



Electronic Pension Contribution Collection System (EPCCOS)

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June 20163, NIBSS PLC.

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1 Introduction

1.1 Intended Readership

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

- Employers Registration
- Administrator Set up
- User Creation
- Schedule Upload
- Payment options

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 employer in using the EPCCOS portal.

1.4 Overview

EPCCOS 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

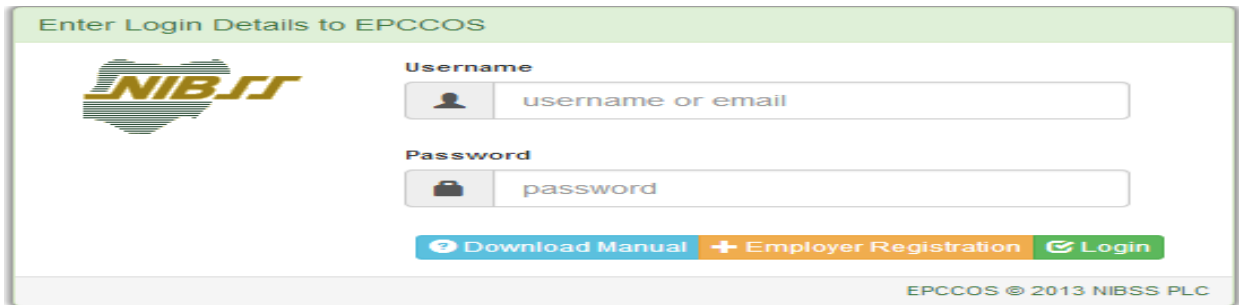
2 Reference (EMPLOYER)

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

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

2.2 Employer registration

- Go to address: <https://apps.nibss-plc.com.ng/EPCCOS/>
- Click on Employer Registration



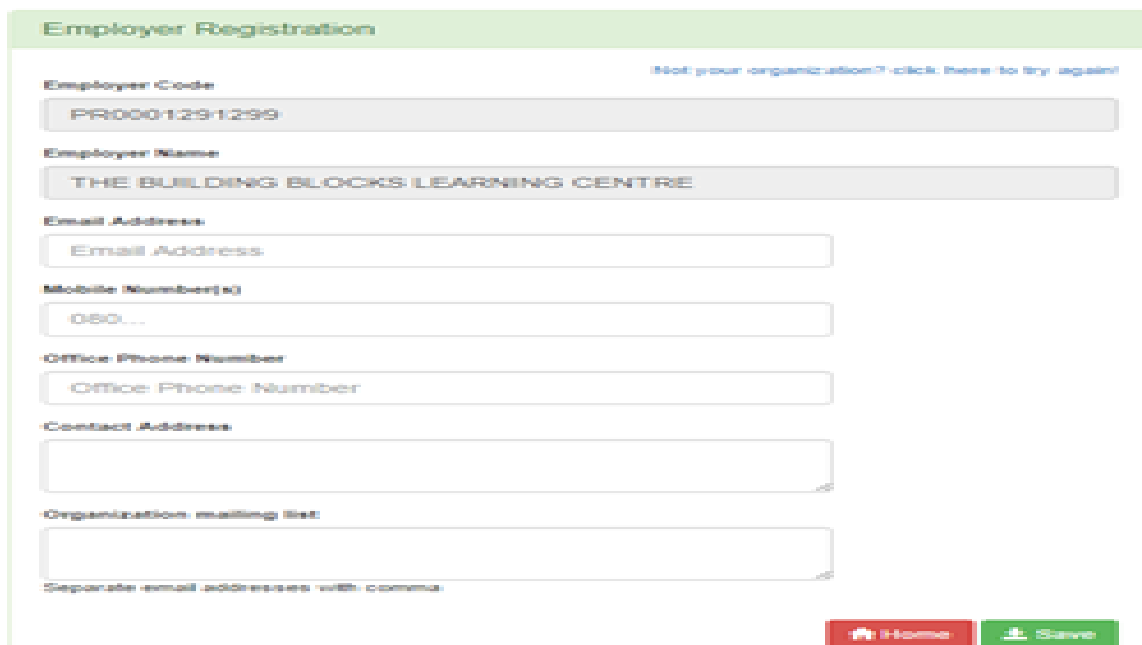
The screenshot shows the 'Enter Login Details to EPCCOS' page. It features the NIBSS logo on the left. The login form includes a 'Username' field with a person icon and placeholder text 'username or email', and a 'Password' field with a lock icon and placeholder text 'password'. Below the fields are three buttons: 'Download Manual' (blue), 'Employer Registration' (orange), and 'Login' (green). The footer of the page reads 'EPCCOS © 2013 NIBSS PLC'.

