



MWS Enterprise

User Guide

POWERED BY

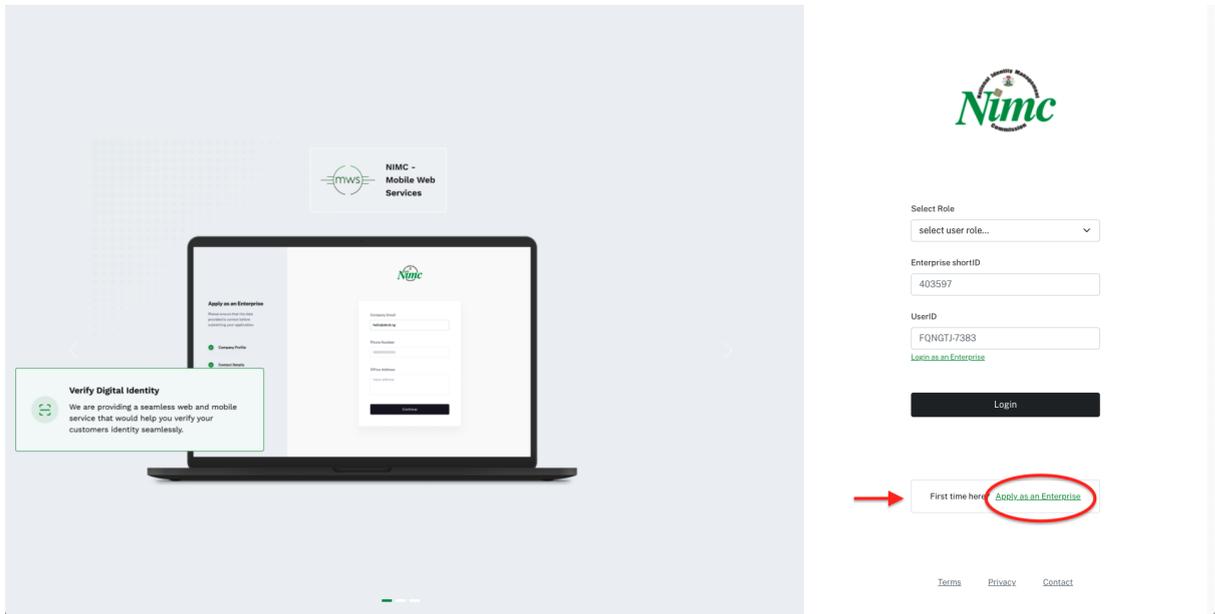


Web Application

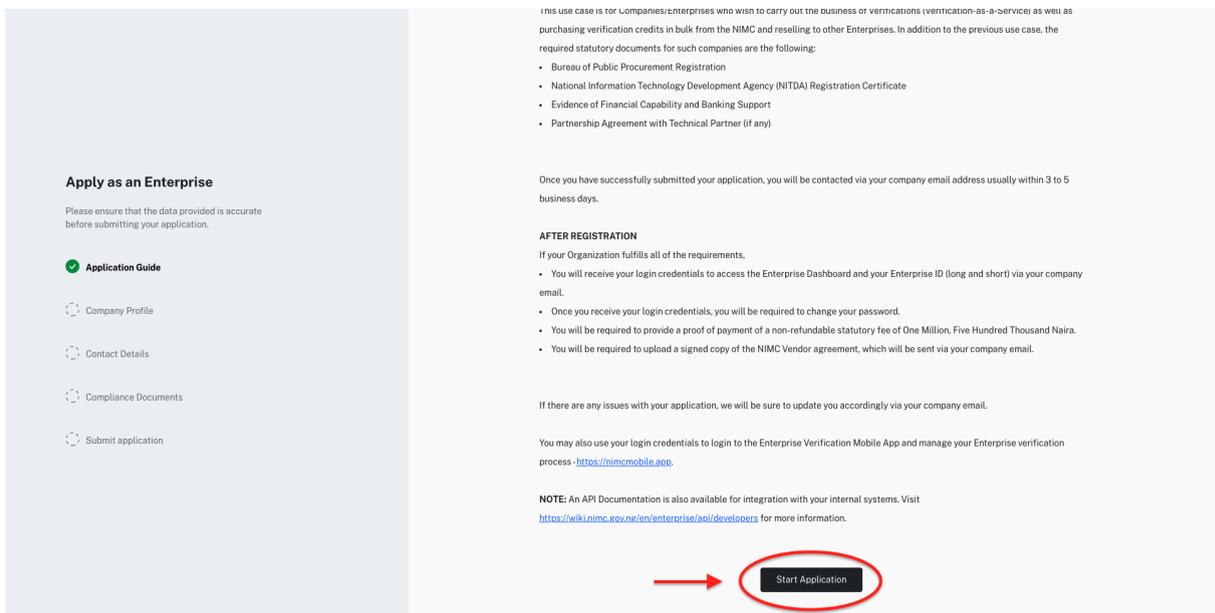
1. Application Process

Before operating as a Licensed Verification Enterprise:

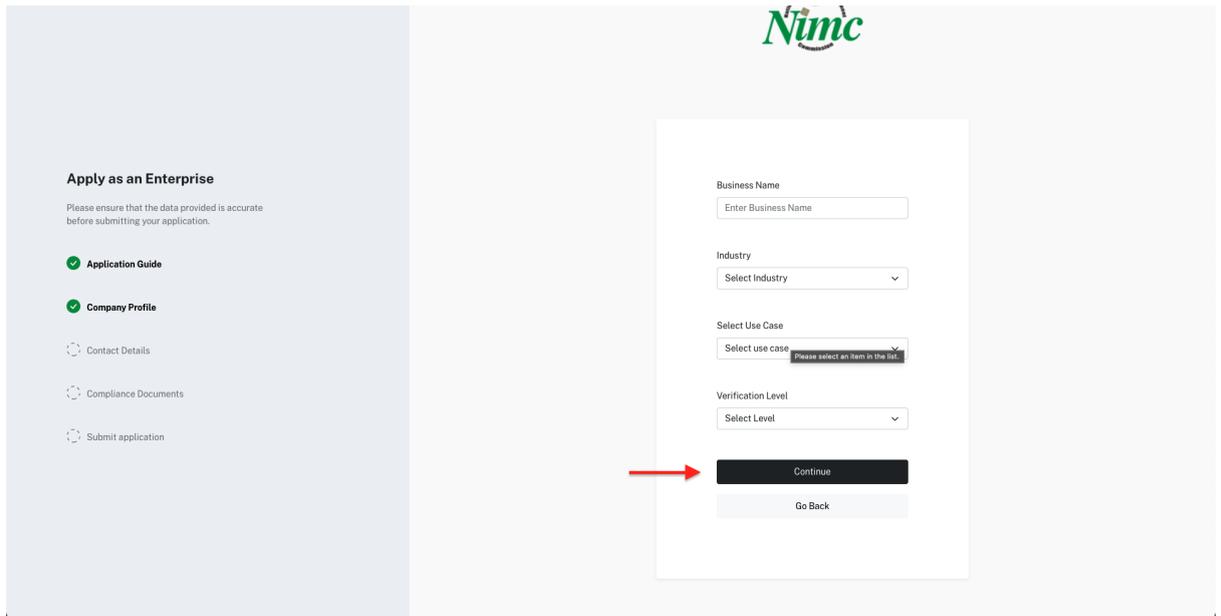
- Go to <https://ent.nimc.gov.ng> and click on Apply as Enterprise



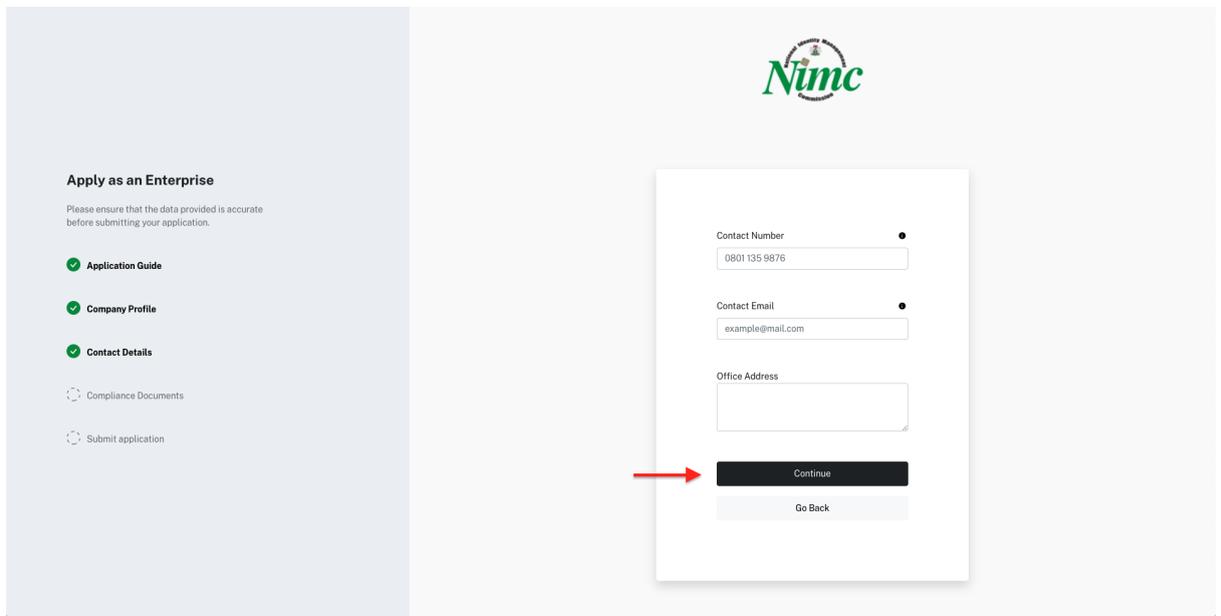
- Carefully read the application guide on the page before proceeding to Start Your Application



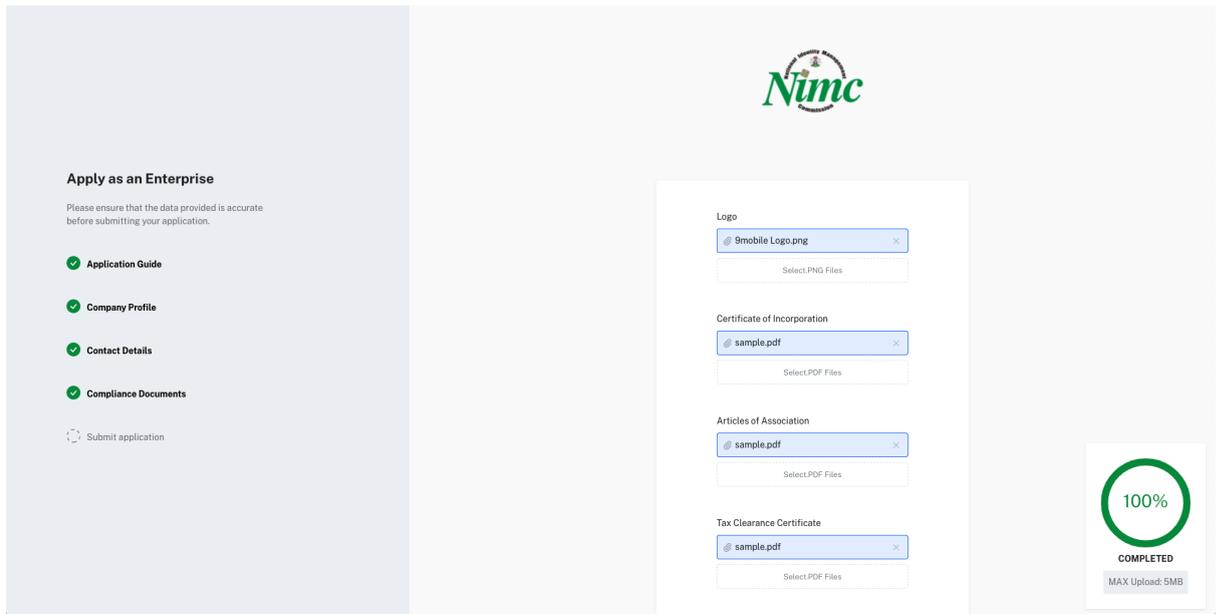
- Input your company details as required and click Continue



