

THE UNITED REPUBLIC OF TANZANIA

**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN**



**HEALTH FACILITY REGISTRATION SYSTEM
USER'S GUIDE FOR CREATING ACCOUNT**

AUGUST, 2021

HEALTH FACILITIES REGISTRATION SYSTEM (HFRS)

User's Guide 1: Creating Account

1. Targeted Audience and Prerequisite

Targeted audience for HFRS includes:

- Registrars and Secretariats
- RHMTs and CHMTs
- Health facility owners (Public, FBO and Private)

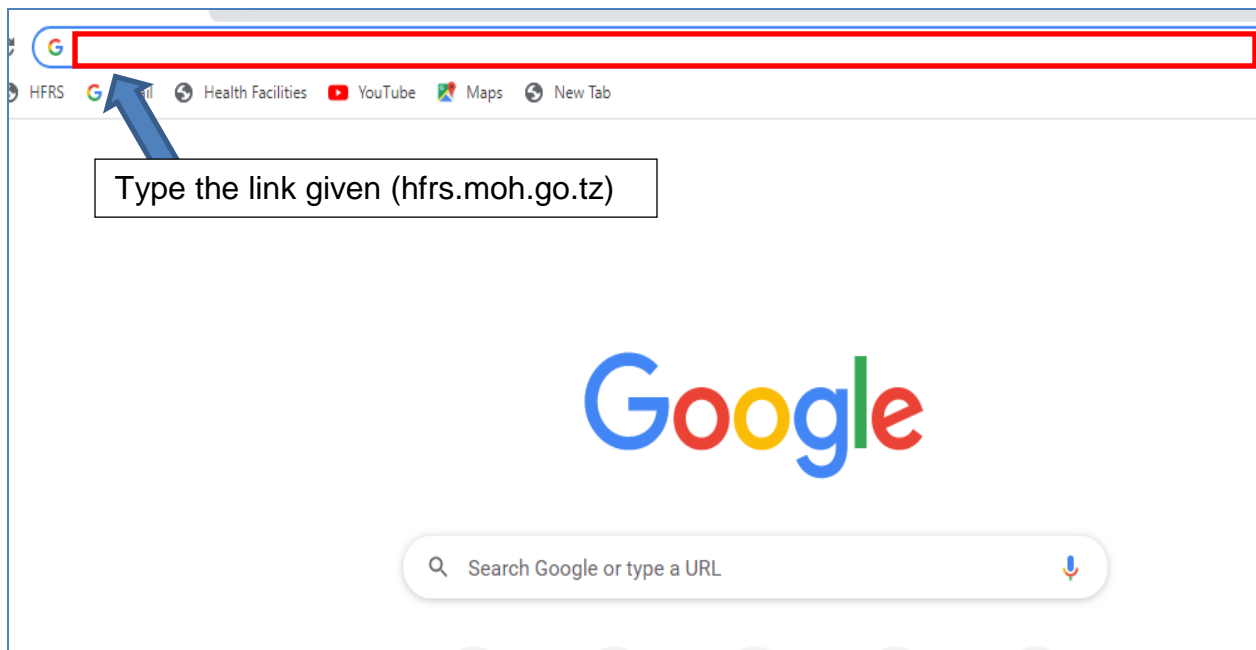
Prerequisites before using the HFRS are:

- Basic knowledge of Computer
- Make sure your computer/Laptop or gadgets connected to the Internet
- Make sure you have up to date browsers example; Mozilla Firefox, Google Chrome, Safari, Internet explorer, etc.
- Need to have Username and Password

2. Accessing HFRS

This section provides link/URL that will enable you to create HFRS account.

- Open Browser (Chrome/Mozilla); enter the following URL, hfrs.moh.go.tz.



