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:

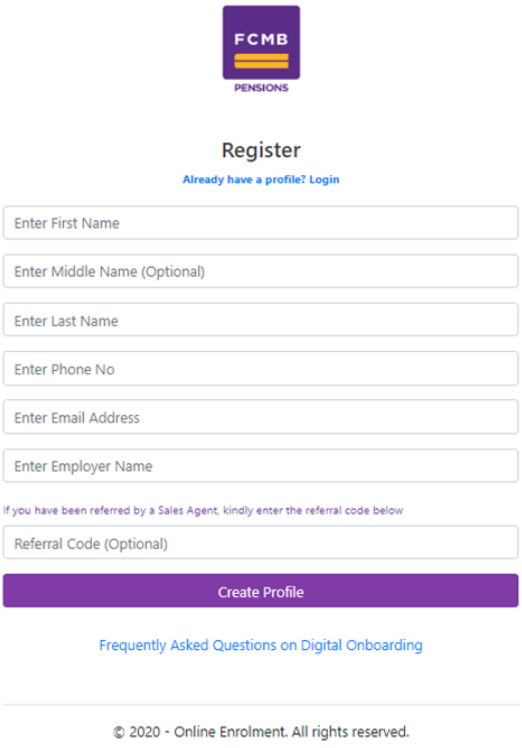
1. National Identity Number (NIN) issued by National Identity Management Commission (NIMC)
2. Name arrangement must be typed as it appears on your NIN Slip
3. Recent coloured passport photograph with white background
4. Signature signed on a white plain background
5. All images must be in JPEG/JPG format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

SOME FEATURES OF THE DIGITAL ONBOARDING PLATFORM ARE:

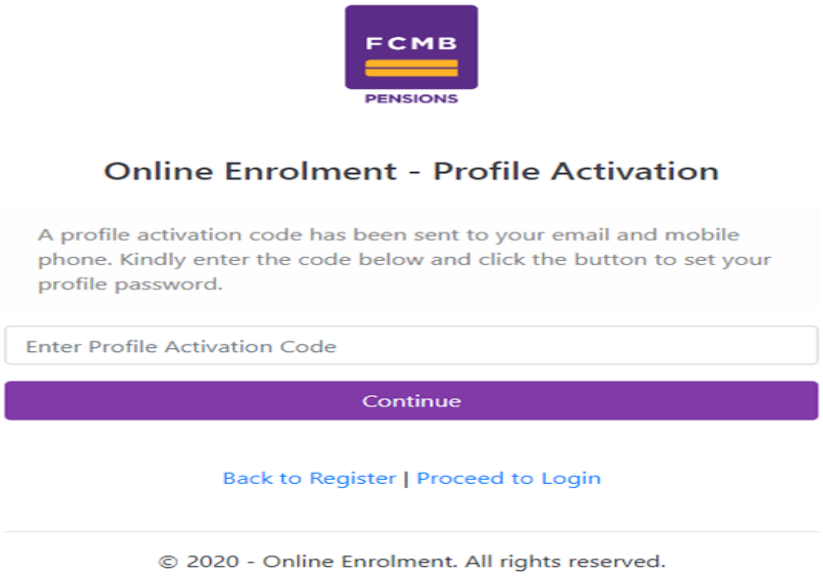
- 24/7 access to our Digital Onboarding portal
- Option to save and continue later
- User-friendly environment
- Well-organized and seamless navigation menus
- Direct submission of enrolment form for immediate PIN generation
- Mobile Responsiveness

FOR A NEW MEMBER:

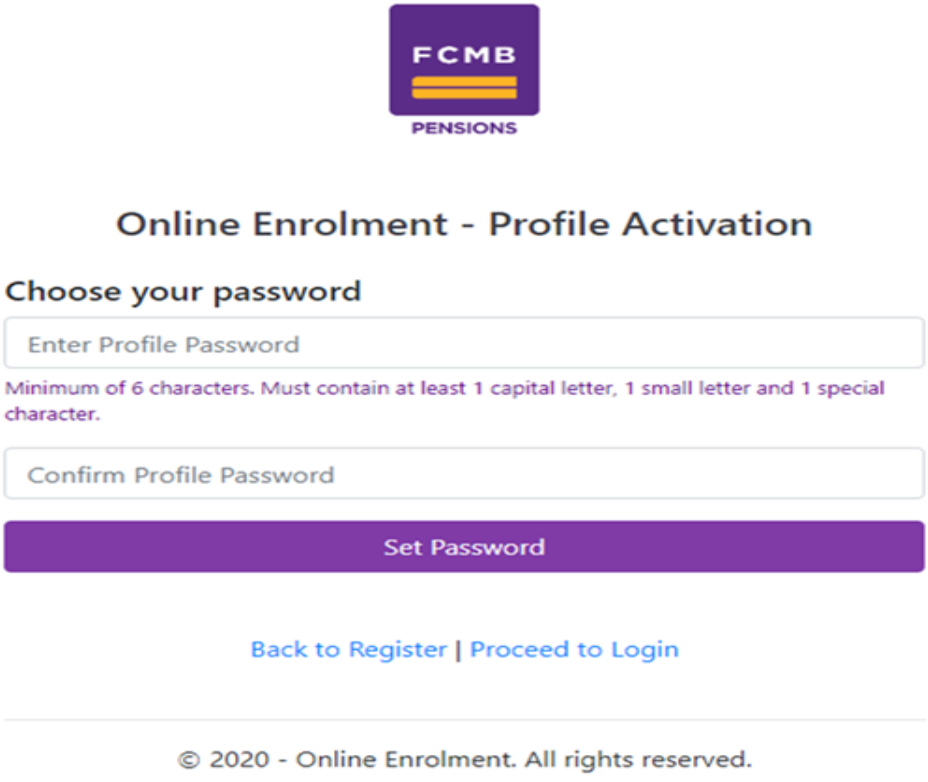
1. **VIEW PORTAL:** Visit onlineaccount.fcmbpensions.com
2. **PROFILE CREATION:** You will be required to enter your First Name, Middle Name (optional), Last Name, Phone Number, Email Address and Employer Name and click **Create Profile**.



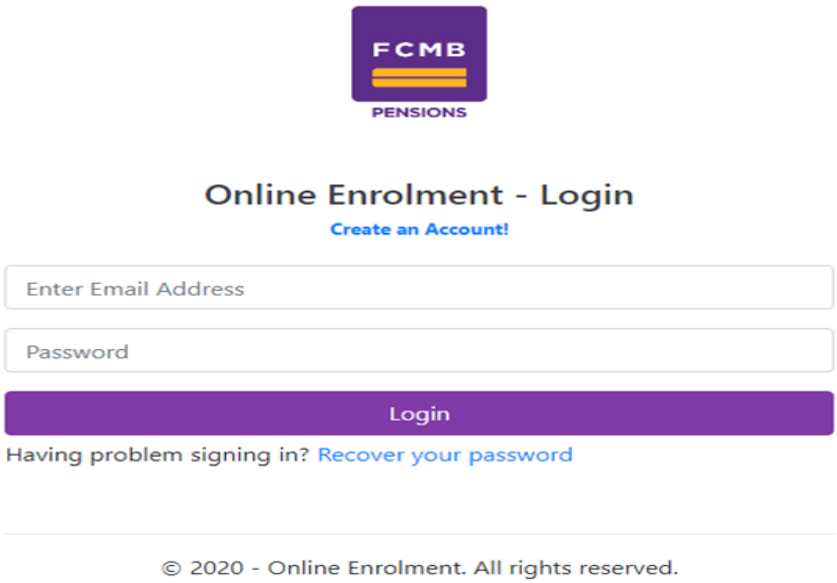
3. **PROFILE ACTIVATION:** Enter the Activation Code sent to you via email and click **Continue**.



