

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 REGISTRATIONS** section.

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

- Form **Four Index Number** (Write the number according to the format provided (e.g. **SXXXX-XXXX, CSEE, 2009**), then Click the Red Button (Check **Form 4 Index No**). It should pop up your names.
- Date of birth
- Place of birth
- Birth Certificate (Should be in **PDF Format (Size: less than 1 MB)**)
- Gender
- Marital Status
- Nationality
- Address and Place **e.g.** 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). Write only one Number.
- **Member Level** (Choose the member category you want to apply)

If you are not sure about what category to select, call us through 0738441971

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 create your password.

Go back to the system and click the LOGIN button.

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

Your Password is: the password you created.



Application for Professionals and Technicians registration

Applicant information

Form 4 index no i.e S0001-0009, EQ2018000001, B0001-1009

Form IV index No	SXXXX-XXXX ✓	Exam Type	CSEE ✓	Completion Year	2000 ✓	Check Form 4 Index No
First name		Middle name		Surname		
Date of Birth	yyyy-mm-dd	Place of Birth	Select your option	Birth Certificate	Choose File No file chosen	
Gender	Select your gender	Marital status	Marital status	Nationality	Select your option	
Address and Place	PO box 5993, Dar es Salaam ✓	Phone	255738441971 ✓	Email		

Member Category

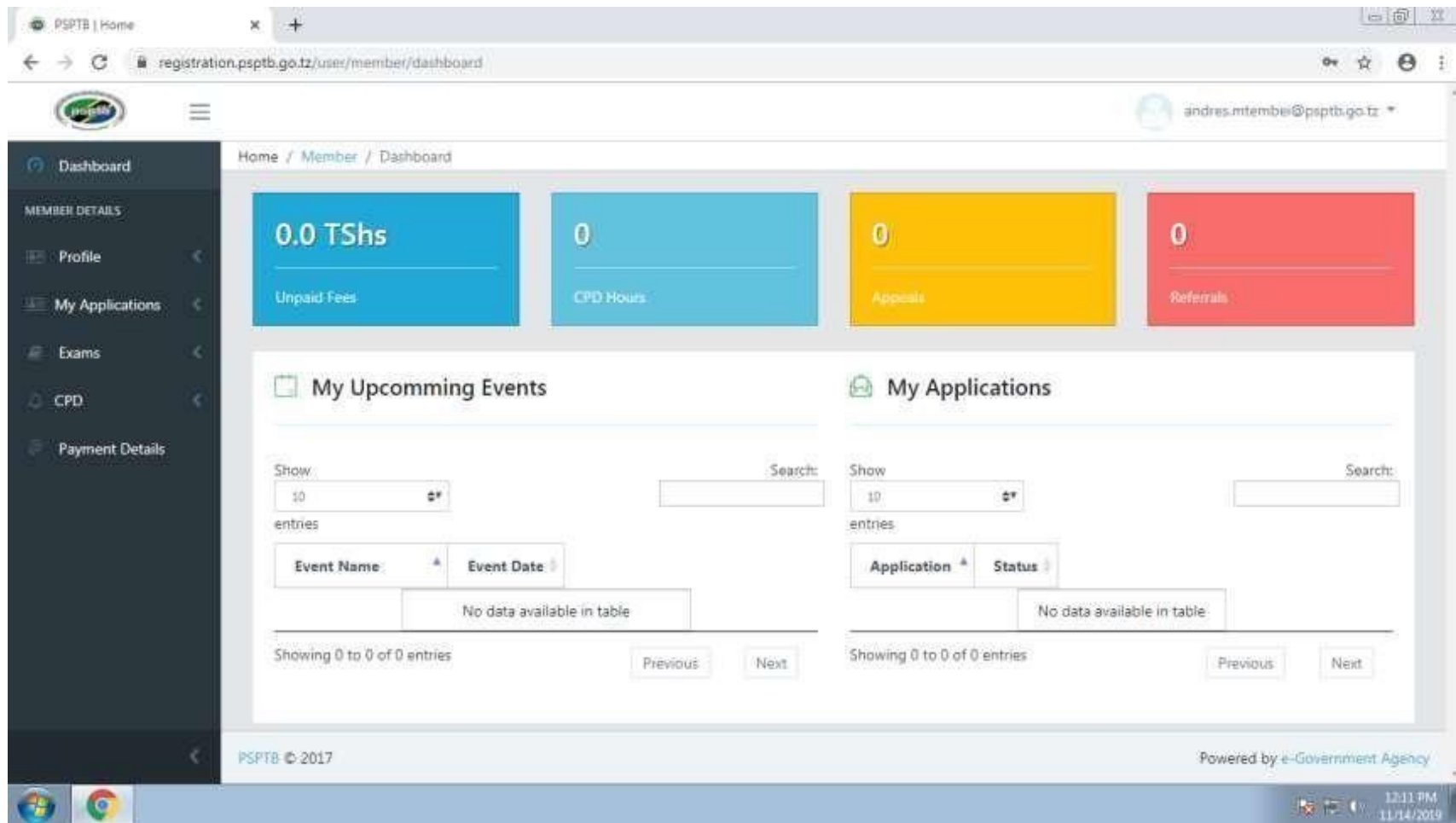
Category	-- Select Category--
----------	----------------------

