

primus⁺

LEVEL UP YOUR BUSINESS



 **access**

more than banking

PrimusPlus (TANZANIA)

USER GUIDE

(ENGLISH)

V1.0

JUNE. 2025

This guide provides clear instructions for corporate users in Tanzania on how to use the Primus Plus application.

More Information:

+2550800714141

<https://tanzania.accessbankplc.co.tz>



<https://www.facebook.com/accessbanktanzania>

<https://www.instagram.com/accessbanktanzaniatld/>

<https://www.linkedin.com/company/accessbanktanzaniatld/>

OUR CORPORATE PHILOSOPHY

Our vision

**TO BE THE
WORLD'S MOST
RESPECTED
AFRICAN BANK.**

Our mission

Setting standards for sustainable business practices that unleash the talents of our employees, deliver superior value to our customers and provide innovative solutions for the markets and communities we serve.

Our core values

LEADERSHIP

EXCELLENCE

EMPOWERED EMPLOYEES

PASSION FOR CUSTOMERS

PROFESSIONALISM

INNOVATION

WELCOME TO THE PRIMUSPLUS (TANZANIA) APPLICATION!

PrimusPlus is a secure, web-based platform designed to simplify and enhance your organization's payment and collection processes. It provides a wide array of tools to manage transactions efficiently, offering a cost-effective alternative to traditional cash and cheque payments.

ABOUT THE PRIMUSPLUS (TANZANIA) USER GUIDE V1.0

This guide is designed for corporate users in Tanzania using the PrimusPlus application. It will walk you through everything from setting up your account to using essential features like local transfers, managing beneficiaries, and generating payment reports. Each section offers step-by-step instructions to help you navigate the platform with ease. You can refer to this guide for assistance with all aspects of PrimusPlus, and for further help, consult the Help and Support section or contact our support team. We hope this guide helps you smoothly integrate PrimusPlus into your organization's financial operations.

MODULE

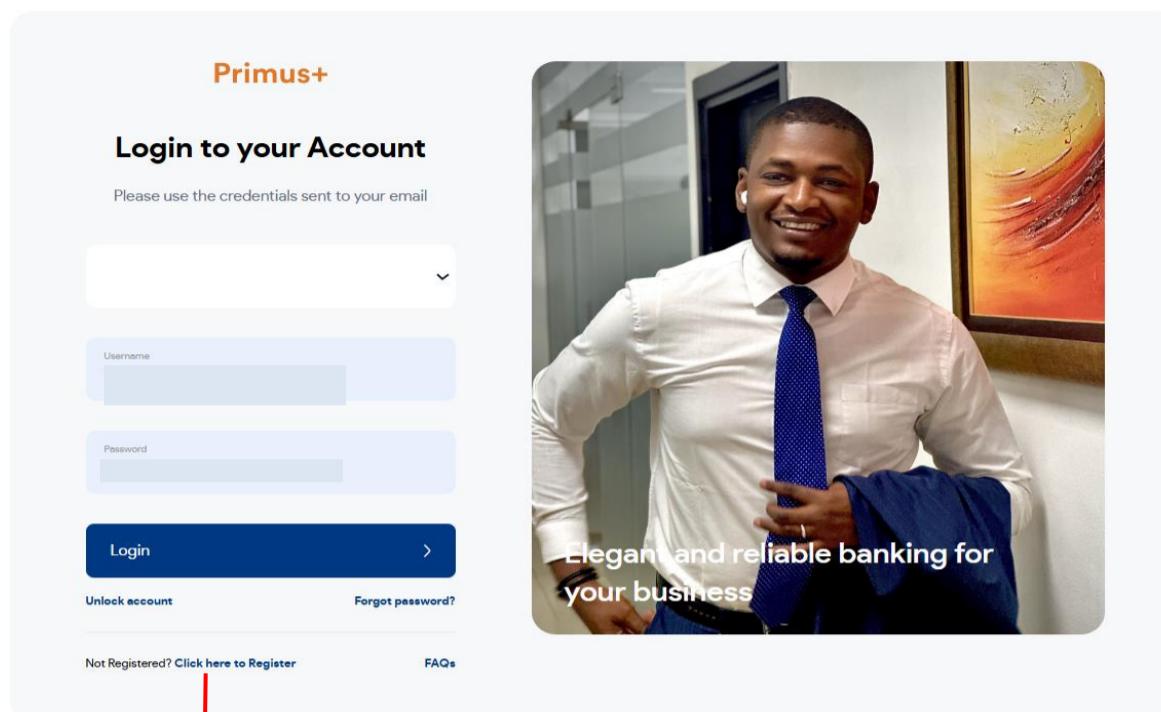


YOU
DESERVE
SPEED

1.0 GETTING STARTED

- Launch the PrimusPlus web application by visiting the provided link.

Select English as the desired language.

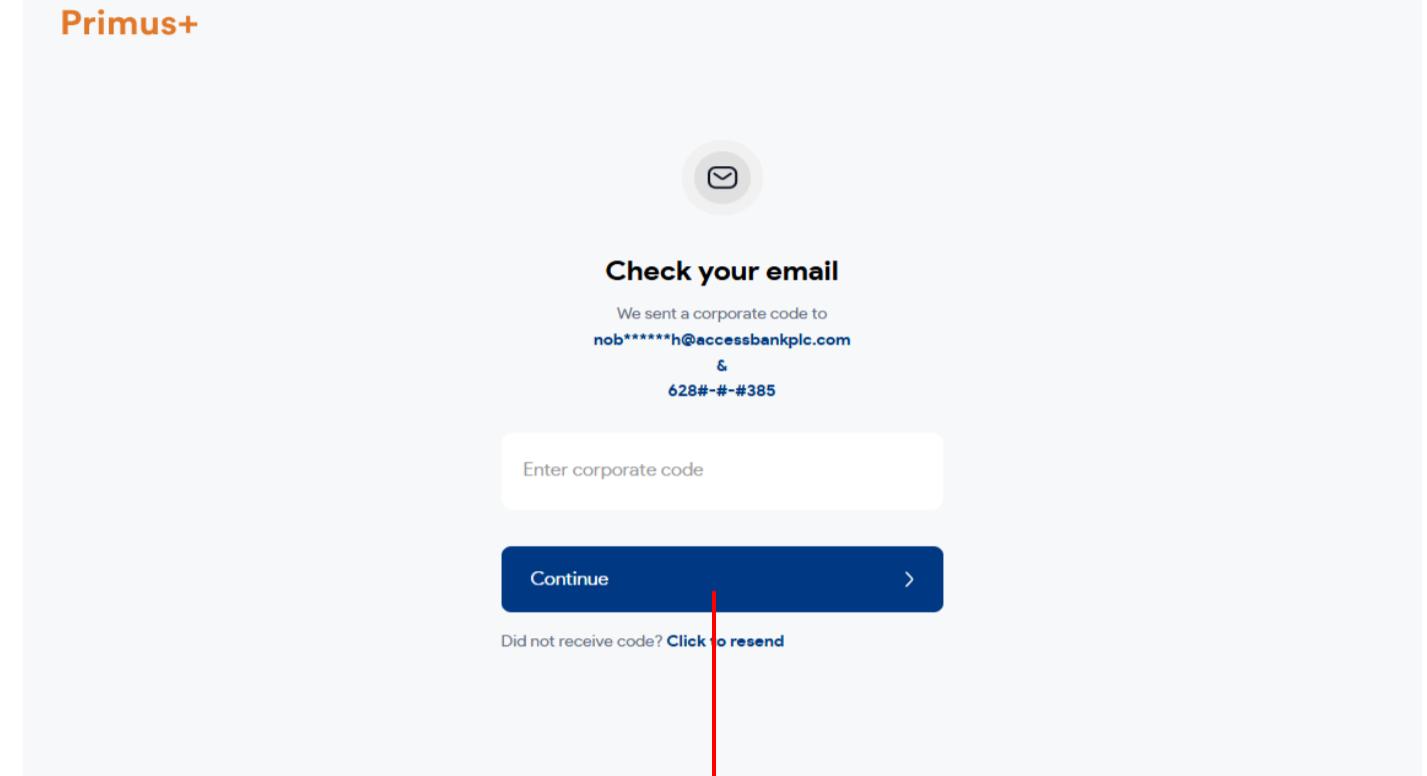


The screenshot shows the 'Primus+' login page. It features a 'Login to your Account' form with fields for 'Username' and 'Password'. Below the form is a promotional image of a man in a white shirt and blue tie, with the text 'Elegant and reliable banking for your business'. At the bottom, there are links for 'Not Registered? Click here to Register' and 'FAQs'.

