



Small & Medium  
Enterprises  
Development  
Agency of  
Nigeria



## 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](mailto:afreximbankproject@businessindex.com.ng),**

**[tradealert@businessindex.com.ng](mailto: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 AFREXIMBANK-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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You should view this page.

1. Fill in your details:

< Return to Home Page

## Discover the African Trade Gateway

Sign Up To African Trade Gateway

First Name \*

Last Name \*

Email \*

Email Confirmation \*

Password \*

Password Confirmation \*

Country \*

Phone Number \*

Password must be 8 or more characters in length.  
Password must contain 1 or more uppercase characters.  
Password must contain 1 or more digit characters.  
Password must contain 1 or more special characters.

**CREATE YOUR ACCOUNT**

Already have an account? [Sign In](#)

**ATG** AFRICA TRADE GATEWAY

**ALREADY HAVE AN ACCOUNT ?**

Sign in using your existing account.

**SIGN IN** →

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

## Email Verification Step

**Verify**

You Will Need To Verify Your Email To Complete Registration

An Email Has Been Sent To \*Gking@yahoo.com\* With A Link To Verify Your Account. If You Have Not Received The Email A Few Minutes. Please Check Your Spam Folder

**Back to Home** **Resend Email**

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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.

ATG AFRICA TRADE GATEWAY

START NOW ?

Create your new account now.

SIGN UP →

← Return to Home Page

Sign in

Email address

Password

Forgot your password ?

SIGN IN

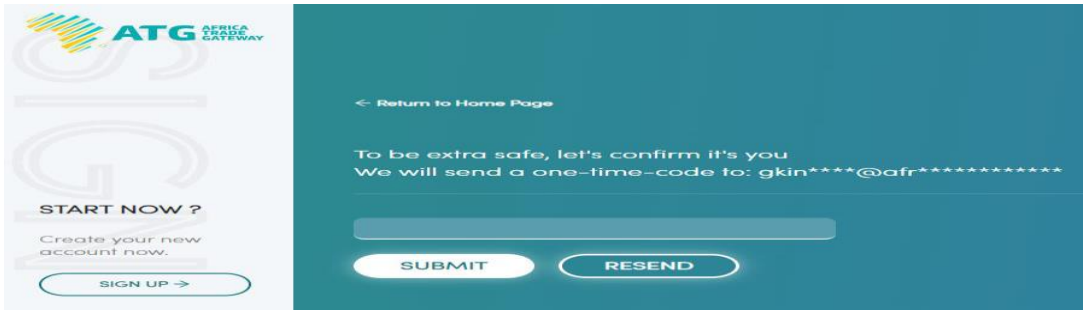
2. After logging in, you will be asked to enter a validation code as part of the Two-Factor Authentication Security Settings. Check your email and enter the validation code.

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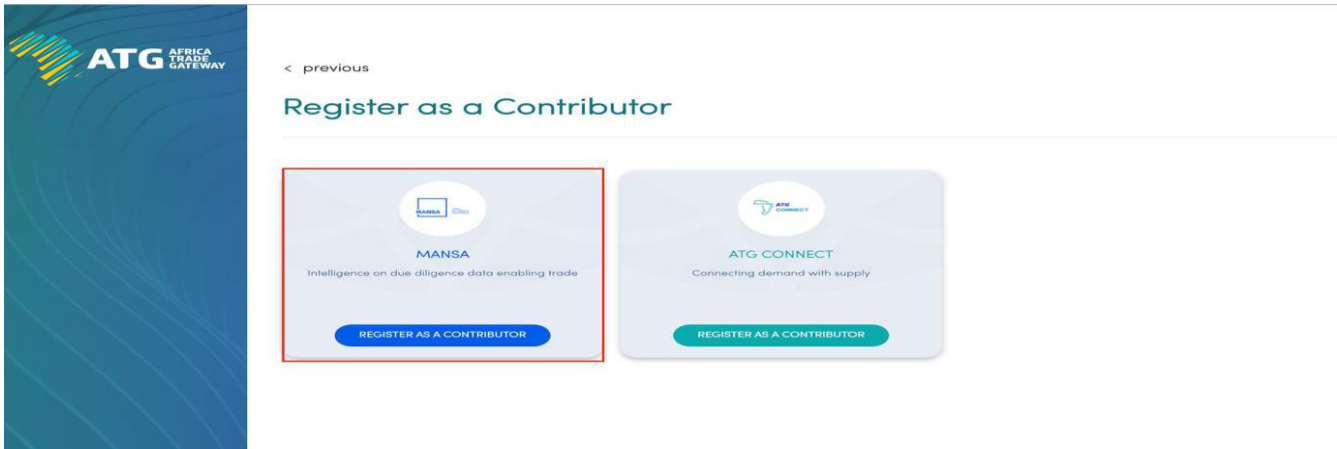


