



## 1.1. HCP - External User Access Form (Exempted)

### Purpose

The purpose of this transaction is to enable a Health Care Provider (HCP) previously known as Medical Service Provider (MSP) to apply for access to CompEasy by completing the online External User Access Form.

### Business Scenario

In this scenario a HCP requests access to the CompEasy System.

### Prerequisites

The following prerequisites are applicable when processing this transaction:

- Access to <https://CompEasy.labour.gov.za> website.

### 1.1.1. User Registration - Internet Explorer

**CompEasy**

Online External User Registration

\* User Category:  \* Title:

\* First name:  \* Last name:

Personnel No:

E-Mail Address:

\* ID Type:  \* ID Number:

Mobile Phone:

Telephone:

Position:

Gender:

Employ Period Years:  Months:

Date of Birth:

Company / Service Provider Details

\* BusinessPartner:  Organisation Reg No:

Health Practice No:  CF Registration No:

Company Name:  Street:

City:  Region:

Postal Code:


PO Box:  PO Box Post Cde:

PO Box City:

Manager Name:  Manager Position:

\* Manager ID Type:  \* Manager ID:

Declaration

 Fill in all the fields with the relevant information as required.



	<p>Please take note of the browsers that are currently supported:</p> <ul style="list-style-type: none"><li>• Chrome - Version 77</li><li>• Internet Explorer 11 (<i>known issues with IE 9</i>)</li><li>• Mozilla Firefox - Version 45 and above</li><li>• Apple Safari - Versions older than 3 years are not supported</li></ul> <p>Browser that is not supported:</p> <ul style="list-style-type: none"><li>• Microsoft Edge</li></ul> <p><i>The following browsers are recommended:</i></p> <ul style="list-style-type: none"><li>• Chrome - Version 77</li><li>• Internet Explorer 11 and above</li></ul>
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Step	Action
[1]	Click the <b>User Category</b> drop down button to display the available list.

### 1.1.2. User Registration - Internet Explorer

Online External User Registration

\* User Category: **Service Provider** (selected)

\* First name:  \* Last name:

Personnel No.:  \* ID Type: **Employer** (selected)

\* ID Number:

Mobile Phone:  Telephone:

Position:  Gender:

Employ Period Years:  Months:

Date of Birth:

Company / Service Provider Details

\* BusinessPartner:  Organisation Reg No:

Health Practice No:  CF Registration No:

Company Name:  Street:

City:  Region:

Postal Code:  PO Box:  PO Box Post Cde:

PO Box City:  Manager Name:  Manager Position:

\* Manager ID Type:  \* Manager ID:

Declaration

Step	Action
[2]	Click on the <b>Service Provider</b> <b>Service Provider</b> option to select it.



### 1.1.3. User Registration - Internet Explorer

Online External User Registration

\* User Category: Service Provider

\* Title: Select

\* First name: Enter First Name

\* Last name: Enter Surname

Personnel No:

E-Mail Address:

\* ID Type: Select

\* ID Number: Press enter after input of Identification Number

Mobile Phone:

Telephone:

Position:

Gender:

Employ Period Years: 0

Months: 00

Date of Birth:

Company / Service Provider Details

\* BusinessPartner:

Organisation Reg No:

Health Practice No: Press enter after input

CF Registration No: Press enter after input

Company Name:

Street:

City:

Region:

Postal Code:

PO Box:

PO Box Post Cde:

PO Box City:


Manager Name:

Manager Position:

\* Manager ID Type: Select

\* Manager ID: Enter Manager Idnr

Declaration

Step	Action
[3]	Click the <b>Title</b>  drop down button to display the available list.

### 1.1.4. User Registration - Internet Explorer

Online External User Registration

\* User Category: Service Provider

\* Title: Unknown

\* First name: Enter First Name

\* Last name: Unknown

Personnel No:

E-Mail Address: Ms

\* ID Type: Select

\* ID Number: Mr input of Identification Number

Mobile Phone:

Telephone: Rev

Position: Prof

Gender: Advocate

Employ Period Years: 0

Months: Director

Date of Birth:

Honorable

Company / Service Provider Details

\* BusinessPartner:

Organisation Reg No: Miss

Health Practice No: Press enter after input

CF Registration No: Mrs

Company Name:

Street: After input

City:

Region:

Postal Code:

PO Box:

PO Box Post Cde:

PO Box City:


Manager Name:

Manager Position:

\* Manager ID Type: Select

\* Manager ID: Enter Manager Idnr

Declaration

Step	Action
[4]	Click on the <b>Ms</b>  option to select it.



### 1.1.5. User Registration - Internet Explorer

Online External User Registration

\* User Category: Service Provider \* Title: Ms

\* First name: Enter First Name \* Last name: Enter Surname

Personnel No: \* ID Type: Select \* ID Number: Press enter after input of Identification Number

Mobile Phone: Telephone:

Position: Gender:

Employ Period Years: 0 Months: 00

Date of Birth:

Company / Service Provider Details

\* BusinessPartner: Organisation Reg No:

Health Practice No: Press enter after input CF Registration No: Press enter after input

Company Name: Street:

City: Region:

Postal Code: PO Box Post Cde:

PO Box: PO Box City:

Manager Name: Manager Position:

\* Manager ID Type: Select \* Manager ID: Enter Manager Idet

Declaration

Step	Action
[5]	Enter <b>Sineliso</b> in the <b>First Name</b> field.