On the login page, select **Click here to Register** to begin the registration process.

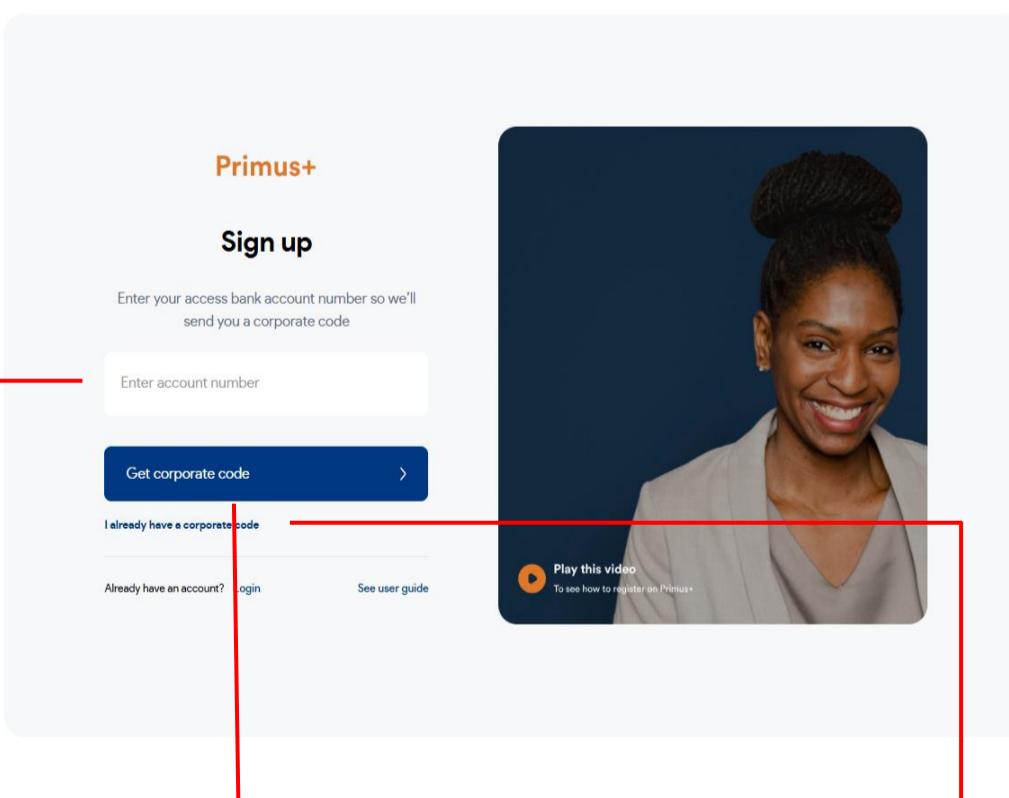
1

3



The screenshot shows the 'Check your email' page. It displays an email message from 'nob*****h@accessbankplc.com' with the subject '628#-#-#385'. Below the message is a text input field labeled 'Enter corporate code' and a 'Continue' button. A red line points from the text 'Enter the corporate code sent to your email.' to the 'Enter corporate code' field.

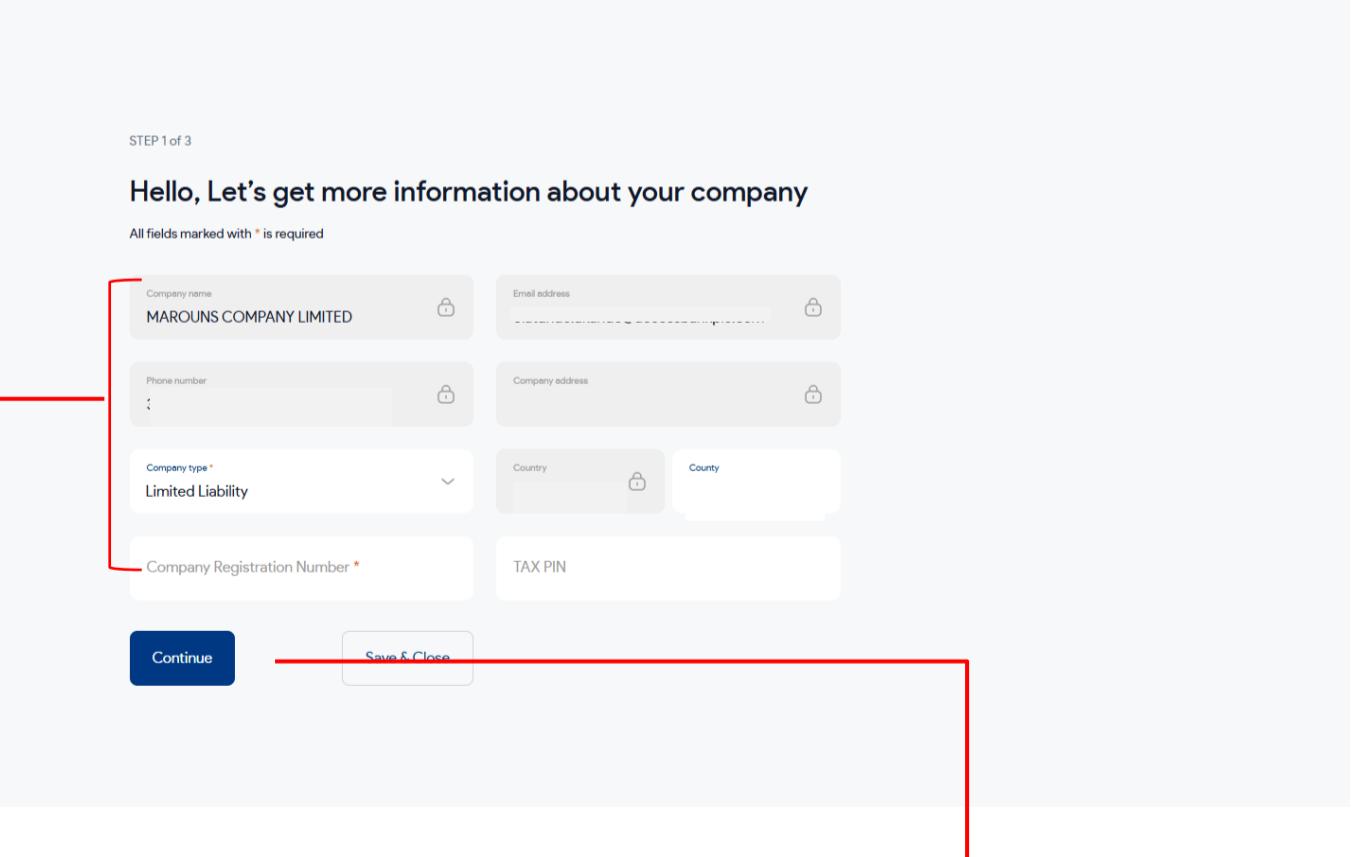
4



The screenshot shows the 'Sign up' page. It has a form for entering an account number and a 'Get corporate code' button. Below the form are links for 'I already have a corporate code' and 'Already have an account?'. A red line points from the text 'Enter your Account Number.' to the 'Get corporate code' button, and another red line points from the text 'Click here if you already have an existing corporate code.' to the 'I already have a corporate code' link.

1. Enter your **Account Number**
2. Click **Get Corporate Code** to generate a corporate code

3. Click here if you already have an existing corporate code.



The screenshot shows 'STEP 1 of 3' of a company registration form. It includes fields for 'Company name' (MAROUNS COMPANY LIMITED), 'Email address', 'Phone number', 'Company address', 'Company type' (Limited Liability), 'Country', 'Company Registration Number', and 'TAX PIN'. A red line points from the text 'Confirm your company details.' to the 'Company name' field, and another red line points from the text 'Enter your company registration number.' to the 'Company Registration Number' field.

1. Confirm your company details.
2. Enter your company registration number.

3. Click **Continue** to proceed to the next stage.

*Note: If you want to continue later, click **Save and Close**.*

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Primus+

STEP 2 of 3

Great! Verify your bank account information

This is a view only page, you can change account information later.

Your reference code: PR4220250605101421

Account name: MAROUNS COMPANY LIMITED

Account number: XXXXXXXXXX

Currency: ₦

Continue Save & Close < Back

Confirm your account details.
Click **Continue** to proceed.