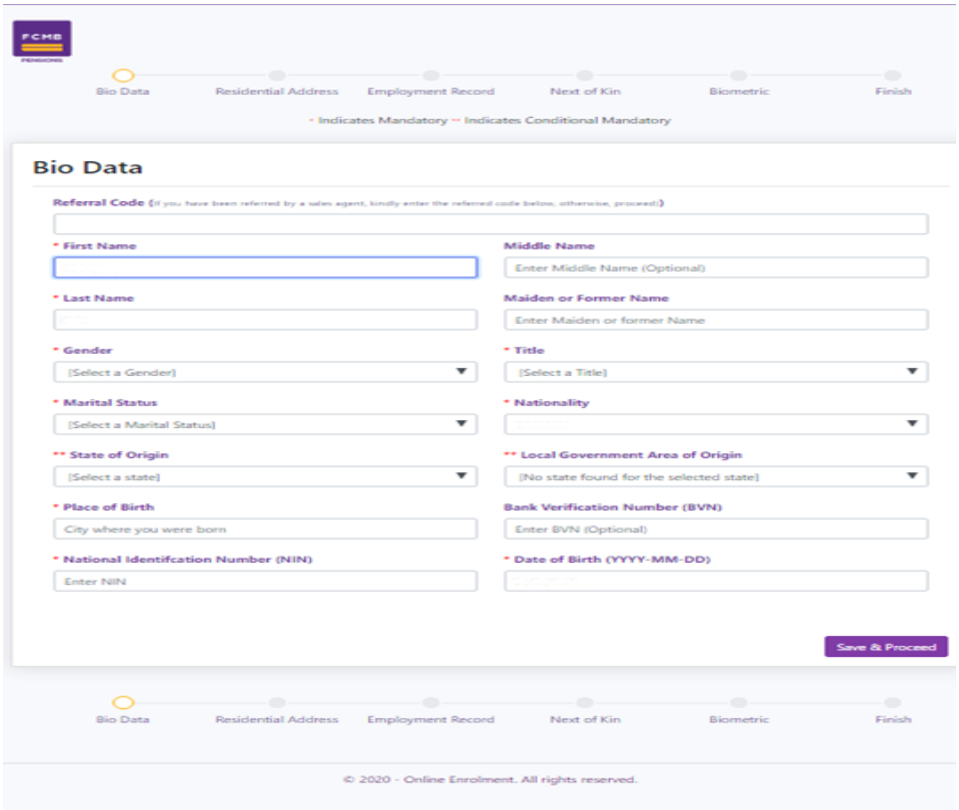
4. **PROFILE ACTIVATION (PASSWORD CREATION):** Enter your intended profile password, confirm profile password and click **Set Password – must consist a minimum of 6 characters.**



