



وزارة البلديات والإسكان

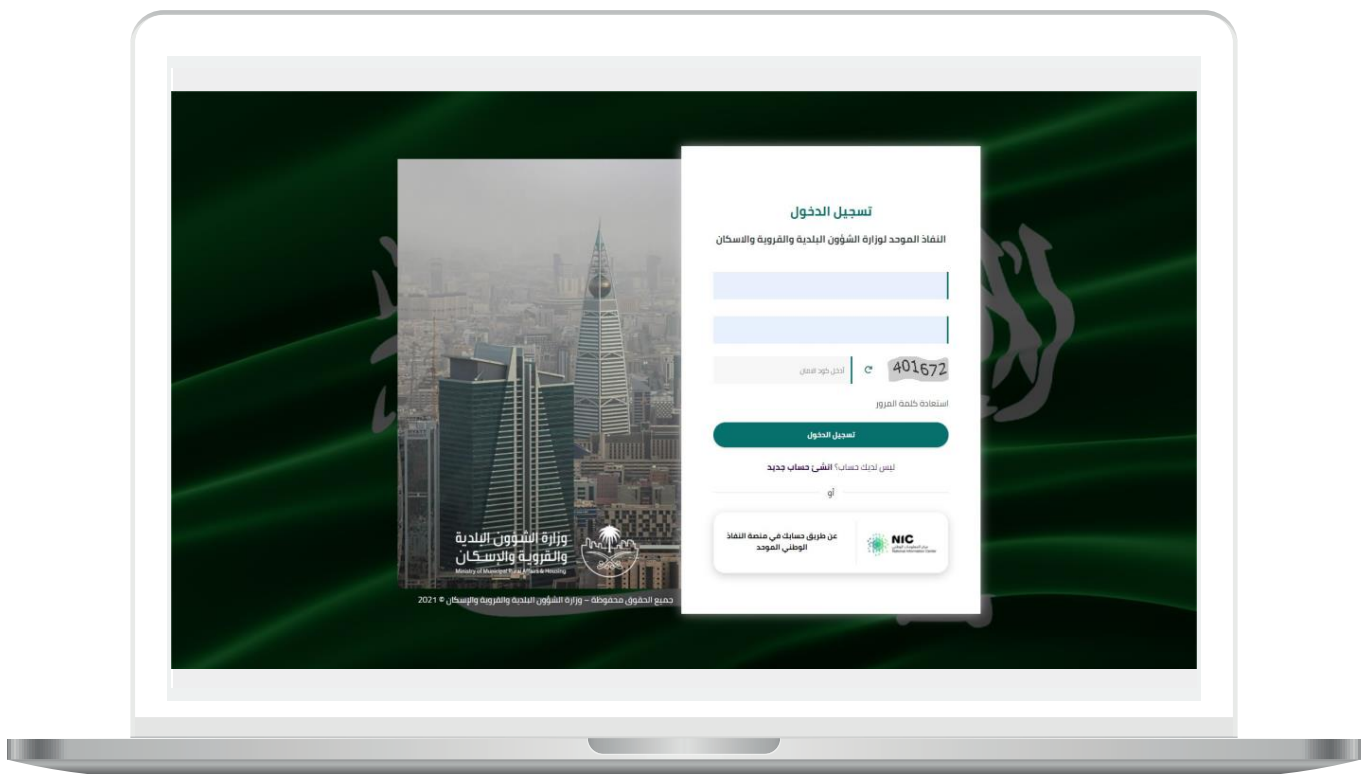
Ministry of Municipalities and Housing

**User Guide for the Service to
Renewing a Temporary License
for a Mobile Store Outlet**

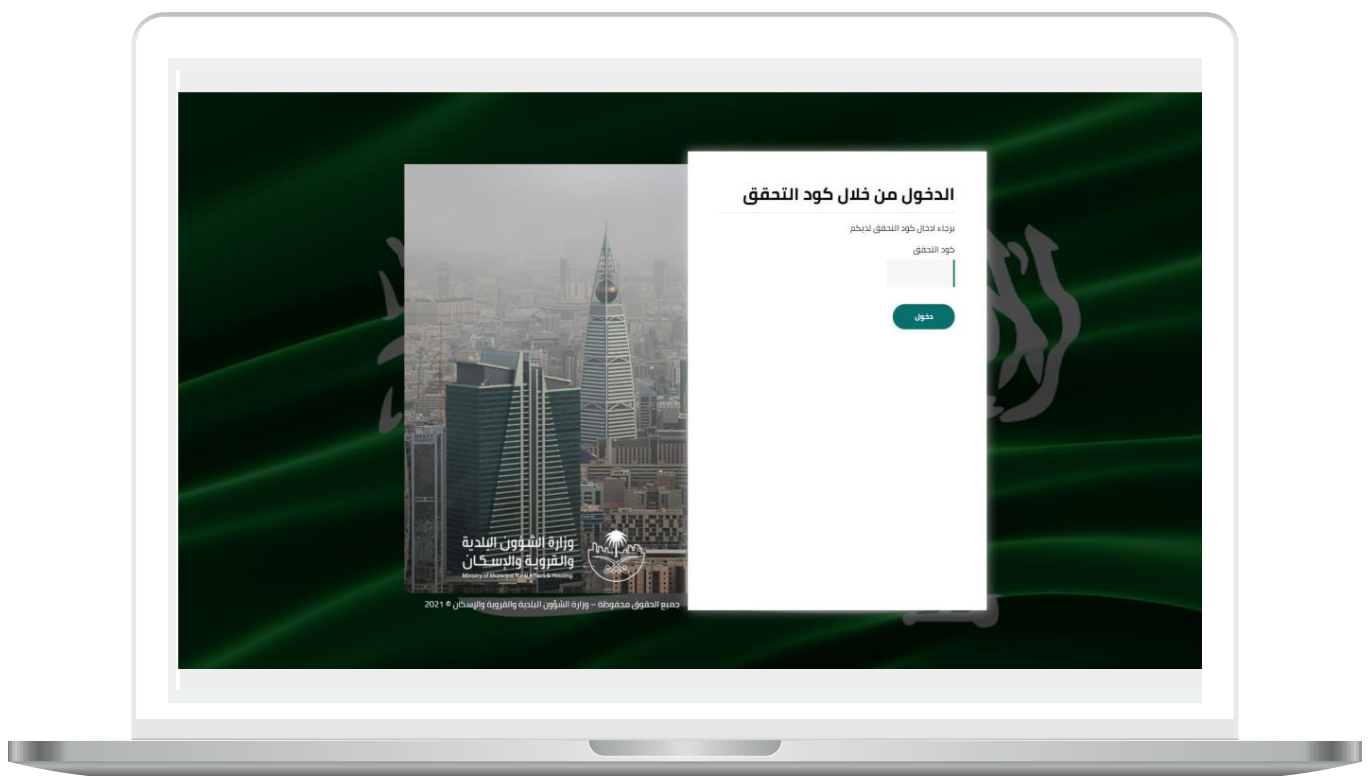
Beneficiary's
Copy

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.

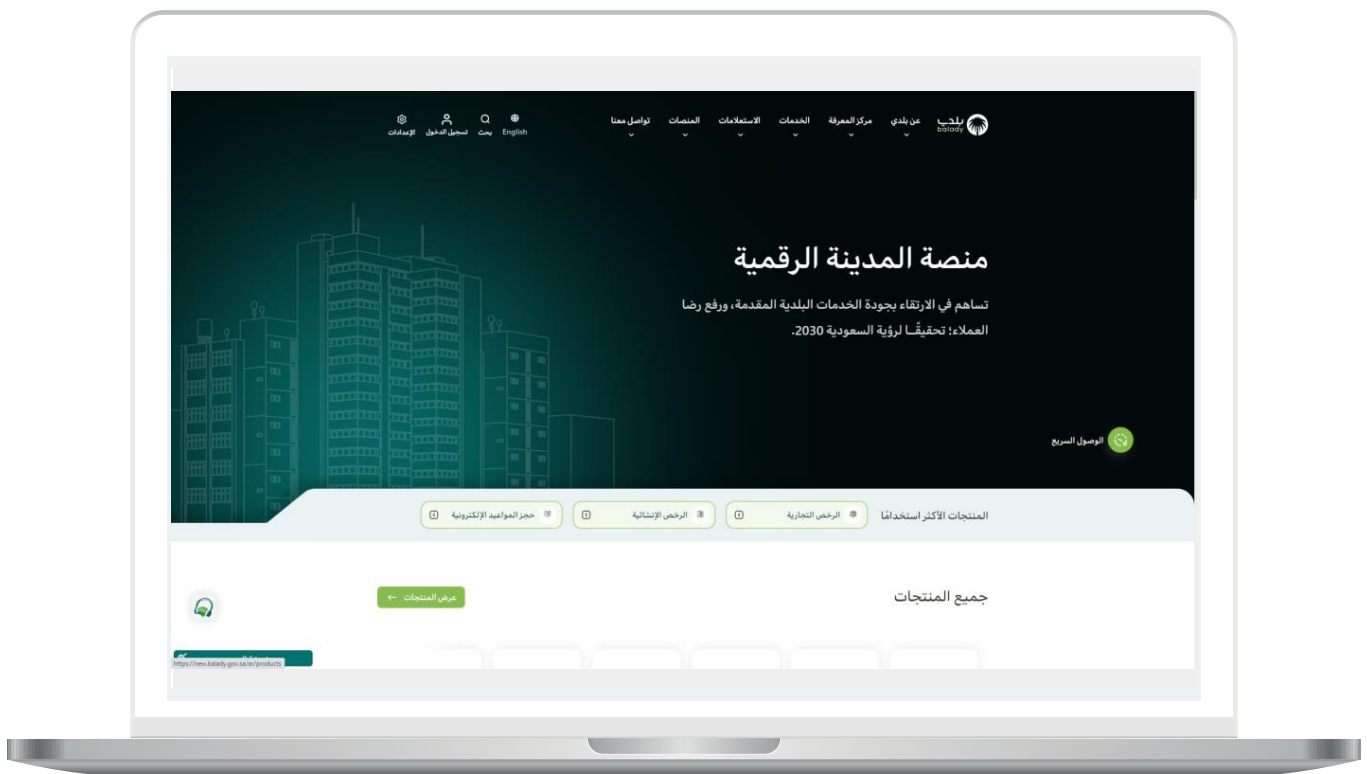


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

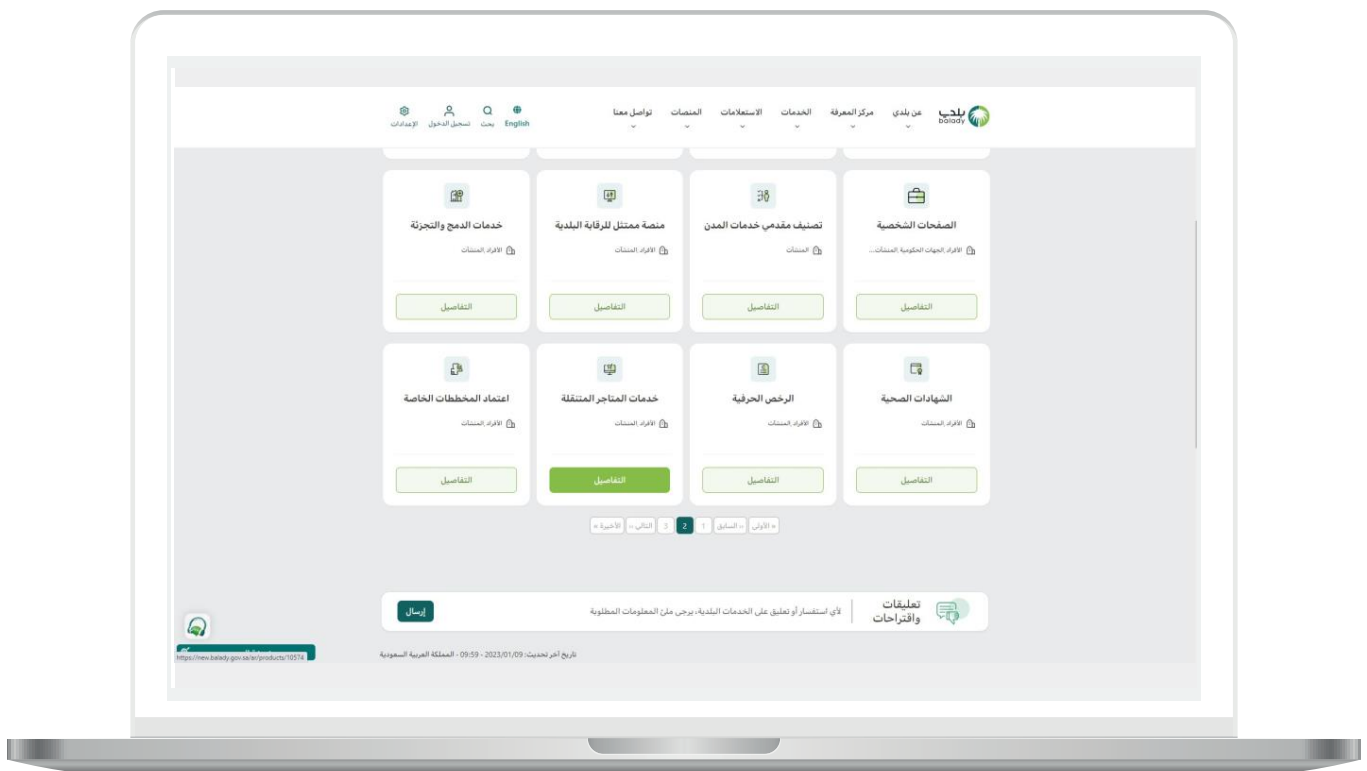


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

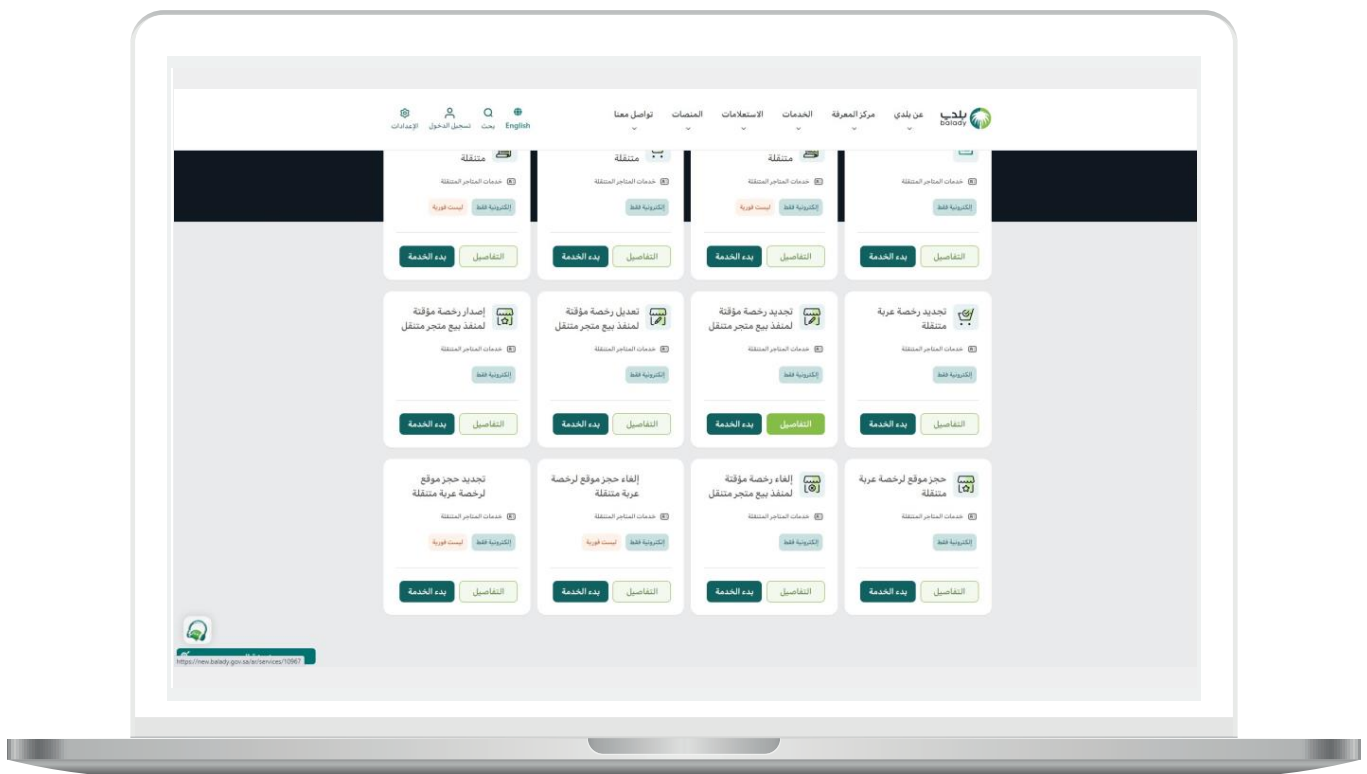
To start the service application, the user must click the **(View Products)** button.



