

FASSET

Financial and Accounting Services

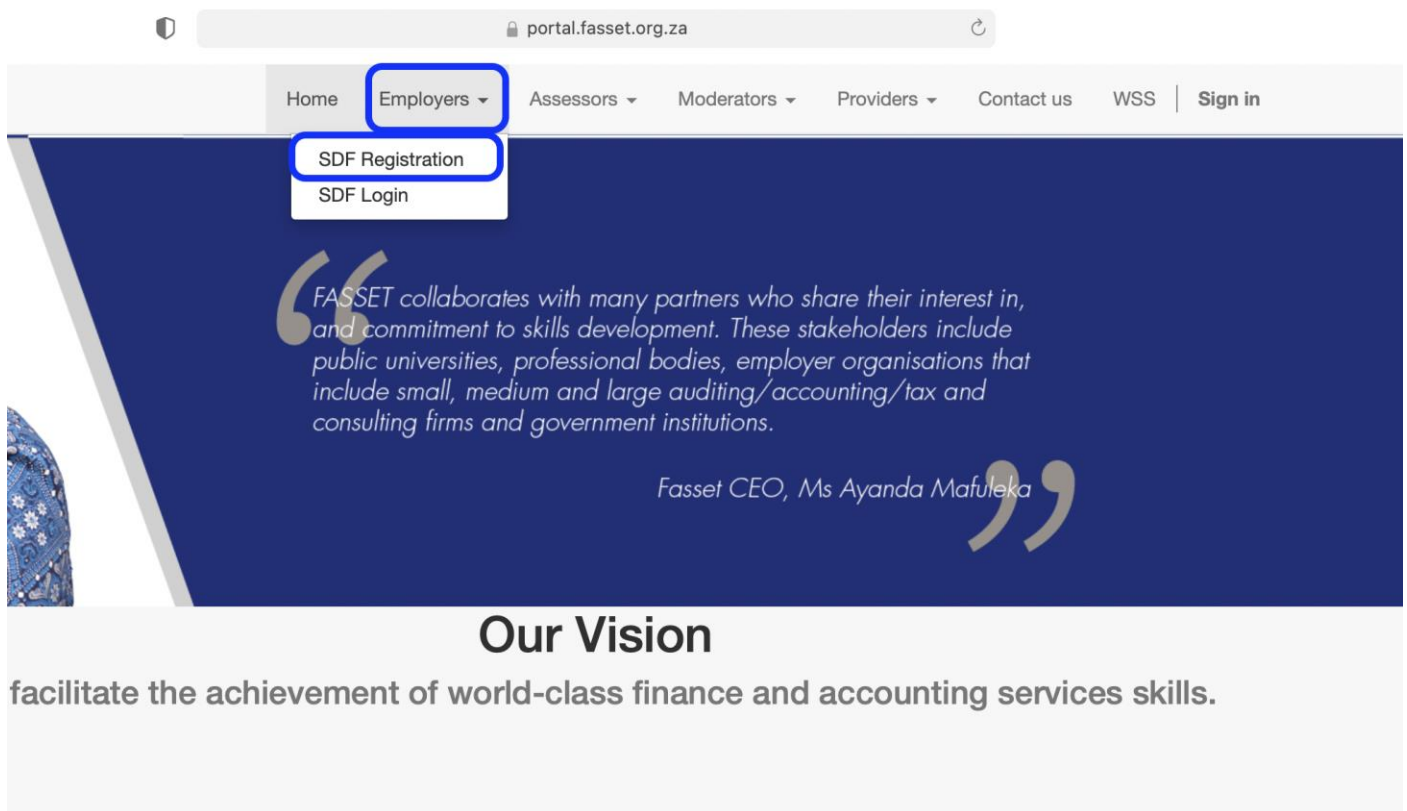
FASSET MIS

MG (SDF REGISTRATION)

TRAINING GUIDE

SDF Registration.

- To begin the registration process, go to your device browser and go to the FASSET website <https://portal.fasset.org.za>
- Click on **“Employer”**, then click **“SDF Registration”**, which will open to a registration form: https://portal.fasset.org.za/page/sdf_registration



Click on the **“Employers”** Menu for additional SDF related options.



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Home Employers Assessors Moderators Providers Contact us WSS Sign in

SDF Registration
SDF Login

“FASSET collaborates with many partners who share their interest in, and commitment to skills development. These stakeholders include public universities, professional bodies, employer organisations that include small, medium and large auditing/accounting/tax and consulting firms and government institutions.

Fasset CEO, Ms Ayanda Mafuleka

Our Vision

facilitate the achievement of world-class finance and accounting services skills.

- Next, you need to familiarise yourself with the **“Popi Disclaimer terms and conditions”** & **“Privacy Statement Notice”**. then click on the “I Agree” radio button to proceed, you cannot proceed if you do not agree

POPI Disclaimer

Please accept the [POPI Disclaimer Terms and Conditions](#), or your application will be halted.

☒ I agree

Employer SDL No. * Enter Employer SDL number

Add Remove

| SDL Number | SDF Appointment Letter |
|------------|------------------------|
| | |

Employer Linking.

- After agreeing to the **“Popi Disclaimer terms and conditions”**, you can begin the registration process which requires you to enter the **“Employer SDL No”** you are registering for.

| | | | |
|-------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------|
| POPI Disclaimer | Please accept the POPI Disclaimer Terms and Conditions , or your application will be halted. | <input checked="" type="checkbox"/> I agree | |
| Employer SDL No. | * <input type="text" value="Enter Employer SDL number"/> | Add | Remove |
| SDL Number | | SDF Appointment Letter | |
| <div></div> | | <div></div> | |

- Enter the **“Employer SDL No”** and click the Add Button.

| | | | |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|
| POPI Disclaimer | Please accept the POPI Disclaimer Terms and Conditions , or your application will be halted. | <input checked="" type="checkbox"/> I agree | |
| Employer SDL No. | * <input type="text" value="E420748511"/> | Add | Remove |
| SDL Number | | SDF Appointment Letter | |
| <input type="text" value="E420748511 -> Accounting Brilliance CC -> Accounting Brilliance"/> | | <input type="button" value="Choose File"/> Screenshot 2...1.31.38.png | |

Once you click the **“Add”** button, the linked **Employer/Organisation** to the **“Employer SDL No”** you entered will reflect in the “SDL Number” section.

- After that you need to attach your **“SDF Appointment Letter”** by clicking on the **“Choose file”** button. This will take you to documents on your device to upload and attach.



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Linking Multiple Employers

- In order to link your registration to more than one Employer, you need to add the next **“Employer SDL No”** and click the **“Add”** button again.

Once you click the “Add” button, the linked **Employer/Organisation** to the second **“Employer SDL No”** you entered will reflect in **the “SDL Number”** section.

- After that you need to attach your **“SDF Appointment Letter”** for the second Employer by clicking on the second **“Choose file”** button. This will take you to documents on your device to upload and attach as shown below.

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| POPI Disclaimer | Please accept the POPI Disclaimer Terms and Conditions , or your application will be halted. | <input checked="" type="checkbox"/> I agree | |
| Employer SDL No. | <div><div>*</div><div>Enter Employer SDL number</div></div> | <div>Add</div> | <div>Remove</div> |
| SDL Number | | SDF Appointment Letter | |
| <div>E420748511 -> Accounting Brilliance CC -> Accounting Brilliance</div> <div>E012407613 -> 3S Financial Consultants CC -> 3S Financial Consultants C</div> | | <div><div>*</div><div>Choose File</div> Screenshot 2...1.31.38.png</div> <div><div>*</div><div>Choose File</div> Screenshot (8).png</div> | |

Removing SDL Number

- If you would like to remove any one of these SDL's that you would have added, you can simply click on the SDL record and click the **“Remove”** button.

| | | | |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------|-------------------|
| Employer SDL No. | <div><div>*</div><div>Enter Employer SDL number</div></div> | <div>Add</div> | <div>Remove</div> |
| SDL Number | | SDF Appointment Letter | |
| <div>E012407613 -> 3S Financial Consultants CC -> 3S Financial Consultants C</div> | | <div><div>*</div><div>Choose File</div> Screenshot (8).png</div> | |

General Information

- When you are done with linking the Employer(s) and the **“Appointment Letters”**, you now need to complete the fields on the **“General Information”** section.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**
- You will also be required to specify if you are an **“Internal”** employee to the Organisation you linked at the top, or you are a **“Consultant”**.
- If you are an **“Internal”** employee, then you should also specify if you are the **“Primary”** SDF or you are a **“Secondary”** SDF for the Organisation.
- After that click on the **“Next”** Button.

Internal Primary Employee / SDF

| General Information | | | |
|---------------------|----------------|-------------------------------------------|------------------------------------|
| Title | * Mr. | Name | * Victor |
| Surname | * Matambanadzo | Work Email | * victor@strategicdimensions.co.za |
| Cell Phone | * 0810844402 | Internal <input checked="" type="radio"/> | Consultant <input type="radio"/> |
| | | Primary <input checked="" type="radio"/> | Secondary <input type="radio"/> |

Next

Internal Secondary Employee / SDF



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| General Information | | | |
|---------------------|-------------------------------------------|------------|---------------------------------------------------------------|
| Title | <input type="text" value="Mr."/> | Name | <input type="text" value="Victor"/> |
| Surname | <input type="text" value="Matambanadzo"/> | Work Email | <input type="text" value="victor@strategicdimensions.co.za"/> |
| Cell Phone | <input type="text" value="0810844402"/> | Internal | Consultant <input type="radio"/> |
| | | Primary | Secondary <input checked="" type="radio"/> |

