

How to Apply for Indexing?

Requirements:

Applicants are to supply scanned copy of the following documents / credentials to process an indexing application:

- One recent colour passport photograph not more than 15kb in size, width of 130px and height of 182px in Jpeg format only
- O'level Examination Certificates (i.e. WAEC, NECO or GCE) not more than 200kb in Jpeg format only.
- Birth Certificate / Declaration of Age not more than 200kb in Jpeg format only.
- Testimonial not more than 200kb in .Jpeg format only

If you are a female applicant and your status reads married / divorced / widow; you are required to submit, in addition to the above:

- Marriage Certificate Not More Than 200kb in Jpeg format only
- Newspaper Publication showing marriage details not more than 200kb, Jpeg format only

Step 1: (Application Process)

- Visit the home page of the Nursing and Midwifery Council of Nigeria registration portal at portal.nmcnigeria.org
- Under the Indexing tab, locate and click the appropriate application form to start the application process:
 - Apply for Basic Indexing
 - Apply for Post Basic Indexing
- For Basic Indexing, fill the application form and click the save button. For Post Basic Indexing, provide your Registration Number, click the start application button and fill the application form.
- Click the **Save** button to view the applicant details page.
- Click on **Submit Application** to submit your application. You will be prompted with a message informing you that modifications will no longer be possible after submission. Click on yes.
- Copy and keep your Application Number that is displayed at the top of the page or check your email box for notifications from the council.

Step 2: (Clearance Process)

- Report to your School Officer to obtain clearance
- Your Clearance Officer will validate your application / submitted credentials with the issuer or exam regulatory body.
- After successful validation of your credentials, your school officer will clear your application on the portal to go and make payment.

Important Notice:

Any application that is not paid for before the closure date will not be attended to by the Nursing & Midwifery Council and late entry registration fee will be charged to the school and the applicant

Step 3: (Payment Process)

- Visit the home page of the Nursing and Midwifery Council of Nigeria registration portal at portal.nmcnigeria.org
- Under the **Indexing** menu item, locate and click the **Pay Application Fee** link.
- Provide your **Application Number** and **Date of birth** then click the **Retrieve Application** button
- Scroll to the bottom of the page listing your application details and click the **Proceed to Payment** button. You will be presented with a summary of your application details.
- Click the **Pay Fee Now** button. You will be connected to the **netpostpay** payment gateway.
- Select a payment option from the options listed.
- If you intend to pay at a bank, select **Bank** and click continue,
 - View the list of participating banks and then click on **Continue**
 - The **Print Acknowledgment** button will help you print **Payment Acknowledgment Slip** with Transaction ID, Application Number
 - With the copy of your Payment acknowledgement slip, proceed to a participating bank for payment.
 - On making payment at the bank, you **MUST** be issued with a **netpostpay e-receipt** that contains a **Validation Number**.
- If you intend to pay through Credit/Debit card, select **Credit/Debit card** and click continue
 - You will be required to fill in your eWallet log-in credentials. If you are not registered as a user, go to **Register for eWallet**.
 - After filling in, click **Login** button and you will be sent to the payment portal
 - For proceeding with the payment click the **PAY** button.
 - Payment portal display application details, click on **Continue** button.
 - You will be prompted to **Value Card** payment page, provide information of your card & Click on **OK** button
 - After payment, the **Validation Number** is generated. Store it and use it to confirm the payment.
 - You can also print a receipt by clicking the **Print the Receipt** button.
- If you intend to pay through InterSwitch, select **InterSwitch** and click continue,
 - You will be required to fill in your eWallet log-in credentials. If you are not registered as a user, go to **Register for eWallet**.
 - After filling in, click **Login** button and you will be sent to the payment portal
 - For proceeding with the payment click the **PAY** button.
 - Payment portal display application details, click on **Continue** button.
 - You will be prompted to **InterSwitch** payment page, provide information of your card & Click on **OK** button
 - After payment, the **Validation Number** is generated. Store it and use it to confirm the payment.
 - You can also print a receipt by clicking the **Print the Receipt** button.

Important Notice:

Applicants are to ensure that clearance and actual payment is completed for their application before the application closing date.

Any application that is not paid for before the closure date will not be attended to by the Nursing & Midwifery Council and late entry registration fee will be charged to the school and the applicant.