

## GUIDE TO GENERATE A REQUEST ON APCON SELF-SERVICE PORTAL

- ❖ Login to your account on the self-service portal.
- ❖ On your homepage select “[Activity/Service Request Center](#)”

APCON  
Advertising Practitioners' Council Of Nigeria

Welcome: **DOE JOHN**

# APCON SELF-SERVICE PORTAL

E-SPEED WORKFLOW

USERID (TRANSACTION ID): [REDACTED]  
DESIGNATION:

[OPTIONS](#) | [LOG OFF](#)

Please select a section

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

- ❖ Click on “[Generate New Service Request \(GR\)](#)”
- ❖ Select a Category and Exact Activity you want to perform and click on “[Submit](#)”.

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# APCON SELF-SERVICE PORTAL

NEW SERVICE REQUEST / REQUISITION << Back

**SELECT CATEGORY FOR NEW GENERAL REQUISITION**

SELECT REQUEST CATEGORY

SELECT EXACT ACTIVITY/REQUEST

SELECT PROCESS CENTRE

**SUBMIT !**

- ❖ A form would be loaded where you would fill in some details.

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REQUESTING LOCATION	SELECT LOCATION <input type="text"/>
DATE OF REQUEST	11 July 2013 <input type="text"/>
PRIORITY	Normal <input type="text"/>
WORKFLOW CENTRE	<b>MEMBERSHIP APPLICATION FORM</b>
CATEGORY	<b>MEMBERSHIP FORMS</b>
SUB CATEGORY	SELECT SUB CATEGORY <input type="text"/>
AMOUNT PAYABLE	15000 <input type="text"/>
PAYMENT METHOD	<input type="text"/> 1
PAYMENT TELLER / RECEIPT / REF NUMBER	<input type="text"/> 2
PAYMENT LOCATION	<input type="text"/> 3
PAYMENT DATE	<input type="text"/> <input type="button" value="📅"/>
AMOUNT PAID	<input type="text"/> 4

- Select your payment method in “1”.
  - Your Teller or Receipt number would be filled in “2”.
  - Where you paid should be filled in “3”. Eg. *Skye Bank, Aguda Branch*.
  - The amount you paid should be filled in “4”. Please make sure it follows the format used in “Amount Payable” above.
  - Also, give a short description of what you are requesting. Eg. *Upgrade fees*
- ❖ Click on “Continue” and “Generate GR” on the subsequent page.

Please note that our account number is 1770644956 and the account name is Advertising Practitioners Council of Nigeria.

*For any technical challenges, kindly contact [selfservice.support@apconng.com](mailto:selfservice.support@apconng.com) and you would be responded to appropriately.*