MEDICAL LABORATORY SCIENCE COUNCIL OF NIGERIA

INSPECTORATE UNIT

ADMIN USER MANUAL FOR REGISTRATION OF MEDICAL LABORATORIES

AND

LABORATORY LOCATION APPLICATION

FIRST EDITION

First Edition 2023

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ACKNOWLEDGEMENTS

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1.0 Getting started

Follow these steps to open the Login page of the Inspectorate Unit Application.

    i.   Click on the MLSCN Lab APP and wait for the Landing Page shown below to open. Alternatively, type **http://labs.mlscn.gov.ng** on the gateway of any web browser and press the ENTER key.
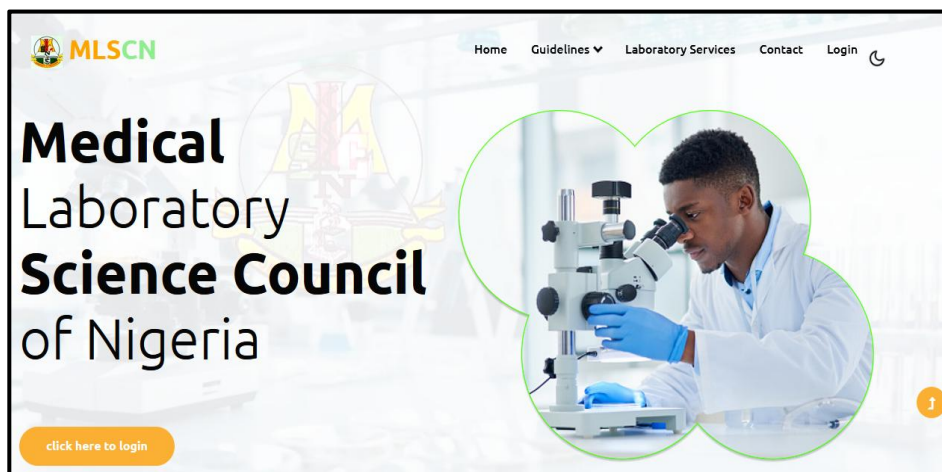
The General Landing Page

1.1 How to Log in

Follow these steps to log in to the platform.

    i.   Click on the 'click here to login' (click here to login) button located at the Lower Left Hand Corner of your screen to begin the account creating process.

Notice that all links and buttons in this portal have been configured to be in a mouse-sensitive mode such that when the cursor is hovered over them, their background colour changes.

    ii.   When the button is clicked, the Login Page (screenshotted below) will open.
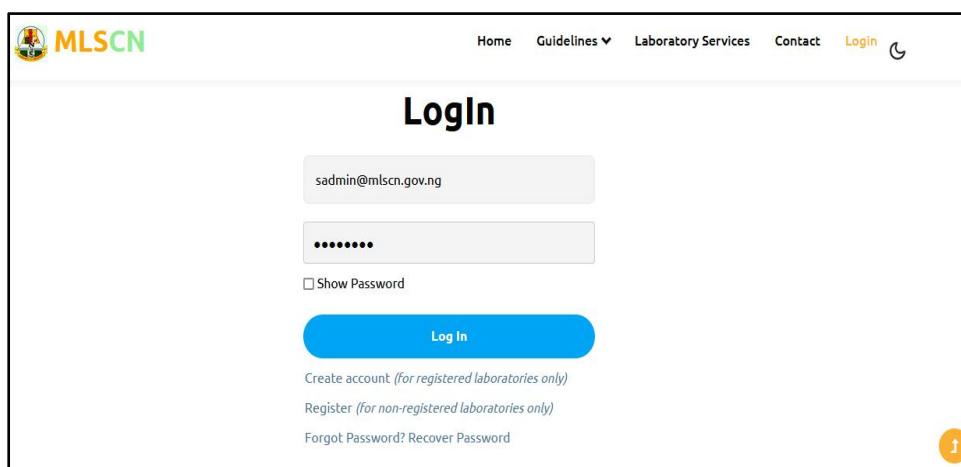
General Login Page

1.1.1 Logging in Based on User Type
There are three types of Users. These are

    i.   Admin Login

    ii.   New Medical Laboratories

    iii.   Approved Medical Laboratory Login

This particular manual is focused mainly on the Medical Laboratories Users. The Laboratory User Manual is available in the Help Menu of the Login Landing page. Another version of this manual has been prepared for the Admin Users.

2.0 Registration of New Medical Laboratories
This type of registration procedure is meant for Medical Laboratories that have not registered with the Medical Laboratory Science Council of Nigeria. This category of Medical Laboratories is required to download the

    i. **Terms and Conditions** contained in the **Revised Guidelines for Registration,** and

    ii. **Pre-Approval Checklist**

and study them carefully before starting an application. Gather all required documents so that the Registration process will be smooth and fast.

The Council shall not be held liable for any rejection of an application resulting from any wrong and incomplete application.

2.1 How to Download the Terms and Conditions
The **Revised Guidelines for Registration** and the **Pre-Approval Checklist** are available online and can be downloaded at the landing page of this portal.

Follow these steps to download them.

    i.   At the top of the Landing Page, click on or press Guidelines (enclosed in red rectangle in the screenshot above) on the main menu bar.

    ii.   From the submenu drop-down, select the file that you want to download one at a time by clicking on it. The two files are **Registration Requirements** and **Checklist for Pre-Approval** (see screenshot above).

    iii.   Once clicked, a pdf file will open on a new tap.

