

The screenshot displays the HPCZ Online Services Portal login interface. At the top, the Health Professions Council of Zambia logo is visible on the left, and navigation links for Home, Help, and Disclaimer are on the right. The main heading is 'HPCZ OnlineServicesPortal'. Below this, a grey bar contains the text 'Apply. Pay. Download'. The central focus is a dark blue login box with the title 'Sign in to your account'. It features two input fields: the first for 'Registration/Enrollment/Username/Email' and the second for 'Password'. A blue 'Sign in' button is positioned below these fields. At the bottom of the page, a dark blue footer contains the text 'Not registered? Or did you forget your password?' and 'Copyright © 2017. Health Professions Council of Zambia Online Services Portal'.

Health Professions Council of Zambia

HPCZ OnlineServicesPortal

Home Help Disclaimer

Apply. Pay. Download

Sign in to your account

Registration/Enrollment/Username/Email

Password

Sign in

Not registered? Or did you forget your password?

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ONLINE SERVICES USER MANUAL – PRACTITIONER RENEWAL

Step 1: Log into the HPCZ online services portal using portal.hpcz.org.zm

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HPCZ OnlineServicesPortal

Home Help Disclaimer

Apply. Pay. Download

Sign in to your account

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Password

Sign in

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Step2: Log into the system by entering your user name and password. If not registered for online services, go to **Not Registered** below

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HPCZ OnlineServicesPortal

Home Help Disclaimer

Apply. Pay. Download

Sign in to your account

Registration/Enrollment/Username/Email

Password

Sign in

Not registered? Or did you forget your password?

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Log in

Step 3: Enter your HPCZ registration in full, your NRC and your valid email address to register, then press **Register for Online services** button to finish registration for online services process. After you create your Username and Password you will go back to *Figure1 for Logging in*

The screenshot shows the HPCZ Online Services Portal. At the top, there is a header with the Health Professions Council of Zambia logo and the text 'HPCZ OnlineServicesPortal'. Below the header, there are links for 'Home', 'Help', and 'Disclaimer'. The main content area is titled 'Apply. Pay. Download' and 'Register for Online Services'. It contains a form with four input fields: 'SELECT CADRE' (a dropdown menu), 'Index/Registration Number', 'ID Number', and 'Email'. Below these fields is a blue button labeled 'Register for Online Services'. At the bottom of the page, there is a footer with the text 'Already registered? Login here Or did you forget your password?' and 'Copyright © 2017. Health Professions Council of Zambia Online Services Portal'.

Registration for online services Select your cadre

Step 4: Search for your HPCZ Number by clicking on the **Forgot your Registration number**

This screenshot is identical to the one above, showing the HPCZ Online Services Portal registration form. The only difference is that the link 'forgot your Registration number?' in the footer is highlighted with a red box.

Step 5: Input your NRC to search for your HPCZ Number.

The screenshot shows the HPCZ Online Services Portal. At the top, there is a header with the Health Professions Council of Zambia logo and the text 'HPCZ Online Services Portal'. Below the header, there are links for 'Home', 'Help', and 'Disclaimer'. The main content area features a search box with the text 'Search your details using your NRC'. Below the search box, there is a text input field labeled 'National Registration Card Number' and a blue 'Search' button. The 'Search' button is highlighted with a red border. At the bottom of the page, there is a footer with the text 'Not registered? Or did you forget your password?' and 'Copyright © 2017. Health Professions Council of Zambia Online Services Portal'.

Health Professions Council of Zambia

HPCZ Online Services Portal

Apply. Pay. Download

Search your details using your NRC

National Registration Card Number

Search

Not registered? Or did you forget your password?

