User Manual For Renewal Registration

Step 1: Go to the URL https://hpspc.org. Click on the **"Login"** button.
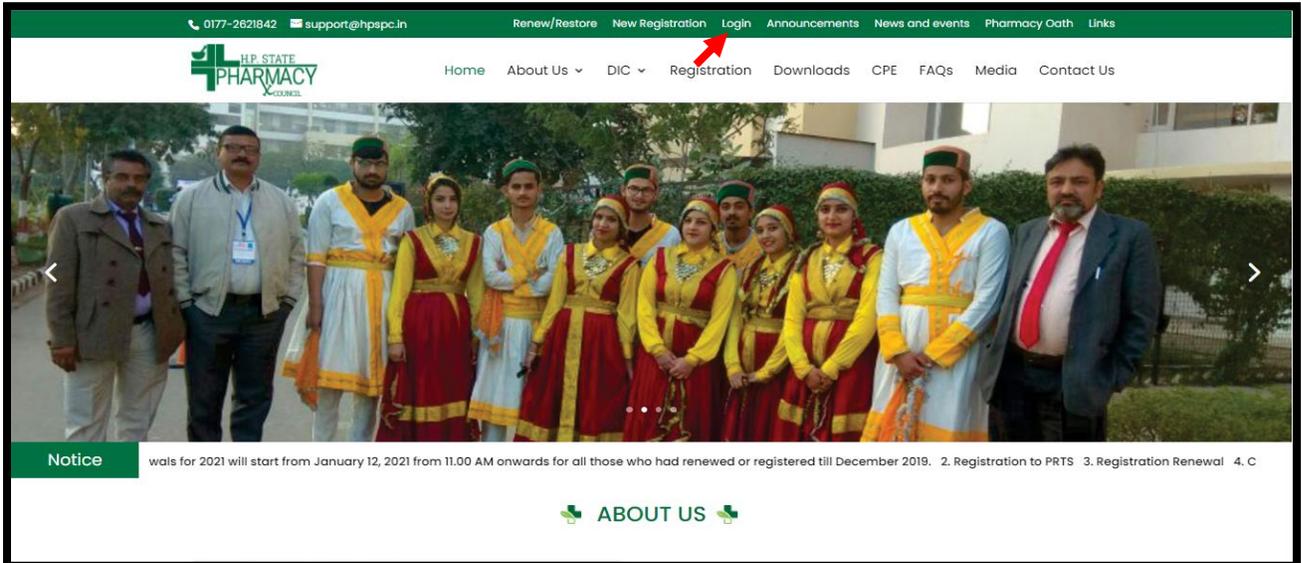
Step 2: A **Login** screen will open. Fill out your login details, click on the **"Login"** button.

Step 3: After login, the Applicant's **Profile** will display on the screen.

Step 4: Now click on the **"Apply Online"** tab to get the list of applications that are available for applying. The applicant will click on **"Apply Now"** option of the **Application Form for Renewal Application** from the listed applications.

Step 5: Here the applicant will have multiple options to select from the **Select Year** dropdown. Select the year (1/2/3/4/5 years) for which the applicant wish to apply for Renewal & click on **"Save"** to proceed.

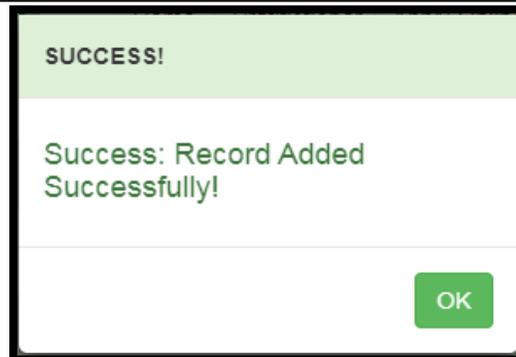**Note: Fee will be applicable according to the selected year.**

Step 6: Those who are older than 75 years are required to upload the **Medical Fitness Certificate**. Otherwise, simply click on the **"Pay Application Fee/Check Payment Status."**

