

## How to register on the SAVC's Registree Portal

**This is a guide, but if you struggle please contact us at Tel: [012] 345 6360. All the SAVC's staff members will be able to assist and guide you.**

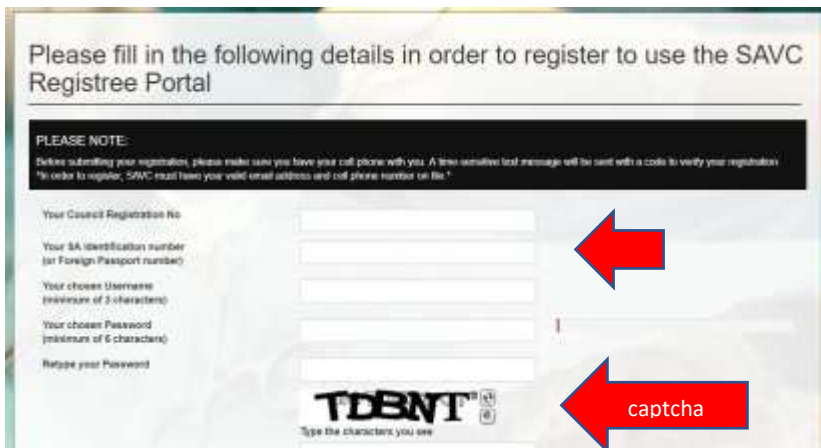
Before you register on the SAVC's Registree portal have your **cell phone** handy.

1. Via your computer or cell phone open the **Registree portal** in your browser and save it as **a favourite**. <https://portal.savc.org.za/>
2. Click on **Register** at the top right corner

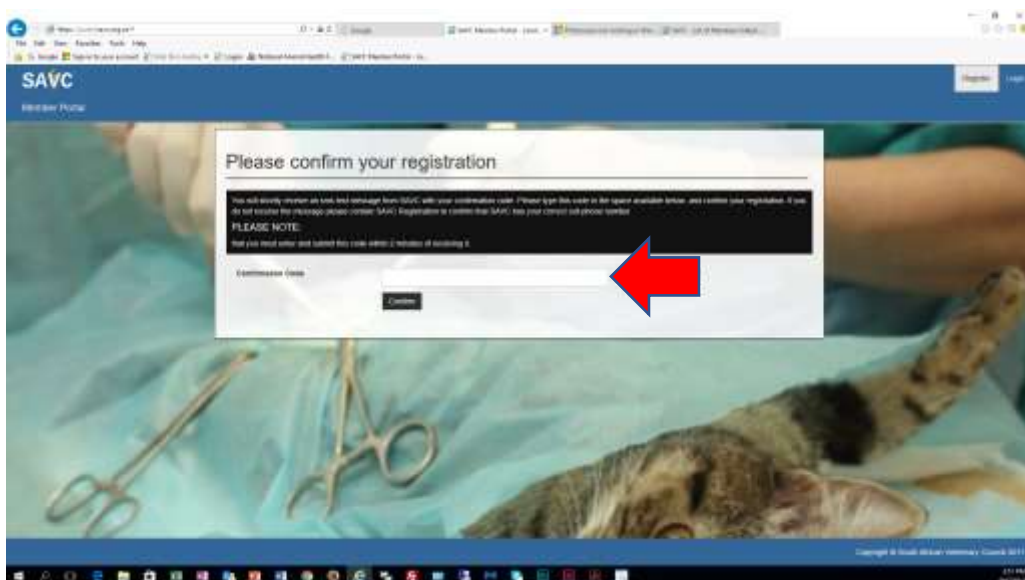


3. **Complete** your username and password in the space provided (passwords are case sensitive) and you will receive a confirmation code via SMS. You will also be required to re-type your password and to type the captcha code.

*If you do not receive an SMS, or could not complete the registration process, send an email to [systems@savc.org.za](mailto:systems@savc.org.za). Include your full names, registration number and ID number in your email.*

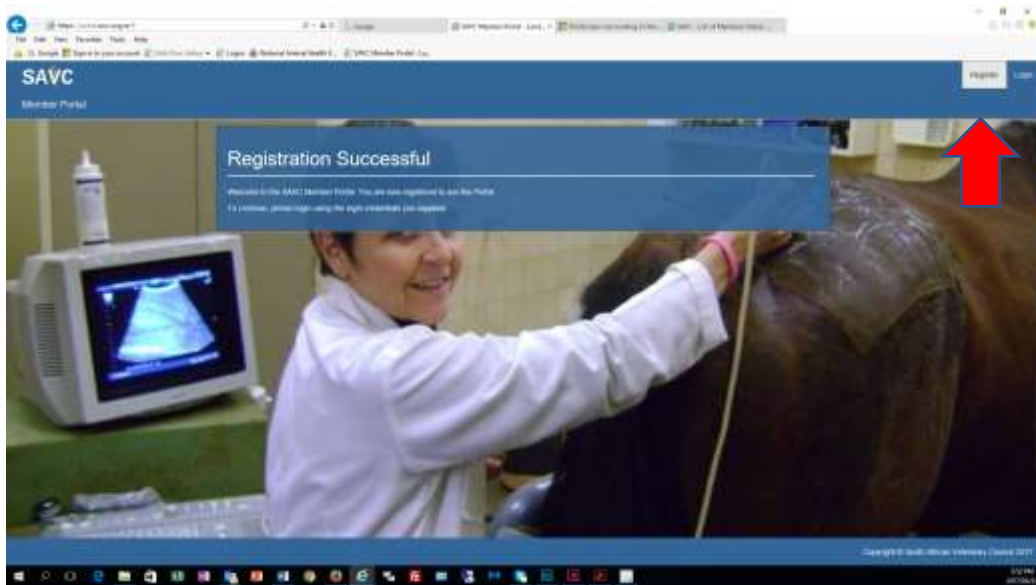


4. Confirm your registration by typing your **confirmation code** [received by SMS] into the space provided.

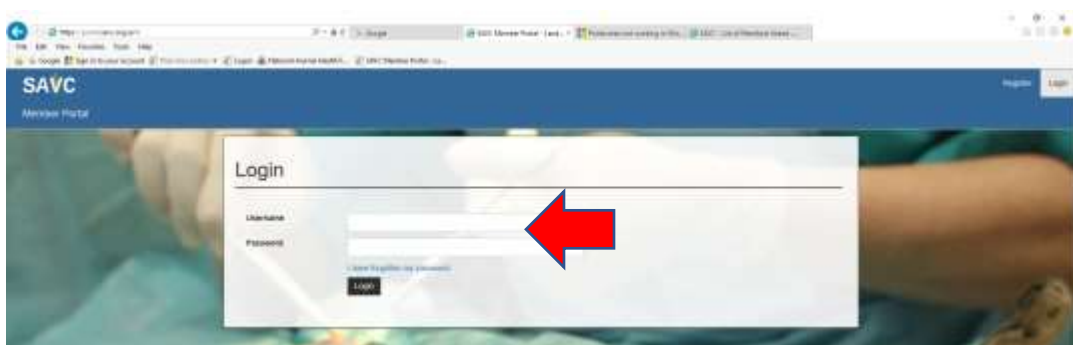


5. Once you received the "**Registration Successful**" message, click on **Login** at the top right corner.

*You only need to register once. Please remember your username and password. (The SAVC do not save passwords, request a password change if you cannot remember your password.)*



- When you login, fill in your **username** and **password** [used by you during the Registration process above]



**Your personal Registree folder will open**


**Details**



7. Verify your **personal** information and update the fields that are editable.  
Contact [registration2@savc.org.za](mailto:registration2@savc.org.za) if the information in any of the non-editable fields are incorrect.



8. Verify your **professional** information.  
Contact [registration2@savc.org.za](mailto:registration2@savc.org.za) if any of this information is incorrect.



9. Choose the **sector** in which you work.




*If you work in different sectors, add all those sectors. You will not be able to log out if the sectors do not calculate up to a total of **100%**. (Do not type the % symbol after the amount). If you cannot find your specific sector, contact [registration2@savc.org.za](mailto:registration2@savc.org.za).*

10. Verify if the **facility / employer** where from you render a veterinary or para-veterinary service is correct. If the information is incorrect, contact [facilities@savc.org.za](mailto:facilities@savc.org.za).

*(If you are the principal of a facility, list your registered staff members in your Portal and remove them when they resign.)*



*You will not be able to log out if this section is not completed.  
This information is important to keep your information on record with the SAVC up to date.*



11. Update your **contact details** by clicking on the “+” to add, or on “x” to remove information.

The **first email address** provided by you will be used by the administration to **communicate** with you.

**Cell phone numbers** should be entered in the following format 082 123 1234 = **27821231234**, other numbers as follows: 27123456360. Please provide us with as much information as possible.

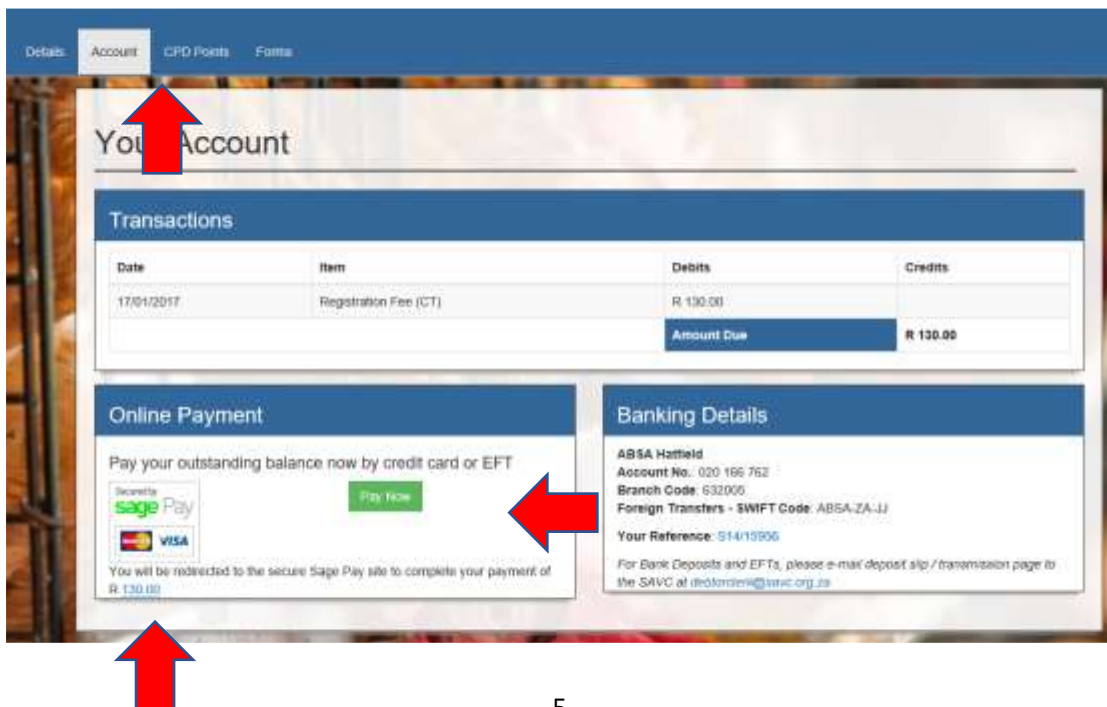


12. If you do or do not want to receive information regarding veterinary and para-veterinary positions, or “other” advertisements, **exercise a choice** by completing the option under “Preferences”:



## Account

13. To view your **account** and access the **payment portal**, click on “Account”.

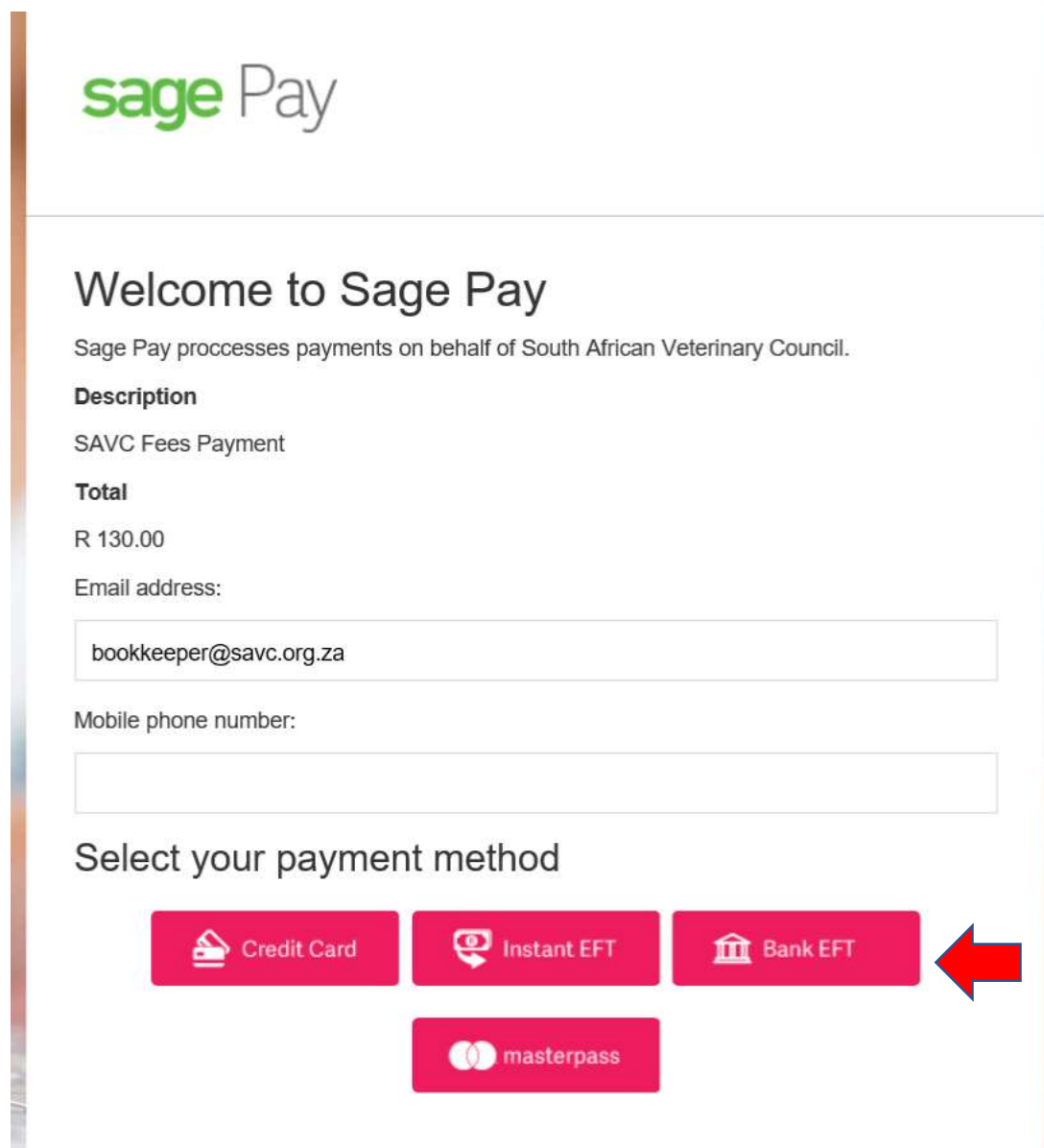


If you have **an outstanding balance** and wish to make payment, click on **“Pay Now”** and make payment of the **full** amount. The “Sage Pay” portal will open.

If you wish to make payment in **instalments**, click on the amount at the bottom and type in the amount you are about to pay. Follow the same process as in 1 above. **Always use your registration number as payment reference.**

If you **do not have an outstanding balance**, you will not be able to see the online payment portal **“Online Payment”** at the bottom.

14. On the **“Sage Pay”** portal choose a payment option and **make payment**. For security reasons, you will **not be able to go back** to the SAVC’s web portal from **“Sage Pay”** portal. You have to login again if you wish to go back to the SAVC’s web portal.



The screenshot displays the Sage Pay interface. At the top left is the 'sage Pay' logo. Below it, the heading 'Welcome to Sage Pay' is followed by the text 'Sage Pay processes payments on behalf of South African Veterinary Council.' The 'Description' section shows 'SAVC Fees Payment' and a 'Total' of 'R 130.00'. There are input fields for 'Email address:' (containing 'bookkeeper@savc.org.za') and 'Mobile phone number:'. Below these is the section 'Select your payment method' with four buttons: 'Credit Card', 'Instant EFT', 'Bank EFT', and 'masterpass'. A red arrow points to the 'Bank EFT' button.

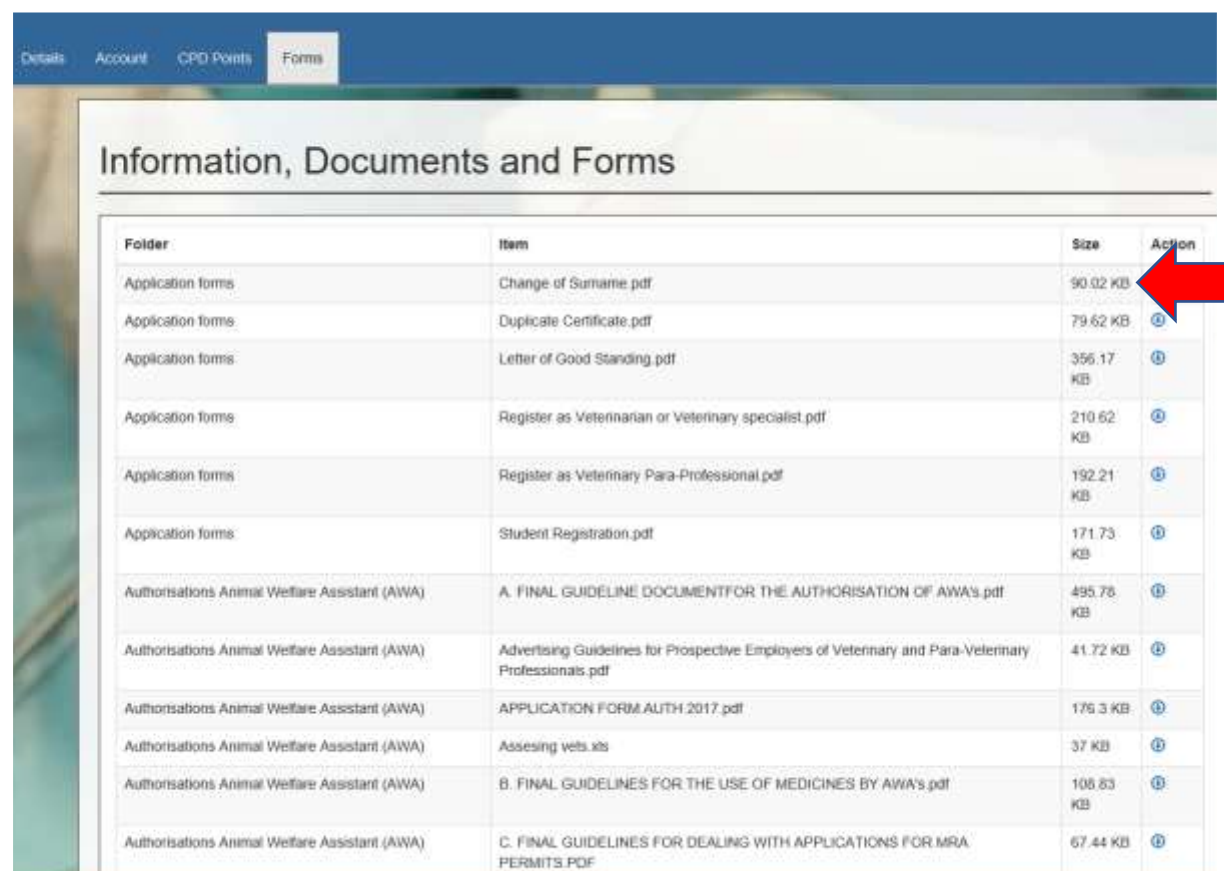


**“MasterPass** is a way to pay online with the multi-tiered security of the MasterCard network in partnership with your own bank. Your payment and shipping information are stored by your bank in one place.”













## Forms

Forms are available to registered members.

15. To download a form, click on the blue arrow on the right side of the relevant form. Select open or save when it prompts you for an option. Allow some time for the document to download and open.



The screenshot shows a web interface with a navigation bar at the top containing 'Details', 'Account', 'CPD Points', and 'Forms'. Below the navigation bar is a header 'Information, Documents and Forms'. The main content is a table with the following columns: 'Folder', 'Item', 'Size', and 'Action'. A red arrow points to a blue download icon in the 'Action' column of the first row.

Folder	Item	Size	Action
Application forms	Change of Surname.pdf	90.02 KB	
Application forms	Duplicate Certificate.pdf	79.62 KB	
Application forms	Letter of Good Standing.pdf	356.17 KB	
Application forms	Register as Veterinarian or Veterinary specialist.pdf	210.62 KB	
Application forms	Register as Veterinary Para-Professional.pdf	192.21 KB	
Application forms	Student Registration.pdf	171.73 KB	
Authorisations Animal Welfare Assistant (AWA)	A. FINAL GUIDELINE DOCUMENT FOR THE AUTHORISATION OF AWA's.pdf	495.78 KB	
Authorisations Animal Welfare Assistant (AWA)	Advertising Guidelines for Prospective Employers of Veterinary and Para-Veterinary Professionals.pdf	41.72 KB	
Authorisations Animal Welfare Assistant (AWA)	APPLICATION FORM AUTH 2017.pdf	176.3 KB	
Authorisations Animal Welfare Assistant (AWA)	Assesing vets.xls	37 KB	
Authorisations Animal Welfare Assistant (AWA)	B. FINAL GUIDELINES FOR THE USE OF MEDICINES BY AWA's.pdf	106.83 KB	
Authorisations Animal Welfare Assistant (AWA)	C. FINAL GUIDELINES FOR DEALING WITH APPLICATIONS FOR MRA PERMITS.PDF	67.44 KB	

## CPD activities & points

16. Always keep record of your CPD activities as you can be requested to submit proof of structured CPD points.

Last updated: 27 July 2021