PrimaryOffer

By NGX Exchange

Market infrastructure providing access to the Nigerian Capital Market...

Receiving Agents

Please log in with your username and password

Kindly contact info@primaryofferng.com or call 0700-46837862452 if you have not received your username and password or having difficulties logging in.

PrimaryOffer

By **NGX** Exchange

Login

Sign in with your email and password

Email

Password

Login   Reset Password

Need Help? Email us at info@primaryofferng.com Or call 0700-46837862452

Creating a Subuser under your organization

Click on Agents-In the menu pane, on the left side of the screen, click on agents to create a new subuser

1

Click on create subuser

2

Click on create sub user inputs user's email, address, phone and clicks on submit.

Sub-user gets an email with username and password and also a link to the application

Creating multiple subusers

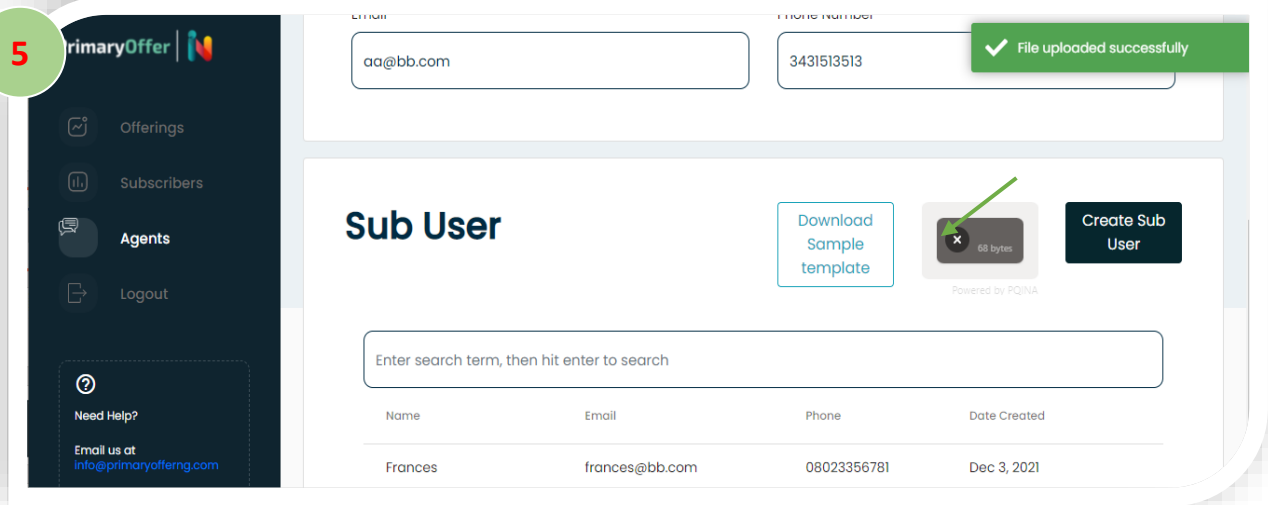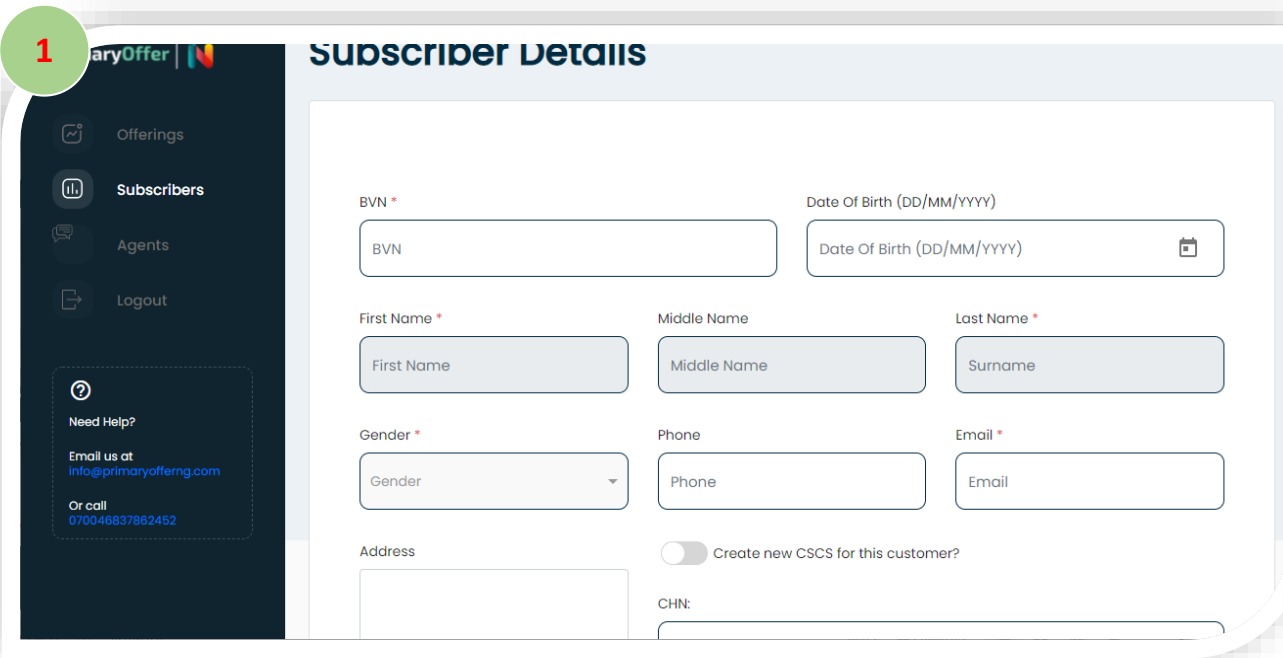Where an Agent has to create multiple sub users

