



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

NGOs INFORMATION SYSTEM

USER GUIDE

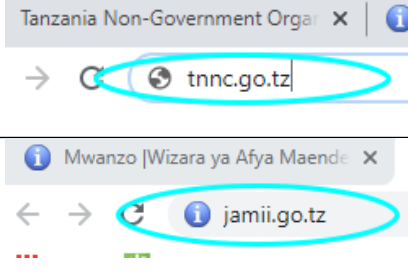
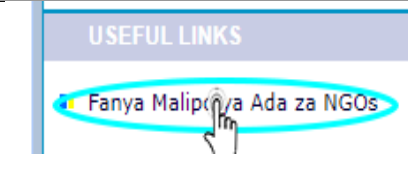

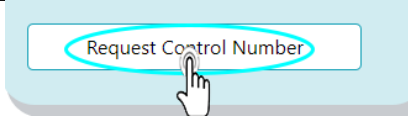
VERSION 1.0

MAY 2020.

How to reach NIS? (NGOs Information System)

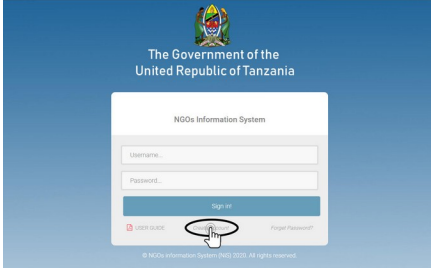
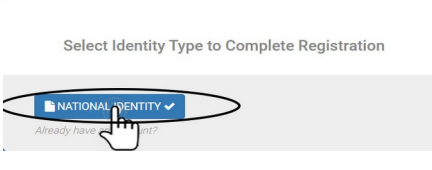
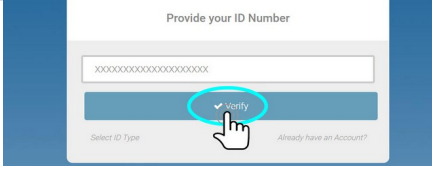
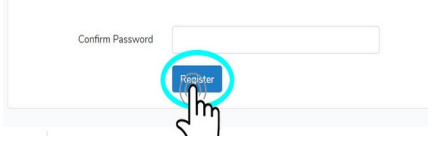
- Open Browser e.g Chrome, Mozilla Firefox on laptop, desktop, tablet, smart phone or any other computer device
- At the top of your browser, On the address bar write the following address: **nis.jamii.go.tz**
- (If you have created an account use your email as user name and enter your password to login)

Create user Account on NIS for Registered NGOs

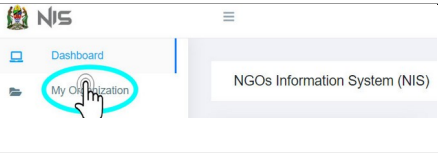
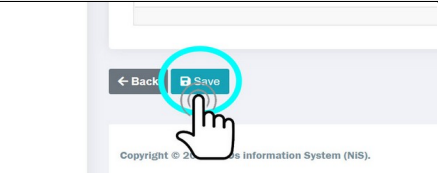
No.	Action	Illustration
1.	At the top of your browser, On the address bar write the following address: tnnc.go.tz or jamii.go.tz	 <p>The illustration shows two browser address bars. The top one shows 'tnnc.go.tz' entered in the address bar of a browser window titled 'Tanzania Non-Government Orga'. The bottom one shows 'jamii.go.tz' entered in the address bar of a browser window titled 'Mwanzo Wizara ya Afya Maende'.</p>
2.	a. for tnnc.go.tz users click on the ' Fanya malipo ya Ada za NGOs ' Link	 <p>The illustration shows a 'USEFUL LINKS' section with a button labeled 'Fanya Malipo ya Ada za NGOs' circled in red and a hand cursor pointing to it.</p>
	b. for jamii.go.tz users click on the NGOs MIS link	 <p>The illustration shows a 'Wasiliana Nasi' section with a button labeled 'NGOs MIS' circled in red and a hand cursor pointing to it.</p>
3.	Click on the Request Control Number Button	 <p>The illustration shows a button labeled 'Request Control Number' circled in red with a hand cursor pointing to it.</p>
4.	Enter all required information Correctly, make sure you provide Organization's email (not personal email) which will be used as your login username .	
5.	Click Submit Button to send your Request.	
6.	Username and Password will be sent to your email (Organization's email)	
7.	At the top of your browser, On the address bar write the following address: nis.jamii.go.tz	

