QUICK GUIDE

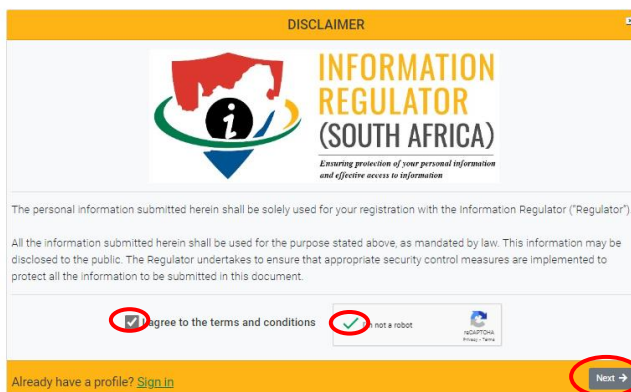# REGISTRATION PORTAL OF INFORMATION OFFICERS

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REGISTRATION OF INFORMATION OFFICERS (SECTION 55 of POPIA)

1.   HOW TO REGISTER AS A USER ON THE SYSTEM

1.1   Open the link to the Portal : https:\\registrations.inforegulator.org.za

1.2   Click on Sign Up

1.3   Agree to the Terms and Conditions s well as the "I am not a robot" security feature . Click Next

1.4   Complete the form with the correct details. Ensure that password meets the requirements

1.5   Validate yourself by referring to an OTP on the cellphone number provided. Type your email address and the OTP to be verified on the system. Validate .

1.6   Login onto the system using your email address and password

1.7   The system will display the following , Choose "Complete Registration"

2.   HOW TO REGISTER AS AN INFORMATION OFFICER

2.1   **Login** using your email address and password

2.2   **Complete** the form (Section A,B,C,D and E)

2.3   Click **Save** to complete at a later stage (Note that saved applications will be deleted on the system after 48 hours)

2.4   The status bar will indicate your progress (Note : All Sections should be at 100% before you can submit)

2.5   Click **Submit** when ready

2.6   Click on Exclude Deputy Information Officer , if there is no Deputy Information Officer

2.7   Add Deputy information Officers (if there are any , using the **Save list** feature). You can add or remove DIOs

2.8   Registration certificate can be downloaded, or details can be edited.

3. APPLICATIONS ON BEHALF OF RESPONSIBLE PARTIES

3.1 The Information Regulator employees can register Information Officers on their behalf if an application form is received via email or hand delivered.

3.2 Once registration has been completed , The Information Officer will receive an OTP from the Information Regulator , together with an email and a verification link (see below)
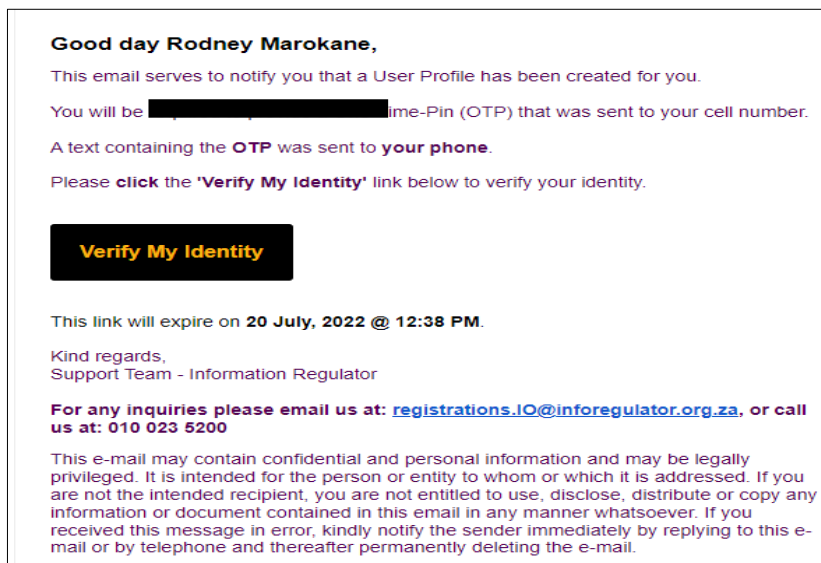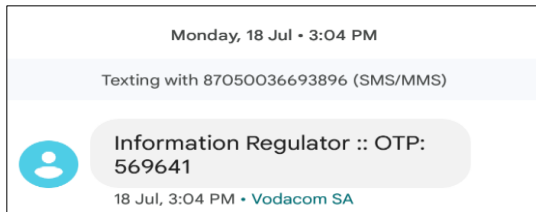
3.3 Click on Verify to access E-Portal and confirm the Profile as soon as you get notification as the OTP has limited timeframe. You will be required to validate
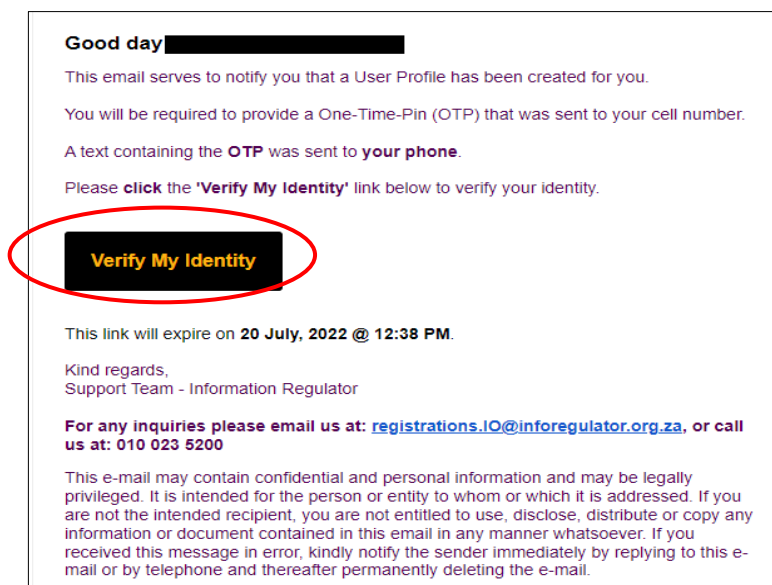
3.4 Verify your email and OTP

