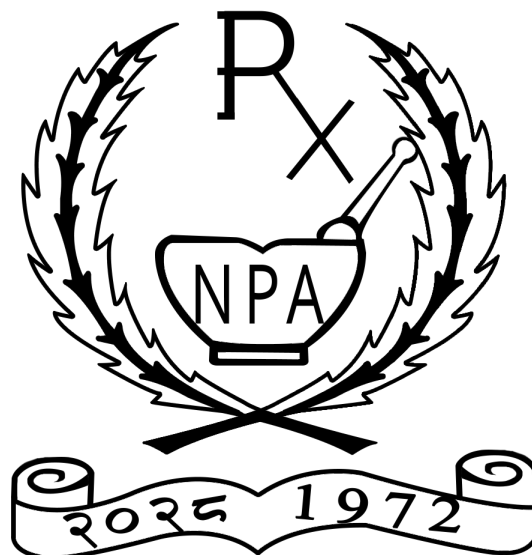




Nepal Pharmaceutical Association

ONLINE MEMBERSHIP REGISTRATION PROCESS

User Guide

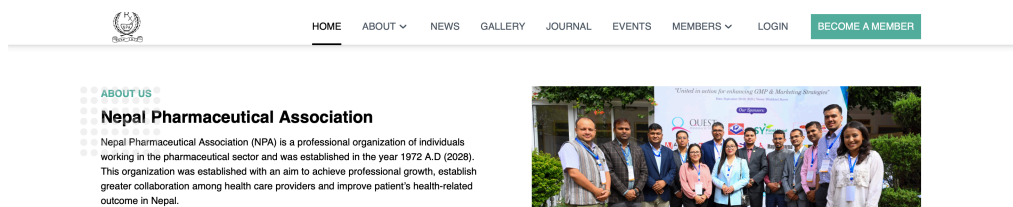


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1. Registration Form Fill-Up Process

- **Step 1: Open the NPA Registration Page**
- Open a web browser and visit the official Nepal Pharmaceutical Association website: www.npa.org.np
- Go to **Become a Member** section to open the registration form.



Step 2: Fill in General Information

- The first section is **General Info**.
- Enter your personal details such as **Name, Name in Nepali, Date of Birth, Nationality, Mobile Number, Citizenship Number, Gender and Address**.

A screenshot of the NPA registration form. At the top, a progress bar shows five steps: General Info (active), Qualification, Documents, Details, and Login info. The 'General Info' section is highlighted with a red box and contains the following fields:

- First Name: Enter your firstname
- Middle Name: Enter your middlename
- Last Name: Enter your placeholder
- Name In Nepali: Enter your name in nepali
- Date of birth: 26/09/2026
- Nationality: Please select nationality (dropdown)
- Mobile No: Enter your mobile no.
- Citizenship No: Enter your citizenship number
- Gender: Radio buttons for Male, Female, and Other
- Permanent Address section with:
 - Province: Choose Province (dropdown)
 - Ward number: Enter your ward number (dropdown)
 - Street/Tole: Enter your street
- Temporary Address section (empty)

• Then select your applicable **Membership Type** — **Student, Life Associate** or **Life Ordinary**.

Type membership requested
☒ Student
☐ Life Associate
☐ Life Ordinary

Registration fees:
Student Members - Rs. 250/-

Type membership requested
☐ Student
☒ Life Associate
☐ Life Ordinary

Registration fees:
Asst. Pharmacist - Rs. 525/-

Type membership requested
☐ Student
☐ Life Associate
☒ Life Ordinary

Registration fees:
Pharmacist - Rs. 1050/-

Electoral Address

Province *
Bagmati Province (बागमती प्रदेश) ▼

District *
Choose District ▼

Next

• Review the information and click **Next** to continue.

Step 3: Qualification

• In the **Qualification** section, first enter your academic details such as **Academy, Country, University/Institution** and **Graduation Year**.



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BECOME A MEMBER

General Info

Qualification

Documents

Details

Login info

Academy *
Choose Academy ▼

Country *
Choose Country ▼

University/Institution
Enter your university

Graduated year
26/09/2026

Prev

Next

- For membership types other than **Student**, additional professional details will appear. Enter your **Current Job Title**, **Current Employer**, **Years of Experience**, **NPC License Number** and **Field of Specialization**, as applicable.
- If applicable, also provide your **Research Publications** and **Research Published URL**.
- After completing the required fields, review the information and click **Next**.



