USER GUIDE FOR ETF/EPF PAYMENTS PROCESS

For Neos Corporate users

Classification: Public

Table of contents

- How to Upload and authorize ETF file in ETF platform
    1. How to create the file
    2. How to upload the file
    3. How to authorize/ reject the file

- How to make ETF payment in Neos Corporate Platform
    1. How to enter the payment
    2. How to authorize/ reject the payment

- How to make EPF payment in Neos Corporate
    1. How to upload the file
    2. How to enter the payment
    3. How to authorize/ reject the payment

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How to upload & authorize ETF file in ETF platform

1. How to create the file

   - Fill all the relevant **“Member Details”, “Employer ETF No” (**eg; zone code, space, ETF Number
   - **A 023456)** and **“Contribution Period”**

   - Click on **“Create File”** button to generate the ETF Contribution text file.

2. How to upload the file

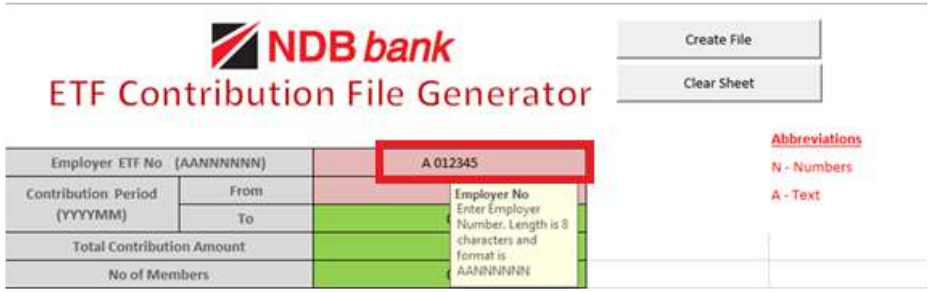
   - Select **“File Upload”** link appears under Main Menu.

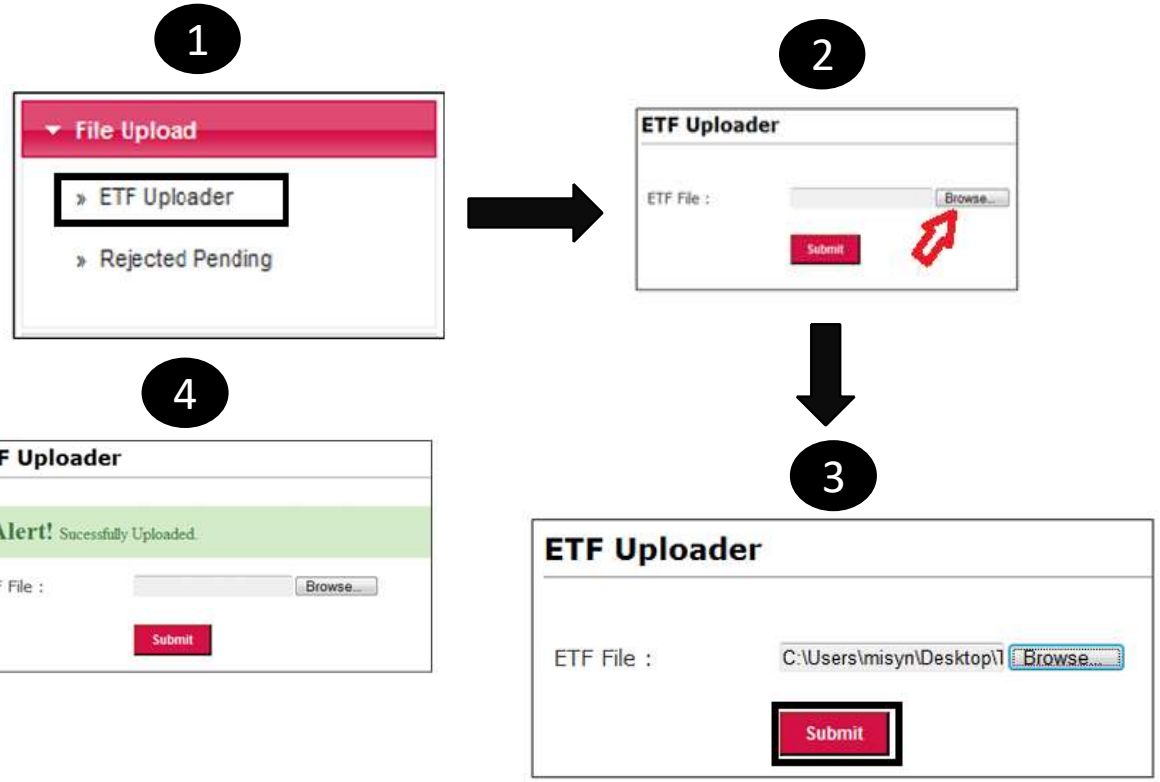
   - Click on **“ETF Uploader”** link under **“File Upload”.**