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Step 6: Check for your details searched by your NRC. Use your Registration Number to register at Log in page

The screenshot shows the HPCZ Online Services Portal search results page. At the top, there is a header with the Health Professions Council of Zambia logo and the text 'HPCZ Online Services Portal'. Below the header, there are links for 'Home', 'Help', and 'Disclaimer'. The main content area features a table with the following details:

Name	ASTONE WISE CHANDA
NRC	464336/67/1
Index Number	HPCZ/101/2/00001-INS
Registration Number	HPCZ/101/2/11/1384

At the bottom of the page, there is a footer with the text 'Not registered? Or did you forget your password?' and 'Copyright © 2017. Health Professions Council of Zambia Online Services Portal'.

Health Professions Council of Zambia

HPCZ Online Services Portal

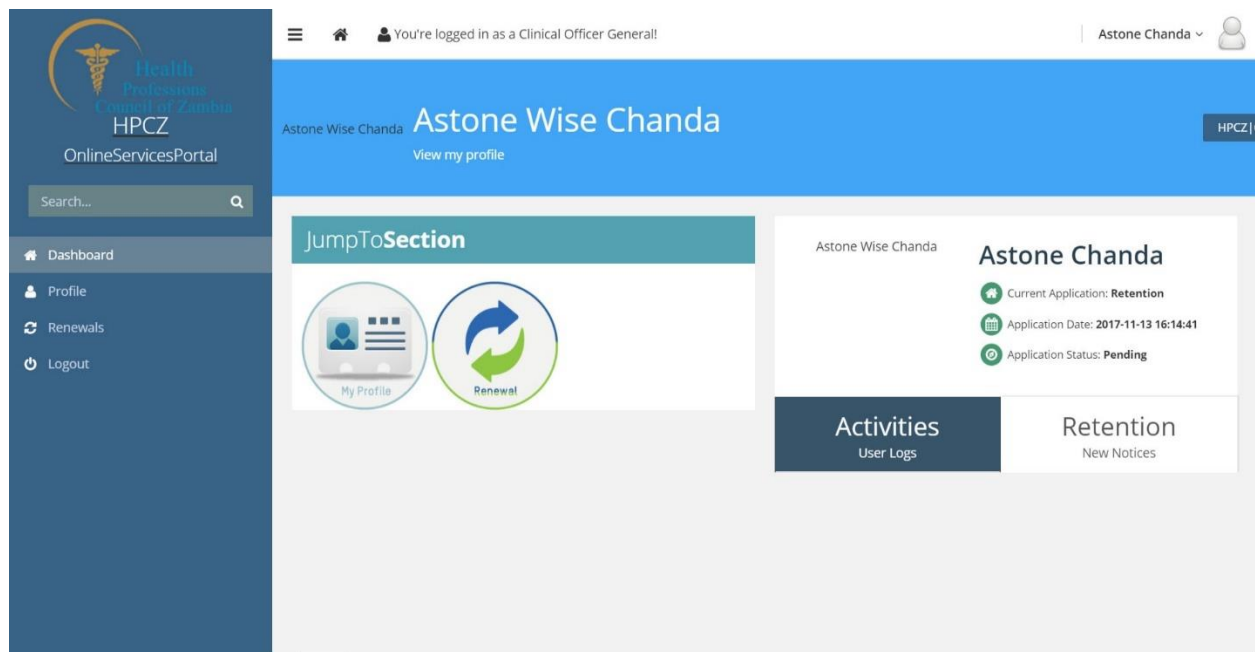
Apply. Pay. Download

Name	ASTONE WISE CHANDA
NRC	464336/67/1
Index Number	HPCZ/101/2/00001-INS
Registration Number	HPCZ/101/2/11/1384

Not registered? Or did you forget your password?

