**Registration Guide**

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

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

**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**
* **An addition Contact persons details including email address**

# Getting Started

Click on register from the DPC Website. This should take you to the home page. You will need to create an account first before you can register your organization.

A screenshot of a cell phone

Description automatically generated

# Creating an account

Fill in your details to create an account

A screenshot of a cell phone

Description automatically generated

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

**A screenshot of a cell phone

Description automatically generated**

Click on the create account button ****

# Activation Email

An activation email will be sent to the email address you entered on the create account 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 mail box. You cannot access the account without activating the account**

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

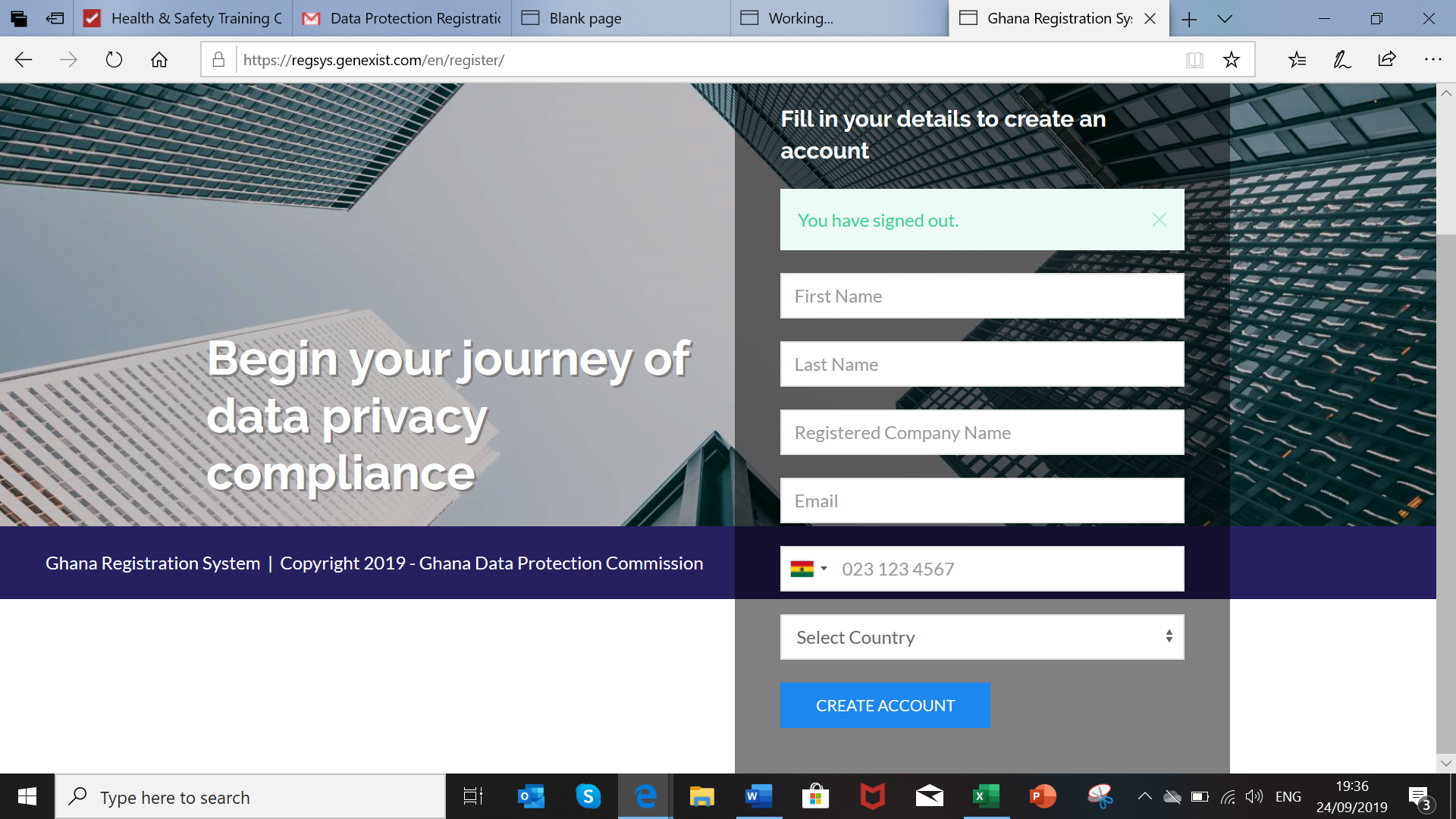
A screenshot of a cell phone

Description automatically generated

Enter (create) a Password

**Step 3**

Fill in the create an account details on the first page.

