The initiative of the government of Bahrain to pay the salaries of Bahraini employees in the private sector

“Updating bank account information for employers” e-Service

User Manual

Published on 1st April 2020
Contents

1. Introduction .......................................................................................................................... 3
2. Requirements for entering "Updating bank Information for Employers" service ...... 3
3. Accessing the e-Service for “Updating bank account information for employers” .... 3
4. Steps of Entering and Updating Bank Information ......................................................... 5
   a. Filling the Required Fields .......................................................................................... 5
   b. Review Page ............................................................................................................... 6
   c. Confirmation Page ........................................................................................................ 7
   d. Confirmation Email .................................................................................................... 8
5. Alternative Steps to Accessing the Update of IBAN eService ........................................ 9
6. Listing the Bahraini Employees ....................................................................................... 11

List of Figure

Figure 1: Main page of SIO portal (Providing user name and password). ....................... 4
Figure 2: The main Page of the eService ............................................................................. 4
Figure 3: The main page of the Updating IBAN .................................................................. 5
Figure 4: Insert the required data in specified fields.......................................................... 6
Figure 5: Review the entered information and confirm ....................................................... 6
Figure 6: Confirmation page .................................................................................................. 7
Figure 7: Confirmation Email ................................................................................................ 8
Figure 8: Alternative way to access the “IBAN update” eService ....................................... 9
Figure 9: The update page ..................................................................................................... 10
Figure 10: Showing Bahraini Employees List ...................................................................... 11
1. Introduction

Under the royal directives to launch a financial and economic package to support the country’s citizens and private sector, the government of Bahrain will pay the salaries of all Bahrainis working in the private sector for a period of 3 months starting from April 2020.

An eService has been launched on SIO’s portal to allow employers to register their IBANs with the aim of paying the salaries of Bahrainis in private sector for a period of 3 months from the unemployment fund, according to the insured data registered in SIO’s registry.

2. Requirements for entering "Updating bank Information for Employers" service

For Entering the eService, employers must have an active eAccount on SIO’s portal (User name, password). In the absence of an activated account, please click on the attached link to view the details of the steps to activate the account electronically. User Manual for Activating an employer electronically.

3. Accessing the e-Service for “Updating bank account information for employers”

The following steps show how to login through the eService to enter and update the IBAN:

- The Employer has to login through SIO’s portal www.sio.gov.bh.
- Provide credentials (Employer Number and password).
- Click on “Log In”.


Figure 1: Main page of SIO portal (Providing user name and password).

- Main page of Updating bank account information for employers eService

Figure 2: The main Page of the eService
4. Steps of Entering and Updating Bank Information

a. Filling the Required Fields

The user will be guided directly to the main page of updating the IBAN account. Please follow the mentioned below steps:

- Read the highlighted note in red, to ensure the number of Bahrainis Registered in the company as well as the total amount that will be transferred to the IBAN account.
- Enter a valid IBAN number in the specified field.
- (e.x. BH73BMUS00400000000000)
- Choose the Bank name that matches the entered IBAN previously.
- Click on “Continue” if data are entered.

![Figure 3: The main page of the Updating IBAN](image-url)
b. Review Page

At this level, the user asked to:

- review the pre-entered IBAN and bank name.
- Check the **declaration** check box.
- Click on “Back” to update the entered data.
- Click on “Continue” button.
c. Confirmation Page

This page is to confirm receiving the new update of IBAN account, be noted that an email will be sent to the main user to confirm the last update on the bank account.

Figure 6: Confirmation page.
d. Confirmation Email

The following email will be sent to the main users showing the financial details of the amount will be transferred to the entered IBAN.

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**Figure 7: Confirmation Email**

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5. Alternative Steps to Accessing the Update of IBAN eService

The user may also navigate to the eService of Updating the IBAN account by following the mentioned below steps:

- Click on “User profile” tab in the main menu.
- Then, click on “User profile” tab in the sub menu.

Figure 8: Alternative way to access the “IBAN update” eService
The main page of updating the IBAN account and the bank name will appear again, follow the previous steps.

![User Profile](image)

Figure 9: The update page
6. Listing the Bahraini Employees

The employer can list the whole Bahraini employees registered in his company by following the mentioned below steps:

- Click on “Insurees” tab in the main menu.
- Then, click on “Insuree’s List Till Date” in the sub menu.
- The list of all employees will be shown.

Figure 10: Showing Bahraini Employees List