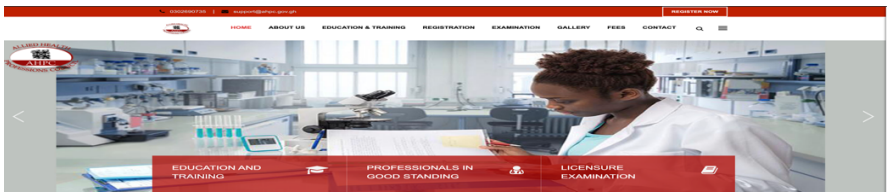
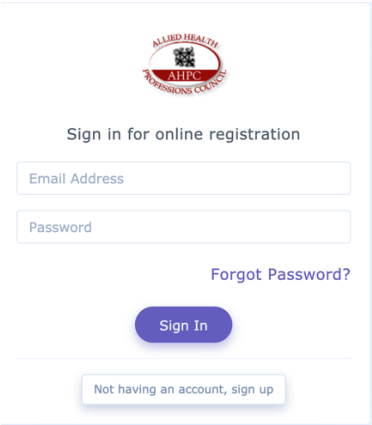
AHPC PERMANENT REGISTRATION GUIDE

1. Visit the Council's Website *www.ahpc.gov.gh*

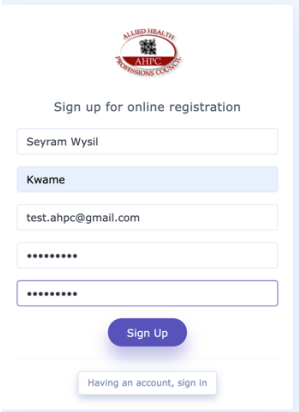


2. Click on Register Now to access the Login Page.

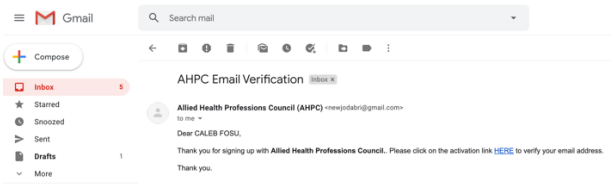
3. Login Page



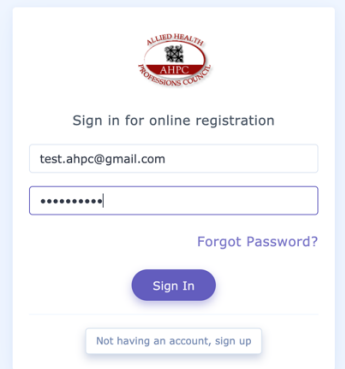
4. Create an account if you are a new user.



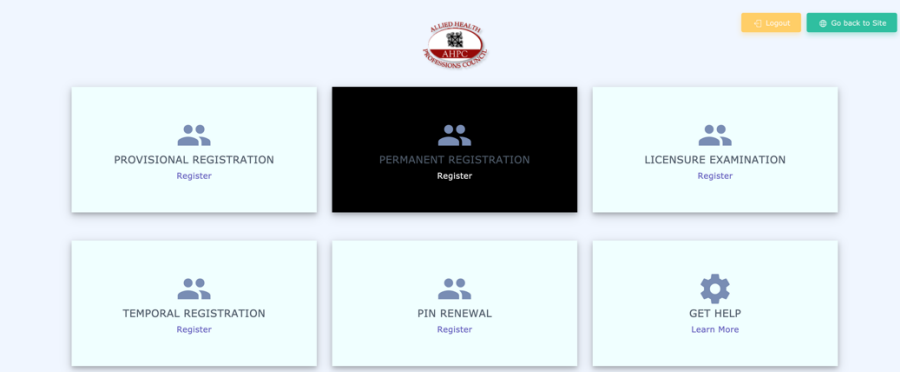
5. Verify the account in your Email inbox by clicking on the link “Here”



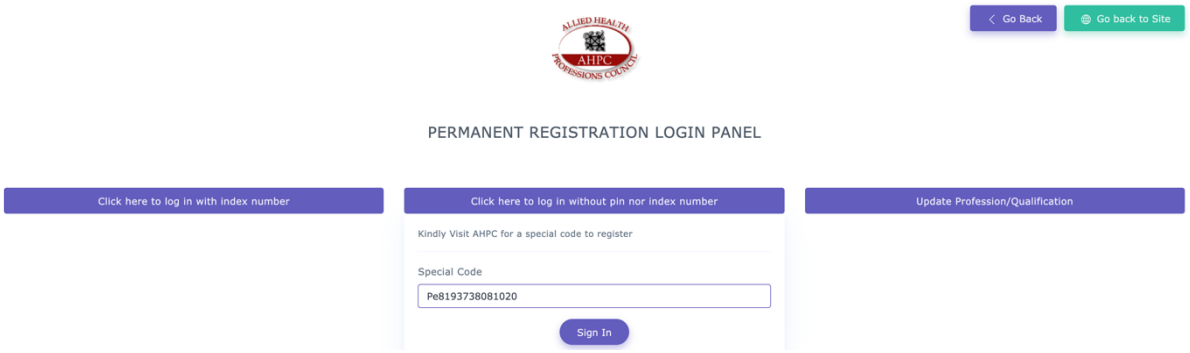
6. Log in to the system after successfully verifying your email with the system. Type your verified email address and password in the login textbox and click sign in to access the Portal.