3. Creating Account in HFRS

- i. Click Create Account



- ii. Fill in your basic information
- iii. Enter Verification code (If verification code is not clear Click it until you get the clear one)
- iv. Click **Submit**

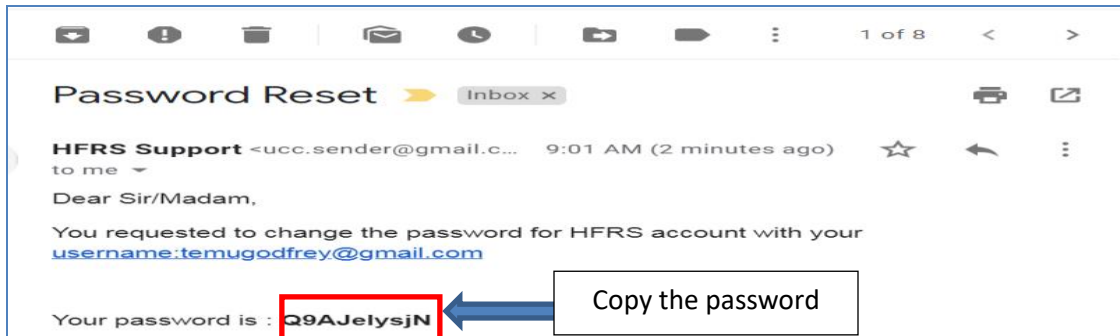
The screenshot shows the registration form with the following fields and values:

First Name * Laura	Middle Name * Amani	Last Name * Kinyaga
Email Address laura.kinyaga@afya.go.tz	Phone Number +255715486708	Affiliation PUBLIC
Position District Medical Officer(DMO)	Zone Central Zone	
Region Dodoma Region	District Dodoma District	Council Dodoma MC

Below the form, there is a 'Verify Code' section with the 'iisul' logo. The verification code input field contains 'iisul'. A green 'Submit' button is located below the code field. Callout boxes indicate: 'Enter Basic Information' points to the form; 'Enter verification Code' points to the code input field; and 'Click Submit' points to the Submit button.

After submission, the password will be sent to your email.

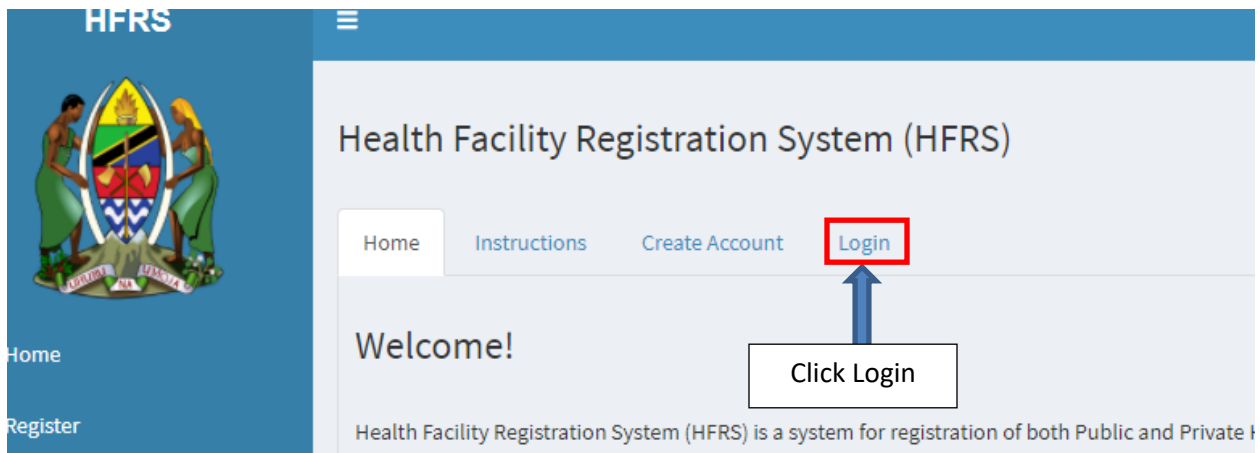
- v. Open your email and copy the password given



4. Login the system

The password sent to your email is one time use password and it is difficult to remember. So you are supposed to change this password once you login the system for the first time in order to continue using the system.

