



## How to register and logon to the Employer Web



### You can register for access as follows:

- ④ Log on to <https://www.sanlam.co.za/institutional/retirement/aca/Pages/default.aspx>
- ④ **Create a user Log on** of your choice (Please do not use your ID number as a Log on)
- ④ Click on **Sign In** > Click **Register** on the new screen > Click the **Business Tab**
- ④ Complete the **Registration Form**
- ④ 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:

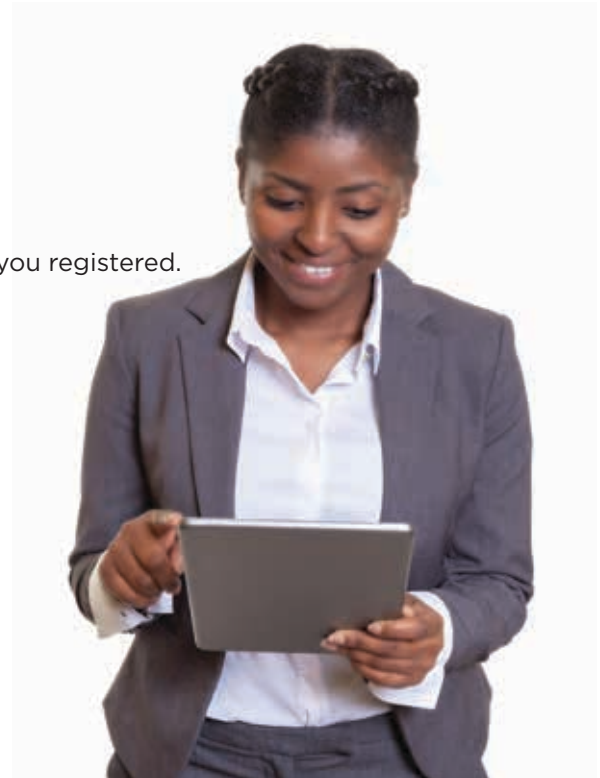
- ④ Click on **first Log on** screen > Complete your user logon and the **Password1** you created > **Submit**
- ④ On the **second Log on** screen, complete your **Password2** you created when you registered > **Submit**



## How to reset a password

- ① On the Log on screen, click the **Forgot password** link.
- ① Enter the answers to all the questions as specified by you when you registered.
- ① **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:

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

## contact us

Contact the Registration Helpdesk for any enquiries  
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