



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Service of the Commercial Activities and Municipal Requirements

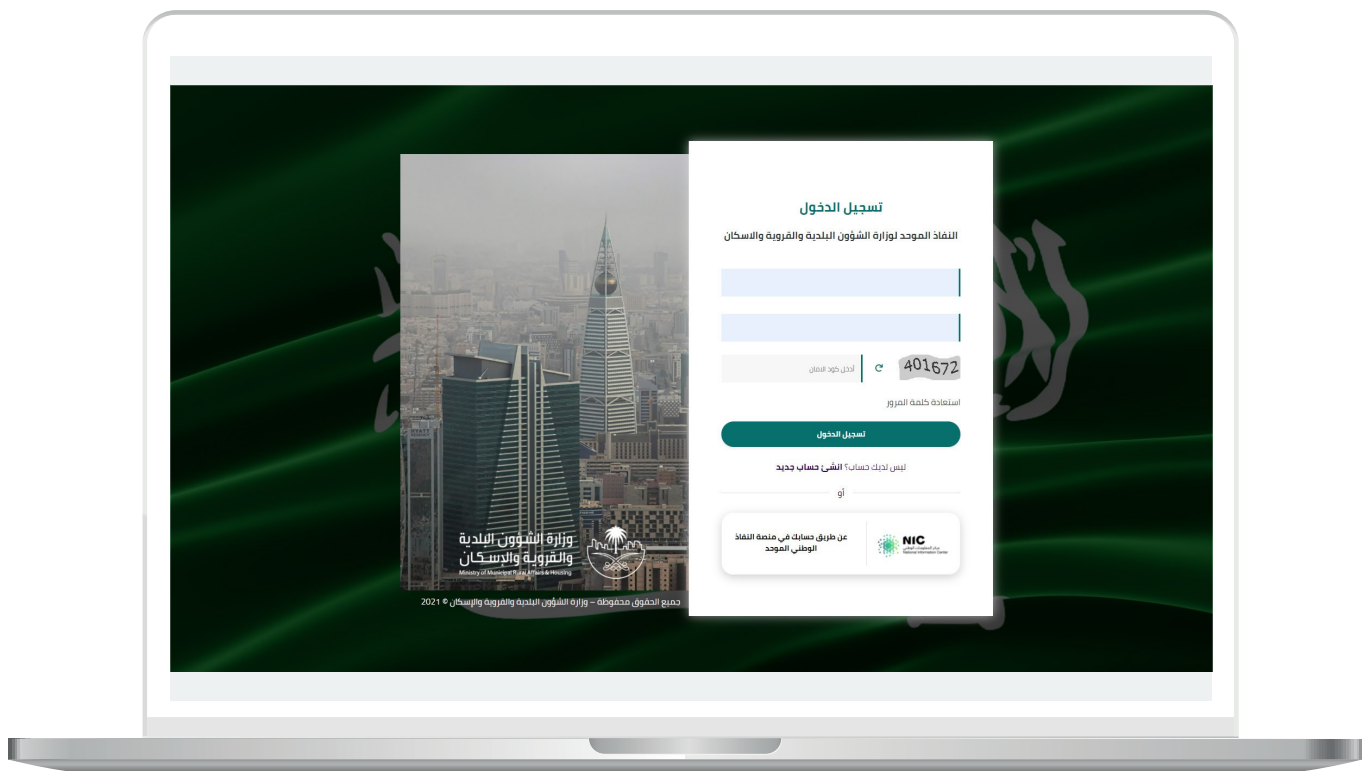
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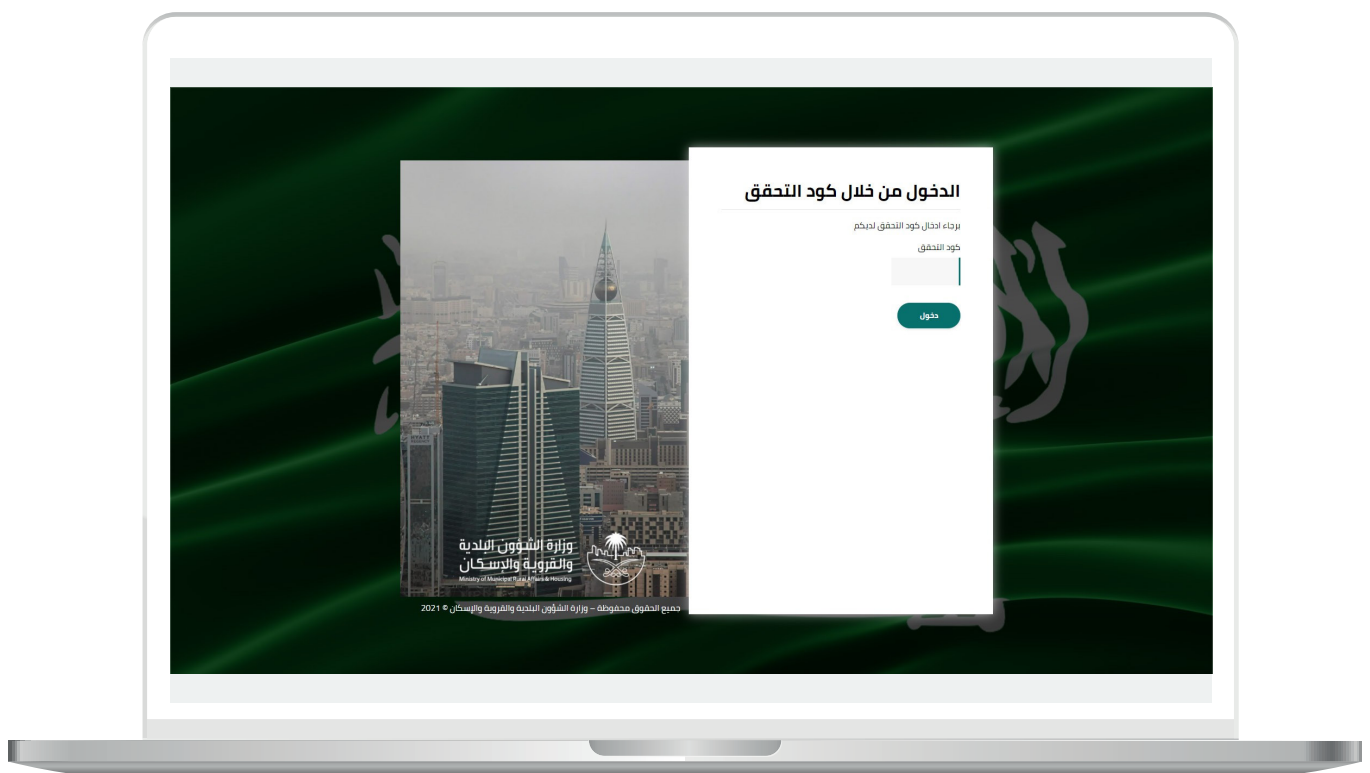
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Log in to the System

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.



