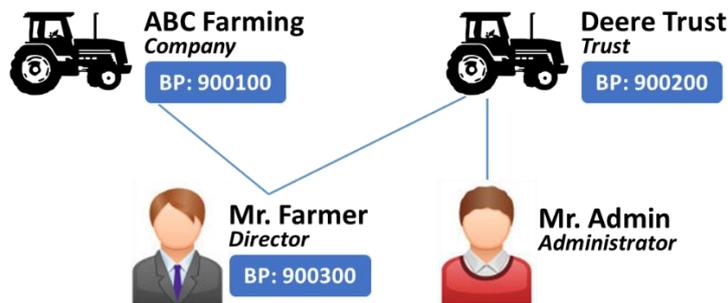


# 1 EACCOUNTS - ONLINE REGISTRATION

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Our clients typically set up multiple legal entities to run their business, eAccounts allows you to access all these related legal entities by signing in once. For example:



*Mr. Farmer* is the director of both *ABC Farming* and *Deere Trust*. He can register online for eAccounts and access both these entities but also accounts he holds in his own name. **Only the owner or director can register online.** After *Mr. Farmer* has registered, he can add his administrator and only give him access to *Deere Trust*. We assign a BP (business partner) number to all entities as the unique client identification number.

To register online please visit the eAccounts registration page at:

➤ <https://unigro.afgri.co.za/eaccounts/register>

You will be presented with four easy steps:

## 1.1 IDENTIFY

Provide your ID to identify who is registering, you have to be an owner or director to register online. Also provide the BP, folio, VAT registration or account (e.g. storage, grain account etc.) number of the account you are registering for.

Your contact details need to be **correct on our records** in order for us to authenticate both you and the account. Using the example of section 2, *Mr Farmer* can use his ID and his BP number, or he can use his ID and the BP of *ABC Farming*. *Mr Admin* **cannot** use online registration as we have no detail stored and are unable to authenticate him. After *Mr Farmer* is registered he can create *Mr Admin*, this is explained in section 2 below.

## 1.2 LOOKUP

We will authenticate the entered details against what we have. If we are able to match with what we have, we will send out an **email** and **SMS** with a temporary PIN. We will send this PIN to the individual we have for the ID you provided as well as to the contact details of the account.

## 1.3 AUTHENTICATE

Once you have received your PIN you can provide it to authenticate yourself

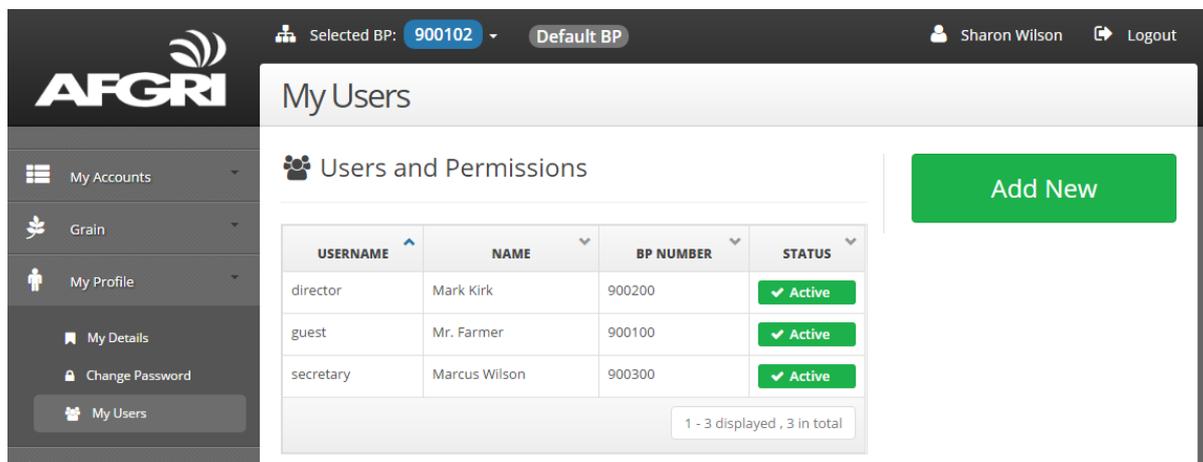
## 1.4 REGISTER

Now that you've been authenticated you can register by choosing your login password and cell phone number to use on eAccounts.

## 2 ADDING MORE USERS (EMPLOYEES, ADMIN PERSONNEL)

Once you have registered, you can create and grant access to more users. From our earlier example, this is how you could create *Mr Admin*.

