

RGD Portal User Guide –eShop User Registration

1. Introduction

The RGD Portal offers the ability to register as eShop user. The process is explained below.

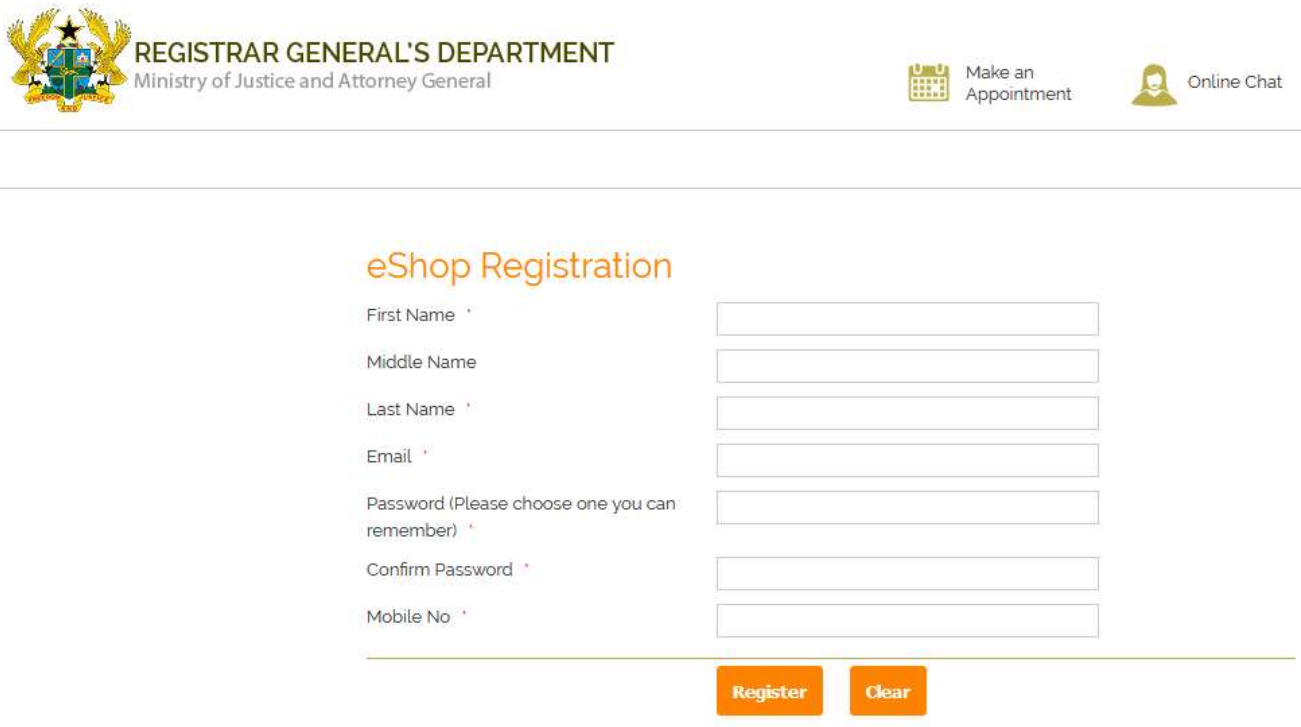
2. Register

2.1 Go to RGD Portal click **eShop**.



The screenshot shows the RGD Portal Home Page. At the top left is the logo of the Registrar General's Department, Ministry of Justice and Attorney General. To the right are links for 'Make an Appointment' and 'Online Chat'. Below the header is a navigation menu with 'HOME', 'SERVICES', 'FORMS', 'ONLINE GUIDES', 'ABOUT RGD', 'FAQ', and 'CONTACT US'. The main content area features a banner with a woman working on a laptop and the text 'Access services online easily...'. To the right of the banner is a 'LOGIN' section with fields for 'User ID' and a password, a 'GO' button, and links for 'Forgot Password?' and 'Reset here'. Below the login section is a 'Sign-up for' section with options for 'Individual TIN Quick Access' and 'Portal Account eShop', where 'eShop' is highlighted with a red box. At the bottom of the page is a row of seven service icons: Name Search, Name Reservation, Entity Registration, Changes, Online Payments, Appeal Penalties, and Filing.

2.2 RGD Portal displays eShop Registration Page



The screenshot shows the eShop Registration Page. At the top left is the logo of the Registrar General's Department, Ministry of Justice and Attorney General. To the right are links for 'Make an Appointment' and 'Online Chat'. The main content area is titled 'eShop Registration' and contains a registration form with the following fields: First Name, Middle Name, Last Name, Email, Password (Please choose one you can remember), Confirm Password, and Mobile No. Below the form are two buttons: 'Register' and 'Clear'.

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2.3 Enter eShop Registration mandatory data requirement

1. Enter **Name**
2. Enter **Email**
3. Enter **Password**
4. Enter **Confirm Password**
5. Enter **Mobile No.**
6. Click **Register** button to submit



REGISTRAR GENERAL'S DEPARTMENT
Ministry of Justice and Attorney General



Make an Appointment



Online Chat

eShop Registration

First Name *	1	<input type="text" value="DAVID"/>
Middle Name		<input type="text"/>
Last Name *		<input type="text" value="RONALDO"/>
Email *	2	<input type="text" value="david@gmail.com"/>
Password (Please choose one you can remember) *	3	<input type="password" value="....."/>
Confirm Password *	4	<input type="password" value="....."/>
Mobile No. *	5	<input type="text" value="0544817269"/>
	6	<input type="button" value="Register"/> <input type="button" value="Clear"/>

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2.4 RGD Portal display **Success message**

