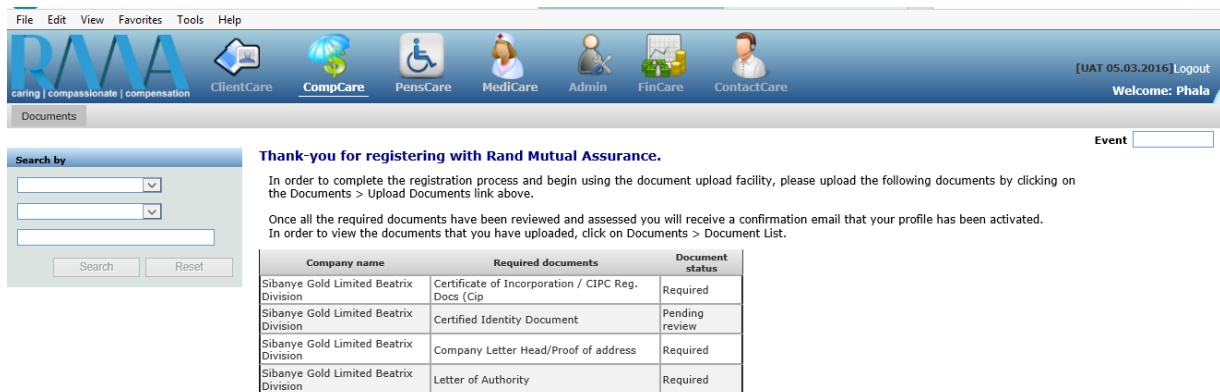


A step-by-step guide to loading your Return of Earnings (ROE) documentation on C-Filing

1. NEWLY REGISTERED USERS

Step 1:

Once logged in, the below screen will appear requesting the user to upload the required documents as per Figure 1 below.



The screenshot shows the RMA web application interface. The top navigation bar includes the RMA logo and several service icons: ClientCare, CompCare, PensCare, MediCare, Admin, FinCare, and ContactCare. The user is logged in as 'Phala' on '05.03.2016'. The 'Documents' menu is highlighted, and the 'Upload documents' option is visible. Below the navigation bar, there is a search box and a table of required documents.

Thank-you for registering with Rand Mutual Assurance.

In order to complete the registration process and begin using the document upload facility, please upload the following documents by clicking on the Documents > Upload Documents link above.

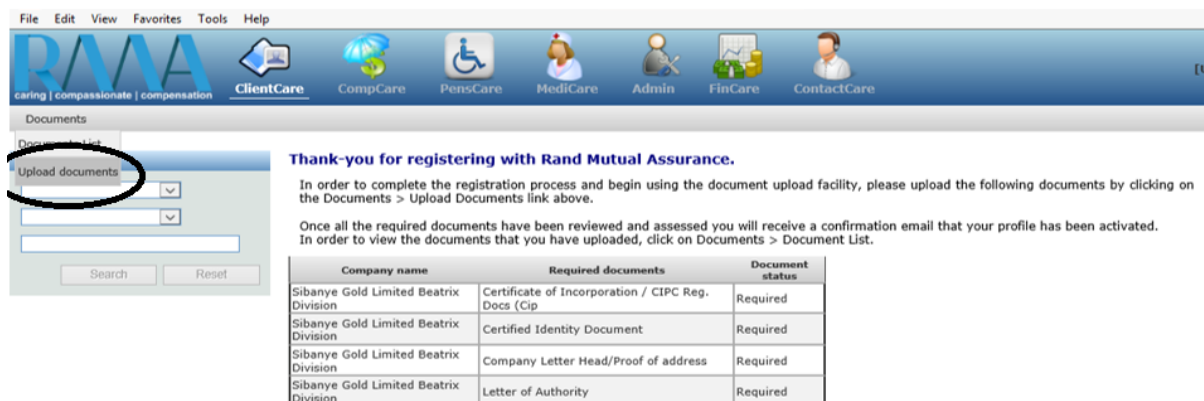
Once all the required documents have been reviewed and assessed you will receive a confirmation email that your profile has been activated. In order to view the documents that you have uploaded, click on Documents > Document List.

