

# HOW TO ENROLL YOUR EMPLOYEE

Navigate to home page

Log into your helperhub Account by:

Select your role:

- Employer
- or Service Provider
- or Employee
- or Service Recipient
- or Volunteer

- Insert Username
- Insert Password

Select Add Employee from Dashboard

Complete **Step 2** of Enrollment Process:

Inserting required information and uploading documents

If Employee already Registered with another Employer or Past Employer:

- Click on Search for Employee
- Click on Employee checkbox
- Insert by Identity Number
- Click Search
- Invite Employee from list below

Employee will log into their helperhub Profile and accept Invitation.

**Employee will be added to your list of Employees**

- Navigate to Add/Maintain Employee
- Navigate to Add/Edit Services for New Employee

If Employee is not yet Registered on helperhub:

- Copy of Identity Document / Passport
- Proof of Address
- Proof of Bank Account
- Proof of Existing Medial Aid (if applicable)
- Proof of Existing RA (if applicable)
- Income Tax Reference Number
- UIF Reference Number
- Employee's bank account (that we will deposit funds into on the 25th of each month)
- Employee Medical Aid details if s/he has an existing Medical Aid
- Employee Retirement Annuity Fund details if s/he has an existing RA

SUBMIT