Salary File Upload Inquiries

NBK SME SALARY FILE UPLOADS LOG IN

Transfer Salary?

Submit

A Salary Portal That Maximizes Your Business Efficiency

Transfer Your Employees' Salaries Every Month Easily

Dear Customer,

At NBK, we understand that a smooth and effective payment system is crucial for your business growth. That's why we've dedicated a salary portal designed to provide a timely and secure method of sending your payroll payments promptly. With just a click of a button, the payment of employees' salaries and allowances is more efficient than ever.

 Convenience is at your fingertips. Forget about the hassle of delivering the salary payment requests yourself, or sending one of your employees to the bank and enjoy processing payroll from the comfort of your own office by registering to the NBK Salary Portal.

Here's Why You Should Register Today

- You can transfer salary payments anytime and anywhere
- NBK Salary Portal take care of business for you
- MOSAL reporting (Ministry of Social Affairs and Labor) is generated electronically and sent directly to the Ministry

Designed to provide a timely and secure method of sending your payroll payments

promptly

The NBK Salary Portal Offerings:

Convenience

Transfer your employees' salaries and allowances at any time. Now, you can easily submit your requests from the comfort of your office or home without the need to visit the branch anymore.

Security

The requests of the salary and allowance payments are executed through a secure portal. You can access the services through the NBK Salary Portal using a user ID and password. In order to access the portal without any interruptions, kindly make sure to upgrade your Internet Explorer to Version 9 or above.

Technical Support

In case of any technical difficulties or enquiries, call 1801801 during working hours and you will be assisted promptly and efficiently by the team.

Accessibility

NBK Salary Portal is accessible 24/7, but please note that processing will only take place during our working hours.

MOSAL Reports

Direct reporting to the Ministry of Social Affairs and Labor with regard to salary transfers is available and as easy as a click of a button.

Your Relationship Officer should verify your signature on the completed application, then you need to submit it to the Salary department in NBK Headquarters, Level 2. Once the application is processed, you'll receive the registration details via SMS on the mobile number that you had mentioned in your application.

Steps to Register and Access the NBK Salary Portal As a Single User:

1. Now open the NBK Salary Portal page by following this link nbk.com/salaryportal
2. To register, enter your customer ID, user ID and password as received on your mobile.
3. Select "Payments".

4. After succesful login, click on "Initiate", then choose "Salary File Upload".

5. After choosing the file, click "Download".

6. Click on "Add" below "File Name".

7. Choose which account to debit from by clicking on the blue microscope image.

8. Tick on the box of the MOSAL ID and fill in the MOSAL ID number in case you want the salaries to report to the MOSAL.

9. Choose the date when you would like the salaries to be debited.

10. Verify which month the salary is required for the MOSAL report.

11. Choose your "Payment Purpose" by selecting "Salary" or "Allowance".

12. Review and click "Confirm".

13. In the "File Verification" page, click "Accept".

14. In the "File Authorization" page, click "Generate OTP".

15. You will receive a 5 character code; enter the code and then click "Authorize".

Steps to Register and Access the NBK Salary Portal As Dual Users:

1. Choose Dual Users and provide the civil ID copies and mobile numbers of your staff who will access the portal.

2. You will choose at least two employees to be the maker and the checker. The maker is the one who prepares the request and forwards it to the checker who will authorize the file to be submitted to NBK.

3. The user IDs and passwords will be sent in a separate SMS to their mobile numbers.

4. Now the selected staff can access the Online Salary Portal page through nbk.com/salaryportal

5. They can use the same steps as the Single User.

For more information, scan the below QR code: