

Using RSSB online service

1st step: Registration of the employer for using RSSB online services

- Go to RSSB Website: www.rssb.rw
- Click on online applications,
- Then click on employer registration
- Fill the form and submit (both parties)
- The password will be sent in your email provided.

Note:

- The emails and phone number provided in the second part should be active and valid.
- With the Password received in your email and the username (RSSB Employer number-Matricule), you can proceed with the following:

Application for employee's registration number through RSSB online services:

- Go to www.rssb.rw
- Click on Online applications
- Then click on Employer login(Enter user name & Password)
- If you want to change the password, Go to "Profile"and click on "change password". Put Old Password and then "the new password" (Your own password) and confirm it.....Submit.
- Go to Employee registration.....Put Employee ID No.....Click on Search.....Employee's information will be displayed.....Only enter employee's phone number, email and his/her start date of employment in your company.
- Click on "Submit"
- The system will provide the employee's RSSB registration number.
- When the employee has already registered, the system will provide the existing number.

- You can generate a report (list) of the employees you registered in a given period: Click on "Registration Report" then insert the range of period (start date and End date), then click on "Generate PDF".
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Request for using online service for employees who want to check their contributions

- Go to www.rssb.rw
- Click on Online applications
- Then click on Employee registration
- Fill all required information and submit
- You will receive an email containing your password
- Click on Employee login User name is your social security number (CSRID) and remember to always use the password in order to login and have access to your social security status.