



USER GUIDE TO MANAGE ORGANISATION AUTHORISATION

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1.1. Manage Organisation Authorisation – Employer User

Purpose

The purpose of this application is for external Employer users to request additional organisation authorisations on their user profiles.

Business Scenario

In this scenario the Employer User will request an additional organisation authorisation on his/her User profile.

Prerequisites

The following prerequisites are applicable when processing this transaction:

- Employer user is registered on CompEasy System
- Able to navigate CompEasy System

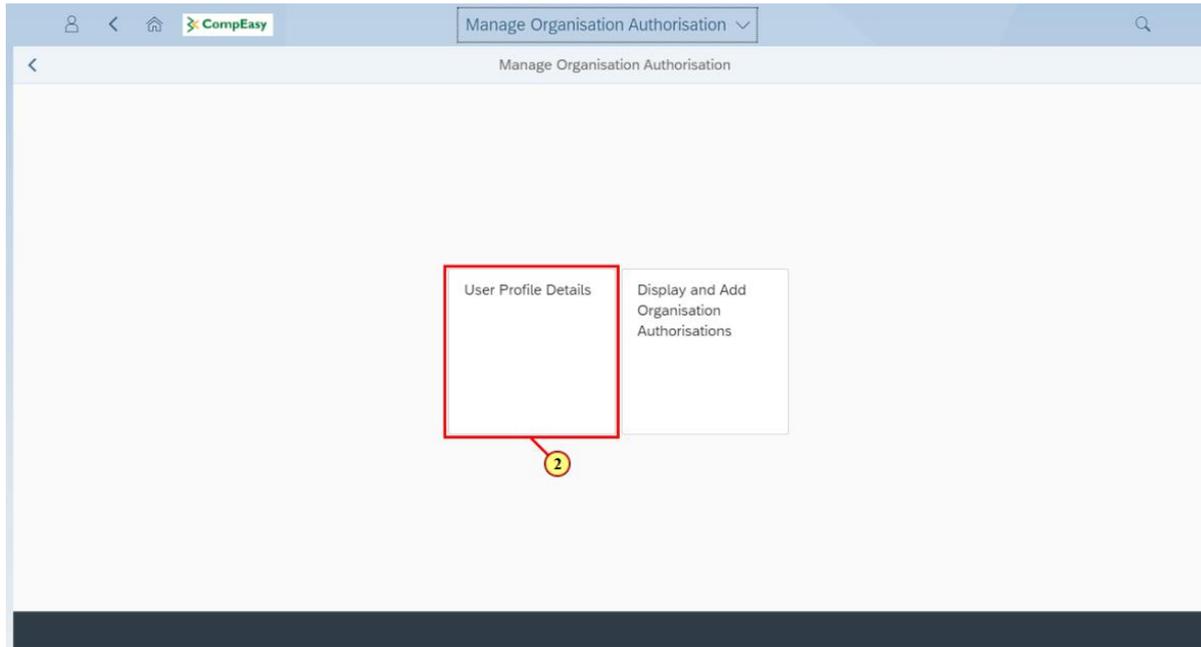
1.1.1. Home

The screenshot displays the user interface of the CompEasy system. At the top, there is a navigation bar with a user profile icon, the 'CompEasy' logo, and a 'Home' dropdown menu. Below the navigation bar, there are two tabs: 'Document Management System' and 'Occupational Claims Registration'. Under the 'Occupational Claims Registration' tab, there are four tiles: 'SAP ArchiveLink: Store documents OAWD', 'Document Viewer SDV', 'Claim Registration', 'Claim Documents Upload', 'Display Claim Status (Customer View)', and 'Manage Organisation Authorisation'. The 'Manage Organisation Authorisation' tile is highlighted with a red box and a yellow circle with the number 1.



Step	Action
[1]	Click the Manage Organisation Authorisation Manage Organisation Authorisation tile to access the transaction.

