FOODWEB

_____
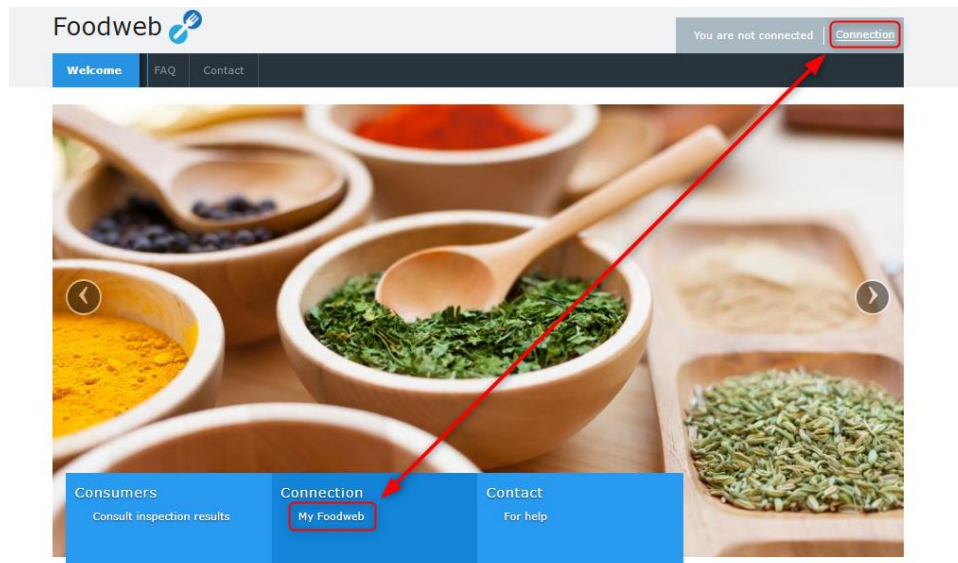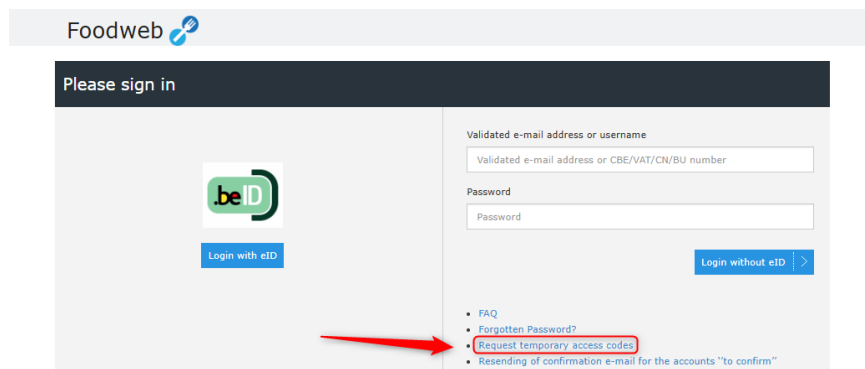
QUICK START GUIDE

REQUEST FOR ACCESS CODES VIA THE FOODWEB PORTAL

Below are the steps to follow to request temporary access codes.

1) Click on "Login" or "Login - My Foodweb".

2) Click on "Request temporary access codes".

3) Enter your company number and click "Next".

4) Step 2 indicates that your temporary codes will be sent to the company's **head office address**. Then click "Next" if this is correct.

FOODWEB

INCORRECT ADDRESS?

- If you have a VAT/CBE number, you must change it with the Crossroads Bank for Enterprises (CBE).
- If you do not have a VAT/CBE number, but are registered under a number created by the FASFC (e.g. 0004.XXX.XXX or 0005.XXX.XXX), you must report – online or via the Civil Affairs Office - the change of address to the municipality in which the new address is located.

5) a) Enter the following information:
   - o surname
   - o first name
   - o email address (preferably a generic email address for companies with several people authorised to connect to our portal)

   b) Confirm that you are not a robot and click "Send".

A confirmation message appears on the screen, giving the address of your **company's head office**, to which the letter containing the temporary access codes will be sent.

FOODWEB

_____

6) Once you have received your temporary codes, you can create your secure access profile as described in the attached Quick Start Guide, or by following the step-by-step instructions provided intuitively on our FOODWEB portal.

IMPORTANT!

These codes can only be used to create your profile.