



PROVIDER USER MANUAL

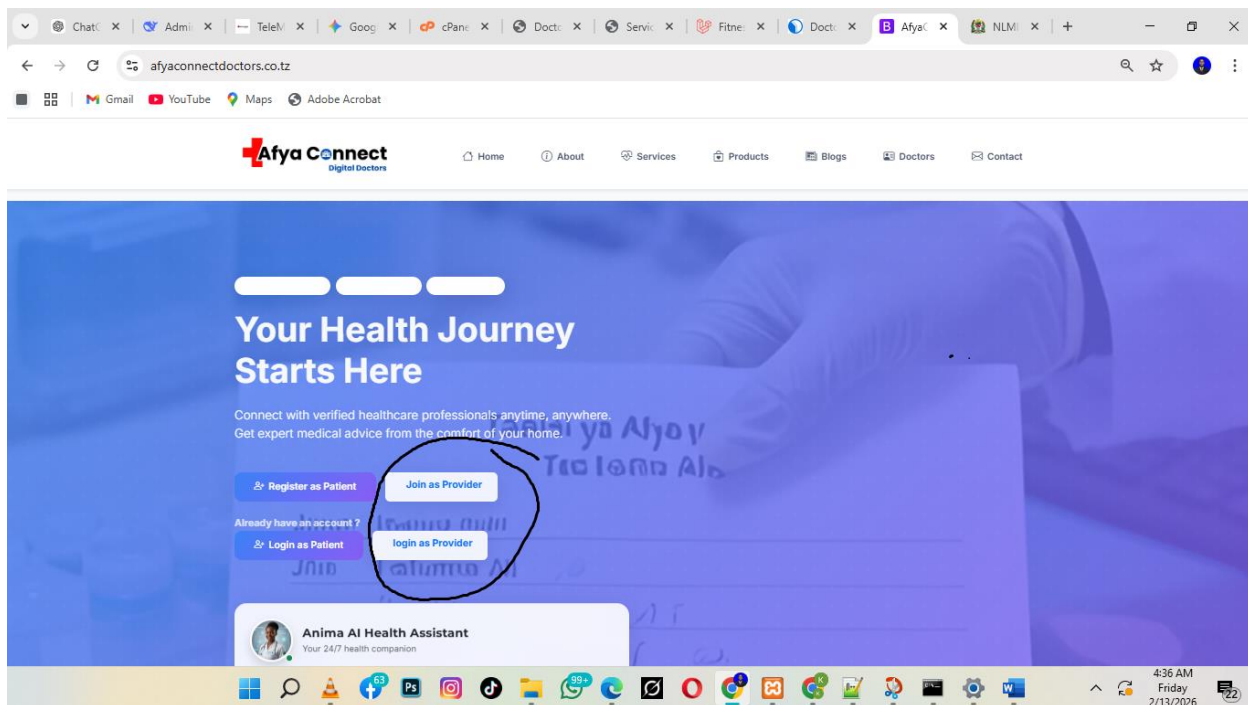
AFYACONNECTDIGITALDOCTORS

1. System Accessibility

1.1 Accessing the Portal

Steps

1. Open your web browser (e.g., Chrome, Edge, Firefox).
2. Enter the URL: **afyaconnectdoctors.co.tz** in the address bar.
3. Press **Enter** to load the system landing page.



1.2 Account Navigation

From the landing page, the user has two options based on their registration status:

- **For New Users (Registration):**
 1. Locate the buttons in the hero section.
 2. Click **Join as Provider** to begin the registration process.
- **For Existing Users (Login):**
 1. Click **Login as Provider**.
 2. Enter your credentials to access the system.

2. Doctor Registration

2.1 Filling the Registration Form

Steps

1. Upon clicking **Join as Provider**, the registration form will appear.
2. **Profile Picture:** Click the avatar icon to upload your profile photo.**Note:** Ensure you upload an official, high-quality professional picture that is clearly visible.
3. **Basic Details:** Enter your **Full Name** and active **Email Address**.
4. **Phone Number:**
 - Select your **Country Code** (e.g., +255 for Tanzania).
 - Enter the remaining **9 digits** of your phone number (e.g., 62371452). Do not include the leading zero.
5. **Personal Information:**
 - Select your **Gender**.
 - Click the small **calendar icon** in the **Date of Birth** field to select your birth date.
6. **Clinic / Home Address:**
 - **Method A (Auto-Detect):** Click the **Location Icon** inside the field. Allow browser location permissions if asked.
 - **Method B (Manual Entry):** Start typing your address and **select a valid suggestion** from the dropdown list. Do not ignore the suggestions.
7. **Password Creation:**
 - Enter a strong password (Min 8 chars, 1 Uppercase, 1 Lowercase, 1 Number, 1 Symbol).
 - Re-enter to confirm.
8. Click **Create Account**.



Join AtyoConnect

Create your professional doctor account to start connecting with patients



Upload your professional profile picture

Full Name

Email Address

Phone Number

(2 line inputs, e.g., (70) 555 478)

Gender

Date of Birth

Clinic/Home Address

Start typing for suggestions or click location icon to auto-detect

Password

Confirm Password

Password strength

Very weak

✓ At least 8 characters ✗ Uppercase letter

✗ Lowercase letter ✗ One number

[Create Account](#)

