



CIRCULAR

Reference: HPCSA Online renewal of registration & payment of fees for 2017/18
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Circular 16 of 2017: HPCSA Online renewal of registration & payment of fees for 2017/18

The Council for Medical Schemes (CMS) hereby wishes to distribute the attached Circular issued by the Health Professions Council of South Africa (HPCSA), regarding an Online Renewal and Fee Payment Portal developed by the organization.

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. Please refer to the attached Circular for more details.

All enquiries regarding this communique must be directed to the HPCSA on Call Centre number: **(012) 338 9300/1** or email info@hpcsa.co.za.

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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 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 31st March 2018.

Instructions on Using the Portal and QR Code Scanning

Protecting the public and guiding the professions

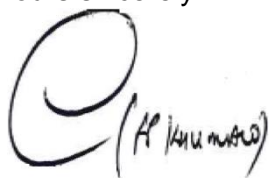
President: Dr T K S Letlape, Vice President: Mr L A Malotana, Acting Registrar/CEO: Adv P Khumalo

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.

Enquiries

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

Yours sincerely



A handwritten signature in black ink, appearing to be 'P. Khumalo', written over a horizontal line.

Advocate Phelelani Khumalo

Registrar/ CEO