

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

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Sign in with your email and password



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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

The screenshot shows the 'Receiving Agent Details' form. The form has two columns of input fields. The first column contains 'Company Name' (Precious Bank) and 'Email' (aa@bb.com). The second column contains 'NGX Code' (42553) and 'Phone Number' (3431513513). Below the form is a 'Sub User' section with a search bar and a 'Create Sub User' button. A blue arrow points to the 'Create Sub User' button.

2

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

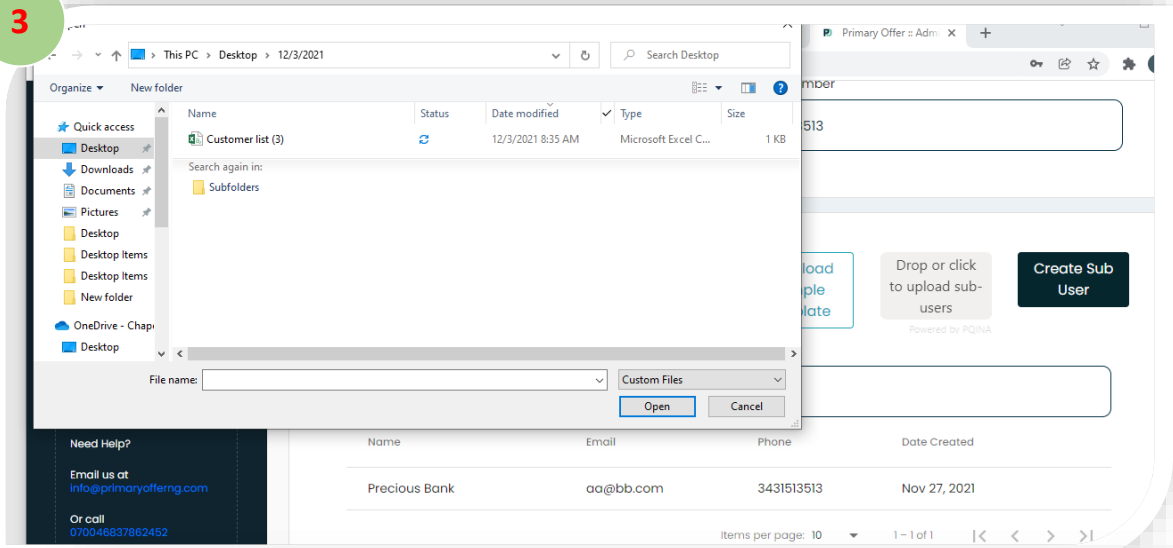
The screenshot shows the 'Sub User' modal form. The form has four input fields: 'Name' (Precious), 'Email' (precious@bb.com), 'Phone' (0804646545), and 'Address' (Ikoyi Branch). Below the form is a 'Submit' button. The modal is overlaid on a blurred background of the 'Receiving Agent Details' form.

