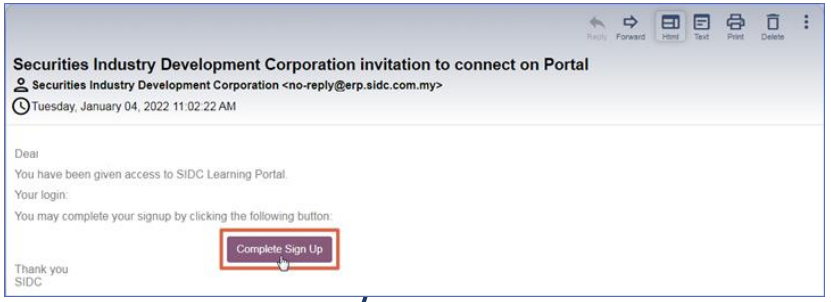
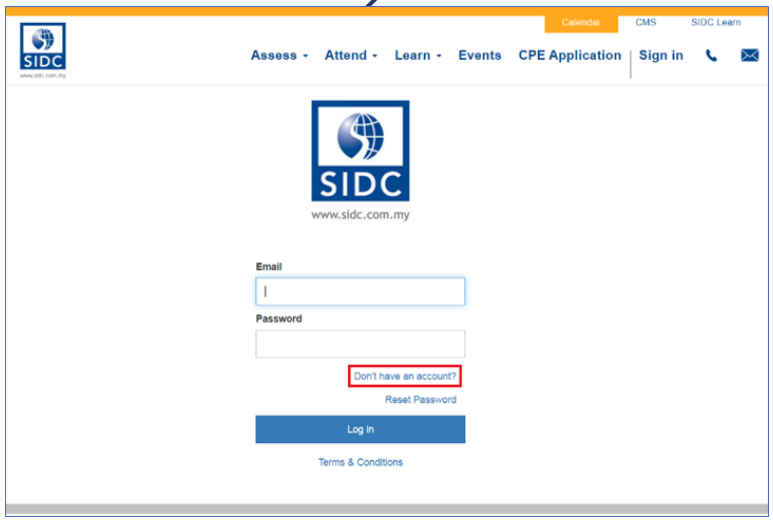
GUIDE TO REGISTER PROGRAMMES WITH HRDC FUNDS

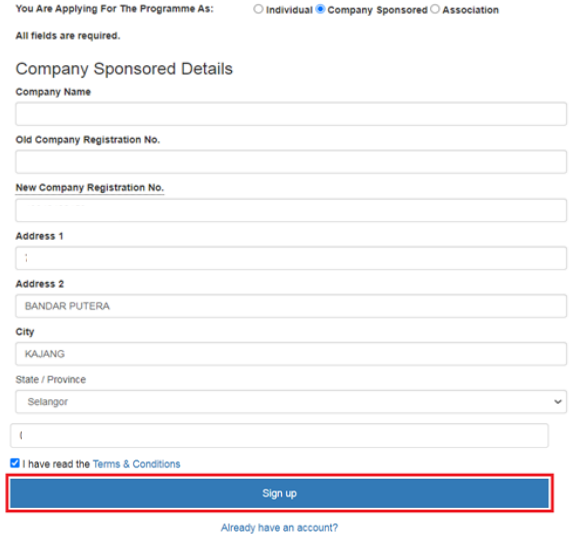
1. Register for new account



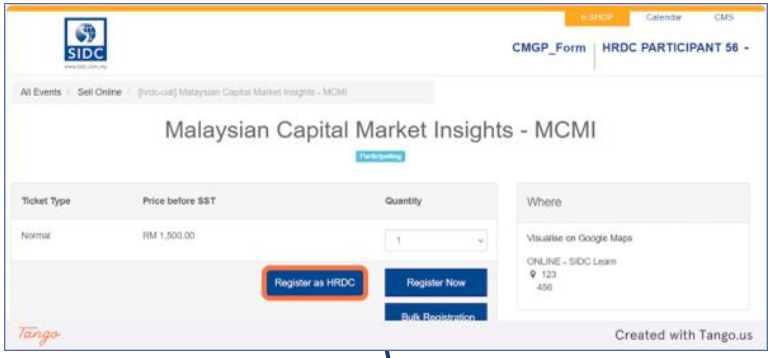
Register for new account.

