



وزارة البلديات والإسكان

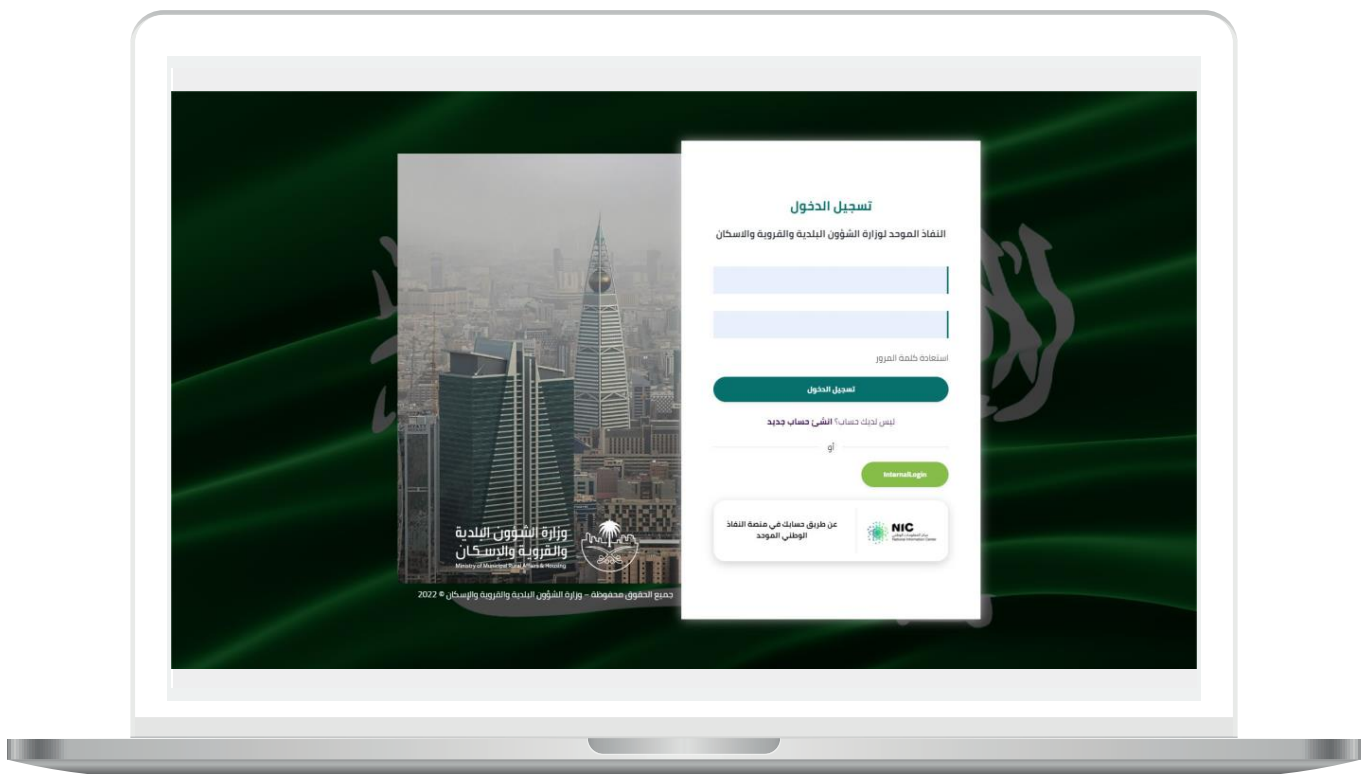
Ministry of Municipalities and Housing

User Guide for the Service to
Renewing a Mobile Cart
License Location Reservation

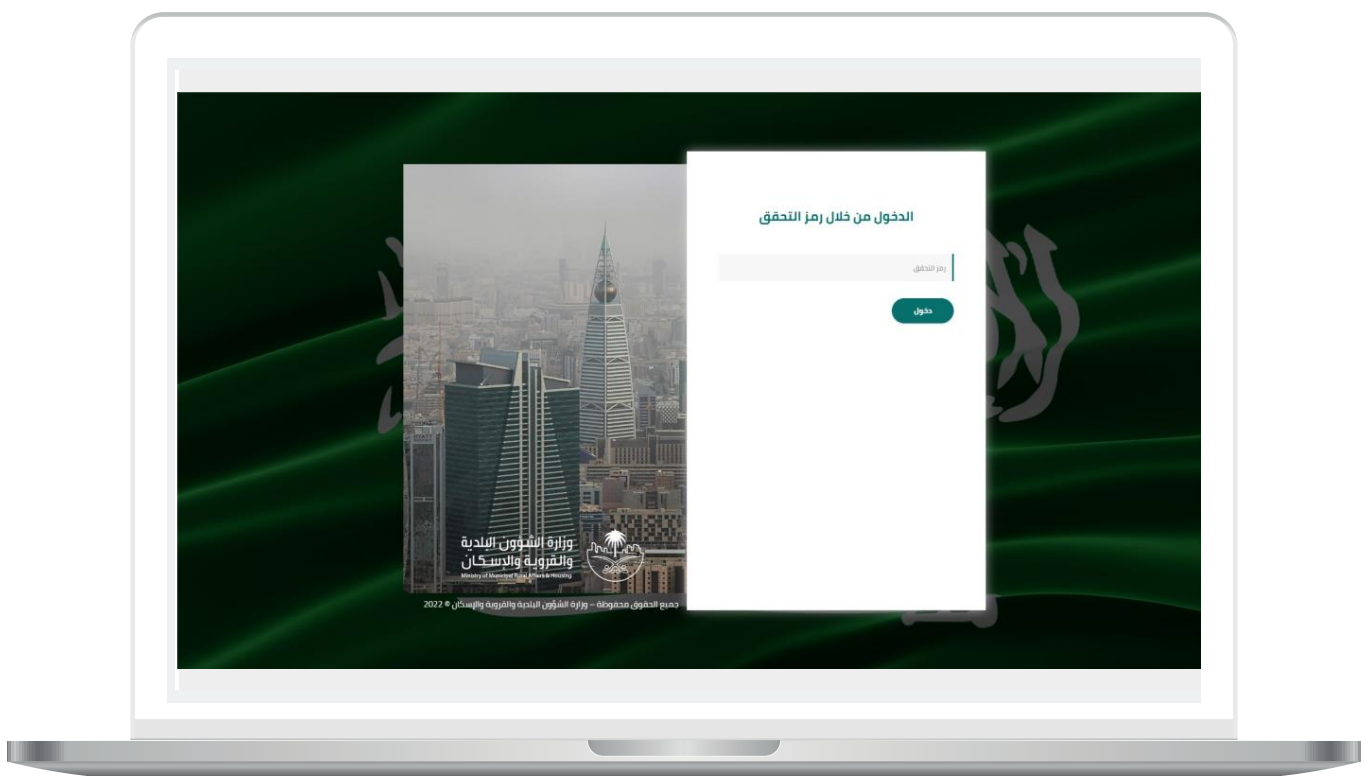
Beneficiary's
Copy

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.