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

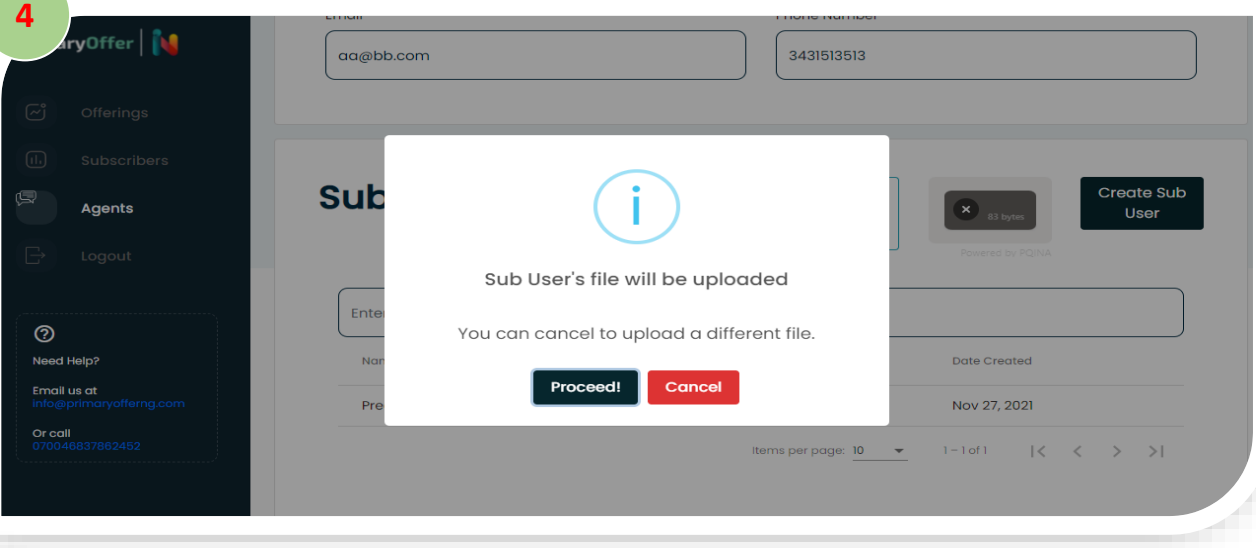
Creating multiple subusers

Where an Agent has to create multiple sub users -Continued

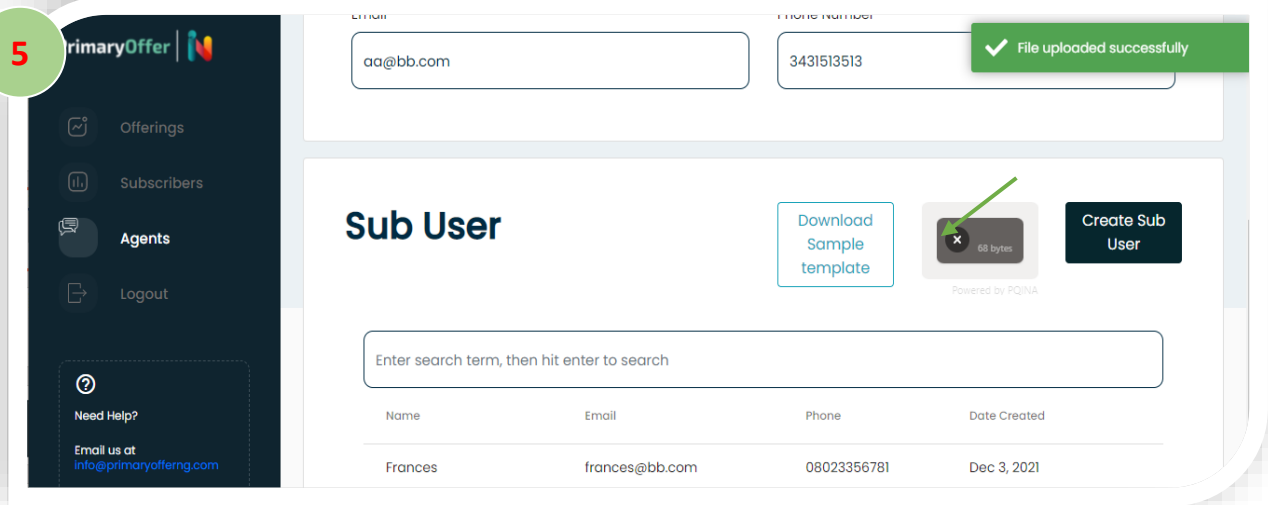
3



4



5



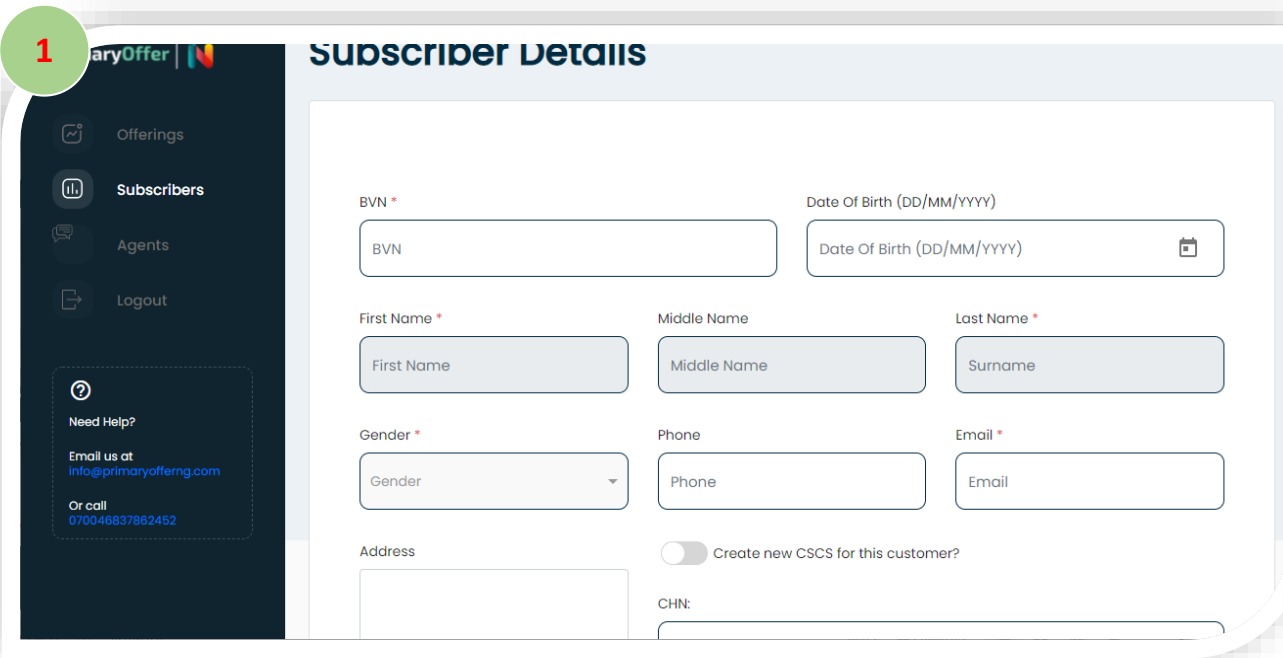
- You will get a file uploaded successfully and subuser will receive username and password.
- Agents will be able to view all subusers created under them.

Click on “drop or click to upload subusers”


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



1

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Subscriber Details

Offerings

Subscribers

Agents

Logout

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BVN *

Date Of Birth (DD/MM/YYYY)