No.	Action	Illustration
8.	Enter provided username and Password, click on the login Button	
9.	Verify your Email Address, if you did not receive the email, click on the <i>click here to request another.</i> link	

Create user Account on NIS for New Application

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. App12@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	

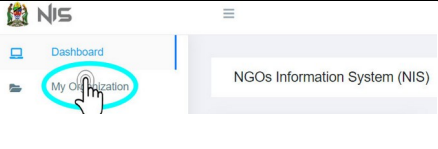
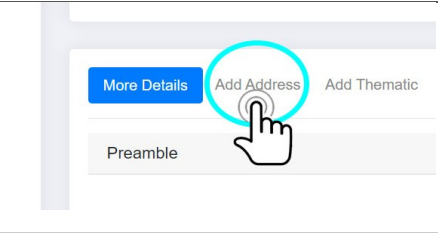
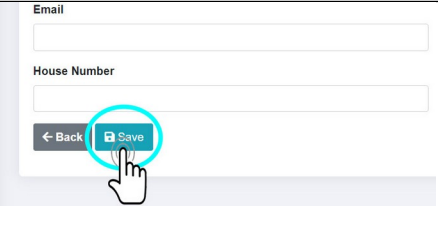
Add Basic Details of Organization

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	

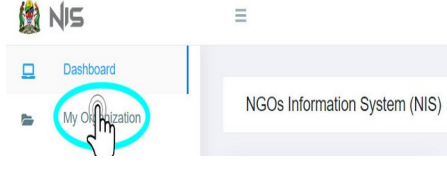
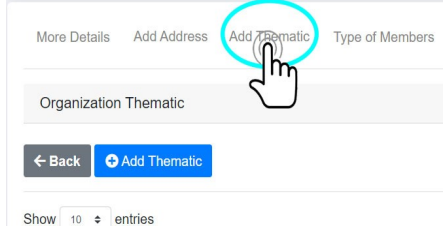


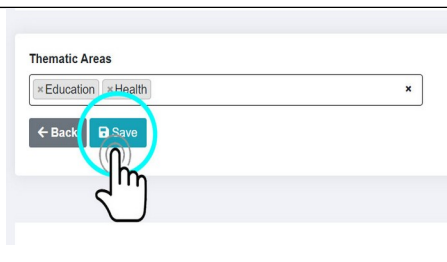
Do the Following to Complete and Submit your Application

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


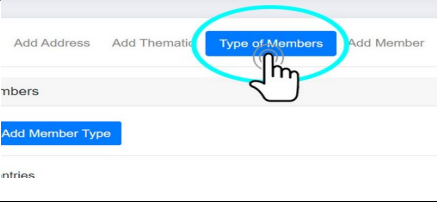
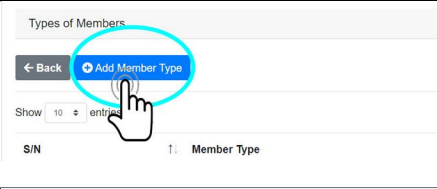
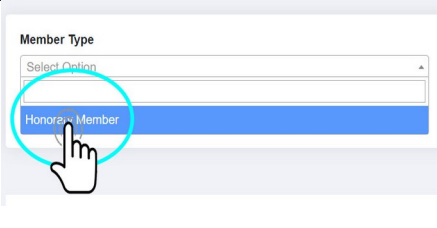
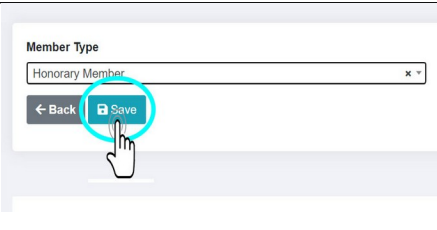
1. How to Add Address of your organization

