

PHARMACY COUNCIL



APPLICATION FOR RETENTION OF A NAME IN THE REGISTER/ROL/LIST

(USER MANUAL)

Registrar

Pharmacy Council

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Toll Free: 0800 110 015



Online Support

Email: ictsupport@pc.go.tz

Mobile: **0736222514/0717222395**

INSTRUCTIONS ON USING PHARMACY COUNCIL ONLINE RETENTION APPLICATION SYSTEM (PCORAS)

Please read these instructions carefully before starting your application on Pharmacy Council Online Retention Application System.

To access the system, go to our website, www.pc.go.tz and click [Online Services](#) menu, then click [Retention Application](#) sub menu.

NOTE: If you have previously created an account, please click [here](#) to Login.

STEP 1 (PIN Number Verification and Applicant Registration)

PIN Number Verification: Please enter your Personnel Identification Number (PIN), then check to verify your PIN number.

You will be required to fill all required details in the Registration Form, then click Submit.

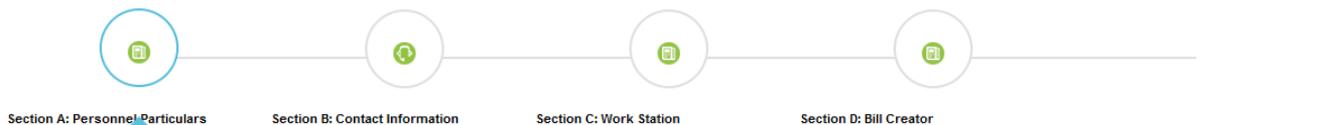
NOTE: You will be required to write the valid email address and Location information eg. Region, District and Ward.

After that you will receive an email containing an activation link. Activate your account so you can login to the system by using the email and password you created upon registration.

STEP 2 (Applicant Details)

After you have successfully logged into the system, go to [My Profile](#), Fill your details on **Part A** and click **Save**.

NOTE: Click on the circles as shown below, to navigate from one section to another.



STEP 3(Contact information)

Go to **Part B** or Click the **Next** button right below on the page, you will then be required to fill Contact information and physical address details on **Part B** then click **save**.



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STEP 4(Work Station and Education Details)

Go to **Part C** or Click **Next** button right below on the page, you will then be required to fill and update work station and Education details and then click **Save**.

STEP 5 (Bill Creation and Payments)

In Part D, You are required to choose the year/years you want to pay for retention, then click **Submit**. Also the system will allow you to check your retention liabilities, once you click the **Create Bill** button, the Bill will be created and you will receive the control number which will allow you to pay retention fee plus all your liabilities.

STEP 6 (Payment of Retention Fee)

Refresh the page within a minute, you will get a control number on your dashboard page, you will also receive a text message on your mobile phone.

Instructions on how to make payment are available on the home page dashboard under [How to Pay Fees](#) menu.

After making payment, refresh the page then the system will allow you to fill declaration details on **Part E**.

STEP 7 (Applicant Declaration)

After filling all required information, click the **checkbox** to declare your submitted information. Then choose Date of Application. Finally click the **Confirm and Save** button.

You receive confirmation that your application is successfully submitted.

Your application is received and you can Logout from the system.



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