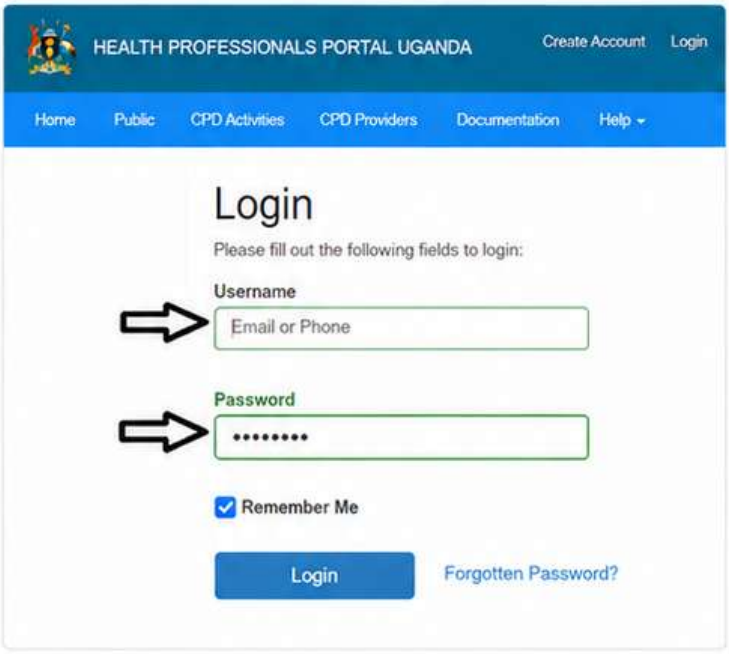
APL ONLINE RENEWAL – STEP BY STEP GUIDE

Take a picture of the receipt of payment and your passport photo if it's first time or when you are updating a new photo.

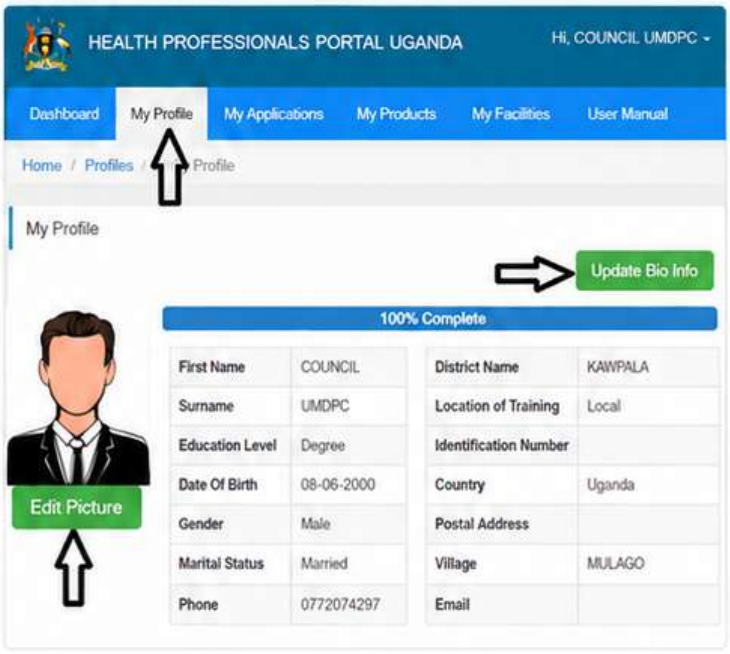
1 Login to the Health Professionals Portal Uganda

Login to the Health Professionals Portal Uganda using your email or phone number and password.



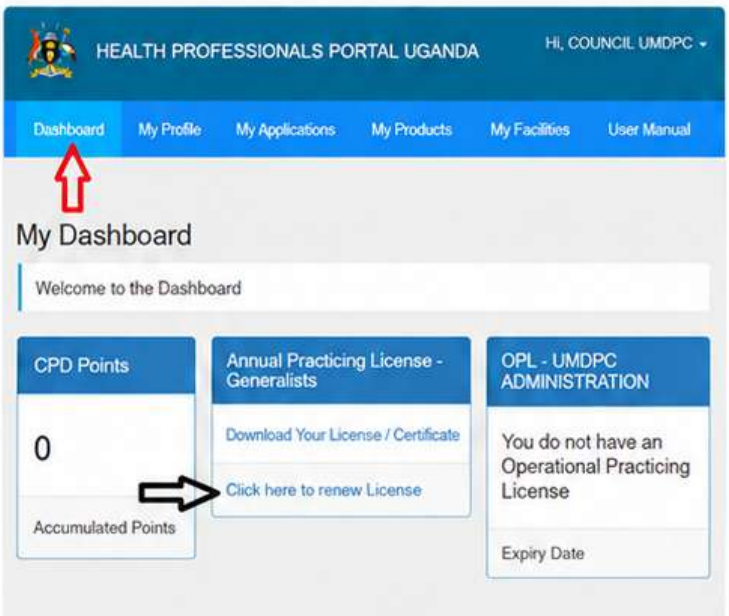
2 Open My Profile

Open **My Profile** and confirm that your profile details are complete and your passport photo is up to date.



