



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF COMMUNITY DEVELOPMENT, GENDER,
WOMEN AND SPECIAL GROUPS.

NGOs INFORMATION SYSTEM
(NIS)

USER GUIDE




VERSION 1.0

MAY 2020.



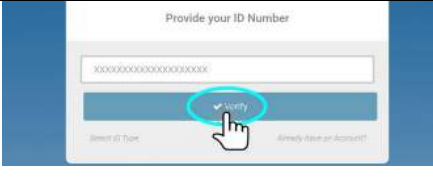

How to reach NIS? (NGOs Information System)

- 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: jamii.go.tz	
2	click on the NGOs MIS link	
3.	<u>Click on the</u> Request Control Number Button	
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	
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 click here to request another. link	

Create user Account on NIS for New Application

No.	Action	Illustration
1.	Click Create Account ,	 <p>The screenshot shows the login page for the NGO's Information System. At the top, it says 'The Government of the United Republic of Tanzania'. Below that is the 'NGO's Information System' logo. There are fields for 'Username' and 'Password', and a 'Sign in' button. A red circle highlights the 'Create Account' link at the bottom right of the page.</p>
2.	Click National Identity ,	 <p>The screenshot shows a dropdown menu titled 'Select Identity Type to Complete Registration'. The 'NATIONAL IDENTITY' option is selected and highlighted with a blue oval. Below the dropdown, there are links for 'Already have an account?' and 'Forgot your password?'.</p>
3.	Enter National Identity and Verify (Format 19790712xxxx0000xx)	 <p>The screenshot shows the 'Provide your ID Number' form. There is a text input field containing a masked ID number. Below the field is a 'Verify' button, which is circled in red. There are also links for 'Select ID Type' and 'Already have an Account?'.</p>
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	 <p>The screenshot shows the 'Confirm Password' form. There is a text input field for the password. Below the field is a 'Register' button, which is circled in red. There are also links for 'Select ID Type' and 'Already have an Account?'.</p>
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	


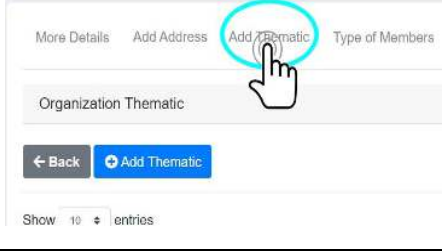


Do the Following to Complete and Submit your Application

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


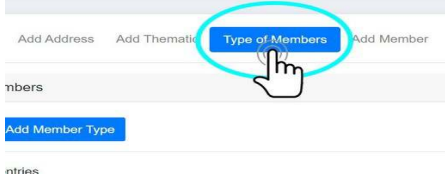
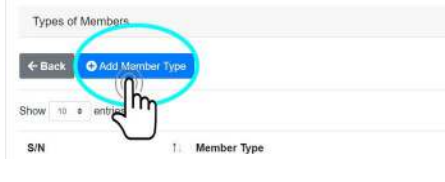
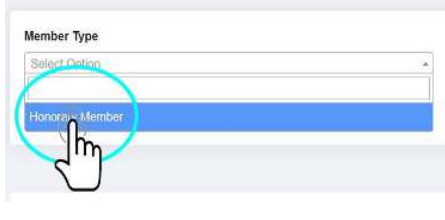
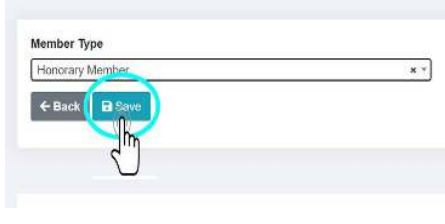
1. How to Add Address of your organization

