



STEP-BY-STEP GUIDE ON POLITICAL PARTIES NAME RESERVATION/ ONLINE APPLICATION PROCESS

To facilitate the seamless reservation of names for political parties, the following step-by-step process has been outlined:

PART A:

Step 1: Account Creation

- ✓ Visit Integrated Political Parties (IPPMS) or eCitizen portals through <https://ippms.orpp.or.ke/> accessible through ORPP's website, <https://orpp.or.ke/>.
- ✓ Create/Register an account by providing necessary details such as National Identity Card (ID) or Passport, Applicant First Name as it appears on your ID, Phone Number, and Email address.
- ✓ A verification link will be sent to your phone number/email address.
- ✓ Click on the link to activate your account.

Step 2: Application Details Entry

- ✓ Log in to the created account.
- ✓ Navigate to "New Party Registration."
- ✓ Access-Make Applications "My Applications" on make applications you will locate the "Add Name" button.

Step 3: Name Reservation

- ✓ Click on the "Add Name" button.
- ✓ A window will appear, prompting you to input the abbreviations and names of the proposed party. eg KPP
- ✓ Click on the "ADD" button to save the name details.
- ✓ Continue this process to add at least five names for reservation.

Step 4: Submission

- ✓ Once the required names are added, click the "Submit" button to initiate the name reservation process.

Step 5: Application Review

- ✓ Access "My Application" to view your applications made and status.
- ✓ You can Review the submitted names for accuracy and completeness.

Step 6: Payment

- ✓ Click on the "PAY" button to proceed with the payment process.
- ✓ The payment reference number and total bill will be displayed.

Step 7: Payment Mode Selection

- ✓ Choose from the available payment mode options provided.
- ✓ Select payment option of your choice e.g Mpesa and follow the instructions. (You can click the “here” icon to initiate payment which you will receive a prompt on your phone then enter your Mpesa PIN for payment) **or**
- ✓ Use the Government Pay bill number **222222** to make payment. The system will generate an account number e.g **TRWN23**

Step 8: Confirmation

- ✓ Upon successful payment, the names reserved will appear in your account, awaiting approval.

Step 9: Approval

- ✓ The Office of the Registrar of Political Parties will review the submitted names.
- ✓ Upon approval, the reserved names will be confirmed, and the political party can proceed with the registration process.

PART B:

Symbol and Slogan Approval Process

Once the political party name has been successfully reserved and approved, the next step involves the application for symbol and slogan approval. The following is a detailed guide for this process:

Step 1: Log into your Account

- ✓ Log in to IPPMS account using your credentials.

Step 2: Access Symbol and Slogan Approval Section

- ✓ Navigate to the section for "Symbol and Slogan and Colours Approval" in your account.

Step 3: Upload Symbols

- ✓ Upload at least five colored symbols in JPEG or PNG format, each with a clear name for identification purposes.

Step 4: Input Slogans

- ✓ Provide at least three distinct slogans for the political party. Ensure that the slogans align with the proposed party's values.

Step 5: Input Colour Combinations

- ✓ Specify color combinations for the party, with each combination consisting of at least a set of three colours.
- ✓ Clearly indicate the names or codes of the chosen colours in the provided space.

Step 6: Review and Submit

- ✓ Review all the uploaded symbols, entered slogans, and specified color combinations.
- ✓ Click on the "Submit" button to send the symbol, slogan and Colour for approval.

Step 7: Application Processing

- ✓ The Office of the Registrar of Political Parties will review the submitted symbols, slogans, and color combinations.
- ✓ This process ensures that the symbols, slogans and Colours adhere to regulatory guidelines

Step 8: Approval Confirmation

- ✓ Once approved, the applicant will receive confirmation, and the approved symbols, slogans and Colours will be accessible in their account.

Step 9: Proceed with Registration

- ✓ With the successful approval of symbols, slogans and Colours, the political party can proceed with the next registration process by submitting relevant documents.

An official letter will be issued by the Registrar at the end of each of the two stages for the applicants to proceed.

PROCEDURE FOR CHECKING MEMBERSHIP STATUS, JOINING OF POLITICAL PARTY AND RESIGNING FROM A POLITICAL PARTY USING USSD *509#



STEP ONE: Setting up an account on the ORPP platform

Dial *509#

- ✓ Select **1** for Review to agree on the terms.
- ✓ Enter your First Name as it appears on your national Identity Card (ID) and Press **Okay**.
- ✓ Select **1** for ID as your identification document and Press **Okay**.
- ✓ Enter your ID Number.
- ✓ Choose your Gender [**1**. For Female **2**. for Male] and Press **Okay**.
- ✓ Select **1** to Confirm your details.
- ✓ You will receive a **PIN** from the ORPP platform which you will use.

STEP TWO: Setting up your PIN on the ORPP platform

Dial *509#

- ✓ Enter your **PIN** as received from the ORPP.
- ✓ Select an option to Set your security Question.
- ✓ Select Confirm(**1**) your details.

STEP THREE: Checking your Membership status

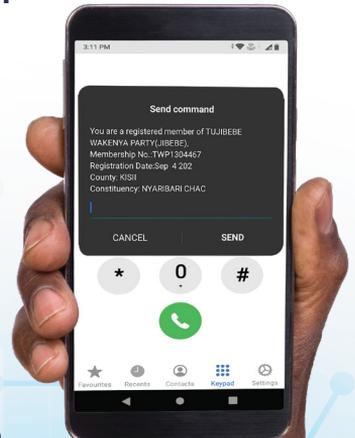
Dial *509#

- ✓ Enter your **PIN** as received from the ORPP.
- ✓ Select Membership (**1**).
- ✓ Select (**1**) for membership and press okay.

STEP FOUR: Resigning from any existing Membership

Dial *509#

- ✓ Enter your **PIN** as received from the ORPP
- ✓ Select Membership (**1**)
- ✓ Select Resign (**3**) from any existing membership;
- ✓ Select Confirm (**1**) your details



STEP FIVE: Joining a Party

Dial *509#

- ✓ Enter your **PIN** as received from the ORPP.
- ✓ Select Join a Party (**2**) and Press **Okay**.
- ✓ Enter **County Code** and Press **Okay**.
- ✓ Enter **Constituency Code** and Press **Okay**.
- ✓ Enter **Ward Code** and Press **Okay**.
- ✓ Enter **Party Code** and Press **Okay**.
- ✓ Confirm (**1**) Membership and Press **Okay**.

NOTE:

- ✓ Step one and two are for the new users of the USSD *509#
- ✓ The party then confirms your membership by approving/rejecting your request
- ✓ The same service is available through IPPMS <https://ippms.orpp.or.ke/> accessible through ORPP's website, <https://orpp.or.ke/>.

Contact Us:-



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