ENROLMENT APPLICATION USER'S GUIDE

FOR

RETIREES OF FEDERAL GOVERNMENT OF NIGERIA TREASURY FUNDED MINISTRIES, DEPARTMENTS & AGENCIES (MDAs)

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Introduction

The Contribution and Bond Redemption Department (CBRD) of the National Pension Commission (PenCom) is saddled with the responsibility of conducting verification and enrolment exercise for retirees/deceased employees of the Federal Government of Nigeria (FGN) treasury funded Ministries, Department and Agencies (MDAs) in compliance with Sections 11 (3a –b) and 39 (1-6) of the Pension Reform Act (PRA), 2014

Automation of Enrolment Exercise

❑ The Commission has developed an online Enrolment Application to drive the enrolment and verification of potential Retirees employees of MDAs

❑ The Application would enable potential Retirees to carry out self-assisted online registration through the Retiree Registration Module or PFA assisted.

Responsibilities of MDAs

MDAs are responsible for the following during the enrolment exercise:

❑ Submission of the list of potential Retirees for the period through the Enrolment Application

❑ Assisting Retirees who have difficulty with the self-assisted online registration

❑ Assisting Retirees to resolve issues affecting Retiree in respect of retirement documents

❑ Assisting Retirees who cannot appear physically for verification with the PFA due to critical health challenge

How to Access the Enrolment Application

The online Enrolment Application is a web-based application that can be accessed anywhere in the world through the internet via the Commission's website

How to Create a User Account

❑ The Retiree has to create an account before he/she can have access to the enrolment registration portal

❑ RSA PIN, NIN, SURNAME & Valid Email address will be required to create a User Account

Enrolment Application Portal

Retiree Registration Portal

RETIREE SELF ENROLMENT PORTAL - REGISTER/CREATE PROFILE

RSA PIN * [Enter RSA PIN]
NIN Number * [Enter NIN Number]
Surname * [Surname]
Email Address * [Email Address]
Password * [Enter Password]
Confirm Password * [Enter Confirm Password]

[3bde4]

[Please change image]

To continue, type the Captcha Characters (small letters only) [   ]

[Register]   [To Login Page]

Input All parameters to create your Account

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Successful Creation of Account

