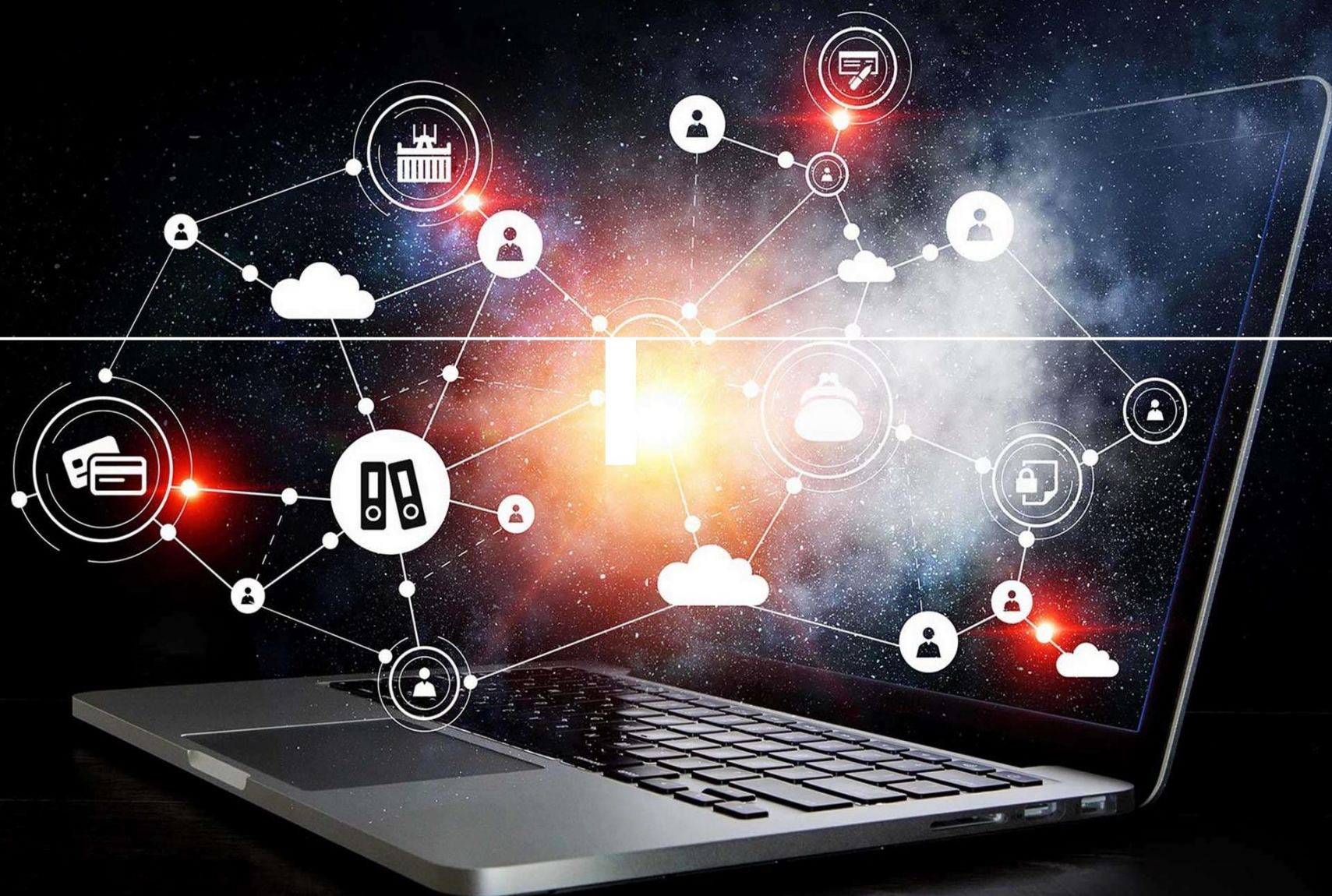


primus⁺

LEVEL UP YOUR BUSINESS



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/accessbanktanzania ltd/>

<https://www.linkedin.com/company/accessbanktanzania ltd/>

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

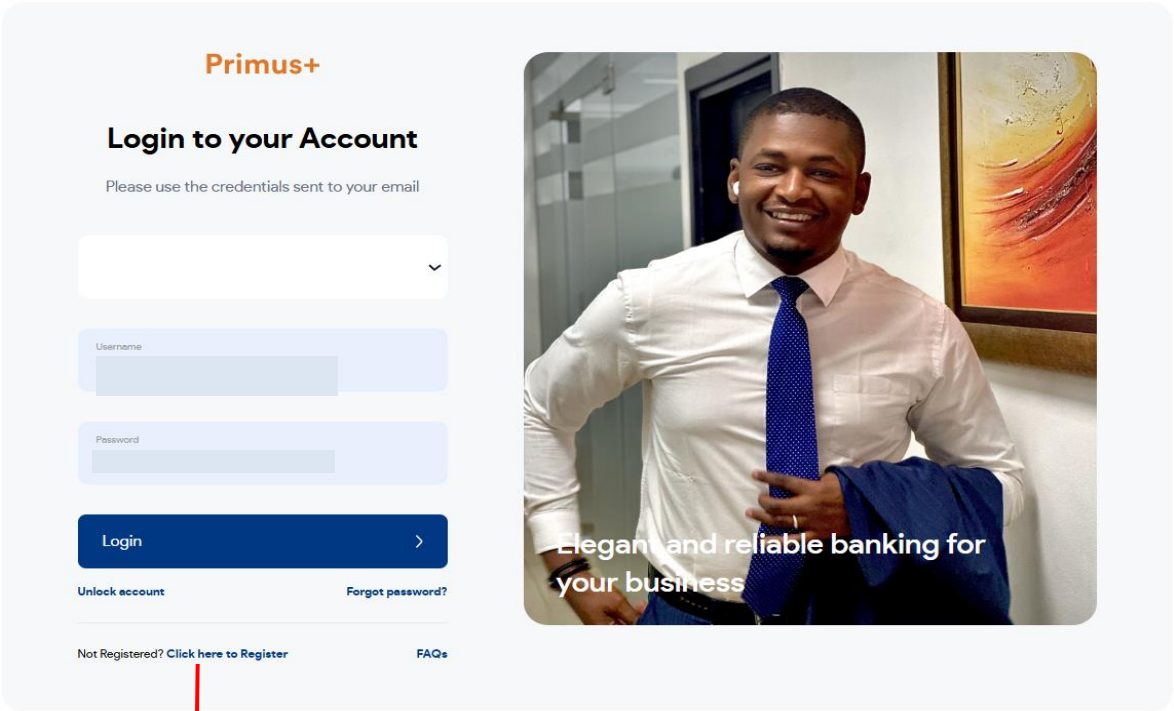
	4	Getting Started
Home/Dashboard	8	
	12	Account Center
Payments	18	
	40	Help and Support
Frequently Asked Questions	42	



1.0 GETTING STARTED

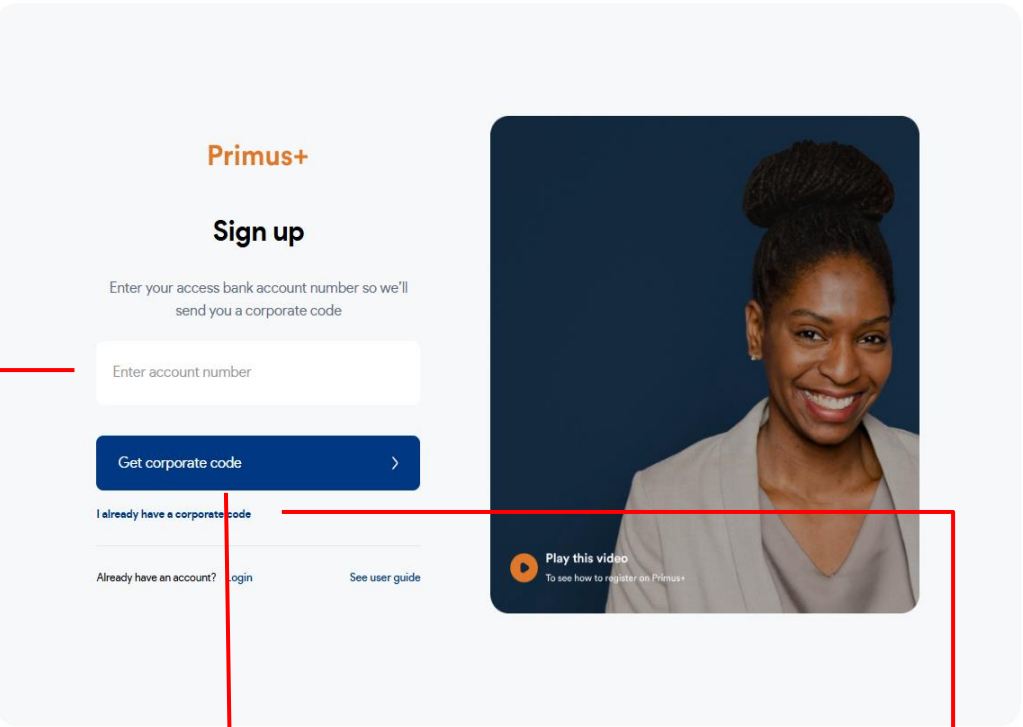
1

- Launch the PrimusPlus web application by visiting the provided link.
Select English as the desired language.



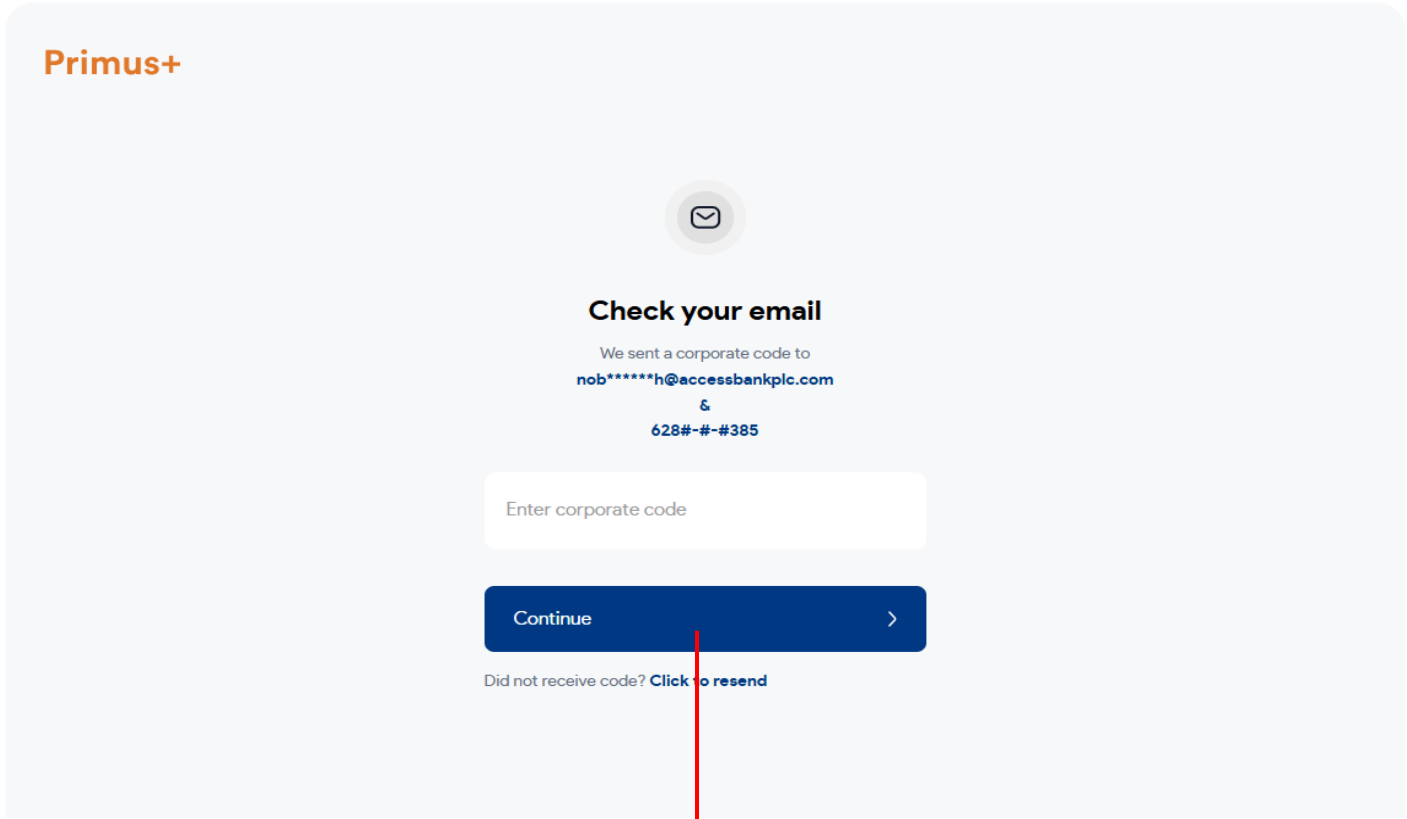
On the login page, select **Click here to Register** to begin the registration process.