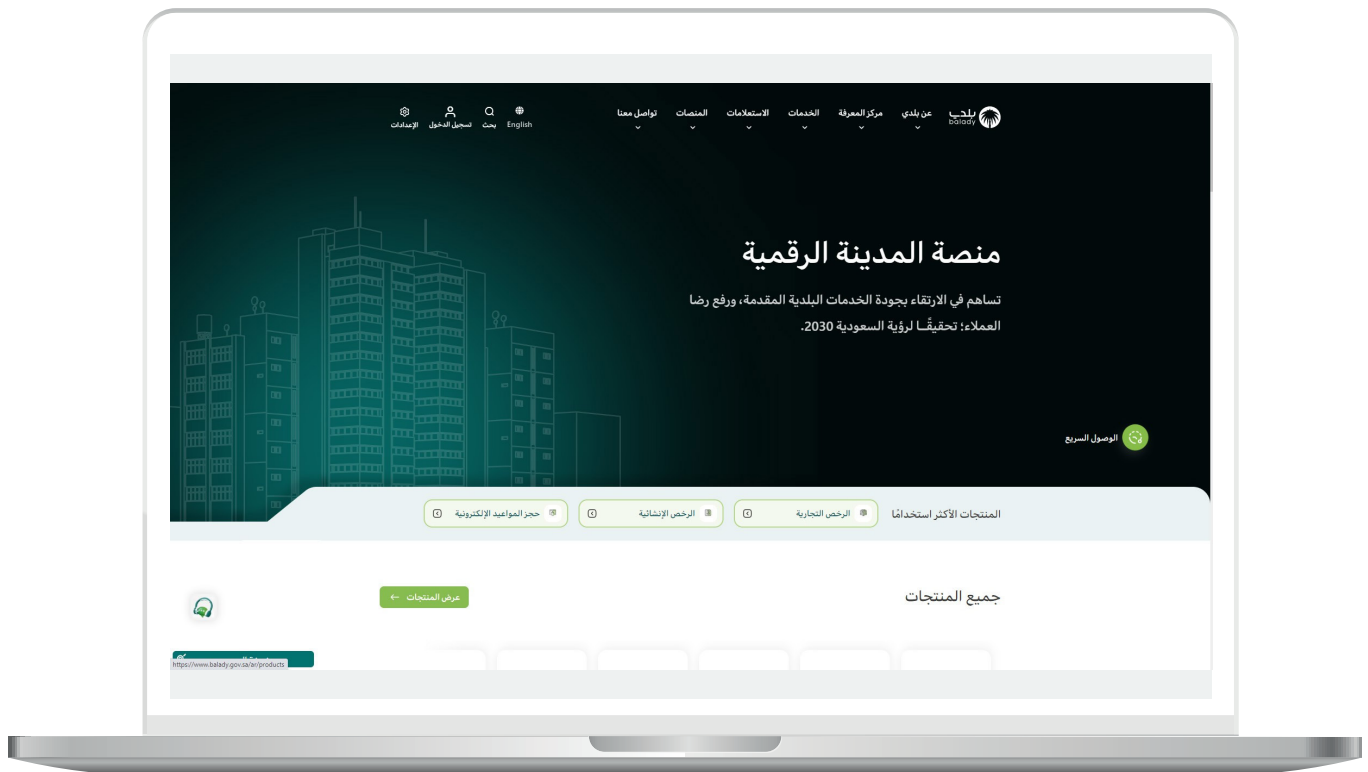
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



