

Summarised User Guide- Service Provider

Welcome to the RAF Online supplier registration portal

This online registration portal is intended to ease the process of registering as a service provider with the RAF. The portal provides functionality to:

- 1. Register the practice(Practice details, Bank details & Contact Details)**
- 2. Submit/Upload required documents**
- 3. Reset user password**

Address: <https://scs.raf.co.za/OnlineSupplierRegistration>

For general enquiries (SCM):

Telephonic Support:

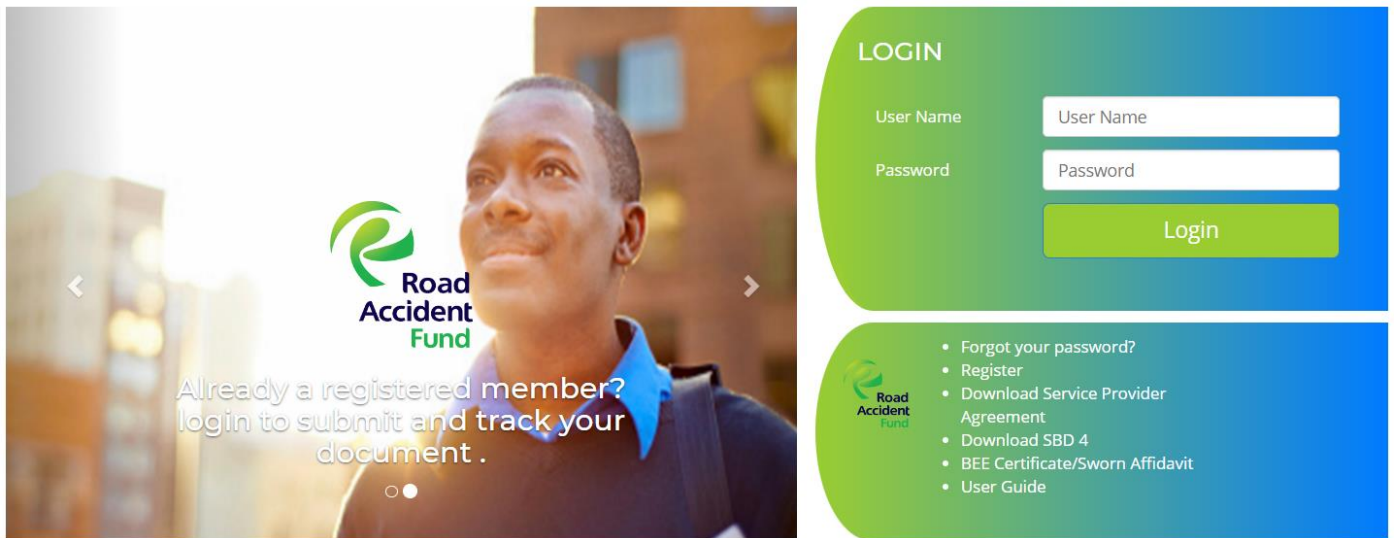
Email Support:

For technical enquires (IT):

Telephonic Support:

Email Support:

1. Portal Home Page



- **Forgot your password** – Registered providers that need to reset their portal password because they've either forgotten it or the existing password is compromised.
- **Register** – New registration for service providers
- **Download SPA** – Download a Service Provider Agreement for completion and submission
- **User Name** : Registered username(always registered email)
- **Password** : Default system generated password sent via email to registering user or self-set password after reset

2. Register

Practice Details

Please Note: To navigate back to any section click on the respective icon.

Practice Details		Banking Details		Contact Person Details	
Practice Name	Final Testing				
Practice Type	Medical Service Provider				
Practice Number	2324345676				
HPCSA Number	5454678765				
CIPC Number	202323423				
Is your practice VAT registered?					
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
VAT Number	3434674857				
Tax Reference Number	3423456578				
Field of expertise	Child Psychologist				
Province(s)	Free State				
Professional Body	HPCSA				
Telephone	0123233345				
Email	mulalo.storage@gmail.com				
Physical Address	234 Main street				

- **Capture Practice Details**(Mandatory fields indicated by *)
- Field of expertise - allows multiple selection from the drop down
- Province - allows multiple selection from the drop down

Banking Details

RAF ONLINE SERVICE PROVIDER REGISTRATION

Please Note: To navigate back to any section click on the respective icon.

Practice Details Banking Details Contact Person Details

Bank Name	FNB	*
Branch Name	Centurion	*
Account Type	Cheque	*
Branch Number	647546	*
Account Number	87334563446	*
Name of Account Holder	M P Mokone	*
Account Holder ID/Practice Number	8734367486	*

Next

- **Capture Bank Details**(Mandatory fields indicated by *)

Contact Details

RAF ONLINE SERVICE PROVIDER REGISTRATION

Please Note: To navigate back to any section click on the respective icon.

Practice Details Banking Details Contact Person Details

First Name	Sello	*
Surname	Chipu	*
Identity Number	8876787687654	*
Cell Number	0730293432	*
Telephone (H)	Home Telephone	
Telephone (W)	Work Telephone	
Fax Number	Fax Number	
Email Address	mulalo.storage@gmail.com	*
Postal Address	Box 40226 Suurman	*
Physical Address	23 Setlhodi Street	*

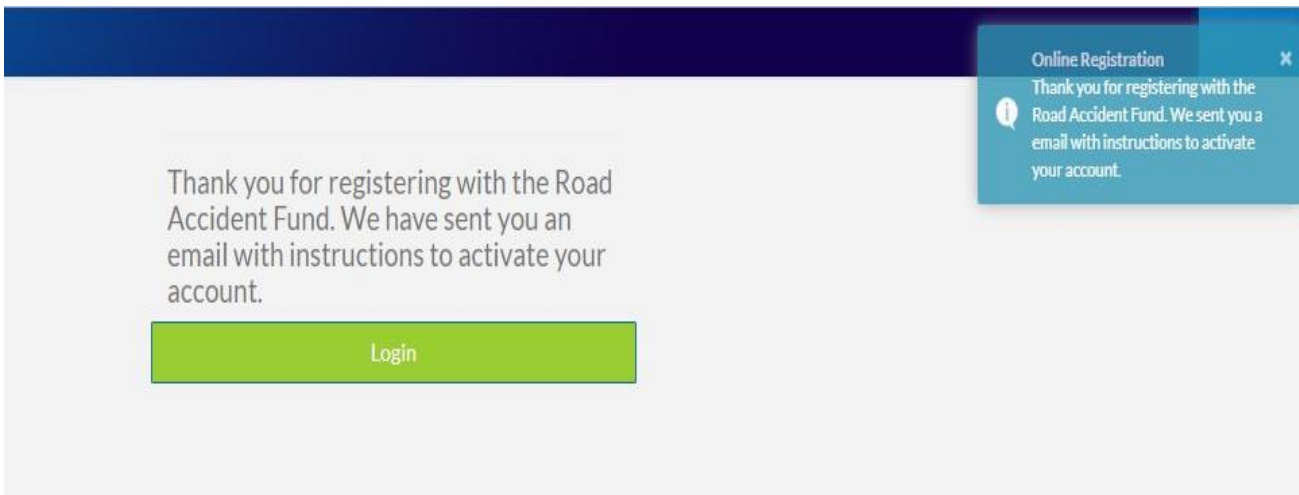
Register

- **Capture Contact Details**(Mandatory fields indicated by *)

After all required fields are completed, click register.

3. Registration Confirmation

On User Screen



Thank you for registering with the Road Accident Fund. We have sent you an email with instructions to activate your account.

Login

Online Registration
Thank you for registering with the Road Accident Fund. We sent you a email with instructions to activate your account.

In user inbox (Email) with activation link



Road Accident Fund Online Service Provider Registration

Good day Sello Chipu

Thank you for registering with the Road Accident Fund online document submission platform. Below is your login credentials:

User Name: mulalo.storage@gmail.com

Password: Pass@word123

Click on the link below to activate your account.

