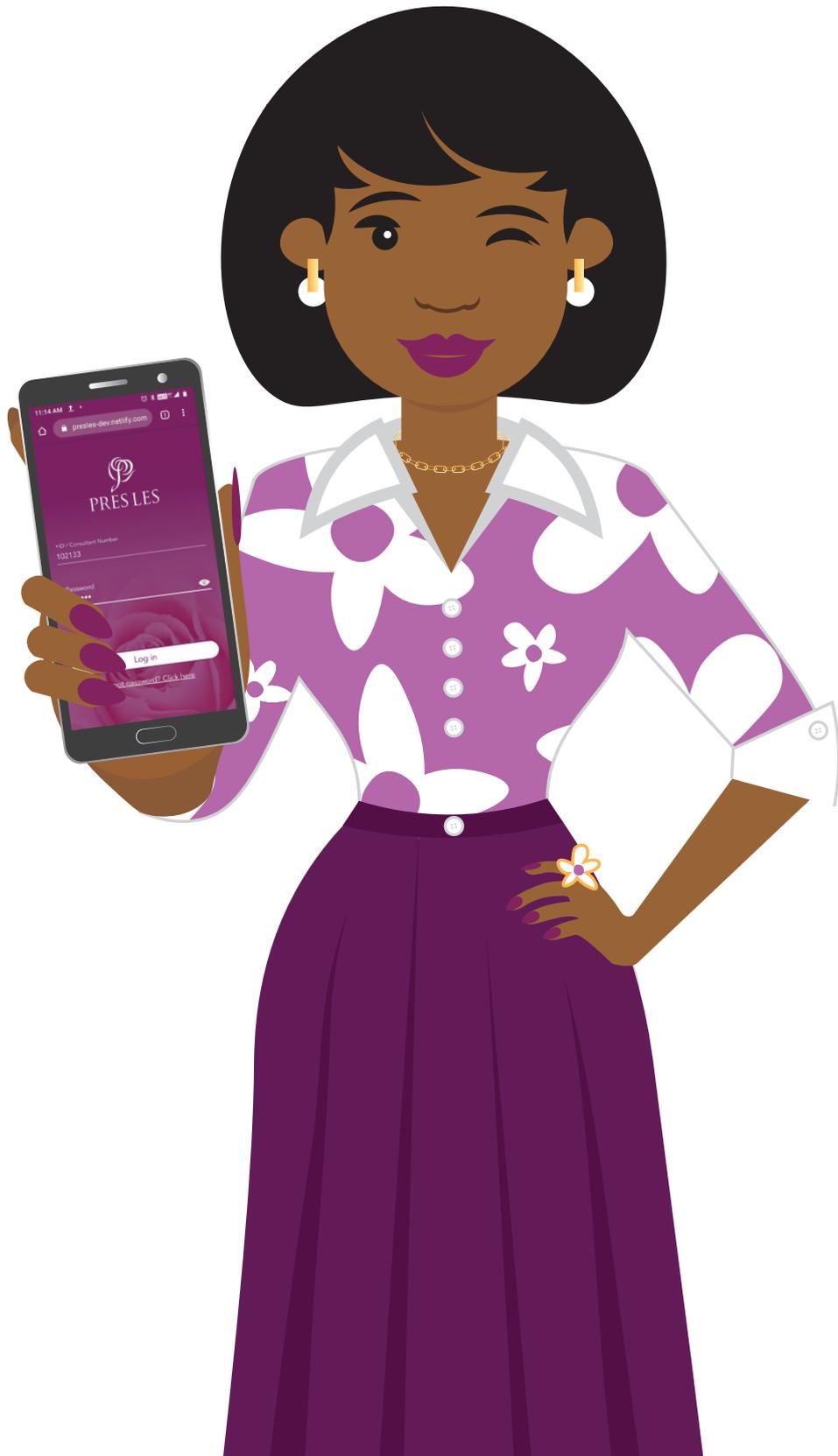




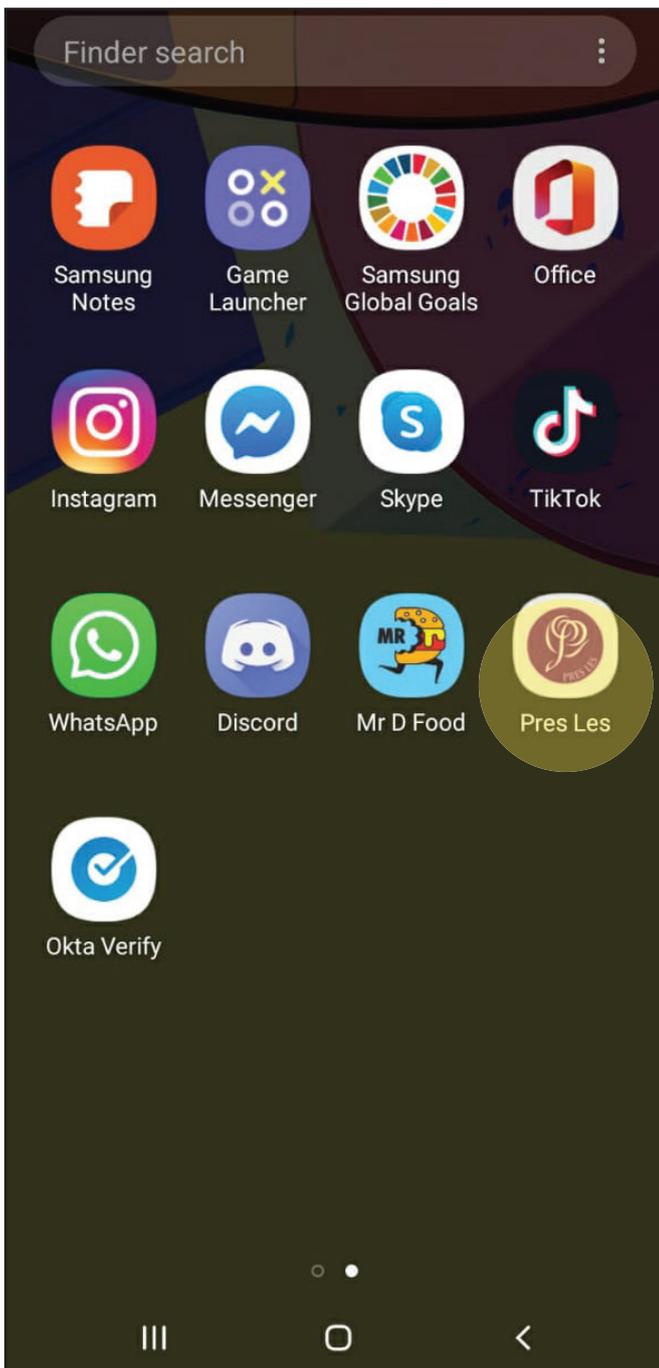
HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP



HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

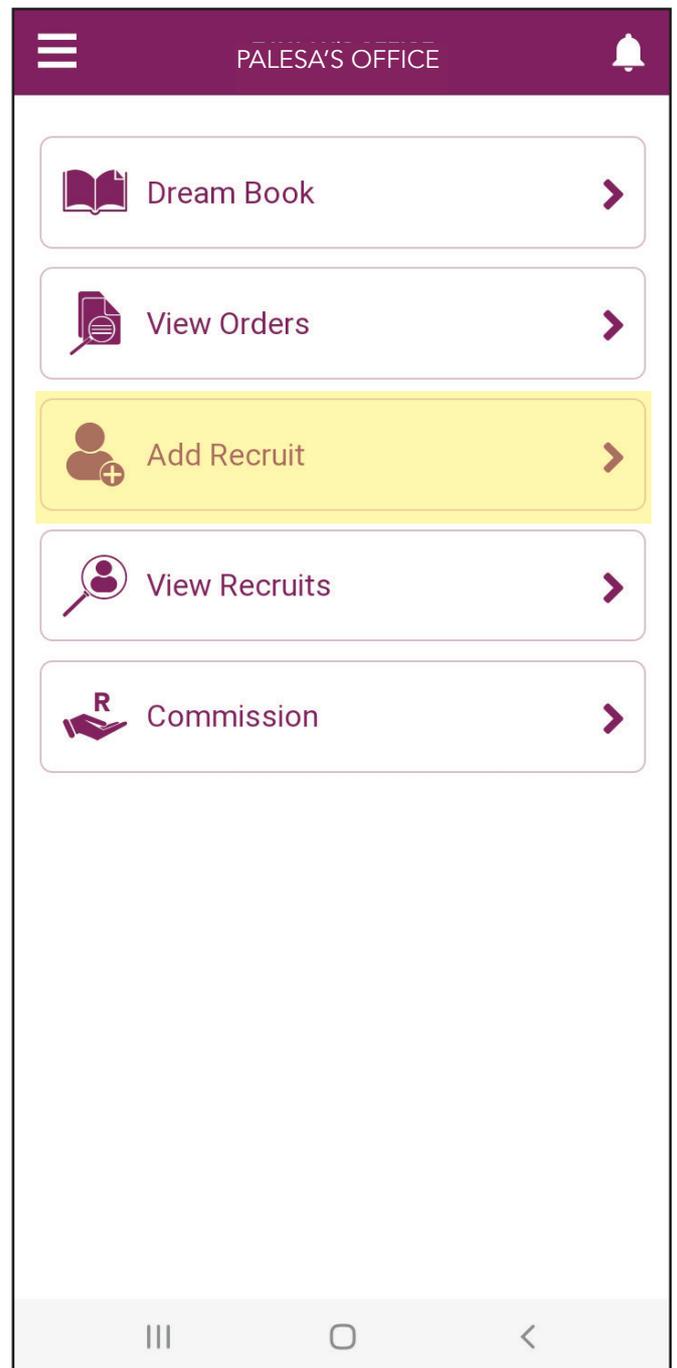
Step 1:

On your home screen, tap the Pres Les App icon.



Step 2:

Tap the "Add Recruit" tab on your home screen.



HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 3:

Tap the "Personal Information" tab to begin the process.

ADD RECRUIT

Please complete the steps below to register your new Recruit.

- 1 Personal Information
- 2 Home Address
- 3 Banking Details
- 4 Registration Fee
- 5 Terms and Conditions

SUBMIT

Step 4:

Tap the arrow on the "Title" line.

ADD RECRUIT

1 Personal Information

Please complete the below:

*Title
Choose your title

*Country of ID/Passport
Choose country of issue

ID/Passport Number
As per your ID/Passport

Gender
Choose your gender

SUBMIT

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 5:

Select your Recruit's title from the drop-down options, e.g. *Miss*.

The screenshot shows the 'ADD RECRUIT' screen with a purple header. A hamburger menu icon is on the left and a bell icon is on the right. Below the header, a circled '1' indicates 'Personal Information'. The text 'Please complete the below:' is followed by a dropdown menu for 'Title'. The options are Mrs, Ms, Miss (highlighted in yellow), Mr, and Reverend. Below this is a 'Gender' dropdown menu with the text 'Choose your gender'. At the bottom is a grey 'SUBMIT' button. The Android navigation bar is visible at the very bottom.

Step 6:

Tap the **arrow** on the "Country of ID/Passport" line.

The screenshot shows the 'ADD RECRUIT' screen with a purple header. A hamburger menu icon is on the left and a bell icon is on the right. Below the header, a circled '1' indicates 'Personal Information'. The text 'Please complete the below:' is followed by a dropdown menu for 'Title' with 'Miss' selected. Below this is a dropdown menu for '*Country of ID/Passport' with the text 'Choose country of issue'. A yellow circle highlights the downward arrow on the right side of this dropdown. Below this is an 'ID/Passport Number' input field with the text 'As per your ID/Passport'. Below that is a 'Gender' dropdown menu with the text 'Choose your gender'. At the bottom is a grey 'SUBMIT' button. The Android navigation bar is visible at the very bottom.

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 7:

Select your Recruit's country from the drop-down options, e.g. **Namibia**.

ADD RECRUIT

1 Personal Information

Please complete the below:

*Title
Miss

Choose your title

*Country of ID/Passport

- South Africa
- Namibia**
- Botswana
- Zimbabwe
- Lesotho

SUBMIT

Step 8:

Enter your Recruit's ID/Passport number in the "ID/Passport Number" line.

ADD RECRUIT

1 Personal Information

Please complete the below:

*Title
Miss

Choose your title

*Country of ID/Passport
Namibia

Choose country of issue

ID/Passport Number

As per your ID/Passport

Gender

Choose your gender

SUBMIT

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 9:

Tap the arrow on the
"Gender" line.

