

ALLIED HEALTH PRACTITIONERS' COUNCIL OF  
ZIMBABWE

By

Anixsys Pvt Ltd

Practitioner Portal

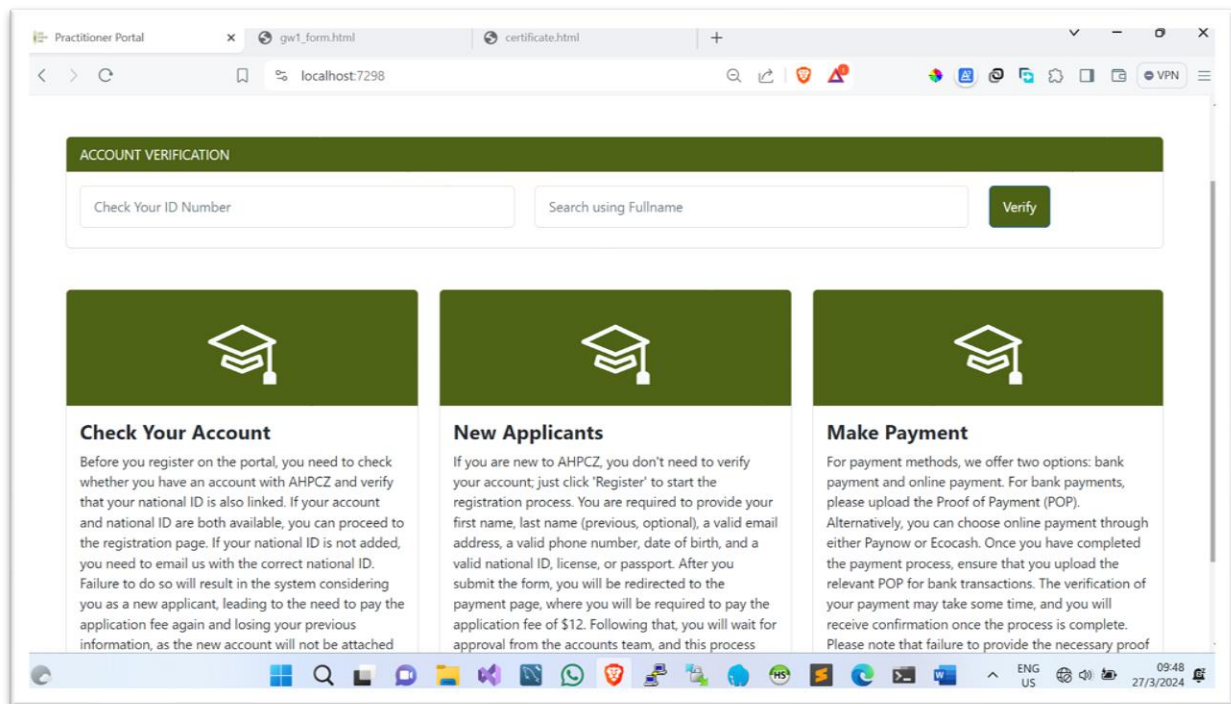
*Technology is the light that brightens the path to innovation and progress.*

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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

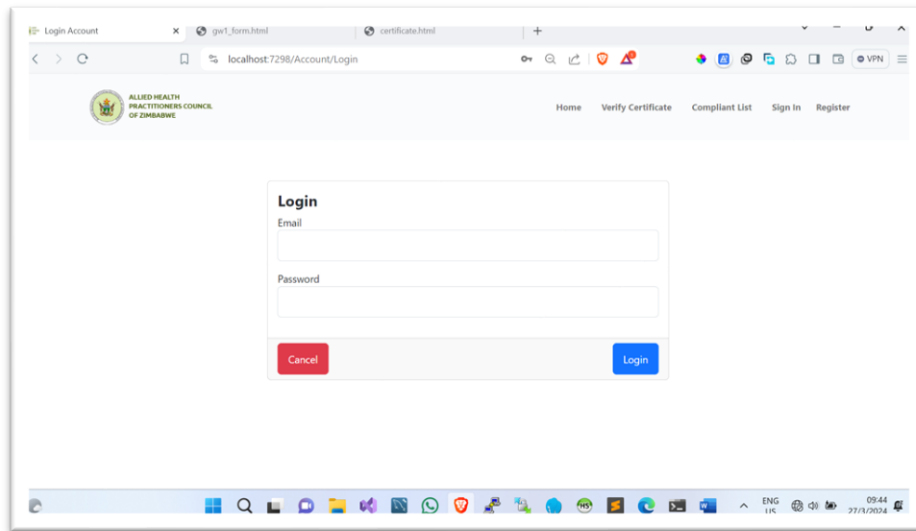
1. **New Practitioner** – Individuals who are not registered with AHPCZ. When they click 'Register,' the portal will search for their National ID in the database. If the ID is not found, the portal will redirect them to the payment page, where they are required to pay the application fee. Subsequent 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](http://portal.ahpcz.co.zw/Account/Register). The form contains the following fields and values:

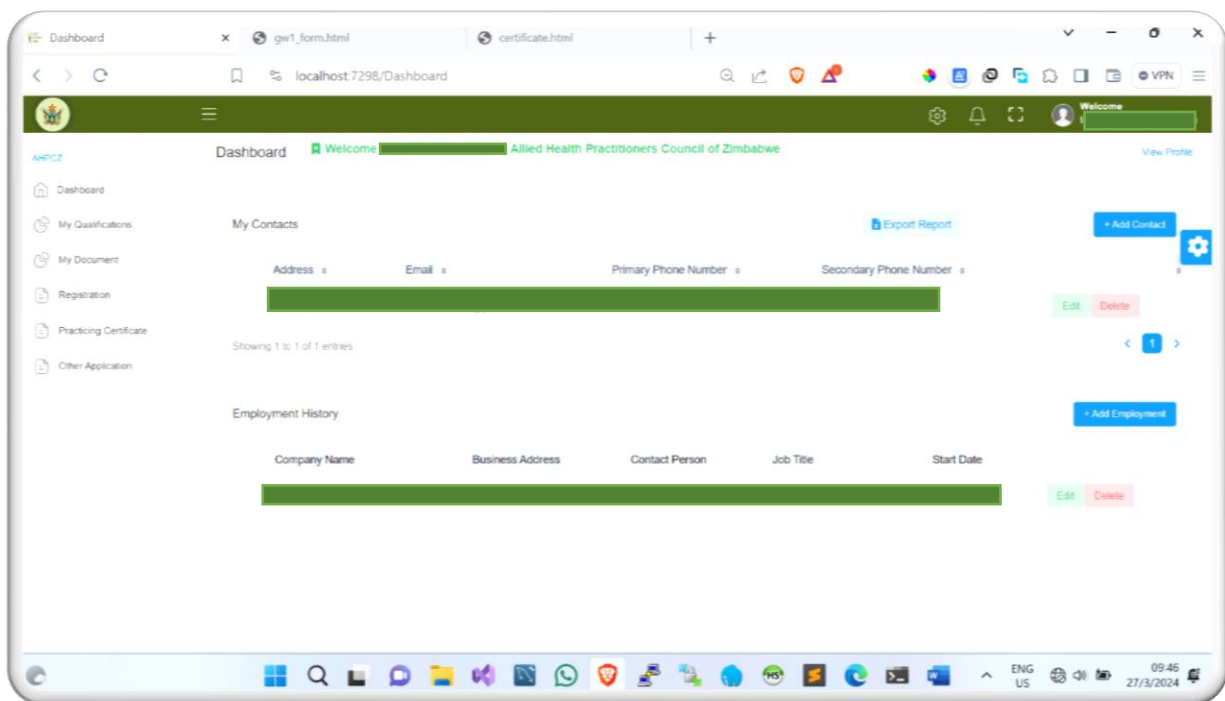
|                                |                                  |
|--------------------------------|----------------------------------|
| innocent.tauzeni@gmail.com     | 0774914150                       |
| Select Gender: Male            | Select Title: Mr                 |
| Previous Name: (empty)         | 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, "ID" in black, and a green arrow pointing to the National Identity field.

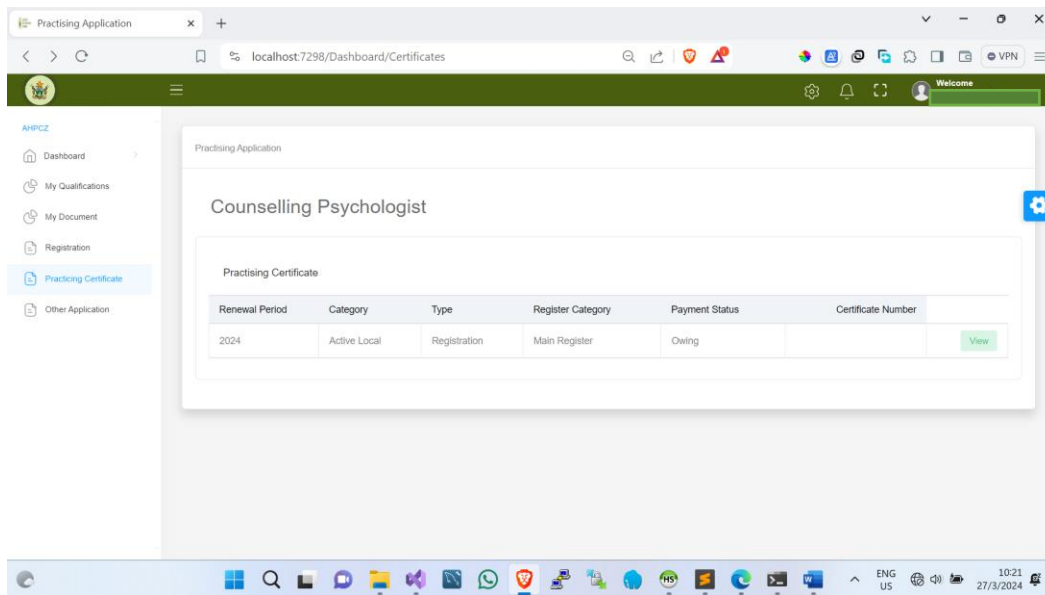
- Existing Practitioner-** These individuals are already registered with AHPCZ and have submitted the required documents. They only need to register for portal accounts to access their profiles. During registration, they are required to provide an name, surname, valid email address, national id, gender, 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.



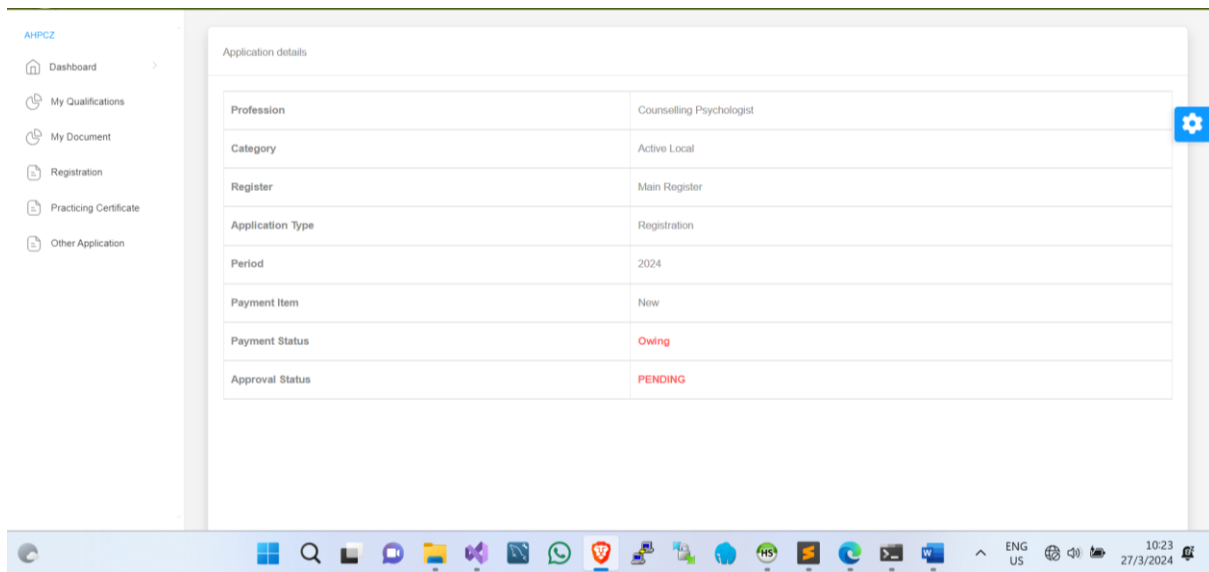
4. Once you have logged in, you will be directed to the dashboard screen, as depicted in the figure below.



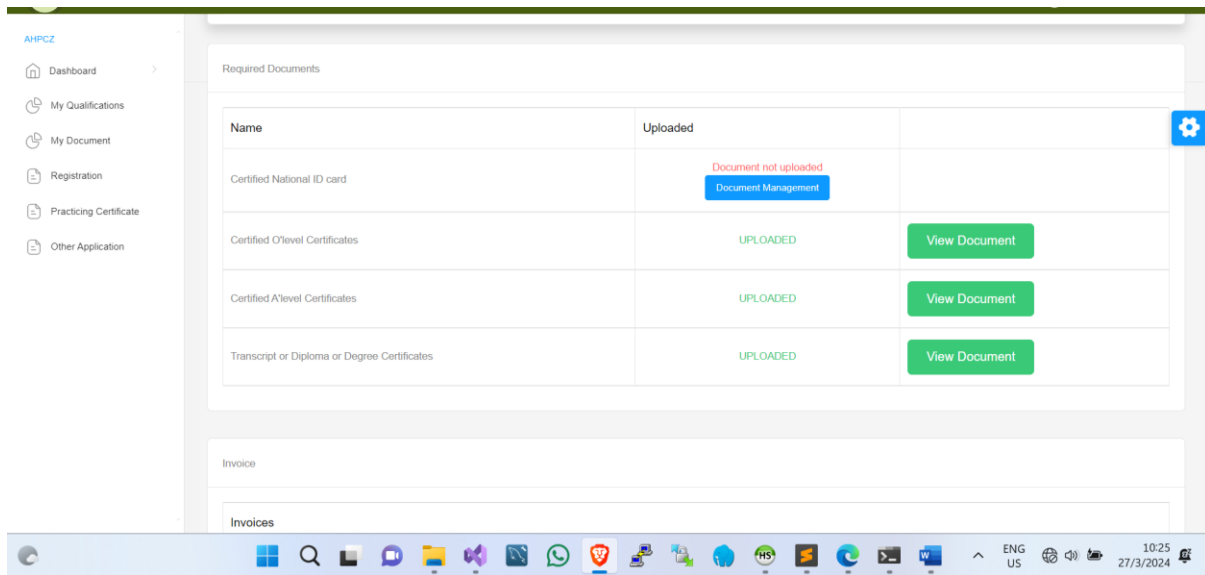
If you are a new practitioner to AHPCZ and obtained your qualification outside Zimbabwe, please ensure that you upload all required documents. If you are unsure about the specific documents needed, you can contact the registrations department for further clarification. Similarly, if you are a local practitioner, 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.



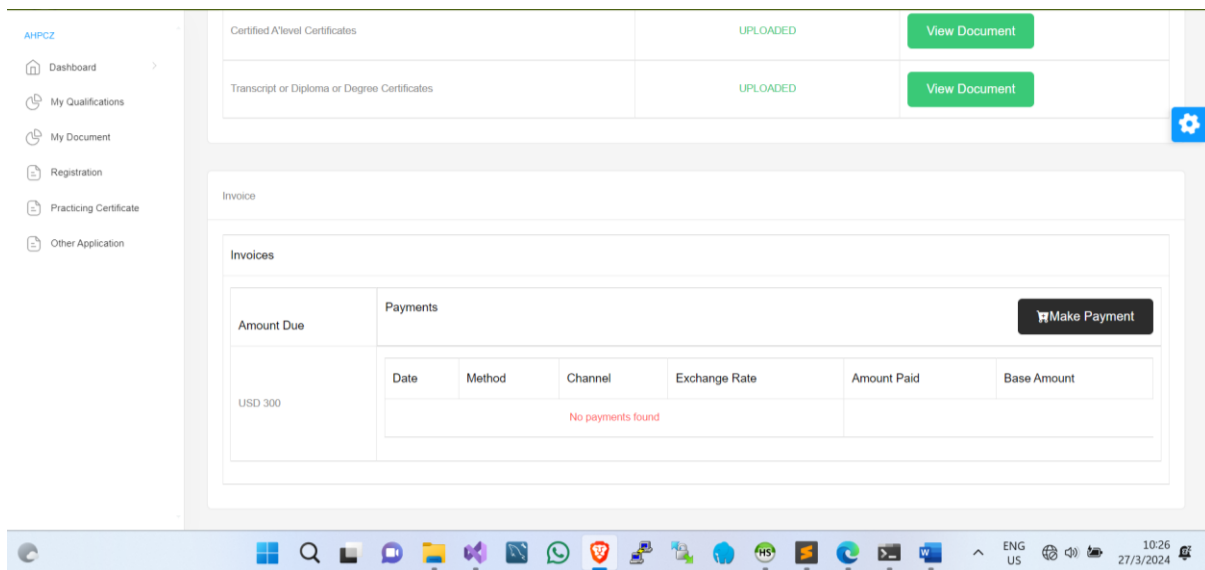
Next, click on 'View', and you will be redirected to the page below where you will be prompted to make the necessary payment. If you are unsure about any steps or require assistance, please don't hesitate to contact the registrations department for guidance.



