



**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 ENROLMENT PORTAL

RSA PIN/User ID \*

Password \*

[Click to Reset Password](#)



[Please change image](#)

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

[Login](#)

[Click to register & Create a Profile \(Retirees only\)](#)

Click



# Retiree Registration Portal



## RETIREE SELF ENROLMENT PORTAL - REGISTER/CREATE PROFILE

RSA PIN \*

NIN Number \*

Surname \*

Email Address \*

Password \*

Confirm Password \*



[Please change image](#)

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

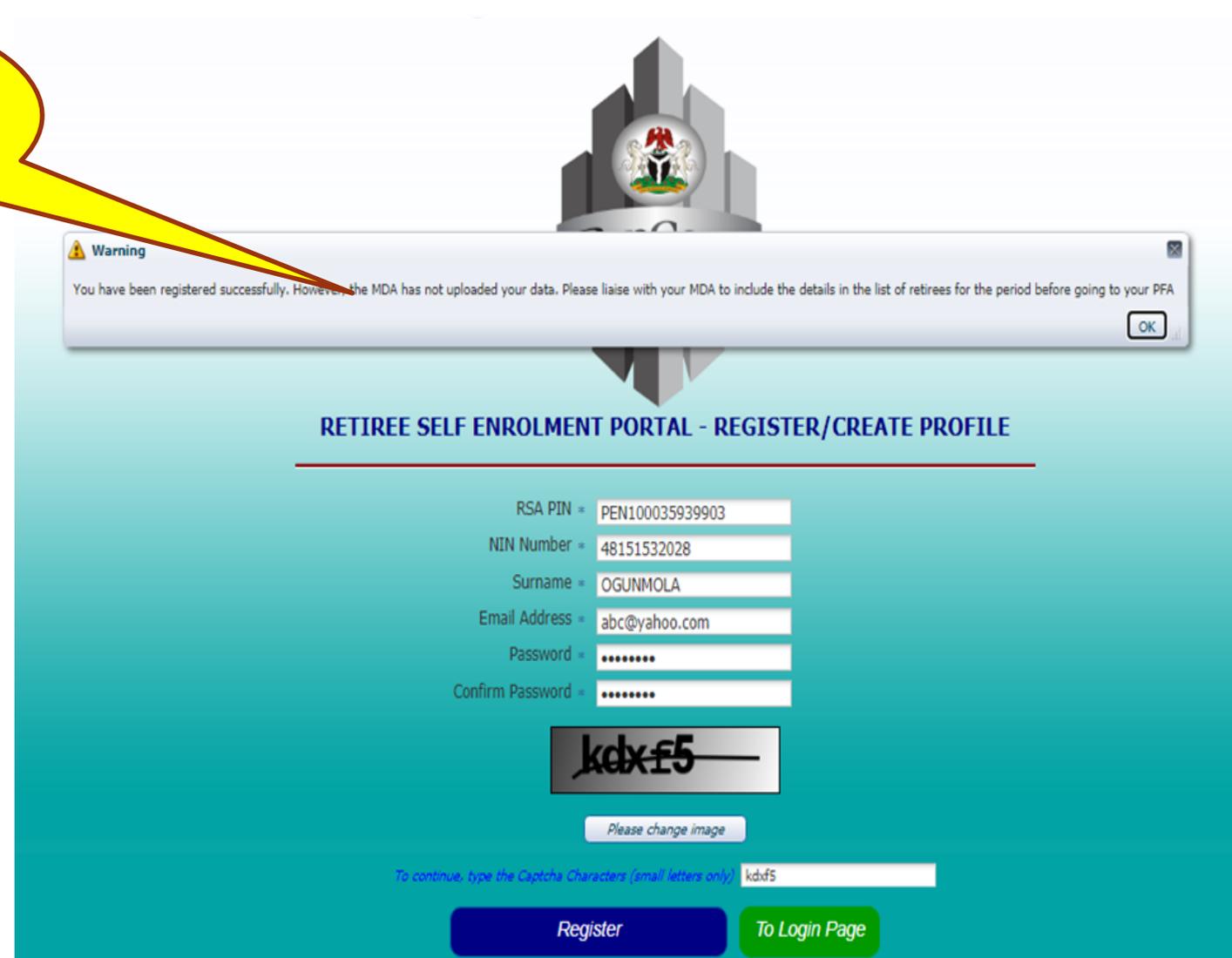
[Register](#)

[To Login Page](#)

Input All parameters to create your Account

# 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

**RETIREE SELF ENROLMENT PORTAL - REGISTER/CREATE PROFILE**

RSA PIN \* PEN100035939903

NIN Number \* 48151532028

Surname \* OGUNMOLA

Email Address \* abc@yahoo.com

Password \* .....

