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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 renew your account as a data controller or processor after the registration process.

# Managing your organizations account

The registration portal allows you to access your account once it has been created. (See user manual for how to register). You can access your account after registration to do the following

* View your Roadmap to Compliance
* Complete a question (risk assessment)
* To upload documents (e.g. Copy of payment slip from bank)
* To view the information provided
* To view and download a copy of invoice

# Accessing your account



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

This should take you to the home page.

A screenshot of a cell phone

Description automatically generated

Select replace with the right icon from website to login into your organization’s account

# 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 created as during registration. Click sign in button.

## **Note:** If you do not remember the password click “Forgot password”. An email link will be sent to the email to reset it.

**Congratulations you are now ready to manage your organization for the Data Protection Compliance Journey!!!**

# Navigation around the registration system

## Takes you to the beginning of the registration pageA 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 email address will be displayed

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

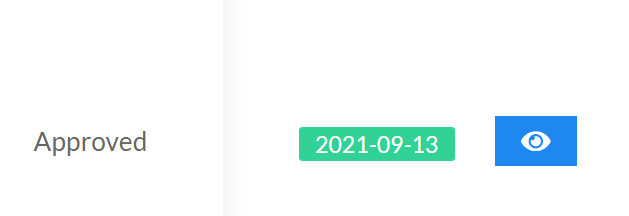
# 

# Status of Registration

The status of your organization’s registration will be displayed.

The various status available are:

**Approved:** The application has been approved and a certificate will be issued.



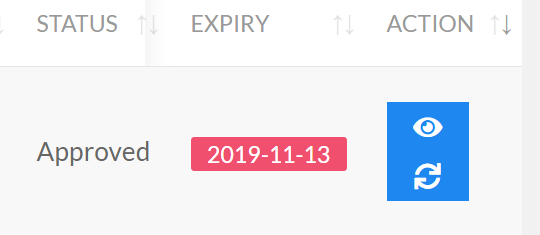
The date of approval

**Pending:** The application is yet to be approved by the commission. Applications will be pending when there is an outstanding action such as

* Awaiting payment for registration
* Missing information (Missing TIN)



**Expired:** The registration has expired and renewal is overdue. The expiry date will be displayed in red



**Suspended or revoked:** Your organization’s registration certificate is suspended. For details of suspension please contact us