Company name	Required documents	Document status
Sibanye Gold Limited Beatrix Division	Certificate of Incorporation / CIPC Reg. Docs (Cip)	Required
Sibanye Gold Limited Beatrix Division	Certified Identity Document	Pending review
Sibanye Gold Limited Beatrix Division	Company Letter Head/Proof of address	Required
Sibanye Gold Limited Beatrix Division	Letter of Authority	Required

Figure 1

Step 2:

Hover your mouse over the Documents menu, then click on "upload documents" as per Figure 2 below.



The screenshot shows the RMA web application interface, similar to Figure 1. The 'Documents' menu is highlighted, and the 'Upload documents' option is circled in red. Below the navigation bar, there is a search box and a table of required documents.

Thank-you for registering with Rand Mutual Assurance.

In order to complete the registration process and begin using the document upload facility, please upload the following documents by clicking on the Documents > Upload Documents link above.

Once all the required documents have been reviewed and assessed you will receive a confirmation email that your profile has been activated. In order to view the documents that you have uploaded, click on Documents > Document List.

Company name	Required documents	Document status
Sibanye Gold Limited Beatrix Division	Certificate of Incorporation / CIPC Reg. Docs (Cip)	Required
Sibanye Gold Limited Beatrix Division	Certified Identity Document	Required
Sibanye Gold Limited Beatrix Division	Company Letter Head/Proof of address	Required
Sibanye Gold Limited Beatrix Division	Letter of Authority	Required

Figure 2

Step 3:

Once you have clicked on "upload documents" as per Step 2, the screen below will appear. Capture the relevant details and attach the document as per the document type. Refer to Figure 3 below.

RMA - Upload And Index Document -- Webpage Dialog
✕

Document Details

Document Category:	<input type="text" value="Underwriting Documents"/>
Document Type:	<input type="text" value="CIPC Documents"/>
Member Number:	<input type="text" value="003B"/>
Member Name:	<input type="text" value="Sibanye Gold Limited Beatrix Division"/>
CF Registration Number:	<input type="text"/>
Contact Person Name:	<input type="text"/>
Date of Signature:	<input type="text"/>
Fax Number:	<input type="text"/>
Cell Number:	<input type="text"/>
Telephone Number:	<input type="text"/>
Tracking Number:	<input type="text"/>
Year Of Concern:	<input type="text" value="2016"/> *
Box Number:	<input type="text"/>
Date Received:	<input type="text" value="18/04/2016"/> *
File to Upload:	<input type="text" value="C:\Users\pmathobela\Desktop\RMA_Soccer_Team"/> <input type="button" value="Browse..."/>

File loaded successfully, click on the Submit button to complete the process.

Disclaimer: By clicking the submit button you understand and agree that the information captured and document uploaded does not guarantee payment of a medical invoice. Rand Mutual Assurance does not take responsibility for incorrect submissions and by utilising this facility you take full responsibility for loading any incorrect information or documents. Erroneous information and/or incorrectly loaded documents will lead to a rejection of your invoice. Unauthorised attempts to upload and/or change information on the MSP portal are strictly prohibited and are subject to prosecution under the Electronic Communications and Transactions Act of 2002.

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UAT 05.03.2016 - 3.0.28.6284 - 18 April 2016

Figure 3

Step 4:

After uploading the required document, click on submit and a “file successfully loaded” message will appear as per Figure 4 below.

