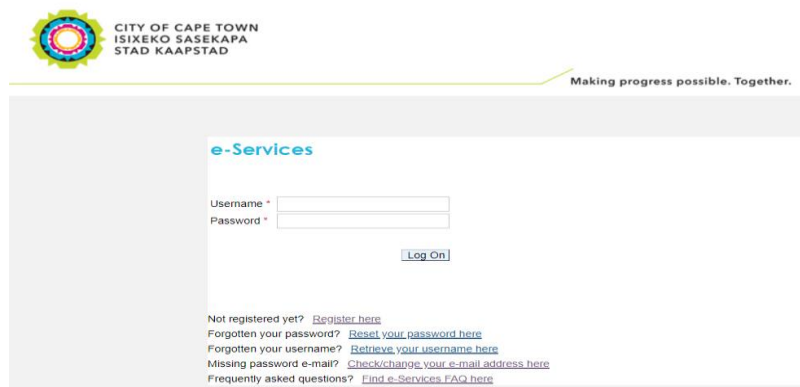


How to Guide

Step 1: Register an account / Login

The following link will redirect you to the City of Cape Town e-services web page:
<https://eservices.capetown.gov.za/irj/portal>

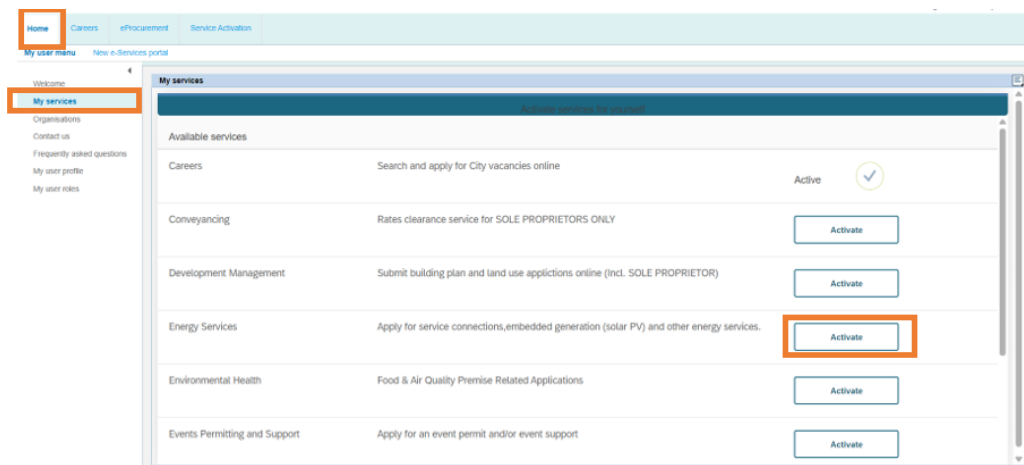
The following figure will appear where you (the client) will be able to login to your account or register a new account if you have not done so already.



**If you are a new user when you click on register here hyperlink and follow the prompts.*

Step 2: Activate Energy service

On the home tab, select "**My Services**", a window should appear listing various items that can be activated if so wished. Scroll to the "**Energy Services**" tab and select "**Activate**". Once selected, fill in the remaining information as required for the activation of energy services.

