

MIBCO EMPLOYER PORTAL

USER GUIDE

Version 1



Good to great
together

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*Admin can only link and unlink employers

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- **Admin User:** Administrative Person
- **Admin Agreement:** Gazetted MIBCO Administrative Agreement as extended
- **DEL:** Department of Employment and Labour
- **FSCA:** Financial Sector Conduct Authority
- **LRA:** Labour Relations Act, Act No 66 of 1995, as amended
- **MIBCO:** Motor Industry Bargaining Council
- **MIFA:** Motor Industry Fund Administrators
- **MIRF:** Motor Industry Retirement Fund
- **PFA:** Pension Funds Act, Act No 24 of 1956, as amended
- **PPL:** People
- **SSC:** MIBCO Shared Services Centre (Ferndale, Randburg)
- **SLX:** SalesLogix System
- **SMS:** Short Messaging Service - message to mobile devices
- **SOP:** Standard Operating Procedures

MIBCO website: www.mibco.org.za



- **Act** means the Pension Funds Act, Act No 24 of 1956, as amended (PFA).
- **Agents** means MIBCO Agents who promote, monitor, and enforce compliance in line with Section 13A of the Act, FSCA Conduct Standard 1 of 2022 and the MIBCO Administrative Agreement. Agents will not update employee information and their duties only extend to notifying liable persons of the need to update employee information or issue a contravention notice, where information has not been updated according to regulatory and legislative requirements.
- **Employer Portal** (System) means the tab on the MIBCO Self-Service Portal of the MIBCO website for authorized users to access and update employee information.
- **Members** means employer representatives on behalf of employer establishments and employees registered with MIBCO.
- **MIBCO System** means the SalesLogix Business Intelligence system (SLX) that MIBCO officials work on, to perform MIBCO administrative functions, which includes registering or deletion of employees.
- **User types** are the roles that can be created for different users, which includes:
 - a. **Liable Person:** Elected Accounting Official in terms of Section 13A of the (Act), FSCA Conduct Standard 1 of 2022 and the MIBCO Administrative Agreement, with full permissions to update employees and add Delegated Liable Persons, Administrative Persons, and Normal Persons.
 - b. **Delegated Liable User:** The person delegated as the Liable Person with full permission to update employee information and add Administrative Persons and Normal Persons. A Liable Person can only appoint one delegated liable person to assist.
 - c. **Admin User:** The person who is designated and allowed to link normal persons to employer establishments or branches and permitted to update employee information.
 - d. **User:** The person assigned and permitted to update employee information.



- The MIBCO Employer System, accessed on the MIBCO website is used by the employer nominated liable person, delegated liable person, admin person or normal person, to capture and update employee information. This system is a robust application that enables users to manage and track employee and employer data across organizations, as a standalone establishment, or an establishment with multiple sites or branches. It offers insights into viewing the status of data and the management thereof.
- The system supports a range of functions, from viewing and updating employee details, to linking employers with processing users. Users can track project progress, manage various aspects of employee data, and maintain up-to-date records, including personal information, supporting documents, and contact details.
- This promotes collaboration between users and organizations by providing a centralized database for managing employer-employee relationships. The system's intuitive interface allows users to navigate and update employee records seamlessly, enhancing efficiency and transparency across all entities involved.



NB: The information in this user guide is only applicable to the Membership Information Update System. MIBCO has also made provision for manual processes to assist liable persons who are unable to access and update employee information on the system. Contact MIBCO on 0861 664 226 for assistance.

- In terms of Section 13A of the (Act), FSCA Conduct Standard 1 of 2022 and the MIBCO Administrative Agreement, the Liable Person is accountable for the overall management of employee personal and contact information.
- The Liable Person is appointed by the relevant authorities of the organization and accepts the appointment by completing the Liable Person Registration Form and submitting it to MIBCO.
- It is the responsibility of the owner, director, or governing board member of the organization to inform MIBCO whenever the Liable Person is replaced.
- The 'Liable Person Registration Form' should be completed and emailed to MIBCO at LiablePerson@mibco.org.za, which will serve as affirmation of the new Liable Person.
- There can be only one Liable Person per employer.

- **Task Permissions:**

- ➔ Change his/her own personal and contact details and all other person's.
- ➔ Create a delegated Liable Person (Only one allowed).
- ➔ Create an admin person (Multiple allowed).
- ➔ Create a normal person (Multiple allowed).
- ➔ Link employer records to person records.
- ➔ Update employee data.



NB. A Liable Person can appoint delegated liable persons on the Portal.

4.3 Delegated Liable Person

- The Delegated Liable Person will be appointed by the Liable Person. The duties of the Liable Person will be extended to the Delegated Liable Person.
- However, the Liable Person remains the accounting official and is accountable in terms of the legislative and regulatory requirements.
- The Delegated Liable user can perform limited tasks:
 - ➔ Add/change his/her own personal and contact details and all people except that of the liable people.
 - ➔ Create an Admin Person (Multiple allowed).
 - ➔ Create a Normal Person (Multiple allowed).
 - ➔ Link employer records to person records.
 - ➔ Update employee data.

4.3 Admin User

- ➔ There can be more than one Admin person per employer.
- ➔ The Admin Person can only perform limited tasks.
- ➔ Link employer records to processing person records.
- ➔ Update employee data.

4.4 User

- ➔ There can be more than one Normal Person per employer.
- ➔ The admin person can perform limited tasks, which is to update employee data.

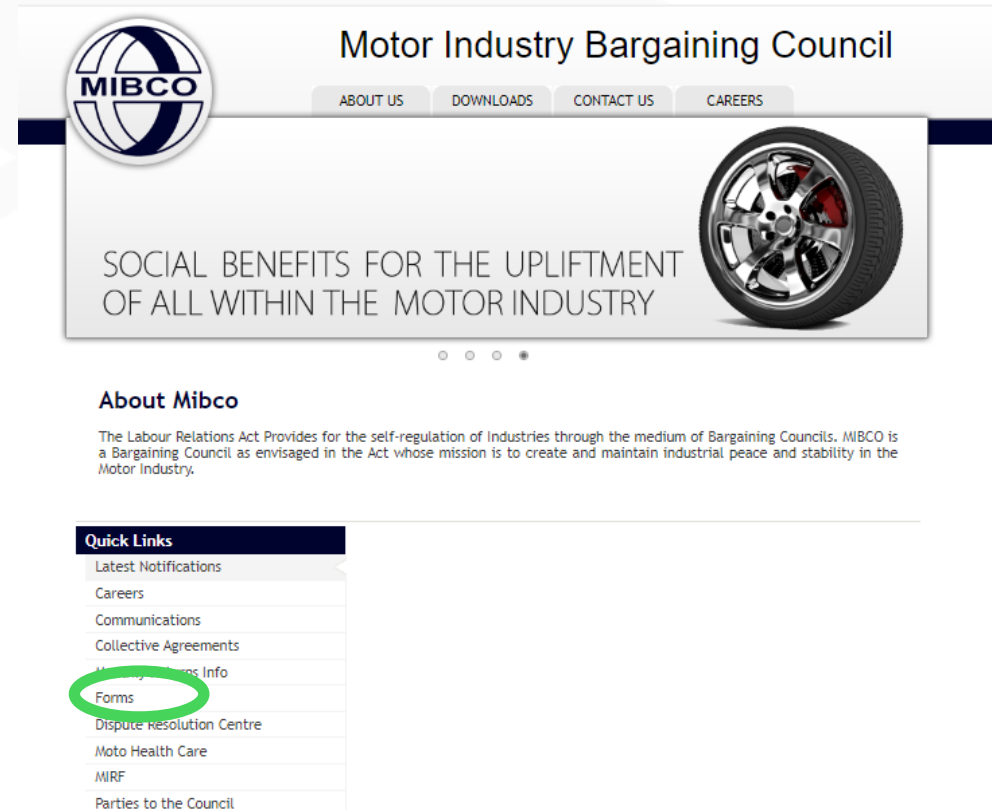


NB: If none of the above indicators are set for this person, that person will by default be a Normal Person.

5.1 REGISTRATION AND ACCESS

Main Menu

- Fill in form on the MIBCO website at www.mibco.org.za ⇒ Forms ⇒ Registration & Claims ⇒ Liable Person Registration Form for Membership Information or click [here](#)
- Complete the form and email to liablepersonreg@mibco.org.za.
- A SMS message will be sent to the mobile number captured on the registration form and an email will also be sent to the email address captured on the registration form with the following message:
 - *Dear MIBCO Industry Stakeholder, Application to register as a Liable Person has been received. Please go to the MIBCO website at www.mibco.org.za and sign up on the MIBCO Self-service WEB Portal.*