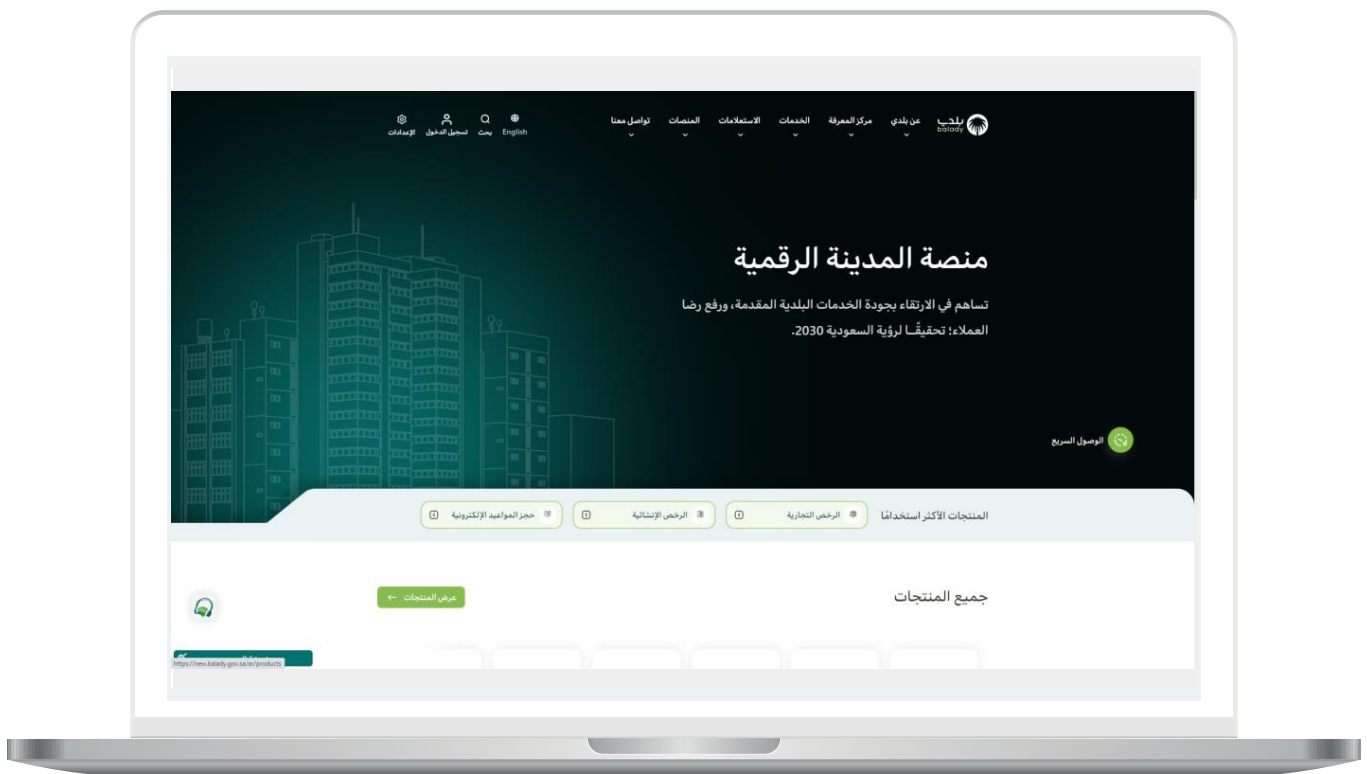


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

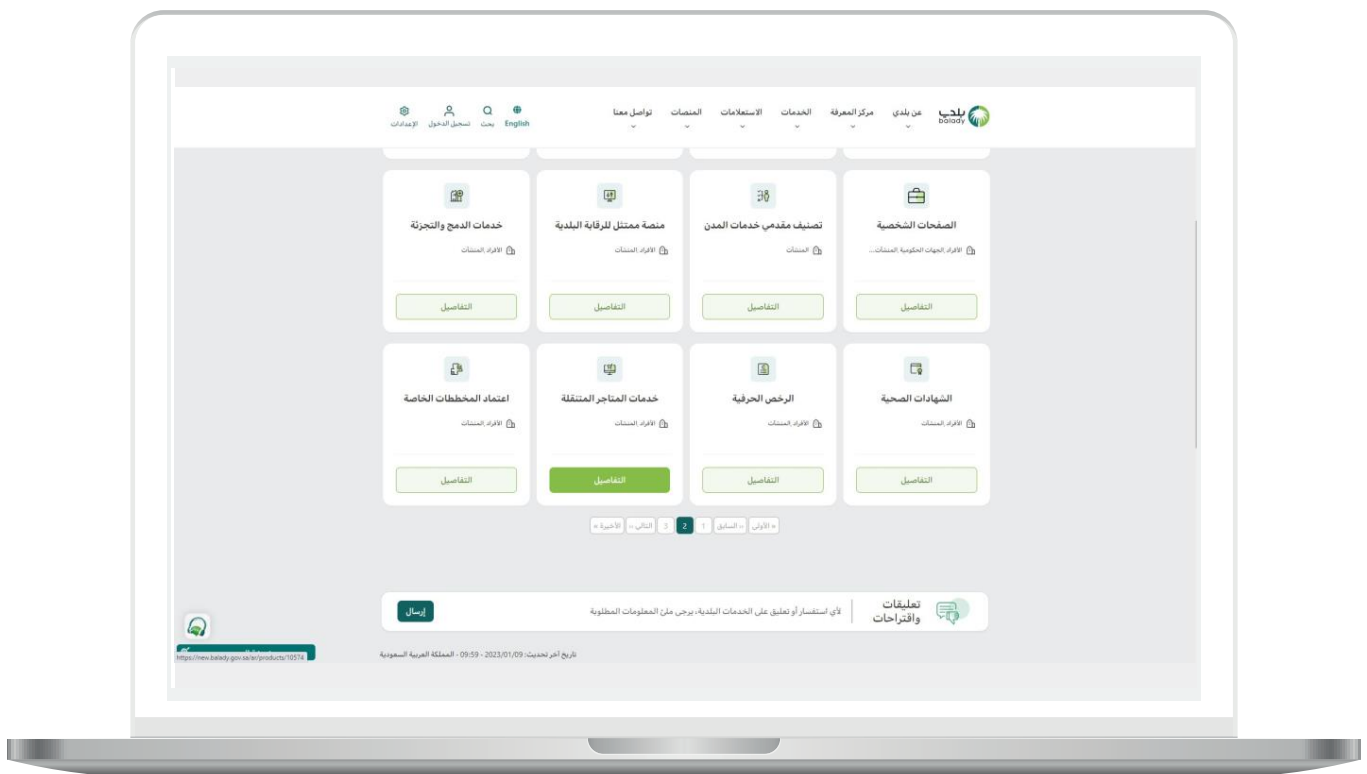


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

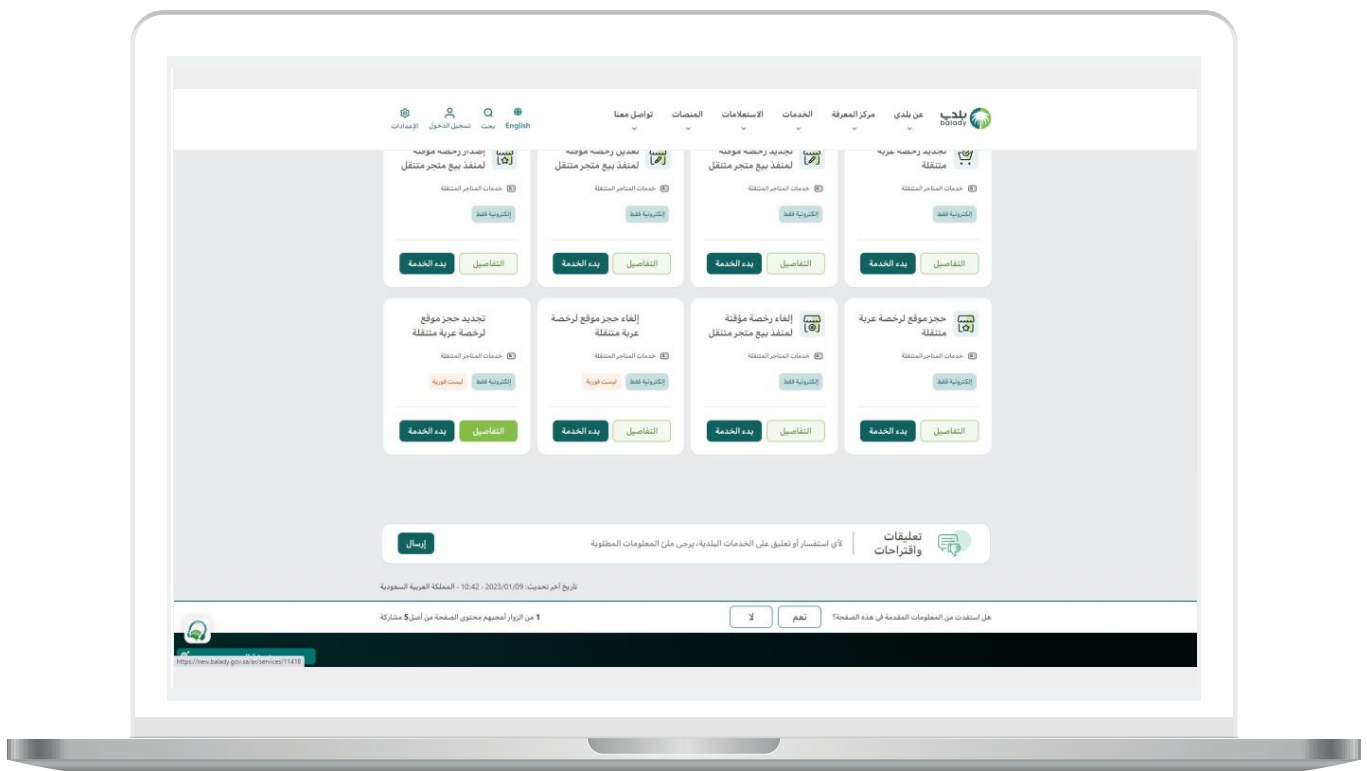
To start the service application, the user must click the **(View Products)** button.



