HOW TO REGISTER ON THE SAVC’s WEB PORTAL

This is a guide, but if you struggle please contact us at Tel: [012] 345 6360. All the SAVC’s staff members will be able to assist and guide you.

Before you register on the SAVC’s web portal please have your cell phone handy.

1. Via your computer or cell phone open the Member portal in your browser and save it as a favourite. https://portal.savc.org.za/

2. Click on Register at the top right corner

3. Complete your username and password in the space provided (passwords are case sensitive) and you will receive a confirmation code via SMS. You will also be required to re-type your password and to type the captcha.

If you do not receive an SMS, or could not complete the registration process, kindly send an email to registration@savc.org.za. Please include your full names, registration number and ID number in your email.
4. Confirm your registration by typing your confirmation code [received by SMS] into the space provided.

5. Once you received the “Registration Successful” message, click on Login at the top right corner.
   You only need to register once. Please remember your username and password.
6. Complete your **username** and **password** [used by you during the Registration process above]

![Login page](image)

**YOUR PERSONAL MEMBER FOLDER WILL OPEN**

**DETAILS**

![Your Details](image)

7. Please verify your **personal** information and update the fields that are editable. **Please contact registration@savc.org.za** if the information in any of the non-editable fields are incorrect.

![Personal](image)

8. Please verify your **professional** information. **Please contact registration@savc.org.za** if any of this information is incorrect.

![Professional](image)

9. Please choose the **sector** in which you work.

![Sector](image)

*If you work in different sectors, please add all those sectors. You will not be able to log out if the sectors do not calculate up to a total of 100%. If you cannot find your specific sector, please contact registration@savc.org.za.*
10. Please add the **facility / employer** where from you render a veterinary or para-veterinary service and select the relevant capacity.

If you cannot find the name of the facility/ employer, choose “Other” and complete the information in the space provided. The facility registration administrator will contact you when required or if relevant.

You will not be able to log out if this section is not completed.
This information is important to keep your information on record with the SAVC up to date.

11. Please update your **contact details** by clicking on the “+” to add, or on “X” to remove information.
   The first email address provided by you will be used by the administration to **communicate** with you.
   **Cell phone numbers** should be entered in the following format 082 123 1234 = 27821231234, all else as follows: 0123456360. Please provide us with as much information as possible.
12. Access to veterinary and para-veterinary positions. If you do or do not want to receive information regarding veterinary and para-veterinary positions, please exercise a choice by completing the option under “Preferences”.

ACCOUNT

13. To view your account and access the payment portal, click on “Account”.

1. If you have an outstanding balance and wish to make payment click on “Pay Now” and make payment of the full amount. The “sage Pay” portal will open.
2. If you wish to make payment in instalments click on the amount at the bottom and type in the amount you are about to pay. The same process will then follow as in 1 above. Always use your registration number as payment reference. If you do not have an outstanding balance, then you will not be able to see the online payment portal “Online Payment” at the bottom.
14. On the “sage Pay” portal choose a payment option and make payment. For security reasons, you will **not be able to go back** to the SAVC’s web portal from “sage Pay” portal. You have to login again if you wish to go back to the SAVC’s web portal.

“**MasterPass** is the new simple, convenient way to pay online with the multi-tiered security of the MasterCard network in partnership with your own bank. It’s the perfect combination of safety and convenience. With **MasterPass**, your payment and shipping information is stored by your bank in one safe place.”
FORMS

These forms are available to registered members and prospective members.

15. To download a form, click on the blue arrow on the right side of the relevant form. Select open or save when it prompts you for an option. Please allow some time for the document to download and open.

CPD ACTIVITIES & POINTS

Members will in due course be informed regarding CPD logging.

Last updated: 31 October 2017