



NIPAS

Registration



Technology was meant to make life easier and more effective, therefore we whole heartedly believe this program will dramatically enhance your working environment. With this guide, we aim to improve your overall knowledge as well as streamline your experience of the NIPAS program. Thank you for your dedication - please do not hesitate to contact us for any queries or feedback.

The Marsel Team



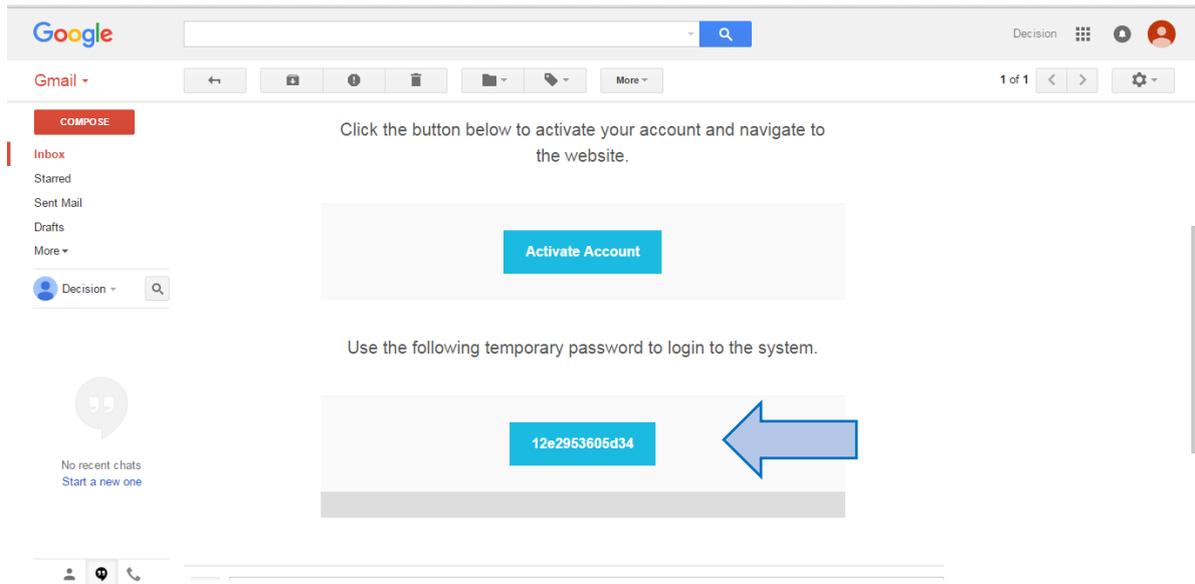
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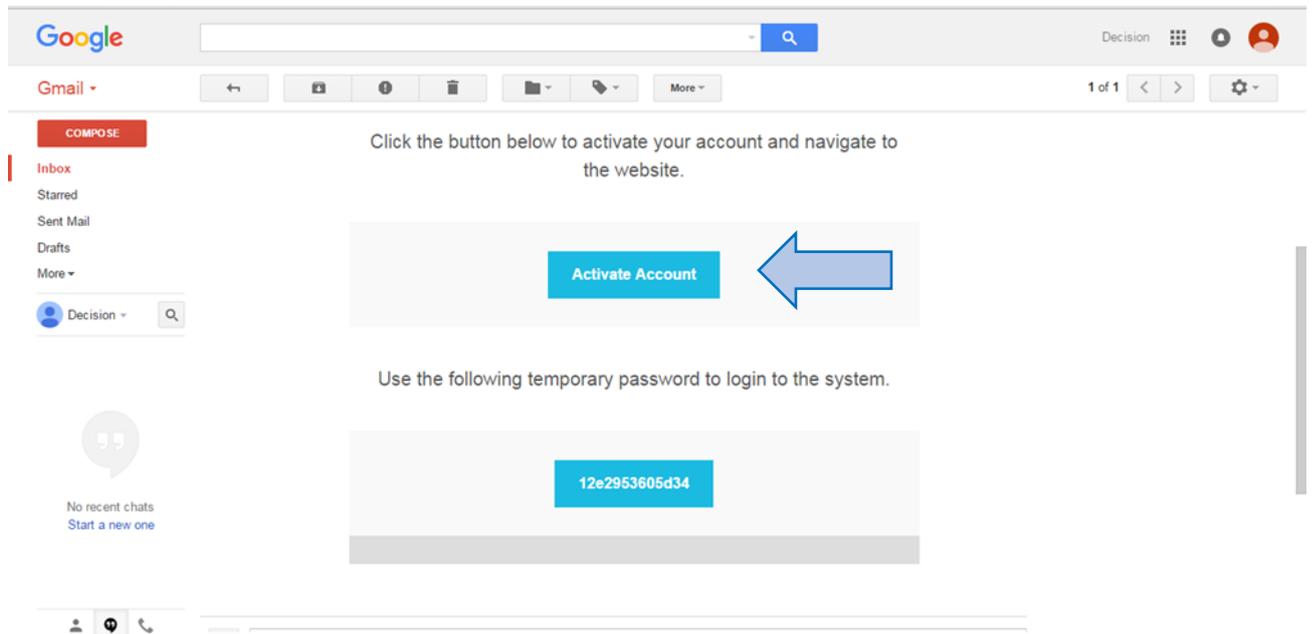


1 REGISTRATION BY INVITATION (SENT FROM NIPAS)

- Check the registered email account for a **“No reply”** email entitled **“NIPAS System Notification”**.
- Open the applicable Email.
- Copy the unique once-off password.

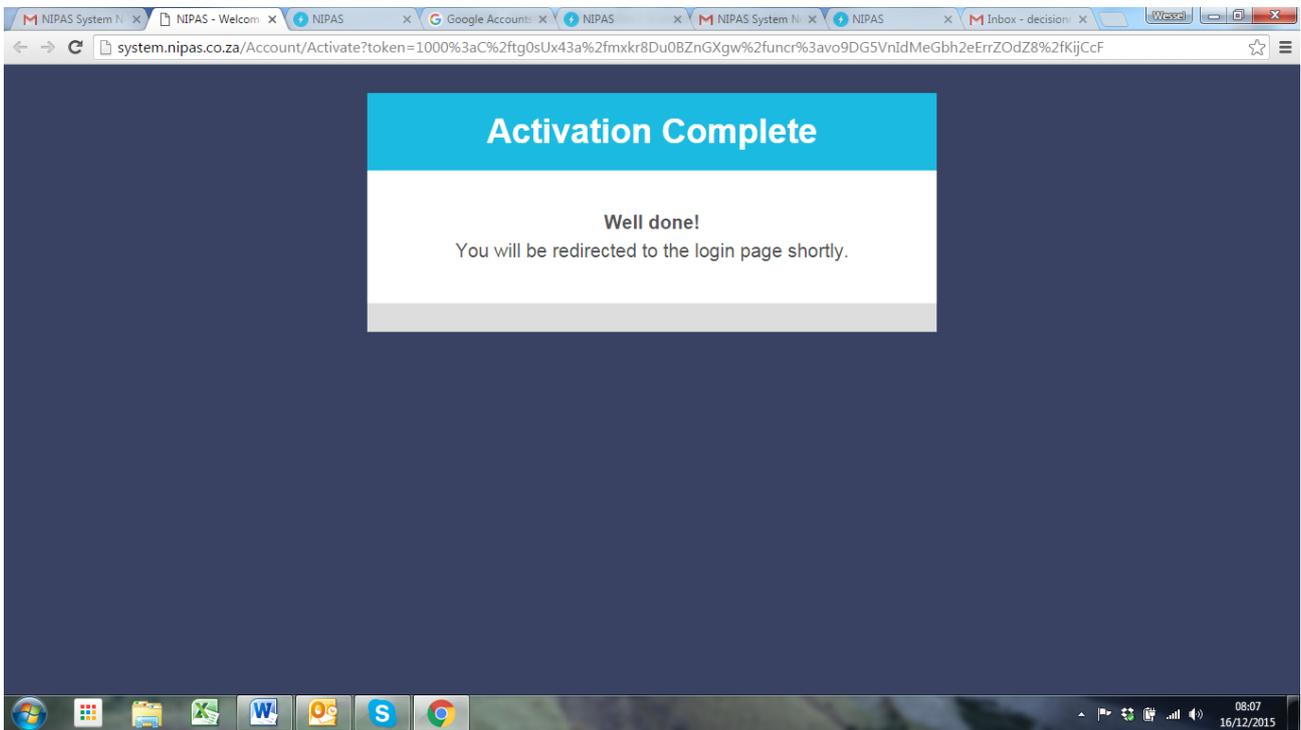


- Click on **“Activate Account”** button.

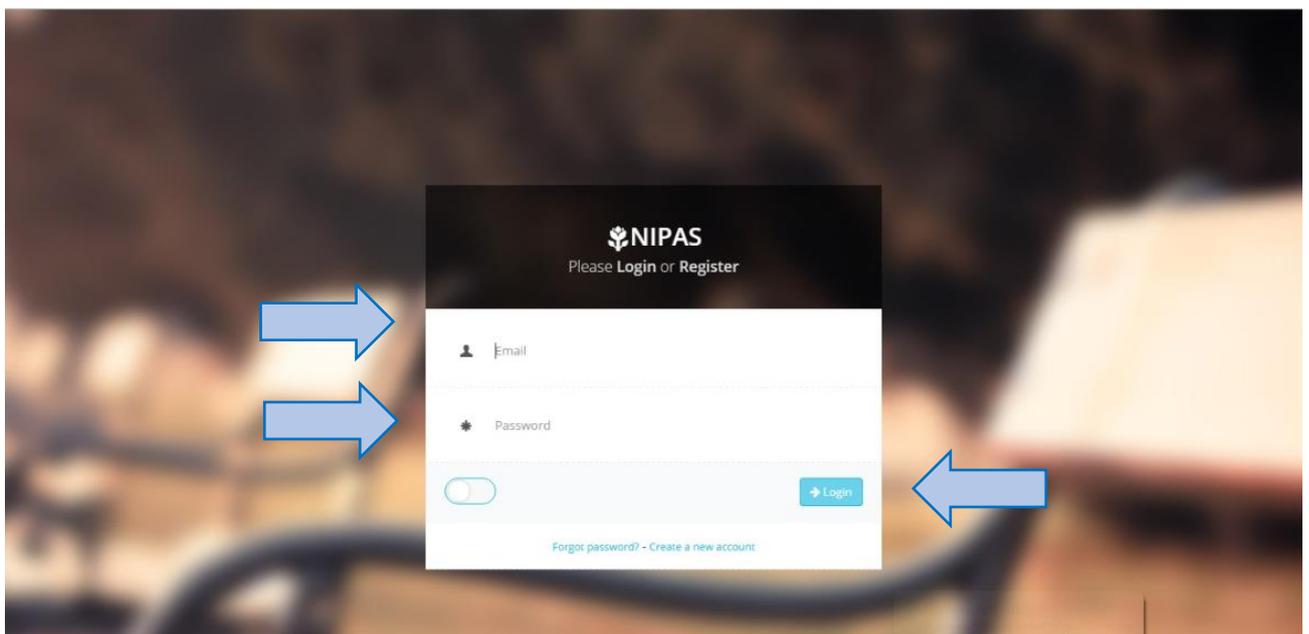




- A notice will confirm that the activation is complete.

