



1.1. Employer - External User Access Form

Purpose

The purpose of this transaction is to enable an Employer to apply for access to CompEasy by completing the online External User Access Form.

Business Scenario

In this scenario an Employer 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.



 The User's will access the online External User Registration Form via the following link:
<https://CompEasy.labour.gov.za>
 The *External User Registration Form* link will be available on the website of the Department of Employment and Labour.

 Please take note of the browsers that are currently supported:

- Chrome - Version 77
- Internet Explorer 11 (*known issues with IE 9*)
- Mozilla Firefox - Version 45 and above
- Apple Safari - Versions older than 3 years are not supported

Browser that is not supported:

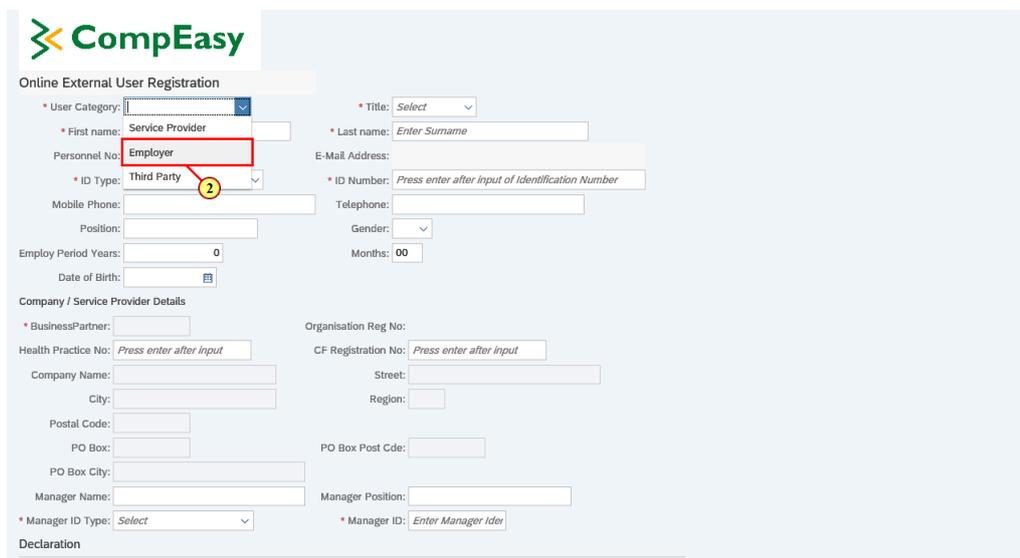
- Microsoft Edge

The following browsers are recommended:

- Chrome - Version 77
- Internet Explorer 11 and above

Step	Action
[1]	Click the User Category  drop down button to display the available list.

1.1.2. User Registration - Internet Explorer



Step	Action
[2]	Click on the Employer Employer option to select it.



1.1.3. User Registration - Internet Explorer

Online External User Registration

* User Category: **Employer** * Title: *Select*

* 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
[3]	Enter Limile in the First Name field.

1.1.4. User Registration - Internet Explorer

Online External User Registration

* User Category: **Employer** * Title: *Select*

* First name: **Limile** * 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
[4]	Enter Luniko in the Last Name field.



1.1.5. User Registration - Internet Explorer

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

1.1.6. User Registration - Internet Explorer

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



1.1.7. User Registration - Internet Explorer

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

Step	Action
[7]	Enter 8912225566098 in the ID Number field.
[8]	Please press Enter on the keyboard.

1.1.8. User Registration - Internet Explorer



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

Step	Action
[9]	Enter 990000300003 in the CF Registration No field.

1.1.9. User Registration - Internet Explorer

 The Employer information will be populated from the CompEasy System.

Step	Action
[10]	Please press Enter on the keyboard.



1.1.10. User Registration - Internet Explorer

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

1.1.11. User Registration - Internet Explorer

Step	Action
[12]	Enter Sineliso in the Manager Name field.



1.1.12. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position:

* Manager ID Type: Select * Manager ID: Enter Manager Id **13**

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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Select Browse... Upload

Uploaded Files

Delete Attachment

	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

Step	Action
[13]	Enter HR Manager in the Manager Position field.

1.1.13. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR Manager

* Manager ID Type: Select * Manager ID: Enter Manager Id

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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Select Browse... Upload

Uploaded Files

Delete Attachment

	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

Step	Action
[14]	Click on the Manager ID Type <input type="button" value="v"/> option to select it.