2.2 How to Register a New Medical Laboratory
To make a fresh registration on the portal, follow these steps.

    i.   Open the MLSCN App.

    ii.   Click on or press the 'Click here to Login' ( ) button at the bottom Left-Hand corner of the Landing Page. *You may need to scroll up to view this button.*

iii. Wait for the Log in Page (shown below) to open.

iv. Then click on or press the **Register (for non-registered laboratories only)** link (**enclosed in red rectangle**) in the screenshot below.
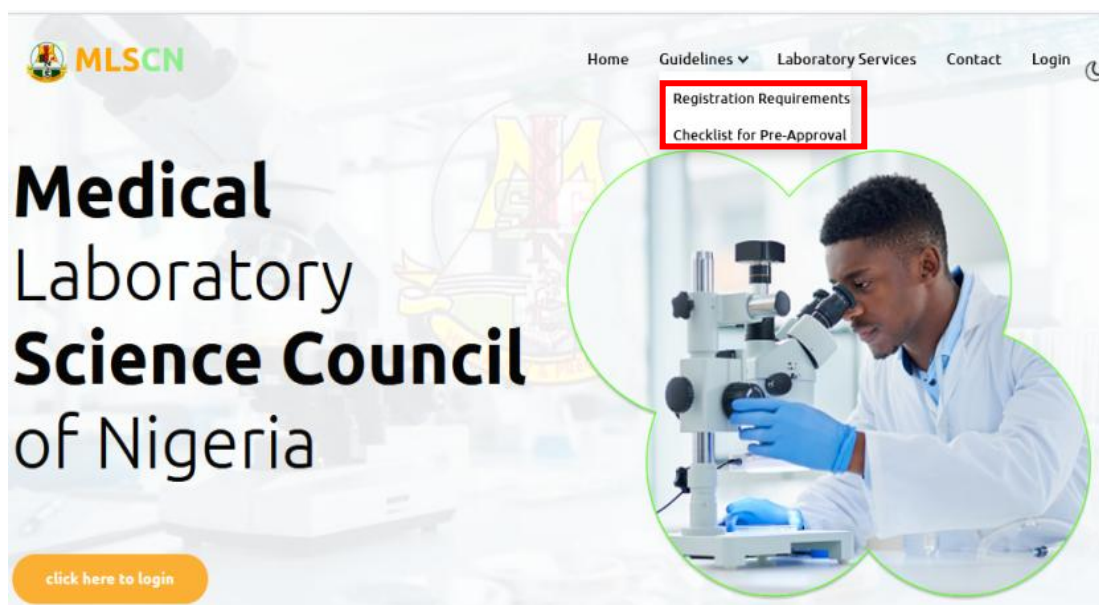
Location of the Registration Requirements and Checklist for Pre-Approval Guidelines

Location of Registration Link for Medical Laboratories Seeking Fresh Registration

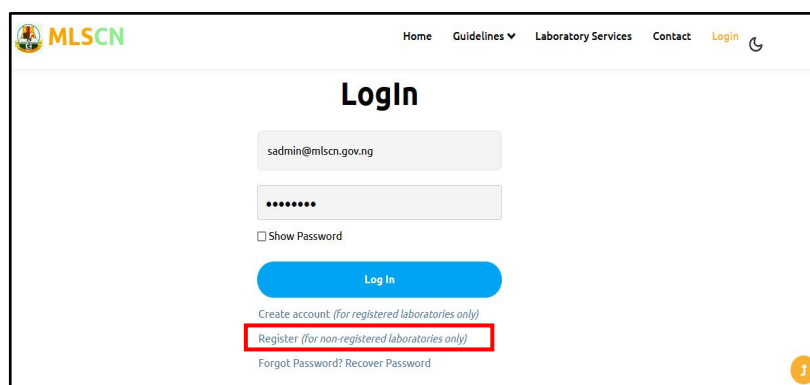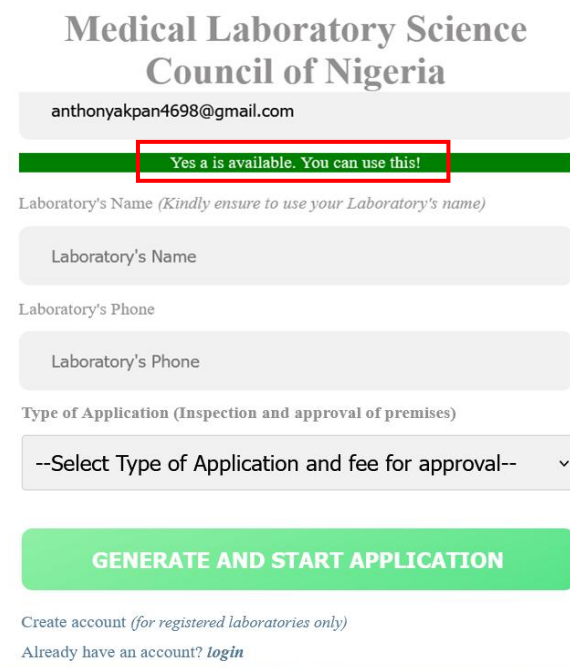v. The Disclaimer Page screenshot shown besides here will open. At this point, it is expected that all prospective Medical Laboratories have studied the **Terms** and **Conditions** to enable them decide whether to proceed with the registration process or decline to do so.

A Screenshot of the Disclaimer Page

vi. Click on the **I accept all the Terms and Conditions (** I accept all the Terms and Conditions **)** button to continue with the registration process if you are satisfied with the terms and Conditions.

But If you are not satisfied with the **Terms** and **Conditions**, click on the **I reject all the Terms and Conditions (** I reject all the Terms and Conditions **)** button to discontinue (see screenshot above).

vii. When the applicant clicks on the I accept all the Terms and Conditions **Button**, a preliminary page showing fields for entering Email Address, Name of Medical Laboratory, Medical Laboratory Phone number and Choosing the Category of Medical Laboratory (see

Page for Capturing Preliminary Laboratory Information

screenshot below) will open. Type and fill in these details in their respective fields. The platform will perform some internal in-house checks to ensure that the email provided is not already in use by another laboratory. *It should be noted at this point that the prospective Laboratory Managers must ensure that the email addresses provided are working before they use them here because they will receive mails from labs@mlscn.gov.ng immediately.*

A confirmatory message (Yes microscope@labmail.com is available. You can use this!) will pop up at the location shown in **red rectangle** in the screenshot above message.

viii. Once the availability of the email address has been confirmed by the platform, then proceed to enter the other mandatory information like the Medical Laboratory Name and Laboratory Phone Number in their respective fields. Then select the type of Application Fee for Approval from the dropdown.

ix. Click on the GENERATE AND START APPLICATION (GENERATE AND START APPLICATION) button to generate a registration link that carries your Remita Code for your application. The link and other information will be sent to the email address provided. At this point,

wait for about 5 minutes, then open the inbox of the email address provided and search for mail from **admin@mlscnportal.com** in your inbox.

You may wish to check your spam (or Junk) folder if no mail from admin@mlscnportal.com is found in the main inbox. Finally, you may need to refresh the inbox page to enable new emails to drop faster if your inbox was opened.

    x.   Once the GENERATE AND START APPLICATION button is clicked, the platform will automatically migrate users to a secure online payment platform where they can either make payment (recharge the Remita Code) from the comfort of their homes or copy the code and recharge it in their banks.