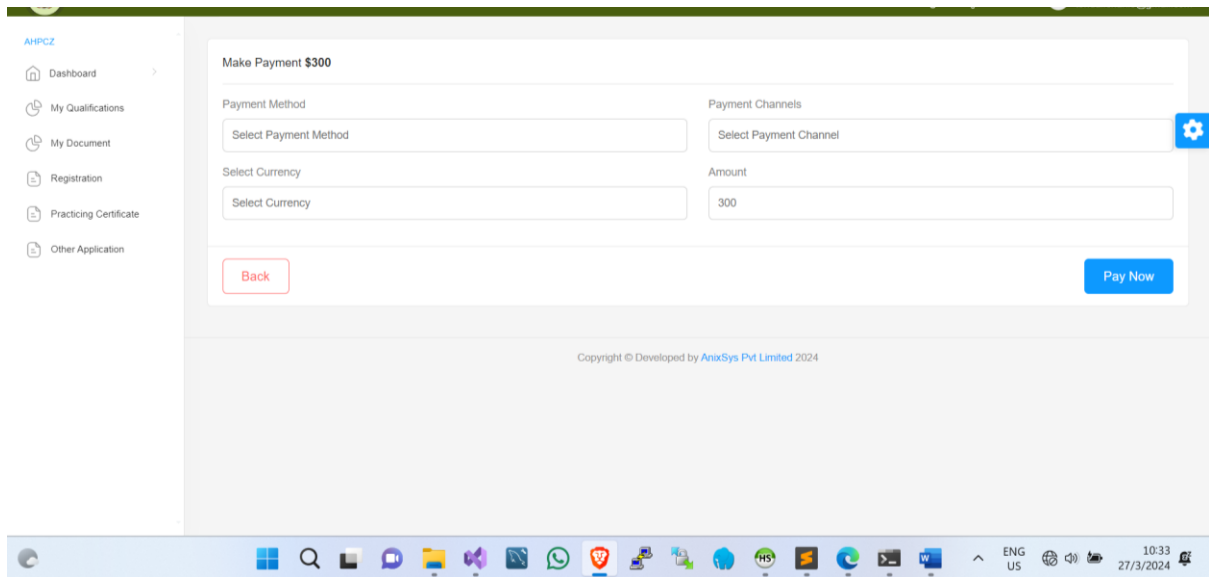
As you scroll down, you will find the section where you are required to upload the necessary documents, as illustrated below.



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

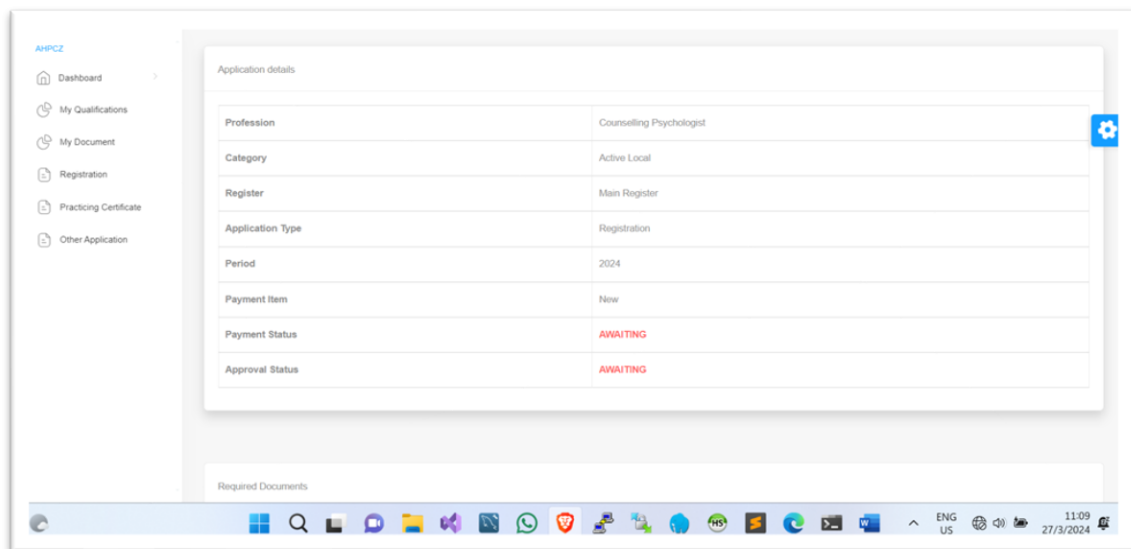


Click on the 'Make Payment' button, and you will be directed to the page shown below.