Note! You should check in on some of those fields above.

[Submit](#)

STAGE 2: MAKE APPLICATION:

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



The screenshot displays the PSPTB Member Dashboard. The browser address bar shows the URL registration.psptb.go.tz/user/member/dashboard. The user is logged in as andres.mtember@psptb.go.tz.

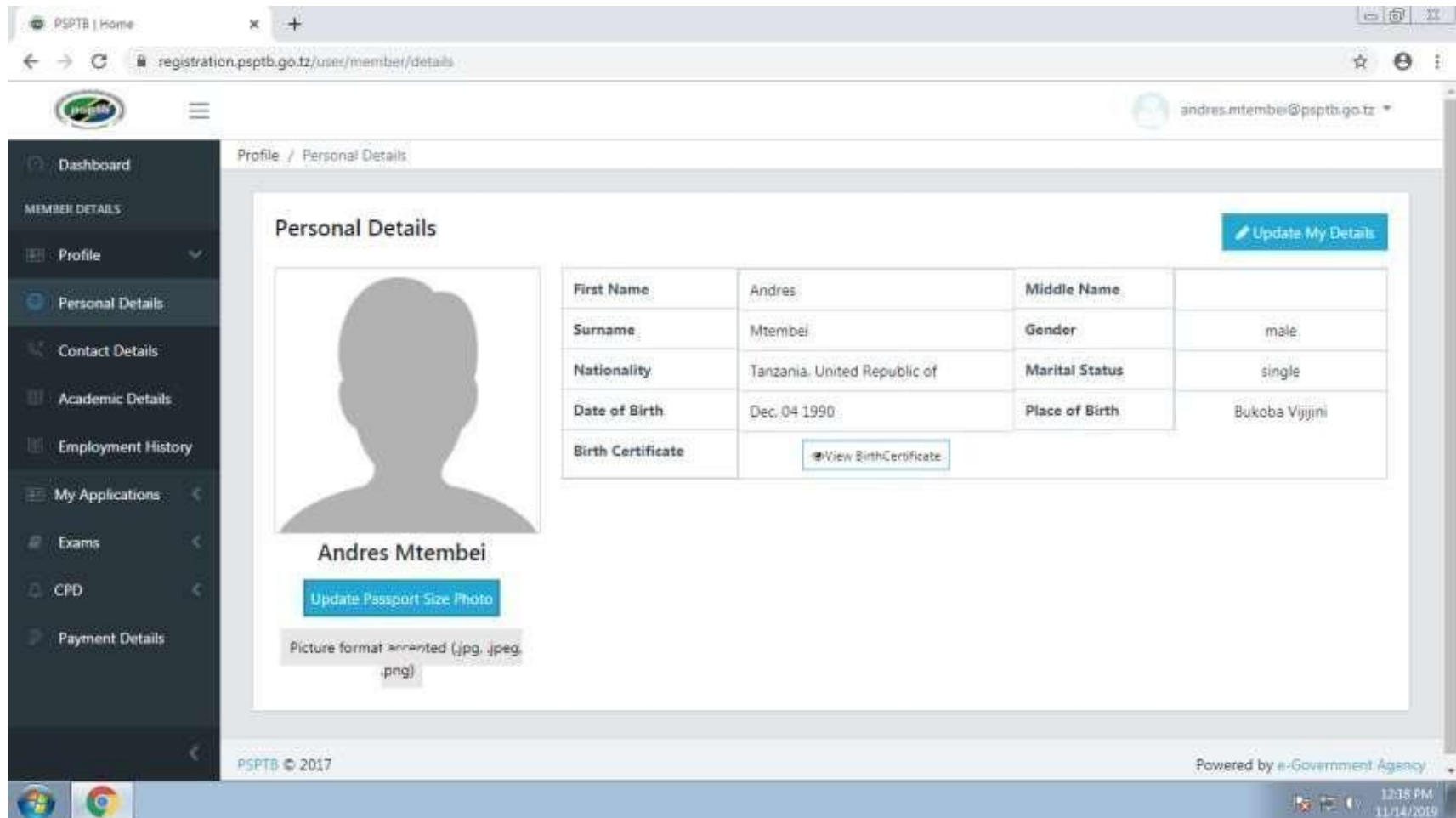
The dashboard features a dark sidebar with navigation options: Dashboard, MEMBER DETAILS, Profile, My Applications, Exams, CPD, and Payment Details. The main content area includes four summary cards: Unpaid Fees (0.0 TShs), CPD Hours (0), Appeals (0), and Referrals (0). Below these are two sections: "My Upcoming Events" and "My Applications". Both sections have search filters and display "No data available in table".

