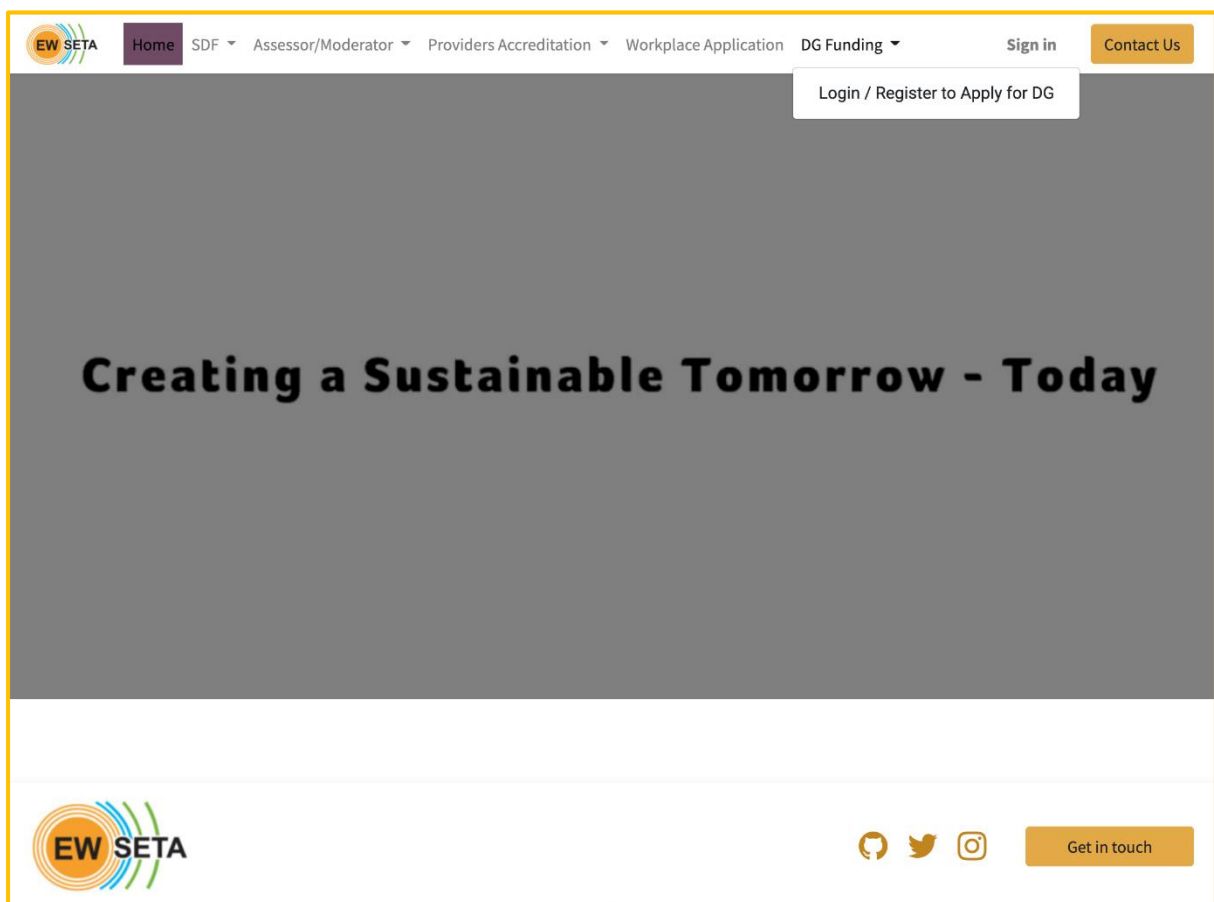


EWSETA DG APPLICATION SYSTEM USER MANUAL



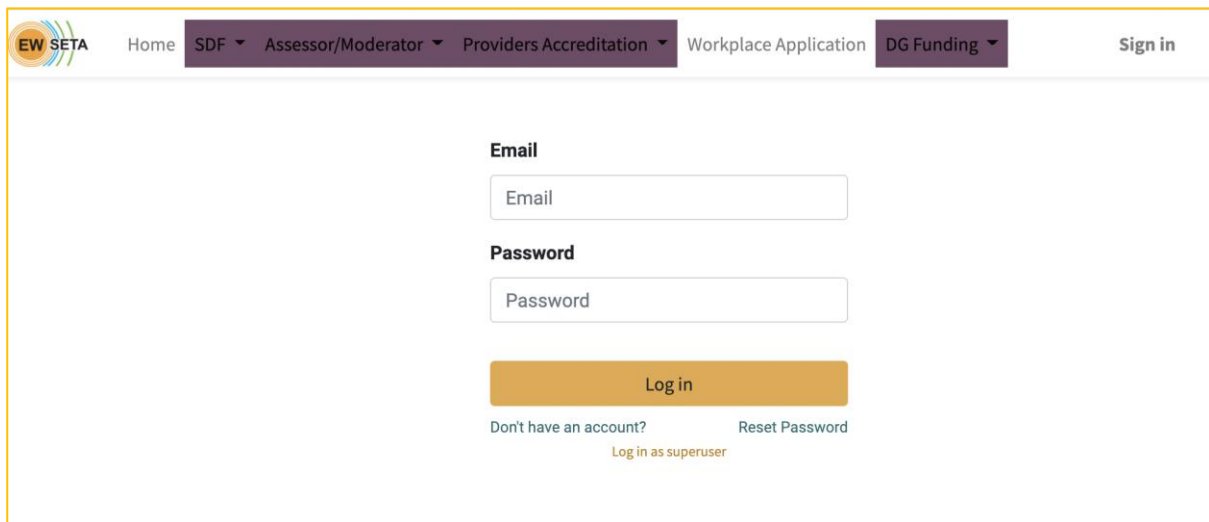
Registration

1. To start the Registration Process, go to <http://mis.ewseta.org.za/> with your browser
2. On the top menu click on DG Funding “**Menu**” Login / Registration to Apply for DG “**Sub-Menu**”.

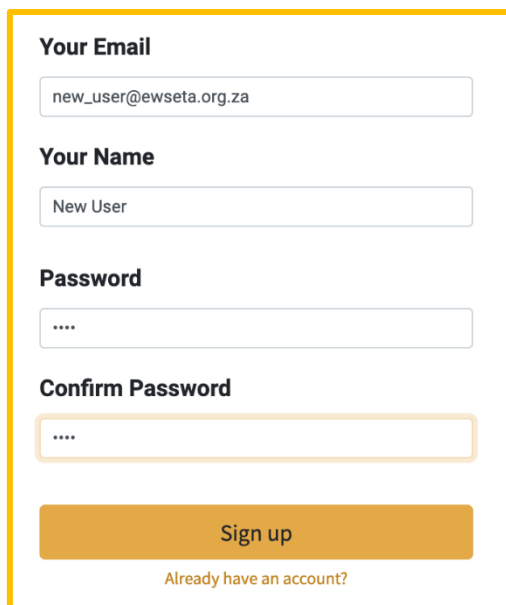


When you click on the Login / Registration to Apply for DG “**Sub-Menu**”, you will be taken to the Registration form where you need to capture the required details

