THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN.

NGOs INFORMATION SYSTEM

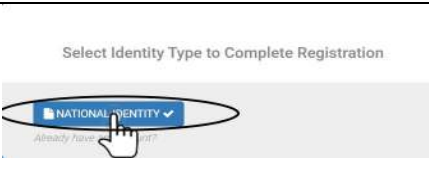**USER GUIDE**

VERSION 1.0   MAY 2020.
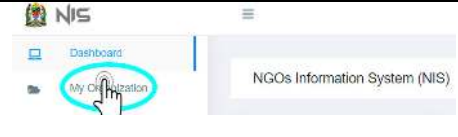
How to reach NIS? (NGOs Information System)

- Open Browser e.g Chrome, Mozilla Firefox on laptop, desktop, tablet, smart phone or any other computer device
- On the address bar at the top of your browser write the address: **nis.jamii.go.tz**
- As a new applicant you have to create a user account.
  (If you have created an account use your email as user name and enter your password to login)

Create user Account on NIS

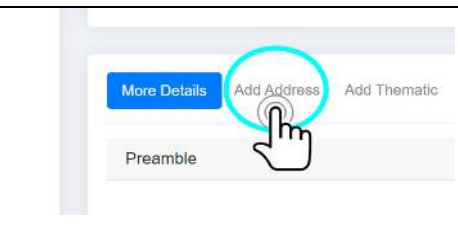| No.	Action	Illustration
1.	Click **Create Account**,	
2.	Click **National Identity**,	
3.	Enter National Identity and **Verify** (Format 19790712xxxx0000xx)	
4.	Enter Organization's email (not personal email) which will be used as your **login username**, Phone number, password (must be at least 8 characters, with Combination of Upper, lower case, number and special characters eg. **Appl12@190**) and confirm your password	
5.	Click **Register**	
6.	Account verification link will be sent to your email, login to your email to verify your account	
7.	After successful email verification, you will be able to access the system and fill all required information for you to submit your application	

Add Basic Details of Organization

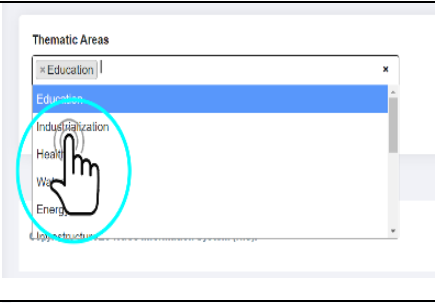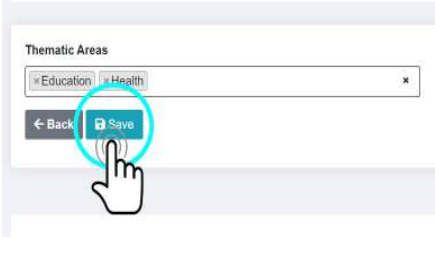| No.	Action	Illustration
1.	After successful login you will be provided with the *Dashboard* area;	
2.	Below **Dashboard** click *My Organization* to fill more details	
3.	Enter details of your organization appropriately, Click **Save** to submit basic details of your Organization	

Do the Following to Complete and Submit your Application

1. Add Address of your Organization
2. Add Thematic Area
3. Add Types of member
4. Add members of your organization
5. Add Office Bearer positions
6. Assign Office Bearer Positions to Members
7. Add attachments
8. Fill Constitution of Organization
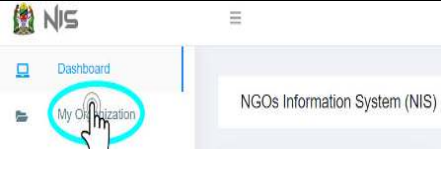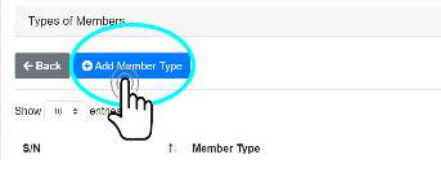
1. How to Add Address of your organization

No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	Scroll down and stop when you find **Add Address tab**, Click on **Add Address** tab	
3.	Provide the address details of your organization as shown on the form and Click on **Save** Button	
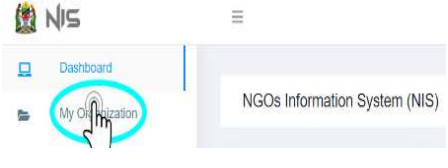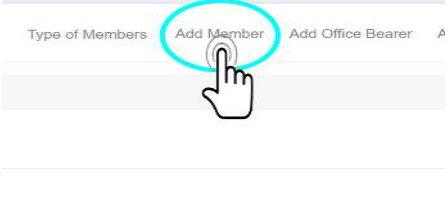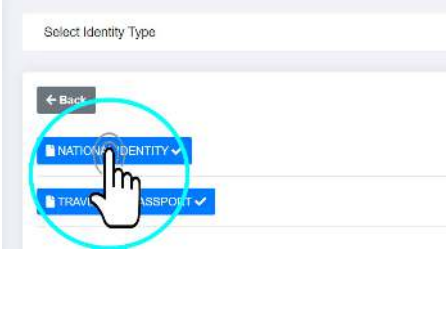
2. How to Add Thematic Area

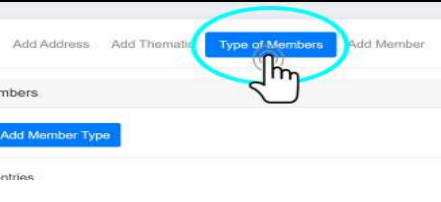| No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	Scroll down and stop when you find **Add Thematic tab**, Click on **Add Thematic** tab	
3.	Select the thematic area of your organization from available options (Choose what your organization deals with e.g Health, Education, Water, Social Protection etc.)	
4.	Select multiple Thematic if your organization deals with more than one thematic	
5.	Click **Save** to submit selected thematic area(s)	
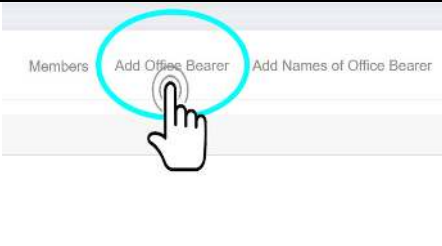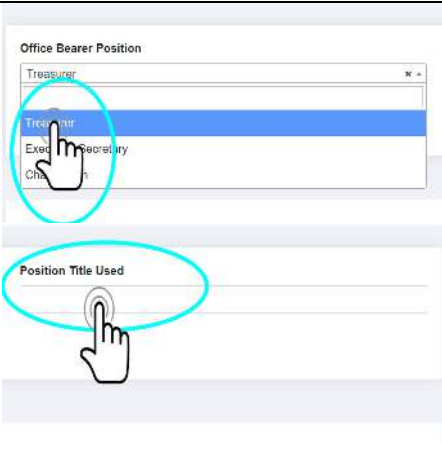
3. How to add Types of Member

No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	Scroll down and stop when you find **Type of Member** tab, Click on **Type of member** tab	
3.	*Click on Add* **Member Type**	
4.	Select the **honorary member** if your organization will have honorary members	
5.	Click on **save** button to submit selected type of member	
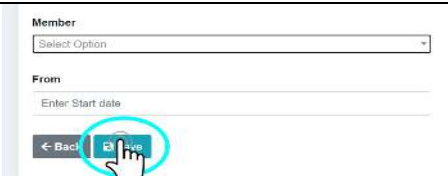
4. How to add members of Organization

