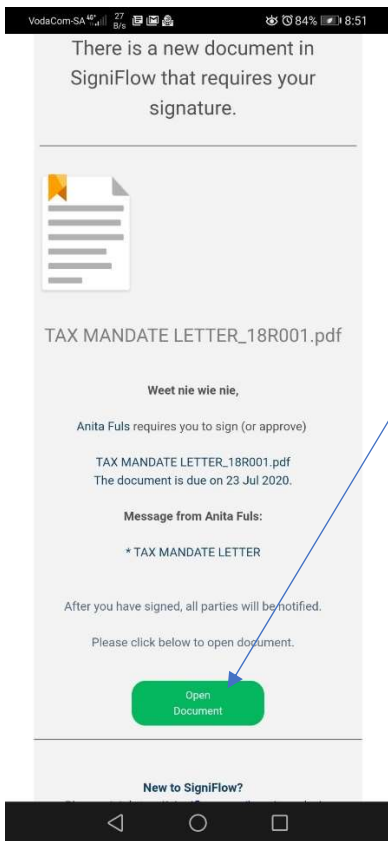


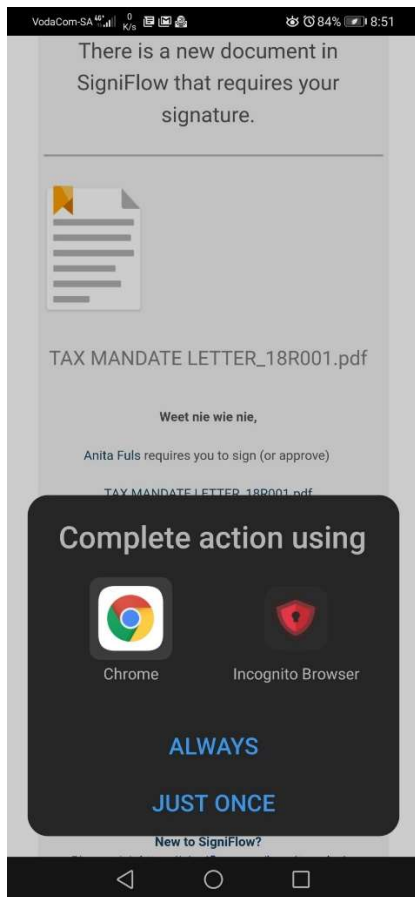
Maak die epos oop wat ingekom het wat sê New document requires your attention: \*\*\*\*\*.pdf

Open the email that came in with the subject New document requires your attention: \*\*\*\*\*.pdf



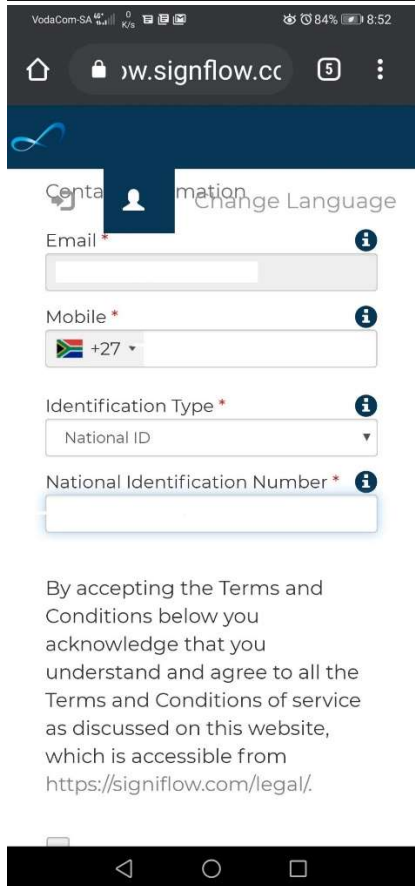
Klik op die groen Open Document blokkie

Click on the green Open Document block



As dit 'n skerm opbring wat vra hoe om dit te doen klik op Chrome (as jy nie die Chrome opsie het nie moet jy verkieslik eers Chrome aflaai in jou Playstore)

If it brings up a screen to choose how to complete the action choose Chrome (if the chrome option is not there first go to the playstore and download chrome)



Delete die selfoon nommer wat daar staan en sit jou nommer in sonder die 0.

