

Hortors Stationery (Pty) Ltd

Sign-Up Help Guide (Advocates/ Sheriffs/ Other)

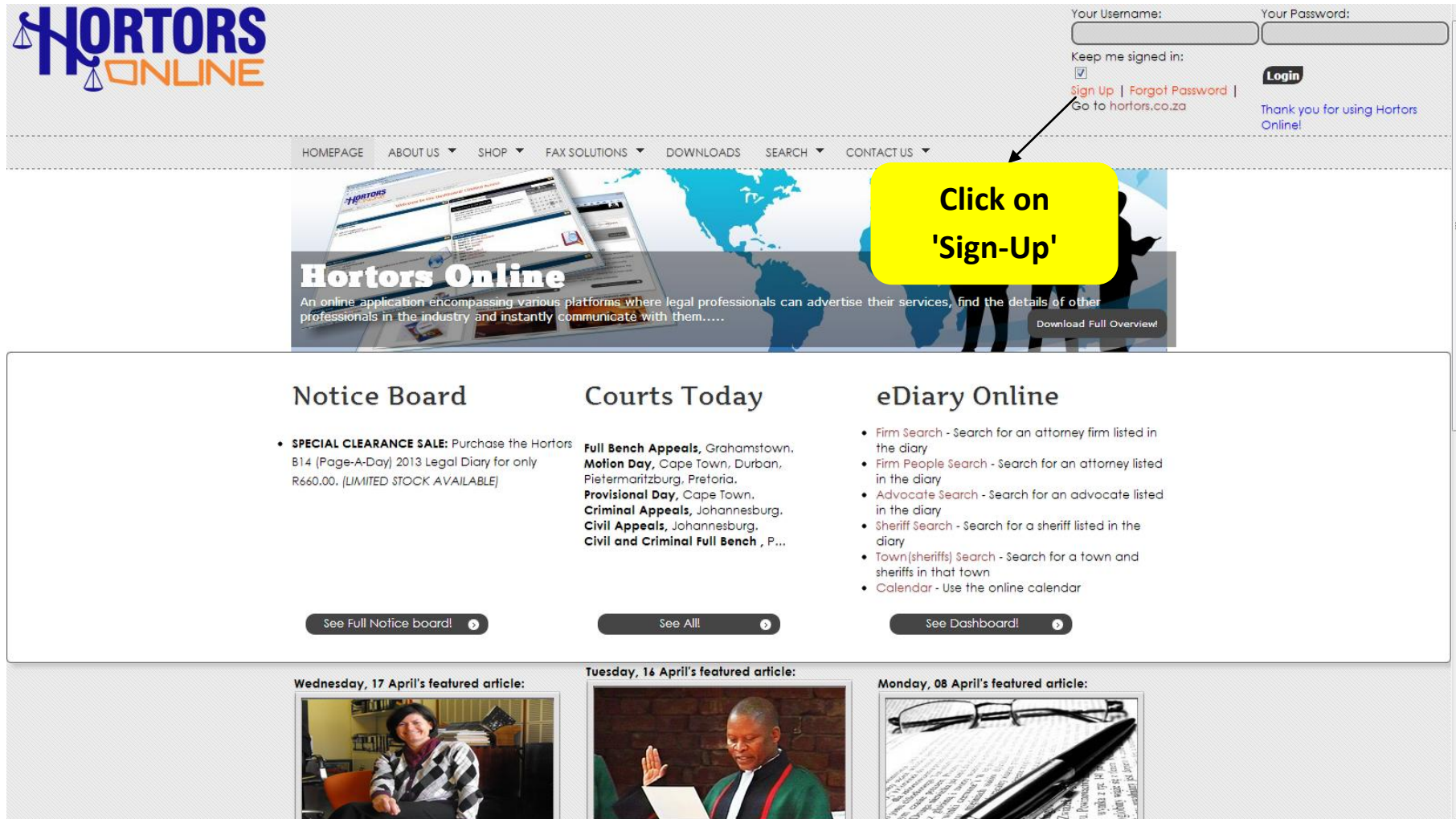
www.hortorsonline.co.za



Advocate/ Sheriff/ Other Sign-Up Steps

To sign-up on Hortors Online, please follow the instructions below:

1. On the homepage, click on 'Sign-Up' as depicted in the image below:



The screenshot shows the Hortors Online homepage. At the top left is the logo. On the right, there are login fields for 'Your Username:' and 'Your Password:', a 'Keep me signed in:' checkbox, and a 'Login' button. Below these are links for 'Sign Up | Forgot Password | Go to hortors.co.za' and a 'Thank you for using Hortors Online!' message. A navigation menu includes 'HOMEPAGE', 'ABOUT US', 'SHOP', 'FAX SOLUTIONS', 'DOWNLOADS', 'SEARCH', and 'CONTACT US'. The main banner features the text 'Hortors Online' and a description: 'An online application encompassing various platforms where legal professionals can advertise their services, find the details of other professionals in the industry and instantly communicate with them.....'. A yellow callout box with the text 'Click on 'Sign-Up'' points to the 'Sign Up' link. Below the banner are three sections: 'Notice Board' with a 'SPECIAL CLEARANCE SALE' for a legal diary, 'Courts Today' listing various court days and appeals, and 'eDiary Online' with search options for firms, people, advocates, sheriffs, and towns. At the bottom, there are featured articles for Wednesday, Tuesday, and Monday of April.

Hortors Online
An online application encompassing various platforms where legal professionals can advertise their services, find the details of other professionals in the industry and instantly communicate with them.....

Download Full Overview!

Notice Board

- SPECIAL CLEARANCE SALE:** Purchase the Hortors B14 (Page-A-Day) 2013 Legal Diary for only R660.00. (LIMITED STOCK AVAILABLE)

See Full Notice board!

Courts Today

Full Bench Appeals, Grahamstown, **Motion Day**, Cape Town, Durban, Pietermaritzburg, Pretoria.
Provisional Day, Cape Town.
Criminal Appeals, Johannesburg.
Civil Appeals, Johannesburg.
Civil and Criminal Full Bench, P...


See All!

eDiary Online


- Firm Search** - Search for an attorney firm listed in the diary
- Firm People Search** - Search for an attorney listed in the diary
- Advocate Search** - Search for an advocate listed in the diary
- Sheriff Search** - Search for a sheriff listed in the diary
- Town(sheriffs) Search** - Search for a town and sheriffs in that town
- Calendar** - Use the online calendar

See Dashboard!


Wednesday, 17 April's featured article:



Tuesday, 16 April's featured article:



Monday, 08 April's featured article:



2. Please select your role, enter the verification code in the field provided and click on 'Submit' as follows:

The screenshot shows the Hortors Online website interface. At the top left is the logo for Hortors Online. On the top right, there are fields for 'Your Username:' and 'Your Password:', a 'Keep me signed in:' checkbox, and a 'Login' button. Below these are links for 'Sign Up', 'Forgot Password', and 'Go to hortors.co.za'. A navigation menu below the header includes 'HOMEPAGE', 'ABOUT US', 'SHOP', 'FAX SOLUTIONS', 'DOWNLOADS', 'SEARCH', and 'CONTACT US'. The main content area contains a form with a dropdown menu labeled 'Please Select Role:' with 'Please Select One' selected. Below the dropdown is a CAPTCHA image showing the code 'hen85a' with the text 'Enter the combination of numbers and letters in the image above' and a link 'Try another one'. Below the CAPTCHA is an empty input field. At the bottom of the form is a 'submit' button. Three yellow callout boxes with arrows point to the dropdown, the input field, and the submit button, providing instructions for each step.

2.1 Please select your role (i.e. 'Advocate'/'Sheriff' or 'Other')

2.2 Enter the verification code in the field

Click on 'Submit'

3. Once you have submitted, the following screen should appear, kindly fill all of your details in and then click on 'Sign Up':

The screenshot shows a registration form with the following fields and sections:

- Navigation:** HOMEPAGE, ABOUT US, SHOP, FAX SOLUTIONS, DOWNLOADS, SEARCH, CONTACT US
- Personal Information:** Name*, Surname*, Known As, Cell Phone, Telephone*, Fax*, Email:*
- Sign In Credentials:** Username* (with a link "Check if username exists"), Password*, Confirm Password
- Registered Addresses:** Online Shop Delivery Address*, City / Town*, State / Province / Region*, Code* (with a checkbox "Same as above")
- Company Information:** Online Shop Billing Address - Company Name(if applicable), Company Vat Number (if applicable), Address (Separate by Coma's), Address line 2, Code*

Annotations on the form:

- A yellow box labeled "3.1 Kindly fill all of your details in" points to the input fields.
- A note box states: "Note: When choosing a username, please check if the username already exists before proceeding with the rest of the form." with an arrow pointing to the Username field.
- A yellow box labeled "3.2 Click on 'Sign Up'" has an arrow pointing to the "Sign Up" button.

4. If you have any further queries, please contact us on webmaster@hortors.co.za