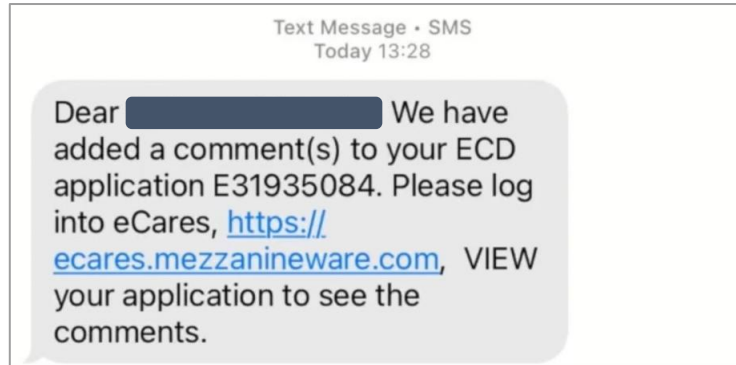


MARCH 2025

HOW TO ADDRESS CORRECTIONS REQUESTED AND RESUBMIT ECD APPLICANT



RECEIVING AN SMS NOTIFICATION AND LOGGING INTO THE ECARES SYSTEM



The eCares login page features the eCares logo on the left and a 'Sign in' form on the right. The form includes fields for 'Mobile number' (with the number 2784000000) and 'Password' (masked with asterisks). A green 'SIGN IN' button is at the bottom of the form, with a 'Recover your password' link below it.

- **Receive SMS Notification:** An SMS alerts you that corrections are needed.
- **Access the ECD web portal:** Using a laptop or tablet at: <https://ecd.dbecares.gov.za/>
- **Log In:** Go to the eCares system and **sign in** using your mobile number (starting with 27) and password.
- **Password Recovery (if needed):** Click **Recover your password** and follow the prompts to reset.
- **Access Application:** Navigate to the List of Applications and find the one marked **Corrections Requested**.

CORRECTIONS REQUESTED

List of Applications

Welcome
Patience Matsaira - ECD Applicant

Applications - View or Edit An Existing Application

Search: taps

	ECD Name	Name And Surname	National ECD Identifier Number ↑	ID Number	Date Created	Latest Updated	Status
VIEW EDIT ARCHIVE	Taps ECD		E31935084	AW345678	2024-12-02 06:38:45	2024-12-04 11:54:28	Corrections Requested

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Step 1 / 13 - Particulars of Application (Editing)

2 [VIEW CORRECTIONS](#) [CANCEL](#)

Please enter your details as the person applying to register the ECD programme

Name of ECD Programme
Successful Kids ECD

- **Navigate to the List of Applications Page:** Note your application with the status corrections requested.
- **View Corrections:** Click **Edit** to open the application. Click **View Corrections** to see the detailed feedback.

VIEW CORRECTIONS

Review Feedback

Feedback

Search

+

2	1	Description	Status	Latest Added ↓
OPEN	MARK READ	Patience's Form 30 is not signed. Please ensure Patience signs this form before you submit.	Unread	2024-12-04 11:53:47
OPEN	MARK READ	ID document is blurred and unclear, and a clearer version needs to be uploaded.	Read	2024-12-04 11:28:18
OPEN	MARK READ	Taps' ID is not certified.	Read	2024-12-02 07:06:50

↓

< 1 >

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- In this example, the feedback states that Patience's Form 30 is not signed. And the ID document is blurred and unclear, a clearer version needs to be uploaded.
- **Mark Comments as Read:** Click **Mark Read** to acknowledge comments and then click **Open**



ADDRESSING CORRECTIONS

Step 12 / 13 - Upload Staff Documents (Editing)

Staff Documents

Search

	Date Last Updated ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined			
VIEW	ADD / VIEW	REMOVE	1	024-12-04 11:54:28	Taps ECD	Nyasha Es	wer	27654378656	Staff Form 30	Approved

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2

3

4

5

UPLOAD DOCUMENT

CLOSE DOCUMENTS

← BACK

SAVE CHANGES & PROCEED

Step 12 / 13 - Upload Staff Documents (Editing)

Name of ECD Programme

Taps ECD

Document Type

Not Specified

Staff Form 30

Staff ID

Mobile

27654378656

Staff ID

wer

Upload Document

SAVE

CANCEL

• Edit and address feedback:

- Navigate to the relevant section e.g., Upload Staff Documents.
- Click **Edit** next to the relevant staff member's name
- **Remove** incorrect documents
- Click **Document Type**, select the document type and choose the correct file from your device.
- Click **Save** to confirm changes.
- Click **Save Changes & Proceed** to move through the remaining steps of the application.



RESUBMITTING APPLICATION

faces. Advise them to face their backs to the camera

OPTIONAL: This photo is optional and if not uploaded, you are still able to complete your application submission

Upload Photo



SAVE IMAGE DELETE IMAGE ← BACK **SUBMIT APPLICATION**

- **Review each step:** ensure all information is accurate and complete.
- **Save changes:** Click **Save Changes & Proceed** for each step in the process.
- **Resubmit application:** Click **Submit Application** to finalize your changes and resubmit.

THANK YOU.



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

