

User's Guide Unified Registration Portal

Overview of Users Guide

The user guide aims to acquaint the user with how to use URP (Unified Registration Portal) for create individual / company account, in order to facilitate the users to access what is required quite easily.

System basics

URP Basics

This paragraph contains the basic parts of the system, which include the following:

- Login to the system
- Forgot your password
- Log out
- Create New User (Individual)
- Company Management

1.1 Log in System

You can enter the system using the link for the unified registration system, where the following screen will appear:

حكومة عجمان
Government of Ajman

دائرة البلدية والتخطيط
Municipality & Planning Department

→ Unified Registration Portal ⓘ AR

Login
You Can Use Your Account for All Ajman Municipality E-Services

amtestuser ⓘ

..... ⓘ

Login

Login With UAE PASS

[Forgot Password !](#)

Welcome to Unified Registration Portal,,
Our modern life style make us need to remember many things like Birthdays, anniversaries, ATM PINs and where you parked at the mall.
With an electronic account, you will need to remember only a single password to access the wealth of Ajman Municipality & planning eservice and interact with them via smartphone or the internet with the assurance that state-of-the-art security apparatus, including smart ID card verification, is in place to protect one of your most valuable assets: your identity.
Learn more about Unified Registration portal create your very own registration account and save your memory for the more important things.

Register New User

1. Enter your username and password in the Username and Password fields.

2. Click on the login button


If the data is correct, the user will go to the main screen of the system. Note that the user will not be able to log in in the following cases:

1. If the username or/and password is incorrect, the following message will appear (Incorrect username or password).



2. If the user account has been suspended or disabled
You can also log in through your digital ID account

1.2 Forget Password

In case you forgot your password, you can rectify the matter through this section and by following the following steps: Click on the Forgot Password link from the main screen:





Unified Registration Portal

Login

You Can Use Your Account for All Ajman Municipality E-Services






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Once click, the below screen will display:





Government of Ajman



Municipality & Planning Department

Unified Registration Portal

Are You Forget Password !!

Please Enter This Required Information To Be Validate Your Account , The Password Will Be Send For One Time To Your Email Or Your Mobile based on selection , The System Will Be Required To Change Your Password When You Log In Next Time .

Username*

Email*

Mobile*

Recieve new password at :*

☐ Email
 ☐ Mobile

System will ask user to enter user name. Email and mobile. Received new password by Email or mobile.

1.3 Log out

You can log out of the system by clicking on the logout link where the main screen of the unified registration system will appear.

New User Registration (Individual)

You can register a new account by clicking on the New User button on the main screen:

It will move to the next screen, user shall fill all required fields

The screenshot shows the 'Unified Registration Portal' interface. At the top, there is a header with a back arrow, the title 'Unified Registration Portal', and icons for information and language (AR). On the left side, there is a vertical sidebar with a 'Register New User' button. The main content area is titled 'Register New User' and contains a paragraph explaining the registration process. Below this, there is a 'Basic Data' section with several input fields: 'Username*', 'Password*' (with a toggle icon), 'First Name* (Arabic)', 'Last Name* (Arabic)', 'First Name* (English)', and 'Last Name* (English)'. The 'Last Name* (Arabic)' field is currently active, showing a cursor.

Company Management

After activating your account, you can manage the affiliate companies of the account where you will be able to add, edit or delete companies. The following paragraphs describe these processes:

Add Company

You can add companies to your individual account via the following steps:

Click on the Associated Company button from the My Account screen:

Preferred communication channel*
☒ Email ☐ Mobile

Preferred language*
☒ Arabic ☐ English

Gender*
 Male

Save Associated Companies Cancel

This screen will display:

My Account Change Password Logout

Associated Companies

Add

Member Name

Emirate Number

Mobile



Email

Search Company Member Empty Fields

Business Name	Business Name	Owner	License NO.	Account Type	License Expiry	Authorization Expiry	Company Status	Number of Members	Actions
شركة الامارات	testname	Test	66079	Department of Economic Development - Ajman	04/06/2022	16/03/2021	Active	0	
شركة الامارات	Wonder Media Production	Second Test	98441	Department of Economic Development - Ajman	20/05/2021	30/07/2020	Active	0	

All companies that you previously added to your account, if any, will appear on the Associated Companies screen. From this screen, you can search for a specific representative by entering the search criteria and then clicking on the “Find a representative” button. To complete the steps for searching for a company, click on Add and the following screen will appear:

Add Company

Account Type*	License NO.*	
<input type="text" value="Account Type"/>	<input type="text"/>	
Business Name* (Arabic)	Business Name* (English)	
<input type="text"/>	<input type="text"/>	
Authorization Expiry*	License Expiry*	
<input type="text"/>	<input type="text"/>	
 Authority Image	 License Image	
Upload	Upload	
Owner*	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Members		
<input type="text" value="0"/>		
Please make sure to add files for approval		
Commercial Activity	Fax	Post Office
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Website	Address