

ALLIED HEALTH PRACTITIONERS' COUNCIL OF ZIMBABWE

By

Anixsys Pvt Ltd

Practitioner Portal

Technology is the light that brightens the path to innovation and progress.

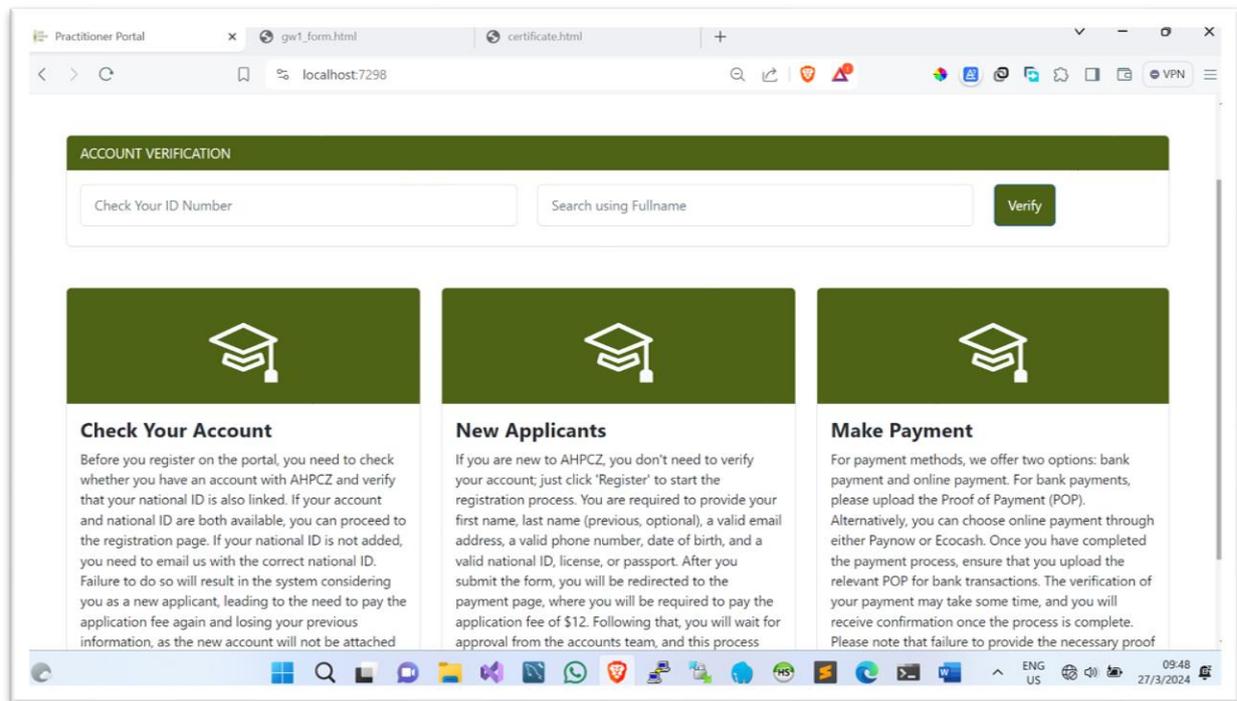
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How to Access Portal

To access the portal, please click on the following link: <https://portal.ahpcz.co.zw>. This link will redirect you to a page that looks like the picture below



When you are on the page, click 'Register' if you don't have login details. However, if you already have an account, you can log in. Please note that on the registration page, you are required to provide your name, surname, a valid email address, and a valid National ID. Your National ID determines whether you are a new practitioner or an existing practitioner, indicating that you are already registered with AHPCZ. If your National ID does not exist in the system, you will be considered a new practitioner and will be required to pay the application fee. If you haven't provided an ID, please first confirm with the registration department so that they can update your details, then you can proceed with portal registration.

Why should practitioners register on the portal website?

Here we have two types of people

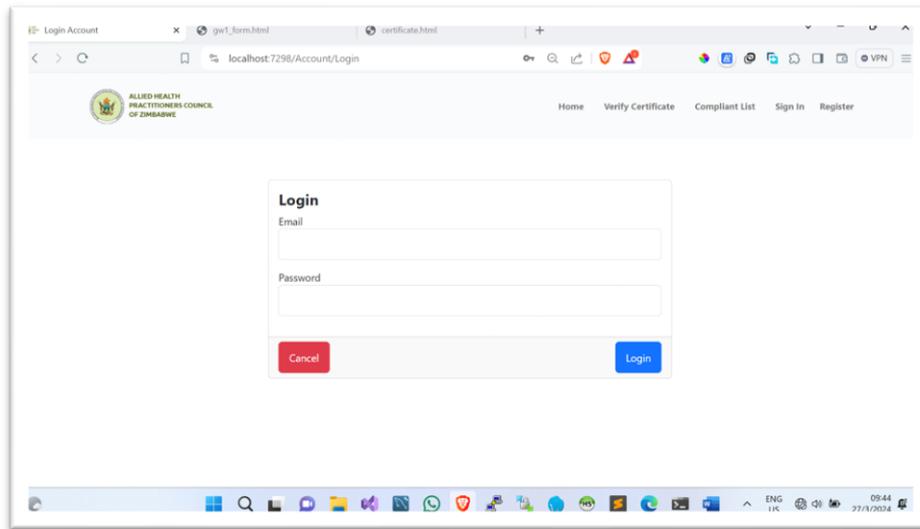
1. **New Practitioner** – Individuals who are not registered with AHPCZ. When they click 'Register,' the portal will search for their National ID in the database. If the ID is not found, the portal will redirect them to the payment page, where they are required to pay the application fee. Subsequent pages will present options to choose between bank or Paynow payment methods. After making the payment, they will need to await approval from the accounts department. The approval process typically takes up to 24 hours. Once the payment is approved, they can log in and provide the required documents.

The image shows a web browser window displaying the registration page for the AHPCZ portal. The URL is portal.ahpcz.co.zw/Account/Register. The form contains the following fields and values:

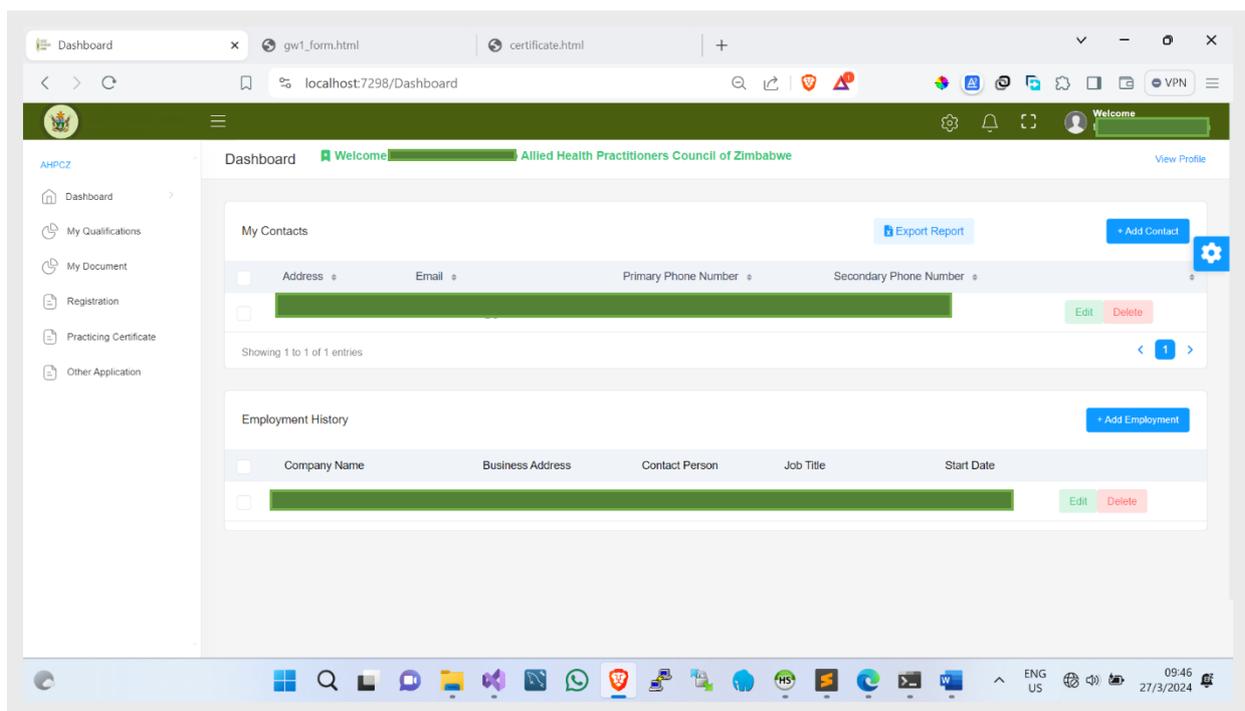
innocent.tauzeni@gmail.com	0774914150
Select Gender: Male	Select Title: Mr
Previous Name: (empty)	Date of Birth: 12/12/1992
Country: Zimbabwe	City/Town: Bindura
National Identity: 49088772K49	Practitioner Type: Practitioner
Employment Status: Practising	Employment Location: Local Based
Password: (masked)	Confirm Password: (masked)

