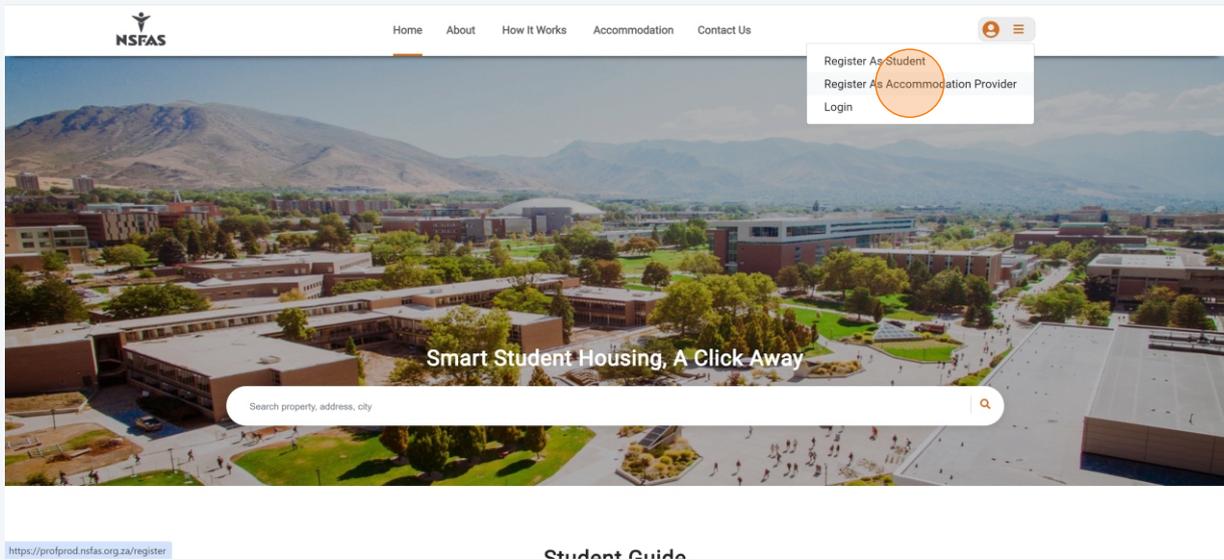


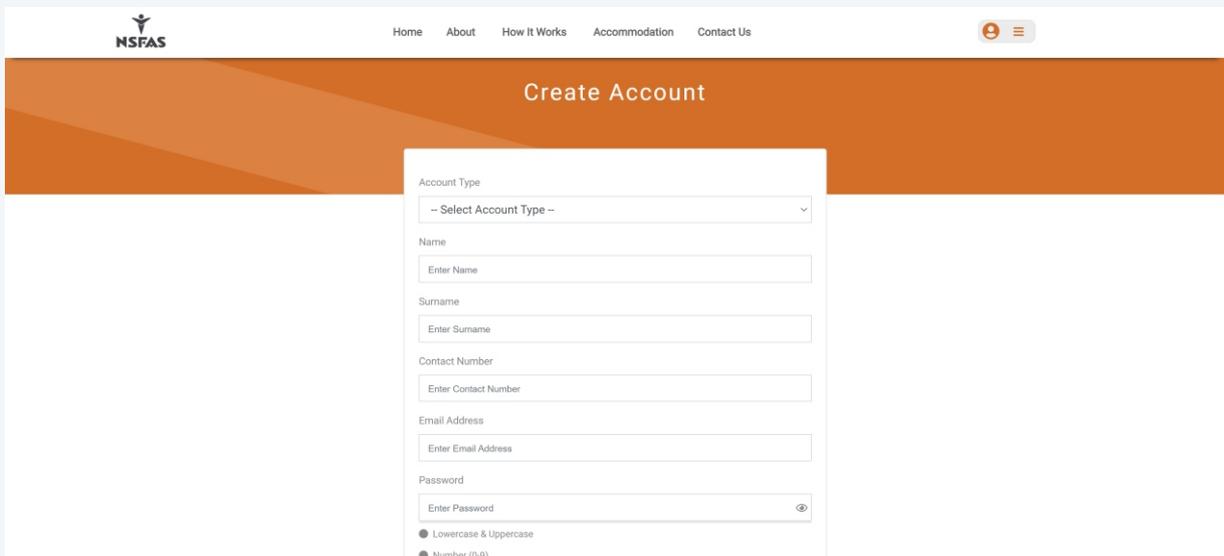
How To: Register As An Accommodation Provider & Load Properties