No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	NIS ≡ / Dashboard / My Organization / NGOs Information System (NIS)
2.	Scroll down and stop when you find **Add Member** tab, Click on **Add member** tab	Type of Members Add Member Add Office Bearer A
3.	Click the appropriate Identity type; For National Identity, provide your ID Number, verify and provide missing information to complete the form and then click **Save** to Submit member's details; For the Passport Identity, Fill and **Save** the provided form correctly	Select Identity Type / ← Back / NATIONAL IDENTITY ✔ / TRAVEL PASSPORT ✔
4.	Add **at least five members** of your Organization of which three of them are the Organization's leaders (i.e Chairperson, Secretary and treasurer)	
5.	Add CV's of the Organization's leaders (Summary) • *Add member's Address*; *Click on **Add Address** Button, fill and save the form correctly* • *Add Academic Qualifications ;Click on **Academic** tab then Click on **Add academic Qualification**, fill and save the form correctly* • *Add Working Experience; Click on **Working Experience** tab then Click on **Add Working Experience** button, fill and save the form correctly* • *Add Reference; You must add **three referees** in your CV, Click on **Referees** tab,Click on **Add Referees** button, fill and save the form correctly,Repeat same procedures to add more referees*	

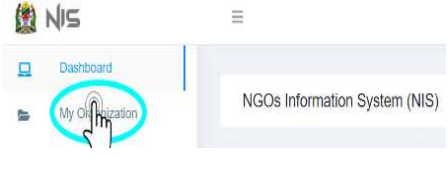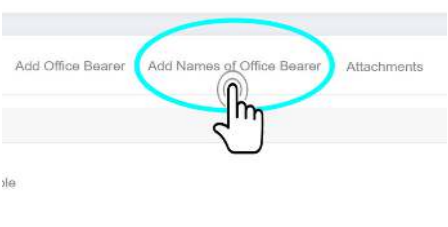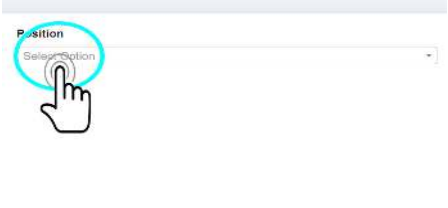### 5. How to add office Bearer Positions
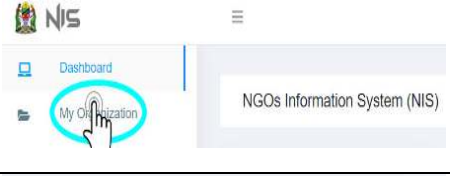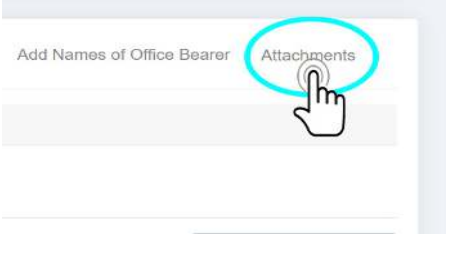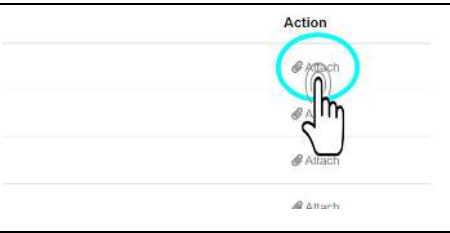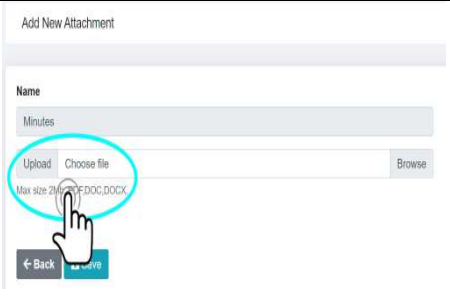
No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	Scroll down and stop when you find **Add Office Bearer** tab, Click on **Add Office Bearer** tab	
3	Select officer Bearer position and write the position title used within your Organization (e.g Office bearer position is *Treasurer* and position title used (The title used in the Organization) is *Accountant*/ Office bearer position is *Treasurer* and position title used (The title used in the Organization) is *Accountant*	
4.	*Click* **save** *;Do the same for other positions.*	
5.	*Do the same for other positions.*	

