

# 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
- Access to existing services:
  - RGD Entity Information Request
  - RGD Marriage Registration
  - RGD Estates Registration
  - Online payment using current methods


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


- On the RGD Portal Home Page clicks on the **Ghana Online Portal Access**.

**Ghana Online Portal Access**



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Ministry of Justice and Attorney General

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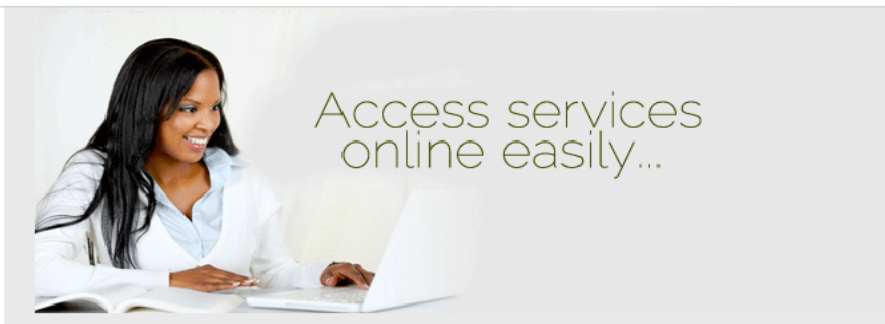
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### LOGIN

(Username or TIN)

Password

[Forgot Password? Reset here](#)

**GO**

**New User 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"/>
	(Username must be at least 12 characters. Case sensitive)
Password *	<input type="password" value="••••••••"/>
	(6 up to 25 alphanumeric characters. Case sensitive)
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"/>
	(Provide a valid email)

**Register**

**Clear**

## Ghana Online Portal Access – New User Registration

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### 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

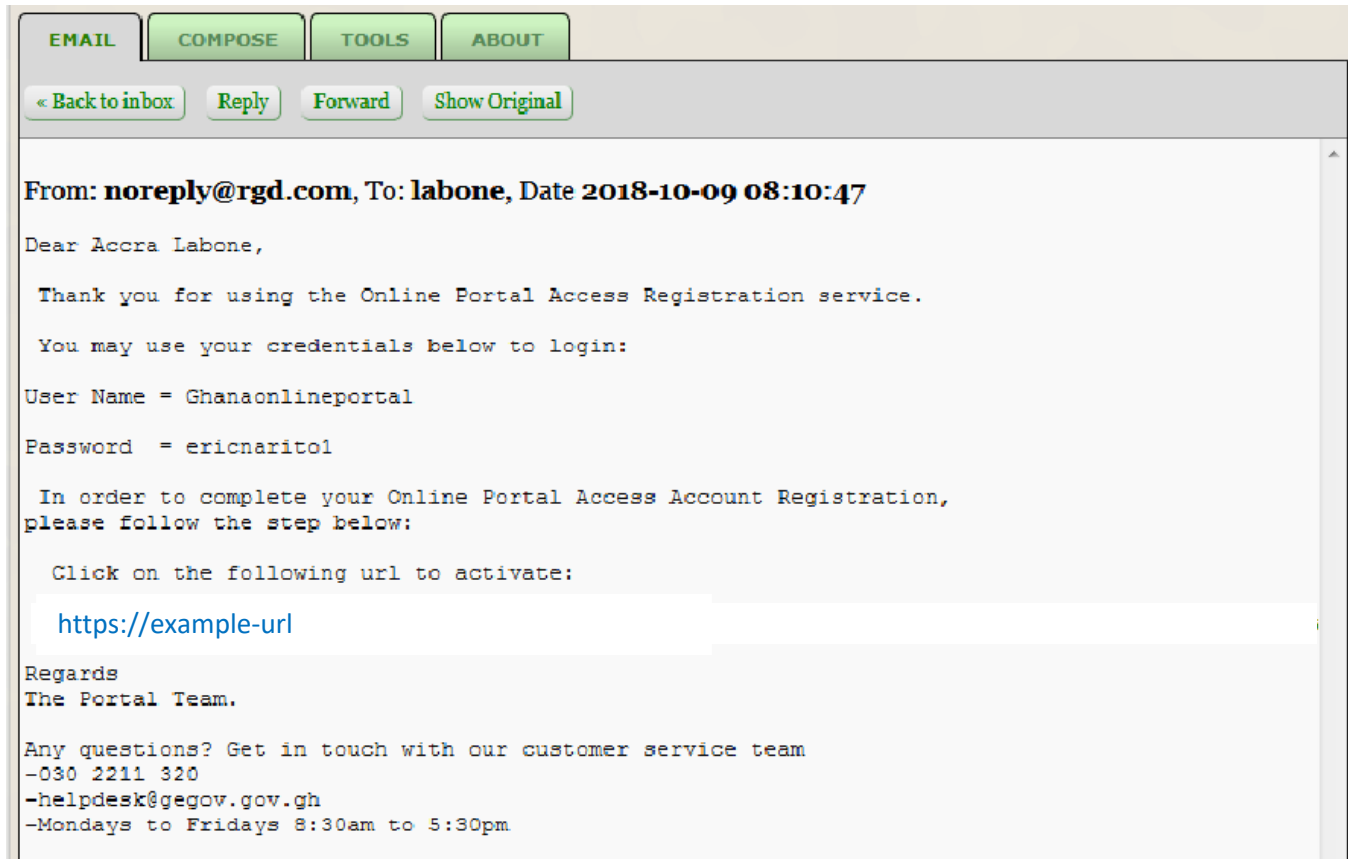
User Name *	<input type="text" value="Ghanaonlineportal"/> <small>(Username must be at least 12 characters. Case sensitive)</small>
Password *	<input type="password"/> <small>(6 up to 25 alphanumeric characters. Case sensitive)</small>
Confirm Password *	<input type="password"/>

## Ghana Online Portal Access – New User Registration

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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 **GO** button



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Access services online easily...

**LOGIN**

Ghanaonlineportal  
(Username or TIN)

.....  
Password

Forgot Password? Reset here

**GO**

**New User Sign up here using:**  
Ghana Online Portal Access



- System displays Welcome Page

Welcome Accra Labone / Last Login: 08:14 AM on Tuesday 09 October 2018

## Welcome to eRegistrar



GET STARTED – ONLINE PORTAL ACCESS



MARRIAGE REGISTRATION



ESTATE ADMINISTRATION



MAKE A PAYMENT



ENTITY INFORMATION REQUEST

**End**