

## Class of Business Process

1

### Log-in

Go to [www.virtualclc.co.za/my-account/](http://www.virtualclc.co.za/my-account/)

Username: Your email address

Password: 1234

Click on lost password, should you not be able to log-in

2

### Verify your Identity → My Courses

Click on verification course  
Upload your ID  
Wait to be verified



Acceptable docs →

- ✓ Green ID Book
- ✓ Both side of your ID Card
- ✓ Passport

Provide for 1 business day for verification of your ID

3

### Complete your courses

- ✓ Complete the COB General Module: All Classes of Business
- ✓ Complete the intermediate module(s) for your Class of Business\*
- ✓ Complete the final modules for your Class of Business
- ✓ Receive Certification

*\*(COB 9 has no intermediary course | COB 5 have two intermediary modules*

## Note!!!

You will only receive a certificate if you completed all prerequisite modules for a Class of Business – see next page

For any problem [click here](#) to chat with us via WhatsApp or email [cpd@compliancelearningcenter.net](mailto:cpd@compliancelearningcenter.net).

Whatsapp link: <https://wa.me/message/7KTJFGDFLIKRB1>

Email [info@compliancelearningcenter.net](mailto:info@compliancelearningcenter.net) should your name or I.D. number not display correctly