

Registration Guide for New eServices Portal Users

How to Register and Navigate the New eServices Portal



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

www.inforegulator.org.za

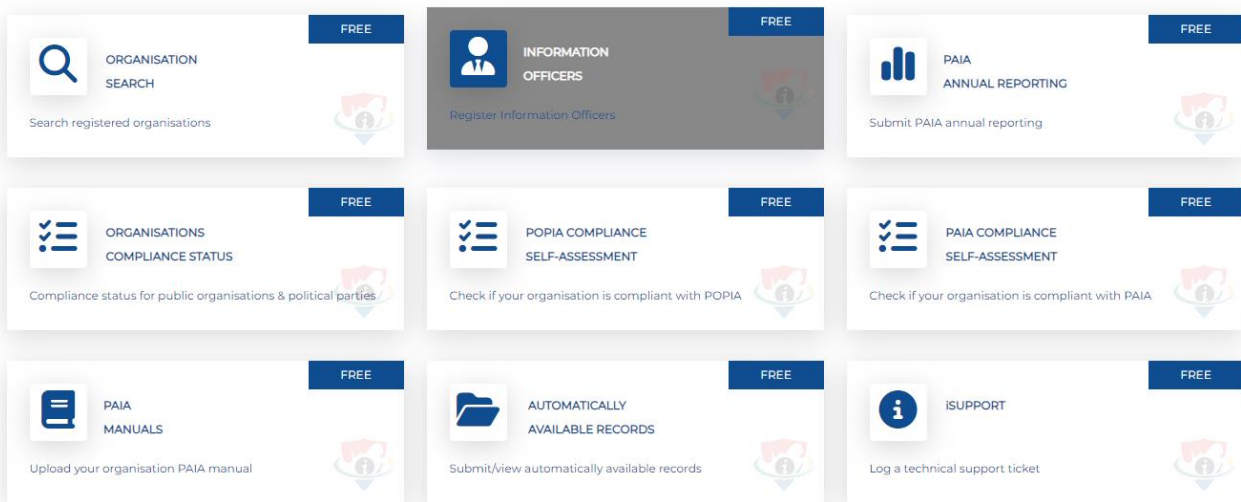


1. Accessing the eServices Portal

To access the eServices portal, simply visit the Information Regulator website at <https://inforegulator.org.za>. Once on the homepage, you'll find a prominent "eServices" banner, which will directly lead you to the portal. Alternatively, you can directly access the eServices portal by typing <https://eservices.inforegulator.org.za> into your browser's address bar.

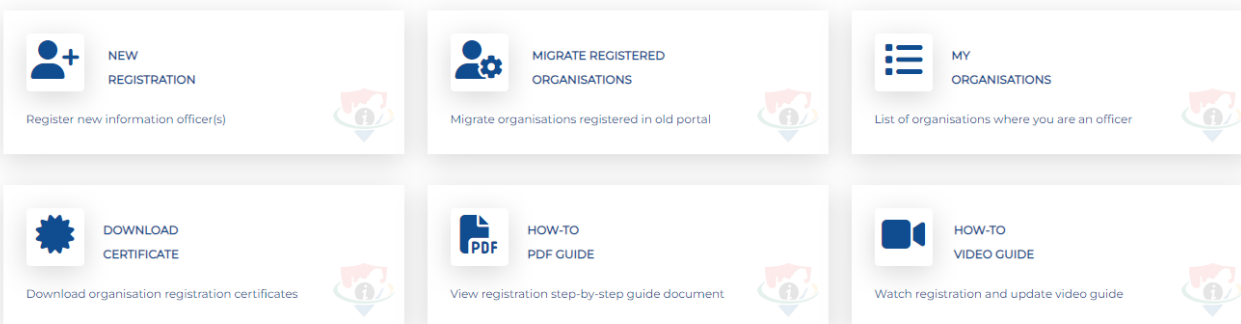
2. Navigating to the Registration Process

To register organisations and their information officers, you need to first register a user profile and log in to your account. Once you're logged in, access the services page by clicking on the "Services" link located in the top navigation bar of the website. On the services page, you'll see a list of available services offered. Click on "Information Officers".



3. "Information Officer" Options

To kick off a new registration process, simply click on the "New Registration" button. This action will enable you to start a new registration for your organisation. If you need to view or make any changes to organisations that are already registered, use the "My Organisations" option. Additionally, if you need to download a certificate for an organisation that's already registered, simply click on the "Download Certificate" option to obtain the necessary documentation.



4. Organisation Types

Select the type of organisation from the options listed. There are three options available: "Public Organisation", "Private Organisation", and "Private Organisation: Political Party." If your organisation falls under the category of a public organisation or a political party, you'll need to make your selection from the dropdown lists provided.

Organisation Details

Public Organisation Private Organisation Private: Political Party

Public Organisation Type

Public Entity ▼

Select public government organisation type

Schedule 3A: National Public Entities ▼

Select public government organisation

Information Regulator ▼

CONTINUE

5. Organisation Types – Private

If your organisation is a private organisation, you'll encounter two options: "CIPC Registered" and "Other". If your organisation is registered with the CIPC, select the "CIPC registered" option. Upon selection, you'll be prompted to enter the CIPC registration number. Once you've entered the registration number, the eServices portal will automatically and instantly retrieve the organisation details from the CIPC database.

