



USER GUIDE e-LICENSING

IONISING RADIATION LICENCE RENEWAL

P.O. Box,50002
Exploration House Government Road
Ridgeway, Lusaka
Zambia

Tel: +260 211 252481

Fax: +260 211 252481

E-mail: radiation@rpa.gov.zm

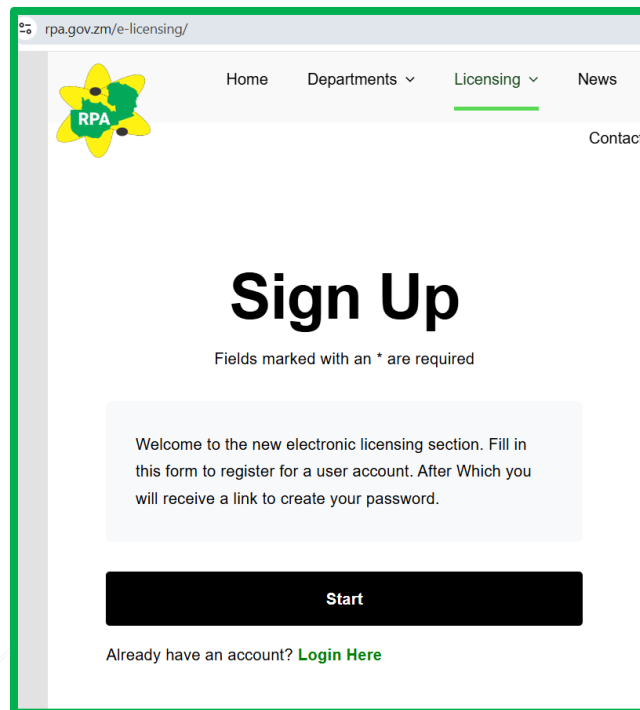
Website: www.rpa.gov.zm

Welcome to the Online Licensing Portal!

This guide provides step-by-step instructions for submitting a renewal application for your license through the e Licensing website. Follow these steps to complete the process successfully.

Step 1: Register for access on the RPA website

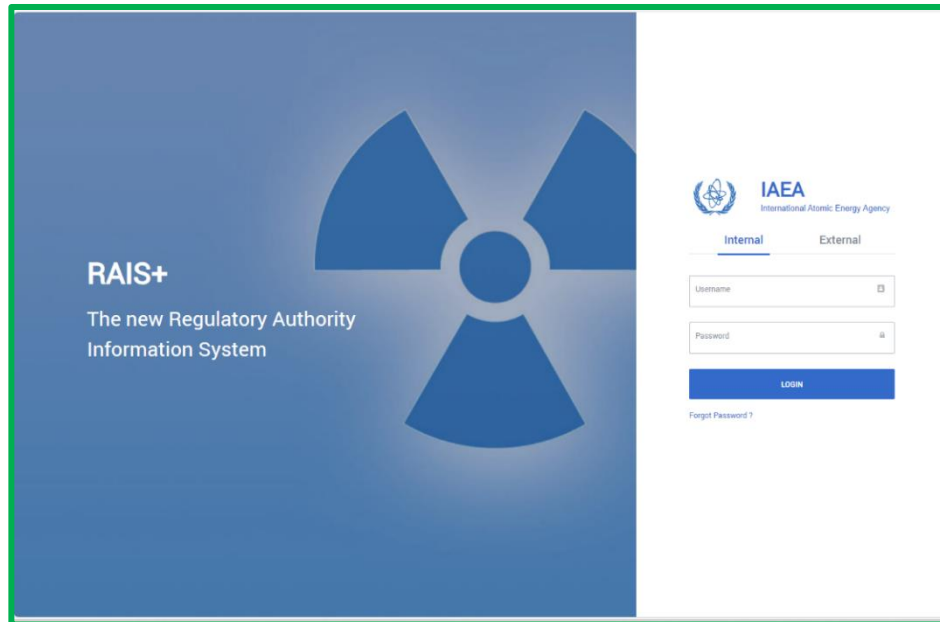
1. Open a web browser and visit the registration page at www.rpa.gov.zm/e-licensing
2. Register for an account by providing your contact information. Proceed to step 2 after you receive a link via your email address containing your username and a link for you to create a password. The password should be at least 8 characters long alphanumeric (contains letters, symbols and numbers)



Step 2: Access the Portal

1. Open a web browser and visit the eLicensing portal at www.rais.rpa.gov.zm/idp

2. Log in as an external user using your registered **Username** and **Password**. If you have forgotten your login details, use the **Forgot Password** option.