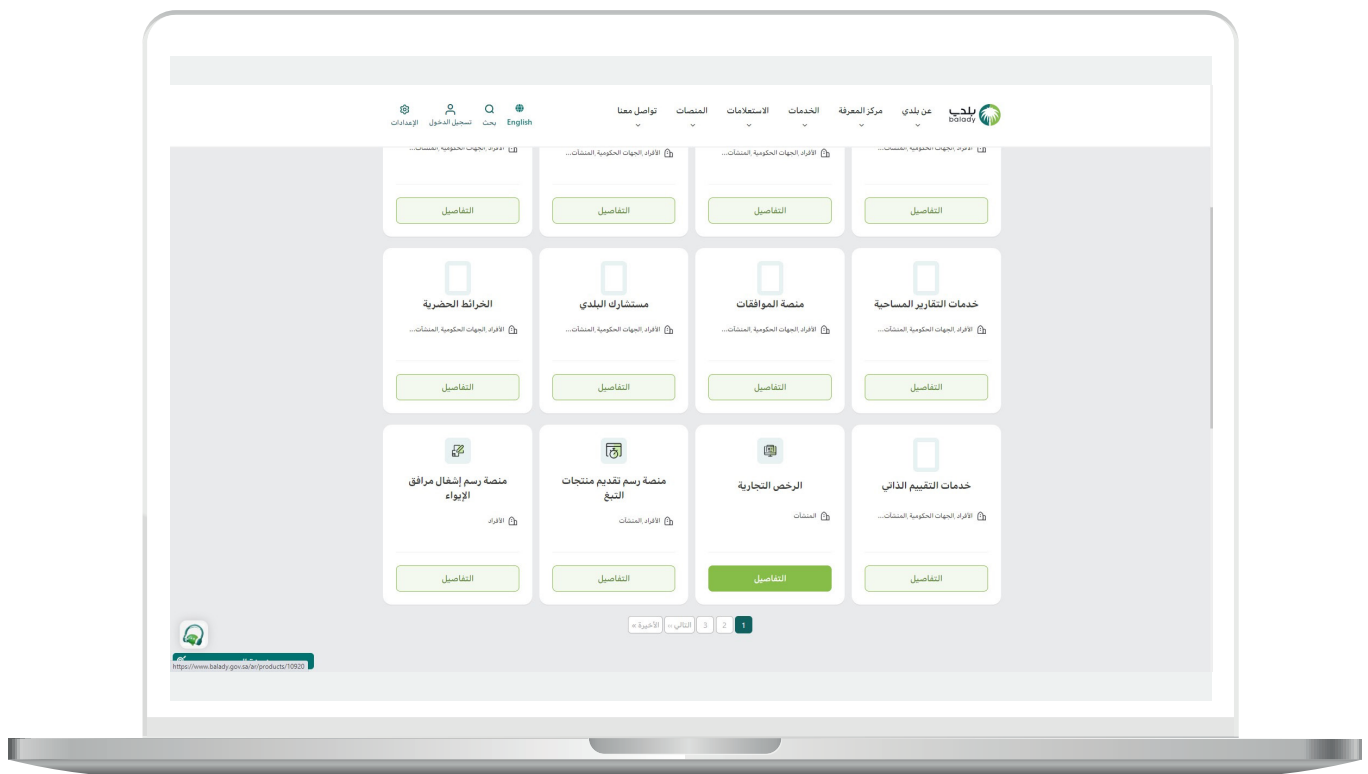
Service Request Steps

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

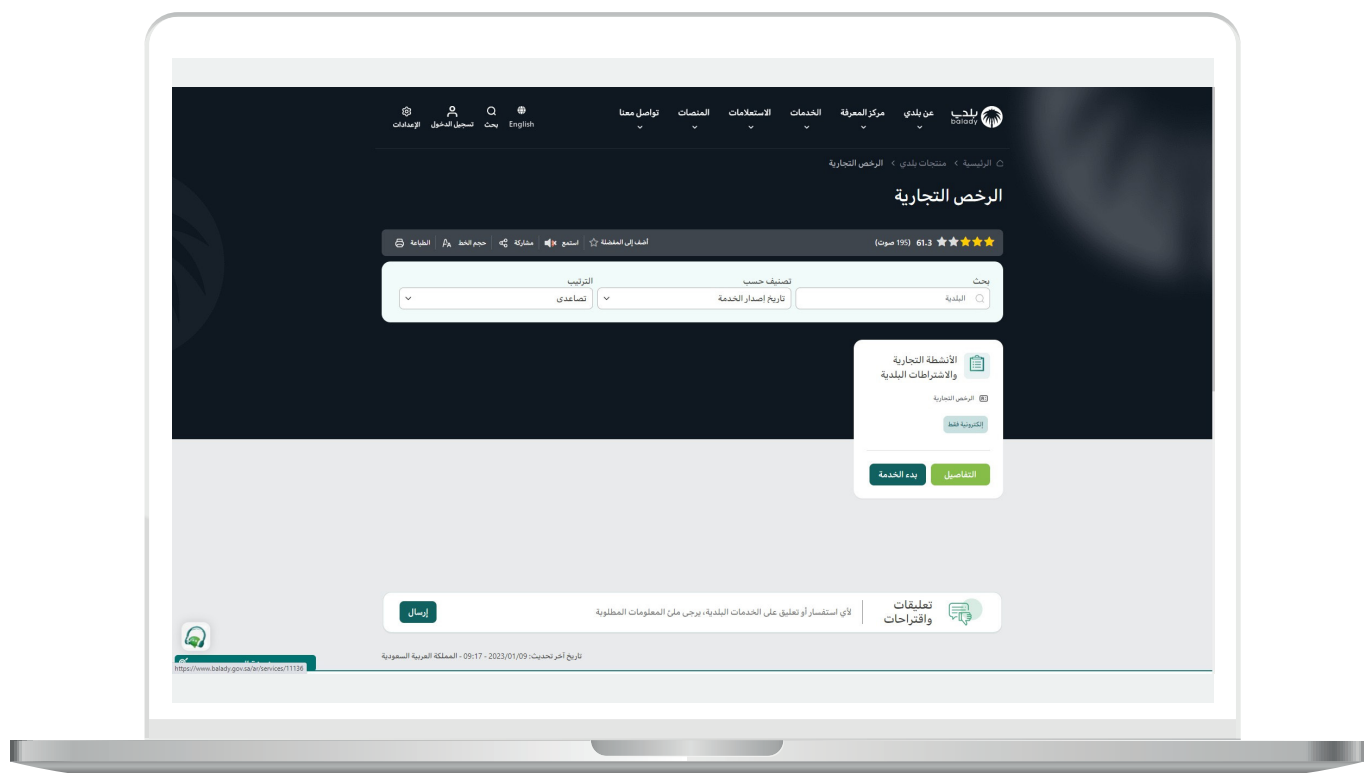
To start the service application, the user must click the **(View Products)** button.



2) To begin the service application process, select the **(Commercial Licenses)** menu, as shown in the screenshot below.

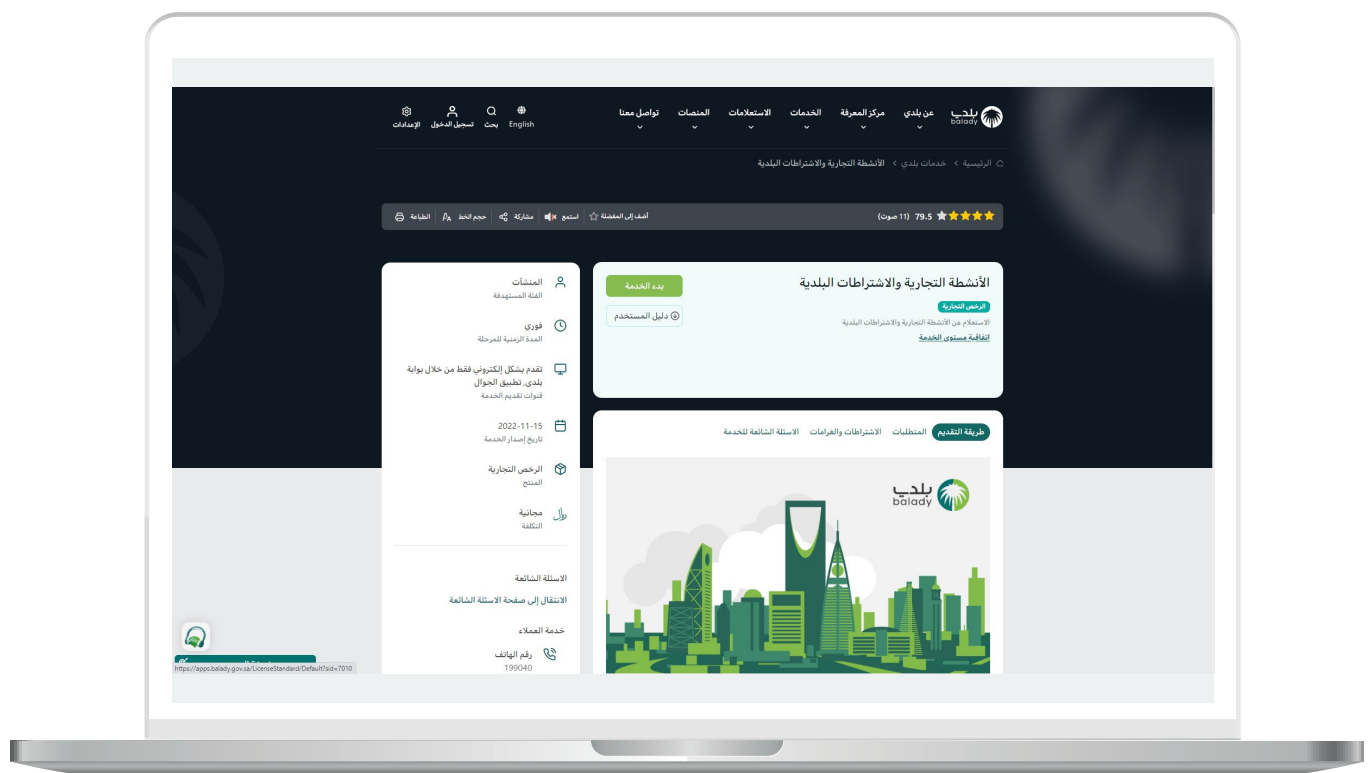


3) The user searches for the (Commercial Activities and Municipal Requirements Service) as shown in the following screen.



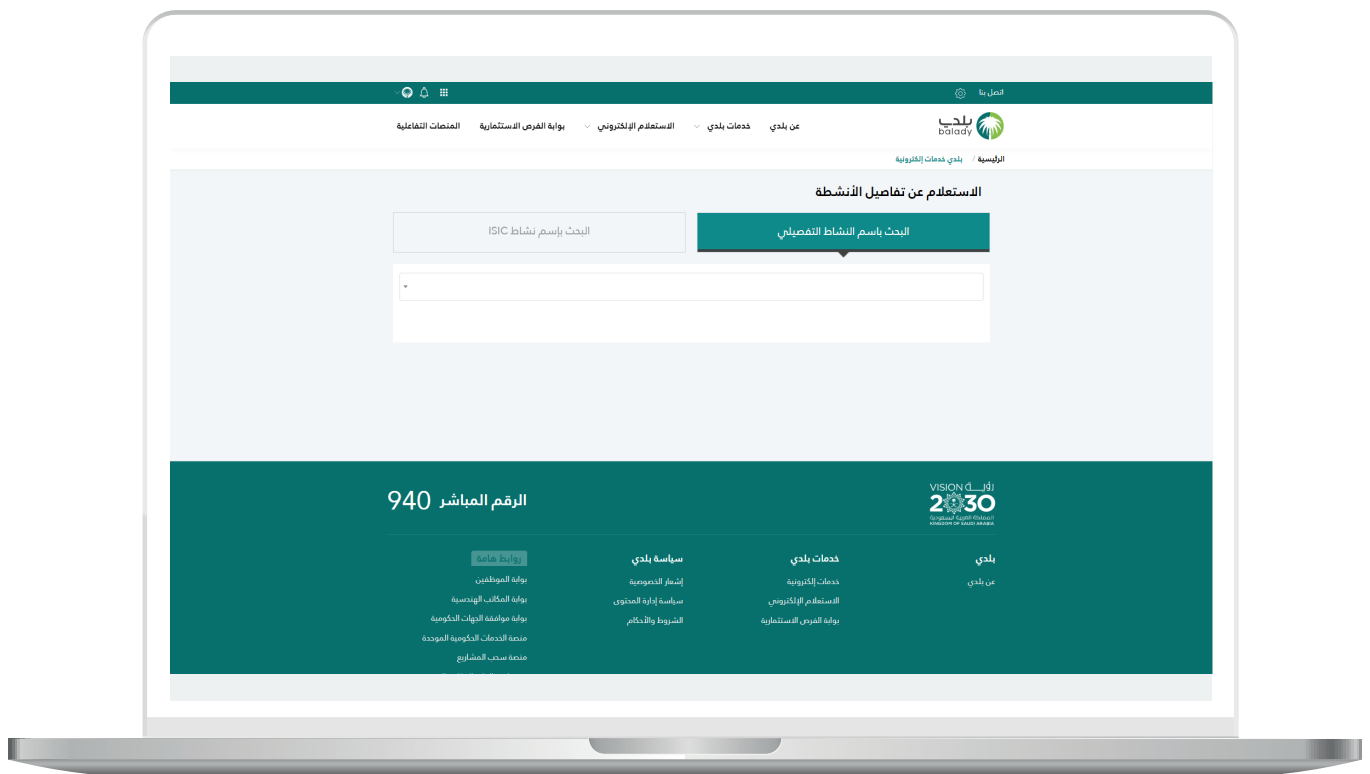
4) The next screen appears, allowing the user to view (How to Apply, Requirements, Conditions and Fines, etc.).

