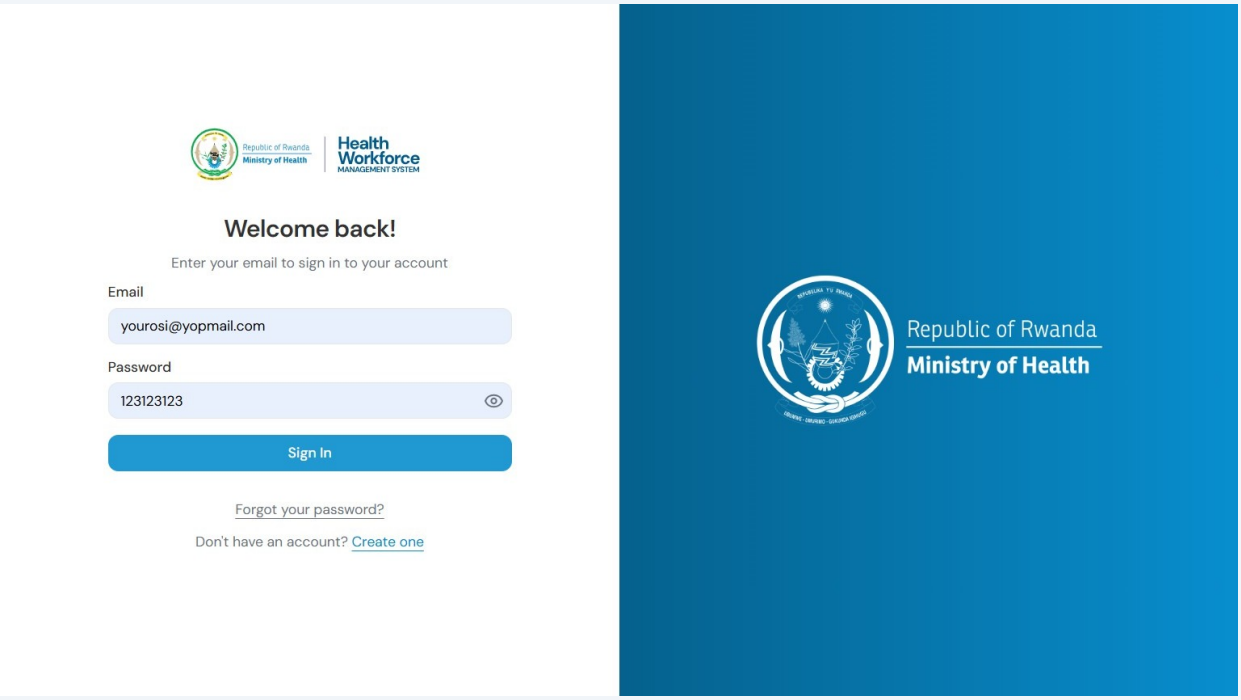
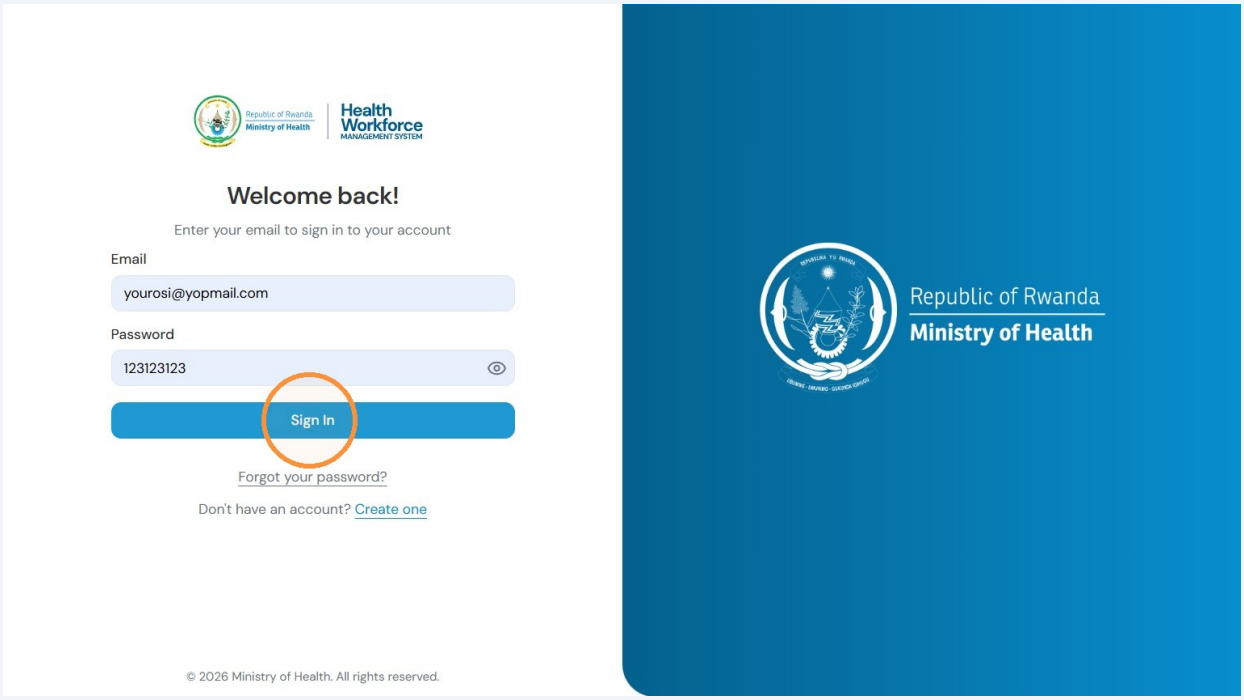
How Applicants Can Apply for Services on the Health Workforce Management System

This guide provides step-by-step instructions on how applicants can apply for services through their Health Professional (HP) account on the Council's portal. It covers the entire application process, from logging into the account to uploading the required documents and submitting the application for review.