1.1.14. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR Manager

* Manager ID Type: **SA ID Number** * Manager ID: Enter Manager Idet

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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Select

Uploaded Files

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

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

1.1.15. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR Manager

* Manager ID Type: SA ID Number * Manager ID: Enter Manager Idet

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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Select

Uploaded Files

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

Step	Action
[16]	Enter 9001015353080 in the Manager ID field.



1.1.16. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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. 17

Required Documents: Certified ID or Passport copy of the user who will be transacting
Proof of address(Business Address)
Letter of Authority (Power of attorney)
Company/Organisation Registration document(CIPC)
ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Browse... Upload

Uploaded Files

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

Submit for Approval



Read the Declaration before selecting the checkbox.

Step	Action
[17]	Click to select the Declaration <input type="checkbox"/> checkbox.

1.1.17. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
Letter of Authority (Power of attorney)
Company/Organisation Registration document(CIPC)
ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Browse... Upload 18

Uploaded Files

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

Submit for Approval



	<p>Please ensure that all the required documents are attached before submitting.</p> <p>The Letter of Authority (Power of attorney) is only required if the applicant is not the owner of the HCP.</p>
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Step	Action
[18]	Click the Document Type  drop down button to display the available list.

1.1.18. User Registration - Internet Explorer

Step	Action
[19]	Double click on the User SA ID / Passport User SA ID / Passport option to select it.



1.1.19. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
Letter of Authority (Power of attorney)
Company/Organisation Registration document(CIPC)
ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

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

Uploaded Files

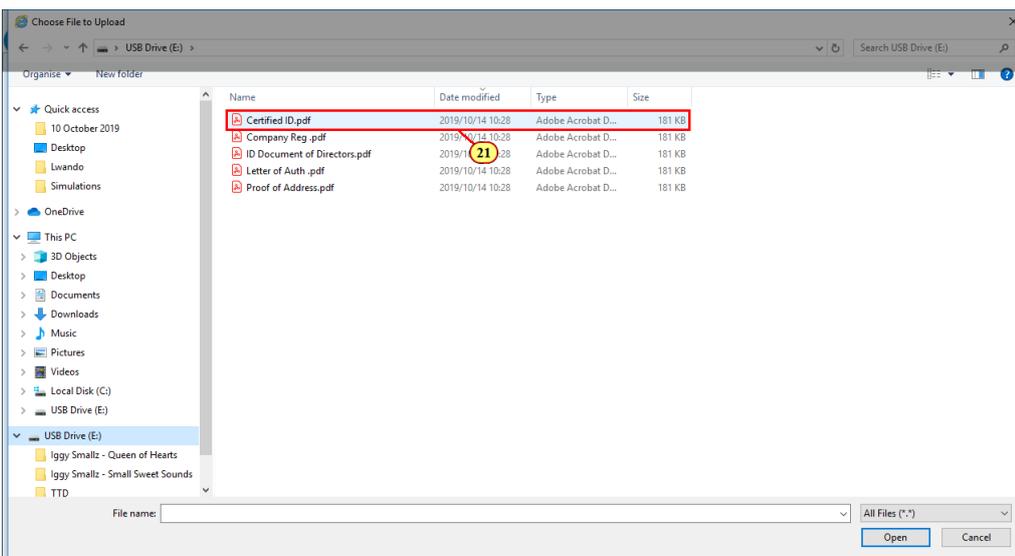
Document Type	File Name	File Type	File Size	Link
<input type="radio"/>				

Submit for Approval

 The file types allowed for upload are: **PDF, JPG, JPEG, MSG, DOC, DOCX, XLX and XLXS**
The maximum Upload file size is **3MB**.

Step	Action
[20]	Click the Browse  button to select the relevant document.