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BECOME A MEMBER


General Info


Qualification


Documents


Details


Login info

Academy *

Choose Academy

Country *

Choose Country

University/Institution

Enter your university

Graduated year

26/09/2026

Current Job Title

Enter your current job title

Current Employer

Enter your current employe

Experience Years

Enter your experience year:

NPC License Number

- Enter your npc licence

Field of specialization *

Choose Field of special

Number of research publication (if any)

Enter your number of resea

Research Published Url

Enter your research publish

Prev

Next

Step:4 DOCUMENT UPLOAD PROCESS

• The documents required depend on the selected membership type.

For Student:

Upload:

1. Citizenship – Front
2. Citizenship – Back
3. Passport-Size Photo
4. Academic Degree Certificate
5. Character Certificate

The screenshot shows a web interface for document upload. At the top, there is a navigation bar with a logo on the left and links for HOME, ABOUT, NEWS, GALLERY, JOURNAL, EVENTS, MEMBERS, LOGIN, and a green button labeled 'BECOME A MEMBER'. Below the navigation bar is a progress bar with five steps: General Info, Qualification, Documents, Details, and Login info. The 'Documents' step is currently active and highlighted in green. Below the progress bar, there is a red-bordered box containing the document upload section. This section is divided into two columns. The left column contains three items: 'Citizenship' with a sub-label 'Citizenship Front Side', 'Citizenship Back Side', and 'Passport size photo'. Each item has a 'Choose File' button and the text 'no file selected'. The right column contains two items: 'Academic degree certificate' and 'Employer/College Card', each with a 'Choose File' button and the text 'no file selected'. Below the red-bordered box, there are two green buttons: 'Prev' on the left and 'Next' on the right. The 'Next' button is highlighted with a red border.

Document Type	File Selection Status
Citizenship Front Side	no file selected
Citizenship Back Side	no file selected
Passport size photo	no file selected
Academic degree certificate	no file selected
Employer/College Card	no file selected

FOR Life Associate / Life Ordinary:

Upload:

1. Citizenship – Back
2. Passport-Size Photo
3. Academic Degree Certificate
4. Council Certificate
5. Character Certificate
6. Employer / College Card – if applicable

- Click **Upload / Choose File** for each document, select the required file, review the uploads and click **Next**

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General Info Qualification **Documents** Details Login info

Citizenship	Academic degree certificate
Citizenship Front Side	Council Certificate
Choose File no file selected	Choose Files no files selected
Citizenship Back Side	Character Certificate
Choose File no file selected	Choose File no file selected
Passport size photo	Employer/College Card
Choose File no file selected	Choose File no file selected

Step 5: Details

- Select your **Areas of Interest** and preferences for **Conferences & Seminars**, **Committee Participation** and **Networking Events**.

HOME ABOUT NEWS GALLERY JOURNAL EVENTS MEMBERS LOGIN [BECOME A MEMBER](#)

General Info Qualification Documents **Details** Login info

Areas of Interest
☐ Regulatory Affairs
☐ Clinical Trials
☐ Research and Development
☐ Manufacturing and Quality Control
☐ Marketing and Sales
☐ Other

Please indicate your level of interest in participating in the following activities

Attending conferences and seminars
☐ Very interested
☐ Somewhat interested
☐ Not interested

Serving on a committee
☐ Very interested
☐ Somewhat interested
☐ Not interested

Participating in networking events
☐ Very interested
☐ Somewhat interested
☐ Not interested

- Read the declaration and select **Yes** to confirm your agreement. Enter your **Full Name** as the signature and provide the **Date**.

Declaration: I HEREBY AGREE TO ABIDE BY THE CONSTITUTION, RULES AND REGULATION OF THE ASSOCIATION.

☐ Yes

☐ No

By signing below, I certify that the information provided on this form is true and accurate to the best of my knowledge.

Signature _____ Date _____

- Review the information and click **Next**.

By signing below, I certify that the information provided on this form is true and accurate to the best of my knowledge.

Signature _____ Date _____

name name 27/09/2026

Prev Next



5. FINAL SUBMISSION & CONFIRMATION

Step 6: Login Information

Enter your **Email**, create a **Password**, and re-enter it under **Confirm Password**.

Step 7: Final Review

Review all information and uploaded documents before submission.

Click **Register** to submit the application.

