

MWS\_ENTERPRISE\_UG\_1.  
0.2



# MWS Enterprise

## User Guide

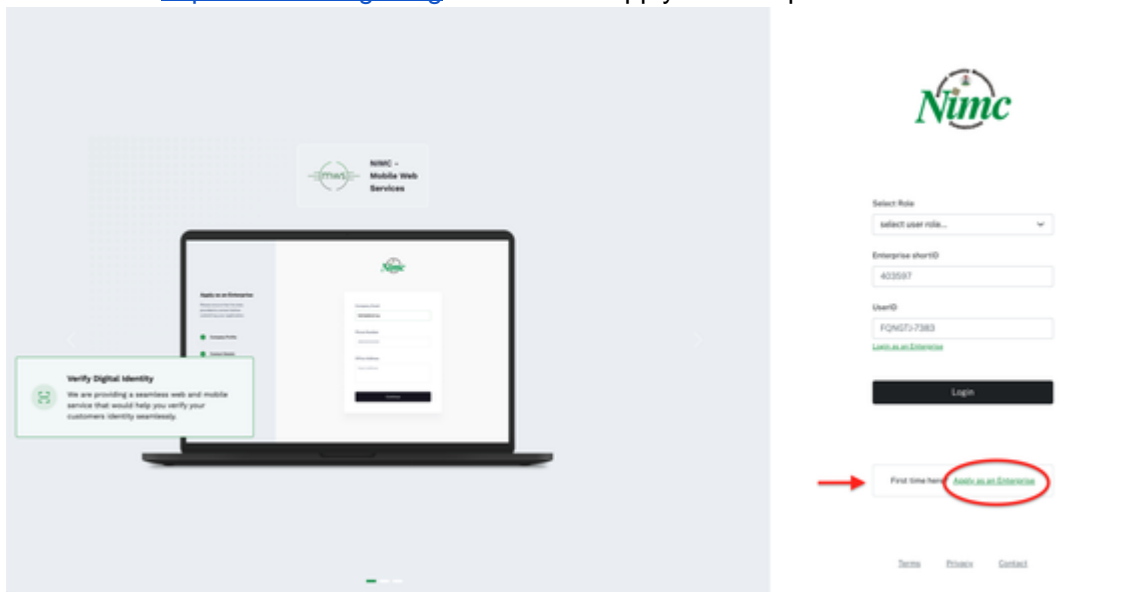
POWERED BY



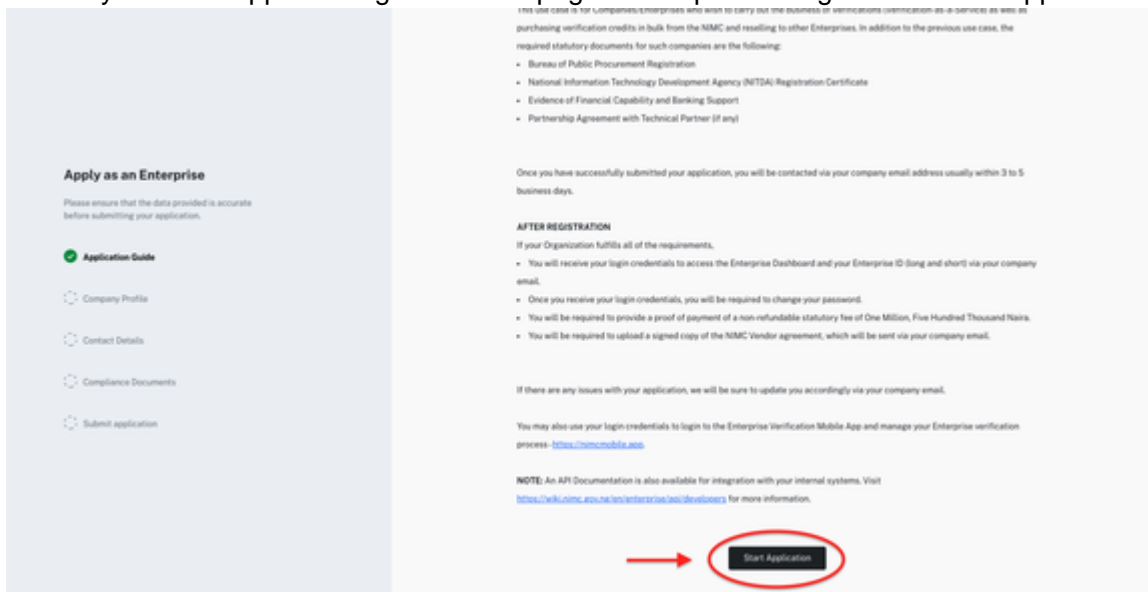
# 1. Application Process

## 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



### Apply as an Enterprise

Please ensure that the data provided is accurate before submitting your application.

- Application Guide
- Company Profile
- Contact Details
- Compliance Documents
- Submit application

Business Name

Industry


Select Use Case

Verification Level

Continue

Go Back

- Input your contact details as required and click Continue



### Apply as an Enterprise

Please ensure that the data provided is accurate before submitting your application.

- Application Guide
- Company Profile
- Contact Details
- Compliance Documents
- Submit application

Contact Number


Contact Email

Office Address

Continue

Go Back

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



### Apply as an Enterprise

Please ensure that the data provided is accurate before submitting your application.

- Application Guide
- Company Profile
- Contact Details
- Compliance Documents
- Submit application

