



GAUTENG
LEGISLATURE

Your View — Our Vision



E-PETITIONING MADE EASY

STEP BY STEP USER GUIDE



Scan the QR code to register and submit an e-petition to the Gauteng Provincial Legislature.

Participate in democracy from your fingertips - create, sign, and track petitions online to advocate for issues important to you and your community. Engage with your elected representatives and see real change happen through the power of civic participation on the e-petition portal.



Proudly brought to you by the Department of e-Government



GAUTENG PROVINCE
e-GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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GETTING STARTED



E-Petition Web Portal Login

To access the petitions web portal, a user/petitioner must:

1. Go to <https://gplepetition.gauteng.gov.za/>
2. If you are an existing user, type in your email address and password and click on **“Continue”** to login.

If you forgot your password, click **“Forgot Password”**

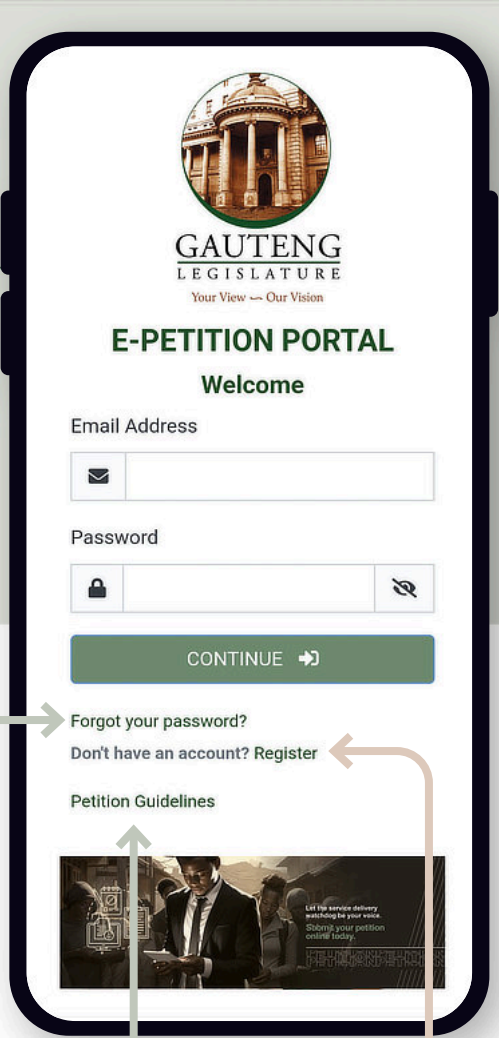
Enter your ID number used to register

Request a password reset and enter the OTP sent to your email

Set a new password

Click here to view the petitions guidelines.

Click here to register for the first time.



3. If you are a new user, click on **“Register”** to create a new account.

Complete all required fields and agree to the terms of service.

After clicking on **“Continue”** the Success screen will pop-up. Click on **“OK”**.



success

Agreeing to this details will be used for the purpose of this Platform

OK

Click on **“Continue”** again which will display the screen below. Click on **“OK”**.



success

Your account has been successfully CREATED

OK

E-PETITION PORTAL CREATE ACCOUNT

First Name *

Last Name *

Email address

This will be used as your username to login

Contact Number *

Format: 076xxxxxxxx12

ID Number *

No spacing allowed

Date of Birth

Password *



Confirm Password *

By creating an account you agree to our Terms of Service and Privacy Policy.

CONTINUE 


Account Verification

A One Time Passcode (OTP) will be sent to the email you created the account with. To verify your account, enter the OTP password received and click on “**Validate OTP**”.

Once the account is verified successfully, you will be redirected to the Login screen.

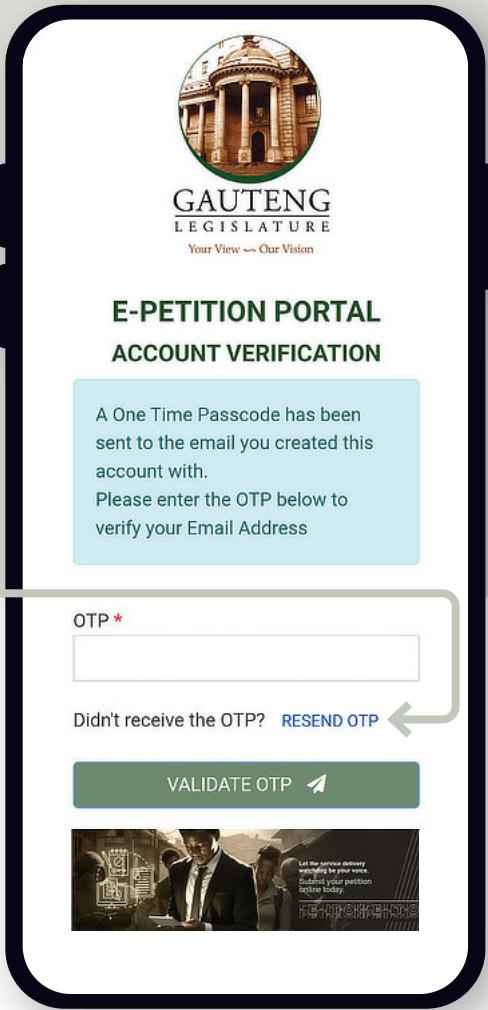
Click on “**Resend OTP**” if the OTP was not received or expired

