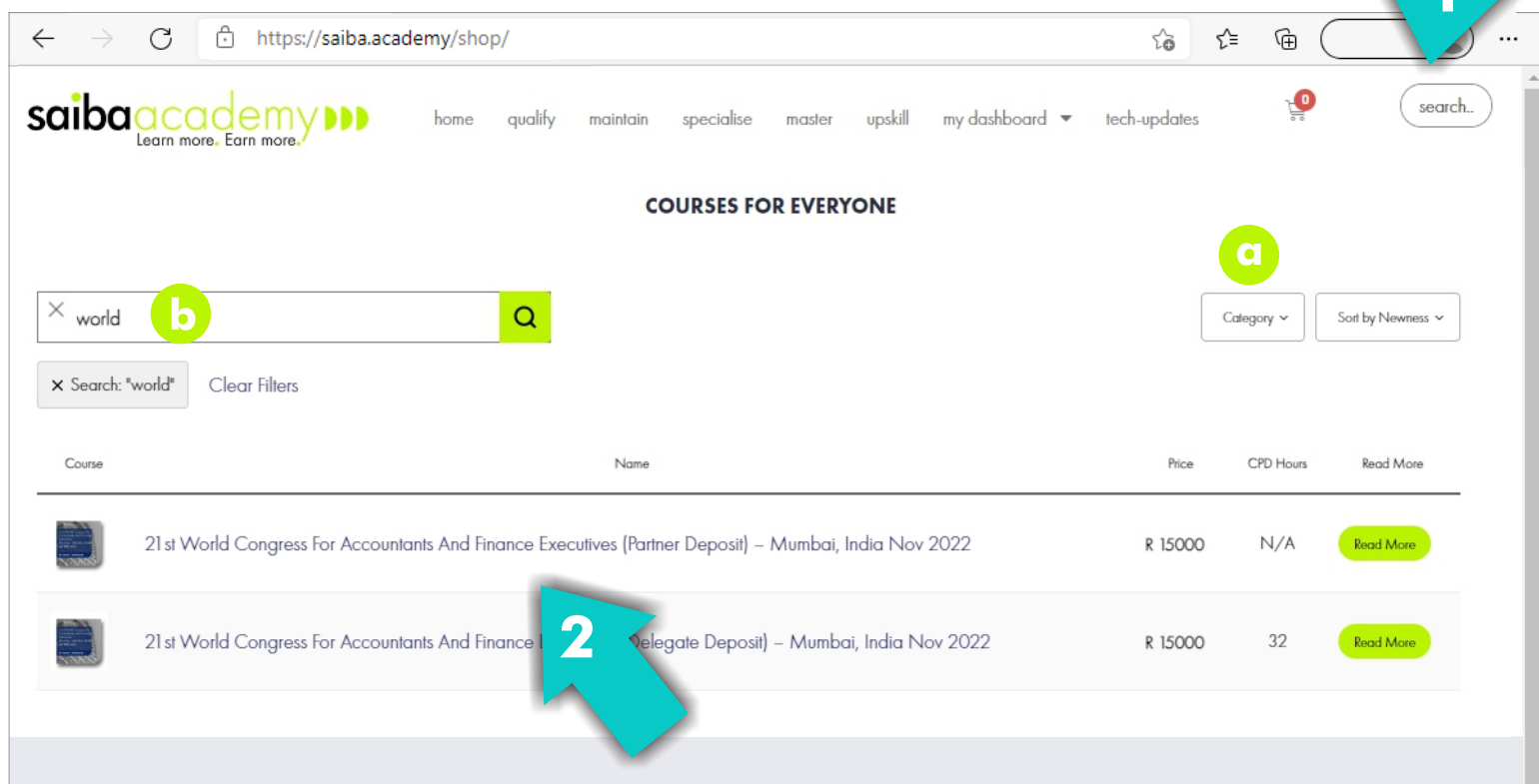# saiba academy ▷▷▷
Learn more. Earn more.

How to register for the event (Step 1 to 14)
How to view event information (Step 15 to end)

Step 1

Login to saiba.academy (if not logged in, you will be required to register on payment).
Visit https://saiba.academy/india-21st-wcoa-2022-and-tour/
or use the search function and search the word "world"

