THE REPUBLIC OF UGANDA

ONLINE OPERATING LICENCE (OPL) RENEWAL GUIDE

Website: ehealthlicense.go.ug

Blue and red illustrated quick guide

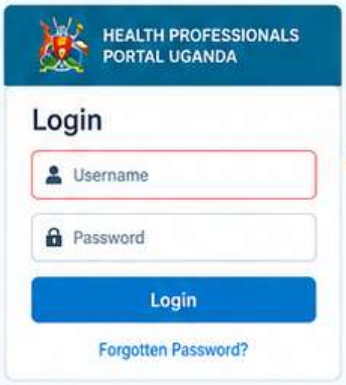
UGANDA MEDICAL AND DENTAL PRACTITIONERS COUNCIL (UMDPC)

HEALTH PROFESSIONALS PORTAL UGANDA

PART A: FACILITY OWNER

Follow these steps to request approval from the Supervising Doctor for OPL renewal.

1 Log in to ehealthlicense.go.ug using the facility owner account.



Enter your username and password, then click **Login**.

2 Open Facilities and select your facility from the list.



Click on **Facilities** and select your facility from the list.

3 Open the facility details page, update location if needed, and click Request Supervising Doctor.



On the facility details page, update the location if needed, then click **Request Supervising Doctor.**

4 After the request is sent, the facility status changes to Pending Approval from Supervising Doctor.

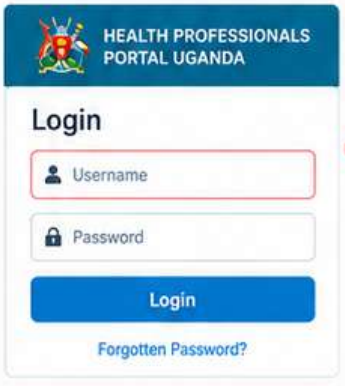


The facility status will now show **Pending Approval from Supervising Doctor.**

PART B: SUPERVISING DOCTOR

Follow these steps as a Supervising Doctor to approve the facility for OPL renewal.

5 The Supervising Doctor logs into the portal and opens My Facilities.



Log in using the supervising doctor account.

6 View the facility details and click Approve As Supervising Doctor.



Open the facility details and click **Approve As Supervising Doctor.**

7 Once approved, the facility status changes to Approved by Supervising Doctor.



The facility status will now show **Approved by Supervising Doctor.**

8 Open the facility again and click Apply for OPL Renewal.



Open the facility again and click **Apply for OPL Renewal** to proceed to the next steps.

Continue to Page 2 for category selection, document upload, payment, and tracking approval status.

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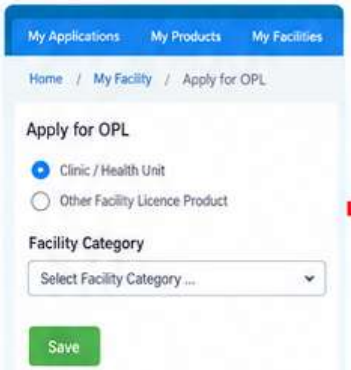
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PART C: APPLICATION, DOCUMENTS & PAYMENT

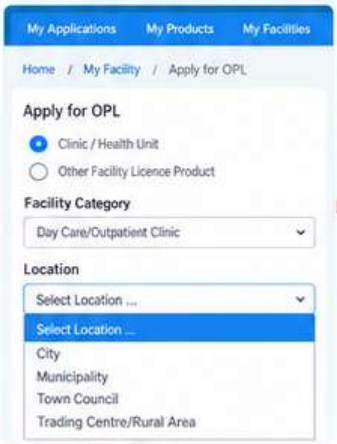
Follow these steps as a Supervising Doctor to complete the OPL renewal application.

9 Choose the correct application type and **facility category.**



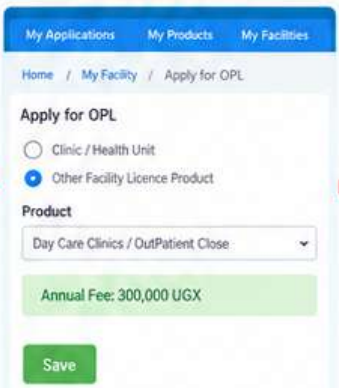
Select the application type and choose the correct facility category from the list.

