Welcome to the uFiling presentation
The Unemployment Insurance Fund sees its mission as:

- Rendering an effective and accessible service to all stakeholders
- Being sustainable organisation with sufficient reserves
- Administer the fund professionally
Employer’s obligations

All the employers who employ any person and in return provide them with remuneration in either cash or in kind must register with the Fund as soon as they commence activities as an employer.

All registered employers must declare and pay contributions on time.

Declaration and contribution payment can be done using the following website address:

www.ufiling.gov.za
The Unemployment Insurance Fund (UIF) was established in terms of section 4(1) of the Unemployment Insurance Act no 63 of 2001.

The Act empowers UIF to register all employers and workers/employees in South Africa.

The Unemployment Insurance Contributions Act no 4 of 2002 empowers the SARS Commissioner and UI Commissioner to collect monthly contributions from Employers.
Establishment of uFiling

The Unemployment Insurance Commissioner has established an easy online system to be utilized by employers who directly pay their contributions to the UIF i.e. employers who pay their employees less than R70,700 per annum.

Note that SARS employers can activate their uFiling account for the purpose of submitting declarations only (No Payment)
Prior to activating your uFiling account

Employers must first register for UIF at their nearest Department of Labour branch

A valid UIF reference number will be issued by the Department of Labour (UIF)

Employers must have access to the Internet to be able to activate their uFiling account

After registering a company with the UIF, and obtained a valid UIF reference number, Employers can access the uFiling system to submit and pay their monthly contributions.
How do I login to the uFiling system?

To enjoy the benefit of conveniently submitting your UIF declarations and payments via the internet, simply visit: www.ufiling.co.za
About uFiling

uFiling is a FREE online service that allows you to securely submit your UIF declarations and pay your monthly contributions. It harnesses the power of the Internet allowing Employers of Domestic, Commercial Employers (SMME) and Tax Agents to complete and submit monthly UIF declarations and to securely pay UIF contributions.

System Security

The UIF uFiling site is secured using the highest forms of browser security available today and is secured by Verisign. uFiling users simply need to check they are on the correct website address and look for the lock symbol on their browser. All information provided by uFilers is kept confidential and will be securely stored as to provide a high level of security for the employer.

Acts and amendments

View Acts and amendments to view Department of Labour published Acts and Amendments to Acts that pertain to uFiling or the Department of Labour.

Forms and guides

View or download various Forms and guides such as; claim forms, reports, and samples of employment documents with instructions. You can also download guides and templates of documents issued by the Department of Labour.

Frequently asked questions

View all Frequently asked questions.

Annual reports

Download or view published annual reports.
About uFiling

uFiling is a FREE online service that allows you to securely submit your UIF declarations and pay your monthly contributions. It harnesses the power of the Internet allowing Employers of Domestic, Commercial Employers (SMEs) and Tax Agents to complete and submit monthly UIF declarations and to securely pay UIF contributions.

Benefits

uFiling is a secure and easy to use system, allowing employers to update individual employee salary details. It enables a streamlined UIF declaration process and automatically calculates the UIF contributions associated with your monthly return.

uFiling integrates securely with the UIF systems when issued declarations are submitted and contribution payments are made.

Leveraging the flexibility of the Internet, uFiling enables employers 24/7 access to UIF declaration information from anywhere in the world, provided you have an Internet connection.

With regular updates and automated e-mail notifications from uFiling, you are now able to use uFiling to assist in ensuring that you as an employer will remain compliant with the latest UIF legislative requirements. Hence, eliminating the stress and hassle that compliance usually brings about.

uFiling conveniently brings all these secure services to you as an employer via the Internet.

Key Features

Accessible

With uFiling, you as an employer have 24/7 online access to your employee declaration information through the Internet, whether you are at home, the office or abroad.

Easy to use

uFiling offers unprecedented ease of use, regardless of your level of computer skills. The screens are user-friendly and the menus easy to use.

Processing monthly declarations has never been so easy!

It’s FREE

Using uFiling is absolutely FREE of charge. The only requirement to activate your uFiling account as an employer is to have a valid UIF reference number issued by the UIF.

Bulk uploading and declaration submission

uFiling allows for bulk uploading of employee data. A standard formatted spreadsheet (.CSV) allows for employers with many employees to upload their employees using an unique bulk upload facility. uFiling validates real-time the uploaded (.CSV) information and immediately provides and error report of invalid information.

