In case of anything, please call us through, 0734986503 and 0262160250

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

NGOs INFORMATION SYSTEM
(NIS)

USER GUIDE

VERSION 1.1

September 2023.

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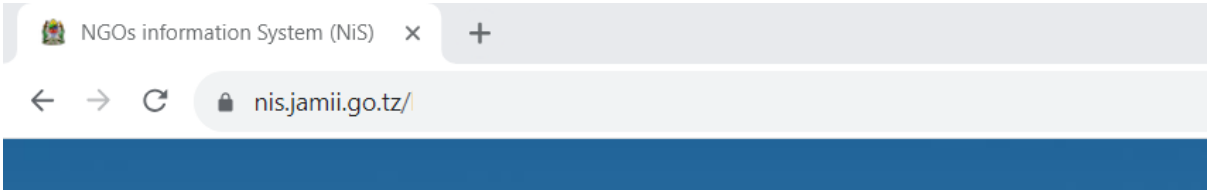
How to reach NGOs Information System (NIS)?

Open web browser e.g Chrome, Mozilla Firefox on laptop, desktop, tablet, smart phone or any other computer device
On the address bar of the web browser, write the following address:
nis.jamii.go.tz



On the landing page, there are four modules as shown below;

For registration, submission of reports, change of particulars and submission of funding contracts click on the **NIS SYSTEM** Module.

To find the geographical location of the office and area where NGOs have implemented different kind of activities, click on the **NGOs Mapping** module.

For different types of analytic reports, click on the **Analytics** Module

For free search and official search of different information of NGOs, click on the **Search** Module

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A. NIS Module

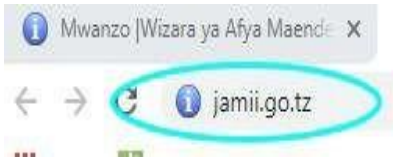
NIS module has four features; registration of NGOs, e-reporting, funding contracts and change of particulars. User cannot access these features unless they have right credentials to login to the system.

Registration of NGO

NIS Credentials

(If you have created an account use your email as user name and enter your password to login)

NIS Credentials 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.	Click on the **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	

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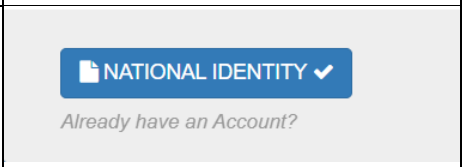
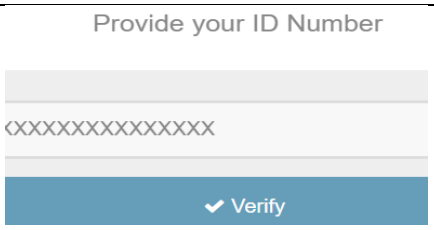
Create user account on NIS for new application

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. **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	

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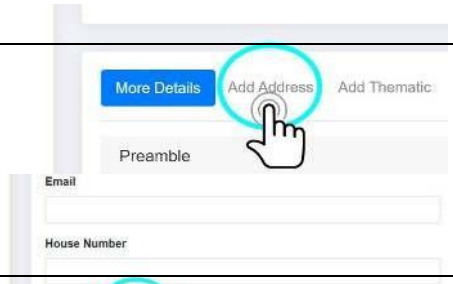
Add Basic Details of Organization

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

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	

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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)	

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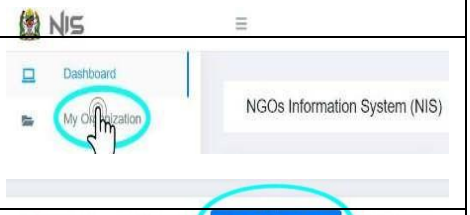
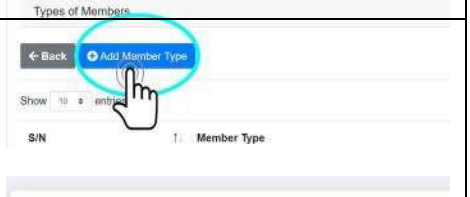
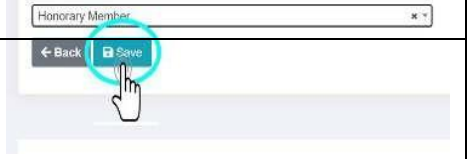
Add types of Member