2.3 How to Recharge the Remita Code Using the Online Payment Platform

This section deals with how users can add money to their Remita Code (technically described as recharging of Remita Code) that they have generated for their proposed Medical Laboratory. This will enable them to make payments.

The various recharge options available for use in recharging the Remita Code are shown in the screenshot of the Remita Payment Platform

above. Notice that recharging using the ATM card option is the default option in the list.

Screenshot of the Secured Remita Payment Platform

Follow these steps to recharge it.

    i.   Provide all the requisite information and click on **Pay NGNXX** (Pay NGN 100,698.75) button to proceed.

    ii.   An OTP (one-time password) will be sent to the Phone Number attached to the bank account by short message service (popularly called Text message). Open it and send the key the code into the window provided.

    iii.   Wait for a few seconds for the application to credit your Remita Code.

    iv.   When successfully done, it will migrate the applicant to the form for continuation of registration. ***Note that the other payment options have almost the same procedure***

2.4 How to Recharge the Remita Code from the Bank

This section deals with how users can recharge their Remita Code (technically described as recharging of Remita Code) from their banks. Follow these steps to recharge the Remita Code.

i. Simply open the mail sent to your email address by **admin@mlscnportal.com** and copy out the Remita Code contained in the mail.

ii. Take the Remita Code and request them to Recharge it for you.

iii. Open the mail from **admin@mlscnportal.com** once again and click on the link contained in the email to open the Registration Form.

2.5 How to Retrieve the Registration Form after Recharging the Remita Code

There are two ways of retrieving the registration form for use in completing the registration process after recharging the Remita Code.

Applicants who recharge their Remita Codes from the online payment platform will be automatically migrated to the registration form for continuation.

However, those who recharge their Remita Codes from the banks will have to follow these steps to retrieve the form and continue with the registration process.

i. Open the inbox of the email address that they provided. Locate and open the mail from **admin@mlscnportal.com.**

ii. Click on the link provided in the mail to open the registration form from there. The mail will also carry a message informing the user that your email address has been successfully verified. *Note that this link is customized for a particular laboratory using the email address provided in the registration process. Therefore, it should not be shared*.

2.6 Filling out the Registration Form

Once the Registration Form is successfully retrieved, follow these steps to fill out the for.

i. Provide all the information required in the various fields. Note that this form is long (see screenshot below) and therefore, you may need to be scrolling it up to view all fields. The various fields are:

Proprietor's Name, Address and Phone No.: Type in the correct **Name, address and phone number of the Propriety** of the Medical Laboratory in their correct fields.

Laboratory Name, CAC Registration No., Laboratory Category and Laboratory Website: Type in the correct name of the Medical Laboratory applying for registration

with the Council. The Medical Laboratory name must be the same as what is contained in the CAC Registration documents (where applicable).

Type in the correct **CAC Registration No**. of the Medical Laboratory.
Note that Government-owned hospitals do not mandatorily need to submit their CAC Registration numbers.

Select the Category of Medical Laboratory that is applying for registration with the Council by clicking on the dropdown and selecting the Category from the list.

Entering the Web address of the Medical Laboratory seeking registration with the Council is not a mandatory requirement. It should be provided if it is available. *However, websites will be created for all Medical Laboratories that do not have websites but have been granted approval to operate by the Council. It is one of the various ways that the Council is trying to enhance the visibility of Medical Laboratories through the creation of a sustainable business environment for them.*

Remita RRR Code: Type in the **Remita RRR Code** that you have recharged.
Note that the code will be auto-loaded for those who recharged from the online payment platform so they do not need to type it again.

Date Establishment and Mobile Phone No.: Type in the correct **date** that the Medical Laboratory was established as contained in the CAC document in the field provided for it. Also, type in the **Mobile Phone No**. of the Medical Laboratory.

Corporate Approval: Provide the names of all the members of the Board of Directors of the Medical Laboratory seeking approval with the Council here. They should be the same as what is contained in the CAC registration documents of the Medical Laboratory.

Username: This field is prefilled using the verified email address of the Medical Laboratory. It should be left as it is.

Password and Confirm Password: A Strong Password that the Medical Laboratory seeking registration will be used in accessing this portal should be provided here. It is strongly advised that such passwords should contain a combination of characters comprising alphabets, numbers and wildcat characters.
The password provided must be confirmed by retyping it in the field provided for it.
In the event of a mismatch or trying to reconfirm what has been typed, the typed password can be viewed by clicking on the show password (Show Password) button located at the bottom left hand corner of the screen.

Medical Laboratory Science Council of Nigeria

Proprietor Name:

Proprietor Name

Proprietor's Address:

Proprietor's Address

Mobile Number:

Mobile Number..

Laboratory Name:

Laboratory Name

CAC Registration No.:

CAC Registration Number

Laboratory Category:

- SELECT LABORATORY CATEGORY-

Remita RRR:

Remita RRR Code

Date Established:

dd / mm / yyyy

Mobile Number:

Mobile Number..

Co-operate Approval:

Names or name of co-operate approval gotten..

Username:

anthonyakpan4698@gmail.com

Password:

Confirm Password:

☐ Show Password

START REGISTRATION

Already have an account? *login*

Preliminary Medical Laboratory Registration Page

ii.   When done, press the **START REGISTRATION** (START REGISTRATION) button to submit and open the remaining Registration Pages.

iii.   Wait for a few minutes for the system to submit your information. When successfully submitted, it will display a confirmatory message that your Medical Laboratory has been registered and you should log in to complete the application process.