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



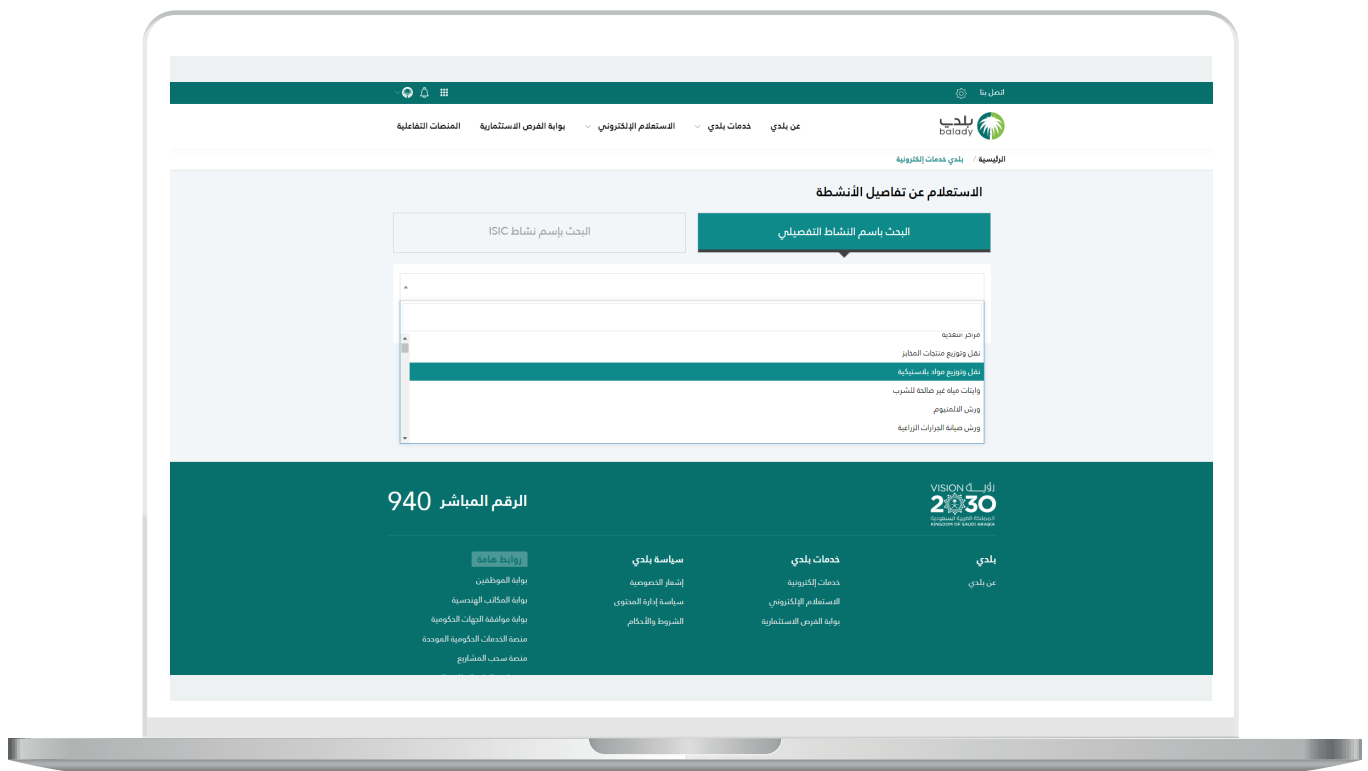
5) The following screen appears, allowing the user to inquire about activity details using two methods:

- Search by Detailed Activity Name.
- Search by ISIC Activity Name.



Search by Detailed Activity Name

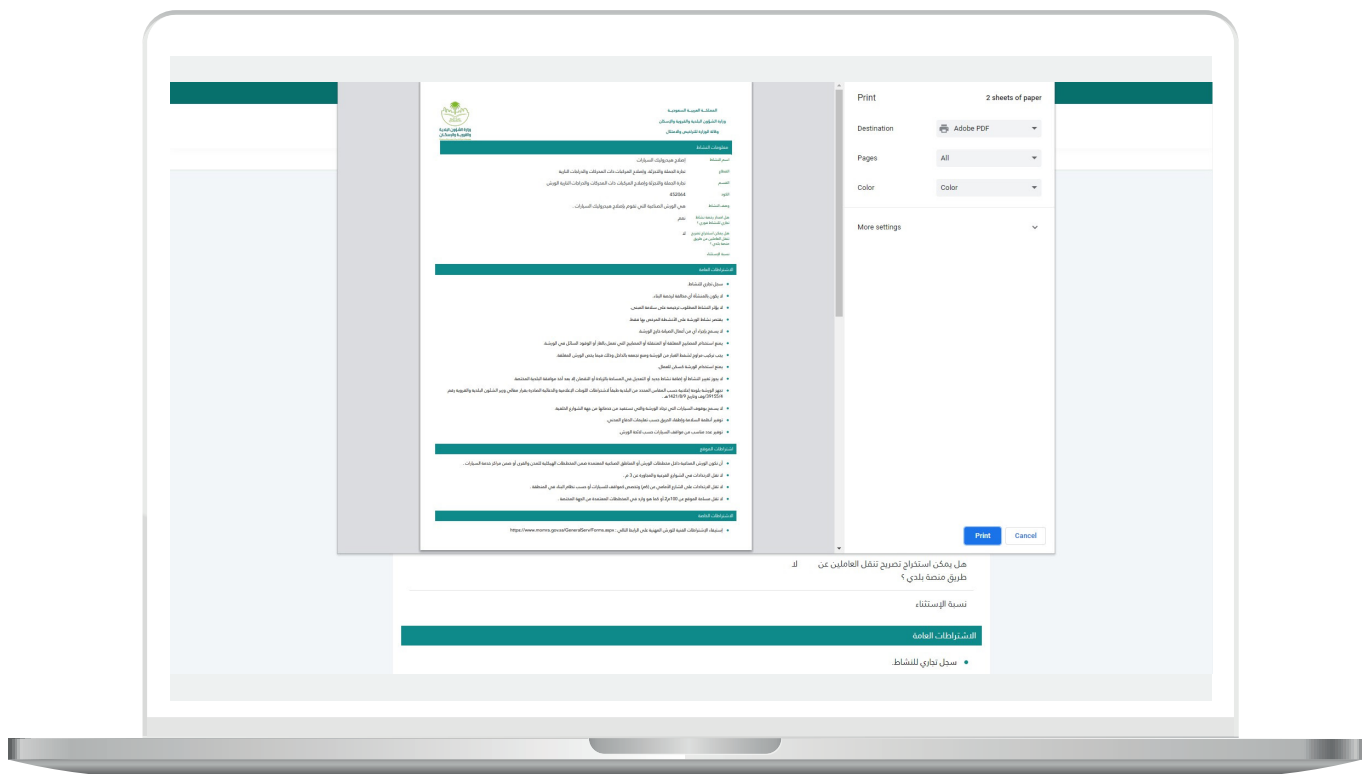
1) If the user selects **(Search by Detailed Activity Name)**, the system allows them to choose the detailed activity from the drop-down list, as shown below.