5.2 Access to the Self-Service Portal

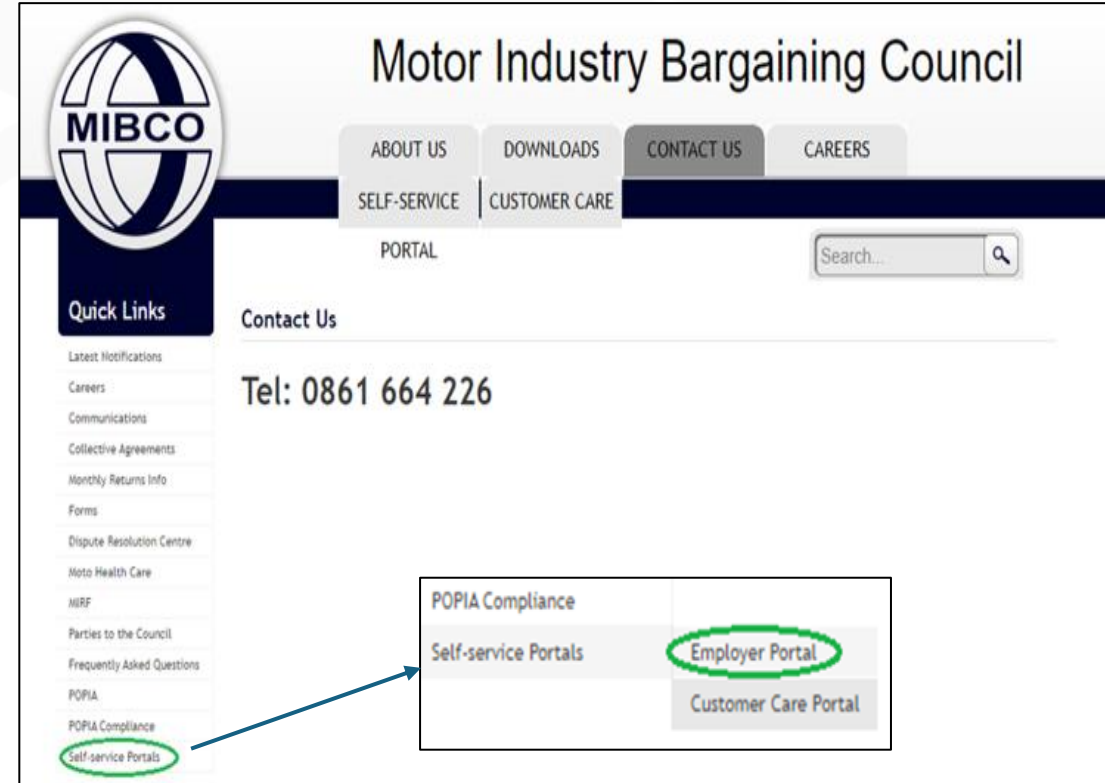
Main Menu

- **Self-Service Portal:**

- ➔ The Self-Service Portal can be accessed through the MIBCO website on www.mibco.org.za. Various membership interactive systems will be available for members to login and utilize.

- **Membership Information Update System (System):**

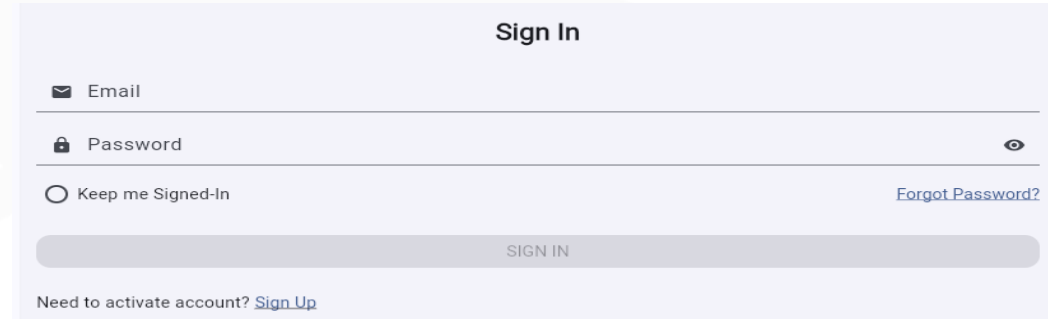
- ➔ Members can access the system through the Self-Service Portal, by selecting the Self-Service Portal tab on the home page of the MIBCO website and clicking on the Employer Portal tab.
- ➔ The login details of registered users should be inserted to access the system and perform the required functions.



- If the User has an inactive email address, that indicates that the user has not yet signed up, click the **Sign-Up** link to activate it.
- Email addresses must be unique per user.
- **Signing In:**
 - ➔ By signing in you will be allowed to create and modify existing records.
 - ➔ Enter your registered **Email Address** and **Password**.
 - ➔ Password must be at least eight characters long (at least one letter, one special character and one number).
 - ➔ If you wish to stay signed in, click the **Keep me Signed-In** box.
 - ➔ Click **Sign-In** button to access your account.
 - ➔ You will be prompted press **SEND OTP** to either email or phone
 - ➔ Enter the OTP sent and click on **VERIFY OTP**



NB: Passwords are case sensitive.



Sign In

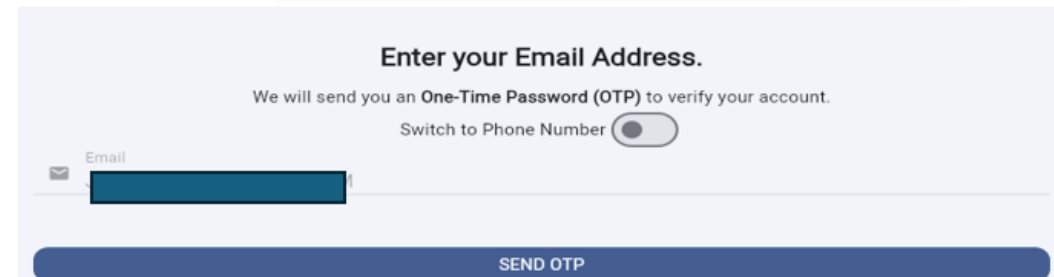
Email

Password

☐ Keep me Signed-In [Forgot Password?](#)

SIGN IN

Need to activate account? [Sign Up](#)



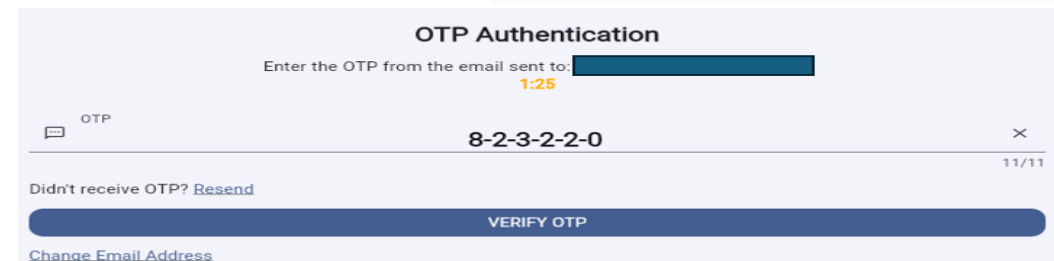
Enter your Email Address.

We will send you an **One-Time Password (OTP)** to verify your account.

Switch to Phone Number ☐

Email

SEND OTP



OTP Authentication

Enter the OTP from the email sent to:

1:25

OTP

8-2-3-2-0

11/11

Didn't receive OTP? [Resend](#)

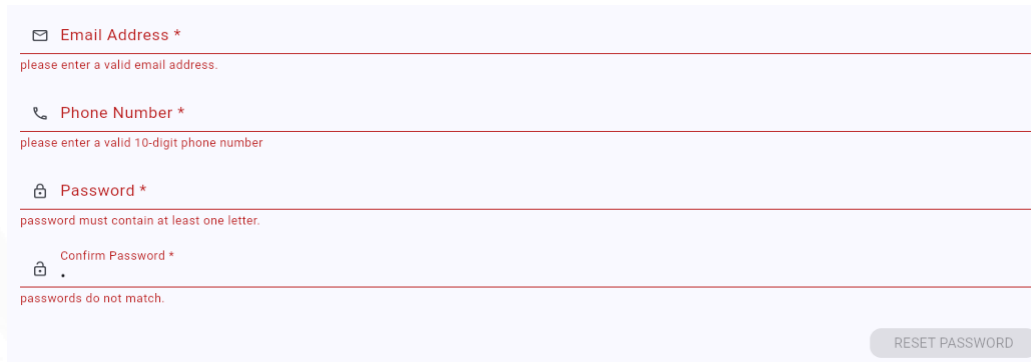
VERIFY OTP

[Change Email Address](#)

5.4 Forgot Password

Main Menu

- If a user has forgotten their password, click on the **Forgot Password** link next to the *Keep me Signed-in* button.
- **Reset Password** page will display.
- Enter your registered **Email Address, Phone Number, Password**
- **Send OTP**
- Enter OTP received on Email or Phone and **Verify OTP**



The screenshot shows a 'Reset Password' form with four input fields, each with an icon and a validation message below it. The fields are: 'Email Address *' with an envelope icon and the message 'please enter a valid email address.'; 'Phone Number *' with a phone icon and the message 'please enter a valid 10-digit phone number'; 'Password *' with a lock icon and the message 'password must contain at least one letter.'; and 'Confirm Password *' with a lock icon and the message 'passwords do not match.'. A 'RESET PASSWORD' button is located at the bottom right of the form.

5.3 Inactive Account

- If the user enters an inactive email address, they will not be successfully logged in.
- Click on the **Sign-Up** link to activate your email address.

