HOW TO REGISTER/ACTIVATE AN ACCOUNT ON GRNMA INFONET AS A PRIVATE OR DIASPORA NURSE/MIDWIFE

- Click on https://grnmainfonet.com/register to register your membership as a private or diaspora nurse/midwife.
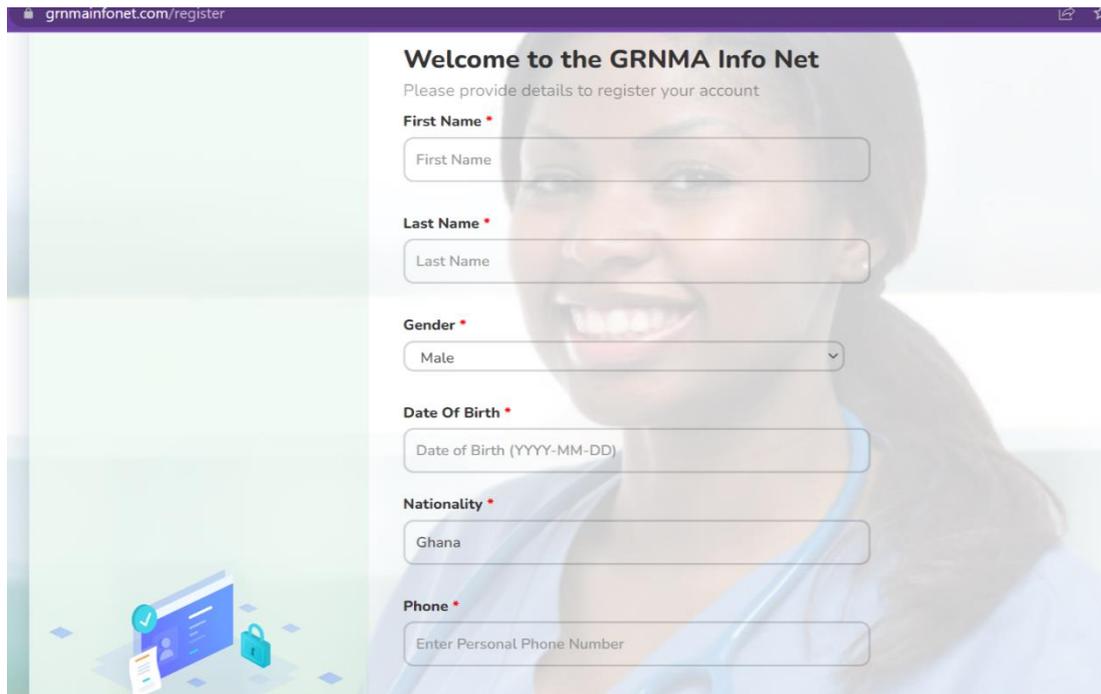- **The screen below opens.**

Option 1
- **No Staff ID**
- Check the box and click on the **Proceed** button if you do not have an existing Staff ID to begin a new registration.

Option 2
- **Have an Existing Staff ID**
- Enter your staff ID and provide the other details (PIN/AIN, Registration/Certificate Number and Date of Birth) and click on proceed.

  o **Scenario 1**
- If your account details already exist in the system, your details will pop up then proceed to activate account.

  o **Scenario 2**
- If your account is not found, a new registration page opens to begin new account registration and activation.

New Account Registration Page

Figure 1.1: Registration details part 1.
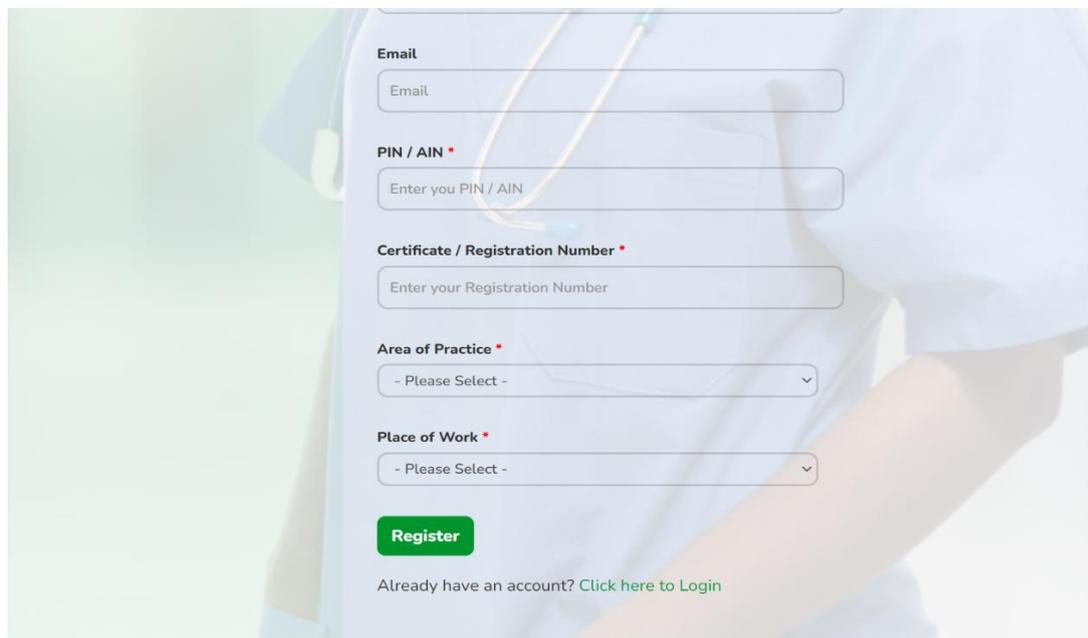
Figure1.2: Registration details part 2.