Registered Successfully, but Not in the MDA submission
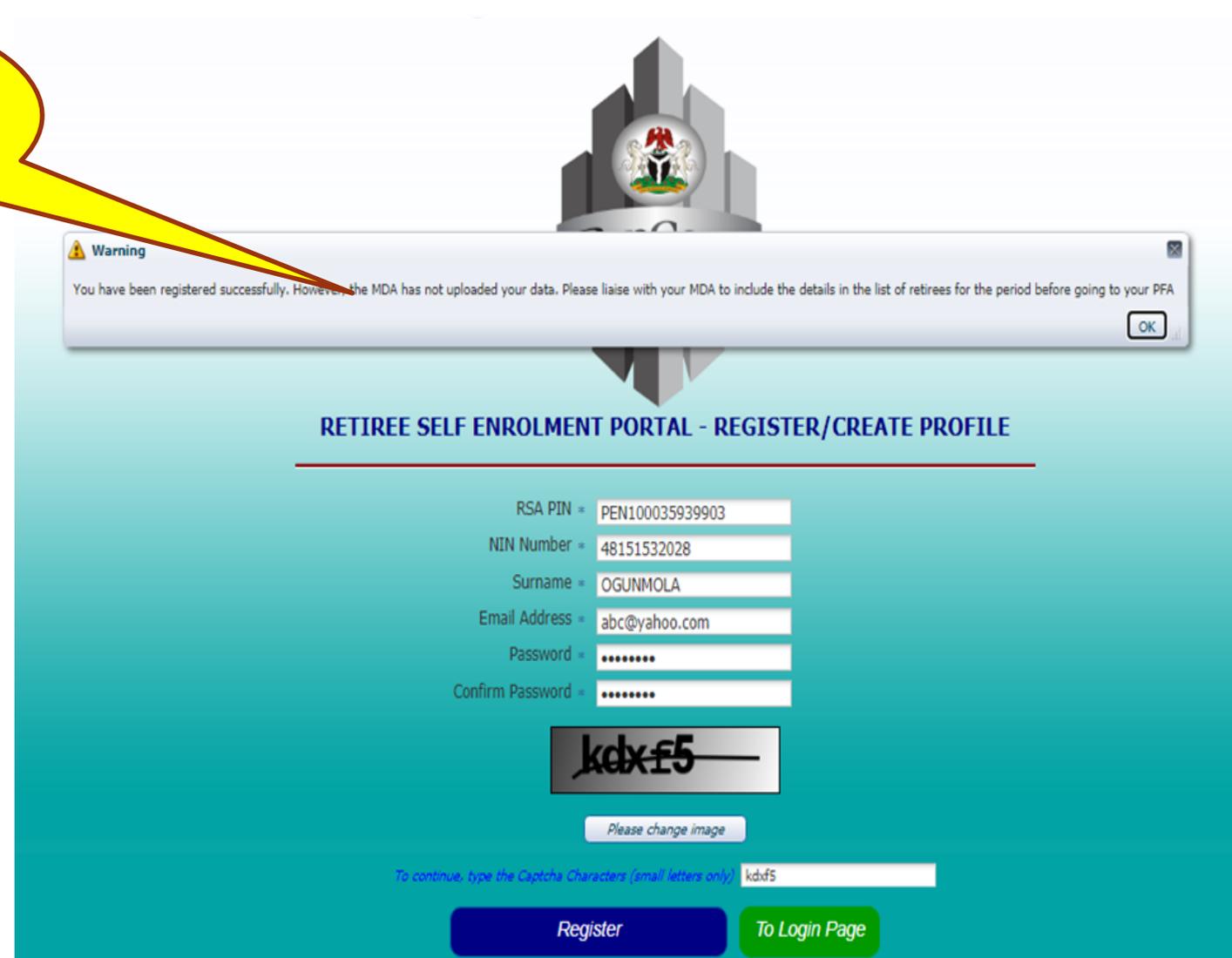
⚠ Warning

You have been registered successfully. However the MDA has not uploaded your data. Please liaise with your MDA to include the details in the list of retirees for the period before going to your PFA

OK

RETIREE SELF ENROLMENT PORTAL - REGISTER/CREATE PROFILE

RSA PIN	PEN100035939903
NIN Number	48151532028
Surname	OGUNMOLA
Email Address	abc@yahoo.com
Password	••••••••
Confirm Password	••••••••

kdxf5

Please change image

To continue, type the Captcha Characters (small letters only)   kdxf5

Register   To Login Page

Double Registration Not Allowed
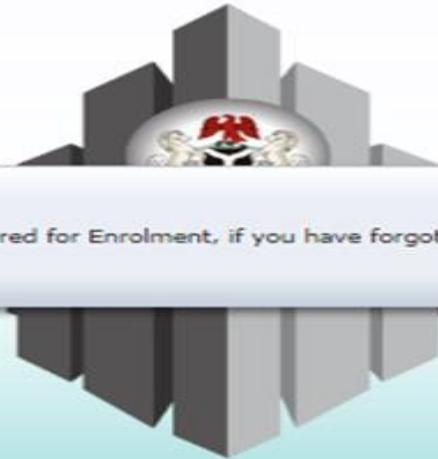
Error

User ABRAHAM with RSA PIN: PEN100035939903 has been registered for Enrolment, if you have forgotten your password, use the Reset Password button on the Login page

