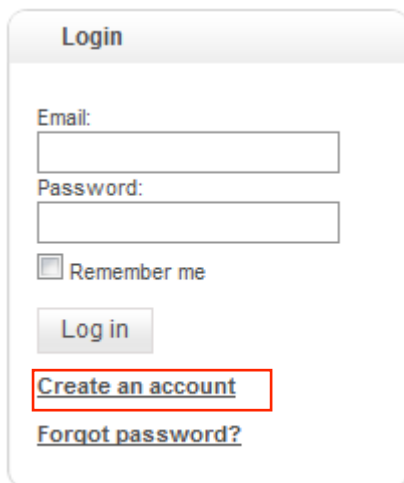


## HOW TO PLACE AN AD

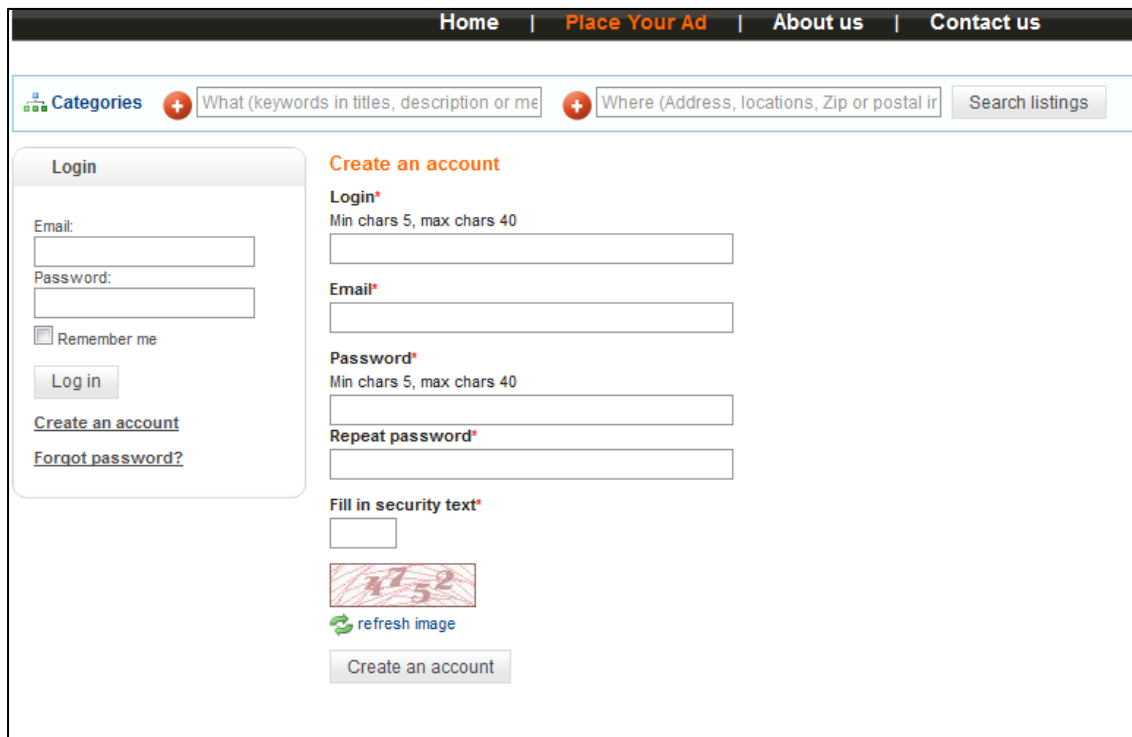
### STEP 1: Creating an account

1.1) Follow the link to 'Create an account' on <http://www.sahomeowner.co.za/sahomedirectory>



The screenshot shows a 'Login' form with the following elements: an 'Email:' label and input field, a 'Password:' label and input field, a 'Remember me' checkbox, a 'Log in' button, a 'Create an account' link (highlighted with a red box), and a 'Forgot password?' link.

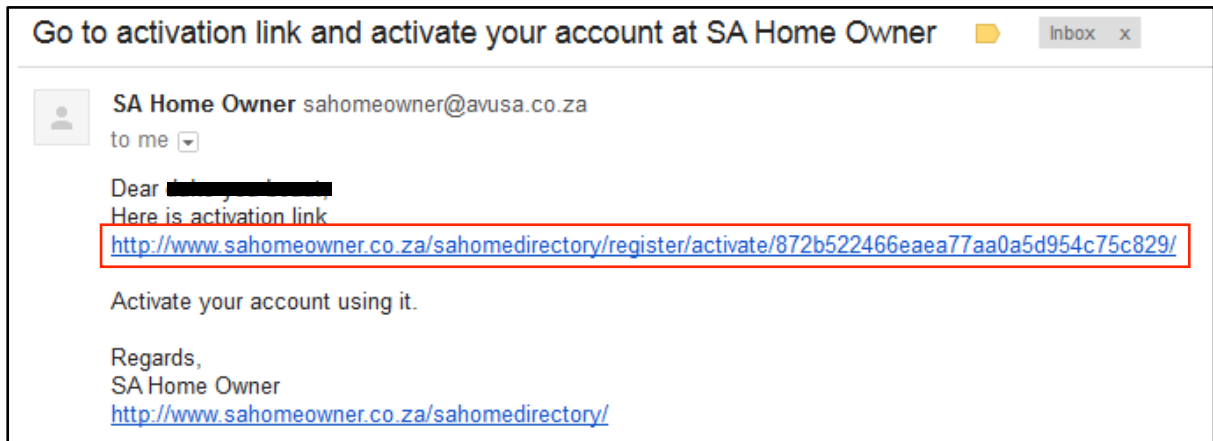
1.2) Input your details and click 'Create an account' ['Login' is your name; your Email address will be your username]