### 1.1.6. User Registration - Internet Explorer

Online External User Registration

\* User Category: Service Provider \* Title: Ms

\* First name: Sineliso \* Last name: Enter Surname

Personnel No: \* ID Type: Select \* ID Number: Press enter after input of Identification Number

Mobile Phone: Telephone:

Position: Gender:

Employ Period Years: 0 Months: 00

Date of Birth:

Company / Service Provider Details

\* BusinessPartner: Organisation Reg No:

Health Practice No: Press enter after input CF Registration No: Press enter after input

Company Name: Street:

City: Region:

Postal Code: PO Box Post Cde:

PO Box: PO Box City:

Manager Name: Manager Position:

\* Manager ID Type: Select \* Manager ID: Enter Manager Idet

Declaration

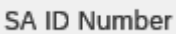
Step	Action
[6]	Enter <b>Sanda</b> in the <b>Last Name</b> field.



### 1.1.7. User Registration - Internet Explorer


Step	Action
[7]	Click the ID Type  drop down button to display the available list.

### 1.1.8. User Registration - Internet Explorer

Step	Action
[8]	Click on the SA ID Number  option to select it.



### 1.1.9. User Registration - Internet Explorer

 The Service Provider email address will be populated from the CompEasy System, provided the email address was entered during registration.

In this example, the email address was not provided during the registration of the HCP, thus it will not display.

Step	Action
[9]	Enter 4103090002187 in the ID Number field.

### 1.1.10. User Registration - Internet Explorer



Step	Action
[10]	Enter <b>0831111000</b> in the <b>Mobile Number</b> field.

### 1.1.11. User Registration - Internet Explorer


Online External User Registration

\* User Category: Service Provider \* Title: Ms  
\* First name: Sineliso \* Last name: Sanda  
Personnel No: E-Mail Address:  
\* ID Type: SA ID Number \* ID Number: 4103090002187  
Mobile Phone: 0831111000 Telephone:  
Position: Gender: [Ms] (11)  
Employ Period Years: 0 Months: 00  
Date of Birth: [Calendar icon]

Company / Service Provider Details

\* BusinessPartner: Organisation Reg No:  
Health Practice No: Press enter after input CF Registration No: Press enter after input  
Company Name: Street:  
City: Region:  
Postal Code:  
PO Box: PO Box Post Cde:  
PO Box City:  
Manager Name: Manager Position:  
\* Manager ID Type: Select \* Manager ID: Enter Manager Idet

Declaration

Step	Action
[11]	Click the <b>Gender</b>  <b>drop down</b> button to display the available list.

### 1.1.12. User Registration - Internet Explorer

Online External User Registration

\* User Category: Service Provider \* Title: Ms  
\* First name: Sineliso \* Last name: Sanda  
Personnel No: E-Mail Address:  
\* ID Type: SA ID Number \* ID Number: 4103090002187  
Mobile Phone: 0831111000 Telephone:  
Position: Gender: [Female F] (12)  
Employ Period Years: 0 Months: Male M  
Date of Birth: [Calendar icon]

Company / Service Provider Details

\* BusinessPartner: Organisation Reg No:  
Health Practice No: Press enter after input CF Registration No: Press enter after input  
Company Name: Street:  
City: Region:  
Postal Code:  
PO Box: PO Box Post Cde:  
PO Box City:  
Manager Name: Manager Position:  
\* Manager ID Type: Select \* Manager ID: Enter Manager Idet

Declaration

Step	Action
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Step	Action
[12]	Click on the <b>Female F</b> <b>Female F</b> option to select it.

### 1.1.13. User Registration - Internet Explorer


CompEasy  
Online External User Registration

\* User Category: Service Provider \* Title: Ms  
\* First name: Sineiso \* Last name: Sanda  
Personnel No: E-Mail Address:  
\* ID Type: SA ID Number \* ID Number: 410309002187  
Mobile Phone: 0831111000 Telephone:  
Position: Gender: Fen  
Employ Period Years: 0 Months: 00  
Date of Birth:

Company / Service Provider Details

\* BusinessPartner: Organisation Reg No:  
Health Practice No: CF Registration No: *Press enter after input*  
Company Name: Street: **13**  
City: Region:  
Postal Code: PO Box Post Cde:  
PO Box: PO Box City:  
Manager Name: Manager Position:  
\* Manager ID Type: Select \* Manager ID: Enter Manager Idet

Declaration


 The CF Registration Address number is the number obtained from CF when the employer initially registered at the Compensation Fund.

Step	Action
[13]	Enter <b>990000990000</b> in the <b>CF Registration No</b> field.





### 1.1.14. User Registration - Internet Explorer

 The Health Care Provider (HCP) previously known as *Medical Service Provider (MSP)* information will be populated from the CompEasy System.

Step	Action
[14]	Please press <b>Enter</b> on the keyboard.

