

Integrated Political Parties Management System (IPPMS) User Manual

Step-by-step guides to help users navigate and utilize core features effectively.

Welcome to the IPPMS User Manual!

The Integrated Political Parties Management System (IPPMS) is a comprehensive information management platform developed and managed by the Office of the Registrar of Political Parties (ORPP) in the Republic of Kenya. The ORPP, established under the Kenyan Constitution, is mandated to register and regulate political parties and administer the Political Parties Fund (PPF).

To effectively fulfill its mandate, the ORPP developed the IPPMS—a robust, web-based system that streamlines the management of political party membership registers and other critical data.

The IPPMS can be accessed through any web browser via the URL: www.ippms.orpp.org. To use the system's features, users must create an account by providing a valid Kenyan National ID number and phone number. Once registered, users can log in using their National ID number and the password they set during registration.

Key features of IPPMS:

- Check Political Party Membership Status
- Resign Membership from a Political Party
- Join a Political Party as a Member
- Apply for Membership Clearance
- Political Party Name Search & Registration
- Submit Party Documents
- Register as an Independent Candidate

ORPP also provides training and grants special user rights to individuals designated by their respective parties to update party records on IPPMS.

This documentation offers comprehensive, step-bystep guides to help users navigate and utilize these core features effectively. The Office of The Registrar of Political Parties would like to express its deepest appreciation to all those who worked on the development of the Integrated Political **Parties Management** System (IPPMS). A special thanks to the partnerships that made this possible. The Electoral Law and **Governance Institute** for Africa (ELGIA) with support from UKAID gave technical assistance towards the development of this tool. ELGIA worked closely with ORPP's ICT department through a technical working group that gave valuable insights through technical expertise working sessions with the Chief Consultant, Validation meetings as well as plenary sessions in the development and adoption of the IPPMS system. This was made possible under the able leadership of the **Deputy Registrars and** The Registrar of Political Parties:

Madam Anne Nderitu.

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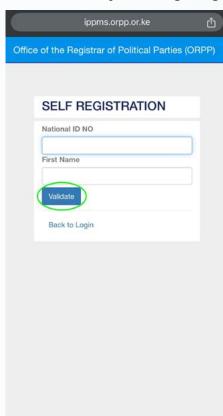
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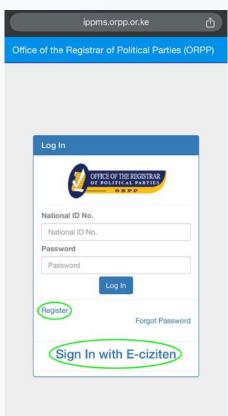
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Creating Account

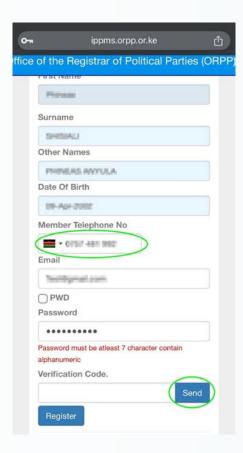
"Are you new to the Integrated Political Parties Management System? Creating your account is quick and easy!"

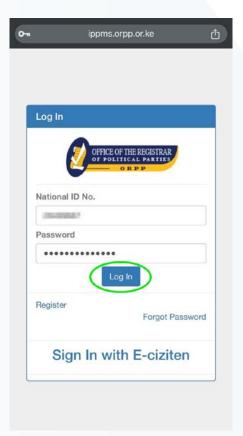
- 1. Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u>
- 2. Click the **'Register'** button to create your account using your National ID or Passport number. You can also create an account using a pre-existing e-citizen account by clicking `Sign in with E-citizen`





- 3. To register with your National ID or Passport:
 - When you click the 'Register 'button, enter your national ID or Passport number and first name in the form that appears.
 - Click the 'Validate' button.
 - The system will verify your details and fetch additional information like your date of birth and full name.
- 4. Complete the form:
 - Enter your phone number, email address, and password in the form that appears.





5. Verify your account:

- Click the 'Send' button to request a verification code (OTP). Please note that the 'Send' button will not appear if the phone number is not entered.
- Check your phone for an SMS with the OTP (this may take up to 1 minute).
- Enter the OTP in the 'Verification Code' field and click 'Register.'

