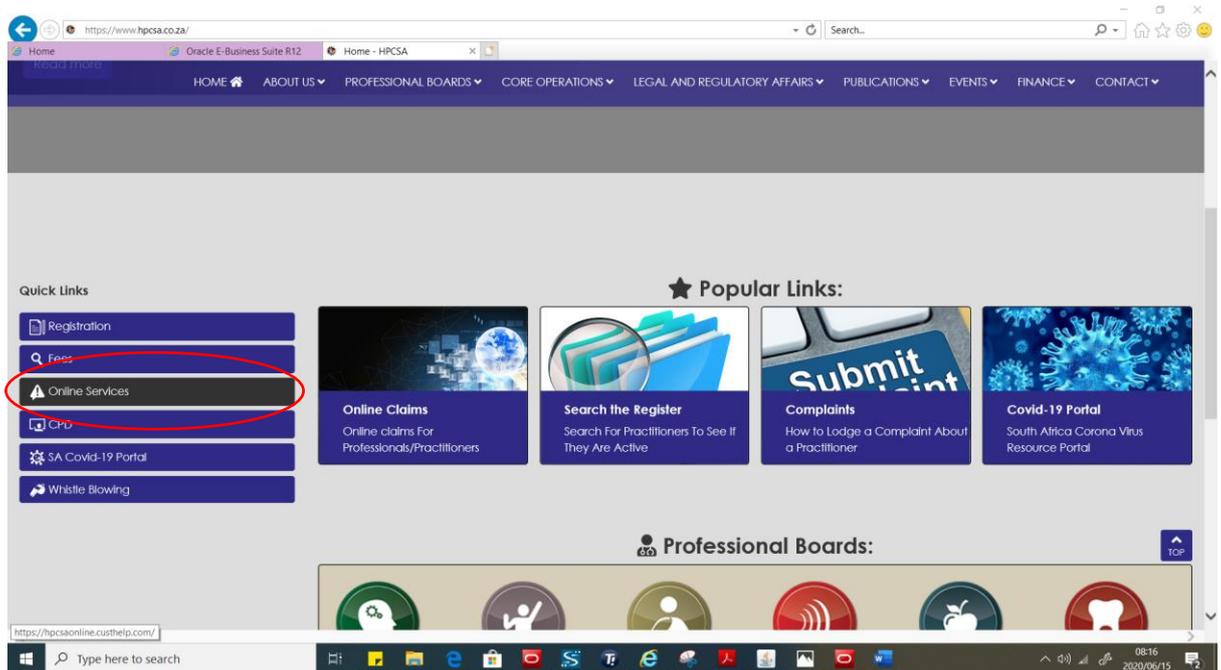




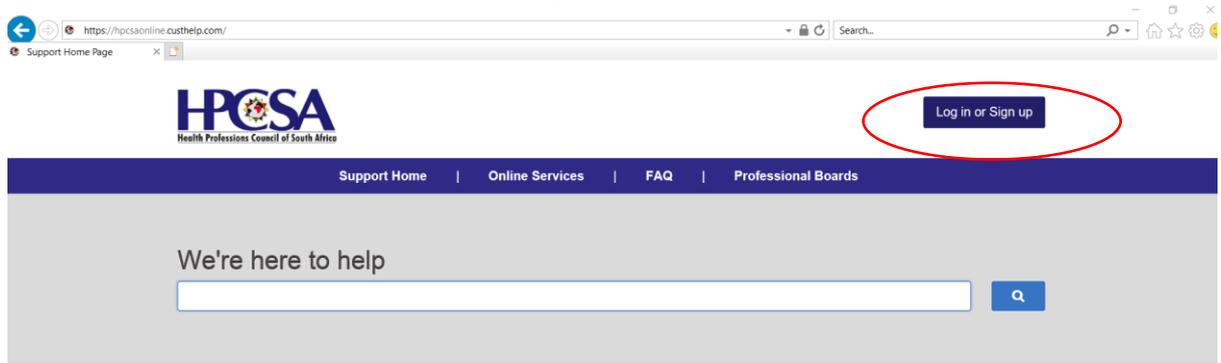
User Manual for Practitioners to renew registration

The Purpose of the Manual is to guide Health Practitioners on how to login and pay or access the card on the OSVC Portal.

