

STEP-BY-STEP PROCESS FOR CERTIFICATION OF PAYMENT TERMINALS AND PAYMENT APPLICATIONS VIA THE SANDBOX.

A. STEPS ON HOW TO INITIATE THE CERTIFICATION PROCESS ON THE SANDBOX AS A CLIENT.

- a. Kindly log to - <https://vi-nibsssandbox.nibss-plc.com.ng/> for signup.

You will be required to submit a photocopy of your license issued by the Central Bank of Nigeria (CBN) to operate as a Payment Terminal Service Provider (PTSP) alongside another requirements. The license must be valid; and if expired you can submit alongside a CBN holding letter assigned to the (Company Name).

Banks, PSSPs, and MMOs are the company categories that can access POS certification.

In addition, ensure separate emails are used for the client admin and network admin.

Once your sign up is completed, you will be notified on approval.

- b. The next step will be to “Apply for Certification”.
- c. Select certification to be done – “Device Certification OR “Application Certification.

For Device Certification:

- i. Input the name of device (as it should be on the certificate) and other required information.
- ii. Upload the following (with validity dates):
- EMV L1 and L2 Certificates.
 - PCI Certificate.
 - TQM Certificate.
 - Visa, Mastercard Approvals.
 - Other Letters of Approval (American Express, Discover).
 - Letter of Support from Device Partners (OEM).

- Input the name of the certified application that will be deployed on the device for production.
- iii. Payment of 250,000 (Two hundred and Fifty thousand naira only) is accepted via our Central Pay card gateway on the sandbox.
- iv. On successful payment, your application will be reviewed and approval given.
 - d. You will be requested to select a date for demo; Demo will be via zoom.
 - e. After successful demo session; certificate will be ready for download.
- f. **For Application Certification:**
 - i. Input the name of application (as it should be on the certificate) and other required information.
 - ii. Input the name of the certified device that will host the application.
 - iii. Upload the requested documentation.
 - iv. Payment of 250,000 (Two hundred and Fifty thousand naira only) is accepted via our Central Pay card gateway on the sandbox.
 - v. On successful payment, your application will be reviewed and approval given.
 - vi. All test data will be shared on the sandbox: Terminal ID, Component Keys, Test IP's and Port No.
 - vii. You are required to commence your test on the POS Application, view logs on completion via the sandbox and submit each tested transaction type.
 - viii. On completion of all test cases, submit for review.
 - ix. For approved test, you will be requested to select a date for demo; Demo will be via zoom.
 - x. You are expected to be present with the POS Application.
 - xi. After successful demo session; certificate will be ready for download.

B. REQUEST FOR TEST CARDS ON THE SANDBOX

Client can request for test cards from the sandbox. A notification is been sent to the certification team to prepare and dispatch these test cards pack to the applicants.

N.B. the first pack of test cards are free, for additional request a fee will be paid.

C. SLA

1. **Device Certification**: Certificate is assigned to client within **48hours** after submission of application and fulfillment of all requirements (this includes demo session).
2. **Application Certification**: Certificate is assigned to client within 72hours after submission of application and fulfillment of all requirements (this includes demo session).
3. Test Cards are ready for dispatch in 24hours after request have been made (except weekends).
4. **PLEASE NOTE**: The Certification Environment is solely for the purpose of certification (i.e. when a certification is ongoing via the sandbox).
5. All device and application certification renewals are done via the sandbox – the renewal fee is 50,000.
6. In the event of a wrong POS/Application name, device or model is referenced during application on the sandbox. The institution would be advised to reapply providing the correct information on the sandbox and a fee charge of 1,000 is paid via the central pay gateway on the sandbox as certification fee.