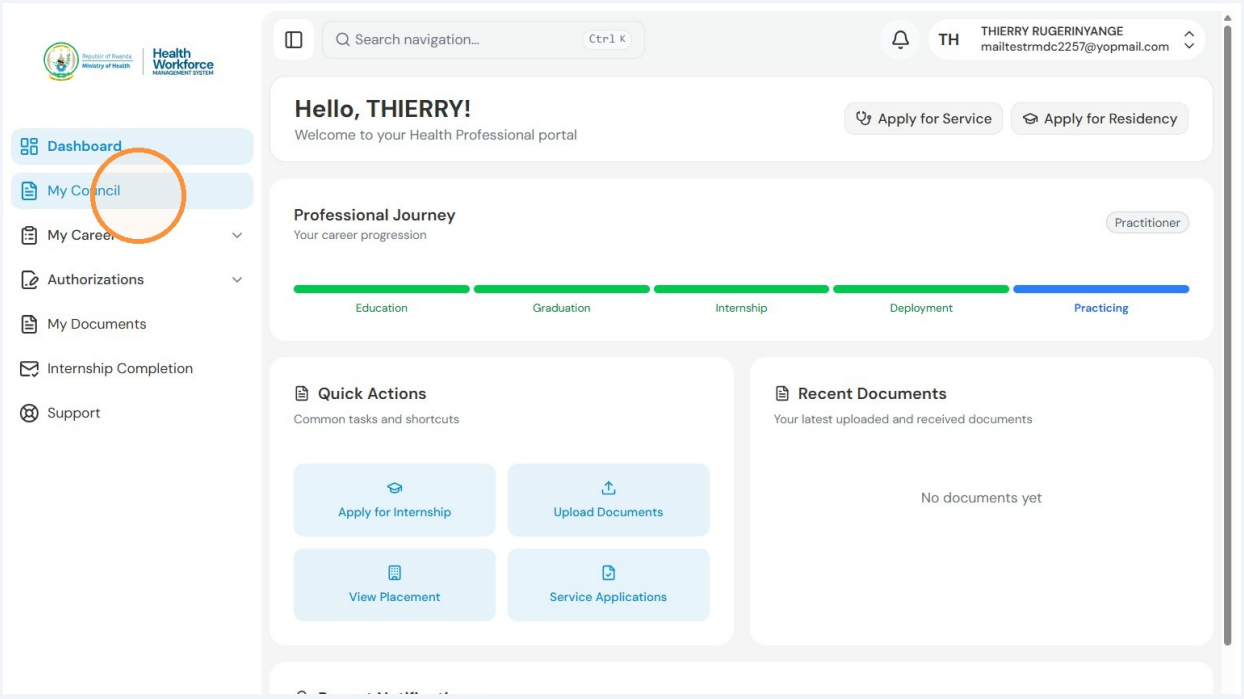
1 Navigate to https://hwms.moh.gov.rw



2 After Entering your email and password Click "**Sign In**"



3 After logging into your account, click **"My Council."**

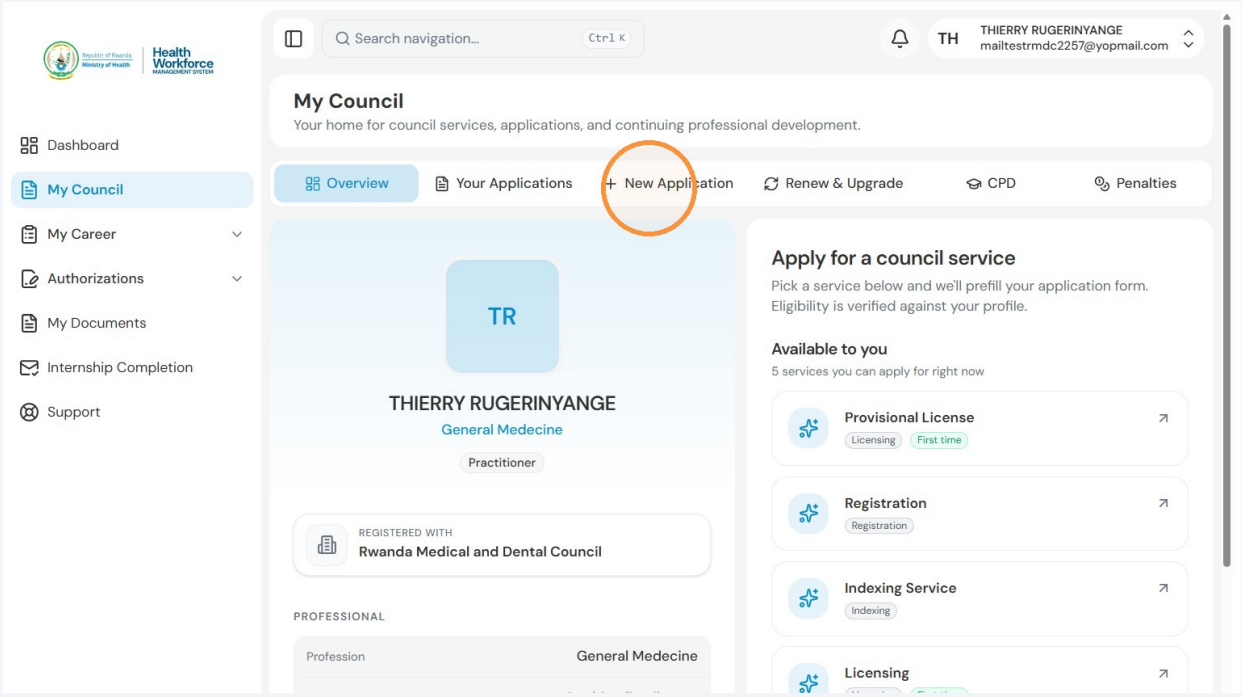


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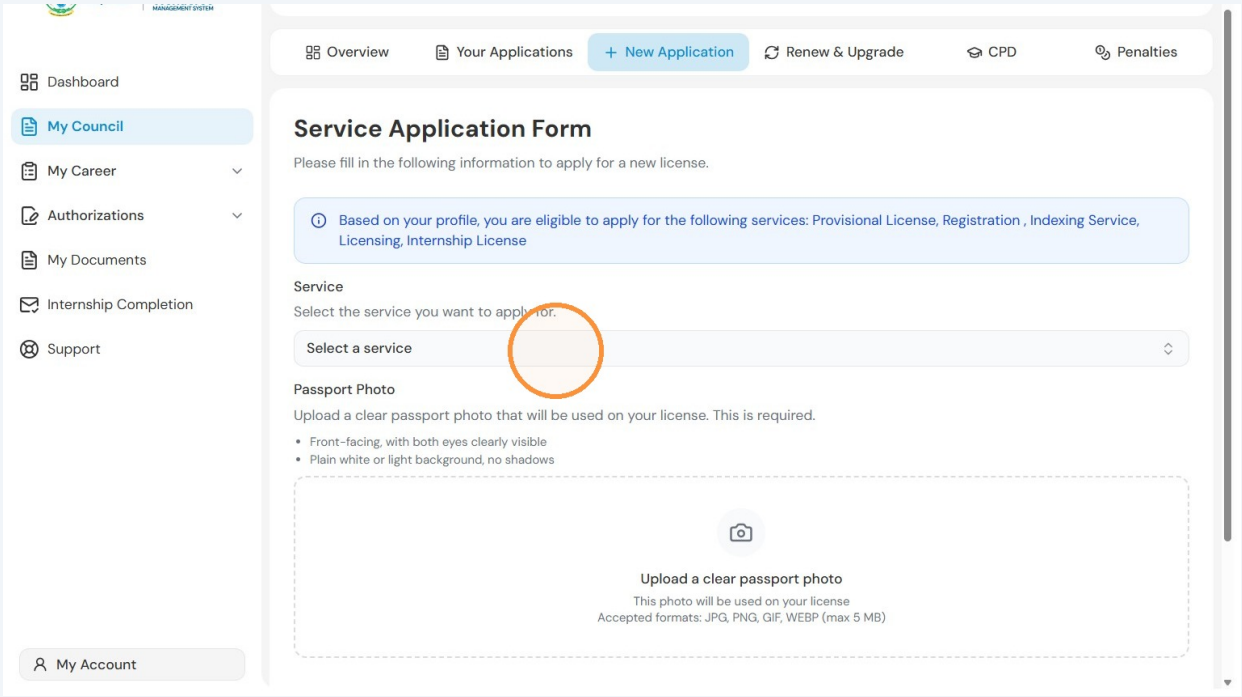