By Identification type kies National ID.

Sleutel jou ID nomemr in.

Klik op Accepting terms.

Klik dan op Proceed

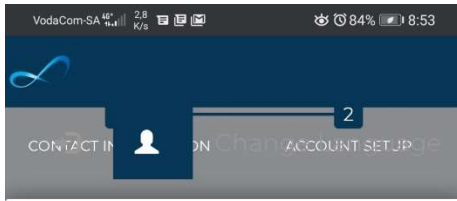
Delete the cell number and type in your number without the 0.

Choose National ID under Identification Type

Enter in your ID number

Click on Accepting terms

Click on Proceed



### Account Setup

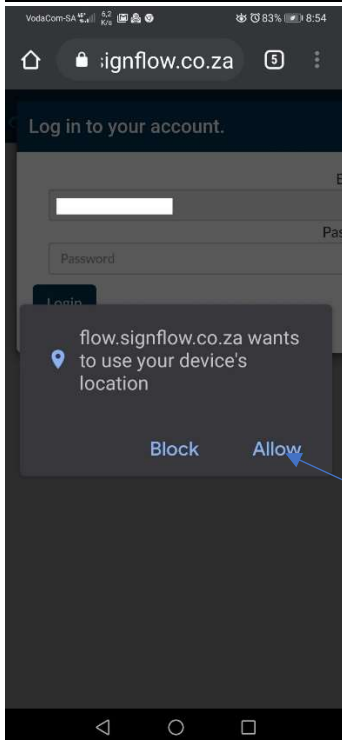
**IMPORTANT NOTE:** Enter your First name(s) & Surname exactly as it appears in your ID Book, multiple names needs to be separated from each other with a space.

OTP Authentication Code \*  
OTP Authentication Code

First Name(s) \* (Exactly as it appears in your Identification Document)  
Full Name(s)

Last Name \* (Exactly as it appears in your Identification Document.)  
Last Name

Password \*  
Minimum 8 characters and must contain at least one number.



OTP – tik die nommer in wat na jou selfoon ge-sms is

By First Names – as daar iets staan delete dit alles en tik jou volle name in soos dit op jou ID staan

By Last Name – as daar iets staan delete dit alles en tik jou van in soos dit op jou ID staan

Sit vir jou 'n wagwoord in wat jy moet onthou – dit moet ten minste 8 karakters wees waarvan 1 'n syfer moet wees

Klik op Finish

OTP – type in the OTP that you received in a sms on your cellphone

First name – delete anything that is in there and type in your full names as it appears on you ID

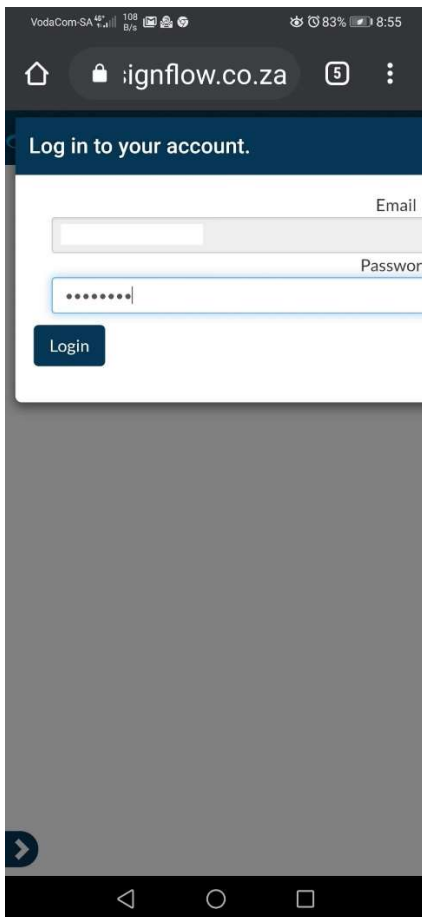
Last name – delete anything that is in there and type in your surname