OK

RETIREE SELF ENROLMENT PORTAL – REGISTER/CREATE PROFILE

RSA PIN =	PEN100035939903
NIN Number =	48151532028
Surname =	OGUNMOLA
Email Address =	abc@yahoo.com
Password =	••••••••
Confirm Password =	••••••••

kdxf5

Please change image

To continue, type the Captcha Characters (small letters only)   kdxf5

Register   **To Login Page**

Failed Creation of User's Account

❑ **The creation of Retiree User account will fail if the RSA PIN, NIN or SURNAME is not valid**

❑ **It means either the Retiree has not done Data-Recapturing with his/her PFA or the parameters were wrongly entered**

User's Account Creation Failed

How to Login for Registration

After the successful creation of a Retiree User account, the Retiree will use his/her RSA PIN and the Password created during the creation of account to log-in by clicking on the "Login" button

Login Page

RETIREE ENROLMENT PORTAL

RSA PIN/User ID ＊ PEN100035939903

Password ＊ •••••••• **Click to Reset Password**

pr7dr

Please change image

To continue, type the Captcha Characters (small letters only)

Login

Click to register & Create a Profile (Retirees only)

Captcha is required here for successful login

Retiree Enrolment Portal – Main Page

How to Change User's Password

The Retiree can change his/her password from the Retiree enrolment portal
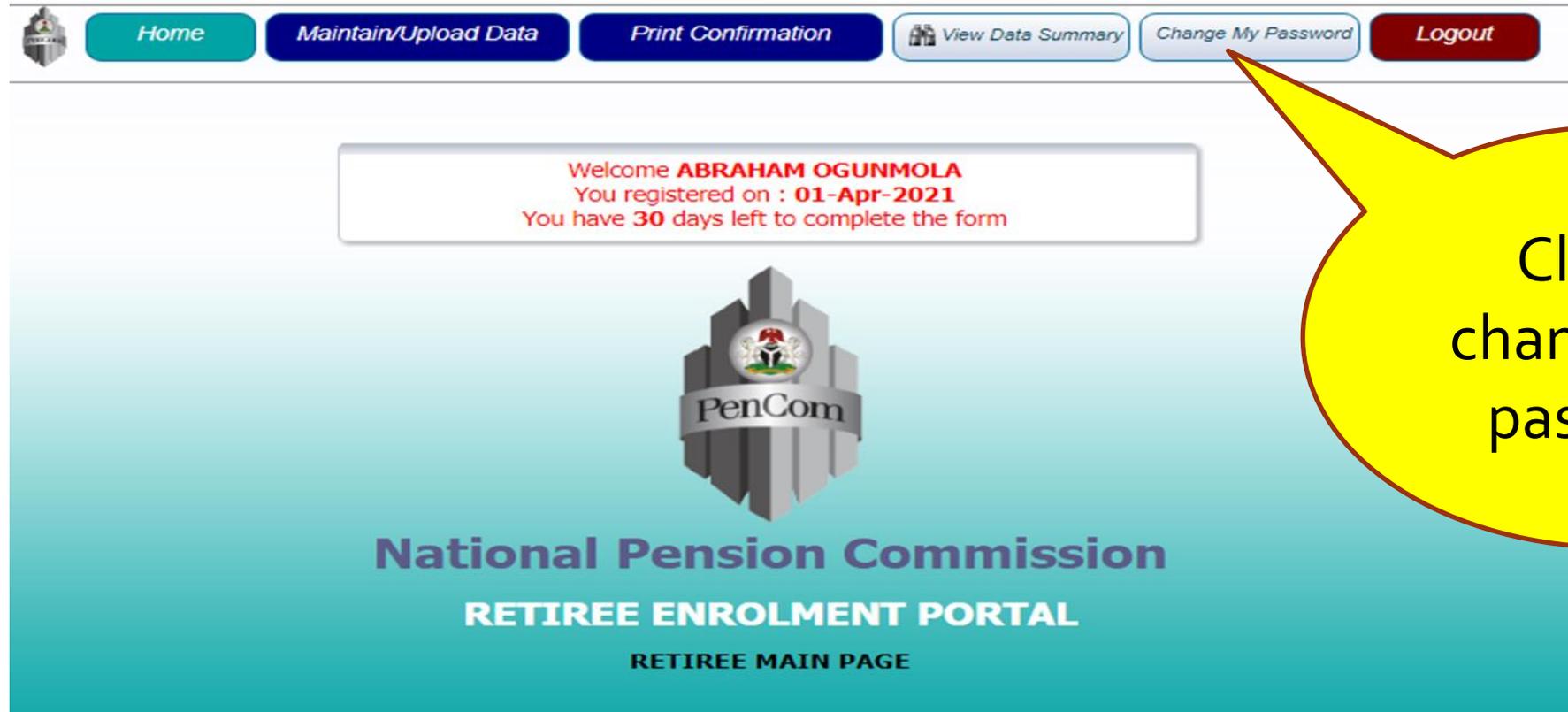
Click to change your password

