



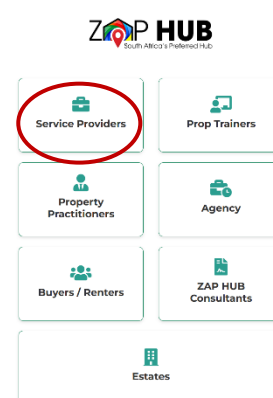
STEP BY STEP GUIDE HOW TO SIGN UP AS A SERVICE PROVIDER

Step 1: Access the Login Page

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 **"Service Provider"** to continue.



Step 3: Choose Your Pricing Plan & Package

You're now taken to a page where you can explore our pricing plans and packages and once you have decided which package suits your need, please select **"Subscribe"**

Package Options

Package	Coverage	Best For
Basic	Up to 10 suburbs	Local service providers
Premium	Multiple areas	Growing businesses
Platinum	Expanded coverage	Established providers
Nationwide	Full country coverage	National businesses

Service Providers



Safe. Trusted. Verified.

	Basic	Premium POPULAR	Enterprise	Platinum	Nationwide Plan
	R99 / Month R495 / 6 Months R990 / Year	R199 / Month R995 / 6 Months R1990 / Year	R499 / Month R2495 / 6 Months R4990 / Year	R999 / Month R4995 / 6 Months R9990 / Year	Not available for monthly R9999 / 6 Months R16665 / Year
Logo Upload	1x Logo	1x Logo	1x Logo	1x Logo	1x Logo
Images	1x Image	10 Images	20 Images	30 Images	30 Images
Introductory Video	1 Introductory Video	1 Introductory Video	1 Introductory Video	1 Introductory Video	1 Introductory Video
Business / Service Description	1000 Characters Limit	1000 Characters Limit	1000 Characters Limit	2000 Characters Limit	2000 Characters Limit
Your Service Listings	✓	✓	✓	✓	✓
Contact Information	✓	✓	✓	✓	✓
Customer Reviews	20 Customer Reviews	20 Customer Reviews	100 Customer Reviews	100 Customer Reviews	100 Customer Reviews
Review Character Limit (per review)	100 Characters Limit	100 Characters Limit	100 Characters Limit	200 Characters Limit	200 Characters Limit
Direct link to website or social media	✓	✓	✓	✓	✓
Location Coverage	10 Suburbs	2 Areas	1 Region	1 Province	Nationwide (All 9 Provinces)
Nationwide Visibility	—	—	—	—	✓

**15%
OFF**

Use a Sales Consultant's Zap Code and unlock 15% off your plan.

*Excludes other promotional offers.

ZAP HUB isn't just a platform; it's the trusted foundation for South African communities to connect, thrive and grow.

ZAP HUB
South Africa's Preferred Hub

Holding a Fidelity Fund Certificate

Register on www.zaphub.co.za

Step 4: Choose Your Sign-Up Method

Once you have selected your package, click “**subscribe**”.

You'll be taken to a page where you can decide how you'd like to sign up:

Self-service – Continue as Self:

Select Your Role

By Self

Complete your own registration form as a service provider

- ✓ Fill out your own information
- ✓ Upload your documents yourself
- ✓ 4-step registration process

Continue As Self

By ZAP HUB Consultant

Have a ZAP HUB Consultant complete your registration form

- Contractor fills your information
- Contractor uploads your documents
- 3-step simplified process

Continue As ZAP HUB Consultant

1

Role Selection
Choose your role

2

Personal Info
Basic Information

3

Service Details
Service Information

4

Confirmation
Review & Submit

Enter Your Personal Information

You'll be taken to a page where you can enter your basic personal information.

Required Fields:

Personal Information

Your Full Name *

Email *

Phone *

Password *

Confirm 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

How did you hear about us? *

Please select how you heard about us.

- ⚠ Your legal name
- ⚠ Your email and phone number \
- ⚠ Select password and ensure you use full password requirements:
 - Minimum 8 characters, at least 1 capital letter, at least 1 lowercase letter, at least 1 number, at least 1 special character

Additional Information:

- ⚠ How Did You Hear About Us? – Select from social media, internet search, print marketing, Referral or ZAP Consultant

Next: Service Details

Now, let's dive into service details.

Service Categories

Category 1

Select Category *

Select a category...

Professional Licenses/Certificates (Optional - Max 4 per category)

Document Name

E.G., Plumbing License

Upload Document

Choose File No file chosen

+

Upload professional licenses or certificates (PDF, JPG, PNG - Max 5MB each)

+ Add Another Category

Category Selection

- ⚠ Choose the main category for your service – this is how people will find and connect with you
- ⚠ Upload verification documents for your business, up to 4 uploads (ie: CIPC, Sars Documents, ID if Sole Proprietor, Industry licenses
- ⚠ **If you cannot find your category, email tech.support@zaphub.co.za
- ⚠ To add your company to multiple categories select **"Add Another category"** and upload verification documents

Profile Image

Upload Profile Image (Optional)

Choose File

Web Colour.png

Web Colour.png

Next Steps: After registration, you can complete your profile by setting working hours, rates, experience details, and emergency callout options from your dashboard for each category.

← Previous

Continue To Review →

Profile Image

- ⚠ Add profile image then select **"Continue to Review"**

Confirmation

☐ I confirm my licenses/certifications are authentic and valid.
Please confirm the authenticity of your license and certifications.

☐ I agree to [terms and conditions](#)
Please accept the Terms and Conditions.

Important: Your registration will be reviewed for document verification. You will receive a payment link via email once your documents are verified by our team.

Previous

Submit Registration

Final Step:

- ⚠ Verify licenses are authentic and valid and review terms of conditions
- ⚠ Once finalized select **"Submit Registration"**
- ⚠ The ZAP HUB Team will review and confirm approval within 24 hours and send you an email for payment to proceed

Full Assistance – Continue with ZAP HUB Consultant: (get 15% off)

Select Your Role

The screenshot shows two registration options. The 'By Self' option is on the left, and the 'By ZAP HUB Consultant' option is on the right and circled in red. The 'By ZAP HUB Consultant' option is highlighted with a red circle.

By Self	By ZAP HUB Consultant
Complete your own registration form as a service provider ✓ Fill out your own information ✓ Upload your documents yourself ✓ 4-step registration process Continue As Self	Have a ZAP HUB Consultant complete your registration form ✓ Contractor fills your information ✓ Contractor uploads your documents ✓ 3-step simplified process Continue As ZAP HUB Consultant

- 1 **Role Selection**
Choose your role
- 2 **Provider Info**
Details & Documents
- 3 **Confirmation**
Review & Submit

⚠ One of our ZAP HUB Consultant will walk you through the process to obtain all necessary information

Approval & Activation

After submitting:

1. Our team at ZAP HUB will review everything.
2. Once approved, you'll receive an email confirming that your account is activated.
3. You are officially listed on ZAP HUB as a service provider.

🎉 **Congratulations!**

You're ready to start connecting with clients.

A complete and accurate profile helps you get discovered faster and builds trust with your clients.