

JOIN AS A FUNDER: FIND, CLAIM OR ADD YOUR INSTITUTION

You work at a funder and want an account.

BEFORE YOU START

HAVE THESE READY (ABOUT 15 MINUTES)

- ✓ Your institution's name.
- ✓ Your work email and job title.

STEP BY STEP

8 STEPS

Step 1 of 8 Screen: Create your account

How to get there: Register at the top.

What you see: Five cards.

Tap: I work at a funder, then Continue

What happens next: Your details.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 2 of 8 Screen: Your details

How to get there: After Continue.

What you see: Your name, cellphone, email, username and password.

Tap: Create my account

Type: Your work email, for example nandi@fund.co.za.

What happens next: You are signed in.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 3 of 8 Screen: Funders and what they fund.

How to get there: Funders directory at the top.

What you see: Product cards and "Do you work at a funder?".

Tap: Show

Type: Your institution's name.

What happens next: Your institution, if it is listed.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 4 of 8 Screen: your institution's name

How to get there: "This is us: claim it".

What you see: What will be checked.

Tap: Ask to look after these details

What happens next: RMK checks that you work there.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 5 of 8 Screen: Add your institution

How to get there: "Not listed? Add it".

What you see: Boxes for the institution and you.

Tap: Send to RMK

Type: The institution's name, kind, provinces, and your work email.

What happens next: RMK checks it and opens your account.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 6 of 8 Screen: Notices

How to get there: The bell.

What you see: "Your claim is approved".

Tap: the notice

What happens next: Your funder screens open.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 7 of 8 Screen: The funders you look after

WORDS EXPLAINED

Mandate

What a funder funds: how much, for whom, where.

Claim

Asking RMK to let you look after your institution's details.