User Manual

Request Login Id and Password

For

- Registration Certificate - Renewal / New copy / Duplicate copy / Re-entry / Change of Name
- PPP-Renewal / New / Loss of PPP
- Additional Qualification, Letter of Good standing (for foreign countries)

MAHARASHTRA STATE PHARMACY COUNCIL

R-square, 4th Floor, Opposite E.S.I.S. Hospital Compound, L.B.S. Marg, Mulund (W), Mumbai - 400 080.
This manual is only for **Pharmacist already registered with MSPC**

As this is a new system, the registered pharmacist is required to know about the process of **Sending Request to MSPC for generating Login Id and Password for** entering in online renewal of registration.

In order to facilitate them, this User Manual has been developed.

This User Manual contains all essential information for the registered pharmacist to navigate through the online system. This manual includes step-by-step procedures for system access and use.

**Getting Started**

On the address bar (Mozilla Firefox search browser recommended) please type [http://online.mspcindia.org](http://online.mspcindia.org) and then press “ENTER” key from your keyboard. Then the following page will open.
To Request Login Id and Password click on “Other Processes” link as shown below

1) Pharmacist registered with MSPC with may get enrolled in online system for Other Registration Processes, please see the following image and Click on Other Processes

(***Note: You can check status of your registration validity under Registered Pharmacist tab available at www.mspcindia.org)

2) After clicking on Other Processes user will be redirected to next page as shown below.

Now registered pharmacist will enter his own Registration Number and click on GET tab
3) Then registered pharmacist will enter his/her, Name and Date of Birth as per Registration Certificate issued by Maharashtra State Pharmacy Council. Along with that he will enter his own current Mobile Number and E-Mail details. MSPC software system will send OTP(One Time Password) on E-Mail Id and Mobile number furnished by him. Registered pharmacist is requested to provide valid information and keep yourself in mobile network and in internet range to enrol in online registration renewal module. After filling all information, type Captcha shown below then click on **SUBMIT** button.

4) As registered pharmacist clicks on Proceed button, he will be redirected to Verify his OTP page and then he will enter OTP received on his E-Mail Id and Mobile number and Click on **Verify** button.
As registered pharmacist enters his/her OTP details and clicks to verify, online system will send login ID and Password on his/her registered Mobile and Email ID. At the same time he/she will be redirected to Login page,

**Registered pharmacist is requested to remember** and make note of login details (Login ID, Password) issued to him/her for applying online renewal of their registration on online MSPC portal.