GENTRUST WEB PORTAL

Employee User Guide

Using the GENTRUST Web Portal

The first step is to contact your Human Resource Manager for the corporate verification code and complete your individual Contributor Enrollment Form on our web portal as described below.

How to complete your contributor enrollment form on the GENTRUST Web Portal

1. Go to www.gentrustgh.com and click on Contributor Enrollment Form.
2. Enter your company verification code.
3. Enter your SSNIT number.
4. Complete the form and save it.
5. Print, thumb print and submit to your Human Resource Manager.
6. Create your username and password.

How to update your information on the GENTRUST Web Portal

1. Go to www.gentrustgh.com and click on Individual Login.
2. Enter your username and password.
3. Click on view schemes registered
4. Select the scheme you want to update
5. The page displayed enables you to update your beneficiary records, identification records, personal details, login details and also **to check your statements**

Note: Kindly note that employees contributing to more than one scheme will have to complete a contributor enrollment form for each scheme. This enables the contributor to have different beneficiaries for each scheme.