### 1.1.15. User Registration - Internet Explorer



Step	Action
[15]	Enter 1111100000 in the <b>Health Practice No</b> field.

### 1.1.16. User Registration - Internet Explorer

Step	Action
[16]	Click in the <b>area below the scroll bar</b> to scroll down.

### 1.1.17. User Registration - Internet Explorer

Step	Action
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Step	Action
[17]	Enter <b>Luniko</b> in the <b>Manager Name</b> field.

### 1.1.18. User Registration - Internet Explorer

Step	Action
[18]	Enter <b>Manager</b> in the <b>Manager Position</b> field.

### 1.1.19. User Registration - Internet Explorer

Step	Action
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Step	Action
[19]	Click the <b>Manager ID Type</b>  drop down button to display the available list.

### 1.1.20. User Registration - Internet Explorer

Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: Manager  
Manager ID Type: SA ID Number  
Manager ID: Enter Manager Idor  
Declaration  
I, the applicant, declare that the above particulars are correct to the best of my knowledge and belief.   
Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment  
File Upload  
Document Type: Select  
Uploaded Files  
Submit for Approval

Step	Action
[20]	Click on the <b>SA ID Number</b> SA ID Number option to select it.

### 1.1.21. User Registration - Internet Explorer

Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: Manager  
Manager ID Type: SA ID Number  
Manager ID: Enter Manager Idor  
Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.   
Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment  
File Upload  
Document Type: Select  
Uploaded Files  
Submit for Approval

Step	Action
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Step	Action
[21]	Enter <b>9001015353080</b> in the <b>Manager ID</b> field.

### 1.1.22. User Registration - Internet Explorer

	Read the Declaration before selecting the checkbox.
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Step	Action
[22]	Click to select the <b>Declaration</b> <input type="checkbox"/> checkbox.



### 1.1.23. User Registration - Internet Explorer

Postal Code: 2060  
 PO Box: 86 PO Box Post Cde:  
 PO Box City:  
 Manager Name: Luniko Manager Position: Manager  
 \* Manager ID Type: SA ID Number \* Manager ID: 9001015353080

Declaration  
 I, the applicant declare that the above particulars are correct to the best of my knowledge and belief. \*


Required Documents: Certified ID or Passport copy of the user who will be transacting  
 Proof of address(Business Address)  
 Personnel Number of the user (PERSAL Employee Letter)  
 HR Confirmation of Employment

File Upload  
 Document Type: Select [v] Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

Submit for Approval

 Please ensure that all the required documents are attached before submitting.  
 The Letter of Authority (Power of attorney) is only required if the applicant is not the owner of the HCP.

Step	Action
[23]	Click the <b>Document Type</b> [v] drop down button to display the available list.

### 1.1.24. User Registration - Internet Explorer

Postal Code: 2060  
 PO Box: 86 PO Box Post Cde:  
 PO Box City:  
 Manager Name: Luniko Manager Position: Manager  
 \* Manager ID Type: SA ID Number \* Manager ID: 9001015353080

Declaration  
 I, the applicant declare that the above particulars are correct to the best of my knowledge and belief. \*

Required Documents: Certified ID or Passport copy of the user who will be transacting  
 Proof of address(Business Address)  
 Personnel Number of the user (PERSAL Employee Letter)  
 HR Confirmation of Employment

File Upload  
 Document Type: [v] Browse... Upload

Uploaded Files


Document	File Name	File Type	File Size	Link
<input type="radio"/>	Proof of Business Address			
<input type="radio"/>	Power of Attorney Letter			
<input type="radio"/>	Persal Employee Report			
<input type="radio"/>	Health Prac Reg Certificate from BHF			
<input type="radio"/>	HR/Employer Confirmation			
<input type="radio"/>	Director(s) ID Document (at least one)			
<input type="radio"/>	Company/Organisation Registration(CIPC)			

Submit for Approval



Step	Action
[24]	Double click on the <b>User SA ID / Passport</b> <b>User SA ID / Passport</b> option to select it.

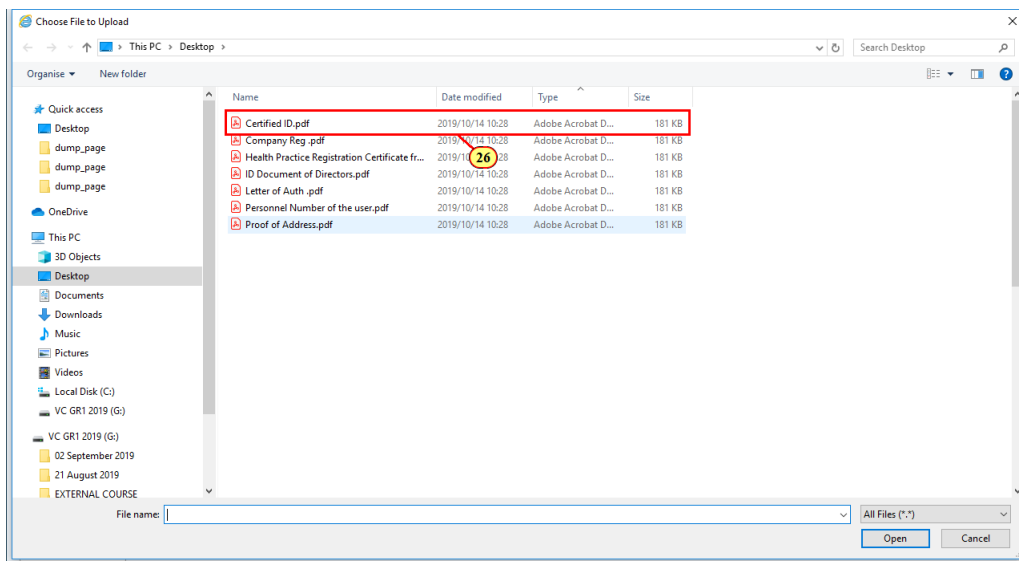
### 1.1.25. User Registration - Internet Explorer