- Enter employer code (if employer code is wrong the system will return invalid employer code)



The screenshot shows the 'Employer Registration' form with a green header. It contains a single text input field labeled 'Employer Code' and a green 'Continue' button on the right.

- The employer registration page comes up once the employer code is okay. You are required to provide your company information.



The screenshot shows the 'Employer Registration' form with a green header. It contains several text input fields: 'Employer Code' (pre-filled with 'PR0001291299'), 'Employer Name' (pre-filled with 'THE BUILDING BLOCKS LEARNING CENTRE'), 'Email Address', 'Mobile Number(s)', 'Office Phone Number', 'Contact Address', and 'Organization mailing list'. A blue link 'Not your organization? click here to try again!' is visible next to the 'Employer Code' field. At the bottom right, there are two buttons: a red 'Home' button and a green 'Save' button. A note at the bottom left states 'Separate email addresses with comma'.

- After successfully entering the employer detail click on save (the green icon). The system returns the message employer created successfully, create an administrator profile.

Employer Administrator Registration

Employer created successfully. Create an administrator profile

EmailAddress

Phone Number

First Name

Last Name

Department

Staff ID

Create User

- The administrator will enter his / her detail and click create.

Please login with your email address as username and password as password, you will be required to change your password at first login

Enter Login Details to EPCCOS



Tutorial Video

Username



username or email

Password



password



Download Manual



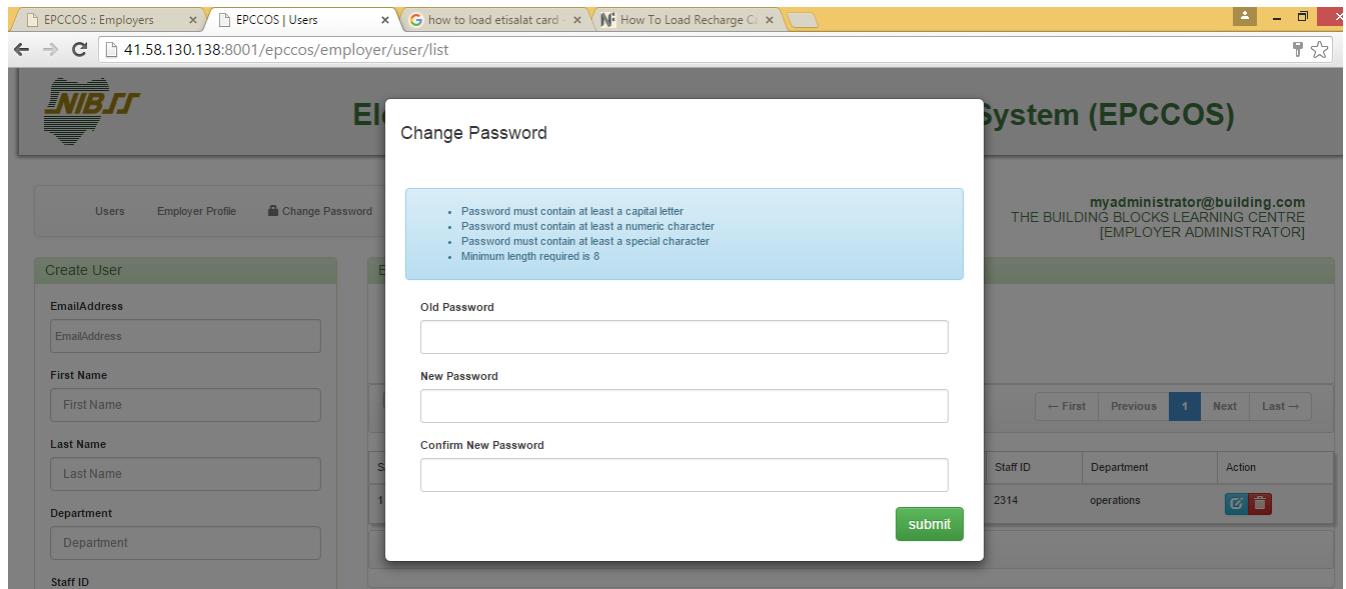
Employer Registration



Login

EPCCOS © 2013 NIBSS PLC


- The administrator will be required to enter the email used during the administrator registration and enter password as "password"
