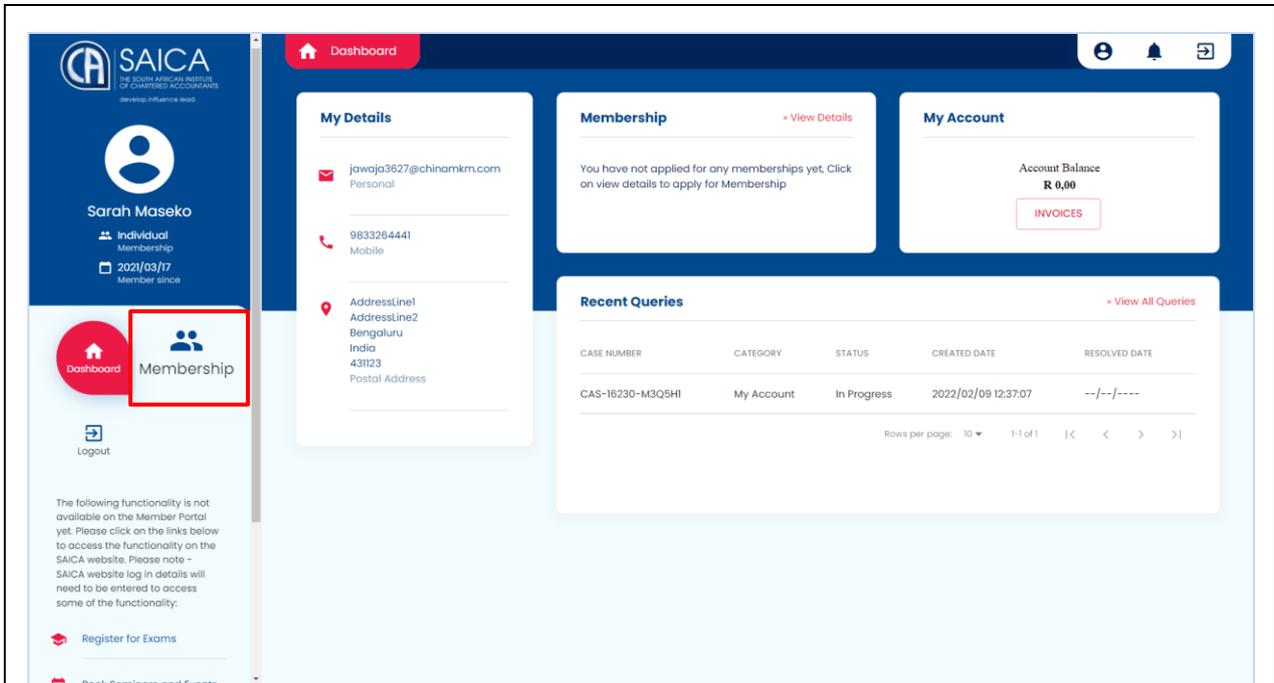


PayU Payment Gateway Solution

1. Member Portal Card Payment

At Membership application, after a profile has been created, a potential member will log into the Member Portal and complete the membership application form.



After logging in to the Member Portal, the **Dashboard** screen will display as shown above.

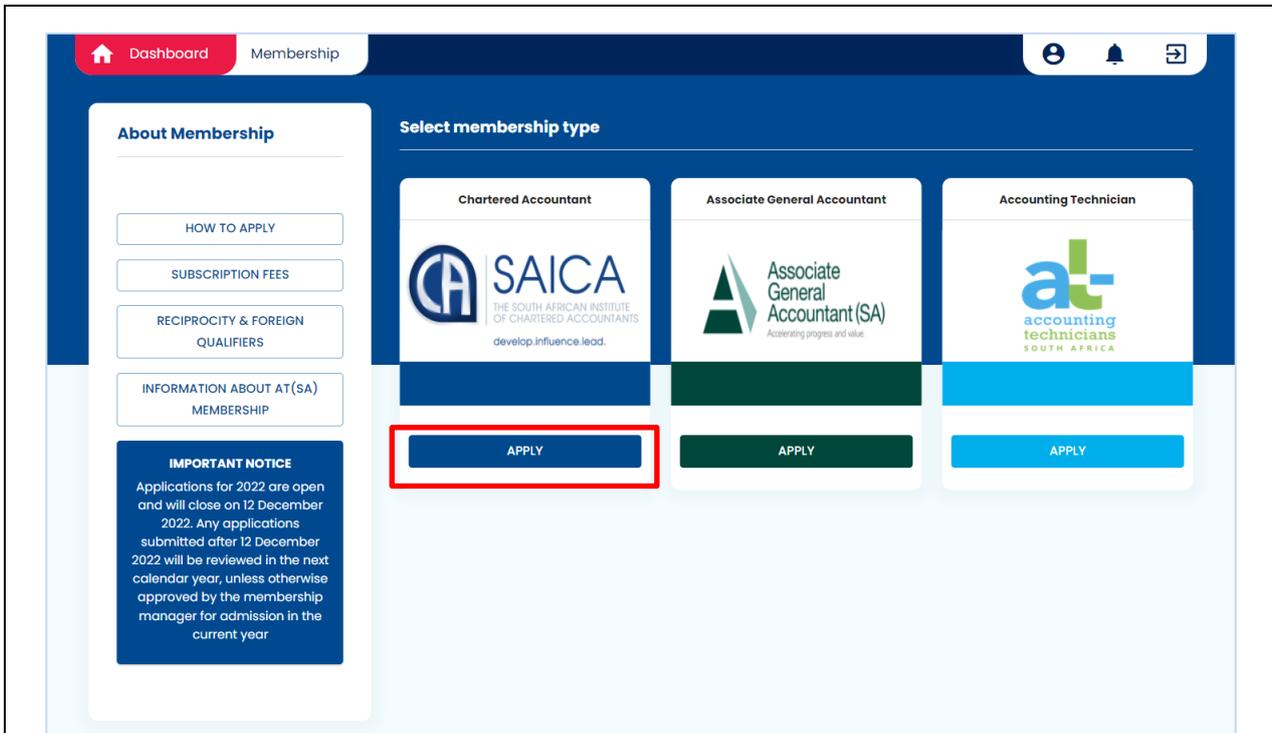
STEPS	ACTIONS
1.	Click the Membership button to proceed with the membership application.



The **Membership** screen displays as shown below.

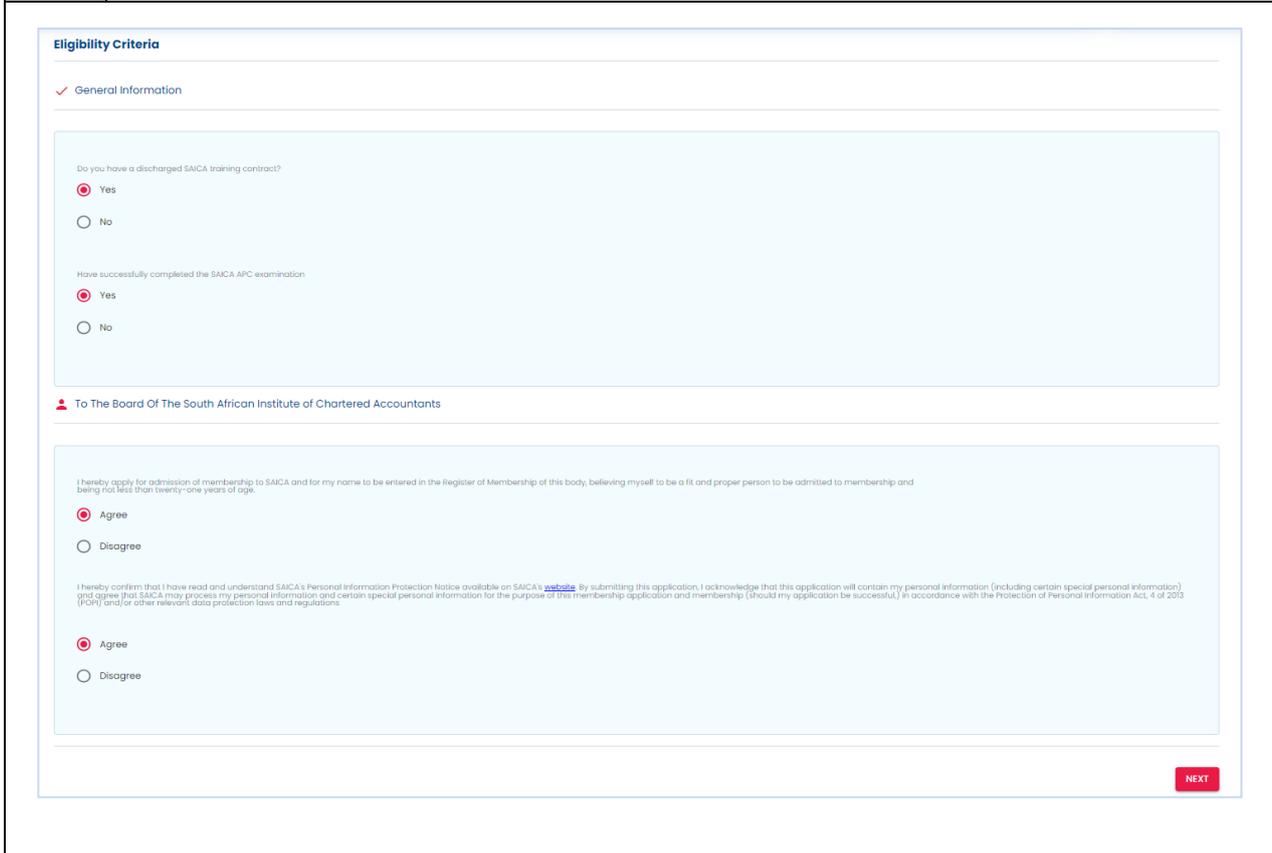
There are currently 3 types of memberships that can be applied for, each with its own requirements:

- Chartered Accountant (**CA**)
- Associate General Accountant (**AGA**)
- Accounting Technician (**AT(SA)**)



STEPS	ACTIONS
-------	---------

2.	Select the appropriate member type by clicking the Apply button.
----	---



3.	Complete the Eligibility Criteria questions and click the Next button to proceed.
----	---

Personal Details

- Contact Details
- Employment Details
- Professional Code
- Ethics and Discipline
- Registered tax practitioner declaration
- Continued professional development
- Supporting Documents
- Declaration of non-residency
- Terms and conditions
- Member Certificate
- Payment and fees
- Submit Application

Personal Details

Basic Information

Surname *
Maseko

Maiden Name (if applicable)

Initials

Title *
Please choose...

Forename *
Sarah

Preferred name
Sbongile

Gender *



As displayed on the left pane, all sections of the form must be fully completed. Once at the **Payment and fees** section, follow the steps below to make a card payment.

Dashboard | Membership

- Personal Details
- Contact Details
- Employment Details
- Professional Code
- Ethics and Discipline
- Registered tax practitioner declaration
- Continued professional development
- Supporting Documents
- Declaration of non-residency
- Terms and conditions
- Member Certificate
- Payment and fees**
- Submit Application

Payment and fees

Registration fees

Total Amount Payable in ZAR : 7561.33

SAICA bank details for electronic transfer

Name of bank : FNB
Account number : 62506747122
Branch name : Randburg Commercial Suite
Branch code : 254005
SWIFT number : FIRNZAJJ

Name of bank : Nedbank
Account number : 1284023230
Branch name : Nedbank Business Central
Branch code : 198765
SWIFT number : NEDSZAJJ

Payment

Mode of Payment *

Upload Proof (Electronic Transfer)

Credit/Debit Card

PROCEED TO PAYMENT



Note the **Total Amount Payable** amount as displayed. This amount must be paid in full as no partial payments are allowed at this stage.

STEPS	ACTIONS
4.	Select the Credit/Debit Card option in the Payment section.
5.	Click the PROCEED TO PAYMENT link.

Important

The PayU screen displays as shown above, with the **Amount Due**. This is the same amount previously displayed on the **Member Portal**.

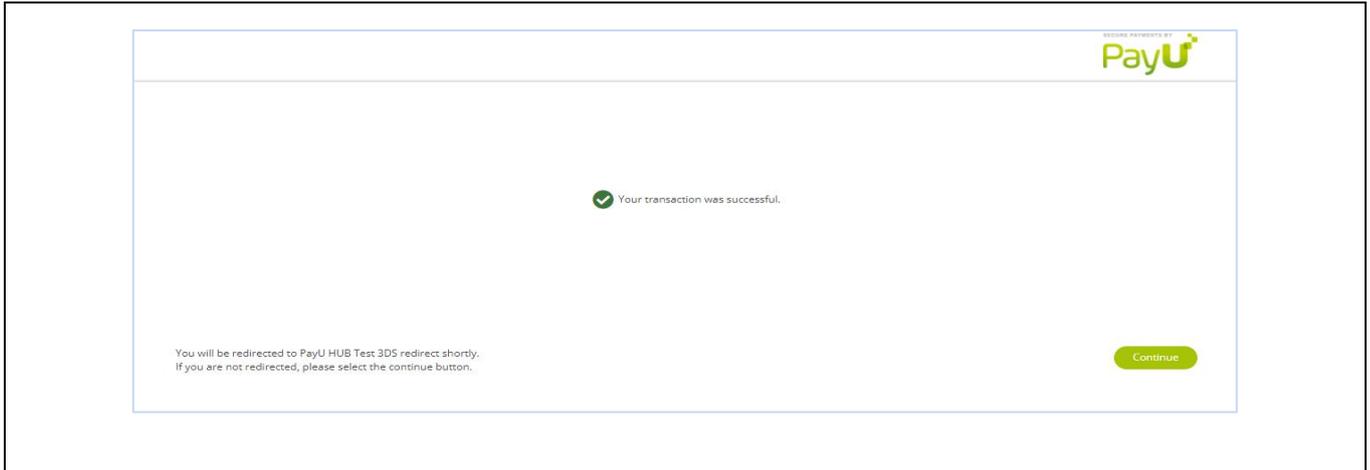
You can proceed with the capturing of the card information.

Card Merchants permitted are **Visa, MasterCard, American Express, and Diners Club**.

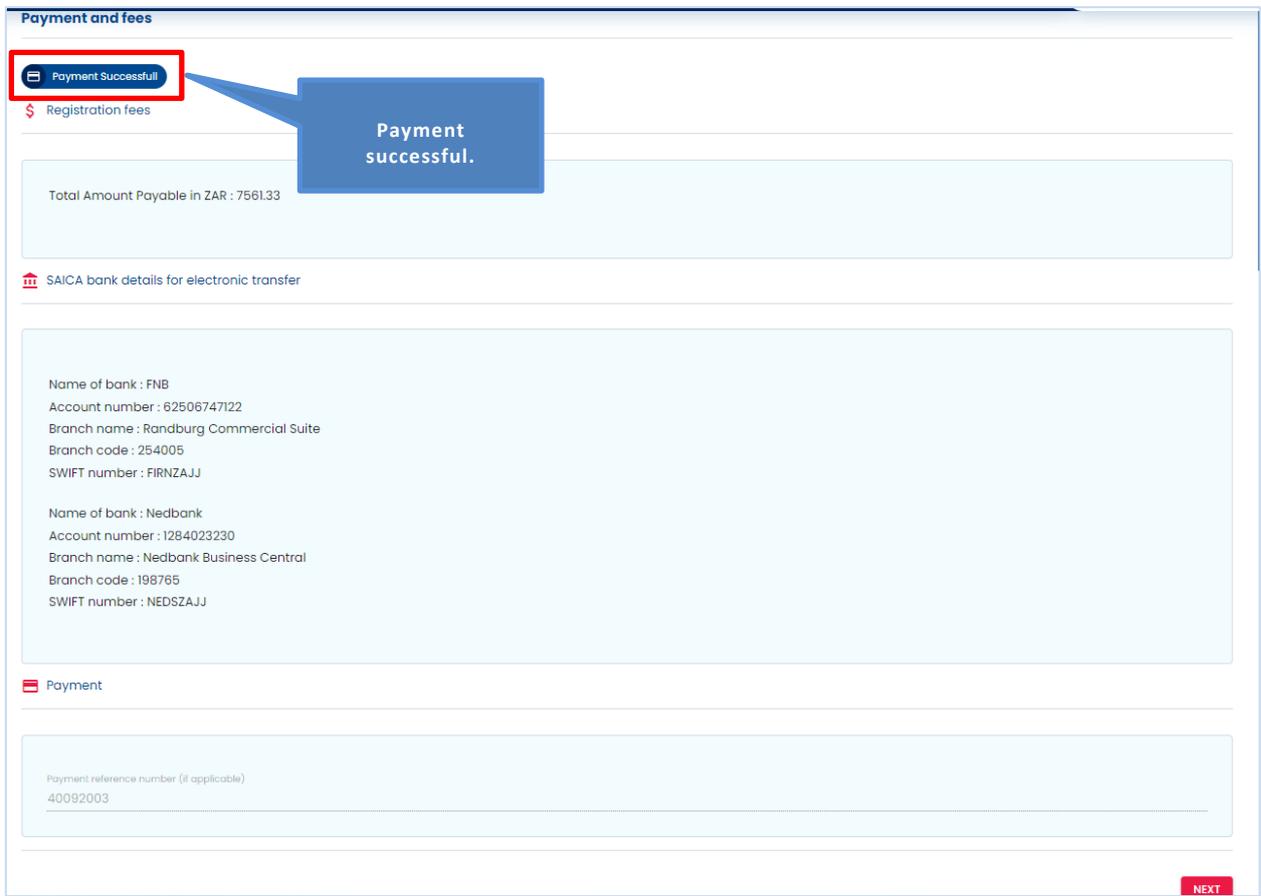


Once a card number is captured, the system will display the merchant’s name, as shown above. For this example, the user has captured a **Visa** Card Number.