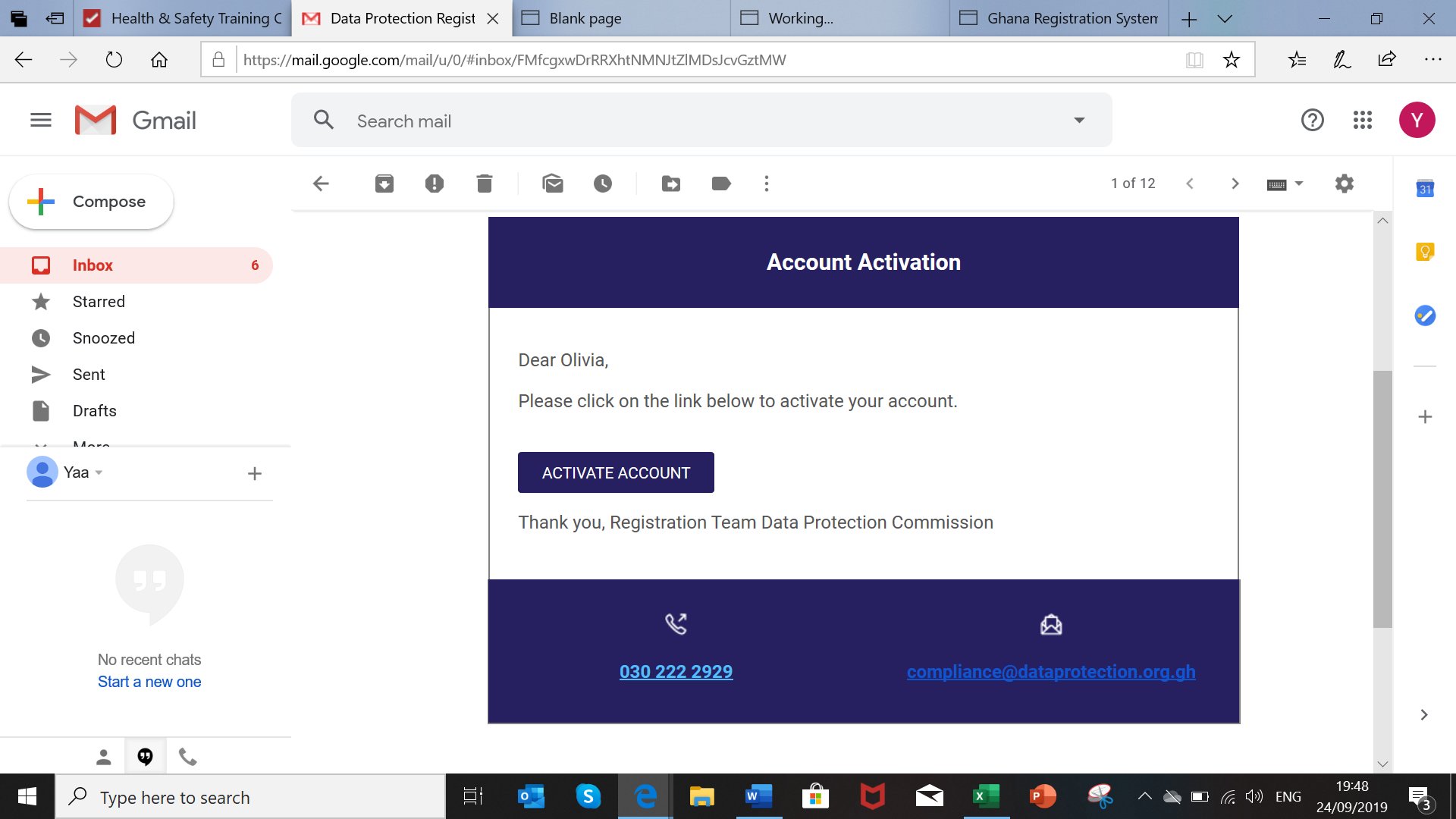


**Step 4**

A message will be sent to your email. Go to your email.

