

## On-Line Re-registration Process January 2015

1. Follow the link in the notification email.
2. Please read the rules and policy details regarding the re-registration process before continuing
3. To begin the re-registration process, click the *Renew Now* button on the top right hand side of the next screen.



4. You will be prompted to log on at this point. Use your PHECC credentials to log on (**NOT** eLearning Academy details – different system).

*Your PHECC credentials are (unless you have changed them):*

*Username: [PIN Number]*

*Password: [DOB+PIN Number] (numbers only, no spaces or other characters)*

*e.g. User with DOB 31/01/1900 and PIN 0001*

*Username: 0001*

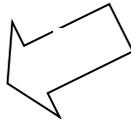
*Password: 310119000001*

***[we advise that you change both your username and password once logged in and note your new credentials]***

5. Read the guidelines and when you are ready, click the *Renew Now* button at the bottom right hand side of the screen

For your browser settings, all

Renew Now



6. At any point in the process, you may save your progress in order to return to it at any time. You can do this by clicking the *Save* button at the bottom right hand side of the screen. Please note, however, until you click the *Submit* button, your application has not been completed. To complete the process at a later date, repeat the steps above and you will be returned to your saved form.

Previous Page Next Page 1-Personal Details Go

Click save button to save your answers, and you can continue next time Save

Click Delete if you do not wish to continue with this application Delete

7. Section 1 – Personal Details - Your current contact details will be displayed, please check the data is correct and amend where necessary.
8. Click *Next Page* (bottom right hand side of screen) to continue to Section 2 – Professional Info.
9. Again, please check and amend these details (if necessary).
10. Click *Next Page* (bottom right hand side of screen)
11. Section 3 – Declaration – you will have the Declaration & Commitment displayed on screen. By ticking the box you are confirming that you are electronically signing this document and

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agree to its contents. This is legally binding and must be considered the equivalent of an actual signature.

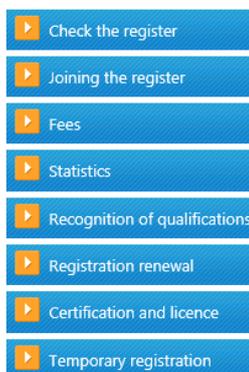
12. If you are due to pay any fees, you will be prompted to do so. You have two options;
  - Pay by Cheque, Postal Order, Bank Draft or PayPal (for PayPal, follow link on confirmation email, for Postal Order, Cheque or Bank Draft, you must post the payment to PHECC, until this is received by PHECC your application is considered incomplete)
  - Pay by Credit Card/Visa Debit (please enter your card details when prompted), this is immediately notified as paid to PHECC.
13. To finish the online process, please click *Submit* (now appearing at the bottom right of the page) to save and apply any changes to your record. PHECC will now be informed that you have completed this process.
14. An email will be sent to your registered email address with a copy of the Declaration & Commitment and Code of Conduct & Ethics attached **for your records** (and PayPal link if selected in Step 12).
15. You can check your application status at any time by logging on to the website. To access your profile, click your name when it appears on the top left hand side. This gives you access to your profile. Click on the *Status/Receipts* tab to print a receipt (click the payment displayed).

### To Navigate to Re-registration without the emailed link:

1. In your web browser, go to [www.phecc.ie](http://www.phecc.ie)
2. Click on the *Log On* button on the top left hand side of the home page. Use the credentials in Step 4.



3. Click on *The register* on the top menu (blue bar across screen)
4. Click on *Registration Renewal* on the left hand side menu



**Please Note: Until any payment due has been received by PHECC the application will not be processed.**