

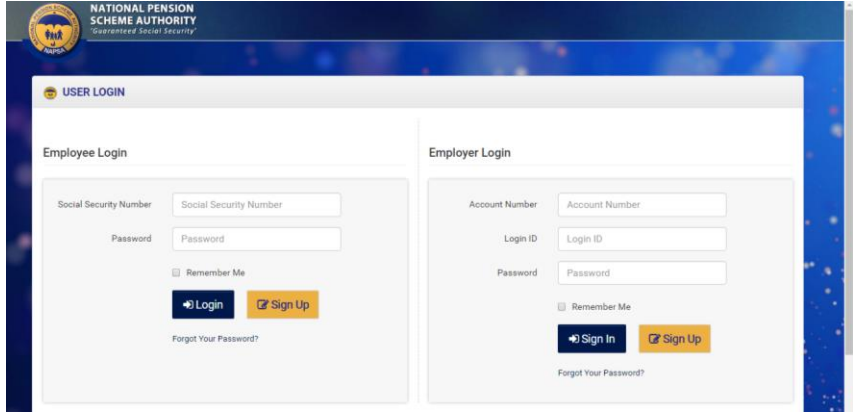
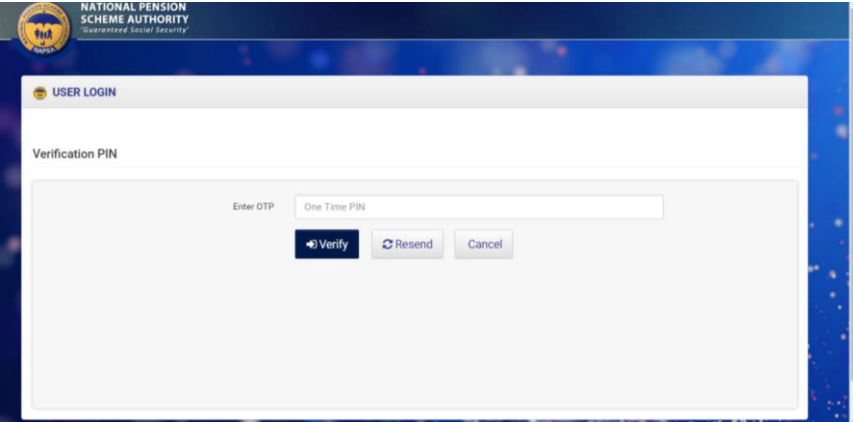


## CONTRIBUTIONS SECTION MANUAL

### SECTION C: MEMBER REGISTRATION GUIDE

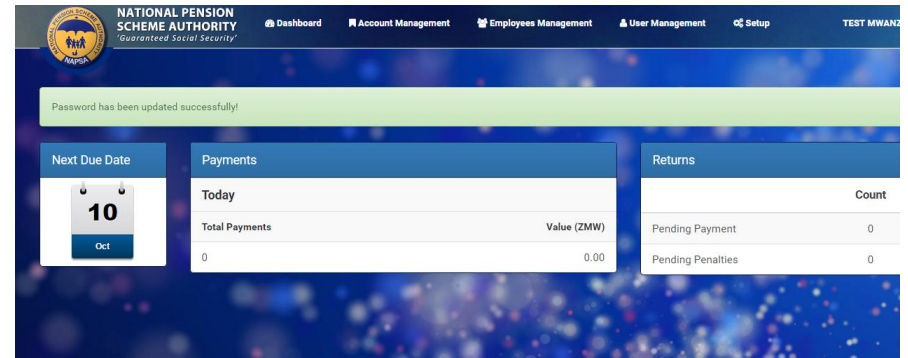


**This function requires to be performed by a SuperUser (About SuperUser, SEE Manual\_Employer Registration Step 8)**

<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 <b>Sign In</b></p>	
<p>Step 3 Check the registered mobile number for an SMS with OTP Enter the verification <b>PIN/OTP</b> and click <b>verify</b></p>	

#### Step 4

To create Employees as Members to NAPSA, click Menu for **Employee Management**

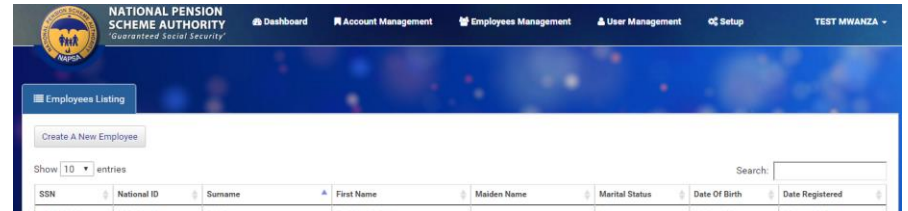


#### Step 5

In the Employee Management module, select '**Create a New Employee**'

#### Note:

- For companies that just registered at NAPSA for the first time, the Employee Management page will be blank. Employees will have to be registered
- For companies that are already registered, the employee management page will automatically populate details of existing employees that are registered at NAPSA under this company. Check and verify the employee list and register any new or missing employees



## Step 6

To 'Create a New Employee', fill out the following:

**Personal Details** - complete the required personal details. All fields marked with asterisk (\*) are mandatory.

Click on **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

The screenshot shows the 'Personal Details' registration form on the NPSA web portal. The form is titled '1. Personal Details' and is part of a multi-step process. The fields to be filled are:

- National ID \* (Text input)
- Nationality (Radio buttons for Zambian and Non-Zambian)
- Title \* (Dropdown menu with 'Mr' selected)
- Surname \* (Text input)
- First Name \* (Text input)
- Maiden Name (Text input)
- Gender \* (Dropdown menu with 'Male' selected)
- Marital Status \* (Dropdown menu with 'Single' selected)
- Date Of Birth \* (Text input)

Navigation buttons at the bottom include 'Previous', 'Next', and 'Cancel'.