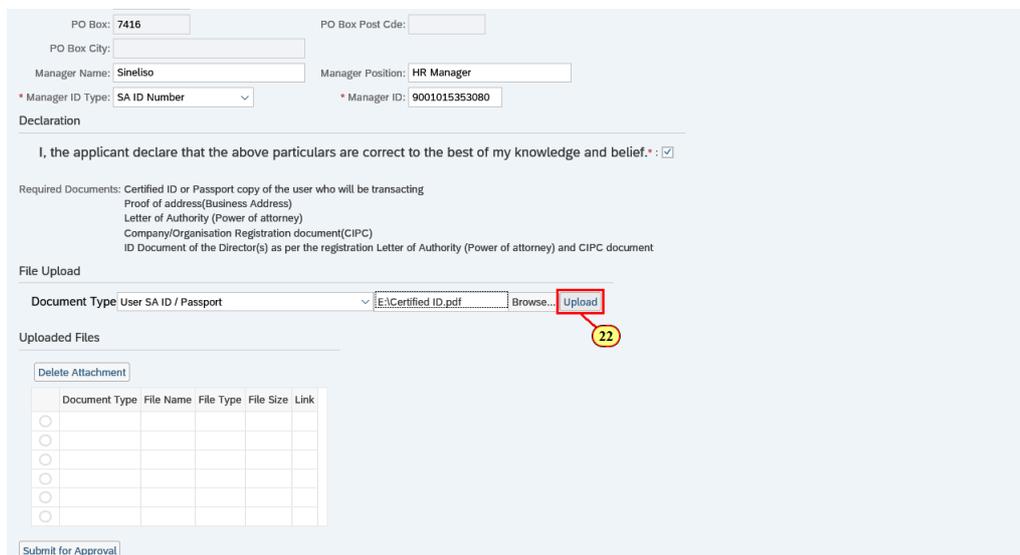
1.1.20. Choose File to Upload





Step	Action
[21]	Double click on the Certified ID.pdf  Certified ID.pdf file to select it.

1.1.21. User Registration - Internet Explorer



PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
Letter of Authority (Power of attorney)
Company/Organisation Registration document(CIPC)
ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: User SA ID / Passport E:\Certified ID.pdf Browse... **Upload**

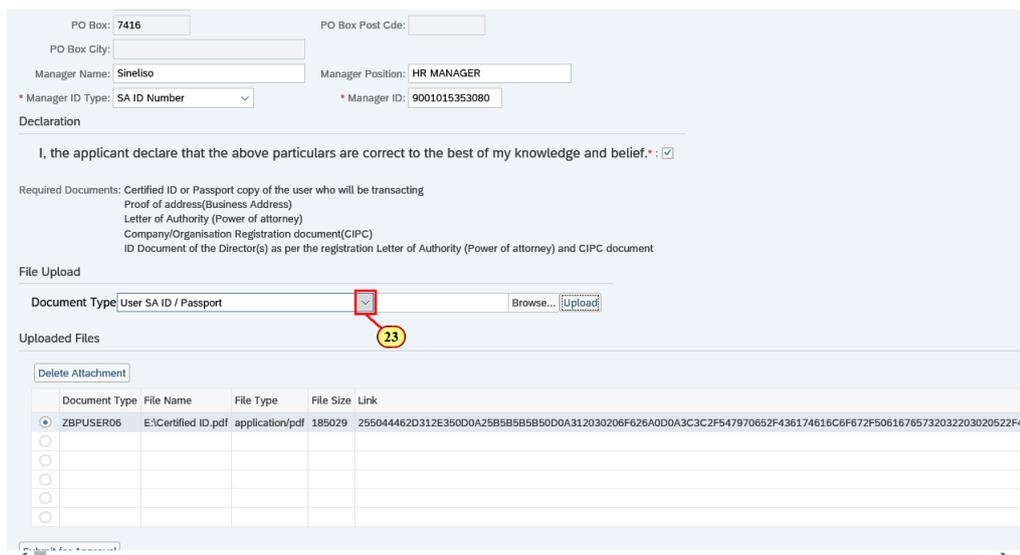
Uploaded Files

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

Submit for Approval

Step	Action
[22]	Click the Upload  button to upload the selected document.

1.1.22. User Registration - Internet Explorer



PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
Letter of Authority (Power of attorney)
Company/Organisation Registration document(CIPC)
ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

