HOW TO USE

PenCentral is an online platform with an easy-to-use and intuitive interface which requires little or no technical knowledge. You can reach the application on https://pencentral.ng/

Fig 1: To get started, click on GET STARTED



Fig 2: Select Corporate or HR



Fig 3: Create an account by providing the expected information

	Create an account Let's get started and make your retirement journey hassle-free and enjoyable! PENCOMCode
	000000000000000000000000000000000000000
	Do not add PEN to your PENCOM code.
	Comapy name
	Your company name
	Your company sector
	Select company sector v
	Email address Phone number
	youremail@domain. 000 0000 0000
	Create password Confirm password
00000	······ (a)
	Referral code(optional)
	Referral code
	How did you hear about us(optional)
	Select v
	By creating an account, you agree to PenCentral's Terms and conditions.
	Create account

(Check your registered email to confirm success registration)

PenCentral	
	Welcome back Please sign in to your account Email address youremail@domain.com Password
	Forgot your password? Submit New here? Create an account

Fig 4: To sign in, you need the registered email address and password

Fig 4: To sign in, you need the registered email address and password

Using the Platform for payment

Upon signing in, employers are required to download master schedule template which will be filled and then uploaded back to the system for processing.

PenCentral	Download schedule template			٥	CT Corporat
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t_ Upload schedules					
Schedules	Schedule Count	Unsubmitted Schedule	Submitted Schedule	Total Remittance	(**)
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ల్లి User management					
	Top Contribution Per PFA	111 Date filters	Start date 🐱 End date 🐱	Employees by PFA	
	Leadway Stanbic	• Other			
	Leadway Stanbic	• Other			
	Leadway Stanbic	Other			
	Leadway Stanbic Lo S O	Other			
	Leadway Stanbic Lo S	• Other			
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Sottings	• Leadway • Stanbic 10 09 08 07 06 05 04 03	• Other			
Settings	• Leadway • Stanbic 10 09 08 07 06 05 04 03 02	• Other			

Fig 5: Download Schedule Template

Fig 6: Prepare pension schedule template

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NB: PFA code is in sheet two

		D
1	PFA Name	PFA Code
2	Tangerine(APT Pensions and AXA Mansard)	0037
3	CrusaderSterling Pensions	0032
4	FCMB Pensions (FCMB and AIICO Pensions)	0030
5	Fidelity Pensions	0043
6	Norrenberger(IEI-Anchor Pensions)	0036
7	GTPensions(Investment One Pensions)	0040
8	Leadway Pensure PFA	0023
9	NLPC Pensions	0031
10	NPF Pensions	0047
11	OAK Pensions	0034
12	Pensions Alliance (PAL Pensions)	0025
13	Premium Pensions	0022
14	Radix Pensions	0046
15	Access Pensions(ARM Pension,Sigma Pensions and First Guarantee Pensions)	0024
16	Stanbic IBTC Pensions	0021
17	Trustfund Pensions	0028
18	Veritas Glanvills Pensions	0042
	Schedule	

Fig 7: Upload schedule page

C	PenCentral	Download schedule template		٩	CT Corporate Test ~ eleprog2013@gmail.com
89	Dashboard	Payment Schedule Upload Form Kindly select one of the options below to get started.			
€÷ E	Upload schedules Schedules	Remit by re-using your recent schedule	Remit by uploading new schedule		
 **	Reports v	Choose this option to reuse one of your previous schedules.	Choose this option to use a new schedule template.		
					Next

Fig 8: Click on Remit by uploading new schedule, and next to proceed to the next Fig

Next

Fig 9: Click on click to upload to pick the updated schedule template

C	PenCentral	Download schedule template	٥	CT Corporate Test ~ elegeng20038tgmeil.com
86 ~3 (b) 83	Dashboard Upload schedules Schedules Reports V	Upload a new payment schedule Kindy Please note the following:		
•		Payment schedule file: Click to upload or drag and drop Support for a single upload. Previous		
¢	Settings			

Fig 10: Click on next to enable the system validate and verify the uploaded schedule

PenCentral	Download schedule template	٥	CT Corporate Test obprog2003@gmal.co
82 Dashboard	Upload a new payment schedule		
	Kindly		
	Please note the following:		
Schedules	(i) To download the excel template file to use for schedule uploads, Click here		
💬 Reports 🗸 🗸	(i) Upload File must be a excel (.XLSX) file		
ಜ್ಜಿಕಿ User management	Upload File must contain ONLY the permitted columns		
	Payment schedule file:		
	\$		
	Click to upload or drag and drop		
	Support for a single upload.		
	PenComScheduleTemplate (3).xisx		
	Previous Next		
ලි Settings			

Fig 11: After validation, select your preferred **PAYMENT OPTION (Offline or Online)** 11a.For Offline payment;

