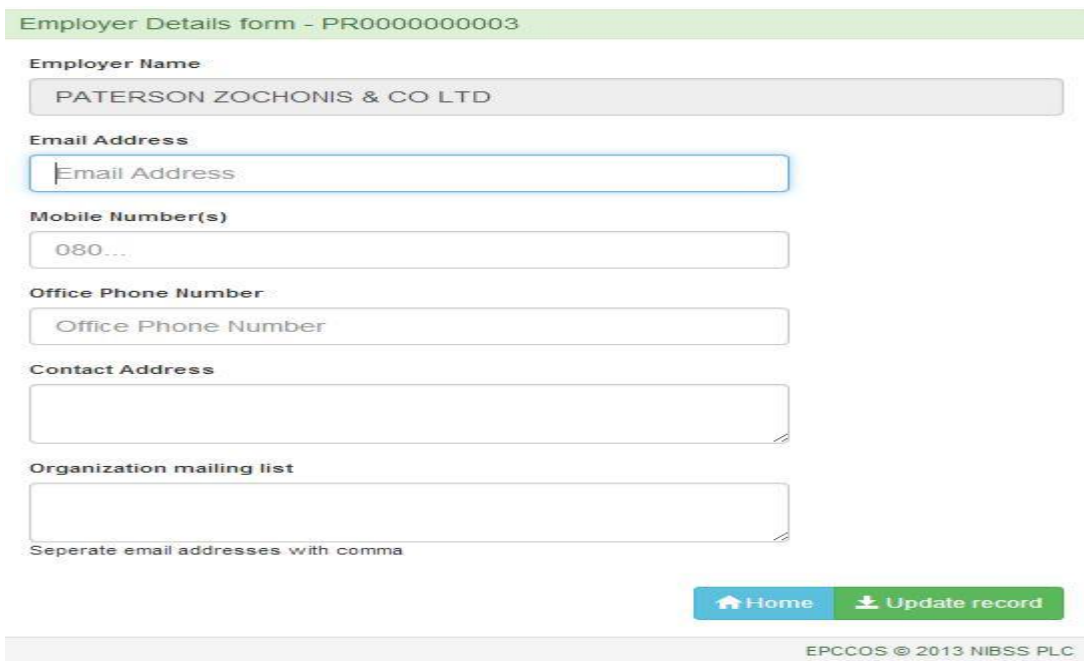


Fig 8.2.2e Employer Registration Page

- 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"/>
<input type="button" value="Create User"/>	

EPCCOS © 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.

