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**Welcome to the new registration portal for the DPC Ghana**

**This guide should provide you a step by step process for registration as a data controller or processor.**

# What do I need to register my organization

* **An email address (recommended to be a business email address)**
* **Company Name**
* **Tax Identification Number (not required to create an account and start the registration- You can add the TIN at a later date before a certificate) will be issue)**
* **An additional Contact person’s details including email address**

# Getting Started

Click on button from the [Our Website](https://www.dataprotection.org.gh/)

This should take you to the home page.

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Description automatically generated

Select to begin the registration process

# Creating an account

Fill in your details to create an account

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## **Note:** To enter Phone number select country (flag). The default country is Ghana. If you are registering an organization that is not registered in Ghana, please choose the relevant country

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Description automatically generated**

Click on the create account button **** to confirm the account creating process.

# Activation Email

An activation email will be sent to the email address you entered on the account creation form.

Check your email for an email from DPC Compliance



## **Note: If the activation email does not appear in your inbox, check your junk/spam mailbox. You cannot access the account without activating the account.**

Click on the activation email then click on the Activate account button

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Enter (create) a Password and click on save.A screenshot of a cell phone

Description automatically generated

Congratulations!! you have created an account for your organization

## Note: You will need the password your created to log into your account each time you wish to access the account.

A screenshot of a computer screen

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## **Note:** You can now continue with the registration process or you can log out and come back to complete the process If you do not have all the required information

# Signing into your Organization’s account

Click button on the registration home page.

**A screenshot of a cell phone

Description automatically generated**

Enter the email address and password you used to register. Click sign in button.

## **Note:** If you do not remember the password click forgot password. An email link will be sent the email address used to register

**Congratulations you are now ready to register your organization!!!**

A screenshot of a computer screen

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# Navigation around the registration system

## Takes you to the beginning of the registration page



## A close up of a logo Description automatically generatedTakes you to all the users in the registration account

## Note: If this a is new registration only the current user will apper with an admin access. The admin user’s emails address will be displayed here

## A screenshot of a cell phone Description automatically generated

## Use this icon to access your account or to log out

# Adding admin users

A screenshot of a cell phone

Description automatically generated Click add admin button to add users with administration access. This will allow them to access the system. It is recommended you add an additional admin to ensure the system can be accessed for e.g. during absences or when an employee leaves the organization. This can be added at a later date.

# Registering an Entity/Organization

Click on Register Entity to start the registration process

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A new entitiy/organization page will be displayed showing the steps required to complete the registration process. You can complete each stage at a time if all the inforation requested is not available. The selected step will be highlighted in blue

A screenshot of a cell phone

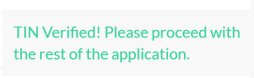
Description automatically generated

# Completing the details section.

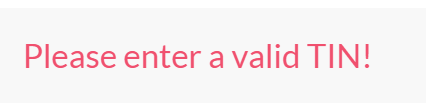
A screenshot of a cell phone

Description automatically generated

Enter the Organizations TIN and click the tick button. A validation message should appear if it is a valid TIN .



Check your TIN if you get this message below.



## **Note:** you can proceed with the rest of the registration if you do not have a valid tin. You will need to provide a valid TIN before your application can be approved

Enter the rest of information on the details tab.A screenshot of a cell phone

Description automatically generated

## Note: the information entered is automatically saved per page.

Click to go the next page 

# Capacity Section

Complete all the fields in the capacity section.

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## Use the back and next button to move between completed sectionsA close up of a logo Description automatically generated

# Pop up messages and additional information

## message displayed where you have missed a question

## Additional information will pop up if further information or definitions is available

## A screenshot of a cell phone Description automatically generated

# Completing the Processing Section

Complete all the required information on the processing tab.

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## Note: To select multiple options choose one option at a time and repeat the selection process until all your selections have been made. A screenshot of a social media post Description automatically generated

# Adding Contacts

It is mandatory to add at least one other contact who should either be a Data protection supervisor or the ultimate decision maker e.g. CEO.

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Click Add a User to start entering the contact details

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Enter the details requested and choose user type and click save

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A screenshot of a cell phone

Description automatically generated

## **Note:** You can add as many contacts as you wish. Each contact will receive an email to activate their account before they can access the registration details.

## The Admin user can also delete a contact by click this icon .

# Reviewing registration

Once all the information has been entered, the application for registration must be reviewed and checked for any errors or inaccuracies. You can edit any section of the application prior to submitting for approval.

