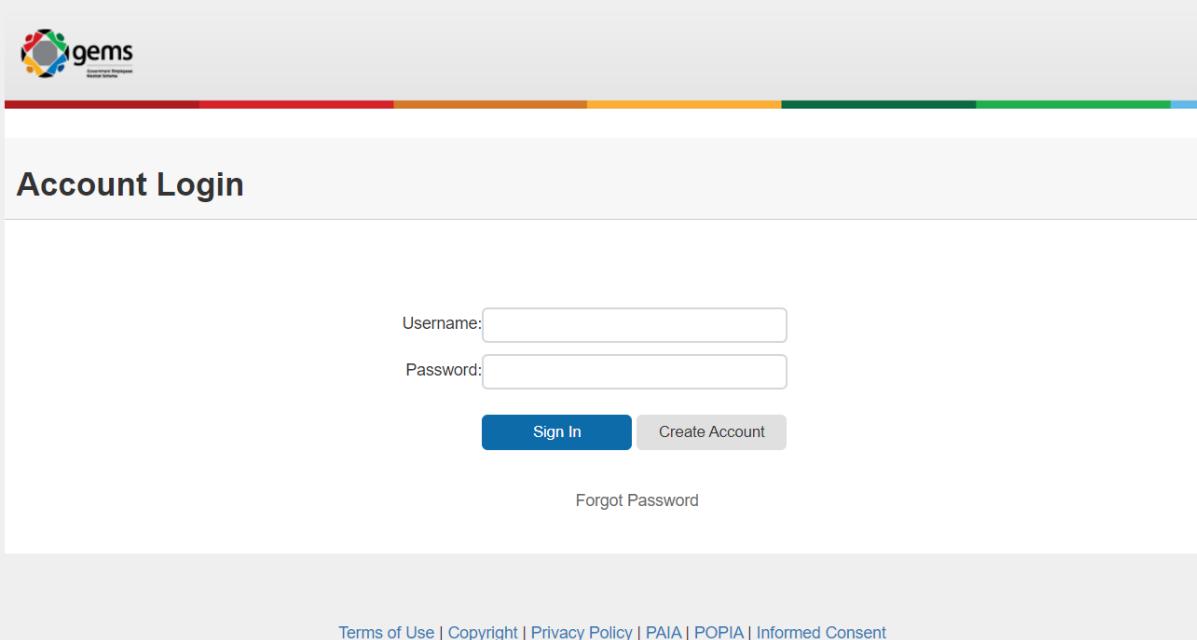


The process to register a web user account on the GEMS HCP Portal

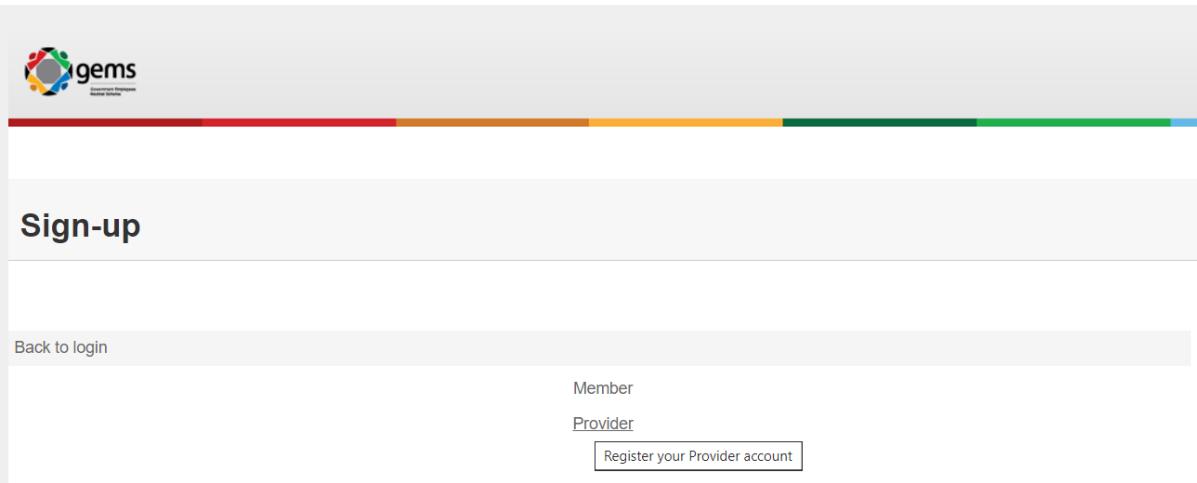
Please click onto the following link to Register a Practice/Web user account:

