



وزارة البلديات والإسكان

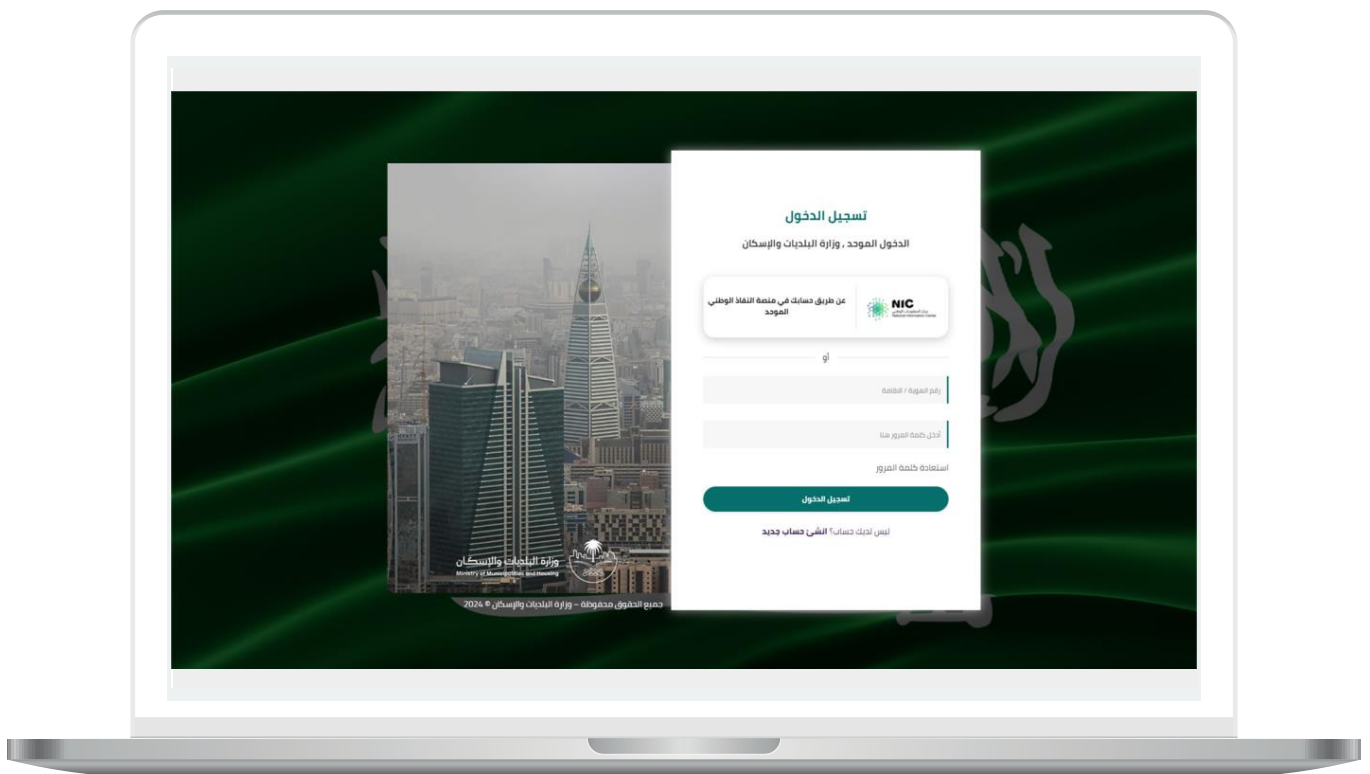
Ministry of Municipalities and Housing

# User Guide for the Collective Housing License Modification Service

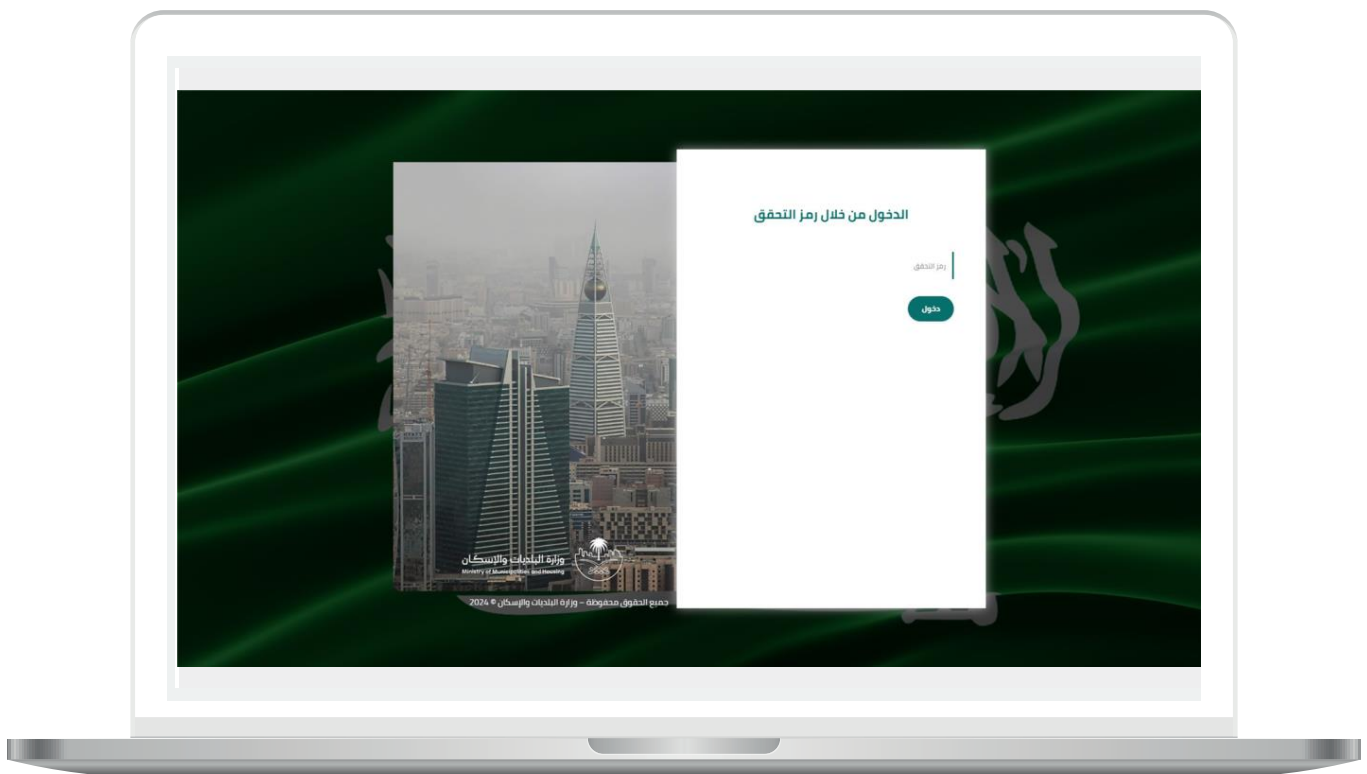
Beneficiary's  
Copy

## Login to the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.

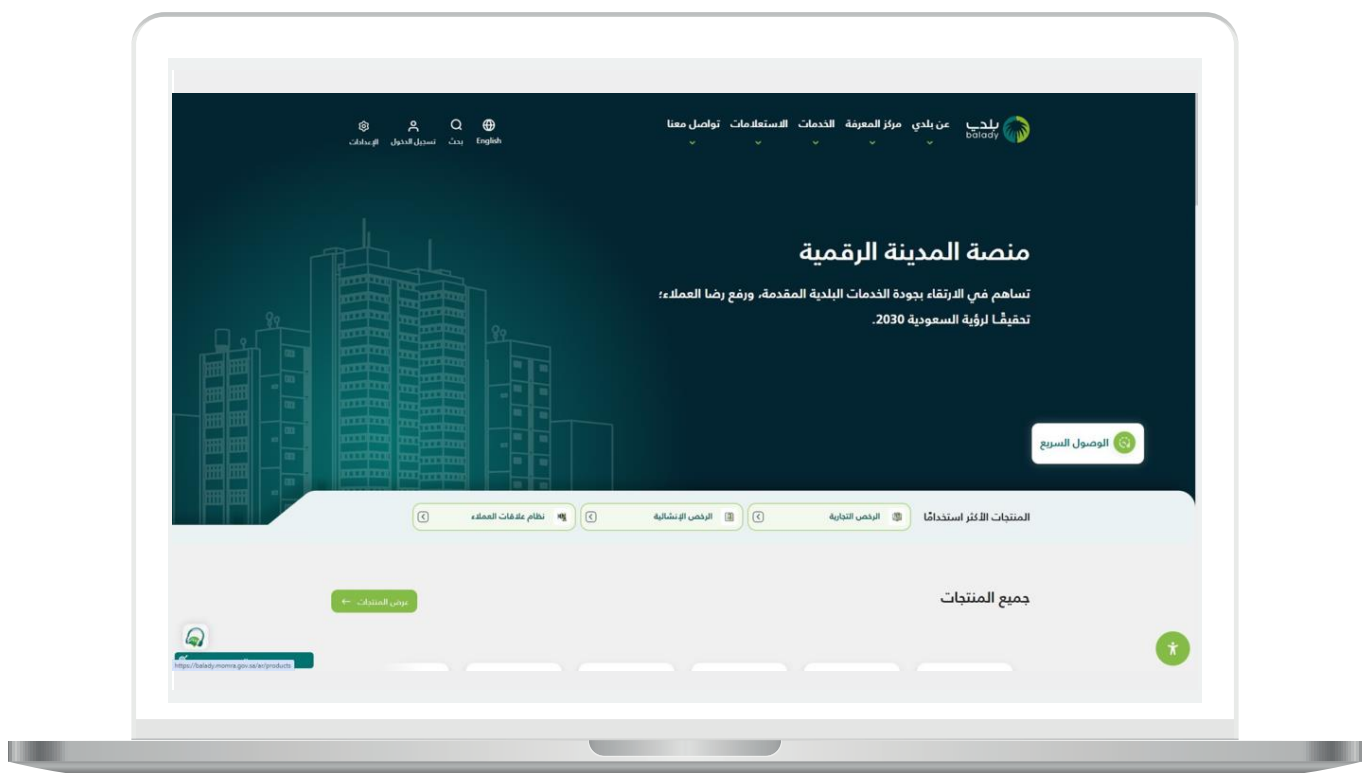


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

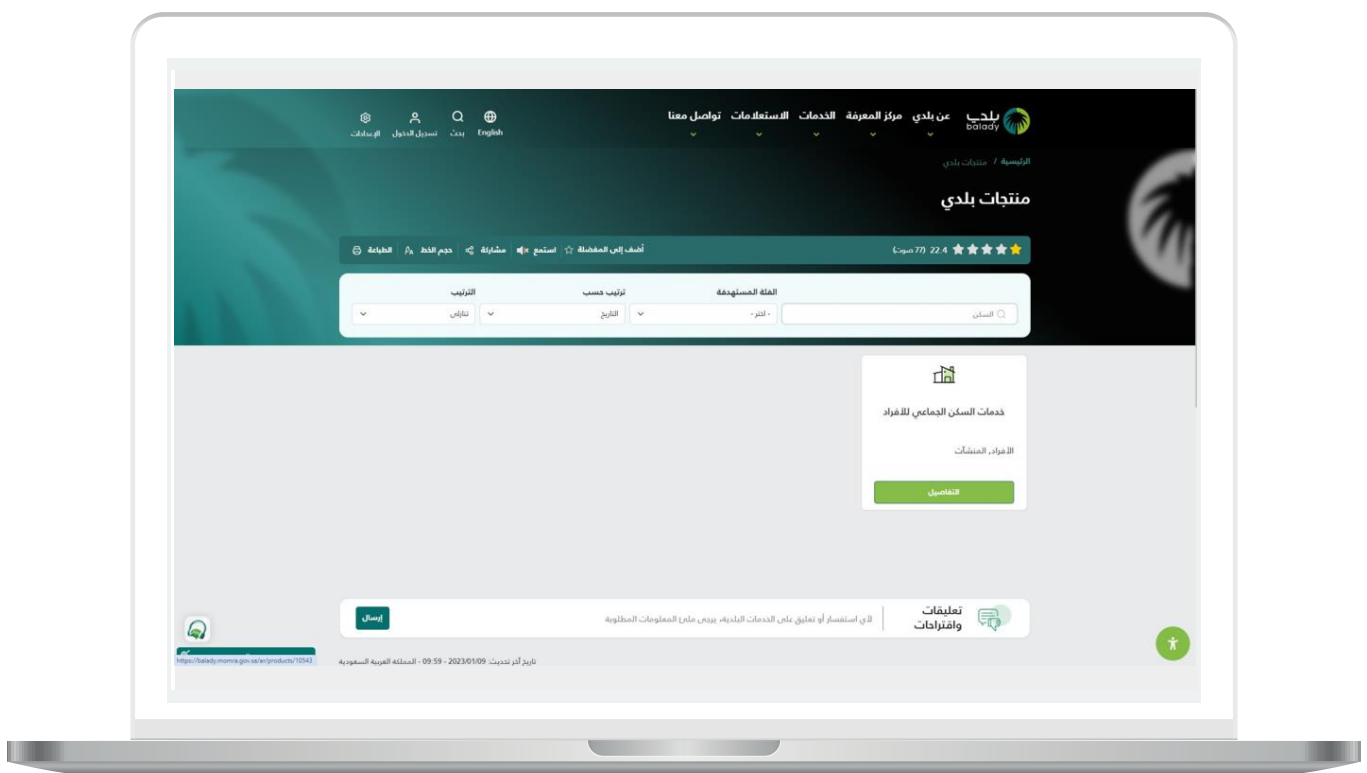


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

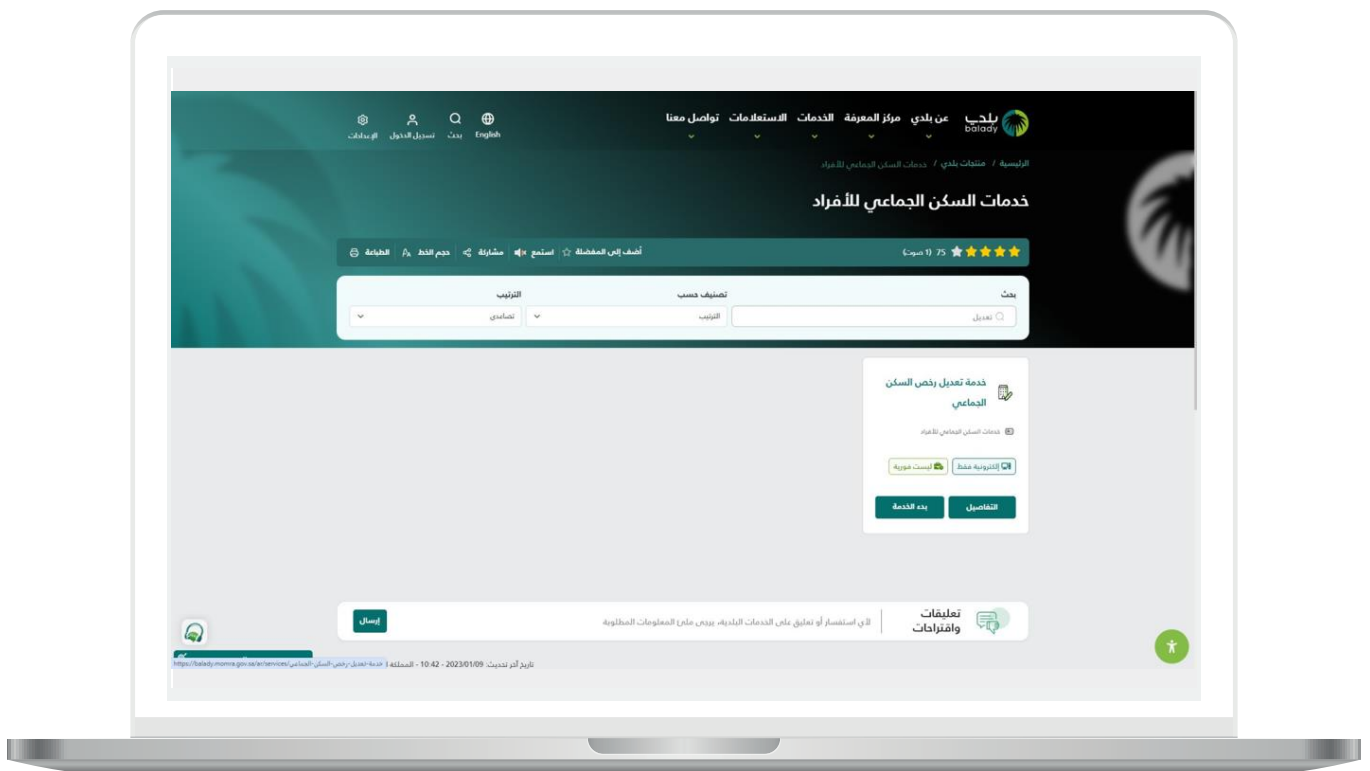
To start the service application, the user must click the **(View Products)** button.



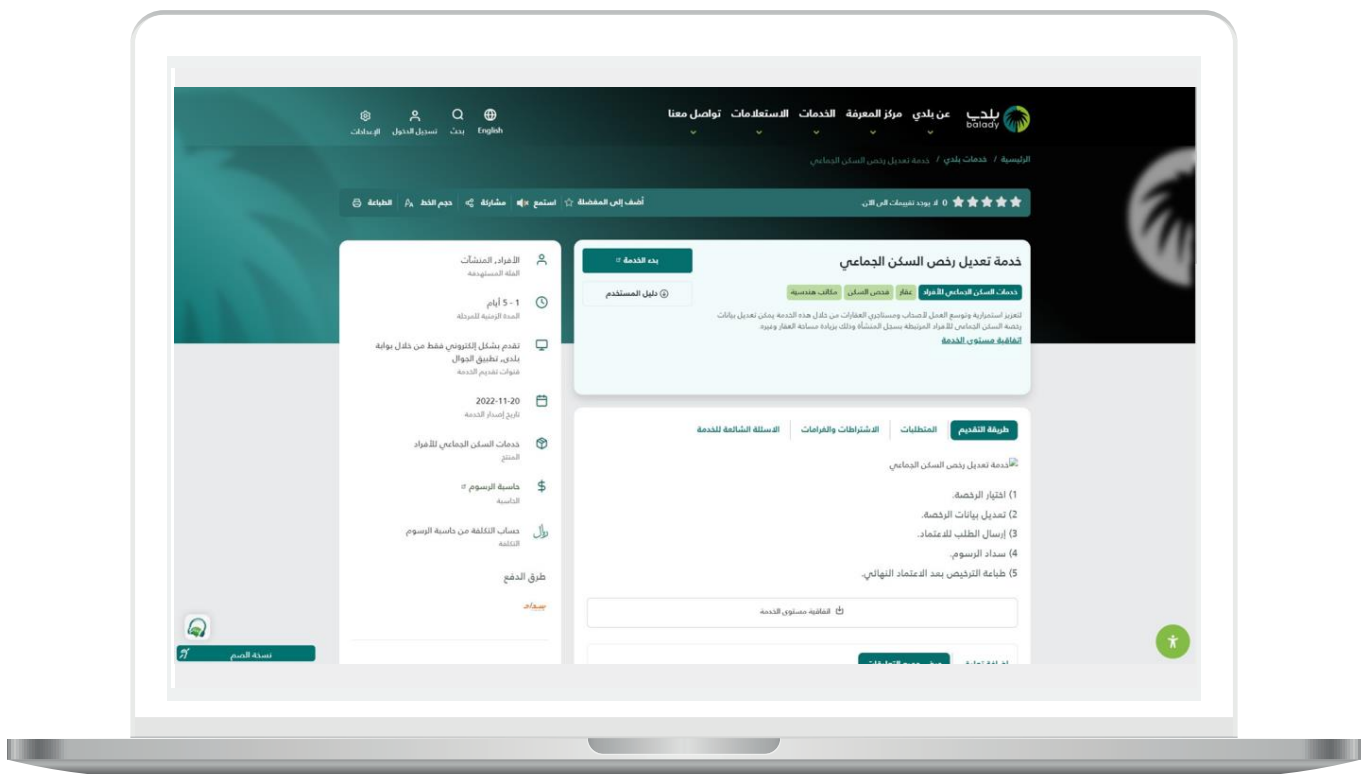
4) The following screen appears, displaying Balady's services, where the user selects **(Collective Housing Services)**.



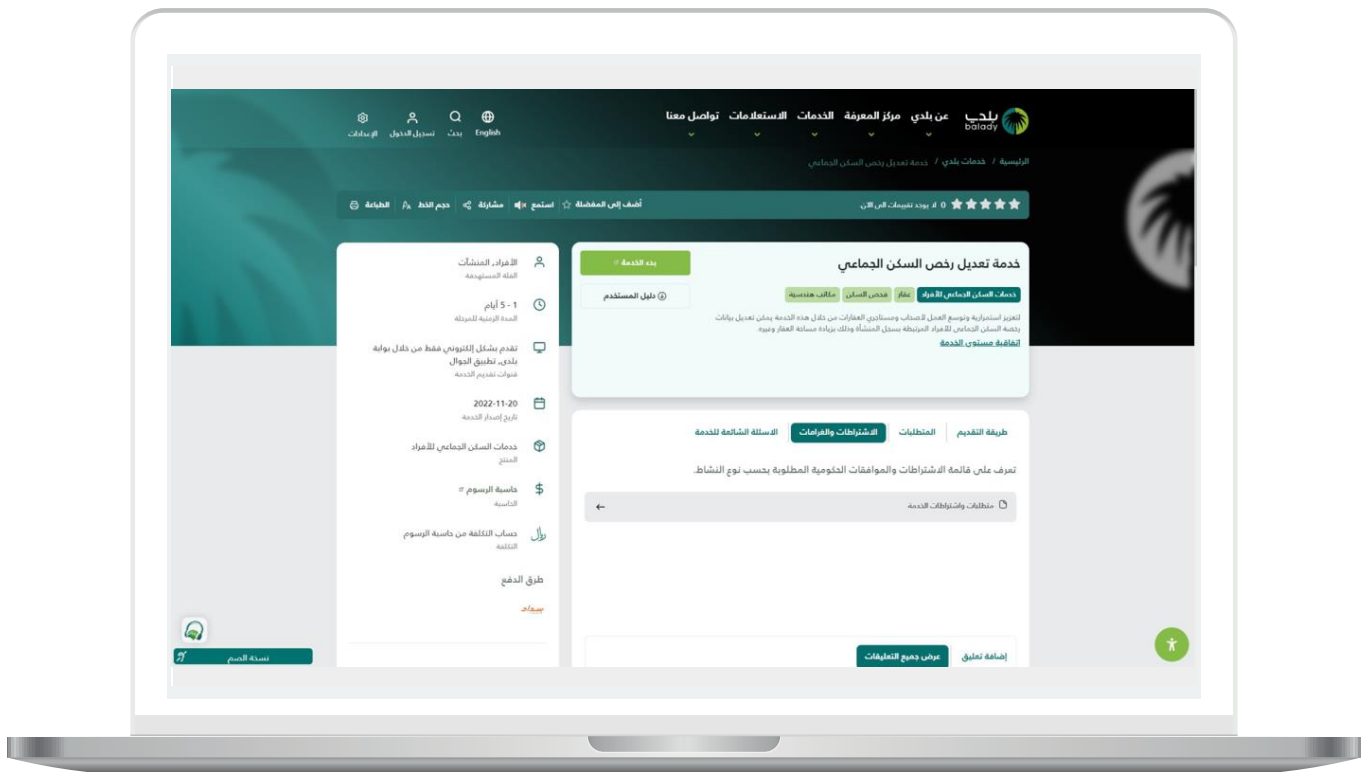
5) The following screen then appears, which includes collective housing services for individuals, where the **(Collective Housing License Modification Service)** is searched for, as shown below.



6) The following screen appears, displaying the (Service Card), which includes details such as (How to Apply, Requirements, Conditions and Fines, etc.).

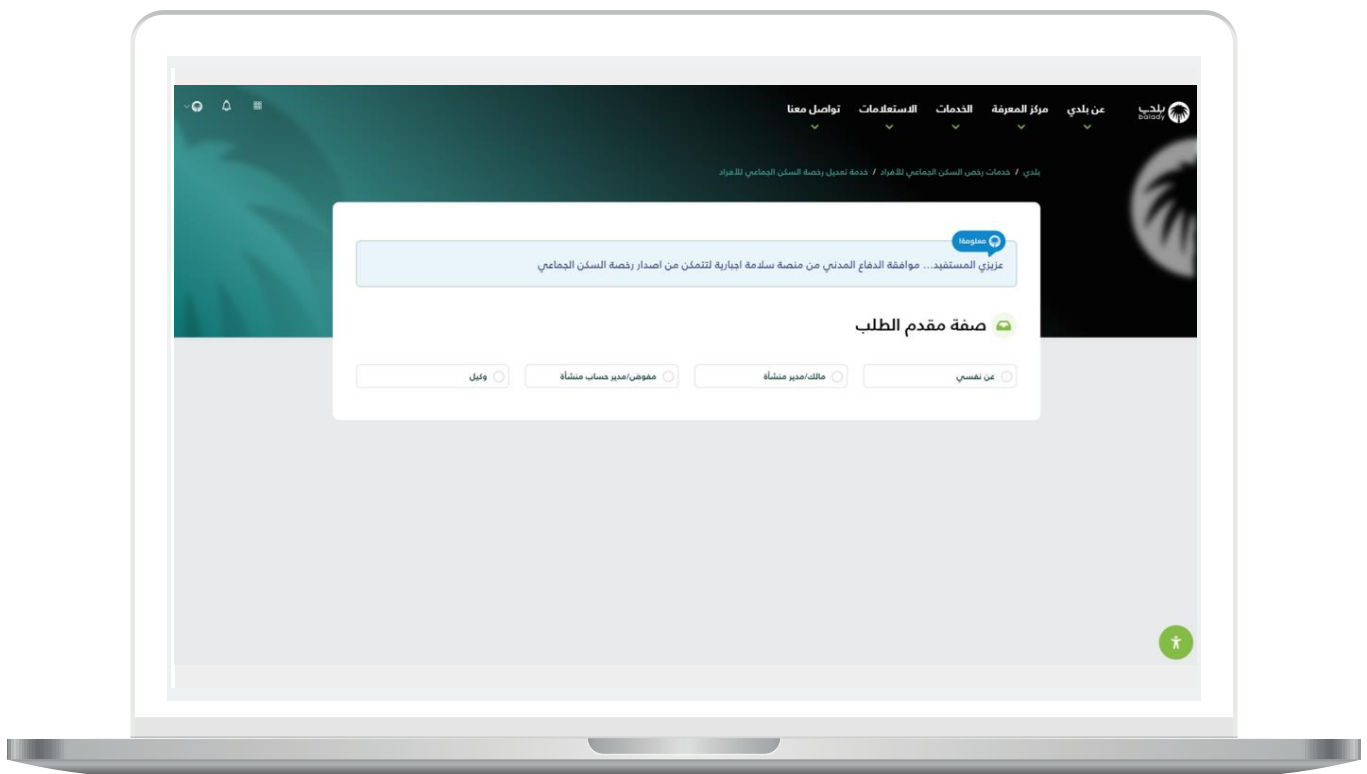


7) To start the application process, the user clicks **(Start Service)**.

