

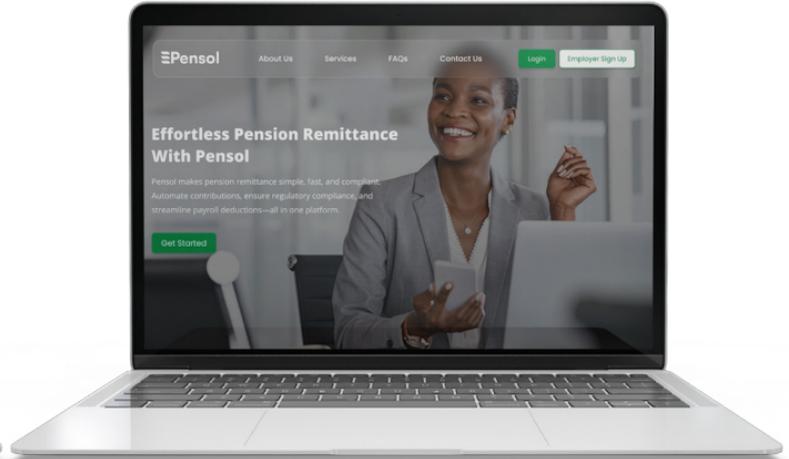


How to use the Pensol App For Mandatory Remittance



Step 1

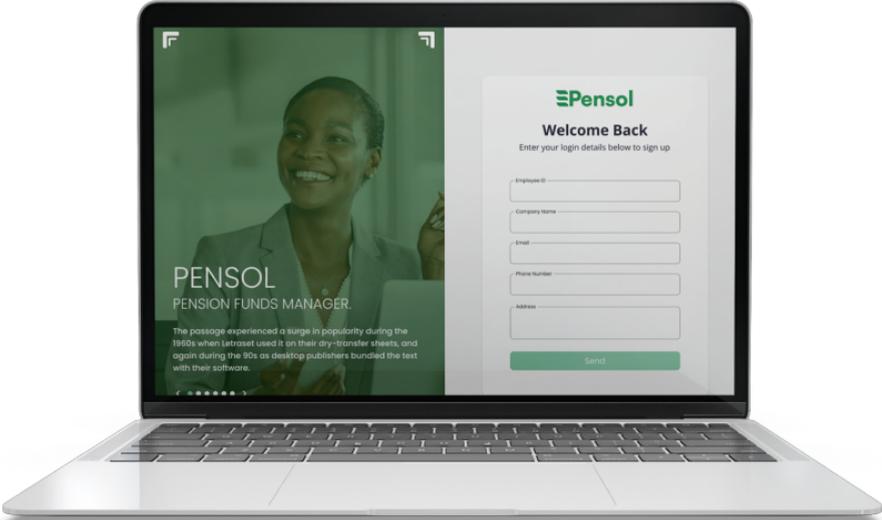
Go to pensionspayment.com on your browser



Step 2

Fill out the form to create an account on pensol

Create a Account

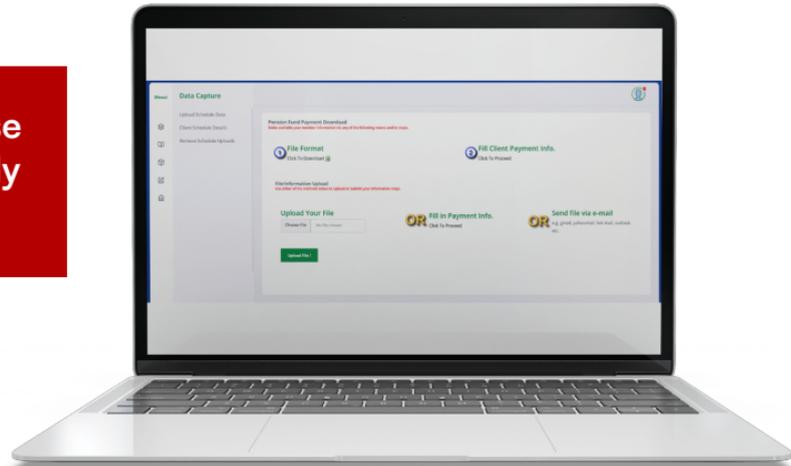


Step 3

Access Your Login Credentials

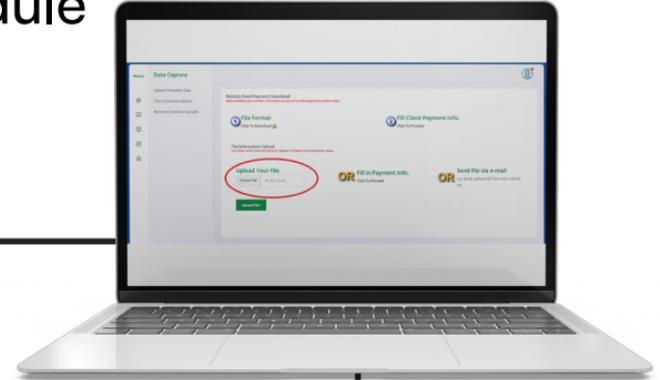
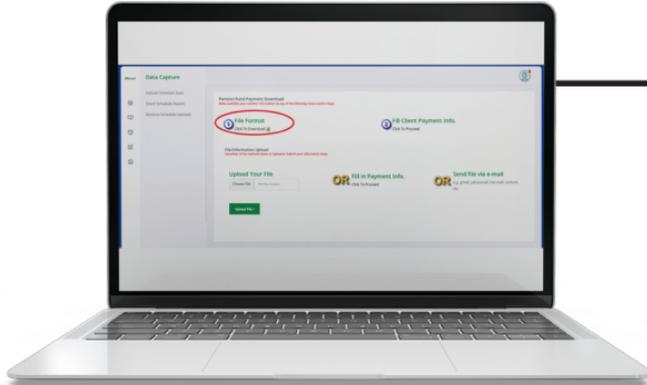
Once you've successfully submitted your company registration details on Pensol, our system will automatically review your submission and create your organization's account.

