



User Guide for NIBSS BVN Offline Enrolment Application

Prepared by: Bud Africa
Nigeria Inter – Bank Settlement System (NIBSS)
Version: 1.0
September 2021

Contents

1.0 Installation and Setup of Offline Enrollment Application	2
1.1 Installing the Offline Enrollment Application	3
1.2 Setup for Enrollment	3
2.0 Logging In to the Offline Enrollment Application	3
3.0 Main Display for Offline Enrollment Application.....	6
4.0 BVN Enrollment Using Offline Enrollment Application.....	8
4.1 Begin Enrollment - Demographic Information:.....	8
4.2 Documents Upload:.....	10
4.3 Biometrics- Facial Scan:.....	12
4.4 Biometrics – Fingerprint Scan:	14
4.5 Special Enrollment:	17
4.6 Ticket for Enrollment:.....	18
4.7 Preview and Submit:	19
5.0 Enrollment Reports	21

1.0 Installation and Setup of Offline Enrollment Application

The installation pack for the NIBSS Offline Enrollment Application contains all software required to set up the application on a new computer. User must ensure that the computer meets the minimum specification/requirements for the application to run correctly. These requirements are detailed below.

- Android operating system (required)
- Level 24 Android 7.0 (Nougat) (Minimum)
- 4gb ram (recommended)

In addition, the following hardware is required to complete and enrollment using the application.

- 4-4-2 biometric Scanner
- Front or Back Camera

1.1 Installing the Offline Enrollment Application

A single APK file is needed offline enrollment application. These include

- NibssApp.apk
-

1.2 Setup for Enrollment

It is important to ensure that all necessary hardware is available on the android device.

2.0 Logging In to the Offline Enrollment Application

Upon creation, all Users would be advised of Email and Password to login to the APP.

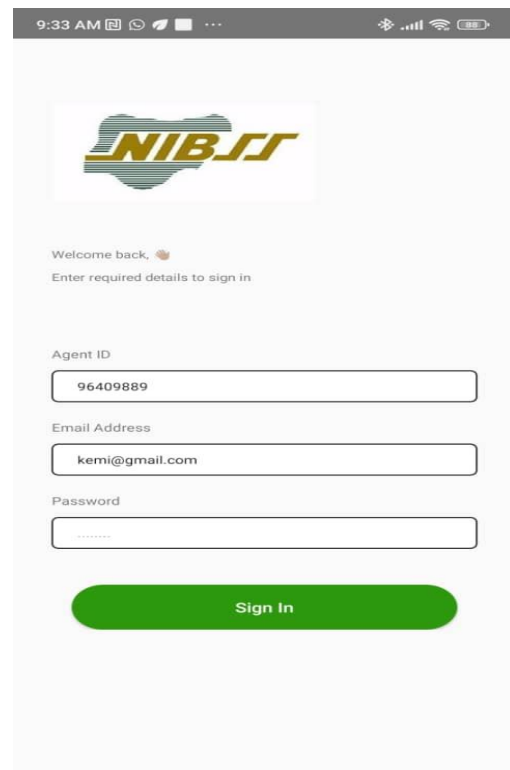
If you have not received login credentials, please contact your Agent Manager.

- ❖ Launch the Application using the Nibss Icon. This should be available on the app list of your Device.