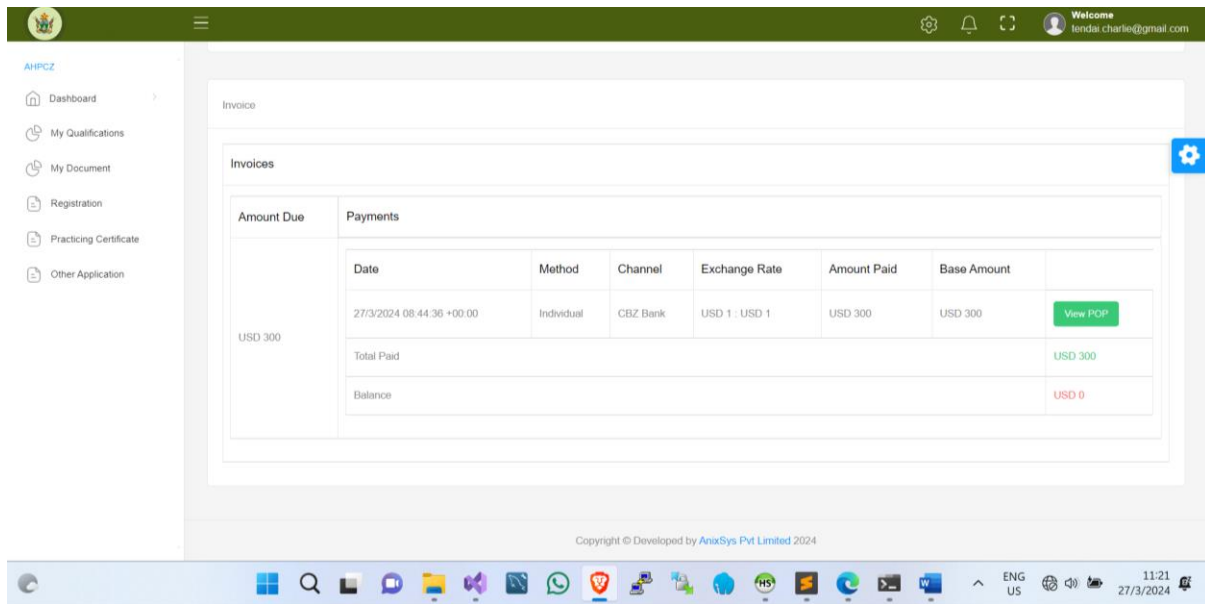
After selecting your payment method, channel, and currency, please note that only USD payments are accepted. If you choose to pay via bank transfer, ensure that you upload the proof of payment (POP) in USD. Should you have any queries or uncertainties, kindly contact the registrations department before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

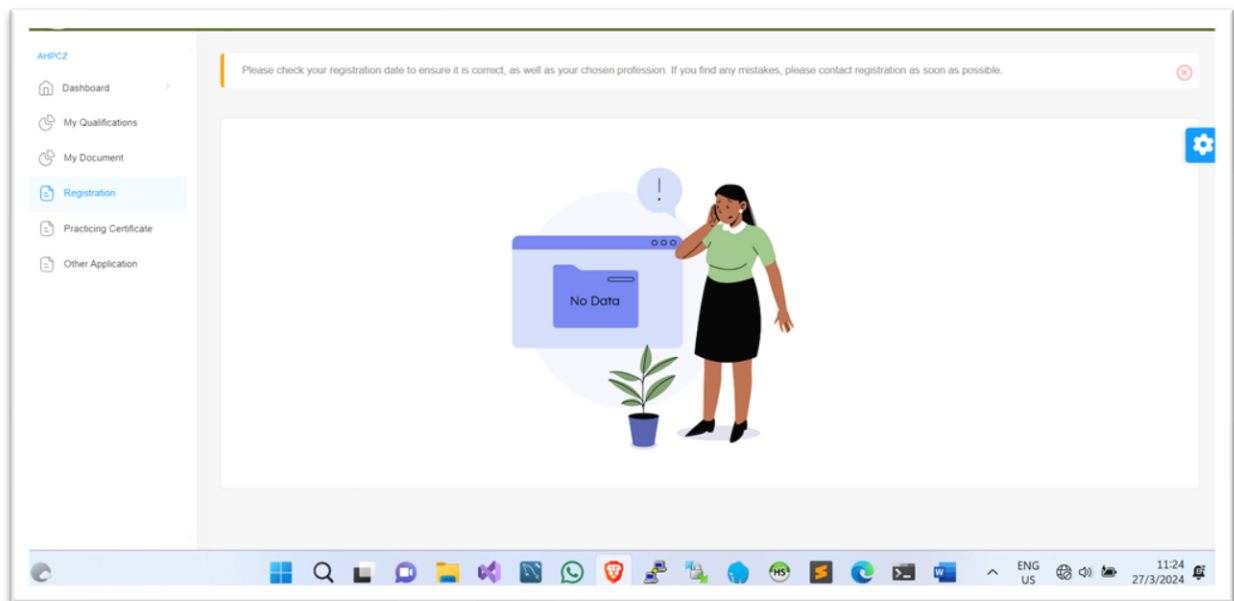


## Payment

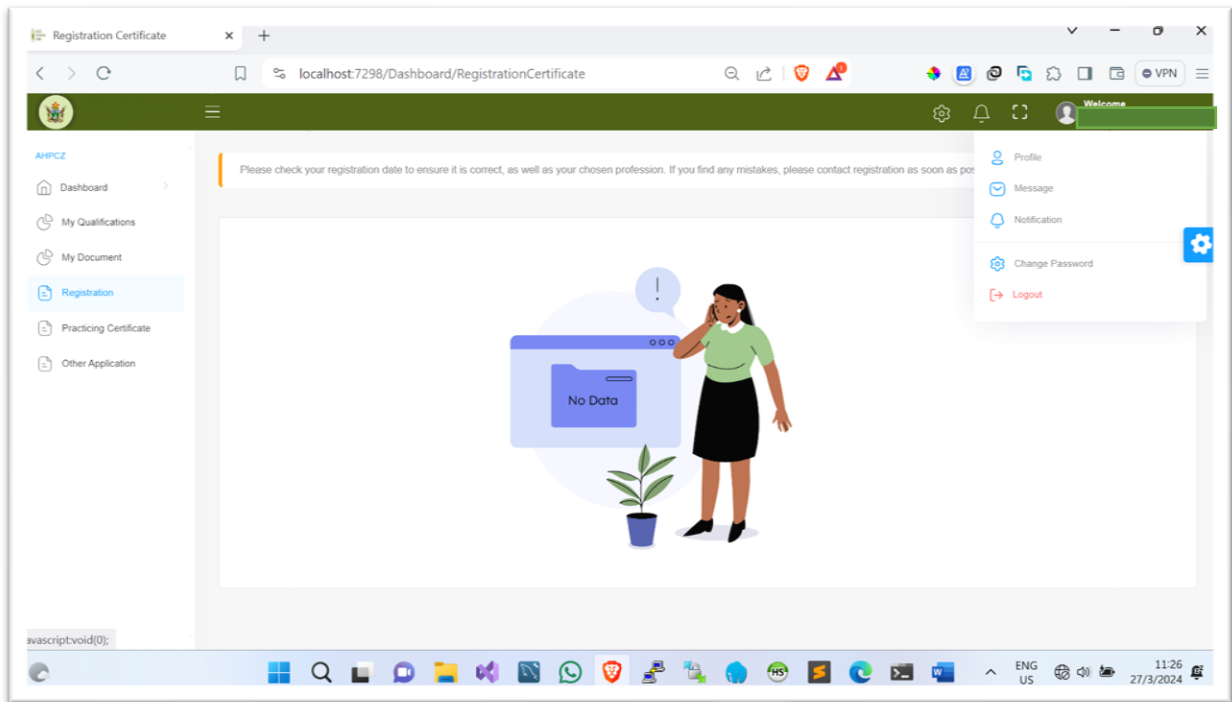




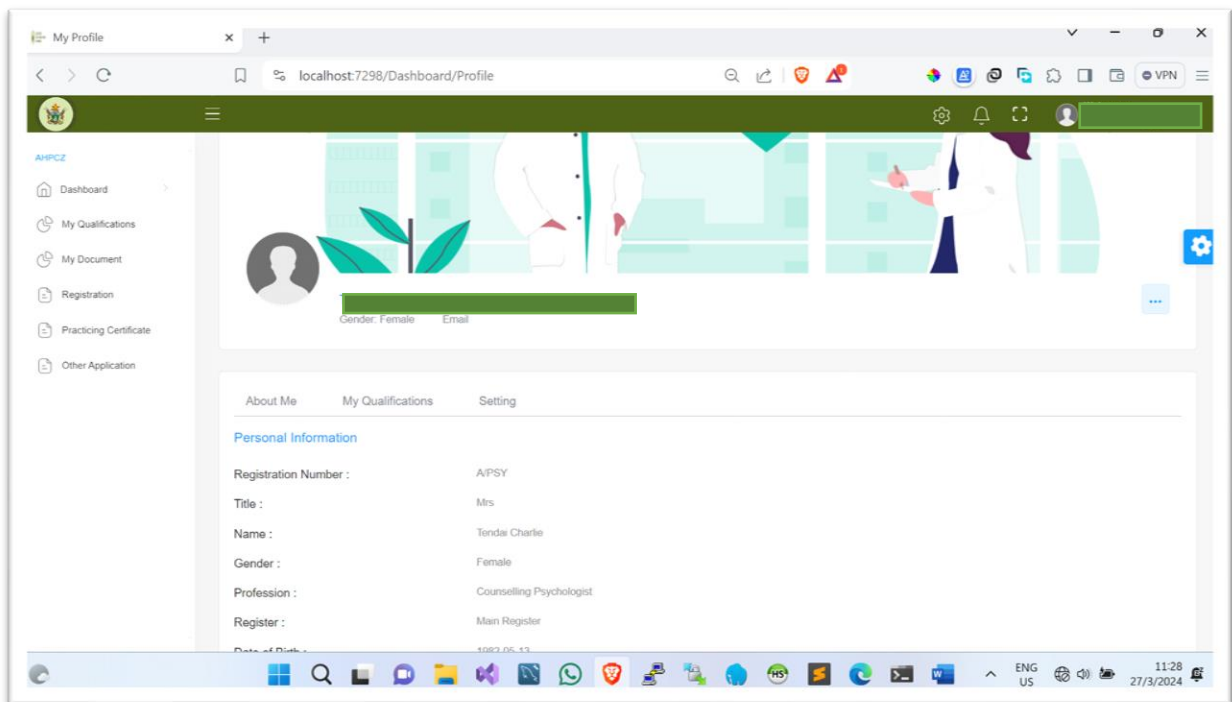
If you want to view your registration certificate, simply click on the 'Registration' tab.