6. How to Assign names to office bearer positions
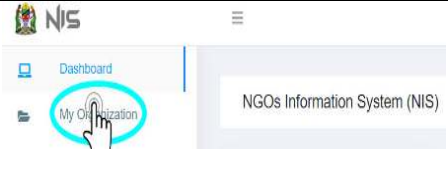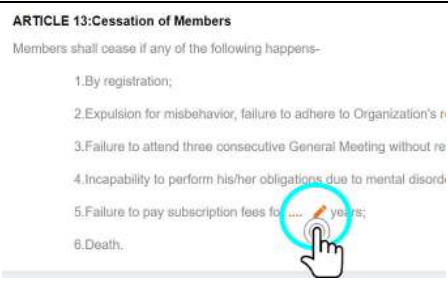
No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	Scroll down and stop when you find **Add Names of office Bearer** tab, Click on **Add Names of office Bearer** tab	
3.	Select *Member's name from the dropdown list,*	
4.	*Assign appropriate position to the member,*	
5.	*provide other details correctly and then save to submit*	
6.	Follow same procedures to assign other positions to the appropriate member	
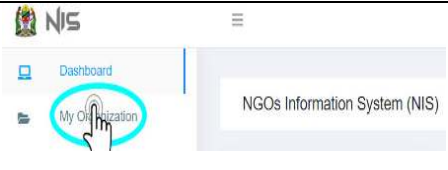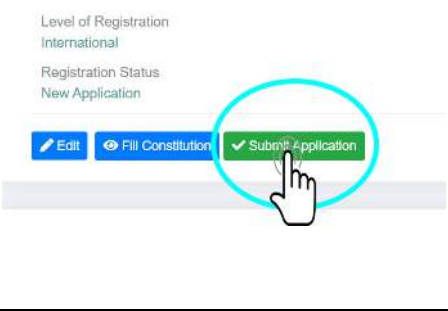
7. Add Attachments

No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	Scroll down and stop when you find **Attachments** tab, click on **Attachments** tab, you will get list of all required attachments	
3.	Click **Attach**	
4.	**Browse**, **attach** and **save** the appropriate document, • Document type should either be PDF, DOC or DOCX • Do not attach document with more than 2Mb	

8. Fill Constitution of Organization

No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	Click **Fill Constitution** button,	
3.	Go through each article, click on the **pen like icon** to add the required information	

9. How to Submit Your Organization Registration Application

No.	Action	Illustration
1.	Below **Dashboard** click *My Organization* to fill more details	
2.	• You can only submit your application if you have provided all required information and your complete bar percentage is a hundred • Click **Submit Application** button,	
3.	If there will be any corrections in your application from the Registrar you will receive notification on your account and you will have to respond on the recommendations and submit them. It is recommended to login to your account frequently to respond on any recommendation from Registrar	

10. Payment of Registration fee

◆ If Registrar accepts your application for registration of your organization, you will receive a **control number** (It begins with 99 e.g 99xxxxxxxxxx) displayed on your screen.

◆ After getting the **control number;** you can pay through the following ways:

◆ Through Banks (e.g NMB, CRDB etc)

◆ Through Mobile Money (Tigo- Pesa, M-pesa, and Airtel Money) through the following steps:

Tigo Pesa
a) Dial the Tigo Pesa USSD code *150*01# and select Pay Bills
b) Select option number 5 (Government payments)

c) Enter the control number (12 digits) of the particular utility to receive the payments

d) Enter the amount payable

e) Enter customers' PIN to authorise payment.

M-Pesa
1. Dial ***150*00#**
2. Choose Pay by M-Pesa

3. Choose Government payments

4. Enter Control number

5. Enter amount

6. Enter you Pin

7. Press 1 to confirm or 2 to Decline

Airtel Money
a) Dial *150*60# select Pay Bills
b) Select option number 5 (Government payments)

c) Enter the control number (12 digits) of the particular utility to receive the payments

d) Enter the amount payable

e) *Enter customers' PIN to authorize payment.*

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If you encounter difficulties in filling the form please don't hesitate to call the following numbers for help:
Registration Issues#: *+255 26 296 3346, +255 26 296 3341,*
+255737569583, +255737569584
Technical Issues #: *+255785818169, +255718735204*

By Registrar