

NRCS CONTACT UPDATE MANUAL



Update
your
Information.



This guide provides step-by-step instructions to help you update your contact details in our system. Keeping your information accurate ensures you receive important updates, notifications, and service support without interruption.

This manual is for all clients who need to review or update their email address, phone number, physical address, or other contact information.

You will need:

1. Your username and password
2. Access to the client portal
3. A stable internet connection

1. Signing into the Portal

Go to: <https://nracsproductionportal.powerappsportals.com/>

- Go to Register/Sign In on the top right of the screen.
- Go to Sign In.
- Enter your Email & Password.
- Click on Sign in button.

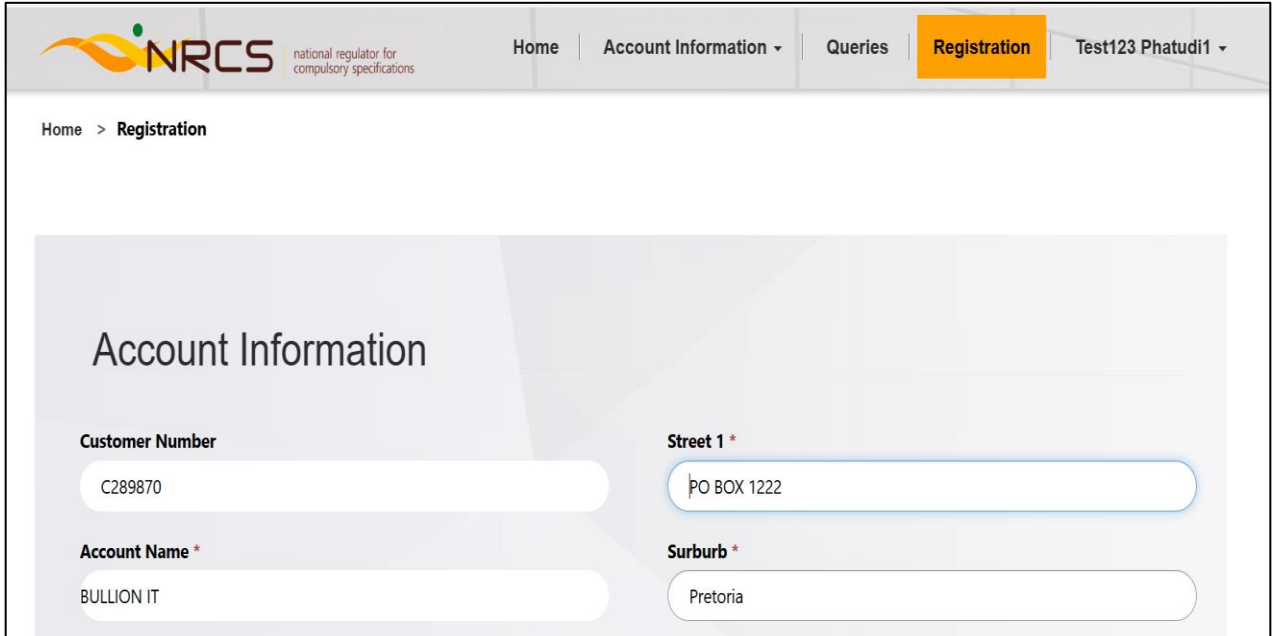
The screenshot shows the NRCS portal interface. At the top left is the NRCS logo with the text "national regulator for compulsory specifications". To the right are links for "Home" and "Register/Sign In". Below the logo are "Sign in" and "Register" buttons. A "Local SignIn" modal is centered on the screen, containing the following elements:

- Email** input field: Samuel@Testme.co.za
- * Password** input field: masked with dots
- Remember Me
- Sign in** button
- Forgot your password?** button

2. Home page

2.1. Registration Tab

- Click on the registration tab to update all your account details.