• Click **"New Application"** to submit a new application.

• Click **"Your Applications"** to view and track all applications submitted through your account.

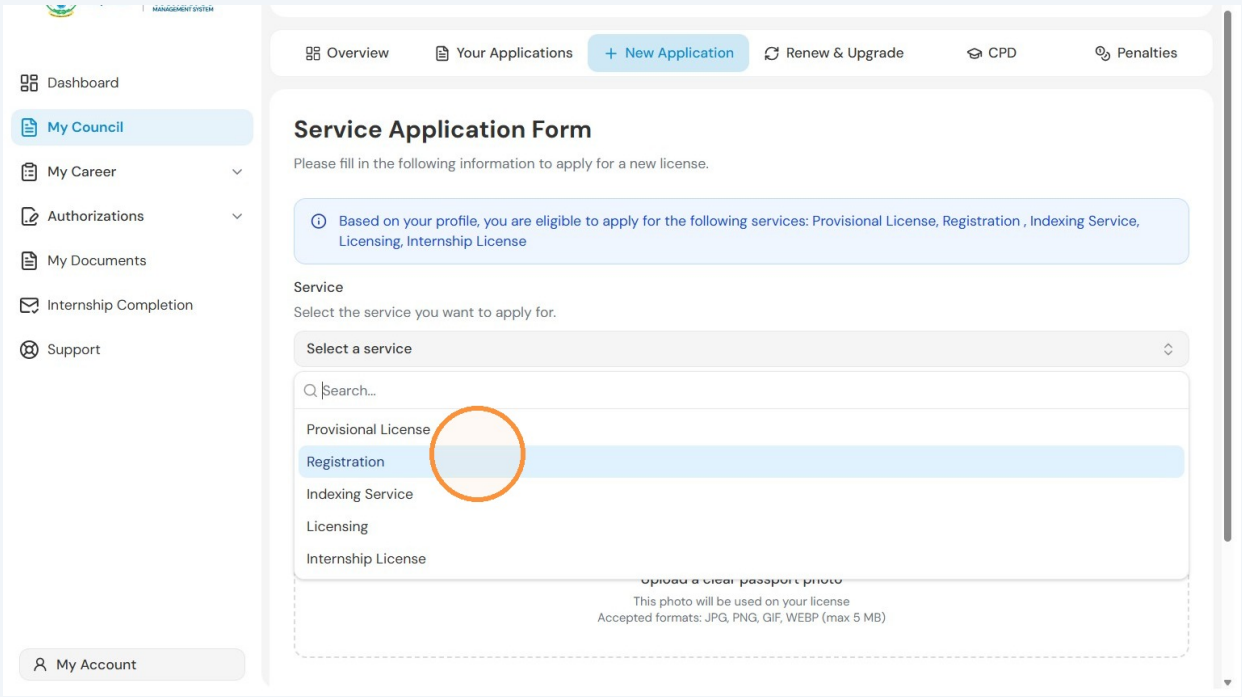
• Click **"Renew and Upgrade"** to renew your existing license or upgrade from one professional category to another.