Confirm Password \* .....

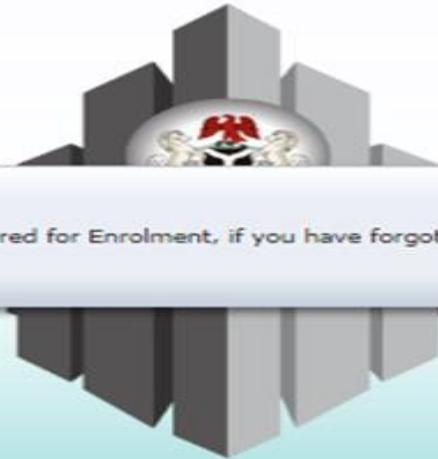
**kdx£5**

Please change image

To continue, type the Captcha Characters (small letters only) kdx£5

**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 =

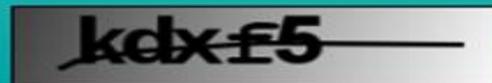
NIN Number =

Surname =

Email Address =

Password =

Confirm Password =



[Please change image](#)

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

[Register](#)

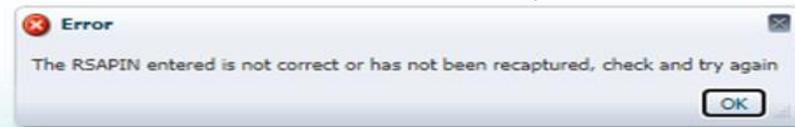
[To Login Page](#)

# 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

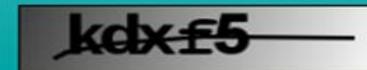
# User's Account Creation Failed

The same message will pop-up if NIN or Surname is also wrong



## RETIREE SELF ENROLMENT PORTAL - REGISTER/CREATE PROFILE

RSA PIN =   
NIN Number =   
Surname =   
Email Address =   
Password =   
Confirm Password =



[Please change image](#)

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

[Register](#)

[To Login Page](#)

# 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 \*

Password \*

[Click to Reset Password](#)



[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



Welcome **ABRAHAM OGUNMOLA**  
You registered on : **01-Apr-2021**  
You have **30** days left to complete the form

