

# REIMS: Rwanda Electoral Information Management System

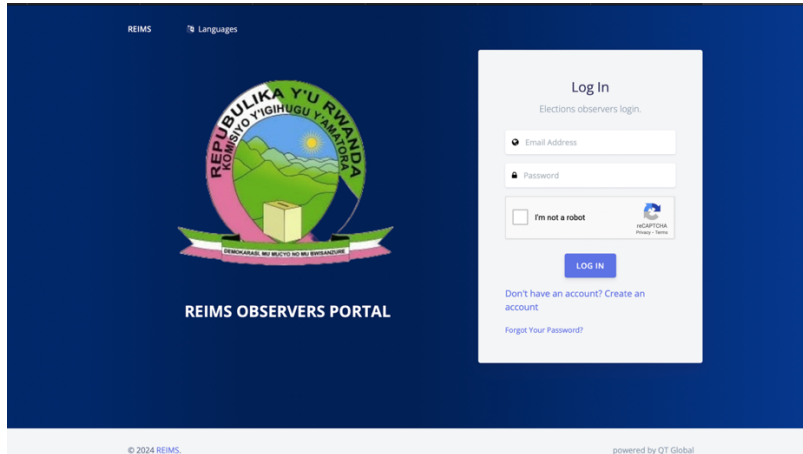
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## PUBLIC REGISTRATION PORTAL

### 1. CREATING ACCOUNT

#### First step

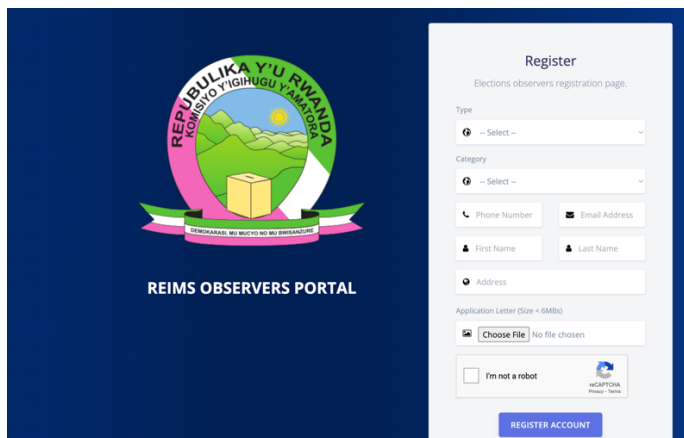
To access the page, simply enter the portal URL: <https://observer.nec.gov.rw> into your browser



On this page, you can take three actions:

1. Create account: If you're using the portal for the first time, click here to create an account.
2. Login: If you already have an account, simply enter your email and password, then click "Login" to access your account.
3. Forgot Password: If you've forgotten your password, click here to reset it.

#### Second step



1. Select type either "Local" or "International".
2. Indicate whether you're registering as an "Individual" or an "Organization".
3. Provide the necessary information in the registration form after selecting your location and category.
4. Attach your application letter.
5. Click on the "Register Account" button to finalize your registration.

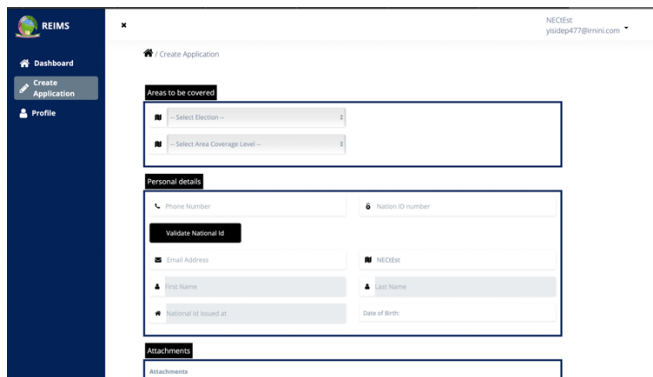
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6. Look for an email containing your username and password.
7. Upon your initial login, the system will prompt you to reset your password for security.
8. After resetting your password, log in again to access the portal.

## 2. Submitting application(s)

After creating your account, you will need to wait for the observers' reviewer to check your application letter and activate your account. Once your account is activated, you will be able to create an application.



1. Click on "Create Application" or the Pencil Icon: Begin by selecting the option to create a new application.
2. Fill Out the Form: Provide all necessary information in the application form.
3. Attach Required Attachments: Ensure all required attachments are properly attached to the application.
4. Click on "Submit Application": Once the form is complete and all necessary attachments are uploaded, submit the application for review.

## 4. Dashboard

The dashboard presents applications categorized as either under review, approved, or rejected. This feature enables observers to conveniently monitor the progress of their applications. Upon submission, an application transitions directly to the "under review" status. Subsequently, upon approval or rejection, the status is updated accordingly. In cases of rejection, additional comments are provided indicating what information is missing. Within the application submission timeline, observers have the opportunity to apply the provided feedback, make necessary adjustments, and resubmit the application for further review.

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Observer Applications

First Name	Last Name	Email	Phone	Covering Country Wide	Status	Action
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Dense padding

## 4. Withdraw Applications

Attachments

Photo Passport (Size <=> 3MB) [View](#)

No file chosen

Copy of National Id or Copy of Passport (Size <=> 3MB) [View](#)

No file chosen

Other Attachments

Attachment One (Size <=> 3MB)

No file chosen

Attachment Two (Size <=> 3MB)

No file chosen

Attachment Three (Size <=> 3MB)

No file chosen

1. Upon accessing your dashboard and selecting an application that is either under review or approved, you have the option to click on the pencil icon or the "Edit" functionality to modify the application.
2. Within the editing interface, there is a possibility to either update or withdraw your application.
3. If you choose to withdraw your application, clicking on the respective option will initiate the withdrawal process, effectively removing the application from consideration.