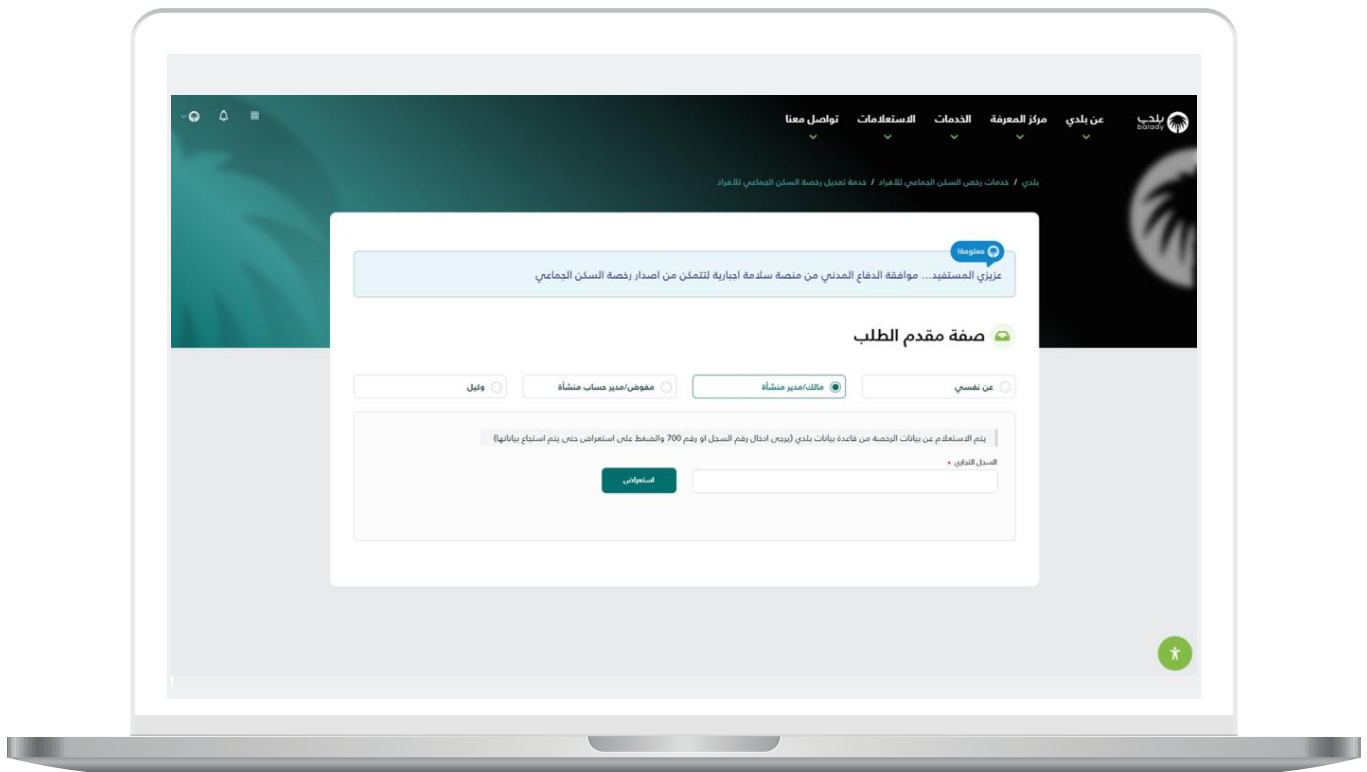




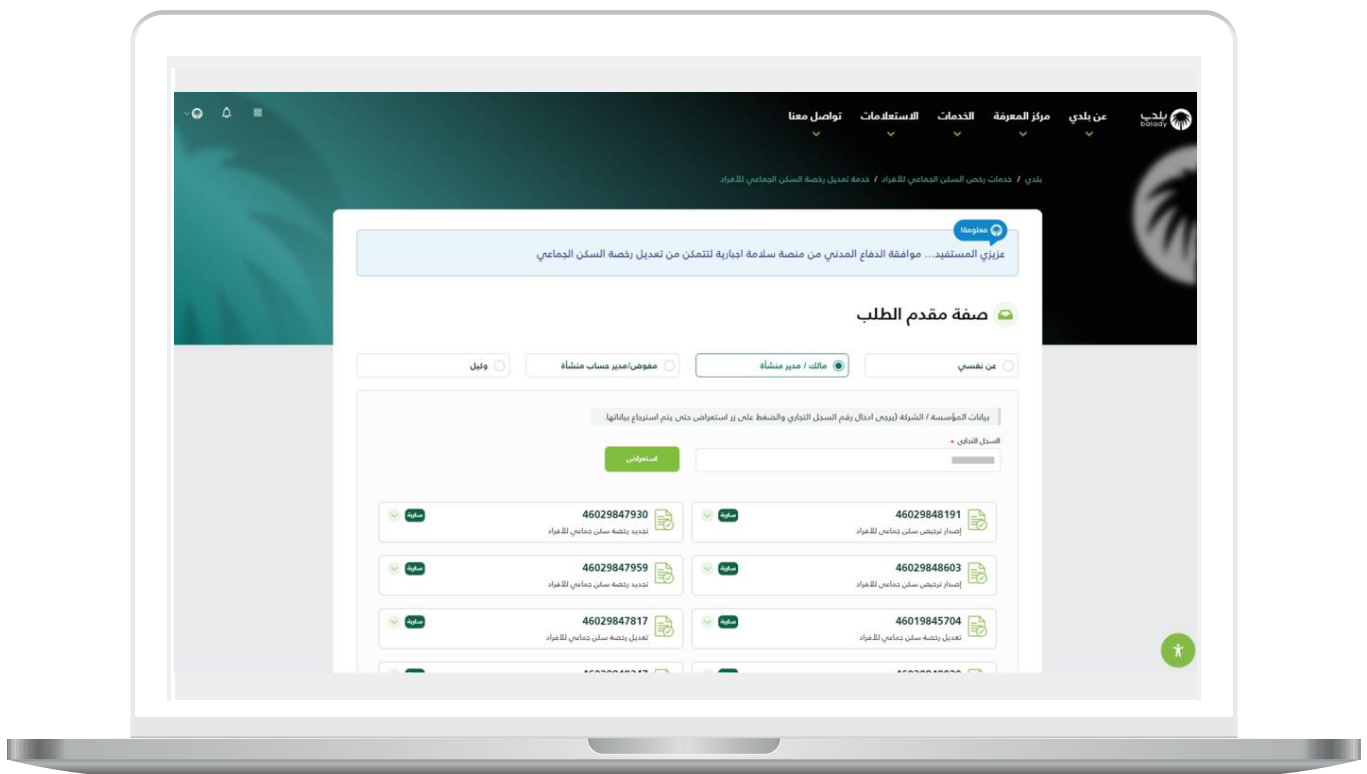
8) After that, the screen below appears, allowing the user to select the applicant type (**For Myself, Owner or Manager of an Establishment, Authorized Representative or Establishment Account Manager, Agent**).



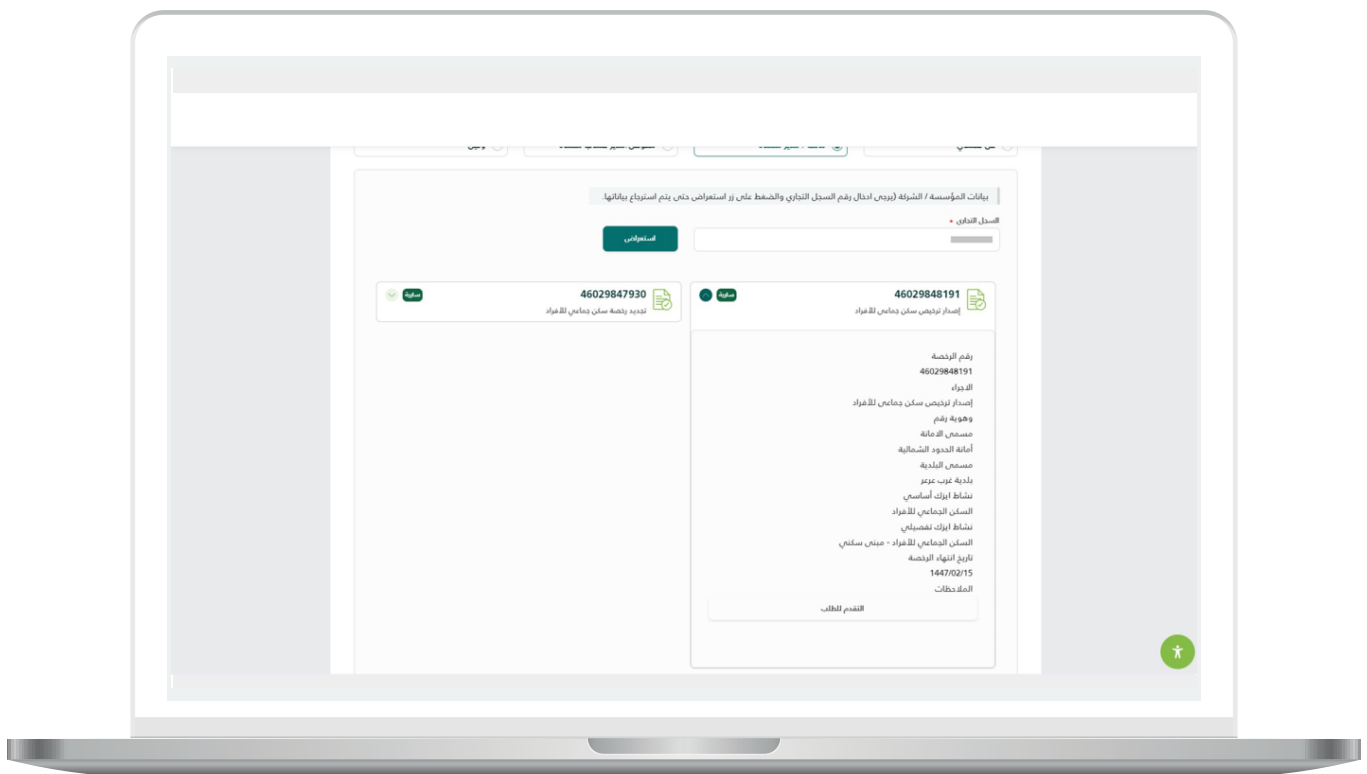
9) If the applicant type is **(Owner/Manager of an Establishment)**, a new field named **(Commercial Register)** appears, which the user fills out and clicks **(Browse)**.



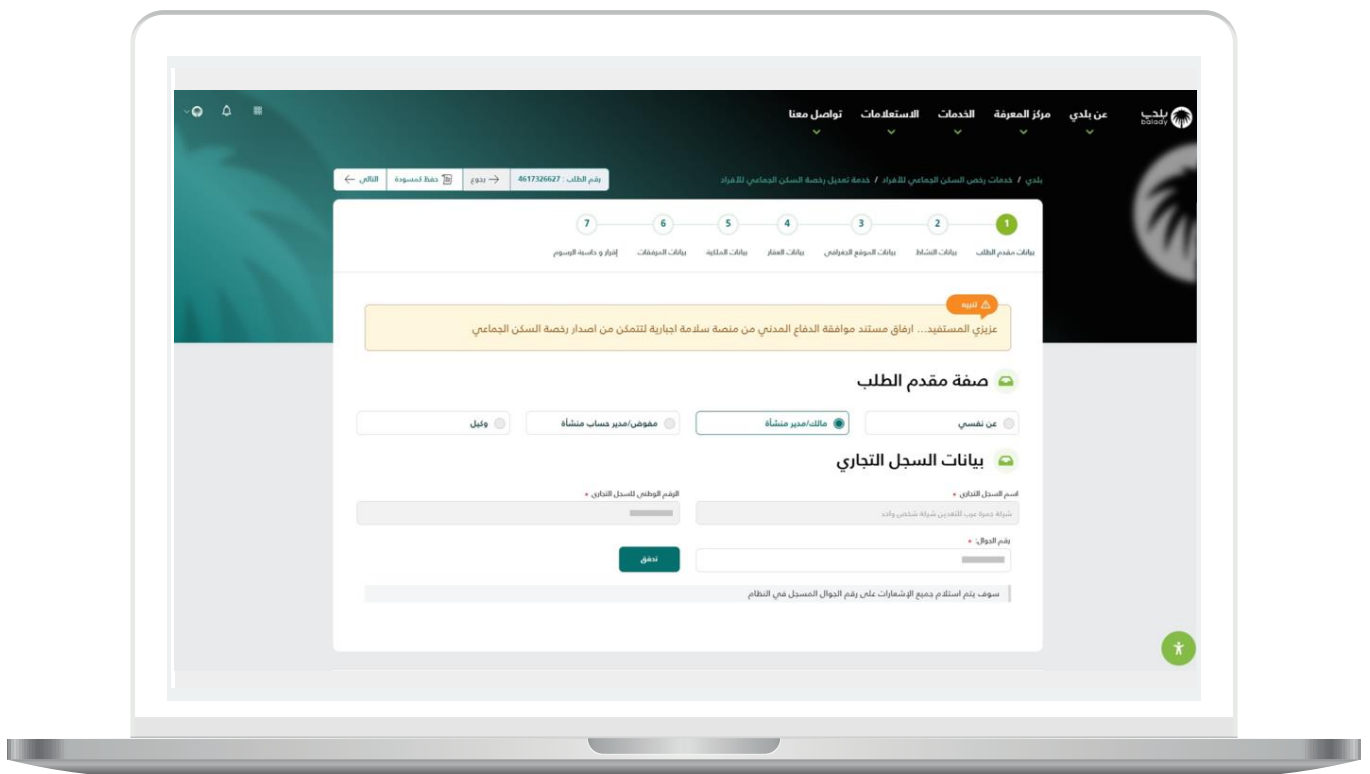
10) The registered licenses linked to the commercial register are displayed, allowing the user to select the license to be modified.



