



the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA



E DISCLOSURE SYSTEM GUIDE

USER ACCESS



eDisclosure User Access Guide

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eDisclosure System Guide

1. How to Register User

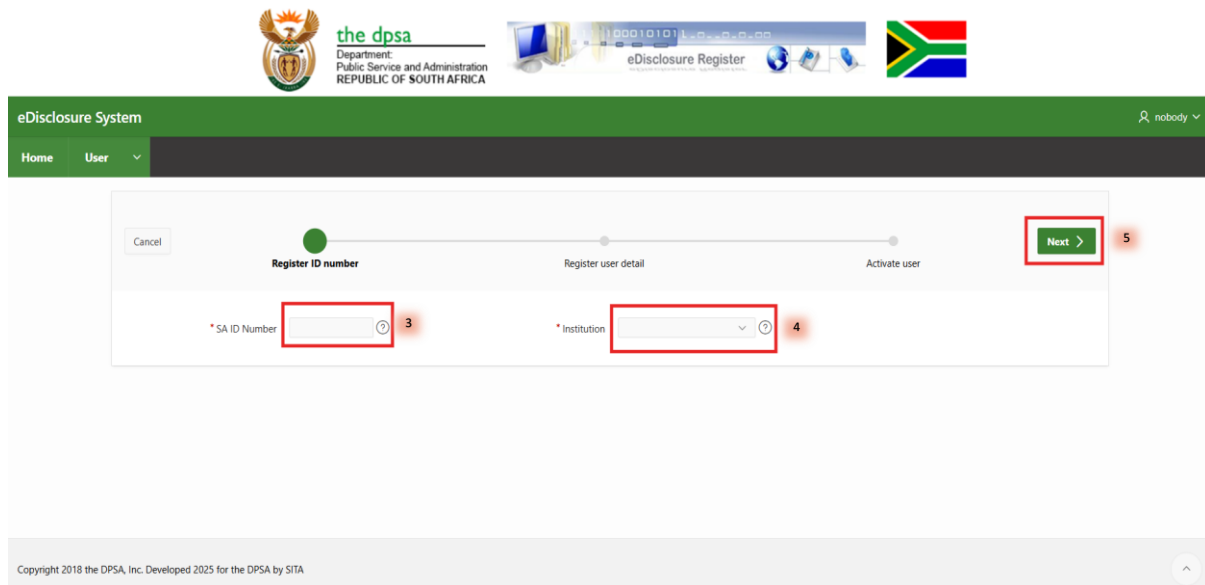


Who are designated employees?

Category	Date of Disclosure
SMS members	1 - 30 April
OSD / personal notches (level 13 & above)	1 June - 31 July 2025
MMS level 11 & 12	1 June - 31 July 2025
OSD level 11 & 12	1 June - 31 July 2025
Ethics Officers / Dept Admin / PSC Officials	1 June - 31 July 2025
SCM / Finance below level 9	1 June - 31 July 2025
ASD level 9 & 10	1 June - 31 July 2026
OSD equivalent to level 9 & 10	1 June - 31 July 2026
New employees in all categories	30 days after assumption of duty

Step 1 – Click on **User**

Step 2 – Select **User Registration**



Register ID number Register user detail Activate user

* SA ID Number 3 * Institution 4

Next > 5


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Step 3 – Enter your **SA ID number**


Step 4 – Select your **Institute**

Step 5 – Click **Next**

eDisclosure System Guide

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 eDisclosure Register



eDisclosure System nobody

Home User

Register ID number Next >

Register user detail 9

Activate user

SA ID Number [REDACTED]

First Name(s) **SITA** Last Name **SITA**

* Username **66778899** * Password * Verify Password

Username must be your employee number 6 7

* Cellphone Number [REDACTED] * Email Address 8

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Step 6 – Enter your **Password**

