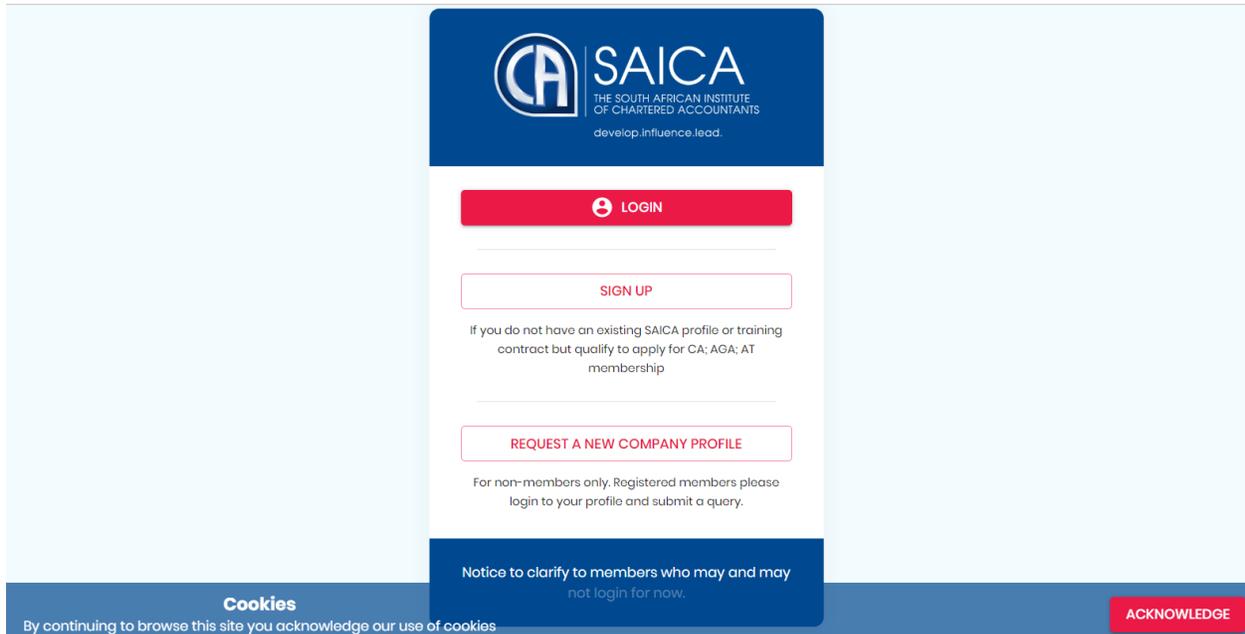


HOW TO SIGN IN TO THE MEMBER PORTAL

To sign up on the new Portal,

1. Use the SAICA website (<https://www.saica.co.za>) to access the Portal OR
2. Click on the Portal link <https://sa-azwe-prapp01.azurewebsites.net> and then the 'Sign Up' button



The screenshot shows the SAICA member portal sign-up screen. At the top, there is a blue header with the SAICA logo (a stylized 'CA' in a circle) and the text 'SAICA THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS develop.influence.lead.'. Below the header, there is a red button labeled 'LOGIN' with a user icon. Underneath, there is a white box with a red border containing a red button labeled 'SIGN UP'. Below this button, there is a paragraph of text: 'If you do not have an existing SAICA profile or training contract but qualify to apply for CA; AGA; AT membership'. Below this text, there is another white box with a red border containing a red button labeled 'REQUEST A NEW COMPANY PROFILE'. Below this button, there is another paragraph of text: 'For non-members only. Registered members please login to your profile and submit a query.'. At the bottom of the screen, there is a blue footer with a 'Cookies' notice: 'By continuing to browse this site you acknowledge our use of cookies'. To the right of the footer, there is a red button labeled 'ACKNOWLEDGE'. A dark blue banner at the bottom of the page contains the text: 'Notice to clarify to members who may and may not login for now.'