2



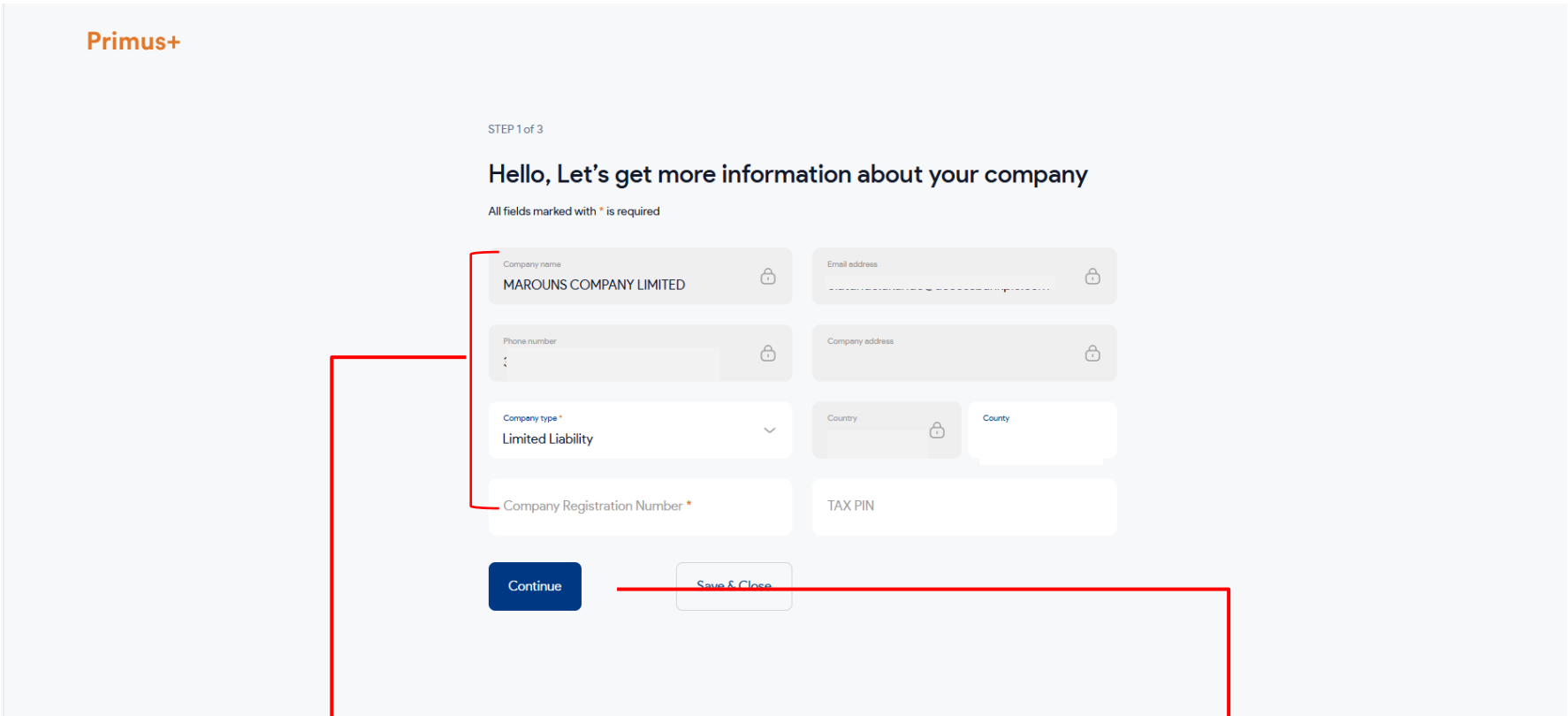
1. Enter your **Account Number**.
2. Click **Get Corporate Code** to generate a corporate code
3. Click here if you already have an existing corporate code.

3



Enter the corporate code sent to your email.
Click **Continue** to proceed

4



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**.*

5

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: [redacted]

Currency: [dropdown]

Continue Save & Close < Back

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

6

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: [redacted]

User email: [redacted]

User phone number: [redacted]

☒ Admin privilege

Continue Save & Close < Back

Enter your full name and a
desired username

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: [redacted]

Company country: [redacted]

Company state: [redacted]

Company address: [redacted]

Company phone: [redacted]

Company type: Limited Liability

2 User information

Privilege: FODE TOURE

Privilege: Admin, view only

Account number: [redacted]

☐ 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.

8

Primus+

Registration complete

We have sent your username and password to
ola***e@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.*

9

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

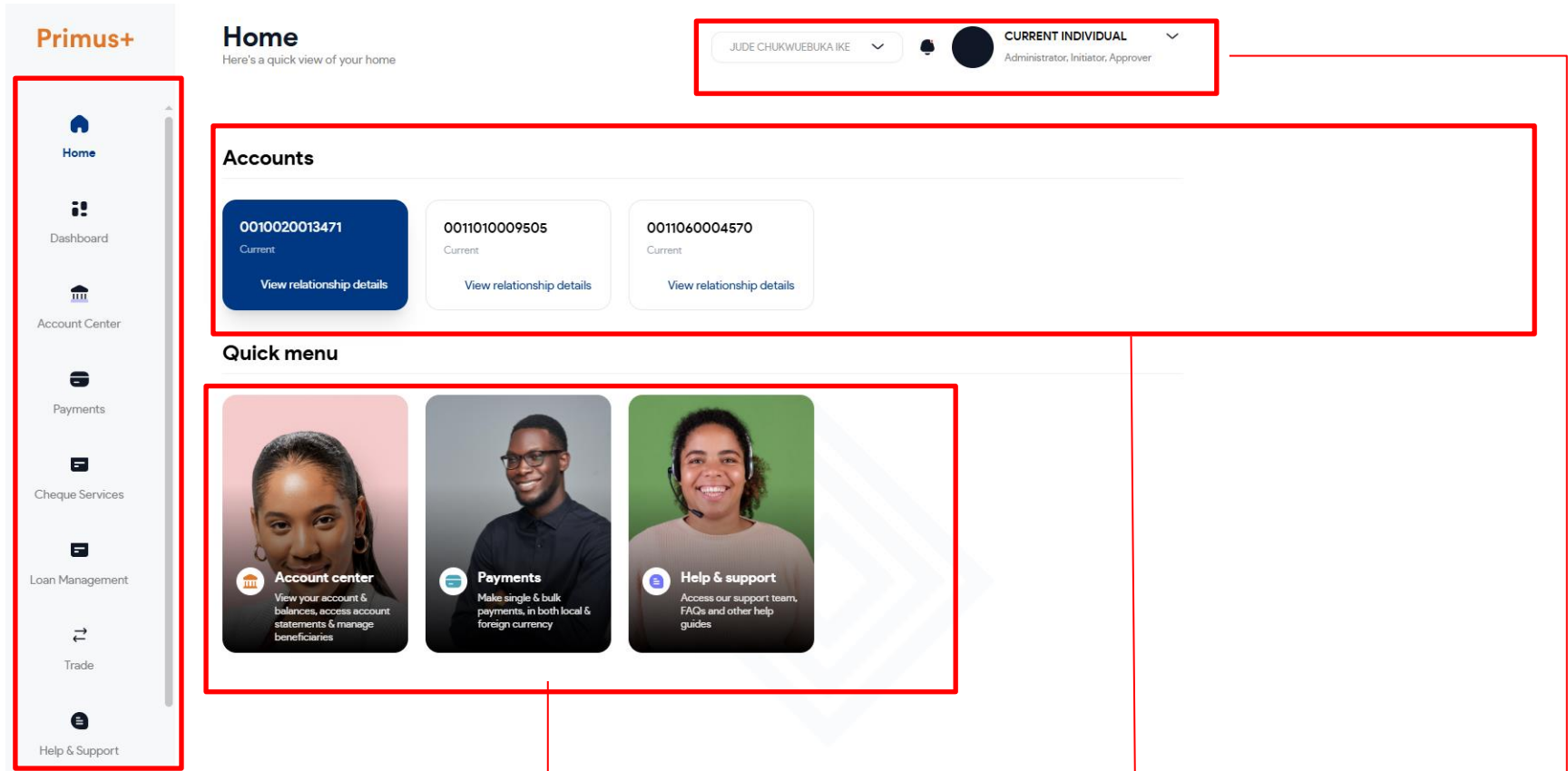
1 Lowercase At least 8 characters 1 Special Character

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



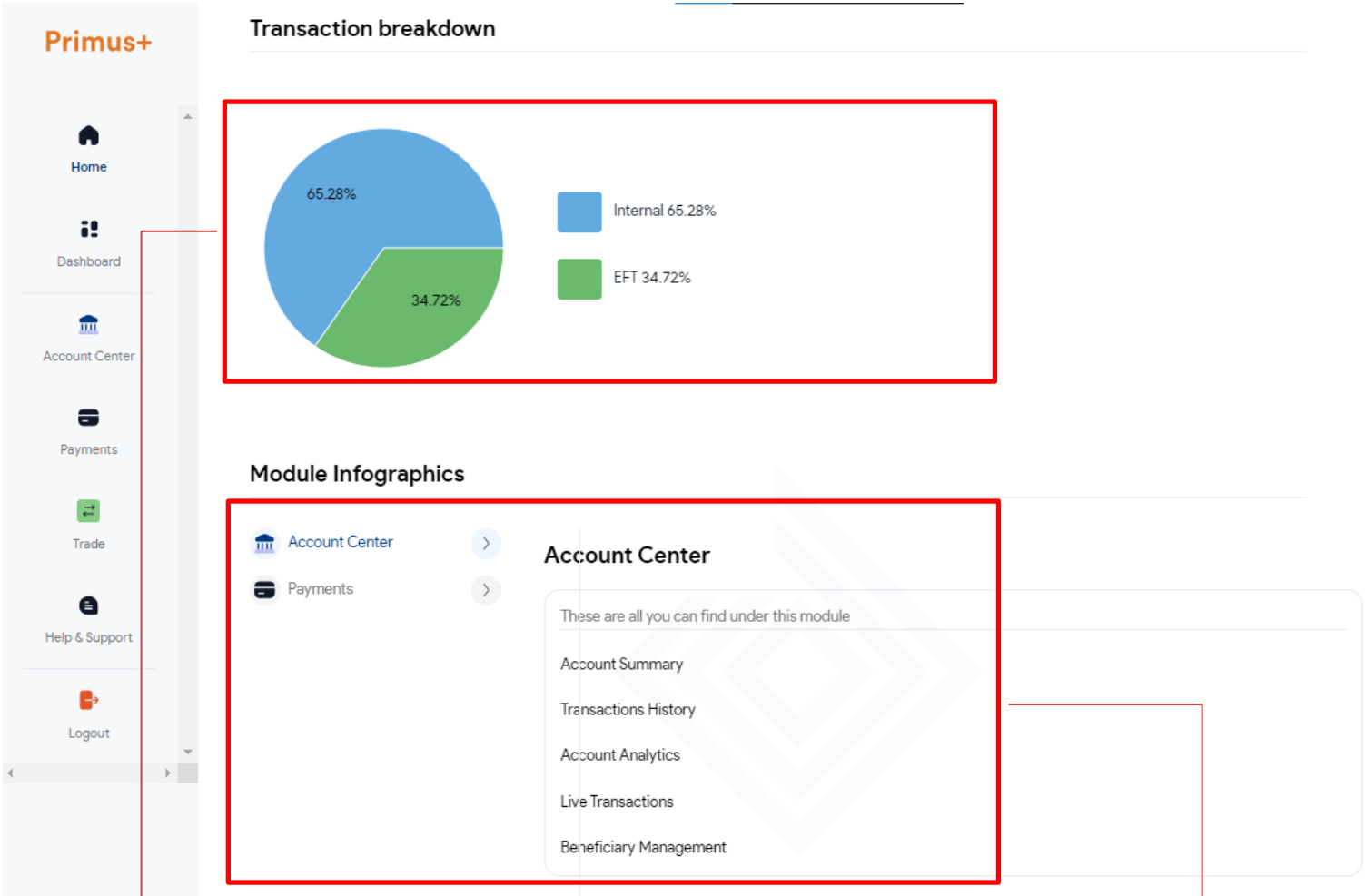
The **Side Menu Bar** displays the features available for your company

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.

3

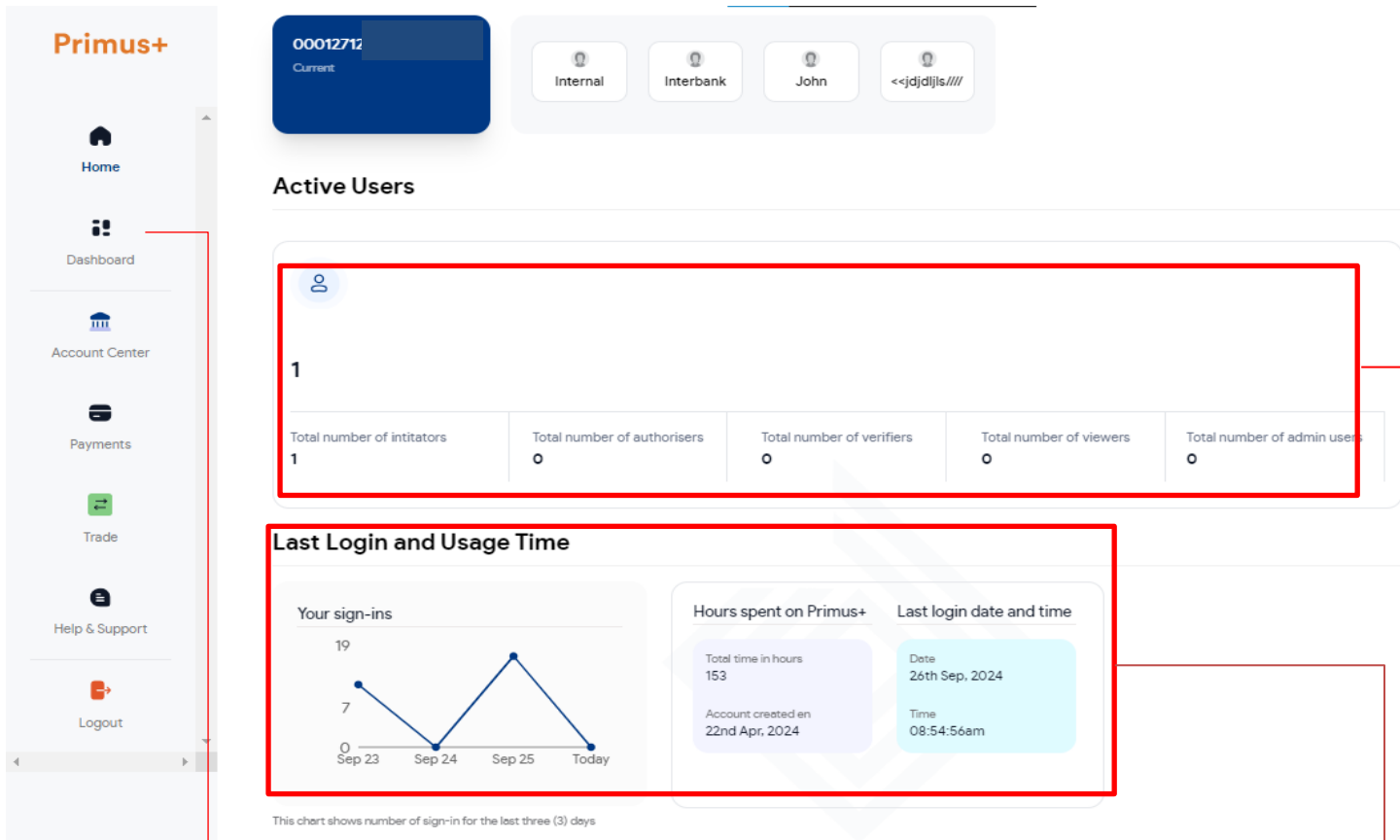


The **Transaction Breakdown** tab shows a visual display of the percentage of different transaction types.