- The administrator then click login



- The system will forced the asdministraror to change his password before procedding.

NOTE:

- Password must contain at least 8 character
 - Password must contain at least a numeric character
 - Password must contain at least a special character
 - Old password is password and form your password using the above details.
-
- Administrator logging page after successful login.


Electronic Pension Contribution Collection System (EPCCOS)

[Users](#)
[Employer Profile](#)
[Change Password](#)
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myadministrator@building.com
 THE BUILDING BLOCKS LEARNING CENTRE
 [EMPLOYER ADMINISTRATOR]

Create User

EmailAddress

First Name

Last Name

Department

Staff ID

Create User

Employers


EmailAddress

10 records per page
 [First](#)
[Previous](#)
[1](#)
[Next](#)
[Last](#)

S/N	First Name	Last Name	Email	Staff ID	Department	Action
1	plus	michael	myadministrator@building.com	2314	operations	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

- Administrator proceed to create users by supplying the following details of the uploader namely Email address, First name, last name, department and staff Id.
- Click create user
- The newly cretaed user appear on the page of the adminstrator.


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myadministrator@building.com
 THE BUILDING BLOCKS LEARNING CENTRE
 [EMPLOYER ADMINISTRATOR]

Create User

EmailAddress

First Name

Last Name

Department

Staff ID

Create User

Employers

EmailAddress

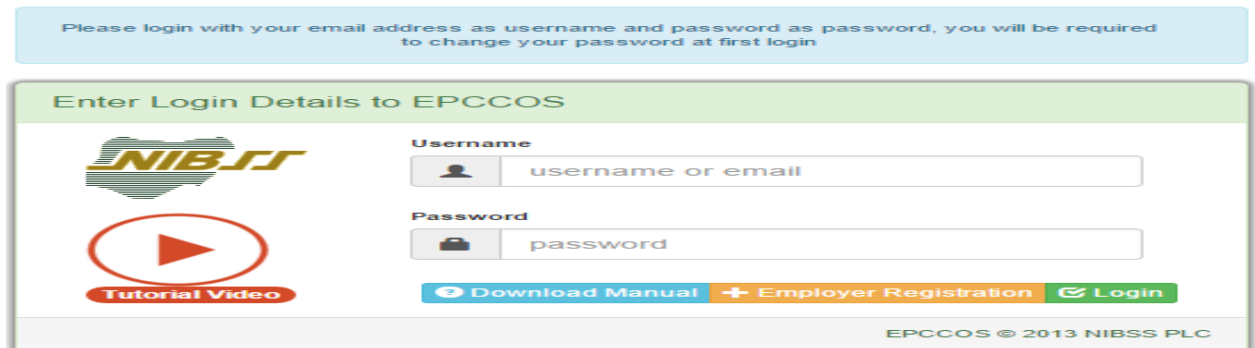
10 records per page
 [First](#)
[Previous](#)
[1](#)
[Next](#)
[Last](#)

S/N	First Name	Last Name	Email	Staff ID	Department	Action
1	plus	michael	uploader@building.com	1234	operations	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	plus	michael	myadministrator@building.com	2314	operations	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

2.3 User Login page

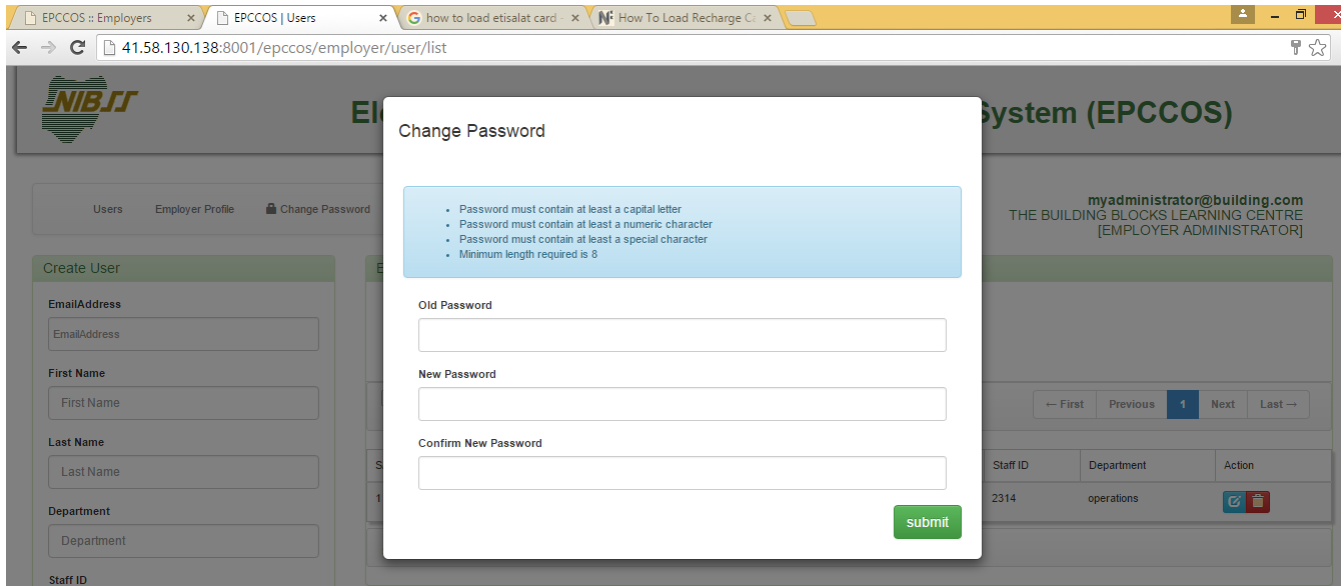
The newly created user login with the email address used in creating him by the administrator and enter password as "password"



- The system will forced the user to change his password before procedding.

NOTE:

- Password must contain at least 8 character
- Password must contain at least a numeric character
- Password must contain at least a special character
- Old password is password and form your password using the above details.



Change Password

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

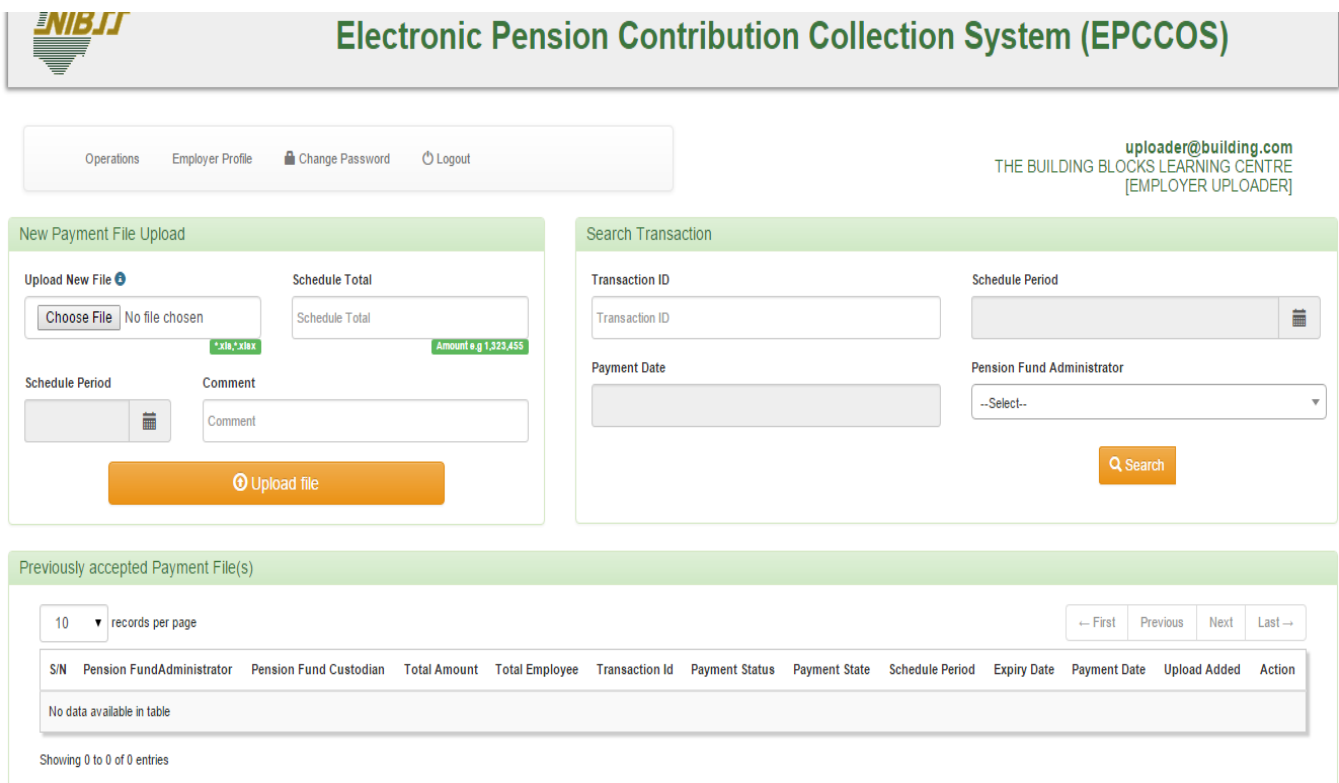
Old Password

New Password

Confirm New Password

submit

- Log in page of the user after successfully change of password




Electronic Pension Contribution Collection System (EPCCOS)

Operations Employer Profile Change Password Logout

uploader@building.com
THE BUILDING BLOCKS LEARNING CENTRE
[EMPLOYER UPLOADER]

New Payment File Upload

Upload New File 

Choose File No file chosen

Schedule Total

Schedule Total

Schedule Period

Comment

Comment

Upload file

Search Transaction

Transaction ID

Transaction ID

Schedule Period

Payment Date

Pension Fund Administrator

--Select--

Search

Previously accepted Payment File(s)

10 records per page

← First Previous Next Last →

S/N	Pension Fund Administrator	Pension Fund Custodian	Total Amount	Total Employee	Transaction Id	Payment Status	Payment State	Schedule Period	Expiry Date	Payment Date	Upload Added	Action
No data available in table												

Showing 0 to 0 of 0 entries

2.4 User upload schedule format file:

- Sample upload file (soft copy to be sent or downloaded from the EPCCOS portal).

E12	:	X	✓	f _x					
	A	B	C	D	E	F	G	H	I
1	Name Of Employer	ABC		Employer Code	22222				
2	Total Amt.(Naira)	75000.00							
3	Value Date	20130105							
4	For The month Of	JANUARY		Year Of Contr.	2012				
5									
6									
7	Staff ID	RSA Pin	Employee Name	Normal Contribution		Voluntary Contrib		TOTAL	
8				Employee	Employer	Employee	Employer	PFA Code	
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

- Operations
 - 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.



[Operations](#) [Employer Profile](#) [Change Password](#) [Logout](#)

pofualagba@nibss-plc.com.ng
Nigeria Inter-Bank Settlement System Plc
[EMPLOYER UPLOADER]
[Change Role](#)

New Payment File Upload

Upload New File

Choose File No file chosen

Schedule Total

Amount e.g 1,323,455

Schedule Period

Comment

Upload file

Search Transaction

Transaction ID

Schedule Period

Payment Date













Pension Fund Administrator

Search

Previously accepted Payment File(s)

10 records per page

First Previous 1 2 3 4 5 Next Last

S/N	Pension Fund Administrator	Pension Fund Custodian	Total Amount	Total Employee	Transaction Id	Payment Status	Payment State	Schedule Period	Expiry Date	Payment Date	Upload Added	Action
1	FIRST GUARANTEE PENSIONS LIMITED	FIRST PENSION CUSTODIAN NIGERIA LIMITED	83,830.11	2	NIP0291601250984	Unpaid	Open	Jan 2016	February 24, 2016	--	January 25, 2016	   
2	TRUST FUND PENSIONS PLC	ZENITH PENSION CUSTODIAN LIMITED	3,452,393.94	50	NIP0281601250983	Unpaid	Open	Jan 2016	February 24, 2016	--	January 25, 2016	   
3	PENMAN PENSION	UBA PENSIONS CUSTODIAN LIMITED	57,893.64	1	NIP0351601250977	Unpaid	Open	Jan 2016	February 24, 2016	--	January 25, 2016	   

Note:

- Schedule Total, Schedule period are compulsory fields
- The schedule file month and year must match with the month and year selected on the interface.
- Employer code in the schedule file must be a valid employer code and same as the employer code.
- The Schedule Total amount must match with the total amount in the file.
- For newly uploaded file payment status and payment state will be reading unpaid and open because the employer is yet to make payment.

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Reference: NIBSSEPCOSS2013001

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2.5 Payment option on EPCCOS.

1. eBillspay- this can be done via

- Internet banking of the bank.
- Ask your bankers to enable ebillsy on your corporate account
- After logging into the internet banking of the bank, select EPCCOS as biller
- Enter transaction ID i.e NIP0291601250984 of the record corresponding to each PFAs and consummate payment

Or

- Bank branch. The employer goes to his bank branch to make the payment.
- The employer goes to the bank with the print out of all the transaction ID to be paid corresponding to each PFAs.
- The detail handed over to the teller to make the payment

Note:

- The above payment process automatically changed the payment status and payment state to Paid and Closed.

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Nigeria Inter-Bank Settlement System Plc
[EMPLOYER UPLOADER]
[Change Role](#)

New Payment File Upload

Upload New File

Choose File
No file chosen

Schedule Period

Schedule Total

Schedule Total
Amount e.g 1,323,455

Comment

Comment

Upload file

Search Transaction

Transaction ID

Transaction ID

Payment Date

Schedule Period

Pension Fund Administrator

--Select--

Search

Previously accepted Payment File(s)