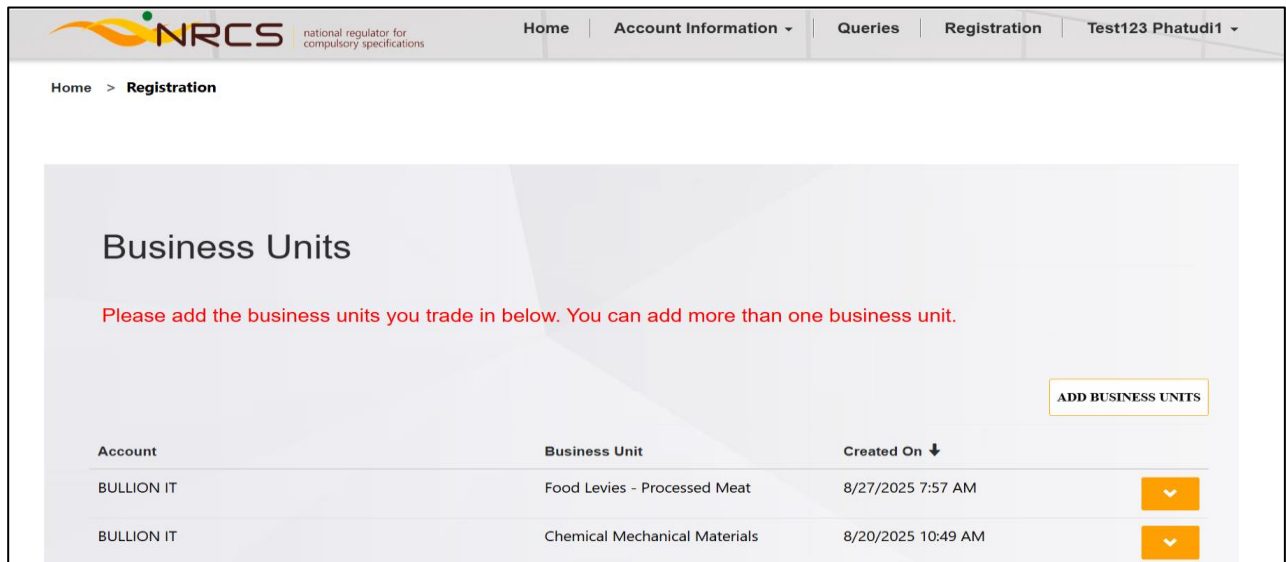


The screenshot shows the NRCS website's Registration page. The header includes the NRCS logo (national regulator for compulsory specifications) and navigation links: Home, Account Information, Queries, Registration (highlighted), and Test123 Phatudi1. The breadcrumb trail is Home > Registration. The main content area is titled "Account Information" and contains four input fields: Customer Number (C289870), Street 1* (PO BOX 1222), Account Name* (BULLION IT), and Suburb* (Pretoria).

Click Next after updating your account details.

3. Business Unit

Add business and click next.



The screenshot shows the NRCS website's Business Units page. The header is identical to the previous screenshot. The breadcrumb trail is Home > Registration. The main content area is titled "Business Units" and includes a red instruction: "Please add the business units you trade in below. You can add more than one business unit." Below this is a table with two existing units and an "ADD BUSINESS UNITS" button.

Account	Business Unit	Created On ↓	
BULLION IT	Food Levies - Processed Meat	8/27/2025 7:57 AM	▼
BULLION IT	Chemical Mechanical Materials	8/20/2025 10:49 AM	▼

4. ADD/REMOVE COMMODITIES

NRCS national regulator for compulsory specifications

Home | Account Information | Queries | Registration | Test123 Phatud1

Home > Registration

Add/Remove commodities

Business Unit	Commodity
There are no records to display.	

ADD COMMODITY

Add/remove commodities to update changes and press Next to move on to the next page.

5. CIPC DOCUMENTS

NRCS national regulator for compulsory specifications

Home | Account Information | Queries | Registration | Test123 Phatud1

Home > Registration

CIPC (Registration Documents)

