



COVID 19 TERS System Changes

1. Acknowledgement of COVID 19 TERS Refunds Steps:

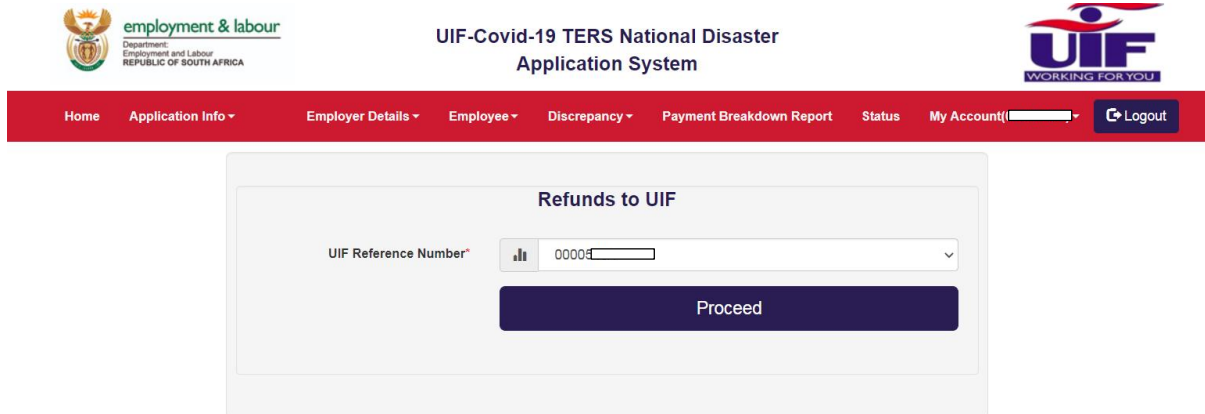
Step 1: Login to the System

Step 2: Click Employer Details Tab

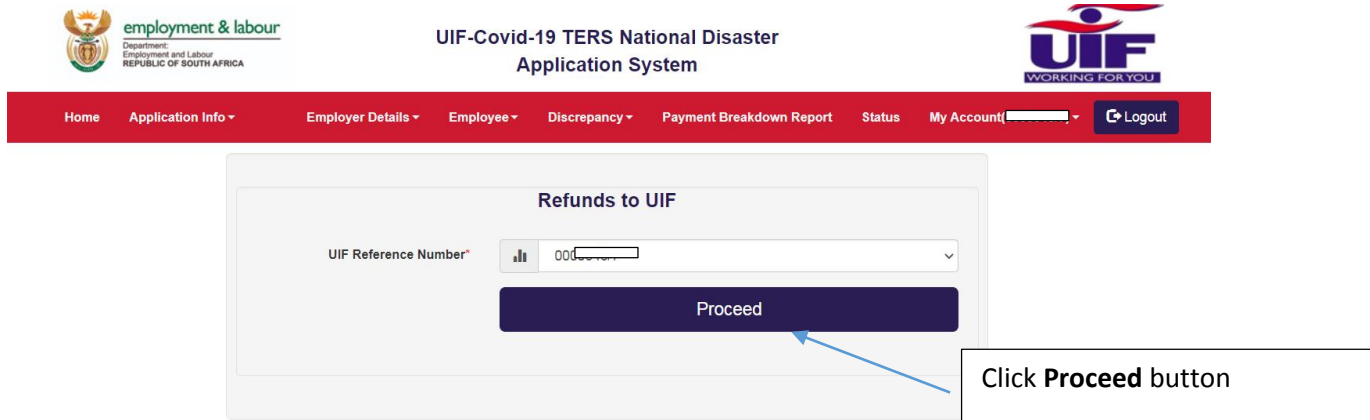
Step 3: Click Refunds to UIF from the Employer Details Tab



Step 4: Acknowledgement of COVID 19 TERS Refunds Screen will be displayed:



Step 5: Click **Proceed** button to retrieve the refunds acknowledged by the Fund



Step 6: The system will display the **Refunds to UIF Table** that contains the following fields (**UIF Reference Number, Refunds Amount, and Refund Date**) as per the screenshot below:

REFUNDS TO UIF - 0000548/7			
UIF Reference Number	Refund Amount	Refund Date	Search: <input type="text"/>
0000548/7	31515.15	2020-05-20 00:00:00.0	
0000548/7	943.5	2020-06-17 00:00:00.0	
0000548/7	1197.8	2020-06-01 00:00:00.0	

Previous 1 Next



2. Applicant Information and Uploading of Letter Authority Steps:

Step 1: Login to the System

Step 2: Applicant Information Screen will be displayed (the system will allow the user to proceed to other system functionality prior capturing **Applicant Information**)



Home Application Info - Logout

Applicant Information

(Details of the individuals submitting COVID 19 TERS Application on behalf of the Entity)

UIF Reference Number* 0000

Initials* HP

Surname* Moses

Nationality* RSA ID number

RSA ID Number*

Applicant Type*
OWNER/DIRECTOR
ORGANISATION STAFF
EMPLOYER REPRESENTATIVE

Proceed

Applicant Type Dropdown List:

The user will be required to select the applicant type, which is the following:

- **Owner/ Director** (if the user selects **Owner/Director** the system won't require the user to upload the **Letter of Authority**)
- **Organisational Staff** (if the user selects **Organisational Staff** the system will require the user to upload the **Letter of Authority**)
- **Employer Representative** (if the user selects **Organisational Staff** the system will require the user to upload the **Letter of Authority**)

Step 3: Uploading of Signed Letter of Authority

Signed Letter of Authority, on an official company letterhead granting permission to an individual specified to lodge a claim on behalf of the company

Upload Signed Letter of Authority *

Choose File No file chosen

Proceed

Step 3.1

Click on **Choose File** button to select the location of the **Signed Letter of Authority** on the computer to be uploaded.

Step 3.2

Click **Proceed** button after uploading the **Signed Letter of Authority** and **Applicant Information** to save it. The system will redirect the user to the **Entity Details Screen**



3. Banking Details Verification Amendments Steps:

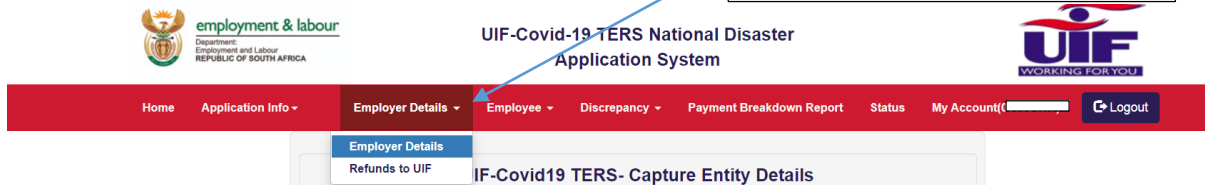
Step 1: Login to the System



UIF-Covid-19 TERS-Login

Click **Login** button

Step 2: Click Employer Details Tab



Click **Employer Details** button

Step 3: If the employer select the method bank verification of **RSA ID/ Passport**

RSA ID/Passport Number Bank Verification Method

The user will be required to complete the following fields as per the bank account details to improve the bank verification process as stipulated on the screen above:

- RSA ID number / Passport Number (Existing Field)
- Initials (New Field)
- Surname (New Field)

After capturing the above information, the user must click **Proceed** button to **save/update** information.



Step 3: If the employer select the method bank verification of **Organisation Name (Trust/NPO/School, etc)**

UIF-Covid19 TERS- Capture Entity Details

UIF Reference*

Are you Registered with CIPC? * Yes No

Identifier
(Please select the identifier that the FUND must use to perform the bank verification) *

Bank Account Profile Name/Organisation Name
(This is used for bank verification) *

Trading As Name
(This is used for bank verification) *

Organisation Name (Trust/NPO/School, etc.) Bank Verification Method

The user will be required to complete the following fields as per the bank account details to improve the manual bank verification process as stipulated on the screen above:

- **Bank Account Profile (Name/Organisation Name)** as per the **Bank Account Holder Information**
- **Trading As Name** as stipulated on the bank account details

After capturing the above information, the user must click **Proceed** button to **save/update** information.