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.**
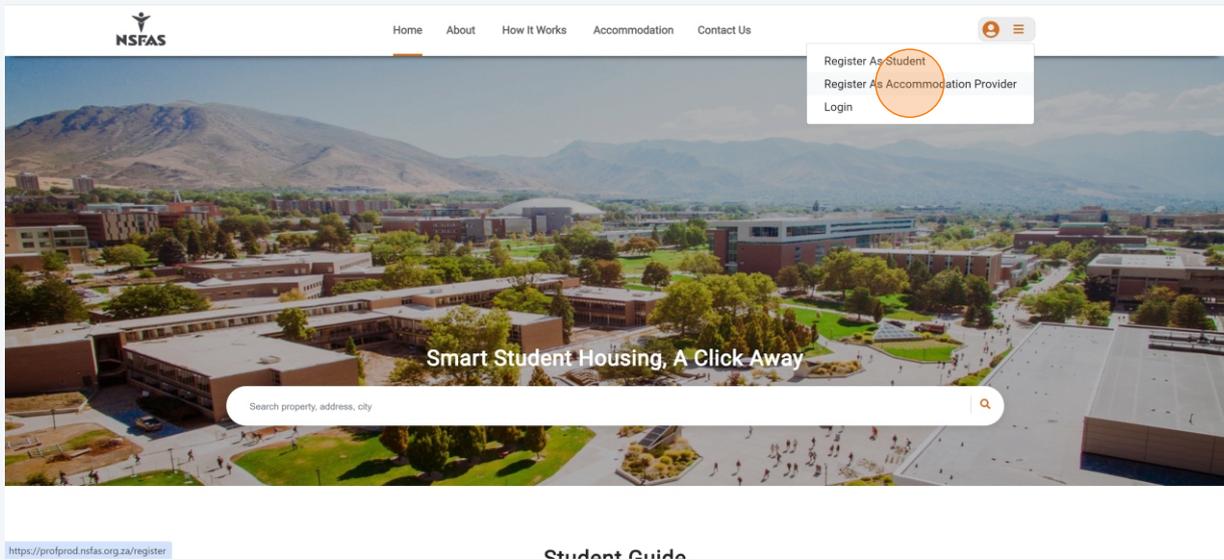
3   Fill in your details and accept the T's & C's.

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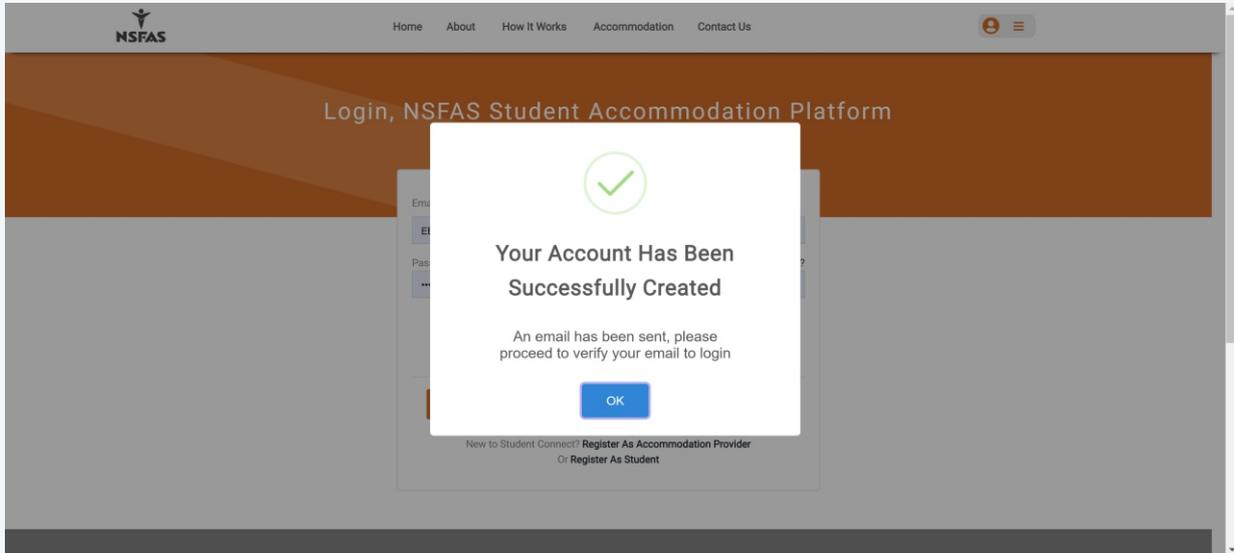
5 Fill in your details in all required fields and click **Next**. Begin by selecting whether you're registering on behalf of an organization or as an individual. Note that you'll have to provide information for all fields with the red asterix.
