

HOW TO MAKE PENSION REMITTANCE ON PAYPEN WITHOUT A PROFILE

1. Click on 'Instant Remittance' on the home page.



2. Click on 'Continue to upload'





3. Enter details - Name, Phone number, Email, <u>Employer Code</u> and <u>Remittance type</u>.

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4. Download template and fill in the downloaded template with your employees' details and save on your system.

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5. Go back to PayPen and 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'.

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6. Your file is now uploaded; the system will let you know if your file has any errors so you can make corrections.

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	3	AllCO Pension Managers Limited(Now FCMB Pensions Ltd)	GH9867	PEN100549321906	ALI IKE ADE	4.000.00	5.000.00	0.00	0.00	9,000,00	Mar- 21	€Ed	it #D	elete
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- 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.

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PayPen	Remittance Summary			Help	Smv
🚦 Dashboard	Back TRANSACTION SUMMARY PP000000072				
Make Pension Remittance Pending Remittances Remittance Enquiries Settings	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 Pensions Alliance Limited Sigma Pensions Limited FCMB Pensions Limited (Formally AIICO Pension Managers Limited/Now FCMB Pensions Lid/) TOTAL	PPID PPoooooooogz-A PPoooooooogz-B PPoooooooogz-C	NUMBER OF EMPLOYEES RECORDS 1 1 1 3	AMC N12.00 N6.00 N9.00	UNT 20.00 30.00 20.00
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10. Next is the checkout page, select a payment provider by clicking on the icon circled below and then click on 'Proceed' .

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Dashboard	Chec	kout	
Make Pension Remittance	Select payment provider and click on 'Proceed'	Date	05-08-2023 16:38:23
S Pending Remittances	• Represented the second secon	Remittance Type	Compulsory & Voluntary
Remittance Enquiries		PayPen Reference(PPID)	TX05082023002
• PFA Codes and Names		Employer Name	BEST SERVICE RAYA DISTRIBUTIONNIG LTD
🔅 Settings		No of Records	3
Change Password		Total Schedule Amount	№27,000.00
		PayPen Fee	№1,075.00
		Gateway Fee	₩237.84
		Total Payable Amount	₩ 28,312.94
			Proceed
_ → Logout			



11. Make payment and click on 'OK'.

PayPen _{visis}	Invoice				Help	JB V
 Dashboard Make Pension Remittance 	Kindly pay t Transfer, Ca	the EXACT AMOUNT stat sh or Cheque	d below into the account displa	ayed. Payment can be made	via	Scientific
9 Pending Remittances	PPID	TX05082023002				
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PFA Codes and Names	Bank Account Name	Wema Bank Plc MFY / PayPen :BEST SERVICE RAYA				
Settings	Account Number	7097753370				
Change Password	Please note that tl ONLY. It is merely i 120hrs or 5 days if A receipt would OK	he account number presented above a validation passage for funds into th payment is not made. be sent your email after confirmatio	a virtual account number generated just for the account(s) of the Pension Fund Administrator(s) of payment and your dashboard would be updat	 purpose of this payment and exact amoun and would be inactive immediately payme ed accordingly 	t stated abov It is made or	e after
B• Logout						0

For Clarifications or further enquiries, feel very free to reach us anytime with the details below;

Whatsapp ; 08111556557

- Phone : 08111556557 07085287169
- Email: <u>hello@paypen.ng</u>

Team PayPen