Click on the download sample template and input details of subusers- (Name,email,phone,address) and save file on your computer

Creating multiple subusers

Where an Agent has to create multiple sub users -Continued

3

4

5

Click on "drop or click to upload subusers''
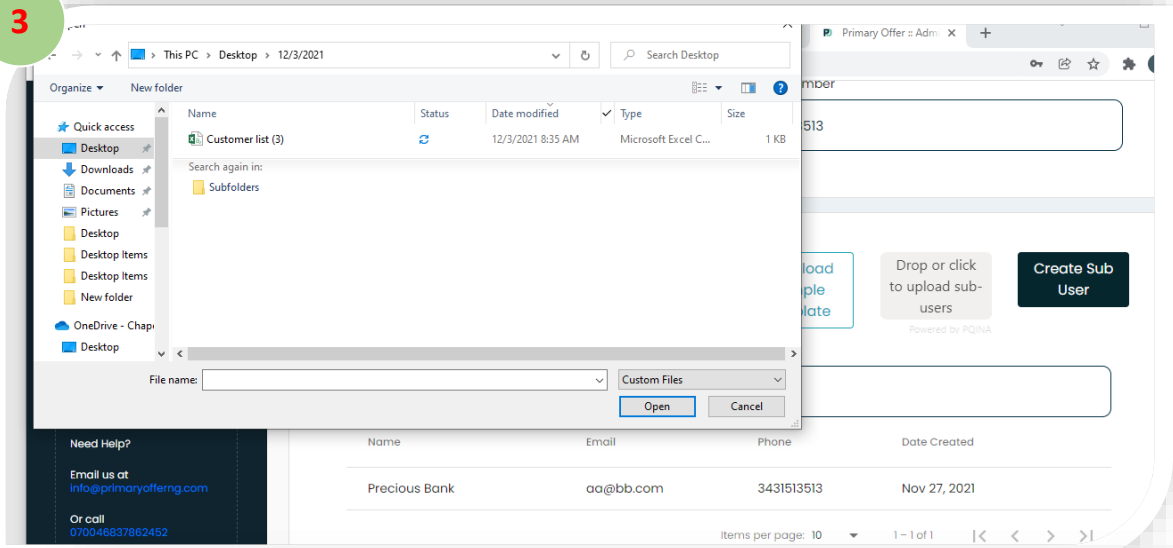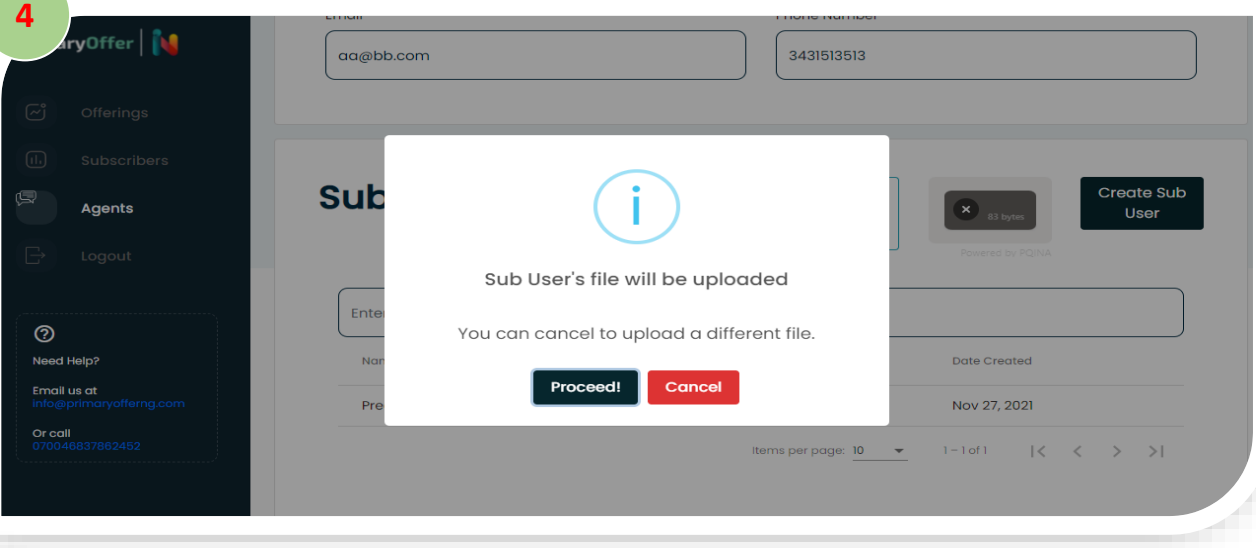
☐ You will get a file uploaded successfully and subuser will receive username and password.

☐ Agents will be able to view all subusers created under them.

Creating New Subscribers

On the menu pane, on the left side of the screen, click on 'subscribers' -This page allows the receiving agent to create a "**New subscriber**"