Logo

Certificate of Incorporation

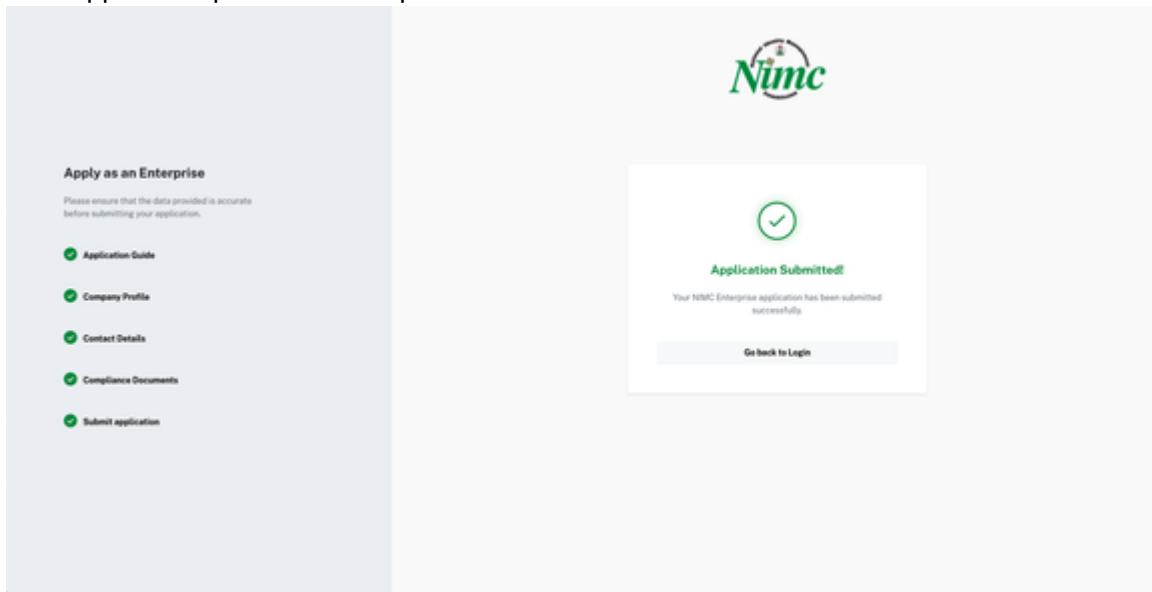
Articles of Association

Tax Clearance Certificate

100% COMPLETED

MAX Upload: 5MB

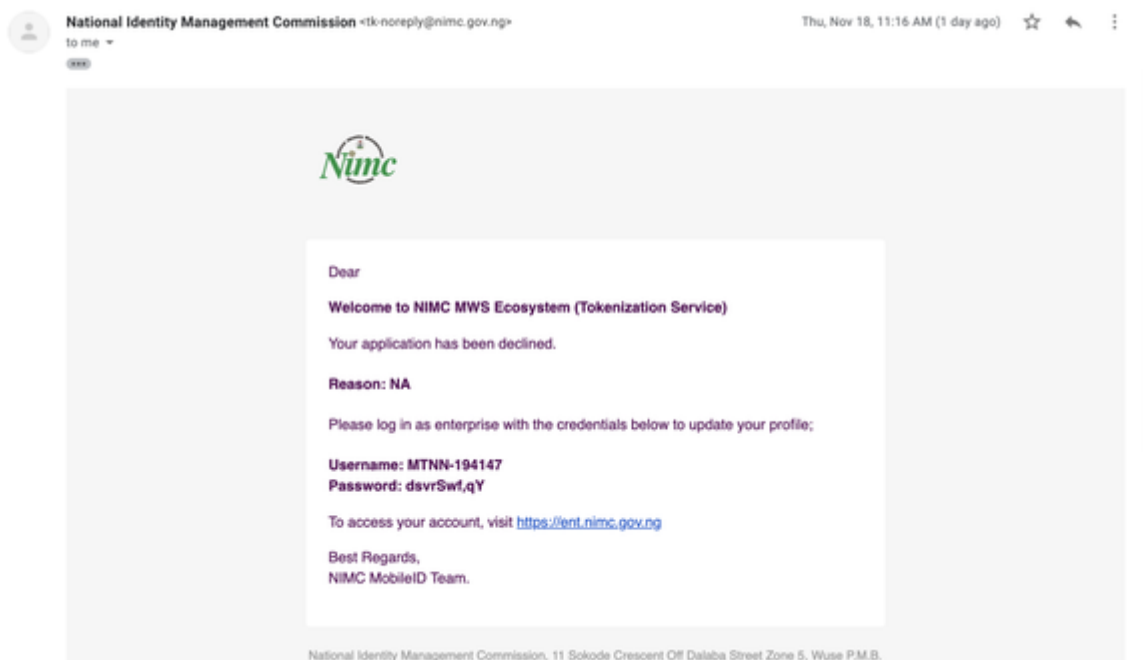
Your application process is completed!



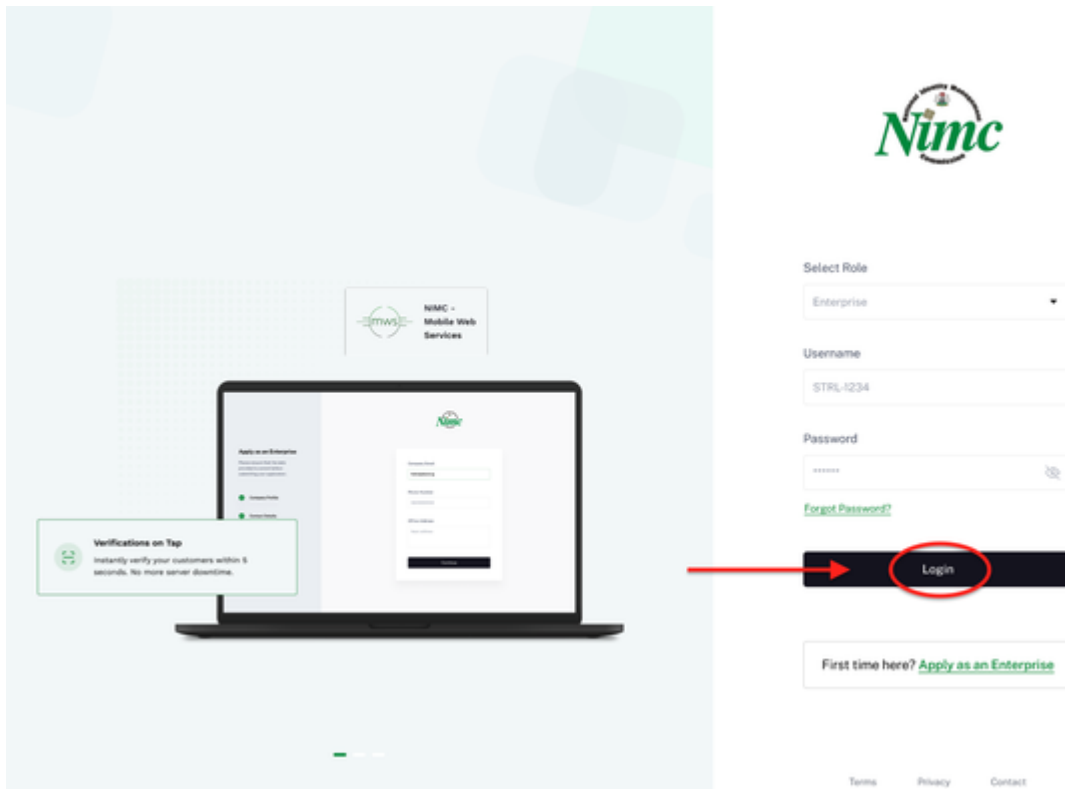
The status of your application will be communicated to you via email

## 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

Nimc Update Profile Not Active

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



**National Identity Management Commission** <tk-noreply@nimc.gov.ng>  
to me ▾

Thu, Nov 18, 11:49 AM (1 day ago) ☆ ↶ ⋮



Dear

**Welcome to NIMC MWS Ecosystem (Tokenization Service)**

Your application has been approved successfully. Please log in as enterprise with the credentials below to upload your proof of payment and vendor agreement.

**Username: MTNN-194147**

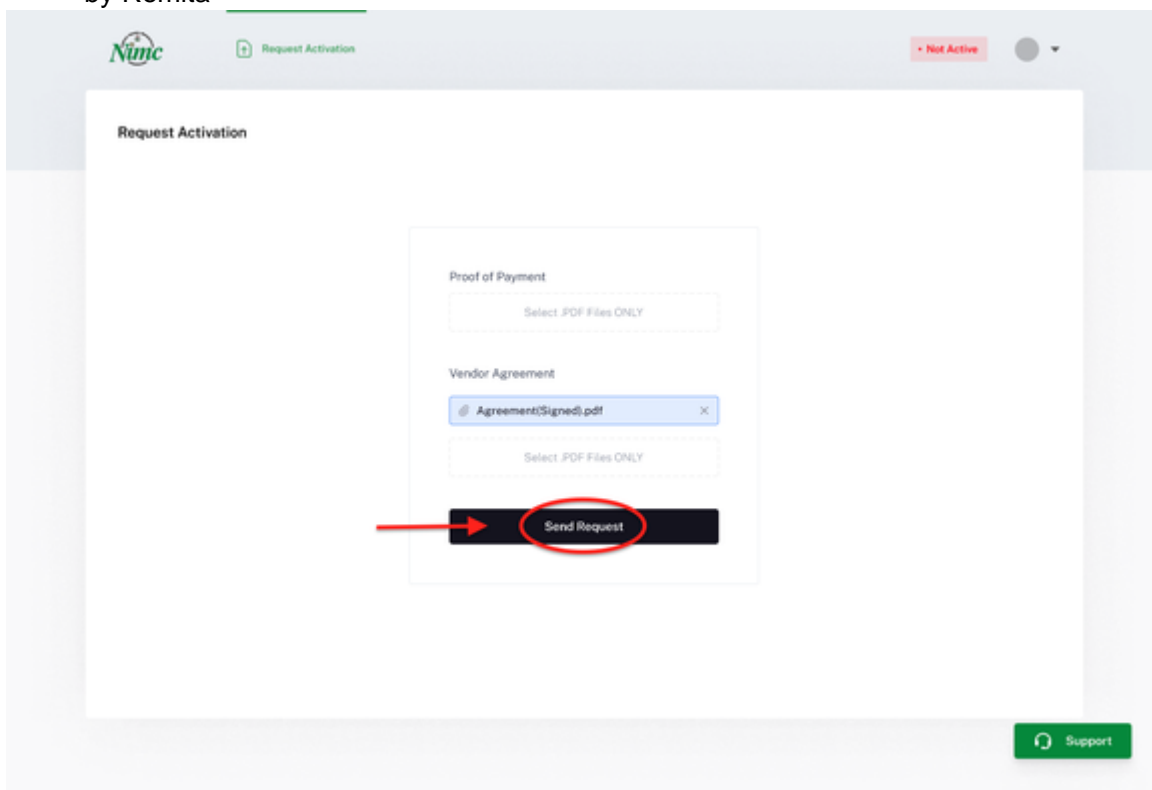
**Password: dsvr5wt,qY**

To access your account, visit <https://ent.nimc.gov.ng>

Best Regards,  
NIMC MobileID Team.