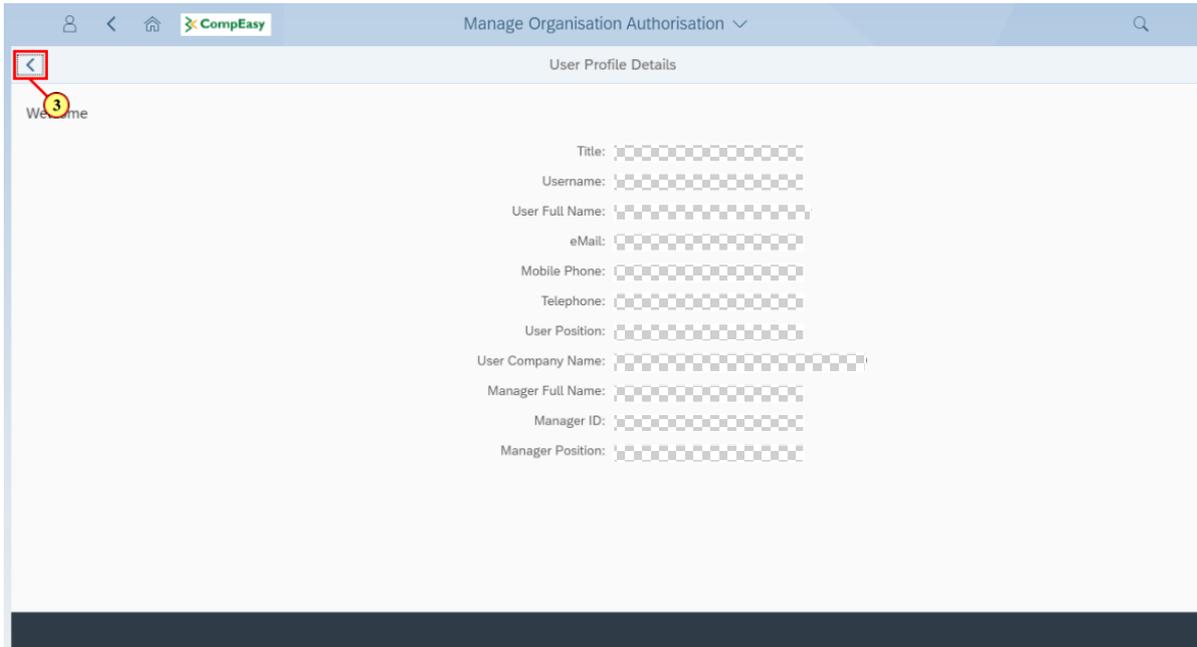
1.1.2. User Profile Details



Step	Action
[2]	Click the User Profile Details User Profile Details tile to access the transaction.

