



**Road Traffic**  
Management Corporation



A proud initiative of  
The Department of Transport

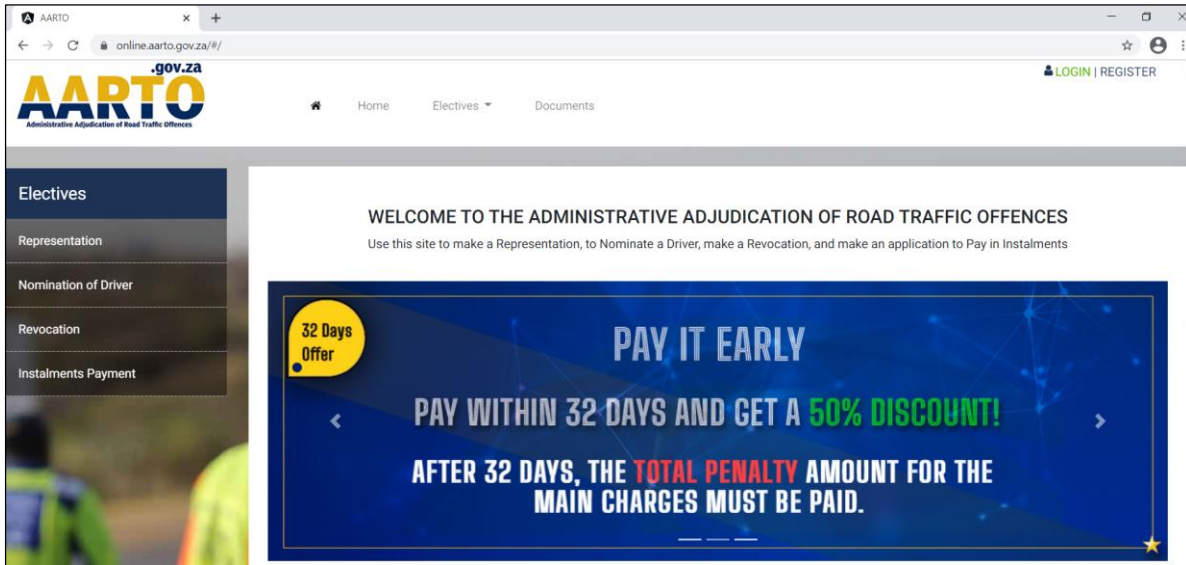


# **AARTO EXTERNAL WEBSITE: USER GUIDE**

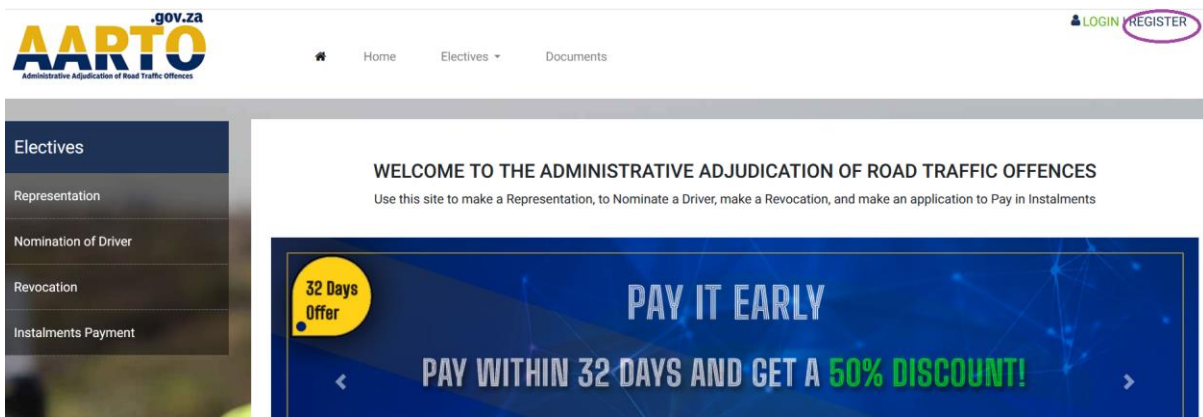


# 1. Register Profile

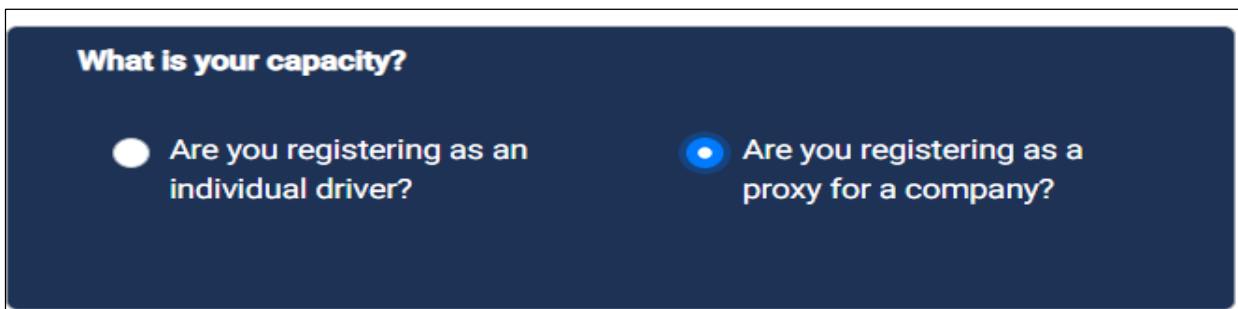
**Step 1:** On the internet browser, type: <https://online.aarto.gov.za> to get to the home page



**Step 2:** Click on “REGISTER” on the top right corner of your screen



**Step 3:** If you are a proxy that is already registered on NaTIS and you are registering on behalf of the company you are a Proxy for, select “Are you registering as a Proxy for a Company?”



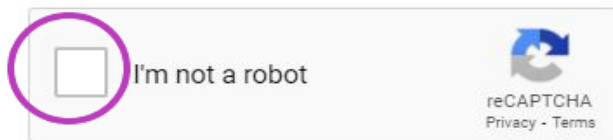
If you are registering to view your own infringements, select “Are you registering as an individual driver?”

**What is your capacity?**


Are you registering as an individual driver?

Are you registering as a proxy for a company?

**Step 4:** Click inside the square



I'm not a robot




reCAPTCHA  
Privacy - Terms

REGISTER PROFILE

**Step 5:** Select all relevant images as per the instruction and then click “VERIFY” and if the image is not there, select “SKIP”

Select all images with  
**chimneys**



🔄 🎧 ⓘ

VERIFY

**Step 6:** Select Identification Type by clicking on the dropdown icon on your right-hand side

If Business:

## BUSINESS

**Identification Type:**

04 - BUSINESS REG CERTIFICATE

01 - REG NO CERTIFICATE

04 - BUSINESS REG CERTIFICATE

Identification number

**Branch name**

Branch name

QUIT

NEXT

If person:

## PERSON

**Identification Type:**

02 - RSA ID DOCUMENT

01 - REG NO CERTIFICATE

02 - RSA ID DOCUMENT

03 - FOREIGN ID DOCUMENT

**Surname**

Surname

**Initials**

Initials

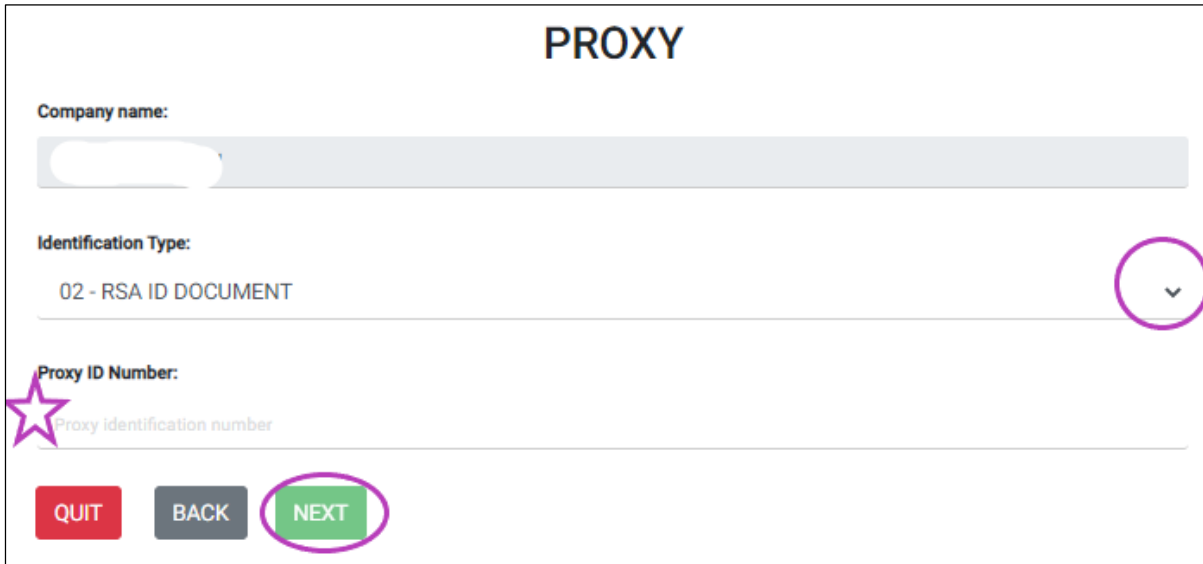
QUIT

NEXT

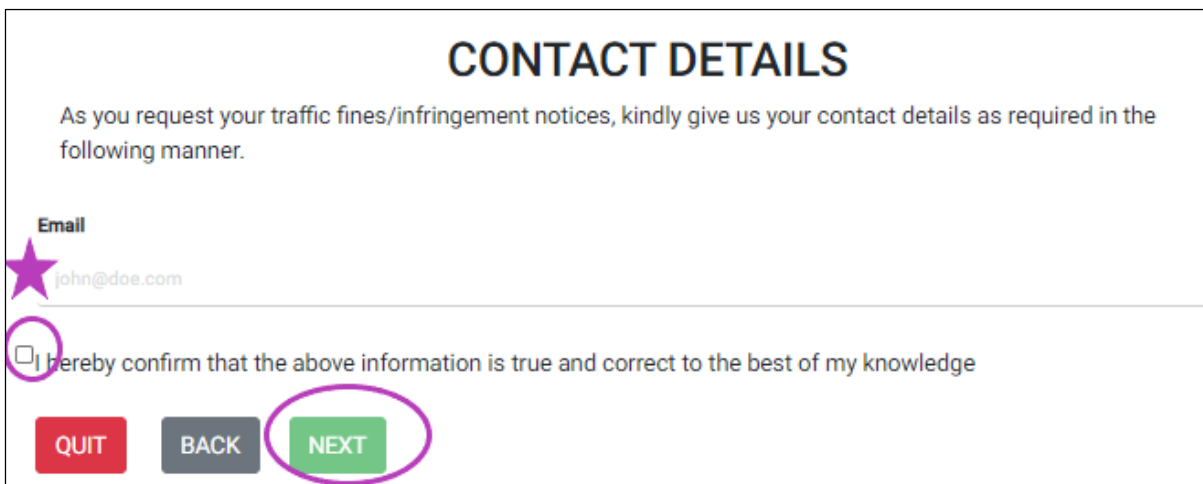
If registering as a person, enter TRN/ID Number, Surname and Initial as recorderd on NaTIS and select "Next"

If registering as a Company, enter BRN/TRN and Branch Name as per your registration certificate and select “Next”

**Step 7:** If registering on behalf of a company, enter Proxy Details by first selecting ID Type by selcting the dropdown icon, then enter Identity Number that corresponds with the ID Type and then select “Next”



**Step 8:** If registering as individual, enter If registering as a business, enter email address, then click inside the square as sign of consent to receive communication from RTIA, then select “NEXT”



If registering as individual, enter If registering as a business, enter mobile number and email address, indicate where you would like to receive One Time Password (OTP) message by selecting between Email or SMS, then click inside the square as sign of consent to receive communication from RTIA, then select “NEXT”

### CONTACT DETAILS

As you request your traffic fines/infringement notices, kindly give us your contact details as required in the following manner.

**Mobile Number:**  
0124462333

**Email**  
john@doe.com

Email  sms

I consent to receive electronic communication from RTIA or any responsible Issuing Authority, by using the details provided (Email/Mobile)

**QUIT** **BACK** **NEXT**

**Step 9:** Enter the 6-digit One Time Pin as received SMS or Email. If not received, click “Resend OTP” and check your emails again

#### ONE TIME PIN

 noreply@natis.gov.za  
To  Philiswa, Sikhilongo

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 4/14/2021 6:17 AM

Dear GW. ON,  
For your security, please enter this One Time Pin (OTP) 245049 on the website to continue with registration.