11) After selecting the license, its details are displayed, and the user clicks the **(Proceed with Request)** button.



12) The user is directed to the first stage of the request process, as shown on the screen below, which is the **(Applicant Information)** stage, where the system verifies the user's mobile number by entering the **(Mobile Number)** field and clicking the **(Verify)** button.



13) A verification code is sent to the user's mobile phone, which must be entered in the **(Confirmation Code)** field, then click **(Confirm)**, as shown in the next screen.

رقم الطلب: 4617326627 → يدعو ← خطة لمصنوعة التالي ←

بلدي / خدمات بخص السكن الجماعي للأفراد / خدمة تعديل رخصة السكن الجماعي للأفراد

1 2 3 4 5 6 7

بيانات مقدم الطلب بيانات التشغيل بيانات الموقع التجاري بيانات العقار بيانات الملكية بيانات الدفوعات إقرار و دعاية الرسوم

**تنبيه**  
عزيزي المستفيد... أرفاق مستند موافقة الدفاع المدني من منصة سلامة إجبارية للتمكن من إصدار رخصة السكن الجماعي

**صفحة مقدم الطلب**

عن نفسي

مالك/مدير منشأة مفوض/مدير حساب منشأة وكيل

**بيانات السجل التجاري**

اسم السجل التجاري  
شركة زعماء عرب للتأمين شركة ضامن واحد

رقم الوطني للسجل التجاري

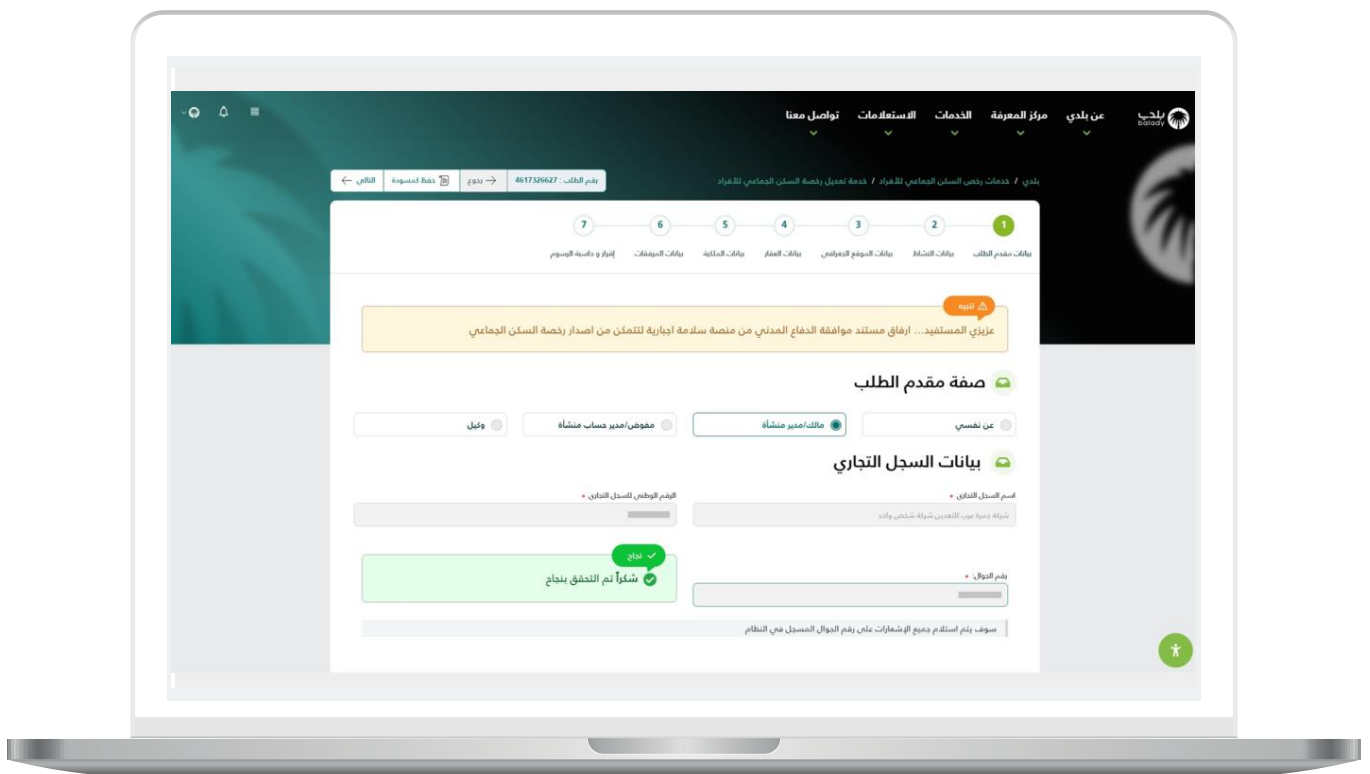
نظم الدولة

سوف يتم استلام جميع الإشعارات على رقم التحويل المسجل في النظام

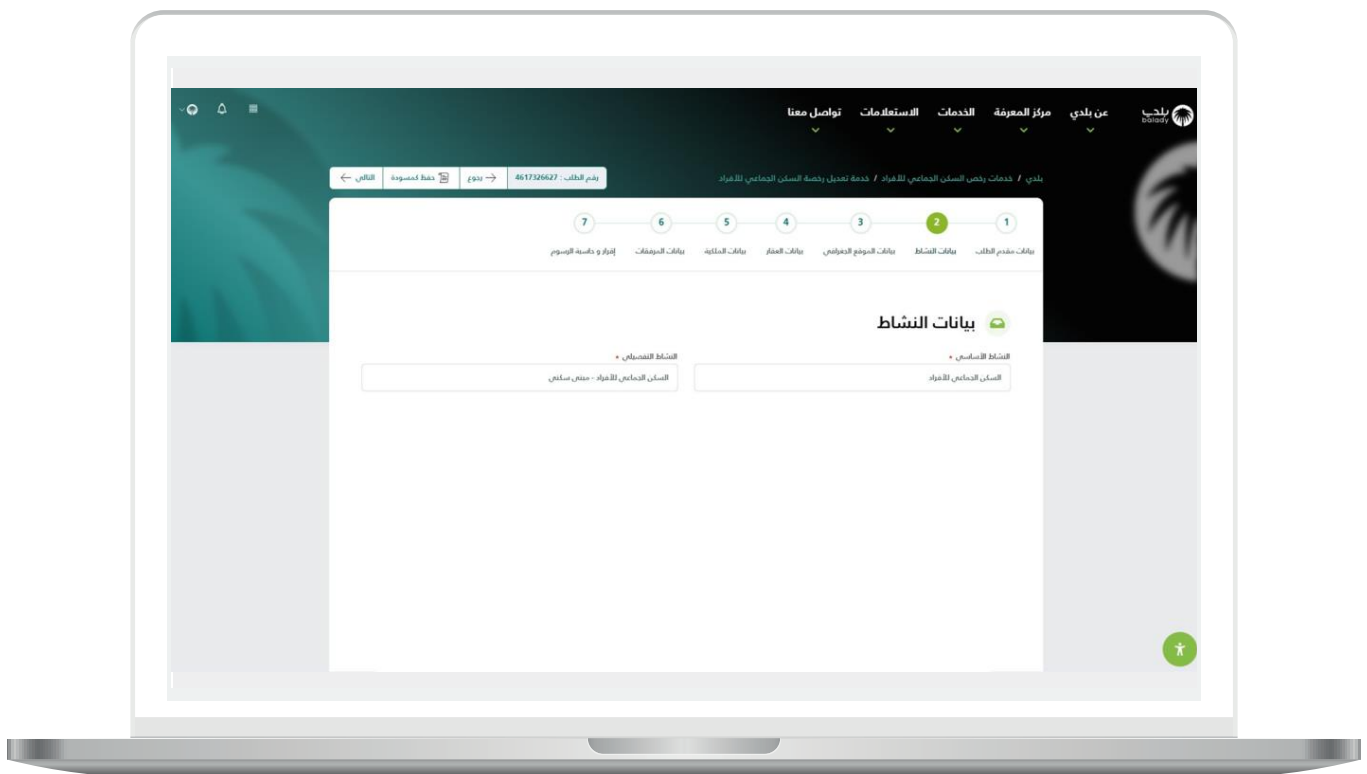
رقم التأكيد

تأكيد

14) After that, a message appears stating (**Thank you, verification was successful**), as shown on the screen. The user then clicks the (**Next**) button to proceed to the next stage, with the option to save the request as a draft for later reference using the (**Save as Draft**) button.

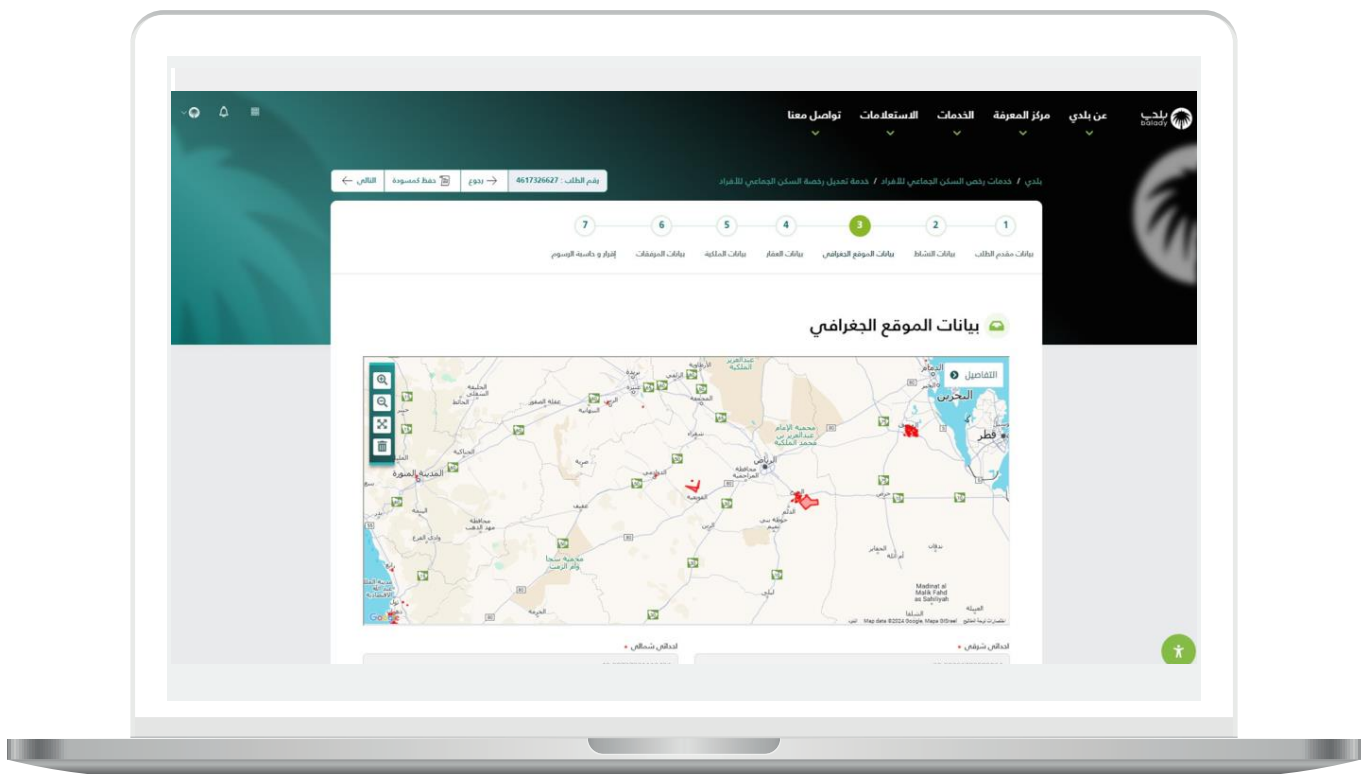


15) The (Activity Information) stage then appears, displaying the (Primary Activity, Detailed Activity).