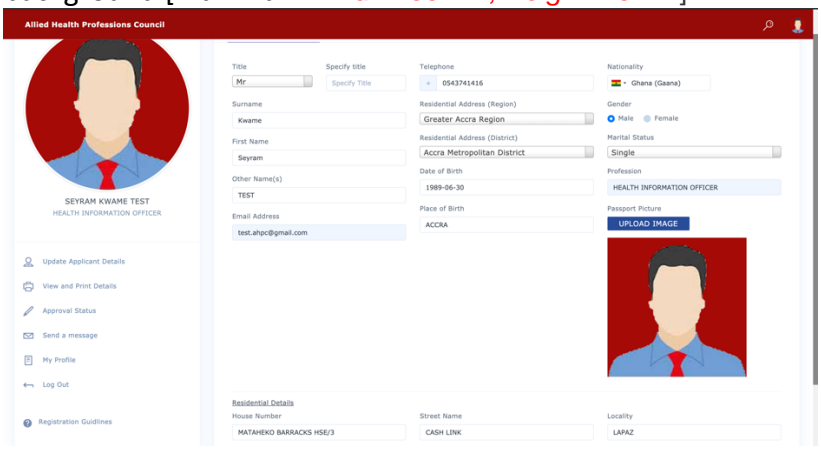
7. Click on the PERMANENT REGISTRATION to Register



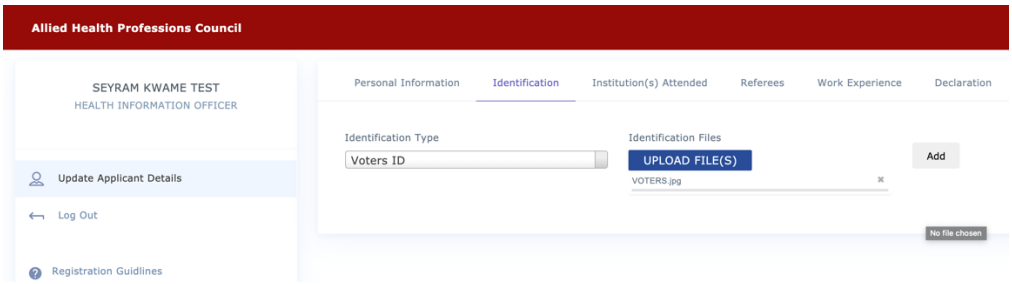
8. Select Your Login Option, In the case of Special Registration Click on “Click here to Log in without PIN/Index number. Enter Your Special Code Received in your verified Email and click on sign In



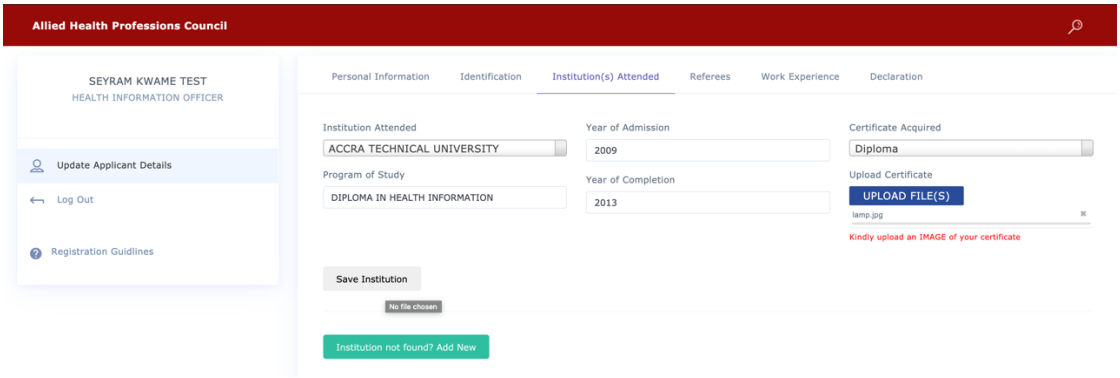
9. Fill in the Empty Fields and select a formal passport sized picture with a red background [maximum: Width: 35mm, Height: 45mm]



