



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the Service to  
**Modifying the Reservation of  
a Mobile Cart License Location**

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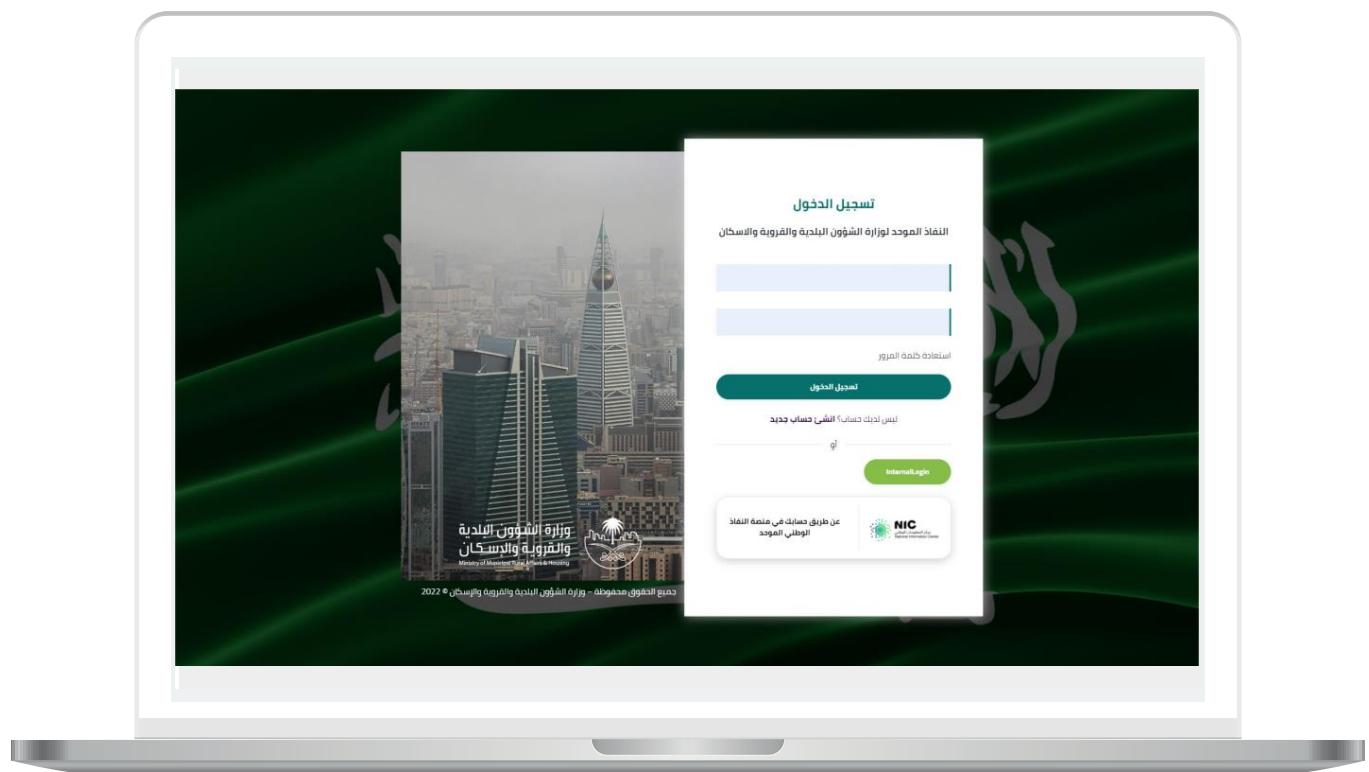
Beneficiary's  
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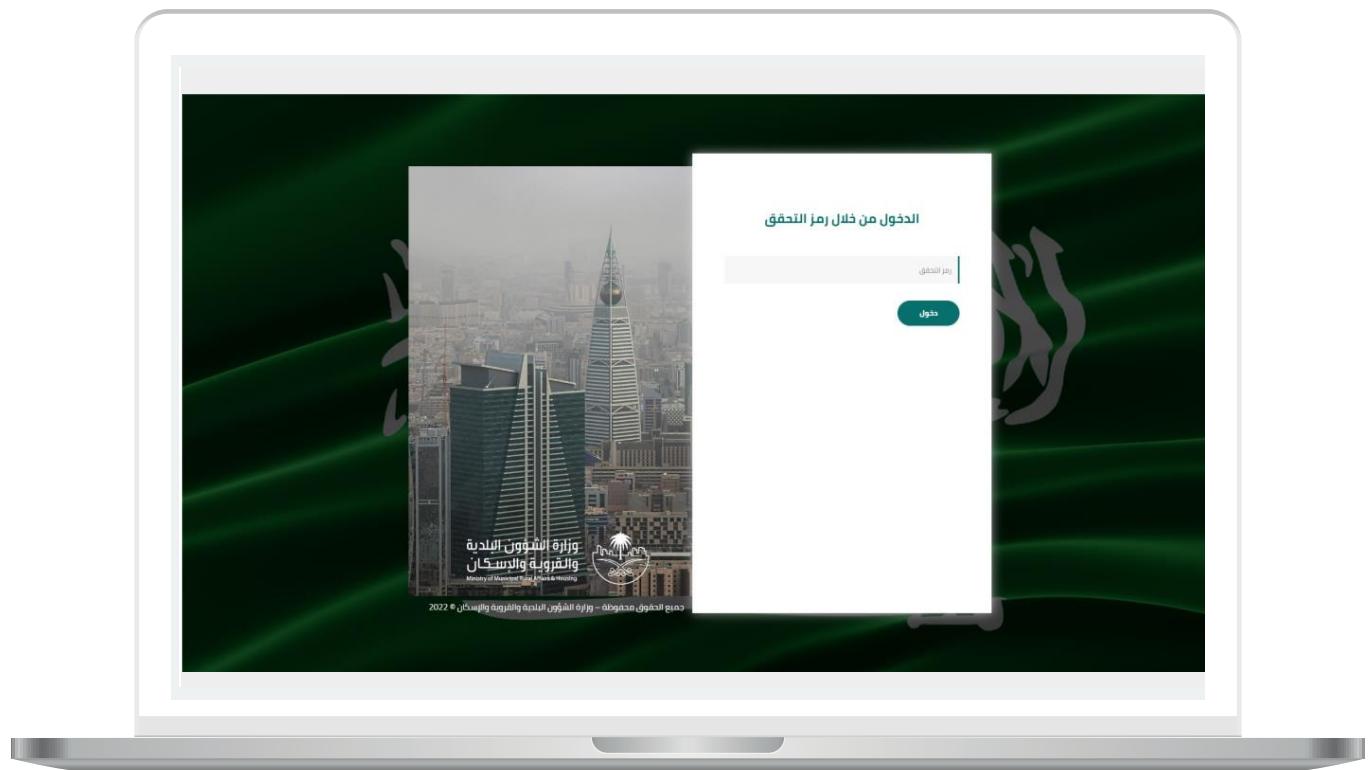
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## Log in to the System

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.

