

Once you have signed up to the Electronic Payment Collection and have received your logon details and password from us you can follow these simple steps to pay pension contributions on line to CWPS for your employees.

Step 1 Employer Log in



Logon to www.cwps.ie and click on the Employer Access tab and enter your User ID and Password

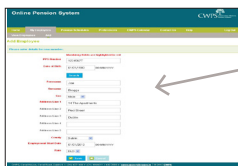


Or type in www.cwpsonline.ie and enter your User ID and Password supplied by CWPS.

STEP 2 Select the My Employees Tab



This tab will show you a list of your current employees registered in CWPS. If you need to add or remove an employee from your list of members you can do so in this screen.



You can edit details of existing members from this screen.

Step 3 Select the Pension Schedules tab



On this screen you can select the employees who you want to make contributions for and the number of weeks you want to pay for them in that month (depending on the number of weeks worked).

If an employee was out sick or at FÁS during that month you should also indicate this on this screen.

Click on the Submit to CWPS tab when you are ready to submit these details.

Details of payment will be sent to CWPS and a request will be sent to your bank to deduct the exact amount of the Pension Payment Schedule which you have just submitted.



Member No	Number of Weeks	Contribution	Weekly	Monthly
12345678	4	100.00	25.00	100.00
87654321	4	100.00	25.00	100.00

Allocation Summary

Member No	Number of Weeks	Contribution	Weekly	Monthly
12345678	4	100.00	25.00	100.00
87654321	4	100.00	25.00	100.00
Total	8	200.00	50.00	200.00

When funds have been requested from your bank you will receive an email advising that your receipt for this Pension Payment Schedule is available on your online account

An email will be sent to you the following month to let you know when the next month schedule is due and available for update.