First Name *

Middle Name

Last Name *

Gender *

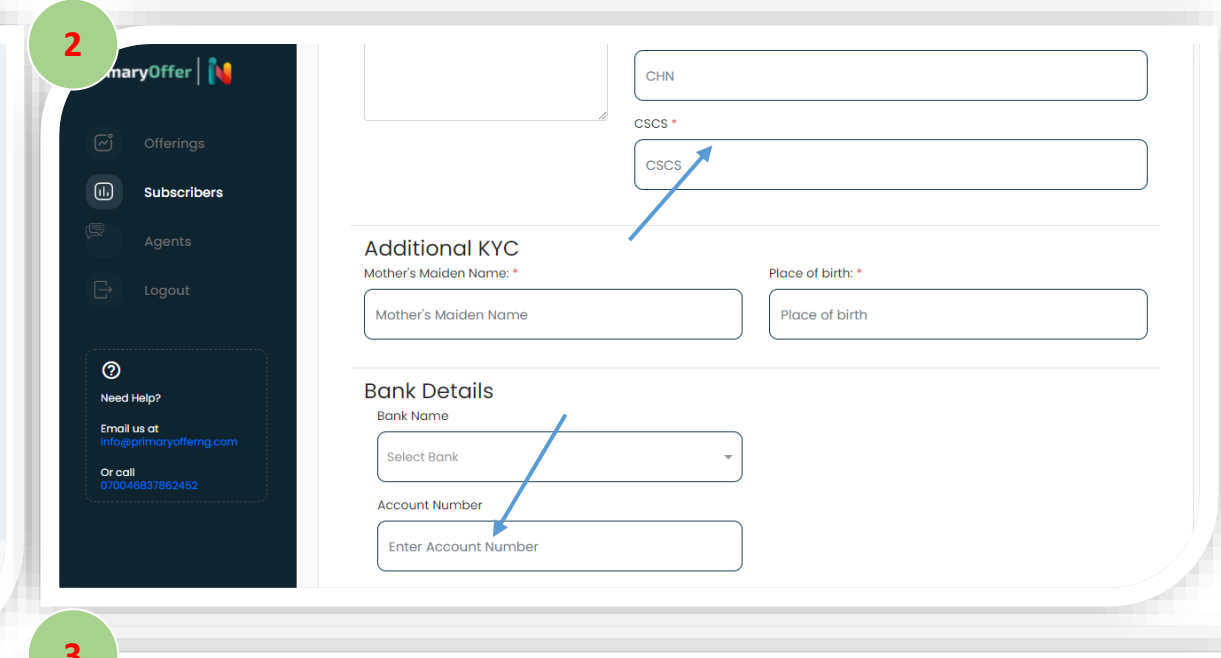
Phone

Email *


Address

Create new CSCS for this customer?

CHN:



2

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Offerings

Subscribers

Agents

Logout

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CHN

CSCS *

Additional KYC

Mother's Maiden Name: *

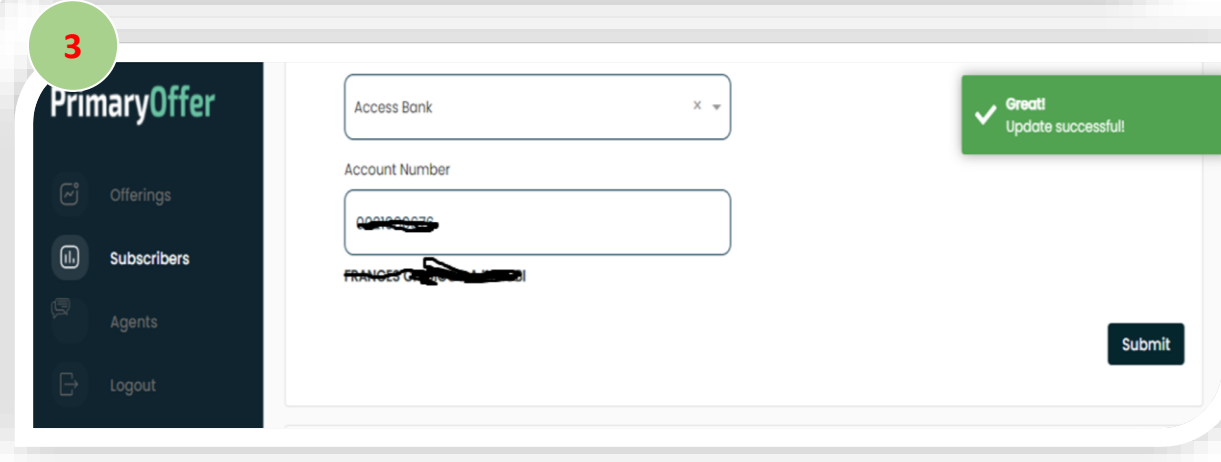
Place of birth: *

Bank Details

Bank Name

Account Number

- 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.



3

PrimaryOffer

Offerings

Subscribers

Agents

Logout

Access Bank

Account Number

FRANCIS O...

Great!
Update successful!

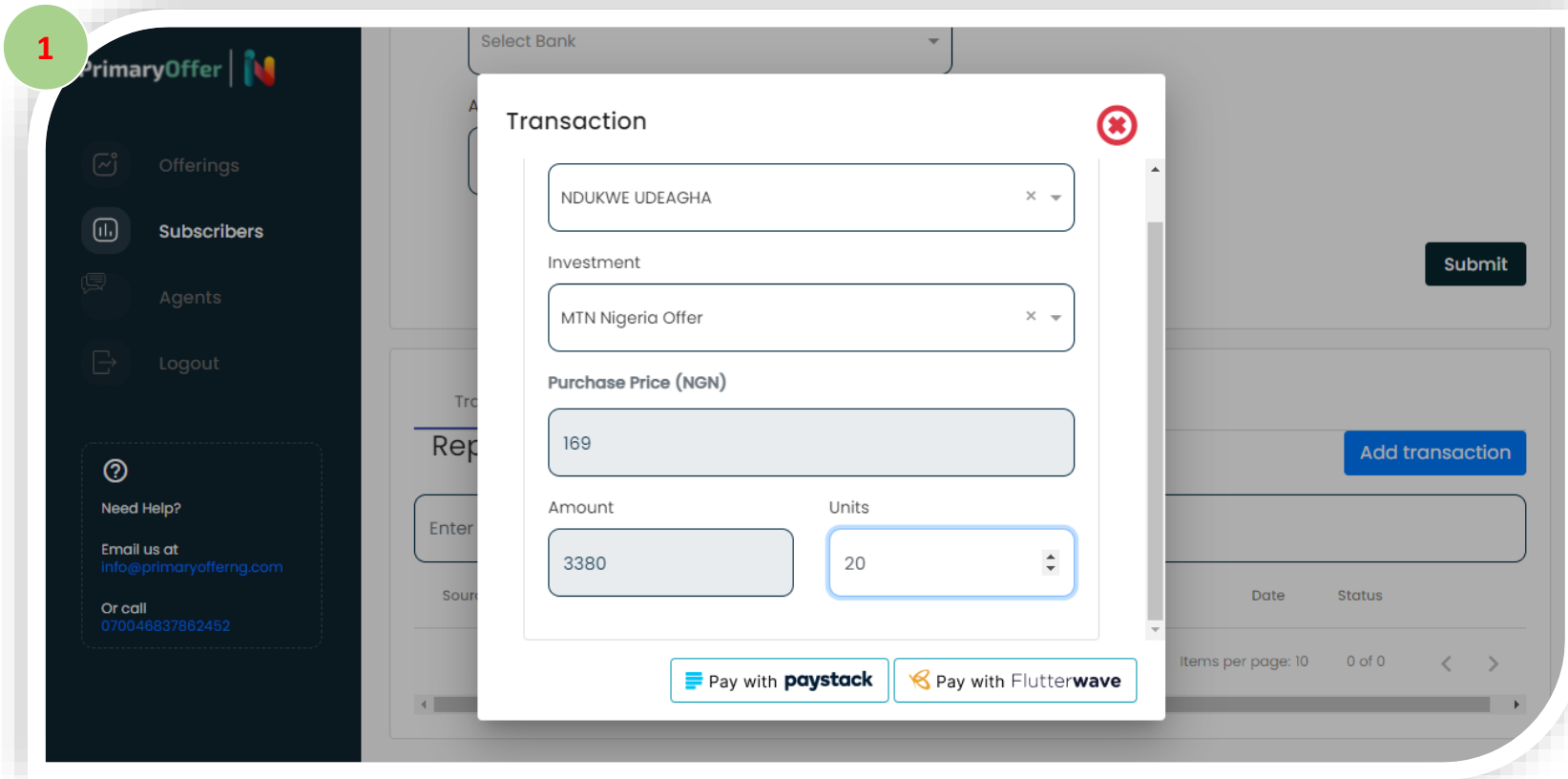
Submit

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

How can I add a transaction?

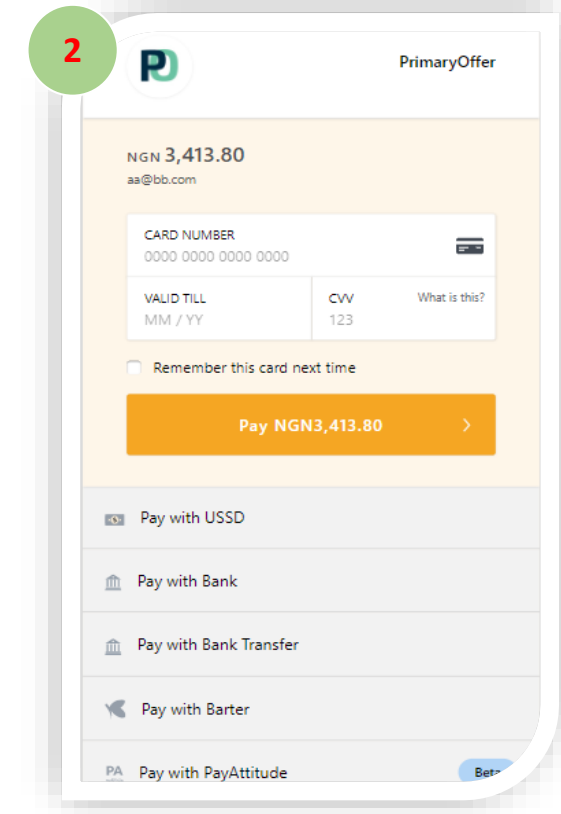
To create a transaction for the Subscriber, click on Add Transaction on the lower right hand corner of the screen.