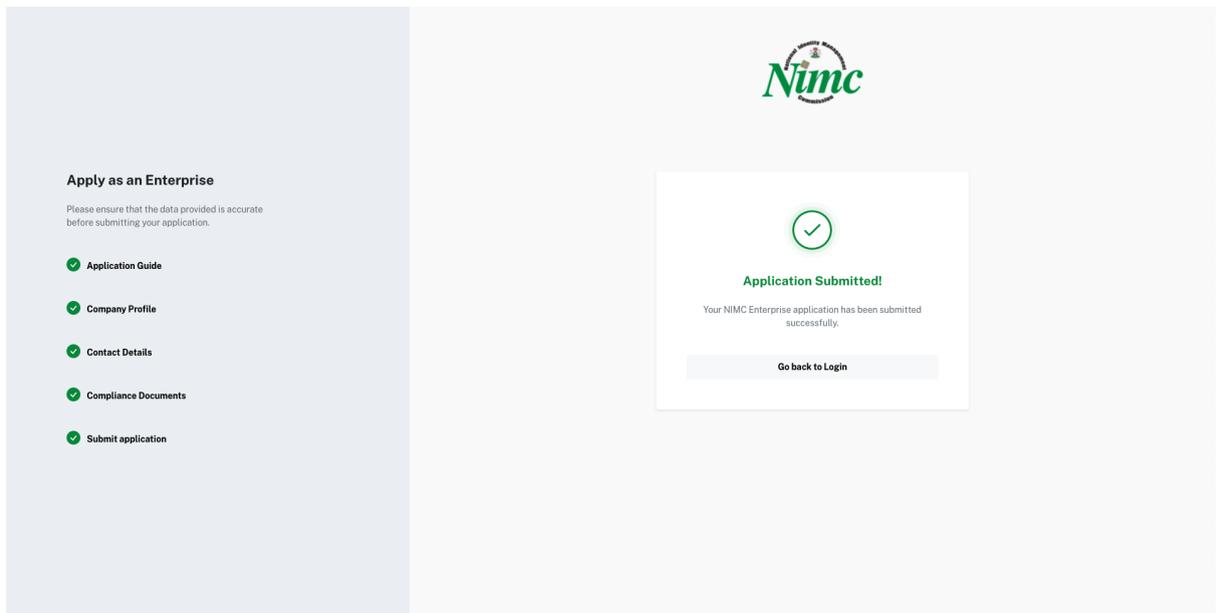
- Input your contact details as required and click Continue



- Upload your company logo and all compliance documents as required and click Continue



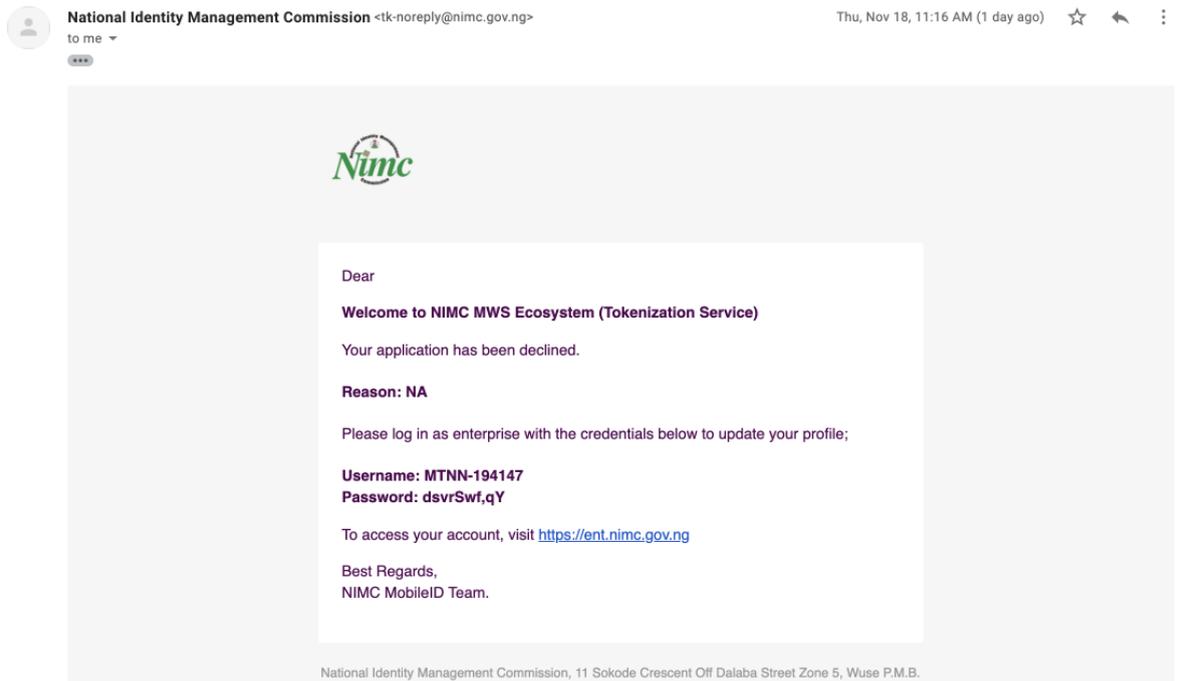
- Your application process is completed!



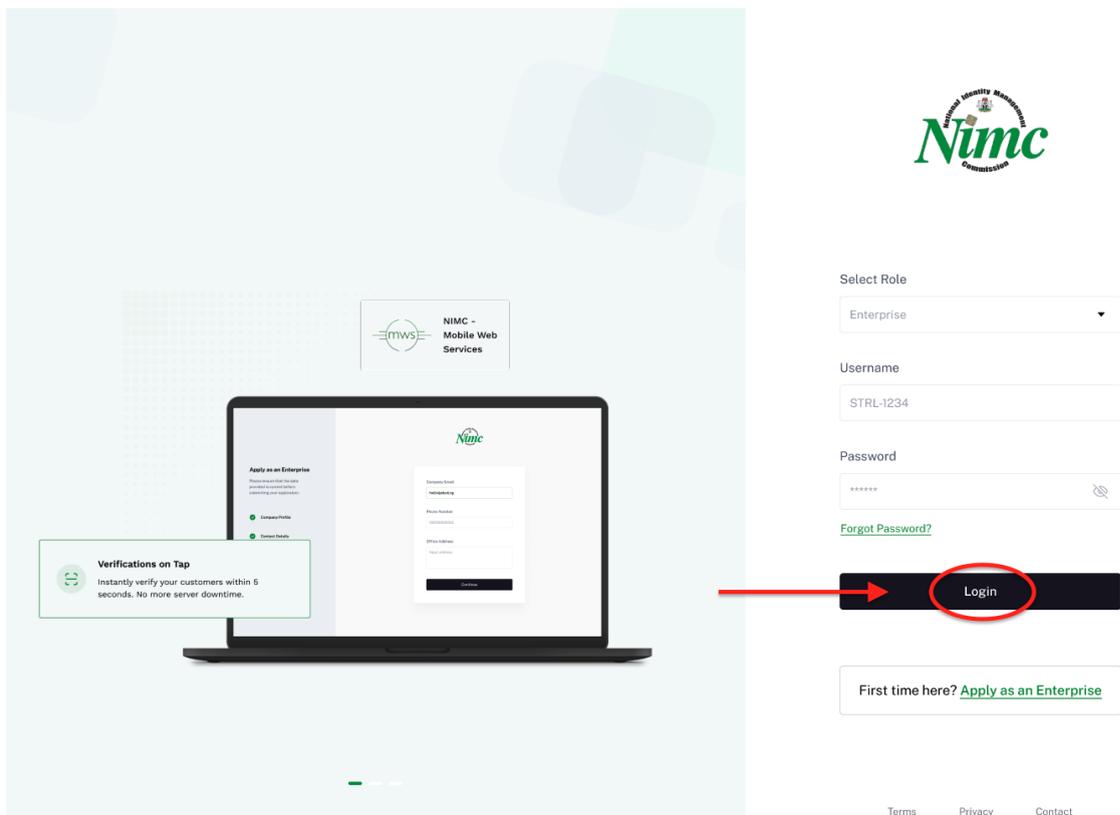
- The status of your application will be communicated to you via email

On Application denial:

- Check your email to view the comments on why your application has been denied



- Login to the Enterprise dashboard with the username and password provided in the email



- Reupload defaulting compliance documents as mentioned in the comments

Update Profile

Company Profile Contact Details Compliance Documents

Business Name
ABCD Ltd.

Industry
Agriculture

Select Use Case
Verification only

Verification Level
Level 1-Full Name

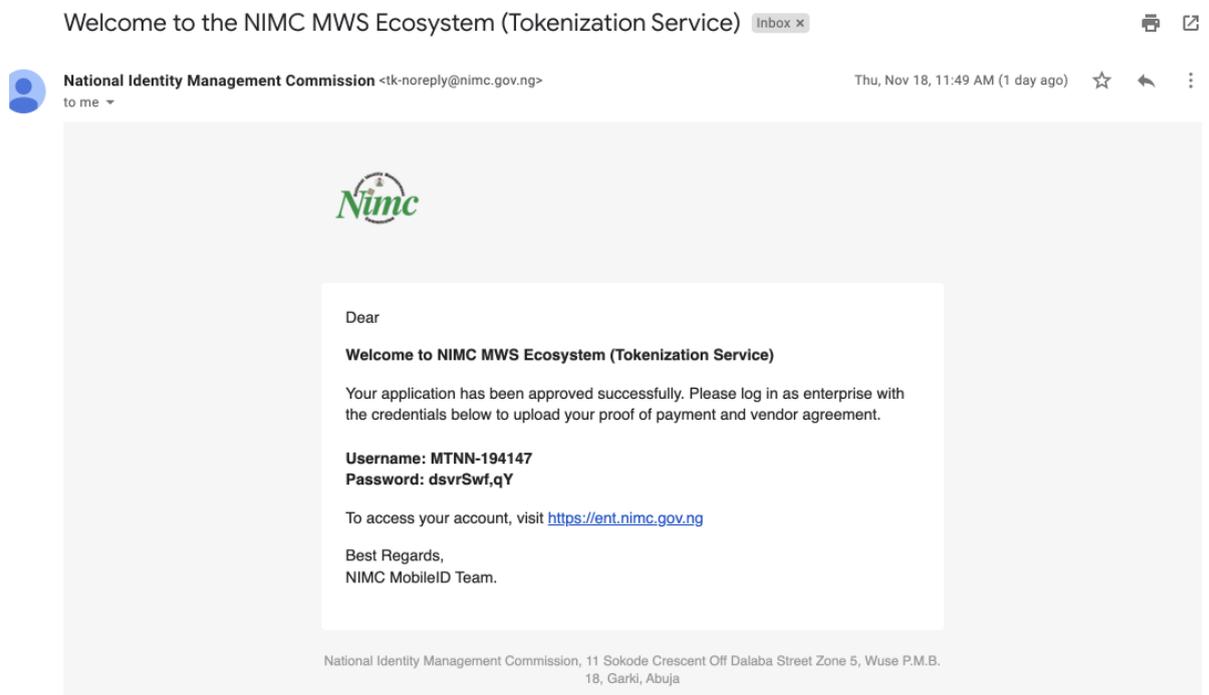
Continue

Support

- Resubmit application

On Application approval:

- Check your email to download the Vendor agreement as attached



- Login to your Enterprise dashboard with the username and password provided in the email

- Upload a signed copy of the Vendor agreement and a payment receipt of the Statutory fee issued by Remita

The screenshot displays the 'Request Activation' interface. At the top, there is a header with the NIMC logo, a 'Request Activation' title, and a 'Not Active' status indicator. The main content area contains a form with two sections: 'Proof of Payment' and 'Vendor Agreement'. The 'Proof of Payment' section has a dashed box with the text 'Select .PDF Files ONLY'. The 'Vendor Agreement' section has a file upload area with a file named 'Agreement(Signed).pdf' and a 'Send Request' button. A red arrow points to the 'Send Request' button, which is circled in red. At the bottom right, there is a 'Support' button.