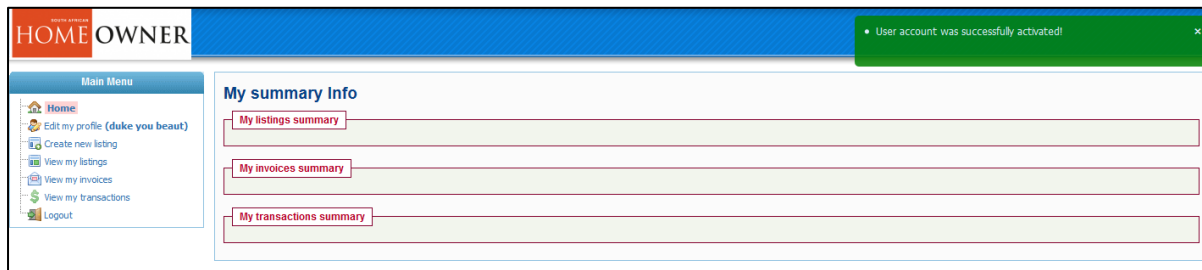
The screenshot shows the full account creation page. At the top, there is a navigation bar with 'Home | Place Your Ad | About us | Contact us'. Below this is a search bar with 'Categories' and two input fields: 'What (keywords in titles, description or me)' and 'Where (Address, locations, Zip or postal ir)', followed by a 'Search listings' button. The main content area is split into two columns. The left column contains the 'Login' form from the previous screenshot. The right column is titled 'Create an account' and contains the following fields: 'Login\*' (Min chars 5, max chars 40), 'Email\*', 'Password\*' (Min chars 5, max chars 40), 'Repeat password\*', and 'Fill in security text\*'. Below these fields is a CAPTCHA image showing the numbers '4752' and a 'refresh image' link. At the bottom of the right column is a 'Create an account' button.

**Step 2: Activate your account**

2.1) You will receive an email with a link to activate your account.

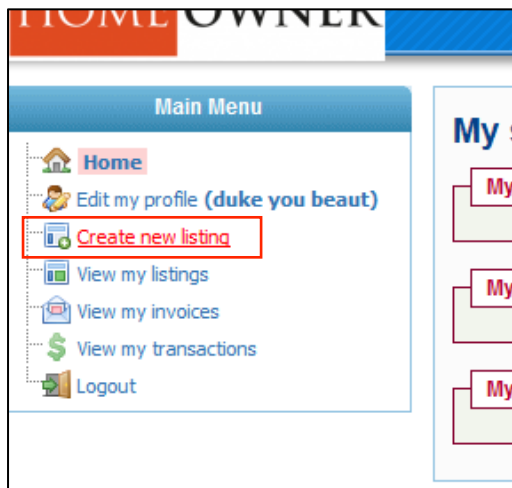


2.2) Following the hyperlink leads you to straight into your profile page.



**Step 3: Creating a listing**

3.1) Click 'Create new listing'.



3.2) Choose from one of the three levels of listings by selecting the appropriate link on the right.

**Create new listing**  
Step 1: select type and level of new listing

	Listings levels	Price	Active Period	Featured	Logo	Locations number	Google Map	Categories number	Locations number	Images number	Videos number	Files number	Ratings	Reviews	
<b>Platinum Listing:</b>	Platinum 3 Months Listing	ZAR 1000.00	months: 3	✓	✓	✓	✓	5	10	10	5	5	✓	➖	<a href="#">Place Ad Here</a>
<b>Premium Listing:</b>	Premium 3 Months Listing	ZAR 500.00	months: 3	➖	✓	✓	✓	3	3	4	2	2	✓	➖	<a href="#">Place Ad Here</a>
<b>Basic Listing:</b>	Basic 3 Months Listing	ZAR 200.00	months: 3	➖	➖	➖	➖	1	➖	0	0	0	✓	➖	<a href="#">Place Ad Here</a>

3.3) Input the required fields. [Input the 'Listing Title', then click the 'SEO' button to the right of that field to automatically populate the 'Listing SEO title' field.]