3. In the Sign Up screen, enter the required details and click Submit

 SIGN UP

First Name *
Madam

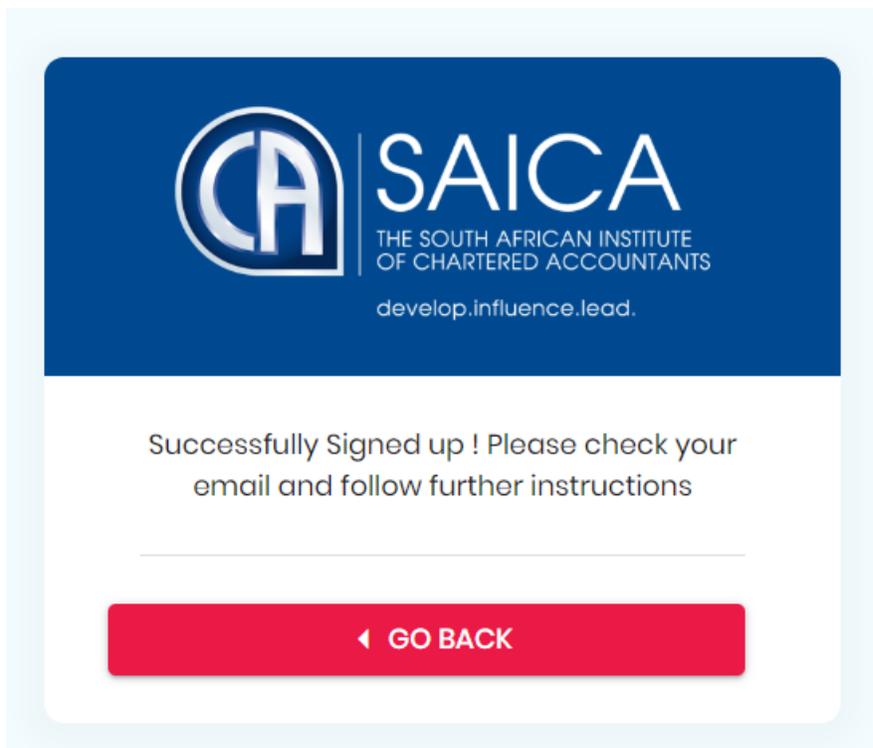
Surname *
Africa

