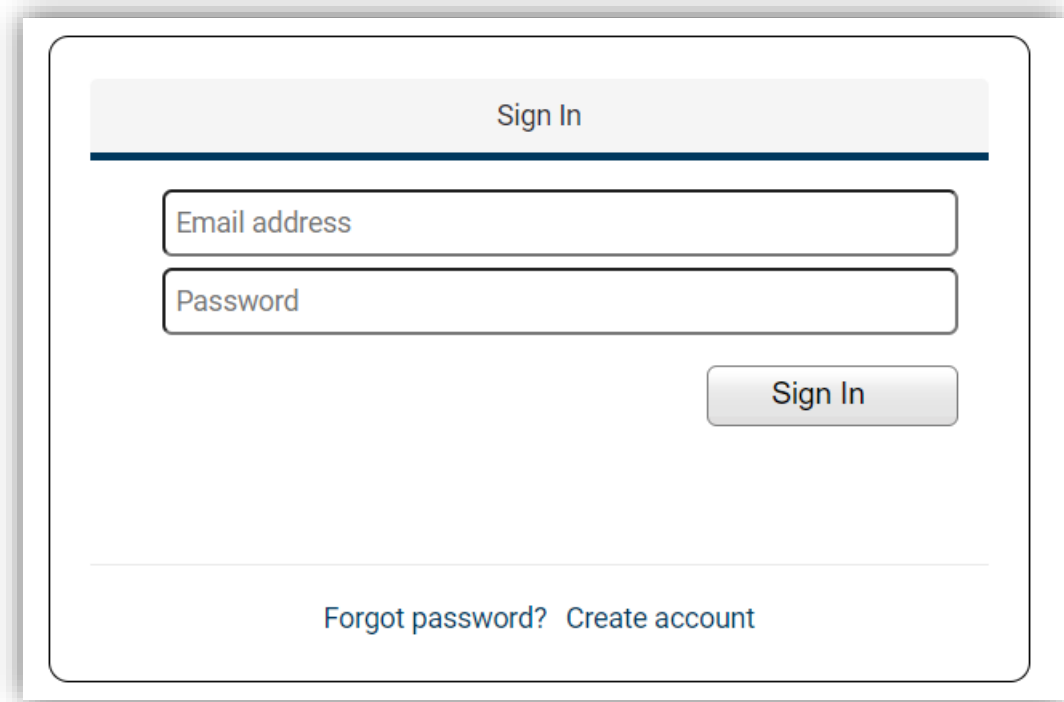




BUSINESS LICENSE APPLICATIONS

**Upload Proof
of Payment**

A screenshot of a web portal's sign-in interface. At the top, a light gray header bar contains the text "Sign In". Below this, there are two input fields: the first is labeled "Email address" and the second is labeled "Password". To the right of the password field is a gray button with the text "Sign In". At the bottom of the form, there is a horizontal line followed by the text "Forgot password? Create account".

Sign In

Email address

Password

Sign In

Forgot password? Create account

STEP 1:

Log into Western Cape Portal:

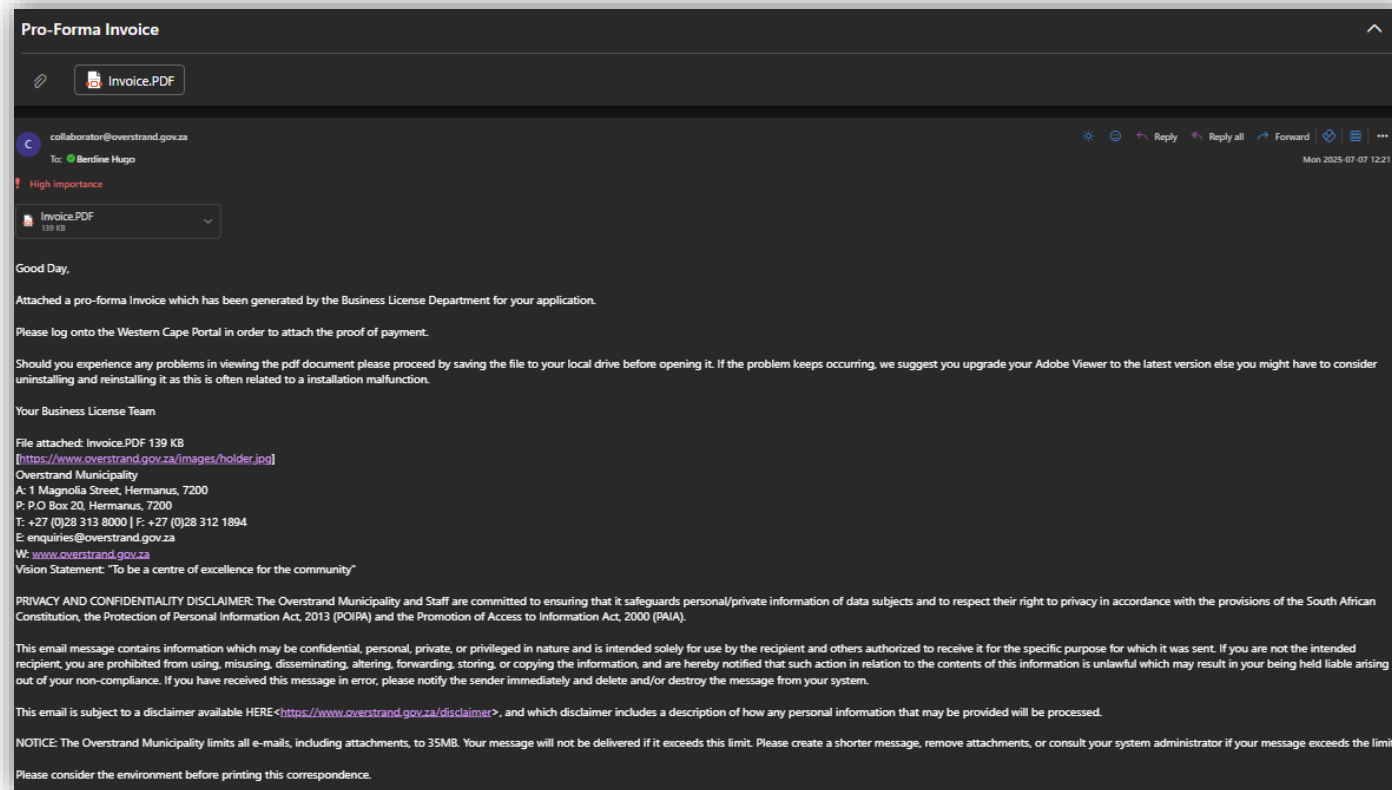
<https://westerncape.collaboratoronline.com/default.aspx>

“Sign In”



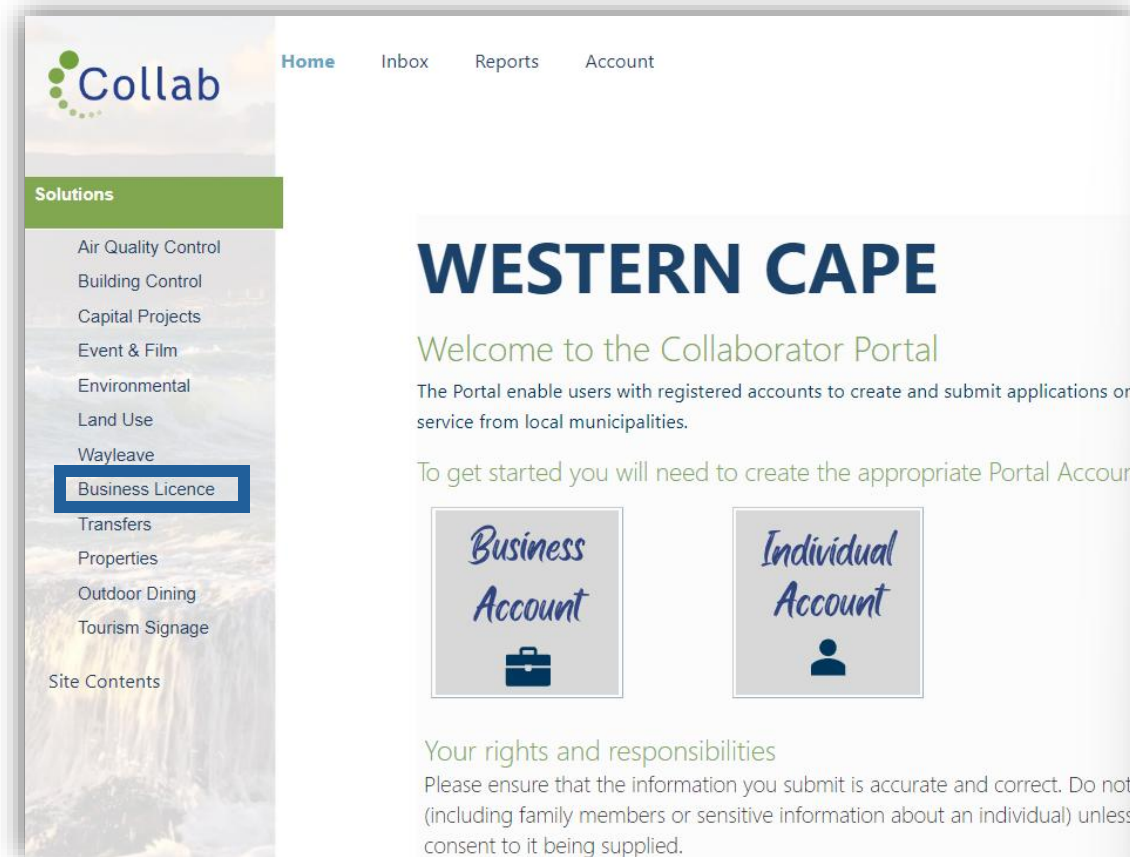
STEP 2:

- Pro-Forma Invoice Email – you will receive an email that looks like the image below.
- Upload the Proof of Payment to the portal by following the steps on the next slides.



STEP 3:

Click on the Business License Solution



STEP 4:

- You will be on the screen below – click on the Partner under which you have submitted your Business License Application

The screenshot shows the Collab web application interface. The top navigation bar includes links for Home, Inbox, Reports, and Account. The left sidebar contains a menu with options: Sites, Informal Trading, Libraries, Lists, Discussions, Recent, Business Licence Documents, and Site Contents. The main content area is titled 'Western Cape Local Government > Business Licence' and 'Business Licence'. A green arrow points to a 'Let's get started...' link with the text 'To initiate a new application click on the New Business Licence Application Link.' Below this, a 'Partner' table lists various entities and their registration details.

Action	Objectref	Registration Number	Practice / User Name	Professional Entity
...	1957860	1957860	Berdine Practice Testing TWK	SACAP
...	1992046	1992046	Berdine Testing Practice Swellendam	SACAP
...	2280268	2280268	Sadé Test	Not Applicable
...	3593047	3593047	Person Test	SACAP
...	3619434	3619434	Berdine Test Overstrand	SACAP
...	3880653	3880653	Worksession Test	Not Applicable
...	4101378	4101378	Testing Individual Account	Not Applicable



STEP 5:

All the applications will be displayed that you have uploaded under that specific Partner

Partner

Action	Objectref	Registration Number	Practice / User Name	Professional Entity
...	1957860	1957860	Berdine Practice Testing TWK	SACAP
...	1992046	1992046	Berdine Testing Practice Swellendam	SACAP
...	2280268	2280268	Sadé Test	Not Applicable
...	3593047	3593047	Person Test	SACAP
...	3619434	3619434	Berdine Test Overstrand	SACAP
...	3880653	3880653	Worksession Test	Not Applicable
...	4101378	4101378	Testing Individual Account	Not Applicable

Business Licence Applications

Action	Objectref	Type of Licence	Trade Name	Business Owner	Erf Number	Application Date	Stage	Document Status	On Premises Reference
...	4140704	Food Provision	Berdine Test	Berdine	123	2025-07-07	Checked	Complete	2692704
...	4111077	Food Provision	Testing BH Pty Ltd	Berdine Hugo	123	2025-06-19	Distributed	Complete	2682076
...	4101376	Food Provision	Berdine Company Pty Ltd	Berdine	123	2025-06-12	Distributed	Complete	2678966
...	4094324	Food Provision	Berdine Hugo Pty Ltd	Leanne	258/1	2025-06-09	Distributed	Complete	2677002
...	4069395	Food Provision	Berdine Test Upgrade 2	Berdine Hugo	123	2025-05-28	Distributed	Complete	2670065
...	4068948	Food Provision	Berdine upgrade Test	Berdine Hugo	1234	2025-05-28	Submitted	Complete	2669882
...	4063439	Food Provision	Collab Trade	Berdine Hugo	123	2025-05-26	Checked	Complete	2668550
...	4049527	Food Provision	Berdine Test 2	Berdine Hugo	123	2025-05-18	Initial	Complete	2663751
...	4034573	Food Provision	Berdine Collab Test	Berdine Hugo	123	2025-05-09	Checked	Complete	2659369