This screen will pop-up to validate that your account has been verified successfully. Click on “**OK**”.

 **success**

Your account has been successfully **VERIFIED**.

OK



Forgot Password

If you are a registered user but forgot your password, click on **“Forgot Password”** on the Login screen.

Enter the ID number used to register your account and click on **“Request Password Reset”**.

The OTP validation screen will display. Obtain the OTP from the email sent and enter it in the required field on the OTP Validation screen.



Provide the ID Number registered with your account. *

[REQUEST PASSWORD RESET](#)



Hello

Thank you for taking your valuable time to register on our e-Petition Portal. Please verify your account so that you can be able to use e-Petition Management System.

Enter this OTP : ***** to Login

Regards

Petitions Unit



Disclaimer

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Click on **“Validate OTP”**.

OTP *

Didn't receive the OTP? [RESEND OTP](#)

[VALIDATE OTP](#)

Forgot Password *continued*

Once a user has entered their OTP, a new Login screen will be displayed.

Enter a new password and confirm it. Click on **“Submit”**.

A success screen will be displayed confirming that your password has been reset successfully.

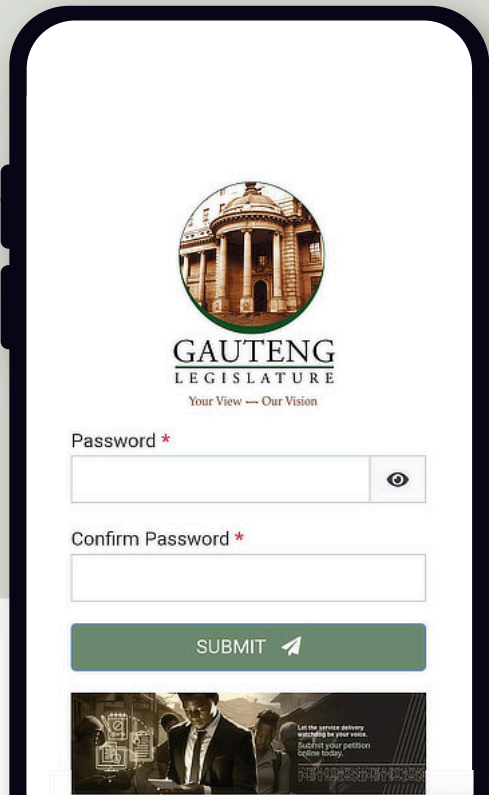


success

Password has been successfully VERIFIED.

OK

You will be redirected to the Login screen to log in using your email and new password.