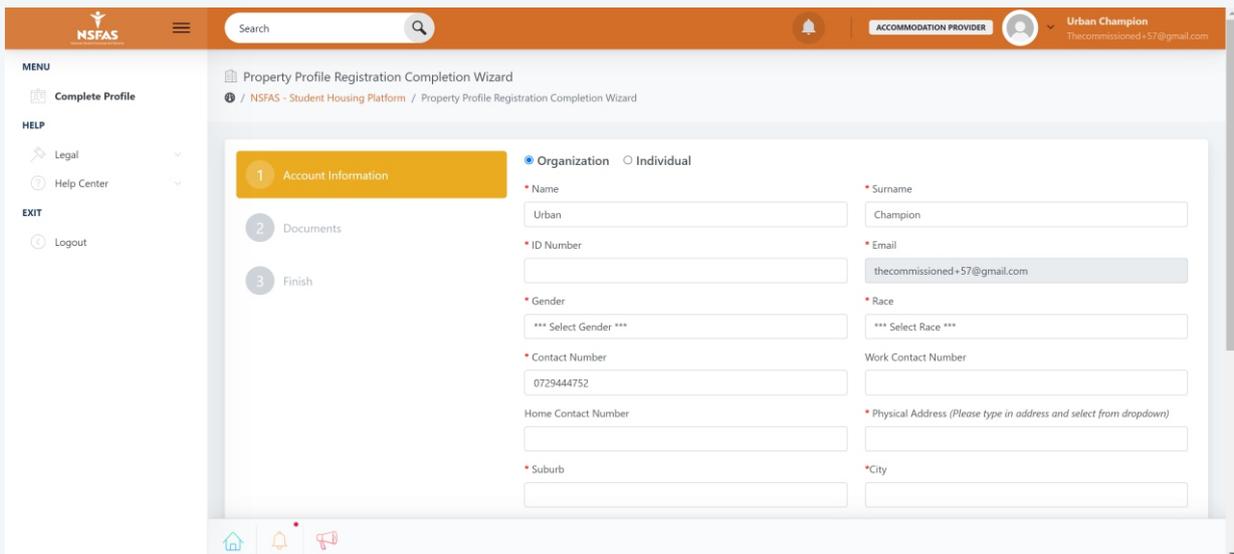
6 Upload all required documents and click **Next**.
You have to provide documents for all fields with the red asterix.

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.

8 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**.

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

10 Take note of the highlighted areas below. Add **rooms**, **photos**, and **documents** as required. Add **Key Features** if applicable.
