

MIBCO EMPLOYEE PERSONAL INFORMATION APPLICATION

Version 2

USER GUIDE



Good to great
together

1. <u>System Overview</u>	Page 3
2. <u>Access To The Self-Service Portal</u>	Page 4
3. <u>Sign In to Self-Service Portal</u>	Page 5
4. <u>Sign up And Reset Password</u>	Page 6



- The MIBCO Self-service Portal, accessed on the MIBCO website is used by the employer nominated liable person and his/her delegated liable person or 3rd Party Consultant Liable Person and his/her 3rd Party Consultant Delegated Liable Person their Admin Users and/or Normal Users, to use the different MIBCO applications. This system is a robust application that enables users to manage and track employee and employer data or interact with across organizations, as a standalone establishment, or an establishment with multiple sites or branches. It offers insights into viewing the status of data and processes and the management thereof.
- The portal supports a range of functions, from viewing and updating employee details, processing claims, logging complaints to linking employers with processing users. Users can track project progress, manage various aspects of the various applications.
- 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 and interact with MIBCO seamlessly, enhancing efficiency and transparency across all entities involved.
- The user guide is applicable to the Employee Personal Information Application, where users can maintain employee information.



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.

- **Self-Service Portal:**

- ➔ The Self-Service Portal can be accessed through the MIBCO website on www.mibco.org.za.

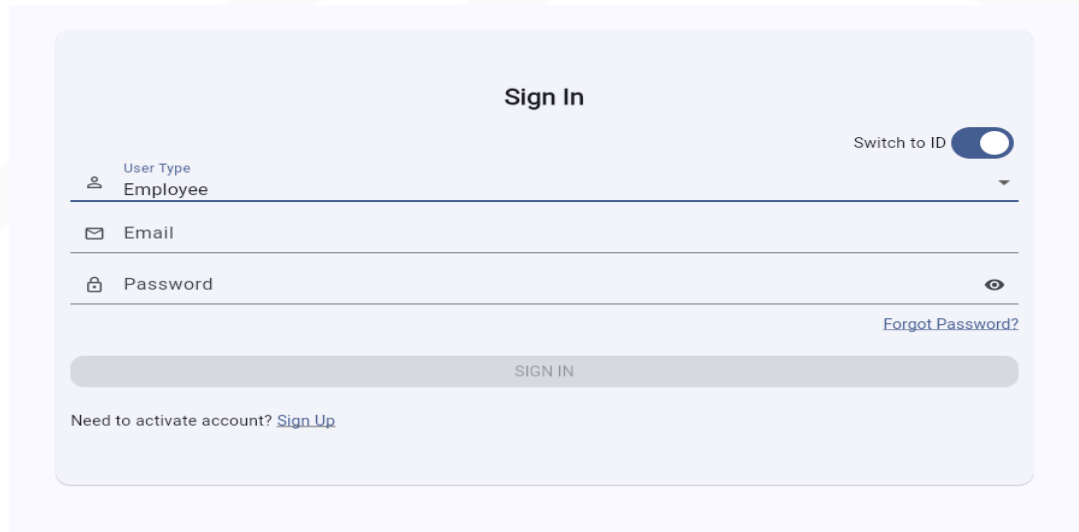
- **Self Service Portal Applications:**

- ➔ Members can access the various applications: Employee Personal Detail Application, Customer Service Applications; through the Self-Service Portal, by selecting the Self-Service Portal tab on the home page of the MIBCO website that will direct you to the sign-in/sign-up/Register Liable Person. Page.
- ➔ The login details of registered users should be inserted to access the applications and perform the required functions.