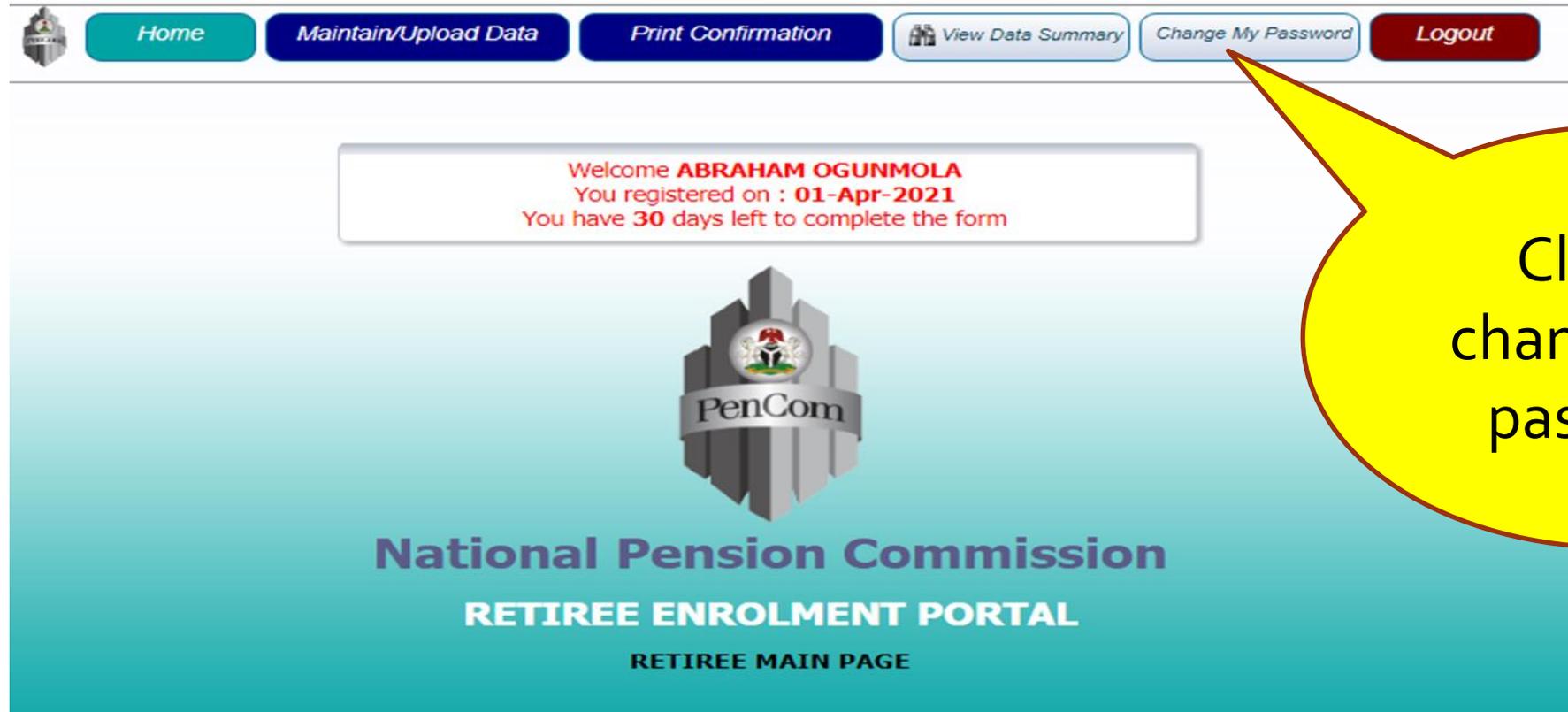


**National Pension Commission**  
**RETIREE ENROLMENT PORTAL**  
RETIREE MAIN PAGE

**Retiree must complete the registration form within 30 days, otherwise he/she will start registration afresh.**

# How to Change User's Password

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



The screenshot shows the PenCom Retiree Enrolment Portal interface. At the top, there is a navigation bar with several buttons: Home, Maintain/Upload Data, Print Confirmation, View Data Summary, Change My Password, and Logout. The 'Change My Password' button is highlighted with a yellow callout bubble that contains the text 'Click to change your password'. Below the navigation bar, a welcome message is displayed: 'Welcome ABRAHAM OGUNMOLA', 'You registered on : 01-Apr-2021', and 'You have 30 days left to complete the form'. The PenCom logo is centered below the message. At the bottom of the page, the text reads 'National Pension Commission', 'RETIREE ENROLMENT PORTAL', and 'RETIREE MAIN PAGE'.

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



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

Home Data Management User Management Change My Password Logout

Maintain/Upload Data  
Request Data Update  
Print Confirmation Slips

PenCom

**RESET-OWN-PASSWORD**

User ID/PIN RAFIU  
Email Address demola@yahoo.com

\* Existing Password

\* Password

Password Hash

**Password must contain:**

1. One or more digit from 0-9;
2. One or more lowercase characters;
3. One or more uppercase characters;
4. One or more special symbol in the list @\$%& ;
5. Length at least 8 characters and maximum of 30

Fill in the existing password & the new password you want

# 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)



**PenCom**

**RETIREE ENROLMENT PORTAL**

RSA PIN/User ID \*

Password \*  [Click to Reset Password](#)



[Please change image](#)

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

[Login](#)

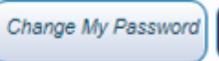
[Click to register & Create a Profile \(Retirees only\)](#)

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)

**MAINTAIN-BIO-DATA**

**Biodata** Basic Employment Details Employments Promotion Leave of Absence Document Upload Review Validate Submit

**BIO-DATA INPUT**

RSA PIN *PEN100035939903*  
PFA *STANBIC*  
NIN *48151532028*  
Firstname *ABRAHAM*  
Middlename *OLANIYI*  
Surname *OGUNMOLA*  
Gender *Male*  
Date of Birth *12-May-1965*  
Contact Address    
Contact Phone =    
Alternate Phone   
Email    
Employer Name *AMERICAN INT.SCHOOL*  
Date Created *01-Apr-2021*  
Created By *ABRAHAM OLANIYI OGUNMOLA*

# Retiree's Basic Employment Details

- ❑ The Retiree Basic employment details are the following : **Date of 1<sup>st</sup> 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 1<sup>st</sup> 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)

# Retiree's Basic Employment Details (Cont'd)

[Home](#)[Maintain/Upload Data](#)[Print Confirmation](#)[View Data Summary](#)[Change My Password](#)[Logout](#)

## MAINTAIN-BASIC-EMPLOYMENT-DETAILS

[Biodata](#) **Basic Employment Details** [Employments](#) [Promotion](#) [Leave of Absence](#) [Document Upload](#) [Review](#) [Validate Submit](#) [Back](#) [Next](#)