7

Primus+

Confirm all your information

Verify all your information below is accurate before submitting

1 Company Information

Company Info: FODE TOURE
Email address: XXXXXXXXXX
Company country: XXXXXXXXXX
Company state: XXXXXXXXXX
Company address: XXXXXXXXXX
Company phone: XXXXXXXXXX
Company type: Limited Liability

2 User information

Privilege: FODE TOURE
Privilege: Admin, view only
Account number: XXXXXXXXXX

I have read, understood and I agree to Primus+ Privacy Policy, and Terms and conditions

Submit < Back

1. Confirm your company and user information.
2. Check the box labelled **I have read, understood and agree to Primus+ Privacy Policy and Terms and Conditions**

3. Click the **Submit** button to complete the registration process.

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Primus+

STEP 3 of 3

Provide user information

You can add more users later on

Your reference code: PR2920250605101448

Full name*: MAROUNS COMPANY LIMITED

Username: XXXXXXXXXX

User email: XXXXXXXXXX

User phone number: XXXXXXXXXX

Admin privilege

Continue Save & Close < Back

Enter your full name and a desired username

Click **Continue** to proceed.

8

Primus+

Registration complete

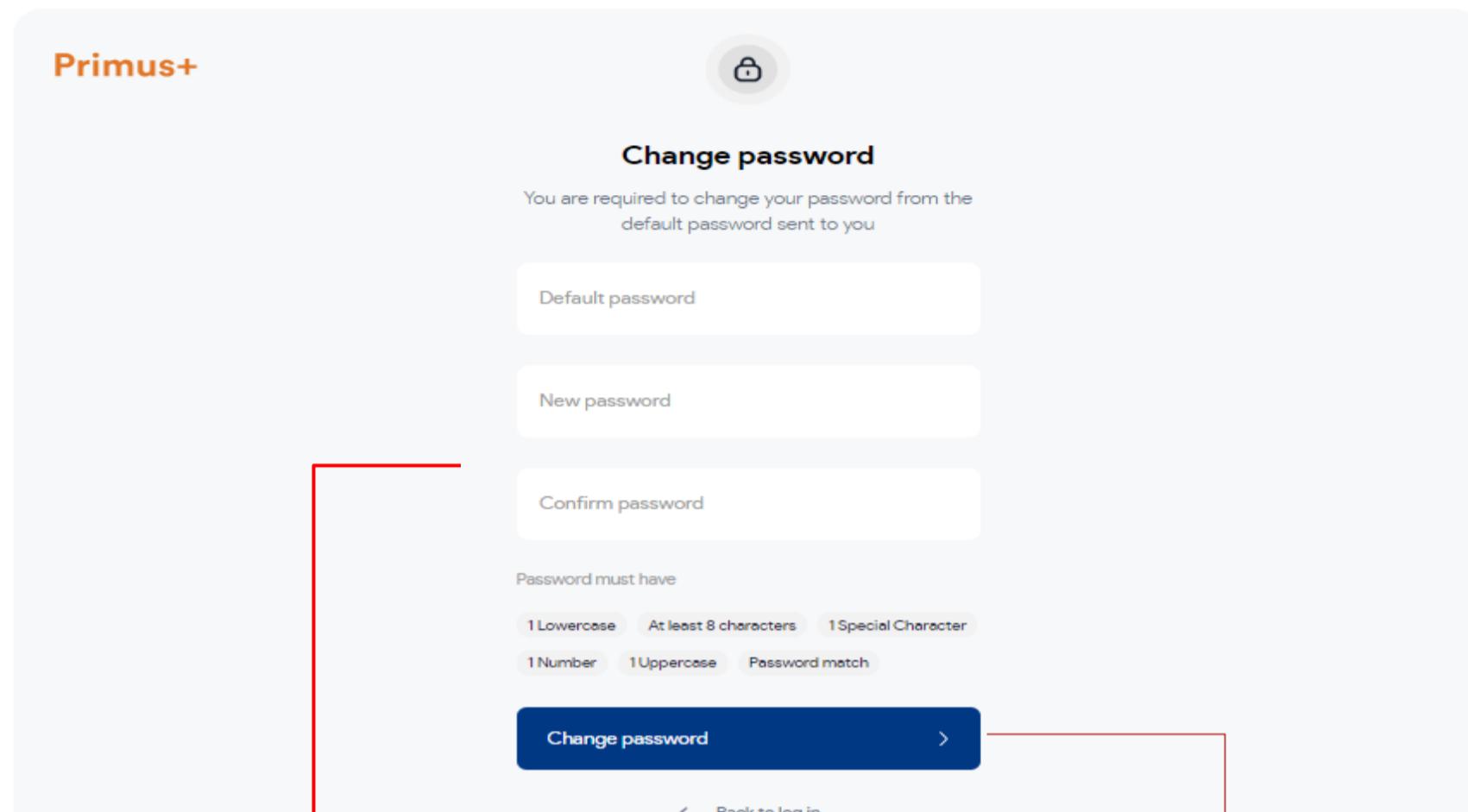
We have sent your username and password to ole*****@accessbankplc.com. You can login to your Primus+ account once you change your password to a new one

Close >

Click **Close**.

Note: A username and a default password will be sent to your email. Use the link to login.

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Primus+ 🔒

Change password

You are required to change your password from the default password sent to you

Default password

New password

Confirm password

>Password must have

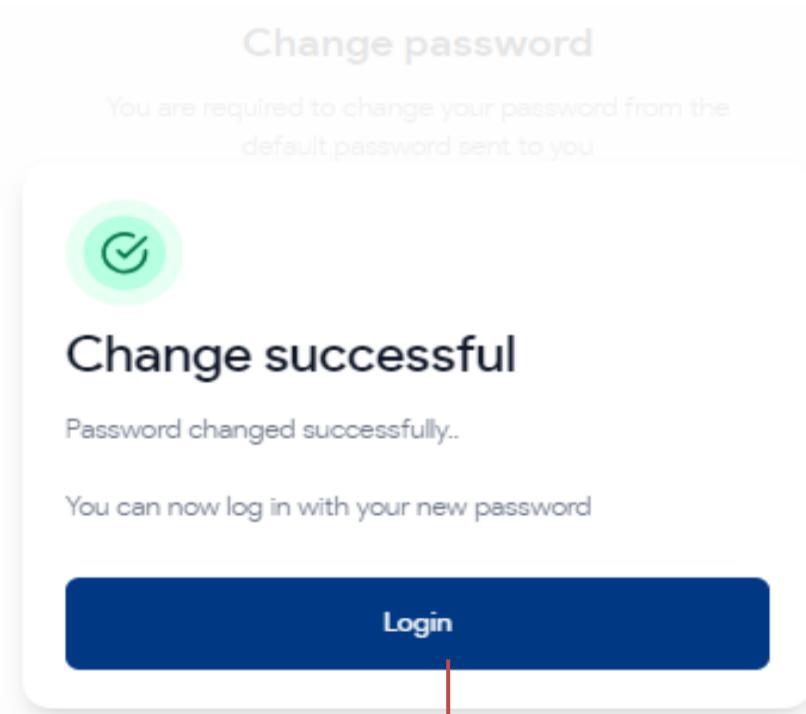
1 Lowercase At least 8 characters 1 Special Character
1 Number 1 Uppercase Password match

Change password >

Back to login

1. Fill the **Change Password** form upon login. Make sure your password meets the stated requirements.
2. Click **Change Password** to save the new password.

10



Change password

You are required to change your password from the default password sent to you

✓

Change successful

Password changed successfully..

You can now log in with your new password

Login

1 Lowercase At least 8 characters 1 Special Character
1 Number 1 Uppercase Password match

Click **Login** to return to the login page and login with your new password.

2.0 HOME/DASHBOARD

PRIMUS PLUS HOME

1

The **Side Menu Bar** displays the features available for your company.

Use the **Quick Menu** to easily view accounts, make payments, and reach out to support.

View your linked accounts and frequent transfers in the **Accounts** section.

View notifications, switch subsidiaries and update your profile details in the **User Profile** section.

The **Side Menu Bar** displays the features available for your company

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The **Transaction Breakdown** tab shows a visual display of the percentage of different transaction types.

The **Module Infographics** tab shows a breakdown of key features in the application.

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PRIMUS PLUS DASHBOARD

2

Click on **Dashboard** to view your activities

The **Last Login and Usage Time** tab gives details about your last login

View your company's active users and their roles in the **Active Users** tab

Click on **Dashboard** to view your activities

The **Last Login and Usage Time** tab gives details about your last login

View your company's active users and their roles in the **Active Users** tab

ACCOUNT CENTRE



3.0 ACCOUNT CENTRE

1

Click on **Account Centre** to view all accounts linked to your company on Primus Plus.

