

# **User Manual**

# **HPCSA Registration Renewal**









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# 1. INTRODUCTION

HPCSA's online Renewal of Registration is an interactive system, applying intelligence to the Renewal and payment process for the Health Professions of South Africa. The system is applied in real-time, guiding the user to create an account, login, update their profile, renew the registration, and complete the process by making the payment for their yearly Renewal of membership.

The system is intuitive and usable. To assist you as the user, we have created an easy to follow user guide with lots of real graphics and an easy to use interactive index.

The software design of the HPCSA Renewal of Registration uses a logical and user friendly flow. The process starts with creating an account and is finalized when a payment was made. The user can also create a membership card, edit his/her details, and view the HPCSA documents, as well as invoices and statements. See below diagram to explain above mentioned:



2. LOGIN

A user will **not be able to Login if he/she is not registered.** Once you have registered, you can login without following the Registration process. Please see **Point number 2.1.** on **how to Register.** 

How to log in after registering:

- A link will be emailed to you after you have registered, Click on this Confirmation link.
- Click on the Login Link, or Alternatively :
  - Go to the **HPCSA website**, and **Login** using your '**Username**' which is the email address you used when you registered
  - o Enter the 'Password' you chose during the Registration process

o Click on 'Login'. Please see Figure 1

Figure	1 -	Login
--------	-----	-------

	Health Professions Council of South Africa		
	Renewing for the first time using this portal?		
Copyright © SpesMed	Login Usename * This is your ID/Passport number This is required. Password *		l
	Remember me	FORGOT PASSWORD	LOGIN

# 2.1 Register

- **Click** on the '**Create an Account**' button as shown in Figure 1 above.
- Select South Africa or Outside SA Country of Practice
- Enter the ID/Passport number and click on the Continue button as shown in Figure 2 below.

## Figure 2 – Registration

alth Professions Council of Sou	uth Africa	Anna and anna anna anna anna anna anna a	
alth Professions Council of Sou	me secondary the		
Create an account			
Country of practice			
South Africa			

- A Register screen will open, and you should **complete** the **fields**, and especially if it is compulsory as shown in Figure 3.
- You will only need to **register once**. After registering, you can **login** to the system as explained in point number 2 above.
- Complete the 'Create an Account' details like:
  - o ID or Passport number
  - Select Preferred contact method e.g. Email or SMS (You will receive a registration confirmation at the selected preferred method)
  - o Email address
  - Cell phone number
  - Type in your 'Password', and 'Confirm password'
  - o Read the Terms and Conditions, scroll down to the end of the terms and conditions
  - Click on the tick box that you have read above
  - **Click** the **tick box** that you are **not a robot**, and **follow the instructions** to prove that you are not a robot.
  - Click on 'Create Account'. See Figure 3 below.
- If your preferred contact method is 'Email:
  - A **prompt** will appear, informing you that **an email has been sent** and that you need to **click** on it. See Figure 4.
  - Go to your email inbox, and click on the Link appearing on the email received from HPCSA
     Admin. The link will take you to the HPCSA log in page- see Figure 5.
- Alternatively you can click on 'Log In' appearing on the prompt -shown in Figure 4 but only after you have clicked on the emailed link. See Figure 6.
- See **Point 2.2** what to do when you **forget your password**, and **Point 3** how to **Login**.
- If your preferred contact method is 'SMS' :
  - A verification code or **OTP** (One Time Pin) will be sms'ed to you
  - Enter this OTP on the screen shown on Figure 5.1

# Figure 3 – Create an Account

Country of practice	
South Africa	
ID/Passport number	
Firstname	
Last name	
Preferred contact method	
🔵 Email 🔵 SMS	
Email	
Email	
Country	
South Africa (+27)	
(+27) 0Cell phone number	
Password	
Password	
Confirm password	
Confirm password	
Confirm password	Ind conditions:
Confirm password Show password Please read the terms a	ING CONDITIONS:
Confirm password Show password Please read the terms a HEALTH PRACTITIONER ONLI	
Confirm password Show password Please read the terms a HEALTH PRACTITIONER ONLI U SAGE AGREEMENT	INE RENEWAL PORTAL ("HPC \$A-OP")
Confirm password Show password Please read the terms a HEALTH PRACTITIONER ONLI USAGE AGREEMENT 1. General Terms and Condition	INE RENEWAL PORTAL ("HPC \$A-OP")
Confirm password Show password Please read the terms a HEALTH PRACTITIONER ONLI U SAGE AGREEMENT	INE RENEWAL PORTAL ("HPC \$A-OP")
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Confirm password Show password Please read the terms a HEALTH PRACTITIONER ONLIN USAGE AGREEMENT 1. General Terms and Condition 1.1 Definition 1.1.1 In this agreement, the terms	INE RENEWAL PORTAL ("HPC SA-OP") ons of Use is below have the following meanings:
HEALTH PRACTITIONER ONLY USAGE AGREEMENT 1. General Terms and Condition 1.1 Definition 1.1.1 In this agreement, the term	INE RENEWAL PORTAL ("HPC SA-OP") ons of Use is below have the following meanings:
Confirm password Show password Please read the terms a HEALTH PRACTITIONER ONLIN USAGE AGREEMENT 1. General Terms and Condition 1.1 Definition 1.1.1 In this agreement, the terms	INE RENEWAL PORTAL ("HPC SA-OP") ons of Use is below have the following meanings:

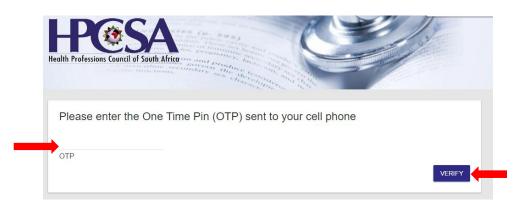
# Figure 4 – Account created

Account created
Thank you for creating your account.
You will now receive an email to the address you supplied, in which you need to click the link to confirm your email address.
You will then be able to log into the HPCSA Practitioner Portal to complete your registration process and renew and pay your HPCSA fees.
This can be done at any time by going to practitioners.hpcsa.co.za

# Figure 5 – Email Confirmation and Link

Thu 2017/02/02 3:15 PM HPCSA Admin <admin@hpcsa.co.za> HPCSA practitioners portal account</admin@hpcsa.co.za>	
To Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	
Je 🔀 HPCSA_TermsAndConditions.pdf (11 KB)	
Action Items	+ Get
You have successfully created your HPCSA account Thank you for creating your account on the HPCSA Practitioners online portal. You can now update your information, renew your registration and make your payment online.	
Please click here to confirm your email address, and to continue to the HPCSA portal. This link will only be active for the 48 hours.	next

# Figure 5.1 – SMS Confirmation



# Figure 6 – Login

	Renewing for the first time using this p	ortal?
	CREATE AN ACCOUNT	
	Login	
	Username *	
	This is your ID/Passport number	
	This is required.	
	Password *	
	Remember me	FORGOT PASSWORD LOGIN
Copyright © SpesMed		

#### 2.2 Forgot Password

In the event that you forgot what your login password is, you can do the following:

- Click on 'Forgot Password'. Please see Figure 7.
- Enter your ID number, and click on Submit
- Enter the Verification Code sent to your email address. See Figure 9
- Click on 'Verify'. See Figure 8
- Reset the password and click on Submit
- You will receive a prompt that the password has been reset, click on 'Click here to Login'

#### Figure 7 - Forgot Password

Hesa	
Health Professions Council of South Africa	
Forgot Password	
ID Number *	

#### Figure 8 – Verification Code

Please enter the verification code is sent to y registered email address	our
Verification code *	
This is required.	
	VERIFY

# Figure 9 – Verification Code in Email

Ter: Gert Geringer - ( <u>Gertig@evolvemed.co.za</u> ) Subject: HPCSA practitioners portal account - Verification code
Health Professions Council of South Africa
Verification code
Your verification code 8447
Should you not have requested this verification code, please contact the HPCSA at registrations@hpcsa.co.zz
Regards
The HPCSA registrations team

#### Figure 10 – Password reset Success

Copyright © SpesMed	Success		
., .	Your password has successfully been reset.		
		CLICK HERE TO LOGIN	

## 3. PERSONAL DETAILS

After registering and logging in, insert a photo and enter your personal details e.g. contact details and addresses. See Figure 11, as well as points 3.1 to 3.2



Please review your details as presented below from the HPCSA database. Should	these be correct, please click SAVE below.				
Should you wish to edit / update any of these details, please complete the relevant	field/s and SAVE your changes.				
Your details					
				C EDIT	CHANGE PHOTO
ID/Passport number:					
Date of birth:					
Personal details					
Title		Gender			
Mr	••••	Male			••••
Marital status Single	<b></b>	Race African			<b></b>
chigio					
Cell phone number	Number				
	Number (+27)				
South Africa					
South Africa Home telephone number Country	(+27) Code	Arro orde	Number		
South Africa Country South Africa	(+27)	Area code	Number		
South Africa Country South Africa	(+27) Code	Area code	Number		
Country South Africa Home telephone number Country South Africa Personal email address Preferred communication method	(+27) Code (+27)	Area code	Number		
South Africa Country South Africa Personal email address	(+27) Code (+27)	Area code	Number		
South Africa Country South Africa Personal email address Preferred communication method Email	(+27) Code (+27)	Area code	Number		
South Africa Home telephone number Country South Africa Personal email address Preferred communication method	(+27) Code (+27)	Area code	Number		
South Africa  Home telephone number Country South Africa  Personal email address  Preferred communication method Email  Home address	(+27) Code (+27)	Area code	Number		
South Africa Home telephone number Country South Africa Personal email address Preferred communication method Email Home address Search for location Enter a location Enter a location	(+27) Code (+27)	Area code	Number		
South Africa  Home telephone number Country  South Africa  Personal email address  Preferred communication method Email  Home address  Peach for location Enter a location Enter a address manually?	(+27) Code (+27)	Area code	Number		
South Africa Home telephone number Country South Africa Personal email address Preferred communication method Email Home address Search for location	(+27) Code (+27)	Area code	Number		
South Africa  Home telephone number Country South Africa  Personal email address  Preferred communication method Email  Home address Search for location Enter a braction Enter a braction Enter address manually?  Postal address	(+27) Code (+27)	Area code	Number		LOG OUT SAVE