iv.   The system will automatically migrate you to the Laboratory Landing page. (see sample screenshotted below). Where this is not done, go to **labs.mlscn.gov.ng** and log in using your laboratory email address and password that you provided.
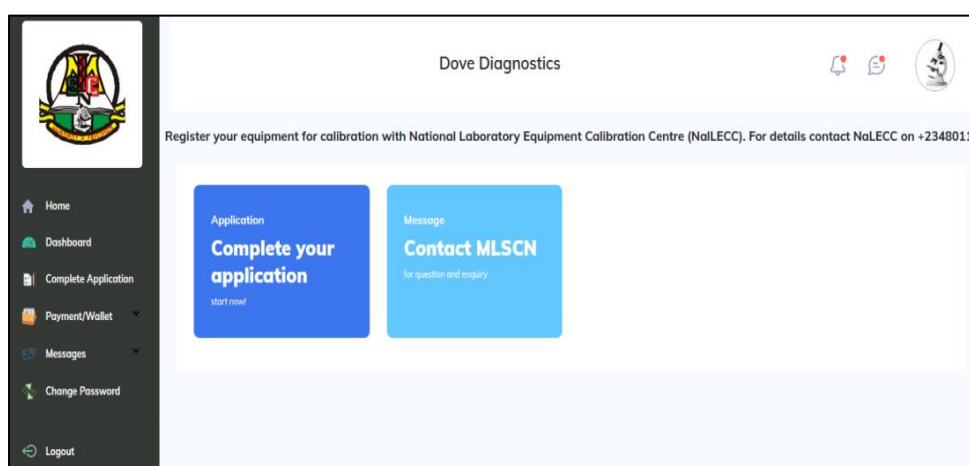
The Laboratory Landing Page

3.0 The Laboratory Landing Page

The landing page of the Laboratory Dashboard has two panels consisting of **Complete your application** and **Contact MLSCN** panels.

3.1 The Complete your Application Panel

This panel contains other fields that Medical Laboratories seeking for registration and approval with MLSCN have to provide information. To continue the laboratory registration process that was earlier initiated in the preliminary page, do the followings

i.   Click on or press the 'Complete your Application' link on either the Panel or the Side Menu and wait for the page shown below to open.

ii.   Open the various taps one by one by clicking on either the + (+) sign at the end of each rectangular bar or directly on the name and provide the required information in the various fields. The various taps are:

Other Fields that information are needed to Complete the Application Process

3.1.1 Proprietor's Details

This section is aimed at capturing and documenting information about the Proprietor of the Medical Laboratory. Laboratories are expected to only confirm their proprietor's information earlier submitted in the preliminary data collection page. The earlier information provided are represented (see screenshot) for them to save. Follow these steps to confirm the information earlier provided.

i. Go through the information in the various fields and click on the ***save and continue*** button (save and continue) to accept them.

ii. To edit the content of each field, click on any field and clear them by selecting all and pressing the delete button, then type in the correct information.

iii. Users can exit this page by either clicking anywhere outside the page or by clicking the close button located on the upper right hand corner of the Text editor.

Text editor for capturing Medical Laboratory Proprietors Information

3.1.2 Basic Laboratory Information Detail

This page is designed to capture basic information of Medical Laboratories. Follow these steps to access and provide all information required in the Basic Detail field.

i.   Click on the Basic Detail Field and wait for the page shown below to open.

Text editor for entering Basic Details of a Medical Laboratory

ii.   The only information required to be filled here is the **PML No.** Medical Laboratory. Medical Laboratories seeking fresh registration are to leave the PML No. field open until the Council generates a PML No. for them. Other information including **CAC/Registration Number, Mobile Number, Date Established, Cooperate Approval,** and **email address**, already provided in the Verification Page will be auto-uploaded in their respective fields.

iii. Provide the information required in the **street address** field. Then select the **State and Local Government Area ((LGA)** where the Medical Laboratory is located from the State and LGA dropdowns under the State and Local Government Area ((LGA) fields.
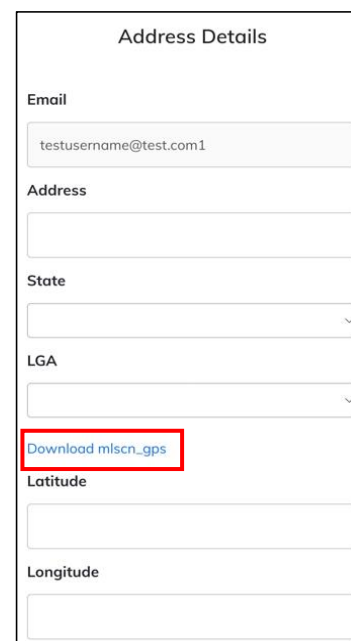
iv. Information provided in the **Latitude** and **Longitude** fields *MUST BE MEASURED INSIDE THE MEDICAL LABORATORY FACILITY* before they are typed into their various fields. For better location accuracy, these two information should be provided up to **FIVE DECIMAL PLACES**.

v. Click on the **save and continue** (save and continue) button to save your information and move to another field.

3.1.2.1 How to Download the MLSCN-GPS APP

The MLSCN-GPS App is a high-accuracy Android and IOS phone-based application that can to generate latitude and longitude data required in the form from any location in the world. It generates the data with high accuracy (up to five decimal places) needed to properly geolocate the laboratory on a location map.

Follow these steps to download the MLSCN-GPS App that can generate the **Latitude** and **Longitude** information up to five decimal places.

i. Click on the MLSCN-GPS App located directly above the Latitude field. See it enclosed in a **red rectangle** in the screenshot beside this page.

ii. Once clicked properly, it will migrate the user to the Google Playstore or Apple Store for Android or iOS phone users respectively, where they can download and install the MLSCN-GPS App.

Location of the Link to the Location of the MLSCN GPS App

iii. After initialization, the Latitude and Longitude readings will be displayed in their respective fields on the screen of the phone.

iv. Copy out the Latitude and Longitude readings, save the data and type them manually into their various fields.

3.1.3 Board of Director's Information

This section is meant to capture and document information of the members of the Board of Directors of the Medical Laboratory. Follow these steps to access and provide all information required in the Board of Directors page.

i. Click on the Board of Directors tap and wait for the page shown below to open.

ii. Then click on the Add Member of the Board of Directors button (enclosed in red rectangle) to open the text editor shown below.
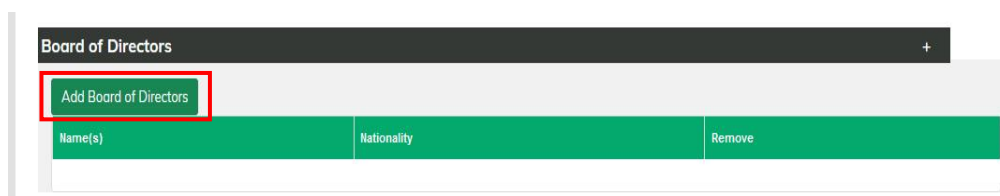
Location of the Add Board of Directors Link

iii. Type in the Names of a Member of the Board of Director starting with the surname.

iv. Select the nationality of the member from the Country dropdown. Nigerians do not need to select as Nigeria is the default country.

v. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the Upper Right-Hand corner of the page.

