

User Manual for the PenRemit Platform

Introduction

Welcome to the Pension Remittance Platform. This guide provides a step-by-step walkthrough for employers to remit pension contributions on behalf of their employees. Whether you choose to complete the payment online or offline, this platform ensures a seamless process for managing employee pension contributions.

Key Features

- **Download Remittance Template:** Obtain a pre-formatted template to input employee remittance details.
 - **Upload Remittance Schedule:** Submit your completed schedule for processing.
 - **Validation Checks:** Automatically verify uploaded data for accuracy.
 - **Preview and Grouping:** View grouped remittance details by PFA.
 - **Payment Options:** Pay online or print a payment slip for offline bank payments.
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Steps to Use the Platform

1. Registration into the Platform

1. Visit the platform's website.
2. Click on Employer, sign up
3. User enters Pencom code or Employer's name
4. User clicks on Verify

2. Logging into the Platform

1. Visit the platform's website.
 2. Enter your login credentials (username and password).
 3. Click on the **Login** button.
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3. Downloading the Remittance Template

1. Navigate to the **Dashboard** section.
 2. Click on the **Upload New Schedule** button.
 3. You can download a fresh template to populate employees remittance detail if you don't already have it by clicking on **Template**.
 4. Open the downloaded file, which is pre-formatted for remittance details.
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4. Preparing the Remittance Schedule

1. Open the downloaded template file in Excel or any spreadsheet program.
 2. Fill in the required employee details:
 - Employee Name
 - Employee ID
 - Pension Contribution Amount
 - PFA e.t.c
 3. Save the file once all details have been entered.
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5. Uploading the Remittance Schedule

1. Return to the platform and navigate to the **Upload New Schedule** section.
 2. Click on **Choose File** and select the saved remittance template.
 3. Enter the Total schedule amount in the **Schedule Amount** fee
 4. Enter your comment (Optional)
 5. Click on **Upload Template** to submit the schedule.
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6. Validating the Uploaded Schedule

1. After uploading, the system shows a dialog to confirm to proceed,
 2. If you're satisfied with all input, click the **Yes, Proceed** button. The system will perform automatic validation checks to ensure data accuracy.
 3. Review the validation results:
 - If errors are found, correct them in the template and re-upload.
 - If no errors are found, proceed to the next step.
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7. Previewing and Verifying Remittance Details

1. The system will display a **Preview** of the remittance schedule.
2. Review the grouped data, which organizes employees by their PFAs.
3. Verify that the **Total Amount Entered** matches the **Total Amount in the Schedule**:
 - If they match, click on the **Complete Transaction** button and click the **Yes, proceed** button to proceed
 - If they do not match, revisit the uploaded schedule and correct the discrepancy.

8. Making a Payment

The system displays a summarized invoice containing the cumulative amount to be paid to each PFAs account, payment options for employers to remit the amount in the schedule uploaded.

Option A: Online Payment

1. Click on **Pay Online**.
2. Choose your preferred online payment method (e.g., credit card, bank transfer).
3. Enter the payment details and confirm the transaction.
4. Once payment is successful, you will receive a confirmation email or receipt.

Option B: Offline Payment

- - Print the invoice that shows payment detail of respective PFAs
- - Take invoice to the bank and make payment as described in the invoice
- - On successful deposit at the bank, the bank pushes the transaction to Penremit via an API and then schedule is marked as paid.

9. Confirming Remittance

1. Once payment is processed (online or offline), the system will confirm the remittance.
2. You will receive a notification confirming the completion of the remittance process.

Tips and Best Practices

- Always double-check employee details before uploading the schedule to avoid errors.
 - Save a copy of your completed remittance template for record-keeping.
 - For offline payments, ensure you retain the bank payment slip as proof of transaction.
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Troubleshooting

- **Issue:** Validation errors after schedule upload.
Solution: Review the error message, update the schedule template, and re-upload.

 - **Issue:** Unable to log in.
Solution: Reset your password using the **Forgot Password** option or contact the system administrator.
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Support

For any further assistance, please contact our support team via:

- **Email:** support@penremit.ng
- **Phone:** 07076555420 or 07076555421