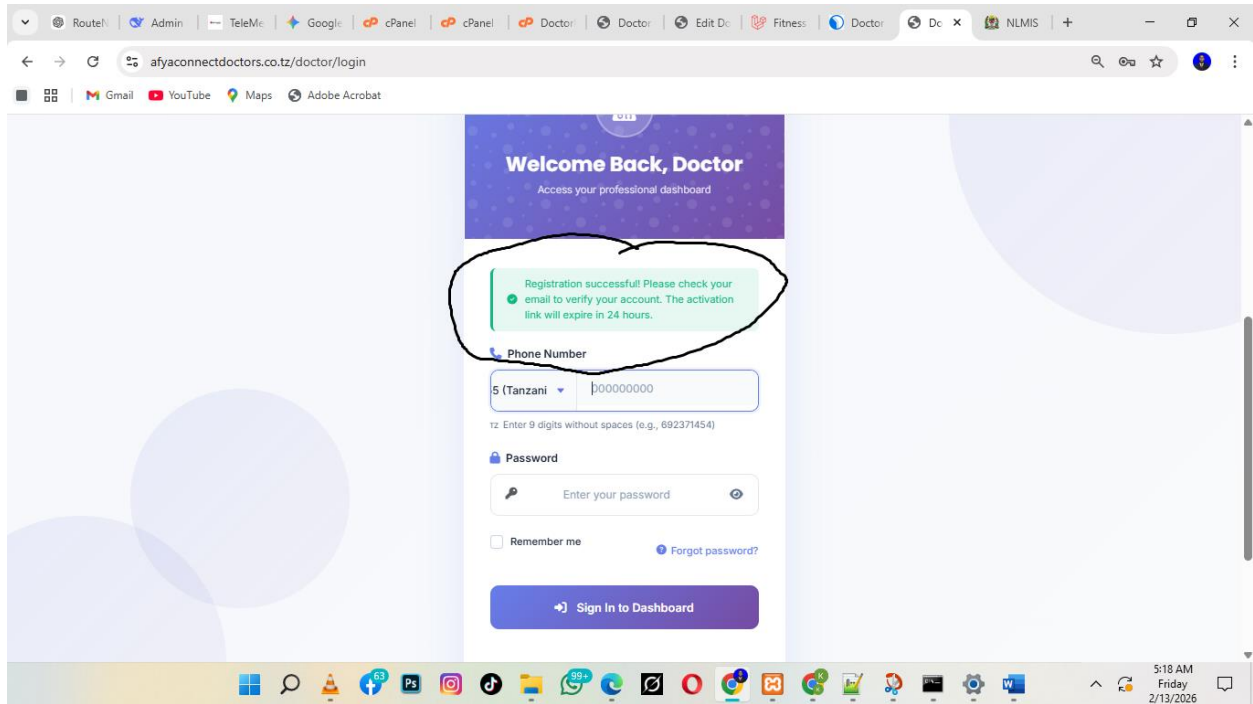
Already have an account? [Login here](#)

3. Account Activation & Verification

3.1 Registration Confirmation

Steps

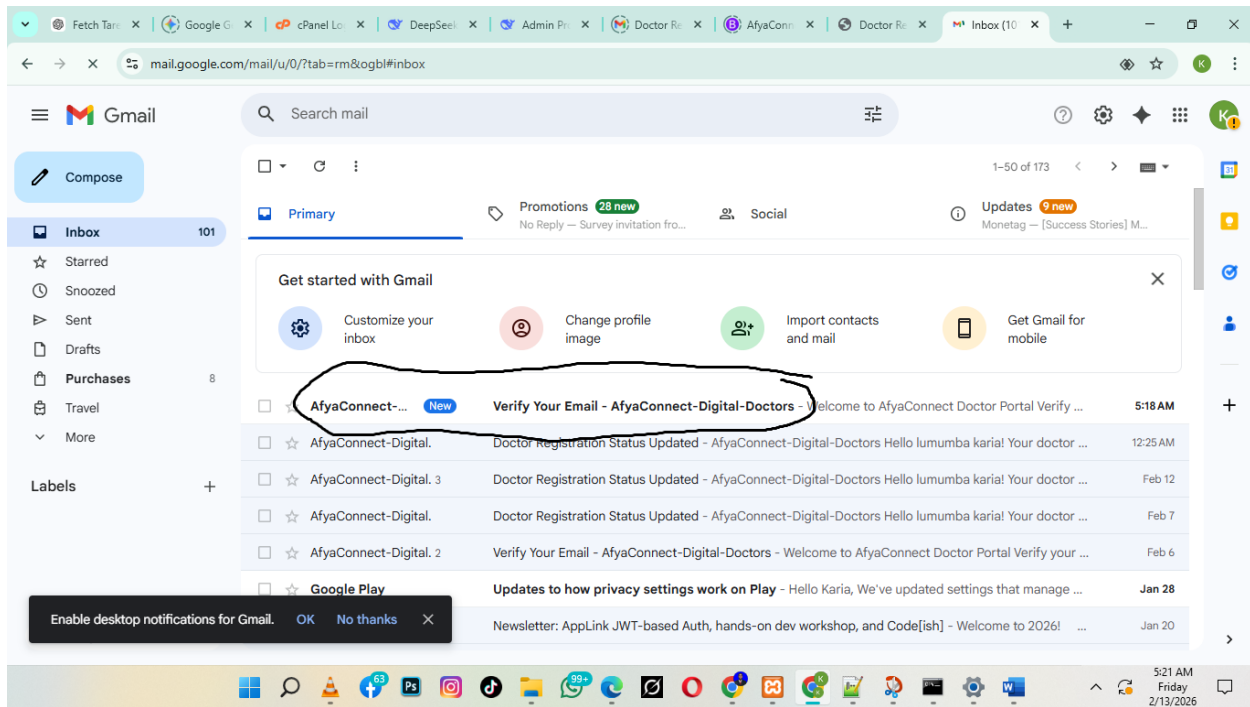
1. After clicking Create Account, you will be redirected to the Login page.
2. A green message will confirm: *"Registration successful! Please check your email to verify your account."*