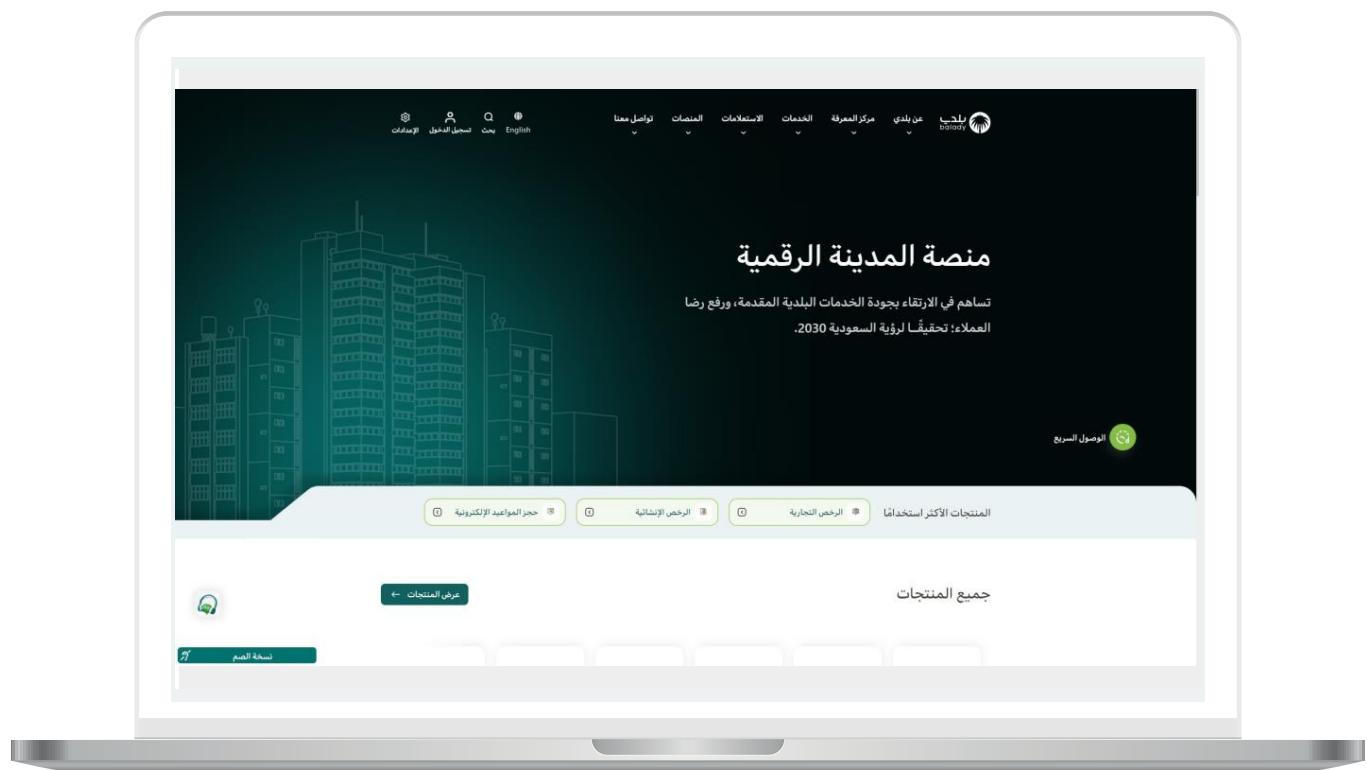


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.



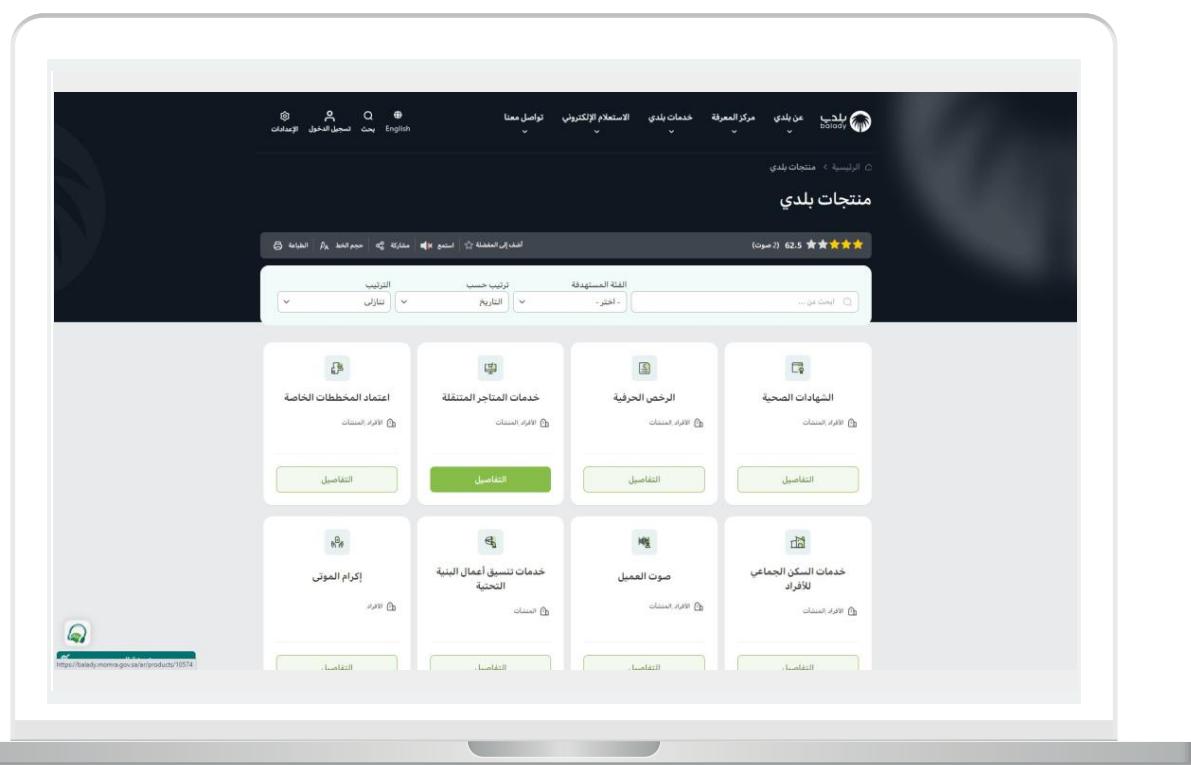
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

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

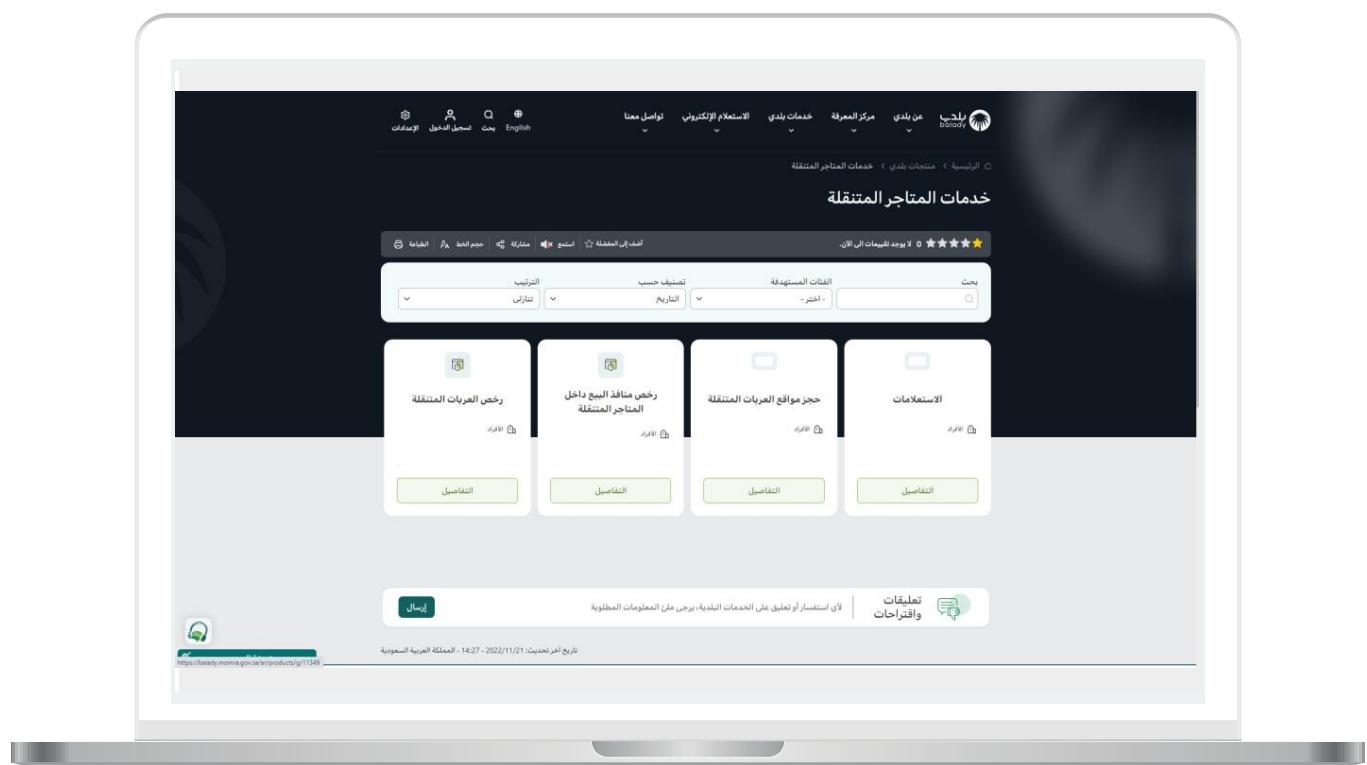


## Steps to Request the Service

- 1) To begin the application process, select **(Mobile Store Services)** as shown below.



