



African Healthcare Resource

Step by step guide: Adding a supplementary member to your profile

Supplementary member profiles are only visible on the profile of the healthcare practitioner or provider where they work.

Phase 1: Adding a supplementary member



Log into your profile

1. Click on the **login button** on the home page: <https://therapists.africa>.
2. Enter login details

Option 1:

- **Click on your name** in the top right corner.
- Click on **View Profile**.

Option 2:

- Click on the Healthcare Provider Lobby Circle after you have logged in.



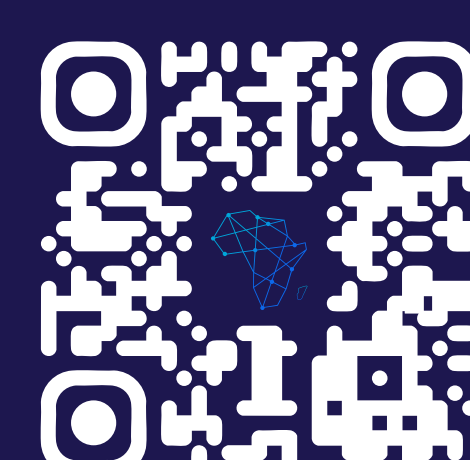
Adding supplementary members to your profile

Healthcare practitioner registrations

- Go to the profile box.
- Click on add supplementary members.

All other registrations

- Go to the linked profiles box
- Click on add supplementary members



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Step
3

Add supplementary members

1. Enter the supplementary member's email address.
2. Optional: Select **Add supplementary member** for additional members.

Step
4

Select Payment Method

1. Choose your payment option
2. Optional: Enter a voucher code if you have one
3. Select **Continue to Payment**

Step
5

Supplementary members register a profile

1. Wait for the supplementary member to complete their registration.
They will be sent a voucher code to complete their registration. You will receive an email when they start the registration process.

Phase 2: Verify the supplementary member registration

Step
1

Log into your profile

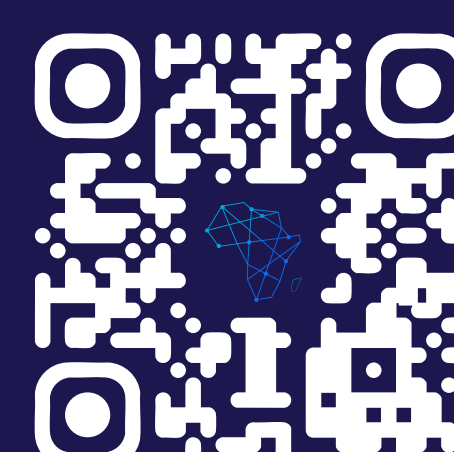
1. Click on the **login button** on the home page: <https://therapists.africa>.
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Option 1:

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Step
2

Verify the supplementary members

Healthcare practitioner registrations

1. Go to the **profile box**.
2. Click on **view supplementary members**.
3. Select **Confirm** if you recognise the request.
Select **Remove** if you do not recognise the request.

All other registrations

1. Go to the **linked profiles box**
2. Click on **view requests to be added to this profile**.
3. Select **Confirm** if you recognise the request.
Select **Remove** if you do not recognise the request.

**Your supplementary member has
now been added to your profile.**

Available to you now:

Manage supplementary members in your admin page.

