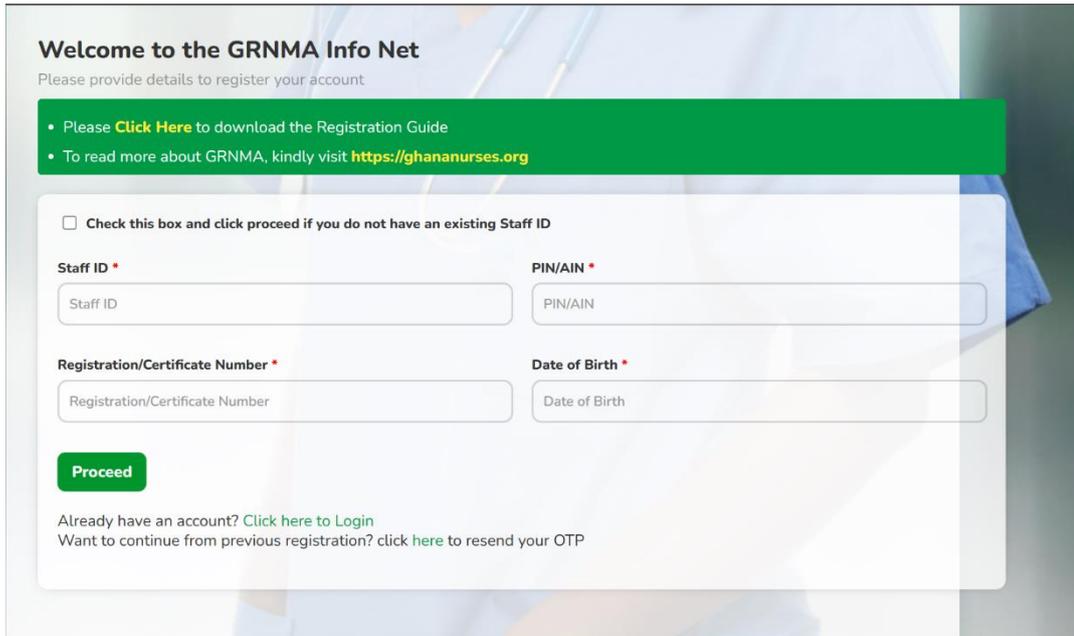


HOW TO REGISTER/ACTIVATE AN ACCOUNT ON GRNMA INFONET AS A PRIVATE OR DIASPORA NURSE/MIDWIFE

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



The screenshot shows the registration page for GRNMA Info Net. At the top, it says "Welcome to the GRNMA Info Net" and "Please provide details to register your account". Below this is a green banner with two instructions: "Please Click Here to download the Registration Guide" and "To read more about GRNMA, kindly visit <https://ghananurses.org>".

There is a checkbox labeled "Check this box and click proceed if you do not have an existing Staff ID". Below this are four input fields arranged in a 2x2 grid:

- Staff ID *
- PIN/AIN *
- Registration/Certificate Number *
- Date of Birth *

Each field has a corresponding input box. Below the fields is a green "Proceed" button. At the bottom, there are two links: "Already have an account? Click here to Login" and "Want to continue from previous registration? click here to resend your OTP".

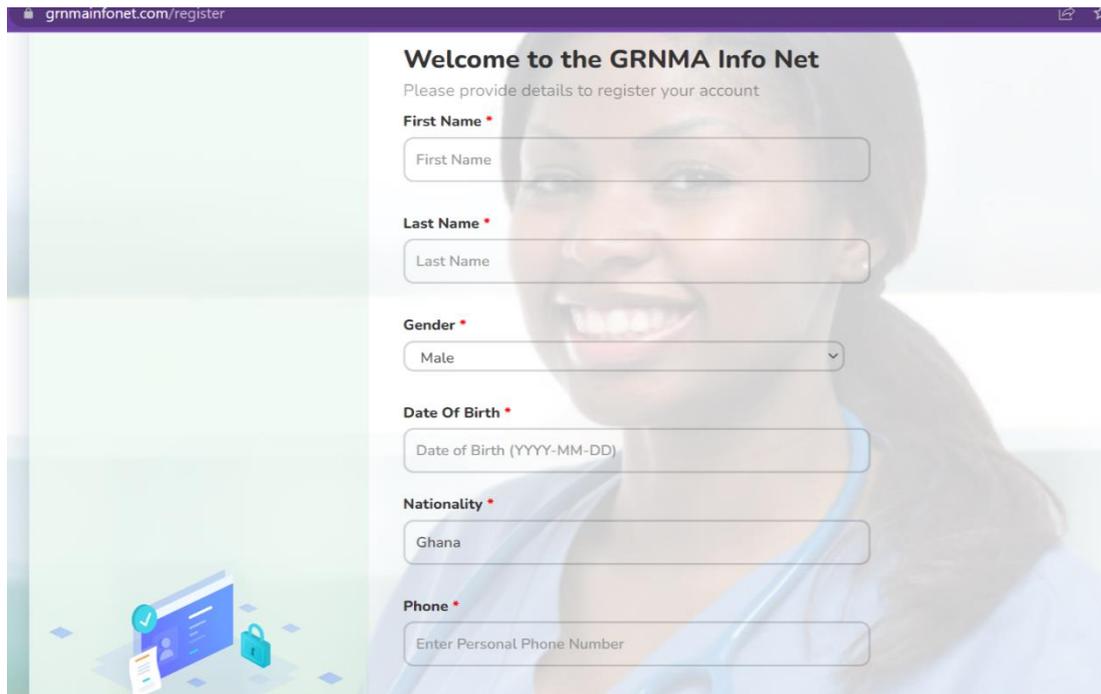
Option 1

- **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.
 - **Scenario 1**
 - If your account details already exist in the system, your details will pop up then proceed to activate account.
 - **Scenario 2**
 - If your account is not found, a new registration page opens to begin new account registration and activation.

New Account Registration Page



grnmainfonet.com/register

Welcome to the GRNMA Info Net

Please provide details to register your account

First Name *

Last Name *

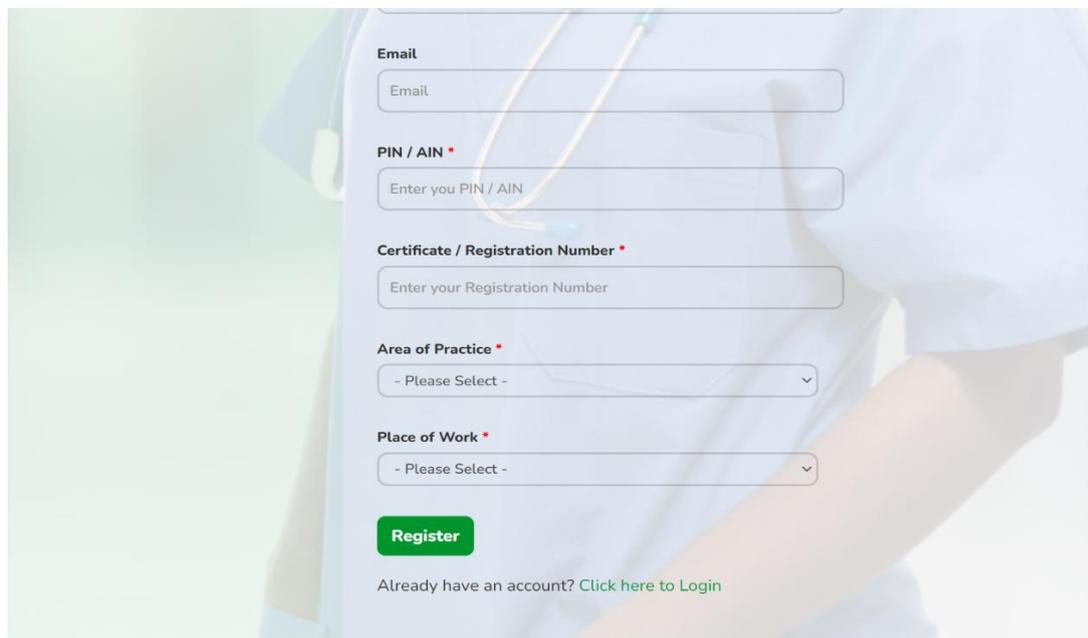
Gender *

Date Of Birth *

Nationality *

Phone *

Figure 1.1: Registration details part 1.



Email

PIN / AIN *

Certificate / Registration Number *

Area of Practice *

Place of Work *

Register

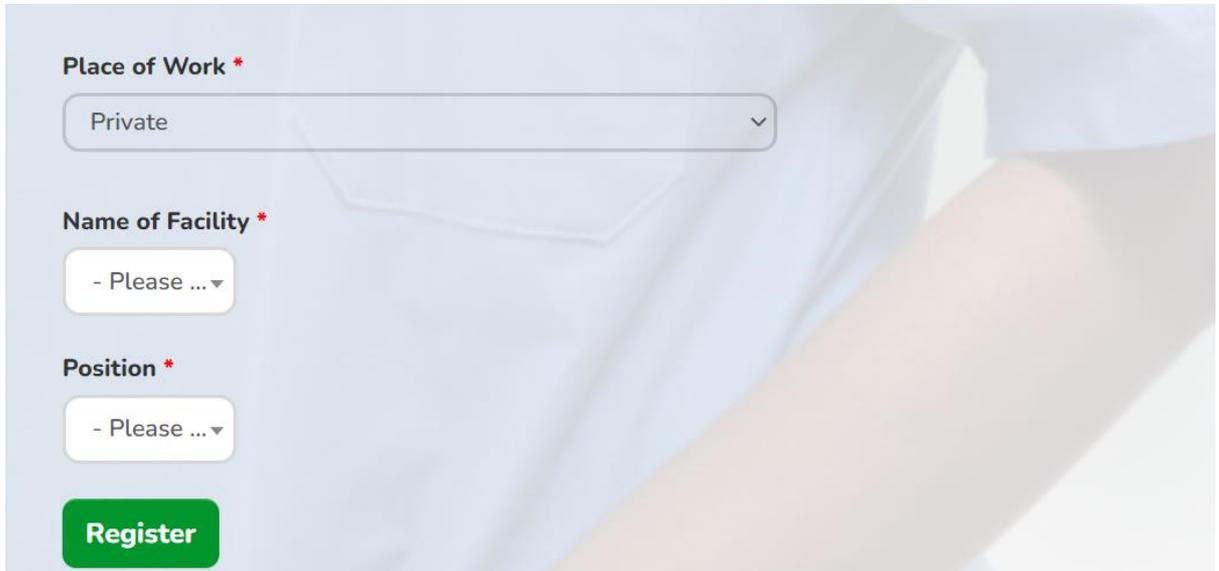
Already have an account? [Click here to Login](#)

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](tel:02459646238)/ [0501374686](tel:0501374686) to add your facility if you do not find it in the list.



Place of Work *

Private

Name of Facility *

- Please ...

Position *

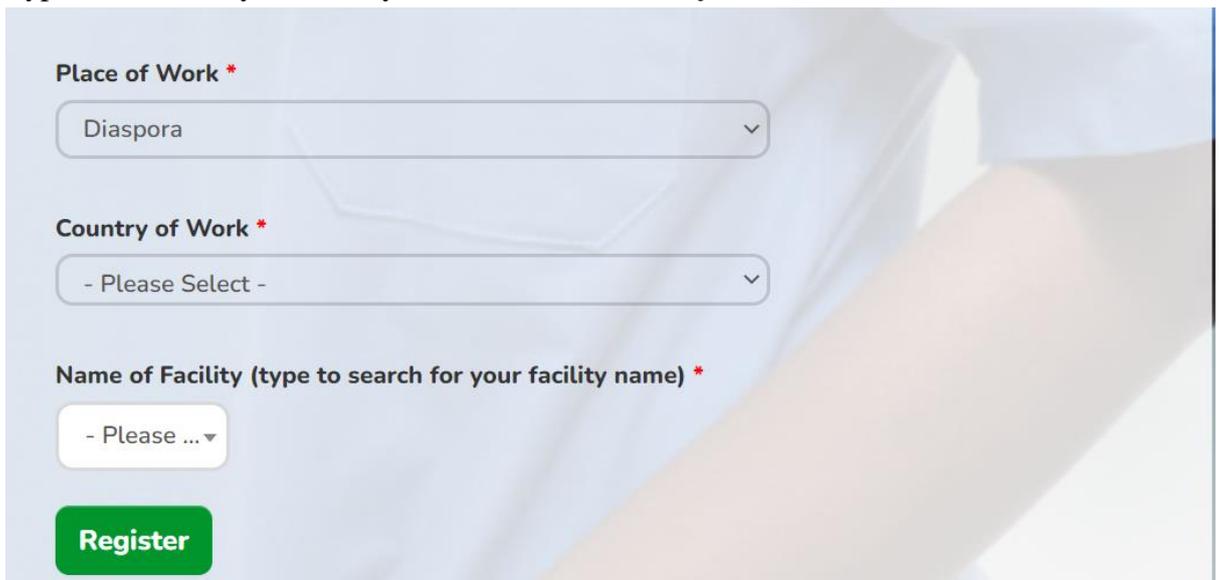
- Please ...

Register

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**.



Place of Work *

Diaspora

Country of Work *

- Please Select -

Name of Facility (type to search for your facility name) *

- Please ...

Register

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.

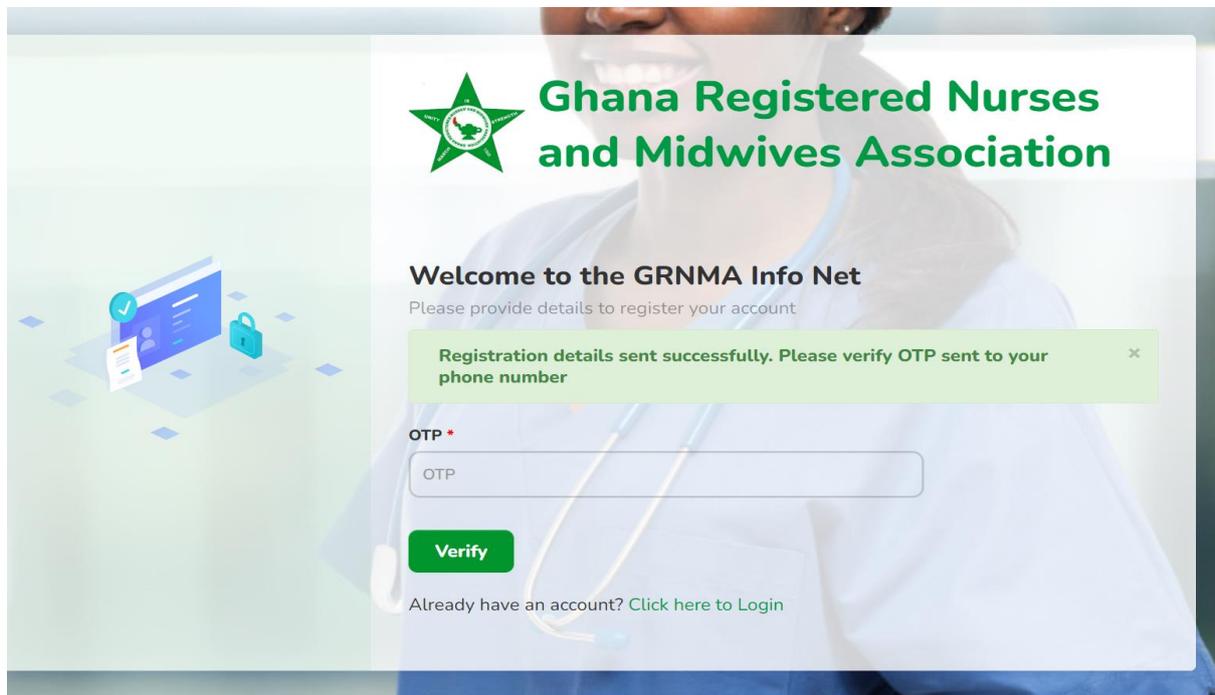


Figure 1.5: OTP verification page.

- 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.

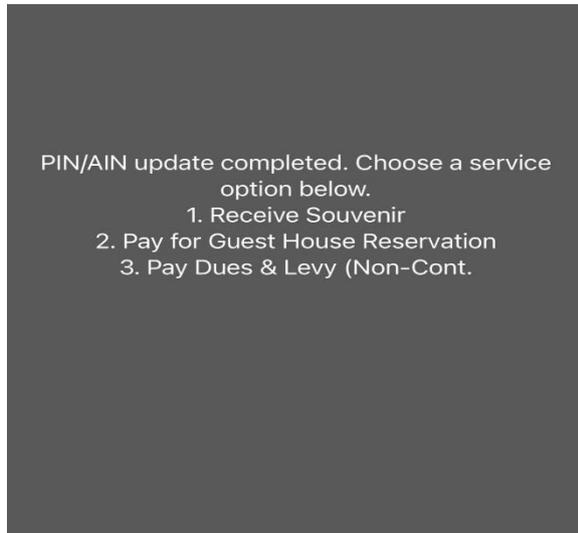


Figure 1.6: Payment of Dues & Levy using short code

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.**

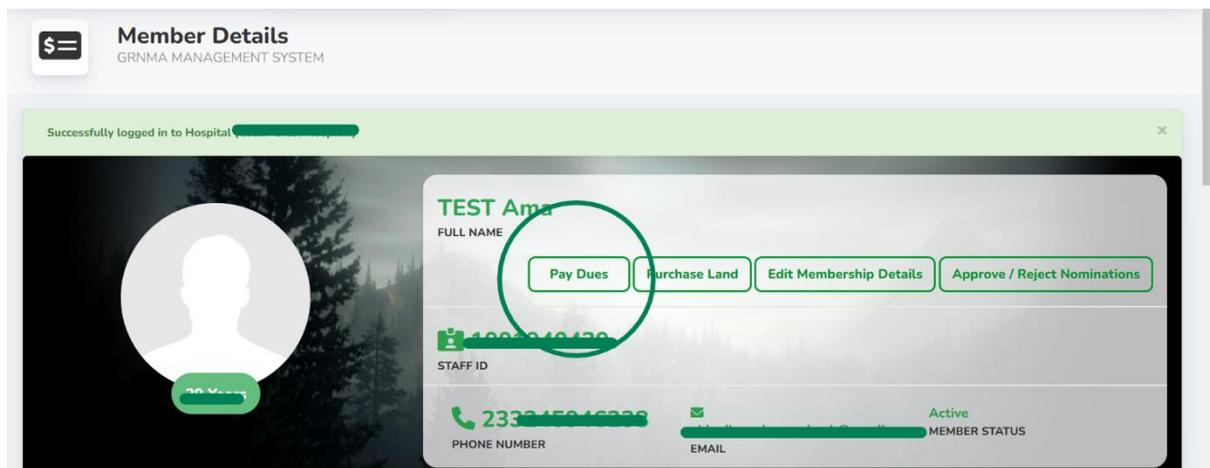


Figure 1.7 Payment of Dues & Levy using GRNMA Payment System Part 1

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



Dues Payment

GRNMA MANAGEMENT SYSTEM

Dues Payment

Dues Amount/Month (GHS)	1.00
Levy Amount/Month (GHS)	1.00
Enter Number of Months	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="0"/>
Total Amount (GHS)	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="0"/>

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

Choose payment option and fill details to complete payment.

Dues Payment

Payment Amount (GHS): 2

Payment Description: Dues and levy payment for 1 months

Pay with

Mobile Money



Bank Card



Hubtel Balance

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