

CONFIDENTIAL



PERSAL USER MANUAL: EDD END USER PORTAL HELP GUIDE



the dpsa

Department :
Public Service and Administration
REPUBLIC OF SOUTH AFRICA



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1. Introduction

The User Manual contains all essential information for the employee to make full use of the EDD End User Portal. This manual includes a description of the Portal's functions and capabilities and step-by-step procedures for system access and use.

1.1 Overview

EDD (Electronic Document Delivery) allows documents such as payslips to be distributed electronically to multiple devices. The End User Portal gives employees access to their personal documents at the click of a button.

2. Instructions for using the End User Portal

2.1 How to Register and Log In to the End User Portal

If you have been receiving your documents by email from the EDD system, you can now register on the end user portal (<http://portal.persal.gov.za/PersalEndUser/>), with your email address and receive an archive of all historical documents.

Figure 1: Register and Login Page

The screenshot shows the South African Government End User Portal. At the top, there is the South African Government logo and the slogan "Together we move South Africa forward". The page is divided into two main sections: "Register" and "Log In".

Register Section: A heading "Welcome" is followed by a paragraph: "If you have been receiving your documents by email or SMS message from us, you can now register with your email address or cell number and access an archive of all your historical documents online." Below this is a "Register" heading and a form with the label "Register with your email address / cell number here:". A blue arrow points to the input field with the text "Insert e-mail address here to register". A "Register" button is located below the input field.

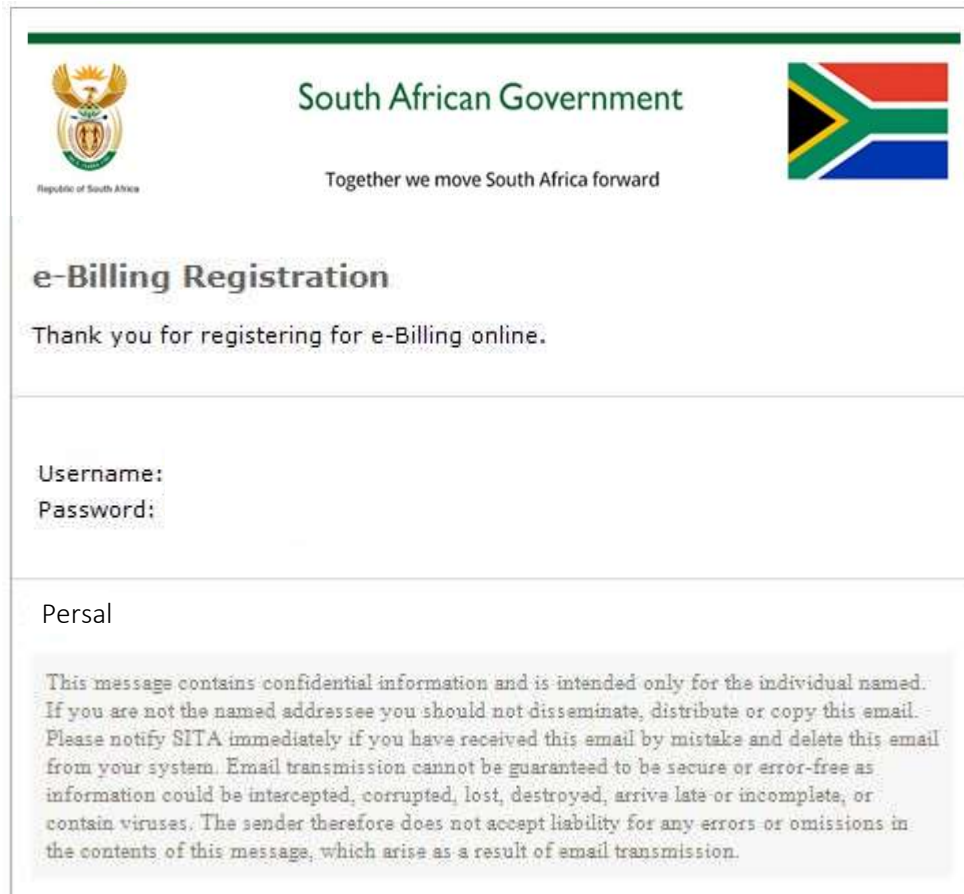
Log In Section: A heading "Log In" is followed by two input fields: "Your email address / cell number:" and "Your password:". A blue arrow points to the "Log in" button below the second field with the text "Insert e-mail address and the password received here, to log in".

Forgot Password Section: A heading "Forgot Password" is followed by a paragraph: "Enter your email address or cell number here and we will resend your password to you." Below this is an input field and a "Submit" button. A blue arrow points to the input field with the text "Insert the registered e-mail address here to receive a new password".

At the bottom of the page, there are two logos: "national treasury" (Department: National Treasury, REPUBLIC OF SOUTH AFRICA) and "the dpsa" (Department: Public Service and Administration, REPUBLIC OF SOUTH AFRICA).