- Click on Request Activation after uploading the required documents

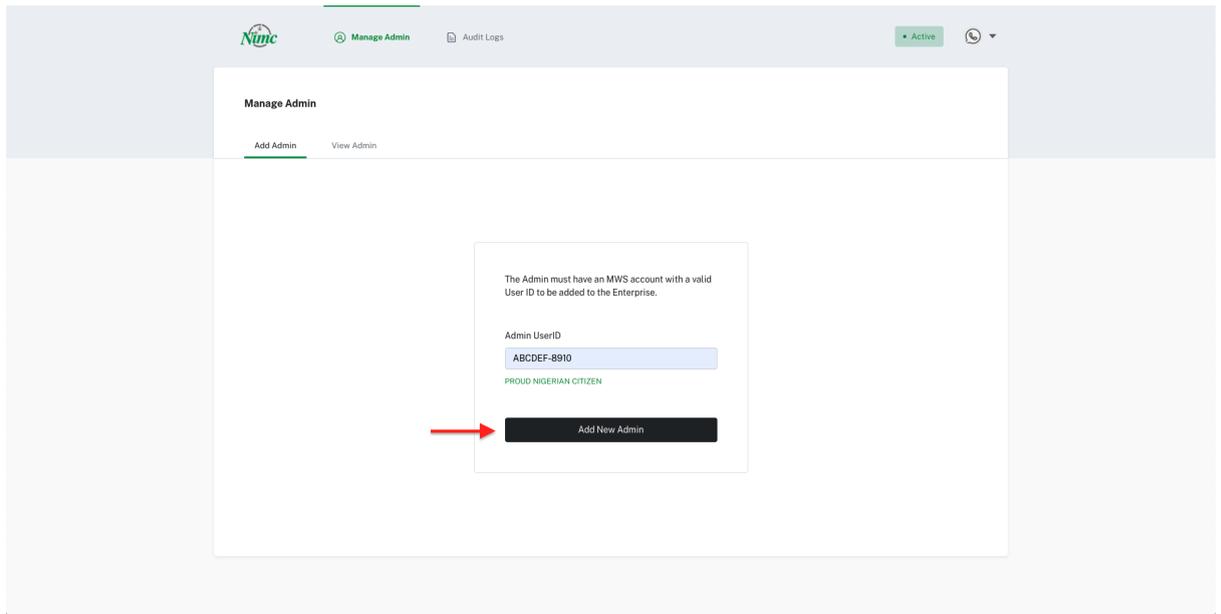
After activation of your Enterprise account, you are now ready to operate as a Verification Licensee.

2. Enterprise Management

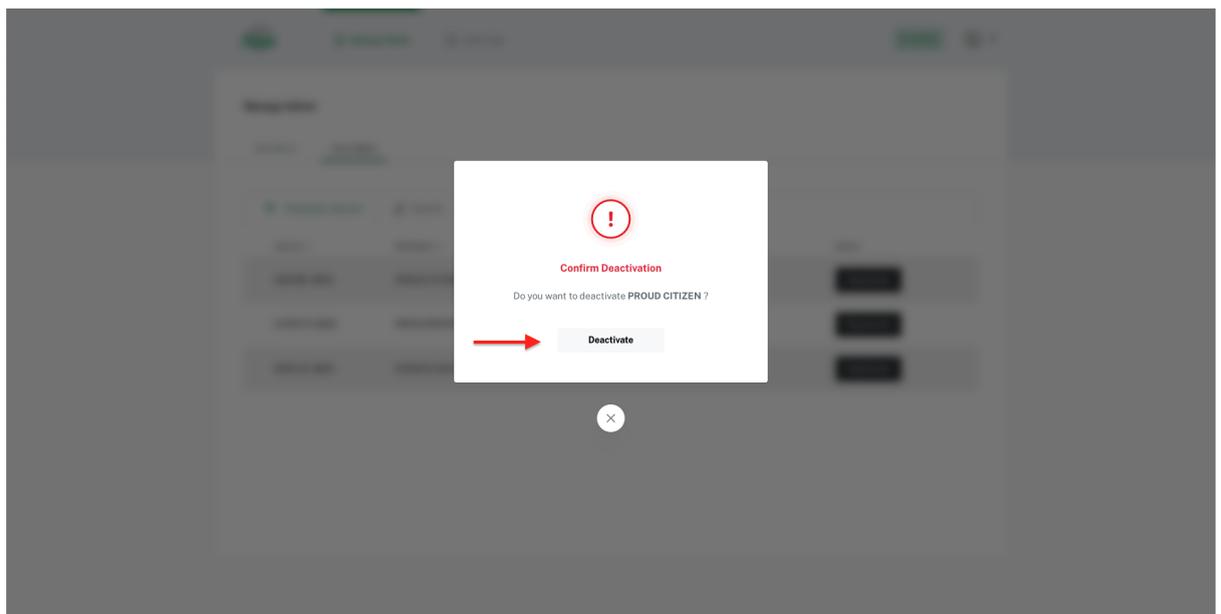
The Enterprise Management platform allows licensees to perform four major actions: Manage Enterprise Admins, Monitor Audit Logs, Activate API Keys, and Reset Account Password.

Managing Enterprise Admins:

- To add a new Admin, click on Manage Admin > Add New
- Input the preferred Admin User ID as displayed in the Admin's NIMC MobileID app



- Click on Add Admin Button
- To manage existing Admin, click Manage Admin > View Admin



- Click on Deactivate/Activate button to Deactivate/Activate an existing Admin

Monitoring Audit Logs:

- To monitor enterprise transactions, click on Audit Logs > Transactions

Audit Logs

Transactions **Audit Actions**

Filtered By: Method Search...

Timestamp	Transaction Type	Credits	Action	User ID
19 Nov 2021-11:37 AM	Reseller code	1,000,000	Debit	ABCDEF-8910
19 Nov 2021-11:15 AM	Reseller code	1,000,000	Debit	ABCDEF-8910
18 Nov 2021-10:54 PM	Reseller code	1,000,000	Debit	ABCDEF-8910
18 Nov 2021-08:41 PM	Reseller code	500,000	Debit	ABCDEF-8910
18 Nov 2021-08:38 PM	Reseller code	500,000	Debit	ABCDEF-8910
18 Nov 2021-08:37 PM	Reseller code	500,000	Debit	ABCDEF-8910
18 Nov 2021-08:15 PM	Reseller code	500,000	Debit	ABCDEF-8910
18 Nov 2021-08:03 PM	Verification credits	625	Credit	ABCDEF-8910
18 Nov 2021-07:58 PM	Verification credits	625	Credit	ABCDEF-8910

- To monitor enterprise account actions, click on Audit Logs > Account Actions

Audit Logs

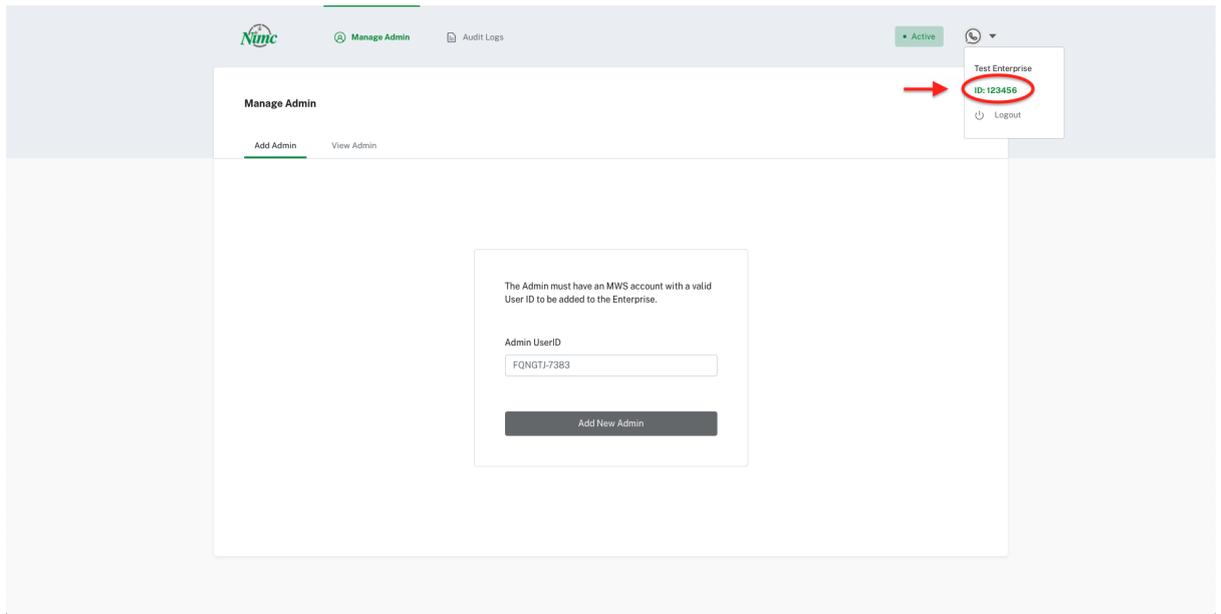
Transactions **Audit Actions**

Filtered By: Method Search...

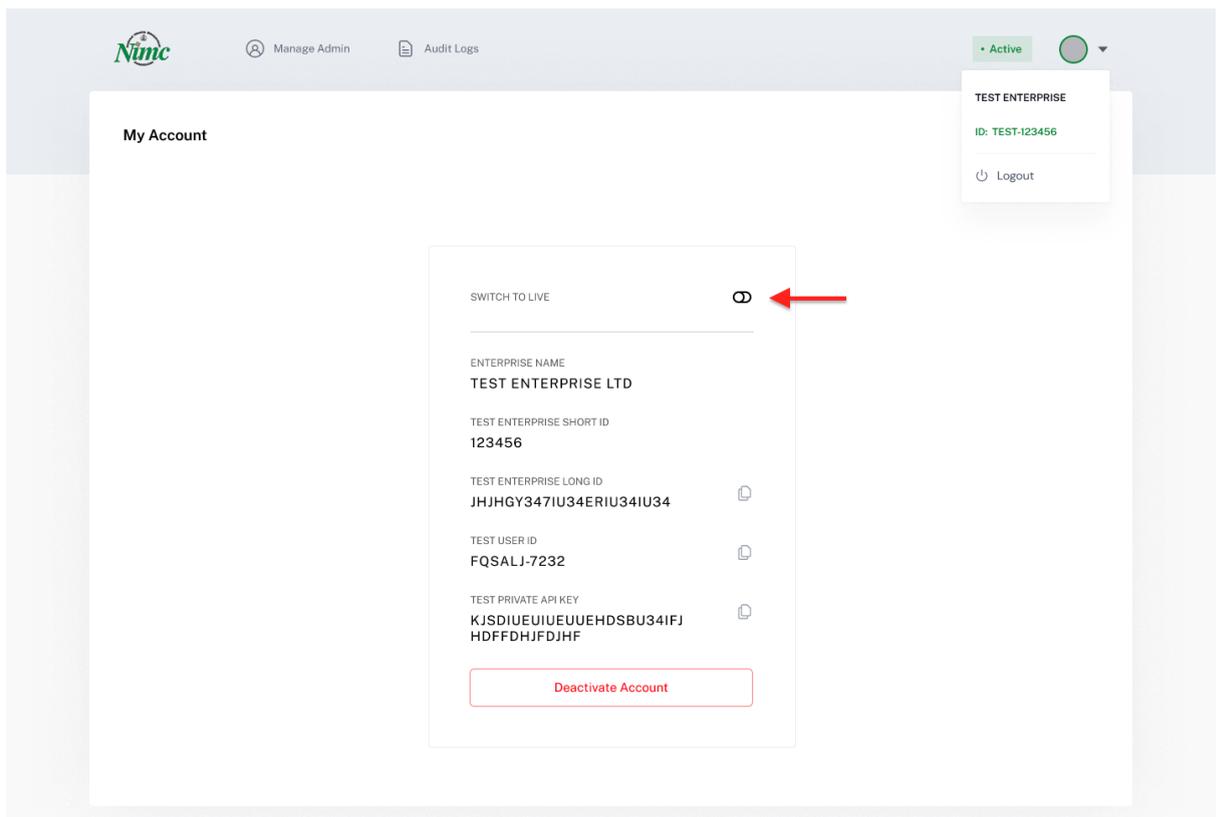
Timestamp	Full Name	Role	Action	User ID
19 NOV 2021-11:37 AM	PROUD CITIZEN	Admin	Loaded RC	ABCDEF-8910
19 NOV 2021-11:15 AM	PROUD CITIZEN	Admin	Transferred RC 194147	ABCDEF-8910
18 NOV 2021-10:54 PM	PROUD CITIZEN	Admin	Loaded reseller code	ABCDEF-8910
18 NOV 2021-10:51 PM	PROUD CITIZEN	Admin	Loaded reseller code	ABCDEF-8910
18 NOV 2021-10:50 PM	PROUD CITIZEN	Admin	Loaded reseller code	ABCDEF-8910
18 NOV 2021-10:35 PM	PROUD CITIZEN	Agent	Verified ID(LF339879457646KD)	ABCDEF-8910
18 NOV 2021-08:41 PM	PROUD CITIZEN	Admin	Transferred reseller code to 168755	ABCDEF-8910
18 NOV 2021-08:38 PM	PROUD CITIZEN	Admin	Loaded reseller code	ABCDEF-8910
18 NOV 2021-08:37 PM	PROUD CITIZEN	Admin	Loaded reseller code	ABCDEF-8910

Activating API Keys:

- Click on the dropdown



- Click on the Enterprise ShortID
- Click on the toggle to switch between Test Mode and Live Mode

