

SLMC

SLMC Portal User guide

This user guide consists of all the facilities available to as a registrants of SLMC

SLMC Portal User guide for Registrants

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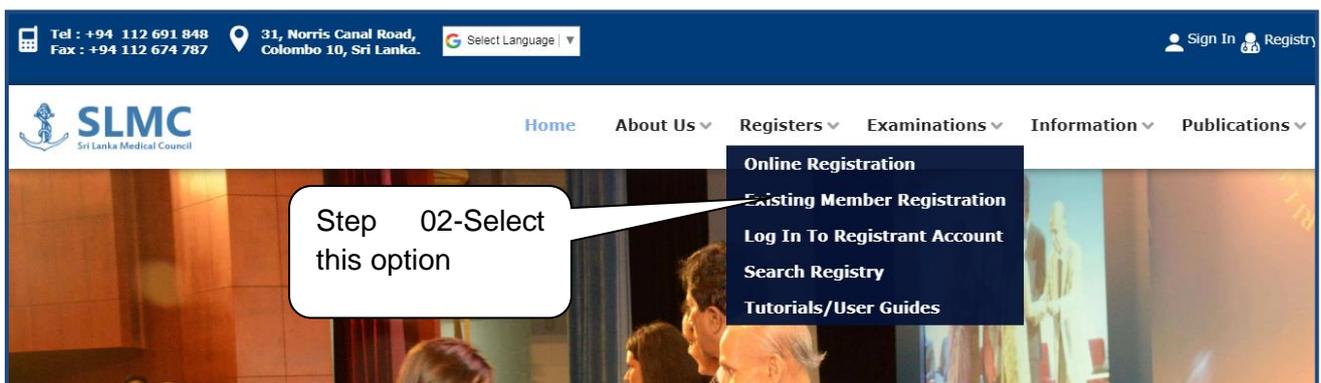
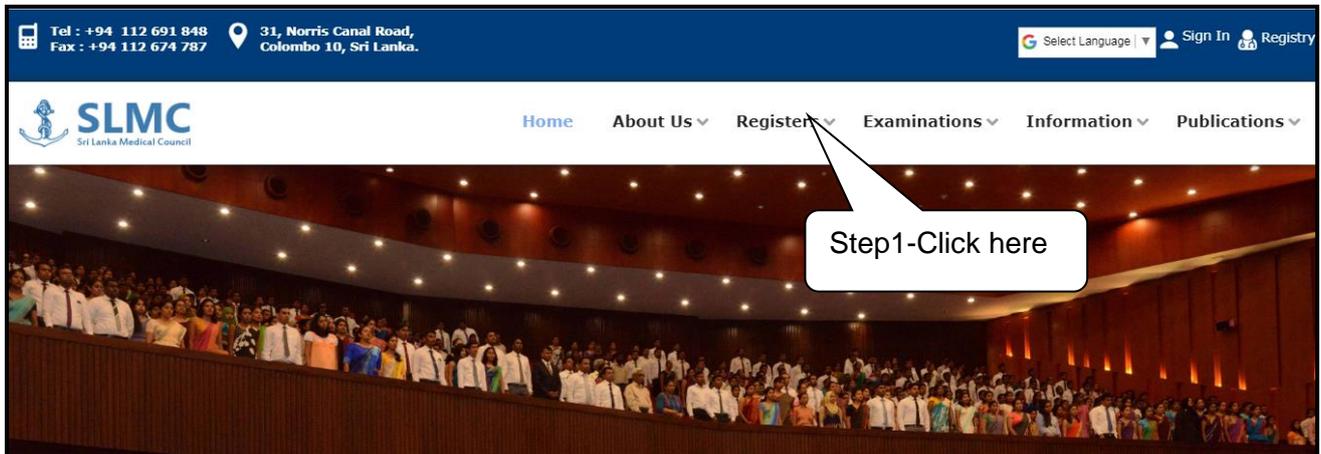
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User Account Creation

This function is for SLMC registrants to create their user accounts from the SLMC portal.

Please note that you need to have a current email address and mobile number to make this user account. If you do not have a current email address please make an account in gmail through this link (<https://accounts.google.com/SignUp?hl=en-GBaa>) before you begin this process.

Please type mc.lk of the web browser



Through this portal you can do the following

- Request for name change/address change
- Request for certificates
- Submit request for additional qualification

Fill in the fields as below according to your information. Please make sure that the email address and the mobile number is your own private email address and number. The NIC number needs to match the NIC number you have given to register with SLMC.

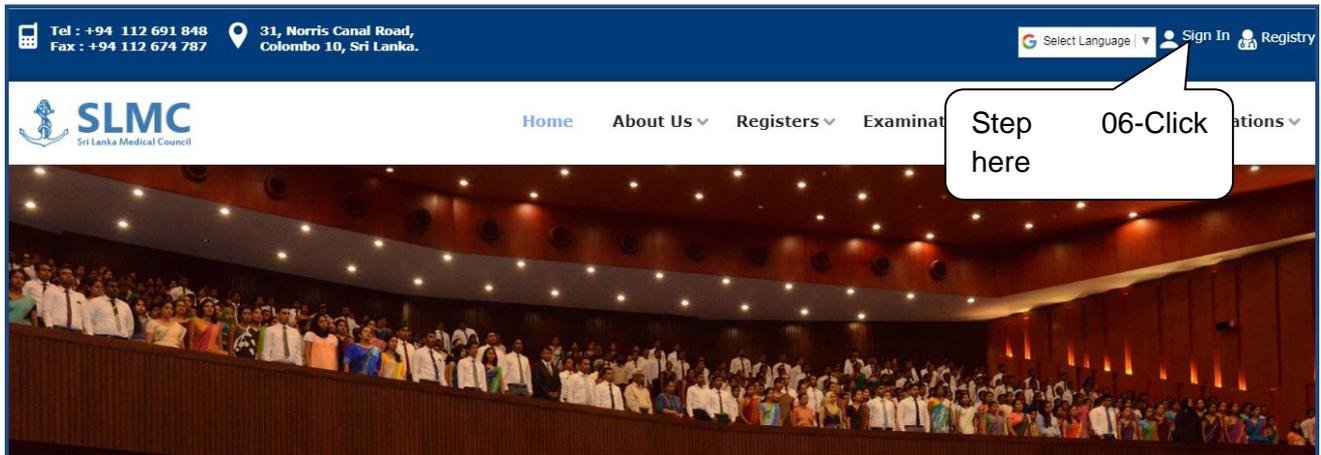
Step 04- Fill in the following details

Upon clicking this button you will receive an email to the email address you have given.

Once the request has been approved by SLMC staff member you will receive an email and a text message to the mobile number given. Therefore please check your email during the next 24 hours. The email will consist of the links to create the user account and the text message will consist of the verification number that you will need to create the user account.

Once you have entered the mobile verification number and set up the pass word you can sign in to your SLMC user account.

Please type mc.lk of the web browser



Existing User Sign In

E-mail

Password

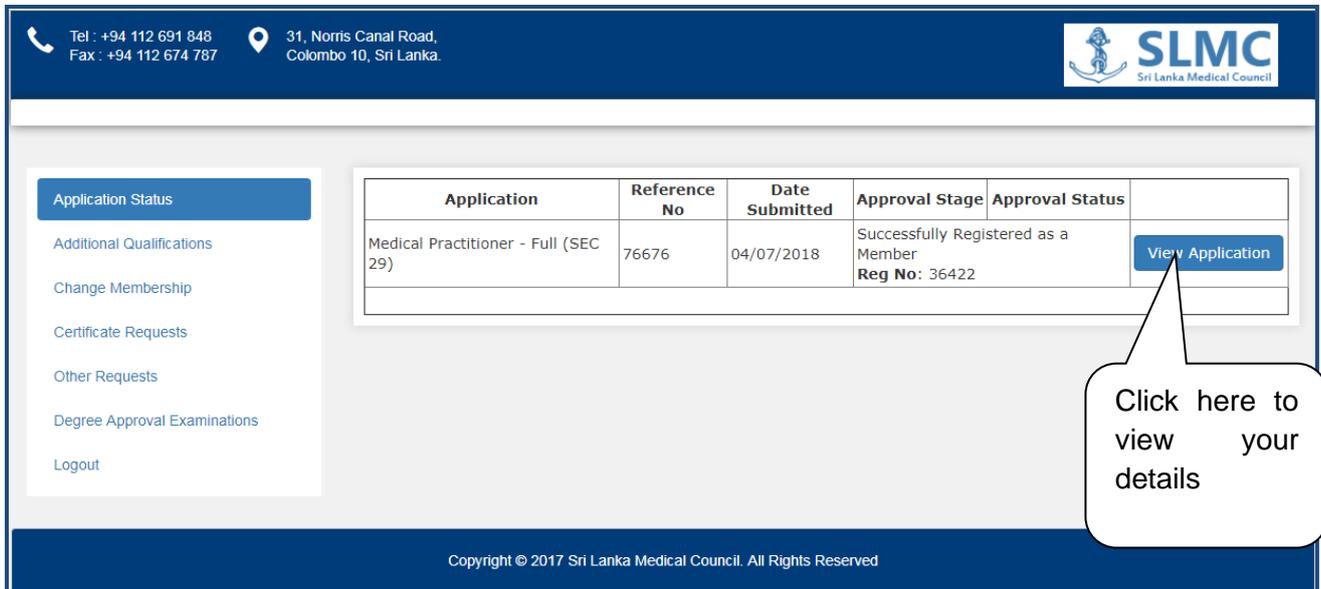
[Forgot Password?](#)

Enter your email address

Enter your email password

Click here

Your home page will look like this.



Registrant Requests

From this you can request for change of name/address

- Application Status
- Additional Qualifications
- Change Membership
- Certificate Requests
- Other Requests
- Logout

Step 01- Click here

Name/Address Change Requests	
Full Name	JAYASINGHE MUDIYANSELAGE MALIKA DHANANJANI MIHIRI
Initials	J.M.M.D.MIHIRI
Address (No)	1
Address (Street)	Test
Address (City)	Test
Request Type:	--Select a Request Type--

In this section you will see your information available with SLMC

Select type of request from this dropdown

Request for Change of Address

Request Type: Address Change Request

Address (No)

Address (Street)

Address (City)

NIC/ Passport/ SLMC ID (PDF) Change_of_...4545xx.pdf

Registration Certificate (PDF) Change_of_...4545xx.pdf

Step 01- Select Address change request

Step 02- Type new address

Step 03- Scan and upload

Step 04- Scan and upload

Step 05- Click here

The following message will appear when the request is submitted.

Address Change request has been submitted Successfully.

Request for Change of Name

Please follow these steps.

Name/Address Change Requests	
Full Name	JAYASINGHE MUDIYANSELAGE MALIKA DHANANJANI MIHIRI
Initials	J.M.M.D.MIHIRI
Address (No)	1
Address (Street)	Test
Address (City)	Test
Request Type:	--Select a Request Type--

Select type of request from this dropdown

Request Type: Name Change Request

Requested Full Name	Dilrukshi Perera
Requested Initials	D Perera
Marriage Certificate No	25635
Marriage Certificate Date	2018-09-02
Marriage Certificate (PDF)	Choose File MarriageCer...quest_2.pdf
Altered Birth Certificate No	
Altered Birth Certificate Date	
Altered Birth Certificate (PDF)	Choose File No file chosen
Payment slip/voucher (PDF)	Choose File No file chosen
Submit Request	

Step 01- Select Name Change request

Step 02- Enter new details

Step 03- Enter either the marriage details or birth certificate details and scan and upload the file

Step 04- Scan and Upload payment voucher

Step 05- Click here

Certificate requests

Registrants can make request for certificates from this.

- Application Status
- Additional Qualifications
- Change Membership
- Certificate Requests**
- Other Requests
- Logout

Click here

Certificate Requests

Request Type: --Select a Request Type--

Select type

Request for certificate of Goods standing

Certificate Requests

Request Type: Certificate of Good Standing

Payment slip/voucher (PDF) Good_standi...4545xx.pdf

Step 01- Select type

Step 02- Upload the needed documents

Step 03- Click here

Request for Certified Extract of registration

Certificate Requests

Request Type: Certified Extract of Registration

Affidavit Sworn before Justice of the Peace (PDF) No file chosen

Police Statement (PDF) No file chosen

Recent Renewal of Registration certificate (PDF) No file chosen

NIC (PDF) No file chosen

Payment slip/voucher (PDF) No file chosen

Step 01- Select type

Step 02- Upload the needed documents

Step 03- Click here

Once request is approved or rejected you the status of the request will be updated.

Certificate Requests

Request Type: --Select a Request Type--

Submitted Requests		
Requested Type	Requested Date	Approval Status
Certified Extract of Registration	2019-01-22	Approved

Request for Re-Issue of Registration

Certificate Requests

Request Type: Re-Issue of Registration Certificate

Registration Certificate (PDF) No file chosen

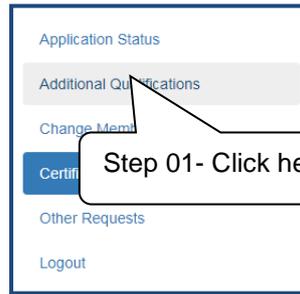
Payment slip/voucher (PDF) No file chosen

Step 01- Select type

Step 02- Upload the needed documents

Step 03- Click here

Request for Additional Qualifications



Step 01- Click here

Type the qualification name here and the search box will filter files accordingly. Please choose from the option given

Step 02- Provide the needed information

Apply for Additional Qualification

Obtained Qualification:

University/Institute:

Date Of Qualification:

Certificate (PDF): No file chosen

Payment Slip/Voucher (PDF): No file chosen

Type the university name here and the search box will filter files accordingly. Please choose from the option given

Example-

Apply for Additional Qualifications

Obtained Qualification:

University/Institute:

Date Of Qualification:

Certificate (PDF): No file chosen

Payment Slip/Voucher (PDF): No file chosen

All qualification names with "Clinical Psy" will be shown in the list here

All universities with Monash university will be displayed here

Apply for Additional Qualifications

Obtained Qualification:

University/Institute:

Date Of Qualification:

Certificate (PDF): Certificate.pdf

Payment Slip/Voucher (PDF): Payment Slip.pdf

Select date from the calendar

Click on here to select the file

Step 03- Click here to submit the request

You can view the status of the request by going to the **Additional Qualification** Tab



Apply for Additional Qualifications

Obtained Qualification

University/Institute

Date Of Qualification

Certificate (PDF)

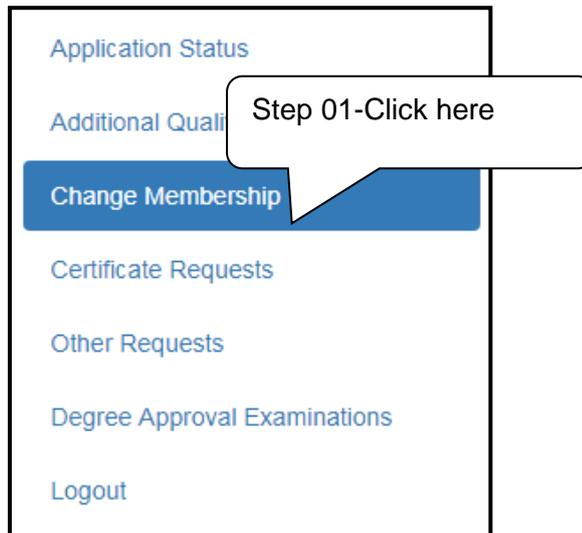
Payment Slip/Voucher (PDF)

Applied Additional Qualifications

Qualification	Date of Qualification	Certificate	Payment Slip/Voucher	Requested Date	Approval Status
DIP. PATH (DIP. PATH)	2019-01-01	View	View	2019-01-22	Approval Pending

See the status from here

Change membership type



The example demonstrated here is how to request to change approval Registration to a Provisional registration as a Degree

Change Membership

Registration Category Medical Practitioner - Provisional ▾

Step 02- Select available option from the drop down

Application for Provisional Registration as a Medical Practitioner Under Section 29 of the Medical Ordinance

Applicable only for those who hold a degree registrable with SLMC

Full Name *	<input type="text" value="Test Applicant"/>	
Name With Initials *	<input type="text" value="T Applicant"/>	<i>eg : M.K.T. Weerasinghe</i>
Gender *	Female ▾	
Nationality *	Spanish ▾	
NIC	<input type="text"/>	<i>eg : 123456789V or 123456789</i>
Passport No *	<input type="text" value="123456"/>	
Contact No.(Mobile)	<input type="text" value="771234568"/>	
E-mail Address	<input type="text" value="testings156@gmail.com"/>	
Address (House No.) *	<input type="text" value="123"/>	<i>eg : No. 123</i>
Address (Street)	<input type="text" value="Old Fort Road"/>	<i>eg : Old Fort Road</i>
Address (City)	<input type="text" value="Nugegoda"/>	<i>eg : Nugegoda</i>

Step 03- Edit old data or enter new information needed.

Advance Level

Index No	<input type="text" value="1234556A"/>
Year	<input type="text" value="2011"/>
Biology	<input type="text" value="A"/>
Chemistry	<input type="text" value="A"/>
Physics	<input type="text" value="A"/>
Additional Subject	<input type="text"/>

Degree/Diploma Details

Name of University/Institute *	--Select a University/Institute-- ▾
Degree Effective Date (MM/YYYY)	<input type="text" value="06/2018"/>
Date of Enrollment (dd/mm/yyyy)	<input type="text" value="2012-06-13"/>

Step 03- Click here