

Contractor & Supplier Access to Participating Estates and Sites

This guide explains how contractors and suppliers can register their company, subscribe to an estate or site, and request access for employees using the 4Access platform.

Please follow the steps below to ensure that your company and employees are able to gain access to participating estates and sites.

Log In Here

<https://app.4access.co.za/auth/login>

01 Overview of the Process

The 4Access platform uses cloud-based digital technology to manage access to gated estates and secure sites.

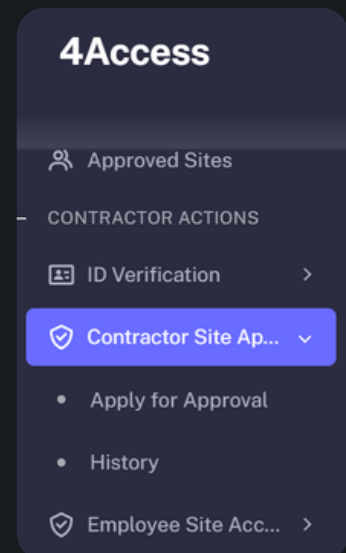
Contractors and suppliers can use the platform to:

- Register their company and upload required compliance documentation
- Subscribe to estates or sites where work will be performed
- Register employees who require access
- Submit access requests for approval by estate security administration

This system reduces administrative complexity and removes the need for contractors to visit multiple estate offices to complete access registrations.

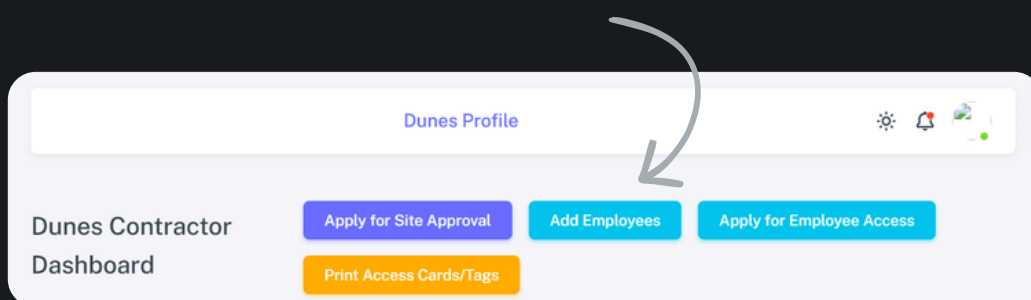
02 Subscribing to an Estate or Site / Making Payment

1. Log in to the **4Access platform** at www.4access.io.
2. Select the **Contractor Site Approval** menu option and click "**Apply for Approval.**"
3. You will see a list of estates and sites that use the 4Access platform for contractor access management.
4. Scroll down and select the estate(s) where your employees require access.
5. For example:
 - **Gold Coast Estate**
 - **Salta Estate**
6. The subscription cost is **R195.00 per estate per month.**
7. Select the payment option based on the period your employees will require access:
 - 1 month (EFT)
 - 3 months
 - 6 months
 - 12 months (20% discount)
8. Once the subscription is selected, **activate your listing and generate the invoice.**
9. You may either:
 - Click "**Pay Now**", or
 - Pay via **EFT** using the banking details provided on the invoice.
10. If paying via EFT, please send proof of payment to:
info@4access.co.za



03 Adding Employees

1. Log in.
2. Click on the '**Add Employees** button', as show below. This will take you directly to the option to **add, edit or remove your employees**.
3. This menu allows you to add, edit, or remove employees linked to your company.
4. Enter the employee's details:
 - ID number
 - First name
 - Surname
5. Click "**Add Employee.**"
6. • 2. Repeat the process for each employee requiring access.



Online Facial Verification (Future Feature)

At this stage, **online facial verification is not required.**

This feature may be introduced in the future, which would allow employees to complete facial verification remotely without visiting the estate for biometric registration.

Further communication will be provided should this feature be activated.

04 Uploading Employee ID Documents & Requesting Clearance

When uploading employee identification documents, please ensure the following:

- The **original South African ID document** must be used.
- **Photographs or scans must be clear and legible.**
- **Copies of copies or low-quality images will not be accepted.**

If an employee's access request is rejected due to an unclear or invalid ID image, you must:

1. Upload the corrected ID document.
2. **Submit a new access request for that employee.**

Please also note:

When your subscription period expires and is renewed, **employee access is not automatically extended**. Access requests must be **re-submitted for the new period or year** to ensure continued compliance with estate access policies.

05 Subcontractor Registration Requirement

All subcontractors working under a main building contractor must **register independently on the 4Access platform**.

Each subcontractor must create their **own company profile and manage their own employees**.

Subcontractors **may not register under the main contractor's account**.

This requirement is mandated by participating estates.

Failure to comply may result in access being denied.

06 POPIA Compliance Requirement

The Protection of Personal Information Act (POPIA) requires that employees whose personal information is uploaded to the 4Access platform have authorised the use of their information for access control purposes.

This authorisation **cannot be granted by another company**.

For this reason, each contractor or subcontractor must manage and upload employee information only for employees directly employed by that company.

07 Applying for Employee Access

Once:

- Company documents have been uploaded
- Your subscription payment has been completed

You must then **submit access requests for each employee requiring access to an estate or site.**

The 4Access platform allows **unlimited employee access requests, however each request must be submitted through the platform.**

These requests are reviewed by **estate security administration** (e.g. Gold Coast Estate or Salta Estate) who will approve or decline access on behalf of the estate. You will receive **email confirmation** once access has been approved.

08 Biometric Registration

If an employee has **not yet completed biometric registration**, they will be required to visit the estate security office to complete biometric capture.

Current estate systems include:

- **Gold Coast Estate:** Wave Reader system
- **Salta Estate:** Facial recognition reader system

Once biometrics have been captured and the access request has been approved, employees will be granted access for the approved period.

Assistance and Support

If you have any questions or require assistance with the registration process, please contact the 4Access support team for guidance.



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