

Create properties and assign a rate payer

Register a mapped property, link the correct existing active rate payer, and verify the saved account without confusing registration with valuation, billing or payment.

WHO THIS IS FOR

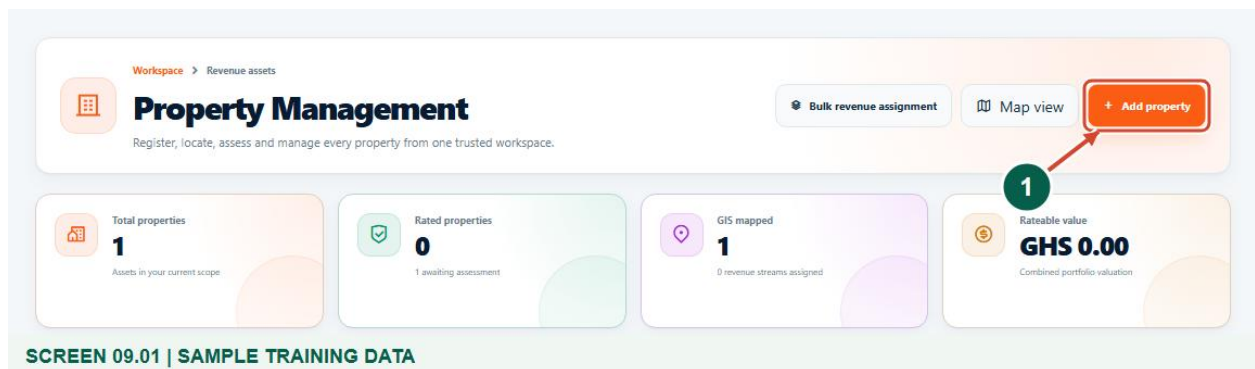
Assembly staff authorised to create property records

ALLOW ABOUT

15–20 minutes

DOCUMENT VERSION

1.0 | 19 October 2026



SCREEN 09.01 | 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.

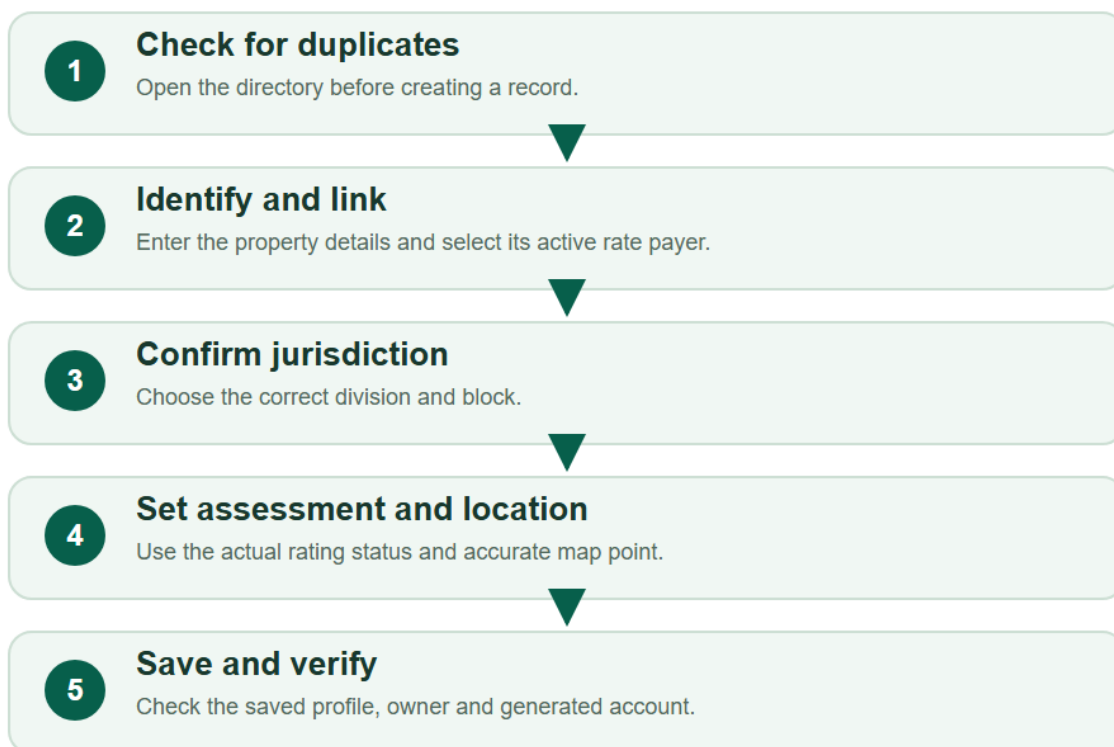
Website: assembly.gyentoboa.com

Process flow

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

Before you start

- Use your own authorised assembly account with Properties access and permission to add records.
- Have verified address/location details and an existing active rate payer in the same assembly.
- Ensure the correct division and block are configured. Use approved valuation information for a rated property.

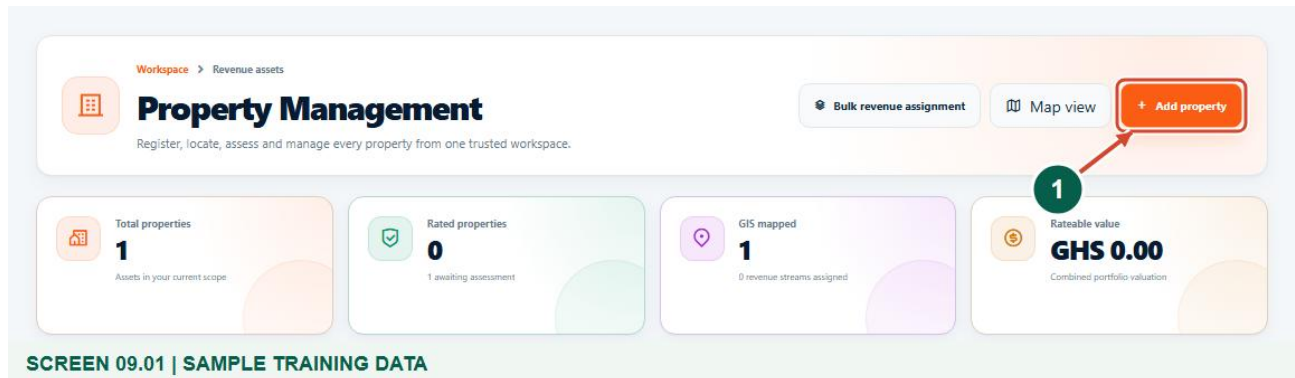


Numbered markers on screenshots identify the controls described beneath each image.

STEP 01

Open the property directory

1. Open Properties from the assembly navigation. Confirm that you are working in the correct assembly.
2. Choose Add property to register a new record. Search for an existing property first so you do not create a duplicate.



Synthetic training records in the actual assembly workspace. Open the property directory.

1 Add a property

What should happen

The property directory and Add property action are available to your authorised account.

STEP 02

Enter the property identity and address

1. Enter the verified house number, digital address, location and street where available. Location is required.
2. Use the actual property details from the assembly record or field evidence; do not invent a valuation or duplicate an existing account.

Property Identity
Record the address and connect the responsible rate payer.

House No.
24A

Digital Address
GA-TRAIN-0409

Location
Manual 4 Training Court

Street Name
Training Avenue

Associate Owner
Search active owners in the selected assembly by name, phone, email, or ERMS ID.

SCREEN 09.02 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Enter the property identity and address.

- 1 Record the location
- 2 Check the digital address

What should happen

The address identifies the intended property before ownership is linked.

STEP 03

Search and select the responsible rate payer

1. In Associate Owner, type at least two characters of the active owner's name, phone, email or ERMS ID.
2. Check the returned identity and choose the correct result. Typing a name without selecting a result does not complete the link. If the owner is missing, complete the approved rate-payer registration process first.

Manual 4 Training Court

Training Avenue

1

ected block. The
efore saving.

Associate Owner

Search active owners in the selected assembly by name, phone, email, or ERMS ID.

Ama

1 matching owner(s) found.

Ama Training

+233240000411 · ratepayer.assembly@example.invalid

ERMS990401

Assign the property to its assembly, division and valuation block.

2

Property Assembly

Training Municipal Assembly Assembly

SCREEN 09.03 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Search and select the responsible rate payer.

- 1 Search the active owner register
- 2 Select the verified owner

What should happen

The verified result identifies the rate payer responsible for this property.

STEP 04

Confirm the owner link

1. Read the confirmation below Associate Owner and verify the selected name and ERMS ID.
2. Correct an incorrect choice before saving. This confirmation reflects the current form selection; the property-owner association is persisted only after Save property succeeds. It does not create a separate web-login account.

ected block. The
efore saving.

Manual 4 Training Court

Training Avenue

Associate Owner

Search active owners in the selected assembly by name, phone, email, or ERMS ID.

Ama Training

Ama Training (ERMS990401) is linked to this record.

 **Administrative jurisdiction**
Assign the property to its assembly, division and valuation block.

SCREEN 09.04 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Confirm the owner link.

- 1 Verify the linked owner

What should happen

The correct existing owner is selected in the form. The association is saved only after Save property succeeds.

STEP 05

Choose the administrative jurisdiction

1. Confirm the Property Assembly fixed by your account. Select the correct Property Division, then its Property Block.
2. The block must belong to the selected division. Changing the assembly or division clears dependent choices; select them again before continuing.

Property Assembly

Training Municipal Assembly Assembly

Auto-assigned to your assembly



GIS position and boundary

Draw the property footprint; coordinates are captured automatically.

Property Division

Training Central Division

Property Block

Training Market Block

Is Property Rated?

Rateable Value

SCREEN 09.05 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Choose the administrative jurisdiction.

- 1 Choose the division
- 2 Choose its block

What should happen

The selected block boundary is loaded for the intended assembly and division.

STEP 06

Set the assessment status honestly

1. For an unrated property, choose No for Is Property Rated? as shown in this example. Do not enter an invented rateable value.
2. For a rated property, choose Yes and use the valuation-number lookup for the approved imported record in this assembly. Enter the verified nonnegative rateable value and the accurate location inside the selected division and block. Check the actual approved valuation and location rather than assuming the lookup confirms every detail.

Property Division

Training Central Division

1

Property Block

Training Market Block

2

Is Property Rated?

No

Rateable Value

Rateable value

Select "Yes" to search for an existing rated property within the selected block

Longitude

Longitude

Latitude

Latitude

SCREEN 09.06 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Set the assessment status honestly.

- 1 Choose the actual assessment status
- 2 Use approved valuation values only

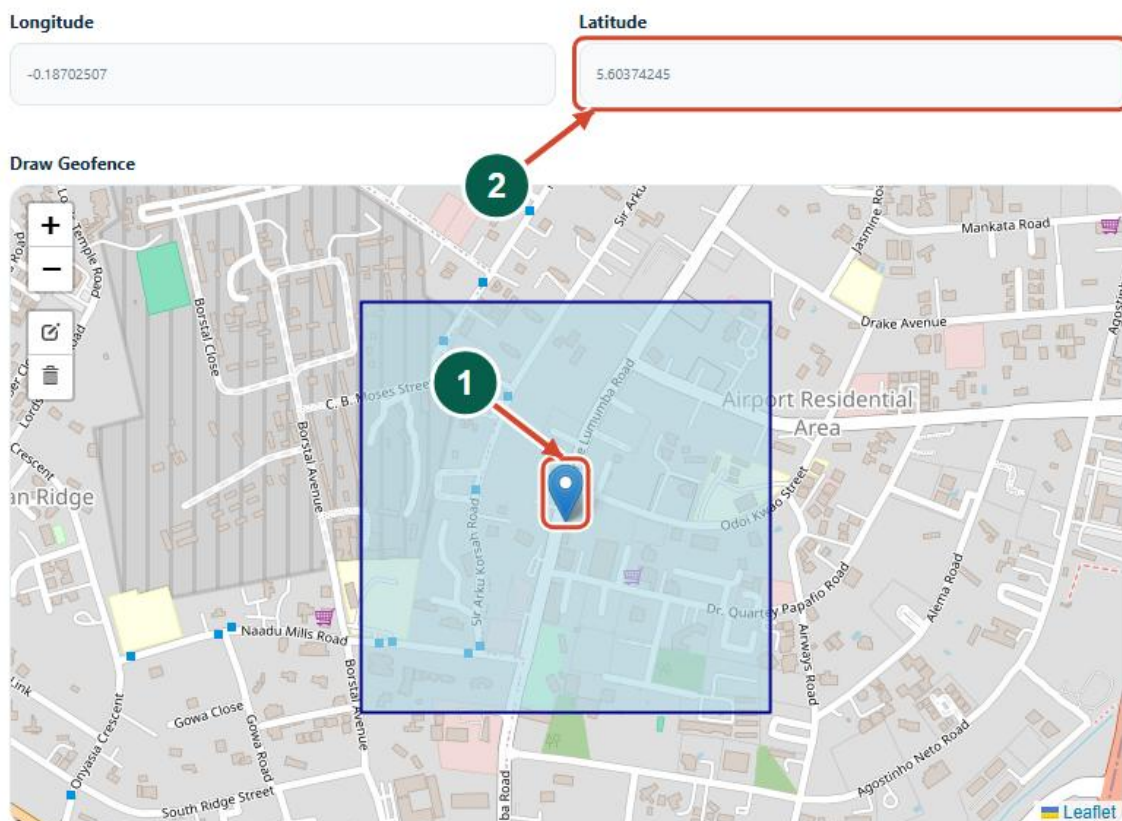
What should happen

The assessment status reflects the property's actual approved record.

STEP 07

Place the property at its correct map position

1. With the block selected, click the property's exact position inside the displayed boundary. The form fills Longitude and Latitude.
2. Review the marker and coordinates. The current workflow loads the block boundary; do not redraw an administrative boundary or place the property outside its division or block.



SCREEN 09.07 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Place the property at its correct map position.

- 1 Check the selected map position
- 2 Check the coordinates

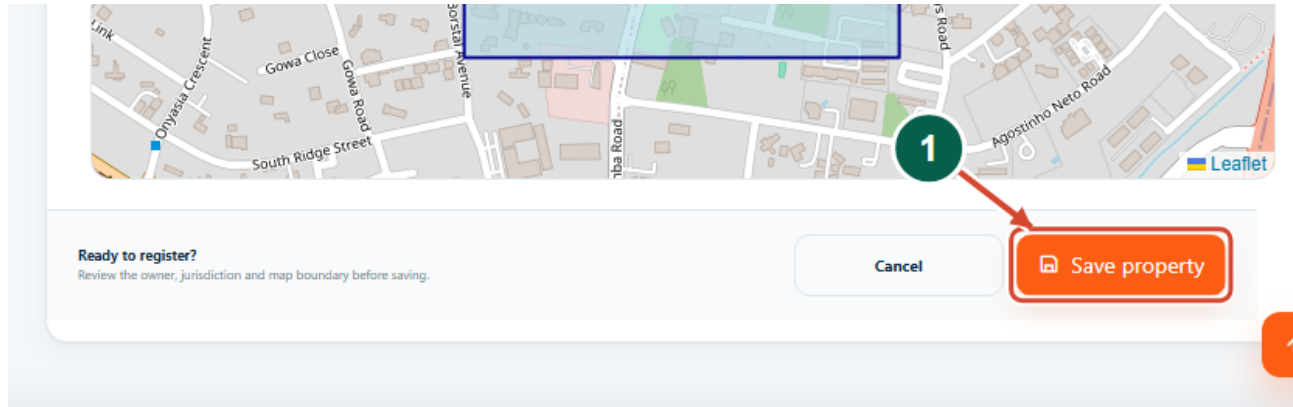
What should happen

The marker is inside the selected block and valid coordinates are present.

STEP 08

Review and save the property

1. Recheck the address, selected rate payer, jurisdiction, assessment status and map position.
2. Choose Save property once. Resolve any highlighted validation message before leaving; a missing owner result or out-of-bound point will prevent a valid registration.



SCREEN 09.08 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Review and save the property.

- 1 Save the reviewed property

What should happen

A successful save returns to the property directory with a confirmation.

STEP 09

Verify the saved property and rate payer

1. Open the saved property profile and confirm its generated account/reference, address and linked owner.
2. Property creation does not itself create a bill or payment. In your live Property profile, inspect the full Revenue stream status before billing; the figure concentrates on the property identity and owner. Assign the authorised revenue stream separately and use Edit property only when permitted.

The screenshot displays a property profile interface with the following sections:

- Header:** ASM-TRAIN-004ASM4-D01ASM4-B01001 (highlighted with a red box and arrow 1). Below it, ERMS/C-0003968965.vgpfq and Manual 4 Training Court.
- Summary Row:**
 - Rate:** GH (highlighted with a red box and arrow 2).
 - Total amount due:** GHS 0.00
 - Successful payments:** GHS 0.00
 - Revenue stream:** Not assigned
- RATE PAYER Section:**
 - Property owner:** Ama Training (ERMS990401) (highlighted with a red box and arrow 2).
 - Call** and **Email** buttons.
- Property information Section:**
 - House number:** 24A
 - Street:** Training Avenue
 - Digital address:** GA-TRAIN-0409
 - GIS status:** Boundary captured
 - Assessment:** Unrated property
 - Registered:** Oct 19, 2026 • 07:37 PM

JURISDICTION

SCREEN 09.09 | SAMPLE TRAINING DATA

Synthetic training records in the actual assembly workspace. Verify the saved property and rate payer.

- 1 Verify the linked rate payer
- 2 Check the generated property account

What should happen

The saved property profile shows the intended existing rate payer and a distinct property account.

Check your result

- The saved address and account identify the intended property.
- The selected active rate payer is linked and confirmed on the profile.
- The jurisdiction and map point are correct; rating information is based on approved records.

If you need help

The owner is not found.

Check the selected assembly and search name, phone, email or ERMS ID. Only active owners in scope are offered; do not type an unverified substitute.

The map point or block is rejected.

Confirm that the block belongs to the selected division and place the point inside both boundaries. Ask an authorised officer to correct geographic setup when needed.

Rated-property validation fails.

Check the imported valuation number and assembly, entered value and administrative boundaries. Verify the actual approved valuation and physical location; do not switch to unrated simply to bypass an error.

Useful things to know

- The example demonstrates an unrated property. A rated property needs an imported valuation number in the correct assembly, a nonnegative rateable value and a location inside the selected administrative boundaries. Verify the real valuation and location separately.
- Linking an owner is separate from creating a rate-payer web account or collecting payment.
- A new property starts without an assigned billing revenue stream; approved revenue setup is a separate task.

Continue learning

- Guide 01: Access your assembly administrator account
- Guide 05: Create divisions in your assembly
- Guide 06: Create blocks within a division
- Guide 07: Create revenue streams
- Guide 08: Set rates
- Guide 13: Print bills

[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.