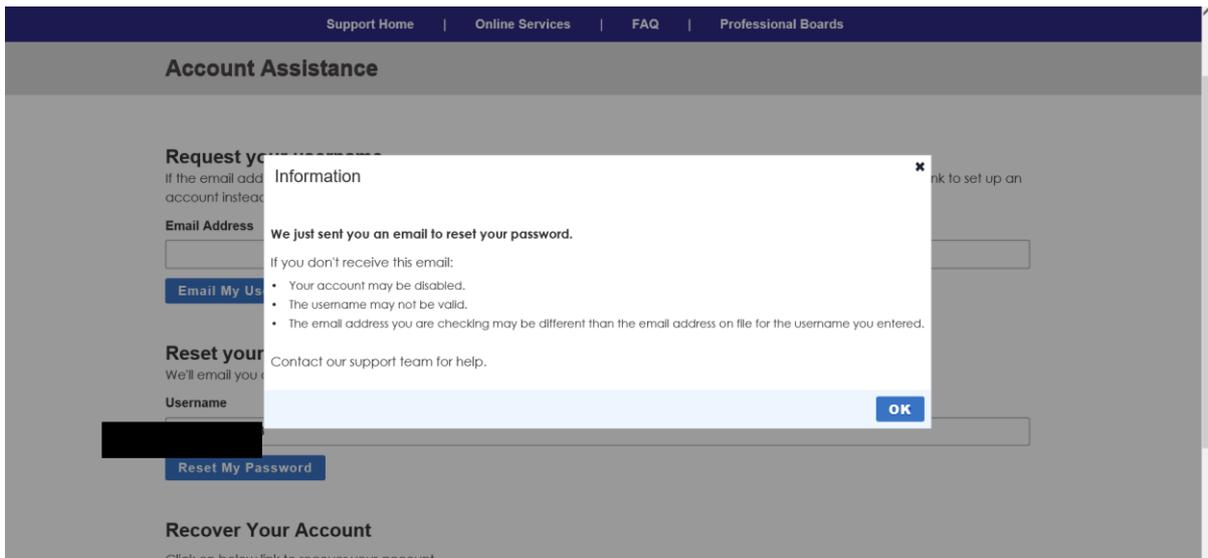
1. Go to the HPCSA website www.hpcsa.co.za or click on the link <https://hpcsaonline.custhelp.com/>



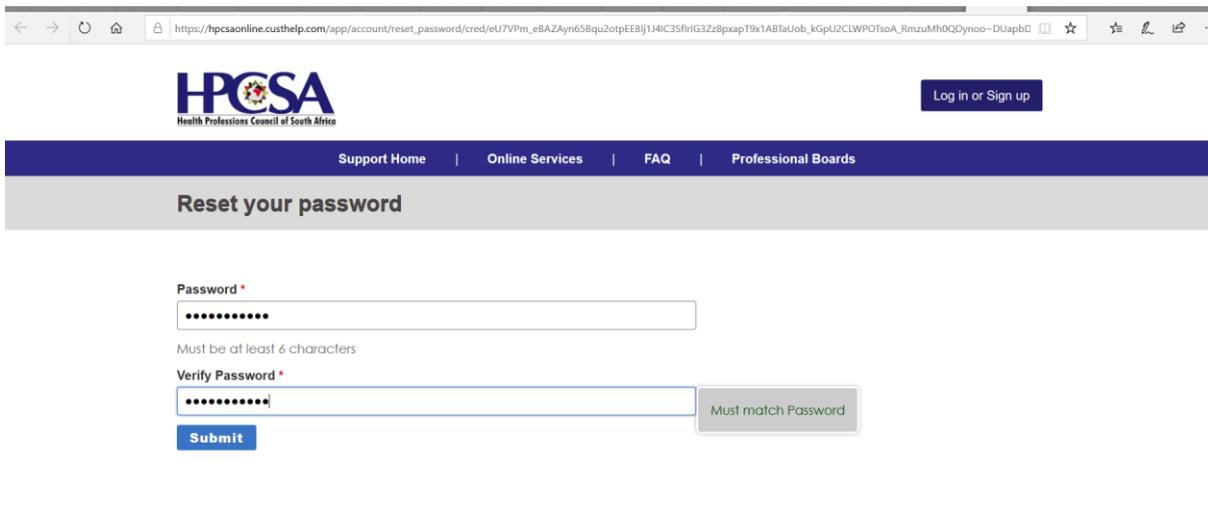
2. Click on Online services and the below page will be displayed.