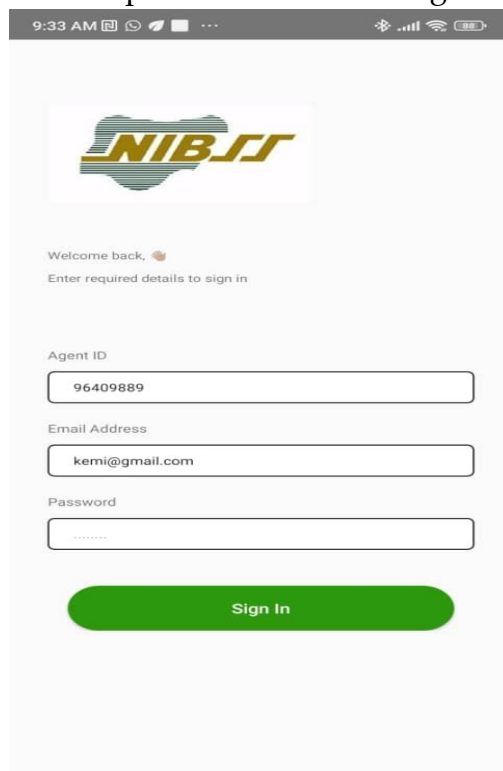


Nigeria Inter-Bank Settlement System Plc

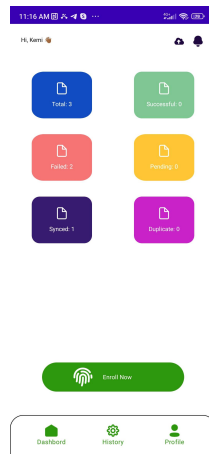
❖ Login to the application using Agent ID, Email and Password provided.

A screenshot of a mobile application's login screen. At the top, the status bar shows the time as 9:33 AM and various icons. The app's logo, 'NIBJJ', is centered at the top of the screen. Below the logo, the text 'Welcome back, 🍌' is displayed, followed by 'Enter required details to sign in'. There are three input fields: 'Agent ID' with the value '96409889', 'Email Address' with the value 'kemi@gmail.com', and 'Password' with a masked value '*****'. A green 'Sign In' button is located at the bottom of the form.

- ❖ An internet connection is also required for first time log in to the application.

A screenshot of a mobile application's login screen. At the top, a status bar shows the time as 9:33 AM and various icons. Below the status bar is the NIBJJ logo. The text 'Welcome back, 🤖' is followed by 'Enter required details to sign in'. There are three input fields: 'Agent ID' with the value '96409889', 'Email Address' with the value 'kemi@gmail.com', and 'Password' with a masked value '*****'. A green 'Sign In' button is at the bottom.

- ❖ Upon Successful login to the Application, the User is presented with the main display page.



3.0 Main Display for Offline Enrollment Application.

The main display is the default page on the Offline Enrollment Application. It contains links to all information/functions available to the User and presents a summary of Users Enrollment activity using the application.



11:16 AM

4G+

79

Hi, Kemi

Total: 3

Successful: 0

Failed: 2

Pending: 0

Synced: 1

Duplicate: 0

Enroll Now

Dashboard

History

Profile

Page 7 of 22

1. **Enrollment:** This initiates the interface for BVN Enrolment. User can carry out BVN enrollment even when the application is offline.
2. **Profile:** This allows User view his profile details.
3. **History:** This allows user view information on his enrollment activity on the device.
4. **Logout:** This logs the user out of the application, it is accessible from profile.
5. **Enrollment Activity Counter:** This provides a summary of the user's enrolment activity on the local application. Total Captured is the total number of BVN enrollments by the User on the local computer. Total Synced is the number of BVN enrollments by the User on the local machine that have been synced to the NIBSS Servers for BVN generation. Total Pending is the number of BVN enrollments completed that are yet to be uploaded to NIBSS.

4.0 **BVN Enrollment Using Offline Enrollment Application**

The offline Enrollment Application allows users to perform BVN enrollment even without an internet connection. Users can login to the application regardless of connection status provided the user had previously logged in on the computer.


4.1 **Starting Enrollment - Demographic Information:**

Click the **Enrollment** Button on the Main Display to commence an Enrollment. Enter the data information for the Enrollee and click '**Next**'.

Note that all fields marked with asterisk (*) are compulsory. You would be unable to proceed to the next page until all compulsory fields are filled. Also note that the Application would validate all information provided. Please ensure that no invalid characters or unintended spaces are present in the information provided.



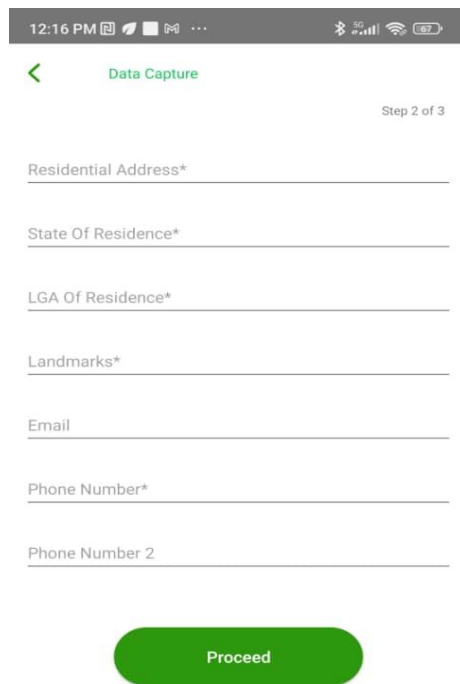
-  Data Capture
-  Face Capture
- 



Form Data

Carefully enter the user details in the fields appropriately.

