



# uFiling System User Guide

## Employee Convenience

Securely Complete & Submit your Contributions / Application Today!

More

## Introduction

uFiling is a free online service which completely replaces the manual declaration of monthly UIF returns and contributions. Employers (Commercial and Domestic), Agents or Tax Practitioners can easily use uFiling to declare and pay UIF contributions online, view all previous declarations and contributions made, and receive notifications about future declarations.

## Background

Employers are required to provide the UIF with details of all their employees every month, by not later than the 7<sup>th</sup> of every month, as defined by the Unemployment Insurance Act 63, 2001, which excludes non-natural persons and independent contractors. These details are added to the UIF Employee Database in order to maintain a record of each employee's employment history, which will form the basis for the payment of benefits in terms of section 57 (2) of the Unemployment Insurance Act 63, 2001.

## Benefits

There are many benefits to using UIF, which include:

- Submit Claims for various UIF Benefits
- Submit a request for Payment for various UIF Benefits
- View Claims History
- Submit a Notice of Appeal
- View your Employee Declaration Status
- Declare and pay UF contribution to the fund
- Verify that returns are up to date
- Submit monthly or annual returns

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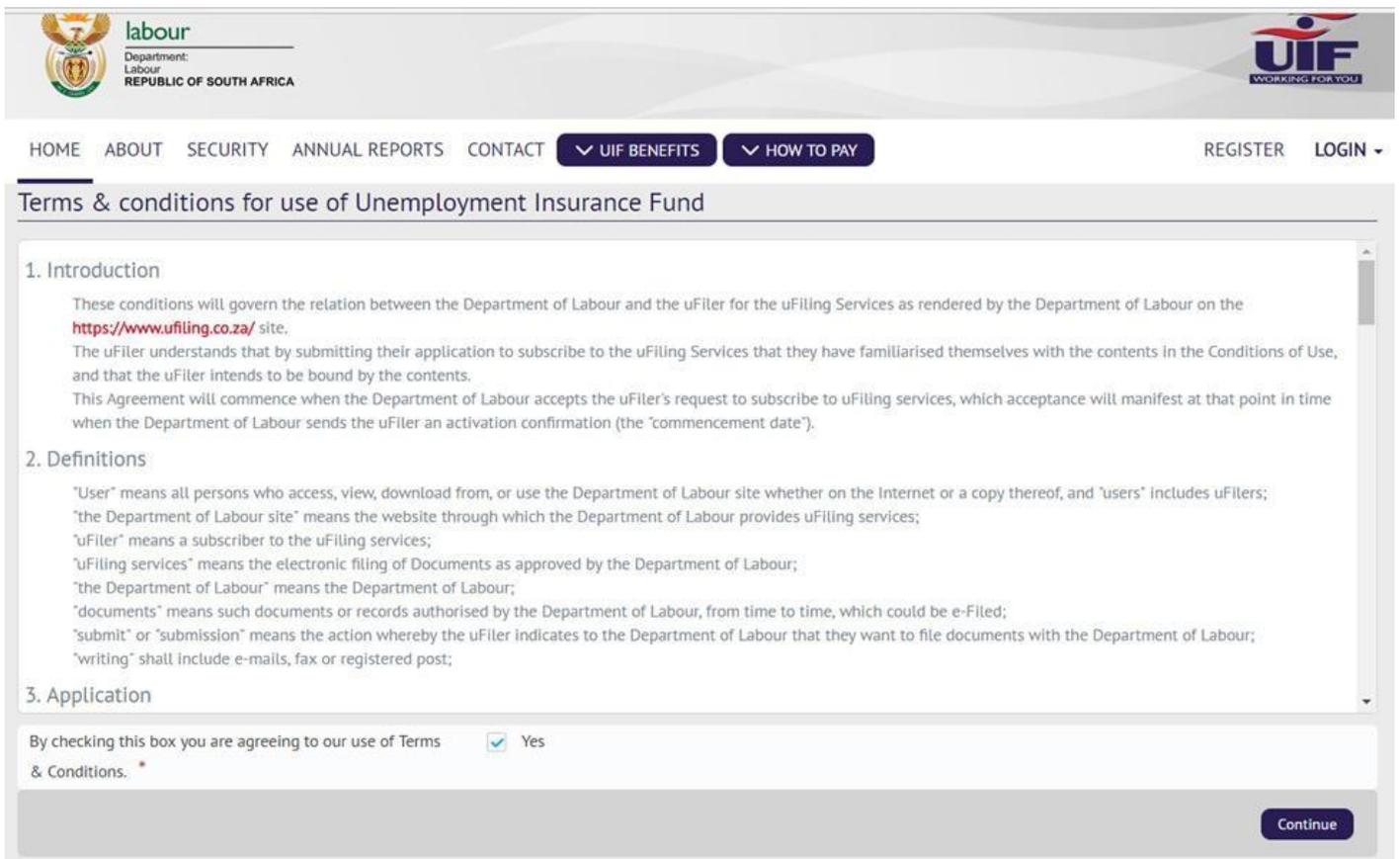
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# Chapter 1: uFiling Registration Process

In order to use the [uFiling website](http://www.ufiling.co.za) and services, you need to complete a registration process to obtain your own unique login name and password.

## Step 1

Logon to [www.ufiling.co.za](http://www.ufiling.co.za) to access the home page. Click on "REGISTER" in the top right-hand corner to review the terms and conditions for use of the Unemployment Insurance Fund portal. You need to accept the terms and conditions and then click on "Continue" to proceed.



The screenshot shows the uFiling website's registration process. At the top, there is a header with the Department of Labour logo and the UIF logo. Below the header is a navigation menu with links for HOME, ABOUT, SECURITY, ANNUAL REPORTS, CONTACT, UIF BENEFITS, and HOW TO PAY. On the right side of the navigation menu are links for REGISTER and LOGIN. The main content area is titled "Terms & conditions for use of Unemployment Insurance Fund". It contains three sections: 1. Introduction, 2. Definitions, and 3. Application. The Introduction section states that the conditions will govern the relation between the Department of Labour and the uFiler for the uFiling Services as rendered by the Department of Labour on the <https://www.ufiling.co.za/> site. The Definitions section provides definitions for "User", "the Department of Labour site", "uFiler", "uFiling services", "the Department of Labour", "documents", "submit" or "submission", and "writing". The Application section includes a checkbox for "By checking this box you are agreeing to our use of Terms & Conditions." which is checked and labeled "Yes". A "Continue" button is located at the bottom right of the form.