Regards,  
Road Traffic Infringement Agency

### ONE TIME PIN

**Enter OTP:**  
123456

[Resend OTP](#)

Tip: Please check your email/sms for the OTP number

**QUIT** **BACK** **SUBMIT**

**Step 10:** Create a password with a minimum of 8 characters that include a Capital Letter, Small Letter, a digit and a special character (e.g Tester#21). Retype the same password to confirm it.



### CREATE PASSWORD

**Business/Traffic Reg Number**

**Password:**

\*Tip: Minimum 8 characters containing uppercase, lowercase, numeric and a special character(e.g. #,&,@)

**Confirm password:**

[QUIT](#) [BACK](#) [SUBMIT](#)

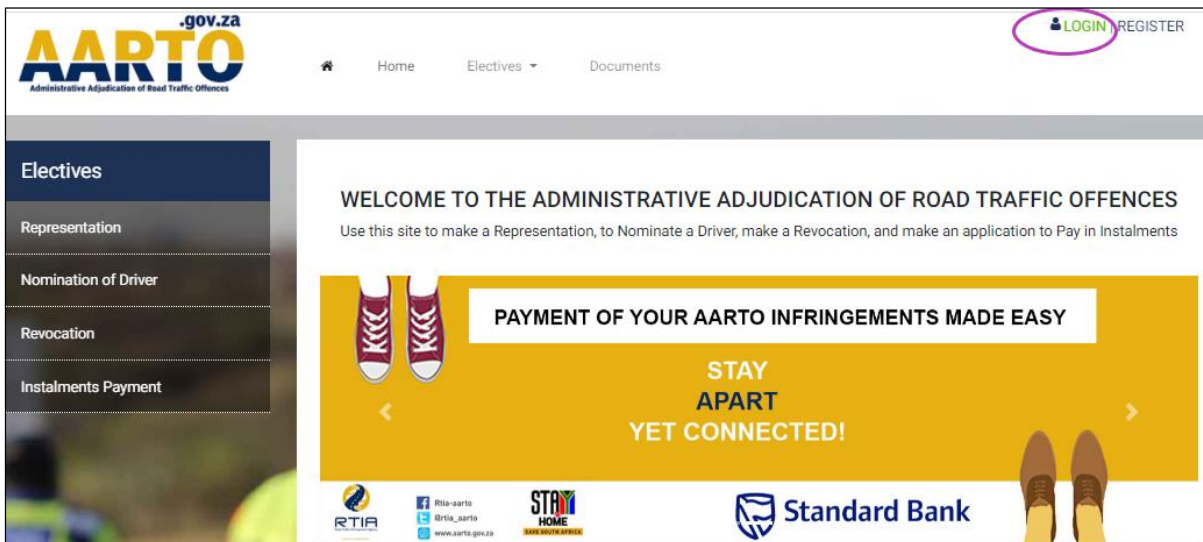
Once password is created and registration is successfully completed, click on Login to sign in (using the password you created) and view your infringements

Registration completed successfully.

[QUIT](#) [LOGIN](#)

## 2. Nomination of Driver

**Step 1:** Select Login to sign in and follow steps as per the registration process



The screenshot shows the AARTO website interface. At the top right, there are links for 'LOGIN' and 'REGISTER', with 'LOGIN' circled in purple. The main content area features a banner for 'PAYMENT OF YOUR AARTO INFRINGEMENTS MADE EASY' with the slogan 'STAY APART YET CONNECTED!'. The footer includes logos for RTIA, social media links for @ria-aarto and @ria\_aarto, the 'STAY HOME' logo, and the Standard Bank logo.

**Step 2:** Select the notice number for which you would like to make an application by clicking directly on the notice number or any of the active blue fields

Home Electives Infringements Overview Documents LOGOUT

Infringements Overview

Show 10 entries

Notice Number	Infringement Date	Infringement Status	Elective Applications	Action Required	Elective Status
0240990203811945	Nov 9, 2019	Courtesy letter		UPLOAD DOCUMENTS	
0240990226824267	Jan 15, 2020	Courtesy letter		UPLOAD DOCUMENTS	
0240990242534608	Jul 18, 2020	Infringement notice		UPLOAD DOCUMENTS	
0240990247336172	Aug 13, 2020	Infringement notice		UPLOAD DOCUMENTS	

