

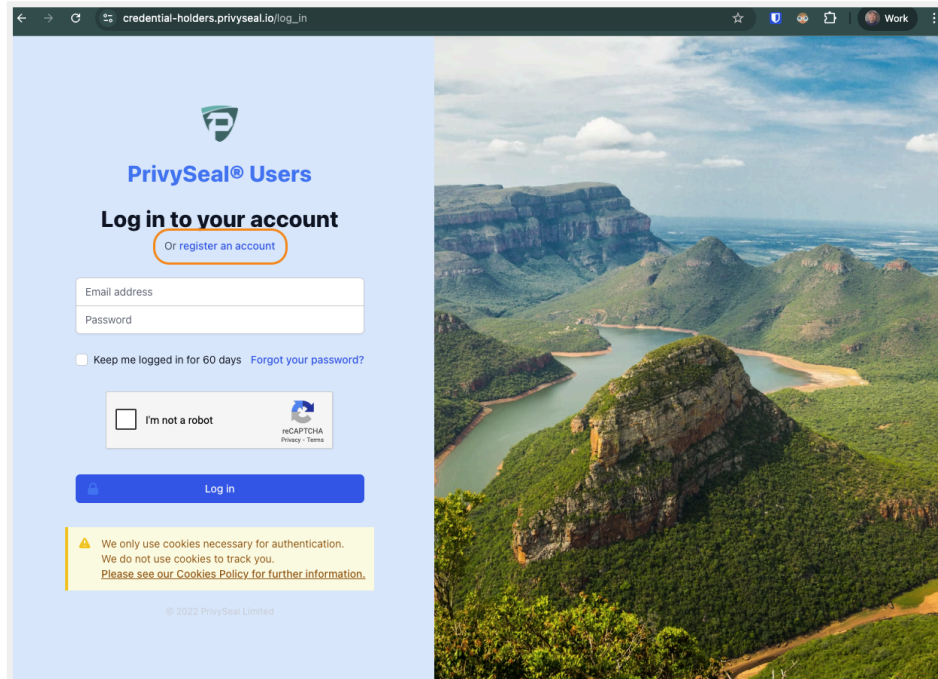
GETTING YOUR DIGITAL PRIVYSEAL & CERTIFICATE

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Register on the PrivySeal Portal

Register on the PrivySeal portal to access your certificate.

1. Go to <https://credential-holders.privyseal.io>



2. Click Register an account

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3. Provide your email address linked to your ECSA profile and choose a password
4. Click Register
5. Go to your email
6. Click on the link from PrivySeal in your email Inbox
7. Log into the PrivySeal Portal

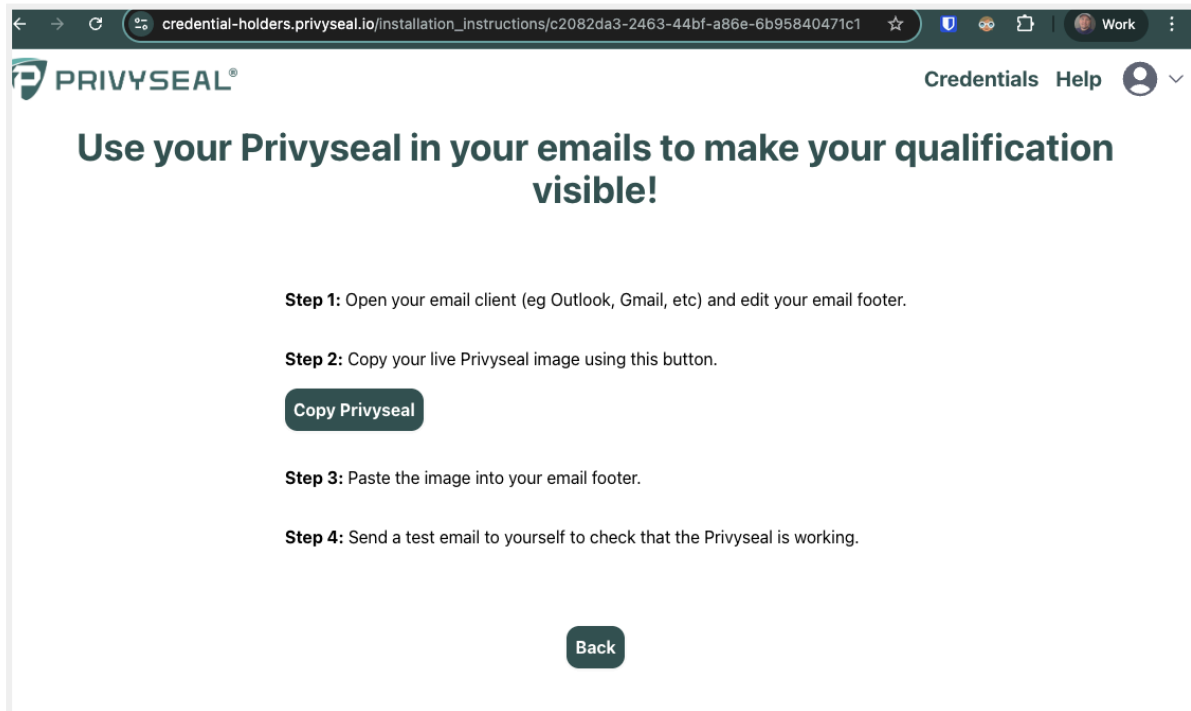
The screenshot shows the 'Your Credentials' page on the PrivySeal portal. At the top, it says '1 credential is associated with your email address (david.maccallum@privyseal.com)'. The main heading is 'Credential 1: Professional', issued by the Engineering Council of South Africa on 21 May 2025 at 10:37am. Below this, there are two links to find out more about viewing frequency and location. The central focus is a digital 'PROFESSIONAL REGISTRATION CERTIFICATE' from ECSA for John Smith, a Professional Engineer (Civil). The certificate includes registration details like number 521552760 and date of registration 13 August 2023. Below the certificate image, a text box states: 'This is your digital certificate. Your certificate URL is: <https://certificate.ecsa.co.za/653b2b77-9e8d-4735-9c40-565d1279afex>'. Below this, two buttons are highlighted: 'Download PDF' and 'Download encrypted PDF (your email address is the password)'. At the bottom, there is a 'PROFESSIONAL ENGINEER JOHN SMITH' PrivySeal badge with a QR code and the text '09:56 AM (Africa/Johannesburg) on 08 Aug 2025'. Below the badge, it says 'This is your PrivySeal. Add it to your email footer, your website or to your documents to showcase your credential and build trust.' and provides an 'Installation instructions' link and the URL: <https://privyseal.ecsa.co.za/653b2b77-9e8d-4735-9c40-565d1279afex>.

