



# GEPA Exporter Registration Manual

<Version 0.1>

## Contents

Introduction .....	4
Ghana Export Promotion Authority (GEPA) eBusiness Registration System is a module of the Ghana National Single Window (GNSW) system that enables exporters to submit application online for registration, permit, certificate etc. The objective of this manual it to assist users .....	
STEP 1 LAUNCH THE HOME (LOGIN) PAGE .....	5
1.1 The user is required to enter valid user name and password .....	5
1.2 Click the Login button .....	5
1.3 Alternatively, the user without a valid username and password can begin registration by clicking Sign Up button .....	6
1.4 Highlight keep me signed in to save username and password.....	7
Step 2 displays the Dashboard page .....	7
2.1 Initiate Registration by clicking eBusiness>Business Registration.....	7
2.2 Click GEPA Business Registration and proceed by clicking Enter Required Details button .....	8
Step 3 displays e-Business Registration Page .....	8
3.1 Applicant should fill the required fields as shown.....	8
Note 1: The Applicant can add or remove the export market.....	9
Note 2: Applicant should add, edit or delete Company Executive (Directors) details here .....	9
3.2 Click Save & Continue button to proceed registration .....	10
Step 4 displays Product List Page where products are classified according to HS Code .....	10
4.1 To add a product, user clicks the add button .....	10
4.2 Enter the product (item) description into the search engine. System displays similar items. Applicant is required to select appropriate item eg. Yam .....	11
4.3 Type the Product's Brand Name, select Country of Origin and click on Save to save the process. User can decide to Cancel the transaction too .....	11
4.4 Click the Continue button to continue process .....	13
Step 5 Displays supporting documents page.....	13
5.1 To upload documents, click the type of document. The page opens further with some features that users must take note of.....	13
5.2 The user is given the opportunity to select the supporting document .....	14
5.3 Upload the document .....	14
5.4 Mark the declaration box and go ahead to preview details .....	15
5.5 Preview details.....	15


Step 6	Payment advice/invoice page displays the amount of fees the user/applicant pays using the various payment channels available on this platform .....	16
6.1	Payment channel. The user/applicant is to select the suitable payment method from the dropdown list .....	16
6.2	Option 1: Card method of Payment. User enters card details and click continue .....	17
6.3	Option 2: Direct Deposit method of payment through authorized bank and click continue ....	17
6.4	Option 3 Mobile Money. Method of payment and click continue .....	18
Step 7	Preview of payment details allows the user to verify the payment detail initially entered before proceeding to confirm payment .....	18
7.1	Payment details tab- where payment details are confirmed .....	19
7.2	Card Information tab where details of card used in payment are confirmed .....	19

**Introduction**

Ghana Export Promotion Authority (GEPA) eBusiness Registration System is a module of the Ghana National Single Window (GNSW) system that enables exporters to submit application online for registration, permit, certificate etc. The objective of this manual it to assist users to properly master the steps involved in the electronic processing of applications.

## STEP 1 LAUNCH THE HOME (LOGIN) PAGE

1.1 The user is required to enter valid user name and password



**NATIONAL SINGLE WINDOW**  
Please sign in to your account

USER NAME  
C1111789991X

PASSWORD  
.....

[Forgotten password?](#)

☐ Keep me signed in

Login

OR

Signup

*By clicking Log in you agree to our terms and conditions*

1.2 Click the Login button



**NATIONAL SINGLE WINDOW**  
Please sign in to your account

USER NAME  
C1111789991X

PASSWORD  
.....

[Forgotten password?](#)