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	

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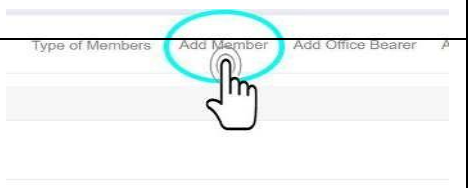
Add members of Organization

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) Add member's Address; Click on **Add Addres** 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	

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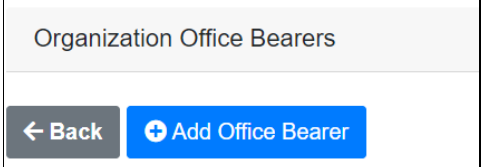
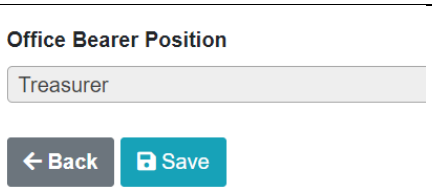
Add office Bearer Positions

No.	Action	Illustration
1.	Below **Dashboard** click **My Organization** to fill more details	
2.	Scroll down and stop when you find **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.	

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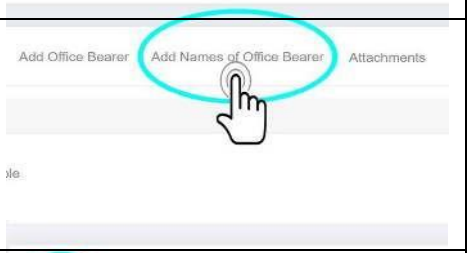
Assign names to office bearer positions

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	

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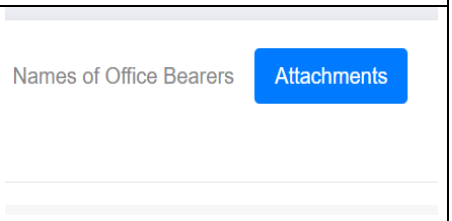
Add Attachments

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	

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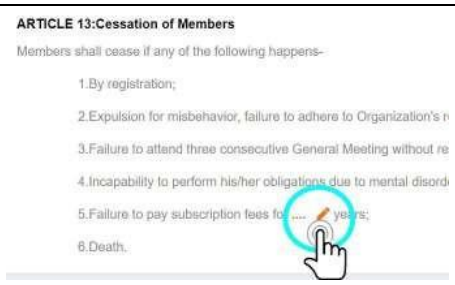
Fill Constitution of Organization

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	

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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.	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	

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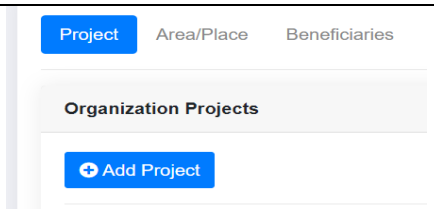
e-reporting

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	Activities/Projects, Area/Place, Beneficiaries, Revenue/Income, Employments Created and Attach all Required Documents
4.	To Add your Projects, click on **the Add 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	

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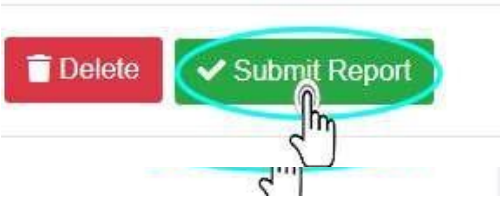
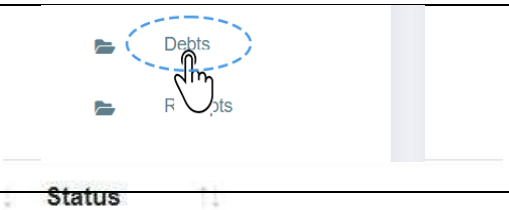
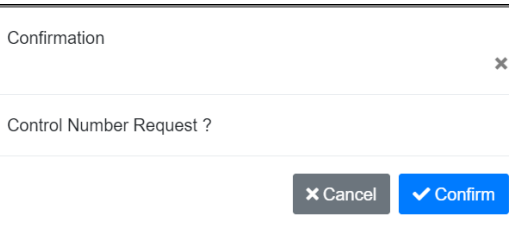
No.	Action	Illustration
6.	To add Beneficiaries of your activity, click on the **Beneficiaries Tab,** click on the **Add beneficiary** Button, Fill Beneficiary Form Correctly and Click **Save button** to save beneficiaries of your Activity/Project	
7.	To add Revenue/Income, click on the **Add Revenue/Income 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	
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	
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 be pdf with the size of niot more than 2MB	

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	

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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 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 authorize 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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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.