STEP 6:

Click on the relevant Business License – an Outstanding Supporting Document for the POP will appear

Business Licence Applications

Action	Objectref	Type of Licence	Trade Name	Business Owner	Erf Number	Application Date	Stage	Document Status	On Premises Reference
...	4140704	Food Provision	Berdine Test	Berdine	123	2025-07-07	Checked	Complete	2692704
...	4111077	Food Provision	Testing BH Pty Ltd	Berdine Hugo	123	2025-06-19	Distributed	Complete	2682076
...	4101376	Food Provision	Berdine Company Pty Ltd	Berdine	123	2025-06-12	Distributed	Complete	2678966
...	4094324	Food Provision	Berdine Hugo Pty Ltd	Leanne	258/1	2025-06-09	Distributed	Complete	2677002
...	4069395	Food Provision	Berdine Test Upgrade 2	Berdine Hugo	123	2025-05-28	Distributed	Complete	2670065
...	4068948	Food Provision	Berdine upgrade Test	Berdine Hugo	1234	2025-05-28	Submitted	Complete	2669882
...	4063439	Food Provision	Collab Trade	Berdine Hugo	123	2025-05-26	Checked	Complete	2668550
...	4049527	Food Provision	Berdine Test 2	Berdine Hugo	123	2025-05-18	Initial	Complete	2663751
...	4034573	Food Provision	Berdine Collab Test	Berdine Hugo	123	2025-05-09	Checked	Complete	2659369

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	4141486	36	Proof of Payment	Proof of Payment	360

STEP 7:

- Click on the three dots next to the Proof of Payment
- Click on “Add Business License Application Document (Checklist)”

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
			Proof of Payment	Proof of Payment	360
				Type of Inspection	Stage
No data to display					

Action

- Detail
- Relationships
- Notes
- Workflow history
- Audit Trail
- Folders
- Add Business Licence Application Supporting Document (Checklist)**

STEP 8:

- New window will open - Click on “Choose File”
- Window will open where you can browse files on your PC – select relevant document
- Either double click on document or click once and select “Open”
- **Submit the Task**

New Supporting Document

4141575, 4141486,

Extension Application Reference

4140704

Business Licence Application Stage

Checklist Item Code

36

Checklist Item Name

Proof of Payment

Document Date *

2025-07-07

Uploaded By

1957857

Status

Uploaded

Proof of Payment Uploaded

Yes

File

Choose File

No file chosen

Submit

Open

< > ^ v

<< Berdine > Portal Tests > Event Test

Search Event Test

Organize New folder

Home Gallery > Berdine - Busine

Desktop Downloads Documents Pictures Music

Name	Status	Date modified	Type
All surrounding residence Form - Noise	✓	2023/01/24 11:36	Adobe Acroba
Appropriate fire protection	✓	2023/01/24 11:36	Adobe Acroba
Contingency Plan	✓	2023/01/24 11:36	Adobe Acroba
Covid Form	✓	2023/01/24 11:36	Adobe Acroba
Details of gas installation	✓	2023/01/24 11:36	Adobe Acroba
Emergency Contact List	✓	2023/01/24 11:36	Adobe Acroba
Evacuation Plan	✓	2023/01/24 11:36	Adobe Acroba

File name: All Files

Open Cancel



STEP 9:

- After uploading POP – click on three dots next to your Business License Application
- Click on “Submit Business License Application”
- New window will open with task that must be submitted
- Once task has been submitted – Municipality will Distribute your Application

Business Licence Applications									
Action	Objectref	Type of Licence	Trade Name	Business Owner	Erf Number	Application Date	Stage	Document Status	On Premises R
Action Detail Relationships Notes Workflow history Audit Trail Folders Submit Business Licence Application			Berdine Test	Berdine	123	2025-07-07	Checked	Complete	2692704
			Testing BH Pty Ltd	Berdine Hugo	123	2025-06-19	Distributed	Complete	2682076
			Berdine Company Pty Ltd	Berdine	123	2025-06-12	Distributed	Complete	2678966
			Berdine Hugo Pty Ltd	Leanne	258/1	2025-06-09	Distributed	Complete	2677002
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...	4049527	Food Provision	Berdine Test 2	Berdine Hugo	123	2025-05-18	Initial	Complete	2663751
...	4034573	Food Provision	Berdine Collab Test	Berdine Hugo	123	2025-05-09	Checked	Complete	2659369