



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

MyEAAB Agents Portal

**HOW TO DOWNLOAD AND VIEW A FIRM AND BRANCH
FIDELITY FUND CERTIFICATE**

1. Please click on the click on the “click here to login” hyperlink. Please note that only principals can download, print and view firm and branch FFCs.

The screenshot shows a web browser window with the URL <https://www.eaab.org.za/myffc>. The page content is as follows:

and then click on the **Register** tab, e.g.

- First and Surname
- Cell number
- ID number
- E-mail address
- Estate Agency Pin (this is the unique alphanumeric number available from your employer starting with "F")

You will then receive an email containing your login and password details which you will use to login onto the “**My EAAB Account**”. On the “**My EAAB Account**” use your e-mail address that you registered with and the password provided and received from the EAAB via E-mail to login.

Step 3

Once you have logged in, the following is required:

- Complete the rest of the application form for Fidelity Fund Certificate registration as required.
- Attach or fax supporting documents to the EAAB via the web upload page

NB: Please, attach only the correct required documents on the upload page

Once the payment section has been completed, and your information has been varified and your application submitted, a payment confirmation will be sent to you via sms and e-mail.

Step 4

Make the required payments using the banking details that appear on the sent sms or e-mail.

Once the Fidelity Fund Certificate has been issued , an sms and an e-mail notification with the Fidelity Fund Certificate number will be sent to you.

Existing Estate Agents - [click here to login](#)

New Estate Agents, [click here to register for your Fidelity Fund Certificate](#)

Navigation Menu:

- CONTINUING PROFESSIONAL DEVELOPMENT**
 - MyCPD
- CLAIMS AND LEGAL**
 - Claims against you
 - Legal cases against you
- MANAGE YOUR EMPLOYMENT**
 - Link a new employer
 - Change your employment
 - De-register from the EAAB
- YOUR AGENCY (Principals)**
 - Reserve a new agency name
 - View your reserved agency name(s)
 - Register a new agency
 - Manage your agencies
 - Auditor Reports
- One Learner Programme**
 - One Learner Intern Pledge

2. Please complete the form below.

https://www.eaab.org.za/myffc/login

Login | EAAB - The Estate A...

File Edit View Favorites Tools Help

Only persons currently or previously registered with the EAAB as Estate Agents but who have not previously registered on the MyEAAB Agents Portal should complete the form below.

- Persons disqualified from being issued with a Fidelity Fund Certificate in terms of any of the provisions of section 27 of the Estate Agency Affairs Act 112 of 1976 will not be able to access their profile on the MyEAAB Agents Portal
- Persons who previously registered on the MyEAAB Agents Portal should login in on the right or click the "Forgot my password" link on the right if they do not remember their login details.
- Estate agents who do not remember their reference numbers should access the 7 digit reference on the Fidelity Fund Certificate in their possession or alternatively, call the EAAB Call Centre on 087 285 3222.
- Estate agents who cannot access their profile on the MyEAAB Agents Portal because they are blocked or disqualified should enquire about the process of removal of the disqualification by emailing EAAB Section 27 Department on section27applications@eaab.org.za, or alternatively call the EAAB Call Centre on 087 285 3222.

ID Number
Please enter Passport number if non-SA Citizen

Your Surname

Reference Number
This is your 7 Digit Reference Number

Please re-type the words in the image:

IOGMC

Validate

Forgot your password?
Not yet registered? **Login**

FIDELITY FUND CERTIFICATE

- FFC History
- Register for a FFC Certificate
- Renew your FFC Certificate

EDUCATION & TRAINING

Professional Designation Examination

- Check your Qualification Status
- PDE Online Exam Registration
- PDE Exam Seat Allocation

CONTINUING PROFESSIONAL DEVELOPMENT

- MyCPD

CLAIMS AND LEGAL

- Claims against you
- Legal cases against you

MANAGE YOUR EMPLOYMENT

12:00 PM
2016/07/29

3. Please re-type the words in the image as shown in the image below

The screenshot shows a web browser window at the URL <https://www.eaab.org.za/myffc/login>. The page has a header with a navigation menu and a main content area. On the left, there is a sidebar with a list of links. The main content area contains a login form with the following fields:

- ID Number:** 7811110000000
- Your Surname:** White
- Reference Number:** 1167636

Below these fields, there is a CAPTCHA challenge that says "Please re-type the words in the image:". The image shows the text "IOGMC" in a stylized font. A large blue arrow points to the CAPTCHA input field, which contains the text "IOGMC". Below the CAPTCHA input field is a "Validate" button.