At the bottom, the footer contains "PSPTB © 2017" and "Powered by e-Government Agency". The system tray shows the time as 12:11 PM on 11/14/2019.

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 **Clear Visible Passport Size Photo with BLUE BACKGROUND**).



The screenshot shows a web browser window displaying the PSPTB member profile page. The browser address bar shows the URL: registration.psptb.go.tz/user/member/details. The page title is "Profile / Personal Details". The user's name is "Andres Mtembei" and the email is "andres.mtembei@psptb.go.tz".

The profile page is divided into a sidebar and a main content area. The sidebar contains the following menu items: Dashboard, MEMBER DETAILS, Profile, Personal Details, Contact Details, Academic Details, Employment History, My Applications, Exams, CPD, and Payment Details. The main content area is titled "Personal Details" and features a "Update My Details" button in the top right corner.

On the left side of the main content area, there is a placeholder for a passport-size photo. Below the photo placeholder, the name "Andres Mtembei" is displayed, followed by an "Update Passport Size Photo" button. A note below the button states: "Picture format supported (.jpg, .jpeg, .png)".

On the right side of the main content area, there is a table of personal details:

First Name	Andres	Middle Name	
Surname	Mtembei	Gender	male
Nationality	Tanzania, United Republic of	Marital Status	single
Date of Birth	Dec. 04 1990	Place of Birth	Bukoba Vijijini
Birth Certificate	View BirthCertificate		

At the bottom of the page, the footer contains "PSPTB © 2017" on the left and "Powered by e-Government Agency" on the right. The system tray at the bottom right shows the time as 12:16 PM on 11/14/2019.

