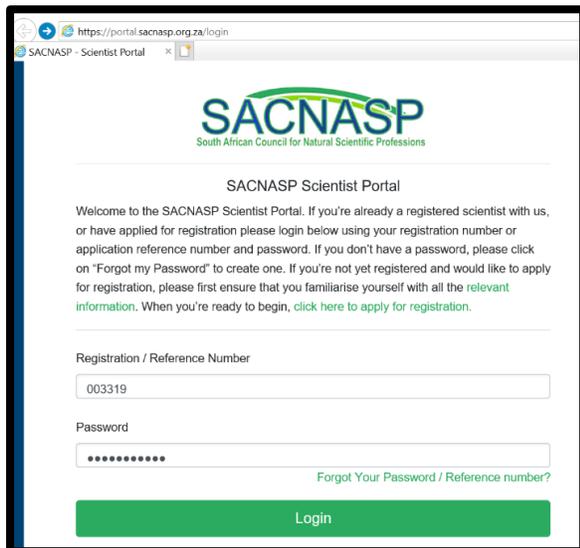


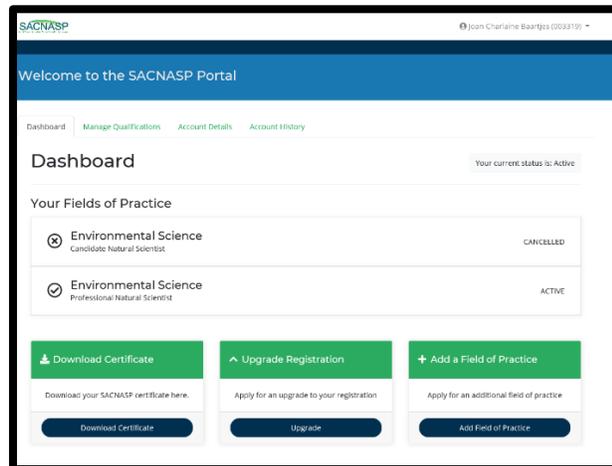
HOW TO DOWNLOAD YOUR SACNASP CERTIFICATE – FOR REGISTERED SCIENTISTS

STEP 1: Open the SACNASP Portal by clicking [here](https://portal.sacnasp.org.za) or copying to your browser <https://portal.sacnasp.org.za>



STEP 2: Login using your Application Reference or Registration number. If you have never logged in before, your password will be your ID or passport number.

STEP 3: The portal opens on the Dashboard,



STEP 4: Follow the on-screen prompts including reading and agreeing to the SACNASP Code of Conduct as well as for and making payment online of any outstanding fees.

STEP 5: "Download Certificate" is in the bottom left of the screen. Click the "Download Certificate" button. The certificate can be saved by moving the mouse over the certificate slowly until the save or print bar appears, then save or print the certificate



FREQUENTLY ASKED QUESTIONS

① ***How do I register because I have not yet even done that?***

Resolution: Click [here](#) or copy this link to your browser <https://www.sacnasp.org.za/registration-basics>

② ***My Registration Number is not working***

Resolution: SACNASP has several years ago migrated to a new membership numbering system and retains the previous system. Your number may have changed. Contact SACNASP on registrations@sacnasp.org.za or 0127486500 (option 1) to obtain your current registration number. Please provide your ID number so you can be easily traced on the system.

③ ***My Password is not working***

Resolution: Click on “Forgot Password” to obtain a reissuing of your password and if this does not work contact SACNASP by email (registrations@sacnasp.org.za) or phone on 0127486500 option 1.

④ ***My Membership Payments are not up to date so a certificate cannot be downloaded***

Resolution: Make payment and bring account up to date using the in-portal pathway to complete payment - the amount due is reflected. ***NB: Do not make payment, as previously, into SACNASP’s bank account as this could take up to 30 days to reflect and your certificate will only be downloadable once it does.*** Then proceed to follow the steps above.

⑤ ***Now I have even more questions***

Resolution. Click [here](#) or copy this link to your browser <https://www.sacnasp.org.za/faq>

Useful Contact Emails

- General Enquiries: sacnasp@sacnasp.org.za
- Registrations: registrations@sacnasp.org.za
- Finance Department: accounts2@sacnasp.org.za

Remember to always include in the subject line of any registration related matter e-mail to SACNASP your

- Full name and
- Reference number or Registration number
- ID Number or Passport number

***Report any other problems in this process to SACNASP or your Voluntary Association who will update this guideline.**