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	

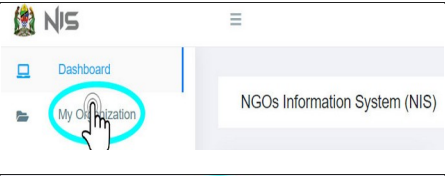
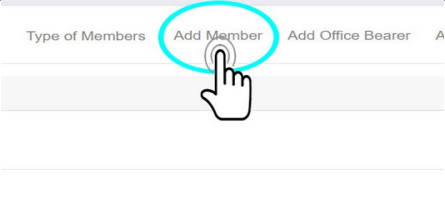
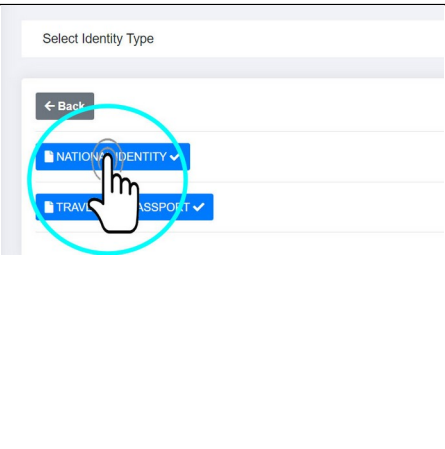
2. How to Add Thematic Area

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)	

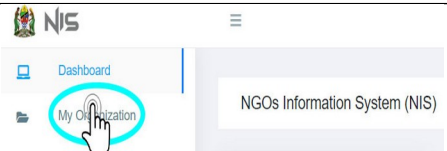
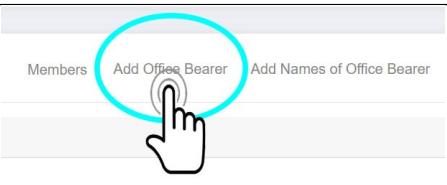
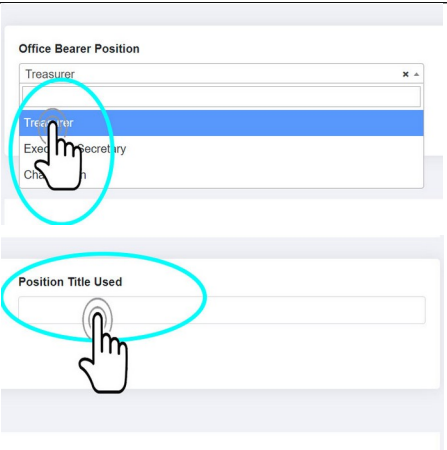
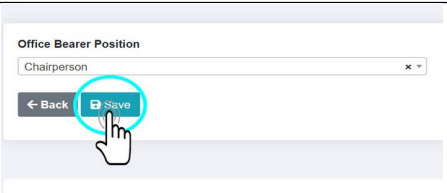
3. How to add Types of Member

No.	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 <p>The screenshot shows the top navigation bar of the NIS system. The 'My Organization' menu item is circled in red, and a hand icon indicates it should be clicked.</p>
2.	Scroll down and stop when you find Type of Member tab, Click on Type of member tab	 <p>The screenshot shows the 'Types of Members' page. The 'Type of Members' tab is circled in red, and a hand icon indicates it should be clicked.</p>
3.	Click on Add Member Type	 <p>The screenshot shows the 'Types of Members' page. The 'Add Member Type' button is circled in red, and a hand icon indicates it should be clicked.</p>
4.	Select the honorary member if your organization will have honorary members	 <p>The screenshot shows the 'Member Type' dropdown menu. The 'Honorary Member' option is selected and circled in red, and a hand icon indicates it should be clicked.</p>
5.	Click on save button to submit selected type of member	 <p>The screenshot shows the 'Member Type' page. The 'Save' button is circled in red, and a hand icon indicates it should be clicked.</p>

