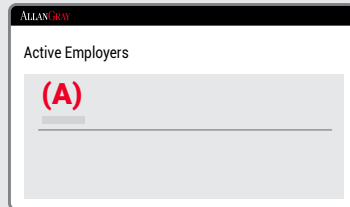


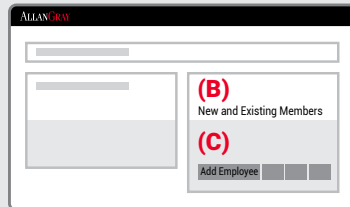
**How to add new employees and trigger the online application process:**

1



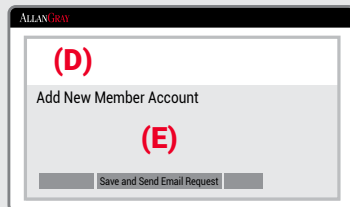
Once you have logged in to the Group RA Portal at <https://groupra.allangray.co.za>, you will need to select your **group name (A)**.

2



On the right-hand side of the home page, you will see the **"New and Existing Members" (B)** section. Click on the **"Add Employee" (C)** option below that.

3



The **"Add New Member Account" (D)** screen will open and you will need to capture the details of the new member (surname, name, initials, ID number, date of birth, email address and contribution amount). Once you have entered all the information, click the **"Save and Send Email Request" (E)** option.

*An email containing the online application link and instructions will be sent to the email address provided for the new member.*



## Member online process:

# 1

The new member will receive an email with a link to their online application. Once they click on the link, it will take them to a landing page where they will need to enter their ID number **(A)** and click **"Next" (B)** to open their application.

# 2

The next page will reflect the member's monthly contribution and their default fund selection. They can choose to **keep** the default fund selection or **amend** it to their own choice of fund(s). The fund selection must be **Regulation 28 compliant**. Once they have made their fund selection, they need to click **"Next" (C)**.

# 3

Next, the member will complete their **personal, contact and beneficiary details (D)** and click **"Next" (E)**.

# 4

A summary page will open and the member will need to check all the information they have entered. If everything is in order, they need to **tick the terms and conditions box (F)** and click **"Submit" (G)**. They will then have the option to print the confirmation **(H)** page.

## 5



Signed application confirmation

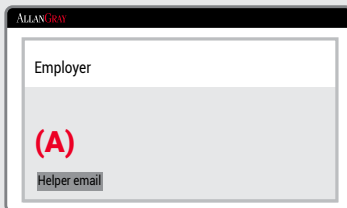


South African bar-coded ID or valid passport

The member will receive an email containing their **application confirmation**, **investment overview**, **conditions of membership** and **instructions to complete the application**.

They will need to submit the **signed application confirmation (I)** along with a copy of their **South African bar-coded ID (J) (or valid passport, if foreign national)** via their **employer's payroll administrator** or financial adviser.

## Employees with no email address:



If an employee does not have a personal email address, you can add yourself as a **"Helper"** before adding the new employee as a member. In this case, you will receive the email to complete the online application.

If you have already added the new member, click **"Save"** on the **"Add New Member Account"** screen and navigate back to the Employer section. Click on the arrow in the Employer View screen, scroll to the **"Helper email" (A)** field and enter your email address.

- You can then search for the newly added member in the **"New and Existing Members"** section and click the **"Send Email Request"** option.
- You will receive the email to complete the online application and you can now assist the member to complete their application.

## Contact details:

T: 0860 000 870

E: [groupra@allangray.co.za](mailto:groupra@allangray.co.za)

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## **Additional information for retirement fund members**

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