ACCOUNT SUMMARY

2

1. Click the **Account Number** dropdown to view other subsidiary accounts.
2. Select any account to view details (Bank, Account type, Country, Available balance).

Click the **Add account** button to add relevant accounts as needed.

ALL TRANSACTION HISTORY

3

Primus+ **Account center** Here's a quick view of your account

CURRENT ACC. - INDIVIDUAL CURRENT INDIVIDUAL

Administrator, Initiator, Approver

Account Summary All transactions History Beneficiary Management

Transactions history

GMD Total debits GMD N/A Total credits Export options PDF Excel MT-940 CSV

Search by reference Account number 001002 Select Start date Choose date End date Apply

There are no records to display

Entries 20

1. Select an account from the **Account Number** dropdown.
2. Select a period in the dropdown (Today, Last week, Last month, Last quarter)

4

Primus+ **Transactions history**

GMD -1382 Total debits GMD N/A Total credits Export options PDF Excel MT-940 CSV

Search by reference Account number 0010020013471 Select Last month Start date 01/04/2025 End date 30/04/2025 Apply

S/N	Ref number	Transaction details	Transaction date	Value date	Credit	Debit	Balance
1	001ZATM 00LA	INWARD DEBIT CHEQUESMS Alerts Charges for the Period 2025-03-01 to 2025-03-31	01-04-2025 12:00 AM	01-04-2025 12:00 AM	—	GMD -2	GMD 20.73
2	001MAM 00002	DEBIT TAX DEDUCTION AT SOURCE DEBIT TAX DEDUCTION AT SOURCE	14-04-2025 12:00 AM	01-03-2025 12:00 AM	—	GMD -30	GMD -9.27
3	001MAM 00002	DEBIT TAX DEDUCTION AT SOURCE DEBIT TAX DEDUCTION AT SOURCE	14-04-2025 12:00 AM	01-02-2025 12:00 AM	—	GMD -30	GMD -39.27

3. If no specific period is chosen, choose a relevant **Start date** and **End date**
4. Click **Apply** to display transactions in that date range

ACCOUNT ANALYTICS

5

Primus+ **Account analytics** Here's a quick view of your account

Account Summary All transactions History Account Analytics Beneficiary Management

Transactions history

Account number 1012165718 Select dropdown to see other accounts Compare dates This month

1 Credit/Debit analysis 2 Balance history

No Data Available No Data Available

Activate Windows Go to Settings to activate Windows

1. Select an account from the **Account Number** dropdown
2. Select the required **Date and Month** using the relevant dropdown options.

6

Primus+ **Account analytics**

Account number 1012165718 Select dropdown to see other accounts Compare dates This month

1 Credit/Debit analysis 2 Balance history

No Data Available No Data Available

Activate Windows Go to Settings to activate Windows

View the **Credit/Debit analysis** and **Balance History** displayed

BENEFICIARY MANAGEMENT

7

Select **Local/Foreign Beneficiaries** to view or add beneficiaries

Click the **search bar** to search a beneficiary by account number

View beneficiaries in list/grid form

ADDING LOCAL/FOREIGN BENEFICIARIES

8

Click **Add Beneficiary** to add a new local/foreign beneficiary

9

1. Select the desired account.
2. Select **Payment Type**.
3. Fill in the beneficiary details
4. Click **Add Beneficiary** to proceed.

10

The beneficiary will be added in the **Local Beneficiaries** tab **Section**.

PAYMENTS



4.0 PAYMENTS

The image shows the Primus+ Home screen. On the left is a vertical navigation menu with icons for Home, Dashboard, Account Center, Payments (which is highlighted with a red box), Cheque Services, and Loan Management. The main content area is titled 'Home' and says 'Here's a quick view of your home'. It shows three account cards: '0010020013471' (Current), '0011010009505' (Current), and '0011060004570' (Current). Below the accounts is a 'Quick menu' section with three cards: 'Account center' (with a woman's photo), 'Payments' (with a man's photo), and 'Help & support' (with a woman's photo). The 'Payments' card is also highlighted with a red box.

Click on the **Payments** module to make payments on Primus Plus.

INITIATING LOCAL PAYMENTS

The image shows the 'Payments' screen in Primus+. The left navigation menu is identical to the Home screen. The main content area is titled 'Payments' and says 'Explore the payment options we offer'. It features a 'Local Transfers' tab (which is highlighted with a red box) and other tabs for International Transfers, Government Payments, Bill Payments, Airtime Payments, Payments Report, and Bulk Payment. Below the tabs, there are fields for 'Payment source' (Select account to continue), 'Pay using' (ACH), 'Transfer currency' (with a dropdown menu), 'Beneficiary bank' (with a dropdown menu), 'Sender Address' (with a dropdown menu), and 'Select channel' (with a dropdown menu). A red box highlights the 'Local Transfers' tab.

1. Click the **Local Transfers** tab
2. Select an account
3. Select Payment type (ACH, Internal, InterBank, RTGS, Own Account)
4. Select transfer currency

INITIATING LOCAL TRANSFERS

3

1. Fill in the required payment and beneficiary details.

2. Click on **Submit for review** to proceed.

Click **Close** on the success notification displayed.

FBN BANK GAMBIA LIMITED

4

In the popup that appears, click on **Submit** to initiate the transfer request.

INITIATING INT. PAYMENTS (SWIFT)

6

1. Click the **International Transfers** tab.
2. Select **SWIFT**

3. Select an account

4. Select the transaction currency and charge account
5. Enter beneficiary details, amount and SWIFT code.

7

Primus+

Sender Address: Address: test
Intermediary Bank Swift Code: Enter intermediary bank: test
Beneficiary Address: Select Charges: SHA - Local charges by remitter & interr Test
Beneficiary Mobile Number: Beneficiary email: .com
Value date: 29/05/2025
IBAN:
Upload Supporting Document: See sample document
Select file: + Add
Add as beneficiary: Send credit advice
Submit for review

1. Complete required beneficiary details
2. Upload a supporting document.
3. Click on **Submit for review** to proceed.

Local Transfers International Transfers Payments Report Bulk Payment Approve Payments

Payment source
Select account to continue: 00012712010001 - AKZ
Pay using: Internal

Transfer initiated successfully
The transfers initiated to your beneficiaries is now successful
Close

Click **Close** on the success notification displayed.

8

Sender Address: Enter sender address: test
Intermediary Bank Swift Code: Enter intermediary bank: test
Beneficiary Address: Select C: SHA
Beneficiary Address: Beneficiary account number: 001
Beneficiary name: TestBenefici
Source account name: JUDE CHUKWUEBUKA IKE
Source account number: 001
Amount: 100
Charges: 35.00
Narration: Test
Upload Supporting Document: See sample document
Select file: + Add
Add as beneficiary: Send credit advice
Submit for review

Initiate request?
Please confirm these information before you initiate the request.
Beneficiary account number: 001
Beneficiary name: TestBenefici
Source account name: JUDE CHUKWUEBUKA IKE
Source account number: 001
Amount: 100
Charges: 35.00
Narration: Test
Cancel Submit

In the popup that appears, click on **Submit** to initiate the transfer request.

FX BUY AND SELL TRANSACTIONS

10

Primus+ Payments Explore the payment options we offer

Home Local Transfers International Transfers Government Payments Bill Payments Airtime Payments Payments Report Bulk Payment Approve payment

Dashboard Payments CURRENT INDIVIDUAL Administrator, Initiator, Approver

Payment source
Select transfer type: Buy FX
Select account to continue
Destination account: - USD
Beneficiary name: JUDE CHUKWUEBUKA IKE
Enter email address (optional): @yahoo.com
Beneficiary mobile number (optional):
Narration: Test
Value date: 02/06/2025

1. Select the **FX Buy & Sell** section in the **International Transfers** tab to initiate an FX transaction.
2. Select the transfer type (**Buy FX or Sell FX**).
3. Select the account to debit for the FX transaction.

11

1. Select the USD/EUR account to be credited.
2. Enter other relevant beneficiary details.
3. Enter the negotiated rate code from the bank. This is usually provided for you.
4. Click **Submit to Review** to proceed.

13

In the popup that appears, click on **Submit** to initiate the transfer request.

12

In the popup that appears, click on **Submit** to initiate the transfer request.