*Upload pdf attachments only**

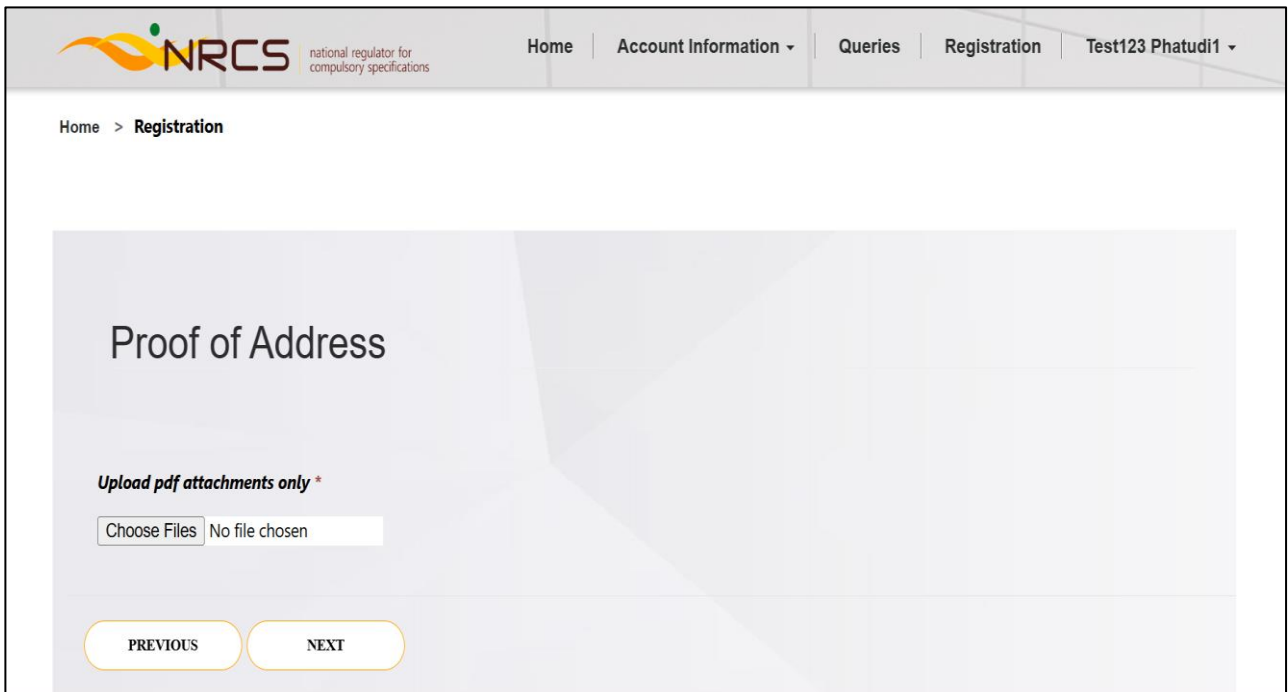
Choose Files No file chosen

PREVIOUS NEXT

- Select files to be uploaded from your computer
- Click next after uploading

6. Proof of Address

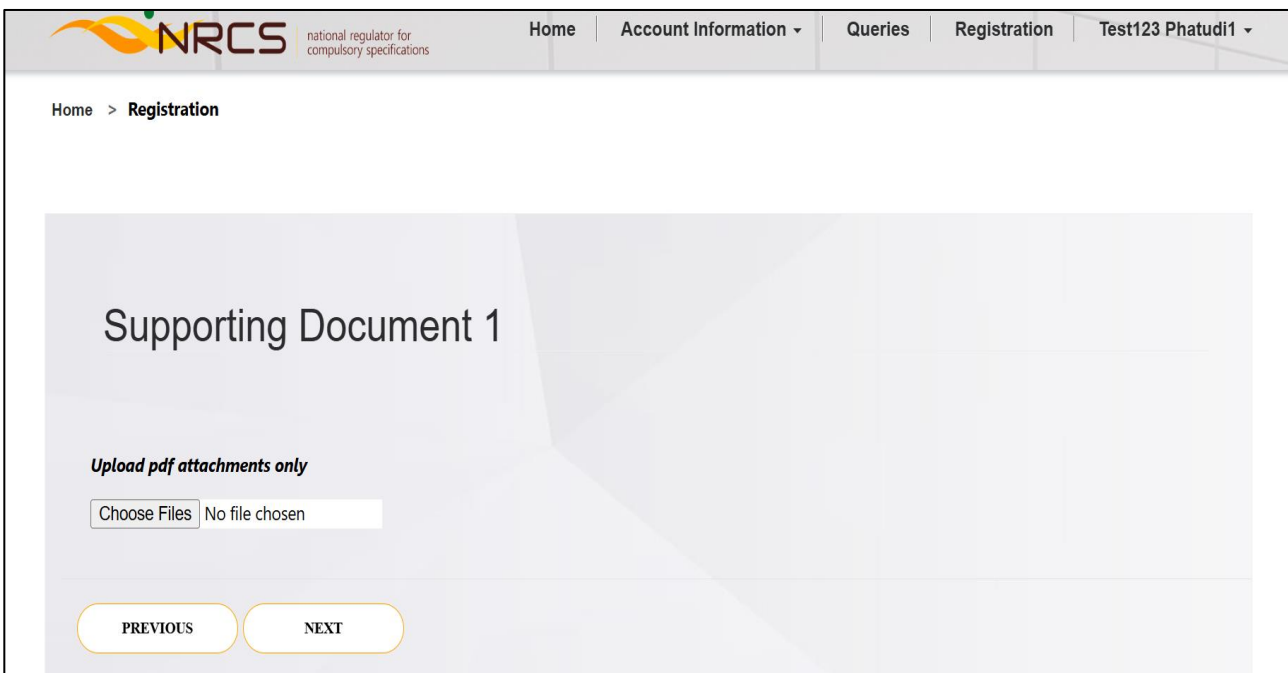
- Upload Proof of Address documents.