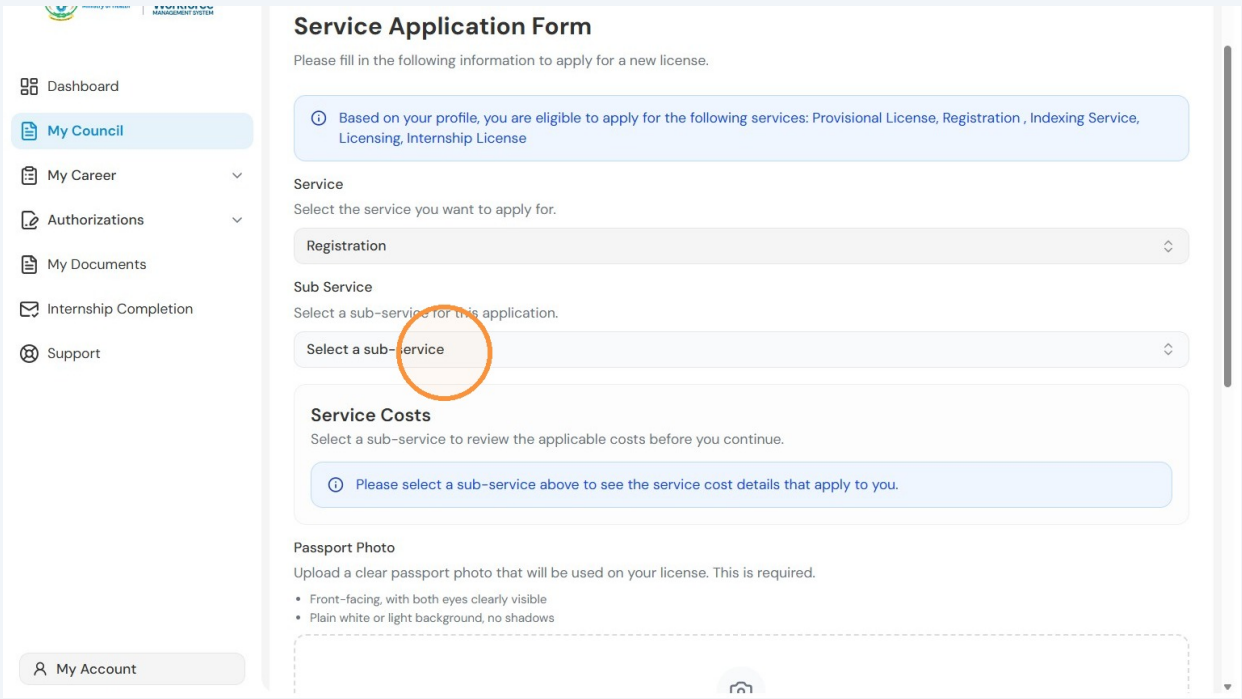
5 Click **"Select a service"** and choose the service you want to apply for from the list.



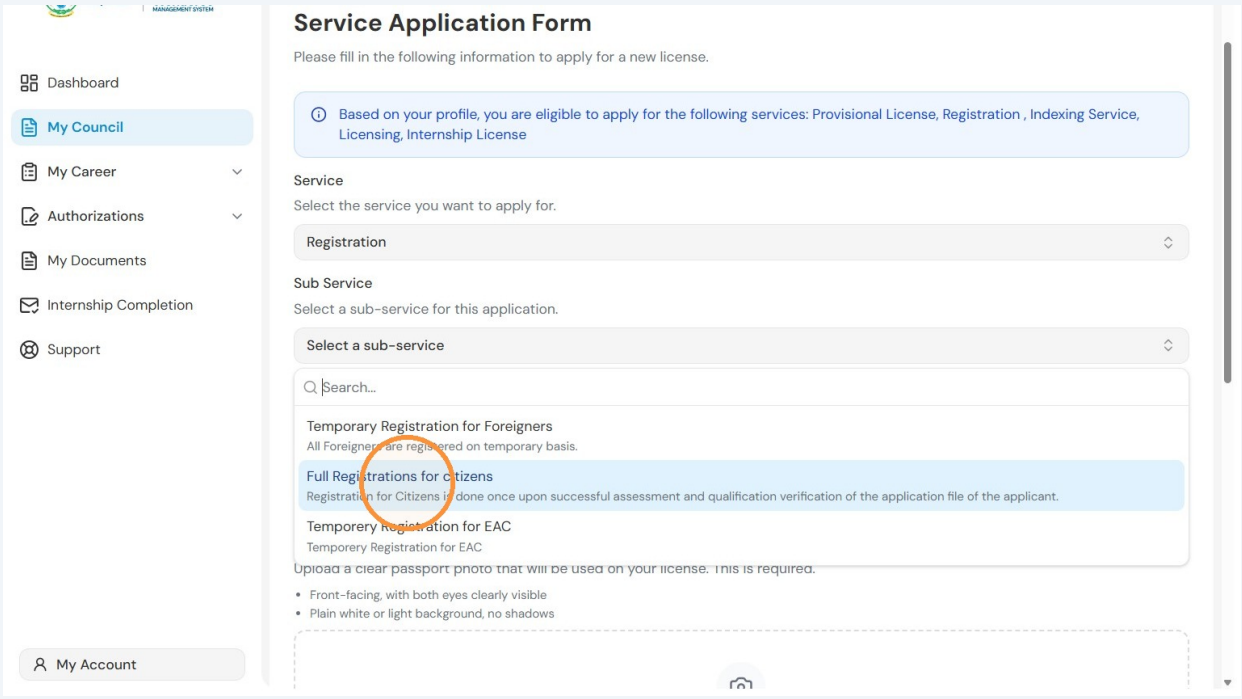
6 Click on the service you want to apply for from the list of available services.



