

St. Christopher & Nevis Social Security Board

Web Portal



Striving for Social Justice

New Registrant User Manual

St. Christopher and Nevis Social Security Board
P. O. Box 79
Robert L. Bradshaw Building
Basseterre, St. Kitts
Phone 869.465.2535 • Fax 869.465.5051

Table of Contents

Introduction-----	pg. 1
Home Page Layout-----	pg. 2
Application Process -----	pg. 3-8

INTRODUCTION

The St. Christopher & Nevis Social Security Board Data Service Web Portal allows you to submit the APPLICATION TO REGISTER AS AN INSURED PERSON FORM. This Manual gives step by step instructions on how to use this service. These include application and registration to complete the process.

HOME PAGE LAYOUT

Open a Web Browser. Type in <https://www.ssbervices.net> in the URL

The screenshot displays the home page of the Social Security Official Web Portal. At the top, a navigation bar includes the St. Christopher & Nevis Social Security Board logo and contact information: +1 869 465 2535 / + 1869 469 5245. A hamburger menu icon is located on the right. Below the navigation bar is a large banner image showing a man in a light blue shirt with his arms crossed, a potted plant, and a laptop. The banner text reads: "Delivering Business Value For Your Social Security Needs" and "Social Security Official Web Portal". Below the banner, there are six green buttons arranged in two rows: "CARD REGISTRATION", "EC3 FILE FORMAT", "FILE UPLOAD SIGNUP", "CARD SIGNUP MANUAL", "EC3 SAMPLE FILE", and "FILE UPLOAD MANUAL". A small text link below these buttons says: "Click here to download the new C3 Wizard with the new deduction rates for The Housing and Social Development Levy that is effective from January 1st 2011." Below the banner is a green "LOGIN" section with input fields for "User Id / Email" and "Password", and a "Login" button. To the right of the login section is a "GET IN TOUCH" section with the heading "Have Questions?" and a text area for contact. Below this are two sections: "Main Office" and "Branch Office", each with a green bar and a list of contact details. On the right side of the page, there is a contact form with three input fields: "Your Name: (*)", "Your Email: (*)", and "Your Message".

St. Christopher & Nevis Social Security Board | +1 869 465 2535 / + 1869 469 5245

HOME CARD REGISTRATION FILE UPLOAD SIGNUP C3 WIZARD CARD SIGNUP MANUAL FILE UPLOAD MANUAL EC3 FILE FORMAT

Delivering Business Value For Your Social Security Needs
Social Security Official Web Portal

CARD REGISTRATION EC3 FILE FORMAT FILE UPLOAD SIGNUP

CARD SIGNUP MANUAL EC3 SAMPLE FILE FILE UPLOAD MANUAL

Click here to download the new C3 Wizard with the new deduction rates for
The Housing and Social Development Levy that is effective from January 1st 2011.

LOGIN User Id / Email Password Login

GET IN TOUCH
Have Questions?
Feel free to contact us with any questions, request, or comments
you have and we will get back to you.

Main Office

Branch Office

Your Name: (*)

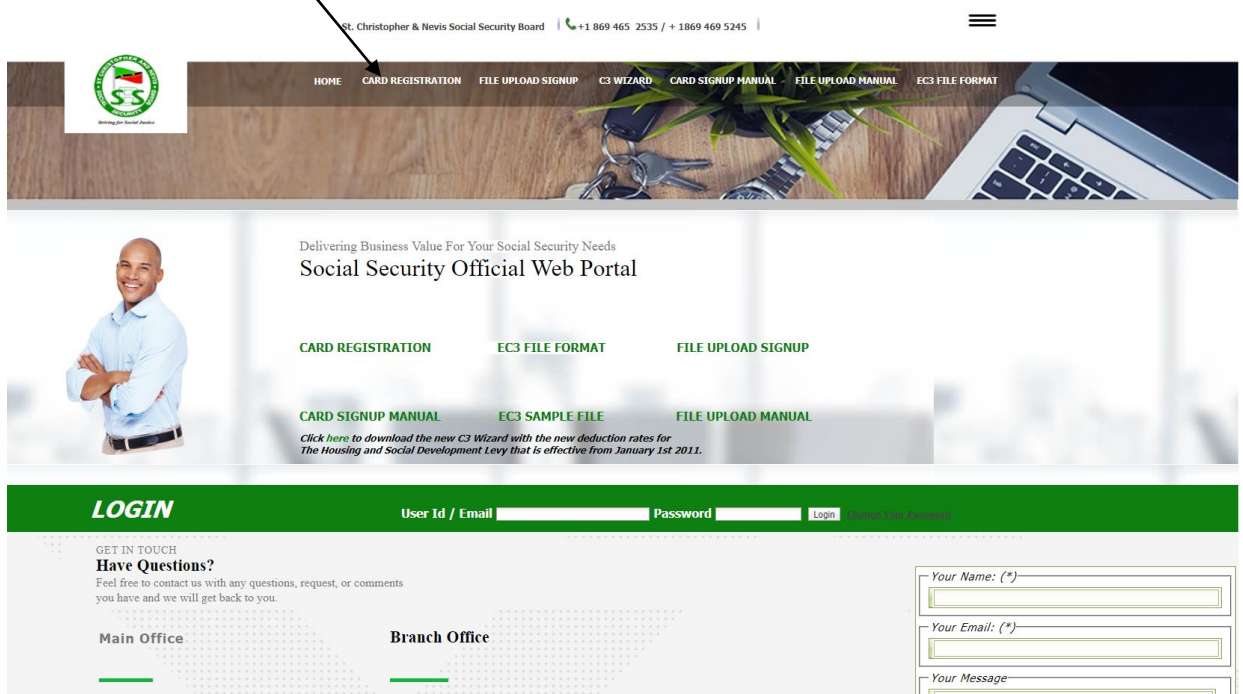
Your Email: (*)

Your Message

APPLICATION PROCESS







Once the Webpage Opens the User would have to **Apply** to use the Web Services. They can do this by filling the Application Form by clicking on the Links located by the arrow

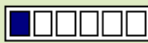
Click the link “CARD REGISTRATION” to apply



The screenshot displays the Social Security Official Web Portal. At the top, a navigation bar includes the St. Christopher & Nevis Social Security Board logo and contact information: +1 869 465 2535 / + 1869 469 5245. The main menu features links for HOME, CARD REGISTRATION, FILE UPLOAD SIGNUP, C3 WIZARD, CARD SIGNUP MANUAL, FILE UPLOAD MANUAL, and EC3 FILE FORMAT. Below the menu, a banner image shows a smiling man with his arms crossed. To the right of the image, the text reads: "Delivering Business Value For Your Social Security Needs" and "Social Security Official Web Portal". Below this, there are six green buttons arranged in two rows: CARD REGISTRATION, EC3 FILE FORMAT, FILE UPLOAD SIGNUP, CARD SIGNUP MANUAL, EC3 SAMPLE FILE, and FILE UPLOAD MANUAL. A small text note below the buttons states: "Click here to download the new C3 Wizard with the new deduction rates for The Housing and Social Development Levy that is effective from January 1st 2011." Below the banner, a green login bar contains the text "LOGIN" and fields for "User Id / Email" and "Password", with a "Login" button. Below the login bar, there is a "GET IN TOUCH" section with the heading "Have Questions?" and the text "Feel free to contact us with any questions, request, or comments you have and we will get back to you." Below this, there are two sections: "Main Office" and "Branch Office", each with a green line indicating a contact area. On the right side, there is a contact form with three input fields: "Your Name: (*)", "Your Email: (*)", and "Your Message".

A blank Application Form would open and then the User has to fill the Application Form with the necessary information. All Fields with an * must be filled in as well as the terms and conditions should be accepted. Once all the fields are filled then the User clicks next to continue filling in other areas of the form.

Residency Date/*Marital Status	<input type="text"/>  <input type="text"/> 
Spouse's ssn/Spouse's name	<input type="text"/> <input type="text"/>
Marriage date /Spouse's date of birth	<input type="text"/>  <input type="text"/> 
Marriage Document Type / Document Number	<input type="text"/>  <input type="text"/>
Marriage Document Extraction Date	<input type="text"/> 
Marriage Document Details	<input type="text"/>
*Residential Address	St. Johnson Village
	St. Kitts
Street Mailing Address	St. Johnson Village
	St. Kitts
Land Line {format (000) 000-0000}	(869) 465-1111
Mobile {format (000) 000-0000}	(869) 663-1111
*email	doe@mail.com

 1 of 6 < Back Next Section >

Clicking the Next button to continue filling the application form

Once the user reaches the end of the form, there is a preview button, hitting the preview button shows the filled in form for the user to review and make changes where necessary before submitting

This section is to be filled by None Nationals who previously worked in CARICOM Country(s)

Have you previously worked in a Caricom Country ?