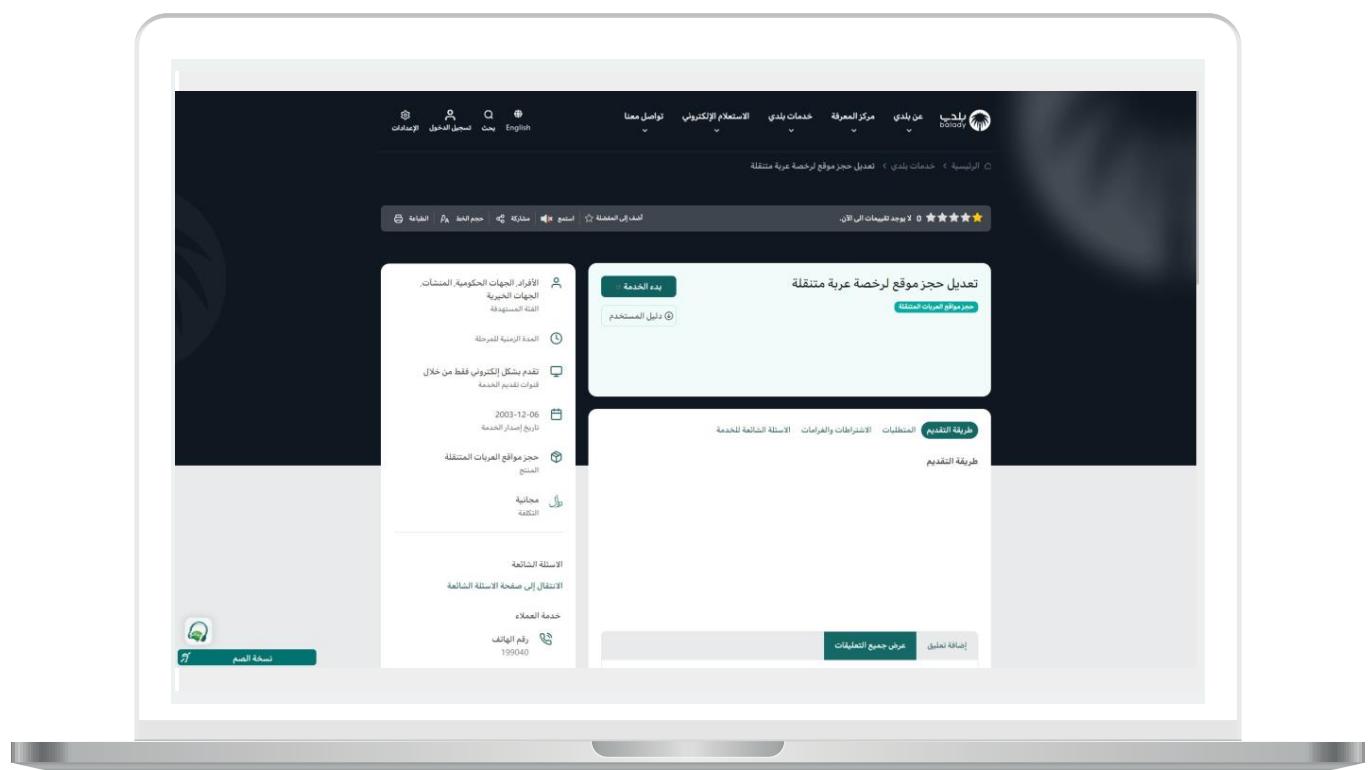
2) The following screen appears, where **(Mobile Cart Location Reservations)** is selected.



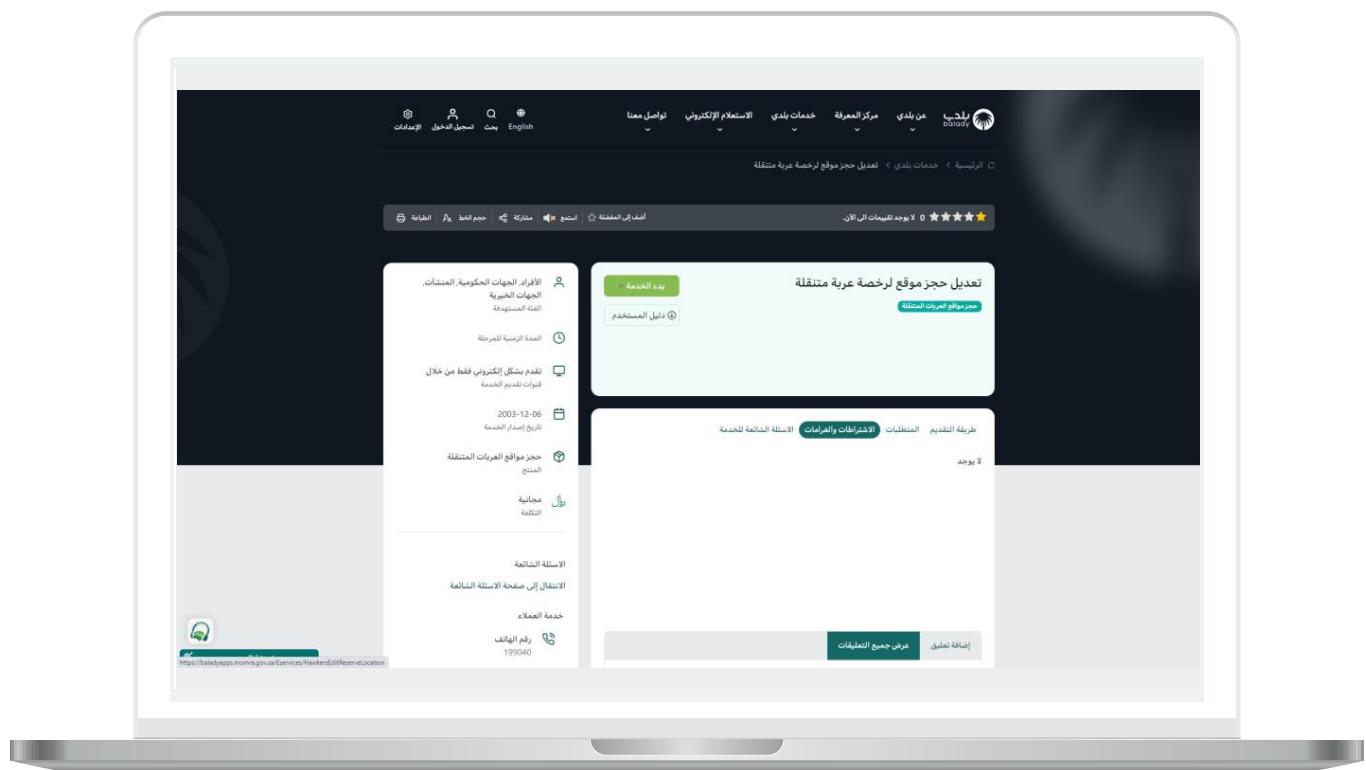
3) The next screen appears, where the user clicks the **(Details)** button under the **(Modify the Reservation of a Mobile Cart License Location)** service.



4) The following screen appears, allowing the user to review service requirements through the green menu on the right, including (How to Apply, Requirements, Conditions and Penalties, etc.).



