

# **THE REPUBLIC OF UGANDA**



**UGANDA**  
**TOURISM BOARD**

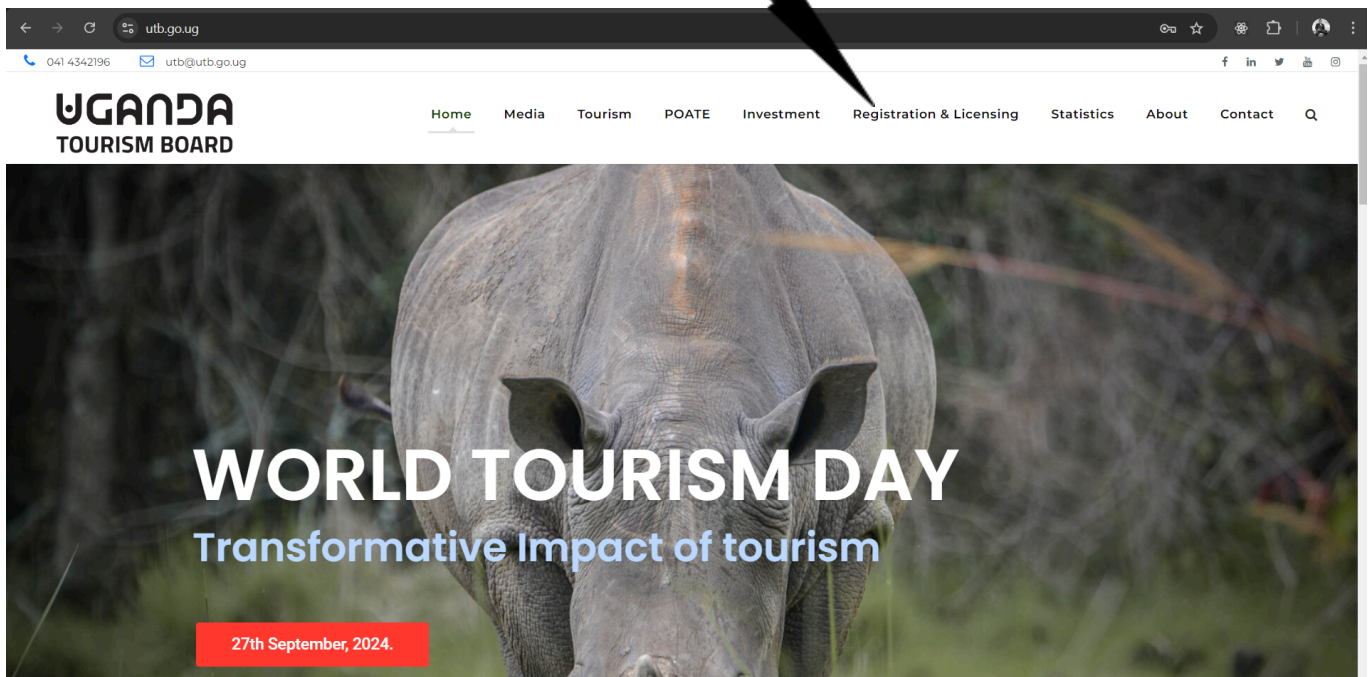
**REGISTRATION OF TOURISM AND  
HOSPITALITY ENTERPRISES AND  
SERVICES  
(UTB E-LICENSING PORTAL).**