Important: For your security, please change your password immediately after logging in for the first time.



Step 4

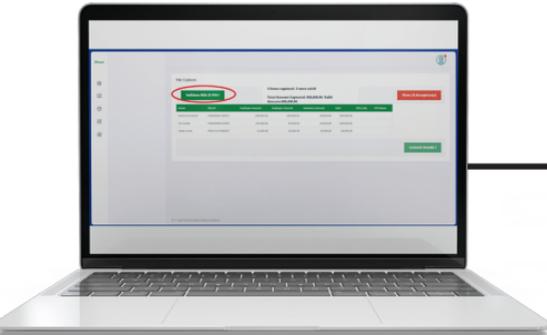
Uploading a Contribution Schedule



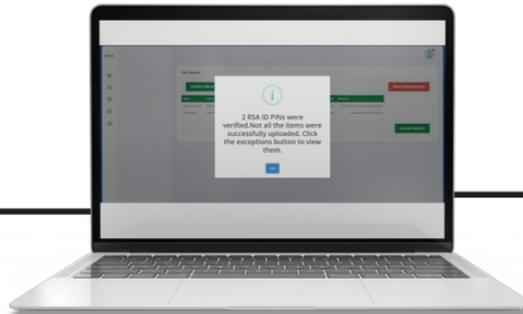
Download the Schedule Template

After you completed your onboarding, the next step is to upload your pension contribution schedule. This step ensures accurate and timely remittance for each employee.

- Open the Excel file and input the following for each employee:
- Employee Name
- RSA PIN
- Employer Pension Amount
- Employee Pension Amount
- Voluntary Contribution (if applicable)
- Double-check for any errors or missing information before saving.
- Upload the File

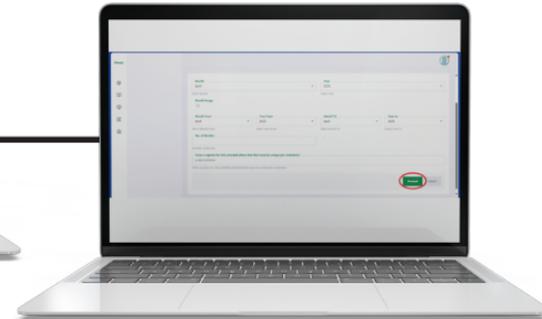


After uploading your schedule, click “**Validate RSA PIN**”



If there are any errors or mismatches (e.g., incorrect RSA PIN, missing fields), the system will flag the exceptions.

Review the flagged entries, correct the errors in your Excel file, and re-upload if necessary.

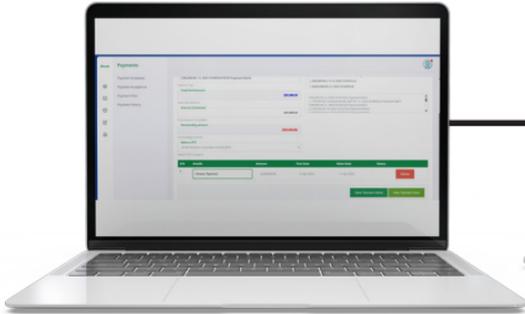


Commit the Validated Data

Once all records are successfully validated, click “**Commit Details**” to proceed.

Step 5

Making Payment

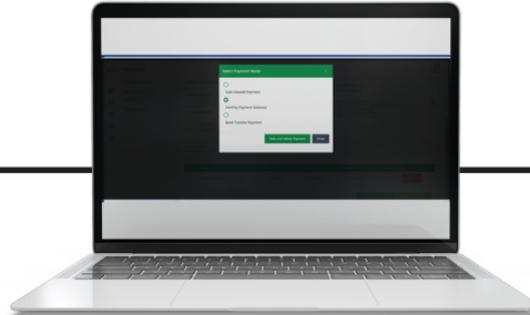


Choose the Schedule to Pay For

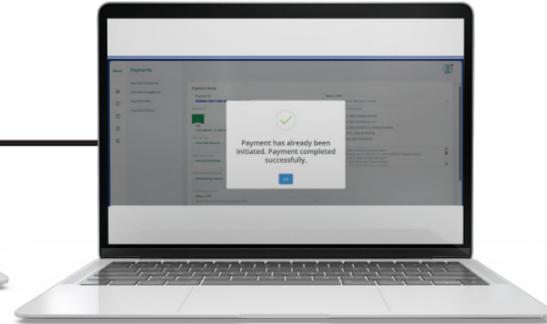
Locate and select the schedule you wish to pay.

Enter Payment Details

Fill in the required fields, including the amount to be paid.



Make Payment via Sarepay Gateway



Track Your Payment

Navigate to the "Payment History" page to view the status of your transactions in real time.

 **Penso**