- i. Click Login



- i. Enter User name (Email used when creating account)
- ii. Paste the password you copied from your email
- iii. Click **Login**.

Home Instructions Create Account **Login**

Please Login by providing your username and Password. You must register first if you don't have an account.

Username

Password

Forgot your password?. You can [reset it here](#)

- iv. Paste again the password given from the email (you are advised to copy the password and paste and not typing in order to avoid typing error).
- v. Enter new password that will be easy to remember; Repeat New Password then click **Change**.
- vi. New Password should contain 8 characters with a mixture of Upper and Lower Cases, Special Character and Numbers. Eg Hfrs@2020

Please fill out the following fields to change your old pass

Old Password

New Password

Repeat New Password

You will now be login as Applicant

☰ You logged in as: Applicant Logout(laura.kinyaga@afya.go.tz)

Welcome **Laura Kinyaga,** Logged in as applicant Home > Welcome...

Health Facility Registration System (HFRS) is a system for registration of both Public and Private Health Facilities in Tanzania Mainland. The system is integrated with the Government Electronic Payment Gateway (GEPG) to facilitate Payments for Registration, permits/licenses, Annual Fee and any other payment.

With HFRS, the following can be performed:-

- Electronic Request for new and renewal of Public and Private Health Facility Registration (including Health Centres, Dispensaries, Hospitals, Clinics, Standalone Pharmacy, Optometric, Nursing homes, Radiology and Laboratory).
- Registration request channeled through various levels including DMO inspection, RMO verification of Inspection and Ministry Approval and issuance of Certificate.
- Generate different kinds of reports such as quarterly, semi-annual and annual summary of Registered, pending, disapproved requests and Payment Reports

5. Granting Access According Roles

After creating account as Registrar, Board member, RMO, DMO or Focal Person, you will be required to inform Central level Administrator in order to be granted access basing on your roles in the system. In addition, RMO and DMOs with right access are able to grant Focal Person access to the system (including region and council HMIS/PPP/Nursing Officer/Laboratory Technologist/Optomety Focal Person).

6. Reset Password

If you forget password, you can recover it by following these steps:

- i. Click login
- ii. Click the word [rest it](#) from Forgot your password? You can [reset it](#) here

Health Facility Registration System (HFRS)

Home Instructions Create Account **Login**

Please Login by providing your username and Password. You must register first if you don't have an account.

Username

Password

Login

Forgot your password?. You can **reset it** here

Click Login

Click reset it

- iii. Enter email you used when creating account
- iv. Repeat the email address
- v. Enter Verification Code
- vi. Click **Request New Password**

Home / Password Reset

Password Reset

Email address used during Registration

Enter email address

Repeat Email Address

Repeat email address

Type below the blue characters. Click on the blue characters to get a new one if not clearly seen