If you already have login details, then you can enter your email and Password

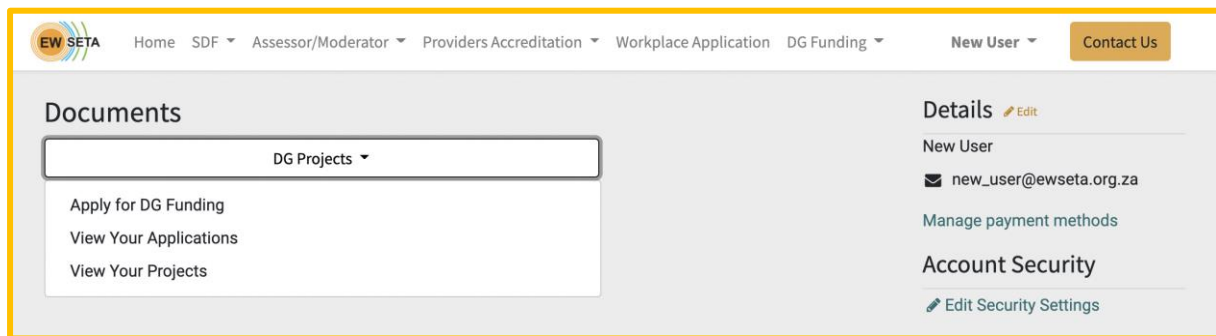


1. If you are accessing the system for the first time, click on the “**Don't have an account**” button.
2. Enter the required information and click on the “**Sign up**” button.



Note: Not all fields are ‘Mandatory’ at this stage – you need only capture fields marked with an asterisk ‘*’

1. Once you have been successfully signed up, you will be automatically logged into the system.
2. On the 'Documents' section, you will see a menu '**DG Projects**' which has a number of sub-menus
3. Click on '**Apply for DG Funding**' that will take you to the DG Application Process

