



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

MyEAAB Agents Portal

**HOW TO DOWNLOAD, PRINT AND VIEW AN INDIVIDUAL
FIDELITY FUND CERTIFICATE**

1. Please click on the click on the “click here to login” hyperlink.

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](#)

The sidebar on the right contains the following menu items:

- 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

A large blue arrow points from the text "Existing Estate Agents - click here to login" to the "click here to login" link.

2. Please complete the form below, you will need your seven reference number.

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

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 navigation links: File, Edit, View, Favorites, Tools, Help. A sidebar on the right contains several menu items: 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), and YOUR AGENCY (Principals) (Reserve a new agency name, View your reserved agency name(s)).

The main content area contains a login form with the following fields:

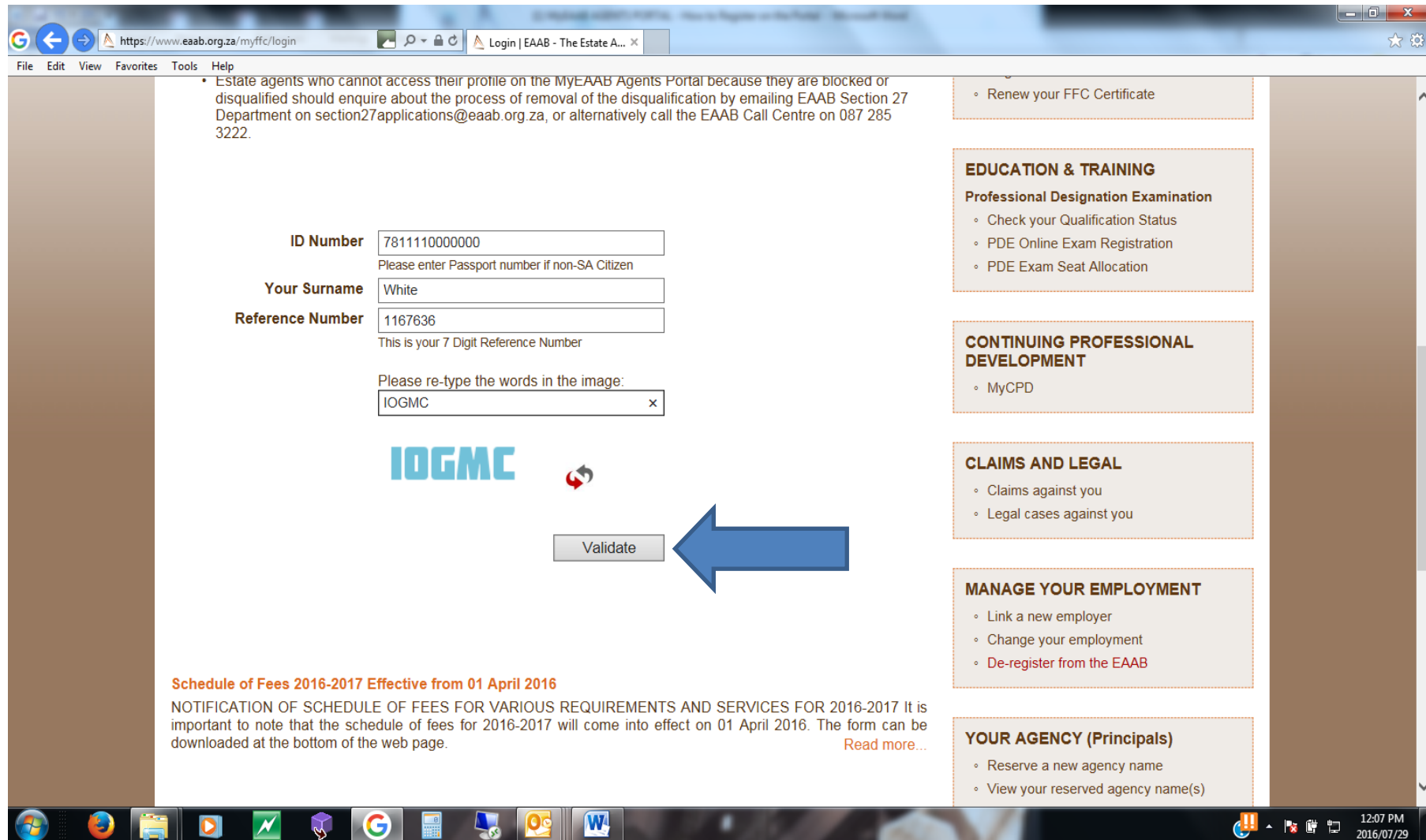
- ID Number:** 7811110000000 (with a note: Please enter Passport number if non-SA Citizen)
- Your Surname:** White
- Reference Number:** 1167636 (with a note: This is your 7 Digit Reference Number)
- Security Image:** A small image of the letters "IOGMC" in a blue, blocky font.
- Re-type Security Image:** A text input field containing "IOGMC" and a small 'x' icon for clearing the field.
- Validate:** A blue button to submit the CAPTCHA.