Log in on eAccounts and navigate to **My Profile > My Users** and click on **Add New**:

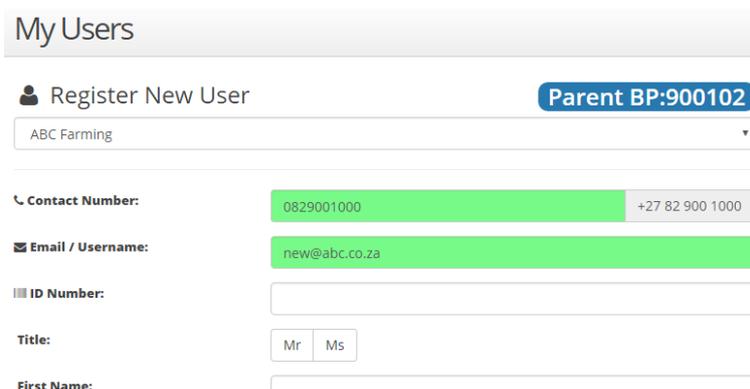


The screenshot shows the AFGRI 'My Users' interface. At the top, there's a navigation bar with the AFGRI logo, a 'Selected BP: 900102' dropdown, a 'Default BP' button, and user information for Sharon Wilson with a 'Logout' link. The main content area is titled 'My Users' and 'Users and Permissions'. On the right, there is a prominent green 'Add New' button. Below it is a table with the following data:

USERNAME	NAME	BP NUMBER	STATUS
director	Mark Kirk	900200	Active
guest	Mr. Farmer	900100	Active
secretary	Marcus Wilson	900300	Active

At the bottom of the table, it indicates '1 - 3 displayed, 3 in total'.

Here you provide the details of each user and add them to the **selected account**:

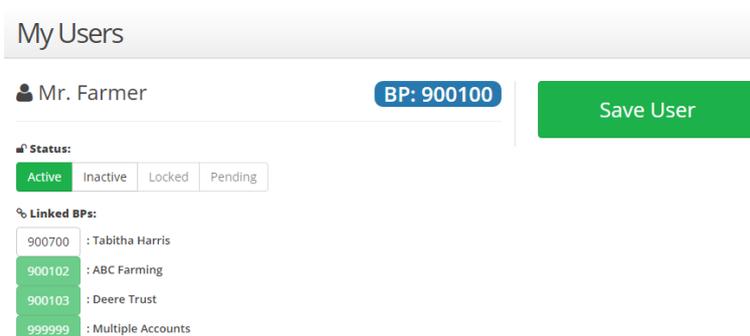


The screenshot shows the 'Register New User' form. At the top, it says 'Register New User' with a 'Parent BP: 900102' dropdown. The form includes a dropdown menu for account selection (currently showing 'ABC Farming'). Below this are several input fields:

- Contact Number:** Two input fields with values '0829001000' and '+27 82 900 1000'.
- Email / Username:** An input field with the value 'new@abc.co.za'.
- ID Number:** An empty input field.
- Title:** Radio buttons for 'Mr' and 'Ms'.
- First Name:** An empty input field.

After you click **Save User**, the user will receive an SMS with a temporary password that they can use to log in to eAccounts. The user will then be asked to choose their own password.

To **edit an existing user** select him from the table by clicking on the user. A screen will be displayed where access can be removed by making a user inactive. A user can also be linked to additional BP's:



The screenshot shows the 'Edit User' form for 'Mr. Farmer'. At the top, it displays 'Mr. Farmer' and 'BP: 900100'. A green 'Save User' button is visible on the right. Below this, there are several sections:

- Status:** Radio buttons for 'Active', 'Inactive', 'Locked', and 'Pending'. 'Active' is selected.
- Linked BPs:** A list of linked Business Profiles (BPs) with their respective names:
  - 900700 : Tabitha Harris
  - 900102 : ABC Farming
  - 900103 : Deere Trust
  - 999999 : Multiple Accounts

Click **Save User** to commit modifications.

### 3 SYSTEM REQUIREMENTS (INTERNET BROWSER)

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eAccounts is a website, the only software you need to access it is an **internet browser**.

The address for eAccounts is:

- <https://unigro.afgri.co.za/eaccounts/login>

You can use a **computer**, **tablet** or **mobile phone**. eAccounts recommends you use the **latest version** of your browser, we don't support browsers older than 5 years. There are two reasons:

- **Security** – older browsers are not secure
- **User Experience** – newer browsers allow us to build a feature rich user experience

eAccounts officially supports the following browsers:



- Google **Chrome** (all versions - **recommended**)
- Microsoft **Internet Explorer** (minimum version 11)
- Mozilla **Firefox** (minimum version 10)
- Apple **Safari** (minimum version 6)