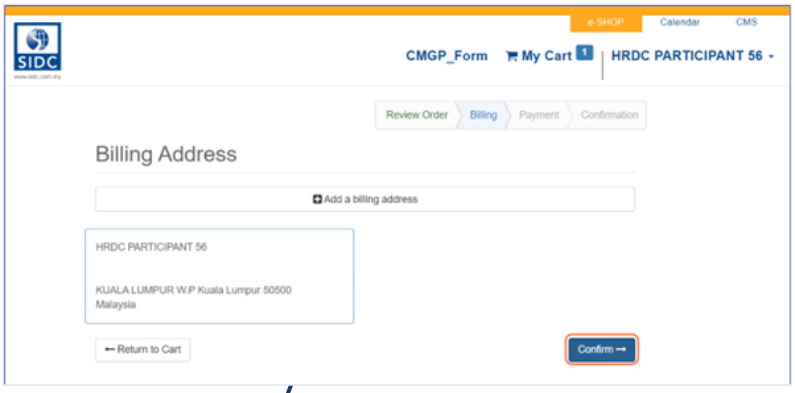
1. Click **"Don't have an account?".**
2. Select the **correct user profile**.
3. Enter user details and **click Sign Up.**
4. Open invitation link from ERP-SIDC and click on **"Complete Sign Up."**
5. Create a new password and click **Confirm** once completed.