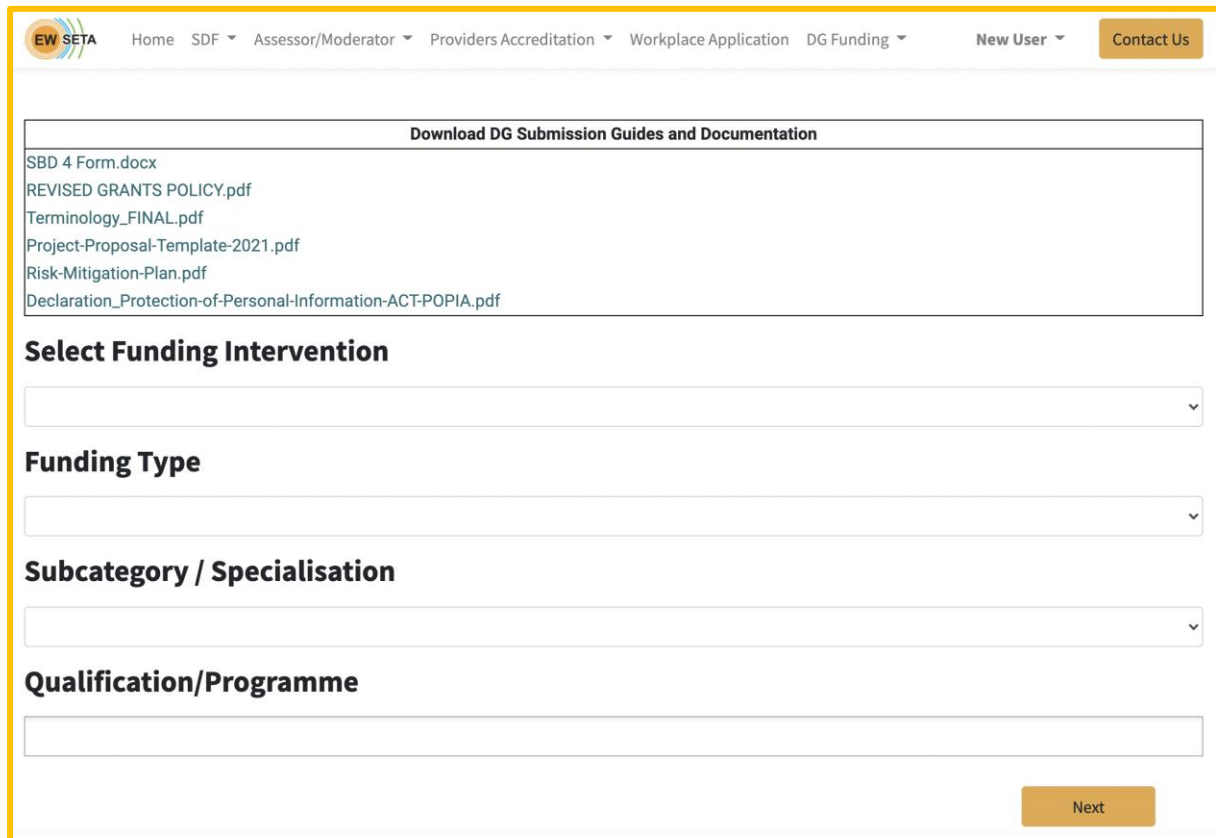


The screenshot shows the EW SETA user interface. At the top, there is a navigation bar with the EW SETA logo on the left and several menu items: Home, SDF, Assessor/Moderator, Providers Accreditation, Workplace Application, DG Funding, New User, and a Contact Us button. Below the navigation bar, the main content area is titled 'Documents'. On the left side of this area, there is a dropdown menu labeled 'DG Projects' which is currently open, showing three options: 'Apply for DG Funding', 'View Your Applications', and 'View Your Projects'. On the right side of the 'Documents' section, there are three main sections: 'Details' with an 'Edit' link, 'New User' with an email address 'new_user@ewseta.org.za' and a 'Manage payment methods' link, and 'Account Security' with an 'Edit Security Settings' link.

Expression of Interest

The first part of your application is the ***'Expression of Interest or EOI'***


1. You will need to download the DG Submission Guides
2. Fill in the next set of fields
3. Click next



The screenshot shows a web application interface for downloading DG Submission Guides and Documentation. The navigation bar includes the EW SETA logo, a Home link, and dropdown menus for SDF, Assessor/Moderator, Providers Accreditation, Workplace Application, and DG Funding. There are also links for New User and Contact Us. The main content area is titled "Download DG Submission Guides and Documentation" and lists several files for download: SBD 4 Form.docx, REVISED GRANTS POLICY.pdf, Terminology_FINAL.pdf, Project-Proposal-Template-2021.pdf, Risk-Mitigation-Plan.pdf, and Declaration_Protection-of-Personal-Information-ACT-POPIA.pdf. Below the list are four dropdown menus for "Select Funding Intervention", "Funding Type", "Subcategory / Specialisation", and "Qualification/Programme". A "Next" button is located at the bottom right of the form.

Capture applicant's personal details and click next

Note: Fields marked * are mandatory


Home SDF Assessor/Moderator Providers Accreditation Workplace Application DG Funding New User Contact Us

Applicant's Personal Details

Title *	<input type="text"/>	First Name *	<input type="text" value="First Name"/>
Last Name *	<input type="text" value="Last Name"/>	Citizen Resident Status *	<input type="text"/>
Country Of Nationality	<input type="text"/>	R.S.A. Identification No	<input type="text" value="Enter Your Valid ID No."/>
Date Of Birth *	<input type="text" value="Birth Date: MM/DD/YYYY"/>	National ID	<input type="text" value="Nationality ID"/>
Passport Number	<input type="text" value="Passport No"/>	Race *	<input type="text"/>
Persons Living with Disability? *	<input type="text"/>	Gender *	<input type="text"/>

Capture applicant's contact details and click next

Note: Fields marked * are mandatory


Home SDF Assessor/Moderator Providers Accreditation Workplace Application DG Funding New User Contact Us

Applicant's Contact Details

Mobile Number *	Telephone Number
<input type="text" value="1234567890"/>	<input type="text" value="Telephone Number"/>
Physical Address *	Postal Address *
<input type="text" value="Street Address"/>	<input type="text" value="Postal Address"/>
<input type="text" value="South Africa"/>	<input type="text" value="South Africa"/>
<input type="text" value="Select Province"/>	<input type="text" value="Select Province"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="Select Suburb"/>	<input type="text" value="Select Suburb"/>
<input type="text" value="Code"/>	<input type="text" value="Code"/>
Same as Physical Address <input type="checkbox"/>	
Email *	
<input type="text"/>	

