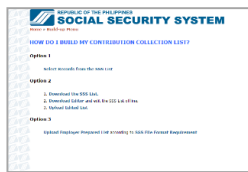


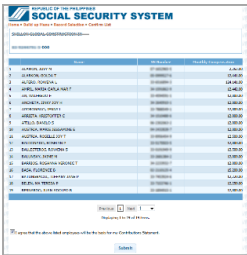


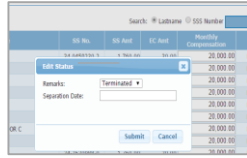

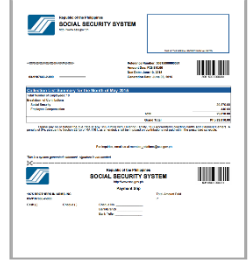
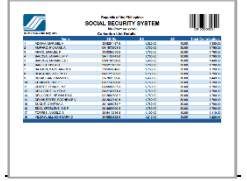

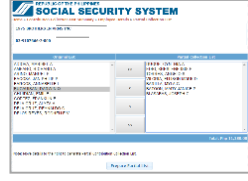
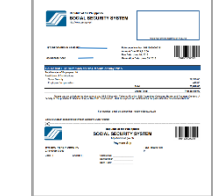
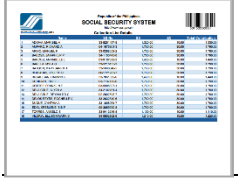


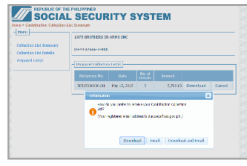



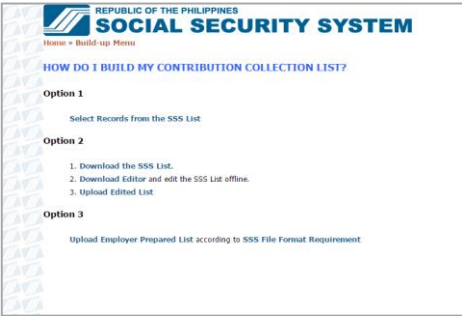



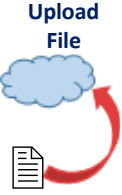





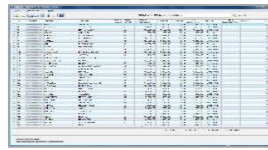
Quick Guide to using the SSS AMS - Contribution Collection List (AMS-CCL) Subsystem

The AMS-CCLS is a thru-the-web facility that allows employers to:

1. **Enroll** their employees one time, in lieu of monthly R3 submissions
2. **Update** records as needed and
3. **Prepare** their payable Contribution Collection List for the current month

<p>1</p> <p>Enroll</p>		<ul style="list-style-type: none"> From the Confirmation/Buildup/Enrollment page, click Select Records from the SSS List. This option allows you to retrieve and edit your recently submitted R3 data. When no R3 data is available, you can build your records from scratch. 		<p>When available, records from recently submitted R3 will be displayed.</p> <ul style="list-style-type: none"> Select records by indicating the Monthly Compensation beside the record for enrollment. You may also click Add Record button to enter new records;  <ul style="list-style-type: none"> Click Save button when done. Click Confirm List button to proceed. 		<p>Records for enrollment will be displayed.</p> <ul style="list-style-type: none"> Tick the box to signify agreement with SSS. Click Submit button to complete the enrollment process.
<p>2</p> <p>Update Records</p>		<p>Once enrolled, your records are available for updating.</p> <ul style="list-style-type: none"> From the main CCL page, click Collection List Details link in the upper left panel to view enrolled records 		<p>This page allows you to:</p> <ul style="list-style-type: none"> Update compensation in the Employee Compensation column Enter new records by clicking the Add Record button. Update status by clicking the pencil icon beside the record. 	<p>On click of the pencil icon, a pop up screen will be displayed</p> 	<ul style="list-style-type: none"> Click Submit button to save the changes.
<p>3</p> <p>(Option 1) Prepare Full Payable CCL</p>		<ul style="list-style-type: none"> From the main CCL page, click Prepare Collection List button. This will generate a complete/full payable CCL for the current month. 		<ul style="list-style-type: none"> Scroll down to view the details. 		<ul style="list-style-type: none"> This CCL, once printed, is payable thru the SSS Teller. Payment thru the banks or other channels is undergoing negotiation – TBA soon.
<p>(Option 2) Prepare Partial Payable CCL</p>		<ul style="list-style-type: none"> From the main CCL page, click Collection List Details link in the upper left panel to view all records Click the Create Partial List button. 		<ul style="list-style-type: none"> Click the > or >> buttons to select records for the partial list. Click Prepare Partial List button. This will generate a partial payable CCL for the current month. 		
<p>4</p> <p>Download Payable CCL</p>		<ul style="list-style-type: none"> From the main CCL page, click the Prepared Lists link in the upper left panel to view all generated full or partial payable CCLs 		<ul style="list-style-type: none"> Click Download button to get a local copy of the payable CCL Should you wish to cancel the prepared CCL, click Cancel button. You will be asked to supply your reason for cancellation. 		<p>Three (3) download options:</p> <ol style="list-style-type: none"> 1. Download only 2. Download and Email 3. Email only
<p>NAVIGATION</p>	<ul style="list-style-type: none"> Click the navigation link below the <i>Social Security System</i> header to return to a specific page 					