The screenshot shows the NRCS website interface. At the top, the NRCS logo is on the left, and navigation links for Home, Account Information, Queries, Registration, and Test123 Phatudi1 are on the right. Below the navigation bar, the breadcrumb 'Home > Registration' is visible. The main content area is titled 'Proof of Address'. Below the title, there is a note: 'Upload pdf attachments only *'. Underneath this note is a file upload button labeled 'Choose Files' and a text box containing 'No file chosen'. At the bottom of the page, there are two buttons: 'PREVIOUS' and 'NEXT'.

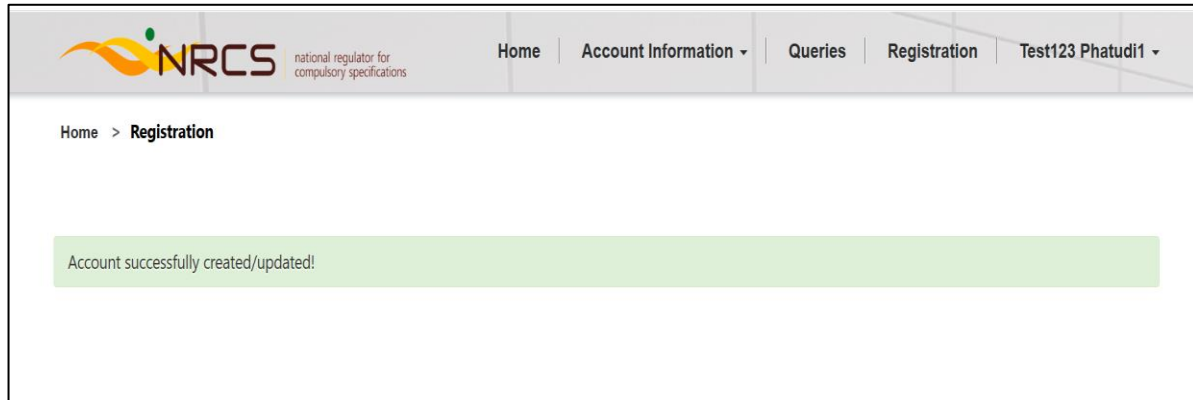
7. Supporting Documents

- Upload Supporting documents if there are more documents to be uploaded.



The screenshot shows the NRCS website interface. At the top, the NRCS logo is on the left, and navigation links for Home, Account Information, Queries, Registration, and Test123 Phatudi1 are on the right. Below the navigation bar, the breadcrumb 'Home > Registration' is visible. The main content area is titled 'Supporting Document 1'. Below the title, there is a note: 'Upload pdf attachments only'. Underneath this note is a file upload button labeled 'Choose Files' and a text box containing 'No file chosen'. At the bottom of the page, there are two buttons: 'PREVIOUS' and 'NEXT'.

- Press Next on all pages at the bottom and o
- Click Submit.



- After clicking Submit you will receive via email and message pop up on the screen that the account is successfully updated.

THE END.