

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
- Select your Recruit's title from the drop-down options available
- Tap the arrow on the "Country of ID/Passport" line
- Select your Recruit's country from the drop-down options available
- Enter your Recruit's ID/Passport number
- Tap the arrow button on the "Gender" line
- Select your Recruit's gender from the drop-down options available
- 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 will need to send you a photo of their ID/passport. Their photo should be of the front of their ID/passport with their ID/passport number, first name and surname clearly visible in order for it to be captured
- Tap the file to upload it
- Tap the "Date of Birth" line to insert their date of birth. Note that this is done in the dd/mm/yyyy format
- Tap the "First Name" line to insert your Recruit's first name as per their ID/passport
- Tap the "Surname" line to insert your Recruit's surname as per their ID/passport
- Tap the "Nickname" line to insert your Recruit's nickname, if they have a preferred name
- Tap the "NEXT" button to continue to the next section
- Tap the arrow to choose your Recruit's country code
- Tap the flag and country code from the drop-down options available
- Enter your Recruit's cellphone number. You can add another contact number by tapping the "Plus" icon
- Enter your Recruit's email address and tap the "SUBMIT" button

Still need help with recruiting a foreign consultant?

Please request help from Customer Care on WhatsApp 066 328 0446