



NATIONAL HEALTH INSURANCE

Government of the Virgin Islands

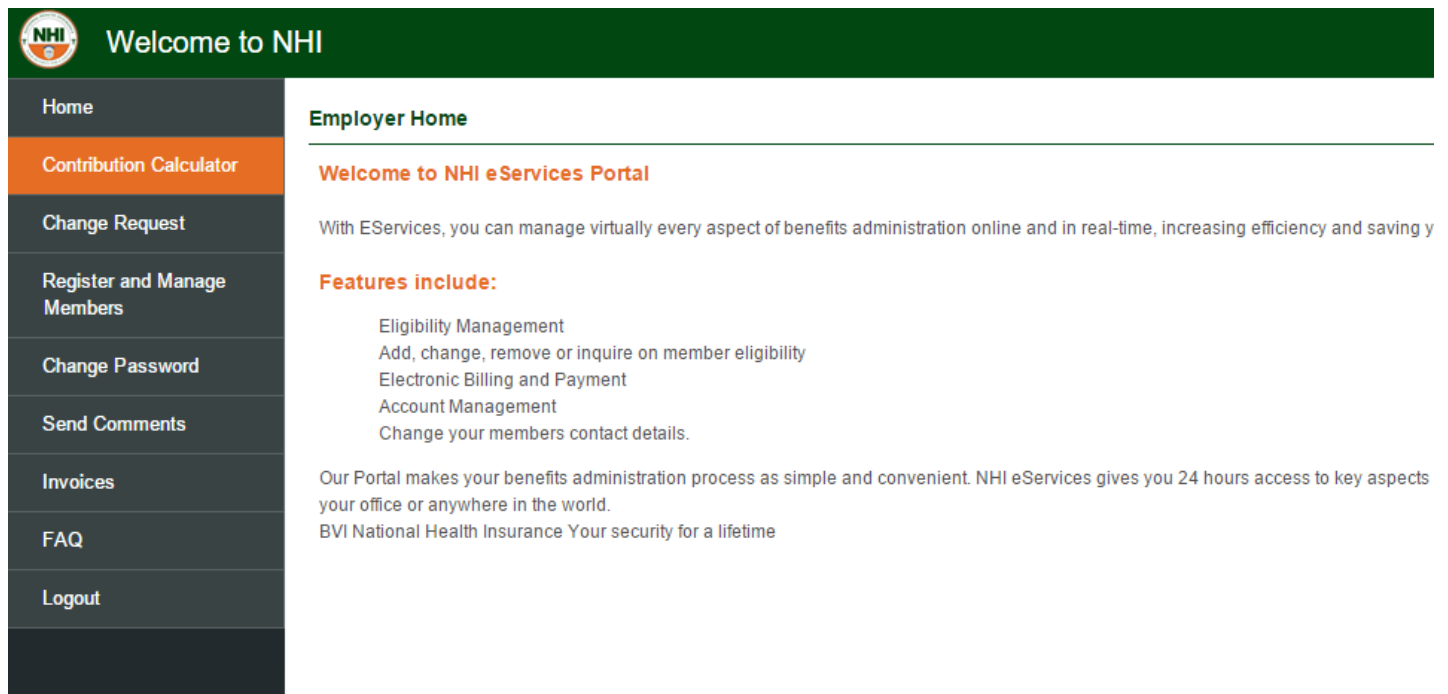
"Your Security For A Lifetime"

