

ERB Management Information System (MIS) Mini guide

Access the system through (registration.erb.go.tz)



EXISTING MEMBER (PLEASE UPDATE YOUR PROFILE)

1. Send mobile SMS to **15200**.

The format of the SMS is ERB ET1XXX or ERB ET2XXX or ERB PEXXXX or ERB GEXXXX or ERB CEXXXX where XXXX is your **Reg.No.** **You must have a balance of at least Tsh 100 in your phone as Airtime** (NOT sms bundle OR mpesa or tigo pesa or airtelmoney).

2. You will receive an SMS with **Username and Password**.
3. Then click **MEMBER LOGIN** at the right-hand corner of your page and use email and password you have received in your SMS to login.

NEW MEMBER:

1. Click **NEW MEMBER REGISTRATION**.
2. Fill all the information's required in the member registration form then submit.
3. System will automatically send **username and password** to your email account.
4. Use the username and password sent in your email by clicking **MEMBER LOGIN**.
5. Click **Profile** at the left-hand corner of your Window;

FOR APPLICATION AS GRADUATE ENGINEERS fill the following parts in the **profile**:

1. Personal Details (Attach also the Passport Size).
2. Contact Details.
3. Academic Details.
4. Work Experience (if any)

TO APPLY FOR SEAP PROGRAMME (BOTH NEW AND EXISTING MEMBERS)

1. Enter in your account, Click **SEAP MENU** and then go to application a new window will appear.
2. Go to **New Application** at your right-hand side of your window login and a dialog box will appear as shown below;

FOR APPLICATION AS PROFESSIONAL ENGINEERS fill the following parts in the **profile**:

1. Personal Details (**Attach also the Passport Size in jpeg**).
2. Contact Details.
3. Academic Details.
4. Work Experience.
5. Professional Report.
6. Referees.

LIST OF DOCUMENTS REQUIRED BEFORE ACCESSING YOU'RE ACCOUNT.

A. For new and existing members.

1. Form iv Index Number
2. Passport size photograph (softcopy in jpeg)
3. Scanned **Certified** Copies of ALL academic certificates (**Pdf format**)
4. Scanned **Certified** Copy of Birth Certificate (**Pdf format**)

NOTE:

For persons who have studied **outside Tanzania** attach TCU accreditation Certificate.

B. For Project Registration

Civil Works

1. Scanned Signed copy of contract of Civil Works (**Pdf format**)
2. List of Expert for contractor and consultants (**Pdf format**)

Building Works

1. Scanned Building Permit (**Pdf format**)
2. Stamped Cost Estimate from Quantity Surveyor (**Pdf format**)
3. Scanned Working Drawings stamped by consulting firm stamp (**Pdf format**)
4. Signed and **stamped contract** between Client and Consultants (**Pdf format**)
5. Evidence of engagement of site engineer.

HOW TO SUBMIT YOUR APPLICATION AND GET CONTROL NUMBER FOR PAYMENTS

1. Go to **APPLICATION** at the left-hand corner of your Login Window,
2. To submit your application click **VIEW & SUBMIT** and scroll down to **SUBMIT**.
3. Click Submit to get CONTROL NUMBER which will be used for the payment of application fee, control Number will appear at the bottom of the same page, the control number will also be sent to your email.

How to pay

1. Via Bank: Visit any branch or bank agent of CRDB, NMB, BOT. Reference Number 99488XXXXXXXX
2. Via Mobile Network Operations (MNO): Enter to the respective USSD Menu of MNO.
Select 4 (Make Payments)
Select 5 (Government Payments)
Enter 99488XXXXXXXX as reference number