

ECBSA WEBSITE ASSISTANCE SERIES

Step 2: Register to use the ECBSA website

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delivering business value through IT in the cloud



Contents

ECBSA Website Registration:	2
Welcome and Start.....	2
Access Your User Login (My Account):	3
Gain access immediately after registering to use our website	3
Congratulations! You are now in your ECB registered party account	3
Other Steps in this Series (Found in the support page)	3



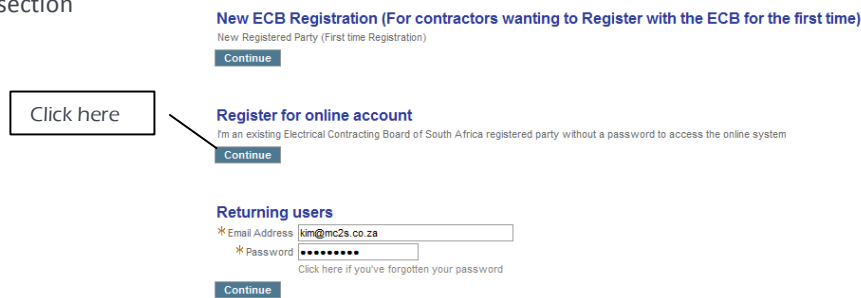
ECBSA WEBSITE REGISTRATION:

Welcome and Start

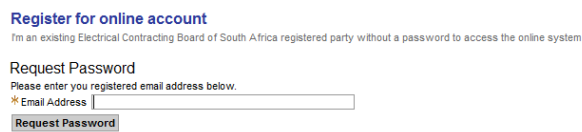
- From your browser (ie; Mozilla Firefox or Internet Explorer) navigate to our website at www.ecbsa.co.za
- Click on the “User Login (My Account)” link in blue at the top right hand corner of our website



- OR click the MY ACCOUNT tab on the menu bar
- The following window will appear, where you will click continue at the REGISTER FOR ONLINE ACCOUNT section



- The page will change to the below example



Here you are required to fill in your registered email address and click REQUEST PASSWORD

IMPORTANT: Using a different email address will cause your e-registration attempt to be identified as a New Interested Party. You must then be manually linked to your own original account by one of our administrators, which could delay your registration

- A message will appear saying “Your password has now been emailed to you”
- Please then check your email making a careful note of your password
- Now click the link “[Click here to login to your account.](#)”
- You will be taken to the RETURNING USERS website section where you can login to your ECB user account.



ACCESS YOUR USER LOGIN (MY ACCOUNT):

Gain access immediately after registering to use our website

- In the “*EMAIL ADDRESS” field type in your chosen email address
- In the “*PASSWORD” field choose any password of your choice, and simply type it in
- Click the “CONTINUE” button

User Login (MyAccount)

*Email Address

*Password

[Click here if you've forgotten your password](#)

[Continue](#)

Congratulations! You are now in your ECB registered party account

- Please refer to the next Step in this series on our Support page to learn how to navigate around your account and successfully re-register, upload required documents and even use our electronic COC feature.

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