

Did you know that you  
can view your account  
details online?

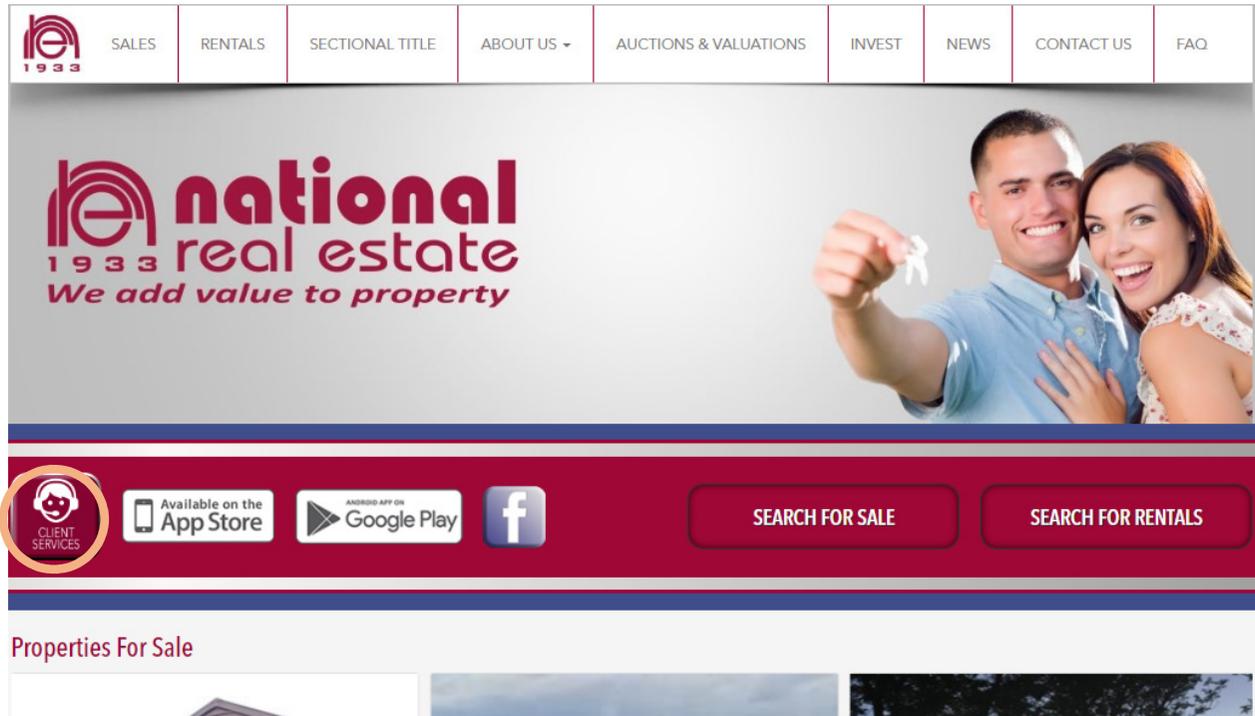


*We add value to property*

# Registering on www.nationalre.co.za

Step 1:

Click on Client Services:



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## Step 2: Click on Accounts



### Step 3:

Use Email address registered on our system, click on NEXT

1. If Email address doesn't work, the client needs to Contact us to ensure that we have the correct address on the system.
2. To gain access for the first time, click on Forgot password.