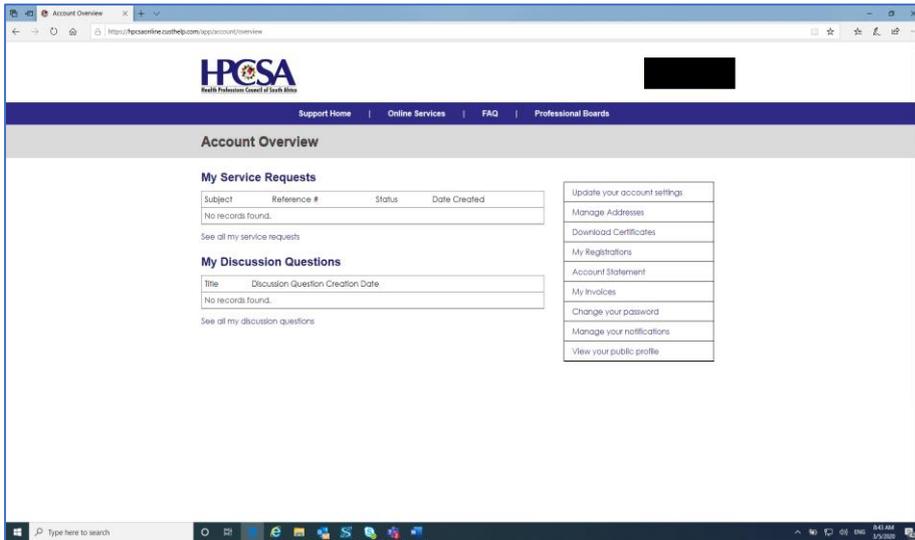
3. Please note All registered practitioners has been assigned accounts please do not create a new account. If a practitioner has not logged on the portal before click on the login or sign up button.
4. If a practitioner has logged in before He\She must capture the username and password. The username is the ID number or Passport number.



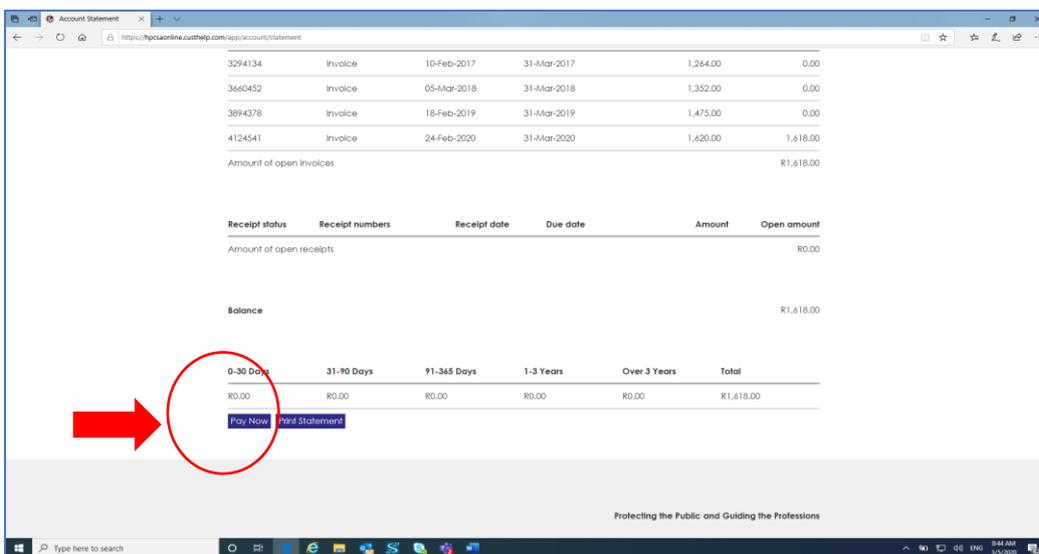
7. If you don't receive any communication click on the Recover Account button.
8. The email or sms will be having a link to reset your password and you will have to type the password and verify it. An example of a strong password that can be used is @Password1 . the Password must have one special character,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



