



USER GUIDE

NAPSA ICARE EMPLOYER GUIDE

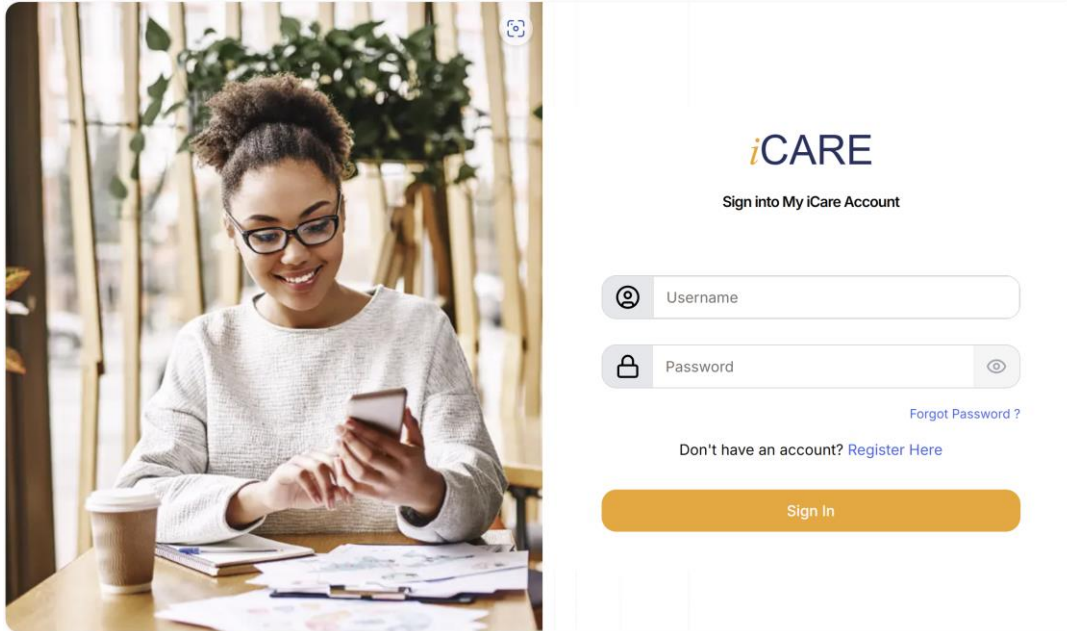
Version 1.0

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STEP 1: HOW TO LOGIN

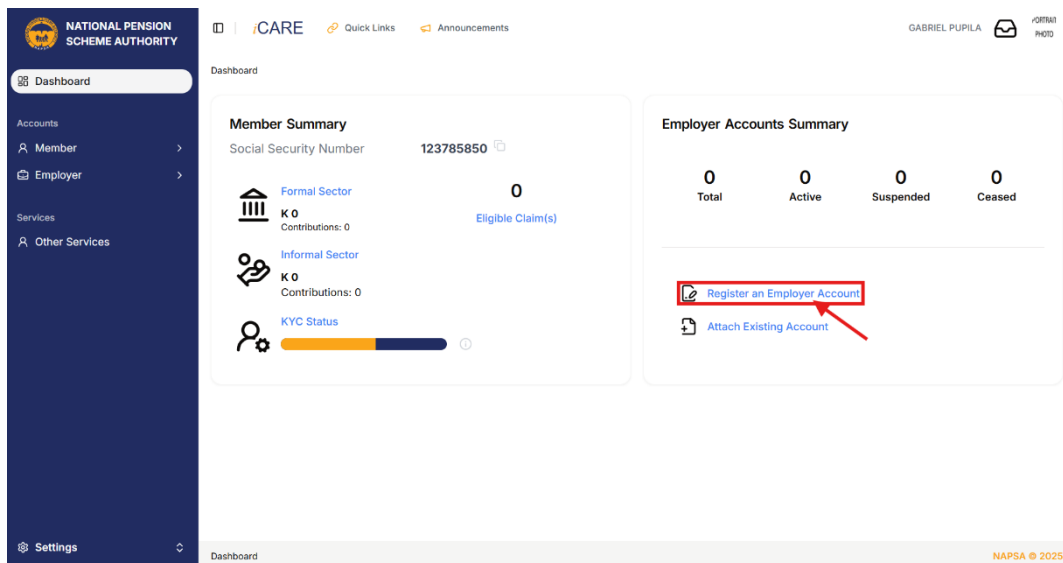
Proceed to login on <https://icare.napsa.co.zm> using your National ID and Password created at Profile Creation.



STEP 2: NEW EMPLOYER REGISTRATION

(Kindly note that this only applies to employers that did not SIGN UP for NAPSA online services through the eNAPSA portal)

On the dashboard, click on **“Register an Employer Account”**



1. Profile Information

Under profile information, select **employer type** and enter your company's basic profile details. When done, click **Next**.

The screenshot shows the 'Profile Information' form in the NPSA system. The form is titled 'Profile Information' and is the first of seven steps. It contains the following fields:

- Employer Type ***: A dropdown menu with options: BUSINESS, LIMITED, ROS, STATUTORY, DOMESTIC.
- PACRA/Registrar of Societies ID ***: A text input field.
- TPIN ***: A text input field.
- Legal Name ***: A text input field.
- Business Type ***: A dropdown menu with the option: Select business type.
- Company Email ***: A text input field.
- Country ***: A dropdown menu with the option: ZAMBIA.
- Nature of Business ***: A dropdown menu with the option: Select nature of business.
- Business Website**: A text input field.
- Incorporated Date ***: A date picker with the option: Pick a date.
- Date Started Employing ***: A date picker with the option: Pick a date.
- Name of Holding Company**: A text input field.
- Name of Subsidiary**: A text input field.
- Number of Employees ***: A text input field.

