



HOW TO UPLOAD YOUR PROOF OF ADDRESS

1 Log into the HR Database system using your ID and password

2 Click on the “Edit” button next to Attachments

Attachments	
Proof of address	Attached
Type of proof of address	Other <input type="button" value="Edit"/>

4 Click on the “Choose File” button

Type of proof of address	Other
Proof of address	<input type="button" value="Choose file"/> No file chosen

3 Click on the drop down menu next to “Type of proof of address” and choose one option

Upload proof of residence

Please upload each document separately (Make sure your files are either pdf, jpeg, jpg, png, tif. Total maximum size for all

Please do not upload CV or tertiary qualifications. You are only required to upload one of the documents listed below

Type of proof of address	Other
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5 Navigate to where the document is stored on your laptop/phone

6 Choose the document and click on open. You will see the document name in the “Choose file” area

Type of proof of address	Other
Proof of address	<input type="button" value="Choose file"/> website census 1.png

7 Click the “Update” button

Type of proof of address	Other
Proof of address	<input type="button" value="Choose file"/> website census 1.png
<input type="button" value="Update"/>	

8 If you have any problems with this, please contact the call centre on 0800 110 248 (toll free) for assistance.

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Statistics South Africa
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