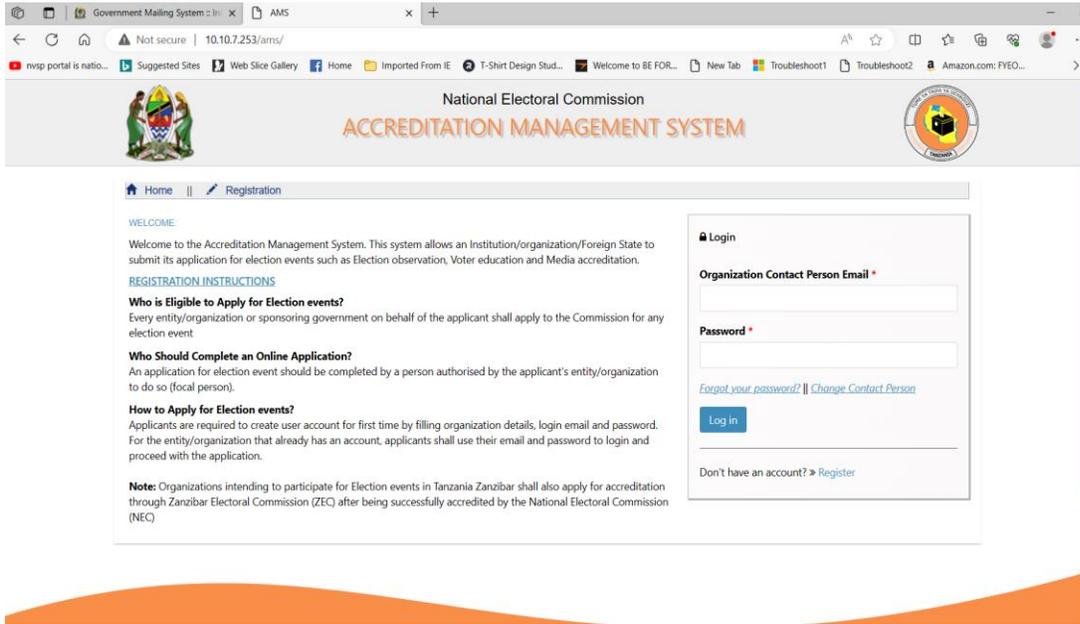


USER MANUAL

1. USER APPLICATION TO OBSERVE ELECTIONS, CONDUCT VOTER EDUCATION OR MEDIA COVERAGE

1.1. Creation of Organization Profile

1.1.1. Open web browser and type the following address <https://oms.nec.go.tz>



1.1.2. In case of new organization, click Register and fill the registration form

1.1.3. On the organization category select FOREIGN or LOCAL and on the organization type select INTERNATIONAL ORGANIZATION, MEDIA, NGO, CSO etc.

Organization Information

Organization Category *
Foreign

Institution/Organization/Foreign State Name *

Abbreviation

Organization type *
Government Institution
International Organization
Media organization
Non Governmental Organization

1.1.4. Complete others detail of the organization information, Organization activities, Management Staffs and details of contact person and then click SUBMIT.



National Electoral Commission
ACCREDITATION MANAGEMENT SYSTEM



[Home](#) || [Registration](#)

Organization Registration

Applicants are required to fill in the following information in the registration form:-

- Organization information;** Name and Physical address of the organization.
- Activities of the organization;** Short description of Organization activities as per registration documents.
- Management staff;** Name and details of head of the organisation, and other two leaders of Management level.
- Login Details;** Official email address and password of the applying entity/organization or of the authorised officer designated as contact person.

Registration Form

Organization Information

Organization Category * <input type="text" value="Select organization category..."/>	Organization type * <input type="text" value="Select organization type..."/>
Institution/Organization/Foreign State Name * <input type="text"/>	
Abbreviation <input type="text"/>	
Address Line One * <input type="text"/>	Address Line Two <input type="text"/>
Telephone/Mobile * <input type="text" value="+2557137898980"/>	Fax <input type="text"/>
Organization Email * <input type="text"/>	

Activities of an Organization/Institution

Activity

Management Staff

Please click the plus button to add Management Staff

Login Details

Contact Person full name * <input type="text"/>	Contact Person phone number * <input type="text"/>
Contact Personal Email * <input type="text"/>	
Password * <input type="password"/>	Confirm Password * <input type="password"/>