3. After successfully logging in, select the role you want to do on the platform

4. Select Register as a contributor and click Proceed.



5. Select MANSA



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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.”

The screenshot shows the MANSA user interface. On the left is a navigation menu with 'My Workspace' and options for Profile, Subscription Management, Password Management, and Log out. The main content area is titled 'Contributor' and contains a form with the following fields: 'Phone Number' (with a dropdown for country and the value '1 (702) 123-4567'), 'Job title' (with a person icon), and 'Letter of Authorization' (with a 'Choose a file' button). A 'Proceed' button is located to the right of the 'Letter of Authorization' field. Below the 'Letter of Authorization' field, there is a link: 'You don't have a model? Download it here.'

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

The screenshot shows the 'Fill your entity details' form. It contains the following fields: 'Business Name' (Test Agency), 'Business Organization Number' (1234567), 'Country' (NG Nigeria), 'Postal Zip/Code' (234), 'Address' (access bank data center, 16/17 idejo street , off adeola odeku), 'Phone Number' (+234 122 344 55), 'Email' (testagentaccount@yopmail.com), 'Website' (empty), 'Fax' (1 (702) 123-4567), and 'Company Registration Document' (20221216100522716\_t... with a 'Choose a file' button).

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8) Select administrator privileges (Maker / checker)

Will the administrator also have maker/checker privileges to add and/or authorize CDD profile of the organization? (Admin Email is required to enable this option)

Yes  No

Select the administrator's applicable privilege(s) \*

Maker  Checker

Accept Terms & Conditions ⓘ

Please accept the terms & conditions or upload a file

Or you have to download and upload the Registration Document

[Download Terms & Conditions](#)

[Choose a file](#)

Please upload a file or accept the terms & conditions

[Proceed](#)

9) Accept terms and conditions or download and reattach the terms and conditions.

10) Click "Proceed"

11) Click "Send to Authorization"

MANSA

HOME CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS SUBSCRIPTION RESOURCES

My Workspace

Profile

Subscription Management

Password Management

Log out

Role Agent

Profile Information

Fill your Entity

[Send to authorization](#)