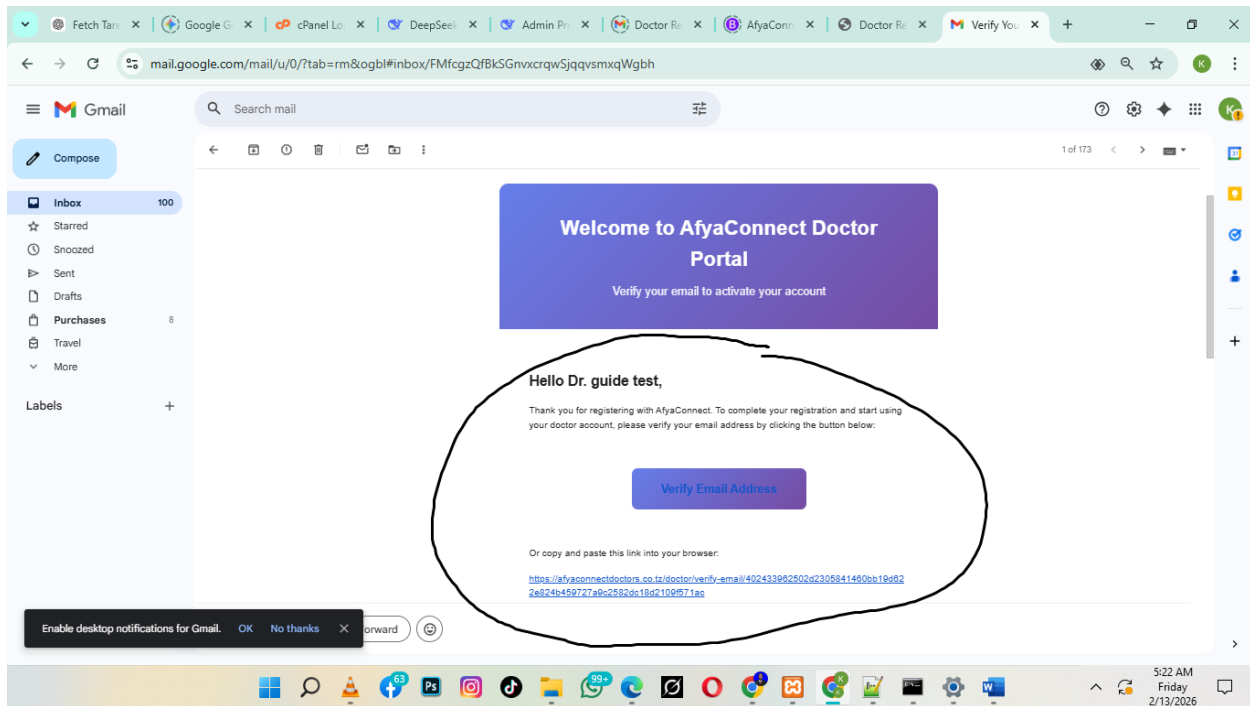
3.2 Email Verification

Steps

1. Log in to your email account.
2. Open the email from **AfyaConnect-Digital-Doctors**. (Check Spam/Junk if missing).



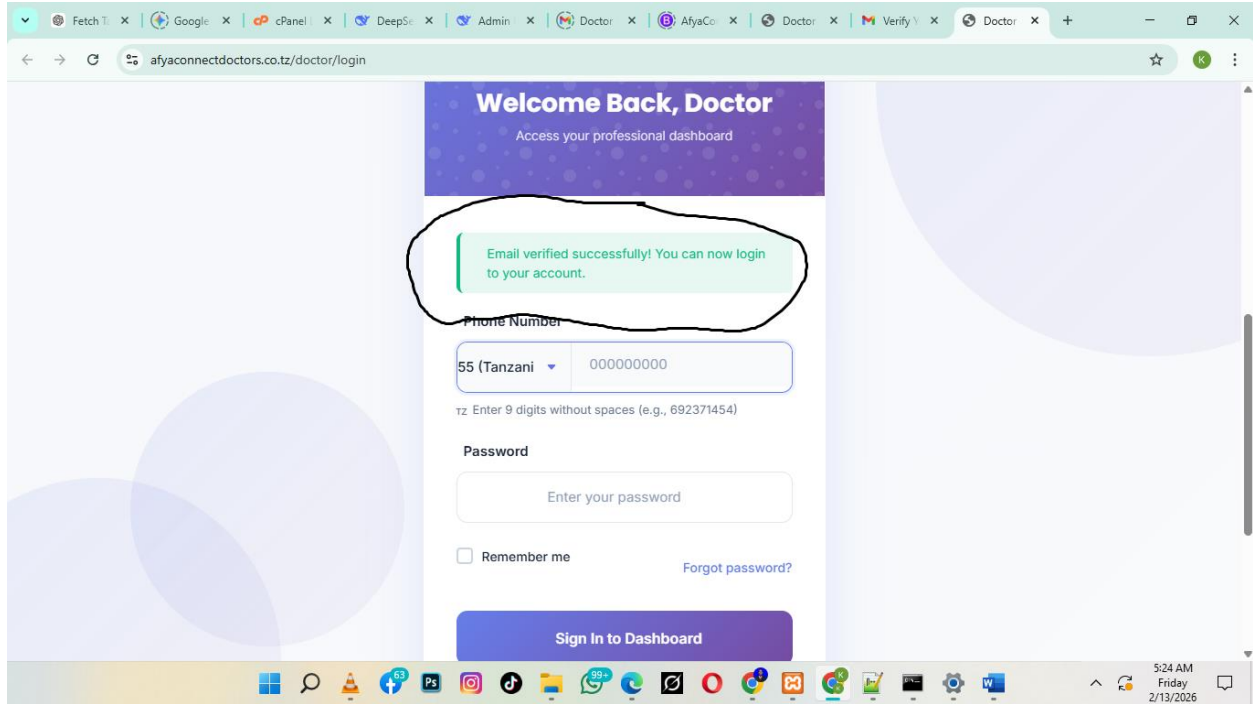
3. Click the blue **Verify Email Address** button inside the email.
 - Alternatively, copy and paste the long verification URL into your browser.



