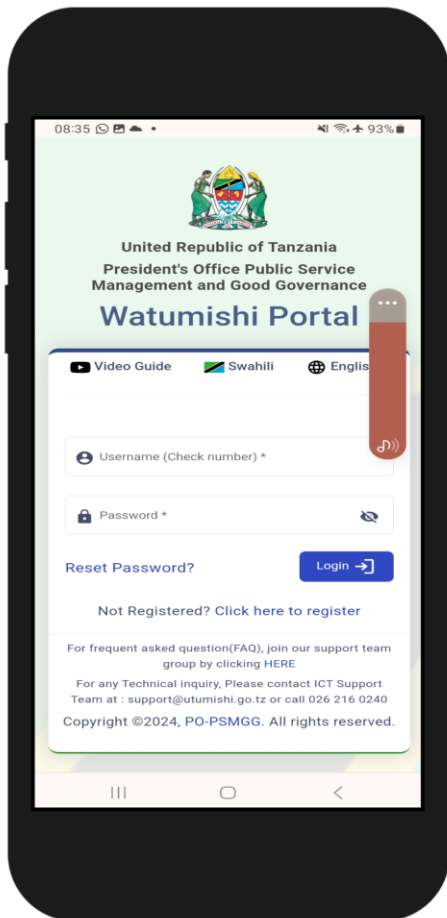


NAMNA YA KUJISAJIRI NA KUINGIA KWENYE MFUMO WA ESS



TAARIFA MUHIMU KUWA NAZO KABLA YA KUINGIA KWENYE MFUMO HUU

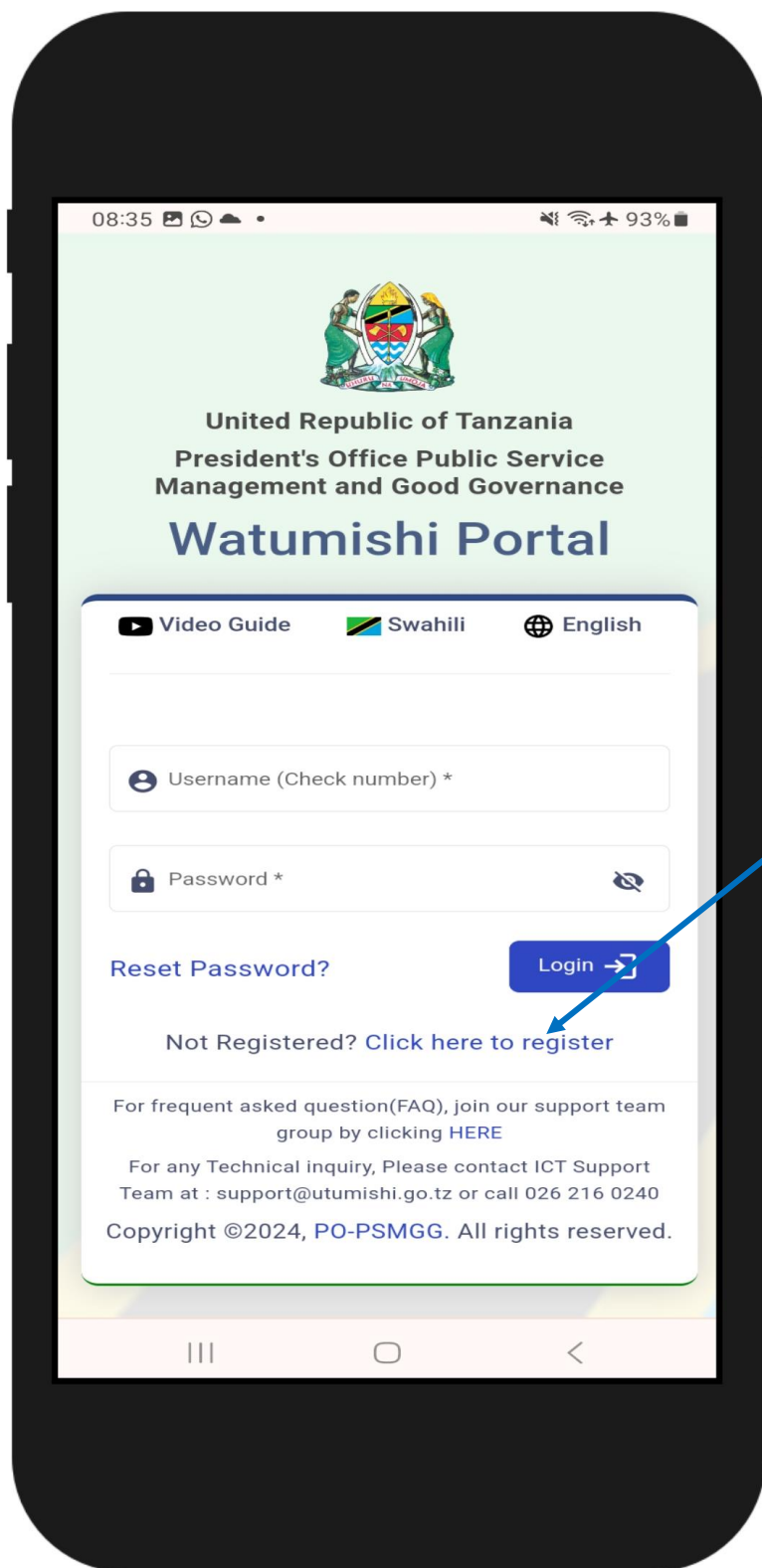
- i. Namba ya utumishi (check number)
- ii. Namba ya NIDA (National ID)
- iii. Email address (wasiliana na HR DESK wa mkoa/himaya ulipo ili kupata email address rasmi