## Step 2

Complete all the required information and click on "Register". This will send the captured data to the UIF for verification.

## Register

Username *	<input type="text" value="Tester"/>		
Title *	<input type="text" value="Ms"/> ▼	Initials *	<input type="text" value="T"/>
Full Names *	<input type="text" value="Testing"/>	Surname *	<input type="text" value="Tester"/>
Type of ID *	<input type="text" value="South African ID"/> ▼	Identification Number *	<input type="text"/>
Registration Preferred Contact *	<input type="text" value="Email"/> ▼	e-Mail *	<input type="text"/>

[Register](#) [Cancel](#)

 The information provided is not as per the Unemployment Insurance Fund records: NOTE: Failure to enter the correct information will lock the account for registration.

### Step 3

When you receive the activation message via your preferred method of contact, click on the link provided to activate your account.



**labour**  
Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

---

Dear MS [REDACTED],

Thank you for registering on U-Filing. Please note, you will require your U-Filing login name and temporary password to access your U-Filing account. Click on the U-Filing button below to activate your account:

[U-Filing](#)

Your U-Filing Username is: **TALITA**  
Your Temporary Password is: **P#pce3b3d81**

You are now able to securely manage your UIF accounts.  
Should you have any queries or require any assistance please contact our Call Centre on 012 337 1680 / 0800 843 843.

Best Regards,  
The U-Filing Team

## Step 4

Use the username and temporary password provided in the email or SMS to log in to your new uFiling account.



Your account has been registered.

Please view the correspondence sent to you by your preferred means of contact.

REGISTER LOGIN

username

.....

Login

[Forgot Username](#) [Forgot Password](#)

New here? [Register](#)

## Step 5

After your first login, the system will prompt you to change your password.

Password Change Required

Please change your password before you can use the site.

Temporary Password \*

Confirm New Password \*

New Password \*

Password Hint \*

The password should have a length of at least 8 characters, contain upper and lower case alphabet characters, at least 1 number and at least 1 special character.

Apply

## Step 6

For security reasons, you will then have to complete a vetting process by confirming demographic information about yourself, which will be compared to the data available to the Department of Labour.

In order to continue to use the system you are required to answer a few questions so that we know you are who you say you are.

**i** The next step will take you through this process.

Continue Logout

1 Physical Address 2 Postal Address 3 Email Address 4 Mobile Number 5 Employers

Physical address

Please select the correct option

Do you, or have you ever lived at one of the following physical addresses? \*

- ## DALEHAM ROAD ALAN MANOR MONDEOR
- STAND ## SMITH BROOZE KAMEGEWANA WT WITBANK MPUMALANGA
- ## CITRIEN STREET ENNERDALE EXT 5 ENNERDALE GAUTENG
- SODWANA BAY LODGE SODWANA MBAZWANA KWAZULU NATAL
- NONE OF THE ABOVE

[Cancel](#) [Next](#)

If any of the questions are answered incorrectly, a message will appear to indicate that you failed the vetting process. Please contact uFiling Support through the "UIF Services Support".



### Vetting Failed

Some or all of the answers provided do not correspond with the information as provided to the UIF. The account could not be registered and has been suspended. Please submit the following required documentation to the e-mail address below:

[Logout](#)

### Step 7

Once you successfully completed vetting, you will be directed to a page where you can update your personal details before you can proceed to the uFiling website.

Please update your personal information before you can continue to use the system

Personal Information: [REDACTED] - 530814 [REDACTED]

Update Your Personal Details

Title	<input type="text" value="MRS"/>	Initials	<input type="text" value="ML"/>
Full Names	<input type="text"/>	Surname	<input type="text"/>
Work Number	<input type="text"/>	Fax Number	<input type="text"/>
Mobile Number *	<input type="text"/>	Email *	Select One <input type="button" value="v"/> <input type="text"/>

### Physical Address

Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb	<input type="text"/>
City *	<input type="text" value="JOHANNESBURG"/>
Postal code *	<input type="text" value="2110"/>

### Postal Address

Same as physical	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb *	<input type="text" value="MONDEOR"/>
City *	<input type="text" value="JOHANNESBURG"/>
Postal code *	<input type="text" value="2110"/>

## Chapter 2: Benefit Application and Payments

Individuals can apply online for the following UIF benefits on the uFiling website:

- Unemployment Benefits
- Maternity Benefits
- Illness Benefits
- Adoption Benefits

### Step 1

Click on “Benefit Application and Payments” on the left, and then click on “Apply for Benefits”.

The screenshot displays the uFiling website interface. On the left is a navigation menu with options: Home, Getting Started, Manage Profile, Registrations, Declarations Manager, Benefit Application and Payments (selected), Apply for Benefits, Continuation of Benefits, View Application History, Notice of Appeal, COVID-19 TERS Benefit, and Employment. The main content area is titled 'Apply for Benefits' and 'UIF Benefits'. It includes a checkbox for 'Browse and apply for UIF Benefits below:' and four tabs: Unemployment Benefits (selected), Maternity Benefits, Illness Benefits, and Adoption Benefits. Below the tabs, the heading reads 'I am applying for Unemployment Benefits'. A list of five steps is shown: 1. Accept the Terms and Conditions, 2. Confirm your Banking Details, 3. Verify / complete your Personal Details and update any changes, 4. Enter your Occupation and Qualification, and 5. Confirm that you are a Work Seeker. To the right of the steps is a photograph of a group of young people. In the bottom right corner of the main content area, there is a blue 'Apply' button. The top right corner of the page shows the user is logged in as 9301130008082 on 2021-02-08, with user and share icons.

### Step 2

Select which type of Benefit you want to apply for, and click on “Apply” in the bottom right corner.

### Step 3

You must accept the terms and conditions to proceed: check the tick box and click on "Next".

