



CATHSSETA Integrated Management System (CIMS)

REGISTRING A NEW COMPANY ON CIMS

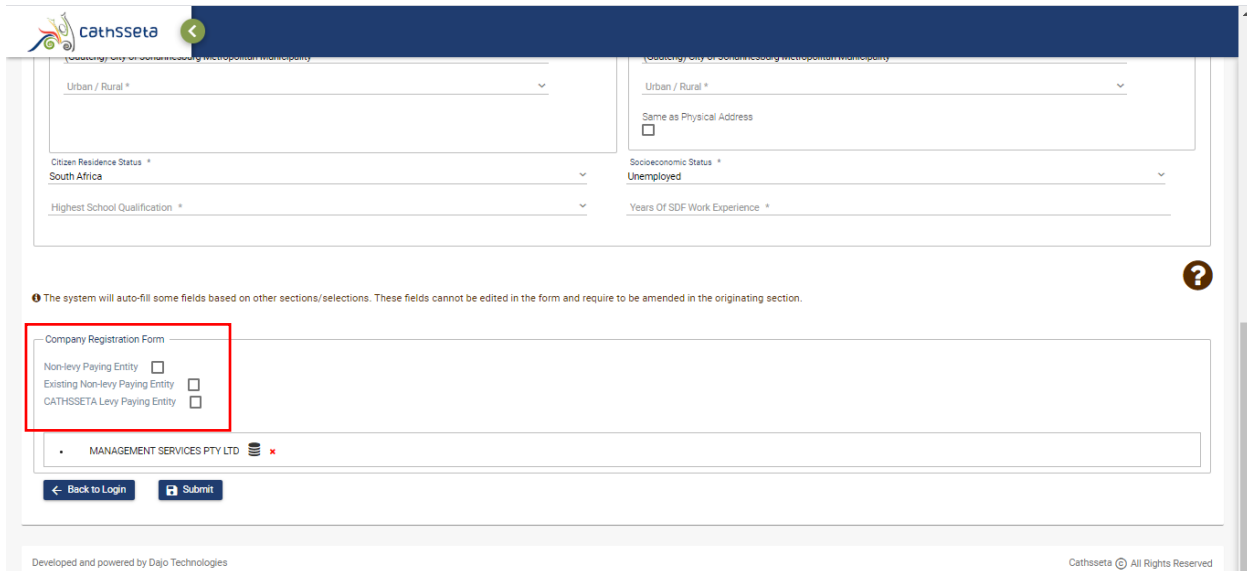
USER MANUAL

There are two ways to register Additional Companies onto the SDF Profile

Option 1

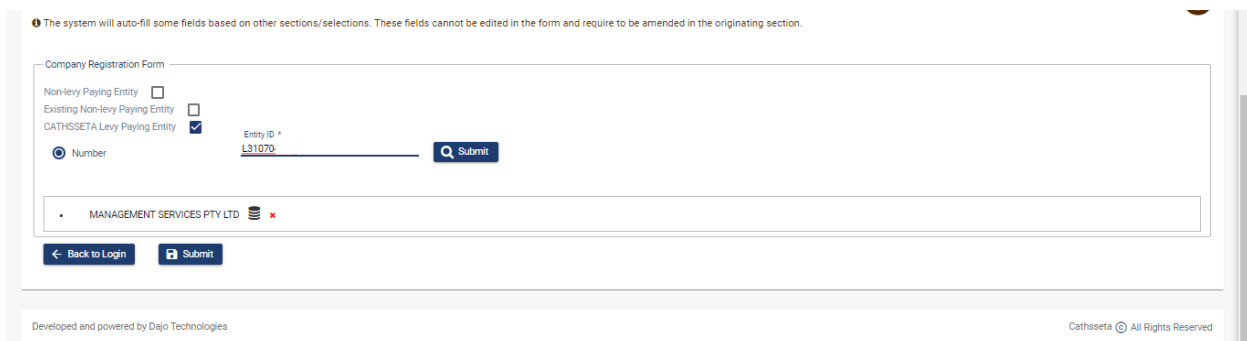
1. During Initial SDF Registration

- a. Once the SDF has added the first Company in the company Registration form, the SDF can select to add
 - i. Non-levy Paying Entity
 - ii. Existing Non-Levy paying Entity
 - iii. CATHSSETA levy paying Entity