A red box highlights the 'Employer Type' dropdown and the 'Business Type' dropdown. A 'Next' button is located at the bottom right of the form.

2. Address Information

Proceed to enter your Company's physical and postal address. When done, click **Next**.

The screenshot shows the 'Address Information' form in the NPSA system. The form is titled 'Address Information' and is the second of seven steps. It contains the following fields:

- Plot Number ***: A text input field.
- Postal Box Address ***: A text input field.
- Street Name ***: A text input field.
- Province ***: A dropdown menu with the option: Select province.
- Town ***: A dropdown menu with the option: Select town.
- Landmark ***: A dropdown menu with the option: Select Landmark.
- Postal Code ***: A text input field.

Buttons for 'Previous' and 'Next' are located at the bottom of the form. A breadcrumb trail at the bottom reads: Home > Employer > Register. The footer includes 'NAPSA © 2025'.

3. Contact Information

Enter your company's contact information. When done, click **Next**.

NATIONAL PENSION SCHEME AUTHORITY | iCARE | Quick Links | Announcements | CHEELO MUNGALA | PROFILE PHOTO

Contact Information 3 of 7

Enter your company's contact information.

Contact person is the same as the logged in user.

Search By NRC/SSN

First Name * Surname * Other Names

Email Address * Phone Number *

Home > Employer > Register | NAPSA © 2025

4. Proprietor Information

Fill in the details of the company proprietor. When done, click **Next**.

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Proprietor Information 4 of 7

Fill in details of the company proprietor.

Title * Gender * Nationality *

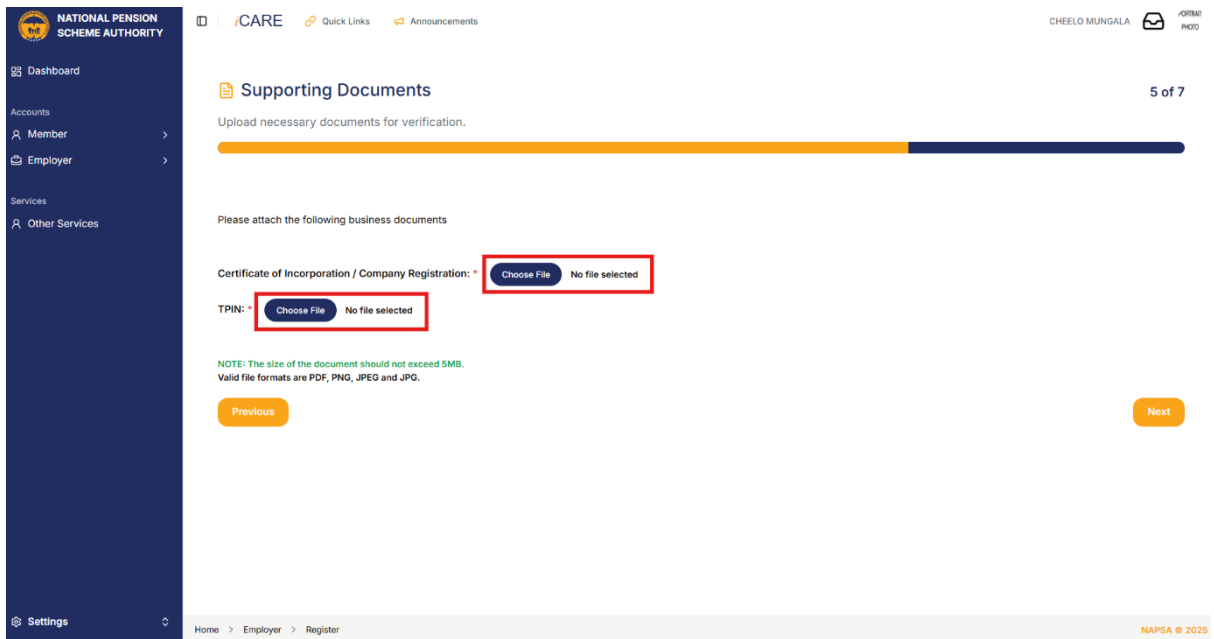
National ID/Passport Number * First Name * Surname *

