

# Practice Declaration Process & Certificates

Register your practice with SAIA, including solo practitioners. Registered practices are eligible to enter the SAIA awards!

01



## SAIA ePortal

A member logs into the ePortal and go to the box called "Practice Declarations" to view the instructions

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02



## Follow the link

Click the link that will take them to the order page, which is where all information is filled out

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03



## Spreadsheet

Download the spreadsheet and fill in all information about the employees in the practice

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04



## Upload spreadsheet

Complete the rest of the declaration questions and upload the spreadsheet in the space provided

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05



## Checkout

Once all information is filled out and correct, at the very bottom of the page click "add to cart" and checkout

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06



## No payment

Click "continue" through all steps in checkout. A member will be redirected to a payment portal. **Do not make a payment and exit.** The order has been registered at this point.

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<https://eportal.saia.org.za/>

07



## Certificate Ready

The region will release the certificate after confirming that all principal architects are paid-up members.

The certificate is available for download on the ePortal, under "my account"> "downloadable products"

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# Practice Declaration Troubleshooting

Frequently asked questions and problem solving.

01



## Correct URL

Ensure that you are logged in to the ePortal and not the website: <https://eportal.saia.org.za/>

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02



## Incorrect email

Only one email address is linked to the practice declarations. If that email is no longer in use, inform SAIA via [admin@saia.org.za](mailto:admin@saia.org.za)

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03



## Instructions

Take careful time to fill out the required information correctly as instructed on the page

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04



## Upload spreadsheet

Complete the rest of the declaration questions and upload the spreadsheet in the space provided

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05



## Levies set at zero

In checkout, the portal will autodirect the member to make a payment. **Practice levies have been set at zero for a limited time. No payment is due for declarations.**

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