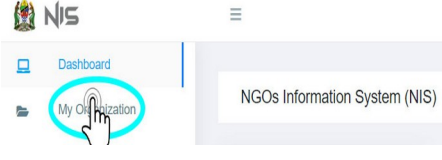
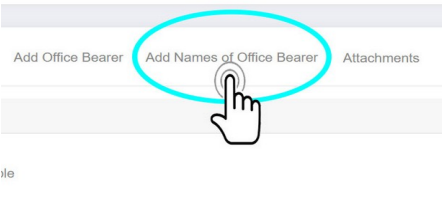
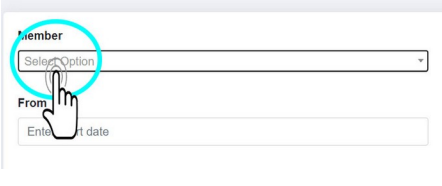
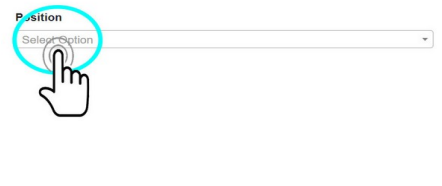
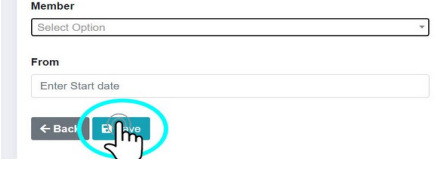
4. How to add members of Organization

No.	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	
2.	Scroll down and stop when you find Add Member tab, Click on Add member tab	
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	
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) <ul style="list-style-type: none"> • 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 	

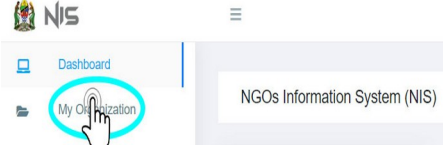
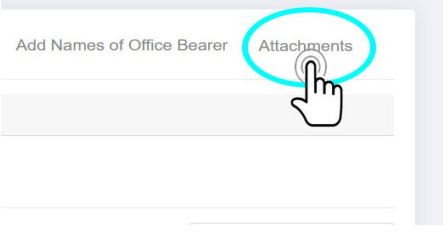

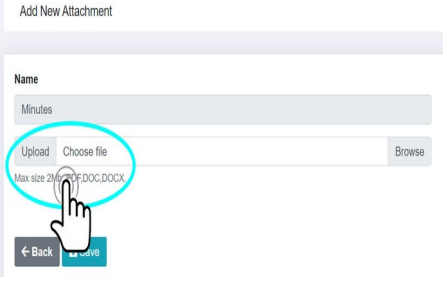
5. How to add office Bearer Positions

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.	<i>Click save ;Do the same for other positions.</i>	
5.	<i>Do the same for other positions.</i>	

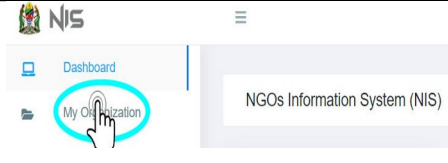
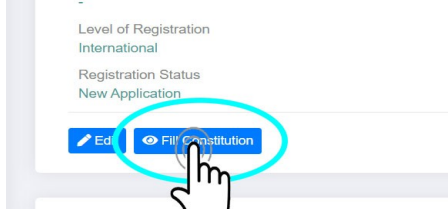
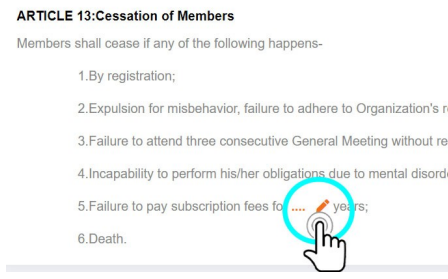
6. How to Assign names to office bearer positions