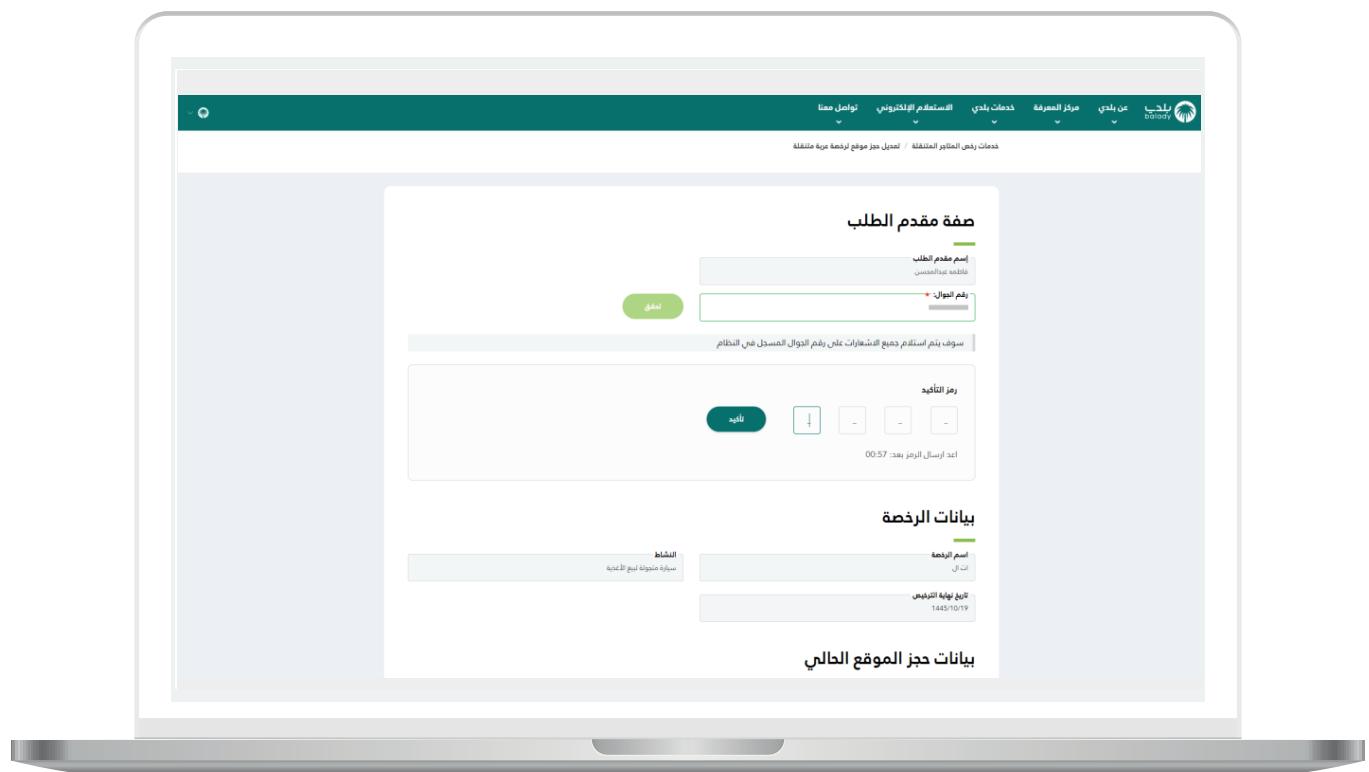
5) To start the application process, the user clicks (Start Service).



6) The next screen appears, where the user's mobile number is verified by entering the value in the **(Mobile Number)** field and clicking the **(Verify)** button.

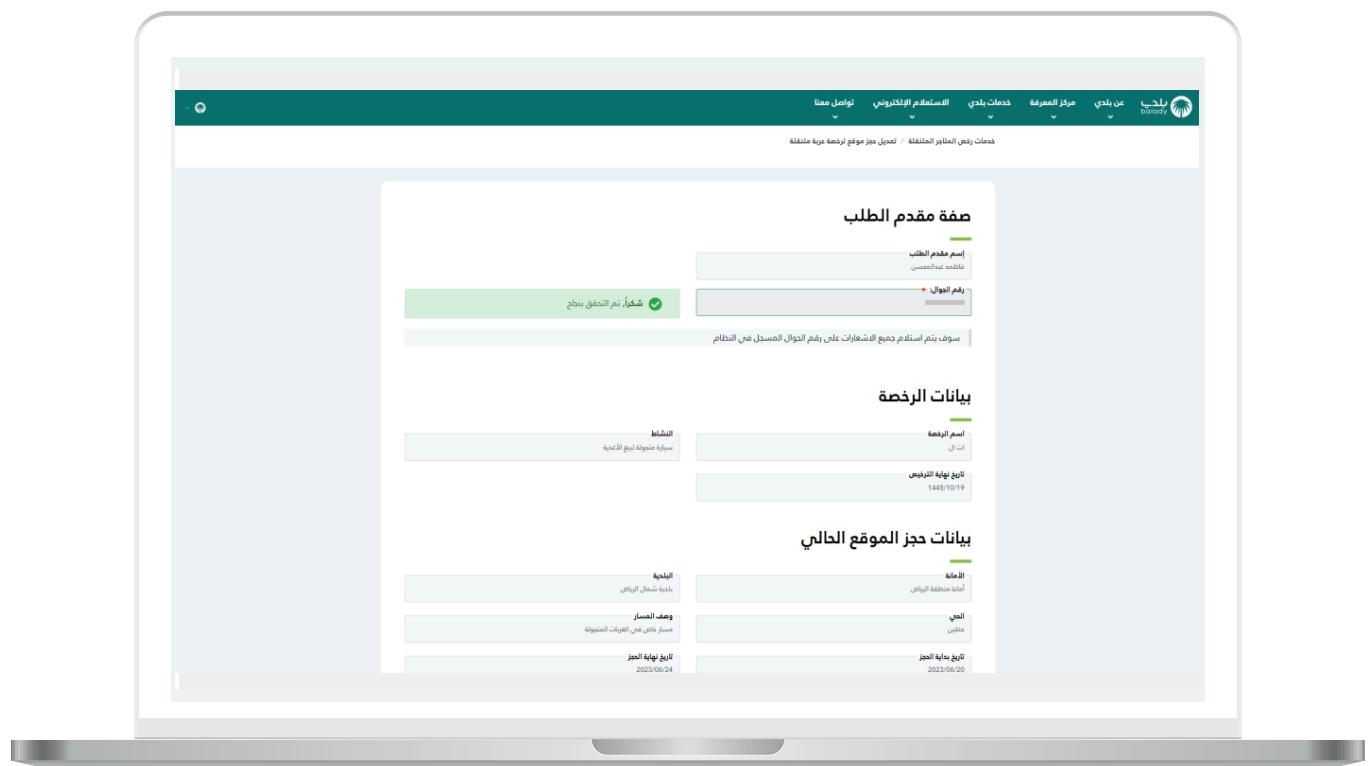
The screenshot shows a mobile application interface for modifying a mobile cart license location reservation. The top navigation bar includes links for 'خدمات بلدي' (Local Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'تواصل معنا' (Contact Us), 'خدمات بلدي' (Local Services), 'مرفر المعرفة' (Knowledge Center), 'عن بلدي' (About Local Services), and the 'بلدي' logo. The main content area is titled 'صفحة مقدم الطلب' (Requester Information Page). It contains three main sections: 'بيانات الرخصة' (License Information), 'بيانات حجز الموقعا الدالي' (Mobile Cart License Location Reservation Information), and a note at the bottom stating: 'سيُوّجّب على المخالق دفع مجموع المطالبات على رقم الدوّال الشّيكل في النّظام' (Non-compliant individuals will be required to pay the total amount in the system using the mobile cart license number). The 'بيانات الرخصة' section includes fields for 'اسم الرخصة' (License Holder Name), 'نوع الرخصة' (License Type), 'النشاط' (Business Activity), and 'نوع الموقعا' (Mobile Cart Type). The 'بيانات حجز الموقعا الدالي' section includes fields for 'البلدية' (Municipality), 'البلدة' (City), 'الشارع' (Street), 'نوع الموقعا' (Mobile Cart Type), 'العنوان' (Address), and 'نوع الموقعا' (Mobile Cart Type). The bottom of the screen shows a navigation bar with icons for 'الصفحة الرئيسية' (Home), 'الخدمات' (Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'بيانات المخالق' (Non-compliant Information), 'بيانات الموقعا' (Mobile Cart Information), and 'بيانات الموقعا الدالي' (Mobile Cart License Location Information).

7) 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.



