

Summarised User Guide- Service Provider

Welcome to the RAF Online supplier registration portal

This online registration portal is intended to ease the process of registering as a service provider with the RAF.

The portal provides functionality to:

- 1. Register the practice(Practice details, Bank details & Contact Details)**
- 2. Submit/Upload required documents**
- 3. Reset user password**

Address: <https://scs.raf.co.za/OnlineSupplierRegistration>

For general enquiries (SCM):

Telephonic Support:

Email Support:

For technical enquires (IT):

Telephonic Support:

Email Support:

1. Portal Home Page



- **Forgot your password** – Registered providers that need to reset their portal password because they've either forgotten it or the existing password is compromised.
- **Register** – New registration for service providers
- **Download SLA Sample** – Download a sample SLA with details on how to complete the document
- **Download SLA** – Download a clean SLA for completion and submission
- **User Name** : Registered username(always registered email)
- **Password** : Default system generated password sent via email to registering user or self set password after reset

2. Register

Practice Details

Please Note: To navigate back to any section click on the respective icon.

| | Practice Details | Banking Details | Contact Person Details |
|----------------------------------|---|-----------------|------------------------|
| Practice Name | Final Testing | | |
| Practice Type | Medical Service Provider | | |
| Practice Number | 2324345676 | | |
| HPCSA Number | 5454678765 | | |
| CIPC Number | 202323423 | | |
| Is your practice VAT registered? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VAT Number | 3434674857 | | |
| Tax Reference Number | 3423456578 | | |
| Field of expertise | Child Psychologist | | |
| Province(s) | Free State | | |
| Professional Body | HPCSA | | |
| Telephone | 0123233345 | | |
| Email | mulalo.storage@gmail.com | | |
| Physical Address | 234 Main street | | |

- **Capture Practice Details**(Mandatory fields indicated by *)
- Field of expertise - allows multiple selection from the drop down
- Province - allows multiple selection from the drop down

Banking Details

RAF ONLINE SERVICE PROVIDER REGISTRATION

Please Note: To navigate back to any section click on the respective icon.

Practice Details Banking Details Contact Person Details

Bank Name: FNB

Branch Name: Centurion

Account Type: Cheque

Branch Number: 647546

Account Number: 87334563446

Name of Account Holder: M P Mokone

Account Holder ID/Practice Number: 8734367486

Next >

- **Capture Bank Details**(Mandatory fields indicated by *)

Contact Details

RAF ONLINE SERVICE PROVIDER REGISTRATION

Please Note: To navigate back to any section click on the respective icon.

Practice Details Banking Details Contact Person Details

First Name: Sello

Surname: Chipu

Identity Number: 8876787687654

Cell Number: 0730293432

Telephone (H): Home Telephone

Telephone (W): Work Telephone

Fax Number: Fax Number

Email Address: mulalo.storage@gmail.com

Postal Address: Box 40226 Suurman

Physical Address: 23 Setlhodi Street

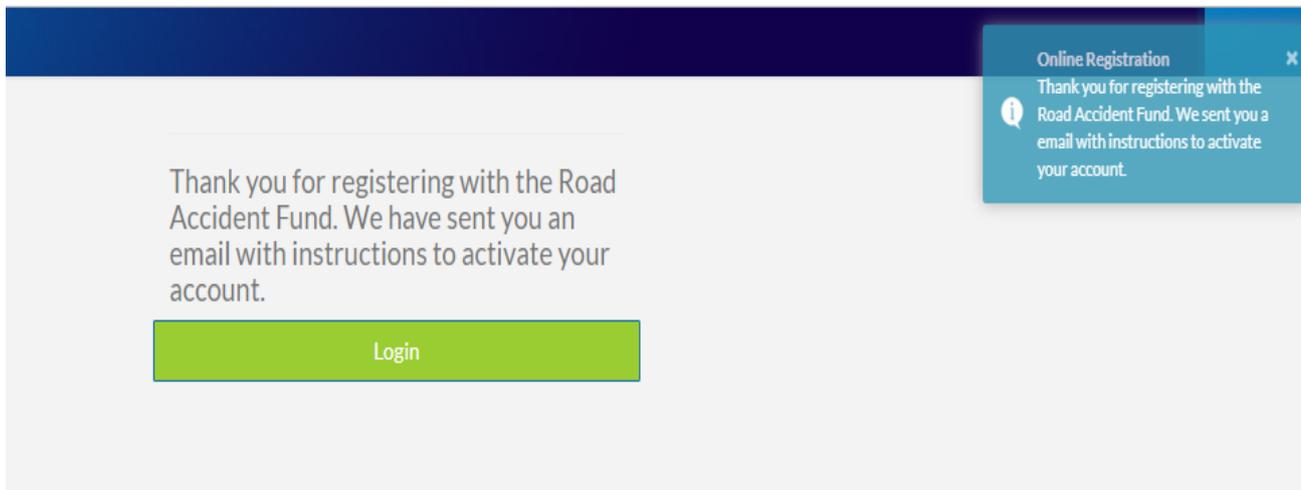
Register

- **Capture Contact Details**(Mandatory fields indicated by *)

After all required fields are completed, click register.

3. Registration Confirmation

On User Screen

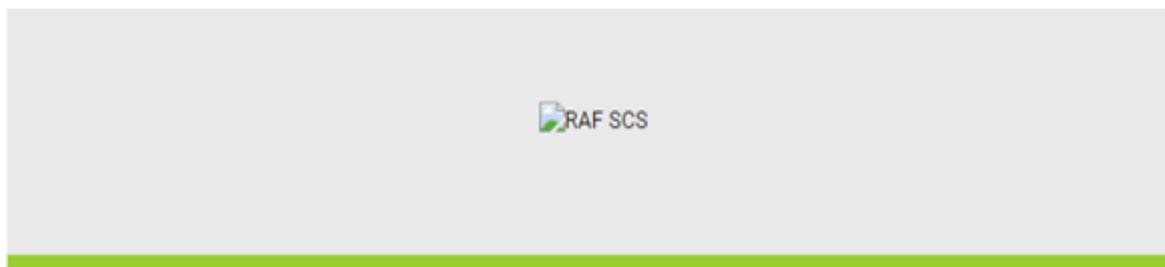


Thank you for registering with the Road Accident Fund. We have sent you an email with instructions to activate your account.

Login

Online Registration
Thank you for registering with the Road Accident Fund. We sent you an email with instructions to activate your account.

In user inbox (Email) with activation link



Road Accident Fund Online Service Provider Registration

Good day Sello Chipu

Thank you for registering with the Road Accident Fund online document submission platform. Below is your login credentials:

User Name: mulalo.storage@gmail.com

Password: Pass@word123

Click on the link below to activate your account.

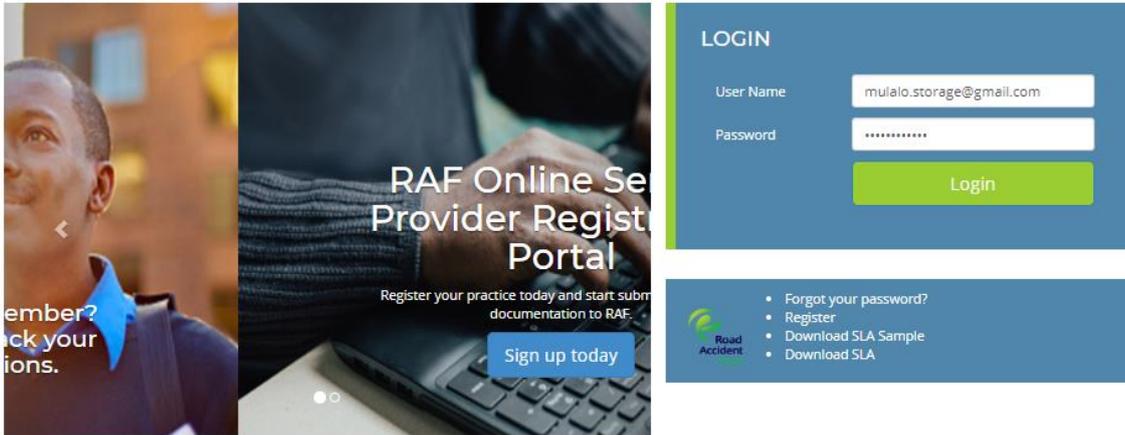
<http://SCM/Account/ActivateAccount/?UserName=mulalo.storage@gmail.com>

