



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**HOW TO REGISTER ON THE PORTAL (PROPERTY PRACTITIONERS AND FIRM)**

**STEP 1 – THE PORTAL APPLICATION PROCESS:**

1. Navigate to the following URL: <http://www/ppra.org.za/myfcc>.
2. Click on the “New Estate Agents” hyperlink. The Website still refers to “Estate Agents”; however, it is being amended to state “New Property Practitioners”.
3. Please read the instructions on registration and licensing and take note of the information or documents that will be required to complete the registration process. **REMEMBER: if YOU DO NOT** submit all the relevant documents **THE APPLICATION WILL NOT BE PROCESSED**. There is a FAQ for Estate Agents, Attorney Employes and Managing Agents advising you of all the documents you have to submit. We will not ask for anything else other than these documents. Always remember to fill in an application form!
4. Please then complete the required details and please note that you will need the firm pin staring with an “F” number.
5. **REMEMBER:** Only Estate Agents have a Principal NO OTHER CATEGORY will have a principal and you will have to enter the mentors/director’s details on the form.
6. Please read the Terms and Conditions and thereafter accept the Terms and Conditions at the bottom of the page by clicking the “I accept the Terms and Conditions” “box”.
7. If successfully registered, you will get the communication on the portal with an individual reference number.
8. An email with both Username and Password will be sent to you, the applicant to enable you to log back into the Portal.
9. Once back on the portal, please log onto MYPPRA Portal using the details sent to you via email.
10. Click on the hyperlink as shown.
11. Log back onto the MYPPRA Portal

**STEP 2 – UPLOAD ALL THE REQUIRED DOCUMENTS**

1. Continue with the completion of the form below.
2. Continue with the completion of the form by clicking “Yes” or “No” tick boxes below.
3. Continue with the completion of the form below and tick: “I agree that the information provided is true and correct” tick box.
4. Click on the “submit” tab as shown below.
5. Select the documents that you would like to upload as shown.
6. Click the “Browse” tab to attach the documents from your laptop or computer or device.
7. Click “Upload” tab as shown below.
8. Click then on the “Proceed to Payment” tab.
9. Make payment either using your bank card or EFT.
10. Complete the form below to make payment via a bank card and click the “Pay” tab to effect the payment.
11. If payment is made via EFT, click on the “EFT” cash deposit box.
12. Click on the “Confirm Payment” tab as shown below.

13. You, the applicant, will then get an email confirming the EFT confirmation and follow the instructions on the MYPPRA Portal.

**YOU ARE DONE!**

**FUNCTION OF THE REGISTRATION TEAM:**

1. All application forms are received through the PPRA portal and escalated to one of the Registration Officers in the form of activities that are created the SAP and documents are uploaded on paper- trail (were documents are stored)
2. Activities are allocated to Registration Officers **EVERY MONDAY.**
3. The Registration Officers pre- checks the received documents" to verify if they are compliant on 'non compliant"
4. Either way an email will be sent to the applicant advising of the status of the application.
5. If the application is valid, then an email will be sent to the finance business unit to reconcile the payment made by you, the applicant.
6. FFC will be issued within 48 hours.

THANK YOU.