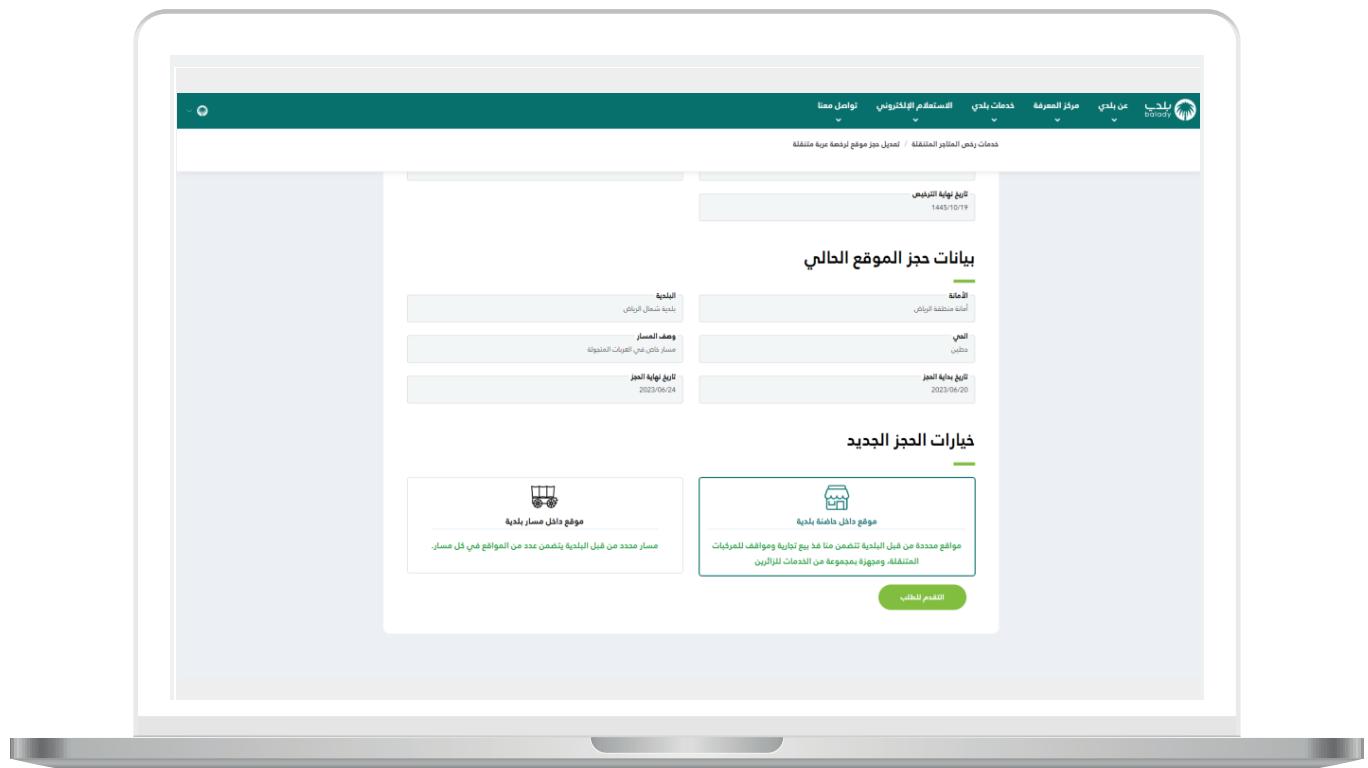
13

8) A message appears stating (**Thank you, verification was successful**), as shown on the screen below, after which the user selects the location type from the available options.

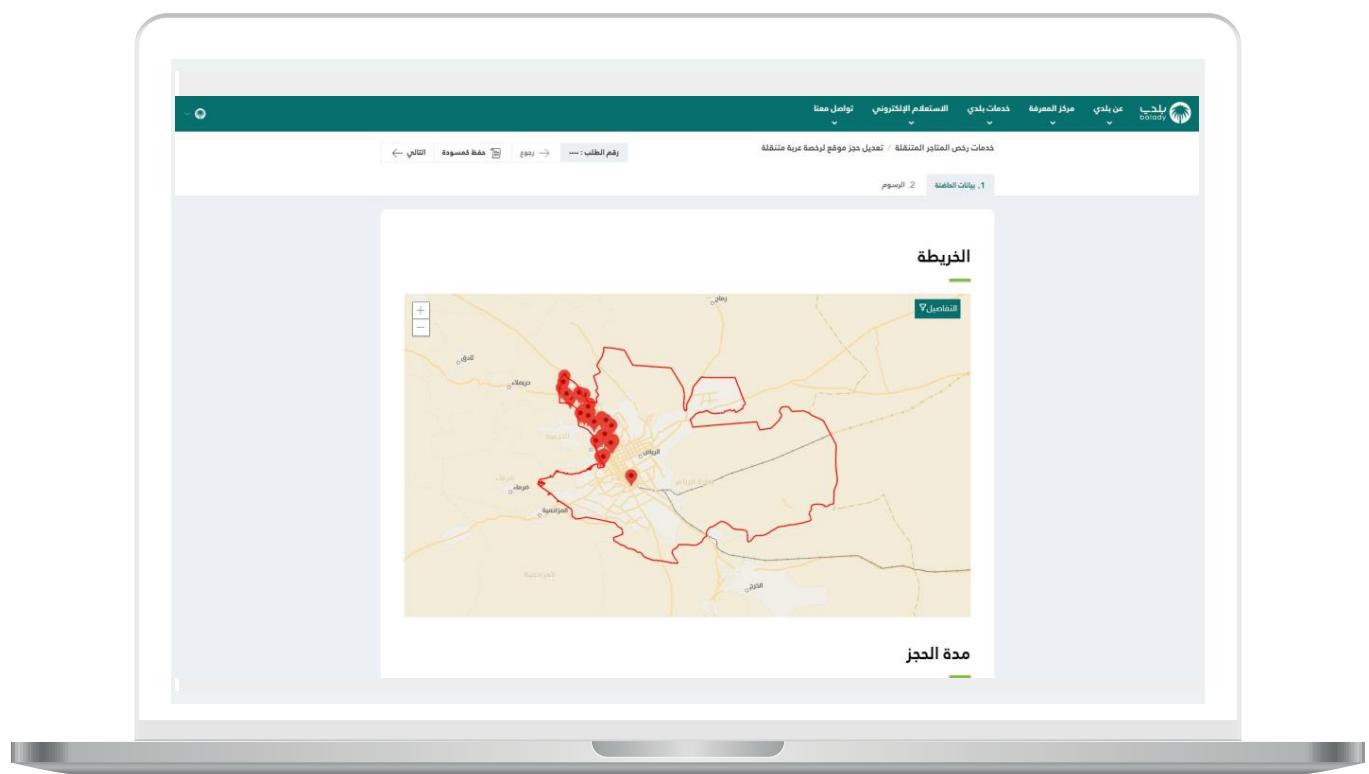


## Municipal Incubator Site

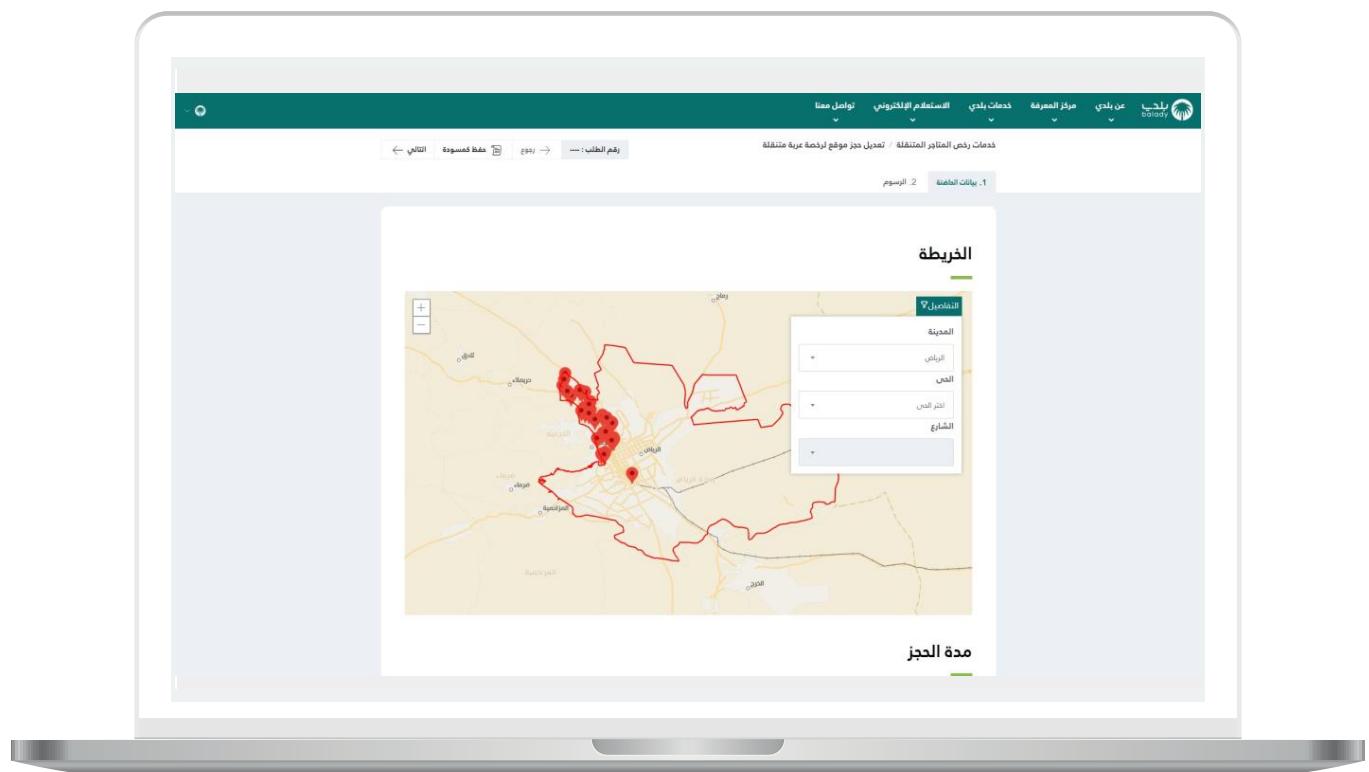
1) If the option (Municipal Incubator Site) is selected, the (Proceed with Request) button appears and must be clicked.