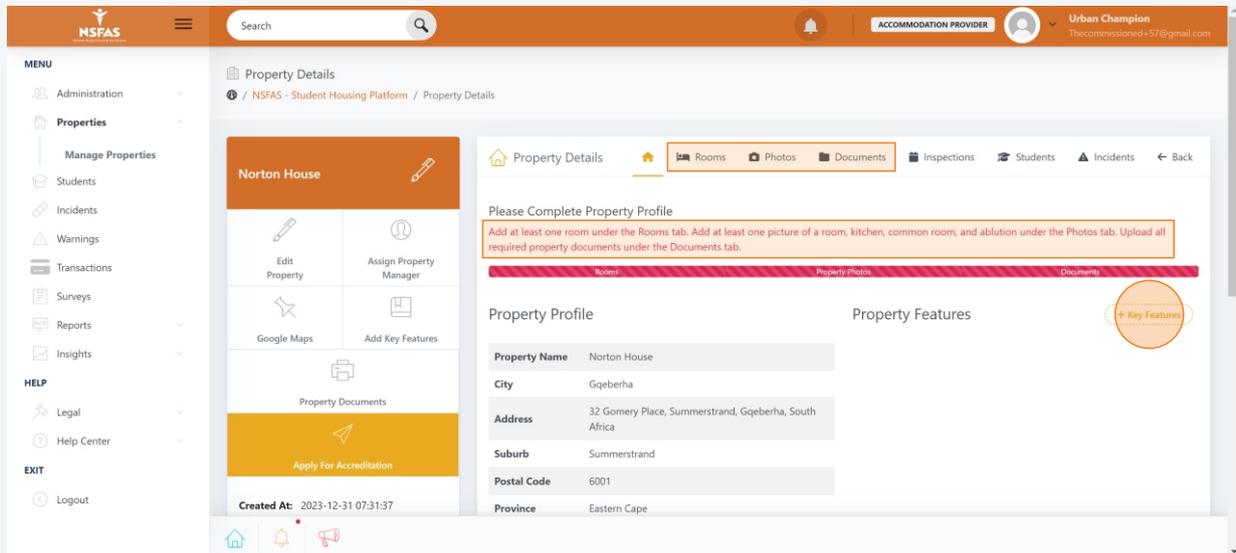
11 Click **Add Rooms** and complete the fields for the rooms applicable to you. Click on any of the **Tool Tips** to get a description of the different room types.
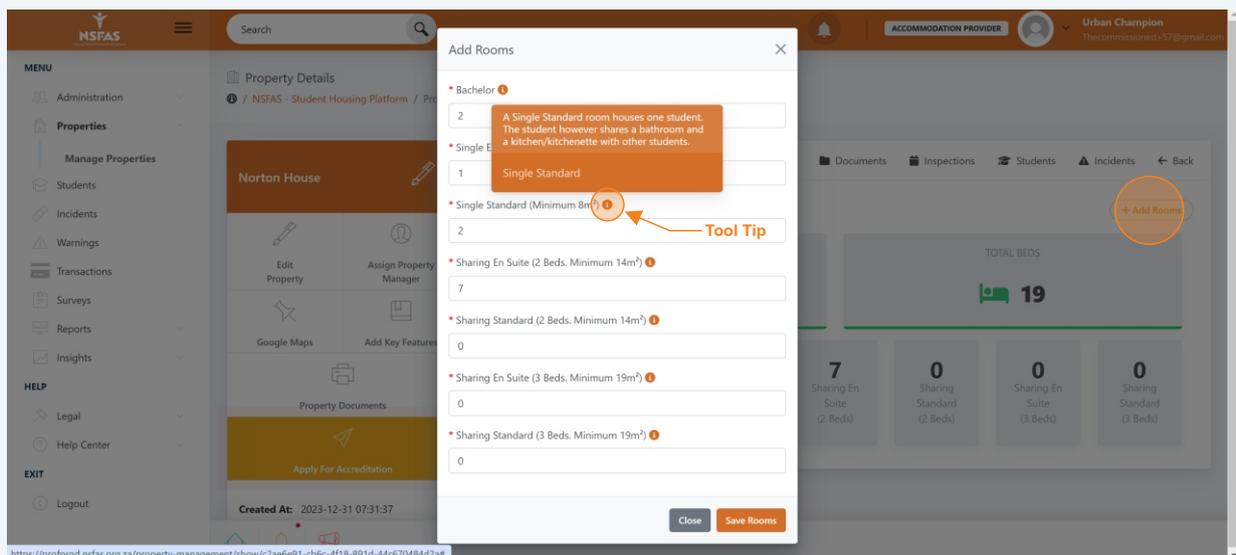
12   Click **Add Photo** and upload at least 1 photo for rooms. Repeat this step for kitchen, common area, and ablutions (bathrooms/toilets).