Start Data Capture



12:16 PM 5G

< Data Capture

Step 2 of 3

Residential Address*

State Of Residence*

LGA Of Residence*

Landmarks*

Email

Phone Number*

Phone Number 2

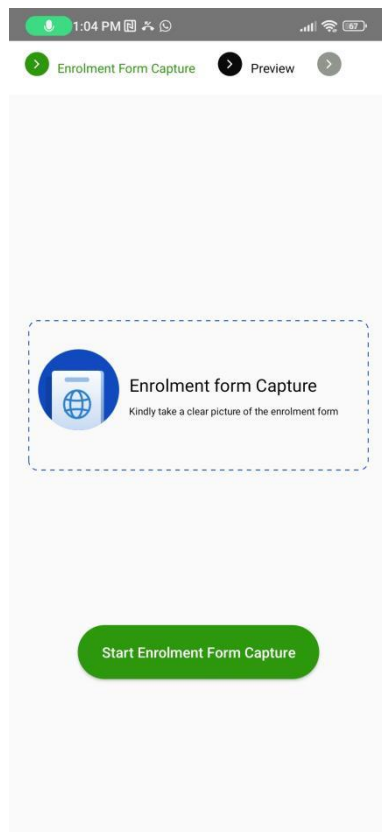
Proceed

4.2 Documents Upload:

The User is expected to upload two documents for each BVN enrollment. These are listed below.

- **BVN Enrollment form:**

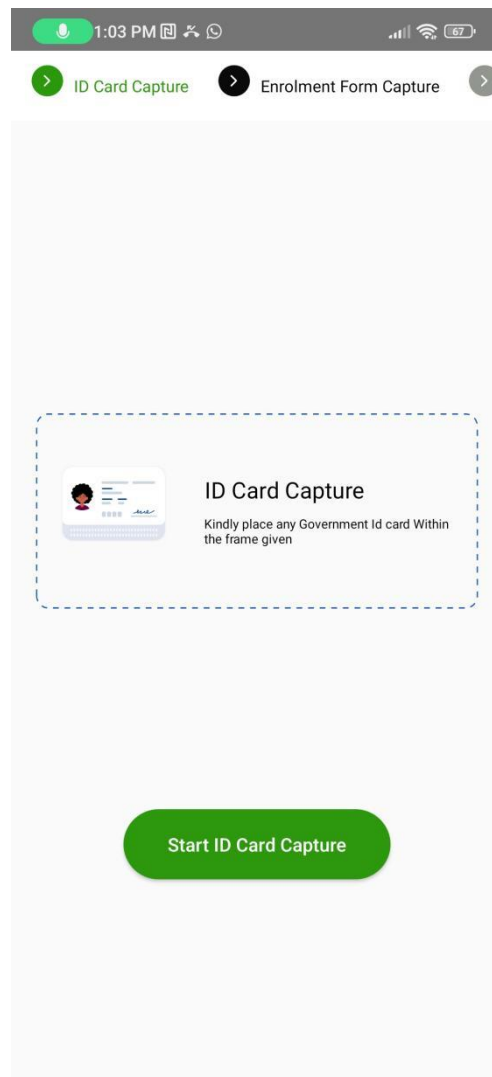
This is mandatory for all enrollments. The User is required to upload a scanned copy of the enrollment form completed and duly signed by the Enrollee.



- **Identification Document/Other:**

The User is expected to upload an Identification document. This can be any of the following documents; Driver's License, International Passport, National Identity Card or Voters Card.