a The drop-down menu allows you to filter per category
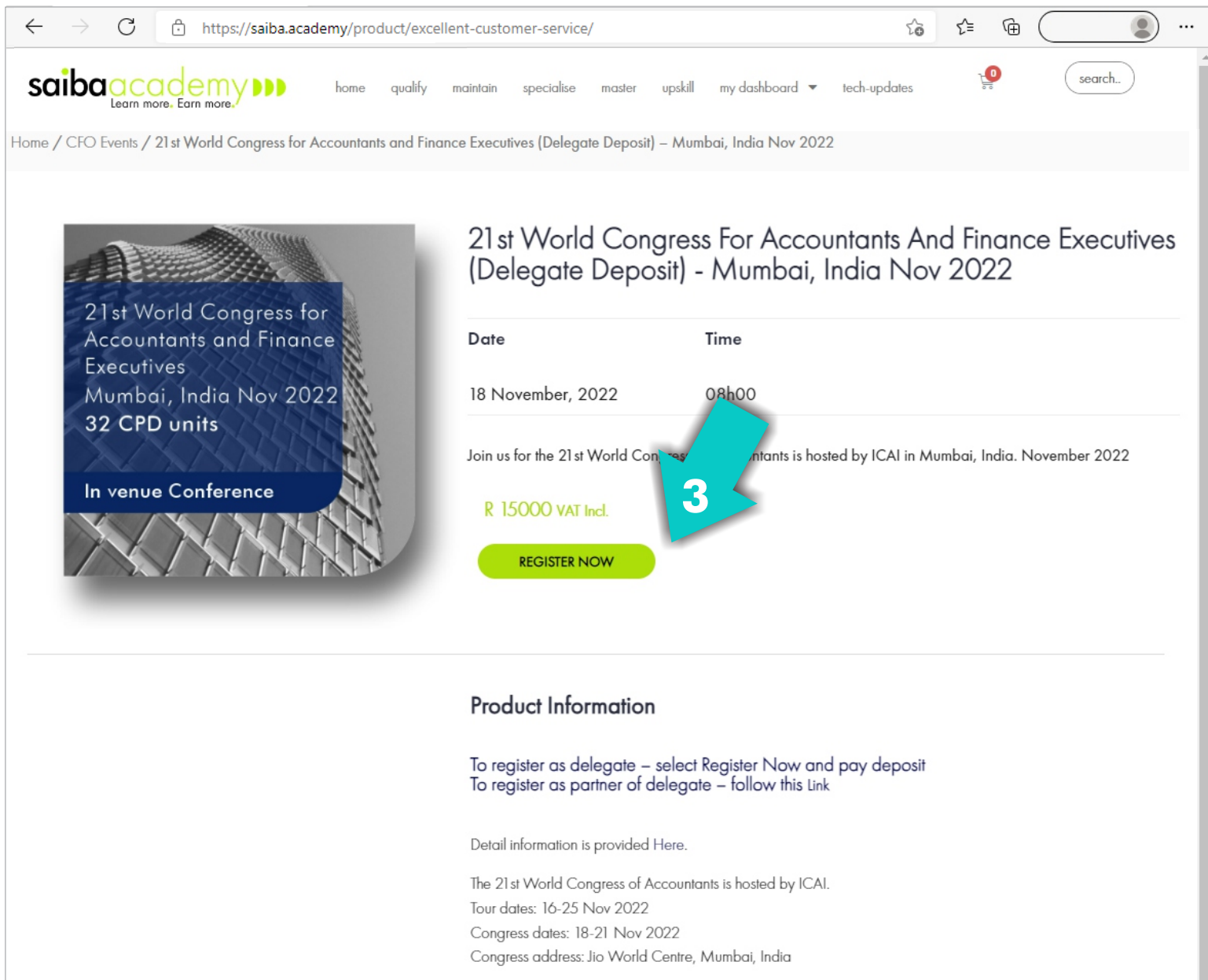
b Search per keyword/s

Step 2

Click on the relevant product name to open a product page

The event page will be displayed
Select REGISTER NOW to purchase the product
This step might be skipped if you have selected the Delegate or Partner Registration
buttons on https://saiba.academy/india-21st-wcoa-2022-and-tour/.

Step 4

The product or products selected will be displayed in your cart.
Select PROCEED TO CHECKOUT.
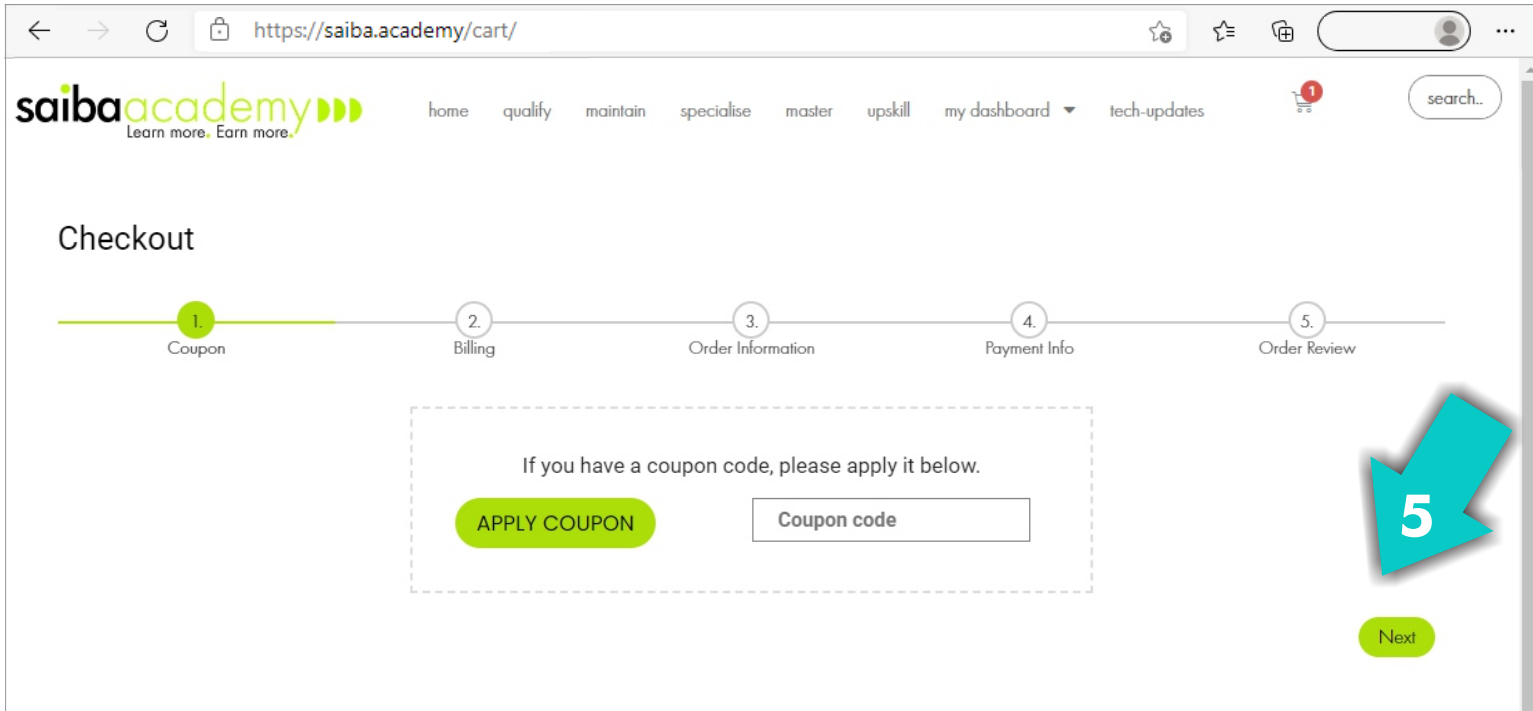
a Select the x to remove the product from your cart

b You can continue shopping and add other products to your cart before purchasing the product/s. The item/s selected will be summarised in your cart icon. **c** Select the cart icon to return to step 4 and proceed to checkout.