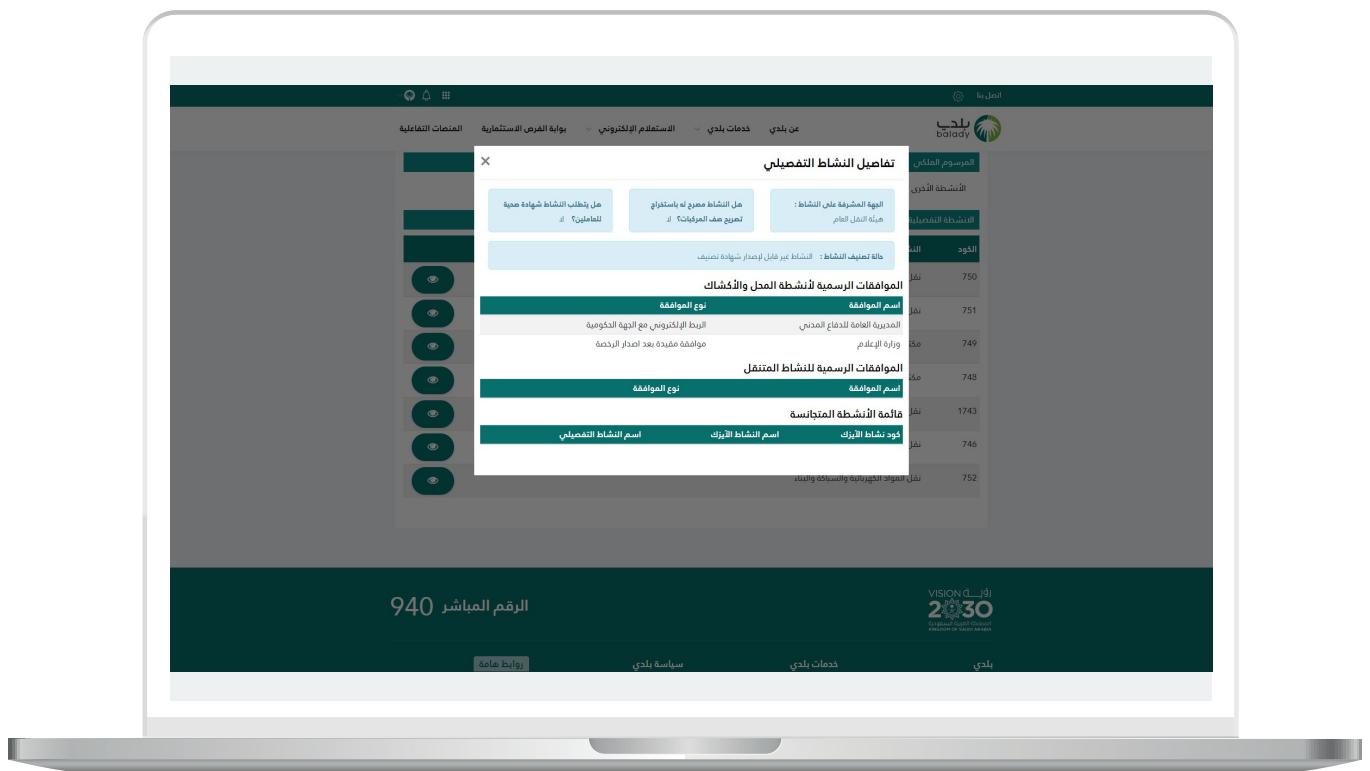
2) The system then displays the activity details, allowing the user to:

- Print the details by clicking **(Print)**.
- View detailed activity information by clicking the eye icon.

3) After clicking **(Print)**, the following screen appears, where the user can print the activity details using the **(Print)** button or cancel the action by clicking **(Cancel)**.