Capture company details and click next

Note: Fields marked * are mandatory

 Home SDF ▾ Assessor/Moderator ▾ Providers Accreditation ▾ Workplace Application DG Funding ▾ New User ▾ [Contact Us](#)


Company Details

Company No. *	SDL Number.
<input type="text" value="Company Number"/>	<input type="text" value="SDL Number"/>
Sector *	Type of Entity *
<input type="text"/>	<input type="text"/>
Sub-Sector *	Industry *
<input type="text"/>	<input type="text"/>
Company Name *	Trading Name *
<input type="text" value="Company Name"/>	<input type="text" value="Trading Name"/>
Size *	Core of the Business *
<input type="text"/>	<input type="text" value="Core of the Business"/>
Province *	
<input type="text"/>	
Municipality *	
<input type="text"/>	

[Back](#) [Next](#)

Capture company contact details and click next

Note: Fields marked * are mandatory

 Home SDF ▾ Assessor/Moderator ▾ Providers Accreditation ▾ Workplace Application DG Funding ▾ New User ▾ [Contact Us](#)

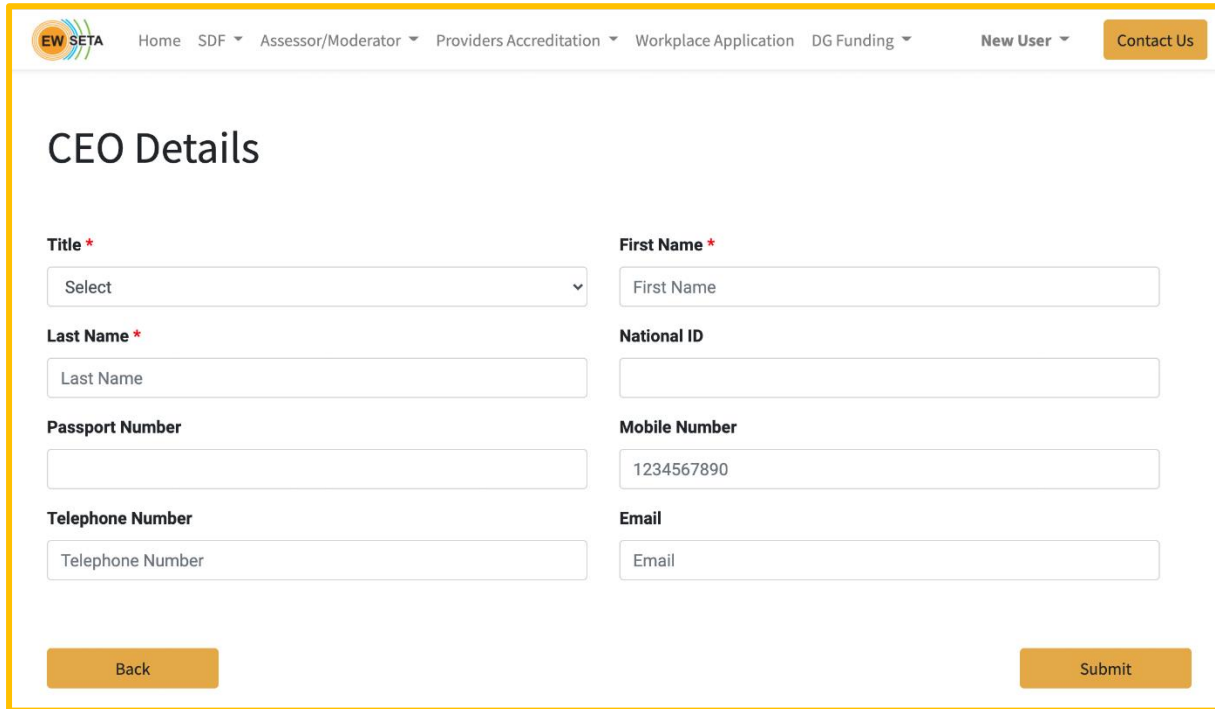
Company Contact Details

Telephone Details	Email Address *
<input type="text"/>	<input type="text"/>
Physical Address *	Postal Address *
<input type="text" value="Street Address"/>	<input type="text" value="Postal Address"/>
<input style="background-color: #e0e0e0;" type="text" value="South Africa"/>	<input style="background-color: #e0e0e0;" type="text" value="South Africa"/>