Text editor for entering particulars of the Members of the Board of Directors

Click on the **Add** (add) button located at the bottom Right Hand Corner of the page. Once added, the name(s) will be displayed as shown in the screenshot below.

vi. Any incorrect or wrong entry can be removed using the delete (🗑) button at the end of each row.


Display Format for Members of the Board of Directors

3.1.4 Test Menu Information

This section will collect data about the various test menus available in the Medical Laboratory. Follow these steps to access and provide all information required in the **Test Menu** page.

i. Click on the **Test Menu** tap and wait for the page shown below to open.

ii. Click on the **Add Test Type Menu** button (enclosed in **red rectangle** in the upper left-hand corner) to open the Text Editor shown below.

iii. Click on the **Add Test Type Menu** button (enclosed in **red rectangle** in the upper left-hand corner) to open the Text Editor shown below.

iv. Select the Test Type from the Test Type dropdown.

v. Type in the Workload (No. of Specimens per month), and Bench/Floor Size (in square metres).
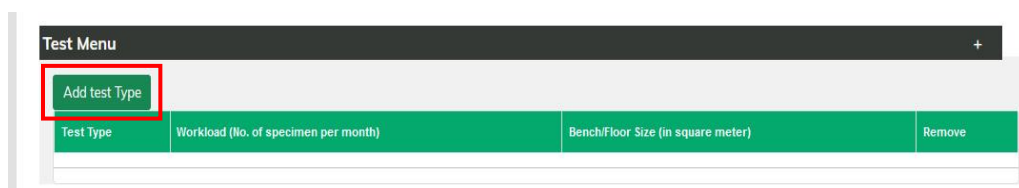
Location of the Add Test Type Link

vi. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.

Text editor for entering Test Type Menus and their description

vii. Click on the Add (add) button located at the Bottom Right Hand Corner of the page. Once added, the Test Type menu entries will be displayed as shown below.

viii. Any incorrect or wrong entry can be removed using the delete (🗑) button at the end of each row.

Format for the display of the Test Type menu

3.1.5 Equipment/Kit

The section is meant to capture and document information about equipment/kit available for conducting the various tests menu listed in Section 3.1.3. Follow these steps to access and provide all information required in the Equipment/Kit Page.

i. Click on the **Equipment tap** and wait for the page shown below to open.

The Add Equipment Landing page

ii. Click on the Add Equipment button (enclosed in red rectangle in the upper left hand corner) to open the Add Equipment Text Editor shown below.

iii. The type of equipment to be added depends on the Laboratory's Test Type selection. So select the Test type first from the Test Type dropdown before entering equipment.

iv. Then type in the Name of Equipment, Maker, and Quantity.

v. Then select the status of the equipment from the Status dropdown.

vi. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page

Text editor for adding and describing available equipment

vii. Click on the Add (add) button on the Bottom Right Hand Corner of the Page. Once added, the List of equipment added will be displayed as shown below.

viii. Any incorrect or wrong entry can be removed using the delete (🗑) button at the end of each row.

Format for the display of list of equipment/kit

3.1.6. Laboratory Units

The various units available in the Medical Laboratory are to be documented in this section. Follow these steps to access and provide all information required in the Laboratory Unit tap.

i. Click on the Laboratory Unit tap and wait for the page shown below to open.

The Medical Laboratory landing page

ii. Click on the Add Laboratory Unit button (enclosed in red rectangle) to open the Text Editor shown below.

iii. Select the Laboratory Unit from the Laboratory Unit dropdown.

iv. Provide a brief description of the unit, furnishing and other contents.

v. Type in the number of such units in the laboratory.

vi. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.

Text-editor for entering Laboratory Units and their description

vii. Click on the Add (add) button on the Bottom Right Hand Corner of the Page. Once added, the various Units in the Laboratory will be displayed as shown below.

viii. Any incorrect or wrong entry can be removed using the delete (🗑) button at the end of each row.

Format for the display of the various units in the Medical Laboratory

3.1.7 Safety

This page is intended to collect and document information about Health and Safety facilities available in a Medical Laboratory. Follow these steps to access and provide all information required on the Health and Safety facilities available in the Laboratory.

i. Click on the **Safety** tap and wait for the page shown below to open.

The Health and Safety Landing Page

ii. Click on the Add Safety button (enclosed in **red rectangle** in the upper left-hand corner of the page) to open the Text Editor shown below.

iii. Select the Type of Safety Equipment available from the Safety type dropdown menu.

iv. Provide a brief description of the equipment (e.g., state, manufacturer and possible expiry date where necessary) under the description field.

Text-Editor for entering Health and Safety facilities in the Medical Laboratory

v. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.

vi.   Click on the Add ( ) button on the bottom Right Hand Corner of the Page. Once added, the various health and safety equipment and their description will be displayed as shown below.

vii. Any incorrect or wrong entry can be removed using the delete ( ) button at the end of each row.

Format for the display of the Health and Safety Equipment and their description

3.1.8 Waste Disposal Method Information

This section is designed to capture and document the various types of wastes usually generated in the Medical Laboratory and how the methods usually used in disposing them. Follow these steps to access and provide all information required in the Waste Disposal Method tap.

i.   Click on the Waste Disposal Method tap and wait for the page shown below to open.

The Waste Disposal Method Landing Page

ii.   Click on the Add Waste Disposal method button (**enclosed in red rectangle)** to open the Text Editor shown below.

Text Editor for documenting Waste disposal method and their description

iii. Select the Type of Waste from type of Waste dropdown and provide a brief description of the waste disposal method under the description field.

iv. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.

v. Click on the Add ([add]) button on the Bottom Right Hand Corner of the Page. Once added, the various wastes and their description of their disposal methods will be displayed as shown below.

vi. Any incorrect or wrong entry can be removed using the delete ([🗑]) button at the end of each row.
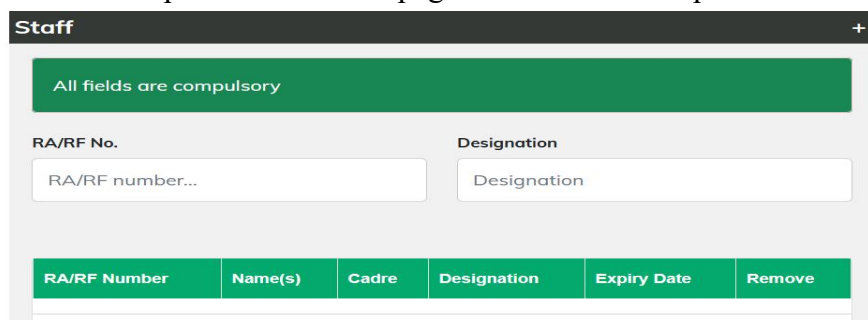

Format for the display of Waste Disposal method

3.1.9 Staff

The section is designed to capture information about all staff serving in the Medical Laboratory facility. The staff categories, in addition to other staff, must include a Residential Scientists.