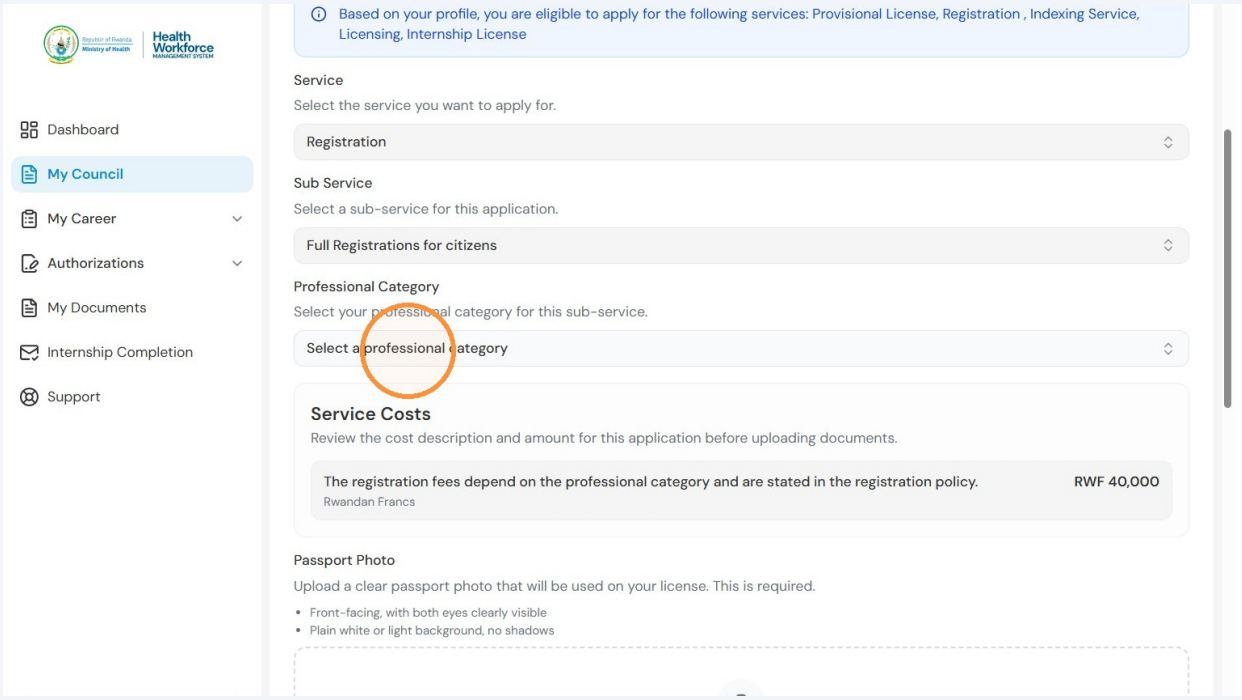
7 Click **"Select a sub-service"** and choose the sub- service you want to apply for from the list.



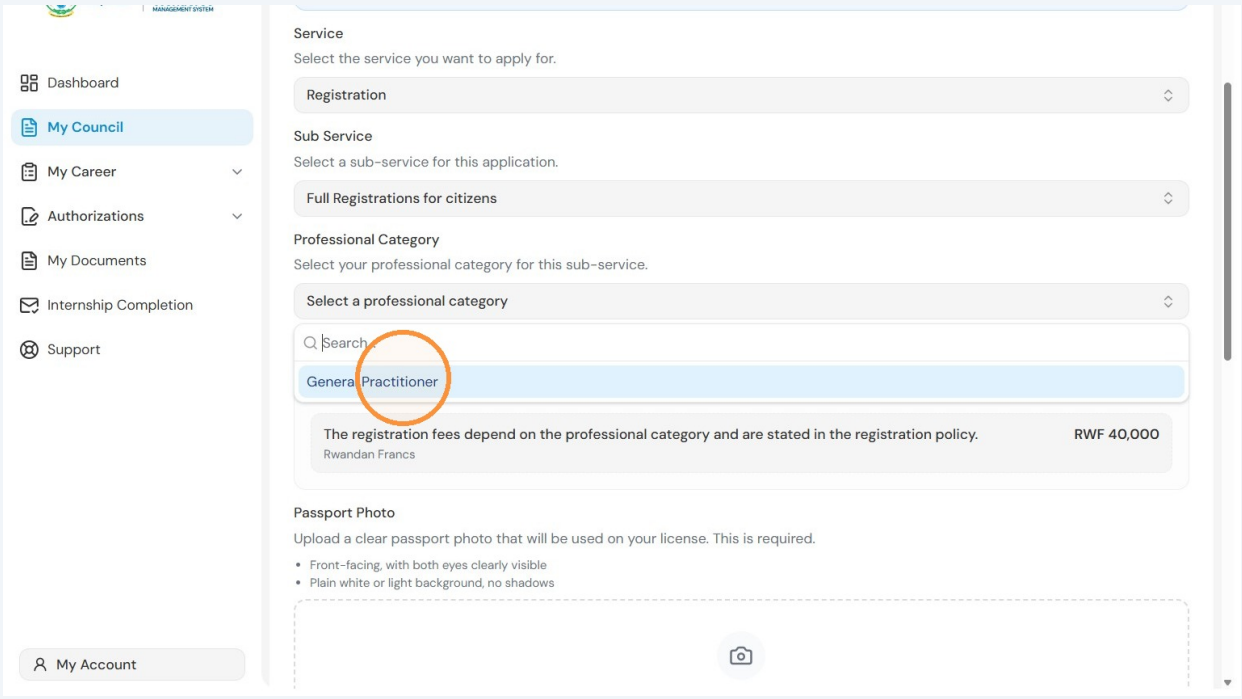
8 Click on the sub-service you want to apply for from the list of available sub-services.