National Identity Management Commission, 11 Sokode Crescent Off Dalaba Street Zone 5, Wuse P.M.B.  
18, Garki, Abuja

- 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



**Request Activation**

Proof of Payment

Select .PDF Files ONLY

Vendor Agreement

Agreement(Signed).pdf X

Select .PDF Files ONLY

**Send Request**

Support

- 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.

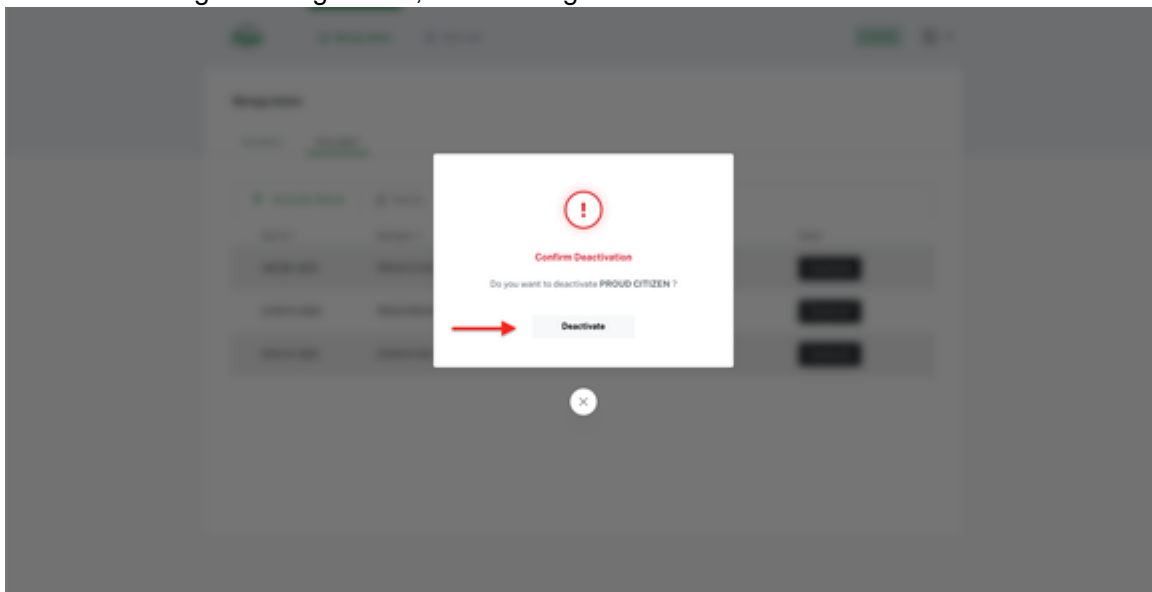
## 2. Enterprise Management

The Enterprise Management platform allows licensees to perform four major actions: Manage Enterprise Admins, Monitor Audit Logs, 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

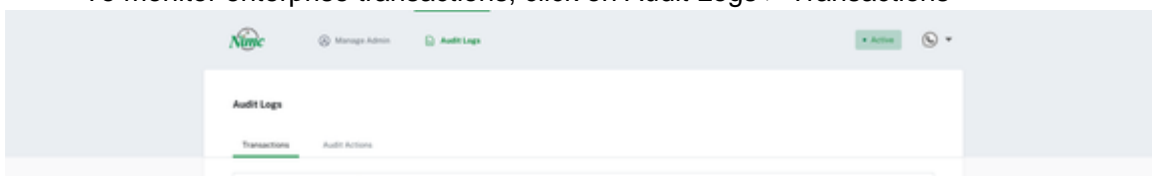
- Click on Add Admin Button
- To manage existing Admin, click Manage Admin > View Admin



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

## Monitoring Audit Logs:

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







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

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 IDL F339679457646K2	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


## Resetting Account Password:

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

**Verify Digital Identity**

We are providing a seamless web and mobile service that would help you verify your customer's identity seamlessly.



← Back to login

Username

STRL-1234

Password

XXXXXXXXXX

[Forgot Password](#)

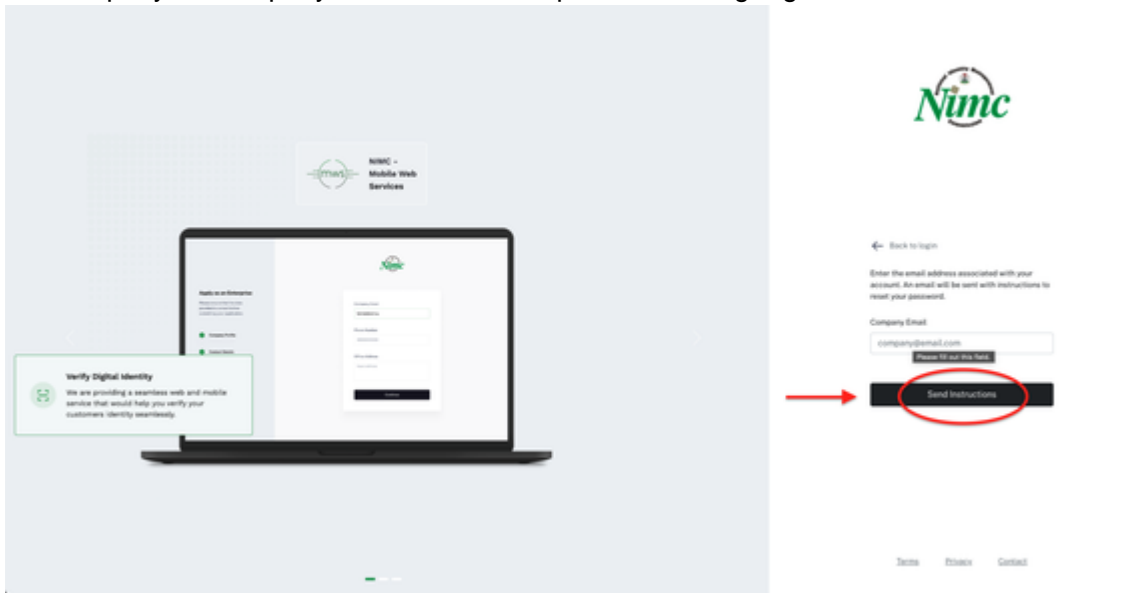
Login

First time here? [Login as an Enterprise](#)

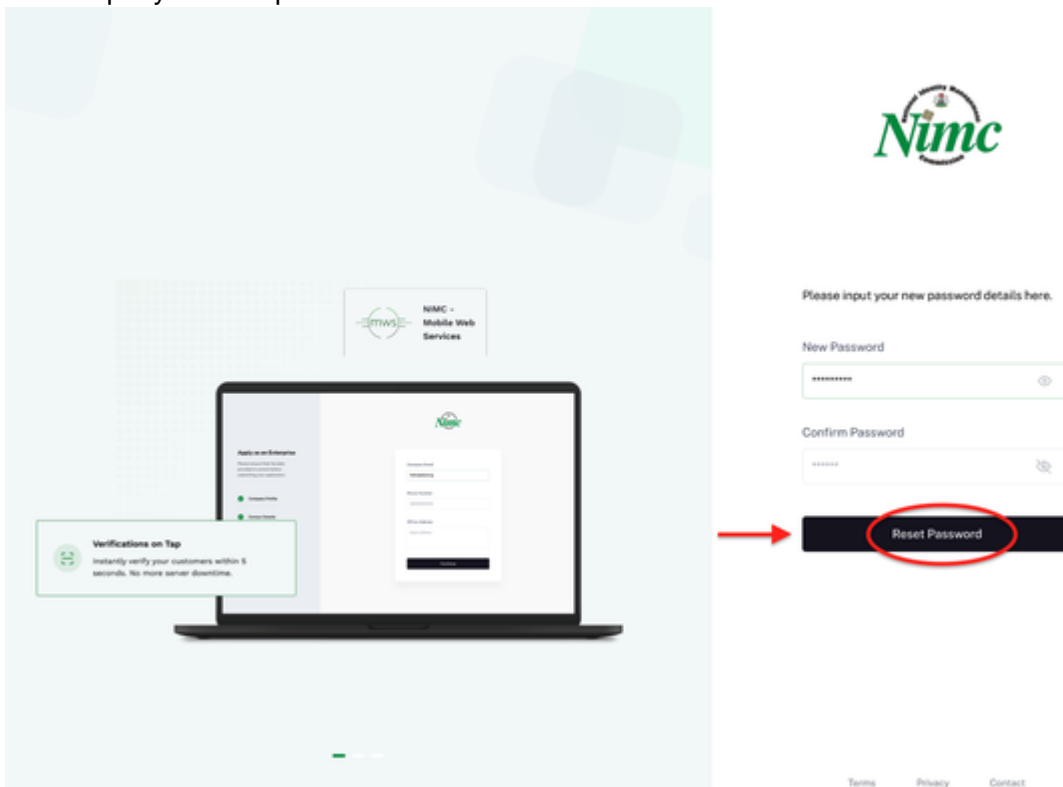
[Terms](#) [Privacy](#) [Contact](#)