2. Register SIDC Programme with HRDC Funds





Register with HRDC Funds

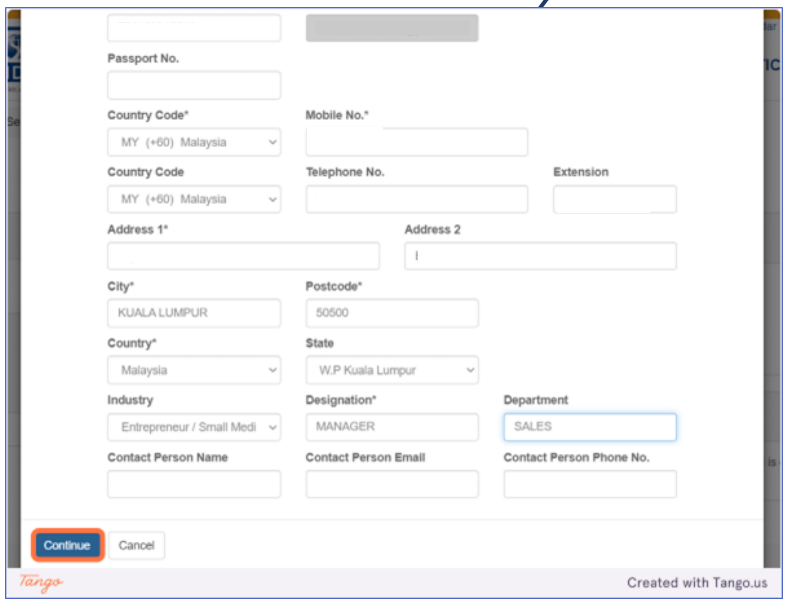
1 Click **"Register as HRDC"**

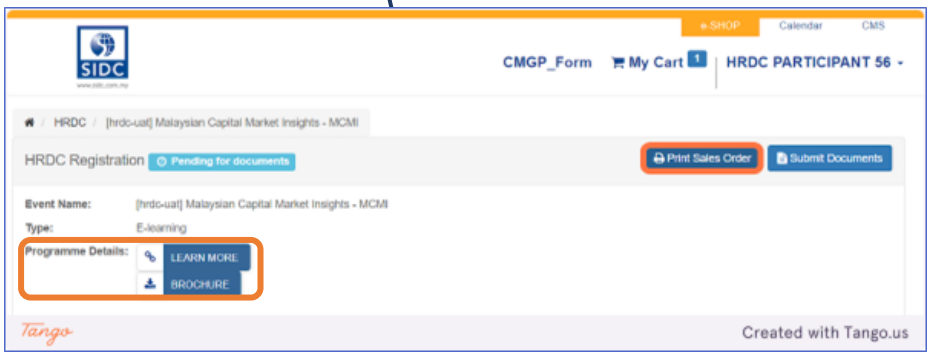
2 Complete registration form and click **Continue.**

3 Click **Confirm** to confirm the billing address.

4 Click Print Sales Order and download programme information.

5 **Apply** for grant in HRDC system.





3. Submit HRDC Documents in ERP

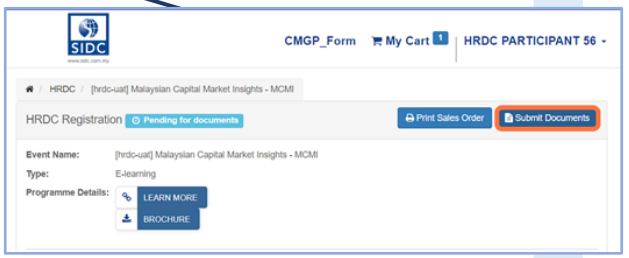
Submit HRDC Documents in ERP

1. Sign in into ERP using registered email.

2. Click on **"HRDC Registrations"**

3. Click on the programme that is **"Pending for Documents."**

4. Click on **"Submit Documents"** on the HRDC Registration page.



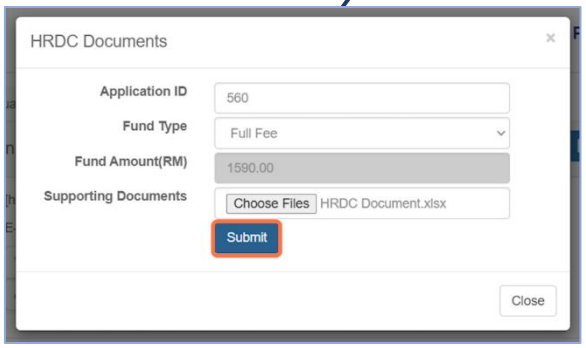
5. Enter all the details in **HRDC Documents** form and click **"Submit."**

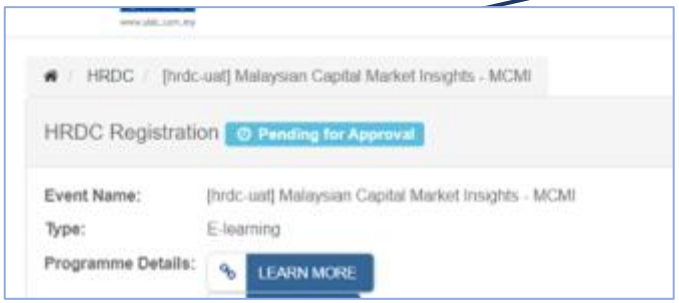
6. Status changes to **"Pending for Approval."**

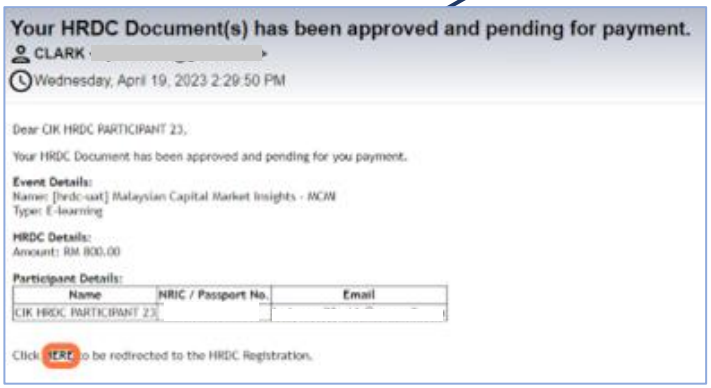
7. Receive an email notification once the HRDC registration is approved.

