



User Guide for Co-Op Members

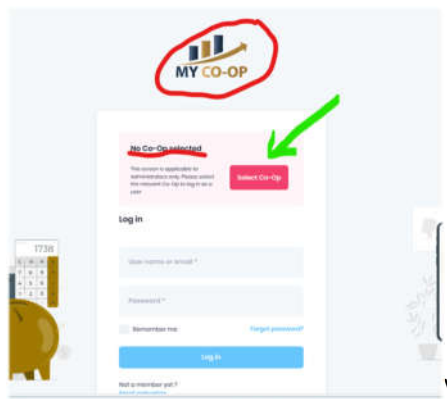
HOW TO REGISTER ON THE MY CO-OP APP AS USER AND THEN
OPEN AN ACCOUNT TO APPLY FOR MEMBERSHIP

Navigating to the System

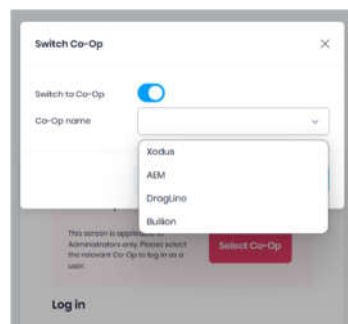
The My Co-op system is used for administering various Co-ops. Depending on which Co-op you want to join or login into, always ensure that you select the correct Co-op. Once logged in on your laptop or phone, it should in future guide you to the applicable Co-op's login page.

Navigating with URL or Link

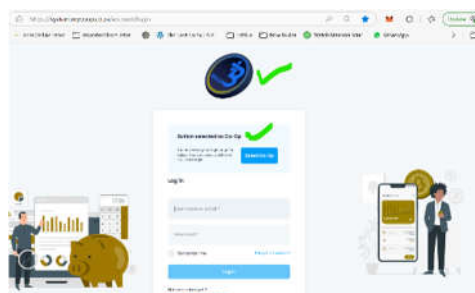
1. You can navigate to the My Co-Op system using the link (<https://system.mycoop.co.za/account/login>)
2. **Please Note:** If you are using a URL for the first time, you will need to select the Co-op you want to switch to.



3. You will have to select the “Select Co-Op” text
 - a. This will open a “Switch Co-Op” window
 - b. Toggle the “Switch to Co-Op” to ON
 - c. The “Co-Op Name” field will become selectable, and you can select the Co-Op you want to register with or login to.



- d. Select “Switch to the Co-Op”. And you will be redirected to your Co-Op landing page. Your Co-Op's logo will appear on top.



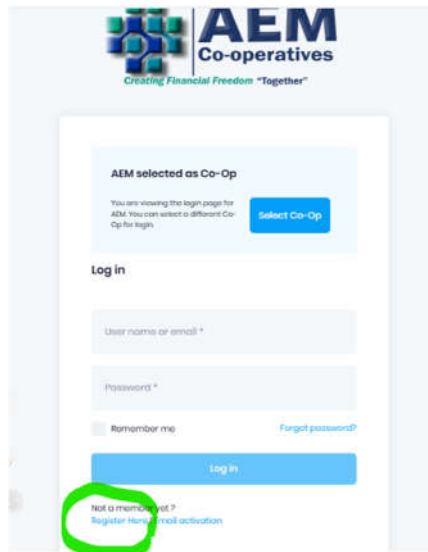
First time registration

Steps :

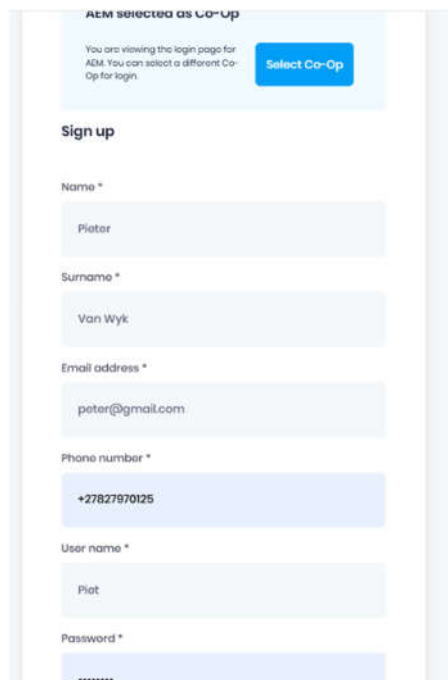
1. Register as user
2. Apply for membership by opening an account for yourself or an entity you are authorized to do.