STEPS	ACTIONS
6.	Enter the card number in the Card Number field.
7.	Enter the name of the cardholder in the Cardholder name field.
8.	Enter the card expiry date (MM/YYYY) in the Expiry Date field.
9.	Enter the card CVV in the CVV number field.
	Note the message: *You may be redirected to your bank's secure site to authenticate yourself before making the payment.
10.	When all the information has been entered correctly, click the Pay button.
11.	Click the Cancel button to cancel the transaction.



If payment is successful, the message **Your transaction was successful** displays as shown above. This system will automatically navigate back to the **Member Portal**.



The **Payment Successful** message is displayed at the top of the screen. The Payment reference number is auto-created and displayed at the bottom of the screen.

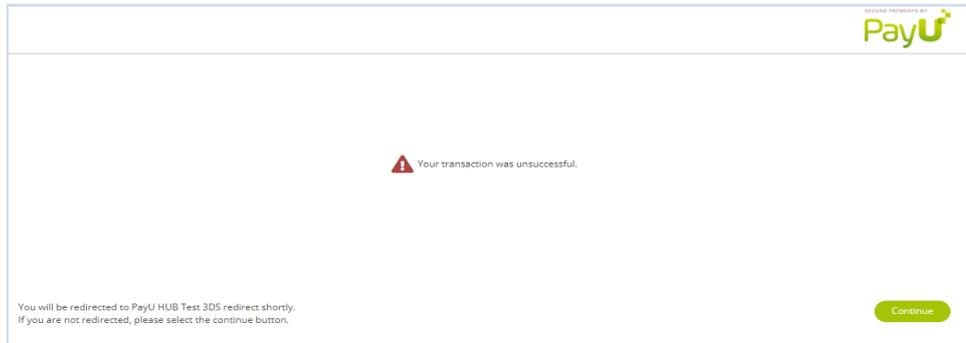
STEPS	ACTIONS
12.	Click the Next button to proceed with the membership application.



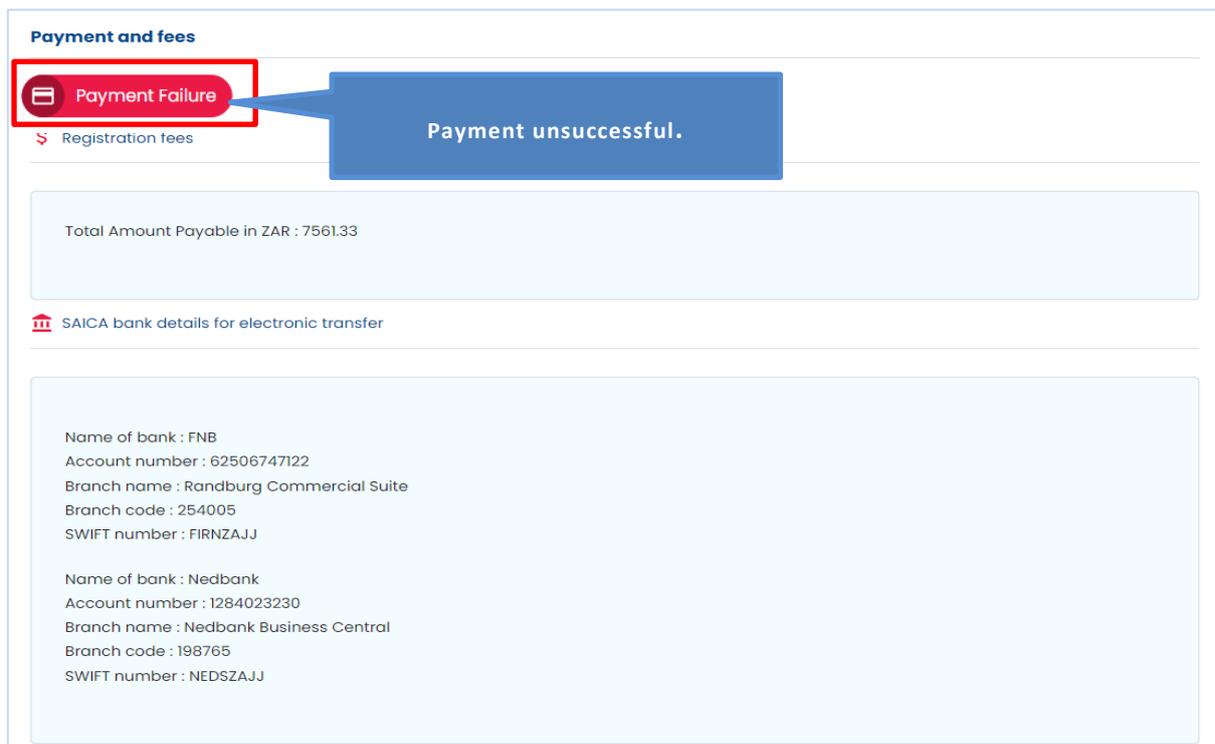
The following will cause an unsuccessful transaction:

- Incorrect Card Number entered
- Insufficient balance on the card

The message **Your transaction was unsuccessful** will display when all transactions do not go through.



Note also on the Member Portal the message **Payment Failure** displays. The Total Amount Payable remains.





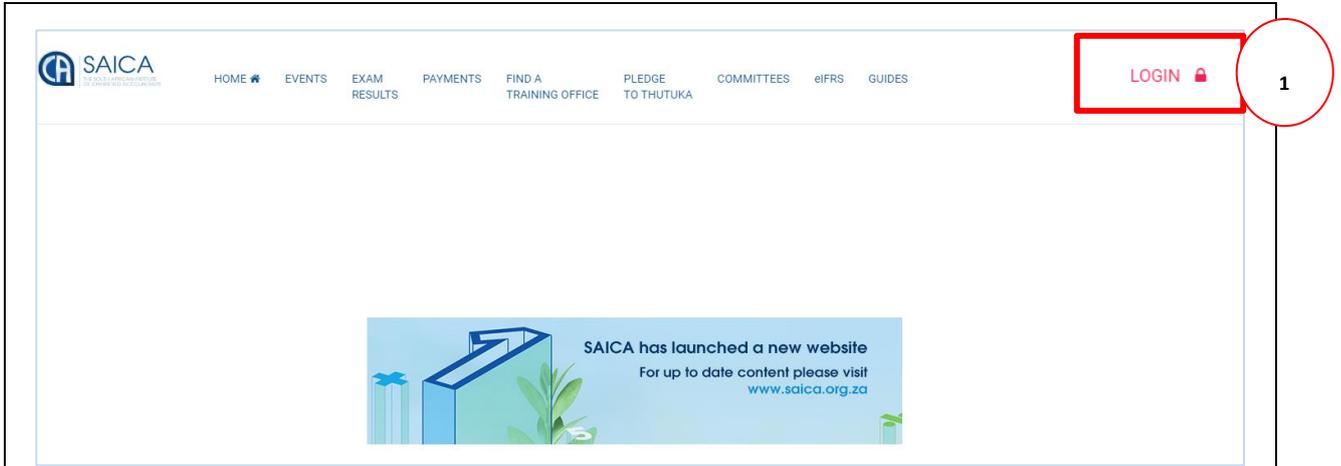
There are two possible transaction statuses:

- **Succeed:** The payment was successfully authorized, captured, charged.
- **Failed:** There was a problem with the last payment action (authorization, capture, charge, refund, or void) that caused the payment to fail. The failure can be either on PayU's side or on the provider's side.