Step 3: Update your Inventory (**Only if there are some changes to your existing inventory or you have never submitted any inventory information online!**)

1. Navigate to **Inventory** section: **Sources and Registers**:



Update inventory existing under your facility, such as;

- **(Radiation Generators, sealed sources and unsealed sources)** that you are applying for renewal for use or possession.
- Submit this information so that it can be validated and approved via the system by Radiation Protection Authority Officers.

Important Note: For **Radiation Generators** Inventory;

1

Radiation Generator

Add New Radiation Generator

Regulatory Authority Generator No *
RG/SequenceNumber/ ⓘ

Serial Number
75 ⓘ

Type
C-arm Xray generator ▼ ⓘ

Manufacturer
Add New Manufacturers ⓘ


Model
Add New Model ⓘ

- The **RAN** (Regulatory Authority Number) is automatically generated in the system and should be left blank.
- If the **Type** of equipment is not visible on the drop-down menu, please contact Radiation Protection Authority to add it to the system.
- You have user rights to add the **Manufacture's** name and **Model** of equipment should you be unable to see them in the system
- If you have the picture of the equipment, please add it as well!

Step 4: Navigate to the Renewal Section

1. Once logged in, locate the **Application for Ionising Radiation License Renewal** section under the **Regulatory Processes** drop down menu.
2. Click on **initiate workflow** to proceed.

Important: Avoid initiating too many workflows of the renewal process, always complete one workflow at a time!

 **RADIATION PROTECTION AUTHORITY**
"Protecting workers, the public and the environment from harmful effects of ionising radiation"

Dashboard Regulatory Processes ^

Authorizations

- Apply for Ionising Radiaton Licence Use/Possession
- Application for Ionising Radiaton Licence Renewal
- Apply for Ionising Radiaton Licence Export
- Apply for Ionising Radiaton Licence Import

Follow Up Actions

- Export Licence Follow Up Action
- Ionising Radiaton Licence Import Follow Up Action
- Permanent Transfer Licence Follow Up Action
- Temporary Transfer Licence Follow Up Action

RADIATION PROTECTION AUTHORITY
"Protecting workers, the public and the environment from harmful effects of ionising radiation"

File Library Testuser

Dashboard Regulatory Processes Inventory

Regulatory Processes / Authorizations / Application for Ionising Radiation Licence Renewal

Application for Ionising Radiation Licence Renewal

Search... Initiate Workflow

Name	RAN	Status	RAN Of R&A Workflow	RAN Of Payment Workflow	RAN Of Auth Inspection Workflow
AUTH/USE.REN/0007 Endress Hauser	AUTH/USE.REN/0007	Approved	RA/0003	AUTH/PAY/0003	
AUTH/USE.REN/0001 Endress Hauser	AUTH/USE.REN/0001	Incomplete Application			

1 - 2 of 2 items

Step 5: Submit Your Details

- The system will display Form IX (Application for Renewal of Licence) for you to fill in your existing license details, including:
 - Radioactive Source inventory (Radiation Generators, sealed sources and unsealed sources) that is already existing under your facility

Select Radiation Generator(s)

Select Sealed Source(s)

Select Unsealed Source(s)

- Personal or organization information
 - Submit the the number of occupationally exposed workers
- Review the information and ensure it is accurate.
 - If there are errors, review the form to check for mandatory fields and update the information accordingly.
 - Upload any supporting documents required for updates.
 - Ensure all mandatory fields are filled out.
 - After verifying all details and documents, click **Submit Application**
 - A confirmation message will appear, indicating your application has been submitted successfully.
 - You will receive an email with the application reference number for tracking purposes

Step 6: Track Application Status

- Use the **Notifications** feature on your dashboard to monitor the progress of your renewal.