#### Application for Benefits

I am applying for Unemployment Benefits

- 1 Terms and Conditions
- 2 Banking Details
- 3 Personal Details
- 4 Occupation & Qualifications
- 5 Work Seeker Information

#### Terms and Conditions

IN THE EVENT OF MY APPLICATION BEING SUCCESSFUL, THE CLAIMS OFFICER WILL AUTHORISE THE PAYMENT OF BENEFITS. I ALSO UNDERTAKE TO INFORM THE CLAIMS OFFICER AS SOON AS I AM RE-EMPLOYED AND UNDERSTAND THAT FAILURE TO DO SO WILL CONSTITUTE FRAUD. IN THE EVENT OF AN OVER PAYMENT OCCURRING AS A RESULT OF THIS APPLICATION I UNDERTAKE THAT I WILL REFUND THE FULL AMOUNT TO THE FUND.

By checking this box you are agreeing to our use of Terms & Conditions.  Yes

> Next

### Step 4

Verify your bank details and click on "Next" to continue or click on "Banking Details Incorrect?".

Bank details may only be captured once on the uFiling system, to update new bank details, download the UI2.8 Form from the [Department of Labour](http://www.labour.gov.za) website ([www.labour.gov.za](http://www.labour.gov.za)).

One portion of the UI2.8 Form must be completed by your bank and the other portion by you. Email the completed UI2.8 Form and your contact details to [VOsupport@labour.gov.za](mailto:VOsupport@labour.gov.za)

#### Application for Benefits

I am applying for Unemployment Benefits

- 1 Terms and Conditions
- 2 Banking Details
- 3 Personal Details
- 4 Occupation & Qualifications
- 5 Work Seeker Information

#### Banking Details

To change your banking details, download the UI2.8 Form from the Department of Labour Website: [www.labour.gov.za](http://www.labour.gov.za). One portion of the UI2.8 Form must be completed by your bank and the other portion by you. E-mail the completed UI2.8 Form and your contact details to [VOsupport@labour.gov.za](mailto:VOsupport@labour.gov.za)

Account Holder	_____	Bank Name	ABSA
Bank Account Type	ChequeOrCurrent	Branch Name	COMMISSIONERSTRAAT*
Branch Code	_____	Bank Account Number	_____

Banking Details Incorrect?

< Back

> Next

### Step 5

Confirm or update your personal details, including physical and postal addresses and click on "Next".

## Application for Benefits

### I am applying for Unemployment Benefits

1 Terms and Conditions 2 Banking Details 3 Personal Details 4 Occupation & Qualifications 5 Work Seeker Information

#### Personal Details

Update Your Personal Details

ID Number	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>	Mobile Number	<input type="text"/>
Work Number	<input type="text"/>	Fax Number	<input type="text"/>
e-Mail	<input type="text"/> @gmail.com		

#### Physical Address

Update your physical address

Address line 1	test
Address line 2	
Address line 3	
Postal code	2193
Suburb	PARKTOWN-WES
City	JOHANNESBURG

#### Postal Address

Update your postal address

Address line 1	test
Address line 2	
Address line 3	
Postal code	2193
Suburb	PARKTOWN-WES
City	JOHANNESBURG

Update personal details

## Step 6

Complete the information related to your occupation and qualifications, and click on "Next".

#### Occupation and Qualifications

Update occupation and qualification

Occupation:*	<input type="text" value="Bricklayer"/>	Qualification:*	<input type="text" value="Grade 12"/>
I have returned to Work (Y/N):*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Employer Name:*	<input type="text"/>
		Employer Telephone Number:*	<input type="text"/>
		Date Started:*	<input type="text" value=""/>

## Step 7

Update your work seeker information and click on "Submit" when you are done to send your application to the UIF. You will receive a confirmation message if your application was successfully submitted.

## I am applying for Unemployment Benefits

1 Terms and Conditions 2 Banking Details 3 Personal Details 4 Occupation & Qualifications 5 Work Seeker Information

### Work Seeker Information

Update Your Work Seeker Information

Are You a Work Seeker? (Y/N): *	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
Are You Capable and Available for Work? (Y/N): *	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Specify Reason *	<input type="text"/>
Was The Reason for Termination, a Constructive Dismissal AS Per The CCMA? (Y/N): *	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Specify Your CCMA Code *	<input type="text"/>
				<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
<input type="button" value="Back"/>				

Application for benefits submitted successfully



Your Application for Benefits has been submitted to the Unemployment Insurance Fund.

### Step 8

The processes to apply for other Benefit types are the same:

- Select the type of benefit you wish to apply for
- Confirm banking details
- Confirm personal details
- Complete occupation and qualification information
- Confirm employment status
- Submit application to the UIF

## Apply for Benefits

### UIF Benefits

Browse and apply for UIF Benefits below:

Unemployment Benefits

Maternity Benefits

Illness Benefits

Adoption Benefits

#### I am applying for Unemployment Benefits

**i** This application type contains 5 steps:

- 1** Accept the Terms and Conditions
- 2** Confirm your Banking Details
- 3** Verify / complete your Personal Details and update any changes
- 4** Enter your Occupation and Qualification
- 5** Confirm that you are a Work Seeker



Apply

## I am applying for Maternity Benefits

- 1 Terms and Conditions
- 2 Banking Details
- 2 Personal Details
- 4 Occupation & Qualifications
- 5 **Employment Confirmation**

### Employment Confirmation

Confirm your Employment status

I have returned to Work (Y/N):*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Employer Name:*	<input type="text"/>
		Employer Telephone Number:*	<input type="text"/>
		Date Started:*	<input type="text"/> 
Are You Still Employed Whilst on Maternity Leave? (Y/N):*	<input checked="" type="radio"/> Yes <input type="radio"/> No		

## Step 9

A full record of your application history is available on the uFiling website, click on “Benefit Application and Payments” on the left-hand side, and select “View Application History”.

