

Login Procedure (Online Registration Portal)

Dear Customer,

Please note that you can sign up a Retirement Savings Account (RSA) online in the comfort of your office, home or anywhere seamlessly without visiting our office. Simply click onlineaccount.fcmbpensions.com to open an RSA.

REQUIREMENTS FOR REGISTRATION:

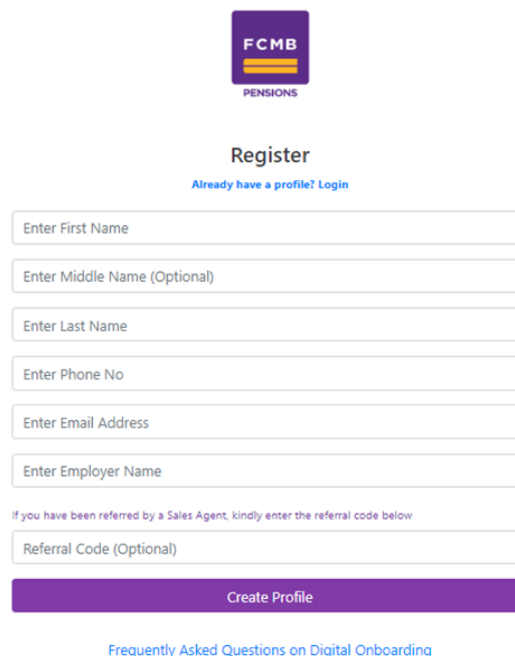
1. National Identity Number (NIN) issued by National Identity Management Commission (NIMC)
2. Name arrangement must be typed as it appears on your NIN Slip
3. Recent coloured passport photograph with white background
4. Signature signed on a white plain background
5. All images must be in JPEG/JPG format
6. Employer name must be in full as registered

SOME FEATURES OF THE DIGITAL ONBOARDING PLATFORM ARE:

- 24/7 access to our Digital Onboarding portal
- Option to save and continue later
- User-friendly environment
- Well-organized and seamless navigation menus
- Direct submission of enrolment form for immediate PIN generation
- Mobile Responsiveness

FOR A NEW MEMBER:

1. **VIEW PORTAL:** Visit onlineaccount.fcmbpensions.com
2. **PROFILE CREATION:** You will be required to enter your First Name, Middle Name (optional), Last Name, Phone Number, Email Address and Employer Name and click **Create Profile**.



The screenshot shows the registration form for FCMB PENSIONS. At the top is the FCMB PENSIONS logo. Below it is the heading "Register" with a link "Already have a profile? Login". The form consists of several input fields: "Enter First Name", "Enter Middle Name (Optional)", "Enter Last Name", "Enter Phone No", "Enter Email Address", "Enter Employer Name", and "Referral Code (Optional)". A purple button labeled "Create Profile" is at the bottom. Below the button is a link "Frequently Asked Questions on Digital Onboarding".

3. **PROFILE ACTIVATION:** Enter the Activation Code sent to you via email and click **Continue**.



Online Enrolment - Profile Activation

A profile activation code has been sent to your email and mobile phone. Kindly enter the code below and click the button to set your profile password.

Continue

[Back to Register](#) | [Proceed to Login](#)

© 2020 - Online Enrolment. All rights reserved.

4. **PROFILE ACTIVATION (PASSWORD CREATION):** Enter your intended profile password, confirm profile password and click **Set Password – must consist a minimum of 6 characters**.