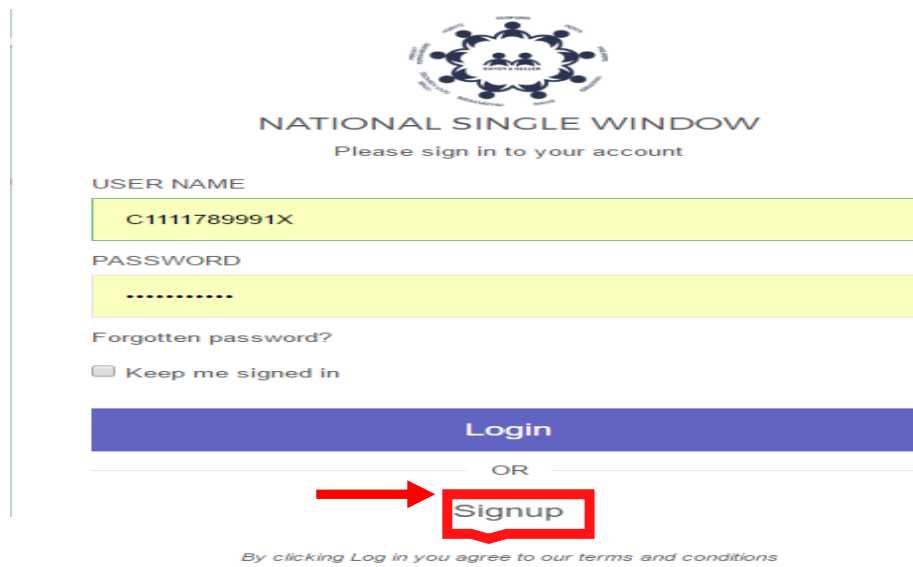
☐ Keep me signed in

Login

OR

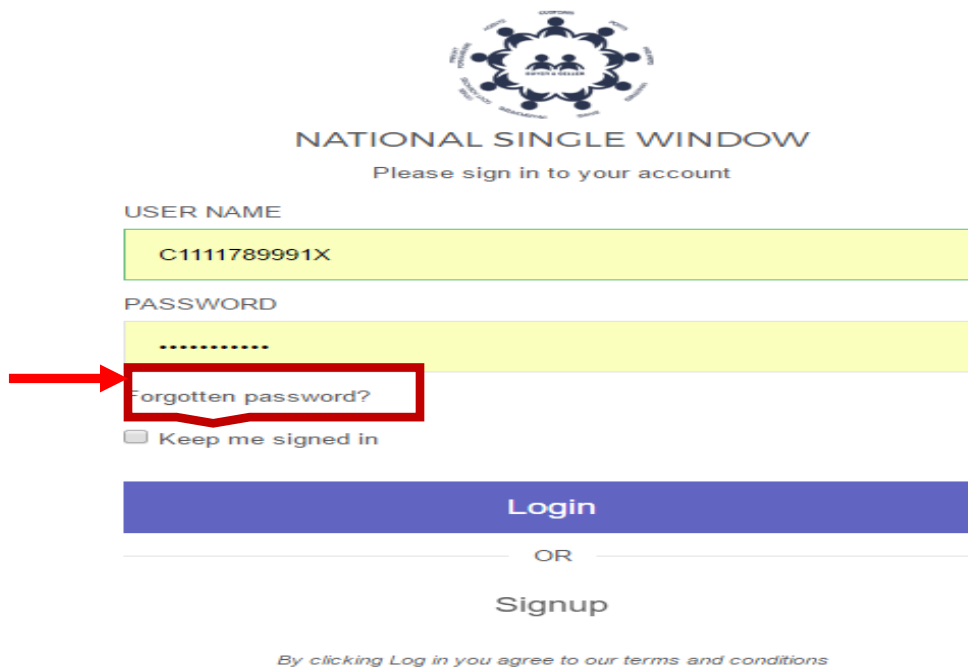
Signup

- 1.3 Alternatively, the user without a valid username and password can begin registration by clicking Sign Up button



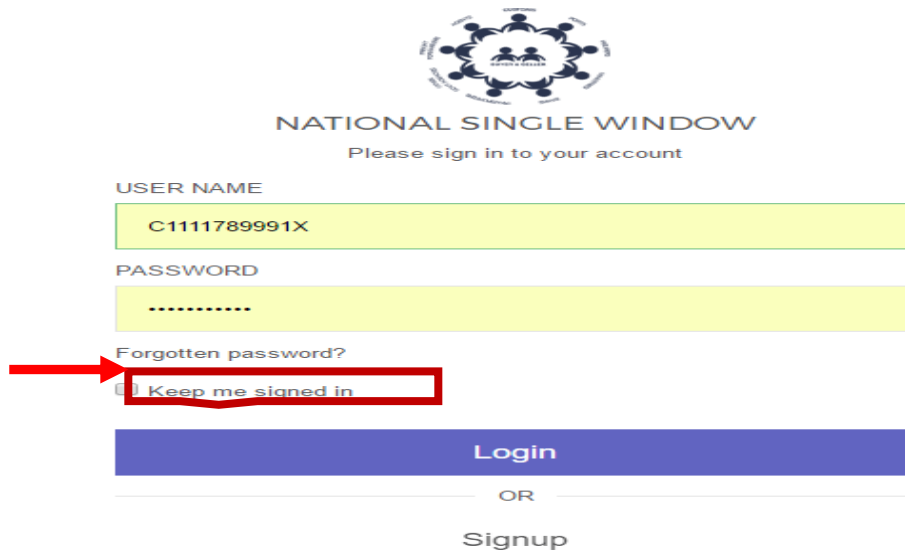
The image shows a login and registration form for the National Single Window. At the top is a logo with the text 'NATIONAL SINGLE WINDOW' and 'Please sign in to your account'. Below this are two input fields: 'USER NAME' with the value 'C1111789991X' and 'PASSWORD' with masked characters. There is a link for 'Forgotten password?' and a checkbox for 'Keep me signed in'. A blue 'Login' button is present. Below the button is an 'OR' separator and a 'Signup' button, which is highlighted with a red box and a red arrow pointing to it. At the bottom, there is a disclaimer: 'By clicking Log in you agree to our terms and conditions'.

- 1.4 To retrieve a lost password, the user should click forgotten password link and enter email address. The user will receive a notification link that will enables a strong password to set



This image shows the same National Single Window login and registration form as above. In this version, the 'Forgotten password?' link is highlighted with a red box and a red arrow pointing to it. The 'Signup' button is also visible below the 'OR' separator. The disclaimer at the bottom remains the same: 'By clicking Log in you agree to our terms and conditions'.

