



MEMBERS REGISTRATION MANAGEMENT SYSTEM USER MANUAL

NEW MEMBER REGISTRATON

This registration process is for individuals who are yet to become ICAG members. i.e. individuals without membership numbers.

- Visit www.mms.icagh.com
- Select “No” and click on the button *First time registration*

ICAG
The Institute of Chartered Accountants (Ghana)

Welcome to
ICAG Member Portal

Are you **existing ICAG Member** with a valid Member Registration Number ?

YES NO

- Complete **Personal info, Address and Login Details**

Create an account & Apply

Personal Info Address Login Details

Title *
-- Select One --

Surname *
[Text Field]

Othernames *
[Text Field]

Gender *
-- Select One --

Job title
[Text Field]

Mobile No. *
[Text Field]

Email Address *
[Text Field]

Next >>

- Click on the **“Register”** button to complete the process

The screenshot shows a registration form titled "Create an account & Apply". At the top, there are three tabs: "Personal Info", "Address", and "Login Details", with "Login Details" being the active tab. Below the tabs, the form includes the following fields:

- Security Question ***: A dropdown menu with "-- Select One --" selected.
- Answer ***: A text input field.
- Password ***: A text input field.
- Repeat Password ***: A text input field.

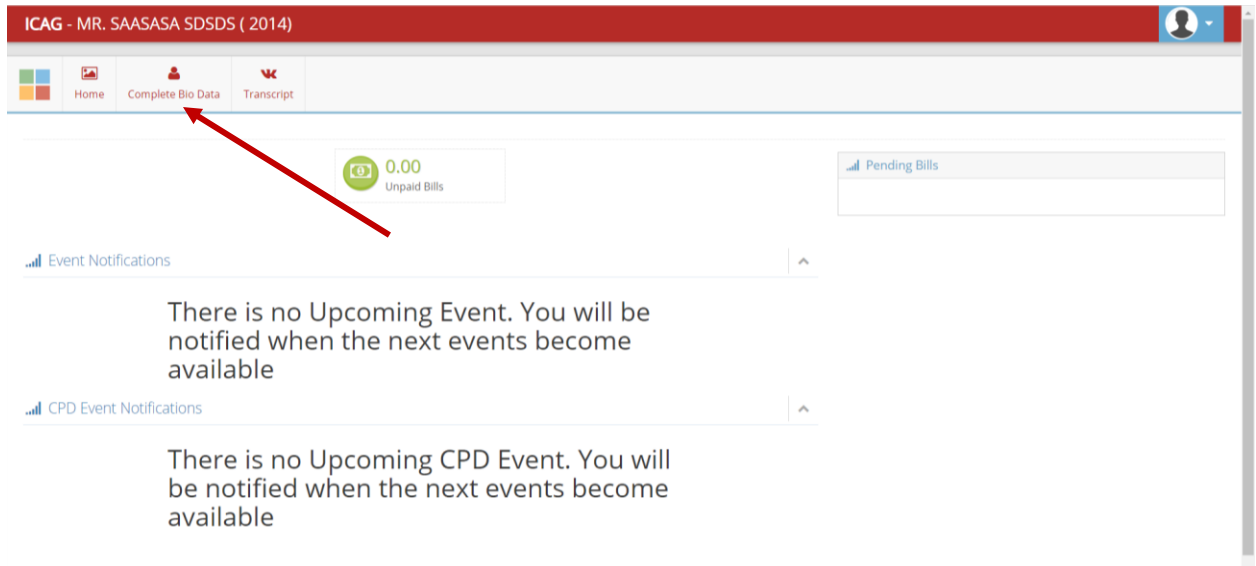
At the bottom of the form, there are two green buttons: "<< Previous" and "Register".

- You should see this screen after clicking the **“Register”** button.