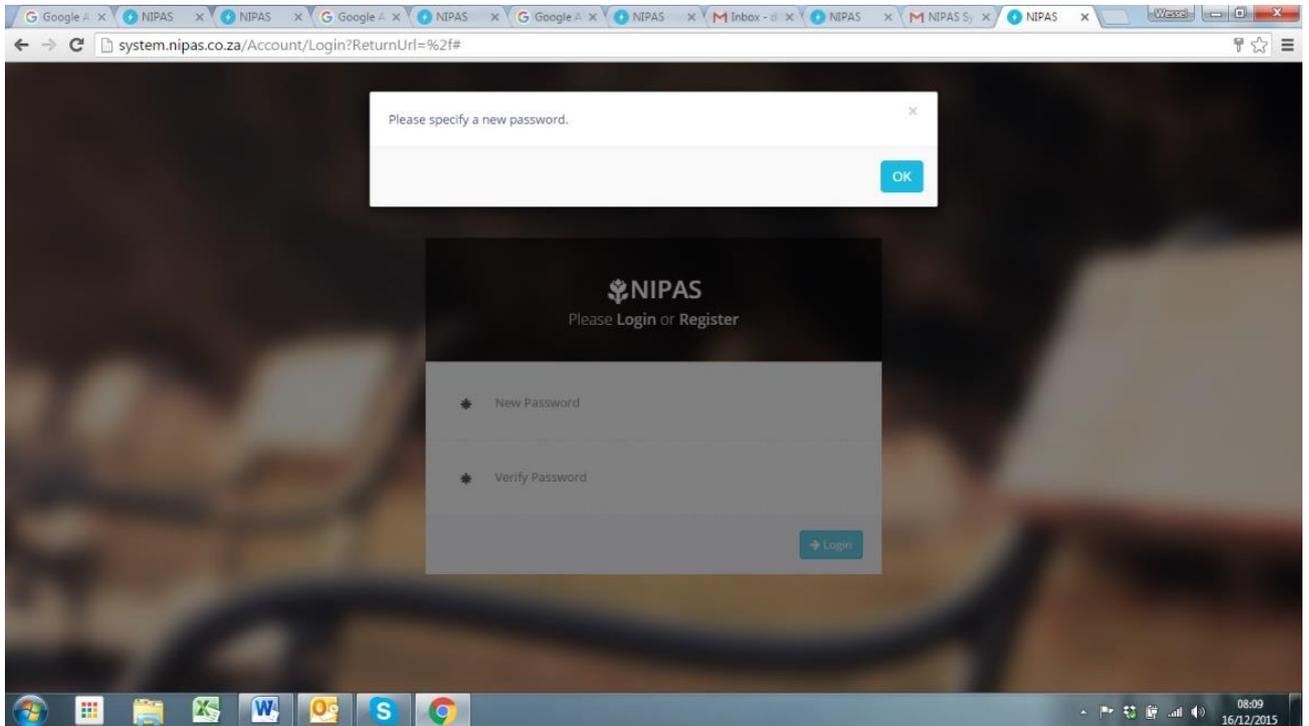


- The user will be automatically be redirected to the NIPAS website (www.nipas.co.za), where the log-in screen will be displayed.
- Enter your selected / registered email address in the **“Email”** tab.
- Paste your password in the **“Password”** tab.
- Click on the **“Login”** button to log-in.





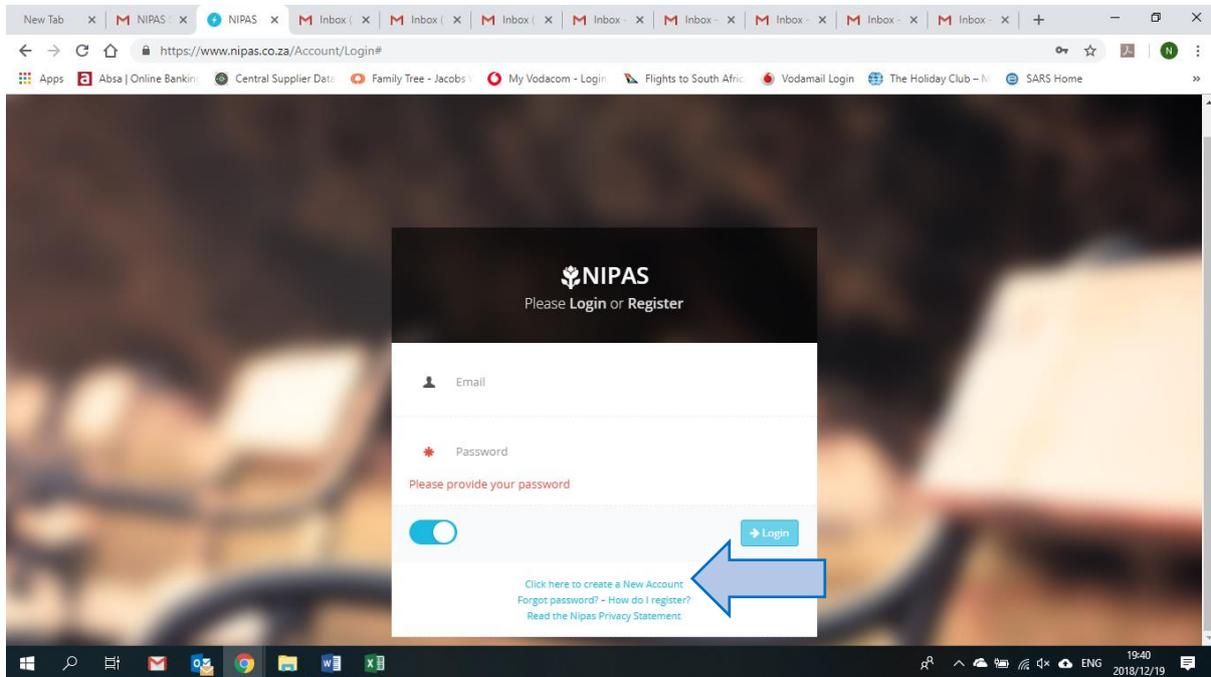
- A notification will request the user to insert a new password.
- Click on the “OK” button and insert your new password.
- Verify your new password and click on the “OK” button to log-in.



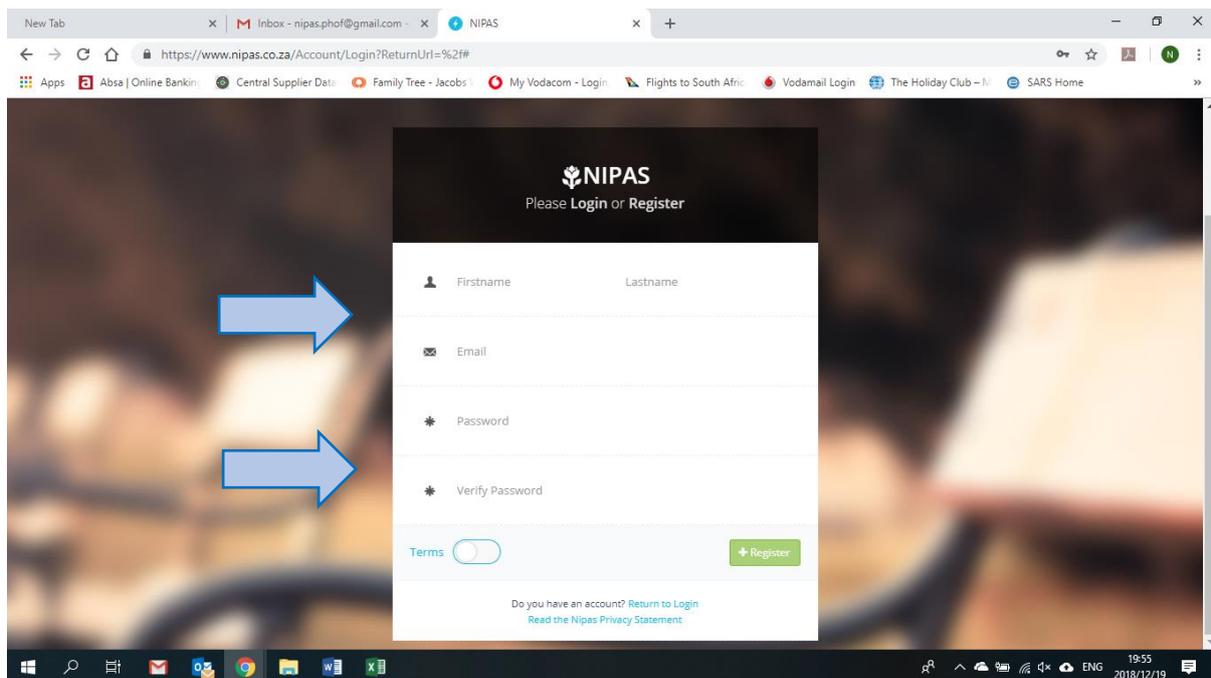


2 REGISTRATION BY OWN INITIATIVE

- Open the National Website for NIPAS, by visiting : - <http://www.nipas.co.za>.
- Select : - “Click here to create a new account” option.

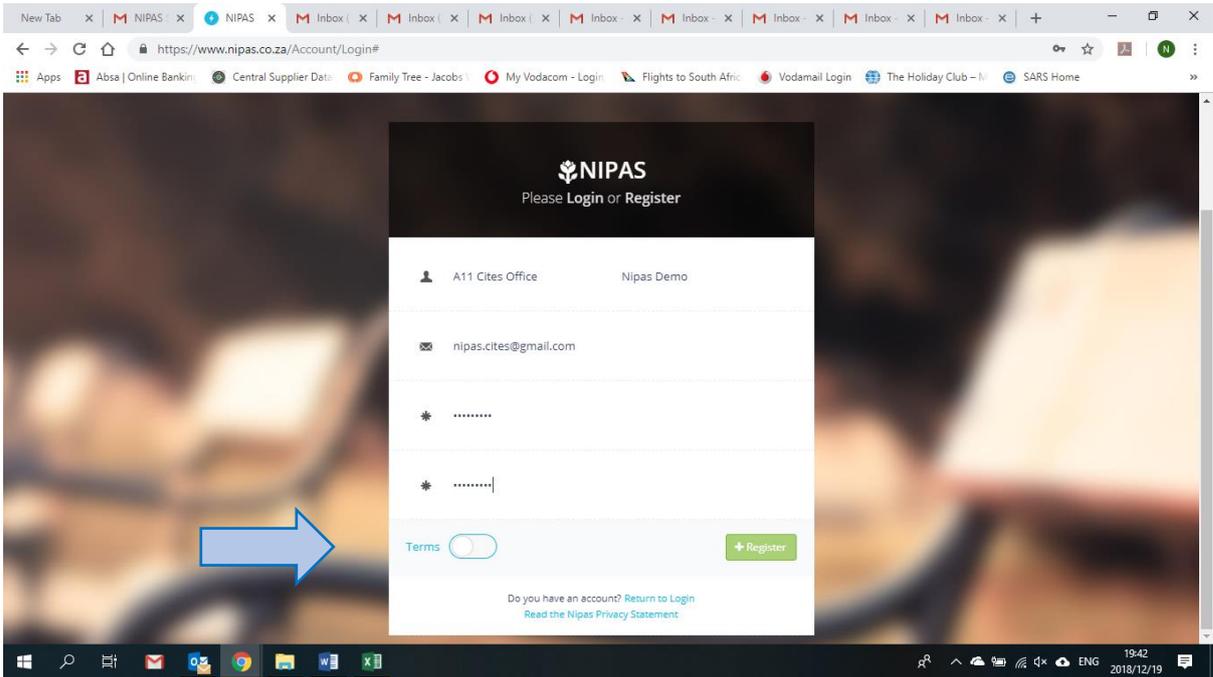


- Complete the required fields as indicated.