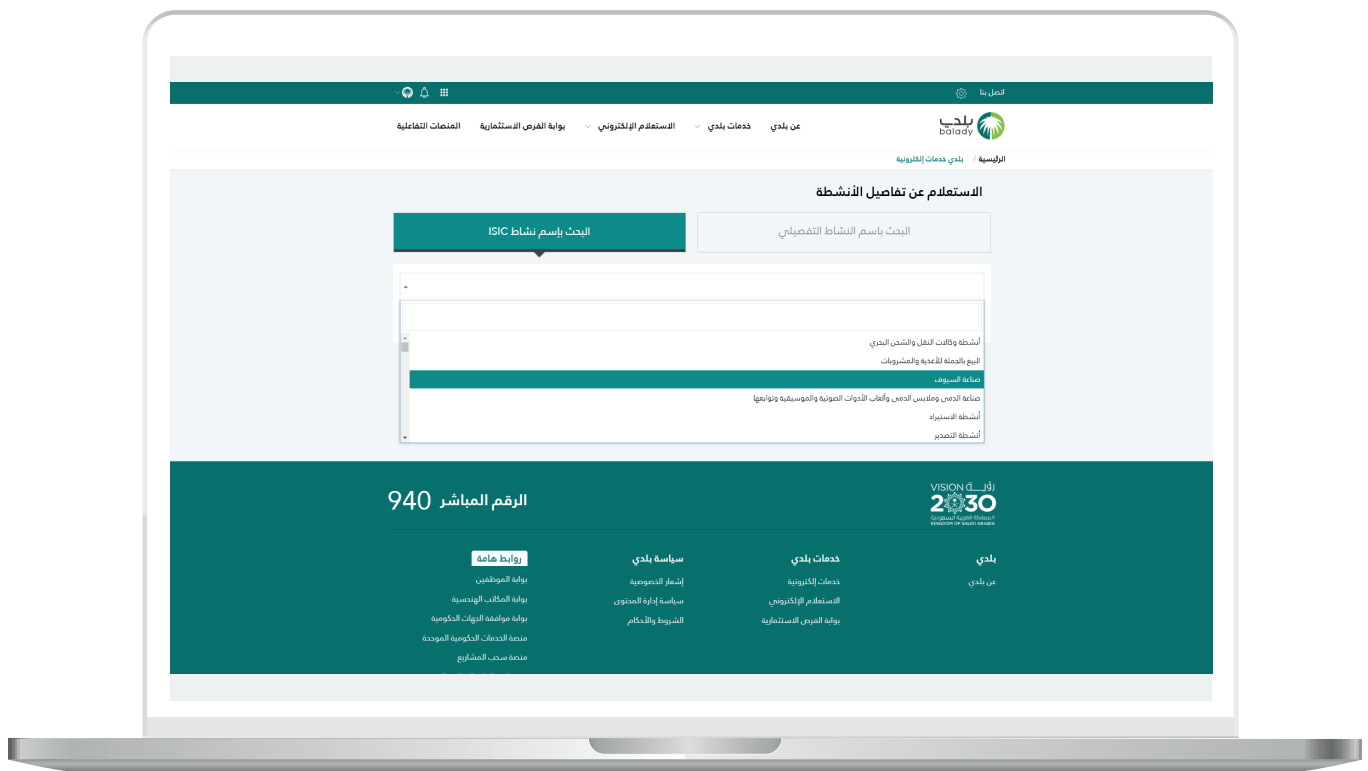


4) After clicking the eye icon, the following screen appears, displaying the detailed activity information.



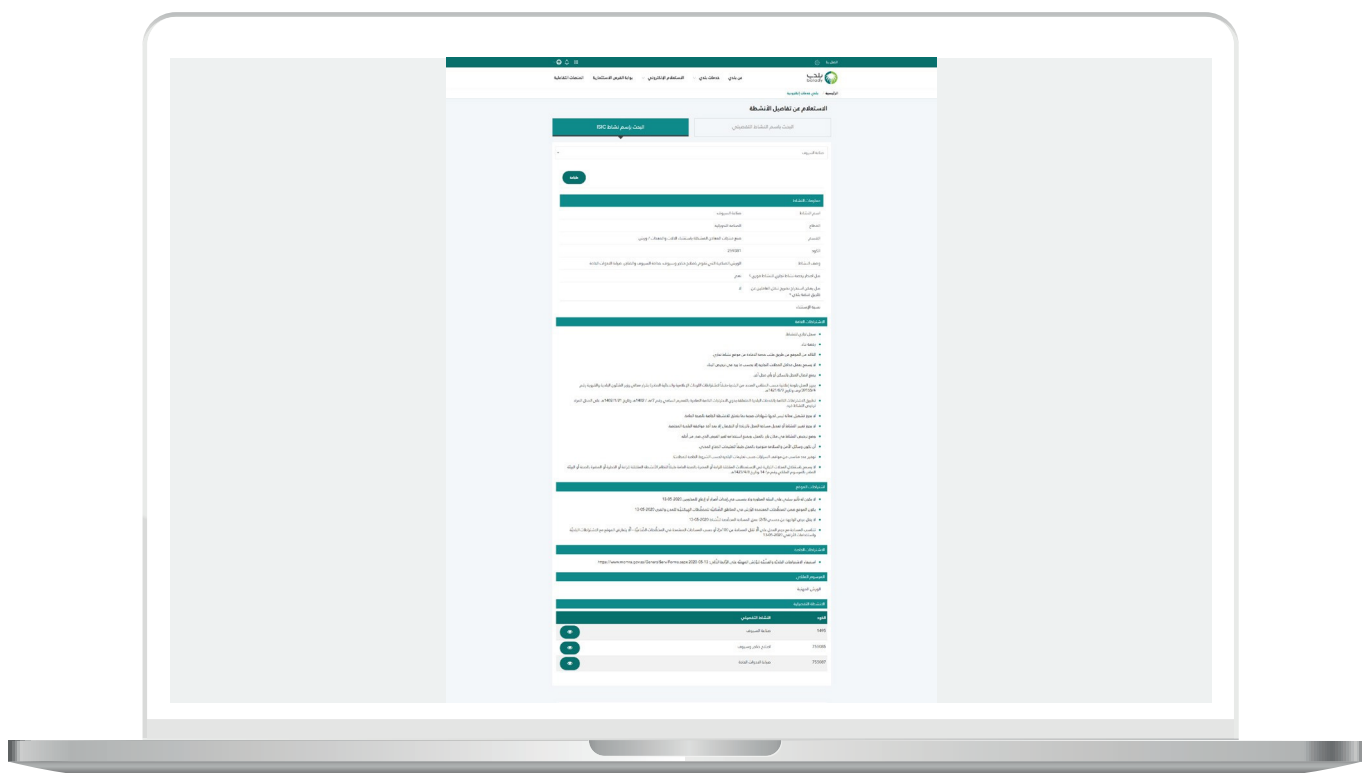
Search by ISIC Activity Name

1) If the user selects **(Search by ISIC Activity Name)**, the system allows them to choose the detailed activity from the drop-down list, as shown below.

