How To: Register As An Accommodation Provider & Load Properties

1 Navigate to https://profprod.nsfas.org.za

2 Click here and select **Register As Accommodation Provider**.



3 Fill in your	details and accept the T's & C's.	
₩ NSFAS	Home About How It Works Accommodation Contact Us	Θ=
	Create Account	
	Account Type	
	- Select Account Type - V	
	Name	
	Enter Name	
	Surname	
	Enter Sumame	
	Contact Number	
	Enter Contact Number	
	Email Address	
	Enter Email Address	
	Password	
	Enter Password	
	Lowercase & Uppercase	
	Number (0-9)	

4 A verification email will be sent to you. Open it and click **Verify Email Address**. You can now log in with your new and verified credentials.



5 Fill in your details in all required fields and click **Next**. Begin by selecting whether you're registering on behalf of an organization or as an individual. Note that you'll have to provide information for all fields with the red asterix.

Complete Profile	 Property Profile Registration Completio / NSFAS - Student Housing Platform / Property 	n Wizard Profile Registration Completion Wizard	
🖉 Legal 🗸 🗸	1 Account Information	Organization Individual	
2) Help Center		* Name	* Surname
т		Urban	Champion
Logout	Documents	* ID Number	* Email
	3 Finish		thecommissioned+57@gmail.com
		• Gender	* Race
		*** Select Gender ***	*** Select Race ***
		Contact Number	Work Contact Number
		0729444752	
		Home Contact Number	Physical Address (Please type in address and select from dropdown)
		• Suburb	*City

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Upload all required documents and click **Next**. You have to provide documents for all fields with the red asterix.

MNU Complete Profile Complete Profile Property Profile Registration Completion Wizad Profile Proof of ID/Paspert Cooxe File No file chosen Proof of Address Proof of Registration Completion Wizad	NSFAS	≡	Search Q	Accomsodation Provider 💿 🗸 Urban Champion Thecomissioned • 57@gmail.com
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EXT C Logout C Logout C Logout C Logout C Logoue File No file chosen Previous Next C Logoue File No file chosen Previous Next C Logoue File No file chosen Previous C Logoue File No file chosen C Logoue File No file chosen Previous C Logoue File No file chosen C Logoue File No file chosen Previous C Logoue File No file chosen C Logoue File No file chosen Previous C Logoue File No file chosen Previous C Logoue File No file chosen C Logoue File No file chosen Previous C Logoue File No file chosen C Logoue File No file chosen C Logoue File No file chosen Previous C Logoue File No file chosen C Logoue File No	LegalHelp Center		O Account Information	Proof of ID/Passport Choose File No file chosen
 3 Finish Pray Document ● Choose File No file chosen Previous Next 	EXIT Cogout		2 Documents	Proof of Address Choose File No file chosen
			3 Finish	Proxy Document Choose File No file chosen
				Previous Next

7 If you selected "Organization" in the beginning, you'll be required to create your company here. Fill in all required fields and click **Next**. Repeat for all the steps until your company is created.

	Search Q	e e	ACCOMMODATION PROVIDER The commissioned + 57@gmail.c
Complete Profile ELP Legal Help Center XI C Logout	Company Information Ownership Details Banking Details Decuments	Company Registered Name Name Company Registration Number Company Registration Number Email Email Tel	B-BBEE Certification Level
	5 Finish	Tel Fax Fax Website	CSD Registration Number Upload Company Logo Choose File No file chosen
		Website	Nest

Once you've created your company, you'll be brought to your dashboard. The final thing to do is to create your properties. Click **Add Property**.

	NSFAS	=	Search	Q			OVIDER OVIDER Urban Chan Thecommissio	spion oned+57@gmail.co
MENU			Manage Properties					
	Administration		Internege Properties Internege Properties Internege Properties	form / Manage Properties				
	Properties							
	Manage Properties		Manage Properties				Add	Property
	Students							
	Incidents		Show 10 entries				Search:	
	Warnings		Description	1 Address	Ownership	Status	Action	
	Transactions				No data available in table			
	Surveys		Showing 0 to 0 of 0 entries				Pre	vious Next
	Reports							
	Insights							
HELP								
	Legal							
	Help Center							
EXIT								
	Logout							

In the side bar, click **Properties** and then **Manage Properties**. Thereafter fill in all required fields and click **Next**.