0% Too Short

1.1.5. Upon successful creation of organization profile, please enter email and password or the contact person to login.

The screenshot shows the login page of the National Electoral Commission Accreditation Management System. The page has a header with the commission's logo and name. Below the header, there are navigation links for Home and Registration. The main content area is divided into two columns. The left column contains a welcome message and registration instructions, including sections for 'Who is Eligible to Apply for Election events?', 'Who Should Complete an Online Application?', 'How to Apply for Election events?', and a 'Note' about accreditation in Tanzania Zanzibar. The right column contains a login form with fields for 'Organization Contact Person Email' and 'Password', a 'Log in' button, and links for 'Forgot your password?' and 'Change Contact Person'. A 'Register' link is also present at the bottom of the login form.

1.1.6. Open contact person mailbox to get the Access Code, fill the authentication panel and click submit.

The screenshot shows an email from the National Electoral Commission. The email subject is 'Application for Election Observation'. The body of the email contains an 'Access Code' of 693239. Below the access code, the email provides contact information for the National Electoral Commission of Tanzania, including the address, phone numbers, and email address.

The screenshot shows the authentication page of the National Electoral Commission Accreditation Management System. The page has a header with the commission's logo and name. Below the header, there are navigation links for Home and Registration. The main content area is divided into two columns. The left column contains an 'Authentication' section with instructions: 'To access your organization account, please enter the access code sent to the contact person's email' and 'Access code not working? Generate new one here'. The right column contains an authentication form with a field for 'Access Code' and a 'Submit' button. A 'Logout' button is also present in the top right corner.

1.1.7. User Organization home page will open with three tabs, INSTRUCTIONS, ORGANIZATION PROFILE and APPLICATIONS.



National Electoral Commission
ACCREDITATION MANAGEMENT SYSTEM



[Logout](#)

OBSERVERTZ LTD

[INSTRUCTIONS](#) | [ORGANIZATION PROFILE](#) | [APPLICATIONS](#)

Application Instructions

Please read carefully the following useful information while filling the application form.

For Election Observation :-

- **Type of Observation;** Applicants are required to choose whether they wish to deploy observers for a long or short term observation or both.
- **Number of Observers;** Applicants must state the exact number of observers they intend to deploy.
- **Preferred Regions of Observations;** In this area, applicants are required to indicate Regions of preference for observation.
- **Uploaded Documents;** The requesting entity shall attach the following documents:
 - i. Application letter in PDF format. This applies to all Government entities, Organisations and NGO's; and
 - ii. Certificate of Registration and Constitution of the Organisations in PDF

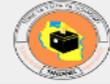
For Voter's Education :-

- **Number of Voter Educators;** The applying CSO must state the exact number of voter educators they intend to deploy.
- **Preferred Regions, Districts and Councils for voter education;** In this area, applicants are required to indicate Regions, Districts and Councils of preference for provision of voter education.
- **Uploaded Documents;** The requesting entity shall attach the following documents:
 - i. Application letter in PDF format. This applies to all Government entities, Organisations and NGO's; and
 - ii. The voter education calendar in PDF

For Election Media Coverage:-

- **Number of Journalist;** The applying Media must state the exact number of journalist they intend to deploy.
- **Preferred Regions and Districts of coverage;** In this area, applicants are required to indicate Regions and Districts of preference for coverage.
- **Uploaded Documents;** The requesting entity shall attach the following documents:
 - i. Application letter in PDF format. This applies to all Government entities, Organisations and NGO's; and
 - ii. Copy of press card and passport photo of journalist in PDF

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OBSERVETZ LTD

Logout

INSTRUCTIONS ORGANIZATION PROFILE APPLICATIONS

Organization Information

Name	OBSERVETZ LTD	
Abbreviation	OBSERVETZ LTD	
Reg No		
Organization Category	Foreign	Update
Organization Type	International Organization	
Address Line 1	BOX 5678	
Address Line 2	453277 ANGOLA	
Country	TANZANIA, THE UNITED REPUBLIC	
City/region	Angola	
Telephone	+255756760188	
Fax	28943877434	
Email	ljaphary@gmail.com	

