

Ghana Online Portal Access – New User Registration

1. Introduction

The GRA/RGD Portal offers a feature called Ghana Online Portal Access (GOPA). It improves access to eTax and eRegistrar Portals. This is a rapid means of registration that allows you to access the following range of services:

- Ghana Online Portal Access New User Registration
- Ghana Online Portal Access Account Maintenance
- Ghana Online Portal Access TIN Registration Service
- Ghana Online Portal access Link Pre – existing TIN with GOPA Account
- Ghana Online Portal Access TIN eCertificate Generation Service
- Ghana Online Portal Access GRA/RGD Portal Account Registration Service
- Ghana Online Portal Access GRA/RGD Company Portal Account Registration Service
- Ghana Online Portal Access GRA/RGD Portal Account User Association Service
- Ghana Online Portal Access GRA/RGD Portal Account User Disassociation Service

2. Navigate to Ghana Online Portal Access – User Registration Page

- On the RGD Portal Home Page clicks on the [Ghana Online Portal Access](#).



The screenshot displays the Ghana Revenue Authority (GRA) website. The header features the GRA logo and the text "GHANA REVENUE AUTHORITY Integrity Fairness Service". Below the header is a navigation menu with "Home", "About GRA", "Ask GRA", and "Contact Us". The main content area is divided into two sections. On the left, there is a "Our Services" section with a sub-section for "Introduction" and a brief description of the Domestic Tax Revenue Division. On the right, there is a "Login" section with input fields for "User ID (Username or TIN)" and "Password", a "Login" button, and a link for "Forgot your password? Reset [here](#)". Below the login section is a "New User" section with a prominent yellow box containing the text "Sign Up here using: Ghana Online Portal Access".

➤ **System will Display**


Ghana Online Portal Access

New User Registration

User Credentials

User Name *	<input type="text" value="Ghanaonlineportal"/> <small>(Username must be at least 12 characters. Case sensitive)</small>
Password *	<input type="password" value="••••••••"/> <small>(6 up to 25 alphanumeric characters. Case sensitive)</small>
Confirm Password *	<input type="password" value="••••••••"/>

User Details

First Name *	<input type="text" value="Accra"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Labone"/>
Mobile No *	<input type="text" value="+233"/> <input type="text" value="0544817269"/>
Date Of Birth *	<input type="text" value="01-Jan-1990"/> 
Gender *	<input type="text" value="Male"/>
Street Address/Area *	<input type="text" value="32 OSU"/>
City/Town *	<input type="text" value="ACCRA"/>
Country *	<input type="text" value="Ghana"/>
Email *	<input type="text" value="labone@sharklasers.com"/> <small>(Provide a valid email)</small>

Register

Clear

Ghana Online Portal Access – New User Registration

3. Enter mandatory field and click **Register** button

- User Name (*Username must be at least 12 Alphanumeric character. Case Sensitive*)
- Password (*6 up to 25 Alphanumeric characters. Case Sensitive*)
- Confirm Password
- First Name
- Last Name
- Mobile No.
- Date of Birth
- Gender
- Street Address/Area
- City/Town
- Country
- Email

4. Ghana Online Portal Access Display Success message

- User account **registration successful.**
- Account **activation link** sent to your registered email.
- Please **follow the steps** sent in the email to activate your account

Ghana Online Portal Access

New User Registration

i User account registration successful! Account activation link sent to your registered email. Please follow the steps sent in the email to activate your account.