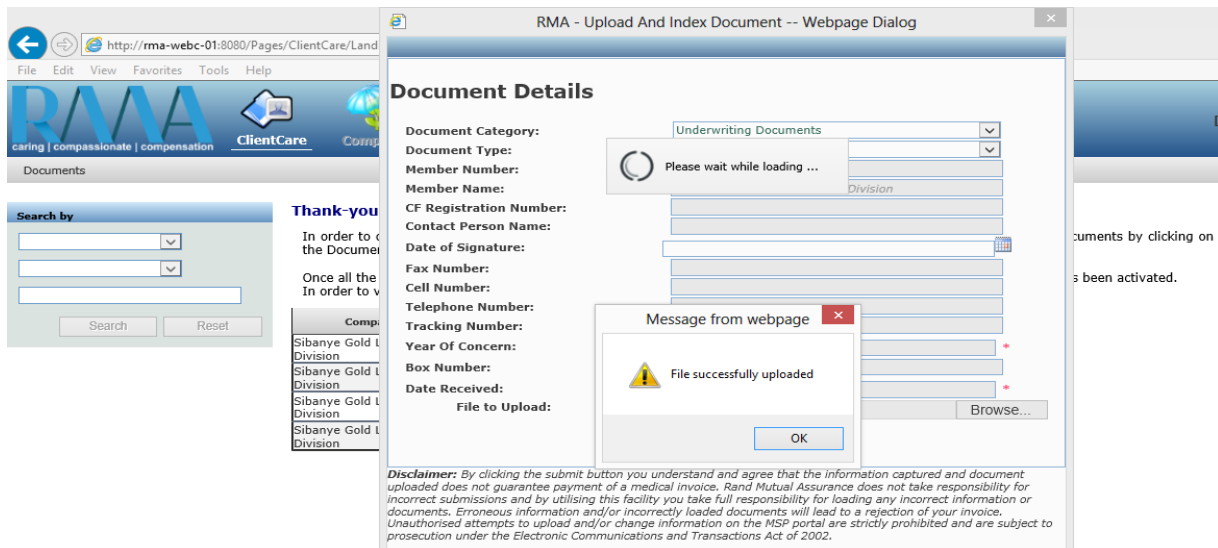


Figure 4

Step 5:

Once a document is uploaded and has been submitted successfully, the status will appear as per Figure 5.

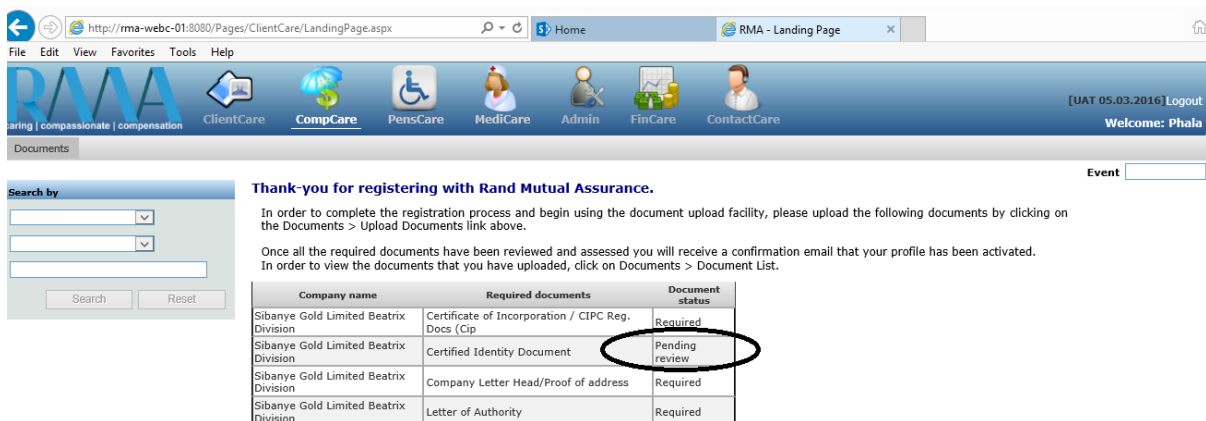
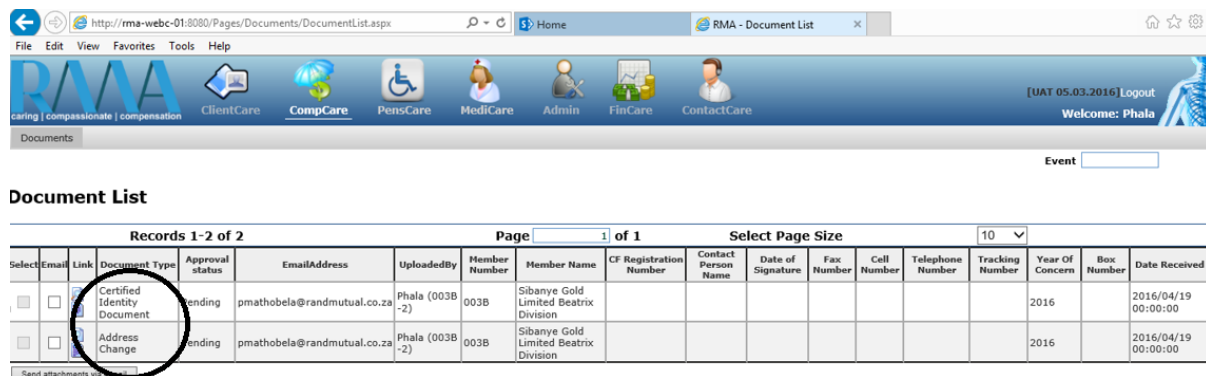