3.3 Activation Complete

Steps

1. You will be redirected to the login page with the message: *"Email verified successfully! You can now login to your account."*

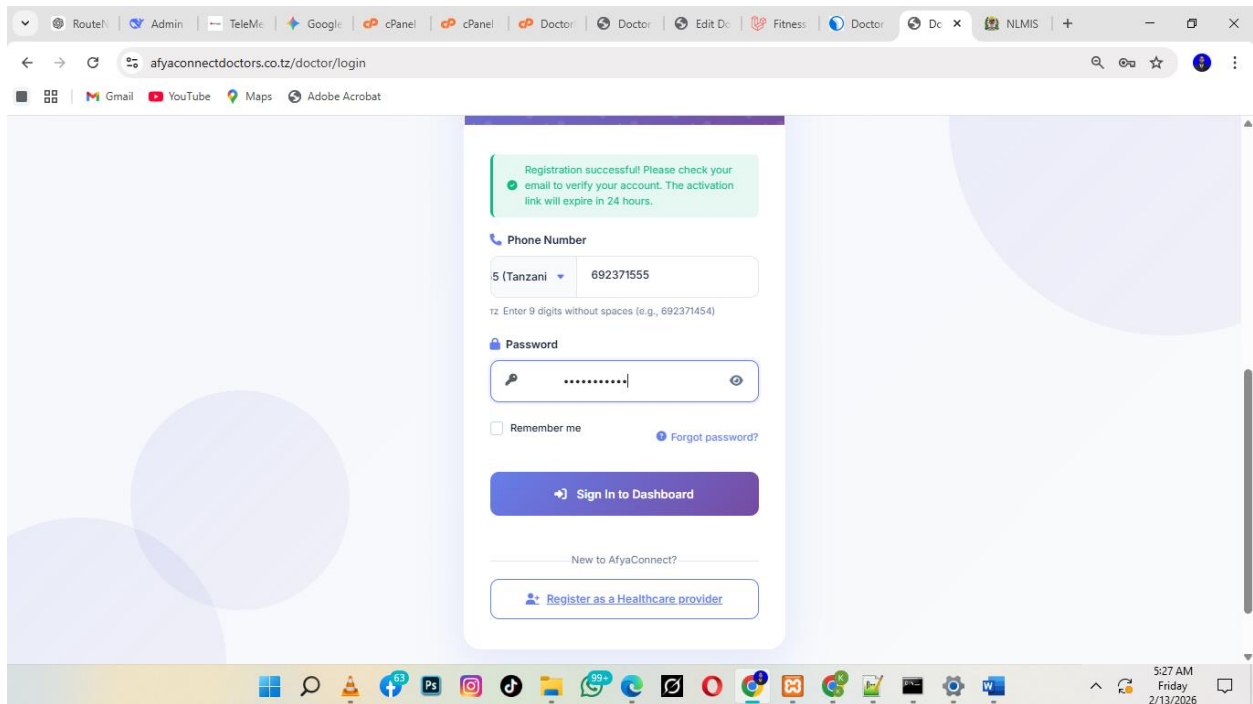


4. System Login

4.1 Accessing the Dashboard

Steps

1. Go to the **Login Page**.
2. Enter your registered **Phone Number** and **Password**.
3. Click **Sign In to Dashboard**.



The screenshot displays a web browser window with the URL `afyaconnectdoctors.co.tz/doctor/login`. The page features a central login form with the following elements:

- A green success message: "Registration successful! Please check your email to verify your account. The activation link will expire in 24 hours."
- A "Phone Number" section with a dropdown menu set to "5 (Tanzani)" and a text input field containing "692371555". Below the input is a note: "tz. Enter 9 digits without spaces (e.g., 692371454)".
- A "Password" section with a text input field containing masked characters "....." and a toggle icon.
- A "Remember me" checkbox and a "Forgot password?" link.
- A prominent purple button labeled "Sign In to Dashboard".
- A link for "New to AfyaConnect?" that leads to "Register as a Healthcare provider".

The browser's taskbar at the bottom shows the system time as 5:27 AM on Friday, 2/13/2026, and includes various application icons.