Next

Consultant SDF

| General Information | | | |
|---------------------|-------------------------------------------|------------|---------------------------------------------------------------|
| Title | <input type="text" value="Mr."/> | Name | <input type="text" value="Victor"/> |
| Surname | <input type="text" value="Matambanadzo"/> | Work Email | <input type="text" value="victor@strategicdimensions.co.za"/> |
| Cell Phone | <input type="text" value="0810844402"/> | Internal | Consultant <input checked="" type="radio"/> |
| | | | |

Next

Public Information

- When you are done filling in the “**General Information**”, you now need to complete the fields on the “**Public Information**” section and click the “**Next**” button.
- If you wish to go back to the previous page, click on the “**Back**” button.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

The screenshot shows a web form titled "Public Information". The form is divided into sections: "Contact Information", "Working Address", "Position", and "Notes".

Contact Information:

- * 45 Main Avenue
- Work Address2
- Work Address3
- South Africa
- Gauteng
- Select City--
- Select Suburb--
- Zip

Position:

- Department: ICT
- Job Title: Consultant
- Manager: Jon Kretek
- Notes: Other Information

At the bottom of the form, there are two buttons: "Back" and "Next".

Annotations on the form:

- A blue box labeled "Public Information" is at the top left.
- A blue arrow points from the "Public Information" box to a blue box labeled "Working Address".
- A blue arrow points from the "Working Address" box to a blue box labeled "Position".
- A blue arrow points from the "Position" box to a blue box labeled "Next" at the bottom.

Contact & Citizenship Information



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- When you are done filling in the **“Public Information”**, you now need to complete the fields on the **“Contact & Citizenship Information”** section and click the **“Next”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- On the **“Citizenship Information”** section, choose the appropriate **“Citizen Resident Status”** that you are linked to.
- If you are a **South African** citizen, then you need to enter a valid **R.S.A Identification No.** and also attach a copy of your certified **R.S.A Identification document**.
- If you are **NOT** a **South African** citizen, then you need to enter a valid **Passport No.** and also attach a copy of your certified **Passport document**.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

| | | | |
|--------------------------------|------------------------|------------------------------|---------------|
| Personal Information | | | |
| Contact Information | | | |
| Contact Number Home | 0810845654 | Contact Number Office | 0630459564 |
| Citizenship Information | | | |
| Citizen Resident Status | Country Of Nationality | R.S.A. Identification No | Birth Date |
| * SA - South Africa | South Africa | * 9304015800086 | 01/04/1993 |
| National ID | Passport No | ID Document/Passport Upload | Home Language |
| Nationality Id | Passport No. | * Choose File Screen...8.png | isiZulu |
| Status | | | |
| Gender | Male | Marital Status | Single |
| Disability | No | | |

Back **Next**

Personal Home and Postal Address Information

- When you are done filling in the **“Contact & Citizenship Information”**, you now need to complete the fields on the **“Home and Postal Address Information”** section and click the **“Submit”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

- If the **Postal Address** is the same as your **Personal Address**, click on the **“Postal Address Same as Home Address”** Tick Box, and then click the **“Submit”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.



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| | |
|-------------------------------------------------------------------------|-------------------------------------------------|
| Address Information | |
| Personal Address | |
| Home Address | <input type="text" value="45 main avenue"/> |
| | <input type="text" value="Home Address2"/> |
| | <input type="text" value="Home Address3"/> |
| | <input type="text" value="South Africa"/> |
| | <input type="text" value="Gauteng"/> |
| | <input type="text" value="-- Select City--"/> |
| | <input type="text" value="-- Select Suburb--"/> |
| | <input type="text" value="Zip"/> |
| Postal Address Same as Home Address <input checked="" type="checkbox"/> | |

Submission

- After clicking on the **“Submit”** button on the previous page, your information will be submitted and you will be presented with a box with information of your **Successful Registration** and **Reference Number**.

Registration Successful

Thank you for your SDF application.
Your application will be evaluated.
Your Reference Number is **R018**

Confirmation Emails

- After a successful submission, you will also receive confirmation emails for your submission, which will also contain the information you entered and also the **Reference number**.
- **Note: A successful registration submission does not mean that you have been “Approved” as a valid SDF at FASSET.**

Approval of Submission

- When your submission has been approved, then you will also receive an **“Approval Confirmation”** email.
- This email will also contain your login details and an attached **“SDF Approval Letter”**.