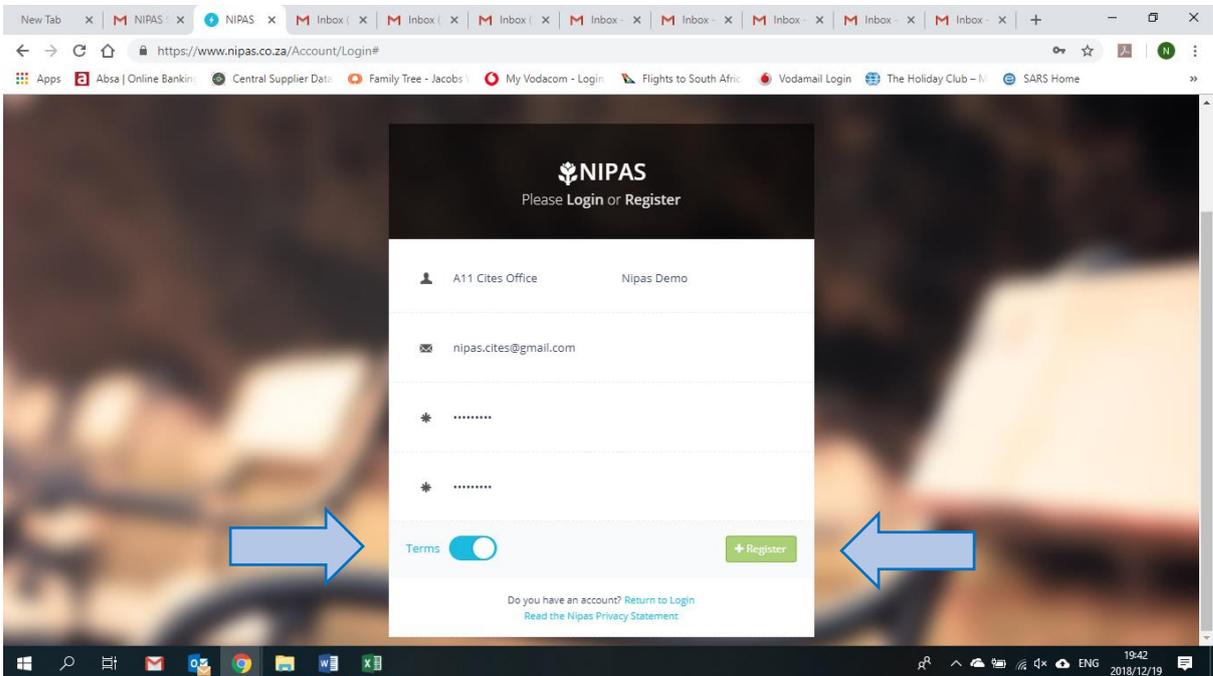




- After reading the terms, click on the “Terms” button.

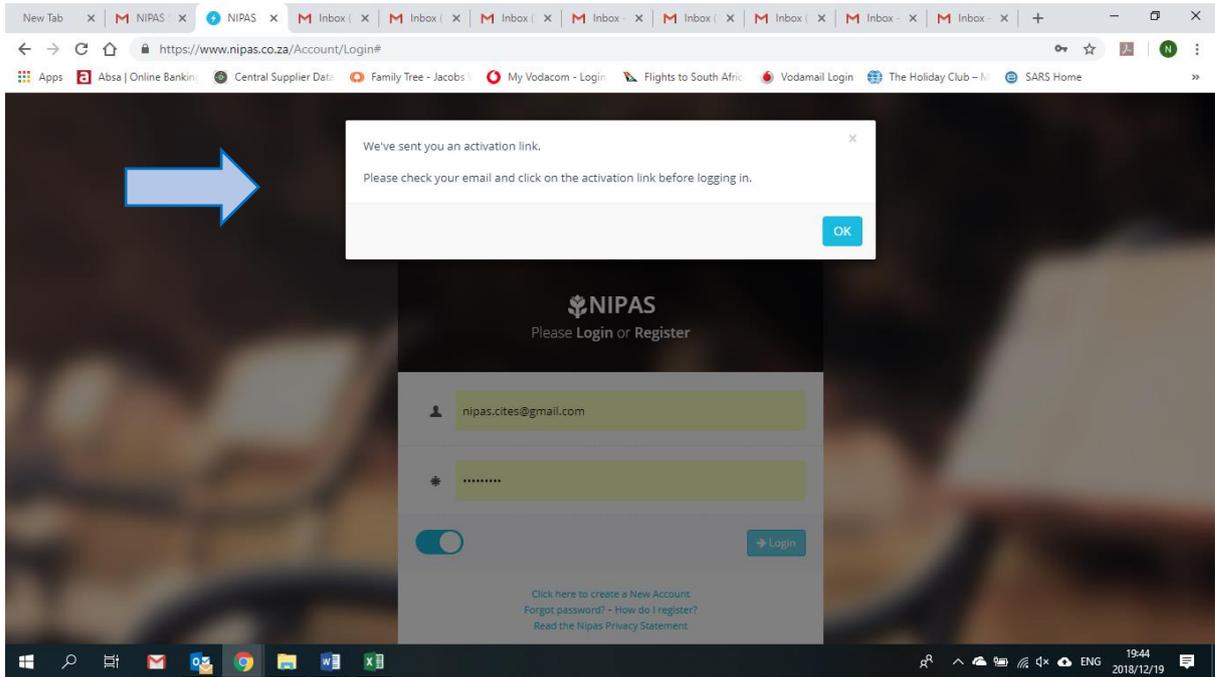


- The “Terms” button will change colour indicating acceptance thereof.
- Click on the “Register” button to register as a first-time user.





- A notice will confirm that an email was sent to your registered email address.

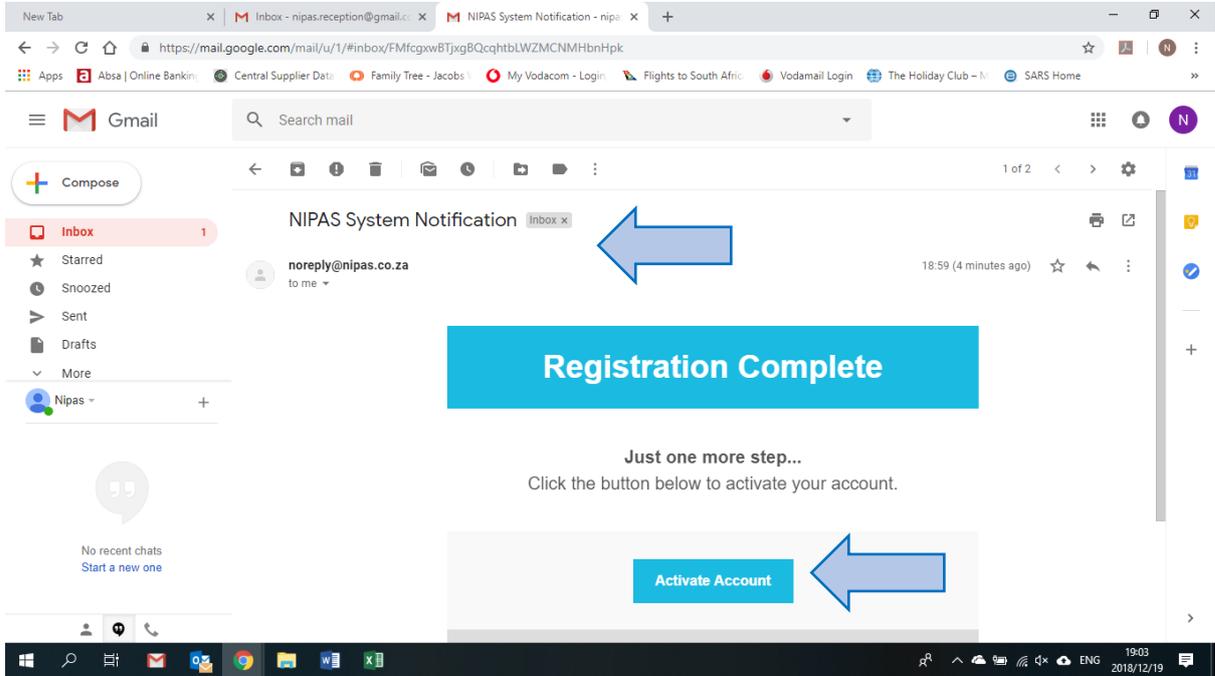


- Log onto the registered email account and open the **“No reply”** email entitled **“NIPAS System Notification”**.
- Depending on the email service provider, there might be a time delay in receiving the email, please wait a few minutes and frequently refresh your email account to receive new emails.

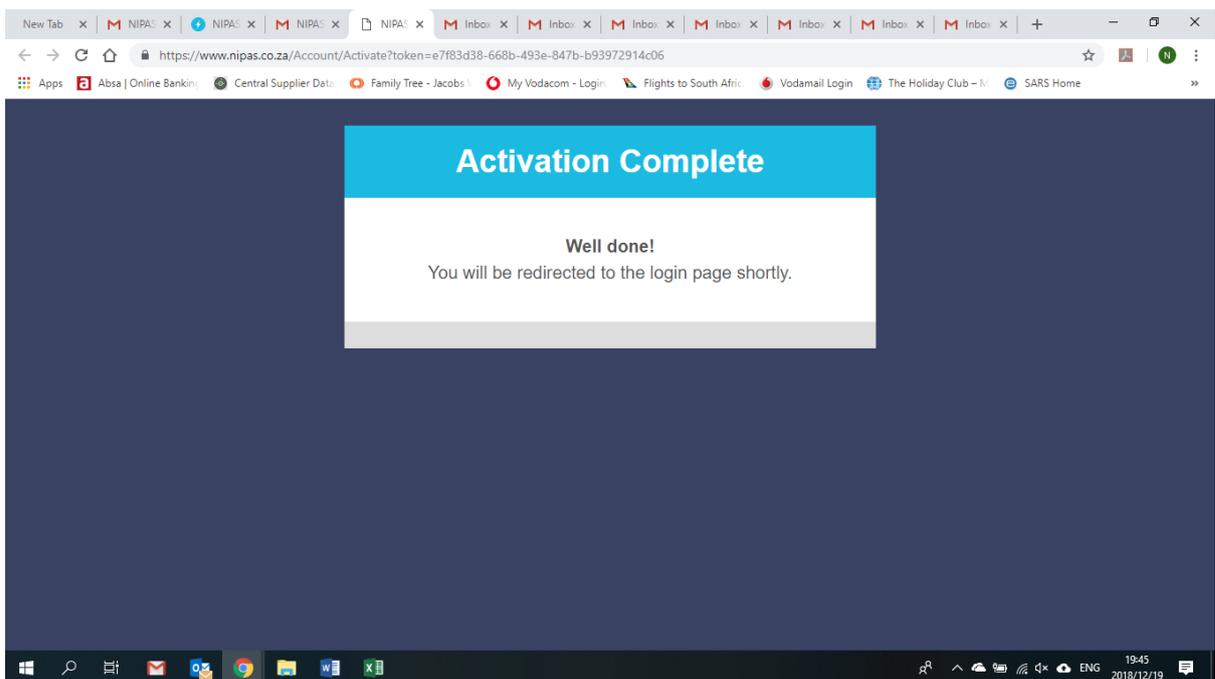


3 COMPLETING YOUR REGISTRATION

- Check the registered email account for a confirmation **“No reply”**. email entitled **“NIPAS System Notification”**.
- Open the email and click on the **“Activate Account”** button.