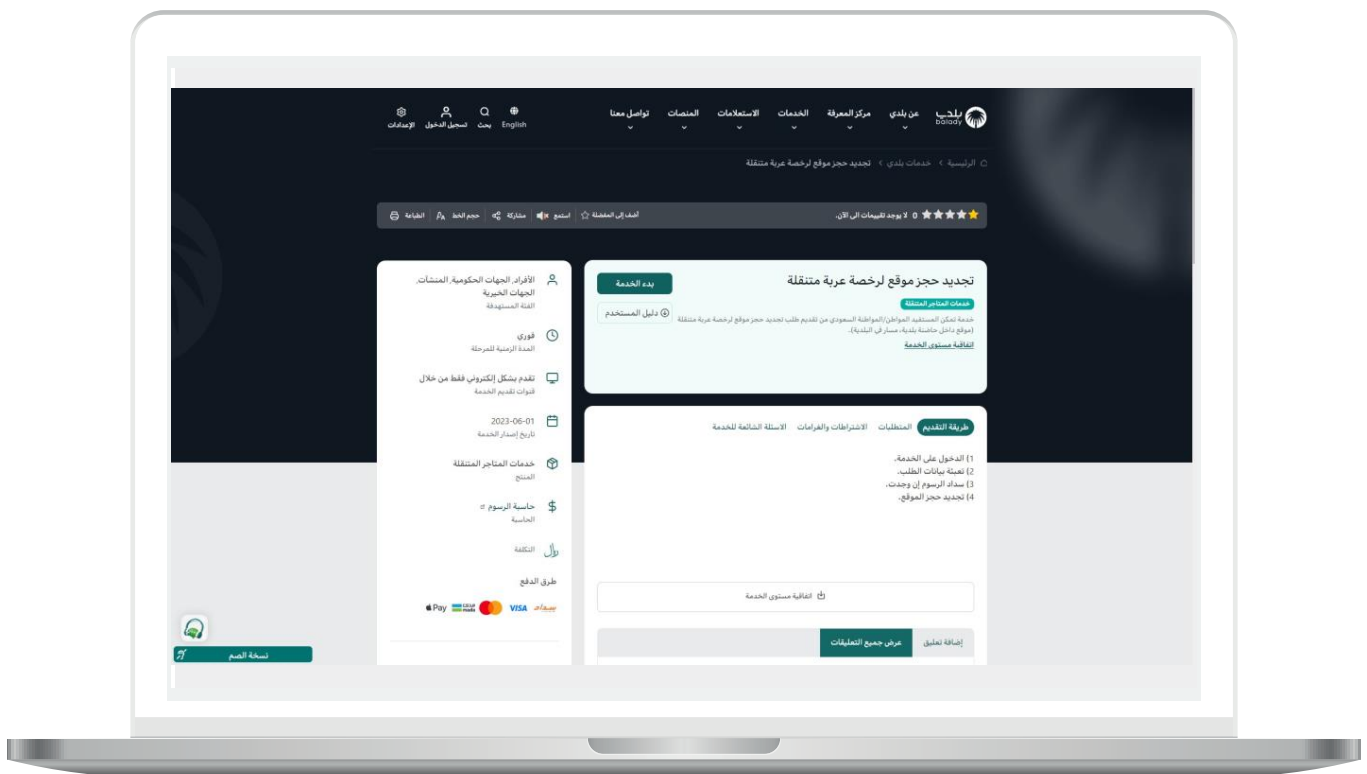
4) The following screen appears, displaying Balady's services, where the user selects **(Mobile Cart Services)**.



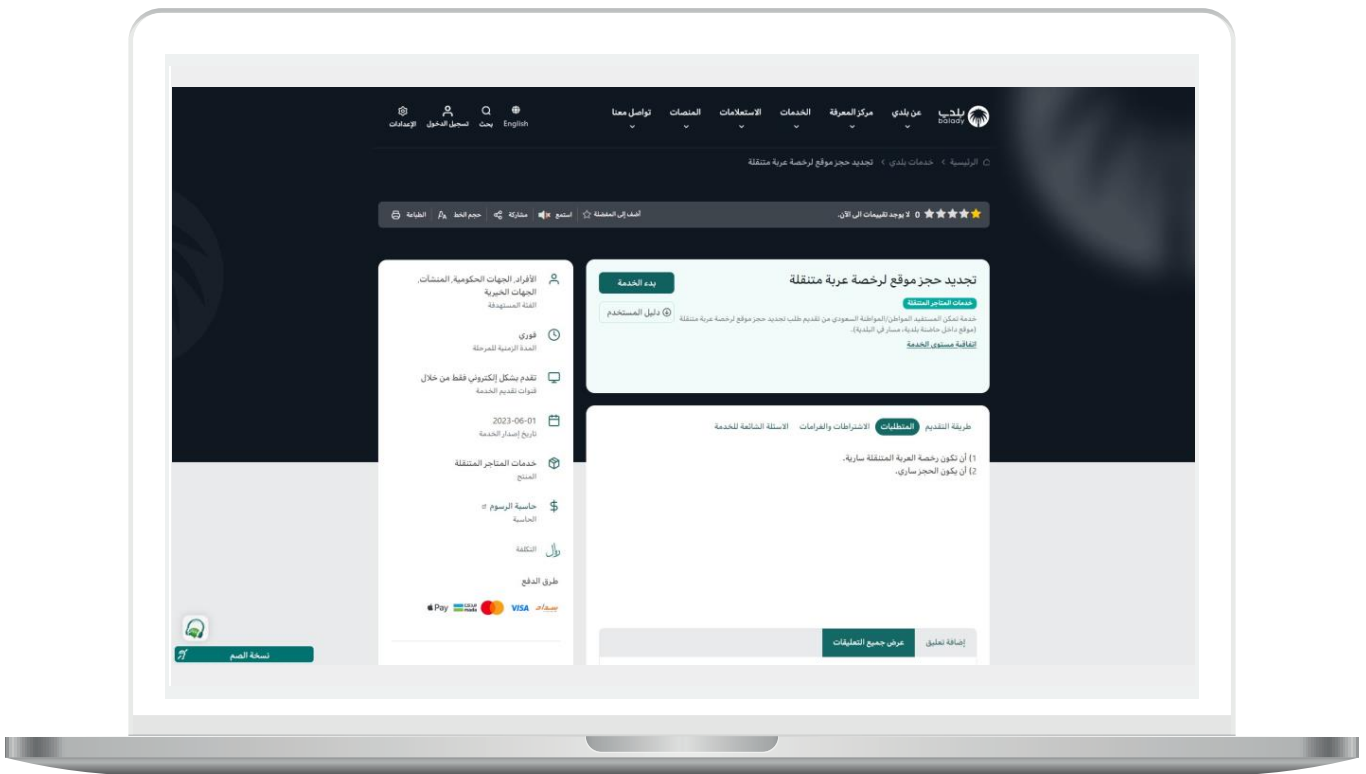
5) The next screen appears, where the user chooses (**Renew a Site for a Mobile Cart License**) is selected, as shown below.



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.



9) The screen below then appears, where the mobile number is verified by entering the **(Mobile Number)** field and clicking the **(Verify)** button.