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

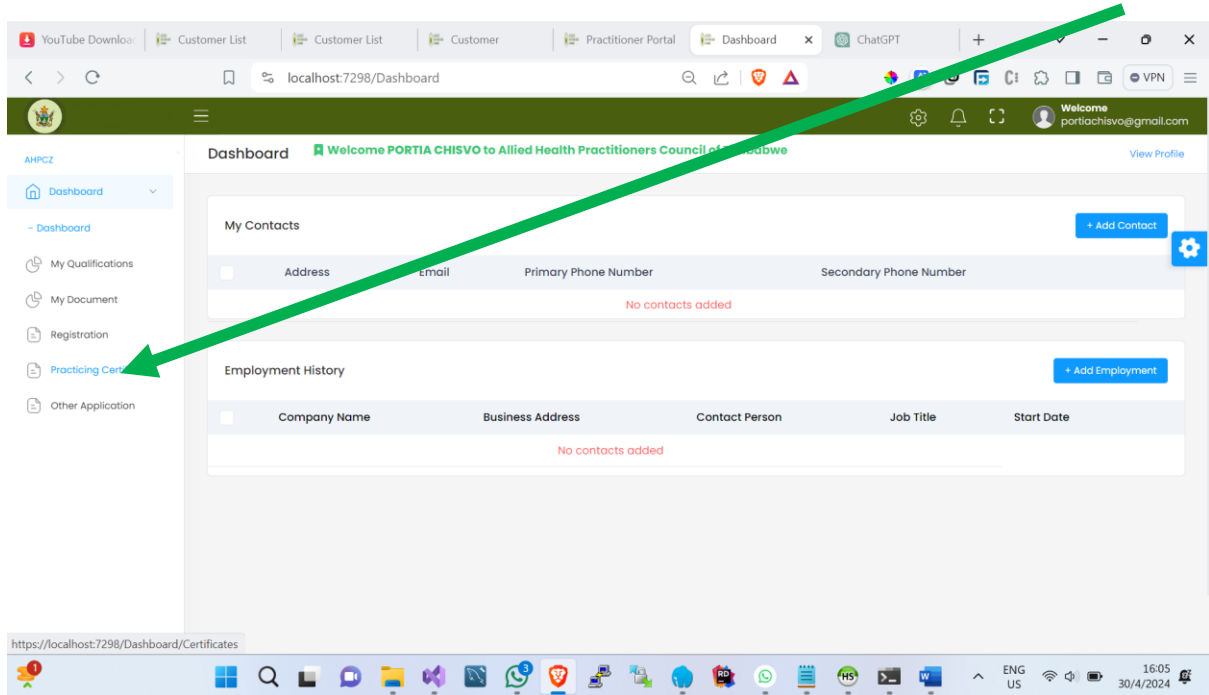


Afterwards, click on 'Profile', and the page will be displayed as shown below.

