
EYES AND EARS (E2)

Sign Up Procedure

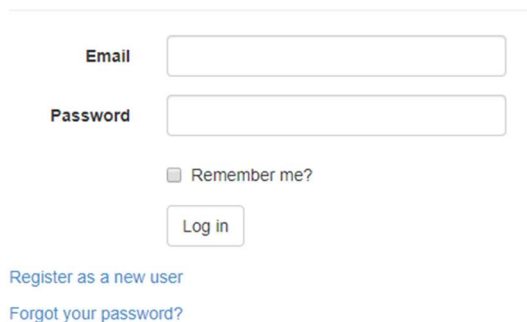
Open <https://e2.bac.org.za/> in an internet browser such as Microsoft Edge, Chrome, Firefox or Opera. *Do not use Microsoft Internet Explorer.* Read through the information. Should your company be interested to participate in E2, download the E2 Standing operating procedures by clicking on 'Download the SOP'. Print, sign and scan the SOP and ensure you have pdf copies of all the required documents. Click on "Apply for E2".

1. Log in

The page should contain:

Log in.

Use a local account to log in.



The screenshot shows a login form with the following elements:

- An "Email" label next to a text input field.
- A "Password" label next to a text input field.
- A checkbox labeled "Remember me?" below the password field.
- A "Log in" button below the "Remember me?" checkbox.
- A link "Register as a new user" below the "Log in" button.
- A link "Forgot your password?" below the "Register as a new user" link.

Click on "Register as a new user" or log in if you have previously registered a user on the site. The user logging in, will be responsible for maintaining all the detail of all the companies registered by that user.

2. Register

The page should contain:

Register.

Create a new account.

Name	<input type="text"/>
Email	<input type="text"/>
Password	<input type="password"/>
	Minimum 6 characters, both UPPER and lower case letters, some special characters (eg. !*#%) and some numbers ('0'-'9')
Confirm password	<input type="password"/>
Cell Number for SMS Confirmations	<input type="text"/>
Terms and Conditions	<input type="checkbox"/> Read Terms and Conditions?
<input type="button" value="Register"/>	

The email address becomes the user ID for login. The email address and the cell number is validated, thus ensure that you have current access to both. Click “Register” to continue.

Enter verification code

Code	<input type="text"/>
<input type="button" value="Submit"/>	

Enter the Code you received in an SMS with the text “Your security code for BACSA is: ...” and “Submit”.

3. Control existing company

Click on the menu item “Applications” to get a dropdown and then “Update Company Profile/Application”. The page should contain:

Application Index

Search for the company if not in the list below:

Search for your company. All found companies are displayed:

Application Index

Search for the company if not in the list below:

	Name	Contact Person	eMail	Cell Phone	Phone	SAPS Approval	Status	Logo	Active	
1	Roelof Test	Roelof Viljoen	roelof.viljoen.za@gmail.com	0824606505		Pending	Approved	 None	<input type="checkbox"/>	[Add company]

Click on [Add company] to take control of the record. If your company is not found, click on the button +Create New Application.

4. Application

If you took control of an existing record, the current information will be displayed for your correction or verification. The top half of the page should contain:

Step 1: Company Details

Company Details	
Company Name	<input type="text"/>
Short Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>
Phone	<input type="text"/>
VAT No	<input type="text"/>
Company No	<input type="text"/>
Business Type	Private Security Company ▼

Complete / correct / verify the information. "Company Name" shall be the registered company name on the documents to be submitted and the "Short Name" an acronym or single-syllable word that can be used to refer to the company in E2 operations. The mid-section of the page should contain:

Contact Person	
Name	<input type="text"/>
eMail	<input type="text"/>
Cell Phone	<input type="text"/>
CEO/MD/COO/Section Head	
Name	<input type="text"/>
eMail	<input type="text"/>
Phone	<input type="text"/>
Provinces in which company is active	
Gauteng	<input type="checkbox"/>
Western Cape	<input type="checkbox"/>
KZN	<input type="checkbox"/>
Eastern Cape	<input type="checkbox"/>
Mpumalanga	<input type="checkbox"/>
North West	<input type="checkbox"/>
Limpopo	<input type="checkbox"/>
Free State	<input type="checkbox"/>
Northern Cape	<input type="checkbox"/>

The Contact Person is used for operational communication. The CEO/MD/COO/Section Head is the highest level management representative responsible for the company's participation in E2 – typically the person that signed the SOP.

The last part of the page is used to upload company documents:

Required Documents			
CIPC Registration Certificate	<input type="button" value="Choose File"/>	No file chosen	Viewable after saving
PSIRA Registration Certificate	<input type="button" value="Choose File"/>	No file chosen	Viewable after saving
PSIRA Letter of Good Standing (Not older than 60 days)	<input type="button" value="Choose File"/>	No file chosen	Viewable after saving
(Not required) Private Security Sector Provident Fund (PSSPF) Compliance Certificate (Not required)	<input type="button" value="Choose File"/>	No file chosen	Viewable after saving
Signed SOP Document	<input type="button" value="Choose File"/>	No file chosen	Viewable after saving
Company LOGO	<input type="button" value="Choose File"/>	No file chosen	Viewable after saving

Use the "Choose file" button to select the file to be uploaded for every document name in the left column. The file name will replace the text "No file chosen". Press "Upload" will copy the file to the portal and move the file name(s) to the "Files uploaded" column if the upload was successful. While the upload is in progress, the logo in the tab title will be replaced with a rotating logo. Click on the button "Next step. Submit for approval". Accept the popup message to continue. Click: "Save & Next" to continue.

