Procedure Document

Online Client Registration

2019-07-30

PRP-RTIS-OCR-0001.100

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1. Procedure to follow in accessing the Online Client Registration

Nr.	Process	Action and Purpose
Step 1	The user wanting to access the website must type in the following URL, https://online.natis.gov.za/#/	To launch the website
Step 2	The home webpage will be displayed. The user must then click on "Register Profile"	Registration is compulsory in order to access online services.
Step 3.1	The user must **enter** applicant details if individual: • Identity Type: for example RSA ID • Identity number • Surname • Initials • The user must click on "Confirming that not a "Robot"	These details are needed as part of the registration process. Please note the website information is verified against the NaTIS, and if the person on NaTIS is JK Davis, but only enters J Davis then the system will give an error message. The entered information must correspond 100% with NaTIS.
Step 3.2	The user must **enter** applicant details if organisation: • Identity Type: for example, Business Registration Number/Traffic Register Number • Identity number • Business Name • The user must click on "Confirming that not a "Robot"	

Nr.	Process	Action and Purpose
Step 4.1	**Verify** Applicant Details Component – Individual • Initials • Name • Surname • Licence Type: Driving licence or Learner Licence detail • Licence number	These details are verified on the NaTIS in order ensure that we are dealing with the correct entity. The driving licence card details are an additional means to verify the entity
Step 4.2	**Verify** Applicant Details Component - Organisation • Proxy Identity Type: for example RSA ID • Proxy Identity number	Please note the website will validate the Proxy's details and must be the proxy's details as presently on NaTIS. If this has changed it must first be updated at a Registering Authority.
Step 5	Contact details component: • Mobile number • E-Mail details	The email address is where the applicant wishes to receive the notification. Mobile Number is not available for organisation registrations only an E-mail address.
Step 6	OTP (One Time Pin) component • OTP emailed to address provided • Request to confirm • OTP page presented to enter OTP as emailed • Correct OTP confirms REGISTRATION	The One Time Pin (OTP) is sent to the email address identified in step 5. The user can select to send the OTP to the cellphone number, default is email address. By entering the correct OTP and confirming the information it allows for the registration to be concluded. Registration is then confirmed

2. Download MVL2

Step 1	The applicant can now click on "Access Service"	The Website will now display the available notices - The e-User can now download the available notice/s for all their vehicles expiring in the next two months and save the notice to a personal folder or; - E-mail the notice/s to personal email address as recorded.

3. Changes to Transaction CC for Renewal Confirmation Number

Step 1	Transaction CC will prompt the user to renew by - Confirmation Number - Posted MVL2 Notice	- If the user selects confirmation number, the user will be required to enter the 12 digit renewal confirmation number - If the user selects the Posted MVL2 notice, the user will enter the Licence number and control digit (as-is scenario)