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

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

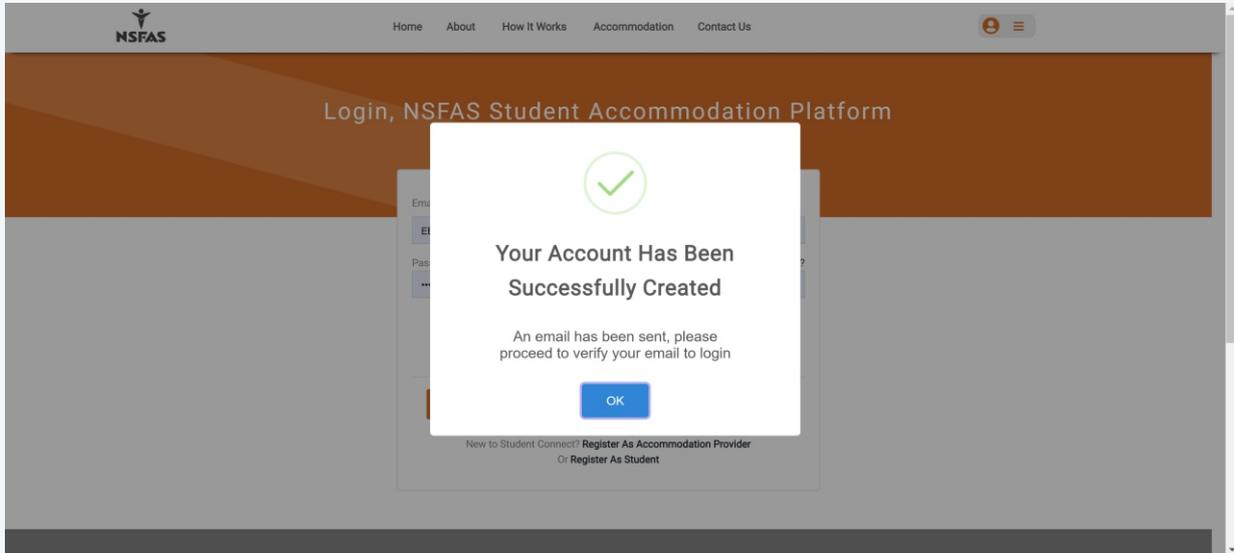


3 Fill in your details and accept the T's & C's.

A screenshot of the NSFAS 'Create Account' form. The form is centered on a white background with an orange header. The form fields are: 'Account Type' (a dropdown menu with '-- Select Account Type --'), 'Name' (a text input field with 'Enter Name' placeholder), 'Surname' (a text input field with 'Enter Surname' placeholder), 'Contact Number' (a text input field with 'Enter Contact Number' placeholder), 'Email Address' (a text input field with 'Enter Email Address' placeholder), and 'Password' (a text input field with 'Enter Password' placeholder and a visibility toggle icon). Below the password field are two radio button options: 'Lowercase & Uppercase' and 'Number (0-9)'. The NSFAS logo and navigation bar are visible at the top of the page.