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	


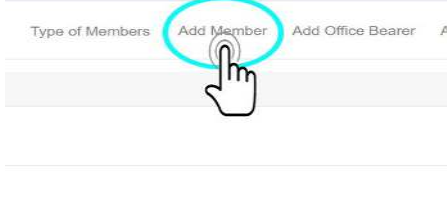
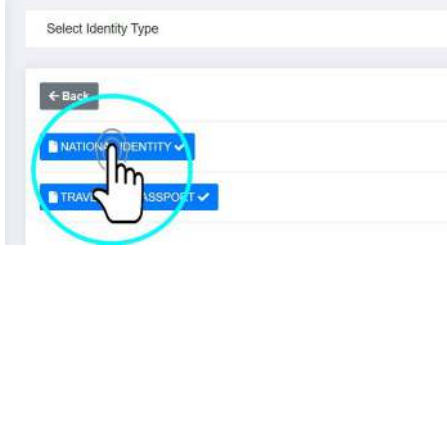
2. How to Add Thematic Area

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)	


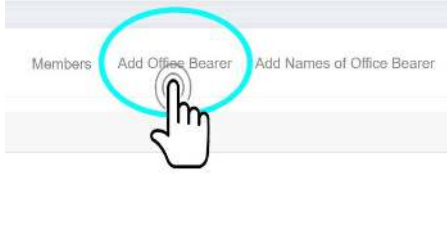
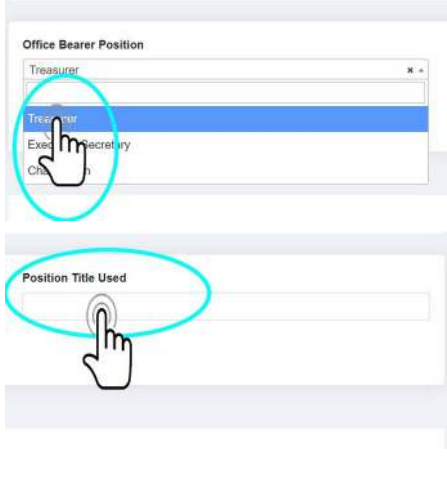

3. How to add Types of Member

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 cursor is pointing to it. Other visible items include 'Dashboard' and 'NGOs Information System (NIS)'.</p>
2.	Scroll down and stop when you find Type of Member tab, Click on Type of member tab	 <p>The screenshot shows a navigation bar with 'Add Address', 'Add Themat...', 'Type of Members', and 'Add Member'. The 'Type of Members' tab is circled in red, and a hand cursor is pointing to it.</p>
3.	Click on Add Member Type	 <p>The screenshot shows a list titled 'Types of Members'. The 'Add Member Type' button is circled in red, and a hand cursor is pointing to it. A 'Back' button is also visible.</p>
4.	Select the honorary member if your organization will have honorary members	 <p>The screenshot shows a 'Member Type' dropdown menu. The 'Honorary Member' option is selected and highlighted with a blue background. A red circle and a hand cursor are pointing to this option.</p>
5.	Click on save button to submit selected type of member	 <p>The screenshot shows the 'Member Type' form with 'Honorary Member' selected in the dropdown. The 'Save' button is circled in red, and a hand cursor is pointing to it. A 'Back' button is also visible.</p>