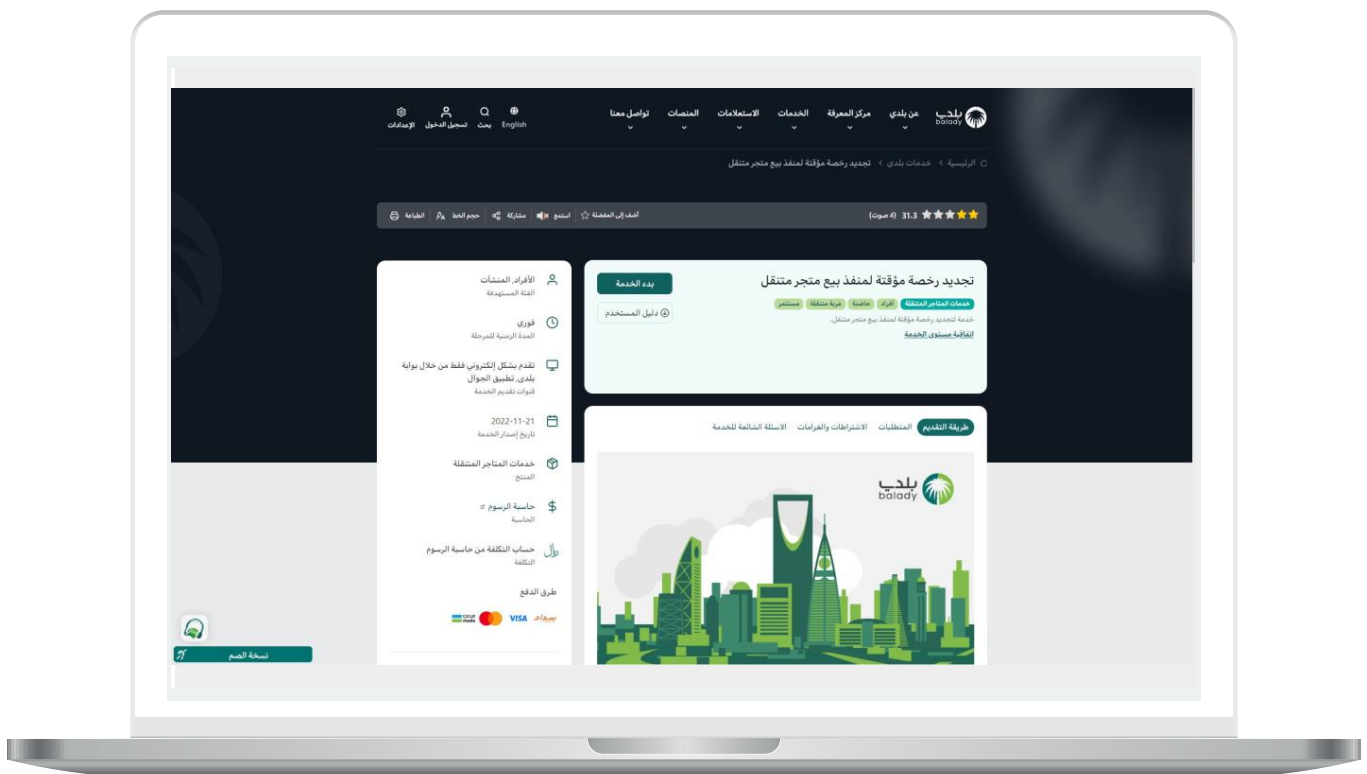
4) The following screen appears, displaying Balady's services, where the user selects **(Mobile Cart Services)**.



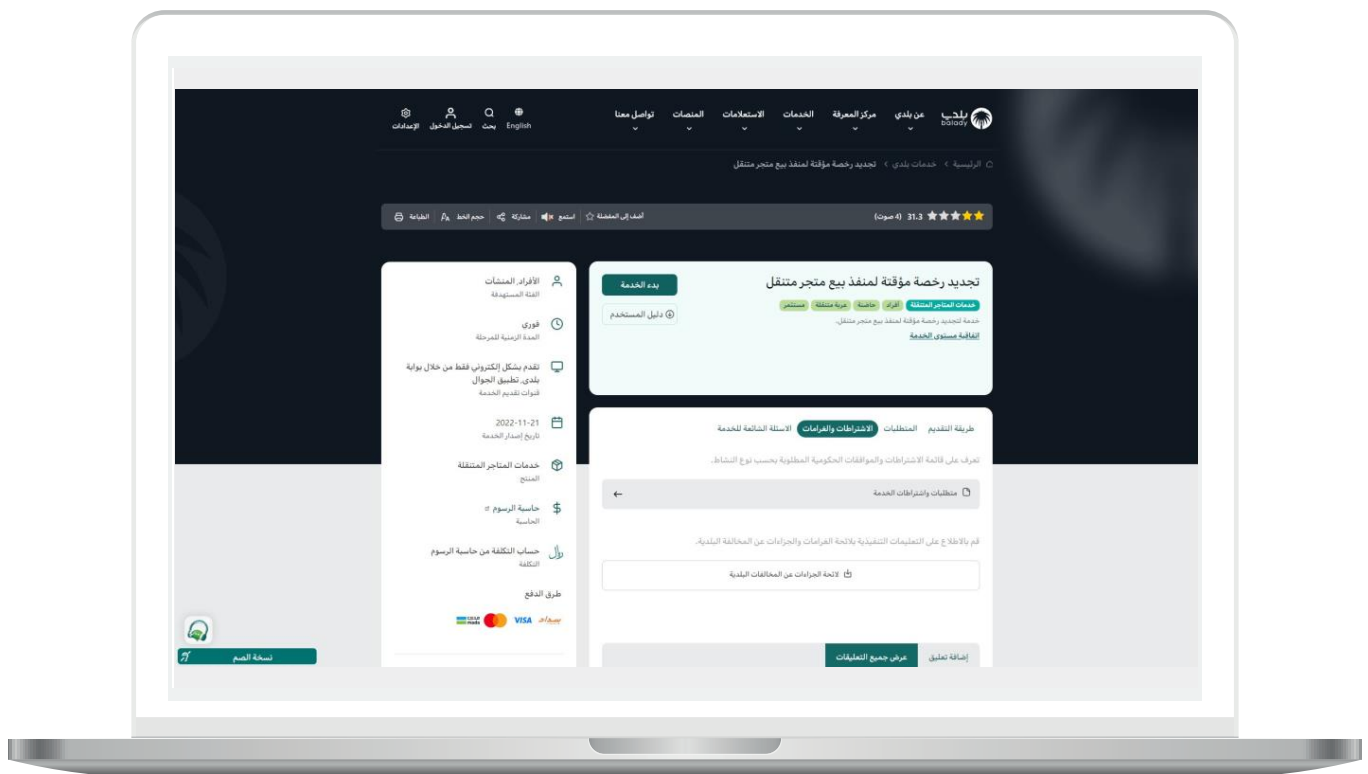
5) The next screen appears, where the user chooses (Renewing of a Temporary License for a Mobile Store Outlet) as shown below.



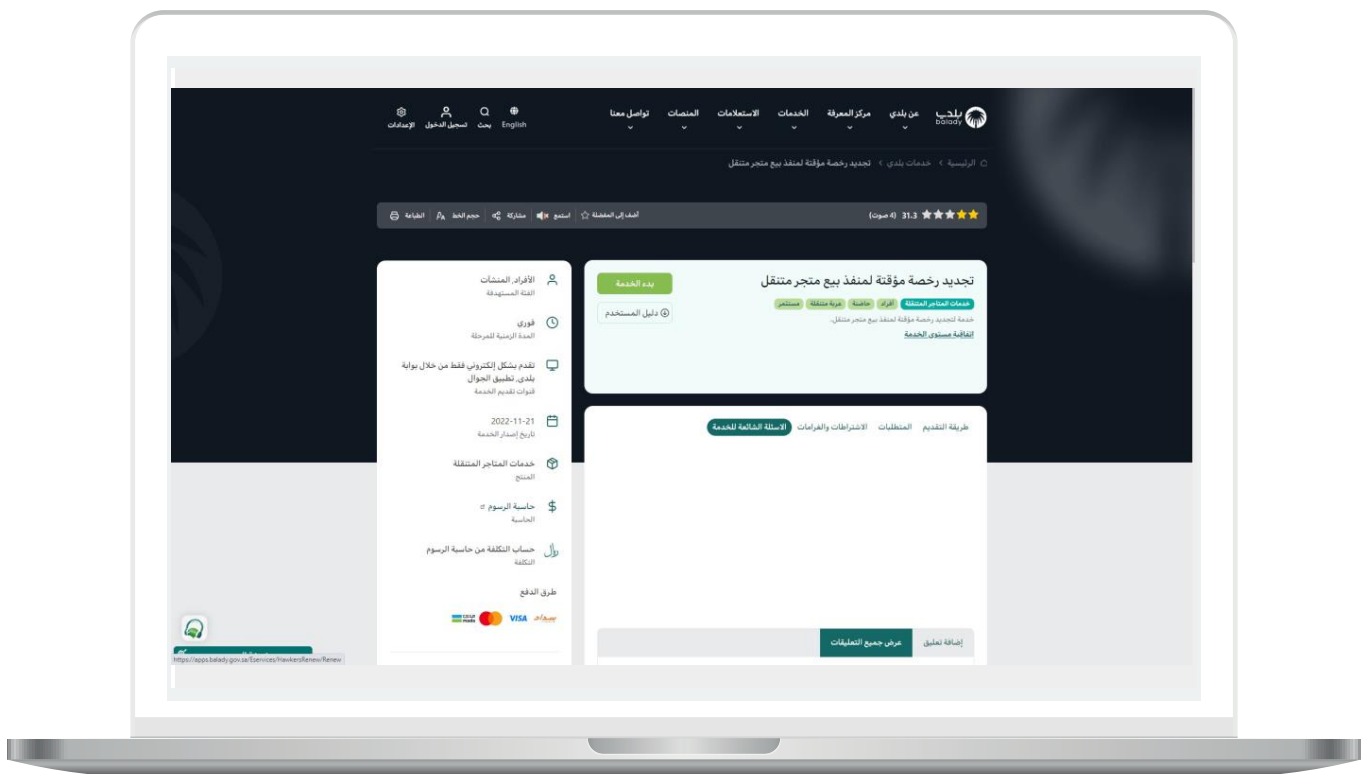
6) The following screen appears, displaying the (Service Card), which includes details such as (How to Apply, Requirements, Conditions and Fines, etc.).