- To create a new subscriber click on 'new subscriber' in the top right hand corner
- Please enter the BVN and Date of Birth of the subscriber. The subscriber's details will be automatically populated
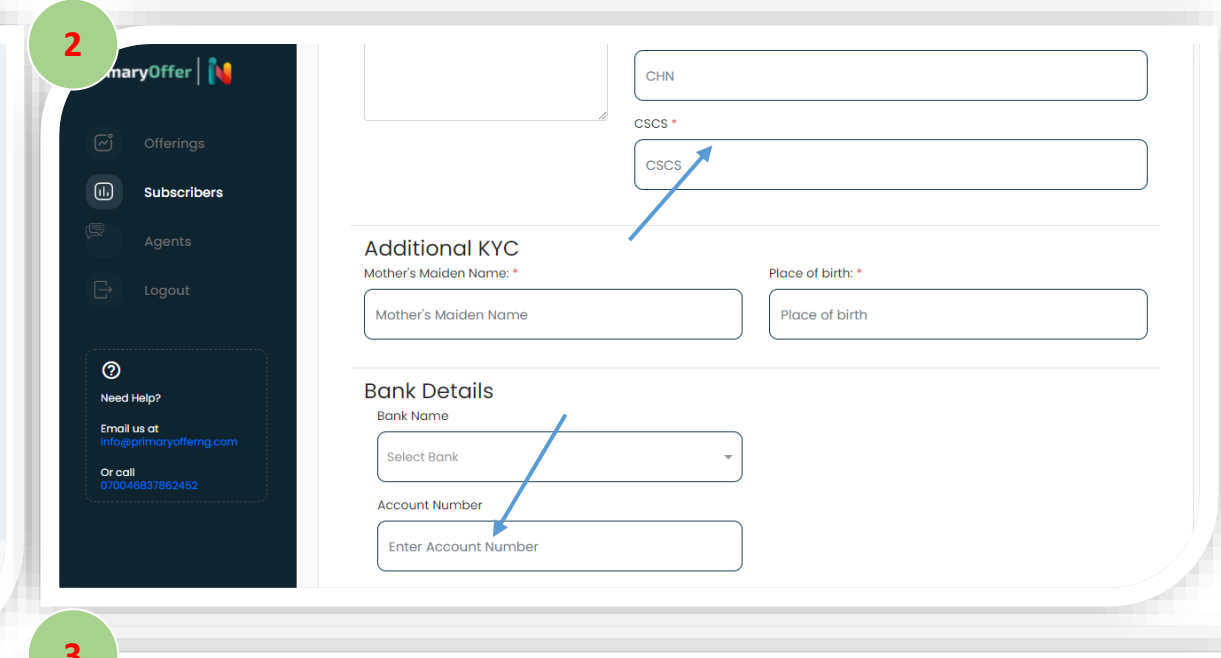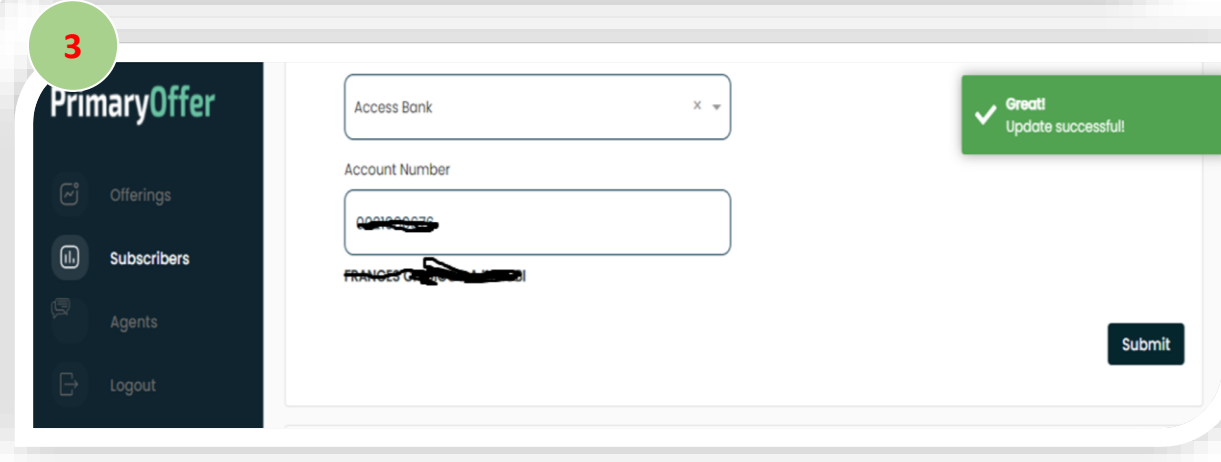