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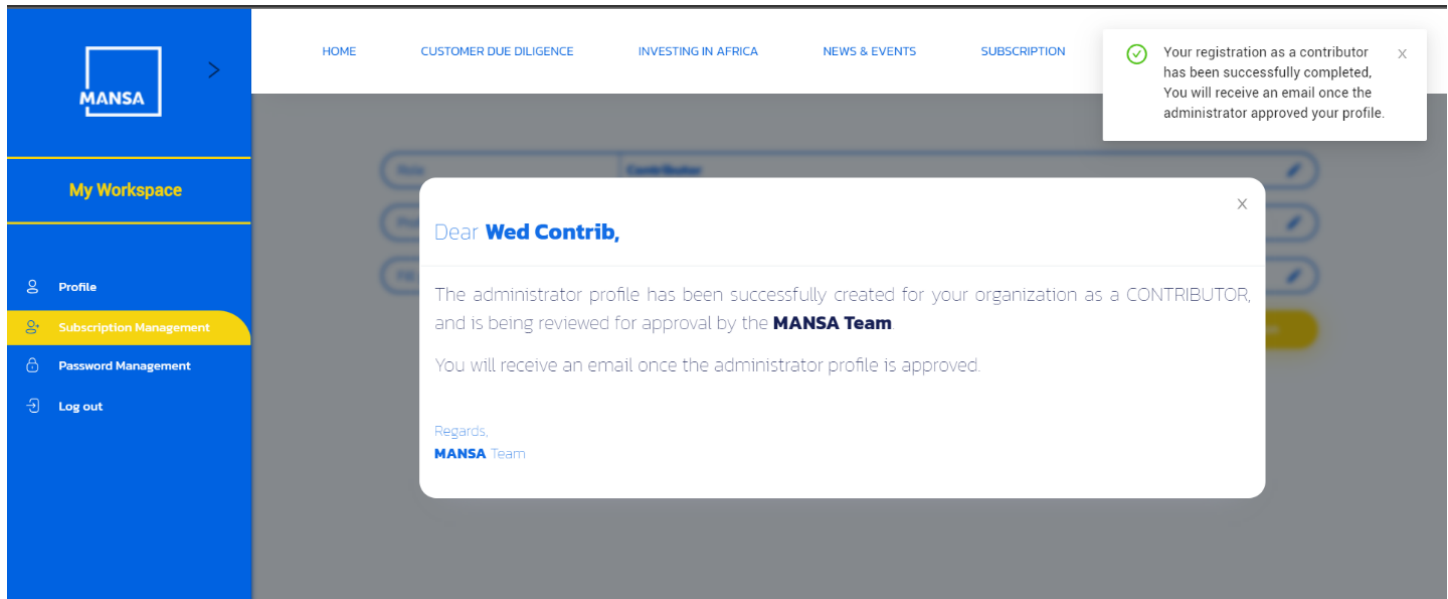
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12) You will receive a notification as shown below:



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.

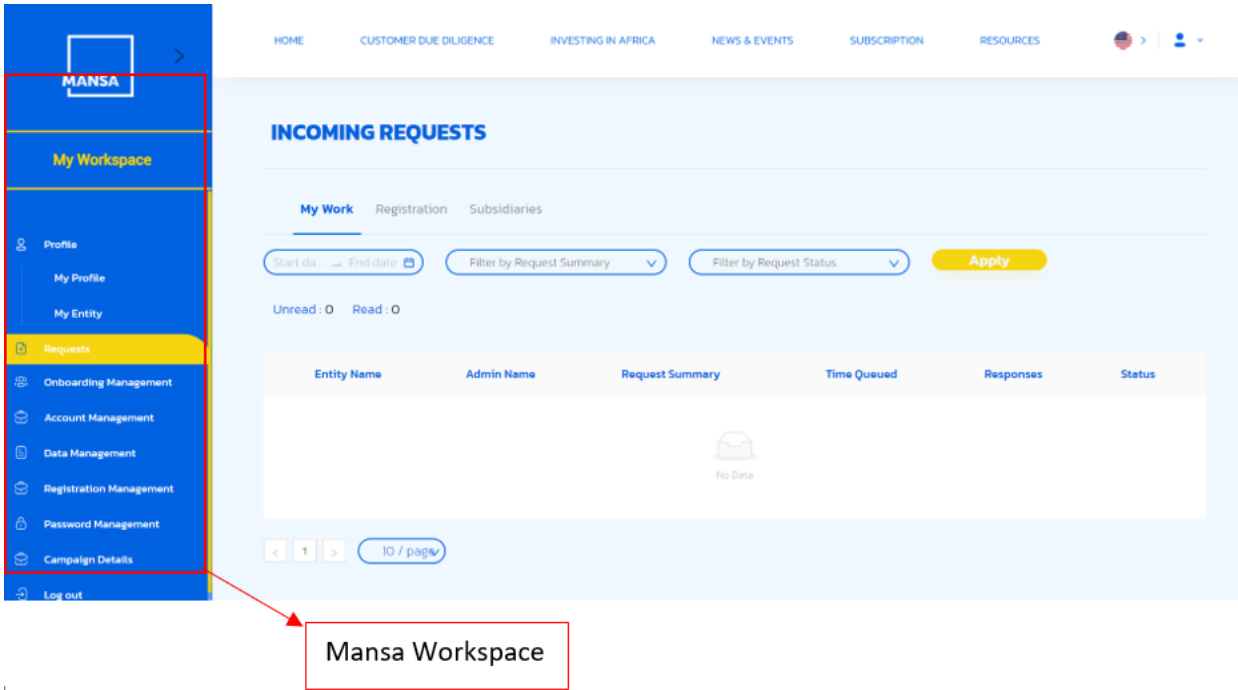
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## Creating users (Makers & Checkers)

