**GHANA'S TRADING HUB**

# www.ghanastradinghub.gov.gh

# USER
# GUIDE

# BUSINESS USER REGISTRATION GUIDE

# 1 USER REGISTRATION

Business Registration Module is the module that allows Business Traders (Declarant, Importers etc.) to register their companies on the Ghana's Trading Hub Portal as registered user of the portal. Before any user can access Ghana Pre-Arrival Assessment Reporting System (PAARS), he/she must have a valid user account.  E.g. The company representative will registers on the portal by providing the required information (TIN, RC Number…) into the application, the system validates and creates user account for the company, if the validation process was successful.

NOTE: -
   I.    Any company  account created by the system would be an Admin User account by  default.
   II.   For a company to register on the Ghana Trade Hub portal, he/she must have valid Company  Registration Number and Tax Identification Number, because these documents are perquisite  for the registration.

For Business Trade User to register as a registered user, he/she will perform the following steps:-

1.  Launch a web browser and enter Ghana Trade Hub portal (www.ghanastradinghub.gov.gh)  as shown in Fig 1

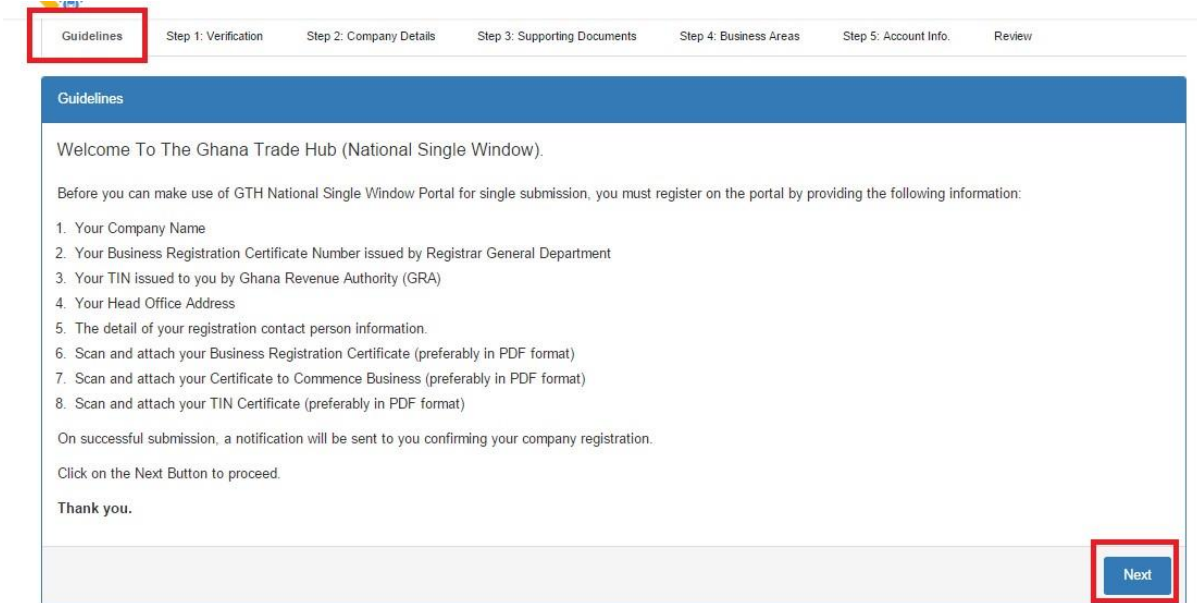*Fig 1 www.ghanastradinghub.gov.gh highlighted*



2. Clicks on Register link on the home page of the portal as shown in Fig 2

*Fig 2 Register link highlighted*

3.  System displays Stakeholders Registration page and User carefully read the instruction and click on the next button to continue with the registration  as shown in Fig 3

*Fig 3 Guideline and Next button highlighted*



4.  Step 1: Verification Tab -  Enter the Company Name, Company Registration Number, Company TIN and select the appropriate District Tax office  as shown Fig 4