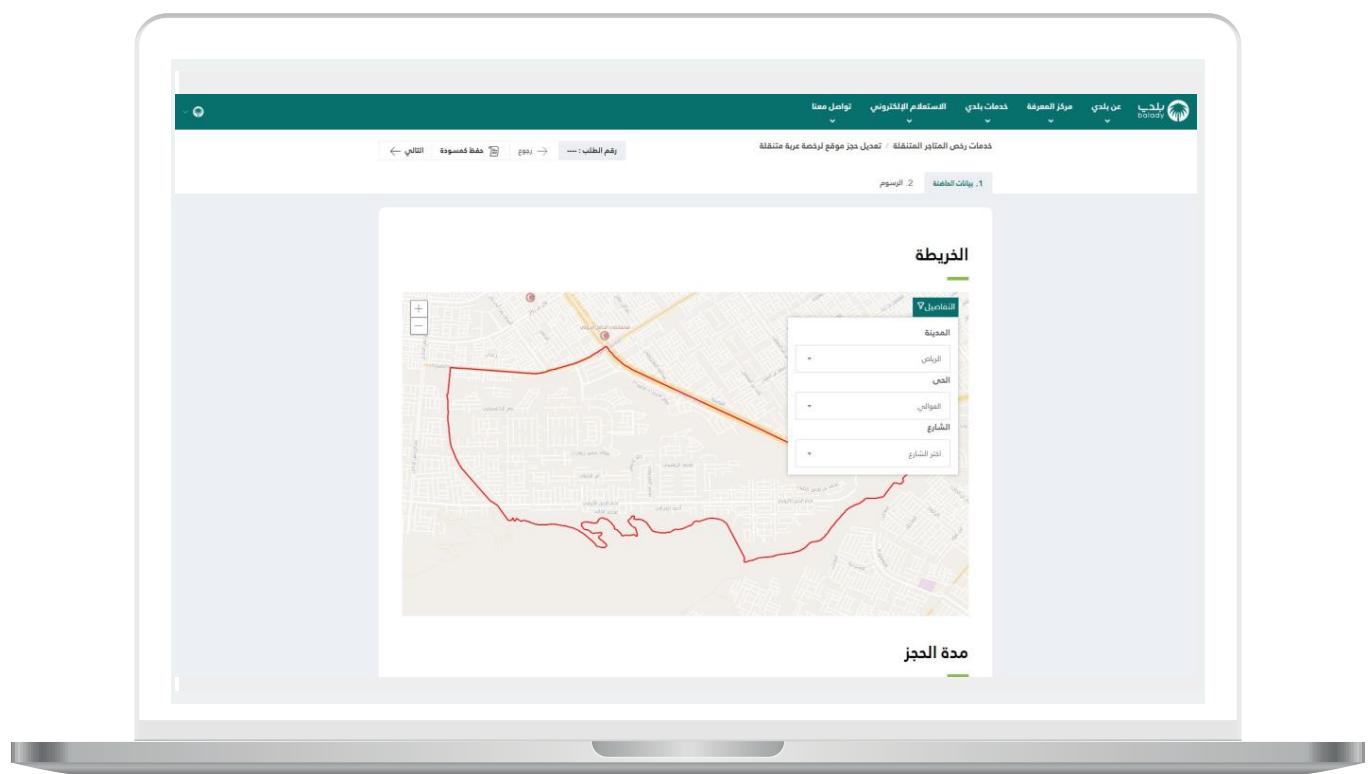
2) The next screen appears, representing the (Incubator Information) stage, where the user selects the geographic location on the map.



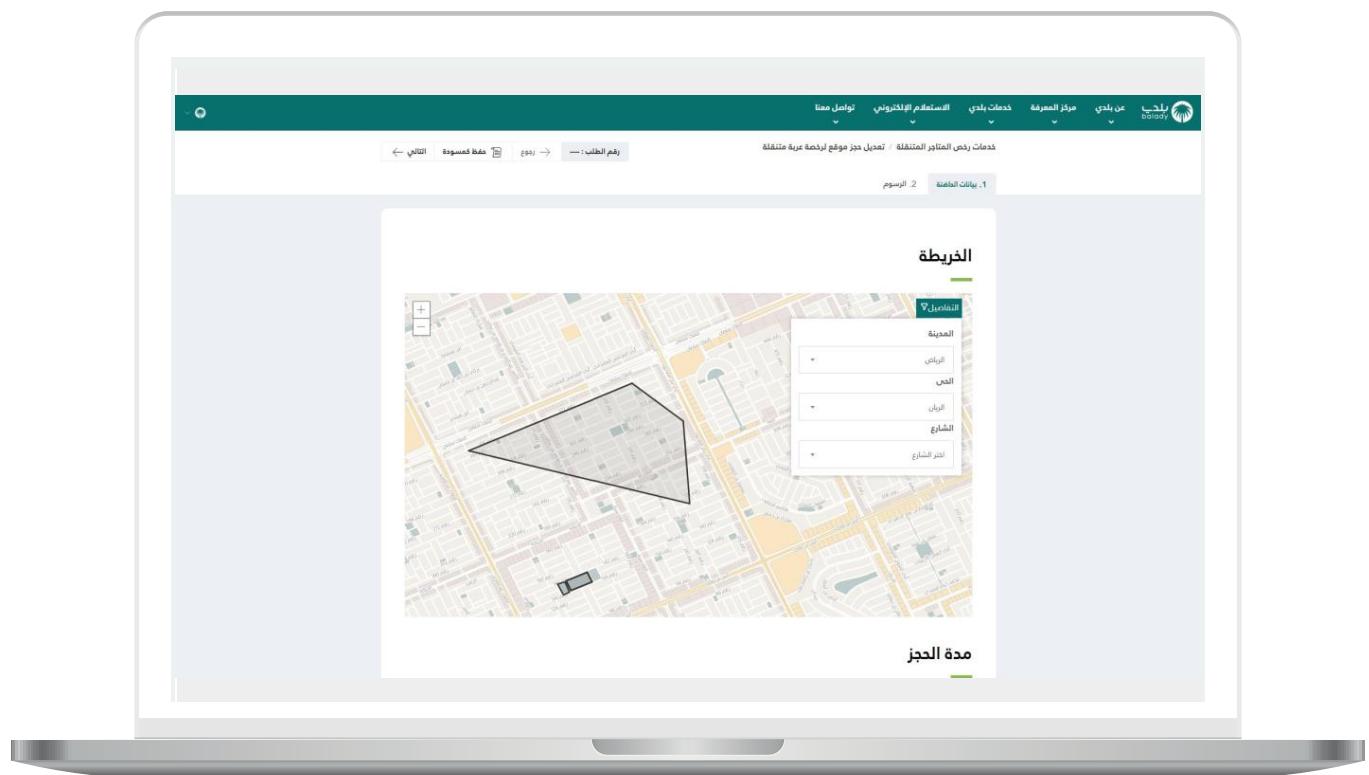
3) After clicking the (Details) button, the following fields appear and must be selected in order: (City, District, Street).