Na kisha Email hiyo kusajiriwa kwenye mfumo wa E watumishi

Baada ya kuwa na taarifa hizo bonyeza link ifuatayo kujisajiri kwenye mfumo

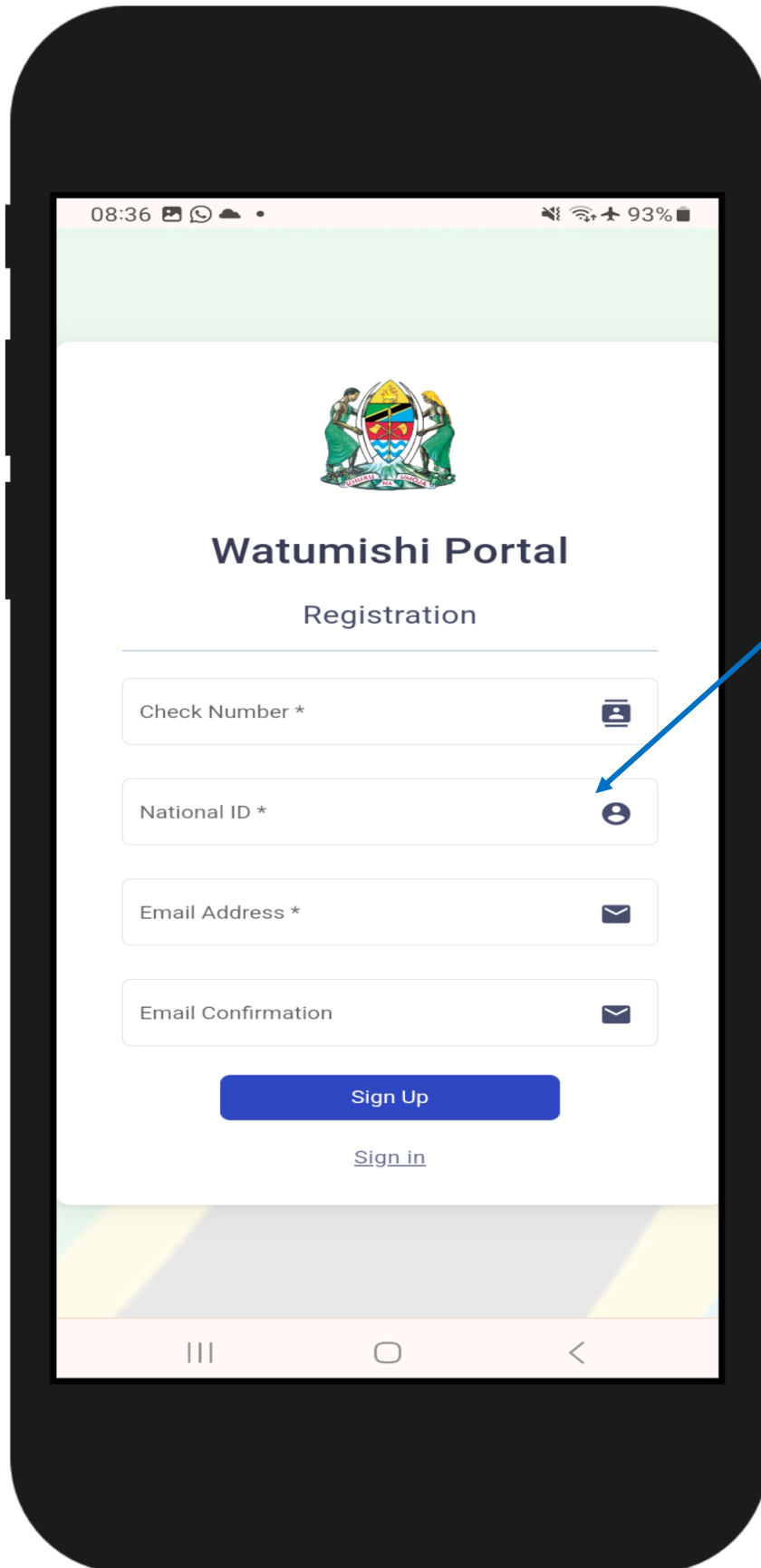
<https://ess.utumishi.go.tz/>

HATUA 1




Bonyeza "click here to register"

HATUA 2



08:36 93%



Watumishi Portal

Registration

Check Number *

National ID *

Email Address *

Email Confirmation

Sign Up

[Sign in](#)

Ingiza taarifa-:

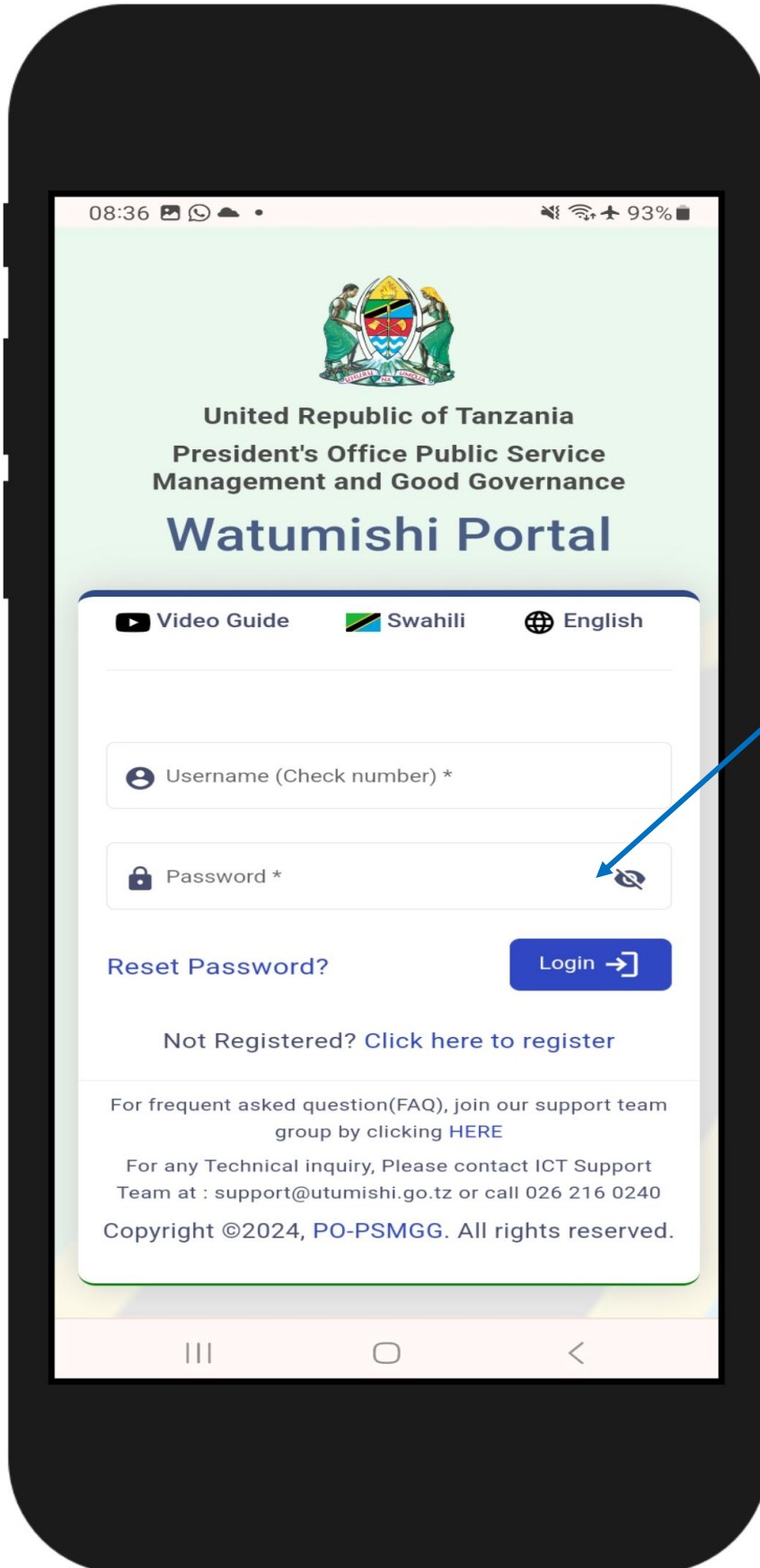
1. Check number
2. Namba ya nida
3. Email
4. Confirm Email

**Kisha bonyeza
"Sign Up"**

**Utatumiwa
"Password"
kwenye email
uliyoandika hapa,
tembelea inbox
kwenye email yako
kuona password
kwa ajili ya hatua
inayofuata ya
kuingia kwenye
mfumo (Login)**