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

Complete the steps below to create a user:

**Step 1:** Click **“Account Management”**

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## Step 2: Click “Manage Users”

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### MY PROFILE

First Name: Contrib

Last Name: Wed

Email: contribwed@yopmail.com

Phone Number: +234 909 099 99

Country: Nigeria

Language: English

Job Title: Mr

## Step 3: Select “Administrators contributors”

## Step 4: Click “Add”

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### MANAGE USERS

Contributors

Administrators (Contributors) Users (Contributors)

Name	E-mail	User Type	Status	Action
No Data				

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”

The screenshot shows the 'Add New User' form in the MANSA system. The form is titled 'Add New User' and has a 'Create' button highlighted with a red arrow. The form fields are: First Name (Contrib), Last Name (Wed), Email (contribwed@yopmail.com), Confirm Email (contribwed@yopmail.com), and User Type (Maker selected). The 'User Type' dropdown menu is open, showing 'Maker' and 'Checker' options.

**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.

The screenshot shows the 'MANAGE USERS' page in the MANSA system. A notification banner at the top right says 'We have sent the invitation successfully.' The page shows a table of users with columns for Name, E-mail, User Type, Status, and Action. The user 'Wed Contrib' is listed with E-mail 'contribwed2@yopmail.com', User Type 'Maker', and Status 'PENDING'. An 'Add' button is visible in the top right corner.

Name	E-mail	User Type	Status	Action
Wed Contrib	contribwed2@yopmail.com	Maker	PENDING	Resend

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**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.