No	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 <p>The screenshot shows a dashboard with a 'Dashboard' tab and a 'My Organization' tab. The 'My Organization' tab is highlighted with a hand cursor, indicating it should be clicked. The dashboard title is 'NGOs Information System (NIS)'.</p>
2.	Scroll down and stop when you find Add Names of office Bearer tab, Click on Add Names of office Bearer tab	 <p>The screenshot shows a navigation bar with three tabs: 'Add Office Bearer', 'Add Names of Office Bearer', and 'Attachments'. The 'Add Names of Office Bearer' tab is highlighted with a hand cursor, indicating it should be clicked.</p>
3.	<i>Select Member's name from the dropdown list,</i>	 <p>The screenshot shows a form with a 'Member' dropdown menu. The dropdown menu is highlighted with a hand cursor, indicating it should be clicked to select a member's name. Below the dropdown is a 'From' field with the placeholder text 'Enter Start date'.</p>
4.	<i>Assign appropriate position to the member,</i>	 <p>The screenshot shows a form with a 'Position' dropdown menu. The dropdown menu is highlighted with a hand cursor, indicating it should be clicked to assign a position to the member. Below the dropdown is a 'From' field with the placeholder text 'Enter Start date'.</p>
5.	<i>provide other details correctly and then save to submit</i>	 <p>The screenshot shows the form with the 'Member' dropdown, 'From' field, and 'Save' button. The 'Save' button is highlighted with a hand cursor, indicating it should be clicked to submit the form. There is also a '< Back' button.</p>
6.	Follow same procedures to assign other positions to the appropriate member	

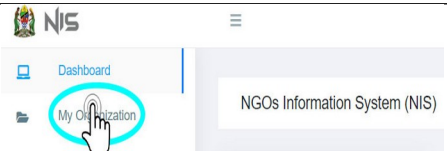
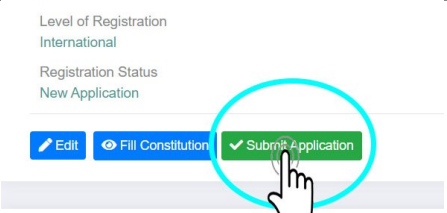
7. Add Attachments

No	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 <p>The screenshot shows the NIS (NGOs Information System) dashboard. At the top left, there is a navigation menu with 'Dashboard' and 'My Organization'. The 'My Organization' item is circled in red, and a hand icon indicates it should be clicked.</p>
2.	Scroll down and stop when you find Attachments tab, click on Attachments tab, you will get list of all required attachments	 <p>The screenshot shows a form titled 'Add Names of Office Bearer'. There are several tabs at the top: 'Add Names of Office Bearer', 'Attachments', and 'Attachments'. The 'Attachments' tab is circled in red, and a hand icon indicates it should be clicked.</p>
3.	Click Attach	 <p>The screenshot shows a table with an 'Action' column. The first row has an 'Attach' button circled in red, with a hand icon pointing to it. Below it, there are more rows with 'Attach' buttons.</p>
4.	Browse, attach and save the appropriate document, <ul style="list-style-type: none"> • Document type should either be PDF, DOC or DOCX • Do not attach document with more than 2Mb 	 <p>The screenshot shows the 'Add New Attachment' form. It has a 'Name' field, a 'Minutes' field, and a file upload section. The 'Upload' button is circled in red, and a hand icon indicates it should be clicked. Below the upload section, it says 'Max size 2Mb (PDF, DOC, DOCX)'. At the bottom, there are 'Back' and 'Save' buttons.</p>


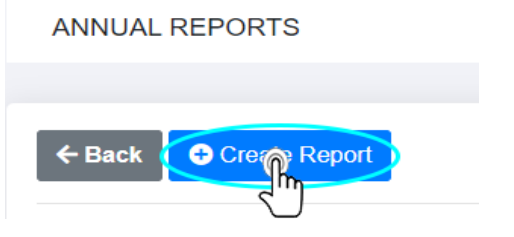
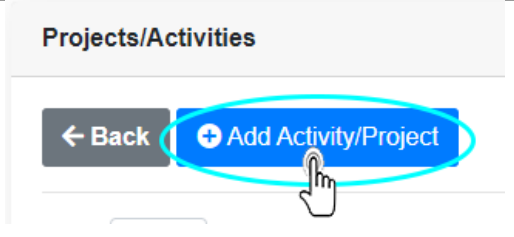
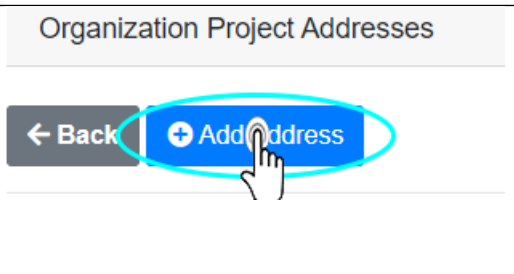
8. Fill Constitution of Organization