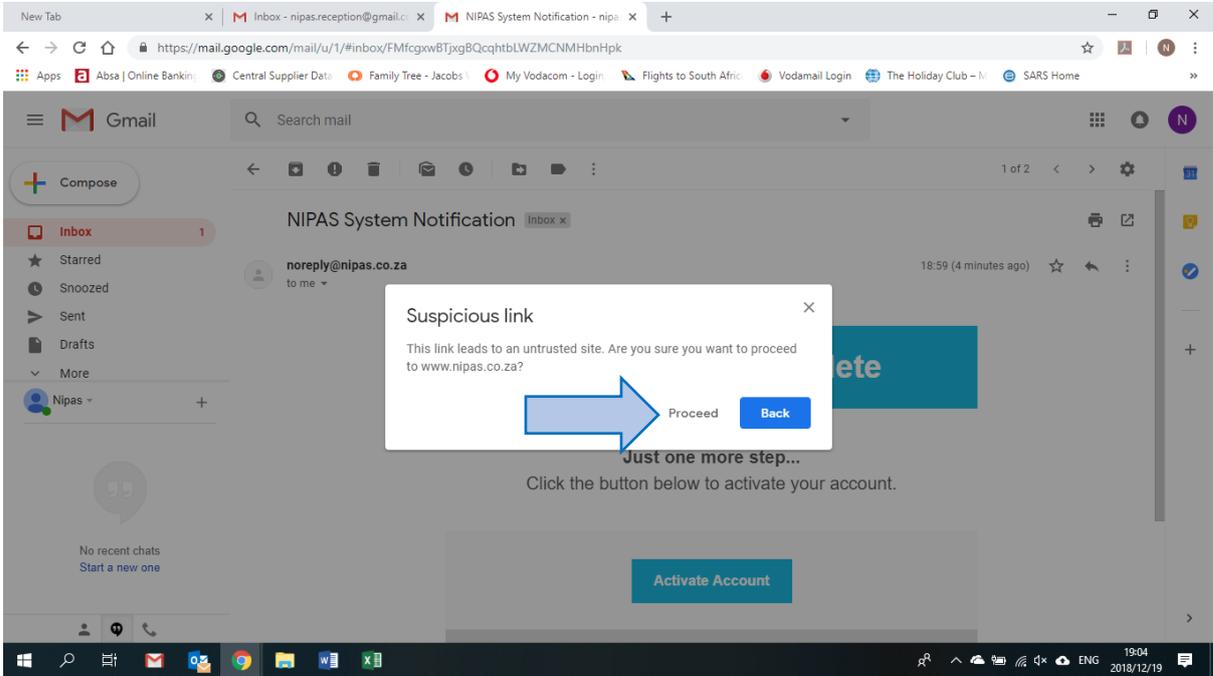
- A notice will confirm that the activation is complete.
- The user will automatically be redirected to the NIPAS website (www.nipas.co.za), where the log-in screen will be displayed.



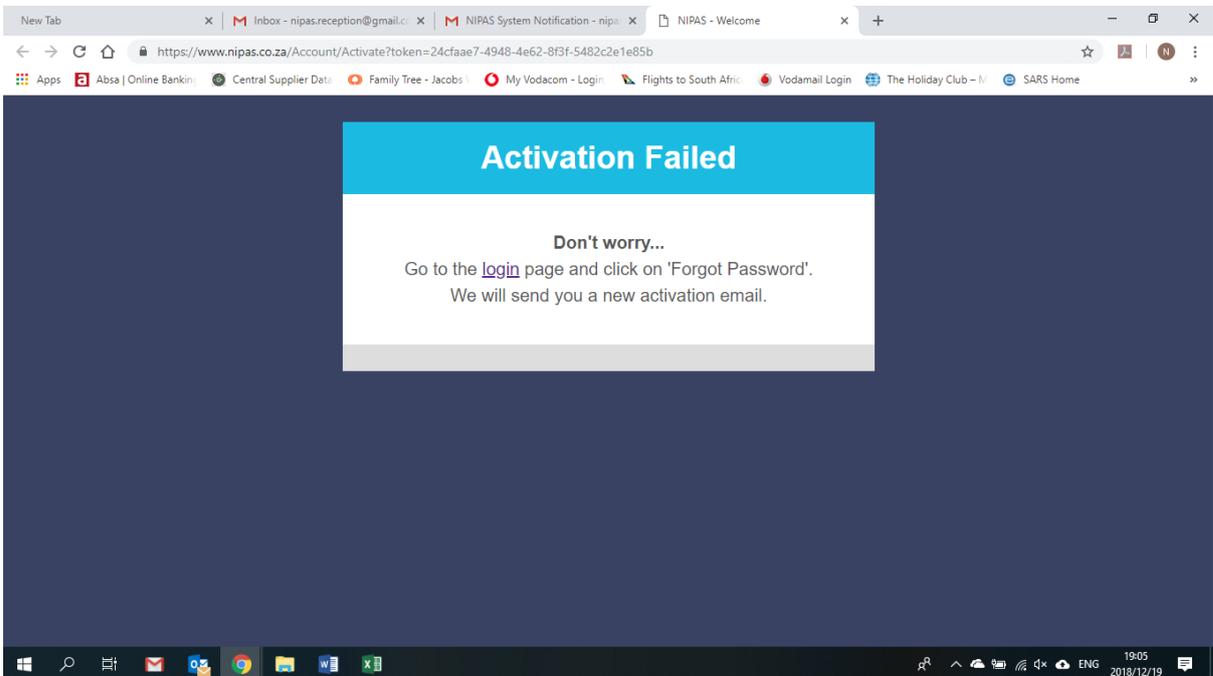


4 WHEN ACTIVATION FAILED / RESETTING THE PASSWORD

- Depending on the email service provider / your security settings, there might be a problem with activation.
- Open the notification and click on the **“Proceed”** button.



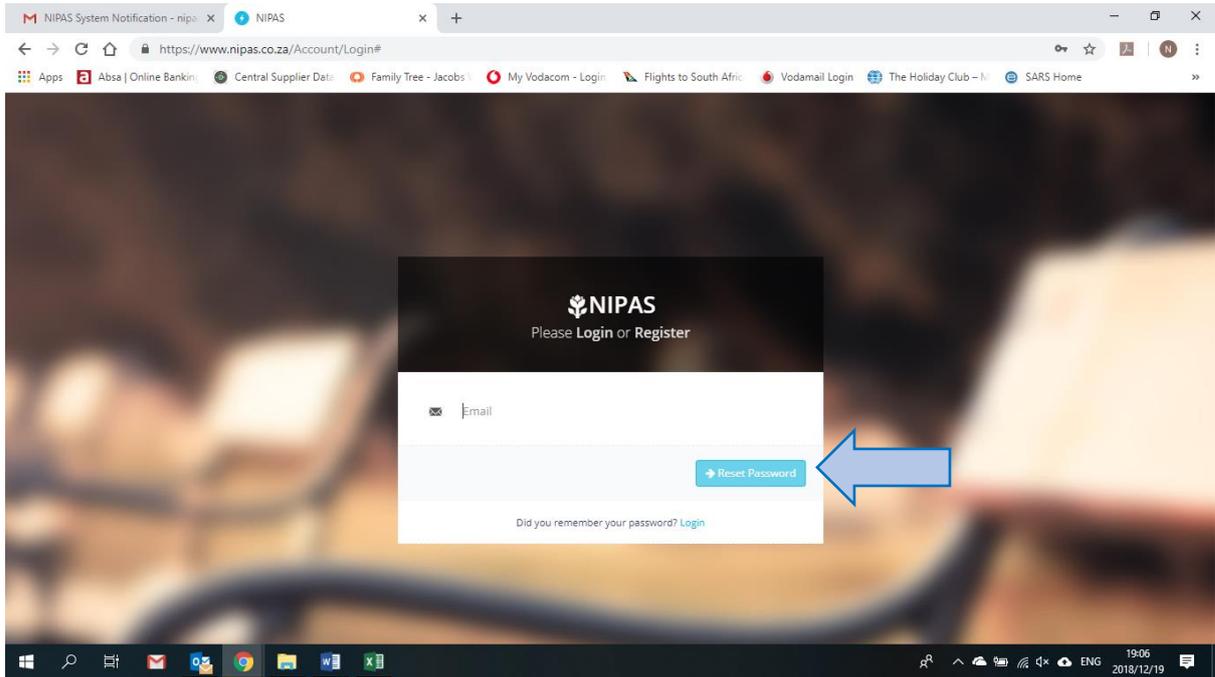
- A notice will inform that the activation has failed.



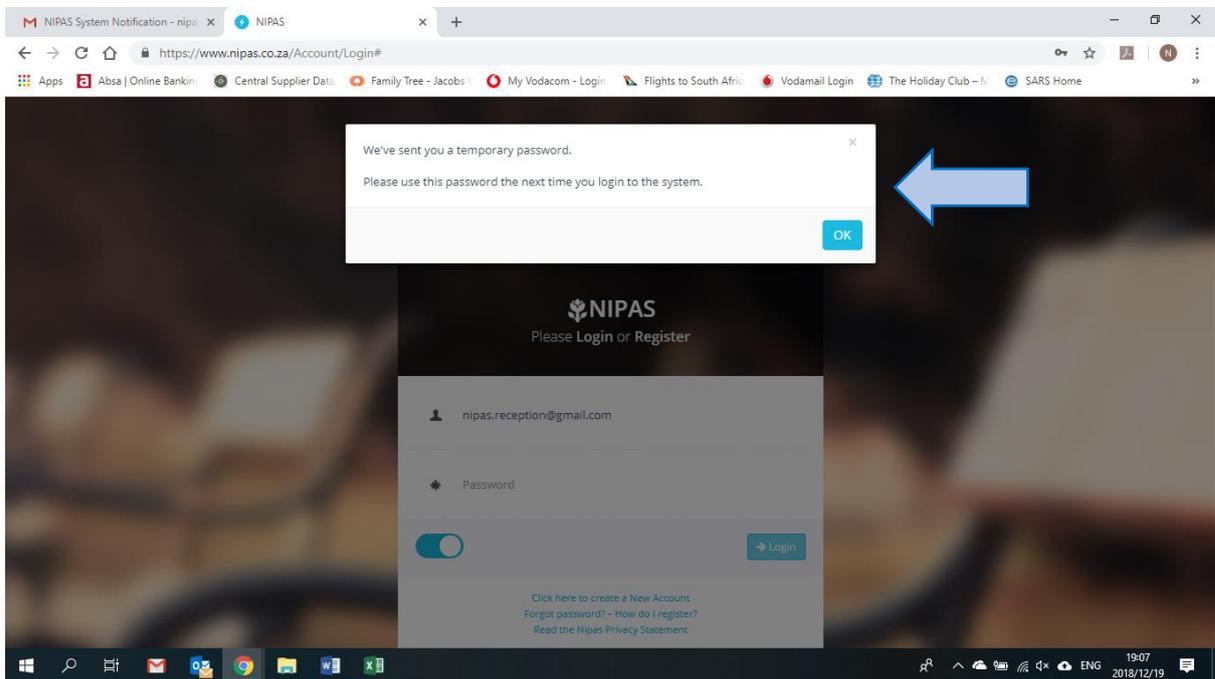
- The user must manually then return to the NIPAS website (www.nipas.co.za), where the log-in screen will be displayed requesting the applicable email address to be completed.



- Click on the “Reset Password” button.