# 3.1 Upload of profile photo for member card

You need to insert an applicable and appropriate photo of yourself for purposes of the HPCSA member card. You can either upload a previously taken photo, or take a new photo with the help of your

computer's camera. Please note that when you upload a photo for a second time, it will be submitted for approval by HPCSA. The available **two positions** to click in order to **snap** or **upload photos** are:

- Click on the 'profile' icon containing the message 'Click here to add/change'
- Click on 'Change Photo'. Please see Figure 12

# For any of above choices, follow the next steps:

- o If you if you have a clear front facing, professional portrait **photo saved**, do this:
  - Select 'Upload photo'
  - Select a saved photo from your Files or memory stick
  - Centre the photo by sliding your mouse left or right until
  - Move the slider left or right in order to increase or decrease the size of the image
  - Click on 'Accept Photo' when you are accept the changes, or click 'cancel' to cancel the action
- If you want to **take a photo** with the help of your computer's **build in camera**:
  - Select 'Take Photo'
  - Look straight into the camera, move your physical position, or the laptop screen to get a front facing, clear photo. Click on 'Snap photo'

## Figure 12 – Profile photo

				C EDIT	CHANGE PHOTO
	ID/Passport number:				TAKE PHOTO
0	Date of birth:				
UPLOAD PHOTO	]				
TAKE PHOTO					

## **3.2** Personal Details

Many of the personal details will be auto populated from the Account that was created, and from the databases of previous registration. Please see Figure 11 above.

**Complete** all compulsory fields by either **entering the text**, or **selecting from the various drop down** boxes. The fields are:

- Select the **Title** from a drop down box
- Select the Marital status from a drop down box
- Select the **Gender** from a drop down box
- Select the **Race** from a drop down box
- Enter the name of the **Country**
- Enter the **cell phone number**
- Enter the home telephone number
- Enter the personal, and valid email address
- Select preferred communication method

### 3.3 Addresses

Enter the Home address by following the next steps, shown in Figure 13:

- Click on the line under 'Search for Location'
- Enter the physical address:
  - o A few closest address options to what was entered, will appear
  - o Select and click on the correct address from the list
  - o The full address will be populated in the address fields, and a map will appear
  - Edit or delete the address by clicking on the line under 'Search for Location'

Enter the **Postal address** by following the next steps:

- If the postal address is the same as the Home address, do not click the button next to 'Same as home address?'
- If the **postal address** is **different** to the **Home address**, **Click** on the **button** named **'Same as home address** '.
- Click on the 'PO Box' button to enter a PO Box address:
  - **Complete** all the fields of the **address** e.g. PO Box number, Suburb, City, Province, Code, Country
- If the **postal address is not a P O Box** : **do not click** on the **PO Box button**, but **enter** the address by **clicking on the line of 'Search for Location'**
- Enter the postal address:
  - o A few closest address options to what was entered, will appear
  - o Select and click on the correct address from the list
  - The full **address** will be **populated** in the address fields
  - o Edit or delete the address by clicking on the line under 'Search for Location'
- Click on Save