ID Number	Case Number	Process Name	Status	Modified Date
[REDACTED]	50000000767	Application for Benefits	Sent to Assessor	2018-07-27 14:28
[REDACTED]	50000000767	Application for Benefits	Completed application	2018-07-27 14:28
[REDACTED]	50000000767	Application for Benefits	Submission from UFiling	2018-07-27 14:28
[REDACTED]	50000000767	Application for Benefits	Received from Ufiling	2018-07-27 14:28
[REDACTED]	50000000766	Application for Benefits	Assessment - Pend (Mark Final)	2018-07-27 14:25
[REDACTED]	50000000766	Application for Benefits	Sent to Assessor	2018-07-27 14:22
[REDACTED]	50000000766	Application for Benefits	Completed application	2018-07-27 14:22
[REDACTED]	50000000766	Application for Benefits	Submission from UFiling	2018-07-27 14:22
[REDACTED]	50000000766	Application for Benefits	Received from Ufiling	2018-07-27 14:22
[REDACTED]	50000000760	Application for Benefits	Assessment - Pend (Mark Final)	2018-07-26 10:16

## Step 10

You can lodge a notice of appeal if your application for benefits was declined. Click on “Benefit Application and Payments” on the left-hand side and select “Notice of Appeal” and click on “Next”.

### Notice of Appeal

#### Notice of Appeal

Complete your Notice of Appeal

1 Notice 2 Personal Details 3 Decision Appealed Against

#### NOTICE OF APPEAL AGAINST A DECISION OF A CLAIMS OFFICER

A person entitled to benefits in terms of the Act may appeal against a decision of a claims officer relating to the payment or non-payment of benefits. The notice of appeal must be sent to: The Regional Appeals Committee c/o The Office of the Chief Director at the Department of Labour. Kindly note that the appeal must be lodged in writing within 90 days of receiving the refusal / suspension notice.

[Next](#)

## Step 11

Verify or update Personal details if needed.

## Step 12

Complete required information related to the declined application.

## Notice of Appeal

### Notice of Appeal

Complete your Notice of Appeal

1 Notice 2 Personal Details 3 Decision Appealed Against

When Was the Decision Made? *	<input type="text"/>		When Were You Notified About the Decision? *	<input type="text"/>	
Why Was Your Application Refused or Declined? *	<input type="text"/>		Why Are You Appealing Against the Decision? *	<input type="text"/>	
Labour Region *	<input type="text" value="Select One"/>		Labour Centre *	<input type="text" value="Select One"/>	

### Step 13

Click on Submit to lodge your Notice of Appeal.

## Chapter 3: Registrations

Users can register new Employers with the UIF on the new uFiling website or add existing UIF reference numbers or employers to your uFiling profile to submit and pay declarations. You can register as a domestic employer, a commercial employer or a labour practitioner with the UIF.

### 3.1 Register a new Employer

#### Step 1

Select which type of Employer you want to register and uFiling will display the steps to follow to complete registration. In this example we selected a Domestic employer. Click on "Register" at the bottom on the right once you've made your selection.

The screenshot displays the UIF uFiling website interface. At the top, there is a header with the South African Labour Department logo and the UIF logo. A navigation menu on the left includes options like Home, Getting Started, Manage Profile, Registrations, Add, Requests, Declarations Manager, Benefit Application and Payments, Employment, and Payment History. The main content area is titled 'Register Employer' and 'Register an Employer'. It features a checkbox for 'Register Commercial Employers, Domestic Employers and/or Labour Practitioners below:' and three tabs: 'Commercial Employer', 'Domestic Employer', and 'Labour Practitioner'. The 'Domestic Employer' tab is selected, showing a list of six steps to follow: 1. Verify Employer, 2. Capture Qualification Criteria, 3. Capture Employer Details, 4. Capture Employee Declaration Details, 5. Capture Employee Employment Details, and 6. Capture Beneficiary Details. A 'Register' button is located at the bottom right of the content area. The top right corner shows the user is logged in as 'EXAMPLE' on 2018-07-26.

#### Step 2

Verify the domestic employer details that you wish to register. If you are not completing the registration for yourself, you need to be a registered Labour Practitioner. You will also be asked to complete a vetting process, verifying historical contact details below to complete the registration as Domestic Employer on behalf of another individual. The information you may need to verify includes:

- Physical Address
- Postal Address
- Email
- Mobile number

## Register Employer

- 1 Verify Employer
- 2 Qualification Criteria
- 3 Employer Details
- 4 Employee Declaration
- 5 Employee Employment Details
- 6 Beneficiary Details

### Register Domestic Employer

Please complete the required fields to continue.

Are you registering the domestic employer on your own behalf?  Yes

> Next

Cancel

 The ID Number entered already has a UIF Reference number.

Cancel

You can only register as a Domestic employer once with your ID number.

## Register Employer

- 1 Verify Employer
- 2 Vetting Details
- 2.1 Physical Question
- 2.2 Postal Question
- 2.3 Email Question
- 2.4 Mobile Question
- 3 Qualification Criteria
- 4 Employer Details
- 5 Employee Declaration
- 6 Employee Employment Details
- 7 Beneficiary Details

Please note, during the domestic registration process you will be required to answer questions relating to the domestic employer being registered. Failure to provide the correct details may cause the registration to fail and would require a manual registration submission.

Identification Number \*

< Back

> Next

Cancel

### Step 3

Qualification Criteria: confirm employer status by selecting the "Yes" radio button and complete the required information, then click "Next" to continue.

- 1 Verify Employer
- 2 Qualification Criteria
- 3 Employer Details
- 4 Employee Declaration
- 5 Employee Employment Details
- 6 Beneficiary Details

### Qualification Criteria

Please complete the required fields to continue.

Are you an employer as per the Unemployment Insurance Act, No. 63 of 2001? (Y/N) \*  Yes  No

Date of which first contributor (employee) was employed \* 2018/07/01 

Number of contributors employed \* 1

< Back

> Next

Cancel

## Step 4

Complete personal and contact details for the new Employer.

1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 Employee Declaration 5 Employee Employment Details 6 Beneficiary Details

### Employer Contact Details

Work Number	<input type="text"/>	Home Number *	<input type="text"/>
Email *	<input type="text"/>	Mobile Number *	<input type="text"/>
Fax	<input type="text"/>	Language Preference *	English <input type="button" value="v"/>
Province *	Gauteng South <input type="button" value="v"/>	City *	Johannesburg <input type="button" value="v"/>
Town *	Johannesburg <input type="button" value="v"/>	Magisterial District *	Johannesburg <input type="button" value="v"/>
Municipality *	City of Johannesburg <input type="button" value="v"/>		

### Physical Address

Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb	<input type="text"/>
City *	PIETERSBURG
Postal code *	0749

### Postal Address

Same as physical	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb *	POLOKWANE
City *	POLOKWANE

## Step 5

Add at least one employee as part of the registration process, starting with their identity number and then click on "Retrieve". This will send a request for the information available for that ID number at the UIF and populate this on the next screen.