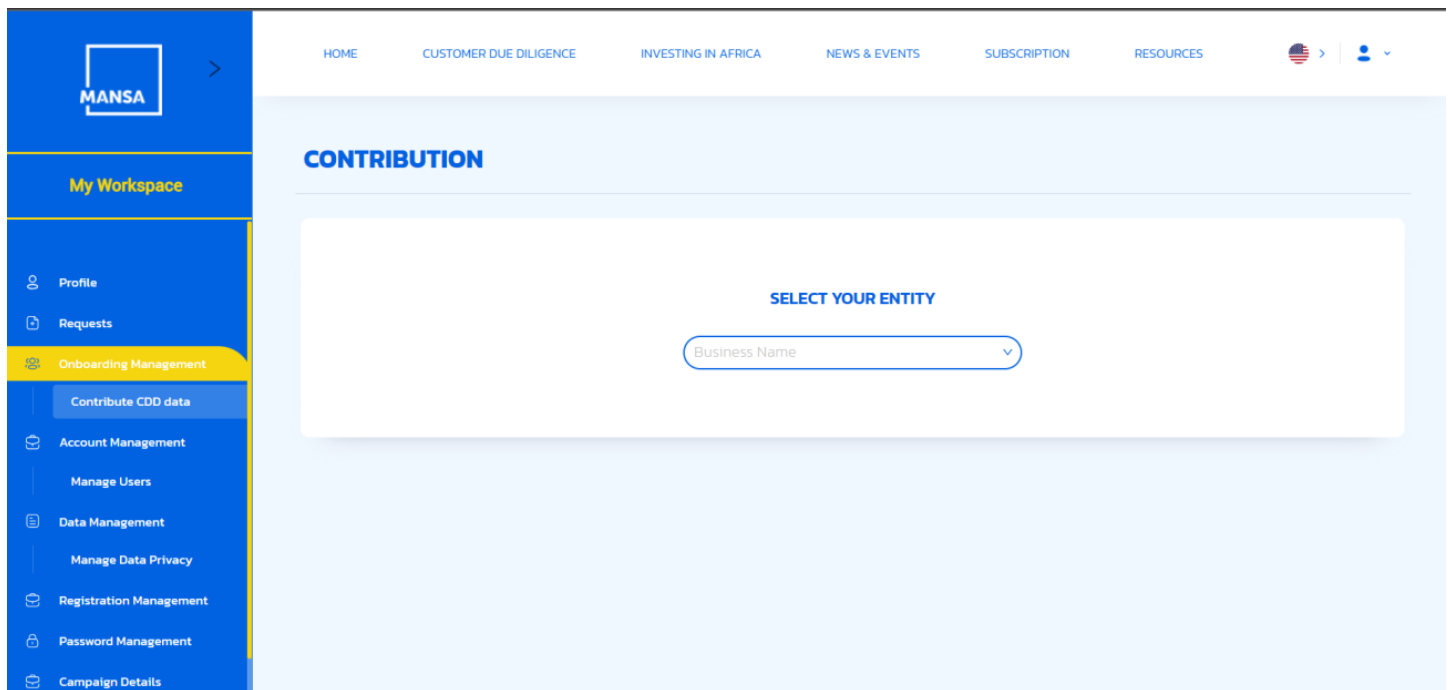
## Contribute to CDD Data

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”**.



