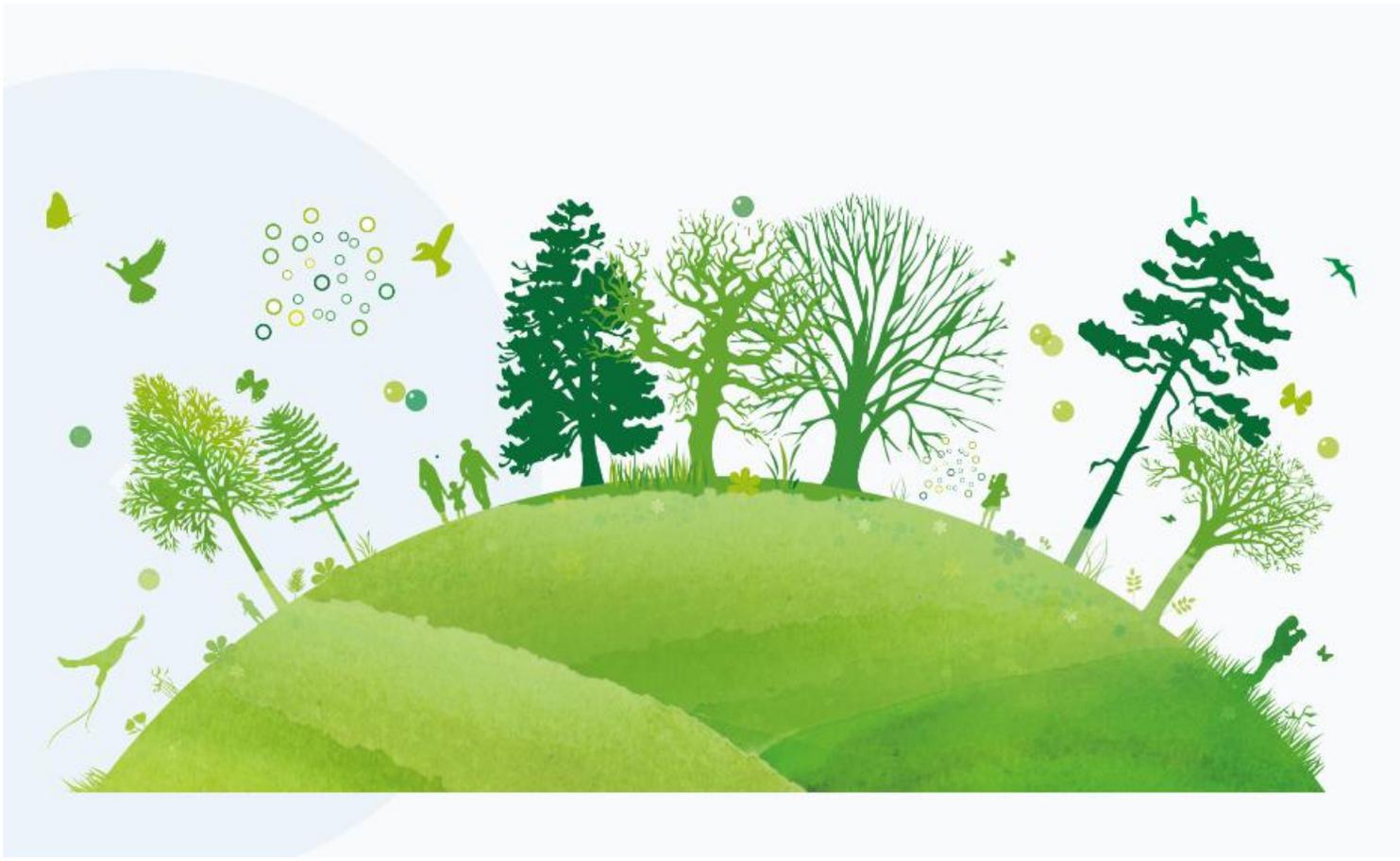


RAPEP MEMBERSHIP DIGITAL PORTAL

Applicant User Manual



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Introduction

Welcome to the **RAPEP Membership Digital Portal**, the official platform designed to streamline and digitize the process of applying for RAPEP memberships and licenses. This portal provides a user-friendly and secure environment for environmental professionals and consulting firms to manage their registration and licensing processes efficiently.

