### 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 <u>https://oms.nec.go.tz</u>

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	National Electoral Commission ACCREDITATION MANAGEMENT SY	YSTEM					
	A Home    🖍 Registration						
	WELCOME Welcome to the Accreditation Management System. This system allows an Institution/organization/Foreign State to submit its application for election events such as Election observation. Voter education and Media accreditation. REGISTRATION INSTRUCTIONS Who is Eligible to Apply for Election events?	₽ Login Organization Contact Person Email *					
	Every entity/organization or sponsoring government on behalf of the applicant shall apply to the Commission for any election event	Password *					
	Who Should Complete an Online Application? An application for election event should be completed by a person authorised by the applicant's entity/organization to do so (focal person).	Forgot your password?    Change Contact Person					
	How to Apply for Election events? Applicants are required to create user account for first time by filling organization details, login email and password. For the entity/organization that already has an account, applicants shall use their email and password to login and proceed with the application.	Log in					
	Note: Organizations intending to participate for Election events in Tanzania Zanzibar shall also apply for accreditation through Zanzibar Electoral Commission (ZEC) after being successfully accredited by the National Electoral Commission (NEC)	Don't have an account? > Register					

- 1.1.2. In case of new organization, click <u>Register</u> 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 *	Organization type *
Foreign × 🔻	Government Institution × *
	٩
Institution/Organization/Foreign State Name *	Government Institution
	International Organization
Abbreviation	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.

Nation Nation	onal Electoral Commission ON MANAGEMENT SYS	TEM				
🕈 Home 🔢 🖍 Registration						
Organization Registration Applicants are required to fill in the following information in the registration form:-	Registration Form Organization Information					
Organization information; Name and Physical address of the organization.     Activities of the organization; Short description of Organization address are provided in the grant of the organization.	Organization Category * Select organization category	Organization type * Select organization type				
<ul> <li>Management staff;Name and details of head of the organisation, and other two leaders of Management level.</li> </ul>	Institution/Organization/Foreign State Name *					
<ul> <li>Login Details; Official email address and password of the applying entity/organization or of the authorised officer designated as contact person.</li> </ul>	Address Line One *	Address Line Two				
	Telephone/Mobile * +2557137898980	Fax				
	Organization Email *					
	Activities of an Organization/Institution Activity					
	Management Staff Please click the plus button to add Management	Staff				
	Login Details Contact Person full name *	Contact Person phone number *				
	Contact Personal Email *					
	Password *	Confirm Password *				
	Submit					

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

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

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Namba ya Simu : +255 22 2114963	3-6					
Nukushi : +255 22 2116740, +255 3	22 2127075					
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## 1.1.7. User Organization home page will open with three tabs, INSTRUCTIONS, ORGANIZATION PROFILE and APPLICATIONS.

		National Electoral Commission ACCREDITATION MANAGEMENT SYSTEM	۲
● NEXTRUCTIONE       ▲ OPELALIZATION PROFILE       ✓ APPLICATIONS         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 Observation; 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 document: 1. Application latter in DOF [] format. This applies to all Government entities. Organisations and NGO's; and 1. Certificate of Registration and Constitution of the Olganisations in PDF []         For Veters 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 <b>Q</b> of preference for provision of voter education.         • Uploaded Documents; The requesting entity shall attach the following document: 1. Application letter in DPG [] format. This applies to all Government entities, Organisations and NGO's; and 1. The voter education calendar in PDF []; For Electon Media Coverage:       •         • Vurture education calendar in PDF []; • Pref	OBSERVERTZ LTD		G• Logout
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#### National Electoral Commission ACCREDITATION MANAGEMENT SYSTEM



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Coun	try		1	TANZANIA	A, THE UNITED REP	UBLIC			
City/r	region		1	Angola					
Telep	hone		-	2557587	60188				
Fax			2	28943877434					
Emai				japhary@	gmail.com				
Orga	nization	Activities							
SN		Activity				Action		+ Activity	
1		Gender inclusivity							
2		Youth Education				1			
Man	agement	Staff							
SN	Title	First Name	Middle Name		Last Name	Mobile	Action	+ Staff	
1	Dr	Samoe	Hywk		Nsule	+93756760188	۲		
2	Ms	Zackie	Jullan		Meghi	+93626927006	۲		
		<b>B</b> (	14.42		Culle	055759790400			

2023 

National Election Commission of Tanzania || Support Email: uchaguzi@nec.go.tz

National Electoral Commission           ACCREDITATION MANAGEMENT SYSTEM											
OBSERVE			PELICATIONS			Cr Logout					
INSTRUCTIONS A ORGANIZATION PROFILE APPLICATIONS											
# 🔺	Application Number	Event	Election Activity	Application Date	♦ Status	♦ Actions ♦					
			No data av	ailable 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	
plication		<b>C</b> → Logout
		<b>H</b> Back
Application Details		
Election Event		
BY ELECTION 2022		
Application Type *		
Election Observation		× v
Type of Observation *		
Long Term Election Observation		× •
Activity Start Date *		
2022-12-08		
Activity End Date *		
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2		
Additional Detail		
Two observers from Angola		
Proferred regions (You can called	multiple regions) *	
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DARES SALAAWI X		



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

			ACCRED	National Elec	toral Commission	T SYSTEM			
OBS	ER\	/ERTZ LTD						G	Logout
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She	ow [1	0 ✓ 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	Waiting for Approval	)		
Sho	wing	1 to 1 of 1 entries					Previous	1 Ne	ext
	A	pplication for Elect	2023 © National E cion Activity	Election Commission of T	anzania    Support Email:	uchaguzi@nec.go.tz			Ð
-Libert et	Na to r	tional Electoral Commissio me 💌	n				7:36 PM (37 minute	s ago) 🤺	γ <del>γ</del>
	De	ar Applicant							
	Th	ank you for applying election ob	servation for the BY ELE	ECTION 2022 in the Unite	d Republic of Tanzania.				
	Thi	is is to inform you that your appl	lication has been receive	ed. You will be notified of t	he outcomes of your applicat	ion via the Focal Person'	's email address submitted ir	the applic	ation.
	Be	st regards,	- ann						
	INC	o Accievitation Management I	oan.						

- 1.3. Submission of Election Observers, Voter Educators or Journalists
- 1.3.1. Use the same procedures to login as Registered Organization.



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

	OBSERVERTZ LTD  © INSTRUCTIONS A ORGANIZATION PROFILE APPLICATIONS											
Show	10 v entries	Event	Election Activity	Application Date	Status	Search:	Actions					
<del></del> 1	NEC/2023/0001	BY ELECTION 2022	Long Term Election Observation	22-07-2023	Waiting to fill Observers details	v	Add Observers	· ·				
Showi	ng 1 to 1 of 1 entries						Previous 1	Next				

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

	National Electoral Commission ACCREDITATION MANAGEMENT SYSTEM					
BY ELECTION 2022					C+ Logout	
O APPLICATION OBSERVERS						
⊖ Proceed					<b>H</b> Back	
Show 10 v entries				Search:		
# 🔺 Title 🔶 First Name	Middle Name	Last Name 👙	Sex 💠 Mobile Number	≑ Status ≑	Actions 🔶	
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Showing 0 to 0 of 0 entries				Pr	revious Next	

	National Electoral Commission ACCREDITATION MANAGEMENT SYSTEM	
NEC/2023/0001		C Logout
Kessage : You have subr	+ Observer	
		Submit

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

Add Observer	
Title	
Mr	× v
First Name	
Samson	
Middle Name	
Peter	
Last Name	
Katumba	
Birth Date *	
1994-07-19	
Sex *	
Male	× ×
Identity card type *	
Passport	× ×
Passport Number *	
CFG2455433	

		>
Image: Constraint of the second se		
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									
								<b>H</b> Back	
	🛛 Messag	<b>je :</b> You have submit	ted <b>2</b> Observer(s) out of	2			× + Obs	erver	
Show	10	✓ 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 1 Next									
							🔂 Su	bmit	

### **1.3.6.** Click OK to confirm submission of Observers.

National Electoral Commission			
Confirmation		×	
Are you sure you want to submit observers			
Note: After submission you will not be able to add another observer			
🖉 Can	cel	✓ Ok	
			_

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

National Electoral Commission           ACCREDITATION MANAGEMENT SYSTEM											IFA VA DOCHA		
BY ELECTION 2022											Logout		
ØAP	PLICATION	OBSERVERS											
	Message :	You have comple	tely s	ubmitted observers.									×
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Show	10 、	✓ entries								Search:			
# ^	Title 👙	First Name	÷	Middle Name	Last Name	÷	Sex 🕴	Mobile Number	÷	Status	÷	Actions	\$
1	Mr	Chulchil		Ryn	Nkya		Male	+93756760188		Waiting for Approval		OView	
2	Mr	Samson		Peter	Katumba		Male	+93756760188		Waiting for Approval		• View	
Showi	ng 1 to 2 of	f 2 entries					<u>.</u>			Previ	ous	1 N	lext

National Electoral Commission ACCREDITATION MANAGEMENT SYSTEM	A STATE OF CONTRACT OF CONTRACT.

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how	10 🗸 entries					Search:
# 🔺	Application Number	Event 🗍	Election Activity	Application Date	Status	Actions
	NEC/2023/0002	EV ELECTION 2022	Voter Education	22-07-2023	Completed	

- 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.



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

National Electoral Commission           ACCREDITATION MANAGEMENT SYSTEM															
BY ELECTION 2022															
O API	PLICATION	OBSERVERS													
	Message	: You have completel	y sub	mitted observers.											×
														<b>*</b> E	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		Oview	
Showi	na 1 to 2 d	of 2 ontrios													

# 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	
# A Preferred Council	Search:
1 MANISPAA YA UBUNGO	