

ECBSA ONLINE REGISTRATION PROCESS

How to register with the ECB Online

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delivering business value through IT in the cloud





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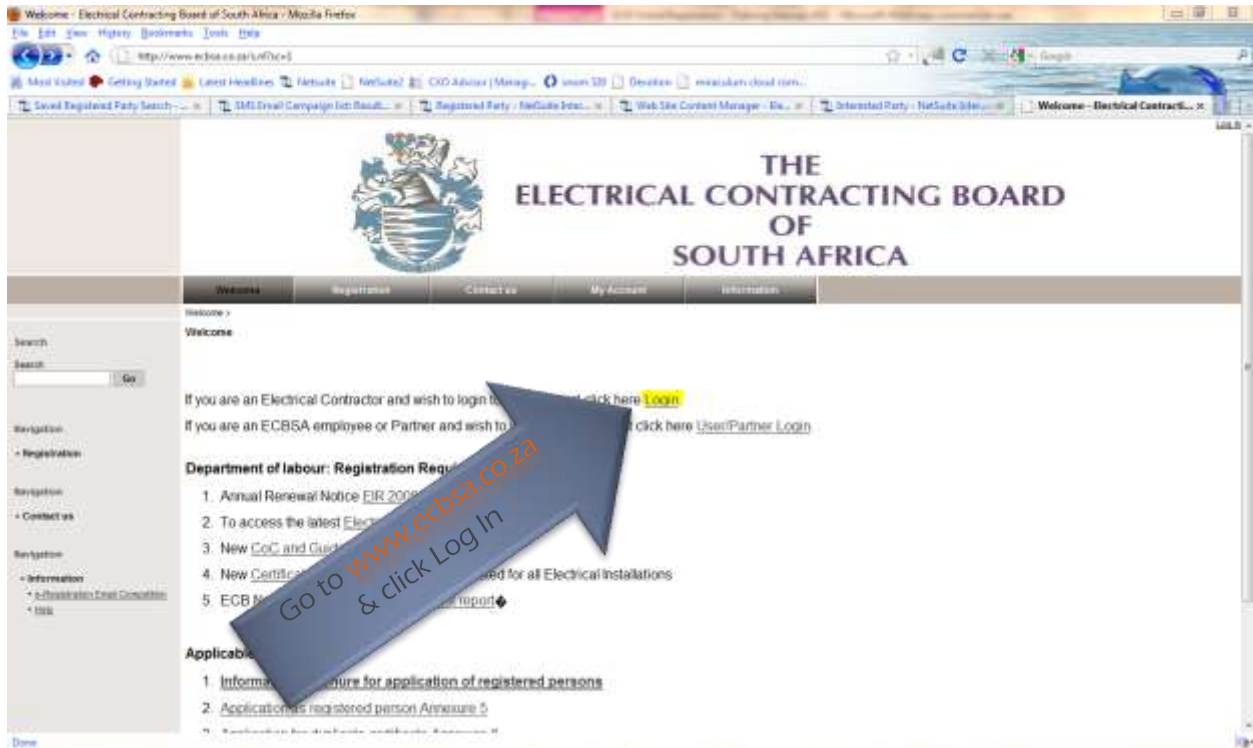
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ECB ONLINE REGISTRATION STEPS:

Login to online system

From your browser navigate to www.ecbsa.co.za and click on the Login link in the top right hand corner.

