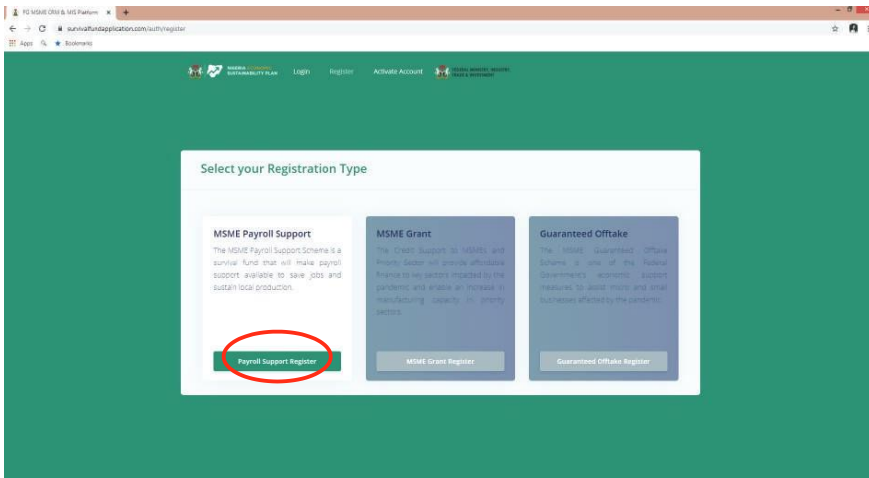
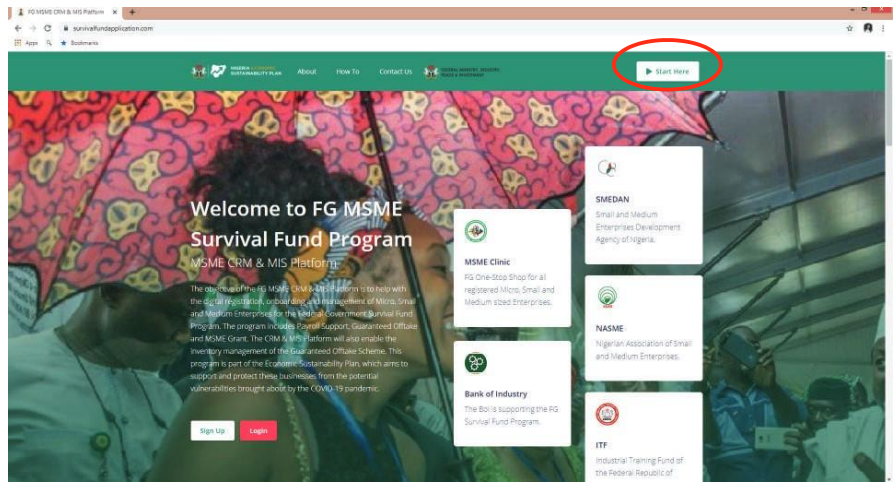


# WELCOME TO THE FG SURVIVAL FUND APPLICATION

1. Go to [www.survivalfundapplication.com](http://www.survivalfundapplication.com) to register on the CRM\_MIS Platform.
2. Click on the 'START HERE' button displayed on the homepage, to begin your registration



3. Select 'Payroll Support Register'  
\*The MSME Payroll Support Scheme is a survival fund that will make payroll support available to save jobs and sustain local production.



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4. The Head of Business is expected to fill in his/her personal details in this section.

\*Please ensure that you have access to the mobile phone number and email address that you use for the registration. Use a password you can easily remember.