8. Make payment for remaining balance **for partial fee funding** via eGHL.

9. Receive registration confirmation notification.







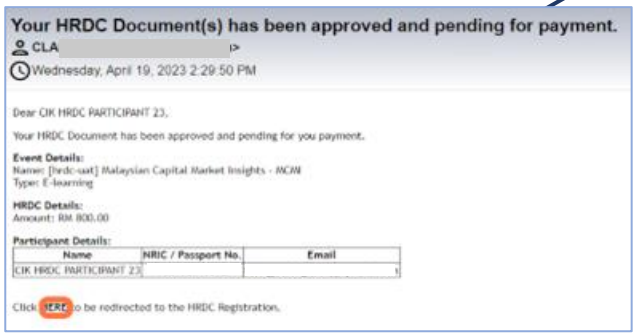
4. Payment for partial fee funding

Payment for partial fee funding

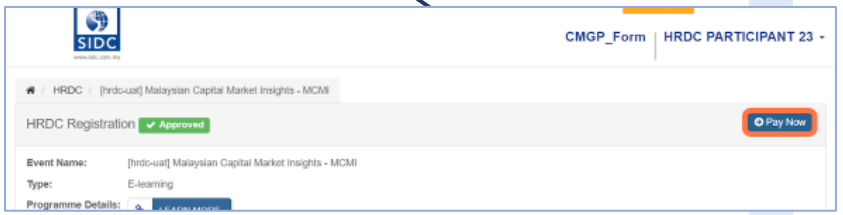
1. Log in to your email and go to email inbox.

2. Look for HRDC approval notification from SIDC.

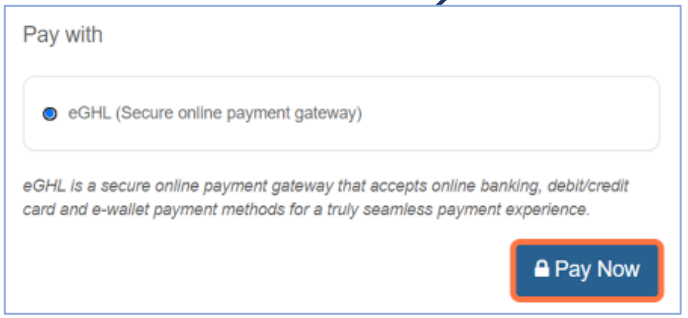
3. Click the "**HERE**" link and login to ERP using registered email.



4. Click on "**Pay Now**" to start the payment process.

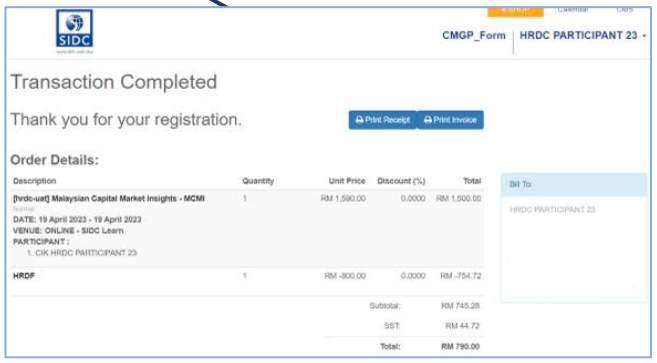


5. Select "**eGHL**" and click "**Pay Now.**"



6. Select your desired payment method and complete your transaction.

7. Once completed, you will be directed to the **Transaction Complete** page.



8. Upon completion, you will receive the **Payment Successful** and **Confirmation** emails.