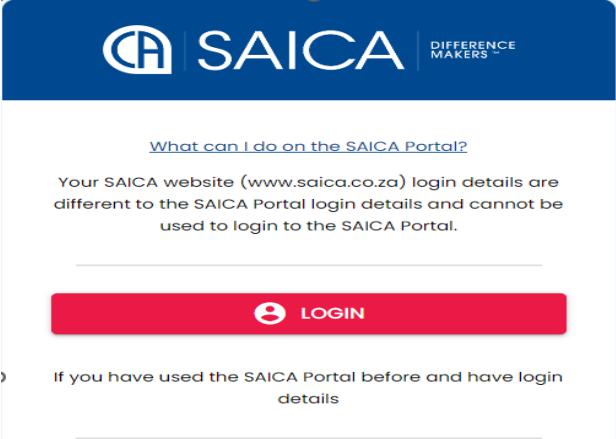
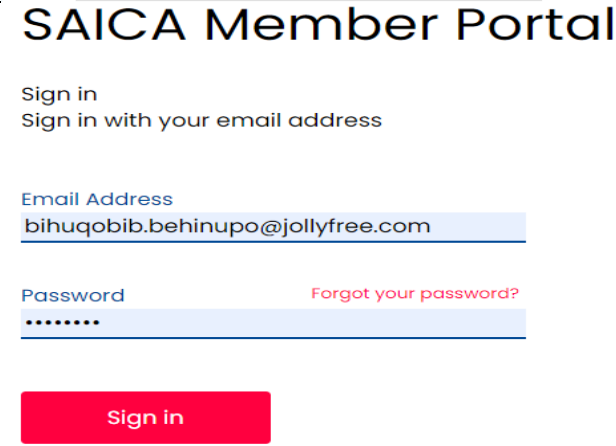
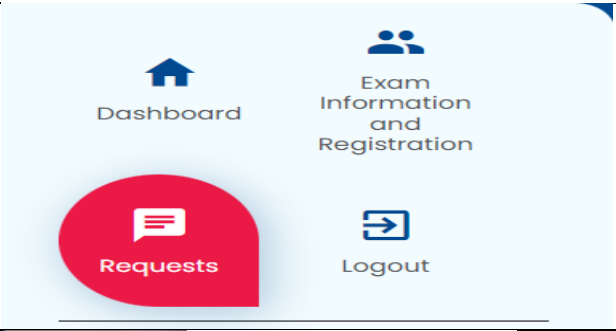
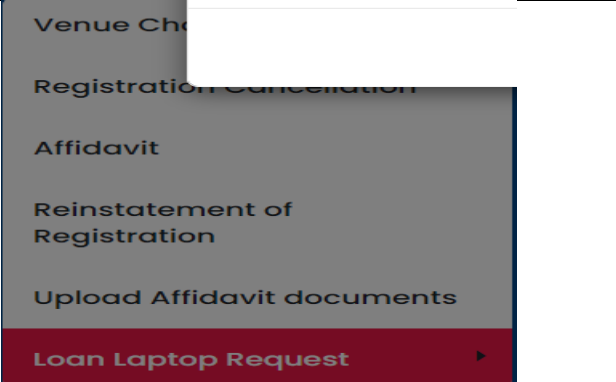


## Loan laptop request/application process for candidates on the portal

Below is the process a candidate needs to follow in order to request for a SAICA loan laptop, **this process work on a first come, first serve basis.**

**Note:** candidate can only request for a loan laptop, after they have registered for the APC exam.

No.		Steps
1.	 <p>The image shows the SAICA Member Portal login page. At the top, there is a blue header with the SAICA logo and the tagline 'DIFFERENCE MAKERS'. Below the header, there is a section titled 'What can I do on the SAICA Portal?' with a sub-heading 'Your SAICA website (www.saica.co.za) login details are different to the SAICA Portal login details and cannot be used to login to the SAICA Portal.' A prominent red 'LOGIN' button is centered on the page. Below the button, there is a note: 'If you have used the SAICA Portal before and have login details'.</p>	<p>Login to your Member Portal</p> <p><a href="https://my.saica.co.za/">https://my.saica.co.za/</a></p>
2.	 <p>The image shows the 'SAICA Member Portal' sign-in form. It includes the text 'Sign in Sign in with your email address'. There are two input fields: 'Email Address' with the example 'bihuqobib.behinupo@jollyfree.com' and 'Password' with a masked field '.....'. A red 'Forgot your password?' link is next to the password field. A red 'Sign in' button is at the bottom.</p>	<p>Type out your credentials,</p> <p><i>Same credentials you used when you registered for the exam.</i></p> <p><i>"Email address" &amp; "Password"</i></p>
3.	 <p>The image shows the SAICA Member Portal dashboard. It features four main navigation options: 'Dashboard' (with a house icon), 'Exam Information and Registration' (with a person icon), 'Requests' (with a speech bubble icon and a red background), and 'Logout' (with a door icon).</p>	<p>Select "Requests"</p>
4.	 <p>The image shows a dropdown menu for the 'Requests' option. The menu items are: 'Venue Change', 'Registration Cancellation', 'Affidavit', 'Reinstatement of Registration', 'Upload Affidavit documents', and 'Loan Laptop Request' (highlighted in red with a right-pointing arrow).</p>	<p>Select "Loan laptop request"</p> <p>You should get a pop-up message, <i>confirming that your application has been submitted</i></p> <p><b>Note:</b> you will not be able to complete this process if you have not registered for the exam first.</p>