*Figure 4 Company details to be filled highlighted*
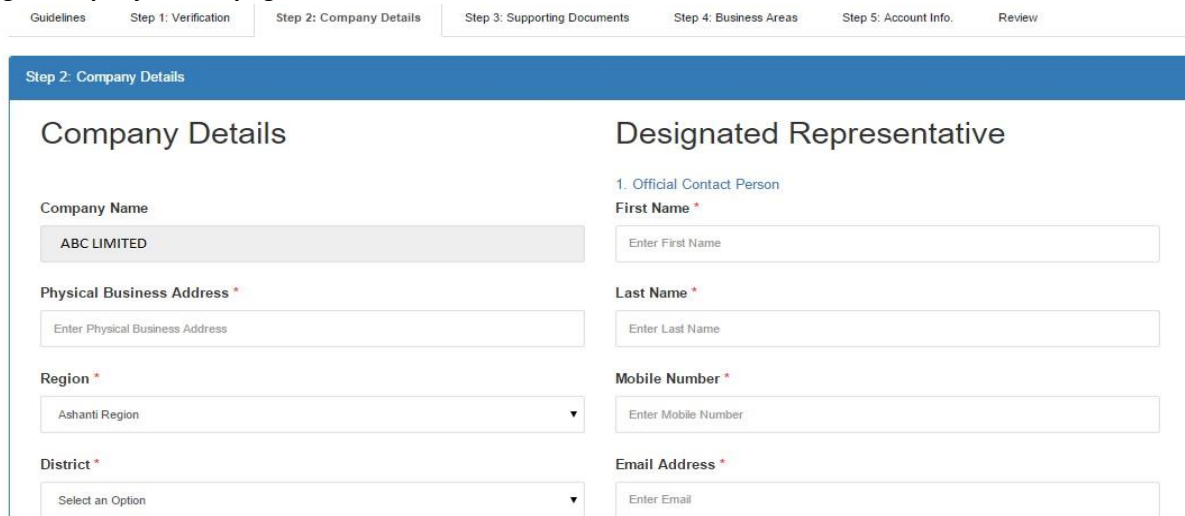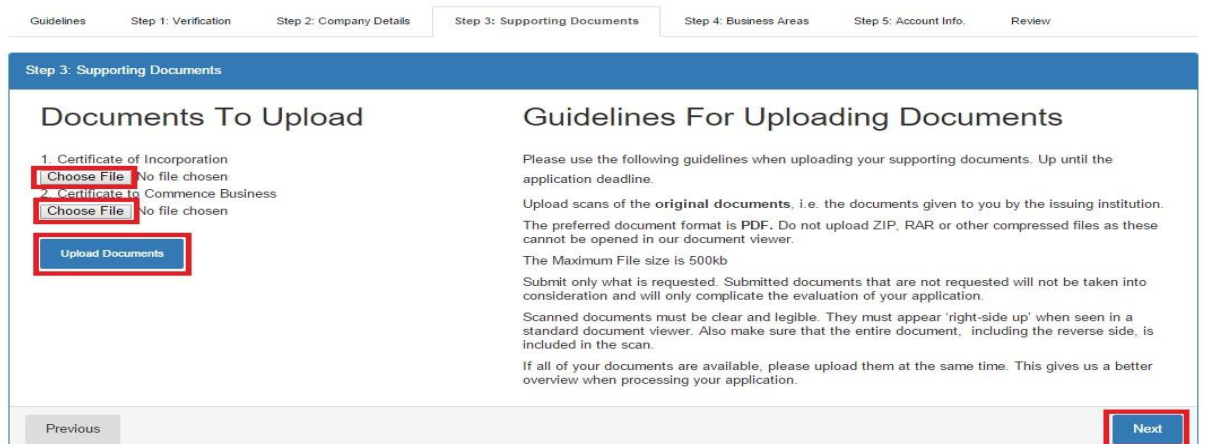
5. Click on the next button to continue with the registration as shown in Fig 4 above.

