USING THE LANDS COMMISSION ONLINE PORTAL
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
**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.

**STEP 4**

**VERIFICATION**

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

**STEP 5**

**SET PASSWORD**

Set your password and click *submit*.

**STEP 6**

**CONFIRM**

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

SELECTING SUB SERVICE
Choose the required Main Service and select the corresponding Sub service from the list of services then click 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

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” Button to 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
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
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