





## Company Registration on PayPen



### 1. Navigate to <u>www.paypen.ng</u> and click on 'Company Registration'



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

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	Register	
	* Employer Code Company/Employer Code	
	Need help with your employer code? Click here * Employer Name	
	* Contact First Name	
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	Contact Email	
11	* Contact Phone	
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	Alternative Email (this should be an email of another officer in your organisation incase you are not available to login)	



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

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	PayPen
	Our Dearest i Warm congratulations once more, and a hearty welcome to the PayPen Family! We're absolutely thrilled to have you join us. To get started, please click on the link below to activate your profile: <a href="https://www.paypen.ng/account/activate/66ed3e670d22b">https://www.paypen.ng/account/activate/66ed3e670d22b</a> Should you need any assistance or have any questions along the way, don't hesitate to reach out to us. Our dedicated team is here to support you every step of the way.
-	Best Regards, Team PayPen You're receiving this email because you are a subscriber of paypen.ng If you received it by mistake or wish to unsubscribe, click here

### 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.

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





3. Choose your remittance type, and click on 'download template' (The default is 'Monthly Pension Remittance' which is the regular pension remittance type)

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	Choose or drag and drop	
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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*)

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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'.

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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.

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- 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.

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





# Uploading Schedules & Making Payments via PayPen without registration 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'

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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*)

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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'.

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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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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: <u>hello@paypen.ng</u>