Step 5

Insert Coupon Code if applicable and/or select Next.

Step 6

Complete the Billing information and select Next.

Step 7

Ensure the Order Information is correct and select Next.
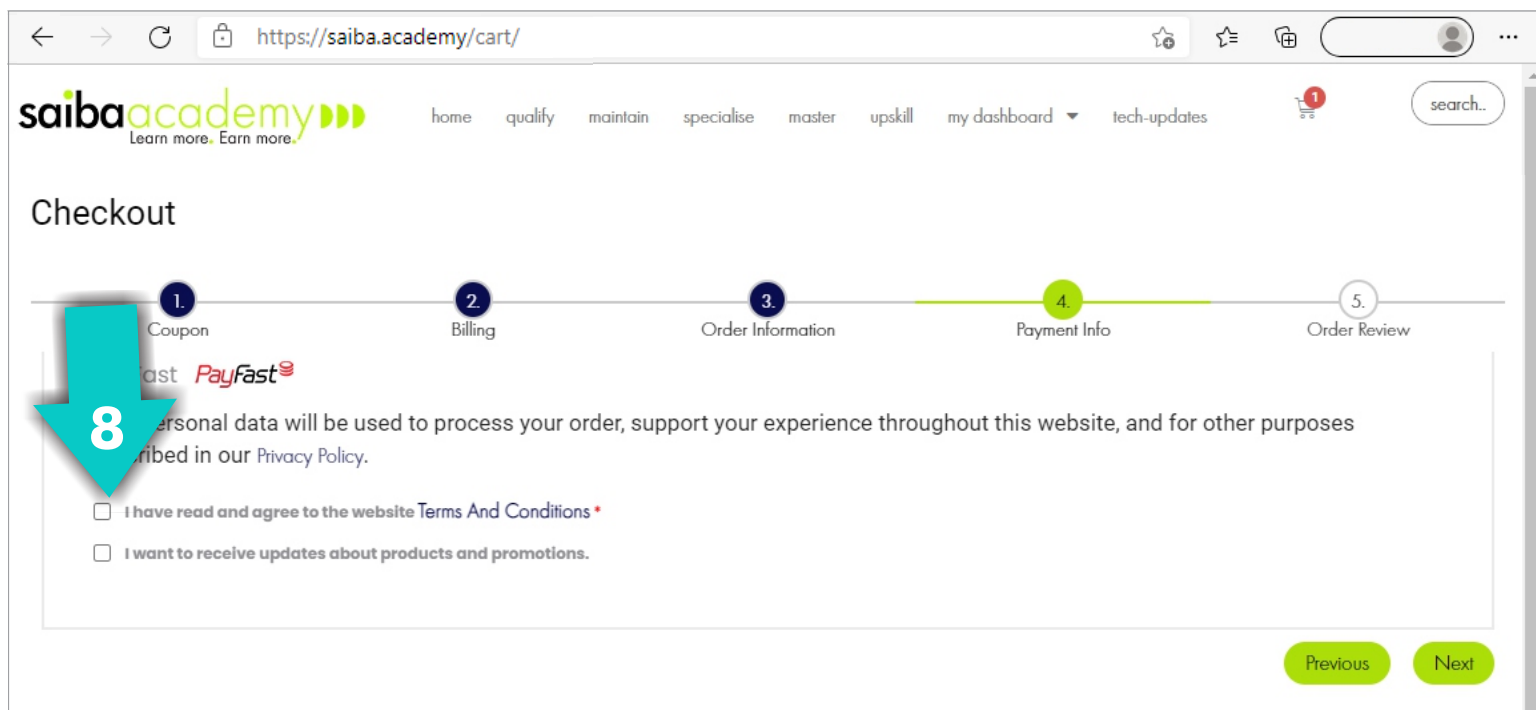
Step 8

Read the terms and conditions and select the tickbox. Select Next.

Step 9
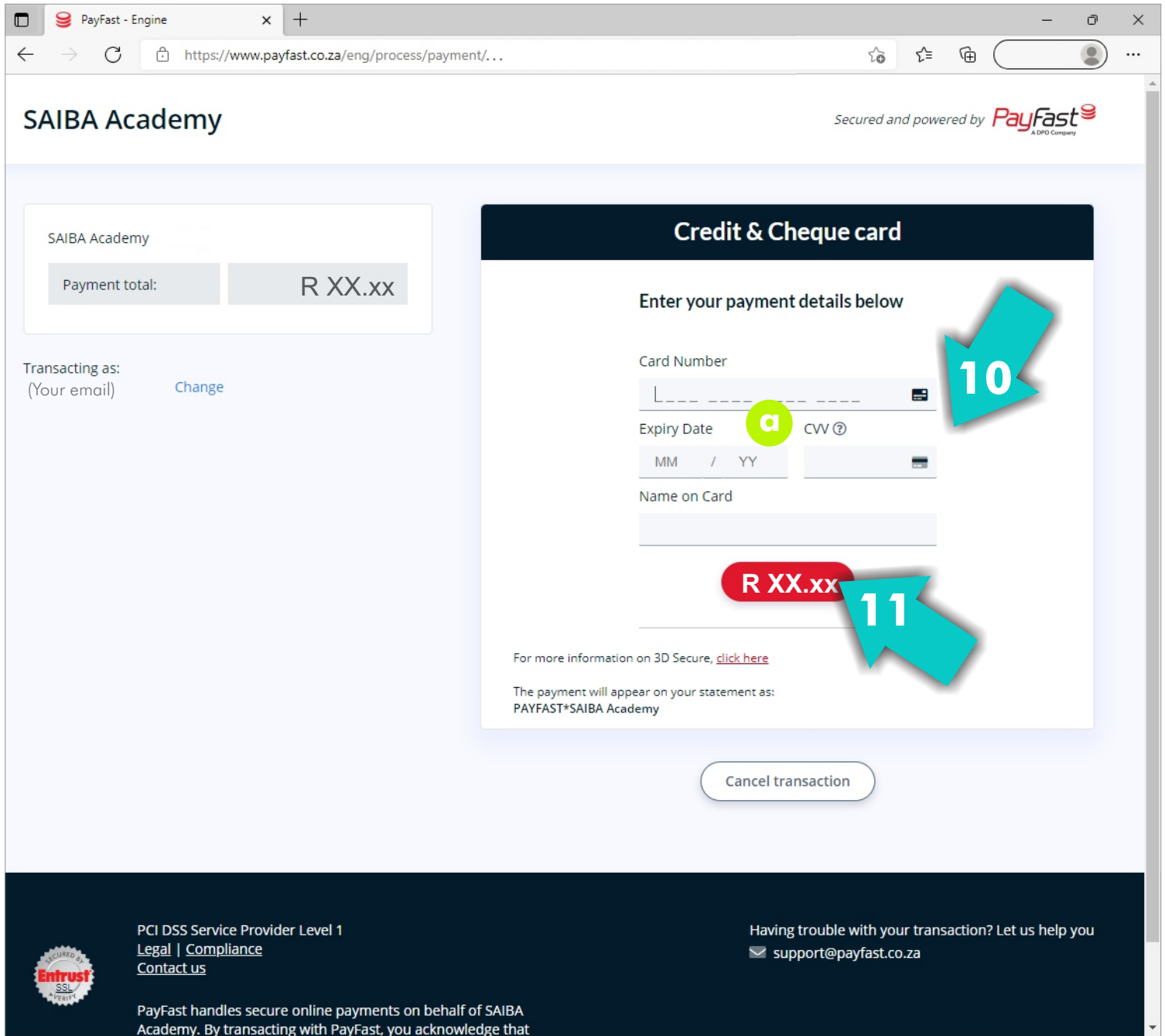
Select Place Order to process the payment.

