



ComplyPath – Getting Started Guide

Step-by-step instructions for signing up, completing assessments and uploading documents

Welcome to **ComplyPath** — South Africa's compliance management platform for SMEs. This guide walks you through everything you need to get started: creating your account, completing your compliance questionnaires, and uploading the supporting documents required for each module.

1 Creating Your Account

1 Go to complypath.co.za

Open your browser and navigate to **complypath.co.za**. Click the **Get Started** or **Register** button on the homepage.

2 Enter your business details

Fill in your name, business email address, company name, and choose a secure password. All fields are required.

3 Select a subscription plan

Choose the plan that suits your business. Plans are billed monthly and can be cancelled at any time. You'll be directed to our secure payment page powered by PayFast.

4 Complete payment

Enter your card or EFT details on the PayFast payment screen. ComplyPath does not store your payment information — all transactions are processed securely by PayFast.

5 Confirm your email

Check your inbox for a confirmation email from ComplyPath. Click the verification link to activate your account.

6 Log in to your dashboard

Once confirmed, log in at complypath.co.za. You'll land on your **Compliance Dashboard**, which shows your compliance status across all six modules.

Tip: Use your business email address when registering — all compliance reports and document notifications will be sent to this address.

Your dashboard gives you an at-a-glance view of your compliance health across all modules. Each module shows a **compliance score**, your current status (Not Started / In Progress / Compliant), and any upcoming deadlines or expiring documents.

Privacy

POPIA

Protection of Personal Information Act. Covers how your business collects, stores, and uses personal data.

Empowerment

B-BBEE

Broad-Based Black Economic Empowerment. Track your scorecard, level, and tender readiness.

Employment

Employment Equity

Manage your EEA2/EEA4 submissions and workforce diversity reporting obligations.

Safety

OHS

Occupational Health and Safety. Ensure your workplace meets the requirements of the OHS Act.

Compensation

COIDA

Compensation for Occupational Injuries and Diseases Act. Manage your annual returns and good standing letters.

Labour

Labour Law

Covers BCEA, LRA, and related obligations including contracts, leave, and disciplinary procedures.



3 Completing the Compliance Questionnaires

Each module has its own questionnaire. Your answers are used to calculate your compliance score and identify gaps that need attention.

1 Select a module

From your dashboard, click on any module card (e.g. *POPIA* or *OHS*) to open that module's page.

2 Click "Start Assessment"

This opens the compliance questionnaire for that module. You can save your progress at any time and return later — you don't need to complete it in one sitting.

3 Answer each question honestly

Questions are Yes / No / Partial format. Answer based on your current situation — the system will identify what you have in place and what still needs to be done.

4 Review your results

Once submitted, your compliance score is calculated immediately. You'll see a breakdown of which areas are compliant, partially compliant, or require attention.

5 Download your compliance report

Each module generates a PDF report you can save or share with stakeholders, auditors, or during tender applications.

Tip: You can retake any questionnaire at any time as your compliance improves. Your score will update automatically to reflect changes.

4 Uploading Supporting Documents

Each compliance module requires specific supporting documents to substantiate your answers. Uploading these documents gives you a complete, auditable compliance file in one place.

1 Navigate to the module's document section

Inside each module page, scroll down to the **Documents** section, or click the **Upload Documents** tab.

2 Select the document type

Choose the relevant document category from the list (e.g. *PAIA Manual* under POPIA, or *Letter of Good Standing* under COIDA).

3 Upload your file

Click **Choose File** and select the document from your computer. Accepted formats: PDF, Word (.docx), and images (.jpg, .png). Maximum file size: 10MB per document.

4 Set the expiry date (if applicable)

For documents with an expiry date (e.g. COIDA Letter of Good Standing, B-BBEE certificate), enter the expiry date. ComplyPath will send you an email reminder 30 days before it expires.

5 Save the document

Click **Save**. The document is stored securely and will appear in your module's document list with its upload date and expiry status.

Security: All uploaded documents are stored in a secure, private location on our server. They are not publicly accessible and are only visible to authorised users on your account.

Key Documents by Module

Module	Key Documents to Upload
POPIA	PAIA Manual, Privacy Policy, Data Processing Agreement, Information Officer appointment letter, Data Breach Response Plan
B-BBEE	B-BBEE Certificate or Affidavit (EME/QSE), BEE scorecard, Ownership structure documents
Employment Equity	EEA2 (Income Differentials) report, EEA4 (Workforce Profile), Employment Equity Plan, DoL submission confirmation
OHS	OHS Policy, Risk assessments, Incident register, First aid certificates, Emergency evacuation plan, Appointed person letters
COIDA	Letter of Good Standing (W.As.8), Annual return confirmation, Compensation Fund registration
Labour Law	

Employment contracts, Leave policy, Disciplinary procedure, Workplace rules, BCEA section 29 particulars

5 Compliance Calendar & Reminders

ComplyPath automatically tracks key statutory deadlines and document expiry dates so nothing slips through the cracks.

What ComplyPath tracks for you:

- Annual B-BBEE certificate renewal
- COIDA Letter of Good Standing expiry
- Employment Equity submission deadlines (DoL)
- OHS appointment letter renewals
- POPIA review and policy update reminders
- Any document expiry date you set manually

Email reminders are sent **30 days before** each deadline to the email address on your account.

6 Getting Help



Contact us

If you get stuck at any point, email us at support@complypath.co.za. We aim to respond within one business day.



What if I don't have a document yet?

That's fine — the document upload step can be completed later. Your compliance score will reflect the gap, and you can upload the document once it's available.



Can I have multiple users on one account?

Multi-user access is available on higher-tier plans. Contact us to discuss adding team members to your account.