Kind Regards

Road Accident Fund-Online Service Provider Registration

4. Initial Login Screen

Login Screen (use with initial password)



- User must capture the username and initial password as in the e-mail notification sent to the registrant
- User will be directed to a password reset screen

5. Password reset

Password Reset

ACCOUNT-RESET PASSWORD

Please Note: The password must be at least 5 characters long, with at least 1 Upper Character, 1 Special Character(!\$# etc) .*

Password
 ConfirmPassword

Reset Confirmation


☰

ACCOUNT-RESET PASSWORD

Your password has been reset. Please [click here to log in](#)

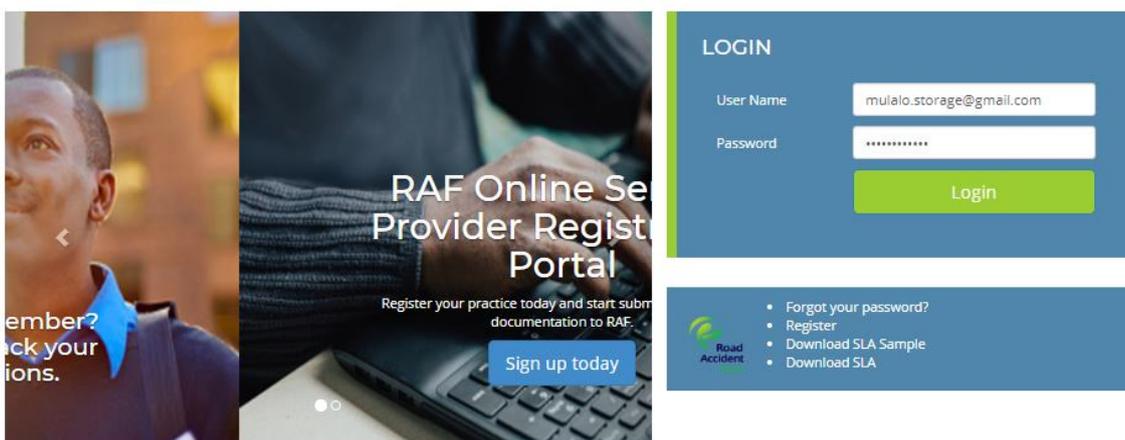
Auto logout after user Clicks “Click here to login”



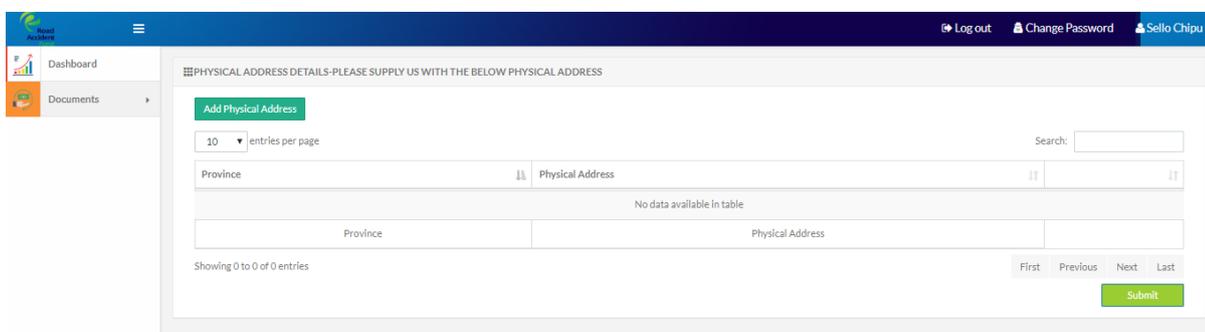
After user successful registration, account activation and password reset.

