

# Step-by-Step guidance for Online exam registration



2016

# 01

## SAICA ID

You will need a 8 digit SAICA profile number to register for an exam

# Step 1

## Determine if you already have a 8 digit SAICA Profile number.

Examples of candidates with a SAICA profile number (SAICA ID), are candidates with a training contract or candidates who have written the ITC in previous years or candidates who have attended a SAICA seminar/event previously . If you are not sure if you have a SAICA ID, **do not create another profile**.

Contact the SAICA call centre at 08610 (SAICA)72422 or +27 11 621 6600, if you are not sure or have forgotten your unique 8 digit SAICA ID number/login details. Call centre staff can confirm if you have and reset your login.

Alternatively you can click on **“Forgot your password?”**, complete the screen and get a new one emailed to you. It is important that we have your correct email address for this facility.

You can also email [itc@saica.co.za](mailto:itc@saica.co.za) or [apc@saica.co.za](mailto:apc@saica.co.za) to assist with your login details.

**\* Take note of the INSERT on the next page  
Avoid making these mistakes when you create a profile  
Your profile will cause errors in this regard.**



## \*INSERT

Avoid making these mistakes when you create a profile  
Your profile will cause errors in this regard.

1. Do not type a middle name (if any) in the same space as your first name. (You can add a middle name in step 4)
2. "Last name" field is for your surname
3. Do not add spaces or a full stop . in any field
4. Double check your ID for correctness
5. Double check your E-Mail for correctness

## When you log into your created account and complete STEP 4 (personal details)

1. Name; middle name/s and surname
  - a. Prefix is for selecting your title e.g. Mr
  - b. You can only add one middle name; please do not duplicate your first name or surname in this field
  - c. Do not add spaces or a full stop . in any field
2. Identity number
  - a. Double check your ID for correctness
  - b. Make sure select the correct year of birth to correspond with your ID

## STEP 5 (address details)

3. If you **do not** have a separate postal address but you have street delivery you can duplicate your street address (Physical address) in the postal address fields; otherwise leave it completely blank
4. If you **do** have a separate postal address you need to type the words P O BOX in the first line before your box number when you complete line 1
5. No not type **N/A** in any field
6. Do not use a full stop or coma . , in any field
7. Only add a postal code in the postal code field; do not repeat it in other lines



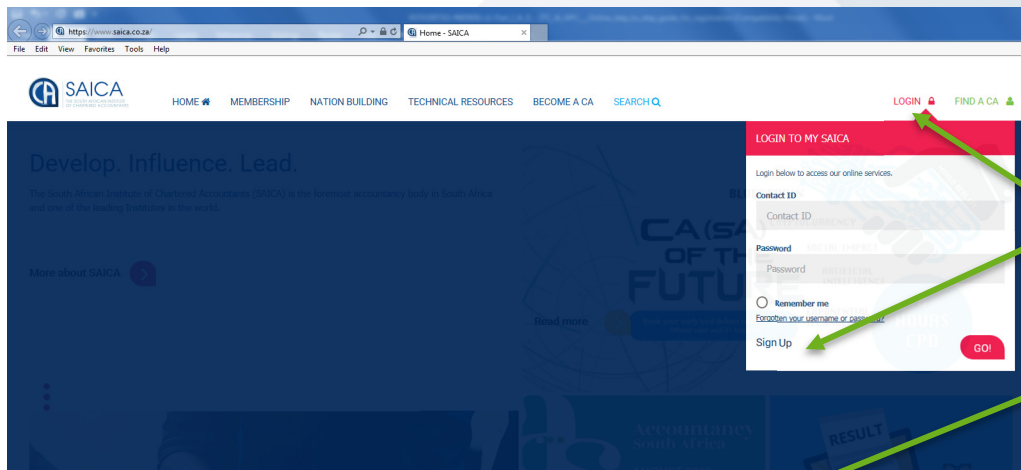
**SAICA**

THE SOUTH AFRICAN INSTITUTE  
OF CHARTERED ACCOUNTANTS

develop.influence.lead.

# Step 1 - continue

## Creating a new SAICA ID/ Login Details



If you do not have an 8-digit SAICA ID

Go to [www.saica.co.za](http://www.saica.co.za).

