



Health and Welfare Sector
Education and Training Authority

HWSETA

ETQA

**PROVIDER UPDATE
INFORMATION TRAINING
MANUAL**

Creating a Transaction

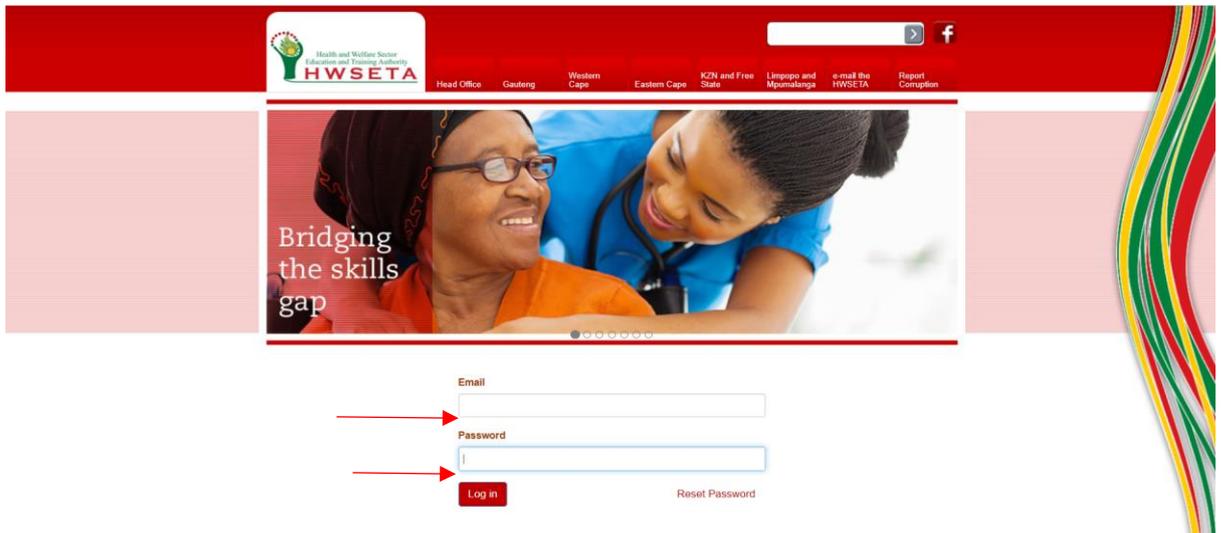
Version 1.0

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1. How to Login

- a. Navigate to: “<https://portal.hwseta.org.za/web/login>”
- b. Enter Email and Password and click “Log in”.

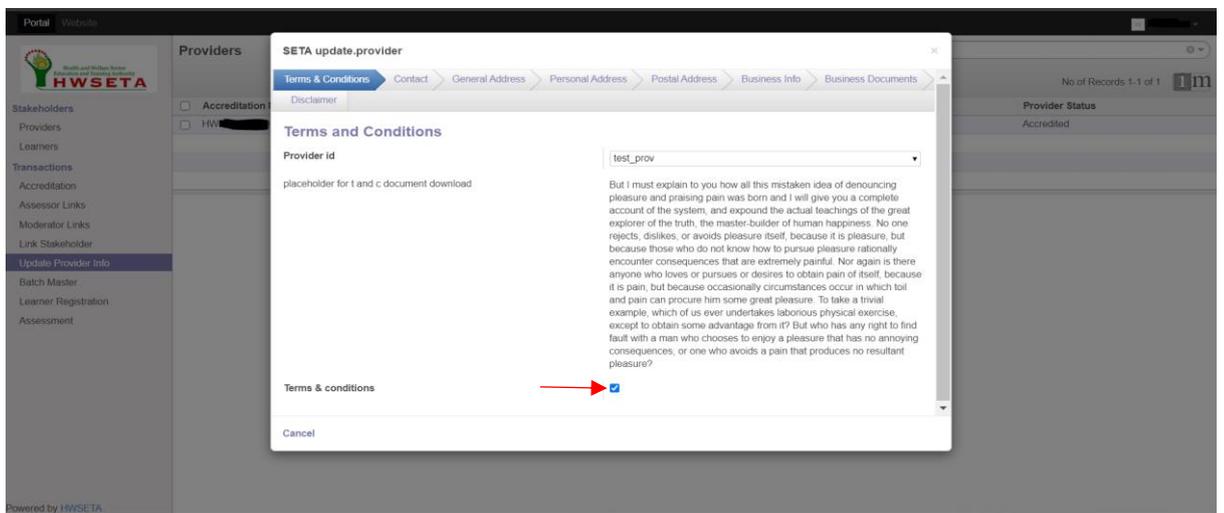


2. Creating an Updating Info Transaction

- a. Click on Update provider Info



- b. Accept the terms and condition



c. Click on contact and enter new contact details.

Portal Website

Providers

Stakeholders

Providers

Learners

Transactions

Accreditation

Assessor Links

Moderator Links

Link Stakeholder

Update Provider Info

Batch Master

Learner Registration

Assessment

HWSETA

Accreditation

HW

SETA update.provider

Terms & Conditions Contact General Address Personal Address Postal Address Business Info Business Documents

Disclaimer

General Details

Phone 0116076900

Mobile 0000000000

Fax 0116076900

Website http://www.testxxxxxprovider.co.za

Cancel

No of Records: 1-1 of 1

Provider Status Accredited

d. Click on General address and enter the address.

Portal Website

Providers

Stakeholders

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Learners

Transactions

Accreditation

Assessor Links

Moderator Links

Link Stakeholder

Update Provider Info

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Learner Registration

Assessment

HWSETA

Accreditation

HW

SETA update.provider

Terms & Conditions Contact General Address Personal Address Postal Address Business Info Business Documents

Disclaimer

Work Address

Street 32

Street2 Street num

Street3 Street num

Suburb Suburb

City

State id Gauteng

Zip 00000

Country id South Africa

Cancel

No of Records: 1-1 of 1

Provider Status Accredited

e. Click on Personal address and enter the address.

Portal Website

Providers

Stakeholders

Providers

Learners

Transactions

Accreditation

Assessor Links

Moderator Links

Link Stakeholder

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HWSETA

Accreditation

HW

SETA update.provider

Terms & Conditions Contact General Address Personal Address Postal Address Business Info Business Documents

Disclaimer

Home/Physical Address

Physical address 1 Enter Physical address

Physical address 2 Enter Physical address

Physical address 3 Enter Physical address

Provider physical suburb Enter Physical suburb

City physical Enter city

Province code physical Enter code

Zip physical Enter zip

Country code physical South Africa

Cancel

No of Records: 1-1 of 1

Provider Status Accredited

- f. Click on Postal address and enter the address.

The screenshot shows the 'Postal Address' form within the 'SETA update.provider' window. The form includes the following fields:

- Postal address 1: Enter Postal Address
- Postal address 2: Enter Postal Address
- Postal address 3: Enter Postal Address
- Provider postal suburb: Enter Postal Suburb
- City postal: Enter City
- Province code postal: Gauteng
- Zip postal: 00000
- Country code postal: South Africa

A 'Cancel' button is located at the bottom left of the form.

- g. Click on Business Info and enter information

The screenshot shows the 'Business Info' form within the 'SETA update.provider' window. The form includes the following fields:

- Company Registration Number: 00000000000000000000
- VAT Number: 00000000000000000000
- Provider Focus: Select Focus
- Years in Business: 1
- Number of full time staff members: 2000000

A 'Cancel' button is located at the bottom left of the form.

- h. Click on Business Documents, click the dropdown to attach a file.

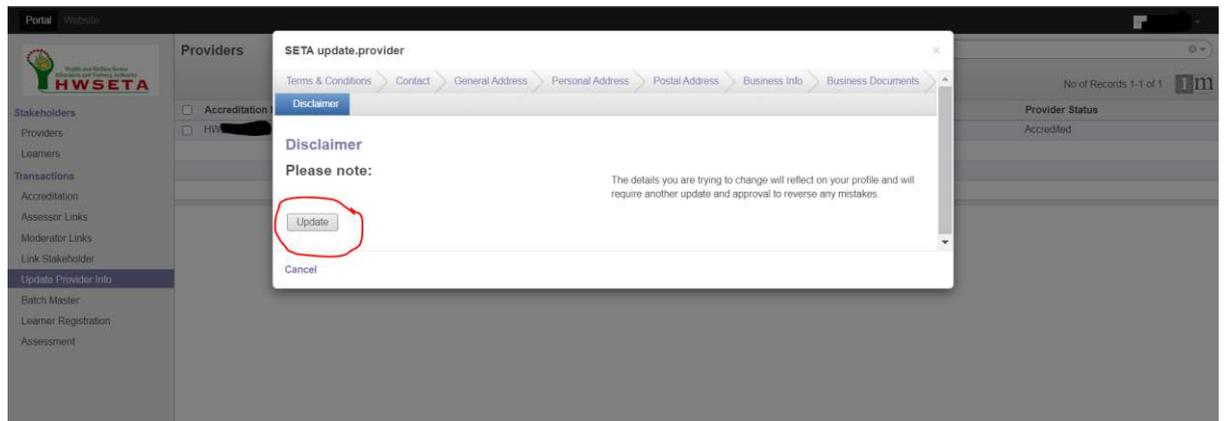
NB: Please note that already existing files will not reflect here, however, if a new file is attached it will be replaced.

The screenshot shows the 'Business Documents' form within the 'SETA update.provider' window. A 'Please note:' message states: 'These fields do not populate for you, if you add a file here, it will be replaced!'. The form lists various document types with corresponding dropdown menus for file selection:

- Cipro Documents
- Tax Clearance
- Director C.V
- Certified copies of Qualifications
- Professional Body Registration
- Workplace Agreement
- Business Visa/Passport/Permanent residence
- Learning Programme Approval Report
- Skills Programme Registration Letter
- Company Profile and organogram
- Quality Management System (QMS)
- Lease Document

The dropdown menu for 'Director C.V' is highlighted with a red circle, showing a file named 'Test doc.pdf' selected. A 'Cancel' button is located at the bottom left of the form.