The screenshot shows the registration interface for the MSME CRM & MS Platform. It is divided into two main sections: 'Steps and requirements' and 'Payroll Support Registration'.  
**Step 1: Personal registration**  
To register, you must be the Founder/Proprietor/Administrator of the MSME. Register your personal details to setup the payroll support application. Instructions at the top of the form will guide you on the required fields that need to be filled to complete the initial registration.  
**Step 2: Activate your account**  
You will receive an activation code on the mobile number and email address you registered with. You will need this code to activate your account. Please ensure you have access to the phone number or email address you will register with in order to complete your initial registration.  
**Step 3: Organisation registration**  
After you have successfully activated your account, you will need to login and register your Organisation. To complete this stage, you will need your SAC number (Business Number) to register.  
**Payroll Support Registration**  
Fields include: First Name, Last Name, Email, Mobile Number (with a note: \*12345678901234567890\*), Password, Gender, Date of Birth (DD/MM/YYYY), Do you have special needs?, Residential Address, and a dropdown for State and then LGA (with options for State and Select LGA).

The screenshot shows the 'Activate Account' page. It features a background image of a woman in a blue uniform working on a machine. The text on the page reads: 'An activation code has been sent to your phone number and email. Enter the code below.' Below this is a text input field labeled 'Activation Code' and a green 'Activate' button.

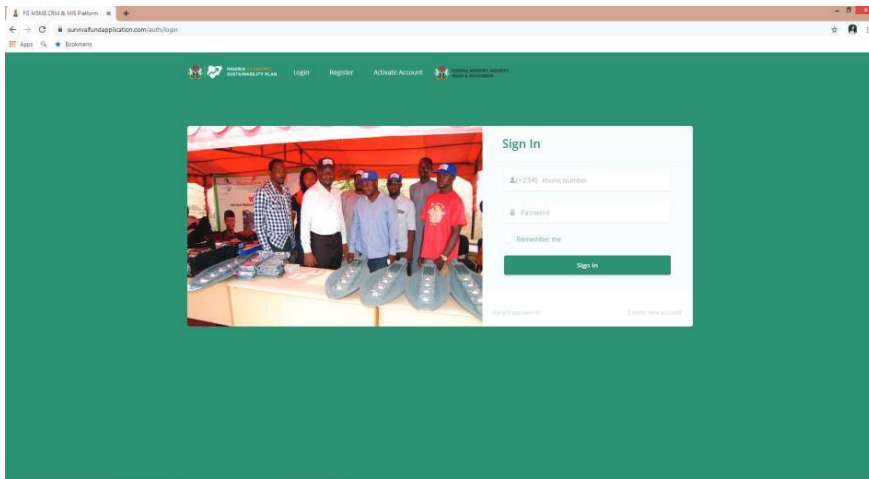
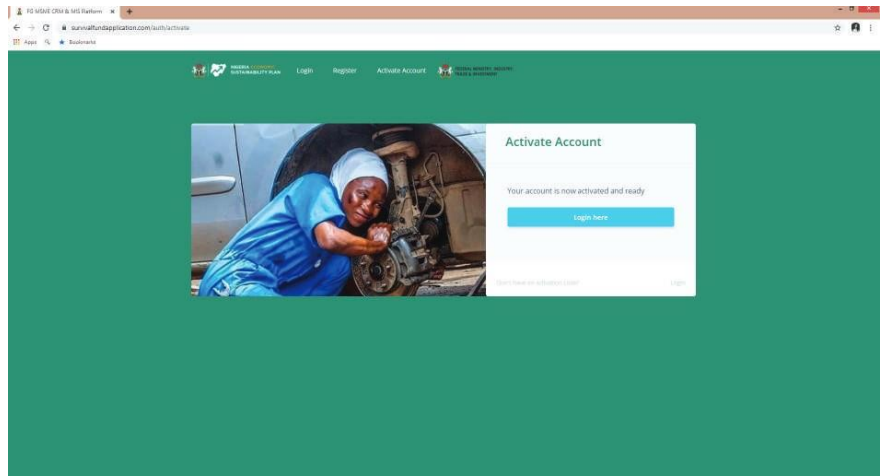
5. Upon registration, you will receive an activation code on the registered mobile number and email address. You will be prompted to enter the activation code HERE to activate your account.