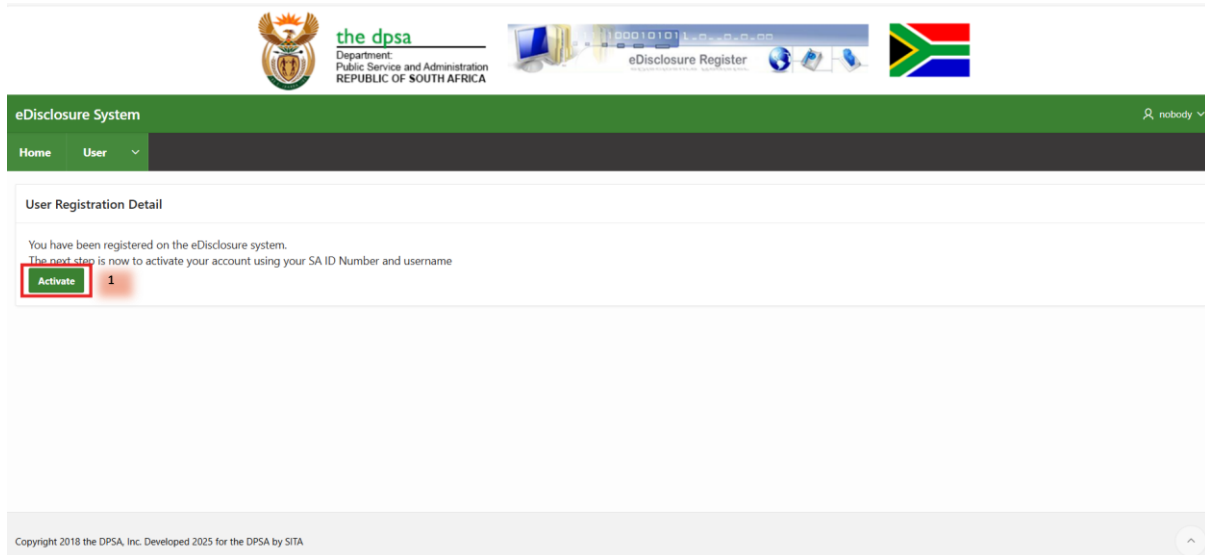
Step 7 – Re-enter your **Password**

Step 8 – Enter your **Email Address**

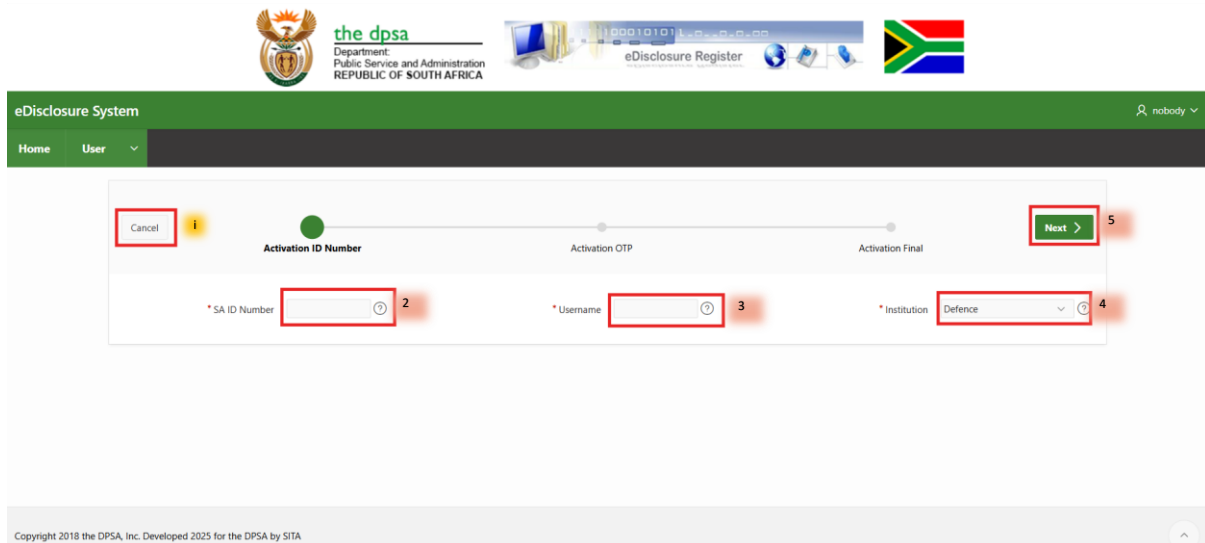
Step 9 – Click **Next**

eDisclosure System Guide

2. How to Activate User



Step 1 – Click on **Activate**



Note (i) – Click Cancel to go back to Home page

Step 2 – Enter your **SA ID Number**

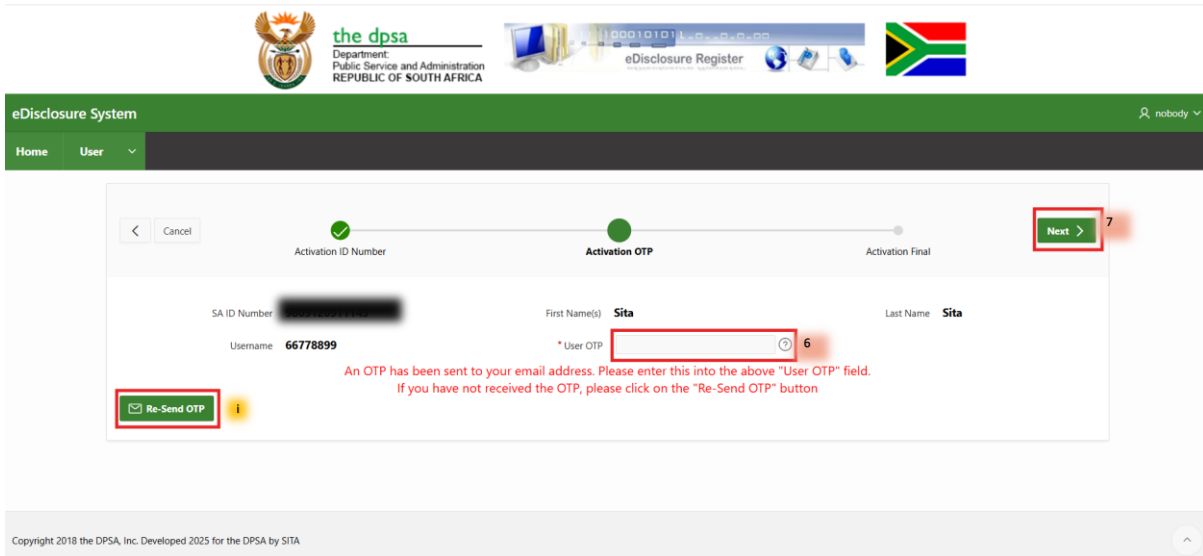
Step 3 – Enter your **Username**

Step 4 – Select your **Institution**

Step 5 – Click **Next**



eDisclosure System Guide