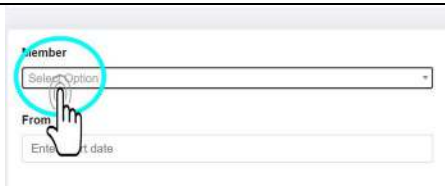

4. How to add members of Organization

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 	


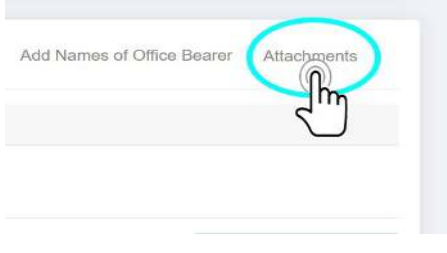

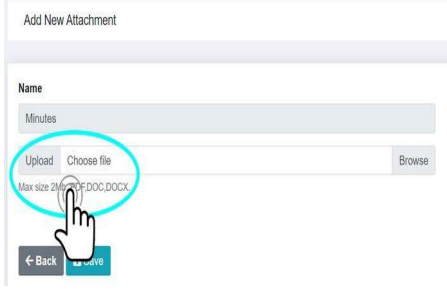
5. How to add office Bearer Positions

No.	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 <p>The screenshot shows the NIS (NGOs Information System) Dashboard. 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 Add Office Bearer tab, Click on Add Office Bearer tab	 <p>The screenshot shows the 'Add Office Bearer' tab circled in red, with a hand icon indicating it should be clicked.</p>
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	 <p>The screenshot shows the 'Office Bearer Position' form. The 'Treasurer' option is selected in the dropdown menu, and the 'Position Title Used' field is highlighted with a red circle and a hand icon.</p>
4.	Click save ;Do the same for other positions.	 <p>The screenshot shows the 'Office Bearer Position' form with the 'Save' button circled in red and a hand icon indicating it should be clicked.</p>
5.	Do the same for other positions.	



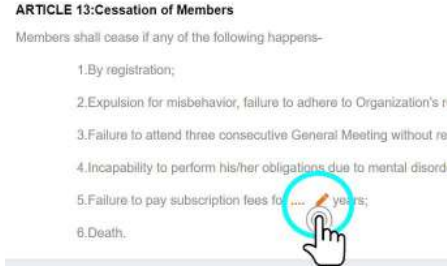
6. How to Assign names to office bearer positions

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	


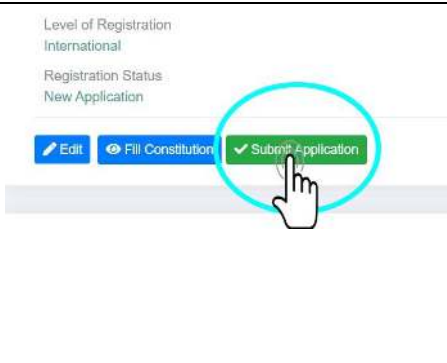
7. Add Attachments

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

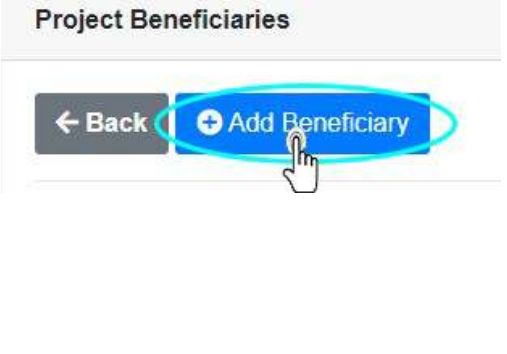

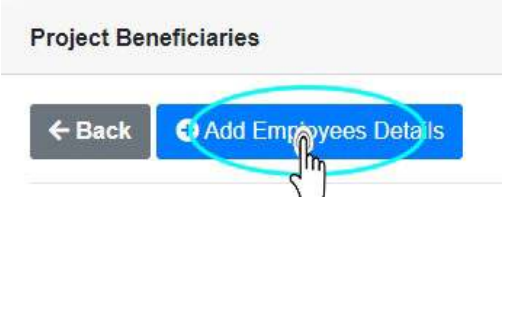
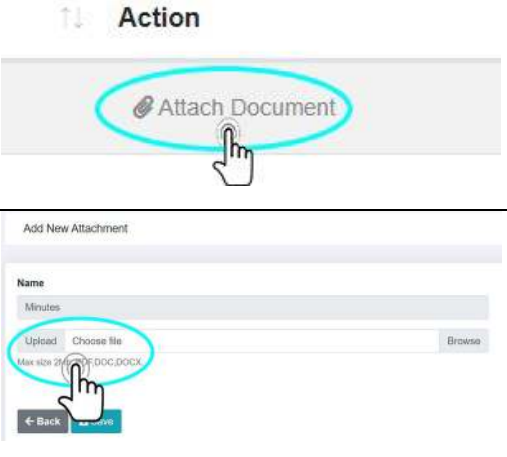
No.	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 <p>The screenshot shows the NIS (NGOs Information System) Dashboard. The 'My Organization' menu item is circled in red, and a hand cursor is pointing to it.</p>
2.	Click Fill Constitution button,	 <p>The screenshot shows the 'My Organization' page with options for 'Level of Registration', 'Registration Status', and 'New Application'. The 'Fill Constitution' button is circled in red, and a hand cursor is pointing to it.</p>
3.	Go through each article, click on the pen like icon to add the required information	<p>ARTICLE 13: Cessation of Members Members shall cease if any of the following happens-</p> <ol style="list-style-type: none"> 1. By registration; 2. Expulsion for misbehavior, failure to adhere to Organization's n 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 for years; 6. Death.  <p>The screenshot shows Article 13, 'Cessation of Members'. A red circle highlights the pen icon next to item 5, 'Failure to pay subscription fees for years;', and a hand cursor is pointing to it.</p>