3.5 After validation you will be required to create a new password and login.

3.6 There after you will be able to log in with new password created and be able to see the application/s that have submitted on your behalf by the Information Regulator.

3.7 You can download the certificate , edit your information and register companies .(Please see above a process of registering a new IO)
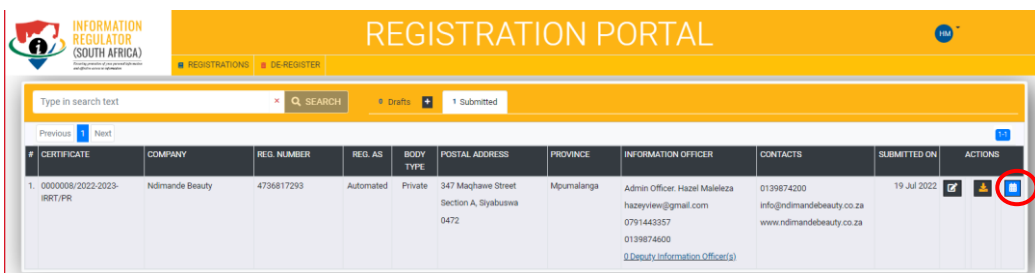
REPORT ON ACCESS TO INFORMATION   (SECTION 32 of PAIA)

4.1   **Login in** on the Registration Portal of Information Officers

4.2   If you have been registered as an information Officer , Click on **Submitted** and go to the next section.

4.3   If not yet registered , register first as an Information Officer and go to the next section
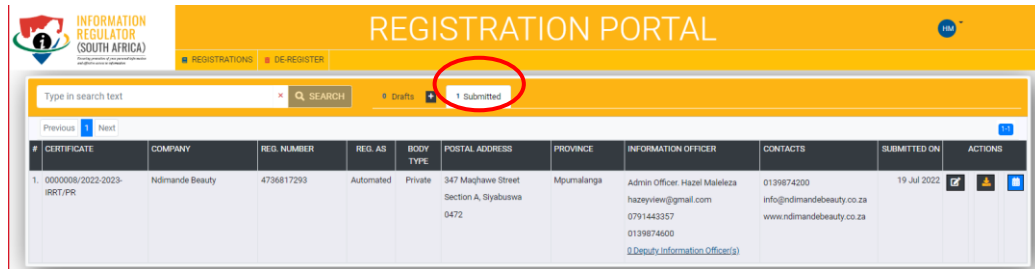
4.4   Click on the on the blue PAIA reporting icon

4.3   Complete the form for Section 32 and submit