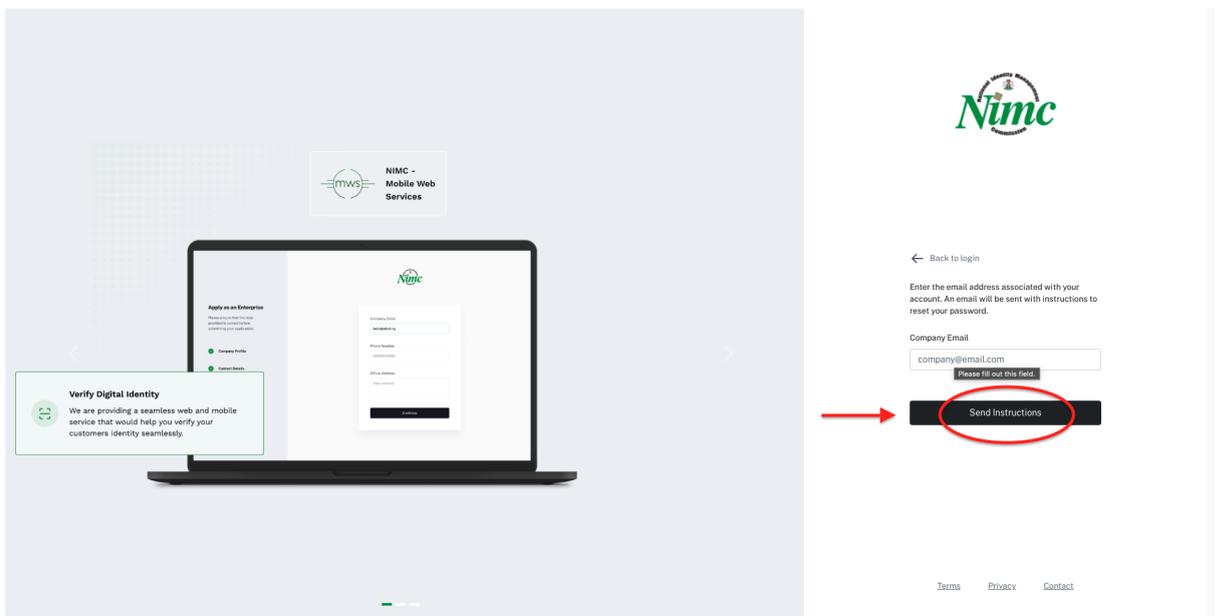


Resetting Account Password:

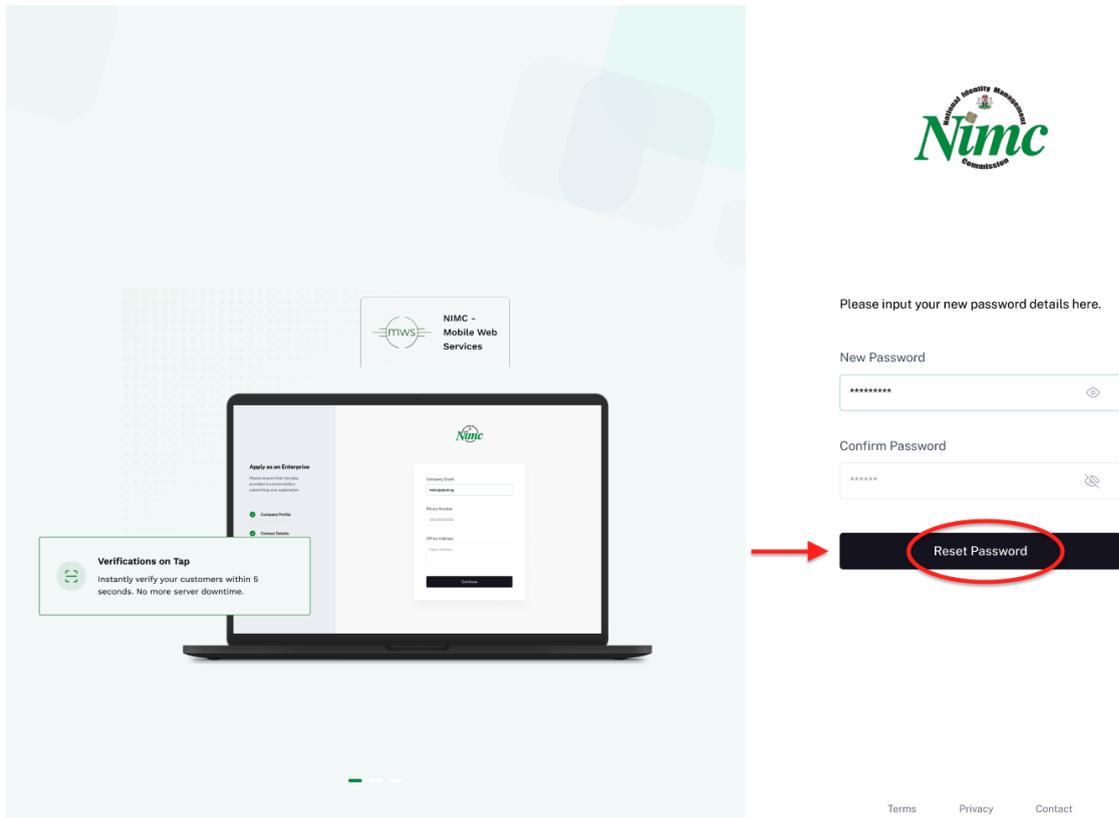
- Go to <https://ent.nimc.gov.ng> and click on Login as Enterprise



- Click on Forgot Password
- Input your company email address as provided during registration



- Click on the reset password link sent to your company email
- Input your new password and confirm



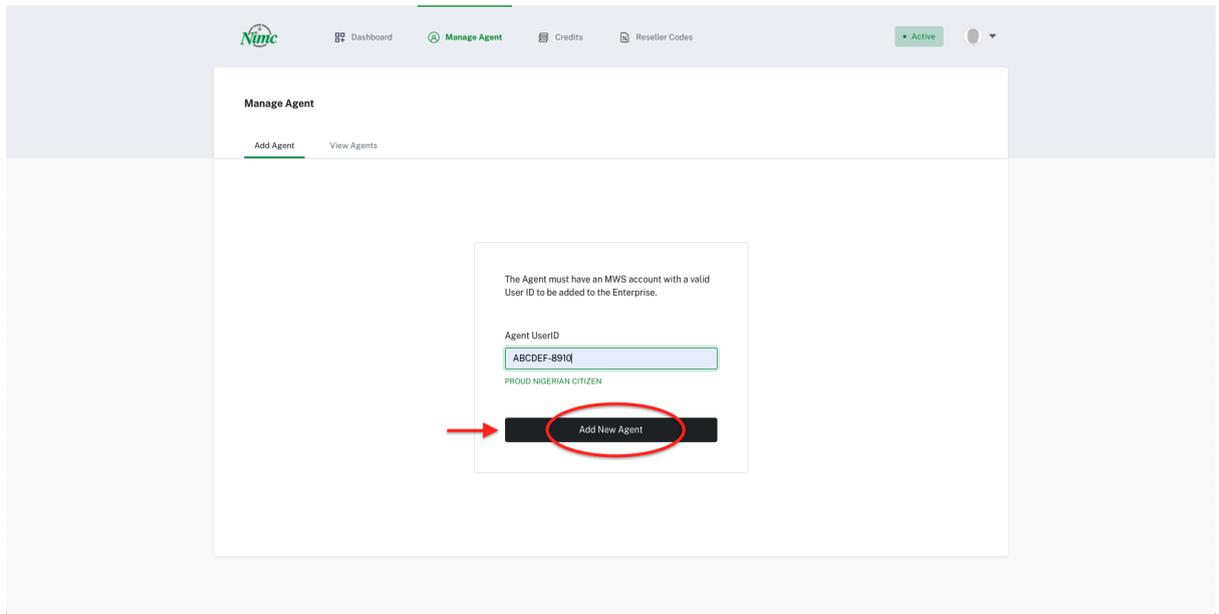
- Click on the Reset Password button

3. Enterprise Administrator

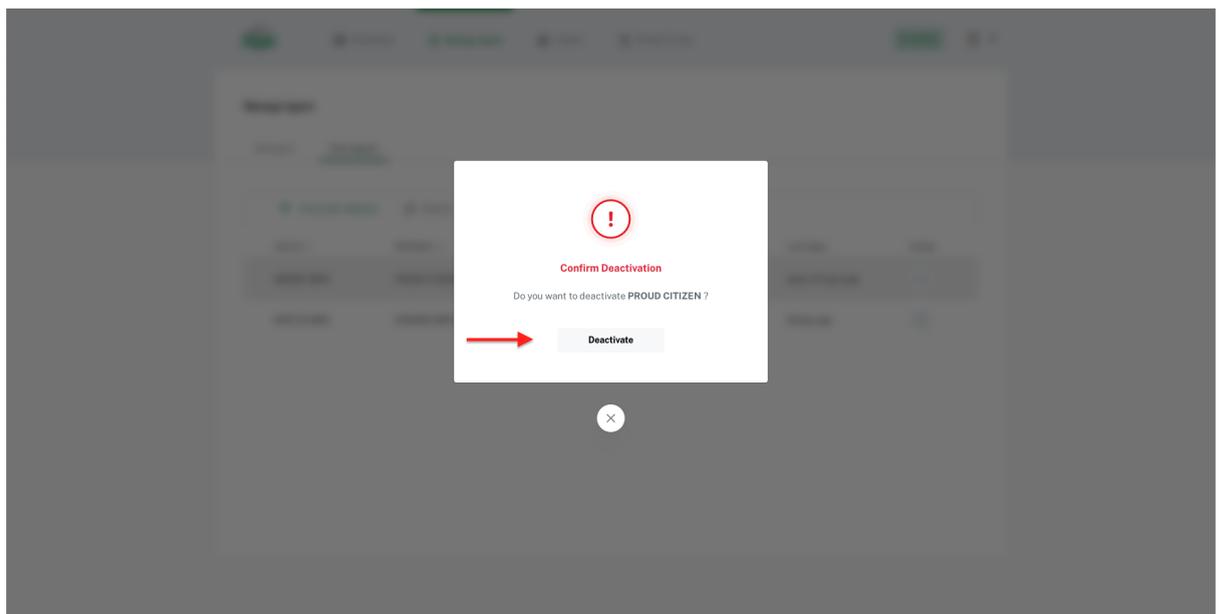
The Enterprise Administrator role allows an Administrator to perform five major actions: Manage Verification Agents, Purchase Credits, Assign & Revoke Credits, Purchase Reseller Code, Manage & Transfer Reseller Code.

Managing Verification Agents:

- To add a new verification agent, click on Manage Agent > Add New
- Input the preferred Agent User ID as displayed in the Agent's NIMC MobileID app



- Click on Add Agent button
- To manage existing Agents, click Manage Agents > View Agents



- Click on Deactivate/Activate button to Deactivate/Activate an existing Agent

Purchase Credits:

- Click on Credits > Purchase Credits
- Select your preferred credit plan and click on Pay with Remita

The screenshot shows the 'Credits' section of the Nime dashboard. The 'Purchase Credit' tab is active. A table displays three credit plans:

		Credits	Bonus	Total
<input type="radio"/>	Bronze Plan N 50,000.00 Save 20%	500	125	625
<input type="radio"/>	Silver Plan N 250,000.00 Save 20%	2,500	1,250	3,750
<input checked="" type="radio"/>	Gold Plan N 1,000,000.00 Save 20%	10,000	7,500	17,500

Below the table, a red arrow points to a button labeled 'Pay with Remita', which is circled in red.

