How to Register to NSSF Self Service

Go to: selfservice.nssf.or.ke

Employer Pre-Registration

- Click **Employer Self Service** link

- For employers already registered with NSSF click **Existing Employer eCertification** link.

- For New employer (without prior NSSF registration number) click **Employer Registration**.

- Complete the form displayed accurately.

- Print the application notification and contact the nearest NSSF office for certification.

- Contacts for the nearest NSSF branch are available on the same web page.

Employer Activation

- Once issued with a Pin Key from NSSF office, go to **Employer Activation**.

- Type in Username, Password, and Pin Key then click **Activate** to complete activation.

Forgot/Lost Password

- In case you have forgotten your password, Click **Lost Password** link then fill in the mandatory fields.

Note: You must have activated your account to be able to reset the password

Employer Recertification

- If you have forgotten your Username and Password, click **Employer Recertification** and re-enter the application details with new Username and Password.

How to Prepare and Submit NSSF Return

- Prepare payroll excel file (Download payroll template from self-service home page)

Submit NSSF SF24 Return and Generate Payment Order

On Employer Selfservice, click **Submissions and Payments**

- Type in username and password

- Click on Payroll Converter

- Create Payroll Period (MM/YYYY, e.g. 08/2016 for August 2016)

- Select Payroll Type (Select Regular except for special cases)

- Select desired level of contribution

- Upload Payroll File to convert and check progress

- Click on **Upload produced SF24**

- Click on **Check Submission** and check progress

- Click on **Submission** to submit Return

- Click on **Payment Order** to create **eSlip**

You can make payments by Mpesa or Bank

- **Mpesa**, Paybill number **333300** quote the Unique Payment Number (UPN) on the eSlip as the account number

- If payment is done through the bank, submit the eSlip and deposit slip to the nearest NSSF Office

Note: You can only pay for the amount quoted on the UPN

How to Retrieve a Receipt

- Click on **Payment Receipts** and specify the range of date of receipt