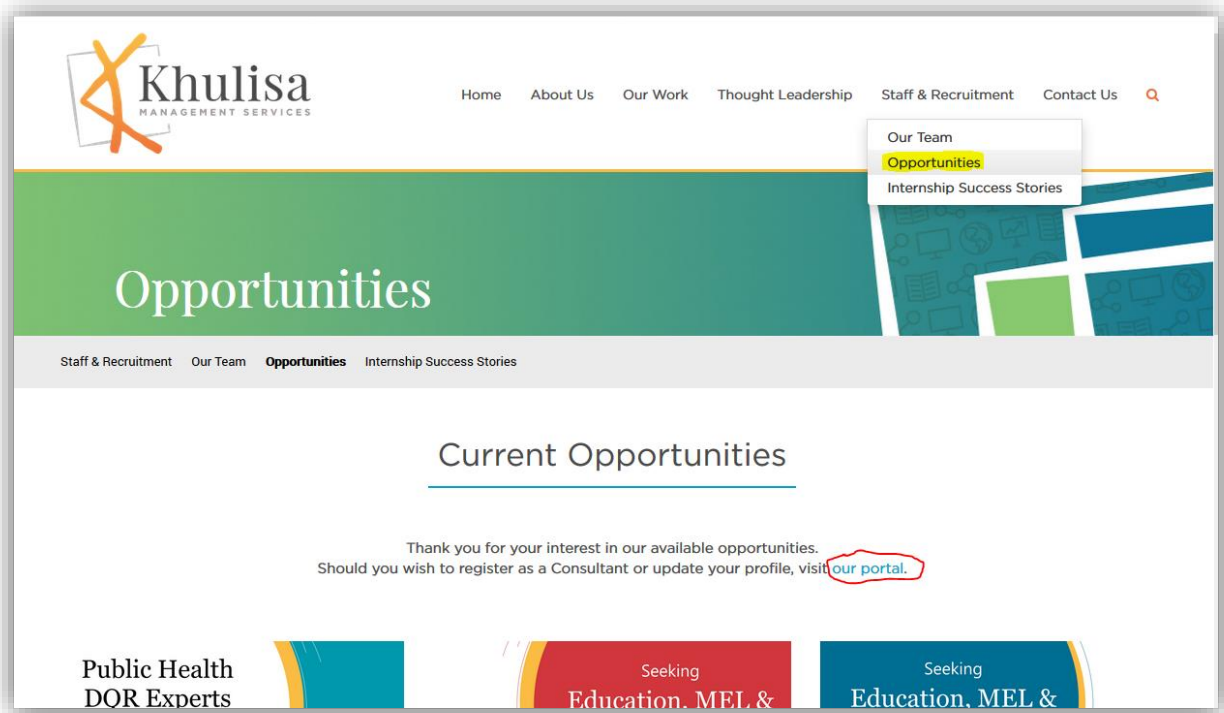


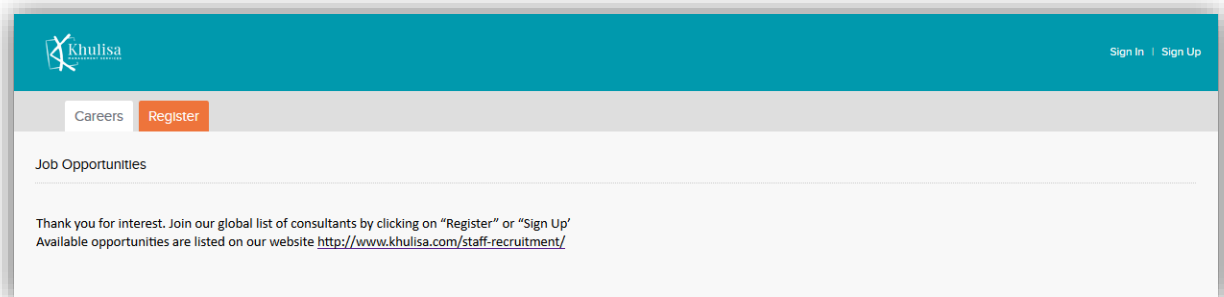
**Step 1: Please go the Opportunities section of the Khulisa website**

<https://www.khulisa.com/staff-recruitment/opportunities/>

**Once there click on the “our portal” link**



**It should take you to our portal that looks like this.**



**If you don't see the above page please email us for assistance.**

Once on the page if you have registered and set a password for your profile please click on the “sign in” link in the top right corner.

**If you have not registered yet please click on the “Register” or “Sign In” links and register.**

**Troubleshooting**

If you click on the "Register" or "Sign Up" tabs and get an error message when entering your email address stating that the address already exists please click on the "Sign In" link and then click on forgot password. You will then be able to set and new password and log in to the portal.

**Once you are signed in you will now see a "My Profile" tab, click on that to edit/complete your profile.**

Khulisa

My Account | Sign Out

Careers My Job My Profile

Basic Info

Title:  
-None-

Name: \*  
Name

Last Name: \*  
Surname

**To upload a CV please scroll all the way to the bottom until you see the section in the image below.**

Additional Info:

Attachment Information

Photo:  
Browse

Resume:  
Browse

Cover Letter:  
Browse

Submit Reset

**Here you will be able to upload your CV and submit the changes to your profile.**