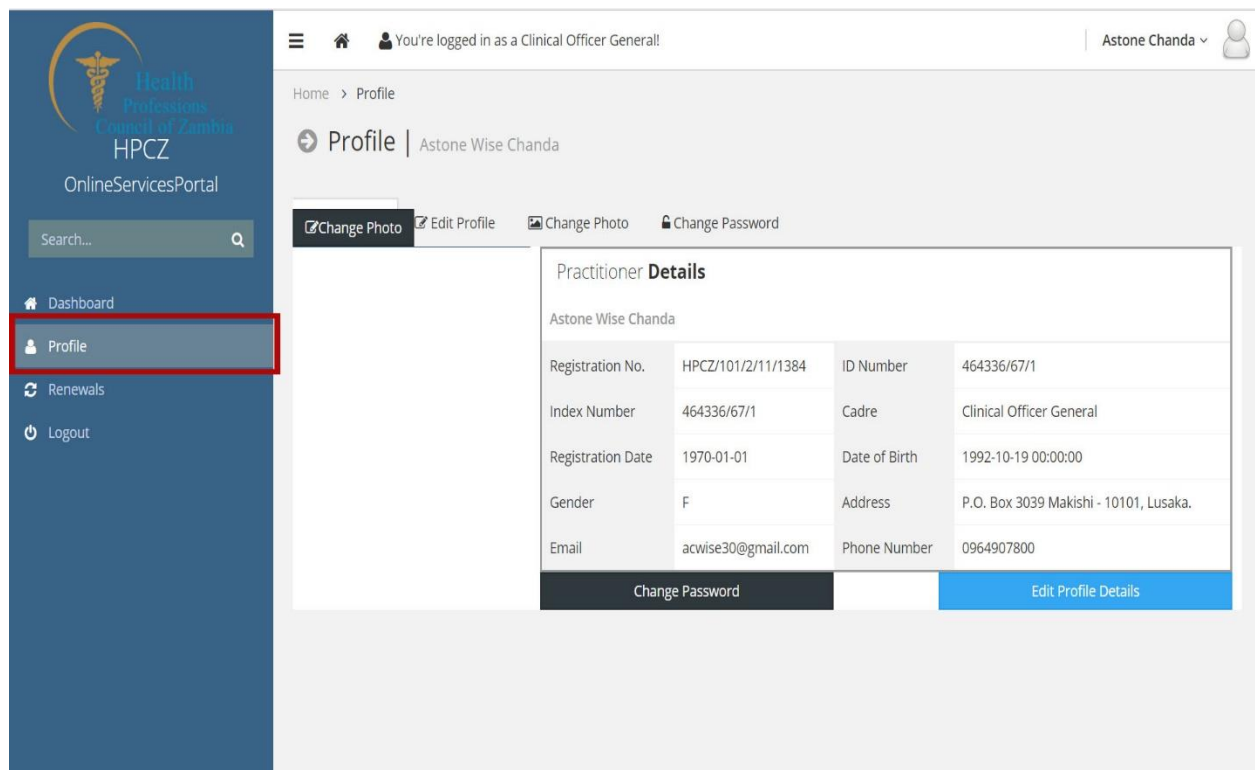
Copyright © 2017. Health Professions Council of Zambia Online Services Portal