- If the Subscriber has an existing CSCS & CHN Number, the receiving agent should enter in the details in the provided fields/boxes
- Input additional KYC details(Mothers maiden name and place of birth).
- Select Bank Name
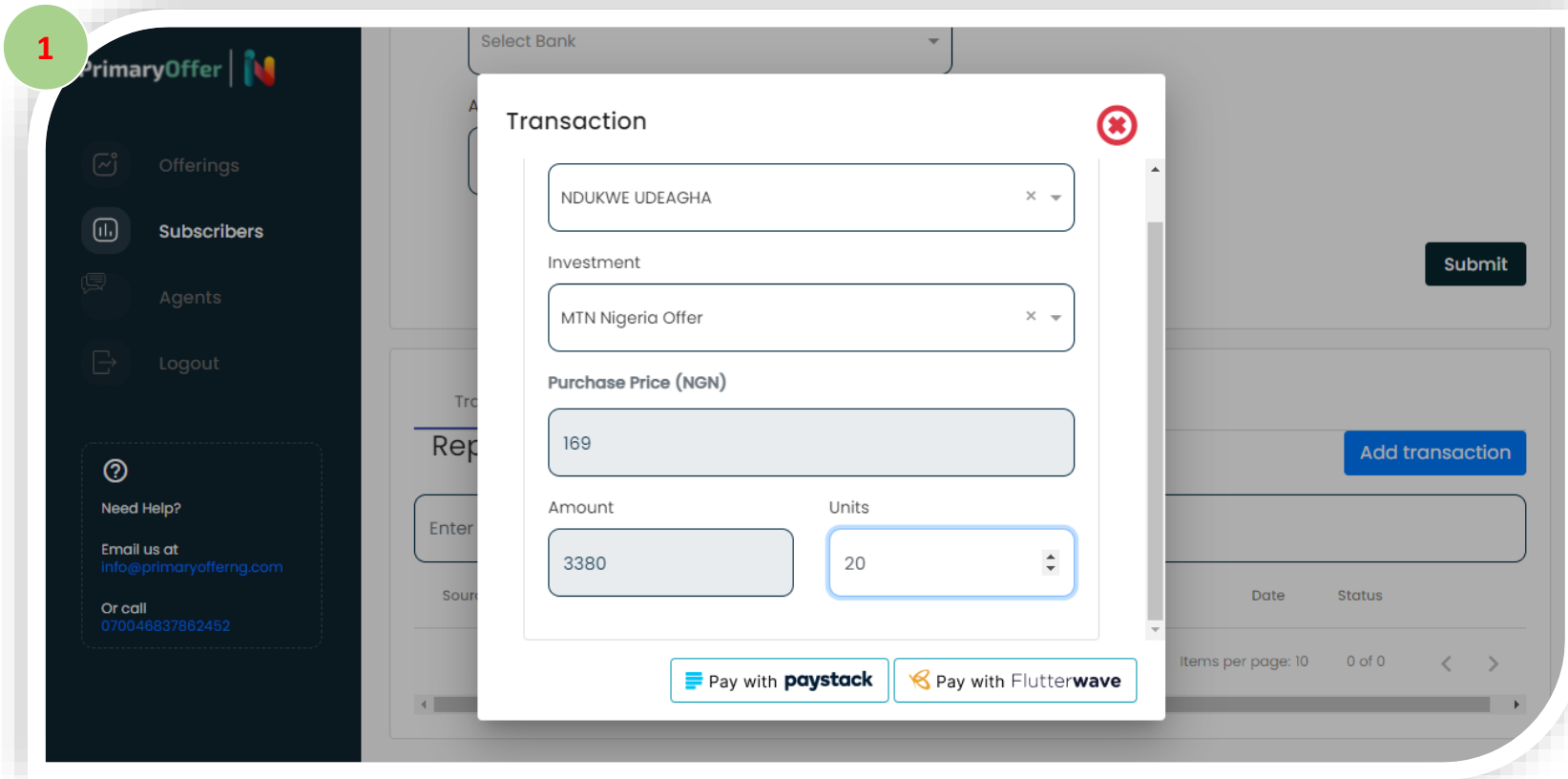- Input account number and name will be auto populated.