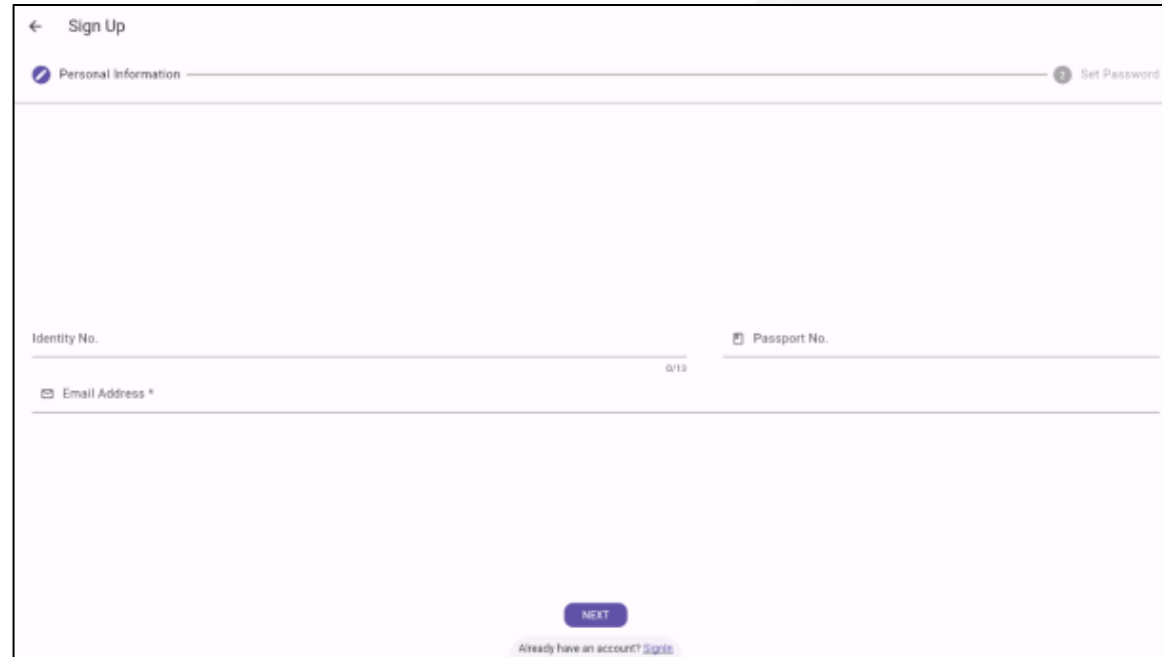
5.4 Sign-Up

- **Personal Information**
 - ➔ Enter your personal information such as Identity Number or Passport Number and Email Address.
 - ➔ Email addresses must be unique per user.
 - ➔ Click Next button to proceed to the next section.

5.5 Set Password

[Main Menu](#)

- Enter your **password**. It must be at least eight characters long (at least one letter, one special character and one number).
- Re-enter your password in **confirm password**.
- Click **Submit** to successfully activate your account.
- User will then be prompted back to **Sign In** page to access your account.



The screenshot shows a 'Sign Up' page with a progress bar at the top indicating 'Personal Information' is complete and 'Set Password' is the current step. Below the progress bar, there are three input fields: 'Identity No.' with a character count of 0/13, 'Passport No.' with a character count of 0/13, and 'Email Address *'. At the bottom of the form is a purple 'NEXT' button. Below the button, there is a link that says 'Already have an account? [Sign In](#)'.

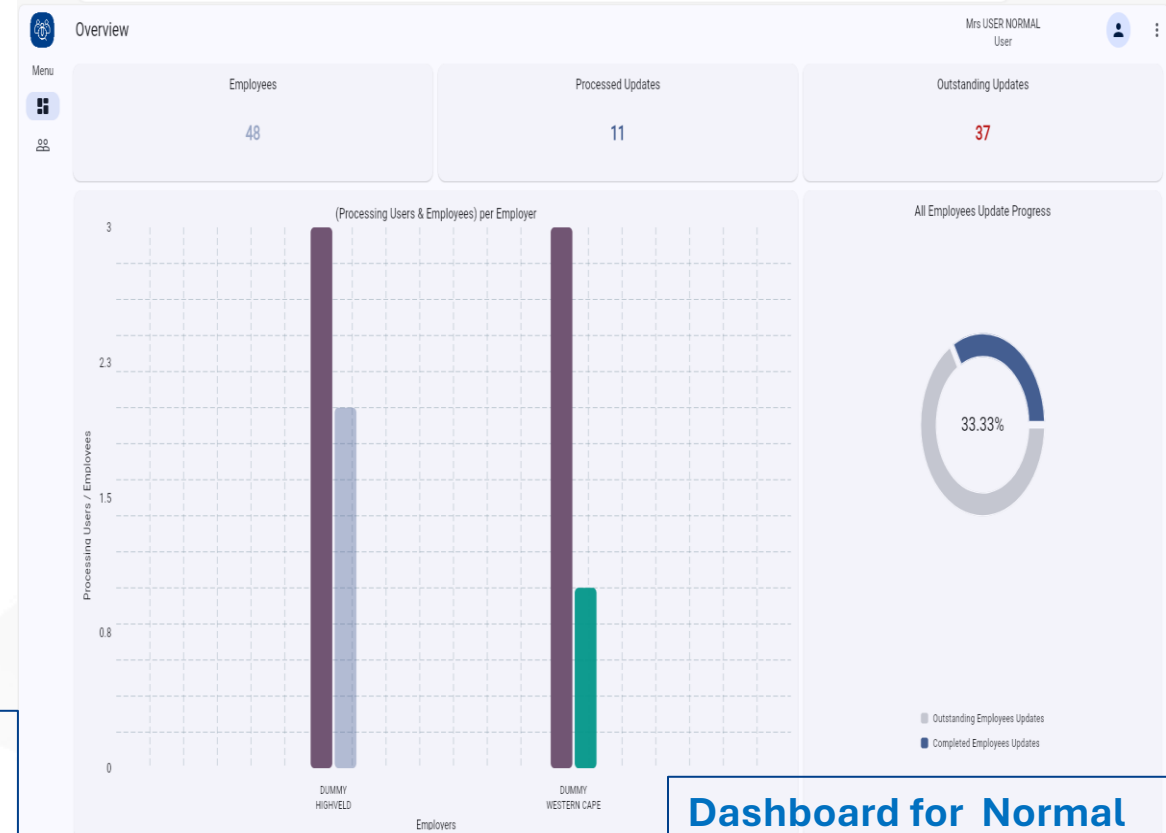
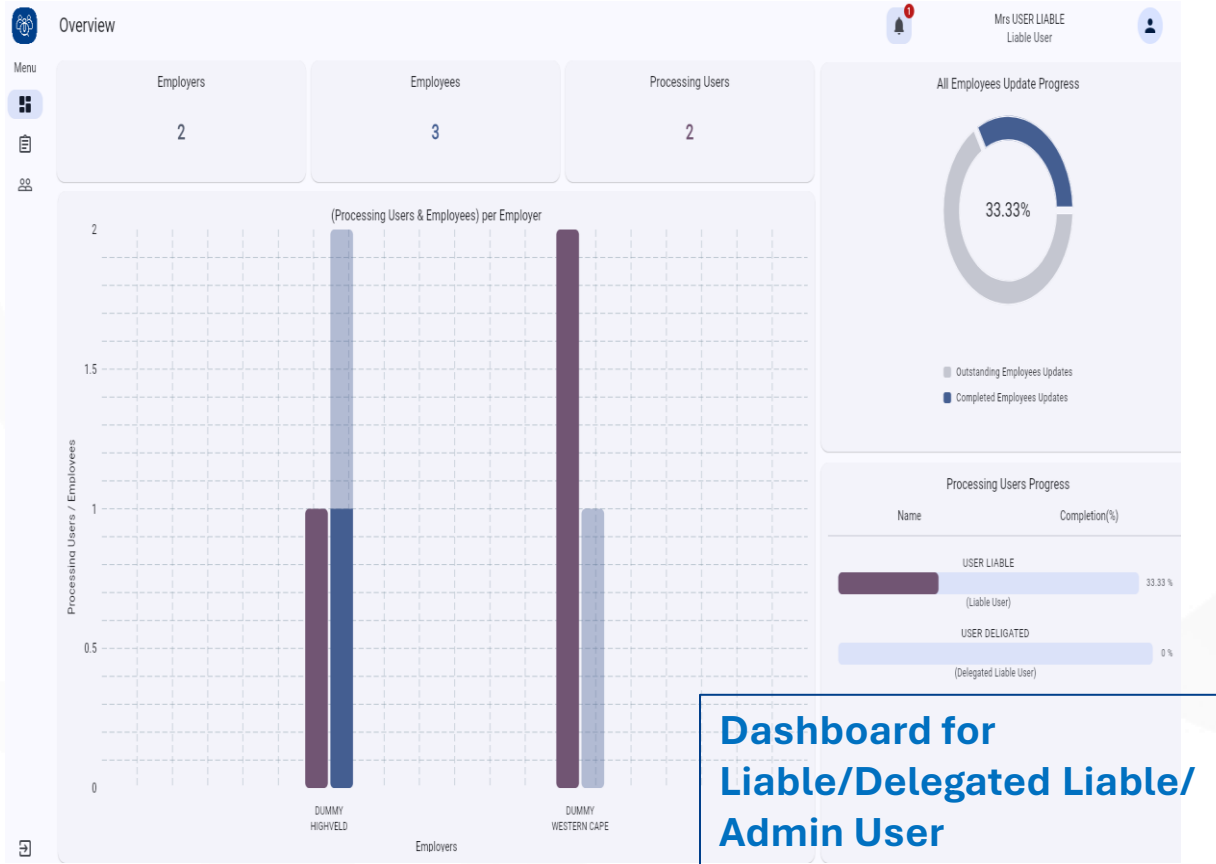
Sign up for set password

NB: Passwords are case sensitive.