Password – put in a password that is at least 8 characters with at least one number

Click on Finish

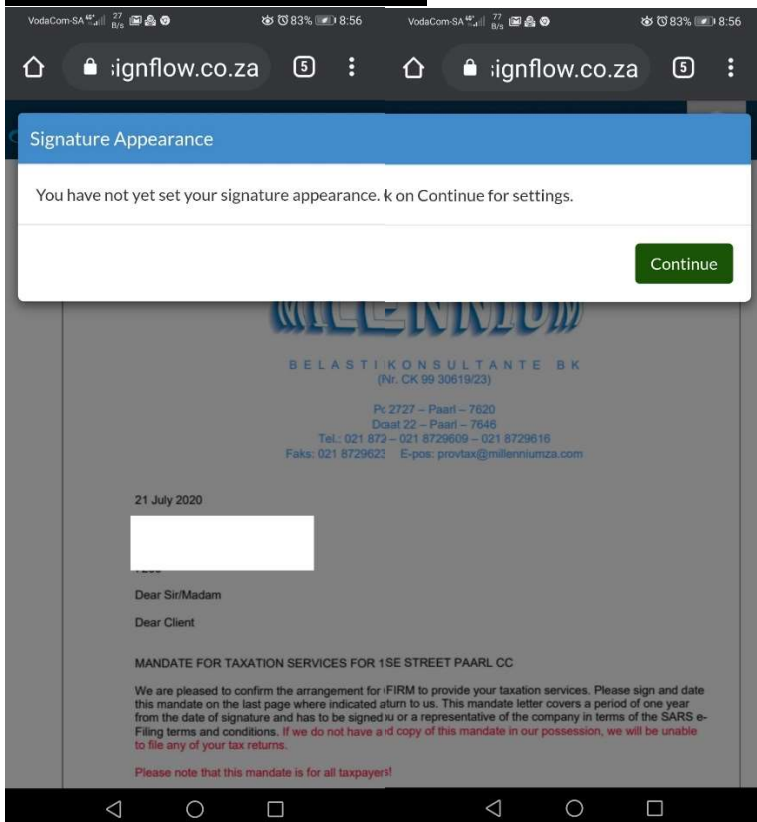
Klik op Allow as dit vra oor location

Click on Allow when it ask about location



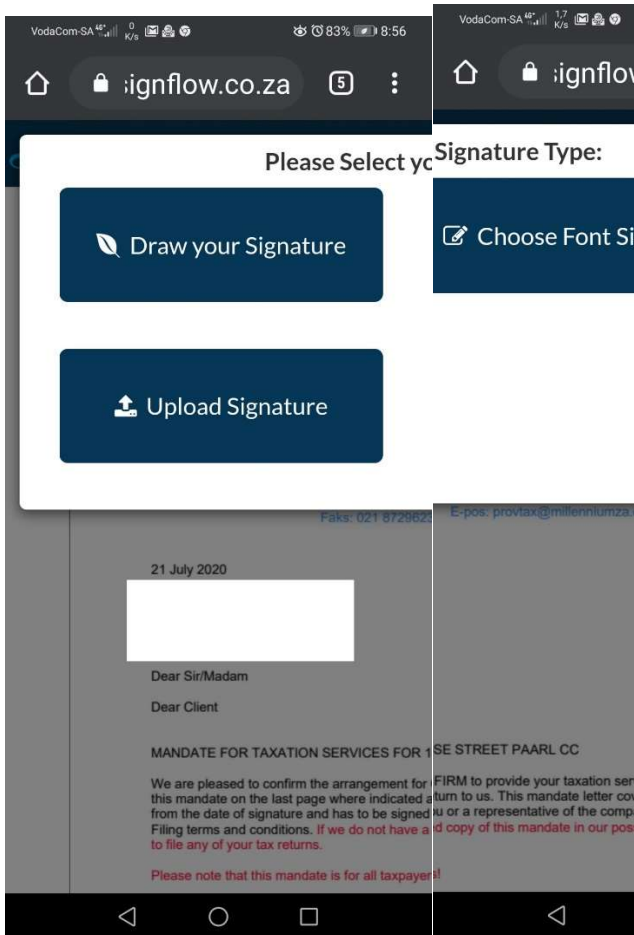
Sit jou wagwoord in en klik op Login

Put in your password and click on Login



Skuif die skerm regs totdat jy die groen Continue knoppie sien

Move right on the screen until you see the green Continue button



Daar is 3 opsies om jou handtekening in te sit. Beweeg links en regs as jy dit nie kan sien nie.

Draw signature – jy gaan dit moet teken op die skerm