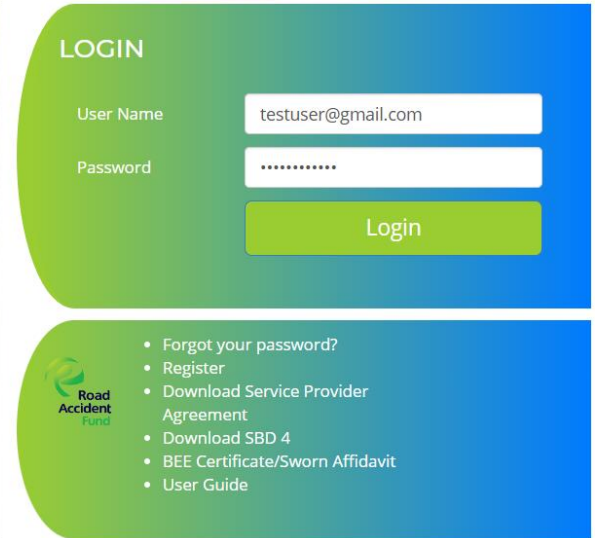
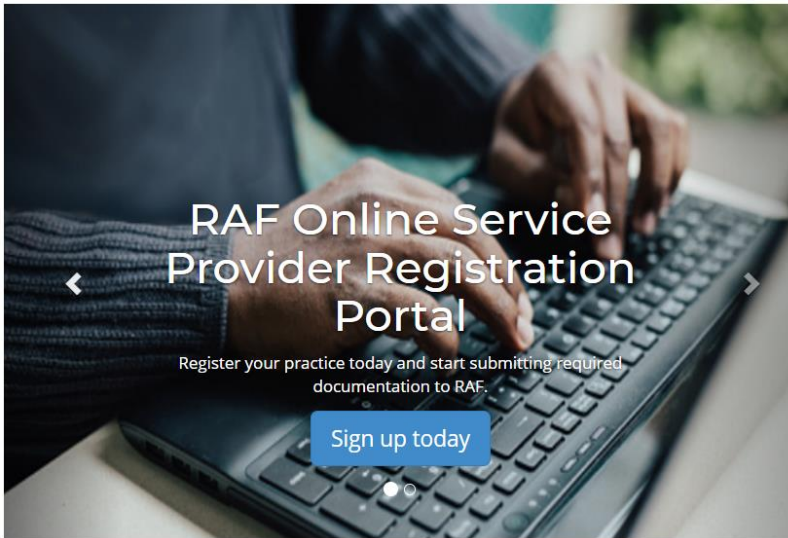
[http:// \[redacted\] /SCM/Account/ActivateAccount/?UserName=mulalo.storage@gmail.com](http://[redacted]/SCM/Account/ActivateAccount/?UserName=mulalo.storage@gmail.com)

Kind Regards

Road Accident Fund-Online Service Provider Registration

4. Initial Login Screen

Login Screen (use with initial password)



- User must capture the username and initial password as in the e-mail notification sent to the registrant
- User will be directed to a password reset screen

5. Password reset

Password Reset

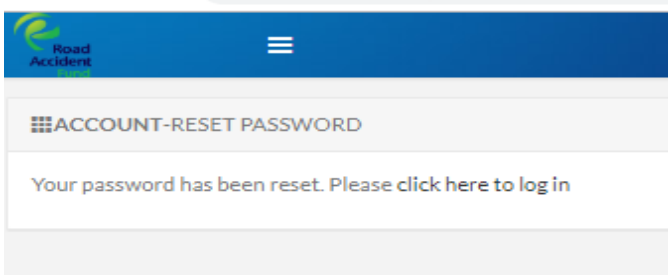
ACCOUNT-RESET PASSWORD

Please Note: The password must be at least 5 characters long, with at least 1 Upper Character, 1 Special Character(!\$# etc) .*