Organization Activities

SN	Activity	Action
1	Gender inclusivity	Edit
2	Youth Education	Edit

[+ Activity](#)

Management Staff

SN	Title	First Name	Middle Name	Last Name	Mobile	Action
1	Dr	Samoe	Hywk	Nsule	+93756760188	View
2	Ms	Zackie	Jullan	Meghi	+93626927006	View
3	Mr	Droston	Katika	Sulle	+255756760188	View

[+ Staff](#)



OBSERVETZ LTD

Logout

INSTRUCTIONS ORGANIZATION PROFILE APPLICATIONS

[+ Application](#)

Show entries Search:

#	Application Number	Event	Election Activity	Application Date	Status	Actions
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

1.2. Application Submission

1.2.1. After successful login, on the application tab click APPLICATION button to add the new application requesting either to observe election, conduct voter education or media coverage.

1.2.2. Fill the application form and click SUBMIT button.



National Electoral Commission
ACCREDITATION MANAGEMENT SYSTEM



Application Logout

Back

Application Details

Election Event
BY ELECTION 2022

Application Type *
Election Observation x

Type of Observation *
Long Term Election Observation x

Activity Start Date *
2022-12-08

Activity End Date *
2022-12-30

Total number of expected observers *
2

Additional Detail
Two observers from Angola

Preferred regions (You can select multiple regions) *
DAR ES SALAAM x

Attachment_AMS.pdf (285.11 KB)

Attachment_AMS.pdf Remove Browse ...

Attach Election Observation Mission Statement *

Attachment_AMS.pdf (285.11 KB)

Attachment_AMS.pdf Remove Browse ...

Mission Statement must be in pdf format and not more than two pages

Submit

1.2.3. Once the application is submitted, Observing Organization will see the status of "Waiting for Approval".

The screenshot displays the user interface for the National Electoral Commission Accreditation Management System. At the top, the logo of the National Electoral Commission of Tanzania is visible on the left, and the text 'National Electoral Commission ACCREDITATION MANAGEMENT SYSTEM' is centered. On the right, there is a circular logo with the Swahili motto 'HAKI NI TALFA YA UCHAGUZI' and 'TANZANIA'. Below the header, the user is logged in as 'OBSERVETZ LTD' with a 'Logout' button. A navigation bar contains 'INSTRUCTIONS', 'ORGANIZATION PROFILE', and 'APPLICATIONS'. The main content area shows a table of application entries. The first entry is for 'BY ELECTION 2022' with the status 'Waiting for Approval'. A search bar and a 'Show 10 entries' dropdown are also present.

#	Application Number	Event	Election Activity	Application Date	Status	Actions
1	NEC/2023/0001	BY ELECTION 2022	Long Term Election Observation	22-07-2023	Waiting for Approval	

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The screenshot shows an email notification from the National Electoral Commission. The subject is 'Application for Election Activity' with an 'Inbox' tag. The sender is 'National Electoral Commission' and the recipient is 'to me'. The email content reads: 'Dear Applicant, Thank you for applying election observation for the BY ELECTION 2022 in the United Republic of Tanzania. This is to inform you that your application has been received. You will be notified of the outcomes of your application via the Focal Person's email address submitted in the application. Best regards, NEC Accreditation Management Team.' The email was received at 7:36 PM (37 minutes ago).

1.3. Submission of Election Observers, Voter Educators or Journalists

1.3.1. Use the same procedures to login as Registered Organization.

The screenshot shows the login page of the National Electoral Commission Accreditation Management System. The page includes a navigation bar with the logo and the text "National Electoral Commission ACCREDITATION MANAGEMENT SYSTEM". Below the navigation bar, there is a "Home" link and a "Registration" link. The main content area is divided into two columns. The left column contains a "WELCOME" message, a "REGISTRATION INSTRUCTIONS" link, and three sections: "Who is Eligible to Apply for Election events?", "Who Should Complete an Online Application?", and "How to Apply for Election events?". The right column contains a "Login" form with fields for "Organization Contact Person Email" (containing "ijaphary@gmail.com") and "Password", a "Log in" button, and a "Register" link. The footer contains "CONTACT US" information.