Step 7: Select the **"Upload"** button**,** the **"Record Added Successfully"** pop-up will appear. Click **"OK"** & proceed.
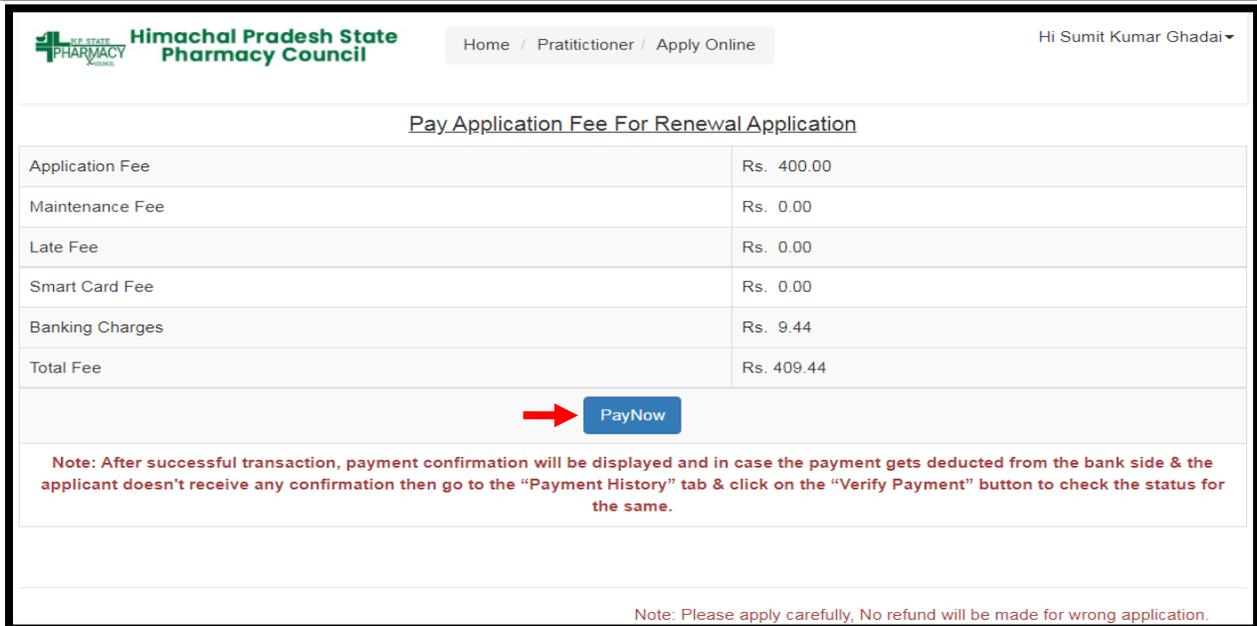

Step 8: Once the document has been uploaded. The applicant can view the same by clicking on the eye icon & delete by clicking on the delete button. After uploading **"Pay Application Fee/Check Payment Status"** button will be displayed.
Click on **"Pay Application Fee/Check Payment Status"** button to pay or check the last payment status for the same application.

Step 9: Thereafter, Payable amount will display on the screen. Click on the **"Pay Now"** option to continue with the Payment.

Note: Please apply carefully. No refund will be made for the wrong application.

Step 10: The **Payment Portal** screen will open where the applicant will enter his/her *Registered Mobile Number & Email*. Then, click on the **"Proceed"** option.
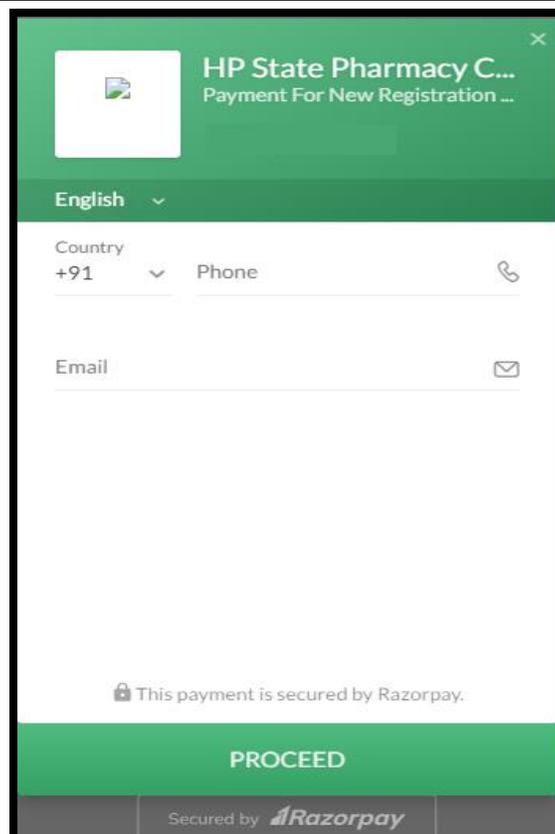
Step 11: The applicant will be redirected to the Payment Gateway. Pay the application fee by using **Wallet-PhonePe, Cards, UPI/QR, Netbanking & Pay later.**
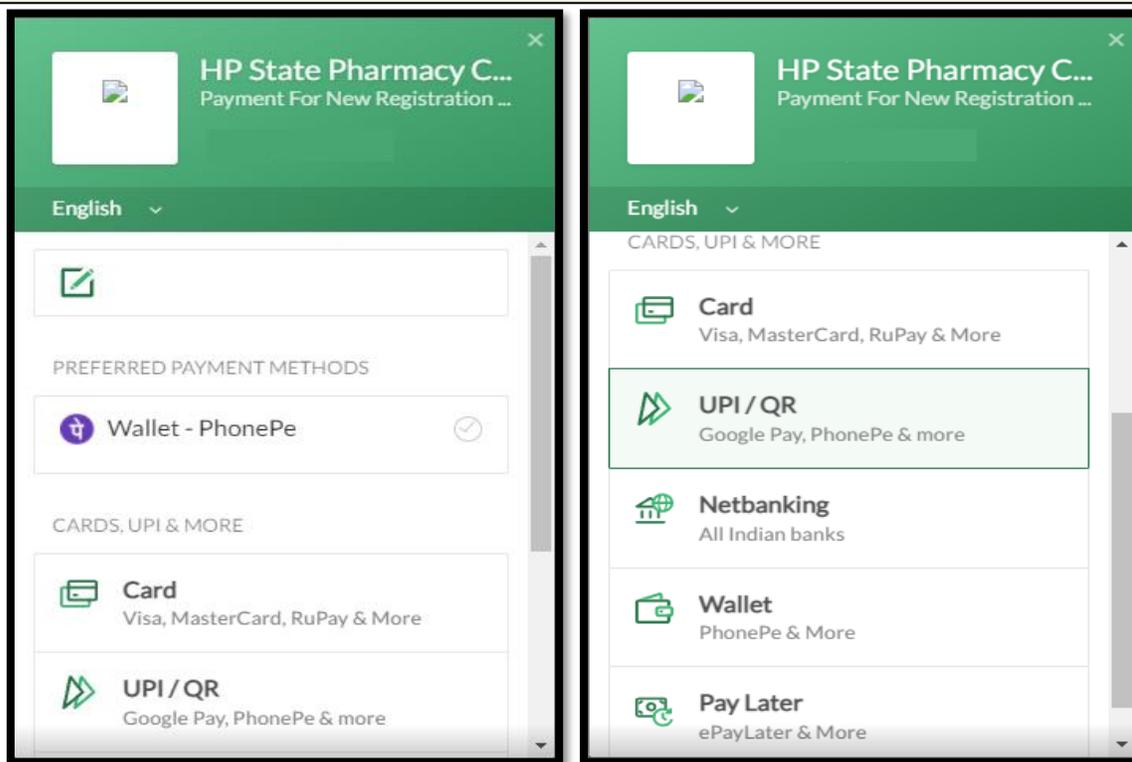
Step 12: After Submitting the Fees, the **Payment Details of that Application** will appear on the screen.