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**Login / Register**

Please Log In to access the requested page

Email Address

Registered Email address

NEXT

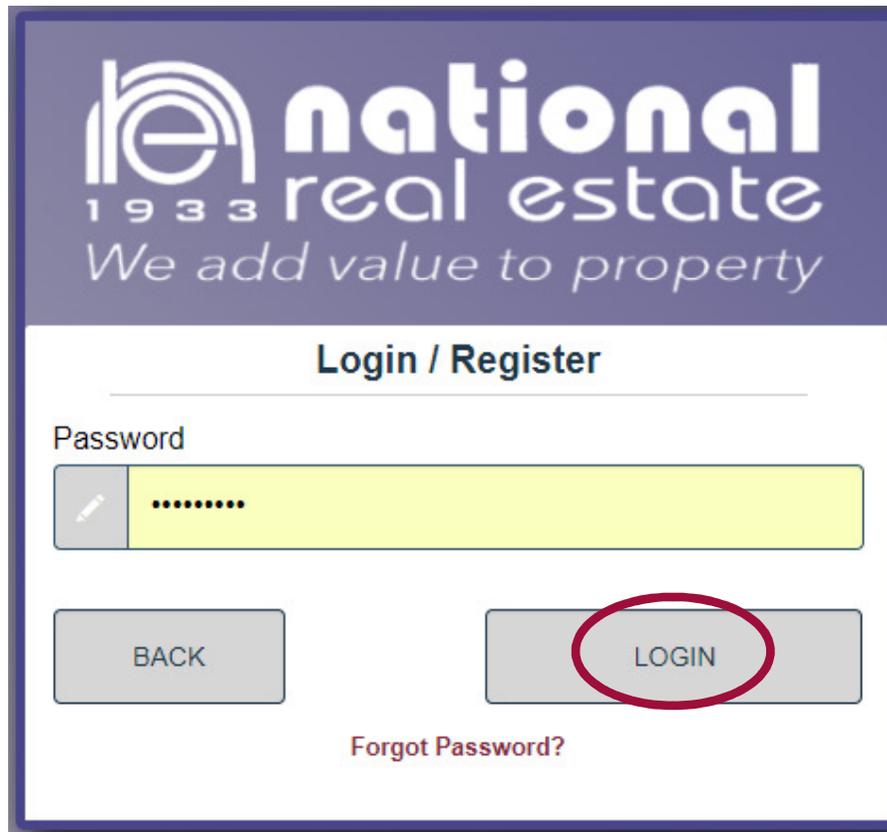
Forgot Password?

*We add value to property*



## Step 4:

Once you have your password, (client will receive an email with details), input and click login



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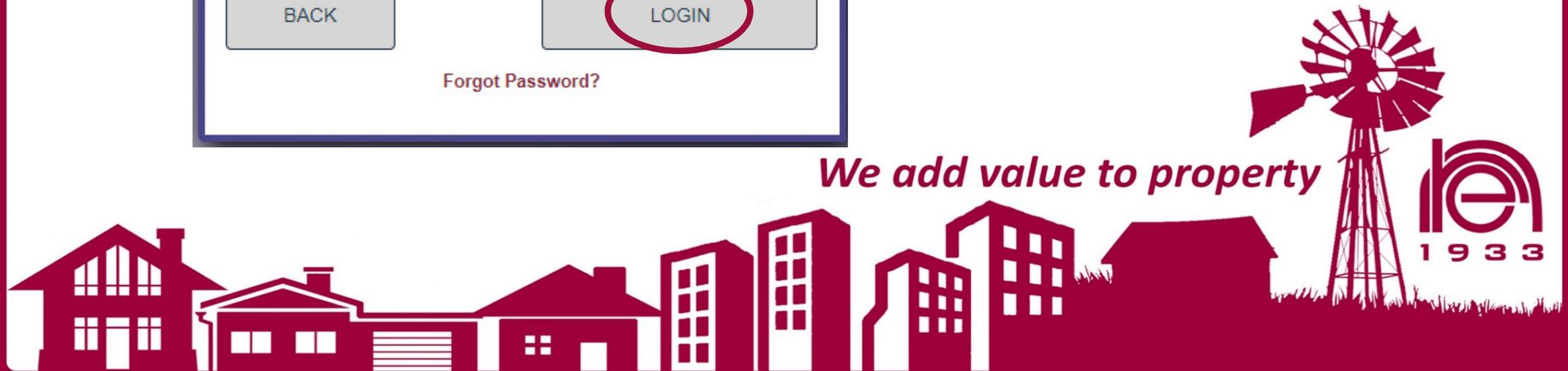
**Login / Register**

Password

.....