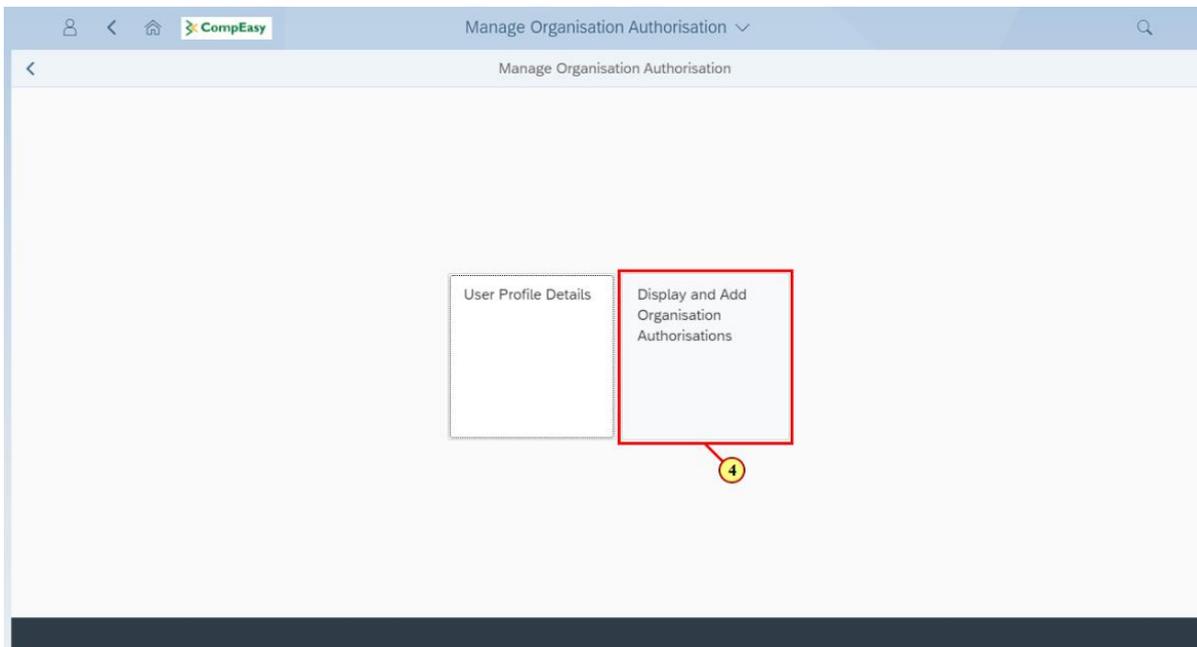


1.1.3. User Profile Details Display



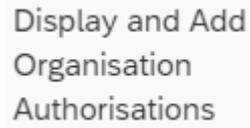
Step	Action
[3]	Click the Back  button to go to Manage Organisation Authorisation.

1.1.4. Display and Add Organisation Authorisation





Step	Action
[4]	Click the Display and Add Organisation Authorisations tile to access the transaction.



1.1.5. Display Organisation Authorisation

Organisation Name	CF Registration No	Healthcare Practice No	Address	User Category	Date Registered	Status	Rejection Reason
FIDELITY SECURITY SERVICES PTY LTD	[Redacted]	[Redacted]	MIMOSA ROAD KRUINPARK GP 0153	EMP	2019-10-14	Rejected	
SEEDAT Y Y	[Redacted]	[Redacted]	2198 9 Union Road 9 UNION ROAD HOUGHTON GP 2041	MSP	2020-02-27	New Request	
BEACHFRONT RESORT JACOBSBAAI CC	[Redacted]	[Redacted]	0000 BEACH RD JACOBSBAAI BLOUBERGSTRAND KZN 7436	EMP	2020-02-28	Approved	all done
ESAT R E	[Redacted]	[Redacted]	2198 36 Xavier Street HOUGHTON KZN 2041	MSP	2020-03-01	New Request	all is fine
PORT ALFRED BOWLING CLUB	[Redacted]	[Redacted]	0000 CAUSEWAY PORT ALFRED PORT ALFRED KZN 6170 0000 Isalah	EMP	2020-03-02	New Request	

[ADD REGISTRATION](#)

Step	Action
[5]	Click in the area below the scroll bar to scroll down.

