

USER GUIDE ON HOW TO NAVIGATE THROUGH THE KVB ONLINE PRACTITIONER MANAGEMENT SYSTEM PLATFORM

Retention Payments

1. Click on the **Apply** button on the retention section
2. Click on “**New Retention Application**”. Click renew and the applicable amount will be calculated by the system. Click the **Proceed to payment** button
3. On the E-Citizen page, make payments with a method of your choice
4. A system generated receipt confirmation will be available for download (Official KVB receipt)
5. Your retention status will be updated and you shall be able to download your KVB Card

NOTE: This is applicable only to practitioners renewing their retention status after successful activation on the portal. Payments will be allowed only when there are sufficient CPD points.

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