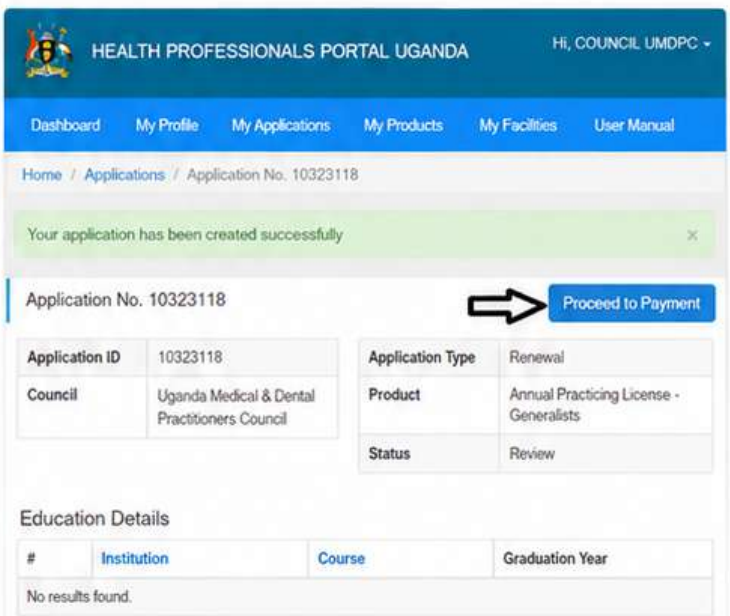
3 Go to the Dashboard

Go to the Dashboard and click 'Click here to renew License' under Annual Practicing License – Generalists.



4 Review the application details

Review the application details, then click 'Proceed to Payment'.



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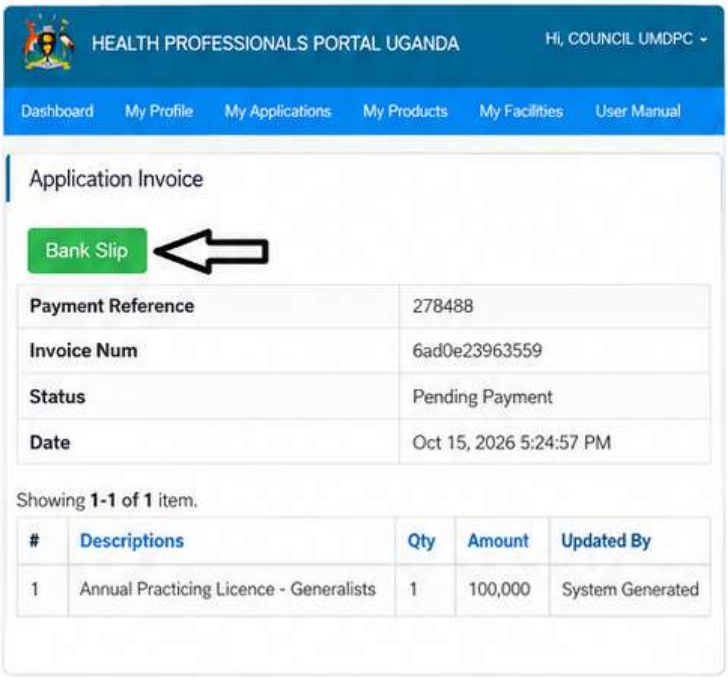
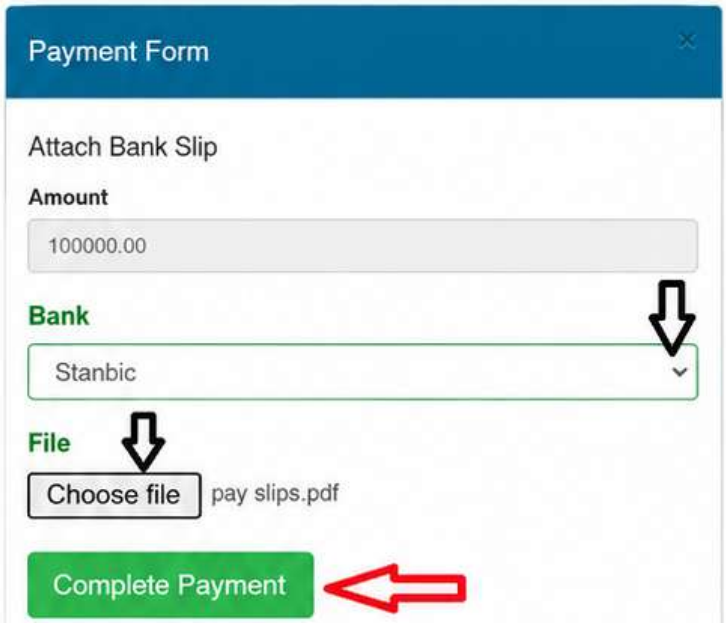
5 On the Application Invoice page