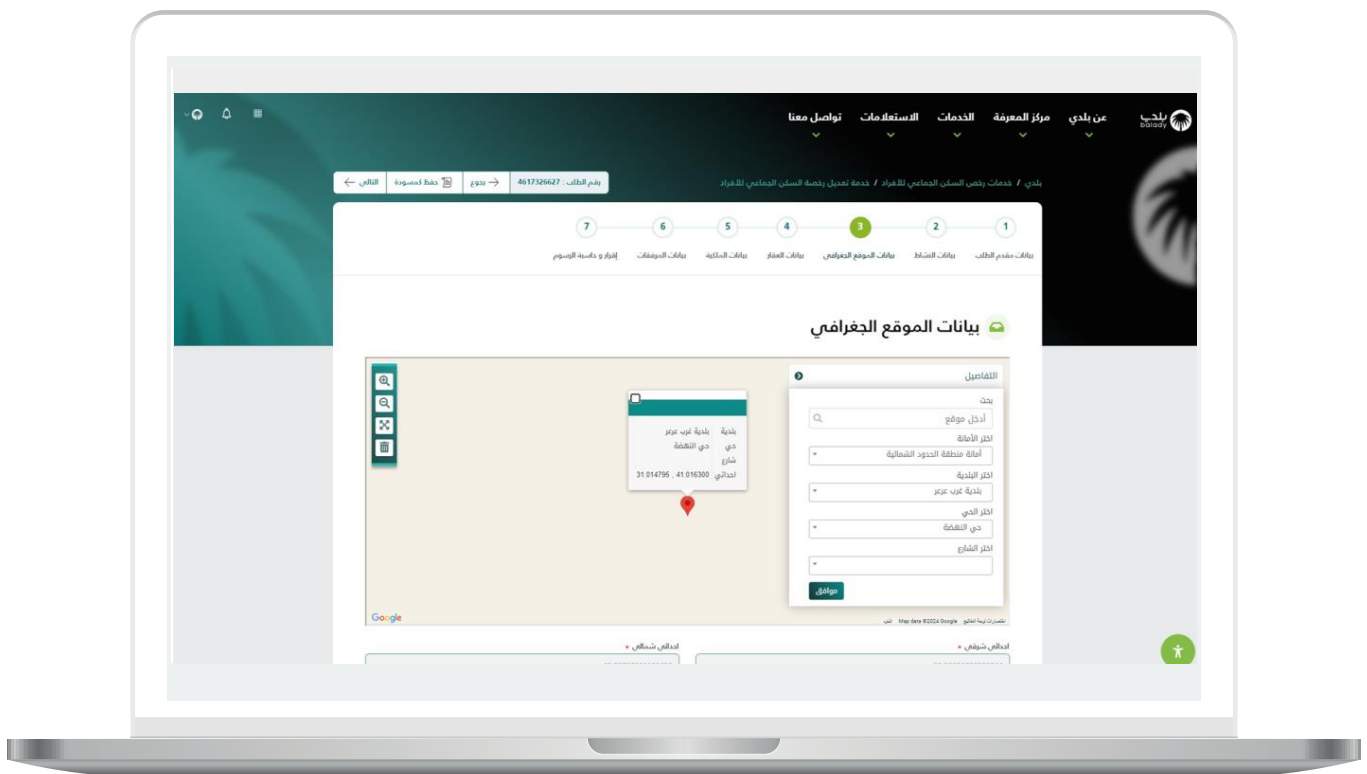


16) Next, the **(Geographic Location Information)** stage appears, where the user clicks the **(Details)** button to display the dropdown lists for geographic location selection.

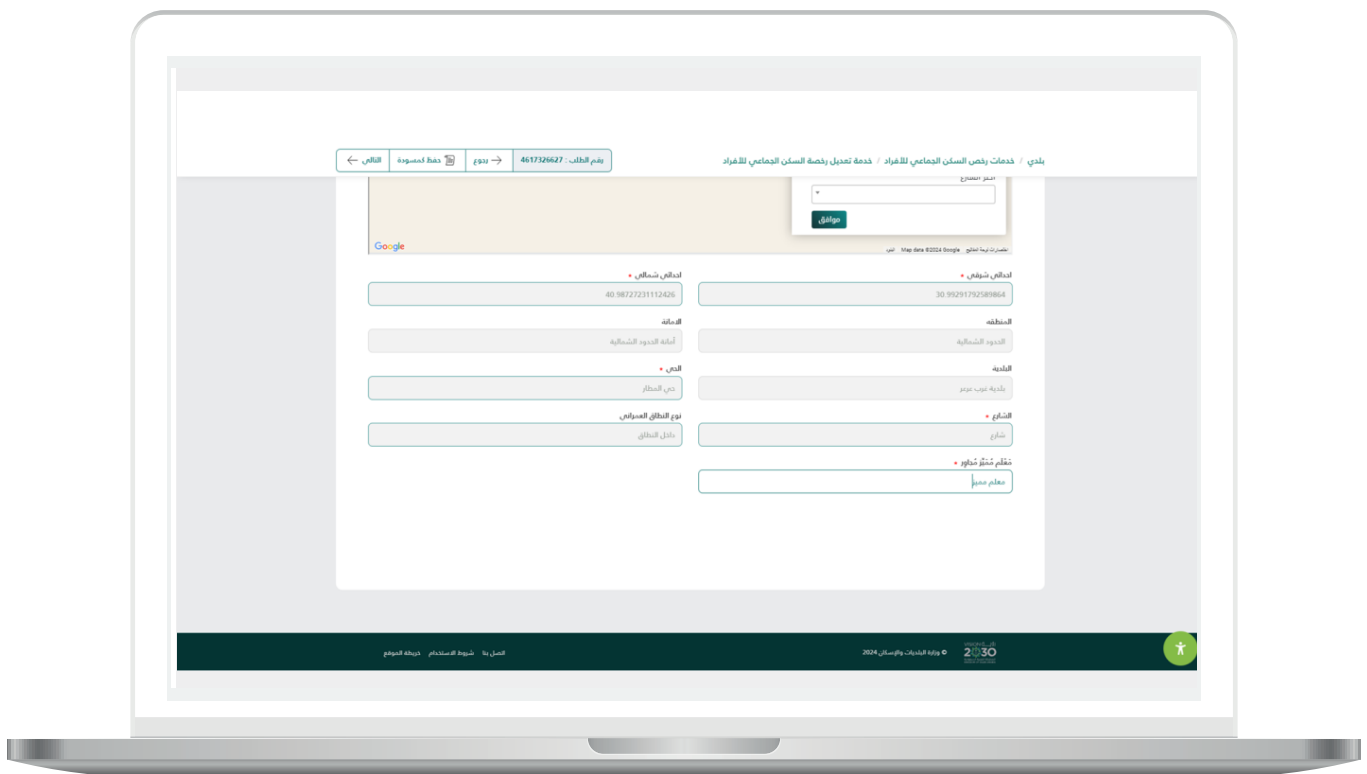


17) After the dropdown lists appear, the user selects the geographic location by choosing (**Select Municipality, Select Secretariat, Select District, Select Street**) in sequence.

Then, the location is marked on the map, and the (**Confirm**) button is clicked.



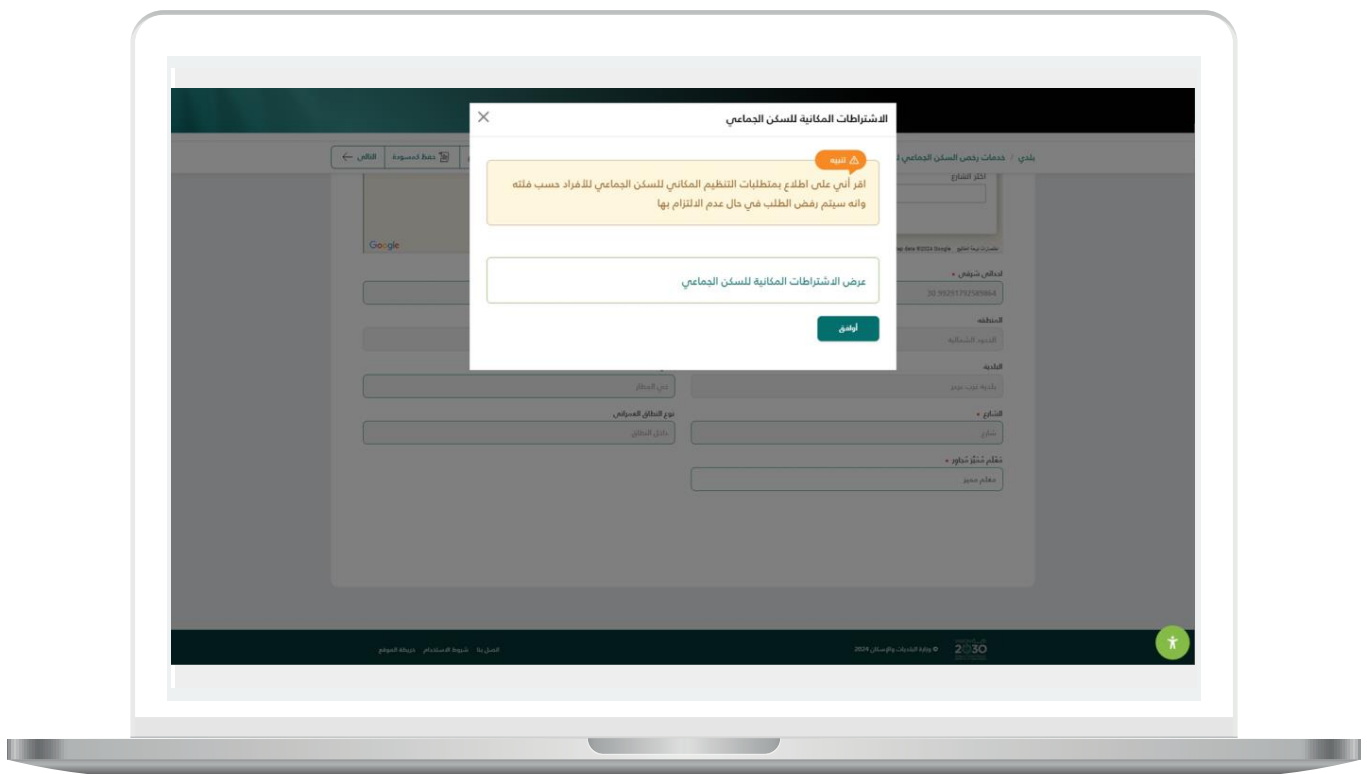
18) The (Adjacent Landmark) field value can also be modified.



19) Once completed, the user clicks the **(Next)** button to proceed to the next stage.

The screenshot shows a web application interface for collective housing license modification. At the top, there is a navigation bar with a back arrow, a search icon, and a button labeled "4617326627". Below the navigation bar, there is a map area with a red location pin. To the right of the map, there is a form with fields for "البلد" (Country), "المنطقة" (Region), and "الشارع" (Street), along with a "تأكيد" (Confirm) button. Below the map and form, there are several input fields for personal and contact information, including "الهاتف" (Phone), "البريد الإلكتروني" (Email), "الاسم" (Name), "العنوان" (Address), "الجنس" (Gender), "الجنسية" (Nationality), "تاريخ الميلاد" (Date of Birth), "تاريخ التسجيل" (Registration Date), "نوع البطاقة" (Card Type), and "ملاحظات" (Remarks). A green circular button with a right arrow is located at the bottom right of the form area.

20) The screen displayed below represents the **(Spatial Requirements for Collective Housing)**, where the user clicks the **(I Agree)** button.



21) The **(Property Information)** stage then appears, where the system allows the user to modify field values and dropdown selections.

The screenshot displays the 'بيانات العقار' (Property Information) stage of the Balady system. The interface includes a progress bar at the top with 7 steps, where step 4 is currently active. The main form area contains the following fields and sections:

- بيانات العقار (Property Information):**
  - نوع العقار (Property Type): Dropdown menu.
  - موقع العقار (Property Location): Text input field.
  - السمعة الاستيعابية للتدوير (Circulation Capacity): Text input field with a value of 33.
  - عدد دورات المياه (Number of Bathrooms): Text input field with a value of 33.
  - مساحة سطح البناء (متر مربع) (Building Area (sq.m)): Text input field with a value of 33.
  - نوع السكان (Residents Type): Radio buttons for 'رجال' (Men), 'نساء' (Women), and 'رجال ونساء' (Men and Women).
- بيانات مسار فحص السكن (Residence Inspection Path Data):**
  - يوضح اختيار نوع المسار الخاص بالطلب. تعرف على أنواع المسارات (Explains the selection of the path type for the request. Know the types of paths).
  - مسار عادي (Normal Path): Radio button (selected).
  - مسار سريع (Fast Path): Radio button.

22) The modification is shown in the screen below.

