PEOPLE'S EPF NET Solution

User Manual for Employer Module Web Application

V1.03

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4						

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1. PREFACE

1.1. PURPOSE OF THIS GUIDE

This document is a reference to the users of employer of the Central Bank and this document provides an overview picture on how to use the main functions and services in the system. The main expectation of this document is to guide the users in the use of the application in a format which is immediately recognized and understood without the need to emphasize on extensive training programs.

1.2. TYPOGRAPHIC CONVENTIONS

This document uses the following typographic conventions to help you locate and identify information,

Italic text	Identifies new terms, emphasis, titles and identifies text to enter on the keyboard
Bold text	Identifies button names and other items that you can click or touch in the graphical user interface or press on a computer keyboard

2. GENERAL GUIDELINES IN USING THE SYSTEM

2.1. ACCESS TO THE SYSTEM

Go to the URL https://www.enet.peoplesbank.lk/ to access the welcome page for the People's EPF NET Solution. The following page will be displayed.
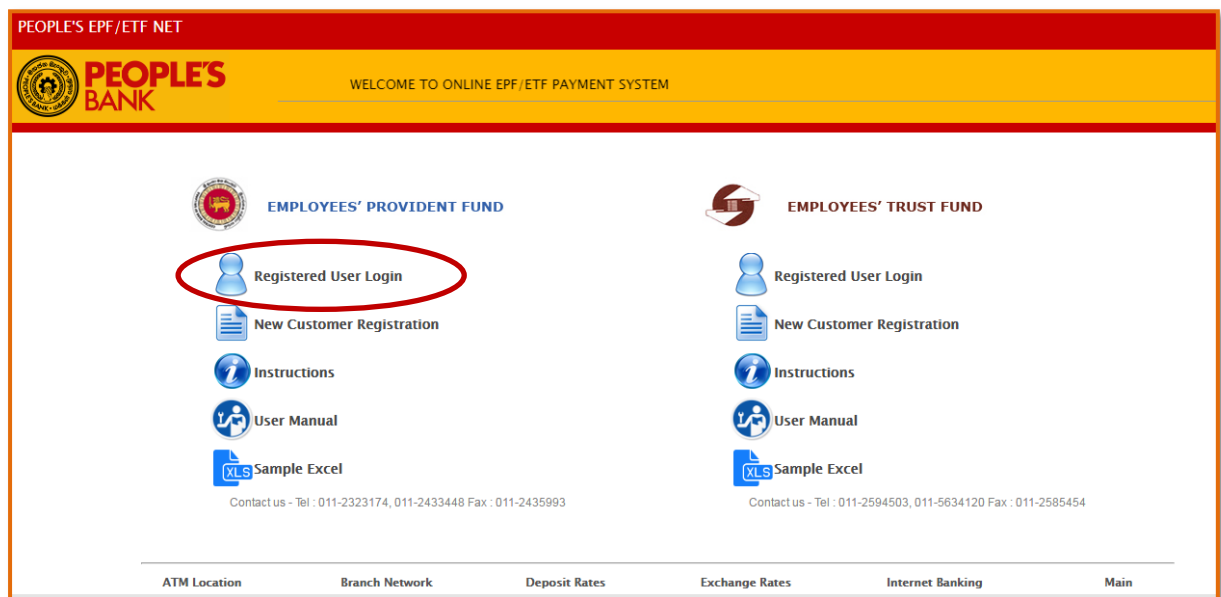
Prior to registering with the system, read the instructions given by clicking on the **Instructions** link under EMPLOYEE'S PROVIDENT FUND section. To register with the system, click on **New Customer Registration** link. Registered users can click on **Registered User Login** link to access the log in page.
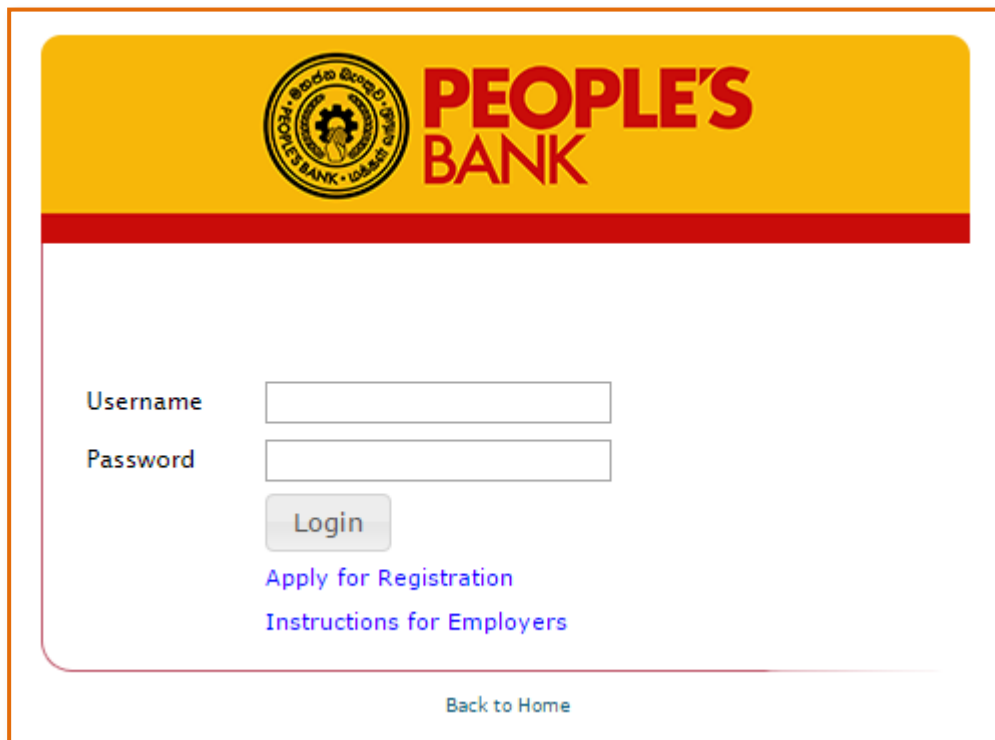
2.2.   LOG IN

