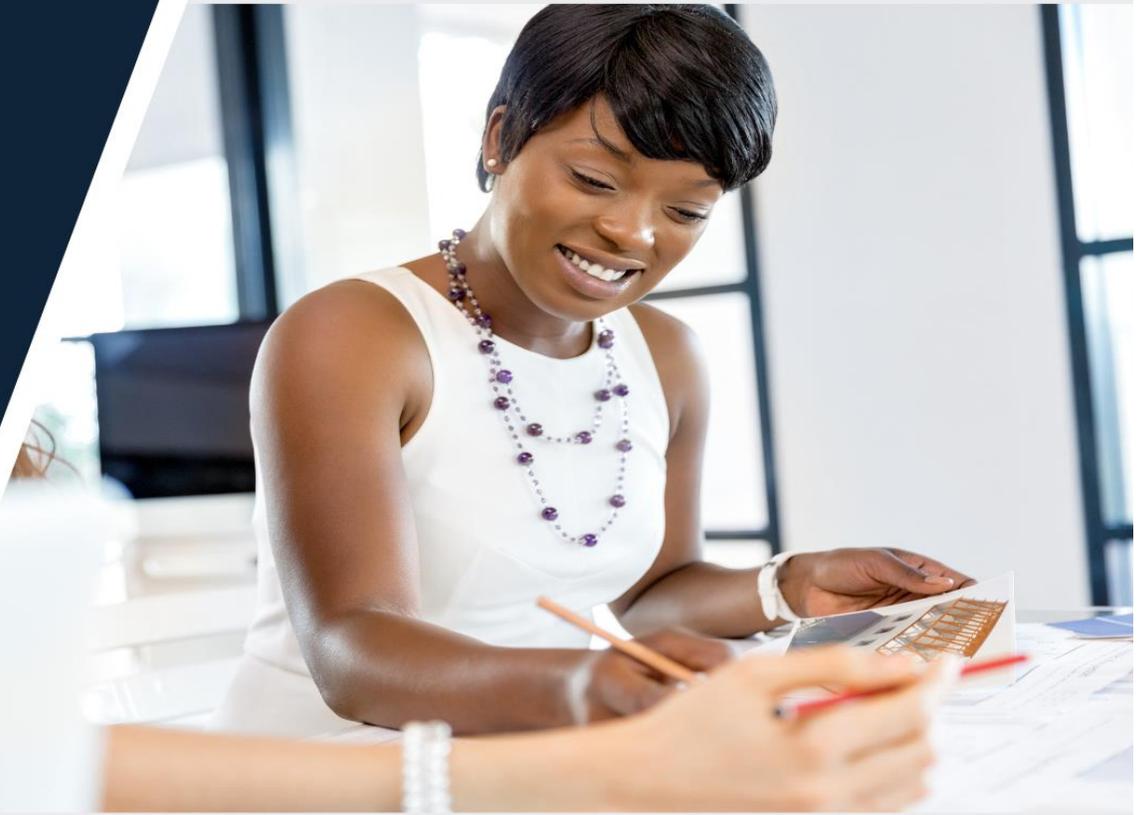


# 2023

## HOW TO GUIDE



## REVENUE AND DEBT COLLECTIONS APPLICATION

STEP BY STEP GUIDE

# 1. Signing into the Portal

Go to: <https://nrscproductionportal.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's sign-in interface. At the top left is the NRCS logo with the text 'national regulator for compulsory specifications'. At the top right are links for 'Home' and 'Register/Sign In'. Below the logo, there are buttons for 'Sign in' and 'Register'. The main content is a 'Local SignIn' modal form with fields for 'Email' (containing 'Samuel@Testme.co.za') and '\* Password' (masked with dots). There is a 'Remember Me' checkbox and a 'Sign in' button. A 'Forgot your password?' link is located below the sign-in button.

## 2. New Contact and New Account Registration

### 2.1. Register

Navigate from Home Page > Register/Sign In > Register.