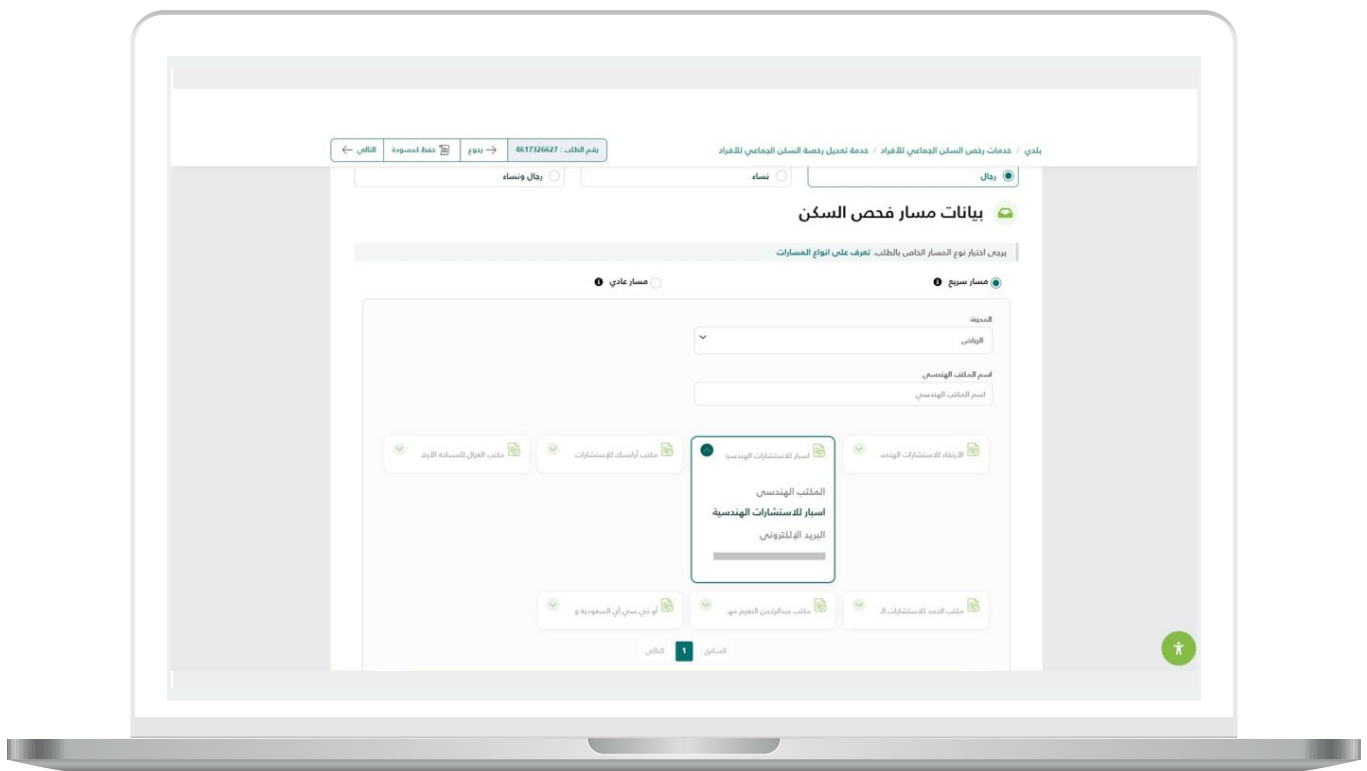
The screenshot shows a web application interface for property modification. At the top, there's a navigation bar with the 'balady' logo and links for 'عن بلدي', 'مركز المعرفة', 'الخدمات', 'الاستعلامات', and 'تواصل معنا'. Below this is a header with a phone number '461732627' and a 'تواصل معنا' button. The main content area features a progress bar with 7 steps, where step 4 is active. The form is titled 'بيانات العقار' and includes the following fields:

- نوع العقار (Property Type): dropdown menu
- موقع العقار (Property Location): dropdown menu
- السمعة الاستيعابية للشعيرة (Capacity Rating): dropdown menu with value 110
- عدد القواب (Number of Units): dropdown menu with value 70
- مساحة مستطع البناء (بنو مبيع) (Building Area (Sale)) : dropdown menu with value 1000
- عدد دورات الميراث (Number of Inheritance Floors): dropdown menu with value 33
- نوع المسكنين (Type of Residents): dropdown menu with value 'رجال' (Men)
- نسبة الرجال والنساء (Ratio of Men and Women): radio buttons for 'رجال' (Men) and 'نساء' (Women)

Below the form is a section titled 'بيانات مسار فحص السكن' (Residence Check Path Data) with a dropdown menu. At the bottom, there are two buttons: 'مسار عادي' (Normal Path) and 'مسار سريع' (Fast Path).

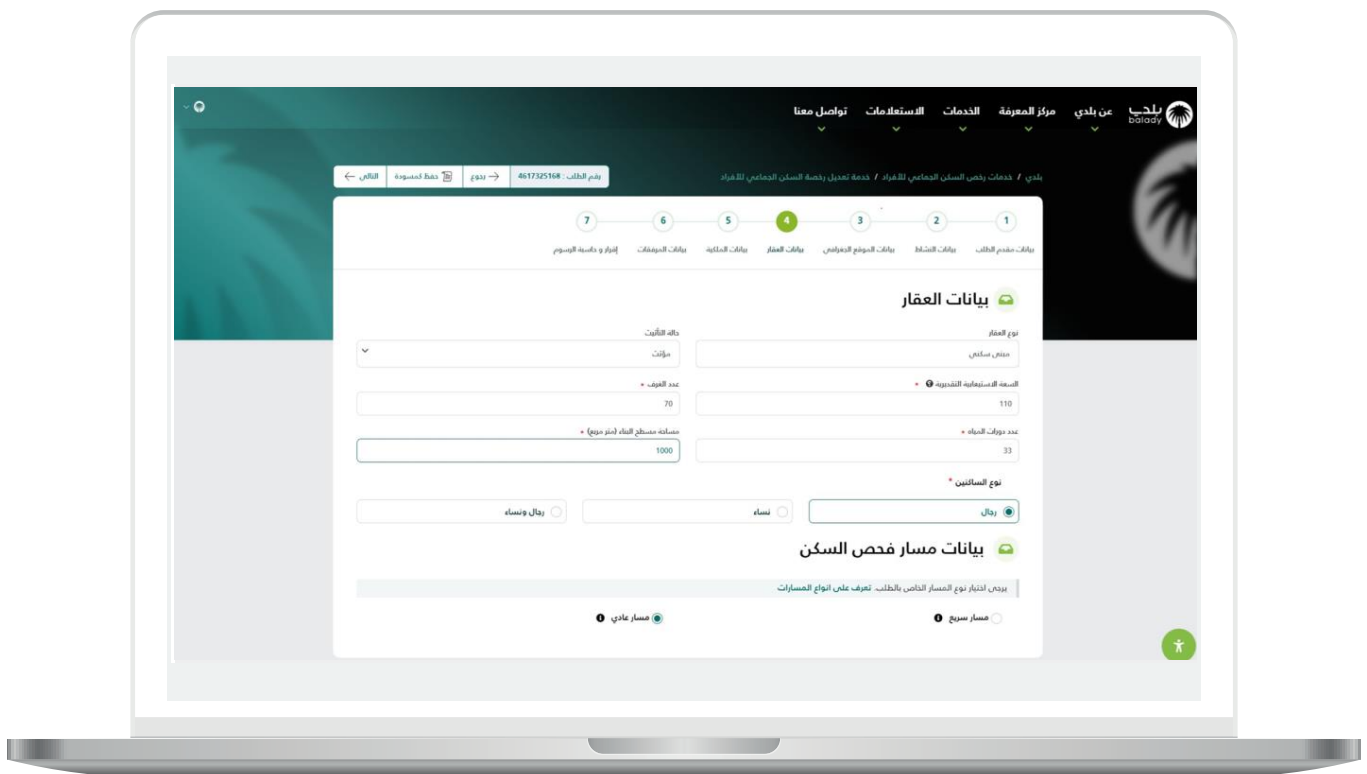
23) In the (Housing Inspection Path Information) section, selecting (Fast Track) requires choosing values from the dropdown lists (City, Engineering Office Name) in sequence.

After the engineering offices appear, one is selected.

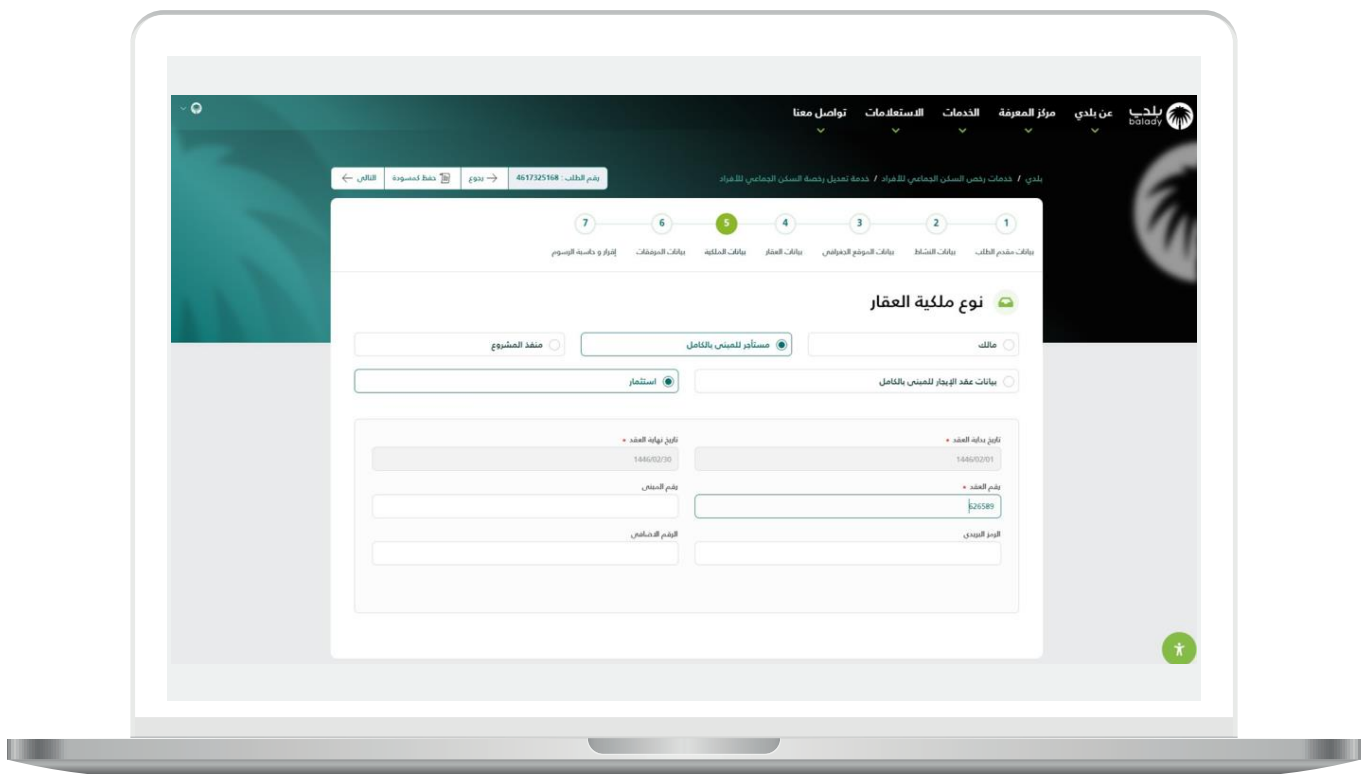




24) When selecting **(Standard Track)**, no fields or dropdown lists appear, and the user clicks the **(Next)** button to proceed to the next stage, with the option to save the request as a draft using the **(Save as Draft)** button or return to the previous stage using the **(Back)** button.



25) The following screen represents the (**Ownership Information**) stage, where the property ownership type can be changed, and the process continues.



26) The screen below shows that the property ownership type has been modified. After entering the required values, the user clicks the **(Next)** button to proceed to the next stage.