B. CONTACT DETAILS

- You can edit your contact details and add next of kin.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/contacts`. The page title is "PSPTB | Home". A dark sidebar on the left contains navigation links: Dashboard, MEMBER DETAILS, Profile, Personal Details, Contact Details (highlighted), Academic Details, Employment History, My Applications, Exams, CPD, and Payment Details. The main content area is partially obscured by a modal form titled "Add Next of Kin". The form contains the following fields:

- Full Name:
- Address:
- Phone:
- Email:

At the bottom right of the modal, there are two buttons: "Close" (red) and "Save" (blue). In the background, a blue button labeled "Add Next of Kin" is visible on the right side of the page. The footer of the page includes "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the system clock as 12:02 PM on 11/14/2019.

- To add NEXT OF KIN, click the ADD NEXT OF KIN button at the right top, fill all the information, then click SAV

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.
- At the REGISTRATION FIELD: For O LEVEL and A LEVEL, write your index number
For UNIVERSITY/COLLEGE, write your Registration Number
- Attachments should be in **PDF Format (Size: less than 1 MB)**

The screenshot displays a web browser window with the URL registration.psptb.go.tz/user/member/academics/add. The page title is "Add Academic Qualifications". A navigation sidebar on the left includes "Dashboard", "MEMBER DETAILS", "Profile", "My Applications", "Exams", "CPD", and "Payment Details". The main content area contains the following form fields:

- School / College / Institution:** Mzumbe University (MU)
- Registration #:** Like its appeared on your Transcript (College/University Registration Number) ✓
- Qualification Type:** Bachelor's Degree
- Start Date:** 10-2010
- Qualification Name:** e.g. Bachelor of Procurement and Supply Management ✓
- Date of Completion:** 06-2013
- Certificate / Award:** Choose File: Andres Mtembei - Degree Certificate.pdf

At the bottom right of the form, there are "Cancel" and "Save" buttons. A system tray at the bottom right shows the time as 1:07 PM on 11/14/2019.

For **Secondary School** or where **College/University** isn't listed, scroll up to **OTHER INSTITUTION**

PSPTB | Home

registration.psptb.go.tz/user/member/academics/add

andres.mtembei@psptb.go.tz

Profile / Academic Qualifications / Add Academic Qualifications

Add Academic Qualifications

All fields are required

School / College / Institution

Select your option

- Forest Training Institute (FTI)
- Kilimanjaro Christian Medical College (KCMCo)
- Muslim University of Morogoro (MUM)
- Community Development Training Institute
- Dar es Salaam University College of Education (DUCE)
- Other Institution**

Registration #

Registration #

Start Date

Start Date

Date of Completion

Date of Completion

Certificate / Award

Choose File: No file chosen

Cancel Save

12:36 PM 11/14/2019

In the **Location** field, write the Region

The screenshot shows a web browser window with the URL `registration.pspbt.go.tz/user/member/academics/add`. The page title is "PSPTB | Home". The user is logged in as `andres.mtembei@psptb.go.tz`. A message at the top says "All fields are required". The form contains the following fields:

- School / College / Institution:** A dropdown menu with "Other Institution" selected.
- Other Institution Name:** A text input field containing "e.g. Tabora Boys" with a green checkmark.
- Other Institution Location:** A text input field containing "e.g. Tabora" with a green checkmark.
- Registration #:** A text input field containing "Your Index Number e.g. 50155-022" with a green checkmark.
- Start Date:** A date picker field showing "02-2006".
- Date of Completion:** A date picker field showing "02-2010".
- Qualification Type:** A dropdown menu with "Advanced Level (ACSE)" selected.
- Qualification Name:** A text input field containing "e.g. PCM" with a green checkmark.
- Certificate / Award:** A file upload field with a "Choose File" button and the filename "Andres Mtembei - Advance Level Certificate.pdf".

At the bottom right of the form, there are "Cancel" and "Save" buttons. The footer of the page includes "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the system time as 12:40 PM on 11/14/2019.