   - Click on **“Browse”** button and select the relevant ETF contribution text file to upload it to the system.

   - Click on “Submit” button.

   - Once the uploading process is completed, “Successfully Uploaded” message will display.





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3. How to authorize/ reject the file

- Click on **“Auth pending”** link under **“File Upload”.**

1



- Fill **“From Date”** & **“To Date”.**

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- Click on **“Submit”** button to get the relevant ETF Contribution Payment details.

- User can authorize or reject the pending transactions by clicking on **“AUTH” and “REJECT”** buttons.

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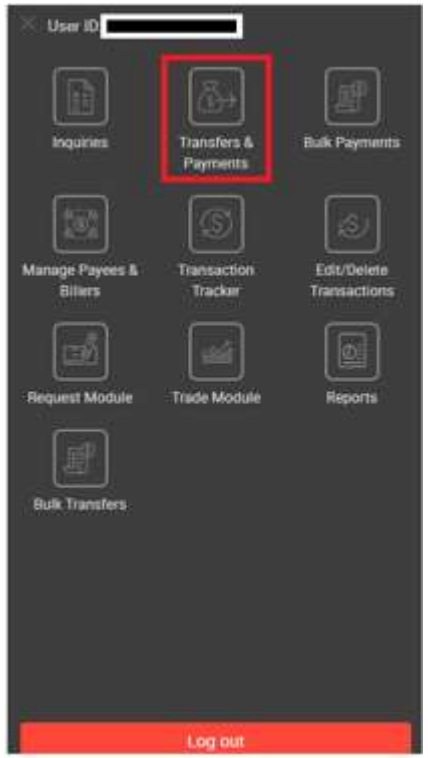


How to make ETF payment in Neos Corporate

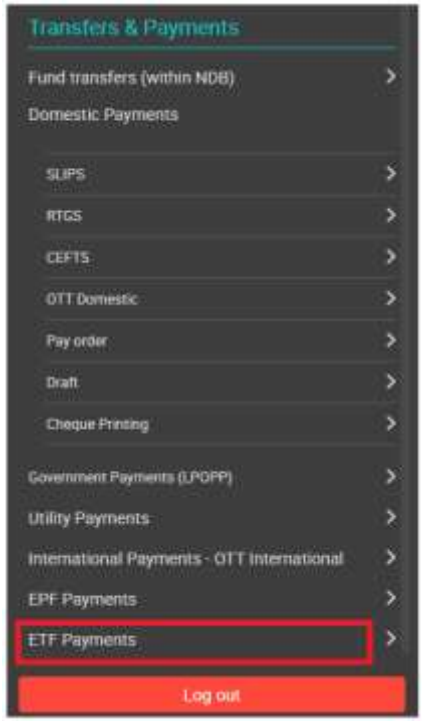
1. How to enter the payment

   - Select **“ETF payments”** under the transfers & payment option.
   - Fill **"Payment details"** as per the given instructions.
   - Click **“proceed”** button to complete the payment.

