

myGPhC renewal user guide

Sign in

- Go to www.mygphc.org
- Enter your GPhC registration number and registration renewal number and select '**Sign in**'. Your renewal number can be found in your renewal notice.
- Once you have signed in, you will be prompted to set up a password so you can access your account when needed.

Start a renewal session

- On the **welcome page**, click the '**renew your registration**' link in blue or '**registration renewal**' in the quick link tabs on the left hand side of the page.
- Once you have clicked on the link, select the green '**Renew**' button.

Make your declaration

- You will then be forwarded to the **Declaration of fitness to practise page**, where you will need to complete the 7 declaration questions.
- Once completed, click the green '**Continue**' button.

Confirm your selection

- You will then be forwarded to an overview page where you will need to review your answers to your declarations.
- If you are happy with your answers, click the green '**Confirm**' button to continue. If you need to change an answer, click the red '**Modify**' button and repeat the previous step.

Make your payment

- You will now be instructed to read the renewal declaration and pay your renewal fee. Once you have read the declaration, select the card type and tick the box to say you have read, understood and agreed to and completed the fitness to practise matters and the declaration for renewal in the register.
- Select the green '**Continue**' button.

Renewal complete

- You will now be directed to the WorldPay site to make your payment. Once completed, your renewal has been successfully processed.
- If you have a direct debit set up, all you need to do is complete the declaration steps for renewal.