Monthly Contributions Online Calculator



Submit Monthly Contributions using Online Contributions Calculator

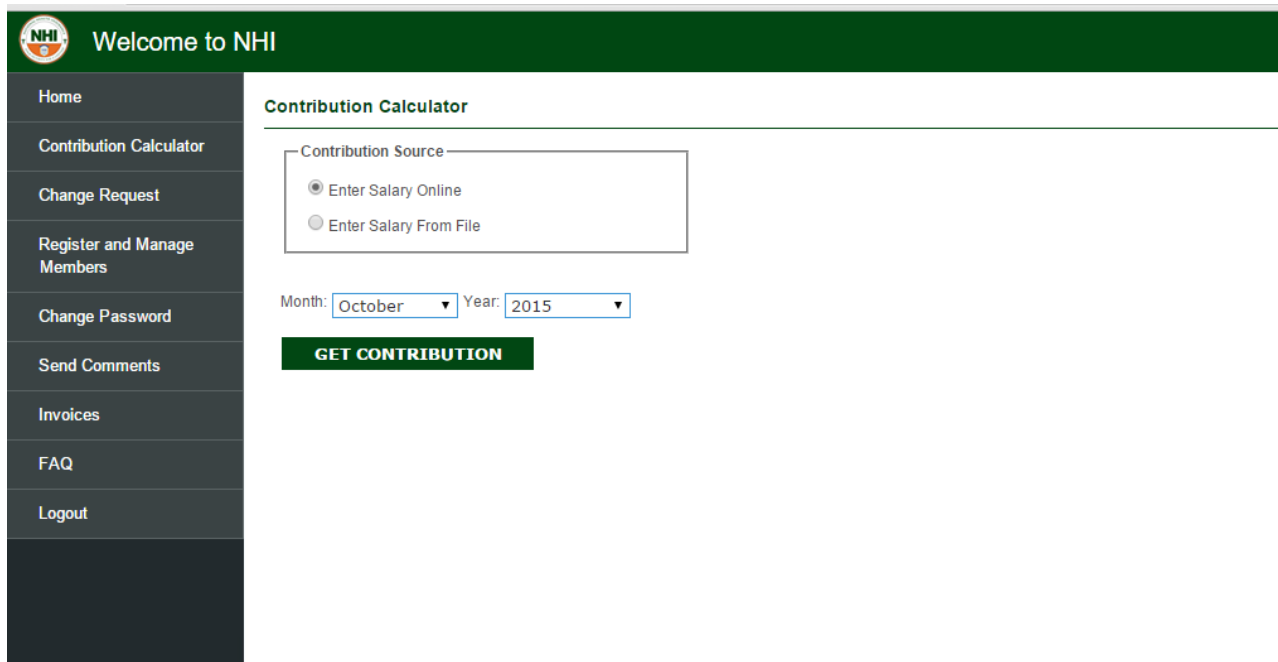
Monthly NHI Contributions can be submitted through our online portal by using the Contributions Calculator option of the BVI NHI Employer eServices Website.



The screenshot shows the 'Employer Home' page of the NHI eServices Portal. On the left is a dark navigation bar with the NHI logo and the text 'Welcome to NHI'. The navigation menu includes: Home, Contribution Calculator (highlighted in orange), Change Request, Register and Manage Members, Change Password, Send Comments, Invoices, FAQ, and Logout. The main content area is titled 'Employer Home' and 'Welcome to NHI eServices Portal'. It contains a welcome message, a list of features (Eligibility Management, Electronic Billing and Payment, Account Management, Change your members contact details), and a statement about 24-hour access to the portal.

Submitting Monthly Contributions Calculator

- ✓ Log onto the **NHI Employer eServices Portal**.
- ✓ Select “**Contribution Calculator**” from the left navigation bar to open the Contributions Calculator Page.



The screenshot shows the 'Contribution Calculator' page. The left navigation bar is the same as the previous page, with 'Contribution Calculator' highlighted. The main content area is titled 'Contribution Calculator'. It features a 'Contribution Source' section with two radio buttons: 'Enter Salary Online' (selected) and 'Enter Salary From File'. Below this, there are dropdown menus for 'Month' (set to 'October') and 'Year' (set to '2015'). At the bottom of the form is a green button labeled 'GET CONTRIBUTION'.

- ✓ Employee salaries can be entered online or loaded from a Comma Separated Value file

(.csv), created from an external source (e.g. PayrollSystem).

Entering Salaries using the Online Contributions Calculator.