Showing 11 to 14 of 14 entries

First Previous 1 2 Next Last

**Step 3:** You are now looking at a detailed view of your infringement notice. To initiate application for a nomination, select “NOMINATE A DRIVER”



Home    Electives    Infringements Overview    Documents

[APPLY FOR REPRESENTATION](#)   
 [NOMINATE A DRIVER](#)   
[APPLY FOR REVOCATION OF ENFORCEMENT ORDER](#)   
[APPLY TO PAY IN INSTALLMENTS](#)

### INFRINGEMENT DETAIL

Infringement Notice Number	024E 172	Parking notice	
Issuing Authority	Johannesburg Metro Police Dept	Operator notice	
Infringement date	Aug 13, 20C	Originating notice	
Infringement status	Infringement notice	Nominated notice	
Infringement status reason		Summons number	
Last status change date	Aug 30, 20C	Vehicle Licence	KL JP
Next possible status date	Oct 1, 20C	Vehicle Make	GRE LIMITED
Next possible status	Courtesy letter	Vehicle Model	M4
Vehicle Colour	White		

### PENALTY DETAIL

Discount expiry date	Sep 14, 20Z	Demerit points (nearly informative until enforced)	0
Total amount outstanding	125		


### LOCATION DETAILS

Province		Location
City/Town	RANBURG	To
Suburb	RANBURG	From
Street A	MALIBONGWE	GPS X-Coordinate
Street B	SOUTH AFIRCA	GPS Y-Coordinate


### MAIN CHARGE DETAILS

Charge code	4549
Charge description	Operated a vehicle at a speed of 91-95 km/h which is in excess of the speed limit of 80 km/h as was indicated in the prescribed manner on a road traffic sign

Vehicle Image



Licence Plate Image



Document    Document Status    Track & Trace No    Post Office Name    Document Date

**Step 4:** Review and accept Terms and Conditions by clicking inside the square and then click "ACCEPT"

### TERMS AND CONDITIONS

#### IMPORTANT INFORMATION AND INSTRUCTION FOR COMPETING THE APPLICATION FOR NOMINATION OF DRIVER FORM - AARTO 07

- An Infringement Notice, the particulars of which are provided was issued to me
- I, hereby declare in terms of section 17(1)(f)(v) of the AARTO Act, 2019 (Act 4 of 2019, that I was not the driver or in control of the motor vehicle at the time the infringement(s), as stated in the infringement notice issued to me, was committed.
- I hereby nominate the driver who was in control of the identified vehicle at the place on the date and at the time that the infringement(s) was allegedly committed, as stipulated in the infringement notice referred to, by providing his/her particulars together with the necessary acceptable identification of the nominated driver.
- Please note in the event that your application for re-direction has been declined by the IA concerned, that the owner / operator shall remain liable for the penalty and fees of the initial infringement notice as issued.
- The option of nomination is not available after a Courtesy Letter has been issued.
- Please note that a form that has not been properly completed will not be processed and the infringer can be liable for any further administrative action.

Accept the Terms and conditions

\*Please complete mandatory field



**Step 5:** Fill in particulars of the driver you wish to nominate, paying particular attention to the fields marked with \* as you will not be able to proceed if these are not completed with the correct information. Once all mandatory field are completed, press “Enter” or click “NEXT” to proceed