\*If you did not receive the activation code, kindly click on 'Don't have an activation code' to resend code again.



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6. Account has been successfully activated.  
Click on 'Login Here' to continue.



7. Login with your registered phone number and password.  
\*If you forgot your password, kindly click on 'Forgot Password' to reset your password.

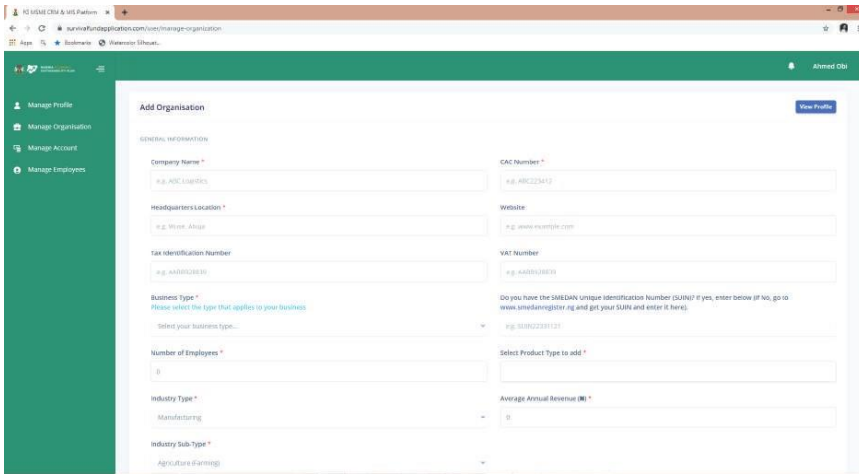
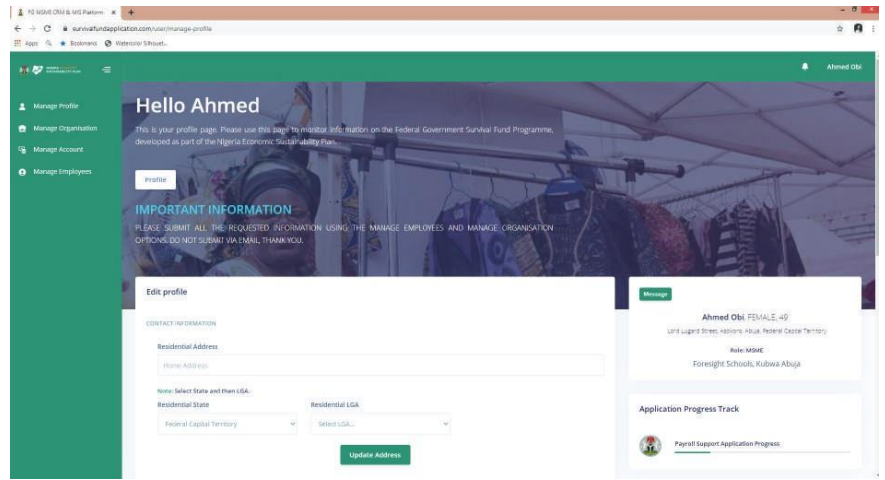


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8. Welcome to your dashboard!

\*You can update your residential address, by clicking on the 'Update Address' button on the dashboard.

\*Please note that all requested information must be submitted here. Do not submit via email!