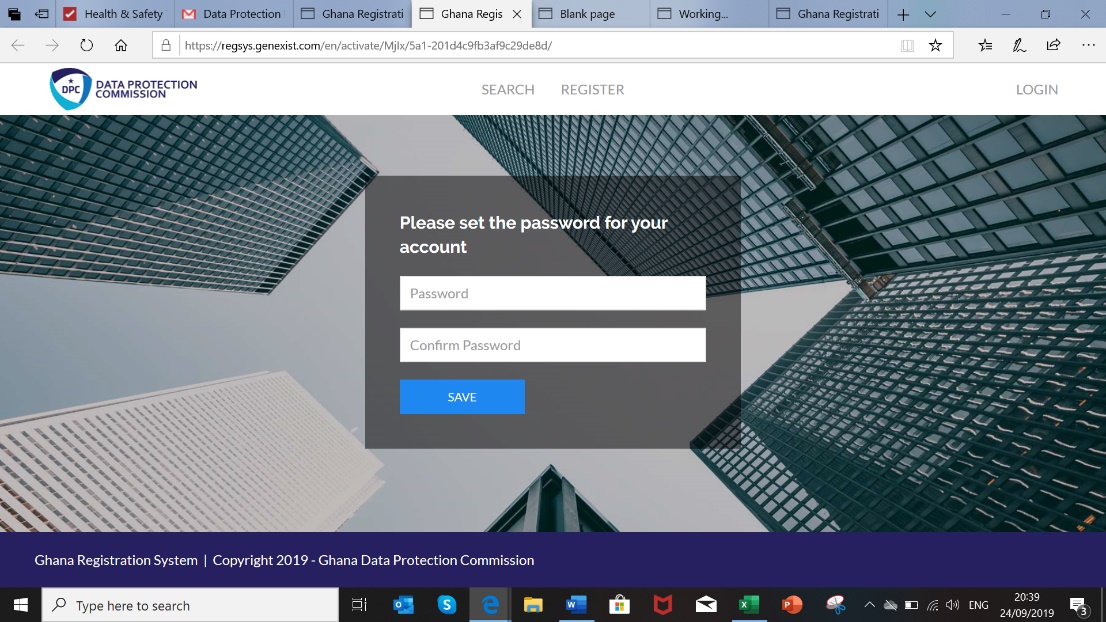
**Step 5**

Open the message sent from DPC and click on ACTIVATE YOUR ACCOUNT