Email *
vimohoti@five-club.com

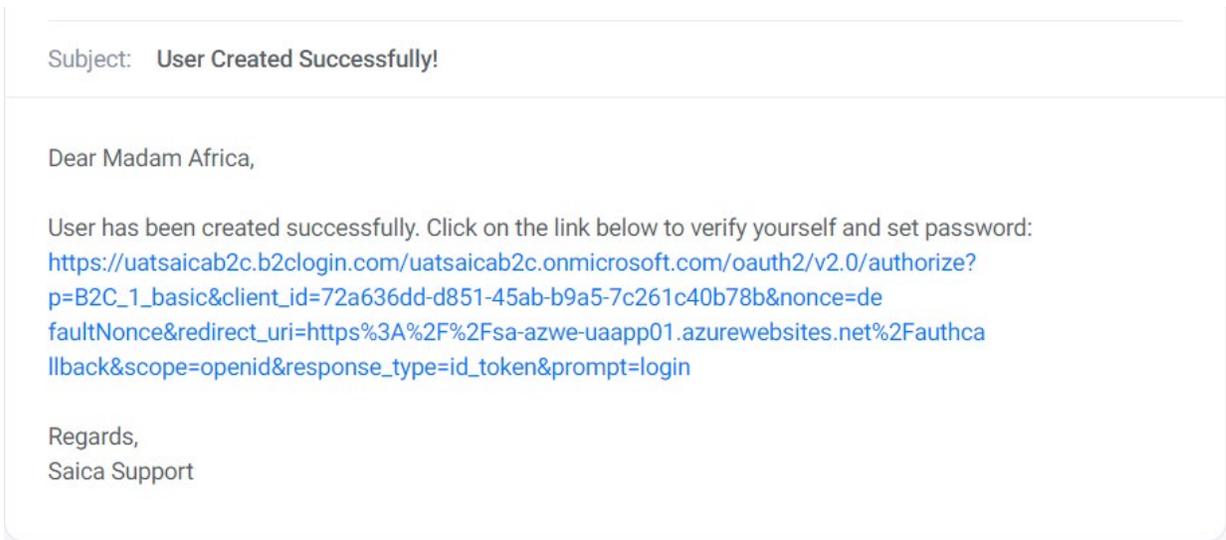
RSAId ▼

Document Id *
7903044800082

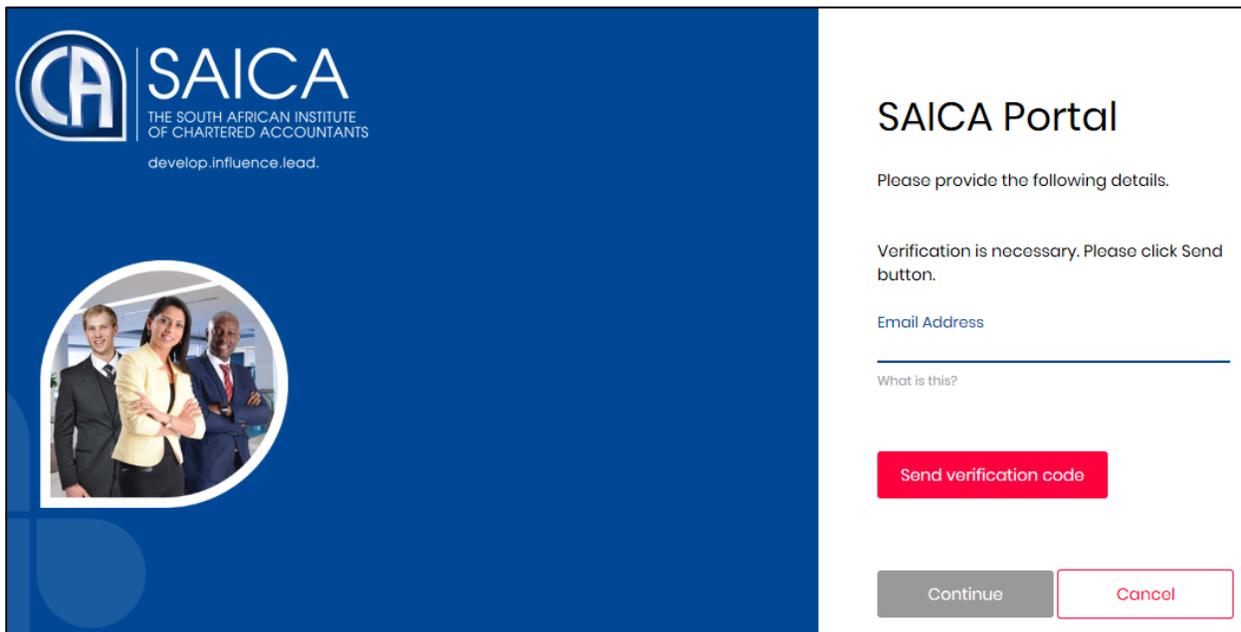
[SUBMIT](#)