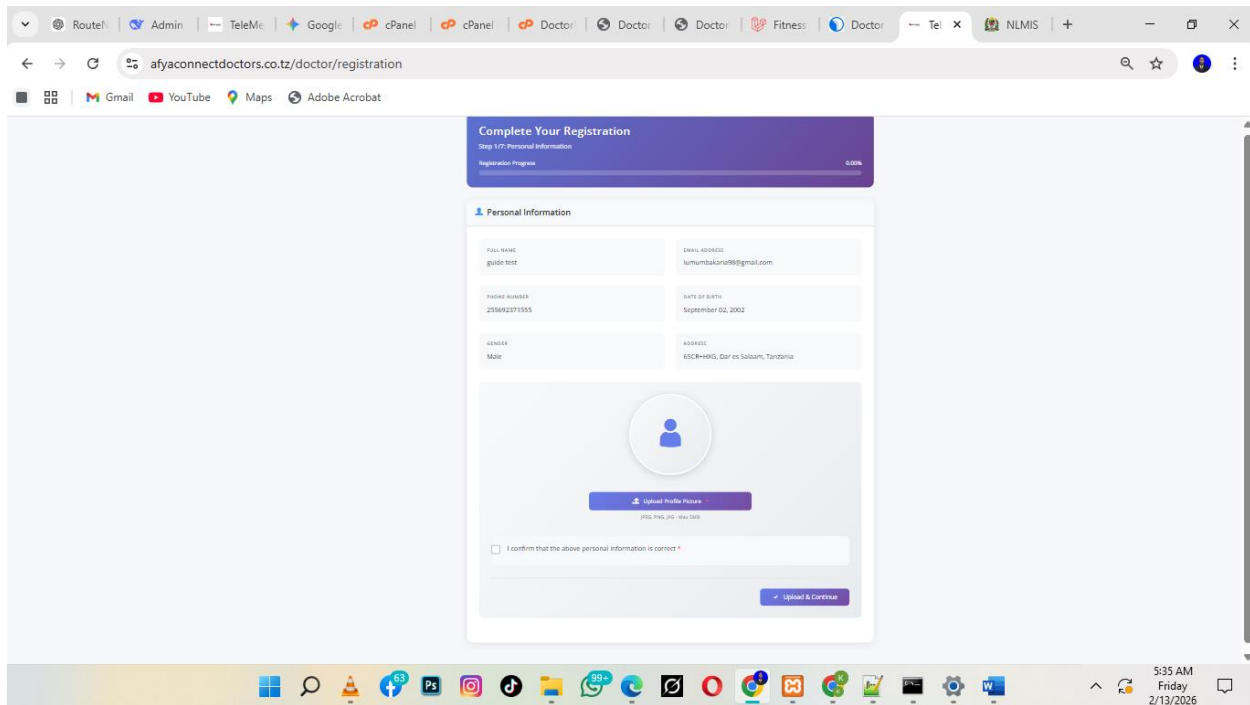
5. Complete Registration Wizard

Upon first login, you must complete a 7-step profile setup.

5.1 Step 1: Personal Information

Steps

1. Review your personal details (Name, Address, DOB).
2. **Upload Profile Picture:** Ensure the file is a JPG/PNG and under 5MB.
3. Tick the checkbox: *"I confirm that the above personal information is correct"*.
4. Click **Upload & Continue**.



The screenshot shows a web browser window with the URL afyaconnectdoctors.co.tz/doctor/registration. The page title is "Complete Your Registration" and it is Step 1 of 7: Personal Information. The registration progress is 0.00%. The form fields are as follows:

Field Name	Value
Full Name	guido test
Email Address	lumumbakano99@gmail.com
Phone Number	255692371555
Date of Birth	September 02, 2002
Gender	Male
Address	65CR-HK0, Dar es Salaam, Tanzania

Below the form is a section for "Upload Profile Picture" with a button labeled "Upload Profile Picture" and a note "(JPG, PNG, GIF - Max Size)". Below that is a checkbox labeled "I confirm that the above personal information is correct" and a button labeled "Upload & Continue".

5.2 Step 2: Professional Information

Steps

1. **Medical Details:** Select your **Medical Cadre/Profession** and **Specialization**.
2. **Experience:** Enter **Years of Experience** and your **Current Hospital/Facility**.
3. **Professional Bio:** Write a bio (minimum 100 characters) describing your expertise. This is visible to patients.
4. **Documents:**
 - o Upload your **CV** (Required).
 - o Upload **Additional Certificates** (Optional, but recommended for setting Consultation Fees).
5. **Emergency Contact:** Enter a valid contact number.
6. Click **Save & Continue**.

The screenshot shows a web browser window with the URL afyaconnectdoctors.co.tz/doctor/registration. The page title is "Complete Your Registration" and it is "Step 2/2: Professional Information". A progress bar indicates 16.67% completion. The form contains the following fields:

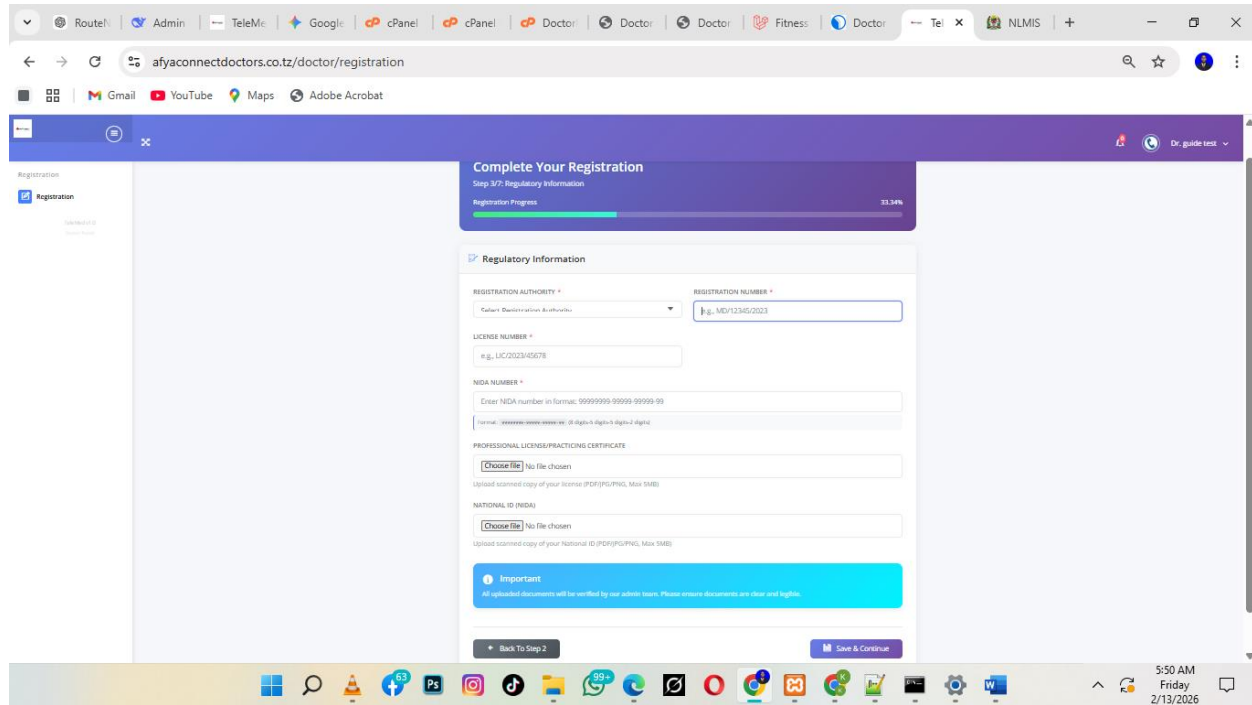
- MEDICAL CARE/PROFESSION ***: A dropdown menu with "Public Health Officer (Mchambazi)" selected.
- SPECIALIZATION/AREA OF EXPERTISE ***: A dropdown menu with "Public Health Officer" selected.
- YEARS OF EXPERIENCE ***: A text input field containing "5".
- CURRENT HOSPITAL/FACILITY ***: A text input field containing "Muhimbili National Hospital".
- PROFESSIONAL BIO (MIN 100 CHARACTERS) ***: A large text area with a character count of 0 / 1000 characters.
- EMERGENCY CONTACT NUMBER ***: A text input field containing "+255 789 123 456".
- CURRICULUM VITAE (CV)**: A file upload field with a "Choose File" button and "No file chosen" text.
- ADDITIONAL CERTIFICATES**: A file upload field with a "Choose File" button and "No file chosen" text.
- LINKEDIN PROFILE**: A text input field containing "https://linkedin.com/in/yourprofile".
- RESEARCHGATE PROFILE**: A text input field containing "https://researchgate.net/profile/yourprofile".