### BASIC EMPLOYMENT DETAILS

RSA PIN PEN100035939903 ABRAHAM OGUNMOLA

Date of First Appointment =

Date of Transfer of Service

Expected Date of Retirement =

Retirement Mode =

Reason for Voluntary Retirement

How many Employments with FGN =

# Pension Transitional Arrangements Directorate (PTAD) Retirees



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## MAINTAIN-BASIC-EMPLOYMENT-DETAILS

### BASIC EMPLOYMENT DETAILS

RSA PIN PEN100035939903 ABRAHAM OGUNMOLA

Date of First Appointment = 01-Jul-1985

Date of Transfer of Service

Expected Date of Retirement = 03-Mar-2002

Retirement Mode = Voluntary

Reason for Voluntary Retirement = Medical

How many Employments with FGN = ONE EMPLOYMENT

Save

#### Information

Sorry, registration process is hereby terminated because you belong to the Defined Benefit Scheme under the Management of the Pension Transitional Arrangements Directorate (PTAD).

OK

# 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

# Retiree's Employment Details (Cont'd)



- ❑ 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

The screenshot displays the 'MAINTAIN - PROMOTION - DETAILS' section of the PenCom system. The 'EMPLOYMENT DETAILS BY YEAR' form is active for the year 2004. The user's RSA PIN is PEN100035939903 and the name is ABRAHAM OGUNMOLA. The form fields are as follows:

- Year: 2004
- Organisation Sector: MDAs (Core Ministries & Others)
- Employer: PU000025A005 (Ministry of Agriculture and Water Resources)
- IPPIS Date: 01-Jul-2009
- Designation: PAO
- Staff ID: MAWR001
- Salary Structure: HAPSS
- GL: 8
- Step: 4
- Date Created: 01-Apr-2021
- Created By: PEN100035939903

Buttons at the bottom of the form include: New Record, Save, Refresh, Delete, and Undo.

S/n	Year	RSA PIN	Organisation Sector	Employer	IPPIS Date	Designation	Staff ID	Salary Structure	GL	Step	Date Created	Created By
1	2004	PEN100035939903	MDAs (Core Minist...	PU000025A005	01-Jul-2009	PAO	MAWR001	HAPSS	8	4	01-Apr-2021	PEN10003593...

# Retiree's Promotion Details



- ❑ 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

Home Maintain/Upload Data Print Confirmation View Data Summary Change My Password Logout

MAINTAIN - PROMOTION - DETAILS

Biodata Basic Employment Details **Employments** Promotion Leave of Absence Document Upload Review Validate Submit Back Next

EMPLOYMENT DETAILS BY YEAR

RSA PIN PEN100035939903 ABRAHAM OGUNMOLA

Year 2004

Organisation Sector MDAs (Core Ministries & Others)

Employer PU000025A005  
Ministry of Agriculture and Water Resources

IPPIS Date 01-Jul-2009

Designation PAO

Staff ID MAWR001

Salary Structure HAPSS

GL 8

Step 4

Date Created 01-Apr-2021

Created By PEN100035939903

New Record Save Refresh Delete Undo

S/n	Year	RSA PIN	Organisation Sector	Employer	IPPIS Date	Designation	Staff ID	Salary Structure	GL	Step	Date Created	Created By
1	2004	PEN100035939903	MDAs (Core Minist...	PU000025A005		PAO	MAWR001	HAPSS	8	4	01-Apr-2021	PEN10003593

# 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



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MAINTAIN-LEAVE-OF-ABSENCE

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LEAVE OF ABSENCE DETAILS

RSA PIN PEN100035939903 ABRAHAM OGUNMOLA

\* **Description of Leave**

\* **Start Date**  

\* **End Date**  

\* **Organization Sector**

\* **Employer**

Ministry of Agriculture and Rural Development

 Enter New Leave
 Save
 Refresh
 Delete

S/n	RSA PIN	Description of Leave	Start Date	End Date	Organization Sector	Employer
1	PEN100035939903	Health	01-Jun-2011	15-Dec-2011	MDAs (Core Ministries & Others)	PU0000250001

# 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)	<b>Mandatory</b>
2	Birth Certificate/Age Declaration	<b>Mandatory</b>
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	<b>Mandatory</b>
14	Copy of Staff ID Card	<b>Mandatory</b>
15	Evidence of Change of Name (if applicable)	Conditionally Mandatory
16	Record of Service	<b>Mandatory</b>
17	Medical Report (if applicable)	Conditionally Mandatory
18	Evidence of extension of service (if applicable)	Conditionally Mandatory
19	Enrolment Registration Slip signed by Retiree	<b>Mandatory</b>

# 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)



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## UPLOAD - SUPPORTING - DOCUMENTS

Biodata Basic Employment Details Employments Promotion Leave of Absence **Document Upload** Review Validate Submit [Back](#) [Next](#)

Click to choose file to Upload for selected row Choose File No file chosen

s/n	Document Code	Type	RSA PIN	Click to	Uploaded Docu
1	Letter of First-Appointment/Gazette/Attestation	Mandatory	PEN100...	Select	
2	Birth Certificate/Declaration of Age	Mandatory	PEN100...	Select	
3	Promotion Letters from 30 June, 2004 to December 2006	Optional	PEN100...	Select	
4	Promotion Letters between January 2007 to December 2009	Optional	PEN100...	Select	
5	Promotion Letters between January 2010 to December 2012	Optional	PEN100...	Select	
5	Promotion Letters between January 2013 to December 2015	Optional	PEN100...	Select	
7	Promotion Letters between January 2016 to December 2018	Optional	PEN100...	Select	
3	Promotion Letters between January 2019 to December 2020	Optional	PEN100...	Select	
9	Last Promotion Letter(2021)	Optional	PEN100...	Select	
10	Evidence of Transfer of Service	Optional	PEN100...	Select	
11	Evidence of Acceptance of Transfer of Service	Optional	PEN100...	Select	
12	Letter of Introduction from MDA	Mandatory	PEN100...	Select	
13	Copy of Staff ID Card (where applicable)	Optional	PEN100...	Select	
14	Letter of Indemnity (if retired before 2009)	Optional	PEN100...	Select	
15	Evidence of Change of Name (where applicable)	Optional	PEN100...	Select	
16	Record of Service	Mandatory	PEN100...	Select	
17	Medical Report (where applicable)	Optional	PEN100...	Select	
18	Evidence of Extension of Service (where applicable)	Optional	PEN100...	Select	

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

# View Uploaded Documents



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## UPLOAD-SUPPORTING-DOCUMENTS

Biodata Basic Employment Details Employments Promotion Leave of Absence Document Upload Review Validate Submit [Back](#) [Next](#)

Click to choose file to Upload for selected row  No file chosen

s/n	Document Code	Type	RSA PIN	Select	Click to View	Uploaded Doc
1	 Letter of First-Appointment/Gazette/Attestation	Mandatory	PEN100...	Select		
2	 Birth Certificate/Declaration of Age	Mandatory	PEN100...	Select		
3	 Promotion Letters from 30 June, 2004 to December 2006	Optional	PEN100...	Select		
4	 Promotion Letters between January 2007 to December 2009	Optional	PEN100...	Select		
5	 Promotion Letters between January 2010 to December 2012	Optional	PEN100...	Select		
5	 Promotion Letters between January 2013 to December 2015	Optional	PEN100...	Select		
7	 Promotion Letters between January 2016 to December 2018	Optional	PEN100...	Select		
8	 Promotion Letters between January 2019 to December 2020	Optional	PEN100...	Select		
9	 Last Promotion Letter(2021)	Optional	PEN100...	Select		
10	 Evidence of Transfer of Service	Optional	PEN100...	Select		
11	 Evidence of Acceptance of Transfer of Service	Optional	PEN100...	Select		
12	 Letter of Introduction from MDA	Mandatory	PEN100...	Select		
13	 Copy of Staff ID Card (where applicable)	Optional	PEN100...	Select		
14	 Letter of Indemnity (if retired before 2009)	Optional	PEN100...	Select		
15	 Evidence of Change of Name (where applicable)	Optional	PEN100...	Select		
16	 Record of Service	Mandatory	PEN100...	Select		
17	 Medical Report (where applicable)	Optional	PEN100...	Select		
18	 Evidence of Extension of Service (where applicable)	Optional	PEN100...	Select		

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)


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Click to choose file to Upload for selected row Choose File No file chosen

