

## INSTRUCTIONS ON HOW TO APPLY FOR PROFESSIONAL AND TECHNICIAN AT PSPTB

NOTE: These instructions are for new applicants, for those who applied before please log in into this link <https://registration.psptb.go.tz/user/login>

### NEW APPLICANTS

#### STAGE 1: REGISTRATION FOR PROFESSIONAL AND TECHNICIAN ACCOUNT:

Register for an account in the system by clicking **APPLY FOR MEMBERSHIP** button at the **PROFESSIONALS & TECHNICIANS REGISTRATION** section.

**Note: In order to register for an account in the system you will need to provide the following details:**

- First name
- Middle name
- Surname
- Date of birth
- Place of birth
- Birth Certificate
- Gender
- Marital Status
- Nationality
- Address and Place eg. P.O Box 5993 Dar es Salaam
- **Email Address** (Valid email address will be used to send you an email for login)
- **Mobile Telephone Number** (Valid Number which will be used to send SMS for payment activities)
- **Member level category** (Choose the member level category you want to be registered)

After that click the **SUBMIT** button, to submit your information.

If you are successfully registered, the system will send you an email. Please log into your email account and use the link sent into your email to activate your account.

- **Note:** at this stage. **Your username is:** your email address

**Your Password is:** the password you supplied



### Application for Professionals and Technicians registration

#### Applicant information

First name	<input type="text"/>	Middle name	<input type="text"/>	Surname	<input type="text"/>
Date of Birth	<input type="text" value="yyyy-mm-dd"/>	Place of Birth	<input type="text" value="Select your option"/>	Birth Certificate	<input type="button" value="Choose File"/> No file chosen
Gender	<input type="text" value="Select your gender"/>	Marital status	<input type="text" value="Marital status"/>	Nationality	<input type="text" value="Select your option"/>
Address and Place	<input type="text" value="eg. p.o.box 90 ilala,dar es sa"/>	Phone	<input type="text"/>	Email	<input type="text"/>

#### Member level

Level	<input type="text" value="-- Select --"/>
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**Note!** You should check in on some of those fields above. ✕

## STAGE 2: MAKE APPLICATION:

1. When you are successfully logged into your account you will be welcomed to Member's dashboard.
2. This is where you can add any information required and make payment required.

### STEP 1: PROFILE

#### A. PERSONAL DETAILS

- You can edit your Personal details and Update.
- To update Photo, click the Update Passport Size Photo button, then choose the appropriate picture (It Should be a Passport Size Photo).

#### B. CONTACT DETAILS

- You can edit your contact details and add next of kin.
- To add NEXT OF KIN, click the ADD NEXT OF KIN button at the right top, fill all the information, then click SUBMIT.

#### C. ACADEMIC DETAILS

- To add Academic Qualification, click the ADD ACADEMIC DETAILS at the Top right.
- Start with the FORM FOUR LEVEL up to higher lever you have attained.

**Note:** At the **REGISTRATION FIELD**

For O LEVEL use this format SXXXX/XXXX/XXXX or Pxxxx/xxxx/xxxx

For A LEVEL use this format e.g SXXXX/XXXX or Pxxxx/xxxx

For UNIVERSITY/COLLEGE - Use your Registration Number

At the **CERTIFICATE AWARD**

Combine Academic Certificate and Transcript (For UNIVERSITY /COLLEGE). Copies of all attachments should be certified.

#### D. EMPLOYEMENT DETAILS

For those who are employed /have been employed, click the ADD EMPLOYEMENT button at the right top, and fill all the information, then click SUBMIT.

## STEP 2: MY APPLICATIONS

- A. Click VIEW button and you will see the summary of your information.

To submit your CV, Click the SUBMIT BUTTON at the bottom.

- B. You can also Upgrade your category at this window if your previous category has been approved successful.

To Upgrade Category, click UPGRADE LEVEL, choose the category and submit the Application.

## STEP 3: EXAMS

### A. EXAMINATIONS

- To apply for examinations Click the APPLY FOR EXAMS and fill all the required information, then click SUBMIT.
- If you are in area where there is no tuition centre, click APPLY AS A PRIVATE CANDIDATE and fill all the required information, then click SUBMIT.
- You can also Update your information.
- To Update Click Edit at the Action Column, edit the field you want and click SUBMIT.

### B. EXAMS RESULTS

- Click VIEW at the Actions Column to View your results.
- If you want to Appeal, on examination results, Click APPEAL at the respective Subject.
- If you want a transcript/provisional results click TRANSCRIPT/PROVISIONAL RESULTS,

### C. REFERRAL

- You can pay and choose examination centre for any referred subject here.
- To pay for referred subject, click PAY NOW at the Actions Column.
- To choose examination centre click EXAMS CENTRE at the Actions Column, fill the required information and click SAVE.

### D. APPEAL

- You will see the summary of the subject that you have appealed for.

## **STEP 4: CPD**

### **A. CPD RECORDS**

- Click CPD Records to view your Attained CPD hours per year.
- Click APPLY FOR AN EVENT to apply for any available event at the moment. (Workshop/ Annual Conference).

### **B. UPCOMING EVENTS**

- Click APPLY to apply for an Event.
- Click EVENT RECORD to see your Attained CPD hours per Year.

### **C. CPD ACTIVITIES**

- You can submit any external Event which you have attended.
- Fill all the information required and click SUBMIT.
- Click EVENT RECORD to see your Attained CPD hours per Year

## STEP 5: PAYMENT DETAILS

- A. This is where you will see your Invoice/ Billed Amount for payment of any service from PSPTB.
- B. Click pay now at the ACTION COLUMN, you will see the Control Number/Payment Reference. e.g. **99465xxxxxxx** and it will be sent both to your Mobile Number and Email.
- C. Use the provided Payment Control Number as your payment reference number to make payments through **Banks** (CRDB/NMB/NBC) or **Mobile Money** (Airtel Money, Tigo Pesa, M-Pesa, HaloPesa , T-Pesa or Ezy Pesa by selecting “Government Payments”)

After Paying, the status will change to **PAID** and you will get the sms notification on your mobile and email.

### **Payment procedures using mobile money services are detailed below:**

You can make payment through mobile phones (Airtel Money, Tigo Pesa, M-Pesa, HaloPesa, T-Pesa or Ezy Pesa). From your cell phone, call \*150\*60#, \*150\*01#, \*150\*00#, \*150\*00#, \*150\*88#, \*160\*60# or \*150\*02# respectively. Then

1. Select “Pay Bills /Payments”.
2. Select “Government Payments”/ Malipo ya Serikali.
3. Enter your Control Number.
4. Enter the amount of money Billed.
5. Enter your Password.
6. Save your message for future reference.