



USER GUIDE e-LICENSING

IONISING RADIATION LICENCE RENEWAL

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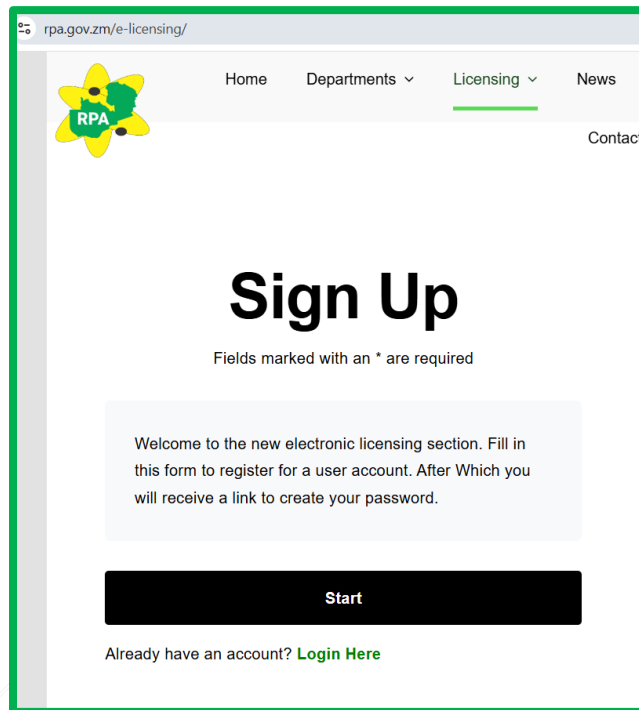
Website: www.rpa.gov.zm

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

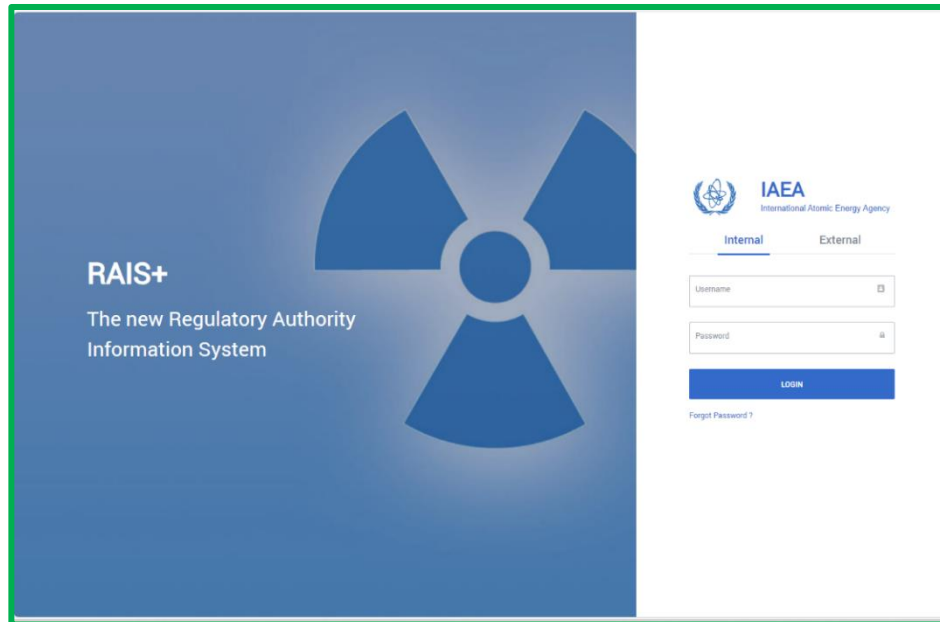
1. Open a web browser and visit the registration page at www.rpa.gov.zm/e-licensing
2. Register for an account by providing your contact information. Proceed to step 2 after you receive a link via your email address containing your username and a link for you to create a password.



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.
- Update the number of occupationally exposed workers that are employed under your facility
- Submit this information so that it can be validated and approved via the system by Radiation Protection Authority
-

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

- 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 **Manufactures** name and model of equipment should you be unable to see it in the system

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.



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
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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) ▼ ⓘ

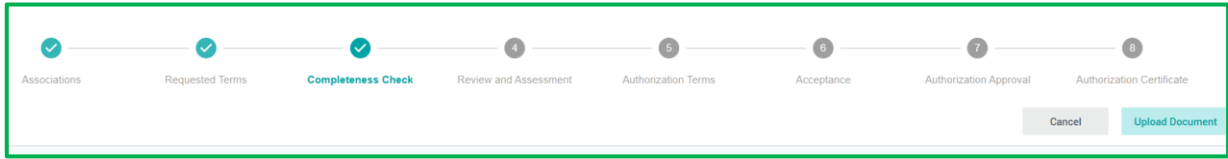
Select Unsealed Source(s) ▼ ⓘ

- Personal or organization information
- 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.
- You will receive notifications via email regarding updates on your application.
- 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.



Dashboard

All Notification(9)

- Amendment notifications (0)
- Access requests (0)
- Inspection alerts (0)
- Notifications and updates (4)
- Regulatory notifications (0)
- Renewal requests (0)
- Data approval/validation decision notifications (3)
- Data approval/validation requests (0)
- Withdrawal notifications (0)
- Workflow assignments (2)
- Application for Ionising Radiaton Licence Renewal (2)

Step 7: Payment of Renewal Fees

1. You can access the pending payment tasks or workflows by accessing the dashboard and then clicking on **Supporting Processes, Payment for Authorizations**

Dashboard

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

Inspections

- Authorization Inspection
- Inspection
- Radiation Event Inspection

Review and Assessment

- Review and Assessment

Enforcement

- Enforcement

Supporting Processes

- Payment for Authorization

Follow Up Actions

- Export Licence Follow Up Acti
- Ionising Radiaton Licence Imp
- Permanent Transfer Licence F
- Temporary Transfer Licence F



1. The system will provide you with an option to download the invoice based on the inventory you submitted in form IX
2. Download the invoice uploaded by the accountant by clicking on the download icon
3. Indicate the amount paid and mode of payment (e.g., online payment, bank transfer).
4. Attach proof of payment where it says **upload receipt**
5. Submit the information.



Dashboard
Regulatory Processes ▾
Inventory ▾
Reports ▾
Statistics ▾
Regulatory System Settings ▾
Administration ▾

✓
Attach Invoice

✓
Confirm Payment

Cancel

Licensee must download the Invoice attached and confirm Payment Details

Facility name

Facility RAN

Authorization RAN

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

Amount Paid *

Medium of Payment *

Payment Confirmed By*

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

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6. You may track application status via dashboard notifications
7. After verifying all details and documents, click **Submit**
8. You will receive notifications via email regarding updates on your application

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.