How to Change User's Password (Cont'd)

The Retiree can change his/her password from the Retiree enrolment portal

Forgot Password

In case of a forgotten password, the Retiree can generate a new password by resetting the password from the Login page.

The new password will be sent to the Retiree's email address provided during the creation of the User's account.

User's Forgotten Password (Cont'd)

Click to re-set password. The new password will be sent to your email address

Retiree's Bio-data

❑ Retiree Bio-data will be auto-populated from the PenCom database

❑ Only 4 fields are editable to enable Retiree change his/her Contact address, Contact Phone and email address, if necessary

❑ Retiree can also provide alternate phone number if available

Retiree's Bio-data (Cont'd)
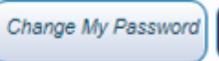
Retiree's Basic Employment Details

❑ The Retiree Basic employment details are the following : Date of 1st Appointment (DOFA), Date of Transfer of Service (DTS), Expected date of Retirement (EDOR), Retirement Mode, Reason for voluntary retirement & number of Employment with FGN

❑ Date of Transfer after 30 June, 2004 is not acceptable by FGN, therefore the Date of 1st appointment (DOFA) will automatically change to the Date the Retiree joined FGN Treasury funded employment

❑ If the Expected Date of Retirement (EDOR) is on or before 30 June 2004, the application will terminate the registration process because the Retiree belong to the Pension Transitional Arrangements Directorate (PTAD)

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Retiree's Basic Employment Details (Cont'd)

Pension Transitional Arrangements Directorate (PTAD) Retirees

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Retiree's Employment Details

❑ The Retiree will provide his/her employment details for 2004, 2007, 2010, 2013, 2016, 2019 and 2021 as applicable

❑ Retiree will click "New Record" to provide employment details for each year as applicable

❑ The Retiree will select the appropriate Year, Organization's Sector, Employer Name, Designation, Salary Structure, Grade Level, and Step for each year employment details as applicable

❑ If there is a mistake in the process, Retiree can delete the record and start afresh

❑ To save employment details for each year, Retiree will click on the "Save" button

❑ After all employment details have been provided, the retiree will click on the "Next" button to proceed to Promotion Details Page

❑ Retiree who has promotion (s) between 2004 and 2021 will provide the details of such promotion

❑ The process is similar to that of employments details

Retiree's Leave of Absence Details

❑ Retiree on leave(s) of absence between 2004 and 2021 will provide details such as Start Date, End Date as well as description of the Leave