	The file types allowed for upload are: <b>PDF, JPG, JPEG, MSG, DOC, DOCX, XLX and XLXS</b> The maximum Upload file size is <b>3MB</b> .
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Step	Action
[25]	Click the <b>Browse</b> <b>Browse...</b> button to select the relevant document.

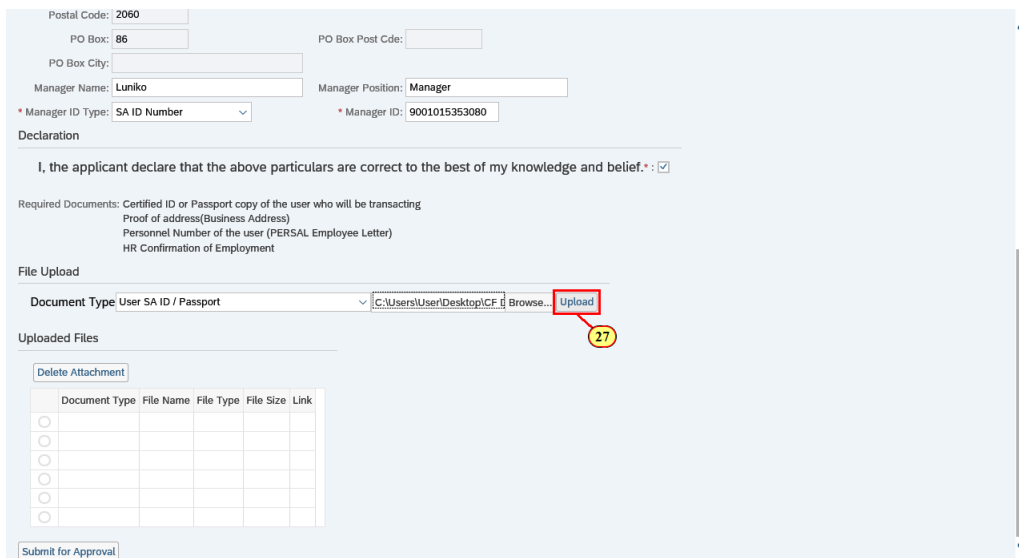



### 1.1.26. Choose File to Upload



Step	Action
[26]	Double click on the <b>Certified ID.pdf</b>  <b>Certified ID.pdf</b> file to select it.

### 1.1.27. User Registration - Internet Explorer



Step	Action
[27]	Click the <b>Upload</b>  button to upload the selected document.





### 1.1.28. User Registration - Internet Explorer

Postal Code: 2060  
 PO Box: 86 PO Box Post Cde:  
 PO Box City:  
 Manager Name: Luniko Manager Position: MANAGER  
 \* Manager ID Type: SA ID Number \* Manager ID: 9001015353080


Declaration  
 I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.\*:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
 Proof of address(Business Address)  
 Personnel Number of the user (PERSAL Employee Letter)  
 HR Confirmation of Employment

File Upload  
 Document Type: User SA ID / Passport Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B9B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

 The uploaded document details are displayed.

Step	Action
[28]	Click the <b>Document Type</b>  drop down button to display the available list.

### 1.1.29. User Registration - Internet Explorer

Postal Code: 2060  
 PO Box: 86 PO Box Post Cde:  
 PO Box City:  
 Manager Name: Luniko Manager Position: MANAGER  
 \* Manager ID Type: SA ID Number \* Manager ID: 9001015353080

Declaration  
 I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.\*:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
 Proof of address(Business Address)  
 Personnel Number of the user (PERSAL Employee Letter)  
 HR Confirmation of Employment

File Upload  
 Document Type: User SA ID / Passport Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 Health Prac Reg Certificate from BHF	application/pdf	185029	255044462D312E350D0A25B5B9B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F
<input type="radio"/>	HR/Employer Confirmation			
<input type="radio"/>	Director(s) ID Document (at least one)			
<input type="radio"/>	Company/Organisation Registration(CIPC)			