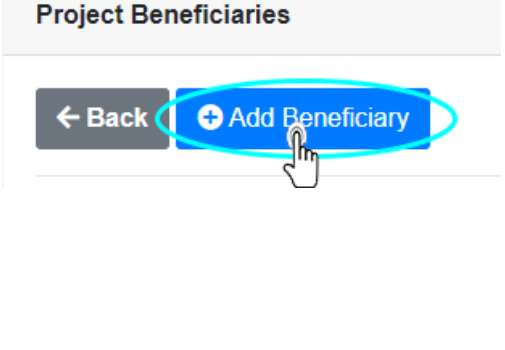
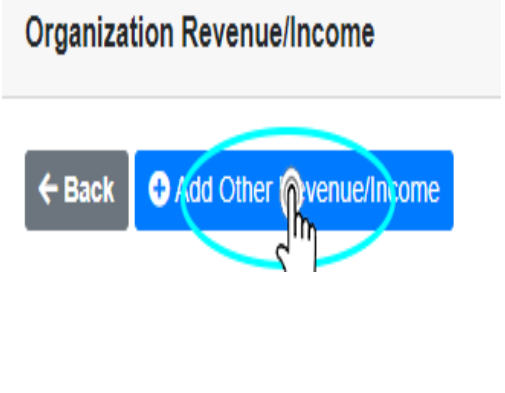
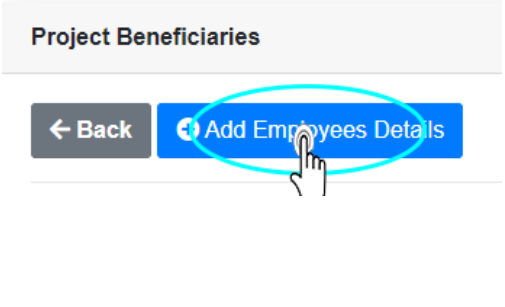
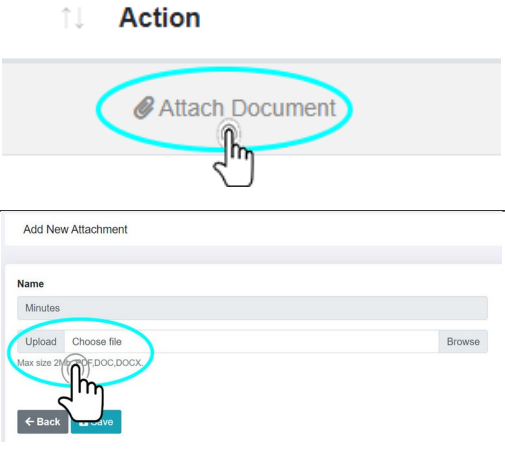
No	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 <p>The illustration shows the top part of the NGOs Information System (NIS) dashboard. On the left, there is a navigation menu with 'Dashboard' and 'My Organization' (circled in blue). A hand cursor is pointing at 'My Organization'. On the right, the main content area shows 'NGOs Information System (NIS)'.</p>
2.	Click Fill Constitution button,	 <p>The illustration shows a section of the 'My Organization' page. It lists 'Level of Registration: International', 'Registration Status', and 'New Application'. Below this, there are two buttons: 'Ed.' and 'Fill Constitution' (circled in blue). A hand cursor is pointing at the 'Fill Constitution' button.</p>
3.	Go through each article, click on the pen like icon to add the required information	 <p>The illustration shows the text of 'ARTICLE 13: Cessation of Members'. The text reads: 'Members shall cease if any of the following happens-'. Below this is a numbered list: <ol style="list-style-type: none"> 1.By registration; 2.Expulsion for misbehavior, failure to adhere to Organization's r 3.Failure to attend three consecutive General Meeting without re 4.Incapability to perform his/her obligations due to mental disord 5.Failure to pay subscription fees fo ... years; 6.Death. A pen icon is circled in blue, and a hand cursor is pointing at it. </p>