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General Info

Qualification

Documents

Details

Login info

Email

Password

Confirm Password

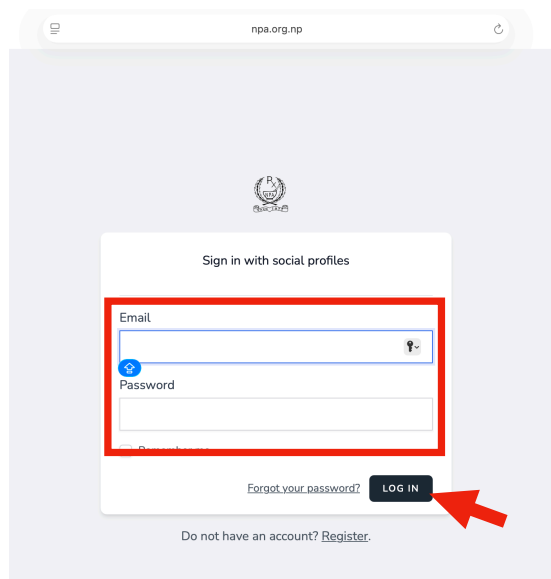
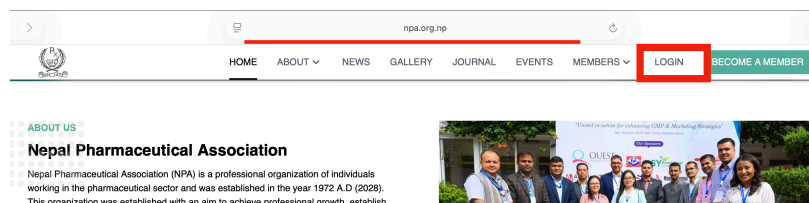
Register

Prev

Important: Make sure all information is correct before clicking **Register**. After successful registration, keep your **login credentials and registration details** for future reference.

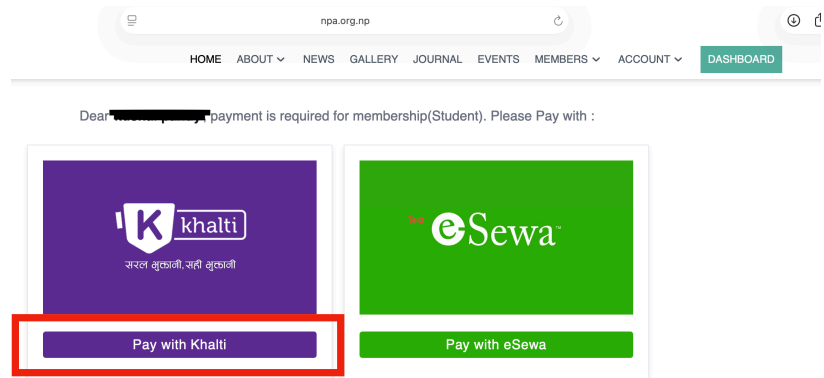
NPA MEMBERSHIP PAYMENT PROCESS USER GUIDE

- **Step 1: Login**
- Visit www.npa.org.np, click **Login**.
- Enter your registered **Email** and **Password**, and click **Log in**.
- Open **Dashboard** to access your Member Dashboard.



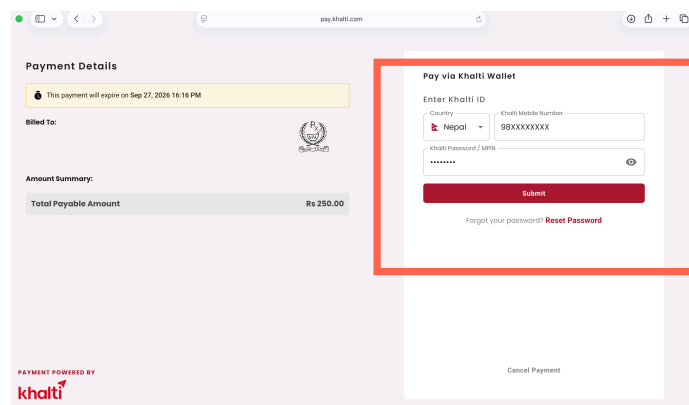
Step 2: Start Payment

- Click **Pay with khalti** to start the payment.



Step 3: Complete Payment & Confirmation

- The **Khalti payment interface** will open with your selected **Membership Type**, **Amount Summary** and **Payable Amount**.
- Review the payment details and enter your **Khalti ID** along with the required payment information.
- Click **Submit** to complete the payment.
- After payment, check the **Payment Status** to confirm that the transaction has been successfully recorded.



THANK YOU FOR USING THE GUIDE