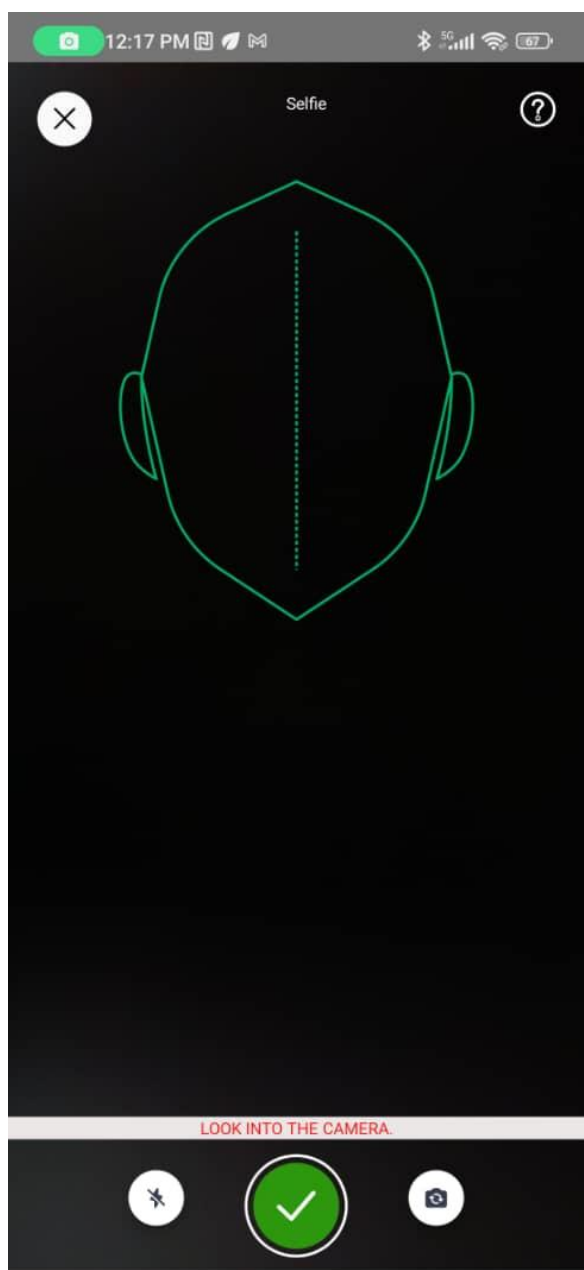
If the enrollee is unable to provide any Identification document, the User must append a passport photograph of the Enrollee to the enrolment form and upload the document.



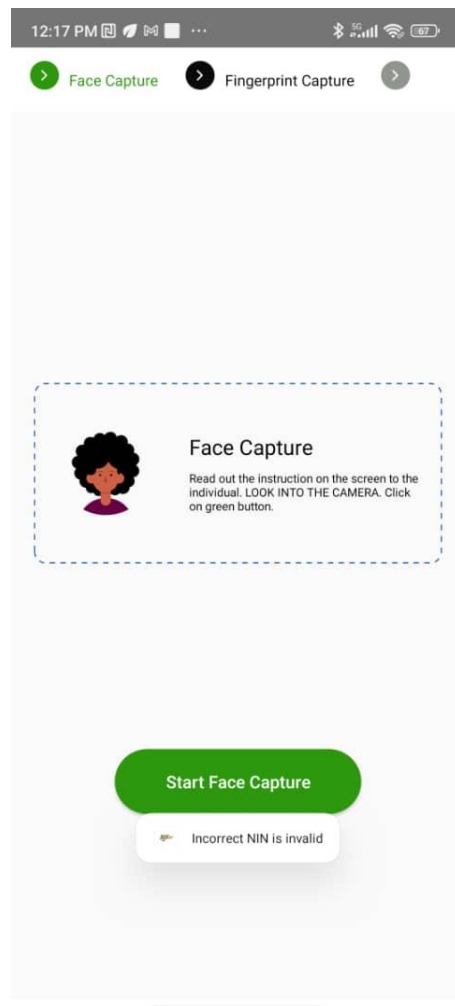
4.3 Biometrics- Facial Scan:

The User is required to take a photo of the Enrollee. Photograph taken must confirm to **ICAO** standard for photography. To take photograph

- Select Webcam from the list of available devices on the computer. Click Capture to take Photograph with the selected webcam. The Application would attempt to locate the face of the Enrollee and the capture button would be unavailable for use until the photograph is framed appropriately.