2. SAICA Website Card Payment

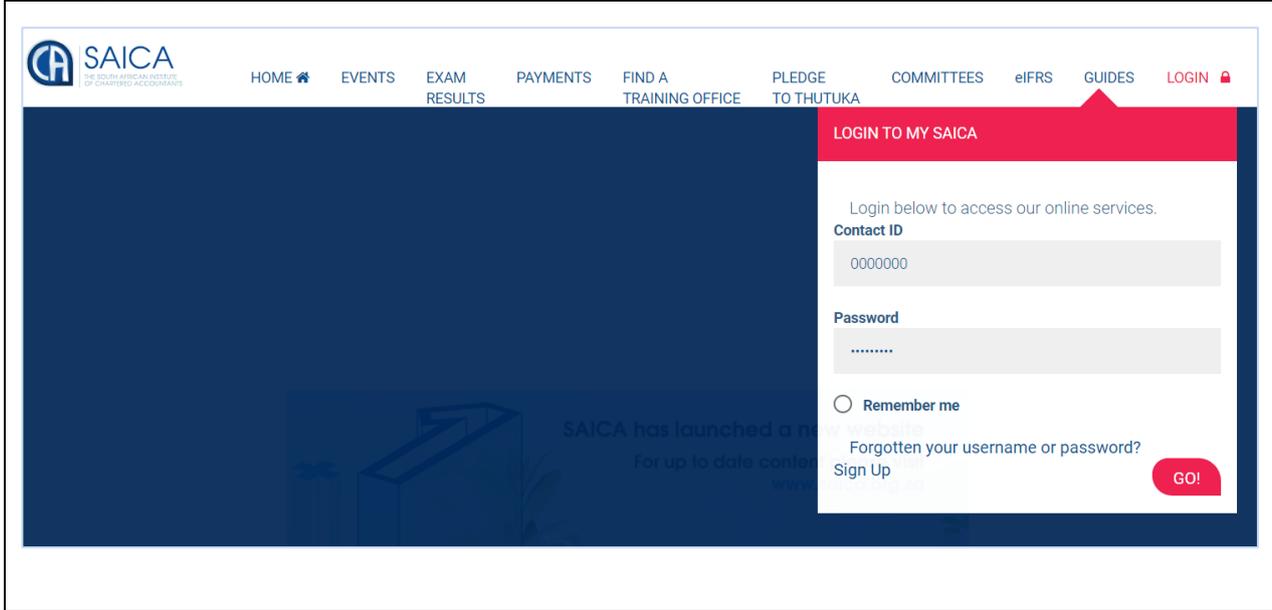
2.1. Card Payment

The following should be followed when making card payments on the SAICA website.



STEPS	ACTIONS
-------	---------

1.	From the SAICA website, click the LOGIN button on the top right of the screen.
----	---

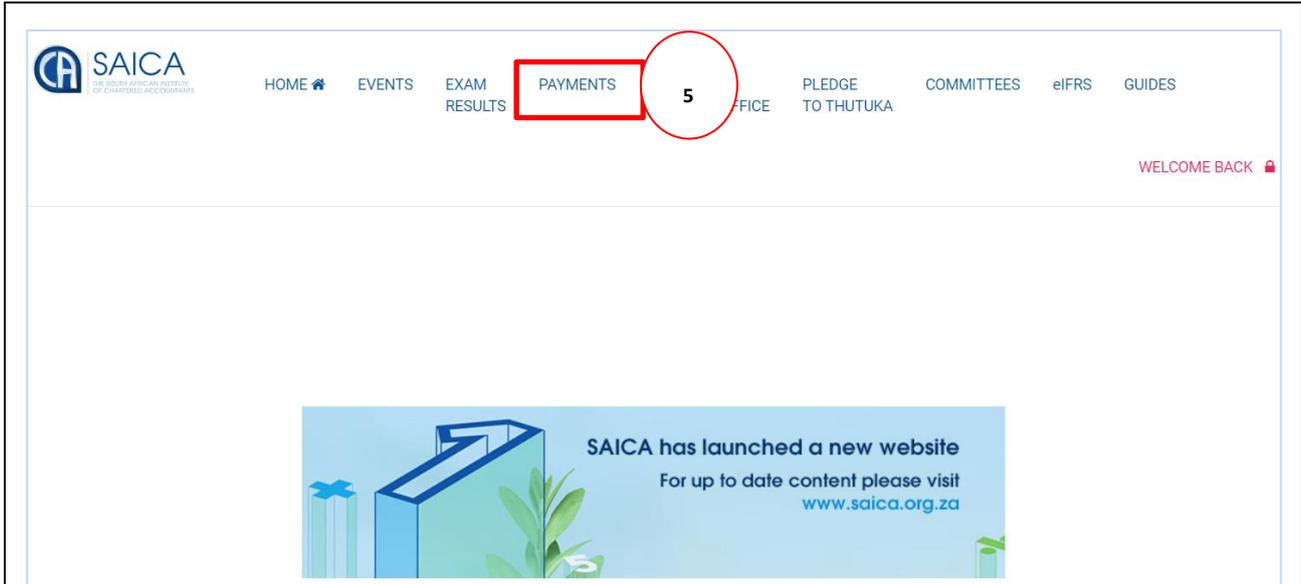


	The LOGIN TO MY SAICA pop-up screen displays.
---	--

2.	Enter the contact-id in the Contact ID field.
----	--

3.	Enter the password in the Password field.
----	--

4.	Click the GO! Button to proceed.
----	---



STEPS	ACTIONS
5.	Click the PAYMENTS link.

This page comprises your outstanding Order, Membership and Seminar and Event payments.

- To pay your outstanding fees with your credit card, select the "Pay Now" tick box next to an outstanding fee and click on the "Pay Now" button.
- View a history of your payments made to SAICA by selecting the "Payments Made" option.
- Please pay any transactions which total value is greater than R 64 000.00 via EFT

Financial Status for:

Sarah Maseko

Outstanding Transactions Closed Transactions

Outstanding Transactions

Invoice Number	Reference Number	Invoice Date	Description	Charges	Credits	Balance	Pay
1286078	1936208	2021/11/09	APC 2021 - Durban Ewriting	R 6 022,00	R 6 021,96	R 0,04	<input type="checkbox"/>
1344659	2006230	2022/01/03	Qualifying Examination Part 1 - Access to information (June)	R 230,00	R 0,00	R 230,00	<input type="checkbox"/>

Displaying records 1 to 2 of 3

* Please note, your online statement will take 24-48 hours to refresh after a payment has been made. Any payments made now will therefore not reflect on your statement until then so please exercise caution with regard to making duplicate payments.

Product Orders

Date Created	Order ID	Order Type	Total Order Price	Pay Now
				<input type="checkbox"/>

* Please note that product and e-learning purchases can only be done via credit card via our secure site. Products will only be dispatched and e-learning passwords will only be released once payment has been made.

Event Registrations

Registration Date	Event Code	Event Title	Attendee	Event Price	Pay Now
					<input type="checkbox"/>

* SAICA seminar and event registrations will only be processed once payment has been received.

Pay Now



Note the different payment sections on the screen.

Financial Status for:

MISS Sarah Maseko

Outstanding Transactions 6 Closed Transactions

Outstanding Transactions

Invoice Number	Reference Number	Invoice Date	Description	Charges	Credits	Balance	Pay
1286078	1936208	2021/11/09	APC 2021 - Durban Ewriting	R 6 022,00	R 6 021,96	R 0,04	<input type="checkbox"/>
1344659	2006230	2022/01/03	Qualifying Examination Part 1 - Access to information (June)	R 230,00	R 0,00	R 230,00	<input checked="" type="checkbox"/>

STEPS	ACTIONS
6.	Select the Outstanding Transactions option.
7.	Select the invoice/s to be paid by ticking the Pay tick box.

Outstanding Transactions Closed Transactions

Outstanding Transactions

Invoice Number	Reference Number	Invoice Date	Description	Charges	Credits	Balance	Pay
1286078	1936208	2021/11/09	APC 2021 - Durban Ewriting	R 6 022,00	R 6 021,96	R 0,04	<input type="checkbox"/>
1344659	2006230	2022/01/03	Qualifying Examination Part 1 - Access to information (June)	R 230,00	R 0,00	R 230,00	<input checked="" type="checkbox"/>

<< < Displaying records 1 to 2 of 3 > >>

* Please note, your online statement will take 24-48 hours to refresh after a payment has been made. Your statement will therefore not reflect on your statement until then so please exercise caution with regard to making duplicate payments.

Product Orders

Date Created	Order ID	Order Type	Total Order Price	Pay Now
* Please note that product and e-learning purchases can only be done via credit card via our secure site. Products will only be dispatched and e-learning passwords will only be released once payment has been made.				

Event Registrations

Registration Date	Event Code	Event Title	Attendee	Event Price	Pay Now
* SAICA seminar and event registrations will only be processed once payment has been received.					

