

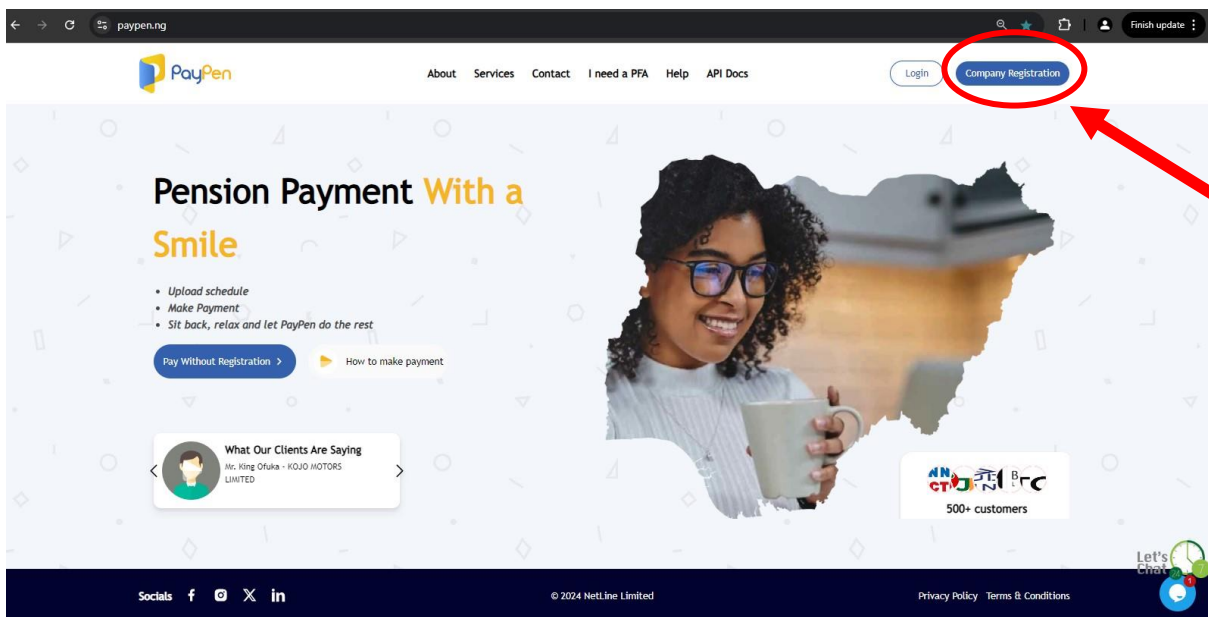


*...Pension Payment with a smile!*

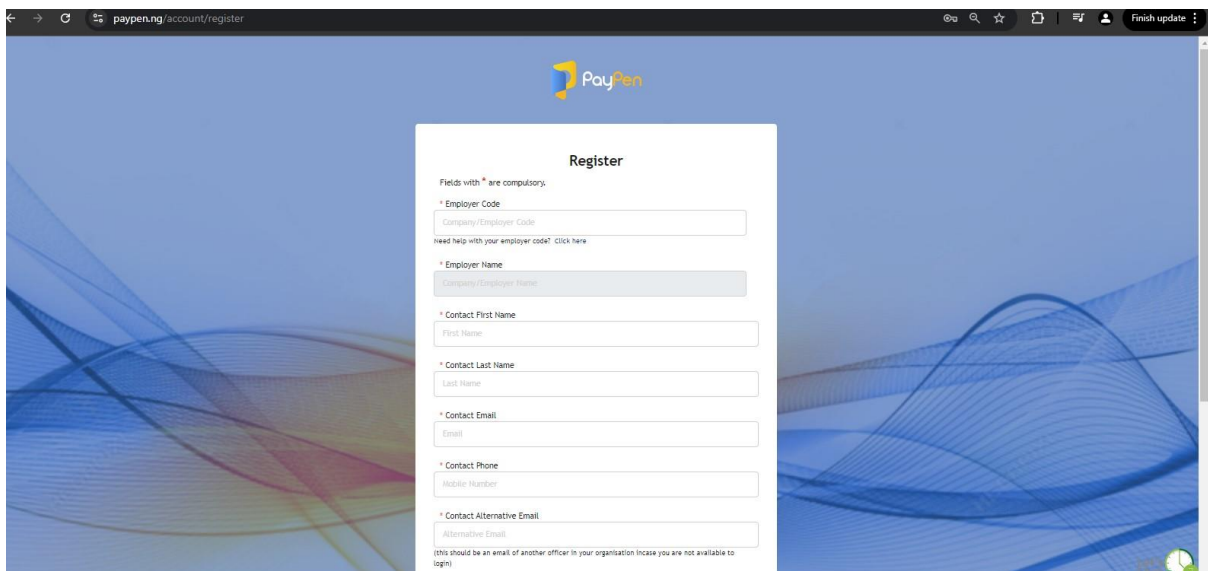


# *Company Registration on PayPen*

## 1. Navigate to [www.paypen.ng](http://www.paypen.ng) and click on 'Company Registration'



## 2. Complete the 2-minutes Registration Form and Submit

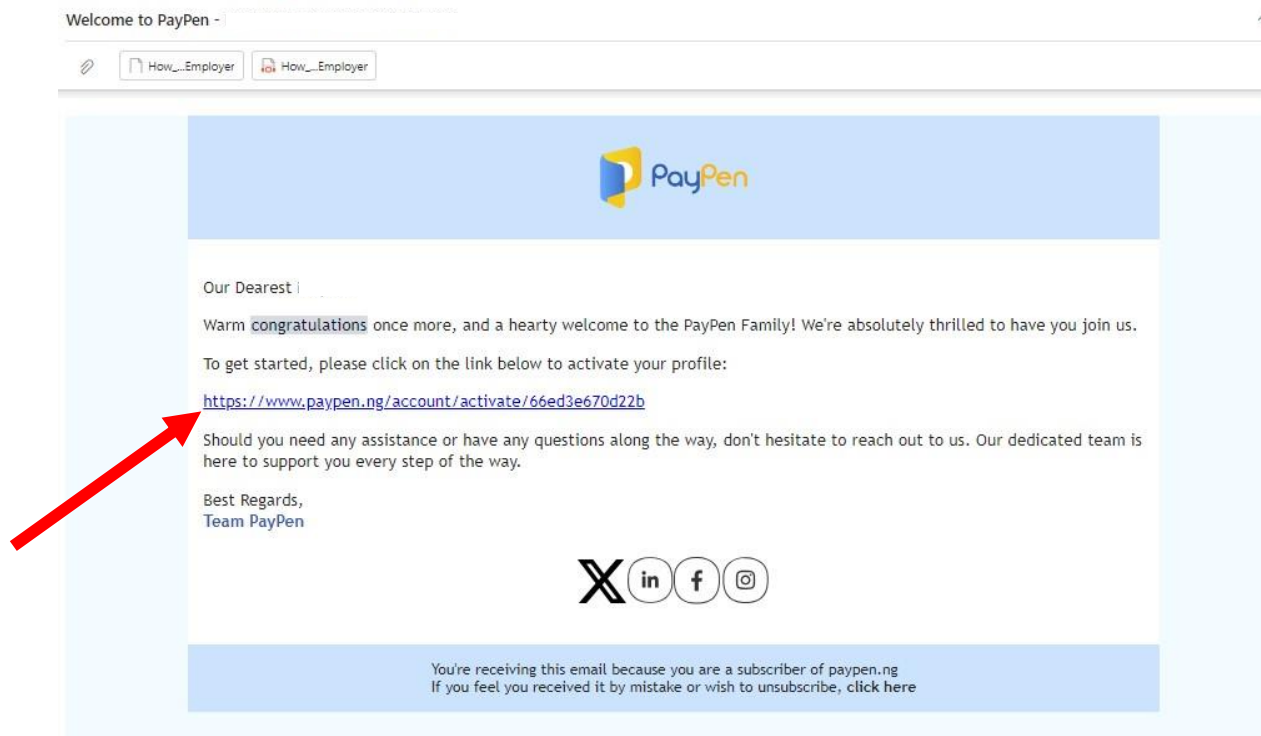


The screenshot shows the 'Register' form on the PayPen website. The form is titled 'Register' and includes the following fields:

- Employer Code** (Company/Employer Code)
- Employer Name** (Company/Company Name)
- Contact First Name** (First Name)
- Contact Last Name** (Last Name)