Password

ConfirmPassword

Reset Confirmation



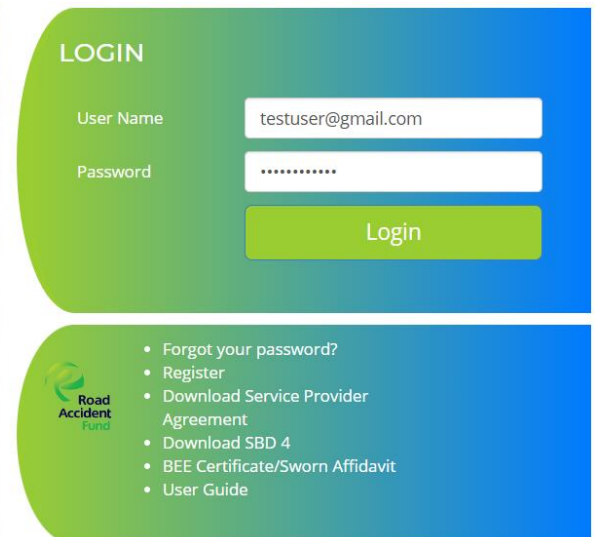
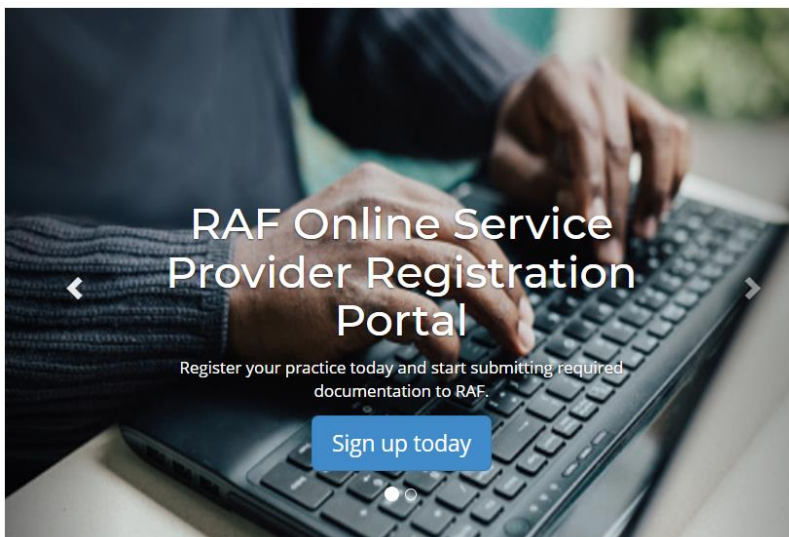
Auto logout after user Clicks “Click here to login”



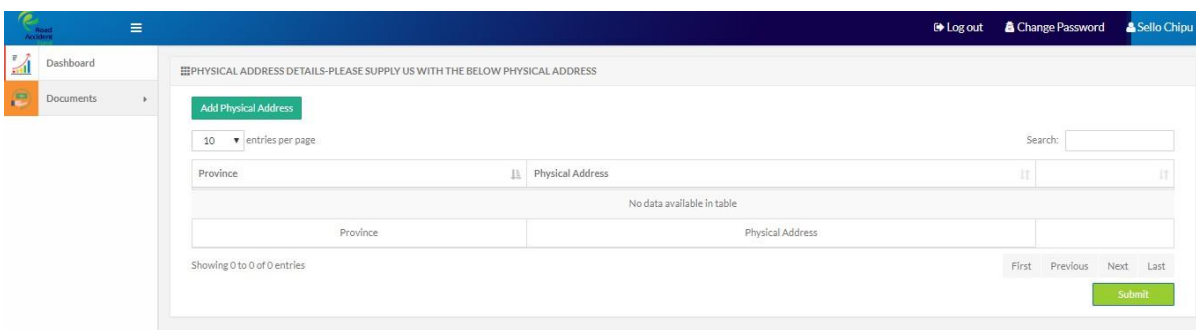
After user successful registration, account activation and password reset.