- 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 eight major actions: Manage Verification Agents, Purchase Credits, Assign & Revoke Credits, Purchase Reseller Code, Manage & Transfer Reseller Code, Validate Offline Payments, Activate API Keys, and Manage Credit Deductions.

#### 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

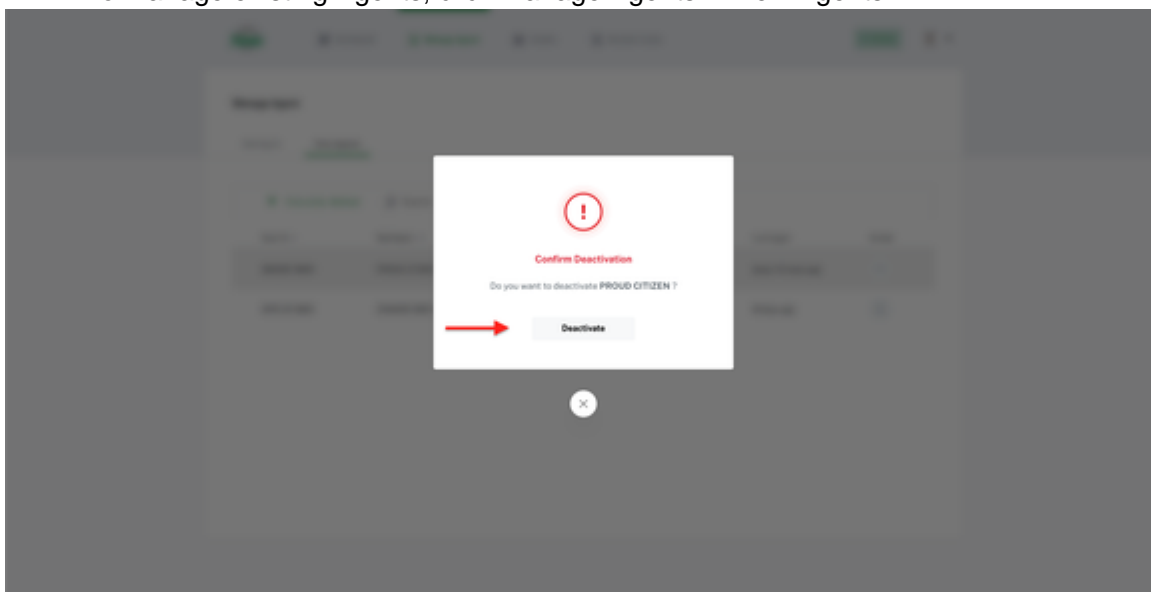
The Agent must have an MWS account with a valid User ID to be added to the Enterprise.

Agent UserID  
ABCDEF-891E

PROUD NIGERIAN CITIZEN

Add New Agent

- 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

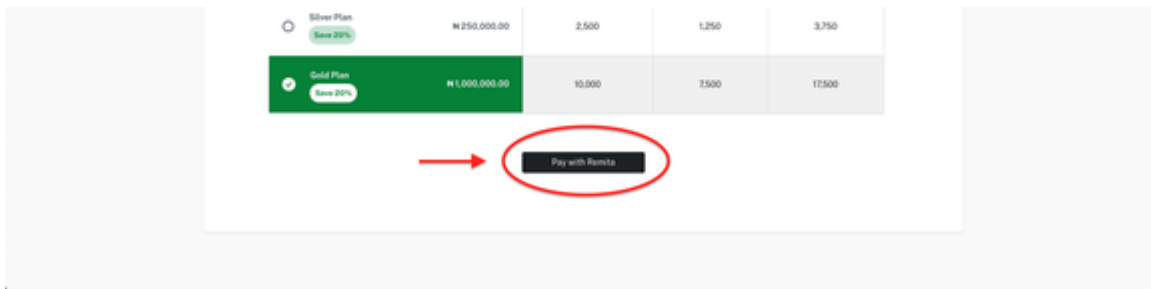
## Purchase Credits:

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

Credits

Purchase Credit Assign Credit Revoke Credit

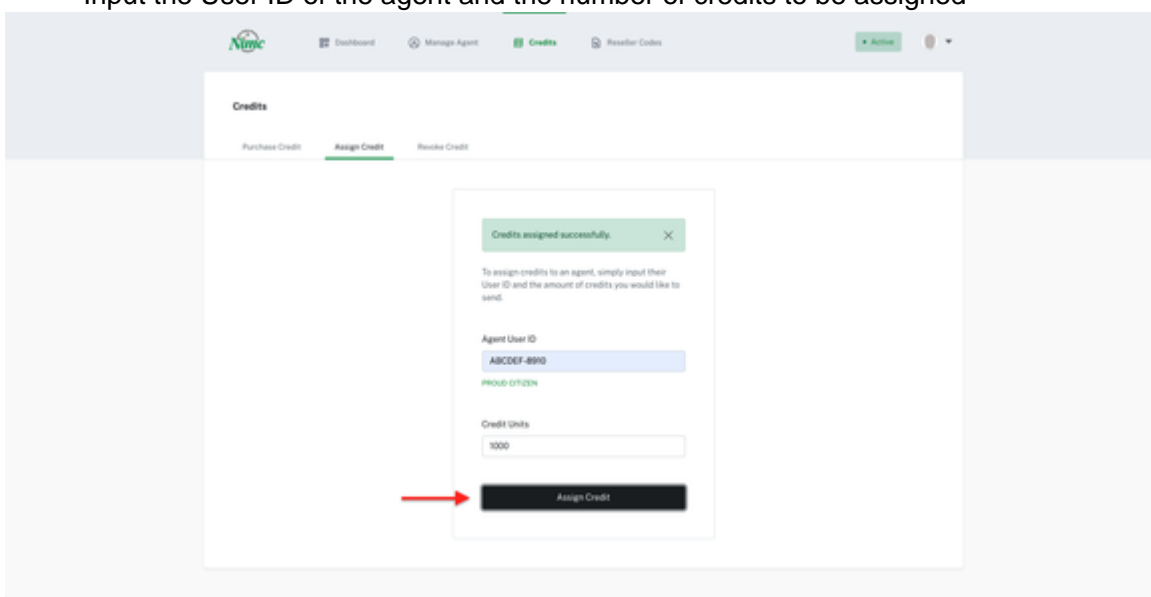
		Credits	Bonus	Total
<input type="radio"/> Bronze Plan	₦50,000.00	500	125	625