ADD RECRUIT

1 Personal Information

Please complete the below:

*Title
Miss

Choose your title

*Country of ID/Passport
Namibia

Choose country of issue

*ID/Passport Number
*****0023

As per your ID/Passport

Gender

Choose your gender

SUBMIT

Step 10:

Select your Recruit's gender
from the drop-down
options, e.g. Female.

ADD RECRUIT

1 Personal Information

Please complete the below:

*Title
Miss

Choose your title

*Country of ID/Passport
Namibia

Choose country of issue

*ID/Passport Number
*****0023

As per your ID/Passport

*Gender
Female

Male

SUBMIT

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 11:

Tap the "SUBMIT" button to complete this section.

ADD RECRUIT

1 Personal Information

Please complete the below:

*Title
Miss

Choose your title

*Country of ID/Passport
Namibia

Choose country of issue

*ID/Passport Number
*****0023

As per your ID/Passport

*Gender
Female

Choose your gender

SUBMIT

Step 12:

Tap the paper clip button on the "Upload ID/Passport" line.

ADD RECRUIT

1 Personal Information

*Upload ID/Passport

Take a photo or upload an existing file

*Date of Birth
dd/mm/yyyy

*First Name

*Surname

Nickname

NEXT

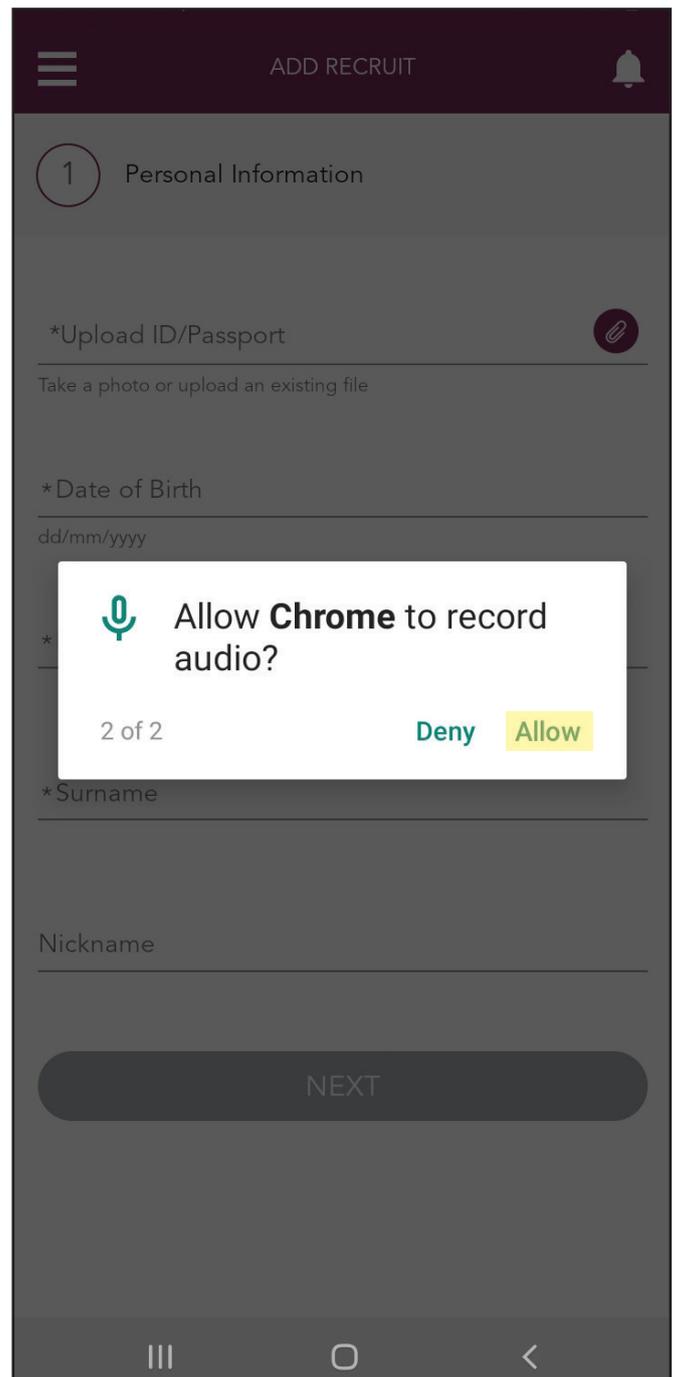
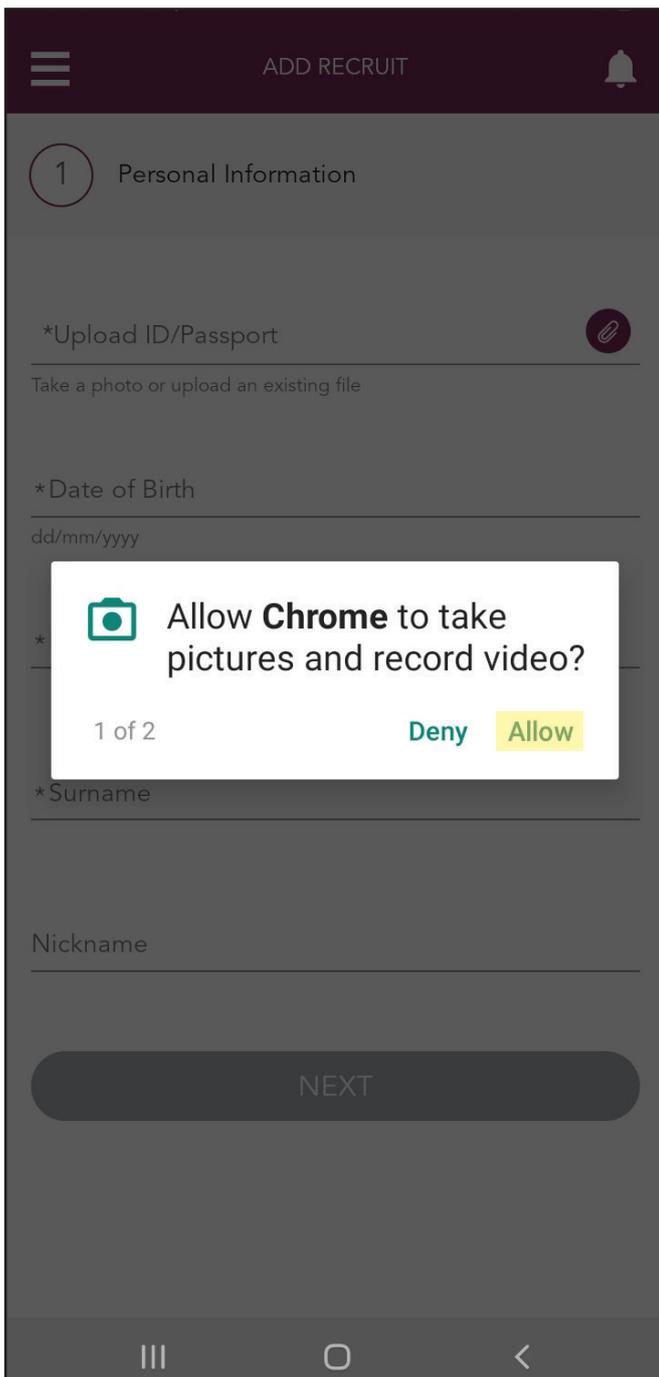
HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 13:

Tap the "Allow" option.

Step 14:

Tap the "Allow" option again.



