

Covid-19 Tourism Relief Fund Application Form User Guide



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1. Registering

• Click on the link you have received via email.

Workflow Notification
Dear Applicant
Note: Please do not respond to this e-mail.
The current status of your application indicates that it has been successfully submitted.
Due to the overwhelming number of applications received, the Department of Tourism requests that even though you might have submitted your mandatory supporting documentation via email, that you upload the documents via our portal to speed up the process. This will in no way affect your position in the pipeline of applications.
Attached please find a guide to assist you with the processes:
How to register and login
How to upload your supporting documents
Link to Registration and supporting documents
Thank you
Tourism Relief Fund Administration



• You need to register using the **same email address** you used when filling in the application form.

SharePoint			? Sign in
			☆ FOLLOW [□]
EURISM Department REPUBLIC OF SOUTH AFRICA	New Account Email: Password: Confirm Password: First Name: Last Name: Last Name: Im not a robot 1 Image: Ima	Make sure you use the same email as on the application form	





- Fill in all the details.
 - o Email address
 - Create a password
 - Confirm the password
 - o First name
 - o Last name
- (1) Click on the I'm not a robot checkbox
- (2) Click on the Register button

Your account has now been created.

• Click on the continue button to be logged in to your account automatically.

SharePo	oint		? Sign in
			follow [미]
8	COURISM Department: Tourism REPUBLIC OF SOUTH AFRICA		
		New Account You account has been created. Continue	

Figure 3: New account created

2. Uploading Documents

- (1) Click on the upload link to upload a document.
 - You must **refrain from dropping and dragging documents** as you will need to add detail when uploading the specific documents.

SharePoint		
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Covid19 Covid19DocSupport	Search th	is site 🔹 🗸

Figure 4: Upload documents

		tourism Department: Tourism REPUBLIC OF SOUTH AFRICA
Add a document		×
Choose a file	2 Choose File No file chosen ✓ Add as a new version to existing files	
Destination Folder	/TRF-000001/ Choose Folder	
Version Comments		
	OK Cancel]



• (2) Click on "choose file" to upload the document.

© Open X									
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Organise 🔻 New folde	er				:== • 💷 🕐				
tourism ^	Name	Date modified	Туре	Size					
video	TRF-000XXX-010-B-BBEE .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
Creative Cloud Fil	RF-000XXX-011-TaxClearance.pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
	RF-00XXX-001-RegCert .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
 OneDrive 	IRF-00XXX-002-CertID .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
This PC	IRF-00XXX-003-Bankstatements .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
3D Objects	IRF-00XXX-004-AnnualReports .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
Deckton	IRF-00XXX-005-BusinessProfile .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
	IRF-00XXX-006-IndustryCert.pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
Documents	IRF-00XXX-007-UIF .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
Downloads	🔊 TRF-00XXX-008-BudgetBreakdown .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
👌 Music	IRF-00XXX-009-GradingCertificate .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
Pictures	IRF-00XXX-012-MedicalCertificate .pdf	2020/04/27 23:45	Adobe Acrobat D	32 KB					
Videos									
🏪 Local Disk (C:)									
🔺 Network 🗸 👻									
File na	ame: TRF-000XXX-010-B-BBEE .pdf			~ All File	es (*.*) ~				
					pen Cancel				

Figure 6: Choose document

• Select the document from your pc and click on the open button.

		Department: Tourism REPUBLIC OF SOUTH AFRICA
Add a document		×
Choose a file	Choose File No file chosen]
	Add as a new version to existing files	
Destination Folder	/TRF-000001/ Choose Folder]
Version Comments		
	3 OK Cancel	

Figure 7: Uploading document

• (3) Click on the ok button.

dd a document	×
Save Cut Paste Copy Paste Copy Clipboard Actions The document was uploaded successfully and is checked out to you. Check that the fields below are the correct and that all required fields are filled out. The file will not be accessible to other users until you check in.	DocType choices
Name *	010 - RegCert 020 - CertID
DocType * Please select a value	030 - Bankstatements 040 - AnnualReports 050 - BusinessProfile 060 - IndustryCert
Save 5	070 - UIF 080 - BudgetBreakdow 090 - GradingCertificato 100 - B-BBEE
Version: 1.0 Content Type: Document Created at 2020/04/28 8:27:46 AM by Smithshazz@gmail.com	110 - TaxClearance 120 - MedicalCertificate 130 - MinWagePayer

Figure 8: Choose a DocType

- (4) Choose the doctype which applies to the form you are uploading.
- (5) then click on the Save button.

tourism



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Figure 9: Document uploaded

- Your document will now be uploaded.
- If you have uploaded your documents and have made a mistake by giving it the incorrect DocType you can simply do the following.

SharePoint			
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BROWSE FILES LIBRARY	Share More ▼ TRF-000XXX-010-B-BBEE .pdf × Changed by you on 2020/04/28 12:00 AM inthshazz@gmail.com inthshazz@gmail.com inthshazz@gmail.com inthshazz@gmail.com inthshazz@gmail.com inthshazz@gmail.com inthshazz@gmail.com inthshaz@gmail.com i		μ ,
avascript;	120 - Medical/Certificate A few secon Properties C z@gmail.com Drag files here to upload Advanced		

Figure 10: Document uploaded

- a. Click on the ellipsis next to that specific document.
- b. Click on the second ellipsis.
- c. Click on properties.



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Name * TRF-000XXX-010-B-BBEE .pdf DocType * 100 - B-BBEE version: 1.0 Content Type: Document. Created at 2020/04/28 8:35:29 AM by □ smithshazz@gmail.com Last modified at 2020/04/28 8:35:29 AM by □ smithshazz@gmail.com		

Figure 11: Changing document properties

- Here you can now select the correct DocType and then click on the Save button.
- Your document will now have the correct DocType.



3. Logging into account

- Click on the same link you received to log into your account.
- To log in fill in your email address and Password you registered with.
- Click on Sign in.
- You will be directed to your folder containing your documents.

COURTISM Department: Tourism REPUBLIC OF SOUTH AFRICA		
	Login Email Password Sign In Forgot Password? If you are not registered please click here to register.	

Figure 12: Logging in