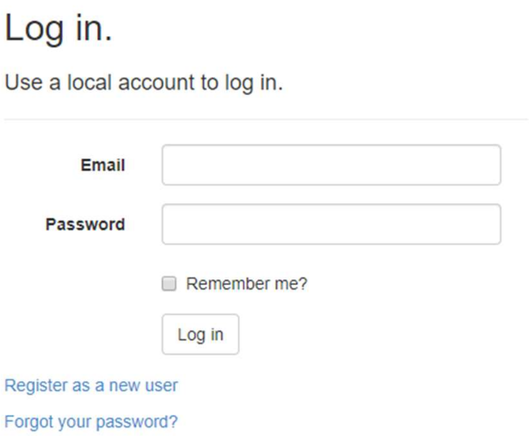
EYES AND EARS (E2)

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:



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

Email

Password

Minimum 6 characters, both UPPER and lower case letters, some special characters (eg. !*#%) and some numbers ('0'-'9')

Confirm password

Cell Number for SMS Confirmations

Terms and Conditions

Read Terms and Conditions?

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

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

+ Create New Application

Search for the company if not in the list below: Search Show allocated companies

Search for your company. All found companies are displayed:

Application Index

+ Create New Application

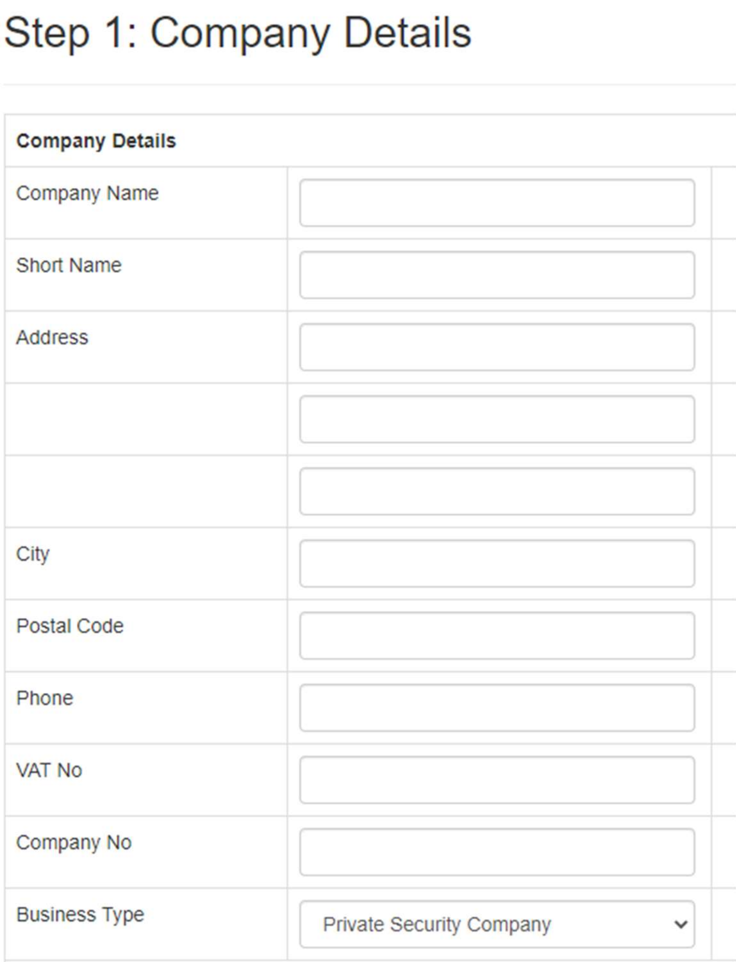
Search for the company if not in the list below: test Search Show allocated companies

	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		[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	
Short Name	
Address	
City	
Postal Code	
Phone	
VAT No	
Company No	
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		
eMail		
Cell Phone		
CEO/MD/COO/Section Head		
Name		
eMail		
Phone		
Provinces in which company is active		
Gauteng	☐	
Western Cape	☐	
KZN	☐	
Eastern Cape	☐	
Mpumalanga	☐	
North West	☐	
Limpopo	☐	
Free State	☐	
Northen Cape	☐	

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:

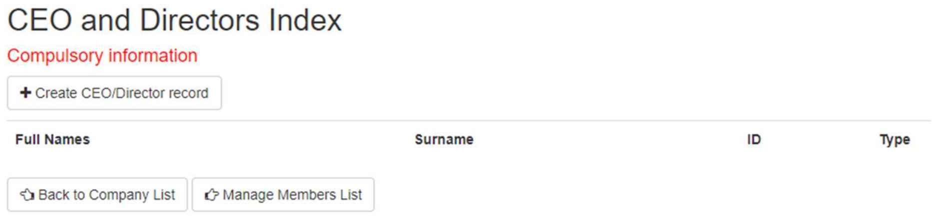
Required Documents			
CIPC Registration Certificate	Choose File No file chosen		Viewable after saving
PSIRA Registration Certificate	Choose File No file chosen		Viewable after saving
PSIRA Letter of Good Standing (Not older than 60 days)	Choose File No file chosen		Viewable after saving
(Not required)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