6. Login to your account:

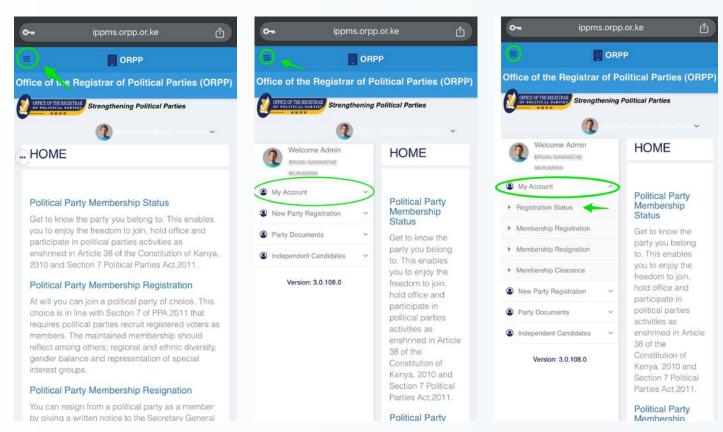
- Once your account is created, the system will redirect you to the login page.
- Use your ID number and the password you set to log in.

That's it! Start exploring the IPPMS system today.

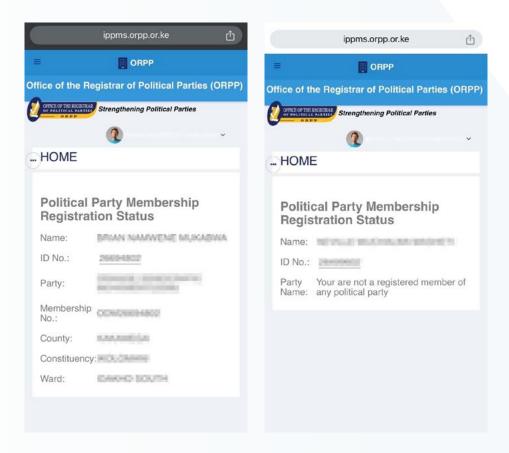
Checking Political Party Membership Status

"Would you like to know if you are registered in a political party? This is how you check

- 1. Visit the IPPMS portal, www.ippms.orpp.or.ke
 - If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, click the upper-left icon to display the side menu. If accessing via a screen wider than the mobile view, the side menu appears automatically.



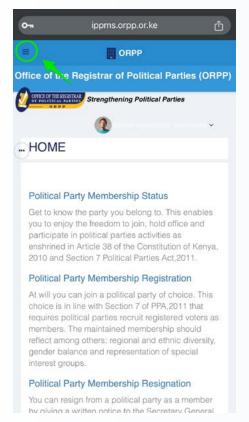
- 3. On the left side menu click 'My Account' and select 'Registration Status'.
- 4. Your membership details will appear on the right, showing your party status.
 - If you're registered with a party, its name will be displayed. If not, the system will indicate you are not a member of any party.

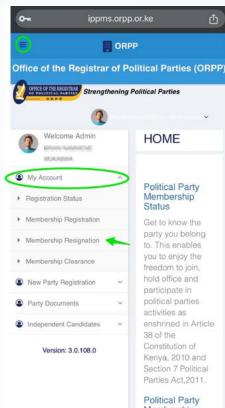


Resign from a Political Party

"Do you want to resign from a political party? Just follow these steps"

- 1. Visit the IPPMS portal, www.ippms.orpp.or.ke
 - If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, click the upper-left icon to display the side menu. If accessing via a screen bigger than the mobile view, the side menu appears automatically.







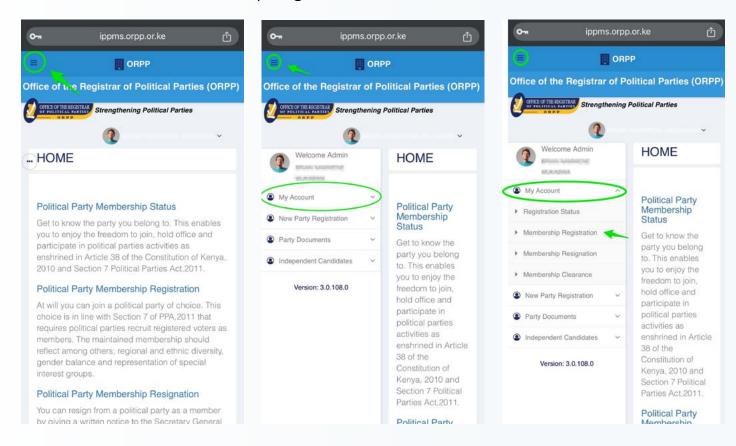
- 3. Select 'My Account' in the left menu, then click 'Membership Resignation.'
- 4. Your membership details will appear, showing your current party status.
 - If registered, the party name will be displayed.
- 5. From the dropdown menu below your party name, select a reason for resigning, which can be:
 - Remain Partyless (don't want to belong to any party),
 - Join another party, or
 - Erroneous registration.
- 6. Click the button `Confirm Resignation` to submit the resignation request.
- 7. A new text box will appear for you to enter the OTP code. Enter the OTP code sent to your registered phone number via SMS to your phone number linked to your eCitizen account or IPPMS account during account creation
- 8. Click the 'Submit Resignation' button. You will receive a notification that your resignation has successfully been submitted and you are deemed partyless.Done! The system will process your resignation.