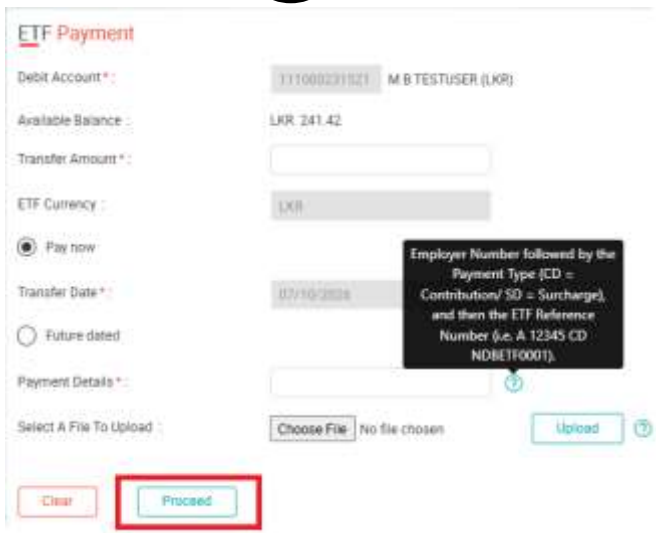
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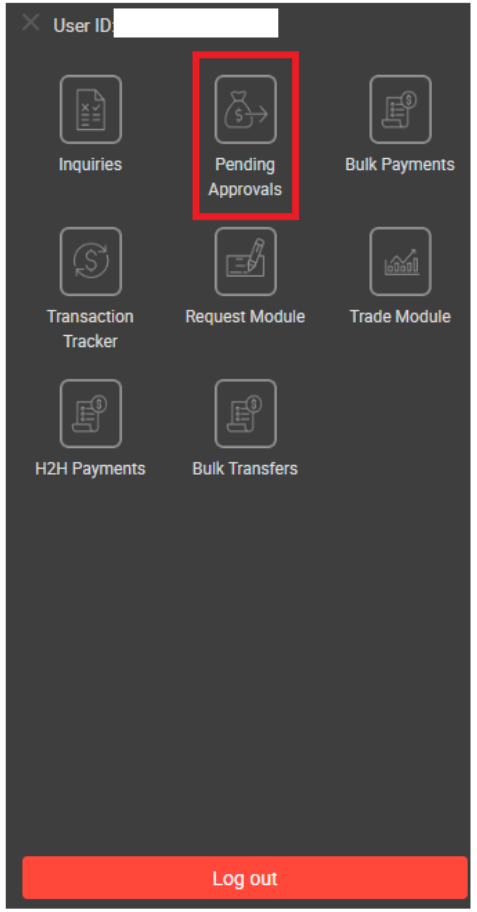


2. How to authorize/ reject the payment

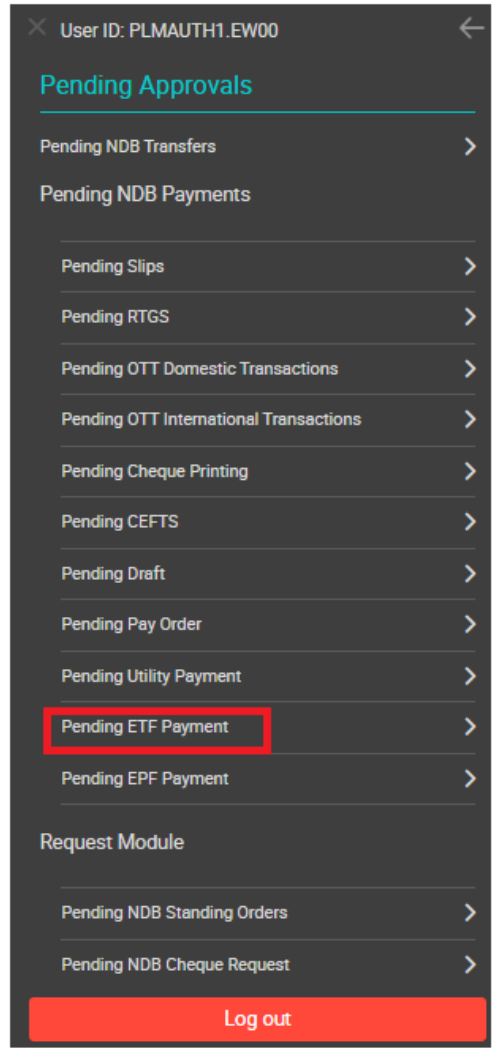
- Select **“Pending ETF payments”** under the Pending approvals option.

▪After verifying the payment details, click **“Authorize / Reject”** options.