At the bottom of the form are two buttons: "Back To Step 1" and "Save & Continue". The Windows taskbar at the bottom shows the time as 5:41 AM on Friday, 2/13/2026.

5.3 Step 3: Regulatory Information

Steps

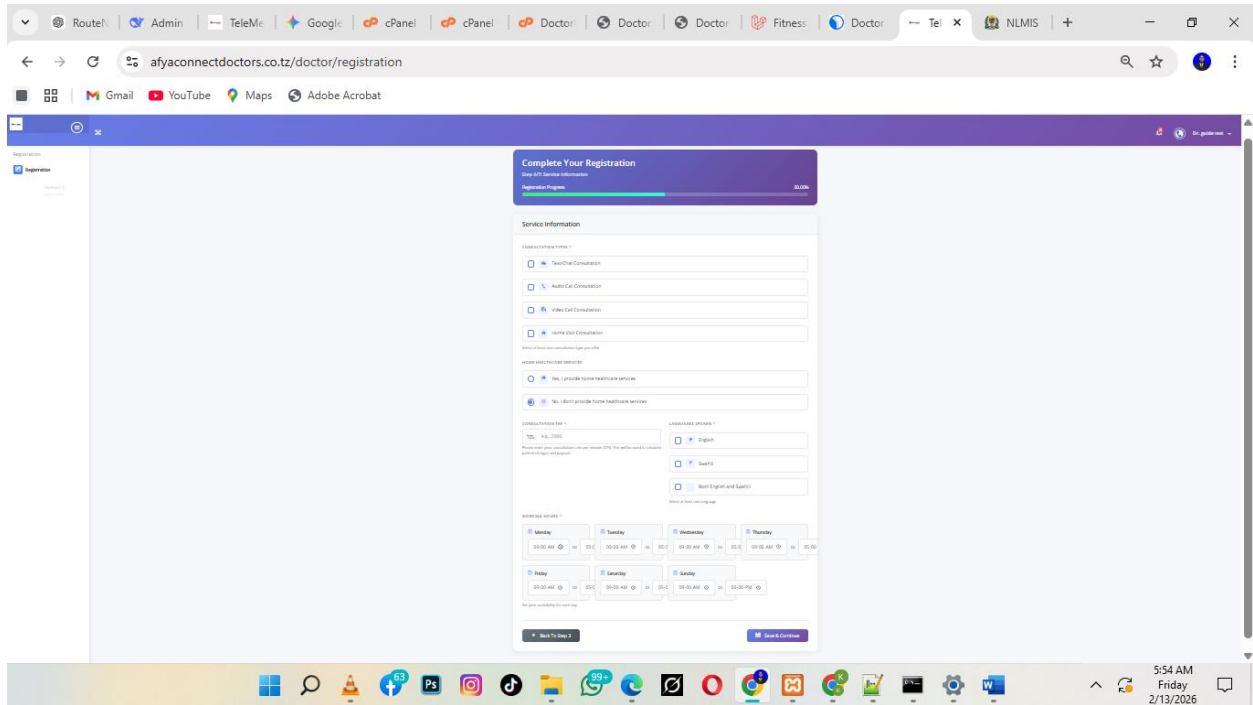
1. **Authority:** Select your **Registration Authority** (e.g., MCT).
2. **IDs:** Enter your **Registration Number**, **License Number**, and **NIDA Number**.
3. **Uploads (Optional):** Upload PDF copies of your **Professional License** and **NIDA ID**.
4. Click **Save & Continue**.