Pay Now

8.	Click the Pay Now button at the bottom of the screen.
----	--

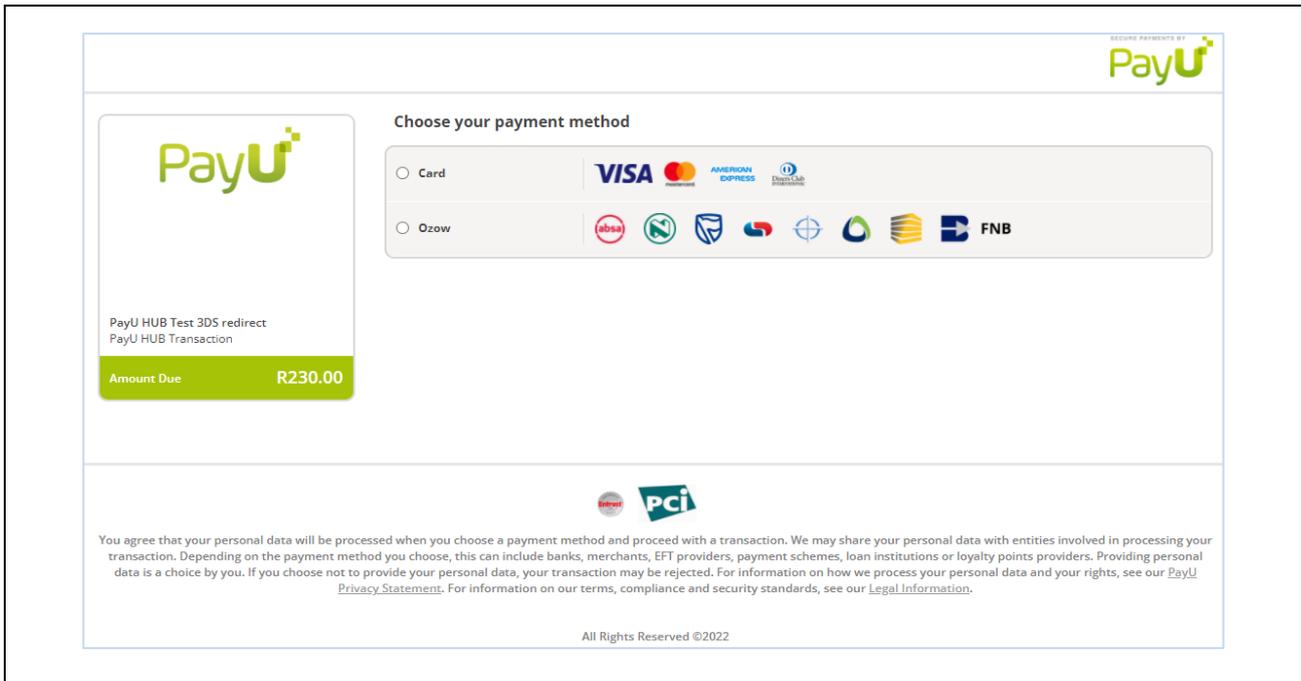
The screenshot shows a browser window with a 'Pop-ups blocked' notification in the top right corner. The notification lists a blocked URL: <https://pci.saica.co.za/entpage/paymentpage.aspx> and offers options to 'Always allow pop-ups and redirects from https://pci.saica.co.za' or 'Continue blocking'. A blue callout box labeled 'Allow pop-ups' points to the notification's close button. The main page content includes the heading 'SAICA Credit Card Payments Terms and Conditions' and a large message: 'Please ensure that your browser does not block pop-ups. Your IP address and personal details are linked to this transaction.' Below this, there is a table of personal details and a 'Continue' button. A blue callout box labeled 'Click the link for the T&Cs.' points to the 'Terms and Conditions' link in the table.

Terms and Conditions	
Link to Terms and Conditions:	Terms and Conditions
Your IP Address:	192.168.201.45
Your Internet Host:	192.168.201.45
Your Name and Surname:	Shenise Pillay
Your SAICA Id:	30703152
Do you accept SAICA's payment Terms and Conditions?	<input checked="" type="radio"/> Yes <input type="radio"/> No



Note the message displayed above and unblock pop-ups to ensure payment goes through. Click the pop-ups button on the top left of the screen to allow pop-ups.

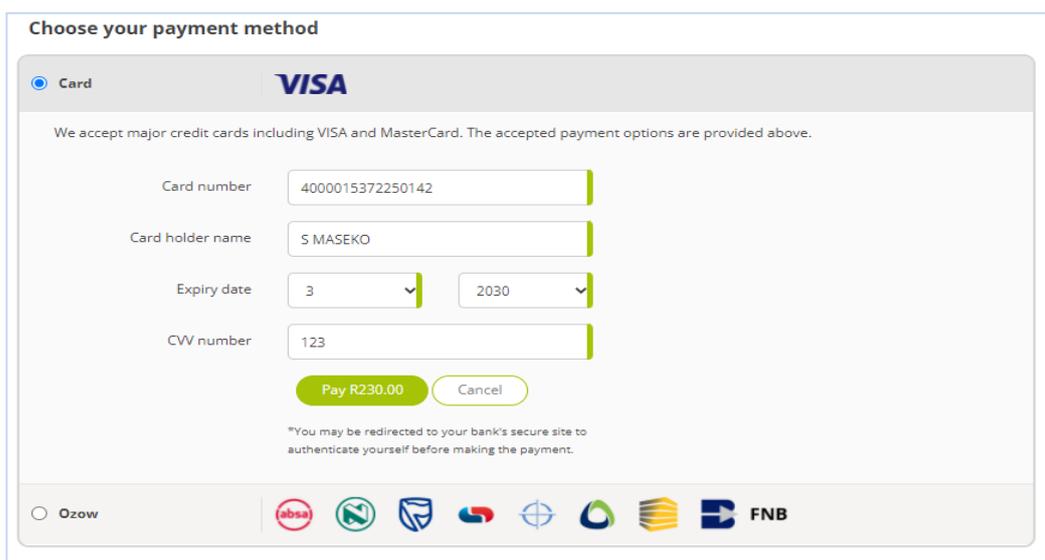
STEPS	ACTIONS
9.	Select Yes to accept SAICA's payment Terms and Conditions.
10.	Click the Continue button.



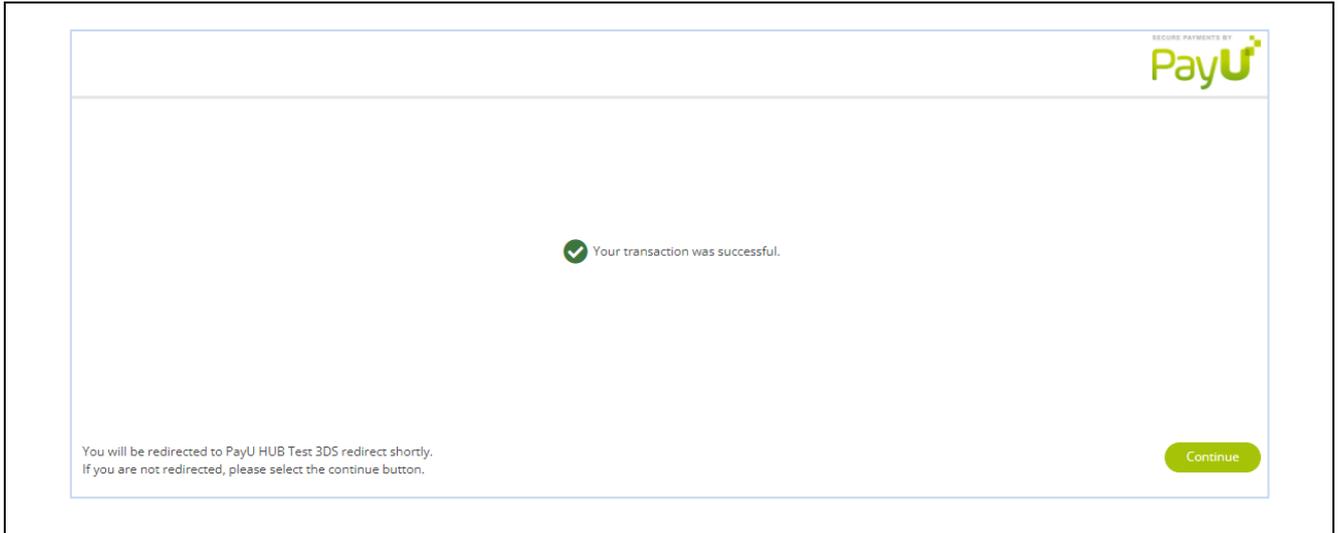
Important The **Amount Due** displays as shown on the screen.