6. Main Logon Screen: User logs in with new password / Existing Password.

Main Logon Screen

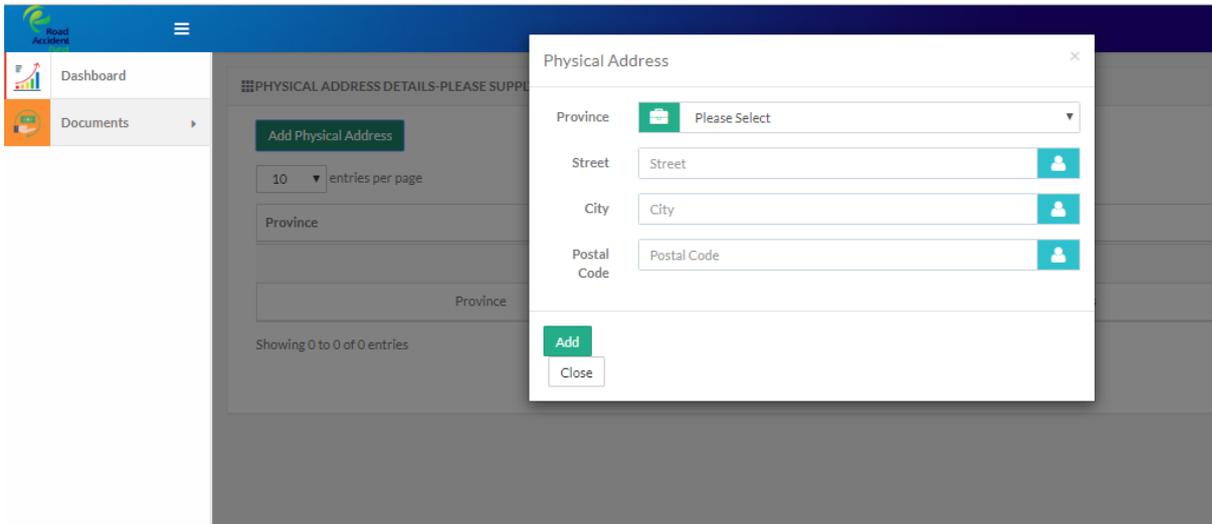


Landing Page - Addresses



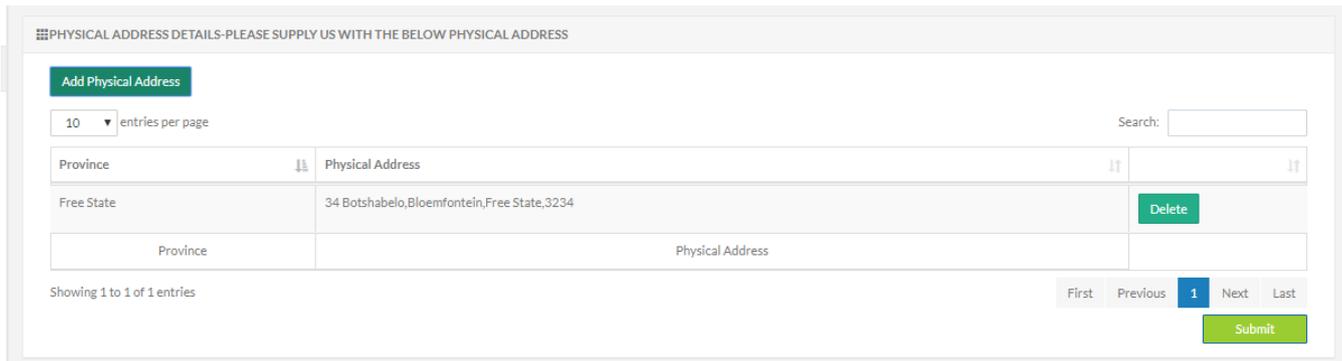
- A pop up dialog to capture the address will Display and the user must click add to confirm

Address Capture pop-up



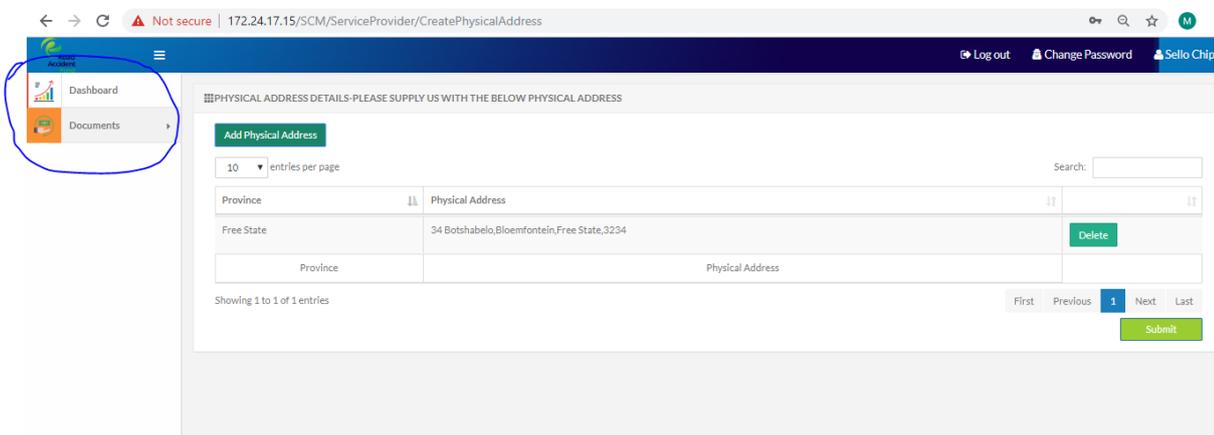
- The user must add all physical addresses for the practice locations for all provinces selected and click submit once all are captured.

Added Addresses (address line Item Sample)

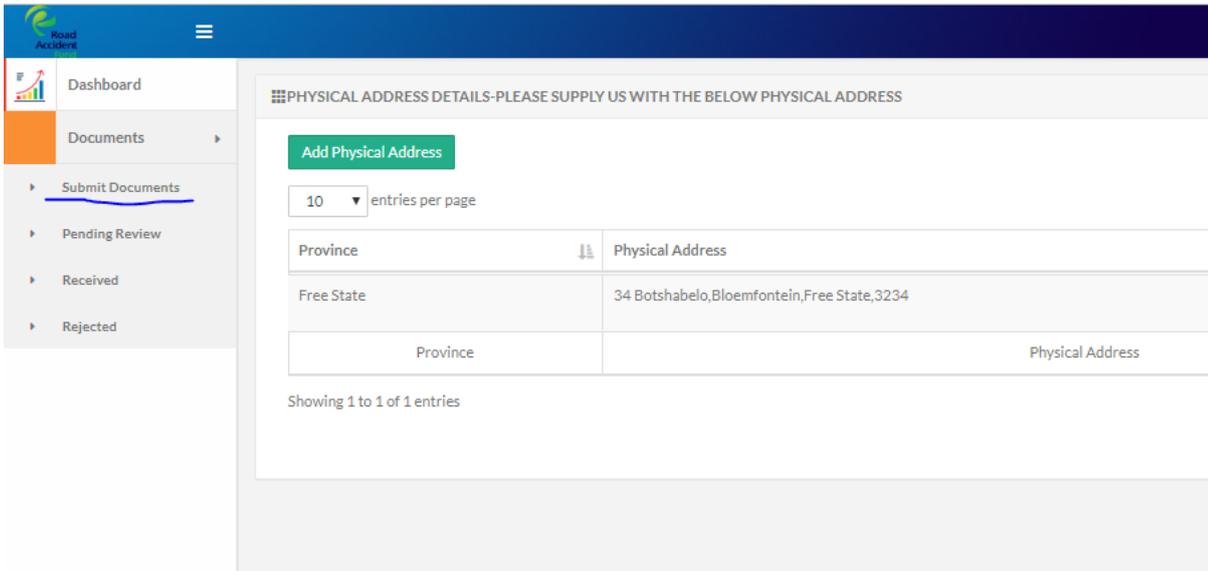


- In case of multiple addresses, there will be multiple line items

7. Submit Documents



- User must click on Documents



PHYSICAL ADDRESS DETAILS-PLEASE SUPPLY US WITH THE BELOW PHYSICAL ADDRESS

[Add Physical Address](#)