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## **Note:** To edit an application before submitting use the back and next buttons to navigate between the sections. The sections umbers can also be selected to go to that section A picture containing object Description automatically generated

## 

## Click on the Pencil icon to edit a record.

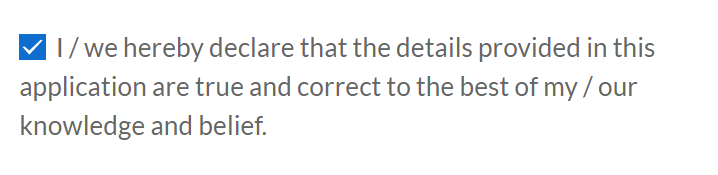
# Declaration

A declaration is required to be made the confirm that the information provided and correct .

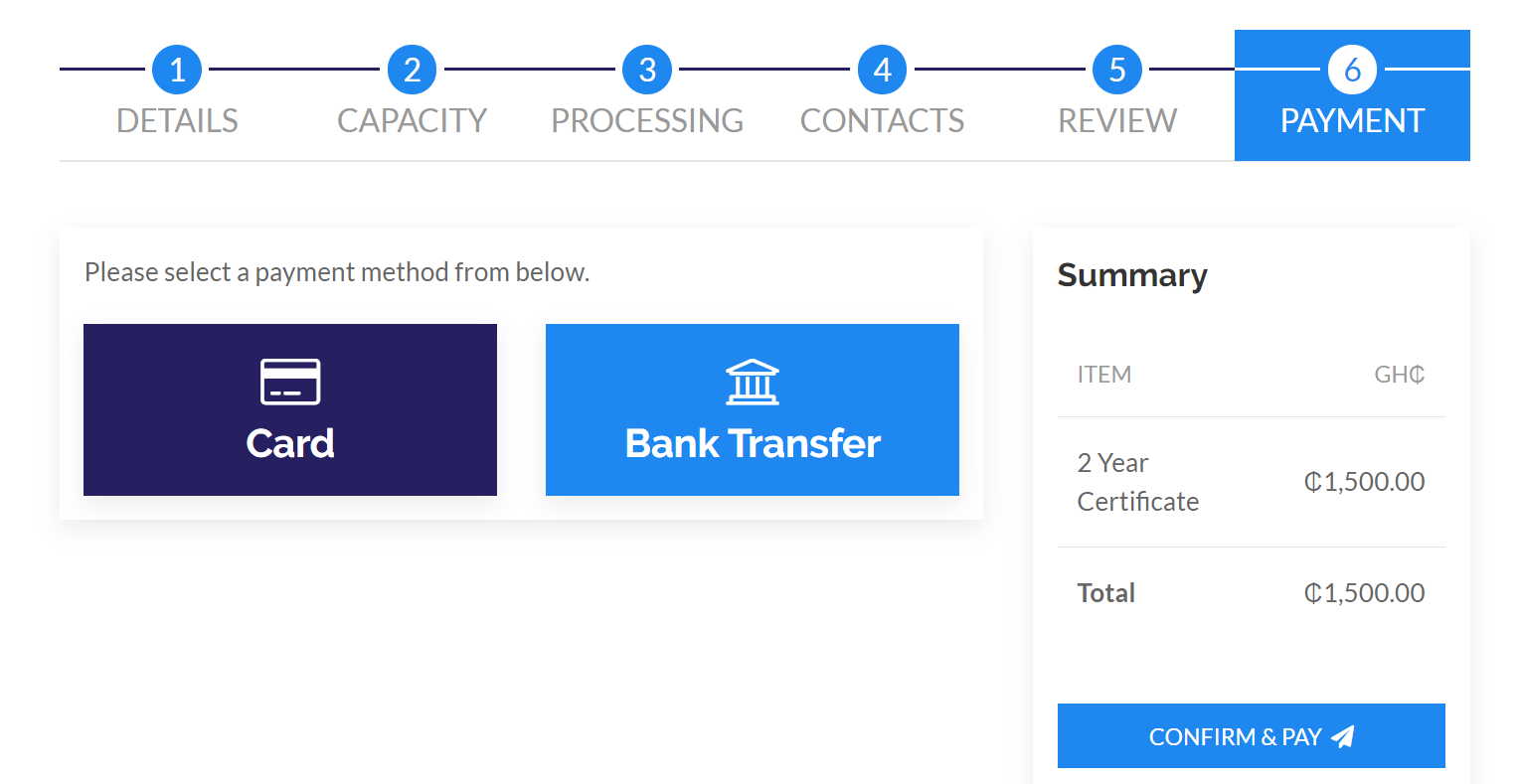
A picture containing screenshot

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Review the application carefully and select the check box to confirm