9. Click on 'Manage Organisation' on the side menu or on the dashboard to add your organisation details.

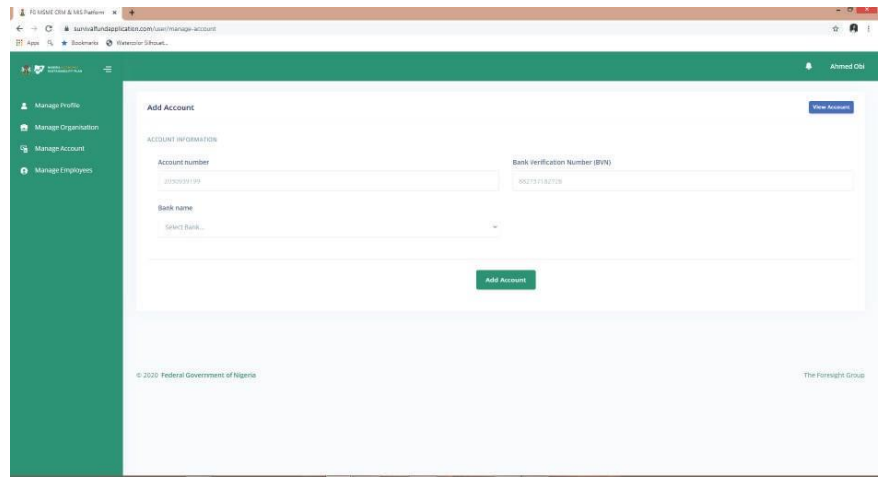
\*Please note that the boxes with \* are compulsory.

\*After filling the information, scroll down and click on 'Add Organisation' to submit.



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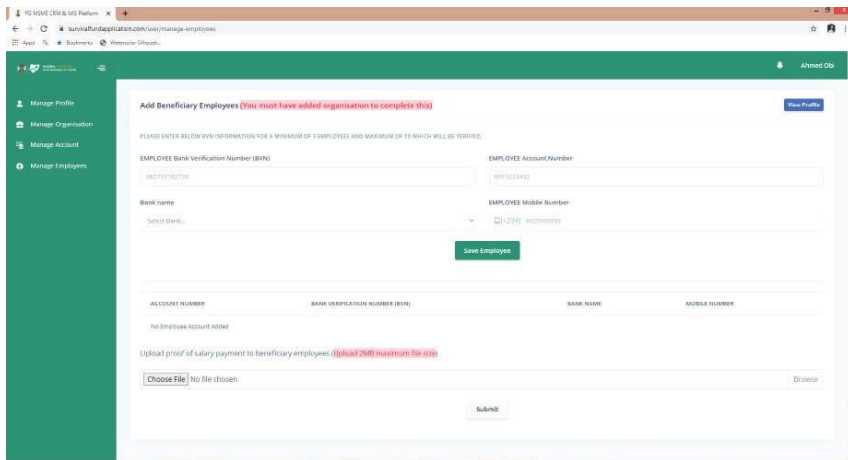
10. Click on 'Manage Account' on the side menu or on the dashboard, to add the organisation's account detail.
- \*The Bank Verification Number (BVN), Account Number and Bank Name. Please make sure the numbers are correct. Click on 'Add Account' to submit.



The screenshot shows the 'Add Account' form in the NSMSE portal. The form is titled 'Add Account' and is located in the 'Manage Account' section of the side menu. The form fields are:

- ACCOUNT INFORMATION
- Account number: 2030004190
- Bank Verification Number (BVN): 90271182708
- Bank name: SELECT BANK...

There is a green 'Add Account' button at the bottom right of the form. The footer of the page reads '© 2020 Federal Government of Nigeria' and 'The Forays Group'.



The screenshot shows the 'Add Beneficiary Employees' form in the NSMSE portal. The form is titled 'Add Beneficiary Employees (You must have added organisation to complete this)' and is located in the 'Manage Employees' section of the side menu. The form fields are:

- PLEASE ENTER BELOW BVN INFORMATION FOR A MINIMUM OF 3 EMPLOYEES AND MAXIMUM OF 10 WHICH WILL BE VERIFIED.
- EMPLOYEE Bank Verification Number (BVN): 90271182708
- EMPLOYEE Account Number: 2030004190
- Bank name: SELECT BANK...
- EMPLOYEE Mobile Number: 08033333333

There is a green 'Save Employee' button at the bottom center of the form. Below the form, there is a table with columns: ACCOUNT NUMBER, BANK VERIFICATION NUMBER (BVN), BANK NAME, and MOBILE NUMBER. The table is currently empty. Below the table, there is a section for uploading proof of salary payment to beneficiary employees, with a 'Choose File' button and a 'Submit' button.

