



LANDS COMMISSION

USING THE LANDS COMMISSION ONLINE PORTAL



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-  Email: **info@lc.gov.gh**
-  Website: **www.lc.gov.gh**

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](#)

A screenshot of the login page. The page has two tabs: 'Login As Individual' (selected) and 'Login As Corporate'. There are input fields for 'Email' and 'Password', and a 'Forgot password?' link. At the bottom, there are 'Cancel' and 'Sign in' buttons. A red dashed box highlights the link 'Don't have an account? Create your account' at the bottom of the page, with a large number '1' next to it.A screenshot of a dialog box titled 'Choose Registration Type'. It contains the text 'Please indicate which kind of registration you are interested in.' Below this text are two buttons: 'Individual Account' and 'Corporate Account'. A red dashed box highlights the 'Individual Account' button, with a large number '2' next to it.

STEP
3 **FILL FORM**

- a. Fill out the create your account form then click on [create account](#).
- b. Click [Submit](#) on the dialog box that pops up

The image shows two overlapping screenshots. The background screenshot is the 'Create your account' form, which includes fields for Account Type (Individual (Natural Person)), Surname, First Name, Other Name, and Country. It also has a checkbox for 'I have read and accept Terms & Conditions' and a 'Create Account' button. A red dashed box labeled 'a' highlights the 'Create Account' button. The foreground screenshot is a 'Create account' dialog box with the text 'You have requested to create an account. Please confirm by clicking the submit button below.' and a 'Submit' button highlighted with a red dashed box labeled 'b'.

STEP
4 **VERIFICATION**

Enter the [PIN](#) sent to your email and click on [submit](#).

STEP
5 **SET PASSWORD**

Set your password and click [submit](#)

The image shows the 'Set your password' form. It has a title 'Set your password' and a subtitle 'Please set your password below.'. There are three input fields: 'Email' (containing 'landsonlineportal@gmail.com'), 'Password' (with a red dashed box around it), and 'Confirm Password' (with a red dashed box around it). At the bottom, there are 'Cancel' and 'Submit' buttons.

STEP
6 **CONFIRM**

On the Account Creation Successful dialog box click [login here](#) to go to login page

The image shows the 'Account Creation Successful' dialog box. It has a title 'Account Creation Successful!' and a subtitle 'Your account has been successfully created. Please [login here](#)'. A red dashed box highlights the 'login here' link.

B APPLY FOR SERVICE

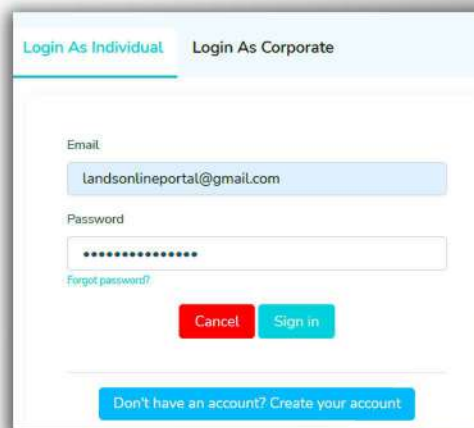
To submit an application:

- Scan all documents into a single [PDF File](#)
- The size of the scanned PDF file must not exceed 10mb.

LOGIN

[Login](#) to access a service.

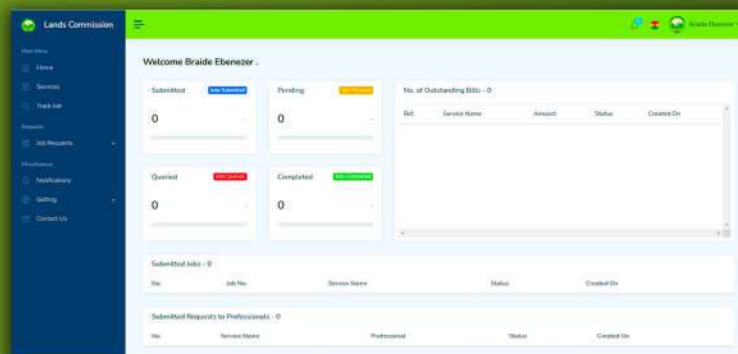
Enter Email and Password, then click [Sign in](#)



The screenshot shows a login interface with two tabs: "Login As Individual" (selected) and "Login As Corporate". Below the tabs are two input fields: "Email" containing "landsonlineportal@gmail.com" and "Password" with masked characters. A "Forgot password?" link is positioned below the password field. At the bottom of the form are three buttons: a red "Cancel" button, a blue "Sign in" button, and a blue "Don't have an account? Create your account" button.