The screenshot shows a web form for company registration. At the top, there is a navigation bar with the Cathseta logo and a back arrow. Below the navigation bar, there are several dropdown menus for 'Urban / Rural', 'Citizen Residence Status', and 'Highest School Qualification'. To the right, there are more dropdowns for 'Urban / Rural', 'Socioeconomic Status', and 'Years Of SDF Work Experience'. A checkbox labeled 'Same as Physical Address' is also present. A red box highlights the 'Company Registration Form' section, which contains three radio button options: 'Non-levy Paying Entity', 'Existing Non-levy Paying Entity', and 'CATHSSETA Levy Paying Entity'. The 'CATHSSETA Levy Paying Entity' option is selected. Below this section, there is a dropdown menu showing 'MANAGEMENT SERVICES PTY LTD'. At the bottom of the form, there are 'Back to Login' and 'Submit' buttons. A footer at the bottom of the page reads 'Developed and powered by Dejo Technologies' and 'Cathseta © All Rights Reserved'.

2. The SDF will be required to capture the information required depending on the type of company they wish to register, then click submit



This screenshot shows the same registration form as above, but with the 'CATHSSETA Levy Paying Entity' option selected. Below the radio buttons, there is a radio button for 'Number' and an 'Entity ID' field containing the value 'L31070'. A 'Submit' button is located to the right of the 'Entity ID' field. The 'Back to Login' and 'Submit' buttons are also visible at the bottom of the form. The footer at the bottom of the page reads 'Developed and powered by Dejo Technologies' and 'Cathseta © All Rights Reserved'.

- The SDF will be required to review / capture / update the required information and upload the required documents then click save and submit

The system will auto-fill some fields based on other sections/selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Registration Form

Company Name * MOLEN AANDELEBLOK BPK Company Registration Number * 1991/00654

Entry ID * L31071

Please upload the following compulsory document(s)

SDF Company Appointment Letter

Certified Copy of Identity Document (not older than 2 months)

Download Re-Upload

Download Re-Upload

+ Save and Submit

MANAGEMENT SERVICES PTY LTD

Back to Login Submit

- The SDF will now see the new company added in the list. To add more companies the SDF can repeat the process, and once done the SDF must click submit

The system will auto-fill some fields based on other sections/selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Registration Form

Non-levy Paying Entity

Existing Non-levy Paying Entity

CATHSSETA Levy Paying Entity

MANAGEMENT SERVICES PTY LTD

MOLEN AANDELEBLOK BPK

Back to Login Submit

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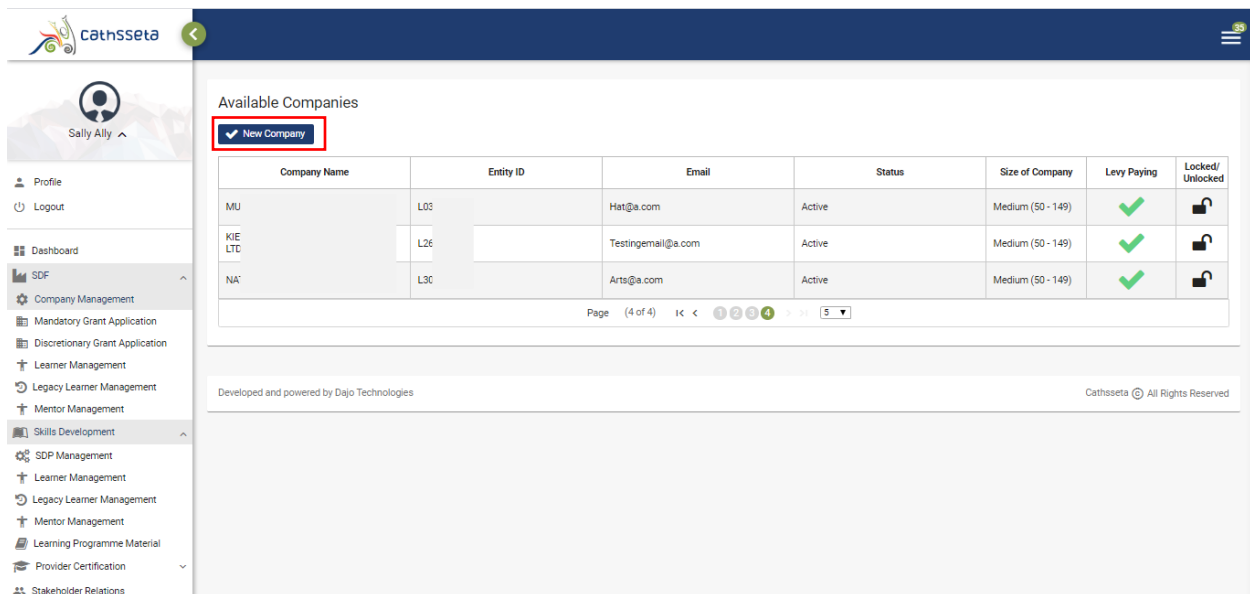
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Option 2

