

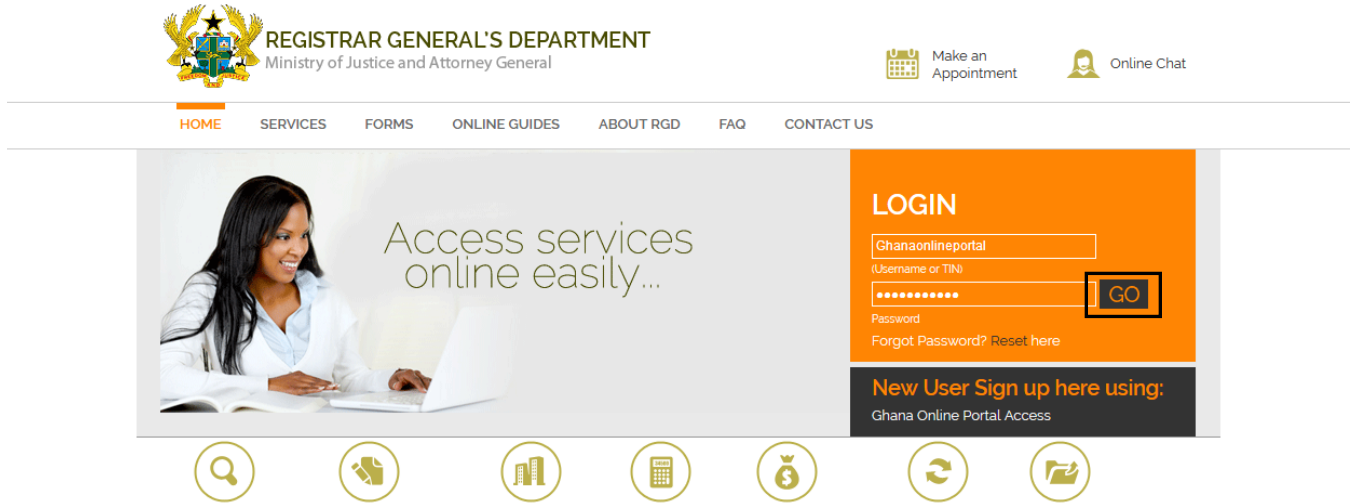
Ghana Online Portal Access - TIN eCertificate Generation Service

1. Ghana Online Portal Access – TIN eCertificate Generation Service

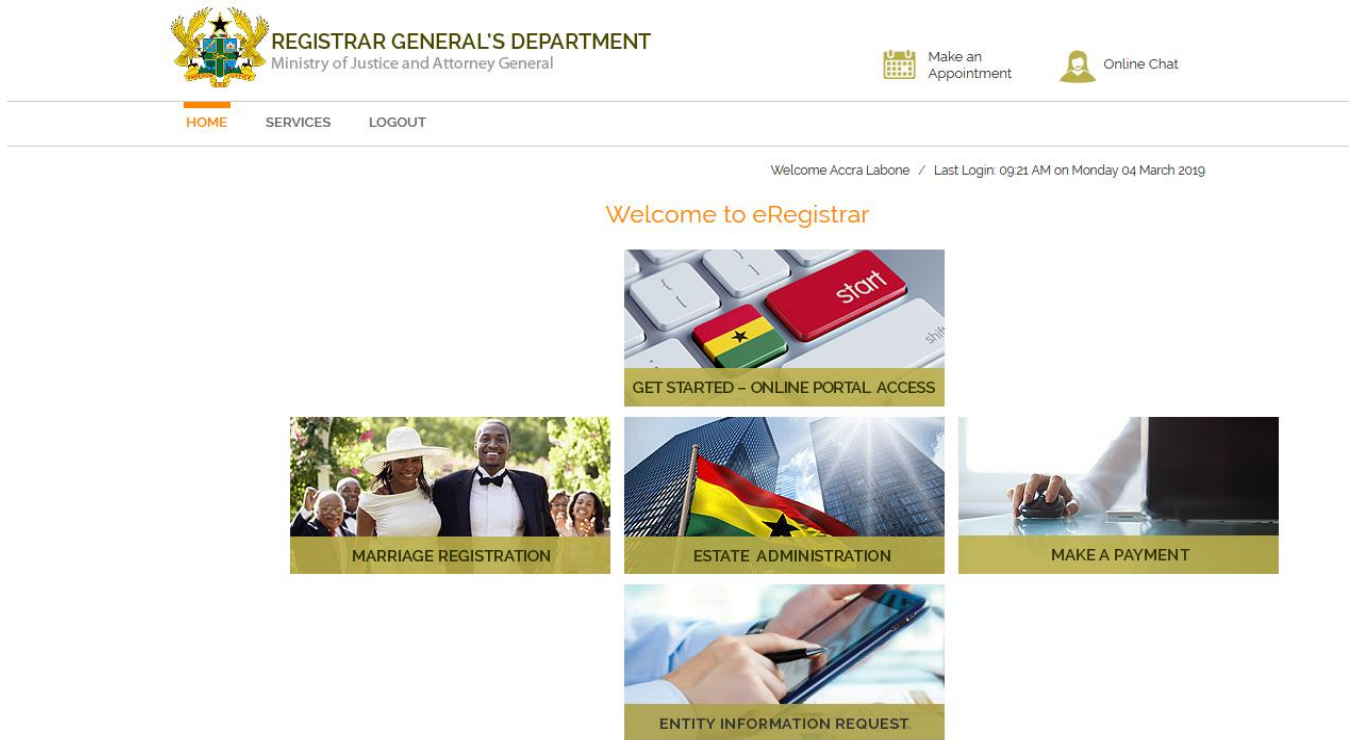
- This allow Users to generate a TIN eCertificate for a linked TIN

2. Log in using Account Username

- Enter **Username** and **Password**
- Click  button



3. Portal displays welcome page



Ghana Online Portal Access - TIN eCertificate Generation Service



4.0 Click image

➤ Home Dashboard appear.