### Register Employer

1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 Employee Declaration 5 Employee Employment Details 6 Beneficiary Details

Employee Type: *	Individual with an identity nur <input type="button" value="v"/>	Identity Number: *	<input type="text"/>
<input type="button" value="Retrieve"/>			

## Step 6

Confirm the name and date of birth for the employee, and click on "Next" to continue.

1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 Employee Declaration 5 Employee Employment Details 6 Beneficiary Details

Employee Type: Individual with an identity num Identity Number:

Title: Mr Initials: EN  
 First Name(s): Surname:  
 Date Of Birth:

< Back Cancel > Next

## Step 7

Complete all required fields related to the individual's employment, including demographic details and salary information. Click on "Up" or on "Next" to continue to the last step.

1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 Employee Declaration 5 Employee Employment Details 6 Beneficiary Details

### Employment Information

Employee: Employer:  
 Commencement date of Employment: 2018/07/01 Termination Date:

### Salary Information Period

From: 2018/07 Until: 2018/07

Is This Employee a UIF Contributor (Yes/No)?  Yes  No  
 Hours Worked (Monthly): 60 Gross Salary Per Month: R5,000.00  
 UIF Deductible Salary: R5,000.00 UIF Contribution: R100.00  
 Occupation: Domestic Worker Qualification: Grade 12

### Physical Address

Address line 1: test  
 Address line 2:  
 Address line 3:

### Postal Address

Same as physical:  Yes  No  
 Address line 1: test  
 Address line 2:

## Step 8

Add details of at least one beneficiary for your employee and click on "Add Beneficiary". Repeat this step to load more than one beneficiary, and then click on "Submit" to finalise the new Domestic Employer registration.

1 Verify Employer	2 Qualification Criteria	3 Employer Details	4 Employee Declaration	5 Employee Employment Details	6 Beneficiary Details
First Name	Surname	ID Number	Action		
No records found.					
					Add New

### Beneficiary Details

Full Names *	<input type="text"/>	Surname *	<input type="text"/>
ID Number *	<input type="text"/>	Mobile Number *	<input type="text"/>
Add Beneficiary			

1 Verify Employer	2 Qualification Criteria	3 Employer Details	4 Employee Declaration	5 Employee Employment Details	6 Beneficiary Details
First Name	Surname	ID Number	Action		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete		
					Add New
					Submit

## Step 9

You will receive an email from the Department of with the UIF number for the new employer once the registration application was processed successfully.



Dear Mr ,

Thank you for registering on U-Filing as an employer.

Your UIF Registration Number is:

Should you have any queries or require any assistance please contact our UIF Call Centre on 012 337 1680 / 0800 843 843.

Best Regards,

The U-Filing Team

Repeat this process for all new domestic employer registrations.

## Step 10

To register a new Commercial Employer, select this option on the "Registrations – Register" page and click on "Register" to continue.

## Step 11

Select Ownership type:

Register Employer



### Verify Employer

Please complete the required fields to continue.

Ownership Type *	Company <input type="button" value="v"/>
Authorisation Type *	<input type="radio"/> I confirm that I am a Owner/Partner/Director/Member of the company being registered as an employer with the UIF.
	<input checked="" type="radio"/> I confirm that I am registering on behalf of the company being registered as an employer with the UIF.

## Step 12

Select an "Authorisation Type" from the options listed for the ownership type you picked. Click "Next" to continue.

## Step 13

Complete Ownership details and verify or complete address fields, then click "Next" to continue.



— Owner 1

### Ownership Details

Please complete the required fields to continue.

Identification Number *	<input type="text"/>	Initials *	<input type="text" value="BK"/>
Full Names *	<input type="text"/>	Surname *	<input type="text"/>

Physical Address	Postal Address
Address line 1 *	Same as physical <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="text" value="test"/>	Address line 1 <input type="text" value="test"/>
Address line 2 <input type="text"/>	Address line 2 <input type="text"/>
Address line 3 <input type="text"/>	Address line 3 <input type="text"/>
Suburb <input type="text" value="KENGRAY"/>	Suburb <input type="text" value="KENGRAY"/>
City * <input type="text" value="JOHANNESBURG"/>	City <input type="text" value="JOHANNESBURG"/>
Postal code * <input type="text" value="2100"/>	Postal code <input type="text" value="2100"/>

## Step 14

Qualification Criteria: Complete the required information and click on "Next" to continue.

Follow Steps 4 – 9 to complete the rest of the registration process for a new Commercial Employer.



### Qualification Criteria

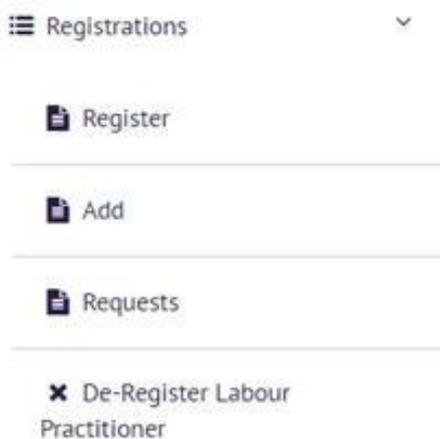
Please complete the required fields to continue.

Are you an employer as per the Unemployment Insurance Act, No. 63 of 2001? (Y/N) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of which first contributor (employee) was employed *	2018/07/01
Number of contributors employed *	1
Trading Name of Employer *	<input type="text"/>
Nature Of Business *	Personal Services, Hotels, Flats, etc
PAYE Number	<input type="text"/>
Registered Name of Employer *	<input type="text"/>
Company Registration/CIPC Number *	<input type="text"/>

## 3.2 Add an existing Employer

### Step 1

Select "Registrations" on the right-hand menu pane and click on "Add".



### Step 2

Select "Commercial Employer" if applicable, and complete the UI reference number for the employer before clicking on the "Add" button;

Or

Select "Domestic Employer"; complete the employer's ID number and UI reference before clicking on the "Add" button.

