



**Getting Started Guide for the  
Chartered Director (SA)<sup>®</sup>**

## **Getting Started**

Welcome to PrivySeal's Digital Accreditation Service. We verify your professional designation to prove your current status as CD(SA)<sup>®</sup>.

### **What is Digital Accreditation?**

Our Service provides you with a dynamic, digital seal, called a Privyseal, and a detailed Verification Certificate.

Your Privyseal and linked Verification Certificate verifies your professional designation as a CD(SA)<sup>®</sup> as well as your certification date and the currency of your status as CD(SA)<sup>®</sup>.

Your Privyseal should be inserted into your email signature, website and social media profiles. It confirms your professional designation as a CD(SA)<sup>®</sup>, provided the records of the CD(SA) Secretariat at the Institute of Directors in Southern African (IoDSA), confirm your good standing and ongoing compliance.

Your Privyseal will not display if there is a problem with your records at the IoDSA.

### **Why should I use my Privyseal?**

Your Privyseal is a powerful way to prove your designations and distinguish you from your non-certified colleagues.

The PrivySeal service is paid for by the IoDSA.

The IoDSA encourages all CD(SA)'s to register with PrivySeal and use their Privyseal in all their email and online profiles in order to help the Public distinguish between legitimate and bogus CD(SA)<sup>®</sup>s, decrease designation fraud and better protect the Public.

By using your Privyseal in your communications you make your key designations and ongoing compliance highly visible.

Your Privyseal removes any possible doubt as to your professional competence and assures those who deal with you that you can be trusted.

Privyseals and linked Verification Certificates:

- are always genuine, current and accessible, unlike paper based certifications;
- provide constantly updated information;
- allow you to showcase your expertise and compliance; and
- protect the Public by distinguishing between real and bogus CD(SA)<sup>®</sup>s and compliant and non-compliant CD(SA)<sup>®</sup>s.

### **Keeping your records updated**

Please sign-up for your Privyseal on our website, [www.privyseal.com](http://www.privyseal.com).

*Please note that if you sign-up with a different email address or mobile number from that reflected in the CD(SA)<sup>®</sup> 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 by contacting the CD(SA) Secretariat at the IoDSA before you attempt to sign-up with PrivySeal.

### **How do I sign-up?**

All you have to do is to visit [www.privyseal.com](http://www.privyseal.com) and sign-up. You don't have to pay anything.

Our 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 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?**

Install your Privyseal in your email signature by doing the following:

- Click on the Installation Instructions link below your Privyseal.
- You will see that you need to copy and paste the Privyseal link into your email signature edit box. To do so you will need to open your email program and edit your email signature. Once you have your email signature editor open you may add the link to your Privyseal into your email signature, this is the first link ending “/1s”.
- Your Privyseal should then display in your email signature editor.
- Once you see your Privyseal, right click on your Privyseal and add a hyperlink to your Verification Certificate, this is the second link ending “/1c”.
- You must then save your changes and test that your Privyseal is displaying correctly in your email signature. To do so, please click on your Privyseal. Clicking on your Privyseal should open up an internet browser window that displays your Verification Certificate.

### **Sharing your Privyseal**

You may share your Privyseal on your social media accounts by clicking on the share button on your Verification 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 and colleagues that you have a Privyseal and that you are a genuine and compliant CD(SA)<sup>®</sup> in good standing with the IoDSA.

### **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](mailto:info@privyseal.com).

### **Is PrivySeal secure?**

Security of your data is of paramount importance to PrivySeal. As such, certain private details (such as passwords, credit card details, etc) are never stored anywhere in our system. We make use of strong encryption and one-way hashing to protect critical data. We are continually updating our systems to keep them secure and resilient in the face of the latest online threats. Lastly, all your interactions with the PrivySeal website are secured with strong SSL encryption, and we are proud to be one of the very few websites with an A+ SSL security rating from Qualys Labs.

### **About PrivySeal**

PrivySeal was established in 2010 to protect consumers. To find out more, please visit [www.privyseal.com](http://www.privyseal.com).