Don't forget to check your membership status to confirm

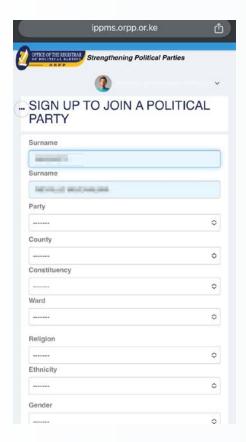
Joining a Political Party

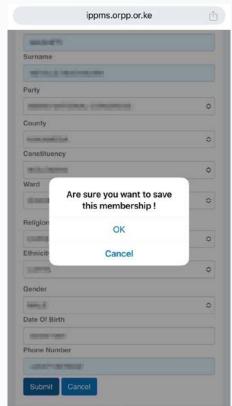
"Want to become a member of a political party? Follow these simple steps:"

- Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u> and log in to your account. If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, click the upper-left icon to display the side menu. If accessing via a screen bigger than the mobile view, the side menu appears automatically.
- 3. Select 'My Account' in the left menu, then click 'Membership Registration.'



4. A form will be displayed, fill out the form, by entering your details appropriately, as well as selecting the party you would like to join. If you are already registered, no form will be displayed instead the system will display a message indicating you are already a member of a political party. To join another party, you should first resign from the current one.







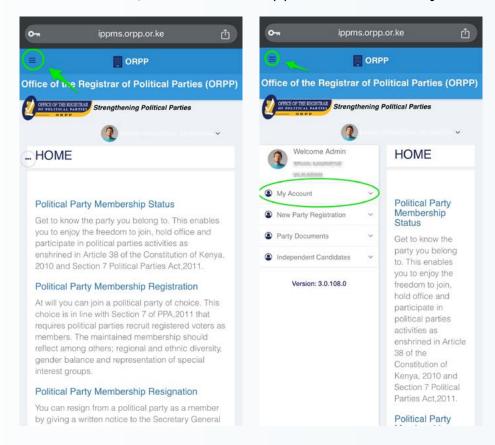
- 5. Upon filling in all the details in the form, click the 'Submit' button, then OK in the popup menu that appears to confirm your details.
- 6. What's next?
 - The system sends your request to the party.
 - The party will either Approve or Reject your application.
 - If approved, your membership status is updated automatically with the date of approval as the date of registration..
 - If rejected, your status remains partyless.

"And that's it! Take the first step toward active participation in your political party of choice today!"

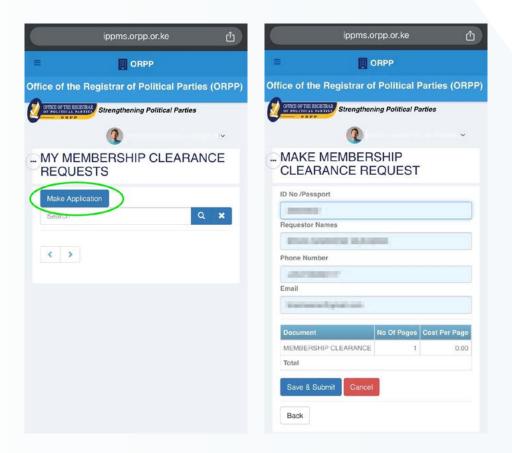
Apply for Membership Clearance

"Need to get your Political Party membership clearance from ORPP? Here's how to do it!"

- Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u>, and log in to your account. If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, click the upper-left icon to display the side menu. If accessing via a screen wider than the mobile view, the side menu appears automatically.



- 3. Select 'My Account' in the left menu, then hit 'Membership Clearance.'
- 4. Click the 'Make Application' button on the page that appears. A form will appear with your details already filled in. Just confirm everything is correct, then click 'Save & Submit.