Note the link to your certificate and the download PDF buttons highlighted above.

Adding your Privyseal to your Email Footer

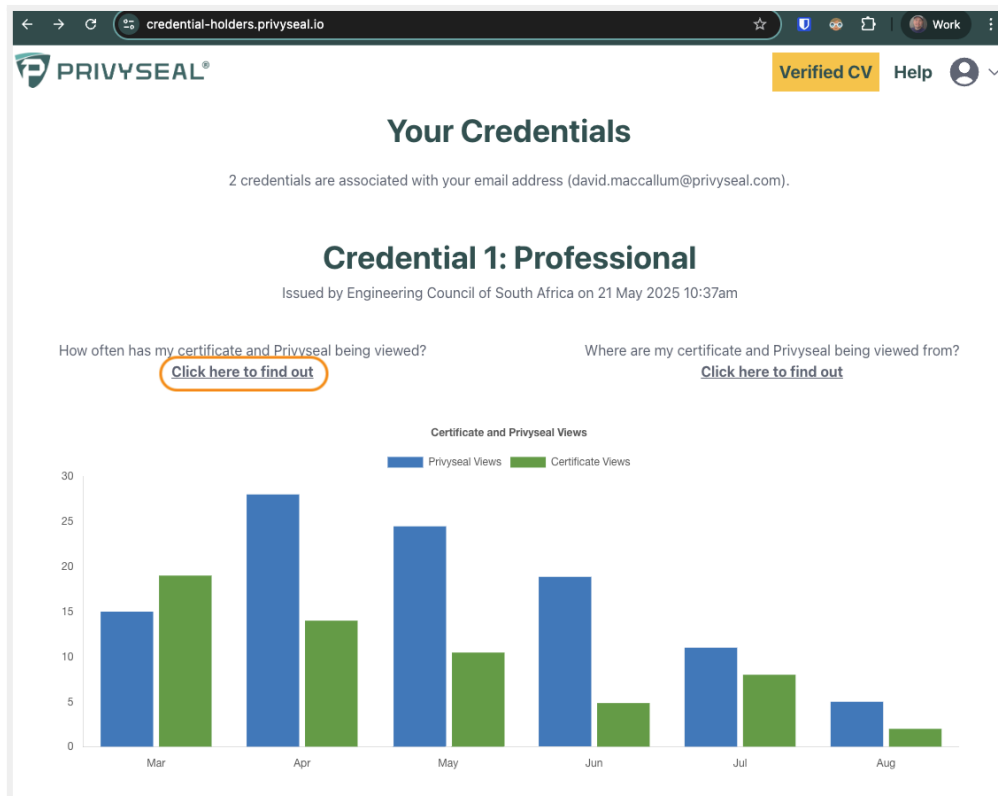
Showcase your qualification by adding your Privyseal to your email footer.