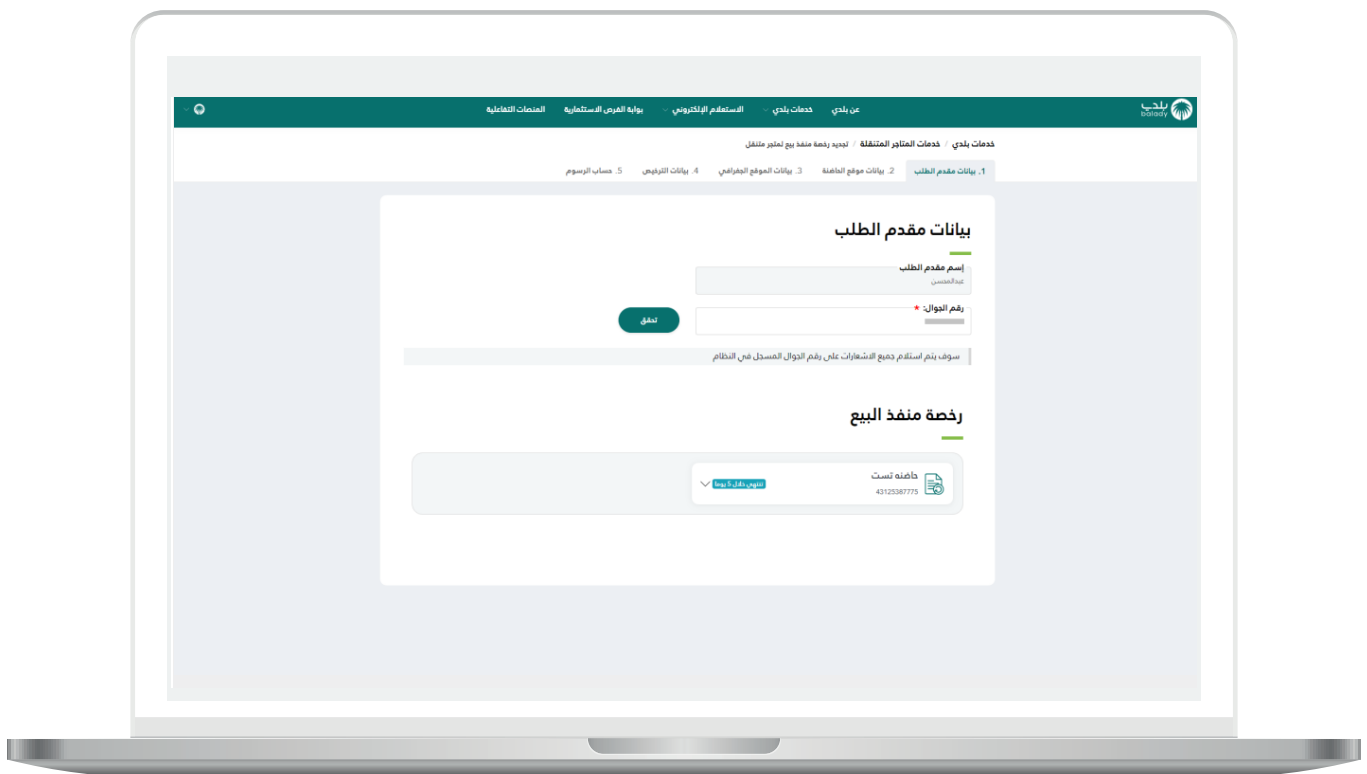
7) The following screen represents the **(Terms and Penalties)** section.



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



9) The following screen appears, representing the first stage of license issuance, which is (**Applicant Information**), where the user enters the mobile number and clicks on (**Verify**) to confirm the number.

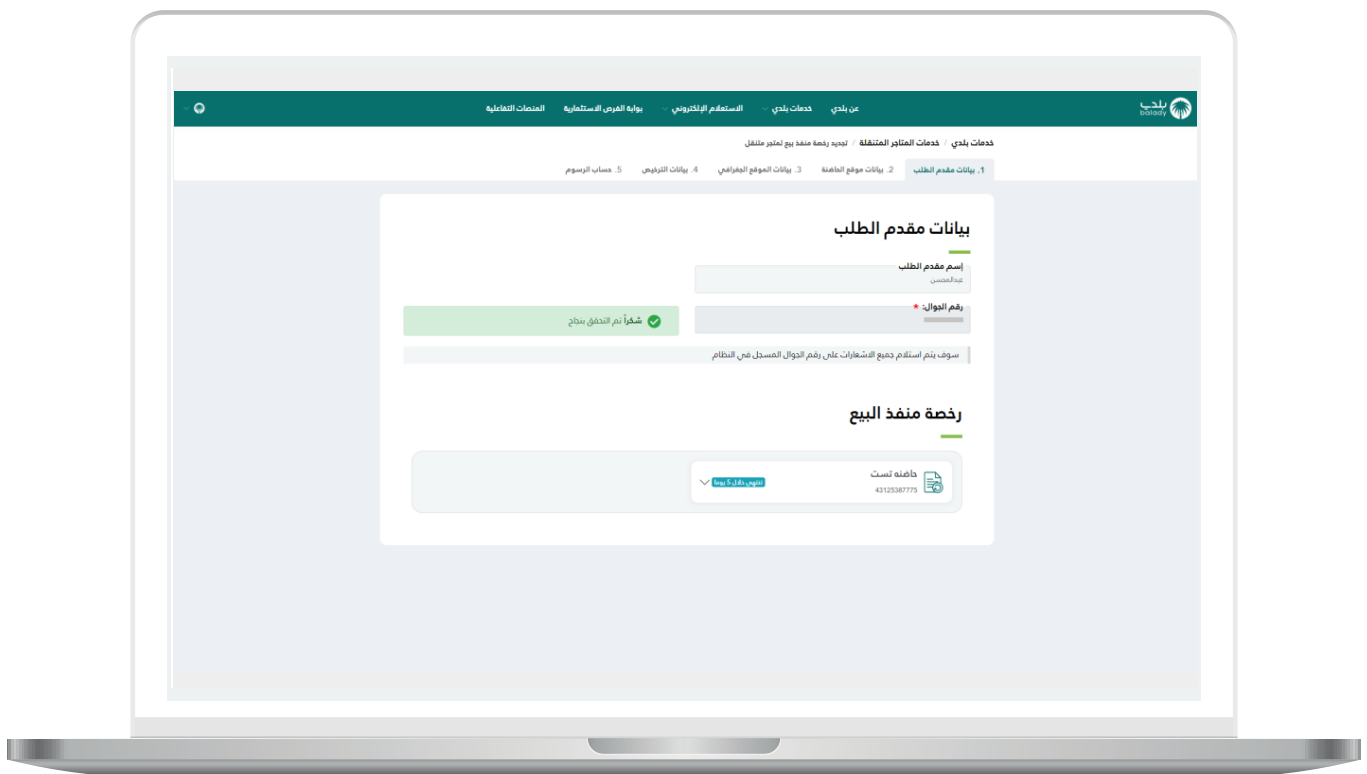


10) The user then enters the **(Confirmation Code)** sent to the registered mobile number in the designated field and clicks **(Confirm)**.

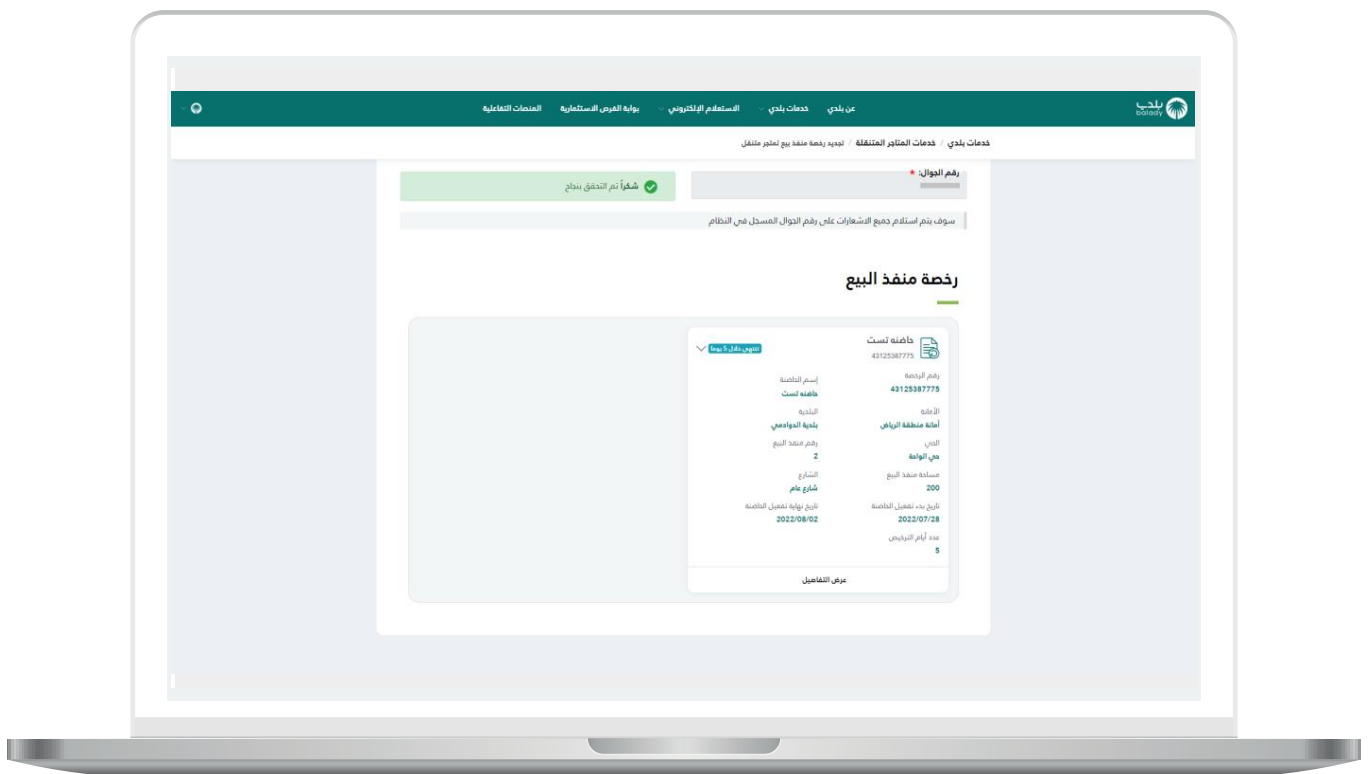
The screenshot shows a web application interface on a laptop. The top navigation bar is green with white text. The main content area is white. The form is titled 'بيانات مقدم الطلب' (Requester Data). It has two main sections: 'بيانات مقدم الطلب' and 'رخصة منفذ البيع'. The first section contains a text input for 'اسم مقدم الطلب' (Requester Name) and a text input for 'رقم الجوال' (Mobile Number) with a red asterisk. Below these is a 'تأكيد' (Confirm) button. The second section is titled 'رخصة منفذ البيع' (Sales Outlet License) and contains a text input for 'رقم التأكيد' (Confirmation Code) and a 'تأكيد' (Confirm) button. Below the form, there is a section for 'رخصة منفذ البيع' (Sales Outlet License) showing a license number and a QR code.