The screenshot shows a web application interface for renewing a mobile cart license. The header is green with the logo of the Ministry of Transport and the text 'الهيئة العامة للمرور' (General Authority of Traffic). Below the header, there is a navigation bar with the text 'خدمات رخص المواصلات المتنقلة / تجديد حوز موقع لرخصة عربة متنقلة' (Mobile Transport Services / Renew Mobile Cart License Location Reservation). The main content area is divided into three sections: 'صفحة مقدم الطلب' (Request Form), 'بيانات الرخصة' (License Data), and 'نوع الموقع' (Location Type). The 'صفحة مقدم الطلب' section contains fields for 'اسم مقدم الطلب' (Requester Name), 'رقم الجوال' (Mobile Number), and a 'تحقق' (Verify) button. The 'بيانات الرخصة' section contains fields for 'الاسم' (Name), 'الرقم' (Number), 'التاريخ' (Date), and 'الوقت' (Time). The 'نوع الموقع' section contains two options: 'موقع داخل مسار ياحية' (Location inside the path) and 'موقع داخل حافلة ياحية' (Location inside the bus). At the bottom, there is a 'التقديم للطلب' (Submit Request) button.

الهيئة العامة للمرور

خدمات رخص المواصلات المتنقلة / تجديد حوز موقع لرخصة عربة متنقلة

صفحة مقدم الطلب

اسم مقدم الطلب
عبد المحسن

رقم الجوال
0900000000

تحقق

سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام

بيانات الرخصة

الاسم
محمود محمد أحمد

الرقم
123456789

التاريخ
1445/07/18

الوقت
14:30

نوع الموقع

موقع داخل مسار ياحية

موقع داخل حافلة ياحية

التقديم للطلب

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

صفحة مقدم الطلب

اسم مقدم الطلب
عبدالمجيد

رقم الجوال
0057

تأكيد

رمز التأكيد
00:57 إرسال الرمز بعد:

بيانات الرخصة

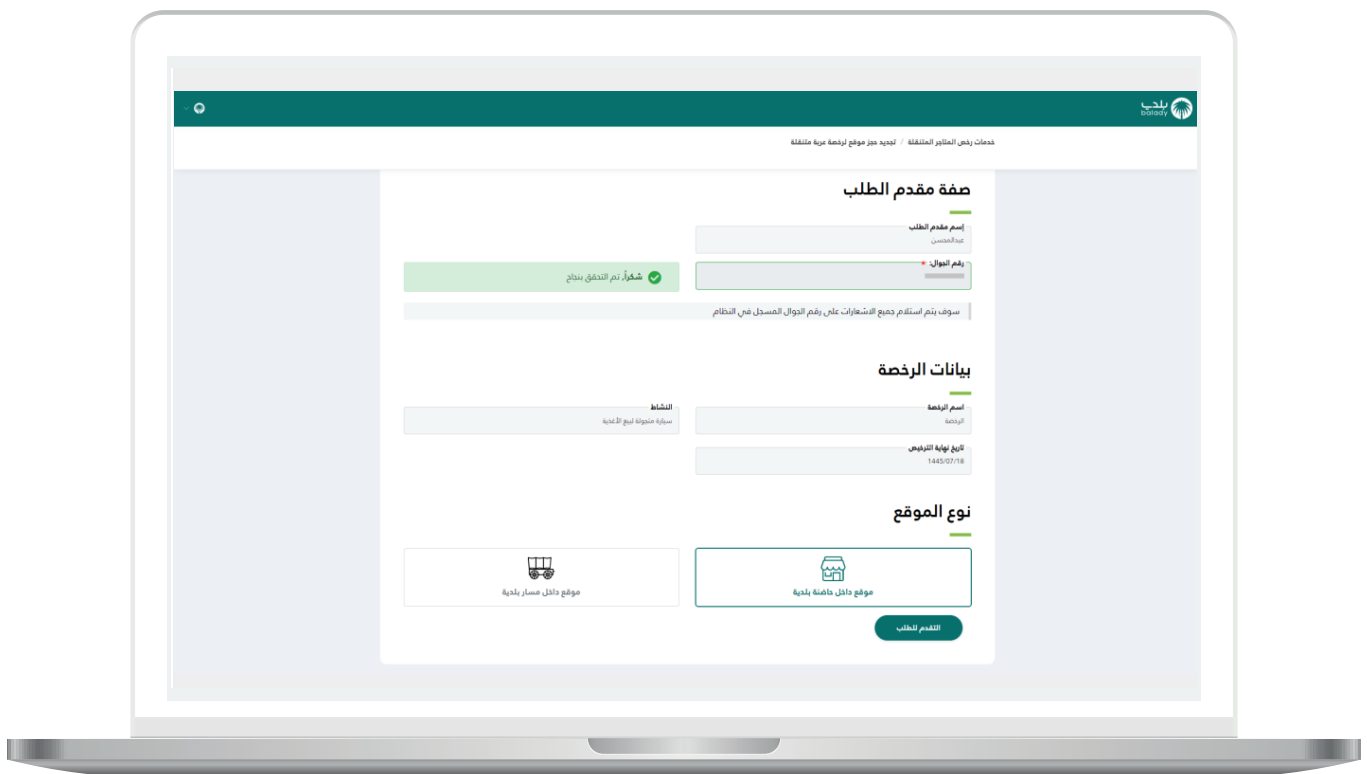
الشاط
سيارة متوقفة بيع الأمتعة

اسم الرخصة
الوحدة

تاريخ نهاية التراخيص
1443/07/18

نوع الموقع

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



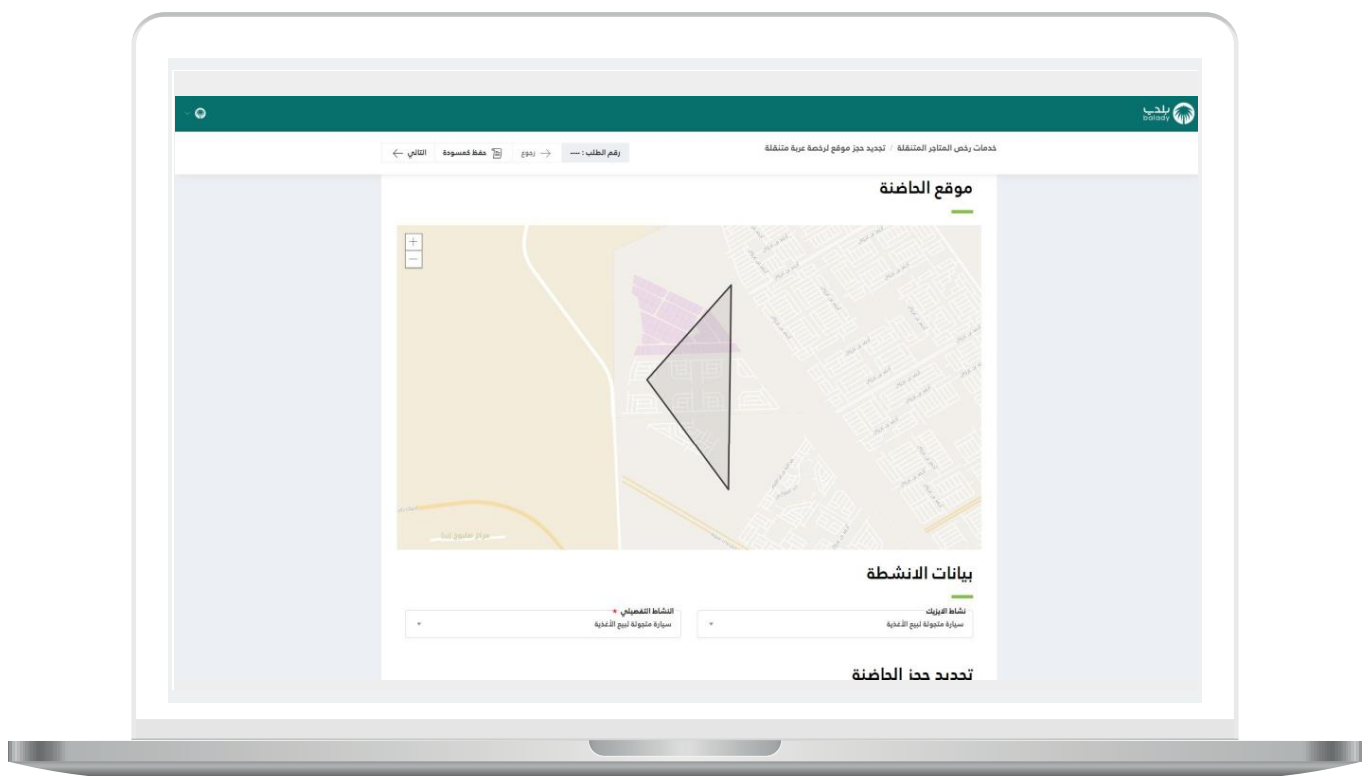
12) The user is then directed to the **(Incubator Data)** stage, as shown in the figure below.