<https://admin.medscheme.co.za/2013/GEMS/>



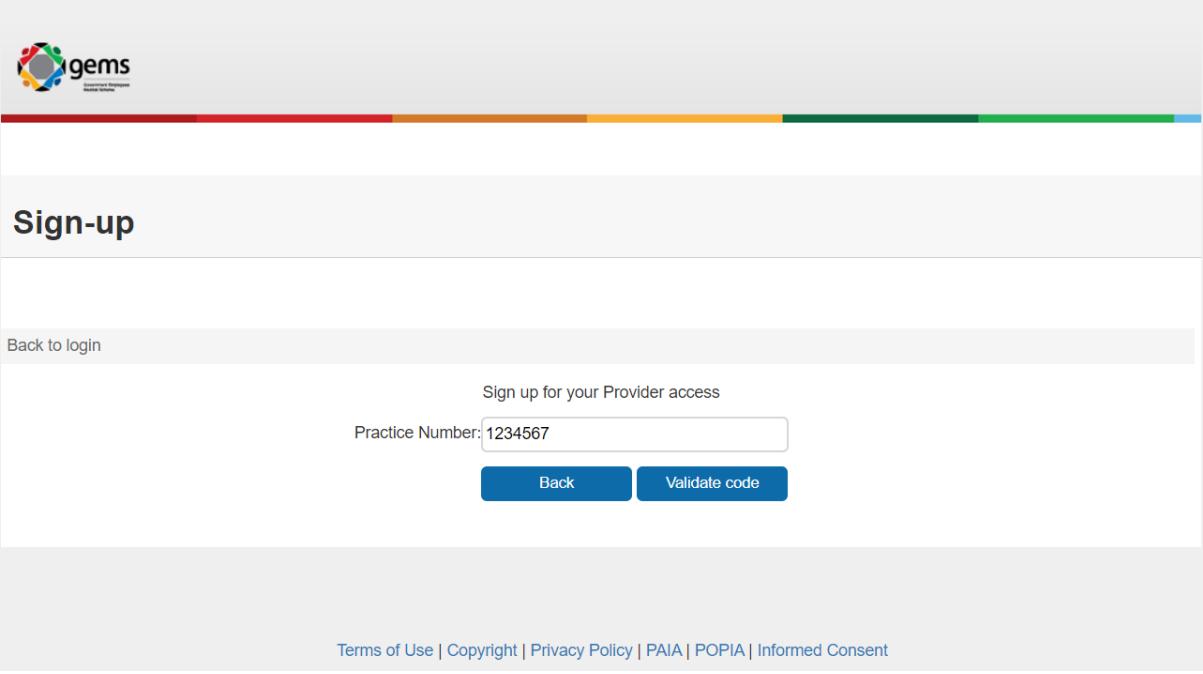
The image shows the GEMS HCP Login page. At the top left is the GEMS logo. Below it is a horizontal bar divided into four colored segments: red, orange, green, and blue. The main title 'Account Login' is centered above a form area. The form contains two input fields: 'Username:' and 'Password:', both with placeholder text. Below the fields are two buttons: 'Sign In' (blue) and 'Create Account' (grey). At the bottom of the form is a 'Forgot Password' link. At the very bottom of the page, there is a footer bar with links to 'Terms of Use', 'Copyright', 'Privacy Policy', 'PAIA', 'POPIA', and 'Informed Consent'.

Select 'Create Account' on the GEMS HCP Login Page



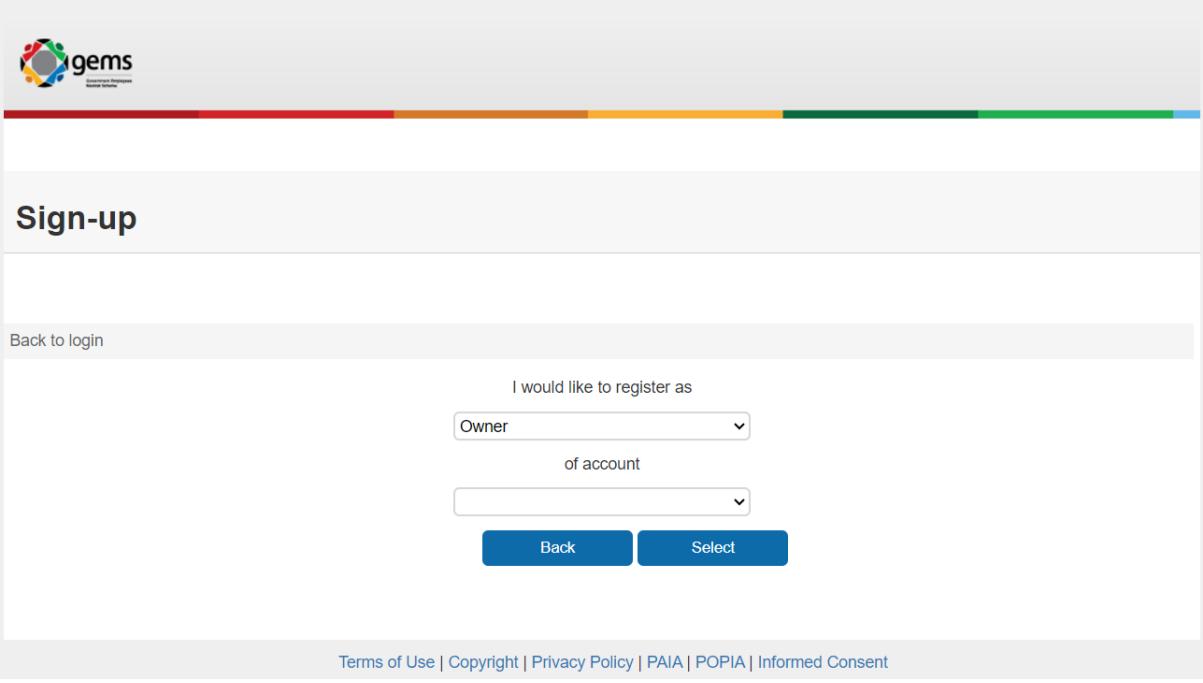
The image shows the GEMS HCP Sign-up page. At the top left is the GEMS logo. Below it is a horizontal bar divided into four colored segments: red, orange, green, and blue. The main title 'Sign-up' is centered above a form area. A 'Back to login' link is at the top of the form. Below it are two radio buttons: 'Member' and 'Provider'. A 'Register your Provider account' button is located at the bottom right of the form area.

Select 'Provider'