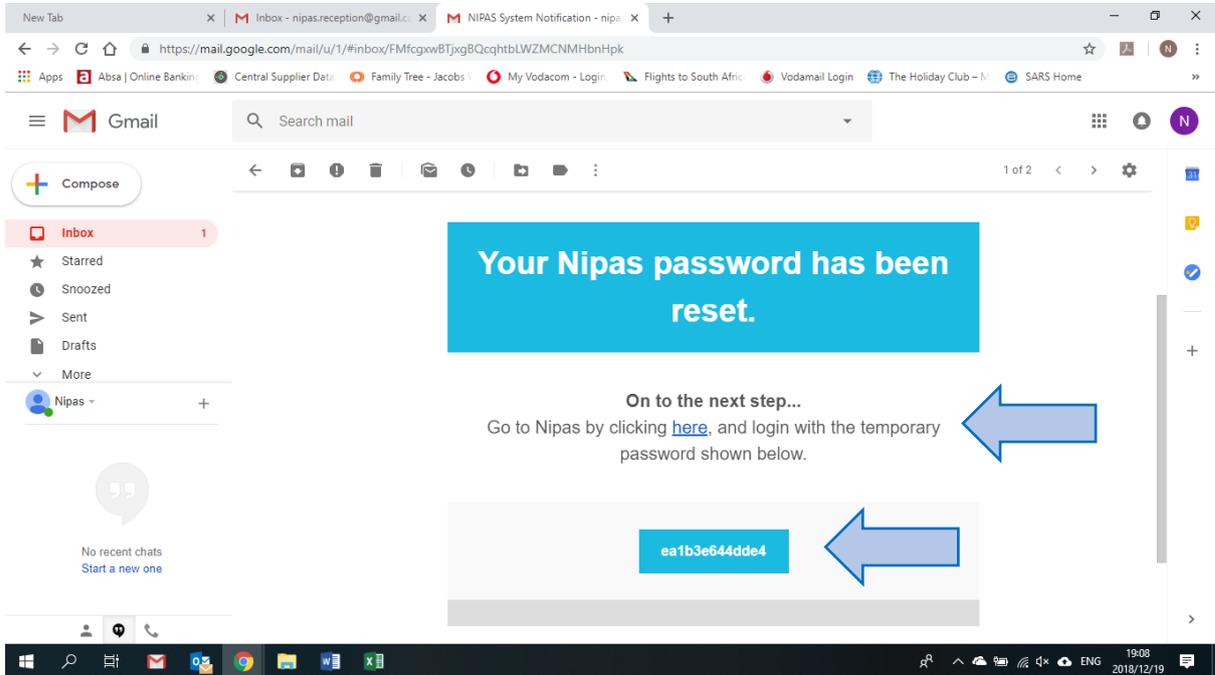


- A notice will inform that a temporary password has been send to the selected email address.

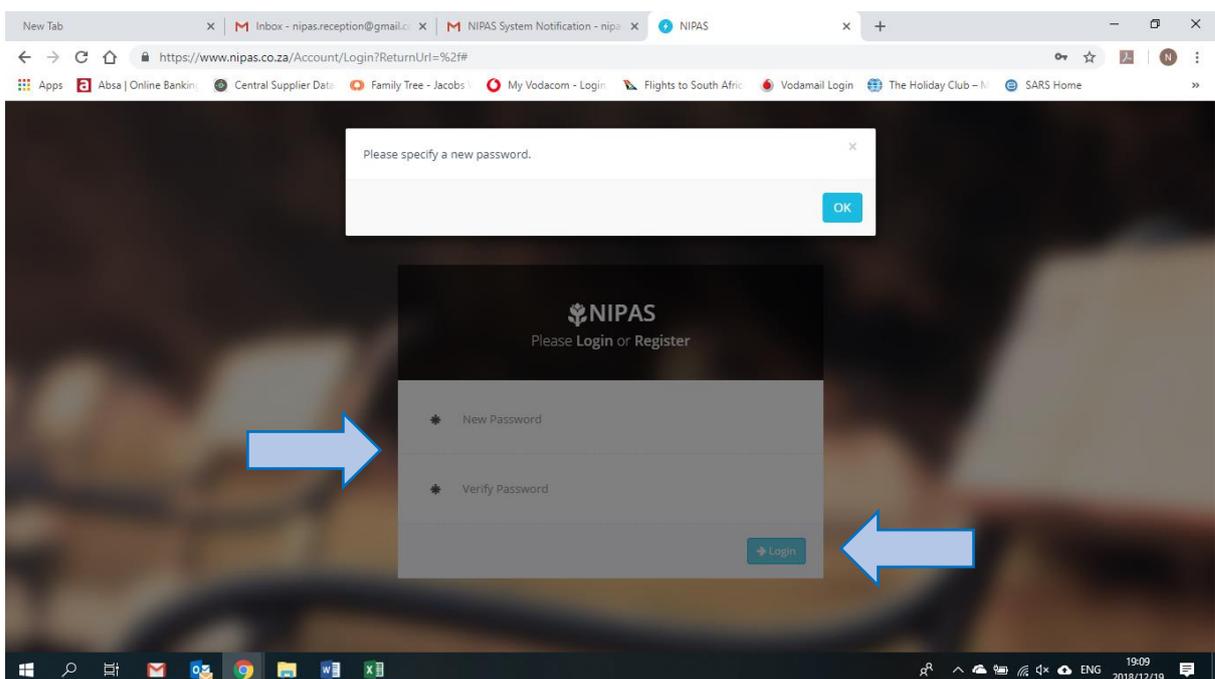




- Log onto the registered email account and open the **“No reply”** email entitled **“NIPAS System Notification”**.
- Copy the temporary password provided and return to the NIPAS website (www.nipas.co.za) by clicking on the text, indicated by the word **“here”**.



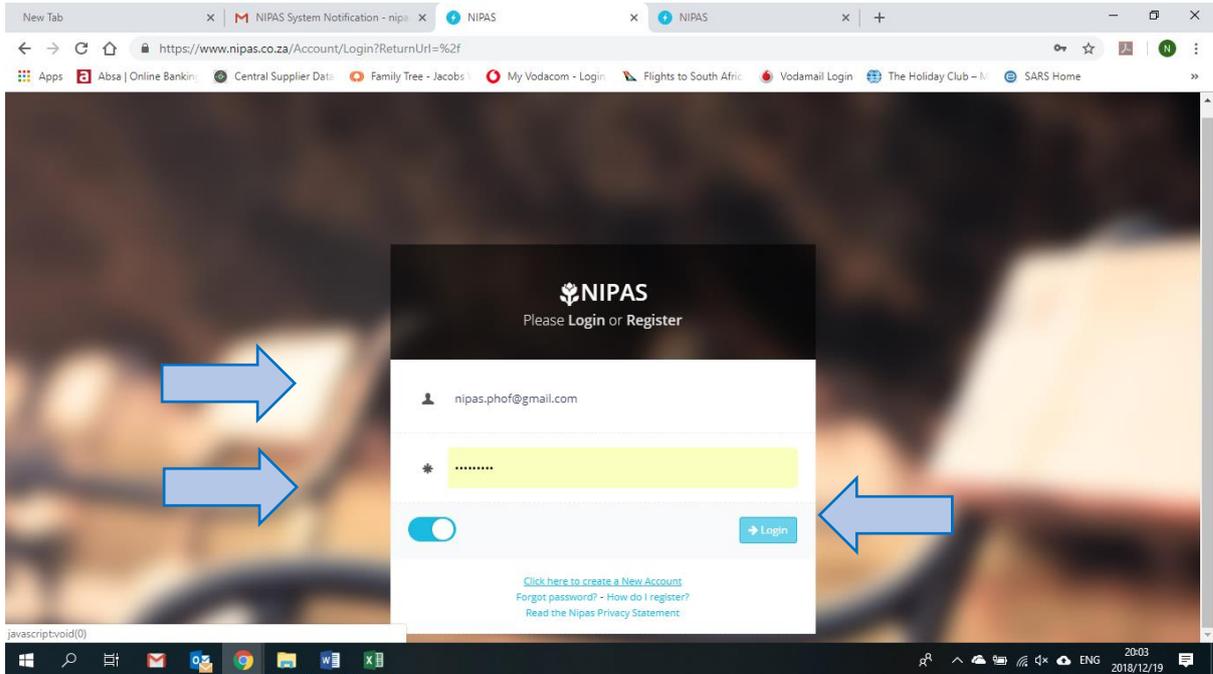
- The user will automatically be re-directed to the NIPAS website (www.nipas.co.za), where the new log-in screen will be displayed requesting the applicable temporary password to be completed.
- Record the new personal password and complete a second time to verify correctness.
- Click on the **“Login”** button to proceed.



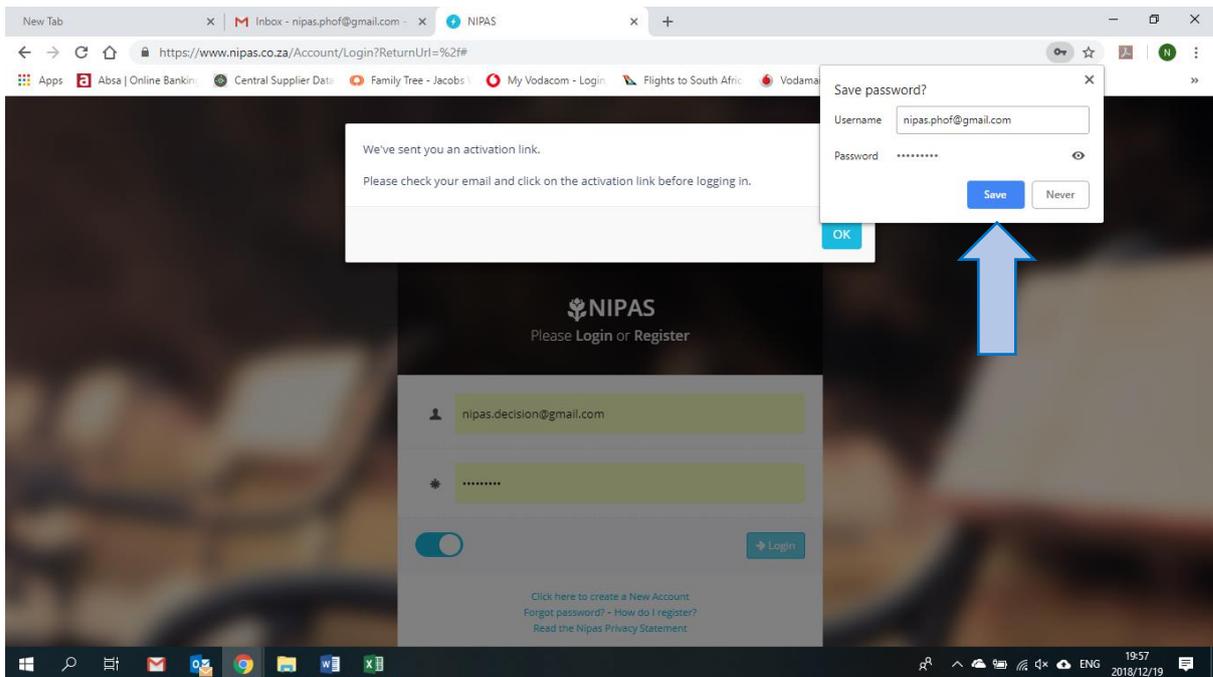


5 LOGGING IN

- Enter the registered email address in the **“Email”** tab.
- Enter the registered password in the **“Password”** tab.
- Click on the **“Login”** button.



- Indicate whether the logging details should be remembered by clicking on the blue **“Save”** button on the notice.