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

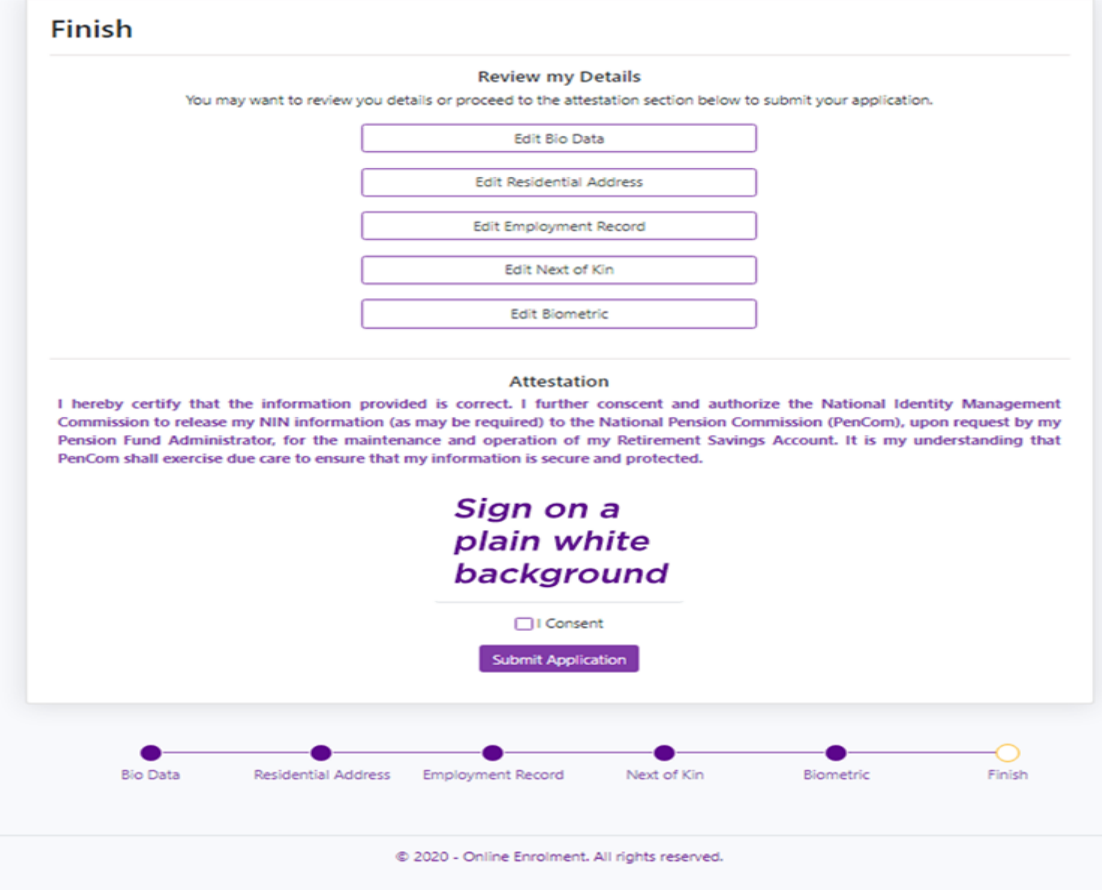


6. **DATA ENTRY:** After successful login, enter the following;
   - Bio Data, click Save & Proceed
   - Residential Address, click Save & Proceed
   - Employment Record, click Save & Proceed
   - Next of KIN, click Save & Continue
   - Upload Biometrics, click Save & Continue (**Passport Photograph 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**



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



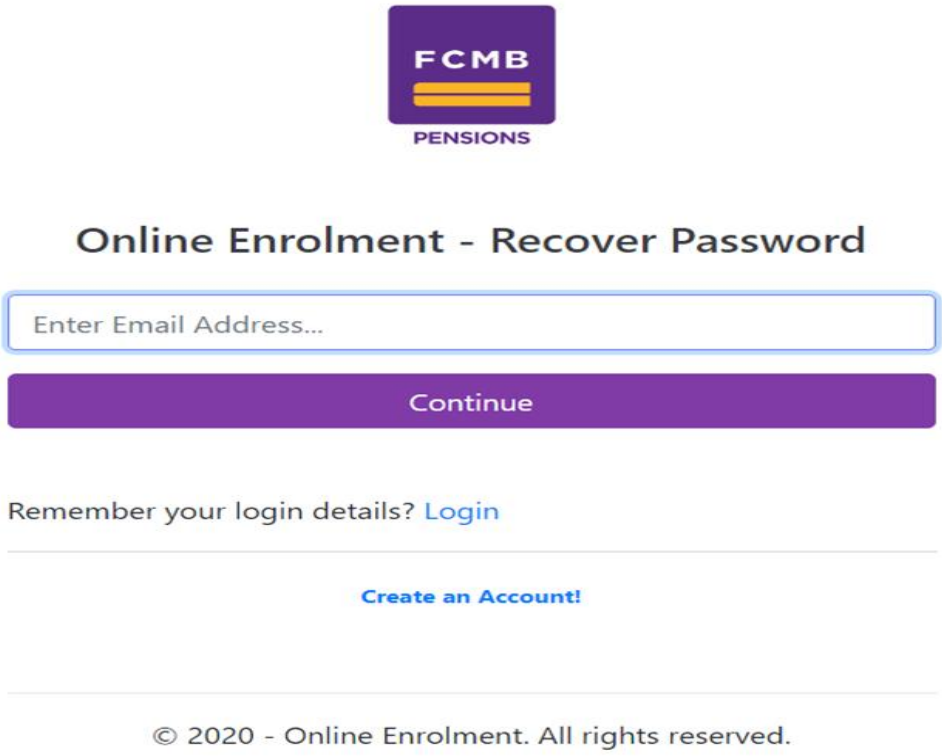
8. **FOR A RETURNING USER:**

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

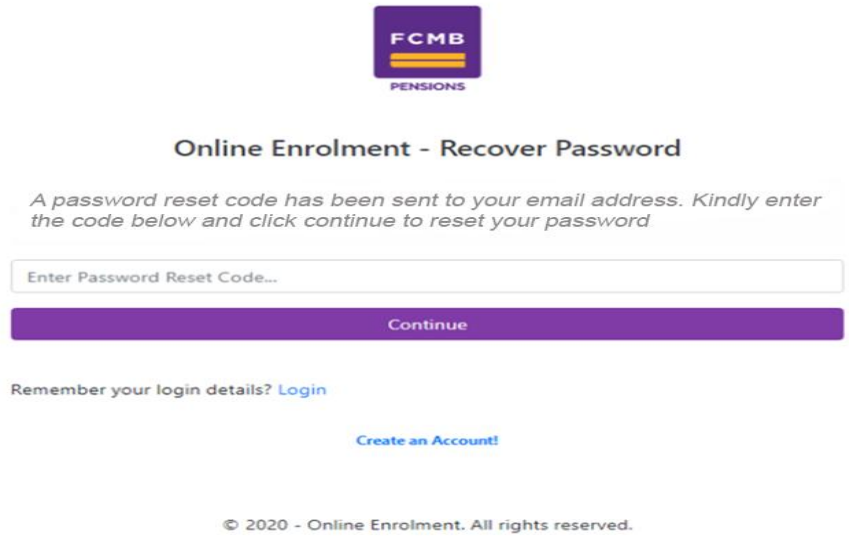
1. Visit https://web.fcmbpensions.com/onlineenrollment/Account/Login
2. Enter your email address and password then click **Login.**
3. Fill your Bio Data, Residential Address, Employment Record, Next of KIN, Upload Biometrics; Click the Consent option - (Passport photo with white background and signature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