Other Names Mobile Number * Position *

Home > Employer > Register | NAPSA © 2025

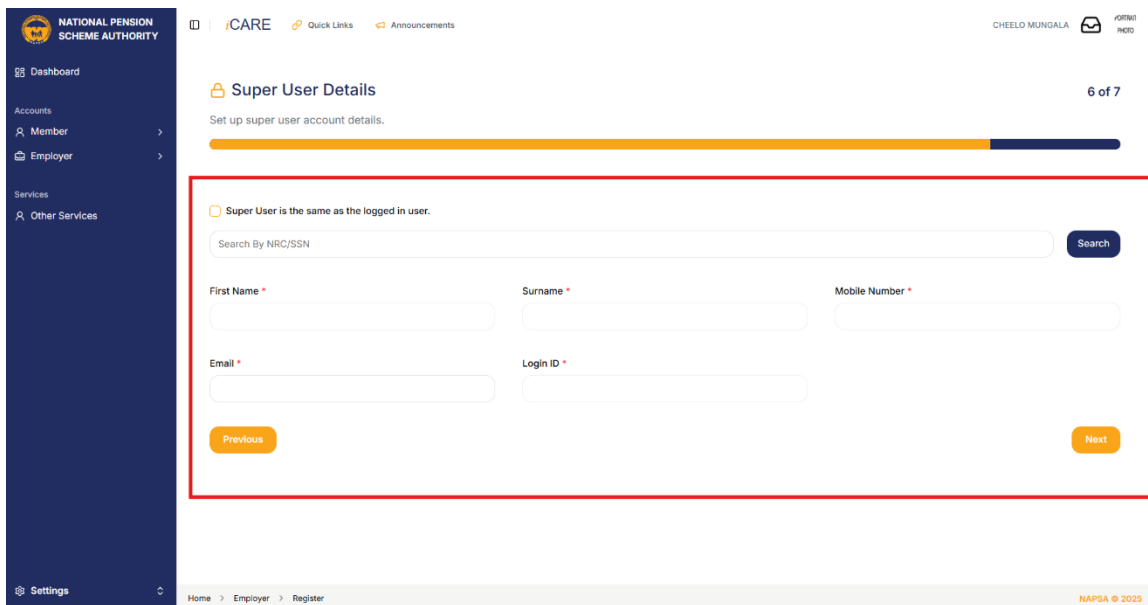
5. Supporting Documents

Upload necessary documents for verification. When done, click **Next**.



6. Super User Details

Set up Super User account details. When done, click **Next**.



7. Preview and Submit

Review and finalize your information.

The screenshot shows the NPSA website interface. The left sidebar contains navigation options: Dashboard, Accounts (Member, Employer), Services (Other Services), and Settings. The main content area is titled 'Preview' and includes a progress bar at 7 of 7. Below the progress bar, there are two sections: 'Employer Profile Details' and 'Employer Address Details'. The 'Employer Profile Details' section includes fields for PACRA/Registrar of Societies ID (295687731), Trading Name (CM TRADING AND INVESTMENTS), Legal Name (CM TRADING AND INVESTMENTS LIMITED), Date Incorporated (2025-05-01), and Number of Employees (2). The 'Employer Address Details' section includes fields for Street Name (1st street), Plot Number (6), Land Mark (LEVY JUNCTION SHOPPING MALL), Box Number (p.o box rw 6), and Post Code (10101).

To proceed, read and **Agree to Terms and Conditions**, then click **Submit**.

A reference number is sent to your registered phone number and Email for ease of reference.

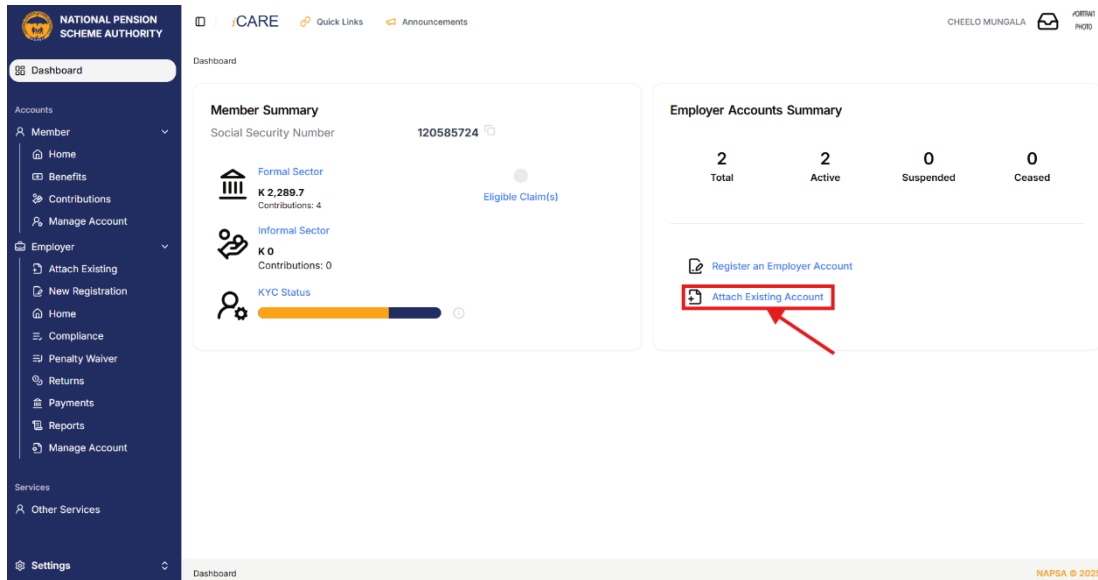
Once the application is approved, a confirmation SMS and Email with your **Employer Number** will be sent to you and the Employer will be linked to your profile.

The screenshot shows the NPSA website interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Proprietor Details' and includes fields for First Name (CHEELO), Surname (MUNGALA), Other Names, Mobile Number (0979474449), Position (DIRECTOR), and ID Number (29568773/1). Below this, there is a 'Terms and Conditions' section with a scrollable text area containing legal disclaimers. At the bottom of the page, there is a checkbox labeled 'I agree to the Terms & Conditions' which is checked. Below the checkbox are two buttons: 'Previous' and 'Submit'. The 'Submit' button is highlighted with a red arrow.

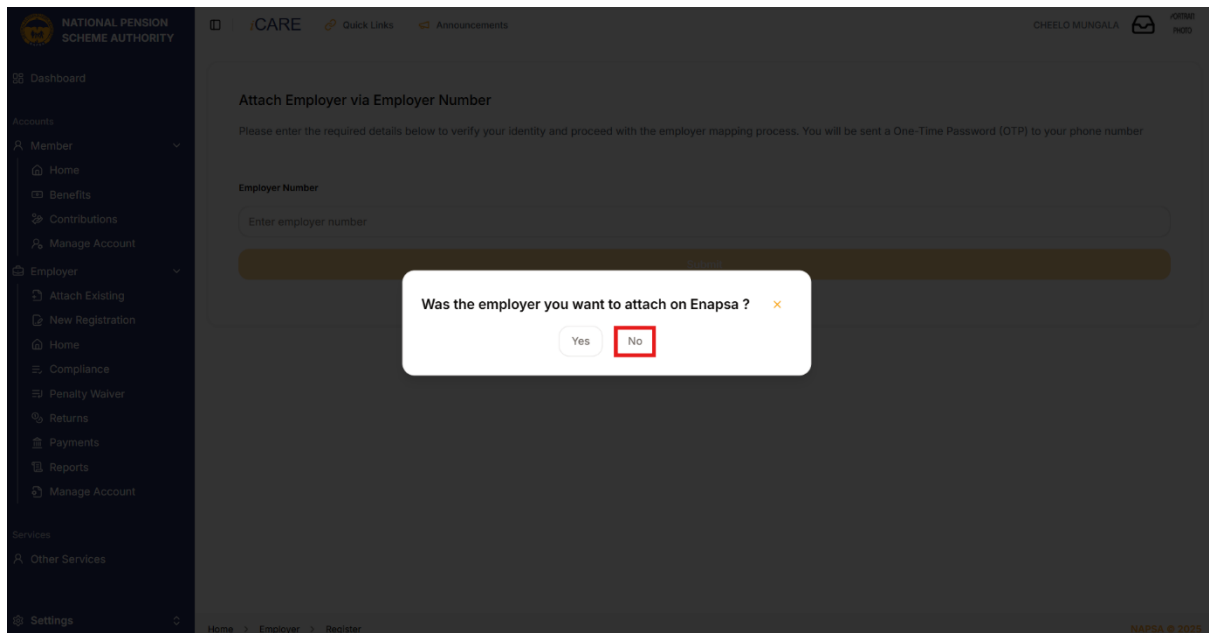
STEP 3: ATTACH EXISTING EMPLOYER (BY ACCOUNT NUMBER)

(Kindly note that this only applies to employers that did not SIGN UP for NAPSA online services through the eNAPSA portal)

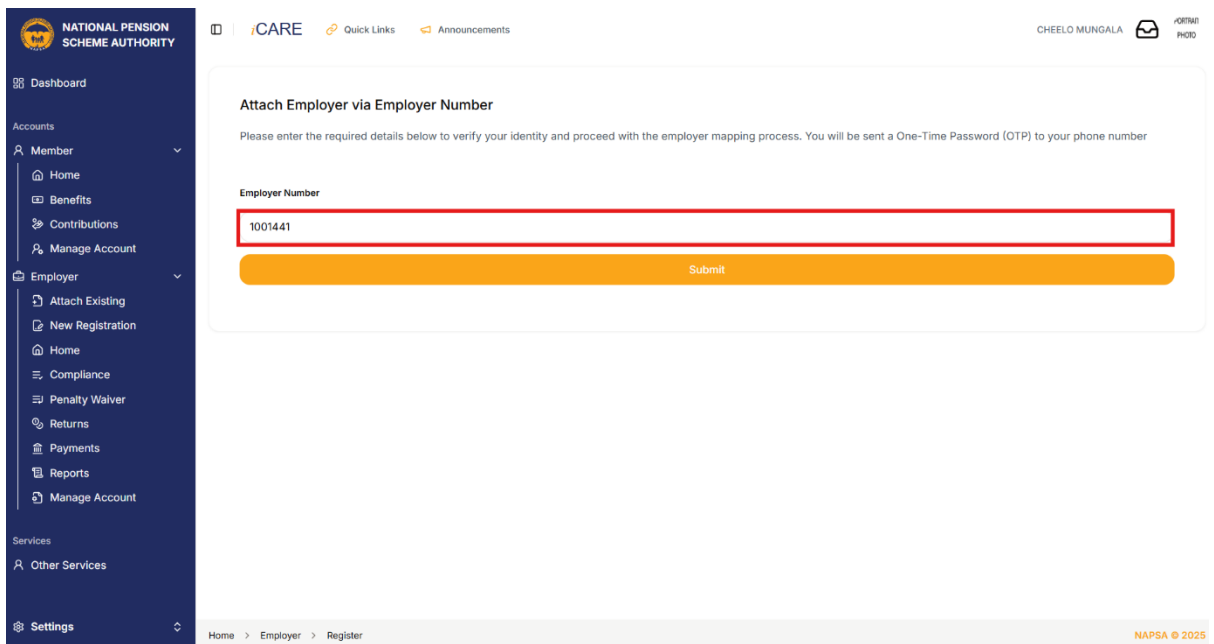
On the dashboard, click on “Attach Existing Account”



