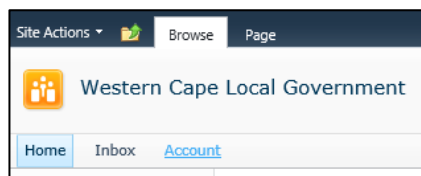


Activate Account Services

How to Register a Practice/User Account on the Portal

Once you have logged in you will be required to Register your Practice on the site. On the Landing Page of the site you will see the options Home, Inbox, and Account.



Step one: From the Landing Page of the portal, navigate to Account tab

The Web Part 'User Account' will display the name and email address that was created

User Account

Action	Name	Email	Mobile Number
...	Admin Administrator	admin@be.co.za	0832503051

Step Two: Select the Action button next to your name. select 'Register Practice (Building Control)' from the dropdown list.

User Account

Action	Name	Email	Mobile Number
...	Action		0832503051
	Register Practice/User (Building Control)		

Step Three: A task will open 'Capture Practice Information'. All required fields must be completed before the task can be submitted.

Capture Practice Information

Primary User Email

admin@be.co.za

Applicant Type *

Registration Number *

Practice / User Name *

Professional Entity *

n/a

Land Line Number *

Primary Contact Person *

Primary Contact Mobile Number *

Primary Contact Email *

Submit

Save

Close

Select between Applicant Type 'Owner' or 'Practice'

If 'Practice' is selected, enter in your Company's Registration Number

Once completed select the SUBMIT at the button.

Step Four: Go back to the Home page, select Building Control then select Building Plan Application.

The Practice that you created will appear in the Web Part 'Practice/User'

Practice / User

Action	Registration Number	Practice / User Name	Professional Entity
...	REG101	Demonstration Practice	SACAP