



## Get Connected to IFA



Before you proceed, please note that you need to be at a computer connected to the internet.

### IFA NOTES

**Section A is for beginners.** If you are a more advanced user, move straight to Section B.

### SECTION A: GETTING CONNECTED

1. Connect to the internet by moving the white arrow (cursor) onto the Internet Explorer icon and double clicking.
2. The internet home page will appear. Always be patient, this may take a little while.
3. Using the cursor (arrow) highlight the web address at the top of the page.
4. The whole address will go blue. Press delete.
5. Type in: [www.ifa.co.za](http://www.ifa.co.za) and press enter once.
6. WAIT ... the page may take a while to open.
7. Move your cursor to the block that you want to see and double click. The information under that topic will open for you to read.
8. When you have read that information and want to return to the Home Page, click on the BLUE ARROW pointing back ⇐ at the top of the page.
9. Select another block and double click. Repeat the process.
10. To view your statements you have to **LOG IN**.

## SECTION B: VIEWING STATEMENTS

**Only you** may view your statements and to protect your privacy you have to register and login.

1. Double click on the “log in” or “statements” box.
2. Type in your IFA number.
3. **If you do not have** a password you must register by clicking where it says “click here”. A registering page will open where you will fill in your information and you will be asked for a **password**. You select your own password, then confirm it in the next block, and then give yourself a password reminder. This will be your clue if you forget your password.

**Example:** Password: Precious

**Clue:** My wife’s name.

4. **If you have** a password, type it in below your IFA number. You will then be able to view any of your statements by clicking on the block **Generate Statement** next to the information that you want.

### TIP

If you are using a computer that does not belong to you, or if you are at an Internet Café, when you have opened your statements save them onto a Flash Drive\* so that you can study them at your leisure on any computer.

*\* You can buy a Flash Drive from any computer outlet.*