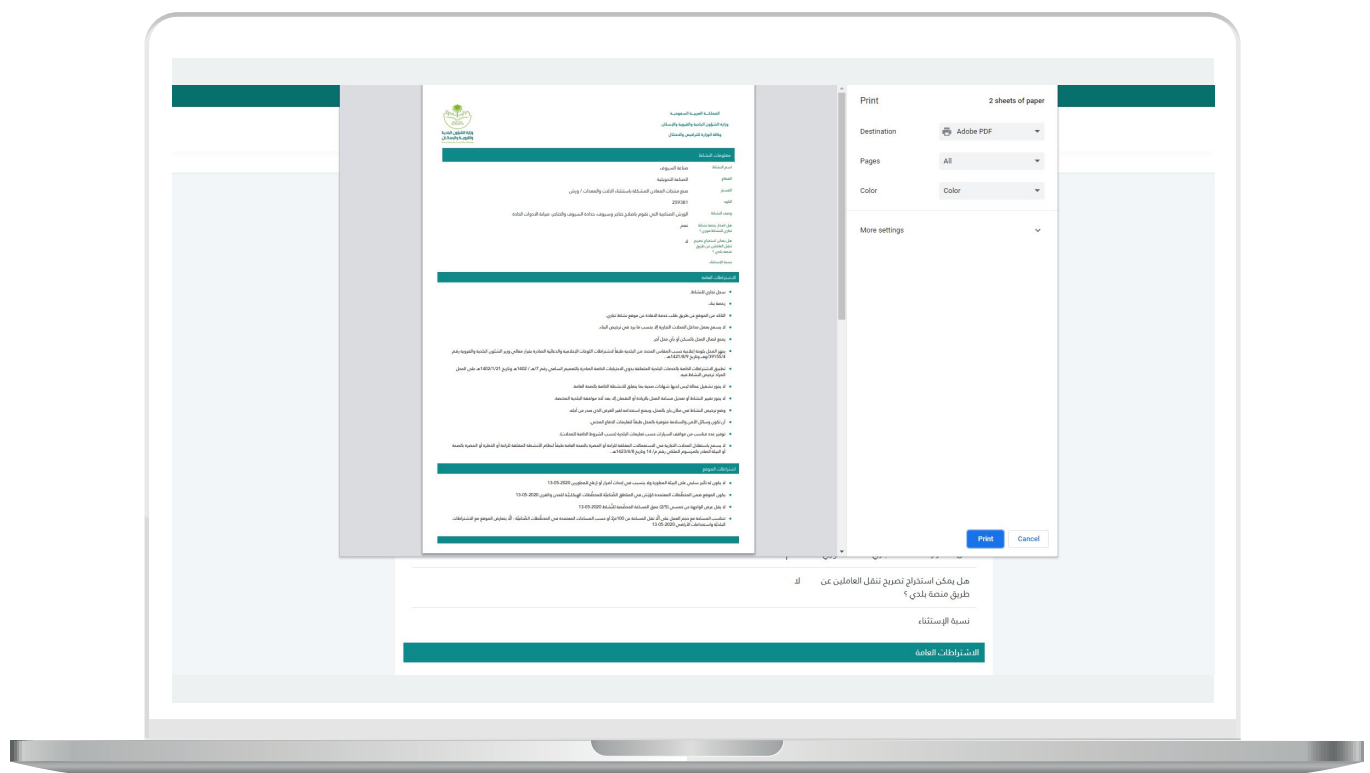


2) The system then displays the activity details, allowing the user to:

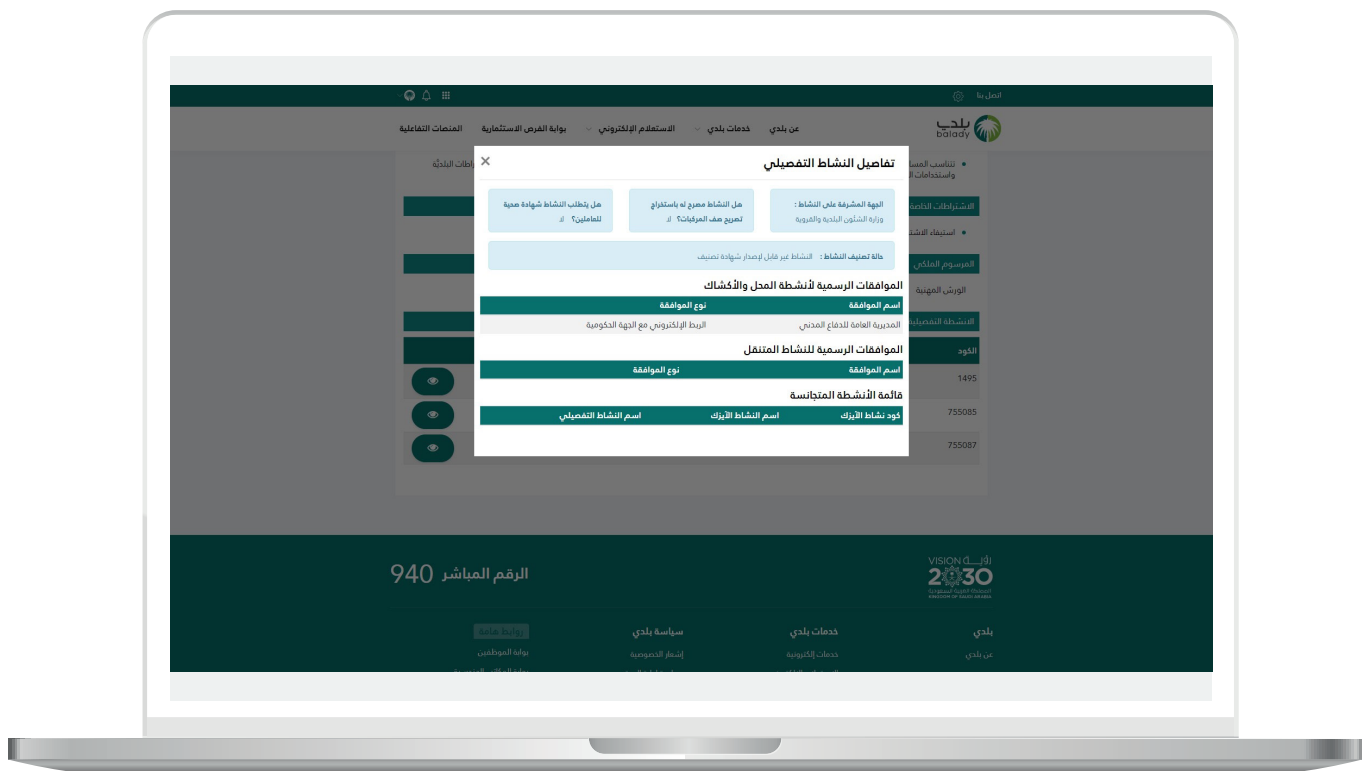
- Print the details by clicking (**Print**).
- View detailed activity information by clicking the eye icon.



3) After clicking **(Print)**, the following screen appears, where the user can print the activity details using the **(Print)** button or cancel the action by clicking **(Cancel)**.



4) After clicking the eye icon, the following screen appears, displaying the detailed activity information.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