Through this digital system, applicants can conveniently access and apply for a variety of services, including:

- Membership as a **Junior Expert**
- License application as an **Associate Expert**
- License application as a **Lead Expert**
- **Licensing for Consulting Firms**
- Membership application in **Class B**

The portal guides users through a simple step-by-step process that includes account creation, service selection, form submission, document upload, and payment processing. Whether you are a newly graduated environmental expert or a seasoned professional leading multidisciplinary project, this system is designed to serve your needs.

This user manual will walk you through the entire process — from account registration to final submission — ensuring that your application journey is smooth, secure, and successful.

Getting started with the portal

Navigate to the URL (<https://membership.rapep.org.rw/>) provided and get started.

Registration

RAPEP Membership Digital Portal

Home Security Tips FAQ Login Register

Step 1

Services to apply for

- 01. **Membership As Junior expert**
An expert who has recently graduated f...
- 02. **License Application As Associate expert**
A mid-career practicing environmental ...
- 03. **License Application As Lead expert**
A leading environmental professional wi...
- 04. **Licensing for Consulting Firm**
Are comprised of multi-disciplinary tea...
- 05. **Membership Application in Class B**
Become RAPEP Member for Entry level

Steps To Follow

01. Create User Login account
02. Login using Credentials
03. Choose Services

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Step 1: First Click on the Register button