Ghana Online Portal Access

eServices at the touch of your fingertips

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Welcome Accra Labone / Last Login: 09:21 AM on Monday 04 March 2019

Home Dashboard ▶
Account Maintenance
TIN Registration Service
Link to Pre-existing TIN
TIN eCertificate Generation
GRA / RGD Portal Account Registration Service
GRA / RGD Company Portal Account Registration Service
GRA / RGD Portal Account / User Association Service
GRA / RGD Portal Account / User Disassociation Service

TIN Registration Service

TIN	Name	Email	User Name	Status
P0000012661	Accra Labone	labone@sharklasers.com	Ghanaonlineportal	Approved

Link Pre-existing TIN With GOPA Account

TIN	Name	Email	User Name	Status
P0000012661	Accra Labone	labone@sharklasers.com	Ghanaonlineportal	Approved

Portal Account Registration Service

No Results Found

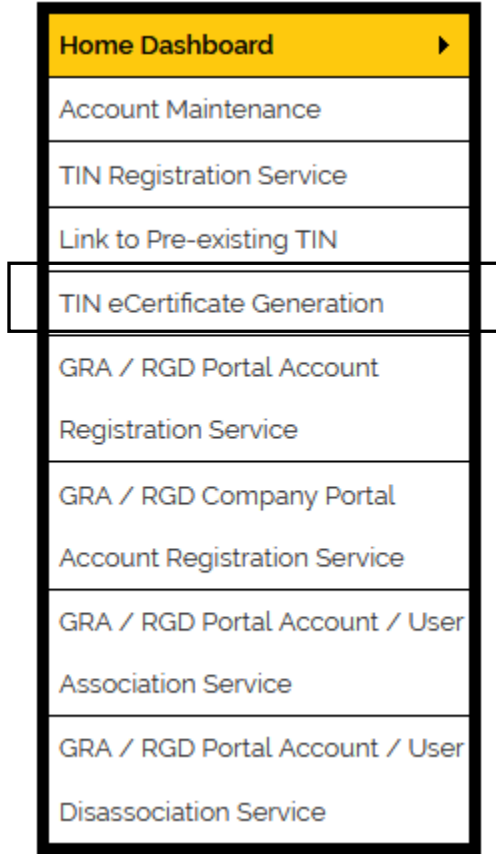
Company Portal Account Registration Service

No Results Found

GRA / RGD Portal Account / User Association Service

5.0 Tin eCertificate Generation

➤ Click TIN eCertificate Generation  button on side men



➤ System Displays TIN eCertificate Generation Page

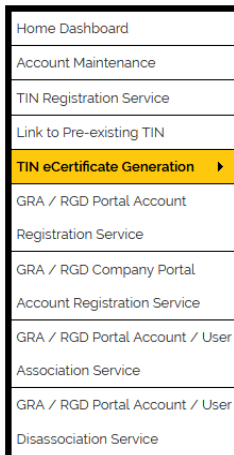


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TIN eCertificate Generation

TIN	First Name	Middle Name	Last Name	
P0000012661	Accra		Labone	Generate eTIN Certificate

- Click **Generate eTIN Certificate** button



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TIN eCertificate Generation

TIN	First Name	Middle Name	Last Name
P0000012661	Accra		Labone

Generate eTIN Certificate

- System display PDF download **depend on browser set up**

- Select **open with** and Click **OK** button



Ghana Online Portal Access

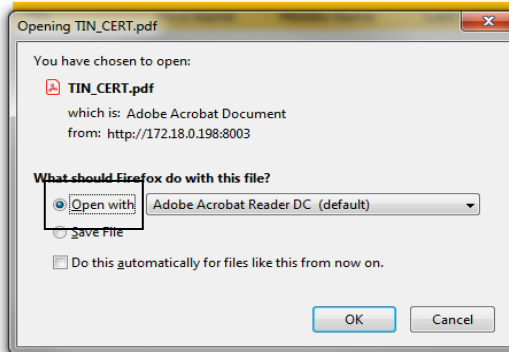
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TIN eCertificate Generation



Generate eTIN Certificate

- **Generated eCertificate**

Ghana Revenue Authority



GRA

Certificate of Registration

TIN

This is to certify that

has been duly registered as a taxpayer under the Revenue Administration Act 2016 (ACT 915)

Address

Issuing Office

Date of Issue

Digitally signed for : Commissioner General
please use soft copy for validation purposes

Congratulation you have successfully generated eCertificate

End