

The screenshot displays the login interface of the HPCZ Online Services Portal. At the top, the Health Professions Council of Zambia logo is visible, featuring a caduceus and the text 'Health Professions Council of Zambia'. To the right of the logo are three navigation icons: a house for 'Home', a question mark for 'Help', and a warning triangle for 'Disclaimer'. Below the logo, the text 'HPCZ OnlineServicesPortal' is displayed. A secondary navigation bar contains the links 'Apply. Pay. Download'. The main content area is a dark blue box with the heading 'Sign in to your account'. It contains two input fields: the first is labeled 'Registration/Enrollment/Username/Email' and the second is labeled 'Password'. Below these fields is a blue button with a magnifying glass icon and the text 'Sign in'. At the bottom of the page, a 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

Apply. Pay. Download

Sign in to your account

Registration/Enrollment/Username/Email

Password

Sign in

Not registered? Or did you forget your password?

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

# ONLINE SERVICES USER MANUAL – PRACTITIONER RENEWAL

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

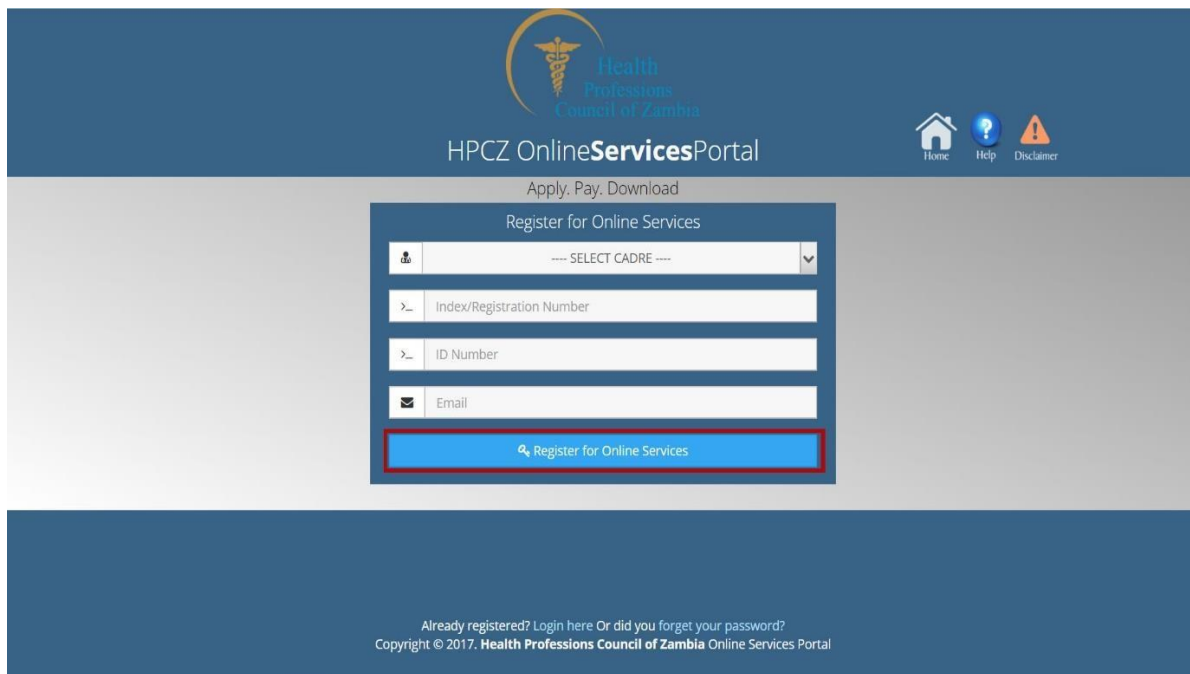
The screenshot shows the HPCZ Online Services Portal login page. At the top, there is a header with the HPCZ logo (a caduceus inside a circle) and the text "Health Professions Council of Zambia". Below the logo, the text "HPCZ OnlineServicesPortal" is displayed. To the right of the header, there are three icons: a home icon labeled "Home", a question mark icon labeled "Help", and a warning icon labeled "Disclaimer". Below the header, there is a navigation bar with the text "Apply. Pay. Download". The main content area is a light gray box with a blue border. Inside this box, there is a blue box with the text "Sign in to your account". Below this text, there are two input fields: the first is labeled "Registration/Enrollment/Username/Email" and the second is labeled "Password". Below the input fields, there is a blue button with the text "Sign in". 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".

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

This screenshot is identical to the one above, showing the HPCZ Online Services Portal login page. The only difference is that a red circle is drawn around the text "Not registered?" in the footer, highlighting the link for users who are not registered.

*Log in*

**Step 2.1:** Enter your NRC and your valid email address to register, then press **Register for Online services** button to initiate registration for online services process. The green message will display that an email has been sent.