9 Click **"Select a professional category"** and select the category displayed based on your profession.

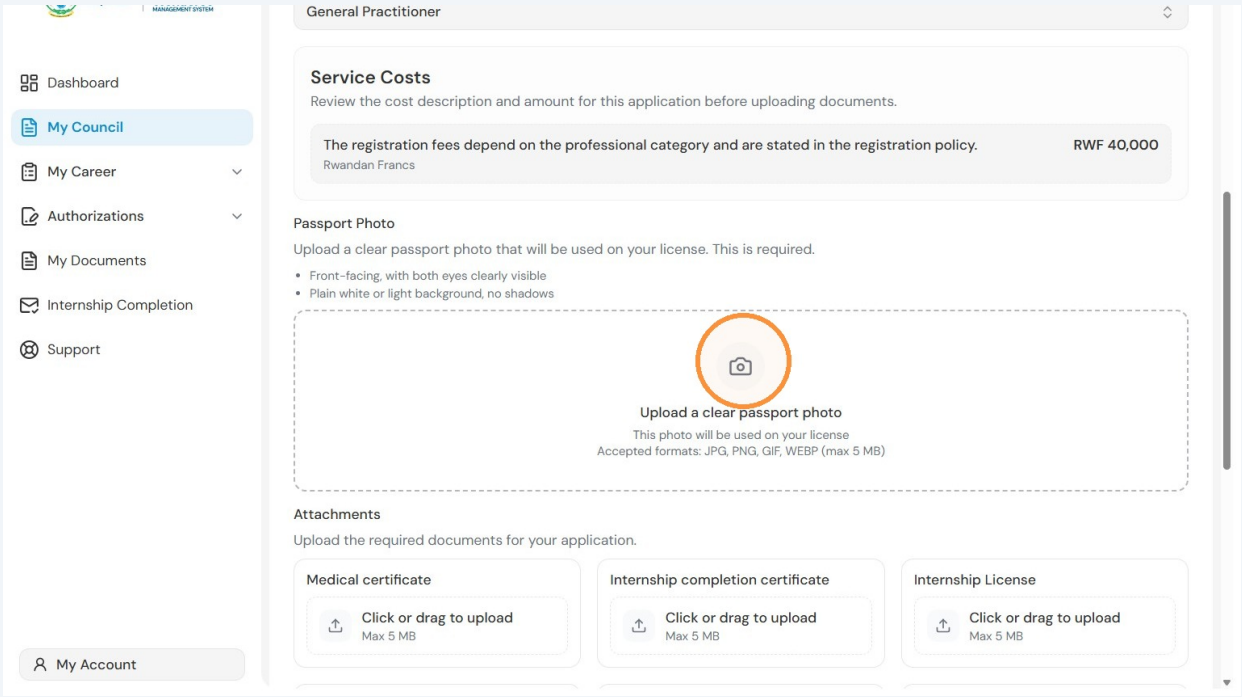


10 Click on the **category** you want to apply for from the list. Make sure you select the correct category, as it will be displayed on your **license or certificate.**



11 **Click the photo icon to upload your passport photo. This photo will be displayed on your license or certificate.**

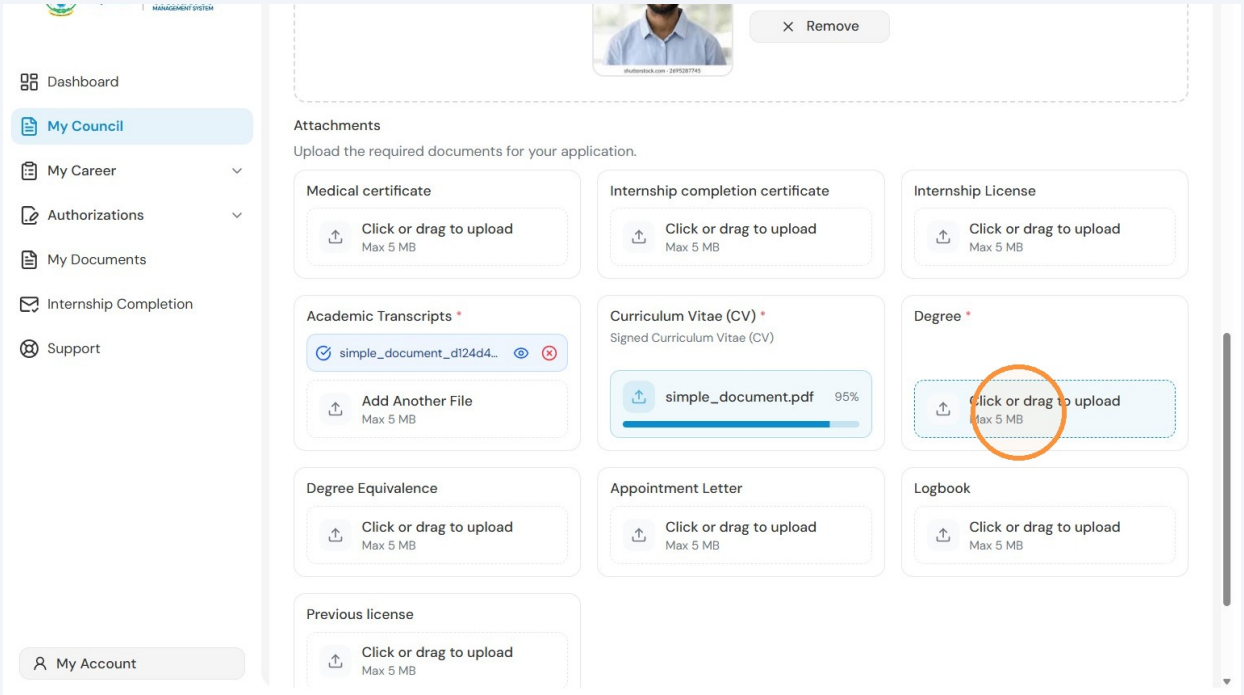
After uploading the photo from your computer or phone, you can change or remove it if needed. If you are not satisfied with the uploaded photo, click "Change" or "Remove" and upload a new one. Make sure to make any necessary changes before proceeding to upload the required attachment documents.