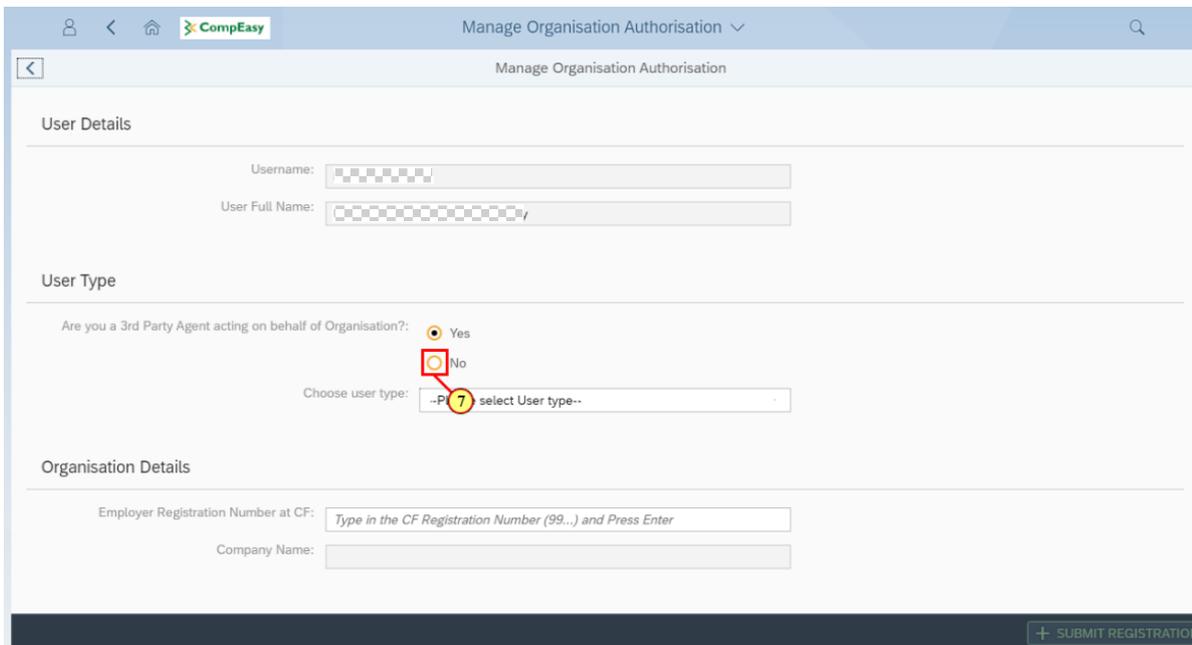


1.1.6. Add Organisation Authorisation



Step	Action
[6]	Click the ADD REGISTRATION button to add new registration.

1.1.7. Define 3rd Party Role





Step	Action
[7]	Click to select the No <input type="radio"/> radio button.

1.1.8. Define User Type (1)

Step	Action
[8]	Click the Choose user type field to activate it.



1.1.9. Define User Type (2)

Step	Action
[9]	Click the Choose user type  drop down option button to display the available list.

1.1.10. Define User Type (3)



Step	Action
[10]	Double click on the Choose user type <i>Employer User</i> option to select it.

1.1.11. Enter Organisation Registration Number

The screenshot shows the 'Manage Organisation Authorisation' interface. The 'Organisation Details' section contains the 'Employer Registration Number at CF:' field, which is highlighted with a red border and a yellow callout bubble labeled '12'. The 'User Type' section shows 'Employer User' selected in the dropdown menu. The 'User Details' section has 'Username' and 'User Full Name' fields. The 'Are you a 3rd Party Agent acting on behalf of Organisation?' section has 'No' selected. A '+ SUBMIT REGISTRATION' button is located at the bottom right of the form.

Step	Action
[12] [13]	Enter the 99..... number in the Employer Registration Number at CF Type in the CF field and Please press the enter key from the keyboard.



1.1.12. Upload Mandatory Documents (1)

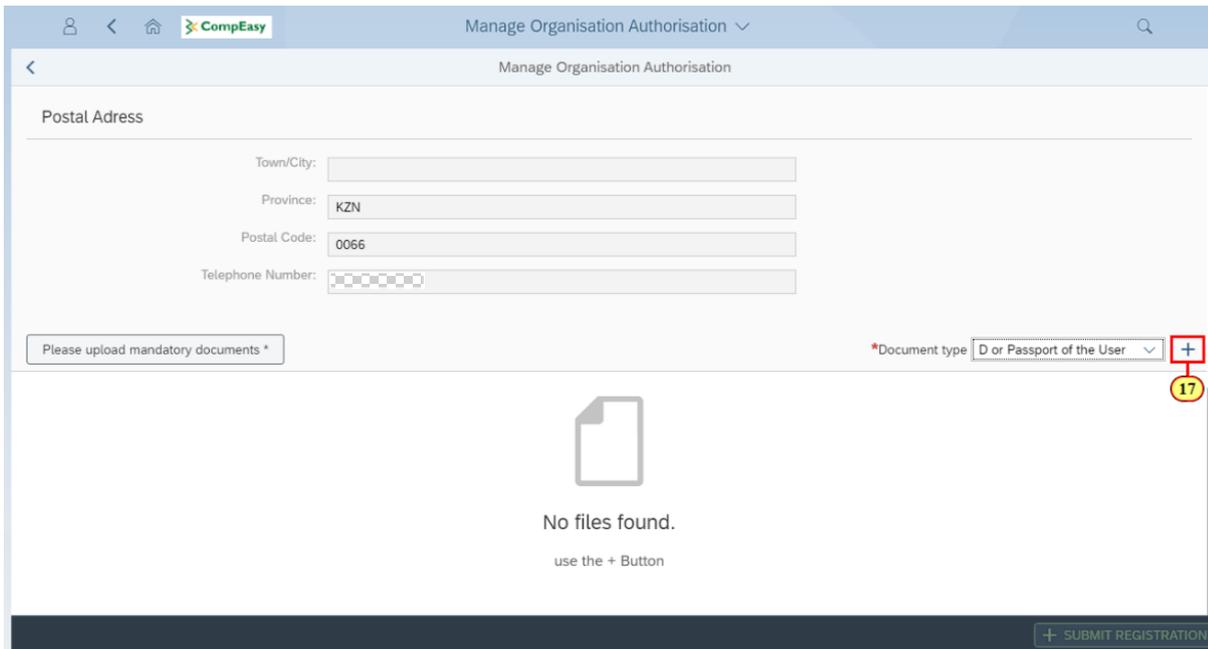
Step	Action
[14]	Scroll down to the Document upload section
[15]	Click the Document type  drop down option button to display the available list.