/n	Document Code	Type	RSA PIN		Click to View	Uploaded Document Name
	<input type="checkbox"/>	Letter of First-Appointment/Gazette/Attestation	Mandatory	PEN100...	Select	PEN100035939903\FirstApp.jpg
	<input type="checkbox"/>	Birth Certificate/Declaration of Age	Mandatory	PEN100...	Select	PEN100035939903\Birthcert.jpg
	<input type="checkbox"/>	Promotion Letters from 30 June, 2004 to December 2006	Optional	PEN100...	Select	
	<input type="checkbox"/>	Promotion Letters between January 2007 to December 2009	Optional	PEN100...	Select	
	<input type="checkbox"/>	Promotion Letters between January 20010 to December 2012	Optional	PEN100...	Select	
	<input type="checkbox"/>	Promotion Letters between January 2013 to December 2015	Optional	PEN100...	Select	
	<input type="checkbox"/>	Promotion Letters between January 2016 to December 2018	Optional	PEN100...	Select	
	<input type="checkbox"/>	Promotion Letters between January 2019 to December 2020	Optional	PEN100...	Select	
	<input type="checkbox"/>	Last Promotion Letter(2021)	Optional	PEN100...	Select	
0	<input type="checkbox"/>	Evidence of Transfer of Service	Optional	PEN100...	Select	
1	<input type="checkbox"/>	Evidence of Acceptance of Transfer of Service	Optional	PEN100...	Select	
2	<input type="checkbox"/>	Letter of Introduction from MDA	Mandatory	PEN100...	Select	PEN100035939903\IntroLetter.jpg
3	<input type="checkbox"/>	Copy of Staff ID Card (where applicable)	Optional	PEN100...	Select	
4	<input type="checkbox"/>	Letter of Indemnity (if retired before 2009)	Optional	PEN100...	Select	
5	<input type="checkbox"/>	Evidence of Change of Name (where applicable)	Optional	PEN100...	Select	
6	<input type="checkbox"/>	Record of Service	Mandatory	PEN100...	Select	PEN100035939903\RecordService.jpg
7	<input type="checkbox"/>	Medical Report (where applicable)	Optional	PEN100...	Select	
8	<input type="checkbox"/>	Evidence of Extension of Service (where applicable)	Optional	PEN100...	Select	

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### Results

#### Candidate Information

Examination Number	820919023
Candidate Name	ADESOJUN HABIBA ADEBISI
Examination	WASSCE FOR SCHOOL CANDIDATES 2020
Centre	GOVERNMENT SCIENCE SECONDARY SCHOOL, PYAKASA

#### Subject Grades

CIVIC EDUCATION	B2
ENGLISH LANGUAGE	OUTSTANDING
MATHEMATICS	B1
BIOLOGY	C4
CHEMISTRY	B3
PHYSICS	C4
COMPUTER STUDIES	B3
FOODS & NUTRITION	B2
DYEING & BLEACHING	A1

#### Card Information

Card Use	1 of 3
----------	--------

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This content is not supported

# Review of Retiree's Information

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

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**REVIEW**

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Bio Data							
RSA PIN	PFA	NIN	FIRST NAME	MIDDLE NAME	SURNAME	GENDER	DATE OF BIRTH
PEN100035939...	STANBIC	48151532028	ABRAHAM	OLANIYI	OGUNMOLA	M	12-May-1965
CONTACT ADDRESS			CONTACT PHONE #	ALTERNATE PHONE	EMAIL	EMPLOYER NAME	
3 FLAT 3 CHEI ESTATE VGC VICTORIA ISLAND LA			8023193975		MOLABRAM@HOTMAI...	AMERICAN INT.SCHOOL	

Employment Basic Information					
Date of First Appointment	Date of Transfer of Service	Expected Date of Retirement	Retirement Mode	Reason for Voluntary Retirement	How many Employments with FGN
01-Jul-1985		03-Dec-2021	Voluntary	Resignation	ONE EMPLOYMENT

Employment Details											
S/n	Year	Organisation Sector	Employer	IPPIS Date	Designation	Staff ID	Salary Structure	GL	Step	Date Created	Created By
1	2004	MDAs (Core Ministries ...	Ministry of Agriculture ...	01-Jul-2009	PAO	MAWR001	HAPSS	8	4	01-Apr-2021	PEN100035939903
2	2007	MDAs (Core Ministries ...	Ministry of Agriculture ...	01-Jul-2009	PAO	MAWR001	CONPSS	9	3	01-Apr-2021	PEN100035939903