- Select your preferred payment option, input your payment details and wait for a successful payment confirmation message

Assign & Revoke Credits:

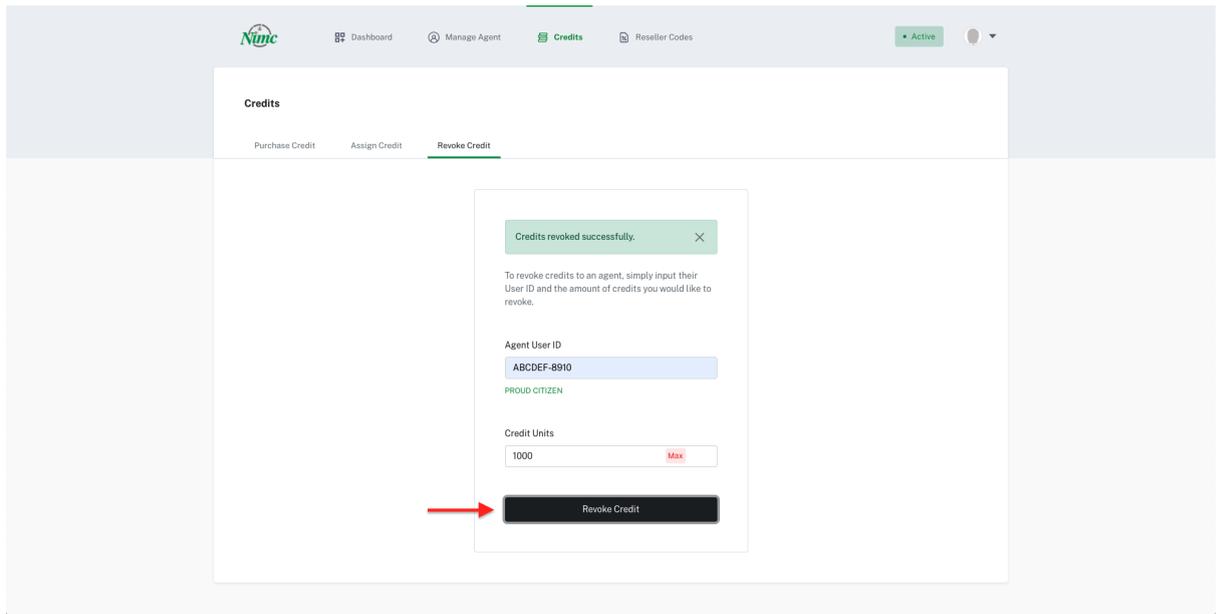
- To assign credits to an agent, click on Credits > Assign Credit
- Input the User ID of the agent and the number of credits to be assigned

The screenshot shows the 'Credits' section of the Nime dashboard with the 'Assign Credit' tab active. A modal form is displayed with the following fields:

- Agent User ID: ABCDEF-8910
- PROUD CITIZEN
- Credit Units: 1000

A red arrow points to the 'Assign Credit' button at the bottom of the form. A success message at the top of the modal reads: 'Credits assigned successfully.'

- Click on the Assign Credits button
- To revoke credits from an agent, click on Credits > Revoke Credit
- Input the User ID of the agent and number of credits to be revoked

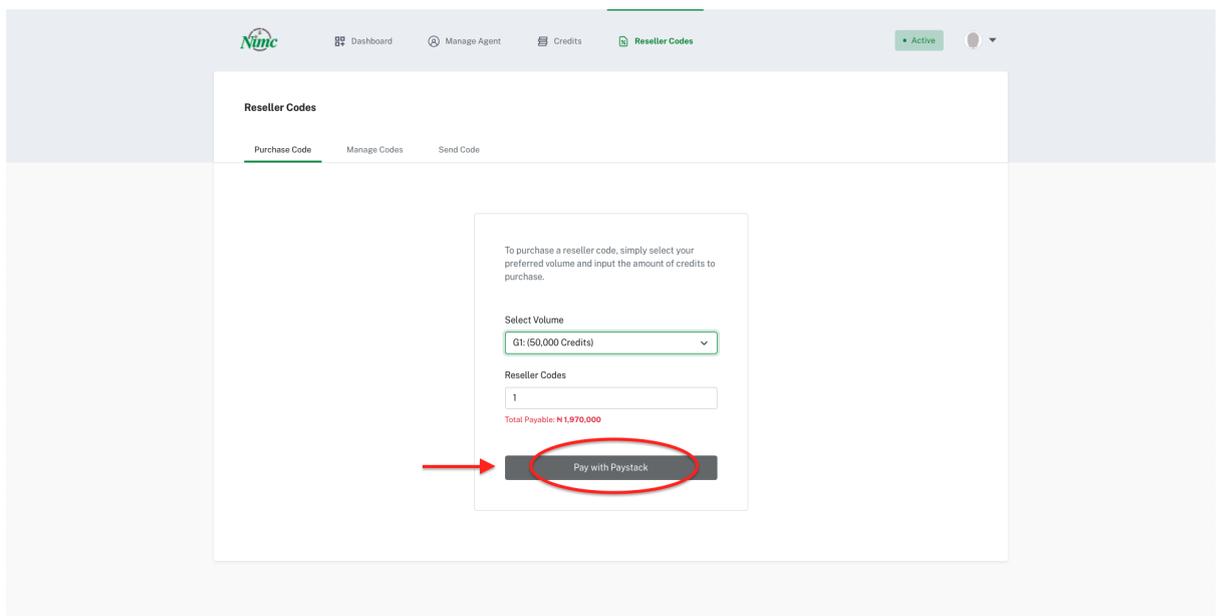


- Click on the Revoke Credits button

Purchase Reseller Code:

Note: The Reseller Code allows you to purchase bulk credits in bits which can either be loaded into your account or be sold to another licensee at your preferred price. For example, you can purchase 1 Million credits in bits of 100,000 credit units, each having its reseller code making a total of 10 reseller codes. You may then decide to load 5 reseller codes for your verification purposes and sell the other 5 reseller codes at your preferred price. To purchase a reseller code:

- Click on Reseller Codes > Purchase Code
- Select your preferred volume of reseller codes
- Input your preferred number of reseller codes

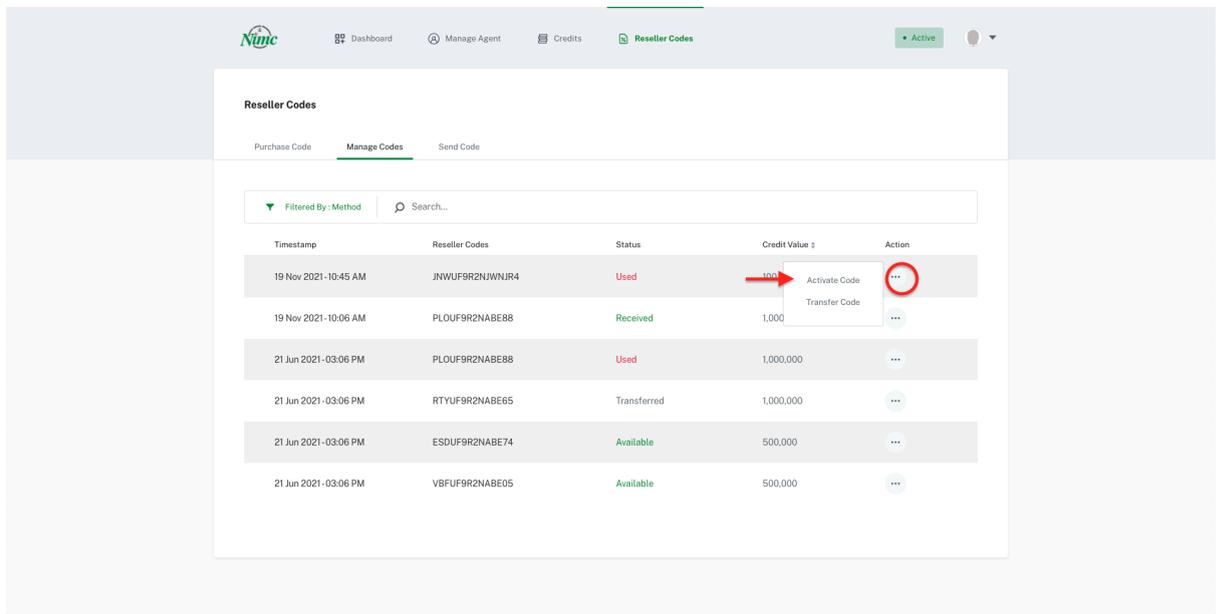


- Click on Pay with Remita (Update screenshot to replace paystack with remita)

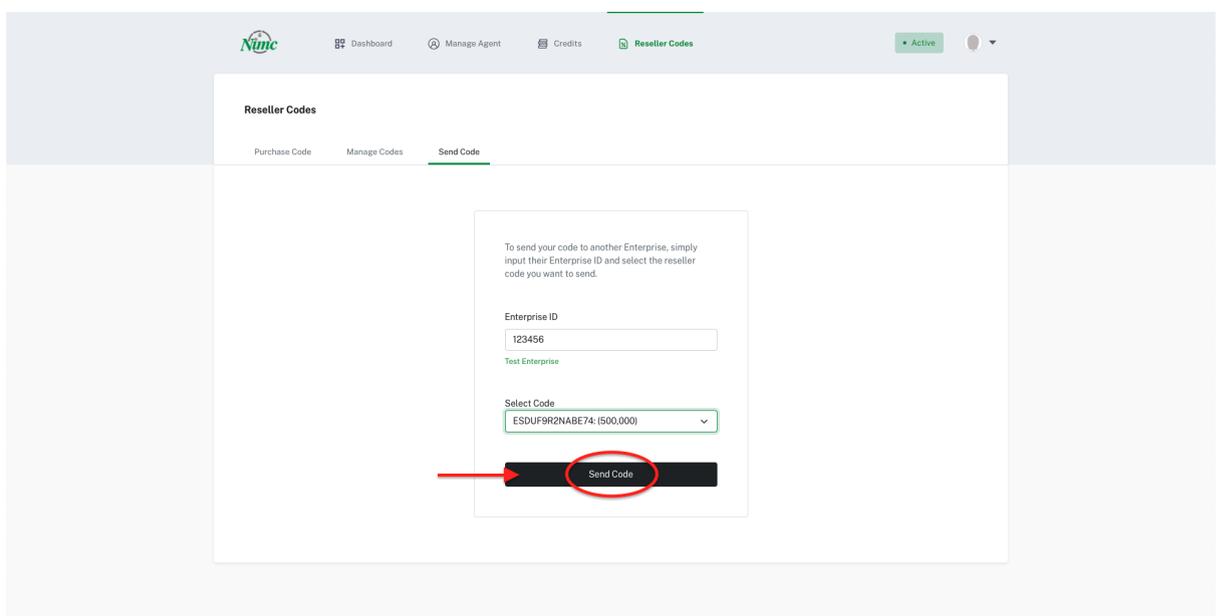
- Select your preferred payment option, input your payment details and wait for a successful payment confirmation message

Manage & Transfer Reseller Code:

- To manage a reseller code, click on Reseller Codes > Manage Code
- Click on the three-dots to Activate or Transfer the Reseller code



- To transfer a reseller code, click on Reseller Codes > Transfer Code
- Input the ShortID of the Enterprise you wish to transfer the code to



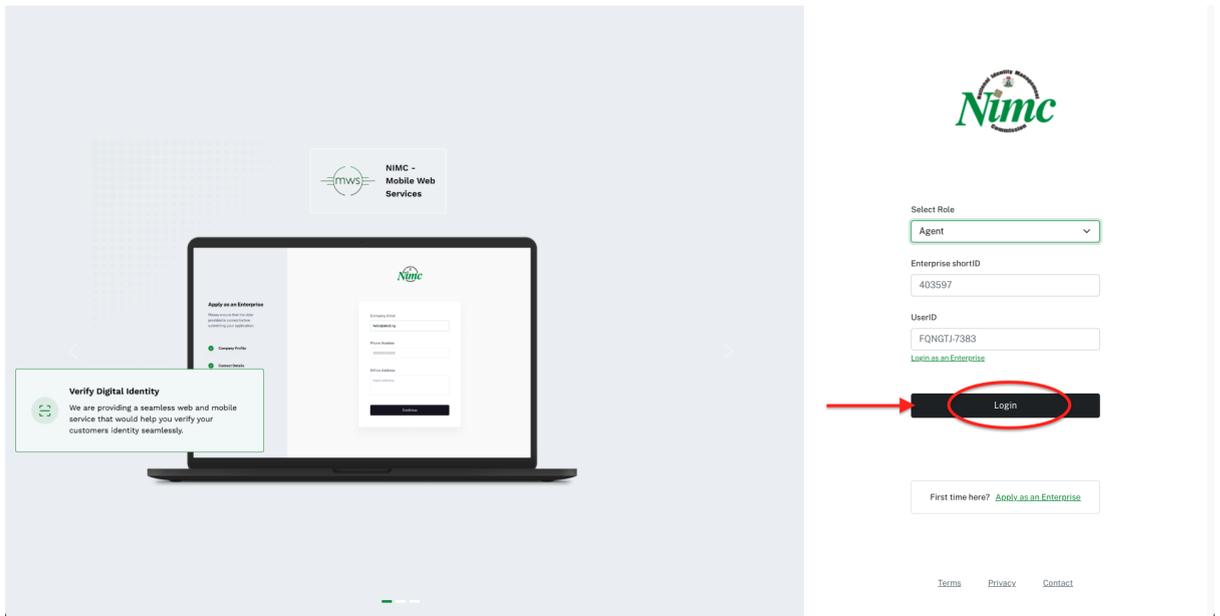
- Select the preferred code you wish to transfer
- Click on Send Code