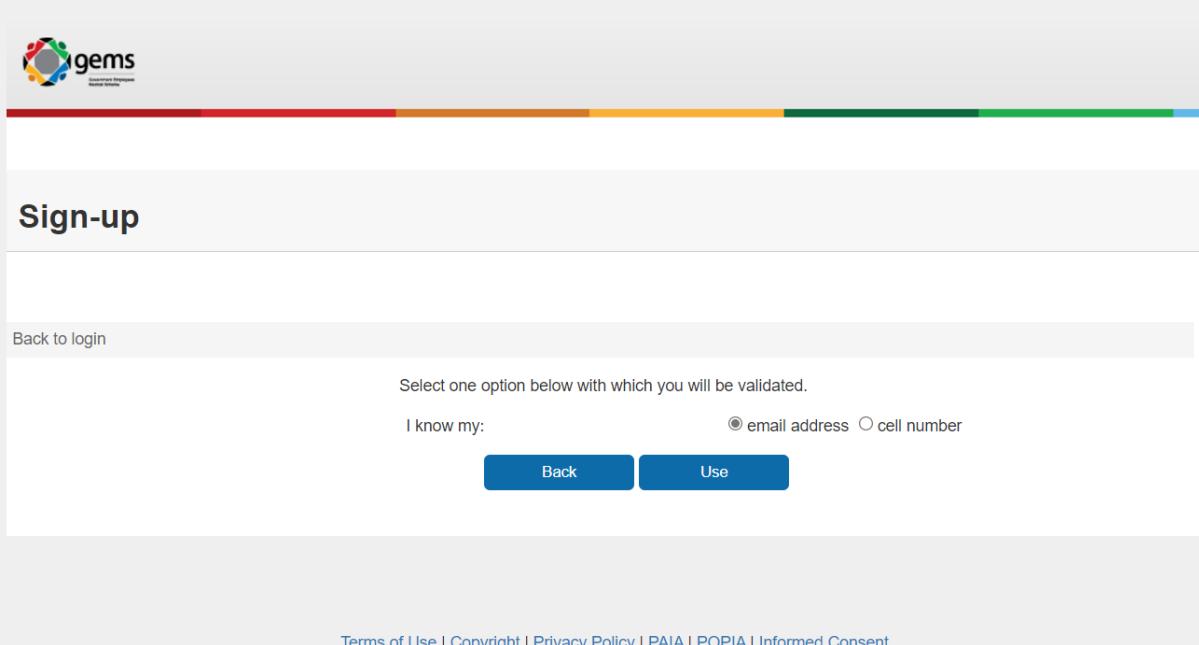
The screenshot shows the 'Sign-up' page for GEMS. At the top left is the GEMS logo. Below it is a horizontal bar divided into three colored segments: red, orange, and green. The main title 'Sign-up' is centered above a form area. The form includes a 'Back to login' link, a 'Sign up for your Provider access' message, a text input field containing 'Practice Number: 1234567', and two buttons: 'Back' and 'Validate code'. At the bottom of the page are links to 'Terms of Use', 'Copyright', 'Privacy Policy', 'PAIA', 'POPIA', and 'Informed Consent'.

Enter the HCP Practice Number and click on the 'Validate code' button



The screenshot shows the 'Sign-up' page for registration. At the top left is the GEMS logo. Below it is a horizontal bar divided into three colored segments: red, orange, and green. The main title 'Sign-up' is centered above a form area. The form includes a 'Back to login' link, a 'I would like to register as' message, a dropdown menu set to 'Owner', and a sub-dropdown menu set to 'of account'. Below these are two buttons: 'Back' and 'Select'. At the bottom of the page are links to 'Terms of Use', 'Copyright', 'Privacy Policy', 'PAIA', 'POPIA', and 'Informed Consent'.

Once the HCP Practice Number has been verified, the user can select 'Owner' if the owner of the practice is registering a Web User Account, or else 'Admin/Bureau' can be selected for an administrator that is registering a website account.



The screenshot shows a 'Sign-up' page. At the top, there is a 'Back to login' link. Below it, a message says 'Select one option below with which you will be validated.' There are two radio buttons: one for 'I know my: email address cell number'. At the bottom, there are 'Back' and 'Use' buttons. At the very bottom of the page, there is a footer with links to 'Terms of Use', 'Copyright', 'Privacy Policy', 'PAIA', 'POPIA', and 'Informed Consent'.

For Owner user accounts:

The system needs to verify that the HCP Practice Number used for registering the account is registered and active on the GEXUS system.

Verification of this information can be done by choosing 'Email address' or 'Cell Number'. The user then needs to supply this information where verification of this information is done against the GEXUS system.

Sign-up

[Back to login](#)

Providers: GEMS Providers Public

Username:

Detail Validation: email address [change]

Email Address:

Create Password:

8-character minimum; case sensitive; No '&' signs allowed.