6. DASHBOARD View

[Main Menu](#)

The overview is a summary of key data and progress which includes multiple visualizations and metrics to help you monitor your account



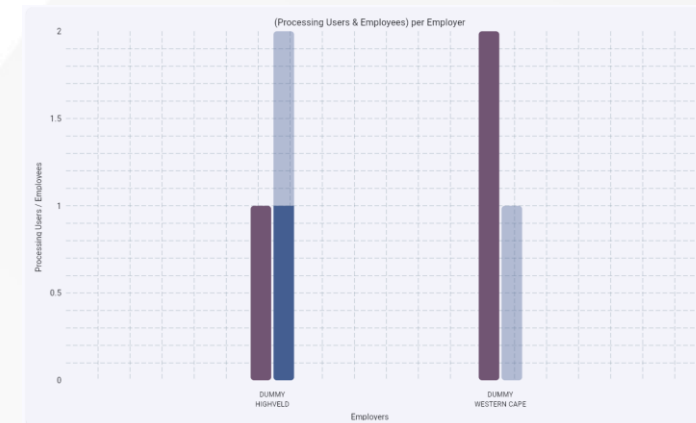
Summary Section

- **Employers:** Total number of employers
- **Employees:** Total number of employees
- **Processing Users:** Total number of processing users (not for normal user)

| Employers | Employees | Processing Users |
|-----------|-----------|------------------|
| 2 | 3 | 2 |

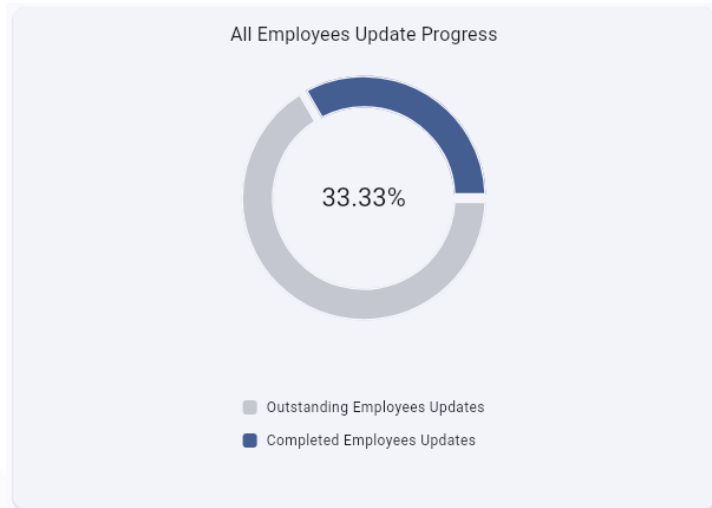
(Processing Users & Employees) per Employer

- The bar graph will display the distribution of processing users across different employers.
- The bar graph will display the distribution of employees and updates employees across different employers.



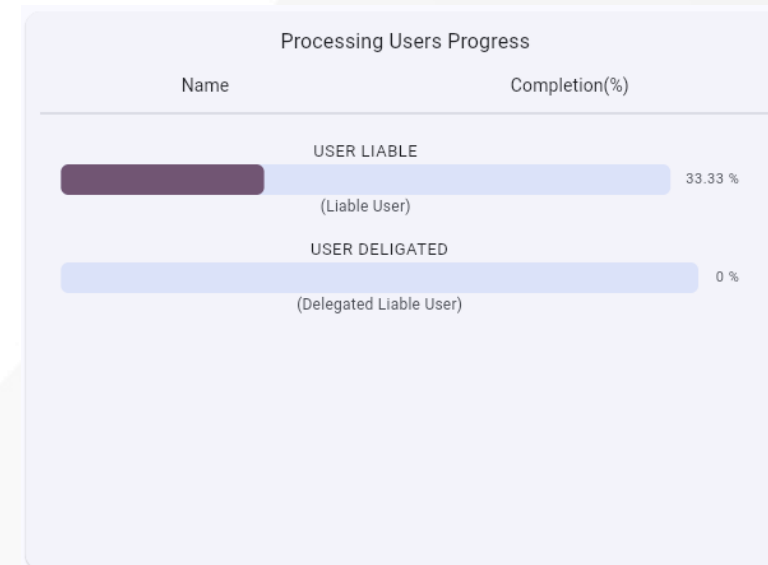
All Employees Update Progress

- This displays the overall progress of employee updates as per FSCA requirements.
- It provides a breakdown of outstanding and completed employee updates.



Processing User Progress

- A list of processing users showing user's name, user type (*Liable User*, *Delegated User*, and *Admin User*), and completion progress percentage.



6.3 Processing Users

Summary Section

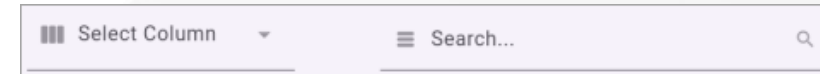
- Total number of users
- Total number of active users
- Total number of inactive users

| | | |
|----------------------------|-----------------------------------|-------------------------------------|
| Total Number of Users 3 | Total Number of Active Users 1 | Total Number of Inactive Users 2 |
|----------------------------|-----------------------------------|-------------------------------------|

Summary Information

Searching and Filtering

- At the top of the table, there is a **selection box** and a **search bar**. Use the selection box to choose the column you want to search through (e.g., Surname, First Name, Telephone No., etc.).
- Enter the **search term** in the search bar to filter the table according to your selected column.
- The list will automatically update to display only the rows that match your search criteria.



Searching and Filtering

6.5 Normal User Dashboard detail

[Main Menu](#)

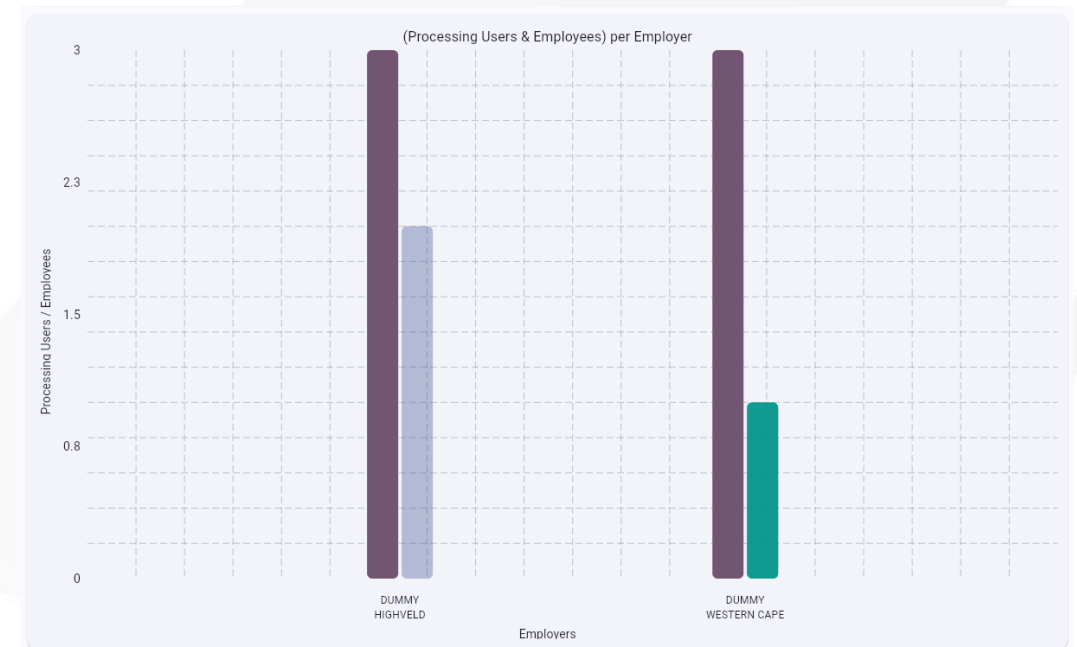
Summary Section

- **Employees:** The total number of employees the user is responsible for.
- **Processed Updates:** The total number of updates that have been processed for employees as per FSCA requirements.
- **Outstanding Updates:** The total number of outstanding updates for employees as per FSCA requirements.

| Employees | Processed Updates | Outstanding Updates |
|-----------|-------------------|---------------------|
| 48 | 11 | 37 |

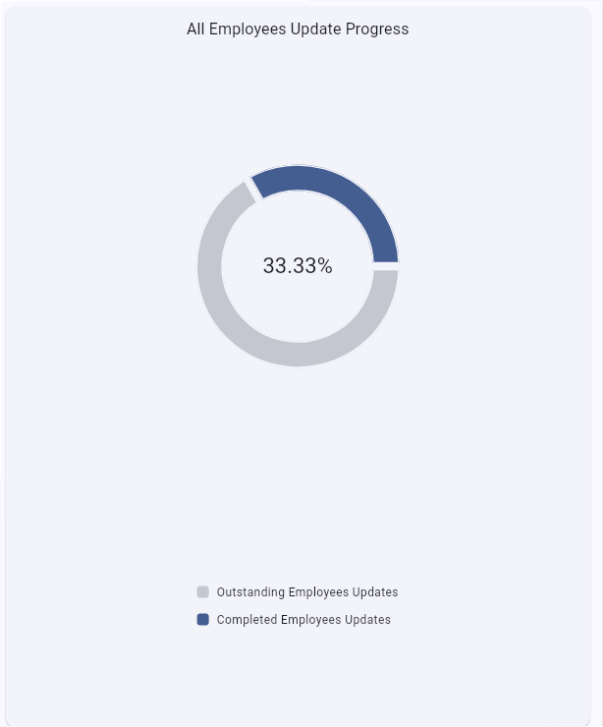
Employees Update Progress per Employer

- The bar graph displays the progress of employee updates per employer as per FSCA requirements.



Employees Update Progress: This graph provides an overall view of all employees' update progress.

