

The Online Appointment System (except for civil registration) is already available at the Consular Section of the Embassy of Portugal in Pretoria.

To make the online reservation you will have to follow the following steps:

1. Access to the Portuguese Communities Portal (<https://portaldascomunidades.mne.gov.pt/pt/>)
2. Select the **Online Consular Services** field and then the **Online Scheduling** option
3. On the next page, select **Access Schedules Online**
4. Upon entering the scheduling system page, you will have to **register online** (at the bottom of the page)
5. Enter the B.I. number / Cartão de Cidadão and date of birth
6. Select the following Post: Consular Section at the Embassy of Portugal in Pretoria in the Portuguese Language (Secção Consular da Embaixada de Portugal em Pretoria) and enter your personal data
7. After receiving a confirmation email, go back to the system and select Edit/Data Recovery option (**Edição/Recuperação de Dados**)
8. Select User Edition (**Edição Utilizador**)
9. Insert **code** sent to your email and confirm your data
10. In the scheduling information area, clique on **Informação de agendamento** and, select the category of the consular act **categoria ato consular** (for example “documentos de identificação civil” and then the consular act (cartão de cidadão)
11. On the next page read the terms of responsibility (and accept) and select the schedule option **Calendarizar**.
12. Finally, you will have a **map with the available places** (date and time). Select the opening you want and click on **Confirmar Agendamento**