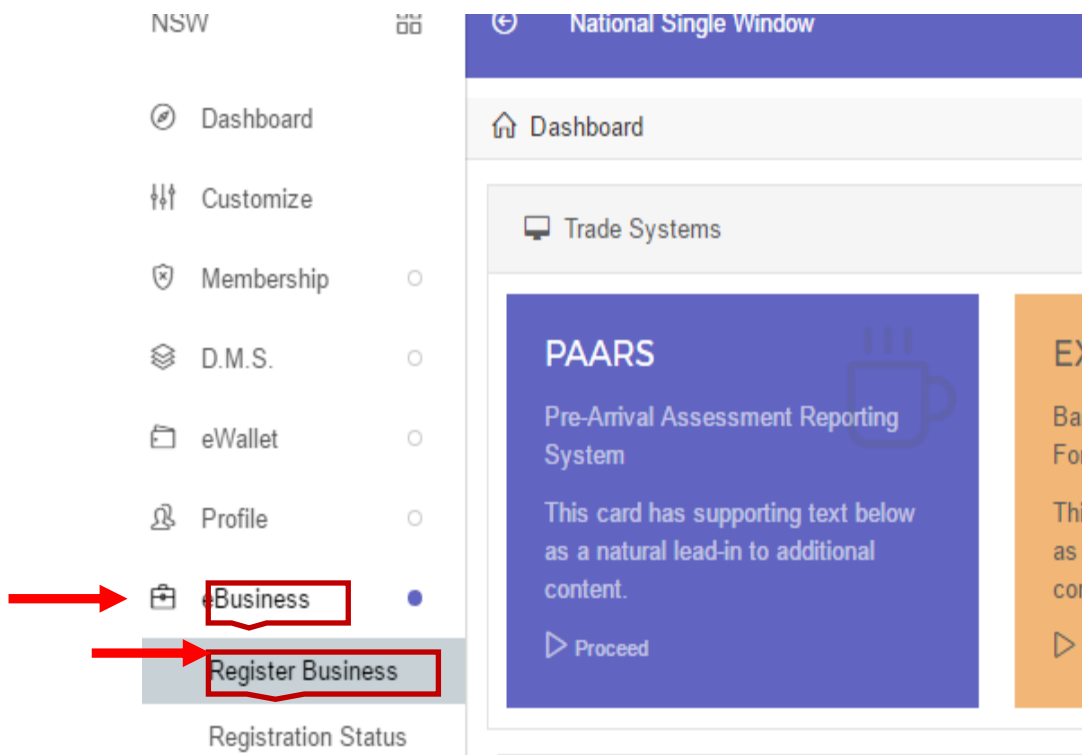
1.4 Highlight keep me signed in to save username and password



The image shows the login page of the National Single Window. At the top is the logo and the text "NATIONAL SINGLE WINDOW Please sign in to your account". Below this are two input fields: "USER NAME" with the value "C111789991X" and "PASSWORD" with masked characters. A red arrow points to the "Forgotten password?" link. Below it is a checkbox labeled "Keep me signed in", which is also highlighted with a red box. At the bottom is a blue "Login" button, and below that is a link for "OR Signup".

Step 2 displays the Dashboard page

2.1 Initiate Registration by clicking eBusiness>Business Registration



The image shows the dashboard page of the National Single Window. On the left is a sidebar with a menu. The menu items are: NSW, Dashboard, Customize, Membership, D.M.S., eWallet, Profile, Business, and Register Business. The "Business" and "Register Business" items are highlighted with red boxes and red arrows. Below the menu is a "Registration Status" section. The main content area on the right has a header "National Single Window" and a sub-header "Dashboard". Below this is a "Trade Systems" section. The first card in this section is "PAARS Pre-Arival Assessment Reporting System". It has a blue background and a cup icon. The text on the card says "This card has supporting text below as a natural lead-in to additional content." and "Proceed".

2.2 Click GEPA Business Registration and proceed by clicking Enter Required Details button

## Register Business For DEMO DECLARANTS LIMITED

REGISTER WITH

☐ GPHA Business Registration

☒ GEPA Business Registration

☐ GCCI Membership Registration

☐ NACOB Membership Registration

Enter Required Details >>

### Step 3 displays e-Business Registration Page

3.1 Applicant should fill the required fields as shown

eBusiness Registration For: GEPA Business Registration

Step 1: Required Fields

Step 2: Product List

Step 3: Supporting Documents

Required Fields

TIN(s): C1111789991X

Name: DEMO DECLARANTS LIMITED

Industry Sector: A - Agriculture, hunting, forestry

Description: We produce and sell agricultural products

Location/Street Address: #34, Tantra Hills, Accra.

P.O. Box: P.O. Box HP 201832, Accra

City: Accra



Note 1: The Applicant can add or remove the export market

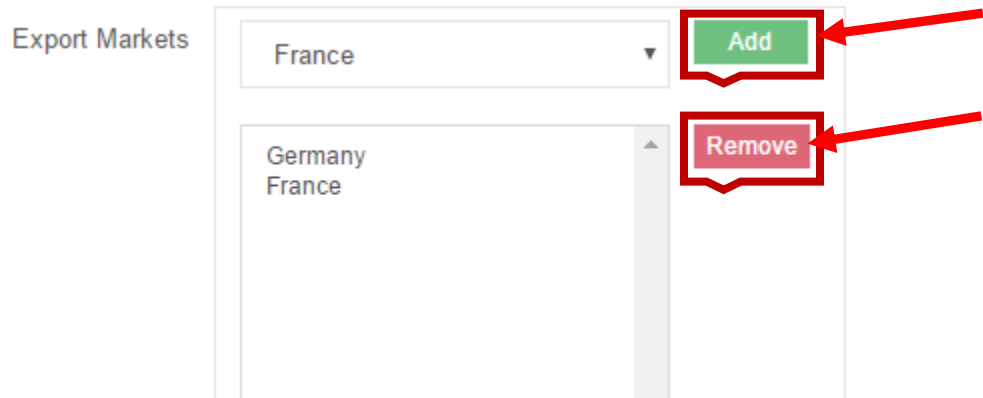
Export Markets

France ▼

Germany  
France

Add

Remove



Note 2: Applicant should add, edit or delete Company Executive (Directors) details here