Click on **“Login”** and then **“Sign Up”**; on the SAICA web home page and complete screen.

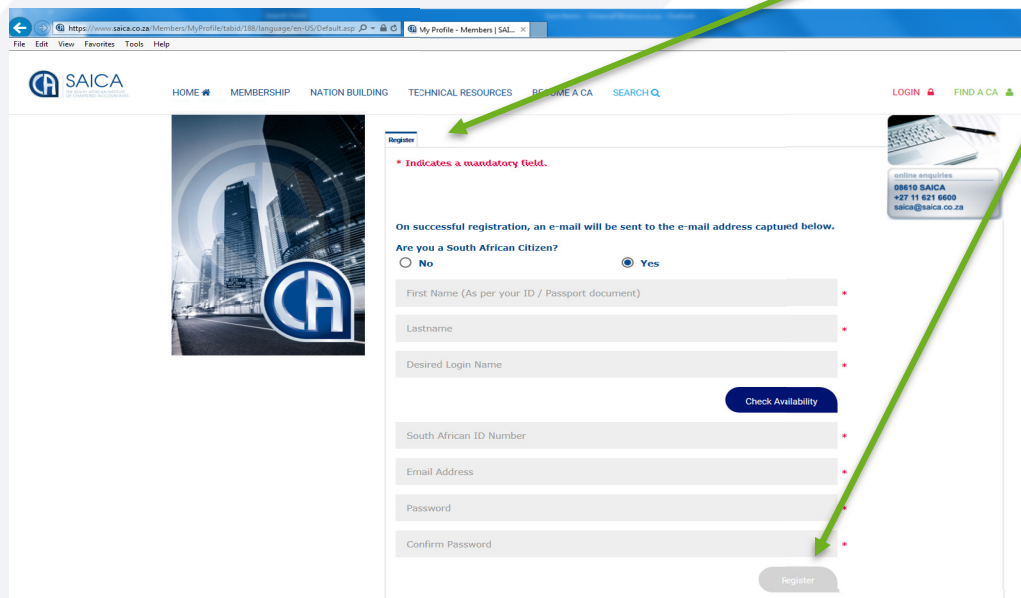
Once you have clicked on Sign Up, a registration page will appear. Note that information is mandatory where an \*(asterisk) appears.

Please avoid these common mistakes on your profile (see below)

Once you have filled in all the lines, click on **“Register”**.

You will immediately receive an email confirming your username and the password that you provided in the form.

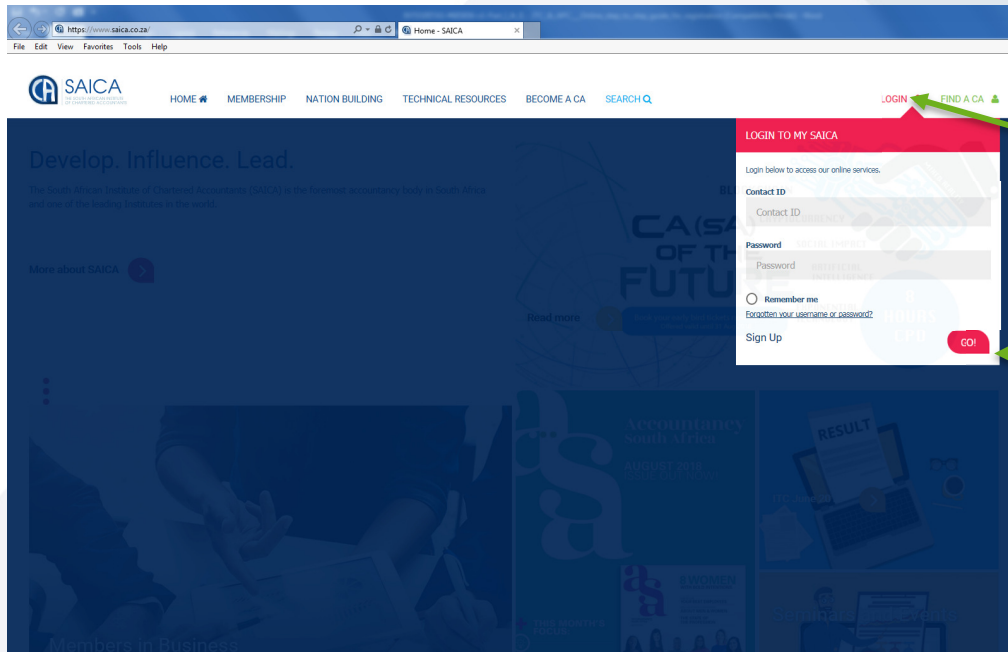
Please keep these details in a safe place as you will require it when you login to register or to make changes to your profile or to change your password etc.