1



The screenshot shows the PrimaryOffer dashboard with a sidebar on the left containing 'Offerings', 'Subscribers', 'Agents', and 'Logout'. A 'Need Help?' section is also visible. The main content area displays a 'Transaction' modal form. The form includes a 'Select Bank' dropdown, a 'Transaction' title, a subscriber name dropdown (NDUKWE UDEAGHA), an 'Investment' dropdown (MTN Nigeria Offer), a 'Purchase Price (NGN)' input field (169), an 'Amount' input field (3380), and a 'Units' dropdown (20). At the bottom of the modal are 'Pay with paystack' and 'Pay with Flutterwave' buttons. A 'Submit' button is visible in the background.

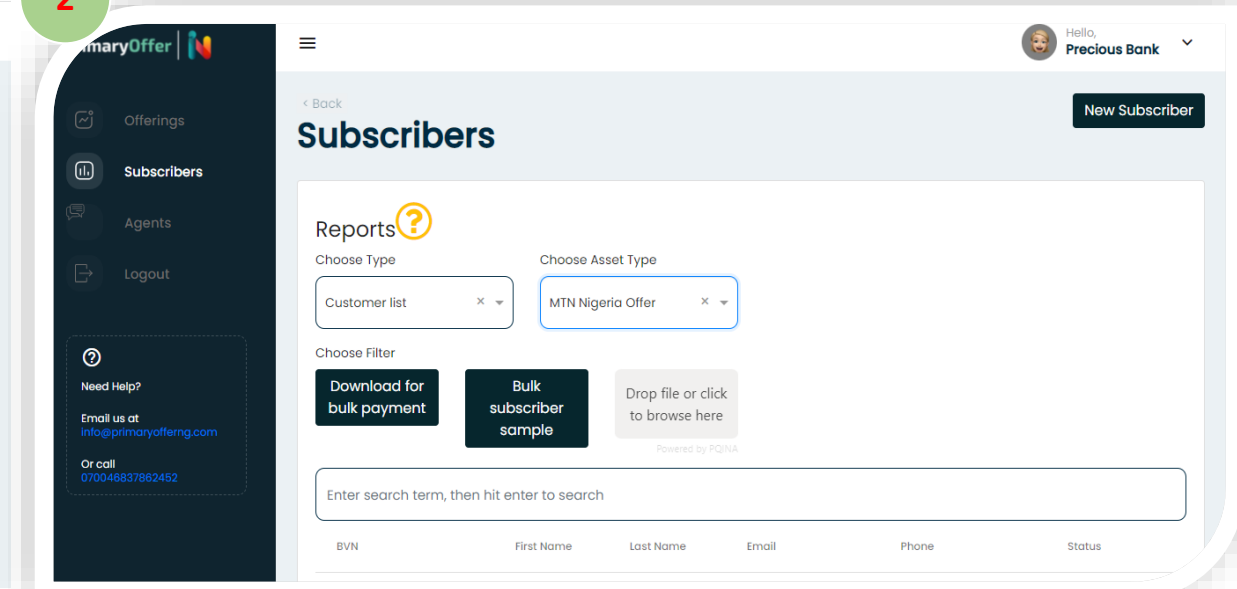
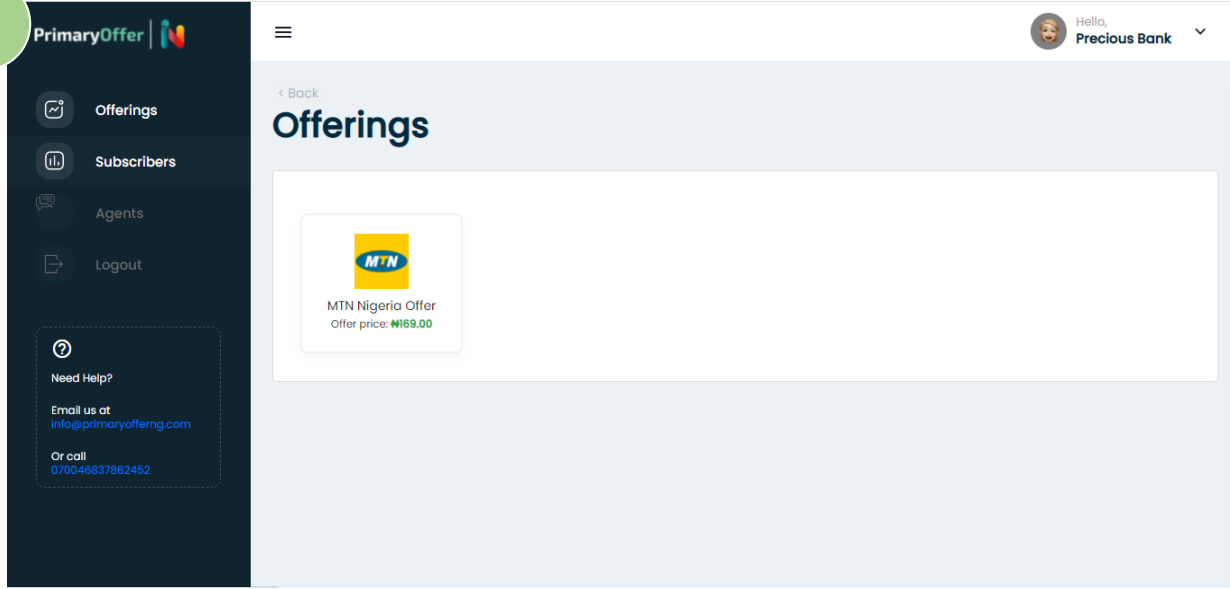
2