## Step 7

**Address and Contact Details** - complete the required Address and Contact details. All fields marked with asterisk (\*) are mandatory.

Click on **next**

The screenshot shows the 'Address and Contact Details' registration form on the NPSA web portal. The form is titled '2. Address and Contact Details' and is part of a multi-step process. The fields to be filled are:

- Plot Number \* (Text input)
- Street Name \* (Text input)
- Location (Text input)
- Town (Text input)
- Mobile \* (Text input with a dropdown menu for country code, showing '095 5123456')
- Email (Text input)
- Fax (Text input)

Navigation buttons at the bottom include 'Previous', 'Next', and 'Cancel'.

### Step 8

**Parent Details** - complete the required details for parents  
All fields marked with asterisk (\*) are mandatory.

Click on **next**

### Step 9

**Beneficiary Details** - complete the required details for beneficiaries.  
To add another beneficiary's details, click on **'+ Add'** button.

When all beneficiaries are added, click **'next'**

If Employer does not have a beneficiary, click the **'x'** button in **red box**. This will make the beneficiary option to disappear. Then click 'next' to continue with registration

## Step 10

**Employment Details** - complete the required employment details. All fields marked with asterisk (\*) are mandatory.

Click **next**

The screenshot shows the 'Employment Details' step in the NAPSA eRegistration process. The interface includes a navigation menu at the top with options: Dashboard, Account Management, Employees Management, User Management, and Setup. A sidebar on the left lists seven steps: 1. Personal Details, 2. Address and Contact Details, 3. Parent Details, 4. Beneficiaries, 5. Employment Details (highlighted in blue), 6. Supporting Documents, and 7. Summary and Confirmation. The main content area contains three mandatory fields: 'Date Of Employment \*' with a text input field containing 'DATE OF EMPLOYMENT', 'Occupation \*' with a dropdown menu set to 'ACCOUNTANT', and 'Province \*' with a dropdown menu set to 'CENTRAL'. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons.

## Step 11

**Supporting details** - Attach the necessary documentation.

- For **Zambian Nationals**: NRC
- For **non-Zambian nationals**: National ID of the country of origin

The screenshot shows the 'Supporting Documents' step in the NAPSA eRegistration process. The interface is similar to Step 10, with the same navigation menu and sidebar. In the sidebar, step 6 'Supporting Documents' is highlighted in blue. The main content area displays the instruction 'Please attach the following supporting documents.' followed by a mandatory field 'Copy of National ID \*' with a file upload button labeled 'Choose File' and the text 'No file chosen'. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons.

## Step 12

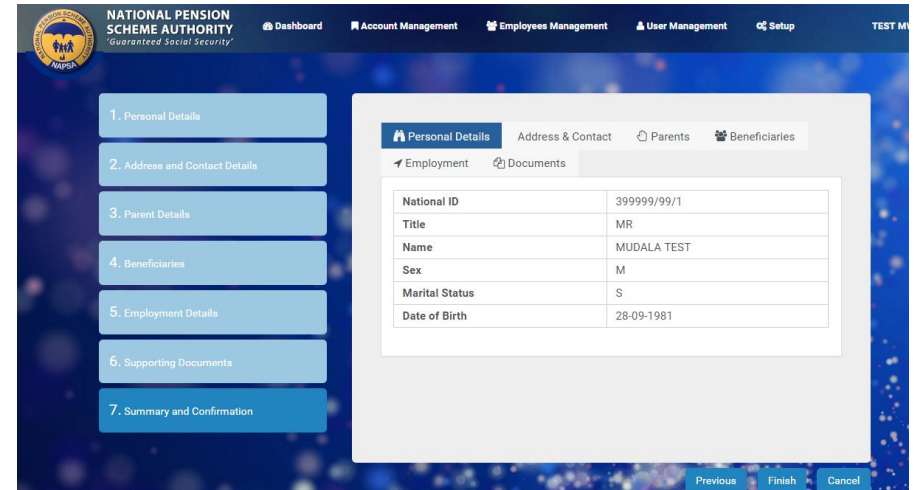
**Summary** – a full summary of the Member Registration details will be displayed for review.

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 **'finish'**

System will confirm successful submission of new employee details for registration which will be approved at the NAPSA end. SuperUser will receive SMS advising the reference number for new employee to be registered.



NATIONAL PENSION SCHEME AUTHORITY  
*'Guaranteed Social Security'*

Dashboard Account Management Employees Management User Management Setup TEST M

1. Personal Details  
2. Address and Contact Details  
3. Parent Details  
4. Beneficiaries  
5. Employment Details  
6. Supporting Documents  
7. Summary and Confirmation

Personal Details Address & Contact Parents Beneficiaries  
Employment Documents

National ID	399999/99/1
Title	MR
Name	MUDALA TEST
Sex	M
Marital Status	S
Date of Birth	28-09-1981

Previous Finish Cancel