- Provide all the details as shown in the images above to register your account. All fields marked with an asterisk (*) are required.

NB: Ghanian Private Nurse/Midwife

- After choosing **Private** as **Place of Work**, you will be required to select your position.
- Search from the list of positions provided and choose your current rank.
- To select name of facility, search the attached list and choose appropriately. Contact 02459646238/ 0501374686 to add your facility if you do not find it in the list.
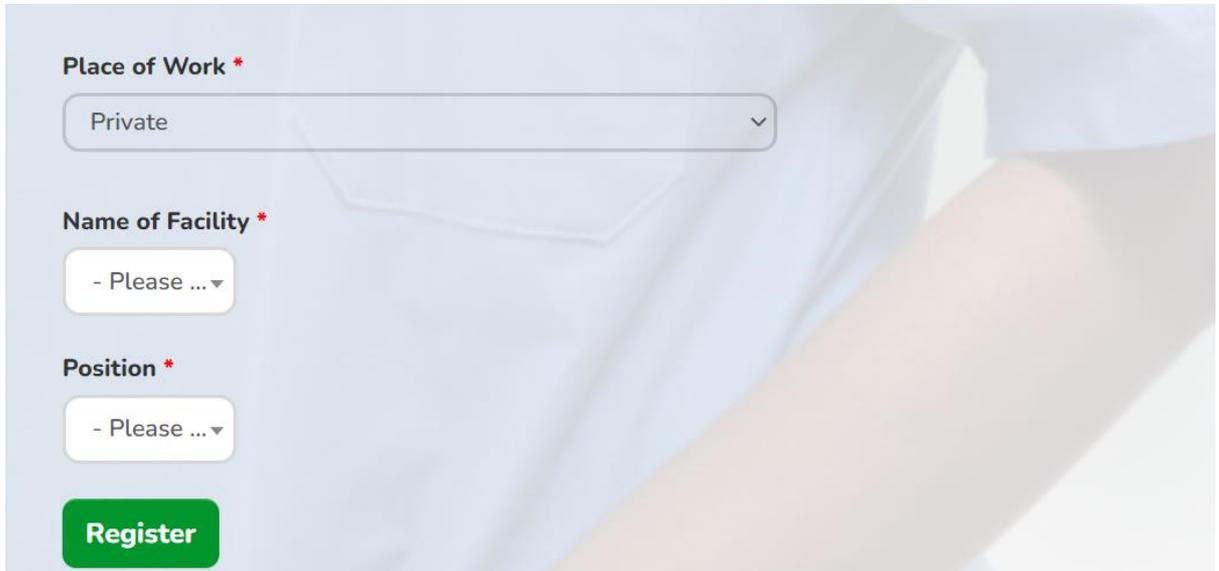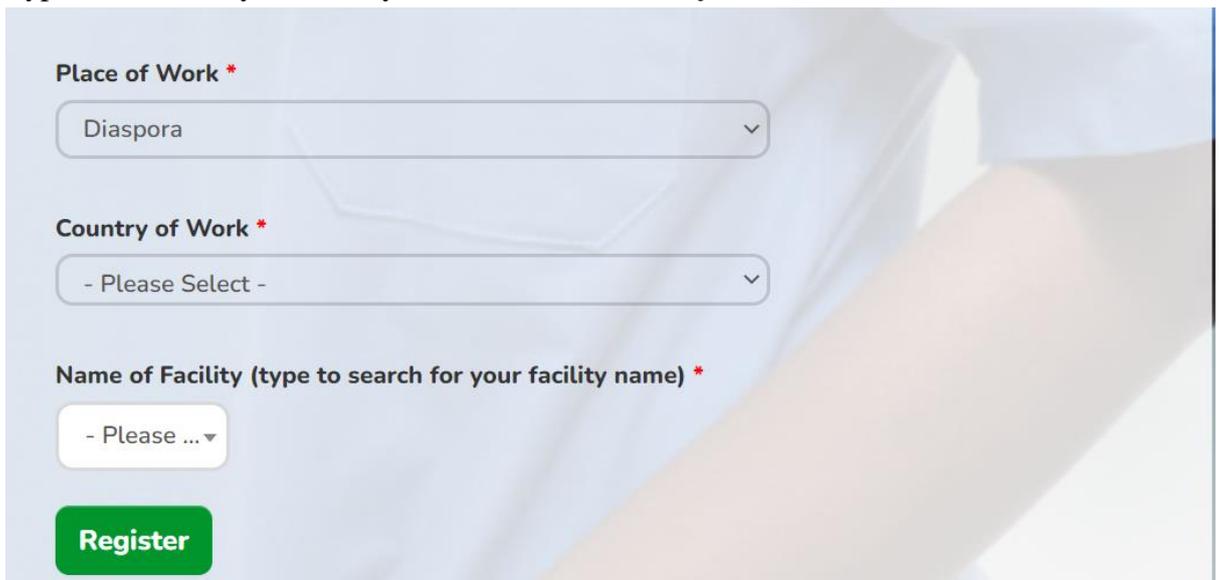

