

How to check your CPD points on the website www.cpdolutions.co.za:

1. Go to the website www.cpdolutions.co.za
2. Enter your phone number in the space provided.
3. Your pin code should automatically appear at the *password or pin* space. If not ...
4. Click on *Retrieve your pin*. A pin code will be sent to the telephone number you have entered.
5. Type in this pin code.
6. Your information should be on the screen.
7. If your personal information has changed, go to *my personal details* on the Home screen.
8. If your phone number has changed, go to CPD solutions via SMS on the Home screen.

Registering CPD points:

Enter the code in the space provided where it says *Submit code*. Just below *submit an attendance activity code*. Click on *Submit code*.

If your points do not appear on the screen, it might be that your congregation (gemeente) is not linked to your name. Please do the following:

To connect your congregation, send an SMS with the word 'gemeente', followed by a space and the name of your congregation. Note that the spelling should be the same as in the Yearbook, e.g.: Bloemfontein-Noord. (See list at: [www.cpdolutions.co.za / gemeente](http://www.cpdolutions.co.za/gemeente)). If you need to change your 'gemeente', follow the same steps.

or

Go to www.cpdolutions.co.za/gemeente

Choose a Synod/Sinode. (click on *soek*)

Choose a Ring. (click on *soek*)

The page with *Koppel 'n gemeente aan u profiel* will appear.

Enter your cell phone number.

Choose your congregation/gemeente.

Click on *Koppel hierdie gemeente*.

To register your attendance:

SMS the attendance code to 31029. SMS only the code, e.g.: B12345.

You can also enter the attendance code on the CPD Solutions website.