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Manuals & Guidelines

GePG

2017

GePG-User Registration Form,2017

The United Republic of Tanzania

Ministry of Finance

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**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND PLANNING**



GOVERNMENT e - PAYMENT GATEWAY (GePG)

USER REGISTRATION FORM

SECTION A: ORIGINATED INSTITUTION INFORMATION	
MINISTRY/DEPT/AGENCY/LGA/RAS INFORMATION	ADDRESS
VOTE NAME: VOTE CODE:	P.O.BOX: Street: Region: Tel: Fax:
SECTION B: USER INFORMATION (To be filled in by Prospected GePG User)	
Full Name: (First, Middle & Last)	
Check No:	
Mobile Phone:	
Email:	
Job Title/Designation:	
Department/Sub vote:	
<p>1. Requested Role :(Tick(✓) Most appropriate Role)</p> <p>SP Administrator: <input type="checkbox"/></p> <ul style="list-style-type: none"> • Create SP Manager • Create SP User • Create Collection Centre • Create Sub SP <p>Customer Manager: <input type="checkbox"/></p> <ul style="list-style-type: none"> • Search/View/Print Bill/Pending Bill • Search/View/Print Receipt • View/Print Report • Search/View Settled Bill <p>Payment Manager: <input type="checkbox"/></p> <ul style="list-style-type: none"> • View/Print Receipt • View/Print Payment Reports • Reconcile Payments <p>SP Manager: <input type="checkbox"/></p> <ul style="list-style-type: none"> • Select Revenue Sources • Create Sub Revenue Sources • Create Revenue Target • Set Revenue Target <p>Bill Manager: <input type="checkbox"/></p> <ul style="list-style-type: none"> • Create/View Bill • Search/View Pending Bill • Search/View Settled Bill • Search/Print Bill • Search/View Defect Bill • Export Bill 	

SP Report:

- View/Print Bill
- View Payment Report

2. Requested Action: (Tick (✓) Most appropriate Role)

Requested Action: Create New User Block Existing User Modify Existing User

Requestor's Signature:.....

Date:

SECTION C: MANAGEMENT APPROVAL: (To be filled and stamped by Employer /Accounting Officer)

I declare that the above named requestor is an employee in our Institution/Organisation and is eligible/not eligible for GePG system access.

Name: Signature.....

Date:.....

Note:

This form shall be;

- Filled by the requestor,
- Approved, signed and stamped by the Employer.
- This form shall be filled and submitted to the Ministry of Finance and Planning - Financial Information System Management Department.

SECTION D: FOR GePG USE ONLY.

1. Assigned Username
2. Role Granted/Given Role
3. Date Created
4. Created by: Name
- Signature
- Date