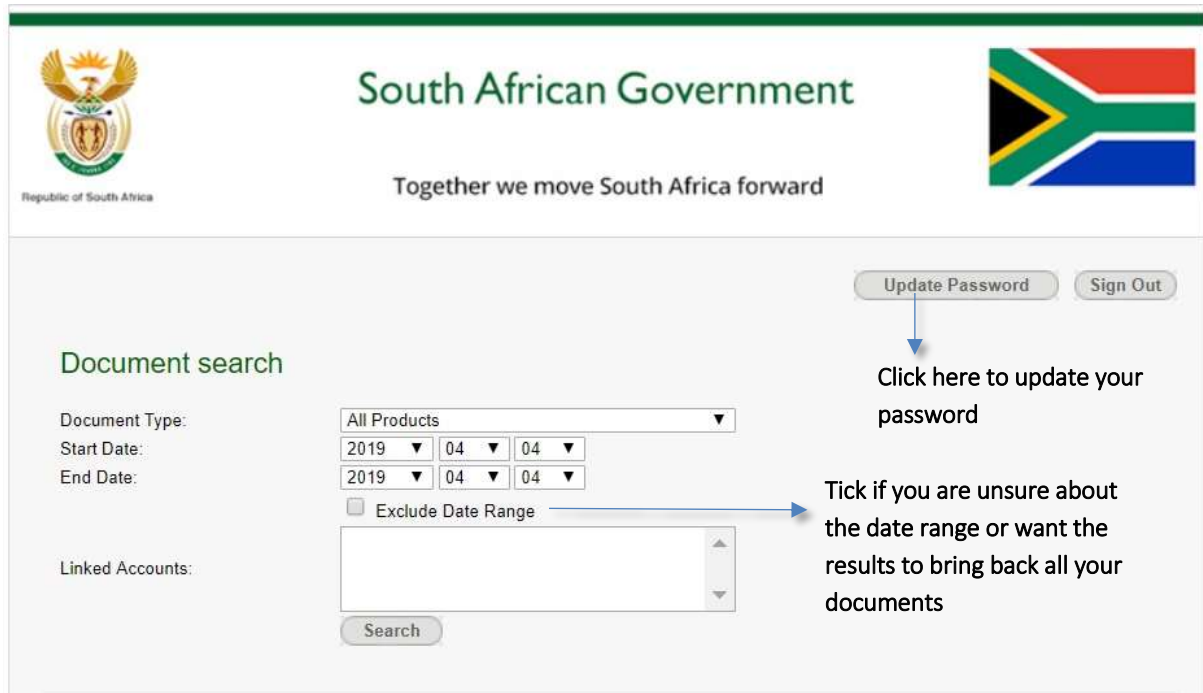
- a.) The employee first needs to register on the end user portal. To register, the employee will enter the same email address as the one their electronic documents are being emailed to.
- b.) Click on the button that reads "Register".
- c.) A computer generated email will be sent to that email address and will contain a username and password for the employee to log in.

Figure 2: Registration confirmation Email



- d.) The employee then goes back to the login page and enters the details they received on the email and logs in.
- e.) Once the employee successfully logged in, they will be presented with the below screen:

Figure 3: Home Page



2.2 End User Portal Functions

While the employee is logged into the end user portal, they will be able to use the following functions as needed:

- a.) Update Password: The employee is able to update their password to their own personal preference. This will override the computer generated password emailed to them upon registration.
- b.) Search: The employee is able to search for any electronic documents sent to that registered email address via the EDD system.
- c.) View a document: Once the employee has entered the product and date range, they are able to click on the underlined account number and the document will open in a new tab.
- d.) Print: Once the employee viewed a document, they will be able to print the electronic document.
- e.) Download: The employee will be able to download electronic documents and save it on their computer or any other device.

Figure 4: Search Results

South African Government
Together we move South Africa forward

Update Password Sign Out

Document search

Document Type: All Products ▼
Start Date: 2019 ▼ 04 ▼ 04 ▼
End Date: 2019 ▼ 04 ▼ 04 ▼
 Exclude Date Range

Linked Accounts: [Empty list]
Search

Account No	Document Type	Account Holder	Date
23737905	Persal Payslip	BOIKANYO BB	04-02-2019
23737905	Persal Payslip	BOIKANYO BB	10-10-2018

3. Contact details

Please contact your Persal administrator, should you have any queries.

Annex A: Abbreviations, terms and definitions

A.1 Abbreviations

List the abbreviations in alphabetical order.

EDD	Electronic Document Delivery system
SITA	State Information Technology Agency

A.2 Terms and definitions

List the terms and definitions in alphabetical order.

Term	Definition
Archive	A collection of historical documents stored in the EDD system
Computer Generated	An automated response sent to an employee without manual intervention.
End User	Person receiving electronic documents via the EDD system on e-mail.
Historical Accounts	Original documents stored in the EDD system containing previous account information.
Product	Each employee will have access to their own personal products for example, a Company Payslip and / or Invoice.
Register	Submit information (e-mail address) in order to retrieve personal archived documents.