❑ There can be more than one leave of absence between 2004 and 2021

Upload of Retirement Documents

The following documents are required for upload as applicable to each Retiree

S/No	Types of Documents	Upload Status
1	Letter of First Appointment/Attestation (Police)	Mandatory
2	Birth Certificate/Age Declaration	Mandatory
3	Promotion Letter as at 30 June, 2004 (if applicable)	Conditionally Mandatory
4	Promotion Letters between 01 July, 2004 and December 2006 (if applicable)	Conditionally Mandatory
5	Promotion Letters between January 2007 and December 2009 (if applicable)	Conditionally Mandatory
6	Promotion Letters between January 2010 and December 2012 (if applicable)	Conditionally Mandatory
7	Promotion Letters between January 2013 and December 2015 (if applicable)	Conditionally Mandatory
8	Promotion Letters between January 2016 and December 2018 (if applicable)	Conditionally Mandatory
9	Promotion Letters between January 2019 and December 2020 (if applicable)	Conditionally Mandatory
10	Last Promotion Letter (Current) (if applicable)	Conditionally Mandatory
11	Evidence of Transfer of Service (if applicable)	Conditionally Mandatory
12	Evidence of Acceptance of Transfer of Service (if applicable)	Conditionally Mandatory
13	Letter of Introduction from MDA	Mandatory
14	Copy of Staff ID Card	Mandatory
15	Evidence of Change of Name (if applicable)	Conditionally Mandatory
16	Record of Service	Mandatory
17	Medical Report (if applicable)	Conditionally Mandatory
18	Evidence of extension of service (if applicable)	Conditionally Mandatory
19	Enrolment Registration Slip signed by Retiree	Mandatory

Upload of Retirement Documents (Cont'd)

❑ Retiree should note that there are Mandatory and Conditionally mandatory documents

❑ Conditionally mandatory documents are supporting documents for Optional information provided by the Retiree

❑ For example letter of Promotion, evidence of Transfer of service, Evidence of Extension of service, Medical report becomes mandatory for upload if the Retiree provided any of these Optional information

Upload of Retirement Documents (Cont'd)

First Select the name of document to Upload, then choose the file. Only PDF and JPG documents are acceptable.

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View Uploaded Documents

Retiree can view the document Uploaded by clicking the View button.

Uploaded document can be deleted by clicking the "X" button.

View Uploaded Documents (Cont'd)

Review of Retiree's Information

Retiree can review his/her information, make corrections and validate records before submission

Validation of Retiree's Information

Retiree can validate his/her records to enable him/her know if there are missing information or mandatory documents

Submission of Retiree's Details

Retiree should ensure that all necessary corrections are made before submission, otherwise correction of records can only be done during the verification exercise with his/her PFA

Printing of Acknowledgement & Registration Slip

❑ Retiree must complete the Basic Employment details and at least one Year of employment details as applicable before Acknowledgment slip can be generated

❑ Retiree can print acknowledgment slip after submission by clicking "Print Confirmation" button

❑ Registration Slip will not be available until the Retiree has been successfully verified and enrolled by his/her PFA

❑ Retiree can re- login at anytime after the enrolment exercise to print Registration slip in case he/she misplaced it

Printing of Acknowledgement & Registration Slip (Cont'd)

Re-cap

❑　The core responsibility of an MDA is to provide the list of the potential Retirees and assist them on issues concerning their enrolment exercise

❑　Creation of the User account is mandatory for self-assisted registration for enrolment exercise

❑　RSA PIN, NIN, SURNAME, valid email address are required for creation of a User account

❑　Retiree must complete the online registration form within 30 days, otherwise he/she will start registration all over

❑　Any Retiree whose EDOR is less than 30 June, 2004 will be referred to PTAD

❑　Any Retiree whose Date of Transfer is after 30 June, 2004 will not be accepted; hence, DOFA will be the date he/she joined FGN employment

❑　Retiree can re-set or change his/her password

Re-cap (Cont'd)

❑ Retiree can edit his/her contact address, contact phone, alternate contact phone and email address if there is a need to do so

❑ Retiree who is not on the list of potential Retiree submitted his/her MDA must liaise with the MDA before going to PFA for verification

❑ Retiree must ensure that he/she uploads the scanned copy of his/her retirement documents

❑ Retiree can review his/her records and make necessary corrections before submission

❑ After Submission, Retiree cannot make further corrections on his/her records, except during verification exercise with his/her PFA

❑ Retiree can print acknowledgment slip after submission

❑ Retiree can print Registration slip after successful verification with the PFA

QUESTIONS & ANSWERS