Legislative Compliance

As an employer (Domestic or Commercial), uFiling takes care of your UIF compliance needs. uFiling issues monthly declarations for your employee(s) automatically. You will receive e-mail notifications from uFiling on the 1st of each month. Login on and submitting your declaration and contribution assists you as an employer to remain compliant. uFiling is updated immediately when new legislative changes are implemented by the UIF.

Accurate UIF contributions and reconciliations

As an employer (Domestic or Commercial), uFiling accurately calculates the UIF contributions per employee based on the salary information captured within the allowable thresholds. Once the payments have been effected by you, the UIF reconciles the UIF contribution to the declaration submitted.

Ready to use reports

uFiling automatically generates standard reports to assist you with UIF compliance and for your records.
Security

uFiling has made every effort to ensure that uFilers' personal and business information is protected by using the highest forms of browser security available today.

The site is secured by Verisign which ensures the security certificates generated by the site are valid and secure. Every time a uFiler connects to the uFiling website, an encrypted and completely secure connection is made between your browser and the uFiling servers, ensuring that your uFiling experience is safe and secure.

When accessing the uFiling site, look for the 's' in https:// at the beginning of the uFiling web address https://ufiling.co.za, and (on most browsers) the golden lock symbol 🛡️ will appear in the address bar.

uFilers need only ensure the address typed in to access the site is the correct website address, and that there is the lock symbol on their browser.

For more information on privacy and security, please refer to our terms and conditions.
Acts and Amendments

Read or download labour legislation published as Acts and Amendments to the Acts.

Amended Act

Description for Amended Act

- Amended Unemployment Insurance Act
  Read or download the Amended Unemployment Insurance (UIF) Act

- Amended Unemployment Insurance Contributions Act
  Read or download the Amended Unemployment Insurance (UIF) Contributions Act

Original Act

Description for Original Act

- Unemployment Insurance Act No. 62 of 2001
  Provides security to workers when they become unemployed

- Unemployment Insurance Contributions Act
  Prescribes how employers should contribute to the UIF Contributions fund

Amendments

Description for Amendments

- Amendment - Unemployment Insurance Act
  The Unemployment Insurance Act provides protection to workers who become unemployed. It prescribes claiming unemployment benefits for unemployment, maternity benefits, illness benefits, adoption benefits and dependents' benefits.
Forms

You can view and download application forms, claim forms, reports, and sample employment documents with "how to use" instructions for each form.

The Department of Labour has also added various templates that you are now able to download and use.

Click on any of the links below to access a related form:

- **Form UI-2.1 - Remuneration receivable by the employee whilst still in employment**
  - This form is a record of remuneration received by the worker whilst still in employment.
- **Form UI-19 - UIF - Information of employment**
  - This form is to be completed by and submitted to an employer before the seventh day of each month to register/declare all employees and to inform the Commissioner of changes regarding the employee’s contact details, and/or any provide.
- **Form UI-2.4 - Application for adoption benefits**
  - This application form is to register a claim for adoption benefits with the UIF.
- **Form UI-150 - Application for registration as an employer of domestic workers with the UIF**
  - Application for Registration as an Employer of Domestic Workers with the UIF.
- **Form UI-22 - Application for illness benefits**
  - This application form is to register an application for illness benefits with the UIF.
- **Form UI-23 - Application for maternity benefits**
  - This application form is to register an application for maternity benefits with the UIF.
- **Form UI-25 - Application for dependant's benefits by surviving spouse or life partner**
  - Application for dependant's benefits by surviving spouse or life partner.
- **Form UI-26 - Application for dependant’s benefits by child, children of deceased**
  - Application for dependant's benefits for child, children of deceased.

Guides

You can view various basic guides for Labour Legislation by clicking on any of the links provided below:

- **Basic guide to UIF adoption benefits**
  - Workers who adopt a baby can claim UIF benefits and receive payments at their nearest labour centre.
- **Basic guide to UIF contributions**
  - Employees must pay UIF contributions of 2% of the value of each worker’s pay per month. The employer and the worker contribute 1% each.
- **Basic guide to UIF declarations**
  - Certain information about workers must be sent to UIF or SARS every month by employers.
- **Basic guide to UIF dependant's benefits**
  - When a worker dies the dependants have the right to claim benefits from the UIF.
- **Basic guide to UIF disputes**
  - Workers are entitled to appeal against decisions of the Commissioner or claims officer.
- **Basic guide to UIF illness benefits**
  - Workers who become ill have the right to claim from the UIF.
- **Basic guide to UIF maternity benefits**
  - Workers on maternity leave may claim for benefits from UIF.
- **Basic guide to UIF registration**
  - All employers must register with the UIF or SARS.
- **Basic guide to UIF unemployment benefits**
  - Workers who become unemployed have the right to claim from UIF.
- **Employer’s guide to UIF**
  - Employers must register themselves and their workers with the UIF and pay contributions monthly.
- **Worker’s guide to UIF**
  - Workers must contribute 1% of their pay to the UIF. To claim UIF benefits, workers must complete certain forms and hand them in at their nearest labour centre.