The screenshot shows a web application interface for the 'Incubator Data' stage. The interface is in Arabic and includes a header with the 'بنيان' (Banyan) logo and navigation links. The main content area is divided into three sections: 'بيانات الحاضنة' (Incubator Data), 'بيانات الموقع' (Location Data), and 'كروكي الحاضنة' (Incubator Sketch). The 'بيانات الحاضنة' section contains fields for 'البلدية' (Municipality) and 'الاسم' (Name). The 'بيانات الموقع' section contains fields for 'نوع الموقع' (Location Type), 'مساحة الموقع' (Location Area), and 'تاريخ بداية الحجز' (Reservation Start Date). The 'كروكي الحاضنة' section contains a field for 'تاريخ نهاية الحجز' (Reservation End Date). The interface also includes a sidebar with navigation links and a footer with a logo.

بيانات الحاضنة	
البلدية	الاسم
بلدية شمال الرياض	أولاد عبدالله الزبالي
اسم الحاضنة	
حاضنة تجديف جزر موقع غرب 0601	

بيانات الموقع	
نوع الموقع	مساحة الموقع
حاضنة بلدية	15.0
تاريخ بداية الحجز	تاريخ نهاية الحجز
2023/02/12	2023/02/14

13) The following figure shows the second part of the screen, displaying the incubator location on the map.



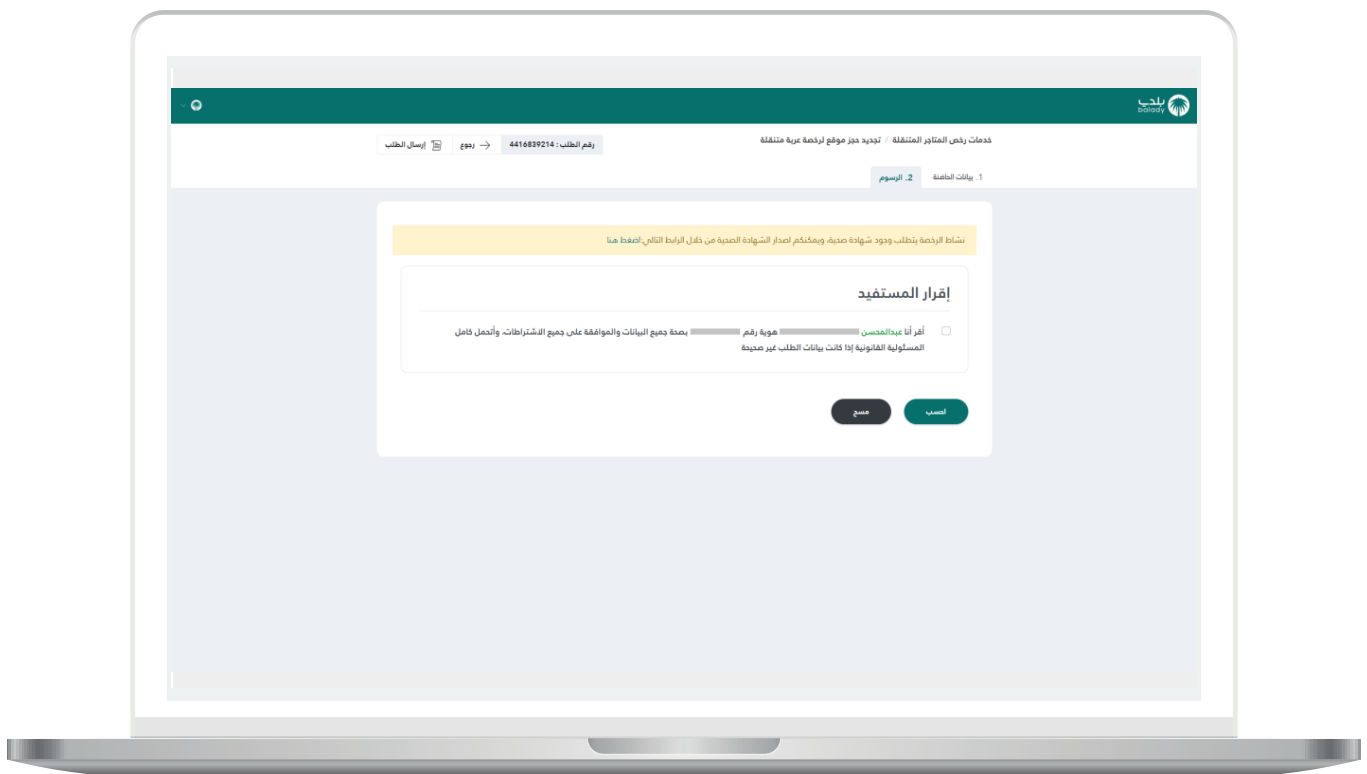
14) The user selects values from the following dropdown lists in the **(Activity Data)** section: **(ISIC Activity, Detailed Activity)**.

The user also selects a value from the **(Number of License Days)** dropdown list in the **(Renew Incubator Reservation)** section.

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.

The screenshot shows a web application interface for renewing a mobile cart license location reservation. The page is titled 'تجديد حجز موقع لرخصة عربة متحركة' (Renew Mobile Cart License Location Reservation) and is part of the 'خدمات رخص المتاجر المتنقلة' (Mobile Shop Licenses Services) section. The interface includes a map of a city street grid with a yellow line indicating a route. Below the map, there are two main sections: 'بيانات الأنشطة' (Activity Data) and 'تجديد حجز الحاضنة' (Renew Incubator Reservation). The 'بيانات الأنشطة' section contains two dropdown menus: 'النشاط الاقتصادي' (Economic Activity) and 'نوع النشاط الاقتصادي' (Type of Economic Activity). The 'تجديد حجز الحاضنة' section contains a dropdown menu for 'عدد أيام الترخيص' (Number of License Days) and two date pickers: 'تاريخ بداية الترخيص' (License Start Date) and 'تاريخ نهاية الترخيص' (License End Date). The page also features a navigation bar at the top with a 'التالي' (Next) button and a 'رسم الطلب' (Request Form) button. The bottom of the page has a decorative pattern of blue circles.