NB: At the CERTIFICATE /AWARD

Combine Academic Certificate and Transcript (For UNIVERSITY /COLLEGE). Copies of all attachments should be certified. Attachments should be in **PDF Format (Size: less than 1 MB)**

D. EMPLOYMENT DETAILS

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

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/add/employment`. The page title is "Add Employment Details". A dark sidebar on the left contains navigation links: Dashboard, MEMBER DETAILS (Profile, My Applications, Exams, CPD, Payment Details). The main content area contains the following form fields:

- Employer Name * (text input)
- Position * (text input)
- Job Description (text area)
- From * (text input)
- To * (text input)
- Phone * (text input)
- Physical Address * (text input)
- Email (text input)
- Website (text input)

Buttons: "Back" (green) and "Submit" (blue).

System tray: 12:41 PM, 11/14/2019.

STEP 2: MY APPLICATIONS

- A. Click Application List and you will see list of your applications.
Click VIEW, and you will see the summary of all information you have entered.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/applications`. The page title is "Member Applications / Applications List". On the left, a dark sidebar menu contains the following items: Dashboard, MEMBER DETAILS, Profile, My Applications (expanded), Application List (selected), Exams, CPD, and Payment Details. The main content area is titled "New Member Applications" and includes a green "Upgrade Level" button. Below this, there is a "Show" dropdown set to "10" and a search box. A table displays one application entry:

Full Name	Gender	Date registered	Requested Level	Phone Number	Email	Action
Andres Mtembei	male	Nov. 14 2019	Graduate Category	0737622477	andres.mtembei@psptb.go.tz	View

Below the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons. The footer of the page contains "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the time as 12:42 PM on 11/14/2019.

Then, Click the **SUBMIT** Button at the bottom.

PSPTB | Home

registration.psptb.go.tz/user/member/application/3950/details

andres.mtember@psptb.go.tz

no data available in table

Showing 0 to 0 of 0 entries

Previous Next

Membership Fee

Show: 10 entries

Search:

#	Service	Proforma Date	Proforma Due Date	Total Amount	Control Number	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

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1:08 PM 11/14/2019

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.

The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/member/applications. The page title is "Member Applications / Applications". A user is logged in as andres.mtembei@psptb.go.tz. The main content area is titled "New Member Application" and features a "Submit Application" button. A dropdown menu titled "Upgrade To *" is open, showing the following options: "Fellow category", "Authorized Category", "Approved Category" (highlighted), "Graduate Category", "Affiliate Category", "Full technician Category", "Technician Category", "Temporary Category", and "Individual Consultant". Below the dropdown is a table with one entry for "Andres Mtembei".

Full Name *	Gender	Registered Level	Phone Number	Email	Action
Andres Mtembei	male	Graduate Category	0737622477	andres.mtembei@psptb.go.tz	View

Showing 1 to 1 of 1 entries

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1:09 PM
11/14/2019

STEP 3: CPD

A. CPD RECORDS

- Click CPD Records to view your Attained CPD hours per year.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/events-records`. The page title is "Events / Events Record". On the left is a dark sidebar menu with options: Dashboard, MEMBER DETAILS, Profile, My Applications, Exams, CPD (expanded), CPD Records (selected), Upcoming Events, CPD Activities, and Payment Details. The main content area is titled "List of Events" and features a blue button "Apply for an Event". Below this, it displays "Attained CPD hours per Year : 0" in a green box. There are search and pagination controls for the main list, and a section for "External Events" at the bottom.

Attained CPD hours per Year : 0

Event Name	Category	Location	CPD	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

External Events

- Click APPLY FOR AN EVENT to apply for any available event at the moment. (Workshop/ Annual Conference).