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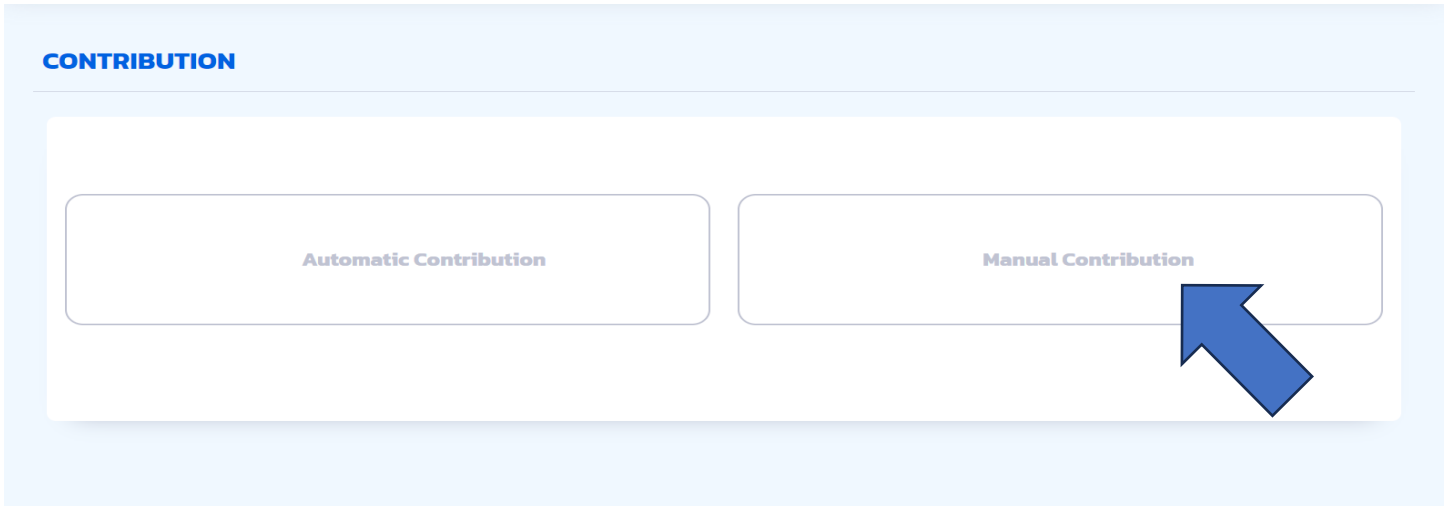
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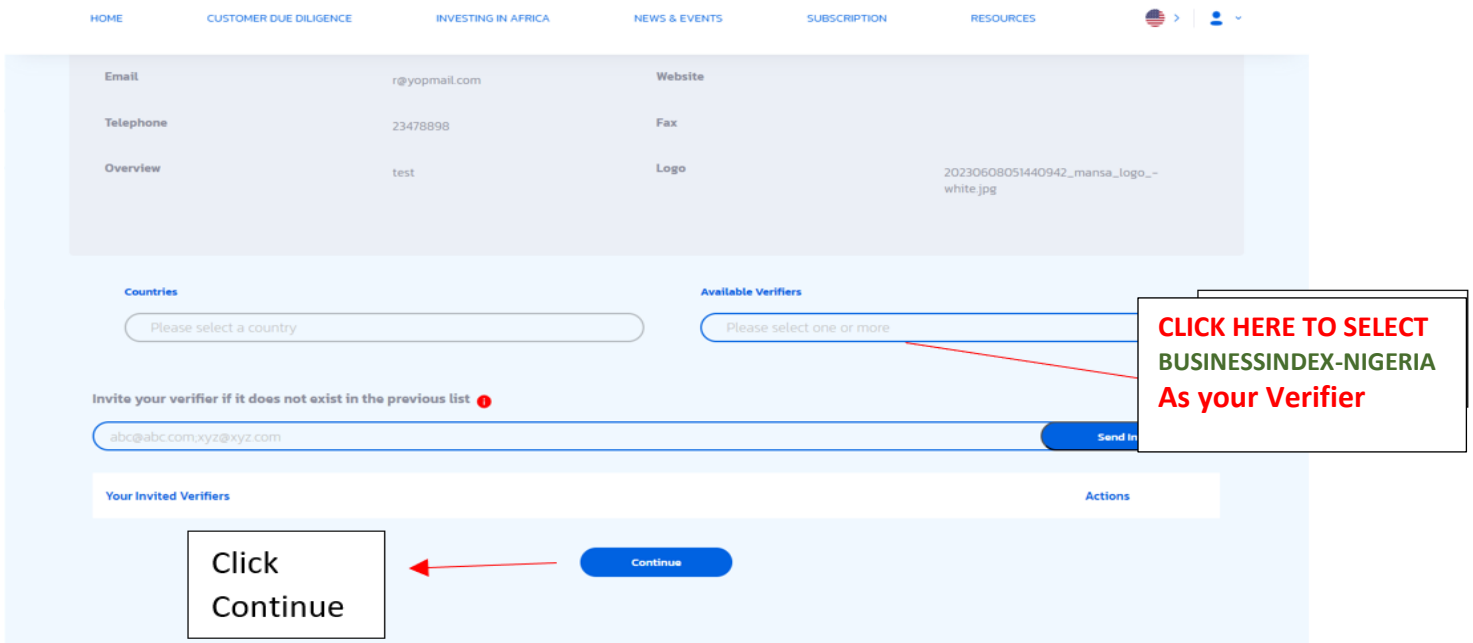


**Step 4: Click “Manual Contribution”**



**Step 5: Click “Proceed”**

**Step 6: Select a verifier for the contribution.**



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**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.