6. System displays the remaining company details to be filled as shown in Fig 5

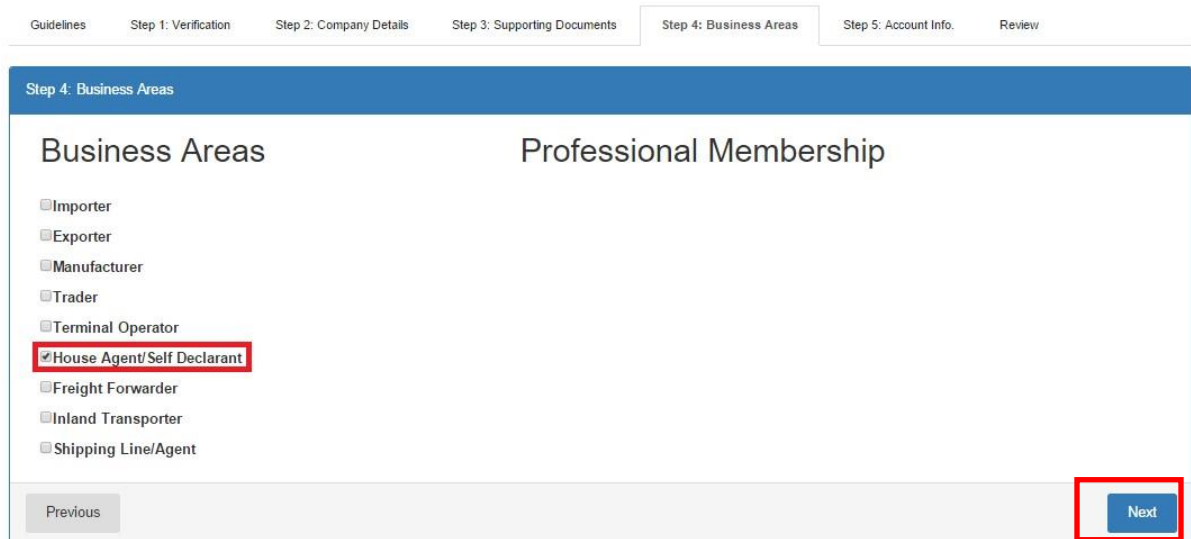*Fig 5 Company Details page*



7. Step 2: Company Details – enter the Company Details (Physical Business Address, Region, District, Telephone, Email, Contact Person etc.)

8. All field with the asterisk must be completed

9. Click on the next button to continue with the registration

10. Step 3: Supporting Documents – click on choose file to upload the supporting documents i.e. Certificate of incorporation and Certificate to Commence Business as shown in Fig 6

11. Click on Upload Documents button as shown in Fig 6

*Fig 6 Choose File, Upload documents and Next button highlighted*

12. Click on the next button to continue with the registration

13. Step 4: Business Areas - selects the appropriate business areas as shown in Fig 7
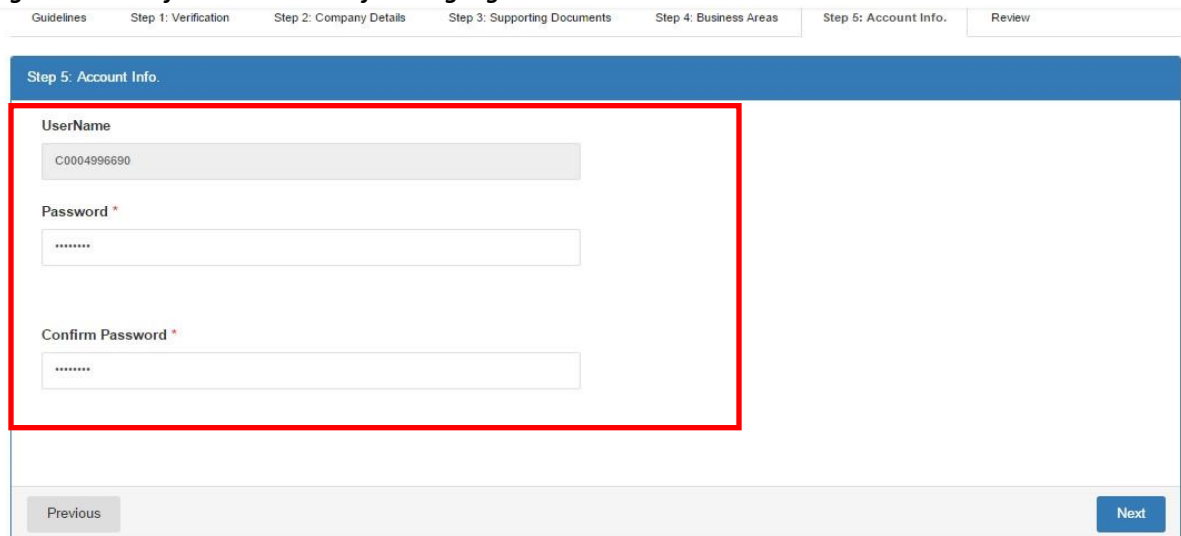
*Fig 7 House Agent/Self Declarant and Next button highlighted*



Note:
- In order to access PAARS platform select House Agent/Self Declarant
- You can also select multiple Business Area