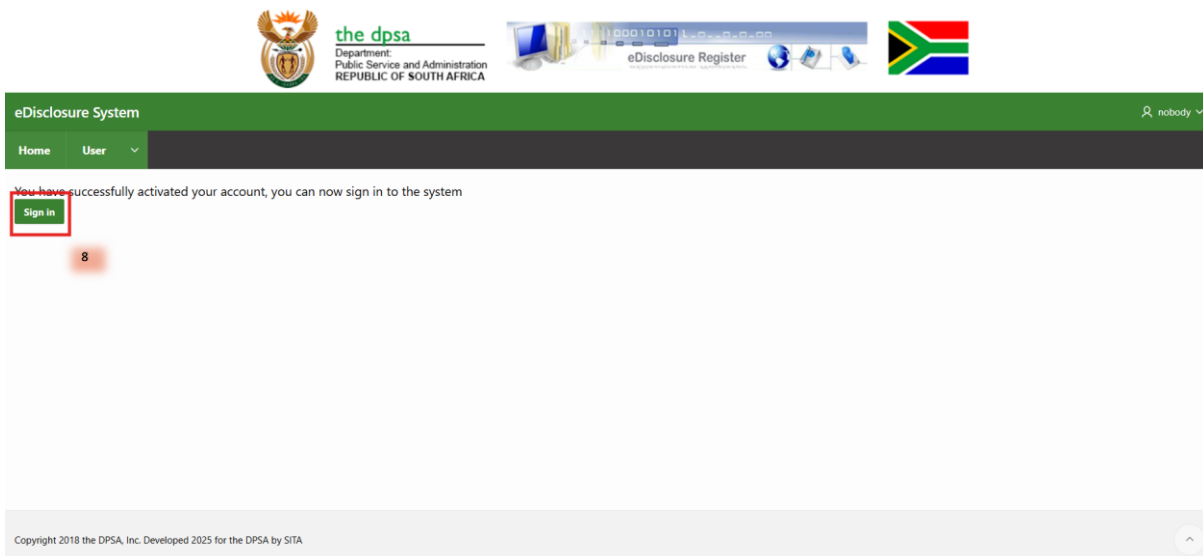


Step 6 – Enter **User OTP**

Note(i): If you have not received your OTP please click **Re-Send OTP**

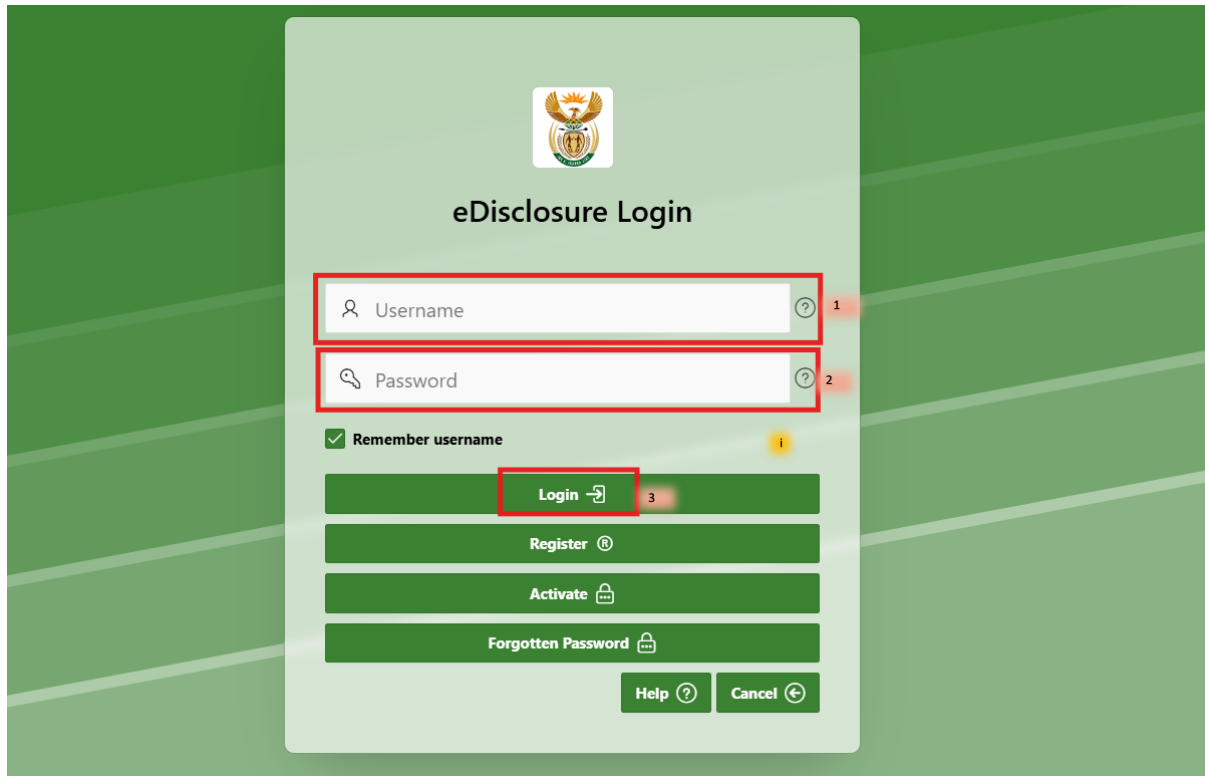
Step 7 – Click **Next**

Note(i): An email containing your **OTP** will be sent to the email address you registered



Step 8 – Click **Sign in**

3. How to Sign In / Sign Out



The image shows a screenshot of the eDisclosure Login interface. At the top center is the South African coat of arms. Below it, the text "eDisclosure Login" is displayed. There are two input fields: "Username" and "Password", both highlighted with red boxes and numbered 1 and 2 respectively. Below the password field is a checked checkbox labeled "Remember username" with a yellow information icon. Underneath are four buttons: "Login" (with a right arrow icon, highlighted with a red box and number 3), "Register" (with a registered trademark symbol), "Activate" (with a lock icon), and "Forgotten Password" (with a lock icon). At the bottom right are "Help" (with a question mark icon) and "Cancel" (with a left arrow icon) buttons.

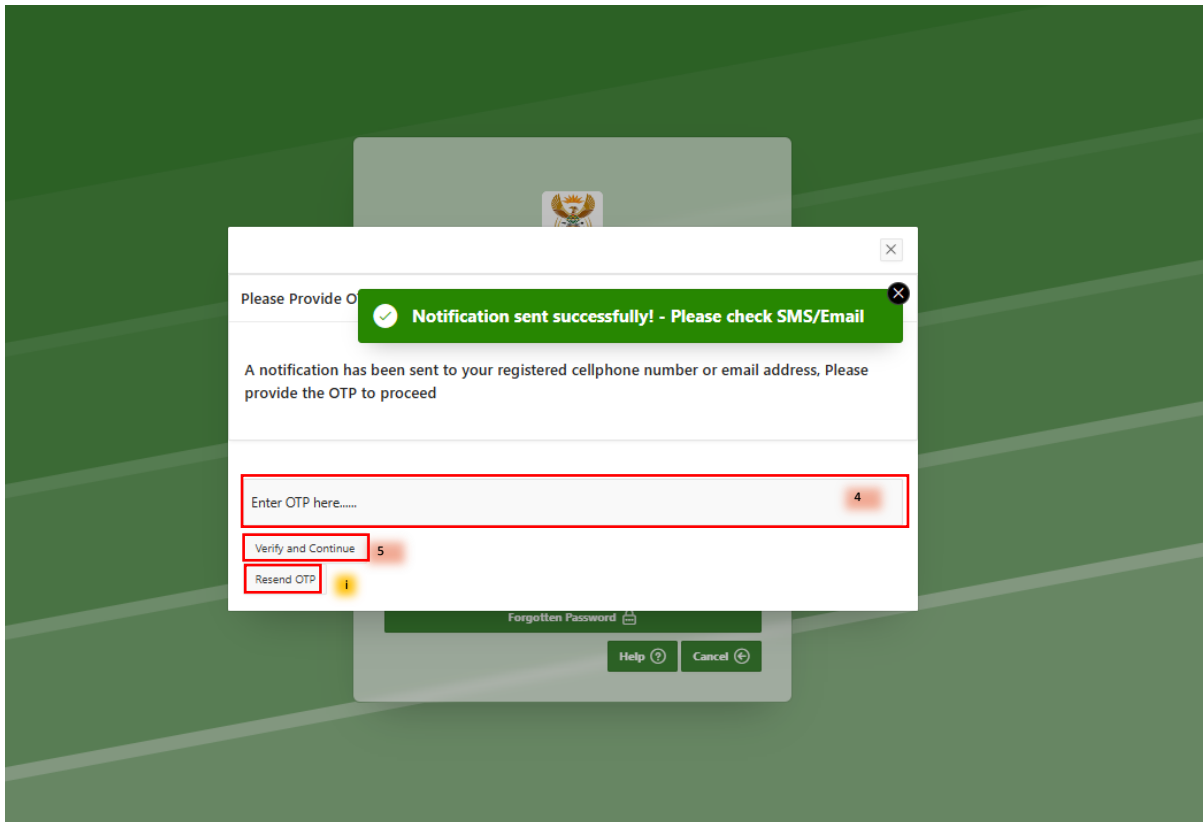
Step 1 – Enter your **Username**

Step 2– Enter your **Password**

Step 3 – Click **Login**

Note(i): A SMS and an email containing your **OTP** will be sent to the cellphone number and email address you registered

eDisclosure System Guide



Step 4– Enter the **OTP**

Step 5 – Click **Verify and Continue**

Note(i): If you have not received your OTP please click **Re-Send OTP**



Note(i): Welcome page should show your **name, surname** and **username**

Step 4 – Click your **Username** tab and click **Sign Out**



eDisclosure System Guide

4. How to retrieve Forgotten Password



eDisclosure System nobody

Home **User**

- User Registration
- User Activation
- Forgotten Password** 1

Welcome

In terms of the Information Protection Act, 2008 (IPA), 2008, 2016 (PSR, 2016), designated employees are required to disclose their financial interests (Chapter 2, Part 2). In June 2021, the Minister for the Public Service and Administration designated other categories of employees designated to disclose their financial interests. In terms of Regulation 18(5) which came into effect on 01 August 2016, designated employees must use the electronic (eDisclosure) system to disclose their financial interests.

Who are designated employees?

Category	Date of Disclosure
SMS members	1 - 30 April
OSD / personal notches (level 13 & above)	1 June - 31 July 2025
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ASD level 9 & 10	1 June - 31 July 2026
OSD equivalent to level 9 & 10	1 June - 31 July 2026
New employees in all categories	30 days after assumption of duty

Step 1 – Click **User** tab and click **Forgotten Password**, alternatively click **nobody**, select **sign in** and click **Forgotten password**



eDisclosure System nobody

Home **User**

Forgotten Password ID Number Forgotten Password Final

2

 3

Next > 4

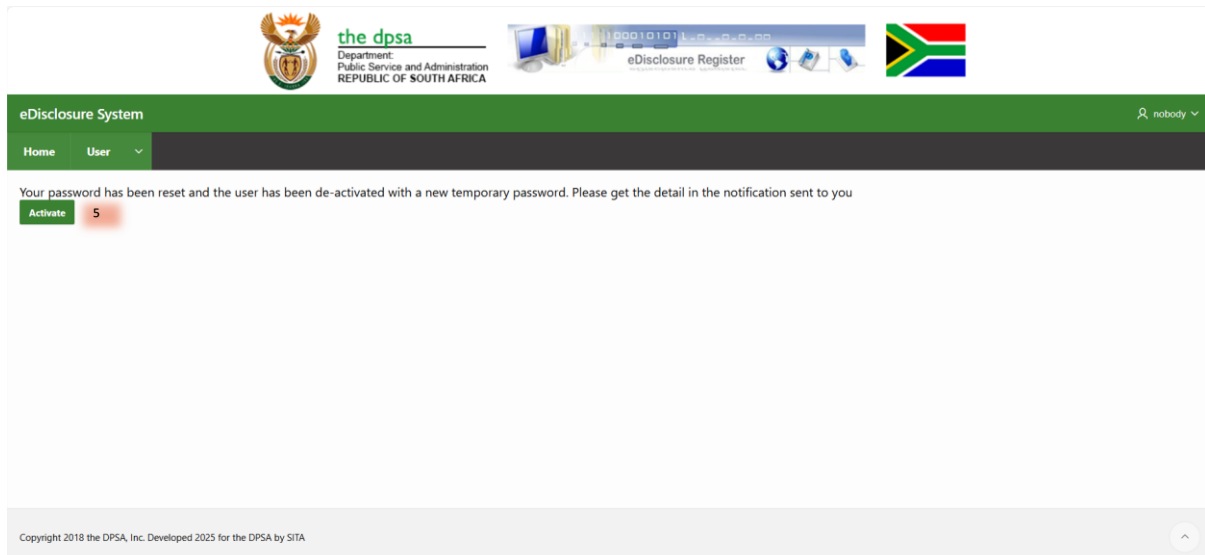
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Step 2 – Enter your **SA ID Number**