- Contact Email** (Email)
- Contact Phone** (Mobile Number)
- Contact Alternative Email** (Alternative Email)

Fields with an asterisk (\*) are compulsory. A note at the bottom states: '(This should be an email of another officer in your organisation in case you are not available to login)'. The background of the form is a blue and white abstract design.

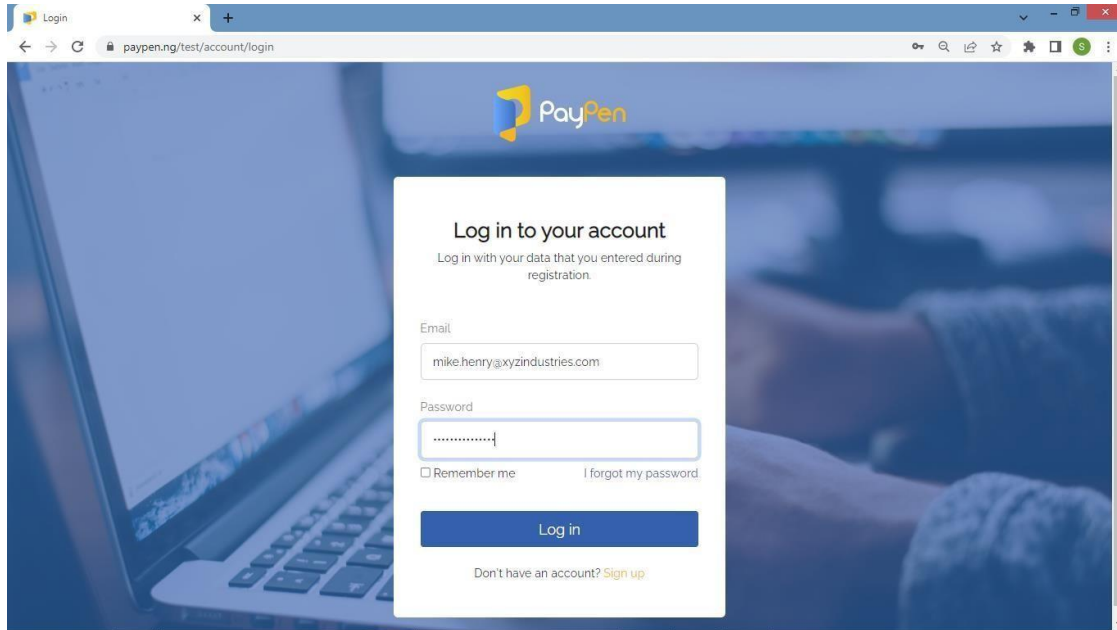
### 3. Click on the link in the welcome message sent to your registered Email to activate your profile.



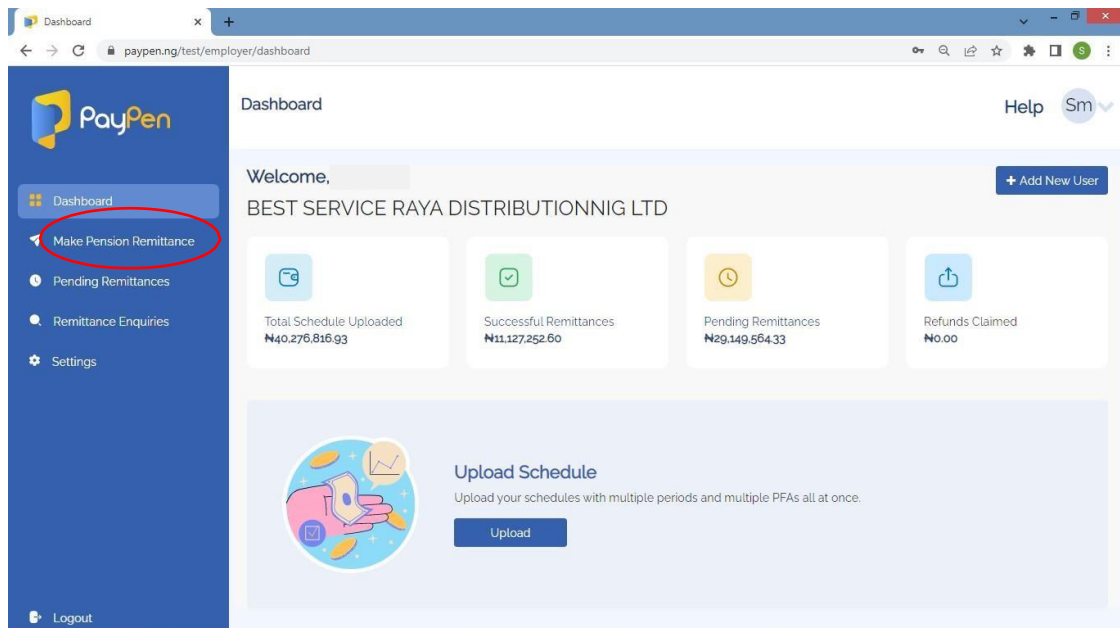
### 4. Your company is registered, profile activated and ready for your pension remittance.