#### Figure 13 Home-, and Postal Address

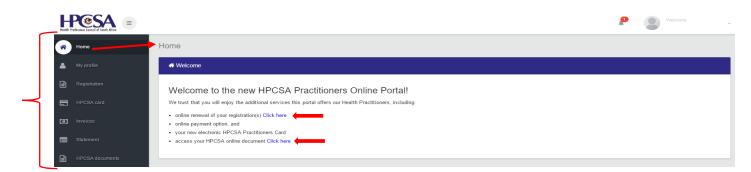
140 Lenchen Avenue, Centurion, South Africa		
Enter address manually?		
Number	Street	* Place/move pin by clicking on the correct location on the map, should the suggested position be incorrect
140	Lenchen Avenue	Map Satellis
Suburb	Oty	
Die Hoewes	Pretoria	
Province	Country	
Gauteng	South Africa	DIE HOEWES
Code		
0163		a the state of state
Postal address		Google Palls Maydaa 6207 Middle (2017 Middle 1991) 14208aye Tem
Postal address Postane as home address? PO box? Seed for loador 160 South St, Centurion, 0163, South Africa		Doorgie
Same as home address? P D box? Barch for location 105 South St, Centurion, 0163, South Africa Number	(Tree -	paki Meyaka 52017 Akida Piyu kili Bikiye Tem
Same as home address?  PO box? Seech for leastin 160 South St, Centurion, 0163, South Africa	Smart South Street	
Same as home address? PO box? Search for location 160 South St, Centurion, 0163, South Africa Number 160		pille
Same as home address?  D D box?  Same for loads: Same for loa	South Street	
Same as home address? PD box? Same to incestion 160 South St, Centurion, 0163, South Africa Number 160 Suburb	South Street City Pretoria Code	
Same as home address?  P 00 box? Same be readed 100 South 5t, Centurion, 0163, South Africa Number 160 Subust Centurion	South Street City Pretoria Close 0163	
Same as home address?  P P0 box? Same hor homeon Same hom	South Street City Pretoria Close 0163	

LOG OUT SAVE

#### 4. HOME PAGE

From the **Home page of HPCSA** you can click on any of the left hand **Navigation Tabs** to go to the respective Pages, or on the two **quick links** provided **namely 'Registration Renewal' and 'HPCSA online Documents'**. Please see Figure 14

#### Figure 14 – HPCSA Home page



#### 5. MY PROFILE

On 'My Profile' page you can view and edit the information you completed in **point 3. Personal Details**. You can also view and edit your **Qualifications** for approval, view your **Registration** details, view your **Case** History by clicking on the icon **P**, **Log out**, and **Change your Password**, see Figure 15 below

#### Figure 15 - My Profile

Health F	POSA refessions Cauncil of South Africe	≡							P S Welcome
*		M	ly profile						
•	My profile		Your details						
							🕼 EDIT 📓 CHANGE	РНОТО	Qualifications
	HPCSA card								MMed (Psych) Oranje-Vrystaat
				ID/Passport number: Date of birth:					MB ChB Oranje-Vrystaat
									(1988)
	HPCSA documents		Personal de	tails					Registrations i
2		1	Title Dr		•	Gender Female		•	MEDICAL PRACTITIONER
			Marital status Never Married		•	Race Chinese		•	Categories INDEPENDENT PRACTICE (SPECIALIST)
			Personal co	ntact details					
			Cell phone number						
			Country		Number				

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## 6. REGISTRATION AND PAYMENT

#### 6.1 Renew Registration by following the next steps:

- Click on the link stating 'To renew your registration, please click '*here*', or alternatively click on the button 'Renew'. Please see Figure 16
- You may opt to **apply for exemption**, and can do so by **selecting** the appropriate '**Action**' options on the **drop down list**. Please see Figure 16
- The next screen is the 'Renewal Process' screen
  - Enter the information in the open fields by clicking on the empty lines for relevant dropdown boxes, or click on tick boxes- as required.
  - o In some cases, you will need to click on e.g. 'Continue as xxx", as per example in Figure 17
  - Each discipline will have their own unique selections, based on the HPCSA requirements
  - An indication of where you are in the renewal and payment process, can be viewed on this screen. Please see Figure 17
  - The amount of **fees due** will appear once you have completed the renewal details. Please see Figure 18
  - Click on 'Pay now' to complete the payment, or alternatively click on 'Back' if you are not ready to continue with the payment process. You also have an option to download a statement- if you wish.

#### **Hest** = Renew registration Number Register Term Status Select PARAMEDIC 1 April 2017 to 31 March 2018 PENDING AN1 here. RENEW uld you qualify for exemption or wish to voluntarily p self from a register, please request this by using the ACTION button ab alongside the relevant registration type Exemption due to ill health uld you no longer be practising your profession due to ill health you may apply to be exthe Council's offices before 1 April of the relevant year Exemption based on age Exemption from annual fee payment may be granted from age 71 on receipt of a written application and copy of your identity document, before 31 March of the year in which you turn 70. The following professions apply for exemption at the age of 65: Environmental Health Practitioners, Medical Technologists, Radiographers, Supplementary Diagnostic Radiographers and Dietitians

#### Figure 16 - Renew Registration

#### Figure 17 - Renewal process

-	Health Pr	PERSA =		P	Welcome
	*		Renewal process		
	<b>-</b>				
		Registration	PARAMEDIC PAYMENT		
			Place of practice as a PARAMEDIC		
	0				
			Please indicate the sector(s) in which you practice, and add one or more of the places at which you work below CONTINUE AS NON-PRACTISING PARAMEDIC		
	Ð				

# 6.2 Payment

After completing the Registration process, you are now ready to make a payment. There are many methods available to you, to make a payment, e.g. Integrated EFT, Bank Deposit, as well as debit -and credit card payment.

