



MySANTS

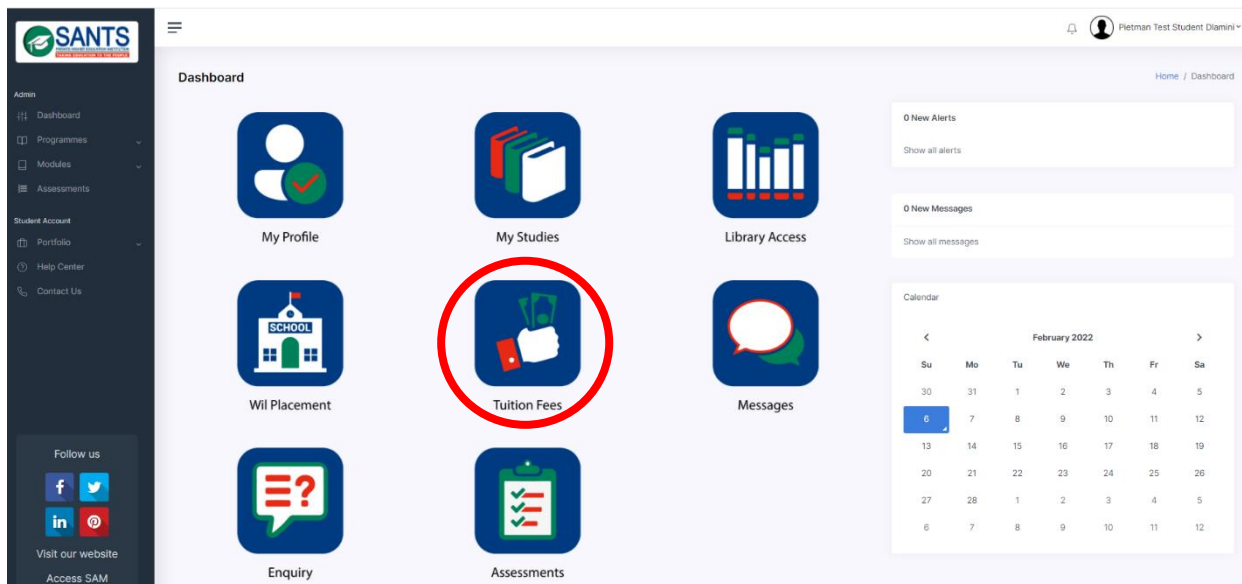
GUIDE ON HOW TO UPLOAD A PROOF OF PAYMENT

INTRODUCTION

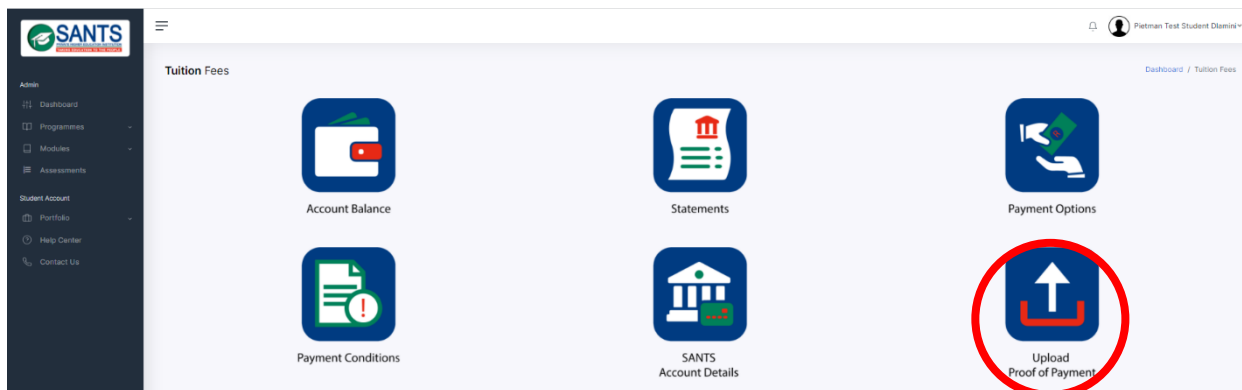
This is a guide on how to upload a proof of payment on MySANTS. Note that the content is an extract from the *MySANTS Student Manual*. However, it is strongly advised that you study and familiarise yourself with the manual's content. You will be required to upload all proof of payments on MySANTS directly. The debtors@sants.co.za has been cancelled with immediate effect. Please follow these steps to upload a proof of payment:

Step 1: Log in to MySANTS.