نوع ملكية العقار

مستأجر للمبنى بالكامل

مالك

عقد مشروع

اسم مالك المشروع

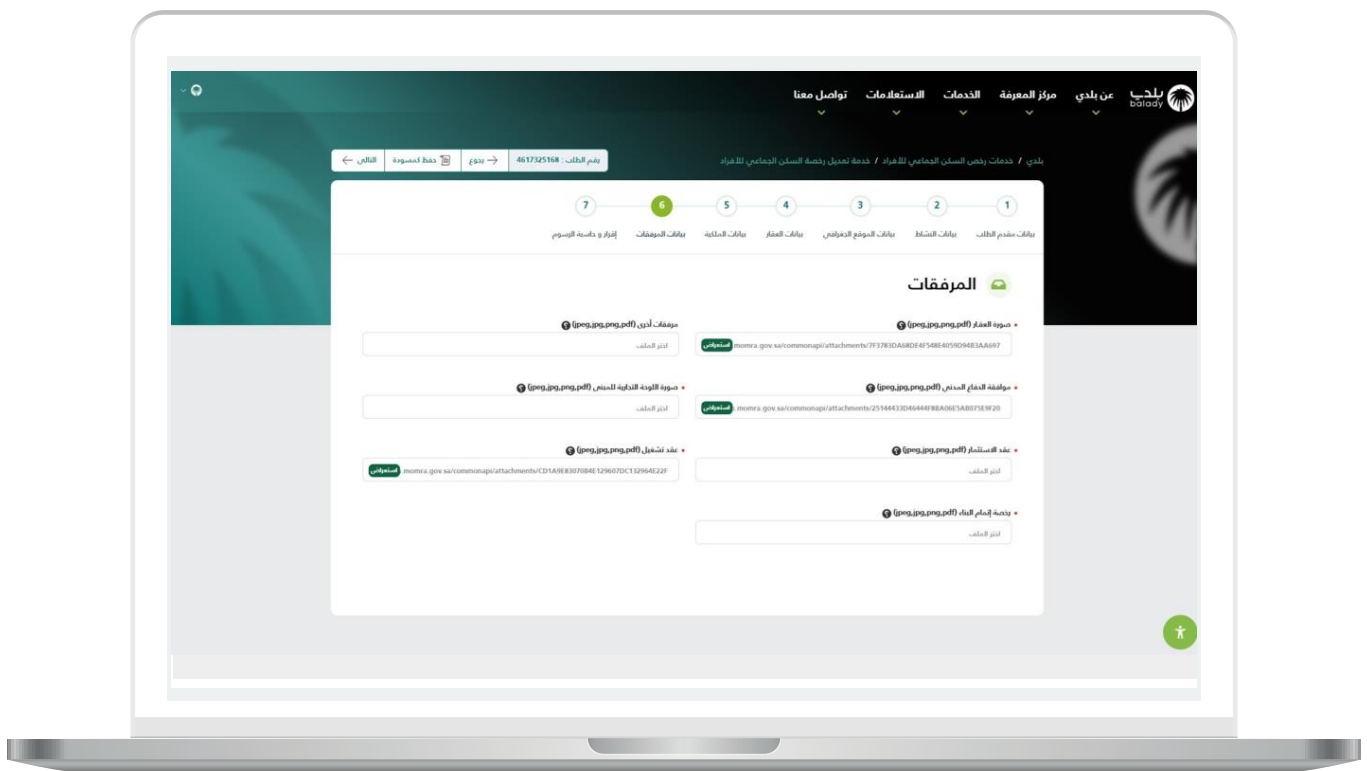
تاريخ نهاية المشروع

اسم المشروع

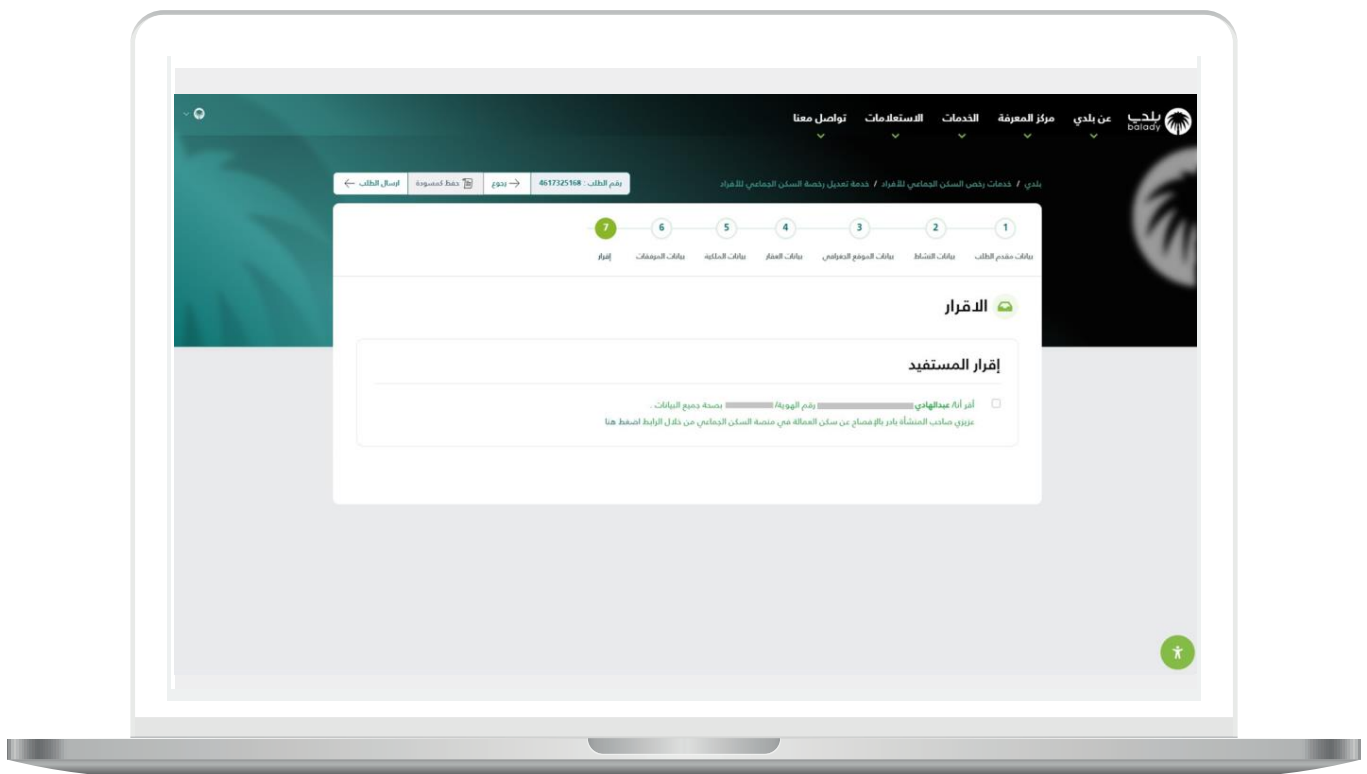
تاريخ بداية المشروع

27) The user is then taken to the (**Attachments Information**) stage, where attachments can be changed by clicking the field with the mouse, selecting a new attachment from the device, and viewing it by clicking the (**Browse**) button.

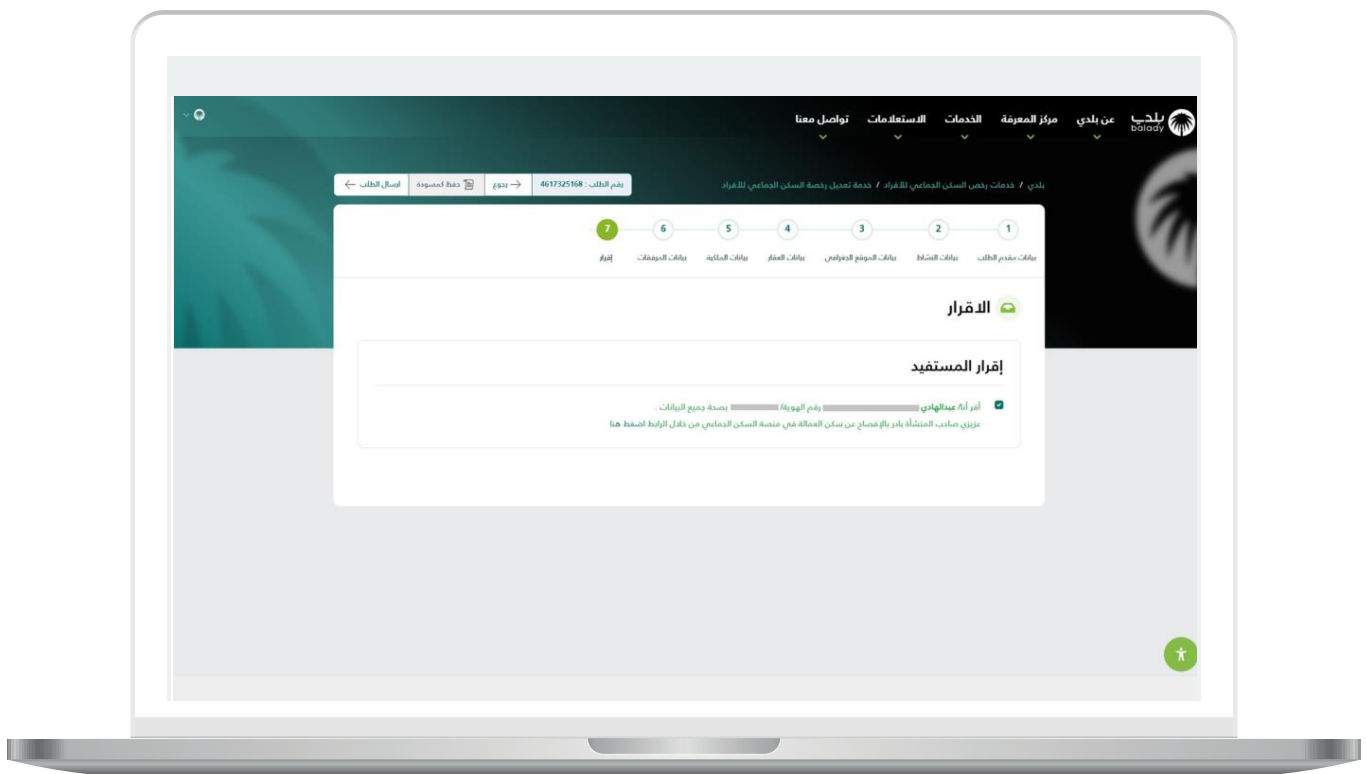
Once completed, the user clicks the **(Next)** button to proceed to the next stage, with the option to save the request as a draft using the **(Save as Draft)** button or return to the previous stage using the **(Back)** button.



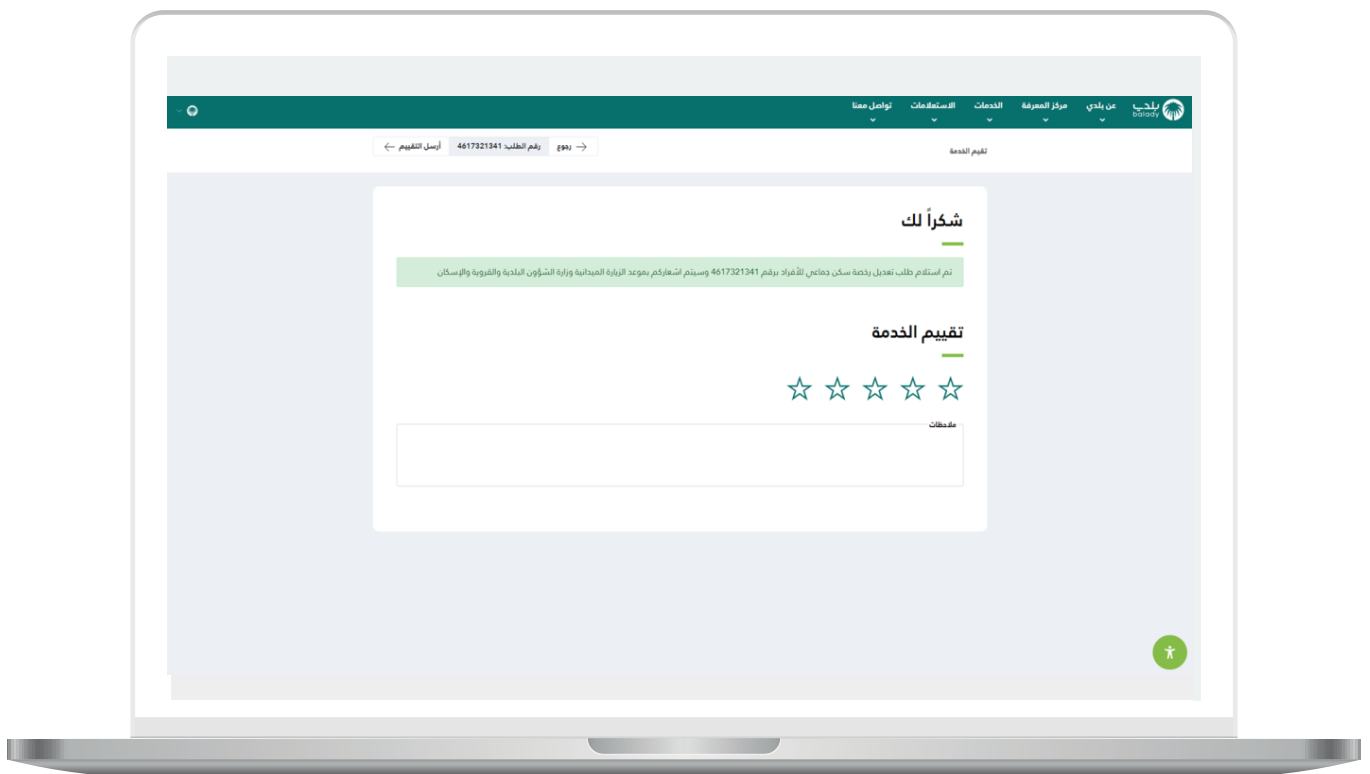
28) The **(Acknowledgment)** stage then appears, where the user reads the acknowledgment and selects the acknowledgment checkbox.



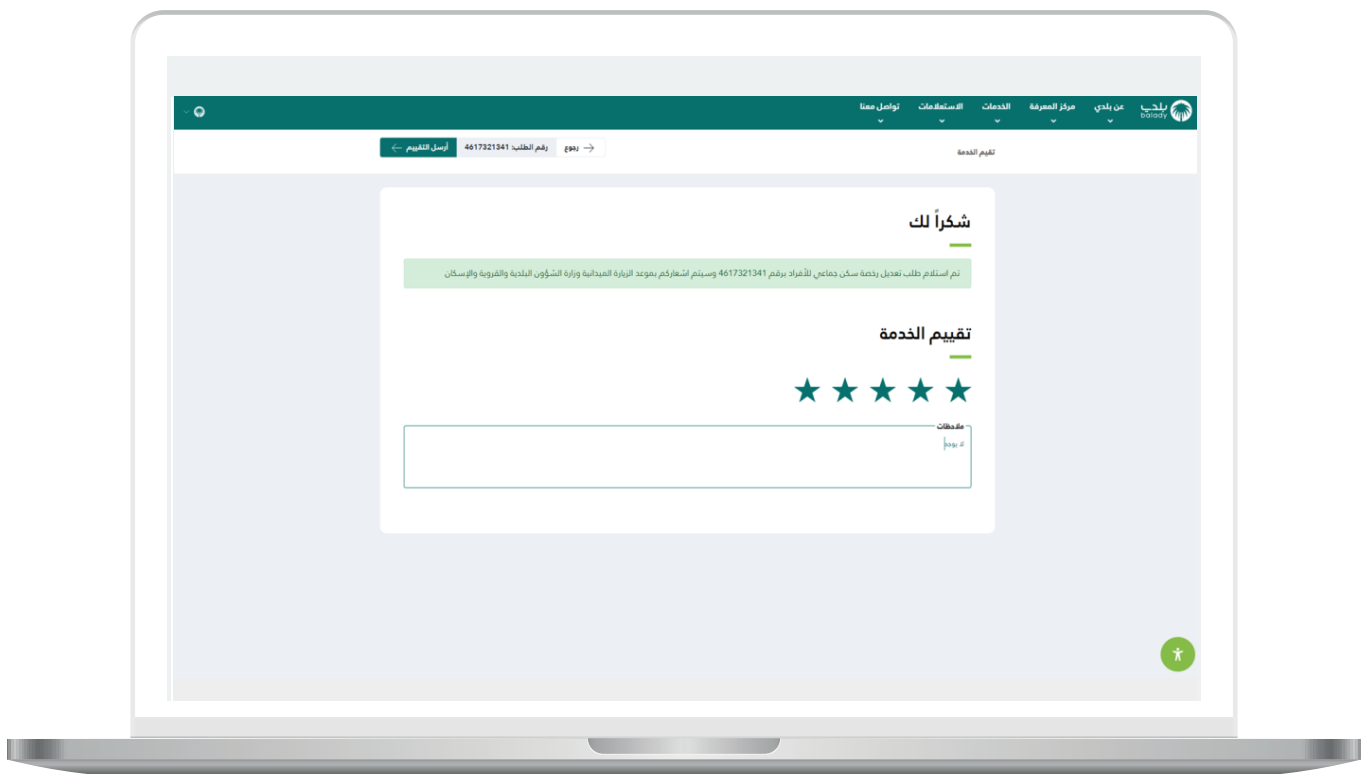
29) The user then clicks the **(Submit Request)** button, with the option to save the request as a draft using the **(Save as Draft)** button or return to the previous stage using the **(Back)** button.