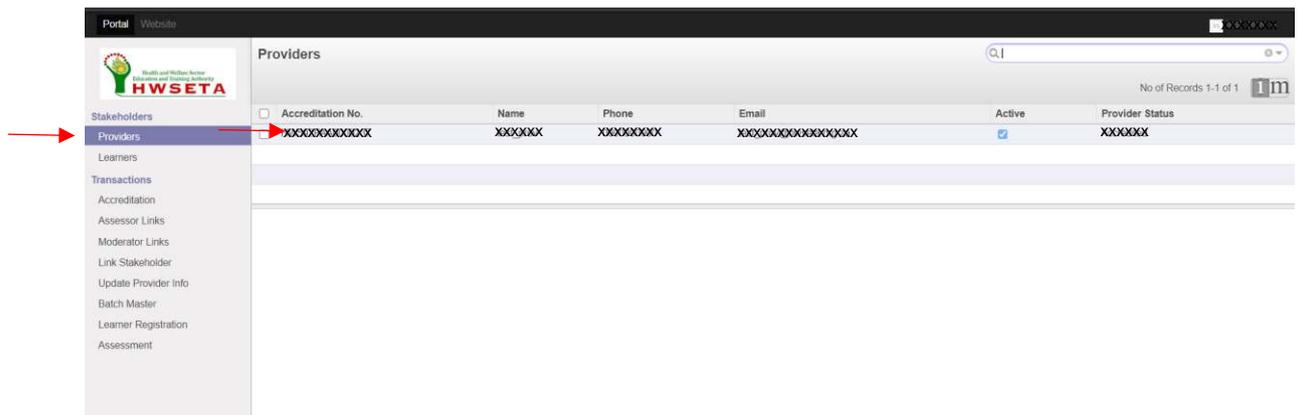
- i. Click on Disclaimer and click the “Update” button to send the transaction or “cancel” to discard.



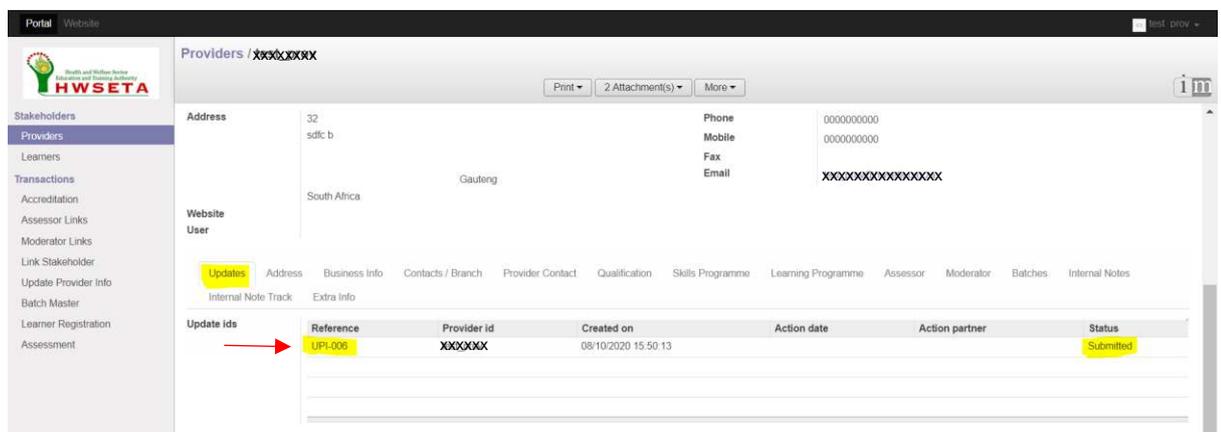
**Updating Provider Info completed.

3. Reviewing the Update Info Transaction

- a. Click on Providers then click the Provider line



- b. Click on updates, you will see the reference number of the transaction made and the status (status will change to Approved or Rejected as and when the transaction gets processed).



c. Click on the reference number line to review and compare changes

The screenshot shows a web portal interface for HWSETA. A modal window titled "Open: Update ids" is open, displaying a form for updating provider information. The form is divided into several sections:

- Provider id:** [Redacted]
- Disclaimer:** [Redacted]
- Reference:** LPI-006
- General Details:**
 - Related phone: 0000000000
 - Related mobile: 0000000000
 - Related fax: [Redacted]
 - Related website: [Redacted]
- Work Address:**
 - Related street: 32
 - Related street2: sdfc b
 - Related street3: [Redacted]
 - Related suburb: [Redacted]
 - Related city: [Redacted]
 - Related zip: [Redacted]
 - Related country id: South Africa
- Home/Physical Address:** [Redacted]

At the top right of the modal, there are three buttons: "Submitted" (highlighted in blue), "Approved", and "Rejected". The background shows a sidebar menu with options like "Stakeholders", "Providers", "Learners", "Transactions", "Accreditation", "Assessor Links", "Moderator Links", "Link Stakeholder", "Update Provider info", "Batch Master", "Learner Registration", and "Assessment".

**Changes will only reflect to the profile after approval.