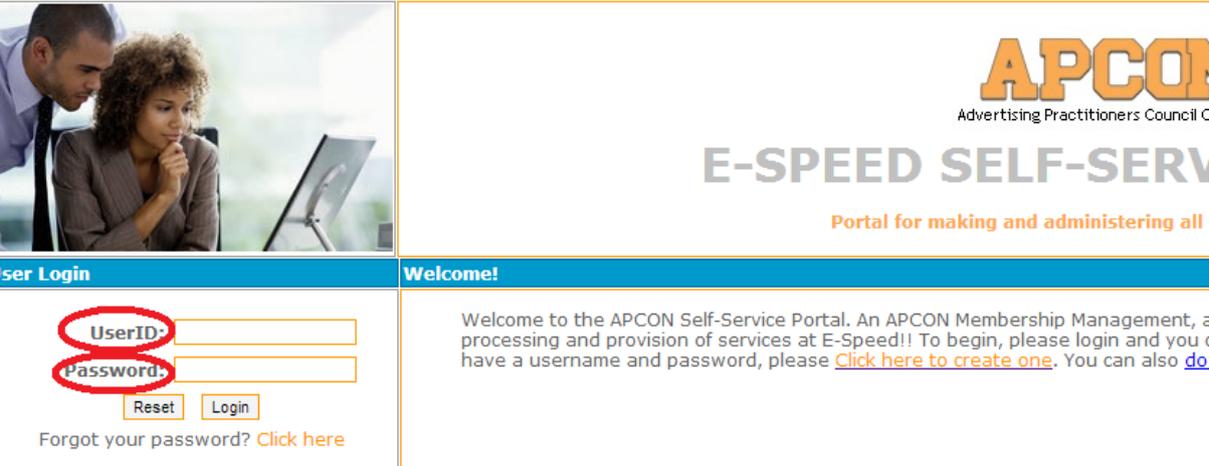


GUIDE TO UPDATING YOUR RECORDS ON APCON SELF-SERVICE PORTAL FOR EXISTING PRACTITIONERS

- ❖ For this, you need a passport photograph, University Certificate and NYSC certificate all in softcopies.
- ❖ Go to www.selfservice.apconng.com
- ❖ Login using your **email address** as your UserID and your **registration number** as your Password.



APCON
Advertising Practitioners Council of Nigeria

E-SPEED SELF-SERVICE

Portal for making and administering all

User Login

Welcome!

Welcome to the APCON Self-Service Portal. An APCON Membership Management, processing and provision of services at E-Speed!! To begin, please login and you have a username and password, please [Click here to create one](#). You can also [do](#)

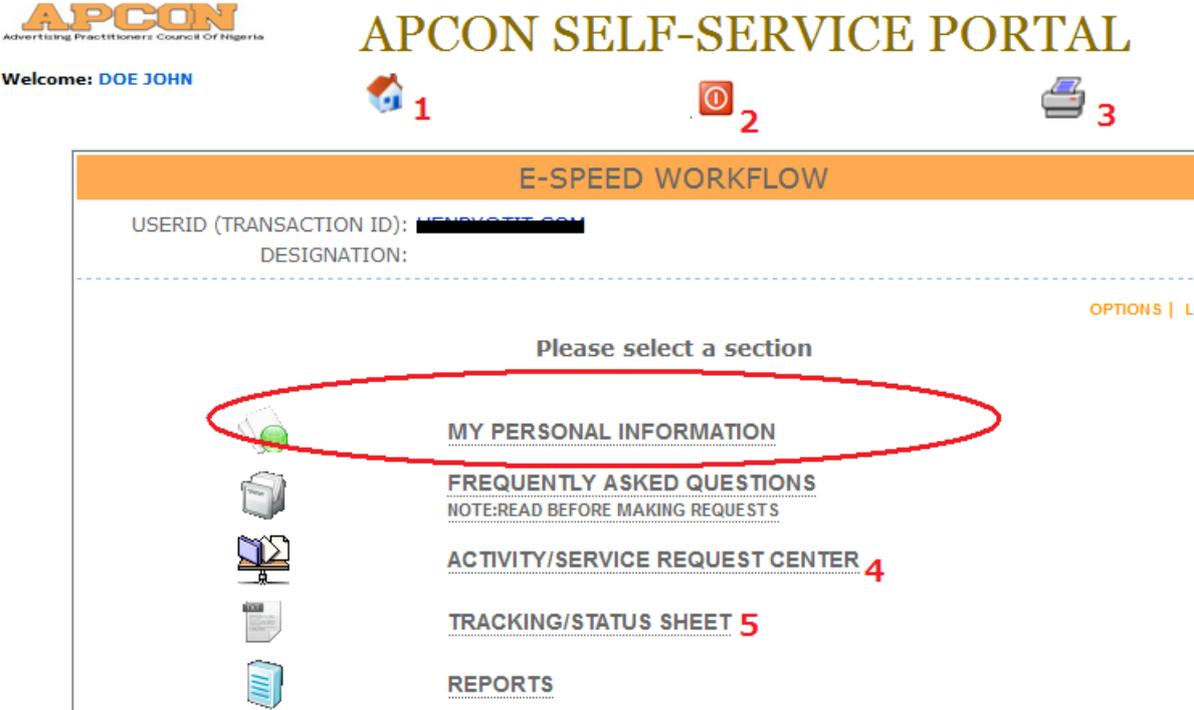
UserID:

Password:

Reset Login

Forgot your password? [Click here](#)

- ❖ On your welcome page go to “My Personal Information”



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Welcome: DOE JOHN

1 2 3

APCON SELF-SERVICE PORTAL

E-SPEED WORKFLOW

USERID (TRANSACTION ID):

DESIGNATION:

OPTIONS | [Logout](#)

Please select a section

- MY PERSONAL INFORMATION**
- FREQUENTLY ASKED QUESTIONS
NOTE:READ BEFORE MAKING REQUESTS
- ACTIVITY/SERVICE REQUEST CENTER 4
- TRACKING/STATUS SHEET 5
- REPORTS

- “1” would bring you back to this screen (your homepage) from wherever you are on the portal.
- “2” is to logout.

- “3” is to print out any page you are currently on.
- “4” is where you generate requests. Please consult the “Generate Request Guide” for more on this.
- “5” is to track your requests you have generated to know if they have been approved or not.

❖ On clicking “My Personal Information”, a form with four steps would be loaded.

PERSONAL DATA: STEP 1

Fill in all details as it applies to you and please note the following:

Personal Data: Step 1	Employment Record: Step 2	Institutions Attended: Step 3	Supervising Practitioner: Step 4
Personal Data			
Username	<input type="text" value="testing@technocratgroup.co.uk"/>		
Password	<input type="password" value="••••••"/>		
Re-type Password	<input type="password" value="••••••"/>		
Surname	<input type="text" value="John"/>		
Other Names	<input type="text" value="Doe"/> * Kindly start with your Firstname		
Gender	<input type="text" value="Male"/>		
Type of Membership	<input type="text"/>		
Date of Birth	Day <input type="text" value="01"/> Month <input type="text" value="Jan"/> Year <input type="text" value="1900"/>		
Marital Status	<input type="text" value="Single"/>		
Nationality	<input type="text" value="Nigerian"/>		
Next of Kin	<input type="text" value="Jane Doe"/>		
Address of Next of Kin	<input type="text" value="11, Downing Street, UK."/>		
State	<input type="text" value="19.Kaduna"/>		

- Provide a functional and valid email address please.

EMPLOYMENT RECORD: STEP 2

Personal Data: Step 1	Employment Record: Step 2	Institutions Attended: Step 3	Supervising Practitioner: Step 4
Employment History			
Period of Employment	Establishment (Name/Address)	Job Title	
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	
	<input type="button" value="Save This Employment Details"/>		
Period	Establishment	Job Title	

- Sequence to be taken in filling each of your employment history.

INSTITUTIONS ATTENDED: STEP 3

Personal Data: Step 1 Employment Record: Step 2 **Institutions Attended: Step 3** Supervising Practitioner: Step 4

Institutions Attended

A. Higher Institutions

Institutions Attended	Qualification Obtained	Date	Upload Document
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="button" value="Choose File"/> <input type="text" value="F4"/> hosen
<input type="button" value="Save"/> <input type="button" value="5"/> <input type="button" value="institution details"/>			

Institution	Qualification	Date	Uploaded Document
	6		

- Please note that uploading a document takes a while depending on the speed of your internet and should not be interrupted.
- If a file is uploaded successfully, it would be shown in blue in “6” above.
- The “Other Results” in Section C of this step can be used to upload other certificates like NYSC Certificate or Exemption letter.
- **The only documents needed are University Certificate and NYSC Certificate.**

Personal Data: Step 1 Employment Record: Step 2 **Institutions Attended: Step 3** Supervising Practitioner: Step 4

Institutions Attended

A. Higher Institutions

Institutions Attended	Qualification Obtained	Date	Upload Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save This High institution details"/>			

Institution	Qualification	Date	Uploaded Document		
Yaba College of Technology, Yaba, Lagos.	ND	1987	28_05_2013_15_44_13_dav6.jpg	1	2
				Edit	Delete

- You can edit or delete an uploaded document as shown in “1” and “2” above.

SUPERVISING PRACTITIONER: STEP FOUR

- Please you do not need to fill anything you. Just leave it blank.

When you are through with the application form, click on “[Submit to APCON](#)”. Please note the following:

- You can save your details at anytime during the application process and come back to continue the process. Just login with your email address and password that you provided in step one and go to “[My Personal Information](#)”. **Once you have submitted to APCON, you cannot change any information you filled.**
- Please consult the “[Generate Request Guide](#)” on the homepage of the portal for steps on how to generate a request to process your payments. **You cannot generate a request if you have not updated your records.**

*For any **technical** challenges, kindly contact selfservice.support@apconng.com and you would be responded to appropriately.*