Handwritten annotations include the word "valid" in green above the National Identity field, a green arrow pointing to the National Identity field, and the letters "ID" in black below the arrow.

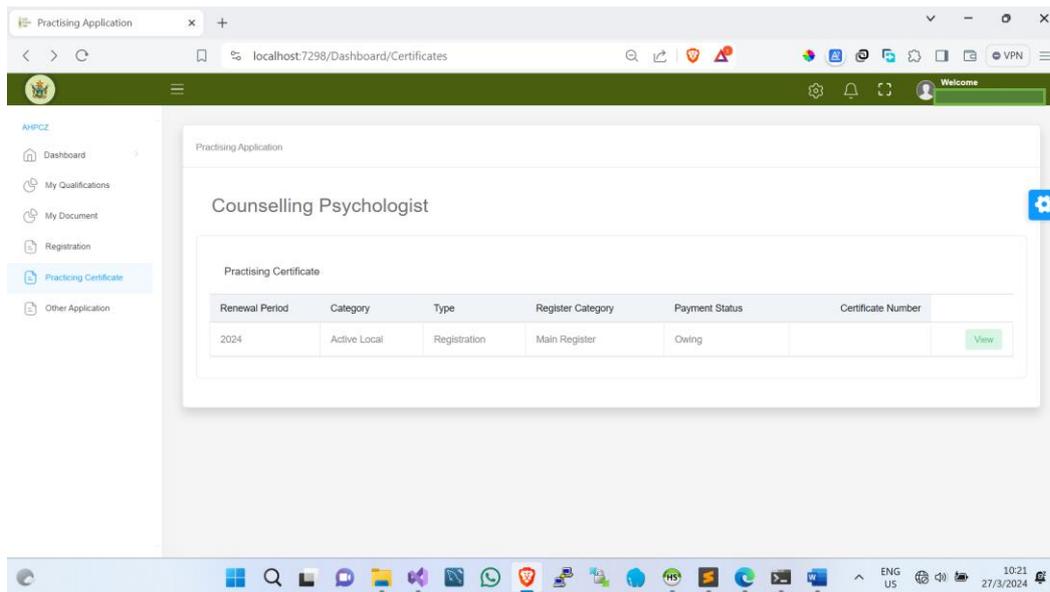
- Existing Practitioner-** These individuals are already registered with AHPCZ and have submitted the required documents. They only need to register for portal accounts to access their profiles. During registration, they are required to provide an name, surname, valid email address, national id, gender, title, phone number, choose their country, and specify their city. Some individuals may not have provided city and province information initially. If you provide your city, your profile will be updated accordingly.
- After registration, you will be redirected to the login form where you will need to provide the email address you used during registration, as well as your password. In case you forget your password, please check your email inbox or spam folder. The portal will have sent your password during the registration process. The figure below illustrates the login form.



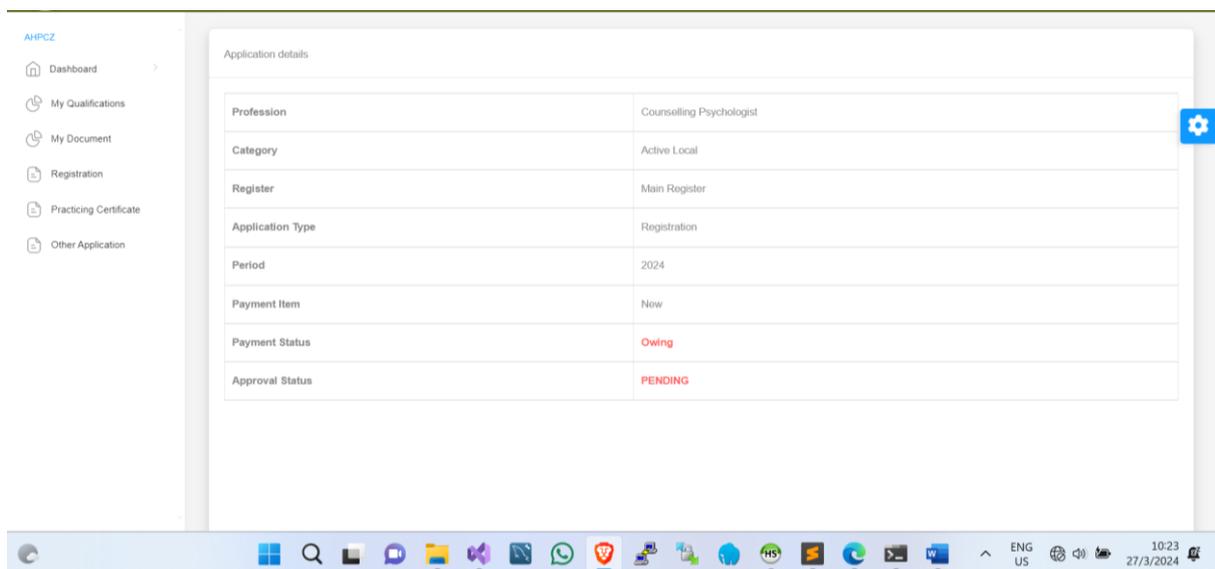
4. Once you have logged in, you will be directed to the dashboard screen, as depicted in the figure below.



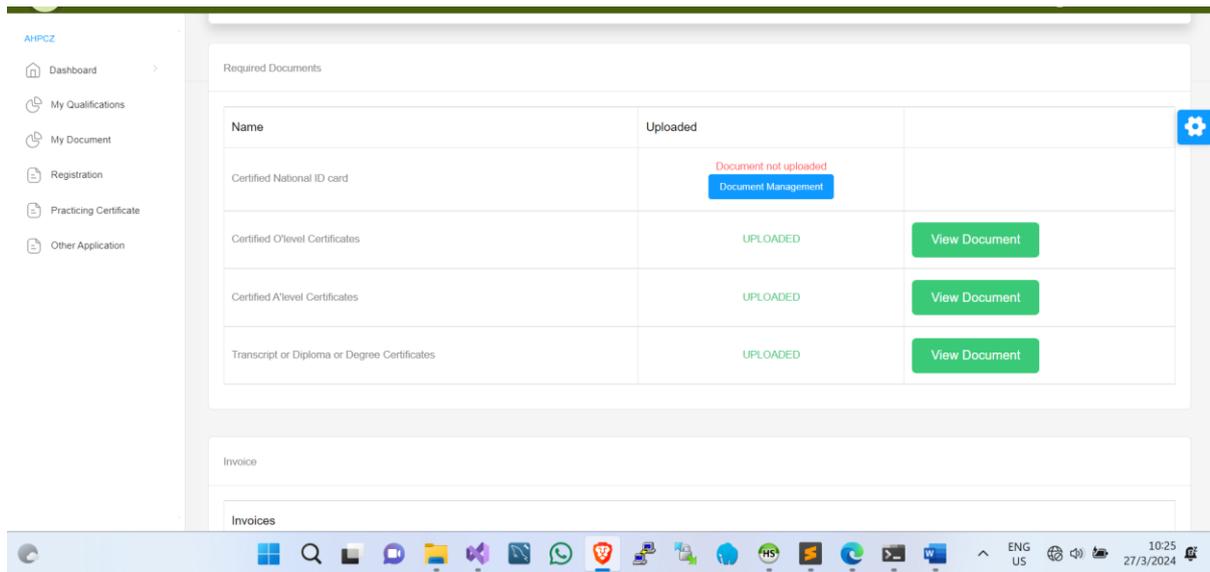
If you are a new practitioner to AHPCZ and obtained your qualification outside Zimbabwe, please ensure that you upload all required documents. If you are unsure about the specific documents needed, you can contact the registrations department for further clarification. Similarly, if you are a local practitioner, you are also required to upload all necessary documents. Once your documents are approved, you will need to click on the 'Practicing Certificate' tab, as indicated below.