On Company Type > Select New Company

Capture Name of Business, Company/CC No., First Name, Surname, ID/Passport No., Email, Password, Confirm Password

Click on Register

[Sign in](#)

[Register](#)

### Register for a new local account

\* **Company Type**

\* **Name of Business**

\* **Company/CC No.**

\* **First Name**

\* **Surname**

\* **ID/Passport No.**

\* **Email**

\* **Password**

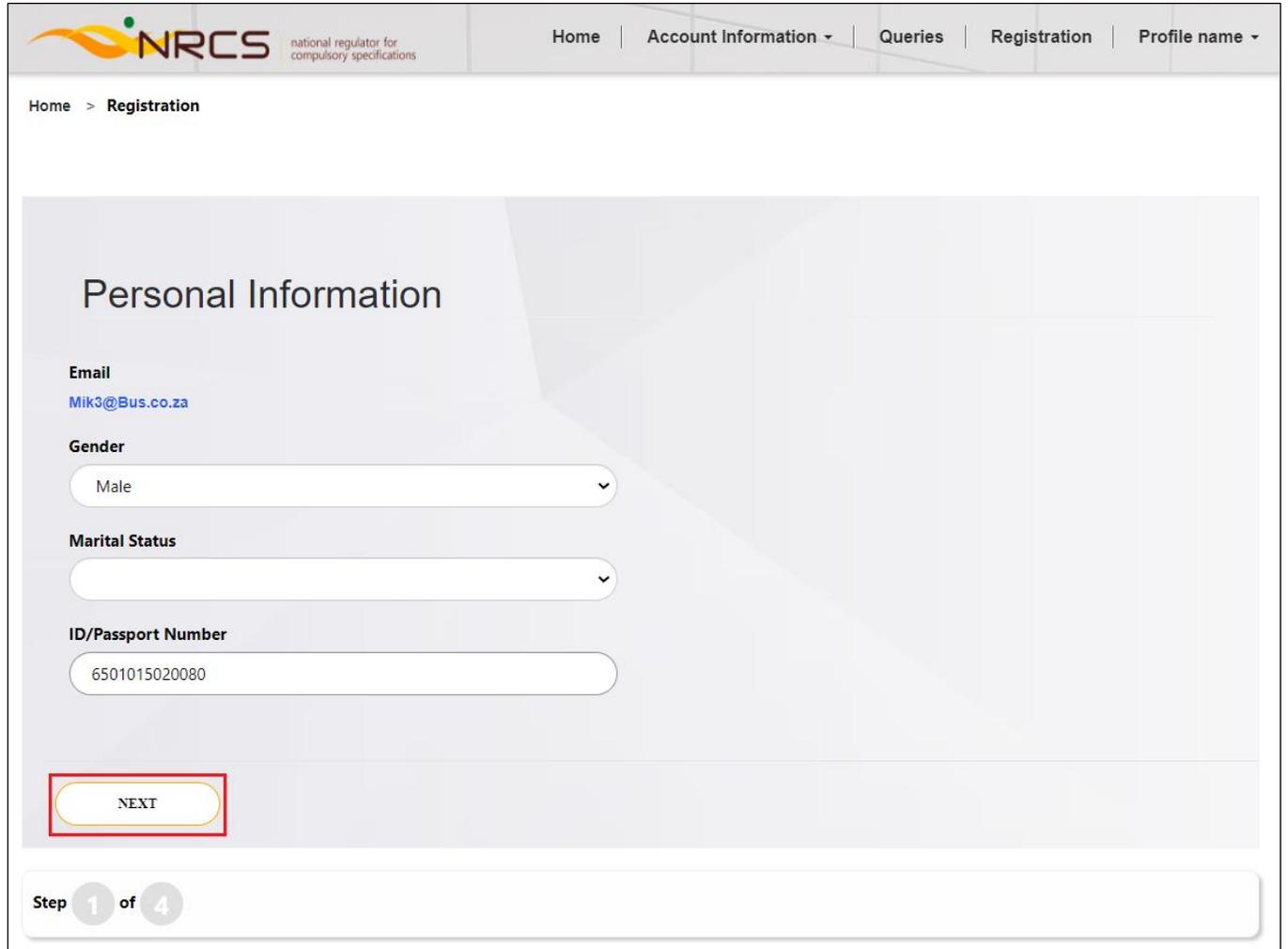
\* **Confirm password**

[Register](#)

## 2.2. Personal Information

Select Gender, Marital Status, confirm ID/Passport No.