5. CEO and Directors

Register CEO and Directors either through the “Save and Next” button on the “Edit Company Details” page or [Manage Directors](#) button on the company list. The page should contain:

CEO and Directors Index

Compulsory information

[+ Create CEO/Director record](#)

Full Names	Surname	ID	Type
<div style="display: flex; justify-content: space-between; padding: 5px;"> ← Back to Company List → Manage Members List </div>			

Click +Create CEO/Director record to get to:
Step 2: Create a Director

Names	<input type="text"/>
Surname	<input type="text"/>
ID	<input type="text"/>
Email address	<input type="text"/>
Cell phone	<input type="text"/>
Phone number	<input type="text"/>
Upload ID	<input type="button" value="Choose File"/> No file chosen
Active	<input checked="" type="checkbox"/>
Type	<input type="text" value="Director"/>

[Save & Next](#)

Complete the particulars, Choose File to upload and click “Save & Next”. Add records until the CEO and all Directors are loaded. With the last Director, click “Save & Next” to move to “Members to be added...”.

6. Members for message groups

The page should contain:

Members to be added ↑

[\[Create New Member\]](#)

User Name	eMail
<div style="display: flex; justify-content: space-between; padding: 5px;"> → Next : Upload documents </div>	
<div style="display: flex; justify-content: space-between; padding: 5px;"> ← Back to Company List </div>	

Click on “[Create New Member]”

Step 3: Create Users/Members

Add member

Name	<input type="text"/>
Alias/Short Name	<input type="text"/>
eMail	<input type="text"/>
Cell Phone	<input type="text"/>
Phone	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Default Province	<input type="text" value="Please select"/>
<input type="button" value="Create"/>	

Complete the fields and click on “Create”. The created user is added to the list and the list of registered Telegram users for the business is displayed. Repeat “Create New User” until all the company’s employees that should have access to the Telegram messages, is listed. These users can be updated or made inactive as per the changes in E2 operational needs.

7. Submit or Save Application

The next page is

Submit or Save Application

<input type="text" value="Submit for approval"/>	<input checked="" type="radio"/> Yes, submit for approval] <input type="radio"/> No - Not yet]
<input type="button" value="Save"/>	
[Back to Company List]	

Choose “Yes, submit for approval” and click on the button “Save”. The portal saves the application and informs the portal administrators, administrator user, Contact Person and CEO/MD/HOD as recorded in the application, by email. Emails are sent when the approval status is updated.

The page displayed is “Application Index”. This page is also shown when an administrator user selects “Applications” > “Update Company Profile/Application”.

8. Application Index

The page lists the companies for which the logged-in administrator user has created.

Application Index

Search for the company if not in the list below:


	Name	Contact Person	eMail	Cell Phone	Phone	SAPS Approval	Status	Logo	Active	
1	Company name				0	Pending: Not Submitted	Pending: Not Submitted		<input checked="" type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;"> <input type="button" value="Edit Details"/> <input type="button" value="Manage Directors"/> <input type="button" value="Manage Members"/> <input type="button" value="Submit Application"/> <input type="button" value="Upload Documents"/> <input type="button" value="Print Certificate"/> </div>

The options are on the right hand side. The details can be updated as required. The “Submit application” function will again alert the portal administrators that the application should be evaluated, e.g. after the portal administrators responded that something was amiss in the application.

9. Company update

If any of the particulars, documentation or Telegram users change, please update the detail and click [Submit_Application] afterwards to inform the administrators that something changed and action is required.

10. Links to Telegram users

Once the Company is registered, the administrator must create links for members to join the Telegram groups. On Applications > Update Company Profile/Application, click on . For every member, click [Create Telegram Link] to show the following page:

Telegram Link Created for

Select the complete link below (double click)
must click on the link to join the telegram

Roelof Test Join Telegram Groups by clicking on :
<https://e2.bac.org.za/CompaniesApplication/ConfirmRules?guid=227db7cc-c4e0-497e-9525-fc8e3683cb99>

Send the text including the link, to the member. If the member opens the link in a browser, the policy for use of the E2 Telegram groups are displayed for acceptance:

Eyes and E

Agreement to Confidentiality Requirement & Soci

This is NOT a group for people to find out what is happening. It is a group for people of approved and trusted E2 Private Security staff members, Private Security Company application process are allowed on this Group.

By requesting to be; or by being added to this group, you agree group specifically an association, (for whatever reason) without limit in time you will not make any unauthorised considered by any of the group admin; ops personnel, SAPS or other members to be suspect vehicles or incidents.

This restriction includes the release of any such information by any means of communication (blogs) from the group and/or from any such access outside the group. Any posting of the group and charges and/or damages may be filed against you.

...

I have read, understand, and agree to the above rules

Enter your Cell Number:

☐ By selecting this option, I confirm that I will abide by these rules.

The Cell number must be as registered as per paragraph 6 above. Once Agree and Proceed is clicked, the link to the Telegram group is provided:

Welcome to E2. Join

[Join Gauteng Telegram Group](#)

The member click on the link to join the Telegram group.