Once the SDF has been approved for the first company and the company status is Active on CIMS, the SDF should follow these steps to add a new company

1. Click on SDF, the Company Management
2. Then Click on New Company

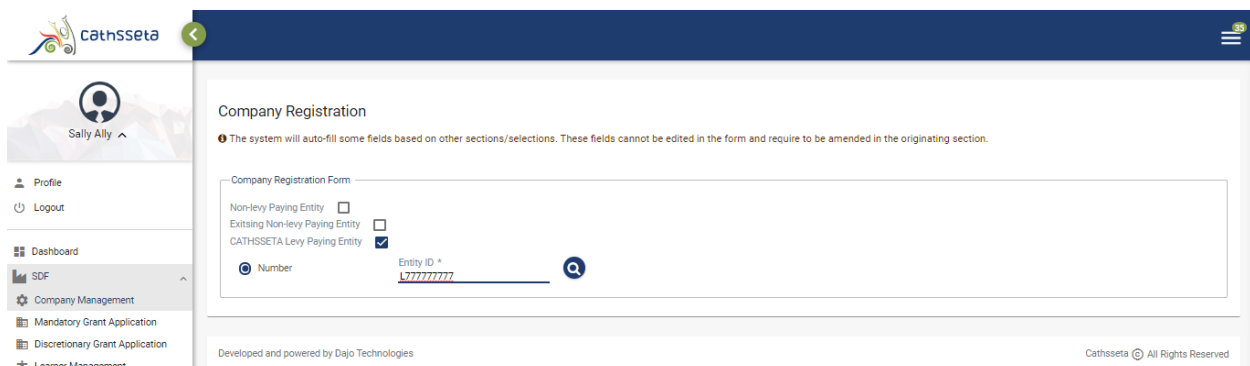
Please note: The New Company Button will only appear once the first company is active. If the first company is still pending registration, this button will not appear.



The screenshot shows the 'Available Companies' section of the CATHSSETA system. A red box highlights the 'New Company' button. Below it is a table with the following data:

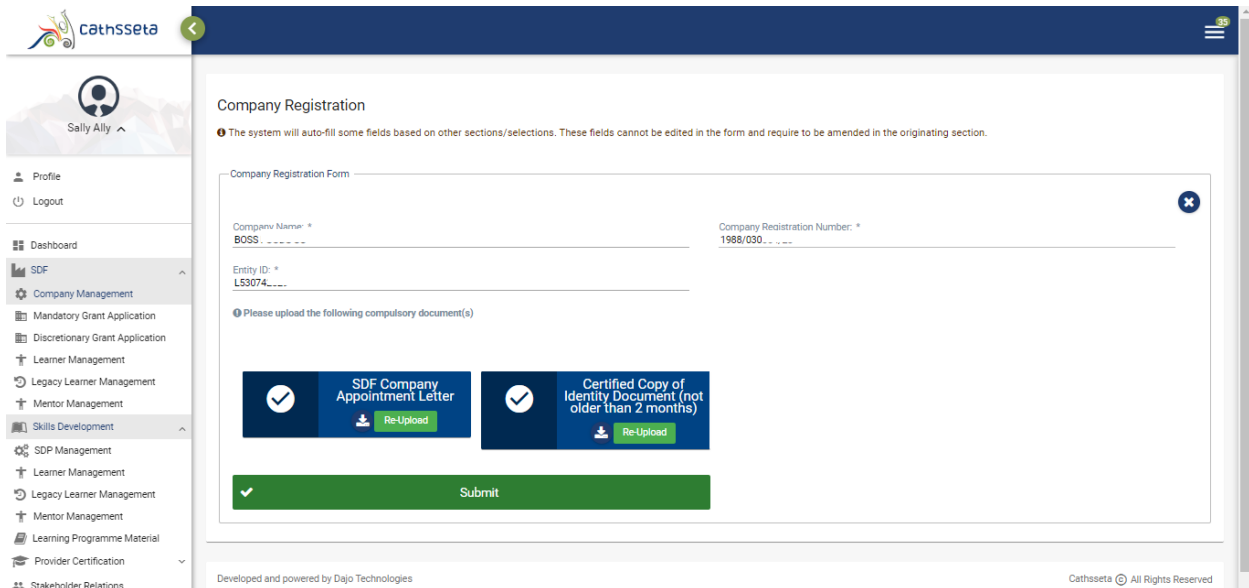
Company Name	Entity ID	Email	Status	Size of Company	Levy Paying	Locked/Unlocked
MU	L03	Hat@a.com	Active	Medium (50 - 149)	✓	🔒
KIE LTD	L26	Testingemail@a.com	Active	Medium (50 - 149)	✓	🔒
NA	L30	Arts@a.com	Active	Medium (50 - 149)	✓	🔒