On the right side of the page, there is a sidebar with several sections:

- EDUCATION & TRAINING**
 - Professional Designation Examination
 - Check your Qualification Status
 - PDE Online Exam Registration
 - PDE Exam Seat Allocation
- CONTINUING PROFESSIONAL DEVELOPMENT**
 - MyCPD
- CLAIMS AND LEGAL**
 - Claims against you
 - Legal cases against you
- MANAGE YOUR EMPLOYMENT**
 - Link a new employer
 - Change your employment
 - De-register from the EAAB
- YOUR AGENCY (Principals)**
 - Reserve a new agency name
 - View your reserved agency name(s)

At the bottom of the page, there is a footer with a notice about the "Schedule of Fees 2016-2017 Effective from 01 April 2016". The notice states that the schedule of fees for 2016-2017 will come into effect on 01 April 2016. The form can be downloaded at the bottom of the web page. A "Read more..." link is provided.

4. Click on “Validate” tab as shown below

The screenshot shows the EAAB login page in a web browser. The address bar displays <https://www.eaab.org.za/myffc/login>. The page has a header with a navigation menu (File, Edit, View, Favorites, Tools, Help) and a login status indicator. The main content area contains a login form with the following fields:


- ID Number:** 7811110000000 (with a note: "Please enter Passport number if non-SA Citizen")
- Your Surname:** White
- Reference Number:** 1167636 (with a note: "This is your 7 Digit Reference Number")
- Image Verification:** A box containing the text "IOGMC" and a small image of the letters "IOGMC". Below it is a "Validate" button, which is highlighted by a large blue arrow.

On the right side of the page, there are several sections with links:









- Renew your FFC Certificate**
- EDUCATION & TRAINING**
 - Professional Designation Examination
 - Check your Qualification Status
 - PDE Online Exam Registration
 - PDE Exam Seat Allocation
- CONTINUING PROFESSIONAL DEVELOPMENT**
 - MyCPD
- CLAIMS AND LEGAL**
 - Claims against you
 - Legal cases against you
- MANAGE YOUR EMPLOYMENT**
 - Link a new employer
 - Change your employment
 - De-register from the EAAB
- YOUR AGENCY (Principals)**
 - Reserve a new agency name
 - View your reserved agency name(s)

At the bottom left, there is a notice: **Schedule of Fees 2016-2017 Effective from 01 April 2016**. Below this, it states: "NOTIFICATION OF SCHEDULE OF FEES FOR VARIOUS REQUIREMENTS AND SERVICES FOR 2016-2017 It is important to note that the schedule of fees for 2016-2017 will come into effect on 01 April 2016. The form can be downloaded at the bottom of the web page." A link "Read more..." is provided.

5. Once you have logged in, click on the “Firm FFC History” link as shown below:

The screenshot shows the MyEAAB ONLINE dashboard. The top navigation bar includes links for HOME, REGISTRATIONS, EDUCATION, DISCIPLINARIES, INSPECTIONS, CLAIMS, MYEAAB, and MYCPD. The user is logged in as OSLEN BARRY WHITE. The main content area is titled "MyEAAB ONLINE" and shows the "FFC History" section. A note states: "Please note that your Reference Number is 1167636". Below this, it says: "You can download your FFC by clicking the  icon (where available)".

The "Your FCC History" table is as follows:

| FFC Number | Valid | Agency | Type | Status | Remarks | Download |
|------------|-------|--------|-----------|--------|---|---|
| 2016245868 | 2016 | | PRINCIPAL | | CONSOLIDATED ENTITY UPDATE Issued |  |
| 2016245790 | 2016 | | PRINCIPAL | | CONSOLIDATED ENTITY UPDATE WHITEOS01 has a claim with no override | Not available |
| 2015243800 | 2015 | | PRINCIPAL | | WEB REQUEST DUPLICATE FFC |  |
| 2015243800 | 2015 | | PRINCIPAL | | CONSOLIDATED ENTITY UPDATE |  |
| 2015206910 | 2015 | | PRINCIPAL | | WEB REQUEST DUPLICATE FFC FFC Withdrawn-Incorrectly Issued |  |
| 2015206910 | 2015 | | PRINCIPAL | | WEB REQUEST DUPLICATE FFC FFC Withdrawn-Incorrectly Issued |  |
| 2015206910 | 2015 | | PRINCIPAL | | WEB REQUEST DUPLICATE FFC FFC Withdrawn-Incorrectly Issued |  |
| 2015206910 | 2015 | | PRINCIPAL | | WEB REQUEST DUPLICATE FFC FFC Withdrawn-Incorrectly Issued |  |
| 2015206910 | 2015 | | PRINCIPAL | | CONSOLIDATED ENTITY UPDATE FFC Withdrawn-Incorrectly Issued |  |

