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 services,
> - Click on "Apply for Employee number"
> - Then click on employer registration
> - Fill the form and submit
> - The password will be sent in your email you provided.

After having the password and the user name is RSSB Company number

Apply for employee's number using online service:

> - Go to www.rssb.rw
> - Click on Online Services
> - Apply for employee number
> - Then click on Employer login(user name & Password)
> - Click on Employee registration: you have to enter ID number of the employee, and then search. Fill the employee affiliation date and then submit.
> - When the employee has already the registration number mapped to the NID No, it will be displayed, if not the system will provide you the new employee's number.

Request for using online service for employees who want to check their contributions

> - Go to www.rssb.rw
> - Click on Online Services
> - Check your contributions
> - Then click on Employee registration
> - Fill all required information and submit
> - You will receive an email containing your password (and SMS on the phone number filled in the system)
> - 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 contributions status.