



# **User Manual**

## **For**

# **MSPC Online Registration Renewal Process**



**MAHARASHTRA STATE PHARMACY COUNCIL**

**R-square, 4th Floor, Opp E.S.I.S. Hospital Compound, L.B.S. Marg, Mulund  
(W), Mumbai - 400 080.**



# Online MSPC Registration Renewal Manual

Maharashtra State Pharmacy Council

To renew Pharmacist registration, registered pharmacist will login in system using login ID and Password sent on his/her Mobile and Email ID. Please see following image. Then he will type Captcha (shown below Password window) and Click on **Submit** Button.

As registered pharmacist will login in system, he needs to update his details as shown in following fields





### ➤ **Registered Pharmacist Photograph:**

- Photograph must be a recent passport size front pose colour picture. ( Sideways photos are not accepted)
- The picture should be in colour, against a light-coloured, preferably with apron.
- Registered Pharmacist are hereby advised to furnish photographs clicked while wearing white apron so as to give or project a professional image in accordance with Pharmacy Practice Regulations, 2015.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning
- Scanned picture must be saved in jpeg format (.jpg / .jpeg)

### ➤ **Registered Pharmacist Signature:**

- The Registered Pharmacist has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB
- Scanned signature must be saved in jpeg format (.jpg / .jpeg)

### ➤ **Procedure for Uploading The Photograph And Signature:**

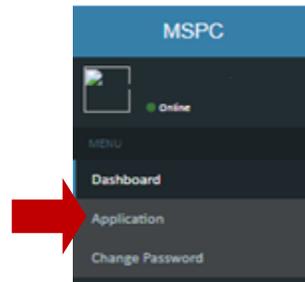
- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your online renewal Application will not be processed unless you upload your photo and signature as specified.

Note: registered pharmacist will be able to proceed for online renewal of registration only after uploading His/her photograph and signature as mentioned above. Once it is done, click on **Application** tab

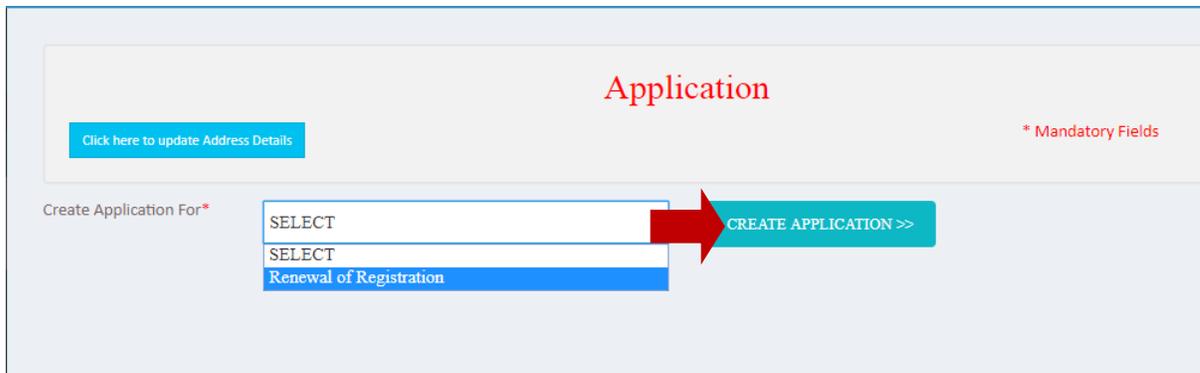


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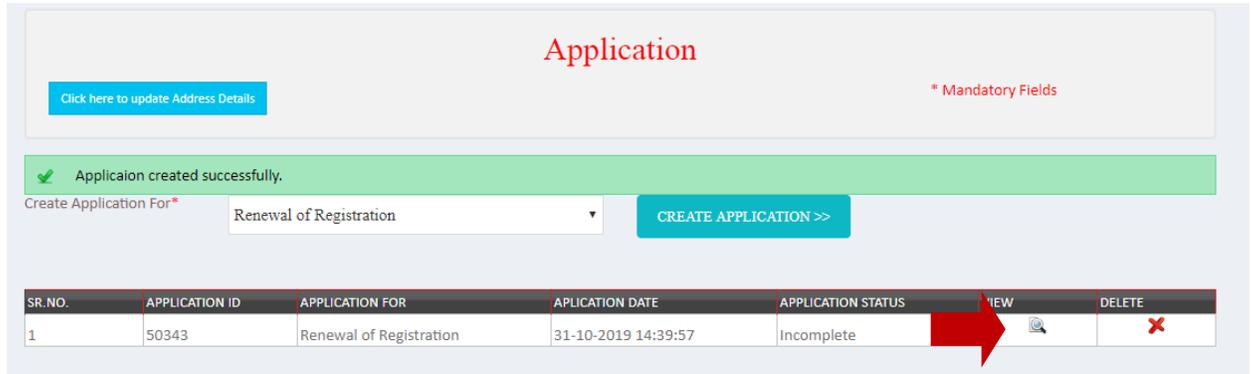
Maharashtra State Pharmacy Council