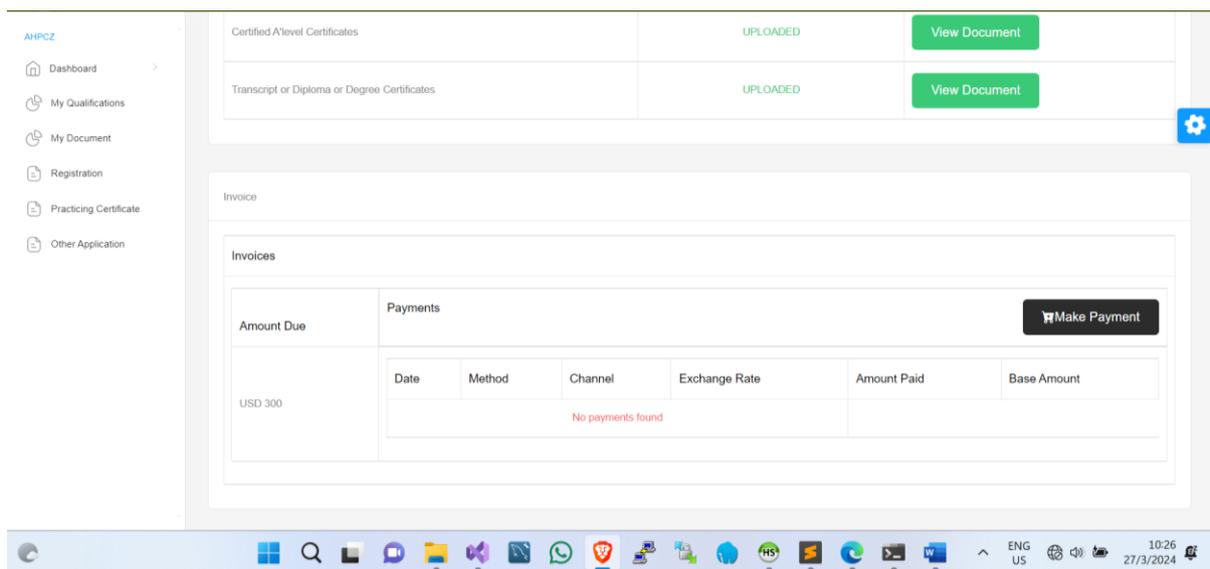
Next, click on 'View', and you will be redirected to the page below where you will be prompted to make the necessary payment. If you are unsure about any steps or require assistance, please don't hesitate to contact the registrations department for guidance.



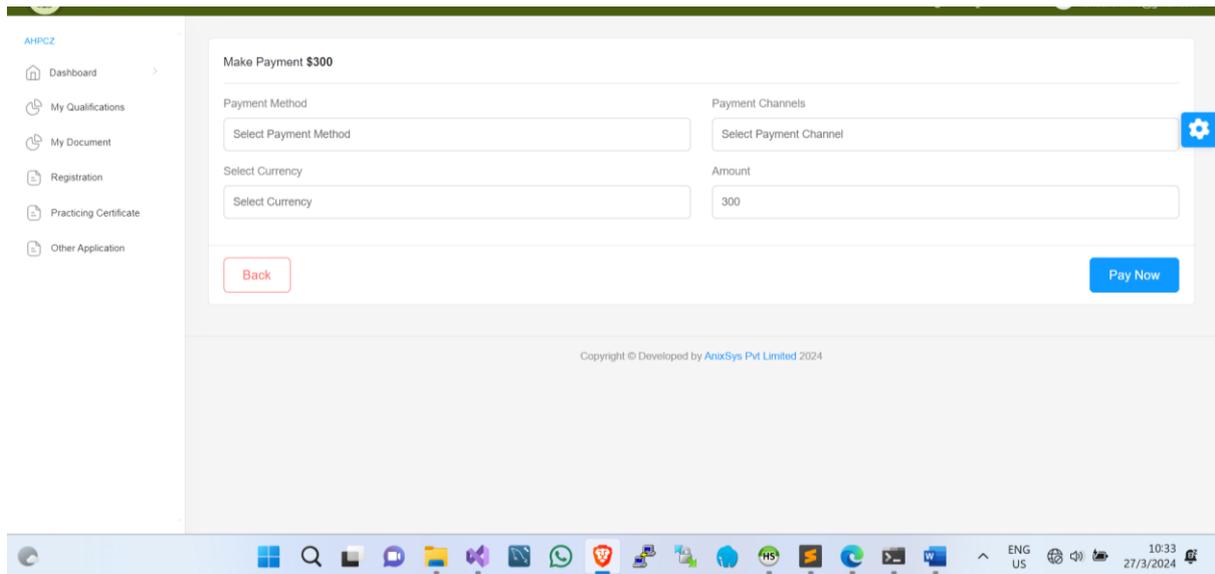
As you scroll down, you will find the section where you are required to upload the necessary documents, as illustrated below.



After completing the document upload, please scroll down to proceed with making the payment.

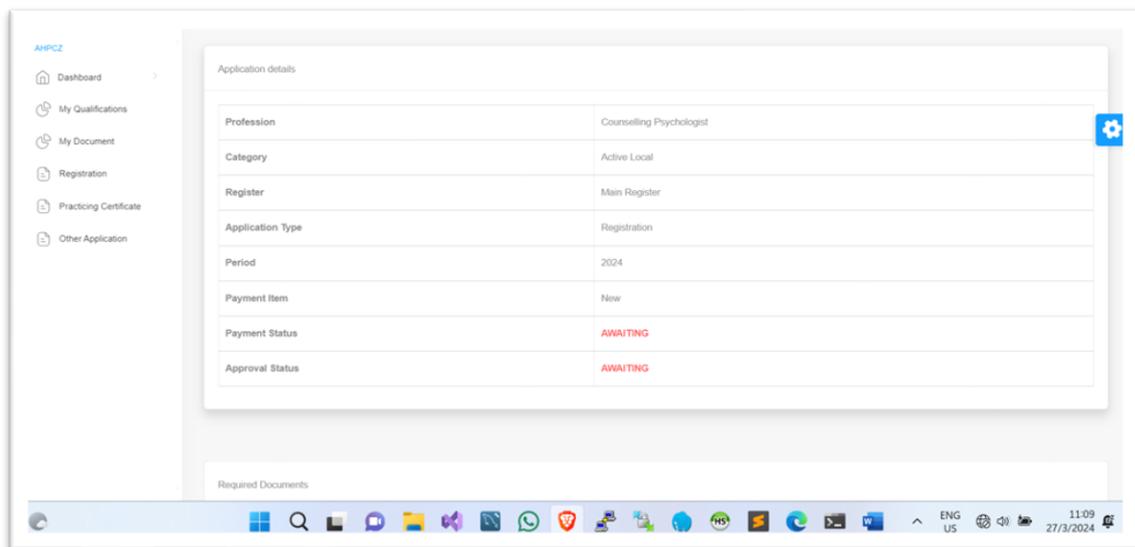


Click on the 'Make Payment' button, and you will be directed to the page shown below.

