CONTRIBUTIONS SECTION MANUAL

**SECTION A: EMPLOYER REGISTRATION AND
SIGN-UP GUIDE**

Step 1: Open the NAPSA home page and click on 'e-Services Login'.	URL TBA
Step 2: On the login page there are two login options 1. **Employee Login** 2. **Employer Login.** Use the **Employer Login** option and Click on '**Signup**'. Sign Up means to apply for setting up to use eNAPSA system.	
Step 3 There are two SignUp options: **Option 1: Company Registered with NAPSA –** This is for companies/employers already registered at NAPSA and have an 'Employer Account Number' for submitting monthly contributions. They are just required to apply for setting up to use eNAPSA. **Option 2: Company Not Registered with NAPSA –** This is for companies/employers that are not yet registered at NAPSA and do not yet submit monthly contributions. The first	

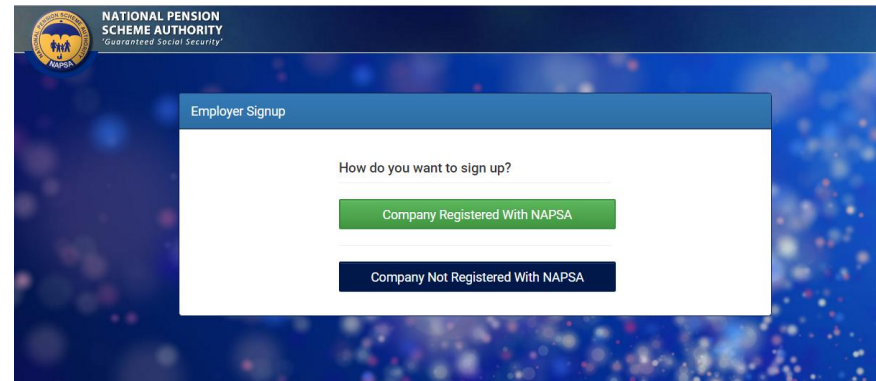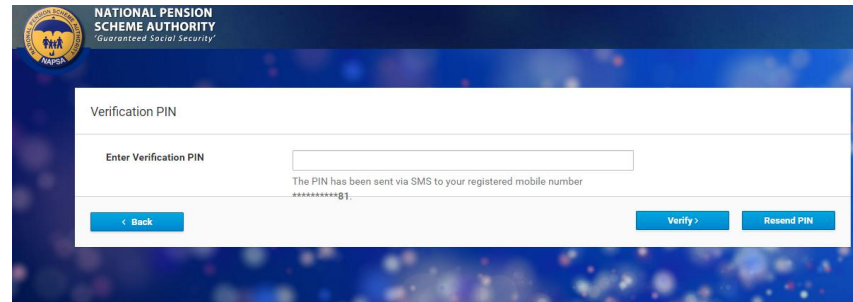|	
requirement is to register and get an Employer Account Number and then to simultaneously also apply for setting up to use eNAPSA.	
Option 1: For Companies Registered with NAPSA Step 4: Click on 'Company Registered with NAPSA' Note: • (From this point, Employer is just applying for setting up to use eNAPSA) • **If Company is not yet registered at NAPSA**, skip Step 4 to Step 13 and start from Step 14 to register first.	
Step 5: **Enter the Employer Account Number** (should be a six digit number) and click **next**	
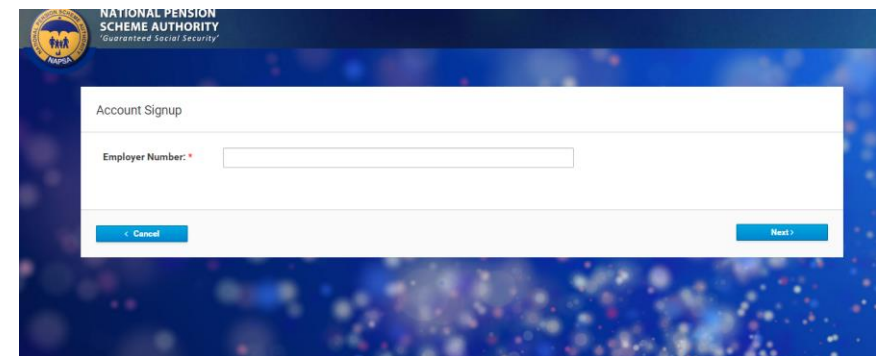
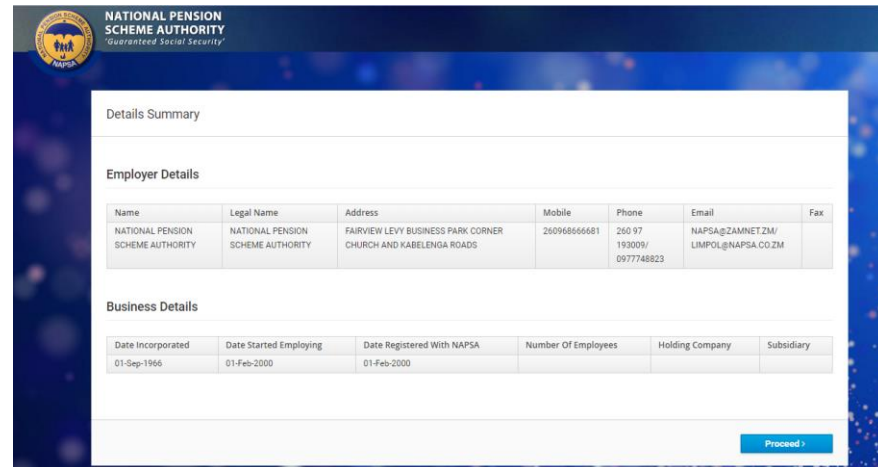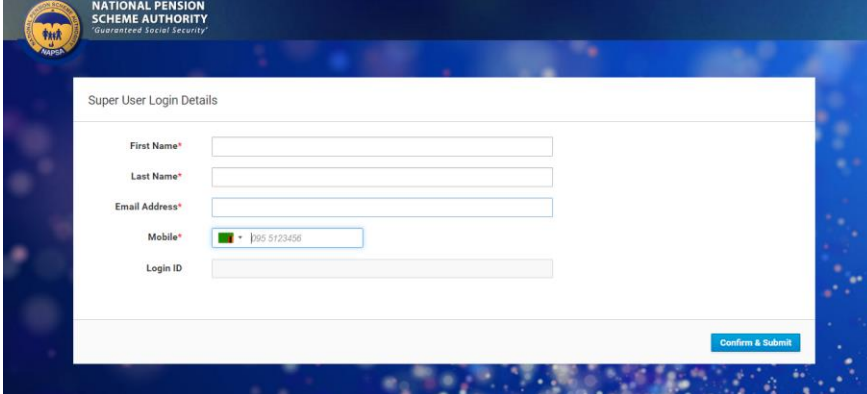|	
Step 6 The system will send an OTP by SMS to the contact mobile number that was provided to NAPSA at time of registration. **Enter OTP** and click **verify**	
Step 7 When OTP is verified, the system displays company summary details as currently captured at NAPSA. Click **proceed**	