The screenshot shows the PrimaryOffer payment page. At the top, it displays 'NGN 3,413.80' and the email 'aa@bb.com'. Below this is a card payment form with fields for 'CARD NUMBER' (0000 0000 0000 0000), 'VALID TILL' (MM / YY), and 'CVV' (123). There is a 'Remember this card next time' checkbox and a 'Pay NGN3,413.80' button. Below the card payment options are several other payment methods: 'Pay with USSD', 'Pay with Bank', 'Pay with Bank Transfer', 'Pay with Barter', and 'Pay with PayAttitude'.

- 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

3

Customer ID	First Name	Middle Name	Last Name	CSCS Num	CHN	Email	Phone Nu	Bank Nam	Bank Acco	BVN	Units
12781-	NDUKWE		UDEAGHA	Not Avail	Not Avail	aa@bb.co	8.04E+09	Guaranty	1.31E+08	2.22E+10	0
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

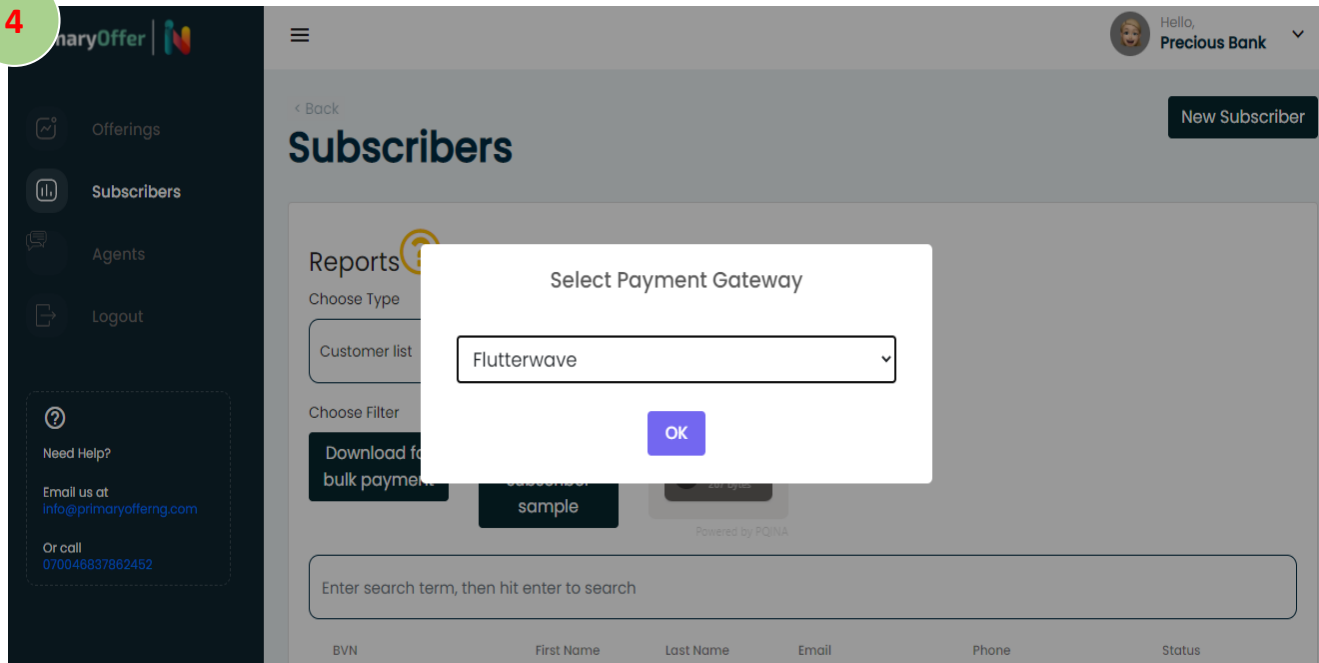
4