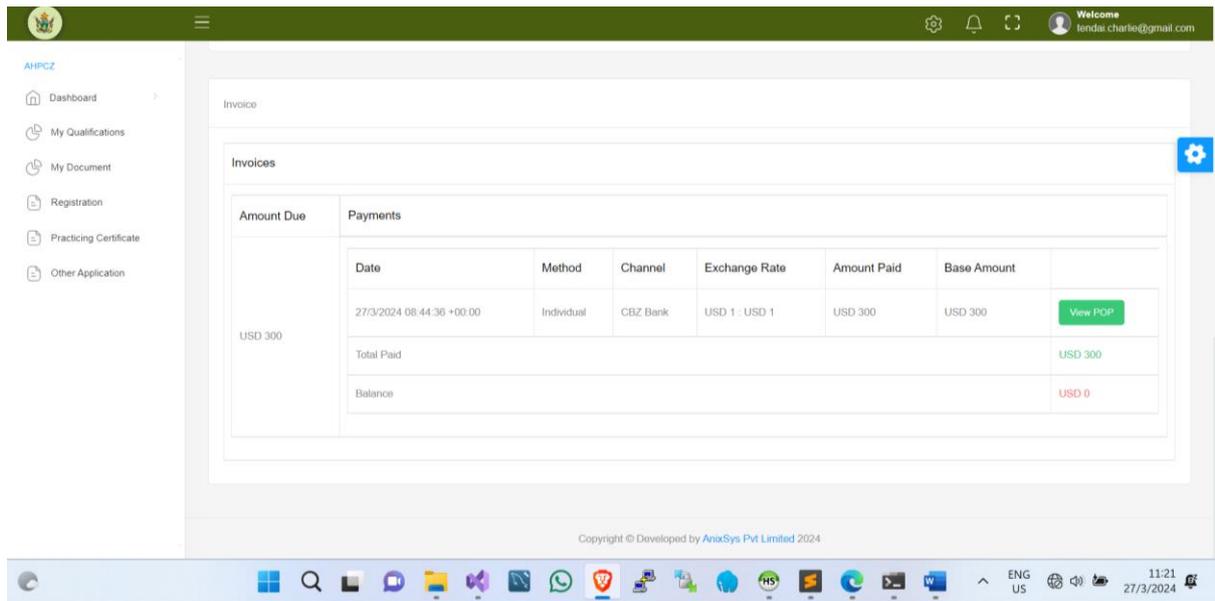


After selecting your payment method, channel, and currency, please note that only USD payments are accepted. If you choose to pay via bank transfer, ensure that you upload the proof of payment (POP) in USD. Should you have any queries or uncertainties, kindly contact the registrations department before proceeding with any payment.

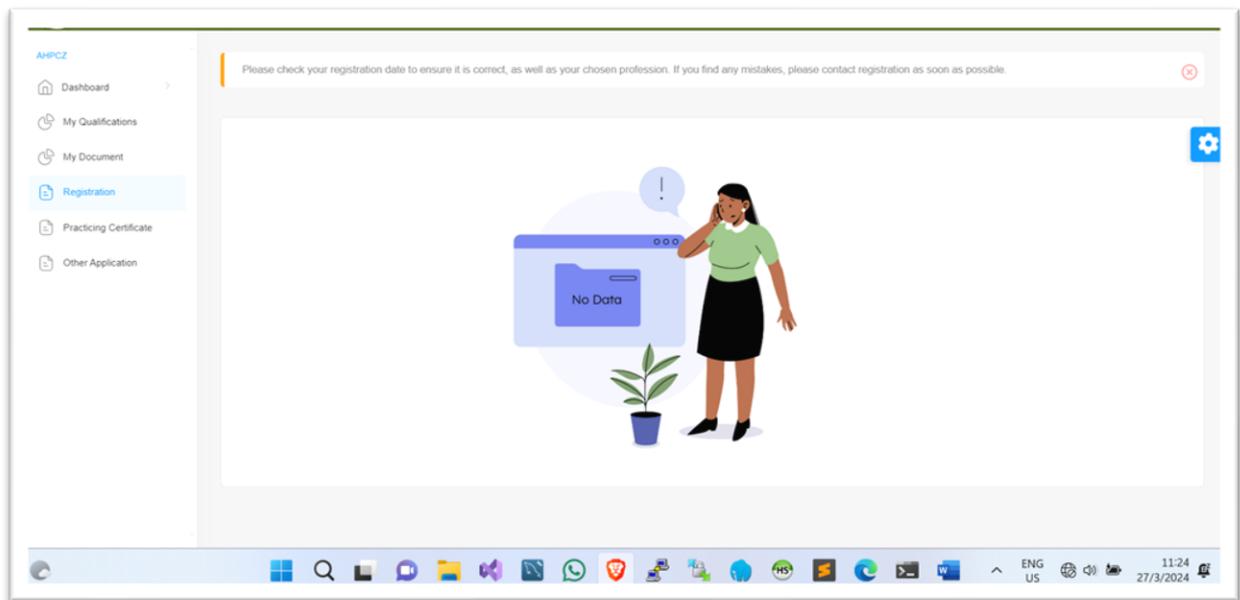
Following the payment, please await approval from both the Accounts and Registrar departments. This process typically takes a maximum of 24 hours to be completed. You can track the status of your application by visiting the same page for Practising Application. Your application will display two statuses: one for payment and the other for approval.