1.1.13. Upload Mandatory Documents (2)



Step	Action
[16]	Double click on the Document type Certified ID or Passport of the Director o Employer Company option to select it.

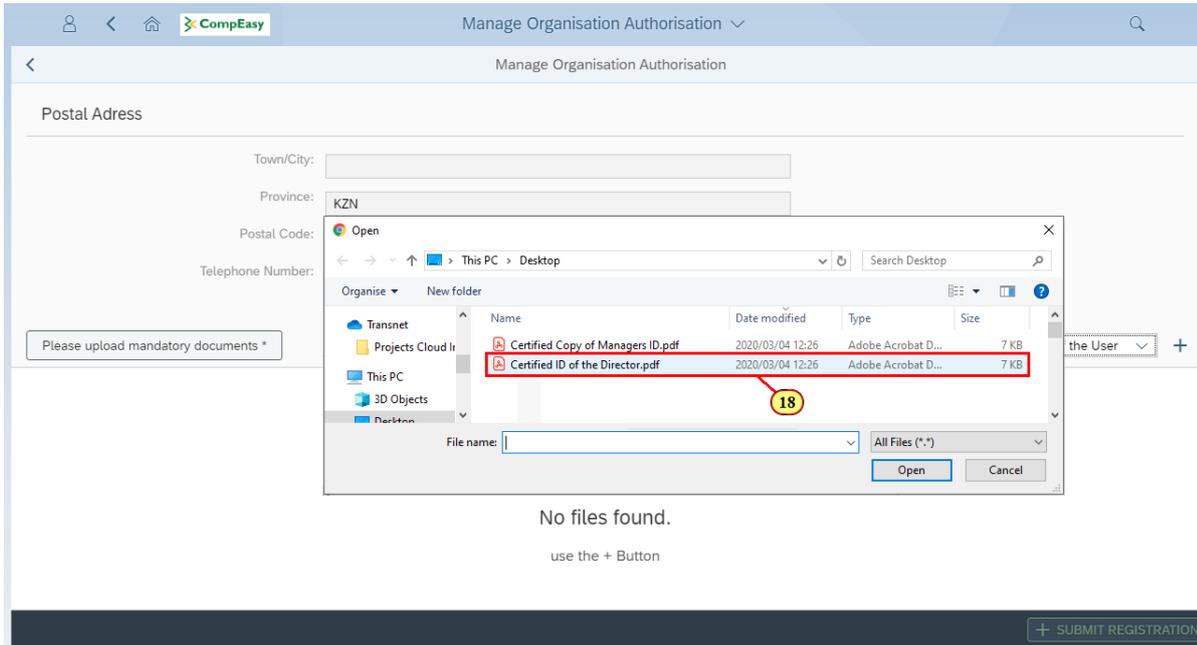
1.1.14. Upload Mandatory Documents (3)



Step	Action
[17]	Click the Add + button to upload a document.