INITIATING GOVERNMENT PAYMENTS

1. Click the **Government Payments** tab to make tax Payments.
2. Select an account.
3. Enter an assessment number. Taxpayer details are automatically populated.
4. Click **Submit for Review** to proceed.

15

Initiate request?

Please confirm these information before you initiate the request.

Assessment number: 0010020013471 - GMD

Tax amount: 1200

Tax payer name: ROHEY JOHN

Source account name: JUDE CHUKWUEBUKA IKE

Source account number: 20250314095934

Narration: Test

Cancel Submit

In the popup that appears, click on **Submit** to initiate the payment request.

16

Government payment request has been initiated successfully

The Government payment request has been initiated successfully

Close

Tax payer name is required

Click **Close** on the success notification displayed

INITIATING BILL PAYMENTS

17

Primus+

Payments

Explore the payment options we offer

Local Transfers | International Transfers | Government Payments | **Bill Payments** | Airtime Payments | Payments Report | Bulk Payment | Approve payment

Home

Dashboard

Account Center

Payments

Cheque Services

Loan Management

Trade

Help & Support

Payment source

Select source account

Biller

Meter number

Beneficiary number

Amount

Beneficiary name

MBYE CHAM #2

Submit for review

1. Click the **Bill Payments** tab to make utility payments.

2. Select an account
3. Enter biller name.
4. Enter meter number, beneficiary details and amount.
5. Click **Submit for Review** to proceed.

18

Initiate request?

Please confirm these information before you initiate the request.

Biller name: Na

Amount: D 4

Fee: D 0.6

VAT: D 0.6

Cancel Submit

Payment source

Select source account

0010020013471 - GMD

Meter number

07074001004

Amount

50

Submit for review

In the popup that appears, click on **Submit** to initiate the payment request.

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Payment source
Select source account
0010020013471 - GMD

Meter number
07074001004

Amount
50

Submit for review >

Transaction initiated and successful
The transaction has been successfully initiated

Close

Click **Close** on the success notification displayed

BANK TO WALLET PAYMENTS

20

Local Transfers International Transfers Government Payments Bill Payments **Bank To Wallet**

Payments Report Bulk Payment Approve payment

Payment source

Source Account TZS

Transfer Currency TZS

Recipient Institution Vodacom Tanzania PLC

Amount 2000

Beneficiary Phone Number

Beneficiary Name FATUMA SWAI

Beneficiary Address DAR ES SALAAM

Email Address mtiengo@gmail.com

Beneficiary Mobile Number 255756465519

Narration Repayment

Value Date 20/06/2025

Add as beneficiary Send credit advice

Submit for review >

1. Click **Bank to Wallet** tab to transfer funds to a mobile wallet.
2. Select an account.
3. Select the currency and mobile wallet of recipient.
4. Enter beneficiary details
5. Click **Submit to review** to proceed.

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Amount 2000

Beneficiary Address DAR ES SALAAM

Beneficiary Name **FATUMA SWAI**

Recipient Institution **Vodacom Tanzania PLC**

Beneficiary Account number: 255756465519

Payment Type: **BankToWallet**

Source Account Name: **Fahari Savings Account**

Source Account Number: TZS 20

Narration: **Repayment**

Amount: **TZS 20**

Charges: **TZS 600.**

Submit

In the popup that appears, click on **Submit** to initiate the Bank To Wallet request.

22

Amount TZS100.00

Beneficiary Phone Number 255756465519

Beneficiary Name FATUMA SWAI

Beneficiary Address DAR ES SALAAM

Email Address mtiengo@gmail.com

Beneficiary Mobile Number 255756465519

Transfer initiated successfully
The transfers initiated to your beneficiaries is now successful

Close

Click **Close** on the success notification displayed

Generated report

S/N	Date created	Beneficiary account	Amount	Bank	From account	Approval status	Payment status	Payment type	Action
1	May 29, 2025	001 092	1,001.00	ARAB GAMBIA ISLAMIC BANK (AGIB)	001	Approved	Failed	RTGS	Actions
2	May 24, 2025	001 309 0	1,000.00	CENTRAL BANK OF THE GAMBIA (CBG)	001	Pending	Pending	ACH	Actions

1. Click the **Payments Reports** tab to view transactions.
2. Select between local and foreign payments in the **Filters** dropdown
3. Click the **search bar** to find a transaction by account number.
4. Select a **Start** and **End Date**.

Generated report

S/N	Date created	Beneficiary account	Amount	Bank	From account	Approval status	Payment status	Payment type	Action
1	May 29, 2025	001 092	1,001.00	ARAB GAMBIA ISLAMIC BANK (AGIB)	001	Approved	Failed	RTGS	View approval history Download receipt
2	May 24, 2025	001 309 0	1,000.00	CENTRAL BANK OF THE GAMBIA (CBG)	001	Pending	Pending	ACH	Actions

Click on **PDF/Excel** to export your payment report in any of these formats.

You can also view a transaction's approval history or download receipt.

Local mixed batch

Select source account

Value date

Narration

1. Click the **Bulk Payments** tab to make bulk/batch payments.
2. Fill the required payment details

Enable single debit

Payment Type

Value date

Narration

Test

Upload CSV file

See sample document

Submit for review

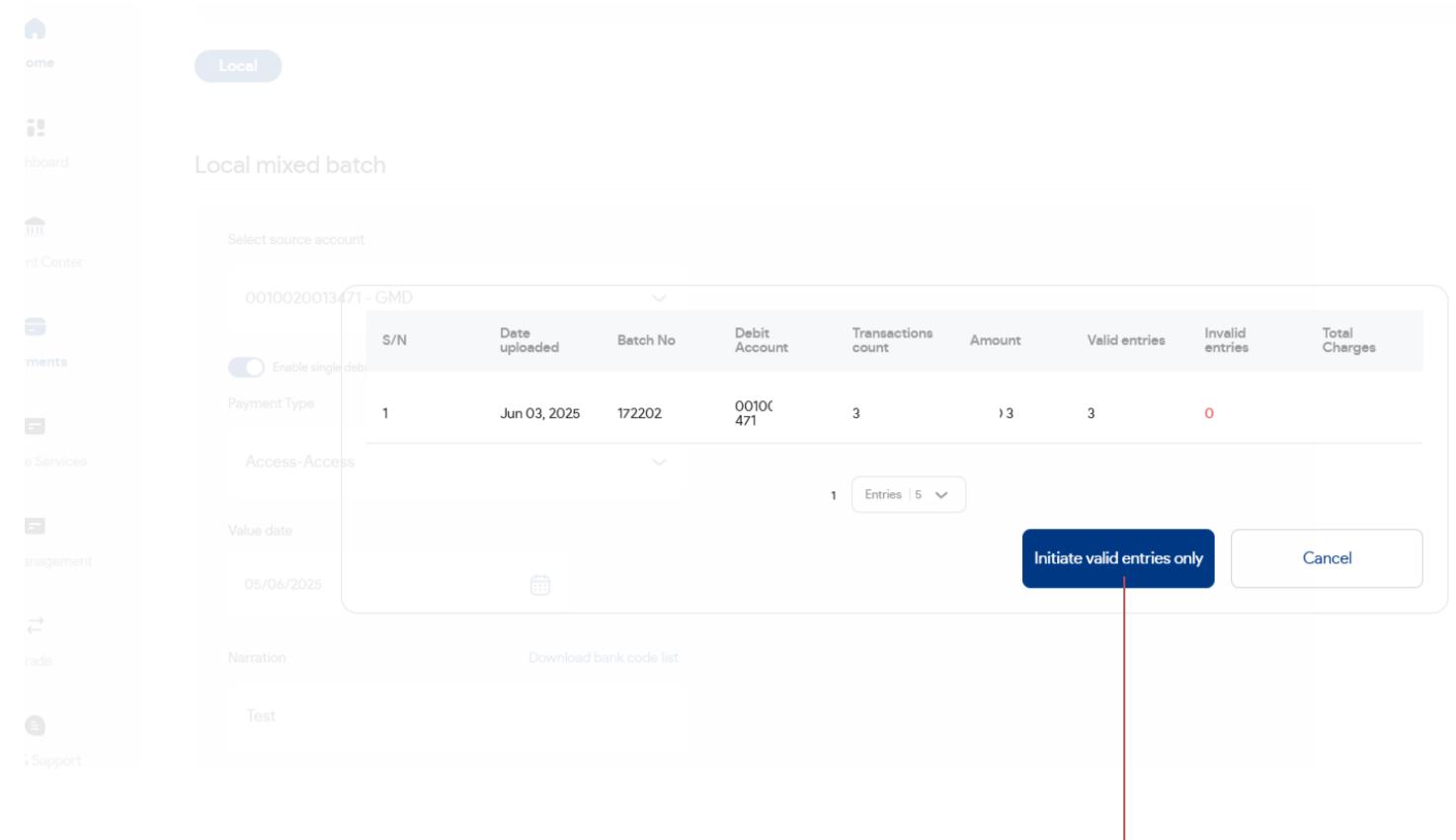
1. Toggle **Enable single debit** to make one combined payment from your account.
2. Click **Submit for review** to proceed.

