

User Manual for

Practitioners to renew registration

The Purpose of the Manual is to guide Health Practitioners on how to login and pay or access the card on the OSVC Portal. 1. Go to the HPCSA website <u>www.hpcsa.co.za</u> or click on the link https://hpcsaonline.custhelp.com/

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3. Please note All registered practitioners has been assigned accounts please do not create a new account. If a practitioner has not logged on the portal before click on the login or sign up button.

Prosthetics & Arts Therapy

4. If a practitioner has logged in before He\She must capture the username and password. The username is the ID number or Passport number.

5. If practitioner has not logged in on the system before they need to Click on the Forgot username or Password link

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Please note the username is the practitioner's ID number or passport number.

 Type Practitioner ID number or passport below Username and click on the button Reset My password. An email will be sent to the registered email address and an SMS will be sent to the registered cell number.

	Support Home	Online Services	FAQ	Professional Boards	
Account	Assistance				
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Account	Assistance
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Email Address	We just sent you an email to reset your password.
Email My Us	If you don't receive this email: Your account may be disabled. The usename may not be valid. The usename may not be valid. The email address you are checking may be different than the email address on file for the usename you entered.
Reset your	Contact our support team for help.
Username	

- 7. If you don't receive any communication click on the Recover Account button.
- The email or sms will be having a link to reset your password and you will have to type the password and verify it. An example of a strong password that can be used is @Password1. the Password must have one special character, a capital letter ,number, and normal alphabets.

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9. After successful login the below page will be displayed. Check if details are correct and click save changes. You will need to scroll down to save.

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13. click on the top right where your name will be displayed and click on the arrow and select Account overview

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If you already paid you may skip step 14,15,16,17,18 and go to step 19.

14. Select Account Statement

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Support Home Online Services FAQ Account Overview	Professional Boards	
My Service Requests		
Subject Reference # Status Date Created	Update your account settings	
No records found.	Manage Addresses	
See all my service requests	Download Certificates	
M. Disease in Oceanity	My Registrations	
My Discussion Questions	Account Statement	
Title Discussion Question Creation Date	My Invoices	
No records found.	Change your password	
See all my discussion questions	Manage your notifications	
	View your public profile	
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15. Check the open invoices and click pay now, details of the amount due appear on the screen.

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	3294134	Invoice	10-Feb-2017	31-Mar-2017		1,264.00	0.00				
	3660452	Involce	05-Mar-2018	31-Mar-2018		1,352.00	0.00				
	3894378	Invoice	18-Feb-2019	31-Mar-2019		1,475.00	0.00				
	4124541	Invoice	24-Feb-2020	31-Mar-2020		1,620.00	1,618.00				
	Amount of open inv	voices					R1,618.00				
	Receipt status	Receipt numbers	Receipt date	Due date		Amount	Open amount				
	Amount of open re-	ceipts					R0.00				
	Balance						R1,618.00				
	0-30 Days	31-90 Days	91-365 Days	1-3 Years	Over 3 Years	Total					I
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16. Click Pay now button and the click the pay button.

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17. Populate payment details and click next to finalize the payment.

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	Card Holder	Enter your name		
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	I've read and	accept the Terms & Conditions		
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19. After successful payment need to go to My Registrations.

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20. Then click on Click here to proceed of the registration that is active.

Health Professions Council of South A	frice				
	Support Home	Online Services	FAQ	Professional Boards	
My Registration	ons				

Reg No.	Expiry Date	Status	
PS S (31 Mar 2013	CLOSED	Click Here To Proceed
PSIN C	31 Mar 2015	CLOSED	Click Here To Proceed
PS	31 Mar 2021	ACTIVE	Click Here To Proceed

21. Click on card as circled below.

Registration Details : PS								
Registration No.	Qualifications							
PS 0126721 Type:	Description Date Obtained							
Practitioner	MSc (Clin Psychology) Limpopo 18 Dec 2014							
Registration Date 22 Mar 2019	Categories							
Validity	Description	Status	Start Date	End Date				
From: 01 Jan 2015 Up to: 31 Mar 2021 Board	INDEPENDENT PRACTICE CLINICAL PSYCHOLOGY	ACTIVE	06 Jan 2016	31 Mar 2021				
(PSB)PSTCHOLOGT Register (PS)PSYCHOLOGIST	PUBLIC SERVICE COMMUNITY SERVICE CLINICAL PSYCHOLOGY	TERMINATED	01 Jan 2015	06 Jan 2016				
Status: ACTIVE Age Exemption III Health Exemption	Voluntary Frasure							

22. The card will be displayed as show below.

This document is up to date and accurate at the date of printing above, and serves as proof of HPCSA Registration for the period indicated below.

For full verification of the practitioner's current registration status, please scan the QR code using a standard QR code scanner application on a mobile device, and be sure to be linked to the internet at the time.



Manage Addresses
Download Certificates
My Registrations
My Invoices
Change your password
Manage your notifications
View your public profile

Print Card Request Physical Card

To Save the card right click and print it and where you supposed to select a printer select print to PDF and save.