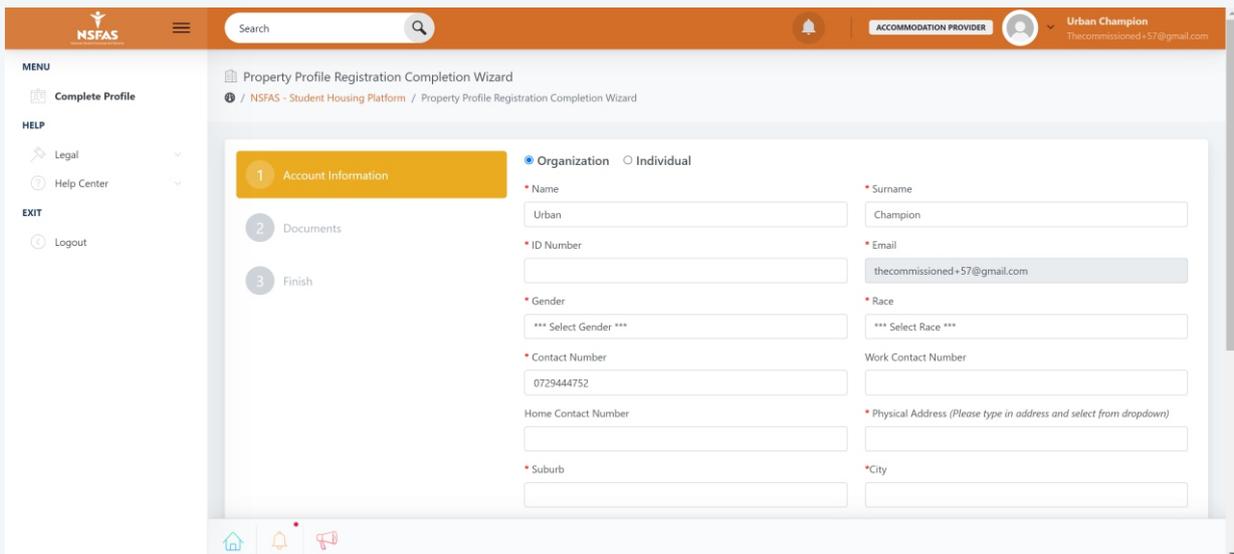
4

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 asterisk.



6

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

The screenshot shows the 'Property Profile Registration Completion Wizard' interface. The left sidebar contains a 'MENU' with 'Complete Profile', 'HELP' with 'Legal' and 'Help Center', and 'EXIT' with 'Logout'. The main content area is titled 'Property Profile Registration Completion Wizard' and shows a progress bar with three steps: '1 Account Information', '2 Documents' (highlighted), and '3 Finish'. The 'Documents' step contains three required fields, each with a red asterisk and a 'Choose File' button: 'Proof of ID/Passport', 'Proof of Address', and 'Proxy Document'. All 'No file chosen' buttons are currently disabled. At the bottom right, there are 'Previous' and 'Next' buttons.

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.

The screenshot shows the 'Create Company' form. The left sidebar is identical to the previous screenshot. The main content area is titled 'Create Company' and shows a progress bar with five steps: '1 Company Information' (highlighted), '2 Ownership Details', '3 Banking Details', '4 Documents', and '5 Finish'. The 'Company Information' step contains several required fields, each with a red asterisk: 'Company Registered Name' (Name), 'Company Registration Number', 'Email', 'Tel', 'Fax', and 'Website'. There are also optional fields: 'B-BBEE Certification Level' (--- Select Option ---), 'Address (Please type in address and select from dropdown)', 'VAT Number', 'CSD Registration Number', and 'Upload Company Logo' (Choose File, No file chosen). A 'Next' button is located at the bottom right.

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**.