2. You will receive notifications via email regarding updates on your application.
3. The application is been reviewed by Radiation Protection Authority for completeness at this stage
4. After the completeness review by RPA, you will receive dashboard and email notifications for you to complete the payment process and attach proof of payment.

Step 7: Payment of Renewal Fees

1. You can access the pending payment task or workflow by navigating to the **Regulatory Processes** and selecting **Apply for Ionising Radiation Licence Renewal**

Dashboard Regulatory Processes ^

Authorizations

- Apply for Ionising Radiaton Licence Use/Possession
- Application for Ionising Radiaton Licence Renewal
- Application For Transfer of Licence Form VI
- Application for variation of terms Form V
- Apply for Ionising Radiaton Licence Export
- Apply for Ionising Radiaton Licence Import

2. Select the current AUTH/PAY workflow

Application for Ionising Radiaton Licence Renewal Search...

Name	RAN	Status	RAN Of R&A Workflow	RAN Of Payment Workflow
AUTH/USE.REN/0028 Art Dental Medical...	AUTH/USE.REN/0028	Waiting for Review and Assessment to c...	RA/0008	AUTH/PAY/0008

3. Select click here

Facility : Lewanika General Hospital (FAC/0054) Trigger : Initiated Manually

Current Process : Application for Ionising Radiaton Licence Renewal (AUTH/USE.REN/0027) Status : Waiting for Review and Assessment to complete

Execution of current instance is waiting for the completion of dependent process. Please check for more details. [Click Here](#)

1 Application Submission Form IX Renewal
 2 Requested Terms
 3 **Completeness Check**
4 Review and Assessment
 5 Authorization Terms
 6 Acceptance
 7 Licence Approval CEO
 8 Authorization Approval
 9 Authorization Certificate

4. Select the payment for Authorization option

AUTH/USE.REN/0028 - FAC/0473 - **Waiting**

Workflow Name	Name	Relation	Status
Payment for Authorization	AUTH/PAY/0008 Art Dental Medical Clinic	Child	Paid
Review and Assessment	RA/0008 Art Dental Medical Clinic	Child	Draft

5. Select the documents option to download the invoice uploaded by the accountant by navigating to the documents section

Dashboard Regulatory Processes Inventory Reports Statistics Regulatory System Settings Administration

Attach Invoice Confirm Payment

Licensee must download the Invoice attached and confirm Payment Details

Facility name
Art Dental Medical Clinic

Facility RAN
FAC/0473

Authorization RAN
AUTH/USE REN/0028

Upload Invoice *
Allowed types -doc, docx, pdf, txt, xls, trdx, msg, eml, xlsx (Max. file size - 4000 KB)
Art Dental Invoice.pdf

Amount Paid *
7720

Medium of Payment *
Bank Transfer

Payment Confirmed By *
Hubert Sikalundu

Upload Receipt *
Allowed types -doc, docx, pdf, txt, xls, trdx, msg, eml, xlsx (Max. file size - 4000 KB)
Payment_Notification (1).pdf

Linked Processes History Generated Documents Documents Workflow Assignments

6. Indicate the amount paid and mode of payment (e.g., online payment, bank transfer).
7. Attach proof of payment where it says **upload receipt**
8. Submit the information.
9. After verifying all details and documents, click **Submit**
10. You will receive notifications via email regarding updates on your application

You may track application status via dashboard notifications

Additional Support

- If you encounter any issues, contact the support team at **radiation@rpa.gov.zm** or **0956319080**
- Check the FAQ section on the portal for quick solutions.

Step 8: Additional information and certificate issuance

1. After we verify the payment you have made, we shall carry out an internal review and assessment from which, if you satisfy all the requirements, licence conditions and a

certificate will be issued to you. Kindly accept the conditions by ticking the **I accept checkbox** and submit the form.

