

# HOW TO REGISTER FOR NEW ACCOUNT SYSTEM

demo.docview.co.za



For assistance call us on 0114939025

The username and password will be their Municipal account number and click on login

Here they fill in their details and the password must be changed. If they wish to receive their account via email they should tick in the block next to it. Make sure that they fill in their correct details and cell number and email address

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On Profile you will get all the info

If you click on **Documents** the tax invoice will be there

### Documents


User: Test Sample

Total: 4

Account No: 987654321

Type	Date	Account No.	View
Statement	Jan 2026	987654321_2026-01-27	<a href="#">View</a>
Statement	Feb 2026	987654321_2026-02-27	<a href="#">View</a>
Statement	Mar 2026	987654321_2026-03-27	<a href="#">View</a>
Statement	Apr 2026	987654321_2026-04-27	<a href="#">View</a>

Click on **view** to view/print/download the tax invoice



**MUNISIPALITEIT • DEMO • MUNICIPALITY**

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**TAX INVOICE / BELASTING FAKTUUR**  
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<b>Test Sample</b> 61-71 maxwell street Ophirton Johannesburg 2091	<b>TAX INVOICE NO</b>
	<b>DEMO BTW REG.</b>
	4070193497
	<b>DEBTOR VAT NUMBER</b>
	<b>TOTAL VAT</b>

ACCOUNT NUMBER	ACCOUNT DATE	DUE DATE	DEPOSIT	BUILDING CLAUSE	AREAR
987654321	16/04/2026	15/05/2026			

PROPERTY INFORMATION								
SUBURB	ERF	LAND VALUATION	BUILDING VALUATION	TOWNSHIP	STREET ADDRESS	PORTION	ZONING	USAGE
	0							

METER READINGS						
SERVICE	METER NO.	PREVIOUS READING	NEW READING	UNITS	PERIOD	DAILY AVERAGE
<b>TRANSACTION DETAILS</b>						
DESCRIPTION / SERVICE TYPE						AMOUNT
Balance brought forward:						418572.30-
Receipts: 2530012532						5153.00-
SERVICE TYPE	TARIFF	CONSUMPTION	VAT	CHARGE	AMOUNT	
** Total unallocated balances:						423725.30

For Administrative profile which Mailtronic will setup for searching client statements and to reset password For Municipality use only

For Searching Viewing and Downloading

DEMO

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**Search**

Search Term

Document Date Any | 2011

Username

DEMO

**Menu**

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**Search**

Search Term

Document Date Any | 2011

Username

User	View Document	Document Date	Account No
<a href="#">Test Sample</a>	<a href="#">26-04-987654321.pdf</a>	Apr 2026	987654321

Keep defaults as any and search it will preview all accounts uploaded to the system

DEMO

**Menu**

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**Search**

Search Term

Document Date Apr | 2026

Username

DEMO

**Menu**

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**Search**

Search Term

Document Date Apr | 2026

Username

User	View Document	Document Date	Account No
<a href="#">Test Sample</a>	<a href="#">26-04-987654321.pdf</a>	Apr 2026	987654321

For advanced search for client statement Month of statement and the year Search term is account number and adjust document date to the month and Year

Admin account to search and password reset

DEMO

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**Home**

Welcome to Demo.

**Please note - when you log on to the system for the first time you must use your account number as the username and password. After you have logged on to the system you will be able to change your password and update your personal details.**

## How to reset passwords

Login to the admin account, then click on passwords

DEMO

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**Manage User Passwords**

Filter Users\*

\* Type in a First name, Surname, Email address, ID Number, Mobile Number or Account Number and Click search

DEMO

**Menu**

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**Manage User Passwords**

Filter Users\*

\* Type in a First name, Surname, Email address, ID Number, Mobile Number or Account Number and Click search

Filter user add account number which needs password reset and click search

DEMO

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**Manage User Passwords**

Filter Users\*

\* Type in a First name, Surname, Email address, ID Number, Mobile Number or Account Number and Click search

Account No	Name	Surname	Contact No	Mobile	Admin	Edit
987654321	Test	Sample	0114939025	0831231234	False	<a href="#">Edit</a>

Once the search is done click edit

DEMO

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**Add / Edit User Password**

Password

Enter new password and save. Done password is reset