



How to register and logon to the Employer Web

You can register for access as follows:

- ① Log on to <https://www.sanlam.co.za/corporate/retirement/aca/Pages/default.aspx>
- ① **Create a user Log on** of your choice (Please do not use your ID number as a Log on)
- ① Click on **Sign In** > Click **Register** on the new screen > Click the **Business Tab**
- ① Complete the **Registration Form**
- ① It is required to have **two passwords**;
 - Note that each password must have 8 alpha-numerical characters, containing at least one upper case character. Characters are case sensitive
 - Dates are completed in the dd/mm/yyyy format
 - Your scheme code will be provided by ACA for registration purposes
 - Reference number and client code are not applicable
 - Select the “**Employer**” role.

Logon to the Employer web

Once you have received confirmation of registration, go to the Vision Log on screen:

- ① Click on **first Log on** screen > Complete your user logon and the **Password1** you created > **Submit**
- ① On the **second Log on** screen, complete your **Password2** you created when you registered > **Submit**



How to reset a password

- On the Log on screen, click the **Forgot password** link.
- Enter the answers to all the security questions as specified by you when you registered.
- **Submit** and receive a **new password via e-mail**.

Provided you keep your user name and passwords safe, no one will be able to access your information. Passwords will be valid for **180 days**, thereafter, the system will prompt you when the password must be changed.

Tips on creating passwords

- must be at least **8 characters** long,
- must contain **at least 1 UPPER CASE** case character,
- must contain **at least 1 special** character, e.g. @
- must contain **at least 1 lower case** character,
- must contain **at least 1 numeric** value.

Contact us

Contact the Registration Helpdesk for any enquiries

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