

ECBSA WEBSITE ASSISTANCE SERIES

Step 1: Help with first time ECBSA registrations

7/5/2011

Version 0.1





Contents

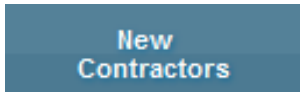
ECBSA Contractor Registration:.....	2
For Electrical Contractors Who Have Never Registered With The ECB.....	2
Gather All Necessary Documentation	3
ECB Registration Requirements List	3
Submitting Your Documentation.....	3
Other Steps in this Series (Found in the support page)	3



ECBSA CONTRACTOR REGISTRATION:

For Electrical Contractors Who Have Never Registered With The ECB

- From your browser (ie; Mozilla Firefox or Internet Explorer) navigate to our website at www.ecbsa.co.za



- Click on the **New Contractors** button on the menubar
- A “First Time Registrations” screen will appear

First Time Registrations

If you are registering with the ECB for the first time please download the attached file, complete it and scan and email to info@ecbsa.co.za or fax to **(086)541 9596** together with certified copies of the additional information requested in section 4

- Click on the picture of the letter to download the necessary documents
(A copy of Annexure 3 will be downloaded once you have clicked the picture)
- Print out and fill in the required details on Annexure 3.



GATHER ALL NECESSARY DOCUMENTATION

ECB Registration Requirements List

- Completed and signed Annexure 3 document
- Certified copies of Identity Documents
- Certified Copies of operating licenses

IMPORTANT: Remember to obtain and submit CERTIFIED copies of all required documentation.

SUBMITTING YOUR DOCUMENTATION

- After filling in the required details, fax or email your completed Annexure 3 *plus* copies of all supporting documentation to:
 - Email: info@ecbsa.co.za or
 - Fax: (086) 541 9596

OTHER STEPS IN THIS SERIES (FOUND IN THE SUPPORT PAGE)



Step 1: Help with first time ECB contractor registrations – Never registered with the ECB before?

Step 2: Register to use the ECBSA website – How to gain access to the site?

Step 3: Navigate easily within your account – Now that I am registered to use the website, what am I able to do?

Step 4: Using the Registration Update link - Everything you need to know to successfully Re-register for the next year, and do it all from the comfort of your office

Step 5: eCOC's (Electronic Certificates of Compliance) – COC's at your fingertips on our website