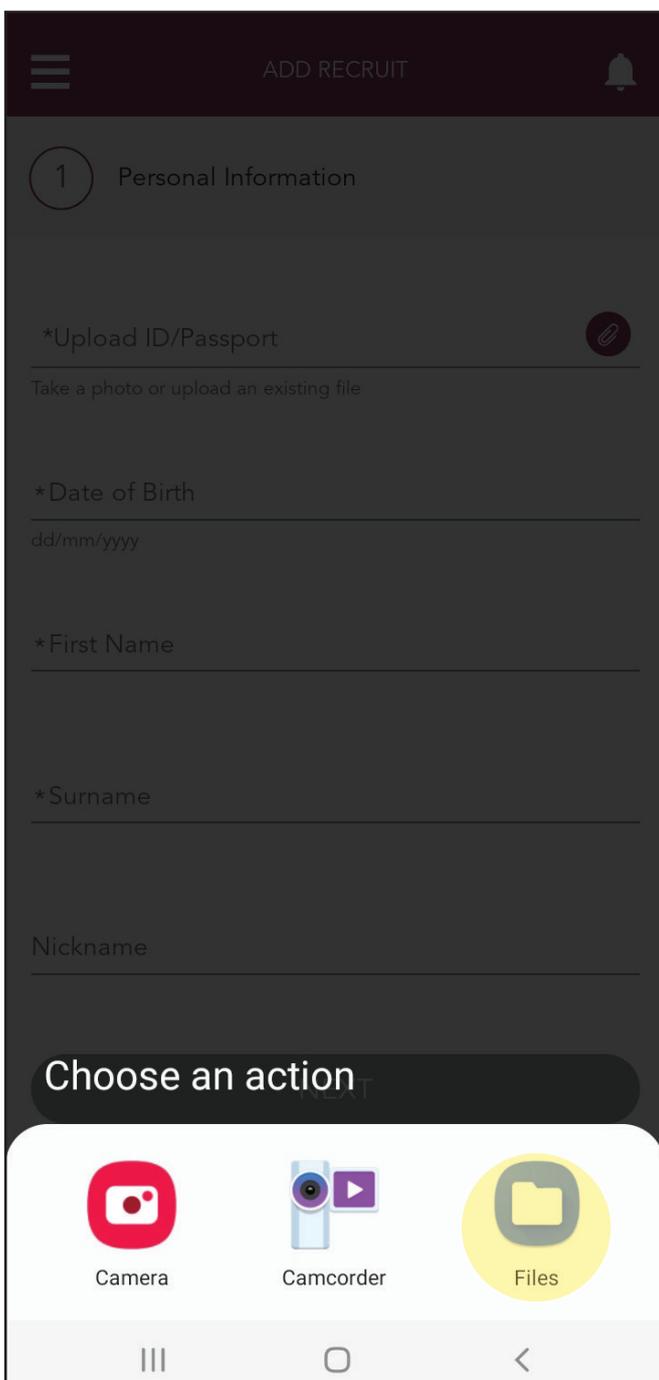
HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 15:

Tap the "Files" icon.

NOTE

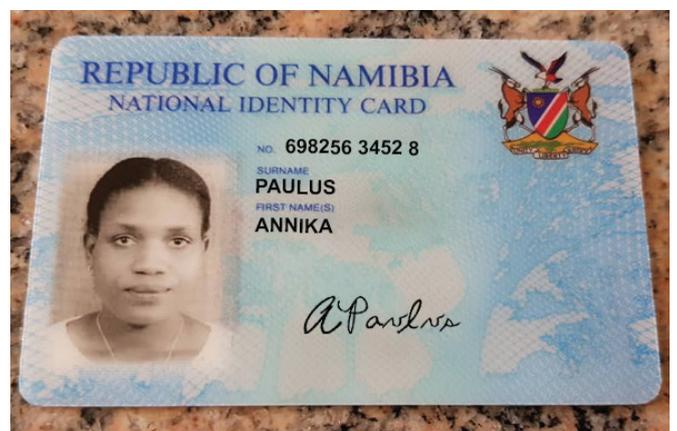
Your Recruit has to send you a photo of their ID/passport. The photo should be the front of their ID/passport with their ID/passport number, first name and surname clearly visible. This is needed in order for the information to be captured.



The screenshot shows the 'ADD RECRUIT' form in the app. The form is titled '1 Personal Information' and includes the following fields:

- *Upload ID/Passport (with a file upload icon and the instruction 'Take a photo or upload an existing file')
- *Date of Birth (with a date format 'dd/mm/yyyy')
- *First Name
- *Surname
- Nickname

At the bottom of the form, there is a 'Choose an action' section with three options: Camera, Camcorder, and Files. The 'Files' option is highlighted with a yellow circle.



HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

NOTE

Tap the **file** to upload it.

Step 16:

Enter your Recruit's date of birth in the
"Date of Birth" line.

Note the dd/mm/yyyy format.



ADD RECRUIT

1 Personal Information

*Upload ID/Passport

20200603_124313.jpg

Upload successful!

*Date of Birth

dd/mm/yyyy

*First Name

*Surname

Nickname

NEXT

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 17:

Enter your Recruit's first name in the "First Name" line as per their ID/passport.

ADD RECRUIT

1 Personal Information

*Upload ID/Passport
20200603_124313.jpg

Upload successful!