Follow these steps to make a successful payment:

- If you followed the steps set out in 6.1 : click on 'Pay Now' as seen in Figure 18
  - Alternatively: If you were interrupted during the steps set out in point 6.1:
    - Click on the Registration tab, and the screen 'Renew Registration' shown in Figure 19 will appear.
    - Click on 'Pay now' or click on the link in the sentence 'Once you have completed your renewal, make your payment by clicking 'here'
- Click on the Invoice icon 🚣 to download an invoice- if needed
- **Click** on **Pay Now**, and select the payment method appearing in the drop down selection, and shown in Figure 19:
  - o Integrated EFT payment , fully explained in point 6.2.1
  - Bank deposit, fully explained in point 6.2.2
  - Debit card, fully explained in point 6.2.3
  - Credit card, fully explained in point 6.2.3

fealth Pro	alessians Council al South Africa	=										₽ 🧕	Welcome
8			Fees due	R932.25									
6			Statement date:										21/02/2017
	Registration		Invoice number		Transaction type	Inve	ice date	Due date		Original amount		Amount due	Actions
3					Invoice	17/	01/2017	17/01/2017		933.00		932.25	¥
					Invoice	04/	02/2016	04/02/2016		906.00		0.00	Ŧ
										Total (R)		932.25	
			Receipt status		Receipt numbers		Receipt d	ate	Due date		Amount		Open amount
			APPLIED		ANT		05/04/20	16			-906.00		0.00
			APPLIED		ANT		30/03/20	15			-768.00		0.00
											Total (R)		0.00
			Grand Total (R)										932.25
			DOWNLOAD	STATEMENT						Pay with			PAY NOW -
													BACK

## Figure 18 - Fees due

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#### Figure 19 - Pay now

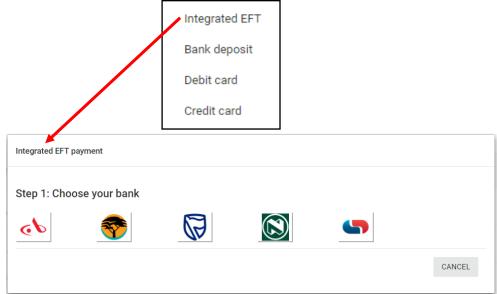
Health Pro	Jersiais Gavel af Seeth Africe					P Welcome
*	Home	enew registration				
	My profile	Number	Register	Term	Status	Select
	Registration		PARAMEDIC	1 April 2017 to 31 March 2018	PENDING PAYMENT	ACTION -
	HPCSA card	Once you have completed you	r renewal, please make your pa	ayment by clicking here.		PAY NOW
	Statement					Integrated EFT
	HPCSA documents	Should you qualify for exemp	tion, or wish to voluntarily ren	nove yourself from a register, please request this by u	using the ACTION button above, alongside the relevant registration type	Bank deposit
						Debit card
						Credit card

#### 6.2.1 Integrated EFT payment

- Click on Pay Now, and select the Integrated EFT payment method, as shown in Figure 19
- Select your bank by clicking on the relevant Bank icon, shown in Figure 20, and a new screen depicted in Figure 21 will appear.
- Follow the steps appearing on the screen similar to Figure 21
  - o Login to your bank

  - After making a successful payment, email the proof of payment to finance@hpcsa.co.za
  - **Click** on 'I have made payment' after following above steps
- In essence Integrated EFT and Bank deposit payments are the same, the only difference is that the Integrated EFT payment enables you to copy and paste the payment details

#### Figure 20 - Integrated EFT payment



<b>ر ا</b>	😚 🛛 🖗	
Step 2: Login to yo	our internet banking (this	s will open a new window)
LOGIN		
Step 3: EFT details	s (click to copy to clipbo	ard)
Payment reference:	ANT	ß
Name:	HPCSA	R.
Bank:	FNB	io.
Branch Code:	210 554	r.
Account no:	62667755551	6
Amount:	R932.25	•
Please email your proof of p	payment to finance@hpcsa.co.za	
Step <b>4</b> Confirm		

#### 6.2.2 Bank deposit payment

- Click on Pay Now, and select the Bank deposit payment method, as shown in Figure 19 also see the dropdown list depicted on the top of Figure 23
- The Files from your computer will appear as shown similar to Figure 22 •
- Save and download the EFT /Bank deposit form, this form contains all information needed to make • a bank payment. Email the proof of payment to the HPCSA