11) A message appears stating (Thank you, verification was successful) as shown below.

The user then selects the license to be renewed from the licenses listed under the (Sales Outlet License) section.



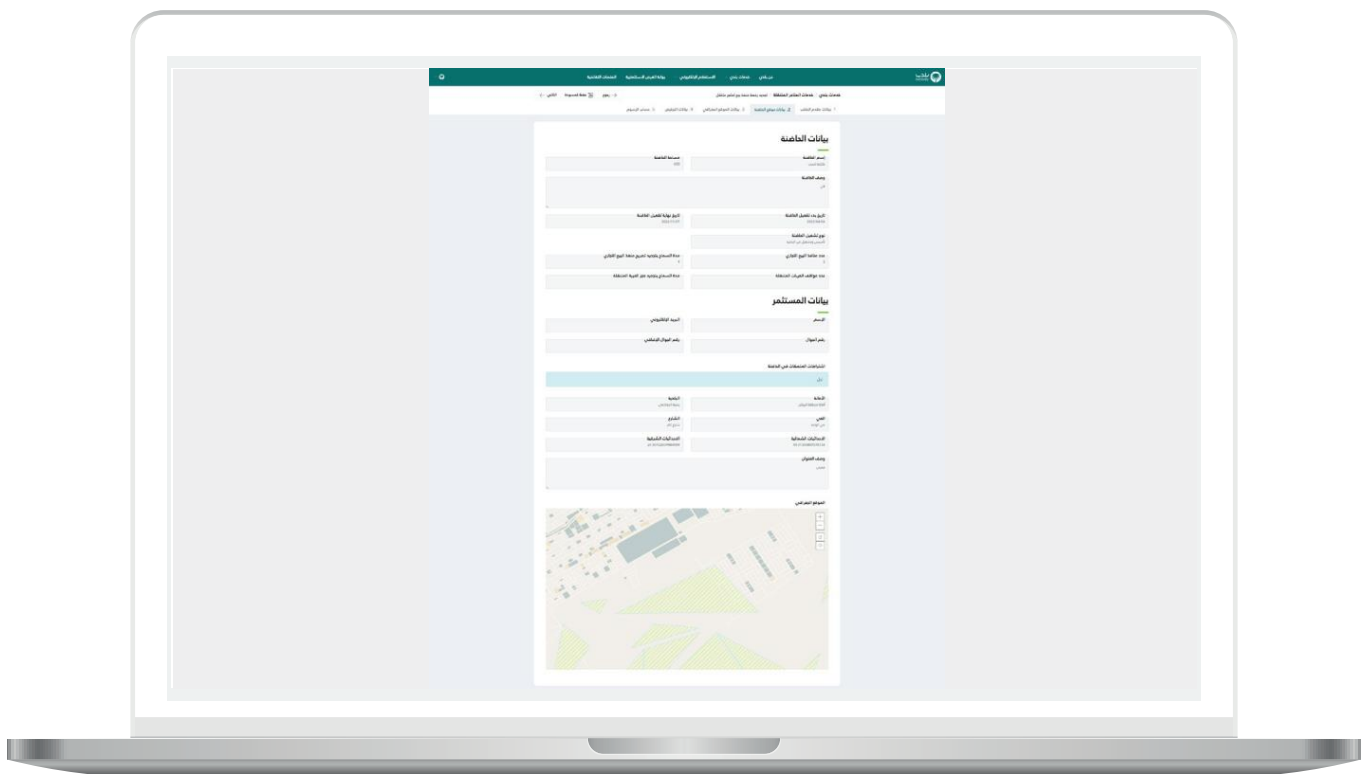
12) After selecting the license, its details are displayed, as shown below. The user clicks the **(View Details)** button.



13) The user is directed to the **(Incubator Location Information)** stage, as shown below, where the incubator and investor details appear.

The incubator's geographic location is also displayed on the map.

Then, the user 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 and the ability to return to the previous stage using the **(Back)** button.



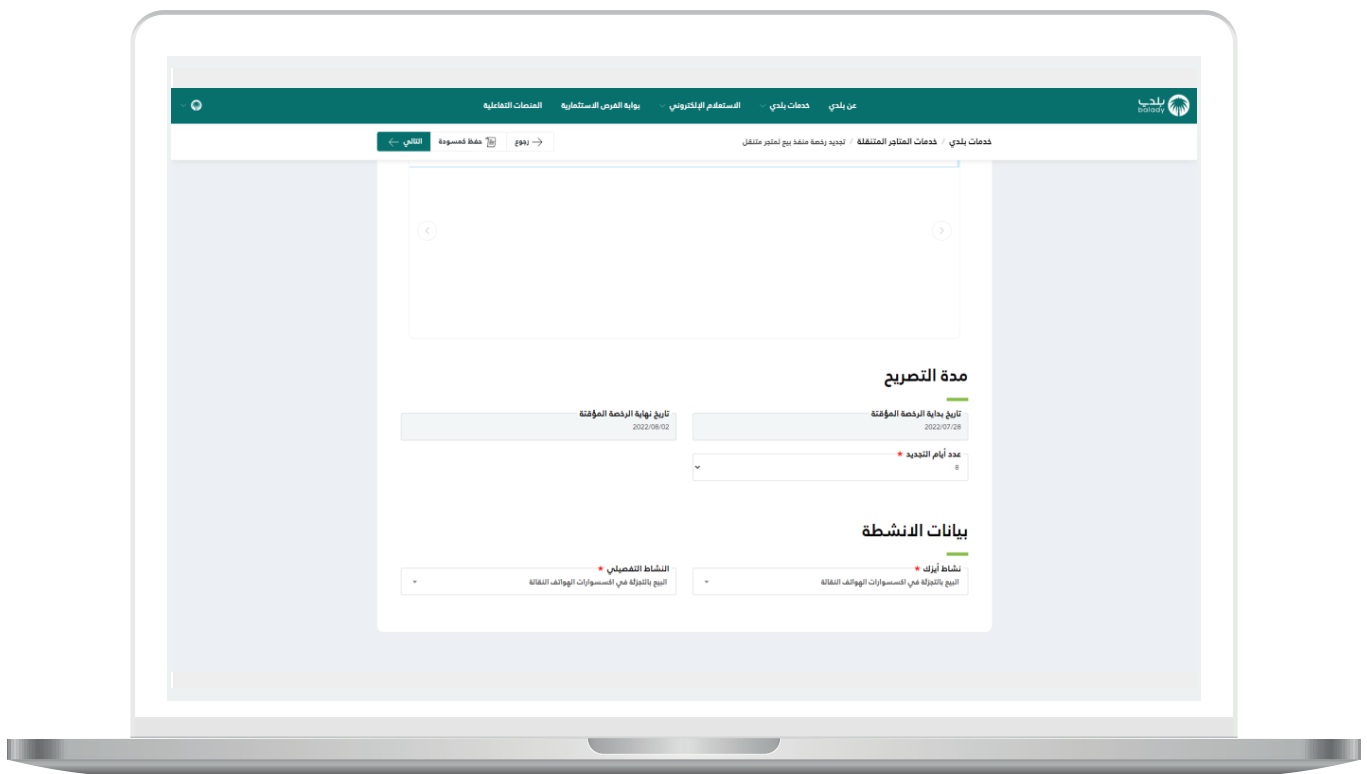
14) Next, the **(Geographical Location Information)** stage appears, as shown below.

The user selects the **(Renewal Duration)** from the dropdown list and chooses the activity details from the dropdown lists (**ISIC Activity**, **Detailed Activity**).

The screenshot shows a web application interface on a laptop screen. The interface is in Arabic and displays a form titled 'الحاضنة ونوع منفذ البيع' (Incubator and Type of Sales Point). The form is part of a multi-step process, with a progress bar at the top indicating the current step. The form includes several sections:

- الحاضنة ونوع منفذ البيع** (Incubator and Type of Sales Point): This section contains a dropdown menu for 'نوع منفذ البيع' (Type of Sales Point) and a text input field for 'اسم الحاضنة' (Incubator Name).
- قائمة المواقع** (List of Locations): This section contains a table with columns for 'المنطقة' (Region) and 'الموقع' (Location). The table is currently empty.
- مدة التصريح** (Duration of the License): This section contains a dropdown menu for 'مدة التصريح' (Duration of the License) and a text input field for 'تاريخ بداية الرخصة المؤقتة' (Temporary License Start Date).
- بيانات الانشطة** (Activity Data): This section contains two dropdown menus for 'نشاط رئيسي' (Main Activity) and 'نشاط ثانوي' (Secondary Activity).

15) 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 step using the **(Back)** button.



16) The user proceeds to the **(License Information)** stage, as shown below, where the following fields can be filled optionally: **(Marketing Brief, Website, Instagram Account, Twitter Account, Snapchat Account)**.

The user can also add products by clicking the **(Product Image)** field, selecting the file from the device, entering the **(Product Name)** field, and clicking the **(Add)** button.

عن يدي خدمات يدي الاستعلام الإلكتروني بوابة العرض الاستثمارية المنتجات التجارية الاعتراض على المخططات البلدية

خدمات يدي / خدمات المتاجر المتشكلة / تجديد رخصة مرفق بيع لمتجر متنقل / رقم الطلب: 4416700622 / دفع / دفع حسوبة / التالي

1. بيانات مقدم الطلب 2. بيانات موقع المحل 3. بيانات الموقع التجاري 4. بيانات الترخيص 5. حساب الرسوم

عزيزي المستخدم، سيتم إلغاء حق الموقع إذا لم يتم إكمال الطلب خلال ساعة واحدة.

بيانات الرخصة المؤقتة

اسم الترخيص:

عنوان المحل:

الموقع الإلكتروني:

حساب إنستغرام:

حساب تويتر:

حساب سناب شات:

وصف:

المنتجات

اسم المنتج	صورة المنتج	اسم المنتج
<input type="text"/>	<input type="text"/>	<input type="text"/>

• شهادة الرخصة يتطلب وجود شهادة صحية ويمكنكم اعداد الشهادة الصحية من خلال الرابط التالي: اضغط هنا

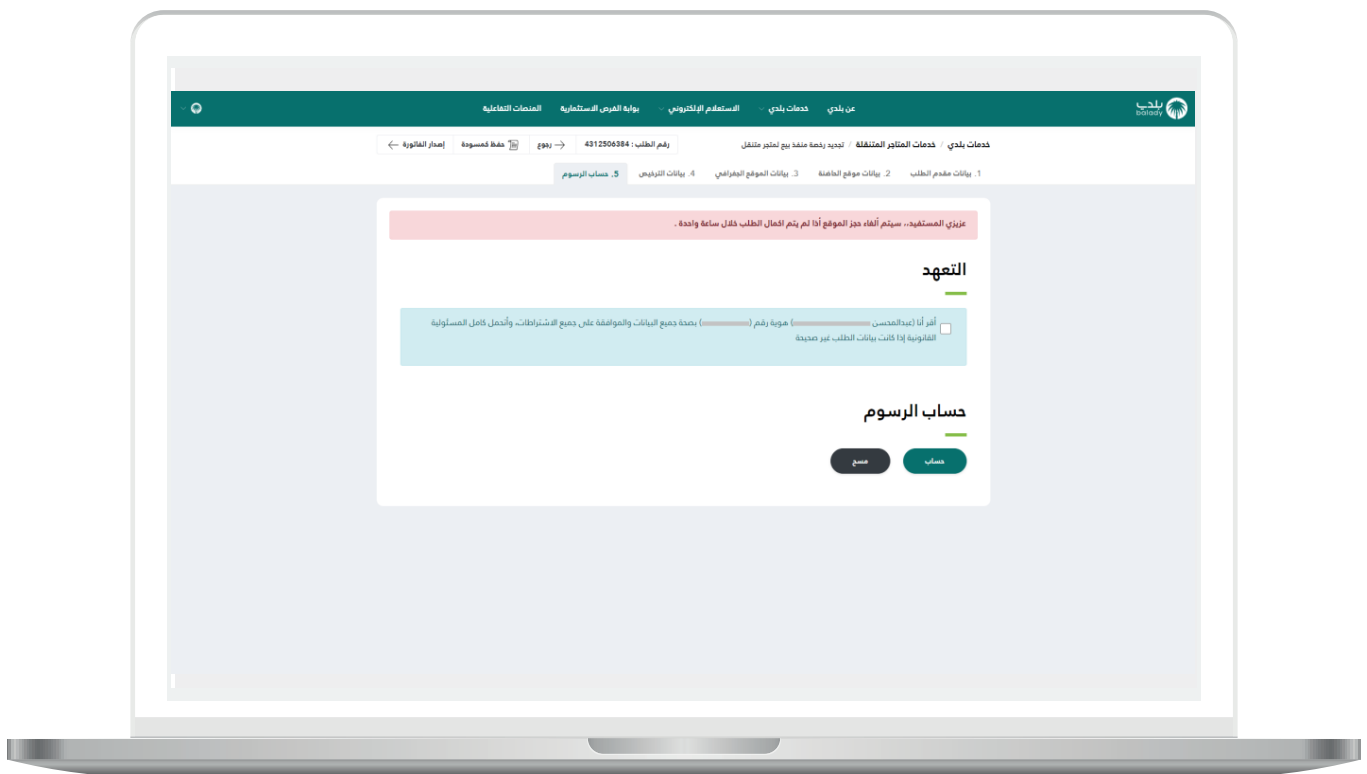
17) The user clicks the **(Next)** button to proceed to the next stage, with the option to save the request as a draft using the **(Save as Draft)** button or return to the previous step using the **(Back)** button.

The screenshot shows a web application interface for renewing a temporary license. The page is titled 'بيانات الرخصة المؤقتة' (Temporary License Data). It features a navigation bar at the top with links to 'عن بلدي' (About My City), 'خدمات بلدي' (My City Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'بوابة الفرص الاستثمارية' (Investment Opportunities Portal), and 'الخدمات التفاعلية' (Interactive Services). The main content area contains a form with the following sections:

- بيانات الرخصة المؤقتة** (Temporary License Data): This section includes fields for 'نسخة تسجيلية' (Registration Version), 'إسم الترخيص' (License Name), 'الموقع الإلكتروني' (Electronic Location), 'حساب السكروام' (Sikroam Account), 'حساب سيات' (Siyat Account), and 'حساب تويتر' (Twitter Account). A 'تالي' (Next) button is located at the bottom right of this section.
- المنتجات** (Products): This section includes fields for 'اسم المنتج' (Product Name) and 'صورة المنتج وصور وجزر' (Product Image and Islands). A 'تحميل' (Download) button is located at the bottom right of this section.

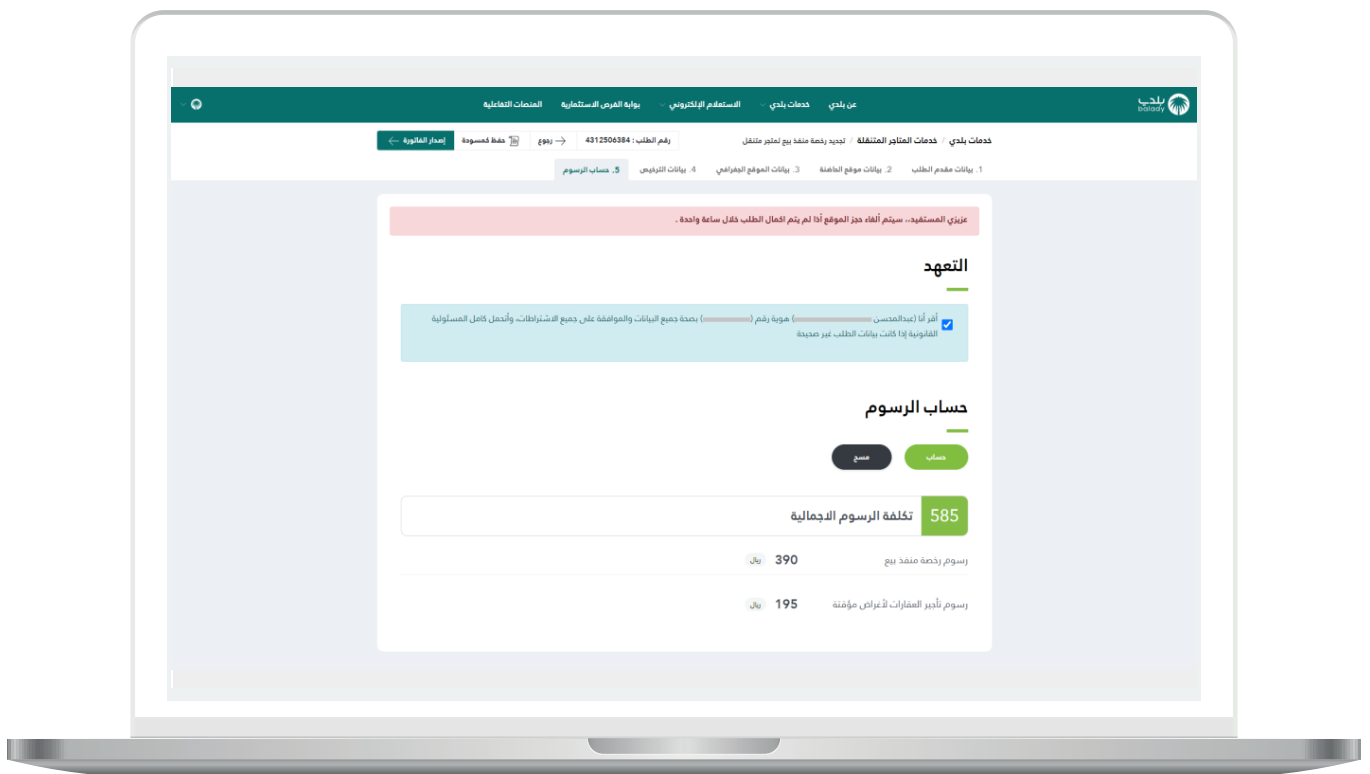
The form is displayed on a laptop screen, and the overall layout is clean and professional.