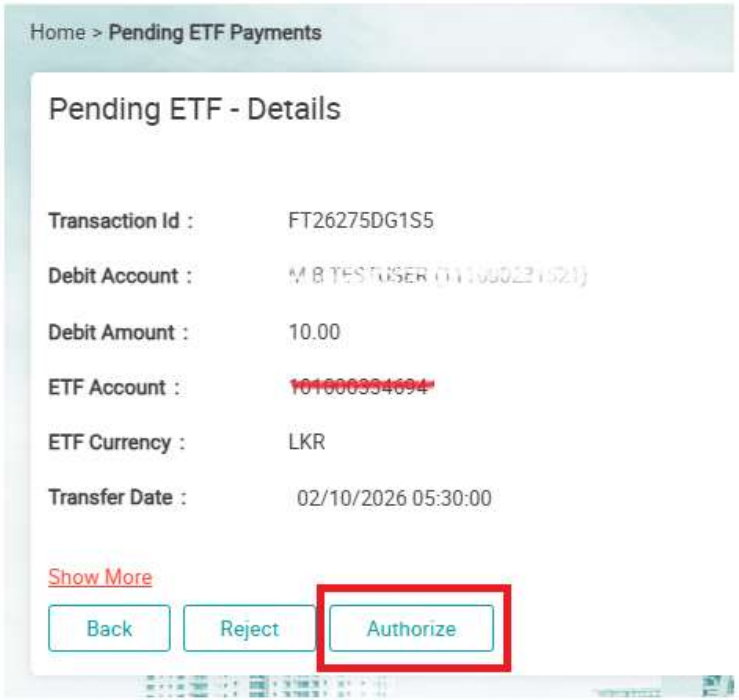
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How to make EPF payment in Neos Corporate

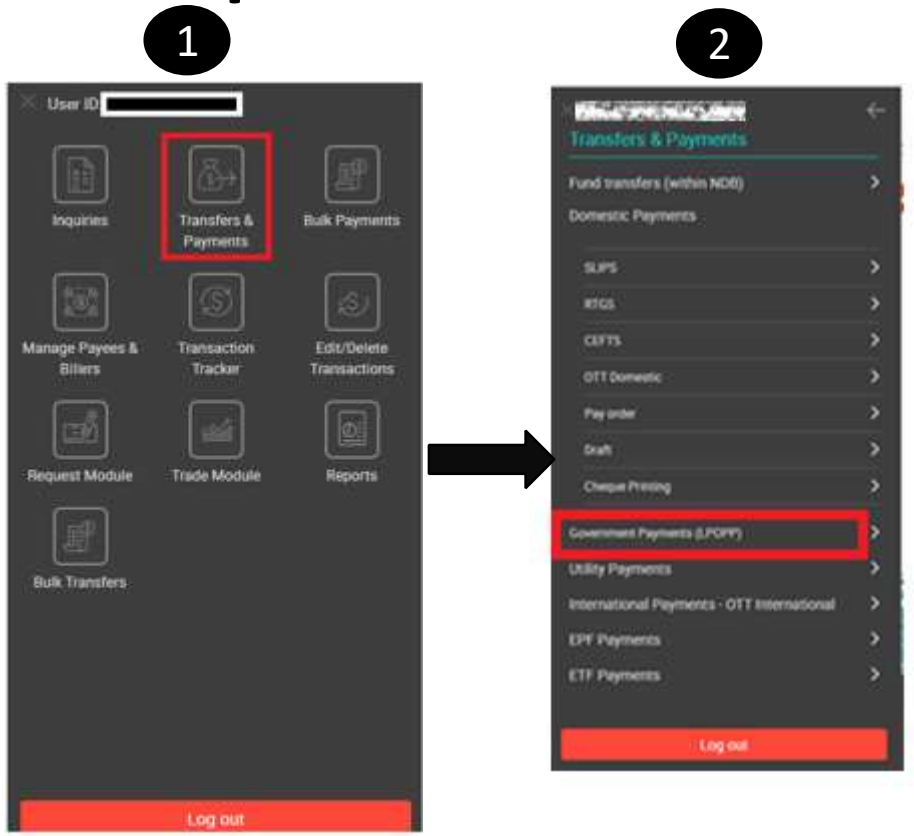
1. First, Complete the registration process of EPF online payment platform via below URL.
   - https://services.epf.lk/Pages/Employer/EmployerLoginNew.aspx