- Note that a properly framed photograph does not necessarily confirm to ICAO standard; the User is expected to ensure that quality of photograph is as expected or enrollment may fail due to bad photo quality.
- The enrollee is expected to go through 3 phase during this capture, which are: Eyes widely open; Smiling; Closed eyes
- Click "Next" to save photograph and move to the next step in enrollment.

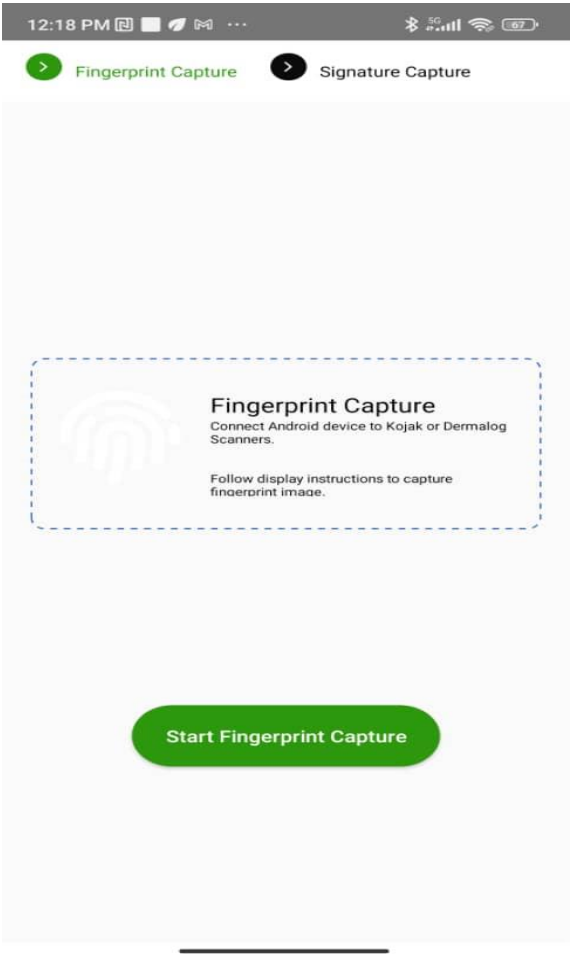


4.4 Biometrics – Fingerprint Scan:

The User is required to capture the fingerprints of the Enrollee using a biometric scanner. Fingerprints are captured in three (3) scans with the following finger groups.

- Right four fingers
- Left four fingers
- Both Thumbs

Click the “[Start Fingerprint Capture](#)” Button to initiate the Fingerprint Scan.



The Offline Enrollment application is designed to work with either of two different Fingerprint Scanners and the modus of operation differs depending on the Scanner used.

When the **Start** button is clicked, the application would detect and initiate capturing on the Biometric Scanner available.

Integrated Biometrics (IB Kojak) Scanner:

For Biometrics capture using the IB Kojak Scanner, it is required that the Enrollee places his fingers on the scanner in the specific order described below;

- Right four fingers
- Left four fingers
- Both Thumbs

To capture, the Enrollee must place all fingers **flat** on the scanner ensuring that all **finger tips** are positioned in the center of the scanner screen.

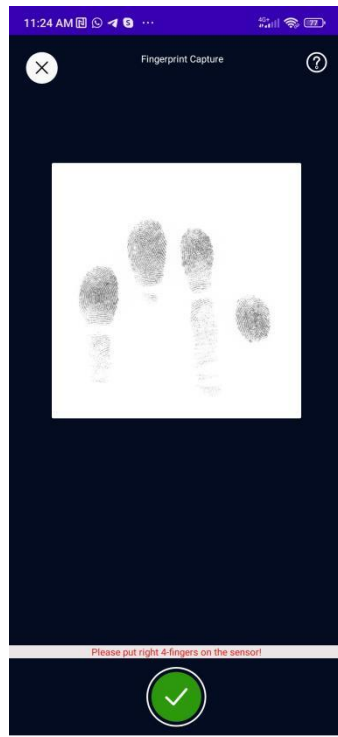
The scanner would attempt to capture the prints for the user.

