



— PrivySeal

GETTING STARTED GUIDE



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SOUTHERN AFRICA



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GETTING STARTED

Privyseal verifies your good standing with IoDSA in real-time to confirm your expertise, and assist you to promote yourself as an accredited IoDSA member.

WHAT IS DIGITAL ACCREDITATION?

- The digital accreditation service provides you with a **dynamic, digital seal, called a Privyseal, and detailed Verification Certificate.**
- Your PrivySeal and linked Verification Certificate **verifies your professional designation** as a member as well as your contact details, status and more.
- Your Privyseal should be inserted into your **email signature, website and social media profiles.** It confirms your good standing as a member, provided the records at the Institute of

Directors South Africa (IoDSA) confirm your **good-standing and ongoing compliance.**

- Your PrivySeal **will not display** if there is a problem with your records at IoDSA.



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WHY SHOULD I USE MY PRIVYSEAL?

- Your Privyseal is a powerful way to prove your status and good standing **in real-time**.
- Your Privyseal confirms that your status is real and has been evaluated against the **IoDSA's membership records**.
- Your Privyseal assists to **decrease fraud, loss of certificates** and the associated risks of poor service and costly mistakes.
- By using your Privyseal in your communications **you make your IoDSA membership and expertise highly visible**.
- Your Privyseal **removes any possible doubt as to your competence** and assures those who deal with you that you can be trusted.
- Your Privyseal may be used as a **competitive advantage to secure business** over non-compliant or bogus professionals.



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IoDSA PRIVYSEALS AND CERTIFICATES:

- Are always **genuine, current and accessible**, unlike paper-based certifications;
- Provide **constantly updated information**;
- Allow you to **showcase your skills & expertise**;
- Protect the public by distinguishing between **accredited and non-accredited persons**; and
- **Markets your expertise** everytime you wish to share your IoDSA accreditation on social media platforms or email.

KEEPING YOUR RECORDS UPDATED

- To make use of the Privyseal service you need to ensure that your **contact details are correctly reflected with IoDSA**.
- To check if your contact details are correct, log onto the IoDSA website at **www.iodsa.co.za/login** and login with your username and password. Alternatively, you can contact our National Office by phone (**011 035 3000**) or email (**membership@iodsa.co.za**) to have the information amended.
- **For more details on how to update your information or renew your membership on the IoDSA portal, please visit www.iodsa.co.za/membership_main.**

- Once you have updated your mobile phone number and email address details you may proceed to **obtain your PrivySeal** at **WWW.PRIVYSEAL.COM**

Please note that if you sign-up with a different email address or mobile number from that reflected in the IoDSA records, or use a different name, we will not be able to issue you with your PrivySeal.

- For this reason, please first **update your email and mobile number** contact details through IoDSA's website before you attempt to sign-up with PrivySeal.



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HOW DO I GET IT?

All you have to do is to visit **WWW.PRIVYSEAL.COM** and sign-up. You don't have to pay anything!

- The sign-up form requires that you submit your first name, middle names, last name, email address, mobile number and choose a password. You must **verify your email address and mobile number** by entering the timed one time personal identification numbers we send you by email and SMS.
- Once your email and mobile number have been verified, please check the box to accept our **Terms & Conditions** and click on the **SUBMIT** button. You will then be taken to your profile page where your PrivySeal will be displayed.

HOW DO I INSTALL MY PRIVYSEAL IN MY EMAIL SIGNATURE?

- Click on the **Email Installation Instructions link below your certificate**. You will see that you need to copy and paste the certificate link into your email signature edit box.
- To do so you will need to open your email programme and **edit your email signature**.
- Once you have your email signature editor open you may add the link to your certificate seal into your email signature, this is the **first link ending "/1s"**.
- Your PrivySeal seal should then display in your email signature editor.

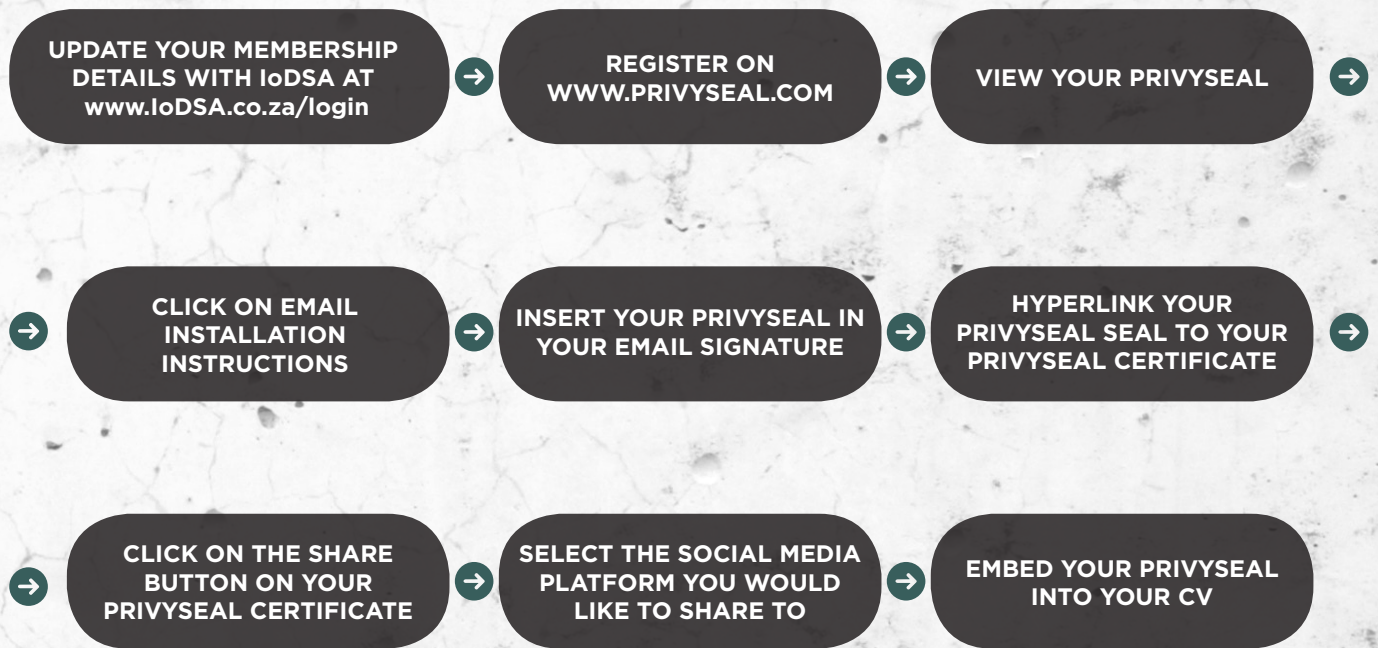
- Once you see your IoDSA PrivySeal, **right click on your PrivySeal seal and add a hyperlink** to your PrivySeal Certificate, this is the **second link ending "/1c"**.
- You must then **save your changes** and test that your IoDSA PrivySeal is displaying correctly in your email signature.
- To do so, please **click on your PrivySeal seal**.
- Clicking on your PrivySeal seal should open up an internet browser window that displays your PrivySeal Certificate on **WWW.PRIVYSEAL.COM**.



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ICONOGRAPHIC SUMMARY



SHARING YOUR PRIVYSEAL

You may share your PrivySeal on your **social media accounts** by clicking on the **share button on your PrivySeal certificate**.

Provided you are logged into your Facebook, Google+, LinkedIn or Twitter account, your PrivySeal will be posted to your account and alert your friends, colleagues and others that you have a PrivySeal and are recognized as a verified member of IoDSA.

IS PRIVYSEAL SECURE?

Security of your data is of paramount importance to IoDSA and PrivySeal. As such, your private details are **never stored anywhere in our system**.

We make use of strong encryption to protect critical data. We are continually updating our systems to keep them secure and resilient in the face of the latest online threats.

FEEDBACK

We'd love to hear your feedback.

If you have any comments or suggestions, please click on 'Contact' while you are logged into PrivySeal or email info@privyseal.com

ABOUT PRIVYSEAL

PrivySeal was established in 2010 to prevent qualification fraud. To find out more, please visit WWW.PRIVYSEAL.COM



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FAQs

Please click on one of the FAQ links below to find out more:

[Signing up for your Privyseal](#)

[How do I get access to my seal and certificate?](#)

[When I log in, I get a “No Match” pop up error](#)

[Installing your Privyseal](#)

[Changing your email address or mobile number](#)

[How do I share my certificate?](#)

[How do I reset my password?](#)

[How do I print my certificate?](#)