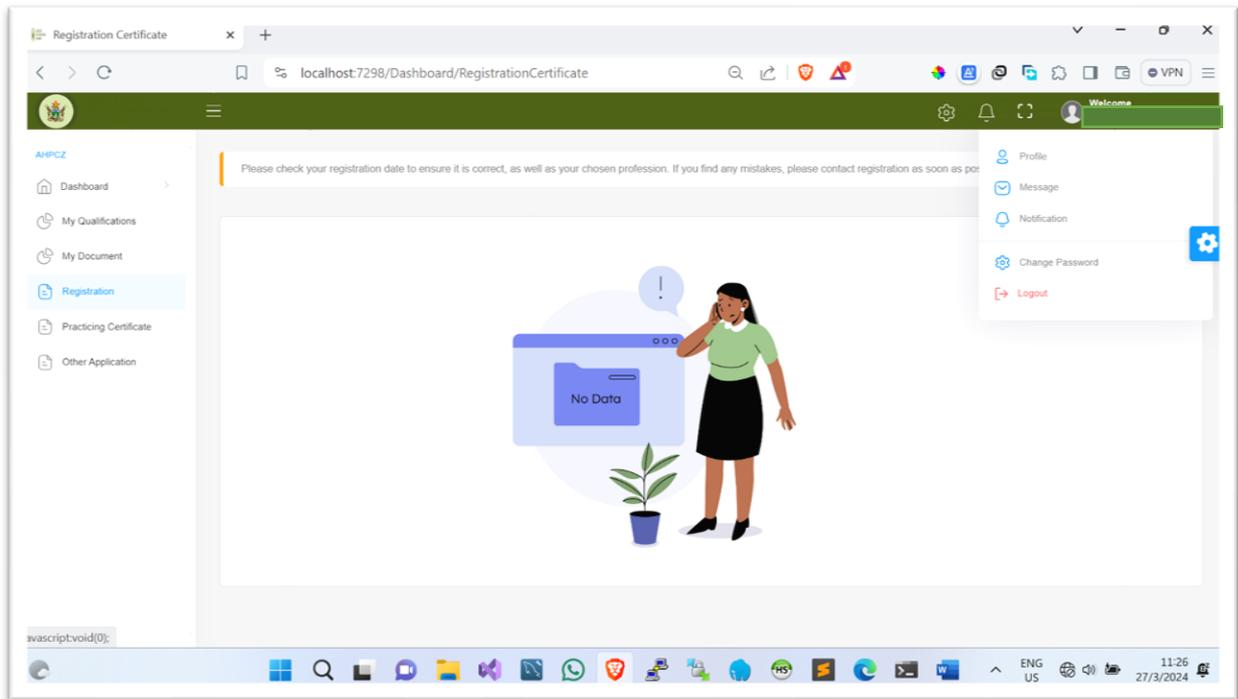
Payment



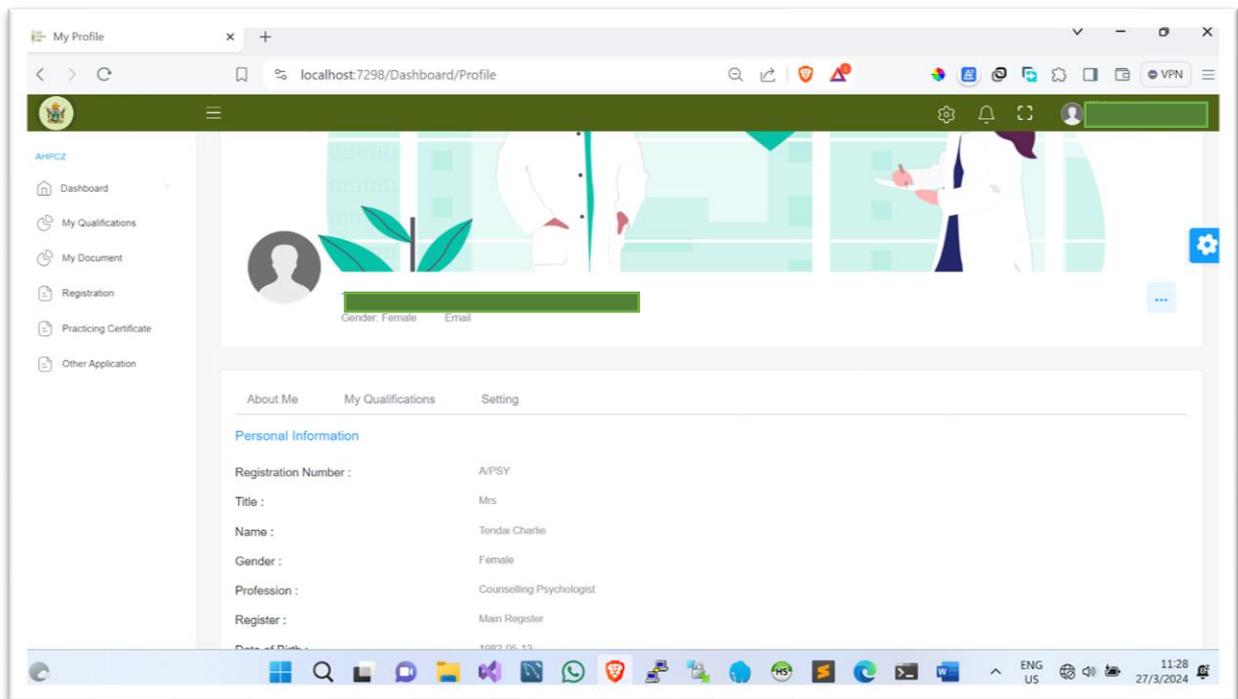
If you want to view your registration certificate, simply click on the 'Registration' tab.



If you are new you will wait until your application has been approved.

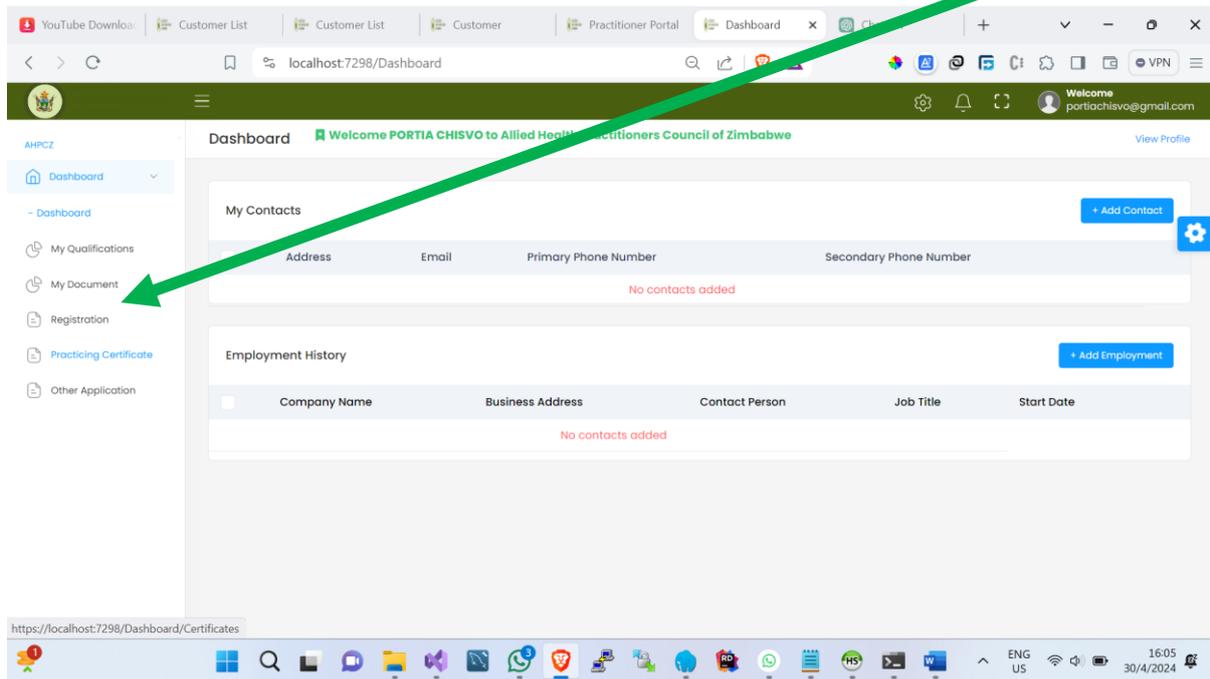


Afterwards, click on 'Profile', and the page will be displayed as shown below.

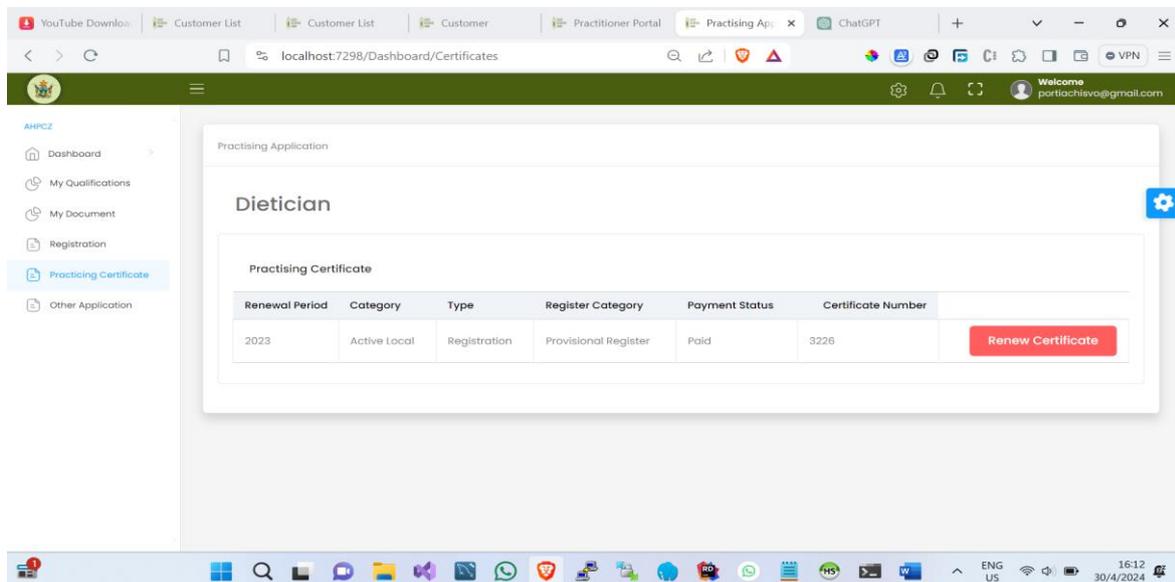


Practicing Certificate Renewal Process

Every year, practitioners in various fields must undergo the process of renewing their licenses. This annual requirement ensures that professionals remain up-to-date with current standards, practices, and regulations in their respective industries. Renewal procedures typically involve submitting necessary documentation, such as **cpdpoints**, along with **renewal fees**. To renew you login to your Accounts and click Practising Certificate tab as shown on the figure below