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

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

ACCOUNT CENTRE



3.0 ACCOUNT CENTRE

1

Primus+

Home

Dashboard

Account Center

Payments

Cheque Services

Loan Management

Home

Here's a quick view of your home

JUDE CHUKWUEBUKA IKE

CURRENT INDIVIDUAL

Administrator, Initiator, Approver

Accounts

0010020013471

Current

View relationship details

0011010009505

Current

View relationship details

0011060004570

Current

View relationship details

Quick menu

Account center

View your account & balances, access account statements & manage beneficiaries

Payments

Make single & bulk payments, in both local & foreign currency

Help & support

Access our support team, FAQs and other help guides

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

ACCOUNT SUMMARY

2

Primus+

Home

Dashboard

Account Center

Payments

Cheque Services

Loan Management

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

My accounts

Account number

0010C

Select dropdown to see other accounts

Bank

Access bank

Country

GA

Account type

Current

Book balance

GMD

998,384,372.55

Available balance

GMD

998,384,372.55

Account name

CURRENT ACC. - INDIVIDUAL

Account currency

GMD

Refresh

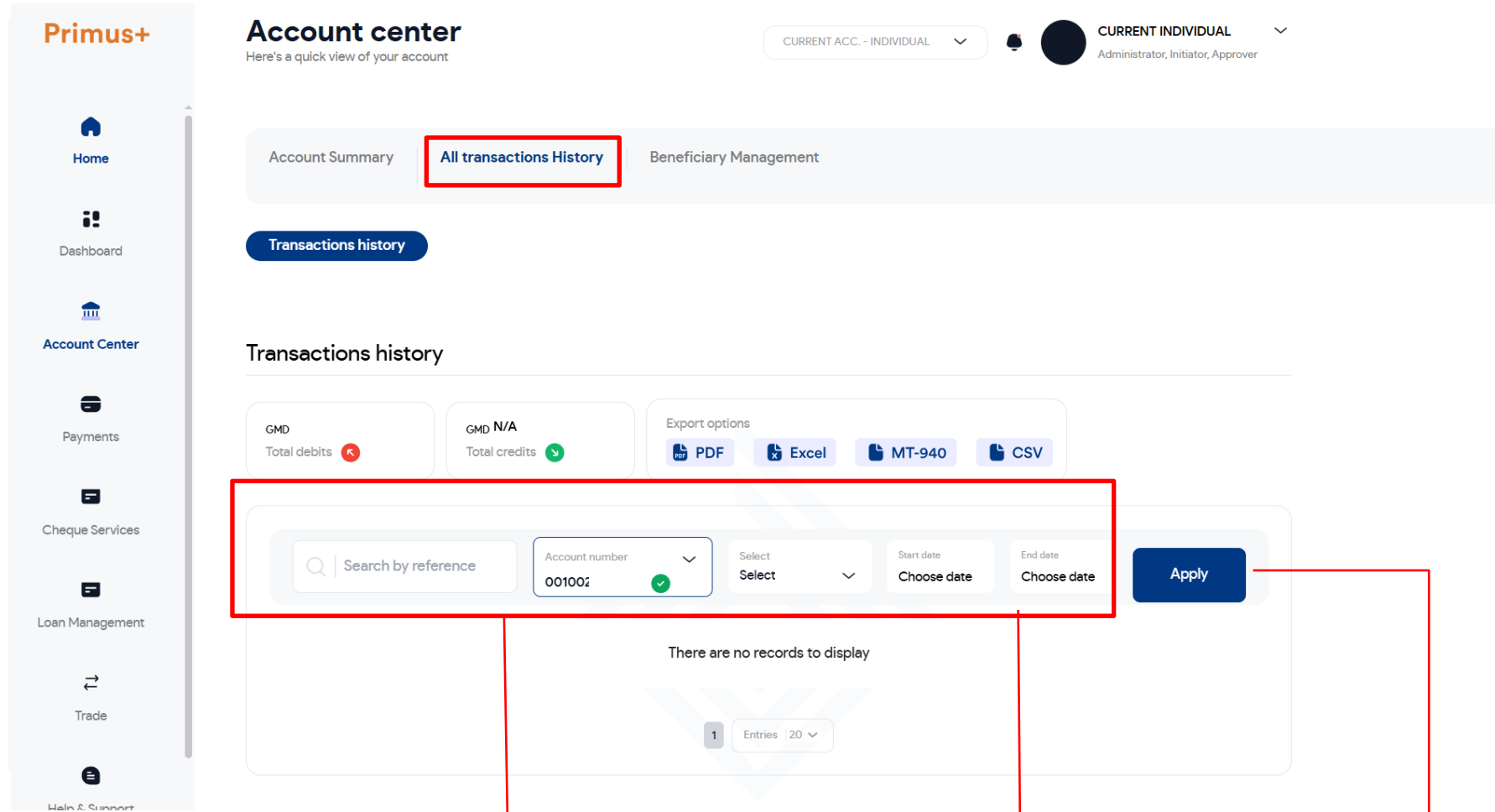
Add account

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.

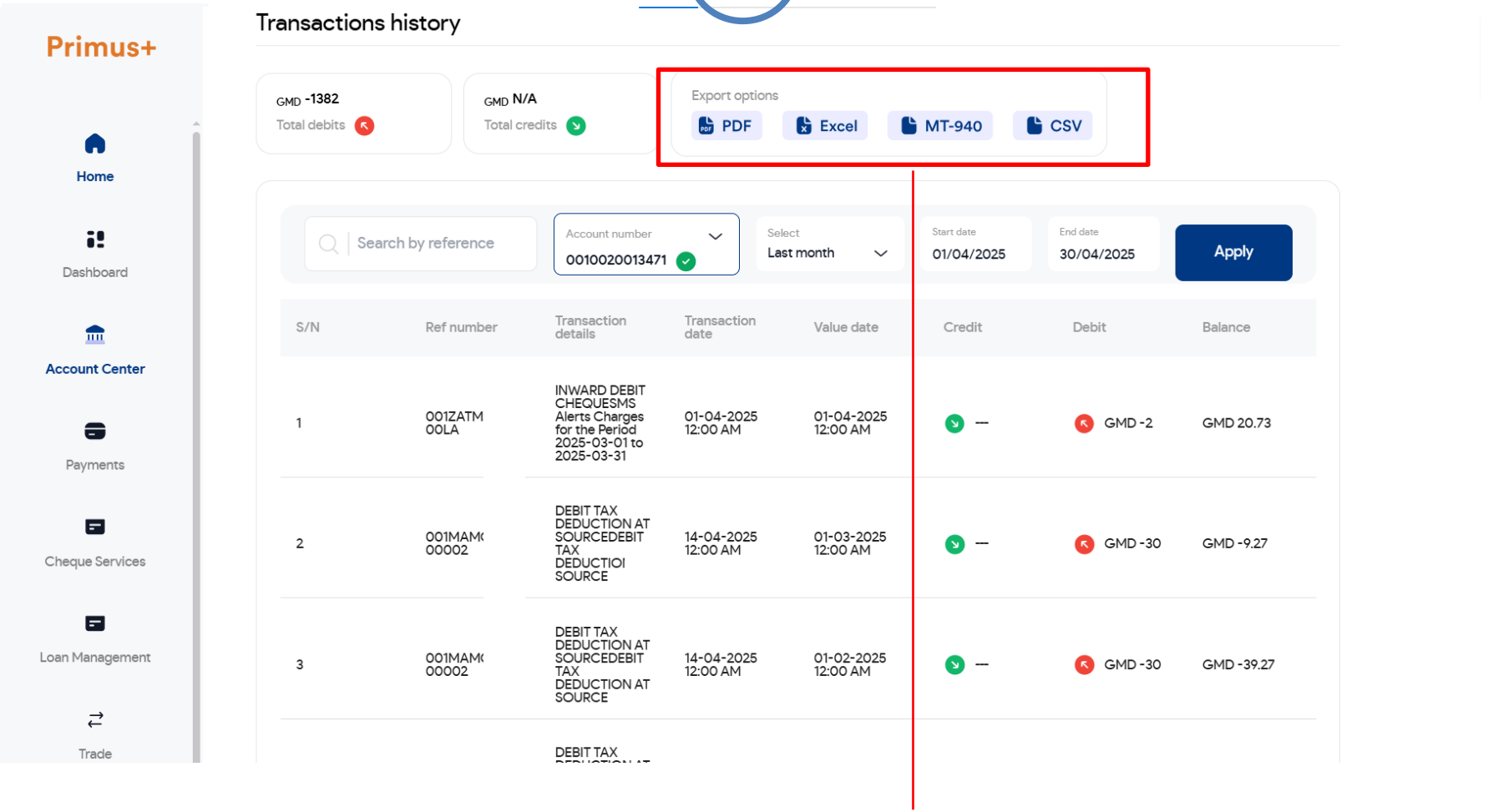
ALL TRANSACTION HISTORY

3



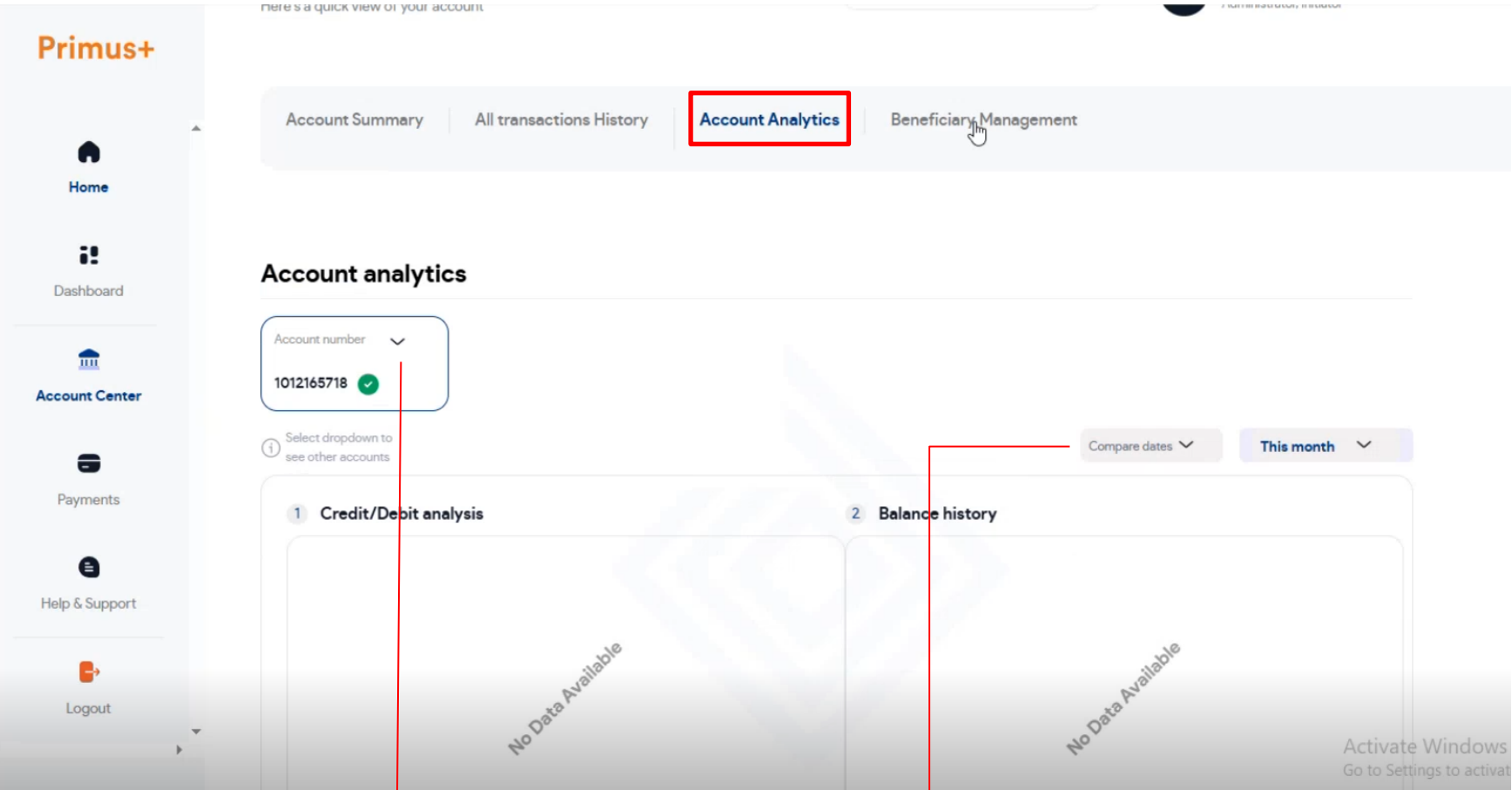
- 1. Select an account from the **Account Number** dropdown.
- 2. Select a period in the dropdown (Today, Last week, Last month, Last quarter)
- 3. If no specific period is chosen, choose a relevant **Start date** and **End date**
- 4. Click **Apply** to display transactions in that date range