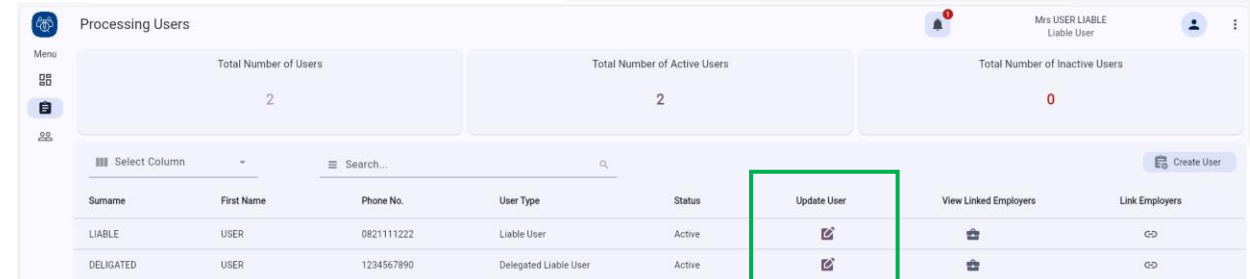
- **Outstanding Employees Updates:** Displays the number of outstanding updates for all employees as per FSCA requirements.
- **Completed Employees Updates:** Displays the number of completed updates for all employees as per FSCA requirements.



List Table :

Below the Summary Section, you will find a list of users in a table format. The table includes the following columns:

- **Surname:** The last name of the user.
- **First Name:** The first name of the user.
- **Telephone No.:** The user's telephone number.
- **User Type:** The type of user (e.g., liable user, delegated liable user, admin user, user).
- **Status:** The current status of the user (e.g., active, inactive).
- **Update User:** A button that allows you to update the user's information.
- **View Employees:** A button that lets you view the employees related to the user.
- **Link Employers:** A button that allows you to link the user to an employer.
- **Ethnic group**



The screenshot shows the 'Processing Users' interface. At the top, there are three summary cards: 'Total Number of Users' (2), 'Total Number of Active Users' (2), and 'Total Number of Inactive Users' (0). Below these is a table with columns: Surname, First Name, Phone No., User Type, Status, Update User, View Linked Employers, and Link Employers. The table contains two rows: one for 'LIABLE USER' and one for 'DELEGATED USER'. The 'Update User' button for the 'LIABLE USER' row is highlighted with a green box and labeled 'Disabled for Admin user'.

| Surname | First Name | Phone No. | User Type | Status | Update User | View Linked Employers | Link Employers |
|-----------|------------|------------|-----------------------|--------|-------------------------|-----------------------|----------------|
| LIABLE | USER | 0821111222 | Liable User | Active | Disabled for Admin user | | |
| DELEGATED | USER | 1234567890 | Delegated Liable User | Active | | | |

List Table

Disabled for Admin user

Create User

When you click the **Create User** button in the list table, it will open a form that allows the liable user to create a new processing user.

Follow the steps below to create a new user:

a) **Select the user type** that best matches the role and permissions you want to assign to the new user.

- ➔ Delegated Liable User
- ➔ Admin User
- ➔ User

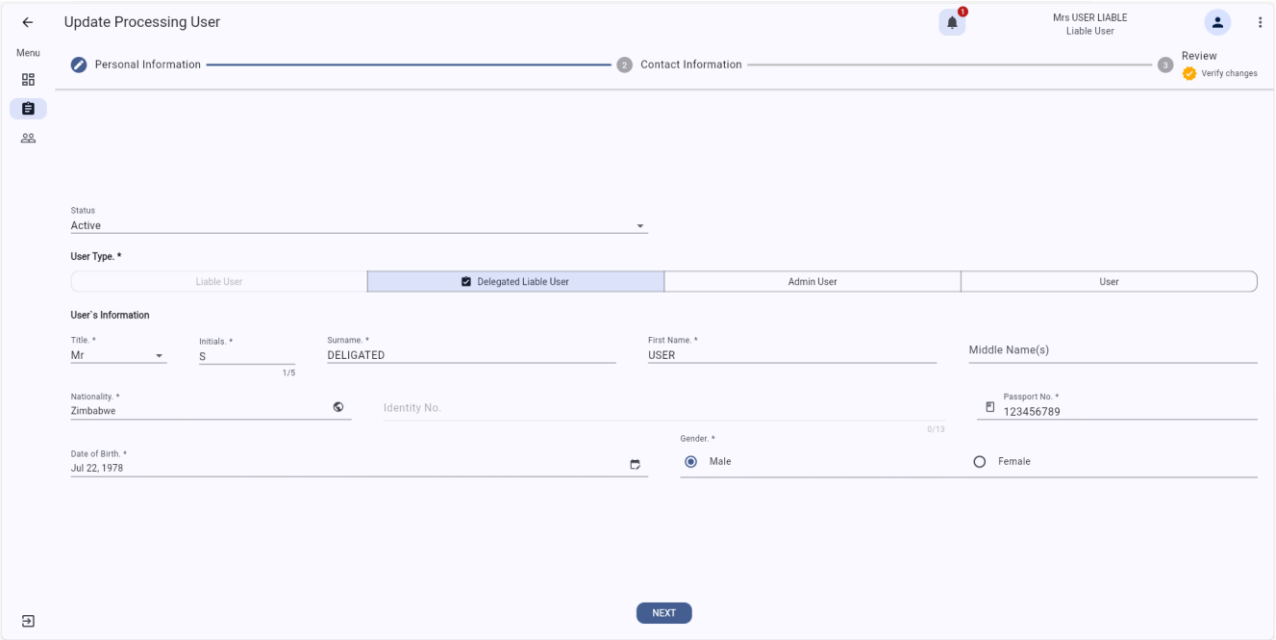
b) Fill in the new **user's personal information** in the form provided:

- ➔ **Title:** Select the user's title (e.g., Mr., Mrs., Ms., etc.).
- ➔ **Initials:** Enter the user's initials.
- ➔ **Surname:** Enter the user's last name.
- ➔ **First Name:** Enter the user's first name.
- ➔ **Middle Name(s):** Enter the user's middle name(s), if any.
- ➔ **Nationality:** Select the user's nationality from the options provided.
- ➔ **Passport No:** Enter the user's passport number.
- ➔ **Date of Birth:** Enter the user's date of birth using the date picker.
- ➔ **Gender:** Select the user's gender from the options provided.

c) Fill in the **new user's contact information** in the form provided:

- **Mobile Telephone:** Enter the user's mobile telephone number.
- **Alternative Telephone:** Enter an alternative telephone number for the user.
- **Email Address:** Enter the user's email address. Email address must be unique per user
- **Review** the information you have entered to ensure it is accurate and complete. Make any necessary changes if needed.
- Once you are satisfied with the information entered, click the **Create User** button to create the new processing user.

- To update a user’s information, click the Update User button in the corresponding row.
- This will open a form where you can make changes to the User’s details.
- The form is divided into multiple categories that you can navigate through using the Next button.
- Follow the steps below to update user information:



Personal Information: In this section, you will see the user's personal information such as:

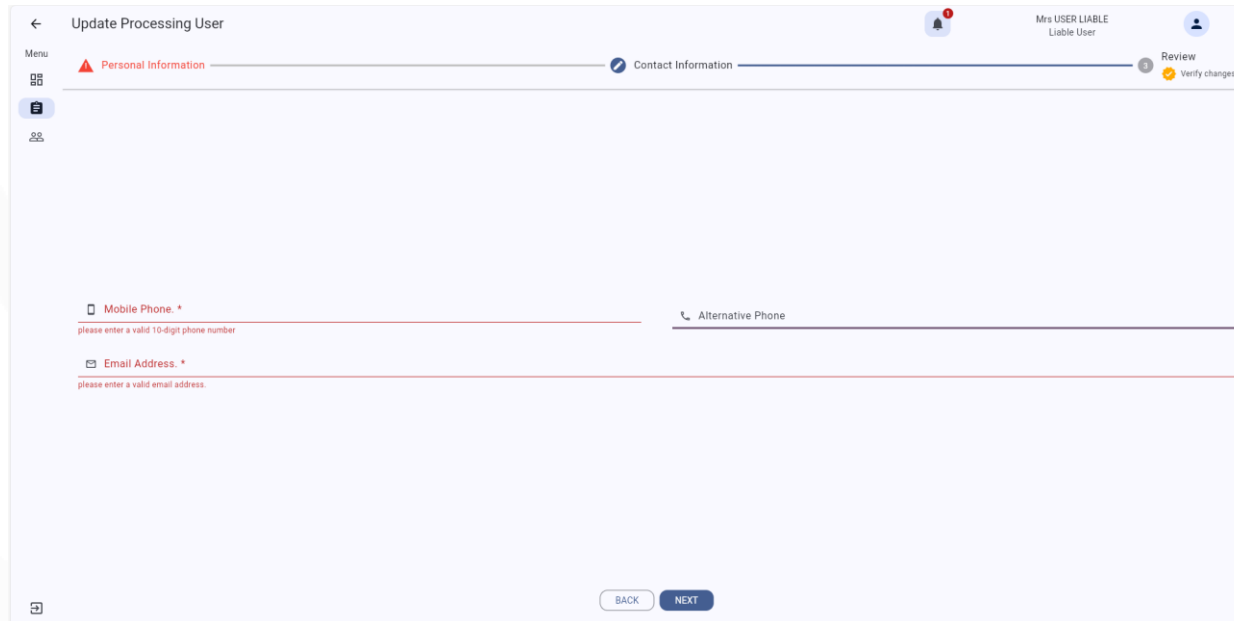
- **Status:** The current status of the user (e.g. active, inactive). This field is for informational purposes only and cannot be edited or updated.
- **User Type:** The type of user (e.g., liable user, delegated liable user, admin user, user).
- **Title:** The title of the user (e.g., Mr., Mrs., Ms., etc.).
- **Initials:** The initials of the user.
- **Surname:** The last name of the user.
- **First Name:** The first name of the user.
- **Middle Name(s):** The middle name(s) of the user (if any).
- **Nationality:** The nationality of the user.
- **Identity No.:** The user's identity number. This field cannot be edited or updated.
- **Passport No.:** The user's passport number.
- **Date of Birth:** The user's date of birth.
- **Gender:** The user's gender.

