**JINSI YA KUJIUNGA NA MFUMO WA SALARY SLIP (SALARY SLIP PORTAL) KWA WATUMISHI.**

**Step 1.** Fungua browser yoyote eg. Mozila firefox, google chrome, internet explorer….etc

**Step 2**. Andika <https://salaryslip.mof.go.tz>, mfumo utafunguka kama picha inavyoonesha.

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**Step 3.** Bonyeza “register” kwa ajili ya kujisaliji katika mfumo

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**Step 4**. Jaza taarifa zako binafsi katika kila chumba kwa kufuata maelekezo yafuatayo kisha bonyeza “register” kuendelea na hatua nyingine.

 Taarifa zinazohitajika katika kujiunga na mfumo wa salary slip

* Check number
* First name
* Middle name
* Last name
* Birth date
* Vote code, mfano 86U1
* Sub vote code, mfano 5004
* Bank account namba
* Salary scale mfano TGS,
* Salary grade Mfano A, B, C, D, E, F….
* Salary step mfano 1, 2, 3..

**\*\*NOTE\*\* Taarifa zako zote zifanane na zilizopo katika mfumo wa LAWSON.**

**Step 5.** Ingiza namba ya simu, barua pepe (email address), neno siri(password), rudia tena kuandika neno siri (confirm password), Mwisho bonyeza “register” kukamilisha usajili.

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