

QUICK USER GUIDE

Report, Update and Verify

Employer can Report, Update and Verify his/her Employee(s) and their monthly contributions via any of the following three methods.

1. By updating existing employees' detail

This method is recommended when you have a large number of Reporting Employees and the reporting employees are almost same as the employees reported for the last month (.ie. there are a few joinings and exiting employees).

Step 1 : Edit Existing Employee(s)

In this step you can edit the following information for the employees

- a. Days worked for those employees who have not worked for all the whole period
- b. Missing CNIC
- c. Missing Date of Birth

Step 2 : Exit Employee(s)

In this step you can Exit the employees who have left the organization during last or reporting period

Step 3: New Employees with EOBI No

In this step you can add any new employee who joined you recently and who are already associated with EOBI, i.e. they have an existing EOBI No.

Step 4: New Employees without EOBI No

In this step you can register a New Employee with without already having EOBI No .

Step 5: Submit the final list

Click on the Submit tab to proceed with the submission of employees for the submission period.

2. By Uploading CSV File

This method is recommended if you feel comfortable submitting your PRO2A contributions via csv file in excel format Or for those Employers having a strong It department, you can generate the csv file from your payroll through a custom application at your end.

Step 1: Upload File

To upload the csv file click on choose file, browse to your file and select Open to upload (You can download the CSV file from the Current PRO2A Link, this will give you the current records in an excel file. You can view the field description from the Field Description link and can view a sample csv file as well).

Step 2: validation

Step 2 lets you verify and validate the csv file you submitted.

The **Existing IP** tab shows the unchnaged IPs that were provided when you downloaded the csv file.

The **Unlinked IPs** tab shows the IP you exited from your organization by providing their Date od Exit.

The **Newly Linked IPs** tab shows the new records of newly joined IPs you entered in the csv file.

Step 3: Undertaking and Submission

Click on the Submit tab to proceed with the submission of employees for the submission period.

3. By Manually Reporting Employees' Detail:

This method is recommended when you a very few IPs to register or you are a newly registered Employer with a few IPs(say around 5-10) and are reporting for the first time.

Step 1: Enter Records

You can either link or add an employee on this screen.

After linking or registering new IPs please click the Done, Let ne review button to view the records for submission.

Step 2: Validation

You can validate the information that you have provided in the previous setp here.

Step 3: Undertaking and Submission

Click on the Submit tab to proceed with the submission of employees for the submission period.

Voucher Generation

Once the employer has reported, updated and verified his employees, the second step is to generate the voucher. There are several steps involved in the voucher generation which are outlined below:

Step 1: Review Existing IPs

In this step the Employer will be shown up the employees, he has reported and whose contribution he will paying. In the case if any discrepancies employer can go back to the Report, Update and Verify section and re-report the employees.

Step 2: Voucher preview

In this step the Employer will be shown up the voucher preview, to get it verified by you, before finally generating it. If you have any concerns then you can refer your respective beat/field officer or regional head, before you proceed with Voucher Generation.

Step 3: Voucher Generation

Click on the **Voucher Generation Options** to generate the voucher of your choice from the types shown below.

You can generate

1. Current Contribution Voucher:

You can select this if you want to pay only the current demand. In this case the system will not ask you to make any arrear payments.

2. Arrears Voucher

You can select this if you want to pay arrears only. . In case of any issue or the payment of Partial Arrears, please contact your Regional Head.

3. Consolidated voucher

You can select this if you want to pay both the current contribution and arrears. You will be required to pay both the current contribution as well as arrears. In case of any issue or want to pay arrear in installments that contact your respective Regional Head.

Step 4: Voucher Generated

Please save or print your voucher for payment and future use.

Registration of Employee without EOBI No

At any time of the month, the Employer has the option to register a new employee who has joined his company. This employee shouldn't have been associated with EOBI through his previous employer.

Step 1: Enter the information

In this step the employer fills in the information required for registering a new employee and associating it with it (employer). Follow the instructions when entering the information.

Step 2: Click Submit button to Register

Click Register Insured Person button to submit the registration form! You will receive a success message and this employee will be given an EOBI No for future use.