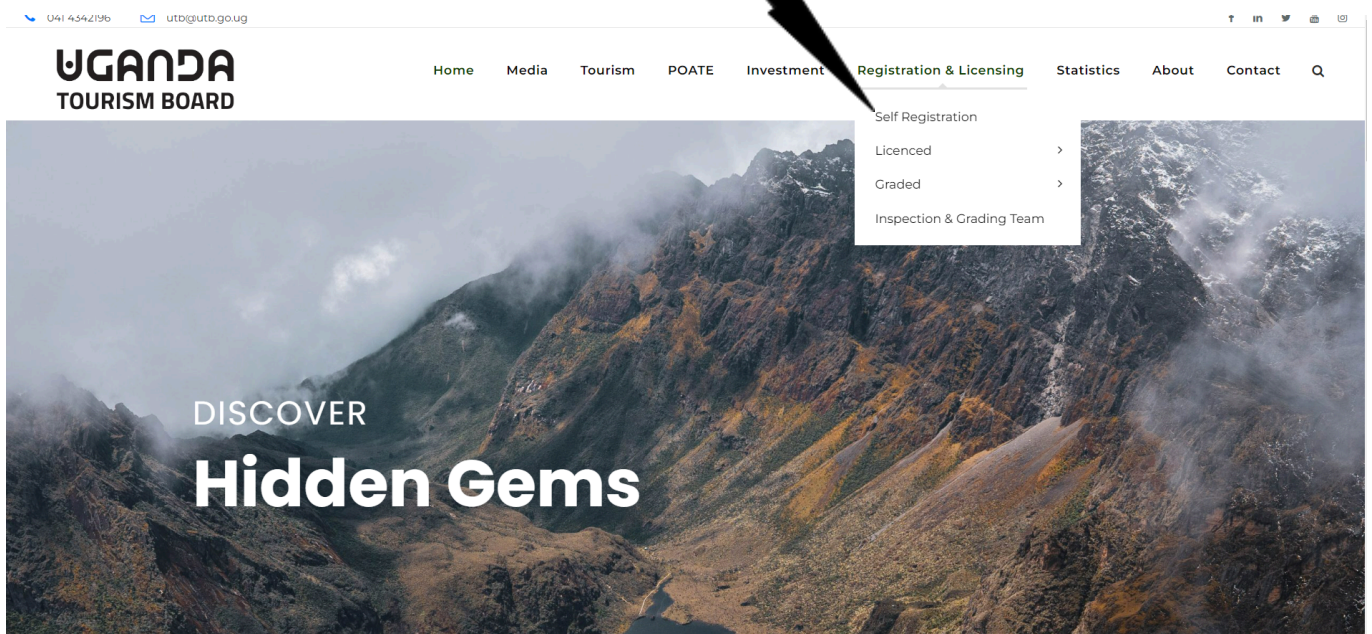
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## Accessing website

1. Load UTB Website: [www.utb.go.ug](http://www.utb.go.ug)
2. Click on **Registration and Licensing** then choose **Self-registration under the options: This shall connect you to the** UTB e-registration system ([www.qasystem.utb.go.ug](http://www.qasystem.utb.go.ug)).

