

Access your assembly administrator account

Access an authorised assembly administrator account, complete the configured SMS verification and initial password change, recognise the correct workspace, sign out safely and recover a forgotten password.

WHO THIS IS FOR

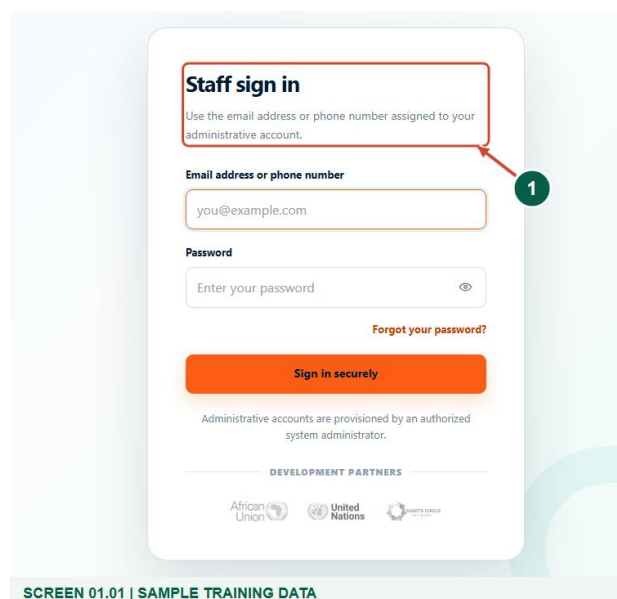
Assembly administrators

ALLOW ABOUT

10-15 minutes

DOCUMENT VERSION

1.0 | 19 October 2026



SCREEN 01.01 | SAMPLE TRAINING DATA

Illustrated steps with numbered arrows and clear expected results.

About the examples

Screens show the actual application in a training environment with sample data. Use your own verified account, assigned records and contact details when following the guide.

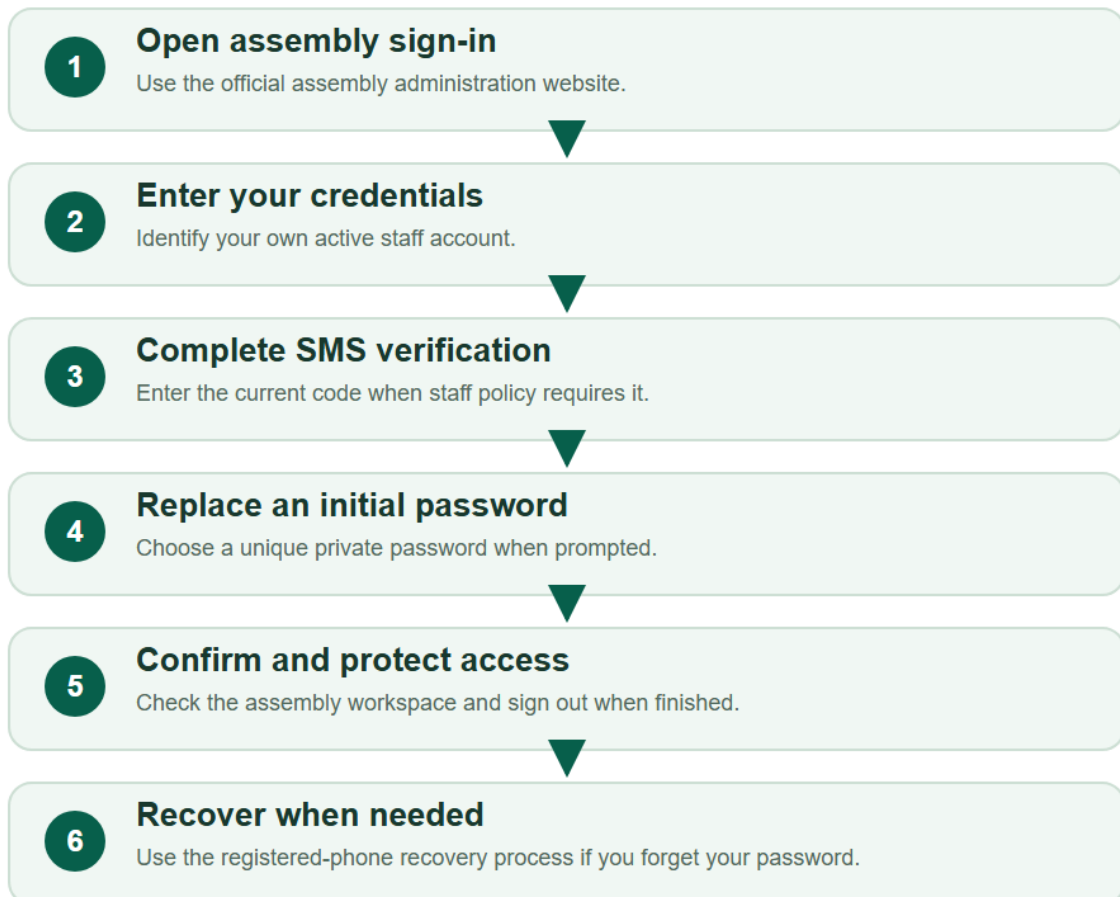
Website: assembly.gyentoboa.com

Process flow

Follow the arrows from start to finish. Optional routes are explained in the numbered steps.

Before you start

- Obtain an active Assembly Administrator account from an authorised system administrator. This staff sign-in page has no public self-registration.
- Use a modern browser and open <https://assembly.gyentoboa.com/login>. Check the address before entering credentials.
- Have access to your registered phone. Keep your password, verification codes and setup links private; the figures show synthetic training accounts.

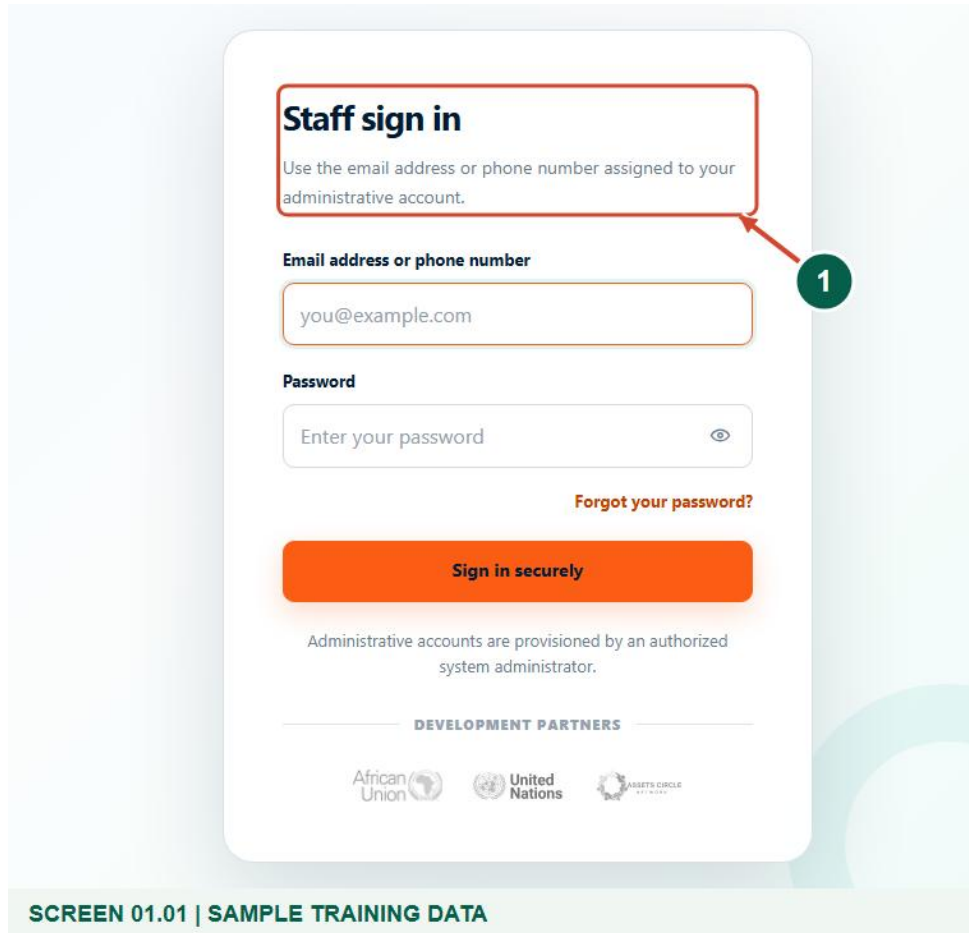


Numbered markers on screenshots identify the controls described beneath each image.

STEP 01

Open the assembly staff sign-in page

1. Open <https://assembly.gyentoboa.com/login> and confirm that Staff sign in is displayed.
2. Use the assembly administration website for these tasks. The rate payer website and field operations portal have different workspaces.



The screenshot shows a 'Staff sign in' form. At the top, the title 'Staff sign in' is enclosed in a red box, with a red arrow pointing to it from a green circle containing the number '1'. Below the title is the instruction: 'Use the email address or phone number assigned to your administrative account.' The form has two input fields: 'Email address or phone number' with the placeholder 'you@example.com', and 'Password' with the placeholder 'Enter your password' and an eye icon for toggling visibility. Below the password field is a link that says 'Forgot your password?'. A large orange button labeled 'Sign in securely' is positioned below the links. At the bottom, a note states: 'Administrative accounts are provisioned by an authorized system administrator.' Below this is a section titled 'DEVELOPMENT PARTNERS' featuring logos for the African Union, United Nations, and Assets Circle.

Staff sign in

Use the email address or phone number assigned to your administrative account.

Email address or phone number

you@example.com

Password

Enter your password

[Forgot your password?](#)

Sign in securely

Administrative accounts are provisioned by an authorized system administrator.

DEVELOPMENT PARTNERS

African Union United Nations ASSETS CIRCLE

SCREEN 01.01 | SAMPLE TRAINING DATA

Synthetic training data. Open the assembly staff sign-in page.

1 Staff sign in

What should happen

The staff form offers Email address or phone number and Password.

STEP 02

Enter your own staff credentials

1. Enter the email address or international phone number registered to your administrator account, then your own password.
2. Choose Sign in securely. Keep the password masked; never reuse the training identity or another staff member's account.

The screenshot shows a 'Staff sign in' form. At the top, it says 'Staff sign in' and 'Use the email address or phone number assigned to your administrative account.' Below this is a text input field labeled 'Email address or phone number' containing the text 'access.assembly@example.invalid'. A red circle with the number '1' and an arrow points to this field. Below the email field is a password input field labeled 'Password' with masked characters '.....' and an eye icon. A red circle with the number '2' and an arrow points to the 'Sign in securely' button, which is orange and located below the password field. To the right of the password field is a link that says 'Forgot your password?'. Below the sign in button, it says 'Administrative accounts are provisioned by an authorized system administrator.' At the bottom, there is a section titled 'DEVELOPMENT PARTNERS' with logos for the African Union, United Nations, and Assets Circle.

Staff sign in

Use the email address or phone number assigned to your administrative account.

1

Email address or phone number

access.assembly@example.invalid

Password

.....

2

Forgot your password?

Sign in securely

Administrative accounts are provisioned by an authorized system administrator.

DEVELOPMENT PARTNERS

African Union United Nations ASSETS CIRCLE

SCREEN 01.02 | SAMPLE TRAINING DATA

Synthetic training data. Enter your own staff credentials.

- 1 Email address or phone number
- 2 Sign in securely

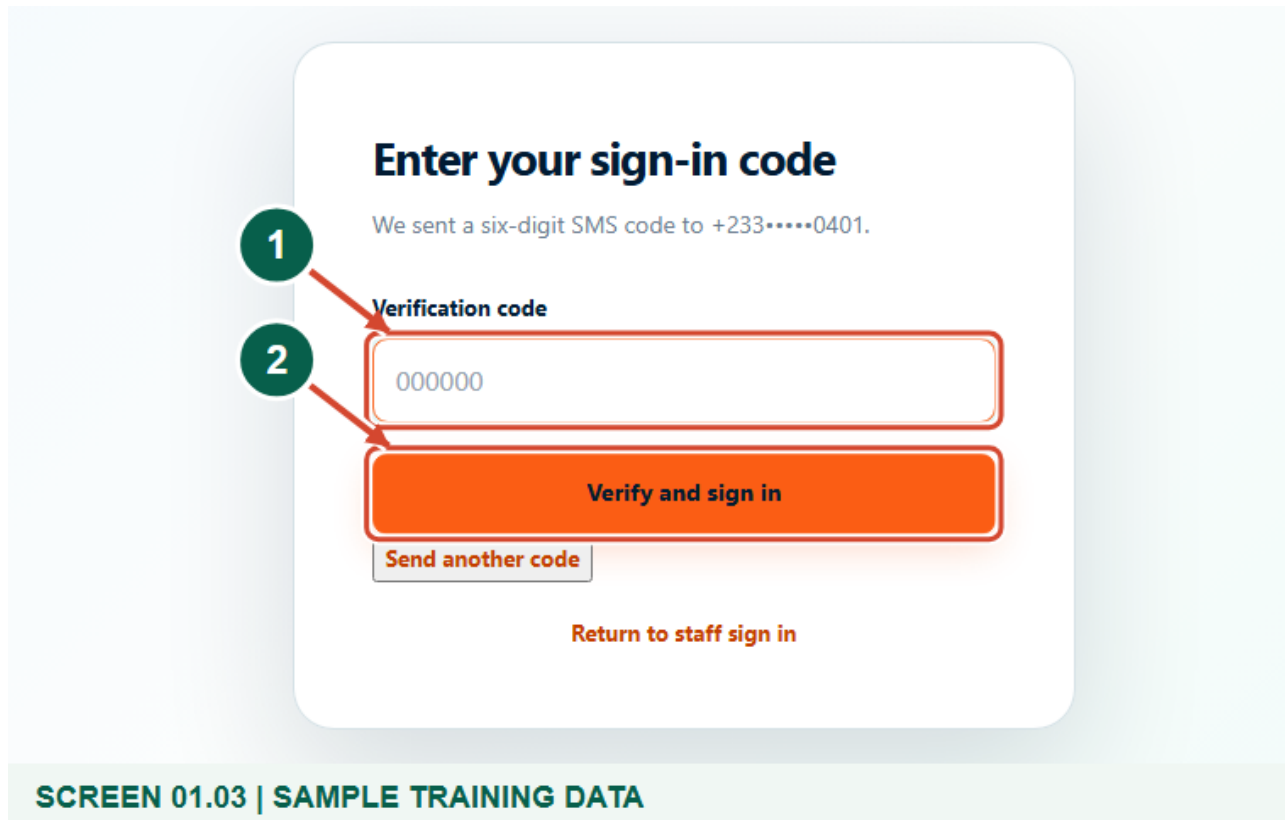
What should happen

An active, authorised account proceeds to SMS verification when required, or to the next permitted screen.

STEP 03

Complete SMS verification when requested

1. Check the masked phone number and enter the current six-digit SMS code sent to your registered phone.
2. Choose Verify and sign in. If necessary, choose Send another code when permitted, or Return to staff sign in to correct the identity.



Synthetic training data. Complete SMS verification when requested.

- 1 Verification code
- 2 Verify and sign in

What should happen

A valid, unexpired code completes the sign-in check.

Helpful note: SMS verification depends on the effective staff sign-in policy. It is not a universal email-code step; the figure intentionally leaves the code blank.

STEP 04

Replace an initial password when prompted

1. If Change temporary password appears, enter and confirm a new password known only to you.
2. Choose Save and continue. Use a strong, unique password and keep it out of messages, screenshots and shared documents.

The screenshot shows a 'Change temporary password' screen. At the top, the title 'Change temporary password' is in bold, followed by the instruction 'Create a new password to continue to your dashboard.' Below this, there are two input fields. The first is labeled 'New password' and contains the placeholder text 'Create a new password'. The second is labeled 'Confirm new password' and contains the placeholder text 'Repeat your new password'. At the bottom of the form is an orange button labeled 'Save and continue'. Two numbered callouts are present: a green circle with the number '1' pointing to the 'New password' input field, and a green circle with the number '2' pointing to the 'Save and continue' button.

Change temporary password

Create a new password to continue to your dashboard.

1 New password

Create a new password

2 Confirm new password

Repeat your new password

Save and continue

SCREEN 01.04 | SAMPLE TRAINING DATA

Synthetic training data. Replace an initial password when prompted.

- 1 New password
- 2 Save and continue

What should happen

The initial-password flag clears and the application continues to the authorised workspace.

STEP 05

Confirm your role and assembly workspace

1. Check the account role and the assembly context before opening or changing records.
2. Use the sidebar and Find a page to reach authorised work. Missing actions can reflect your assigned role; ask an authorised administrator to review access.

The screenshot displays the Gye Ntobia Assembly User Training interface. The sidebar on the left contains navigation options under categories like WORKSPACE, REVENUE COLLECTION, REMINDERS, CONFIGURATION, INSIGHTS, and ADMINISTRATION. The main content area shows a dashboard with a header for 'MONDAY, OCTOBER 19 Overview'. A red box labeled '2' points to the 'Overview' link in the sidebar. Another red box labeled '1' points to the user profile 'AT Akosua Assembly Administrator' in the top right corner. The dashboard includes a 'GOOD EVENING, AKOSUA' greeting, a 'Here's what's happening across your revenue workspace' section, and a 'LIVE OPERATIONAL SNAPSHOT' section titled 'Revenue at a glance'. This section contains four cards: 'Total assemblies' (1), 'Registered properties' (1), 'Revenue collected' (GHS 0.00), and 'Outstanding balance' (GHS 0.00). Below these are sections for 'Payment pulse', 'EXECUTIVE PERFORMANCE Collection position', 'MONTHLY FINANCIAL MOVEMENT', and 'COLLECTION HEALTH Revenue conversion'.

Synthetic training data. Confirm your role and assembly workspace.

- 1 Assembly administrator
- 2 Operational workspace

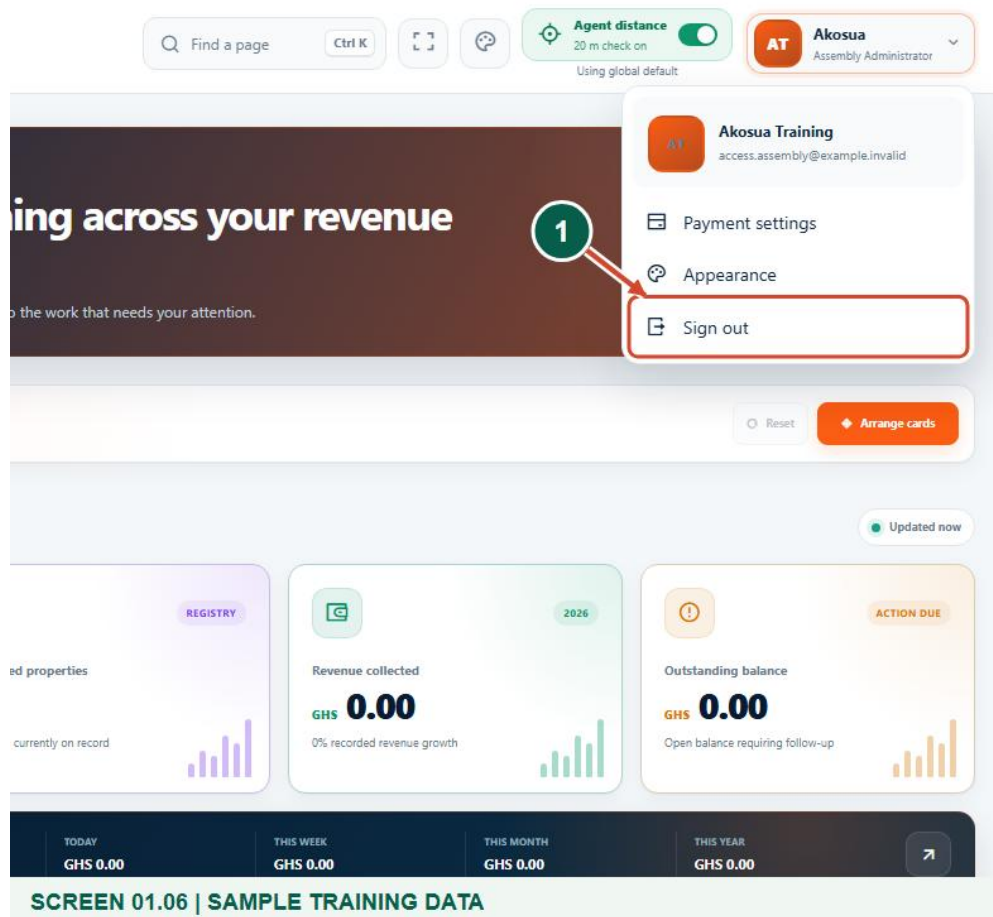
What should happen

You recognise your own assembly workspace and the available authorised navigation.

STEP 06

Sign out when you finish

1. Open your account menu in the top-right corner and choose Sign out.
2. On a shared computer, close the browser after the sign-in page returns. Do not leave an administrator session open.



Synthetic training data. Sign out when you finish.

1 Sign out

What should happen

The authenticated session ends and Staff sign in is displayed.

STEP 07

Request recovery through your registered phone

1. If you have forgotten your password, choose Forgot your password? on Staff sign in.
2. Enter the registered phone number with the correct country selection, then choose Send verification code.

The screenshot shows a mobile application interface for resetting a password. The title is 'Reset your password'. Below it, a message says 'We'll use your registered phone number to verify you.' There are two numbered annotations: '1' points to the 'Registered phone number' label above a text input field, and '2' points to the 'Send verification code' button. The input field contains a country code dropdown set to '+233' (Ghana) and the phone number '+233 24 000 0401'. Below the input field, a note says 'Choose your country, then enter the number in its familiar local format.' At the bottom, there is a link: 'Remembered your password? [Back to sign in](#)'.

Reset your password

We'll use your registered phone number to verify you.

1 Registered phone number

+233 +233 24 000 0401

2

Choose your country, then enter the number in its familiar local format.

Send verification code

Remembered your password? [Back to sign in](#)

SCREEN 01.07 | SAMPLE TRAINING DATA

Synthetic training data. Request recovery through your registered phone.

- 1 Registered phone number
- 2 Send verification code

What should happen

A neutral acknowledgement appears and the application opens Set a new password; an eligible active account receives an SMS code.

Helpful note: The acknowledgement does not confirm that a matching account exists or that a message has already arrived.

STEP 08

Complete recovery with a new private password

1. Enter the current six-digit recovery SMS code, a new password and its confirmation.
2. For recovery, use at least 12 characters with upper and lower case letters, a number and a symbol. Choose Update password, then sign in with the new password.

Set a new password

Complete the secure account recovery process.

✓ If an active account matches that phone number, a verification code will be sent shortly.

1

Verification code

Enter the code

New password

Create a new password

Confirm new password

Repeat your new password

2

Update password

Need another code? [Start again](#)

SCREEN 01.08 | SAMPLE TRAINING DATA

Synthetic training data. Complete recovery with a new private password.

- 1 Verification code
- 2 Update password

What should happen

Valid recovery details change the password and return to Staff sign in with a success message.

Helpful note: Recovery codes expire after 10 minutes. Use Start again for another code; never share a code or accept an unsolicited reset request.

Check your result

- You can enter your own assembly workspace through the required checks.
- You know how to sign out and use registered-phone recovery without sharing credentials.

If you need help

The account or password is rejected

Check the registered identity and password. Ask the authorised administrator to confirm that your Assembly Administrator account is active; do not create a duplicate identity.

No sign-in SMS arrives

Check the masked registered phone and use Send another code when allowed. Contact support if secure staff sign-in is unavailable; an administrator must resolve the configured SMS service.

A recovery code is invalid or expired

Use Start again, enter the correct registered phone and use the newest code promptly. Check both password entries against the displayed requirements.

The wrong assembly or missing functions appear

Stop before changing data and ask the authorised system administrator to review your assembly, access level and role.

Useful things to know

- These screens demonstrate synthetic accounts in an isolated training environment; use the official production address for real work.
- An Assembly Administrator account must already exist. Account provisioning and global staff authentication policy require the appropriate higher-level authority.
- SMS delivery and account recovery depend on correct registered contact details and configured delivery services.

Continue learning

- Guide 02: Create assembly users
- Guide 03: Manage assembly users
- Guide 04: Configure assembly payment options

[Download all 13 guides in this collection](#)

For account or bill-record corrections, contact the relevant assembly using its verified contact details. Keep your account or bill reference available when requesting assistance.