



BOT Guide : MEMBERS **Existing Active Members AND New Members**

Good day

It gives SAESI great pleasure to introduce you to the new electronic [e-platform] of our Member Legacy Fire Technology Qualifications. As you know these Examinations are only available to SAESI Members. So, before we can get to the Examinations, we need to get your Membership record right. What follows is a short Guide with prints screen images of what you will see once you open the MEMBERSHIP BOT.

For whom is this BOT relevant? The MEMBERSHIP BOT is applicable to someone who is already a member of SAESI with an existing membership number and is considered an Active Member. This is applicable irrespective of the Level or Subject you want to write.

IMPORTANT! The BOT is also relevant for NEW Members registering for the first time. Both Active and New Members will go through windows [steps] one, two and three. On Window [step] four The BOT separates Existing Members and New Members (Please refer to page 3 (Three))

What is the purpose?

- Getting your Membership Status Registered on the e-platform
- Making sure your Membership Details are correct and up to date
- Making sure your Membership Status is confirmed as Active i.e. being a paid-up Member

NOTE! The Application BOT's work best on Google Chrome, Fire Fox or Microsoft Edge. Internet Explorer is an old search engine and insecure and NOT preferred and will give problems.

So, let's begin





After you have opened the link this is the **first (1) window** the Bot will open and that you will see.

Hi there
I'm the bot of SAESI, you can call me SAI - I am pleased to meet you.

You are about to
a. apply for your SAESI membership, or
b. renew your current membership.
Click 'Hi SAI' below to continue

First step for you is to click **HERE**.

Hi SAI!



After you said Hi to SAI, your **second (2) window** looks like this.

Please tell me your name, so that I know who I am speaking with?

Type your name here...

Hi SAI!

Second step is for you to type in your name and must be done in a specific way! Type **ONLY** your **NAME** *not* surname. **Your name** must start with a Capital letter and the rest small letters i.e. **Name**



Lulu

If you typed in your name correctly, The BOT will open **window three (3)**

Thank you Lulu.

Before we begin, I would like to remind you of our Mission and Vision.

Mission:

To constitute a member driven professional organisation, to promote the safety of the community and aspirations of its members through the promotion of all aspects of emergency services.

Vision:

SAESI, a professional emergency services organisation, dedicated to the protection of life, and the environment.



09-44

CHOOSE AN OPTION

Got it - thank you



09-46

CHOOSE AN OPTION

So Lulu, are you already a member of SAESI?

Yes I am

Nope not yet

Window four (4)

Confirm if you are a member or not a member

If you are an **Existing Member**- That means you have a Membership Number - **Click on Yes I am**

If you have never been a Member or SAESI or have never written Examinations **Click on - Nope not yet**

The following Section(s) only applies to EXISTING MEMBERS

SAESI Membership Application Contact SAESI Membership Number Refresher

Window five (5)
EXISTING MEMBER Number

This is great. We just need to check that your details are updated :-)
Please confirm your SAESI Membership Number.

Yes I am

Type your **Membership Number** in starting with the Alphabetical Letter it starts with in Capital, followed by the six (6) numeric digits

Type here...

PRESS ENTER TO SEND

SAESI Membership Application Contact SAESI Membership Number Refresher

Window six (6)
ID Number Confirmation

M054525

Thank you Lulu, now please provide me with your ID number/passport number.
(we are checking the combination)

Type your **ID Number** - No Spaces
[International Members use Country of Origin ID or Passport Number if not SA ID. (Refer to your Confirmation Letter)]

Type here...

PRESS ENTER TO SEND



09:47

9503010056087

Great Lulu

These are the details we have for you, please check that it is all **correct and up to date:**

*(If there is any heading that does not have information or incorrect information, please **change / update** it.)*

The BOT will hereafter display all information it has from you for verification.