A large blue arrow points from the "Re-type Security Image" field to the "Security Image" field, indicating the re-typing requirement.

Below the login form, there is a section titled "Schedule of Fees 2016-2017 Effective from 01 April 2016" with a notification about the fee schedule and a "Read more..." link.

The Windows taskbar at the bottom shows the time as 12:04 PM on 2016/07/29, along with various application icons.

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 tab titled "Login | EAAB - The Estate A...".

On the left side, there is a notice: "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."

The main login form contains the following fields:

- ID Number:** 7811110000000 (with a sub-note: "Please enter Passport number if non-SA Citizen")
- Your Surname:** White
- Reference Number:** 1167636 (with a sub-note: "This is your 7 Digit Reference Number")
- Image Verification:** "Please re-type the words in the image:" followed by a box containing "IOGMC" and a small 'x' icon.

Below the form is the **IOGMC** logo and a "Validate" button. A large blue arrow points directly to the "Validate" button.

On the right side, there are several menu items:

- 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 section titled "Schedule of Fees 2016-2017 Effective from 01 April 2016" with a sub-note: "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 "Read more..." link is provided.


The Windows taskbar at the bottom shows the time as 12:07 PM on 2016/07/29.

5. Click on the green drop down arrow to download and view the FFC.


The screenshot shows a web browser window with the URL <https://www.eaab.org.za/myffc/dashboard>. The page title is "FFC History | EAAB - The Es...". The breadcrumb navigation is "HOME > AGENTS PORTAL > FFC HISTORY".

FFC History

Please note that your Reference Number is 1173341

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

Your FCC History

FFC Number	Valid	Agency	Type	Status	Remarks	Download
2015751260	2015		INTERN ESTATE AGENT		CONSOLIDATED ENTITY UPDATE	

A large blue arrow points from the right side of the page to the green download icon in the table.

