

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



GOVERNMENT e - PAYMENT GATEWAY (GePG)

HELP DESK USER REGISTRATION FORM

SECTION A: ORIGINATED INSTITUTION INFORMATION													
NAME OF SERVICE PROVIDERS (SP)/PAYMENT SERVICE PROVIDERS (PSP).	ADDRESS												
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 30%;">P.O.BOX:</td><td></td></tr> <tr><td>Street:</td><td></td></tr> <tr><td>Region:</td><td></td></tr> <tr><td>Tel:</td><td></td></tr> <tr><td>Fax:</td><td></td></tr> <tr><td>E-mail:</td><td></td></tr> </table>	P.O.BOX:		Street:		Region:		Tel:		Fax:		E-mail:	
P.O.BOX:													
Street:													
Region:													
Tel:													
Fax:													
E-mail:													
SECTION B: USER INFORMATION (To be filled in by Prospected GePG Help Desk User)													
Tittle (Mr, Mrs, Miss, etc.)													
Full Name: (First, Middle & Last)													
Job Title/Designation:													
Email													
Mobile Phone:													
Phone													
Fax													
Street													
City/Town													
Requested Action: (Tick(✓) Most appropriate Action)													
Requested Action: Create New User <input type="checkbox"/> Block Existing User <input type="checkbox"/> Modify Existing User <input type="checkbox"/>													
Requestor's Signature:													
Date:													
SECTION C: MANAGEMENT APPROVAL: (To be filled and stamped by Employer /Accounting Officer/Supervisors)													
<i>I declare that the above named requestor is an employee in our Institution/Organisation and is eligible/not eligible for GePG Help Desk system access.</i>													
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