Confirm Password:

Communication: I would like to receive email communication from this website

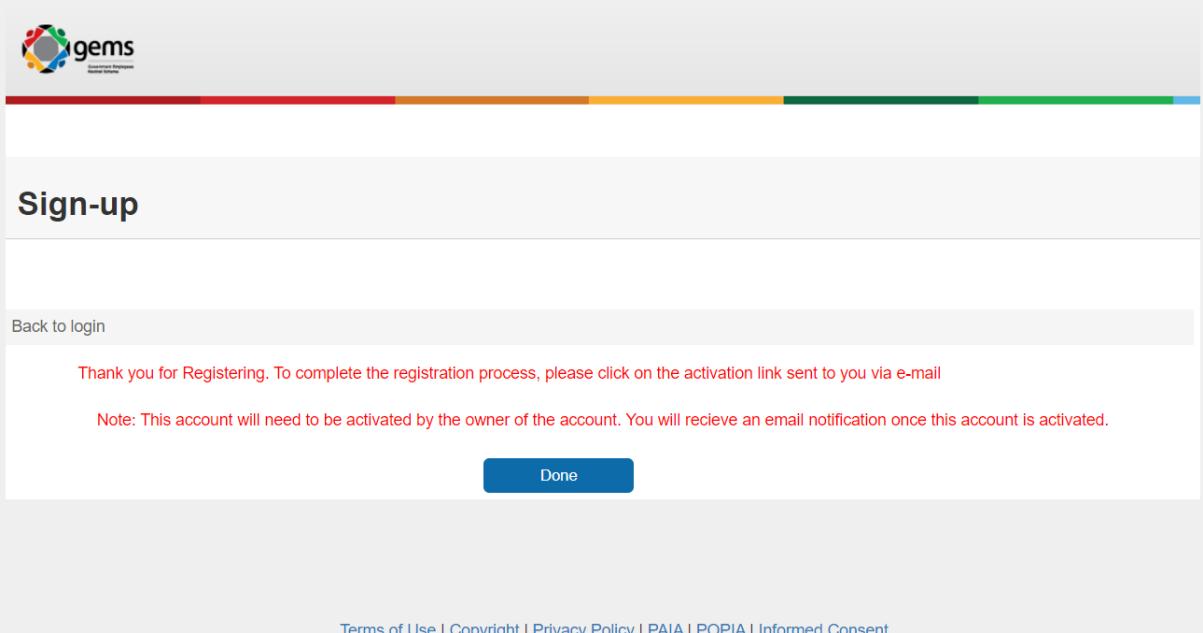
Clicking 'Create account' means that you agree to this website's terms and conditions.

[Terms of Use](#) | [Copyright](#) | [Privacy Policy](#) | [PAIA](#) | [POPIA](#) | [Informed Consent](#)

Enter your username and password of choice.

Enter the email address as it reflects on the GEXUS system – HCP Provider information is supplied by BHF.

Click on 'Create account'



Sign-up

Back to login

Thank you for Registering. To complete the registration process, please click on the activation link sent to you via e-mail

Note: This account will need to be activated by the owner of the account. You will receive an email notification once this account is activated.

Done

Terms of Use | Copyright | Privacy Policy | PAIA | POPIA | Informed Consent

If the verification method is successful with the information supplied, the Web User account will be created – but still requires email verification.

Please keep a lookout for a mail sent to the email address supplied.

Registration



premiums@gems.gov.za



Dear user,

This account needs your approval.

Account Options

Registering person:

Registering User: MyTestUsername

Person Email: registeruser@gems.gov.za

Please follow this link to activate this user:

<https://registeruser@gems.gov.za>

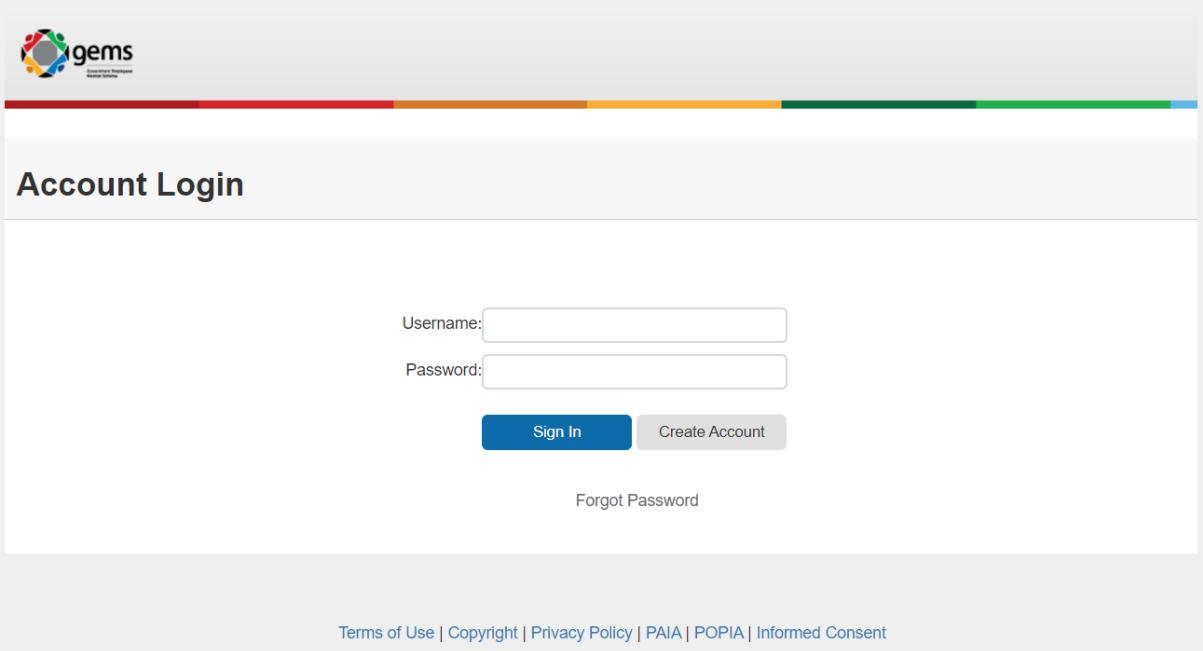
Please follow this link to deny this user access:

<https://denystatus@gems.gov.za>

The user needs to click on the '**activate this user link**' supplied in the email to 'Activate' the user account. The user will not be able to log into their GEMS HCP Portal if this step is not completed.

Important Note: Please check the spam/junk email folder of your email service provider as these emails might be flagged as suspicious email as it contains images and URL's to click.

The user should be able to log into the GEMS HCP Portal once the user account has been activated successfully.



The image shows the 'Account Login' page of the GEMS website. At the top left is the GEMS logo. Below it is a horizontal bar with a red-to-green gradient. The main title 'Account Login' is centered above a form. The form contains two text input fields: 'Username:' and 'Password:', both with placeholder text. Below the fields are two buttons: 'Sign In' (blue) and 'Create Account' (grey). At the bottom of the form is a 'Forgot Password' link. At the very bottom of the page is a grey footer bar with links to 'Terms of Use', 'Copyright', 'Privacy Policy', 'PAIA', 'POPIA', and 'Informed Consent'.

[Terms of Use](#) | [Copyright](#) | [Privacy Policy](#) | [PAIA](#) | [POPIA](#) | [Informed Consent](#)

Enter the username and password that was used during the registration process, click on 'Sign In'.

Once the username and password has been accepted as valid, the website will take you to the Home page of the GEMS HCP Portal.

For Admin/Bureau user accounts:

 gems

Sign-up

[Back to login](#)

I would like to register as

of account

[Terms of Use](#) | [Copyright](#) | [Privacy Policy](#) | [PAIA](#) | [POPIA](#) | [Informed Consent](#)

Once 'Admin/Bureau' is selected, click on the 'Select' button to supply the user account information.



Sign-up

[Back to login](#)

Providers: GEMS Providers Public

Username: Check

Detail Validation: Dependant on owner information [change]

Email Address:

Create Password:

8-character minimum; case sensitive; No '&' signs allowed.

Confirm Password:

Communication: I would like to receive email communication from this website

Clicking 'Create account' means that you agree to this website's terms and conditions.