PASSWORD RESET:

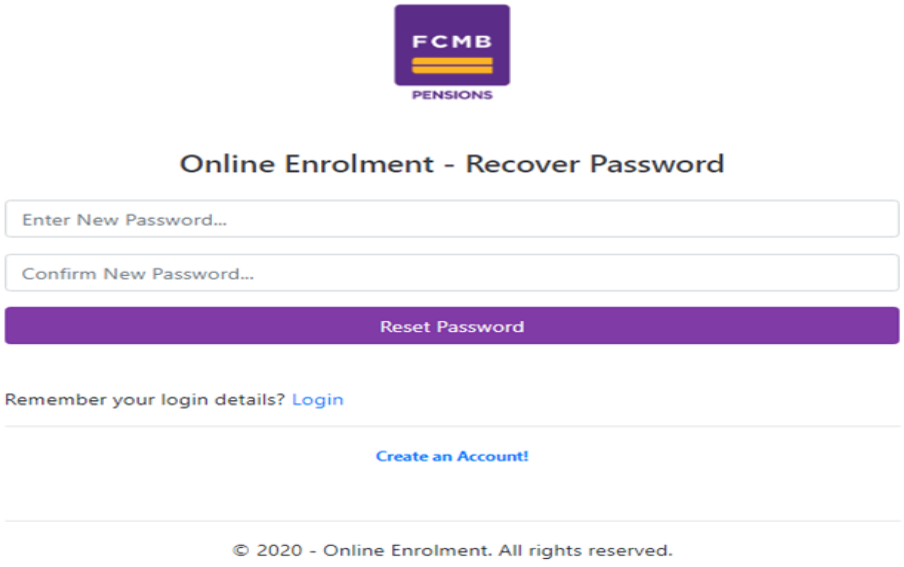
- Visit https://web.fcmbpensions.com/onlineenrollment/Account/RecoverPassword
- Enter your registered email and click on **Continue**
- A password reset code will be sent to your email



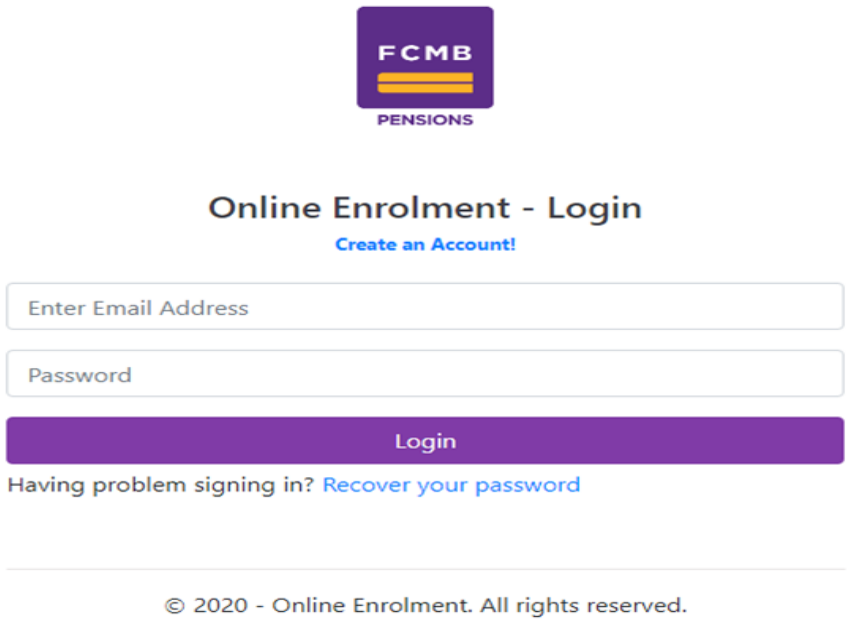
- Enter the password reset code sent to your email and click **Continue**



- Enter your new password and confirm new password
- Click on **Reset Password**



- After successfully changing your password, enter your email address, new password and click on **Login** to continue your registration.



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