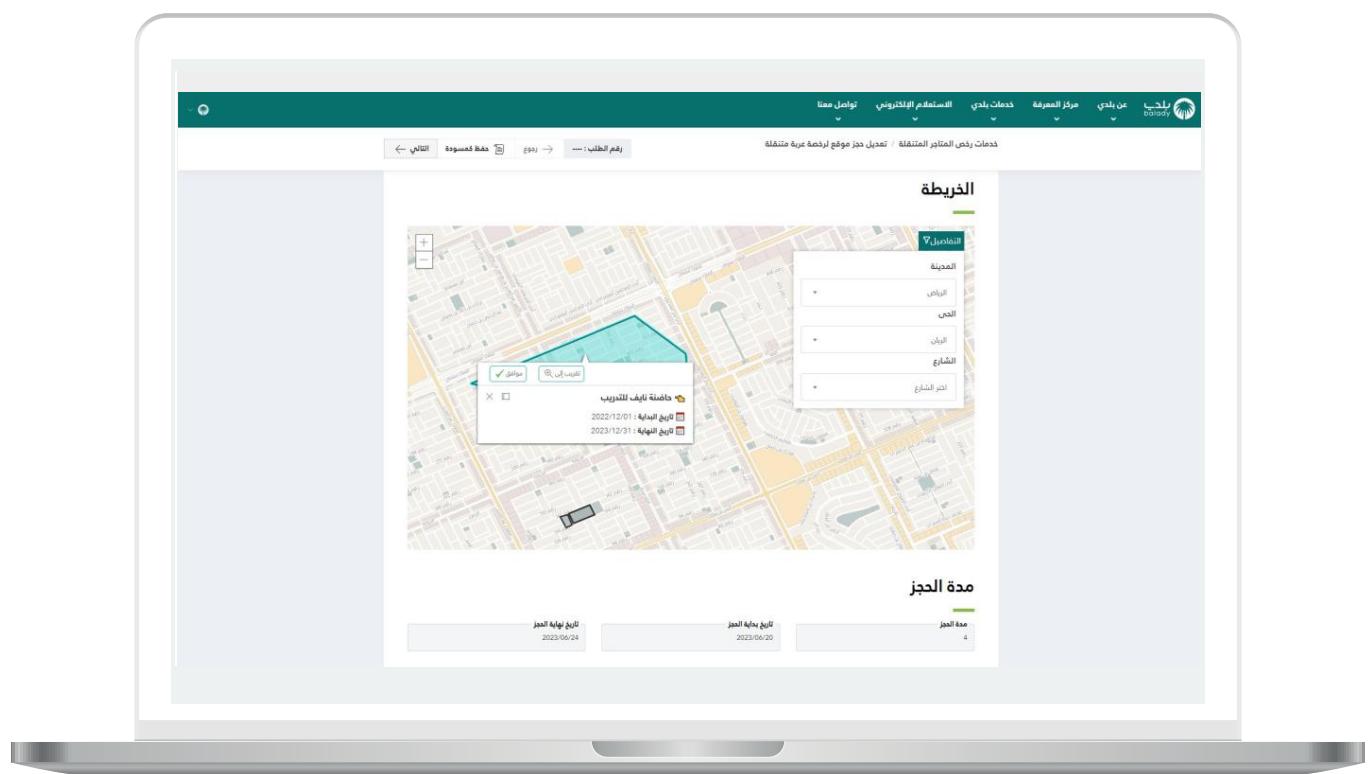
4) Once the fields are selected, the map is displayed as shown below.



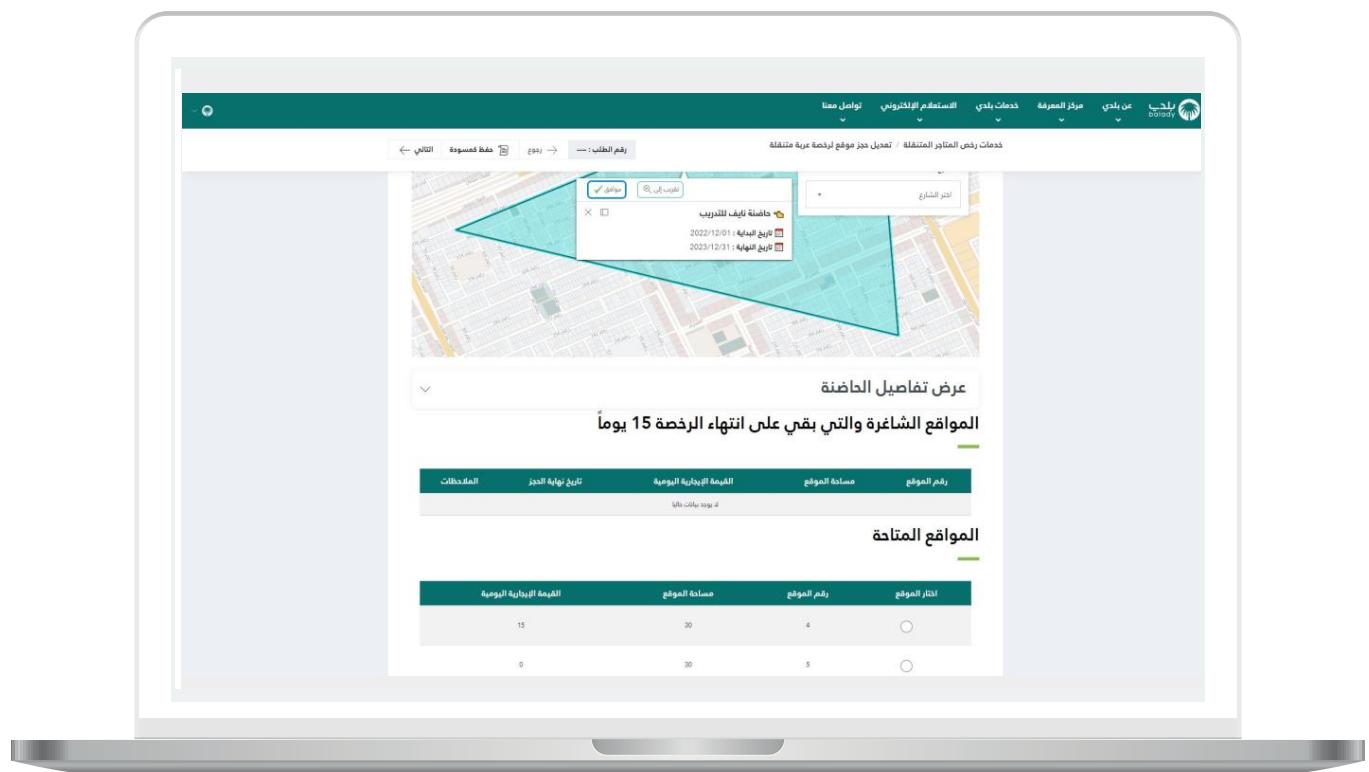
5) The desired incubator is selected, and the user clicks on it.



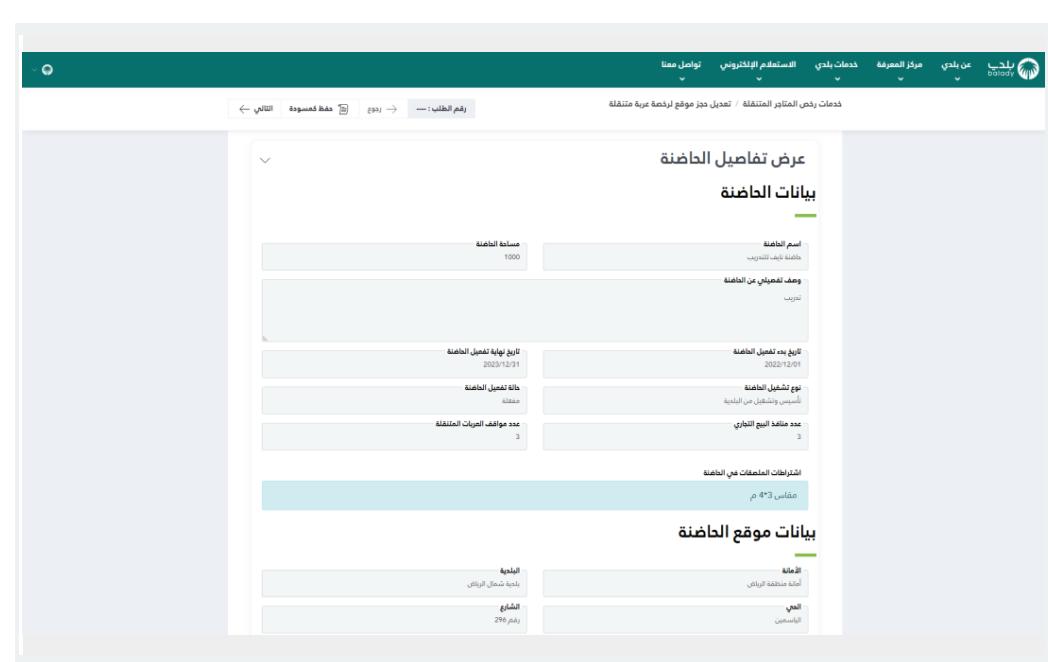
6) After selecting the incubator on the map, a clarification message appears, allowing the user to zoom in using the (Zoom In) button or confirm the location by clicking (Confirm).



7) After clicking (Confirm), details are displayed as shown below. The user can also view the incubator details by clicking (View Incubator Details).



8) The incubator information is then displayed, as shown below.