### Add Employer

#### Commercial Employer

Add a Commercial Employer below:

UIF Reference Number \*

I confirm that I am the Owner/Partner/Director/Member/Chairperson/Secretary of the company or acting on behalf of an organisation.

Add

#### Domestic Employer

Add a Domestic Employer below:

ID Number \*

UIF Reference Number \*

Add

### Step 3

A system generated email will be sent to the Owner/ Director/ Member of the organisation for approval. To track progress, click on "Registrations" on the right and select "Requests", this will display a list of all requests. The status next to a request will reflect as "Pending" until approved, when the status will update to "Accepted".

An email has been sent to the Owner(s)/Director(s)/Member(s) of the organisation. You can check the status of these requests under Registrations - Requests.

Employer Name	Status	Recipient Email
<input type="text"/>	ACCEPTED	<input type="text"/>
<input type="text"/>	ACCEPTED	<input type="text"/>
<input type="text"/>	PENDING	

Employer Name	Status	Recipient Email
<input type="text"/>	ACCEPTED	<input type="text"/>
<input type="text"/>	ACCEPTED	<input type="text"/>
<input type="text"/>	ACCEPTED	<input type="text"/>

# Chapter 4: Declarations Manager

Through uFiling, Employers (Commercial and Domestic), Agents or Tax Practitioners can easily declare and pay UIF contributions online, view all previous declarations and contributions made, and receive notifications about future declarations.

Simply capture or update employer and employee details when needed, including salary and employment details, uFiling will automatically prepare and populate your monthly declarations for review before you submit.

Please note: All information populated on the UI declarations are retrieved from the information you captured for employer and/or employee(s). Declarations can't be modified or edited, you need to update or correct employer or employee details which will update the declaration in turn.

## Step 1

Click on "Declarations Manager" on the right, this will display a list of the Employers linked to your uFiling profile.

The screenshot shows the 'Employers' section of the uFiling interface. On the left is a navigation menu with 'Declarations Manager' selected. The main area has a search bar and a table of employers. The table has the following data:

Employer Name	UIF Reference Number	Last Payment	Amount Due	Pay	Delegate	Banking Details	Bulk Upload
[Redacted]	[Redacted]		R0.00	Pay		Update	[Download]
[Redacted]	[Redacted]	26-07-2018	R0.24	Pay		Update	[Download]
[Redacted]	[Redacted]		R0.00	Pay	Delegate	Update	[Download]
[Redacted]	[Redacted]	26-07-2018	R1,662.72	Pay	Delegate	Update	[Download]
[Redacted]	[Redacted]	27-07-2018	R120.00	Pay	Delegate	Update	[Download]
[Redacted]	[Redacted]	12-07-2018	R708.48	Pay		Update	[Download]

An 'Add Employer' button is located at the bottom right of the table area.

## Step 2

To view details for a specific employer, click on the name of that employer on the left. This will display the employee and declaration summary. On new Domestic Employer profiles, it may be necessary to add one employee before you can view, submit, pay or amend a declaration.

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

## Employment Summary

SALIMA BANU NOOR MAHOMED

View and add your employees declarations on this page. Search for your employee and then select the 'Edit/View' option.

Find employee i

Search by employee name. Q

Employee Name	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Outstanding	Actions
	R150,000.00	R354.24	160	2018-01-01		Active	View Issue	Edit/View
	R25,000.00	R354.24	160	2018-01-01		Active	View Issue	Edit/View

Back Add Declaration Return History Delegation Of Authority Bulk Upload Work Items From UIF View Returns

Employer Name	UIF Reference Number	Last Payment	Amount Due	Pay	Delegate	Banking Details	Bulk Upload
			R0.00	Pay	Delegate	Update	

View and add your employees declarations on this page. Search for your employee and then select the 'Edit/View' option.

Find employee i

Search by employee name. Q

Employee Name	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Outstanding	Actions
You have no employees on your profile. Please click on the 'Add Declaration' button and follow the steps.								

Back Add Declaration Return History Delegation Of Authority Bulk Upload Work Items From UIF View Returns

### Step 3

Add full names and ID number for an employee and click on "Next".

#### Add Employee

Employee Type: *	Individual with an identity num <span style="float: right;">v</span>	Identity Number: *	<input type="text"/>
Title: *	Ms <span style="float: right;">v</span>	Initials:	<input type="text"/>
First Name(s):	<input type="text"/>	Surname:	<input type="text"/>
Date Of Birth:	<input type="text"/>		

Back Clear Next

### Step 4

Capture employment and salary information and click on "Next".

## Declarations Manager

### Employment Information

Employee: *	<input type="text"/>	Employer:	<input type="text"/>
Commencement date of Employment: *	<input type="text"/>	Termination Date:	<input type="text"/>

### Salary Information Period

Is This Employee a UIF Contributor (Yes/No)? *	<input type="text"/>	Gross Salary Per Month: *	<input type="text" value="R0,00"/>
Hours Worked (Monthly): *	<input type="text"/>	UIF Contribution:	<input type="text"/>
UIF Deductible Salary: *	<input type="text"/>	Qualification: *	<input type="text" value="Select One"/>
Occupation: *	<input type="text" value="Select One"/>		

Calendar for July 2018:

S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Step 5

You must add at least one beneficiary for each employee. Click on "Add New" to capture more.

### Beneficiary Details

First Name	Surname	ID Number	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

### Physical Address

Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb	<input type="text" value="RAYTON"/>
City *	<input type="text" value="RAYTON"/>
Postal code *	<input type="text" value="1001"/>

### Postal Address

Same as physical	<input checked="" type="radio"/> Yes <input type="radio"/> No
Address line 1	<input type="text" value="P O BOX 624"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb	<input type="text" value="RAYTON"/>
City	<input type="text" value="RAYTON"/>
Postal code	<input type="text" value="1001"/>

## Step 6

Capture or update demographics, including physical and postal addresses for the employee and click on "Save" to add the employee details for the employer.

A confirmation message will display when the employee record and declaration is saved.

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

Employer Declarations Save Successful!



Employer Declarations Completed.  
Declarations Saved Successfully.