11. Click on 'Manage Employees' on the side menu, to add employee details.
- \*Enter the BVN, Account Number and Bank Name for a minimum of 3 persons and a maximum of 10 persons.



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## IMPORTANT THINGS TO NOTE

- \*Enter your employees details in order of priority.
- \*Upload 3 months 'Proof of Salary Payment to Beneficiary Employee' (2MB maximum file size).
- \*Proof of Salary Payment can be your bank statement, payment advice or pay slips. It should be a jpeg image or pdf document.
- \*Compress your document, If the file size is above 2MB, using [www.smallpdf.com](http://www.smallpdf.com), [www.pdfcompressor.com](http://www.pdfcompressor.com) or any other compressor.
- \*Avoid duplicate bank account number and/or BVN.
- \*An employee's account cannot be registered with two different organisation.
- \*Make sure to double check the details before submitting it.

MSME CRM & MS Platform

benwafundapplication.com/manage-employees

App Store | Get it on Google Play

### Add Beneficiary Employees (You must have added organisation to complete this)

View Profile

PLEASE ENTER BELOW EMP INFORMATION FOR A MINIMUM OF 2 EMPLOYEES AND MAXIMUM OF 10 WHICH WILL BE VERIFIED.

EMPLOYEE Bank Verification Number (BVN)  EMPLOYEE Account Number

Bank name  EMPLOYEE Mobile Number

ACCOUNT NUMBER	BANK VERIFICATION NUMBER	MOBILE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload proof of salary payment to beneficiary employees (Upload 2MB maximum file size)

Choose file TESTING.pdf

**Information**

Are you sure you want to submit? Please note that you cannot make changes after submission.



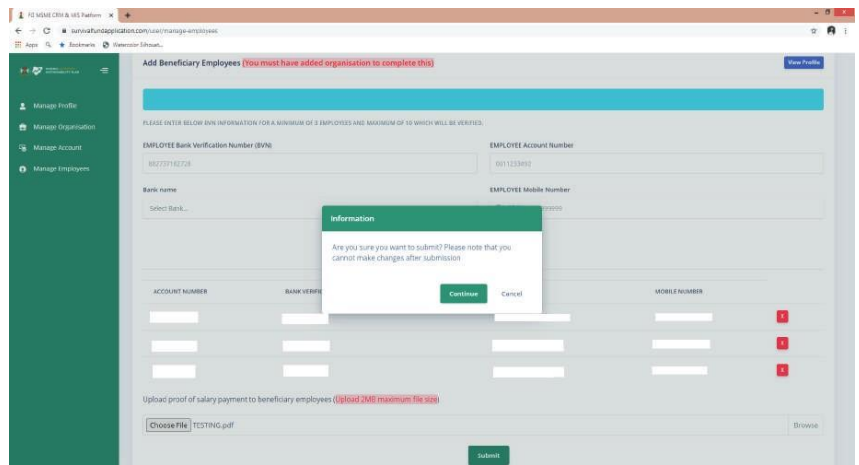
12. After filling the employee details.

\*Make sure your internet connection is strong and stable.