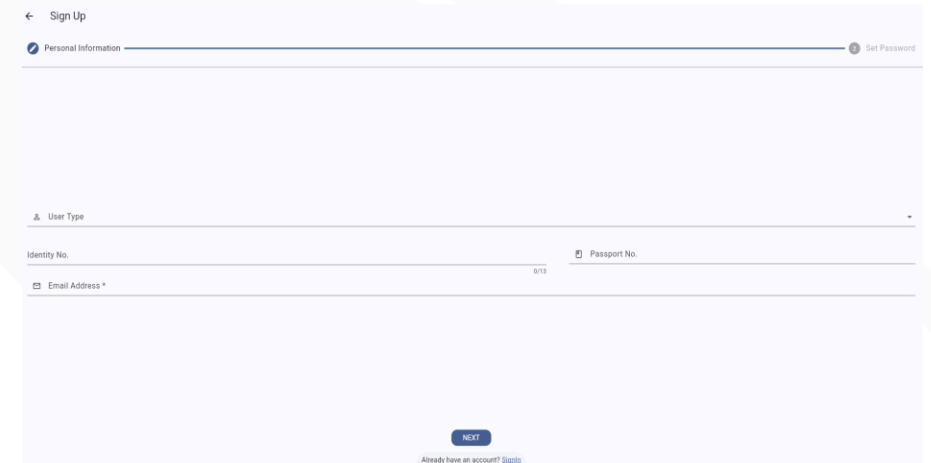
- **Self-Service Portal:**

- ➔ The login details of registered users should be inserted to login and access the application and perform the required functions.

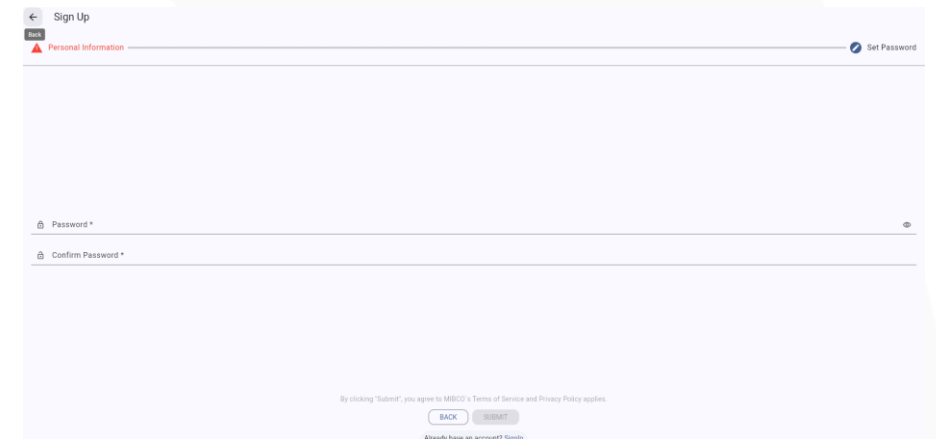


The Sign In form is a light blue rectangular box. At the top center is the title "Sign In". On the right side, there is a "Switch to ID" toggle switch. Below the title, there are three input fields: "User Type" with a dropdown menu showing "Employee", "Email" with an envelope icon, and "Password" with a lock icon and a toggle for visibility. A "SIGN IN" button is centered below the fields. At the bottom left, it says "Need to activate account? [Sign Up](#)". At the bottom right, there is a link "[Forgot Password?](#)".

- ➔ Sign Up page should allow new users to register by providing their details. Once registered, these details will be stored to enable the users to log in, access the application, and perform the required functions



The Sign Up form is a light blue rectangular box. At the top left is a back arrow and the title "Sign Up". At the top right is a progress indicator with "Personal Information" selected and "Set Password" next to it. Below the title, there are four input fields: "User Type" with a dropdown menu, "Identity No." with a small "0/13" character count, "Email Address *" with an envelope icon, and "Passport No." with a small "0/13" character count. A "NEXT" button is centered below the fields. At the bottom, it says "Already have an account? [Sign In](#)".