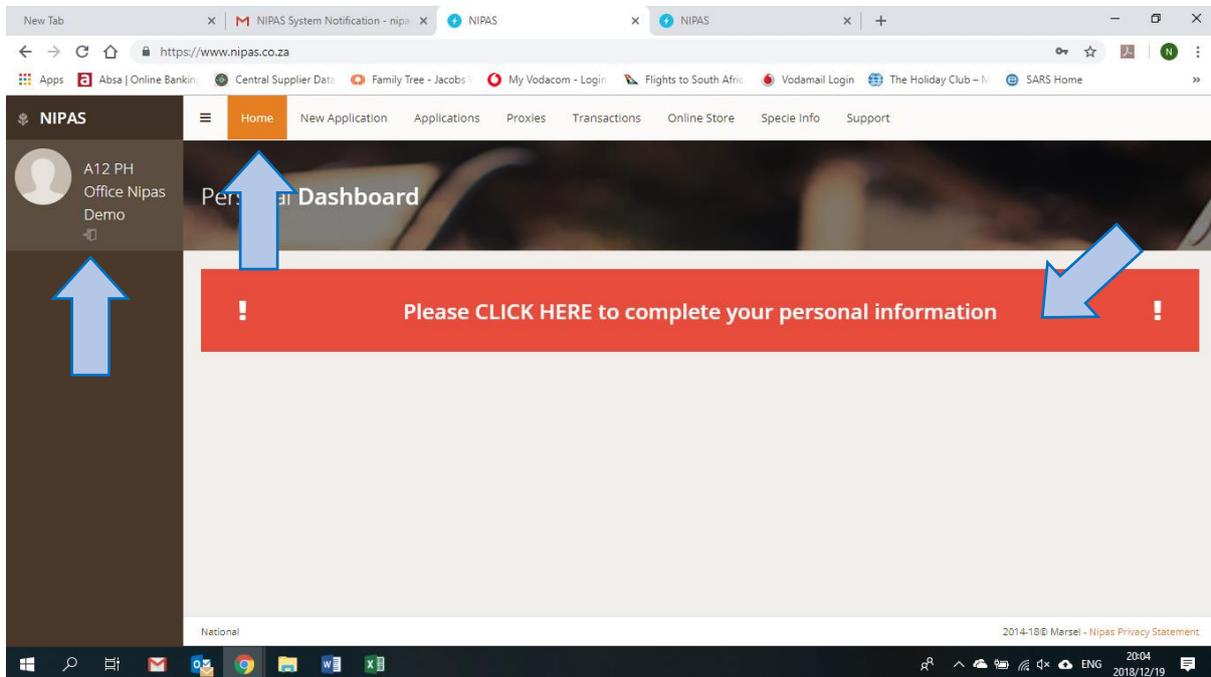




6 PERSONAL HOME PAGE

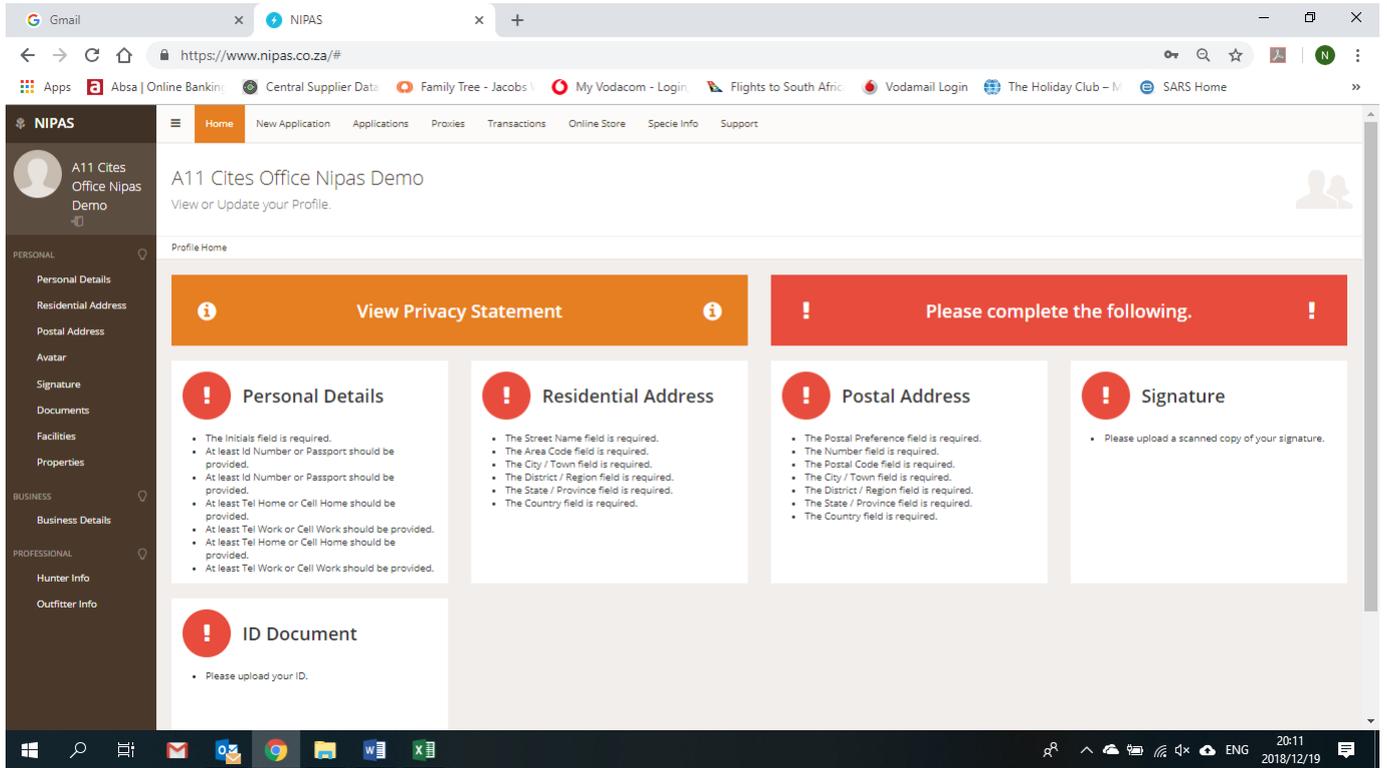
6.1 Homepage or Landing page

- Open the National Website for NIPAS, by visiting <http://www.nipas.co.za>.
- Upon initial landing on the personal homepage, the user will be prompted by a red banner to insert / update any outstanding personal information as minimum requirement before any application can be submitted.
- On the Top Main-Menu tab, select **“Home”** to return to the home page at any time.
- To exit, select the **“Logout”** icon, situated underneath the **“User Profile Picture / Avatar”** indicated by the **“open door icon”** 
- Click on the notification (Red-banner) to be re-directed to the applicable sub-menus.

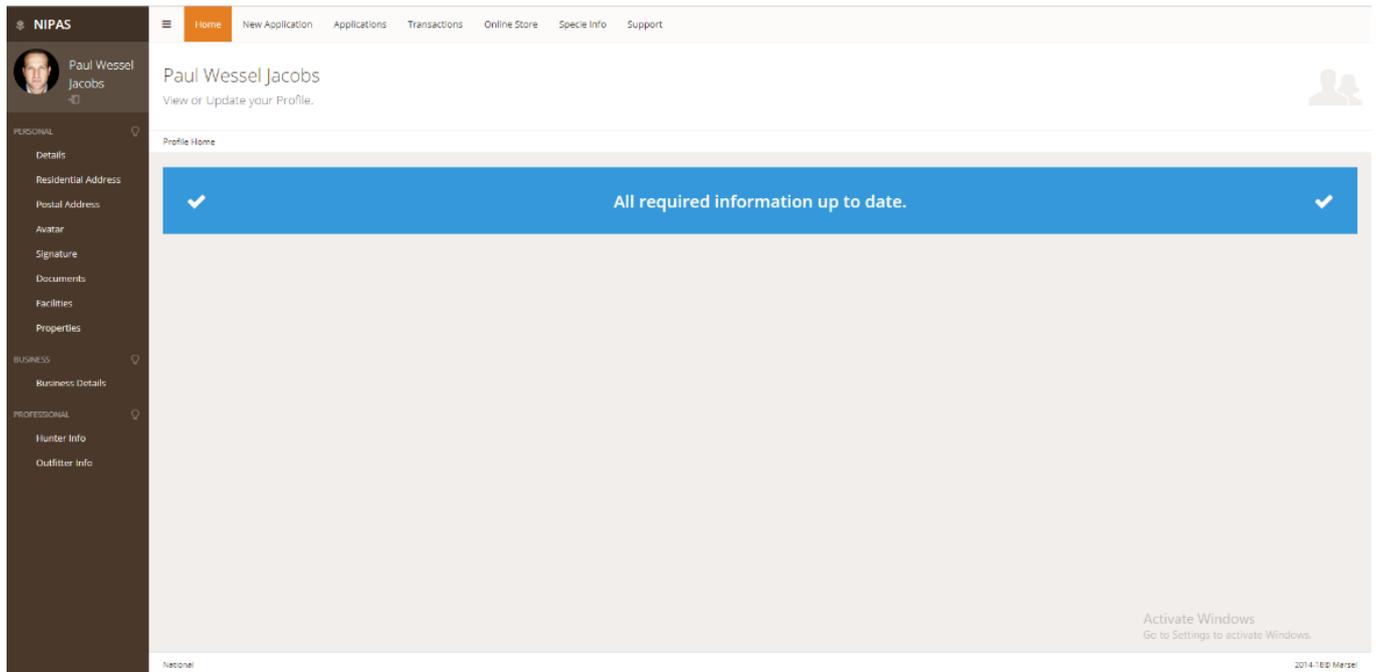




- This interactive dynamic notification will indicate precisely what is required.



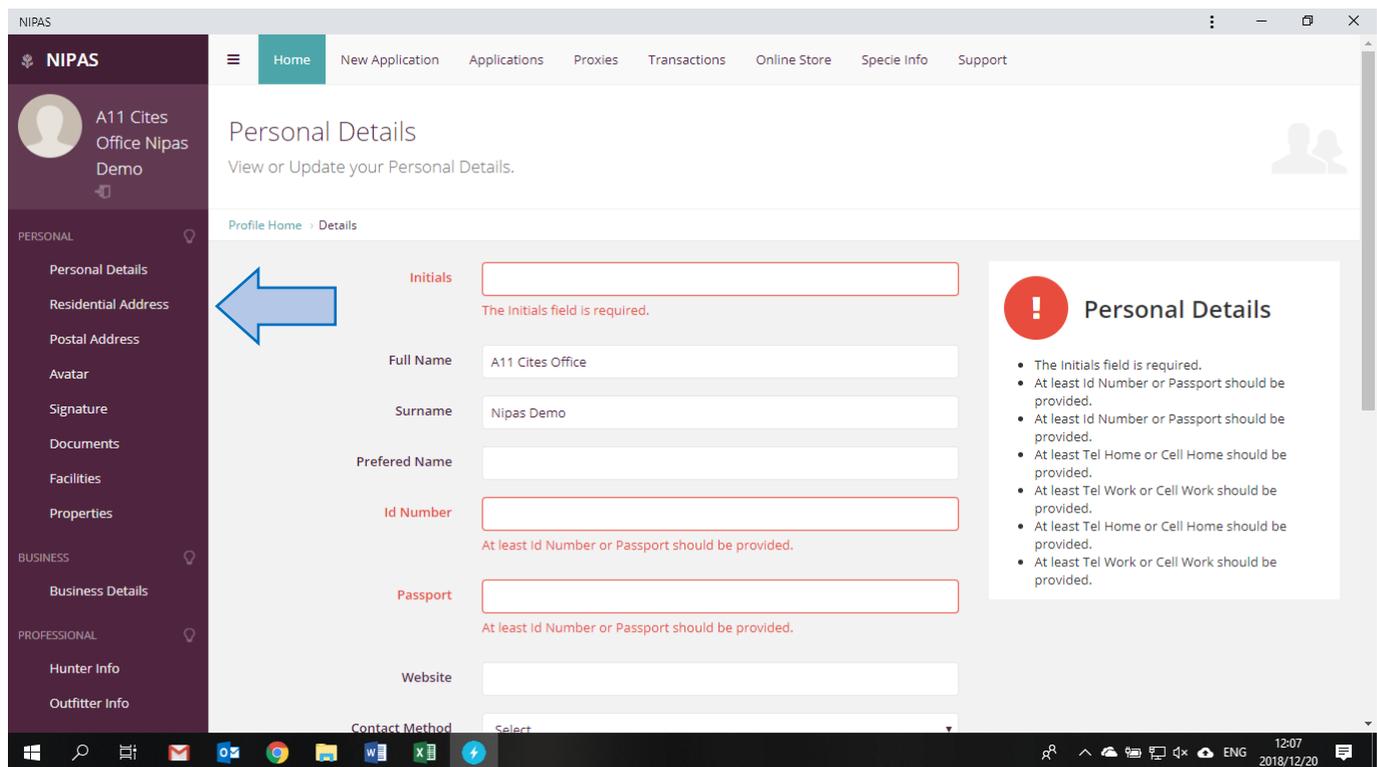
- This interactive dynamic notification will only disappear once all the compulsory fields have been completed.