**Kuingia kwenye
mfumo (Login) ,
bonyeza "Sign in"**

HATUA 3

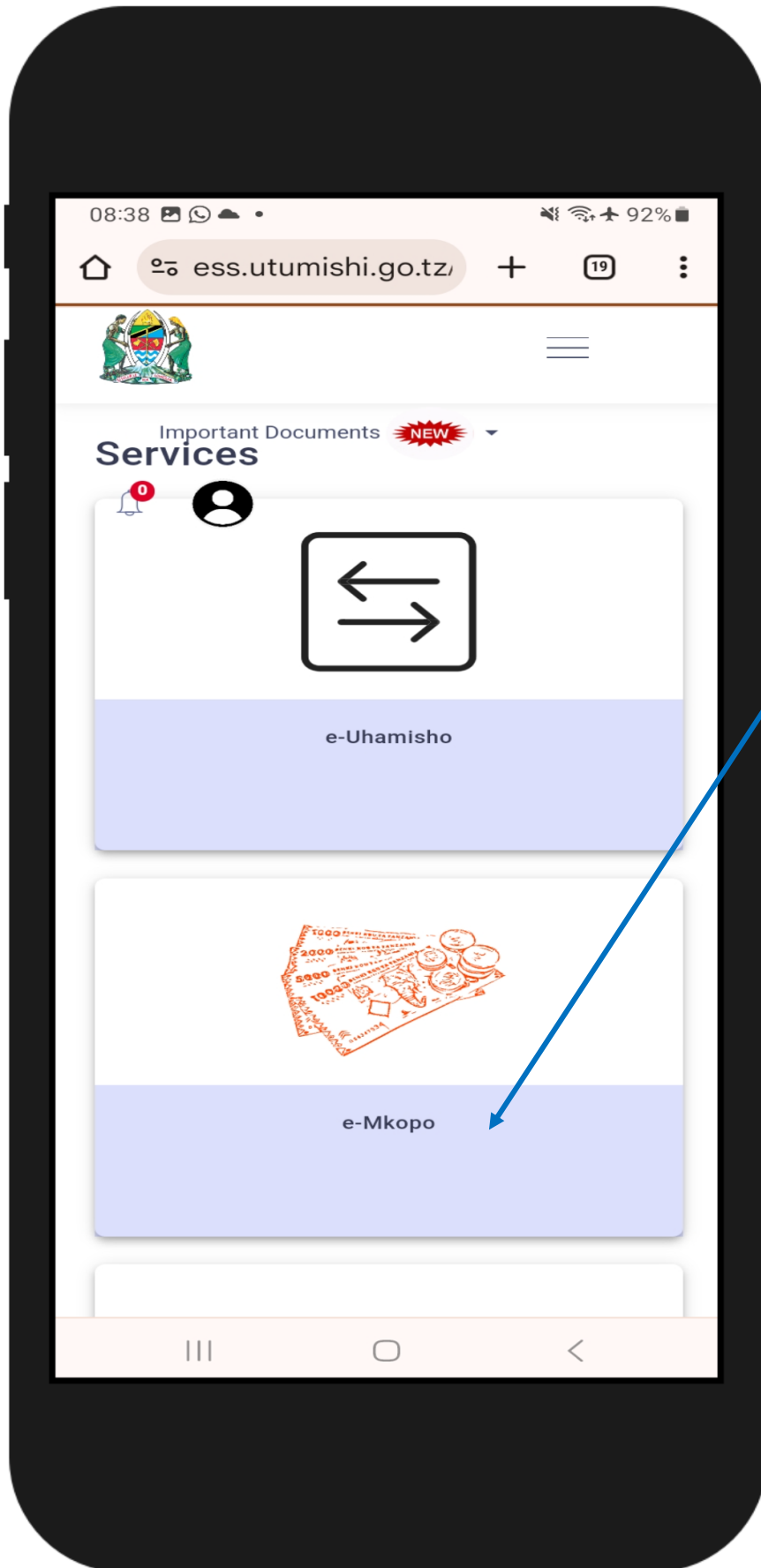


Ingiza taarifa-:

- 1. Check number**
- 2. Password uliyotumiwa kwenye Email**

Kisha bonyeza "Login"

HATUA 4



**Bonyeza “e-
mikopo”**

HATUA 5: BADILI PASSWORD

CHANGE PASSWORD

Old Password *

New Password *

Confirm Password *

Change Password

OLD PASSWORD:

Password
uliyotumiwa
kwenye Email

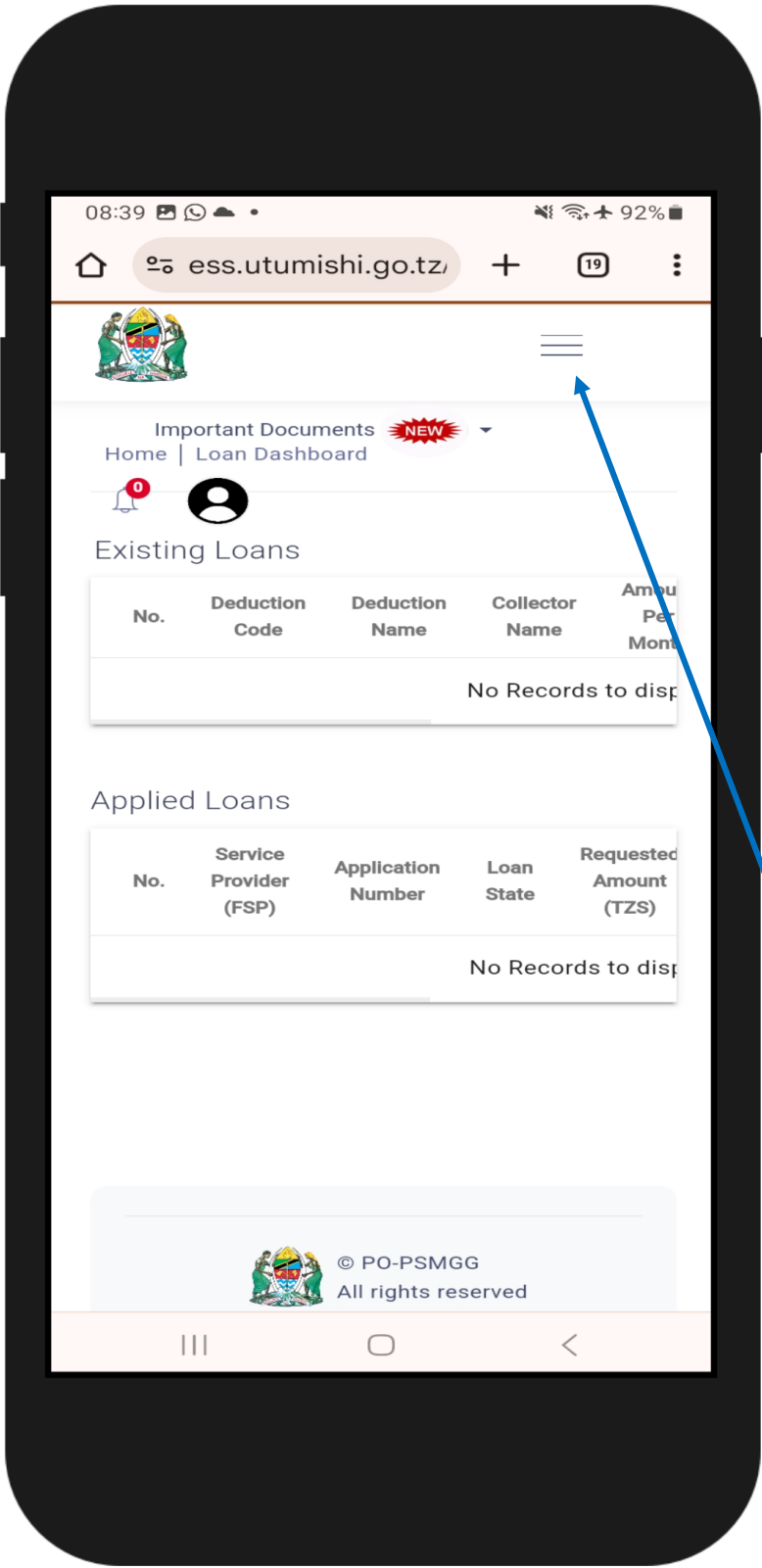
NEW PASSWORD:

Password mpya

CONFIRM PASSWORD:

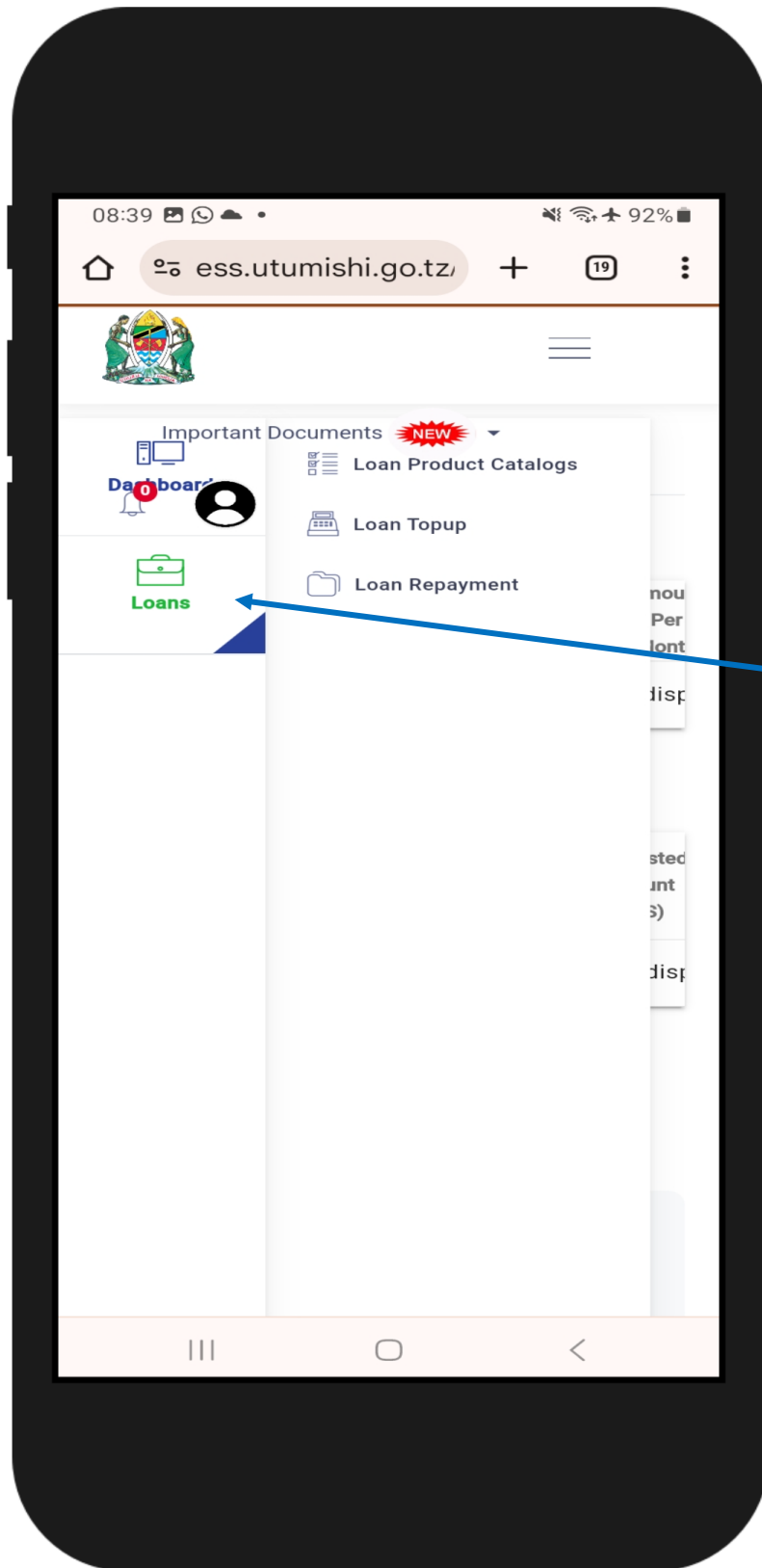
Rudia password
mpya

HATUA 6



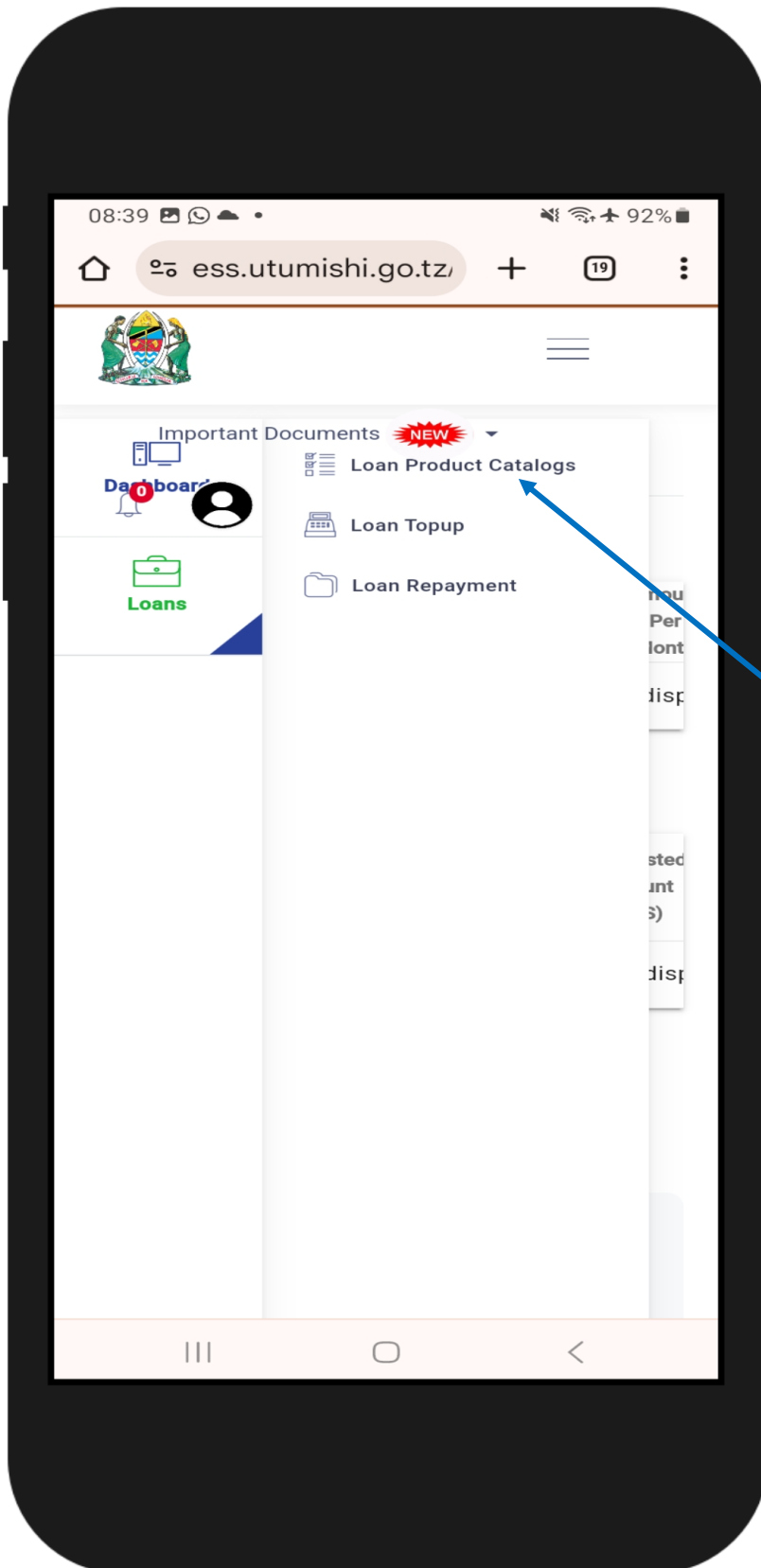
Bonyeza batani hii

HATUA 7



Bonyeza "Loans"

HATUA 8



1. **chagua "Loan Product Catalog"**
2. **Kisha angalia taasisi unayohitaji Mkopo**
3. **Ibonyeze taasisi husika na angalia taarifa muhimu za mikopo**