5.4 Step 4: Service Information

Steps

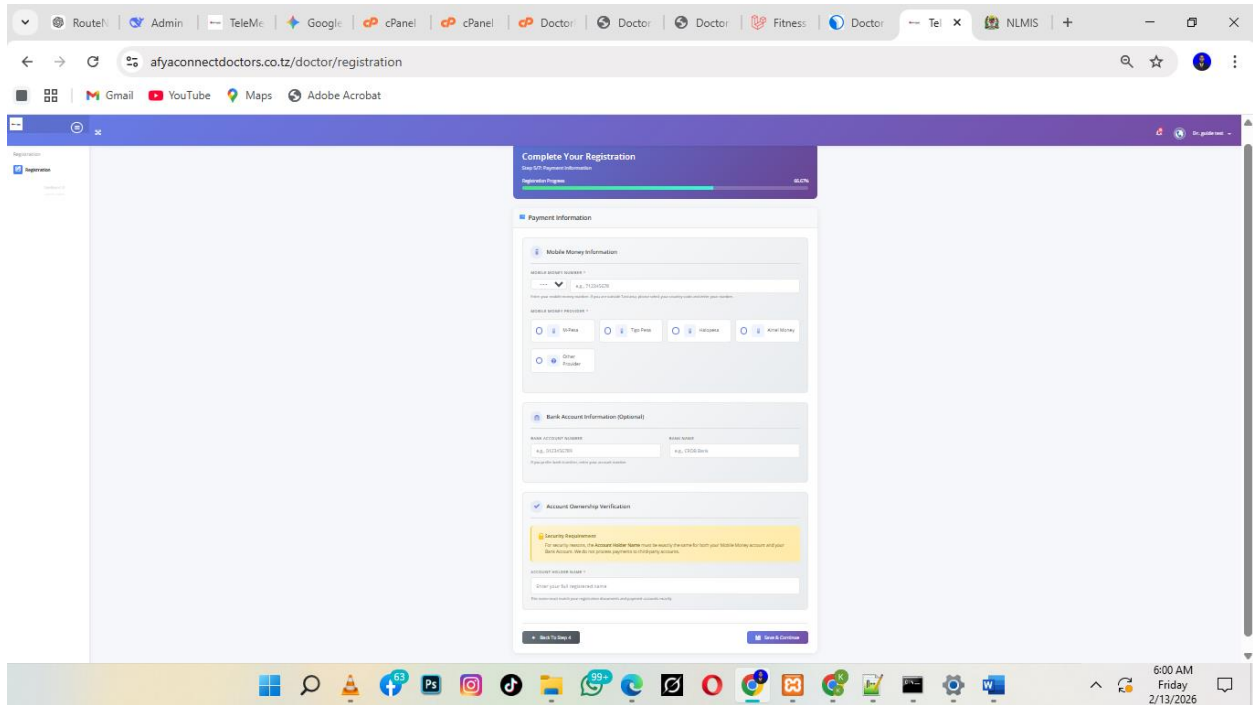
1. **Consultation Types:** Check the boxes for services you offer (Chat, Audio, Video, Home Visit).
2. **Home Care:** Select Yes/No for home healthcare availability.
3. **Pricing:** Enter your **Consultation Fee per minute** (TZS).
4. **Language:** Select languages spoken (English/Swahili).
5. **Schedule (Optional):** Set start and end times for your weekly availability.
6. Click **Save & Continue**.



5.5 Step 5: Payment Information

Steps

1. **Mobile Money:** Enter your **Number** and select the **Provider** (M-Pesa, Tigo Pesa, etc.).
2. **Bank Info (Optional):** Enter Bank Name and Account Number if preferred.
3. **Verification:** Enter the **Account Holder Name**. **Security Warning:** The Account Holder Name **MUST** match the name on your Mobile/Bank account exactly.
4. Click **Save & Continue**.



5.6 Step 6: Registration Preview

Steps

1. Review the summary of all entered information.
2. Check for green **Uploaded Successfully** tags.
3. If errors are found, click **Back To Step 5** to edit.
4. If correct, click **Proceed To Agreements**.

Complete Your Registration

Step 6/7: Provider Information

Registration Progress 83.3%

Registration Preview

Personal Information

PROFILE PICTURE
📷 Uploaded Successfully

FULL NAME
gaida lina

EMAIL ADDRESS
lumumbaku49@gmail.com

PHONE NUMBER
255862371555

DATE OF BIRTH
September 02, 2002

SEX
Male

ADDRESS
BDC/1146, Dar es Salaam, Tanzania

Professional Information

MEDICAL CARE
Pharmacist

SPECIALIZATION
Dermatology

YEARS OF EXPERIENCE
5 years

CURRENT FACILITY
muhimbili national hospital

EMERGENCY CONTACT
255 657 086702

Regulatory Information

REGISTRATION AUTHORITY
Tanzania Nursing and Midwifery Council (TNMC)

REGISTRATION NUMBER
NT/18/12/2022/1886

LICENSE NUMBER
hujydhdfhdgd

LICENSE DOCUMENT
📄 Uploaded

REGIONAL ID DOCUMENT
📄 Not uploaded

Service Information

CONSULTATION TYPES
📄 In-person 📄 Virtual Care 📄 Telehealth

HOME HEALTHCARE
📄 No

CONSULTATION FEE
TZS 2,000

LANGUAGE SPOKEN
📄 Kiswahili

Payment Information

WORLDWIDE NUMBER
602371454

WORLDWIDE PROVIDER
Tigipewa

BANK ACCOUNT NUMBER
Not provided

BANK NAME
Not provided

ACCOUNT HOLDER NAME
Karia Lumumba

Important Notice
By proceeding, you confirm that:
All information provided is accurate and complete.
You have uploaded all required documents.
You understand that false information may lead to account suspension.
Once submitted, you cannot edit information until admin review is complete.

Note: You have 3 incomplete fields. Please ensure all information is complete before proceeding.

Back To Step 5 Proceed To Agreement

5.7 Step 7: Agreements & Final Submission

Steps

1. **Commission:** Review the platform commission rates (e.g., 20.00%).
 2. **Agreements:** Tick checkboxes for Terms, Privacy Policy, Telemedicine Consent, and Authenticity.
 3. **Signature:** Sign in the digital box and click **Save Signature**.
 4. **Download:** Click **Download Summary PDF** to keep a record.
 5. **Submit:** Click **Submit Registration For Approval**.
-

Platform Commission Rates

The following commission rates will apply to your account:

Service Type	Commission Rate	Description
Assists in all appointment bookings	35.00%	The 35 percent of money doctor earn should charged to platform
Medical Products Sales	35.00%	The 35 percent of money doctor earn from products should charged to platform

Important: 20.00% commission will be deducted from each appointment payment.
20.00% commission will be deducted from medical product sales if you choose to sell through our platform.
You will receive payments net of these commissions.
Commission rates are subject to change with 30 days prior notice.

Agreements & Final Submission

Terms and Conditions

By proceeding with registration, you agree to comply with all applicable law, platform rules, and professional medical standards.
35.00% commission on all consultation fees.
20.00% commission on medical product sales (if applicable).

I have read and agree to the Terms & Conditions *
Including the commission rates and payment terms specified above.

Privacy Policy

We respect your privacy and are committed to protecting your personal and medical information...

