



HOW TO REGISTER ON ONTEC HOME

STEP 1 CUSTOMER REGISTRATION

Go to <https://home.ontec.co.za/> and select **Customer Registration**.

The screenshot shows the 'Ontec home' login page. At the top, there is a navigation bar with a 'Login' button. Below this, there are two input fields: 'Your Username' and 'Your Password'. To the right of these fields are 'Login' and 'Clear' buttons. Below the input fields is a navigation bar with four links: 'Forgotten your Password', 'Customer Registration', 'Re-send Activation Email', and 'Contact Us'. The 'Customer Registration' link is circled in red. At the bottom of the page, it says 'Ontec Systems (Pty) Ltd' and 'Powered by iPay'.

On the Customer Registration page, enter your details, read and agree to the Terms and Conditions and select the **Register** button.

The screenshot shows the 'Ontec home' customer registration page. At the top, there is a navigation bar with a 'Customer Registration' link. Below this, there is a red banner that says 'Please enter your details below to register on the web site.' The page is divided into several sections: 'Login Details' with three input fields for 'Your Username', 'Your Password', and 'Confirm Password'; 'Name' with three input fields for 'Title', 'First Name', and 'Last Name'; 'Contact Details' with two input fields for 'Email Address' and 'Mobile Number'; and 'Terms and Conditions' with a list of four terms and a checkbox for 'I agree to the Terms and Conditions'. At the bottom, there are 'Register' and 'Cancel' buttons. The 'Register' button is circled in red.



Once Register is selected, an activation email will be sent to the email address specified.



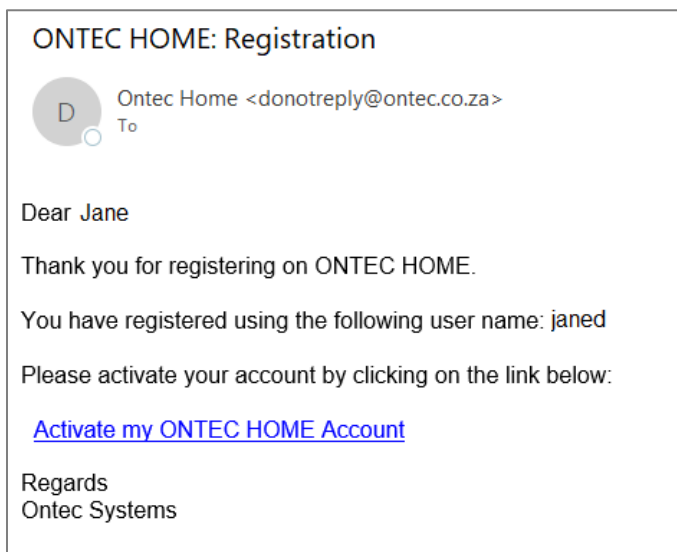
Customer Registration

You have been successfully registered as janed

An activation email has been sent to . Please check your email.

Next

Click on the **Activate my Ontec Home Account** hyperlink in the email received.



Your Ontec Home Account will now be activated.

Once Activated, select **My Meters** under the **My Profile** tab.



Home My Profile Usage Graphs Prepaid Contact Us Logout

My Meters (circled)
My Details
My Payment Methods
My Pending Purchases

Home



Under **My Meters**, add your municipal prepayment meter number and select the **Add** button.



My Meters

Add a Meter

Meter Number: *

Meter Alias:

Daily Target Consumption:

Add **Clear**

Once added, the meter will appear under the list of meters for the profile.



My Meters

Meter was successfully saved.

Meter Number	Meter Alias	Daily Target	Actions
01066762721	Janes Home		Update Meter Remove Meter

Add a Meter

Meter Number: *

Meter Alias:

Daily Target Consumption:

Add **Clear**

Next, select **My Payment Methods** under the **My Profile** tab and follow the instructions to add a SID Payment method, credit card payment method or both.



Home **My Profile -** Usage Graphs Prepaid - Contact Us Logout

My Meters
My Details
My Payment Methods
My Pending Purchases

Add a Payment Method

Add **Cancel**

Vending to your meter on Ontec Home

To buy electricity from Ontec Home, select the **Home** tab.

Your meter with the alias that was selected will be available.



Select **Buy Electricity**.





Select the meter to purchase for, the purchase amount, payment method and phone number. Then select **Buy**.

You will be redirected to either the SID Payment or Credit Card payment process, depending on which one is selected.

Follow the prompts and complete the transaction.

Ontec home

Home My Profile - Usage Graphs Prepaid - Contact Us Logout

Electricity Purchase Receipt

Util. Name:
Util. Dist. ID:
Util. VAT NO.:
Util. Address:

Tax Number:
Issued:
Reference:
Meter Number:
Token Tech.:
Alg.:
SGC:
TI:
KRN:

Your Electricity Tokens

STANDARD TOKENS
0009 9990 1101 0000 0174

Receipt #: TSS1MVB00005303
Units (kWh): 17.40
Amount: R 17.55
Tax: R 2.45

Total (VAT Excl.): R 17.55
Total (VAT Incl.): R 20.00

17.4 kWh @ 1.01 \$/kWh: 0.0 kWh @ 2.02 \$/kWh: 0.0 kWh @ 3 \$/kWh: 0.0 kWh @ 4 \$/kWh:

Print Receipt Email Receipt

Once completed, an electricity vend transaction will be generated. To email the receipt, select the **Email Receipt** button. The token number also appears on the screen.

ENQUIRIES AND FURTHER ASSISTANCE

For any enquiries or further assistance, please contact the Ontec Service Desk:

Helpdesk number available during office hours: **0861 220 244**

Email: servicedesk@ontec.co.za

Service Desk hours are 08:00 - 20:00 Monday - Sunday.