# 02

## Login

## Step 2



Go to SAICA web home page ([www.saica.co.za](http://www.saica.co.za))

Use your login details (i.e. **your user name and password**) previously created and click on **"Login"** completing the user ID and password.

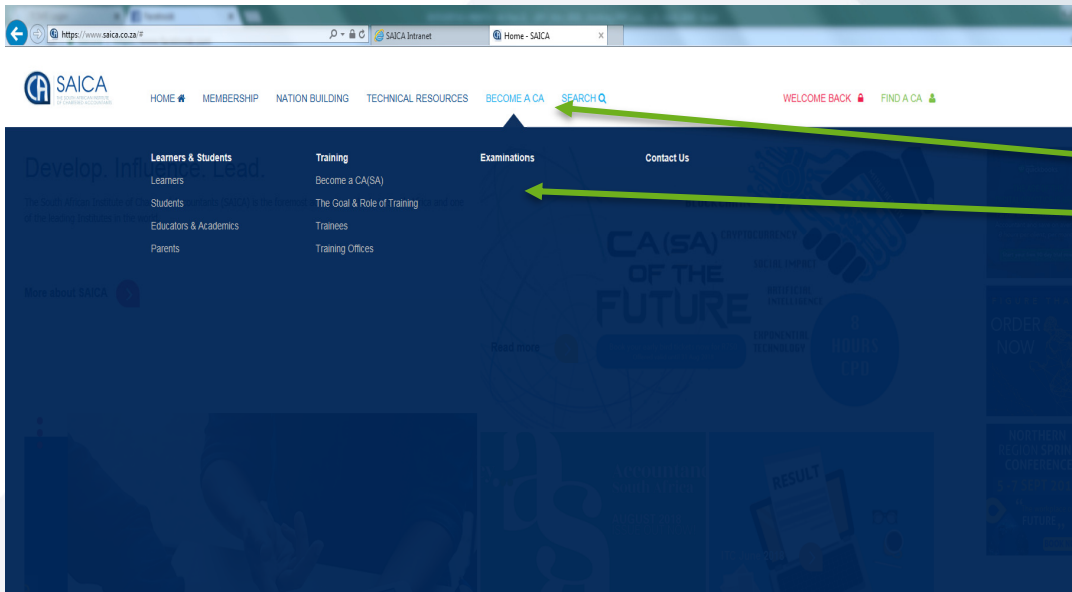
Click on **"Go"**

# 03

## Registering for an exam

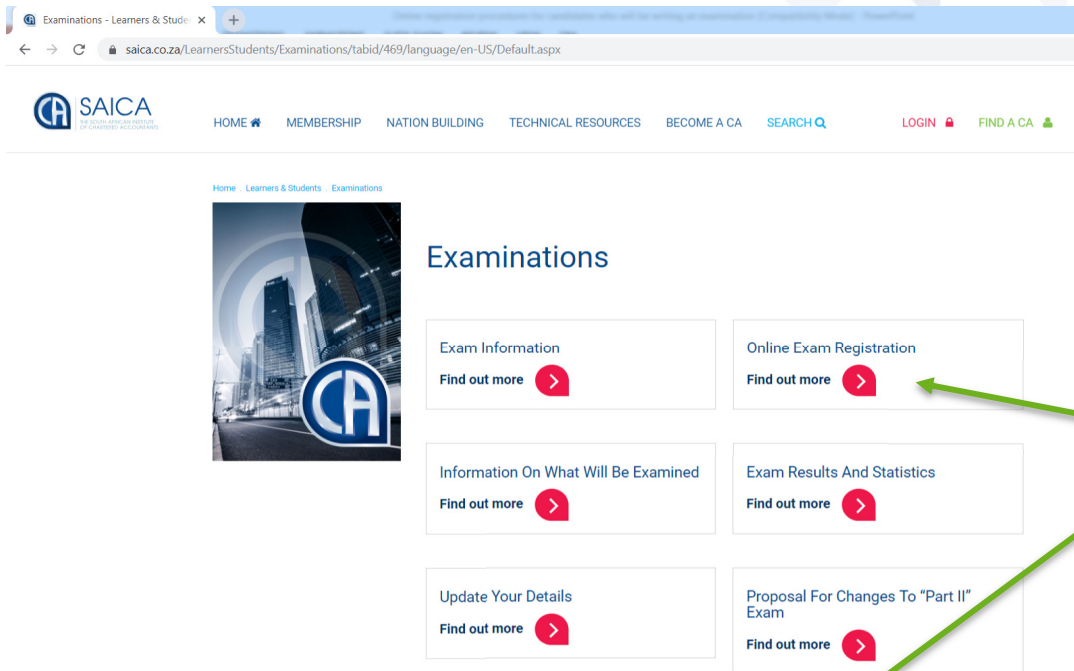


# Step 3



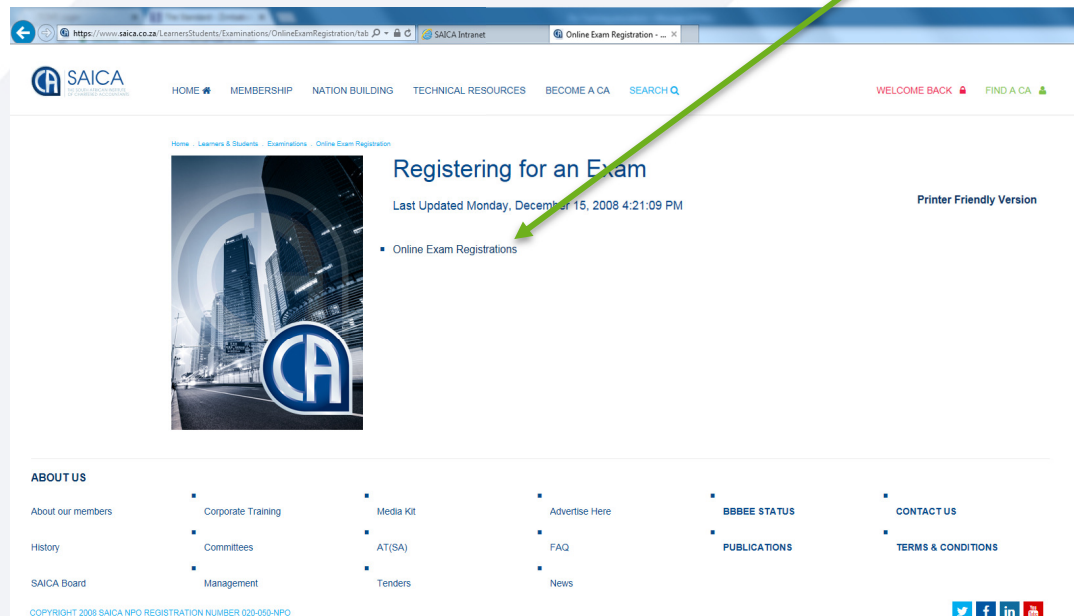
Click on:  
“Become a CA” , in the top bar, then  
“Examinations”

# Step 3 - continue



The screenshot shows the SAICA website's 'Examinations' page. The browser address bar displays 'saica.co.za/LearnersStudents/Examinations/tabid/469/language/en-US/Default.aspx'. The page features a navigation menu with 'HOME', 'MEMBERSHIP', 'NATION BUILDING', 'TECHNICAL RESOURCES', 'BECOME A CA', 'SEARCH', 'LOGIN', and 'FIND A CA'. The main content area is titled 'Examinations' and contains six buttons, each with a 'Find out more' link and a right-pointing arrow. The buttons are: 'Exam Information', 'Online Exam Registration', 'Information On What Will Be Examined', 'Exam Results And Statistics', 'Update Your Details', and 'Proposal For Changes To "Part II" Exam'. A green arrow points from the 'Online Exam Registration' button to the right.