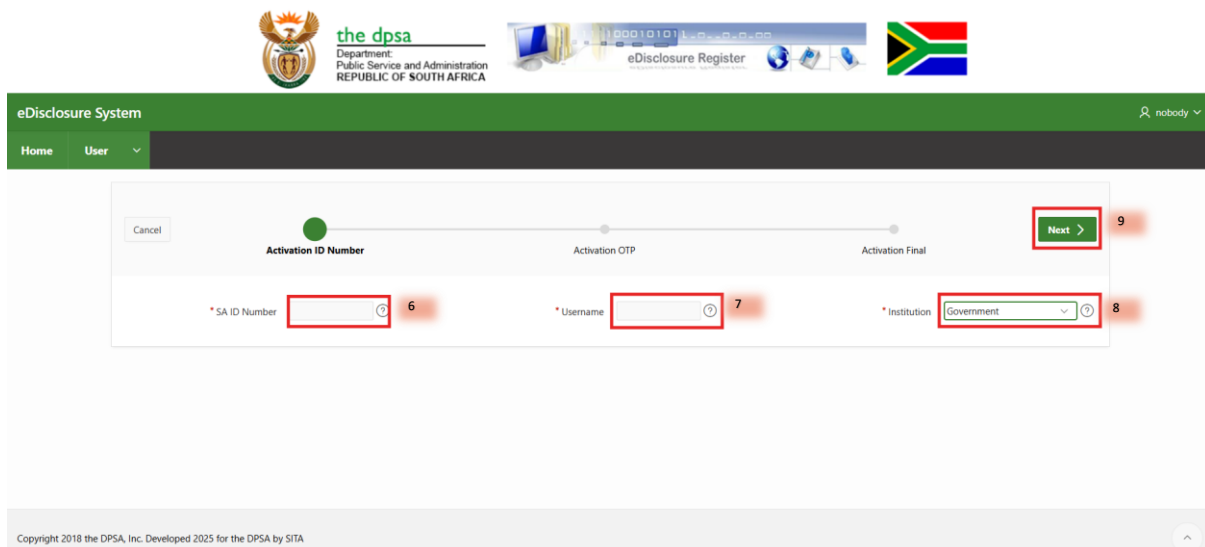
eDisclosure System Guide

Step 3 – Select your **Institution**

Step 4 – Click **Next**



Step 5 – Click **Activate**



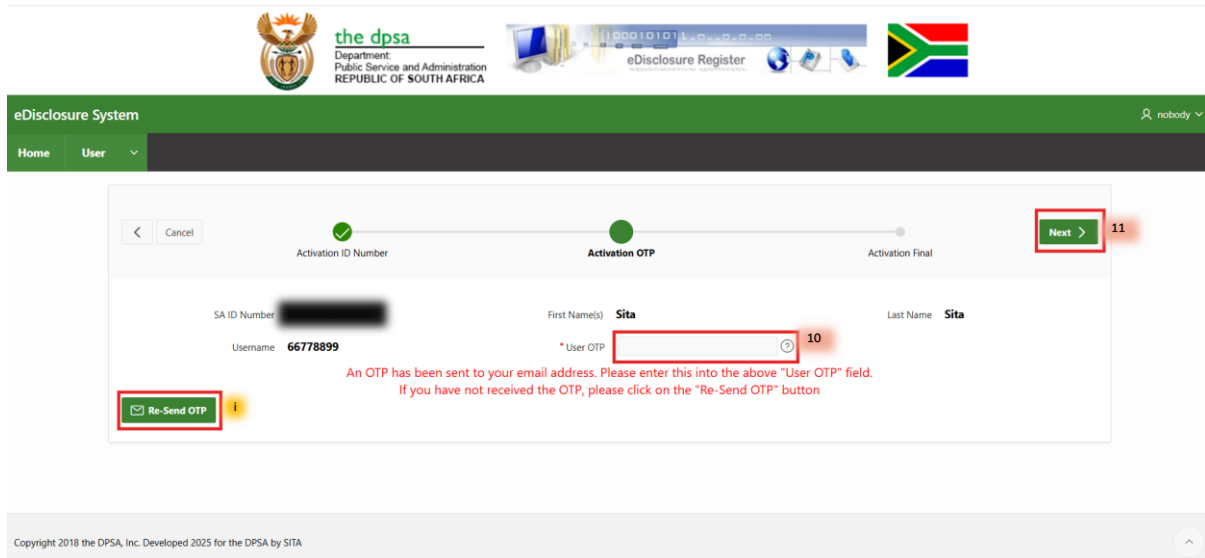
Step 6 – Enter your **SA ID Number**

Step 7 – Enter your **Username**

Step 8 – Select your **Institution**

Step 9 – Click **Next**

eDisclosure System Guide



eDisclosure System

Home User

SA ID Number [Redacted] First Name(s) Sita Last Name Sita

Username 66778899 * User OTP 10

An OTP has been sent to your email address. Please enter this into the above "User OTP" field.
If you have not received the OTP, please click on the "Re-Send OTP" button