NOTE 1: that there are FOUR SECTIONS applicable to Existing Members Namely: Section A1 and A2, Section B, Section C and Section E

NOTE 2: Each Section Requires you to click /confirm if the information is correct or not. Refer to Page 9 onwards if you chose Nope there are Mistakes at any time.

THE FOLLOWING WINDOWS APPLY ONLY IF YOU CHOSE ...These details are correct



Section A1 - MEMBERSHIP STATUS

Membership Number: M054525

Section A2 - CONTACT AND PERSONAL DETAILS

Title: Ms

Name: Lulu

Surname: Ferreira

ID Number: 9503010056087

Nationality: South African

Date of Birth: 01 March 1995

Gender: Female

Race: White

Physical Address: 295 Jorissen Street, Monument, 1740

Postal Address: 295 Jorissen Street, Monument 1740

Contact Number (H): 2711

Contact Number (w): 27116605672

Mobile/Cell Number (M): 27

Email: luluf@saesi.com



12:54

These details are correct

Nope there are Mistakes



These details are correct

Section B - Employment Details (Where applicable)

Employment Status: Employed
Employer Name: SAESI
Employer Station: Krugersdorp
Date first appointed in the Service (History): 07/03/2016

Your Position/Rank (Current): Admin Officer

Duration: From: 07/03/2016 - Current



09:49

CHOOSE AN OPTION



These details are correct

Nope there are Mistakes



14:33

These details are correct

Are you renewing your SAESI membership or are you registering to write an exam?



15:03

CHOOSE AN OPTION

Renew my membership

Write an exam

REMINDER: You are busy with a MEMBERSHIP update process. At this stage you must FIRST Choose RENEW MY MEMBERSHIP.

The purpose is to provide and or update Next of Kin details.

Should you skip this section and continue with 'Write an exam' your Next of Kin details might be incorrect or outstanding. If you do not return to this section to update and confirm it, the Survivors Benefit will be null and void.



Section C – PARTICULARS OF NEXT OF KIN (In case of Member's Death)

(If there is any heading that does not have information or incorrect information, please change / update it.)

- Relationship:
- Title:
- Surname:
- First Name:
- Physical Address: ,
- Postal Address: , 1740
- Contact Number (H):
- Contact Number (w):
- Contact Number (M):
- Email:

Nope there are Mistakes

Are there many updates or just a few required?

Only a few updates

Many Updates Required



Many Updates Required

Okay, lets update all your Next of Kin's details.

Lets do it

Update the Relationship of your next of kin.

Sibling



The image shows a screenshot of a membership application form with several callout boxes pointing to specific fields. The callouts are in dark blue boxes with white text, and the input fields are in red boxes with white text. The background features a large, stylized crest with a lion and a unicorn.

- Callout: "Please update the first name of your Sibling." → Input field: "CJ"
- Callout: "Please update CJ's Title." → Input field: "Mr"
- Callout: "Please update CJ's Surname?" → Input field: "Ferreira"
- Callout: "Please update your Sibling's physical address." → Input field: "295 Jorissen Street, Monument, Krugersdorp, South Africa"
- Callout: "Please update CJ's Physical Address Code" → Input field: "1739"
- Callout: "Please update CJ's postal address." → Input field: "PO Box 613, Krugersdorp"
- Callout: "Please update your Sibling's Postal Address Code" → Input field: "1740"
- Callout: "Please update your Sibling's Home Contact Number (H)
(just add 000 if there is no number)" → Input field: "000"



Please update C.J's Work Contact Number (W)

(just add 000 if there is no number)



0116605672

Please update your Sibling's Mobile (cellphone) Number.

(just add 000 if there is no number)



0823420726

Please update C.J's email address?



cj@saesi.com

Are the following changes correct?
(only look at what you changed.)

Relationship: Sibling
Title: Mr
Surname: Ferreira
First Name: CJ
Physical Address: 295 Jorissen Street, Monument, Krugersdorp, South Africa, 1739
Postal Address: PO Box 613, Krugersdorp, 1740
Contact Number (H): +0
Contact Number (w): 0116605672
Contact Number (M): 0823420726
Email: cj@saesi.com



Yes they are correct.



