

How to Log on and Register a Partner Account



How to Log on and Register a Partner Account

User Accounts & Partner Account

Each user will need to register a

1. User Account – this allows the user to access the Portal
2. Partner Account – this allows the user to register applications (i.e Building plan applications)

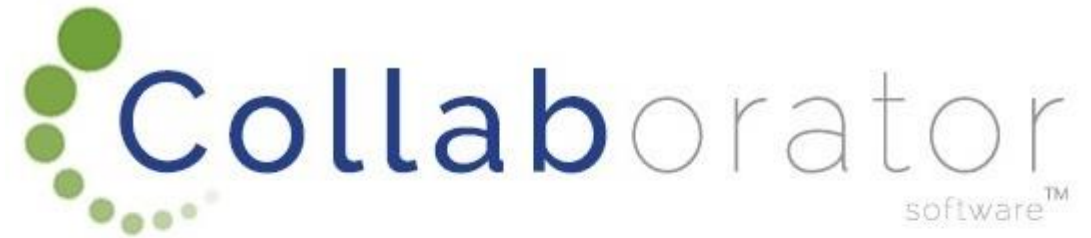
Where to access the Portal:

<https://westerncape.collaboratoronline.com>

Create your User Account

When opening the link, you will see this screen.

Select the 'Create an Account' to create the User Account

A screenshot of a user account creation form. It contains two input fields: "User Name" and "Password". Below the "Password" field is a "Sign In" button. At the bottom left is a blue underlined link "Forgot password?". At the bottom right is a blue underlined link "Create an account" which is highlighted with a blue rectangular border. A red arrow points from the text "Select the 'Create an Account' to create the User Account" to this link.

Create your User Account

Complete all the fields

The email address you enter in will become your Username to log into the site

This email address will also be used to send the Password Reset email if you reset to change your password

Once done select the 'Submit' button



Name*

Surname*

Cellphone Number*

Email Address*

Confirm Your Email Address*

Password*

Confirm Your Password*



Type the code shown:

[Show another code](#)

Submit



Register your Company/Practice

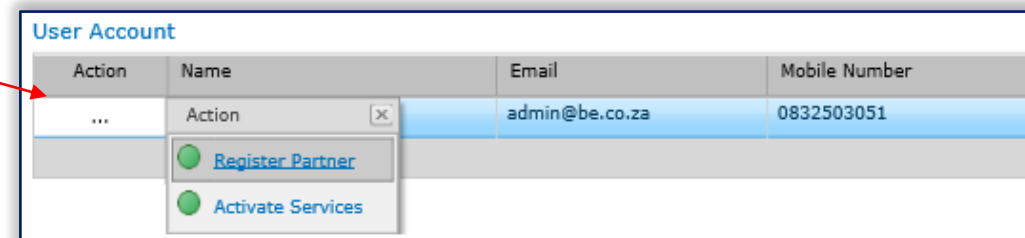
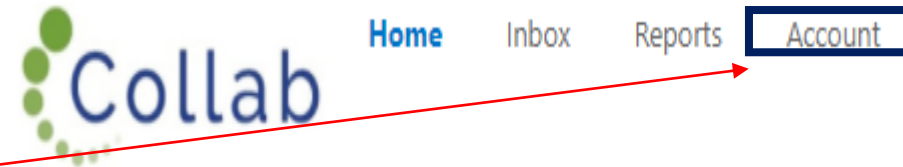
Once you have created the User Account.

A Partner/ Practice needs to be registered in order to submit applications.

Once logged in select the 'Account' tab

On the User Account Web Part, select the action button to view the options.

Select 'Register Partner'



On the Register Partner task you will need to complete all of the required fields

Register your Partner

Step 1: Update Partner Details
- Complete the details pertaining to company / individual

Step 2: Update Primary Contact Details
- Primary contact details i.e. contact information

Step 3: Activate Services
- Make sure to select to Activate the service you require. i.e. Building Plan Services

Create Partner and Activate Services

UserId ADMIN
Primary User Email admin@be.co.za

Step 1: Update Partner Details | Step 2: Update Primary Contact Details | Step 3: Active Services

Partner Type *

Individual Name / Legal Company Name *

Note: A red highlighted field indicates a duplicate registration number which is not allow
Please request the primary user to grant you access to their practice.

Registration Number *

Duplicate Registration Number

Trading As *

Company Type *

Professional Entity * Not Applicable

Professional Entity Number *

Duplicate Professional Entity Number

Create Partner and Activate Services

UserId ADMIN
Primary User Email admin@be.co.za

Step 1: Update Partner Details | Step 2: Update Primary Contact Details | Step 3: Active Services

Activate Building Plan Application Services *

Activate Events and Film Services *

Activate AQ Services *

Activate Waste Services *

Activate Land Use Application Services *

Activate WayLeave Services *

Registration Process Completed

Collaborator Portal Training - Building Control

You are invited to attend our online training sessions. The training sessions aim to build up your understanding of the Collaborator Portal and will be based on the electronic submission of a building plan application.

[Join Zoom Meeting](#)

Tuesdays at 10h00

Meeting ID: 610 052 1373

Passcode: Training

Should there be any queries please send an email to:
support@collaboratoronline.com