Follow these steps to access and provide relevant information about staffing in the Medical Laboratory facility using the Staff tap.

i. Click on the Staff tap and wait for the page shown below to open.
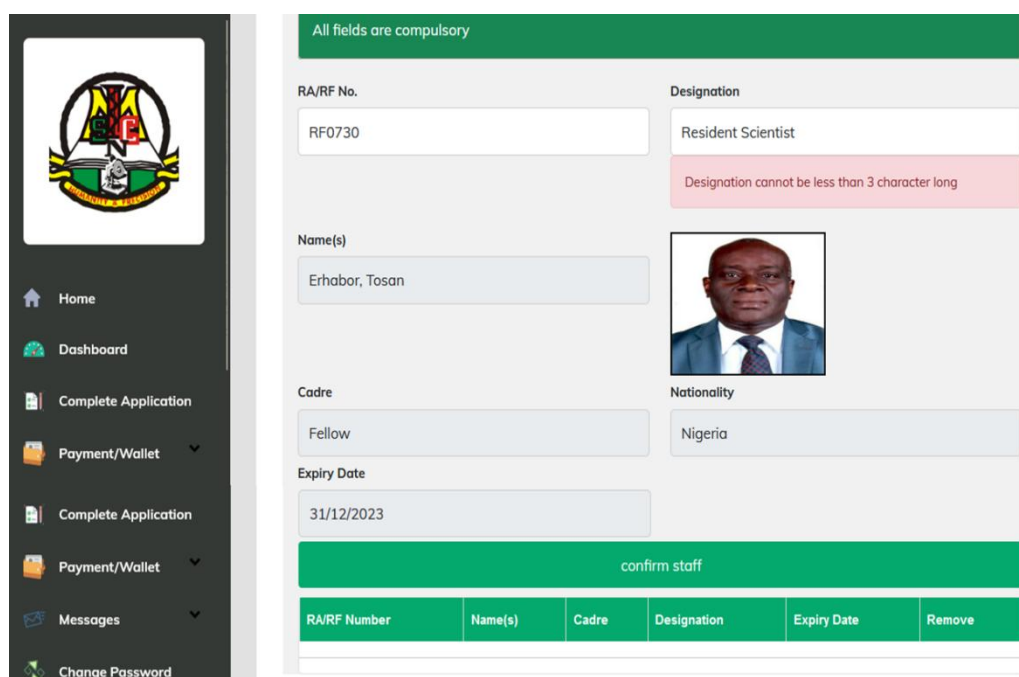
Page for entering RA/RF Nos of Scientists

ii. Type in the correct RA/RF No. of all staff and his Designations in the fields provided one by one. Once typed, the system will search through the license portal and fetch their Names, Passport photographs, Cadres and Expiry Dates of their current Licenses from the MLSCN database and populate the various fields (see screenshot below for a Scientist with RA/RF No. 0730).

In addition, the platform will send a mail to the scientist whose particulars have been used to confirm that he has consented to this particular laboratory using his particulars. The Council expects any scientist whose particulars have been used illegally to a disclaimer to MLSCN so that the Medical Laboratory concerned can be sanctioned appropriately as soon as possible. If no response is received, it will be concluded that the Scientist has granted approval for his particulars to be used.

It should be noted that the platform does not allow particulars of any scientist to be used more than once even when the Scientist is the proprietor of the Medical Laboratory in question.

Display of Resident Scientist information when correct RA/RF Nos are entered into the RA/RF fields

Click on the Confirm Staff (confirm staff) button located below the staff information to add the staff to the Medical Laboratory. Once done correctly, a confirmatory message (see screenshot below) will be displayed on the page.

Erhabor, Tosan with License number RF0730 added to your Laboratory successfully!

iii. Staff information correctly entered will be displayed in a tabular form as shown in the screenshot below.

Format for displaying successfully entered Scientist information

iv. Any incorrect or wrong entry can be removed using the delete ( ) button provided at the end of each row.

v. To add another Scientist, type in the RA/RF No. again and follow the same steps all over.

3.1.10 Uploading of Supporting Documents
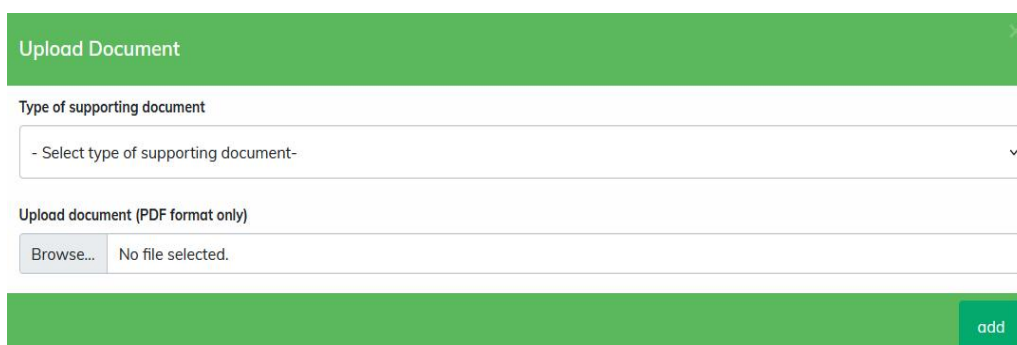
This section is where all supporting documents are to be uploaded. Follow these steps to access and upload all relevant supporting documents for Registration.

i. Click on the Upload Documents tap and wait for the page shown below to open.
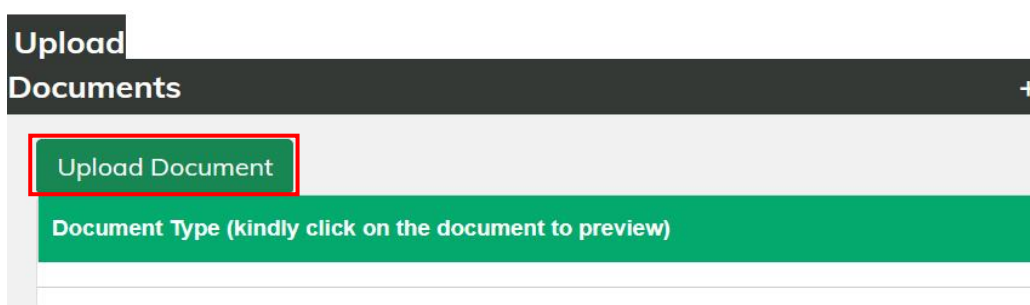
The Upload Document Landing Page

ii. Click on the Upload Document button (enclosed in **red rectangle**) to open the Upload interface shown below.