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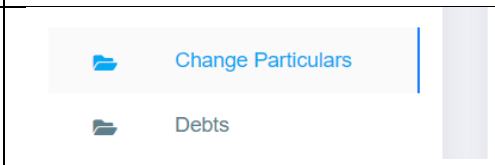
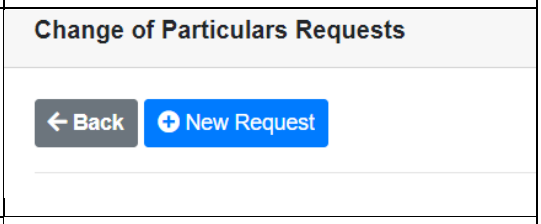
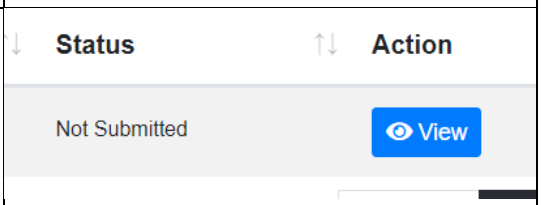
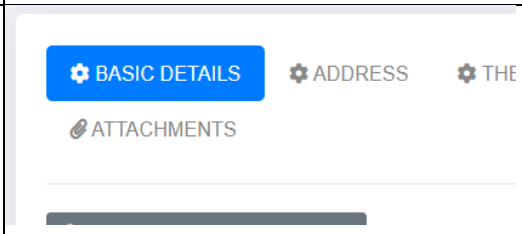
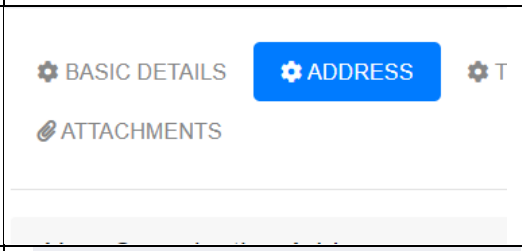
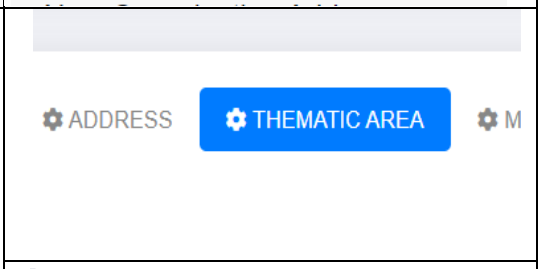
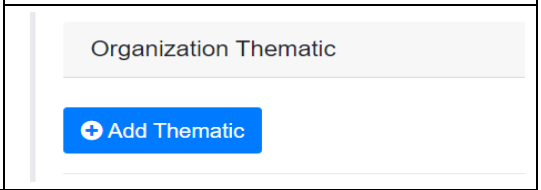
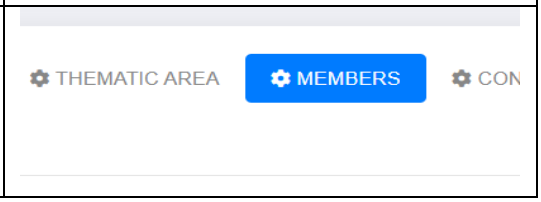
Submission of change of particulars request

No.	Action	Illustration
1.	Click on **Change Particulars** menu	
2.	Click on **New Request** to create new funding contract request, add resolution date and brief description of particulars to be changed and then save the request	
3.	To select specific particular for changes, Click on The **View Button**	
4.	If you want to change Organization name, Registration level, preamble, objectives, mission and vision, Click on the **BASIC DETAILS Tab**	
5.	If you want to change address of the organization, Click on **ADDRESS Tab**	
6.	If you to change thematic area of the organization, Click on **THEMATIC AREA** Tab and then click on Add Thematic Button to select and save thematic area	 
8.	To add or remove member of the organization, click on the MEMBERS Tab	