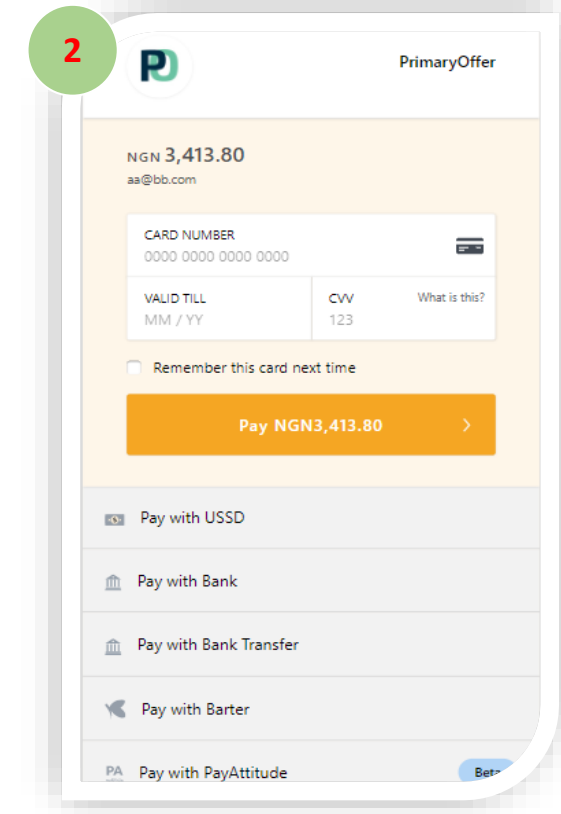*Please note that the your BVN name and account name must match*