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

Uploaded Files

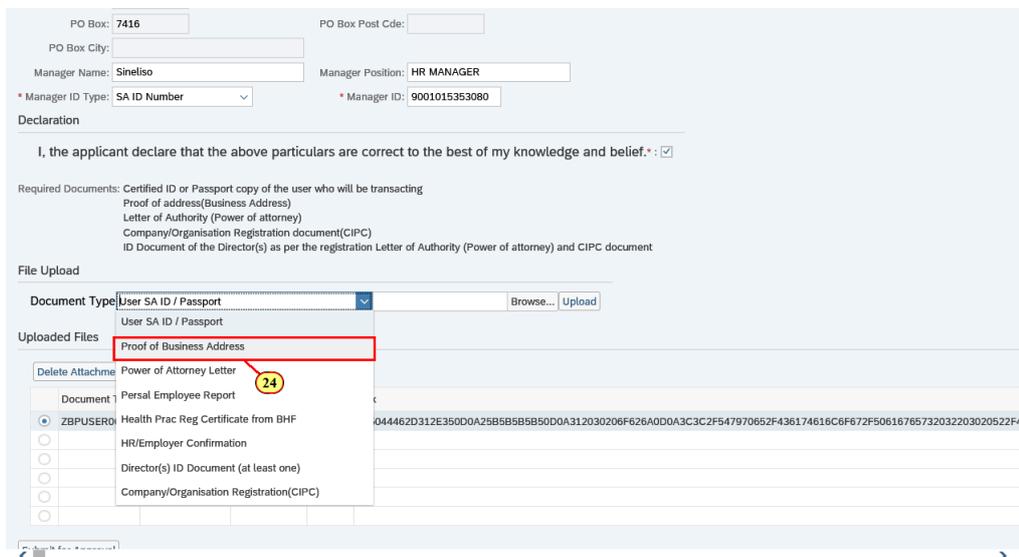
Document Type	File Name	File Type	File Size	Link	
<input checked="" type="radio"/>	ZBPUSER06	E:\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020522F4
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					



	The uploaded document details are displayed.
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Step	Action
[23]	Click the Document Type  drop down button to display the available list.

1.1.23. User Registration - Internet Explorer



Step	Action
[24]	Double click on the Proof of Business Address Proof of Business Address option to select it.



1.1.24. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde: []
 PO Box City: []
 Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

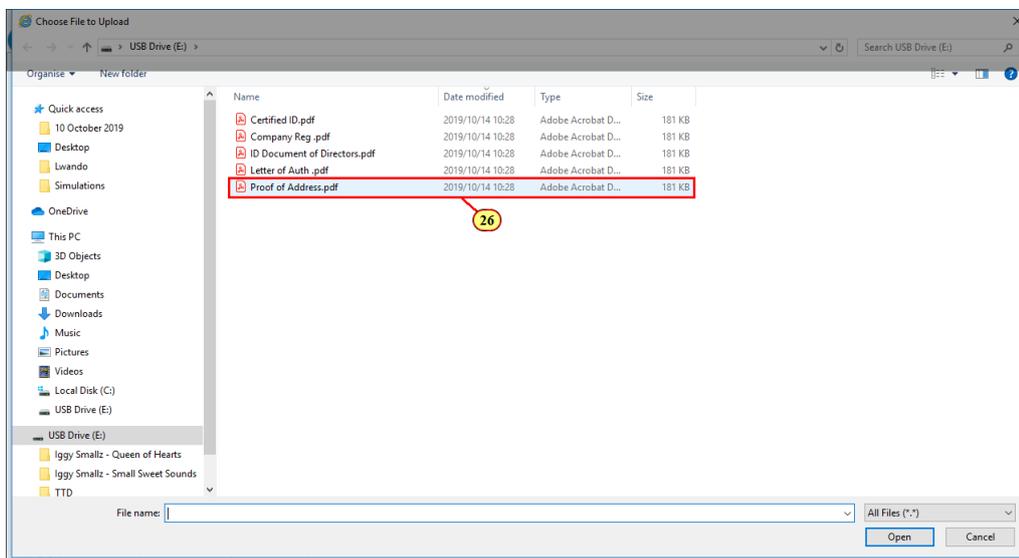
File Upload
 Document Type: Proof of Business Address [Browse... Upload]
 (25)

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06	E:\Certified ID.pdf	application/pdf	185029 255044462D312E350D0A25B5B5B5D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020522F4
<input type="radio"/>				

Step	Action
[25]	Click the Browse  button to select the relevant document.

1.1.25. Choose File to Upload



Step	Action
[26]	Double click on the Proof of Address.pdf  file to select it.



1.1.26. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type Proof of Business Address E:\Proof of Address.pdf Browse... **Upload**

Uploaded Files

Delete Attachment

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06	E:\Certified ID.pdf	application/pdf	185029 255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020522F4
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

Step	Action
[27]	Click the Upload  button to upload the selected document.

1.1.27. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type Proof of Business Address Browse... **Upload**

Uploaded Files

Delete Attachment

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06	E:\Certified ID.pdf	application/pdf	185029 255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020522F4
<input type="radio"/>	ZBPUSER01	E:\Proof of Address.pdf	application/pdf	185029 255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020522F4
<input type="radio"/>				
<input type="radio"/>				

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



1.1.28. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Proof of Business Address Browse... Upload

Uploaded Files

Power of Attorney Letter

Document	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER0	Health Prac Reg Certificate from DHF	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER0	HR/Employer Confirmation	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>		Director(s) ID Document (at least one)		
<input type="radio"/>		Company/Organisation Registration(CIPC)		

Step	Action
[29]	Double click on the Power of Attorney Letter Power of Attorney Letter option to select it.