NU	Create Property	
Administration	I NSFAS - Student Housing Platform / Create Property	
Properties		
Manage Properties	Create Property	
Students	* Property Name	* Upload Cover Image 0
Incidents	Property Name	Choose File No file chosen
Warnings	Property Type	* Province
Transactions	Select Option	Select Option
Surveys	Number of Beds	*Preferred Institution
Reports	Select Option	
Insights	Number of Rooms	* Description
P	Number of Rooms	Description
Legal	Erf Number 0	
Help Center	Erf Number	
r	Allotment/Townshin Name	
Logout	Allotment/Township Name	

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10 Take note of the highlighted areas below. Add **rooms**, **photos**, and **documents** as required. Add **Key Features** if applicable.

VENU	Property Details								
Administration	I NSFAS - Student Ho	using Platform / Property	y Details						
Properties									
Manage Properties	Norton House	J	A Property De	tails 🔶 🛤	Rooms 🖸 Photos	Documents	Inspections	🎓 Students	▲ Incidents ← Back
Incidents			Please Complete	Property Profile					
Marnings	J		Add at least one roo required property de	m under the Rooms tab. A	dd at least one picture ments tab.	of a room, kitchen, c	ommon room, and	ablution under the	Photos tab. Upload all
Transactions	Edit Property	Assign Property Manager		Rooms		Property Photos			Documents
Surveys	\$		Property Prof	ile		Prope	rty Features		+ Key Features
Reports	Google Maps	Add Key Features					2		
Insights		-	Property Name	Norton House					
IELP	LC		City	Gqeberha					
沟 Legal	Property [Documents	Address	32 Gomery Place, Sumn Africa	erstrand, Gqeberha, So	uth			
(?) Help Center			Suburb	Summerstrand					
EXIT	Apply For A	Accreditation	Postal Code	6001					
C Logout	Created At: 2023-12-	31 07:31:37	Province	Fastern Cape					
		5107.51.57	Province	Eastern Cape					

11 Click **Add Rooms** and complete the fields for the rooms applicable to you. Click on any of the **Tool Tips** to get a description of the different room types.

	Search	٩	Add Roomr X		ACCOMMODATION PROVI	DER 🙆 🖌	
MENU	Property Details						
Administration			* Bachelor 🟮				
Properties			2 A Single Standard room houses one student. The student however shares a bathroom and				
Manage Properties			* Single E a kitchen/kitchenette with other students.	Documents	# Inspections	Students	A Incidente
Students	Norton House		1 Single Standard	Documents	Inspections	Judents	A meidenis C back
			* Single Standard (Minimum 8m)				
Warnings			2 Tool Tip	_			
Transmitiana	Edit	Assign Property	* Sharing En Suite (2 Beds. Minimum 14m²) 🚺				
Tansacuons	Property	Manager	7		le	1 9	
Surveys			* Sharing Standard (2 Beds. Minimum 14m²) ()				
Reports	Google Maps	Add Key Features	0				
Insights			* Sharing En Suite (3 Beds Minimum 19m²)	7	0	0	0
ELP	-			Sharing En			
沟 Legal	Property L		0	(2 Beds)			
(?) Help Center			* Sharing Standard (3 Beds. Minimum 19m²) 🚯				
хіт			0				
C Logout	Created At: 2023-12-	31 07:31:37					
			Close Save Rooms				

12 Click **Add Photo** and upload at least 1 photo for rooms. Repeat this step for kitchen, common area, and ablutions (bathrooms/toilets).

NSFAS	Search	٩	Add Media	×		VIDER O VIban Champion Thecommissioned + 57@gmail.com
MENU	Property Details					
Administration		using Platform / Prop	* Type			
Properties			Rooms			
Manage Properties	Norton House	J	Upload Image Choose Files No file chosen		Documents Inspections	Students ▲ Incidents ← Back
Incidents	J	0		Close Save Media To Property		
Transactions	Edit Property	Assign Property Manager	Show 10 entries			Search:
Surveys			Title	1 Download/ View	Created	Action
Reports	Google Maps	Add Key Features	Ablution	Download View	2023-12-31	/ 1
Insights			Common Room	Download View	2023-12-31	/ 1
HELP	4		Kitchen	Download View	2023-12-31	/ 1
🖄 Legal	Property		Rooms	Download View	2023-12-31	/ 1
Help Center			Showing 1 to 4 of 4 entries			Previous 1 Next
EXIT	Apply For A		and any rest of the second entities			
C Logout	Created At: 2023-12-	31 07:31:37				

13 Click Add Documents and upload first required document. Once a document is uploaded, its red label will turn green as highlighted below. Repeat this step for the rest of the required documents. Once done, click **Back**.