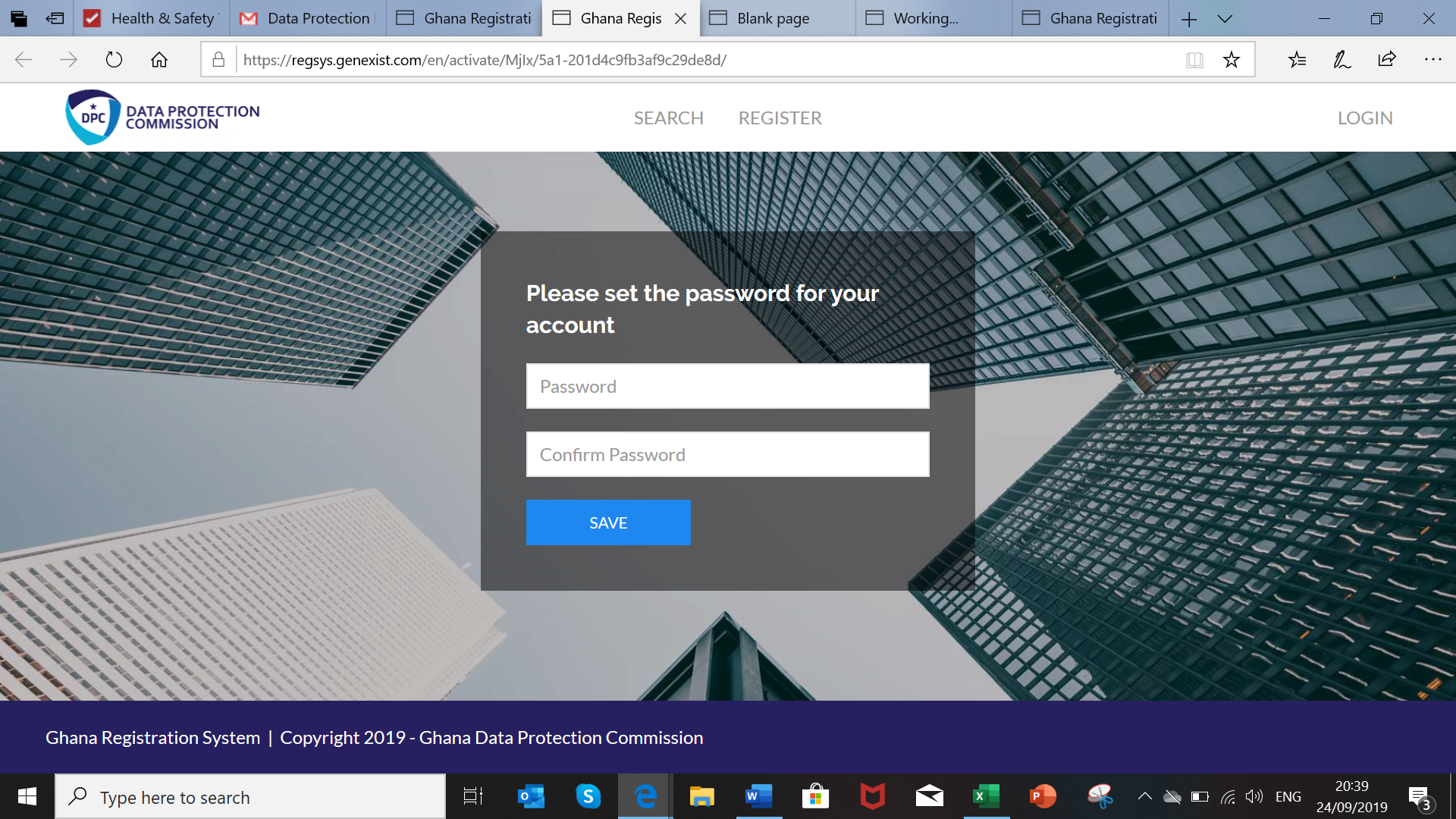
**Step 6**

The activation will take you to another box where you will have to create a password.