The sidebar on the right contains the following sections:

- MyEAAB ACCOUNT**
 - Change Your Password
- FIDELITY FUND CERTIFICATE**
 - Individual FFC History
 - Renew Individual FFC
 - Firm FFC History** (highlighted with a blue arrow)
 - Renew Firm FFC
 - Request duplicate FFC Certificate
- EDUCATION & TRAINING**
 - Professional Designation Examination
 - Check your Qualification Status
 - PDE Online Exam Registration
 - PDE Exam Seat Allocation
- CONTINUING PROFESSIONAL DEVELOPMENT**
 - MyCPD
- CLAIMS AND LEGAL**

6. Click on the “Download Certificate (PDF)” to download your firm or branch FFC


The screenshot shows the MyEAAB ONLINE portal interface. The header includes the ESTATE AGENCY AFFAIRS BOARD OF SOUTH AFRICA logo and navigation links: HOME, REGISTRATIONS, EDUCATION, DISCIPLINARIES, INSPECTIONS, CLAIMS, MYEAAB, and MYCPD. The user is logged in as OSLEN BARRY WHITE. The main content area is titled 'View and Download Firm FFC' and includes a table of FFC records for LEBONE PROPERTIES SOSHA. A blue arrow points to the 'Download Certificate (PDF)' link in the table.

MyEAAB ONLINE

HOME > AGENTS PORTAL > AGENCY > FFC > VIEW AND DOWNLOAD FIRM FFC

View and Download Firm FFC

Please note that you can only view and download Fidelity Fund Certificates for agencies where you are registered as a Principal

You can download your FFC by clicking the  icon (where available)

| FFC Number | Agency | Year | Download |
|------------|-------------------------|------|--|
| 2016124260 | LEBONE PROPERTIES SOSHA | 2016 | Download Certificate (PDF) |
| 2015103870 | LEBONE PROPERTIES SOSHA | 2015 | Not available |

MyEAAB ACCOUNT

- Change Your Password

FIDELITY FUND CERTIFICATE

- Individual FFC History
- Renew Individual FFC for 2017
- Firm FFC History
- Renew Firm FFC
- Request duplicate FFC Certificate

