



African Healthcare Resource

Step by step guide: Registering as a supplementary member

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

Step
1

Receive your voucher code via email

You will be sent an email from Therapists Africa with a voucher code to use as the payment for your registration. The cost of the registration is covered by the healthcare practitioner or provider.

1. Go to your email inbox.
2. Copy the voucher code.

Step
2

Set up your general login information

⌚ ± 1 - 3 Minutes

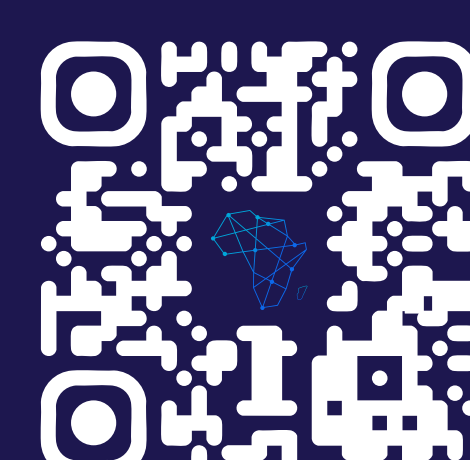
1. Click on the **register button** on the home page: <https://therapists.africa/Account/Register>
2. Click on **I want to register as a healthcare provider / provider of healthcare services.**
3. **Enter login details.** These details are for managing your private admin portal. (Therapists Africa cannot access your private admin portal).
4. Enter the **voucher code** sent to your email.
5. Click on **Start profile registration.**
6. **Optional:** If you would like assistance with setting up your profile, click on **Need help registering** and we will contact you to set up a suitable time to do it with you.

Step
3

Verify your email address and log into your profile

⌚ ± 1 Minute

1. You will now be sent an email to verify your email address.
 - Go to your email and click on the link: **verify email.**



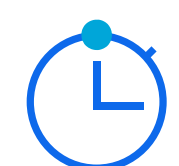


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2. Once your email has been verified, you need to **log in to complete your registration**.
 - **Option 1:** Click on the **login button** of the **website home page** (<https://therapists.africa>).
 - **Option 2:** Click on the **login button** sent to your **email**.
3. Enter your email address and password and click on the **login button**.



Select registration type and choose a package

 ± 1 Minute

1. Choose your registration type

Select **Healthcare practitioner**

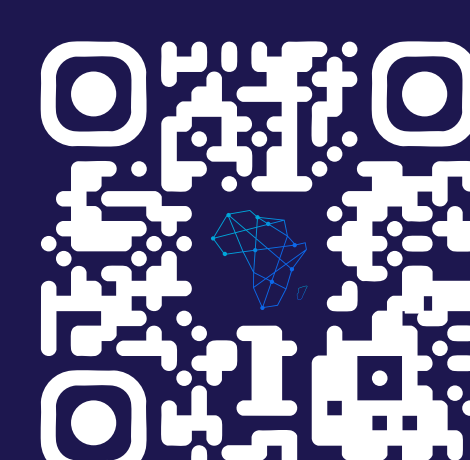
Healthcare practitioners need to be registered and active members of a statutory healthcare body in order to register a profile.

E.g.:

- *Health Professions Council of South Africa (HPCSA)*
- *South African Nursing Council (SANC)*
- *South African Pharmacy Council (SAPC)*
- *South African Dental Technicians Council (SADTC)*
- *Allied Health Professions Council of South Africa (AHPCSA)*
- *Statutory healthcare bodies in other African countries.*

2. Choose your package option

Select **supplementary member**.

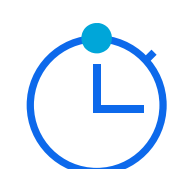


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Step

5

Complete the Brief Profile (Required information)



± 5 Minutes

1. **Complete** the information required.

Note: if your registration category / profession is not available, please indicate the profession in the text box and send a request. We will verify that it is part of a statutory healthcare body and then contact you once verified to continue with your registration.

2. Select **preview profile** to check your profile.

Any missing information will be noted in orange.

3. Close the preview by selecting the cross on the top right. (The empty information is from the full profile available in the next section).

Select **Save** to move to the next section.

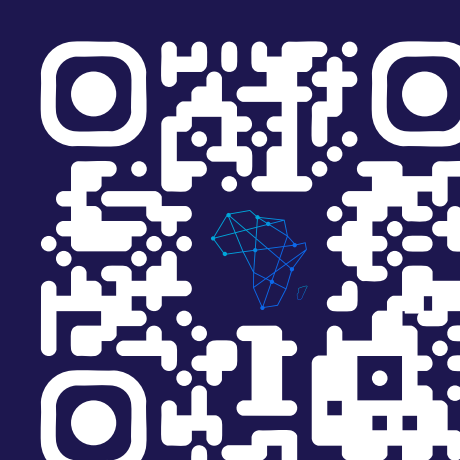
Step

6

Complete the Full Profile (Optional information)

This is recommended to enhance your profile. This section can be completed at any time by logging in and going to your admin page. If you do not want to complete it now, select the complete later checkbox.

1. **Complete sections** (You can select the sections you would like to complete).
2. Select **Preview Profile** to view your final profile.
3. **Save.**
4. **Continue to payment** section.



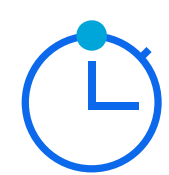


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Step

7

Payment (With a voucher)



± 1 Minute

1. Enter the voucher code if it is not automatically showing.
2. Click on **submit voucher**.
3. You can now select **View Profile** to go to your admin page.

Step

8

Verification by healthcare practitioner or provider

Once the healthcare practitioner / provider you work for has verified your registration, you will appear on their profile.

Your registration is now complete.

Available to you now:

Visit your admin portal to edit or add information

<https://therapists.africa>
www.africanhealthcareresource.com