4. Verification Agents

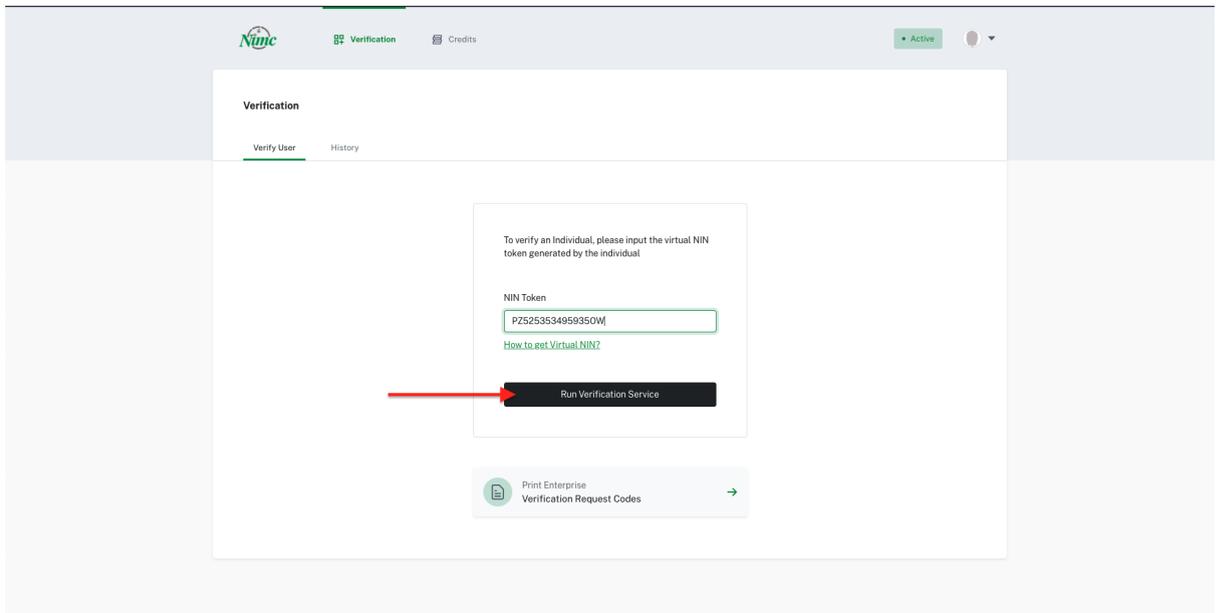
The Verification Agent role can perform three major actions: Verify Virtual NIN, View Verification History, Request Credit Refill.

Verify Virtual NIN:

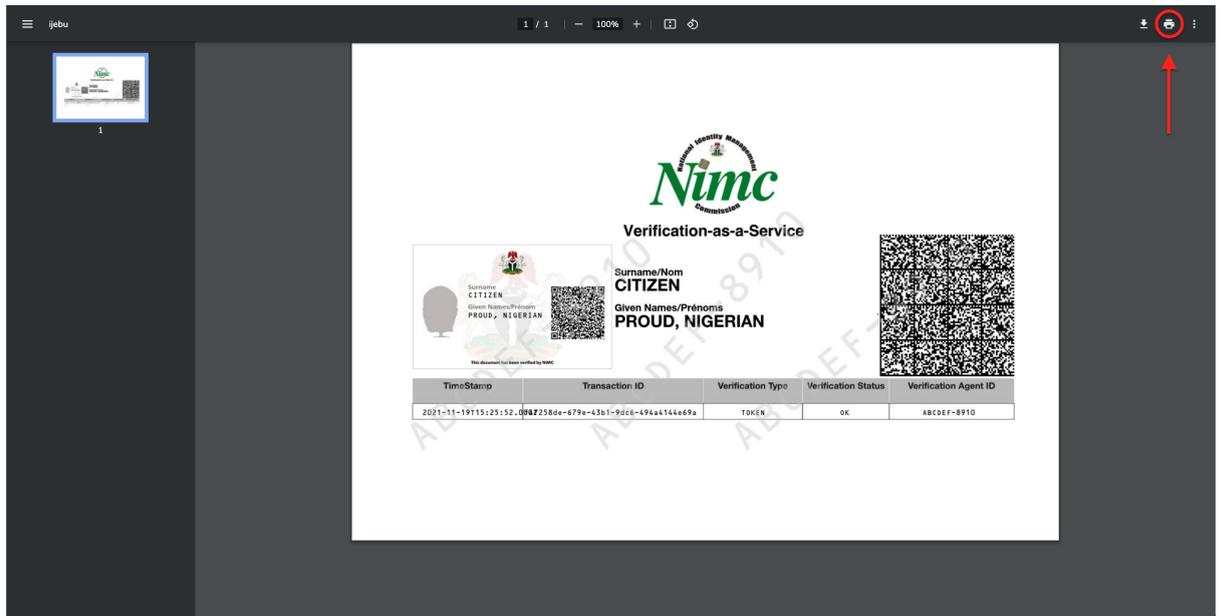
- Login as a Verification Agent



- To verify Virtual NIN, click on Verify Virtual NIN and input the Virtual NIN provided

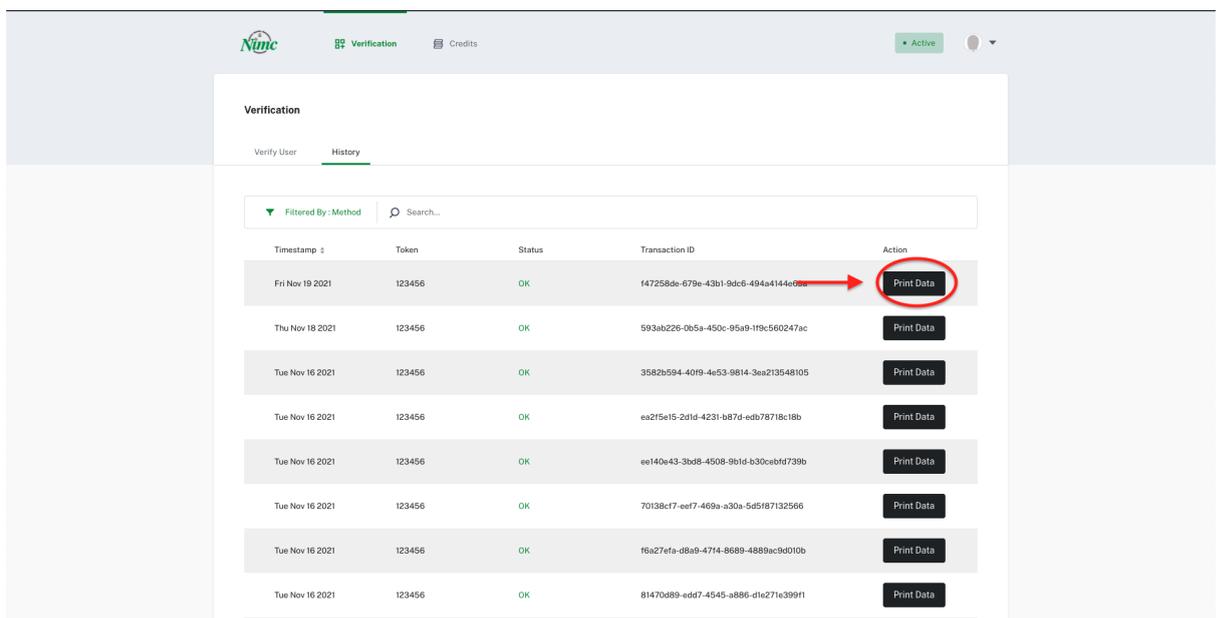


- Upon a successful verification, you may print the Data Slip for physical record keeping which serves as an evidence for that verification exercise.



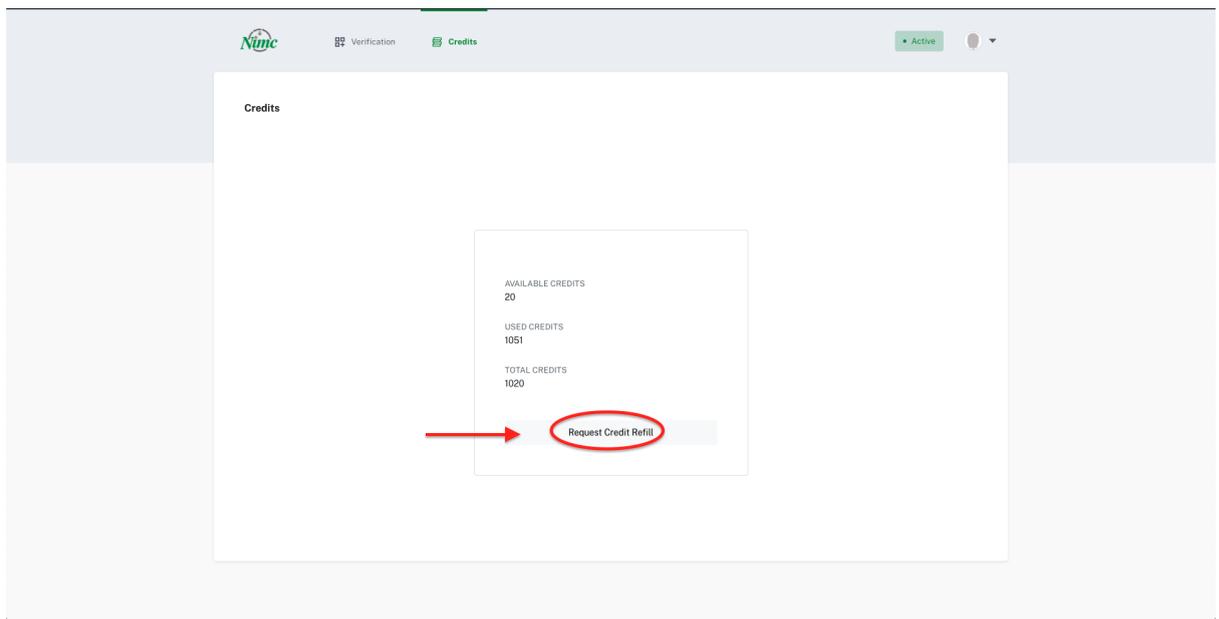
View Verification History:

- Click on View History to view previous verification actions



Request Credit Refill:

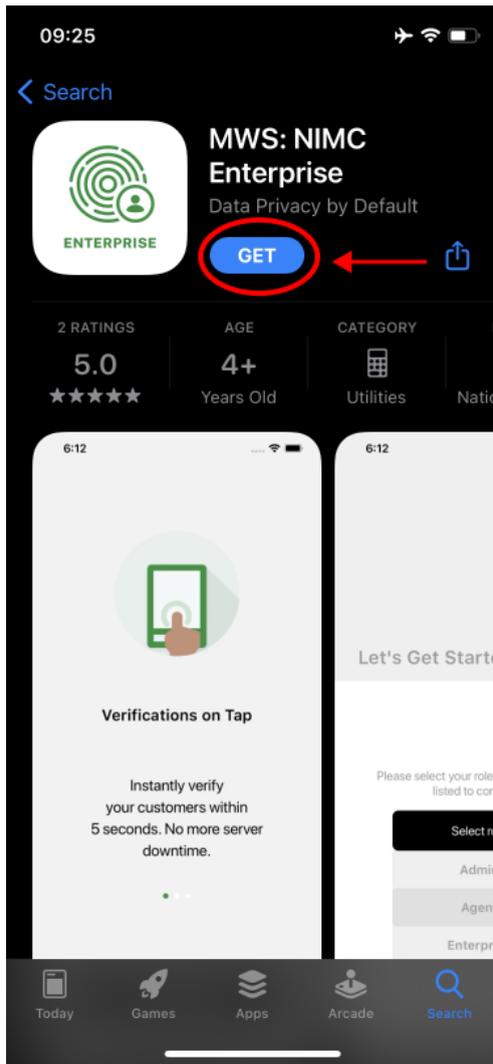
- Click on the Request Credit button

**Mobile Application****1. Enterprise Management**

The Enterprise Management role can perform two major actions namely, Managing Enterprise Admins, and Transaction History.

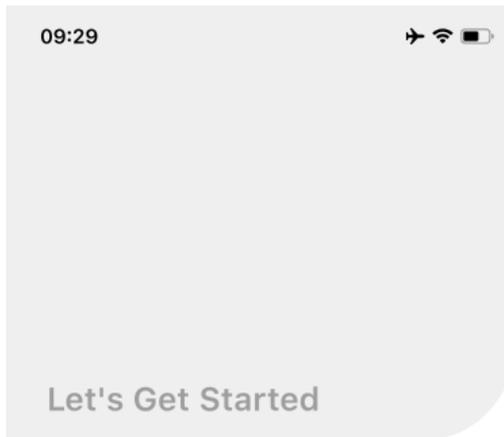
Managing Enterprise Admin:

- Download the NIMC Enterprise app from the Apple App Store or Google Play Store and login using the same credentials issued to you via your company email. You may then login as an Enterprise and add Administrators who can then login as Admins and add Verification Agents.