File Upload Option (An alternative to Online Editing)

<p>On Enrollment:</p>  <p><i>Build-up/Enrollment page</i></p>	<p>View File Requirement</p> 	<p>From the Build-up page Option 3, click SSS File Format Requirement link</p> <p>From the Main CCL page, click File Requirement link in the Offline Facility panel</p>		<p>Two options to generate your uploadable file:</p> <ol style="list-style-type: none"> 1. Generate the uploadable file according to this format using your own application, or 2. Install the downloadable SSS app, AMS Contribution Collection List Editor, into your machine (proceed to the last item for your guide to Offline Editing)
<p>On Update and Preparation of Payable CCL:</p>  <p><i>Main CCL page</i></p>	<p>Upload File</p> 	<p>From the Build-up page:</p> <ul style="list-style-type: none"> • Option 2, click Upload Edited List link or • Option 3, click Upload Employer Prepared List link <p>From the Main CCL page,</p> <ul style="list-style-type: none"> • Click Upload Employer List link in the Offline Facility panel 		<ul style="list-style-type: none"> • Click Choose File button to open the folder; select your uploadable file • Click Upload button to process your file. <ul style="list-style-type: none"> ○ If file has error/s, Error Report will be displayed. ○ If it is valid, the system processes the file (i.e., enrolls or prepares the payable CCL List)
<p>Download List</p> 	<p>Download List</p>	<p>From the Build-up page:</p> <ul style="list-style-type: none"> • Click Download the SSS List link under Option 2 <p>From the Main CCL page,</p> <ul style="list-style-type: none"> • Click Download the SSS List link in the Offline Facility panel 		<p>Downloaded SSS List is encrypted and can only be opened by the AMS Contribution Collection List Editor.</p> <p>Decryption Code is simultaneously sent to the registered email address.</p>
<p>Offline Editing</p> 	<p>Offline Editing</p>	<p>From the Build-up page:</p> <ul style="list-style-type: none"> • Click Download Editor link under Option 2 <p>From the Main CCL page,</p> <ul style="list-style-type: none"> • Click Download Editor link in the Offline Facility panel 	<ul style="list-style-type: none"> • Extract the AMSCCLEditor.zip file in your local directory • Right click the extracted file, AMSCCLEditor.exe, and run it as Administrator; AMS-CCL Editor shortcut is automatically created in your desktop. 	<p>Use AMS CCL Editor to:</p> <ul style="list-style-type: none"> • Build or update records offline: <ul style="list-style-type: none"> ○ Add/edit/delete records ○ Retrieve downloaded SSS List ○ Retrieve previously uploaded file • Generate uploadable file <p>Click Help (?) button to view the user guide.</p> 

REQUIREMENTS/SUPPORT/AUTHORS:

Minimum Requirements for Best User Experience	For Inquiries or Support Needs	Authors
<p>Processor : 1GHz RAM : 2 GB (4 GB if Windows 8 or higher) Bandwidth: 2Mbps</p>	<p>Information Technology Management Group (ITMG) values and appreciates your comments.</p> <p>Call us at: Direct Line: 924-3437, 920-6446 to 55 Trunk Line: 920-6401 Locals 5695 - 5700</p> <p>Or email us at member_relations@sss.gov.ph</p>	<p>AMS CCLS v.1.0 r.1.0 2013 was developed by ADMD1, managed by DM Orpilla</p> <p>Developers:</p> <ul style="list-style-type: none"> • Cynthia A. Duque • Jonathan E. Mendoza • Wilma L. Bullo • Israel N. Geronimo