***Uploading  
Schedules & Making  
Payments  
via PayPen***

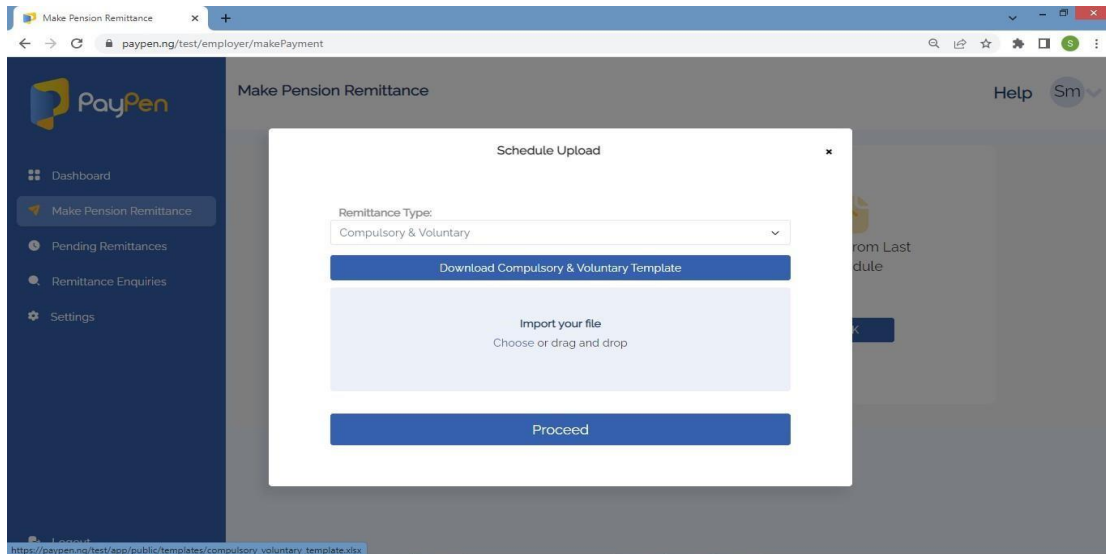
## 1. Log in to your profile.



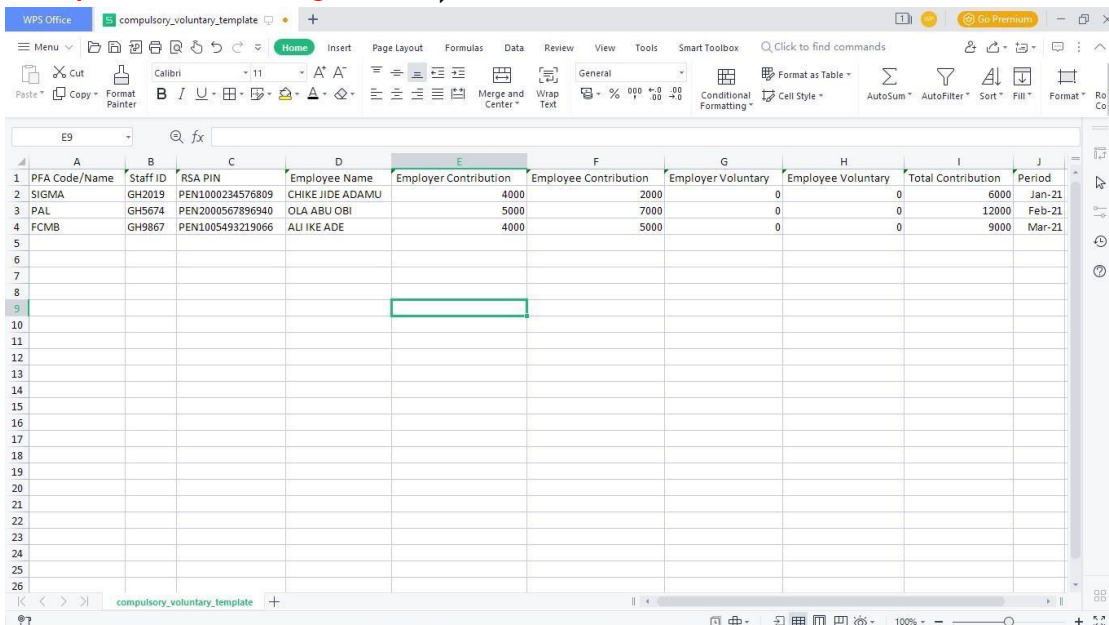
## 2. Click on 'Make Pension Remittance'.



- Choose your remittance type, and click on ‘download template’ (The default is ‘Monthly Pension Remittance’ which is the regular pension remittance type)

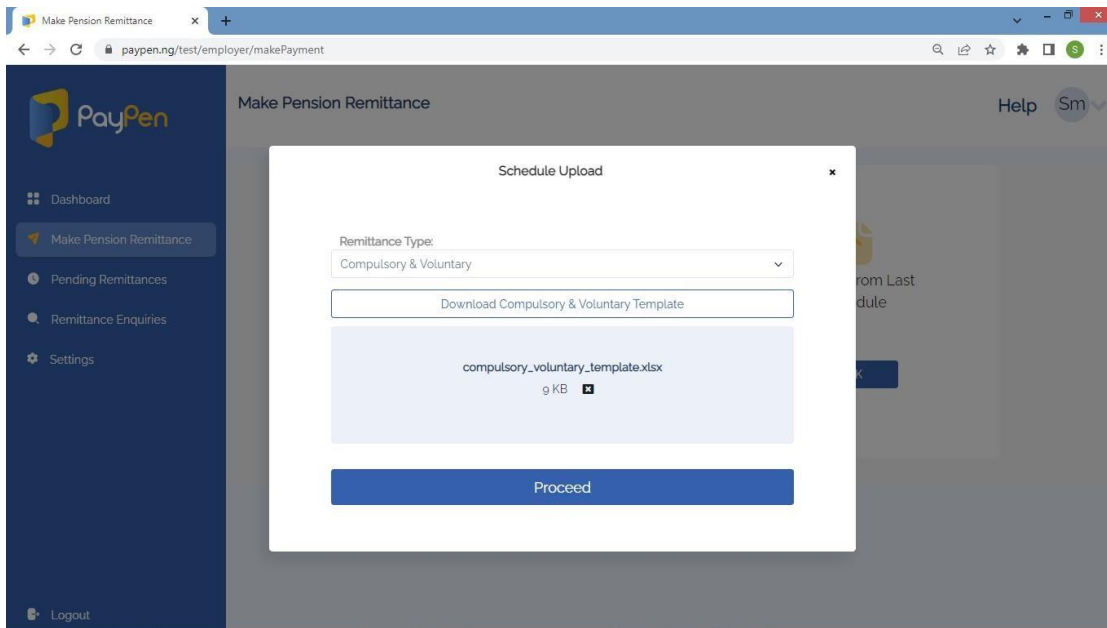


- Fill in the downloaded template with your employees’ details and save on your system. (*Note that you can fill in multiple periods and multiple PFAs on a single sheet*)