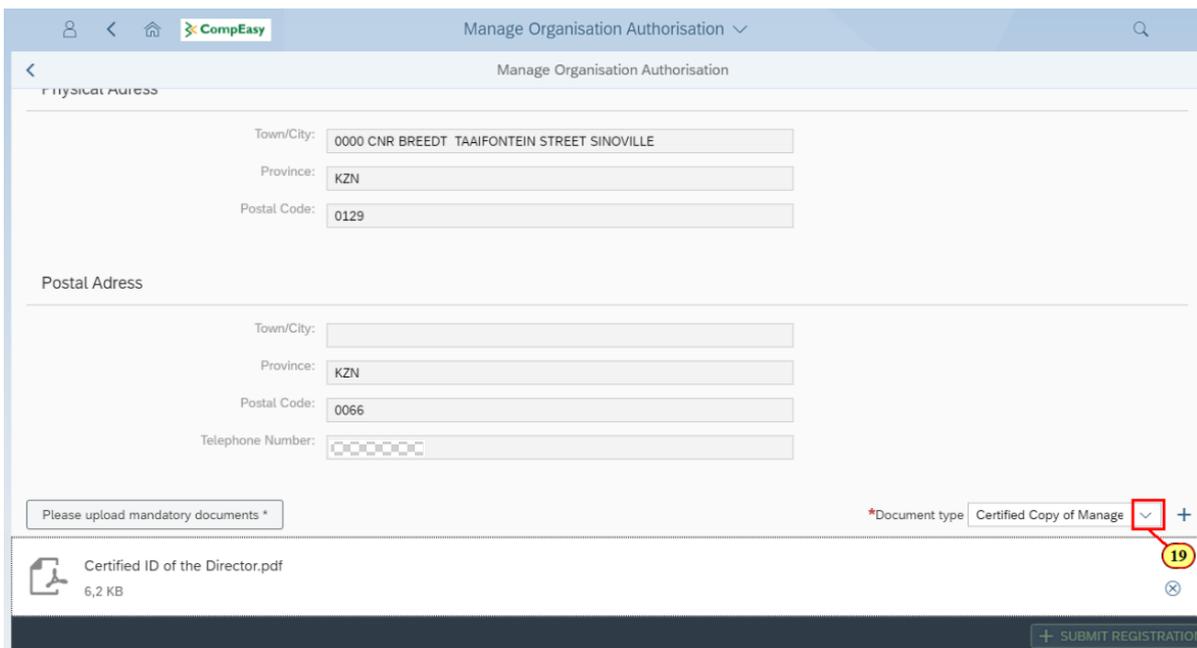


1.1.15. Upload Mandatory Documents (4)



Step	Action
[18]	Double click on the Certified ID of the Director.pdf option to select it.

1.1.16. Repeat the Above Par's 1.1.12 to 1.1.15 to Upload All Required Documents





Step	Action
[19]	Upload the Document type Certified Copy of Manager's ID
[20]	Upload the Document type Company Registration Certificate - CIPC
[21]	Upload the Document type Certified User ID or Passport of the User
[22]	Upload the Document type Proof of Business Address

1.1.17. Submit the Registration

Town/City:

Province:

Postal Code:

Telephone Number:

Please upload mandatory documents *

*Document type: +

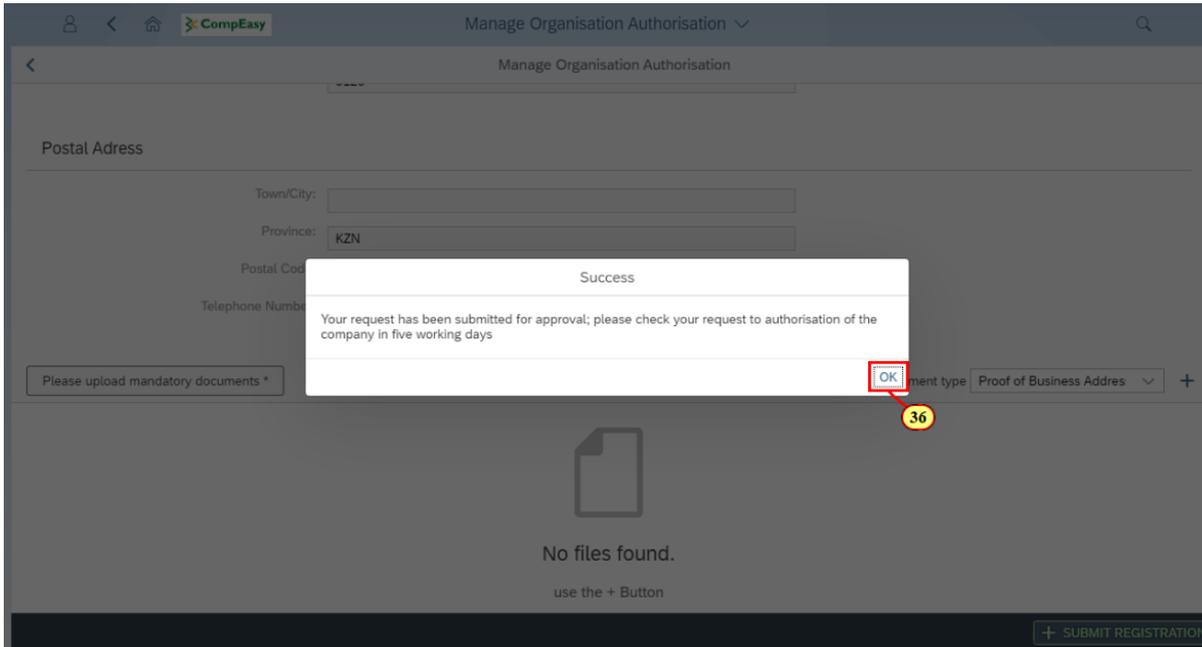
- Proof of Business Address.pdf (6,2 KB) [X]
- Certified User ID of the User.pdf (6,2 KB) [X]
- Company Reg Certificate - CIPC.pdf (6,2 KB) [X]
- Certified Copy of Managers ID.pdf (6,2 KB) [X]

+ SUBMIT REGISTRATION

Step	Action
[23]	Click the SUBMIT REGISTRATION + SUBMIT REGISTRATION button to submit registration.

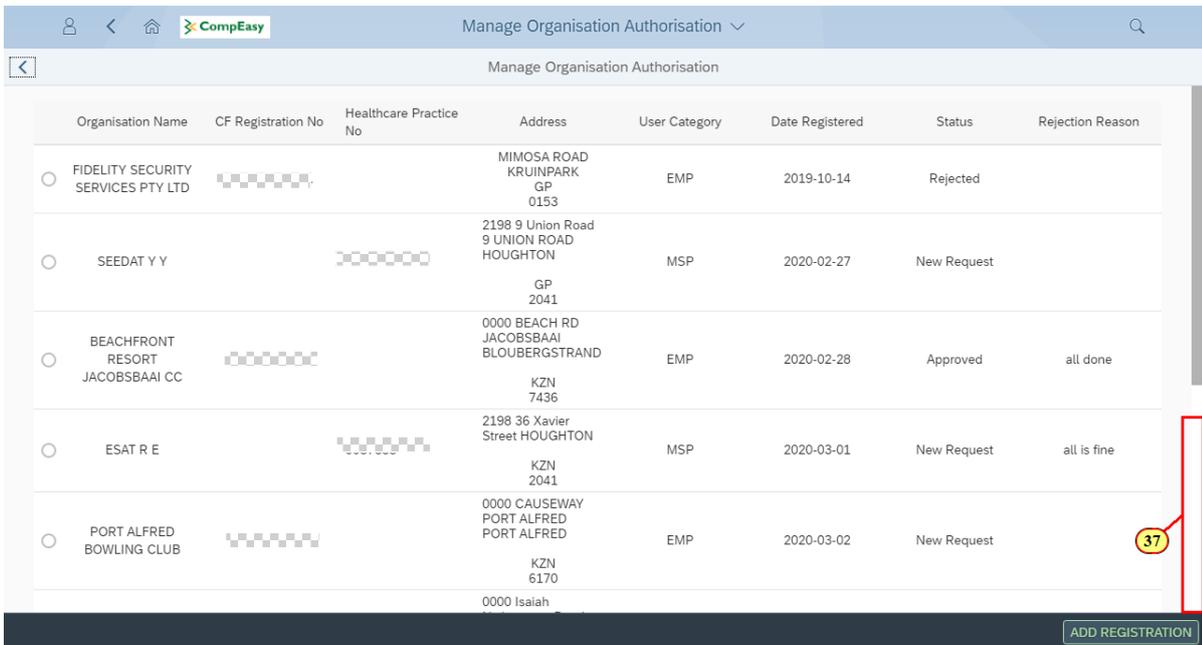


1.1.18. Submitted Registration Message



Step	Action
[24]	Click the OK  button to acknowledge the message.