Create Account

Home Security Tips FAQ Login

RAPEP

Create Account

Enter your details to create your account

Name
Enter Your Name

Email
Enter Your Email

Phone Number
Enter Your Phone Number

Step 2

Step 3

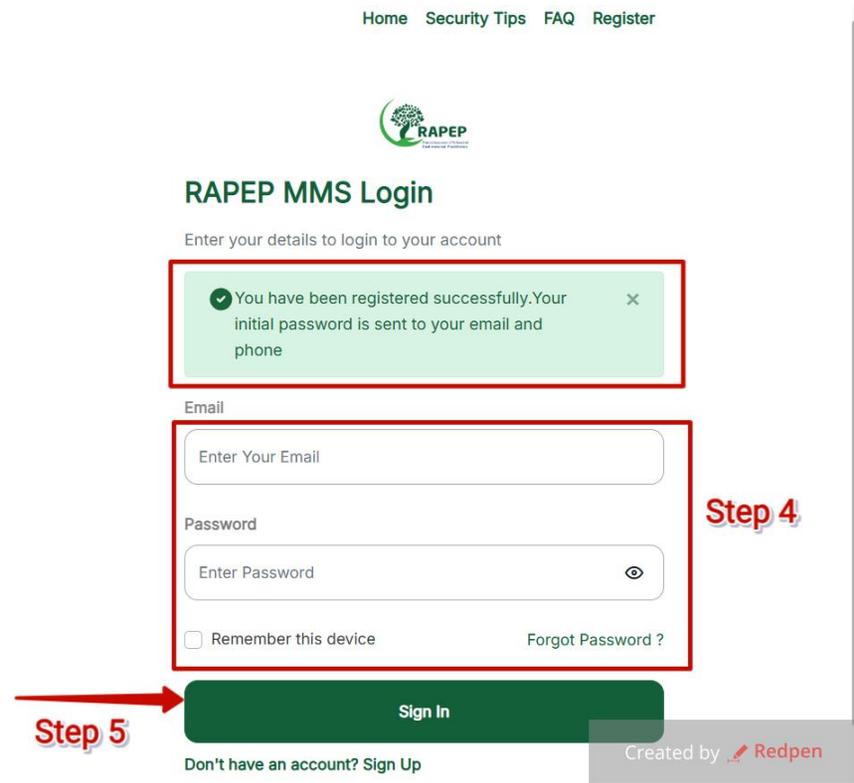
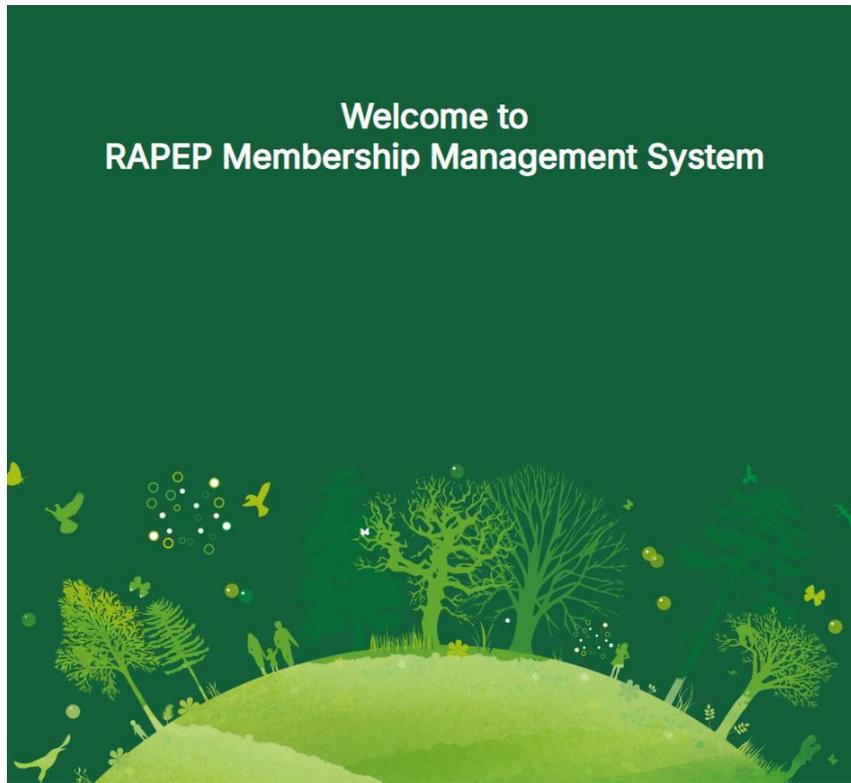
Sign Up

Already have an account? Sign In

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Step 2: Fill out the form accordingly by providing your names, email and phone number

Step 3: Click on the Sign-Up button.



Step 4: Your account has been successfully registered. Log in to the system using the email and the password that was sent to your email and phone number.

Step 5: Click on the Sign in button to continue.

Change the Default Password

The screenshot displays the RAPEP Membership Digital Portal interface. At the top, the RAPEP logo and 'RAPEP Membership Digital Portal' are visible on the left, and navigation links for 'Home', 'Security Tips', 'FAQ', 'Dashboard', and 'Logout' are on the right. Below this is a dark green header with 'Test User' and the email address 'testuser@rapep.rw' and phone number '0788379362'. The main content area features a 'Menu' on the left with options like 'All Applications', 'Invoices', 'Membership Profile', and 'Change Password'. The 'Change Password' section is highlighted with a light green background. The form itself has three input fields: 'Current Password', 'New Password', and 'Verify Password'. A red box encloses these three fields, with the text 'Step 1' to its right. Below the fields are two buttons: a green 'Change Password' button and a grey 'Clear' button. A red arrow points to the 'Change Password' button, with the text 'Step 2' next to it. The footer contains the copyright notice '© Copyright 2025 , All Rights Reserved by RAPEP' and 'Created by Redpen'.

Step 1: Complete the form by entering your current password, then enter and confirm your new password.

Step 2: Click the change password button.

All Applications

The screenshot displays the RAPEP Membership Digital Portal interface. At the top left is the RAPEP logo and the text 'RAPEP Membership Digital Portal'. Below this, the user is identified as 'Test User' with email 'testuser@rapep.rw' and phone number '0788379362'. A navigation menu on the left includes 'All Applications' (highlighted with a red box and labeled 'Step 1'), 'Invoices', 'Membership Profile', and 'Change Password'. The main content area shows 'All Applications' with a 'No results found' message. A modal window titled 'Services' is open, showing a 'Service Type' dropdown menu (highlighted with a red box and labeled 'Step 3') and 'Close' and 'Continue' buttons. The 'Continue' button is highlighted with a red arrow and labeled 'Step 4'. In the background, an 'Apply Now' button is highlighted with a red box and labeled 'Step 2'. The footer contains copyright information for 2025 and the name 'Redpen'.

Step 1: Click on the All Applications menu.

Step 2: Click on the Apply Now button.

Step 3: Select the Service Type

Step 4: Click on the Continue button.

Start Application



RAPEP Membership Digital Portal

[Home](#)
[Security Tips](#)
[FAQ](#)
[Dashboard](#)
[Logout](#)

Membership As Junior expert

An expert who has recently graduated from a university and has commenced the practice of environmental assessment works.

Step 5



[Start Application →](#)

Document Requirement

First Time Application

Equivalence of the degree certificates
Updated Curriculum Vitae *
Valid Criminal Record Certificate *
Duly filled and signed employment declaration form *
Copy of ID/Passport *
Itorero Certificate

Renew Application

Equivalence of the degree certificates
Updated Curriculum Vitae *

Required Payments

First Time Application

- Application Fees - RWF 10,000
- Membership Fees-Citizen - RWF 45,000
- Social Fund Fees - RWF 30,000
- Membership-Non Resident - RWF 225,000
- Membership Fees - Resident - RWF 135,000

Renew Application

- Application Fees - Free
- Membership Fees-Citizen - RWF 45,000

Contacts

Grace TUMWIZERE

0782599325

grace@rapep.org.rw

More Info

- Validity: 1 Years
- Processing Time 30 Days

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Step 5: Once you have reviewed all the requirements and completed the necessary payments, click the **Start Application** button to proceed.

RAPEP MEMBERSHIP APPLICANT USER MANUAL

Test User
Email Address: testuser@rapep.rw_Phone Number: 0788379362

Menu

- All Applications
View All Applications requested
- Invoices
View All payments
- Membership Profile
Profile Information
- Change Password
Secure your account with a strong password

Membership As Junior expert
Application Form Details

1. Personal Information 2. Education Details 3. Training & Specialization 4. Attachments

Membership Information

Date of birth * 27/05/2025 Gender * Male Profile Picture * New Image.jpeg Browse

Residency Status * Citizen(Rwandan) Id Type * National id

Id Number * 1736788990877654 Address * In sint omnia delect

Country * Costa Rica

Physical Address

Province East District NYAGATARE

Sector MUKAMA Cell Gishororo Village Kabukunzi

Step 6

Step 7 → **NEXT** →

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Step 6: Fill out the form, accordingly, remember that all the fields with a red star are all mandatory fields.

Step 7: Click the Next button to move to the other page.

RAPEP MEMBERSHIP APPLICANT USER MANUAL

The screenshot displays the RAPEP Membership Digital Portal interface. A modal window titled "Highest Degree" is open, containing the following fields: "Highest Degree" (a dropdown menu with "Bachelor's degree" selected), "University" (a text input field with "Enter University" placeholder), "Completion Year" (a text input field with "Enter Completion Year" placeholder), and "Field of study as written on your degree" (a text input field). Below these fields is a "Degree" section with a "Choose Degree" dropdown and a "Browse" button. At the bottom of the modal are "Close" and "Confirm" buttons. A red arrow points from the "Confirm" button to the label "Step 10".

In the background, the main application form is visible, showing sections for "1. Personal Information", "3. Training & Specialization", and "4. Attachments". An "Add" button is highlighted with a red box and labeled "Step 8". A "NEXT" button is also visible at the bottom right of the form.

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Created by Radison

Step 8: Click the Add button to add a new education detail

Step 9: Fill out the form with all the education details.

Step 10: Click on the Confirm button.

RAPEP MEMBERSHIP APPLICANT USER MANUAL

RAPEP Membership Digital Portal Home Security Tips FAQ Dashboard Logout

Test User
Email Address: testuser@rapep.rw, Phone Number: 0785379382

Menu

- All Applications
View All Applications requested
- Invoices
View All payments
- Membership Profile
Profile Information
- Change Password
Secure your account with a strong password

Membership As Junior expert
Application form Details

1. Personal Information 2. Education Details 3. Training & Specialization 4. Attachments

Highest Education Level

Action	Highest Degree	University	Completion Year	Study Field
Edit	Bachelor's degree ↓	UR-College of Science and Technology	2019	Computer Engineering

Other Degrees [Add](#)

#	Action	Degree	Field of study	University	Completion Year
No Other Degree Added					

[PREVIOUS](#) **Step 11** → [NEXT](#)

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Step 11: Click on the next button to continue to the other page.

RAPEP MEMBERSHIP APPLICANT USER MANUAL

The screenshot displays the RAPEP Membership Digital Portal interface. The main content area is titled "Membership As Junior expert" and shows the "Specialization" section. A modal window titled "Specialization" is open, containing the following fields:

- Field of study as written on your degree (text input)
- Specialisation (text input)
- Supporting Document (file upload with "Choose file" and "Browse" buttons)

At the bottom of the modal are "Close" and "Confirm" buttons. A red arrow labeled "Step 14" points to the "Confirm" button. In the background, the "Add" button for the Specialization section is highlighted with a red box and labeled "Step 12". The "Trainings/CPD" section below also has an "Add" button. The page includes a sidebar menu, a top navigation bar with links like "Home", "Security Tips", "FAQ", "Dashboard", and "Logout", and a footer with copyright information and the Radison logo.

Step 12: Click on the Add button to add new Specialization

Step 13: Fill out the form accordingly.

Step 14: Click on the Confirm button.

RAPEP MEMBERSHIP APPLICANT USER MANUAL

 **Change Password**
Secure your account with a strong password

Attachments [Please attach the following documents]

Allowed file types jpeg,jpg,png,pdf,doc,docx,xlsx,zip,rar,xml,kmz

Attachments	Download	Remove
Updated Curriculum Vitae *		
Valid Criminal Record Certificate *		
Duly filled and signed employment declaration form *		
Copy of ID/Passport *		
Equivalence of the degree certificates (optional)		
Choose File <input type="text"/>		
Itorero Certificate (optional)		
Choose File <input type="text"/>		

Other Attachments + Add Attachment

Attachment Name

There is no other attachment provided

Please download and read code of ethics and professional conduct within all aspects of my work DOWNLOAD

I have read and commit to adhering to and promoting this code of ethics and professional conduct within all aspects of my work

Step 15

Step 16

Step 17

SUBMIT APPLICATION

PREVIOUS

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Created by Redpen

Step 15: Uploads all the required documents.

Step 16: Make sure to check the functionality that you have read the terms and condition document.

Step 17: Click on the Submit Application button.

RAPEP MEMBERSHIP APPLICANT USER MANUAL

The screenshot shows the RAPEP membership application form. A confirmation dialog box is overlaid on the form, asking "Are sure? You are about to submit your application. Do you want to continue?". The dialog box has two buttons: "Yes, submit it!" and "No, cancel!". A red arrow points to the "Yes, submit it!" button, and the text "Step 18" is written in red next to the arrow. The background form is dimmed, showing sections for "Attachments" (with a list of required documents and download/remove buttons), "Other Attachments", and a "SUBMIT APPLICATION" button. A footer contains the copyright notice "© Copyright 2025, All Rights Reserved by RAPEP" and the text "Created by Radisson".

Step 18: Click on the “Yes, Submit it!” button.

Payments

The screenshot displays the RAPEP Membership Digital Portal interface. At the top, the header includes the RAPEP logo and the text 'RAPEP Membership Digital Portal'. Navigation links for 'Home', 'Security Tips', 'FAQ', 'Dashboard', and 'Logout' are visible on the right. Below the header, a green bar identifies the user as 'Test User' with the email 'testuser@rapep.nw' and phone number '0788379382'. A 'Menu' sidebar on the left lists options: 'All Applications', 'Invoices', 'Membership Profile', and 'Change Password'. The main content area, titled 'All Applications', features a table with one entry: 'Membership As Junior expert'. This entry includes the creation and submission dates and a 'Type: New' label. To the right of the entry are buttons for 'Pending Invoices' (highlighted with a red box and arrow), 'Pending', and 'Details'. An 'Apply Now' button is located at the top right of the table. The footer contains the copyright notice '© Copyright 2025, All Rights Reserved by RAPEP' and the text 'Created by Redpen'.

Step 1: Click on Pending Invoices

RAPEP MEMBERSHIP APPLICANT USER MANUAL



Test User

Email Address: testuser@rapep.rw, Phone Number: 0788379382

Menu

- All Applications**
View All Applications requested
- Invoices**
View All payments
- Membership Profile**
Profile Information
- Change Password**
Secure your account with a strong password

All Payment Invoices

Membership As Junior expert
Application Fees -> Ref: 880527103532
Created At: 2025-05-27 13:24:06 -> Expired At: 2025-06-26 00:00:00

10,000 RWF

Active

PAY NOW **DOWNLOAD**



Step 2

Step 2: Click on the Pay Now button.

RAPEP MEMBERSHIP APPLICANT USER MANUAL

The screenshot displays the RAPEP Membership Digital Portal interface. At the top, the header includes the RAPEP logo and the text "RAPEP Membership Digital Portal". On the right side of the header, there are links for "Home", "Security Tips", "FAQ", "Dashboard", and "Logout". Below the header, the user is identified as "Test User" with an email address of "testuser@rapep.rw" and a phone number of "0785379362".

The main content area is titled "All Payment Invoices" and shows a payment invoice for 10,000 RWF. A modal window is open, titled "How would you like to pay?", with the following options:

- MTN Mobile Money
- Airtel Money
- Debit / Credit card
- Cash / Agents
- Bank Accounts
- Bank Transfer

The modal also displays the MTN phone number to dial: *182*3*7*880527103532#. Below this, there is a text input field for the MTN MoMo phone number to pay, with an example "ex: 078/9xxxxxxx". A green button labeled "Pay 10,000 RWF" is visible. Below the button, there is a note: "After you press pay, you will be prompted to submit your Mobile Money PIN on your phone to complete the payment." The Irembo Pay logo is at the bottom left of the modal.

A red arrow points to the modal window, labeled "Step 3".

At the bottom right of the page, it says "Created by Redpen".

Step 3: Follow the instructions to pay with Irembo Pay.

Conclusion

The **RAPEP Membership Digital Portal** has been developed to simplify and enhance the application experience for environmental professionals and consulting firms. By offering a centralized platform for registration, service selection, document submission, and payment, the portal ensures a transparent, efficient, and user-friendly process.

We encourage all applicants to carefully follow the steps outlined in this manual to avoid delays and ensure successful application submissions. Should you encounter any challenges or require additional support, please refer to the **FAQ** section or contact our support team for assistance.

Thank you for choosing RAPEP. We look forward to your active participation and contribution to Rwanda's environmental professional community.