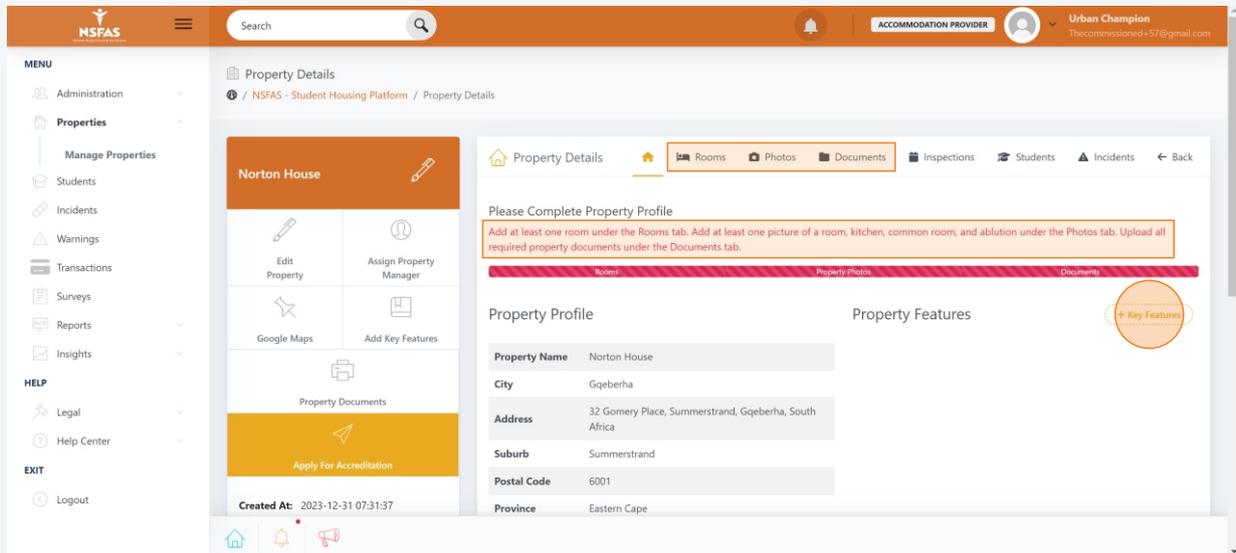
The screenshot shows the NSFAS Student Housing Platform dashboard. The top navigation bar includes the NSFAS logo, a search bar, a notification bell, and the user profile 'Urban Champion' with the email 'Thecommissioned+57@gmail.com'. The left sidebar menu is expanded to 'Properties', with 'Manage Properties' selected. The main content area displays the 'Manage Properties' page, which includes a search bar, a table with columns for Description, Address, Ownership, Status, and Action, and an 'Add Property' button circled in orange. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

9

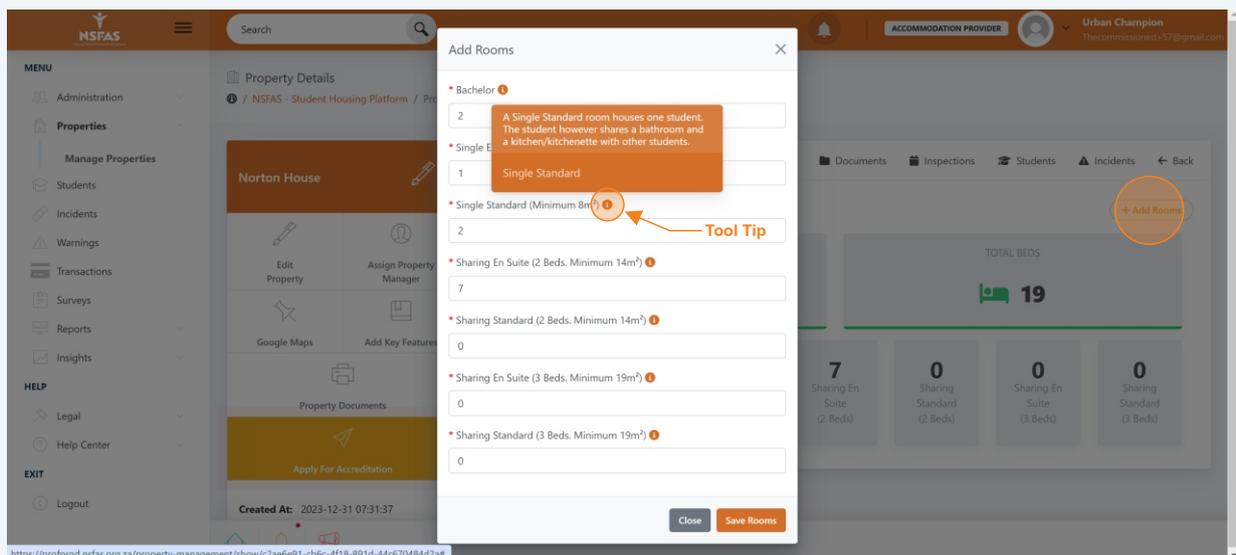
In the side bar, click **Properties** and then **Manage Properties**. Thereafter fill in all required fields and click **Next**.

