

HOW TO REGISTER

1. Navigate to home page
2. Click on Register

Incorporated Entity / Partnership
Select BUSINESS

Domestic Household / Sole Proprietor
Select INDIVIDUAL

Volunteer
Select VOLUNTEER

Select Role:

Employer
or
Service Provider
or
Both

Insert:

- Username
- Email Address
- Mobile Number
- Password

Optional: Select if you want to be **searchable**

Complete **Step 2** of Registration Process:

Inserting required information and uploading documents

Log into your helperhub Account by:

- Select your role:
- Employer
 - or Service Provider
 - or Employee
 - or Service Recipient
 - or Volunteer
- Insert Username
 - Insert Password

helperhub will send you an **Activation Email**

Check your Inbox for Activation Email and Click on Activation Link

Compulsory
Tick that you:

- ✓ Have read the Fees Disclosure Document
- ✓ Have read the FAIS Disclosure Document
- ✓ Accept the FAIS and non-FAIS Mandates

If **Domestic Household** OR **Sole Proprietor**:

- Copy of Identity Document
- Proof of Address
- Proof of Bank Account
- Income Tax Reference Number
- PAYE Reference Number
- UIF Reference Number
- SIC Division Code
(Division Codes are 97-98; Category Code is 97; Sub-Category Code is "Activities of households as employers of domestic persons...")
- Your bank account - that we will debit on the 25th of each month

If **Business**:

- Company Reg Documents
- Proof of Business Address
- Copies of Directors' / Members' IDs
- Proof of Address for All Directors
- Proof of Business Bank Account
- Income Tax Reference Number
- PAYE Reference Number
- UIF Reference Number
- SIC Division Code
- Your bank account - that we will debt on the 25th of each month

SUBMIT