Click on:  
"Online Exam Registration" and then  
"Online Exam Registrations"



The screenshot shows the 'Online Exam Registration' page on the SAICA website. The browser address bar displays 'https://www.saica.co.za/LearnersStudents/Examinations/OnlineExamRegistration/tab\_...'. The page features a navigation menu with 'HOME', 'MEMBERSHIP', 'NATION BUILDING', 'TECHNICAL RESOURCES', 'BECOME A CA', 'SEARCH', 'WELCOME BACK', and 'FIND A CA'. The main content area is titled 'Registering for an Exam' and includes a 'Printer Friendly Version' link. Below the title, there is a list of links, with 'Online Exam Registrations' highlighted. A green arrow points from the 'Online Exam Registrations' link to the right.

# Step 3 - continue

These are only descriptions of status you might find next to the list of exams/events below.

“Exam” will by default be selected, however if not, you can select “Exam” from the drop down option.

Note that this is an example only and may relate to previous years’ exams and is not a complete list.

SAICA would have created an “event” for each venue where the exam can be written. A complete list of exams and venues that is available to book for will be shown. You will need to scroll down and potentially select page 2 (at the bottom of the screen) to see more exams and venues.

Click on the “Event” description, indicating the exam you want to register for and the venue at which you want to write.

The IRBA is no longer a VAT vendor and no VAT is charged on the PPE examination fee. All other exam fees are inclusive of VAT.

Event	Start Date	Type	City	Exam Fee
APC 2018 - Upington Ewriting	2018-11-21	EXM	Upington	R 5 145,00

# Step 3 - continue

Please note you must be logged in to book for this event.

Click on the login button on the top left of the screen or register as a new user on the SAICA website.

APC 2018 - Bloemfontein Ewriting	
<b>Code</b>	A_1_18_BLE
<b>Type Of Event</b>	EXM
<b>Examination Fee</b>	R5 145,00 (inc. VAT)
<b>Coordinator Details</b>	apc@saica.co.za
<b>Start Date</b>	2018-11-21
<b>End Date</b>	2018-11-21
<b>Description</b>	You are registering for the 2018 Assessment of Professional Competence (APC). Please consult the SAICA website for further information about the exam times. Fax proof of payment to 011 621 6820 or email to debtors@saica.co.za
<b>Address</b>	Ilanga Estate Dinaledi Room & Ruma 2 Room Lucas Steyn Street, Heuwelsig Bloemfontein 9301
<b>City</b>	Bloemfontein
<b>Province</b>	Free State

[Go Back](#) [Book Online](#)

If you are not logged in, the “Book Online” button will be greyed out. Follow Step 1 to Login.

Check and confirm you have selected the correct exam and venue.

Take note of the exam fee\* payable as well as the exam date/s.

Once you are satisfied that you selected the correct exam and venue, click on “Book Online”

**\* This screen is only an example. The prescribed exam fee and the exam date/s will therefore be different depending on the exam that you will be writing.**

04

**Enter your  
personal details**

# Step 4

Personal Details > Address Details > Contact Details > Confirm Booking

\* Indicates a required field.

MY PERSONAL DETAILS	
Login ID	sher
SAICA Number	20036971
Member Type	Individual
Prefix	-- Please Select -- *
Initials	<input type="text"/> *
First Name (As per your ID / Passport document)	Sheree-Lee *
Middle Name	<input type="text"/>
Last Name(Surname)	Jordaan *
Maiden name	<input type="text"/>
ID Type	Foreign ID (Passport number) *
Identity Number	7306220045
Date Of Birth	<input type="text"/>
Race	-- Please Select -- *
Gender	Unspecified *
Job Title	<input type="text"/> *
Professional Code	-- Please Select -- *
Language	-- Please Select -- *
If Disabled, Nature of Disability	-- Please Select -- *
Company / Employer	<input type="text"/> ... <small>Click button to search for a company/employer</small>

Go Back Save and continue >

This screen contains your “Personal details”

Note, information is mandatory where an **\*(asterisk)** appears throughout the following three screens.

Complete/update the page where necessary; then Click on **“Save and Continue”**.