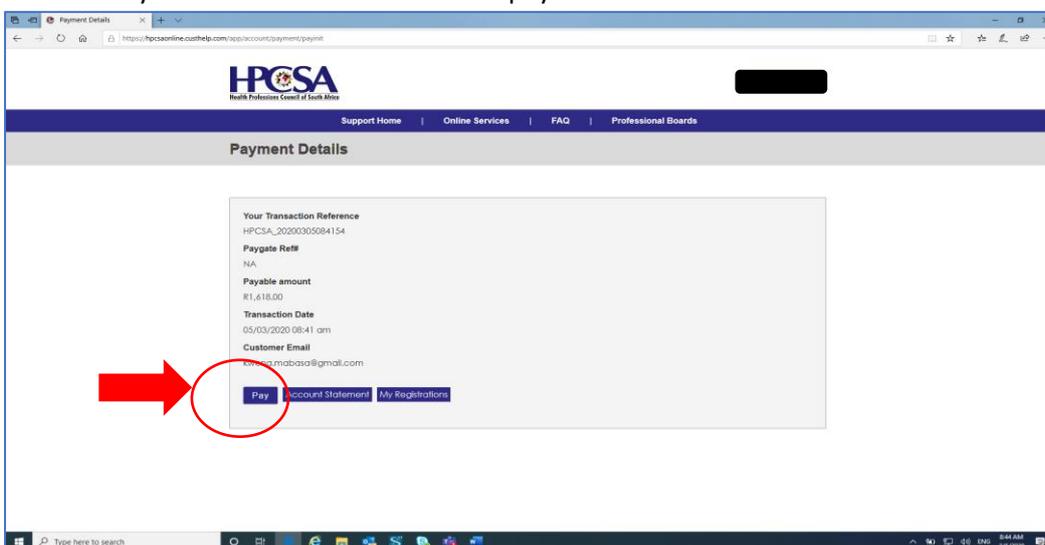
9. After successful login the below page will be displayed. Check if details are correct and click save changes. You will need to scroll down to save.



