# 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)

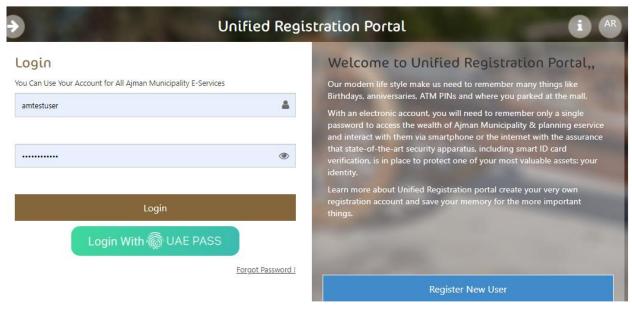
Company Management

#### 1.1 Log in System

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







- 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:

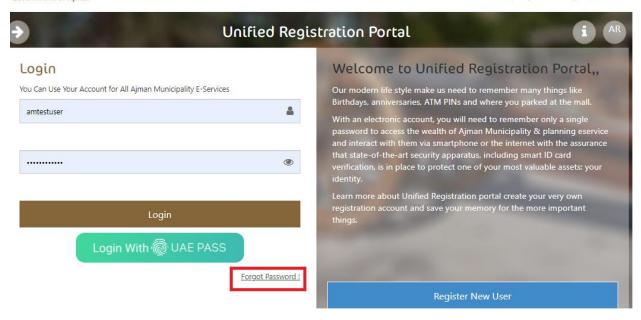
- 1. If the username or/and password is incorrect, the following message will appear (Incorrect username or password).
- 2. If the user account has been suspended or disabled You can also log in through your digital ID account

#### 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:







Once click, the below screen will display:





E 50	Unified Registration Portal	1
	Are You Forget Password !!	
Please Enter This Required Inf	ormation To Be Validate Your Account , The Password Will Be Send For One Time To Your Email Or Your Mobile based on selection , The S Required To Change Your Password When You Log In Next Time .	ystem Will Be
sername*		
mail*		
obile*		
971-5		
ecieve new password at :* O En	nail () Mobile	
	Submit	Back

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

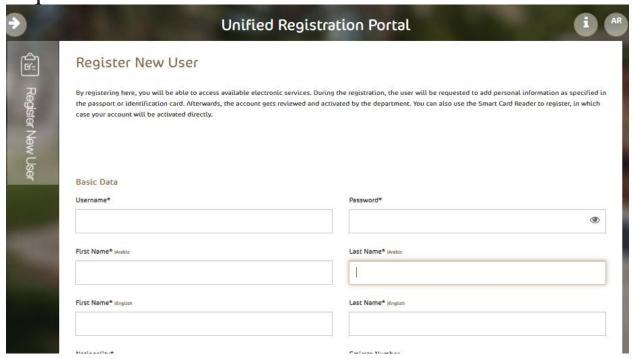
#### 1.3 Log out

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



#### **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:



Associated Companies

Add

Member Name

Emirate Number

Emirate Number

Search Company Member

Empty Fields

Search Company Member

Empty Fields

Search Company Member

Empty Fields

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Search Company Member Operation Search Search

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.\* Account Type Business Name\* |Arabic Business Name\* |English Authorization Expiry\* License Expiry\* Authority Image License Image Upload Upload Number of Members Please make sure to add files for approval Post Office Commercial Activity Q