



Professional Account Upgrade

Applicant to login to Ardhisasa platform (www.ardhisasa.lands.go.ke)

Login Page

The applicant logs into the ardhisasa web platform

Login

Identification Number or Ardhisasa ID

Password

OTP Code

0 1 38 Resend

Login

[Don't have an account. Register here](#) [Back to home](#) [Forgot your password?](#)



On the bottom left hand side, the Applicant to click on the “Account” Tab

The screenshot shows a web browser at the URL ardhisasa.lands.go.ke/user/home. The page header includes the time 1:03:41 AM, the date September 22, 2022, the user name SHAMBA LAKO, HATI SAFI, a notification bell icon with a red '0', a profile picture, and the text 'Private account'. The main content area is titled 'Hi Benson, welcome' and 'Home / Dashboard'. A sidebar on the left contains several menu items: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. The 'Account' item is highlighted with a green border. The main content area features a 'Services' section with a search bar labeled 'Search for a Service' and a 'Find Service' button. Below the search bar are two columns of service categories: 'Land Registration' with sub-items 'Search', 'Transfer', and 'Charge', and 'Land Administration' with a 'Land Rent' sub-item. Both columns have a 'View More' button. A 'We Are Here!' logo is visible in the bottom right corner.

The Applicant to navigate and click on the “Upgrade Account” Tab

The screenshot shows a web browser at the URL `ardhisasa.lands.go.ke/user/settings/account-settings`. The user is identified as SHAMBA LAKO, HATI SAFI, and the date is September 22, 2022. The page title is "Your Account Settings" with sub-tabs for "Account Details", "Update Settings", "Upgrade Account" (highlighted with a green circle), and "Account Activity". A progress bar shows four steps: "Profile Information" (checked), "Security Questions" (checked), "Add Signature" (3), and "Upload Your ID Copies" (4). The "Profile information" section contains a table with the following data:

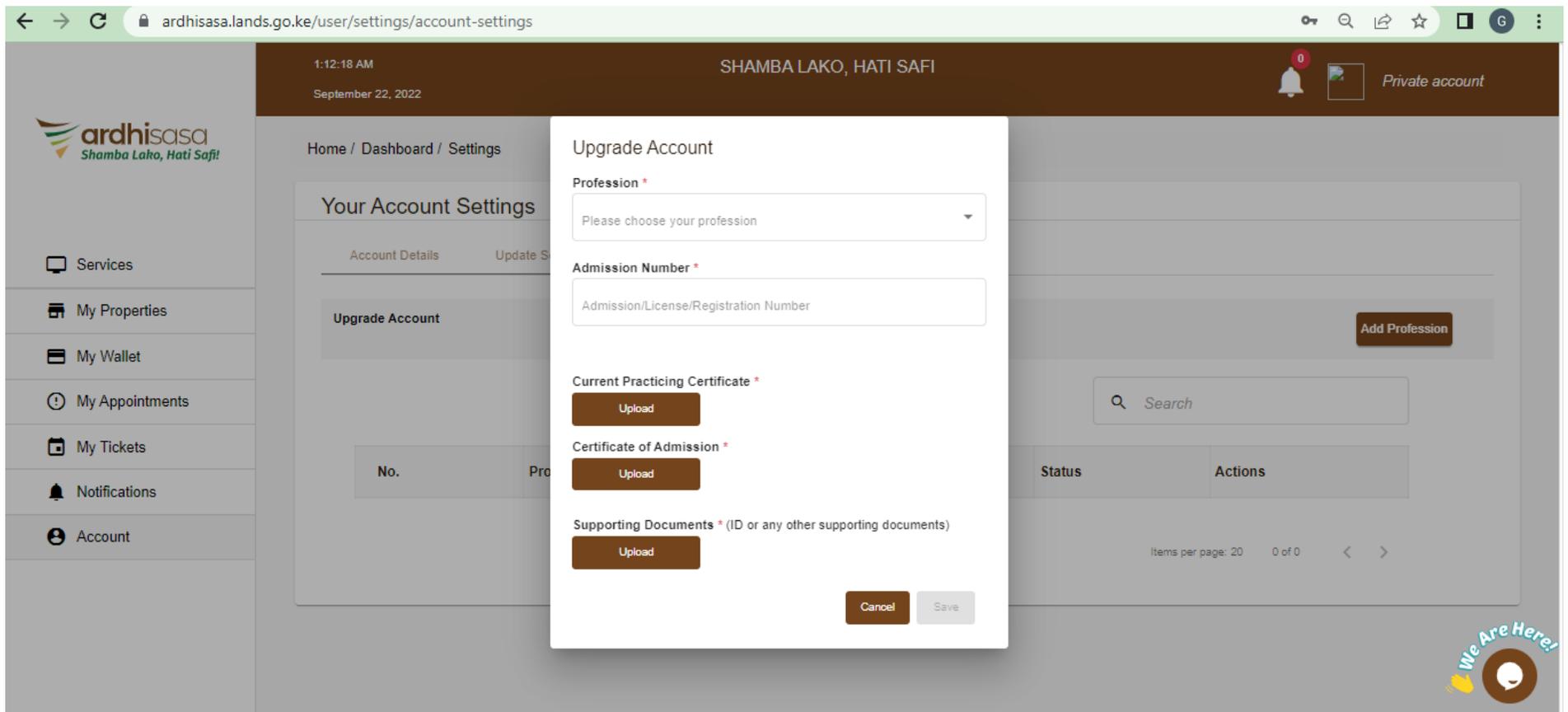
First Name	Benson	ID Type	Not Available
Middle Name	Owino	ID Number	24531357
Last Name	Amolo	Ardhisasa ID	PA0F17DS0T
Phone Number	+254721646495	Email Address	benamolo@gmail.com
Physical Address	Physical Address	Postal Address	Postal Address

