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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:	

1. Requested Role :(Tick(✓) Most appropriate Role)

SP Administrator: ☐

- Create SP Manager
- Create SP User
- Create Collection Centre
- Create Sub SP

Customer Manager: ☐

- Search/View/Print Bill/Pending Bill
- Search/View/Print Receipt
- View/Print Report
- Search/View Settled Bill

Payment Manager: ☐

- View/Print Receipt
- View/Print Payment Reports
- Reconcile Payments

SP Manager: ☐

- Select Revenue Sources
- Create Sub Revenue Sources
- Create Revenue Target
- Set Revenue Target

Bill Manager: ☐

- 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