


REFERENCE DOCUMENTS



1. Click **Create Account** for first time User Registration, or **Log In** if already Registered
2. Click **Create & View Documents**
3. Click **Enter Document Suite**
4. Click **Purchase New Reference Document**
5. Select the Document you wish to purchase from the dropdown list
6. Click **Create New Document**
7. Front page fields are pre-populated
8. **Click here to Purchase**
9. Choose your preferred payment method either **EFT** or by **Credit Card**
10. Enter your credit card details and expiry date
11. Click **Pay** Pay R220.00 and **Continue**
12. Enter your OTP and click **Submit**
13. Click **Confirm Purchase**
14. Click **Email to me for Completion by Hand** (a pdf will be emailed to you immediately as an attachment), or **View and Edit Online** (View the document online)
15. No completion of fields is required
16. Document allows unlimited printing
17. All Reference Documents are available in a Reference Folder, and can be made accessible to "Office Users"

PROJECT DOCUMENTS



1. Click **Create Account** for first time User Registration, or **Log In** if already Registered
2. Click **Create & View Documents**
3. Click **Enter Document Suite**
4. Click **Purchase Documents for New Project**
5. Enter **Project Name** and **Ref No**
6. Click **Save and Create Documents Only**
7. Click  **Create New Document**
8. Select the Document you wish to purchase from the dropdown list
9. Click **Create New Document**
10. Populate the front page fields. They are all mandatory
11. **Click here to Purchase**
12. Choose your preferred payment method
13. Enter your credit card details and expiry date
14. Click **Pay** Pay R235.00 and **Continue**
15. Enter your OTP and click **Submit**
16. Click **Confirm Purchase**
17. Click **Email to me for Completion by Hand** (a pdf will be emailed to you immediately as an attachment), or **View and Edit Online** (View and edit the document online)
18. Completion and editing of fields is available
19. Document allows saving and unlimited printing
20. All Project Documents are available in their own Project Folder

REFERENCE DOCUMENTS

- For Reference Purposes only
- Can be used on an ongoing basis for reference
- Price is much cheaper than for Project Documents
- Watermarked as “For Reference Purposes Only”
- No completion of fields required
- Populatable fields are locked for editing
- Document text is locked for editing
- Unlimited printing
- Library of Reference Documents is available for access to all other users within your Company
- Can be saved and stored locally

PROJECT DOCUMENTS

- For use on Projects
- Cannot be used on other Projects
- Price is more expensive than for a Reference Document
- Watermarked with “Project Name and Date”
- Permits completion and later edition of fields
- Populatable Fields are open for editing
- Document text is locked for editing
- Unlimited printing
- Subscriber features such as copying of documents, collaboration with others for completion, invitation for update of consultant details, automated population of fields from company database
- Revision control
- Allows for electronic signature
- Project Documents are only visible to the assigned “Project Administrators”
- Can be saved and stored locally