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:

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:

This screen will display:

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*

Account Type ⌄

License NO.*

Business Name* |Arabic

Business Name* |English

Authorization Expiry*

🗓

🔗 Authority Image

Upload

License Expiry*

🗓

🔗 License Image

Upload

Owner*

Email

Phone

Number of Members

0

Please make sure to add files for approval

Commercial Activity

🔍

Fax

Post Office

Website

Address