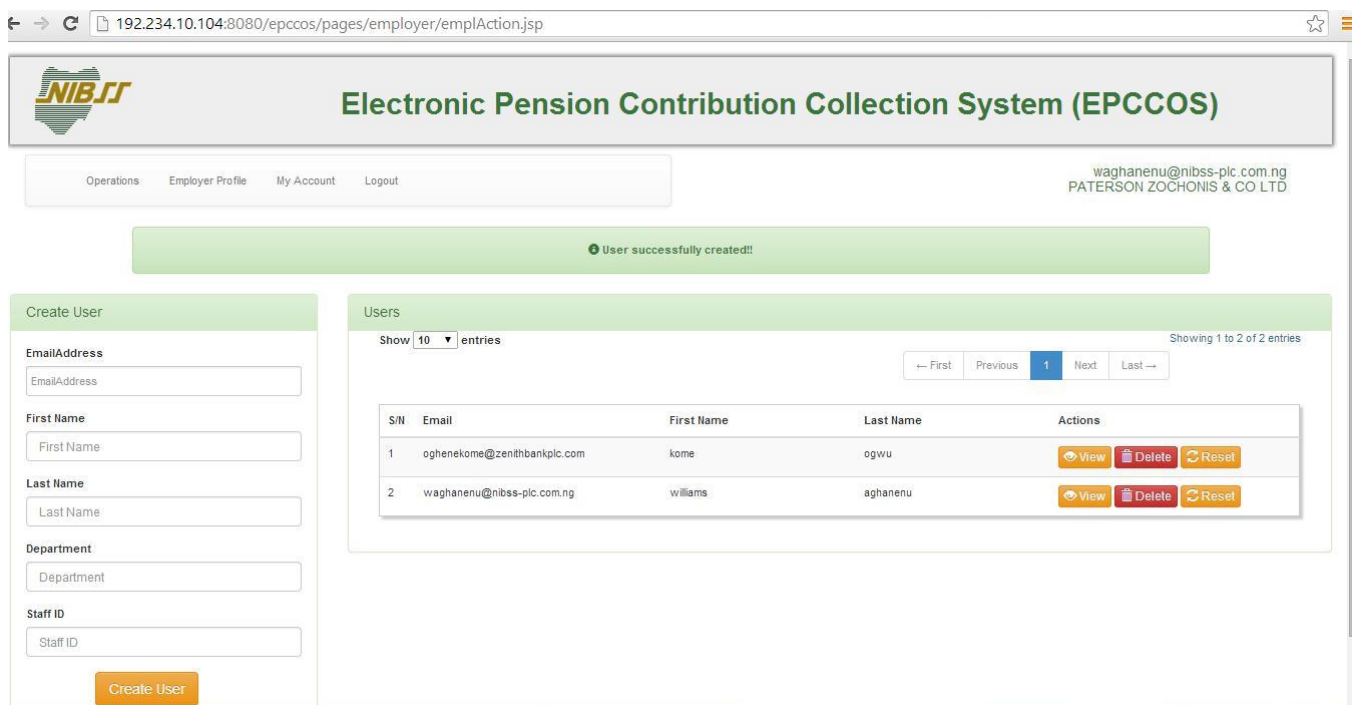
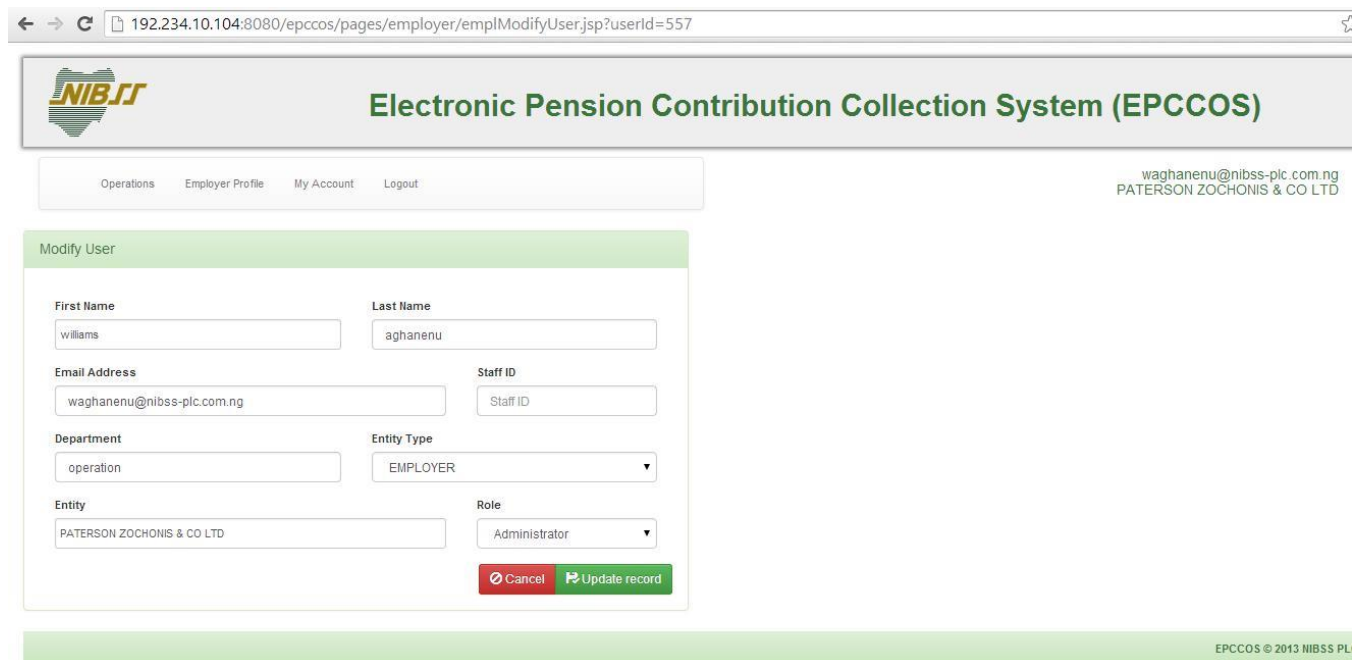