6. Main Logon Screen: User logs in with new password / Existing Password.

Main Logon Screen

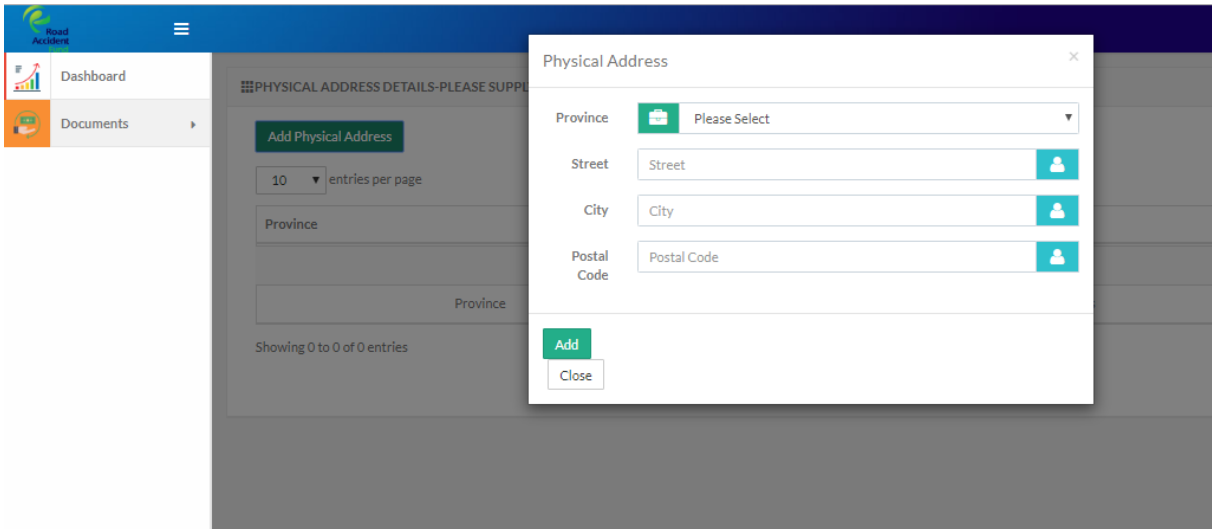


Landing Page - Addresses



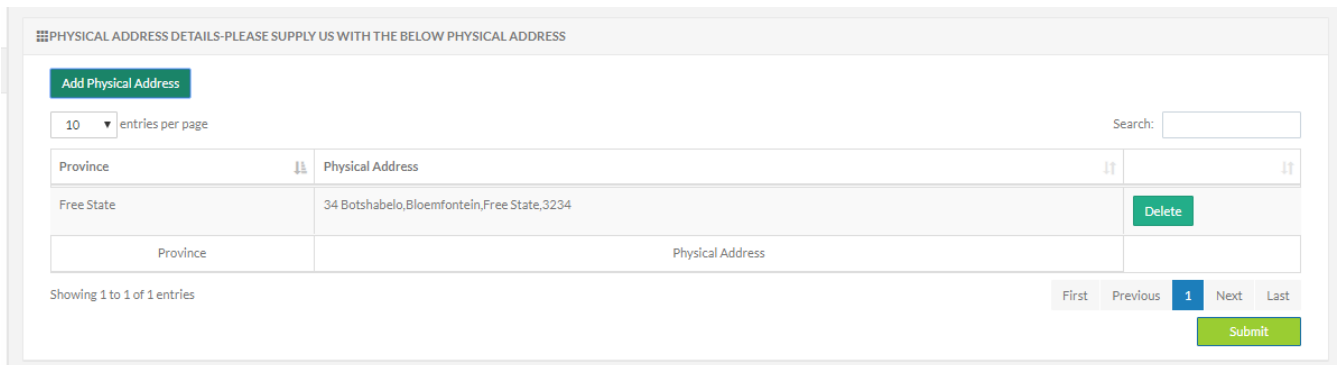
- A pop up dialog to capture the address will Display and the user must click add to confirm

