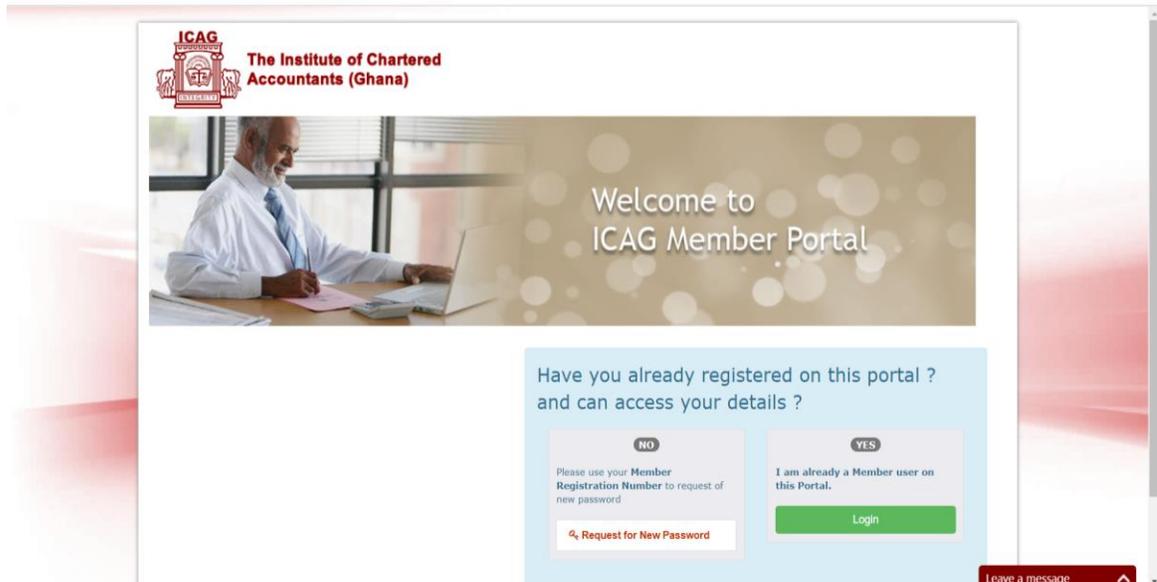


EXISTING MEMBER REGISTRATON

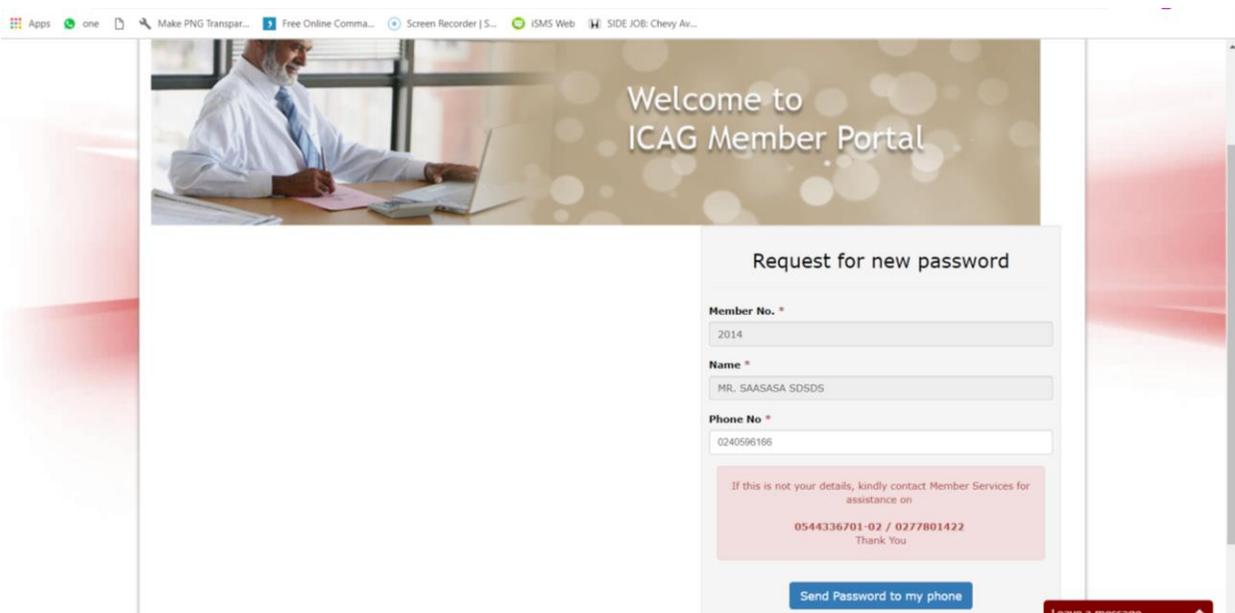
This registration process is for individuals who are already ICAG Members. i.e. individuals with membership numbers.

- 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 lab coat sitting at a desk with a laptop. To the right of the image, the text "Welcome to ICAG Member Portal" is displayed. 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 is highlighted in red and has a red arrow pointing to it. Below the "NO" button is the text "Please use your Member Registration Number to request of new password" and a red button labeled "Request for New Password". The "YES" button is highlighted in green and has a green arrow pointing to it. Below the "YES" button is the text "I am already a Member user on this Portal." and a green button labeled "Login". At the bottom right of the page is a red button labeled "Leave a message".

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



The screenshot shows the "Request for new password" page on the ICAG Member Portal. The page has a header with the ICAG logo and the text "The Institute of Chartered Accountants (Ghana)". Below this is a banner image of a man in a white lab coat sitting at a desk with a laptop. To the right of the image, the text "Welcome to ICAG Member Portal" is displayed. Below the banner is a form titled "Request for new password". The form has three input fields: "Member No. *" with the value "2014", "Name *" with the value "MR. SAASASA SDSDS", and "Phone No *" with the value "0240596196". Below the input fields is a red box with the text "If this is not your details, kindly contact Member Services for assistance on" and the phone number "0544336701-02 / 0277801422". Below the red box is a blue button labeled "Send Password to my phone". At the bottom right of the page is a red button labeled "Leave a message".

- 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). At the top, there is a navigation bar with icons for Home, Complete Bio Data, Faculty Registration, My Events, My CPD, and My Bills. A central widget displays '1,850.00 Unpaid Bills'. On the right, a 'Pending Bills' table lists several items with their amounts and 'Click to Pay' links.

Pending Bills		
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

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.

- 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. It features a 'Bill to Pay' section with the following details:

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.