Step 8

To get set up to use eNAPSA, the Employer/Company has to create one person as a Super User.

Complete the **Super User Login details page**.

Click **'confirm and submit'**.

Note:
Only one individual is required to be designated as 'Super User'. This is the individual who will receive the login credentials of the company. The Super User will also be provided Administration rights to create other eNAPSA system Users for the company.

Step 9

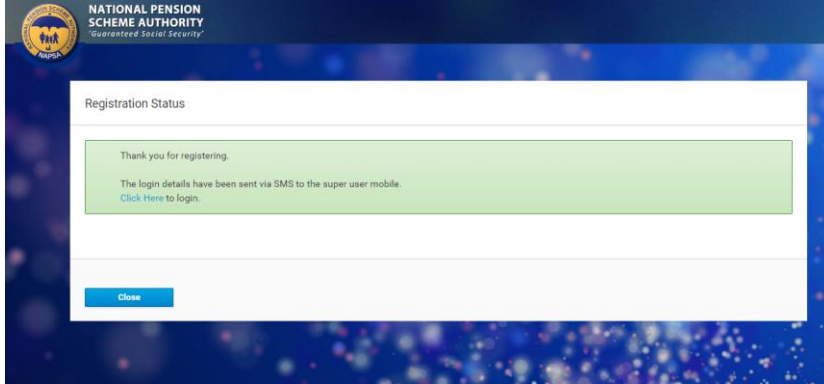Superuser set up completion confirmation

The login details will be sent via SMS to the Super User's registered mobile number.
SMS will provide:
- Login ID – default is email address of SuperUser
- Password – a random password will be generated