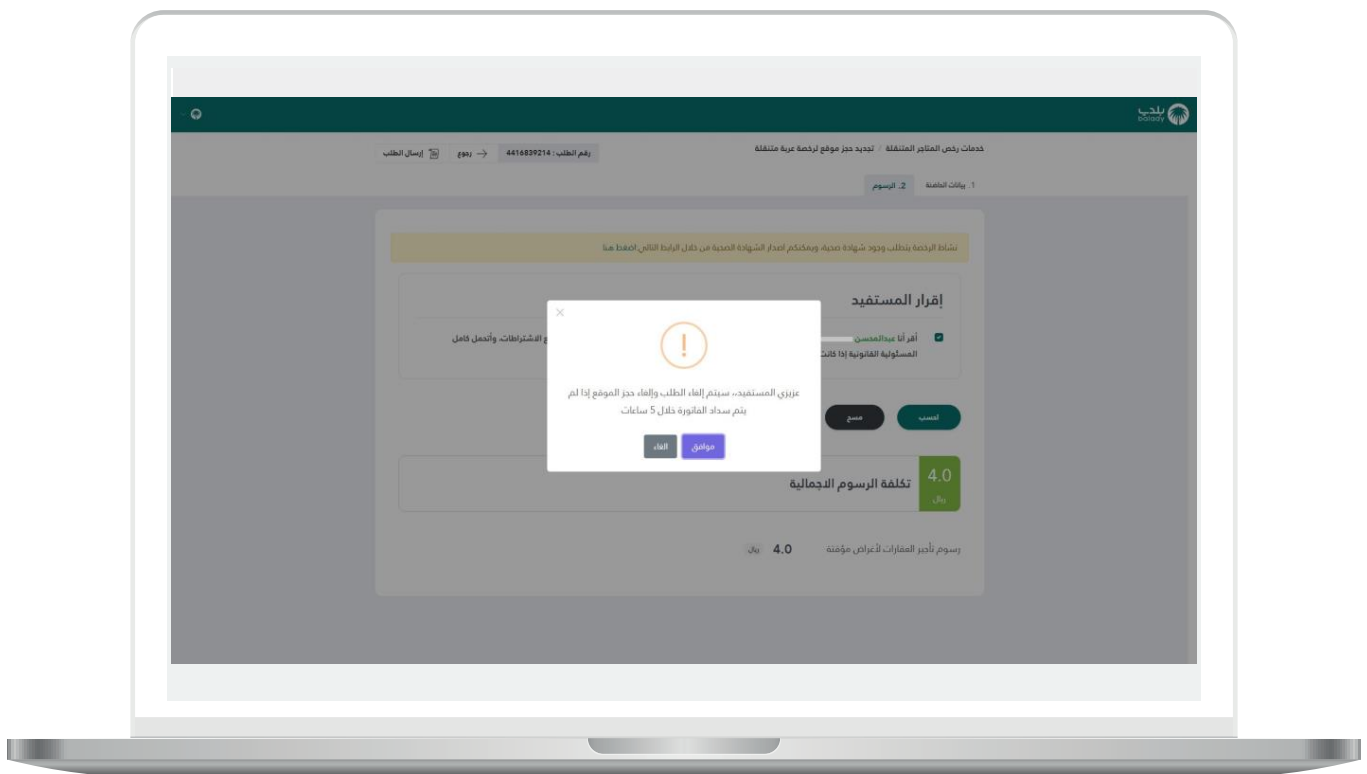
15) The user is then directed to the **(Fees)** stage, where the beneficiary agreement is accepted, and the **(Calculate)** button is clicked for the system to compute the total fees.



16) Once the total cost is displayed, the user clicks **(Submit Request)** with the option to return to the previous stage by clicking **(Back)**.

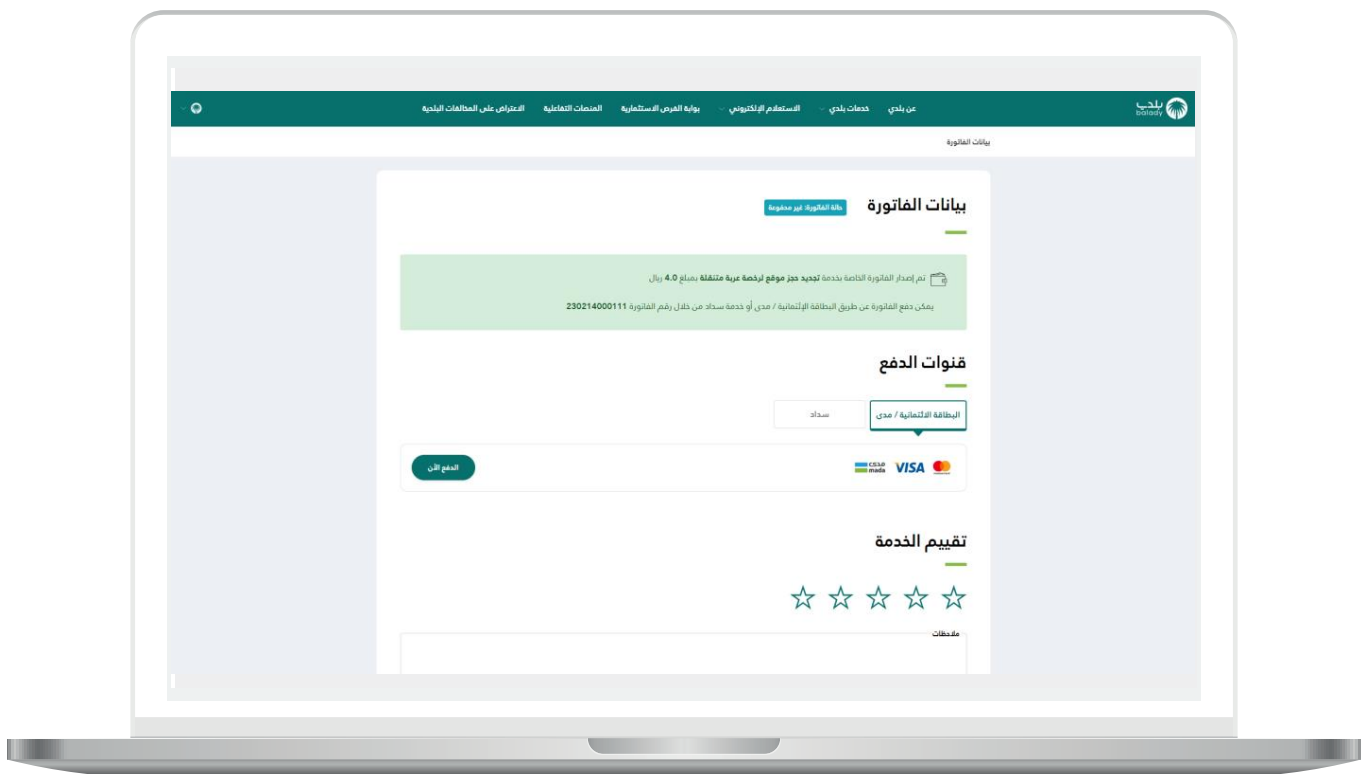
The screenshot shows a mobile application interface for license renewal. At the top, there is a green header with the logo of the Ministry of Transport and Road Safety. Below the header, a navigation bar contains the text "خدمات رخص المواصلات المتنقلة / تجديد جواز موقع لخدمة عربة متنقلة" and a button "إرسال الطلب". The main content area is divided into two sections. The first section, titled "إقرار المستفيد", contains a form with a checkbox labeled "أقر أنا عبد المحسن" and a text input field for "هوية رقم". Below this, there is a button "إرسال". The second section, titled "تكلفة الرسوم الإجمالية", displays a green box with the value "4.0 ريال". Below this, there is a button "إرسال". At the bottom, there is a footer with the text "رسوم تأجير المواصلات لأغراض مؤقتة" and a button "4.0 ريال".

17) A notification message then appears, prompting the user to click the **(Confirm)** button.