Register as User and Open Account for yourself

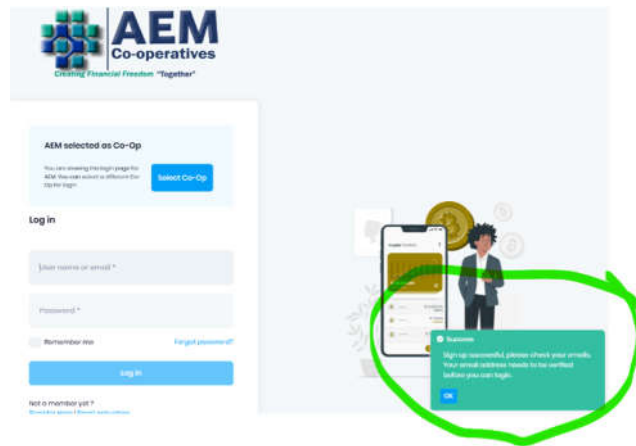
1. Select "Register here"



2. Enter basic details and "Submit"



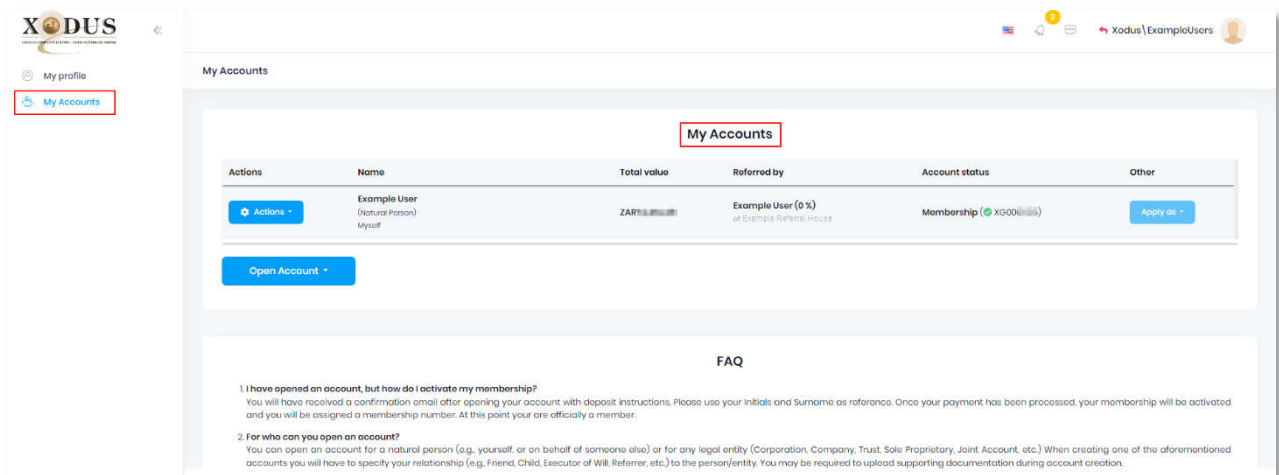
3. The login page will be displayed with a message that your email account needs to be verified.



4. Verify your email and then login with your login details.
5. You will be prompted to verify your cell number and complete your personal information step by step. Required FICA docs must be uploaded as well.

6. After accepting the terms and conditions as user, you will be prompted to open an account / apply for membership in your own name. Select Yes if true and complete the steps prompted which may include bank details (not compulsory) and referrer's information if referred by another person.

7. Your My Accounts page may look like this.



8. You can open an account/apply for membership for other entities by clicking on Open Account below your list of accounts and select the applicable option.

