



# E – SUBMISSIONS

## QUICK REFERENCE SHEET

### STEP 1.

Create an “e- submissions” folder on desktop

### STEP 2.

Go onto web browser and type :

<https://kzndoe.smartgov.co.za>

(case sensitive so be careful when typing)

### STEP 3.

Once the page has loaded check if the “ sign in ” bar is **GREEN** or **BROWN**.

If **GREEN** you can carry on and login in with your **PERSAL** number under username and under password type in six ones (**111111**).

If **BROWN**, go back to your browser and re-type <https://kzndoe.smartgov.co.za> carefully. \***THE ‘SIGN’ IN BAR HAS TO BE GREEN.**

### STEP 4.

Once logged in, on the far left top part of the screen click on “ create new submission ” then choose one of the options in this case we choose “**SA-SAMS DAILY FILES**”.

### STEP 5.

Once the page has loaded in the “ subject ” box type in what relevant to your submission e.g **Term 2 2022 SA-SAMS data submission.**

### STEP 6.

Then move on to “ **PURPOSE** ” at the bottom of the subject box, simply copy and paste your subject line under here.

### STEP 7.

Click on “ **2. BACKGROUND** ” It cannot be blank either type in **NONE** or put in a dot(.).

### STEP 8.

Click on “ **3. DISCUSSION** ” It cannot be blank either type in **NONE** or put in a dot(.).

### STEP 9.

Click on “ **4. COMMUNICATION** ” It cannot be blank either type in **NONE** or put in a dot(.).

### STEP 10.

Click on “ **5. FINANCIAL IMPLICATIONS** ” It cannot be blank either type in **NONE** or put in a dot(.).

### STEP 11.

Click on “ **6. RECOMMENDATIONS** ” It cannot be blank either type in **NONE** or put in a dot(.).

### STEP 12.

Once done click on **NEXT** at the bottom of the page.

### STEP 13.

**DOCUMENTATION:** Click on attach file then select a file from the “ **e Submissions** ” folder that you created on your desktop, do this for all the relevant files that need to be submitted.

### STEP 14.

Once done click on **NEXT** at the bottom of the page.

### STEP 15.

**ROUTING :** Type in the pre-signatories in this case you can simply type in “ *Philile Nosipho Dlalisa* ” once loaded it will give you a list of the signatories then click on that persons name. on the far right of the box you will see a + sign click on that to add the person.

### STEP 16.

click on “ **SUBMIT** ” to complete your submission, once you have clicked on submit an OTP will be sent to the Cell number registered on your profile then simply type in the OTP in the box that will appear on screen.

### STEP 17.

**YOU ARE DONE.** You can simply download the PDF file by clicking on “ **preview in PDF** ” button and save it on your e-submissions folder you created.