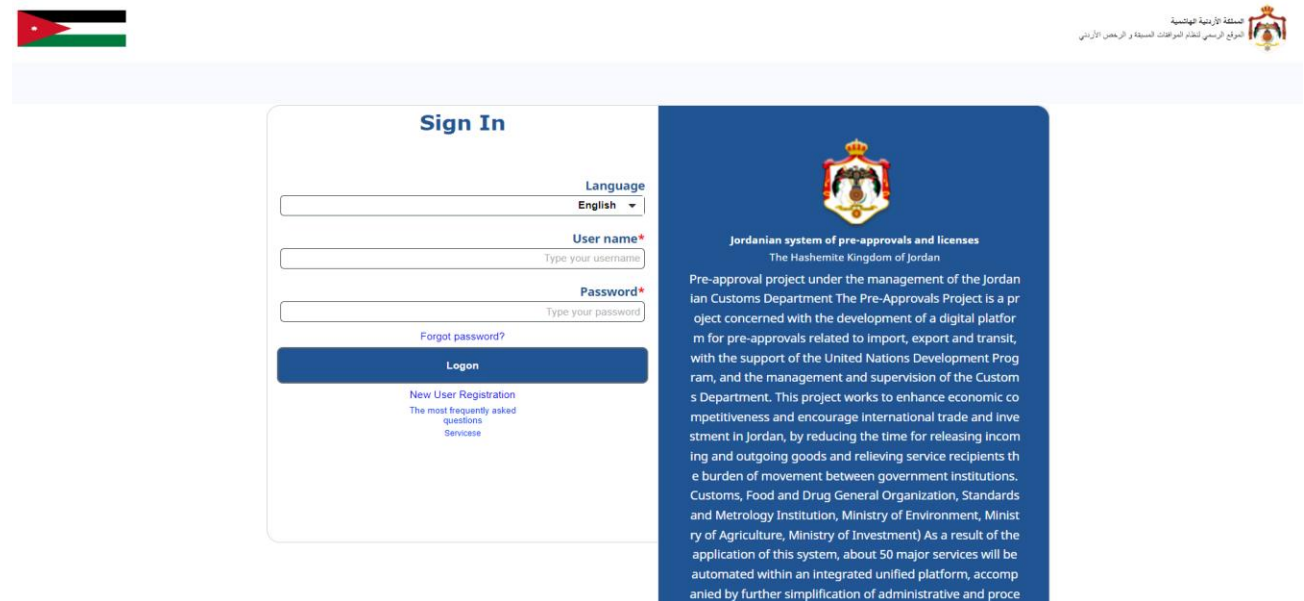


Sign-up

It is required that anyone using the E-licensing system (the applicant) must submit a sign-up request:

1. The user is to click on ‘**New User Registration**’ as illustrated below.

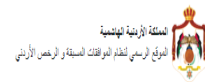


2. The user is to enter his/her information through the national number, as it is linked with the Civil Status and Passports Department, and his/her name will be automatically filled in.



3. The user is to complete filling his/her data on the next page.
4. He/she is to select the communication method, e.g. mobile phone, e-mail, or both.
5. He/she is to enter his/her password.

6. He/she is to select the user type (Individual, company representative, government representative), and to fill the rest of the fields related to the company's information.
 7. He/she is to upload the attachments required for signing up.
 8. He/she is to click on 'Submit'.
 9. A verification page will appear to verify the sign-up, and he/she is to enter the verification code that will be sent to him/her.
 10. He/she is to wait for the sign-up request to be approved by the admin, and he/she will be notified of the approval/rejection.
- ** If the request is for a government entity, it has to be approved by the entity and the admin.**



انقر لتحميل دليل التسجيل الإرشادي !

انقر هنا لتحميل التفويض

Company Information	
Tax Number*	User Type*
678789	افراد
Close	Previous
Next	



انقر لتحميل دليل التسجيل الإرشادي !

انقر هنا لتحميل التفويض

Company Information	
Tax Number*	User Type*
	مثال جهة حكومية
National ID*	Entity Name*
Close	Previous
Next	



انقر لتحميل دليل التسجيل الإرشادي !

انقر هنا لتحميل التفويض

Company Information		
Tax Number*	User Type*	
	ممثل شركات ▼	
Company Name	اسم الشركة (English)*	
National ID*	Com Registration No.	
Close	Previous	Next



Verification

Please enter the validation code sent to your mobile number

IND-9922005432

Validate	
Resend	Cancel