The screenshot shows a WhatsApp message from the National Electoral Commission. The message content is "Access Code" followed by a large grey box containing the number "876626". The message is timestamped "4:34 PM (2 minutes ago)".

1.3.2. On the APPLICATION tab, click ADD OBSERVERS, VOTER EDUCATORS or JOURNALISTS.

The screenshot shows the "APPLICATIONS" tab of the National Electoral Commission Accreditation Management System. The page is for "OBSERVETZ LTD" and includes a "Logout" button. The main content area has a navigation bar with "INSTRUCTIONS", "ORGANIZATION PROFILE", and "APPLICATIONS". Below the navigation bar, there is a "Show 10 entries" dropdown and a "Search:" field. The main content area contains a table with the following data:

#	Application Number	Event	Election Activity	Application Date	Status	Actions
1	NEC/2023/0001	BY ELECTION 2022	Long Term Election Observation	22-07-2023	Waiting to fill Observers details	Add Observers

At the bottom of the table, there is a "Showing 1 to 1 of 1 entries" message and a pagination control with "Previous", "1", and "Next" buttons.

1.3.3. Click PROCEED to add observers, voter educators or journalists one by one.



National Electoral Commission

ACCREDITATION MANAGEMENT SYSTEM



BY ELECTION 2022 [Logout](#)

[APPLICATION OBSERVERS](#)

[Proceed](#) [Back](#)

Show entries Search:

#	Title	First Name	Middle Name	Last Name	Sex	Mobile Number	Status	Actions
No data available in table								

Showing 0 to 0 of 0 entries Previous Next



National Electoral Commission

ACCREDITATION MANAGEMENT SYSTEM



NEC/2023/0001 [Logout](#)

[Back](#)

Message : You have submitted 0 Observer(s) out of 2 [+ Observer](#)

[Submit](#)

1.3.4. Fill the Observer/Voter Educator/Journalist form and click save.

Add Observer



Title

Mr



First Name

Samson

Middle Name

Peter

Last Name

Katumba

Birth Date *

1994-07-19

Sex *

Male



Identity card type *

Passport



Passport Number *

CFG2455433

Attachment_AMS.pdf

Remove

Browse ...

Council of observation *

MANISPAA YA UBUNGO



Save

1.3.5. After saving all observers/voter educators/journalists, click SUBMIT.

NEC/2023/0001 Logout

Back

Message : You have submitted 2 Observer(s) out of 2 + Observer

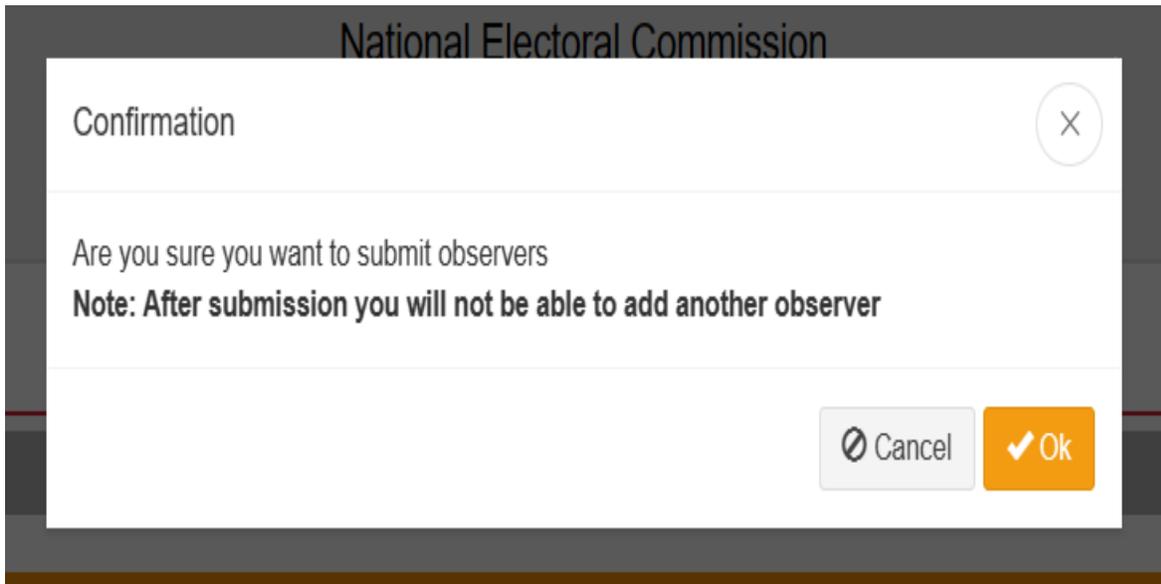
Show entries Search:

#	Title	First Name	Middle Name	Last Name	Sex	Mobile Number	Status	Actions
1	Mr	Chulchil	Ryn	Nkya	Male	+93756760188	Waiting for Approval	view
2	Mr	Samson	Peter	Katumba	Male	+93756760188	Waiting for Approval	view

Showing 1 to 2 of 2 entries Previous Next

[Submit](#)

1.3.6. Click OK to confirm submission of Observers.



1.3.7. Now the (observer/voter educator/journalist)' status will change to WAITING APPROVAL.



National Electoral Commission
ACCREDITATION MANAGEMENT SYSTEM



BY ELECTION 2022 [Logout](#)

APPLICATION OBSERVERS

Message : You have completely submitted observers. ✕

[Back](#)

Show entries Search:

#	Title	First Name	Middle Name	Last Name	Sex	Mobile Number	Status	Actions
1	Mr	Chulchil	Ryn	Nkya	Male	+93756760188	Waiting for Approval	View
2	Mr	Samson	Peter	Katumba	Male	+93756760188	Waiting for Approval	View

Showing 1 to 2 of 2 entries Previous Next



National Electoral Commission
ACCREDITATION MANAGEMENT SYSTEM



MWASA LTD [Logout](#)

INSTRUCTIONS **ORGANIZATION PROFILE** **APPLICATIONS**

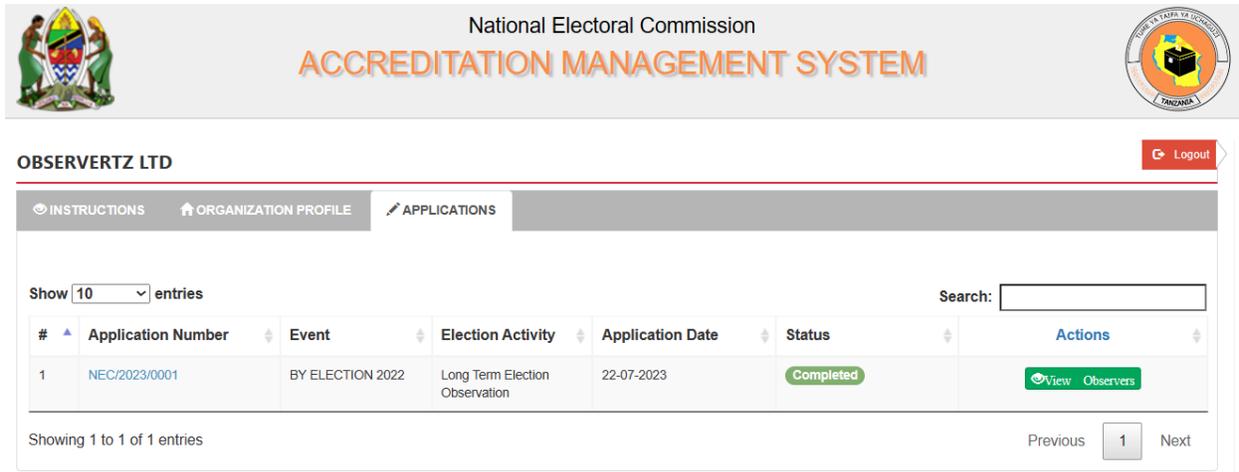
Show entries Search:

#	Application Number	Event	Election Activity	Application Date	Status	Actions
1	NEC/2023/0002	BY ELECTION 2022	Voter Education	22-07-2023	Completed	View Voter Educators

Showing 1 to 1 of 1 entries Previous Next

1.4. Confirmation of Observer Accreditation by Registered Organization.

- 1.4.1. After login, click APPLICATION tab to view list of submitted applications. Click “view observers/voter educators/journalists” to see all observers/voter educators/journalists submitted and their accreditation status.