Back Create account

[Terms of Use](#) | [Copyright](#) | [Privacy Policy](#) | [PAIA](#) | [POPIA](#) | [Informed Consent](#)

Enter your chosen username, choose a password and enter your practice email address. Click on 'Create account'. Once the information is saved, the Owner of this account will be notified by email and needs to verify that it is a valid account creation request.

Registration



premiums@gems.gov.za



Dear user,

Thank you for your registration.

Waiting for approval

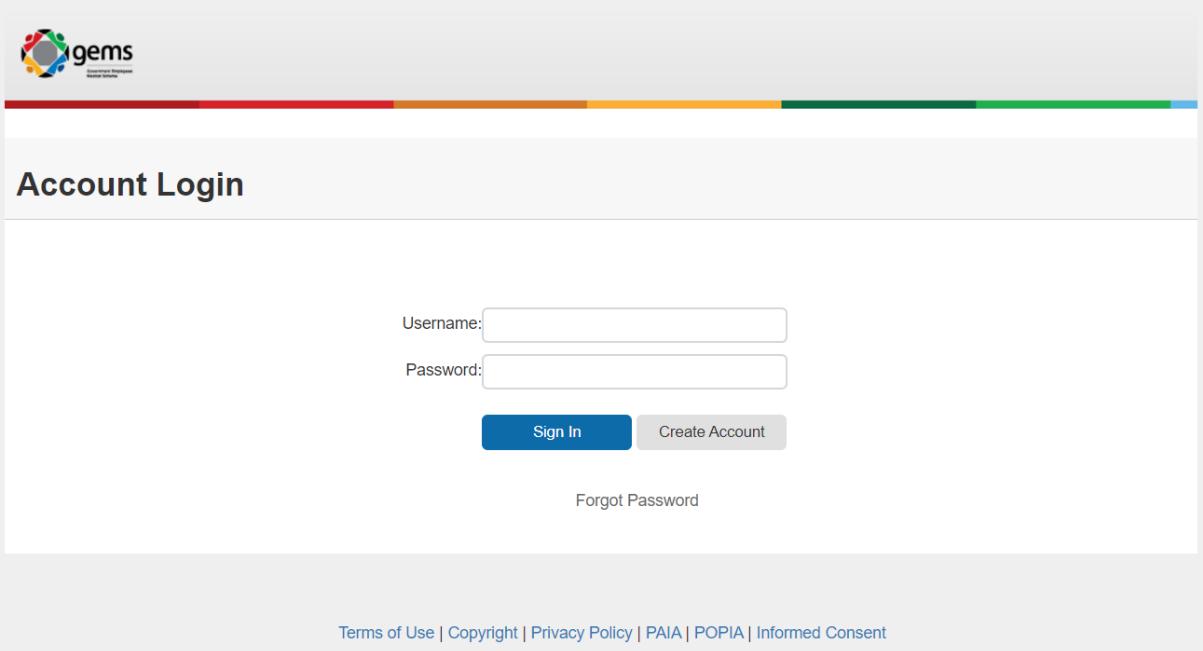
This account has not been activated yet.

We did send the account owner an email to approve your access.

Regards,
Website Services

Website help-line: 0860 002 108
Monday-Friday 08:30 to 17:00
Email us: webquery

The user should now be able to log into the GEMS HCP Portal once the user account has been activated successfully.



The image shows the GEMS Account Login page. At the top left is the GEMS logo. Below it is a horizontal bar with a red-to-green gradient. The main title 'Account Login' is centered above a form area. The form contains two input fields: 'Username:' and 'Password:', both with placeholder text. Below the fields are two buttons: 'Sign In' (blue) and 'Create Account' (grey). At the bottom of the form is a 'Forgot Password' link. At the very bottom of the page is a grey footer bar with links to 'Terms of Use', 'Copyright', 'Privacy Policy', 'PAIA', 'POPIA', and 'Informed Consent'.

[Terms of Use](#) | [Copyright](#) | [Privacy Policy](#) | [PAIA](#) | [POPIA](#) | [Informed Consent](#)

Enter the username and password that was used during the registration process, click on 'Sign In'.

Once the username and password has been accepted as valid, the website will take you to the Home page of the GEMS HCP Portal.