<table>
<thead>
<tr>
<th>QUERY</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supplier cannot log onto the CSD.</td>
<td>Step 1: Advise the supplier to go to the CSD website, <a href="http://www.csd.gov.za">www.csd.gov.za</a>. &lt;br&gt;Step 2: Click on Login and enter the email address, password and captcha.</td>
</tr>
</tbody>
</table>
2. **Supplier wishes to reset their CSD password**

Step 1: If you have forgotten your password, click on “Forgot Password” and follow the associated steps

Step 2: Input your email address and choose the second option, “I want to reset my password using the OTP sms”
Step 3: If you get the Fraud Awareness Screen and/or Phishing Awareness, click on “I acknowledge” before continuing, otherwise the system will log you out.

3. Supplier wishes to update the financial year

Step 1: Click on Supplier Details.
Step 2: Click on Edit

Step 3: Complete the following tabs in order for your profile to be complete:

**Identification:**
- Complete your Total Annual Turnover.
- Complete your Financial Year Start Date
4. How to add Industry Classification

Step 1: Add your Industry Classification:

Step 2: Click on the relevant drop-down arrow.

Note: The industry classification represents the industries you operate in. You are required to indicate the goods and services you provide on the commodities tab.
Step 3: Double click on the share of annual turnover column and pull the bar to the right. The sum of your choices must equal to 100.

5. How to update Directors/Members/Owners

Step 1: Click on edit and complete the Email Address, Cell phone Number, Ownership Percentage, Physical Address and Ethnic Group of each of the Owners/Directors/Members listed on the CSD.

Step 2: If there’s more than one member/director, step 1 above must be completed for all members.
6. How to save changes that have been made

Step 1: Click on Overview

Step 2: Click on Submit