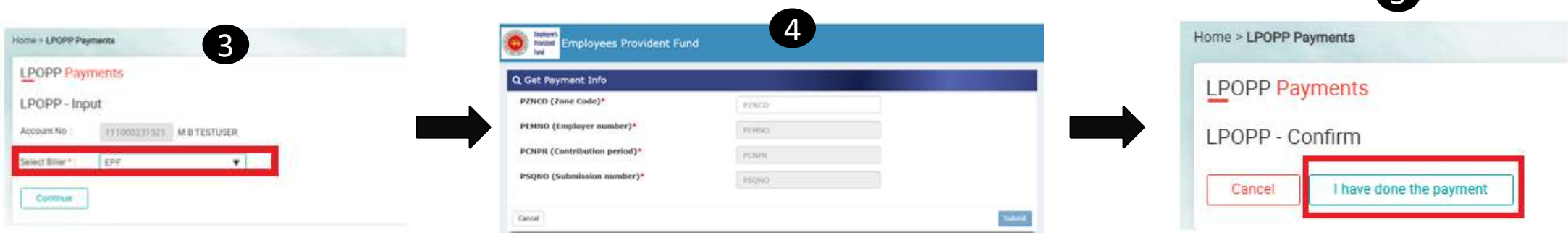
2. How to upload the file

▪Upload the monthly contribution file through the same URL.
https://services.epf.lk/Pages/Employer/EmployerLoginNew.aspx

3. How to enter the payment

- Select **"Government Payment (LPOPP)"** under the transfers & payment option.
- Select the "**EPF**" option from the biller and click "**Continue**".
- Fill **"Payment details"** as per the given instructions and click "**Submit**".
- Once the payment is completed click the **"I have done the payment"** option to finish the process.



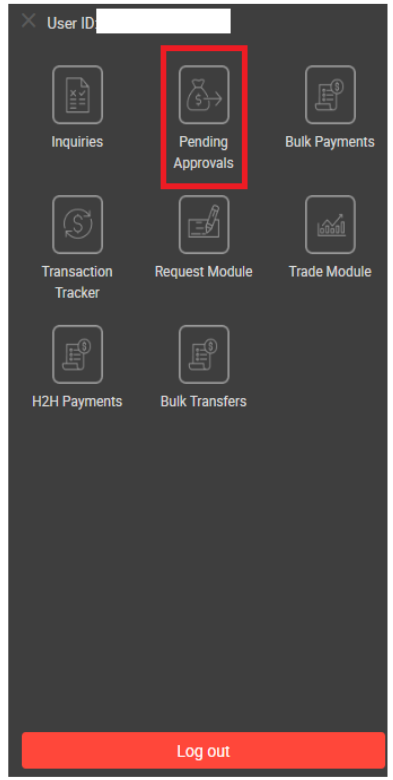


3. How to authorize/ reject the payment

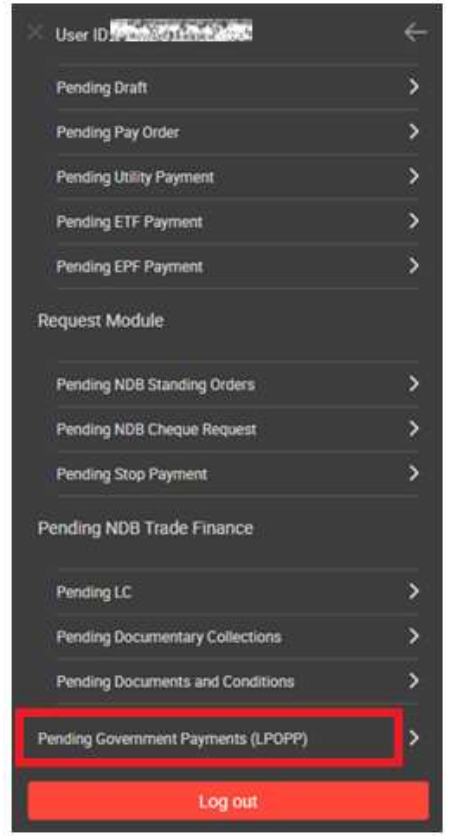
- Select **“Pending LPOPP payments”** under the Pending approvals option.

- After verifying the payment details, click **“Authorize / Reject”** options.

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