6.2 Personal Profile

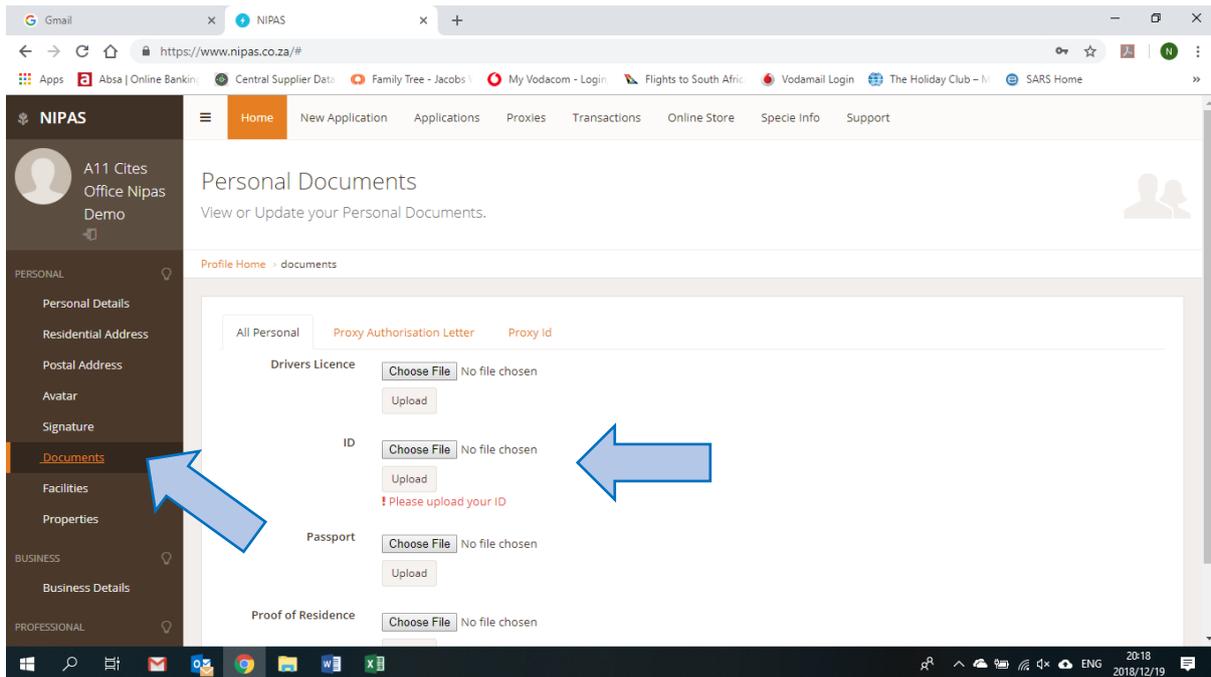
- The personal profile can also be opened by selecting the **“User Profile Picture / Avatar”** at the top left corner of the screen, initially indicated by the  icon, until you upload a personal profile picture.
- Use this unique opportunity, to start with the population of data on your own personal profile.
- Click on the individual tabs on the left-hand side menu, to open the appropriate field to populate.
- Populate the data fields (Personal details, Residential & Postal address, Profile picture, Signature, Documents, Facilities, Properties, Professional Hunter, Hunting Contractor / Outfitter), as best possible and upload all relevant documents.
- Once done, you will never have to do it again, unless you need to update the information.
- This will simplify future applications for submission to participating provincial permit offices.
- When the minimum requirements are met / fields to be completed, a notification will confirm as such.





6.3 Uploading of documents

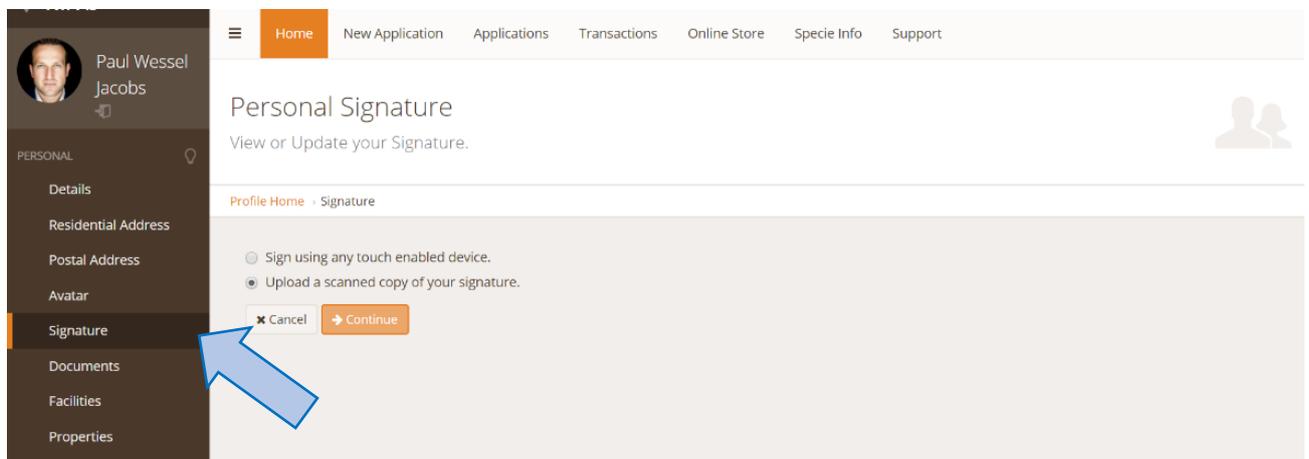
- Upload any supporting documents that are applicable to your profile under the “Documents” tab.
- Once done, the information will be stored permanently or until you choose to edit or delete it.
- Once verified by an official, the document name will change colour and it will be ready for future applications.
- Later, when making payments, use the “Unique Application ID” as reference when making payments, per individual application.





6.4 Adding your signature

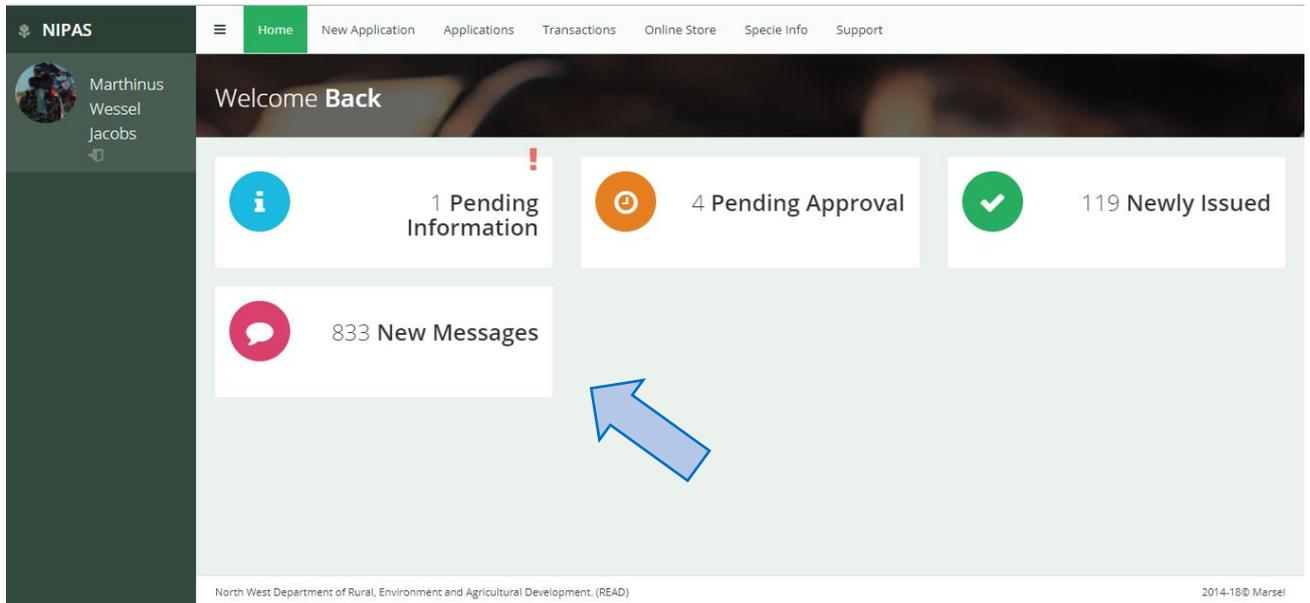
- If you add a signature, all applications made, and documents issued to you, will be digitally signed.
- Click on the **“Signature”** tab and then on the **“New Signature”** button to upload a signature either by:
 - recording the signature directly when operating from a touch screen device, or
 - recording the signature on white paper and then uploading it in picture format. (Please note the functionalities available to (a) set the transparency of the signature when captured on a piece of white paper and (b) to crop the picture to the required size)
- Once added, the electronic signature will be added to all applicable documents and correspondence.





6.5 Notifications

- Notifications on the “Home” screen will always indicate a summary of task waiting for your attention.
- Select the applicable notification by clicking on it to activate the direct link or shortcut functionality.

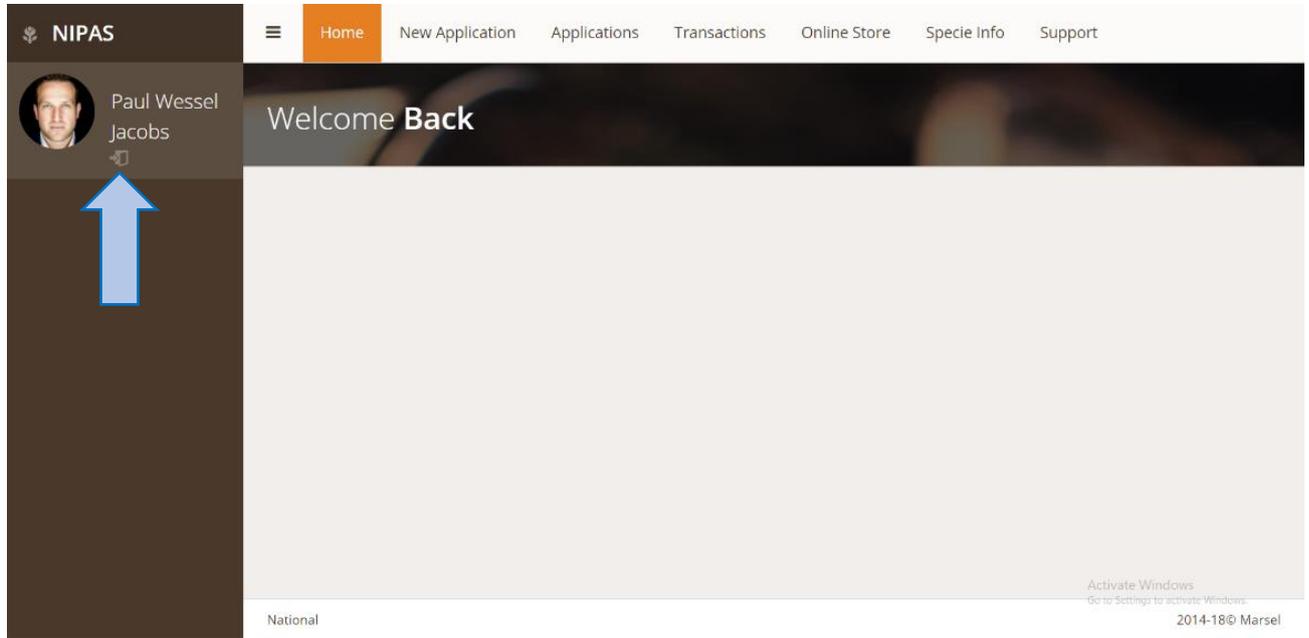


- The notification: “New Messages” opens all communications that the user has not yet attended to.
- By selecting any one of the messages, the user can follow the dialog for that applicable application.



