

CONFIDENTIAL



# PERSAL USER MANUAL: EDD END USER PORTAL HELP GUIDE



**the dpsa**

Department :  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA



**national treasury**

Department:  
National Treasury  
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

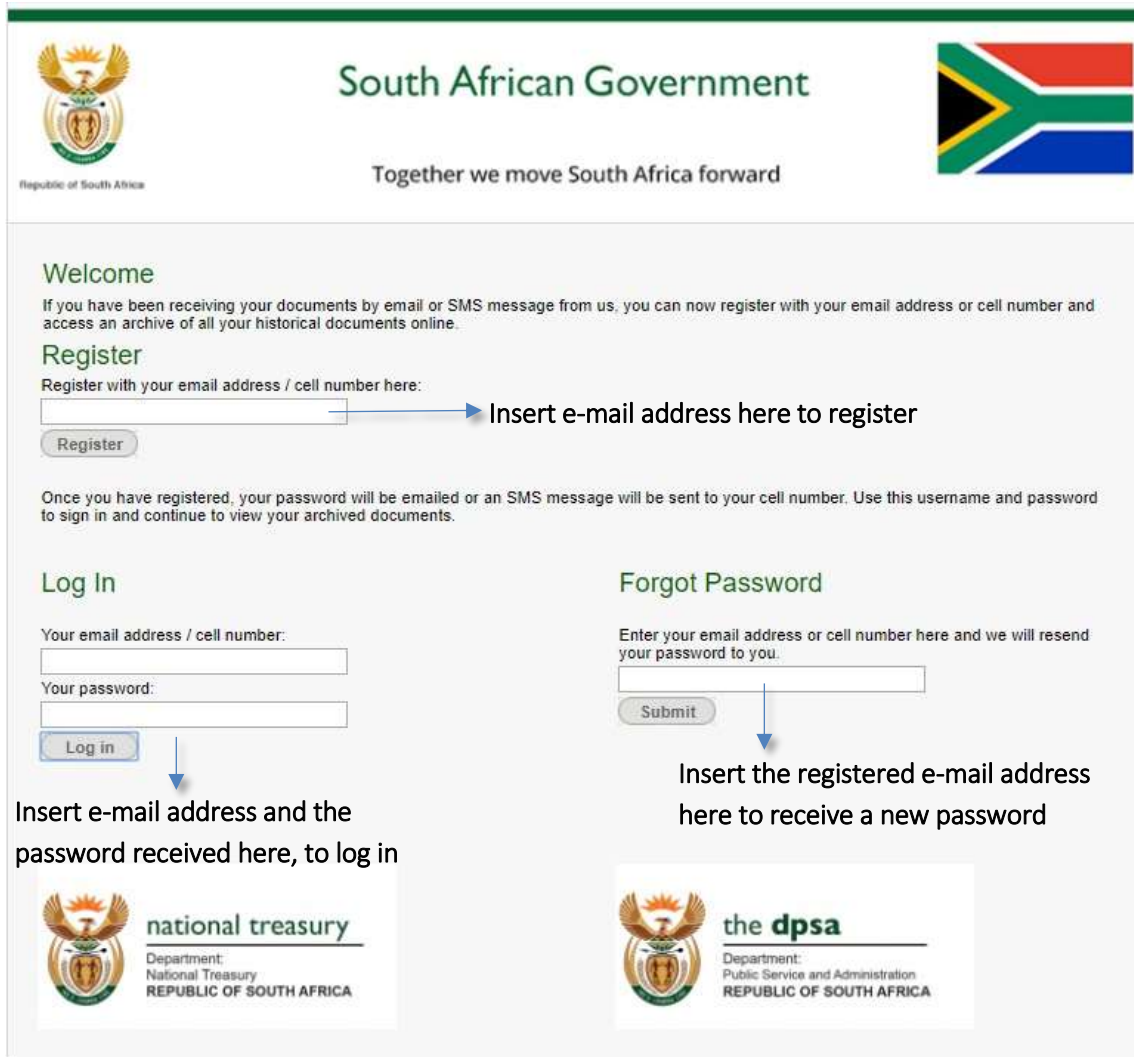
EDD (Electronic Document Delivery) allows documents such as payslips to be distributed electronically to multiple devices. The End User Portal gives employees access to their personal documents at the click of a button.