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Tax Certificate

Independent Reviewing/Verification Entity for this section

Select independent reviewing/verification entities \*

Required fields \* 5.88%

Select one or more

Save and close Save Continue

**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.

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## CONTRIBUTION

Identification Ownership & Management Business Information Compliance Information Financial Information Other **Summary**

Back Complete

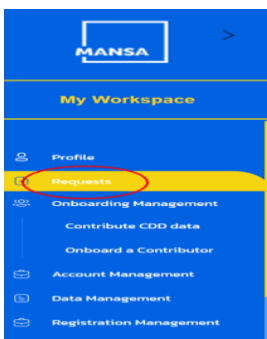
**Identification**

Legal Name :  
Trading Name : demo 2  
Legal Form : Limited Company  
Registered Address : Abi...

Click "Complete" to submit the CDD contribution to a checker.

**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.



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My Work Registration Subsidiaries Customer Due Diligence Profiles

Start → End d Filter by Request Summary Filter by Request Status Apply

Unread : 5 Read : 0

Entity Name	Admin Name	Request Status	Request Date	Action	Status
demo 2	Demo Agent	Under Review		View	New
test 2	Demo Agent	Under Review		View	New
demot	Demo Agent	Under Review	Jan 31	View	Delayed
demo business	Demo Agent	Under Review	Jan 30	View	Delayed
Test business	Demo Agent	Under Review	Jan 30	View	Delayed

Click "Complete" to submit the CDD contribution to a checker.

Check/approve CDD requests.

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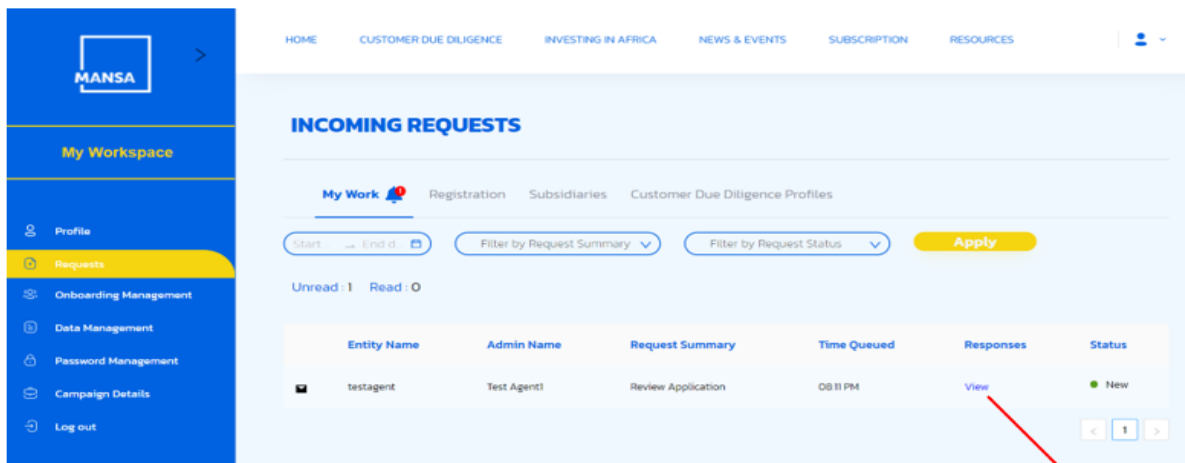


The checker user will login to the system to approve requests on the portal. Please follow the steps below to check/approve CDD requests.

**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.

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7	Can you confirm that a register of Officers or Shareholders is being kept and is always up to date	Yes
8	Can you confirm your business files annual returns on time with Company Registrar or designated authority in your country, where required or given option to.	Yes
9	Businesses are encouraged to file an annual return with the Company Registrar or relevant authority	Yes
10	Can you confirm that your business letters are sent with official documents bearing your business names	Yes

< 1 2 >

Completed/Submitted By : testagent checker1

Position (\*):

Checker to insert their position.

Print

Authorized Personnel:

**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.

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