HPCZ ONLINE SERVICES PRACTITIONER RENEWAL MANUAL

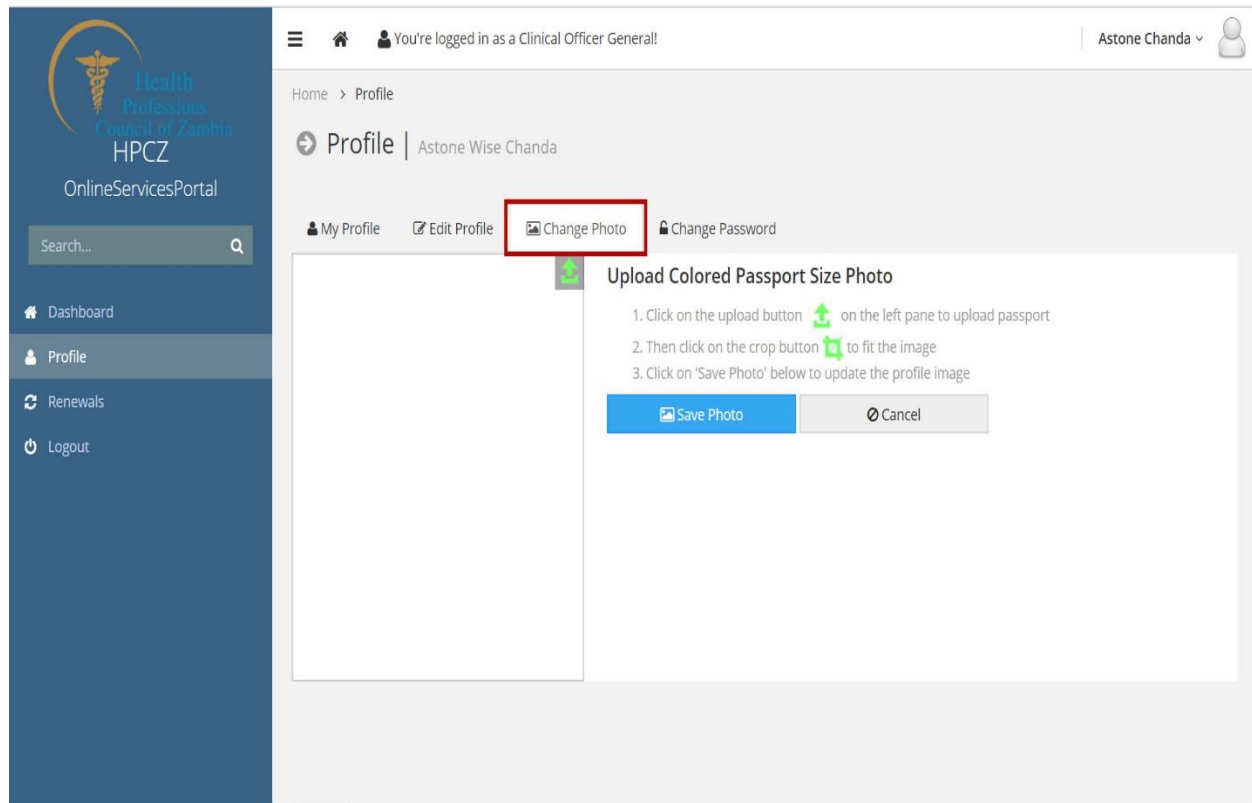


Dash board view

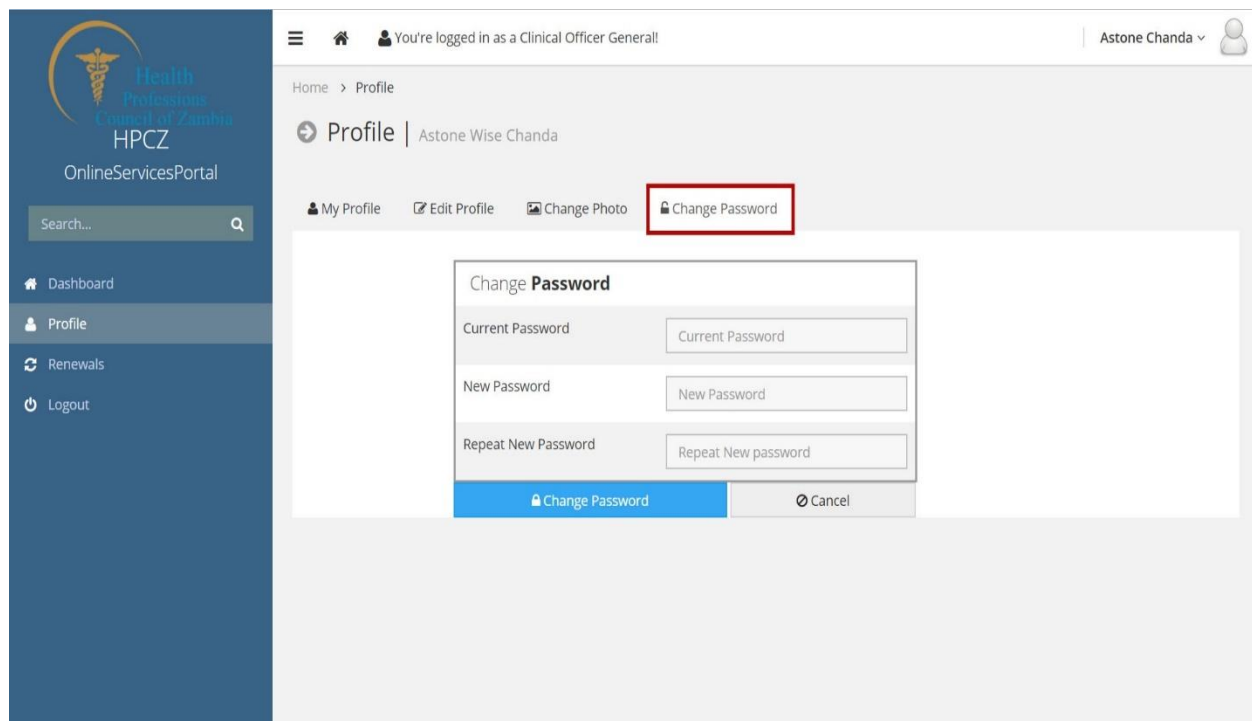
Step 7: Press on Profile to view your profile. Check if your details are correct. Update details such as photo, phone number, email address and change your password if necessary



HPCZ ONLINE SERVICES PRACTITIONER RENEWAL MANUAL



Edit Profile Picture



The system will give you a privilege to create/change your own unique password

Step 8: Click on **Renewals** to begin the process of renewing your Annual practicing certificate and then proceed with clicking the **New Renewal Application Button**

The screenshot shows the HPCZ Online Services Portal. The left sidebar contains the HPCZ logo and navigation links: Dashboard, Profile, Renewals, and Logout. The main content area is titled 'Retention' and shows the user's profile: Astone Chanda, ID Number: 464336/67/1, Reg/Enrollment No: HPCZ/101/2/11/1384, P.O. Box 3039 Makishi - 10101, Lusaka, Mobile: 0964907800, Email: acwise30@gmail.com. A message states: 'Kindly verify details before making an application.' Below this, there is a section for 'Current Licence Information' with a note: 'Use the 'New Renewal Application' button to make a renewal application for 2018.' A green button labeled 'New Renewal Application' is highlighted with a red box.

Renewal Page