Click on **Close** to Exit the screen

Or use **Click Here** to login as Super User

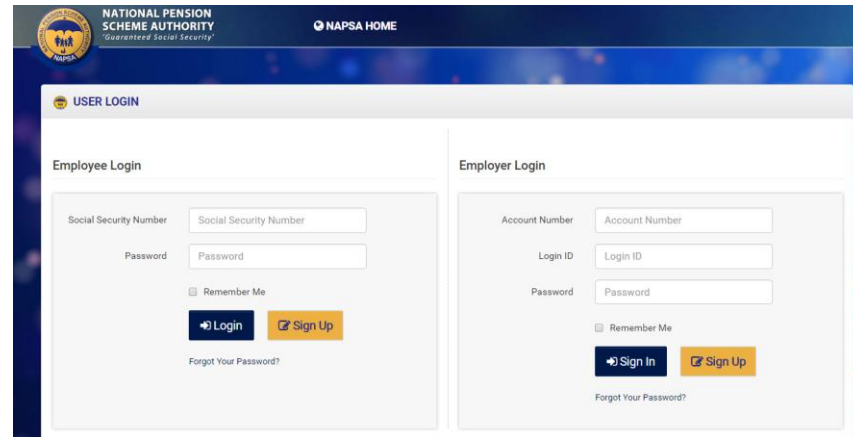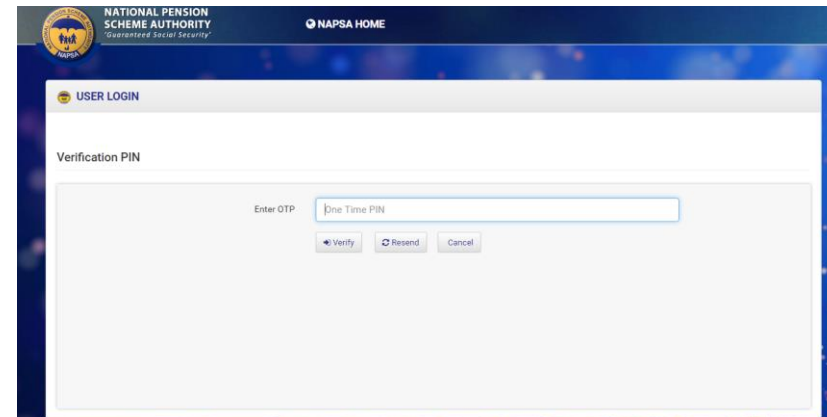|	
Step 10 Using the credentials received by SMS, SuperUser can now login. Go to **Employer Login** Enter Employer **Account Number** Enter **Login ID** from SMS Enter **Password** from SMS Click on **Sign In**	
Step 11: Enter the verification PIN/OTP received on SMS Click **verify** If OTP has not been received after many minutes, Click Resend for new OTP to be send by SMS	