Click next to go the payment section



# Paying for Registration

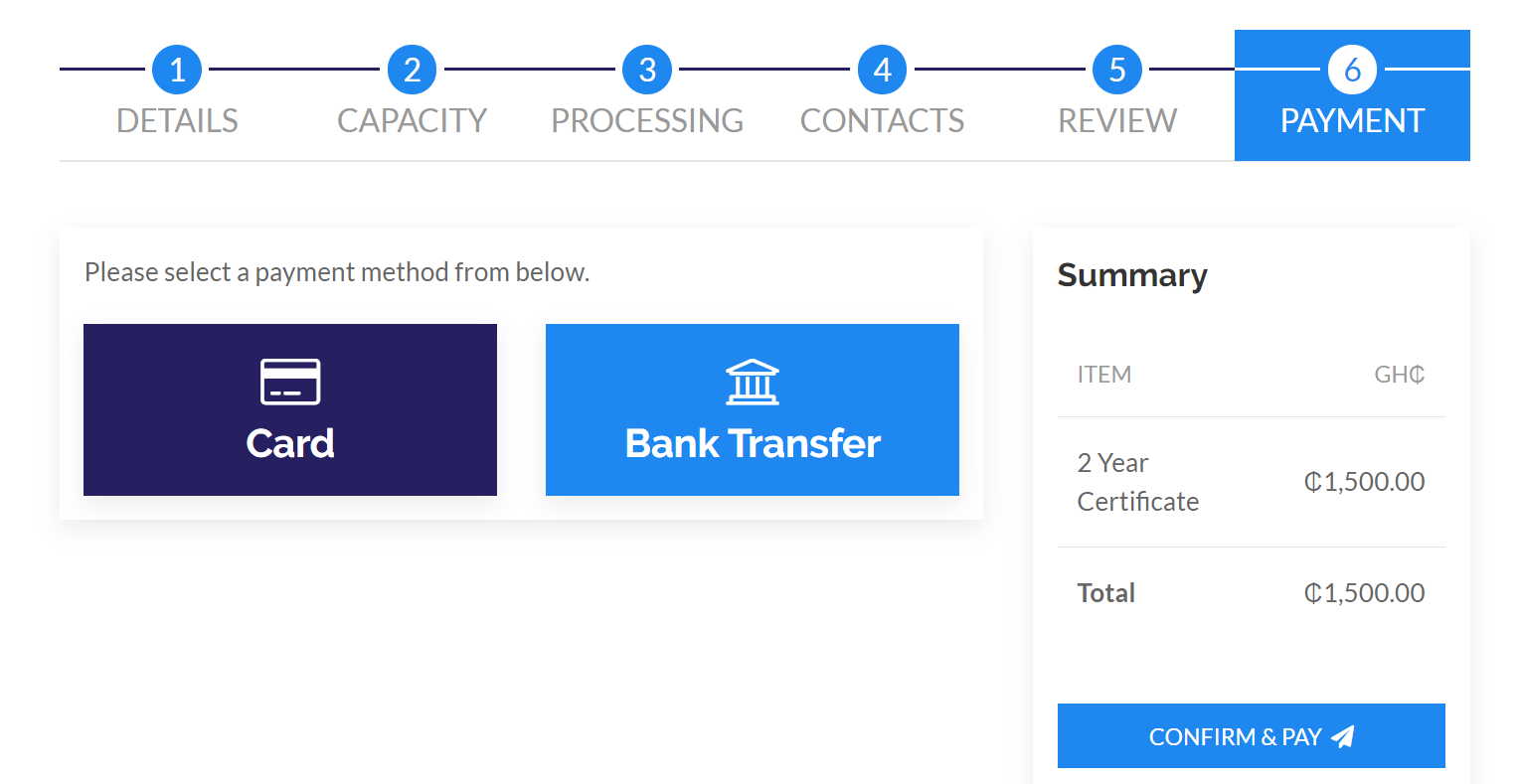
A fee is required to be paid for the registration. The system will calculate the total due for payment once you proceed to the payment page.

## Note: There are currently two options to make payment

## 1.Pay online using Visa or Master Card

## 2. Pay offline by going to an Ecobank Branch near you (please mention E-Collect)

# Online payment (VISA/Mastercard)



Select Card for Online Payment via Visa or Master Card

This will take you to the online payment portal shown below

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Complete all the information requested on the payment page. Click pay to proceed.

A screenshot of a social media post

Description automatically generated

A result page showing that status of the transaction will be displayed.

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A final payment page showing the method used will appear.

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Description automatically generated

An email will be generated confirming payment. This will be sent to the email address used to create the account. Click the home page to complete the process.

## Note: You can view registration details on the home page. You are now ready to begin your data protection compliance journey.

A separate guide for managing your registration account is available after successful registration of your organization.