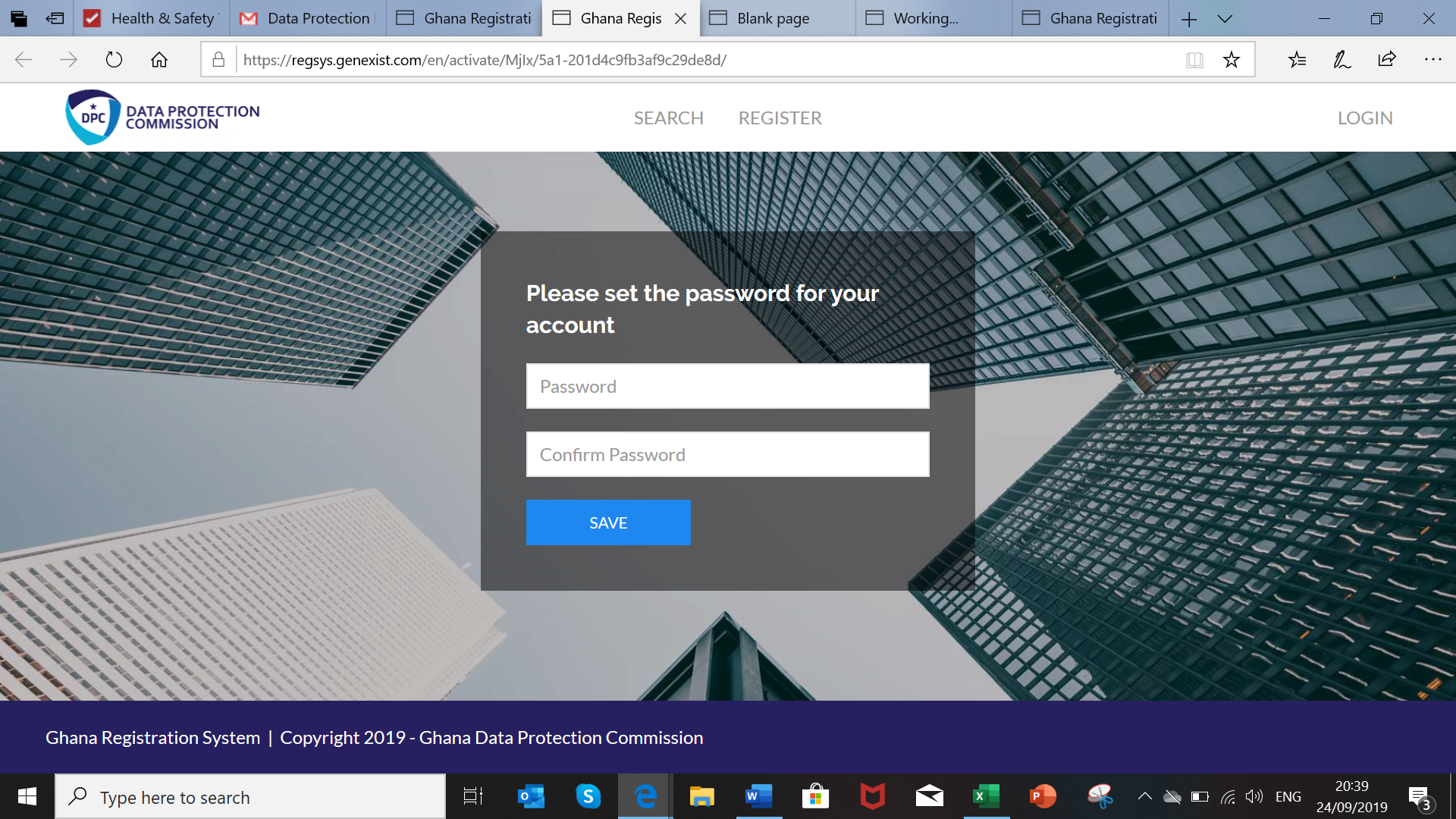
**Step 7**

You will need the password, as you will need this each time you log into the registration system on the DPC page.



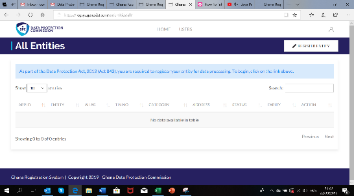
Step 8

Click save to continue



**Step 9**

On the next page click on REGISTER ENTITY to register your company.