#### Company Executives

Name	Telephone	Email Address	Position/Role	
Patrick, Obeng	0292828738	patrick@domain.com	Owner	Action ▼
Adom, Frimpong	0293283882	adom@domain.com	Chief Executive C	

Add New

Edit

Delete

Showing 1 to 2 of 2 entries



### 3.2 Click Save & Continue button to proceed registration

#### Company Executives

Add New

Name	Telephone	Email Address	Position/Role	
Patrick, Obeng	0292828738	patrick@domain.com	Owner	Action ▾
Adom, Frimpong	0293283882	adom@domain.com	Chief Executive Officer	Action ▾

Showing 1 to 2 of 2 entries

Save & Continue >>

### Step 4 displays Product List Page where products are classified according to HS Code

#### 4.1 To add a product, user clicks the add button

Step 1: Required Fields

Step 2: Product List

Step 3: Supporting Documents

#### PRODUCTS LIST

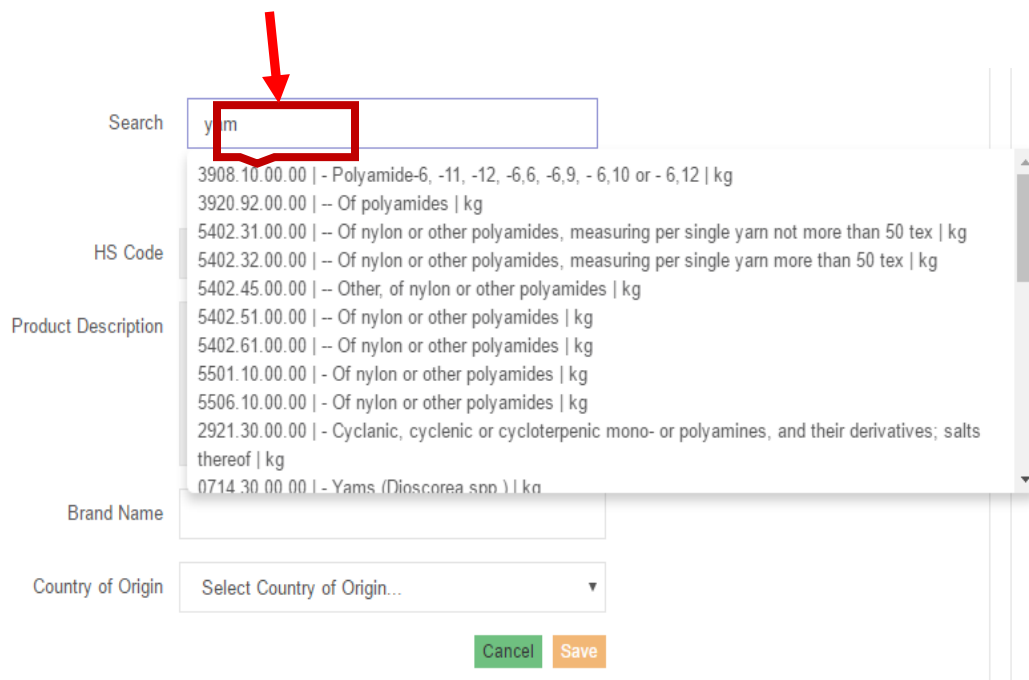
≡ Products You Export

Add New

HS Code	Description	Country of Origin	Brand Name	
0706.10.00.00	Carrots and turnips, fresh or chilled	Ghana	Turnipo	Action ▾
2005.40.00.00	Peas (pisum sativum), fresh or chilled	Ghana	PeasMince	Action ▾
4001.21.00.00	-- Smoked sheets	Ghana	Lordina	Action ▾

Continue >>

4.2 Enter the product (item) description into the search engine. System displays similar items. Applicant is required to select appropriate item eg. Yam



Search: yam

HS Code: 3908.10.00.00 | - Polyamide-6, -11, -12, -6,6, -6,9, - 6,10 or - 6,12 | kg  
3920.92.00.00 | -- Of polyamides | kg  
5402.31.00.00 | -- Of nylon or other polyamides, measuring per single yarn not more than 50 tex | kg  
5402.32.00.00 | -- Of nylon or other polyamides, measuring per single yarn more than 50 tex | kg  
5402.45.00.00 | -- Other, of nylon or other polyamides | kg  
5402.51.00.00 | -- Of nylon or other polyamides | kg  
5402.61.00.00 | -- Of nylon or other polyamides | kg  
5501.10.00.00 | - Of nylon or other polyamides | kg  
5506.10.00.00 | - Of nylon or other polyamides | kg  
2921.30.00.00 | - Cyclanic, cyclenic or cycloterpenic mono- or polyamines, and their derivatives; salts thereof | kg  
0714.30.00.00 | - Yams (Dioscorea spp.) | kg