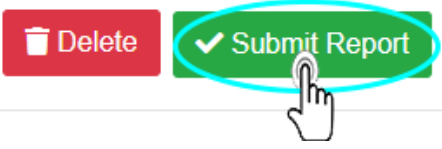
9. How to Submit Your Organization Registration Application

No.	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 <p>The illustration shows the top part of the NIS (NGOs Information System) dashboard. On the left, there is a navigation menu with 'Dashboard' and 'My Organization'. The 'My Organization' link is circled in red, and a hand cursor is pointing at it. The main content area on the right shows the title 'NGOs Information System (NIS)'.</p>
2.	<ul style="list-style-type: none"> 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, 	 <p>The illustration shows the application submission options. It displays 'Level of Registration' as 'International' and 'Registration Status' as 'New Application'. Below this, there are three buttons: 'Edit', 'Fill Constitution', and 'Submit Application'. The 'Submit Application' button is highlighted with a red circle, and a hand cursor is pointing at it.</p>
3.	<p>In case of any correction regarding your application request, you will be notified via your account and be required to respond accordingly. It is recommended to login to your account frequently to respond on any recommendation from Registrar</p>	


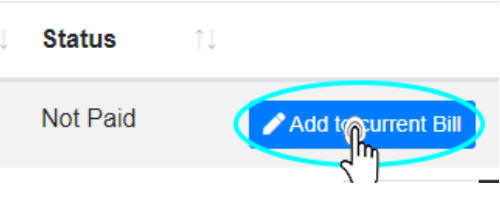
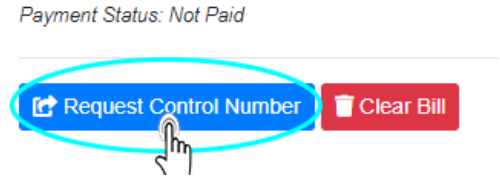
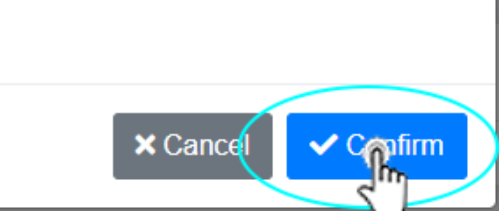
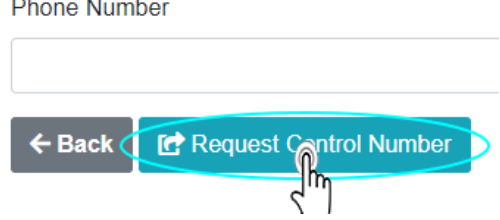
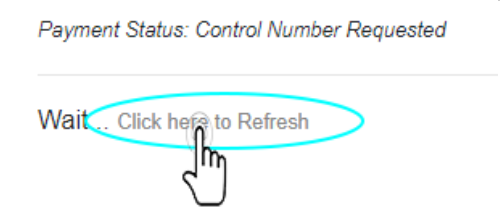
How to Create and Submit Annual Report

No.	Action	Illustration
1.	Click on NGO Report Menu and then Click on the Annual Sub Menu to create your Report	 <p>The illustration consists of two screenshots. The top screenshot shows a menu with 'NGOs Reports' circled in blue and a hand cursor pointing to it. Below it is 'Organization Debts'. The bottom screenshot shows a dropdown menu for 'NGOs Reports' with 'Quarterly' and 'Annual' options. 'Annual' is circled in blue with a hand cursor pointing to it.</p>
2.	Click on Create Report , Select Report Type and enter the Appropriate Time period of your Report and then click save button	 <p>The illustration shows a screen titled 'ANNUAL REPORTS'. At the bottom, there are two buttons: a grey '← Back' button and a blue '+ Create Report' button. The '+ Create Report' button is circled in blue with a hand cursor pointing to it.</p>
3.	Add the Following to complete and submit your Report	Activities/Projects, Area/Place, Beneficiaries, Revenue/Income, Employments Created and Attach all Required Documents
4.	To Add your Activities, click on the Add Activity/Project Button , fill the form correctly, Click on the Save Button to save your Activity	 <p>The illustration shows a screen titled 'Projects/Activities'. At the bottom, there are two buttons: a grey '← Back' button and a blue '+ Add Activity/Project' button. The '+ Add Activity/Project' button is circled in blue with a hand cursor pointing to it.</p>
5.	To add Area/Place, click on the Area/Place Tab , click on the Add Address Button, Fill Address Form Correctly and Click Save button to save Area/Place where you have done your activities	 <p>The illustration shows a screen titled 'Organization Project Addresses'. At the bottom, there are two buttons: a grey '← Back' button and a blue '+ Add Address' button. The '+ Add Address' button is circled in blue with a hand cursor pointing to it.</p>