Step 9: Fill in the form with details and press **Submit Application button** to make an application

The screenshot shows the HPCZ Online Services Portal with the 'Edit Renewal Details' form. The form is titled 'Edit Renewal Details' and shows the user's profile: Astone Chanda, ID Number: 464336/67/1, Reg/Enrollment No: HPCZ/101/2/11/1384, P.O. Box 3039 Makishi - 10101, Lusaka, Mobile: 0964907800, Email: acwise30@gmail.com. A message states: 'Kindly verify details before making an application.' The form fields are: Employment status: SELECT EMPLOYMENT STATUS, Programme: DIPLOMA IN CLINICAL MEDICAL SCIENCES, From Date: Starting Date, To Date: Ending Date. A blue button labeled 'Submit Application' and a grey button labeled 'Cancel' are at the bottom of the form.

Step 9: After Submitting your application successfully, an invoice will be displayed indicating how much you are required to pay. You can download your invoice by pressing the **Download Invoice button**. To proceed to payment press the **Make Payment Button**

The screenshot displays the HPCZ Online Payments interface. On the left is a navigation menu with links to Dashboard, Profile, Renewals, and Logout. The main content area is titled 'HPCZ Online Payments' and 'Invoice'. It shows the user's details and the invoice details. The invoice is for 'Application for Retention' and 'Areas' with a total of 3030 ZMW. The 'Download Invoice' button is highlighted with a red box.