More forms and sample documents

Click on the link below for more forms and sample documents from the Department of Labour website.

- **More forms and sample documents**
Frequently Asked Questions

We are constantly striving to keep the Frequently Asked Questions (FAQ’s) up to date as we continue to enhance the uFiling service.

If you require any information not found here, please don’t hesitate to contact our Call Centre who will be more than happy to assist you.

General

What are the benefits of uFiling?

uFiling is a FREE service offered by the UIF.

UIF returns can be done simply and conveniently on-line.

Other benefits include ease of secure payments (Debit Order and Credit Card via Internet Banking) and faster processing times.

uFiling is paperless and submission of declaration are instant and reliable.

Can I use uFiling for any other Tax return types?

No. uFiling is specific to UIF declarations and contributions.

How do I “Activate my uFiling account”?

Visit the following web address www.ufiling.co.za or www.ufiling.gov.za. From this home page, click on the “Activate my uFiling account” button and follow the on-screen instructions.

Please ensure that you have available the following information:

For Domestic Employers:
Your valid UIF registration number, your valid 13 Digit bar-coded RSA identity number or passport number, a valid e-mail address and your banking account details from which you will pay your UIF contributions.

For Commercial Employers:
Your valid UIF registration number, your valid RSA identity number or passport number, a valid e-mail address. Your company’s official registration name and details as provided by the Registrar of Companies which is the C11 form for CCE’s and CMI or CMS for Proprietary Limited companies, and lastly your banking account details from which you will pay your UIF contributions.

For Agents:
Valid UIF registration numbers for Domestic or Employers as above, your valid 13 Digit bar-coded RSA identity number or passport number, a valid e-mail address, Your company’s official registration name and details as provided by the Registrar of Companies which is the C11 form for CCE’s and CMI or CMS for Proprietary Limited companies, and lastly your banking account details from which you will pay your UIF contributions.

What is the cost for the uFiling Service?

uFiling is a free service, please note that your bank will still charge you their agreed fee for transactions should you make use of the payment options to settle your UIF liability. 

How do I sign an electronic return?

uFiling submissions are embedded with an electronic signature. A submitted return on uFiling is legally equivalent to a signed physical return. You therefore do not need to have a signature on an electronic return submitted via uFiling.

Can I only submit my current returns on uFiling? What about prior returns that have not been submitted?

All of your outstanding returns can be submitted via uFiling for the past four years. The Act requires an Employer to submit monthly returns, you may have to do multiple return submissions and payments.
Annual Reports

Download or view old and most recent publicised annual reports for:
The Department of Labour (DOL),
The Compensation Fund (CF) and
The Unemployment Insurance Fund (UIF)

- Annual Reports Click here to download annual reports
Follow these steps to successfully utilize the uFiling system

The uFiling activation process

Adding additional users, employers and employees

Accessing and submitting declarations

Viewing declaration statuses and payments
How do I activate my uFiling account?

First click on “Activate my uFiling account”

The following options will appear on the screen where the employers must select either:

- Domestic Employer,
- Commercial Employer or
- Agents
How do I activate my account as a domestic employer?

Select the domestic employer option on the activation screen:

To activate your domestic uFiling account you need to have the following documents available:

- Your valid UIF reference number as supplied by UIF when you registered
- Your valid South African ID number or Passport number
- Your e-mail address where all correspondence will be sent to
- Your bank account details and valid branch code that will be used to securely pay your UIF contributions
To activate your commercial uFiling account you need to have the following details available:

1. Your valid UIF reference number as supplied by UIF when you registered.
2. Your valid South African ID number or Passport number.
3. Your company’s official registration name and details as provided by the Registrar of Companies (DTI) which is the CK1 form for CC’s and CM1 or CM3 for Proprietary Limited companies.
4. Your e-mail address where all correspondence will be sent to.
5. Your bank account details and valid branch code that will be used to securely pay your UIF contributions. For commercial employers this would be your company’s bank account.

For commercial Activation; select the commercial employer option on the activation screen:
To activate your uFiling account as an agent; select the Agent option on the activation screen:

How do I activate my account as an agent?

To activate your agent uFiling account you need to have the following details available:

- A valid UIF reference number for either a domestic employer or a commercial employer that you as an agent will be acting on behalf of.
- Your valid South African ID number or Passport number.
- Your e-mail address where all correspondence will be sent to.
- For a commercial employer you will need the company’s official name and details as provided by the Registrar of Companies which is the CK1 form for CC’s and CM1 or CM3 for Proprietary Limited companies.
- The bank account details and valid branch code that will be used to debit the UIF contributions. For agents this would be the agents bank account. Alternative bank accounts are provided in the Add new Banking details process that is available after login.
Activation Process for Domestic Employers

Accept the terms and conditions and click on Continue

To comply with the activation requirements you need to accept the Terms and Conditions.

- [ ] I Accept the terms and conditions
  Continue

Terms and Conditions

This site is used under the Terms and Conditions specified below.

1. Introduction
- These conditions will govern the relation between the Department of Labour and the uFiler for the uFiling Services as rendered by the Department of Labour on the uFiling.gov.za site.
- The uFiler understands that by submitting their application to subscribe to the uFiling Services that they have familiarised themselves with the contents in the Conditions of Use, and that the uFiler intends to be bound by the contents.
- This Agreement will commence when the Department of Labour accepts the uFiler’s request to subscribe to uFiling services, which acceptance will manifest at that point in time when the Department of Labour sends the uFiler an activation confirmation (the “commencement date”).

2. Definitions
- "User" means all persons who access, view, download from, or use the Department of Labour site whether on the Internet or a copy thereof; and "users" includes uFillers;
- "the Department of Labour site" means the website through which the Department of Labour provides uFiling services;
- "uFiler" means a subscriber to the uFiling services;
- "uFiling services" means the electronic filing of Documents as approved by the Department of Labour;
- "the Department of Labour" means the Department of Labour;
- "documents" means such documents or records authorised by the Department of Labour, from time to time, which could be e-Filed;
- "submit" or "submission" means the action whereby the uFiler indicates to the Department of Labour that they want to file documents with the Department of Labour;
- "writing" shall include e-mails, fax or registered post;
Complete your UIF information and select your own login details.

**UIF Information**

Register for uFiling with an existing UIF reference number

- **UIF Employer Reference Number:** [Input field]
  - Example: (9876543/1)

**Login Details**

- **Please enter your preferred login name:** [Input field]
  - Example: Brian

- **Password:** [Input field]
  - Example: Flat01

- **Confirm Password:** [Input field]

- **Password Hint:** (Should you forget your password, we will give you the password hint on request.)

- **Continue>>**
Activation process for Domestic Employers (Continued)

Enter your details as a domestic employer

### Domestic employer: User Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Initials</th>
<th>First names</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification Type</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>South African ID</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Correspondence E-mail Address</th>
<th>Example: <a href="mailto:brianb@bbbbb.co.za">brianb@bbbbb.co.za</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Example: 011 1234567</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cell Number</th>
<th>Example: 0821234567</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fax Number</th>
<th>Example: 011 1234567</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Please tell us how you heard about UIF uFiling</th>
<th>Select</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Occupation</th>
<th></th>
</tr>
</thead>
</table>

### Address

- Please use the "..." button to search for your Suburb and Postal Code.
- Alternatively, type in the your Suburb and Postal Code.

<table>
<thead>
<tr>
<th>Same as postal address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb</td>
<td>City</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Example: P.O.Box 123456</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Example: Johannesburg</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Postal Code</th>
<th>Example: 2146</th>
</tr>
</thead>
</table>

[Continue]
Activation process for Domestic Employers (Continued)

Enter the banking details that will be used to submit payments against UIF declarations.

Bank Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>Salaries account</td>
</tr>
<tr>
<td>Bank</td>
<td>Select</td>
</tr>
<tr>
<td>Branch name</td>
<td>Edenvale</td>
</tr>
<tr>
<td>Branch number</td>
<td>632005</td>
</tr>
<tr>
<td>Account holder name</td>
<td>Financial Markets</td>
</tr>
<tr>
<td>Account number</td>
<td>000445266</td>
</tr>
<tr>
<td>Account type</td>
<td>Select</td>
</tr>
</tbody>
</table>

<<Back  Continue>>
Your activation is now complete. Please take note of your login name and keep it in a safe place. Click **finish** to login.

Thank you for activating your uFiling account.

**Account status:** *Activated*

**Your Login Name is:** Antons1443

Please make a note of your unique login name for future use.

For any support requirements please contact the uFiling Call Center on 0860-345-464

**Finish**
Activation Process for Commercial Employers

Accept the terms and conditions and click on Continue

To comply with the activation requirements you need to accept the Terms and Conditions.

☐ I Accept the terms and conditions

Continue

Terms and Conditions

This site is used under the Terms and Conditions specified below.

1. Introduction
   - These conditions will govern the relation between the Department of Labour and the uFiler for the uFiling Services as rendered by the Department of Labour on the uFiling.gov.za site.
   - The uFiler understands that by submitting their application to subscribe to the uFiling Services that they have familiarised themselves with the contents in the Conditions of Use, and that the uFiler intends to be bound by the contents.
   - This Agreement will commence when the Department of Labour accepts the uFiler’s request to subscribe to uFiling services, which acceptance will manifest at that point in time when the Department of Labour sends the uFiler an activation confirmation (the “commencement date”).

2. Definitions
   - “User” means all persons who access, view, download from, or use the Department of Labour site whether on the Internet or a copy thereof, and “users” includes uFilers;
   - “the Department of Labour site” means the website through which the Department of Labour provides uFiling services;
   - “uFiler” means a subscriber to the uFiling services;
   - “uFiling services” means the electronic filing of Documents as approved by the Department of Labour;
   - “the Department of Labour” means the Department of Labour;
   - “documents” means such documents or records authorised by the Department of Labour, from time to time, which could be e-filed;
   - “submit” or “submission” means the action whereby the uFiler indicates to the Department of Labour that they want to file documents with the Department of Labour;
   - “writing” shall include e-mails, fax or registered post;
Complete your UIF information and select your own login details.
Complete your UIF information and select your own login details.

### Commercial employer: User Details

<table>
<thead>
<tr>
<th>All input fields below are mandatory fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td><strong>Identification Type</strong></td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td><strong>Correspondence Email Address</strong></td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
</tr>
<tr>
<td><strong>Cell Number</strong></td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
</tr>
<tr>
<td><strong>Occupation</strong></td>
</tr>
<tr>
<td><strong>Please tell us how you heard about UIF uFiling</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please use the "..." button to search for your Suburb and Postal Code. Alternatively type in the your Suburb and Postal Code.
Enter the banking details that will be used to submit payments against UIF declarations.

<table>
<thead>
<tr>
<th>Bank Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Name</strong></td>
</tr>
<tr>
<td><strong>Bank</strong></td>
</tr>
<tr>
<td><strong>Branch name</strong></td>
</tr>
<tr>
<td><strong>Branch number</strong></td>
</tr>
<tr>
<td><strong>Account holder name</strong></td>
</tr>
<tr>
<td><strong>Account number</strong></td>
</tr>
<tr>
<td><strong>Account type</strong></td>
</tr>
<tr>
<td>Example: Edenvale</td>
</tr>
<tr>
<td>Example: 632005</td>
</tr>
<tr>
<td>Example: Financial Markets</td>
</tr>
<tr>
<td>Example: 000445256</td>
</tr>
<tr>
<td>Select</td>
</tr>
</tbody>
</table>

<<Back  Continue>>
Your uFiling Activation is now complete, take note of your login name and click on Finish to login.

Thank you for activating your uFiling account.

Account status: Activated

Your Login Name is: Antons1443

Please make a note of your unique login name for future use.

For any support requirements please contact the uFiling Call Center on 0860-345-464
As an **agent** you can activate your uFiling profile to access and control domestic and commercial employers, follow the activation Steps as per previous slides.
To use this service, login to your uFiling account.
How do I add additional employers?

Once you have logged into your uFiling profile with your login name and password, your user Menu will be displayed on the left hand side of the Screen. Select **employer** and click on **Add new**.
Select Declarations and click On New Employee Declaration On the left hand menu.

First select the employer on the drop-down menu, and then enter the employee’s details.
How do I Add/Declare additional employees? (Continued)

Rules for the upload of employees

1. If the employee record in the bulk upload file is a new employee, the employee record will automatically be created.

2. If the employee record in the bulk upload file matches an existing active employee record and the commencement date of the two employee records are the same then the existing active employee record will be updated with the information for that employee as per the bulk upload file.

3. If the employee record in the bulk upload file matches an existing active employee record and the commencement dates are different, the record will not be uploaded as the active employee record first need to be terminated. The 'view/amend employee' menu option can be used to terminate the employee.