When scan is completed for all 10 fingers, the User clicks Next to Save and proceed to the next step in enrollment.

Dermalog ZF10 Scanner:

For Biometrics capture using the Dermalog Scanner, the Enrollee places his fingers on the Scanner in any order. The Scanner would automatically detect which groups of fingers are placed and capture them as necessary. Once fingerprint of acceptable quality for a group of fingers are taken, the Enrollee should remove the fingers from the screen and place the next finger group.

When scan is completed for all 10 fingers, the User clicks Next to Save and proceed to the next step in enrollment.

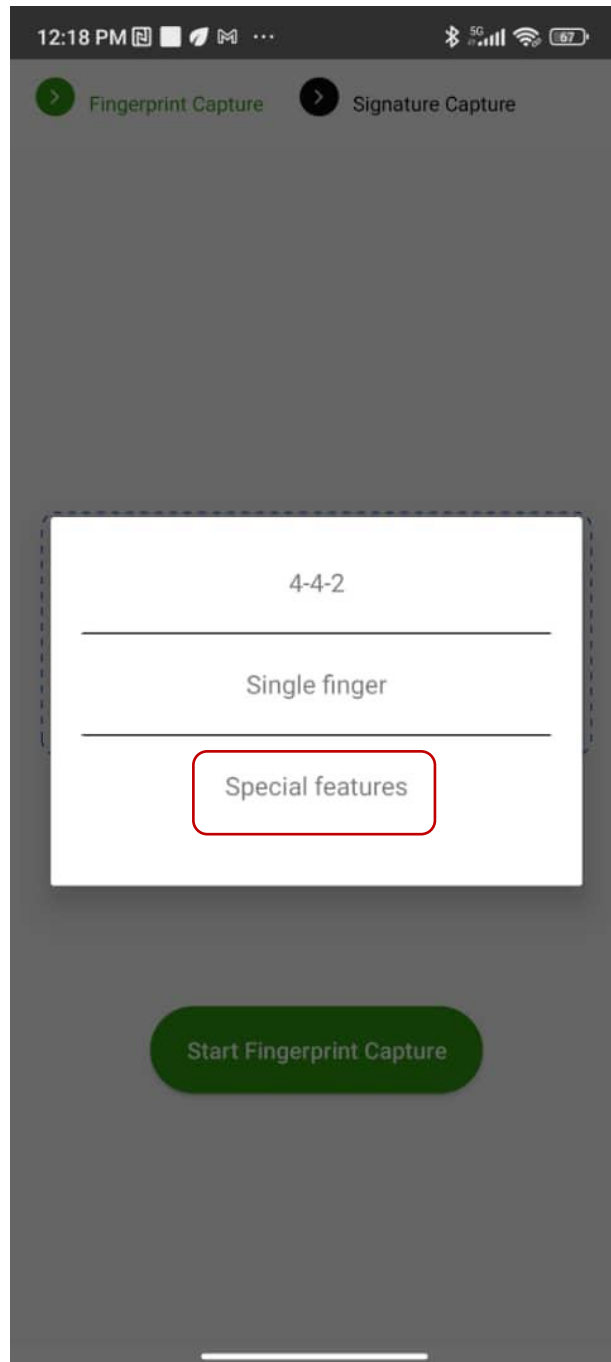


4.5 Special Enrollment:

If, at any point during Biometric Fingerprint Capture, the User clicks “Next” when prints for all ten fingers are yet to be taken, the Application prompts if User would like to enroll an individual with an Amputated finger.

