

ONLINE REGISTRATION STEP BY STEP GUIDE

Before you start the online process, save all your documents in PDF (save individually) e.g., ID, Matric, Police clearance etc.

1. Go to www.eservices.gov.za register a profile by creating a username and password.
2. If the system indicates ID invalid or it already exist, it means that you already have an eservice profile and there is no need to register again. Use your previously created username and password to Login.
3. If you have forgotten your username, go to forgotten username to retrieve.
4. if you have forgotten your password, go to forgotten password to retrieve it.
5. Login using the created credentials.
6. **Click Education.**
7. Click on Education and Training Bodies.
8. Choose SACE professional Registration (the 1st one)
9. Choose New application if it is a new application.
10. Choose update status if you are updating from provisional to Full registration.
11. Choose Registration extension if you are extending your registration.
12. Update your personal information if any of your personal details have changed.
13. Then start selecting the type of document you want to upload e.g., ID.
14. After uploading press submit document.
15. Click next to go to the declaration page.
16. Then read and follow instructions.
17. Then press declare and Next.
18. You will be redirected to the payment page.
19. Choose EFT/ Bank if you have paid at the bank/ via EFT.
20. Choose Online if you would like to pay using the Online Option
21. Click submit form.