7.3 Update Processing User - Contact Information

Main Menu

Contact Information: In this section, you can update the user's contact information:

- **Mobile Telephone:** The user's mobile phone number.
- **Alternative telephone:** An alternative phone number for the user.
- **Email Address:** The user's email address. Email address must be unique per user.



The screenshot shows the 'Update Processing User' form for 'Mrs USER LIABLE'. The 'Contact Information' section is active, showing fields for 'Mobile Phone' (with a red asterisk and a note 'please enter a valid 10-digit phone number') and 'Alternative Phone'. Below these is the 'Email Address' field (with a red asterisk and a note 'please enter a valid email address'). At the bottom are 'BACK' and 'NEXT' buttons. The top navigation bar includes a back arrow, the title 'Update Processing User', a notification bell, the user name 'Mrs USER LIABLE', a user icon, and a 'Review' button with a 'Verify changes' link.



NB: You may leave fields unchanged if you do not want to modify them.

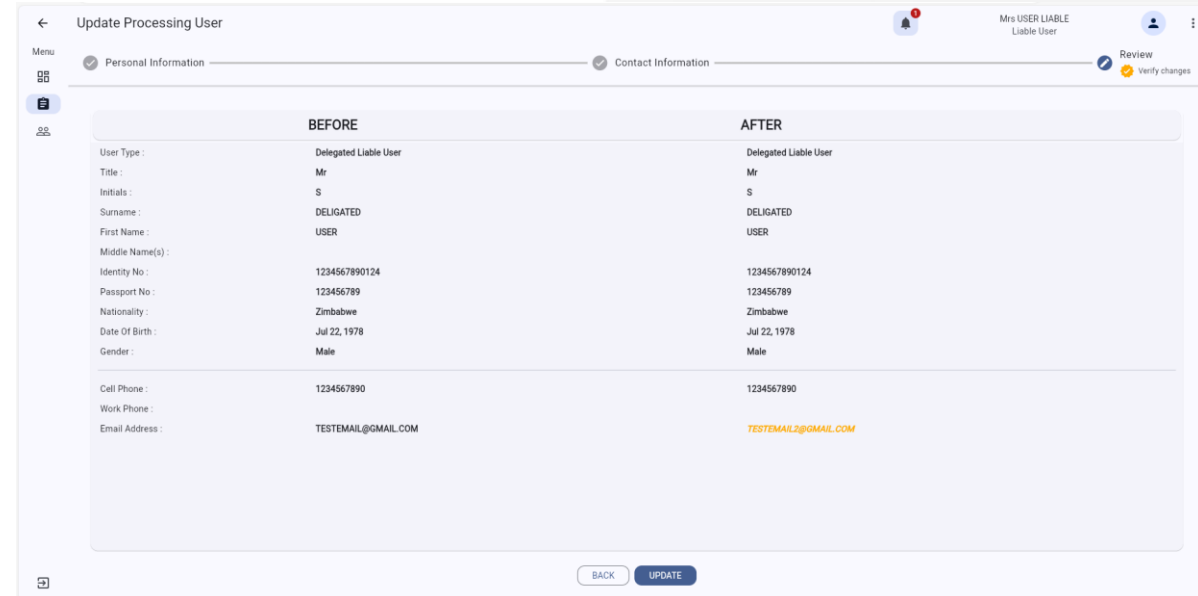


After reviewing the personal information, if you want to further edit or make changes, click the **Next** button at the bottom of the form to proceed to the next category.

This will take you to the next section where you can view and update the user's contact information.

Review Changes

- In this section, you can review the changes you've made to the user's information. The review is presented in a two-column format:
 - ➔ **Before:** Displays the original information of the user before you made any changes.
 - ➔ **After:** Displays the updated information, you entered in the previous categories.
 - ➔ **Review the information** carefully to ensure the changes are correct.
 - ➔ If you need to make further adjustments, you can navigate back to the previous categories using the Back button.



The screenshot shows the 'Update Processing User' interface. At the top, there's a navigation bar with 'Personal Information' and 'Contact Information' tabs. Below this, a table compares 'BEFORE' and 'AFTER' user details. The 'BEFORE' column shows original data, and the 'AFTER' column shows the updated data. At the bottom, there are 'BACK' and 'UPDATE' buttons.

| | BEFORE | AFTER |
|------------------|-----------------------|-----------------------|
| User Type : | Delegated Liabie User | Delegated Liabie User |
| Title : | Mr | Mr |
| Initials : | S | S |
| Surname : | DELIGATED | DELIGATED |
| First Name : | USER | USER |
| Middle Name(s) : | | |
| Identity No : | 1234567890124 | 1234567890124 |
| Passport No : | 123456789 | 123456789 |
| Nationality : | Zimbabwe | Zimbabwe |
| Date Of Birth : | Jul 22, 1978 | Jul 22, 1978 |
| Gender : | Male | Male |
| Cell Phone : | 1234567890 | 1234567890 |
| Work Phone : | | |
| Email Address : | TESTEMAIL@GMAIL.COM | TESTEMAIL2@GMAIL.COM |

Review – Update Processing User



Click the **Next** button at the bottom of the form to proceed to **Review Changes** section.

Once you are satisfied with the changes, click the **Update** button to save the changes you have made to the user's information.

View Employers:

- This page provides **information and management options** for employers linked to the selected processing user.
- Once the page opens, you will see the following information:
 - ➔ At the top, you will see the user type (e.g., Delegated Liable User, Admin User) and the name of the processing user.
 - ➔ Below the user details, you will see the email address and phone number of the user.
- A **summary section** that displays:
 - ➔ **Total Number of Employers:** The total number of employers linked to the processing user.
 - ➔ **Total Number of Employees:** The total number of employees working for the linked employers.
 - ➔ **Percentage of Employee-Data Outstanding:** The percentage of outstanding employee data for the linked employers.

- Below the summary section, you will find a **list of linked employers** displayed in a table format. The table includes the following columns:
 - ➔ **Employer Code:** A unique code identifying the employer.
 - ➔ **Employer Name:** The name of the employer.
 - ➔ **Suburb:** The suburb where the employer is located.
 - ➔ **Total Employees:** The total number of employees working for the employer.
 - ➔ **Percentage Data Outstanding:** The percentage of outstanding data for employees linked to the employer.

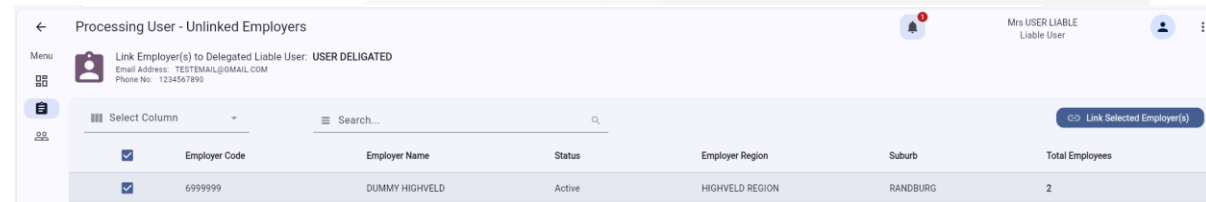


When you click the **View Employers** button in a specific row of the user list table, it opens the **Processing User - Linked Employers** page.

Link Employers:

- Once the page opens, you will see the following information:
 - At the top, you will see the user type (e.g., Delegated Liable User, Admin User) and the name of the processing user.
 - Below the user details, you will see the email address and phone number of the user.
- Below the processing user details, you will find a list of employers that can be linked to the processing user. The table includes the following columns:
 - Employer Code:** A unique code identifying the employer.
 - Employer Name:** The name of the employer
 - Status:** The status of the employer (e.g., active, inactive)
 - Employer Region:** The region where the employer is located.
 - Suburb:** The suburb where the employer is located
 - Total Employees:** The total number of employees working for the employer.

- At the top of the table, there is a selection box and a search bar. **Choose the column you want to search** through (e.g., Employer Code, Employer Name, etc.), and then enter your search term in the search bar.
- The list will **automatically update** to display only the rows that match your search criteria.
- To link employers to the processing user, use the check boxes to **select the employer(s) you want to link**.
- Once you have selected the employers, click the **Link Selected Employer(s)** button to link the selected employer(s) to the processing user.



| Employer Code | Employer Name | Status | Employer Region | Suburb | Total Employees |
|---------------|----------------|--------|-----------------|----------|-----------------|
| 6999999 | DUMMY HIGHVELD | Active | HIGHVELD REGION | RANDBURG | 2 |



- When you click the **Link Employers** button in a specific row of the user list table, it opens the **Processing User - Unlinked Employers** page. This page allows you to link employers to the selected processing user.
- A confirmation prompt may appear; confirm the action if you wish to proceed.

- Choose the column you want to search through (e.g., Employer Code, Employer Name, etc.) from the selection box, and then enter your search term in the search bar.
- The list will automatically update to display only the rows that match your search criteria.
- To unlink one or more employers from the processing user, click on the checkboxes to select the employer(s) you want to unlink.
- Click the **Unlink Selected Employer(s)** button to unlink the selected employer(s) from the processing user.

Processing User - Linked Employers

Menu

Employer(s) Linked to Liable User: USER LIABLE
Email Address: JOHNALINES@GMAIL.COM

2

3

100 %

Select Column

Search...

Unlink Selected Employer(s)

| | Employer Code | Employer Name | Suburb | Total Employees | Percentage Data Outstanding |
|-------------------------------------|---------------|--------------------|-----------|-----------------|-----------------------------|
| <input type="checkbox"/> | 6999999 | DUMMY HIGHVELD | RANDBURG | 2 | 100 |
| <input checked="" type="checkbox"/> | 7999999 | DUMMY WESTERN CAPE | CAPE TOWN | 1 | 100 |



At the top of the table, there is a selection box and a search bar.
A confirmation prompt may appear; confirm the action if you wish to proceed.

8.1 Employer Updates – List Table

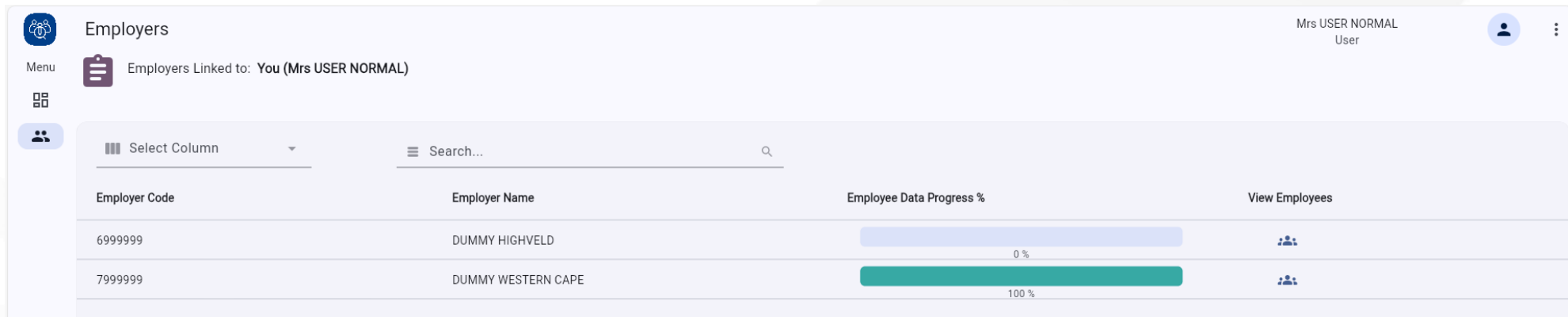
[Main Menu](#)

Once you access the Employers Section, you will see a list of employers linked to the signed-in user. The list is displayed in a table format with various columns providing information about each employer.



List Table: The list table includes the following columns:

- **Employer Code:** A unique code identifying the employer.
- **Employee Name:** The name of the employee linked to the employer.
- **Employee Data Progress %:** The percentage of the employee's data progress for that employer.
- **View Employees:** A button in each row that allows you to view detailed information about the employees associated with the employer.

Employer page



The screenshot shows the 'Employers' section of a user interface. At the top, it says 'Employers' and 'Employers Linked to: You (Mrs USER NORMAL)'. Below this is a table with four columns: 'Employer Code', 'Employee Name', 'Employee Data Progress %', and 'View Employees'. The table contains two rows of data. The first row shows '6999999' for the Employer Code, 'DUMMY HIGHVELD' for the Employee Name, and '0 %' for the progress. The second row shows '7999999' for the Employer Code, 'DUMMY WESTERN CAPE' for the Employee Name, and '100 %' for the progress. Each row has a 'View Employees' button with a person icon. The interface also includes a search bar and a 'Select Column' dropdown.

| Employer Code | Employee Name | Employee Data Progress % | View Employees |
|---------------|--------------------|--------------------------|---|
| 6999999 | DUMMY HIGHVELD | 0 % |  |
| 7999999 | DUMMY WESTERN CAPE | 100 % |  |

Searching and Filtering:

- At the top of the table, there is a selection box and a search bar. Choose the column you want to search through (e.g., Employer Code, Employee Name, etc.) from the selection box.
- Enter the search term in the search bar to filter the table according to your selected column.
- The list will automatically update to display only the rows that match your search criteria.

View Employees:

- When you click the View Employees button in a specific row of the Employers Section, it will open the Employees page.
- This page provides a list of employees linked to the specific employer and allows you to view and manage their information.

- Once the page opens, you will see the following information:
 - ➔ **Employees Linked to Employer:** At the top, you will see the name of the employer the employees are linked to.
 - ➔ **Employer Code:** The unique code identifying the employer.
- The page includes a **summary section** that displays:
 - ➔ **Total Number of Employees:** The total number of employees linked to the employer.
 - ➔ **Total Number of Up-to-Date Data:** The number of employees whose data is up to date.
 - ➔ **Total Number of Outstanding Data:** The number of employees with outstanding data.

- **List Table:** Below the summary section, you will find a list of employees linked to the employer, displayed in a table format. The table includes the following columns:
 - **Title:** The title of the employee (e.g., Mr., Mrs., Ms., etc.).
 - **Surname:** The last name of the employee.
 - **First Name:** The first name of the employee.
 - **Birth Date:** The date of birth of the employee.
 - **Gender:** The gender of the employee.
 - **Identity No.:** The identity number of the employee (e.g., social security number).
 - **Passport No.:** The passport number of the employee.
 - **Nationality:** The nationality of the employee.
 - **Update:** A button in each row that allows you to edit the employee's information.



Note: Information of employees deleted on the MIBCO system will be removed from the employee list. Employers registered on SLX will be added to the employee list with full information needed to complete the employee update status.



At the top of the list table, there is a selection box and a search bar. Choose the column you want to search through (e.g., Title, Surname, etc.) and then enter your search term in the search bar. The list will automatically update to display only the rows that match your search criteria.



Employers

Menu

Employers Linked to: You (Mrs USER NORMAL)

Mrs USER NORMAL
User

Select Column

Search...

| Employer Code | Employer Name | Employee Data Progress % | View Employees |
|---------------|--------------------|--------------------------|----------------|
| 6999999 | DUMMY HIGHVELD | <div>0 %</div> | |
| 7999999 | DUMMY WESTERN CAPE | <div>100 %</div> | |

Employees page

Update Employees

- The update process includes several **subsections that allow you to navigate** through different categories of the employee's information.
- In the first subsection **Personal Information**, you can view and edit some aspects of the employee's personal information. However, some fields are read-only. The subsection includes the following fields:
 - Council No.:** This field cannot be edited or updated.
 - Tax No.:** Enter the employee's tax number.
 - Title:** Select the employee's title (e.g., Mr., Mrs., Ms., etc.).
 - Initials:** Enter the employee's initials.
 - Surname:** Enter the employee's last name.
 - First Name:** Enter the employee's first name.
 - Middle Name(s):** Enter the employee's middle name(s) if any.
 - Maiden Name:** Select the employee's maiden name.
 - Marital Status:** Select the employee's marital status.
 - Nationality:** Select the employee's nationality.
 - Identity No.:** Enter the employee's identity number. When updated the data will go through a MIBCO verification process, the updated number will only show once verified.

- Date of Birth:** Select the employee's date of birth using the date picker (This field is disabled if an RSA Identity Number exists)
- Gender:** Select the employee's gender (This field is disabled if an RSA Identity Number exists)
- Ethnicity:** Select the employee's ethnicity.
- Passport No.:** This field is disabled if an RSA Identity Number exists. When updated the data will go through a MIBCO verification process, the updated number will only show once verified.
- Passport Issue Date:** This field is disabled if an RSA Identity Number exists.
- Passport Expiry Date:** This field is disabled if an RSA Identity Number exists.
- Passport Renewal Exists:** This field is disabled if an RSA Identity Number exists.
- Work Permit No.:** This field is disabled if an RSA Identity Number exists.
- Work Permit Issue Date:** This field is disabled if an RSA Identity Number exists.
- Work Permit Expiry Date:** This field is disabled if an RSA Identity Number exists.
- Work Permit Renewal Exists:** This field is disabled if an RSA Identity Number exists.



When you click the **"Update"** button from a specific row in the **"Employees"** page, it will open the **"Update Employee Data"** page where you can make changes to a specific employee's data.

Once you have reviewed and made any necessary changes to the personal information, **click the Next button** at the bottom of the form to navigate to the next subsection Contact Information



←

Update Employee data

Mrs USER NORMAL
User

Menu

Personal Information

MIBCO Verification Pending

Contact Information

Alternative Information

Supporting Documents

Upload supporting documents!

Review

Verify changes

Council No. *

9000111111

Tax No.

1234567890

10/10

Title. *

Mr

Initials. *

B

1/5

Surname. *

TESTFIRSTNAME

First Name. *

TESTSURNAME

Middle Name(s)

Maiden Name.

Marital Status. *

Single

Nationality. *

Zimbabwe

Identity No.

Date of Birth. *

Sep 1, 2010

Ethnicity.

African

Gender. *

Male

Female

Passport No. *

7654321

0/13

Issue Date

--/--

Expiry Date

--/--

Renewal Exists

No

Work Permit No.

Issue Date

--/--

Expiry Date

--/--

Renewal Exists

No

NEXT

Personal Information – Update Employee Data

Contact Information

- **Review and edit** the employee's contact information.
- Some fields are read-only, while others allow updates.
- At the top left, you will see a toggle button labeled **Same physical and postal address**, both addresses are compulsory.
- By default, the toggle is set to the left side, indicating **'No'** (the physical and postal addresses are different).
- If you want the physical and postal addresses to be the same, **switch the toggle button to the right (on position)**.

Postal Address:

- **Address Line 1:** Enter or update the first line of the employee's postal address..
- **Address Line 2:** Enter or update the second line of the employee's postal address.
- **Address Line 3:** Enter or update the third line of the employee's postal address.

The following fields cannot be edited. Use Google Search to find a suburb/town if street address is not found)

- **Suburb Name, Town Name, Postal Code, Province, Country:** This field cannot be edited

Physical Address:

- **Google places:** Try to search the address by using Google places, if not found try the closest search that will return the closest suburb/town.

A screenshot of a Google Places search bar. It is a light purple rounded rectangle with a location pin icon on the left and a magnifying glass icon on the right.

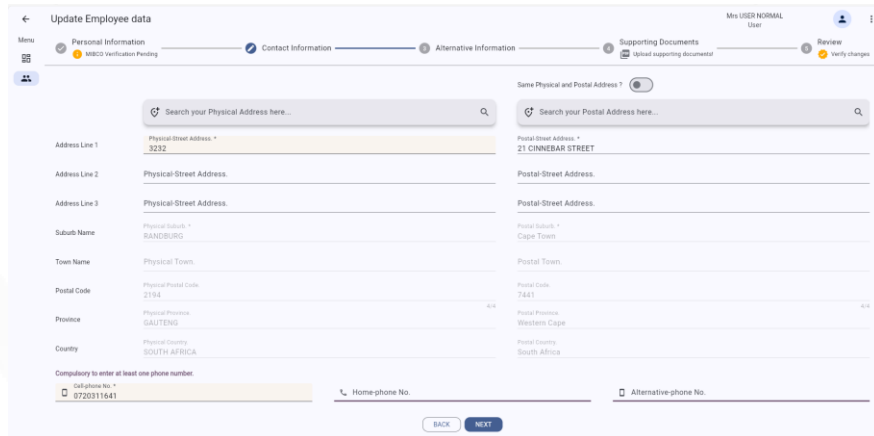
- **Address Line 1:** Enter or update the first line of the employee's address if exact address is not found by Google places.
- **Address Line 2:** Enter or update the second line of the employee's address.
- **Address Line 3:** Enter or update the third line of the employee's address.
- **Suburb Name:** Enter or update the suburb name of the employee's address.
- **Town Name:** This field cannot be edited.
- **Postal Code:** This field cannot be edited.
- **Province:** This field cannot be edited.
- **Country:** This field cannot be edited.

Contact Details:

- **Cell-Phone Number.:** Enter or update the employee's cell phone number.
- **Home-Phone Number.:** Enter or update the employee's home phone number as an alternative.
- **Alternative-Phone Number.:** Enter or update an additional phone number as an alternative.
- **Email Address:** Enter or update the employee's email address.

Alternative Information

- **Alternative/Emergency Contact Information 1st:**
 - **Surname:** Enter or update the surname of the first alternative/emergency contact.
 - **First Name:** Enter or update the first name of the first alternative/emergency contact.
 - **Contact Number.:** Enter or update the contact number of the first alternative/emergency contact.
 - **Email Address:** Enter or update the email address of the first alternative/emergency contact.
- **Alternative/Emergency Contact Information 2nd:**
 - **Surname:** Enter or update the surname of the second alternative/emergency contact.
 - **First Name:** Enter or update the first name of the second alternative/emergency contact.
 - **Contact Number.:** Enter or update the contact number of the second alternative/emergency contact.
 - **Email Address:** Enter or update the email address of the second alternative/emergency contact.



Take note: It is a compulsory to enter at least one phone number.



Review and update the employee's alternative or emergency contact information. The information includes the employee's primary and secondary emergency contacts.

After reviewing and updating the alternative information, click the **Next** button at the bottom of the form to navigate to the next subsection **Supporting Documents**.

Supporting Documents Subsection

This subsection allows you to attach various types of files such as images and PDFs.

File Requirements:

- **Allowed File Extensions:** The system supports file extensions such as **.jpg**, **.png**, and **.pdf**.
- **Allowed Max Size:** Each file must be no larger than **10 MB** in size.

Uploading Files:

- **Choose File:** Locate the file upload section in the form.
- **Select File:** Click the Choose File button to open your file browser. Select the document you want to upload.
- **Upload:** Once you have selected a file, it will be uploaded to the form. Repeat the process for each required supporting document.
- **Upload File:** Once uploaded you have the option to delete/replace

Downloading Files:

- **View File:** View the current uploaded document.



Upload all required supporting documents for the employee.

After uploading all required supporting documents, click the **Next** button at the bottom of the form to navigate to the next subsection **Review**.

8.10 Employer Updates – Supporting Documents, uploading and downloading files View

Main Menu



←

Update Employee data

Mrs USER NORMAL
User

Menu

✓

Personal Information

ⓘ

MIBCO Verification Pending

✓

Contact Information

✓

Alternative Information

✎

Supporting Documents

5

Review

⋮

Upload supporting documents!

Verify changes

Upload all required supporting documents.

Allowed file extensions: ("jpg", "png", "pdf").

Allowed max size: 10MB.

Passport.*

C6UJ9A02SMGV_Passport_2024-10-01.pdf

0.02 MB | Download

Tax Certificate.

BACK

NEXT

Supporting Documents – Update Employee Data

Review the Sub-section

- The review sub-section is set up in a two-column format.
 - Before:** The left column displays the original (before) information of the employee.
 - After:** The right column displays the updated (after) information that you have made changes to in the previous subsections.
- Carefully compare the before and after columns to verify that the changes you made are correct and complete.
- If you need to revisit any subsection to make further adjustments, use the **Back** button to navigate through the subsections. Make any necessary edits.

Update Employee data

Mrs USER NORMAL User

Menu

Personal Information **MIBCO Verification Pending** Contact Information Alternative Information Supporting Documents **Upload supporting documents!** Review **Verify changes**

| | BEFORE | AFTER |
|---------------------------|---------------|---------------|
| Council No : | 9000111111 | 9000111111 |
| Tax No : | | 1234567890 |
| Title : | Mr | Mr |
| Initials : | B | B |
| Surname : | TESTFIRSTNAME | TESTFIRSTNAME |
| First Name : | TESTSURNAME | TESTSURNAME |
| Middle Name(s) : | | |
| Maiden Name : | | |
| Marital Status : | Single | Single |
| Gender : | Male | Male |
| Ethnicity : | African | African |
| Identity No : | | |
| Nationality : | Zimbabwe | Zimbabwe |
| Date Of Birth : | Sep 1, 2010 | Sep 1, 2010 |
| Passport No : | 7654321 | 7654321 |
| Passport Issue Date : | none | none |
| Passport Expiry Date : | none | none |
| Passport Renewal Exists : | false | No |
| Work Permit No : | | |
| Work Permit Issue Date : | none | none |
| Miscellaneous Remarks : | | |

BACK UPDATE



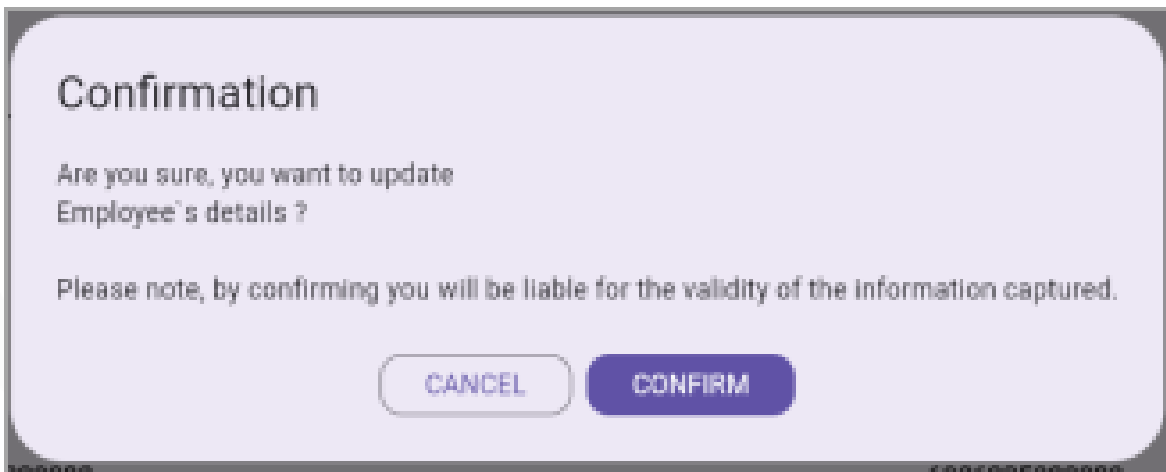
Take Note: You may leave fields unchanged if you do not want to modify them.



Review the changes you have made to the employee's data throughout the previous subsections. This allows you to compare the original information with the updated data before finalizing the changes.

Verify the information

- Once you are satisfied with the changes and have **verified the information**, click the Update button at the bottom of the form to save the changes you have made to the employee's data.



A screenshot of a confirmation dialog box with a light purple background. The title is 'Confirmation'. The text asks 'Are you sure, you want to update Employee's details?'. Below this, a note states 'Please note, by confirming you will be liable for the validity of the information captured.' At the bottom, there are two buttons: 'CANCEL' and 'CONFIRM'.

Confirmation

Are you sure, you want to update
Employee's details?

Please note, by confirming you will be liable for the validity of the information captured.

CANCEL CONFIRM



A confirmation message may appear once the changes are successfully saved.



Good to Great Together

Thank You