1.1.29. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Power of Attorney Letter Browse... Upload

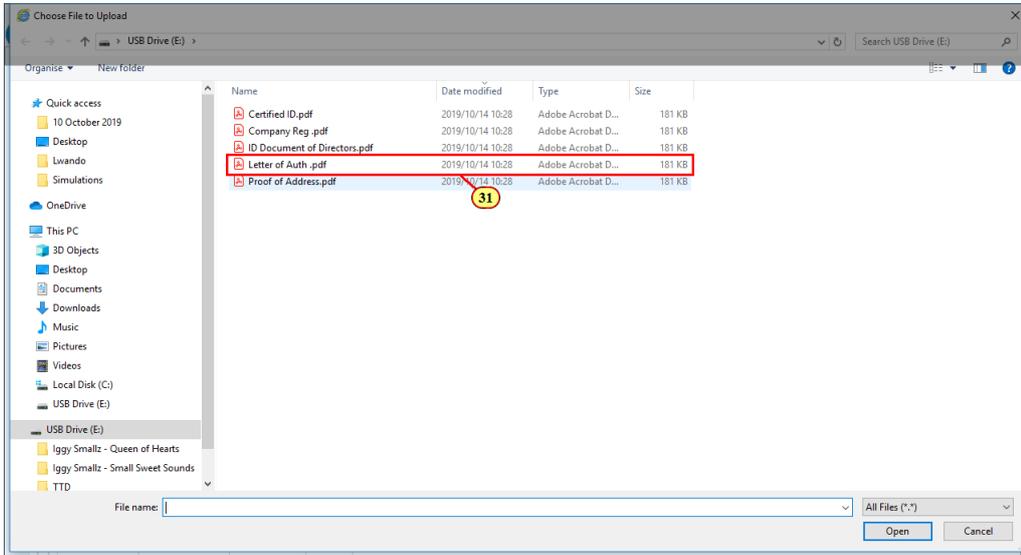
Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06	E:\Certified ID.pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER01	E:\Proof of Address.pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>				
<input type="radio"/>				

Step	Action
[30]	Click the Browse Browse... button to select the relevant document.

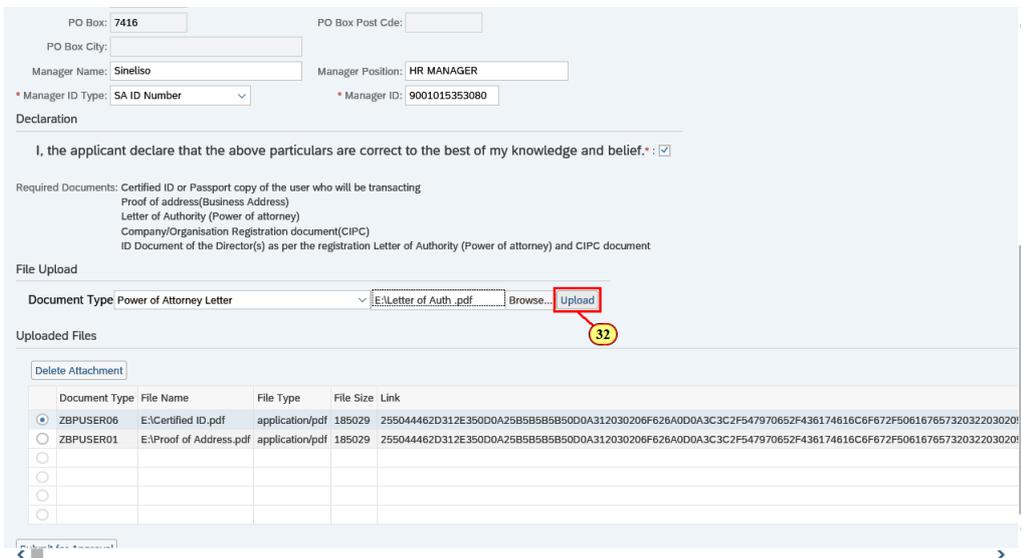


1.1.30. Choose File to Upload



Step	Action
[31]	Double click on the Letter of Auth.pdf  Letter of Auth .pdf file to select it.

1.1.31. User Registration - Internet Explorer



Step	Action
[32]	Click the Upload  button to upload the selected document.