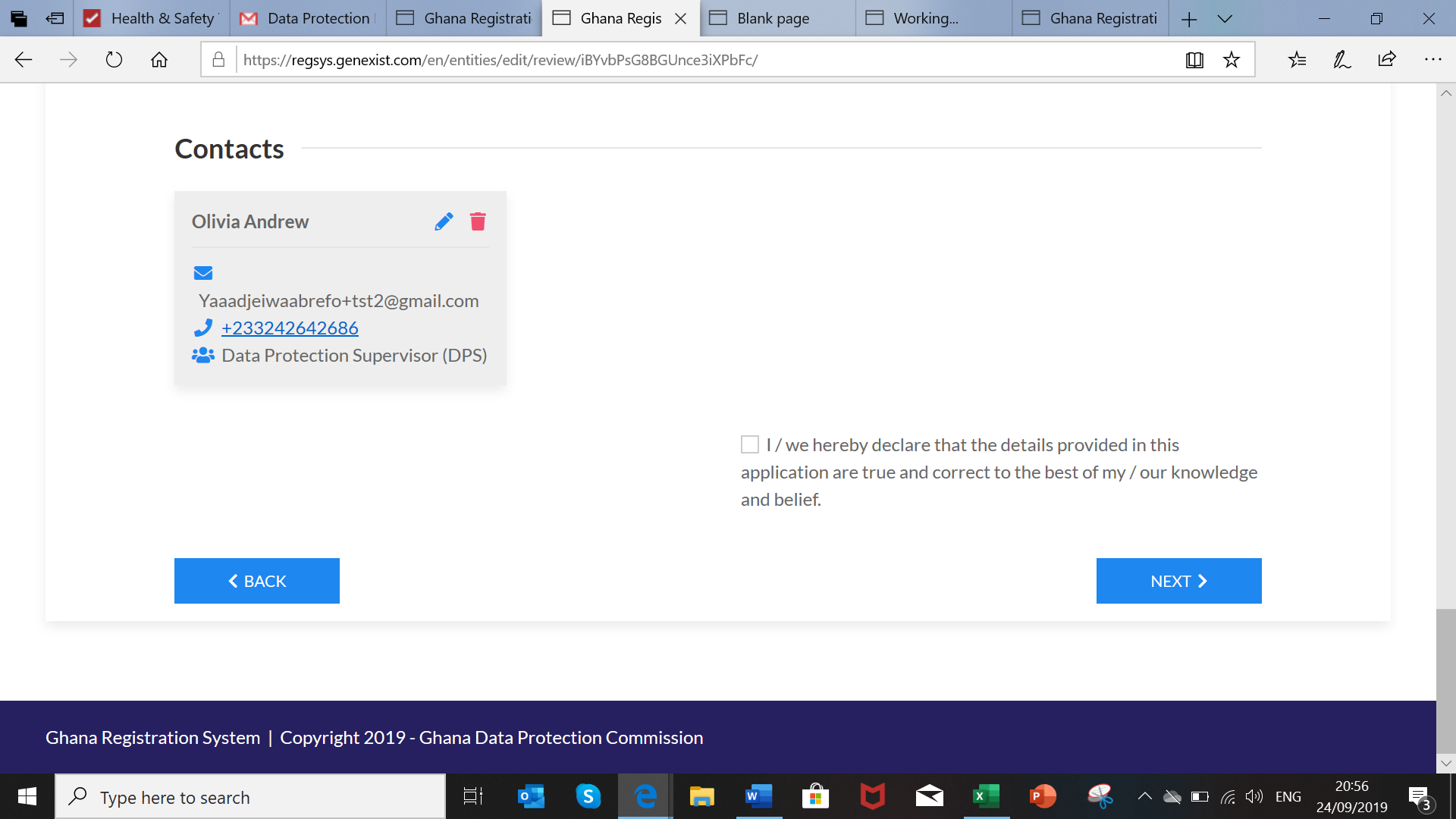
**Step 10**

Fill in all the details from Details to Payment.