Step 12 Because this is the **First Time** to Login into eNAPSA, system will request for **Password Change.** Change password as prompted. Click **Save**	
Step 13 When Password change is Successful, a new page opens up showing the **Dashboard**. Dashboard displays statistics as summary of the listed activities. The SuperUser can use the Menu functions - • **Account Management:** • **Employees Management:** Register new employees as Members to NAPSA • **User Management:** Create new Users as system users on eNAPSA	
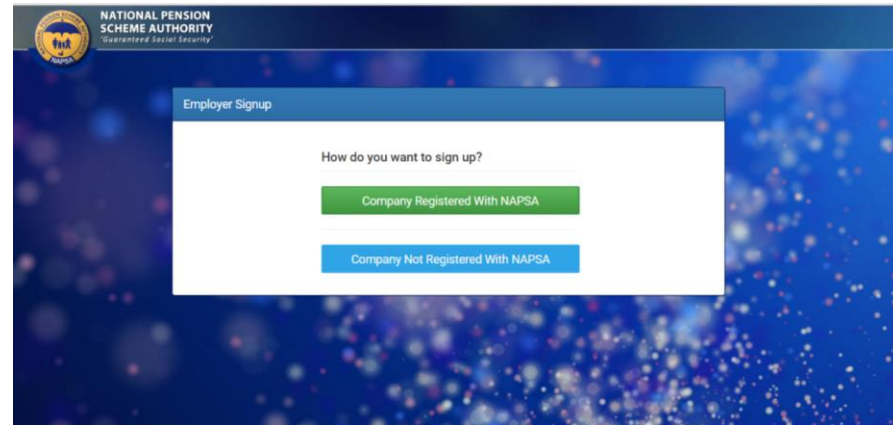
Option 2: For Companies Not Registered with NAPSA Step 14 Click on **Company Not Registered with NAPSA** (From this point, the Employer is applying for registration at NAPSA to get allocated an Employer Account Number)	
Step 15 **Employer Details** - complete the employer details page. All fields marked with asterisk (*) are mandatory. Click '**next**'.	
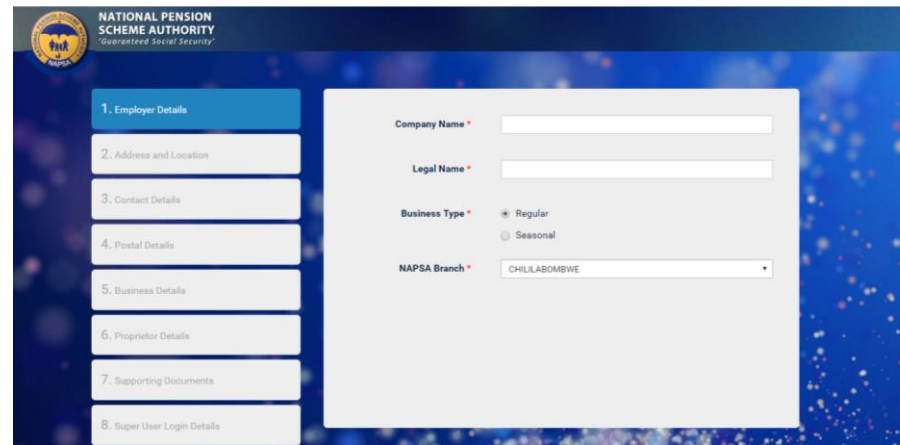
Step 16 **Address and Location** - complete the address and location details page. All fields marked with asterisk (*) are mandatory. Click '**next**'.	
Step 17 **Contact Details** - complete the contact details of the designated person who will act on behalf of the company. All fields marked with asterisk (*) are mandatory. Click '**next**'. Note: The contact person will receive email from NAPSA to confirm registration of the company.	
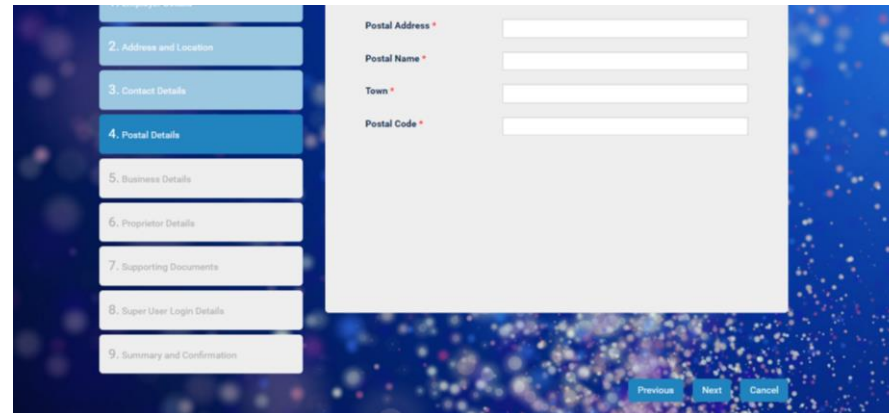
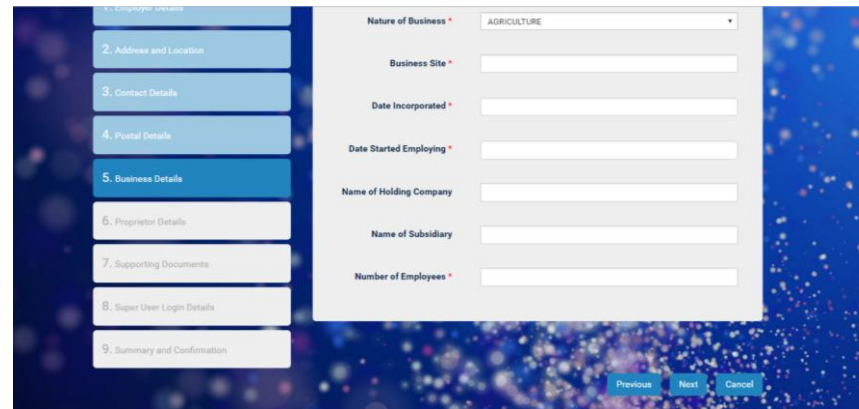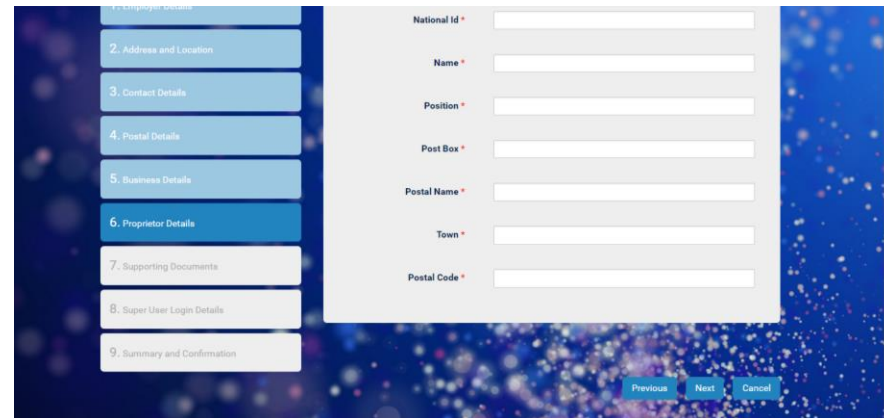|	
Step 18 **Postal Details** - complete the company postal details. All fields marked with asterisk (*) are mandatory. Click '**next**'.	
Step 19 **Business Details** - complete the business details page. All fields marked with asterisk (*) are mandatory. Click '**next**'. Note Date Started Employing should be later than Date Incorporated. Date Started Employing can be the same as Date Incorporated.	

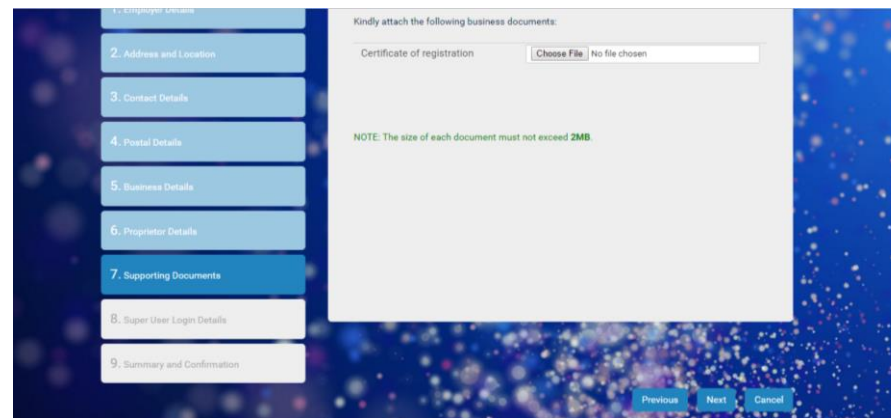|	
Step 20 **Proprietor Details** - complete the proprietor details page. All fields marked with asterisk (*) are mandatory Click '**next**'. Note: National ID format for NRC is six digits then forward slash(**/**) then two digits then forward slash(**/**) then one digit Eg 123456/78/9	
Step 21 **Supporting documents** – attach the necessary documents for company registrations Eg. Certificate of Registration from PACR or Registrar of Societies or designated Regulatory Authority For Individuals who are Employers that do not require Registration with a regulatory authority, the National Registration Card is required to be attached. Individuals who are Employers such as employers of domestic worker, gardeners **Uploads should NOT be larger than 2MB**	

Step 22

Super User Login Details - complete the Super User details page. All fields marked with asterisk (*) are mandatory
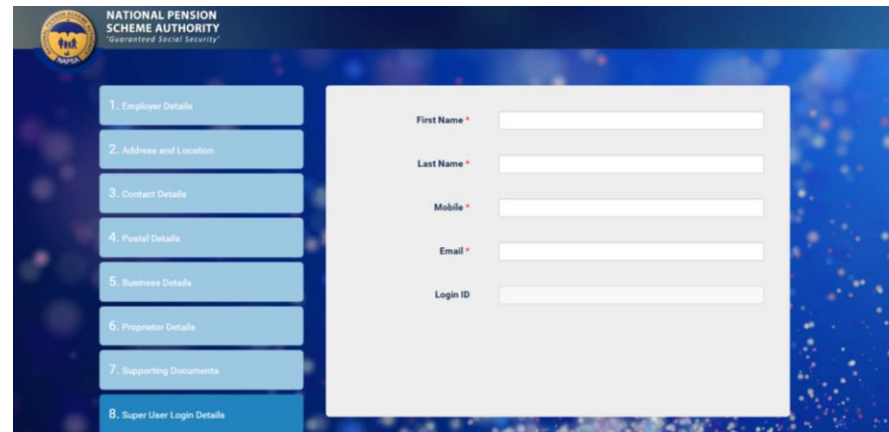
Click '**next**'.

Note:
- (From this point, Employer is just applying for setting up to use eNAPSA)

To get set up to use eNAPSA, the Employer/Company has to create one person as a Super User.

Note:
Only one individual is required to be designated as 'Super User'. This is the individual who will receive the login credentials of the company. The Super User will also be provided Administration rights to create other eNAPSA system Users for the company.
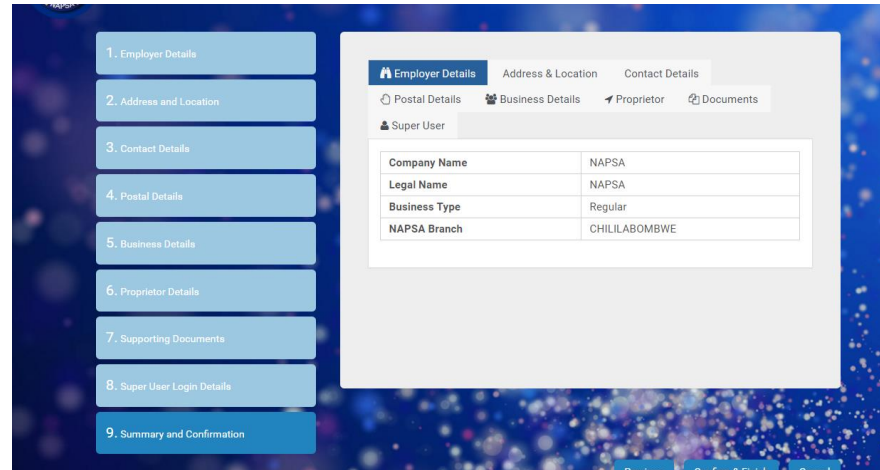
Step 23 **Summary and Confirmation** – after completing Super User details, a full summary of details from step 15 to 22 will be displayed. Click on a grey tile to see summary. To make any changes, click on the blue tile on the left hand column If no changes, click on 'confirm and finish'. System will generate a reference number which can be used for tracking progress	
Step 24 **Confirmation of Registration** will be communicated to • The contact person (Step 17) will receive email and SMS to confirm company registration, including company account number **Confirmation of set-up on eNAPSA** will be communicated to • The Super User (Step 22) will receive SMS providing the personal login credentials for the system	
Step 25 **First Time login to eNAPSA** Refer to Steps 9- 12.	