3. The SDF can select to add, then click the magnifying glass
 - i. Non-levy Paying Entity
 - ii. Existing Non-Levy paying Entity
 - iii. CATHSSETA levy paying Entity



The screenshot shows the 'Company Registration' form. The 'CATHSSETA Levy Paying Entity' checkbox is checked. The 'Entity ID' field is populated with 'L77777777' and has a magnifying glass icon next to it.

- The SDF will be required to review / capture / update the required information and upload the required documents then click submit



Company Registration

The system will auto-fill some fields based on other sections/selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Registration Form

Company Name: * BOSS ----- Company Registration Number: * 1988/030 -----

Entity ID: * L53074-----

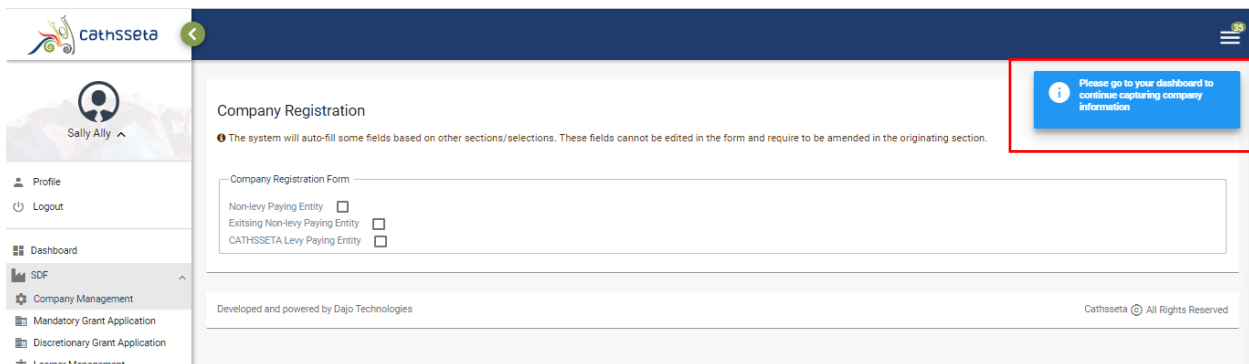
Please upload the following compulsory document(s)

SDF Company Appointment Letter [Re-Upload]

Certified Copy of Identity Document (not older than 2 months) [Re-Upload]

Submit

- The SDF will receive a notification to go to the dashboard to continue capturing company information



Company Registration

The system will auto-fill some fields based on other sections/selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Registration Form

Non-levy Paying Entity

Exsting Non-levy Paying Entity


CATHSSETA Levy Paying Entity

Please go to your dashboard to continue capturing company information

- The SDF will then need to click the arrow to view and edit the task



Outstanding Tasks

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
Skills Development Facilitator Registration	You are an approved SDF. Please login and complete the company information for the new company: BOSS (2529)		Not Started	19 Mar 2020	●	

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