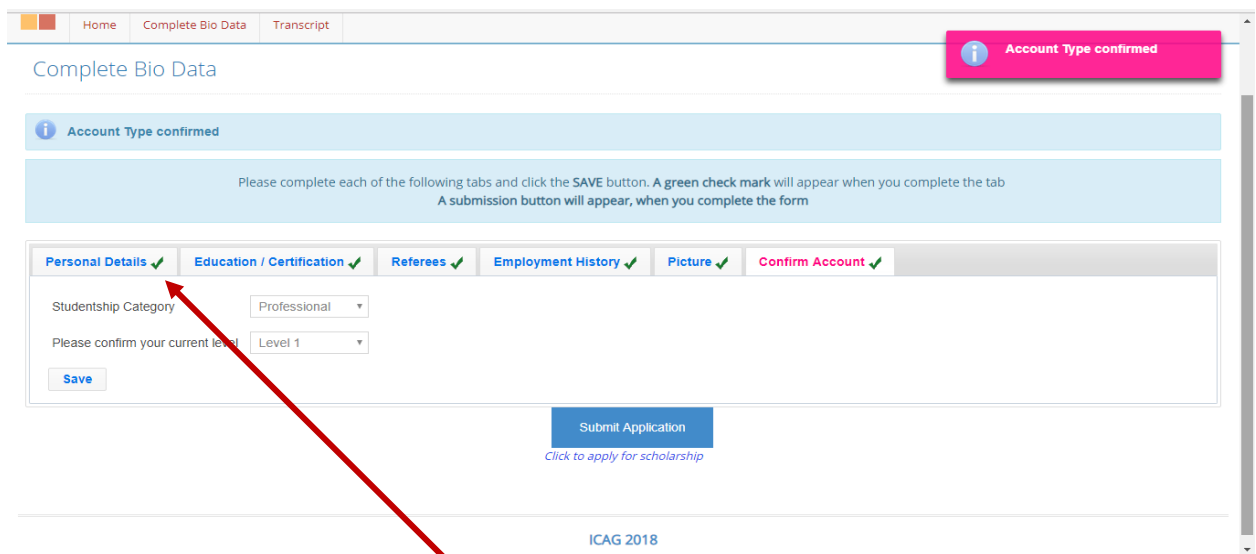
The screenshot shows a user dashboard for "ICAG - MR. SAASASA SDSDS (2014)". The dashboard includes a navigation bar with "Home", "Complete Bio Data", and "Transcript" links. Key features and notifications include:

- Unpaid Bills**: A green circular icon with "0.00" and "Unpaid Bills" text.
- Pending Bills**: A section with a header and a table below it.
- Event Notifications**: A section with the message: "There is no Upcoming Event. You will be notified when the next events become available".
- CPD Event Notifications**: A section with the message: "There is no Upcoming CPD Event. You will be notified when the next events become available".

Click on **“complete registration”** in order to complete the registration process



- Complete each required field under each tab and click on the **“SAVE BUTTON”** under each tab to save your entry.

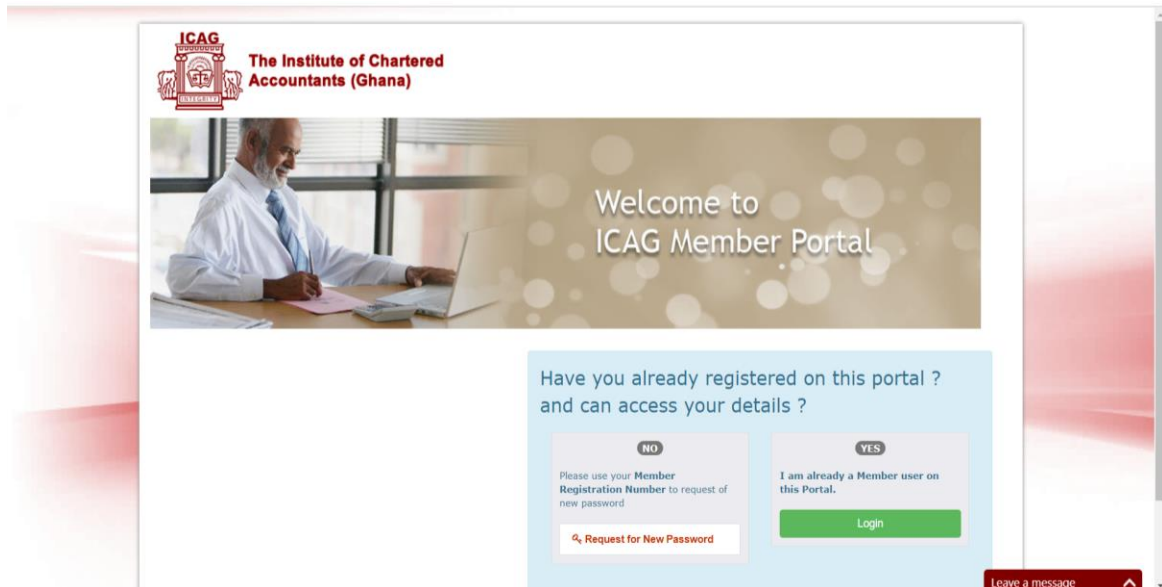


- A green check mark should appear on each tab indicating data was saved successfully.
- Click on the **“Submit Application”** button to complete your registration.
- A confirmation message would be sent to you after your application and admission has been approved by the **Member Services**.

