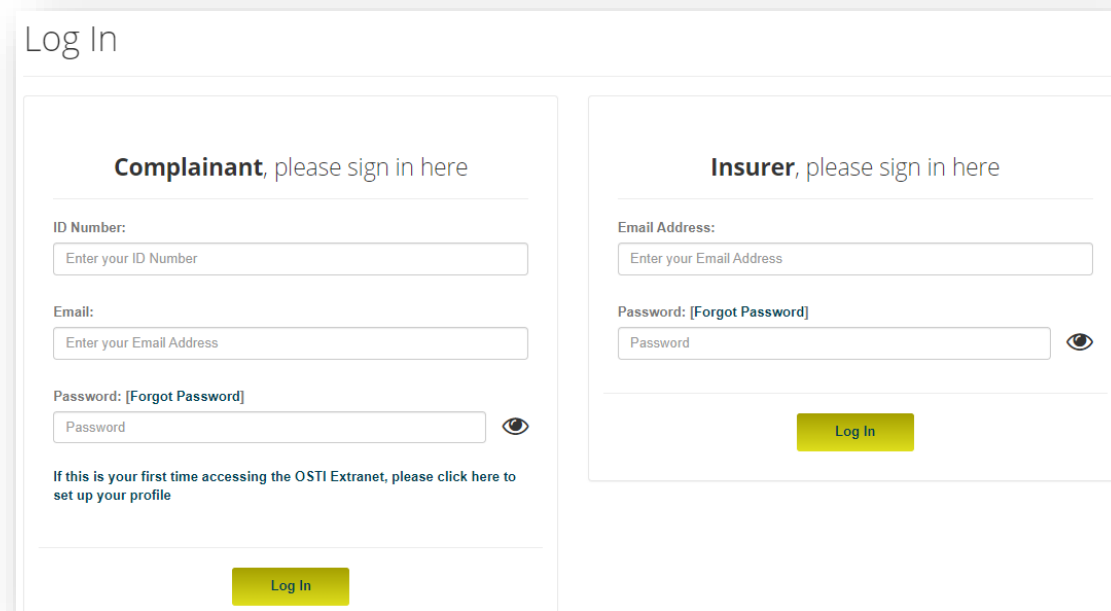


How to Access the OSTI Extranet

Navigate to <https://extranet.osti.co.za> and enter your login credentials. The preferred browser is Google Chrome.

If you are logging in for the first time:

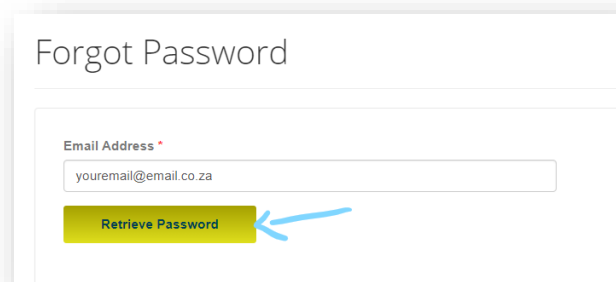
Step 1. Click on “Forgot Password” to create your password.



The screenshot shows the 'Log In' page with two columns. The left column is for 'Complainant, please sign in here' and contains fields for 'ID Number' (with placeholder 'Enter your ID Number'), 'Email' (with placeholder 'Enter your Email Address'), and 'Password' (with placeholder 'Password' and a '[Forgot Password]' link). Below these fields is a note: 'If this is your first time accessing the OSTI Extranet, please click here to set up your profile' and a yellow 'Log In' button. The right column is for 'Insurer, please sign in here' and contains fields for 'Email Address' (with placeholder 'Enter your Email Address') and 'Password' (with placeholder 'Password' and a '[Forgot Password]' link). Below these fields is a yellow 'Log In' button.

Step 2. Enter your email address. This must be the email address that is used by OSTI.

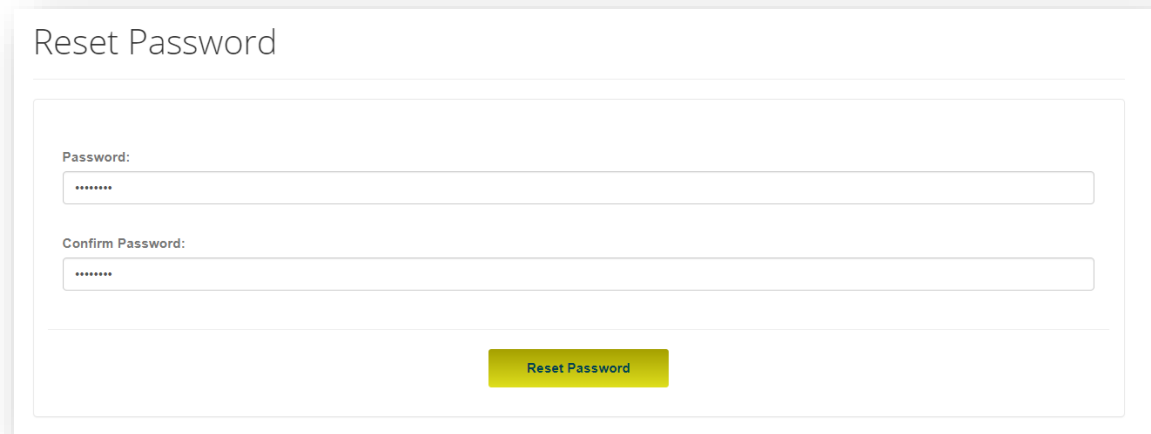
Step 3. Select “Retrieve Password”.



The screenshot shows the 'Forgot Password' page. It has a single input field for 'Email Address' with the placeholder 'youremail@email.co.za'. Below the field is a yellow 'Retrieve Password' button, which is pointed to by a blue arrow.

How to Access the OSTI Extranet

Step 4. You will receive an email with a password reset link. Click on the link. The link will take you to the Reset Password function. Enter your password and confirm the password. Then select “Reset Password”.



Reset Password

Password:

Confirm Password:

Reset Password

Step 5. Navigate to the Login screen and enter your ID number, email address and the password to access the Extranet.

Version: 2021/06/15