

# NSS FULL REGISTRATION STEPS

KINDLY FOLLOW THE STEPS BELOW CAREFULLY, IF YOU NEED ANY HELP WHATSAPP 0543423601

## To check the pin code

1. Go to nss.gov.gh
2. To check, just open this link. <https://portal.nss.gov.gh/check-pin>
3. Enter your Index & Date of birth.  
\*click on Search.\*
4. When you click on search and see your PINCODE,NAME, SCHOOL, PROG of STUDY, it means you can begin the online application.
5. However, When you check and the system says \*your Index & Date of Birth combination is incorrect,\* it means yours is not Ready. Or interchange your day of birth with your month of birth
6. Click on search to retrieve your pin code.

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**Having gotten the PIN CODE, let's check how to pay the GHC 41 to activate the PIN CODE.**

You can pay the Ghc 41 via **MTN USSD METHOD** or **ONLINE PAYMENT METHOD**.

**THE ONLINE PAYMENT:** This is always the reliable way to pay the GHC 41. To pay through online, follow the below steps:

1. Go to nss.gov.gh
2. Go to menu
3. Click on **nss portal**

4. Click on **CHECK & PAY FOR PIN CODE**

5. ENTER your index number. Then your date of birth.

6. Your PIN CODE & other details shall be displayed

7. You will be asked to enter your phone number eg **02467.....**

8. Go to bottom of that page and click on **Click Next to Pay**

9. Click on  **MTN Mobile Money Web**

10. You will be asked to Enter Phone number from which the GHC 41 should be deducted.

(You can enter your own phone number. Or you can enter the phone number of another person. Provided the person has agreed for the GHC 41 to be deducted from his wallet.)

11. Then go to the bottom of this page and click on

**Mobile Money**

12. Payment confirmation will be displayed



13. At this point, go to your phone and do the approval. Or if you entered someone else MTN number, inform the person to do the approval on his phone.

**Below is how to do the Approval**

Dial \*170#

Select 6 (My Wallet)

Select 3 (My Approvals)

Enter your Mobile Money PIN

Select 1 (Debit GHC 41)

Choose Option 1 to approve

After the Approval, your Pin code will be activated.

**ALTERNATIVE WAY is by using the MTN USSD METHOD**

Those who use this method sometimes face problems when many people are paying at the same time.

BELOW are the steps to pay by the **MTN USSD Method**.

**Step1.** Dial \*170#

**Step2.** Select 2 (Momo Pay & Pay Bill)

**Step3.** Select 2(Pay Bill)

**Step4.** Select 5 (General Payment)

**Step5.** Enter payment Code (The payment Code is **NSS** 'space' then type your **PIN CODE**)

**Note:** With the payment code, type **NSS** in capitals then type your **NSS PIN CODE**. Don't forget to bring one space bwn the **NSS & PIN CODE**.

Eg, {**NSS KZRGAP8937419**}.

(Your Name shall be displayed as confirmation).

**Step6.** Enter the amount which is GHC 41

**Step7.** Use **NSS** as your reference

**Step8.** Enter your mobile money PIN.

Your **NSS Pin code** shall be activated after the payment.

**Having Paid the GHC 41 To Activate the Pin Code, Let's check how to complete the online registration.**

**ONLINE REGISTRATION:**

STEP1. To start the online Registration, go to [nss.gov.gh](https://nss.gov.gh)

Step2. Go to menu

Step3. Click on nss portal



Step4. Click on **ONLINE REGISTRATION-ENROLMENT**

Step5. Enter YOUR INDEX NUMBER, PIN CODE & DATE of BIRTH



The screenshot shows a mobile browser interface for the nss.gov.gh registration portal. The URL bar displays 'https://portal.nss.gov.gh/regist...'. The page features a 'LOG IN' button in the top right corner. The main form area contains three input fields: 'School Index Number \*' with a placeholder 'Enter your school Index Number', 'PIN CODE \*' with a placeholder 'Enter your PINcode', and 'Date of Birth \*' with sub-fields for 'DD', 'MM', and 'YYYY'. Below these fields is a green button labeled 'Access Registration Form'.

Step6. Click on **Access Registration Form**

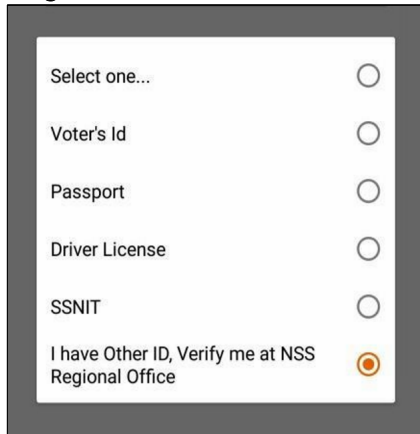
Step7. You are to select means of Identification. Click on the drop down menu to select one of the IDs you want to use (Voter's ID, SSNIT CARD, Driver's License or Passport).



The screenshot shows a mobile browser interface for selecting a means of identification. At the top is a Ghanaian flag icon. The form has a section titled 'Select a means of Identification:' followed by a dropdown menu currently showing 'Select one...'. Below this is a text input field labeled 'Enter your selected Identification Number:'. A disclaimer text reads: 'By submitting, I agree that my Identity information is valid, and impersonation is a criminal offence and offenders are liable to prosecution.' At the bottom is a grey button labeled 'Submit Means of Identification'.

