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**Department:** Office of the Registrar

**Designation:** Acting Registrar/CEO

**Reference:** Online Renewals

**Date:** 24 February 2017

### **HPCSA CIRCULAR**

#### **ONLINE RENEWAL OF REGISTRATION AND PAYMENT OF FEES FOR 2017/2018**

In line with the Health Professions Council of South Africa (HPCSA)'s **Strategic Goal of an Improved Business Model** to enhance performance, the HPCSA has developed an Online Renewal and Fee Payment Portal that will provide a simpler, quicker and more efficient Annual Renewal of Registration process.

#### **Preferred Payment Method**

From **1 March 2017**, practitioners may visit our website on [www.hpcsa.co.za](http://www.hpcsa.co.za) and go to Online Renewal tab to renew their registration and make annual fee payments online. We are encouraging all practitioners to use the online portal as it has the capability to generate a Practising Card immediately after payment is made. The new Practising Card can be saved on any device, sent via email or printed and is acceptable proof of renewal of registration.

### **Step-by-step guide on Renewal and Payment**

Renewal and payment processes are completed in four easy steps as follows:

- Step 1: Create an HPCSA account – Requirements: 13-digit ID number or passport number
- Step 2: With ID Number as username and password created in Step 1, LOGIN and Renew. Personal details may be edited at this stage
- Step 3: Make Annual Payment through Credit or Debit Card or Integrated EFT or Bank Deposit
- Step 4: Access the HPCSA Practising Card – electronically or print out.

### **Alternative Payment Methods**

The current payment process via Electronic Funds Transfer (EFT) or bank deposits to HPCSA's ABSA bank account will still be available for practitioners who prefer this method. Even if Practitioners decide not to pay online, they are encouraged to update contact details and provide other relevant information which is requested by the HPCSA on the portal.

For practitioners who opt to pay via EFT or bank deposit, the practicing card will only be accessible on the portal after 72 hours of receiving payment depending on payment method used.

### **Card Printing**

HPCSA will still be printing practicing cards in the old format for practitioners who prefer this format. We do however anticipate to fully migrate to the new electronic format for the 2018/2019 renewal period. In the meantime, all three Practising Card versions – the QR code encrypted download, the printed summary with QR code and the old practicing card – are acceptable as proof of renewal of registration for the year 1 April 2017 to 31<sup>st</sup> March 2018.

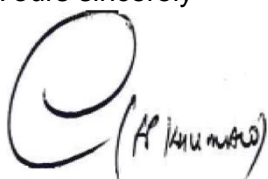
**Instructions on Using the Portal and QR Code Scanning**

For a step-by-step guide to access the Online Renewal and Payment Portal and a guide on the scanning process of the QR code, please go to [www.hpcs.co.za](http://www.hpcs.co.za).

**Enquiries**

Practitioners may contact the HPCSA on our Call Centre number: **(012) 338 9300/1** or email us on: [info@hpcs.co.za](mailto:info@hpcs.co.za) for assistance.

Yours sincerely



A handwritten signature in black ink, appearing to read 'P. Khumalo', is written above a horizontal line.

**Advocate Phelelani Khumalo**

**Registrar/ CEO**