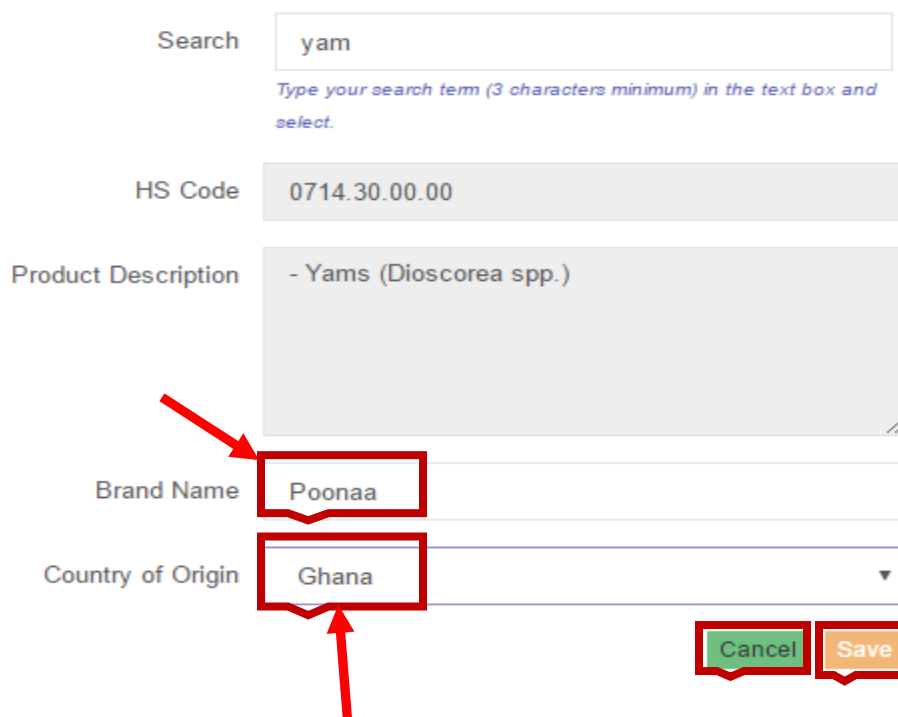
Product Description: - Yams (Dioscorea spp.)

Brand Name:

Country of Origin: Select Country of Origin...

Cancel Save

4.3 Type the Product's Brand Name, select Country of Origin and click on Save to save the process. User can decide to Cancel the transaction too



Search: yam

Type your search term (3 characters minimum) in the text box and select.

HS Code: 0714.30.00.00

Product Description: - Yams (Dioscorea spp.)

Brand Name: Poona

Country of Origin: Ghana

Cancel Save

Note 3: By clicking edit, the system returns to Add Product List page

By clicking Delete, the system removes the product from the list

## PRODUCTS LIST

≡ Products You Export				
				<a href="#">Add New</a>
HS Code	Description	Country of Origin	Brand Name	
0706.10.00.00	Carrots and turnips, fresh or chilled	Ghana	Carrots and turnips, fresh or chilled	<div>Action ▾</div>
2005.40.00.00	Peas (pisum sativum), fresh or chilled	Ghana	Peas (pisum sativum) or chilled	<div><div>Edit</div><div>Delete</div></div>
0714.30.00.00	- Yams (Dioscorea spp.)	Ghana	Poonaa	<div>Action ▾</div>

On clicking the delete the system prompt you to confirm your action: to cancel your action or to delete

**Are you sure you want to delete this Product?**

HS Code: 0714.30.00.00

Name: Poonaa :

Description: - Yams (Dioscorea spp.)

Country of Origin: Ghana



#### 4.4 Click the Continue button to continue process

##### PRODUCTS LIST

Products You Export				
				<a href="#">Add New</a>
HS Code	Description	Country of Origin	Brand Name	
0706.10.00.00	Carrots and turnips, fresh or chilled	Ghana	Carrots and turnips, fresh or chilled	Action ▾
2005.40.00.00	Peas (pisum sativum), fresh or chilled	Ghana	Peas (pisum sativum), fresh or chilled	Action ▾



#### Step 5 Displays supporting documents page

5.1 To upload documents, click the type of document. The page opens further with some features that users must take note of.

- Status: Active implies document is valid. Remove document that has expired
- Issued: Enter issued date of document
- Date modified: Change the date
- Expiry Date: Date in which document ceases to be valid

Step 1: Required Fields

Step 2: Product List

**Step 3: Supporting Documents**

### Supporting Documents

Supporting Documents

Unavailable/Invalid Available & Valid

**COMPANY REGULATION OR FORM A** 1

Issuer: GPHA

Document	Status	Issued	Date Modified	Modified By	Expiry Date
	Active   Remove	17/01/2017	17/01/2017	C1111789991X	31/12/2017 00:00:00