Upload signature – jy gaan reeds 'n foto van jou handtekening op jou foon moet hê

Choose font signature – dit gaan jou volle name uitskryf in die font wat jy kies.

Meeste gebruik Font signature maar dit bly jou keuse wat jy wil gebruik

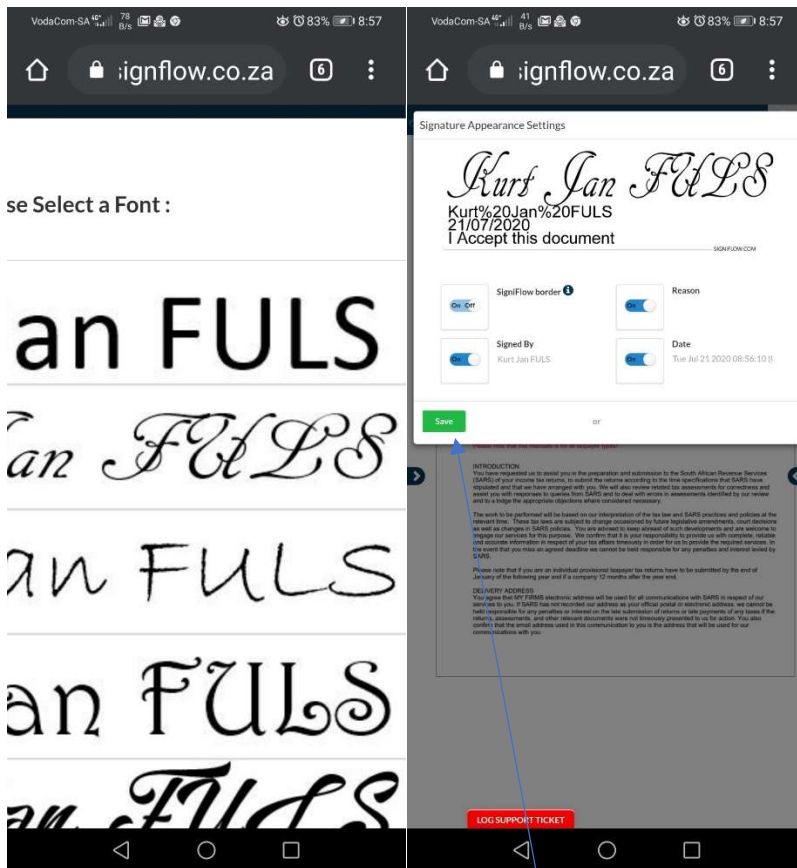
There are 3 options for your signature. If you can see all 3 move left and right on the screen until you can see them

Draw signature – you will have to draw your signature on the phone

Upload signature – the photo with your signature must already be on your phone

Choose font signature – it will type out your full name and surname in the font you choose.

Most choose the font signature but I remains your choice.

