

Guidelines for PHSRC Online Registration

Step 1: Access the Official Website

1. Visit the PHSRC official website. (<https://phsrc.lk/phsrcoffline/login.php>)

Step 2: Create an Account

1. Click on the "Sign Up" button.
2. Fill in the required information:
 - **Name:** As per your identification documents.
 - **NIC:** As per your identification documents.
 - **Email Address:** Provide a valid email address.
 - **Phone Number:** Include a valid mobile number.
3. Set a user name.
4. Click "Sign Up" button to create the account.
5. Login password will be sent to the provided mobile number.

Step 3: Log In to Your Account

1. Use your provided user name and password (sent to your provided mobile number) to log in.
2. Once you have logged into the system, please change your login password.

Step 4: Fill Out the Application Form

1. Select the relevant category of your institution.
2. Locate the "Renewal Registration" section on your dashboard.
3. Prior to submitting the application, update your mobile number on PHSRC database to access your institute profile (Call 011-2672911/12) or email to phsrc2015@gmail.com for assistance.
4. Complete the application form,
 - Basic Information
 - Staff Information
 - Institution Information
 - Facilities
 - Documents (Upload certified scanned copies of the requested documents in PDF)

Please complete all information in each of the five tabs in order to ensure a successful application.

Step 5: Pay the Registration Fee

1. Review the fee structure provided.
2. Choose your preferred payment method:
 - Card payment (credit/debit card)
 - Bank Through (upload receipt in JPG)
 - Bank transfer (upload receipt or transaction details in JPG)
3. Confirm your payment and retain a receipt for reference.

Step 6: Submit the Application

1. Upon verification of the entered details, the application will be forwarded to the relevant PDHS
(A confirmation will be received to your registered mobile number)

Step 7: Approval of Your Application

1. The Provincial Director of Health Services (PDHS) will review your application and provide the recommendation.
2. Following the PDHS recommendation, the Private Health Services Regulatory Council (PHSRC) will grant the final approval.
(A confirmation will be received to your registered mobile number)

Tips for a smooth process of the system

- Ensure all documents are clear and in the required format (e.g., PDF, JPG & maximum capacity of 5MB).
- Applicants must enter all required details and upload the necessary documents for successful submission. (The information provided can be modified before forwarding to the PDHS).
- Use an active email address and phone number to avoid communication delays.
- For technical or application-related assistance please contact Mr. Jayaratne at PHSRC (0112672911/0765317205).