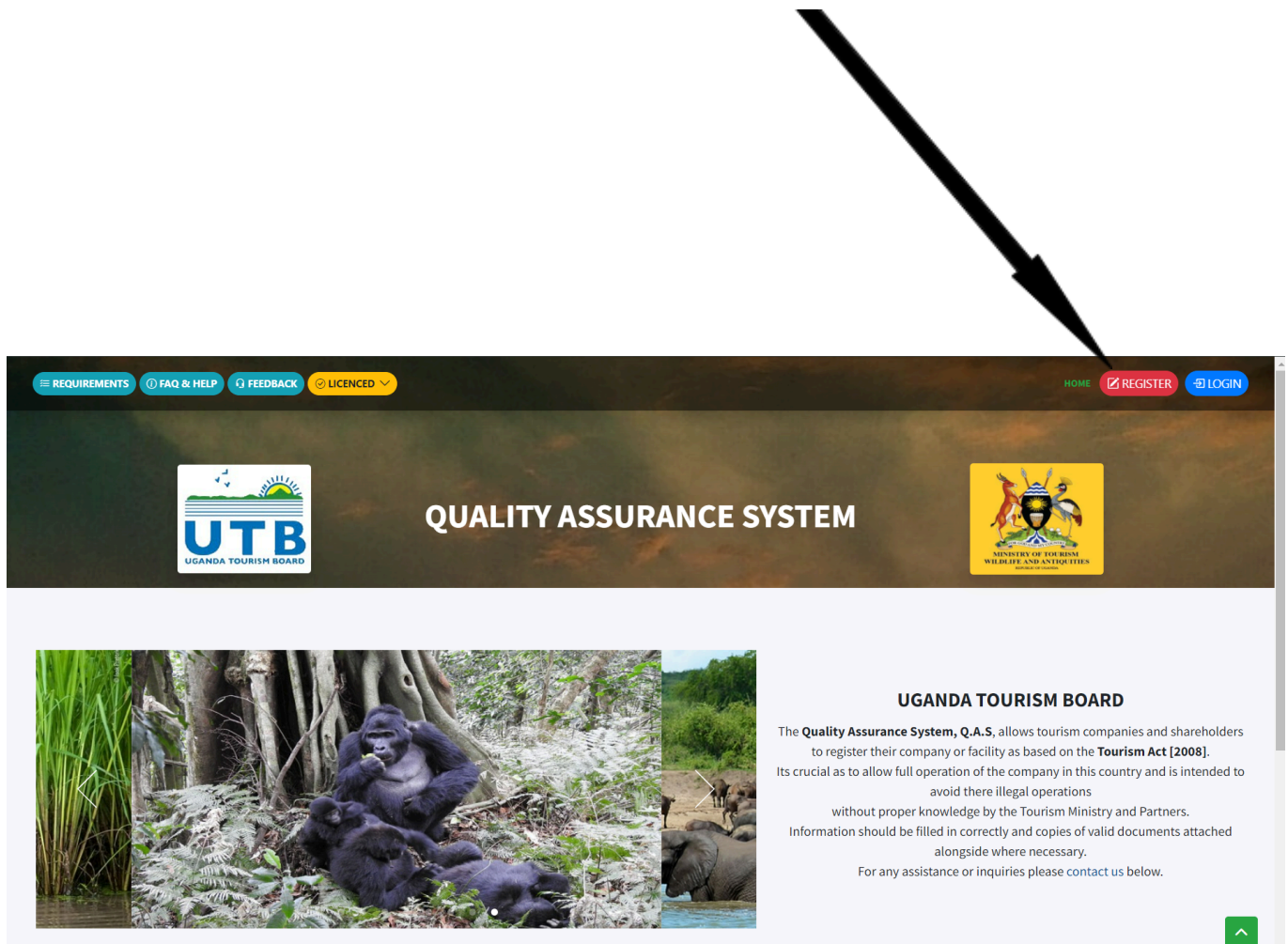




3. For quicker access, type this URL [www.qasystem.utb.go.ug](http://www.qasystem.utb.go.ug) in your browser address / search bar and press enter.

## Sign up / Log in

1. After the site has loaded, click on **Register** (Sign up to access the system)



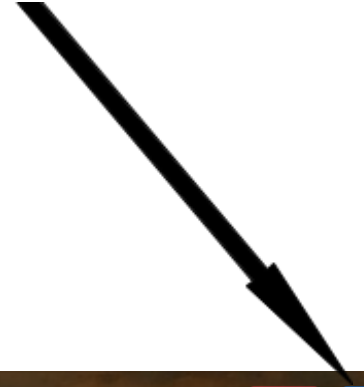
- a) Use the email that you can easily access
  - b) Use a password that you cannot easily forget (Eight digits that must contain capital letter, sign and numbers)
  - c) Confirm the new password
  - d) Press **Sign up** (email shall be sent to the used email for sign up)
2. Get to your email inbox and follow instructions on the email

**NOTE: Instructions from your email shall lead you to sign into the system.**

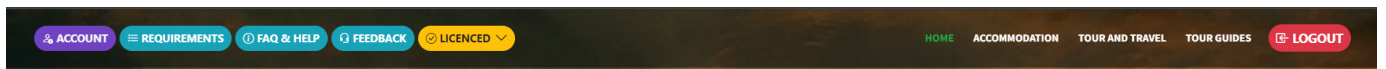
[www.qasystem.utb.go.ug](http://www.qasystem.utb.go.ug)

3. On successfully confirming your account, click on **login** and provide the email and password you used to register with.