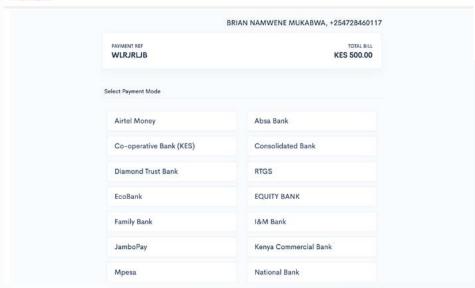


5. All your applications will be listed in a table for easy access.

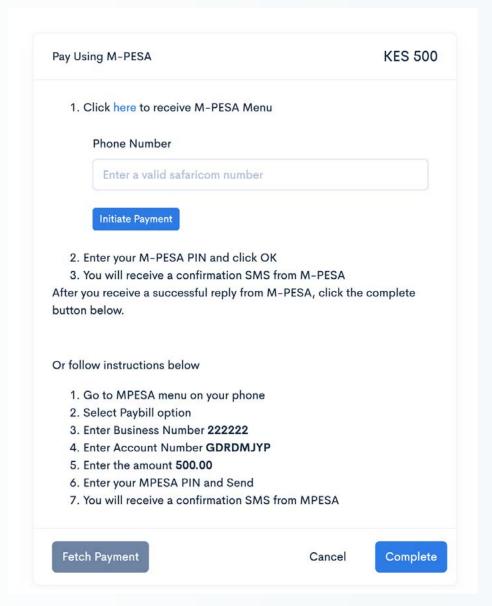


6. To proceed, find your application and select 'Pay' from the 'Actions' dropdown in the last column. You'll see a payment reference number, total amount, and payment options like Airtel Money, M-Pesa, or bank payments. If you choose the bank payment option, follow the instructions provided

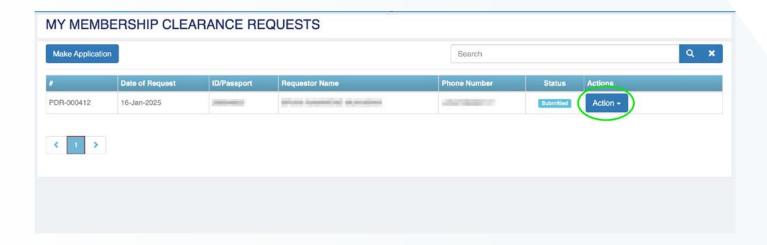




7. If you choose Airtel Money or M-Pesa, enter your phone number, click 'Initiate Payment,' approve the prompt on your phone, then click 'Complete.'



8. After payment, select 'Download Paid Invoice' under the 'Action' dropdown, to download the invoice.



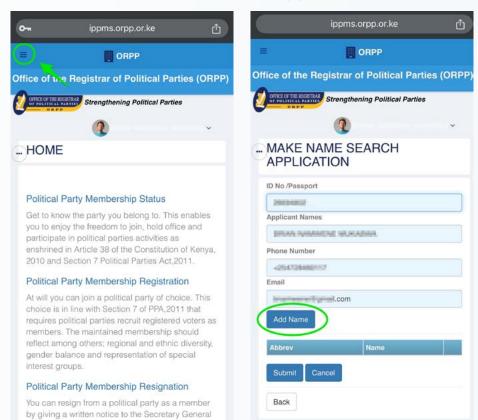
 Prepare a request letter and attach the downloaded invoice. Bring these two documents to the ORPP office to get your membership clearance. If someone else is collecting it on your behalf, make sure to include an authorization letter.

And that's it! Follow these simple steps to obtain your membership clearance hassle-free. Visit the site and get started today!

Political Party Name Search & Registration

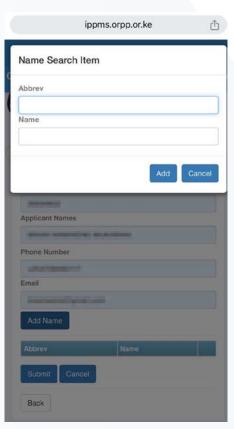
"Looking to register a new political party? Start with a name search on the IPPMS! Here's how to do it in a few simple steps:"

- Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u>, and log in to your account. If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, select 'New Party Registration' from the left menu, and click 'Make Application.'