Home > Invoice

Invoice | Astone Wise Chanda

Invoice's Details ☒ Make Payments

HPCZ Online Payments

Prepared by
Health Professions Council of Zambia
P.O. Box 32554
Lusaka, Zambia.
E: info@hpcz.org.zm

Prepared for
Astone Wise Chanda
P.O. Box 3039 Makishi - 10101,
Lusaka
E: acwise30@gmail.com

INVOICE NO: 1181
INVOICE DATE: 2017-11-13

DESCRIPTION	(ZMW)	TOTAL
Application for Retention		370
Areas		2660
Total		370
Paid		0
Balance		3030

Invoice notes

All amounts shown are in ZMW, unless otherwise stated. It may take a few moments for this transaction to reflect in your account after a payment is made. Kindly be patient and the system will automatically update your transaction. However, if it takes more than 24 Hours without any update, please contact HPCZ via info@hpcz.org.zm.

Invoice ID: 1181

Make Payments

Edit Application

Download Invoice

Invoice Page.

Step 10: When you click on Make Payment button in Figure above, this page will pop up which will give you options of renewal. If you are not on **DDAC** you use the **VISA Option** which will take you to a payment portal where you have to enter your card details. If your payment is done through **DDAC** press option DDAC and your details will be verified with the Council if the deduction was made to give access to proceed

The screenshot displays the HPCZ Online Services Portal interface. On the left is a dark blue sidebar with the HPCZ logo and navigation links: Dashboard, Profile, Renewals, and Logout. The top navigation bar shows the user is logged in as 'Astone Chanda' and 'Astone Wise Chanda'. The main content area is titled 'Invoice' and shows 'Invoice's Details' with a red box highlighting the 'Make Payments' button. Below this, there are two sections: 'How to pay via VISA' and 'Confirm payment via DDACC', each with a list of instructions. At the bottom, it shows 'Waiting for payment: Paid: 0 | Balance: 370' and a 'Checking Payments...' button.

Health Professions Council of Zambia HPCZ OnlineServicesPortal

Search...

Dashboard Profile Renewals Logout

Home > Invoice

Invoice | Astone Wise Chanda

Invoice's Details **Make Payments**

How to pay via VISA

1. Select ZANACO Option.
2. Enter your visa card details on the page and click pay:
3. The amount due: **370** will be debited from your account
4. Once you have received a confirmation from ZANACO click on DOWNLOAD to download your receipt/certificate.

☐ VISA

Confirm payment via DDACC

1. Select DDACC Option.
2. Your NRC/Passport number submitted to the Council will be used to verify your Deduction:
3. Once confirmed click on DOWNLOAD to download your receipt/certificate.

☐ DDACC

Waiting for payment: Paid: 0 | Balance: 370

Checking Payments...

Payment Page.