4. If the employee record in the bulk upload file matches an existing terminated employee record and the commencement dates are different and the termination date is prior to the new commencement date (as per the bulk upload file), the employee in the bulk upload file will be created as a new entry with the new commencement date.

5. If the employee record in the bulk upload file matches an existing terminated employee record the employee will not be updated unless the terminated reason specified is for maternity or illness.
First, download the bulk sample file to your PC.
How do I Add/Declare additional employees? (Continued)

Complete the requirements on the spreadsheet and go to:
• File – Save As.
• Save the file type as CSV.
How do I Add/Declare additional employees? (Continued)

Go back to the employee declaration section On your uFiling profile and click on **Browse**.

Select the Spreadsheet you have saved in your PC and click on **Submit**.
Once you have successfully logged in, you can add your User group, and assign them with the following rights:

- Completion Rights
- Submission Rights
- Payment Rights
Adding new system users (Continued)

User logs on to www.ufiling.co.za and completes the activation process.

User logs into their user profile, select User on the menu bar, click on Add new and assigns users
Create New User

Administrator – Full access rights
Payments – access to submit returns and payments
Submission - Access to complete and submit returns only
Completion – Access to complete and save returns only
View Only – access to view return history only
No Access – User’s access revoked
Assign User Rights

Once you have added a user to your uFiling profile, you can select the employers this user will have access to.

Note: the user rights assigned applies to that user only. In other words:

If a user is limited to 2 employers and he/she has submission rights, that user **will not** be able to view/access any other employers not assigned to him/her.
Once you have loaded your user group, and assigned them Access rights, they can login to their profiles and start adding Employers and employees for domestic and commercial purposes.
To access your declarations, select Declarations on the menu on the left hand side.
Changes to your employee information after submission and payment of your return will only take effect the following month.

Terminations can only be done within a current month and up to the 7th of the following month.

For termination reasons as either: Maternity; Illness and Adoption, the termination dates must be updated every month.
View/Amend Employee Declaration

[Diagram of the UIF website interface showing the process of viewing and amending employee declarations.]
UI7 UIF returns

UIF Returns

Select employer: Bephotex
Bephotex
1033432/8

UIF Return Search

Period Year: 2009

UIF Returns (UI7)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Employee UIF Reference Number</th>
<th>Return Period</th>
<th>Return Type</th>
<th>Return Status</th>
<th>Return (UI7)</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bephotex</td>
<td>1033432/8</td>
<td>2009-03</td>
<td>UIF</td>
<td>Issued</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bephotex</td>
<td>1033432/8</td>
<td>2009-04</td>
<td>UIF</td>
<td>Paid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accept annual payment for remaining periods:

- UIF-7 Annual Payment
  - Accept
  - Amount payable by employer: 285.00
- UIF-7 Monthly Payment
  - Accept
  - Amount payable by employer: 285.00

Remuneration on which UIF contributions are payable:

- 38500.00

Amount payable by employer:

- 285.00
- 285.00

Total contribution:

- 770.00
- 770.00

Total amount payable:

- 770.00

Number of Employees:

- 1

I certify that the particulars furnished in this declaration are true and correct.

Name: Herman G. Brentjens
Occupation: Da Best
Date: 19/09/2009

Please note that submitting a Return does not imply paying for that return. After submitting a Return, please select 'Pay My Return' from the UIF Returns page to create a Payment Instruction for that Return which we will send to the bank.

Submit
On your return status, select “Pay my UIF Return” Option.

Depending on your banking details entered, you can either select: **Debit order payment** to have Your account debited, or **Electronic Payment via Internet**, to authorise the payment created on uFiling on your Internet Banking Profile.
Select the account name you have entered upon activation.

Click on **Do Payment** to proceed.

Check your summary of the payment to ensure The details are correct.

Click **Do Payment** to finalise the payment Process.
View UIF return and payment history
You can select either of these reports to view the status of Payments, Unpaid returns and Employer Statement of Account.
Select the employer and click on View report.

You can also Download the report and save it as either an Excel spreadsheet or as a Word document and save it to your PC.
Select the employer and click on View report.

You can also Download the report and save it as either an Excel spreadsheet or as a Word document and save it to your PC.
Employer Statement of Account Report

Select the employer and click on View report

You can also Download the report and save it as either an Excel spreadsheet or as a Word document and save it to your PC.
THANK YOU & QUESTIONS?