The screenshot shows a web application interface for 'Subscribers'. A modal dialog box is displayed in the center, containing an information icon and the following text: 'Bulk Payment File file will be uploaded. You can cancel to upload a different file, else previous Bulk payment file file will be overwritten.' Below the text are two buttons: 'Proceed!' and 'Cancel'. The background interface includes a sidebar with navigation options like 'Offerings', 'Subscribers', 'Agents', and 'Logout'. The main content area has a 'Reports' section with options for 'Choose Type' (Customer list) and 'Choose Filter' (Download for bulk payment). A search bar is visible at the bottom of the main content area.

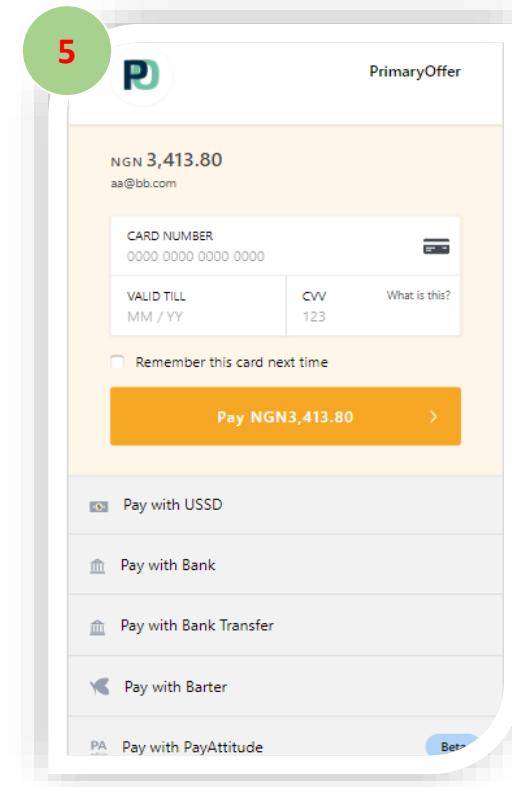
Bulk upload

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

4



5



- Agent selects “customer list” and downloads report in CSV file
- Agent inputs customers subscribed units and uploads file back into the system
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- On successful payment, each customer is notified of payment.

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