National Electoral Commission
ACCREDITATION MANAGEMENT SYSTEM

OBSERVETZ LTD [Logout](#)

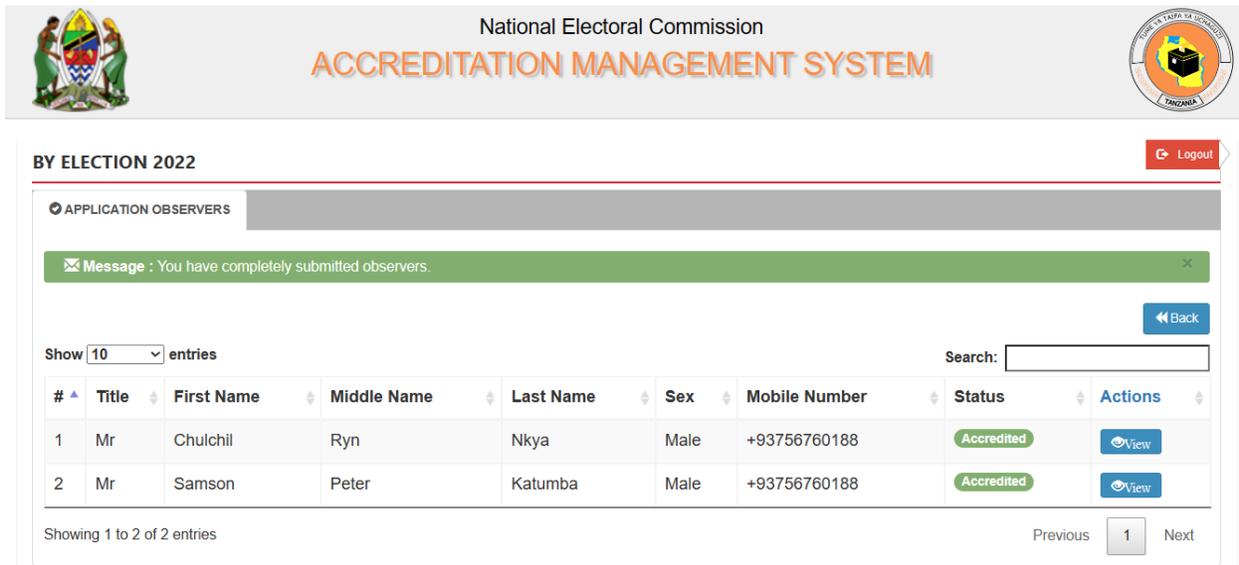
INSTRUCTIONS ORGANIZATION PROFILE APPLICATIONS

Show 10 entries Search:

#	Application Number	Event	Election Activity	Application Date	Status	Actions
1	NEC/2023/0001	BY ELECTION 2022	Long Term Election Observation	22-07-2023	Completed	View Observers

Showing 1 to 1 of 1 entries Previous 1 Next

- 1.4.2. Click VIEW to see status and details of observers/voter educators/journalists.



National Electoral Commission
ACCREDITATION MANAGEMENT SYSTEM

BY ELECTION 2022 [Logout](#)

APPLICATION OBSERVERS

Message : You have completely submitted observers. [Back](#)

Show 10 entries Search:

#	Title	First Name	Middle Name	Last Name	Sex	Mobile Number	Status	Actions
1	Mr	Chulchil	Ryn	Nkya	Male	+93756760188	Accredited	View
2	Mr	Samson	Peter	Katumba	Male	+93756760188	Accredited	View

Showing 1 to 2 of 2 entries Previous 1 Next

1.4.3. The observer/voter educator/journalist page will display the below information.

	
Title	Mr
First Name	Samson
Middle Name	Peter
Last Name	Katumba
Gender	Male
Identity Card Type	Passport
Identity Card Number	CFG2455433
Declaration Form	Declaration Form
Mobile Number	+93756760188
Email	mtamba@abc.com
Created Date	22-07-2023
Status	Accredited

COUNCILS OF INTEREST

Show entries Search:

#	Preferred Council	Actions
1	MANISPAA YA UBUNGO	