The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/member/events-to-apply. The page title is "Events / Events to Apply". On the left is a dark sidebar menu with options: Dashboard, MEMBER DETAILS (Profile, My Applications, Exams, CPD, CPD Records, Upcoming Events, CPD Activities, Payment Details). The main content area has a sub-header "Events to Apply" and a blue "Events Record" button. Below this is a "Show" dropdown set to "10" and a search box. The main content is a table with the following data:

Event Name	Location	Start Date	End Date	CPD Hours	Action
FIVE DAYS TRAINING ON COMPREHENSIVE RESEARCH. METHODOLOGY FROM 15th TO 19th July, 2019 IN DAR ES SALAAM.	DAR ES SALAAM, Kinondoni, Dar-es-Salaam	2019-06-24	2019-06-28	40	APPLY
FIVE DAYS TRAINING ON COMPREHENSIVE RESEARCH. METHODOLOGY FROM 15th TO 19th July, 2019 IN DAR ES SALAAM.	VENUE: THE LAW SCHOOL OF TANZANIA, DAR ES SALAAM, Kinondoni, Dar-es-Salaam	2019-07-15	2019-07-19	40	APPLY
FIVE DAYS WORKSHOP ON E-PROCUREMENT FOR PRACTITIONERS; FROM 11ST - 15TH NOVEMBER, 2019, IN ARUSHA	VETA HOTEL, NJIRO, Arusha Mjini, Arusha	2019-11-11	2019-11-15	40	APPLY
FIVE DAYS WORKSHOP ON PROCUREMENT AND SUPPLY, COMMISSIONING OF EQUIPMENTS AND PLANTS; FROM 25TH - 29TH NOVEMBER, 2019, IN MTWARA	VETA, Mtwara Mjini, Mtwara	2020-02-25	2019-11-29	40	APPLY
FIVE DAYS WORKSHOP ON PROCUREMENT FRAUD SCHEMES INVESTIGATION AND PREVENTIVE MEASURES FOR A...	RAS(KWA OFISI YA MKUU WA	2019-	2020-	40	APPLY

The Windows taskbar at the bottom shows the system time as 2:43 PM on 11/14/2019.

B. UPCOMING EVENTS

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

PSPTB | Home

registration.psptb.go.tz/user/member/events-to-apply

andres.mtembei@psptb.go.tz

Events / Events to Apply

Events to Apply [Events Record](#)

Show 10 entries

Event Name	Location	Start Date	End Date	CPD Hours	Action
FIVE DAYS TRAINING ON COMPREHENSIVE RESEARCH: METHODOLOGY FROM 15th TO 19th July, 2019 IN DAR ES SALAAM.	DAR ES SALAAM, Kinondoni, Dar-es-Salaam	2019-06-24	2019-06-28	40	APPLY
FIVE DAYS TRAINING ON COMPREHENSIVE RESEARCH: METHODOLOGY FROM 15th TO 19th July, 2019 IN DAR ES SALAAM.	VENUE: THE LAW SCHOOL OF TANZANIA, DAR ES SALAAM, Kinondoni, Dar-es-Salaam	2019-07-15	2019-07-19	40	APPLY
FIVE DAYS WORKSHOP ON E-PROCUREMENT FOR PRACTITIONERS; FROM 11ST – 15TH NOVEMBER, 2019, IN ARUSHA	VETA HOTEL, NJIRO, Arusha Mjini, Arusha	2019-11-11	2019-11-15	40	APPLY
FIVE DAYS WORKSHOP ON PROCUREMENT AND SUPPLY, COMMISSIONING OF EQUIPMENTS AND PLANTS; FROM 25TH – 29TH NOVEMBER, 2019, IN MTWARA	VETA, Mtwara Mjini, Mtwara	2020-02-25	2019-11-29	40	APPLY
FIVE DAYS WORKSHOP ON PROCUREMENT FRAUD SCHEMES	RAS(KWA OFISI YA MKUU WA	2019-	2020-	40	APPLY