Text editor page for the upload of documents

iii. Provide a brief description of the type of document to be uploaded by selecting from the type of supporting document dropdown.

iv. Then click on browse to select the document from the drive that it is located inside the computer. ***PLEASE NOTE THAT THE TYPE OF DOCUMENT TO BE UPLOADED MUST BE IN PDF FORMAT ONLY.***

v. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.

vi. Click on the Add (**add**) button on the Bottom Right Hand Corner of the Page. Once added, the various wastes and their description of their disposal methods will be displayed as shown below.

vii. Any incorrect or wrong entry can be removed using the delete (🗑) button at the end of each row.

4.0 Final Submission of Application

Follow these steps to submit your application finally after providing all information in required fields and uploading relevant supporting documents.

i. Click on the [submit and close application] button.

ii. A prompt will pop up for you to confirm that you willingly want to submit your application to MLSCN.

iii. Click on Ok (**ok**) button to submit the application. Note that the once an application is submitted finally, it cannot be edited again except returned by MLSCN.
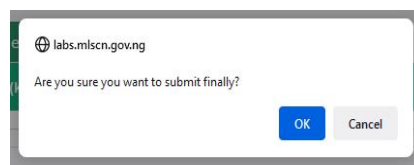
iv. The panel on the Laboratory portal will change to awaiting approval as shown in the screenshot below.

Application
Awaiting Approval
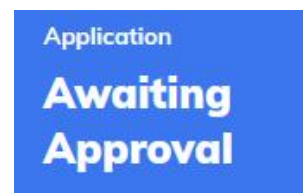
5.0 Registration of Registered Medical Laboratories

Registered Medical Laboratories are medical laboratories that have already been granted approval to operate by MLSCN before migrating their information to this online platform. All laboratories in this category of users have unique PML Nos and have been in business before now.

5.1 Logging in by Registered Medical Laboratories

This category of logging in is meant to capture information on Medical Laboratories that have already been granted approval to practice by the Council. Such Medical Laboratories can follow these steps to log in to the portal.

i. Click on the MLSCN Lab APP and wait for the Landing Page shown below to open. Alternatively, type **http://labs.mlscn.gov.ng** on the gateway of any web browser and press the ENTER key.

ii. Click on the Create Account (for Registered Laboratories only) Link (enclosed in **red rectangle**) in the screenshot above and wait for the page shown below to open.

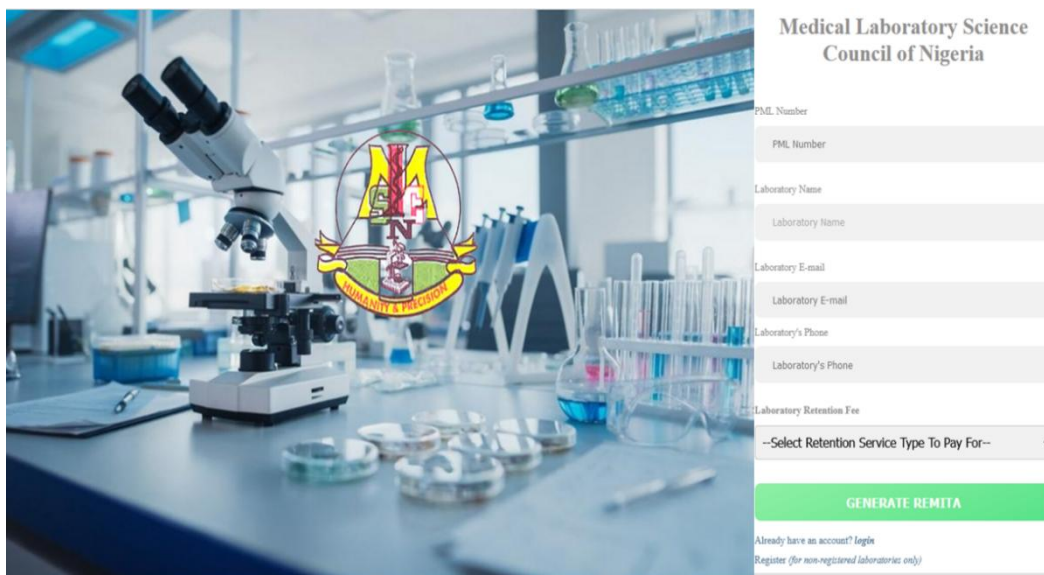The Create Account Log-in Page

iii. Type in the PML No. of the Medical Laboratory. Once typed, just pause a few seconds for the system to fetch the particulars of the Medical Laboratory's name from the database and populate the Laboratory's name Field.

iv. Type in the Laboratory email address and wait for a confirmatory message (**enclosed in a red rectangle in the screenshot** below) affirming that the email can be used to pop up.

v. Click on the Generate Remita (**GENERATE REMITA**) bar to submit. Once done, an email will be sent from **labs.mlscn.gov.ng** to the email address provided.

vi. Open the email and search for the mail in the inbox. You may wish to check the JUNK and SPAM folders if it is not found in the main inbox.

vii. Follow the steps discussed in **Section 2.6** to complete the other fields**.**

6.0 Denial of Access and Reopening of Portal

All Medical Laboratories on this portal will be automatically denied access to their portals by March 31 every year. This date is the revised deadline for payment of retention charges. Once locked out, all Medical Laboratories will be expected to unlock their respective portals by typing in the Remita Codes that they used in paying for their retention charges in the current financial year (See Section 2.2 on how to retrieve your Remita Code from emails).