Private Organisations Types

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CIPC Registered Enterprise Other Private Organisations

CIPC REGISTERED ENTERPRISES

- Close Corporation [CC]
- Private Company [(Pty) Ltd]
- Public Company [Ltd]
- State-Owned Company [SOC]
- Non-Profit Company [NPC]
- Personal Liability Company [Inc]
- Primary Co-operative
- Secondary Co-operative
- Tertiary Co-operative

OTHER PRIVATE ORGANISATIONS

- Non-Profit Organisation [NPO] : Registered with the Department of Social Development
- Sole Proprietorship
- Partnership
- Trust
- Any other private organisation : Registered or not Registered with any Regulatory Body

Enterprise Number (CIPC)

🔍

6. Fill in the Organisation Details Form

Fill in the organisation details form with the required information accurately and completely. The form includes fields such as contact details, physical and postal addresses, and any other relevant information. Ensure that all mandatory fields are filled out, and double-check the accuracy of the provided information before proceeding.

Organisation Name

Information Regulator *

Trading Name [Private organisations only]

Private organisation type

Select industry/sector [Private organisations only]

Organisation Email Address

@infoeregulator.org.za *

Website Address

www.infoeregulator.org.za

Organisation Telephone Number

0100235200 *

PHYSICAL ADDRESS

Address line 1

JD House - 27 Siemens Street *

Address line 2

Braamfontein

In which town/city is this address?

Johannesburg *

In which province is this address?

Gauteng

What is the postal code?

2001 *



POSTAL ADDRESS

Address line 1

PO Box 31533

Address line 2

Braamfontein

In which town/city is this address?

Johannesburg

In which province is this address?

Gauteng

What is the postal code?

2017

7. Fill in Information Officer Details

Provide details about the designated Information Officer. You'll need to enter details such as the ID number, full name, physical address, contact details, and any other required information. Ensure that all mandatory fields are filled in accurately and completely.

ID Number

 *

Surname

 *

Name(s)

 *

Cellphone Number

 *


Email Address

 *

Designation

 *

Appointment date

8. Fill in Deputy Information Officer and Admin Officer Details

If your organisation has Deputy Information Officer(s), fill in their details by clicking on the “Add Deputy IO” button. Additionally, organisations have the option to add Admin Officers on this page. Admin officers are individuals designated to assist with eServices tasks for the organisation. To add admin officers, click on the “Add Admin Officer” button. If the organisation doesn’t have these officers, then click on the “Skip this Step” button.

Organisations may appoint multiple Deputy Information Officers, or they may opt not to have any deputies at all. If your organisation has appointed deputy information officers, we kindly ask that you proceed with completing the form provided below. However, if your organisation does not have any deputy information officers, please click the “Skip This Step” button to proceed to the next page. This portal does allow for information offer changes, including adding new deputy information officers and admin officers, at a later stage after the registration has been concluded.

SKIP THIS STEP

No Deputy Information Officers have been added yet.

ADD DEPUTY IO

ADD ADMIN OFFICER

9. Agree to the Declaration

Read through the declaration carefully, as it outlines the responsibilities and obligations associated with registering your organisation and its officers. Once you've reviewed the declaration, tick the checkbox then click the button indicating your agreement to proceed. By agreeing to the declaration, you confirm that all provided information is accurate and that you understand and accept the terms outlined in the declaration.

I hereby solemnly declare that all information provided in this document is accurate, true, and complete to the best of my knowledge and belief. I understand that supplying false or misleading information could result in legal action against me. I am aware that any misrepresentations made in this document could have serious consequences, including potential criminal charges or civil liability. I affirm that I have carefully reviewed and verified all information provided, and I take full responsibility for its accuracy and completeness. I acknowledge that by checking the box below, I am confirming my understanding of the gravity of this declaration and my commitment to providing only truthful and accurate information.

Tick on the box to agree



REGISTER

10. Registration Confirmation

This page serves as confirmation that your registration has been successfully submitted.

Registration Confirmation

You have successfully registered the Information Officer and Deputy Information Officer(s) for your organisation. A digital certificate validating this registration has been sent to your email address. You may also download the certificate at any point by navigating to Services -> Information Officers -> Certificates. "Downloading" will send the certificate to your email address.


This certificate serves as confirmation of your compliance with the data protection regulations. As an Information Officer or Deputy Information Officer, your role is vital in ensuring the lawful and responsible handling of personal information within your organisation.


Should you encounter any issues or have further inquiries regarding your registration or the certification process, feel free to contact our support team by logging a ticket under the iSupport option. Our team is waiting to assist you.







11. Registration Certificate

After successfully completing the registration process, you will receive a certificate attached to an email. This certificate serves as confirmation of your organisation's registration and the appointment of information officers. Additionally, certificates are available for download at any time through the eServices portal. Simply navigate to the "Information Officers" option under Services, and you'll find the option to download your certificate.

Registration Certificate - eServices: Information Regulator

 noreply
To Tando Luyaba (Information Regulator)

 INFOREG_certificate.pdf
495 KB

  Reply  Reply All  Forward  

Wed 2024/04/17 11:52

Dear Mr Luyaba,

You are receiving this email because you have just registered your organisation with the Information Regulator.

The registration certificate is attached to this email. This certificate serves as confirmation of your compliance with the data protection regulations. As an Information Officer or Deputy Information Officer, your role is vital in ensuring the lawful and responsible handling of personal information within your organisation.

Should you encounter any issues or have further inquiries regarding your user account, feel free to contact our support team by logging a ticket under the iSupport option. Our team is waiting to assist you.

Kind regards,
Information Regulator

This email has been sent from an unmonitored email address. Please do not respond to this email. For any queries, please Use the iSupport option under our eServices website to log a support ticket.