💿 Save As	×	Health Professions	Council of South Africa	
← → · ↑	✓ 🗗 Search Documents 🔎	VAT	lo: 455 010 923	
File name: Bankdepositform (4) Save as type: Adobe Acrobat Document	×	PO BOX 205 PRETORIA 0001	572 MADIBA ST CENTURION PRETORIA 0002	Health Professions Council of South Afr
		TEL: 012 338 9300	www.hpcsa.co.za info@hpcsa.co.za	22/02/2017
			EFT / BANK DEF	POSIT FORM
✓ Browse Folders	Save Cancel		ains the required information for in your renewal process.	or you to make an EET payment or a Bank
	h.	Total cost: R 734.00	1	
		Please use the follo	wing reference number when r	naking your payment: DA
		Banking details:	HPCSA	
opyright © SpesMed		Name: Bank: Branch Code:	FNB 210 554 62667755551	
opyright © SpesMed		Name: Bank: Branch Code: Account no:	FNB 210 554	1 <u>co 78</u>

#### 6.2.3 Debit card or Credit card payments

- Click on Pay Now, and select either Debit card or Credit card payment method, as shown in Figure 19- also see the dropdown list depicted at the top of Figure 23
- A screen similar to Figure 23 will appear
- Select the type of Card you will be using, and a screen similar to Figure 24 will appear
- Continue the steps set out on the screen by entering :
  - Name on card
  - $\circ \quad \text{Card number}$
  - Expiry date
  - Security code, otherwise known as the cvv code
- Click 'Pay now', or opt to 'cancel'
- Receive a confirmation that the payment was successful

#### Figure 23 – Debit card as well as Credit card payment

	Integrated EFT
	Bank deposit
	Debit card
	Credit card
	Payment
a	FNB How can we help you?
5	Payment Details: Merchant : Description : HPCSA Payment Outstanding Amount : R 932.25
18	Please select one of the following payment options :
10	Secure Card Payments Make the payment via credit, debit or cheque cards
esMed	CANCEL

#### Figure 24 – Debit card and Credit card payment

Payment
FNB How can we help you?
Payment Details:         Merchant :         Description : HPCSA Payment         Amount : R 734         Secure Card Payment:
Name on Card * Card Number * Expires * MM  YYYYY Security Code *
 Pay now
CANCEL

## 7. HPCSA card

The membership card can be accessed and viewed by clicking on the HPCSA card tab, shown in Figure 26.

If all the requirements of the renewal process are not met, the system will not allow the member access to the card. Please see Figure 25 for an example. The three requirements are:

- The balance should be R0 (all due payments should be settled)
- The Renewal status is Active (Status should not be e.g. Erased, Pending etc.)
- The renewal process has been completed (all profile details completed)

#### Figure 25 - HPCSA card not available

Unable to reveal membership card: Amount outstanding, Please click below to resolve this.

COMPLETE RENEWAL

#### Figure 26 - HPCSA card

Health P	Professions Council of South Africa			
*	Home	HPCSA card		Contact information
2	My profile		MEDICAL PRACTITIONER	Email address
	Registration			Cell phone number
	HPCSA card	*To ensure the legitimacy of the HPCSA card being pres	ented, please compare this against the practitioners ID or Passport document.	
0	Invoices			BEMAIL CARD BSHOW QR BDOWNLOAD
	Statement			
	HPCSA documents			

The photo you uploaded during the completion of the profile detail will display here. (Please see point 2.1 on page 8). Your name, ID number, type of member, email address, as well as cell phone number are displayed on the card. Please see below points how to Email the card, Show the QR code, and Download the registration confirmation.

#### 7.1 Email member card

You can email the card to someone using the following steps:

- Click on Email card as shown in Figure 26
- A screen for an email address will appear
- Enter the receivers email address and click on Ok
- A confirmation prompt will appear, click on Ok
- The receiver will receive the member card in his/her email inbox

#### Figure 27 - Email member card

Confirmation		Membership card email		Success
Email		Are you sure you want to email you membership card to:		Email has been sent.
	CANCEL OK	N	D YES	ок
Copyright © SpesMed	HPCSA Mer HPCSA Mer Click here to download download of some pi Message T IRM Membership Please find at Regards,	44 402 PM Jimin <admin@hpcsa.co.za> beship card d picture: To help protect your privacy, Outlook prevented automatic tures in this message. AMembershipcard.pdf (269 KB)</admin@hpcsa.co.za>		

# 7.2 Show QR (Quick Response Code)

You have an option to scan the QR code on your membership card, using your smartphone. The code contains your member card information. Use the following steps to view the QR code:

- Click on Show QR as shown in Figure 26, a QR code similar to Figure 28 will appear
- Scan the QR code with your smartphone, and view the member card detail similar to Figure 29
- To hide the QR code and view the profile photo, click on Hide QR shown in Figure 28