Online Enrolment - Profile Activation

Choose your password

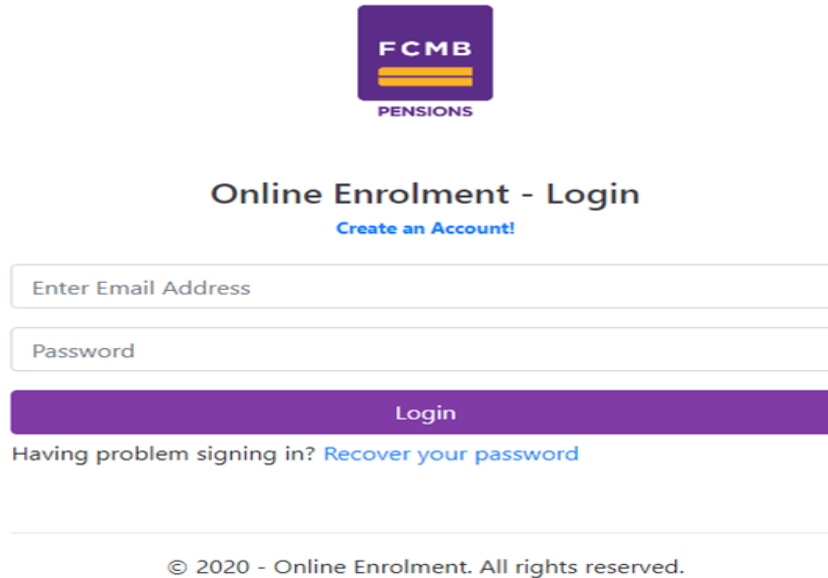
Minimum of 6 characters. Must contain at least 1 capital letter, 1 small letter and 1 special character.

Set Password

[Back to Register](#) | [Proceed to Login](#)

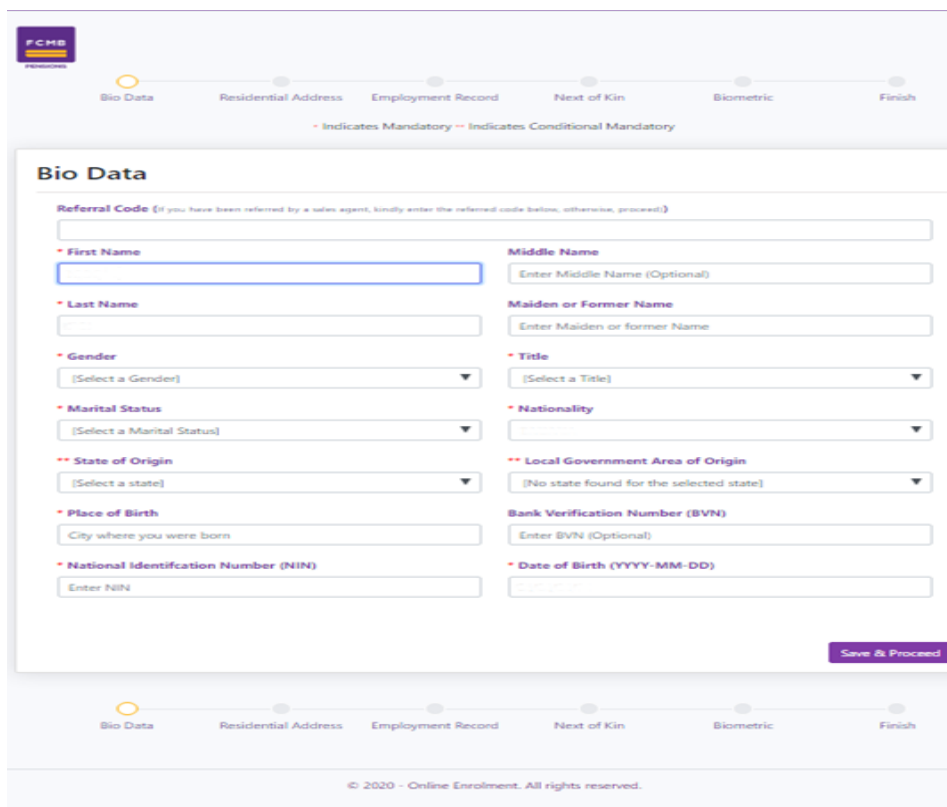
© 2020 - Online Enrolment. All rights reserved.

5. **LOGIN:** Enter email address, password and click **Login**



The image shows the FCMB PENSIONS Online Enrolment - Login page. At the top center is the FCMB PENSIONS logo. Below it is the heading "Online Enrolment - Login" with a sub-link "Create an Account!". The form contains three input fields: "Enter Email Address", "Password", and a purple "Login" button. Below the button is a link "Having problem signing in? Recover your password". At the bottom, there is a copyright notice: "© 2020 - Online Enrolment. All rights reserved."