# 2. Instructions for using the End User Portal

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

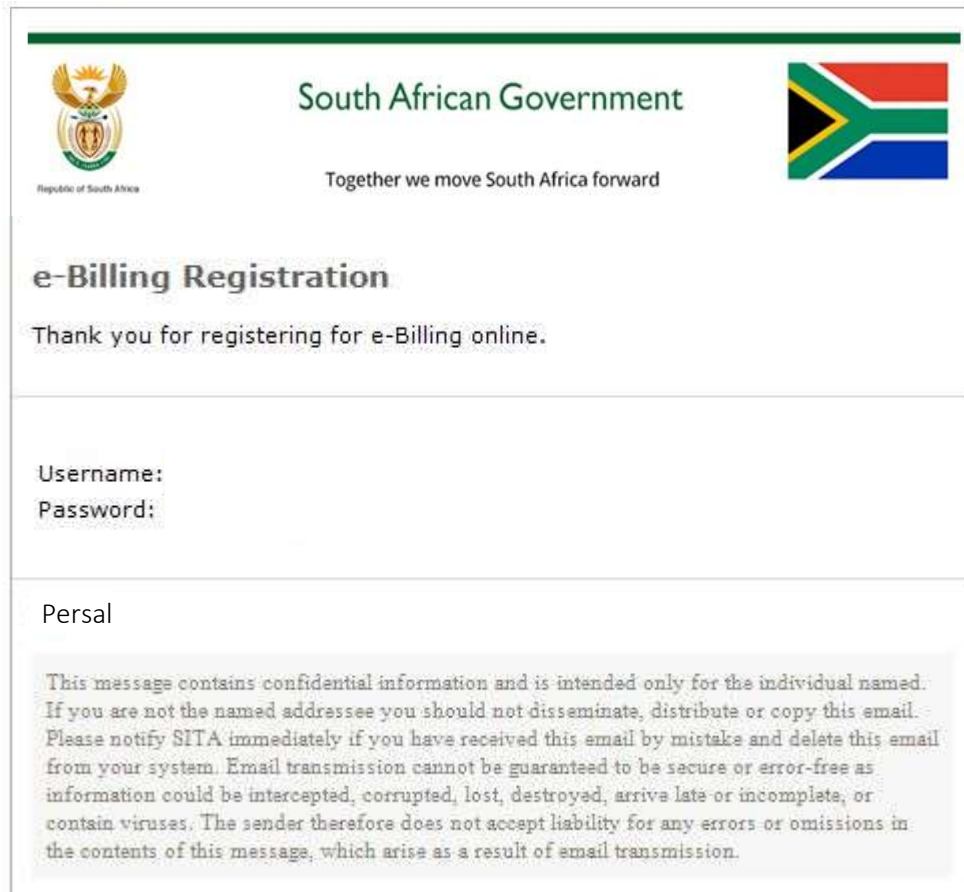
If you have been receiving your documents by email from the EDD system, you can now register on the end user portal (<http://portal.persal.gov.za/PersalEndUser/>), with your email address and receive an archive of all historical documents.

Figure 1: Register and Login Page



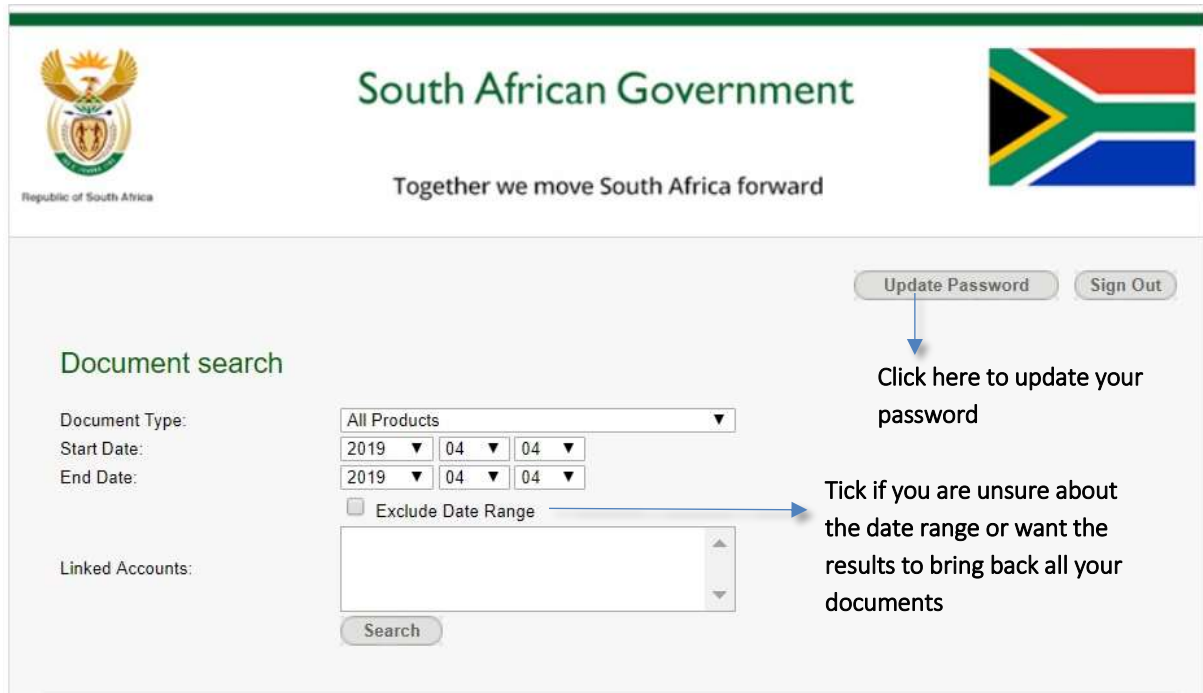
- a.) The employee first needs to register on the end user portal. To register, the employee will enter the same email address as the one their electronic documents are being emailed to.
- b.) Click on the button that reads "Register".
- c.) A computer generated email will be sent to that email address 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       |
|--------------------------|----------------|----------------|------------|
| <a href="#">23737905</a> | Persal Payslip | BOIKANYO BB    | 04-02-2019 |
| <a href="#">23737905</a> | 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

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### 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.                          |