The screenshot shows the HPCZ Online Services Portal. At the top, there is a header with the HPCZ logo and the text 'Health Professions Council of Zambia'. Below the logo, the text 'HPCZ OnlineServicesPortal' is displayed. To the right of the header, there are three icons: a home icon, a help icon, and a disclaimer icon. Below the header, there is a navigation bar with the text 'Apply. Pay. Download'. The main content area features a 'Register for Online Services' form. The form has four input fields: a dropdown menu for 'SELECT CADRE', a text field for 'Index/Registration Number', a text field for 'ID Number', and a text field for 'Email'. Below these fields is a blue button with a magnifying glass icon and the text 'Register for Online Services'. At the bottom of the form, there is a link that says 'Already registered? Login here Or did you forget your password?'. Below the form, there is a footer with the text 'Copyright © 2017. Health Professions Council of Zambia Online Services Portal'.

*Registration for online services Select your cadre*

**Step 2.2.** Check your mail and Click on the complete Registration link in your mail as in figure below:

HPCZ ONLINE SERVICES

## **HPCZ** | *Online Services Registration*

TO ASTONE CHANDA

**Dear Astone**

You have been registered for **HPCZ**'s online services through the **HPCZ** Online Services Portal. Please click on 'Complete Registration' below to complete the application process:

**COMPLETE REGISTRATION**

If you require any assistance feel free to contact PPB through any of the following lines:

+260 211 236 241, +260 211 239 317

**Step 2.3.** Create your Username and Password and all details then click on update details button to complete the registration for online services process.

**NOTE:** *Username should be a single word and should be available and the Password Must Contain at least one Capital letter, one number and a small letter. The password length should be at least 8 characters. Photo upload is not mandatory*

**Step 3:** Click on **Renewals** to begin the process of renewing your Annual practicing certificate and then proceed with clicking the **New Renewal Application Button**

*Renewal Page*

**Step 3.1:** Fill in the form with details and press **Submit Application button** to make an application

## HPCZ ONLINE SERVICES PRACTITIONER RENEWAL MANUAL

Health Professions Council of Zambia  
HPCZ  
OnlineServicesPortal

Search...

Dashboard  
Profile  
Renewals  
Logout

You're logged in as a Clinical Officer General

Astone Chanda

Home > Retention

Retention | Astone Wise Chanda

Retention Details

Astone Chanda  
ID Number:  
Reg/Enrollment No:  
P.O. Box 3039 Makishi - 10101,  
Lusaka.  
Mobile:  
Email:  
Any error's? Report to email  
below: [info@hpcz.org.zm](mailto:info@hpcz.org.zm)

Kindly verify details before making an application.

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

Employment status: SELECT EMPLOYMENT STATUS  
Programme: DIPLOMA IN CLINICAL MEDICAL SCIENCES  
From Date: Starting Date  
To Date: Ending Date

Submit Application Cancel

**Step 3.2:** 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** or tab

Health Professions Council of Zambia  
HPCZ  
OnlineServicesPortal

Search...

Dashboard  
Profile  
Renewals  
Logout

You're logged in as a Clinical Officer General

Astone Chanda

Home > Invoice

Invoice | Astone Wise Chanda

Invoice's Details  
Of Make Payments

HPCZ Online Payments

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

Prepared for  
Astone Wise Chanda  
P.O. Box 3039 Makishi - 10101,  
Lusaka  
E: [awise30@gmail.com](mailto:awise30@gmail.com)

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

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

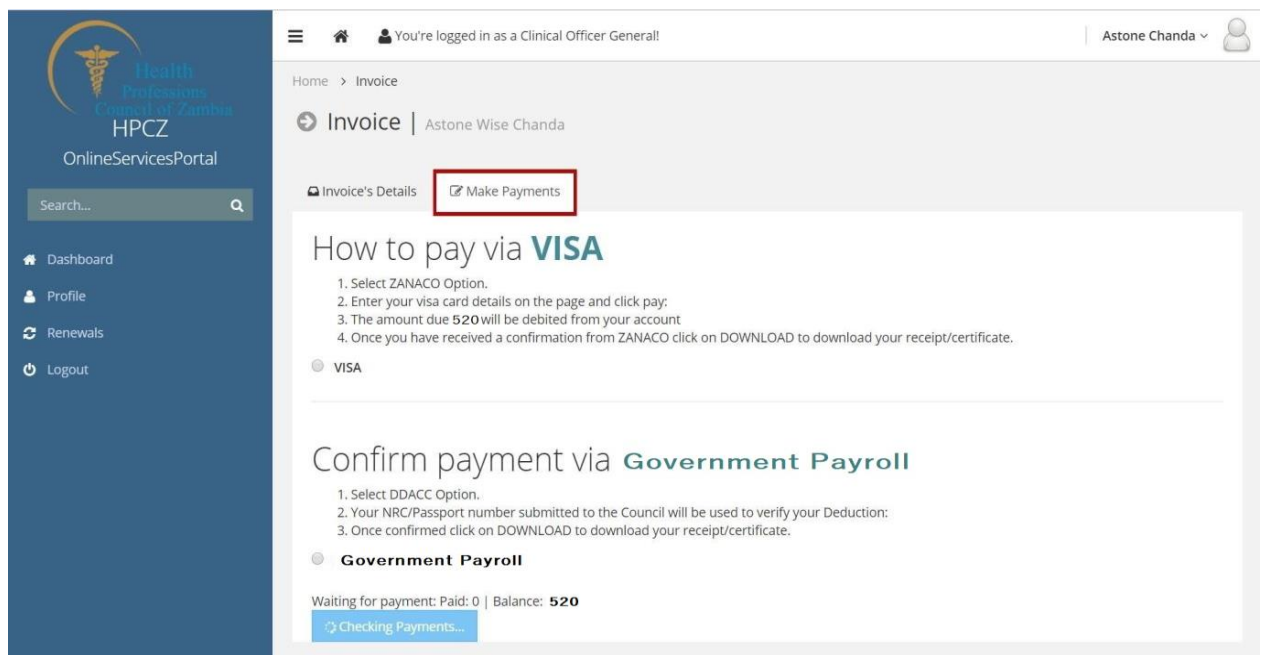
Invoice notes  
All amounts shown are in ZMW, unless otherwise stated. It may take a few moments for this transaction to reflect in your accounts after a payment is made. Kindly be patient and the system will automatically update your transaction. However, if it takes more than 24 Hours without any update, please contact HPCZ via [info@hpcz.org.zm](mailto:info@hpcz.org.zm).  
Invoice ID: 1181