Address Capture pop-up



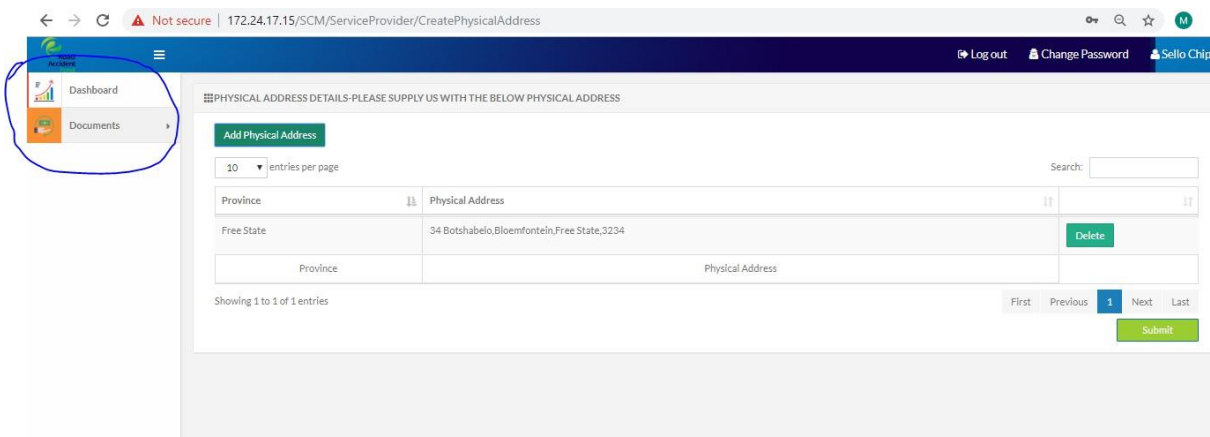
- The user must add all physical addresses for the practice locations for all provinces selected and click submit once all are captured.

Added Addresses (address line Item Sample)

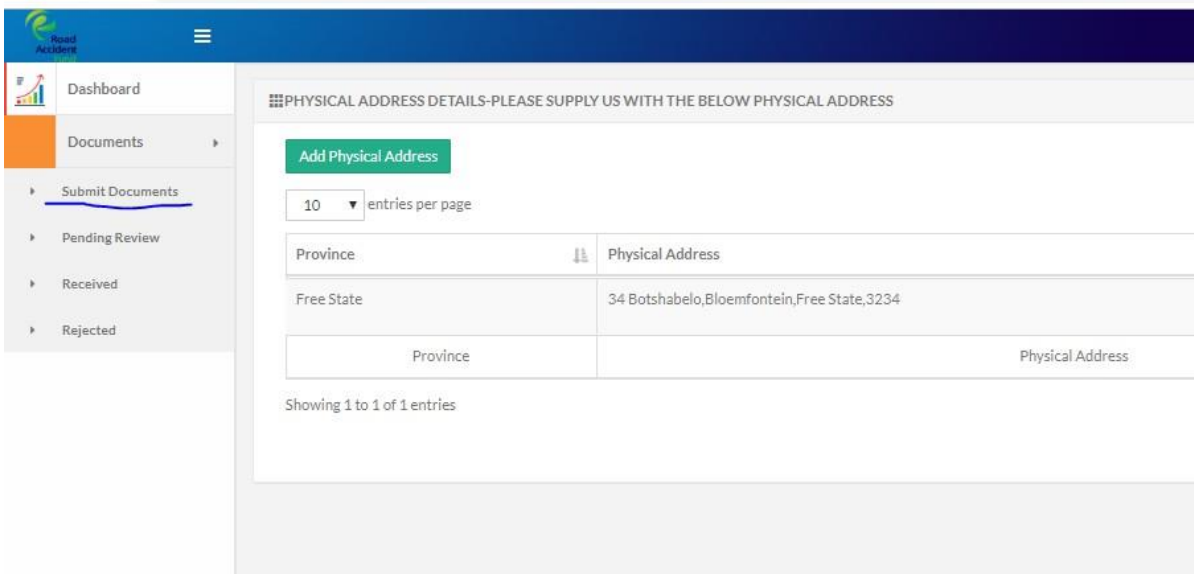


- In case of multiple addresses, there will be multiple line items

7. Submit Documents



- User must click on Documents



PHYSICAL ADDRESS DETAILS-PLEASE SUPPLY US WITH THE BELOW PHYSICAL ADDRESS

[Add Physical Address](#)