<input type="text" value="Select Province"/>	<input type="text" value="Select Province"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="Select Suburb"/>	<input type="text" value="Select Suburb"/>
<input type="text" value="Code"/>	<input type="text" value="Code"/>
Same as Physical Address <input type="checkbox"/>	

[Back](#) [Next](#)

Capture details for company CEO and click submit

Note: Fields marked * are mandatory

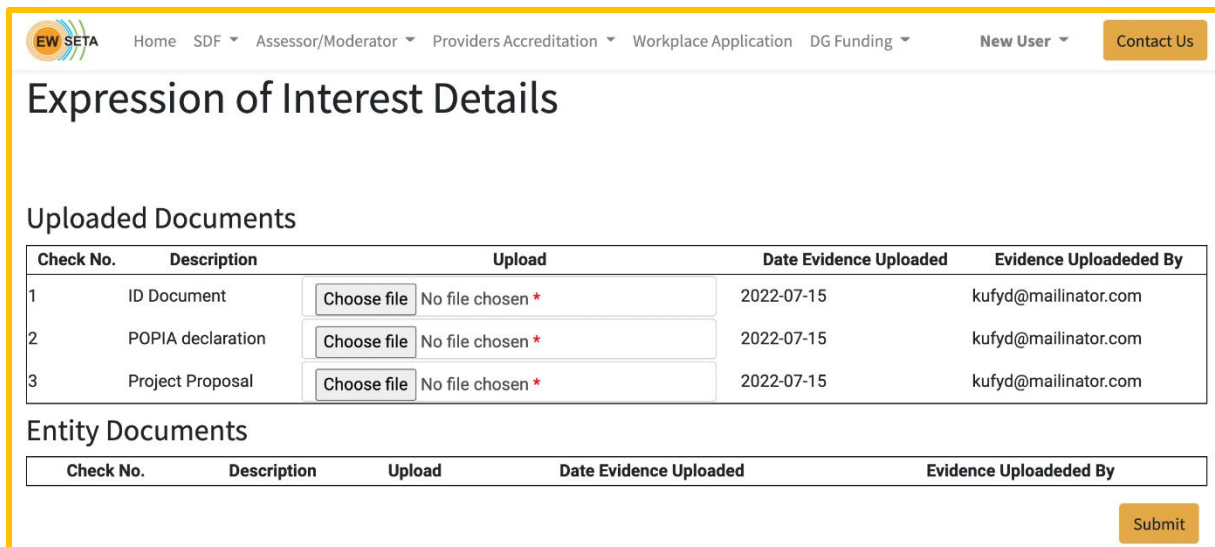


The screenshot shows the 'CEO Details' form. The navigation bar includes 'EW SETA', 'Home', 'SDF', 'Assessor/Moderator', 'Providers Accreditation', 'Workplace Application', 'DG Funding', 'New User', and 'Contact Us'. The form fields are as follows:

- Title ***: A dropdown menu with 'Select' as the current option.
- First Name ***: A text input field containing 'First Name'.
- Last Name ***: A text input field containing 'Last Name'.
- National ID**: An empty text input field.
- Passport Number**: An empty text input field.
- Mobile Number**: A text input field containing '1234567890'.
- Telephone Number**: A text input field containing 'Telephone Number'.
- Email**: A text input field containing 'Email'.

At the bottom of the form, there are two buttons: 'Back' on the left and 'Submit' on the right.