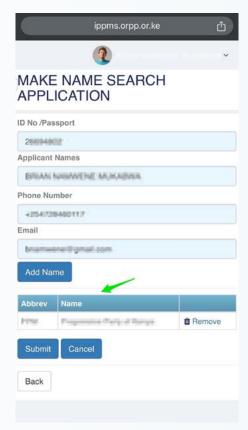


3. A form will appear with your details pre-filled. Click 'Add Name' to start a new application. In the pop-up form, enter the abbreviation and full name of your proposed party, then click 'Add'. You are advised to add multiple names in order of priority.

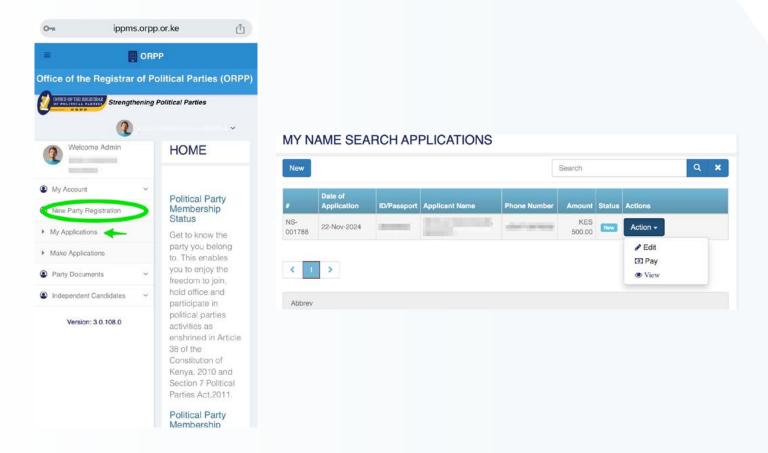




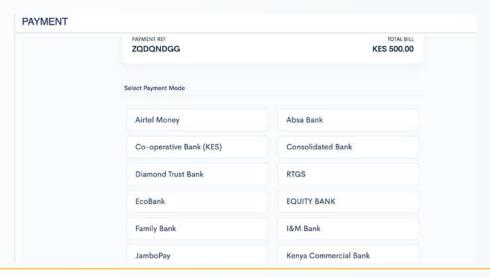
4. Your entries will appear as shown below. Click 'Submit' to send your application. Your application will be assigned a tracking number (NS number e.g. NS-0000001)



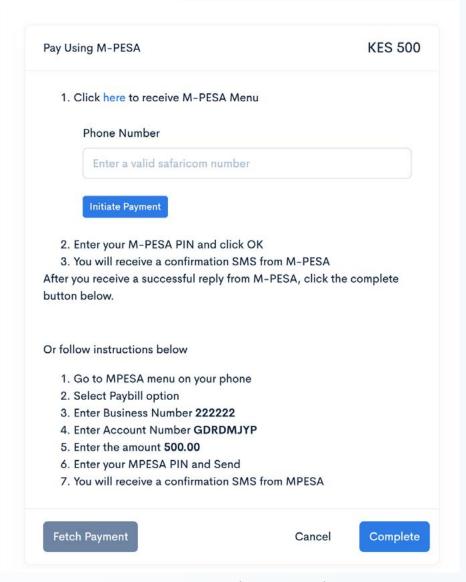
5. To follow up, go to 'My Applications' under 'New Party Registration' on the side menu. A table will display all your applications. Use the 'Action' button in the last column to view, edit, download your invoice, or pay the required fee. Scroll to the right to see the action button.



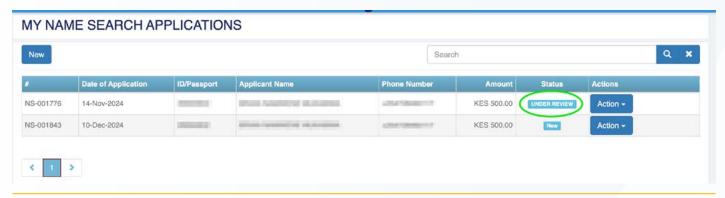
6. Select 'Pay' from the 'Action' dropdown. You'll see a payment reference number, total amount, and payment options like Airtel Money, M-Pesa, or bank payments.



7. If you choose Airtel Money or M-Pesa, enter your phone number, click 'Initiate Payment,' approve the prompt on your phone, then click 'Complete.' If paying through the bank, follow the instructions provided by the specified bank.



8. Once payment is processed, your application status will show as 'Under Review.' Wait for the ORPP to approve or reject your name search. The decision will appear under the application status.



- 9. What's next if approved?
 - If your name search is approved, you will be required to submit the following via the system: symbol, slogan, and colors.
 - Once all the particulars are approved, you will be prompted to submit statutory documents via the system.