How to pay Using VISA

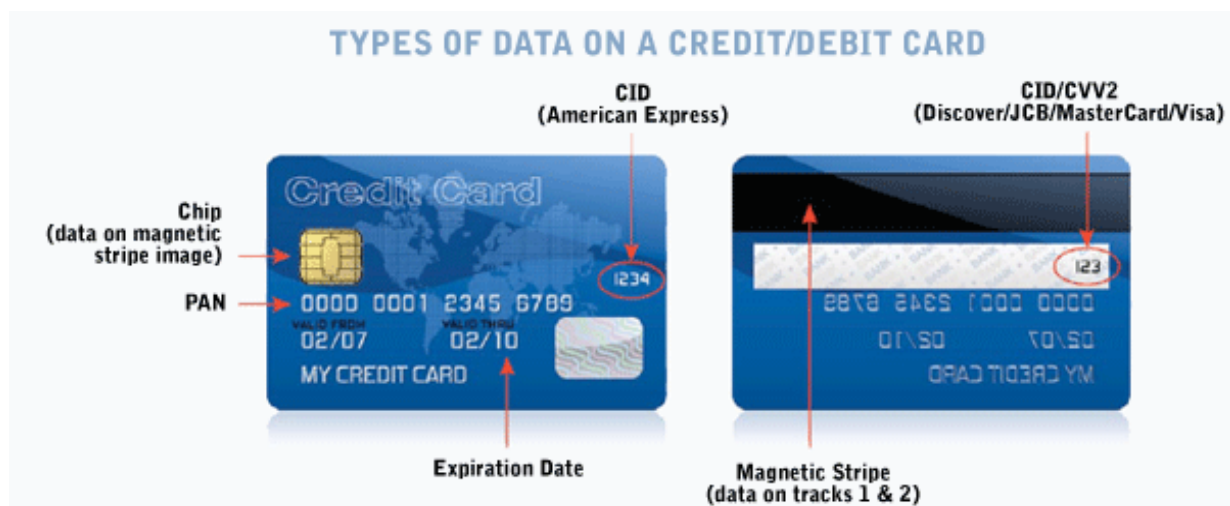
Step 11: Fill in the form and press **Pay Now** to Pay Using VISA

The screenshot shows a payment form with four main sections: Payment Details, Card Details, Customer Details, and Summary.

- Payment Details:** Track Id: test, Merchant Name: HEALTH PROFESSIONS, Terminal Id: 848, Amount: 1.00 ZMW.
- Card Details:** Card Number: 12345678 90123456, Exp. Date: mm/yy, CVV: CVV, Card Holder Name: .
- Customer Details:** Email: , Country: Afghanistan, Address: , Postal Code: , City: .
- Summary:** Merchant Name: HEALTH PROFESSIONS, Terminal Id: 848, Amount: 1.00 ZMW, Track Id: test, and a red **Pay Now** button.

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STRUCTURE OF VISA CARD



Step 12: After a successful payment or verification of DDACC payment, download your Licence and your receipt by pressing **Download Licence** and **Download Receipt** respectively

The screenshot shows the HPCZ Online Services Portal interface. On the left is a dark blue sidebar with the HPCZ logo and navigation links: Dashboard, Profile, Renewals, and Logout. The main content area is titled 'Retention' and shows the user 'Astone Wise Chanda'. A 'Retention Details' tab is active, displaying a profile card for Astone Chanda with ID Number 464336/67/1, Reg/Enrollment No. HPCZ/101/2/11/1384, and contact information. A light blue banner prompts the user to verify details before making an application. Below this, the 'Current Licence Information' section shows details for the 2018 Annual Practice Licence, including the workstation (Chengelo School Clinic), amount paid (370), and renewal date (13-11-2017). At the bottom of this section are two buttons: 'Download Receipt' and 'Download Licence (2018)'. The 'Download Licence' button is highlighted with a red border. Below the licence information is a section for 'Previous Applications' with a link to 'View Previous Applications'.

Health Professions Council of Zambia HPCZ OnlineServicesPortal

Search...

Dashboard

Profile

Renewals

Logout

Home > Retention

Retention | Astone Wise Chanda

Retention Details

Astone Chanda

ID Number: 464336/67/1

Reg/Enrollment No: HPCZ/101/2/11/1384

P.O. Box 3039 Makishi - 10101, Lusaka.

Mobile: 0964907800

Email: acwise30@gmail.com

Any errors? Report to email below: info@hpcz.org.zm

Kindly verify details before making an application.

Edit Renewal Details Renewal Year: 2018 *Plus accrued fines (if any)

Current Licence Information

2018 Annual Practice Licence For

Workstation (Facility)	CHENGLO SCHOOL CLINIC	Amount Paid	370
Superintendent	No	Renewal Date	13-11-2017

Download Receipt

Download Licence (2018)

Previous Applications

[View Previous Applications](#)

Practicing Certificate download Page.