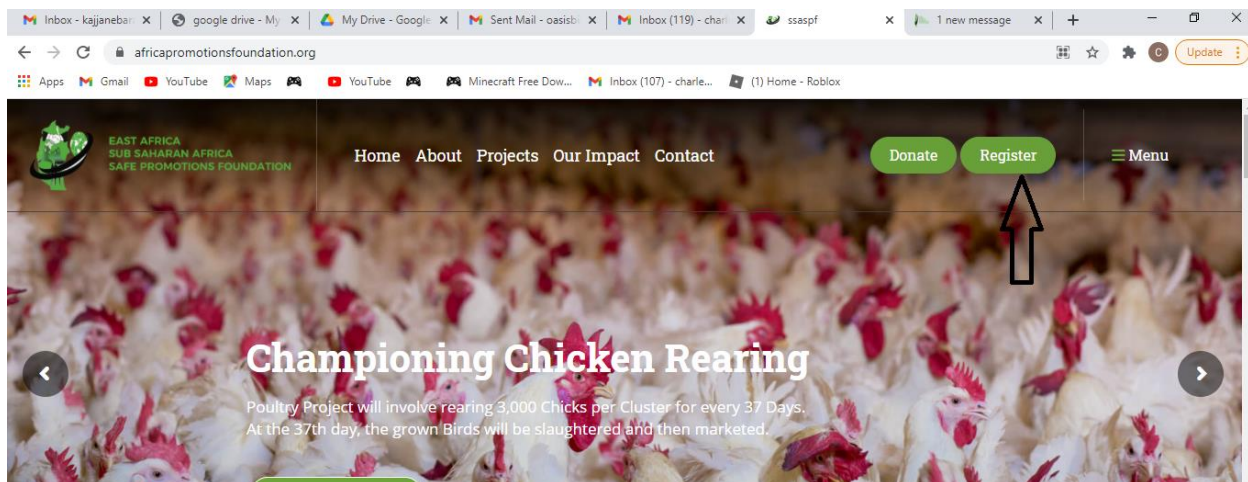


GROUP CLUSTER REGISTRATION PORTAL USER GUIDE

1. Registration Portal url

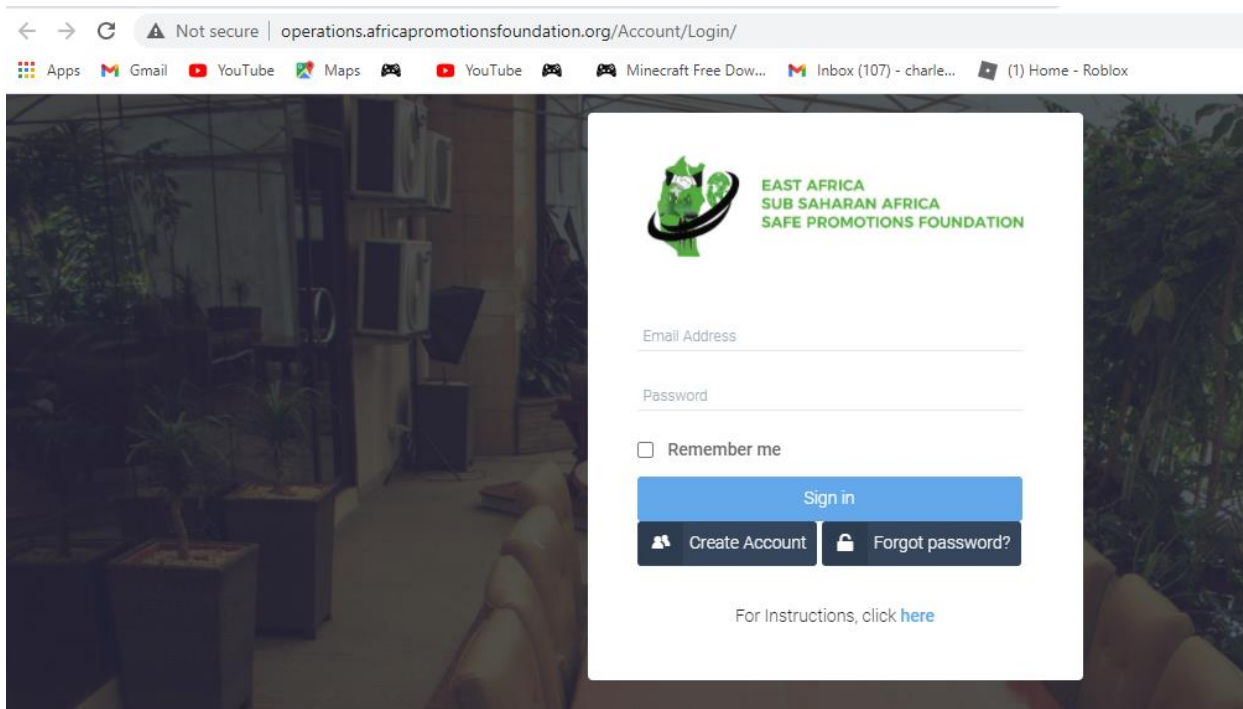
To Create a login for EASSASPF registration portal got to <https://africapromotionsfoundation.org/> using any web browser ...