Step 10

You will be redirected to the Payfast website.
Complete your credit/debit card information.

a The CVV refers to the last 3 numbers at the back of your credit card.

Step 11

Select the PAY button.

Regarding Payfast:
Payfast is one one of South Africa's leading payment gateways and independent from SAIBA. Your bank information is not managed or obtained by SAIBA Academy's platform.
Should your bank information change, please contact Payfast directly to change the details.
Tel: 021 300 4455 or Email: support@payfast.co.za

Step 12

You will be redirected to your financial institution's application.
Approve the purchase from within your online banking application, withtout closing the SAIBA Academy Payfast page. You can minimise the page, but do not close the page.

b

PayFast - Engine

https://www.payfast.co.za/eng/process/payment/...

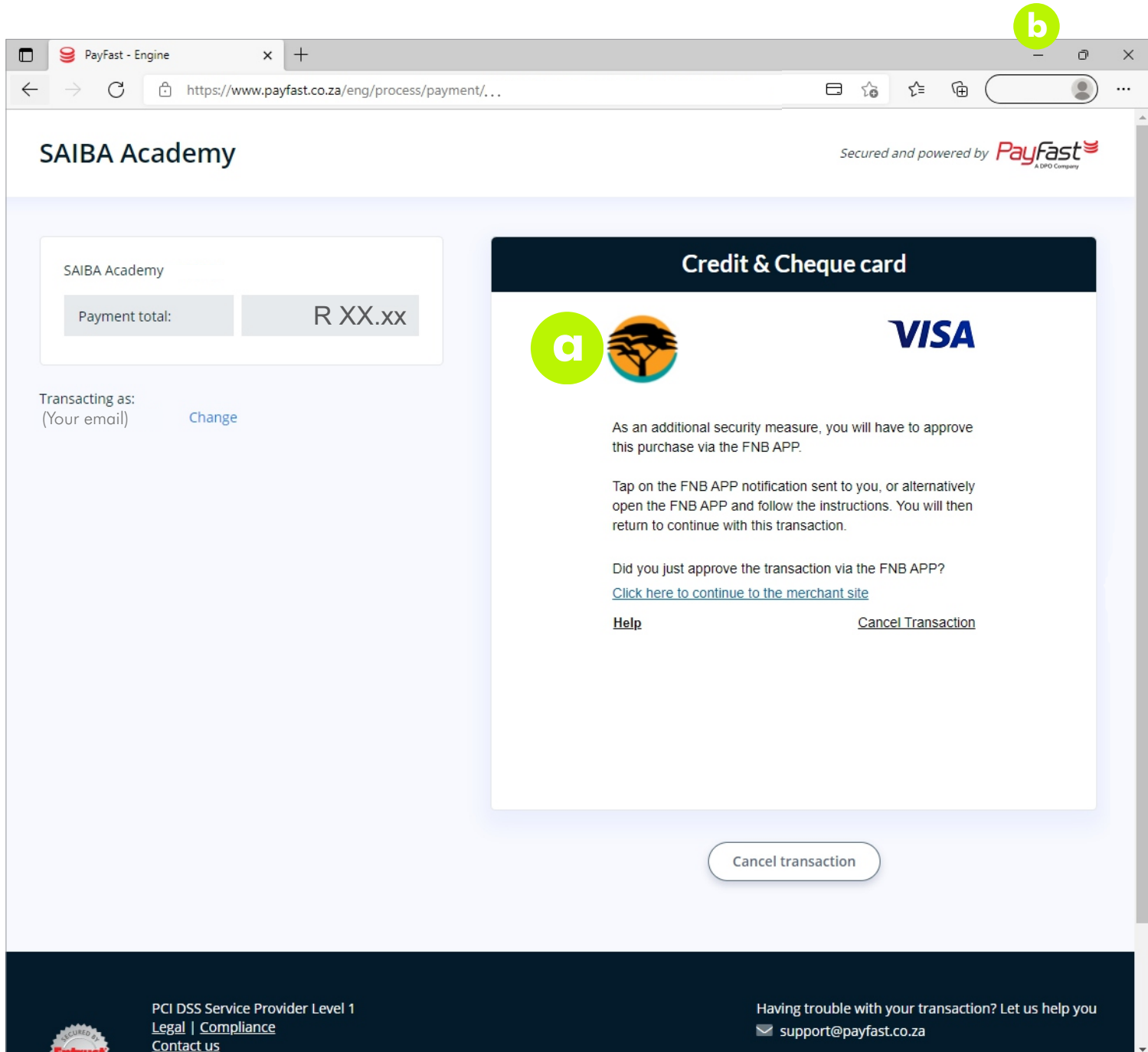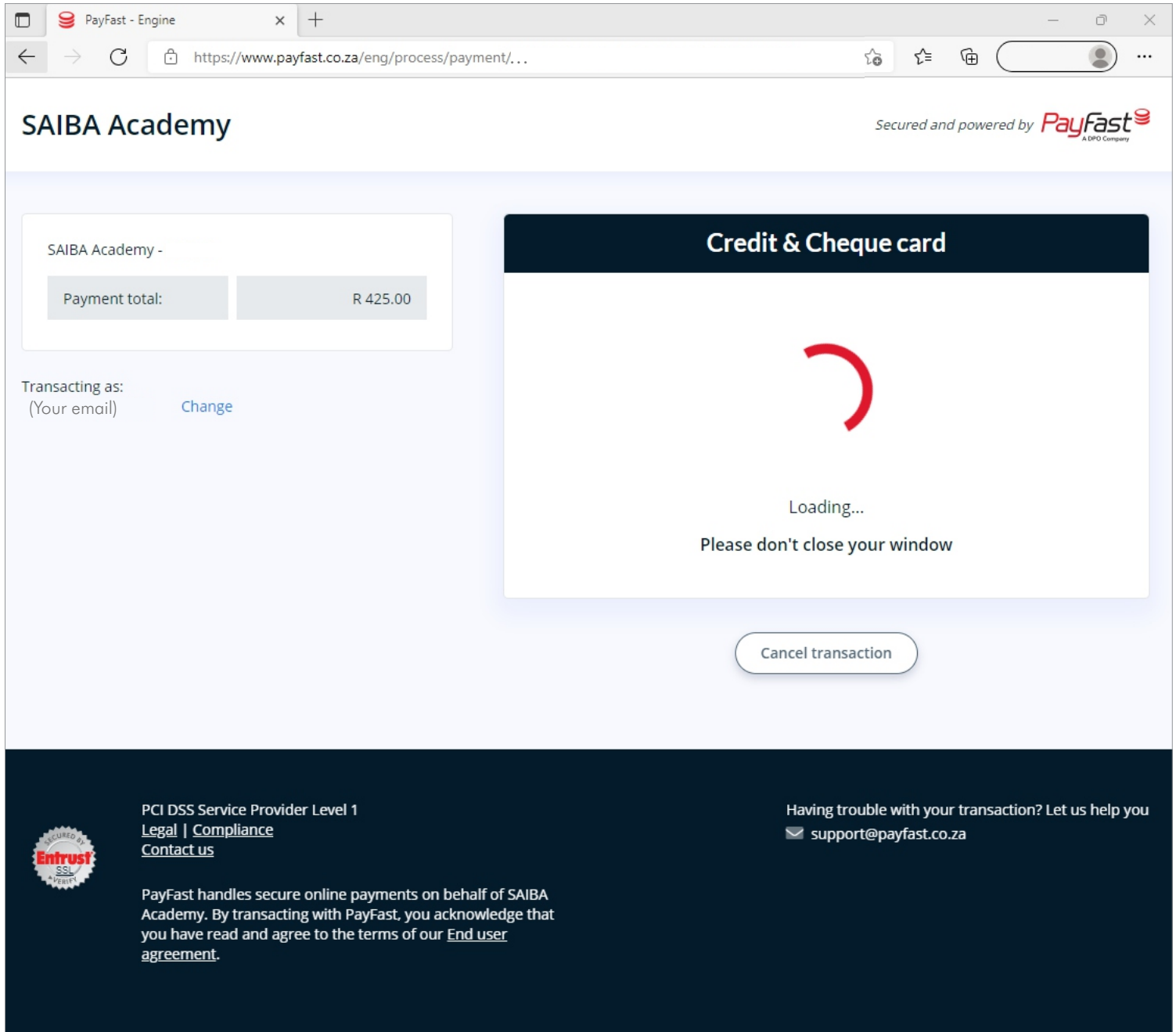**SAIBA Academy**

Secured and powered by PayFast
A DPO Company

SAIBA Academy

Payment total:	R XX.xx

Transacting as:
(Your email)   Change

Credit & Cheque card

a

VISA

As an additional security measure, you will have to approve this purchase via the FNB APP.

Tap on the FNB APP notification sent to you, or alternatively open the FNB APP and follow the instructions. You will then return to continue with this transaction.

Did you just approve the transaction via the FNB APP?
Click here to continue to the merchant site

Help   Cancel Transaction

Cancel transaction

PCI DSS Service Provider Level 1   Having trouble with your transaction? Let us help you
Legal | Compliance   ✉ support@payfast.co.za
Contact us

a Your own financial institution's logo will be displayed

b Minimize the page by selecting the - icon. This will not close the page

After you have approved the transaction from within your online banking app, return to the SAIBA Academy Payfast page and wait during the loading process.

Step 14

You will receive a confirmation message on the Payfast page.
Select BACK TO SAIBA ACADEMY.

PayFast - Engine

https://www.payfast.co.za/eng/process/finish/...

