



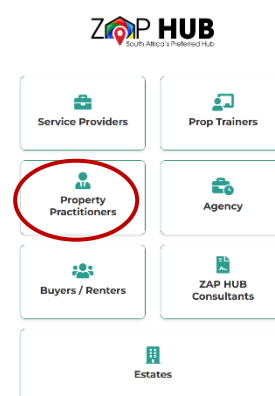
STEP BY STEP GUIDE TO SIGNUP AS AN AGENT

Step 1: Signup

1. Go to the **ZAP HUB** homepage.
2. Look at the **top right corner** of the screen.
3. Click the **"Sign-up"** button to begin.

Step 2: Select Your Role

- You will be redirected to a page where you can select your role.
- Click on **"Property Practitioner"** to continue.



Step 3: Select or Add Your Company

You will now be directed to the property practitioner signup page.

1. **Select or add company** – click the button to get started.

Option A: Find Your Existing Company

- Start by **searching for your company** to see if it's already listed.
- If your company appears in the search results, **select it** to continue your registration.

Property Practitioner Packages

ZAP HUB makes it easy and simple to manage your properties.

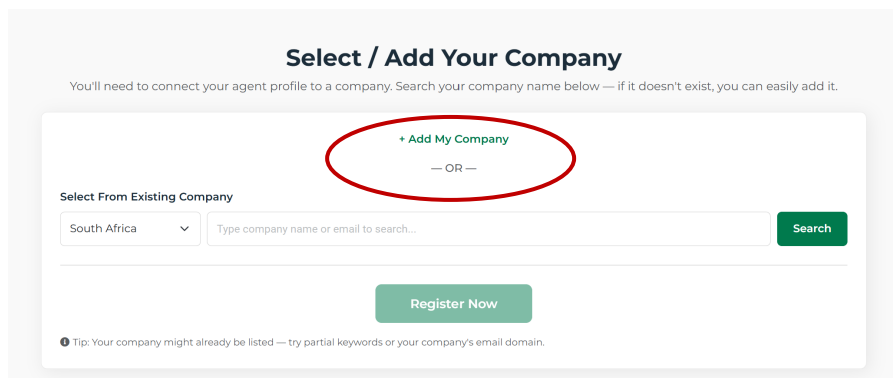
Step 1 — Company Selection (Required)

You must link a company before subscribing to a plan.
Please select your agency below to continue.

Select Or Add Your Company

Option B: Add Your Company (If Not Listed)

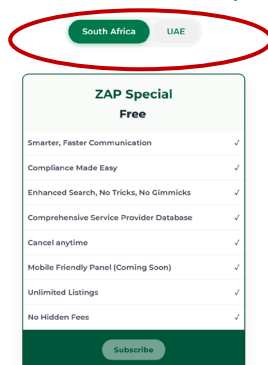
- If your company doesn't appear, select **"Add my company"** at the top of the box.
- Complete all **basic company information** – **all fields are mandatory**.
- If any field is left blank, you won't be able to submit the request.
- Once everything is completed correctly, **send your request**.



 **Wait for Approval:** Your agency will need to be registered and approved before you can move forward. Only once it has been successfully set up in the system will you be able to continue with your registration.

Step 4: If Agency is signed up

- Once your company is selected/linked, **choose your country** – select either **South Africa** or the **UAE** from the dropdown list.
- Select the **SUBSCRIBE** and continue to the next step.



Step 5: Enter Your Personal Information

You will be taken to a page to enter your basic personal details:

- Enter your personal information** – full name, contact details, etc.
- Set a **strong, secure password** that meets the required criteria to protect your account.
Password** Must include 1x Capital, 1 x lower case letter, 1 x number, and 1 x special character and minimum of 8 characters
- Add your personal picture.**
- Add your website** (optional).
- Add a bio** – share more information about yourself to help others understand who you are.
- Select how you heard about us** from the options:
 - ☐ Social media
 - ☐ Internet search
 - ☐ Print marketing
 - ☐ Referral (you can also give them recognition)
- Once all fields are filled in correctly with **no error indications**, move to the **next step**.

Personal Information

Your Full Name *	Email *	Phone *
Enter Your Full Name	Enter Your Email Address	+27
Password *	Confirm Password *	
Enter Your Password	Confirm Your Password	
Password Requirements - At least 8 characters - One lowercase letter (a-z) - One special character (!@#\$.~) - Passwords match - One uppercase letter (A-Z) - One number (0-9) - Confirm password entered		
Personal Picture *	Website	
Choose File No file chosen	Enter Your Website URL (Optional)	
BIO *		
Tell Us About Yourself Or Your Company		
How did you hear about us? *		
Select		

Step 6: Complete Operational Details

On the operational details page, you'll provide additional information to enrich your profile and support verification:

Section 1: Service Area

- **Select the suburbs you service** – you can add up to **25 suburbs**.
 - Click into the field, start typing the suburb, select it from the list, and repeat until you've added all areas you cover.

Section 2: Professional Details

- **Select your registration level** – choose the level you've qualified for.
- **Select your area of specialization** – highlight your expertise.

Section 3: Services & Social Media

- **Select the specific services** you provide within your field.
- **Add your social media links** – these will appear as quick link shortcuts on your profile.

Operational Details

Select Suburbs You Specialise In (Max 25) *		0 / 25 selected
Search Suburbs		
Select Your Registration Level *	Specializations *	
-- Select Level --	☐ Residential	☐ Commercial
	☐ Luxury	☐ Rentals
Services Provided *		
☐ Buying	☐ Selling	
☐ Renting	☐ Property Management	
Social Media Links		
Facebook URL		
Instagram URL		
LinkedIn URL		
TikTok URL		
X (Twitter) URL		

Section 4: FFC Verification (Important!)

- **Upload your FFC (Fidelity Fund Certificate)** – PDF format required.
- **Select the FFC expiry date** from the list.
 - ⚠ If your FFC has **expired**, you won't be able to continue until it has been renewed.
 - Your FFC expires on the 31st December of the year stated on your Certificate.
IE: For 2028 expiry select 01/01/2029
- **Enter your FFC number** – complete your professional details and verification.
- Once all fields are filled in correctly with **no error indications**, move to the **next step**.

FFC *

Choose File No file chosen

Please upload your personal agent FFC certificate (PDF or image)

FFC Expiry Date *

Select FFC Expiry Date

FFC Certificate Number *

Enter Your FFC Certificate Number

← Previous

Next →

Step 8: Review Everything

- You will be taken to a dedicated **review page**.
- Carefully go through **all the information** you've provided.
- If you need to edit information, simply click the **"Previous"** button to go back and correct them.

Step 9: Submit Your Application

- Once everything looks correct:
 1. Select the **confirmation buttons** to agree to the terms.
 2. Click **Submit** to submit your application.

Step 10: Wait for Approval

- The ZAP HUB team will **review and vet** your information.
- You will receive an **email confirming your approval**.
- Once approved, you can **start using the platform right away** and begin creating your listings.

Congratulations!

Welcome to the ZAP HUB Family