Upload the required documents and click submit



The screenshot shows the 'Expression of Interest Details' form. The navigation bar is identical to the previous form. The main section is titled 'Expression of Interest Details' and contains a sub-section 'Uploaded Documents' with the following table:

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
1	ID Document	<input type="button" value="Choose file"/> No file chosen *	2022-07-15	kufyd@mailinator.com
2	POPIA declaration	<input type="button" value="Choose file"/> No file chosen *	2022-07-15	kufyd@mailinator.com
3	Project Proposal	<input type="button" value="Choose file"/> No file chosen *	2022-07-15	kufyd@mailinator.com

Below the table is a section for 'Entity Documents' with a table structure:

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
-----------	-------------	--------	------------------------	----------------------

At the bottom right of the form, there is a 'Submit' button.

Once you have received the notification as detailed below and a reference number, your application is complete.



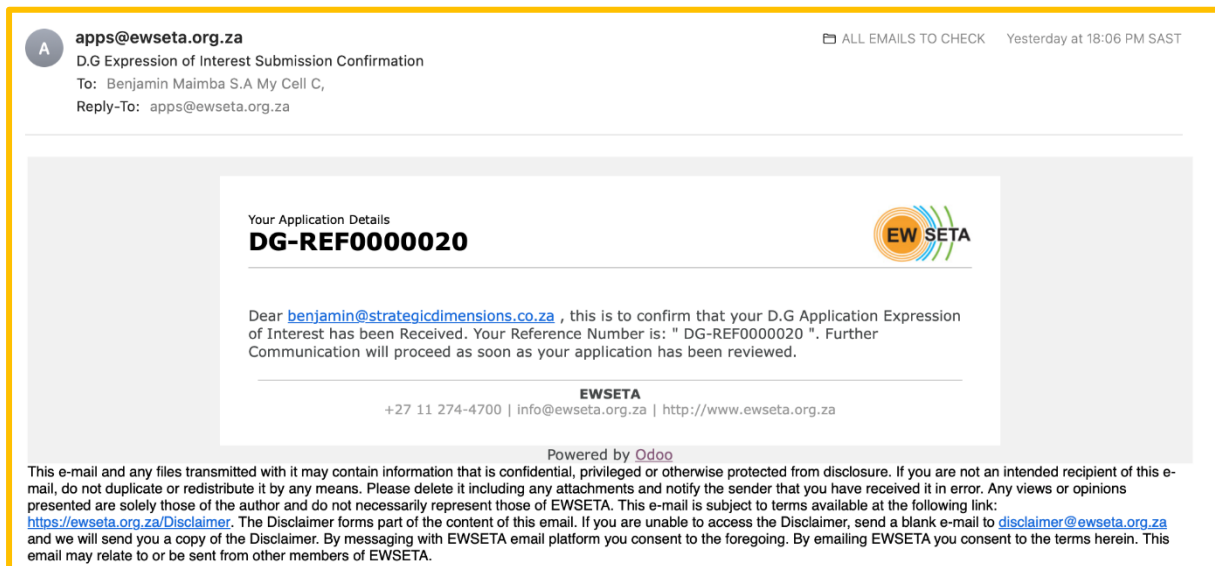
The screenshot shows the EW SETA website interface. The navigation bar includes links for Home, SDF, Assessor/Moderator, Providers Accreditation, Workplace Application, DG Funding, and New User. The main content area features a central box with the following text:

Expressions of Interest Submitted.

Thank you for your D.G Application.
Your Application will be evaluated.
Your Reference Number is : **DG-REF0000022**

The submission of an Expression of Interest Application does not mean that the application to participate in the Programmes is approved.

Approval of applications and allocation of funding is the sole discretion of the SETA.



The screenshot shows an email from **apps@ewseta.org.za** with the subject "D.G Expression of Interest Submission Confirmation". The email content includes:

Your Application Details
DG-REF0000020

Dear benjamin@strategicdimensions.co.za, this is to confirm that your D.G Application Expression of Interest has been Received. Your Reference Number is: " DG-REF0000020 ". Further Communication will proceed as soon as your application has been reviewed.

EWSETA
+27 11 274-4700 | info@ewseta.org.za | <http://www.ewseta.org.za>

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Thank You!