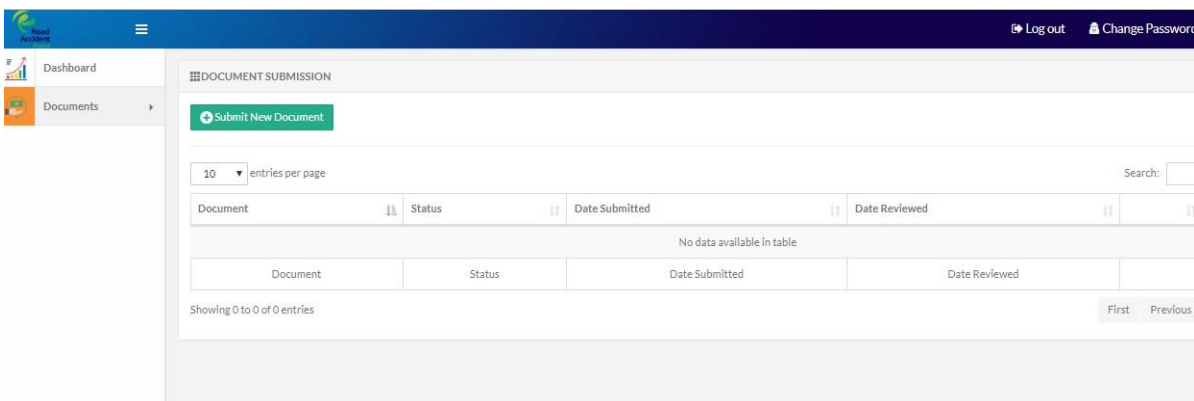
10 entries per page

Province	Physical Address
Free State	34 Botshabelo, Bloemfontein, Free State, 3234
Province	Physical Address

Showing 1 to 1 of 1 entries

- Submit Documents

Submit New Document



DOCUMENT SUBMISSION

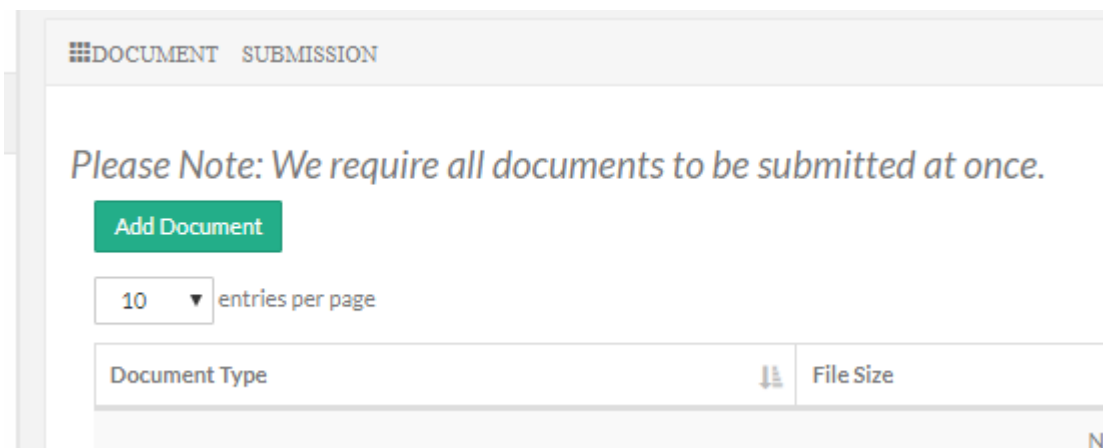
[Submit New Document](#)

10 entries per page

Document	Status	Date Submitted	Date Reviewed
No data available in table			
Document	Status	Date Submitted	Date Reviewed

Showing 0 to 0 of 0 entries

- Submit New Document



DOCUMENT SUBMISSION

Please Note: We require all documents to be submitted at once.