#### Figure 28 - QR code

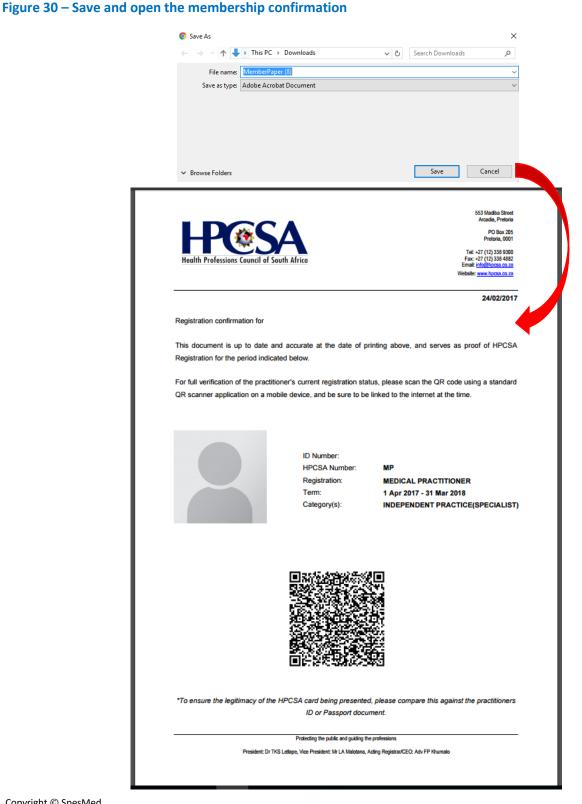
Realth Professions: Granefi of Severit Africa			Nikoom v
🖀 Home	HPCSA card		
🚢 My profile			Contact information
Registration		MEDICAL PRACTITIONER - MP	Email address:
HPCSA card		INDEPENDENT PRACTICE (SPECIALIST)	Cell phone number.
Invoices			
E Statement			
HPCSA documents	Date generated:24/02/2017		
Go to Administration	*To ensure the legitimacy of the HPCSA card being pres	sented, please compare this against the practitioners ID or Passport document.	
			HIDE QR DOWNLOAD

## Figure 29 - Member card detail using the QR code

	Health Profession	Council of South Africa			
Membership verification					
	First name	Last name			
	10 number				
	Please compare this information against the practitioner's DP assport				
Qualifications					
			_		
Qualification name MWed (Psych) Oranje-Vrystaat				ate obtained	
MB ChB Oranje-Vrystaat				/10/1688	
MEDICAL PRACTITIONER					STATUS - ACTIVE 🗙
Number	Register	Registration status	Term	Categories	

## 7.3 Download the registration confirmation

- Click on Download as shown in Figure 26 ٠
- Save the downloaded membership confirmation on your computers file, as shown in Figure 30 •
- Email, print or view the registration confirmation as shown in Figure 30 ٠



# 8. INVOICES

All invoices can be accessed by clicking on the Invoices tab shown in Figure 31

- Select the beginning and end dates of the invoice you need to generate. You may use the date picker, or you can enter the dates in the format: dd/mm/yyyy. Please see below Figure as an example
- Click on Search
- Alternatively you can click on the Download icon shown in Figure 32, and appearing similar to 📥

#### Figure 31 - Invoices

Tristin Court of South Africa =		P Welcome
Home		
Ay profile Invoice filter		
Registration Invoice date HPCSA card etermination eterminatio etermination etermina	To 23/02/2017 • February 2017	>
SU MO         TU         WE         TH         PR           29         50         31         0         2         3         4           5         6         7         8         9         10         11           12         13         14         15         16         17         18           19         20         21         22         22         42         25	50 KO TU KE 1 7 8 29 50 31 1 1 2 1 5 6 7 8 9 1 12 13 14 15 16 19 20 21 22 22	3 4 SEAR
PCSA documents 5 6 7 8 9 10 11	26 27 28 1 2 3 5 6 7 8 9 1	3 4
Hesa		Tax Invoice HPCSA VAT no: 455 010 4923
Health Professions Council of South Africa Prepared for	Tax Invoice	HPCSA VAT no: 455 010 4923 Tax Invoice Date
	3297846	HPCSA VAT no: 455 010 4923 Tax Invoice Date 16-Feb-2017
		HPCSA VAT no: 455 010 4923 Tax Invoice Date
	3297846 Request Number	HPCSA VAT no: 455 010 4923 Tax Invoice Date 16-Feb-2017 Registration Number
	3297846 Request Number 2016 Customer Number 2006 Board	HPCSA VAT no: 455 010 4923 Tax Invoice Date 16-Feb-2017 Registration Number DA Customer Location New York County Register
	3297846 Request Number 2016 Customer Number 2006 Board DOH	HPCSA VAT no: 455 010 4923 Tax Invoice Date 16-Feb-2017 Registration Number DA Customer Location New York County Register DA DA
	3297846 Request Number 2016 Customer Number 2006 Board	HPCSA VAT no: 455 010 4923 Tax Invoice Date 16-Feb-2017 Registration Number DA Customer Location New York County Register