E-PETITION PORTAL

Welcome

Email Address

Password

CONTINUE →

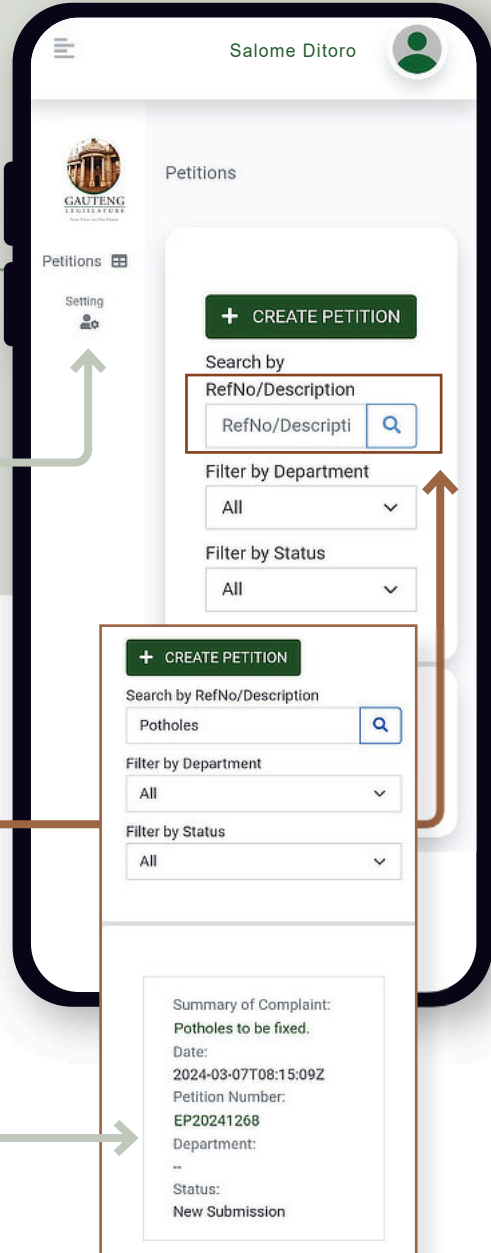
Petitions

Once a user logs in they will be directed to the Petitions screen. On this screen users can create new petitions, view existing petitions, and view the status of a petition and which department the petition is assigned to.

Settings redirects to the User Profile screen

Users can search for an existing petition using the petition description or the petition reference number.

Every petition created will show the status “Submitted” until an administrator changes the status and assigns a department to a petition.



Petitions *continued*

Users can “**Add**” a petition by completing all the required fields. Then click on “**Submit**”.

Petitions with attachments
Attachments like PDF/ Word documents must be downloaded for users to view the contents. Images can be viewed without downloading.

Click on the petition to view it. Add comments and click on the “**Sign this petition**” button. Then click on “**Submit**”

Petition Number *

Status

Number of Signatures

Summary of Complaint *

Region * Ward *

Attachments

+ CREATE PETITION

~ SIGN THIS PETITION

Summary of Complaint *

Click here for the Search map

Address Details:
 Full Address:
 District:
 City:
 Latitude:
 Longitude:

Sub District Details:
 Sub District Name:
 District Name:

Ward Details:
 ward_id:
 ward_id_muni Name:

Informal Settlements Details:
 Name:

Petition Type *

Additional Contact Number (Format: 076xxxxxxx12)

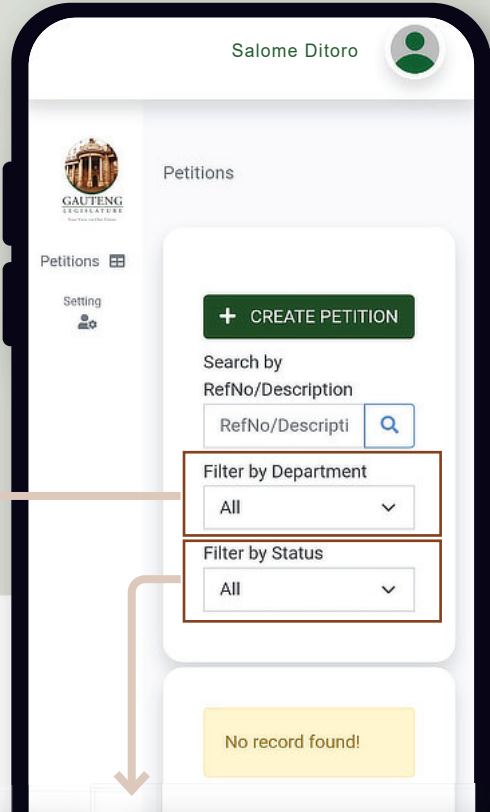
Attachments **+ more file**

SUBMIT

Petitions continued

Filtering

Clicking the dropdown arrow in the “Filter by Status” field, will display different options. If the user clicks on the option required, it will only display the status of the selected option, for example, clicking on “Approved” will only display approved petitions.