## Step 7

From the Declarations Manager and by selecting an employer, you can:

- Add another employee by clicking on "Add Declaration"
- Review declarations before submission and payment by clicking on "View Returns" or "Edit/View"
- Add multiple employees in bulk by uploading a payroll file with additional employee information
- Pay a declaration or capture details of a Manual Payment
- Add extra bank details
- Delegate specific responsibility(ies) for an employer to a third party

## Step 8

View Returns – click on "Calculate Returns" to display a history of declarations for 5 years, with a status reflected for each period.

### Employment Summary

View and add your employees declarations on this page. Search for your employee and then select the 'Edit/View' option.

Find employee i

Search by employee name.

Employee Name	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Outstanding	Actions
HENDRINA FRANCINA	R4,000.00	R80.00	80	2017-01-01		Active	View Issue	<input type="button" value="Edit/View"/>

If you click on "View" for any period, it will open a summary of the declaration for that period and list options to allow you to open, view or submit the declaration.

View Employer Returns :

[Back](#) [Calculate Returns](#)

Period From: 201303 Period To: 201902												
Year	March	April	May	June	July	August	September	October	November	December	January	February
2013												
2014												
2015												
2016											<a href="#">View</a>	<a href="#">View</a>
2017	<a href="#">View</a>											
2018	<a href="#">View</a>											

[Submitted](#)

[Pending UI7 Submission](#)

[Declaration Issues](#)

[Declaration Not Allowed](#)

### Step 9

Once all employees and related employment and salary information is added, you are ready to submit. Click on "Submit" to send a declaration to the UIF. A confirmation message will display after successful submission, and the status on your declaration dashboard will update to "Submitted".

<a href="#">View</a>	Gross Remuneration: <input type="text" value="4000.00"/>	<a href="#">View</a>
	UIF Salary: <input type="text" value="4000.00"/>	
	UIF Amount: <input type="text" value="80.00"/>	
	Number of Employees: <input type="text" value="1"/>	
	Payment Status: <input type="text" value="PAID"/>	
	Period: <input type="text" value="201701"/>	

[Open Declaration](#)

[View UI7](#)

[Submit Declaration](#)

**Declarations Manager** ×

*i* Your declarations have been submitted to the UIF. Please note that your changes may only be reflected after a couple of minutes or more. Please be sure to click 'Calculate Returns' to see if your submission has been accepted.

### Step 10

Click on "Pay" next to an employer and declaration to view a list of outstanding payments.

**Employers**  
 View and pay your Employer's returns below. Search for your Employer and select the "Pay" option.

Find employer 

Search by company name.  

Employer Name	UIF Reference Number	Last Payment	Amount Due	Pay	Delegate	Banking Details	Bulk Upload
			R0.00	<a href="#">Pay</a>		<a href="#">Update</a>	
		26-07-2018	R0.24	<a href="#">Pay</a>		<a href="#">Update</a>	
			R0.00	<a href="#">Pay</a>	<a href="#">Delegate</a>	<a href="#">Update</a>	
		26-07-2018	R1,662.72	<a href="#">Pay</a>	<a href="#">Delegate</a>	<a href="#">Update</a>	
		27-07-2018	R120.00	<a href="#">Pay</a>	<a href="#">Delegate</a>	<a href="#">Update</a>	
		12-07-2018	R708.48	<a href="#">Pay</a>		<a href="#">Update</a>	

[Add Employer](#)

**Step 11**

Click on "Pay Online For Period" to create a payment instruction or click on "Manual Payment For Period" to capture details of alternative payment channel.

**Capture Payments**

Period	Contribution Due	Amount Paid	Balance Due	Capture Manual Payment	Online Payment
2018-01	20.00	0.00	20.00	<a href="#">Manual Payment For Period</a>	<a href="#">Pay Online For Period</a>
2018-07	20.00	0.00	40.00	<a href="#">Manual Payment For Period</a>	<a href="#">Pay Online For Period</a>
2018-06	20.00	0.00	60.00	<a href="#">Manual Payment For Period</a>	<a href="#">Pay Online For Period</a>
2018-05	20.00	0.00	80.00	<a href="#">Manual Payment For Period</a>	<a href="#">Pay Online For Period</a>
2018-02	20.00	0.00	100.00	<a href="#">Manual Payment For Period</a>	<a href="#">Pay Online For Period</a>
2018-03	20.00	0.00	120.00	<a href="#">Manual Payment For Period</a>	<a href="#">Pay Online For Period</a>
2018-04	20.00	0.00	140.00	<a href="#">Manual Payment For Period</a>	<a href="#">Pay Online For Period</a>
			<b>Total Balance Due</b>		
			140.00		

In Example 1 below, "Manual Payment for Period" was selected. Capture all details of the external payment and then click on "Submit Manual Payment".

## Capture Manual Payment for Period

Channel Of Payment *	ElectronicTransfer
Payment Date *	2018/07/27
Bank Reference *	201801
Cheque Date/Transaction Date *	2018/07/27
Reference Number *	201801
Amount Paid *	R20.00
Comments	captured

[Back](#) [Submit Manual Payment](#)

## Step 12

In Example 2 below, "Pay Online For Period" was selected. Select a bank account from the drop-down list and click on "Continue".

### Payment from selected Employer

Enter the amount you wish to pay and then select your payment method below

UIF Reference Number	Employer Name	Amount Due	Amount To Pay
		R354.24	R354.24
		R 354.24	R 354.24

Payment Type \*

Absa Internet Banking / AOL

This payment instruction is a two step process and requires you to login into your ABSA Internet Banking Profile and release the payment before it is deemed successful.

[Cancel](#) [Continue](#)

## Step 13

Double check the details displayed of the payment you're about to create and click on "Pay". Remember to log on to your banking application to approve the payment within the allowed time limit.

### Absa Internet Banking / AOL

These transactions will be listed in your Internet Banking for you to authorise the payment release.

Use Access Number \*

Bank Account \*

User Number \*

UIF Reference Number	Employer Name	Amount Due	Amount To Pay
		R354.24	R354.24

[Pay](#) [Cancel](#)

## Step 14

If no banking details are listed, or if a new account must be added you will need to capture this before you can finalise online payments. Click on "Add New" on the List of Bank Accounts and capture the details of the employer's (new) bank account. Click on "Update" to save the captured information.