14. Click on the next button to continue with the registration as shown in Fig 7 above

15. System displays Account Information page

16. Step 5: Account Info - enter the password and confirm password as shown in Fig 8

*Fig 8 Account Information details filled highlighted*

17. Click on the next button to continue with the registration shown in Fig 9

*Fig 9  Next button highlighted*

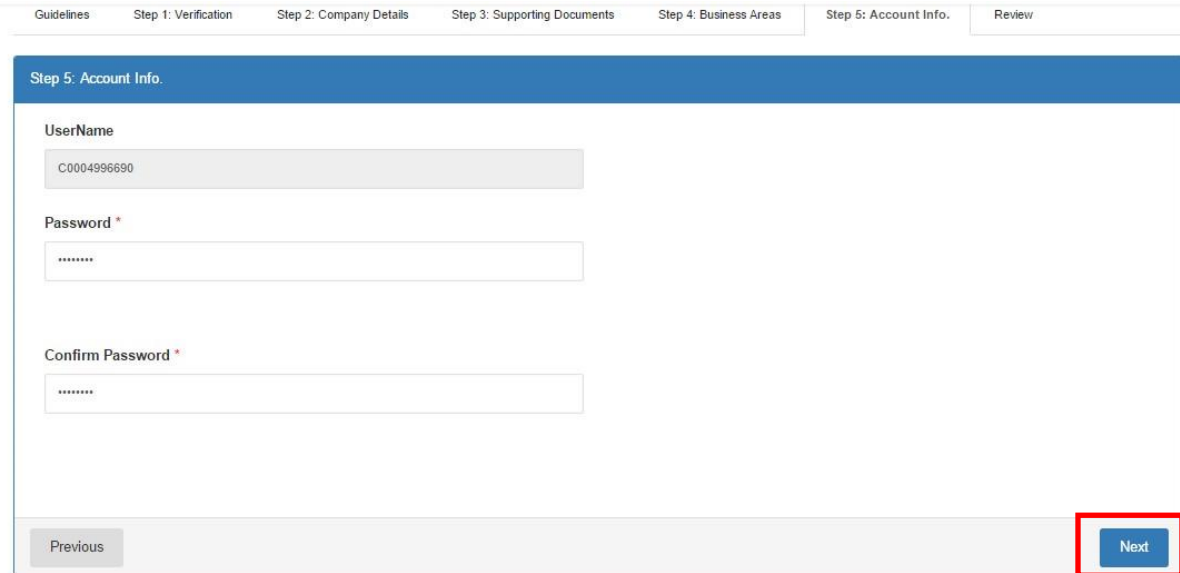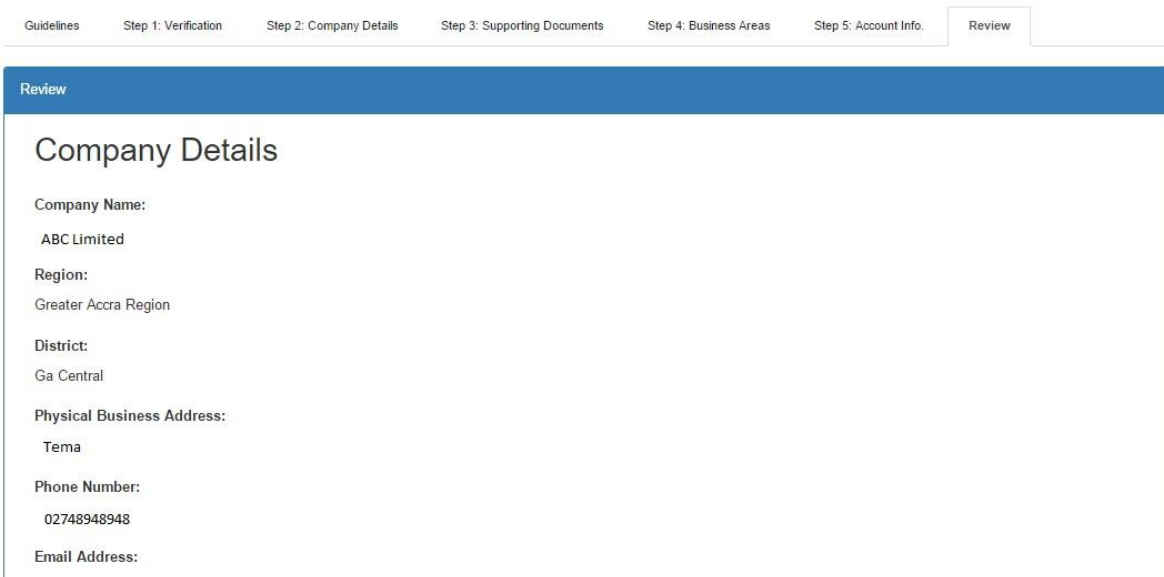| Guidelines | Step 1: Verification | Step 2: Company Details | Step 3: Supporting Documents | Step 4: Business Areas | Step 5: Account Info. | Review |

**Step 5: Account Info.**

UserName

C0004996690

Password *

••••••••

Confirm Password *

••••••••

Previous                                    Next

18. Review your registration details as shown in Fig 10

*Fig 10 Company Details displayed*

| Guidelines | Step 1: Verification | Step 2: Company Details | Step 3: Supporting Documents | Step 4: Business Areas | Step 5: Account Info. | Review |

**Review**

## Company Details

**Company Name:**

ABC Limited

**Region:**

Greater Accra Region

**District:**

Ga Central

**Physical Business Address:**

Tema

**Phone Number:**

02748948948

**Email Address:**

19. Click on the Finish button to complete your registration.

20. System displays Registration successful page as shown in Fig 11

*Fig 11 Successful page*