3. Then registered pharmacist will Select desired application procedure and click on **CREATE APPLICATION** tab



4. Click on **view icon** to complete application form





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5. Upload your following document as per specifications given below
  - A. Own Pharmacist Registration certificate
  - B. Registered pharmacist will download Statement of Acceptance from link given, take print out, read and sign same. Then will can scan and upload same.
  - C. Photo Identity Proof (Any One): PAN card, Aadhar card, Passport, Election Card
  - D. Other Documents (Medical fitness certificate applicable only, If age of registered pharmacist is 65 years or more)

### **Please note important points:**

- Upload scan copies of originals documents, otherwise application may be reverted for rectification which may delay your approval process
- Max file Size must not exceed above **200 kb**, File format must be in PDF.
- If incorrect documents are uploaded, Registered Pharmacist can delete and re-upload documents only before final submission of application
- If age of registered pharmacist is 65 years or more, then it is requested to scan and upload medical fitness certificate under other document section  
(Medical fitness certificate issued by Government Medical Officer /Civil Surgeon / Staff Surgeon of government hospital/ PHC /Private Registered Medical Practitioner with Master Degree on letter head with his Signature and official seal)

**Application**

[Click here to update Address Details](#) \* Mandatory Fields

### Upload Application Related Documents

[DOWNLOAD - Statement of Acceptance](#)  
Kindly upload scan copies of originals documents, otherwise application may be reverted for rectification which may delay your approval process  
Max file Size must not exceed above 200 kb, File format must be in PDF.

Statement of Acceptance

### Uploaded Documents - Please Verify All Documents before Proceeding

Incase, Incorrect documents are uploaded, candidate can delete and re-upload documents

| SR.NO. | DOCUMENT                 | VIEW | DELETE |
|--------|--------------------------|------|--------|
| 1      | Identity Proof           |      |        |
| 2      | Registration Certificate |      |        |



After document upload, registered pharmacist will click on **Proceed for Payment** button to go to next step on Payment Detail

The screenshot shows the 'Application' page with a header 'Application' and a sub-header 'Upload Application Related Documents'. A green notification bar states 'Registration Certificate Uploaded !!!'. Below this is a table of uploaded documents:

| SR. NO. | DOCUMENT                 | VIEW | DELETE |
|---------|--------------------------|------|--------|
| 1       | Identity Proof           |      |        |
| 2       | Registration Certificate |      |        |

A red arrow points to a blue button labeled 'PROCEED FOR PAYMENT >>'.

6. As per application type, system will calculate fees. Click on 'PAY' button to pay your fees. Then registered pharmacist will click on Pay button and registered pharmacist will be redirected to payment gateway page on SBI Bank

The screenshot shows the 'Enter Payment Details' page. It includes a dropdown menu for 'Renewal For' with options: '10 years (Rs.500/-)', '20 years (Rs.1000/-)', and '10 years (Rs.500/-)'. Below this are input fields for 'SBI Reference Number', 'Fees Paid', and 'Payment Date'. A red arrow points to a blue 'PAY' button.

As mentioned above following page will open for making online payment at SBI bank portal. Read all the instruction and click to **Proceed** for Payment tab.



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The screenshot shows the SBI State Bank Collect payment portal. At the top left is the SBI logo, and at the top right is the text 'State Bank Collect'. Below the header is a navigation bar with 'Products & Services' and 'Know More' links. The main banner features a globe, a laptop with 'PAYMENT ONLINE' on the screen, and the text 'STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL'. Below the banner is a 'DISCLAIMER CLAUSE' section with the heading 'Terms Used'. The disclaimer contains several bullet points regarding the bank's responsibility and the user's obligations. At the bottom, there is a checkbox labeled 'I have read and accepted the terms and conditions stated above.' with a note '(Click Check Box to proceed for payment.)'. A red arrow points to a blue 'Proceed' button.

Registered pharmacist will be redirected to next page for payment, see below image for reference.