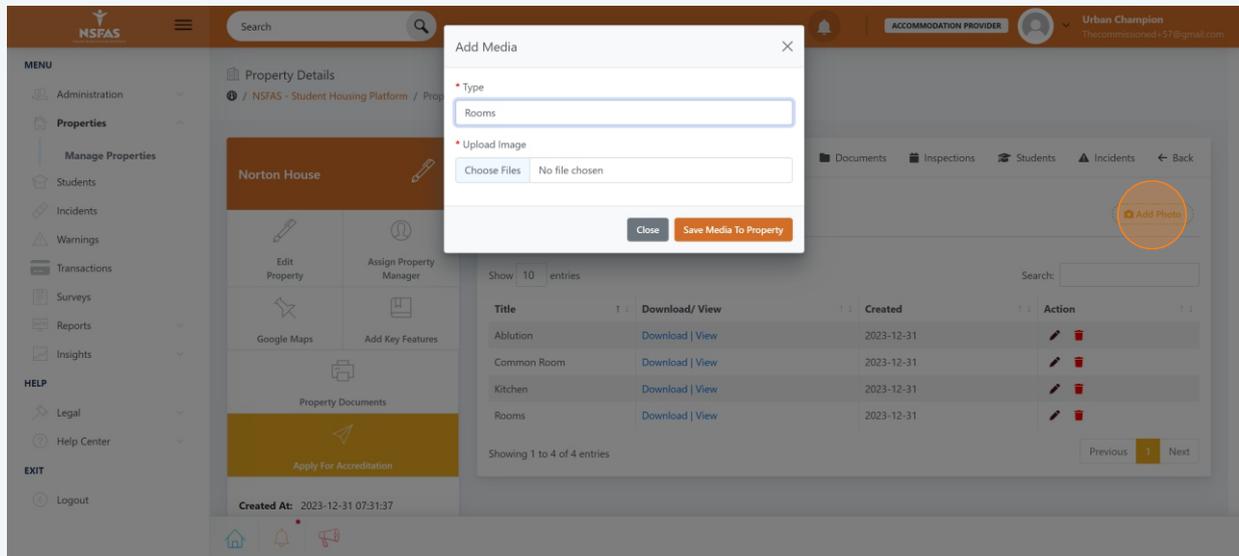
13   Click **Add Documents** and upload first required document. Once a document is uploaded, its red label will turn green as highlighted below. Repeat this step for the rest of the required documents. Once done, click **Back**.
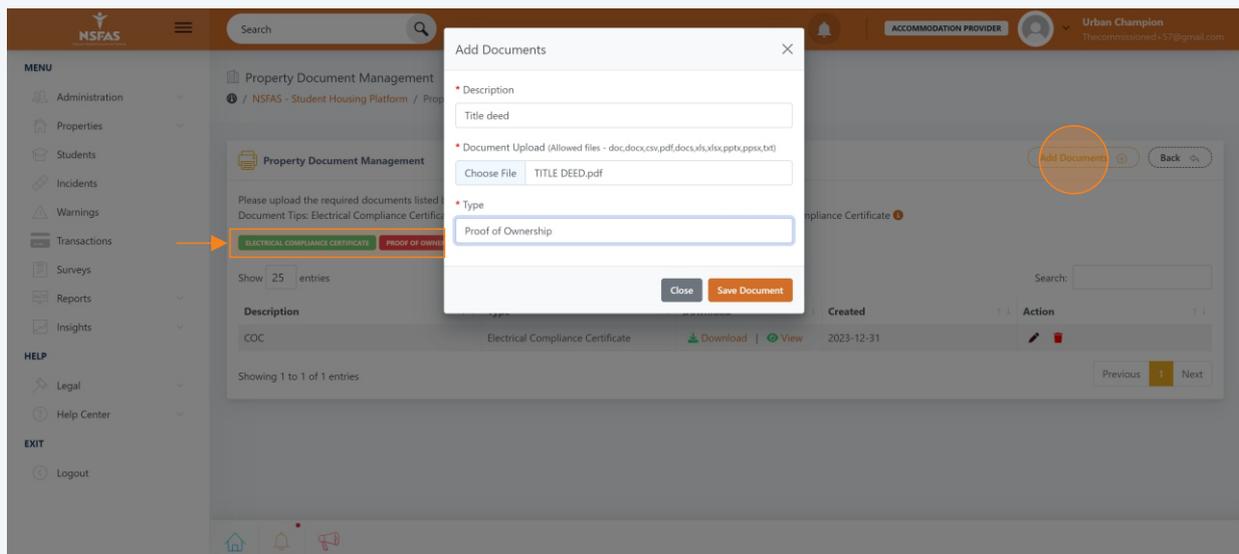
14 At this point you've met all the requirements for submission. Your final step is to **Apply For Accreditation** by clicking the highlighted button below and paying the accreditation fee.