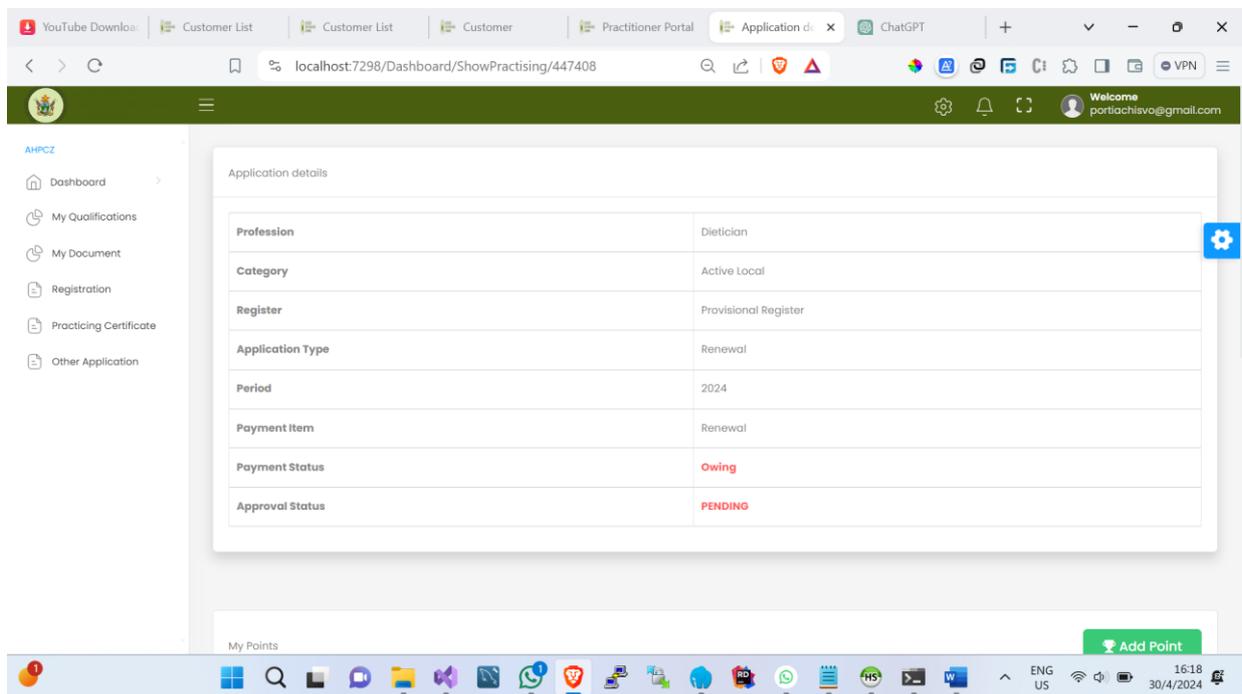


Once you click the tab you will be shown the table as shown below

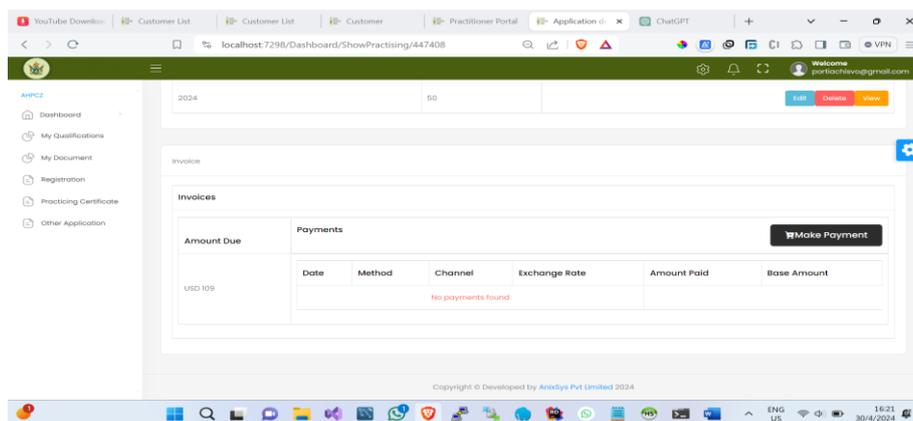


On this page, you are required to renew your license, prompting you to click the '**Renew Certificate**' button (**highlighted in red**). This action initiates the renewal process, which typically involves submitting updated information and fulfilling any necessary requirements such as CPD points. It is essential to upload clear pictures or documents in PDF format; otherwise, it may delay your application approval. Renewing your license ensures that you remain compliant with current regulations and maintain your professional credentials.

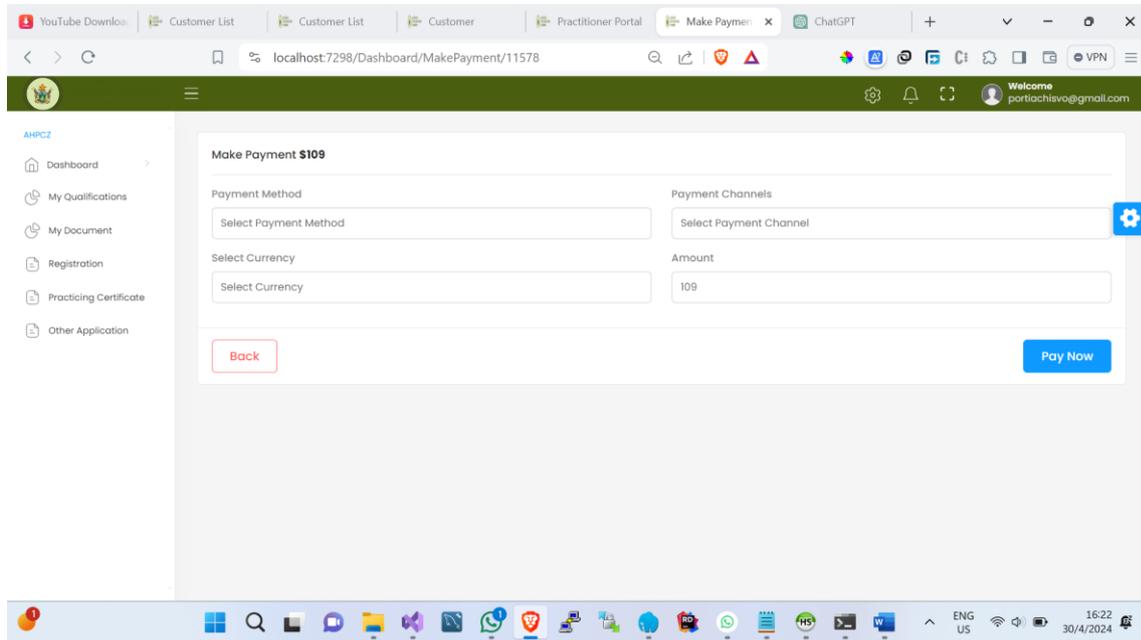
The figure below displays the renewal application section. When the payment status is showing 'Owing,' it indicates that the payment has not yet been settled. Therefore, you are required to make the payment.