*Date of Birth
02/01/1986
dd/mm/yyyy

*First Name

*Surname

Nickname

NEXT

Step 18:

Enter your Recruit's surname in the "Surname" line as per their ID/passport.

ADD RECRUIT

1 Personal Information

*Upload ID/Passport
20200603_124313.jpg

Upload successful!

*Date of Birth
02/01/1986
dd/mm/yyyy

*First Name
Annika

*Surname

Nickname

NEXT

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

NOTE

If your Recruit has a preferred name, enter their nickname in the "Nickname" line.

Step 20:

Tap the "NEXT" button.

ADD RECRUIT

1 Personal Information

*Upload ID/Passport
20200603_124313.jpg

Upload successful!

*Date of Birth
02/01/1986
dd/mm/yyyy

*First Name
Annika

*Surname
Paulus

Nickname

NEXT

ADD RECRUIT

1 Personal Information

*Upload ID/Passport
20200603_124313.jpg

Upload successful!

*Date of Birth
02/01/1986
dd/mm/yyyy

*First Name
Annika

*Surname
Paulus

Nickname
Anni

NEXT

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 21:

Tap the **arrow** on the
"Cellphone number" line.

The screenshot shows the 'ADD RECRUIT' screen with a purple header. Below the header is a navigation bar with a hamburger menu icon, the text 'ADD RECRUIT', and a bell icon. The main content area is titled '1 Personal Information'. There are three input fields: 'Cellphone number' (with a dropdown arrow and a yellow highlight), 'Add another contact number' (with a plus icon), and 'Email address' (with a placeholder text 'Enter an email address to receive a commission statement'). A grey 'SUBMIT' button is at the bottom. The bottom of the screen shows an Android-style navigation bar with three icons.

Step 22:

Select the correct country code from
the drop-down options,
e.g. **Namibia +264**.

The screenshot shows the 'ADD RECRUIT' screen with the 'Cellphone number' dropdown menu open. The menu lists several country codes with their respective flags: +264 (Namibia), +267 (Botswana), +263 (Zimbabwe), and +266 (Swaziland). The +264 option is highlighted in yellow. The rest of the screen is identical to the previous screenshot.

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 23:

Enter your Recruit's cellphone number in the "Cellphone number" line.

Tap the "+" icon to add an additional number.

Step 24:

Enter your Recruit's email address in the "Email address" line.

The screenshot shows the 'ADD RECRUIT' screen with a purple header. The 'Personal Information' section is active. The 'Cellphone number' field is highlighted in yellow and contains the text '(+264) *****1685'. Below it is a yellow '+' icon. The 'Email address' field is empty. The 'SUBMIT' button is grey.

The screenshot shows the 'ADD RECRUIT' screen with a purple header. The 'Personal Information' section is active. The 'Cellphone number' field contains the text '(+264) *****1685'. Below it is a purple '+' icon. The 'Email address' field is highlighted in yellow. The 'SUBMIT' button is purple.

HOW TO RECRUIT A FOREIGN CONSULTANT ON THE PRES LES APP

Step 23:

Tap the "SUBMIT" button.

NOTE

Refer to step 17 onwards in the "How to Recruit on the Pres Les App" guide for additional guidance on further steps in the recruiting process.

The screenshot shows the 'ADD RECRUIT' screen in the Pres Les App. The header is purple with a hamburger menu icon on the left and a notification bell icon on the right. Below the header, there is a section titled '1 Personal Information'. The form contains a 'Cellphone number' field with a dropdown menu showing '(+264)' and a text input field containing '*****1685'. Below this field is the placeholder text 'Enter your cellphone number'. To the right of the field is a plus sign icon. Below the cellphone number field is an 'Add another contact number' label with a plus sign icon. Below that is an email field containing 'anniruok@gmail.com' and the placeholder text 'Enter an email address to receive a commission statement'. At the bottom of the form is a large, rounded 'SUBMIT' button, which is highlighted with a yellow border. The bottom of the screen shows a white navigation bar with three icons: a hamburger menu, a circle, and a back arrow.

The screenshot shows the 'ADD RECRUIT' screen in the Pres Les App, identical to the previous one. The 'SUBMIT' button at the bottom is now a solid purple color, matching the app's theme. The rest of the interface, including the header, form fields, and navigation bar, remains the same.