Transaction History:

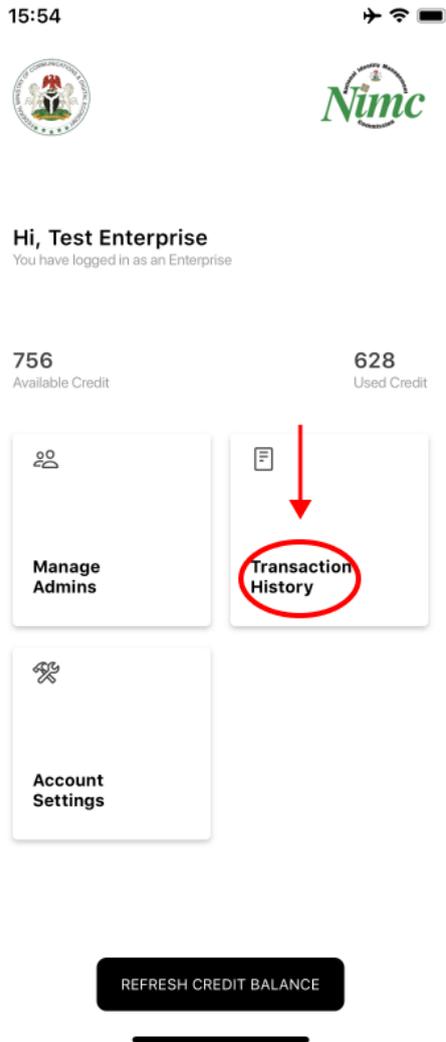
- Login as Enterprise



Please select your role from the options listed to continue.



-
- Click on Transaction History

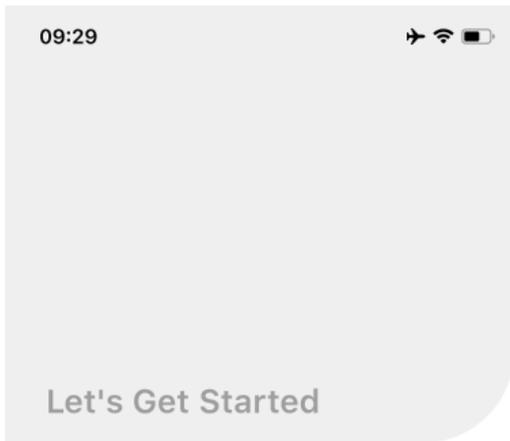


2. Enterprise Administrator

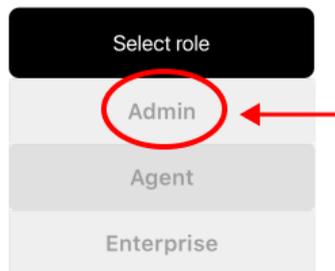
The Enterprise Administrator role allows an Administrator to perform three major actions: Manage Verification Agents, Assign & Revoke Credits, Manage & Transfer Reseller Codes.

Manage Verification Agents:

- Login as Admin



Please select your role from the options listed to continue.



-
- To add a verification agent, click on Add Agent

15:39



Hi, PROUD

You have logged in as an Admin.

Quick links

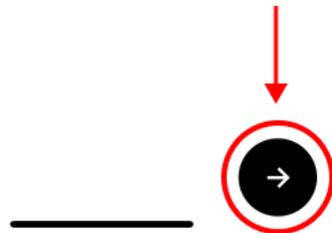
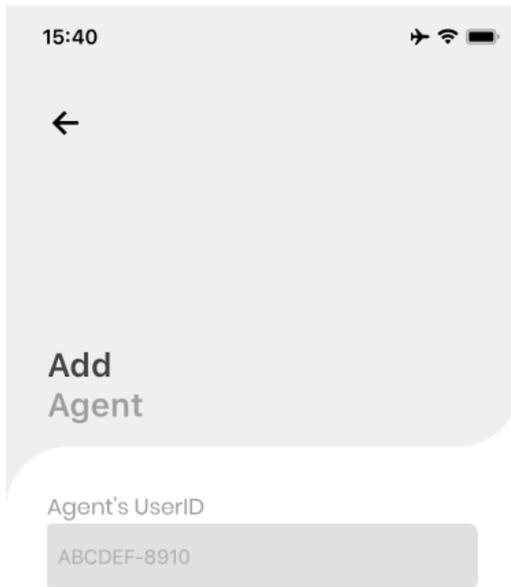
 Add Agent	 Manage Agents
 Credit Requests	 Manage Reseller Codes

Home

Statistics

Settings

- Input the Agent's User ID and confirm



- To deactivate a verification agent, click on Manage Agent

15:39



Hi, PROUD

You have logged in as an Admin.

Quick links

 Add Agent	 Manage Agents
 Credit Requests	 Manage Reseller Codes



Home

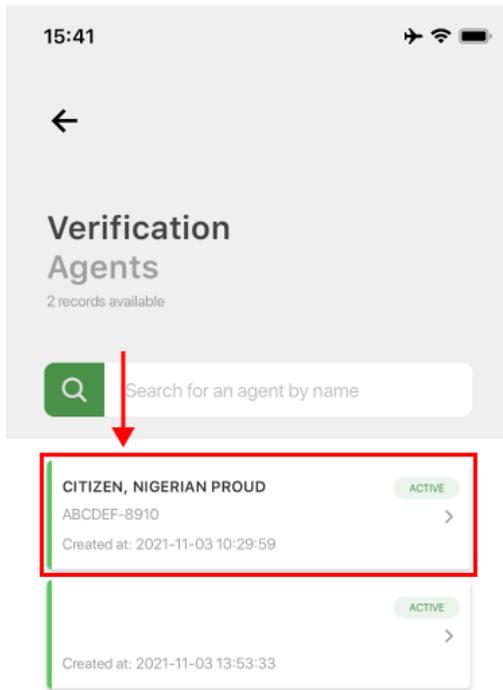


Statistics

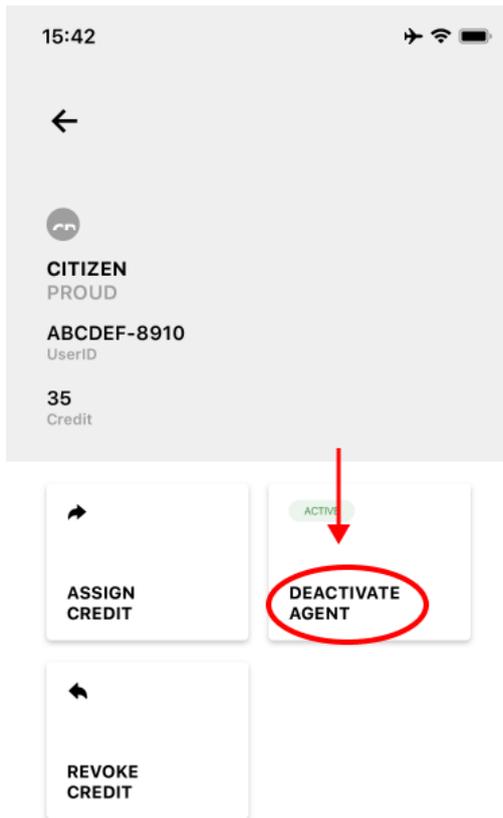


Settings

- Click on the select agent's name

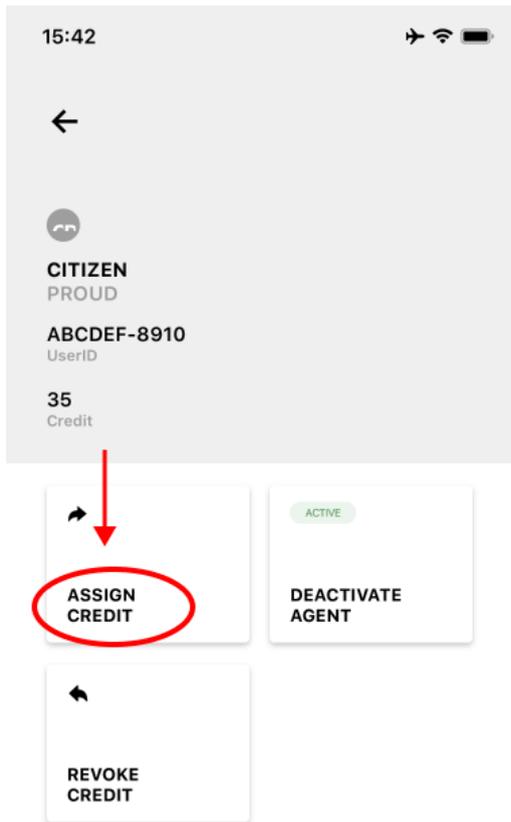


- Click on Deactivate Agent and confirm

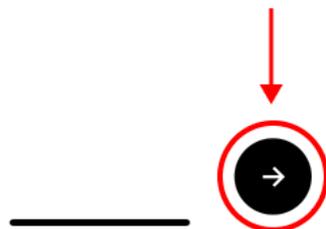
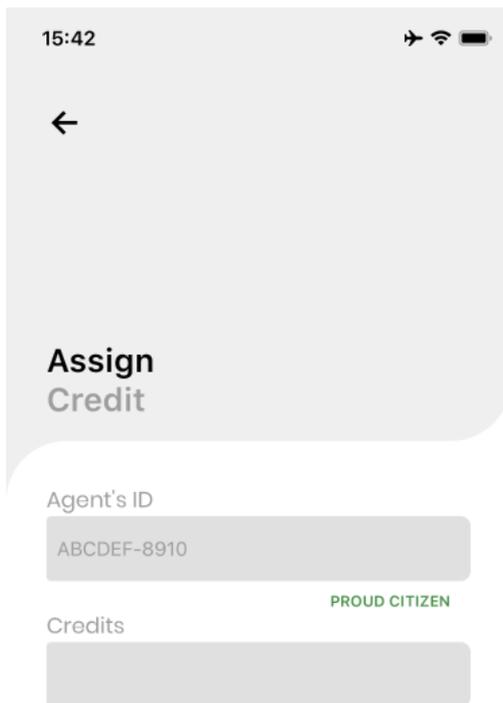


Assign & Revoke Credits:

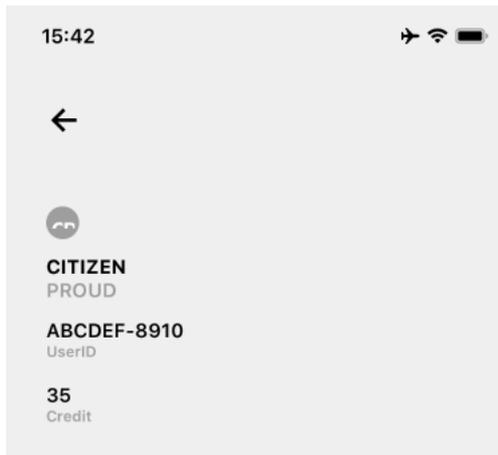
- To assign credit, click on Manage Agent
- Click on the select agent's name
- Click on Assign Credit



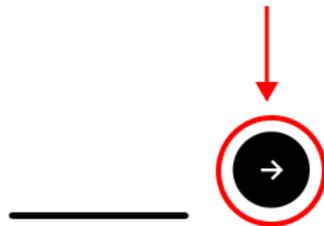
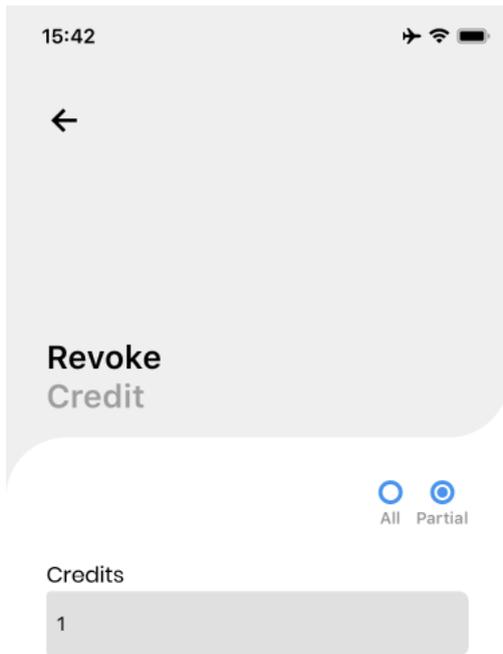
-
- Input the preferred credit amount and confirm