**Step 11**

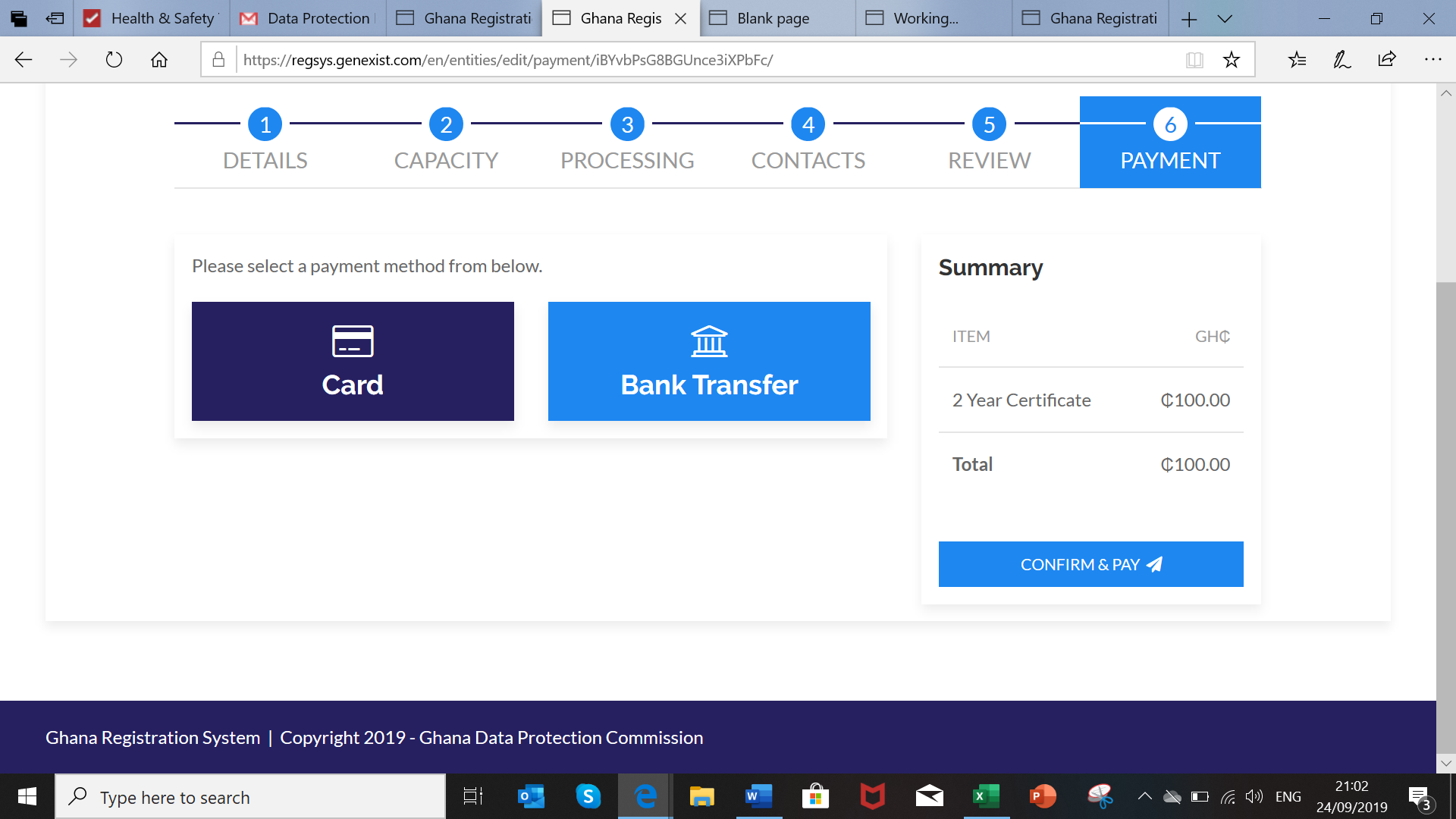
Tick the box below to accept the declaration to accept the registration to go to

payment page



**Step 12**

The amount that will appear on the PAYMENT SUMMARY is the amount you need to pay in order for your certificate to be issued to your company.



**Step 13**

You have two payment options, either you can pay immediately by card or you can go to the bank and make payment or a bank transfer by using the Application ID that will be generated for you.