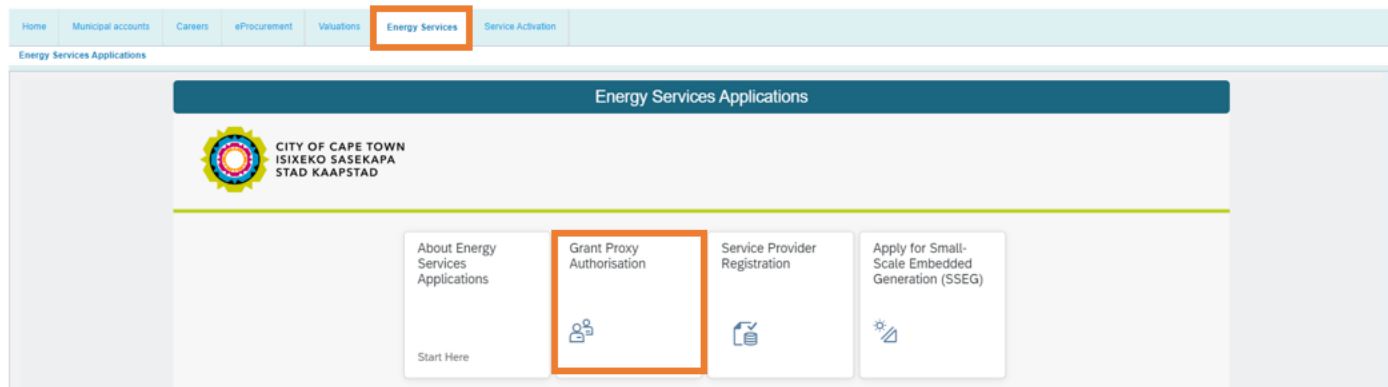


Available services	Description	Action
Careers	Search and apply for City vacancies online	Active <input checked="" type="checkbox"/>
Conveyancing	Rates clearance service for SOLE PROPRIETORS ONLY	<input type="button" value="Activate"/>
Development Management	Submit building plan and land use applications online (Incl. SOLE PROPRIETOR)	<input type="button" value="Activate"/>
Energy Services	Apply for service connections, embedded generation (solar PV) and other energy services.	<input type="button" value="Activate"/>
Environmental Health	Food & Air Quality Premise Related Applications	<input type="button" value="Activate"/>
Events Permitting and Support	Apply for an event permit and/or event support	<input type="button" value="Activate"/>

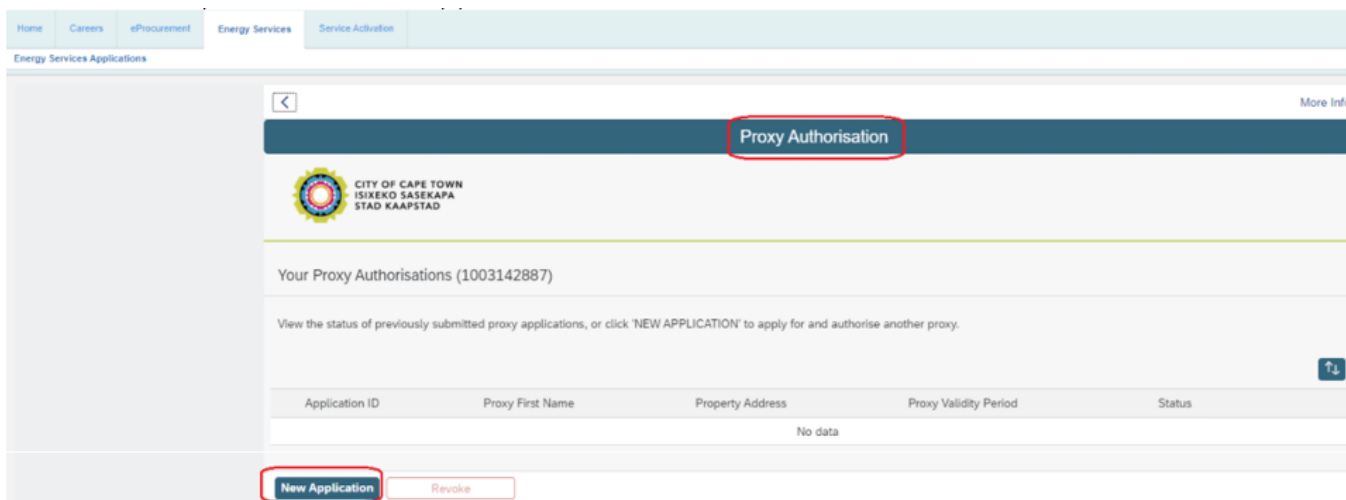
Once selected it can take up to **48 hours** to activate. A City of Cape Town **noreply** email will be sent to you (the client) to inform you of the successful activation of the energy services.

Step 3: Grant Proxy for Stage Zero:

Once the energy services section is registered and activated. It should appear on the ribbon at the top of the page. Select the “**Energy Services**” tab shown below, once located, click on the “**Grant Proxy Authorisation**” tab shown below.



Once the tab opens, start a new application



On the new application, please fill in the following information:

1. Proxy Business Partner Number: **1003142887**
2. Proxy First Name: **Ian**
3. Proxy Last Name: **Hendrikse**
4. Proxy mobile number: **083 233 5914**
5. Proxy email address: **applications@stagezero.co.za**
6. Proxy period from: **Date of filling in Proxy**
7. Proxy period to **validate it till 1 July 2025**

Once the proxy is submitted, Stage Zero can submit all registration documents on behalf of the customer.

On successful completion of the registration, please notify the Stage Zero service centre **0871625030**.

If you require any assistance, please contact the Stage Zero service centre on **0871625030** and the team will assist where necessary.