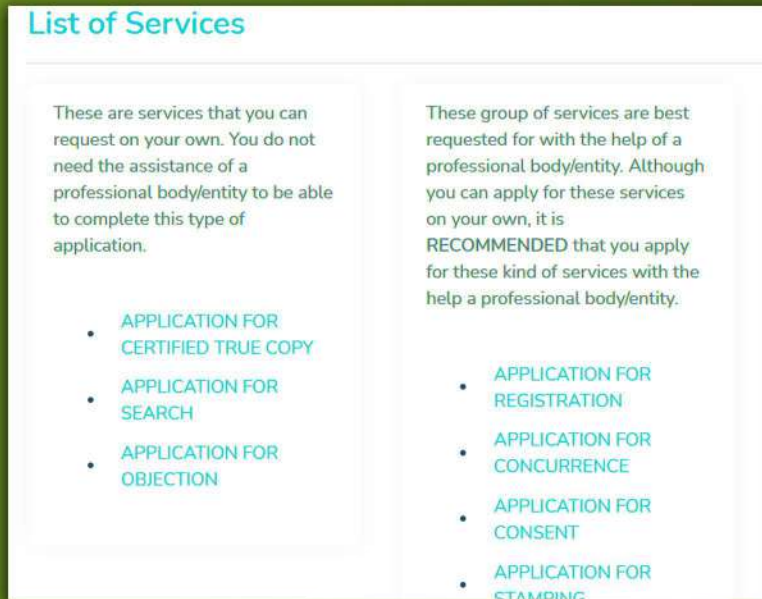
DASHBOARD

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



SELECTING A SERVICE

- Select [Services](#) on the side bar menu.
- 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.

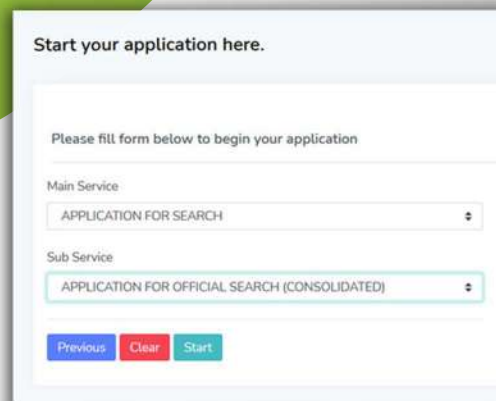
- APPLICATION FOR CERTIFIED TRUE COPY
- APPLICATION FOR SEARCH
- APPLICATION FOR OBJECTION

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

STEP B1 COMPLETING CHECKLIST

- Make sure the application you want to submit meets the requirement from Lands Commission Checklist.
- Click [Next](#) to move to next step

Step 1: Application Checklist

Main Service: APPLICATION FOR SEARCH

Sub Service: APPLICATION FOR OFFICIAL SEARCH (LANDS) (L10)

Please confirm you have all items in the Checklist below. You need to have all those for the service to be completed successfully.

- Tick the plan
- The site must be adopted plan
- All other appropriate form completed
- Site plan must be drawn to a standard scale
- Site plan must have got urban grid lines and must be visible and

Please select Region (indicated on your Site Plan (where used in drawings))

Station Name: Area Office

Land Subdivision: 230

Locality: Apenya

[Previous](#) [Next](#)

STEP B2 SERVICE BILL

On the Bill page of the Portal

- Click on “[Proceed to Payment](#)” Button to pay the bill by any Mode of choice (All Mobile Money Platforms, VISA / MasterCard) OR
- Click [Print Bill](#) to print the bill and make payment at a bank.