NSFAS	=	Search	Add Deserverts		Urban Champion Thecommissioned+57@gmail.com
MENU		Property Document Management	Add Documents X		
Administration		/ NSFAS - Student Housing Platform / Prop	* Description		
Properties			Title deed		\sim
Students		Property Document Management	Document Upload (Allowed files - doc,docx,csv,pdf,docs,xlsx,lptx,pptx,pptx,txt)		Add Documents 🛞 (Back 🖘
Incidents			Choose File TITLE DEED.pdf		
Warnings		Please upload the required documents listed Document Tips: Electrical Compliance Certific	* Type	npliance Certificate 🕕	
Transactions		ELECTRICAL COMPLIANCE CERTIFICATE PROOF OF OWNE	Proof of Ownership		
Surveys		Show 25 entries			Search:
Reports		Description	Close Save Document	Created	Action
Insights		coc	Electrical Compliance Certificate	2023-12-31	/ 1
HELP					
🖄 Legal		Showing 1 to 1 of 1 entries			Previous 1 Next
? Help Center					
EXIT					
C Logout					
		A 119			

14 At this point you've met all the requirements for submission. Your final step is to **Apply For Accreditation** by clicking the highlighted button below and paying the accreditation fee.



15 Your accreditation fee will be automatically calculated based of the number of beds you have. This is determined from the rooms you created. Click **Pay Now**.

NSFAS	=	Search			Urban Champion Thecommissioned+57@gmail.com
MENU		A			
Administration		/ NSFAS - Student Housing Platform /			
Properties					
Manage Properties		Accreditation Fee Payment			
Students					
Incidents		TIER ONE - 1 TO 20 BEDS TIER TWO - 21 TO 50 BEDS TIER THREE	- 51 TO 100 BEDS TIER FOUR - 100+ BEDS		
Warnings		Description	Number of Beds	Price Per Bed	Amount
Transactions		Accreditation Fee	19	R 200.00	R 3,800.00
Surveys					
Reports		Total Due Now			R 3,800.00
Insights					Back Pay Now
HELP					
🖄 Legal					
Help Center					
EXIT					
C Logout					

16 There are various payment options available to you. Click on the one most suitable for you. Once payment is made, you're done. An NSFAS Accreditation Agent will be in touch with you to schedule a date and time to inspect your property.

Student Connect	Secured i	and powered by payfast by network
Accreditation Fee	How will you be paying today?	
	Credit & Cheque card	VISA 🛑
Transacting as: thecommissioned+57@gmail.com	Samsung Pay	SAMSUNG Pay >
	Instant EFT	instantET by payfeet
	Capitec Pay	Capitec Pay
	SnapScan	(SnapScan
	Zapper	zapper

17 To view your agreed inspection date and time, click **Properties** and then **Manage Properties** in the sidebar. Click the "**eye**" icon on any property. You can now view the details of your scheduled inspection under the **Inspections** tab.

NU	Property Details			
Administration	I NSFAS - Student Ho	using Platform / Property	Details	
Properties				
Manage Properties	Norton House	J	Property Details 🚓 🛤 Rooms 🗅 Photos 🖿 Documents 🧾 Inspections 🐲 Students	▲ Incidents ← Back
Incidents	1	Ŵ	Inspection	
Transactions	Edit Property	Assign Property Manager	Show 10 entries Search:	
Surveys	\$		Date & Property Property Assessor	Action
/ Insights	Google Maps	Add Key Features	32 Gomery Place, 2023-12-31 - 0840 Norton House Geberha, South AwAITING FOR ACCERDITATION TO BE SCHIDULED	•
🛇 Legal	Property Documents		Africa	
? Help Center			Showing 1 to 1 of 1 entries	Previous 1 Next
т	Complete Paymen	t For Accreditation		
Logout	Created At: 2023-12-	31 07:31:37		