6. **DATA ENTRY:** After successful login, enter the following;
- Bio Data, click Save & Proceed
 - Residential Address, click Save & Proceed
 - Employment Record, click Save & Proceed
 - Next of KIN, click Save & Continue
 - Upload Biometrics, click Save & Continue (**Passport Photograph and Signature on white background – JPEG Format**)
 - Attestation, you may want to review your details or proceed to submit your application, click the **Consent** option and **Submit Application**

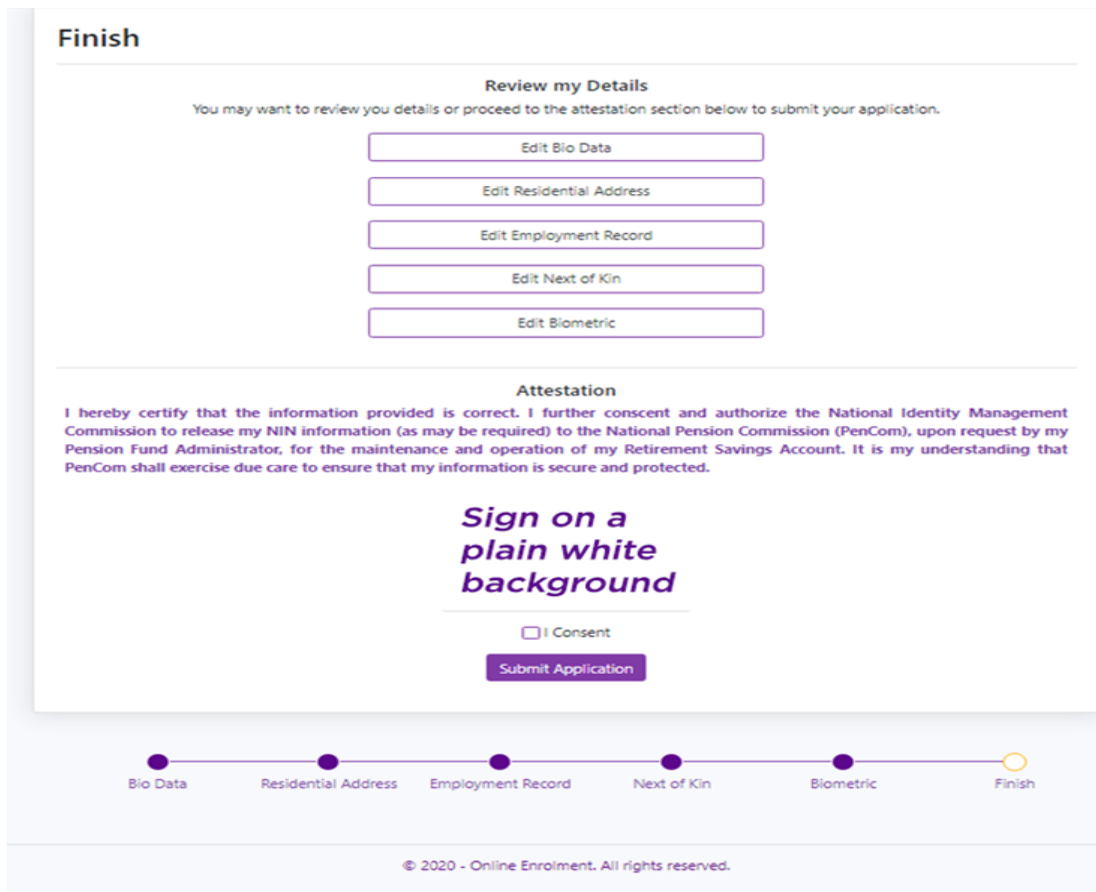


The image shows the FCMB PENSIONS Bio Data form. At the top is the FCMB PENSIONS logo and a progress bar with steps: Bio Data, Residential Address, Employment Record, Next of Kin, Biometric, and Finish. Below the progress bar is a legend: "Indicates Mandatory" (red asterisk) and "Indicates Conditional Mandatory" (red double asterisk). The form fields are as follows:

- Referral Code (if you have been referred by a sales agent, kindly enter the referred code below, otherwise, proceed): [Text input]
- First Name (Mandatory): [Text input]
- Middle Name (Optional): [Text input]
- Last Name (Mandatory): [Text input]
- Maiden or Former Name: [Text input]
- Gender (Mandatory): [Dropdown menu]
- Title (Mandatory): [Dropdown menu]
- Marital Status (Mandatory): [Dropdown menu]
- Nationality (Mandatory): [Dropdown menu]
- State of Origin (Conditional Mandatory): [Dropdown menu]
- Local Government Area of Origin (Conditional Mandatory): [Dropdown menu]
- Place of Birth (Mandatory): [Text input]
- Bank Verification Number (BVN) (Optional): [Text input]
- National Identification Number (NIN) (Mandatory): [Text input]
- Date of Birth (YYYY-MM-DD) (Mandatory): [Text input]

At the bottom right of the form is a purple "Save & Proceed" button. At the bottom of the page is a copyright notice: "© 2020 - Online Enrolment. All rights reserved."

7. **EDITING OF CAPTURED DETAILS:** to edit your details before the issuance of RSA PIN, you would be required to follow the steps below;
 1. Visit onlineaccount.fcmbpensions.com
 2. Enter your email address and password
 3. Navigate to FINISH section, select your preferred option for editing (**Edit Bio Data, Edit Residential Address, Edit Employment Record, Edit Next of Kin and Edit Biometric**)
 4. Click save after updating
 5. Click I consent
 6. Click submit application



Finish

Review my Details

You may want to review you details or proceed to the attestation section below to submit your application.

Edit Bio Data

Edit Residential Address

Edit Employment Record

Edit Next of Kin

Edit Biometric

Attestation

I hereby certify that the information provided is correct. I further consent and authorize the National Identity Management Commission to release my NIN information (as may be required) to the National Pension Commission (PenCom), upon request by my Pension Fund Administrator, for the maintenance and operation of my Retirement Savings Account. It is my understanding that PenCom shall exercise due care to ensure that my information is secure and protected.

Sign on a plain white background

I Consent

Submit Application

Bio Data Residential Address Employment Record Next of Kin Biometric Finish

© 2020 - Online Enrolment. All rights reserved.

8. **FOR A RETURNING USER:**

For a returning user (a member with existing Login Credentials)

1. Visit <https://web.fcmbpensions.com/onlineenrollment/Account/Login>
2. Enter your email address and password then click **Login**.
3. Fill your Bio Data, Residential Address, Employment Record, Next of KIN, Upload Biometrics; Click the Consent option - (Passport photo with white background and signature in JPEG format).
4. Finish the application process by clicking **Submit Application**

PASSWORD RESET:

- Visit <https://web.fcmbpensions.com/onlineenrollment/Account/RecoverPassword>
- Enter your registered email and click on **Continue**
- A password reset code will be sent to your email



Online Enrolment - Recover Password

Continue

Remember your login details? [Login](#)

[Create an Account!](#)

© 2020 - Online Enrolment. All rights reserved.

- Enter the password reset code sent to your email and click **Continue**



Online Enrolment - Recover Password

A password reset code has been sent to your email address. Kindly enter the code below and click continue to reset your password


Continue

Remember your login details? [Login](#)

[Create an Account!](#)

© 2020 - Online Enrolment. All rights reserved.

- Enter your new password and confirm new password
- Click on [Reset Password](#)



Online Enrolment - Recover Password


[Reset Password](#)

Remember your login details? [Login](#)

[Create an Account!](#)

© 2020 - Online Enrolment. All rights reserved.

- After successfully changing your password, enter your email address, new password and click on [Login](#) to continue your registration.



Online Enrolment - Login

[Create an Account!](#)

[Login](#)

Having problem signing in? [Recover your password](#)

© 2020 - Online Enrolment. All rights reserved.

**Thank you for choosing FCMB
Pensions, the choice for a
happy retirement.**