No.	Action	Illustration
6.	To add Beneficiaries of your activity, click on the Beneficiaries Tab , click on the Add beneficiary Button, Fill Beneficiary Form Correctly and Click Save button to save beneficiaries of your Activity/Project	 <p>The screenshot shows a header 'Project Beneficiaries' and two buttons: a grey '← Back' button and a blue '+ Add Beneficiary' button. A red circle highlights the '+ Add Beneficiary' button, and a hand cursor is pointing at it.</p>
7.	To add Revenue/Income, click on the Add Revenue/Income Tab , Fill the provided Form Correctly and Click Save button to save revenue/income of your Organization. To add more Revenue/Income, click on the Add other Revenue/Income Button	 <p>The screenshot shows a header 'Organization Revenue/Income' and two buttons: a grey '← Back' button and a blue '+ Add Other Revenue/Income' button. A red circle highlights the '+ Add Other Revenue/Income' button, and a hand cursor is pointing at it.</p>
8.	To add Employment Details, click on the Employments Tab , click on the Add Employees Details Button, Fill the Form Correctly and Click Save button to save Employment details of your Organization	 <p>The screenshot shows a header 'Project Beneficiaries' and two buttons: a grey '← Back' button and a blue '+ Add Employees Details' button. A red circle highlights the '+ Add Employees Details' button, and a hand cursor is pointing at it.</p>
9.	To add Attachment, click on the Attachment Tab , click on the Attach Document Button, Browse, attach and save the appropriate document, <ul style="list-style-type: none"> • Document type should either be PDF, DOC or DOCX • Do not attach document with more than 2Mb 	 <p>The screenshot is divided into two parts. The top part shows an 'Action' header with a red circle around the 'Attach Document' button and a hand cursor. The bottom part shows an 'Add New Attachment' form with a 'Name' field, a 'Minutes' field, and an 'Upload' button. A red circle highlights the 'Choose file' button, and a hand cursor is pointing at it. Below the 'Choose file' button, it says 'Max size 2MB (PDF, DOC, DOCX)'. At the bottom of the form, there is a grey '← Back' button and a blue '+ Save' button.</p>

No.	Action	Illustration
10.	After filling all required Information, you have to click on the <i>Submit Report Button</i> to Submit your Report to the Registrar	

Payment of Annual fee and penalties

No	Action	Illustration
1.	Click on Organization Debts to get the list of all Payment Items	
2.	Click on Add to Current Bill on respective payments Items	
3.	Click on The Request Control Number Button to Get Control Number of your Bill	
4.	Click on the Confirm button to Proceed	
5.	Fill the provided form correctly and then click on Request Control Number Button to submit your request	
6.	Click on Click here to Refresh button if Control number does not appear after requesting	
7.	After getting the control number ; you can pay through the following ways:	<ul style="list-style-type: none"> • Through Banks (e.g NMB, CRDB etc) • Mobile Money (Tigo- Pesa, M-pesa, Halopesa T-PESA, and Airtel Money)

Payment of NGO 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, Halopesa, T-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.*

T-PESA

- a. Dial *150*71#
- b. Select option 4 (Pay Bills)
- c. Select option number 5 (Government services)
- d. Enter the control number (12 digits) of the particular utility to receive the payments
- e. Enter the amount payable
- f. *Enter customers' PIN to authorize payment.*

Halopesa

- a. Dial *150*88#
- b. Select option 4 (Pay Bills)
- c. Select option number 5 (Government payments)
- d. Enter the control number (12 digits) of the particular utility to receive the payments
- e. Enter the amount payable
- f. *Enter customers' PIN to authorize payment.*

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