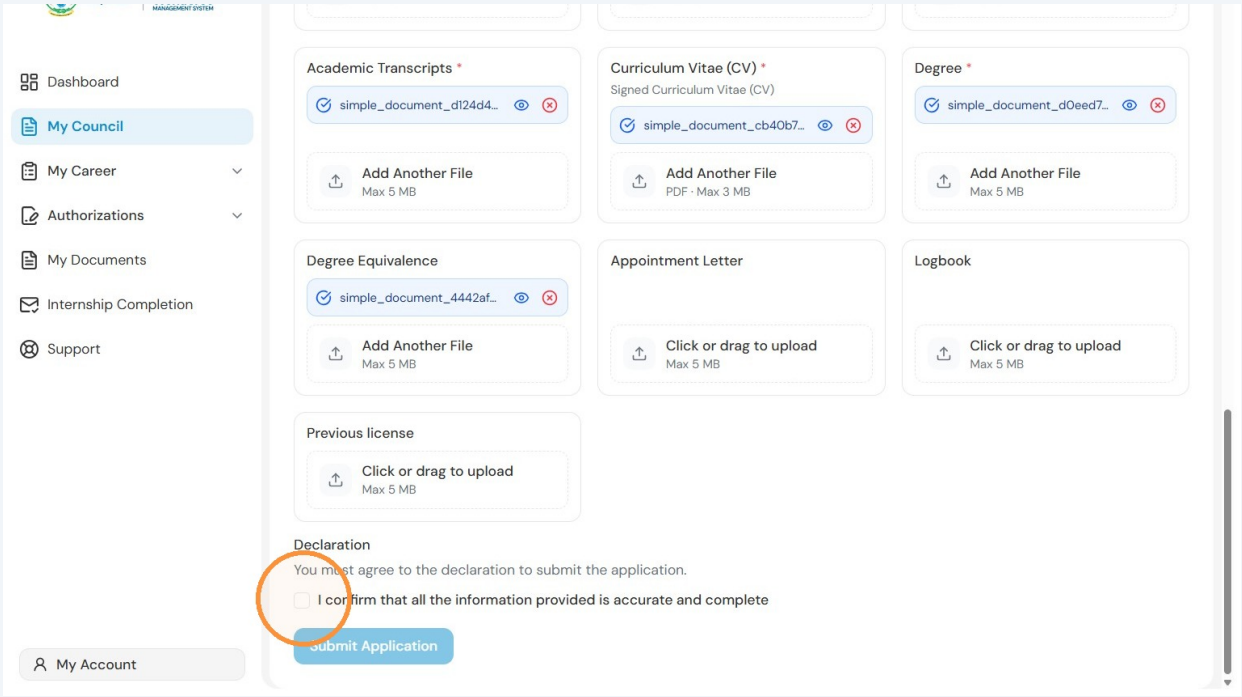
12 Click **"Click or drag to upload"** to upload the required attachment documents. Documents marked with a **red star (*)** are mandatory, while those without a red star are optional.

Make sure your documents meet the **size limit** shown on the system. To replace an incorrect document, click the **red cross (X)** next to the view icon and upload the correct one.

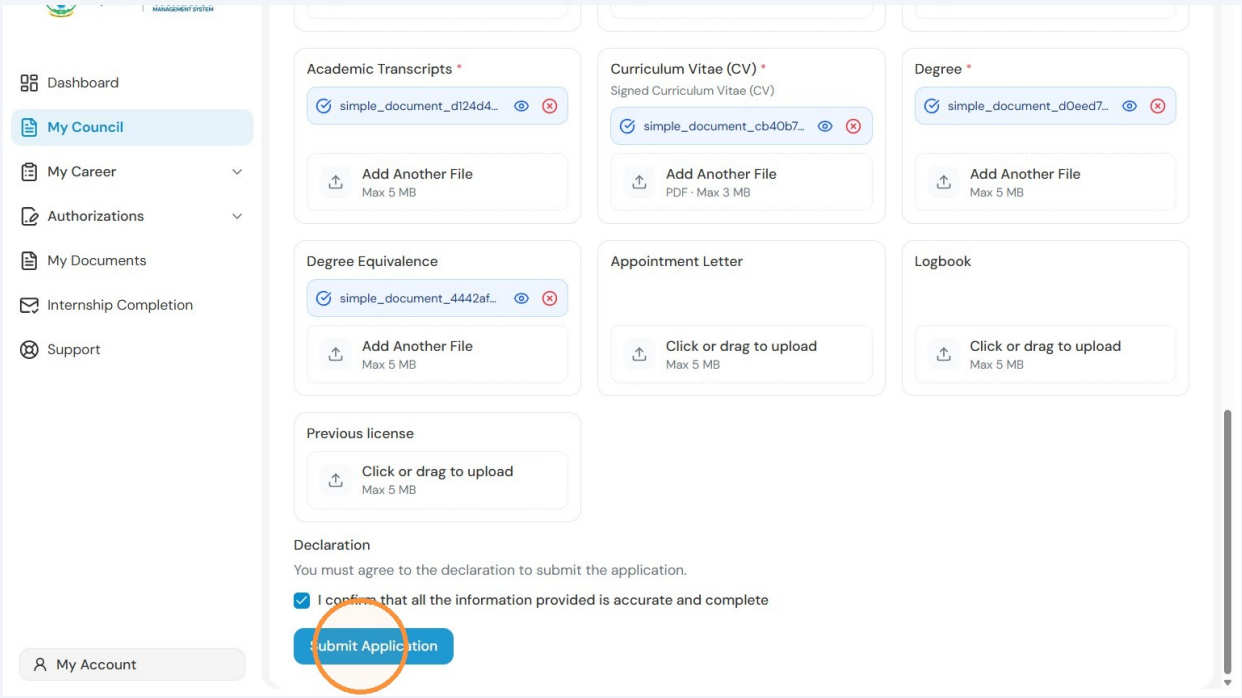
Make any necessary changes **before submitting your application**. After submission, changes can only be made if the Council returns the application for revision.



13 Click the **"Declaration"** button to confirm that all the information provided is accurate and complete before submitting your application.