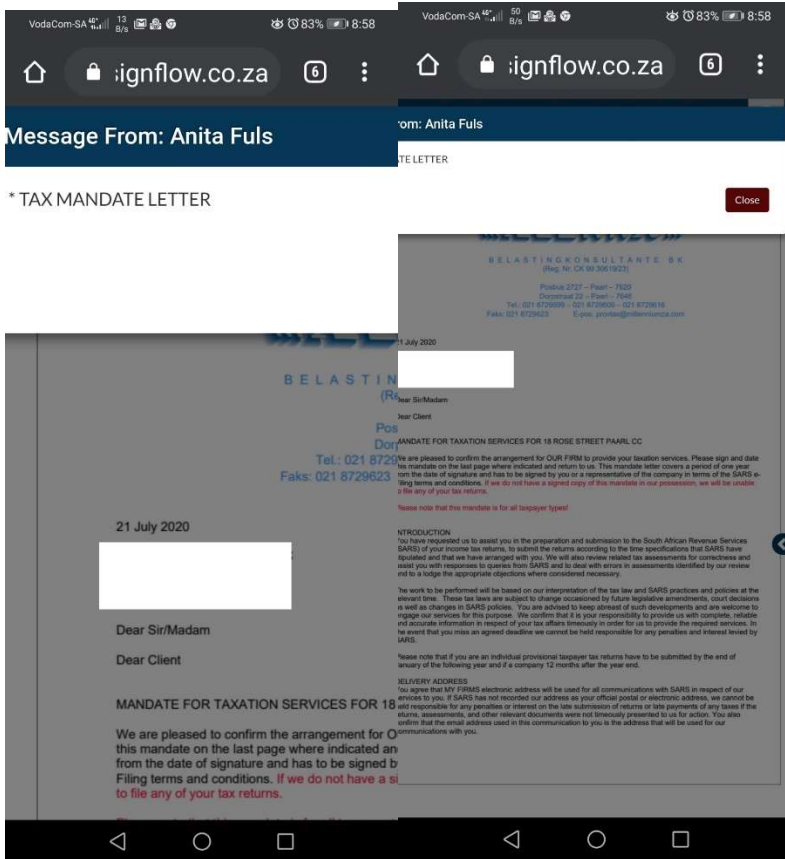


Hier is 'n voorbeeld van die verskillende Fonts wat gebruik kan word

Herewith an example of all the fonts that is available

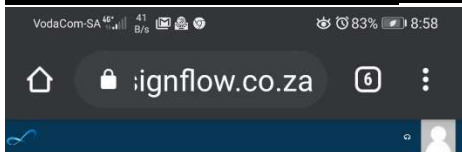
As jy tevrede is klik op Save

If you are happy with the signature click on Save



Skuif die skerm regs totdat jy die rooi Close knoppie sien

Move right on the screen until you see the red Close button



Daar is nou pyltjies aan die linkerkant en regterkant

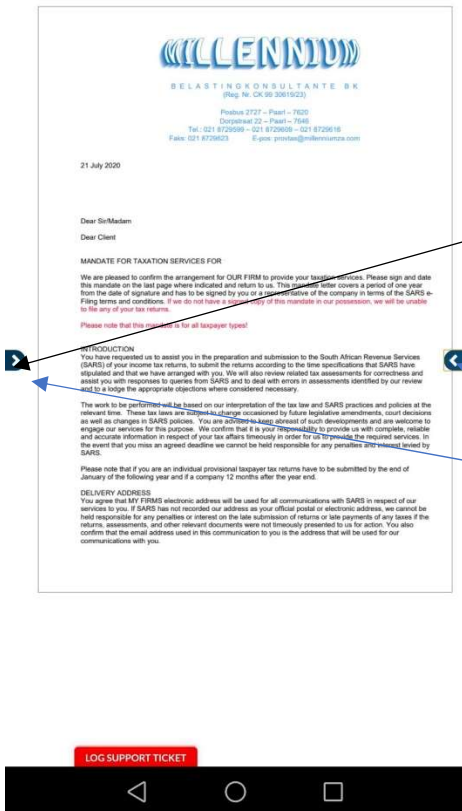
Klik eerste op die pyltjie aan die regterkant