15. Check the open invoices and click pay now, details of the amount due appear on the screen.

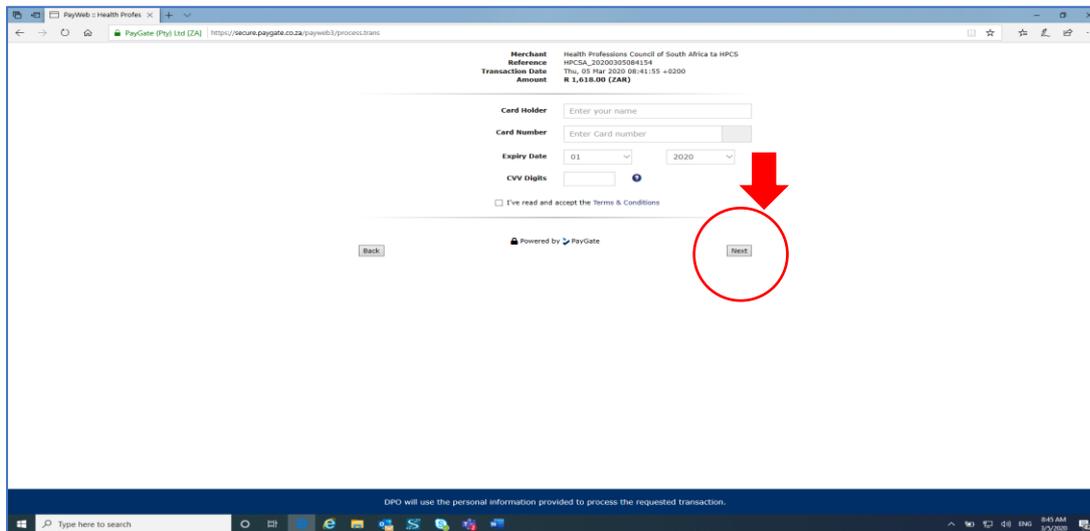


16. Click Pay now button and the click the pay button.

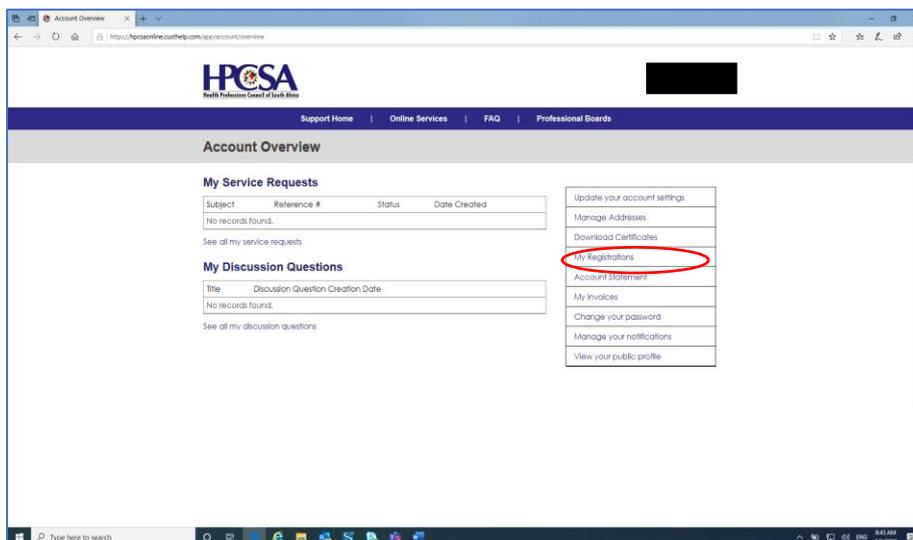


17. Populate payment details and click next to finalize the payment.

18. The website should be <https://secure.paygate.co.za/payweb3/process.trans>



19. After successful payment need to go to My Registrations.



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



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

21. Click on card as circled below.

Registration Details : PS [REDACTED]

Registration No:
PS 0126721

Type:
Practitioner

Registration Date
22 Mar 2019

Validity
From: 01 Jan 2015 Up to: 31 Mar 2021

Board
[PSB]PSYCHOLOGY

Register
[PS]PSYCHOLOGIST

Status:
ACTIVE

[Age Exemption](#)
[Health Exemption](#)
[Voluntary Erasure](#)
[Card](#)
[<< Back](#)

Qualifications	
Description	Date Obtained
MSc (Clin Psychology) Limpopo	18 Dec 2014

Categories			
Description	Status	Start Date	End Date
INDEPENDENT PRACTICE CLINICAL PSYCHOLOGY	ACTIVE	06 Jan 2016	31 Mar 2021
PUBLIC SERVICE COMMUNITY SERVICE CLINICAL PSYCHOLOGY	TERMINATED	01 Jan 2015	06 Jan 2016

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.



Photo added by practitioner



ID Number: [REDACTED]

HPCSA Number: [REDACTED]

Term: 01 Apr 2020 - 31 Mar 2021

Registration(s)	Category(s)	Specialities/Sub-Specialities
PSYCHOLOGIST	INDEPENDENT PRACTICE(CLINICAL PSYCHOLOGY)	

[Print Card](#)
[Request Physical Card](#)

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

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