

HOW TO REGISTER

1. Navigate to home page
2. Click on Register

Incorporated Entity /
Partnership
Select BUSINESS

Domestic Household /
Sole Proprietor
Select INDIVIDUAL

Volunteer
Select VOLUNTEER

Select Role:
Employer
or
Service Provider
or
Both

Insert:
• Username
• Email Address
• Mobile Number
• Password

Optional: Select if you
want to be **searchable**

Complete **Step 2**
of Registration Process:

Inserting required
information and
uploading documents

Log into your helperhub
Account by:

Select your role:
• Employer
• or Service Provider
• or Employee
• or Service Recipient
• or Volunteer

• Insert Username
• Insert Password

helperhub will send you
an **Activation Email**

Check your Inbox for
Activation Email and
Click on Activation Link

Compulsory
Tick that you:

- ✓ Have read the Fees Disclosure Document
- ✓ Have read the FAIS Disclosure Document
- ✓ Accept the FAIS and non-FAIS Mandates

If Domestic Household OR Sole Proprietor:

- Copy of Identity Document
- Proof of Address
- Proof of Bank Account
- Income Tax Reference Number
- PAYE Reference Number
- UIF Reference Number
- SIC Division Code
(Division Codes are 97-98; Category Code is 97;
Sub-Category Code is "Activities of households as employers of domestic persons...")
- Your bank account – that we will debit on the 25th of each month

If Business:

- Company Reg Documents
- Proof of Business Address
- Copies of Directors' / Members' IDs
- Proof of Address for All Directors
- Proof of Business Bank Account
- Income Tax Reference Number
- PAYE Reference Number
- UIF Reference Number
- SIC Division Code
- Your bank account – that we will debit on the 25th of each month

SUBMIT