

How to access CSK via eFiling

Step 1 – Access eFiling

Access eFiling on www.sars.gov.za or www.sarsefiling.co.za

Trader/ Employee can only access the CSK web application via eFiling.



E-Filing

Step 2 – Login or Register

If the Trader/ Employee has access to eFiling, they log in with the relevant profile and select the applicable link for CSK.

If the Trader/ Employee has no access to eFiling, they must complete a registration process. For information go to External Guide - How to Register, Manage Users and Change User Password on eFiling (GEN-ELEC-18-G01)



Trader/Sole Proprietor (Organisation)



1. Before you can access CSK, the Trader/Administrator must complete the "User roles" during the registration process (User – Register new).

2. The role "Manage users" must be selected to ensure that the Trader will be able to access CSK and perform nominations.

3. A Sole Proprietor (someone with his own business) must register as an "organisation" to complete the test.

4. An "organisation" can have multiple users to perform the nomination on CSK. Each will have to go through the same registration process.

Note: A Trader does not need to add an Employee to their company profile. They can still nominate them, and the Employee can access the CSK via their individual eFiling profile.

Employee (Individual)



An Employee must be nominated to have access to the CSK web application. If not, an error message will be displayed.

Step 3 – Access CSK

Select the Customs Sufficient Knowledge web link on eFiling. For Traders, it will be under Organisation - Customs Registration - Customs Sufficient Knowledge. For Employees, it will be under Home - Customs Registration - Customs Sufficient Knowledge.

Note:

1. The Employee must take note that if a Client type test is successfully completed, the same client type test cannot be written again. This will only be allowed after a 3-year period of validity of such client type.

2. The Employee will only see his/her own details on the CSK profile.

3. The Employee can view the same details on their personal profile as what they will see on their company profile.

4. If an Employee fails the CSK test, the process must be restarted for the Employee to do another CSK test.

Organisation



Individual



Step 4 – Register on CSK

Complete the Registration screen. If a Trader wants to complete the test, select the "Do you intend to take the assessment" tick box.



Step 5 – Nominate Employee

The Trader can now nominate Employees or start the booking process if they wish to write the test themselves. For more information on the CSK process, refer to Customs External User Manual Customs Sufficient Knowledge System (C-LR-01).