How can I add a transaction?

To create a transaction for the Subscriber, click on Add Transaction on the lower right hand corner of the screen.

- Enter the transaction details by firstly selecting the Subscriber's name from the drop-down menu and selecting the Asset you would like to purchase for the Subscriber.

- Enter the number of Units you would like to purchase. The Amount and Purchase Price will be automatically populated.

- Choose how you want to pay, you have various options such as card, bank transfer and USSD.

Bulk upload
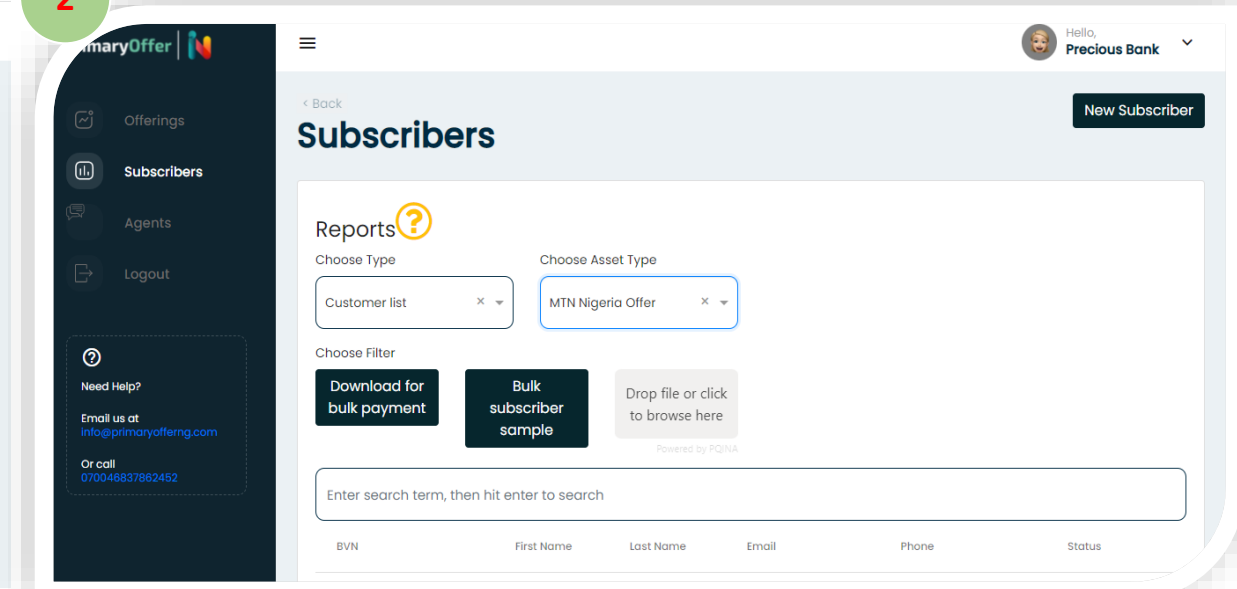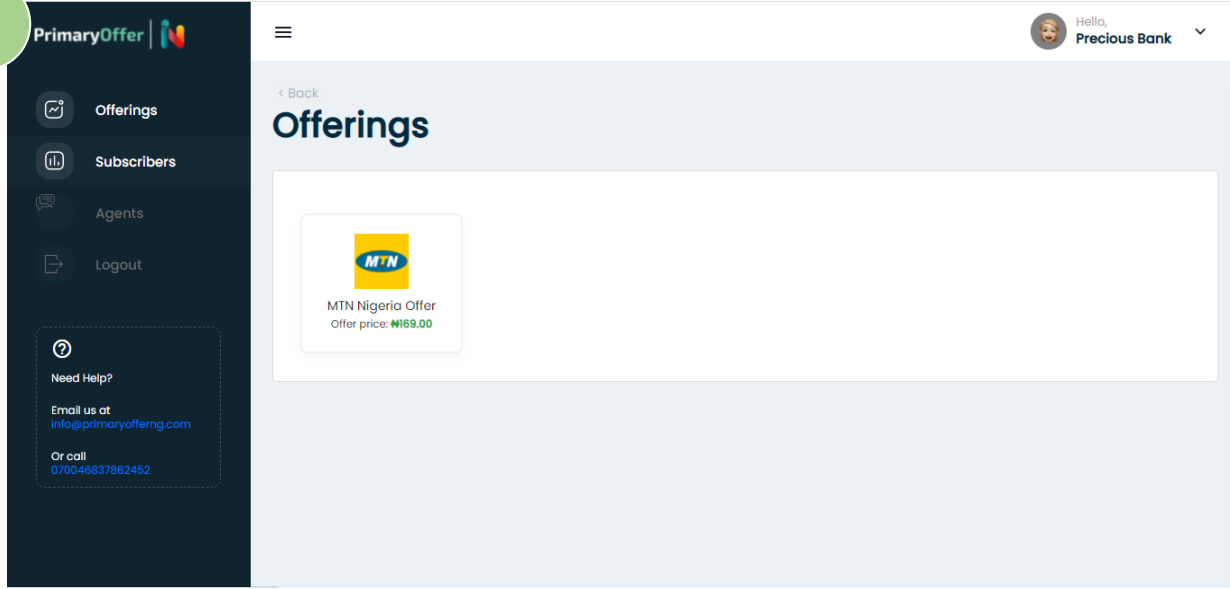
Click on reports>select customer list>select asset type>and click on download for bulk payment

- Click on "reports"

- Agent selects "customer list" and downloads report in CSV file

- Agent inputs customers subscribed units and uploads file back into the system

- Agent clicks to pay and it triggers the payment gateway to pay the aggregated amount.

- On successful payment, each customer is notified of payment.