SAIBA Academy

Secured and powered by PayFast
A DPO Company

SAIBA Academy -

Payment total:	R 425.00
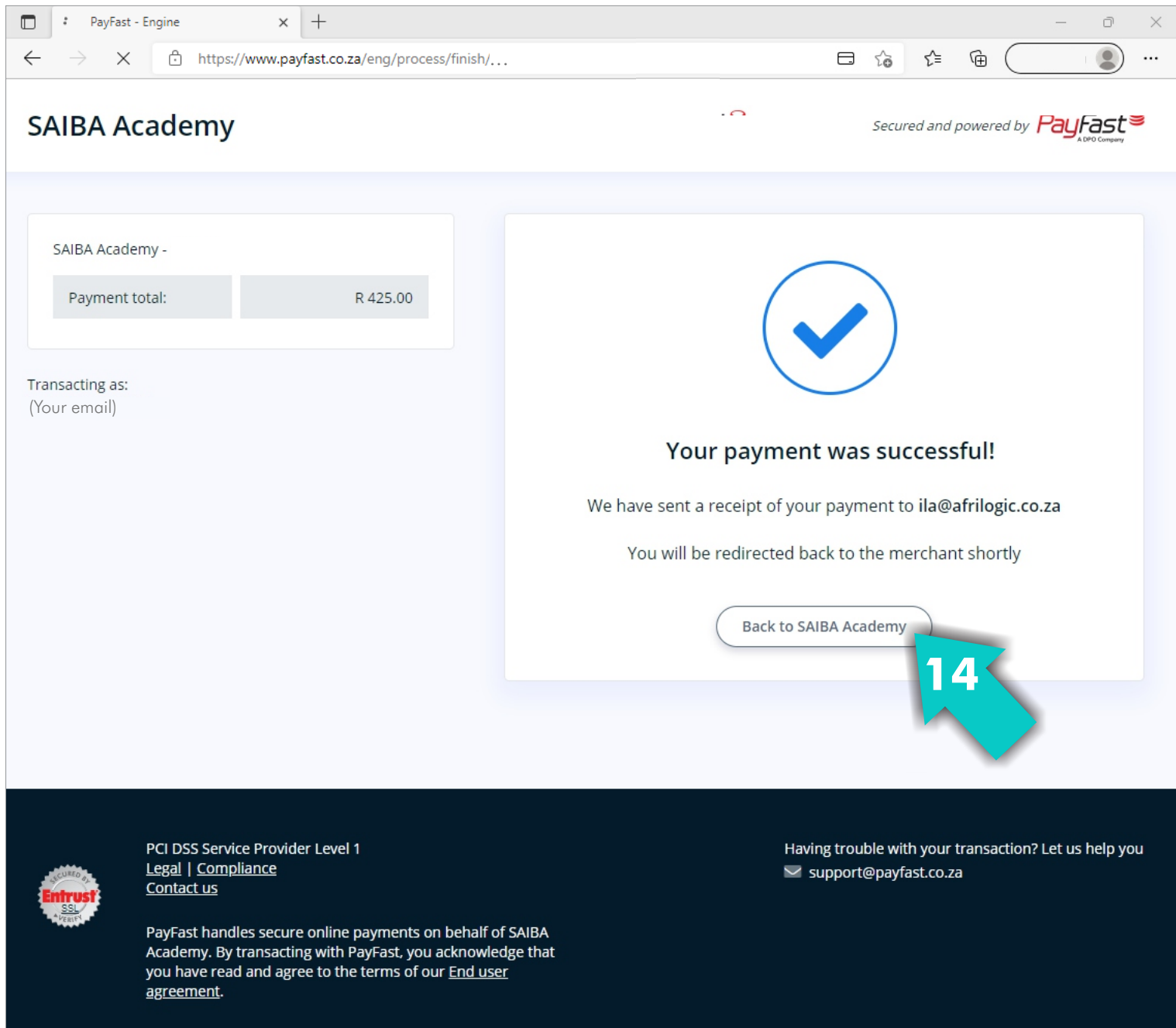
Transacting as:
(Your email)

Your payment was successful!

We have sent a receipt of your payment to ila@afrilogic.co.za

You will be redirected back to the merchant shortly

Back to SAIBA Academy

14

PCI DSS Service Provider Level 1
Legal | Compliance
Contact us

Having trouble with your transaction? Let us help you
support@payfast.co.za

PayFast handles secure online payments on behalf of SAIBA
Academy. By transacting with PayFast, you acknowledge that
you have read and agree to the terms of our End user
agreement.

SECURED BY Entrust SSL VERIFY

You will receive a confirmation from SAIBA Academy regarding your order.

saiba academy HOME   QUALIFY   MAINTAIN   SPECIALISE   MASTER   UPSKILL   MY DASHBOARD   LOGOUT   R 0 🛒   SEARCH COURSES 🔍

Checkout

Thank you. Your order has been received.
The product was loaded to your profile. Select MY DASHBOARD | MY COURSES
and select the START button next to the product name to view the content.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:	PAYMENT METHOD:
xxxxx	dd-mm-yyy	your email	R 425	PayFast

ORDER DETAILS

Product	Total
EXCELLENT CUSTOMER SERVICE × 1	R 425
Subtotal:	R 425
Payment method:	PayFast
Total:	R 425 (includes R 55 VAT)

