

## Step 1



### Register

Register on [www.ecoo.co.za/ecoo-ui/#/register](http://www.ecoo.co.za/ecoo-ui/#/register)

## Step 2



### Upload Formal Undertaking

If you registered a new company, you will receive an email with the link to download the Formal Undertaking (FU) template. Download and complete the form on your company letterhead. Once completed upload the document and company registration document in Smart Admin (under my Tasks) or email [support@ecoo.co.za](mailto:support@ecoo.co.za)

## Step 3



### Upload Letter of Authority

You will receive an email with the link to download the Letter of Authority (LOA) template. Download and complete the form on your company letterhead. Once completed upload the document through Smart Admin (under my Tasks) or email [support@ecoo.co.za](mailto:support@ecoo.co.za)

## Step 4



### Download Smart Admin Sign

On your smart phone or tablet, download the Smart Admin Sign application through Google Play Store or Apple App Store.

## Step 5



### Capture Signature

Open the Smart Admin Sign on your smart phone or tablet and capture your signature using your username and password from Step 1.

## Step 6



### Account Approved

After you have submitted your signature, your account will then be approved by the Chamber. You can then start submitting shipments and enjoying Electronic COOs.