I have read and agree to the Privacy Policy *

Telemedicine Consent

I understand that telemedicine includes the delivery of healthcare services using electronic communications...

I consent to practice telemedicine through this platform *

Document Authenticity Declaration

I hereby declare that all documents submitted are true, complete, and authentic...

Note: Providing false information may result in account suspension and legal action.

I confirm the authenticity of all provided documents *

Digital Signature

Please sign below to confirm that all the information provided is true and that you agree to all terms and conditions mentioned above.

I Agree I Disagree

The signature will be automatically captured in your registration file.

Download Registration Summary

Complete Registration Summary

Before final submission, please download your complete registration summary. This PDF document contains:

- ✓ Your personal information
- ✓ Professional details and qualifications
- ✓ Regulatory documents and license information
- ✓ Service and consultation details
- ✓ Payment information
- ✓ Platform commission rates
- ✓ All agreements and declarations

Important: Please make the downloaded summary carefully. Once submitted, your registration cannot be edited during the approval process.

Final Submission Notice

By submitting this registration, you agree to:
All terms, conditions, and commission rates specified above.
The platform's privacy policy.
Providing telemedicine services through our platform.
The authenticity of all submitted documents.
Resolving payments net of platform commissions.

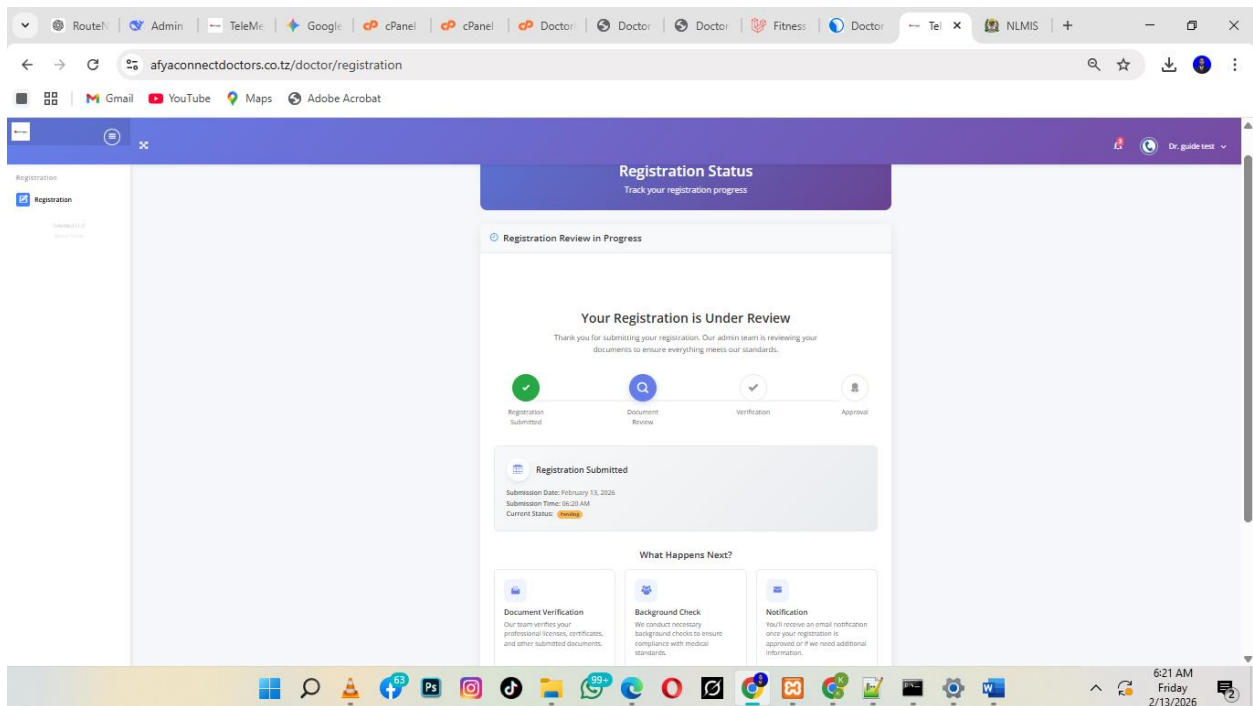
Once submitted, your registration will be reviewed by our admin team. You will not be able to edit your information during the review process. Review typically takes 1-2 business days.

6. Application Status

6.1 Pending Review

Steps

1. Immediately after submission, you will be redirected to the **Registration Review in Progress** page.
2. **Current Status:** You will see a status of "Pending" and "Document Review".
3. **Restriction:** You cannot edit details or accept patients while in this stage.
4. **Notification:** You will receive an email once the background check and document verification are complete.



6.2 Doctor Dashboard (Approved)

Steps

1. Once approved, logging in will take you directly to the **Doctor Dashboard**.
2. **Status Indicator:** Look for the green **Approved** badge in the top right.
3. **Features:** You can now access:
 - **Appointments:** View upcoming and past sessions.
 - **Products & Orders:** Manage medical products.
 - **Finance:** Track earnings and request withdrawals.
 - **Profile Settings:** Update your bio or availability.

- Main Navigation
 - Dashboard
- Appointment Management
 - Appointments
- Product Management
 - Products & Orders
- Blog Management
 - Blog Management
- Finance
 - Payments & Earnings
- Analytics & Reports
 - Analytics & Reports
- Configuration
 - Profile Settings

Dashboard

How you're doing today and what needs your attention

Approved

 0 TODAY'S APPOINTMENTS	 0 UPCOMING (7 DAYS) 0 tomorrow	 TZS 0 MONTHLY EARNINGS Net: TZS 0	 TZS 0 AVAILABLE BALANCE Pending: TZS 0
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 0.0/5 AVERAGE RATING 0 reviews	 100% PROFILE COMPLETE	 0 PRODUCTS SOLD Revenue: TZS 0	 Approved REGISTRATION STATUS Approved: Feb 13, 2026
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Today's Action Center

What needs your attention right now

Farnings Snapshot