7 LOGGING OUT

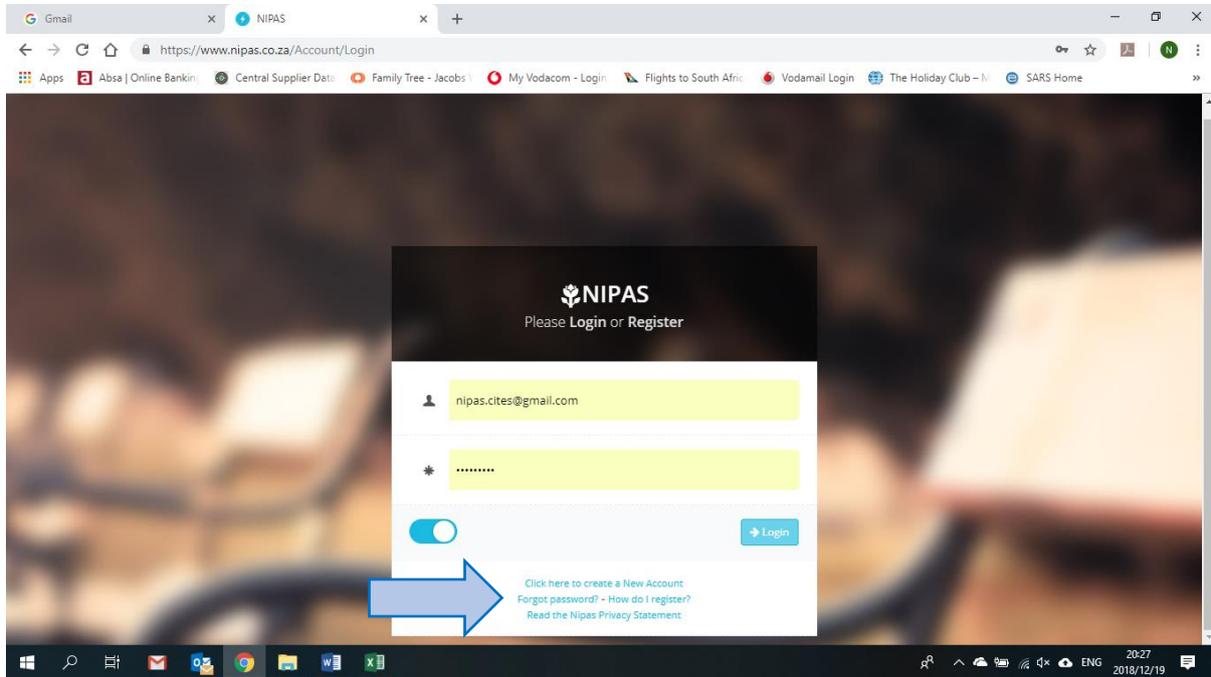
- Click on the “Log Out” icon situated underneath the “User Profile / Avatar” (indicated by a door icon).



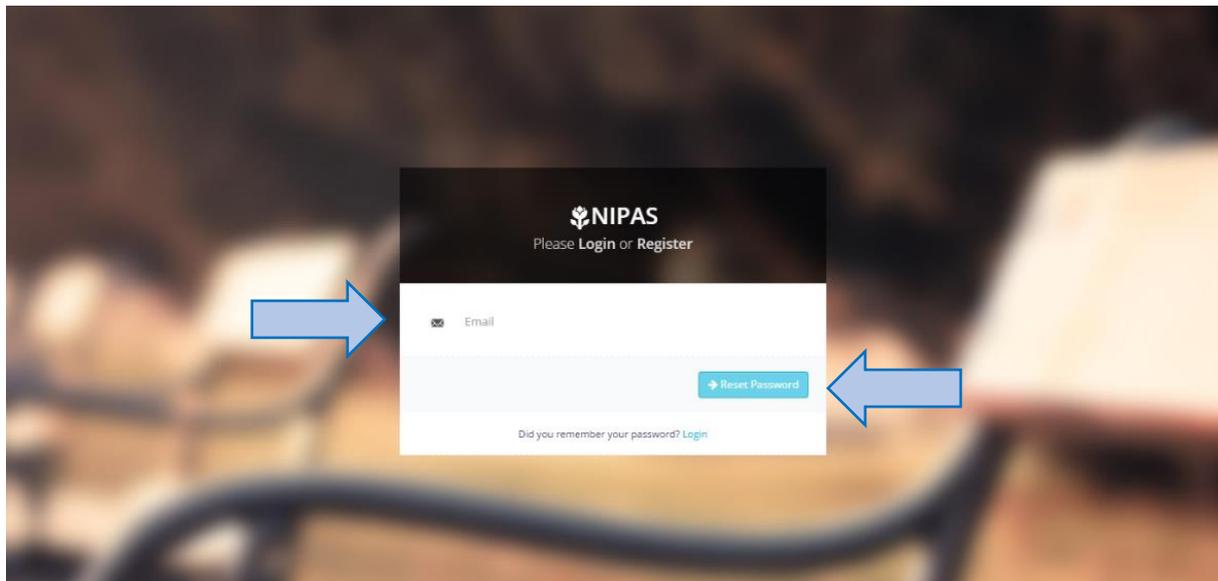


8 FORGOT YOUR PASSWORD

- Click on the **“Forgot Password”** option on the log-in window.



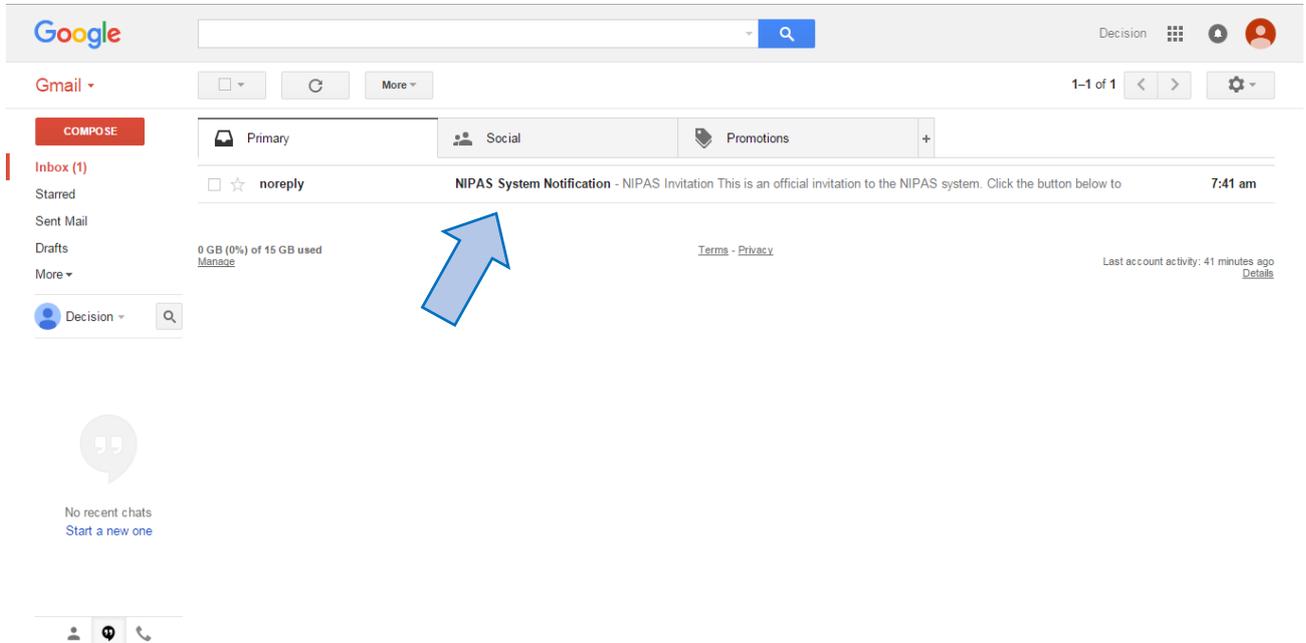
- Enter the registered email in the **“Email”** tab and click on the **“Reset Password”** button.



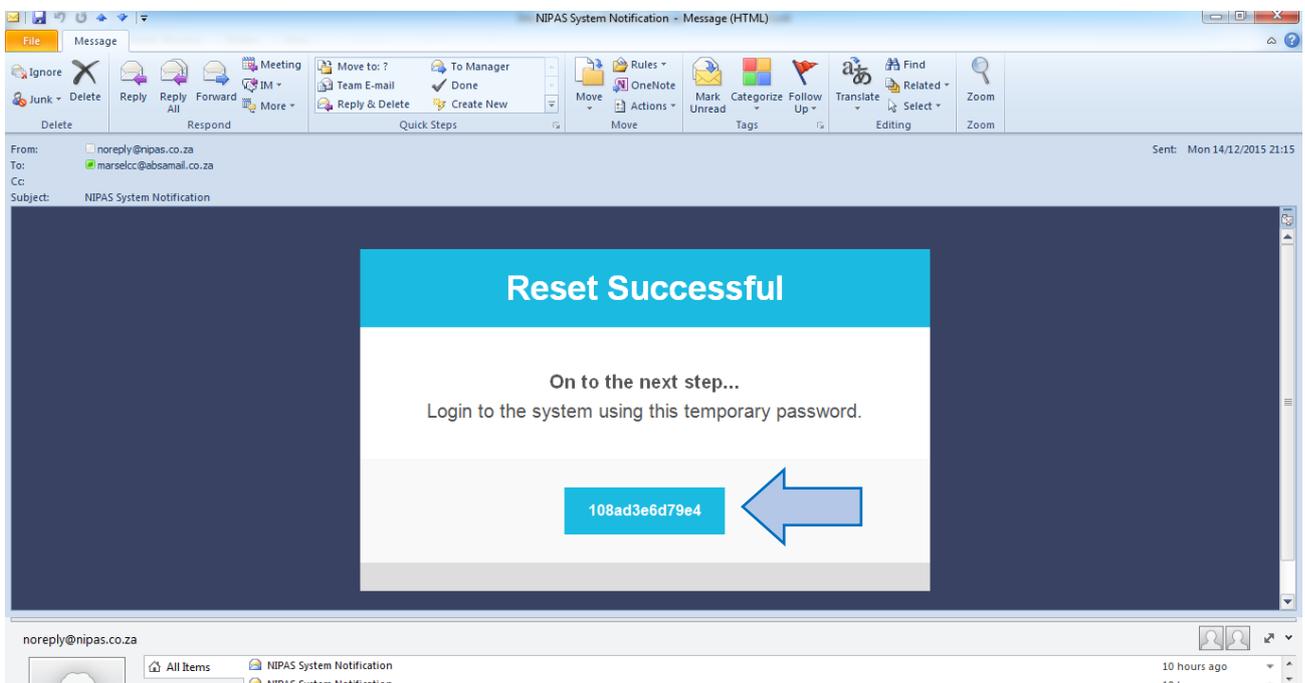


9 NEW PASSWORD REGISTRATION

- Check the registered email account for a **“No reply”** email entitled **“NIPAS System Notification”**.
- Open the Email.



- Copy the unique password.



- Paste your password in the **“Password”** field.
- Click on the **“New Password”** button.
- Continue to log-in as normal.



For any queries, please contact us at support@nipas.co.za



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