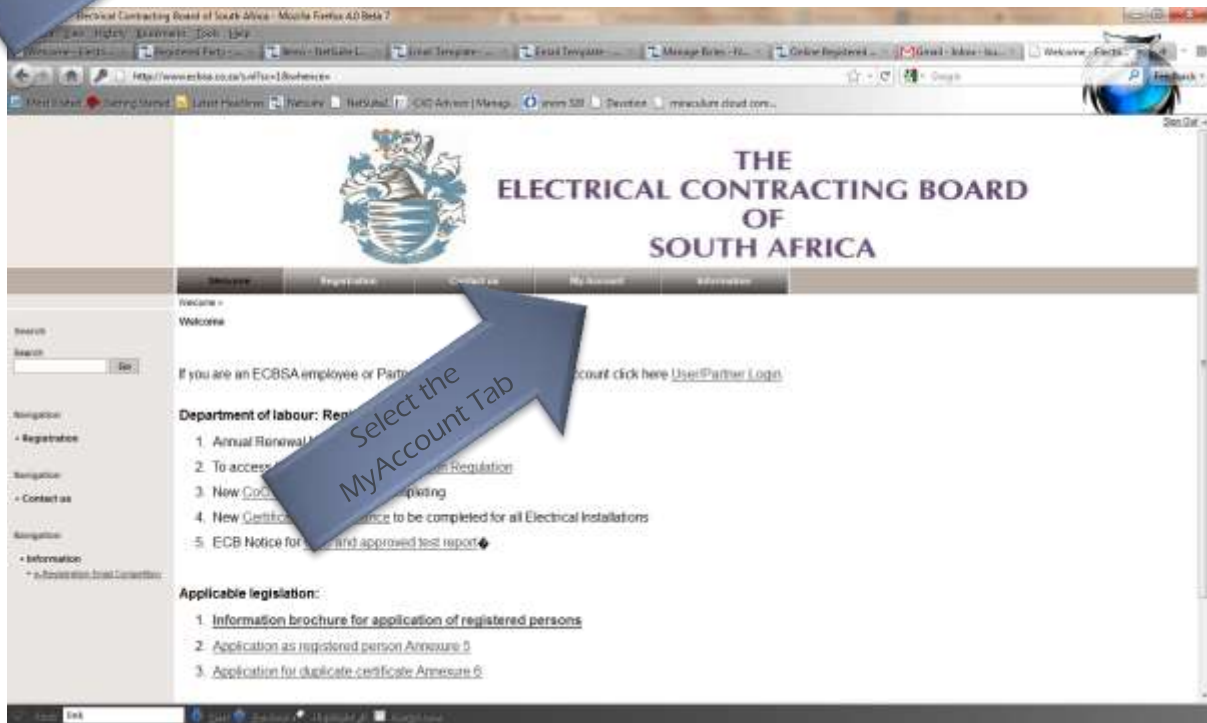




Enter username (email address) and password



Enter email address & Password MyAccount



Select the MyAccount Tab



Select Registration Update

The screenshot shows the website for The Electrical Contracting Board of South Africa. The main navigation bar includes links for 'Welcome', 'Registration', 'Contract', 'My Account', and 'Information'. The 'My Account' section is active, displaying options for 'Billing', 'Support', and 'Registration Profile'. A blue arrow points to the 'Registration Update' link under the 'Registration Profile' section. The URL in the browser address bar is <https://www.ecbsa.co.za/portal/registration/update>.



Review and Update Records

Update Contractor Details as Registered via the Electrical Contractors Board of ...

NOTES:

- In order to retain access to this information and make changes at any time in the future, please bookmark or add this page to your favourites list in your browser.
- Please fill in as many of the fields as you can and also correct anything that is incorrect.
- If the contents of any of the "greyed out" fields are incorrect please indicate this in the "Comments" field and we will have this corrected for you.
- If you are trading with a different name to that indicated under the "Contractor Name", please update the Trading name, else leave it blank.
- If you have more than one registered person in your company please list them all and indicate the "primary contact person" by ticking the "primary" option (there can only be one person selected as the primary)
- When entering the address please tick the "Preferred Postal" and "Preferred Physical" for each type of address. You can use the "Clear" links to de-select your various selections (if this is relevant).

Business Information

NEW ECE No.: 5591
 Sales Rep.:
 Contractor Name: TESTCO (74-080011)
 Trading Name: Test Company Trade
 Business Registration Number: 20065074591
 VAT Registration Number: 2121242412

Are you operating as an individual?

Business Type:
 Old ECE Number: 5591

ECB Branch: 01141621
 ECB Region: 420
 ECB First Registration Date:
 Beginning Council No.: 50A
 No of Employees: 3

Registered Persons

First Name	Last Name	ID Number	Mobile	Email	Sex	Registered Name (as per licence)	Prof. Registered as	Reg. Registered No.	Primary	Home
Henry	Moselle	8480148121008	082 900 3889	shenryg1@gmail.com	M. Male		Single Phase Tester	339800	Yes	
Henry	Pohar	6230105121008	082 000 0058	henryp@ Telkom.net	M. Male		Single Phase Tester	000000		Yes
Jan	Registration	9683218767008	082 998 1668	shenryg1@gmail.com	J. A. Male		Isolation Electrician	000000		

Address

Label	Address Line 1	Address Line 2	City	Postal Code	Preferred Postal	Preferred Physical
Street	51 Ruyig Street	Waldheim Heights	Pretoria	0070		Yes
Postal	PO Box 52	Hodderman Road	Pretoria	0080	Yes	

Comments

Comments added:

Review contents and click the EDIT button if there are any changes to make. Note that to make changes to the Registered Persons or Address entries you need to click on the line in question, make the change then click "Done" on each line and then click "Submit" once all changes are complete.

Then return to the MyAccount tab.



In order to upload the Required Proof of Registration documents select the "Upload Proof of Registration" link

Upload Proof of Registration Documents