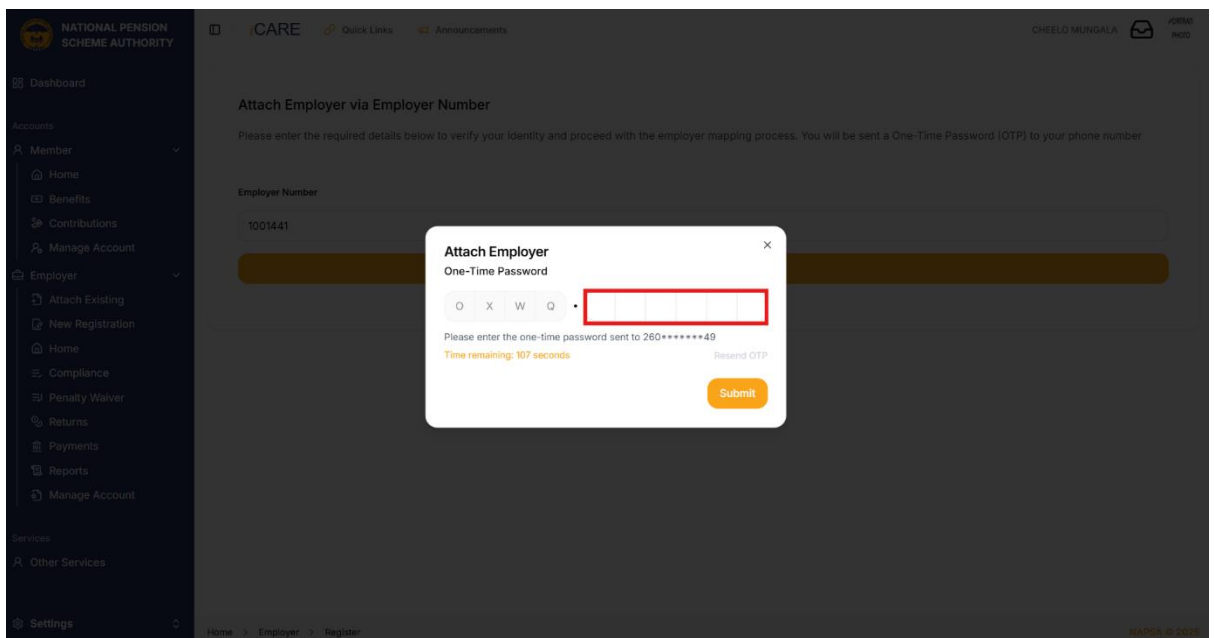
On the pop-up screen, click "No"



Proceed to enter the **Employer Number** then click "Submit". An OTP will be sent to the registered company phone number.



On the pop-up screen, enter the OTP received then click **Submit**.



1. Profile Information

Proceed to enter your company's basic profile details. When done, click **Next**.

NATIONAL PENSION SCHEME AUTHORITY

Profile Information 1 of 7

Enter your company's basic profile details.

Employer Type * BUSINESS

PACRA/Registrar of Societies ID * [Red Box]

TPIN * [Red Box]

Trading Name * BARTNER MILLING CORPORATION LIMITED

Legal Name * BARTNER MILLING CORPORATION LIMITED

Business Type * Select business type [Red Box]

Nearest Napsa Branch * Select a Napsa branch [Red Box]

Company Email * BUSANIFARMS@GMAIL.COM

Country * ZAMBIA

Nature of Business * MANUFACTURE OF GRAIN MILL PRODUCTS

Business Website *

Incorporated Date * May 11th, 2005

Date Started Employing * June 27th, 2005

Name of Holding Company *

Name of Subsidiary *

Number of Employees * 14

Next

2. Address Information

Provide your company's physical address then click **Next**.

NATIONAL PENSION SCHEME AUTHORITY

Address Information 2 of 7

Provide your company's physical address.

Plot Number * 9286

Postal Box Address * LUSAKA

Street Name * OFF KAFUE ROAD

Province * Select province [Red Box]

Town * Select town [Red Box]

Landmark * Select Landmark [Red Box]

Postal Code * [Red Box]

Previous Next

Home > Employer > Register

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3. Contact information

Enter your company's contact information. When done, click **Next**.

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Contact Information 3 of 7

Enter your company's contact information.

Contact person is the same as the logged in user.

Search By NRC/SSN

First Name * Surname * Other Names

Email Address * Phone Number *

Home > Employer > Register | NAPSA © 2025

4. Proprietor Information

Fill in the details of the company proprietor. When done, click **Next**.

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Proprietor Information 4 of 7

Fill in details of the company proprietor.

Title * Gender * Nationality *

National ID/Passport Number * First Name * Surname *

Other Names Mobile Number * Position *

Home > Employer > Register | NAPSA © 2025

5. Supporting documents

Upload necessary documents for verification. When done, click **Next**.

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Supporting Documents 5 of 7

Upload necessary documents for verification.

Please attach the following business documents

Certificate of Incorporation / Company Registration: Choose File No file selected

TPIN: * Choose File No file selected

NOTE: The size of the document should not exceed 5MB. Valid file formats are PDF, PNG, JPEG and JPG.

Previous Next

Home > Employer > Register | NAPSA © 2025

6. Super user Details

Set up super user account details. When done, click **Next**.

NATIONAL PENSION SCHEME AUTHORITY | iCARE | Quick Links | Announcements | CHEELO MUNGALA | PROFILE PHOTO

Super User Details 6 of 7

Set up super user account details.

Super User is the same as the logged in user.

Search By NRC/SSN Search

First Name * Surname * Mobile Number *

Email * Login ID *

Previous Next

Home > Employer > Register | NAPSA © 2025

7. Preview

Review and finalize your information.

NATIONAL PENSION SCHEME AUTHORITY

CARE Quick Links Announcements

CHEELO MUNGALA

7 of 7

Preview

Review and finalize your information.

Employer Profile Details

PACRA/Registrar of Societies ID:	20251405
Trading Name:	BARTNER MILLING CORPORATION LIMITED
Legal Name:	BARTNER MILLING CORPORATION LIMITED
Date Incorporated:	2005-05-11
Number of Employees:	14

Employer Address Details

Street Name:	OFF KAFUE ROAD
Plot Number:	9286
Land Mark:	Makeni Mall
Box Number:	LUSAKA
Post Code:	10101

To proceed, read and **Accept Terms & Conditions** then click **Submit**.

