



African Healthcare Resource

Step by step guide: Registering a profile as a healthcare practitioner

Add information regarding your profession and services offered.

Step 1

Set up your general login information

🕒 1-3 Minutes

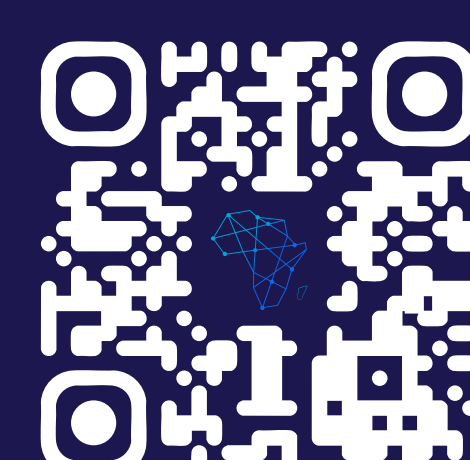
1. Click on the **register button** on the home page: <https://therapists.africa/Account/Register>.
2. Click on **I want to register as a healthcare practitioner / provider of healthcare services**.
3. **Enter login details**. These details are for managing your private admin portal.
(Therapists Africa cannot access your private admin portal).
4. Enter a **voucher code** if you have one.
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 2

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**.
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**.



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Step
3

Select registration type and choose a package

⌚ ± 2 Minutes

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 one of the options below:

- **Individual package:**

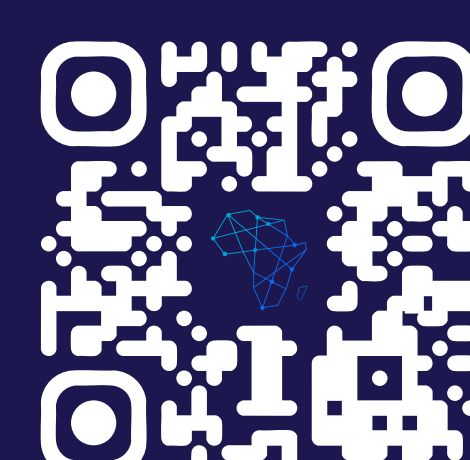
Select this if you are a healthcare practitioner registered with a statutory healthcare body.

- **Practice member:**

Select this if you are a part of a practice or a medical centre. Please obtain your voucher code for registration prior to starting your registration. The registration fee for practice members is covered by the practice / medical centre.

- **Supplementary member:**

A nominal fee is charged for adding supplementary members to your profile. Supplementary members are registered healthcare practitioners who work for other registered healthcare practitioners but who do not need their own unique profile. Supplementary members can change to a full profile at any time.



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Step
4

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.

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

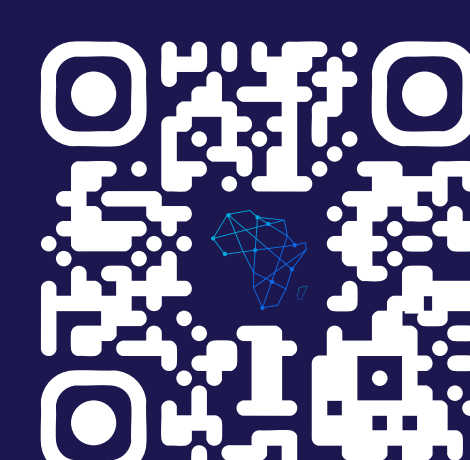
3. Select **Save** to move to the next section.

Step
5

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
6

Payment (Voucher or online payment options)

⌚ ± 1 Minute

1. Select **payment options** (Per annum, every 6 months or monthly).
2. Select **payment method**.
3. Select **continue to payment**.
4. Enter the **payment details** according to the payment method you chose and then select next.
5. You can now select **View Profile** to get taken to your admin page.

Your registration is now complete.

Available to you now:

View your listing on the live site.

Visit your admin portal to edit or add information.

View features available to you e.g. QR Code and URL link to your listing.