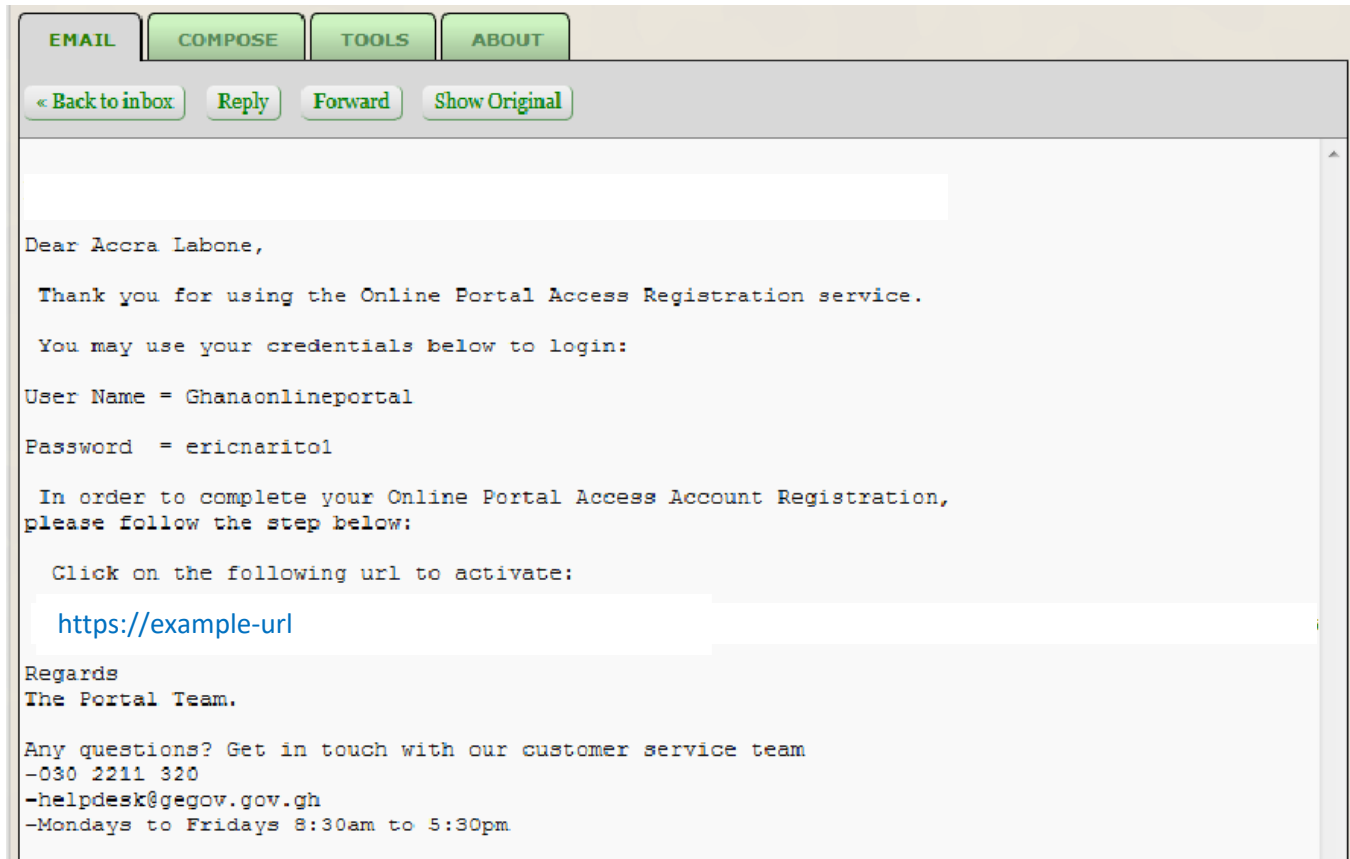
User Credentials

User Name *	<input type="text" value="Ghanaonlineportal"/> <small>(Username must be at least 12 characters. Case sensitive)</small>
Password *	<input type="password"/> <small>(6 up to 25 alphanumeric characters. Case sensitive)</small>
Confirm Password *	<input type="password"/>

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5.0 Activate Link on email

- Open your indicated email, follow steps and **click the URL** provided to activate your account.



6.0 Activation confirmation will be displayed

Your Ghana Online Portal Access account has been activated. You may now log in using the Username and Password that you chose during registration.

Congratulations - you have now completed Ghana Online Portal Access New User Registration

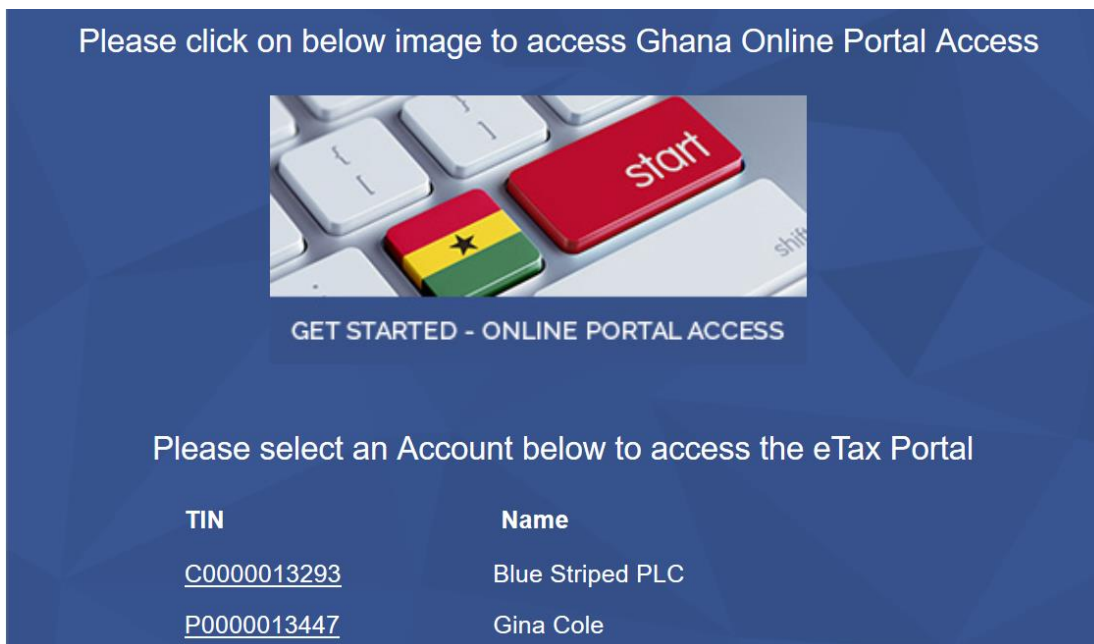
Ghana Online Portal Access – New User Registration

7.0 LOG IN

- Enter **username** enter during New User registration
- Enter **Password** and Click button



- System displays Welcome Page



End