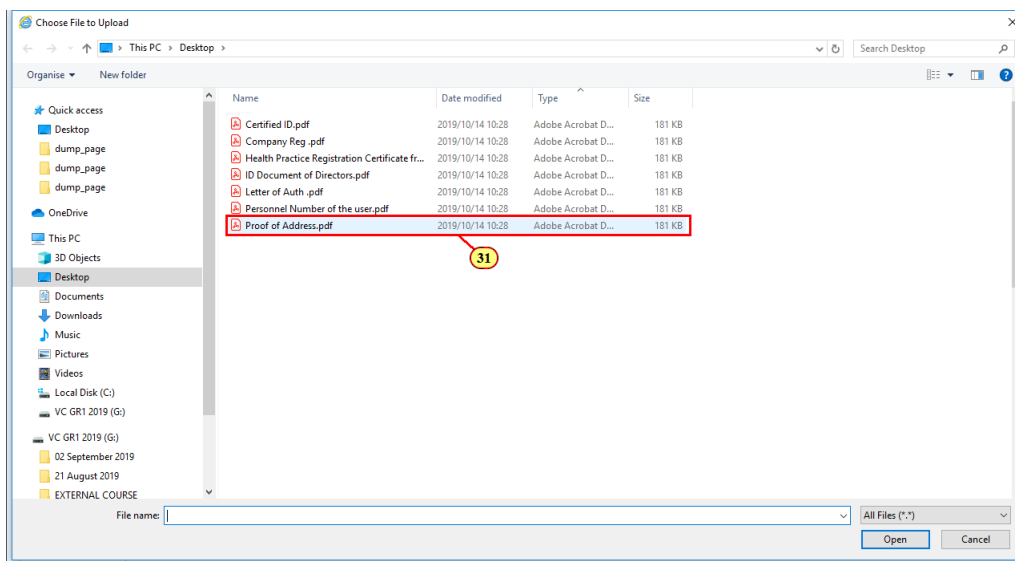


Step	Action
[29]	Double click on the <b>Proof of Business Address</b> <b>Proof of Business Address</b> option to select it.

### 1.1.30. User Registration - Internet Explorer

Step	Action
[30]	Click the <b>Browse</b> <b>Browse...</b> button to select the relevant document.

### 1.1.31. Choose File to Upload





Step	Action
[31]	Double click on the <b>Proof of Address.pdf</b>  <b>Proof of Address.pdf</b> file to select it.

### 1.1.32. User Registration - Internet Explorer

Document Type	File Name	File Type	File Size	Link	
<input checked="" type="radio"/>	ZBPUSER06	C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B585B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					


Step	Action
[32]	Click the <b>Upload</b>  button to upload the selected document.

### 1.1.33. User Registration - Internet Explorer

Document Type	File Name	File Type	File Size	Link	
<input checked="" type="radio"/>	ZBPUSER06	C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B585B50D0A312030206F626A0D0A3C3C2F547970652F43617461
<input checked="" type="radio"/>	ZBPUSER01	C:\Users\User\Desktop\CF Documents\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B585B50D0A312030206F626A0D0A3C3C2F547970652F43617461
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

Step	Action
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Step	Action
[33]	Click the <b>Document Type</b>  drop down button to display the available list.

### 1.1.34. User Registration - Internet Explorer

Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: MANAGER  
Manager ID Type: SA ID Number  
Manager ID: 9001015353080

Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment

File Upload  
Document Type: Proof of Business Address  
User SA ID / Passport  
Proof of Business Address  
Power of Attorney Letter  
Persal Employee Report  
Health Prac Reg Certificate from BHF  
HR/Employee Confirmation  
Director(s) ID Document (at least one)  
Company/Organisation Registration(CIPC)

Document	File Type	File Size	Link
ZBPUSER0 Health Prac Reg Certificate from BHF	application/pdf	185029	255044462D312E350D0A25B5B5B5B500A312030206F626A0D0A3C3C2F547970652F43617461
ZBPUSER0 HR/Employee Confirmation	application/pdf	185029	255044462D312E350D0A25B5B5B5B500A312030206F626A0D0A3C3C2F547970652F43617461

Step	Action
[34]	Double click on the <b>Persal Employee Report</b>  option to select it.

### 1.1.35. User Registration - Internet Explorer

Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: MANAGER  
Manager ID Type: SA ID Number  
Manager ID: 9001015353080

Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.:


Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment

File Upload  
Document Type: Persal Employee Report  
Browse... Upload

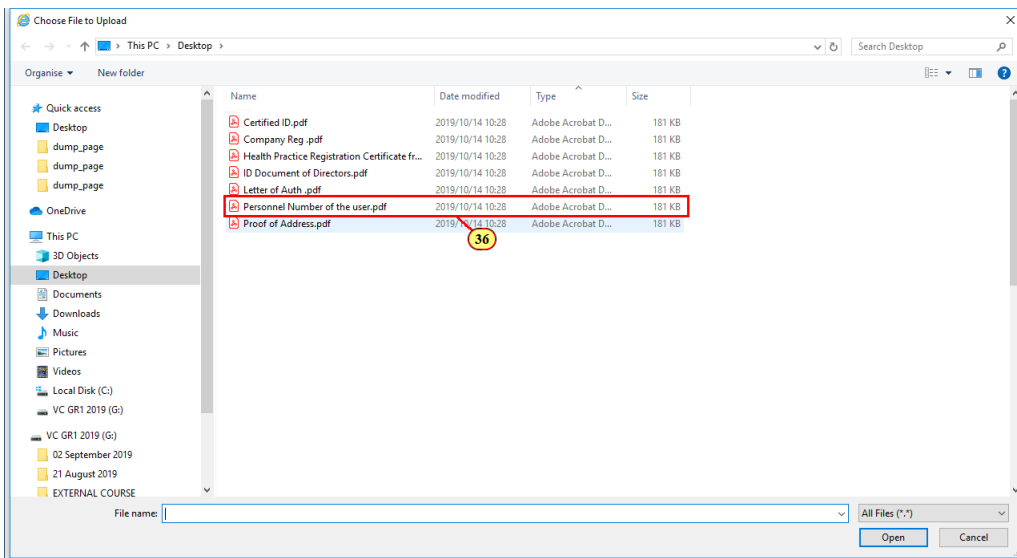
Uploaded Files


Document Type	File Name	File Type	File Size	Link
ZBPUSER06	C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B500A312030206F626A0D0A3C3C2F547970652F43617461
ZBPUSER01	C:\Users\User\Desktop\CF Documents\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B500A312030206F626A0D0A3C3C2F547970652F43617461



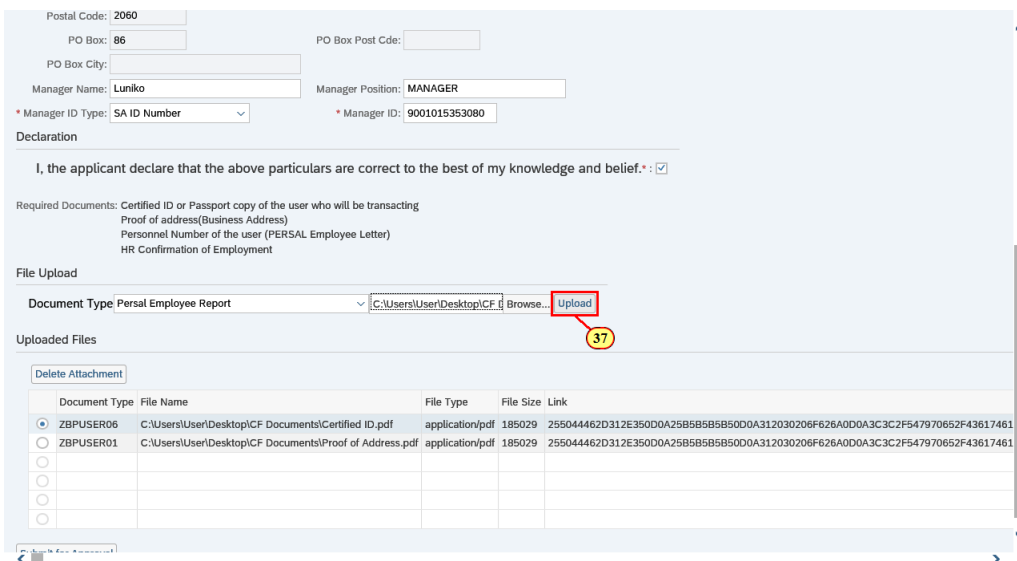
Step	Action
[35]	Click the <b>Browse</b>  button to select the relevant document.

### 1.1.36. Choose File to Upload



Step	Action
[36]	Double click on the <b>Personnel Number of the user.pdf</b>  <b>Personnel Number of the user.pdf</b> file to select it.

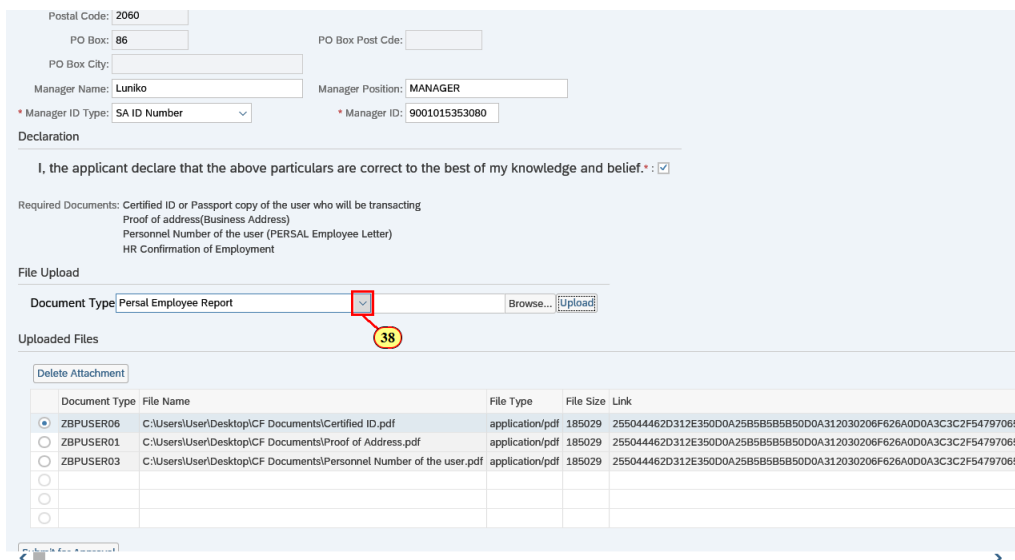
### 1.1.37. User Registration - Internet Explorer





Step	Action
[37]	Click the <b>Upload</b>  button to upload the selected document.