1.1.32. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Power of Attorney Letter

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 E:\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER01 E:\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER05 E:\Letter of Auth .pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>				
<input type="radio"/>				

Step	Action
[33]	Click the Document Type <input type="button" value="v"/> drop down button to display the available list.

1.1.33. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Power of Attorney Letter

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input type="radio"/>	User SA ID / Passport			
<input type="radio"/>	Proof of Business Address			
<input type="radio"/>	Power of Attorney Letter			
<input type="radio"/>	Persal Employee Report			
<input checked="" type="radio"/>	Health Prac Reg Certificate from BHF			255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	HR/Employer Confirmation			255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	Director(s) ID Document (at least one)			255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	Company/Organisation Registration(CIPC)			

Step	Action
[34]	Double click on the Company/Organisation Registration (CIPC) <input type="radio"/> option to select it.



1.1.34. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde: []
 PO Box City: []
 Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

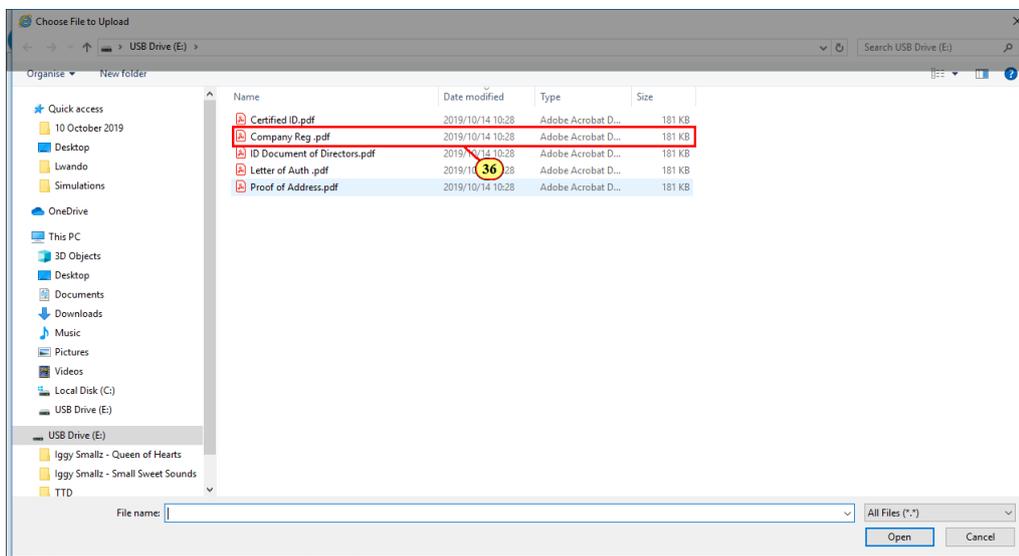
File Upload
 Document Type: Company/Organisation Registration(CIPC) [Browse... Upload]

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 E:\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER01 E:\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER05 E:\Letter of Auth .pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>				
<input type="radio"/>				

Step	Action
[35]	Click the Browse  button to select the relevant document.

1.1.35. Choose File to Upload



Step	Action
[36]	Double click on the Company Reg.pdf  Company Reg.pdf file to select it.



1.1.36. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Company/Organisation Registration(CIPC) E:\Company Reg .pdf Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 E:\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER01 E:\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER05 E:\Letter of Auth .pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>				
<input type="radio"/>				

Step	Action
[37]	Click the Upload  button to upload the selected document.

1.1.37. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Company/Organisation Registration(CIPC) E:\Company Reg .pdf Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input checked="" type="radio"/>	ZBPUSER06 E:\Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER01 E:\Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER05 E:\Letter of Auth .pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER05 E:\Company Reg .pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>				

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



1.1.38. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde: []
 PO Box City: []
 Manager Name: Sinelso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload
 Document Type: Company/Organisation Registration(CIPC) Browse... Upload

Uploaded Files

Document	File Name	File Type	File Size	Link
<input type="radio"/>	ZBPUSER0 Health Prac Reg Certificate from BHF	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER0 HR/Employer Confirmation	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER0 Director(s) ID Document (at least one)	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER0 Company/Organisation Registration(CIPC)	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020

Step	Action
[39]	Double click on the Director(s) ID Document (at least one) Director(s) ID Document (at least one) option to select it.