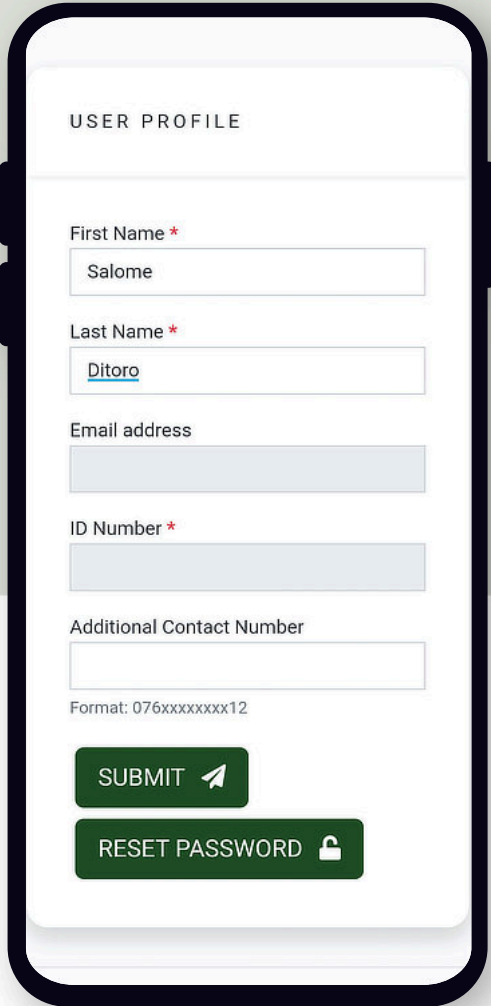
- Department of Social Development ○
- Department of Community Safety ○
- Department of Sports, Arts, Culture and Recreation ○
- Department of Community Safety and Economic Development ○
- NCOP ○

- All
- Awaiting Report ○
- Deferred - Supplementary Evidence ○
- Adopted - Ongoing ○
- Rejected ○
- Closed ○

Settings/User Profile

Users can view their user profile which includes their first and last name, email address, ID number, and cell phone number.

Users can edit/update their profile information, if required, then click on the “**Submit**” button for the changes to be effected.



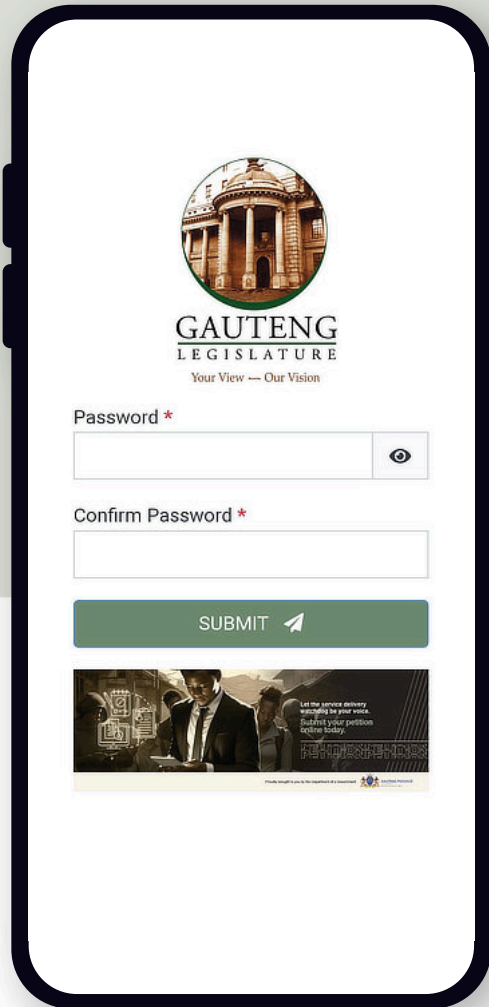
The image shows a smartphone screen displaying the 'USER PROFILE' page. The page contains several input fields: 'First Name *' with the value 'Salome', 'Last Name *' with the value 'Ditoro', 'Email address', 'ID Number *', and 'Additional Contact Number'. Below the input fields is a format instruction: 'Format: 076xxxxxxxx12'. At the bottom of the screen are two green buttons: 'SUBMIT' with a right-pointing arrow icon, and 'RESET PASSWORD' with a lock icon.

Reset Password redirects users to another screen.

Reset Password

Once a user has reset their password, enter the new password, and confirm it.

Click on **“Submit”** for changes to take effect.



The image shows a smartphone screen displaying the password reset form for the Gauteng Legislature. At the top is the Gauteng Legislature logo, which includes a circular emblem of a building and the text "GAUTENG LEGISLATURE" and "Your View — Our Vision". Below the logo are two input fields: "Password *" and "Confirm Password *". The "Password *" field has a toggle icon for visibility. Below the input fields is a green "SUBMIT" button with a right-pointing arrow. At the bottom of the screen is a banner image with the text "Let the service delivery struggles be put to rest. Submit your petition online today." and the Gauteng Legislature logo.



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Your View — Our Vision



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@GPLegislature



**Gauteng Provincial
Legislature**



Scan the QR code to register
and submit an e-petition
to the Gauteng Provincial
Legislature.