Save & Next

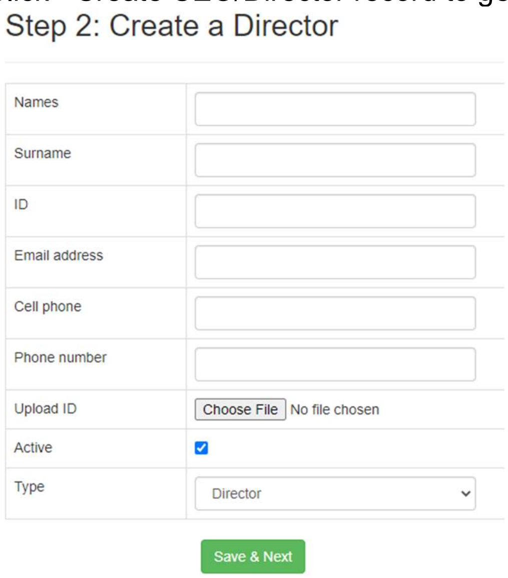
Use the "Choose file" button to select the file to be uploaded for every document name in the left column. The file name will replace the text "No file chosen". Press "Upload" will copy the file to the portal and move the file name(s) to the "Files uploaded" column if the upload was successful. While 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:



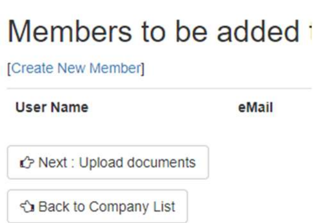
Click +Create CEO/Director record to get to:



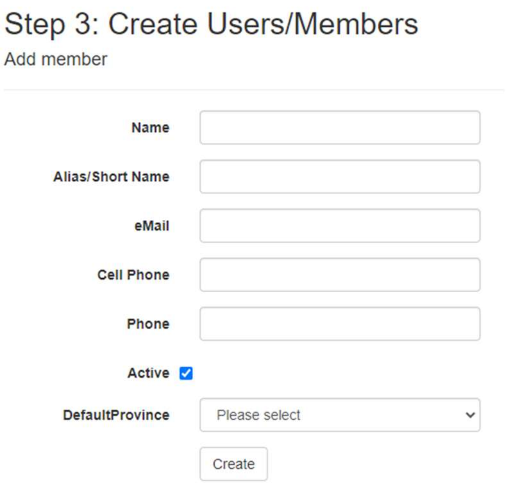
Complete the particulars, Choose File to upload and click “Save & Next”. Add records until the CEO and all Directors are loaded. With the last Director, click “Save & Next” to move to “”Members to be added…”.

6. Members for message groups

The page should contain:



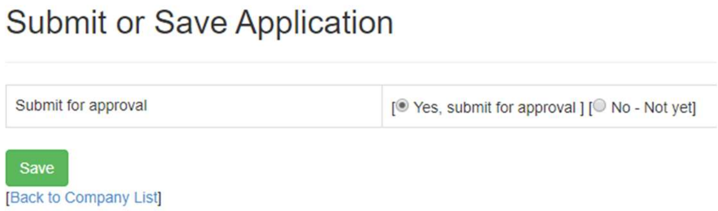
Click on “[Create New Member”]



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

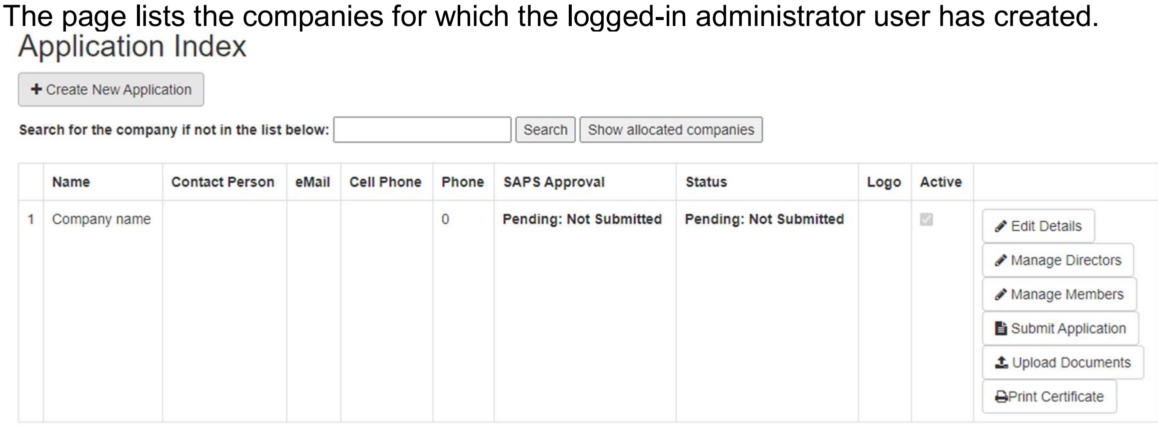


Choose "Yes, submit for approval" and click on the button "Save". The portal saves the application and informs the portal administrators, administrator user, Contact Person and CEO/MD/HOD as recorded in the application, by email. Emails are sent when the approval status is updated.

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

+ Create New Application

Search for the company if not in the list below: Search | Show allocated companies

	Name	Contact Person	eMail	Cell Phone	Phone	SAPS Approval	Status	Logo	Active	
1	Company name				0	Pending: Not Submitted	Pending: Not Submitted			Edit Details Manage Directors Manage Members Submit Application Upload Documents Print Certificate

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 [Manage Members]. For every member, click [Create Telegram Link] to show the following page:

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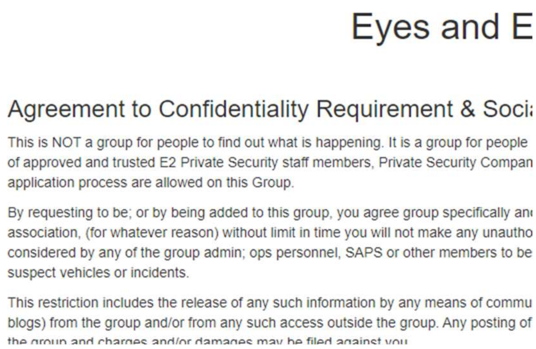
Send the text including the link, to the member. If the member opens the link in a browser, the policy for use of the E2 Telegram groups are displayed for acceptance:



…

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.