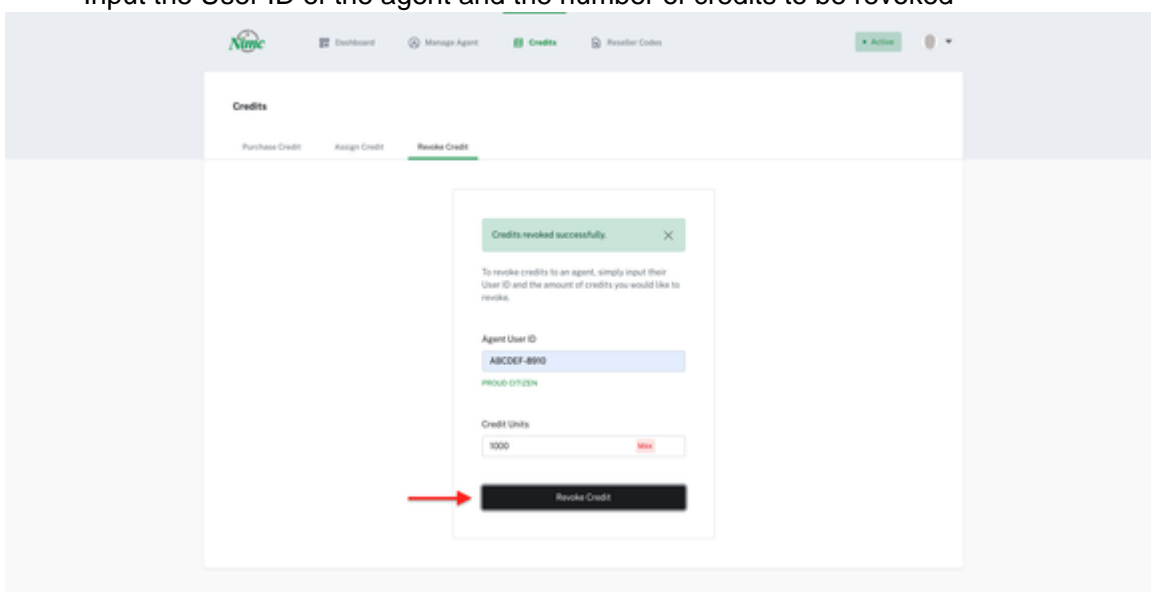
- Select your preferred payment option, input your payment details and wait for a successful payment confirmation message

## 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



- 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 the 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

To purchase a reseller code, simply select your preferred volume and number of reseller codes you want.

Select Volume  
G1 (50,000 Credits)

Reseller Codes  
1

Total Payable: N1,970,000.00

Pay with Remita

- Click on Pay 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

Timestamp	Reseller Codes	Status	Credit Value	Action
19 Nov 2021-10:45 AM	JWUFW9ZNL8NLR4	Used	1,000	<a href="#">Activate Code</a> <a href="#">Transfer Code</a>
19 Nov 2021-10:06 AM	PLDUF9R2NABE88	Received	1,000,000	...
21 Jun 2021-03:06 PM	PLDUF9R2NABE88	Used	1,000,000	...
21 Jun 2021-03:06 PM	8FYUFW9ZNL8NLR4	Transferred	1,000,000	...

21 Jun 2021 -05:06 PM	ESDUPR2NABE74	Available	500,000	---
21 Jun 2021 -05:06 PM	VIFUPR2NABE05	Available	500,000	---

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

**Reseller Codes**

Purchase Code   Manage Codes   **Send Code**

To send your code to another Enterprise, simply input their Enterprise ID and select the reseller code you want to send.

Enterprise ID  
123456  
Your Enterprise

Select Code  
ESDUPR2NABE74: 500,000

**Send Code**

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

## Validating Offline Payments:

- To validate credit payments made offline, click on Credit > Validate RRR
- Input the 12-digit Remita Retrieval Reference number into the form
- Click on Validate Payment

**Credits**

Purchase Credit   Assign Credit   Revoke Credit   **Validate RRR**

Did you make an offline payment? Please input your Remita Retrieval Reference below to validate your payment.

Remita Retrieval Reference  
123456789101

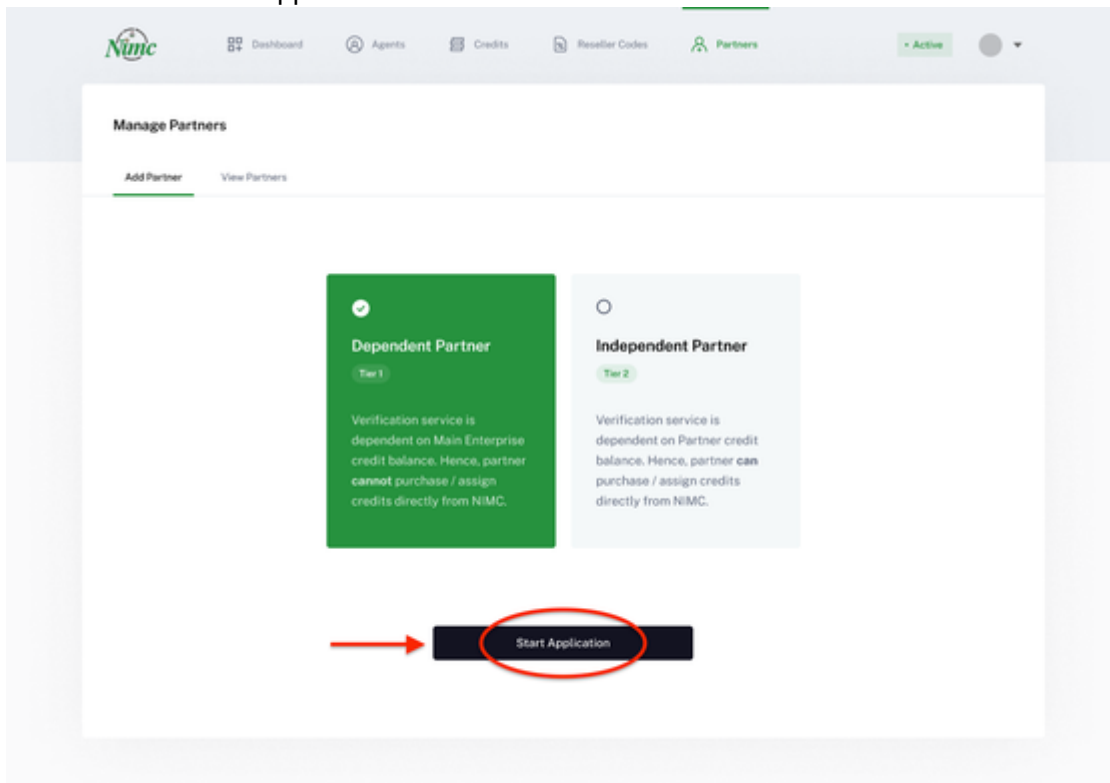
**Validate Payment**

- To validate reseller code payments made offline, click on Reseller Codes > Validate RRR to repeat the above steps.

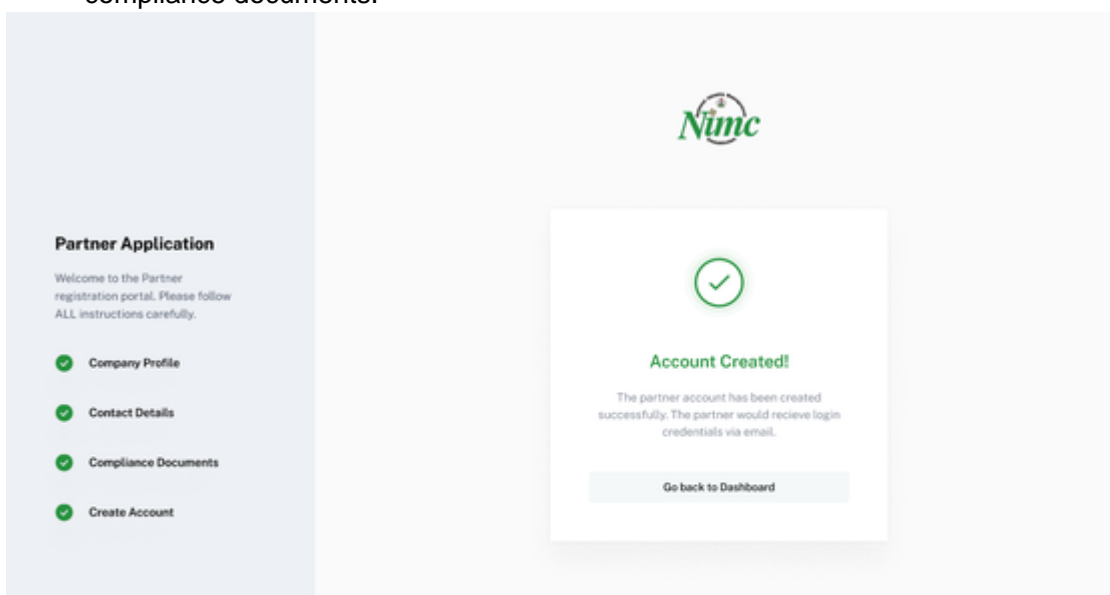
## Managing Partners:

**NOTE:** Partners allow you to quickly onboard partner enterprises who want to perform verification exercises using your license. This feature is only available to Verification Licensees who select Verification-as-Service as a Use Case during application. To create a partner:

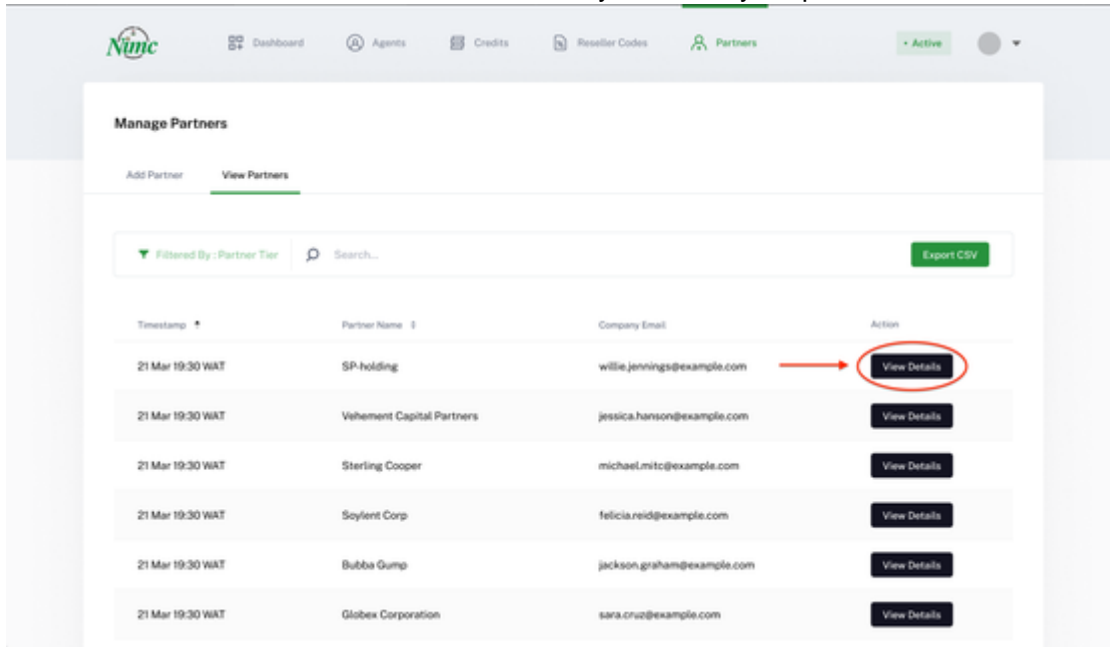
- Click on Partners > Add Partner
- Select the type of Partner you want to onboard
- Click on Start Application



- Follow the instructions to input all required details of the partner and upload all required compliance documents.

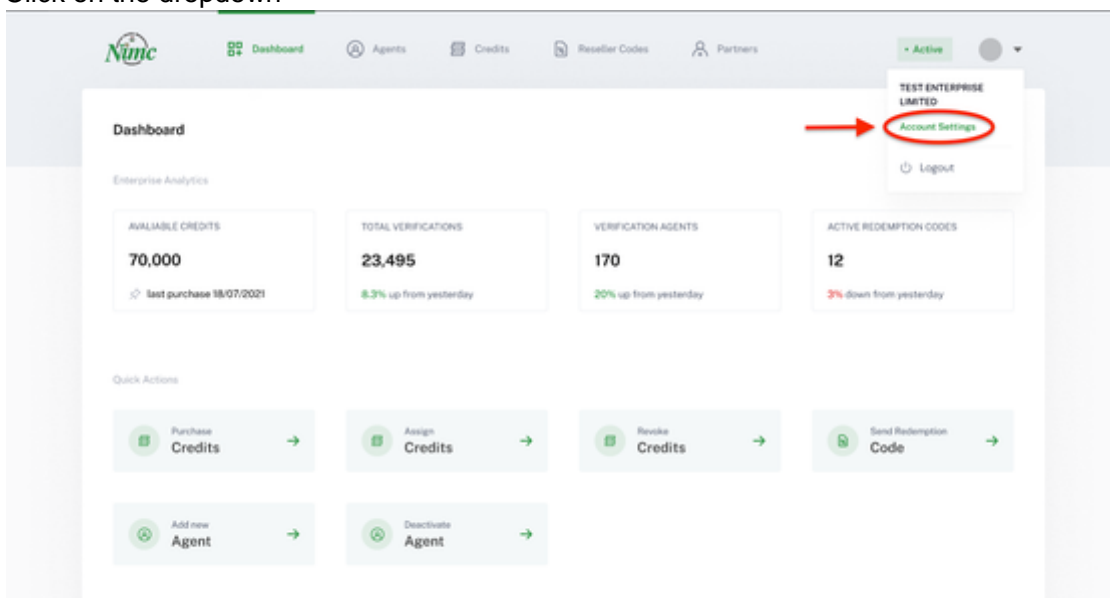


- To manage existing Partners, click on Partners > View Partners
- Click on View Details to access the activity details of your partners

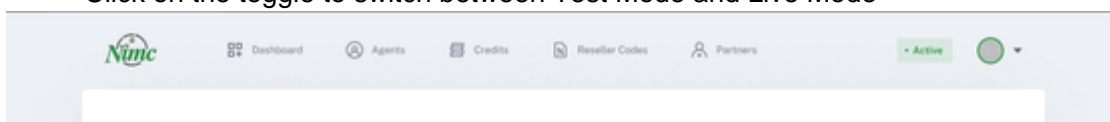


## Activating API Keys:

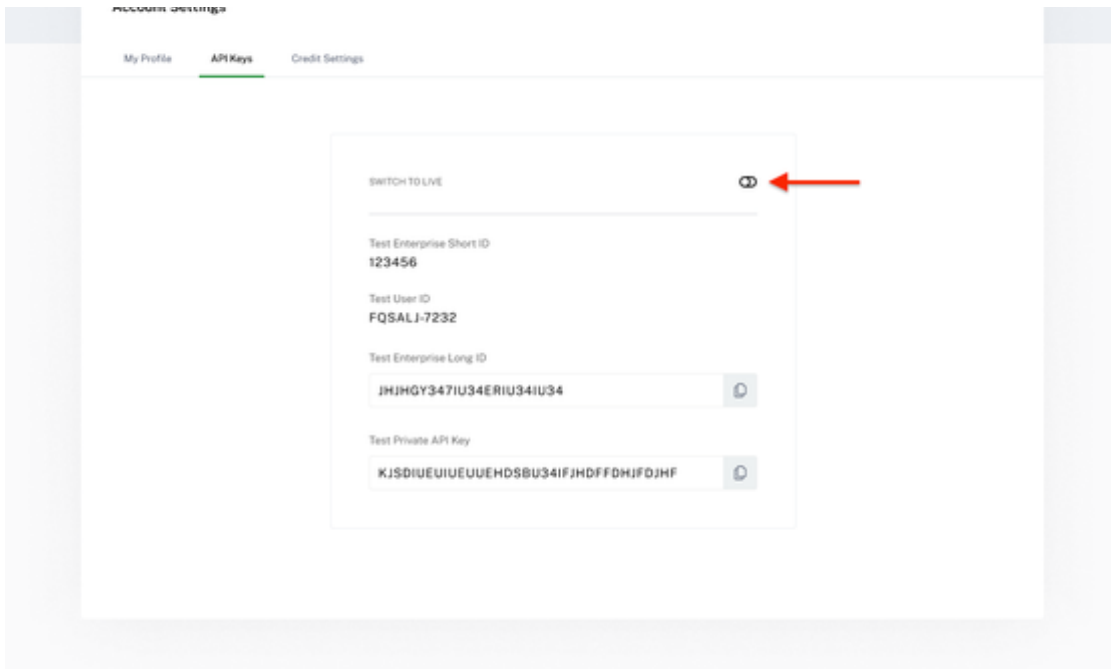
Click on the dropdown



- Click on Account Settings > API Keys
- Click on the toggle to switch between Test Mode and Live Mode