At employer registration, two user accounts are created by default, one at entry level and the other at authorizer level. The usernames of these two users are

- <EPF number>01 (e.g. A00001001) - Entry level user who will upload the returns files.
- <EPF number>02 (e.g. A00001002) - Authorizer level user who will perform the online transaction.
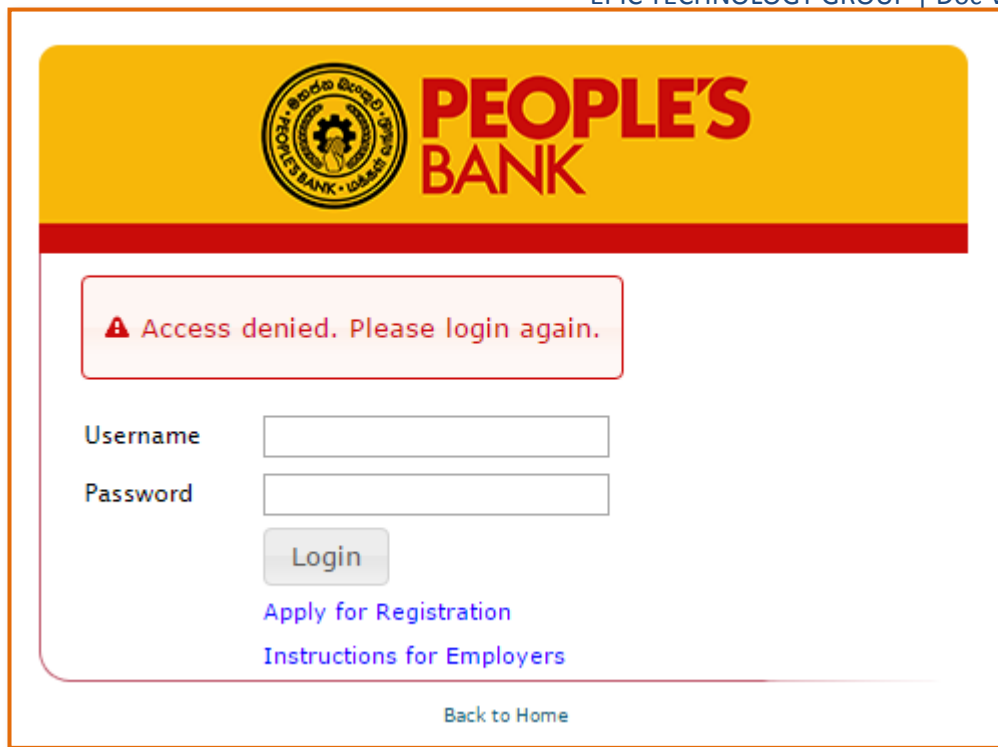
Please note that the above are the usernames for the default users created. If more user accounts are needed, please contact People's Bank.

