



MEDICAL COUNCIL ONLINE ACCOUNT GUIDE

Account Creation for County Health Facilities

First Step of Creating Account

The online portal is available under **osp.kmpdc.go.ke** website, on which you'll click "Create Account" and then on the appearing form you'll fill in the registration number (*the number starting with GK- on the facility's registration certificate e.g. GK-01234*) then enter the facility's email address and click "Register for Online Services". A link will be sent to your email account. Make sure you use the email which the facility has in the Medical Council's record.

Completing Your Account Creation

1. Check your email account, you'll find a message from Medical Council. Check the "Spam" folder if the email is missing in your inbox. You'll click on the link "Complete Registration".
2. In the appearing page, you'll be filling your own details as the account administrator. Select the appropriate options depending on whether you're a **Medical Doctor/Dentist** or **No**.

For the Medical Doctors and Dentists

Select "Yes", if you already have an OSP account also select "Yes", then you'll be prompted to login with your OSP account details. If you do not have no OSP account you'll be required to create account before you continue.

For admin who aren't Medical Doctors and Dentists

Select "No" then fill the form- your name, designation and the rest of the details.

Renewing The License

1. Click on the "**Renewal of Private Medical or Dental Institution License**" circle or click on the "Renewal of License" in the menu, on the left pane.
2. Click on the red "Download Template" link to download a form. Fill the health practitioners employed by your facility in the form and their details as like the appropriate regulatory body, the registration number from that body and others as indicated in the diagram bellow. **DO NOT CHANGE THE FORMAT OR THE NAME OF THE FILE AS DOWNLOADED.**

Name	Regulatory Body	Reg. Number	ID Number
Dr. Grace Wanjiru	MPDC
Ken Momanyi	COC
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Then upload this very form back to the account you've created, and save the details.

3. An invoice will appear BEARING **ZERO** AMOUNT. Quickly click “Click to Pay Now” blue tab at the top-right corner of the invoice.
4. Wait for approximately 10 minutes then refresh the invoice page. After refreshing the page, you should find receipt and license ready to be printed.

For assistance call: **0740257722** or write to **osp@kmpdc.go.ke**

Thank you