- Click **Home Page** link to Log in



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Make an Appointment



Online Chat

eShop Registration

Your eShop account registration has been successful, Please login on portal home page to submit eShop request

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

First Name *	<input type="text" value="DAVID"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="RONALDO"/>
Email *	<input type="text" value="david@gmail.com"/>
Password (Please choose one you can remember) *	<input type="password"/>
Confirm Password *	<input type="password"/>
Mobile No *	<input type="text" value="0544817269"/>

Register

Clear

RGD Portal User Guide –eShop User Registration

3.0 Log in as eShop user

3.1 Enter Details on RGD Portal Log IN Page

- Enter register **Email** on User ID
- Enter **Password**
- Click **GO** button



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Make an Appointment



Online Chat

[HOME](#)

[SERVICES](#)

[FORMS](#)

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[ABOUT RGD](#)

[FAQ](#)

[CONTACT US](#)

LOGIN

[Forgot Password? Reset here](#)

Sign-up for

- Individual TIN
- Quick Access
- eShop



Name Search



Name Reservation



Entity Registration



Changes



Online Payments



Appeal Penalties



Filing

Latest News

- ▶ e-Registrar Marriage and Estates Application Goes Live In Live in Accra [more..](#)
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Quick Links

- ▶ [RGD Website](#)
- ▶ [TIN Portal](#)

Services

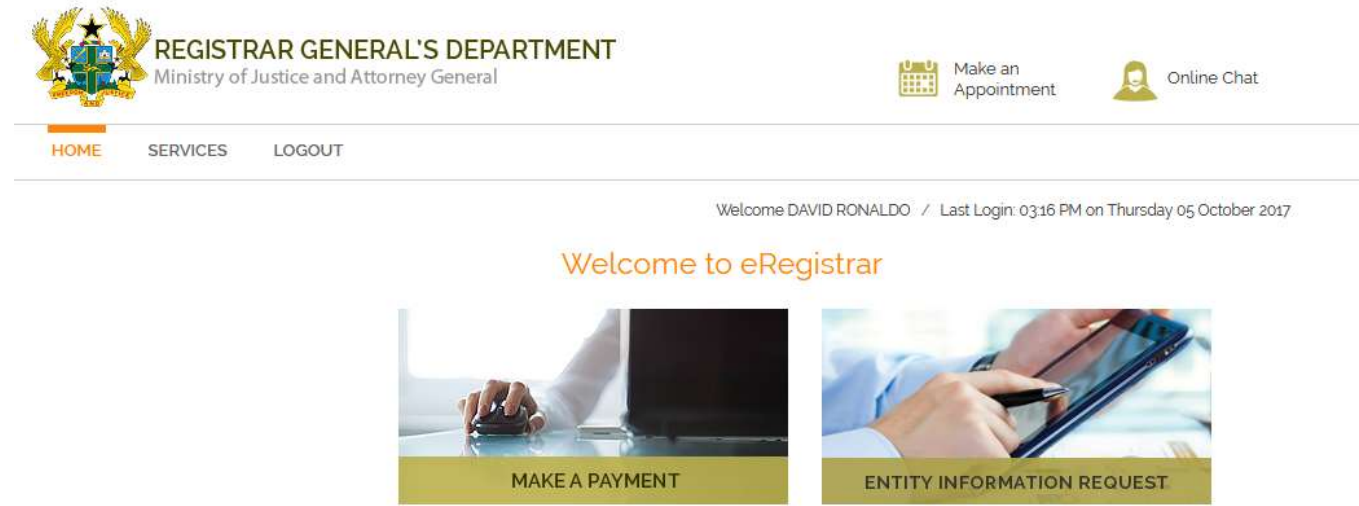
- ▶ [Name Search](#)
- ▶ [Name Reservation](#)
- ▶ [Name Reservation Extension](#)
- ▶ [Entity Registration](#)
- ▶ [Entity Registration With Old Tin](#)
- ▶ [Entity Registration With Tin](#)
- ▶ [Commence Business](#)
- ▶ [Change in Particulars](#)
- ▶ [Conversion of Business](#)

Forms

- ▶ [Form Pack - Change in Particulars of Company \(All Categories\)](#)
- ▶ [Registration Form Pack - Partnership](#)
- ▶ [Registration Form Pack - Company With Shares](#)
- ▶ [Registration Form Pack - External Company](#)
- ▶ [Registration Form Pack - Company Limited by Guarantee](#)
- ▶ [Form A - Sole Proprietor Registration](#)

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3.2 RGD Portal displays eShop Welcome Page



The screenshot shows the eShop Welcome Page of the Registrar General's Department. At the top left is the department's logo, a coat of arms with a star and the motto 'REGISTRATION OF THE FUTURE'. To its right, the text reads 'REGISTRAR GENERAL'S DEPARTMENT' and 'Ministry of Justice and Attorney General'. On the top right, there are two icons: a calendar icon for 'Make an Appointment' and a person icon for 'Online Chat'. Below the header is a navigation bar with 'HOME' (highlighted in orange), 'SERVICES', and 'LOGOUT'. A horizontal line separates the navigation from the main content. Below the line, a welcome message reads 'Welcome DAVID RONALDO / Last Login: 03:16 PM on Thursday 05 October 2017'. The main content area features the heading 'Welcome to eRegistrar' in orange. Below this are two promotional cards: the first shows a hand using a mouse with the text 'MAKE A PAYMENT' below it; the second shows a hand using a tablet with the text 'ENTITY INFORMATION REQUEST' below it. At the bottom left, a small copyright notice reads 'Copyright © 2013 Registrar General's Department'.

Congratulations – you can now Log in as an eShop User via RGD Portal