Important Note:

A proposed party name will not be approved if it:

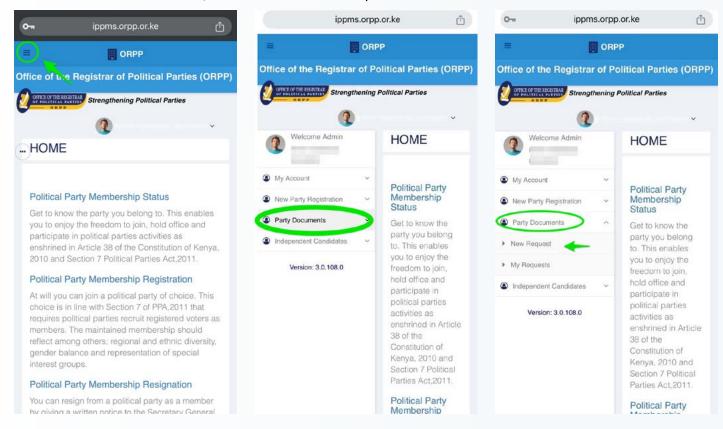
- Is obscene or offensive,
- Is the same as or closely resembles an existing political party name or abbreviation, or
- Matches the name of another registered legal entity.
- Discrimanative on non-inclusive
- Or any other valid reason

Start your journey to registering a political party today. Let your voice be heard!

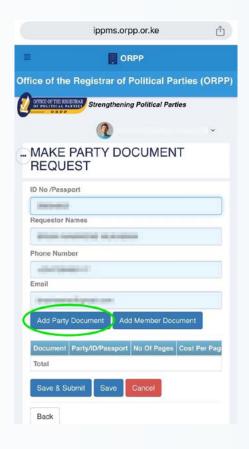
Submit Party Documents

Need to submit Party Documents? Follow These Simple Steps!

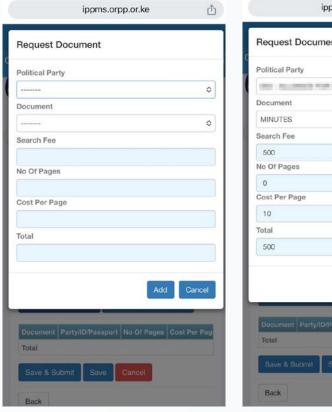
- 1. Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u>, and log in to your account. If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, select 'Party Documents' in the left menu, then click 'New Request'



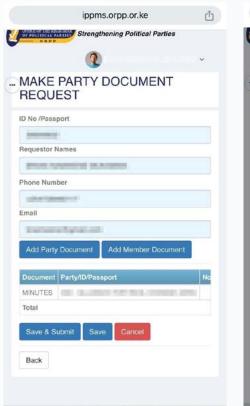
3. A pre-filled form will appear with your details. Click 'Add Party Document' or 'Add Member Document' to open the document request form.

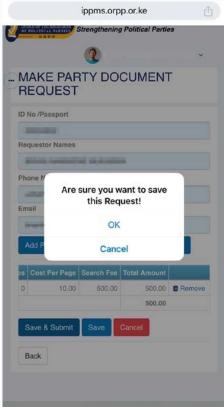


4. In the pop-up form, fill in the required details and click 'Add.'Repeat this step to add as many documents as you need. The request shall be reviewed by the relevant department depending on the document (s) requested.

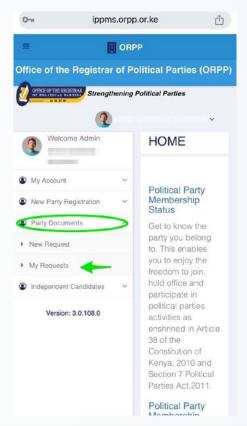


5. After adding all your documents, click 'Save & Submit.' Confirm your submission by clicking 'OK' in the pop-up alert.





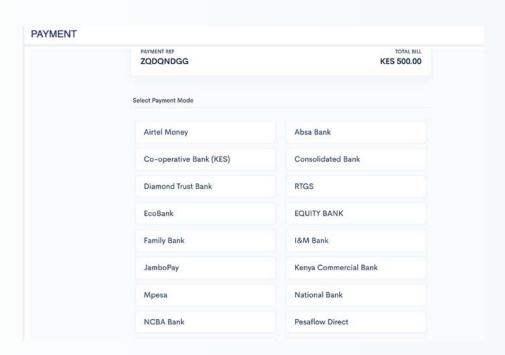
6. To view your submitted requests, go to 'Party Documents' in the side menu and select 'My Requests.'