**Create new listing of type "Basic Listing" of level "Basic 3 Months Listing"**  
Step 2: select categories and fill in listing fields

**Title and Meta Information**

**Listing title \***  
Max length 255 symbols  
 SEO →

**Listing SEO title**  
User friendly URL recommended for better search engines optimization

**Description**  
Will be used everywhere like a main listing description. Symbols left: 472

**Listing meta description**  
Meta description used for meta tags and recommended for better search engines optimization

**Listing meta keywords**  
Listing meta keywords used for meta tags, enter each keyword or keyphrase on each line (without ',' or '.')

3.4) Scroll down to select a Category. [Use the 'Add category to list' link to the right of the folder]

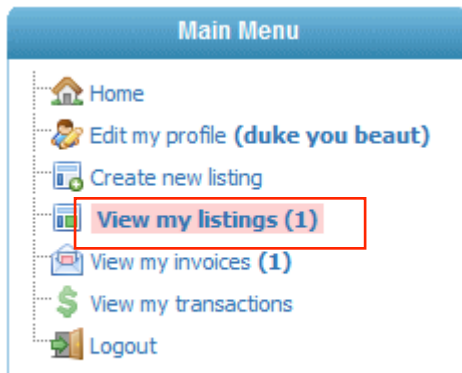
The Category options increase depending on the type of listing you have selected.

3.5) Scroll down further to input 'Additional information', then click 'Create listing' to complete.

A confirmation email will be sent you.

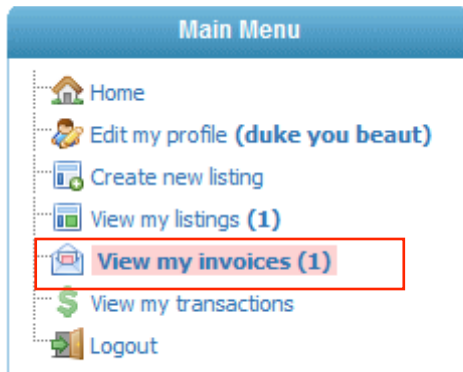
**Step 4:** View and edit your listing

Edit, review or delete your listing in 'View my listings' in the Main Menu sidebar.





**Step 5:** Pay for your listing

5.1) Select 'View my invoices' in the Main Menu sidebar and make payment for your advertisement.



5.2) You will be taken to the following page. Click on the green bank note in 'Options'.

My invoices						
Id	Goods category	Goods item title	Status	Price	Invoice creation date	Options
17	Listings	Listing: 'Bob the Builder'	not paid	ZAR 200.00	02/29/12 17:53:12	 

5.3) You will be taken to the 'Pay invoice' screen. Select 'credit card' as your payment method and click 'Pay now'.

## Pay invoice

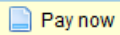
**Invoice info**

Invoice ID	17
Goods category	Listings
Goods item title	Listing: 'Bob the Builder'
Owner	duke you beaut
Status	<span style="color: orange;">not paid</span>
Price	ZAR 200.00
Invoice creation date	02/29/12 17:53:12
Active period of goods item	Days: 0 Months: 3 Years: 0

**Total:**  
ZAR 200.00

**Payment method**

Credit Card

 Pay now

5.4) You will be taken through the process of paying via your credit card on the Safeshop website.

**Avusa Media Ltd Magazine Division**

**Payment Details :**

? Payment type\* : Master Card

? Name on Card\* :

? Card Number\* :

? Expiry Date\* : Month 1 Year 12

? CVV\* :   
Last 3 digits on reverse of card

? Budget Term : Straight

**(Your Payment Details will be kept Secure)**  
To complete the order, click on **CONTINUE** below.

Your card may be eligible or enrolled in Verified by VISA™ or MasterCard® SecureCode™ payer authentication programs.  
After clicking the 'Continue' button, your Card Issuer may prompt you for your payer authentication password to complete your purchase.

You will be presented with an online receipt confirming your order.  
This should take a few moments while SafeShop communicates with your bank.

**Note:** This service is currently available to Nedbank and Standard Bank Debit Card holders on the MTN and Vodacom networks. Ensure that your phone is unlocked and active before proceeding. Click on the **CONTINUE** button below to proceed paying with your debit card.

\* = Required Field **Continue**

5.5) Once your payment has been successfully processed, Safe Shop will email you a receipt for your transaction. Your ad will become active on our site for 3 months.

**Notes:**

- We reserve a 24 hour notice period from receipt of payment to the ad becoming active on the Classified Directory. We further reserve the right to edit any unsolicited content from the advertisement.
- SA Home Directory utilises the Safe Shop payment gateway <https://www.payu.co.za/business-products/safeshop-payment-gateway/> to process your payments. The actual payment process is handled entirely by the Safe Shop servers and none of your personal data is transferred between us and them.