EXISTING MEMBER REGISTRATON

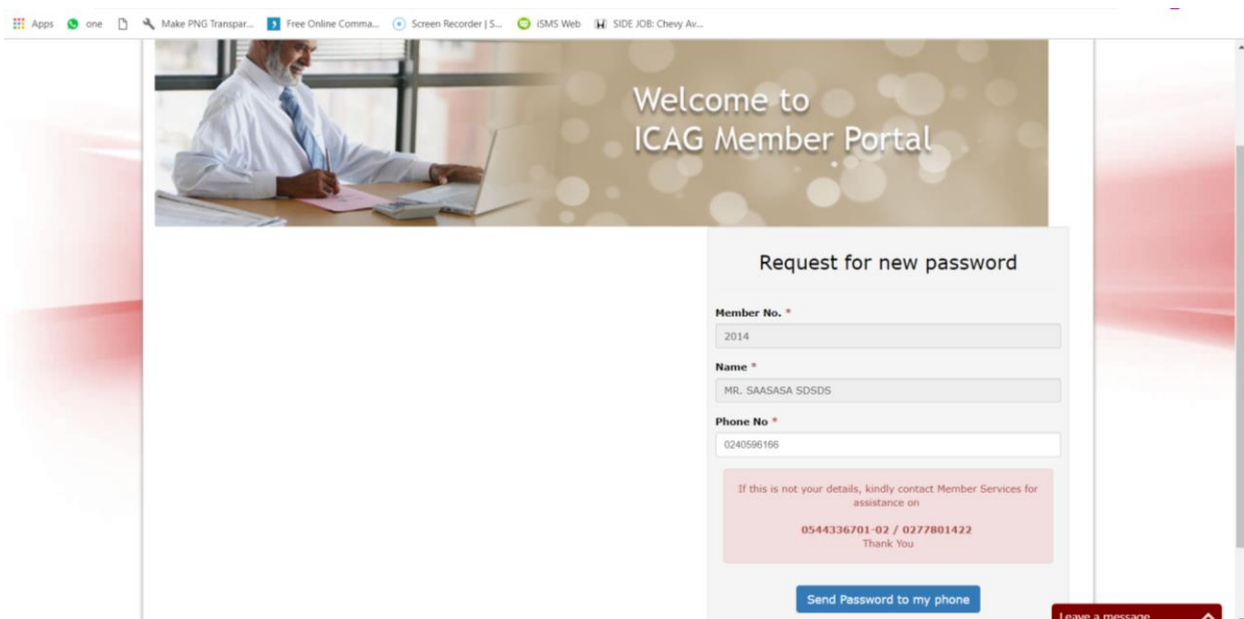
This registration process is for individuals who are already ICAG Members. i.e. individuals with membership numbers.

- Visit www.mms.icagh.com
Click on "Yes" then click on "Request for new password"



The screenshot shows the ICAG Member Portal login page. At the top left is the ICAG logo and the text "The Institute of Chartered Accountants (Ghana)". Below this is a banner image of a man in a white shirt working at a laptop, with the text "Welcome to ICAG Member Portal". Below the banner is a question: "Have you already registered on this portal ? and can access your details ?". There are two buttons: "NO" and "YES". The "NO" button has a sub-button "Request for New Password". The "YES" button has a sub-button "Login". At the bottom right, there is a "Leave a message" link.

- Enter your membership number in the textbox below, click to confirm student's number.



The screenshot shows the "Request for new password" page. It features a header with the ICAG logo and "The Institute of Chartered Accountants (Ghana)". Below the header is a banner image of a man in a white shirt working at a laptop, with the text "Welcome to ICAG Member Portal". The main content area is titled "Request for new password" and contains three input fields: "Member No. *" with the value "2014", "Name *" with the value "MR. SAASASA SDSDS", and "Phone No. *" with the value "0240596196". Below these fields is a pink box with the text: "If this is not your details, kindly contact Member Services for assistance on 0544336701-02 / 0277801422 Thank You". At the bottom, there is a blue button labeled "Send Password to my phone". At the bottom right, there is a "Leave a message" link.