# 05

## Enter your address details

# Step 5

Personal Details > Address Details > Contact Details > Confirm Booking

\* Indicates a required field.

MY ADDRESS DETAILS	
Postal Address	
Country	-- Please Select -- *
Postal Code	<input type="text"/>
Province / State	<input type="text"/>
Suburb	<input type="text"/> *
P.O. Box	<input type="checkbox"/>
Street / Box Address line 1	<input type="text"/> *
Street / Box Address line 2	<input type="text"/>
Street / Box Address line 3	<input type="text"/>
Physical Address	
Is Physical Address the same as Postal Address?	<input type="checkbox"/>
Country	-- Please Select -- *
Postal Code	<input type="text"/>
Province / State	<input type="text"/>
Suburb	<input type="text"/> *
Street Address line 1	<input type="text"/> *
Street Address line 2	<input type="text"/>
Street Address line 3	<input type="text"/>

This screen contains your “Address details”

**Remember the \* (asterisks)!**

Complete/update the page where necessary

**Important:**

If you do not have a PO Box address, complete the “Postal address” with your physical home address and “tick” the small square under “Physical address” by clicking on it. This will indicate to SAICA that they are the same.

If you have a PO Box address you need to provide both your PO Box and home street address. Use the first block “Postal address” for PO Box and “tick” the small square by clicking on it, then continue to next block “Physical address” and indicate your home street address.

Click on “Save and Continue”.

**It is very important to keep your profile up to date.**



06

**Enter your  
contact details**

# Step 6

Personal Details > Address Details > Contact Details > Confirm Booking

\* Indicates a required field.

MY CONTACT DETAILS	
Please enter your contact numbers in the following format [+][International dialing code] [Area code] [Number] example +27 11 6216600. Use the International Dialing Codes Lookup facility if required	
International Dialing Codes	-- Please Select -- <input type="button" value="Select"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/> *
Please note: Cell number is used for update notifications regarding your exam	
Fax Number	<input type="text"/>
Web Address	<input type="text"/>
Email Address	<input type="text"/> *
<input type="button" value="Previous"/>	<input type="button" value="Save and continue &gt;"/>

This screen contains your **“Contact details”**  
**Remember the \* (asterisks)!**

**Important:**

Please note that it is very important that you provide the correct email address and cell number. The exams department will use this information to send you important and critical information

This includes information such as:

- emailing your exam confirmation/admission letter
- emailing you results letter
- sms on any change in venue or updates

SMS’s will be sent to local SOUTH AFRICAN cell numbers only.

Complete/update the page where necessary; then Click on **“Save and Continue”**.

**It is very important to keep your profile up to date.**

07

## Confirm your booking

# Step 7

Part I – ITC Special Concession Policy

APC

- Part II – APC Special Concession Policy
- Special Concessions - Example of form to be completed by Medical Practitioner

**Initial Test of Competence (ITC) Jan 2016 Bloemfontein**

Date: 2016/01/27

Address: Ilanga Estate, Dinaledi Hall Lucas Steyn Drive Heuwelkloof Bloemfontein 9301

Directions:

Coordinator Details: at itc@saica.co.za

Examination Fee: R 4 674,00

**BOOKING MADE BY**

Title: Mrs

Initials: KW

First Name: Wilma

Last Name: Slater

ID Number: 5111270038086

Email: wilmas@saica.co.za

Company/Employer Name: PKF (Newlands) Inc

Member Number: 20000235

Contact Number: 0721453322

Fax Number: 0116216806

Price: R 5,700.00

**PLEASE ANSWER THE FOLLOWING EXAM QUESTIONS**

Have you read and do you understand the examination regulations applicable to 2010 Part I QE? The examination regulations and open book policy can be downloaded from the SAICA website: [www.saica.co.za/LinkLearnersandStudents/Examinations/ExamInformation](http://www.saica.co.za/LinkLearnersandStudents/Examinations/ExamInformation) YES

Do you understand that contravention of the examination regulations will be considered misconduct. Misconduct is dealt with in regulation 11 of the examination regulations. YES

Would you like to receive a hard copy of the CANDIDATES GUIDE TO SAICA's EXAMINATIONS - 2010? The printed copy will only be sent with your index letter. NO