A "Change photo" button is located below the profile information table. A watermark "We Are Here" is visible in the bottom right corner.

Applicant to click on the “Add Profession” Tab

The screenshot shows a web browser window with the URL `ardhisasa.lands.go.ke/user/settings/account-settings`. The page header includes the time `1:10:45 AM`, the user name `SHAMBA LAKO, HATI SAFI`, and the account type `Private account`. The left sidebar contains navigation options: `Services`, `My Properties`, `My Wallet`, `My Appointments`, `My Tickets`, `Notifications`, and `Account`. The main content area is titled `Your Account Settings` and has tabs for `Account Details`, `Update Settings`, `Upgrade Account`, and `Account Activity`. The `Upgrade Account` tab is active, showing an `Upgrade Account` section with a circled `Add Profession` button. Below this is a search bar and a table with columns `No.`, `Profession`, `Date Added`, `Status`, and `Actions`. The table is empty, displaying `No applications found`. The footer includes a `We Are Here!` logo.

A pop-up window will appear. The applicant to select the dropdown button to select his/her profession that he/she wants to upgrade the account



The Applicant to select his/her profession from the drop-down menu as shown below. He/she will also add additional information including **Registration Number** and upload the mandatory documents of registration

The screenshot shows the 'ardhisasa' website interface. The browser address bar displays 'ardhisasa.lands.go.ke/user/settings/account-settings'. The user is identified as 'SHAMBA LAKO, HATI SAFI' and the date is 'September 22, 2022'. The page title is 'Your Account Settings'. A modal window titled 'Upgrade Account' is open, showing a list of professions: REGISTERED COUNTY PHYSICAL PLANNER, REGISTERED PHYSICAL PLANNER, LICENSED SURVEYOR, ADVOCATE, LICENSED VALUER, and APPROVED COUNTY SURVEYOR. Below the list are sections for 'Certificate of Admission' and 'Supporting Documents', each with an 'Upload' button. The modal also has 'Cancel' and 'Save' buttons at the bottom. The background page shows a sidebar with navigation options like 'Services', 'My Properties', 'My Wallet', 'My Appointments', 'My Tickets', 'Notifications', and 'Account'. There is also a search bar and a table with columns 'Status' and 'Actions'. A 'We Are Here!' chat icon is visible in the bottom right corner.

Once all information is availed and relevant attachments uploaded, the Applicant to click on “Save”

The screenshot shows a web browser at the URL ardhisasa.lands.go.ke/user/settings/account-settings. The page header includes the time 1:14:48 AM, the date September 22, 2022, the user name SHAMBA LAKO, HATI SAFI, and a notification bell icon with a red '0'. The left sidebar contains navigation items: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. The main content area is titled 'Your Account Settings' and has tabs for Account Details, Update Settings, Upgrade Account, and Account Activity. The 'Upgrade Account' tab is active, showing a 'Successfully placed' notification with a green checkmark and a 'Close' button. Below the notification is a table with the following data:

No.	Profession	Status	Actions
1	REGISTERED PHYSICAL PLANNER	PENDING	View

At the bottom right of the page, there is a 'We Are Here!' logo with a location pin icon. The page footer indicates 'Items per page: 20' and '1 - 1 of 1'.

Once the Application is saved successfully, the system and Ministry Staff will conduct background check on the Applicants registration with the subject registration body/authority before approving the Account Upgrade

The screenshot shows a web browser at the URL ardhisasa.lands.go.ke/user/settings/account-settings. The user is logged in as SHAMBA LAKO, HATI SAFI. The page title is "Your Account Settings" and the current tab is "Upgrade Account".

On the left sidebar, the "Account" menu item is selected. The main content area shows an "Upgrade Account" section with an "Add Profession" button. Below this is a search bar and a table of registered professions.

No.	Profession	Date Added	Status	Actions
1	REGISTERED PHYSICAL PLANNER	Sep 22, 2022	PENDING	View

At the bottom right, there is a "We Are Here!" logo with a hand icon.



**Account Upgrade
Application Submitted
Successfully**