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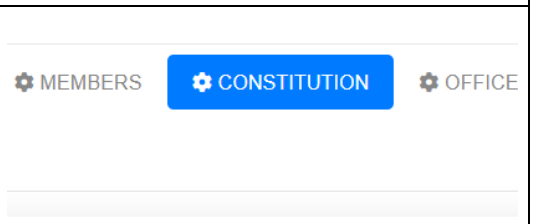
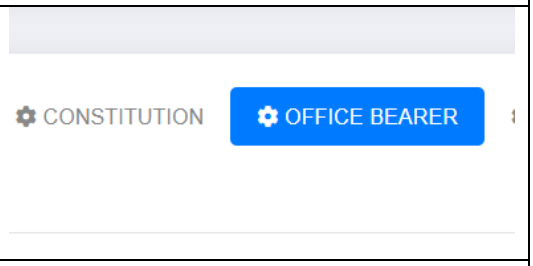
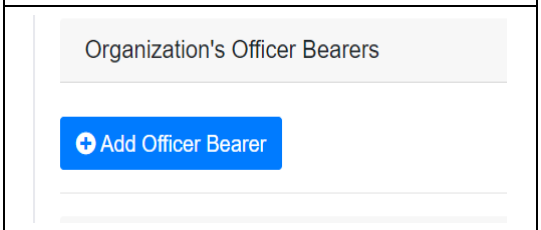
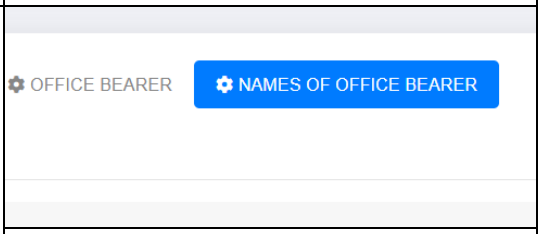
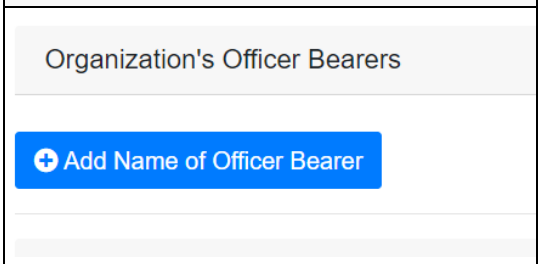
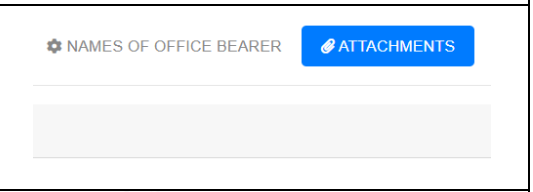
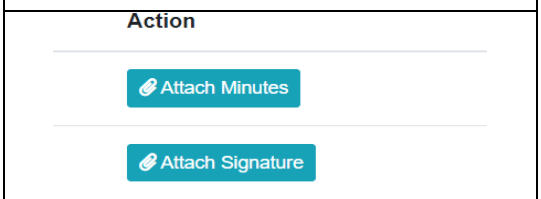
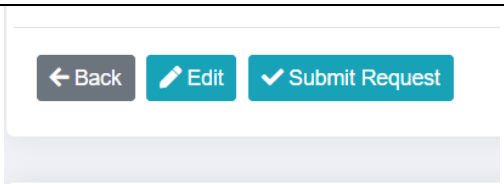
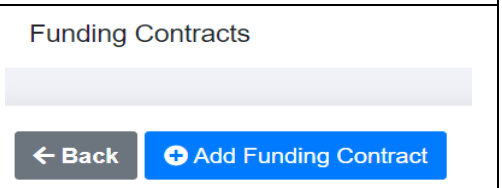
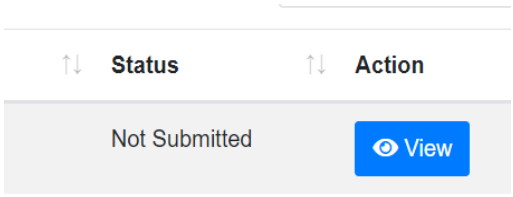
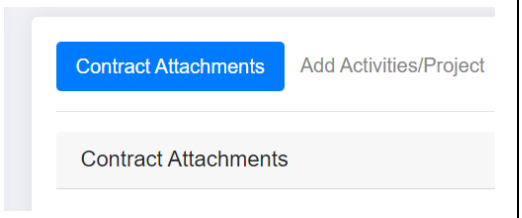
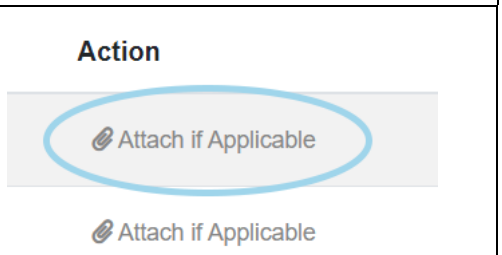
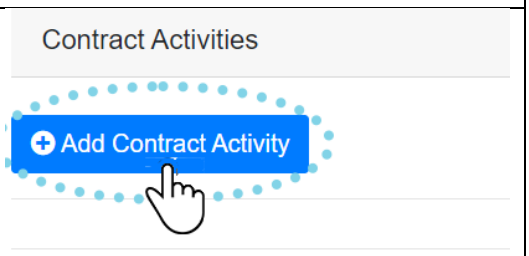
No.	Action	Illustration
9.	To make changes on articles of the constitution, click on the CONSTITUTION Tab to view and edit your constitution	
10.	To change titles of the leaders of the Organization, click on the OFFICE BEARER Tab and then click on the Add Office Bearer Button	 
11.	To change Leaders of the Organization, click on the NAMES OF OFFICE BEARER Tab and then click on the Add Name of Office Bearer Button	 
12.	After adding all particulars for changes, attach all required documents by clicking on the **ATTACHMENTS** Tab and then attach meeting Minutes and attendance	 
13.	Click on the **Submit Request** Button, to submit your request	