A close up of a logo

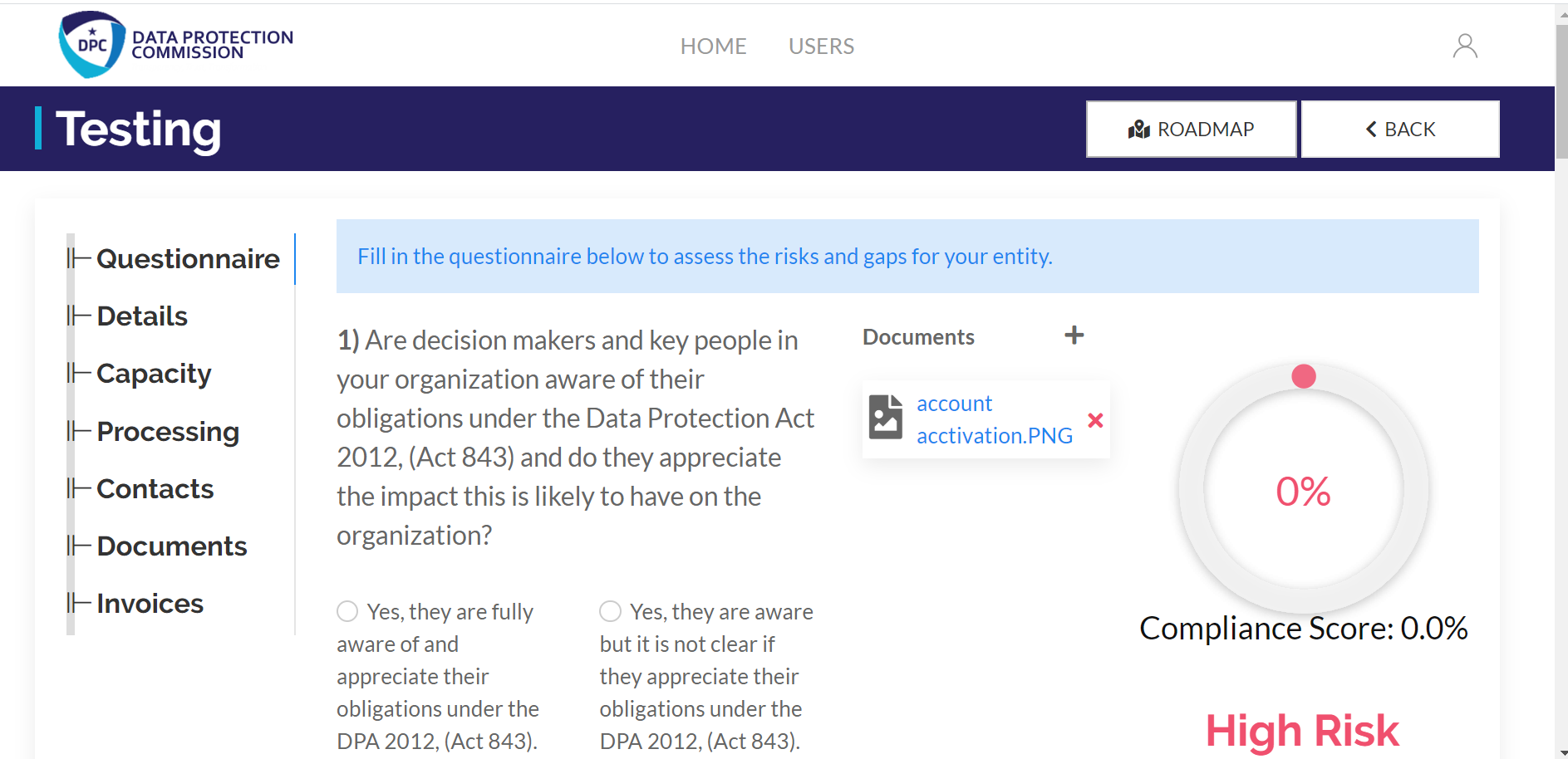
Description automatically generated

# Viewing your organizations record



Click view the record

organization name Roadmap



Sections

# Roadmap

The road map provides an overview of what your organization should be working on a to put in place for your data protection compliance.

## **Note:** The roadmap is not a complete set of activities that may be required to manage the data protection compliance of the organization. Seek further advice from your legal or data protection expert.

To access the Roadmap click to see the full Roadmap

You can save a copy of the Roadmap to use outside the system

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A screenshot of a cell phone

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Figure 1 Full Roadmap

# Questionnaire (risk assessment)

The questionnaire is a high-level risk assessment that will give you a sense of your risk score. A detailed risk/compliance assessment is recommended to be completed within your organization. Please seek expert advice where required.

Click on the questionnaire section to complete the assessment.

A screenshot of a cell phone

Description automatically generated

Complete all the questions and click submit.

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Description automatically generated

## **Note:** You do not need to complete the whole question at the same time. You may wish to come back and complete them at a later date.

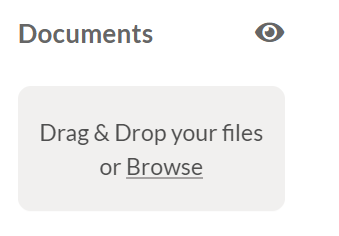
A compliance score will be presented as well as the date stamp.

A screenshot of a cell phone

Description automatically generated

To upload documentary evidence to support your responses in the questionnaire click on to begin the upload process.

Browse to find your document or use drag and drop option



# Details, Capacity, Processing & Contacts Sections

Click on a section to see the information recorded. You can add additional contact or users by clicking the contacts section.



# Documents

The documents section displays all documents uploaded. You can also upload other documents such your compliance report as part of your renewal process.

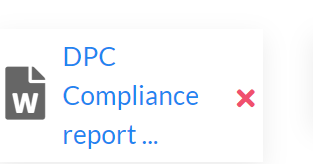


Figure 2 Sample uploaded document (compliance report)

To view a document simply click on the document title (hyperlink) to download the document.

# Invoices

The invoice section will hold all invoices generated. The invoices can be downloaded if required.

Click on the invoice number to view the invoices.

A screenshot of a social media post

Description automatically generated

# JAdding Multiple entities/organizations

Multiple entities can be registered under one main account. For example if you choose to register each branch or entity separately you do not need to create an account for each or them. You can add the branches or a subsidiary to the same account. You will be issued with separate invoices for each addition entity but manage the registration under one account.

To add additional entity click on register entity and complete the required information. See user guide on registration.

A screenshot of a cell phone

Description automatically generated