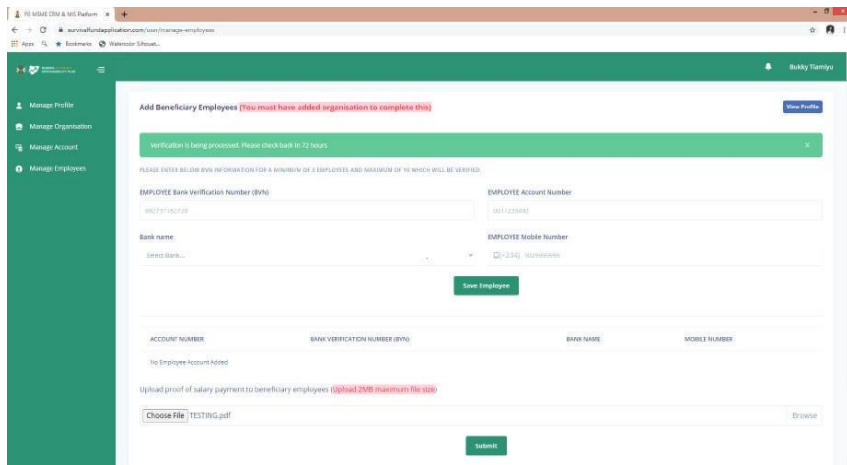
\*Ensure your browser is up to date.

\*Please note that you can not make changes after submission.

\*Click 'Continue' to submit.



The screenshot shows a web browser window with the URL [survivalfundapplication.com/user/manage-employees](http://survivalfundapplication.com/user/manage-employees). The page title is "Add Beneficiary Employees (You must have added organisation to complete this)". A green notification bar at the top says "Verification is being processed. Please check back in 72 hours." The form contains fields for "EMPLOYEE Bank Verification Number (BVN)", "EMPLOYEE Account Number", "Bank name", and "EMPLOYEE Mobile Number". Below these are fields for "ACCOUNT NUMBER", "BANK VERIFICATION NUMBER (BVN)", "BANK NAME", and "MOBILE NUMBER". A "Save Employee" button is visible. At the bottom, there is a section for "Upload proof of salary payment to beneficiary employees (Upload 2MB maximum file size)" with a "Choose File" button and a "Browse" button. A confirmation dialog box is open in the center, asking "Are you sure you want to submit? Please note that you cannot make changes after submission." with "Continue" and "Cancel" buttons.



The screenshot shows the same web browser window as above. The "Save Employee" button has been clicked, and a green notification bar at the top now says "Verification is being processed. Please check back in 72 hours." The form fields are still visible, but the "Save Employee" button is no longer present. The "Upload proof of salary payment" section is also visible.

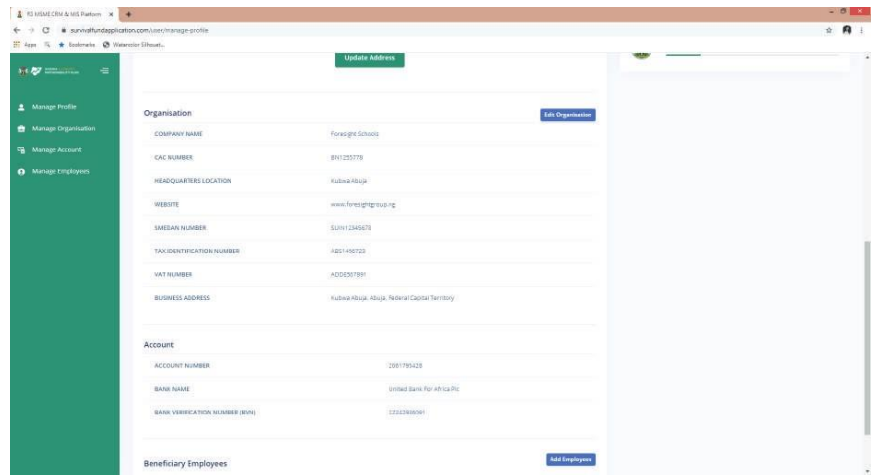
13. After you have submitted, you will see a message that reads -

**“Verification is being processed. Please check back in 72 hours.”**



14. You can view your organisation detail and account detail on the dashboard.
- \*Please check back to monitor the status of your application.
  - \*More details will be shared to you soon.

Following verification of the information submitted during your registration and having met the selection criteria, your application will be eligible for payment as specified under the scheme applied for.



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