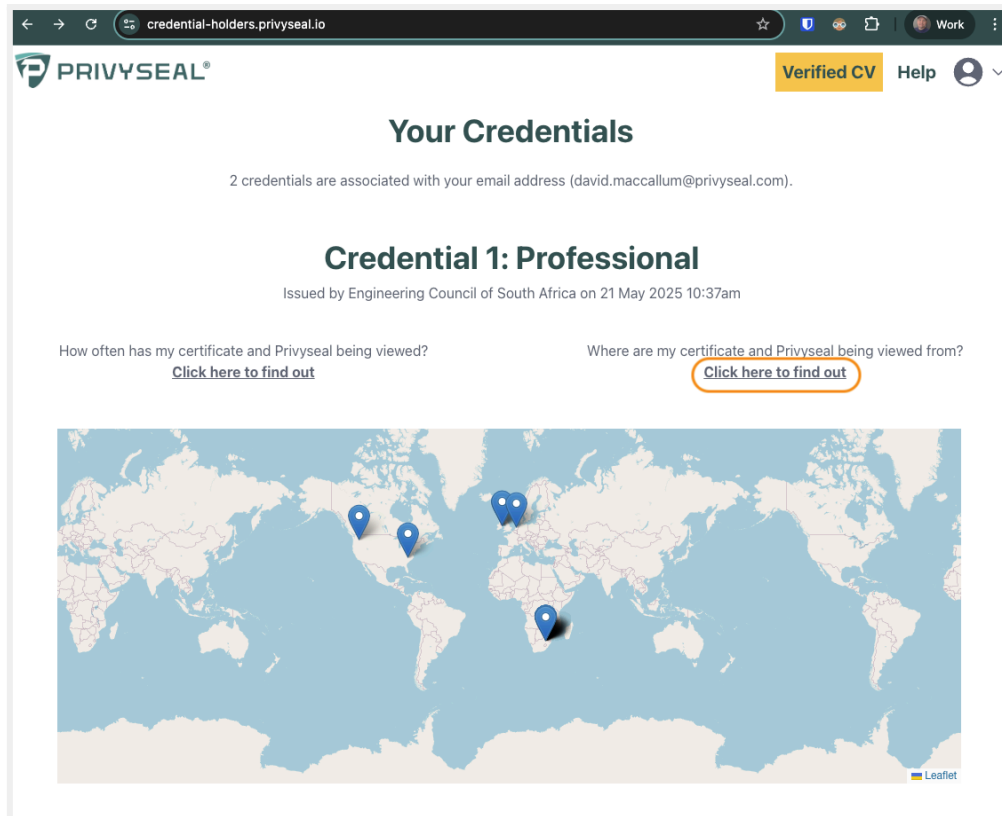
1. Click Installation instructions and follow the instructions.



Monitor use of your PrivySeal, Certificate and Verified CV

Remember your PrivySeal is your number one means of proving your membership in real-time. It is also a great way to monitor how many times your seal and certificate have been viewed. So, use your PrivySeal as much as possible to market your expertise and build trust and recognition. You can also build your Verified CV.





Appendix: Email Footer Installation Instructions

Outlook:

- From the Outlook File menu, select Options
- You will see the "Outlook Options" dialog box
- Select Mail in the left-navigation bar
- Click the Signatures button. You will see the "Signatures and Stationery" dialog box
- If you do not already have a signature, click the New button in the "Select signature to edit" section
- Enter a name for your signature and then click the OK button• In the "Edit Signature" section, type your signature message and customise it using the text editor
- Place your cursor where you want your Privyseal to appear, this is entirely up to you. Click the image icon
- Paste your PrivySeal URL into the address space
- In most versions of Outlook you will need to insert your Privyseal image using the Insert button.
- If so, please do not just click on the Insert button. Rather click on the downward arrow and select the Link to File option, see below. By doing this you will force Outlook to always load your latest PrivySeal, with the current date and time.
- Once your Privyseal loads, see example below, you will see the Privyseal image in the Edit Signature box

- Now you should ideally link your Privyseal to your PrivySeal Certificate
- To do so, select your Privyseal image. You can do this by clicking on your Privyseal or dragging your mouse over it
- Once you have selected your PrivySeal, click on the hyperlink icon
- Enter your PrivySeal Verification Certificate URL in the Address box
- Click the OK button
- Click the OK button to close the “Signatures and Stationery” dialog box
- Click the OK button again
- Now, create a new email message. Insert the recently created signature. Your PrivySeal should appear in the email body
- Now, press the CTRL key and click on the image to verify if the hyperlink to your PrivySeal Verification Certificate is working
- If your PrivySeal is properly installed it will reflect the current date and time
- If your PrivySeal disappears you should check to see what the problem may be by contacting the Certificate Issuer. Your PrivySeal serves as an easy way to tell that everything is in order, or alternatively that there is a problem you may need to attend to.

Gmail:

- Gmail allows you to just add the link. That way the Privyseal image is called every time you compose an email and that will then reflect the current date and time.
- Just click on the insert image icon and add the Privyseal URL to the URL box.
- Then select the PrivySeal in the signature editor, by using your mouse/scroll pad, and add the hyperlink, with the hyperlink button, to your Certificate.

Other email clients:

Typically one or other of the above processes will work for most other email clients (Thunderbird etc), however PrivySeal also creates a Rich Text Format “block” that can be copied and pasted into the signature editor.

This RTF block is largely for non-HTML email signature editors, like Apple Mail, that do not provide HTML editors but also work on others. The RTF block is available from our User Portal, see above. Simply click on the Copy Privyseal button and then paste it into the signature editor.