



# GRA Portal User Guide - Portal User Account Registration

## 1. Introduction

To register for a Portal User Account online you must first register for a Tax Identification Number (TIN). This service is available to individuals who have registered for a TIN either Online (through this Portal) or Offline (through submission of a conventional form) **provided that they registered a valid email address with GRA.**

If you do not yet have a TIN please see the following document for further information on how to do this: "GRA Portal User Guide - TIN Registration".

## 2. Portal User Account Registration

1. Click on 'Sign Up - Portal Registration' button

The screenshot shows the Ghana Revenue Authority website. At the top is the logo and the text "GHANA REVENUE AUTHORITY Integrity Fairness Service". Below this is a "Contact Us" section with a photo of four people in business attire. To the right is a "Login" form with fields for "TIN" and "Password", and a "Login" button. Below the login form are links for "Forgot your password? Reset here." and "Do not have a password? Sign-up here.". The main content area is divided into several sections: "Sign-up here!" with a list of benefits and links to registration guides; a grid of service icons including "Filing of tax returns", "Payment of taxes", "Tax Exemption application", "Tax Refund application", "Management of taxes", and "Talk to Us Online Chat / Appointment"; "Our Services" for the Domestic Tax Revenue Division; and "Latest News" with two news items: "GRA Tax Online Goes Live" and "GRA Online Chat Goes Live". At the bottom left, there are two yellow buttons: "Application For Individual TIN" and "Sign-up Portal Registration", with a mouse cursor pointing to the latter.



2. You will be taken to the Portal Account Registration page

**GHANA REVENUE AUTHORITY**  
Integrity Fairness Service

### Portal Account Registration

Welcome Guest, Please register below for Portal Account

TIN

First Name

Middle Name

Last Name

Date Of Birth

3. Fill out the TIN that you have been issued with following successful completion of Online TIN Registration

TIN

4. Fill out your First Name, Middle Name and Last Name - these must be entered as they appear on the ID Card used during TIN registration

First Name

Middle Name

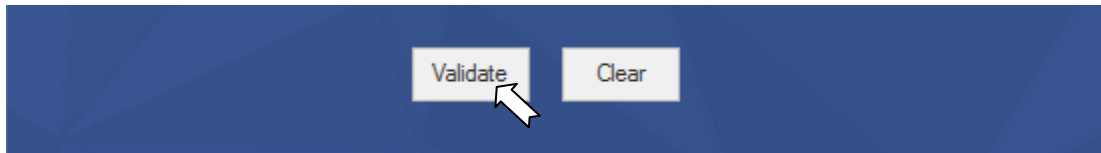
Last Name

5. Enter your Date of Birth

Date Of Birth

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6. Press the "Validate" button



7. The email used during your TIN Registration will appear. If this email is no longer valid you cannot complete this process and must seek assistance at your nearest Tax Office.

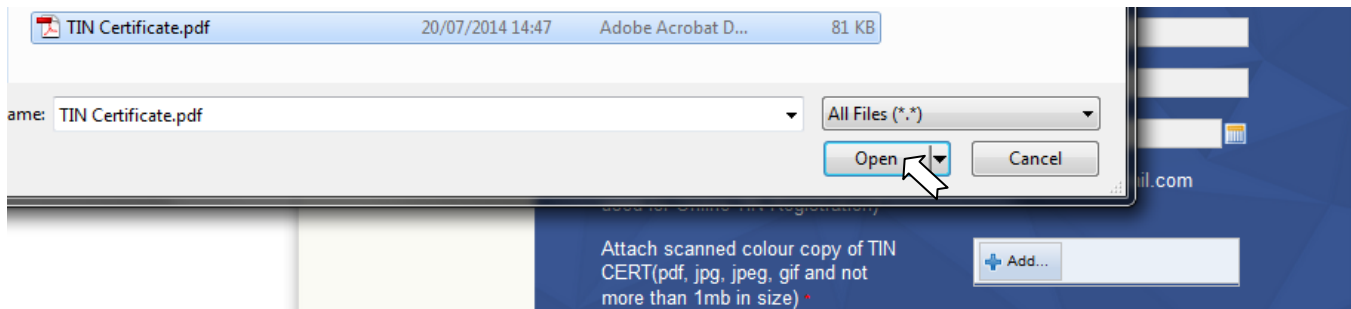


8. Add a scanned colour copy of your TIN certificate, the file must be less than 1Mb in size and one of the following formats: pdf, jpg, jpeg or gif:

a. Click on the "Add" Button



b. Choose the Scanned TIN Certificate file and click on "Open".



c. Click on Upload



d. When successfully loaded the file name will be displayed



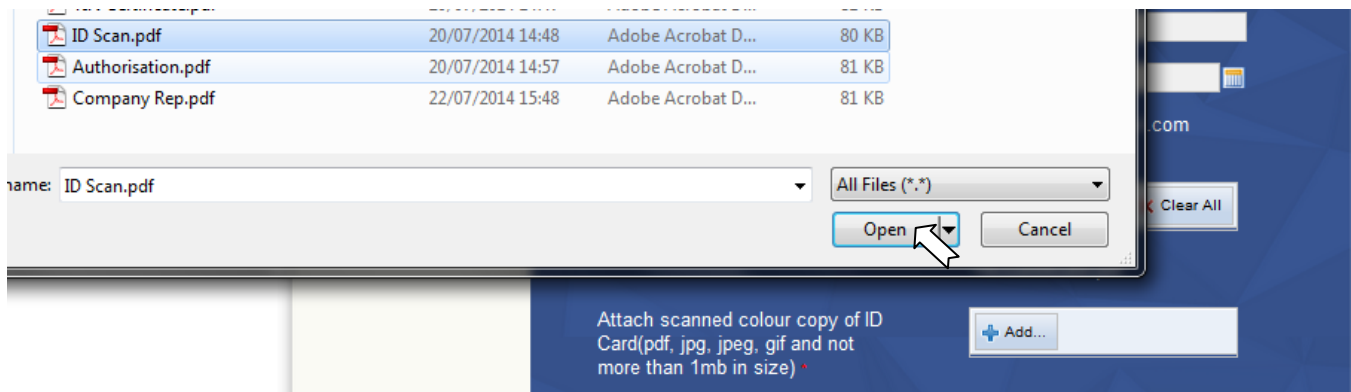
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7. You must now load a scanned copy of the ID Card that you used during TIN Registration, this will be used to verify your Identity at the GRA Office. File must be a colour copy of the ID Card, less than 1Mb is size and one of the following formats: pdf, jpg, jpeg or gif

a. Click on the "Add" Button



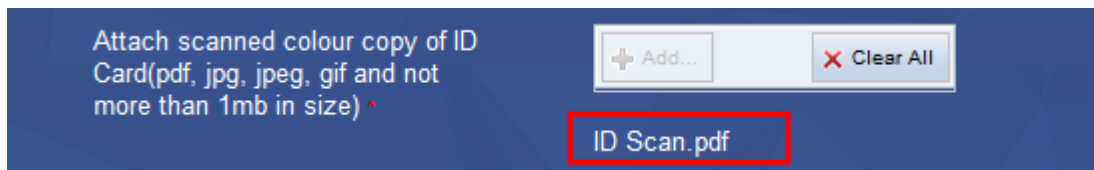
b. Choose the Scanned ID Card file and click on Open



c. Click on Upload



d. When successfully loaded the file name will be displayed



8. Click Register





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9. Wait while the Request is submitted, once the name, email and ID has been validated you will receive a Success Message



Your Online Portal Account Registration has been submitted successful, Please activate the link sent to your email id to complete the registration process

Click here to go back to [Home Page](#)

10. To ensure that your email is valid you must click on the security link contained within the email to activate your request for a Portal User Account. You have 7 days to complete this after which the link will expire.

Ghana Revenue Authority online registration service Inbox x



graghana@sgs.com

to me ▾

Dear TEST ASAMOAH,

Thank you for using the RGD online registration service.

In order to perform Portal account registration. please follow the below steps:

Step 1: Click on the following url to activate:

<https://test/security/link-123456789>

Note: The activation link is valid only for 7 days, please complete the process within 7 days.

Regards  
The Portal Team.



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11. Once you have successfully validated your email you a page will open displaying a success message.

You portal account request has been activated, and sent for approval.

12. To finalise the process a GRA officer needs to complete a face to face ID check and documentation vet. Please proceed to your nearest GRA Office.

**Congratulations - you have now submitted your request for a Portal User Account to GRA!**