MANSA REGISTRATION GUIDE

Please, kindly go through the manual page below, and follow the instructions on how to register/onboard on the platform

FOR CLARIFICATIONS/HELP OR AUTHORIZATION FOR US TO ASSIST YOU REGISTER, PLEASE SEND US A MAIL AT

afreximbankproject@businessindex.com.ng,

tradealert@businessindex.com.ng

OR CALL:

+234 (0) 803-3497-109, 903-0001-239, 903-0001-487

STEP BY STEP TO ONBOARD YOUR COMPANY ON AFRIEXIMBANK-MANSA PLATFORM

BEFORE YOU COMMENCE, WE ENCOURAGE YOU TO TAKE A MINUTE TO BROWSE THROUGH THIS GUIDE.

BEFORE YOU GET TO THE POINT TO CONTRIBUTE ON THIS PLATFORM, YOU HAVE TO REGISTER FIRST

BELOW ARE THE STEPS TO REGISTER AND THEN UPLOAD YOUR DOCUMENTS.

REGISTRATION TIPS:

➢ The simplest way to start and finish the registration in a short time and effortlessly is to prepare all required documents.
➢ Scan the documents in the order required into a folder.
➢ Type out other details; *Like Name, Position, Role, Phone Numbers, and addresses* on a separate page to enable you just copy and paste as required.

MANDATORY/REQUIRED DOCUMENTS TO BE UPLOADED TO THE PLATFORM,(*Click here to see mandatory fields and requirements)*

✓ **Application/Authority Letter (CLICK TO DOWNLOAD AND MODIFY AND PASTE ON YOUR LETTER HEAD)**
✓ **Company Logo**
✓ **CAC Registration documents**
✓ **SMEDAN Registration Certificate**
✓ **UBO (CLICK TO DOWNLOAD AND MODIFY AND PASTE ON YOUR LETTER HEAD)**
✓ **Financial Statement or Management report or 6 months Bank Statement of your Company**
✓ **Identification Documents of Business Owners (International passport, Driver's license, etc)**

Click Here (**BENEFITS/INCENTIVES**) To See the benefits/incentives of onboarding on the MANSA Digital Platform.

CLICK HERE TO: REGISTER AND ONBOARD AS A CONTRIBUTOR

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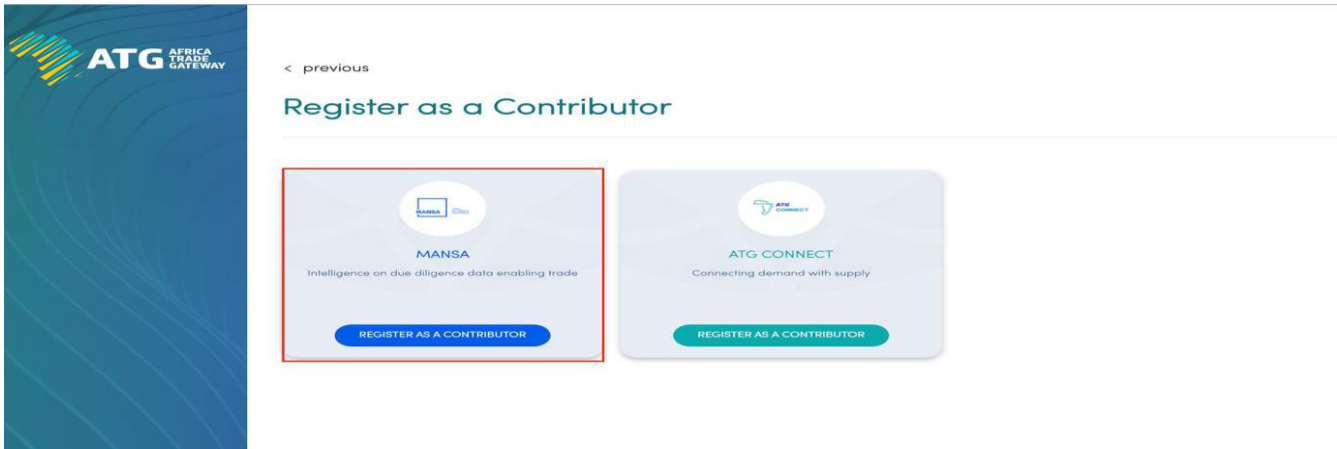**OR CALL:**
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You should view this page.

1. Fill in your details:

2. After successfully entering your details, you will be directed to validate your email address. Check your email and enter the verification code.