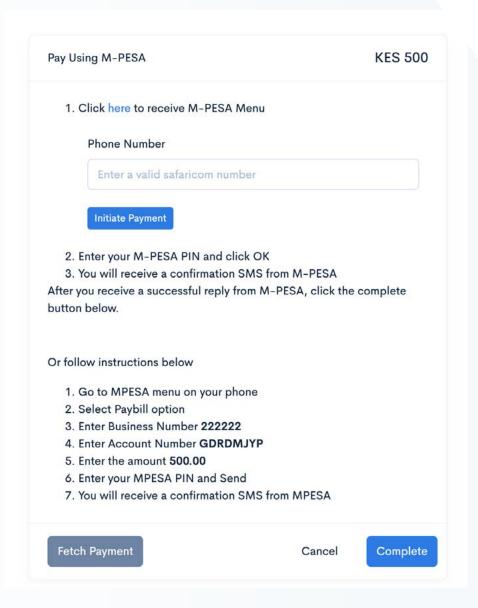
7. All your document requests will be listed in a table on the right panel for easy access. If the request is approved you will be required to pay the amount billed, via the 'Action' button.



8. Select 'Pay' from the 'Action' dropdown to make the payment. You'll see a payment reference number, total amount, and payment options like Airtel Money, M-Pesa, or bank payments.



9. If you choose Airtel Money or M-Pesa, enter your phone number, click 'Initiate Payment,' approve the prompt on your phone, then click 'Complete'. If paying through the bank, follow the instructions provided by the specified bank

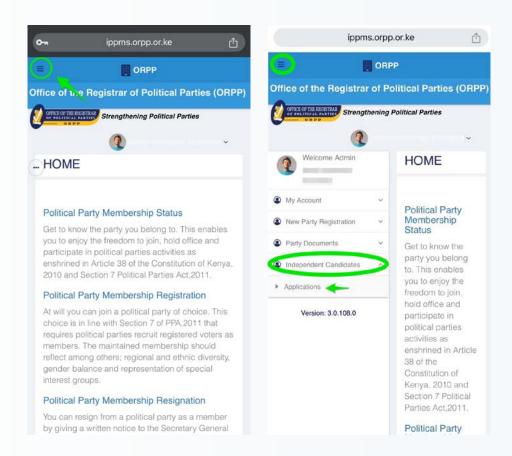


10. Once the request is fully processed, you will be contacted by an ORPP official to collect the document(s).

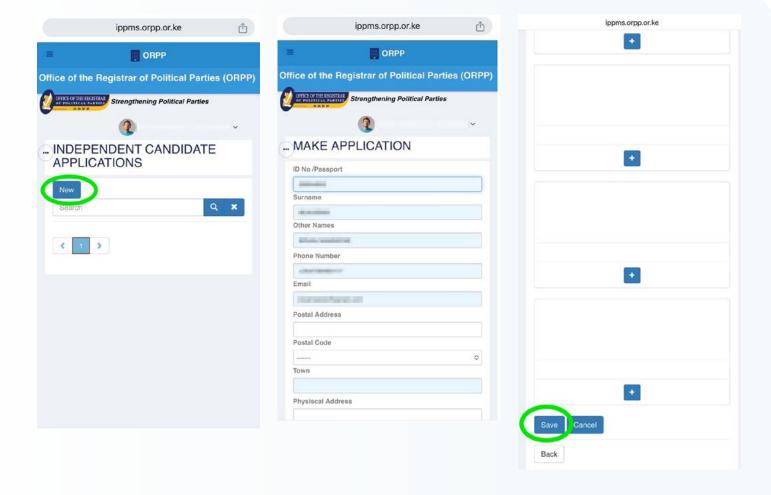
ORPP is committed to processing your request.

Register as an Independent Candidate

- 1. Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u>, and log in to your account. If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, select 'Independent Candidates' in the



- left menu, then click 'Applications'
- 3. On the right panel, click the 'New' button. A form will appear. Fill in the required candidate details and upload the necessary documents. Once everything is complete, click 'Save' to submit your application for review by the ORPP.