Banking Information :

### List of Bank Accounts

Bank Name	Account Holder	Account Number
No records found.		
<input type="button" value="Back"/> <input type="button" value="Add New"/>		

Details of Bank Account :

Account Holder *	<input type="text"/>
Bank Name *	ABSA BANK LIMITED <input type="button" value="v"/>
Bank Account Number *	<input type="text"/>
Branch Name	ABSA ELECTRONIC SETTLEMENT CNT
Branch Code *	632005/ABSA ELECTRONIC SETTLEMENT CNT <input type="button" value="v"/>
Bank Account Type *	Cheque / Current <input type="button" value="v"/>
<input type="button" value="Update"/>	

## Step 15

When needed, responsibility for an employer's declaration(s) can be delegated to a third party. Complete all the required fields, and remember to assign permissions for this delegate:

- Administrator
- View Only
- Pay
- Capture Declarations
- View Reports
- Submit Declarations
- Capture Declaration Adjustments

Click on "Send Invitation".

## Employer Delegation

Delegate Employer	GERHARDUS ALBERTUS
Third Party Name *	<input type="text"/>
Third Party E-mail *	<input type="text"/>
Type of ID *	Select One <input type="button" value="v"/>
Reason For Invitation *	<input type="text"/>
Practitioner Number	<input type="text"/>

### Delegation Invitation Sent

**i** Your delegation request has been successful! For the delegation to be completed the delegatee needs to accept or reject this invite.

Ok

A system generated message will be sent to the delegate with an option to accept or decline the invitation.



labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

Dear [REDACTED],

You have been invited to access [REDACTED] U-Filing profile, by [REDACTED]

Use the below buttons to register/login to accept, or decline the invite:

Accept

Decline

Should you have any queries or require any assistance please contact our U-Filing Call Centre on 0860-345-464 or 012-3371680 option 3.

Best Regards,  
The U-Filing Team

# Chapter 5: Payment History

The details of all electronic and manual payments are reflected on the Payment History Page. The status listed next to each payment will update to "PAID" once the transaction is cleared.

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

### Payment History

View the history of your payment(s). Select from the dropdown menu.

Select : VINCENT

Payment Reference	Description	Due Date	Date Paid	Amount Paid	Payment Method	Status
2354672001807001	PAYMENT		27-07-2018	354.24	ABSA Online	PAID

1

[View Manual Payment](#)

Payment Channel	Payment Date	Bank Reference	Cheque/Transaction Date	Reference Number	Amount Paid	Comments	Status
ElectronicTransfer	2018-07-27 00:00:00.0	Eugene test1	2018-07-27 00:00:00.0	Eugene test1	354.24	test	PAID

# Chapter 6: Employment

Select "Employment" on the left and click on "Employee Declaration Status" to view detail of all your historical contributions.

- Home
- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Employee Declaration Status
- Payment History

Logged in as: Mahomed012  
2018-07-27

### View My Employee Declarations :

[Get Declarations](#)

DISTRIBUTORS (201303 - 201902)

<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">March 2013</div> Salary: R15000.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">April 2013</div> Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">May 2013</div> Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active
<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">June 2013</div> Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">July 2013</div> Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">August 2013</div> Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active
<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">September 2013</div> Salary: R14872.00	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">October 2013</div> Salary: R14872.00	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">November 2013</div> Salary: R14872.00

# Chapter 7: Manage Profile

## 7.1 Change Password

Click on “Manage Profile” and then on “Change Password” to update your uFiling password when needed. Complete all the mandatory fields and click on “Apply”.

Update your password

### Change Password

Update your password and password hint.

Old Password \*  New Password \*  ⓘ

Confirm New Password \*  ⓘ Password Hint \*  ⓘ

The password should have a length of at least 8 characters, contain upper and lower case alphabet characters, at least 1 number and at least 1 special character.

Apply

## 7.2 Banking Information

Your own banking information may only be captured once. If you need to change or add another bank account, refer to Chapter 2, Step 4. Bank details may only be captured once on the uFiling system.

To update new bank details, download the UI2.8 Form from the [Department of Labour](http://www.labour.gov.za) website ([www.labour.gov.za](http://www.labour.gov.za)).

One portion of the UI2.8 Form must be completed by your bank and the other portion by you. Email the completed UI2.8 Form and your contact details to [VOsupport@labour.gov.za](mailto:VOsupport@labour.gov.za)

### My Banking Information

#### List of Bank Accounts

Bank Name	Account Holder	Account Number
ABSA BANK LIMITED	Mahomed	4896534563

## 7.3 Beneficiary Manager

More Beneficiaries (up to a maximum of 4) can be added by clicking on the “Add New” button and completing the name and ID number in the required fields and then clicking on “Add beneficiary”.

## Beneficiary Details

First Name	Surname	ID Number	Action
No records found.			
			<a href="#">Add New</a>

## Beneficiary Details

Full Names *	<input type="text"/>	Surname *	<input type="text"/>
ID Number *	<input type="text"/>	Mobile Number *	<input type="text"/>

[Add Beneficiary](#)

## 7.4 Personal Details

Click on "Personal Details" to update contact and demographic information on your profile, including physical and postal addresses.

### Update Your Personal Details

Personal Information:  - 720403

Update Your Personal Details

Title	<input type="text" value="ADV"/>	Initials	<input type="text" value="SB"/>
Full Names	<input type="text"/>	Surname	<input type="text"/>
Work Number	<input type="text"/>	Fax Number	<input type="text"/>
Mobile Number *	<input type="text"/>	Email *	Select One <input type="text" value=""/> @gmail.co

### Physical Address

Address line 1 *	<input type="text" value="test"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb	<input type="text" value="PARKTOWN-WES"/>
City *	<input type="text" value="JOHANNESBURG"/>
Postal code *	<input type="text" value="2193"/>

### Postal Address

Same as physical	<input checked="" type="radio"/> Yes <input type="radio"/> No
Address line 1	<input type="text" value="test"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb	<input type="text" value="PARKTOWN-WES"/>
City	<input type="text" value="JOHANNESBURG"/>
Postal code	<input type="text" value="2193"/>

[Update Personal Details](#)