### 1.1.38. User Registration - Internet Explorer



Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: MANAGER  
Manager ID Type: SA ID Number  
Manager ID: 9001015353080

Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.\*:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment

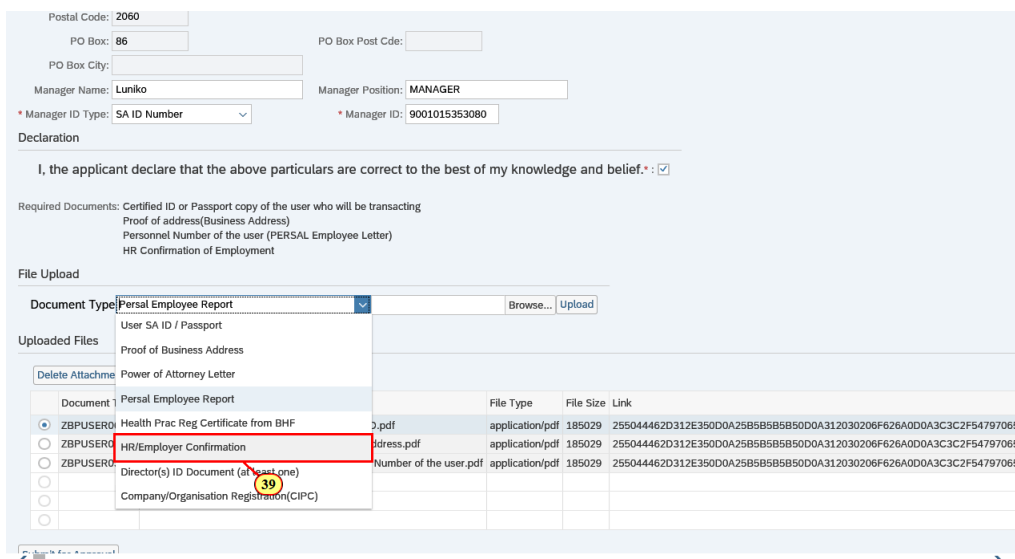
File Upload  
Document Type: Persal Employee Report  
Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F54797068
<input type="radio"/>	ZBPUSER01 C:\Users\User\Desktop\CF Documents\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F54797068
<input type="radio"/>	ZBPUSER03 C:\Users\User\Desktop\CF Documents\Personnel Number of the user.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F54797068

Step	Action
[38]	Click the <b>Document Type</b>  drop down button to display the available list.

### 1.1.39. User Registration - Internet Explorer



Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: MANAGER  
Manager ID Type: SA ID Number  
Manager ID: 9001015353080

Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.\*:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment

File Upload  
Document Type: Persal Employee Report  
Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER0 Health Prac Reg Certificate from BHF	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F54797068
<input checked="" type="radio"/>	ZBPUSER0 HR/Employer Confirmation	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F54797068
<input checked="" type="radio"/>	ZBPUSER0 Director(s) ID Document (at least one)	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F54797068

Step	Action
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Step	Action
[39]	Double click on the <b>HR/Employer Confirmation</b> <b>HR/Employer Confirmation</b> option to select it.

### 1.1.40. User Registration - Internet Explorer

Postal Code: 2060  
PO Box: 86  
PO Box Post Cde:  
PO Box City:  
Manager Name: Luniko  
Manager Position: MANAGER  
\* Manager ID Type: SA ID Number  
\* Manager ID: 9001015353080

Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment

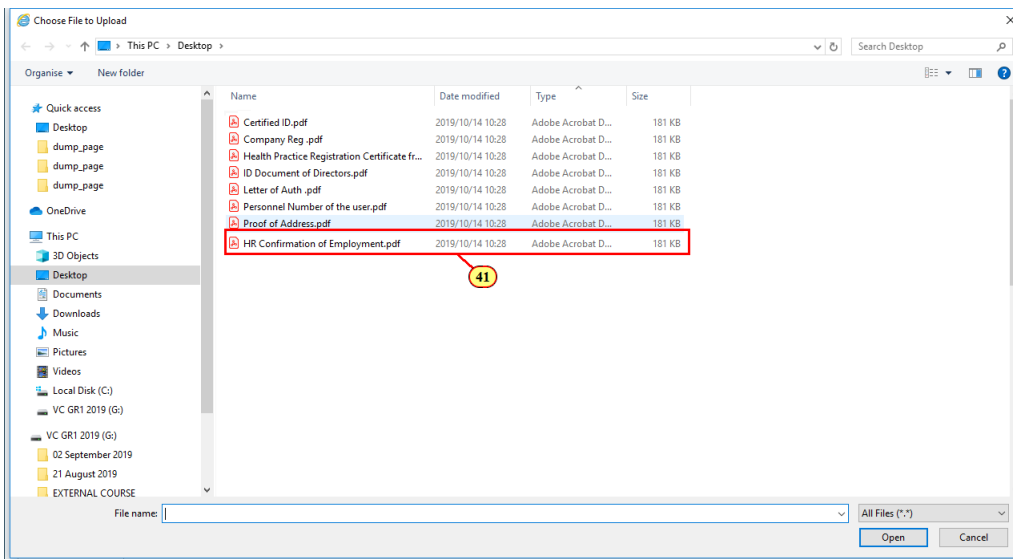
File Upload  
Document Type: HR/Employer Confirmation  
Browse... Upload