Re-Send OTP

Next > 11

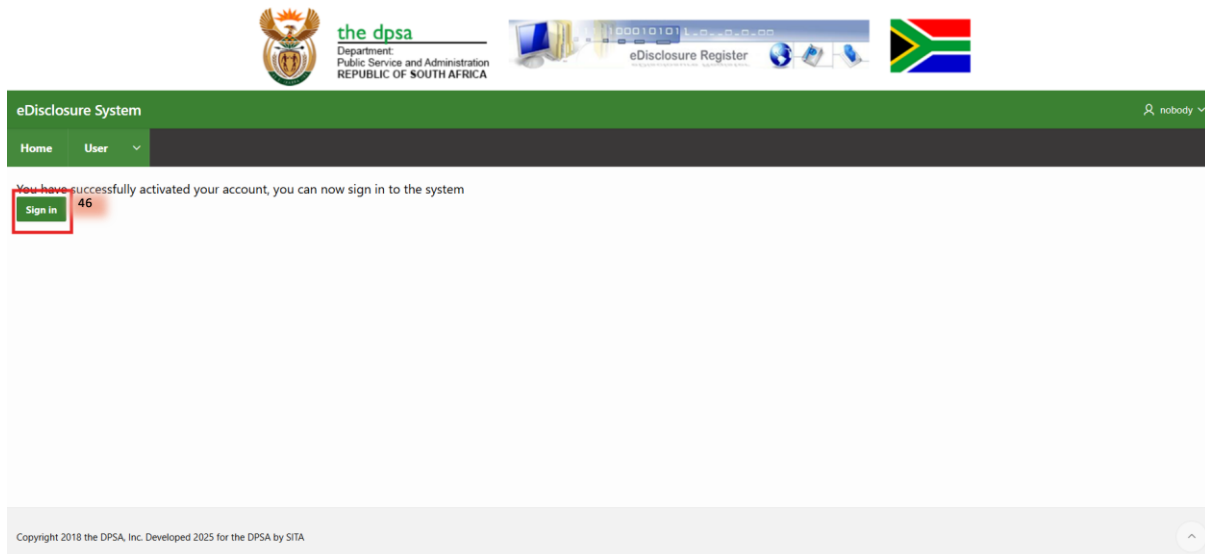
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Step 10 – Enter User **OTP**

Note(i): If you have not received your OTP please click **Re-Send OTP**

Step 11 – Click **Next**

Note(i): An email containing your **OTP and Temporary Password** will be sent to the email address you registered



eDisclosure System

Home User

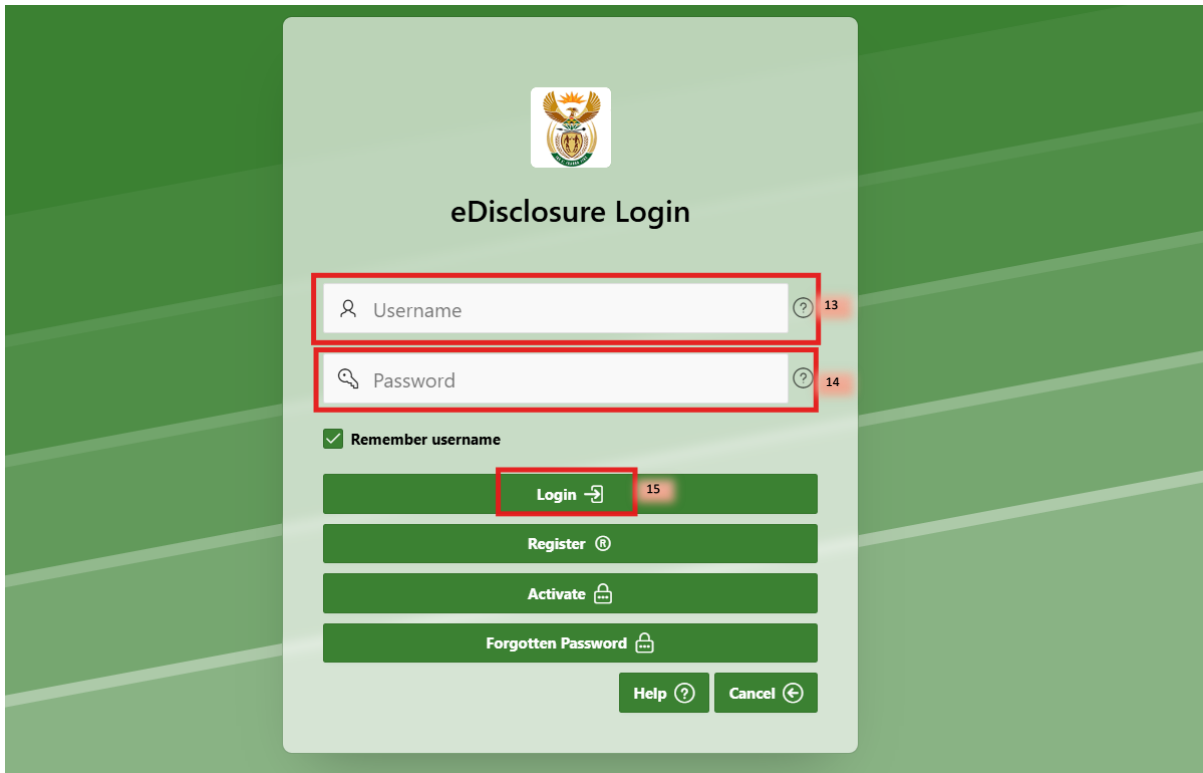
You have successfully activated your account, you can now sign in to the system