Item Number	Description	Quantity	Tax	Unit Price	Extended Amount
12049	Dental Assistant Annual Fee	1	Yes	659.65	659.65
				Subtotal	659.65
				Tax	92.35
				Total	752.00

#### 9. STATEMENTS

Statements can be accessed by clicking on the Statement tab shown in Figure 32

• Click on 'Download Statement'

#### Figure 32 - Statements

	Statement						
nie	Statement date:						23/02/20
tration	Statement date.						2310212
A card	Invoice number	Transaction type	Invoice date	Due date	Original amount	Amount due	Actio
	321	Invoice	16/02/2017	16/02/2017	752.00	734.00	4
,	30:	Invoice	03/02/2016	03/02/2016	723.00	0.00	4
					Total (R)	734.00	
	Receipt status	Receipt numbers	Receipt	date Due date	Amoun	ŧ	Open amou
	APPLIED	DA	29/03/2016		-723.0	0	
	APPLIED	DA	29/07/2015		-682.0	0	
					Total (F	2)	
	Grand Total (R)						73
		ENT			Pay with		PAY NOV
		ENT			Pay with		PAY NOT
	HP@	ENT			Paywith	nent	

File number:

Account details:

According to our records, your HPCSA account contains a balance as seen below, on the Statement date 23-Feb-2017

Invoice number	Transactio	n type	Invoice date	Due date	Origi	nal amount	Amount due
30	Invoice		03-Feb-2016	03-Feb-2016		723.00	0.00
329	Invoice		16-Feb-2017	16-Feb-2017		752.00	734.00
Amount of open in	voices					ZAR	734.00
Receipt status	Recei	pt numbers	Receipt	date	Due date	Amount	Open amount
APPLIED	DA		29-Jul-	2015		-682.00	0.00
APPLIED	DA		29-Mar-	2016		-723.00	0.00
Amount of open re	ceipts					ZAR	0.00
Balance						ZAR	734.00
0-30	Days	31-90 Days	91-365 Day	s	1-3 Years	Over 3 years	Total
7	34.00	0.00	0.0	0	0.00	0.00	734.00

Proof of payment can be forwarded to fax number 012 338 9395 or email to finance@hpcsa.co.za . Kindly only use your full HPCSA registration number (DA 0014281) as reference for timeous and correct allocation.

Please note that the full outstanding amount on your account may not reflect, should you have penalties or reinstatement fees due. While you can make payment in the interim on the reflected amounts due, in order to confirm full settlement please contact the HPCSA in the link at the bottom of the HPCSA Portal screen.

If you have made a payment more than 48 hours ago, and this is not reflecting on your statement, please email us by clicking here, and attach your proof of payment.

#### **10. HPCSA DOCUMENTS**

HPCSA related documents can be accessed by clicking on the HPCSA Documents tab shown in Figure 33

#### **Figure 33 - HPCSA Documents**

Bealth F	Profession: Council of South Africa	≡			P	Welcome	`	~
A			My	/ documents				
4				Filter				
				Search				
0					-	CLEAR	SEARCH	
								l
	HPCSA documents	/		Title 🗸	Publish date ≑		Actions	
				HPCSA Terms and Conditions	20/01/2017	[	VIEW.	
				Restoration Guidelines - Dental Therapy and Oral Hygiene	20/01/2017		VIEW	١
				Restoration Guidelines - Dietetics and Nutrition	20/01/2017		VIEW	
				Restoration Guidelines - Emergency Care	20/01/2017		VIEW	
				Restoration Guidelines - Medical and Dental Practitioners, Medical Scientists and Clinical Associates	20/01/2017		VIEW	
				Restoration Guidelines - Medical Technology	20/01/2017		VIEW	
				Restoration Guidelines - Occupational Therapy, Medical Orthotics and Prosthetics and Arts Therapy	20/01/2017		VIEW	
				Restoration Guidelines - Physiotherapy, Podiatry and Biokinetics	20/01/2017		VIEW	
				Restoration Guidelines - Radiography and Clinical Technology	20/01/2017		VIEW	

#### HEALTH PRACTITIONER ONLINE RENEWAL PORTAL ("HPCSA-OP")

#### USAGE AGREEMENT

#### 1. General Terms and Conditions of Use

#### 1.1 Definition

1.1.1 In this agreement, the terms below have the following meanings:

1.1.2 "HPCSA Online Portal" (abbreviated as follows "HPCSA-OP") refers to any one or a combination of the following electronic mediums, ranging from but not limited to, web sites, web applications, services, application program interfaces (API), client applications, mobile applications, warehouses, reporting, invoicing / (invoices) and the various databases they consume, as well as any third-party website or mobile application licensed to us or within the Council's rights to use in its business. This is inclusive but not limited to access and transactions from all devices including desktops, notebooks, thin clients, servers, virtual machines, smartphones, tablets and any device capable of hosting an operating system.