2 different payment methods can be selected:

- **Card**
- **Ozow** (Electronic Funds Transfer)

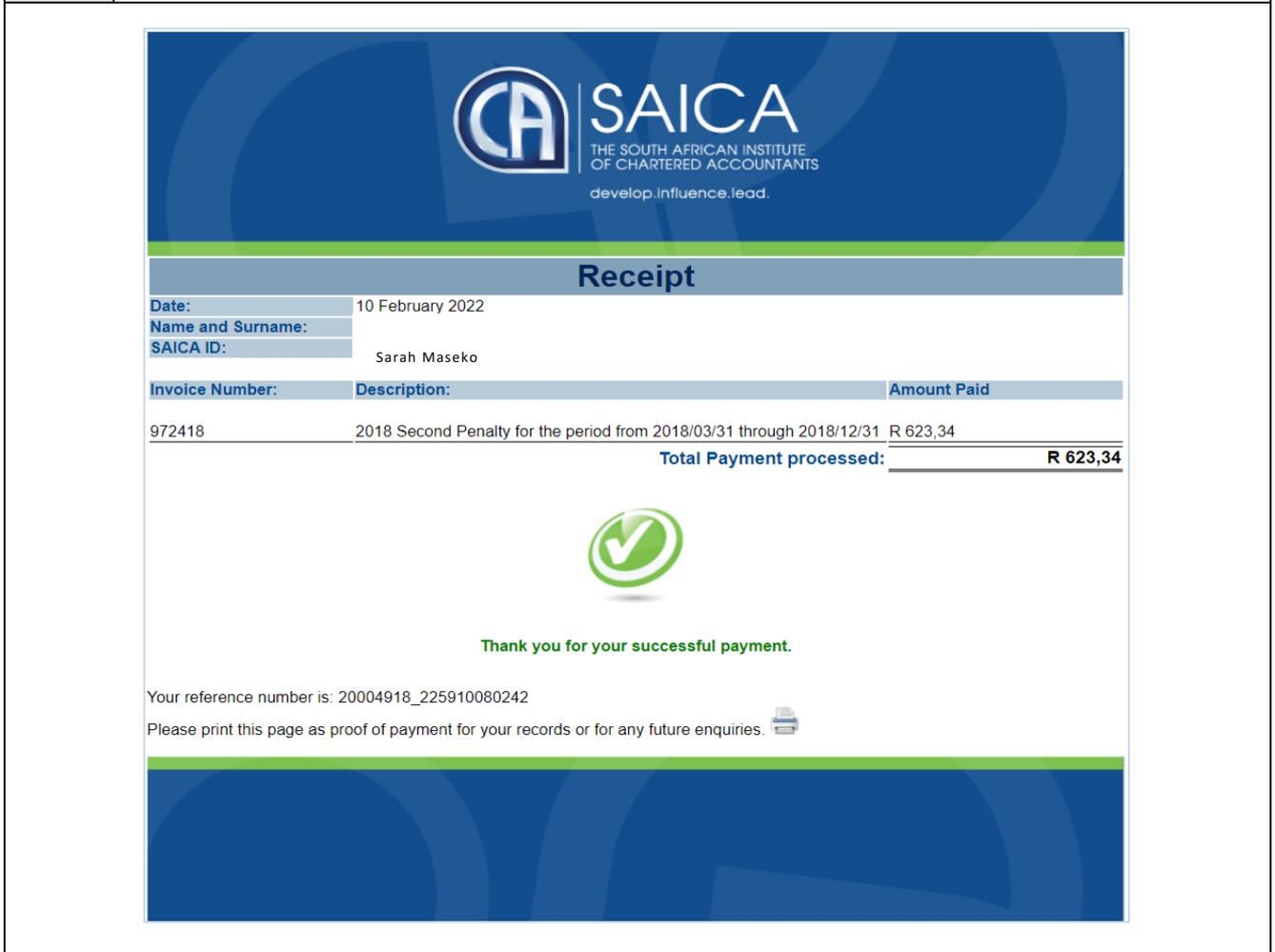


STEPS	ACTIONS
11.	Select the payment method. The card is selected for this example.
12.	Enter all the required card details.
13.	Click the Pay button to proceed with the payment of the invoice.



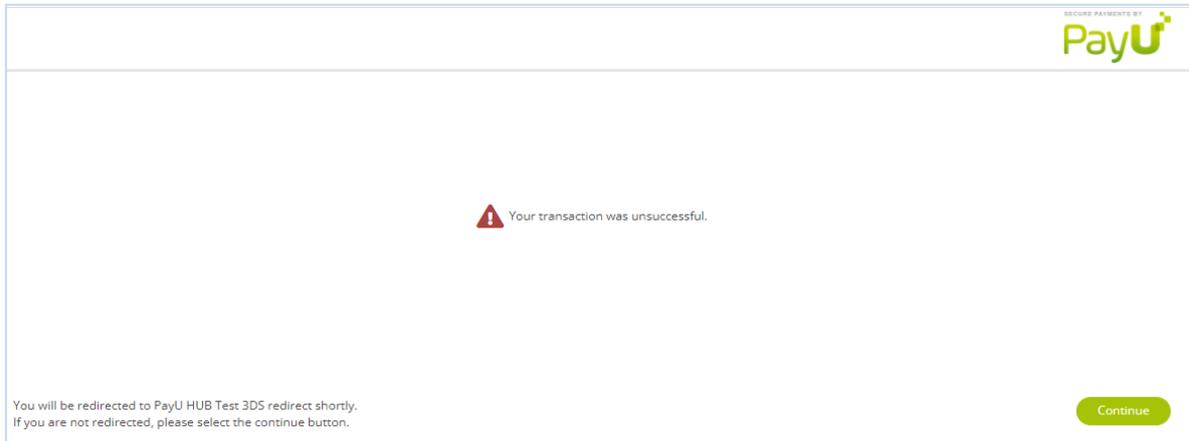
Important If payment is successful, the message **Your transaction was successful** displays as shown above.

STEPS	ACTIONS
14.	Click the Continue button to proceed to the next screen.

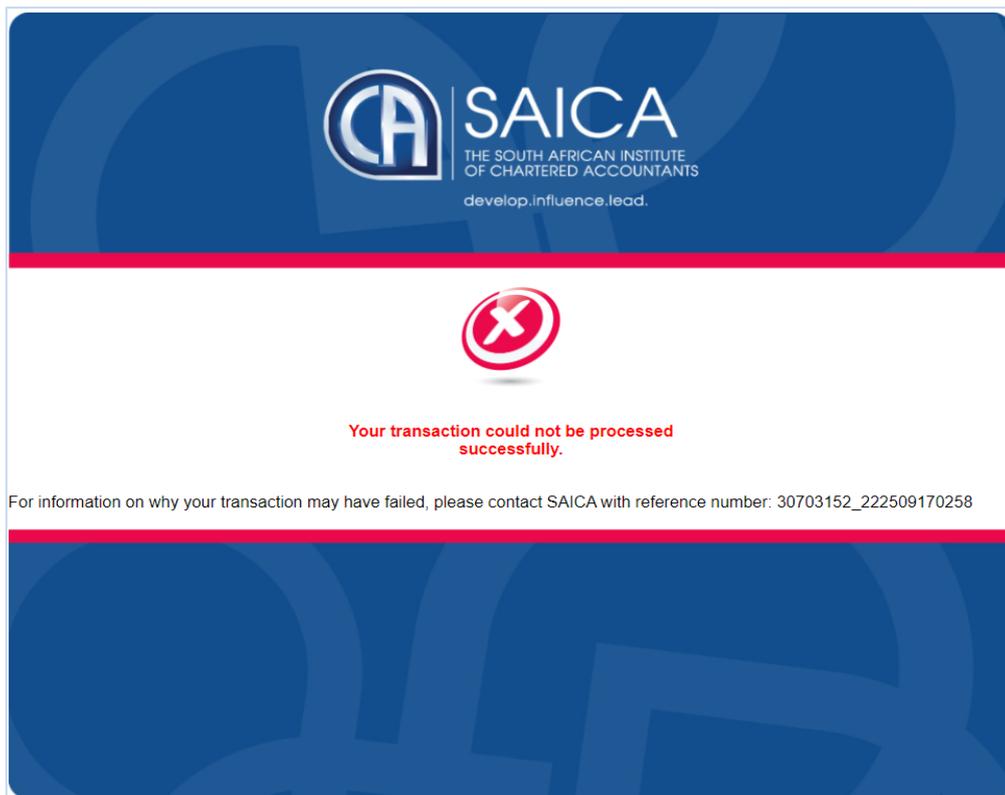




If payment is unsuccessful, the next screen will display.
 The message **Your transaction was unsuccessful** displays for all unprocessed transactions.