Note:

- You can click here to download a list of bank and branch codes for upload.
- Note: You can click here to download a sample file template for upload.

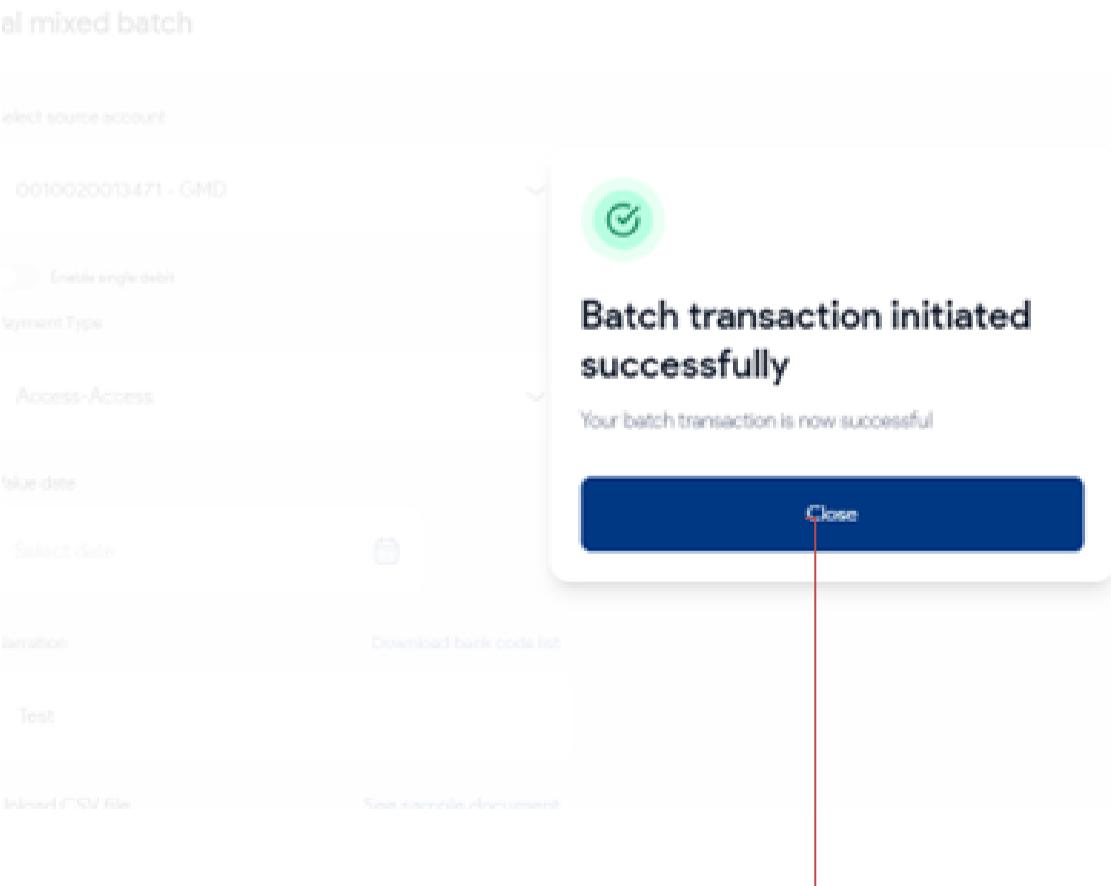
APPROVING SINGLE PAYMENTS (APPROVER)

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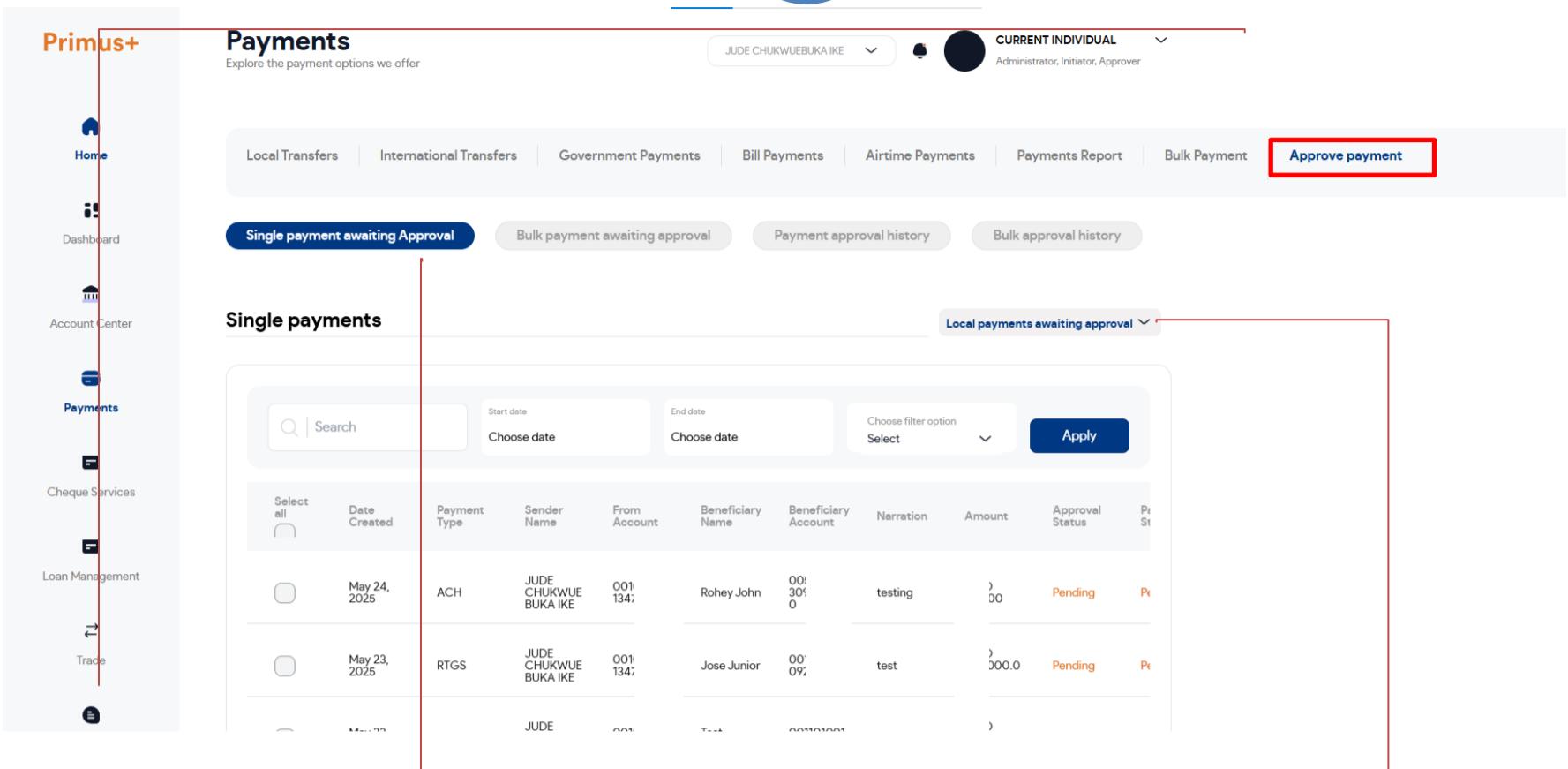
Review uploaded entries. Click **Initiate valid entries only** to start the transaction.