- To revoke credit, click on Manage Agent
- Click on the select agent's name
- Click on Revoke Credit

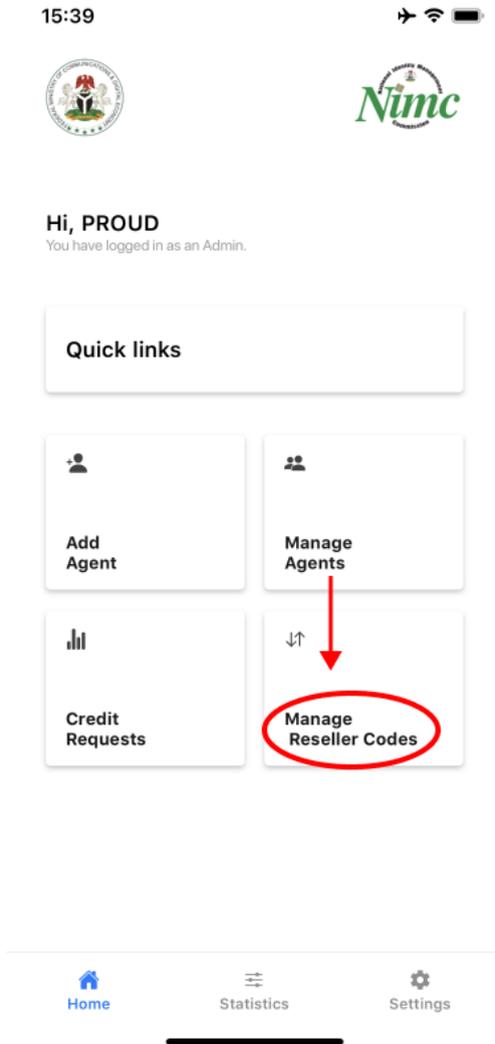


-
- Select if you want to revoke All credits or just Partial credits
 - If Partial, input preferred credit amount and confirm

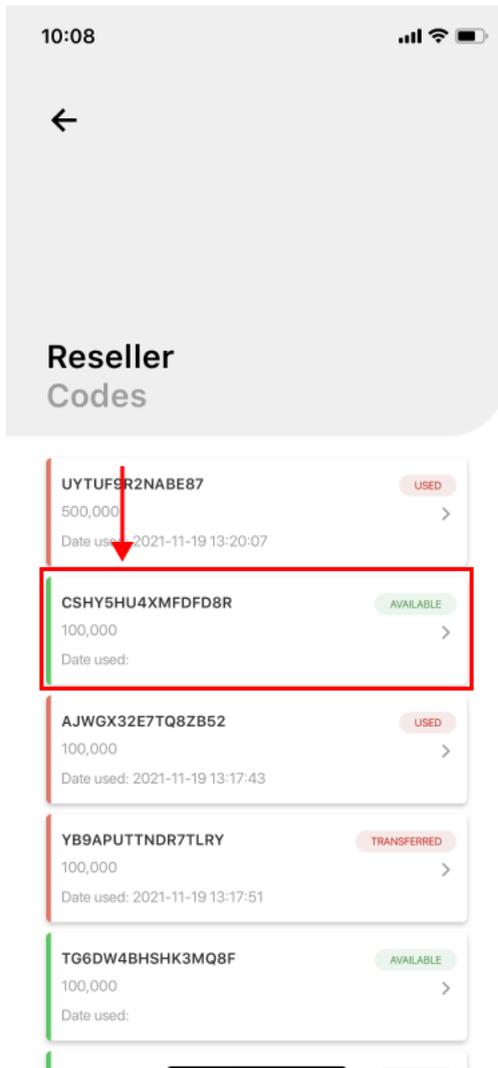


Manage & Transfer Reseller Codes:

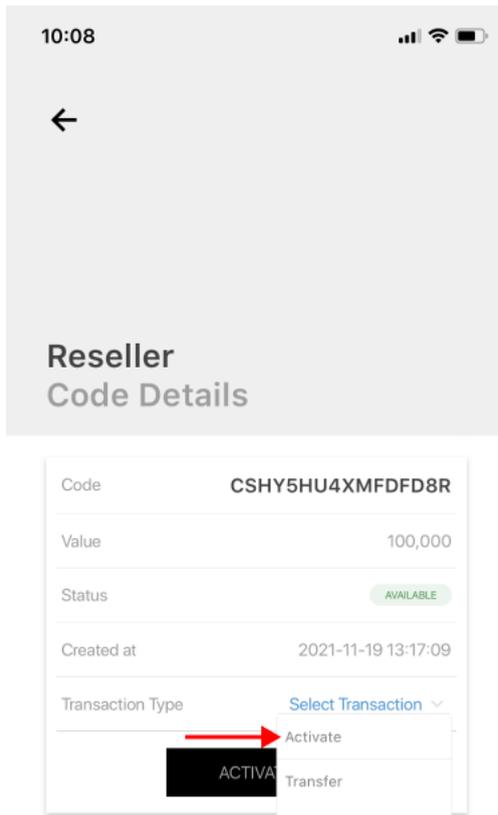
- To activate a reseller code, click on Manage Reseller Codes



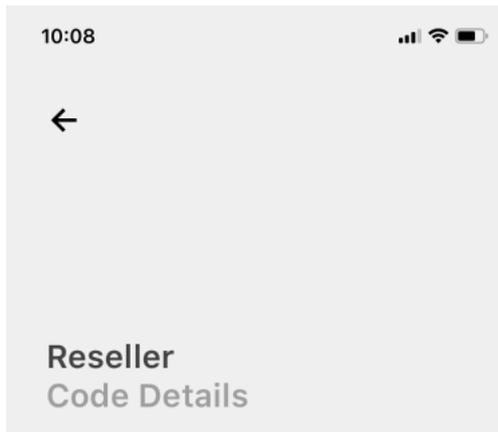
- Click on the an Available reseller code



- Click on Transaction Type and select Activate



-
- Click on the Activate button
 - To transfer a reseller code, click on the Transaction Type and select Transfer
 - Click on the recipient Enterprise shortID



Code	CSHY5HU4XMFD8R
Value	100,000
Status	AVAILABLE
Created at	2021-11-19 13:17:09
Transaction Type	Transfer
Enter Enterprise ShortID	123456
Recipient's Name	

TRANSFER

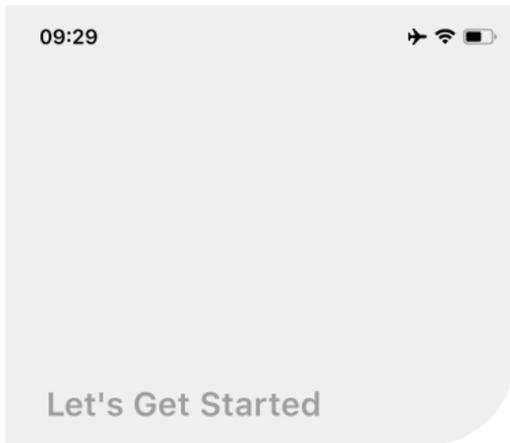
-
- Click on the Transfer button

3. Verification Agents

The Verification Agent role can perform three major actions: Verify NIN Slip & Virtual NIN, View Verification History, Request Credit Refill.

To Verify NIN Slip or Virtual NIN:

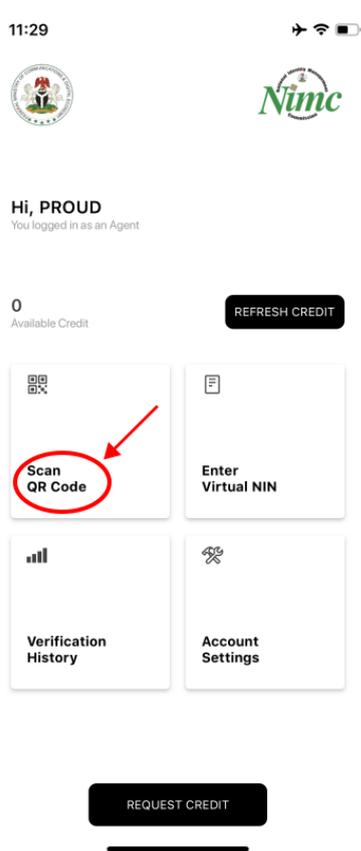
- Login as a Verification Agent



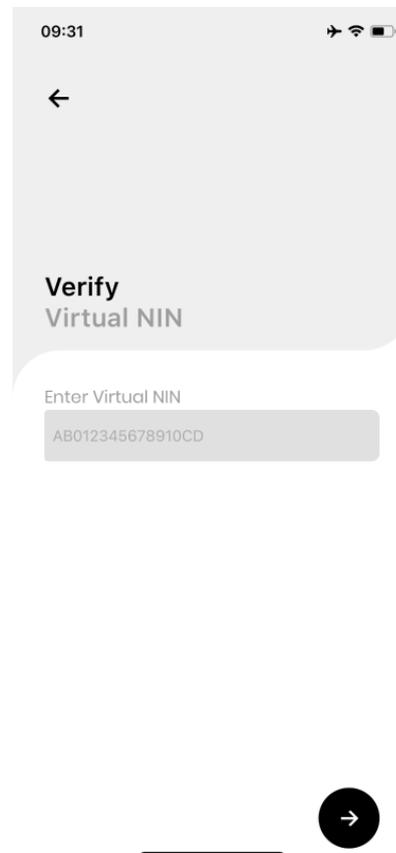
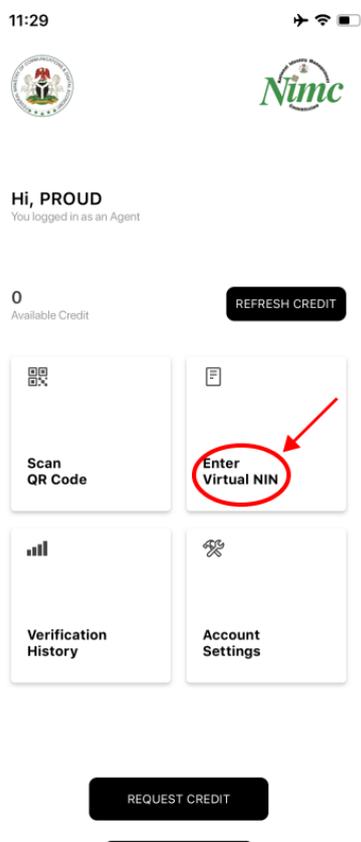
Please select your role from the options listed to continue.



-
- To verify NIN slip, click on Scan QR Code and scan the NIN Slip

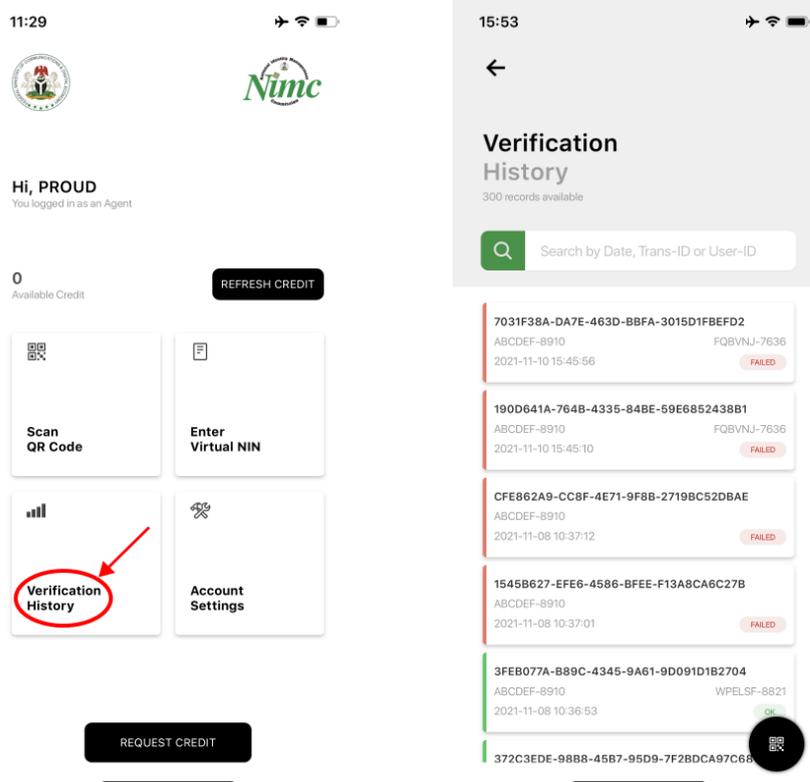


- To verify Virtual NIN, click on Verify Virtual NIN and input the virtual NIN provided



View Verification History:

- Click on View History to view previous verification actions



Request Credit Refill:

- Click on the Request Credit button