Contribution Calculator

Contribution Source

☒ Enter Salary Online
☐ Enter Salary From File

Month: October Year: 2015

GET CONTRIBUTION

SAVE COMPENSATIONLOAD COMPENSATION

<input type="checkbox"/>	NHI #	First Name	Last Name	Start Date	End Date	Compensation	Employee	Employer	Spouse Contribution	Unemp
<input type="checkbox"/>	0000028	BOYSIE	TOM	10/01/2015	10/31/2015	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
<input type="checkbox"/>	0000288	GREGORY	HINES	10/01/2015	10/31/2015	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>
							\$ 0.00	\$ 0.00	\$ 0.00	

SAVE COMPENSATIONLOAD COMPENSATIONEXPORT TO CSV

Grand Total: \$ 0.00

To enter salary online, perform the following steps:

- ✓ Select **“Enter Salary Online”** as the **“Contribution Source”**.
- ✓ Select Month in the year to submit from the **“Month”** drop down list
- ✓ Select Year to submit from the **“Year”** drop down list
- ✓ Click on **“GET CONTRIBUTION”** to view the list of employees.
- ✓ Enter employer salary in column: **“Compensation”**. The following fields will be calculated automatically: *Employer Contribution, Employee Contribution and Unemployed Spouse Contribution.*

If Employee Salaries have already been submitted during the selected period, the list of employees will be shown along with all calculations.

- ✓ Previous salaries submitted online can also be populated in the compensation field by selecting an employee or all employees and clicking the **“LOAD COMPENSATION”** button.
- ✓ After entering employee compensation or loading from compensation entered from previous months, click on **“SAVE COMPENSATION”** to open the **“Contributions Summary Page”**

Contribution Summary

Start Date :10/01/2015End Date :10/31/2015

BACK TO CALCULATOR

BVI NHI

Contributions

Monthly Contribution Statement

Employer ID: 100

Employer Name: THE ... LIMITED

Salary Limit: \$74,000.00

Total Contribution: \$ 310.45

Employee: \$ 310.45

Employer: \$ 310.45

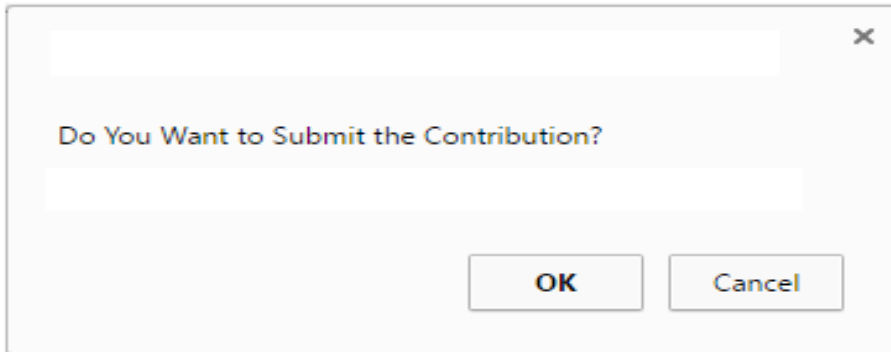
Spouse Contribution: \$ 0.00

Grand Total: \$ 620.90

NHI	First Name	Last Name	Start Date	End Date	Compensation	Employee	Employer	Spouse Contribution
0000028	BOYSIE	TOM	10/01/2015	10/31/2015	\$ 2,112.00	\$ 79.20	\$ 79.20	\$ 0.00
0000288	GREGORY	HINES	10/01/2015	10/31/2015	\$ 7,800.00	\$ 231.25	\$ 231.25	\$ 0.00

SUBMIT TO NHI

- ✓ On the Contributions Summary page, review salaries entered and the contributions total.
- ✓ To submit contributions to B.V.I. National Health Insurance Board, click on “**SUBMIT TO NHI**”.
- ✓ An alert is shown to confirm submission. Click on “**OK**” to submit the contributions to B.V.I. NHI. Click “Cancel” to stop sending salary information.



- ✓ Click on “**BACK TO CALCULATOR**” to go back to the Contributions Calculator page.
- ✓ A status message is shown to indicate the status of the submission.

[BACK TO CALCULATOR](#)

✔ Contribution Successfully Submitted.