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Click **Close** on the success notification displayed

29

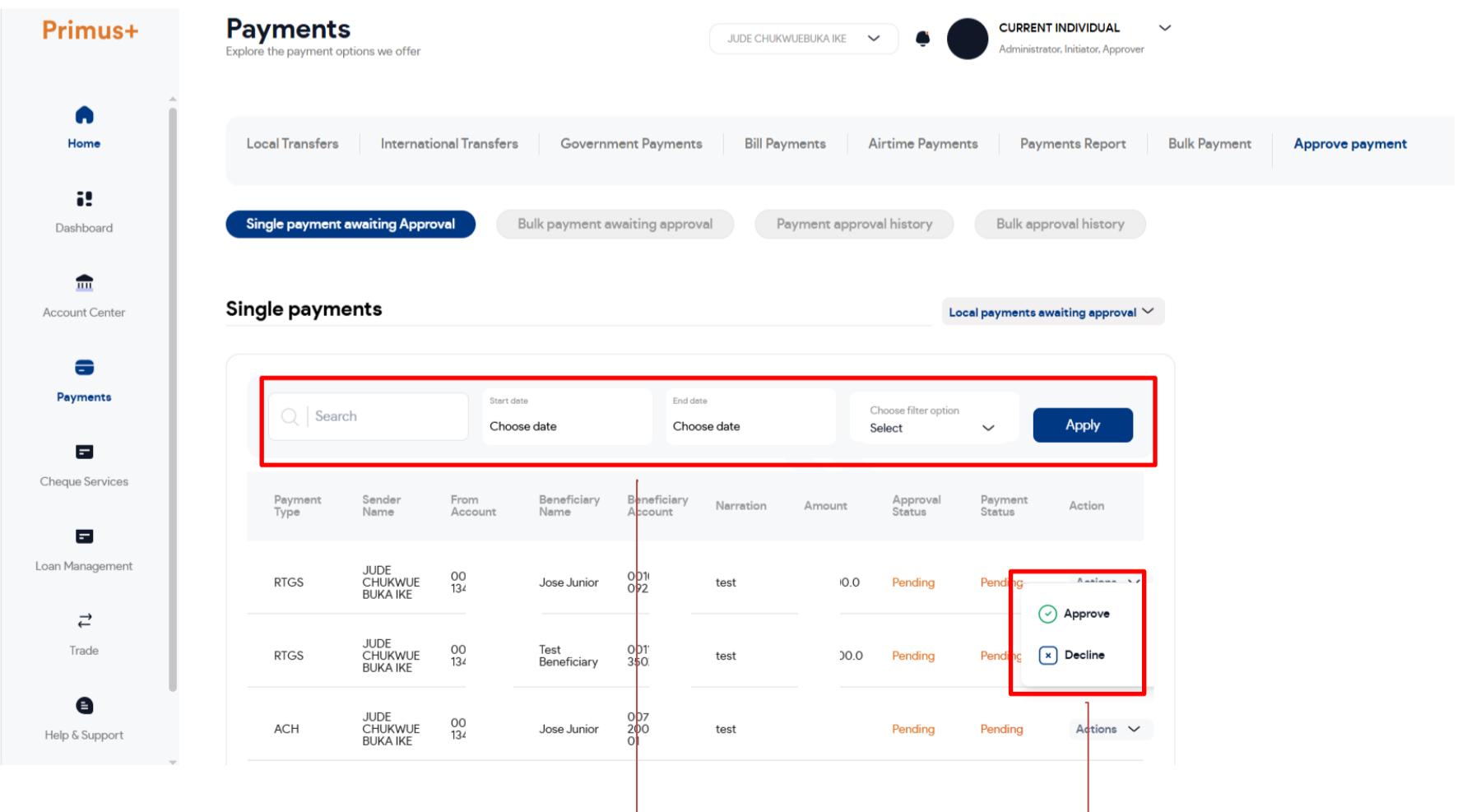


1. Click on **Approve Payment**

2. Click on **Single payment awaiting approval** to view pending transactions

3. Switch between different type of payments here.

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1. Use the search bar to find payment approvals by account number.

2. Click **Choose filter option** to select a desired payment type (e.g. Internal)
3. Click **Apply** to proceed.

4. You can also click the **Actions** dropdown to view, approve, or decline a single transaction

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Single payments

Local payments awaiting approval

Approve or decline selected 27 transactions

Approve Decline

Select all	Date Created	Payment Type	Sender Name	From Account	Beneficiary Name	Beneficiary Account	Narration	Amount	Approval Status	Action
<input checked="" type="checkbox"/>	May 23, 2025	RTGS	JUDE CHUKWUE BUKA IKE	00 134	Jose Junior	001 092	test	0.0	Pending	P
<input checked="" type="checkbox"/>	May 23, 2025	RTGS	JUDE CHUKWUE BUKA IKE	00 134	Test Beneficiary	001 350	test	10.0	Pending	P
<input checked="" type="checkbox"/>	May 22, 2025	ACH	JUDE CHUKWUE BUKA IKE	00 134	Jose Junior	002 20C 01	test		Pending	P
<input checked="" type="checkbox"/>	May 22, 2025	ACH	JUDE CHUKWUE BUKA IKE	00 134	Test Beneficiary W1	002 20C 01	test		Pending	P

1. Select the checkboxes to approve multiple transactions

2. Click **Approve** or **Decline** to approve or decline selected transactions.

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Approve payment

Single payment awaiting Approval

Transaction approved successfully

You have successfully approved the transaction.

Close

Click **Close** on the success notification displayed.

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Payments

Single payment awaiting Approval

Enter token

Approve

Approve or decline selected 2 transactions

Approve Decline

Select all	Date created	Payment type	From account	Beneficiary name	Narration	Amount	Approval status	Payment id	Action	
<input checked="" type="checkbox"/>	May 23, 2025	RTGS	JUDE CHUKWUE BUKA IKE	00 134	Jose Junior	001 092	test	0.0	Pending	P
<input checked="" type="checkbox"/>	May 23, 2025	RTGS	JUDE CHUKWUE BUKA IKE	00 134	Test Beneficiary	001 350	test	10.0	Pending	P

Enter your token in the box and click **Approve**.

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Batch payments

Local batch payments awaiting approval

Search Start date End date Choose d Choose d Apply

Select all	Date created	Batch name	Batch no	Batch count	Debit account	Amount	Payment status	Action
<input checked="" type="checkbox"/>	Jun 05, 2025	Test	172202	3	001 471	3.00	Pending	
<input type="checkbox"/>	Apr 26, 2025	test2	847165	3	001 471	50.00	Pending	
<input type="checkbox"/>	Apr 21, 2025	test	214469	2	001 471	2.00	Pending	
<input type="checkbox"/>	Apr 16, 2025	test bulk	751795	3	001 471	50.00	Pending	

View all entries

Approve

Decline

Actions

1. Click on **Bulk payment awaiting approval** to view pending batch transactions
2. Use the search bar to find payment approvals.
3. Select a **Start Date** and an **End Date**.
4. Click **Apply** to proceed.

5. Click the **Action** dropdown to view, approve or decline a bulk payment.

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Batch payments

Local batch payments awaiting approval

Approve or decline selected 6 transactions

Approve Decline

Select all	Date created	Batch name	Batch no.	Batch count	Debit account	Amount	Payment status	Action
<input checked="" type="checkbox"/>	Jun 05, 2025	Test	172202	3	00 47	3.00	Pending	Actions
<input checked="" type="checkbox"/>	Apr 26, 2025	test2	847165	3	00 47	60.00	Pending	Actions
<input checked="" type="checkbox"/>	Apr 21, 2025	test	214469	2	00 47	2.00	Pending	Actions

1. Select the checkboxes to approve multiple bulk transactions

2. Click **Approve or Decline** to approve or decline selected transactions.

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Approve payment

Single payment awaiting Approval

Bulk payment awaiting approval

Transaction approved successfully

You have successfully approved the transaction.

Close

Click **Close** on the success notification displayed.