In case of anything, please call us through, 0734986503 and 0262160250

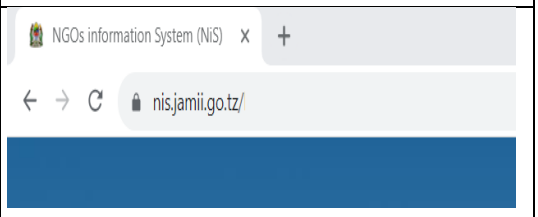
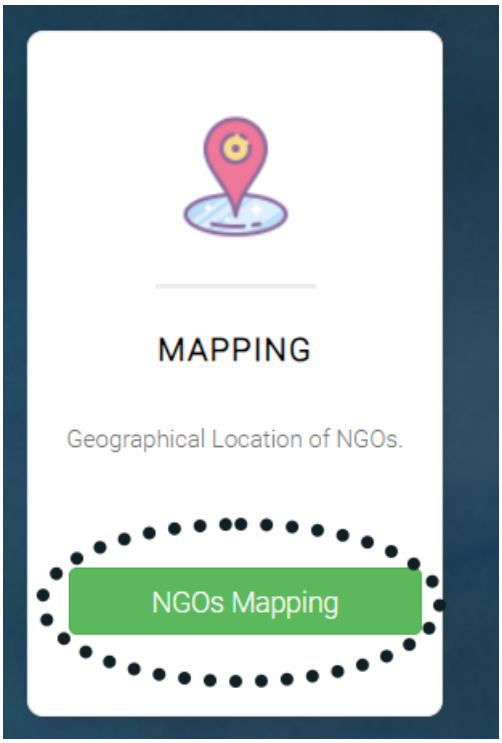
Submission of Funding Contracts

No.	Action	Illustration
1.	Click on **Contracts** menu which is on the on the left side panel and then click on the **Add Funding Contract** Button. Fill and save all required information about the contract.	 
2.	To provide more required data, click on **View Button to** add attachments by clicking on **Contract Attachments tab** and add activities of the funded project/program by clicking on the **Add Activities/Project** tab	
3.	To add attachment, Click on the **Contracts Attachment tab,** you will see the list of document to attach, click on the **Attach if Applicable** button to attach applicable document	 
4.	To add activities of the funded program/project, click on the **Add Activities/Project** Tab.	

No.	Action	Illustration
5.	To add more activities, click on the **Add Contract Activity** Button. Add name and description of the activity.	