Click on Next.



The screenshot shows the NRCS (National Regulator for Compulsory Specifications) registration process. The page title is "Personal Information". The user's email is "Mik3@Bus.co.za". The gender is set to "Male". The marital status is currently blank. The ID/Passport Number is "6501015020080". A red box highlights the "NEXT" button. The progress indicator shows "Step 1 of 4".

**NRCS** national regulator for compulsory specifications

Home | Account Information ▾ | Queries | Registration | Profile name ▾

Home > Registration

## Personal Information

**Email**  
Mik3@Bus.co.za

**Gender**  
Male ▾

**Marital Status**  
▾

**ID/Passport Number**  
6501015020080

**NEXT**

Step 1 of 4

### 2.3. Account History

Customer Number will be locked.

Capture Account Name, Phone, Other Phone, Levies, Levy Type (Only applicable if Levies = Yes), Company or CC No., Street 1, Street 2, Postal Code, City, Province.

Click on Next.

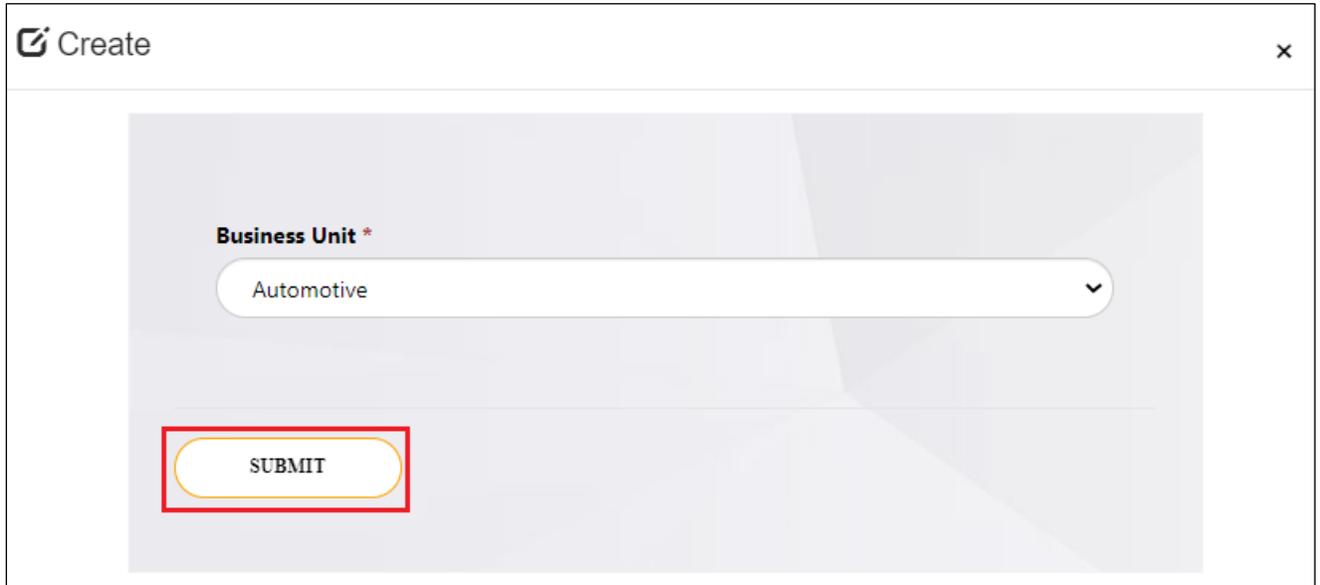
## Account Information

<b>Customer Number</b> 000078	<b>Street 1 *</b> 22 Church Street
<b>Account Name *</b> Business XYZ	<b>Suburb *</b> Bruma
<b>Company or CC No.</b> BUSXYZ123	<b>Postal Code *</b> 0001
<b>Phone *</b> 0112523368	<b>City *</b> Johannesburg
<b>Other Phone</b> 0115566238	<b>Province *</b> Gauteng
<b>Levy Payer? *</b> <input type="radio"/> No <input checked="" type="radio"/> Yes	
<b>Levy type</b> Regular	

[PREVIOUS](#) [NEXT](#)