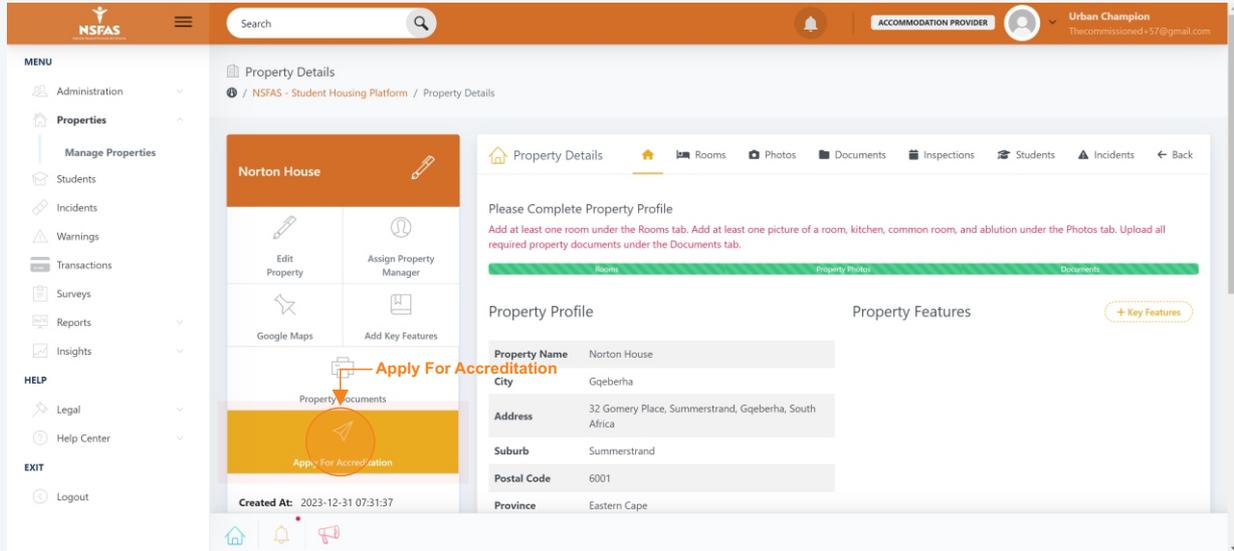
15 Your accreditation fee will be automatically calculated based of the number of beds you have. This is determined from the rooms you created. Click **Pay Now**.