On the Application Invoice page, click 'Bank Slip'.



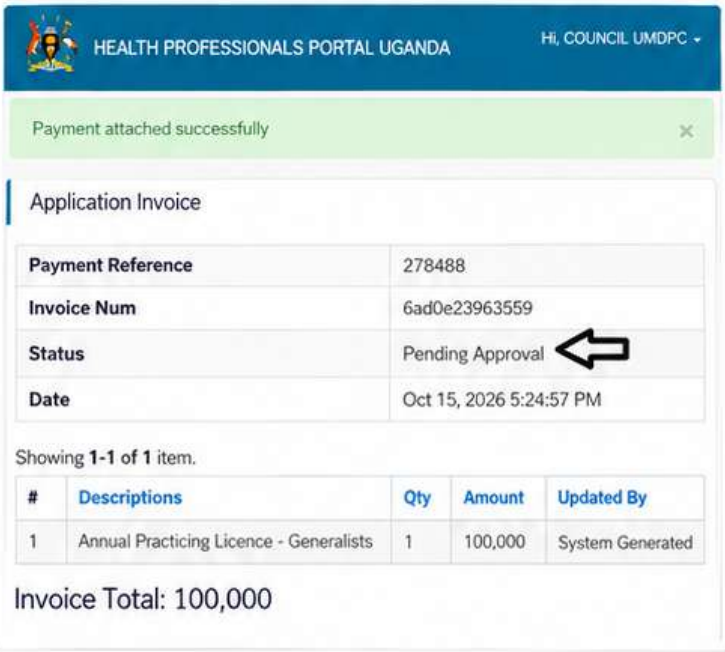
6 Complete the Payment Form

Select the bank, attach the payment receipt file, then click 'Complete Payment'.



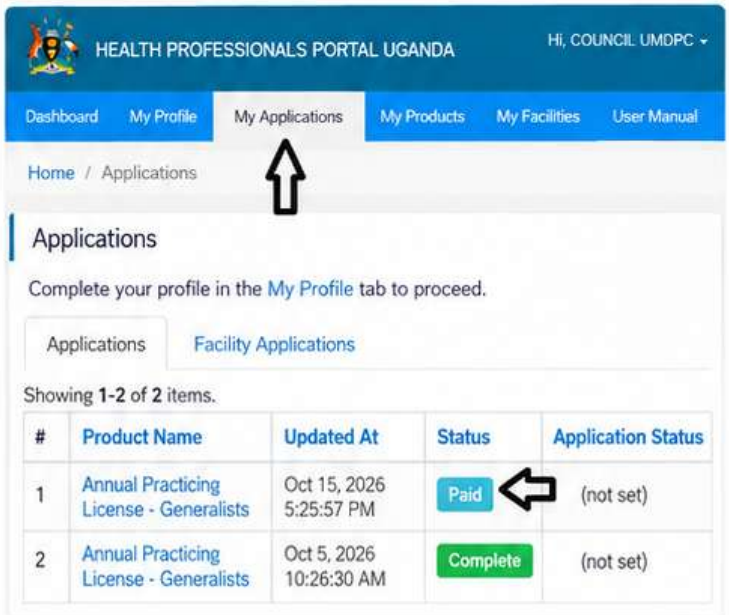
7 Confirm Payment Submission

After uploading the payment, confirm that the message 'Payment attached successfully' appears and the status changes to 'Pending Approval'.



8 Check My Applications

Open **My Applications** and confirm that the renewal appears and the status changes to 'Paid'.



Track progress under **My Applications** if it changes to ***Complete*** then you goto the **Dashboard** and **Download your License**.