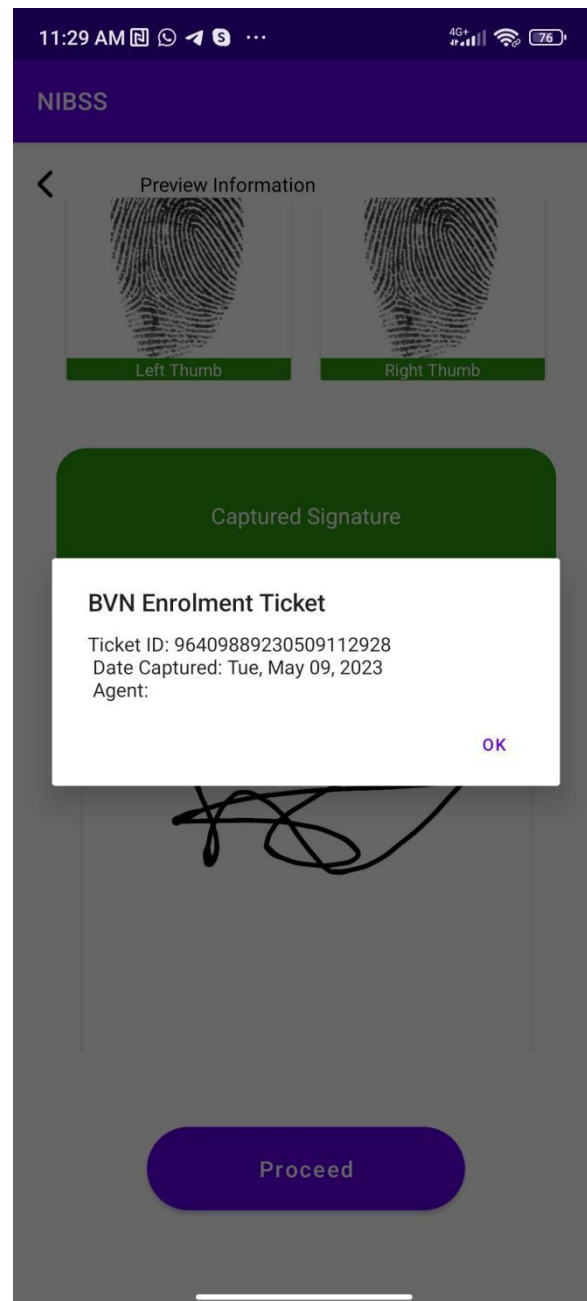
The User is then required to take a photo of the Enrollee with both palms held up and facing forward beside his face.

The User is also required to enter a remark explaining the exact situation with the Enrollee. E.g. “The enrollee is missing the middle finger on his right hand”.



4.6 Ticket for Enrollment:

After Biometric capture, a 20 digit ticket ID is generated for Enrollment. The User can then write down the ticket number on the Enrollment form. Note that the first 8 digits of the ticket ID for any enrollment are the users Agent ID.



4.7 Preview and Submit:

The User can go through all the information provided for Enrollment. It is the responsibility of the Enroller to ensure that information inputted is accurate and exact as provided in Enrollment form.

11:29 AM

4G+

76

NIBSS

<

Preview Information

NIN

Select Bank


Access Bank

State Of Capture


Cross River

LGA Of Capture


Boki




Left Finger




Left Finger




Right Finger




Right Finger




Left Finger




Left Finger




Right Finger



Right Finger



Left Thumb



Right Thumb

Page 20 of 22

5.0 Enrollment Reports

The Offline Enrollment Application keeps record of enrollment activity by the User on the local computer. The following fields are maintained for every enrollment.

- **Ticket Number:** The ticket ID for all enrollments completed by the user on the local computer.
- **Date Captured:** The date and time at which the enrollment was completed.
- **Sync Status:** This contains information on whether the enrollment has been successfully uploaded to NIBSS. The status can be either Pending or Synced. The process of BVN generation for any enrollment would not commence until the enrollment is synced.
- **Date Synced:** The date and time at which the enrollment was uploaded to NIBSS.
- **BVN:** This contains the BVN generated for any Enrollment.
- **Status:** This contains information on the status for the Enrollment. For a successful enrollment, status is **Success**. For enrollment that is ongoing, status is **Pending**. Any other status would mean that enrollment failed. e.g. **Bad_Version**; where enrollment completed with a version of the Application that is no longer supported.
- **Validation Message:** This contains additional information regarding the enrollment. This may include more information for reason of failure for any enrollments that failed.



NAME		
Adekunle Samuel		
NIN	PHONE NUMBER	STATUS
	08166939205	Failed

NAME		
Odejinmi Samuel		
NIN	PHONE NUMBER	STATUS
	08166939205	Pending

Whenever an internet connection is present, the application would attempt to verify the status of any synced enrollments. The BVNs for any successful enrollments are downloaded and visible to the User in the Report view.