BACK LOGIN

[Forgot Password?](#)



## Step 5:

Choose applicable portal:

Please select the portal you would like to access

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National Real Estate
FDC
NRE Auctioneers

BACK



This Window opens  
(Example of Easy Access Menu)

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BACK TO NATIONAL REAL ESTATE HOME

**CLIENT ZONE**

**My Home** Statement History Documents My Details My Admin Logout

### My Account

Bloemfontein CBD  
Current Balance: **-52.66**

#### Recent Transactions [View All](#)

Date	Charge Name	Narrative	Amount
2018/06/01		Receipt	-50.00
2018/06/01		Receipt	-3400.00
2018/05/17	Water	Invoice	100.00
2018/05/17	Admin Fee W & E	Invoice	50.00
2018/05/17	Rent	Invoice	3300.00

#### Recent Statements [View All](#)

Period: 6/2018	<a href="#">Statement_6-2018.pdf</a>
Period: 5/2018	<a href="#">Statement_5-2018.pdf</a>
Period: 4/2018	<a href="#">Statement_4-2018.pdf</a>

#### Recent Documents [View All](#)

Date	Category	Filename
2018/05/11	Utility Energy & Other	240114 -MAY 2018 CENTLEC.pdf
2018/04/23	Utility Energy & Other	238205 MAY 2018 CENTLEC.pdf
2018/04/13	Utility Energy & Other	236975 APR 2018 CENTLEC.pdf

### My Details

Name:  [Update Details](#)

Surname:

Postal Address:

Telephone (Work):

Telephone (Home):

Cellphone:

Email Address:

### Actions

[Submit a Query](#)

[Change Password](#)