2:43 PM 11/14/2019

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.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/apply-for-cpdu`. The page title is "Profile / Apply for CPD HOURS". The user is logged in as `andres.mtembei@psptb.go.tz`. The left sidebar contains a navigation menu with the following items: Dashboard, MEMBER DETAILS, Profile, My Applications, Exams, CPD (expanded), CPD Records, Upcoming Events, CPD Activities (highlighted), and Payment Details. The main content area is titled "Submit External Event" and contains the following form fields:

- Category ***: A dropdown menu with "-- Select --" selected.
- Evidence**: A file upload field with a "Choose File" button and the text "No file chosen".
- Start Date ***: A date input field with the placeholder "yyyy-mm-dd".
- End Date ***: A date input field with the placeholder "yyyy-mm-dd".

There are two buttons at the bottom of the form: a red "Reset" button and a blue "Submit" button. A blue button labeled "Events Record" is located in the top right corner of the form area. The footer of the page includes "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the system time as 2:41 PM on 11/14/2019.

STEP 4: EXAMS

D. EXAMINATIONS

- To apply for examinations, Click the APPLY FOR EXAMS and fill all the required information, then click SUBMIT.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/examinations/myapplications`. The page title is "Academics / Examinations". The main content area is titled "Examination Applications" and features two buttons: "Apply for Exam" (blue) and "Apply as a Private Candidate" (yellow). Below these buttons, there are two tabs: "Normal Candidate Applications" (active, blue) and "Private Candidate Applications" (inactive, grey). A search bar is located to the right of the tabs. Below the search bar is a table with the following columns: #, Application Date, CR No, Exam Date, Stage, Tuition Center, Exam Center, Status, and Actions. The table currently displays "No data available in table". The footer of the page includes "PSPTB © 2017" and "Powered by e-Government Agency".

PSPTB | Home

registration.psptb.go.tz/user/examinations/myapplications

regina.mbogo@psptb.go.tz

Academics / Examinations

Examination Applications

Apply for Exam Apply as a Private Candidate

Normal Candidate Applications Private Candidate Applications

Search:

#	Application Date	CR No	Exam Date	Stage	Tuition Center	Exam Center	Status	Actions
No data available in table								

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3:38 PM 8/29/2019

PSPTB | Home

registration.psptb.go.tz/user/examinations/applyforexam

regina.mbogo@psptb.go.tz

Dashboard / Examinations / Apply for Exam

Apply for Exam

All fields with * are required!

Tuition Provider *

Select your option

Tuition Center *

Select your option

Examination Session *

Select your option

Select Stage *

Select your option

Submit

Stage Subjects

Search:

Code	Subject Name	Weight
No data available in table		

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4:14 PM 8/29/2018

NOTE: Make sure you tick all the subjects you attend

If you want **EXEMPTION**, please contact PSPTB through **0738441972**

- 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.

The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/examinations/apply-private. The page title is "Apply for Exam as Private Candidate". On the left is a dark sidebar menu with "Dashboard" selected and other options like "Profile", "My Applications", "Exams", and "Payment Details". The main content area has a breadcrumb "Dashboard / Examinations / Apply for Exam as Private Candidate". Below the title, it says "All fields with * are required!". There are three required fields: "Evidence of Locality *" with a "Choose File" button and "No file chosen" text; "Examination Session *" with a dropdown menu showing "Select your option"; and "Select Stage *" with a dropdown menu showing "Select your option". A blue "Submit" button is at the bottom left. To the right is a "Stage Subjects" section with a search box and a table with columns "Code", "Subject Name", and "Weight". The table is empty with the message "No data available in table." at the bottom. The footer contains "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the time as 4:15 PM on 8/29/2019.

E. EXAMS RESULTS

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

F. 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.

G. APPEAL

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

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, TigoPesa, M-Pesa, HaloPesa, T-Pesa or EzyPesa by selecting “Government Payments”)

After Paying, the status will change to **PAID** and you will get 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, TigoPesa, M-Pesa, HaloPesa, T-Pesa or EzyPesa). 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.