



NATIONAL PENSION COMMISSION

Step-by-Step Procedures for Online Enrolment (Retiree Self-Registration)

The prospective retiree would visit the National Pension Commission website www.pencom.gov.ng.

- Click on the “*Enrolment Exercise*” and *Enrolment Application* would be displayed to commence the process of Self-Registration as follows:
- Click on the **Enrolment Application** and select *Retiree Registration Module*.
- Select the icon at the end of the page “*Click to Register Create a Profile (Retirees Only)*”.
- Provide the following information:

RSA PIN (Retirement Savings Account Number)

NIN Number (National Identity Number)

Surname

Email Address

Password

Confirm Password

Type the Captcha Character displayed on the application (Small Letters Only)

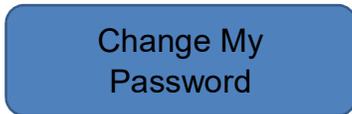
Click *Register* to take you to the **Home Page**

Home Page

- Six (6) buttons icons would be displayed at the top of the **Home Page** as highlighted below:



The retiree shall proceed to click each button to complete the required information as follows:



- Retiree may decide to change password by clicking on the “**Change My Password**” button and follow instruction to complete the process of password change.



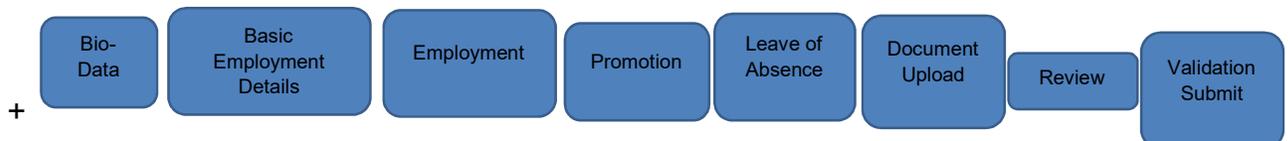
- Retiree should proceed and click on “**Maintain/Upload Data**” and Retiree *Bio-Data Input Page* would be displayed to commence the Registration Process.



- Retiree shall ensure that his/her **Bio-Data** information already displayed on the page is correct and accurate. The retiree may wish to edit the following four (4) items on the **Bio-Data Input Page**, if the information provided are not up to date:

- 1) *Contact Address*
- 2) *Contact Phone Number*
- 3) *Alternate Phone Number*
- 4) *Email Address*

- Retiree should click to save information and proceed to the right-hand side of the page where **Eight (8) Small icon Boxes** are displayed as follows:



Basic Employment Details

- Click on the **Basic Employment Details** box to complete the under listed information and save:
 - 1) *Date of First Appointment-* (Mandatory)
 - 2) *Date of Transfer of Service –* (if applicable)
 - 3) *Expected Date of Retirement* (Mandatory)
 - 4) *Retirement Mode-* (Mandatory)
 - 5) *Reason for Voluntary Retirement* (Mandatory)
 - 6) *How Many Employments with Federal Government* (Mandatory)

Employment Details By Year

- Click on **Employment Details By Year** and then click on **“New Record”** to start populating information on employment and save the information on each page.
- Retiree should repeat clicking the **“New Record”** button to ensure all employments information are correctly populated.

Promotion Box

- Click the **“Promotion Box”** to populate information on promotion and save, the same process would be repeated to ensure all promotions throughout the employment period are captured.

Leave of Absence Box

- Click on the **“Leave of Absence Box”** to populate information for Leave of Absence (if applicable).

Documents Upload

- Click the box of **“Documents Upload”** to select all the relevant documents applicable to the employments details already captured

and upload same on the Enrolment Application. Retiree can also “click to view “already uploaded documents to be sure before uploading same on the Application.

- Retiree “click to view” to delete any document that is wrongly uploaded or if is not eligible it can be deleted and re-uploaded on the Enrolment Application.

Review

- Click “**Review**” to view all the inputted information and uploaded documents on the Enrolment Application, in order to detect any omission or error in the information i.e:
 - 1) *Bio-Data*
 - 2) *Employment Basic Information Details*
 - 3) *Promotion Details*
 - 4) *Leave of Absence*
 - 5) *List of Documents Uploaded*
- Once the Retiree detects any error on the inputted information or wrong uploaded documents he/she can delete and input correct information of employment details on the application.

Validate Submit

- Click “**Validate Submit**” and two boxes would be displayed as follows:

Click to Validate Data

- Click to validate the information Captured by the retiree.

Submit and Contact your PFA for Verification and Enrolment

Click on the button to submit Information to the PFA.

Print Confirmation

- After submission to the PFA, you may wish to print **Acknowledgement Slip**

Please note that after completing the online verification and enrolment with your PFA, you may also wish to log into your account and print the **'Enrolment Slip'** using the print confirmation.