



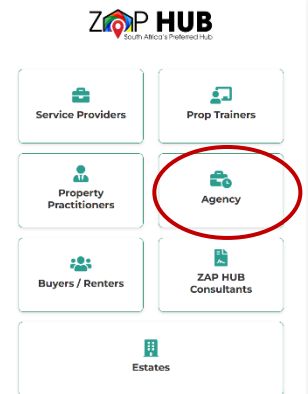
STEP BY STEP GUIDE HOW TO SIGN UP YOUR AGENCY

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.

Select Your Role:

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



Step 1: Fill Out Your Company Overview

Agency Signup

Please complete the signup wizard

1

Overview
Company Overview

2

Services
Company Services

3

Confirmation
Review & Submit

You will now be directed to a page where you need to provide your company details:

1. Select your country from the dropdown menu.
2. Add in both Firm Name and Trade Name (Firm name is on CIPC * - who holds the FFC ***may be the same or different to the Trading Name)
3. If agency is a Sole Proprietor check the box as FFC is the same as Principal

Company Overview

Country *

South Africa

Company Name *

Trading Name *

Firm Name *

☐ I am a Sole Proprietor

Optional — check this if the company is registered as an individual/sole proprietor rather than a firm.

4. Select your province – this will smoothly unlock the next fields.
5. Provide your agency's contact details (phone number, email, website etc.) so clients can easily reach you and direct contact details so that ZAP HUB can contact you
6. Select your region – this becomes available after you choose your province.
7. Select your specific suburb – the final step to pin your agency's location on the map.

Company Email *	Company Phone *
	🇿🇦 +27
Website	
Address *	
Province *	Region *
Select province	Select region
Area *	Suburb *
Select area	Select suburb

Add Contact Information:

- Add Contact person name, number and email for the ZAP HUB Team to connect with
- Set a login Email as a Username

Contact Information

Contact Person Name *	Contact Person Phone *
	🇿🇦 +27
Contact Person Email *	Login Email *

Create Your Password

- 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

Login Credentials

Password *	Confirm Password *								
Password Requirements<table><tr><td>✖ At least 8 characters</td><td>✖ One uppercase letter (A-Z)</td></tr><tr><td>✖ One lowercase letter (a-z)</td><td>✖ One number (0-9)</td></tr><tr><td>✖ One special character (!@#\$%...)</td><td>✖ Confirm password entered</td></tr><tr><td>✖ Passwords match</td><td></td></tr></table>		✖ At least 8 characters	✖ One uppercase letter (A-Z)	✖ One lowercase letter (a-z)	✖ One number (0-9)	✖ One special character (!@#\$%...)	✖ Confirm password entered	✖ Passwords match	
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✖ One special character (!@#\$%...)	✖ Confirm password entered								
✖ Passwords match									
Next →									

Once all fields are filled in correctly with no error indications, move to the next step.

Step 2: Fill Out Additional Agency Information

You're now one step closer! On the next page, you will provide more details:

1. Add your company logo – this helps make your agency instantly recognizable.
2. Enter your company description – clearly explain who you are, what you stand for, and the value you bring.

1 Overview
Company Overview

2 Services
Company Services

3 Confirmation
Review & Submit

About

Set a Company logo and tell us more about your company

Company Logo *

Choose File No file chosen

About Company *

Describe Your Company, Expertise And Services

3. Select the services offered by your agency from the available options.

Services

Share details about your company services

Services Offered *

- ☐ Residential Sales ☐ Commercial Sales ☐ Property Management ☐ Rentals ☐ Valuations ☐ Auctioneering
- ☐ Development Sales

4. Upload your FFC (Fidelity Fund Certificate) – make sure you have this document ready.
5. Select the FFC expiry date – ensure compliance details are correctly captured.

FFC Compliance

Upload your valid FFC certificate and select its expiry date for compliance verification

FFC Certificate *

Choose File No file chosen

Please upload your agency's FFC certificate (PDF or image)

FFC Expiry Date *

Select expiry date

6. Enter your social media links – this makes it easier for clients to find and follow your agency online.

Social Media

Share company's online presense

Facebook

https://Facebook.Com/Yourpage

Instagram

https://Instagram.Com/Yourprofile

LinkedIn

https://Linkedin.Com/Company/Yourcompany

X (Twitter)

https://X.Com/Yourprofile

TikTok

https://Www.Tiktok.Com/@Yourprofile

YouTube

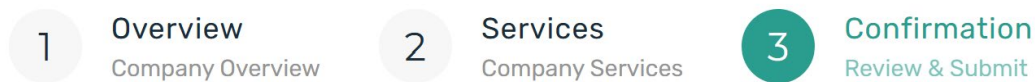
https://Www.Youtube.Com/@Yourchannel

Previous Next

Once all fields are filled in correctly with no error indications, move to the final step.

Step 3: Review Everything

- You will be able to review all the information you have entered.
- Double-check that everything is accurate and complete.



Step 4: Submit Your Agency Profile

- Once you are satisfied that everything is correct, click Submit.
- Once submitted you will then be asked to sign the CONFIDENTIALITY, NON-CIRCUMVENTION AND PLATFORM PROTECTION AGREEMENT
- Your company application will then be sent to ZAP HUB for review.

Confidentiality Agreement Required

Before your registration can be submitted, please review and sign ZAP HUB's Confidentiality, Non-Circumvention and Platform Protection Agreement.

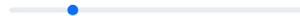
 [View Confidentiality, Non-Circumvention and Platform Protection Agreement](#) 

Location of Signing *

This is the legal place of signing for jurisdiction purposes and will be printed on the agreement.

Your Signature *

Font Size: 16px



☐ I agree to the [Confidentiality, Non-Circumvention and Platform Protection Agreement](#) on behalf of **Alpha Pro Virtual Tours**.

[Sign Agreement](#)

Step 5: Wait for Approval

- The ZAP HUB team will review the information provided.
- Once verified and confirmed as correct, your agency profile will be approved with email notification.

Congratulations!

You have successfully signed up your agency on ZAP HUB. Now your agency is positioned for credibility, visibility, and growth on the platform.

Property practitioners can now link their profiles to your agency account and start operating correctly.