

All sections on this form are compulsory.

Section 1 - Profile details

Company name

User ID

Telephone number

Section 2 - Access control table and options

- All “unlock” and “lock out” times specified in the access control table below apply to **all** operators linked to this user ID.
- Note that:**
 - access to the Business Online front-end system will only be given to users on the days and at the times shown in the “unlock times” column; and
 - a **complete lock out** from the Business Online front-end system will occur on the days and at the times shown in the “lock out times” column
- For 24-hour access to the system, indicate both times as 00:00**
- If both columns are left blank the Business Online front-end system will be unavailable for 24 hours**
- For any changes to the table, including the extension of operating times for any reason, please contact Client Services directly at: **0860 123 007**

Access control table
Please select relevant option/s

Day of week	*Unlock times	*Lock-out times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

*All times shown in the table are South African times.

Section 3 - Public holidays

- Business Online will automatically be locked on South African and Namibian public holidays.
- Select the public holiday calendar applicable to your business.
- South Africa (ZA):**

 Namibia (NA):
- To access the system on holidays, you may override the public holiday lock by selecting the option below.
 - Note that access to the Business Online system on public holidays will be subject to the days and times selected in the access control table.
- Override public holiday lock** Yes No

Section 4 - Lock-out authorisation

- This option allows the User Id’s below mentioned **Designated Persons** to authorise a lock-out into the User Id’s Business Online front-end system during maintenance or over riding activities on the Business Online System.
- Please note that all operators will be affected by such lock-out authorisations made by the designated persons shown below:

Designated person’s name

Signature _____ Date (YYYY-MM-DD)

Designated person’s name

Signature _____ Date (YYYY-MM-DD)

Please complete, fax and post to your nearest/relevant Business Online Admin Office.
(Please refer to contact us, admin contact details found on the Business Online home page).