Figure 5

Step 6:

To view all documents submitted, hover your mouse over “documents” and select “document list” as per Figure 6. A list of all successfully uploaded documents will appear.



Records 1-2 of 2		Page 1 of 1		Select Page Size		10												
Select	Email	Link	Document Type	Approval status	EmailAddress	UploadedBy	Member Number	Member Name	CF Registration Number	Contact Person Name	Date of Signature	Fax Number	Cell Number	Telephone Number	Tracking Number	Year Of Concern	Box Number	Date Received
<input type="checkbox"/>			Certified Identity Document	Pending	pmathobela@randmutual.co.za	Phala (003B-2)	003B	Sibanye Gold Limited Beatrix Division								2016		2016/04/19 00:00:00
<input type="checkbox"/>			Address Change	Pending	pmathobela@randmutual.co.za	Phala (003B-2)	003B	Sibanye Gold Limited Beatrix Division								2016		2016/04/19 00:00:00

Figure 6

Step 7:

A confirmation email will be sent to the user once RMA has vetted the required documents and activated the user. Example attached



UAT 05 03 2016 -
Online activation su

2. EXISTING C-FILING USERS

All existing C-filing users will have an “upload documents” functionality appearing on the menu tab for each event/claim. To upload documents or to view a list of uploaded documents on an event or claim please follow below steps.

1. To upload documents:

Search for an event /create an event->hover on documents tab->upload documents (see Figure 7) ->Fill required information->Submit

2. To view uploaded documents:

Search for an event /create an event->hover on documents tab->document list

File Edit View Favorites Tools Help

RMA ClientCare CompCare PensCare MediCare Admin FinCare ContactCare [UAT 05.03.2016] Logout Welcome: Phala

Search Capture Workflow Reports

Event

Person Emp.No Industry No D.O.B D.O.D
D. NYCE 240862 P2408628

Member Event Ref 345286
Insurer Event Ref 345286
Date of Accident 01 Apr 1986 Time 02:01:00
Member Site GFI Mining SA (Pty) Ltd Beatrix Division
DMA DME
Description At workplace - Below Ground
Location Category STRIKING SHAFT STATION

Accident Disease History Add Edit Search Search Add Edit Quick Add

Claim Medical Earnings Person Details Documents Employment Leave Mgmt Requirements Notes Payments Questionnaires

Person Total Body PD %: 0 Person Total Estimated PD %: 0

ICD10 Code and Description	BodySide	Severity	DateCaptured	Captured By	Last Change	Status	PEV Rank	Person Rank	DRG
S99.9:Unspecified injury of ankle/foot	Unknown	Unspecified	15 Nov 1991	Development	Development	Valid	4	1	DRG16 - Injuries to the Ankle and Foot

Estimate Basis Recalc Person PD Re-Rank History Physical Damage History Add Edit View Delete

Figure 7