Logging In

- When you receive your approval email with login and password, you will need to go back to the website <https://fasset.org.za>

Password Reset

Step 1: Go to FASSET MIS portal



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Email

rbasson@abls.co.za

Password

Log in

Reset Password

For Any Queries Contact Help Desk on 011 607 7011 or Email
mis@fasset.org.za

Step 2: Click on “Reset Password” link

Your Email

Reset password

Back to Login

Step 3: Enter your email / user name and click “Reset password” button

Your Email

rbasson@abls.co.za

Reset password

[Back to Login](#)

Step 4(a): Your email / username is on record, and an email is sent to you which will provide you with a link to capture your new password. What you simply need to do is to click on the link sent to your email address that you have provided.

A password reset has been requested for this user. An email containing the following link has been sent:
http://portal.fasset.org.za/web/reset_password?token=PgRo2u14R89iLNjovj8l&db=fasset

Step 4(b): The email sent from the system will have a token with a link that will redirect the SDF to the page to do a password reset as shown below.

Your Email

rbasson@abls.co.za

Your Name

René Basson

Password

Confirm Password

Reset password

[Back to Login](#)

Step 5: Once that is done you will be required to enter and confirm your new password that you intend to use.



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Your Email

rbasson@abls.co.za

Your Name

René Basson

Password

.....

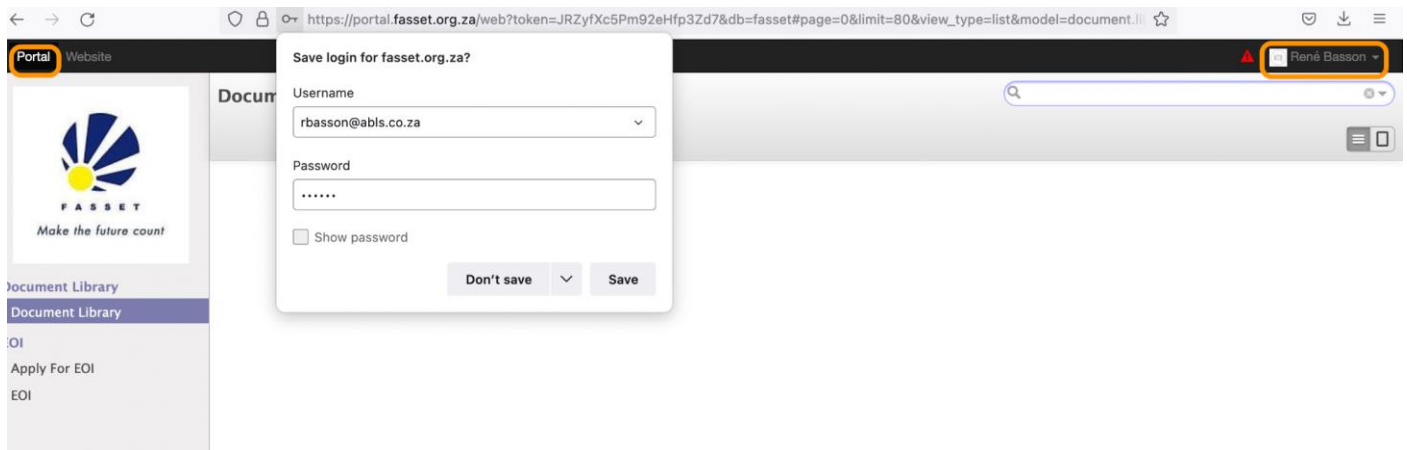
Confirm Password

.....

Reset password

[Back to Login](#)

Step 5(1): Upon clicking on reset password you will be redirected to your SDF portal where you will be able to do any SDF related transactions like ATR OR WSP Submissions. If you dont wish to save password for security purposes please click on Don't save.



Step 6: If your email address is not on record, you will be required to reach out to the FASSET ICT Helpdesk for assistance. by clicking on the contact us button.

Physical Address: 1st Floor, 296 Kent Avenue, Ferndale, Randburg, 2194
Postal Address: P.O. Box 6801, Cresta, 2118, Gauteng
Tel: (011) 476 8570, Fax: (011) 476 5756
E-mail: fassetcallcentre@fasset.org.za, Website: www.fasset.org.za



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Contact Us

[Home](#) [Employers ▾](#) [Assessors ▾](#) [Moderators ▾](#) [Providers ▾](#) [Contact us](#) | [Sign in](#)

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Fasset CEO, Ms Ayanda Mafuleka

The below screen will then show and you will be able to contact the Fasset team for assistance

Contact us

Contact us about anything related to our company or services.
We'll do our best to get back to you as soon as possible.

[Send us an email](#)

FASSET

📍 296 Kent Avenue

South Africa

☎ +27 11 476

✉ fassetcallcentre@fasset.org.za



Quick Links

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☎ +27 11 476 8570

✉ fassetcallcentre@fasset.org.za



FASSET - [About us](#)

Fasset is the Finance and Accounting Services Sector Education and Training Authority. The finance and accounting services sector is particularly important because it is the largest employer of people with financial management, accounting, and auditing skills.