Fig 8.2.2 g Administrator log in page

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)



← → ↻ 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: williams Last Name: aghanenu

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

Department: operation Entity Type: EMPLOYER

Entity: PATERSON ZOCHONIS & CO LTD Role: Administrator

Cancel Update record

EPCCOS © 2013 NIBSS PL

Fig 8.2.2 H Employer Profile update Page

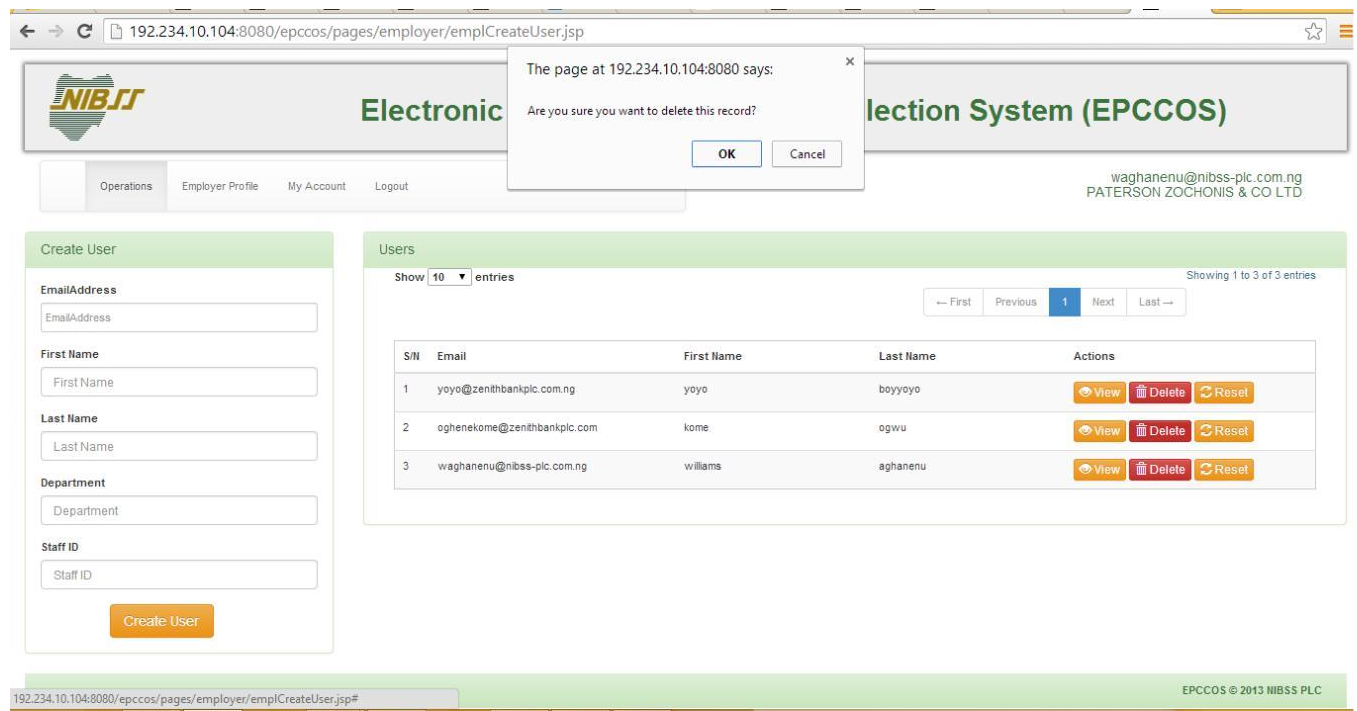


Fig 8.2.2 | User Deletion Page

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