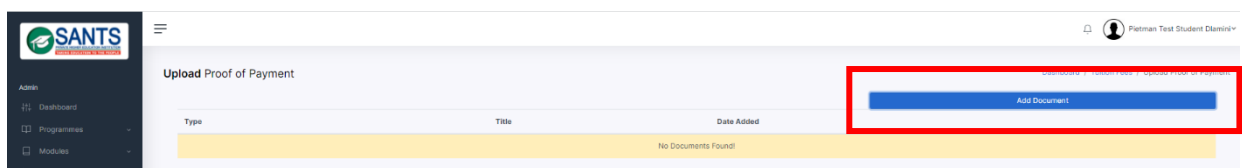
Step 2: Select the **Tuition Fees** component on the Dashboard.



Step 3: Select the **Upload Proof of Payment** component.



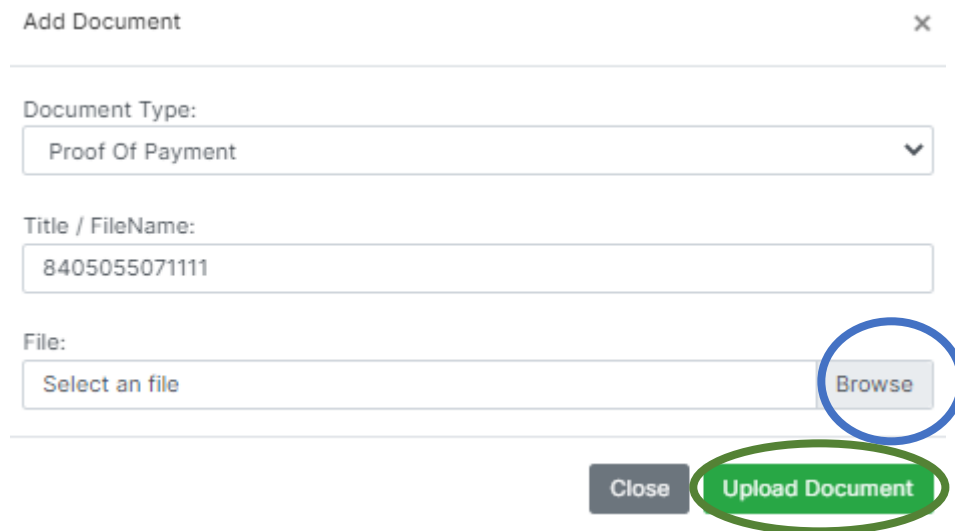
Step 4: Select the **Add Document** button in blue as indicated in the image below.



This action will open a popup window.

Step 5: Refer to the image below and complete the following steps:-

- Select the Browse button. This button is marked in **blue**.
- Select the proof of payment from your device.
- Select the green Upload Document button to complete the process. This button is marked in **green**.



The image shows a web form titled "Add Document" with a close button (X) in the top right corner. The form contains the following fields and buttons:

- Document Type:** A dropdown menu with "Proof Of Payment" selected.
- Title / FileName:** A text input field containing "8405055071111".
- File:** A text input field with the placeholder "Select an file" and a "Browse" button to its right. The "Browse" button is circled in blue.
- At the bottom of the form, there are two buttons: a grey "Close" button and a green "Upload Document" button. The "Upload Document" button is circled in green.

The proof of payment will be added to your profile once the steps have been completed. The proof of payment will be directed to the Finance Department for processing purposes.