Upload New Document

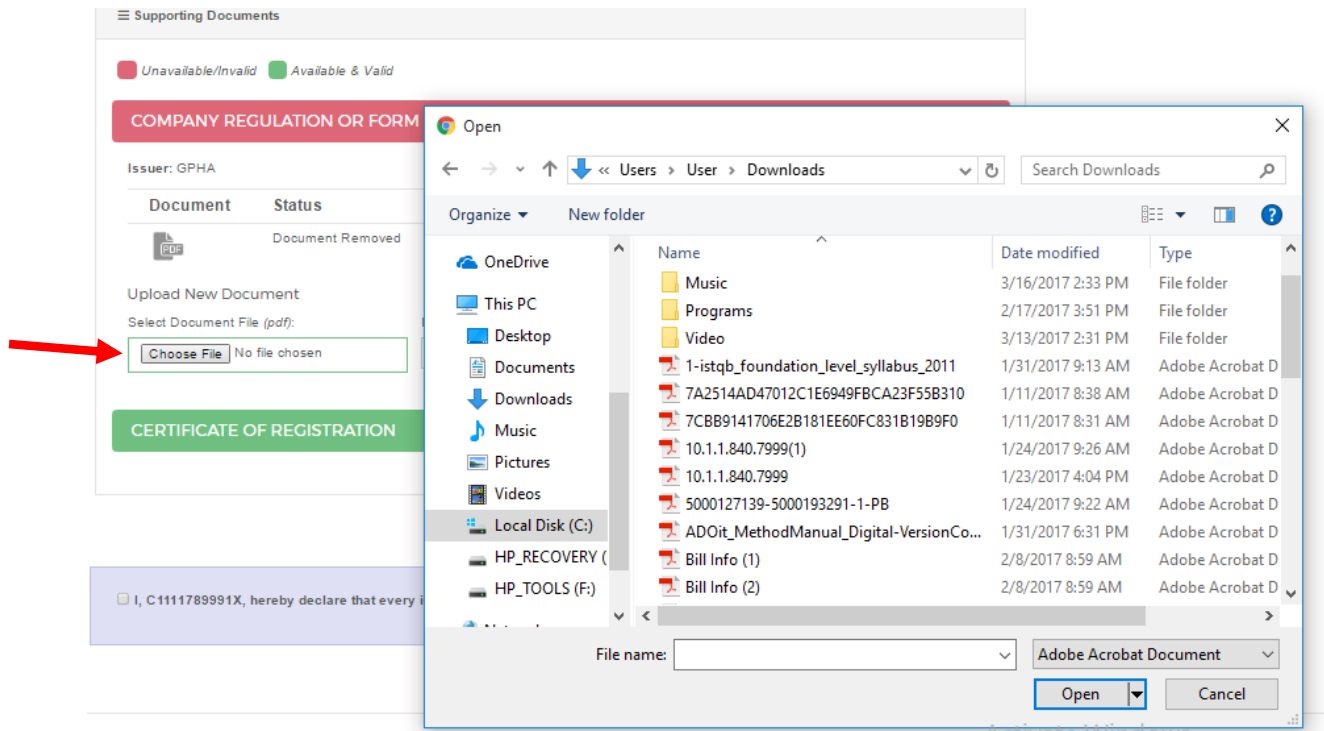
Select Document File (pdf):  

Choose File No file chosen

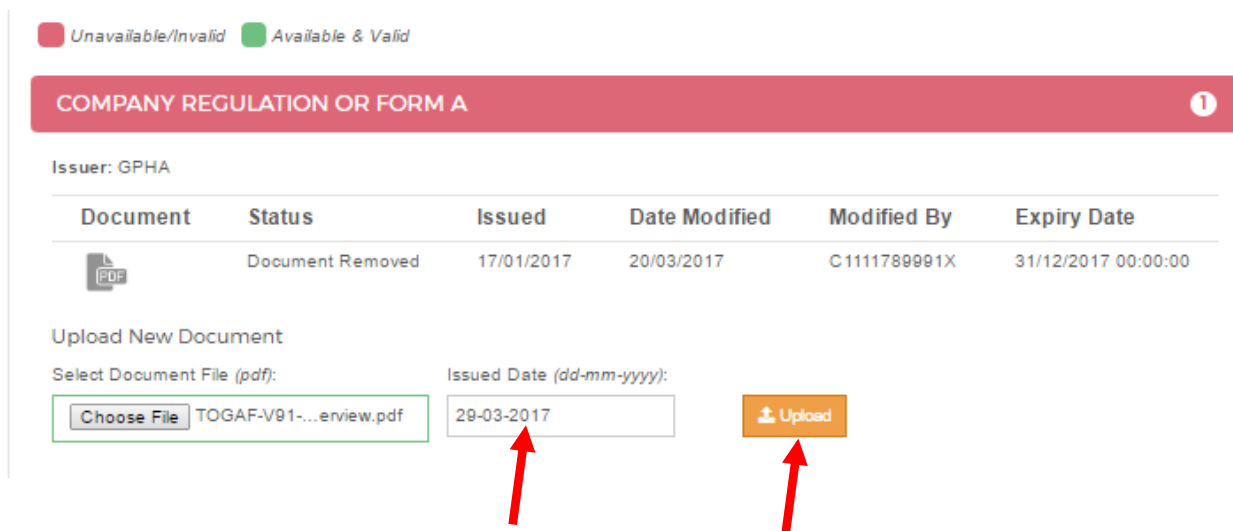
Issued Date (dd-mm-yyyy):

Upload

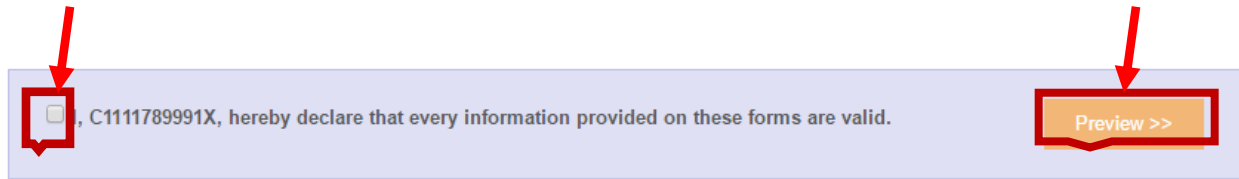
## 5.2 The user is given the opportunity to select the supporting document



## 5.3 Upload the document



#### 5.4 Mark the declaration box and go ahead to preview details



☐ , C1111789991X, hereby declare that every information provided on these forms are valid. [Preview >>](#)

