

# HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP



- Tap the Pres Les App icon on your home screen
- Tap the "Add Recruit" tab in the App
- Tap the "Personal Information" tab to begin the process
- Tap the arrow on the title line
- Select your Recruit's title from the drop-down options
- Tap the arrow on the "Country of ID/Passport" line
- Select your Recruit's country from the drop-down options
- Enter your Recruit's ID/Passport number in the "ID/Passport number" line
- Tap the arrow on the "Gender" line
- Select your Recruit's gender from the drop-down options
- Tap the "SUBMIT" button to complete this section
- Tap the paper clip button on the "Upload ID/Passport" line
- Tap "Allow" on the prompts that follow
- Tap the "Files" icon
- Note that your Recruit has to send you a photo of their ID/passport. The photo should be the front of their ID/passport with their ID/passport number, first name and surname clearly visible. This is needed in order for the information to be captured
- Tap the file to upload it
- Enter your Recruit's date of birth in the "Date of Birth" line. Note the dd/mm/yyyy format
- Enter your Recruit's first name in the "First Name" line as per their ID/passport
- Enter your Recruit's surname in the "Surname" line as per their ID/passport
- If your Recruit has a preferred name, enter their nickname in the "Nickname" line.
- Tap the "NEXT" button
- Tap the arrow on the "Cellphone number" line
- Select the correct country code from the drop-down options
- Enter your Recruit's cellphone number in the "Cellphone number" line. Tap the "+" icon to add an additional number
- Enter your Recruit's email address in the "Email address" line
- Tap the "SUBMIT" button

Still need help with recruiting a foreign consultant?

Please request help from Customer Care on WhatsApp 066 328 0446