The screenshot shows the NSFAS Student Housing Platform dashboard with the 'Create Property' form open. The left sidebar menu is expanded to 'Properties', with 'Manage Properties' selected. The main content area displays the 'Create Property' form, which includes the following fields: Property Name, Property Type (dropdown), Number of Beds (dropdown), Number of Rooms, Erf Number, Allotment/Township Name, Upload Cover Image (file upload), Province (dropdown), Preferred Institution (dropdown), and Description (text area). The form is titled 'Create Property' and has a 'Next' button at the bottom right.

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

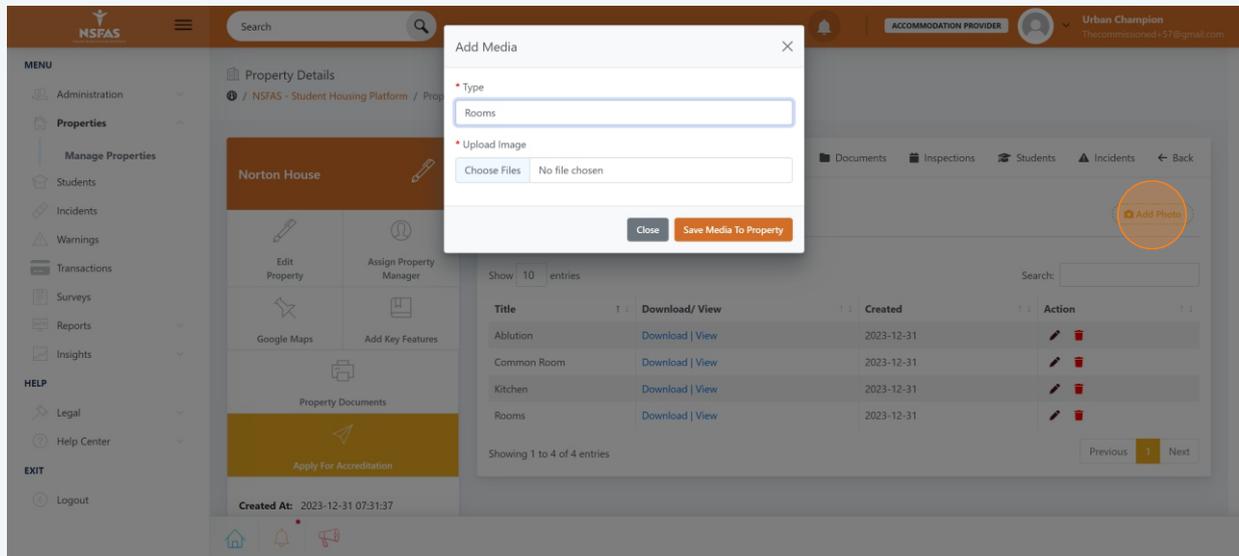


11 Click **Add Rooms** and complete the fields for the rooms applicable to you. Click on any of the **Tool Tips** to get a description of the different room types.

