

How to subscribe to the mPowerRatings website

Section A: REGISTERING YOUR COMPANY

Go to the website

Click on "GO" under the GET YOUR SCORECARD heading on the left and follow the procedure as required on each page.

<u>Page Name</u>	<u>Procedure</u>
Why get a BEE Rating	Read, "Why get a rating" Click "Next"
How to get an mPowerRating	Read "How to get an mPowerRating" Click "Next"
Subscribe Company Details Page	Fill in the required Company/ CC information. Click "Next"
Security Users	Fill in the following: Your Name Email address - where your confidential username and password will be sent User name - any name that you will remember Click "Next"
Login	
	Go to your email inbox where your username and password should have been sent. Refer to Note 1 below. Go back to the website and enter your username and password under the LOGIN heading and click "GO"
Terms & Conditions	Carefully read the "Terms and Conditions" and Click on "I agree to terms and conditions" to accept. Then click "Submit"
Welcome to mPowerRatings	Click on "My Account" on the left panel/ Under "welcome" image This will take you to your own private area on the website where you (Administrator) can enter/change details of your company, branches(section B) and complete your scorecard.

IMPORTANT NOTES:

1. Should you not receive your password or username by email, contact mPowerRatings at (011) 486 4814 or at info@mpowerratings.co.za.

Section B: LOADING YOUR COMPANY INFORMATION

Go to the "Login" section of the website, enter your Username and Password, and click on "GO" to take you to the "My Account" section (If you are not already logged in).

Page Name

Procedure

My Account

You are now in the area of the website where you will enter all your company's information.

Click on "Company details"

Company Details

Complete any missing information.

To load your company logo, you will first have to capture your logo on your computer. Then click the "browse" button on this page and select the file that contains your logo.

Click "Save"

My Account

Click on "Location and advertising details "

Branches

Click on "Edit Branch"

Update Branch

Select one of the available subscription options, enter the required branch information and click "Save"

Branches

If you have other branches under the same company click "Add" and repeat the previous step

Click on "My Account" to return to main menu

My Account

Click on "Contact details"

Company contacts

Click "Add" to load names and information about contact people in your company.

Update Contacts

Select a branch.
Enter contact details relating to it.
Click "Save"

Company contacts

Click on "My Account"

My Account

Click on "Branch advert details"

Advert

Click on "edit" next to a branch name

Update Advert

Under keywords, enter as many search words as you are allowed in terms of the subscription option you selected (i.e. 3, 10 or 27).

Any of these words, if selected by a visitor, will find your company.

Under the textbox "**Text about your Company, Products & Services**" enter information about your products, services and company details

If you selected the "Extended" or "Ultimate" advertising options, browse buttons will appear on this page. Click and upload graphics such as pictures or a map of your business location etc., from your computer.

Click "Save"

Adverts

Click "My Account"

My Account

Click on "Security users"

Security Users

If you so wish, this section allows you to edit your username, password and allocate passwords to other managers

Click "Edit"

Update security users

Complete this section as you require
Click "Save"

Security Users

Click on "My Account"


SECTION C: PAYMENT AND CREATING YOUR BEE SCORECARD

Go to the "Login" section of the website, enter your Username and Password, and click on "GO" to take you to the "My Account" section if you are not already logged in.

<u>Page Name</u>	<u>Procedure</u>
My Account	Click on "Pay for outstanding services" (Orange coloured background)
Subscribe	Select one of the two payment options Debit Order Option- we will email or fax you a debit order instruction form. Please complete and sign the form and fax to 011- 486 4815. As soon as we receive the signed debit order, we will activate you on the mPowerRatings website. Credit Card Payment Option- Follow the procedures to make payment by credit card.
My Account	Click on "Update Auditor/Accounting Officer Details"
IMPORTANT NOTE: By paying your subscription you get access to "Private Documents" and our "Procurement Calculator" modules. You also get access to the formula-based spreadsheet downloads on the Scorecard Update page. These modules are designed to help you with the development of your scorecard. They become available to you in the "My Account" section as soon as payment has been effected.	
My Account	Click on "Update Auditor/ Accounting Officer Details"
Update Auditor/ Accounting Officer Details	Enter the name and details of your Auditor/Accounting Officer in the spaces provided. The Auditor's information MUST be completed before your scorecard can be published on the website. Click on "Update"
My Account	Click on "Select/Change BEE Charter"
Update Charter	Select the appropriate Sector Charter relevant to your business from the available options. In the absence of an appropriate Sector Charter, select the "Generic Scorecard." From the turnover options available, select the range that applies to your business, to take you to the appropriate scorecard. NOTE: These scorecards are based on the DTI's final gazetted Codes of Good Practice. OR Select "Independent Rating" if you already have BEE accreditation from an independent verification agency Click "Select"

Update "Selected" Scorecard

This section must be completed to provide you with your scorecard. Accurately enter the percentages as they apply to your company, in the % boxes provided and select "Yes/No" where applicable.

Carefully read the information under each heading and click on the Code icon  to ensure that you fully understand the interpretation of each heading.

Some scorecard sections have useful Scorecard Calculators. These are formula-based Excel spreadsheets to help you calculate the scorecard values. Click on "Download" next to the instruction box to save the file. **When prompted click SAVE to save the spreadsheet to your local machine. NB - These spreadsheets are reflected only once the payment procedure has been completed.**

If you are not sure, please contact us for assistance.

Click "Go" on the bottom of the page to save your scorecard. The system automatically emails your scorecard to your Auditor/Accounting Officer for verification.

IMPORTANT NOTES:

1. Click on "Procurement Calculator" in the panel on the left to assist you with the calculation of the Preferential Procurement element (Element 6).

Remember that the Procurement Calculator module and the spreadsheets only become available once the payment procedure has been completed.

View "Selected" Scorecard

Your scorecard appears here.

Click on "My Account" below the "welcome" image.

My Account

Click on "Update Scorecard Comments and Visibility"

Update Company Comments and Scorecard Visibility

Under "Scorecard Comment" enter information about your company's BEE initiatives. This information will appear above your scorecard on the website and is purely for BEE information purposes. Leave this area blank unless there is something worthwhile to communicate.

"Hide BEE Scorecard"

Tick the box if you wish to hide your scorecard. Only your BEE contribution level will now be shown. However, we would suggest that you show your scorecard, as it will reflect the extent to which your auditor/accounting officer has verified the information on the scorecard.

Click on "Save"

My Account

Click on "BEE Scorecard Document Manager"

BEE Scorecard Document Manager

This section is very important. As you know, an email is sent to your auditor as part of the verification process every time you change your scorecard, you therefore have to ensure that all supporting files accompany the scorecard. Carefully follow the instructions on the BEE Scorecard Document Manager.

Click on "Browse" to find the document on your computer, select the document, and click on "Upload" to save it here.

My Account

You may update any information you left out or simply LogOut.