



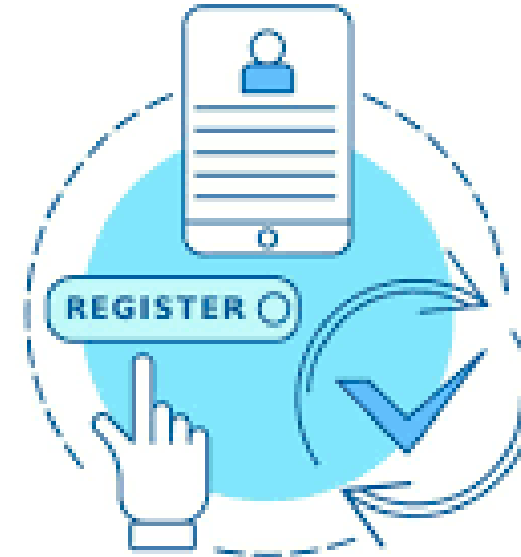
EVENT APPLICATIONS

**How to Log on and
Register a
Partner Account**

User account & partner account

Users need to register a:

- **User Account** – allow user to access Portal
- **Partner Account** – allow user to register applications



STEP 1:

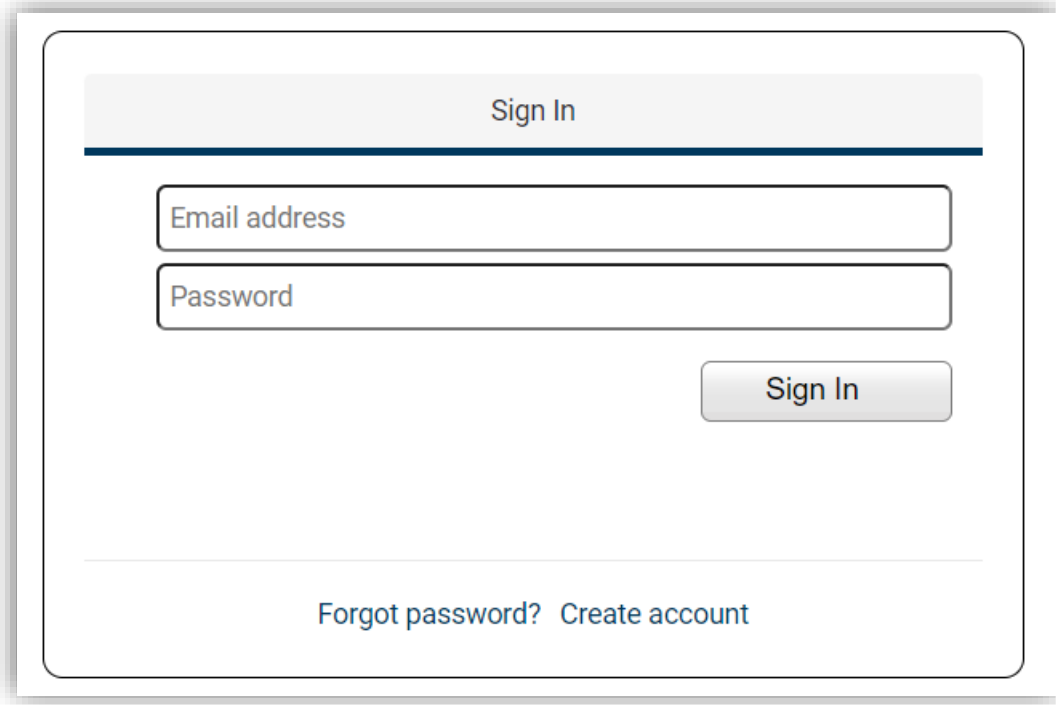
Access Portal at:

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



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A screenshot of a web form titled "Sign In". The form has a light gray header bar with the text "Sign In" in dark blue. Below the header, there are two input fields: "Email address" and "Password". To the right of the "Password" field is a "Sign In" button. At the bottom of the form, there is a horizontal line and the text "Forgot password? Create account".