9. How to Submit Your Organization Registration Application

No.	Action	Illustration
1.	Below Dashboard click My Organization to fill more details	 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' (the latter is circled in red with a hand cursor pointing to it). On the right, the main content area shows the title 'NGOs Information System (NIS)'.
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,	 The illustration shows a section of the application form. It includes fields for 'Level of Registration' (set to 'International') and 'Registration Status' (set to 'New Application'). Below these fields are three buttons: 'Edit', 'Fill Constitution', and 'Submit Application' (the last one is circled in red with a hand cursor pointing to it).
3.	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	


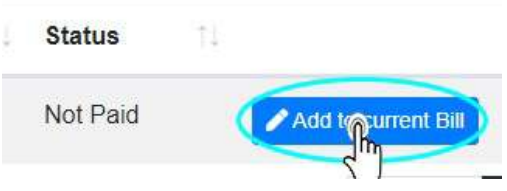

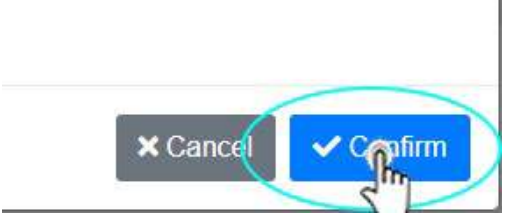


How to Create and Submit Annual Report

No.	Action	Illustration
1.	Click on NGO Report Menu and then Click on the Annual Sub Menu to create your Report	
2.	Click on Create Report , Select Report Type and enter the Appropriate Time period of your Report and then click save button	
3.	Add the Following to complete and submit your Report	<p>Activities/Projects, Area/Place, Beneficiaries, Revenue/Income, Employments Created and Attach all Required Documents</p>
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	
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	

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'. Below it, there are two buttons: a grey '← Back' button and a blue '+ Add Beneficiary' button. A hand cursor is pointing at the 'Add Beneficiary' button, which is circled in red.</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'. Below it, there are two buttons: a grey '← Back' button and a blue '+ Add Other Revenue/Income' button. A hand cursor is pointing at the 'Add Other Revenue/Income' button, which is circled in red.</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'. Below it, there are two buttons: a grey '← Back' button and a blue '+ Add Employees Details' button. A hand cursor is pointing at the 'Add Employees Details' button, which is circled in red.</p>
9.	To add Attachment, click on the Attachment Tab , click on the Attach Document Button , Browse, attach and save the appropriate document, Document type should either be PDF, DOC or DOCX Do not attach document with more than 2Mb	 <p>The top part of the screenshot shows an 'Action' menu with a highlighted 'Attach Document' button. The bottom part shows the 'Add New Attachment' form with fields for 'Name' and 'Minutes', and buttons for 'Upload', 'Choose file', and 'Browse'. A hand cursor is pointing at the 'Upload' button, which is circled in red. Below the 'Upload' button, it says 'Max size 2Mb (PDF, DOC, DOCX)'. A '← Back' button is also visible at the bottom left.</p>

No.	Action	Illustration
10.	After filling all required Information, you have to click on the Submit Report Button 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:	<p>Through Banks (e.g NMB, CRDB etc) Mobile Money (Tigo-Pesa, M-pesa, Halopesa T-PESA, and Airtel Money)</p>

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:

1. Through Banks (e.g NMB, CRDB etc)
2. Through Mobile Money (Tigo- Pesa, M-pesa, Halopesa, T-PESA, and AirtelMoney) 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 option4 (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 option4 (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#: +255262963346, +255262963341, +255737569583, +255737569584

Technical Issues #: +255762361641, +255689489554

By Registrar