#### 5.5 Preview details

##### Preview - eBusiness Registration For: GEPA Business Registration

##### Required Fields

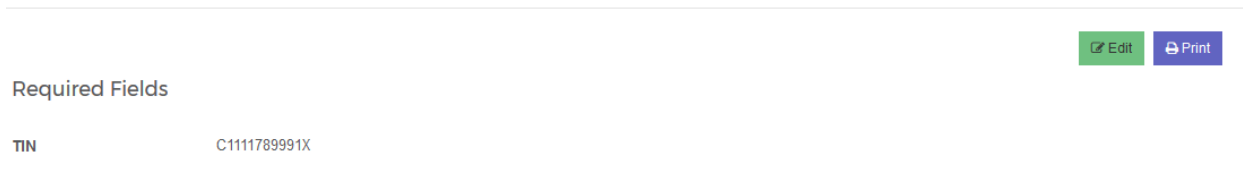
<b>Name</b>	DEMO DECLARANTS LIMITED
<b>Description</b>	We produce and sell agricultural products
<b>Telephone</b>	+233928272222
<b>Email Address</b>	elvis@domain.com
<b>Office Location</b>	#34, Tantra Hills, Accra.

##### Company Executives

Name	Telephone	Email Address	Position/Role
Patrick, Obeng	0292828738	patrick@domain.com	Owner
Adom, Frimpong	0293283882	adom@domain.com	Chief Executive Officer

Note: Any error committed can be edited by clicking the edit tab

Preview - eBusiness Registration For: GEPA Business Registration



[Edit](#) [Print](#)

Required Fields


TIN C1111789991X

**Step 6** Payment advice/invoice page displays the amount of fees the user/applicant pays using the various payment channels available on this platform

### Payment Advice

S/N	Description	Fee (GH¢)
1	Business Registration fee	200
2	0706.10.00.00 - Carrots and turnips, fresh or chilled	0
3	2005.40.00.00 - Peas (pisum sativum), fresh or chilled	0
TOTAL FEE		200

6.1 Payment channel. The user/applicant selects the payment methods from the dropdown list

 Payment

Payment Channel

Payment Channel

Select Payment Channel ▼

Select Payment Channel

Card Payment

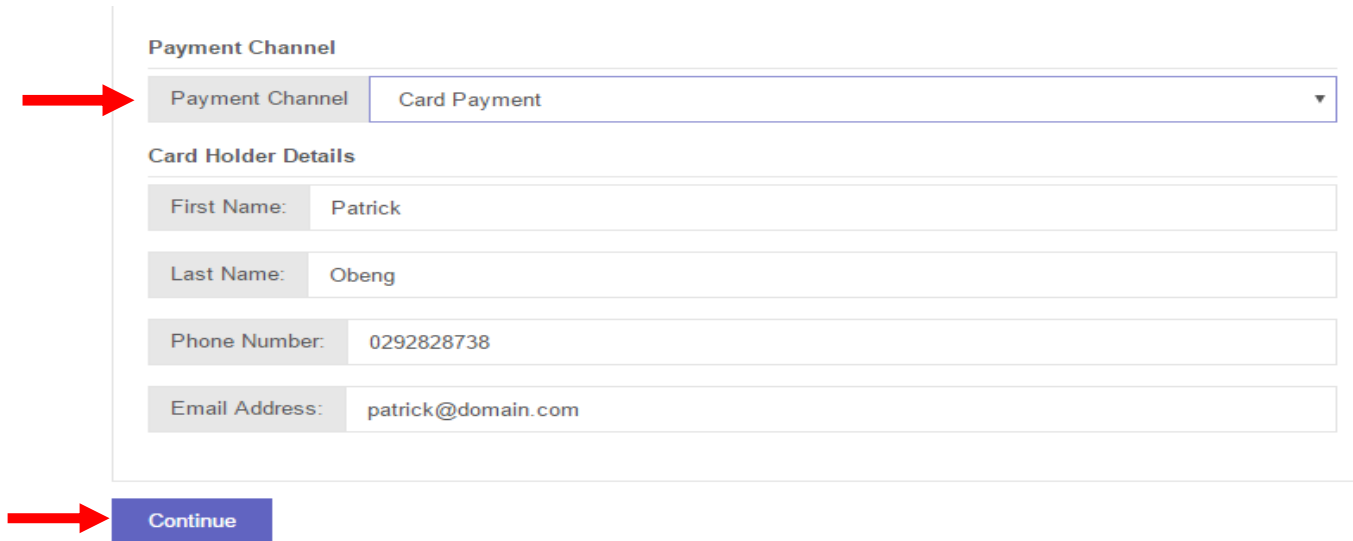
Direct Deposit (Local Bank)