4. Check email inbox, locate the SAICA email and click on the link to proceed with the signing up process



5. Next, enter your Email Address and click on the Send Verification Code button.



6. Verify the email by providing the verification code received in the second email.

Subject: UAT SAICA B2C account email verification code

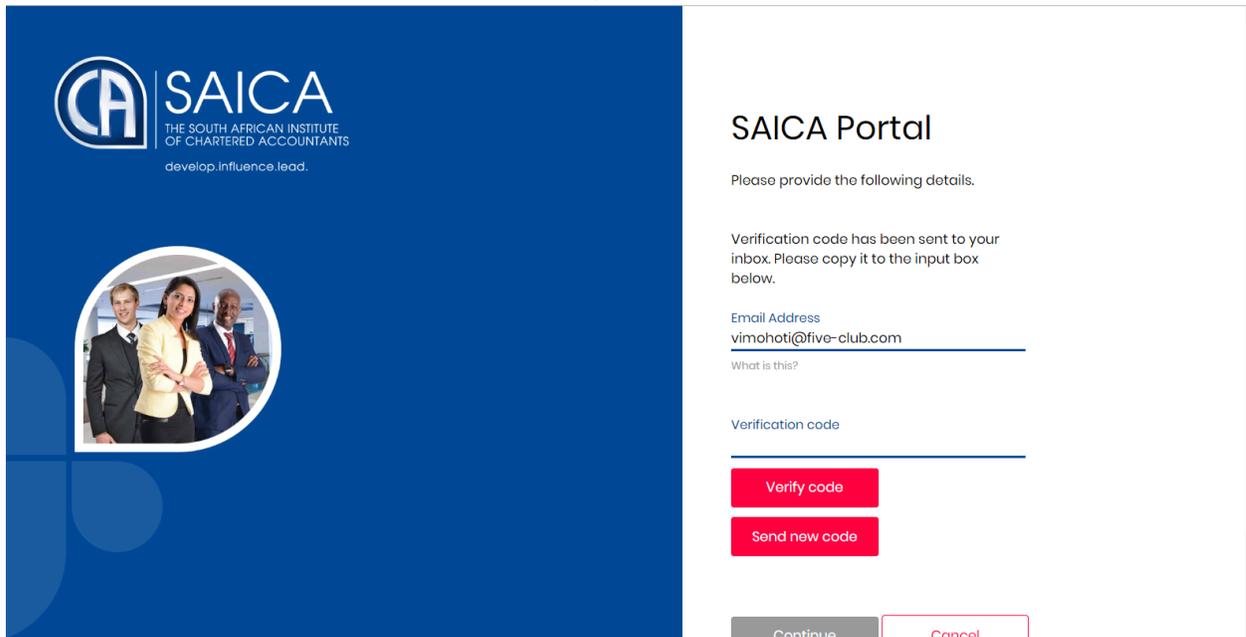
Verify your email address

Thanks for verifying your vimohoti@five-club.com account!

Your code is: 989934

Sincerely,
UAT SAICA B2C

7. Enter verification code and click on the Verify Code button.



The image shows a screenshot of the SAICA Portal verification interface. On the left, there is a blue sidebar with the SAICA logo (The South African Institute of Chartered Accountants) and a circular photo of three professionals. The main content area is white and contains the following text and form elements:

SAICA Portal

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address
vimohoti@five-club.com

What is this?

Verification code

Verify code

Send new code

Continue **Cancel**



SAICA Portal

Please provide the following details.

E-mail address verified. You can now continue.

Email Address

What is this?

[Change e-mail](#)

[Continue](#)

[Cancel](#)

8. In the next screen, enter the new password as per the password complexity requirements indicated on the Portal. Enter the same input in the Confirm New Password field and then click on the Continue button.

The image shows the SAICA Portal password creation screen. On the left is the same SAICA logo and banner image as in the previous screenshot. On the right, the text 'SAICA Portal' is at the top. Below it is the instruction 'Please provide the following details.' The 'New Password' section has a red text requirement: '8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ; , . ? / ~ * () : .'. Below this is a password input field with six dots and a visibility icon. The 'Confirm New Password' section has a text input field. At the bottom are 'Continue' and 'Cancel' buttons.

SAICA Portal

Please provide the following details.

New Password
8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ; , . ? / ~ * () : .

.....

What is this?

Confirm New Password

What is this?

[Continue](#) [Cancel](#)

You can now sign in to the SAICA portal using the registered email address and password.