4



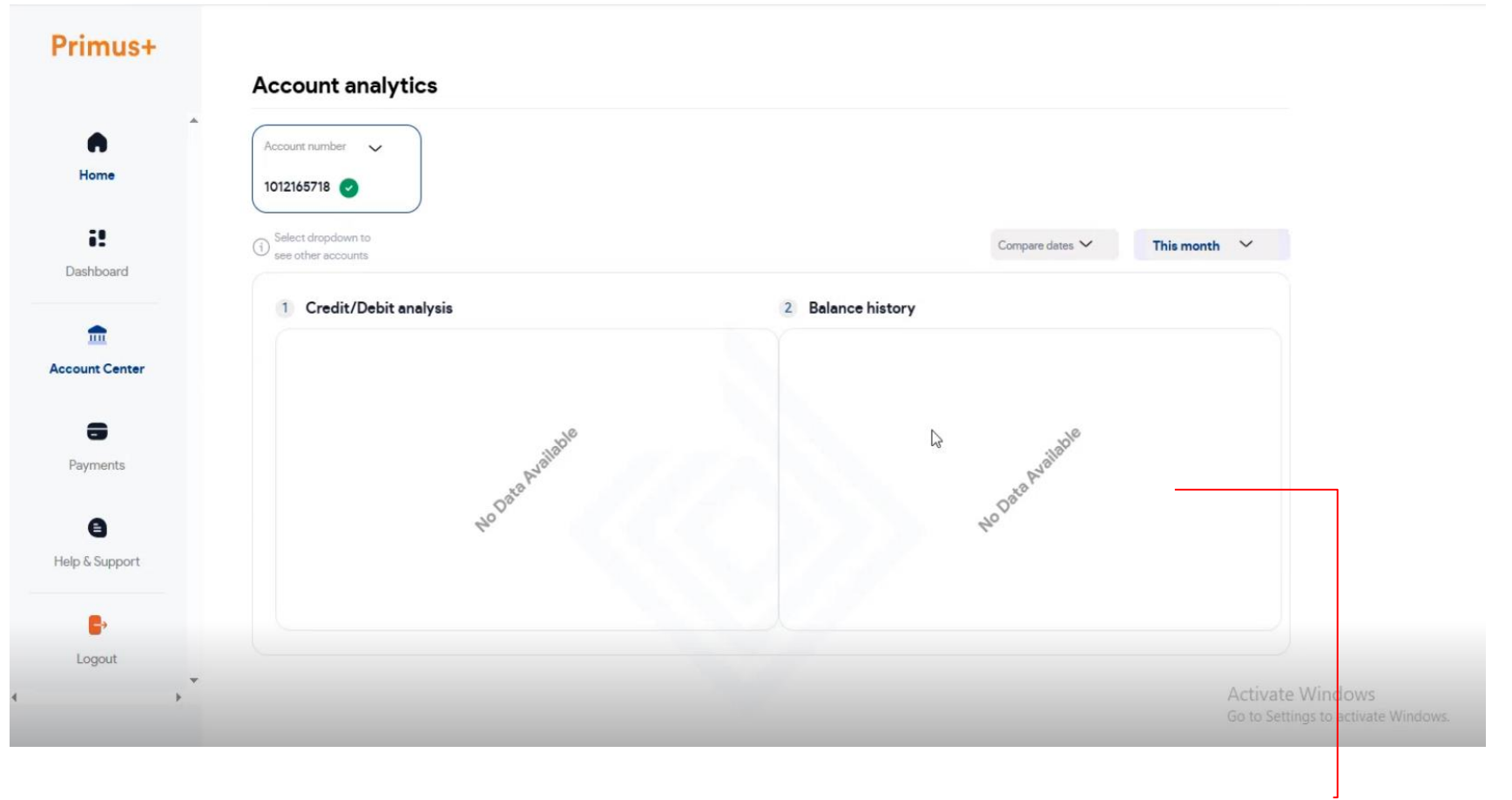
ACCOUNT ANALYTICS

5



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

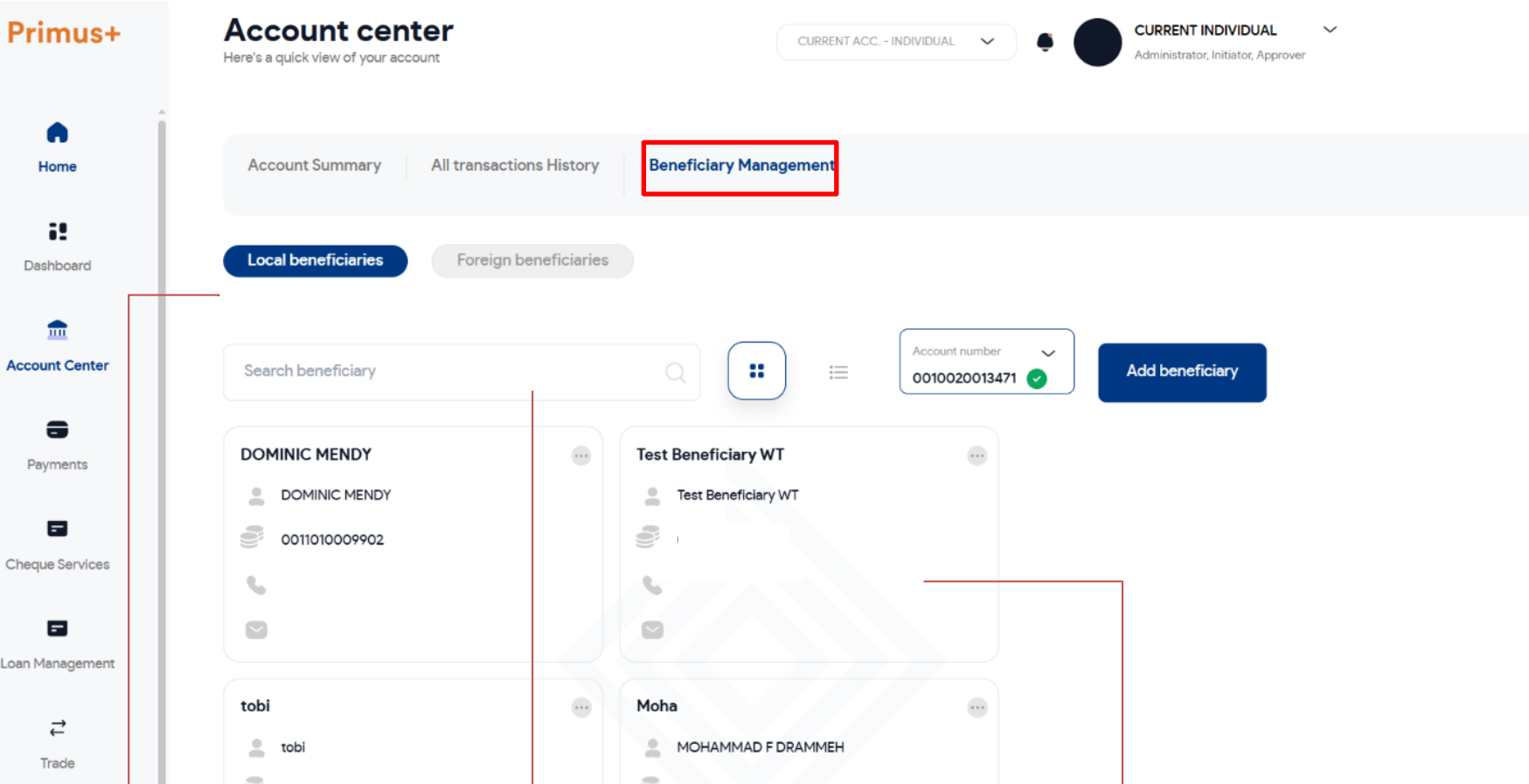
6



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

BENEFICIARY MANAGEMENT

7



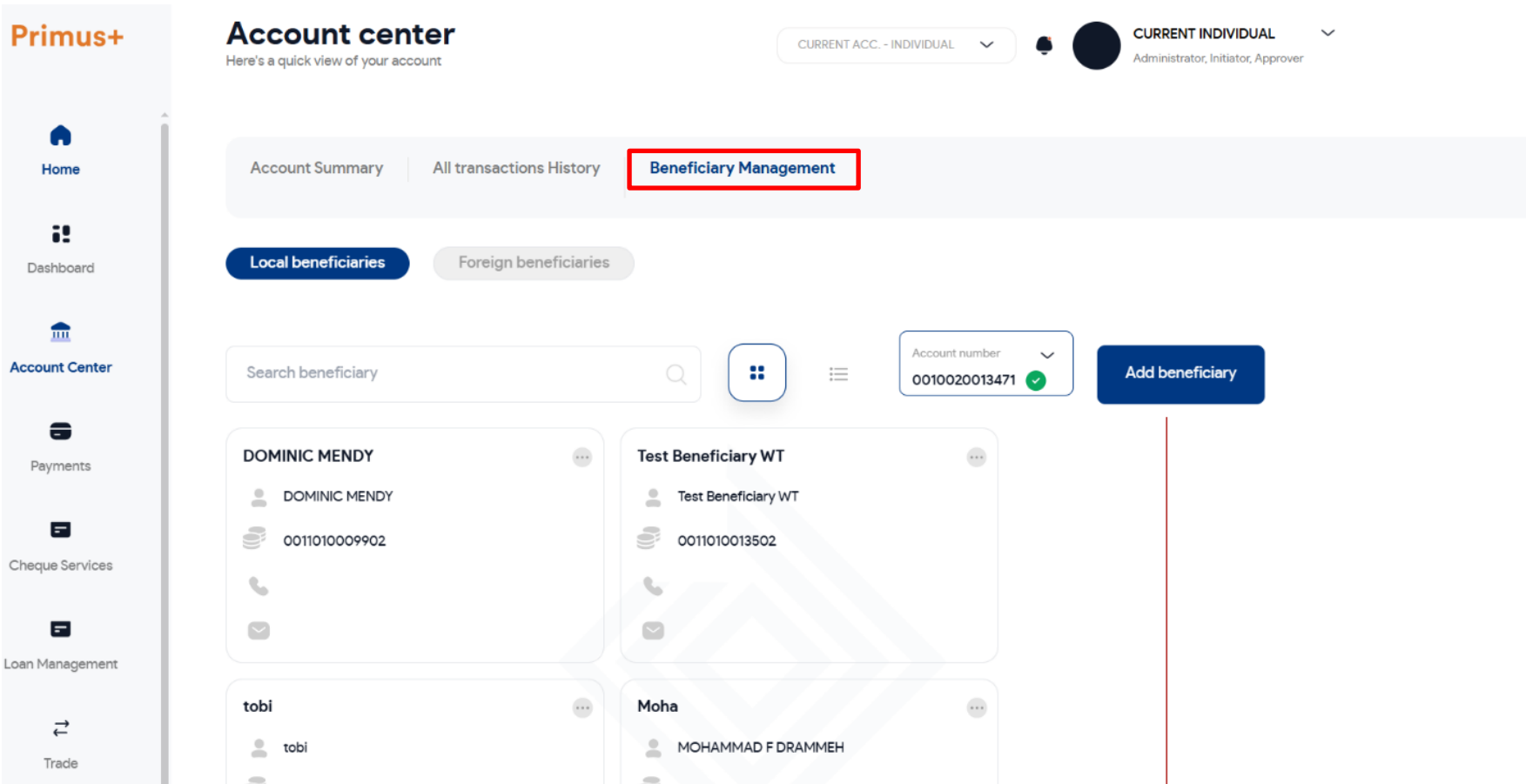
Select **Local/Foreign Beneficiaries** to view or add beneficiaries