Start Date :10/01/2015
End Date :10/31/2015

BVI NHI		Contributions		
		Employee	Employer	Spouse Contribution
Monthly Contribution Statement Employer ID 100 Employer Name THE MOORINGS LIMITED Salary Limit \$74,000.00		Total Contribution \$ 310.45	\$ 310.45	\$ 0.00
		Grand Total \$ 620.90		

NHI	First Name	Last Name	Start Date	End Date	Compensation	Employee	Employer	Spouse Contribution
0000028	BOYSIE	TOM	10/01/2015	10/31/2015	\$ 2,112.00	\$ 79.20	\$ 79.20	\$ 0.00
0000288	GREGORY	HINES	10/01/2015	10/31/2015	\$ 7,800.00	\$ 231.25	\$ 231.25	\$ 0.00

EXPORT TO EXCEL

PRINT

- ✓ Click on “**EXPORT TO EXCEL**” to export submitted Contributions to Excel.
- ✓ Click “**PRINT**” to print copy of submitted contributions.

3.2. Reversing Submitted Contributions.

Contributions submitted to NHI can be reversed if it is necessary to make changes to an employee(s) salary during a specified period of time. Contributions submitted and processed by NHI cannot be reversed.

Contribution Calculator

Contribution Source

☒ Enter Salary Online

☐ Enter Salary From File

Month: Year:

GET CONTRIBUTION

NHI #	First Name	Last Name	Start Date	End Date	Compensation	Employee	Employer	Spouse Contribution	Unemp
0000028	BOYSIE	TOM	10/01/2015	10/31/2015	\$ 2,112.00	\$ 79.20	\$ 79.20	\$ 0.00	<input type="checkbox"/>
0000288	GREGORY	HINES	10/01/2015	10/31/2015	\$ 7,800.00	\$ 231.25	\$ 231.25	\$ 0.00	<input type="checkbox"/>
						\$ 310.45	\$ 310.45	\$ 0.00	
Grand Total: \$ 620.90									

EXPORT TO EXCEL **PRINT** **REVERSE CONTRIBUTION**

To reverse submitted contributions, the following required steps must be followed:

- ✓ From the Contributions Calculator page, select Period, Month and Year to reverse.
- ✓ If contributions can be reversed, the “**REVERSE CONTRIBUTIONS**” button will be visible.
- ✓ Click on the “**REVERSE CONTRIBUTION**” button
- ✓ From the Reverse contribution alert box, Press “**OK**” to reverse contribution or click on “**CANCEL**” to cancel

Are you sure you want to Reverse the contribution?

OK **Cancel**

Load Salary from File

To load salary from a file created from an external system, the following required steps must be followed:

- ✓ In “**Contribution Source**” select “*Enter Salary from File*”.
- ✓ Select Month in the year to submit from the “Month” drop down list
- ✓ Select Year to submit from the “Year” drop down list
- ✓ Click on “*Choose File*” then select the file and click on open to download. See format below.
- ✓ Click “**GET CONTRIBUTION**” to load information from file to list.
- ✓ Fix any errors reported by the salary download process.

Contribution Calculator

Contribution Source

☐ Enter Salary Online

☒ Enter Salary From File

Month:

October

 Year:

2015

Choose File

No file chosen

GET CONTRIBUTION

- ✓ Click on **“SAVE COMPENSATION”** to save entered or downloaded employee salaries. Contribution Summary Page is opened.
- ✓ From Contributions Summary Page, Click on **“SUBMIT TO NHI”**
- ✓ Click on **“Ok”** to submit the contributions to NHIB or click **“Cancel”** to return to Contribution Summary page without submitting the contributions.

File Format

The file to download must follow the following specifications:

- ✓ File must be in .csv (Comma Separated Value) format.
- ✓ File must contain the following headings:

Member NHI, First Name, Last Name, Start Date, End Date, Compensation, Employer, and Employee.

Member NHI	First Name	Last Name	Start Date	End Date	Compensation	Employer	Employee
1111	Boysie	Tom	2/1/2016	2/28/2016	2,112.00	79.2	79.2
2222	Gregory	Hines	2/1/2016	2/28/2016	7,800.00	231.25	231.25