



Access the system through
[https:// registration.erb.go.tz](https://registration.erb.go.tz)

ERB Management Information System Mini guide

HOW TO LOGIN MIS

1. Are you a member (registered with Reg. number)? Go to **STEP A**
2. Are you a new member (Not yet registered)? Go to **STEP B**
3. Do you want to pay ERB fees? – Go to **STEP C**

- A**
1. Send mobile SMS to **15200**.
The format of the SMS is ERB ET1000XXX or ERB ET2000XXX or ERB PE00XXXX or ERB GE00XXXX or ERB CE000XXXX where **XXXX** is your **RegNo. Add zeros before you're your registration number to have 6 digits, You must have a balance of at least Tsh 100 in your phone as Airtime** (NOT SMS bundle OR Mpesa or Tigopesa 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.
 4. After successful login ,
Update Profile (Personal Details, Contact Details, Academic Details(**From Degree**), Work Experience, Referees- Not mandatory)(**Attach also the Passport Size in jpeg format**).

NEW MEMBER:

- B**
1. Click **NEW MEMBER REGISTRATION**.
 2. Fill all the information 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. After successful login
Update Profile (Academic Details (**From Degree**), Work Experience, Referees- Not mandatory) (**Attach also the Passport Size in jpeg format**).
 6. Click **APPLICATION** then **VIEW & SUBMIT** and scroll to the bottom page to **SUBMIT** and obtain **CONTROL NUMBER**

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

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

PAYMENT – ERB FEES

Do you have your username and password?

If No - Go to **STEP A**

If YES, - login your account then continue with Steps below

- C**
1. Go to **Bills & Payments** and Select **My Bills** then Click **PAY NOW**
 2. After obtaining ERB control number you can make payments through BANKS or MOBILE MONEY
PAYMENT METHODS
 1. **Via Bank: Visit any branch or bank agent of CRDB, NMB, BOT. Reference Number 99488XXXXXXXXX**
 2. **Via Mobile Network Operators (MNO): Enter to the respective USSD Menu of MNO. Select 4 (Make Payments) Select 5 (Government Payments) THEN Enter 99488XXXXXXXXX as reference number**

CPD UPLOAD

In the dashboard go to **CPD Log menu**, then click on **CPD Records** then click **CPD Activities** sub menu then navigate to top right and click **Request PDU's button** by filling the following information:

- I. Choose **CPD activity type** (i.e. A.1 Relevant postgraduate degree, diploma or certificate courses);
- II. Type the **CPD Activity name** (i.e. AED 2018);
- III. Type **Start date** and **End date** of the CPD activity;
- IV. **Attach evidence** in PDF format (i.e Participation certificates / Receipt of course / programme payments / Invitation letters with recommendation to attend Programme of the event/activity / Attendance list). Then submit, repeat for all activities

FOR CHANGE OF STATUS FROM **GRADUATE TO PROFESSIONAL ENGINEER**

Step 1:

Update Profile (Personal Details, Contact Details, Academic Details(**From Degree**), Work Experience, Referees- Not mandatory) (**Attach also the Passport Size in jpeg format**).

STEP 2:

1. Click on **APPLICATION**, at the top right Click **CHANGE STATUS**
2. **UPGRADE YOUR STATUS** accordingly by attaching the appropriate documents then click submit (**ALL DOCUMENTS MUST BE IN PDF FORMATT**)

STEP 3:

On **APPLICATION** click **VIEW & SUBMIT** on the professional Eng. level scroll to the bottom page and **SUBMIT**

FOR CHANGE OF STATUS FROM **PROFESSIONAL TO CONSULTING ENGINEER**

STEP 1

Update Profile (Personal Details, Contact Details, Academic Details (**From Degree**), Work Experience.) (**Also Attach the Passport Size in jpeg**)

STEP 2

1. Click on **APPLICATION**, then at the top right click **CHANGE STATUS**
2. You will be required to Register a firm by **Joining an existing Firm** or registering a **New company**
3. If you select a **new company** you will be required to attach the required documents then click **submit**. (**ALL DOCUMENTS MUST BE IN PDF FORMATT**)
4. Then **REGISTER A NEW FIRM** by selecting the company registered at no.3 above, then click **SUBMIT**.

STEP 3

1. Click on **APPLICATION AGAIN** then at the top right Click **CHANGE STATUS** **UPGRADE YOUR STATUS** accordingly by attaching the appropriate documents then **click submit**.
2. On **APPLICATION** click **VIEW & SUBMIT** on the Consulting Eng. level scroll to the bottom page and **SUBMIT**