MyEAAB ACCOUNT

- Change Your Password
- Log a Query

FIDELITY FUND CERTIFICATE

- FFC History
- Renew your FFC Certificate
- Request duplicate FFC Certificate

EDUCATION & TRAINING

Professional Designation Examination

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

CONTINUING PROFESSIONAL DEVELOPMENT

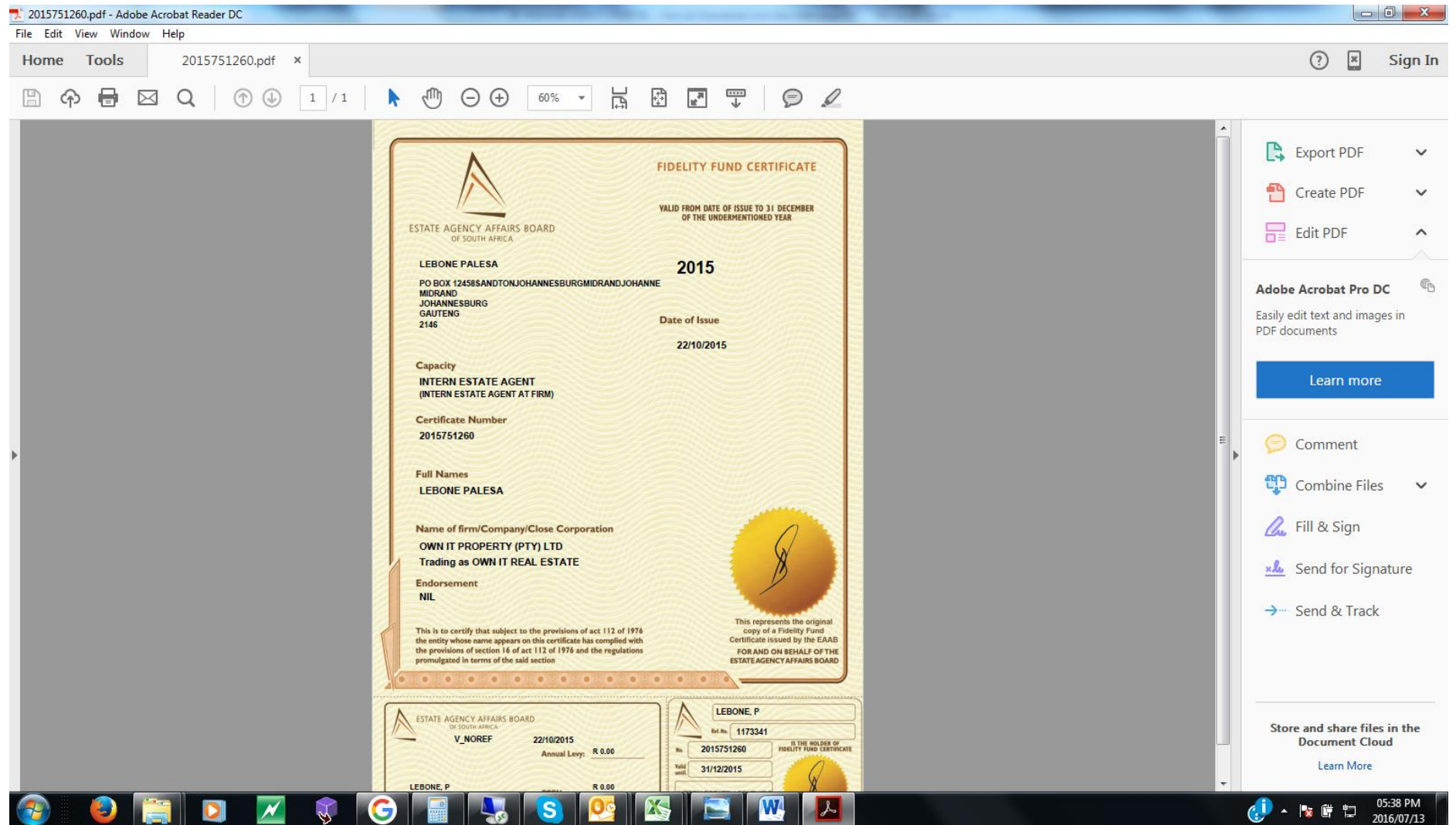
- MyCPD

CLAIMS AND LEGAL

- Claims against you
- Legal cases against you

The Windows taskbar at the bottom shows the date and time as 05:30 PM 2016/07/13.

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



7. If there is no green arrow under the “Download” tab the status is “Not available” this is an indication that the FFC was issued prior to the 15th of October 2015 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 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 "FFC History" and includes a note about the Reference Number 1167636. A table lists the user's FFC history with columns for FFC Number, Valid, Agency, Type, Status, Remarks, and Download. The first row shows a status of "Not available" in the Download column, which is highlighted by a blue arrow. The right sidebar contains sections for MyEAAB ACCOUNT, FIDELITY FUND CERTIFICATE, EDUCATION & TRAINING, CONTINUING PROFESSIONAL DEVELOPMENT, and CLAIMS AND LEGAL.

MyEAAB ONLINE

HOME > AGENTS PORTAL > FFC HISTORY

FFC History

Please note that your Reference Number is 1167636

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

Your FCC History

FFC Number	Valid	Agency	Type	Status	Remarks	Download
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	

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- Change Your Password
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CLAIMS AND LEGAL