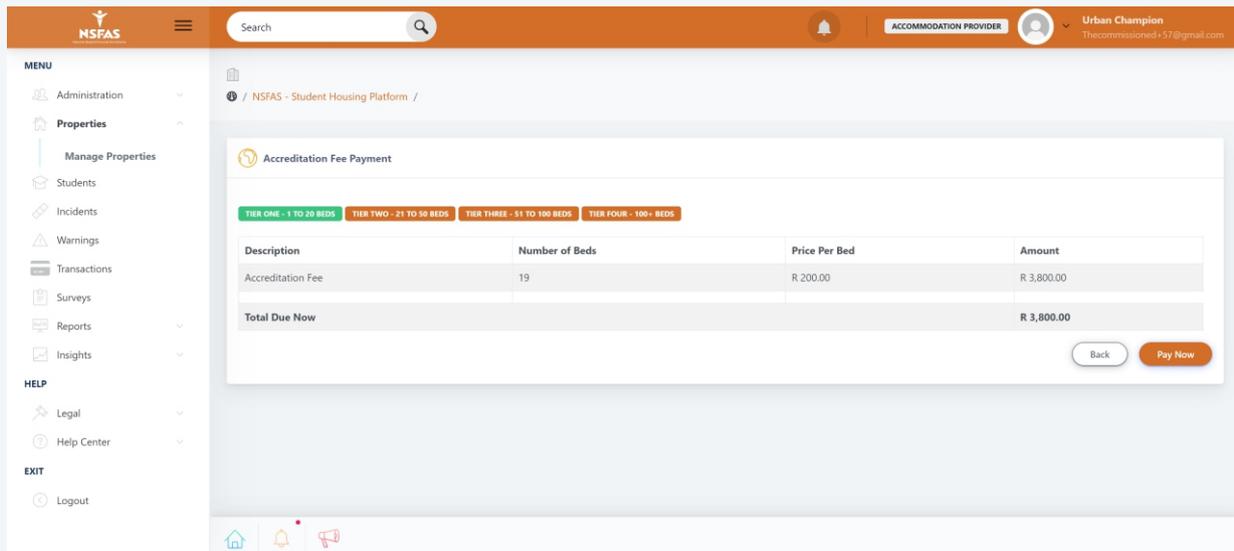
16 There are various payment options available to you. Click on the one most suitable for you. Once payment is made, you're done. An NSFAS Accreditation Agent will be in touch with you to schedule a date and time to inspect your property.
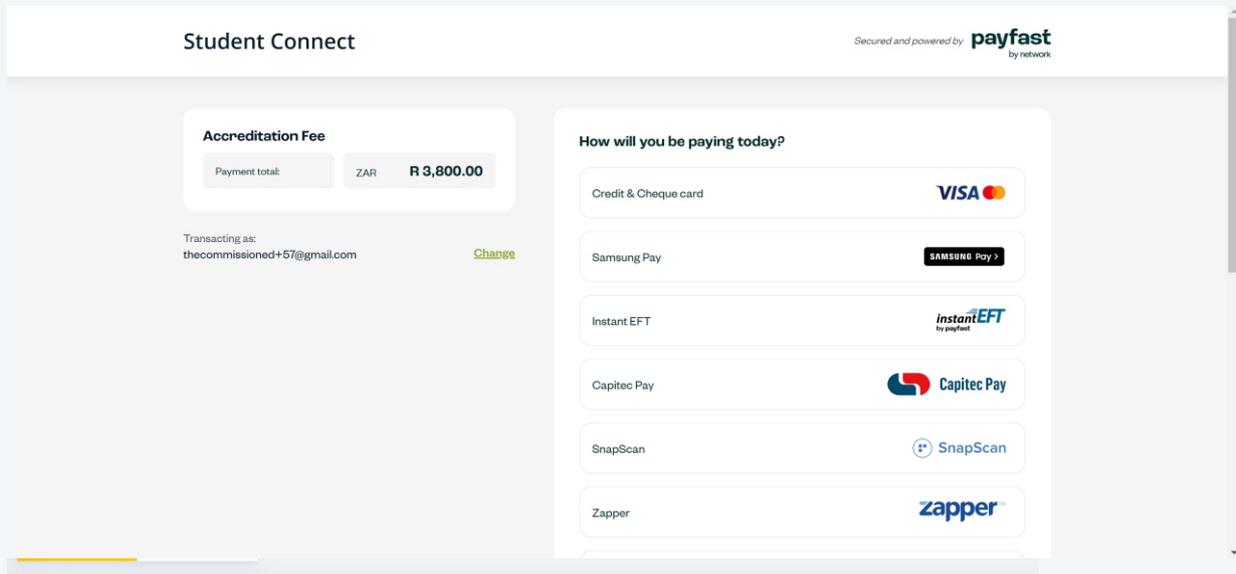
17 To view your agreed inspection date and time, click **Properties** and then **Manage Properties** in the sidebar. Click the "**eye**" icon on any property. You can now view the details of your scheduled inspection under the **Inspections** tab.