LANDS COMMISSION

USING
THE LANDS COMMISSION
ONLINE PORTAL

A CREATE AN ACCOUNT

The following will be required of the **APPLICANT**(**Not The Agent or Depositor**):

- A Valid and Active email address
- An Active Mobile Telephone Number
- A Valid National Identification Card
- A Tax Identification Number (TIN)
- A reliable Post Office Box Address / Ghana Post (GPS) Address
- The Name and Telephone Number of a Contact Person (in case the client cannot be reached)

STEP 1 — OPEN WEBSITE

Open *onlineservices.lc.gov.gh* in your web browser

STEP 2 — CREATE ACCOUNT

Click on *create your account*, then click *individual Account*

FILL FORM
3
a. Fill out the create your account form then click on *create account*.
b. Click *Submit* on the dialog box that pops up

VERIFICATION
4
Enter the *PIN* sent to your email and click on *submit*.

SET PASSWORD
5
Set your password and click *submit*

CONFIRM
6
On the Account Creation Successful dialog box click *login here* to go to login page

0302 429760 / 0302 429762

B APPLY FOR SERVICE
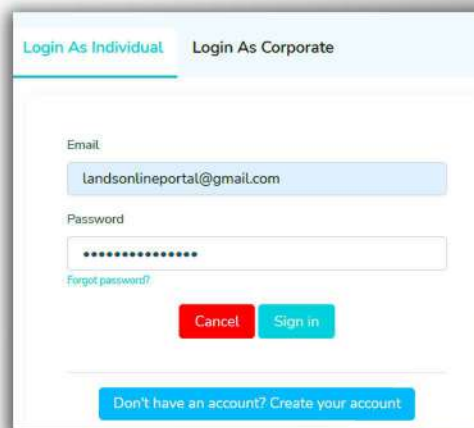
To submit an application:
a. Scan all documents into a single PDF File
b. The size of the scanned PDF file must not exceed 10mb.
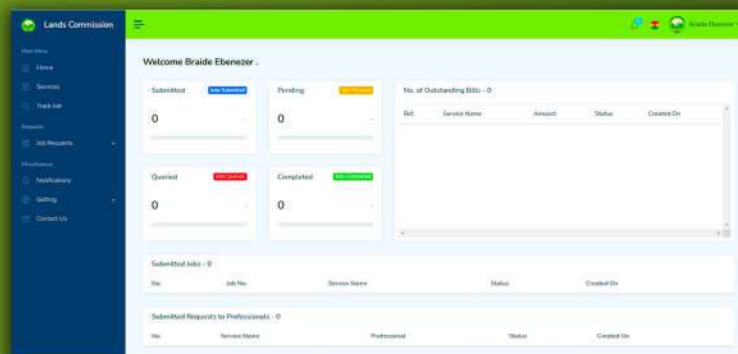
LOGIN

Login to access a service.
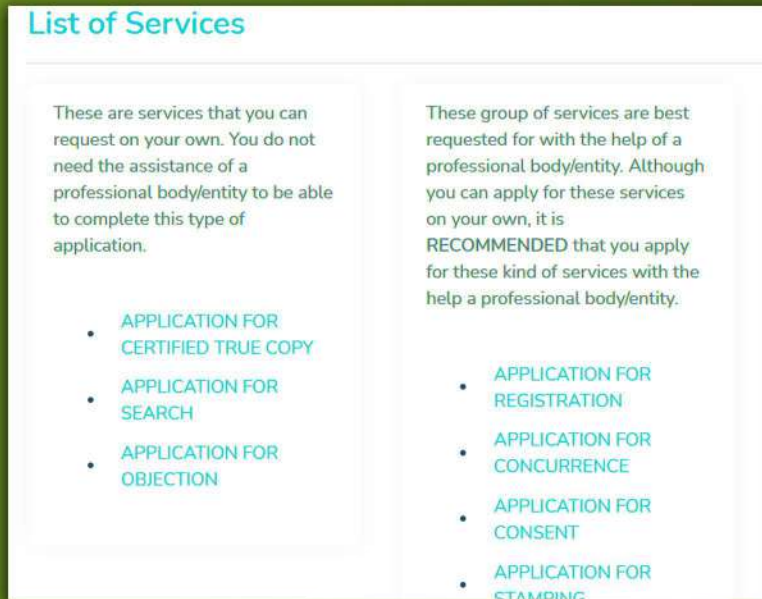Enter Email and Password, then click *Sign in*

DASHBOARD

You will be greeted with a dashboard which gives you an overview of your transactions with Lands Commission.

SELECTING A SERVICE

a. Select Services on the side bar menu.

b. All available services are displayed. Select the service you want to apply for.