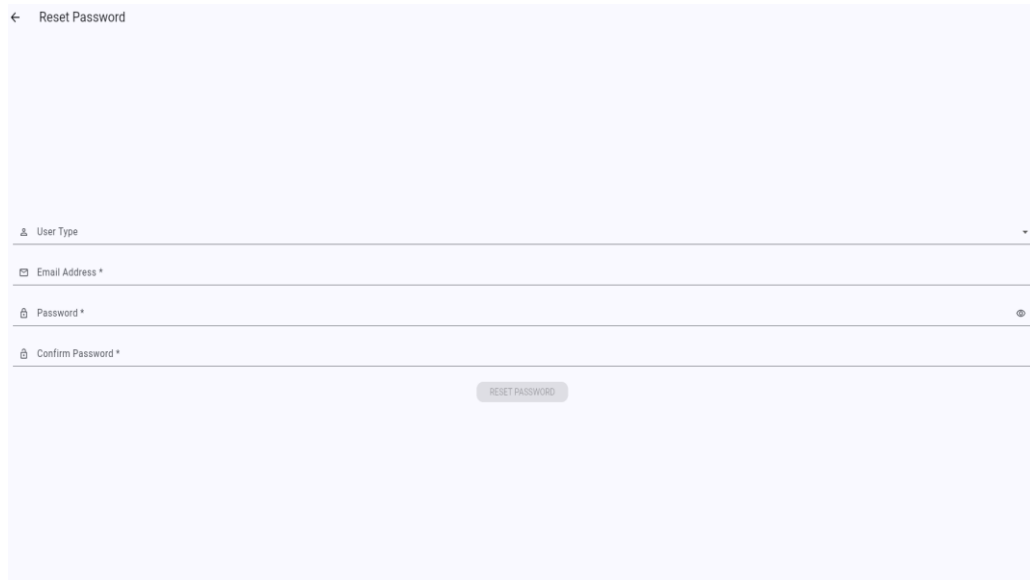


The Sign Up form is a light blue rectangular box. At the top left is a back arrow and the title "Sign Up". At the top right is a progress indicator with "Personal Information" selected and "Set Password" next to it. Below the title, there are two input fields: "Password *" and "Confirm Password *". At the bottom, there is a "BACK" button, a "SUBMIT" button, and a link "Already have an account? [Sign In](#)".

5 SIGN UP AND RESET PASSWORD

[Main Menu](#)

- ➔ The reset password page should allow users to update their password if forgotten or compromised. Once the password is reset, users can log in with the new credentials to access the application and perform the required functions.



← Reset Password

User Type

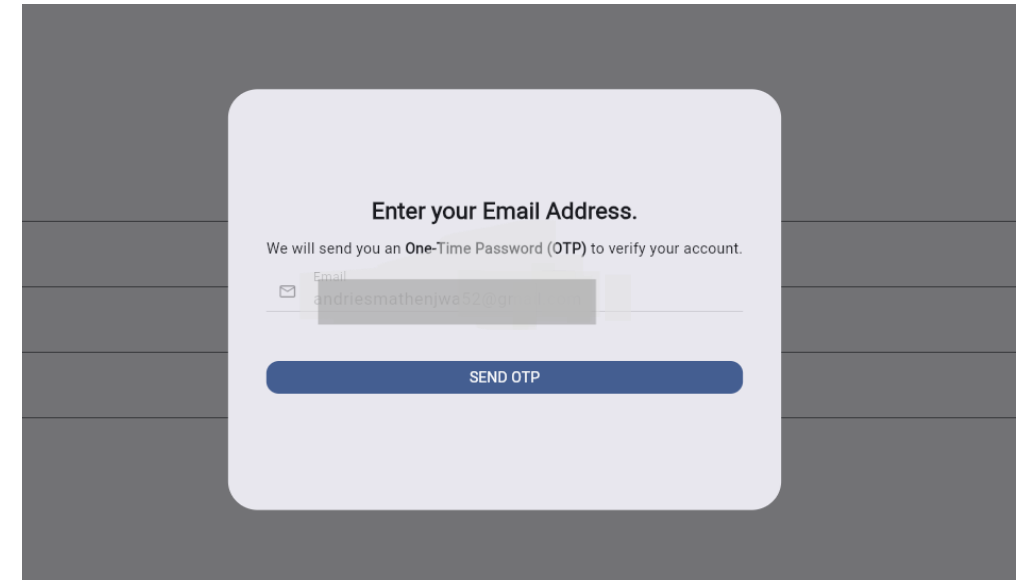
Email Address *

Password *

Confirm Password *

RESET PASSWORD

- ➔ Reset password requires users to enter an OTP sent to their email or phone before creating a new password.



Enter your Email Address.

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

Email

andriesmathenjwa52@gmail.com

SEND OTP



Good to Great Together

Thank You