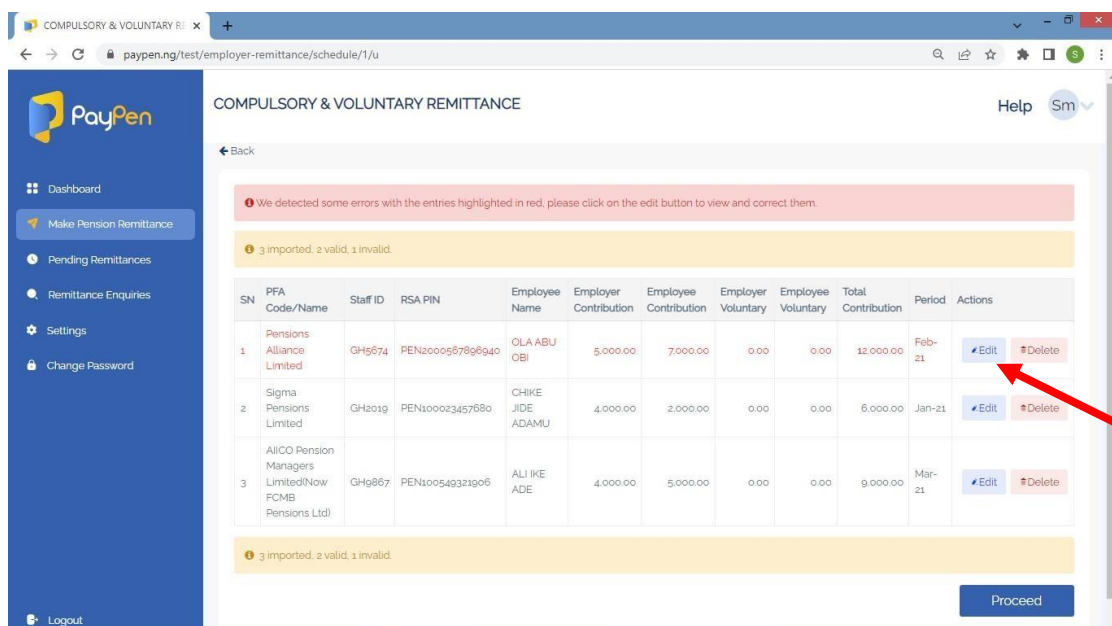


	A	B	C	D	E	F	G	H	I	J
	PFA Code/Name	Staff ID	RSA PIN	Employee Name	Employer Contribution	Employee Contribution	Employer Voluntary	Employee Voluntary	Total Contribution	Period
1	SIGMA	GH2019	PEN1000234576809	CHIKE JIDE ADAMU	4000	2000	0	0	6000	Jan-21
3	PAL	GH5674	PEN2000567896940	OLA ABU OBI	5000	7000	0	0	12000	Feb-21
4	FCMB	GH9867	PEN1005493219066	ALI IKE ADE	4000	5000	0	0	9000	Mar-21
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5. Click on **'Import File'** file. You can also drag your file from your system and drop on the **'Import File'** box and then click on **'Proceed'**.

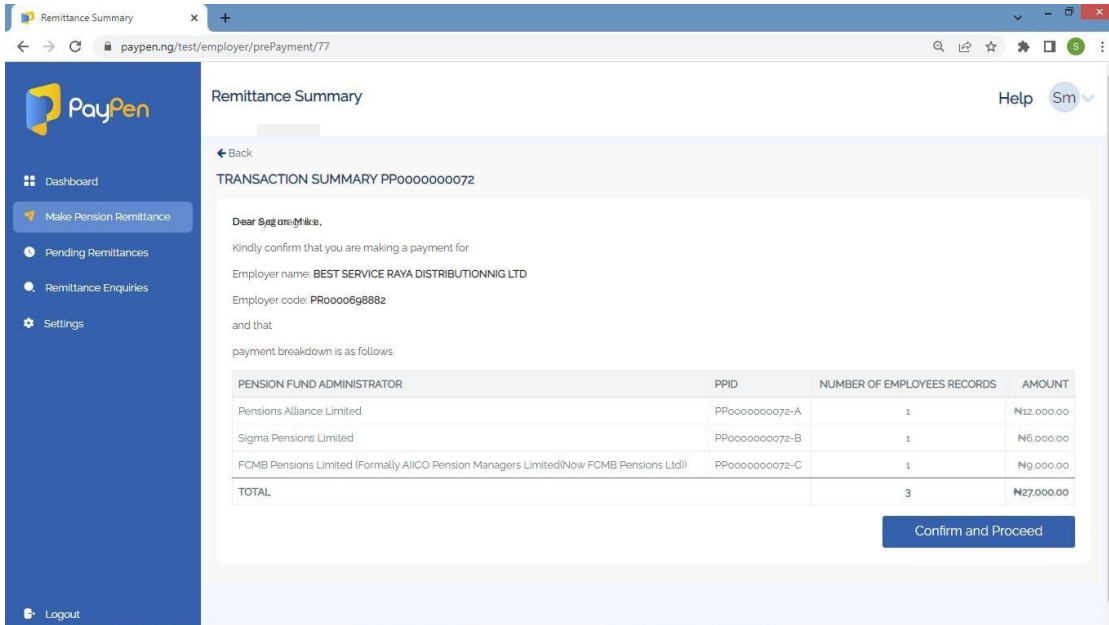


6. Your file is now uploaded, the system will let you know if your file has any errors by highlighting the affected entry in **red** so you can click on **'Edit'** to make corrections.





7. If there are no errors or after you must have made corrections, click on ‘Proceed’.
8. A summary page would be displayed for you to review and confirm the details on your schedule.