List of Services

These are services that you can request on your own. You do not need the assistance of a professional body/entity to be able to complete this type of application.
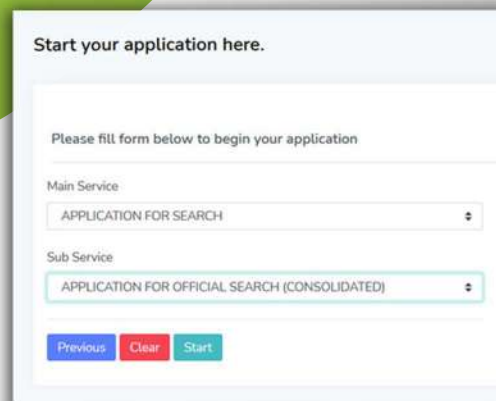
- APPLICATION FOR CERTIFIED TRUE COPY
- APPLICATION FOR SEARCH
- APPLICATION FOR OBJECTION

These group of services are best requested for with the help of a professional body/entity. Although you can apply for these services on your own, it is RECOMMENDED that you apply for these kind of services with the help a professional body/entity.

- APPLICATION FOR REGISTRATION
- APPLICATION FOR CONCURRENCE
- APPLICATION FOR CONSENT
- APPLICATION FOR STAMPING

SELECTING SUB SERVICE

Choose the required Main Service and select the corresponding Sub service from the list of services then click start.

Start your application here.

Please fill form below to begin your application

Main Service

APPLICATION FOR SEARCH ⇕

Sub Service

APPLICATION FOR OFFICIAL SEARCH (CONSOLIDATED) ⇕

Previous | Clear | Start

After selecting a service, you go through a five(5) step process to submit your application.

1. Checklist

2. Service Bill

3. Payment Checkout

4. Bill payment receipt

5. Document upload and submission of application

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STEP
B1 COMPLETING CHECKLIST

a. Make sure the application you want to submit meets the requirement from Lands Commission Checklist.

b. Click Next to move to next step

STEP
B2 SERVICE BILL

On the Bill page of the Portal

a. Click on "Proceed to Payment" Buttonto pay the bill by any Mode of choice (All Mobile Money Platforms, VISA / MasterCard) OR

b. Click Print Bill to print the bill and make payment at a bank.

STEP
B3 PAYMENT CHECKOUT

MAKE PAYMENT
Select a Mode of payment of choice

www.lc.gov.gh   info@lc.gov.gh
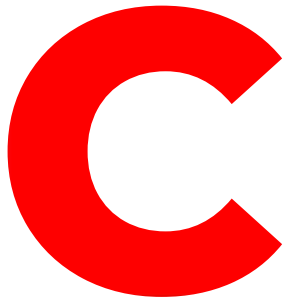
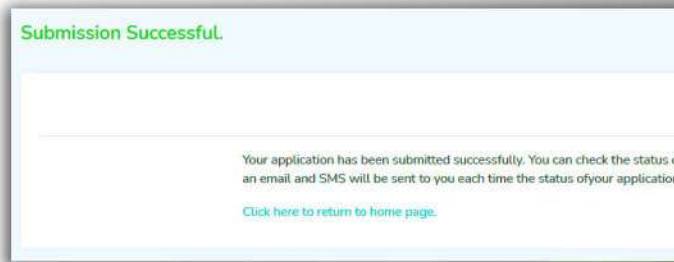# C SUBMIT APPLICATION

a. After clicking upload a pop up message appears click *Submit* to submit application.
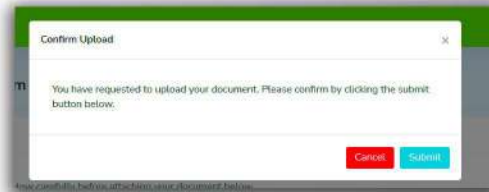
a. Submission successful page displays click on *return to home page* to view your submitted application.

ENTER ACCOUNT DETAILS

Enter account details to verify your Identity

APPROVE PAYMENT

a. Approve payment on the phone with the wallet number.
b. After successful Payment, Click on the "Continue" Button after Successful Payment to go back to portal

STEP
B4 BILL PAYMENT RECEIPT

a. Download and print official receipt
b. Click Next to move to next step

STEP
B5 DOCUMENT UPLOAD

a. Click on *Add PDF Document Only*
b. Browse to the location of the PDF document and click *Open*
c. Click *Upload*

D TRACK JOB

a. On the Home Page click Track Job
b. Enter Job Number and click Submit
c. Check the details of the job
d. Click *Return to previous page* to return to dashboard