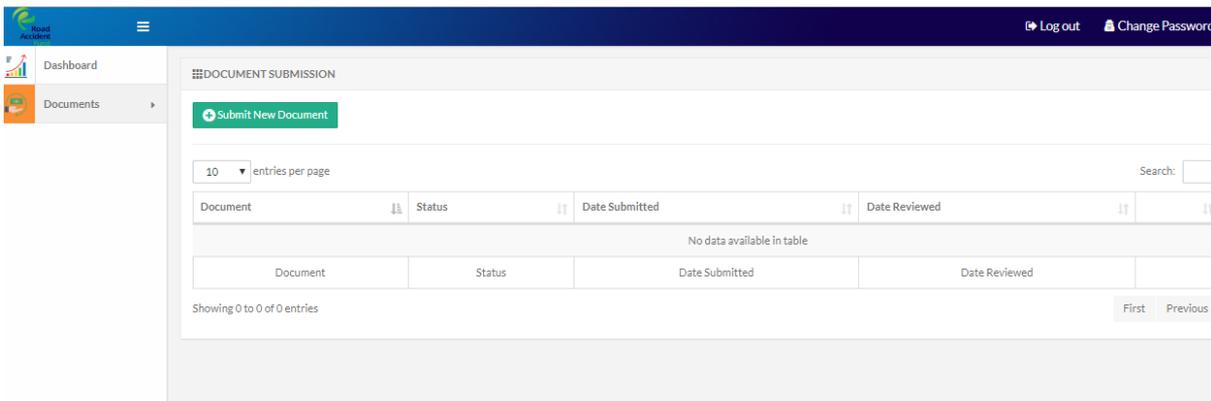
10 entries per page

| Province | Physical Address |
|------------|---|
| Free State | 34 Botshabelo, Bloemfontein, Free State, 3234 |
| Province | Physical Address |

Showing 1 to 1 of 1 entries

- Submit Documents

Submit New Document



DOCUMENT SUBMISSION

[Submit New Document](#)

10 entries per page

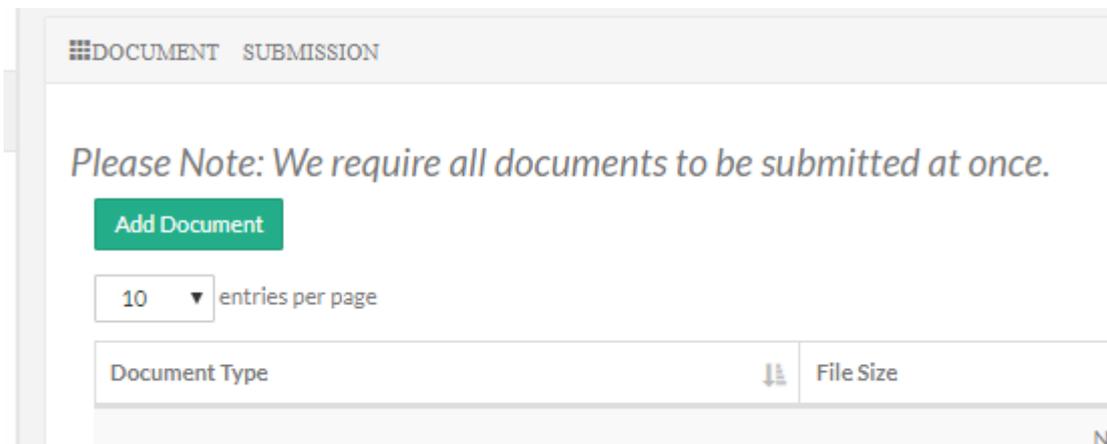
Search:

| Document | Status | Date Submitted | Date Reviewed |
|----------------------------|--------|----------------|---------------|
| No data available in table | | | |
| Document | Status | Date Submitted | Date Reviewed |

Showing 0 to 0 of 0 entries

First Previous

- Submit New Document



DOCUMENT SUBMISSION

Please Note: We require all documents to be submitted at once.

