



KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL ONLINE PORTAL GUIDE

Account creation for Community Health Officers

1. Beginning Online Account Creation

The online portal is available under **osp.kmpdc.go.ke** website,

- a. Click “*Create Account*” link,
- b. On the appearing form you’ll fill it appropriately,
- c. Click “Register for Online Services”. A link will be sent to your email account.

2. Completing Online Account Creation

- a. Check your email account, you’ll find an **Email with Subject: Online Services Registration**. If you don’t find it, check in “Spam” folder. You’ll click on “Complete Registration” link.
- b. In the appearing page, enter your **Registration Number** as your **USERNAME**, then set **PASSWORD of your choice**. Password must be at least 6 characters, with a capital letter, a lowercase letter, and a number.
- c. Upload a photo (If there isn’t) by clicking on the crop sign (green arrow pointing upward on the right corner of the photo area), click on “Update details” which will take you to the dashboard of your account.
- d. The account is now successfully created.

3. Renewing the Annual License (Making Payment)

- a. Click on the “**Annual License**” circle
- b. Click on the “**Renewal of License**” in the menu, on the left pane.
- c. Click on “**Click here to make Application for Annual License**” tab.
- d. Fill the resulting form with the required information
 - i. *Practice Type*
 - ii. *facility name,*
 - iii. *the county in which your station is in*
- e. **Click on Save and Submit.**
- f. An invoice will be generated with a **UNIQUE INVOICE NUMBER**.
- g. Quickly click “**Click to Pay Now**”
- h. Go to M-Pesa, Lipa na Mpesa, paybill and enter the business number **992836** then the account number which is the **UNIQUE INVOICE NUMBER** generated beginning with a letter ‘H’, enter required amount- **Kshs. 8,000.00**, M-Pesa pin, then send.
- i. Wait for confirmation of payment and download and **PRINT** your receipt and later the license within 5 minutes of payment.

For any assistance call: 020-2724994, 0720771478 or write to osp@kmpdc.go.ke