Caricom Country 1

Country	<input type="button" value="v"/>
Last Employer	<input type="text"/>
Start Year/ End Year	<input type="button" value="v"/> <input type="button" value="v"/>

Caricom Country 2

Country	<input type="button" value="v"/>
Last Employer	<input type="text"/>
Start Year/ End Year	<input type="button" value="v"/> <input type="button" value="v"/>

Caricom Country 3

Country	<input type="button" value="v"/>
Last Employer	<input type="text"/>
Start Year/ End Year	<input type="button" value="v"/> <input type="button" value="v"/>

Caricom Country 4

Country	<input type="button" value="v"/>
Last Employer	<input type="text"/>
Start Year/ End Year	<input type="button" value="v"/> <input type="button" value="v"/>

6 of 6

The Preview Button to review the form

Once the Form is filled in properly and the user hits the Preview Button then he/she would be navigated to a preview page to review the form.

USER INFORMATION	
Last Name/ First Name	Doe John
Middle Name/Former Name	
*Gender/*Date of Birth	Male 07/01/1976
Height (Feet/ Inches)	6 1
*Country	St. Kitts
*Nationality/*Citizen	Kittitian yes
Document Type / Document Number	Passport RO123456
Document Extraction/ Document Expiration	27/07/2000 05/03/2012
Document Place of Issue	St. Kitts
*Residency Date/*Marital Status	Single
Spouse's Social Security Number	
Spouse's Name	
Marriage date and Spouse's date of birth	
Marriage Document Type / Document Number	
Document Extraction/ Document Details	
Residential Address	St. Johnson Village
	St. Kitts
Mailing Address	St. Johnson Village
	St. Kitts
Landline/Mobile	(060) 465 1111 (060) 662 1111

Once the user is satisfied that the information is correct he/she hits the Apply button to Submit the form

CARICOM COUNTRY 4	
Caricomcountry4	
Last Employer	
Start Year/ End Year	
Please save any changes and accept out terms of use before clicking the submit button	
*Terms of Use	<input checked="" type="checkbox"/>
Apply	

Once the Form is submitted successfully, the user is directed to the page below.

Thanks for filling out our Registration Form. Please Check your Email for your Ticket Number and bring this to our Office with all necessary documents to complete the Registration Process. Documents would include:

- *Passport (a valid one) as a form of identification.*
- *Birth Certificate if do not have a Passport*
- *Baptismal Certificate if you do not have a Birth Certificate*
- *Deed Poll if your name has been changed through this instrument*
- *Marriage Certificate if your name have been change by marriage*
- *Work Permit if not a national of the Federation of St. Kitts & Nevis*
- *Driver's Licence if you do not have other picture I.D. with a Birth Certificate*
- *National I.D. Card if you do not have other picture I.D. with a Birth Certificate*
- *Caricom Skills Certificate if you are a Caricom National who is not from St. Kitts-Nevis*

*Administrator
Social Security Board*

In addition, an email will be sent to the User's email account as provided via the Application form as with the example shown below:

Thank you **John Doe** for filling out our Pre-Application form, to register as an Insured Person. This is the first part of the process. Please bring the ticket number provided below to our Office along with the following document(s) where necessary. In the event that the Applicant is under the age of 16, then a guardian or parent must accompany the Applicant in order to sign the Application Form.

- **A valid Passport** as a form of identification.
- **Birth Certificate** if you do not have a Passport
- **Baptismal Certificate** if you do not have a Birth Certificate
- **Deed Poll** if your name has been changed through this instrument
- **Marriage Certificate** if your name have been change by marriage
- **Work Permit** if not a national of the Federation of St. Kitts & Nevis
- **Driver's Licence** if you do not have other picture I.D. with a Birth Certificate
- **National I.D. Card** if you do not have other picture I.D. with a Birth Certificate
- **Caricom Skills Certificate** if you are a Caricom National who is not from St. Kitts-Nevis

Your ticket number is **128493** and you have **four(4)** Business days to visit the our Office to complete the Registration Process. Your ticket is valid until **21/12/2011**. Failure to visit our office by the specified date would result in cancellation of your application, after which you will be required to re-apply.

Thanks for your Compliance

Administrator (Insured Person Registration)
St. Christopher & Nevis Social Security Board

You are now ready to visit our Office to complete the Registration Process. Please make sure to walk with your ticket number and the relevant documents. Thanks for your compliance