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

View beneficiaries in list/grid form

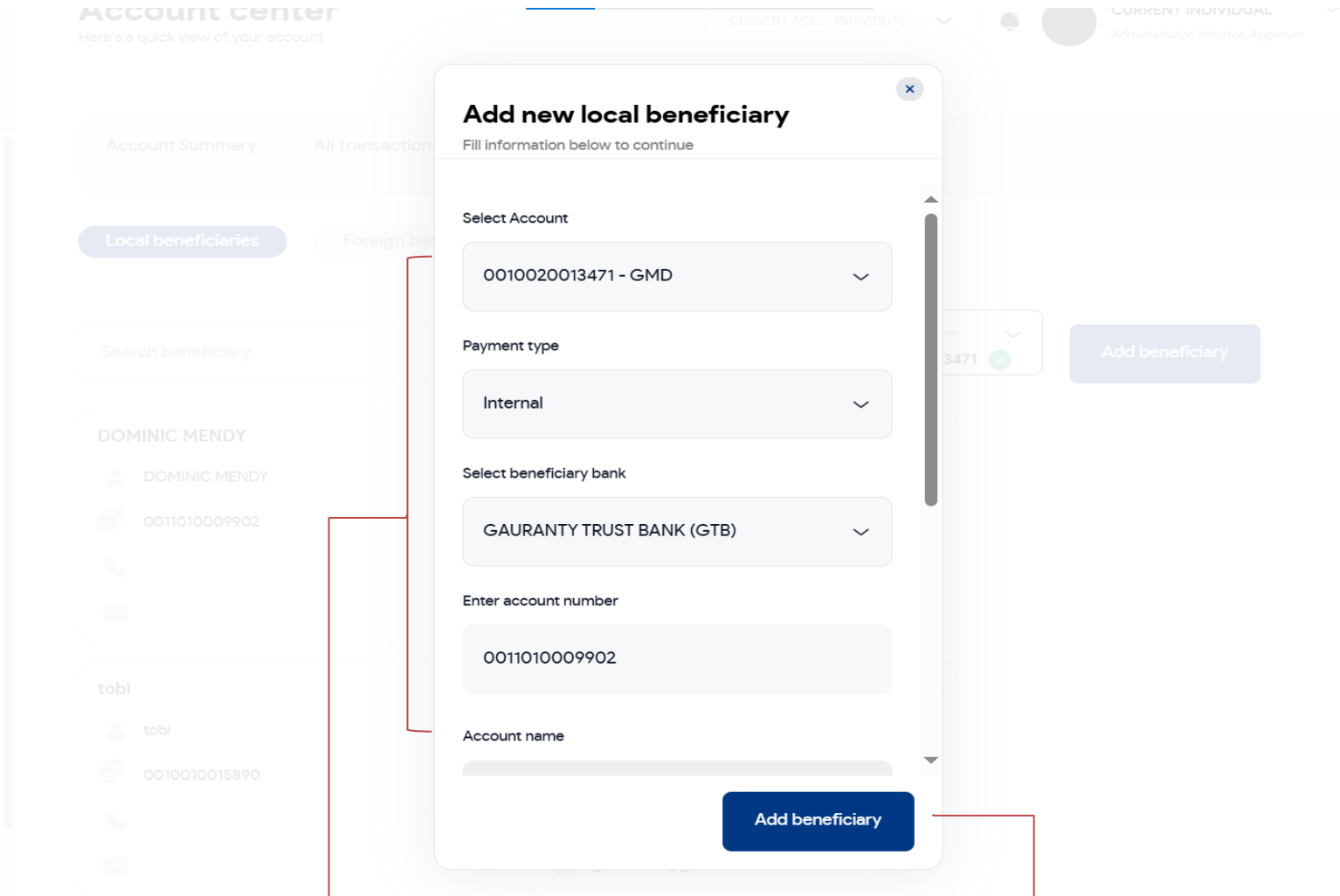
ADDING LOCAL/FOREIGN BENEFICIARIES

8



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

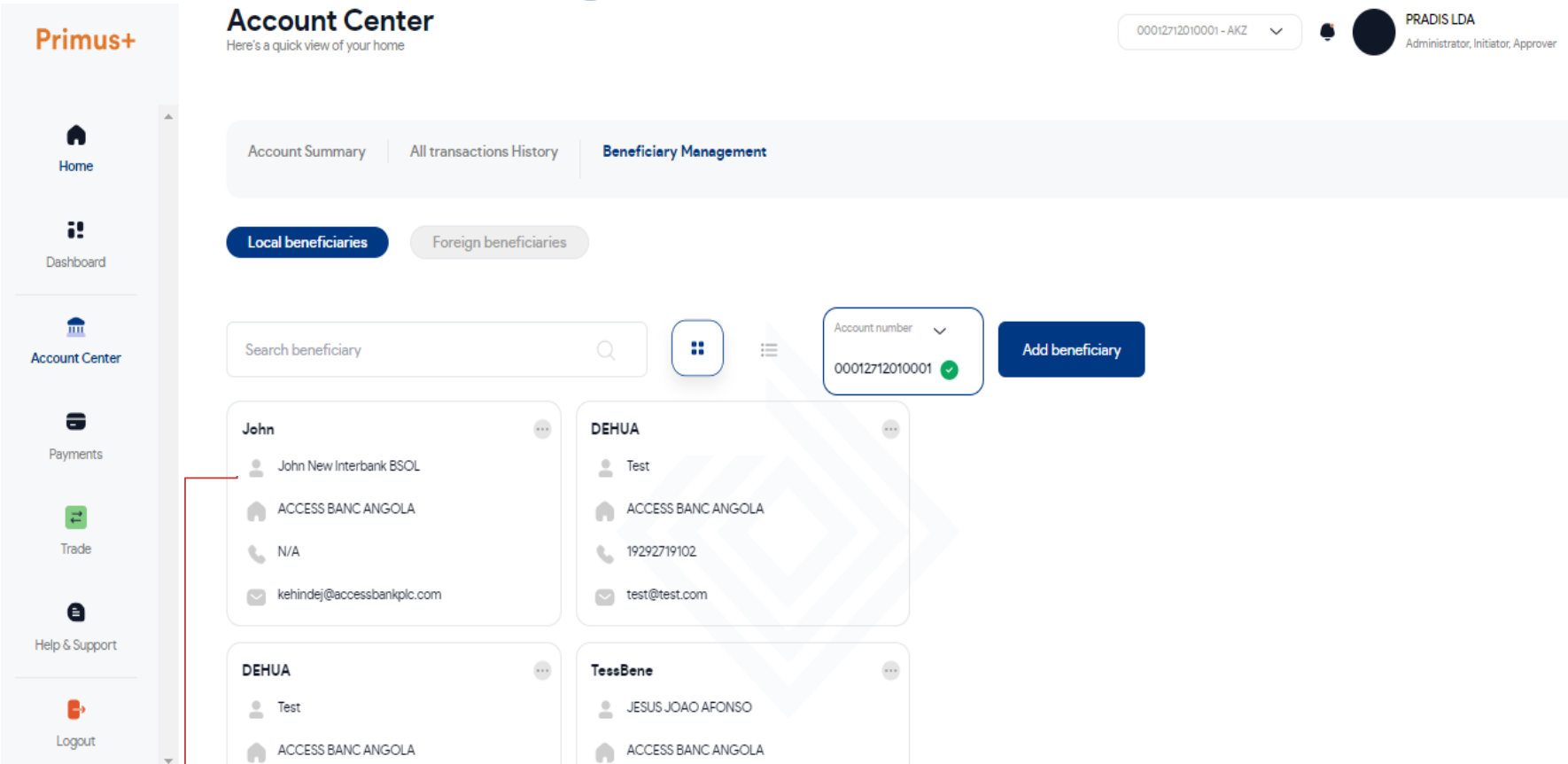
9



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

1

PRIMUS+

Home

Dashboard

Account Center

Payments

Cheque Services

Loan Management

Home

Here's a quick view of your home

JUDE CHUKWUEBUKA IKE

CURRENT INDIVIDUAL

Administrator, Initiator, Approver

Accounts

0010020013471

Current

View relationship details

0011010009505

Current

View relationship details

0011060004570

Current

View relationship details

Quick menu

Account center

View your account & balances, access account statements & manage beneficiaries

Payments

Make single & bulk payments, in both local & foreign currency

Help & support

Access our support team, FAQs and other help guides

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

INITIATING LOCAL PAYMENTS

2

Primus+

Payments

Explore the payment options we offer

JUDE CHUKWUEBUKA IKE

CURRENT INDIVIDUAL

Administrator, Initiator, Approver

Local Transfers

International Transfers

Government Payments

Bill Payments

Airtime Payments

Payments Report

Bulk Payment

Approve payment

Payment source

Select account to continue

Pay using

ACH

Transfer currency

Sender Address

Beneficiary bank

Select currency

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

PRIMUSPLUS USER GUIDE | 19

INITIATING LOCAL TRANSFERS

3

Primus+

Home

Dashboard

Account Center

Payments

Cheque Services

Loan Management

Beneficiary bank

Select charges

SHA - Sender bank Charges are borne by sender and beneficiary-be

Amount

2000

Beneficiary account number

Beneficiary name

Michael Ihim

Beneficiary Address

Narration

Test

Beneficiary mobile number (optional)

Enter mobile number

Enter email address (optional)

Supporting document (optional)

Value date

16/05/2025

Add as beneficiary

Send credit advice

Submit for review

1. Fill in the required payment and beneficiary details.
2. Click on **Submit for review** to proceed.

4

FBN BANK GAMBIA LIMITED

Amount

2000

Beneficiary Address

Gambia

Enter email address (optional)

Enter email address

Add as beneficiary

Send credit advice

Initiate request?

Please confirm these information before you initiate the request.

Beneficiary name: Michael Ihim

Beneficiary bank: FBN BANK GAMBIA LIMITED

Beneficiary Account number: 123456789

Payment type: ACH

Source account name: JUDE CHUKWUEBUKA IKE

Source account number: 001

Narration: Test

Cancel

Submit

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

5

Local Transfers

International Transfers

Government Payments

Bill Payments

Airtime Payments

Payments Report

Bulk Payments

Approve payment

Payment source

Select account to continue

0010020013471 - GMD

Payment type

ACH

Transfer initiated successfully

The transfers initiated to your beneficiaries is now successful

Close

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

INITIATING INT. PAYMENTS (SWIFT)

6

Primus+

Local Transfers

International Transfers

Government Payments

Bill Payments

Airtime Payments

Payments Report

Bulk Payment

Approve payment

SWIFT

FX Buy & Sell

Payment source

Select account to continue

USD - USD

Transaction Currency

United States Dollar

Charge account

USD - USD

Beneficiary Country

United Arab Emirates

Beneficiary Bank

ABU DHABI COMMERCIAL BANK

Beneficiary Account Number

192

Beneficiary Name

TestBeneficiary

Amount

200

Swift Code

ADCBAA060

Sender Address

Intermediary Bank Swift Code

Sort Code

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

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

8

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

9

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

FX BUY AND SELL TRANSACTIONS

10

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

The screenshot shows the 'Payments' section of the Primus+ interface. The 'Destination account' is set to '- USD'. The 'Beneficiary name' is 'JUDE CHUKWUEBUKA IKE'. The 'Enter email address (optional)' field contains '100.com'. The 'Beneficiary mobile number (optional)' field is empty. The 'Narration' field contains 'Test'. The 'Value date' is '02/06/2025'. There are three checkboxes: 'Use negotiated rate code' (checked), 'Add as beneficiary' (unchecked), and 'Send credit advice' (unchecked). The 'Negotiated FX rate code' field is empty. The 'Submit for review' button is highlighted with a red line.

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.

12

The screenshot shows the 'Payments' section of the Primus+ interface. The 'Initiate request?' popup is displayed, asking for confirmation of the information before initiating the request. The popup contains the following information: Beneficiary account number: 100, Beneficiary name: TestBenefici, Source account name: JUDE CHUKWUEBUKA IKE, Source account number: 100, Amount: 35.00, Charges: 100, Narration: Test. The 'Submit' button is highlighted with a red line.

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

13

explore the payment options we offer

The screenshot shows the 'Payments' section of the Primus+ interface. The 'Transfer initiated successfully' popup is displayed, indicating that the transfers initiated to the beneficiaries are now successful. The popup contains the following information: 'Transfer initiated successfully', 'The transfers initiated to your beneficiaries is now successful', and a 'Close' button. The 'Close' button is highlighted with a red line.

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

INITIATING GOVERNMENT PAYMENTS

14

The screenshot shows the 'Payments' section of the Primus+ interface. The 'Government Payments' tab is selected. The 'Government payments' form is displayed, showing the 'Select source account' dropdown, 'Assessment number' field, 'Tax payer name' field, 'Tax Amount' field, and 'Narration' field. The 'Submit for review' button is highlighted with a red line.

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: 4

Tax amount: 1200

Tax payer name: ROHEY JOHN

Source account name: JUDE CHUKWUEBUKA IKE

Source account number:

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](#)

Click **Close** on the success notification displayed

INITIATING BILL PAYMENTS

17

Payments

Explore the payment options we offer

Select subsidiary

Bill Payments

Payment source

Select source account

Meter number

Amount

Biller

Beneficiary number

Beneficiary name

[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:

Amount:

Fee:

VAT:

[Cancel](#) [Submit](#)

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

19

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

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

20

BANK TO WALLET PAYMENTS

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

Narration

Repayment

Beneficiary Mobile Number

Email Address

ftieg

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.

21

Primus+

Home

Dashboard

Account Center

Payments

Help & Support

Amount

2000

Beneficiary Address

DAR ES SALAAM

Email Address (optional)

mtiengo@gmail.com

Add as beneficiary

Submit for review

Initiate request?

Please confirm these information before you initiate the request.

Beneficiary Name: **FATUMA SWAI**

Recipient Institution: **Vodacom Tanzania PLC**

Beneficiary Account number:

Payment Type: **BankToWallet**

Source Account Name: **Fahari Savings Account**

Source Account Number:

Narration: **Repayment**

Amount: **TZS 2000**

Charges: **TZS 600.**

Cancel

Submit

Beneficiary Name

FATUMA SWAI

Beneficiary Mobile Number

255756465519

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

22

Primus+

Home

Dashboard

Account Center

Payments

Help & Support

Amount

TZS100.00

Beneficiary Phone Number

Enter phone number

Beneficiary Address

Enter Beneficiary Address

Email Address (optional)

mtiengo@gmail.com

Add as beneficiary

Submit for review

Transfer initiated successfully

The transfers initiated to your beneficiaries is now successful

Close

Beneficiary Name

FATUMA SWAI

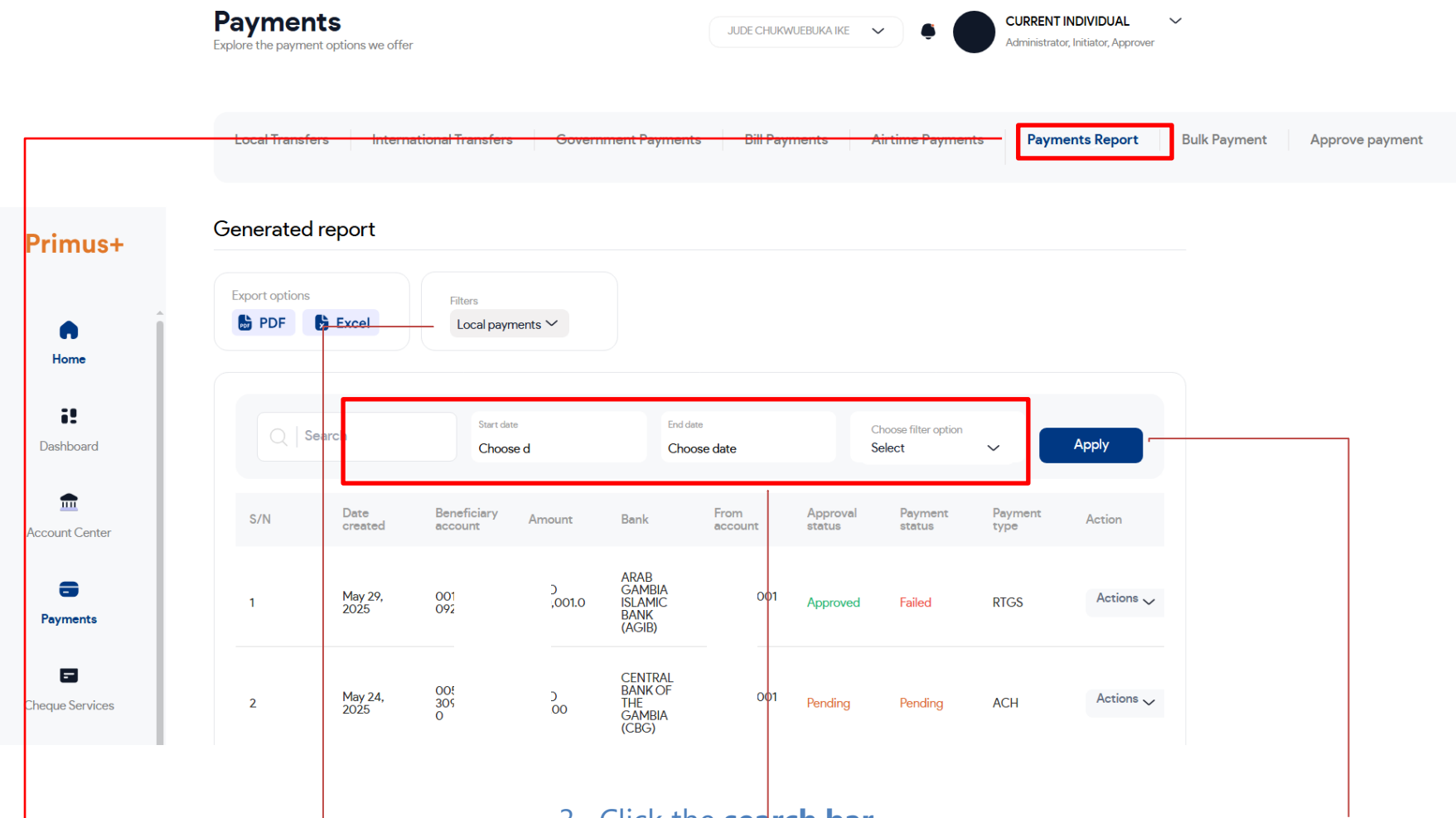
Beneficiary Mobile Number

255756465519

Click **Close** on the success notification displayed

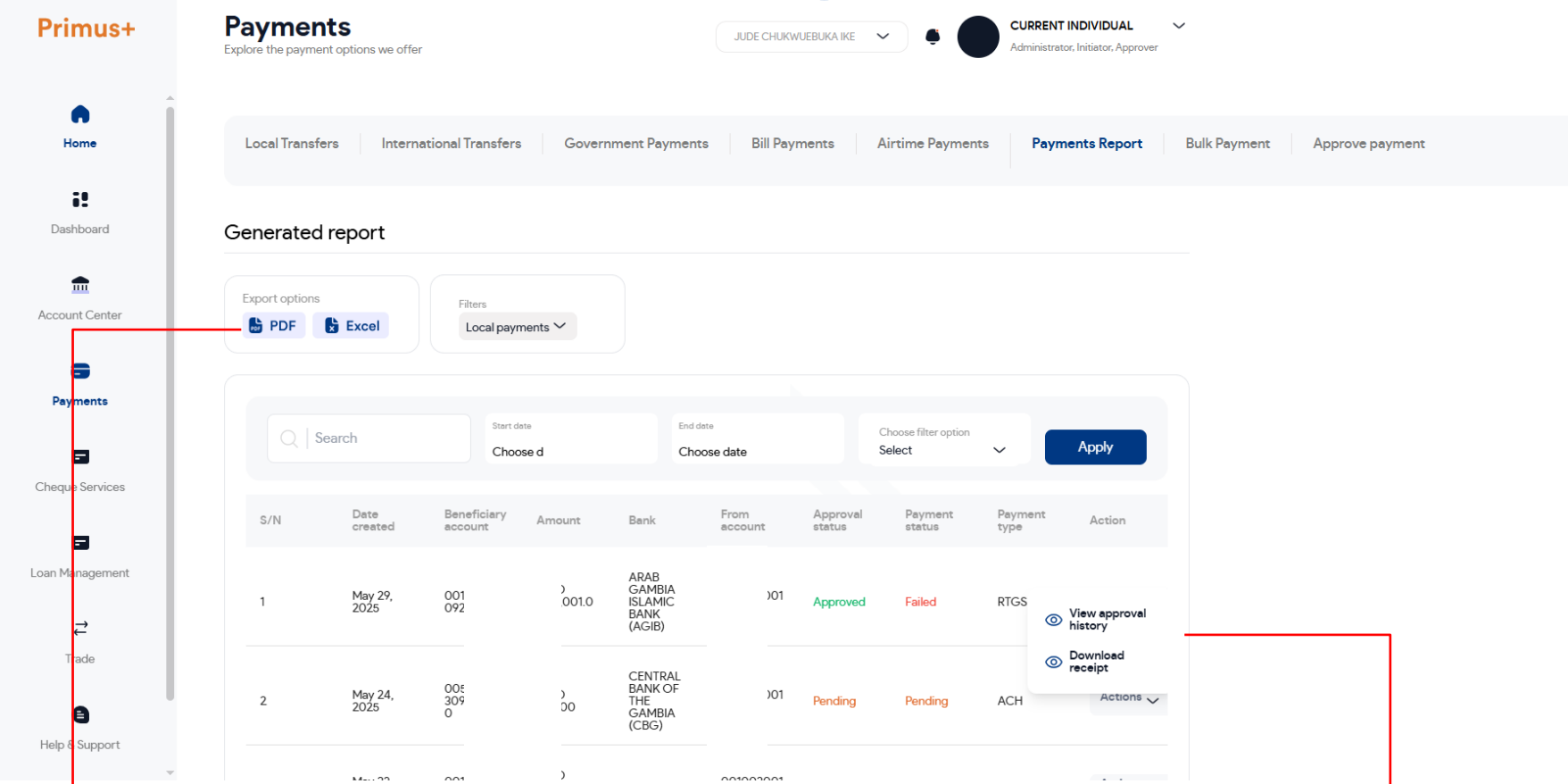
VIEWING PAYMENT REPORTS

23



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**.
5. Select a transaction type
6. Click **Apply** after entering all filter values. The relevant transactions will be displayed.

24

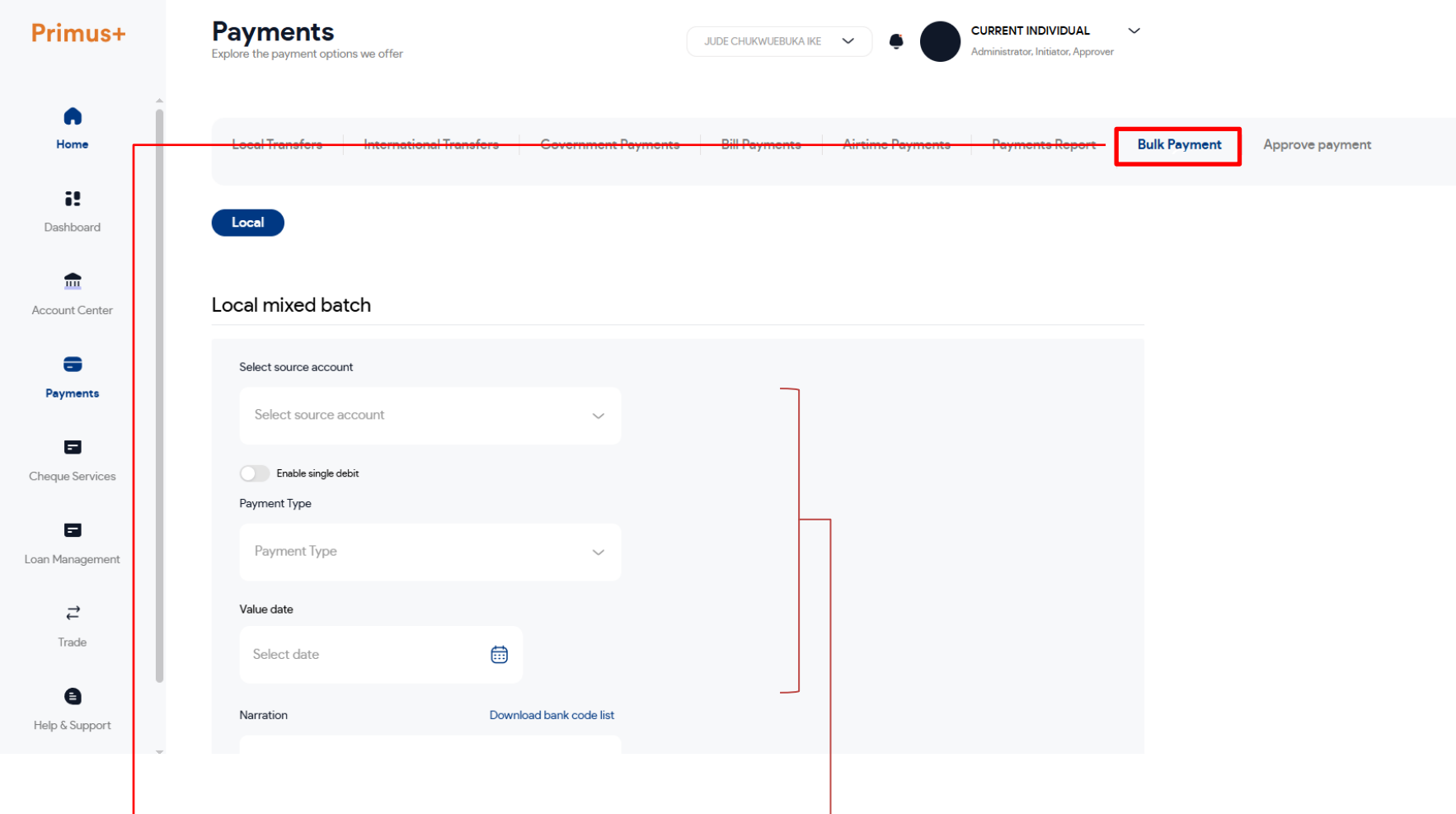


Click on **PDF/Excel** to export your payment report in any of these formats.

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

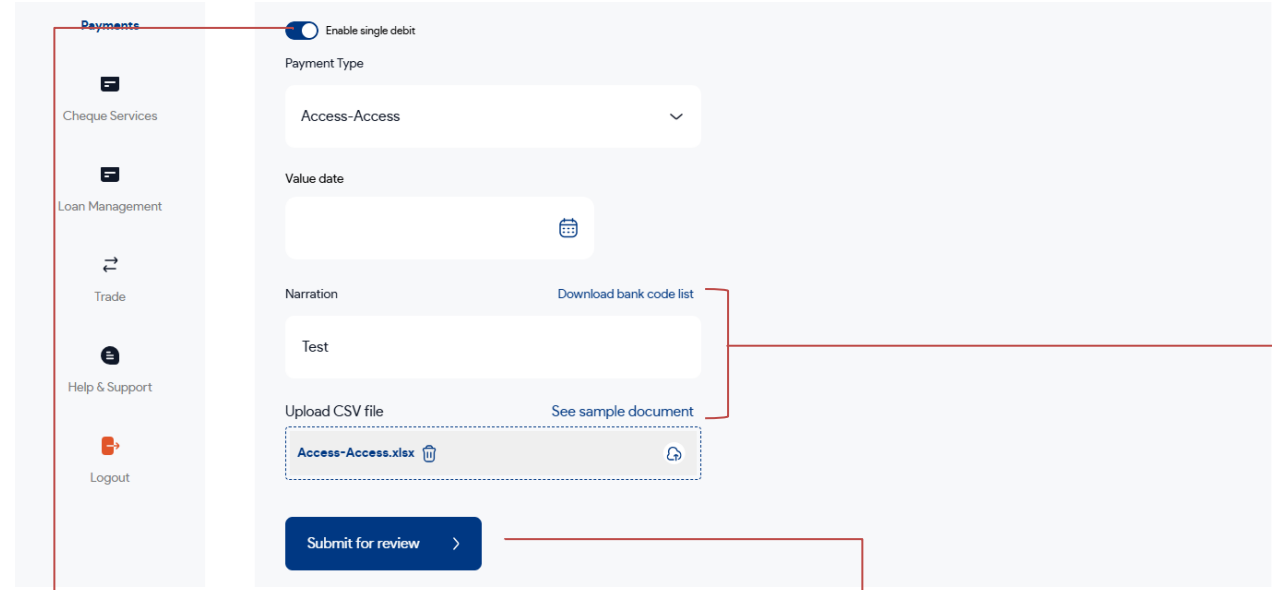
INITIATING BULK PAYMENTS

25



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

26



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.