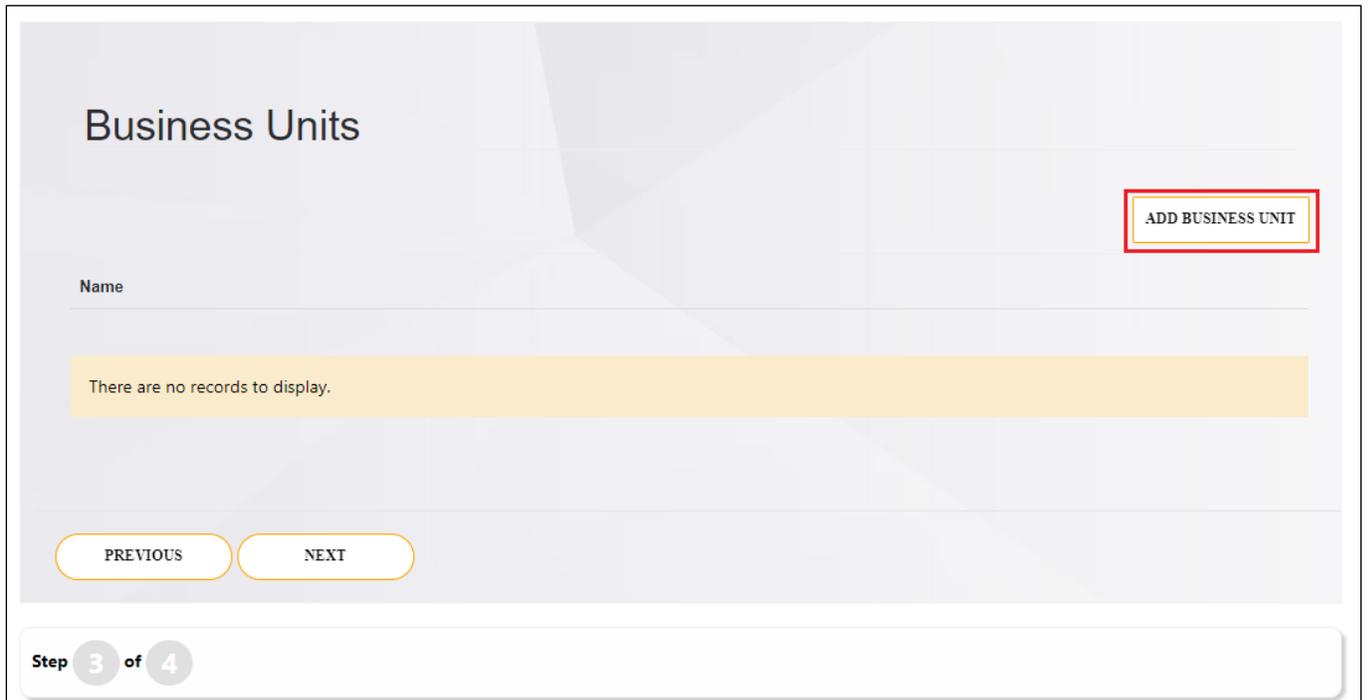
## 2.4. Business Units

Click on Add Business Unit



The screenshot shows a modal window titled "Create" with a close button in the top right corner. Inside the modal, there is a form with a label "Business Unit \*" above a dropdown menu. The dropdown menu currently displays "Automotive" and has a downward arrow on the right. Below the dropdown menu is a "SUBMIT" button, which is highlighted with a red rectangular border.

Click on Add Business Unit. Repeat this step to add more Business Units.



The screenshot shows a page titled "Business Units". In the top right corner, there is an "ADD BUSINESS UNIT" button highlighted with a red rectangular border. Below the title, there is a "Name" label and a text input field. A yellow message box in the center of the page states "There are no records to display." At the bottom of the page, there are two buttons: "PREVIOUS" and "NEXT". At the very bottom, a progress indicator shows "Step 3 of 4", with the number 3 inside a grey circle and the number 4 inside a white circle.