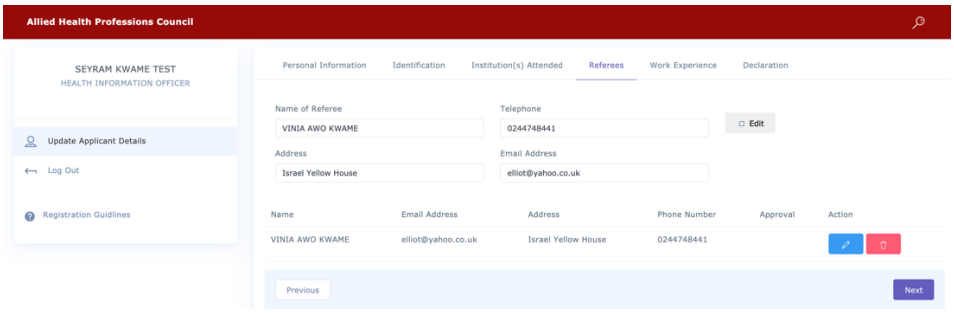
10. Upload a Valid National ID (only one) scanned in jpeg format and click on add. Verify your upload by clicking “View”.



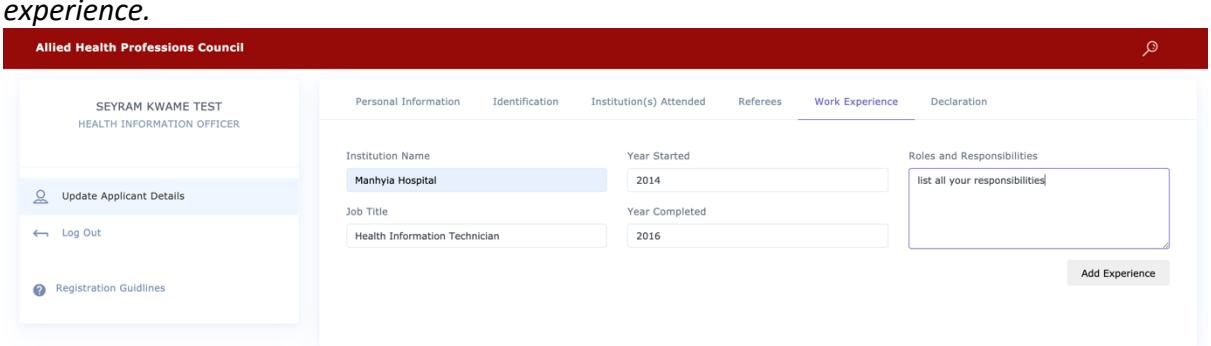
11. Enter Your Academic Details and Upload a scanned image (jpeg) of your academic certificate by clicking on the upload Files Button and Click *Save Institution* to save.



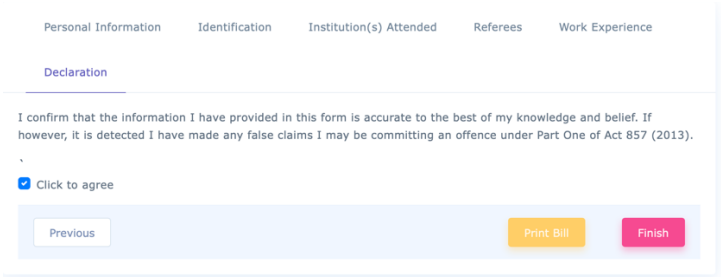
12. Provide details of your referees who must be a Licensed Professional ie HOD, Snr Officer and click *add* to save referee.



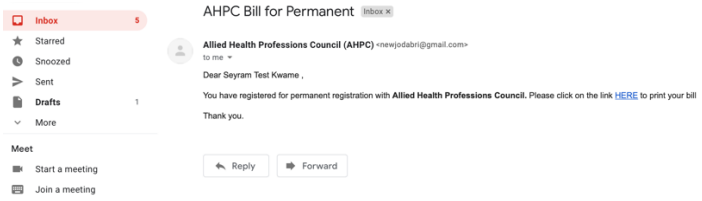
13. Provide your work experience details and click on *add experience to save your experience.*



14. Check the box to agree to the Declaration and click on FINISH to complete the Permanent Registration.



15. Print your bill from your Email inbox.



16. Visit any GCB Bank Branch with your Bill

17. Keep checking your application status from the Approval Status option to know the status of your Application after payment at the bank.

NB:

YOU DO NOT NEED TO PRINT OUT AND SUBMIT THE HARD COPY OF YOUR FORM TO THE COUNCIL.