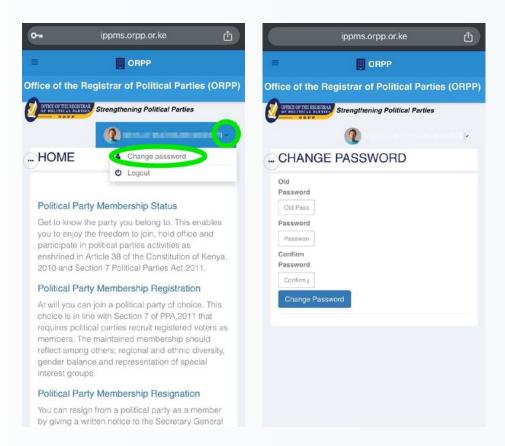


And that's it! Start your journey as an independent candidate. Be sure to check the progress of your application on the platform.

Reset Password or Logout

"Follow these simple steps."

- 1. Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u>, and log in to your account. If you don't have an account, create one using your National ID or Passport number or login with your eCitizen account.
- 2. Once logged in, click the icon next to your username in the top-right corner. From the drop-down menu, select 'Change Password'.



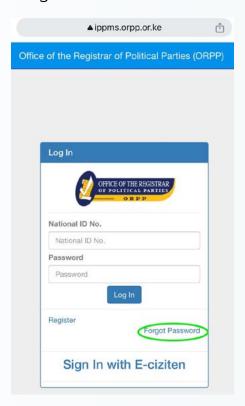
- A password reset form will appear. Enter your old password, and enter and confirm your new password.
- 4. Click the 'Change Password' button to save your changes.
- 5. The system will redirect you to the login page. Use your new password to access your account.

It's that easy! Keep your account secure.

Forgot Password

Forgot Your IPPMS Password? Don't panic. Follow these simple steps.

1. Visit the IPPMS portal, <u>www.ippms.orpp.or.ke</u>, and and click the "Forgot Password" button



2. Enter your ID number and your registered mobile number in the form that appears, then click 'Reset Password'.







3. You'll receive a One Time Password (OTP) as an SMS on your mobile phone. Enter the OTP in the new form that appears and click the `Confirm OTP' button. A new form will appear for you to enter and confirm your new password, then submit. Use the new password to regain access to your account.

Frequently Asked Questions (FAQs)

1. What is Integrated Political Parties Management System (IPPMS)?

The Integrated Political Parties Management System (IPPMS) is a comprehensive information management platform developed and managed by the Office of the Registrar of Political Parties (ORPP) to manage services provided by ORPP in line with its mandate of registering and regulating political parties as well as the administration of political parties' fund.

2. Which ORPP services are available through IPPMs?

Currently the services are the following:

- Check Political Party Membership Status
- Resign Membership from a Political Party
- Join a Political Party
- Apply for Membership Clearance
- Political Party Name Search & Registration
- Submit Request for Party Documents
- Certify Independent Candidate as not belonging to any party

3. How do I access the IPPMS?

Visit ippms.orpp.or.ke or, through USSD *509# (accessible through any mobile phone)

Does ORPP share my data with anyone?

No, IPPMS doesn't share your data for any commercial gain or any other reason. IPPMS only allows integration for verified political parties membership to access their party membership data.

4. What happens if I forget my password?

Visit the IPPMS portal and click the 'Forgot Password' button and follow the instructions.

5. How do I change my IPPMS password?

Log into the IPPMS portal, and click the 'Change Password' on the user profile, and follow the instructions.

6. How do I seek support on IPPMS?

For technical or operational issues, contact us at ippmsupport@orpp.or.ke, Tel: 0204022000

7. Are there user guides available for IPPMS?

The system includes comprehensive video guides that are accessible through our official social media platforms, YouTube (@ORPPKenya) / orpp website, and regular sensitization through stakeholder engagement.

8. What are the requirements for creating an account on IPPMS?

You can create an account using your Kenyan National ID number, Kenyan Passport number or through your E-citizen account.

9. How safe is my personal data processed through IPPMS?

The IPPMS employs industry-standard encryption protocols, secure payment gateways, and regular backups

to ensure data security.

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The IPPMS employs industry-standard encryption protocols, secure payment gateways, and regular backups to ensure data security.

10.Does ORPP share my data?

IPPMS ensures personal data is processed in accordance with the Data Protection Act 2019 - CAP 411C.

11. Does a registered political party have access to IPPMS data? If Yes, to what extent.

Yes, but limited to their members' data.

12. If approved/rejected by a political party, how long does it take to receive feedback?

Immediately, depending on the political party's processes

13. Who can resign from a political party through the IPPMS?

Any member of a political party except party officials and elected/nominated members in the elective positions.



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