The following interface serves as the entry point to the system where user can launch the system by filling user credentials.

The log-in session is configured to expire if the user leaves the web page inactive for a certain amount of time, which can be configured. This is an added security feature. The user will be displayed an error message, as shown in below, and user will need to re-enter his log in information to access the system.
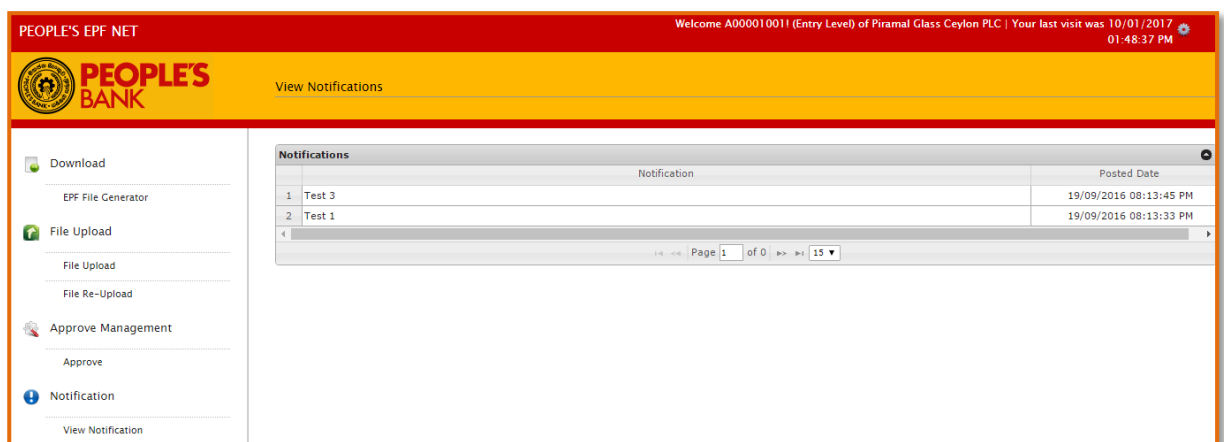
2.3.   HOME PAGE

Once the Employer logs in, the following menu will be displayed on the application.

The top right corner of the home page provides the user the options to change his password, view his profile information and log out of the system. The username of the user logged in and the date and time of last visit are also displayed in this area, as shown in below.

2.4.   CHANGE PASSWORD

The logged in user can use this interface to change the log in password.
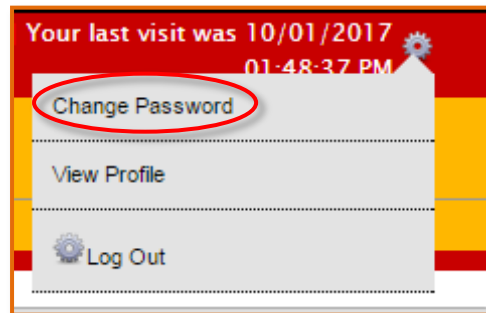
Provide the **Current Password** for verification and enter the New Password. Enter new password again on the **New Password** field to check the changed password correctly. The password hint will help to change the current password.

Once the mandatory fields are filled, click **Change Password** button to update the new password. Press **Reset** button to undo the changes.

2.5.   VIEW PROFILE

The loggd in user can view profile details using the **View Profile** page.

The user can view the summary of user profile details as follows;

2.6.   LOG OUT

Select **Log Out** from the upper right menu to securely exit of the web application.

3. EMPLOYER APPLICATION FUNCTIONALITIES

A successful login will proceed to the main window of the web application. The *Main Menu* of the system depends on the user levels. Available functionalities are listed in the Main Menu in the left side of the page, providing access to the sections mentioned below;

- Download
- File Upload
- Approve Management
- Notification
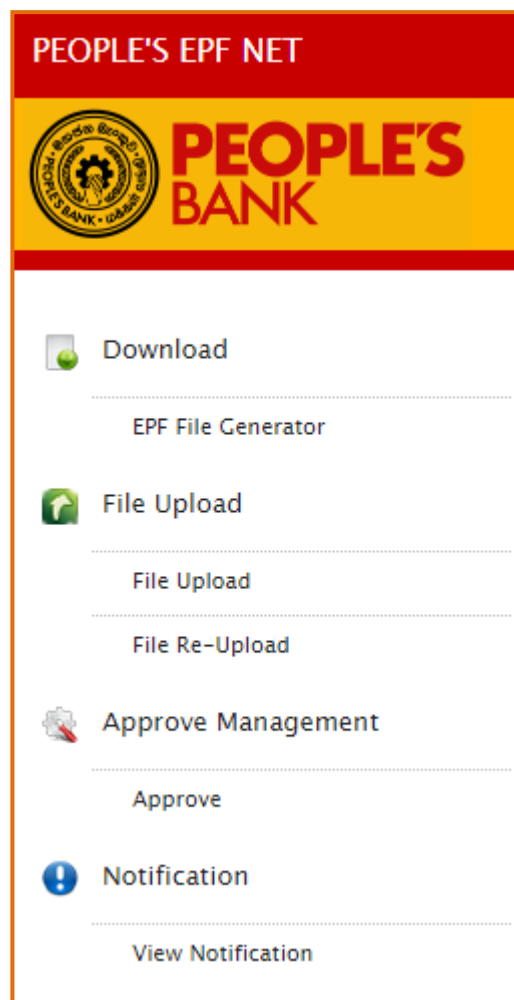
3.1. DOWNLOAD

3.1.1. EPF File Generator

This window allows the employer user to download the EPF Return File Generator application. This application is required to generate the EPF returns files in the format defined by Central Bank. The application will generate two text files, namely the Contribution Detail File and Payment Detail File.

Click on the **Download Now** button to proceed with the download. The application will be downloaded as a compressed file, in .zip format. The system facilitates to enter the new NIC [12 digits NIC NUMBER] when generates the EPF file. The user must then install this application. Please refer the File Generator User Manual for instructions on how to download and install this software. Password reset request forms can also be downloaded.

Download EPF Return File Generator
Download Now ⊕

Download Employer User Manual
Download Now ⊕

Download Request Form
Download Now ⊕
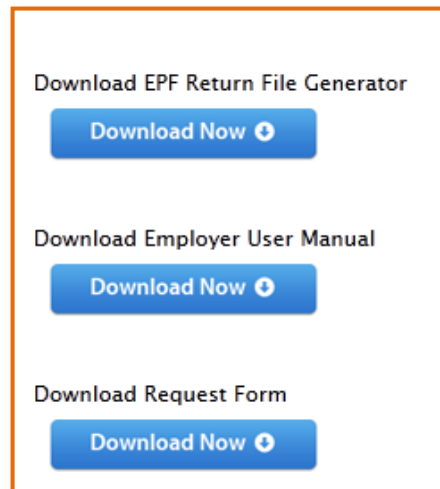
3.2.   FILE UPLOAD

3.2.1.   File Upload

Employer users must use this interface for uploading text files generated through the EPF Returns Files Generator.

Click on the **Choose File** buttons to locate the generated returns files. Click on **Upload Files** to upload the selected files.
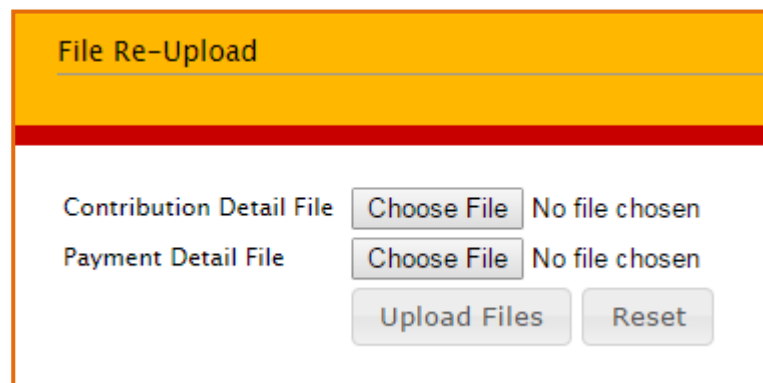
During file upload, verifications will be carried out to ensure that the files are valid. Once files have been uploaded the user will be shown the successful message.

The Finance user must now log in and perform the online transaction to complete the returns file submission.

3.2.2. File Re-Upload

Central Bank authorities may request certain employers to re-send text files with corrections and modifications. This interface enables employer users to re-submit these amended text files. The employer will not be required to re-do the transaction.
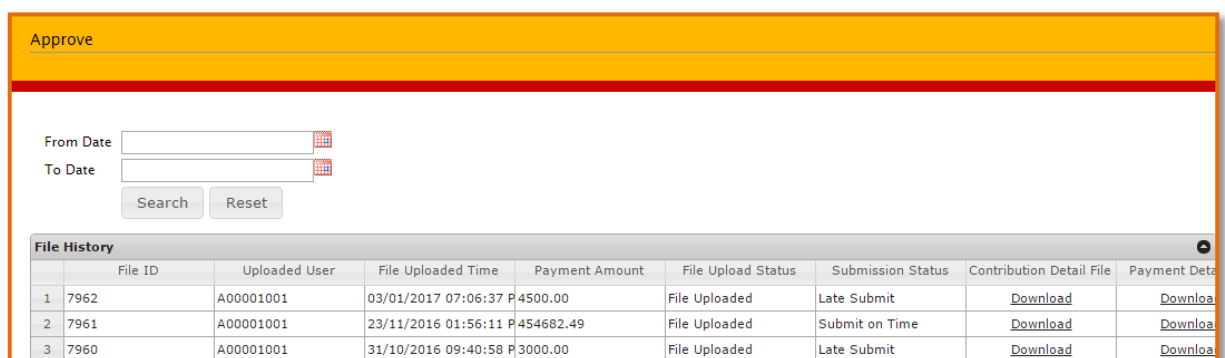

Files can be uploaded by clicking on the **Choose File** button to locate the files and clicking on the **Upload Files** button.

3.3. APPROVE MANAGEMENT

3.3.1. Approve

Employer users can search the approval details of contribution files and payment files on this section.

Select a date range and click on **Search** button to find the details.

	File ID	Uploaded User	File Uploaded Time	Payment Amount	File Upload Status	Submission Status	Contribution Detail File	Payment Deta
1	7962	A00001001	03/01/2017 07:06:37 P	4500.00	File Uploaded	Late Submit	Download	Download
2	7961	A00001001	23/11/2016 01:56:11 P	454682.49	File Uploaded	Submit on Time	Download	Download
3	7960	A00001001	31/10/2016 09:40:58 P	3000.00	File Uploaded	Late Submit	Download	Download

3.4. NOTIFICATION

3.4.1. View Notification

The View Notification page allows seeing the employer notices through this section.

	Notification	Posted Date
1	Test 3	19/09/2016 08:13:45 PM
2	Test 1	19/09/2016 08:13:33 PM
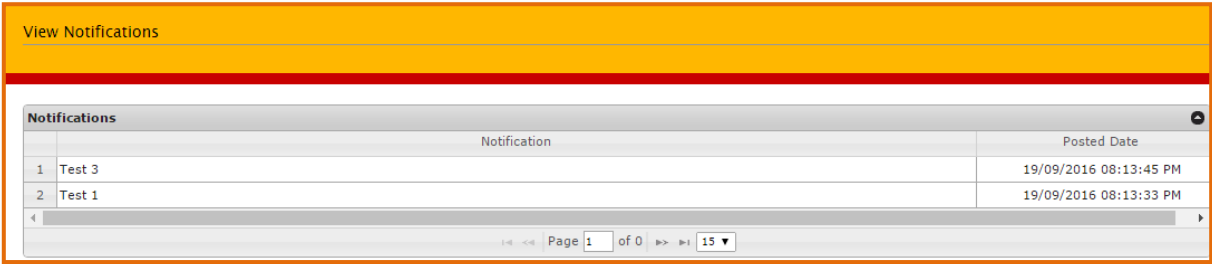
4. INITIATOR APPLICATION FUNCTIONALITIES

A successful login will proceed to the main window of the web application. The *Main Menu* of the system depends on the user levels. Available functionalities are listed in the Main Menu in the left side of the page, providing access to the section mentioned below;

- File History Management

4.1. FILE HISTORY MANAGEMENT

4.1.1. File History

Below screen displays the interface through which an employer user can view his/her activity history. All information pertaining to uploading returns files such as submission date, payment amount and date, file upload status, etc. can be viewed.

From Date 2017-01-01
To Date

[Search] [Reset] [View PDF]

	File ID	Uploaded User	File Uploaded T	Payment Date	Payment Amou	File Upload Sta	Transaction Sta	Submission Sta	Transaction	Contribution De	Payment Detail	Pay
1	7962	A00001001	03/01/2017 07:	03/01/2017 09:	4500.00	File Uploaded	Transaction Per	Late Submit	Proceed Transa	Download	Download	

Page 1 of 1 10 ▼   View 1 - 1 of 1

Click on **Proceed Transaction** link to access the transaction window. Select the account to be debited and click on **Confirm Transaction** button.

If the payment is successful, the user will be displayed the following page, which includes a receipt.

Click on **Generate Receipt** button to obtain a printable .pdf receipt.