puj hvb

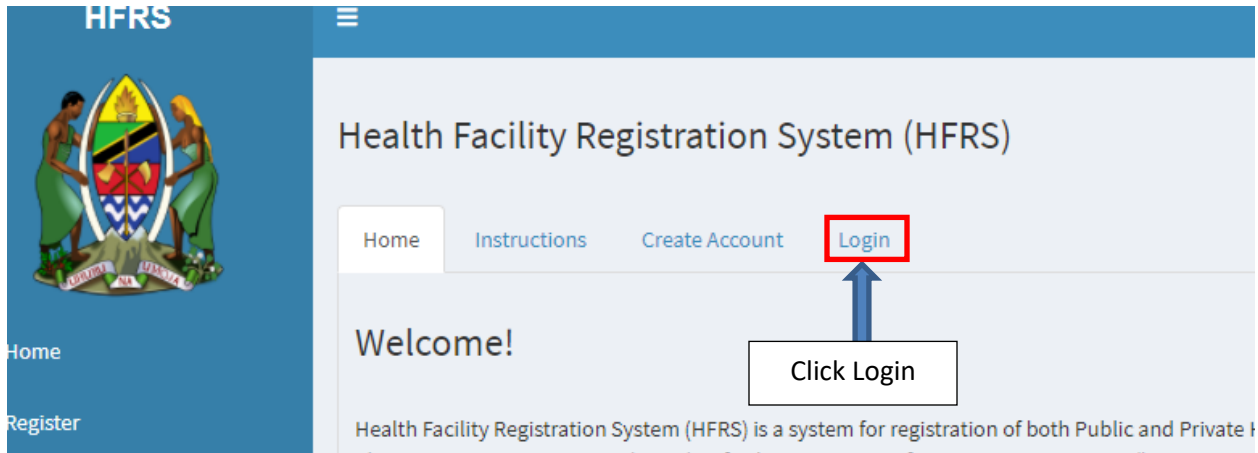
Enter verification Code

Request New Password

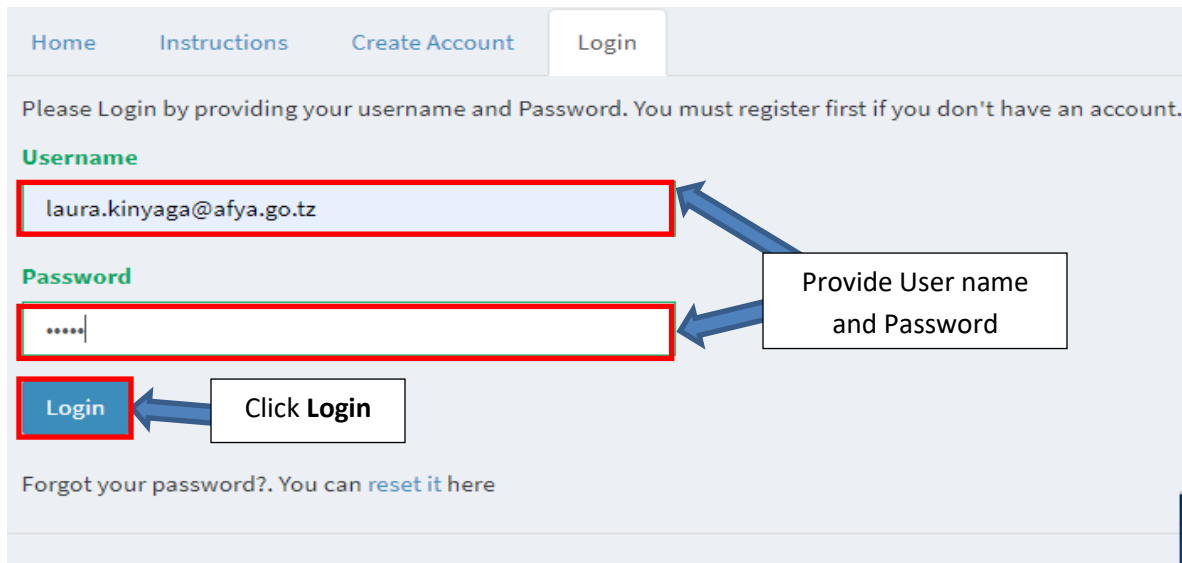
Click **Request New Password**

New password will be sent to your email.

- vii. Open your email
- viii. Copy the password given
- ix. Click Login
- x. Enter your email



- xi. Enter User name (Email used when creating account)
- xii. Paste the password you copied from your email
- xiii. Click **Login**.



- xiv. Enter new password that will be easy to remember; Repeat the email then click **Change**.

Please fill out the following fields to change your old password

Old Password

Paste password from email

New Password

Enter new password

Repeat New Password

Click **Change**

You will successfully login the system

7. Logging Out

After completing using the system you are advised to log out the system for security purposes. This can be done by clicking **“Logout”** link