1.1.39. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde: []
 PO Box City: []
 Manager Name: Sinelso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload
 Document Type: Director(s) ID Document (at least one) Browse... Upload

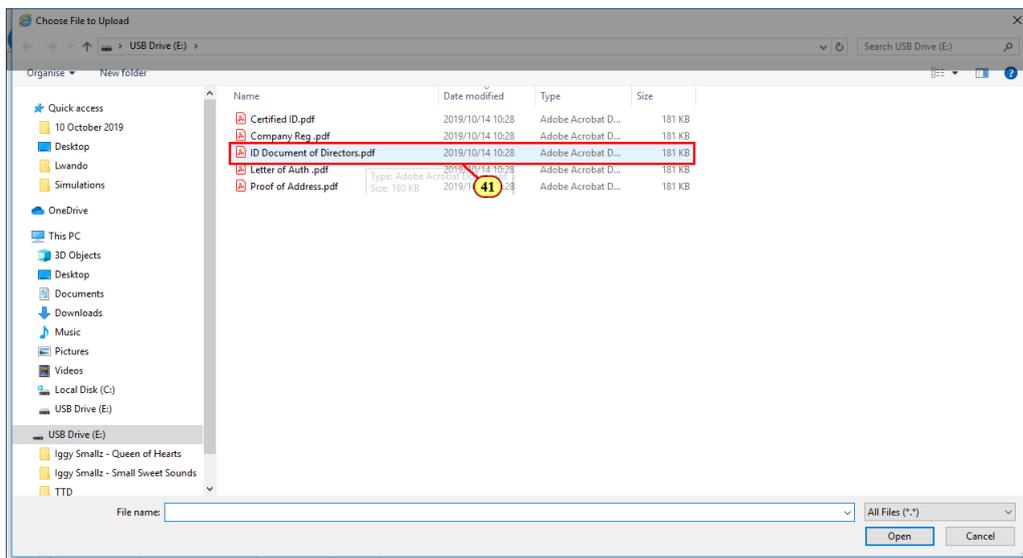
Uploaded Files

Document	File Name	File Type	File Size	Link
<input type="radio"/>	ZBPUSER06 E:Certified ID.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER01 E:Proof of Address.pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input type="radio"/>	ZBPUSER05 E:Letter of Auth .pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020
<input checked="" type="radio"/>	ZBPUSER09 E:Company Reg .pdf	application/pdf	185029	255044462D312E350D0A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F50616765732032203020

Step	Action
[40]	Click the Browse Browse... button to select the relevant document.

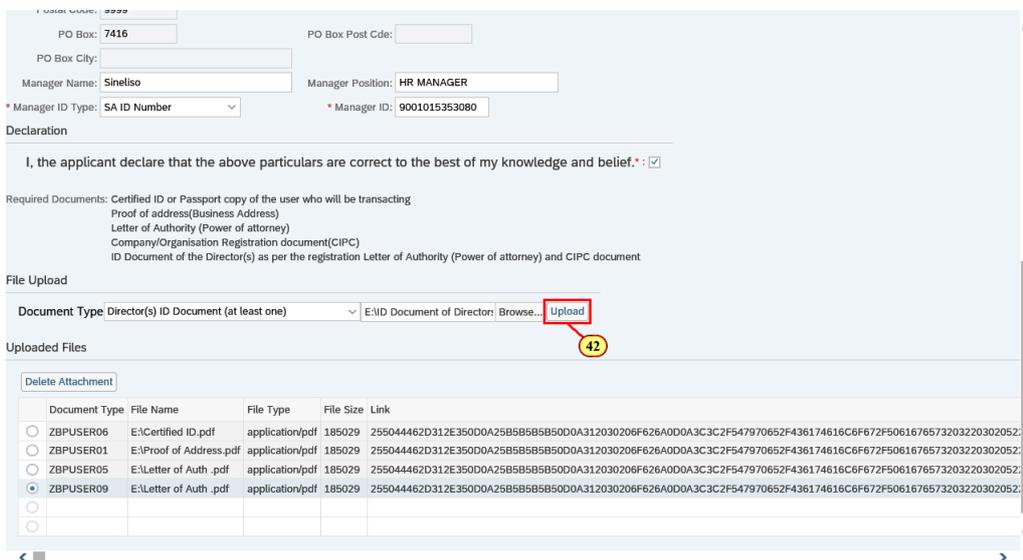


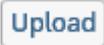
1.1.40. Choose File to Upload



Step	Action
[41]	Double click on the ID Document of Directors.pdf  ID Document of Directors.pdf file to select it.

1.1.41. User Registration - Internet Explorer



Step	Action
[42]	Click the Upload  button to upload the selected document.