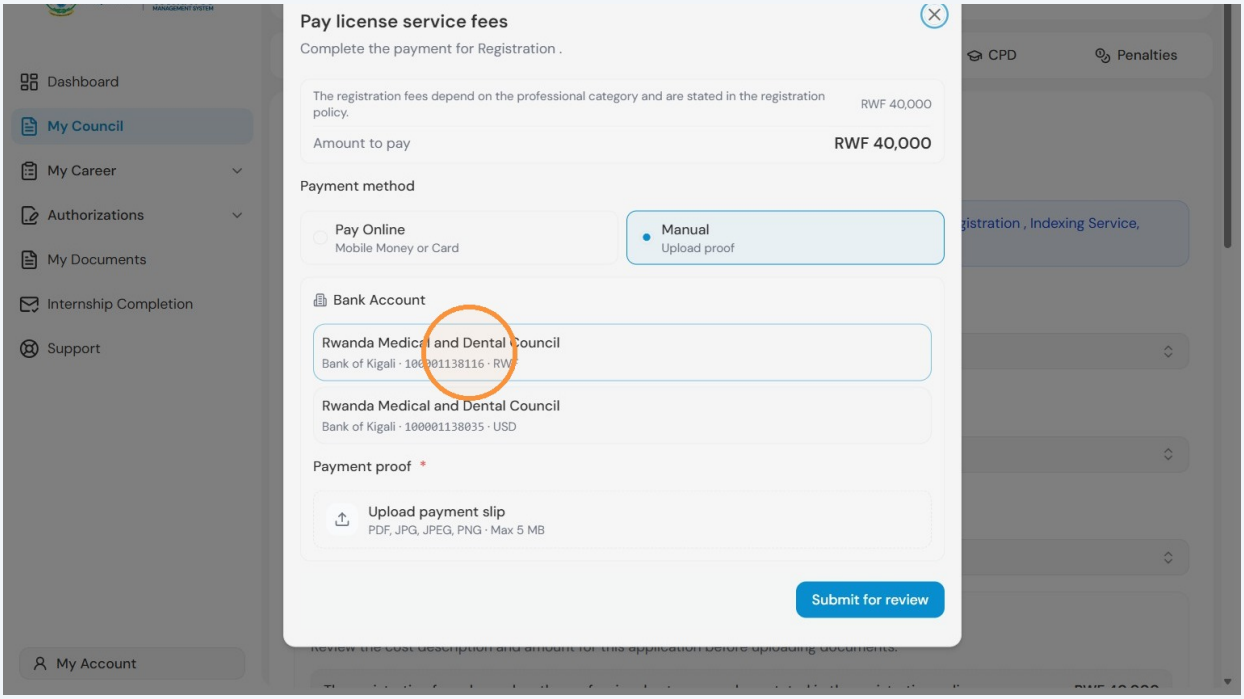


14 Click **"Submit Application"** to proceed to the payment step. Your application will only be fully submitted for review after the payment is completed.

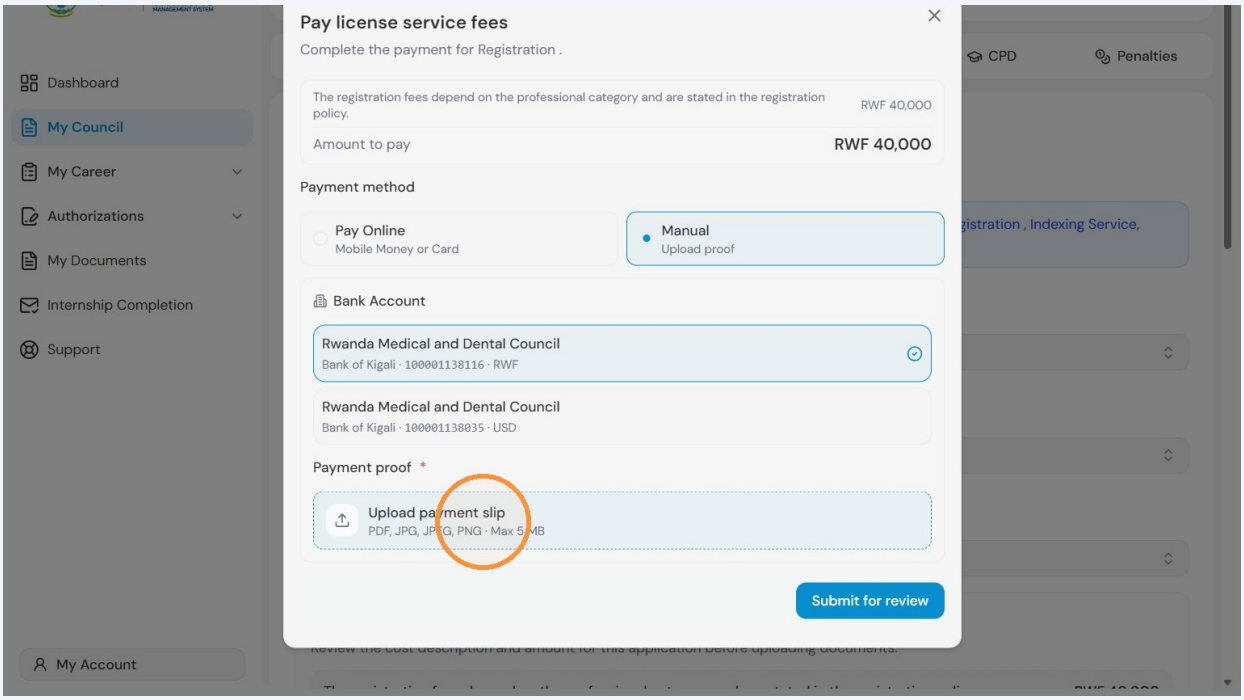


15 Choose your preferred **payment method: Online or Manual**.

For **Manual Payment**, select the bank account number you used to make the payment, then upload your **payment slip or proof of payment**.



16 Click **"Upload Payment Slip"** to upload your proof of payment.



17 Click **"Submit for Review"** to complete and submit your application.

If you have already uploaded your payment proof but are not ready to submit the application, you can close the payment page. Your application will be saved as a **draft** in your account.

When you are ready to continue, go to **"My Council"** → **"Your Applications"**, then click **"Pay"** to access the payment page and proceed with the submission.

