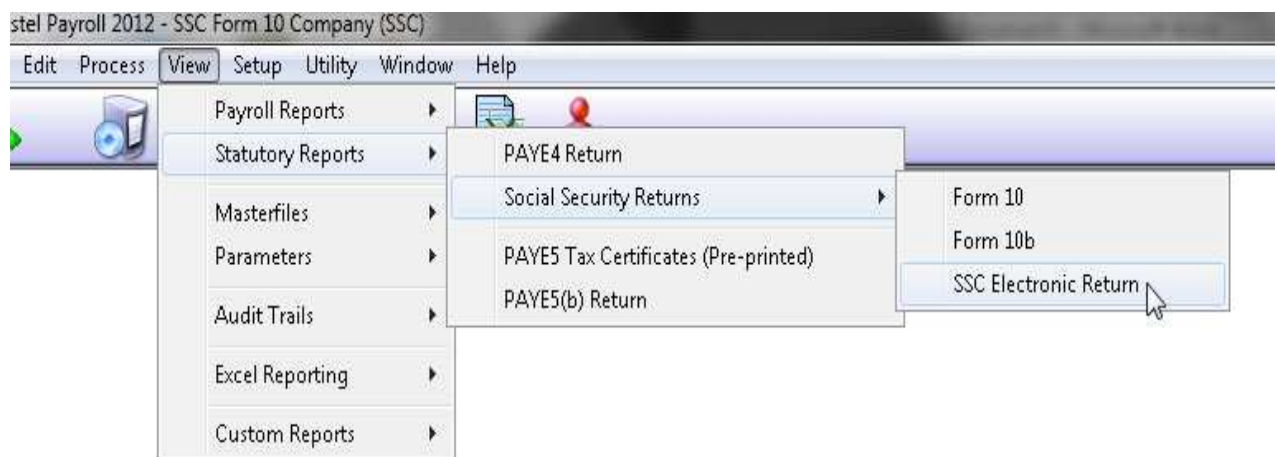


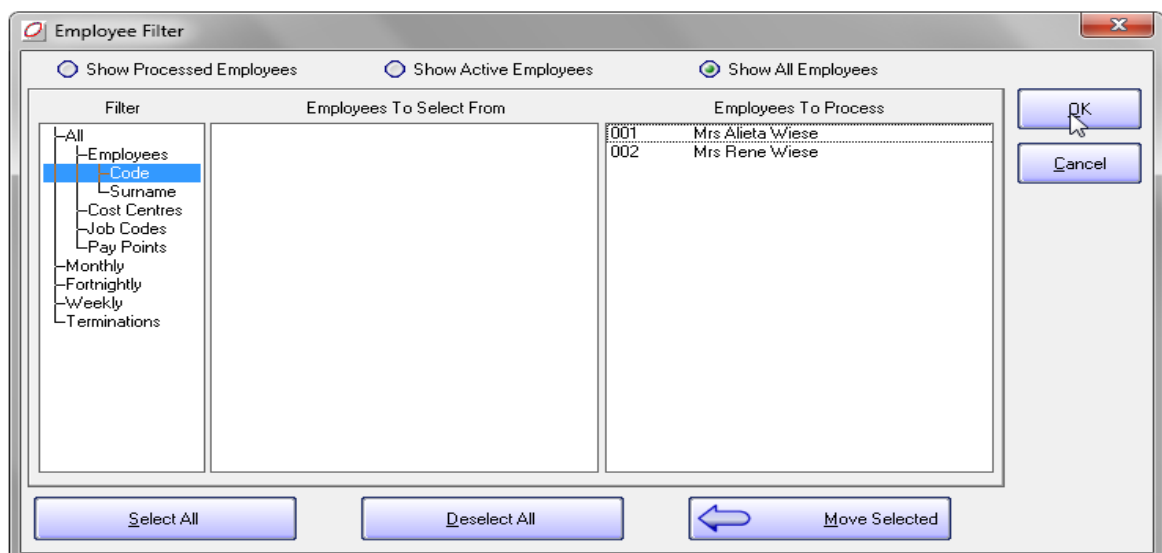
## How to do your online Social Security Returns!!

*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*

**Social Security Electronic Return - Sole Access Mode**

Creators Social Security Number: 30050980

Contact Person's Name: Alieta Wiese

Contact Telephone Number: 081124 5137

Contact E-mail Address: awiese@iway.na

File Number: 002

Declaration Status: LIVE

Select a Drive: n: [\valietawiese\wiese cons...]

Select a Directory: n:\  
PAYROL~1  
WCR2015  
WCRMONTH

Buttons: OK, Cancel, Filter

*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

**FILE MESSAGE INSERT OPTIONS FORMAT T**

Calibri (B) 11

**B I U** [Color] [Background Color]

To...: edi@ssc.org.na

Cc...

Subject: Form 10 Submission

Attached: 30050980002.F10 (9 KB)

**Regards,**

**Alieta Wiese**  
Business Partner - Sage Pastel Payroll & HR

C. +264 81 124 5137 | F. +264 61 272 179  
[awiese@iway.na](mailto:awiese@iway.na) | [www.pay.com.na](http://www.pay.com.na)

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*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**