Figure 1.3: Private Registration

NB: Diaspora Nurse/Midwife

- Diasporas will be required to select their country of work after choosing **diaspora** as **Place of Work**.
- Type the name of your facility in the **Name of Facility column**.

Figure 1.4: Diaspora Registration

- Click on **Register** at the bottom of the page after entering all details correctly to create an account.
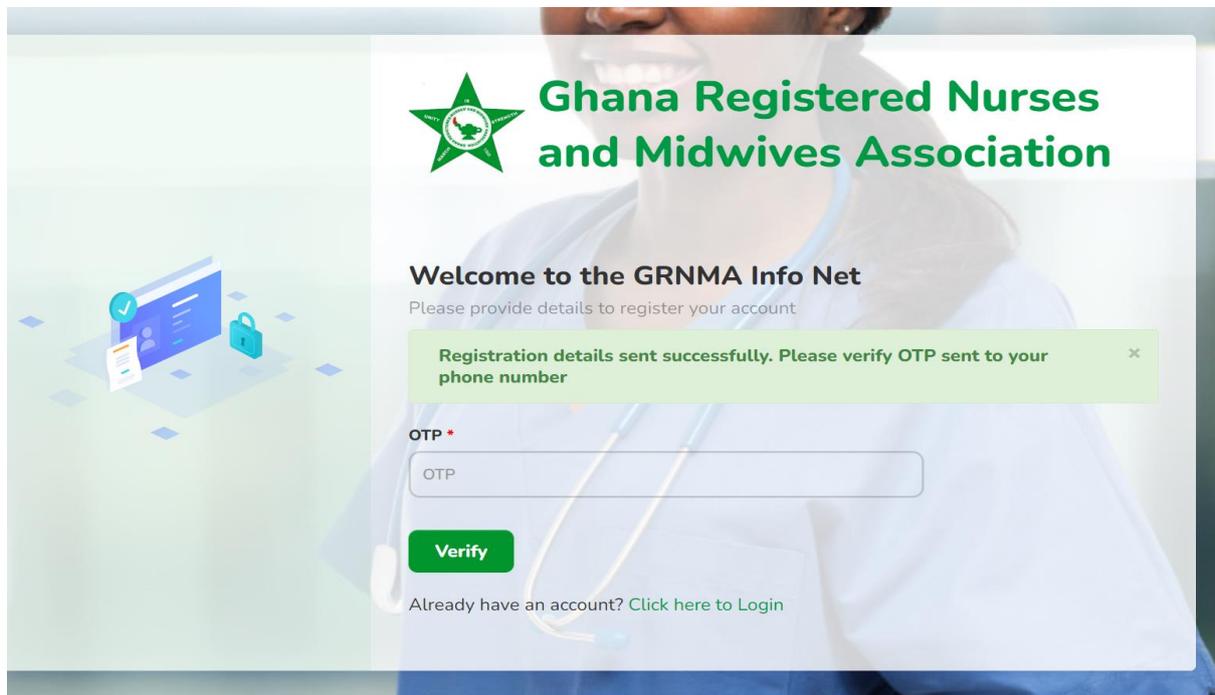- An OTP will be sent to the phone number used for the registration via SMS.

Figure 1.5: OTP verification page.

- Enter the OTP and click on verify.
- You will be notified on your next screen if your account registration was successful.
- A follow up SMS with your staff id (first four random numbers, followed by your date of birth [yy/mm/dd]) and a four-digit passcode which will be used as your login details will be received.
- To login to your GRNMA Infonet account, enter your login details on the sign in page (https://grnmainfonet.com) on the GRNMA Infonet page or download the GRNMA Infonet mobile app on play store (android devices) or Appstore (IOS devices) and login to access your account.

To activate membership

A member must pay their dues & levy using the short code *928*8# or click on **Pay Dues** on the Infonet platform to activate membership after registration.

Note: Short code payment limited to Private Members only.

Payment Option 1

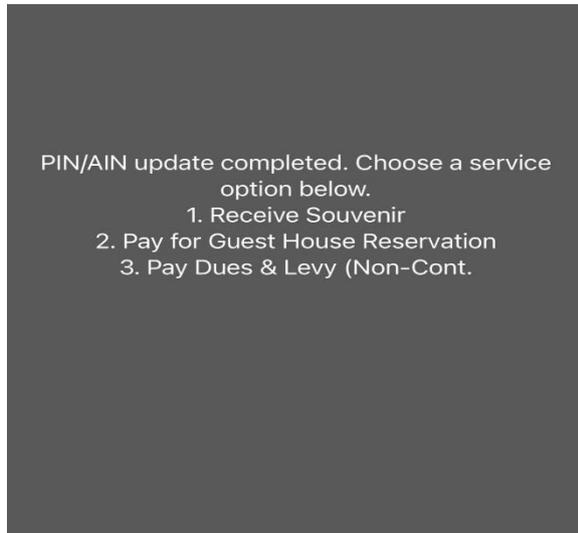Dial *928*8# on all networks and follow the prompts to pay your dues.

Figure 1.6: Payment of Dues & Levy using short code

A mobile money prompt will be received shortly after following through the payment to confirm it. You will receive a message if payment is successful.

Payment Option 2

To use the GRNMA Dues Payment Management System, log into your account and click on **Pay Dues**. **NB: Available to both Ghanaians and Diasporas but Diasporas are limited to card payment only.**
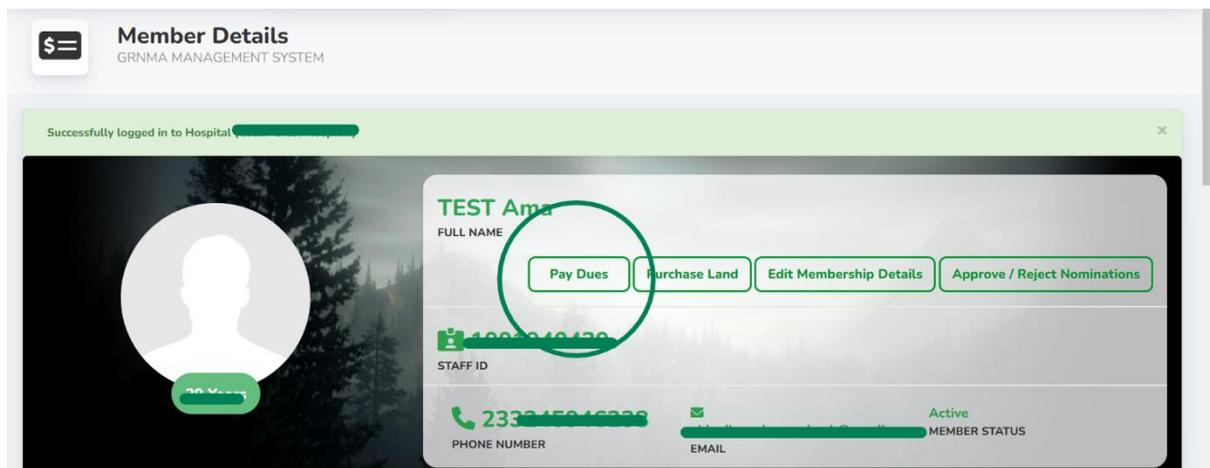

Figure 1.7 Payment of Dues & Levy using GRNMA Payment System Part 1

Enter number of months you want to pay dues for as shown below.

Figure 1.8 Payment of Dues & Levy using GRNMA Payment System Part 2

Choose payment option and fill details to complete payment.

Figure 1.9 Payment of Dues & Levy using GRNMA Payment System Part 3