Click on the **"Re-Check Application"** button in case of any doubt. Simply take a printout of payment detail & then, click on **"Submit/Lock Application"** option to take final printout of your application as mentioned in **Step 14.**

Step 13: If the applicant has clicked on the **"Re-Check Application"** option. It will repeat the same **Process** as mentioned in **Step No. 5, 6, 8** where the applicant can make the required changes by editing the incorrect information.

After re-checking the application, the applicant can take a printout of payment detail & click on **"Submit and Lock the Application"** option to take final printout of your application.

Print 🖨

Payment Detail For Renewal of Registration Application

Application No	202100119
Application Type	Renewal of Registration Application
Merchant ID	WL0000000019415
Transaction ID	61b248301a6b5
Transaction Reference No	54045428
Transaction Amount	409.44
Transaction Status	Transaction is Successful
Transaction DateTime	2021-12-10 10:17:21

Fee Already Paid For This Application, Please Click On 'Submit/Lock Application' Button To Forward It To HPSPC

➡ Submit/Lock Application

Note: In case the payment gets deducted from the bank side & the applicant doesn't receives confirmation then go to the **"Payment History"** tab & click on the **"Verify Payment"** button to check the status for the same.

Himachal Pradesh State Pharmacy Council

Home / Pratitictioner / Payment History

Hi Sumit Kumar Ghadai ▾

> Pratitictioner

My Profile
Application Status
Payment History
Apply Online

Payment History

Show 30 ▾ entries

Search:

Sr	Transaction Request ID	Transaction Request Date	Transaction Date	Transaction Amount	Transaction Status	Application Type	Application No
1	61d5698754ad7	2022-01-05 15:18:55		409.44	Not Completed	Renewal Application	202200004 ➡ Verify Payment
2	61d5698cc48d1	2022-01-05 15:19:00		409.44	Not Completed	Renewal Application	202200004 ➡ Verify Payment

Showing 1 to 2 of 2 entries

Previous 1 Next

Step 14: Now click on the **"Application Status"** Tab to view the status of the application i.e Approved/Objected/Rejected. Click on **"Print Report"** to view your complete application.

Step 15: By clicking on the **"Print "** button, the applicant can take a printout of their application. Click on the **"Go Back"** button to access the application status page.

Note: At the time of the collection of the certificate &smart card the candidate must bring original documents along with the receipts of payment for physical verification.

The applicant can also check his/her application status by scanning the **QR Code** which is available at the top right corner of the form.

Step 16: The applicant can resume the application anytime and re-edit the application until final submission is not done by clicking on the "Application Status" tab from the menu bar and select the **"Resume Application"** button to continue the **Process** as mentioned in **Step 5, 6**.

In **Step 8**, Payment is not required if already paid & take a final printout of your application after submitting your application by clicking on **"Submit/Lock Application"** button as mentioned in **Step 14**.