10 If **Clinic / Health Unit** is selected, choose the facility category and then select the location.



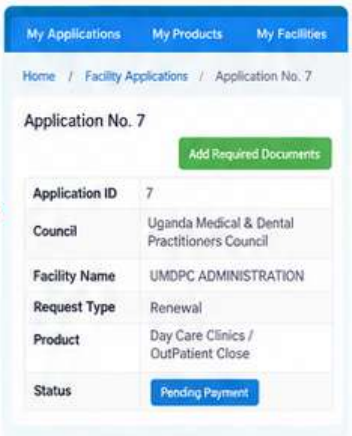
Choose the appropriate facility category and select the location from the list.

11 If **Other Facility Licence Product** is selected, choose the product and confirm the annual fee, then click **Save.**



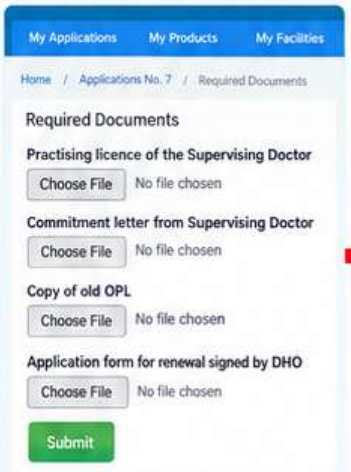
Select the appropriate **product** and confirm the annual fee, then click **Save.**

12 Review the application details and click **Add Required Documents.**



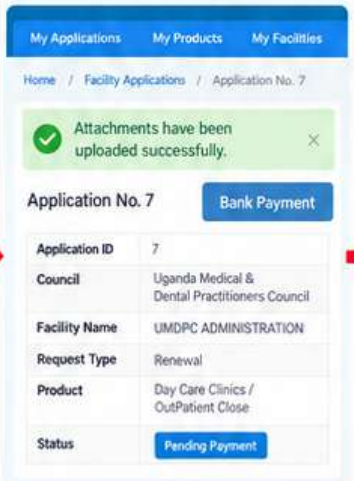
Review the application details and click **Add Required Documents** to upload the necessary documents.

13 Upload all required documents and click **Submit.**



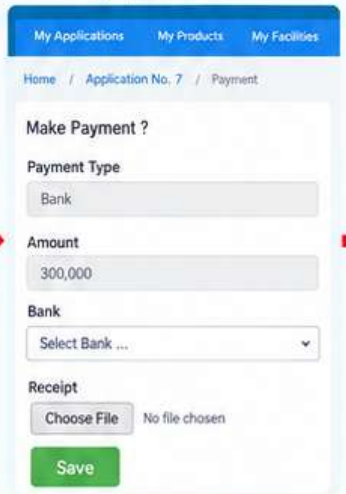
Upload the practising licence of the Supervising Doctor, commitment letter from the Supervising Doctor, copy of old OPL and the renewal application form signed by the DHO. Then click **Submit.**

14 After the documents are uploaded successfully, click **Bank Payment.**



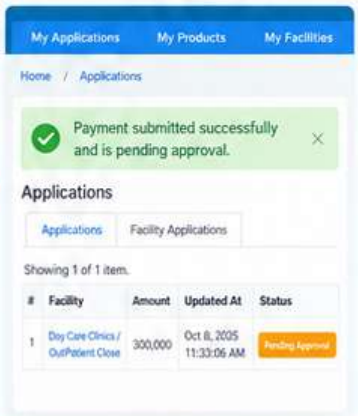
Once the documents are uploaded successfully, click **Bank Payment** to proceed to payment.

15 **Choose the bank,** upload the payment receipt, and click **Save** to submit payment.



Choose the bank, upload the payment receipt, and click **Save** to submit the payment.

16 Track the application under **My Applications** or **Facility Applications.** After payment submission, the status changes to **Pending Approval.**



Track the application under **My Applications** or **Facility Applications.** After payment submission, the status changes to **Pending Approval.**

Important: **Payment submission does not mean automatic approval.** The Council must verify the documents and payment before the licence is completed.

When the status changes to **Complete**, download the renewed **Operating Licence** from the portal.