The screenshot shows the Maharashtra State Pharmacy Council payment details form. At the top, there is a blue header with 'State Bank Collect - State Bank Mops'. Below the header is a navigation bar with 'State Bank Collect / State Bank Collect' and an 'Exit' button. The main content area has a green background with the council's logo and name: 'MAHARASHTRA STATE PHARMACY COUNCIL R SQUARE, 4TH FLOOR, OPP ESIS HOSPITAL, LBS MARG, MULUND WEST, MUMBAI-400080'. Below this is a section titled 'Provide details of payment' with a light blue background. It contains a dropdown menu for 'Select Payment Category \*' with 'MISC Payment' selected, and input fields for 'Name \*', 'Fees \*', and 'Remarks'. A note at the bottom states 'Please confirm the details before making the final payment'.

Registered pharmacist will Fill all his details and Click on **Submit** button. As he clicks on Submit button, he will be redirected to Payment details. Enter your payment details as per bank instruction.



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Remarks

- Please confirm the details before making the final payment
- Telephone 022-25684291, Email: mspcindia@gmail.com Website: www.mspcindia.org

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name \*

Date Of Birth / Incorporation \*

Mobile Number \*

Enter the text as shown in the image \*

• Mandatory fields are marked with an asterisk (\*)

After successful payment, registered pharmacist may take printout of the online payment done at bank end by him and enter details of payment as shown below

SBI Reference Number • (Ex. DUXXXXXXX)  Fees Paid •  Payment Date • (Ex.dd/mm/yyyy)

**Confirm Address** | Note: Application will be dispatched to following address. [Click here to update Address Details](#)

**Address:** PURUSHOTTAM MAKANJI NIWAS M G ROAD , GHATKOPAR , , MUMBAI , MUMBAI , MAHARASHTRA, 400077

:: Responsibility Statement

- I undertake that the information submitted / Uploaded is true and correct.
- I am aware that any errors, mistakes, faults, inaccuracy, miscalculation in submitting / uploading data will result into wrong, improper, incorrect output
- I am aware that I will be solely responsible for any incorrect or wrong output generated due to above.

I AGREE WITH THE ABOVE RESPONSIBILITY STATEMENT

Now registered pharmacist will enter following details:

- SBI reference DU number generated as mentioned above
- Amount of fees paid and payment date.

Registered pharmacist will then click on **ADD** button to proceed.

Then registered pharmacist is requested to read "Responsibility Statement" and click on same to agree.

Then registered pharmacist will click on **CONFIRM APPLICATION** tab



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SBI Reference Number • (Ex. DUXXXXXXXX)      Fees Paid •      Payment Date • (Ex.dd/mm/yyyy)      ADD

DU

**Confirm Address** | Note: Application will be dispatched to following address.      [Click here to update Address Details](#)

**Address:** PURUSHOTTAM MAKANJI NIWAS M G ROAD , GHATKOPAR , MUMBAI , MUMBAI , MAHARASHTRA, 400077

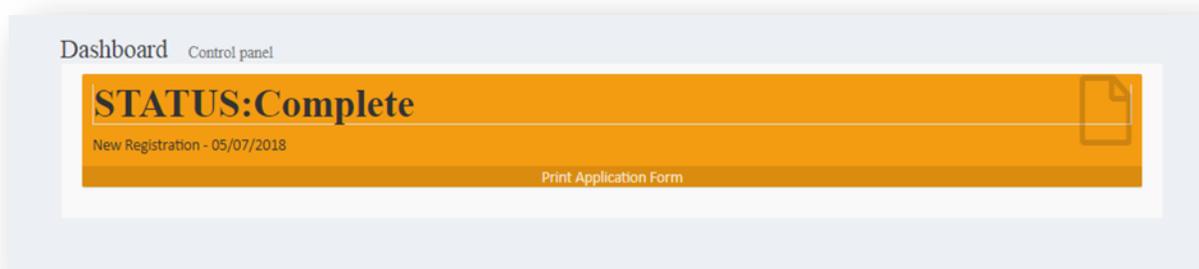
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I AGREE WITH THE ABOVE RESPONSIBILITY STATEMENT

BACK      CONFIRM APPLICATION

As registered pharmacist **CONFIRMS his/her application**, application status will be completed. Please refer below image.



As shown in above image **STATUS** is **Complete**

[NOTE: Though this system will be adopted for ease of registered pharmacist in general, in case of certain cases Registrar MSPC can call the registered pharmacist in person along with requisite original documents at MSPC.]

Once online renewal applications are received in MSPC system, **STATUS** will be seen as

- **Payment Verification**  
It will take minimum 3-4 working days from the bank to confirm the receipt of online renewal payment done by registered pharmacist to MSPC. After same, the application will be scrutinized by MSPC staff.
- **Scrutiny**  
Then status of application will be seen as scrutiny.
- **Final Approval**  
After MSPC scrutiny, online renewal application will be approved by MSPC. Registration renewal will be updated in MSPC database and on MSPC website after which registered pharmacist may login using his credentials and can get confirmation of his registration renewal.