Mobile Money

Continue



## 6.2 Option 1: Select card method of Payment and enter card details and click continue



**Payment Channel**

Payment Channel Card Payment ▼

**Card Holder Details**

First Name: Patrick

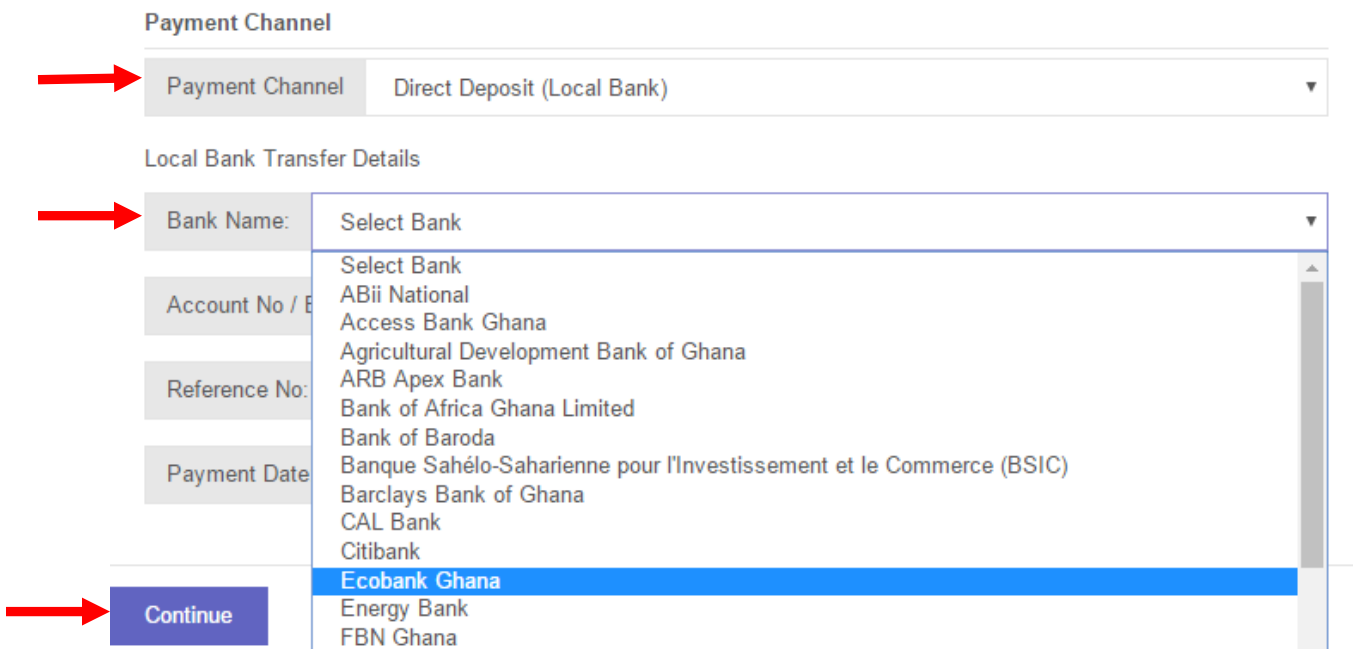
Last Name: Obeng

Phone Number: 0292828738

Email Address: patrick@domain.com

Continue

## 6.3 Option 2: Select direct deposit method of payment and click continue



**Payment Channel**

Payment Channel Direct Deposit (Local Bank) ▼

**Local Bank Transfer Details**

Bank Name: Select Bank ▼

Account No / B

Reference No:

Payment Date

Continue

Select Bank

ABii National

Access Bank Ghana

Agricultural Development Bank of Ghana

ARB Apex Bank

Bank of Africa Ghana Limited

Bank of Baroda

Banque Sahélo-Saharienne pour l'Investissement et le Commerce (BSIC)

Barclays Bank of Ghana

CAL Bank

Citibank

**Ecobank Ghana**

Energy Bank

FBN Ghana

#### 6.4 Option 3 Select mobile money method of payment and click continue

**Payment Channel**

Payment Channel Mobile Money ▼

**Mobile Money Details**

Mobile Network\*: Select ▼

Phone Number (i.e. Airtel MTN TIGO)

Continue

**Step 7** Preview of payment details allows the user to verify the payment details initially entered before proceeding to confirm payment

**Company Information**

DEMO DECLARANTS LIMITED  
#34, Tantra Hills, Accra.  
P: +233928272222

**Card Holder Information**

Patrick Obeng  
patrick@domain.com  
P: 0292828738

Ref.No:	GTHPAYMENT201703000005164
Date	29/03/2017
Item	IDF Payment
Description	IDF Payment
Amount (GHS)	0.20

Print Proceed to Payment

### 7.1 Payment details tab- where payment details are confirmed

Click either continue or cancel button to proceed with payment

The screenshot shows the 'GHANA NATIONAL SINGLE WINDOW' interface with the '1. Payment Details' tab selected. The form contains the following fields and values:

Field	Value
Firstname /Prenom	Patrick
Lastname /Nom	Obeng
Email /Email	patrick@domain.com
Phone /Telephone	0292828738
IDF Payment	
Description / Description	
Currency /Devis	GHANA::GH
Amount /Montant	0.2
Items / Objet	1

At the bottom, there are two red buttons: 'CANCEL' and 'CONTINUE'. Red arrows point from the 'GHANA::GH' and '0.2' fields to their respective buttons.


### 7.2 Card Information tab where details of card used in payment are confirmed

The screenshot shows the 'GHANA NATIONAL SINGLE WINDOW' interface with the '2. Card Information' tab selected. The form contains the following fields and values:

Field	Value
VISA CARD	
Card Number	4477 0995 6666 8888
Cardholder Name	mr john talk
Expiry Date	12 / 20
CVV	487

At the bottom, there are two buttons: 'GO BACK' and 'CONFIRM'.

7. Direct cash payment option is where the user goes to the authorized bank and make payment.

 Payment

Payment Channel

Payment Channel

Direct Deposit (Local Bank) ▼

Local Bank Transfer D

Select Payment Channel

Card Payment

Direct Deposit (Local Bank)

Bank Name: Sta

Mobile Money

Account No / Bank Receipt No:

00120650303580

Reference No: