



User Guideline for creating and updating Service Providers on Directory of Services and District Based Referral System

URL: directory.mogcsp.gov.gh

To Create an account

1. Open the URL above and click on **Register** on the top menu navigation.
2. Fill the form with accurate information. All fields are required
3. Click on the **Register** button to create account.

To Add a Service Provider

1. Log into your account using your username and password.
2. The system should display the **My Listings** page (if not, select the **Welfare Services** link from the user profile dropdown menu)
3. On this page you should be able to view the list of services you added to your account.
4. Click on the **Create** button.
5. The system should display a **Welfare Service** form
6. Complete the form and click on **Save**

To Update a Service Provider

When a listing is created it is by default published. To update the details of a listing, follow the following instructions:

1. Log into your account using your username and password.
2. The system should display the **My Listings** page (if not, select the **Welfare Services** link from the user profile dropdown menu)
3. On this page you should be able to view the list of services you added to your account.
4. Select a particular listing and click on the **Update** button.
5. The system should display an **Update Listing** form
6. Complete the **Update Listing** form and click on the **Save** button to store the data
7. The system should display a notification.