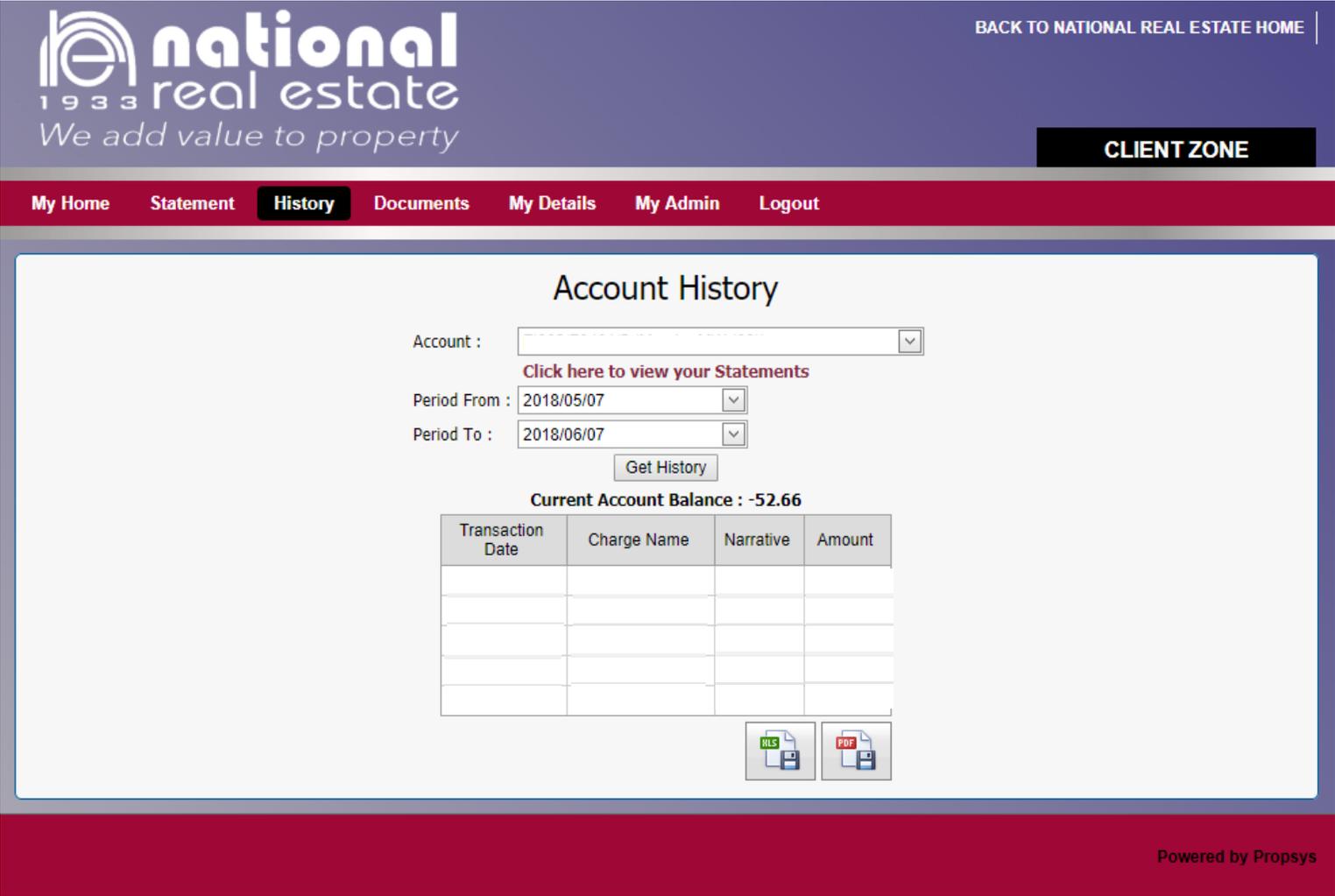
Powered by PropSys

Step 5: The following will open when choosing Statement

View the monthly statements

The screenshot shows the 'Account Statement' page in the National Real Estate Client Zone. The header includes the National Real Estate logo (1933 real estate, We add value to property) and a 'BACK TO NATIONAL REAL ESTATE HOME' link. A 'CLIENT ZONE' button is also present. The navigation menu contains 'My Home', 'Statement' (highlighted), 'History', 'Documents', 'My Admin', 'Masquerade', 'Forum Admin', and 'Logout'. The main content area is titled 'Account Statement' and features a form with an 'Account:' dropdown menu and a 'Period:' dropdown menu. The 'Period:' menu is open, showing options for 5/2018, 4/2018, 3/2018, and 2/2018. A 'Download PDF' button is located below the period selection. The footer of the page states 'Powered by Prosys'.

Step 6: The following will open when choosing History



The screenshot shows the National Real Estate Client Zone interface. At the top left is the logo for National Real Estate, established in 1933, with the tagline "We add value to property". To the right is a link to "BACK TO NATIONAL REAL ESTATE HOME". Below the logo is a navigation bar with "CLIENT ZONE" highlighted. The main navigation menu includes "My Home", "Statement", "History" (which is selected), "Documents", "My Details", "My Admin", and "Logout". The central content area is titled "Account History" and contains a form with the following elements: an "Account:" dropdown menu, a link "Click here to view your Statements", "Period From:" and "Period To:" dropdown menus (both set to 2018/05/07 and 2018/06/07 respectively), and a "Get History" button. Below the form, the "Current Account Balance" is displayed as -52.66. A table with four columns: "Transaction Date", "Charge Name", "Narrative", and "Amount" is shown, but it is currently empty. At the bottom of the table area are two icons for downloading files in "XLS" and "PDF" formats. The footer of the page states "Powered by PropSys".

View the history of your/ tenant's account per chosen period

Step 7: The following will open when choosing Documents

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BACK TO NATIONAL REAL ESTATE HOME

**CLIENT ZONE**

My Home Statement History **Documents** My Details My Admin Logout

### View Documents

Category : All

File	Date	Size	Index	Category	Desc

Page 1 of 12 (114 items) < [1] 2 3 4 5 6 7 ... 10 11 12 >

Powered by PropSys

Step 8: The following will open when choosing My Details. Change of contact details can be done here.

The screenshot shows the 'National Real Estate' logo with the tagline 'We add value to property' and the year '1933'. A navigation bar includes 'My Home', 'Statement', 'History', 'Documents', 'My Details' (highlighted), 'My Admin', and 'Logout'. A 'CLIENT ZONE' button is also present. The main content area is titled 'Personal Information (Debtor Record)' and contains the following fields:

- Title :
- Initials :
- Display Name :
- Name :
- Surname :
- ID Number :
- Postal Address :
- Telephone (Work) :
- Telephone (Home) :
- Cellphone :
- Fax :
- Email :
- Company Reg. No :
- Vat No :
- Trading as :
- Trading Type :

Below these fields is a section for 'Additional Contact' with the following fields:

- Name :
- Telephone No :
- Fax :
- Cell :
- Email :

At the bottom of the form are 'Cancel' and 'Save' buttons.

Step 9: The following will open when choosing My Admin – to change password.