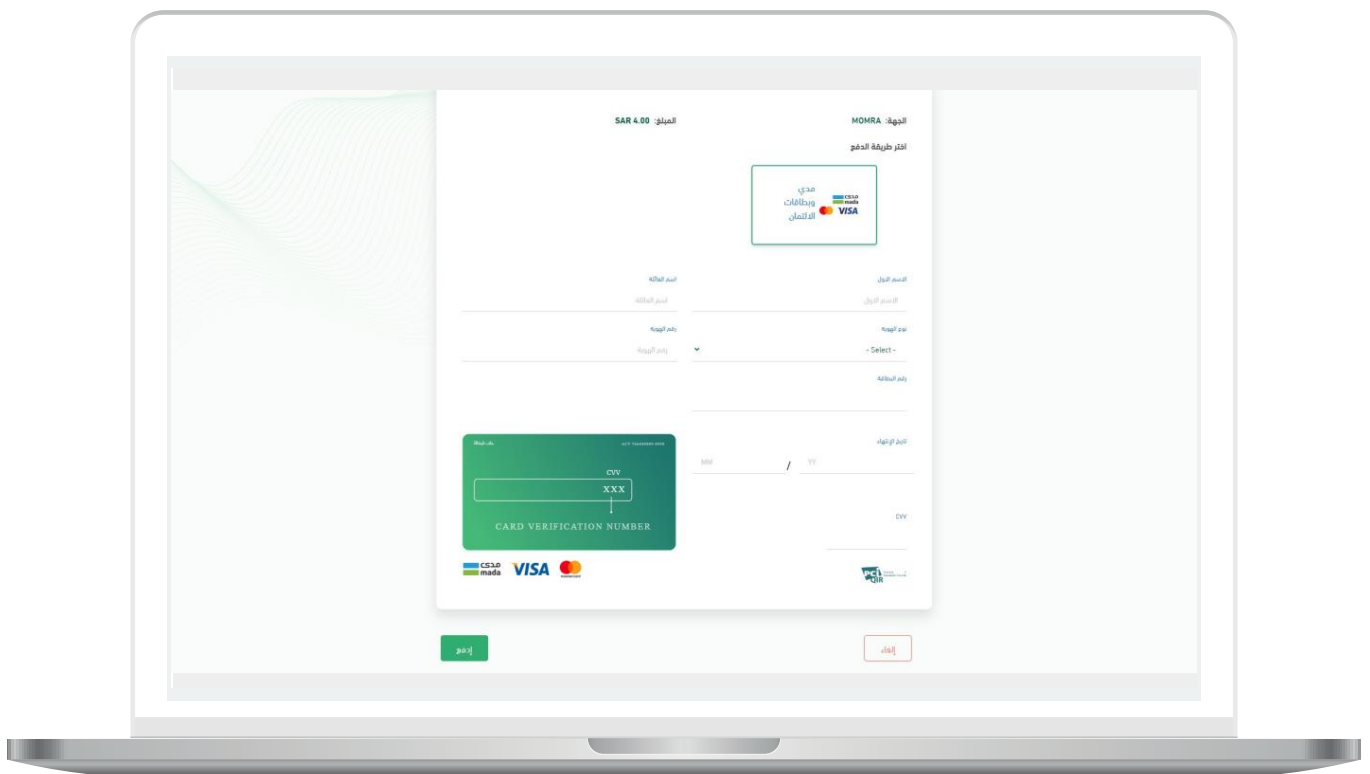
18) After payment, an invoice is generated, and a confirmation message appears. The user selects a payment method from (**Credit Card/Mada, SADAD**).

If (**Credit Card/Mada**) is selected, the user clicks (**Pay Now**).

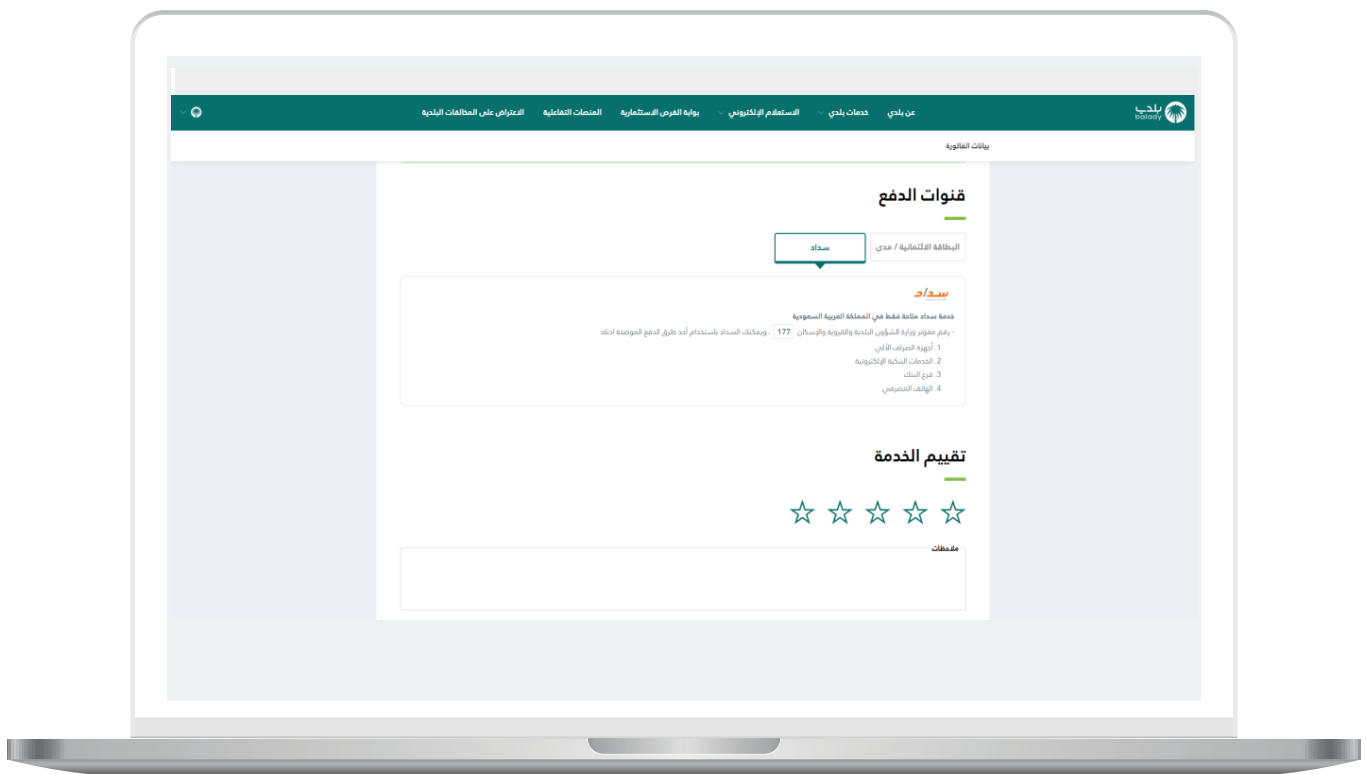


19) If (Credit Card/Mada) is selected, the user clicks (Pay Now).

The following screen appears to complete the payment process.

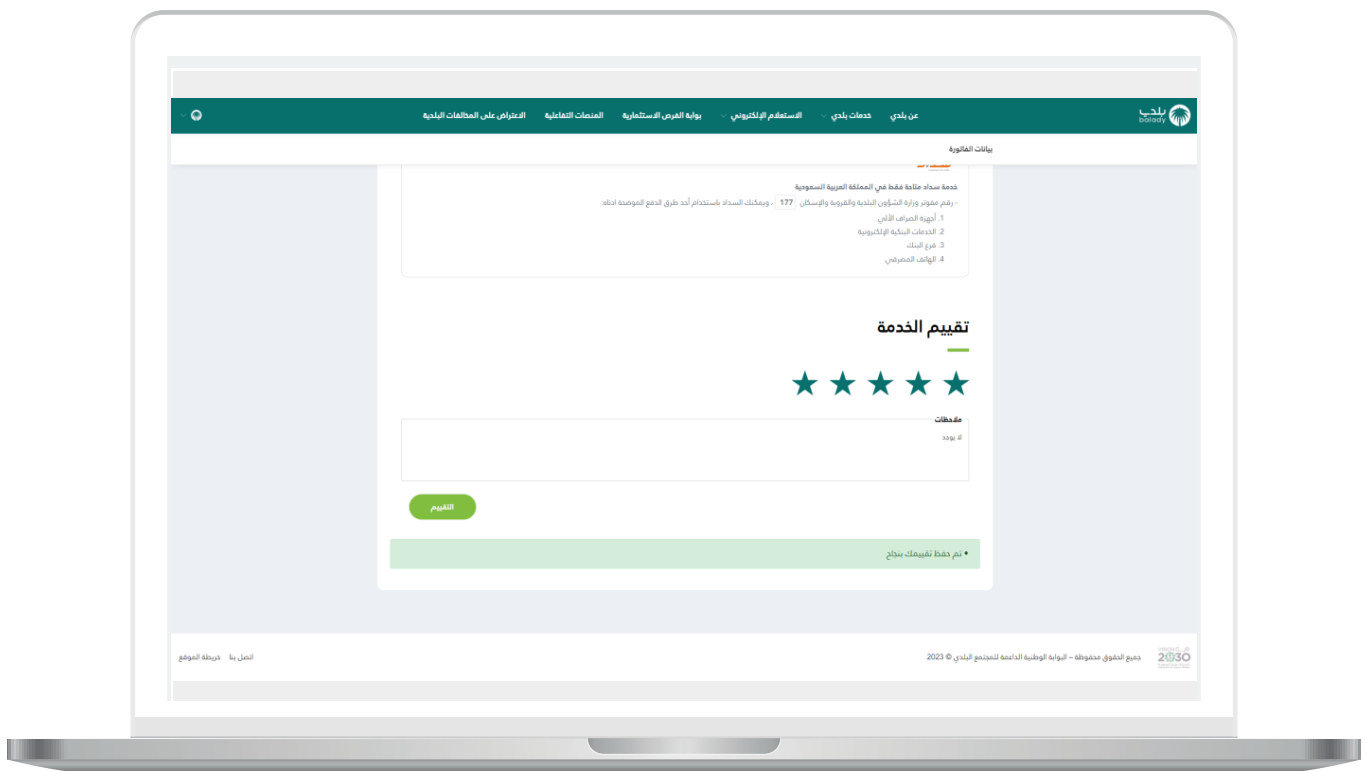


20) If (SADAD) is selected, the following screen appears.