ORDER AGAIN

Billing Fields
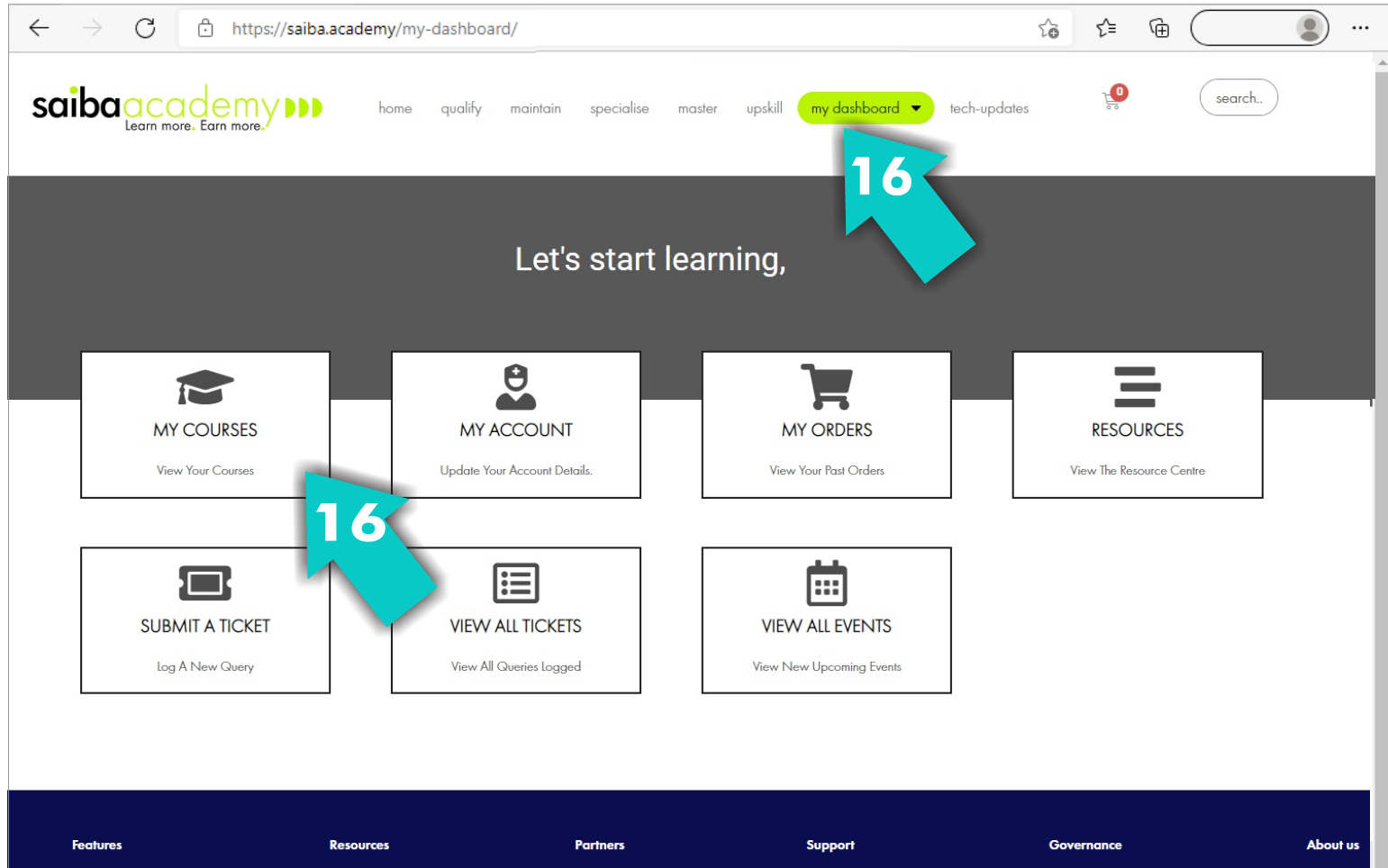
ID Number/Passport Number:	xxxxx
VAT Number:	xxxxx

BILLING ADDRESS

xxxxx
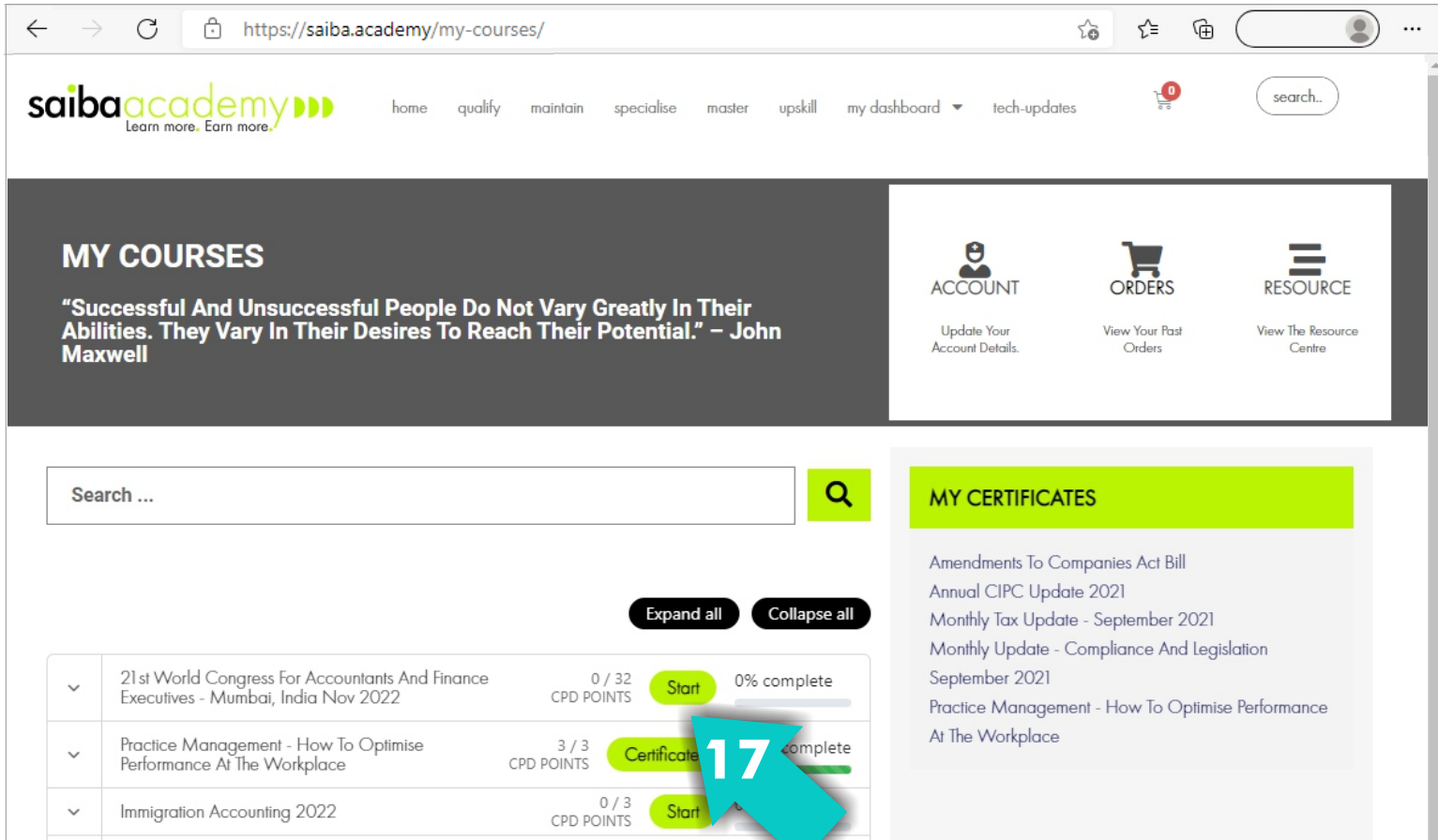
To view the content select My Dashboard and then My Courses

Step 17

Select Start or Resume next to the content you would like to view.