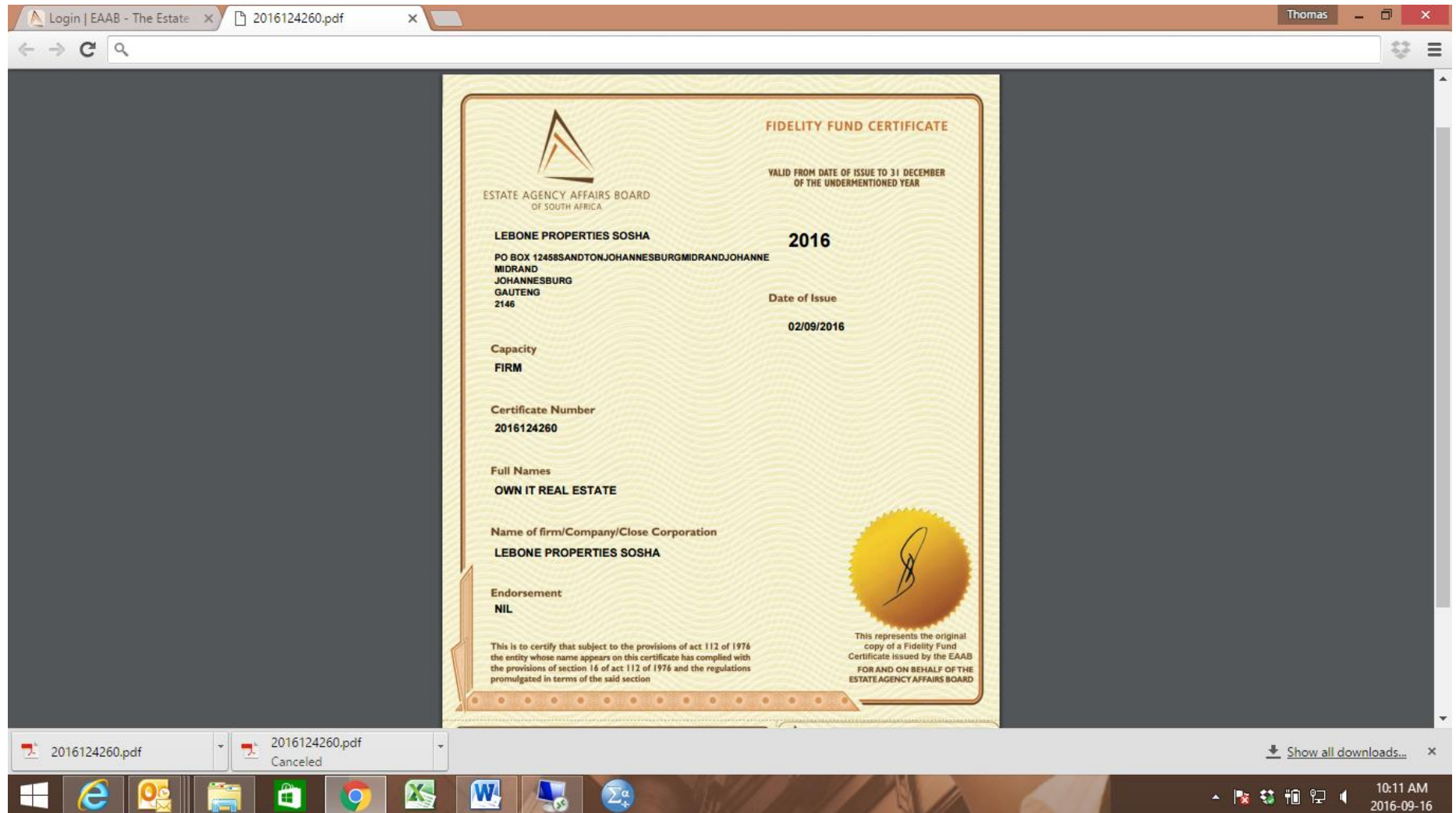
EDUCATION & TRAINING

Professional Designation Examination

- Check your Qualification Status
- PDE Online Exam Registration
- PDE Exam Seat Allocation

10:09 AM
2016-09-16

7. The FFC will then be displayed and can be printed



8. If the status is “Not available” this is an indication that the FFC was issued prior to the 1 July 2016 and should you require proof that you had an FFC issued before the said date, request an affidavit from EAAB by emailing Registrations@eaab.org.za



The screenshot shows the EAAB website interface. The header includes the EAAB logo and navigation links: HOME, REGISTRATIONS, EDUCATION, DISCIPLINARIES, INSPECTIONS, CLAIMS, MYEAAB, and MYCPD. The user is logged in as OSLEN BARRY WHITE. The main content area is titled 'MyEAAB ONLINE' and shows the path: HOME > AGENTS PORTAL > AGENCY > FFC > VIEW AND DOWNLOAD FIRM FFC. The section 'View and Download Firm FFC' includes a note: 'Please note that you can only view and download Fidelity Fund Certificates for agencies where you are registered as a Principal' and a tip: 'You can download your FFC by clicking the  icon (where available)'. Below this is a table for 'LEBONE PROPERTIES SOSHA' with columns for FFC Number, Agency, Year, and Download. The table shows two entries: one for 2016 with a 'Download Certificate (PDF)' link, and one for 2015 with the status 'Not available'. A blue arrow points to the 'Not available' status. On the right side, there are sections for 'MyEAAB ACCOUNT' (Change Your Password), 'FIDELITY FUND CERTIFICATE' (Individual FFC History, Renew Individual FFC for 2017, Firm FFC History, Renew Firm FFC, Request duplicate FFC Certificate), and 'EDUCATION & TRAINING' (Professional Designation Examination, Check your Qualification Status, PDE Online Exam Registration, PDE Exam Seat Allocation). The footer shows the Windows taskbar with various application icons and the system clock displaying 10:09 AM on 2016-09-16.

| FFC Number | Agency | Year | Download |
|------------|-------------------------|------|--|
| 2016124260 | LEBONE PROPERTIES SOSHA | 2016 | Download Certificate (PDF) |
| 2015103870 | LEBONE PROPERTIES SOSHA | 2015 | Not available |