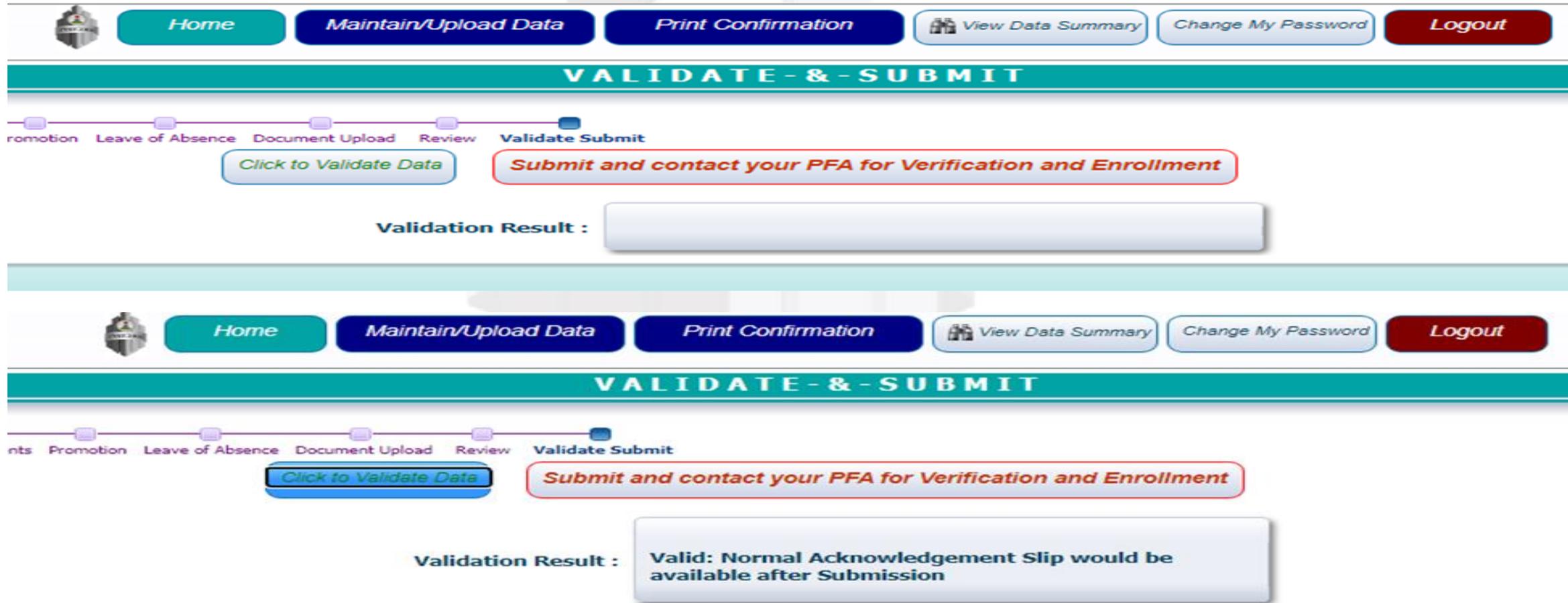
Promotion Details									
S/n	Promotion Year	Effective Date	Organisation Sector	Salary Structure	Employer	GL	Step	Date Created	Created By
1	2007	03-Mar-2007	MDAs (Core Minist...	CONPSS	Ministry of Agriculture and R...	9	2	01-Apr-2021	PEN100035939903

Leave of Absence Details					
S/n	Description of Leave	Start Date	End Date	Organization Sector	Employer
1	Health	01-Jun-2011	15-Dec-2011	MDAs (Core Ministries & Others)	Ministry of Agriculture and Rural Development

List of Documents Uploaded			
S/n	Document Code	Uploaded Document Name	Type
1	Letter of First-Appointment/Gazette/Attestation	PEN100035939903\FirstApp.jpg	Mandatory
2	Birth Certificate/Declaration of Age	PEN100035939903\Birthcert.jpg	Mandatory
3	Promotion Letters from 30 June, 2004 to December 2006		Optional
4	Promotion Letters between January 2007 to December 2009		Optional
5	Promotion Letters between January 2010 to December 2012		Optional
6	Promotion Letters between January 2013 to December 2015		Optional
7	Promotion Letters between January 2016 to December 2018		Optional
8	Promotion Letters between January 2019 to December 2020		Optional

# Validation of Retiree's Information

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



Home Maintain/Upload Data Print Confirmation View Data Summary Change My Password Logout

**VALIDATE - & - SUBMIT**

Promotion Leave of Absence Document Upload Review **Validate Submit**

[Click to Validate Data](#) **Submit and contact your PFA for Verification and Enrollment**

Validation Result :

Home Maintain/Upload Data Print Confirmation View Data Summary Change My Password Logout