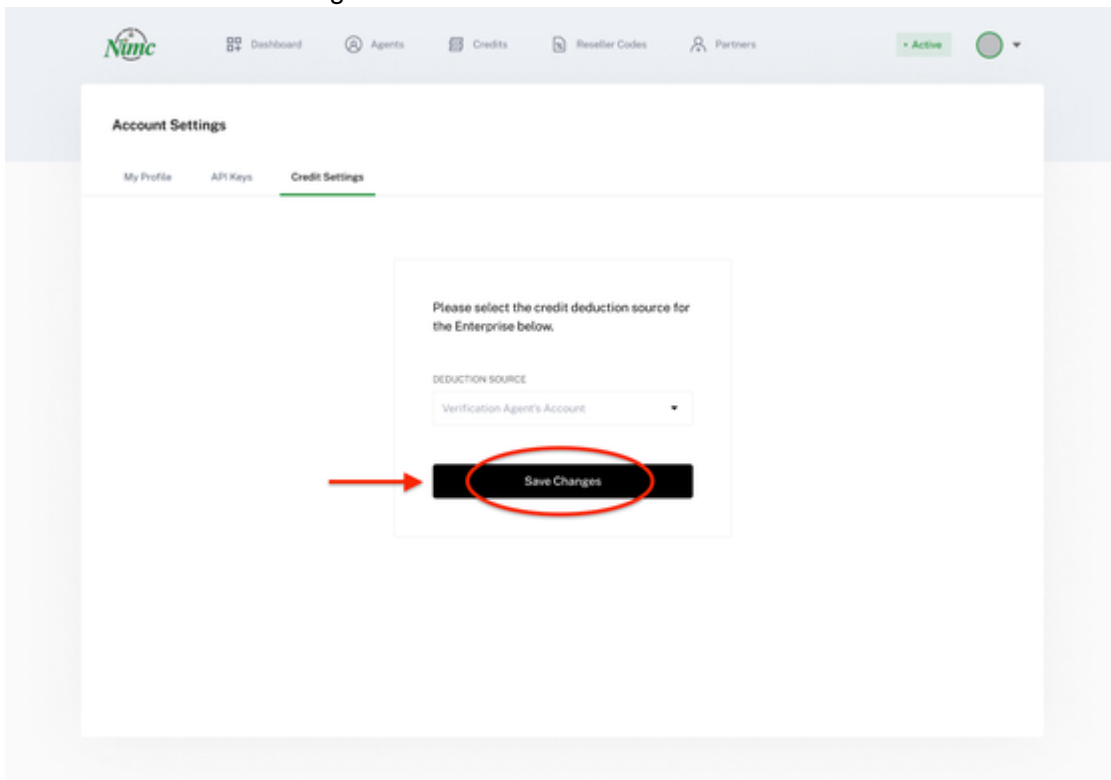






## Managing Credit Deductions

- Click on Account Settings > Credit Settings
- Select the preferred credit deduction source from the dropdown
- Click on Save Changes



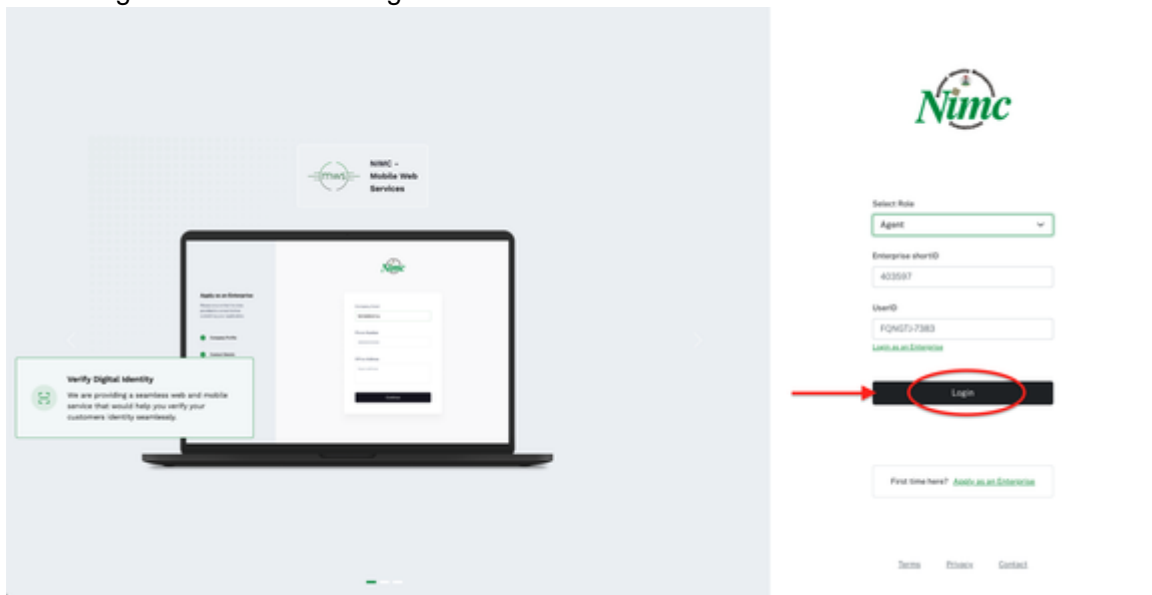
**NOTE:** Selecting Enterprise Admin as the deduction source disables the Assign & Revoke Credit feature for Verification Agents.

## 4. Verification Agents

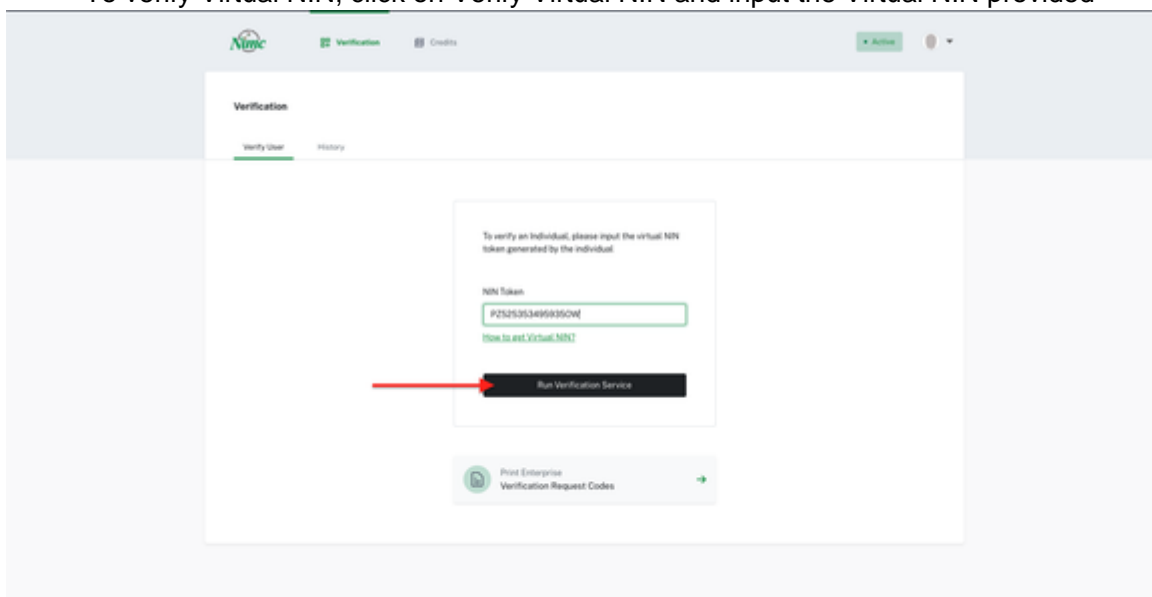
The Verification Agent role can perform three major actions: Verify Virtual NIN, View Verification History, Request Credit Refill.