- The system would request for a password change before you can proceed. Enter your new password and confirm it.

- Complete each required field under each tab and click on the **“SAVE BUTTON”** under each tab to save your entry.

- A green check mark should appear on each tab indicating data was saved successfully.
- Click on the **“Submit Application Button”** to complete your registration.
- A confirmation message would be sent to you after your application and admission has been approved by **Member Services**.

- You should see this dashboard after you have received the notification and have logged into the system again.

ICAG - MR. SAASASA SDSDS (2014)

Home Complete Bio Data Faculty Registration My Events My CPD Transcript My Bills

0.00 Unpaid Bills

Pending Bills

Event Notifications

There is no Upcoming Event. You will be notified when the next events become available

CPD Event Notifications

There is no Upcoming CPD Event. You will be notified when the next events become available

PAYMENT PROCEDURE

- Click on the “click to pay” link beside the bill you wish to make payment for.

The screenshot shows the ICAG user dashboard for MR. OKERE MENSAH (2013). The top navigation bar includes links for Home, Complete Bio Data, Faculty Registration, My Events, My CPD, and My Bills. A summary card displays 1,850.00 Unpaid Bills. A 'Pending Bills' table lists the following items:

Item	Amount	Action
Building Levy 2018(2013_LEVY)	500.00	Click to Pay
Annual Subscription 2019(2013_SUBS)	500.00	Click to Pay
Building Levy 2019(2013_SUBS)	500.00	Click to Pay
Event Registration - INDUCTION(2013_EVENT)	350.00	Click to Pay

Below the table, there are two notification sections: 'Event Notifications' and 'CPD Event Notifications', both stating: 'There is no Upcoming Event. You will be notified when the next events become available'.

- Clicking on the link “click to pay” brings you to this page to complete the payment process.
- Select the payment mode you choose to pay with.

The screenshot shows the 'Pay Bill' page. The bill details are as follows:

Bill to Pay	
Bill Info	Building Levy 2018(2013_LEVY)
Bill Amount	500.00
Bill No.	1312186932

Below the bill details, there is a dropdown menu for 'How do you want to pay? *' with the following options:

- Select One --
- Visa/Master Card
- Pay at Bank
- MTN Mobile Money
- AirtelTigo
- Vodafone Cash

- Enter your phone number and click on “Confirm Payment”

Bill to Pay

Bill Info:	Building Levy 2018(2013_LEVY)
Bill Amount:	500.00
Bill No.:	1312186932


How do you want to pay? *

MTN Mobile Money

Mobile Money Phone No.

0240596166

Amount	500.00
Processing Fees	0.00
Amount Payable	500.00




Mobile Money

Confirm Payment

- Click on 'initiate payment'

ICAG - MR. OKERE MENSAH (2013)



Complete Bio Data
Faculty Registration
My Events
My CPD
My Bills

Pay Bill

Please click on the **Initiate Payment** button and follow the steps below on your phone


Please ensure you have enough balance on your mobile money account. The transaction will fail if you don't have enough money in your mobile money account

Your mobile money account may be **blocked** if you **try paying more than 5 times** without sufficient balance in your account

Cancel

Initiate Payment

Form of Payment:	MTN Mobile Money
Mobile No:	0240596166
Amount:	GHS 500.00
Processing Fees:	GHS 0.00
Amount Payable:	GHS 500.00



Leave a message

- Follow the guide below to complete the payment.

ICA - Ghana | MyLiveChat Console | WhatsApp

Secure | <https://sms.icagh.com/sms/app/secured/pay-bill.xhtml>

Apps | WhatsApp

MTN

Mobile Money

After Initiating payment

1. Dial *170#
2. Choose Option: 7) Wallet
3. Choose Option: 3): My Approvals
4. Enter your MOMO Pin to retrieve your pending approval list
5. Choose a pending transaction
6. Choose Option 1 to approve
7. Tap button to continue

Please ensure you have enough balance on your mobile money account. The transaction will fail if you don't have enough money in your mobile money account

Chat now

ENG INTL 5:45 AM 8/20/2018

- After you have completed the process on your phone, wait till you receive a confirmation message of the transaction from MTN or the other supported telco's before you click on the **"Update Payment Status"** button
- **NB:** Always remember to wait till you receive a confirmation message from MTN or the other supported telco's before you click on the **"Update Payment Status"** button.
- You should see a **"Bill Paid"** popup after the **Update Payment Status** button is clicked.