

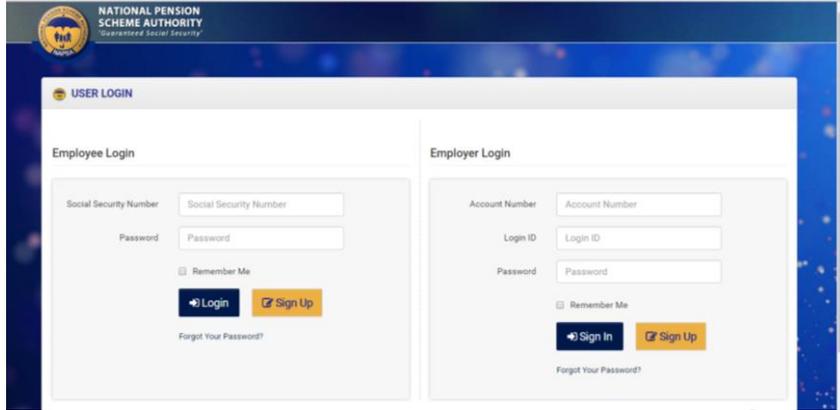
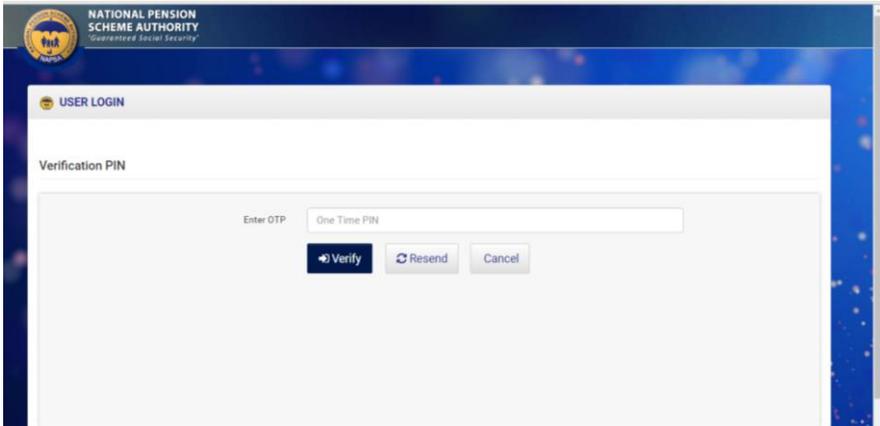


CONTRIBUTIONS SECTION MANUAL

SECTION B: USER CREATION GUIDE



This function requires to be performed by a SuperUser (About SuperUser, SEE Manual_Employer Registration Step 8)

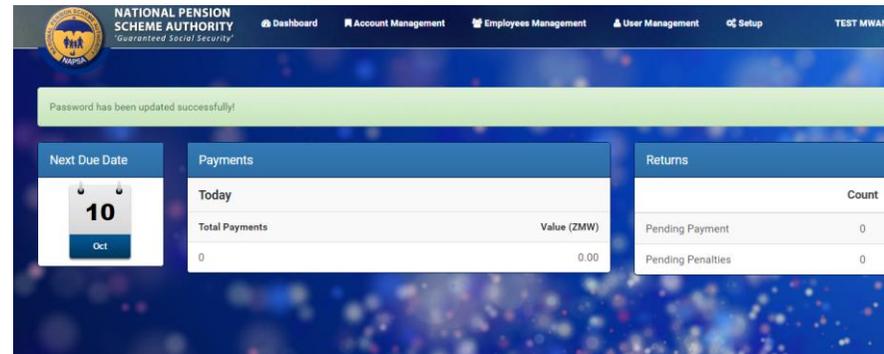
<p>Step 1: Open the NAPSA home page and click on 'e-services login'.</p>	<p>URL TBA</p>
<p>Step 2 SuperUser to login using the Employer Login tile Click Sign In</p>	
<p>Step 3 Check the registered mobile number for an SMS with OTP Enter the verification PIN/OTP and click verify</p>	

Step 4:

On the Menu, click on '**Setup**'. This should be the first step before User Management

In 'Setup', Super User will define whether or not the company policy or mandate is to have approvers for NAPSA Return and Payment activities. This is the Maker – Checker Process that will be needed to process Return and Payment.

To set Mandates, move to Step 5



Step 5:

Choose **Yes**: to create a Maker-Checker process if the company policy requires separate Input and Approval level.

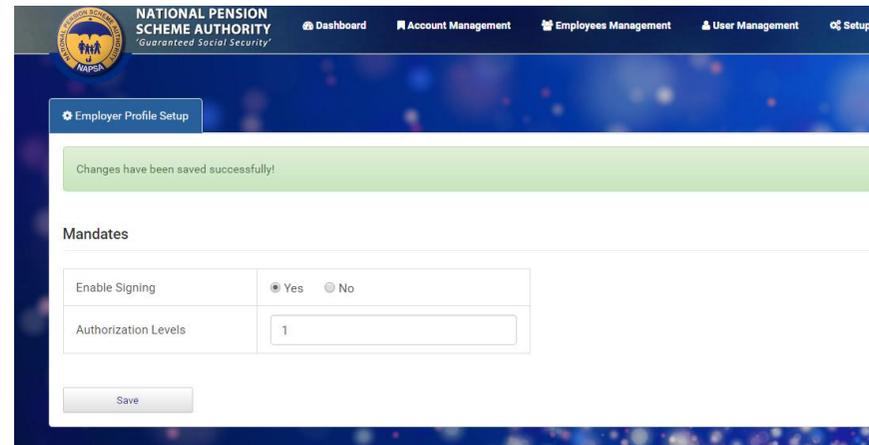
Enter **Authorization Levels**

Authorization Level is the number of times needed to approve a Return or Payment.

Choose **No**: if the company does not require separate Input and Approval level. Eg, Sole Traders, One-man company

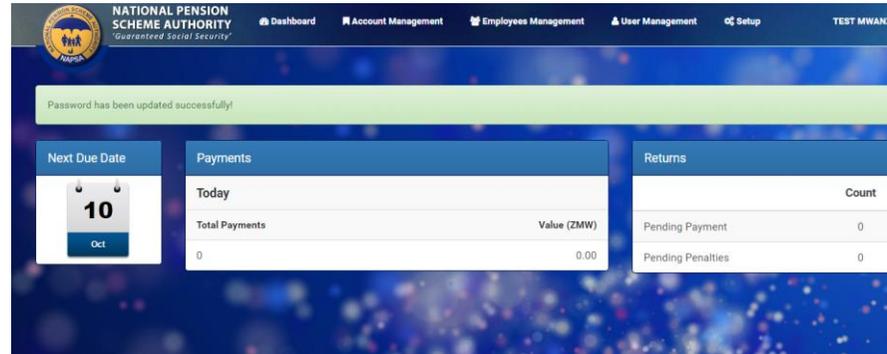
Click **Save**

Now Move to Step 6



Step 6:

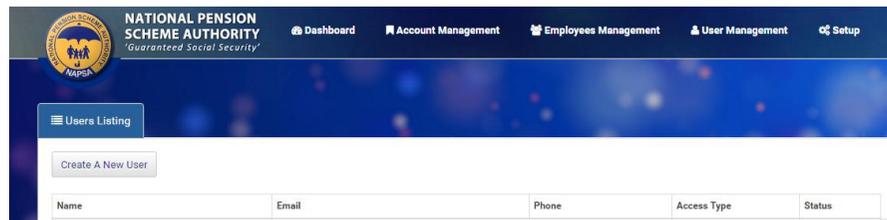
To create Users to access eNAPSA, click Menu for **User Management**



Step 7:

When User Management module is open, only the SuperUser is listed as a user

To create other users select '**Create a New User**'



Step 8:

To **'Create New User'**

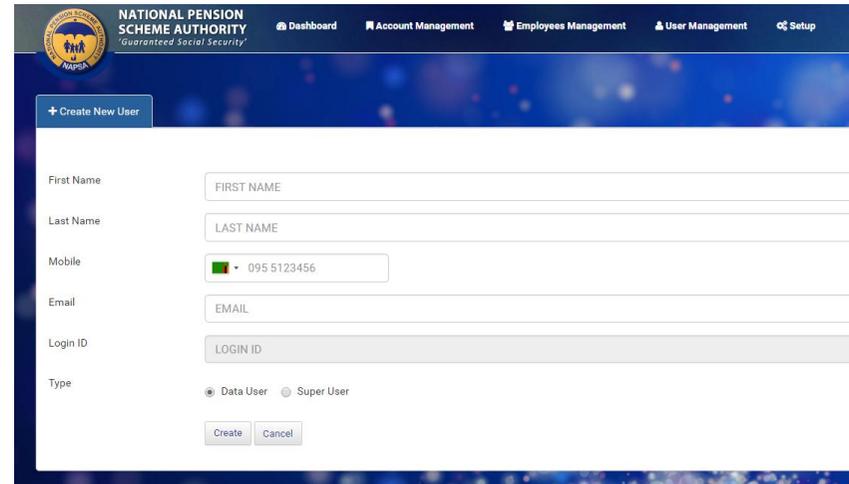
Complete all the required details

First Name; Last Name; Mobile; Email

For Type, choose ONE option between

- **Data User**
- **Super User**

A User created as Super User will share the same eNAPSA functions as the existing Super User. To create Super User, Click Super User
Click Create



The screenshot shows the 'Create New User' form in the NAPSA system. The form is titled 'Create New User' and is located under the 'User Management' menu. The form includes the following fields: First Name (FIRST NAME), Last Name (LAST NAME), Mobile (095 5123456), Email (EMAIL), and Login ID (LOGIN ID). The Type field has two radio buttons: Data User (selected) and Super User. The Create button is highlighted.

Step 9:

To create Data User

If Step 5 was **No** on 'Setup' of Mandates. Then select Data User, Click **create**

If Step 5 was **Yes** on 'Setup' of Mandates. Select Data User

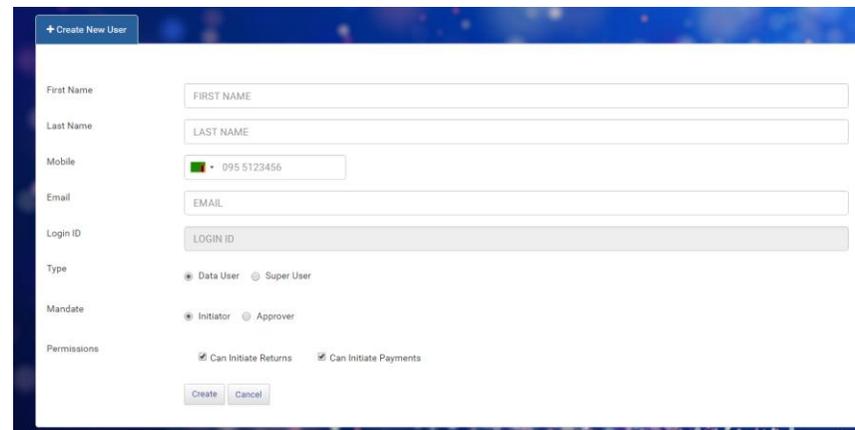
Mandate will appear with two options. Choose ONE

- Initiator: if User should only do this
- Approver: if User should only do this

Permissions will also appear. Choose ONE or BOTH

- 'Can Initiate Returns'
- 'Can Initiate Payments'

Click **create**



The screenshot shows the 'Create New User' form in the NAPSA system, with the Mandate and Permissions sections visible. The Mandate field has two radio buttons: Initiator (selected) and Approver. The Permissions field has two checkboxes: Can Initiate Returns (checked) and Can Initiate Payments (checked). The Create button is highlighted.

Step 10:

If User creation is successful, a pop up message will appear to confirm this.

Also, new Data User will receive an SMS providing the following:

- Login ID – default is email address of SuperUser
- Password – a random password will be generated