1.1.42. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde: PO Box City: Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload
 Document Type: Director(s) ID Document (at least one) Browse... Upload

Uploaded Files
 Delete Attachment

Document Type	File Name	File Type	File Size	Link
<input type="radio"/>	ZBPUSER06 E:\Certified ID.pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER01 E:\Proof of Address.pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER05 E:\Letter of Auth .pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER01 E:\Company Reg. pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER05 E:\ID Document of Dire	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052

43

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

1.1.43. User Registration - Internet Explorer

PO Box: 7416 PO Box Post Cde: PO Box City: Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload
 Document Type: Director(s) ID Document (at least one) Browse... Upload

Uploaded Files
 Delete Attachment

Document Type	File Name	File Type	File Size	Link
<input type="radio"/>	ZBPUSER06 E:\Certified ID.pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER01 E:\Proof of Address.pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER05 E:\Letter of Auth .pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER01 E:\Company Reg. pdf	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER05 E:\ID Document of Dire	application/pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052

Submit for Approval: 44

Step	Action
[44]	Click the Submit for Approval Submit for Approval button to submit for approval.



1.1.44. User Registration - Internet Explorer

PO Box: /416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR 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)
 Letter of Authority (Power of attorney)
 Company/Organisation Registration document(CIPC)
 ID Document of the Director(s) as per the registration Letter of Authority (Power of attorney) and CIPC document

File Upload

Document Type: Director(s) ID Document (at least one) Browse... Upload

Uploaded Files

Document Type	File Name	File Type	File Size	Link
<input type="radio"/>	ZBPUSER06	E:\Certified ID .pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER01	E:\Proof of Address .pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER05	E:\Letter of Auth .pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER01	E:\Company Reg .pdf	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052
<input type="radio"/>	ZBPUSER05	E:\ID Document of Dire	185029	255044462D312E35000A25B5B5B5B50D0A312030206F626A0D0A3C3C2F547970652F436174616C6F672F5061676573203220302052

Submit for Approval

 If there is no system response after clicking the **Submit for Approval** button, scroll to the top to view the error message.

Step	Action
[45]	Click in the area above the scroll bar to scroll up.

1.1.45. User Registration - Internet Explorer

Fill all required entry fields

CompEasy

Online External User Registration

* User Category: Employer * Title: Select

* First name: Limile * Last name: Luniko

Personnel No: E-Mail Address:

* ID Type: SA ID Number * ID Number: 8912225566098

Mobile Phone: Telephone:

Position: Gender:

Employ Period Years: 0 Months: 00

Date of Birth:

Company / Service Provider Details

* BusinessPartner: 2000600066 Organisation Reg No:

Health Practice No: Press enter after input CF Registration No: 990000300003

Company Name: M B B SUPPLIES Street: XXXXXXXXXX

City: PARK Region: GP

Postal Code: 9999

PO Box: 7416 PO Box Post Cde:

PO Box City:

Manager Name: Sineliso Manager Position: HR MANAGER



 All error messages will be displayed in the Shell bar (*at the top*).

 The field(s) with missing information, to be completed, will be highlighted in red.
In this example, the **Title** must be selected.

Step	Action
[46]	Click the Title  drop down button to display the available list.

1.1.46. User Registration - Internet Explorer

Fill all required entry fields

CompEasy

Online External User Registration

* User Category: Employer

* First name: Limile

Personnel No:

* ID Type: SA ID Number

Mobile Phone:

Position:

Employ Period Years: 0

Date of Birth:

Company / Service Provider Details

* BusinessPartner: 2000600056

Health Practice No: *Press enter after input*

Company Name: M B B SUPPLIES

City: PARK

Postal Code: 9999

PO Box: 7416

PO Box City:

Manager Name: Sineiso

* Title: **Title** (dropdown menu open)

* Last name: Unknown

E-Mail Address: Ms.

* ID Number: Mr. (highlighted in red)

Telephone: Rev (47)

Gender: Prof.

Months: Advocate

Honorable

Miss

Mrs.

Dr.

Organisation Reg:

CF Registration:

Street:

Region: GP

Step	Action
[47]	Click on the Mr. Mr. option to select it.



1.1.47. User Registration - Internet Explorer

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

1.1.48. User Registration - Internet Explorer

Step	Action
[49]	Click the Submit for Approval  button to submit for approval.



1.1.49. User Registration - Internet Explorer

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

1.1.50. User Registration - Internet Explorer

	Well done! You have successfully submitted the User details for approval.
--	---