## *How to do your online Social Security Returns!!*

Please note: *All your employees must have a social security number – if they do not have one or is not yet registered you can give them the following number (11111111) – The people at SSC will then know that the person is not yet registered and will do the registration. The registration form must still be completed and faxed to them.*

1. View Statutory Reports
2. Social Security Returns
3. SSC Electronic Return
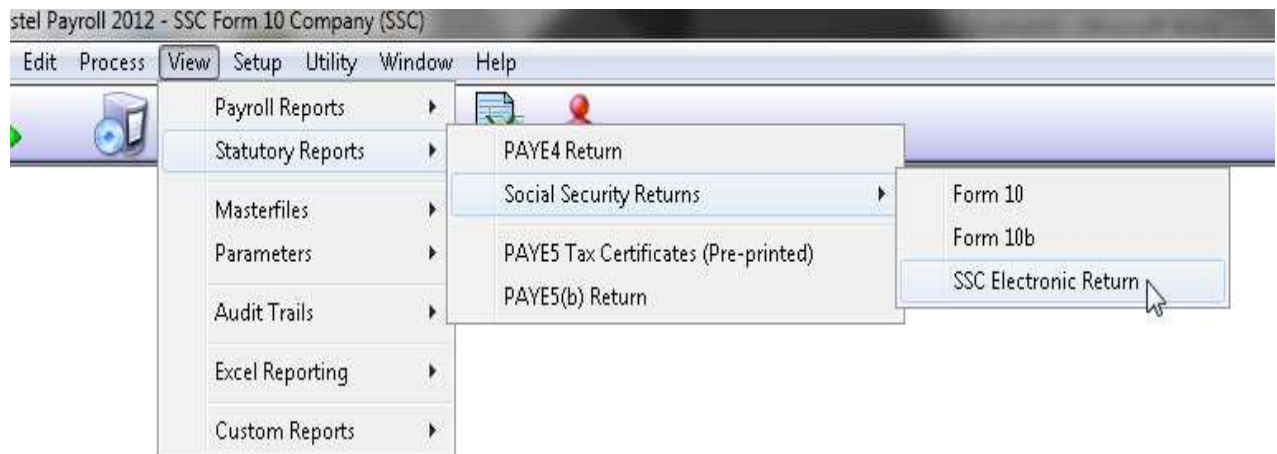
4. Select All Employees and click on OK
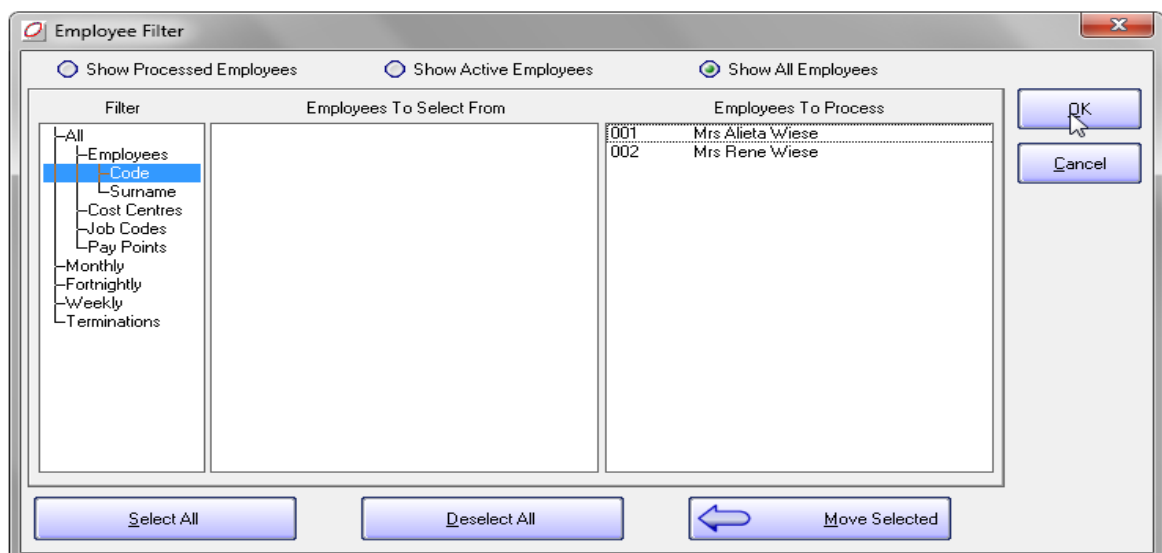
5. You need to enter information below into the next screen

Please Note you can do a test run or live run you must select

You can also choose where you want to save your file by selecting the drive and directory

6. *When you click on OK it will automatically open your Microsoft Outlook*

Payroll will save the file with your SSC number as file name in the directory you chose.

The payment can also be done electronically into the following bank account

Bank Windhoek
Acc Name: **Social Security Commission**
Acc No: **108 44 644 01**
Branch Code: **481 972**