The Registered Medical Laboratory Preliminary Data Collection Page

7.0 The Payment/Wallet

The Payment/Wallet sub-menu contains information about the amount of money paid for renewals and outstandings. To generate a Voucher, click on the generate Voucher submenu. To generate an invoice for payment, click on Invoices and select what you want to pay for and then proceed to pay.

To access the 'Generate Voucher' and 'Invoices' sub-menus, either click on the Payment/Wallet menu or click on the arrow to activate the drop-down.
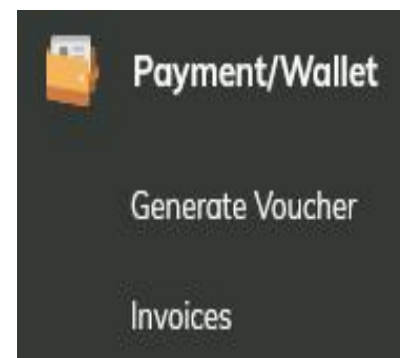
8.0 Messages Menu

The Messages menu is provided for communication by email between MLSCN and the registered Medical Laboratories and *vice versa*. The submenus of the Message menu can be accessed either by clicking the Messages Link on the Side Menu or by clicking the arrow besides it to activate the drop-down.
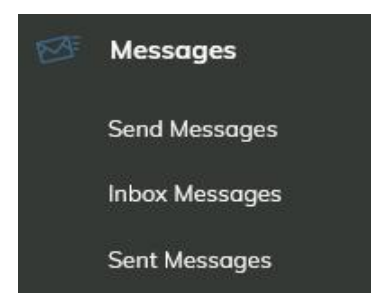
Follow these steps to compose a message.

  i. Click on or press the 'Compose' submenu to compose a new message to be sent to the Council or Medical Laboratories.
  ii. Click on or press the inbox messages folder to view saved messages in the inbox.
  iii. Click on or press the Sent messages folder to view messages that have been sent out.

The messages can be replied to or deleted as the case may be.

8.1 How to Send a Message

Follow these steps to send out a message.

i.   Click on or press the 'Send Messages' submenu.

ii.   Wait for the page shown below to open.

iii. Click on or press the Select Recipient window to select the recipients. Once the recipients of the message are selected, their email addresses (or Names of Medical Laboratories) of the receiving laboratory will be displayed in the '**Recipient**' window.

iv.   Type in the Subject of the Message that will be sent out. It is not a mandatory field so the message will still be delivered if it is left blank.

v.   Type the message to be sent out in the 'Message' section and when done, Click on or press the Send Message (Send Message) button on the lower right-hand side of the page. Messages can also be copied and pasted here.

vi.   Messages can be sent from Laboratory to Laboratory, Laboratory to Council, and from Council to Laboratories.

Notice the running message on the upper part of the page. This running message is just for information and enlightenment purposes.

The Compose message page

8.2 How to View and Read Messages in the Inbox Folder

This folder contains messages that have been sent to a Laboratory or Council. Follow the following steps to view, open and read a message.

i.   Click on or press the 'Inbox Messages' folder.

ii.   Wait for the page shown below to open.

iii. Select a message by clicking on it to read it.

Inbox			
Laboratory Name	Subject	Sender	

Total Unread Message 0 : Page 1 of 0

0

The Inbox folder

8.3 How to Open, View and Read Messages in the Sent Messages Folder

This folder contains message that have been sent out by Council or a laboratory. Follow the following steps to open, view and read a sent message.

 i. Click on or press the 'Sent Messages' folder.

 ii. Wait for the page shown below to open.

 iii. Select a message by clicking on or pressing the message to read it.

9.0 The Change Password

A user can change password using the following simple steps.

 i. Click on or press the Change Password folder.

 ii. Wait for the page shown below to open.

Change Password

All fields are mandatory!

Old Password:

Password:

Confirm Password:

☐ Show Password

Change password

The Admin Account Change Password page

 iii. Provide all the required information and click on or press the Change password (Change password) button at the bottom right-hand corner of the page.

10.0 The Logout Menu

This button is provided to enable a user to end a session safely with the portal. Click on or press this button to logout and close the platform. A user can also Logout from the platform by clicking on the image on the right-hand corner of the page and clicking on the same Logout there.

11.0 The MLSCN Contact Panel

Medical Laboratories wishing to send a message by email to the Council

can use the Contact MLSCN. To use it, double-click on the

Contact MLSCN panel and the compose email platform will open. See Secti
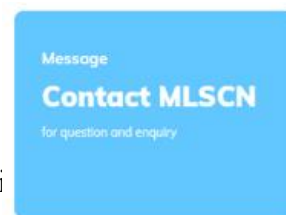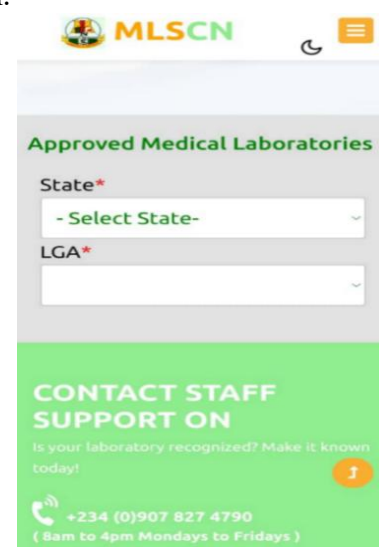
12.0 The Medical Laboratory Locator

All approved medical laboratories will be geolocated on the Medical Laboratory Locator application. The application is meant to help people seeking the various services of Medical Laboratories to easily navigate their ways to their physical locations and access their services. The Medical Laboratory Locator runs on Android and IOS devices only.

Follow these steps to access the Medical Laboratory Locator Application.

i. Double-click on the MLSCN Lab APP and wait for the Landing Page to open. Alternatively, type http://labs.mlscn.gov.ng on the gateway of any web browser and press the ENTER key.

ii. Scroll down to the bottom of the page below the Click here to Log in (click here to login) link (**see screenshot**).

iii. Select the State of interest that you are searching for an Approved Medical Laboratory Facility to patronize their services from the State App.

iv. Select the Local Government Area of interest that you are Searching for an Approved Medical Laboratory Facility to patronize their services from the LGA App.

The Landing Page of the Medical Laboratory Locator

v. Wait for all approved Medical Laboratories in the Local Government Area to be displayed.

vi. Tap on the map screen to view maps in your neighbourhood, routes and distances from your present location.

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