Payment Schedule Upload Form									
This schedule was generated from your last schedule, Kindly review to confirm details.									
Schedule breakdown									
No. of row 3	P No. of PFAs				otal Employee contribution (#965,000.00	P()			
Total Employer contribution (№) №600,000,000	(₩) Total Employee №130,000.00) Voluntary (₩) C		(H) To N	otal Employer Voluntary (₩) ¥158,000.00				
Total Contribution (M) N1,853,000.00						O-F D			
Schedule Table					Jmine Payment	Online Payment			
PFA RSA Pin Month/Year First na	me Middle name	Last name	Employer	Employee	Employer Voluntary	Employee Voluntary			
0023 PEN100484219122 JANUARY/2020 Muidee	n Abdul	Adewale	₩50,000.00	₩5,000.00	₩30,000.00	№60,000.00			
0024 PEN100484218124 MAY/2023 Ajani	Seun	Ola	₩50,000.00	₩430,000.00	₩54,000.00	₩30,000.00			
0024 DENI00494219172 ILUNE/2027 Dela	Aiopi	Odus	NEO0 000 00	2570 000 00	27400000				

Fig 12: (The System display summary lodgement details and PFA breakdown). Go to status, click on the dot icons to select Proceed to Payment for each PFAs

odgem	ent breakdown by PFA									Cancel sc	hedul
°C	Company name Corporate Test		°C	Lodgement ref 4819		No of rows		C	Payment m Bank trans	ode sfer	
0	Payment status Pending		0	Schedule status Submitted		✓ Date 2 December	→ Date 2 December 2024		% Month/Year covered December/2024		
Ċ	Total schedule amount (№) №0.00		\odot	Schedule fee (₩) ₩57.00		Gateway fee (N) N114.00		Grand total №1,853,05		payable (₦) 57.00	
S/N	PFA	Ref.NO	No of Rows	Employer	Employee	Employer Voluntary	Employee Voluntary	Total		Status	
1	Leadway	4819	1	₩50,000.00	₩5,000.00	₩30,000.00	₩60,000.00	₩145,	000.00	Pending	
2	Access Pensions	4819	2	₩550,000.00	₩960,000.00	₩128,000.00	₩70,000.00	₩1,70	8,000.00	View Proceed to pay	ment
			Total:	№600,000.00	₩965,000.00	₩158,000.00	№130,000.00	₩1,85	3,000.00	Cancer	

Fig 13: (System displays payment invoice) to enable you proceed, you can also download for convenience.

Download receipt		٩	CT Corporate Test V olaprog2013@gmail.com
	PenCentral Hugers and		
	PenCentral Payment Invoice		
	Employer Name: Corporate Test		
	Employer Code: PR0128456789		
	Transaction Date: 02-Dec-2024 13:35:13 Amount: №145.000.00		
	Pension Fund Custodian: UBA PENSIONS CUSTODIAN LTD		
	Pension Fund Administrator: LEADWAY		
	Credit Account Number: 1016305932		
	PenCentral Reference: 7057		
	Transaction Reference: PenCentral-MGQUR-PR0128456789		
	This receipt was automatically generated. For more information about this receipt, visit www.pensioncentral.ng		

Fig 11: After validation, Select your preferred payment option. 11b.For Online payment; click on Online Payment as seen in the image



Fig 12: (System displays check out page), Select your prepared payment gateway, proceed to the next fig.

Logdement for Logdement ref Employer	December 2024 3766	
Logdement ref Employer	3766	
Employer		
No Comm	Corporate Test	
Date	3 02 December 2024	
Payment summary		
Total schedule amount	₹1,853,000,00	
Convenience fee	₩0.00	
Gateway fees	₩57.00	
Total payables	₹1,853,057,00	
Select payment gateway Please select a payment gateway Image: Select a payment gateway <th>for Electronic Bank Transfer</th> <th></th>	for Electronic Bank Transfer	

Fig 13: Click on "view payment invoice" to view or download payment invoice for payment processing. NB: Kindly note the exact amount (no kobo more, no kobo less) should be paid into the account number generated, also the invoice expires in 7days as indicated on the invoice "highlighted in yellow"

Total pa	ayables	₹1,853,057.00
Selec Payment invoic	t payment gateway	onic Bank Transfer
Account details Use your Internet/Mobile into this account numbe	e Banking platform from your bank to pay r.	
Account number	0010031968	
Bank	Wema bank	
Account name	Dec	
Total amount	N1,853,057.00 Please do not make split payment of the amount displayed, Kindly pay the total sum once.	J
(i) This account	nt expires 2024-12-09 14:10:02	View payment invoice
Download	l've paid	1

Contact us:

support@pencentral.ng 0916985 2081 09169852 082 07039315400 08098790710

Thank you for using PenCentral!