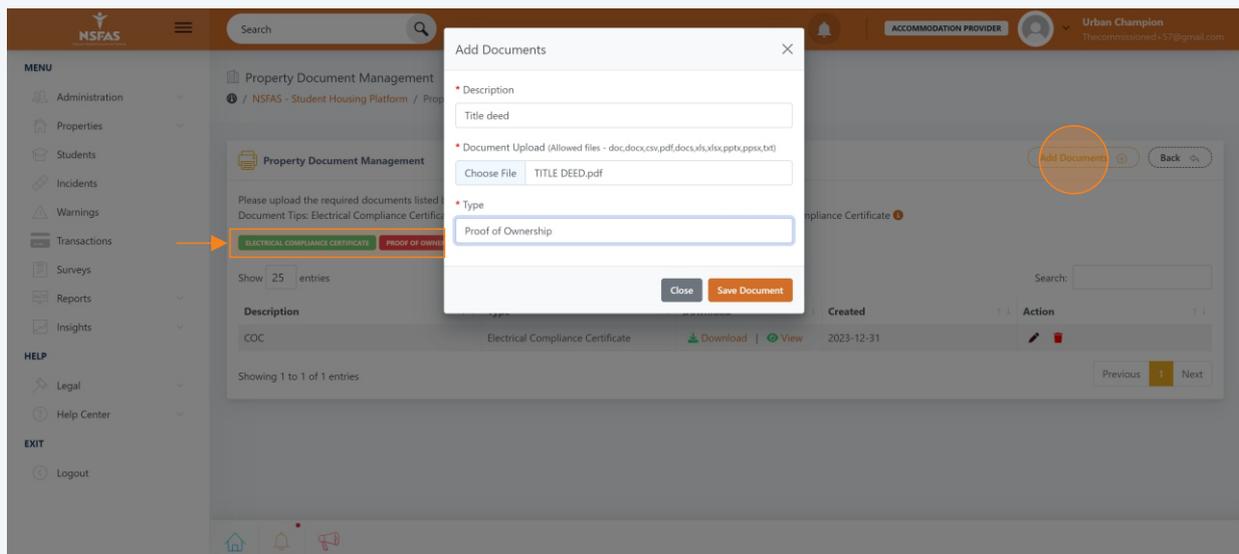


<https://profprod.nsfas.org.za/property-management/show/c2ae6e91-cb6c-4f18-891d-44c70484d2a#>

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

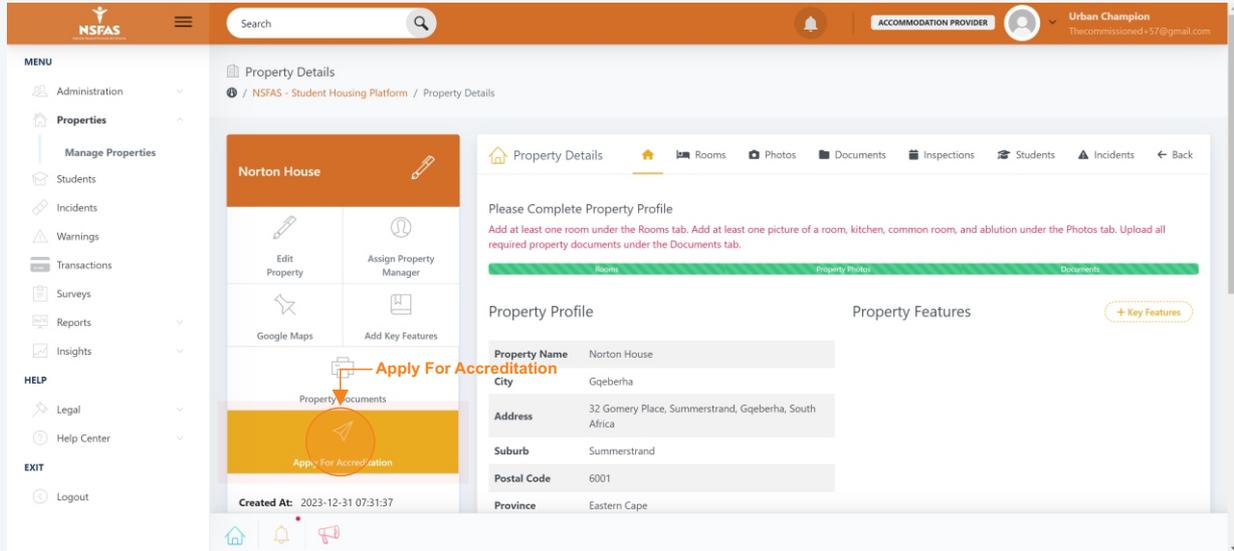


- 13 Click **Add Documents** and upload first required document. Once a document is uploaded, its red label will turn green as highlighted below. Repeat this step for the rest of the required documents. Once done, click **Back**.