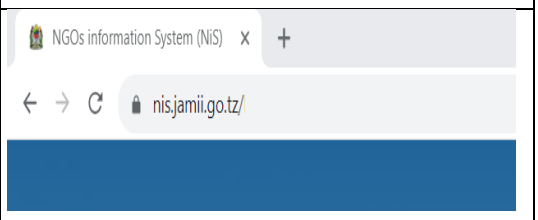
B. NGOs Mapping Module

Module that provides geographical location of NGOs in Tanzania mainland. The mapping module allows user to search NGO by names, registration level, sector (thematic), subsector and region.

No.	Action	Illustration
1.	Open web browser e.g Chrome, Mozilla Firefox on laptop, desktop, tablet, smart phone or any other computer device. On the address bar of the web browser, write the following address: **nis.jamii.go.tz**	
2.	To use NGOs mapping module, click on the **NGOs Mapping** Button	

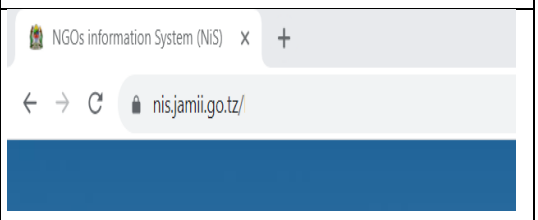
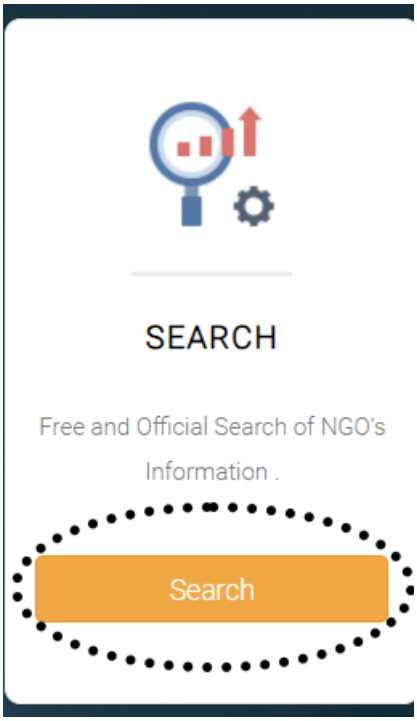
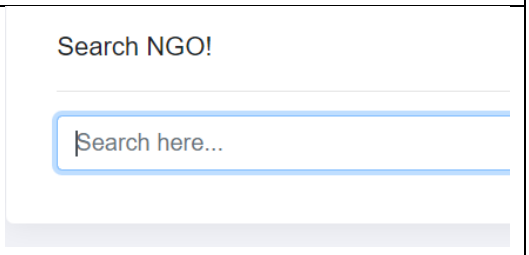
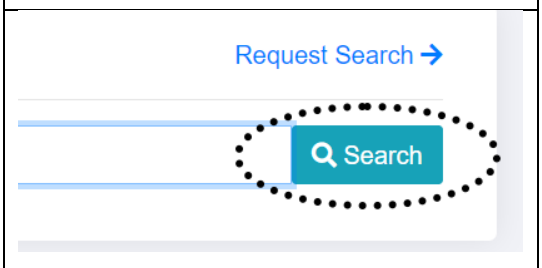
C. Analytics Module

This Module provides statistics of registration and monitoring of NGOs in Tanzania mainland.

No.	Action	Illustration
1.	Open web browser e.g Chrome, Mozilla Firefox on laptop, desktop, tablet, smart phone or any other computer device. On the address bar of the web browser, write the following address: **nis.jamii.go.tz**	
2.	To use Analytic module, click on the **Analytics** Button	

D. Search Module

This Module provides free search feature and official search feature. For a free search user will be able to see only data that have been made available to anyone while in official search, user will submit request to the office of the Registrar, pay the required fee and receive the requested information.

No.	Action	Illustration
1.	Open web browser e.g Chrome, Mozilla Firefox on laptop, desktop, tablet, smart phone or any other computer device. On the address bar of the web browser, write the following address: **nis.jamii.go.tz**	
2.	To use Search Module, Click on the **Search** Button	
3.	For a free search of the NGO, Type name, registration number or any keyword on the **search box** and then click **search** button to search	 

In case of anything, please call us through, 0734986503 and 0262160250

No.	Action	Illustration
4.		

In case of anything, please call us through, 0734986503 and 0262160250

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If you encounter difficulties in filling the form please don't hesitate to call the following numbers for help: 0734986503 and 0262160250

By Registrar