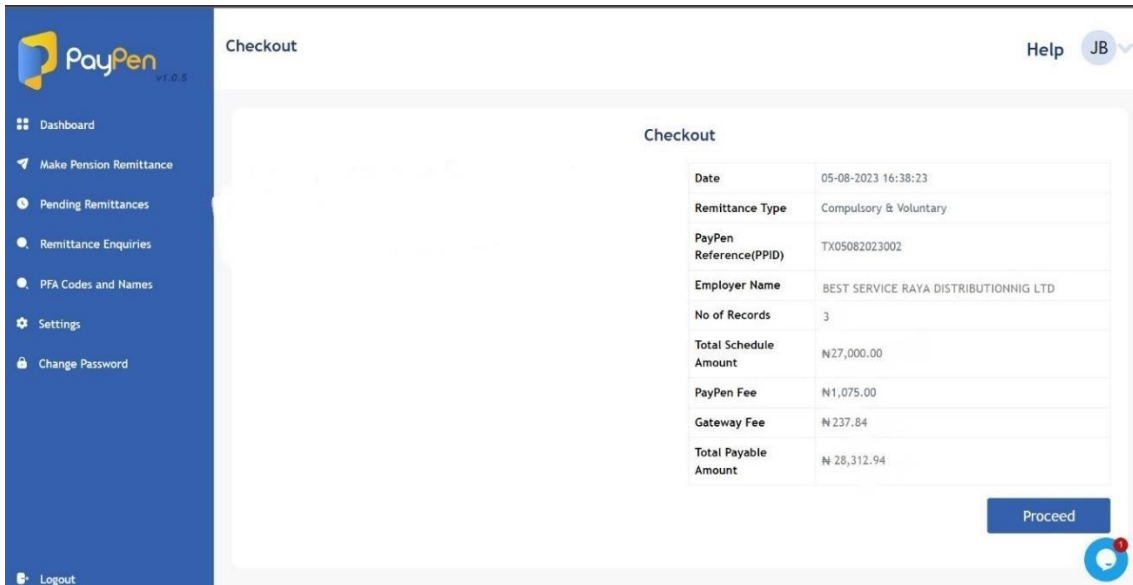


The screenshot shows a web browser window with the URL `paypen.ng/test/employer/prePayment/77`. The page title is "Remittance Summary". On the left is a blue sidebar with the PayPen logo and navigation links: "Dashboard", "Make Pension Remittance" (highlighted), "Pending Remittances", "Remittance Enquiries", "Settings", and "Logout". The main content area has a "Remittance Summary" header and a "Help" button. Below the header is a "Back" link and the title "TRANSACTION SUMMARY PP000000072". The content includes a greeting "Dear **Sugumyike**," followed by a request to confirm payment for "BEST SERVICE RAYA DISTRIBUTIONNIG LTD" with employer code "PR00006g888z". It then states "payment breakdown is as follows" and displays a table:

PENSION FUND ADMINISTRATOR	PPID	NUMBER OF EMPLOYEES RECORDS	AMOUNT
Pensions Alliance Limited	PP000000072-A	1	₦12,000.00
Sigma Pensions Limited	PP000000072-B	1	₦6,000.00
FCMB Pensions Limited (Formally AICO Pension Managers Limited(Now FCMB Pensions Ltd))	PP000000072-C	1	₦9,000.00
<b>TOTAL</b>		<b>3</b>	<b>₦27,000.00</b>

At the bottom right of the table area is a blue button labeled "Confirm and Proceed".

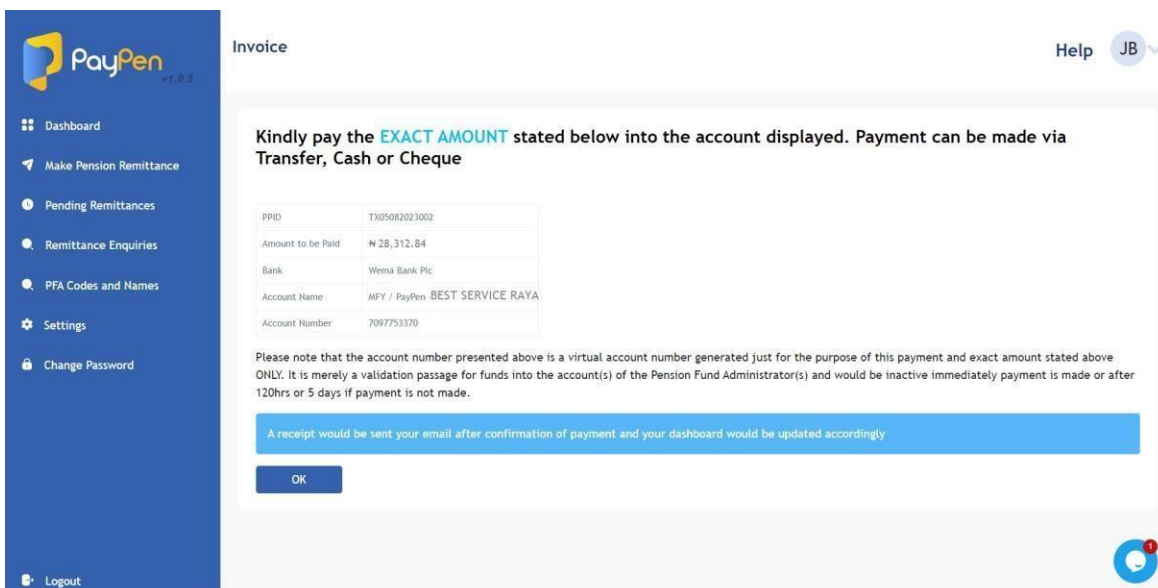
9. Next is the checkout page, review details and then click on ‘Proceed’.



Checkout	
Date	05-08-2023 16:38:23
Remittance Type	Compulsory & Voluntary
PayPen Reference(PPID)	TX05082023002
Employer Name	BEST SERVICE RAYA DISTRIBUTIONNIG LTD
No of Records	3
Total Schedule Amount	N27,000.00
PayPen Fee	N1,075.00
Gateway Fee	N 237.84
<b>Total Payable Amount</b>	<b>N 28,312.94</b>

[Proceed](#)

10. Print out account details or generate your invoice, click ‘OK’ and then proceed to payment.



Kindly pay the **EXACT AMOUNT** stated below into the account displayed. Payment can be made via Transfer, Cash or Cheque

PPID	TX05082023002
Amount to be Paid	N 28,312.84
Bank	Wema Bank Plc
Account Name	MFY / PayPen .BEST SERVICE RAYA
Account Number	7097753370

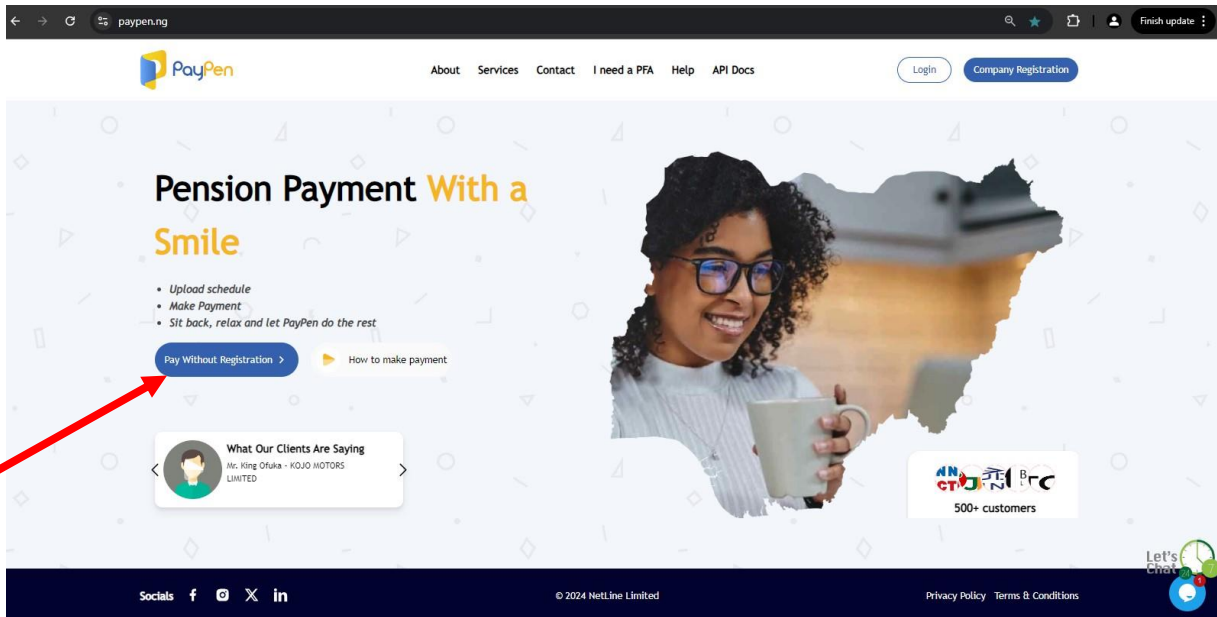
Please note that the account number presented above is a virtual account number generated just for the purpose of this payment and exact amount stated above ONLY. It is merely a validation passage for funds into the account(s) of the Pension Fund Administrator(s) and would be inactive immediately payment is made or after 120hrs or 5 days if payment is not made.

A receipt would be sent your email after confirmation of payment and your dashboard would be updated accordingly

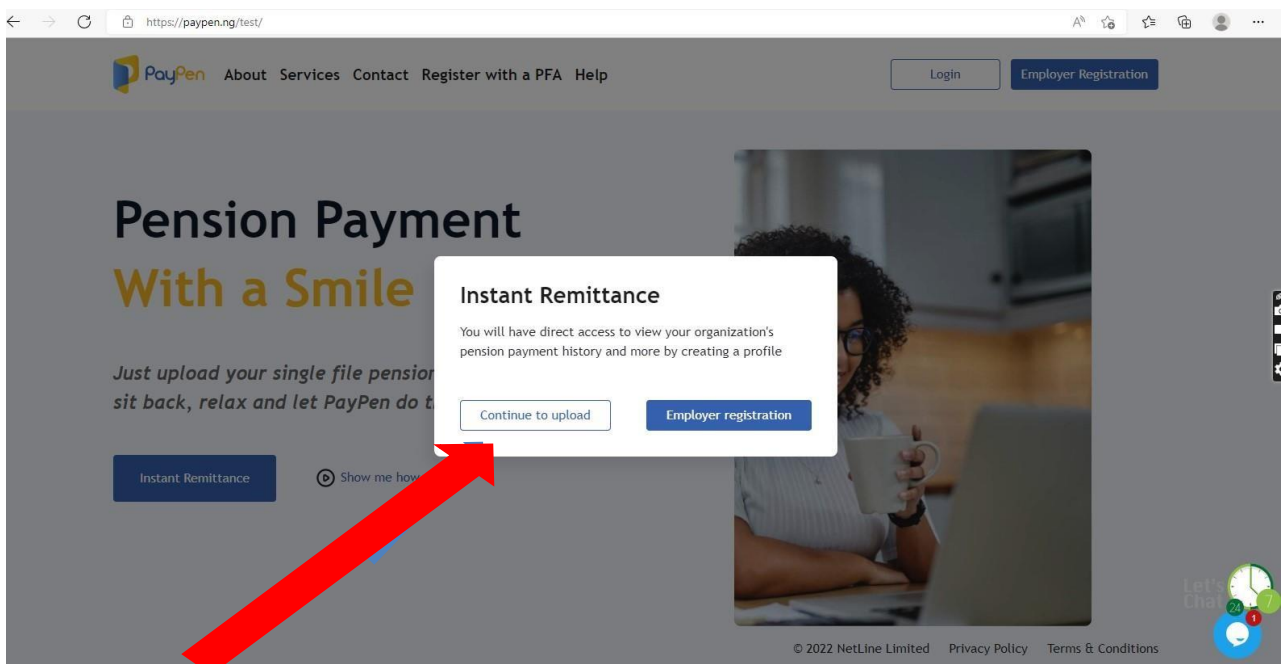
[OK](#)

***Uploading  
Schedules & Making  
Payments  
via PayPen without  
registration or  
logging in.***

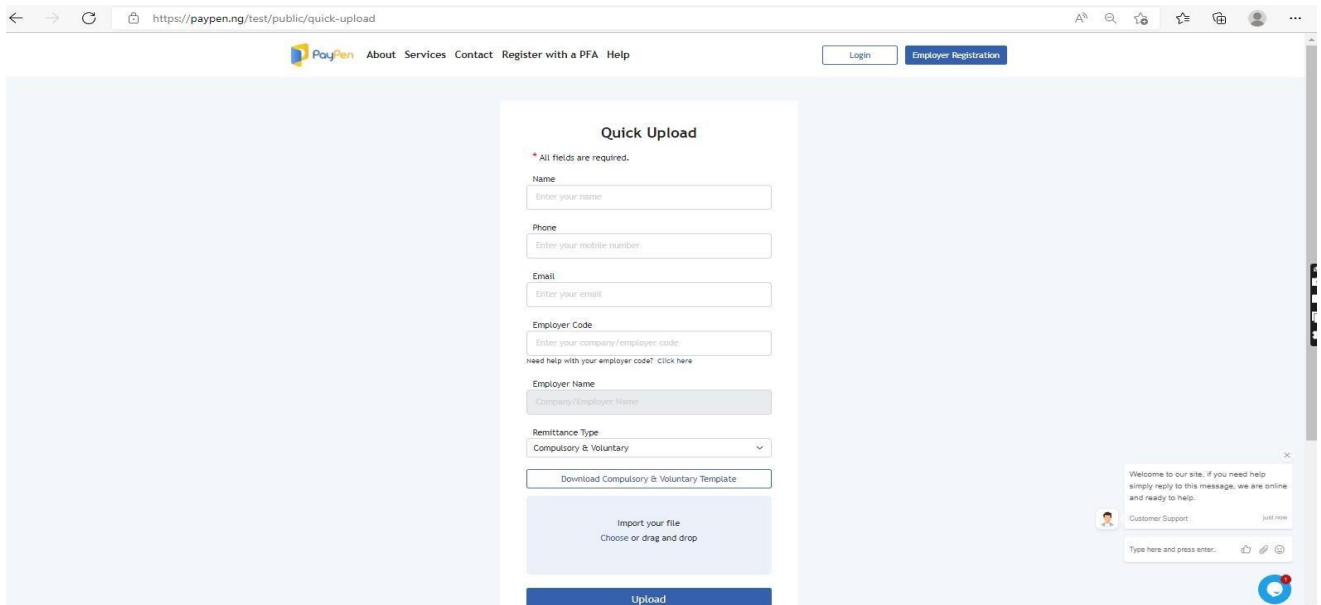
## 1. Click on 'Pay without Registration' on the home page.



## 2. Click on 'Continue to upload'



### 3. Fill in the displayed form and click on ‘Download Template’



**Quick Upload**

\* All fields are required.

Name  
Enter your name

Phone  
Enter your mobile number

Email  
Enter your email

Employer Code  
Enter your company/employer code  
Need help with your employer code? click here

Employer Name  
Company/ Employer Name

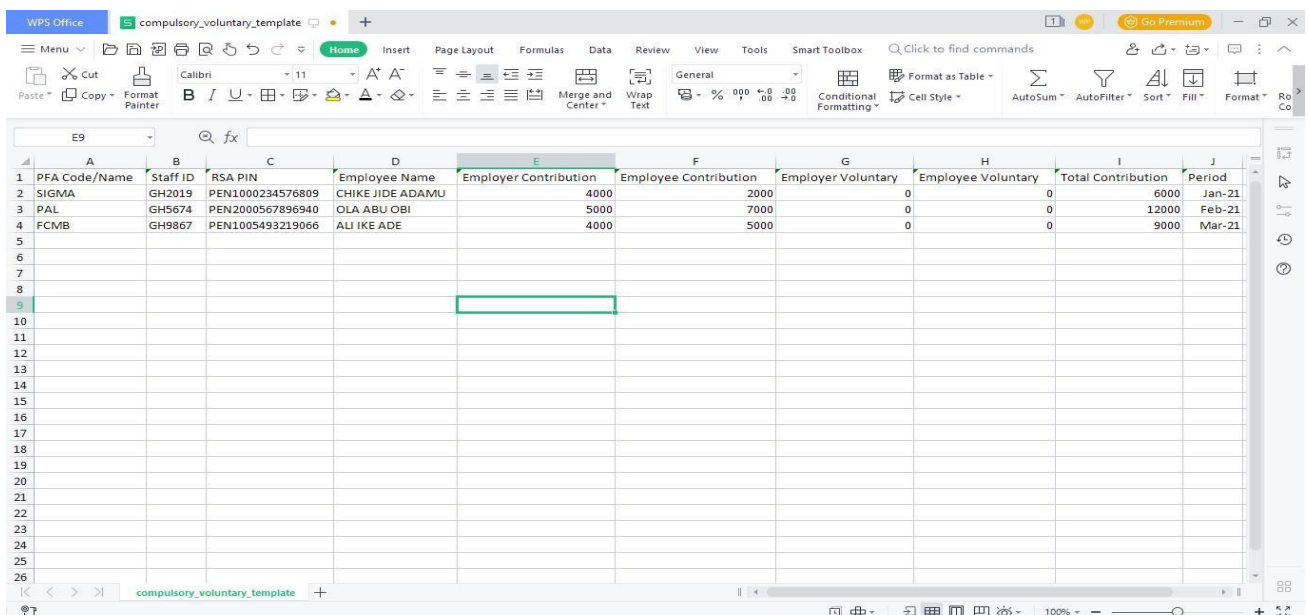
Remittance Type  
Compulsory & Voluntary

Download Compulsory & Voluntary Template

Import your file  
Choose or drag and drop

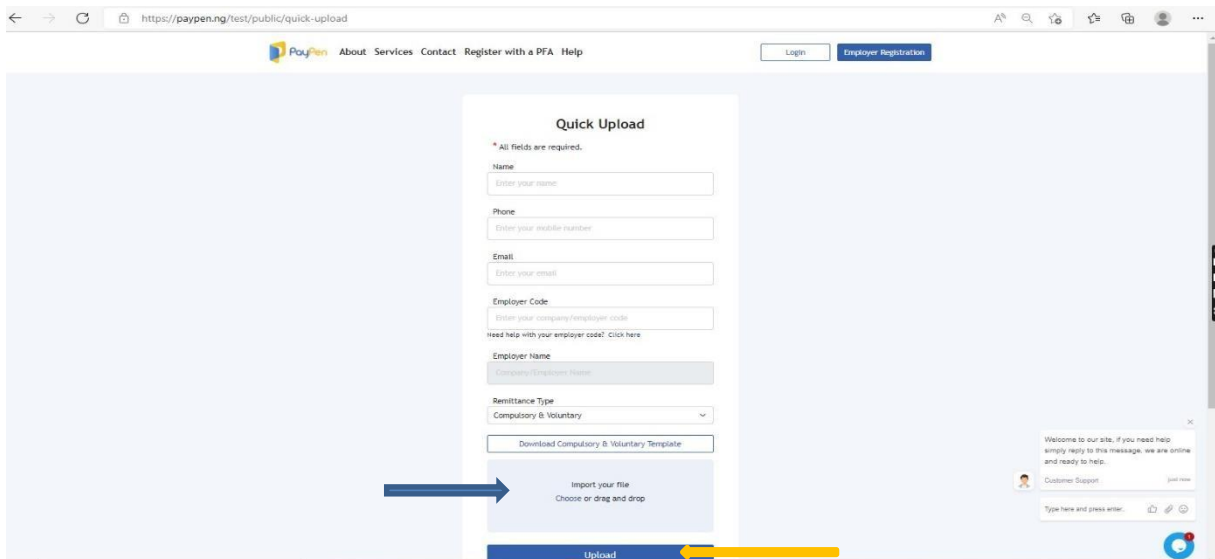
Upload

### 4. Fill in the downloaded template with your employees’ details and save on your system. *(Note that you can fill in multiple periods and multiple PFAs on a single sheet)*

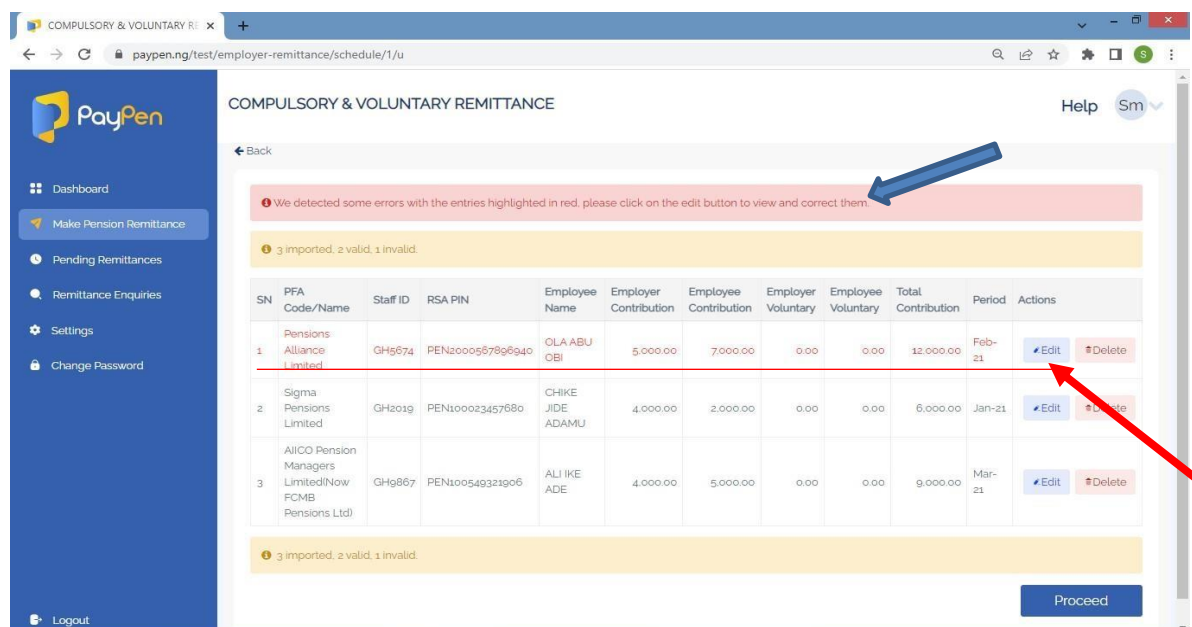


	A	B	C	D	E	F	G	H	I	J
	PFA Code/Name	Staff ID	RSA PIN	Employee Name	Employer Contribution	Employee Contribution	Employer Voluntary	Employee Voluntary	Total Contribution	Period
1	SIGMA	GH2019	PEN1000234576809	CHIKE JIDE ADAMU	4000	2000	0	0	6000	Jan-21
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5. Click on **'Import File'**. You can also drag your file from your system and drop on the **'Import File'** box and then click on **'Upload'**.

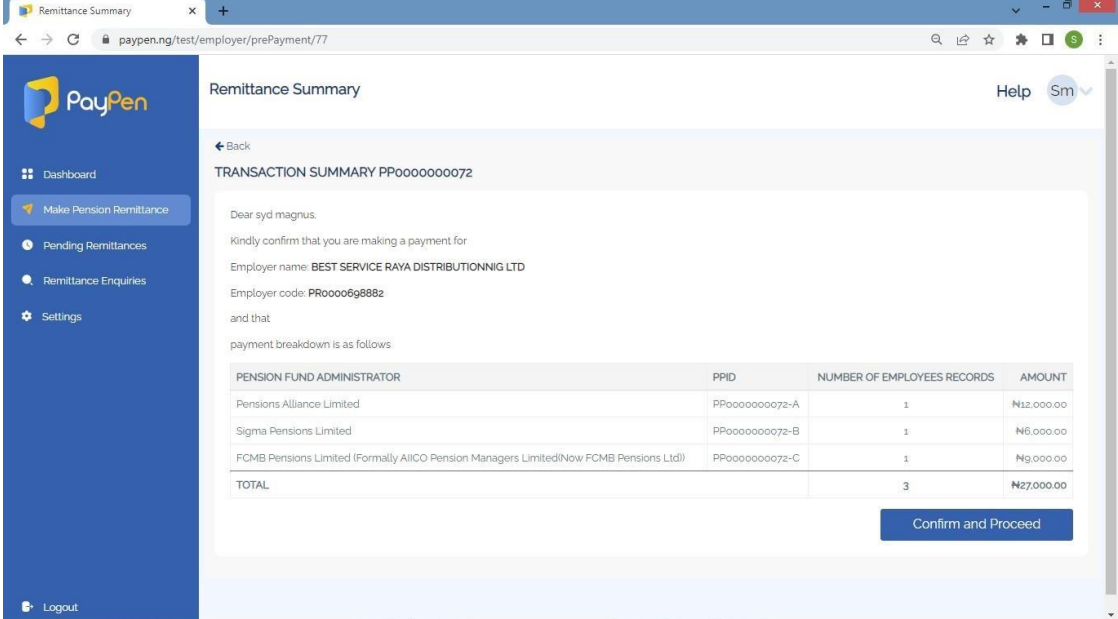


6. Your file is now uploaded, the system will let you know if your file has any errors by highlighting the affected entry in **red** so you can click on **'Edit'** to make corrections.



7. If there are no errors, click on **‘Proceed’**.

8. A summary page would be displayed for you to review and confirm the details on your schedule.



Remittance Summary

TRANSACTION SUMMARY PP0000000072

Dear syd magnus,  
Kindly confirm that you are making a payment for  
Employer name: BEST SERVICE RAYA DISTRIBUTIONNIG LTD  
Employer code: PR0000698882  
and that  
payment breakdown is as follows:

PENSION FUND ADMINISTRATOR	PPID	NUMBER OF EMPLOYEES RECORDS	AMOUNT
Pensions Alliance Limited	PP0000000072-A	1	N12,000.00
Sigma Pensions Limited	PP0000000072-B	1	N6,000.00
FCMB Pensions Limited (Formally AllCO Pension Managers Limited/Now FCMB Pensions Ltd)	PP0000000072-C	1	N9,000.00
<b>TOTAL</b>		<b>3</b>	<b>N27,000.00</b>

[Confirm and Proceed](#)

8. Then click on **‘Confirm and Proceed’** and follow the instructions that will be displayed to make payment.



For clarifications, enquiries or if you'd like a live demo, feel very free to reach us anytime with the details below.

WhatsApp: 08058023272

Phone: 08058010766

Email: [hello@paypen.ng](mailto:hello@paypen.ng)

*- Team PayPen*