Step8. Enter the ID Number & Click on **Submit Means of Identification.**

**NOTICE** to those who don't have any of the compulsory 4 IDs (**SSNIT card, PASSPORT, VOTER's ID & DRIVER's LINCENSE**). Or those who have but the system cannot verify their IDs. All such people with ID problems are to select: **I have other ID, verify me at NSS Regional Office**

A screenshot of a web form element. It features a white rectangular box with a thin grey border. Inside the box, there is a list of six options, each followed by a radio button. The options are: 'Select one...', 'Voter's Id', 'Passport', 'Driver License', 'SSNIT', and 'I have Other ID, Verify me at NSS Regional Office'. The last option is selected, indicated by a filled orange circle next to it. The other radio buttons are empty.

After selecting **I have other ID, verify me at NSS Regional Office**. You will be required to scan & upload any ID card you have such as: **NHIS, STUDENT ID, THE GHANA CARD etc.** Before you upload the scanned ID, **Resize** to width:

380px by Length 260px. File size shouldn't be more than 1.5mb

After uploading the scanned ID, the system will allow you to continue the online registration. With this approach, you will be called to bring the ID card you used to the NSS regional office for manual verification.

Step9. After entering the ID NUMBER, you will see **[person found]**

The image of the ID card will be displayed but the photo on it will be hidden.

Click on **(Confirm & continue)**

You are to fill all the required **personal information**.

Then upload your softcopy photograph

The Dimensions of the photo should be width: 150px \* Length: 200 px

Preferably, your photograph should have white background. With size not more than 1mb.

The registration forms are in pages. When you complete one page, Click on **[Save & Continue]** to the next page.

Every question with asterisks (\*\*\*) is compulsory for you to provide answer before you can continue.

Any question without asterisks is not compulsory. You can decide not to provide answer.

Make sure you provide a very accurate **personal email address**. If you type your email wrongly, you can't get access to your Appointment Letter.

You will also provide the following: Residential address, Residential District & Region, Your Town or Community of residence.

You will be asked whether you have previously done national service before. **You are to tick NO.**

Be circumspect when you get to the employment history section. You will be asked whether you are currently employed. **Tick NO**

- However, those who are currently employed, you will **tick YES**.
- You will be asked to provide information about your current employer. You are to also upload documentary proof such as study leave letter or pay slip.

**NOTE:** The trouser length and GPS address are optional. You can decide not provide answer.

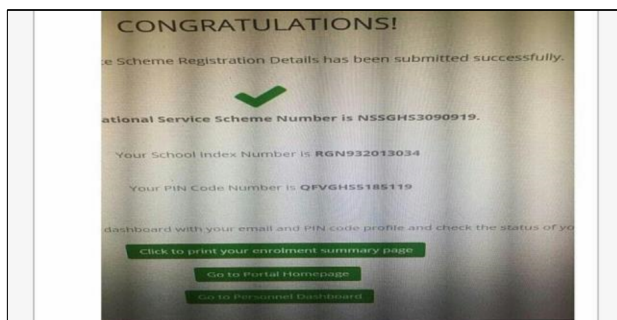
When you get to the industrial Preference, just select any 2 options from the list.

You will be asked to select 3 different regions

☐ After completing the online registration form, click on the **PREVIEW** to check the accuracy of all the information you have provided.

If all the information is accurate, click on **[SUBMIT]**.

You will receive a congratulatory message after the Submission.



This congratulatory message will contain your **NSS NUMBER** so save it.

### Completing DASHBOARD REGISTRATION/Reset PASSWORD

ATTENTION: Those who have successfully completed the Online Registration. Kindly follow the Steps below to complete the DASHBOARD signing .

Click on Personal Dashboard

Enter your email address and your password (The email here is what you type during online registration and the Password is your PINCODE) Type PinCode in Capital LETTERS

Login

Here you are going to Change the PINCODE as your Password to any Password you like.

You will be asked to type your OLDPASSWORD(that's the PINCODE)

Then type your NEW Password (that's the new password you want to use)

NOTE: Please use any password you can remember.

You are to retype the New Password .

Select your Question

Then type your secret answer

Click on Save to complete

After this process, you will login with your email address and the New password. You cannot check or print your Posting / Appointment Letter if you fail to finish this process.

You are also to click on [\[click to print your enrolment summary page\]](#) and keep the printout for future reference.

Join our whatsapp group for incoming updates.

For any information on how to get posted to your preferred place of school kindly call 0543423601 OR chat me on whatsapp



- **IMPORTANT NOTICE TO STUDENTS WHO CAN'T ACCESS THEIR PINCODE.**

**NOTE:** YOU ONLY PAY GHC 40/ 41 AFTER YOU HAVE YOUR PINCODE.

All those facing problems with accessing their pincodes from the Nss website should kindly follow these steps to help them retrieve their pincodes.

**NOTE:** Use CHROME BROWSER

- ★ Kindly change or use a different phone or PC
- ★ If issue persist, interchange your DAY of birth with your MONTH of birth, Eg: 01/09/1997 to 09/01/1997.
- ★ If issue still persist, Visit your school administration and find out the exact information they submitted to NSS and use that information.
- ★ Lastly, if you are still not getting it, take a letter containing your information from your school and submit it to the NSS headquarters for rectification. Or contact official

### **MISMATCH OF DETAILS**

Please those whose Details (Names, Programme, date of birth, etc) are wrongly spelt.

Please its not a serious mistake for now, kindly proceed with the registration.

\*It would be resolved when the service begins,

Or Doing the Biometric registration, kindly alert the official to assist you with the necessary corrections.

NOTE WITHOUT THE MOBILE MONEY PAYMENT YOU WON'T BE PERMITTED TO PROCEED WITH THE ONLINE REGISTRATION TILL YOU PAY.

\* THOSE STILL FACING CHALLENGES IN ANY FORM SHOULD CONTACT OFFICIAL.

### **SPECIAL POSTING**

If you wish to be posted to a specific organization or institution of choice contact Officials.

kindly contact the official

0543423601

WhatsApp/ call