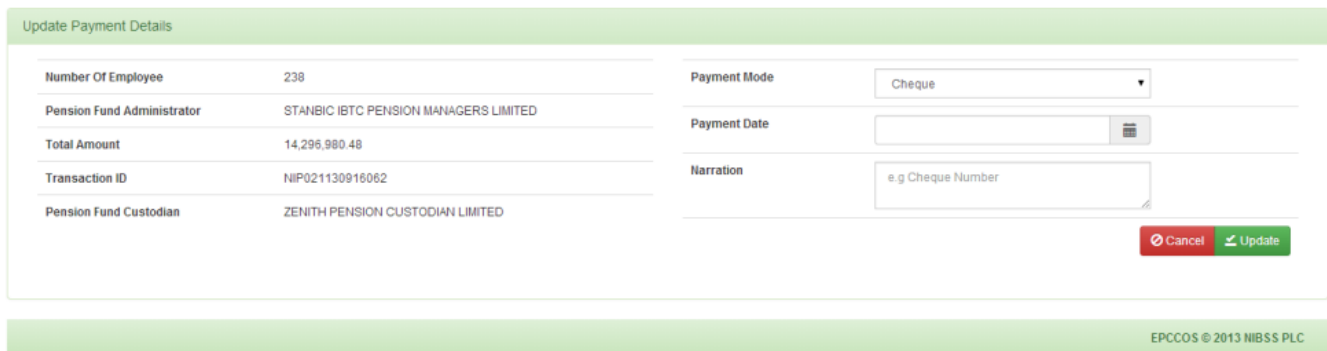
10 records per page

-- First Previous 1 2 3 4 5 Next Last --

S/N	Pension Fund Administrator	Pension Fund Custodian	Total Amount	Total Employee	Transaction Id	Payment Status	Payment State	Schedule Period	Expiry Date	Payment Date	Upload Added	Action
1	CRUSADER STERLING PENSIONS LIMITED	FIRST PENSION CUSTODIAN NIGERIA LIMITED	1,500,000.00	1	NIP0321601050620	Paid	Closed	Jan 2016	February 4, 2016	January 6, 2016	January 5, 2016	View Download
2	STANBIC IBTC PENSION MANAGERS LIMITED	ZENITH PENSION CUSTODIAN LIMITED	3,861,618.00	1	NIP0211601050619	Paid	Closed	Jan 2016	February 4, 2016	January 6, 2016	January 5, 2016	View Download
3	NLPC PENSION FUND ADMINISTRATORS LIMITED	FIRST PENSION CUSTODIAN NIGERIA LIMITED	102,409.86	1	NIP03111512310558	Paid	Closed	Dec 2015	January 30, 2016	December 31, 2015	December 31, 2015	View Download

2.6 Other means (Cheque, Transfer, Bank Instruction)

- This process require the employer to do an update once payment has been made
- On the far right hand of each record on the EPCCOS portal we have five action icon namely view, print, download, update and delete
- The Employer will be required to click on the update icon and update the payment with detail on how the payment was made, and click update after providing the information.



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	
Narration	e.g Cheque Number

EPCCOS © 2013 NIBSS PLC

- Once this is done the payment state change to in-progress waiting for the custodian to accept the payment.
- The payment status update includes OPEN, CLOSED andin Progress.
- When a fresh schedule upload is successfully made, the payment status is OPEN
- When the confirmation page has been updated the payment status is "...in Progress"

- When the PFA has confirmed the payment, the payment status changes to "CLOSED"

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Nigeria Inter-Bank Settlement System Plc
[EMPLOYER UPLOADER]
[Change Role](#)

New Payment File Upload

Upload New File

Choose File

No file chosen

.xls,.xlsx

Schedule Total

Schedule Total

Amount e.g 1,323,455

Schedule Period

Comment

Comment

Upload file

Search Transaction

Transaction ID

Transaction ID

Schedule Period

Payment Date

Pension Fund Administrator

--Select--

Search

Previously accepted Payment File(s)

10 records per page

-- First
Previous
1
2
3
4
5
Next
Last --

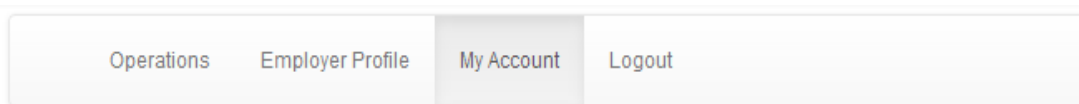
S/N	Pension Fund Administrator	Pension Fund Custodian	Total Amount	Total Employee	Transaction Id	Payment Status	Payment State	Schedule Period	Expiry Date	Payment Date	Upload Added	Action
1	TRUST FUND PENSIONS PLC	ZENITH PENSION CUSTODIAN LIMITED	3,452,393.94	50	NIP0281601250983	Unpaid	In-progress	Jan 2016	February 24, 2016	January 27, 2016	January 25, 2016	
2	FIRST GUARANTEE PENSIONS LIMITED	FIRST PENSION CUSTODIAN NIGERIA LIMITED	83,830.11	2	NIP0291601250984	Unpaid	In-progress	Jan 2016	February 24, 2016	January 27, 2016	January 25, 2016	
3	IEI-ANCHOR PENSION MANAGERS LIMITED	UBA PENSIONS CUSTODIAN LIMITED	46,276.01	1	NIP0361601250979	Unpaid	In-progress	Jan 2016	February 24, 2016	January 27, 2016	January 25, 2016	

2.7 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

2.8 MY ACCOUNT

- **Functional description:** this operation enables a user to change his/her password to a new one.
- **Formal description:** To carry out this operation, the user does the following activities:



A horizontal navigation bar with four buttons: "Operations", "Employer Profile", "My Account", and "Logout". The "My Account" button is highlighted with a grey background, while the others are white with grey borders.

My Account Menu



A form titled "Account Management" with a green header. It contains three input fields: "Old Password", "New Password", and a second "New Password" field for confirmation. A green "Update" button is located at the bottom right of the form.

NOTE:

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