Select Business Unit

Click on Submit

Create ×

**Business Unit \***

Automotive ▼

**SUBMIT**

Click on Next

# Business Units

**ADD BUSINESS UNIT**

Name

Automotive ▼

**PREVIOUS** **NEXT**

Step 3 of 4

## 2.5. Add/Remove Commodities

Click on Add Commodity

Add/Remove commodities

ADD COMMODITY

Business Unit	Commodity
There are no records to display.	

PREVIOUS SUBMIT

Step 4 of 4

Find the Commodity, click on finder icon.

Create

Business Unit \*

Automotive

Commodity \*

SUBMIT

Pick a Commodity, Click on Next, Repeat the process to add more Commodities to the BU.

### Lookup records

Search



Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name	Product ID
<input type="checkbox"/>	O3 - Trailer 3 500 kg to 10 000 kg (VC8027) 1 Item	85266
<input type="checkbox"/>	Replacement disc brake pad for categories M1 and N1 road vehicles (including minibuses) (VC8053) Axle set	8528
<input checked="" type="checkbox"/>	M3 - Buses (Custom Built Bodies and Modifications / Conversions) (VC8023) 1 Item	852777
<input type="checkbox"/>	Agricultural Tractors (Slow Moving Vehicles) (VC8057) 1 Item	85366
<input type="checkbox"/>	M2 - Buses (Custom Built Bodies and Modifications /	85277

Select

Cancel

Remove value

Click on Submit.

The image shows a 'Create' form window. At the top left, there is a pencil icon and the text 'Create'. At the top right, there is a close button 'x'. The form contains two required fields: 'Business Unit \*' with a dropdown menu showing 'Automotive', and 'Commodity \*' with a search input containing 'M1 - Passenger Cars (VC8022) 1 Item'. The search input has an orange button with a magnifying glass icon and a red 'x' icon. Below these fields, a 'SUBMIT' button is highlighted with a red rectangular border.

Click on Submit to finalize the registration.

Home > **Registration**

## Add/Remove commodities

ADD COMMODITY

Business Unit

Commodity

Automotive

M1 – Passenger Cars (VC8022) 1 Item



PREVIOUS

SUBMIT

Step 4 of 4

### 3. Existing Company Registration: New Contact to Existing Account

#### 3.1. Register

Navigate from Home Page > Register/Sign In > Register.

On Company Type > Select Existing Company

Capture **Customer Number**, **Name of Business**, **Company/CC No.**, First Name, Surname, ID/Passport No., Email, Password, Confirm Password

Click on Register

The screenshot shows the NRCS registration interface. At the top left is the NRCS logo with the tagline 'national regulator for compulsory specifications'. At the top right are links for 'Home' and 'Register/Sign In'. Below these are buttons for 'Sign in' and 'Register'. The main content area is titled 'Register or associate yourself to an account' and contains a form with the following fields:

- \* Company Type**: A dropdown menu with 'Existing Company' selected.
- \* Customer Number**: A text input field containing '000078'.
- \* Name of Business**: A text input field containing 'Business XYZ'.
- \* Company/CC No.**: A text input field containing 'BUSXYZ123'.
- \* First Name**: A text input field containing 'Johnny'.
- \* Surname**: A text input field containing 'Sunny'.
- \* ID/Passport No.**: A text input field containing '7101010505064'.
- \* Email/Username**: A text input field containing 'J0hhny123@Bus.co.za'.
- \* Password**: A password input field with a strength indicator icon.
- \* Confirm password**: A password input field with a strength indicator icon.

Below the password fields is a hint: 'Hint: Must contain alphanumeric characters, at least one capital letter and one special character(#, \$, @)'. At the bottom of the form is a 'Register' button.

#### 3.2. Personal Information

Refer to [Personal Information](#).

#### 3.3. Account History

Refer to [Account History](#).

### 3.4. Business Units

The Existing Account's details will default.  
Refer to [Business Unit](#).

### 3.5. Add/Remove Commodities

Refer to [Add/Remove Commodities](#).

The Primary Contact on the Account will be set this new Contact after the Registration was Submitted.

## 4. Existing Company Registration: New Contact to New Account

### 4.1. Register

Navigate from Home Page > Register/Sign In > Register.