## Verify Virtual NIN:

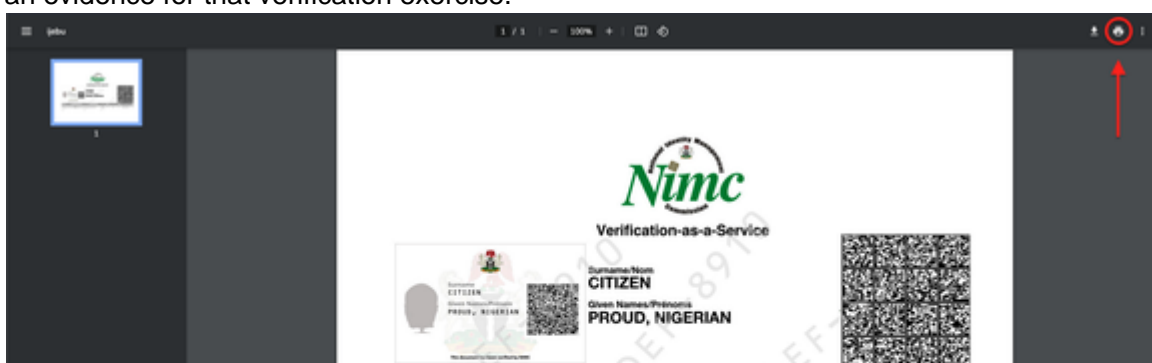
- Login as a Verification Agent



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



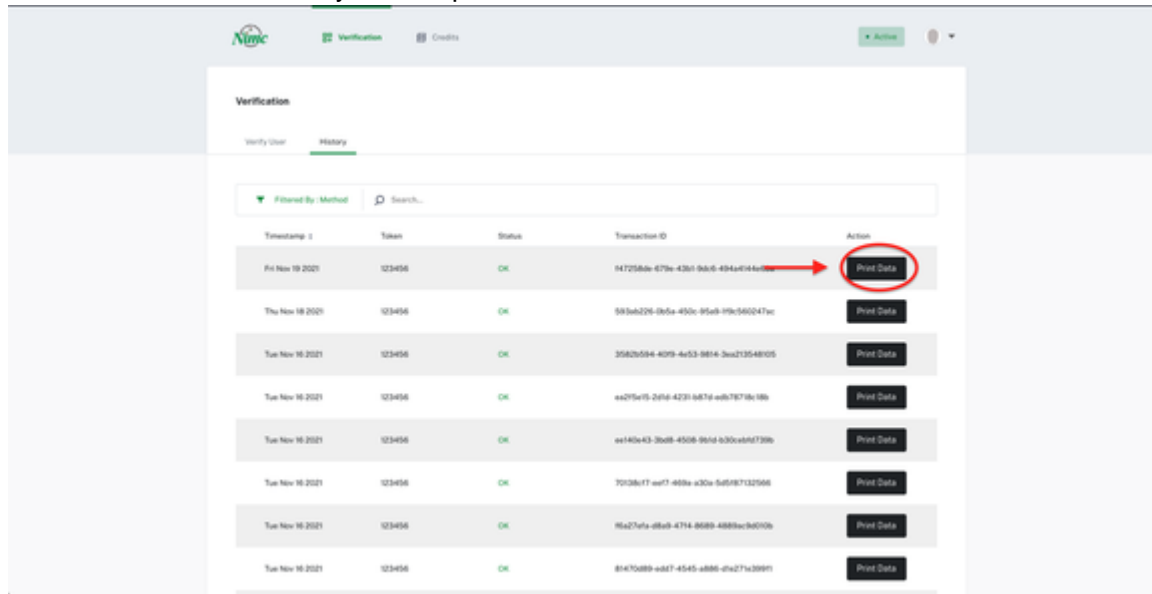
Upon a successful verification, you may print the Data Slip for physical record keeping which serves as an evidence for that verification exercise.



Timestamp	Transaction ID	Verification Type	Verification Status	Verification Agent ID
2021-11-18T11:21:52.000Z	842758de-679e-43b1-9db6-694e6d4e0a0e	Token	OK	ea25e1f9-2f1d-4231-b67d-ed57870b10b9

## View Verification History:

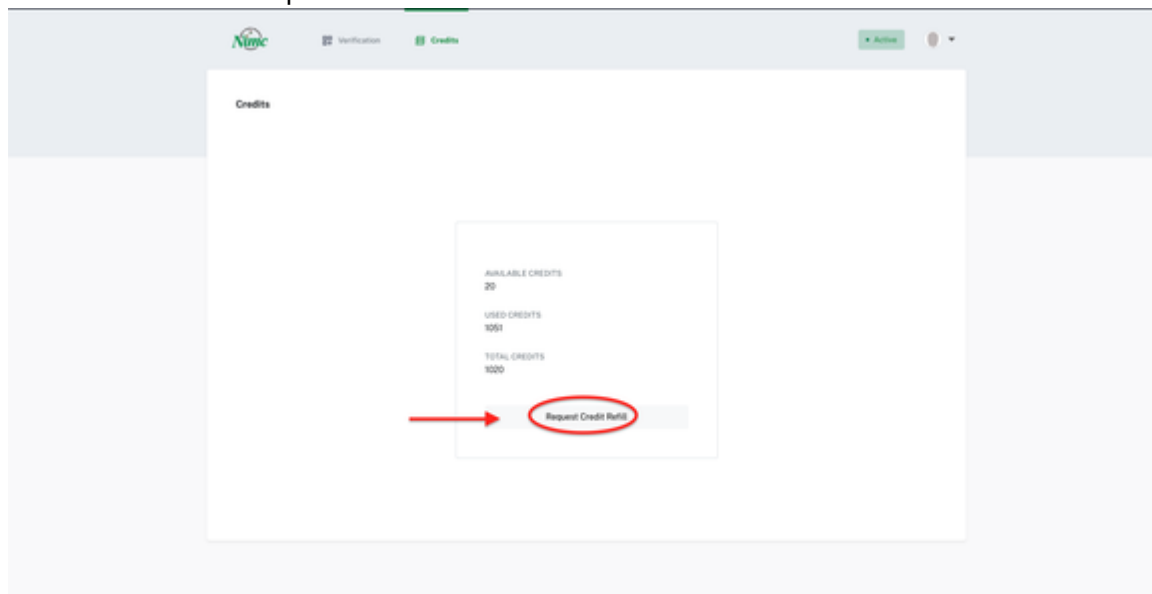
- Click on View History to view previous verification actions



Timestamp	Token	Status	Transaction ID	Action
Fri Nov 19 2021	123456	OK	842758de-679e-43b1-9db6-694e6d4e0a0e	<a href="#">Print Data</a>
Thu Nov 18 2021	123456	OK	583ab229-0b5a-450c-95ab-19b560247ac	<a href="#">Print Data</a>
Tue Nov 16 2021	123456	OK	3582b594-4099-4c53-9814-3ea213548105	<a href="#">Print Data</a>
Tue Nov 16 2021	123456	OK	ea25e1f9-2f1d-4231-b67d-ed57870b10b9	<a href="#">Print Data</a>
Tue Nov 16 2021	123456	OK	ea140e43-3ba8-4508-951d-630cabed739b	<a href="#">Print Data</a>
Tue Nov 16 2021	123456	OK	70198e17-eae7-460a-a30a-5d5f87132568	<a href="#">Print Data</a>
Tue Nov 16 2021	123456	OK	85a27afa-d8ab-4714-b689-4889ac3a070b	<a href="#">Print Data</a>
Tue Nov 16 2021	123456	OK	81415a89-ea87-4545-a886-d9a271a39901	<a href="#">Print Data</a>

## Request Credit Refill:

- Click on the Request Credit button



Credits
AVAILABLE CREDITS 20
USED CREDITS 1051
TOTAL CREDITS 1070
<a href="#">Request Credit Refill</a>