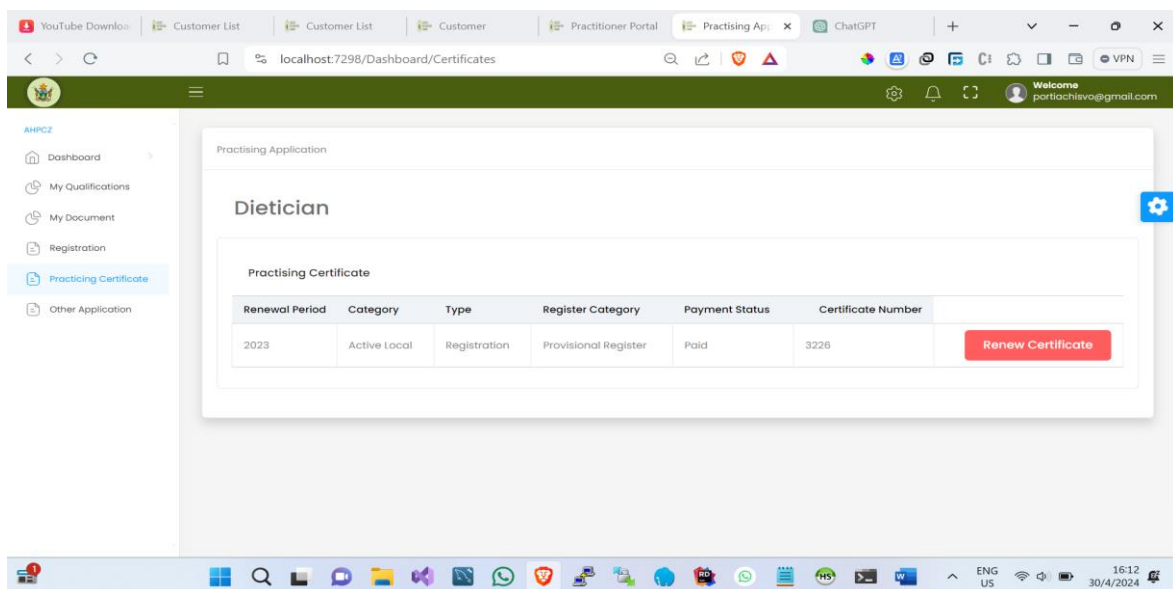


## Practicing Certificate Renewal Process

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

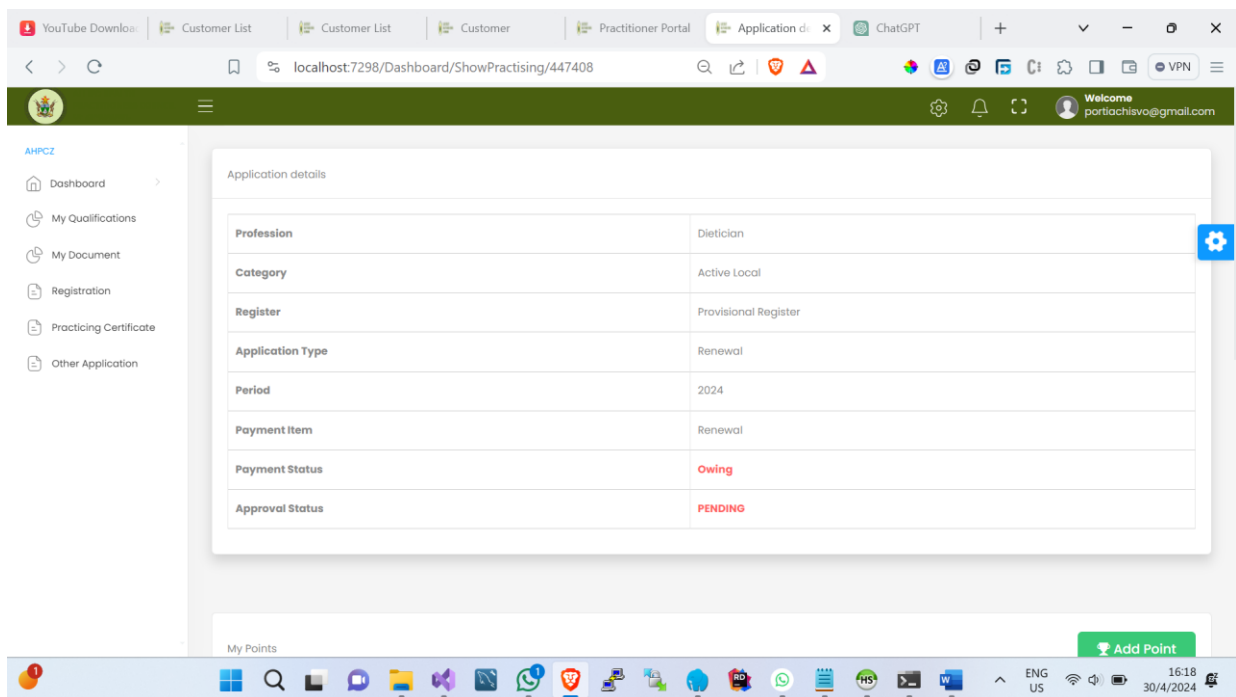


Once you click the tab you will be shown the table as shown below

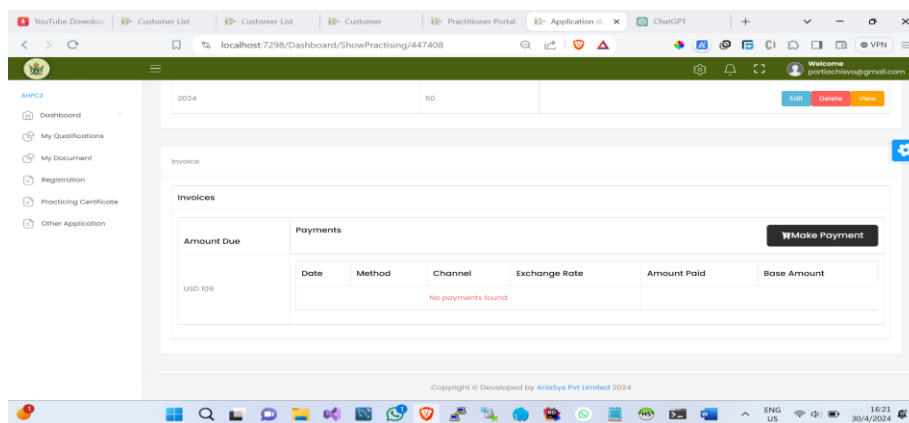


On this page, you are required to renew your license, prompting you to click the '**Renew Certificate**' button (**highlighted in red**). This action initiates the renewal process, which typically involves submitting updated information and fulfilling any necessary requirements such as CPD points. It 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.

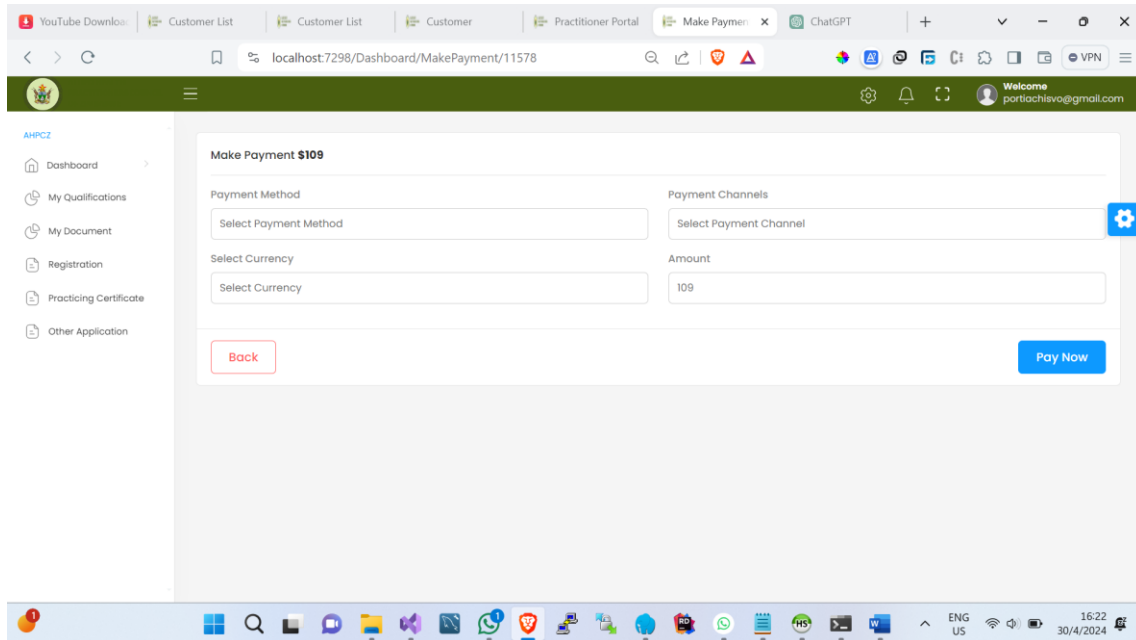
The figure below displays the renewal application section. When the payment status is showing 'Owing,' it indicates that the payment has not yet been settled. Therefore, you are required to make the payment.



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.