STEPS	ACTIONS
15.	Click the Continue button to proceed to the next screen.



The reference number is displayed which can be used to log a query with SAICA.

2.2. EFT (Electronic Funds Transfer) Card Payment

From the SAICA Website, you can select to make an EFT Payment by following the steps below.

Outstanding Transactions

Invoice Number	Reference Number	Invoice Date	Description	Balance	Pay
1287346	1938727	2021/11/28	2022 Annual Subscription Fee for the period from 2022/01/01 through 2022/12/31	R 7 661,00	<input checked="" type="checkbox"/>
1335859	1987429	2021/11/28	2022 TaxPrac_Regulatory Fee for the period from 2022/01/01 through 2022/12/31	R 2 481,00	<input type="checkbox"/>

Product Orders

Date Created	Order ID	Order Type	Total Order Price	Pay Now
* Please note that product and e-learning purchases can only be done via credit card via our secure site. Products will only be dispatched and e-learning passwords will only be released once payment has been made.				

Event Registrations

Registration Date	Event Code	Event Title	Attendee	Event Price	Pay Now
* SAICA seminar and event registrations will only be processed once payment has been received.					

Pay Now

STEPS	ACTIONS
1.	Form the Outstanding Transactions , select the invoice you want to pay.
2.	Click the Pay Now at the bottom of the screen.

SAICA Credit Card Payments Terms and Conditions

Please ensure that your browser does not block pop-ups.
Your IP address and personal details are linked to this transaction.

Terms and Conditions

Link to Terms and Conditions: [Terms and Conditions](#)

Your IP Address: 192.168.201.45

Your Internet Host: 192.168.201.45

Your Name and Surname: Riaan Hodgson

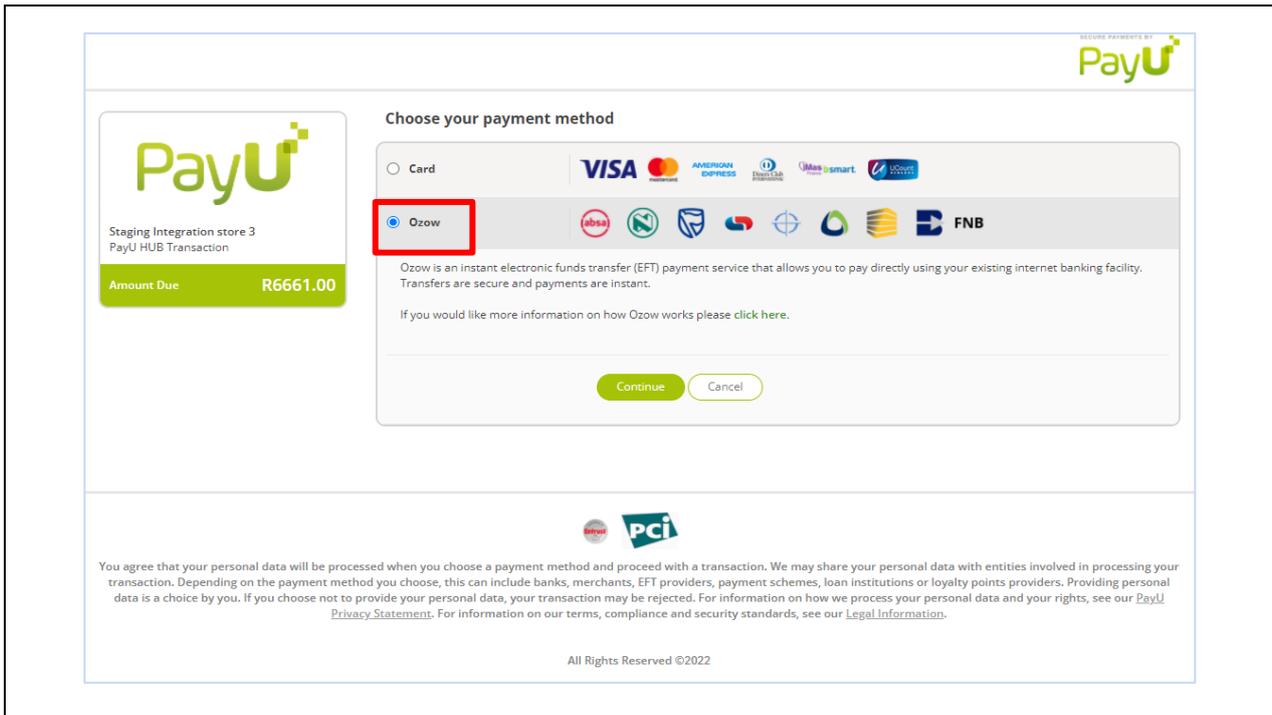
Your SAICA Id: 00034129

Do you accept SAICA's payment Terms and Conditions?

Yes
 No

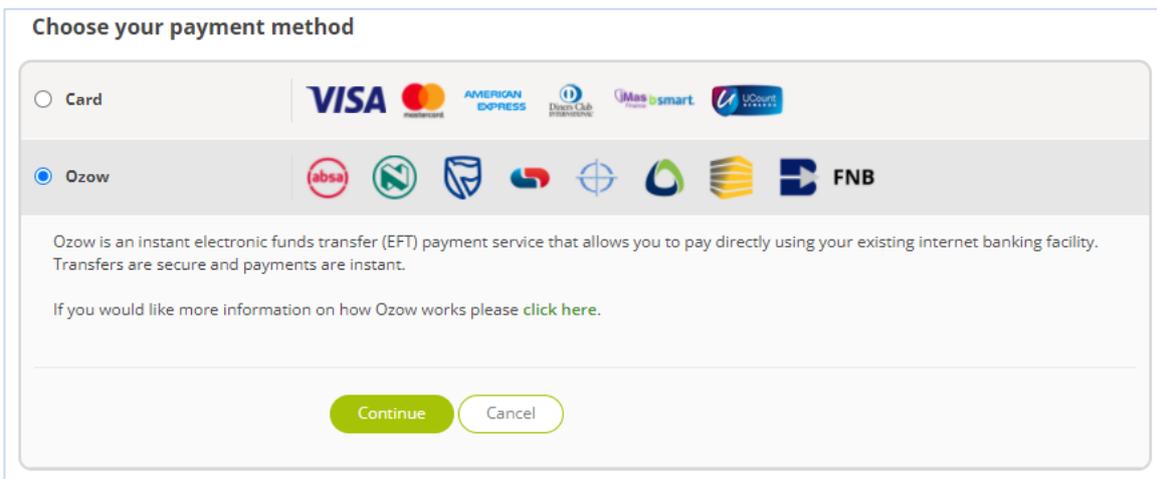
Continue

STEPS	ACTIONS
3.	Select Yes to accept SAICA's payment Terms and Conditions.



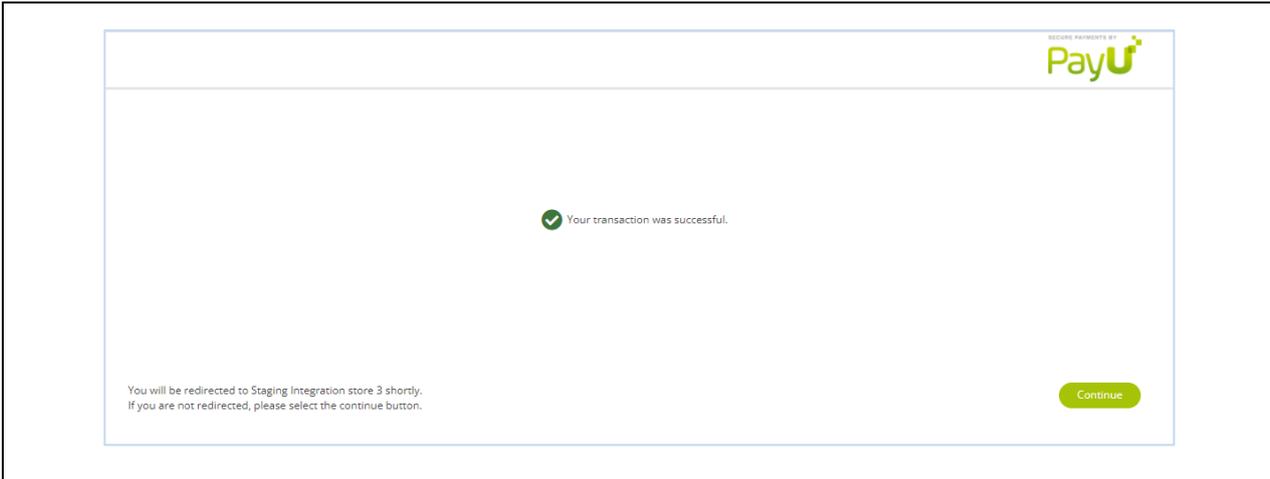
Important The PayU screen displays as shown above.