30) The system then allows the user to evaluate the service by selecting the number of stars displayed and entering comments in the **(Comments)** field.

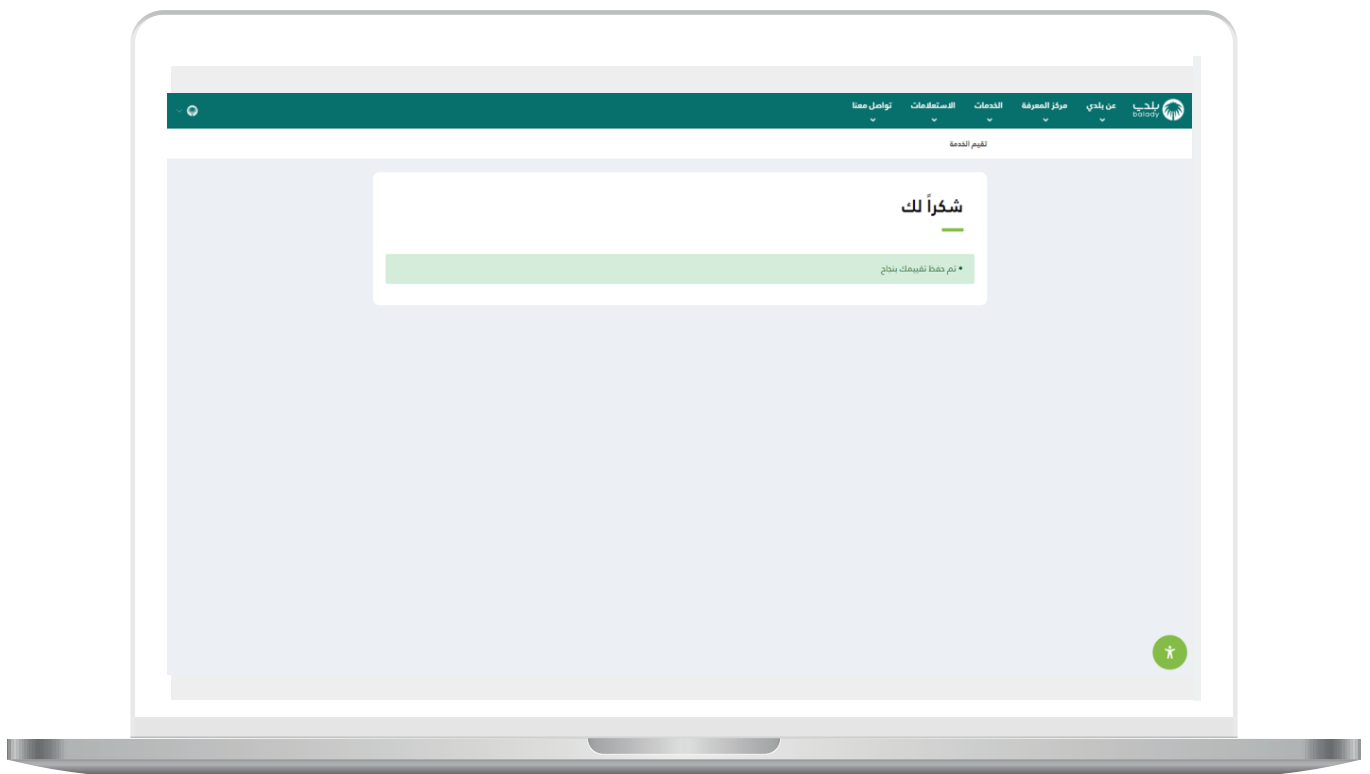


31) Then, the user clicks the **(Submit Evaluation)** button.

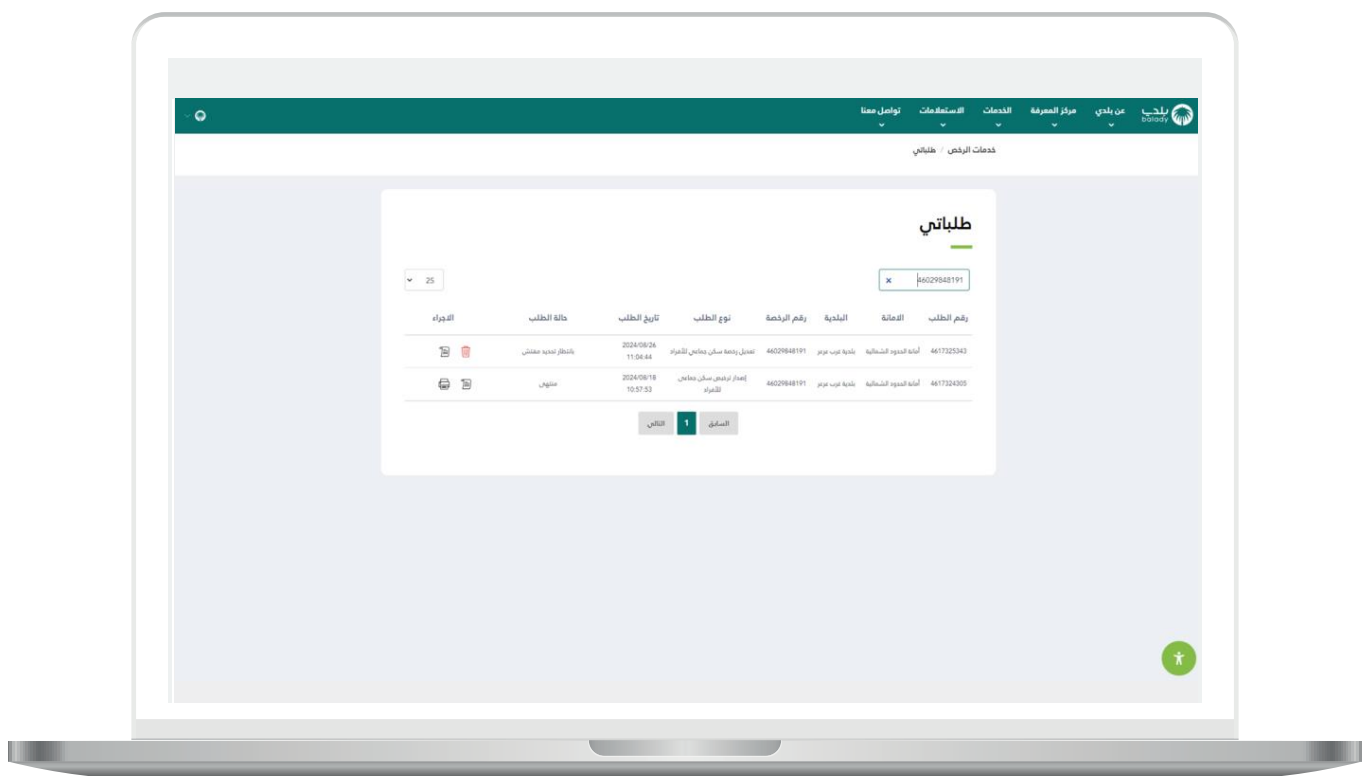




32) A message then appears confirming that (Your evaluation has been successfully saved).



33) The system then allows the user to search for the request through the (**My Requests**) screen, as shown below.



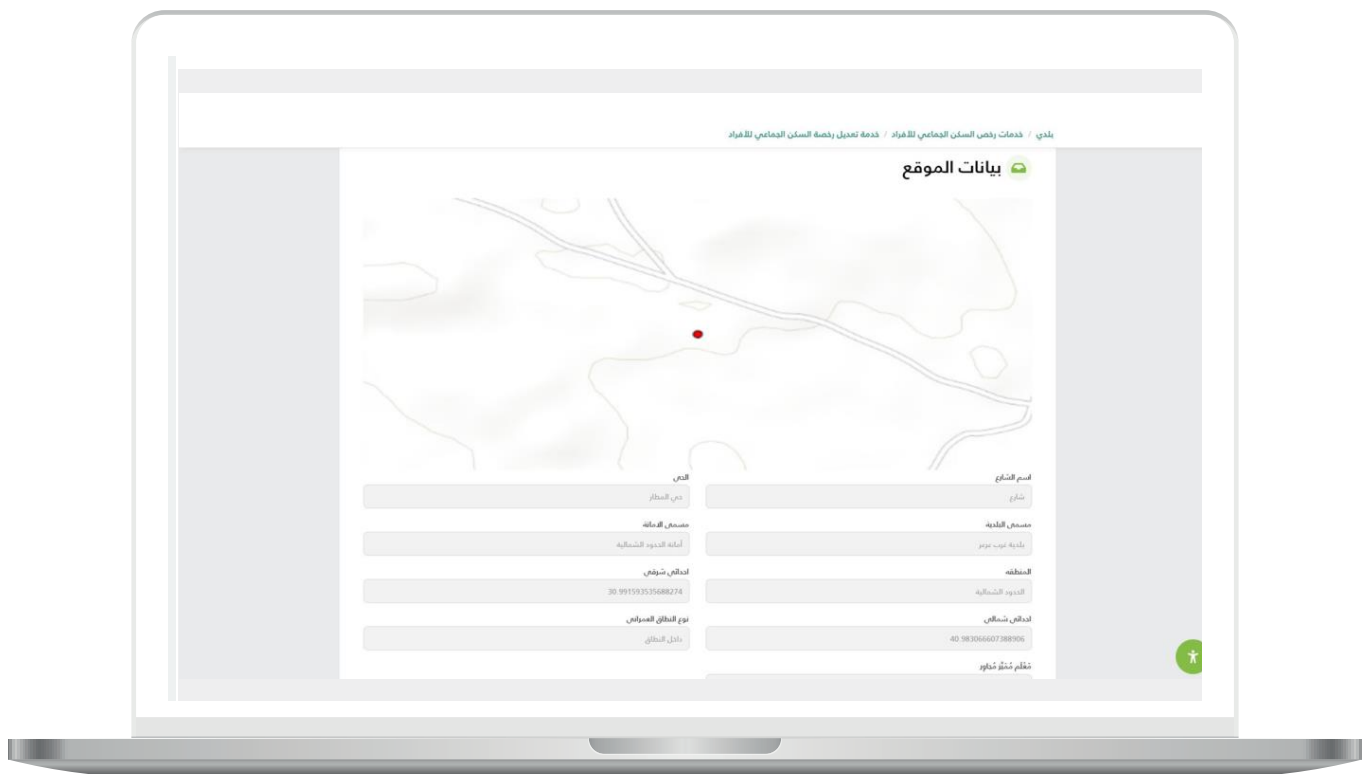
34) By clicking the **(Browse)** icon in the **(Action)** column, the request details are displayed, as shown below.

The screenshot shows a web application interface on a laptop screen. The interface is in Arabic and displays details for a request to modify a collective housing license. The page is titled "تفاصيل بيانات طلب تعديل رخصة السكن الجماعي (رقم الطلب: 4617326627)". The main content is organized into four sections, each with a green icon and a title:

- بيانات المالك الرئيسية** (Main Owner Data): Includes fields for "اسم المالك / المنشأة" (Owner Name / Establishment) with the value "شركة بحرية عرب للتجارة من شركة شخصي والتج" and "هوية المالك" (Owner ID).
- صفة مقدم الطلب** (Requester Status): Includes fields for "رقم هوية مقدم الطلب" (Requester ID Number) and "اسم مقدم الطلب" (Requester Name) with the value "عبد من عبد العزيز". It also includes a field for "تاريخ ميلاد مقدم الطلب" (Requester Date of Birth).
- بيانات الرخصة** (License Data): Includes fields for "رقم الرخصة" (License Number) and "تاريخ انتهاء" (Expiration Date) with the value "1443/02/15".
- بيانات النشاط** (Activity Data): Includes fields for "النشاط التجاري" (Commercial Activity) and "النشاط الصناعي" (Industrial Activity).

The top navigation bar includes links for "عن بلدي" (About My City), "مركز المعرفة" (Knowledge Center), "الخدمات" (Services), "الاستعلامات" (Inquiries), and "تواصل معنا" (Contact Us). The bottom right corner features a green circular icon with a white star.

35) The screen below displays the request details.



36) The screen below displays the request details.

[illegible]



 | **199040 Direct Contact Number**

 | **@Balady\_CS Customer Service**