4. Or when you're on the home page, click on **LOGIN** button on your right- hand top corner.

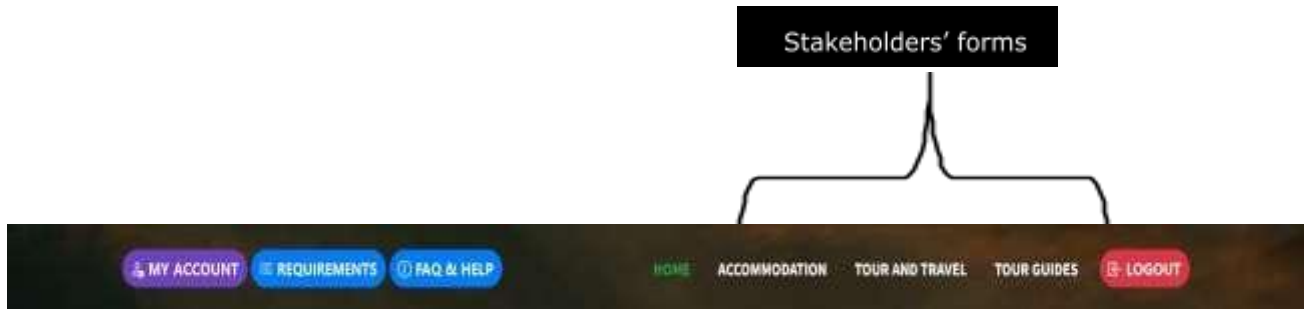


5. After successful login, all forms will be displayed on top of the site.



## Initializing and filling in forms

1. After successful login, the available forms will be shown on top of the page.



2. Click on the stakeholder (**Accommodation, tours travel or tour guides**) that you belong; either way
3. Initialize your information for either Accommodation

The image shows a web form for 'Accommodation facilities'. The breadcrumb trail is 'Home / Initialise / Accommodation facilities'. The form has three steps: 1. REGISTRATION, 2. INSPECTION, and 3. LICENSE. The first step is active. The question is '1. Were you Registered in UTB under Accommodation?' with radio buttons for 'Yes' and 'No'. There are 'Previous' and 'Next' buttons. A note at the bottom says: 'NB: If you were registered/inspected/licensed under 2 or more companies or facilities, please confirm them all (in sequence) through this process.'

4. For tours and travel

1 REGISTRATION

2 INSPECTION

3 LICENSE

1. Were you Registered in UTB under Tours and Travel?

- ☐ Yes  
☐ No

[< Previous](#)

[Next >](#)

**NB:** If you were registered/inspected/licensed under 2 or more companies or facilities, please confirm them all (in sequence) through this process.



**NOTE:**

For those with more than one business; After the above process, you can initialize those businesses using the option "**CONFIRM YOUR FORMS**" provided under my account section. Please check step 4 under "**My Account**" in this document.

5. For tour guides. In this case if you had already provided your details to UTB, your email used during registration is required else select **No**

**FOR TOUR GUIDES ONLY**

Were you Registered in UTB as a tour guide?

- ☐ Yes  
☐ No

✓ Submit

**Accessing the submitted information;**

6. After completing this, you will be able to access that particular form whose information you initialized.
7. Please fill in every information as required and confirm everything is valid before submitting.
8. A notification will be sent to your email. Please follow the instructions to help us complete the registration process.

## My Account (To access the submitted information)

1. To view all your submissions, please click on **ACCOUNT** on your top left-hand corner.



2. You will be presented with the following where you will click on Form MGMT

A screenshot of the 'ACCOUNT, FORMS MGMT' page. The page has a light blue header with the title 'ACCOUNT, FORMS MGMT' on the left and a 'CONFIRM YOUR FORM (s)' button on the right. Below the header, there are two tabs: 'ACCOUNT' and 'FORM MGMT'. The 'FORM MGMT' tab is currently selected and highlighted in blue. Under the 'FORM MGMT' tab, there is a form with the following fields: 'Email: alexdeus00@gmail.com', 'Update Password' section with 'Old Password' (containing 'Current password'), 'New Password' (containing 'Password'), and 'Confirm New Password' (containing 'Confirm password'). At the bottom of the form is a blue 'UPDATE' button with a pencil icon.

3. You can update your password under the **ACCOUNT** tab.
4. In case you own multiple facilities or companies, you can initialize them by clicking on the **CONFIRM YOUR FORMS** button and select which form to initialize.