



Welcome to the South African Pharmacy Council

Enter name of Pharmacy & start date

Quick Links

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Registered persons click here

Provider/Organisation Login

Statistics

SAPC Register - Click here to search

ONLINE REGISTRATION
Provider/ Organization to submit student registrations online

Go to www.sapc.za.org and click on Provider/Organization login

Step 1 Add new

Step 2 - New Submissions – “Select” students to register, then click “authorise”

If there is any information missing, the system will inform the administrator, and he/she must then complete the missing information.

Provider/Organization submitting student registrations online

Please note:

1. Please note that a Provider/Organization needs to be registered with Council as an administrator to login on this section.
2. You will need access to the internet
3. Go to www.sapc.za.org
4. Go to **Provider/Organization** login
5. Login with your Username and Password
6. **Step 1 – Add New > students**
 - The ‘Add New’ functionality is for providers who wants to register students **who never registered with Council**, i.e students without a P-number
7. **Step 2 – New submissions**
 - Registered students records can be accessed under step 2, **once step 1 is completed**.
 - Records for students who initiated their own registrations can also be accessed by the provider under this step
 - Tick in the block next to ‘select’, to select those students you wish to register then press **authorise**
 - The records for students selected will then move to **Step 3: Awaiting submission for registration with the SAPC**
 - If there is any information missing, the system will inform the administrator, and he/she must then complete the missing information.
8. **Step 3 – Awaiting submission for registration with the SAPC**
 - Under this step, you will have access to students that are ready to be registered with the SAPC
 - You may remove a student from the page and their records will go back to Step 2
 - Press **Get Quote**
 - The students registration quotation page will appear with the quotation for payment
 - Press **accept** to move to the next page
 - Tick on ‘I accept’, to choose the payment method then press **submit**
 - Complete the required information based on the payment method selected
 - Press **Registered**, **Payments** or **Profile** tab to view other students status on the online registration process for your provider
 - You may press ‘Dashboard’ any time during the registration process to go to the home page

“Select” Dashboard (top left on the screen) to return to the home page to do Step 3

Step 3 – Awaiting submission for registration with the SAPC
 These students are ready to be registered. You may remove a student from this page and their records will go back to Step 2.

The system will provide a pop out message indicating the student removed and moved back to Step 2, should there be any student still with missing information.

“Select” Get Quote

If you are happy with the student's registration quotation
 “Select” Accept

“Select” “I accept” then “Select” “submit” and complete required information