So, scroll until you see the invoice section as shown below. Then, click on the 'Make Payment' button.

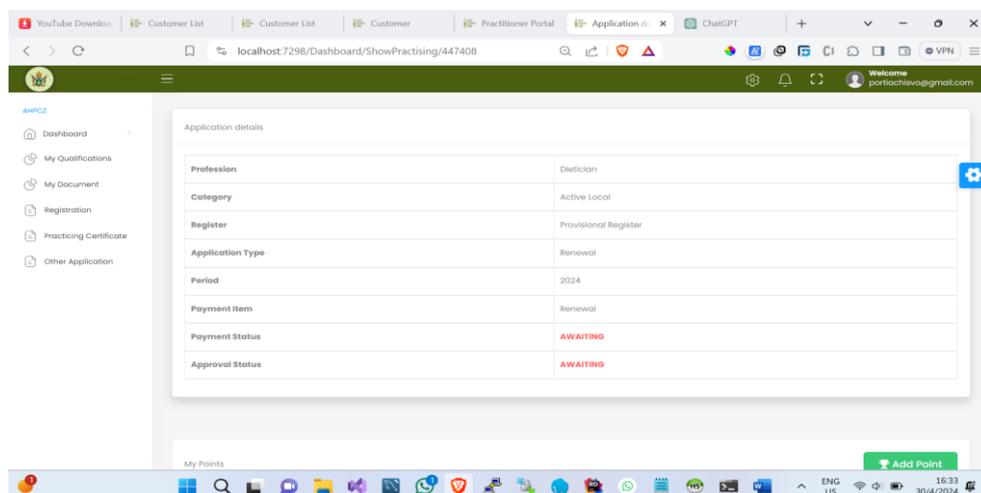


The next page will display a payment form where you are required to choose your payment method, channel, and currency. Once you have made your selections, click the 'Pay Now' button to submit your payment



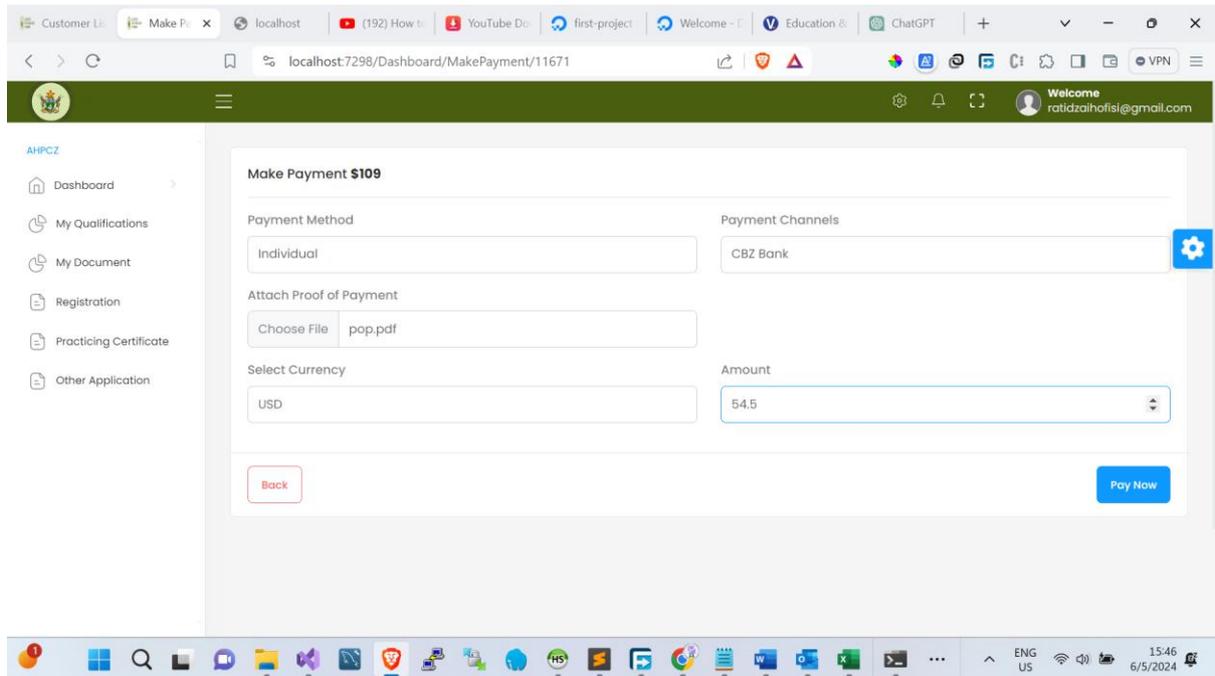
When selecting your payment method, please note that we only support Bank Payment and Paynow. Therefore, it is essential to choose your payment channel carefully. If you opt for Bank Payment, ensure you upload a clear **Proof of Payment (POP)** in PDF format to avoid delays in approval.

After your payment is settled, the application status will change from 'Owing' to 'Awaiting,' indicating that the payment is awaiting approval from the accounts department. Following this, it will wait for registrar approval. Therefore, pay close attention to both the **Payment Status** and **Approval Status** as indicated below.



Pay the renewal fee using two different currencies: half in USD and the remainder in Zimbabwean currency

At this stage, caution is crucial to ensure your application's approval. If you plan to split the payment between USD and Zimbabwean currency, begin by paying the USD portion, as illustrated below.

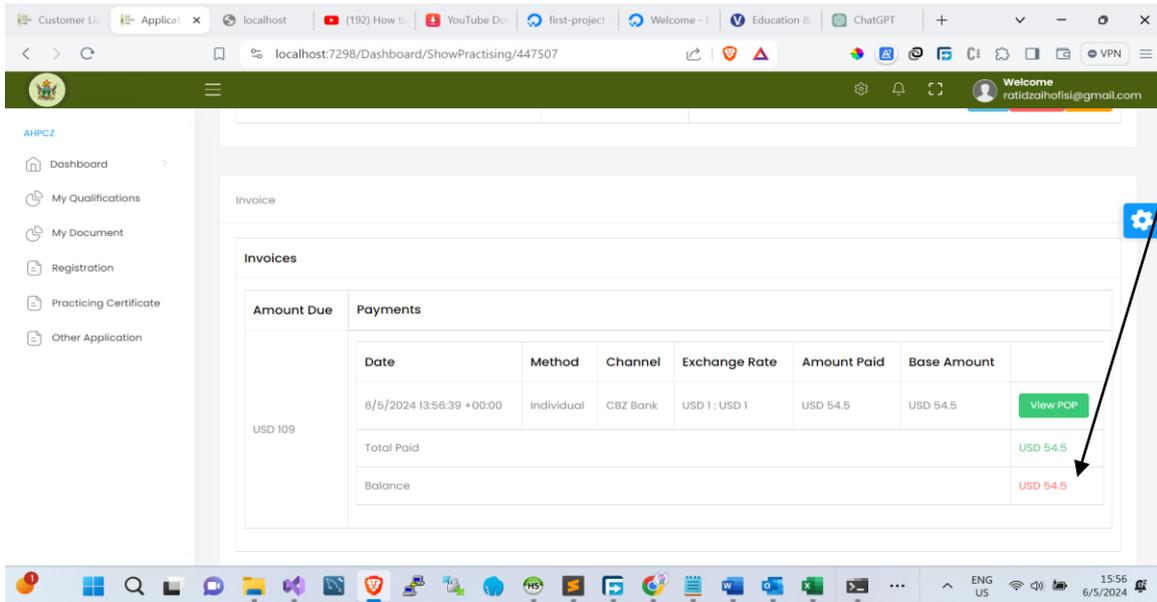


The screenshot shows a web browser window displaying a payment interface. The browser's address bar shows the URL 'localhost:7298/Dashboard/MakePayment/11671'. The page title is 'Make Payment \$109'. The interface includes a sidebar with navigation options: Dashboard, My Qualifications, My Document, Registration, Practicing Certificate, and Other Application. The main content area contains the following fields and buttons:

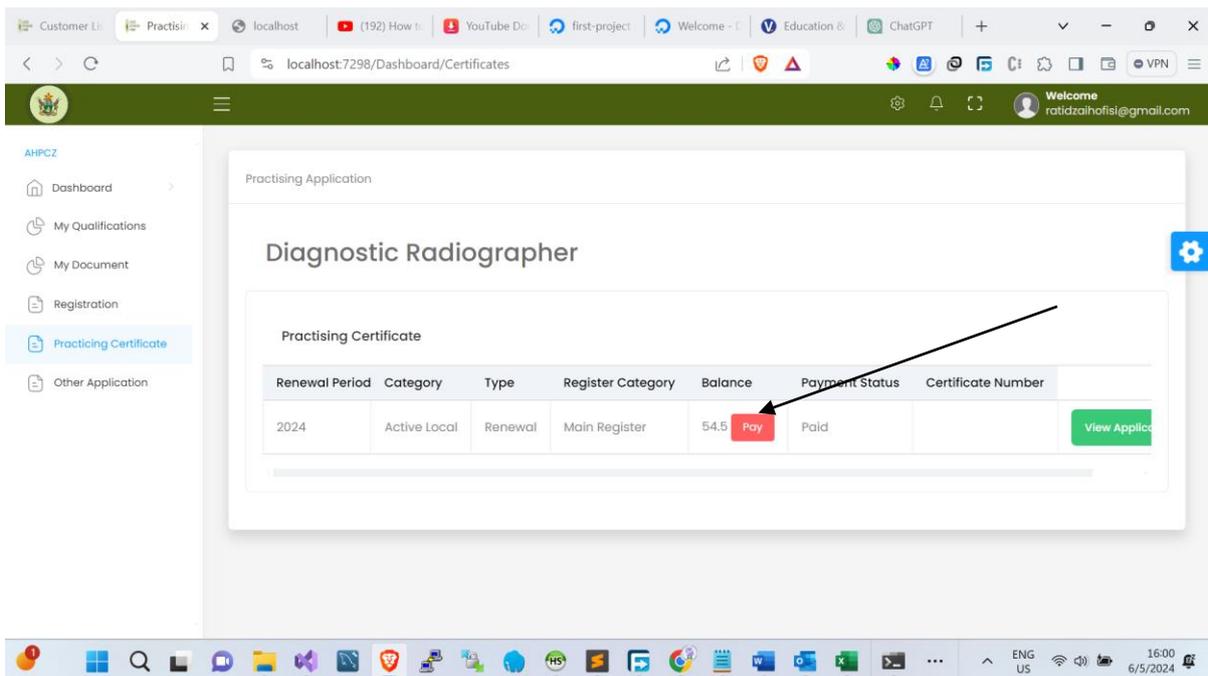
- Payment Method:** Individual
- Payment Channels:** CBZ Bank
- Attach Proof of Payment:** Choose File, pop.pdf
- Select Currency:** USD
- Amount:** 54.5
- Buttons:** Back, Pay Now

The renewal amount is USD\$109. If you divide this by 2, you get \$54.5, which represents half of the payment in USD. Later, you'll pay the remaining \$54.5 using Zimbabwean currency (ZIG). NB Please upload clear **proof of Payment (POP)**. For example, if your amount is 144.5, please use a full stop (.) not a comma (,). Once you enter amount, choose payment channel and payment method then click Pay now button to submit your payment and you will be redirected to this page as shown below

And pay attention to balance



This indicates that you need to clear your balance. To do so, click on the 'Practising Certificate' tab, where you'll find the option to settle your balance.



Click the 'Pay' button to settle your balance. Upon clicking the 'Pay' button, the payment form will be displayed as shown below.

The screenshot shows a web browser window with the URL localhost:7298/Dashboard/SettleBalance/447507. The page title is 'Make Payment For Arrear Of \$54.5'. The form contains the following fields and buttons:

- Payment Method:** Individual
- Payment Channels:** CBZ Bank
- Select Currency:** USD
- Amount:** 54.5
- Buttons:** Back (red), Pay Now (blue)

This page will display your balance. Please focus solely on selecting the currency; do not alter the amount. You are only required to select the currency and choose the payment channel and payment method. So here, select ZIG as your currency, then click the 'Pay now' button to submit your payment.

The screenshot shows the same web browser window with the URL localhost:7298/Dashboard/SettleBalance/447508. The page title is 'Make Payment For Arrear Of \$54.5'. The form contains the following fields and buttons:

- Payment Method:** Individual
- Payment Channels:** Standard Chattered Bank
- Attach Proof of Payment:** Choose File 1.png
- Select Currency:** ZIG
- Amount:** 54.5
- Buttons:** Back (red), Pay Now (blue)

Now your balance has been successfully cleared, ensuring all outstanding dues are settled, as indicated in the following screenshot.

The screenshot shows a web application interface with a sidebar menu on the left containing items like 'Dashboard', 'My Qualifications', 'My Document', 'Registration', 'Practicing Certificate', and 'Other Application'. The main content area is titled 'Invoice' and displays a summary table:

Amount Due	Payments																												
USD 109	<table border="1"> <thead> <tr> <th>Date</th> <th>Method</th> <th>Channel</th> <th>Exchange Rate</th> <th>Amount Paid</th> <th>Base Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>6/5/2024 14:11:10 +00:00</td> <td>Individual</td> <td>CBZ Bank</td> <td>USD 1 : ZIG 13</td> <td>USD 109</td> <td>USD 109</td> <td>View POP</td> </tr> <tr> <td colspan="5">Total Paid</td> <td>USD 109</td> <td></td> </tr> <tr> <td colspan="5">Balance</td> <td></td> <td>USD 0</td> </tr> </tbody> </table>	Date	Method	Channel	Exchange Rate	Amount Paid	Base Amount		6/5/2024 14:11:10 +00:00	Individual	CBZ Bank	USD 1 : ZIG 13	USD 109	USD 109	View POP	Total Paid					USD 109		Balance						USD 0
	Date	Method	Channel	Exchange Rate	Amount Paid	Base Amount																							
	6/5/2024 14:11:10 +00:00	Individual	CBZ Bank	USD 1 : ZIG 13	USD 109	USD 109	View POP																						
Total Paid					USD 109																								
Balance						USD 0																							

Below the invoice summary is a green bar labeled 'Payment Plan'.

Scroll down, and you will find detailed information regarding your payment schedules and the currency used, displayed below.

The screenshot shows the same web application interface, but scrolled down to reveal the 'Payment Plan' section. It features a table with the following data:

#Invoice Number	Currency	Receipt Amount	Amount Paid	Rate	Invoice Amount	POP
11672	USD	54.5	54.5		109	PAID
11672	ZIG	54.5	708	13	109	View POP

At the bottom of the page, there is a copyright notice: 'Copyright © Developed by AnixSys Pvt Limited 2024'.

After completing your payment, please pay attention to both the payment status and the approval status.

The screenshot shows a web browser window displaying a dashboard for 'AHPCZ'. The user is logged in as 'Welcome ratidzaihofisi@gmail.com'. The dashboard has a sidebar with navigation options: Dashboard, My Qualifications, My Document, Registration, Practicing Certificate, and Other Application. The main content area is titled 'Application details' and contains a table with the following information:

Application details	
Profession	Diagnostic Radiographer
Category	Active Local
Register	Main Register
Application Type	Renewal
Period	2024
Payment Item	Renewal
Payment Status	AWAITING
Approval Status	AWAITING

The browser's address bar shows 'localhost:7298/Dashboard/ShowPractising/447508'. The Windows taskbar at the bottom shows the system tray with the date '16:18 6/5/2024' and language 'ENG US'.