1.1.19. Display the New Registration





Step	Action
[25]	Click in the area below the scroll bar to scroll down.

1.1.20. Display the New Registration (2)

The screenshot shows a web application interface for managing organisation authorisations. At the top, there is a navigation bar with the 'CompEasy' logo and the title 'Manage Organisation Authorisation'. Below this is a scrollable list of registration requests. Each request is represented by a row with the following information: a radio button, the organisation name, a small grid icon, the full address, the registration type (EMP), the date, the status, and any comments. At the bottom right of the list, there is an 'ADD REGISTRATION' button.

Organisation	Address	Type	Date	Status	Comments
<input type="radio"/> PORT ALFRED BOWLING CLUB	0000 CAUSEWAY PORT ALFRED PORT ALFRED KZN 6170	EMP	2020-03-02	New Request	
<input type="radio"/> THE SHARKS PTY LTD	0000 Isalah Ntshangase Road Durban KZN 4000	EMP	2020-03-02	Rejected	Incorrect documents
<input type="radio"/> BLW RECYCLING INDUSTRIES PTY LTD	0000 13 MACOT ROAD SAXENBURG STELLENBOSCH KZN 7599	EMP	2020-03-02	New Request	approved bf
<input type="radio"/> MASTERPARTS PTY LTD	0000 24C WARRINGTON ROAD KENILWORTH GLOSDEERY KZN 7702	EMP	2020-03-04	New Request	
<input type="radio"/> HIGHVELD MEAT	0000 CNR BREEDT TAAIFONTEIN STREET SINOVILLE KZN 0129	EMP	2020-03-04	New Request	

 The Submitted request will appear as the New Request. Please note that the request will take up to 5 workings days to approve. The status will be reflected on the Organisation Authorisations list.

 Well done! You have successfully registered a new request for additional organisation authorisation on their user profile.



1.2. Manage Organisation Authorisation – Healthcare User

Purpose

The purpose of this application is for external Healthcare Users to request additional organisation authorisation on their user profile.

Business Scenario

In this scenario the Healthcare User will request an additional organisation authorisation on their user profile.

Prerequisites

The following prerequisites are applicable when processing this transaction:

- Healthcare user is registered on the CompEasy System
- Able to navigate CompEasy System

1.2.1. Process Description

The process followed is the same as in the previous scenario for the Employer User but with two (2x) differences in the procedure, namely:

- The User type selection is “**Healthcare User**”
- The Mandatory Documents list is unique for Healthcare User Registration, including the following:
 - Certified User ID or Passport of the User
 - Certified Copy of Manager’s ID
 - Proof of Business Address
 - Health Practice Registration Certificate from BHF



The Submitted request will appear as the New Request. Please note that the request will take up to 5 working days to approve. The status will be reflected on the Organisation Authorisations list.



1.3. Manage Organisation Authorisation – 3rd Party User

Purpose

The purpose of this application is for external 3rd Party Users to request additional organisation authorisations on their user profile.

Business Scenario

In this scenario the 3rd Party User will request an additional organisation authorisation on their user profile.

Prerequisites

The following prerequisites are applicable when processing this transaction:

- The 3rd Party user is registered on the CompEasy System
- Able to navigate CompEasy System

1.3.1. Process Description

The process followed is the same as in the previous scenarios for the Employer User and the Healthcare User but with three (3x) differences in the procedure, namely:

- The User must select “**Yes**” at the option: **Are you a 3rd Party acting on behalf of the Organisation?**
- The User type selection is either “**Employer User**” or “**Healthcare User**”
- The Mandatory Documents list is extended to include the **additional** document:
 - Power of Attorney Letter from either the Employer, or the Healthcare Practice being represented.



The Submitted request will appear as the New Request. Please note that the request will take up to 5 working days to approve. The status will be reflected on the Organisation Authorisations list.