Step 2: Bill Generation

Date: 2021-01-14 Bill No.: 10620170

Unique No.: 10628870

Main Service: APPLICATION FOR SEARCH Secondary Service: APPLICATION FOR OFFICIAL SEARCH

SN.	Bill Description
1.	Bill Amount
2.	Service Charge
3.	Total

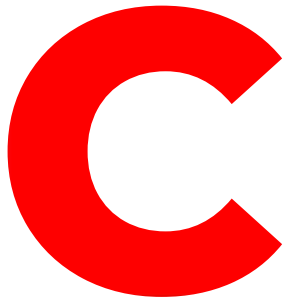
[Previous](#) [Proceed to Make Payment](#) [Print Bill](#)

STEP B3 PAYMENT CHECKOUT MAKE PAYMENT

Select a Mode of payment of choice

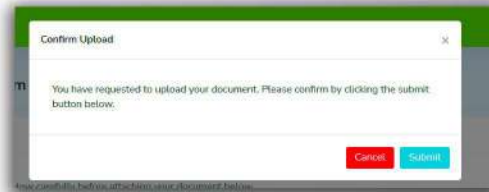
How would you like to pay?
Select your payment method.

- Mobile Money
- Bank Card
MasterCard, VISA, Amex, Union Pay
- Hubtel
Scan and Pay with the Hubtel App

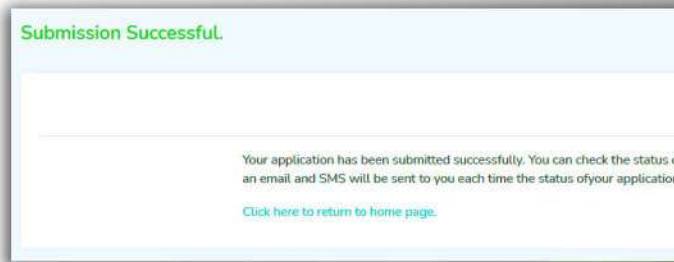


SUBMIT APPLICATION

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

Who is paying the invoice?
Please provide your Mobile Money number below for verification

0244123456

MTN

Back Next

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

Your purchase was successful
You should receive a receipt on your phone with your order details in a moment.

Continue

STEP B4 BILL PAYMENT RECEIPT

- a. Download and print official receipt
- b. Click [Next](#) to move to next step

Service Application Form - Step 4 / 5 : Bill Payment Receipt (Electronic GCR)

Payment Date	Bill No.	Ref No.
2021-05-31	10628170	10628170
Receipt No.	Unique No.	Status
10628170_202103314140009	10628170	Paid
Service	Sub-Service	
APPLICATION FOR SEARCH	APPLICATION FOR OFFICIAL SEARCH	

SN.	Description	Amount	Download Receipt
1.	Bill Amount	55.00	
2.	Service Charge	0.00	
3.	Total	55.00	Download Official Receipt

Previous Next

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](#)

4. Click on PDF document only
5. Failure to adhere to any of the above can lead to rejection of your application.

[Add PDF Document Only](#)

No.	Document Name	Type	Size	Delete	View
1	CertScanner 01-06-2021 16:07.pdf	application/pdf	294.9KB	Delete	View

Previous Upload

D

TRACK JOB

- On the Home Page click [Track Job](#)
- Enter Job Number and click [Submit](#)
- Check the details of the job
- Click [Return to previous page](#) to return to dashboard

The screenshot illustrates the 'Track Job' process in a web application. It shows three overlapping windows:

- Top Window:** A confirmation dialog box with the text "Are you sure you want to track an application." and two buttons: "No" and "Yes". A red dashed box labeled 'C' highlights the "Yes" button.
- Middle Window:** A form titled "Please fill form below to track an application". It has a "Job Number" field containing "LCGAOS239472021" and two buttons: "Clear" and "Submit". A red dashed box labeled 'B' highlights the "Submit" button.
- Bottom Window:** A page titled "Track Job Status - Job Number: LCGAOS239472021". It displays job details in a table and a list of milestones. A red dashed box labeled 'D' highlights the "Return to previous page" button at the bottom left.

Job Details		
Date Created	Job Number	Status
2021-05-14	LCGAOS239472021	Pending
Main Service	Secondary Service	Submitted By
APPLICATION FOR SEARCH	APPLICATION FOR OFFICIAL SEARCH	Swati Bhatnagar

1. Milestones		
SN	Milestone	Status
1	Qualify and provide information	Completed