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After you have verified your email, you will be redirected to log in to the platform with your credentials.

Log in.

1. Select Log in and Log in with your email and password.

2. After logging in, you will be asked to enter a validation code as part of the Two-Factor Authentication Security Settings. Check your email and enter the validation code.
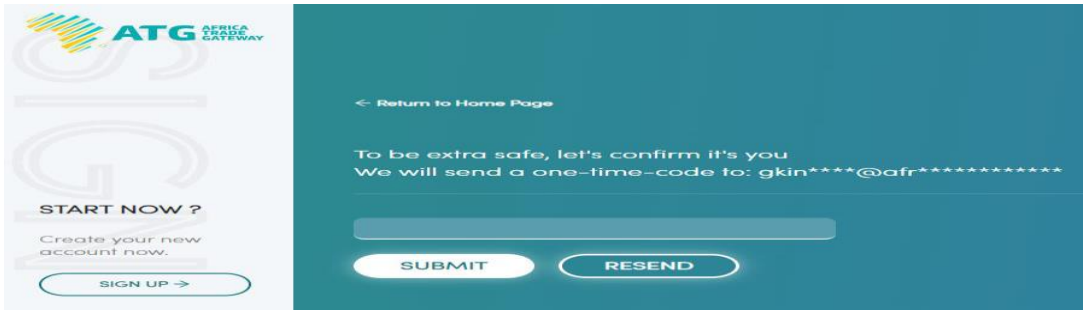
3. After successfully logging in, select the role you want to do on the platform

4. Select Register as a contributor and click Proceed.

5. Select MANSA

You will be directed to complete the form.

6) Input details in the form. Input phone number, job title, and attach "letter of Authorization" then click **"Proceed."**

7) Fill in the entity details and attach **Company Registration Document**.

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8) Select administrator privileges (Maker / checker)

9) Accept terms and conditions or download and reattach the terms and conditions.
10) Click "Proceed"
11) Click "Send to Authorization"

12) You will receive a notification as shown below:
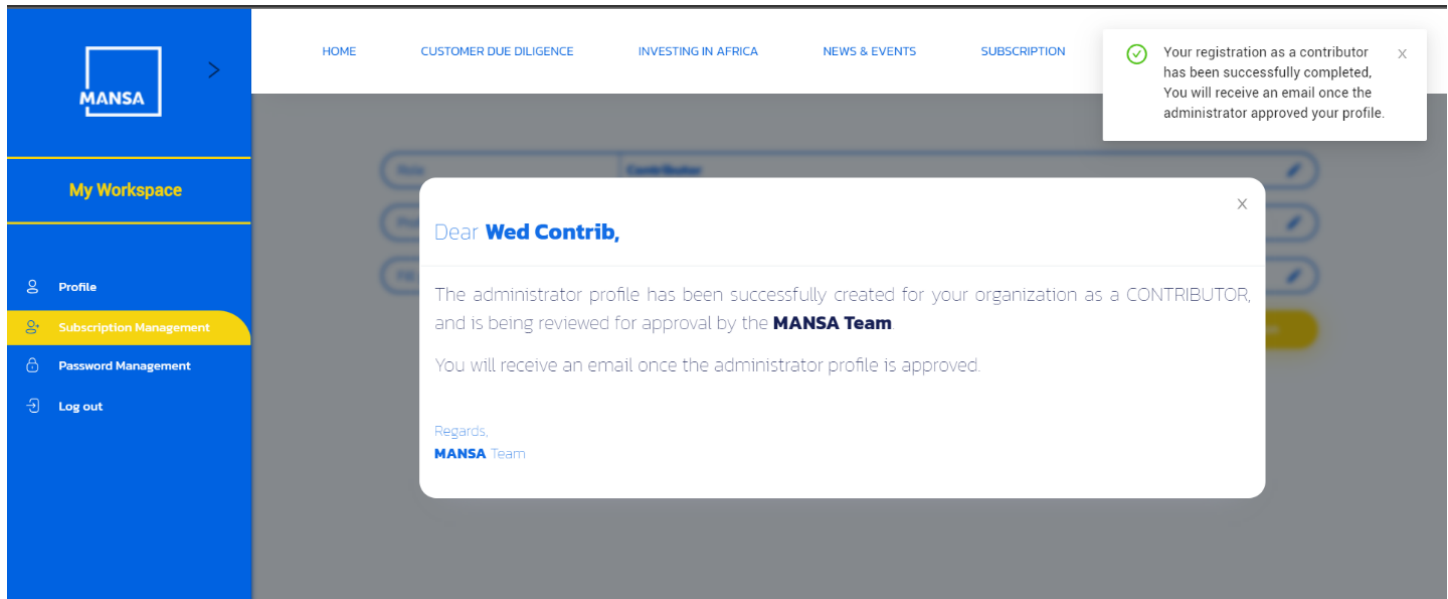
NB: your request will be sent to Afreximbank Mansa Administrator, and you will be notified via email once your request has been approved.

13) Navigate to your mailbox and click **"get started".**

Your Workspace

You can do the following on the workspace:

- View and edit your Contributor profile.
- Contribute CDD profile.
- Manage contributor user accounts (Maker, checker, verifier & publisher)
- Manage data.
- Manage Passwords
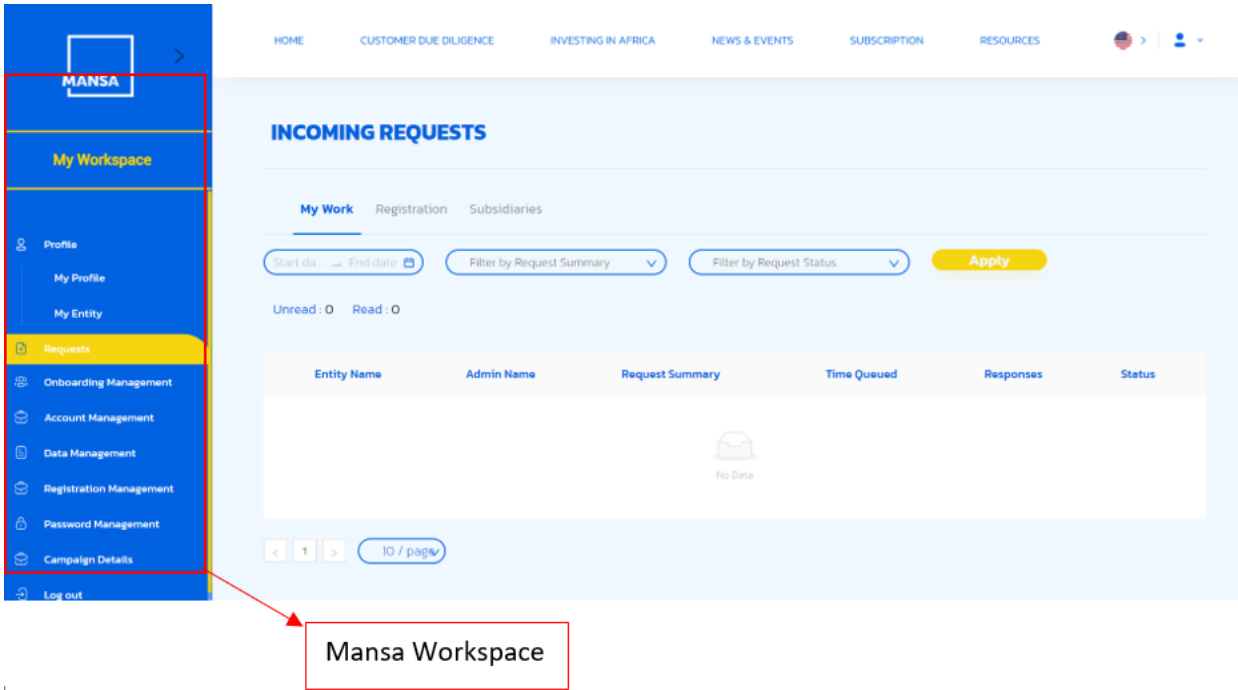- View campaign details.
- Logout of MANSA.

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Mansa Workspace

Creating users (Makers & Checkers)

As a contributor administrator, it is important to assign roles to members of your team to make the CDD contribution process seamless.

There are (2) necessary roles that needs to be assigned to team members, and these include:

Role	Description
Maker	The role is responsible for onboarding a contributor and contributing CDD data
Checker	This role is responsible for checking / approving contributed CDD.

Complete the steps below to create a user:

Step 1: Click **"Account Management"**

Step 2: Click **"Manage Users"**

Step 3: Select **"Administrators contributors"**

Step 4: Click **"Add"**

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Step 5: Input the user details (Name, email).

Step 6: Select user type (Maker and/or Checker). Select the one that applies to the user being created.

Step 7: Click **"Create"**

NB: You will be directed to the page below. You will also receive a notification stating that the invitation has been sent to the user's email address.

Step 8: The user will now get an invitation email to finish their account registration on MANSA. The user will need to click on **"Access Account"** where they will be redirected to MANSA platform to finish setting up their account.

Step 9: Click **"Create account"**

Step 10: Sign in with your new credentials. Contributing CDD data:

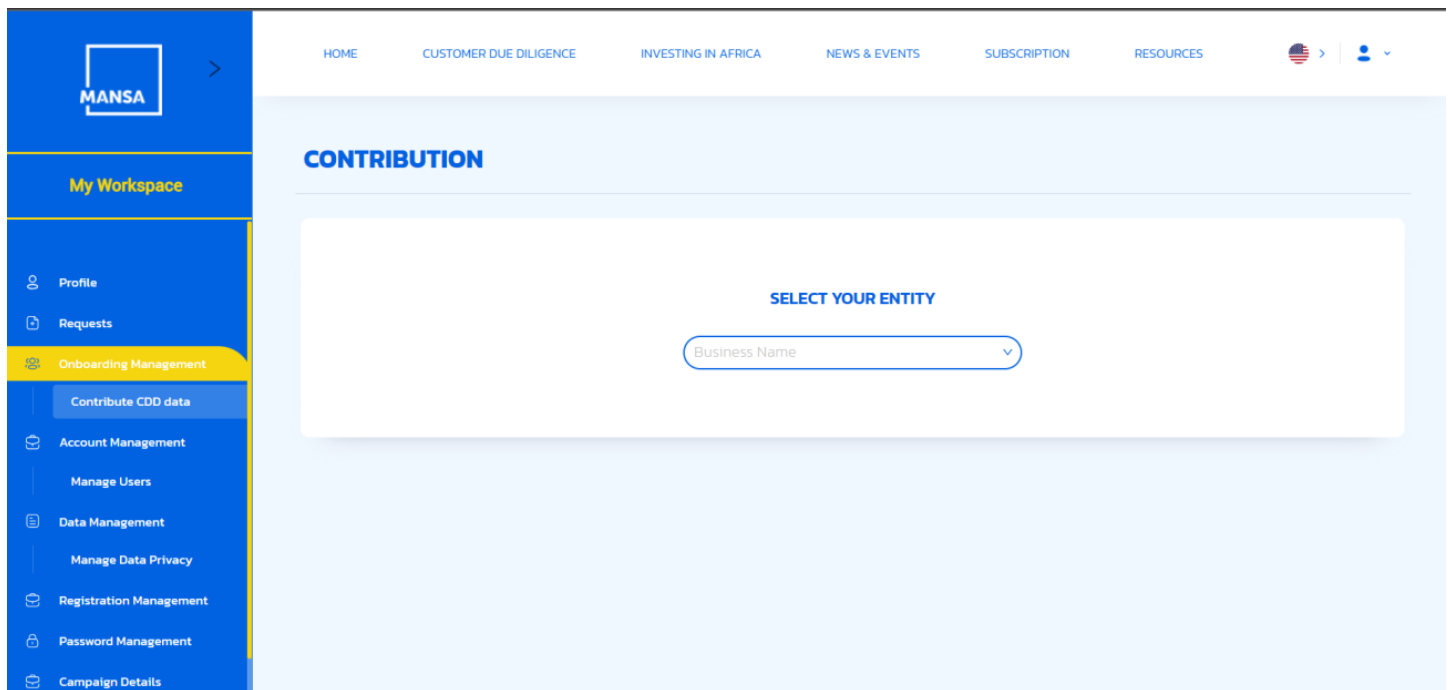After successfully onboarding a contributor, the next step is to contribute CDD data.

Contribute to CDD Data

Follow the steps below to contribute CDD data.

Step 1: Click **"Onboarding Management"**

Step 2: Click on **"Contribute CDD data"**

Step 3: Select the entity by clicking the drop-down arrow under **"Select Your entity"**.

Step 4: Click **"Manual Contribution"**
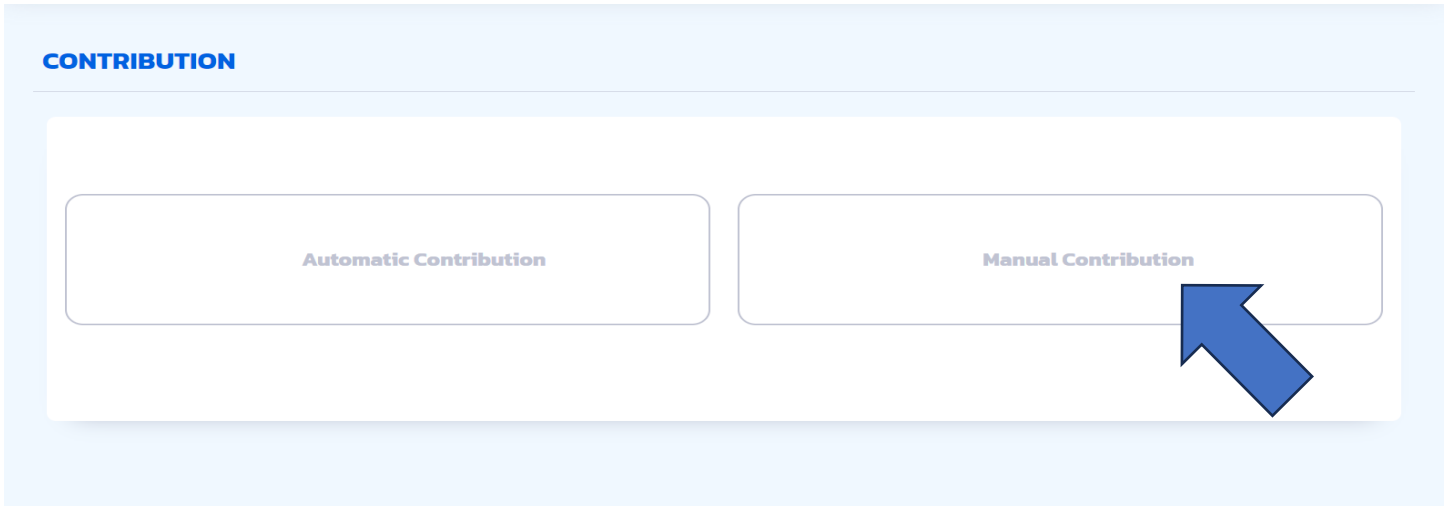
Step 5: Click **"Proceed"**
Step 6: Select a verifier for the contribution.
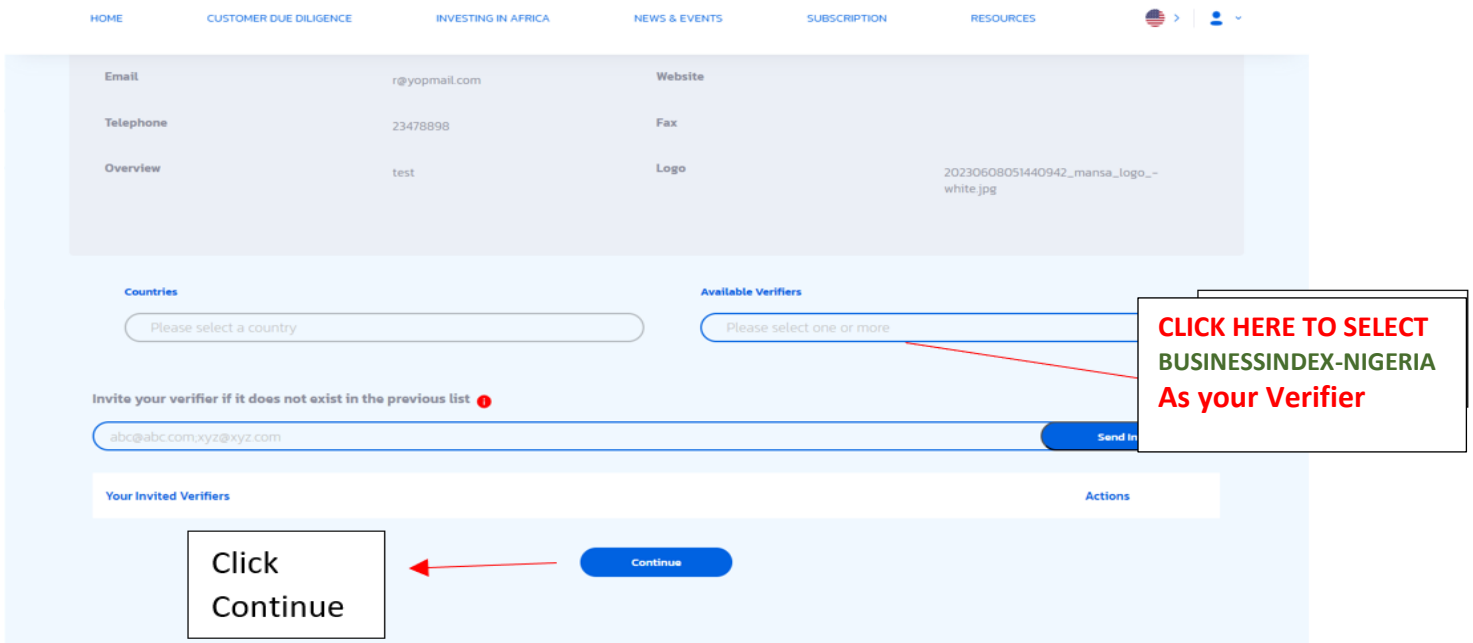
Step 7: Input the entity details in the CDD form and click **"continue"** to proceed to next section.

Step 8: Make sure to select your verifier **"BUSINESSINDEX-NIGERIA as your reviewing/ Verification entity"** for each section.

Step 9: Complete the CDD form by filling all six forms (Identification, Ownership and Management, Business Information, Compliance Information, Financial Information, and association & membership)
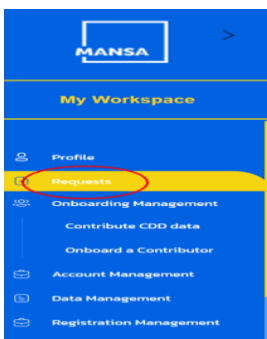
Step 10: On the summary page, review the details you have contributed and click **"complete"** to submit the contribution to a checker for approval.

Step 11: You will get a notification that the contribution has been submitted.
Step 12: Click on **"Requests"** to view the status of the request.
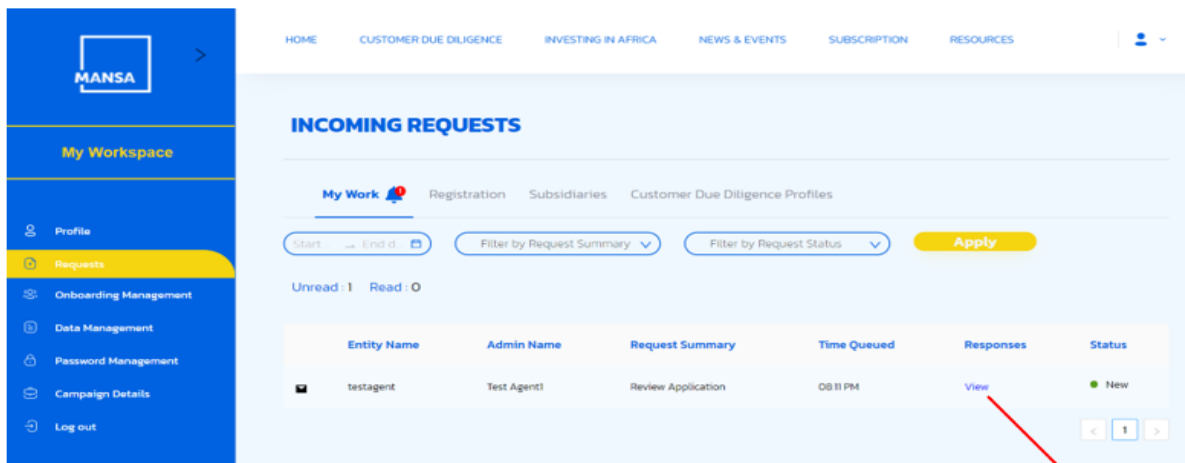

Check/approve CDD requests.

The checker user will login to the system to approve requests on the portal. Please follow the steps below to check/approve CDD requests.

Step 1: Checker logs in to the platform.
Step 2: Click on **"Request"**
Step 3: Navigate to the new request.

Click "View" to see details of the CDD.

Step 4: Click **"View"**
Step 5: Navigate to compliance Information. Scroll down to "Compliance Information." the checker will need to include their position.

Step 6: The checker will review the details of each section and input comments where necessary.

Step 7: Click **"Approve"** to approve the request and send to the verifier.
Note:
- If the checker rejects, the submission/profile will be terminated
- If the checker Approves, the submission will be sent to the verifier
- If the checker requests update, the submission will be sent to the Maker for update.