**VALIDATE - & - SUBMIT**

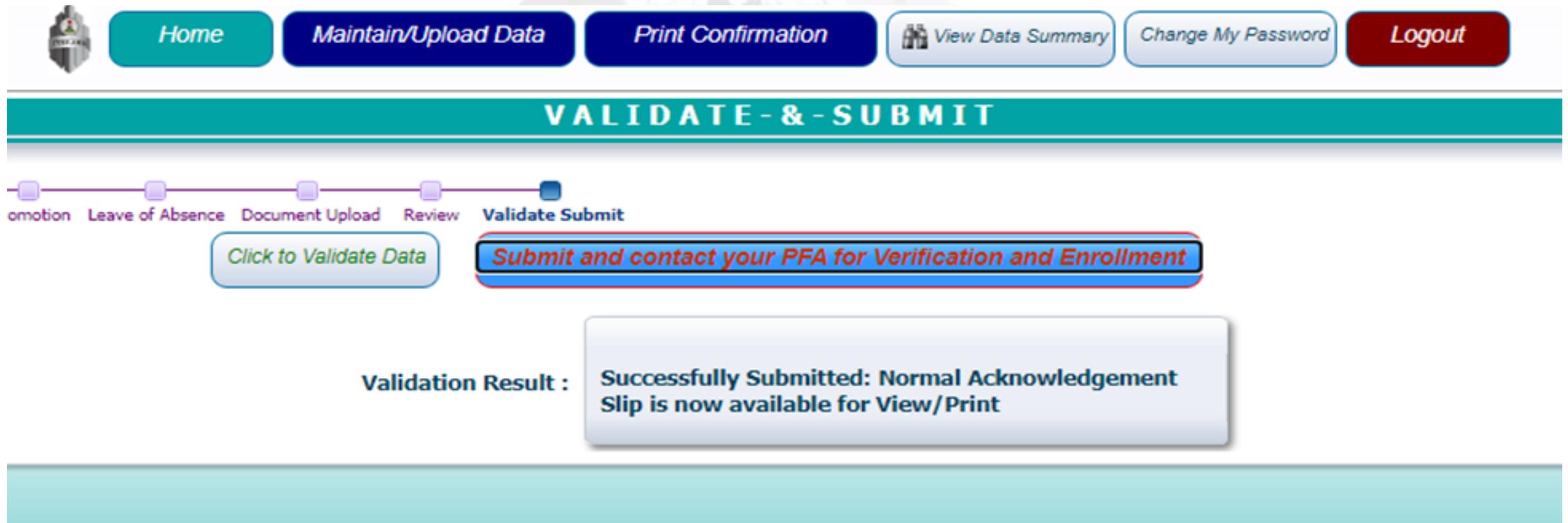
nts Promotion Leave of Absence Document Upload Review **Validate Submit**

[Click to Validate Data](#) **Submit and contact your PFA for Verification and Enrollment**

Validation Result : **Valid: Normal Acknowledgement Slip would be available after Submission**

# 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



The screenshot displays the PenCom system interface. At the top, there is a navigation bar with buttons for Home, Maintain/Upload Data, Print Confirmation, View Data Summary, Change My Password, and Logout. Below this is a teal banner with the text "VALIDATE - & - SUBMIT". A progress bar shows five steps: Promotion, Leave of Absence, Document Upload, Review, and Validate Submit. The "Validate Submit" step is currently active. Below the progress bar, there are two buttons: "Click to Validate Data" and "Submit and contact your PFA for Verification and Enrollment". The "Submit" button is highlighted with a red border. Below these buttons, a box displays the "Validation Result : Successfully Submitted: Normal Acknowledgement Slip is now available for View/Print".

# 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)



## PRINT-CONFIRMATION-SLIP

[Click to Print Acknowledgement Slip](#) [Print Registration Slip](#)



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**NATIONAL PENSION COMMISSION**  
**ACKNOWLEDGEMENT SLIP**  
**REGISTRATION CONFIRMATION**

**Name** ABRAHAM OLANIYI OGUNMOLA  
**RSA PIN** PEN100035939903  
**PFA NAME** 021 Stanbic IBTC Pension Managers Limited  
**Registration Date** 01-Apr-2021  
**Registration Status** Successful

You are required to provide the original and photocopy of the following documents as applicable to your PFA to complete the enrolment exercise:

1. **Letter of First-Appointment/Gazette/Attestation**
2. **Birth Certificate/Declaration of Age**
3. **Promotion Letters from 30 June, 2004 to December 2006**
4. **Promotion Letters between January 2007 to December 2009**
5. **Promotion Letters between January 2010 to December 2012**
6. **Promotion Letters between January 2013 to December 2015**
7. **Promotion Letters between January 2016 to December 2018**

# 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

A large, faded watermark of the PenCom logo is centered on the page. It consists of a stylized emblem with a central figure and the text "PenCom" below it, all in a light gray color.

# QUESTIONS & ANSWERS