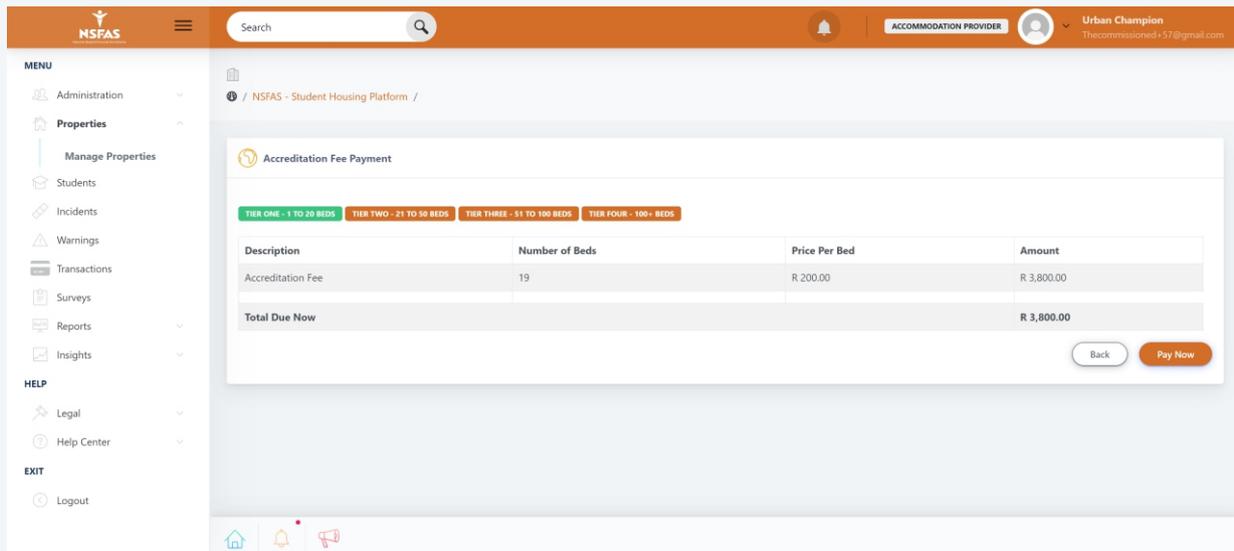
14

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.



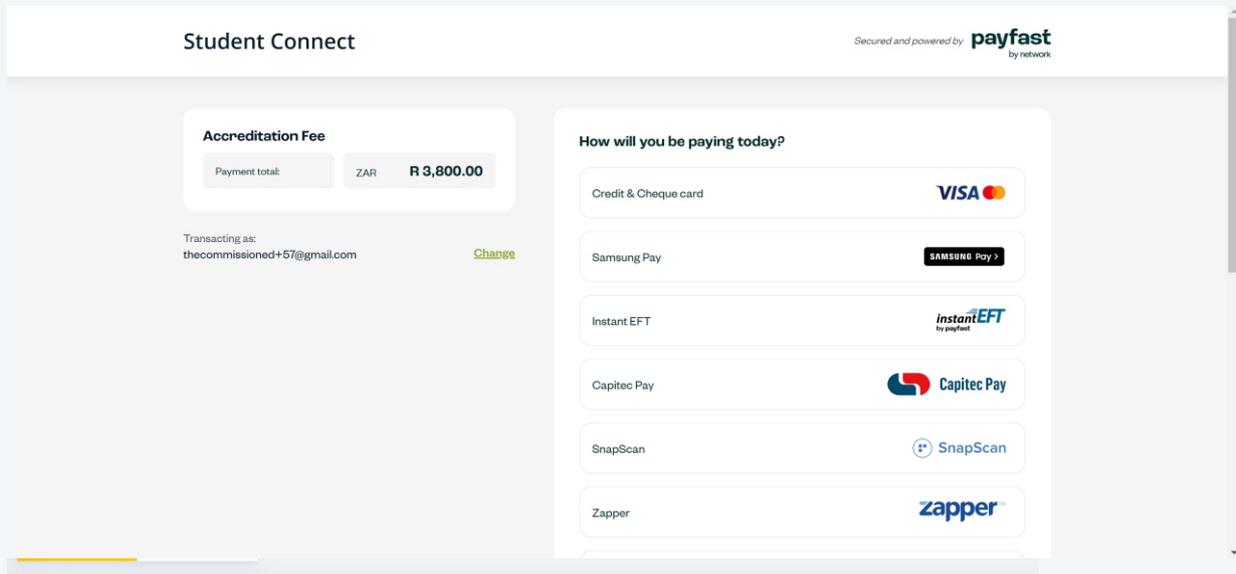
15

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.