Uploaded Files


Document Type	File Name	File Type	File Size	Link
<input type="radio"/>	ZBPUSER06 C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0DDA3C3C2F54797068
<input checked="" type="radio"/>	ZBPUSER01 C:\Users\User\Desktop\CF Documents\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0DDA3C3C2F54797068
<input type="radio"/>	ZBPUSER03 C:\Users\User\Desktop\CF Documents\Personnel Number of the user.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0DDA3C3C2F54797068

Step	Action
[40]	Click the <b>Browse</b> <b>Browse...</b> button to select the relevant document.

### 1.1.41. Choose File to Upload





Step	Action
[41]	Double click on the <b>HR Confirmation of Employment.pdf</b>  <b>HR Confirmation of Employment.pdf</b> file to select it.

### 1.1.42. User Registration - Internet Explorer

Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: MANAGER  
Manager ID Type: SA ID Number  
Manager ID: 9001015353080

Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.\*:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment

File Upload  
Document Type: HR/Employer Confirmation  
C:\Users\User\Desktop\CF Documents\HR Confirmation of Employment.pdf  
Browse... **Upload**

Uploaded Files  
Delete Attachment

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E35000A2585B5B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER01 C:\Users\User\Desktop\CF Documents\Proof of Address.pdf	application/pdf	185029	255044462D312E35000A2585B5B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER03 C:\Users\User\Desktop\CF Documents\Personnel Number of the user.pdf	application/pdf	185029	255044462D312E35000A2585B5B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>				
<input type="radio"/>				

Step	Action
[42]	Click the <b>Upload</b>  button to upload the selected document.

### 1.1.43. User Registration - Internet Explorer

Postal Code: 2060  
PO Box: 86  
PO Box City:  
Manager Name: Luniko  
Manager Position: MANAGER  
Manager ID Type: SA ID Number  
Manager ID: 9001015353080

Declaration  
I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.\*:

Required Documents: Certified ID or Passport copy of the user who will be transacting  
Proof of address(Business Address)  
Personnel Number of the user (PERSAL Employee Letter)  
HR Confirmation of Employment

File Upload  
Document Type: HR/Employer Confirmation  
C:\Users\User\Desktop\CF Documents\HR Confirmation of Employment.pdf  
Browse... **Upload**

Uploaded Files  
Delete Attachment

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E35000A2585B5B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER01 C:\Users\User\Desktop\CF Documents\Proof of Address.pdf	application/pdf	185029	255044462D312E35000A2585B5B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER03 C:\Users\User\Desktop\CF Documents\Personnel Number of the user.pdf	application/pdf	185029	255044462D312E35000A2585B5B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER07 C:\Users\User\Desktop\CF Documents\HR Confirmation of Employment.pdf	application/pdf	185029	255044462D312E35000A2585B5B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>				





Step	Action
[43]	Click in the <b>area below the scroll bar</b> to scroll down.

### 1.1.44. User Registration - Internet Explorer

PO Box: 86 PO Box Post Cde: PO Box City: Manager Name: Luniko Manager Position: MANAGER  
 \* Manager ID Type: SA ID Number \* Manager ID: 9001015353080

Declaration  
 I, the applicant declare that the above particulars are correct to the best of my knowledge and belief.\*:


Required Documents: Certified ID or Passport copy of the user who will be transacting  
 Proof of address(Business Address)  
 Personnel Number of the user (PERSAL Employee Letter)  
 HR Confirmation of Employment


File Upload  
 Document Type: HR/Employer Confirmation Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 C:\Users\User\Desktop\CF Documents\Certified ID.pdf	application/pdf	185029	255044462D312E35000A2585B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER01 C:\Users\User\Desktop\CF Documents\Proof of Address.pdf	application/pdf	185029	255044462D312E35000A2585B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER03 C:\Users\User\Desktop\CF Documents\Personnel Number of the user.pdf	application/pdf	185029	255044462D312E35000A2585B5B50D0A312030206F626A0D0A3C3C2F54797C
<input type="radio"/>	ZBPUSER07 C:\Users\User\Desktop\CF Documents\HR Confirmation of Employment.pdf	application/pdf	185029	255044462D312E35000A2585B5B50D0A312030206F626A0D0A3C3C2F54797C

Submit for Approval 44

Step	Action
[44]	Click the <b>Submit for Approval</b>  button to submit the User Registration request for approval.


	If there is no system response after clicking the <b>Submit for Approval</b> button, scroll to the top to view the error message.
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### 1.1.45. User Registration - Internet Explorer

Step	Action
[45]	Click the <b>OK</b> button to acknowledge the message.

### 1.1.46. User Registration - Internet Explorer

 Well done! You have successfully submitted the request for User access to the CompEasy System for approval.