Once on the page, click on the Register button as shown below

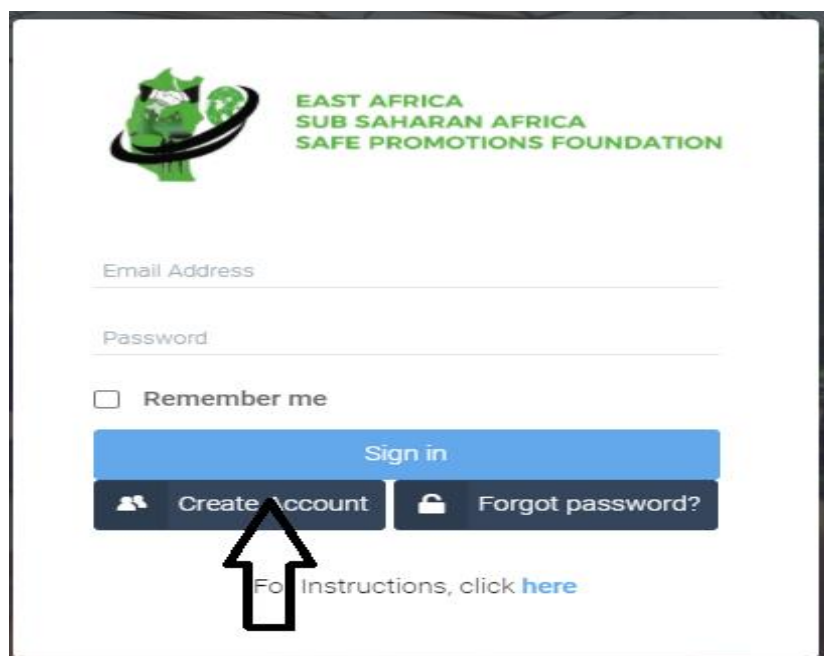


2. User Account Creation

Upon clicking **Register** button you will be directed to the login landing page as shown below where you can chose to create a new account or login if you have already registered



To create a new Account click on **Create Account...** on the lading page



A new screen will be loaded where you will be required to fill in your personal information and password. Upon clicking on **Register..**

Create an Account

First Name

Middle Name

Last Name

Email Address

Password

Confirm Password

[Register](#)

Have account already? [Back to Login](#)

For Instructions, click [here](#)

3. User Sign in

An e mail will be automatically sent to the provided e mail address confirmation that the account has been created.

Choose **Click here**....link where you will be re-directed to the login page. Provide your login E mail address and password as shown below then sign in.

EAST AFRICA
SUB SAHARAN AFRICA
SAFE PROMOTIONS FOUNDATION

Email Address
charles.dola.aloo@gmail.com

Password
.....

Remember me

[Sign in](#)

[Create Account](#) [Forgot password?](#)

For Instructions, click [here](#)

4. Membership application form

Upon sign in you will be directed to the Membership application page where you will be required to fill in the Group information on **My Dashboard....** tab. As shown below.

Ensure all the fields marked in red are all filled including the Photo then click on Save button to save the information entered.

Application [PORTAL_00032]

Drag-Drop Your Passport/ID-Card Here

Choose File | No file chosen

Registration No
PORTAL_00032

Registration Date
2/11/2021 12:00:00 AM

Email *
KAJJANEBARAKAI@GMAIL.COM

First Name *
KEJJANEBA

Middle Name *
TYRONE

Last Name *
ALOO

ID Number *

Date of Birth *

Gender *
Select...

Mobile No *

Address *

Status
Open

Save Changes

We Are Here!

5. Group Application form

To fill the application form, go to **Group application...** tab then click on new application button to load a new registration form.

Member Applications List

New Application

Show 10 entries

Search:

| Application Date | Group Code | Group Name | County | Hub | Region | Total Cost | Status |
|----------------------------|------------|------------|--------|-----|--------|---------------------|--------|
| No data available in table | | | | | | | |
| | | | | | | Overall Total Cost: | 0.00 |
| Application Date | Group Code | Group Name | County | Hub | Region | Total Cost | Status |

Showing 0 to 0 of 0 entries

Previous Next

We Are Here!

Fill in the Group details

- Group Cluster Name
- Mobile Number
- M-pesa Code

Select County, Hub and Region from the dropdown list the click on **Save..** button to save the record.

6. Add Group cluster members

To add the Cluster members, Click on **Add Cluster members....** As shown below then fill in the required fields then Add to save record.

Upon adding the required number of Group members, click on save and then **Send for approval..** for evaluation and approval at the Headquarters.

Group Cluster Member

Member Code: AUTO

Member Names *: LABAN

ID Number: 451231323

Mobile No *: 4565656565

Project Cost *: 500000

Proposed Project *: BEE KEEPING

The Project Cost field is required.

The Proposed Project field is required.

Add Close

Cluster Member[s]

Add Cluster Member