Step 18

Click on the Documents Library section.

Step 19

Ensure your documents are saved to your electronic device and ready for upload.
Use the following naming conventions for the delegate when saving the document:

Surname, Initial - D1 Booking

Surname, Initial - D2 Passport

Surname, Initial - D3 Visa

Surname, Initial - D4 Vaccine

Surname, Initial - D5 Travel Insurance

Use the following naming conventions for the partner when saving the document:

Surname, Initial - P1 Booking

Surname, Initial - P2 Passport

Surname, Initial - P3 Visa

Surname, Initial - P4 Vaccine

Surname, Initial - P5 Travel Insurance

Select Browse, select the document from your device and select "Open" from your device's explorer. The name will be displayed next to the Browse.
Select Upload.

The message "Assignment successfully uploaded" will be displayed, when the document was successfully uploaded.

Ensure your documents are saved to your electronic device and ready for upload.

Use the following naming conventions for the delegate when saving the document:

- Surname, Initial - D1 Booking
- Surname, Initial - D2 Passport
- Surname, Initial - D3 Visa
- Surname, Initial - D4 Vaccine
- Surname, Initial - D5 Travel Insurance

The message "You have an assignment awaiting approval" will be displayed until all required documents were loaded.

You will be allowed to load 5 separate documents.
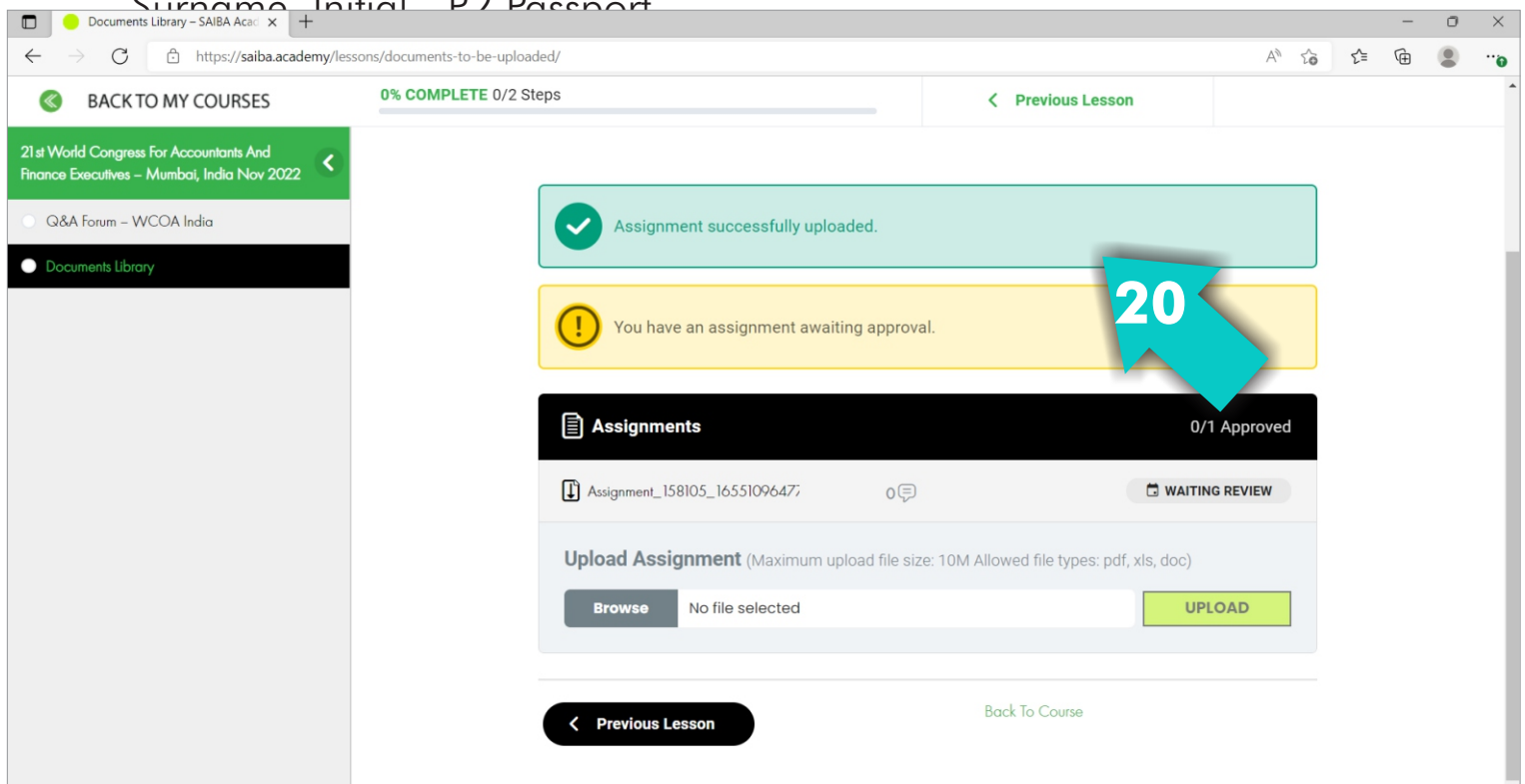
You can exit and return at a later stage to upload outstanding documentation.

Use the following naming conventions for the partner when saving the document:

- Surname, Initial - P1 Booking
- Surname, Initial - P2 Passport