NATIONAL PENSION SCHEME AUTHORITY

Dashboard

Accounts

Member

Employer

Services

Other Services

Settings

Mobile Number: 0977348027

Position: DIRECTOR

ID Number: 29568773/1

Terms and Conditions

ELECTRONIC, DIGITAL, OR NEW TECHNOLOGY REGISTRATIONS: YOU GRANT COMPANY NAME A FULL, FREE AND NON-EXCLUSIVE LICENSE TO DISPLAY, USE, COPY, TRANSMIT, AND BROADCAST THE CONTENT YOU UPLOAD AND PUBLISH. FOR ISSUES REGARDING INTELLECTUAL PROPERTY CLAIMS, YOU SHOULD CONTACT THE COMPANY IN ORDER TO COME TO AN AGREEMENT. USER ACCOUNTS AS A USER OF THIS WEBSITE, YOU MAY BE ASKED TO REGISTER WITH US AND PROVIDE PRIVATE INFORMATION. YOU ARE RESPONSIBLE FOR ENSURING THE ACCURACY OF THIS INFORMATION, AND YOU ARE RESPONSIBLE FOR MAINTAINING THE SAFETY AND SECURITY OF YOUR IDENTIFYING INFORMATION. WEBSITE TERMS AND CONDITIONS TEMPLATE BY WEBSITEPOLICIES.COM YOU ARE ALSO RESPONSIBLE FOR ALL ACTIVITIES THAT OCCUR UNDER YOUR ACCOUNT OR PASSWORD. IF YOU THINK THERE ARE ANY POSSIBLE ISSUES REGARDING THE SECURITY OF YOUR ACCOUNT ON THE WEBSITE, INFORM US IMMEDIATELY SO WE MAY ADDRESS THEM ACCORDINGLY. WE RESERVE ALL RIGHTS TO TERMINATE ACCOUNTS, EDIT OR REMOVE CONTENT AND CANCEL ORDERS AT OUR SOLE DISCRETION. APPLICABLE LAW BY USING THIS WEBSITE, YOU AGREE THAT THE LAWS OF YOUR LOCATION, WITHOUT REGARD TO PRINCIPLES OF CONFLICT LAWS, WILL GOVERN THESE TERMS AND CONDITIONS, OR ANY DISPUTE OF ANY SORT THAT MIGHT COME BETWEEN COMPANY NAME AND YOU, OR ITS BUSINESS PARTNERS AND ASSOCIATES. DISPUTES ANY DISPUTE RELATED IN ANY WAY TO YOUR USE OF THIS WEBSITE OR TO PRODUCTS YOU PURCHASE FROM US SHALL BE ARBITRATED BY STATE OR FEDERAL COURT YOUR LOCATION AND YOU CONSENT TO EXCLUSIVE JURISDICTION AND VENUE OF SUCH COURTS. INDEMNIFICATION YOU AGREE TO INDEMNIFY COMPANY NAME AND ITS AFFILIATES AND HOLD COMPANY NAME HARMLESS AGAINST LEGAL CLAIMS AND DEMANDS THAT MAY ARISE FROM YOUR USE OR MISUSE OF OUR SERVICES. WE RESERVE THE RIGHT TO SELECT OUR OWN LEGAL COUNSEL. LIMITATION ON LIABILITY COMPANY NAME IS NOT LIABLE FOR ANY DAMAGES THAT MAY OCCUR TO YOU AS A RESULT OF YOUR MISUSE OF OUR WEBSITE. COMPANY NAME RESERVES THE RIGHT TO EDIT, MODIFY, AND CHANGE THIS AGREEMENT AT ANY TIME. WE SHALL LET OUR USERS KNOW OF THESE CHANGES THROUGH ELECTRONIC MAIL. THIS AGREEMENT IS AN UNDERSTANDING BETWEEN COMPANY NAME AND THE USER, AND THIS SUPERSEDES AND REPLACES ALL PRIOR AGREEMENTS REGARDING THE USE OF THIS WEBSITE.

I agree to the Terms & Conditions

Previous Submit

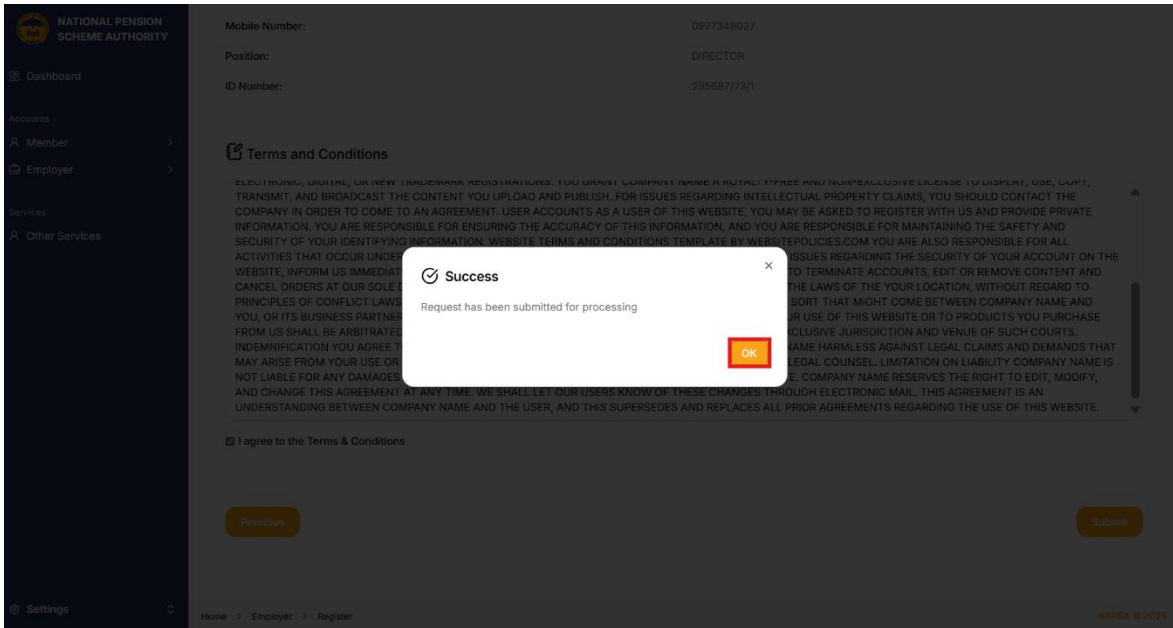
Home > Employer > Register

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On the pop-up screen, click on **OK**.

A reference number will be sent to your registered phone number and Email for ease of reference.

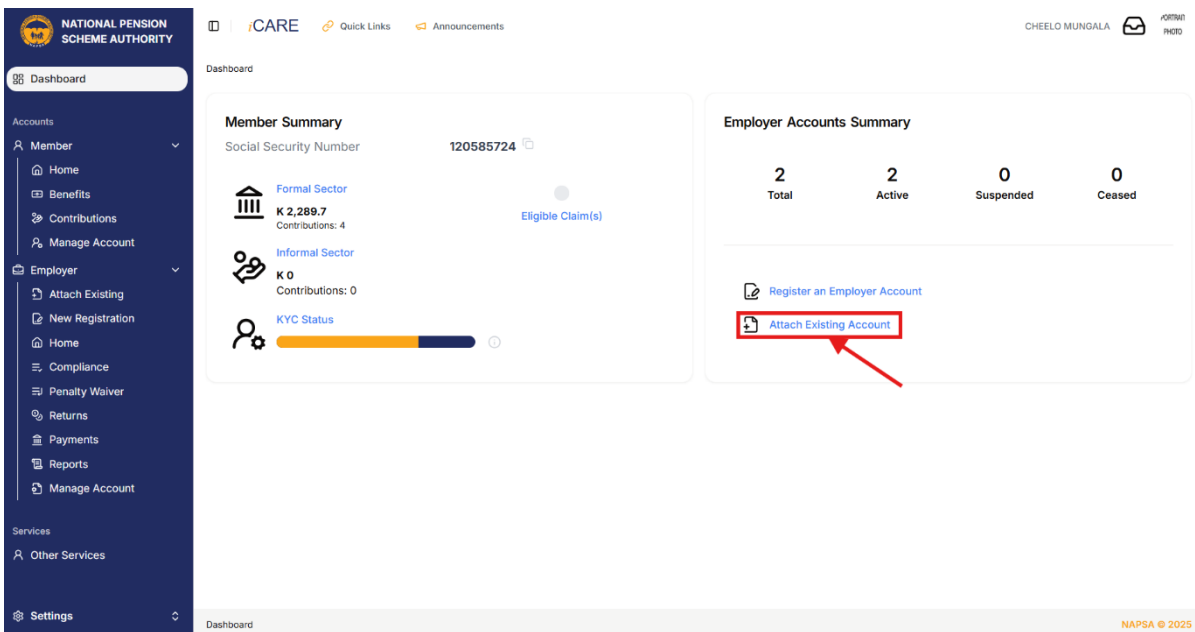
Once the application is approved, a confirmation SMS and Email will be sent to you and Employer will be **attached** to your profile.



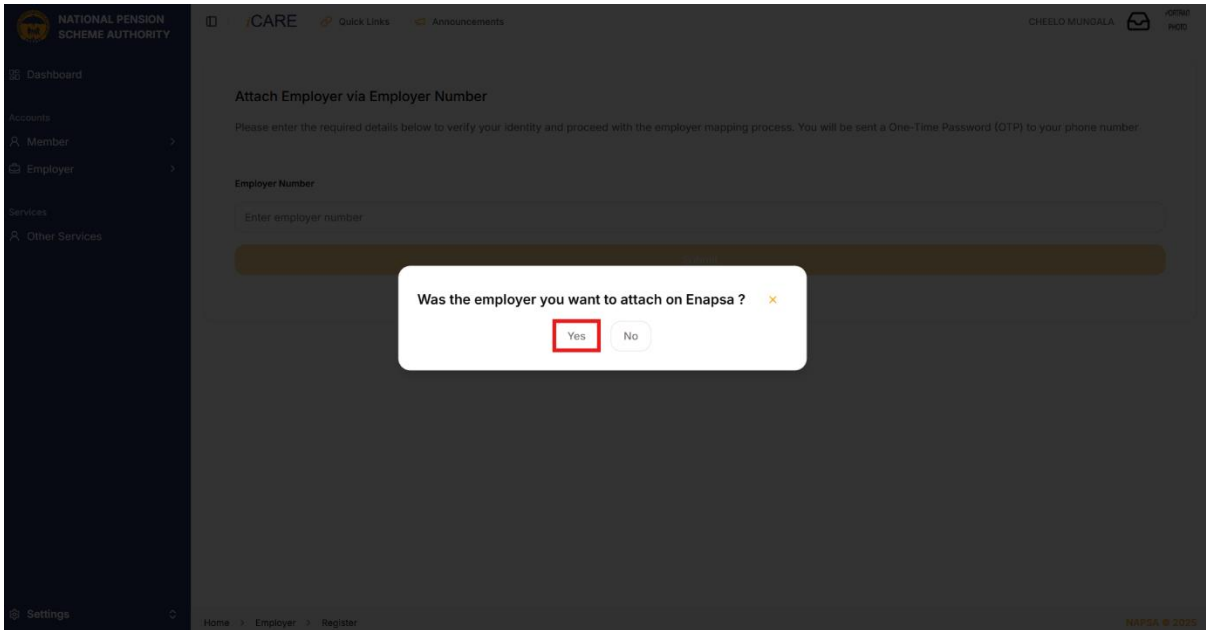
STEP 4: ATTACH EXISTING EMPLOYER (BY EMAIL ADDRESS)

(Kindly note that this only applies to employers that SIGNED UP for NAPSA online services through the eNAPSA portal)

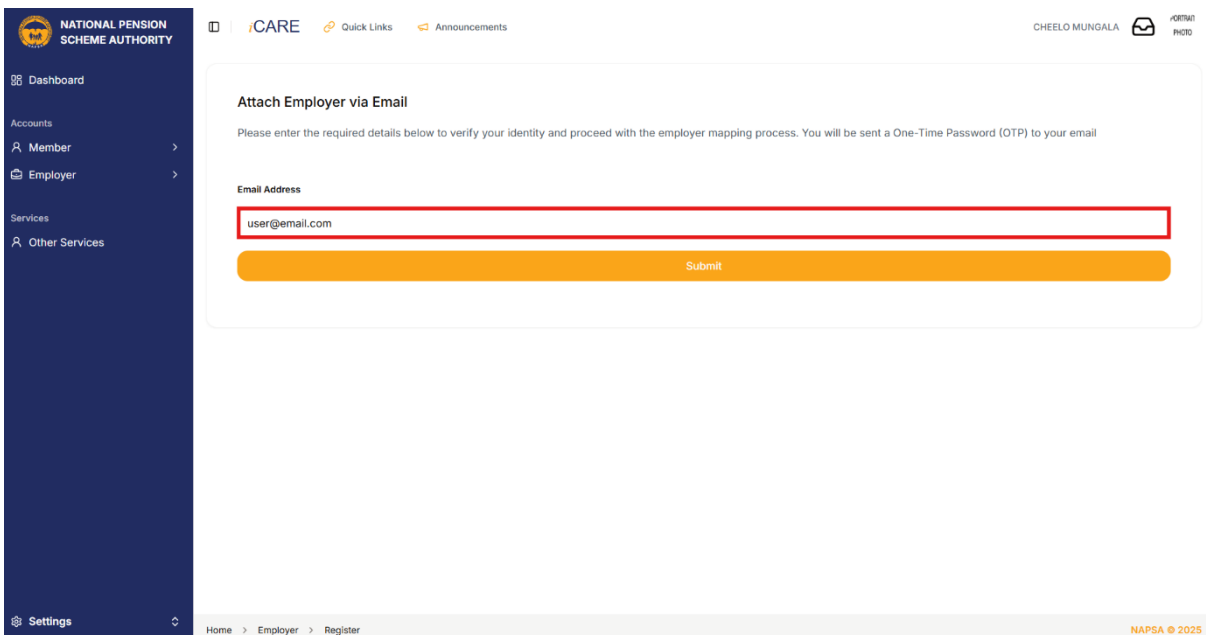
On the dashboard, click on **“Attach Existing Account”**



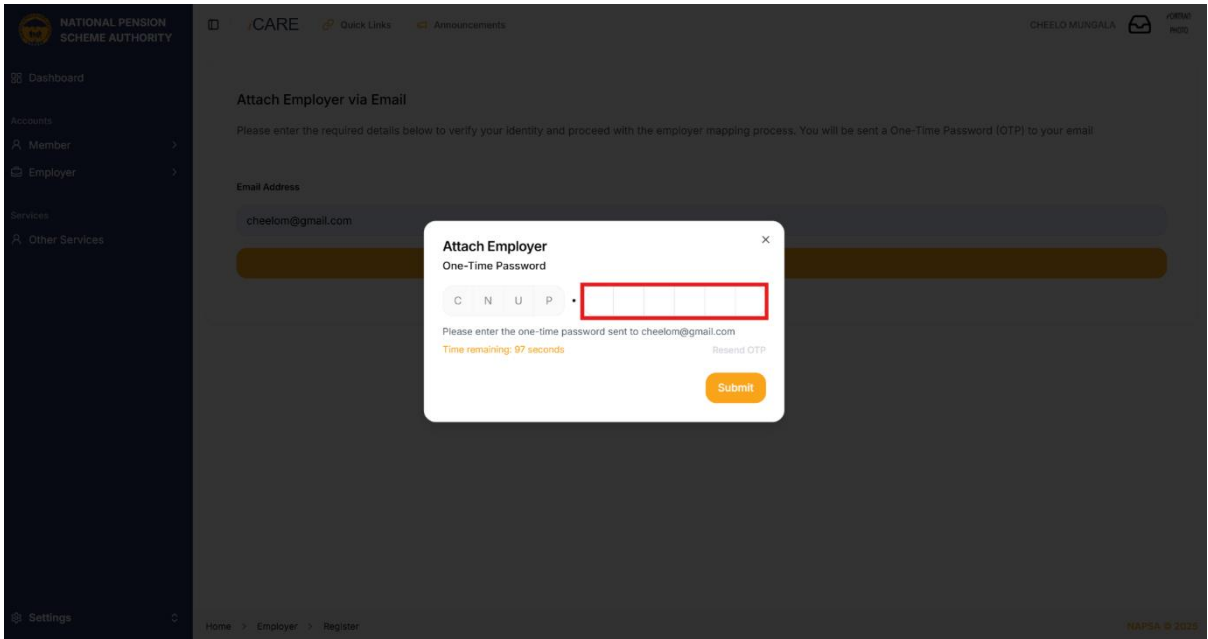
On the pop-up screen, click **"Yes"**



Proceed to enter your **Email Address** then click **Submit**. An OTP will be sent to your email address.



On the pop-up screen, enter the OTP received then click **Submit**.



The Employer will be **attached** to your profile and a confirmation SMS and email will be sent to you.