Bulk upload

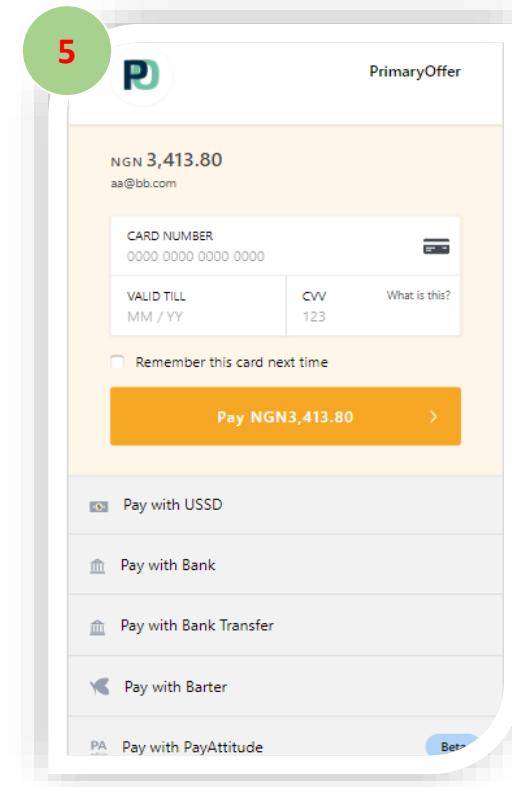Agent inputs customers subscribed units and uploads file back into the system

Bulk upload

Agent clicks on Subscriber to review details of clients and clicks on report.
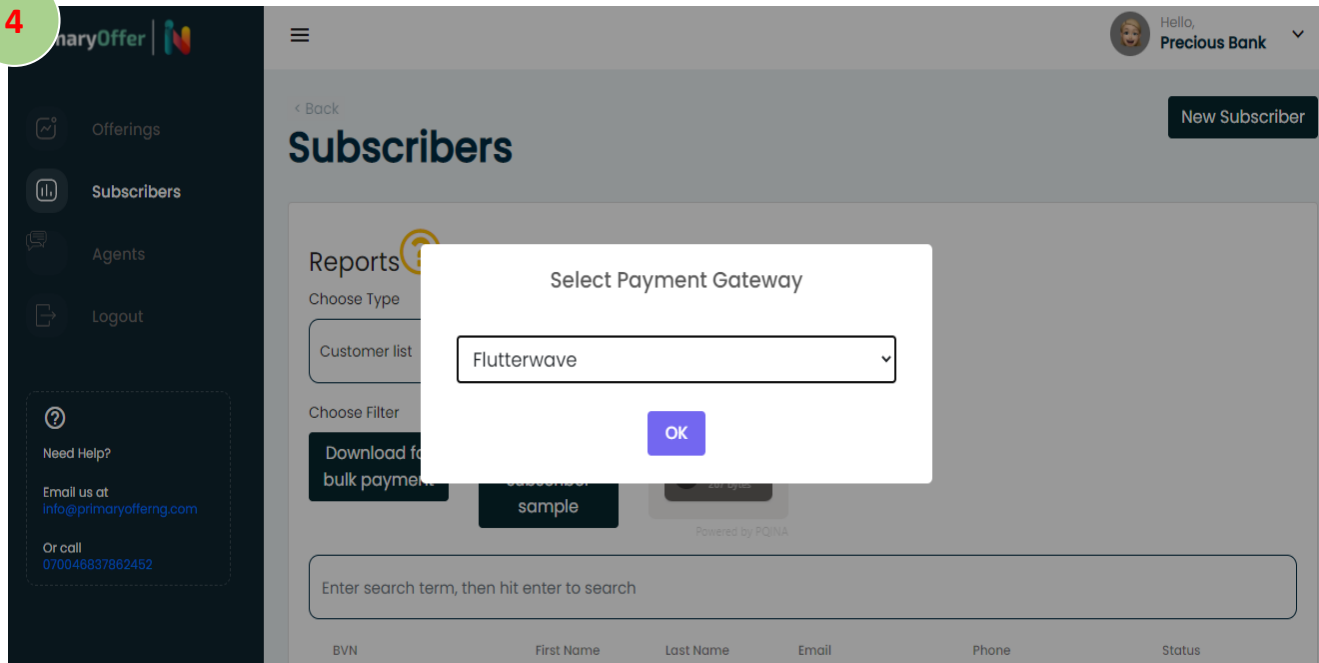
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