18) The user proceeds to the **(Fee Calculation)** stage, where the declaration is approved, then clicks the **(Calculate)** button to compute the total fee.



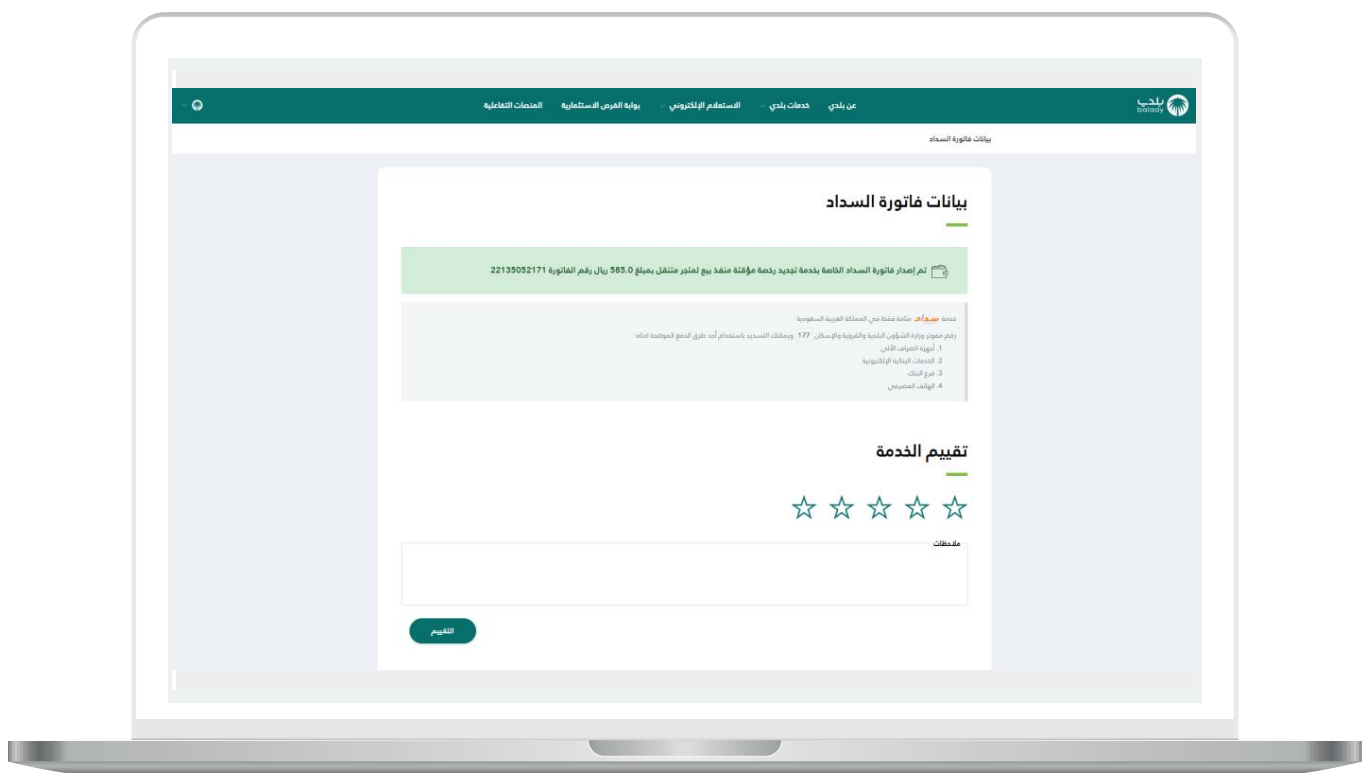
19) After calculating the fee and displaying the total amount, the user clicks the **(Issue Invoice)** button, with the option to save the request as a draft using the **(Save as Draft)** button or return to the previous step using the **(Back)** button.

Note: If the application is submitted for an incubator owned by an investor, approval from the investor must be obtained before the invoice is issued.

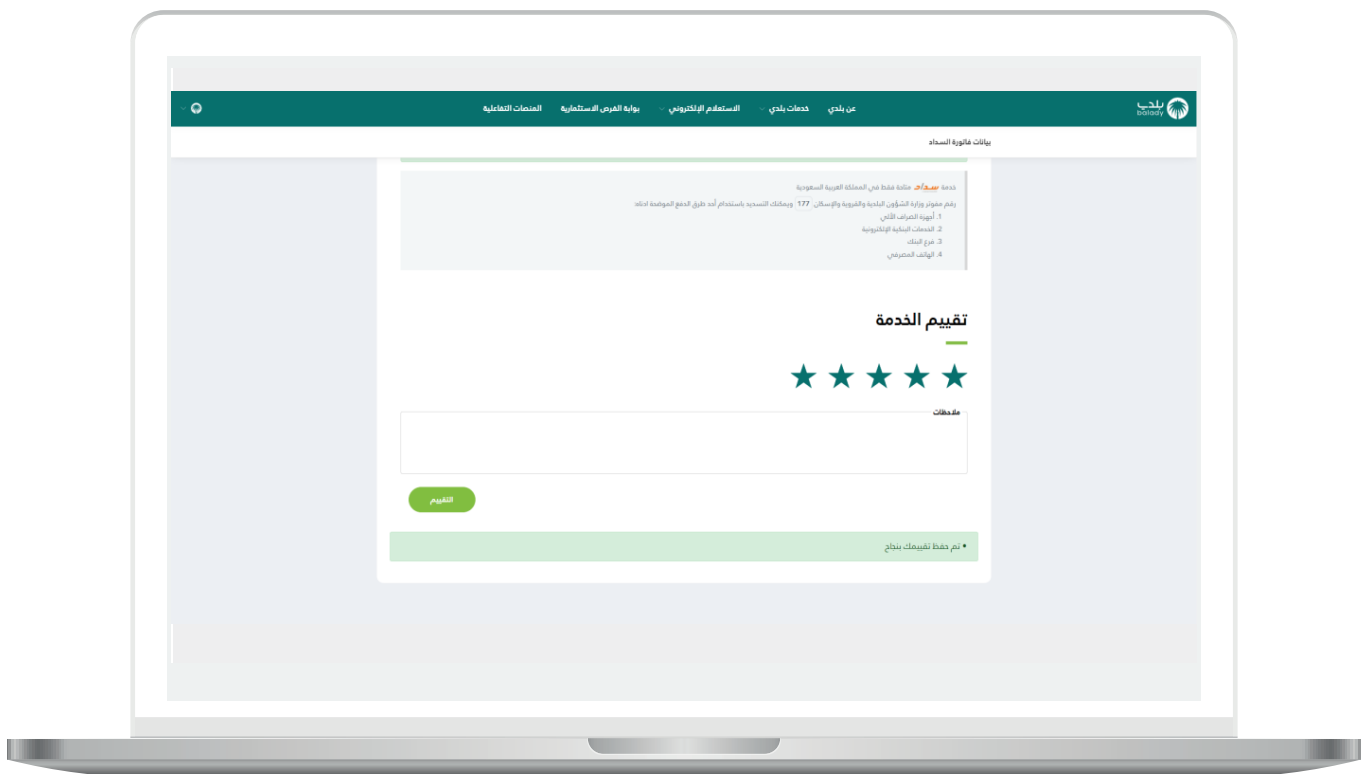


20) The system then generates the renewal service payment invoice, displaying its number, as shown below.