STEPS	ACTIONS
4.	Select Ozow from the payment method options.



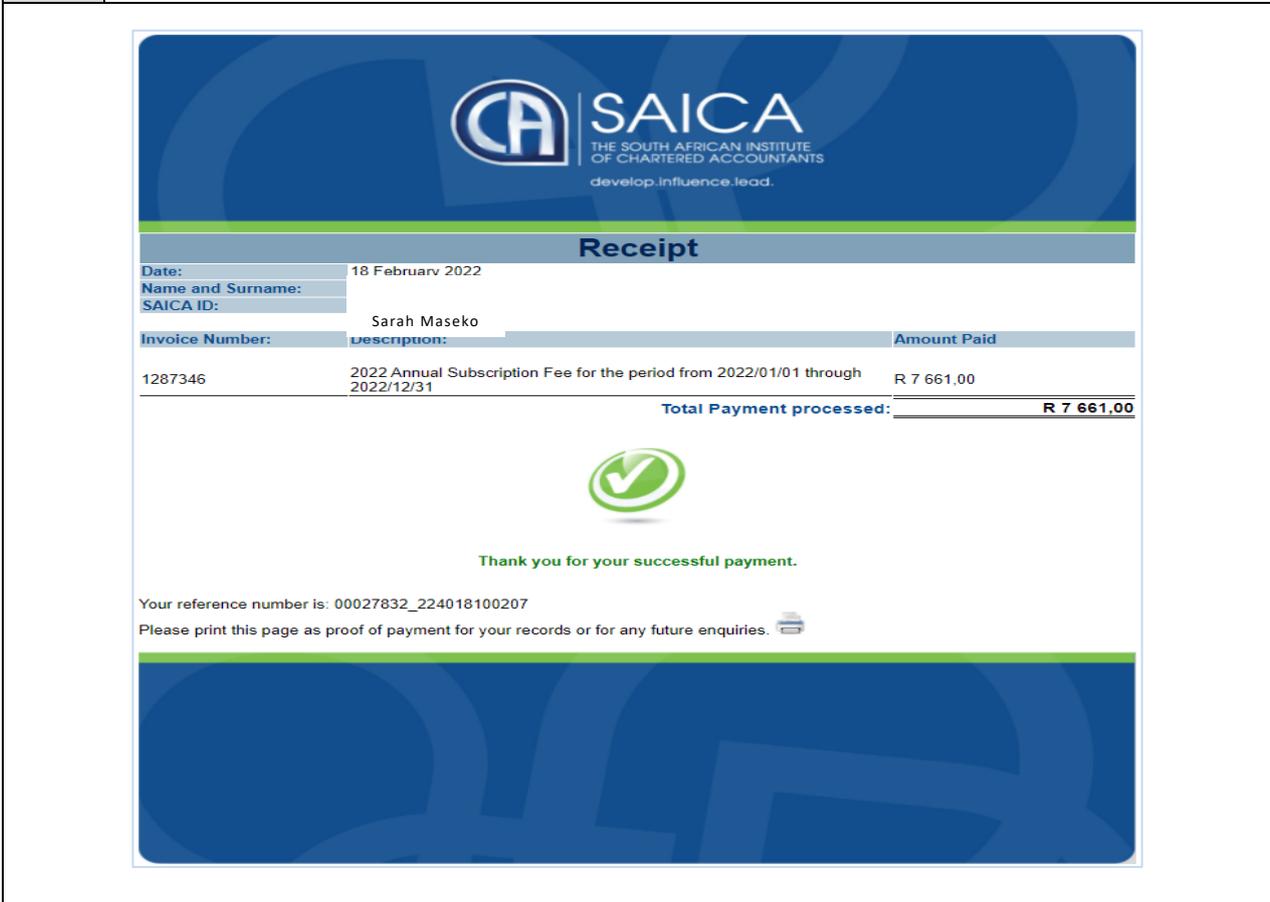
STEPS	ACTIONS
5.	Click the Continue button to proceed with the EFT payment.

Important **Note:** You will be referred to your **bank's portal** to complete the transaction at this stage of the payment process.



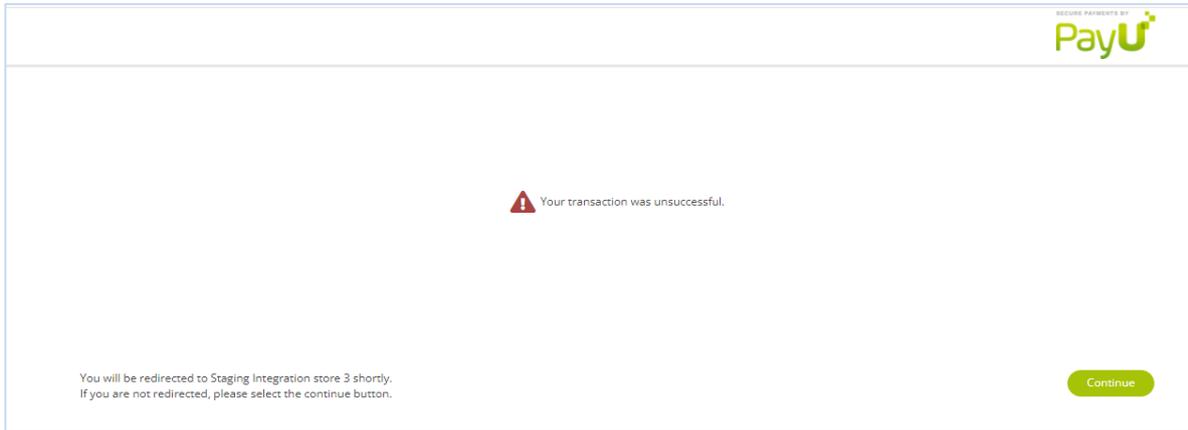
If payment is successful, the screen above displays.

STEPS	ACTIONS
6.	Click the Continue button.

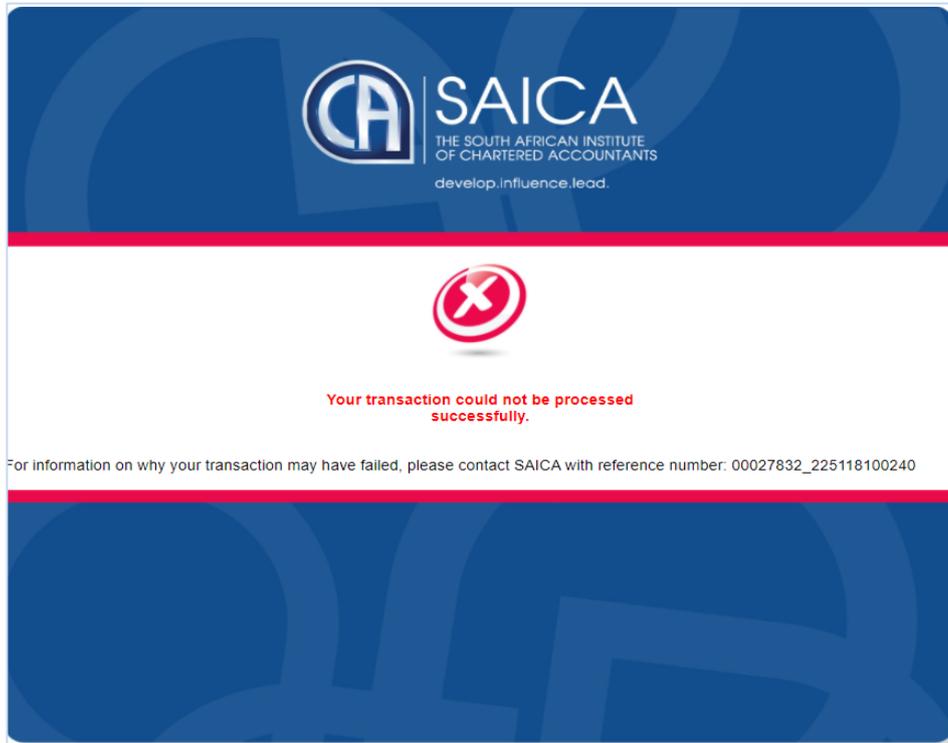


The Receipt shows the processed payment displays.

Important If there's an error on the payment, the screen below will display.



STEPS	ACTIONS
7.	Click the Continue button.



Important The message: **“Your transaction could not be processed successfully”** displays.

Note: Should you experience any technical difficulties while making a payment, kindly contact your issuing bank for assistance.