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Batch payments

Local batch payments awaiting approval

Approve or decline selected 3 transactions

Approve Decline

Enter token

Enter token for your account to approve request

Approve Decline

Select all	Date created	Batch name	Batch no.	Batch count	Debit account	Amount	Payment status	Action
<input checked="" type="checkbox"/>	Aug 16, 2024	Done	9430	3	00151011771	SLE 60.00	Pending	Actions
<input checked="" type="checkbox"/>	Aug 16, 2024	Done	909146	3	00151011771	SLE 60.00	Pending	Actions
<input checked="" type="checkbox"/>	Aug 13, 2024	Test	24130	3	00151011771	SLE 60.00	Pending	Actions

Enter your token in the box and click **Approve**

Primus+ Payments

Explore the payment options we offer

CURRENT INDIVIDUAL

Home

Dashboard

Account Center

Payments

Cheque Services

Loan Management

Trade

Help & Support

Single payment awaiting Approval

Bulk payment awaiting approval

Payment approval history

Local payments approved

Total payment approved: 75

Search

Start date

Choose date

End date

Choose date

Select filter option

Apply

1. Click **Payment approval history** to view approvals made for single payments

2. Use the search bar to find payment approvals by account number or payment reference.

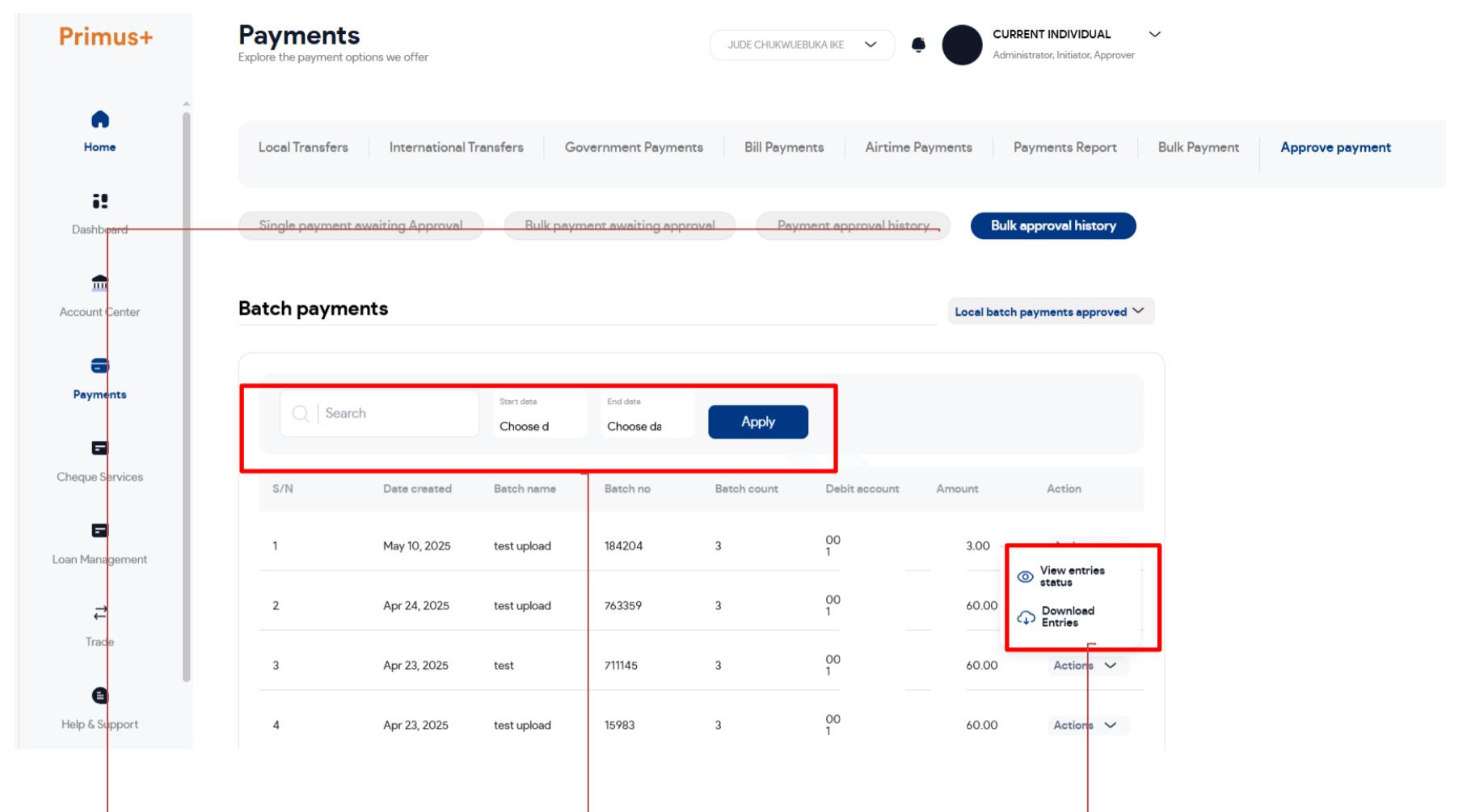
3. Select a desired **Start Date** and **End date**.

4. Click **Choose filter option** to select a desired payment type (e.g. Internal)

5. Click **Apply** to proceed.

BULK APPROVAL HISTORY (APPROVER)

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Primus+ Payments Explore the payment options we offer

JUDE CHUKWUEBUKA IKE CURRENT INDIVIDUAL Administrator, Initiator, Approver

Home Local Transfers International Transfers Government Payments Bill Payments Airtime Payments Payments Report Bulk Payment Approve payment

Dashboard Single payment awaiting Approval Bulk payment awaiting approval Payment approval history Bulk approval history

Batch payments Local batch payments approved

S/N	Date created	Batch name	Batch no	Batch count	Debit account	Amount	Action
1	May 10, 2025	test upload	184204	3	00 1	3.00	View entries status
2	Apr 24, 2025	test upload	763359	3	00 1	60.00	View entries status
3	Apr 23, 2025	test	711145	3	00 1	60.00	View entries status
4	Apr 23, 2025	test upload	15983	3	00 1	60.00	View entries status

1. Click **Bulk approval history** to view approvals made for bulk payments
2. Use the search bar to find payment approvals by account number.
3. Select a desired **Start Date** and **End date**.
4. Click **Apply** to proceed.
5. You can also click the **Actions** dropdown to view or download batch entries.

HELP AND SUPPORT



8.0 HELP AND SUPPORT

1

Primus+

Home

Accounts

Quick menu

Help and Support

Click **Help and Support** to access PrimusPlus support features.

2

Primus+

Help & Support

FAQs

Contact Us

Click on **Click here to chat with us live** to start a live support session.

You can contact support using the email provided.

Use the **Search our FAQs** bar to find answers to common questions.



FREQUENTLY ASKED QUESTIONS

WHAT IS PRIMUSPLUS?

PrimusPlus is a secured web-based enterprise suite of payments and collection solutions that offer organizations a simple and cost-effective alternative to cash and cheque payments across multiple banks.

WHAT DO I NEED TO START USING PRIMUS PLUS?

Primus Plus is a web-based platform that requires the following:

- A desktop, laptop, tablet or smartphone
- A web browser such as Google Chrome or Mozilla Firefox
- Internet connection with fast and stable connectivity.

HOW DO I SIGN UP FOR PRIMUSPLUS?

To sign up, go to the PrimusPlus login page and click on "Click here to Register".

Enter your account number and email to generate a corporate code.

Follow the on-screen instructions to complete the registration process.

HOW LONG DOES IT TAKE TO ACTIVATE A PROFILE?

Approximately 24 hours after receiving your enquiry.

WHAT IS THE COST OF JOINING PRIMUS PLUS?

There is no cost associated with joining Primus Plus.

WHAT SHOULD I DO IF I FORGET MY PASSWORD?

If you forget your password, click on the "Forgot Password" link on the login page.

Follow the instructions to reset your password.

HOW CAN I ADD A NEW ACCOUNT TO MY PROFILE?

To add a new account, navigate to the "Account Centre" and click on "Add Account."

Select the account number from the dropdown menu, and follow the instructions to add the account.

HOW DO I ADD A NEW BENEFICIARY?

To add a new beneficiary, navigate to the "Beneficiary Management" section. Click "Add Beneficiary," select the subsidiary, choose the payment type, and enter the beneficiary's details.

HOW DO I INITIATE A LOCAL PAYMENT?

To initiate a local payment, click on the "Payments" module and select "Local Payments." Choose the subsidiary account, fill in the necessary details, and click "Submit for review" to review and initiate the payment.

HOW DO I APPROVE A PAYMENT?

To approve a payment, navigate to the "Payments" section and select "Single payment awaiting approval" or "Bulk payment awaiting approval." Review the transactions, enter your token, and click "Approve."

HOW DO I CHECK MY TRANSACTION HISTORY?

To check your transaction history, go to the "Account Centre" and select the account. Choose the date range and click "Apply" to view the transactions. You can also export the results in PDF, Excel, MT-940, or CSV formats.

HOW DO I GENERATE REPORTS FOR MY PAYMENTS?

Yes, you can generate payment reports by selecting the desired payment type, date range, and filters. You can then export the report in PDF or Excel spreadsheet format.

HOW CAN I GET ADDITIONAL SUPPORT?

For help and support, use the "**Help and Support**" section within the PrimusPlus application. You can search frequently asked questions using the search bar, start a live chat, or contact support via the provided phone number and email.