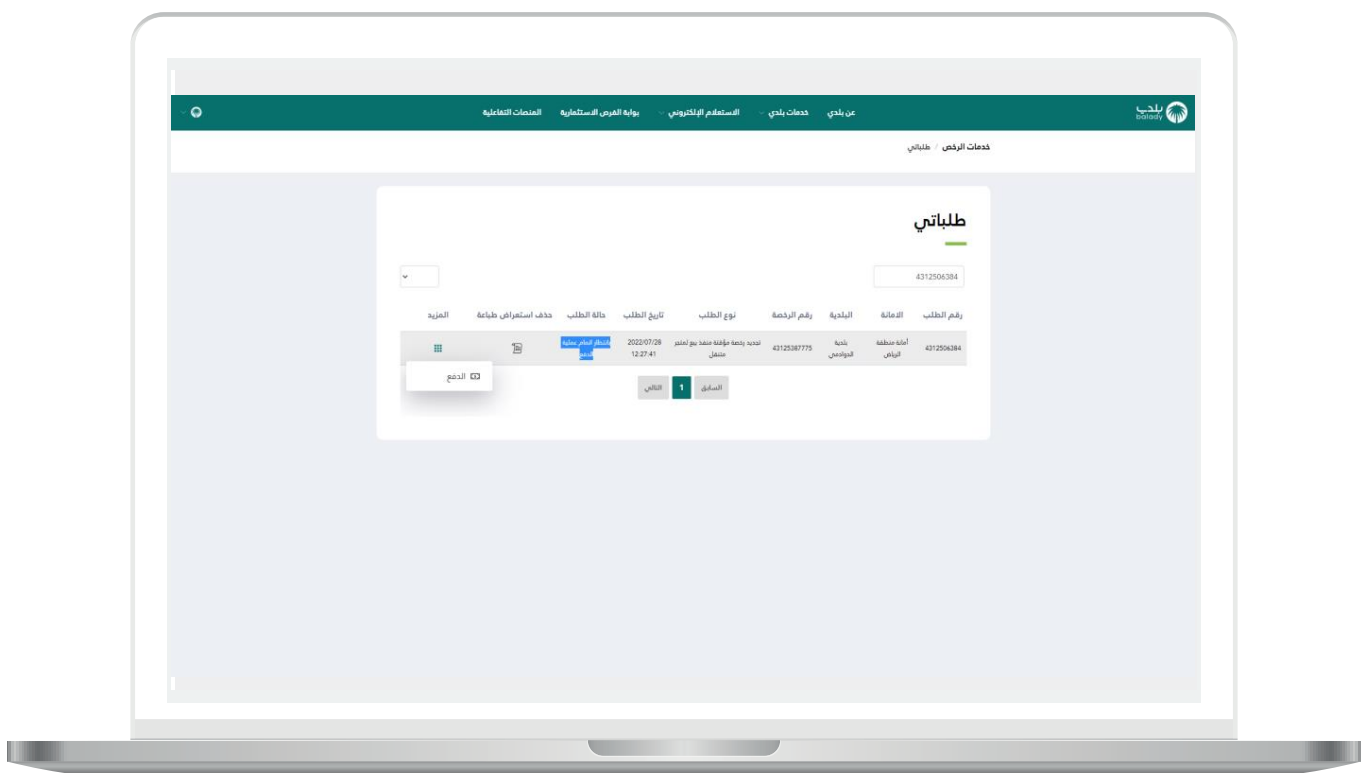
The system also allows the user to evaluate the service by selecting the number of stars displayed and entering their comments in the **(Comments)** field before clicking **(Submit Evaluation)**.



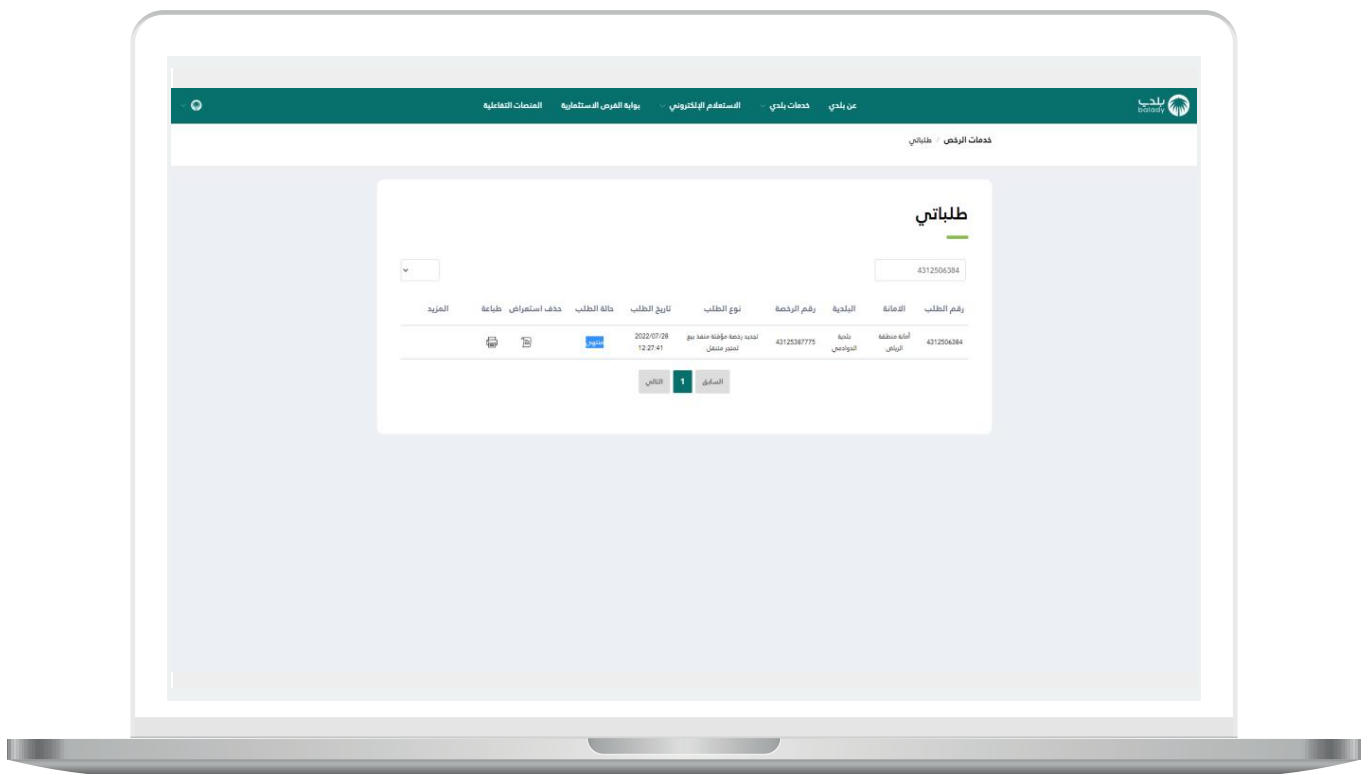
21) The evaluation is successfully saved, and a confirmation message is displayed.



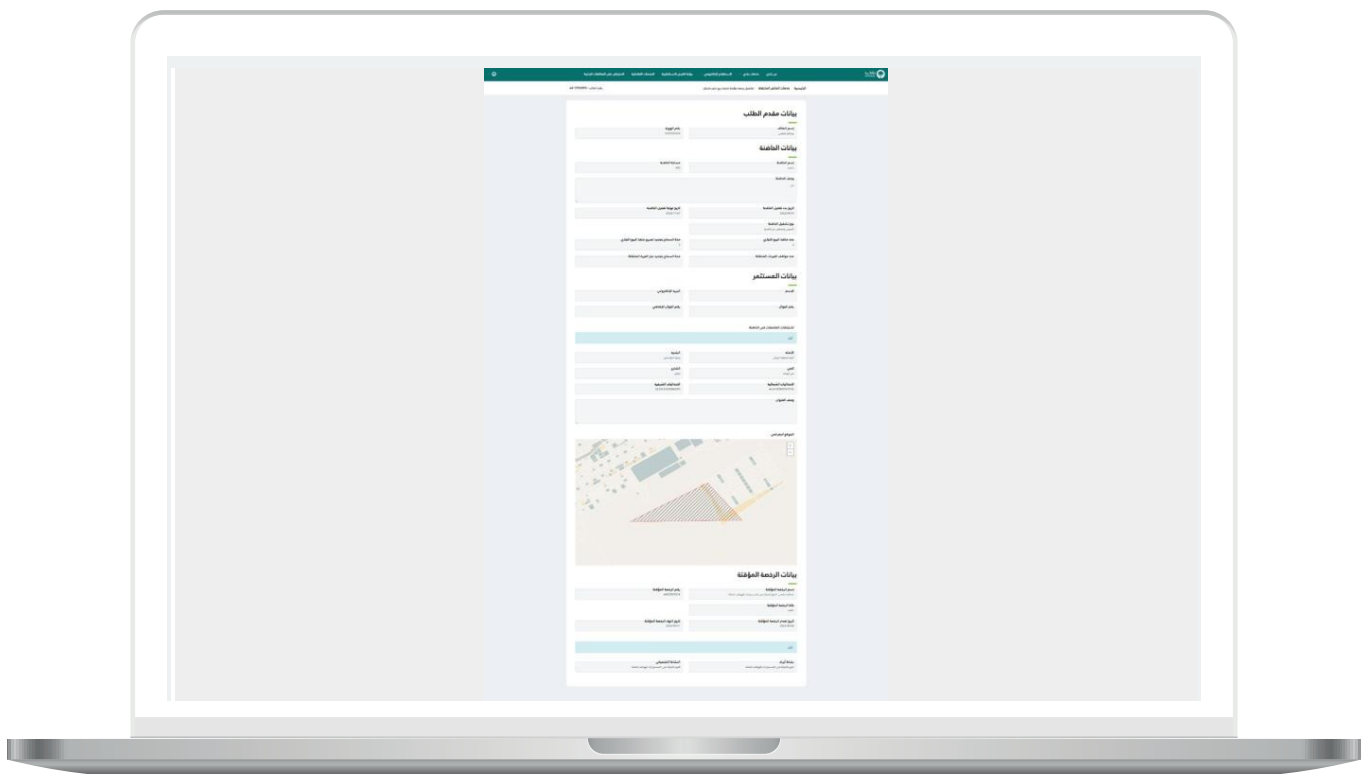
22) The user is then directed to the **(My Requests)** screen, as shown below, where they can track the request, which will have the status **(Awaiting Payment Completion)**.



23) Once the payment is completed, the request status changes to (Completed).



24) After clicking the document icon, the application details will be displayed, as shown in the following screenshot.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