Sign In

Email address

Password

Sign In

Forgot password? Create account

STEP 2:

Select “Create an Account” to create your user Account



STEP 3:

Create User Account

- Complete all the fields
- Email address entered, will become “Username” to log into the site
- Email address will also be used to send “Password Reset” email, if need to change password.
- Select “Submit”

Name*

Surname*

Cellphone Number*

Email Address*

Confirm Your Email Address*

Password*

Confirm Your Password*



Type the code shown:

[Show another code](#)

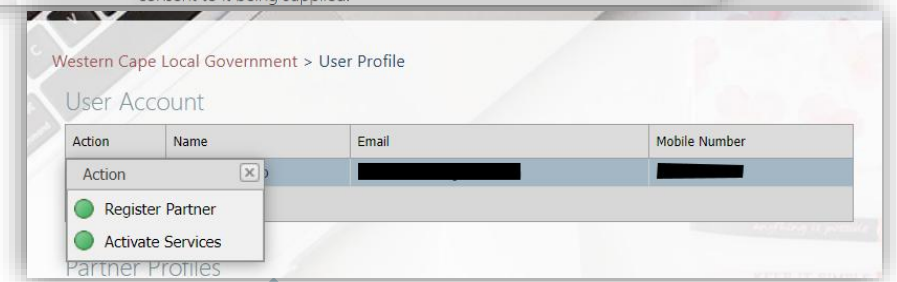
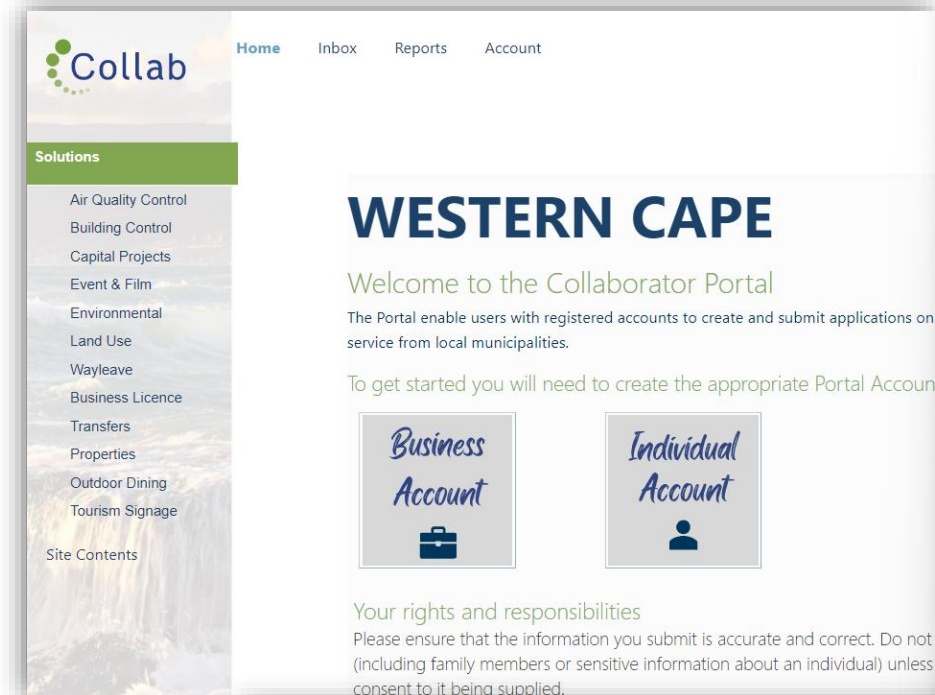
Submit



STEP 4:

Create Business/Individual Account

- Select “Account” tab or click on “Business Partner” or “Individual Partner” to register partner.
- On “User Account Web Part”- select “Action” button to view options.
- Select “Register Partner”



STEP 5:

Register your Partner

- Complete all required fields.
- Update Partner Details – complete details regarding company/individual
- Update Primary Contact Details – complete contact information.
- Activate Services – select “Activate the Service you require, i.e. Business License

Create Partner and Activate Services

Userid ADMIN

Primary User Email admin@be.co.za

Step 1: Update Partner Details Step 2: Update Primary Contact Details Step 3: Active Services

Partner Type *

Individual Name / Legal Company Name *

Note: A red highlighted field indicates a duplicate registration number which is not allow. Please request the primary user to grant you access to their practice.

Registration Number *

Duplicate Registration Number

Trading As *

Company Type *

Professional Entity * Not Applicable

Professional Entity Number *

Duplicate Professional Entity Number

Create Partner and Activate Services

Userid ADMIN

Primary User Email admin@be.co.za

Step 1: Update Partner Details Step 2: Update Primary Contact Details Step 3: Active Services

Activate Building Plan Application Services *

Activate Events and Film Services *

Activate AQ Services *

Activate Waste Services *

Activate Land Use Application Services *

Activate WayLeave Services *

Registration Process Completed