**PARTICULARS OF NOMINATED DRIVER/PERSON IN CONTROL**

**Surname \***

surname

---

**First name**

First name

---

**Email**

Email

---

**initials \***


Initials

---

**Gender \***

Female  Male

**Date of birth:**

yyyy-mm-dd 

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**Identification Type \***

02 - RSA ID DOCUMENT ▼

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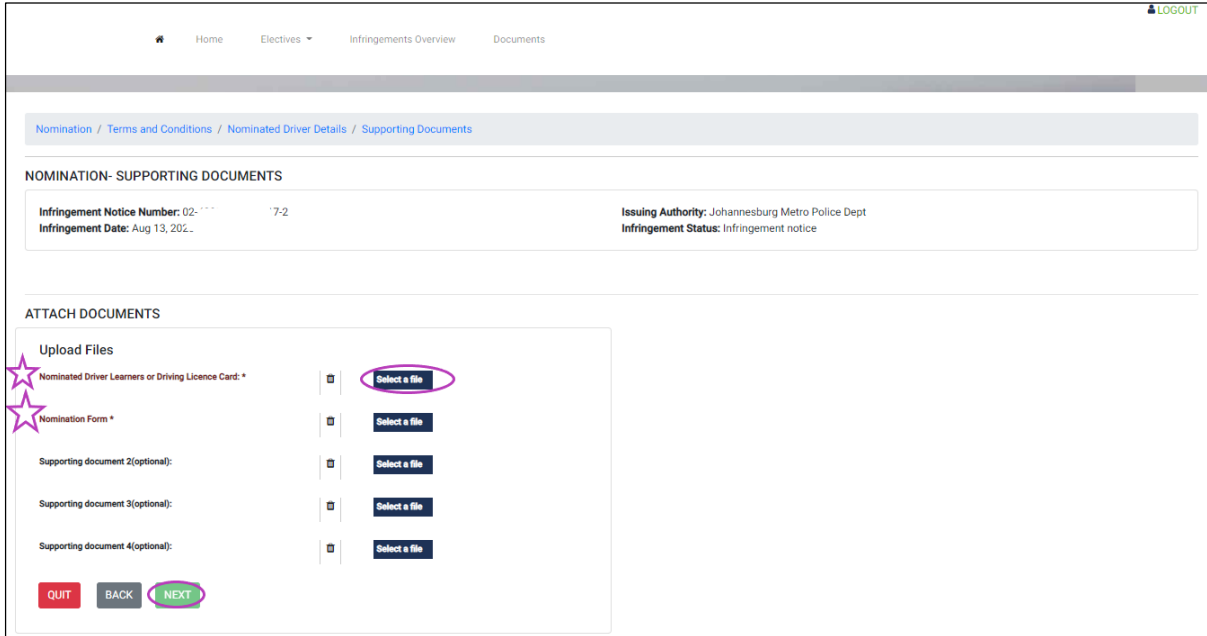
**Identification Number \***

Identification number

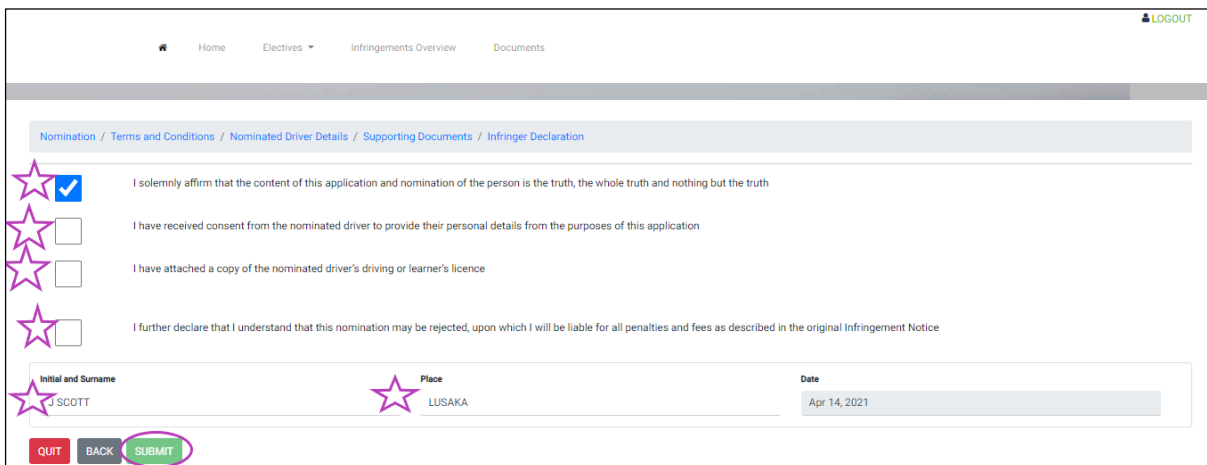
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**Country of issue \*** ▼

**Step 6:** Upload required and supporting documents by selecting file and then selecting the relevant document from your files. Note that attachments marked with \* are mandatory and that there is a size limit of 512KB for each attachment. When all attached have been added, click “NEXT” to proceed to the declaration



**Step 7:** Mark all the boxes, type your initials and surname, and then click “SUBMIT”



**Step 8:** Your application has been successfully submitted, click “FINISH” to return to the homepage