I hereby agree that SAICA may make my personal contact information available (where SAICA deems it appropriate) that I receive correspondence relating to the exams (e.g. refresher course providers) YES

Ensure that your contact information is correct. You are responsible for updating this information on-line at all times. (SAICA must be able to reach you in the event of an emergency, such as a late change of venue due to unforeseen circumstances). Agreed

**TERMS AND CONDITIONS**

Upon submission of an on-line registration, SAICA requires all candidates to have read and understood the contents of the Examination Regulations in its entirety, thereby undertaking to abide in all respects with the Examination Regulations. You are therefore required to answer the first 2 questions in the positive.

I accept the terms and conditions \*

Previous Submit Booking

This screen will give you a summary of all the information you provided on the previous screens.

**Check and ensure that you have selected the correct exam\* and venue – very important!**

\*Reminder that this screen is only an example. The prescribed exam fee and questions will therefore be different depending on the exam that you will be writing

Read the page in its entirety, **answer the questions** and accept the terms and conditions by placing a **✓** in the block; then

Click on **“Submit booking”**

You will not be able to proceed unless you have answered and ticked the terms and conditions.

# 08

## Paying the exam fee

## Step 8

After submitting the booking, you should receive an email confirming your booking.  
Note that you must allow **48 hours** for an e-mail confirmation that your application has been received.

If you don't receive confirmation within 48 hours and an invoice 14 days after online registration was confirmed, contact the SAICA call centre on 08610 (SAICA)72422 or +27 11 621 6600 or [itc@saica.co.za](mailto:itc@saica.co.za) / [apc@saica.co.za](mailto:apc@saica.co.za).

Important information will be provided with the email confirmation, such as your unique 8 digit SAICA number and the **SAICA bank details**.

Check the spelling of your surname and first names, as well as ID/Passport number on this confirmation. Information should be mirror that which is reflected on your ID book or passport. During the exam day SAICA will require you to produce your ID book or passport to confirm against this information.

**An examination entrance/admission letter (i.e. confirmation of your eligibility to write the exam) will be emailed to you once SAICA has received your payment and verified your eligibility.**

**This admission letter will also contain your exam number, which you will need to write the exam.**

An SMS will be sent to you to confirm that your admission letter was emailed. Ensure that you provide your correct cell number.

Use your unique 8 digit SAICA ID as reference on your EFT or bank deposit. (Remember that we need to identify all deposits on our bank statement hence the importance to identify yourself properly when you make a payment).

Proof of payment can be faxed to 011 621 6821 or emailed to [debtors@saica.co.za](mailto:debtors@saica.co.za).

**If your employer will be paying your exam fee please hand or email the invoice immediately to the person at your office who is responsible for payment to SAICA.**

## Step 8 - *continue*

Payment of exam fees must be made before the registration closing date.

To view more information on the dates go to [www.saica.co.za](http://www.saica.co.za)

Click on **“Become a CA”**

Click on **“Examinations”**

Click on **“Exam Information”**

Select the applicable exam and

Select **“Dates and fees”**

# 09

## What communication to expect from SAICA



# Step 9

Communication	What will be communicated
Online registration	<p>A computer generated confirmation will be emailed to you as soon as your online registration form is received by SAICA – <b>remember we must have your correct email address for this to happen.</b></p> <p>If not received within 48 hours please phone the SAICA contact centre as non-receipt of confirmation could mean that your registration was unsuccessful.</p> <p>Check your details on the confirmation letter for correctness (especially the venue you selected to write at and advise the exams department immediately of any venue changes. All other changes can be made, by you, on your profile).</p> <p><b>NOTE: This does not mean you are eligible to write the exam - SAICA will first check that you have met all the examination eligibility requirements and confirm your eligibility at a later date</b></p>
Examination confirmation letter	<p>An examination admission letter (i.e. confirmation of your eligibility to write the exam) will be emailed to you once SAICA has received your payment and verified your eligibility – <b>remember we must have your correct email address for this to happen.</b> This letter will also contain your exam number.</p>
SMS (to local numbers only)	<p>An SMS will be sent to you once your examination confirmation letter is emailed to you – <b>remember we must have your correct cell number for this to happen.</b></p>