Province of the EASTERN CAPE HEALTH

EPWP Applications: Capturer Registration Form

1. Request your account online at **boetav.github.io/ecdoh-epwp_applications/capture.html** and choose your own username and password. **2.** Complete, sign and have this form approved, then hand it to your EPWP District Coordinator. Your account is activated only once this signed form is received.

A CAPTURER DETAILS

Title	First name(s)	Surname	
Persal / employee number	Job title / rank	Work telephone	Cellphone
Office or facility where you work (name and address)		Email address	

B ACCESS REQUESTED

Tick ONE box

A district capturer can only capture and see applicants who live in that district. Provincial access (all districts) is for Head Office officials only.

- ☐ Alfred Nzo District
- ☐ Amathole District
- ☐ Buffalo City Metro
- ☐ Chris Hani District
- ☐ Joe Gqabi District
- ☐ Nelson Mandela Bay Metro
- ☐ OR Tambo District
- ☐ Sarah Baartman District
- ☐ **Provincial (all districts)** - Head Office only

C DECLARATION BY THE CAPTURER

I have read the guidelines on this form and will follow them. I will keep my password secret, capture applications exactly as received, and keep applicants' personal information confidential in line with the Protection of Personal Information Act (POPIA). I understand that every application I capture is recorded under my name and that misuse of the system may lead to disciplinary action.

Signature of capturer	Date	Username you requested online, e.g. nomsa.dlamini

D APPROVAL BY SUPERVISOR / EPWP DISTRICT COORDINATOR

Full name	Designation	Signature	Date

E FOR THE EPWP SYSTEM ADMINISTRATOR ONLY

Online request found (username)	Access approved	Approved in system by	Date approved	Signature

! GUIDELINES: WHAT IS EXPECTED FROM YOU AS A CAPTURER

Capture only what you received

1. Capture only paper applications handed in at your own office, for applicants who live in your district. The system will not let you capture for another district.
2. Type the details exactly as written on the paper form. Do not guess or "correct" an applicant's answers; if a form is unreadable or incomplete, set it aside and refer it to your coordinator.
3. Enter the date the form was **received** (the date stamp), not the date you capture it.

Check before you save

4. Check the ID number twice. The system fills in the date of birth and gender from it and refuses applicants younger than 18 or older than 45.
5. Tick "applicant signed" only if the declaration and POPIA consent on the paper form are actually signed.
6. Tick only the documents that are physically attached to the form.
7. If the system says the ID number is already on the system, **do not capture it again**. Note the reference number shown on the paper form instead.

After saving

8. Write the reference number the system gives you on the top of the paper form, and file the forms by reference number in a locked cabinet.
9. You cannot change an application after saving. Report mistakes to the EPWP administrator with the reference number and the correct details.
10. Capture forms on the day they are received where possible, and keep a daily count of forms received and captured.

Your account

11. Your name is recorded on every application you capture. Never share your username or password, and never let anyone capture under your account.
12. Sign out when you leave the computer. Sign-in ends by itself after 6 hours or when the browser tab is closed.
13. You chose your own password when you requested the account. Five wrong passwords lock the account for 15 minutes. For a new password, contact the EPWP administrator.

Confidentiality (POPIA)

14. Applicants' personal information is confidential. Do not photograph, copy, print, send or discuss it except for capturing and official EPWP work.
15. Use only the official sign-in page: **boetav.github.io/ecdoh-epwp_applications/capture.html**

Integrity

16. Applying and capturing are free. Never ask for or accept money, gifts or favours from applicants, and report anyone who does to your District Office manager.
17. Treat every applicant the same way. Capturing an application does not mean the applicant has been selected; all shortlisting is done by Head Office.