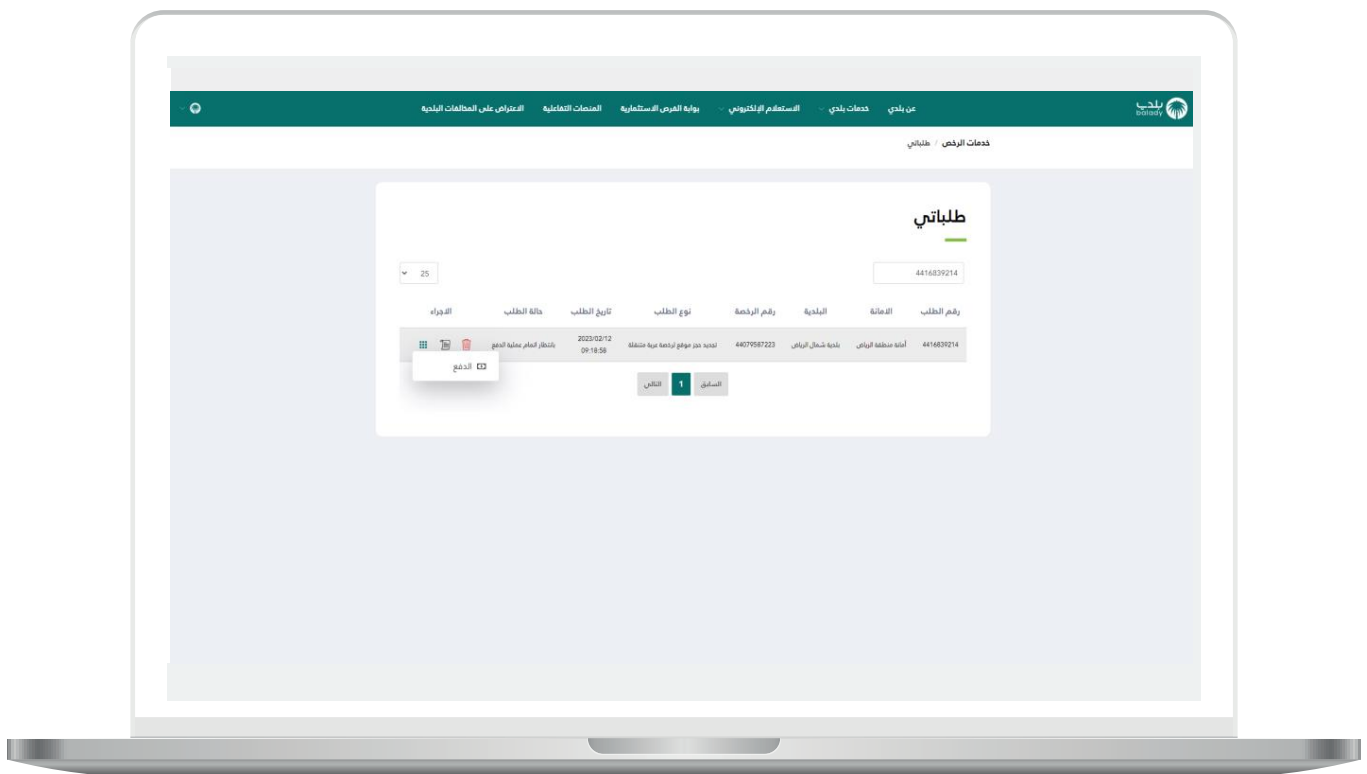


21) The user can rate the service by selecting a star rating, entering comments in the **(Feedback)** field, and clicking **(Submit Review)**.

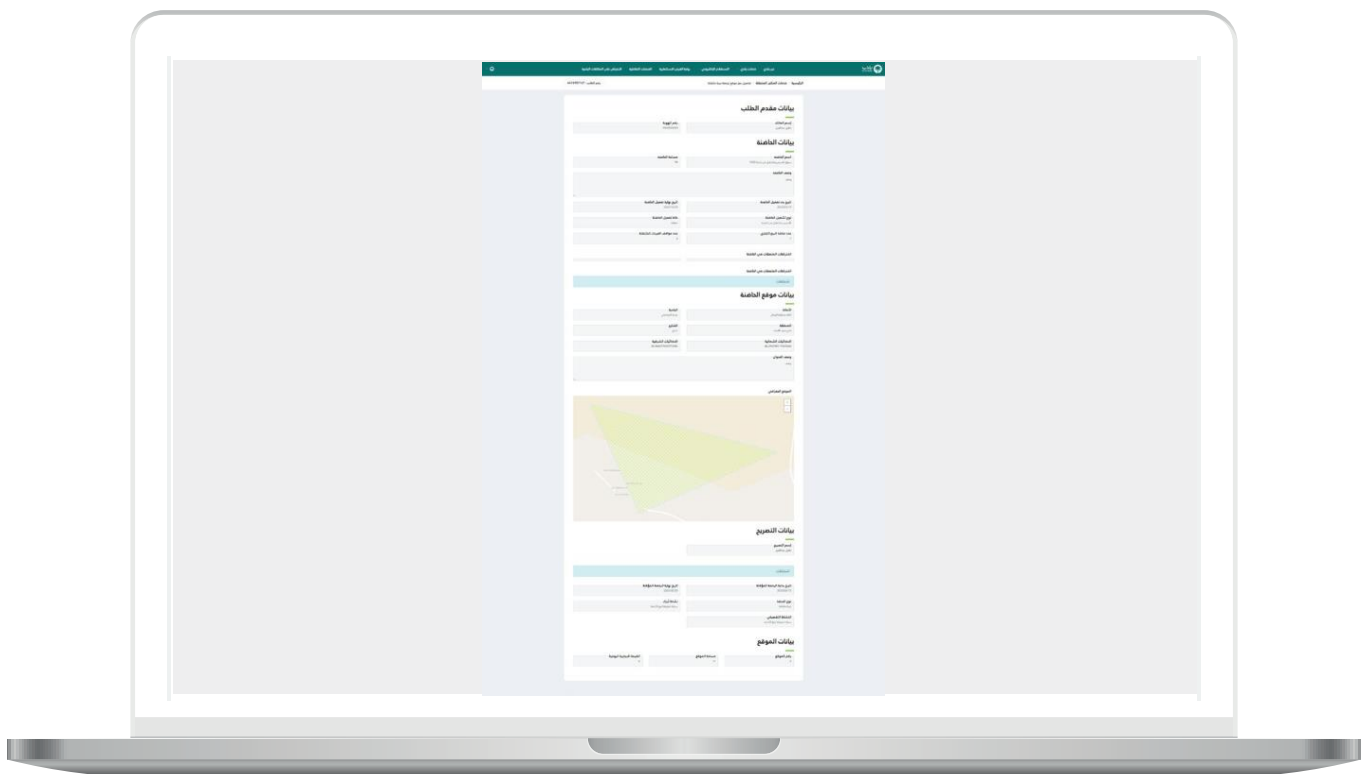
The review is successfully saved, and a confirmation message is displayed.



22) The user is then directed to the **(My Requests)** screen to track the request and complete the payment.



23) 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