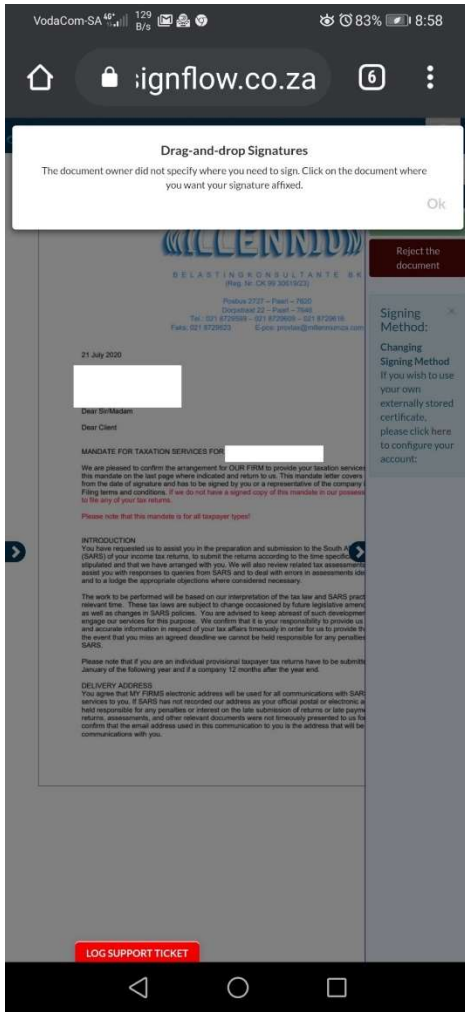
Dit sal 'n lys opbring. Klik op die groen Sign the document blokkie

There will now be arrows on the left and right hand side of the screen

Firstly click on the arrow on the right hand side

This will open a menu. Click on the green Sign the document block.





Klik op Ok

Klik dan op die pyltjie aan die linkerkant.

Dit sal nou 5 bladsye vir jou wys. Beweeg af na bl 5 en klik daarop

Klik net bo die rooi geskryf Client Signature. Dit sal nou die handtekening daar insit

Click on OK

Click on the arrow on the left hand side of the page.

This will show you 5 pages. Move to page 5 and click on it.

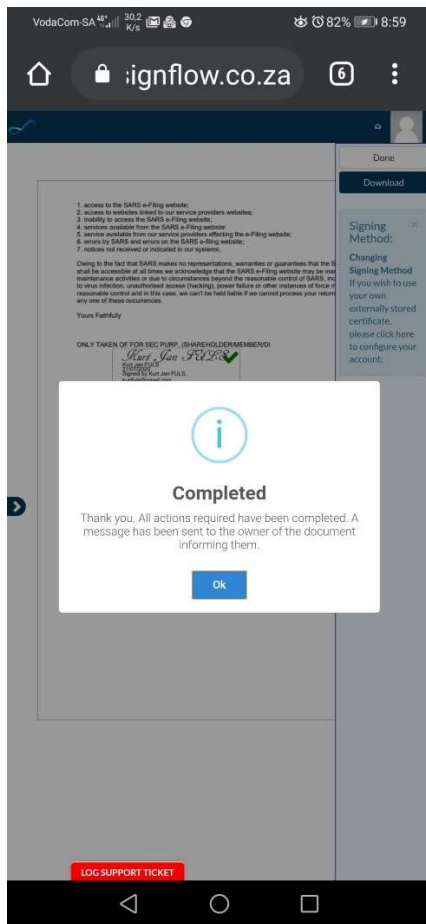
Click just above the red wording saying Client signature. This will insert your signature there

Yours Faithfully

ONLY TAKEN OF FOR SEC PURP. (SHAREHOLDER/MEMBER/DI

Client signature





Jy is nou klaar. Jy sal nog een epos kry wat sê dat dit Completed is. Hierdie dokument is nou outomaties terug na ons stelsel toe en jy hoef niks verder te doen nie.

You have now completed everything and you will receive one more email stating that it is Completed. This document will now automatically be placed back in our system and you do not have to do anything further.