27

Local mixed batch

Select source account

0010020013471 - GMD

Enable single debit

S/N	Date uploaded	Batch No	Debit Account	Transactions count	Amount	Valid entries	Invalid entries	Total Charges
1	Jun 03, 2025	172202	00100471	3	13	3	0	

Payment Type

Access - Access

Value date

05/06/2025

1 Entries 5

Initiate valid entries only

Cancel

Narration

Download bank code list

Test

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

28

Local mixed batch

Select source account

0010020013471 - GMD

Enable single debit

Payment Type

Access - Access

Value date

Select date

Narration

Test

Download CSV file



Download bank code list

Save account information



Batch transaction initiated successfully

Your batch transaction is now successful

Close

Click **Close** on the success notification displayed

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Primus+

Payments

Explore the payment options we offer

JUDE CHUKWUEBUKA IKE

CURRENT INDIVIDUAL

Administrator, Initiator, Approver

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

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

Single payments

Local payments awaiting approval

Search

Start date Choose date End date Choose date Choose filter option Select Apply

Select all	Date Created	Payment Type	Sender Name	From Account	Beneficiary Name	Beneficiary Account	Narration	Amount	Approval Status	Pi	St
<input type="checkbox"/>	May 24, 2025	ACH	JUDE CHUKWUEBUKA IKE	001134	Rohey John	0013010	testing	100	Pending	Pi	St
<input type="checkbox"/>	May 23, 2025	RTGS	JUDE CHUKWUEBUKA IKE	001134	Jose Junior	00109	test	100.0	Pending	Pi	St
<input type="checkbox"/>	May 23, 2025	ACH	JUDE CHUKWUEBUKA IKE	001134	Jose Junior	00109	test	100.0	Pending	Pi	St

1. Click on **Approve Payment**

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

3. Switch between different type of payments here.

30

Primus+

Payments

Explore the payment options we offer

JUDE CHUKWUEBUKA IKE

CURRENT INDIVIDUAL

Administrator, Initiator, Approver

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

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

Single payments

Local payments awaiting approval

Search

Start date Choose date End date Choose date Choose filter option Select Apply

Payment Type	Sender Name	From Account	Beneficiary Name	Beneficiary Account	Narration	Amount	Approval Status	Payment Status	Action
RTGS	JUDE CHUKWUEBUKA IKE	001134	Jose Junior	001092	test	100.0	Pending	Pending	Approve Decline
RTGS	JUDE CHUKWUEBUKA IKE	001134	Test Beneficiary	001360	test	100.0	Pending	Pending	Approve Decline
ACH	JUDE CHUKWUEBUKA IKE	001134	Jose Junior	00720001	test	100.0	Pending	Pending	Actions

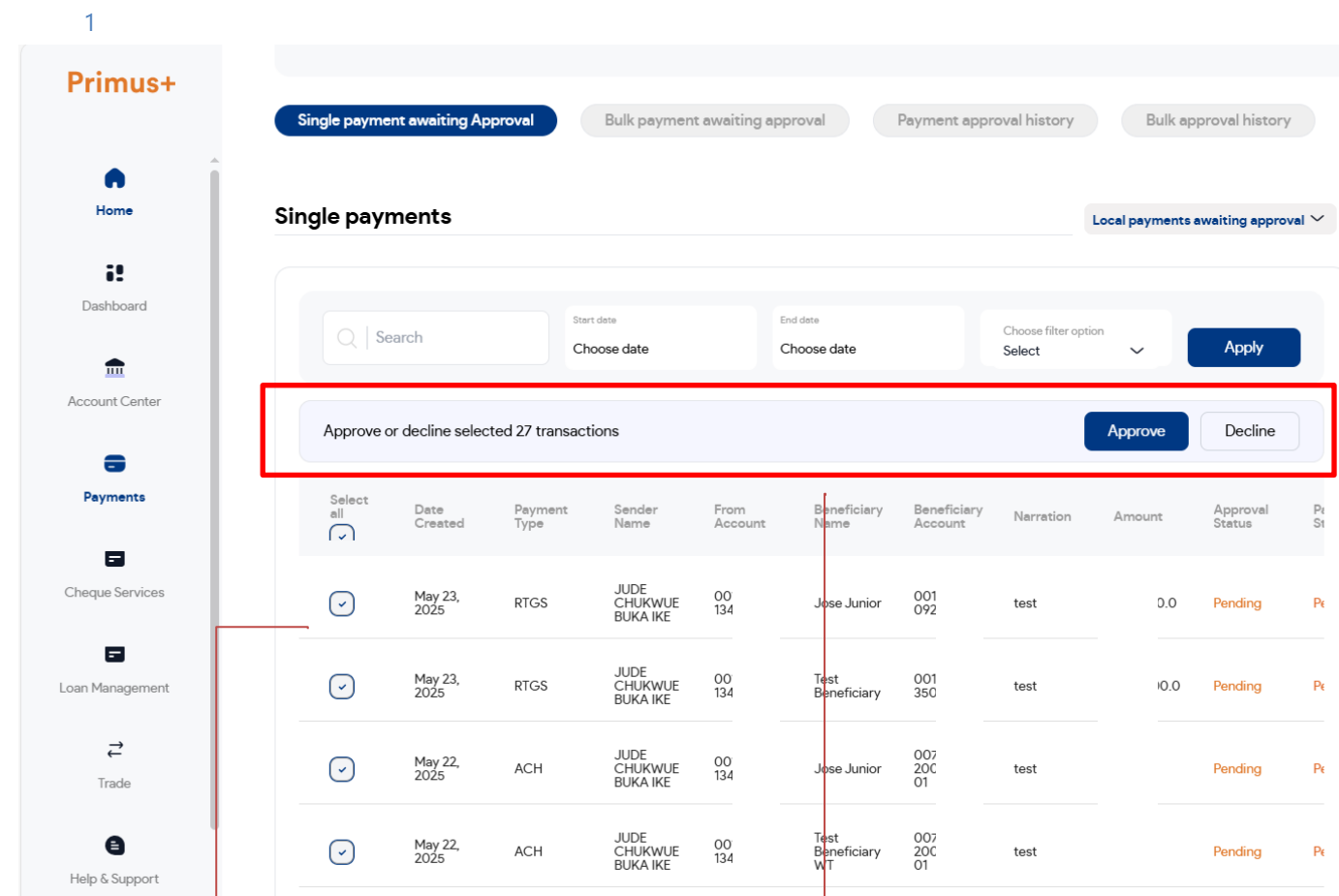
1. Use the search bar to find payment approvals by account number.

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

3. Click **Apply** to proceed.

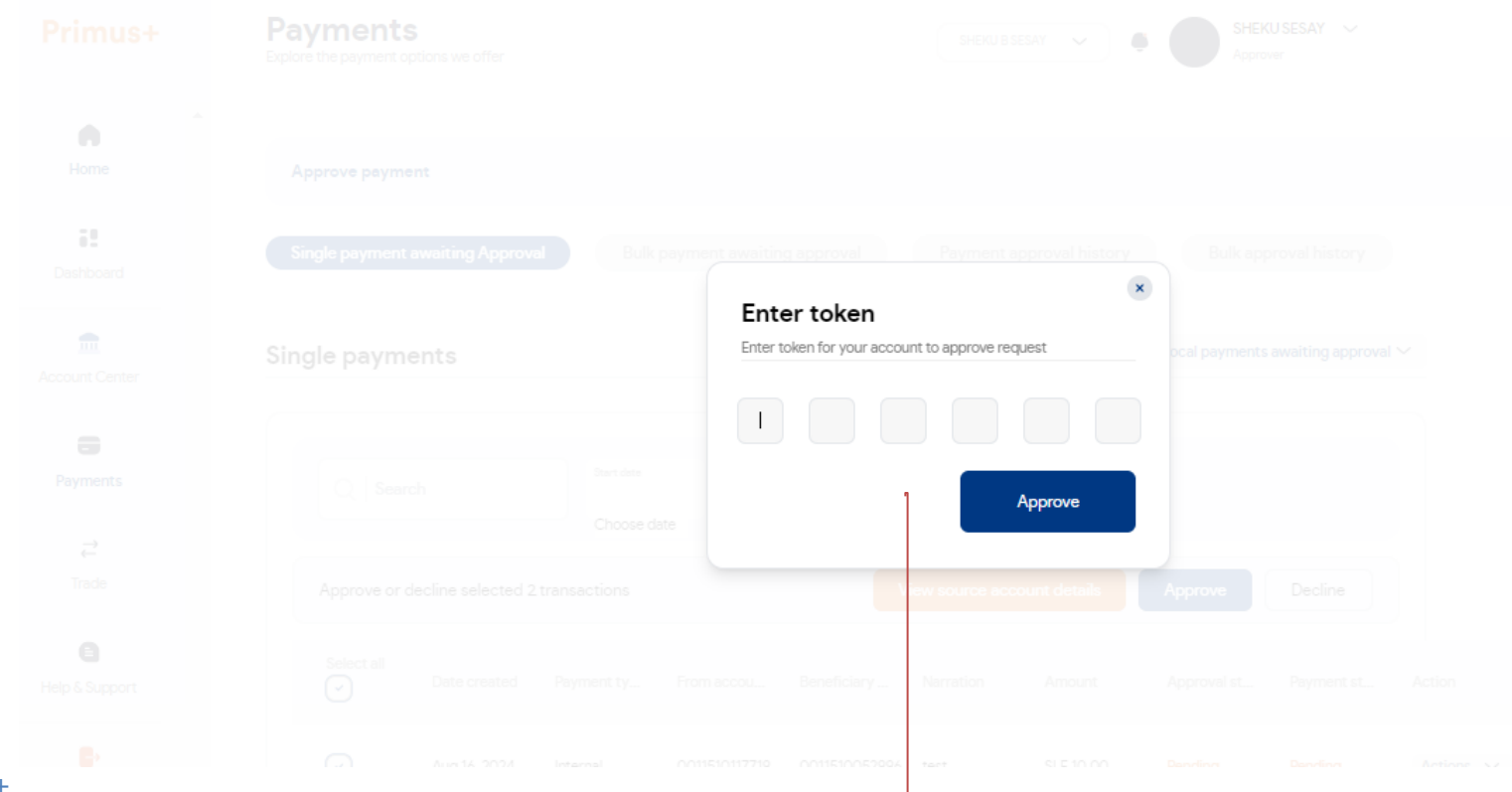
4. You can also click the **Actions** dropdown to view, approve, or decline a single transaction