Sign in 46

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Step 12 – Click **Sign in**

eDisclosure System Guide

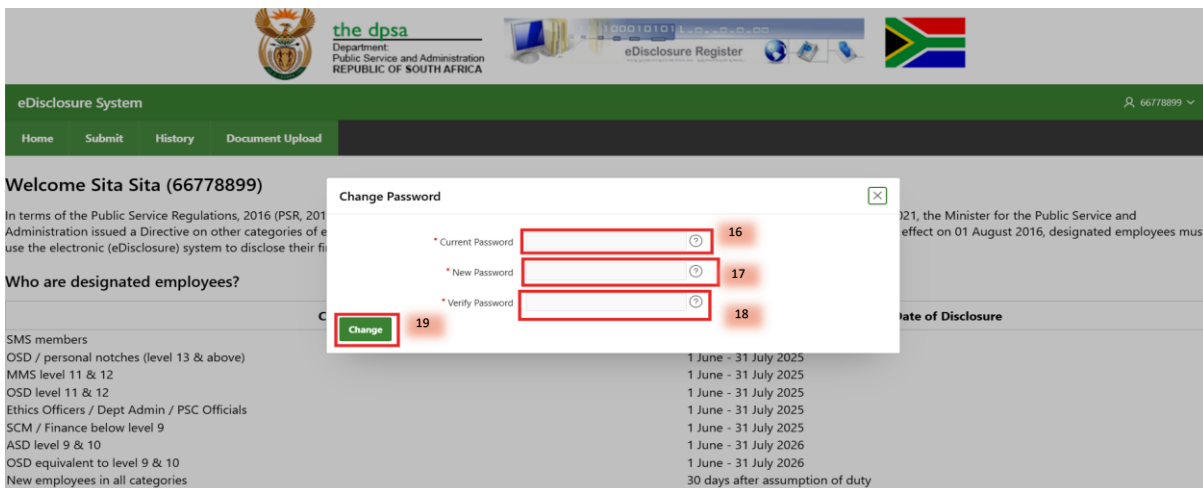


The screenshot shows the 'eDisclosure Login' interface. At the top center is the DPSA logo. Below it, the title 'eDisclosure Login' is displayed. There are four input fields: 'Username' (step 13), 'Password' (step 14), a checked 'Remember username' checkbox, and a 'Login' button (step 15). Below the login button are three buttons: 'Register', 'Activate', and 'Forgotten Password'. At the bottom right are 'Help' and 'Cancel' buttons.

Step 13 – Enter your **Username**

Step 14– Enter your **Temporary Password**

Step 15 – Click **Login**



The screenshot shows the 'eDisclosure System' interface with a 'Change Password' dialog box open. The dialog has three input fields: 'Current Password' (step 16), 'New Password' (step 17), and 'Verify Password' (step 18). A 'Change' button (step 19) is at the bottom left of the dialog. The background shows the user's profile 'Welcome Sita Sita (66778899)' and a table of designated employees.

Who are designated employees?	Effective Date of Disclosure
SMS members	
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OSD equivalent to level 9 & 10	1 June - 31 July 2026
New employees in all categories	30 days after assumption of duty

Step 16- Enter your **Temporary Password**

Step 17 – Enter your **New Password**

Step 18 – Re-enter your **New Password**

Step 19 – Click **Change**