On Company Type > Select Existing Company

Capture **Customer Number, Name of Business, Company/CC No.,** First Name, Surname, **ID/Passport No., Email,**  
Password, Confirm Password

Click on Register

 national regulator for compulsory specifications

Home | [Register/Sign In](#)

→ Sign in Register

### Register or associate yourself to an account

\* **Company Type** Existing Company

\* **Customer Number** 000078

\* **Name of Business** Business XYZ

\* **Company/CC No.** BUSXYZ123

\* **First Name** Johnny

\* **Surname** Sunny

\* **ID/Passport No.** 7101010505064

\* **Email/Username** J0hhny123@Bus.co.za

\* **Password** .....

*Hint: Must contain alphanumeric characters, at least one capital letter and one special character(#, \$, @)*

\* **Confirm password** .....

Register

#### 4.2. Personal Information

Refer to [Personal Information](#).

#### 4.3. Account History

Refer to [Account History](#).

#### 4.4. Business Units

The Existing Account's details will default.

Refer to [Business Unit](#).

#### 4.5. Add/Remove Commodities

Refer to [Add/Remove Commodities](#).

### 5. Existing Company Registration: Existing Contact to Existing Account

## 5.1. Register

Navigate from Home Page > Register/Sign In > Register.

On Company Type > Select Existing Company

Capture **Customer Number**, Name of Business, **Company/CC No.**, First Name, Surname, **ID/Passport No.**, **Email**, Password, Confirm Password

Click on Register

The screenshot shows the NRCS registration interface. At the top left is the NRCS logo with the tagline 'national regulator for compulsory specifications'. At the top right are navigation links for 'Home' and 'Register/Sign In'. Below these are buttons for 'Sign in' and 'Register'. The main form is titled 'Register or associate yourself to an account' and contains the following fields:

- \* Company Type:** A dropdown menu with 'Existing Company' selected.
- \* Customer Number:** A text input field containing '000082'.
- \* Name of Business:** A text input field containing 'Newer Business XYZ'.
- \* Company/CC No.:** A text input field containing 'NewerBUSXYZ123'.
- \* First Name:** A text input field containing 'Billy'.
- \* Surname:** A text input field containing 'Bob'.
- \* ID/Passport No.:** A text input field containing '5101010505064'.
- \* Email/Username:** A text input field containing 'Billy@newBus.co.za'.
- \* Password:** A password input field with a hint: 'Hint: Must contain alphanumeric characters, at least one capital letter and one special character(#, \$, @)'.
- \* Confirm password:** A password input field.

A 'Register' button is located at the bottom of the form. Red arrows point to the Customer Number, Company/CC No., ID/Passport No., and Email/Username fields, and a red box highlights the Register button.

Upon Registering, the System will check if the ID Number already exist on the System.

If the **Email is new** and the **ID Number exist**, the System will give an on-screen notification to the user informing that there is already a user registered with that ID Number and that a different Email address was entered. The System will ask if the user is registering under a different Company & give two options for the user to pick from, Yes & No.

Click on Yes.

✕

## Confirmation

There is already a user registered with ID/Passport number : 5104010502080 under a different email. Are you registering for a different company? Please note that by clicking yes you will associate yourself with account Newer Business XYZ and remove all associations with your previous account

The system will inform the user that an Email was sent whereby the user must Confirm the Change.

Click on OK.

nrcsdevelopmentportal.powerappsportals.com says

An email was sent to : regardt.dpreez@4sight.cloud. Please confirm the change for you to be able to login.

The Email will ask the user to Confirm / Decline the association to the Company.

Click on Confirm.

### Request for your input

---

Hi Billy Bob ,

You requested to associate your NRCS user details with account : Newer Business XYZ. Please click the confirmation button below to effect the changes

**Select one of the options below to respond**

## Confirm Action

Do you want to confirm your option and send this response back to the sender?

Confirm 'Confirm'

Cancel

**Thank you! Your response 'Confirm' has been successfully registered.**

After Confirming, the system will update the user's Email address and the Contact be associated with that Account (If the Customer Number or Company / CC No. does not exist then a New Account will be created or an Existing Account).

The user will need to Sign In with the new Email address entered via the Existing Company Registration above.

After the user Signed in, the user needs to go to Registration and complete the [Account Information](#), [Business Units](#) & [Commodities](#).