31

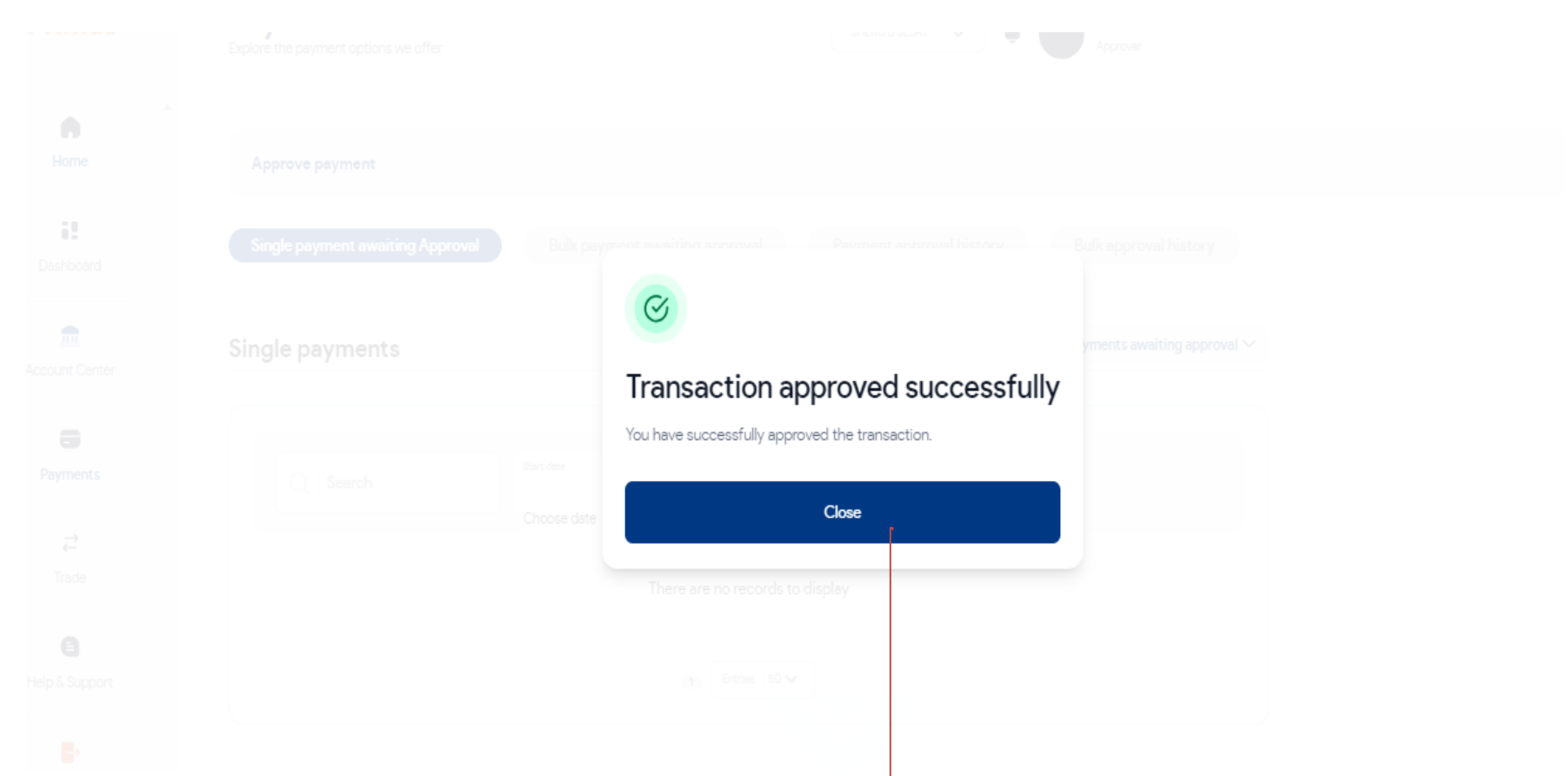


2. Click **Approve** or **Decline** to approve or decline selected transactions.

32

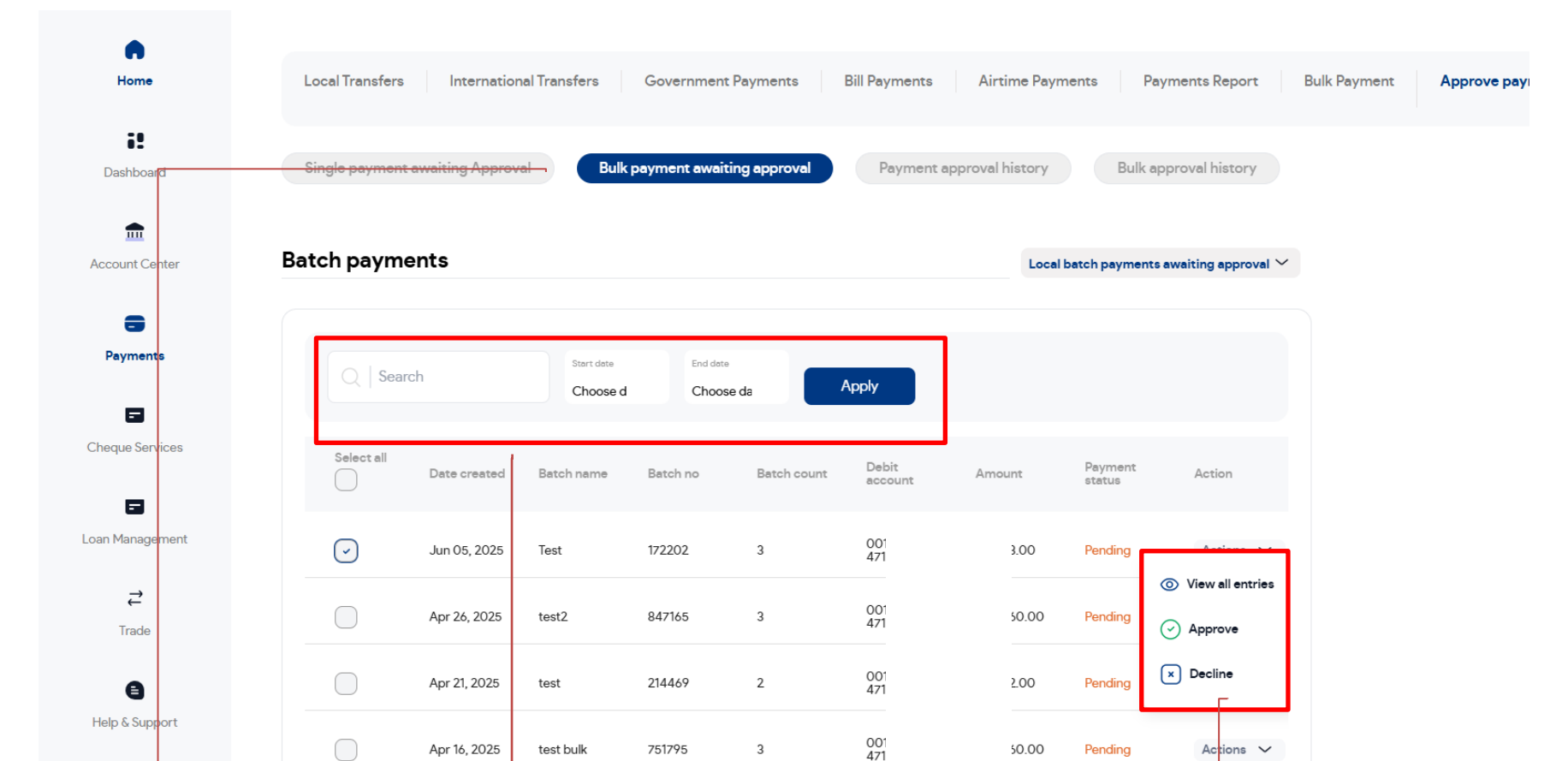


33



APPROVING BULK PAYMENTS (APPROVER)

34



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

Single payment awaiting Approval | **Bulk payment awaiting approval** | Payment approval history | Bulk approval history

Batch payments Local batch payments awaiting approval

Search | Start date: Choose d | End date: Choose ds | Apply

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.

36

Batch payments Local batch payments awaiting approval

Search | Start date: Choose d | End date: Choose ds | Apply

Approve or decline selected 3 transactions | Approve | Decline

Enter token
Enter token for your account to approve request

Approve

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

37

Approve payment

Single payment awaiting Approval | **Bulk payment awaiting approval** | Payment approval history | Bulk approval history

Batch payments Local batch payments awaiting approval

Search | Start date: Choose d | End date: Choose ds | Apply

Transaction approved successfully
You have successfully approved the transaction.

Close

There are no records to display

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

PAYMENT APPROVAL HISTORY (APPROVER)

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Primus+

Payments
Explore the payment options we offer

JUDE CHUKWUEBUKA IKE | CURRENT INDIVIDUAL | Administrator, Initiator, Approver

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

Single payment awaiting Approval | Bulk payment awaiting approval | **Payment approval history** | Bulk approval history

Payment approval history Local payments approved

Total payment approved: 75

Search | Start date: Choose d | End date: Choose date | Choose filter option: Select | Apply

S/N	Date created	Beneficiary account	Beneficiary Name	Bank	From account	Sender Name	Amount	Approval status	Payment status	Paym type
1	May 28, 2025	00 09	Jessica	AF G/SL BA (A)	001 134:	JUDE CHUKWUEBUKA IKE	201.0	Approved	Failed	RTG
2	May 22, 2025	00 20	Rohey	CE BA TH	001 134:	JUDE CHUKWUEBUKA IKE	...	Approved	Failed	ACH

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.

Primus+

Home

Dashboard

Account Center

Payments

Cheque Services

Loan Management

Trade

Help & Support

Payments

Explore the payment options we offer

JUDE CHUKWUEBUKA IKE

CURRENT INDIVIDUAL

Administrator, Initiator, Approver

Local Transfers

International Transfers

Government Payments

Bill Payments

Airtime Payments

Payments Report

Bulk Payment

Approve payment

Single payment awaiting Approval

Bulk payment awaiting approval

Payment approval history

Bulk approval history

Batch payments

Local batch payments approved

Q | Search

Start date

End date

Choose d

Choose ds

Apply

S/N	Date created	Batch name	Batch no	Batch count	Debit account	Amount	Action
1	May 10, 2025	test upload	184204	3	001	3.00	<div><div>View entries status</div><div>Download Entries</div></div>
2	Apr 24, 2025	test upload	763359	3	001	60.00	Actions
3	Apr 23, 2025	test	711145	3	001	60.00	Actions
4	Apr 23, 2025	test upload	15983	3	001	60.00	Actions

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.

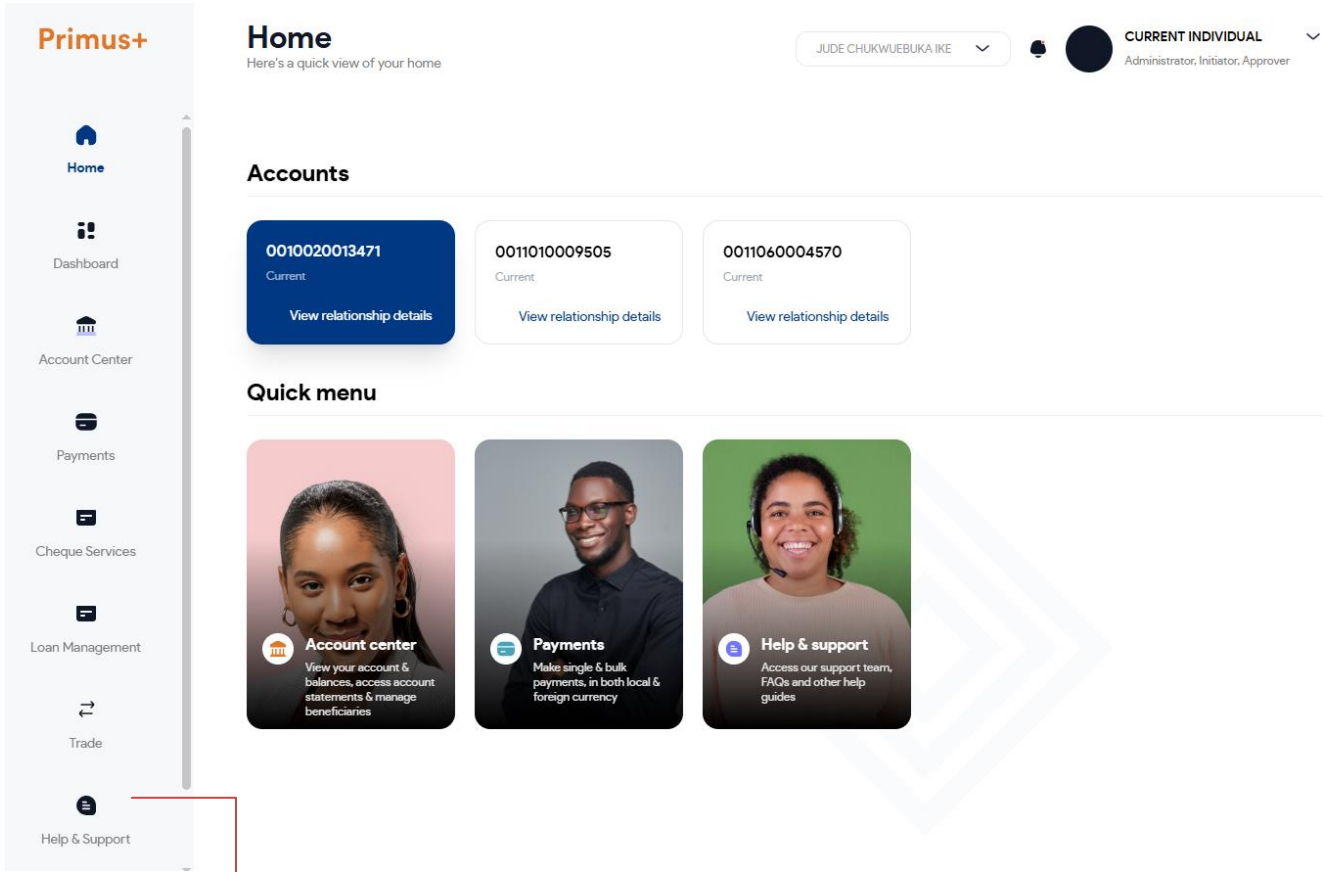
5. You can also click the **Actions** dropdown to view or download batch entries.

HELP AND SUPPORT



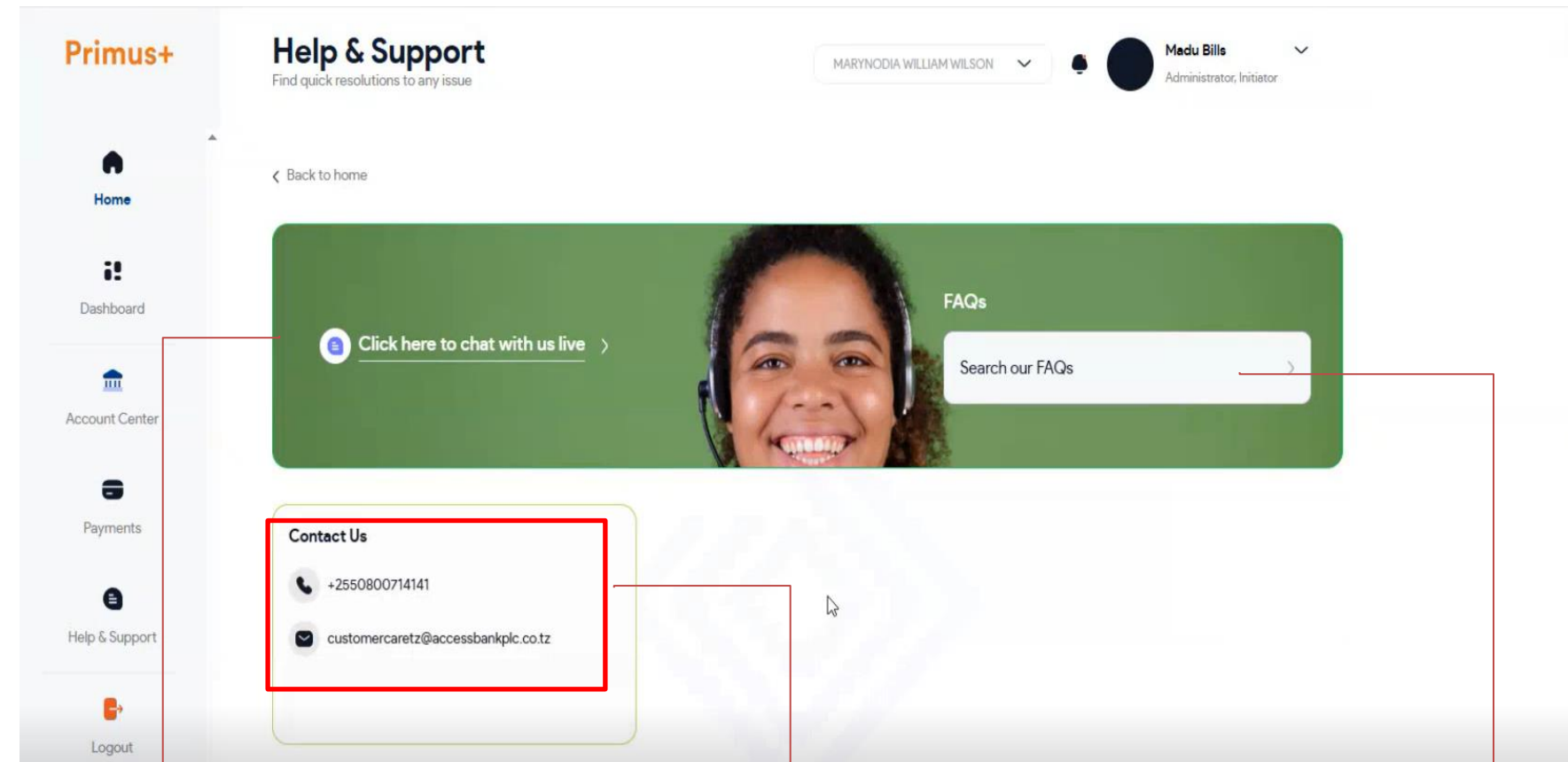
8.0 HELP AND SUPPORT

1



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

2



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.