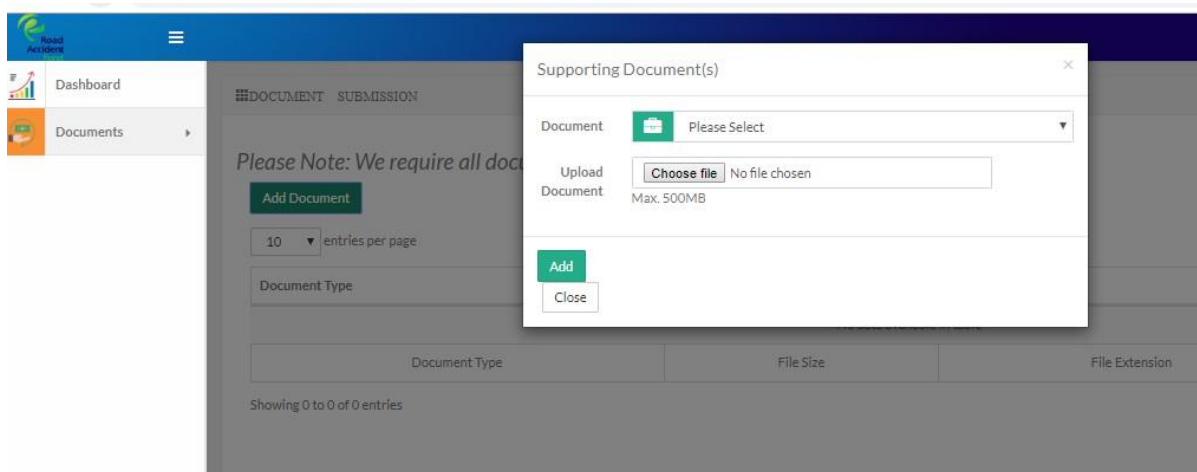
[Add Document](#)

10 entries per page

Document Type	File Size

- Finally Add Document

Document Attach Pop up



Documents - Allows the user to associate the type of document with the uploaded document

Upload Document – Allows user to upload the concerned document (From machine directory)

Add – Uploads the document

Note: All document types must be submitted

10 entries per page Search:

Document Type	File Size	File Extension		
BEE Certificate/Sworn Affidavit	81728	application/vnd.openxmlformats-officedocument.wordprocessingml.document	View	Delete
CSD Report	81728	application/vnd.openxmlformats-officedocument.wordprocessingml.document	View	Delete
HPCSA Registration	85761	application/pdf	View	Delete
Proof of Banking	81728	application/vnd.openxmlformats-officedocument.wordprocessingml.document	View	Delete
Proof of Work Address	81728	application/vnd.openxmlformats-officedocument.wordprocessingml.document	View	Delete
SBD 4	81728	application/vnd.openxmlformats-officedocument.wordprocessingml.document	View	Delete
Service Provider Agreement	81728	application/vnd.openxmlformats-officedocument.wordprocessingml.document	View	Delete
Tax Clearance Certificate	81728	application/vnd.openxmlformats-officedocument.wordprocessingml.document	View	Delete
Document Type	File Size	File Extension		

Showing 1 to 8 of 8 entries

First Previous **1** Next Last

[Submit](#)

Trying to submit without all documents will generate the below error message.

DOCUMENT SUBMISSION

- Please upload all required documents!

Please Note: We require all documents to be submitted at once.

[Add Document](#)

10 entries per page Search:

Document Type	File Size	File Extension		
BEE Certificate	212599	application/pdf	View	Delete
Document Type	File Size	File Extension		

Showing 1 to 1 of 1 entries First Previous **1** Next Last

[Submit](#)

Confirmed Document Submission

10 entries per page Search:

Document	Status	Date Submitted	Date Reviewed		
BEE Certificate/Sworn Affidavit	Pending Review	11/02/2025		View	
CSD Report	Pending Review	11/02/2025		View	
HPCSA Registration	Pending Review	11/02/2025		View	
Proof of Banking	Pending Review	11/02/2025		View	
Proof of Work Address	Pending Review	11/02/2025		View	
SBD 4	Pending Review	11/02/2025		View	
Service Provider Agreement	Pending Review	11/02/2025		View	
Tax Clearance Certificate	Pending Review	11/02/2025		View	
Document	Status	Date Submitted	Date Reviewed		

Showing 1 to 8 of 8 entries First Previous **1** Next Last