Make Payments  
Edit Application  
Download Invoice

Invoice Page.

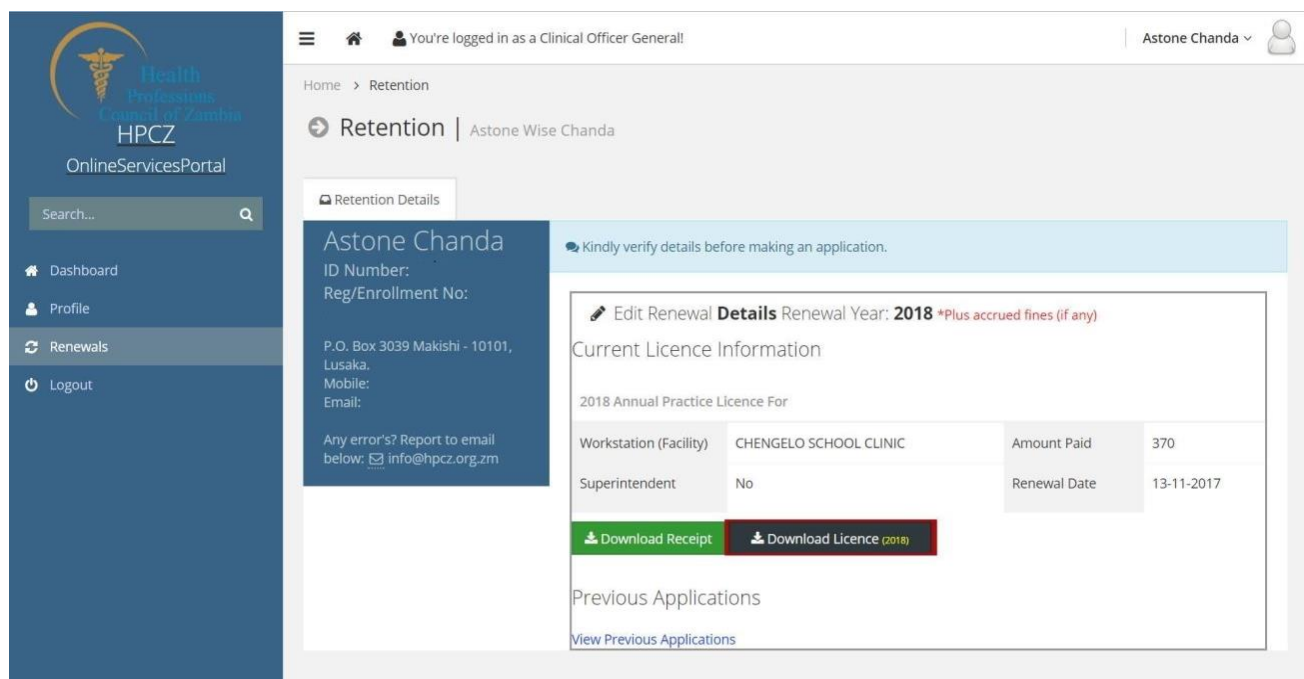
**Step 3.3:** When you click on Make Payment button in Figure above, this page will pop up which will give you options of renewal. If your payment is done through **Government Payroll** press option Government Payroll radio button and your details will be verified with the Council if the deduction was made to give access to proceed

## HPCZ ONLINE SERVICES PRACTITIONER RENEWAL MANUAL



Payment Page.

**Step 4:** After a successful payment or verification of DDACC payment, download your License and your receipt by pressing **Download License** and **Download Receipt** respectively



Practicing Certificate Download Page.

