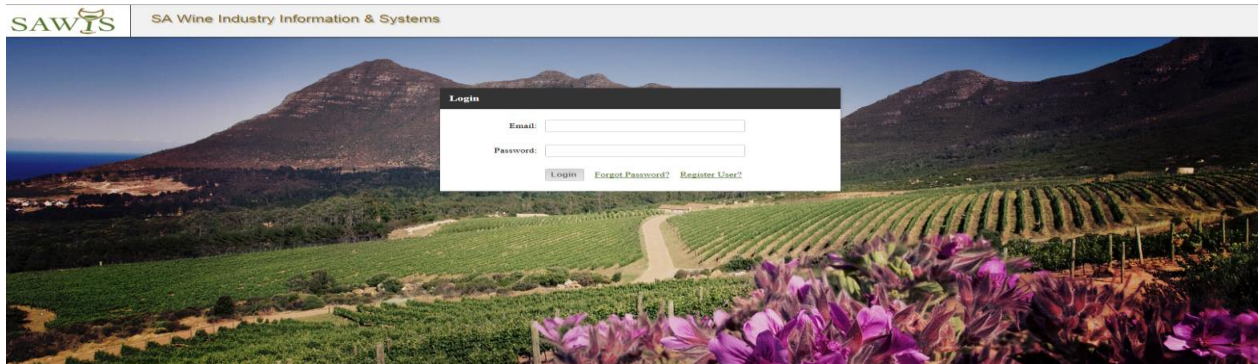


1. Steps for 1st time Registration as a User with an existing Member

Go to www.sawisonline.co.za (the Login screen below will appear)



- Click on Register User.
- The start screen is an overview of what you are about to do. Click on Continue.
- Complete your user details, when done Click on next.
- On this screen select your registration type. If linking as user of an existing member, choose the 2nd option and click on next to continue.
- Type in the SAWIS Member ID (also known as SAWIS Producer Number), click on Next.
- The registration application is done and SAWIS admin will approve your account in order for you to Login.
- Once approved by SAWIS, you will receive an e-mail confirming the approval.

2. Steps for User to add additional existing Member

- Login.
- Click on Menu and then My Member Relationships.
- Click on New (Top right hand side on screen).
- Click in the block "Type of Link" (Administrative Services will appear).
- Type in the SAWIS Member ID (SAWIS Producer Number) you want to be linked to.
- Select in grid on right hand side the relevant administrative purpose you require (eg. BG1).
- Click on Send Request, SAWIS Admin will approve the request to allow access to the selected SAWIS Member details.
- Once approved by SAWIS, you will receive an e-mail confirming the approval.
- You can now log in with your details and switch between the companies you are linked to by clicking on Switch Company, and then select the company whose profile you need to access.