Fantastic Lulu we are almost done! 2 more sections to go.

Lulu, because you are just renewing your membership, you don't have to worry about Section D.



Section E - FEES:

The fee for Membership is reviewed annually and approved by the Board of Directors.

The correct fee payable for 2020-2021 is

R460

(Please contact SAESI if you have any queries)

The annual fees payment dates are from the **01 October to 31 December**, each year.

Any membership fees paid after 31 December will be penalized with 50% (R230) on the initial membership fee.

Total fee payable **AFTER** December will be **R690**

Payments can be made in the following Account:

Account Name: SAESI
ABSA - Cheque Account Number 310810045
Branch - Krugersdorp or 632005

Reference: MEM +9503010056087



CHOOSE AN OPTION

I Understand



I Understand

Section F – DECLARATION OF APPLICANT

I, Lulu, 9503010056087 hereby confirm that the information supplied above is true and I will accept the decision of the Board of Directors with regards to my application.

I agree to submit to the:

- **MOI** (Memorandum of Incorporation),
- **Code of Ethics & Conduct** and
- **Company Rules of the Institute.**

By choosing "I agree", I confirm that this is my acceptance and digital signature for this agreement



I agree



INFORMATION PROTECTION and DISCLAIMER

The Southern African Emergency Services Institute fully supports the POPI and Consumer Protection Act.

SAESI will not provide your information to third parties for their direct use. In accordance with the Acts, SAESI or any company processing data on its behalf will hold and use data contained in this form for the intended administrative purposes, to provide the services requested through this form and for SAESI to keep a record of your information.

The Member can instruct SAESI at any time to delete or destroy any personal information in writing.

By choosing "I agree" , I confirm that this is my acceptance and digital signature for this agreement

I agree



I agree

Please select todays date

YYYY/MM/DD

2020/07/29

Thank you Lulu for completing your membership registration application. I have just sent you an email confirming your details provided. Once your payment has been received, SAESI will send you an updated membership certificate for the year.

Goodbye for now

REDIRECTING YOU IN 8...

When you are done and agree, you will be re-directed to the SAESI Website. You need not do anything else on this BOT.

NEXT YOU NEED TO COMPLETE THE EXAM

If you refer back to page 5 above and the two choices posed at the start of the Sections on the BOT namely...

These details are correct

Nope there are Mistakes

and you chose **Nope there are Mistakes,** then the following applies...



Nope there are Mistakes

What needs to change?



CHOOSE AN OPTION

- Update Title
- Update First Name
- Update Surname
- Update ID Number
- Update Nationality
- Update Date of Birth
- Update Gender
- Update Race
- Update Physical Address
- Update *Postal Code (Physical Address)
- Update Postal Address
- Update *Postal Code (Postal Address)
- Update Contact Number (H)
- Update Contact Number (w)
- Update Mobile Number
- Update Email

Check each tab, and correct the details. Once complete with all 16 tabs you will end up at the same window as page 6 of 13 above. This takes you through the Sections and you will then also end up at the section of Information Protection and Disclaimer



I agree

Thank you Zelda for completing your application.

I have just sent you an email, and this is your **APPLICATION FORM**.

Once your payment has been received, this application form will be added to your Portfolio folder in P4P.
(Look out for the welcome email from P4Pmailer)

Good luck with your exams.
Goodbye for now

REDIRECTING YOU IN 4...

When you are done and agree, you will be re-directed to the SAESI Website. You need not do anything else on this BOT.

NEXT YOU NEED TO COMPLETE THE EXAM BOT.



You can now click the link below to take you to the Membership BOT to register yourself

Membership Link BOT

<https://landbot.io/u/H-506463-NZQDUV0I6XGH5MKI/index.html>