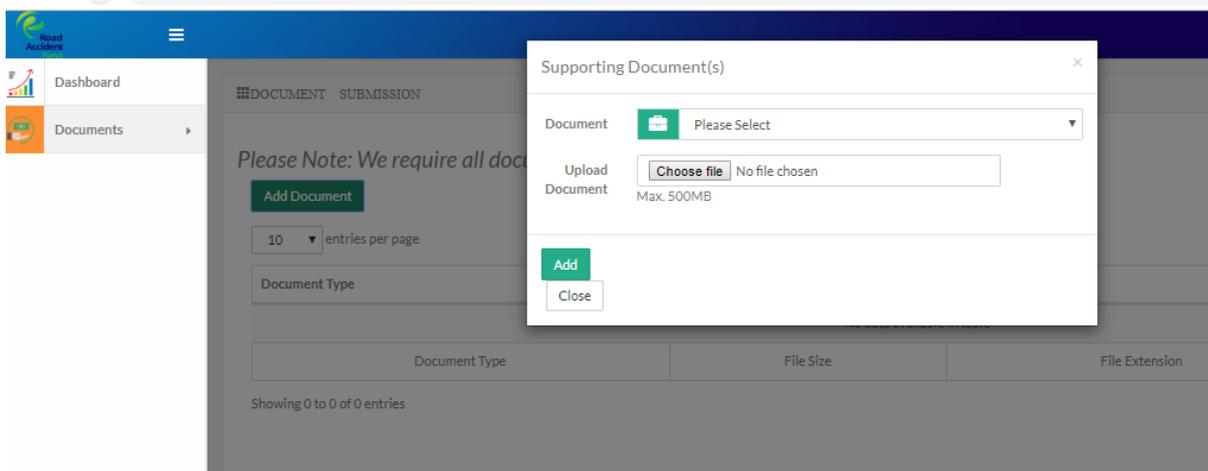
[Add Document](#)

10 entries per page

| Document Type | File Size |
|---------------|-----------|
| | |

- Finally Add Document

Document Attach Pop up



Documents - Allows the user to associate the type of document(s) with the uploaded document

Upload Document – Allows user to upload the concerned document (From machine directory)

Add – Uploads the document

Note: All documents must be submitted

Please Note: We require all documents to be submitted at once.

[Add Document](#)

10 entries per page Search:

| Document Type | File Size | File Extension | | |
|---------------------------|-----------|-----------------|----------------------|------------------------|
| BEE Certificate | 212599 | application/pdf | View | Delete |
| CSD Report | 212599 | application/pdf | View | Delete |
| HPCSA Registration | 212599 | application/pdf | View | Delete |
| Proof of Banking | 212599 | application/pdf | View | Delete |
| Proof of Physical Address | 212599 | application/pdf | View | Delete |
| SBD 4 | 212599 | application/pdf | View | Delete |
| SBD 8 | 212599 | application/pdf | View | Delete |
| SBD 9 | 212599 | application/pdf | View | Delete |
| Service Level Agreement | 212599 | application/pdf | View | Delete |
| Tax Clearance Certificate | 212599 | application/pdf | View | Delete |
| Document Type | File Size | File Extension | | |

Showing 1 to 10 of 10 entries First Previous **1** Next Last

Trying to submit without all documents will generate the below error message.

DOCUMENT SUBMISSION

- Please upload all required documents!

Please Note: We require all documents to be submitted at once.

[Add Document](#)

10 entries per page Search:

| Document Type | File Size | File Extension | | |
|-----------------|-----------|-----------------|----------------------|------------------------|
| BEE Certificate | 212599 | application/pdf | View | Delete |
| Document Type | File Size | File Extension | | |

Showing 1 to 1 of 1 entries First Previous **1** Next Last

[Submit](#)

Confirmed Document Submission

10 entries per page Search:

| Document | Status | Date Submitted | Date Reviewed | | |
|---------------------------|----------------|----------------|---------------|----------------------|--|
| BEE Certificate | Pending Review | 25/09/2019 | | View | |
| CSD Report | Pending Review | 25/09/2019 | | View | |
| HPCSA Registration | Pending Review | 25/09/2019 | | View | |
| Proof of Banking | Pending Review | 25/09/2019 | | View | |
| Proof of Physical Address | Pending Review | 25/09/2019 | | View | |
| SBD 4 | Pending Review | 25/09/2019 | | View | |
| SBD 8 | Pending Review | 25/09/2019 | | View | |
| SBD 9 | Pending Review | 25/09/2019 | | View | |
| Service Level Agreement | Pending Review | 25/09/2019 | | View | |
| Tax Clearance Certificate | Pending Review | 25/09/2019 | | View | |
| Document | Status | Date Submitted | Date Reviewed | | |

Showing 1 to 10 of 10 entries First Previous **1** Next Last