The screenshot displays a mobile application interface for modifying a mobile cart license location. The top navigation bar includes links for 'خدمات بذري' (Services), 'خدمات بلدي' (Local Services), 'مركز المعرفة' (Knowledge Center), 'عن بلدي' (About), and the 'بلدي' logo. The main content area shows a list of incubators, with the first one selected. The selected incubator's details are displayed in a card format:

بيانات الحاضنة	
نوع تأهيل الحاضنة	مختبر
اسم الحاضنة	مختبر بذري للتدريب
موعد تعميل من الحاضنة	تم تعميل
تاريخ نهاية تعميل الحاضنة	2023-12-01
نوع تأهيل الحاضنة	تأهيل وتنشيل من البلدية
ناد تأهيل الحاضنة	بلدية
عدد مواقف السيارات المتنقلة	3
عدد منافذ البيع التجاري	3
اشتراطات المحتفظات في الحاضنة	
مقياس 4*3 م	

Below this, another card displays the location details:

بيانات موقع الحاضنة	
البلدية	أئمة منطقة الرياض
الشارع	العنوان
رقم 296	الاسم

9) The user selects the location from the available locations table.

Then, the dropdown lists for (ISIC Activity) and (Detailed Activity) are selected sequentially. The user then clicks the (Next) button to proceed.

خدمات رخص المترader المتنقلة / تعدل رخص موقع لرخصة عربة متنقلة

الرقم	العنوان	المنطقة	الرقم	الحالة
15	الشارع السادس	المنطقة الخامسة	30	مأهولة
0	الشارع السادس	المنطقة الخامسة	30	مأهولة
10	الشارع السادس	المنطقة الخامسة	30	مأهولة

بيانات النشطة

النشاط التمهيلي \*

البيع بالتجزئة لمستلزمات المطبخة والمنزلية داخل محلات المطبخة

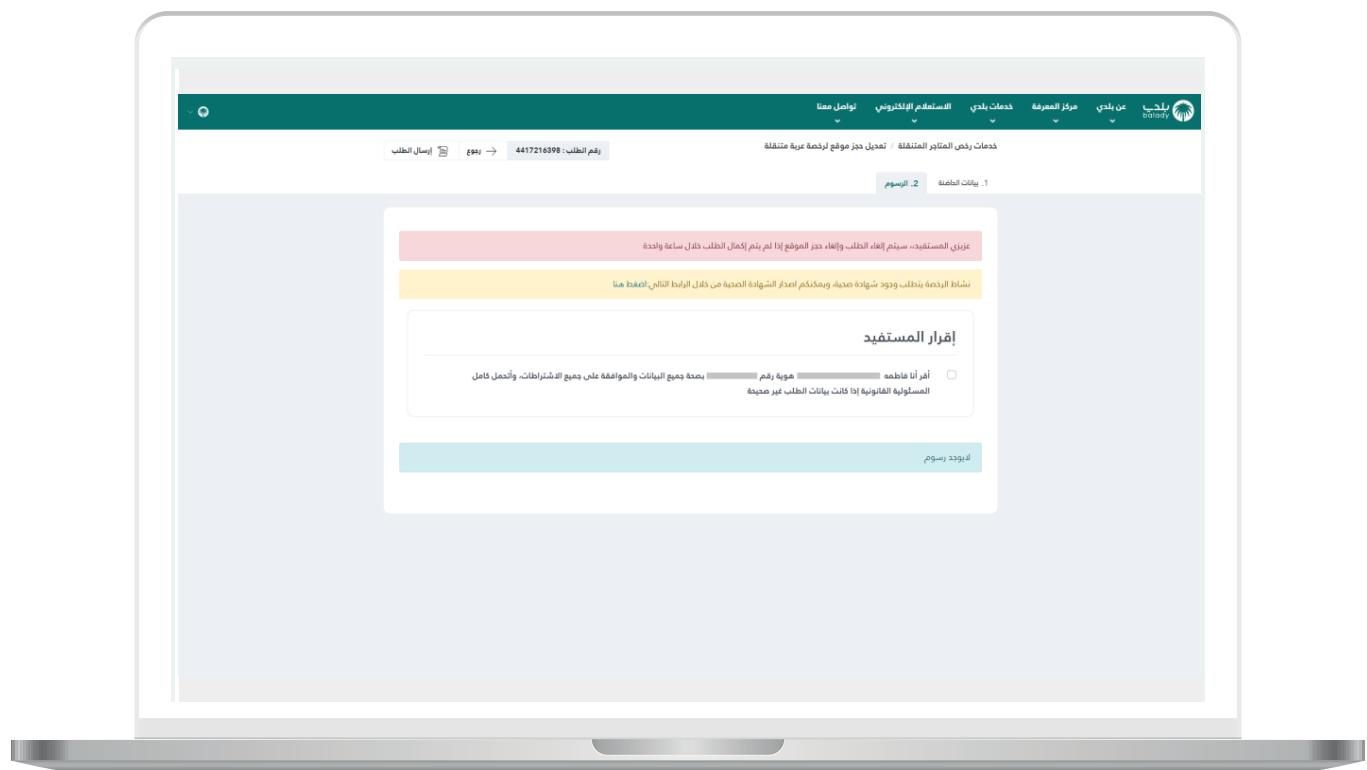
بيانات النشطة

النشاط التمهيلي \*

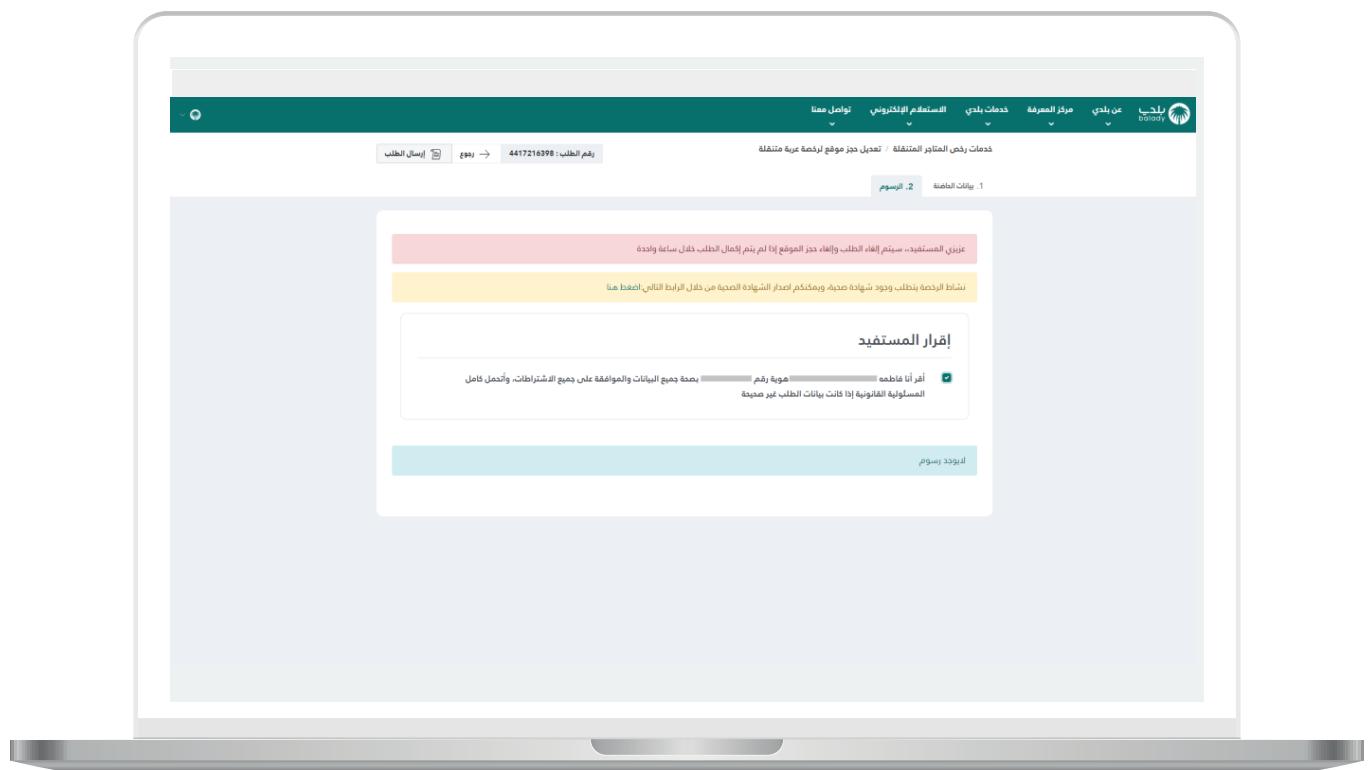
البيع بالتجزئة لمستلزمات المطبخة والمنزلية داخل محلات المطبخة

مدة الحجز

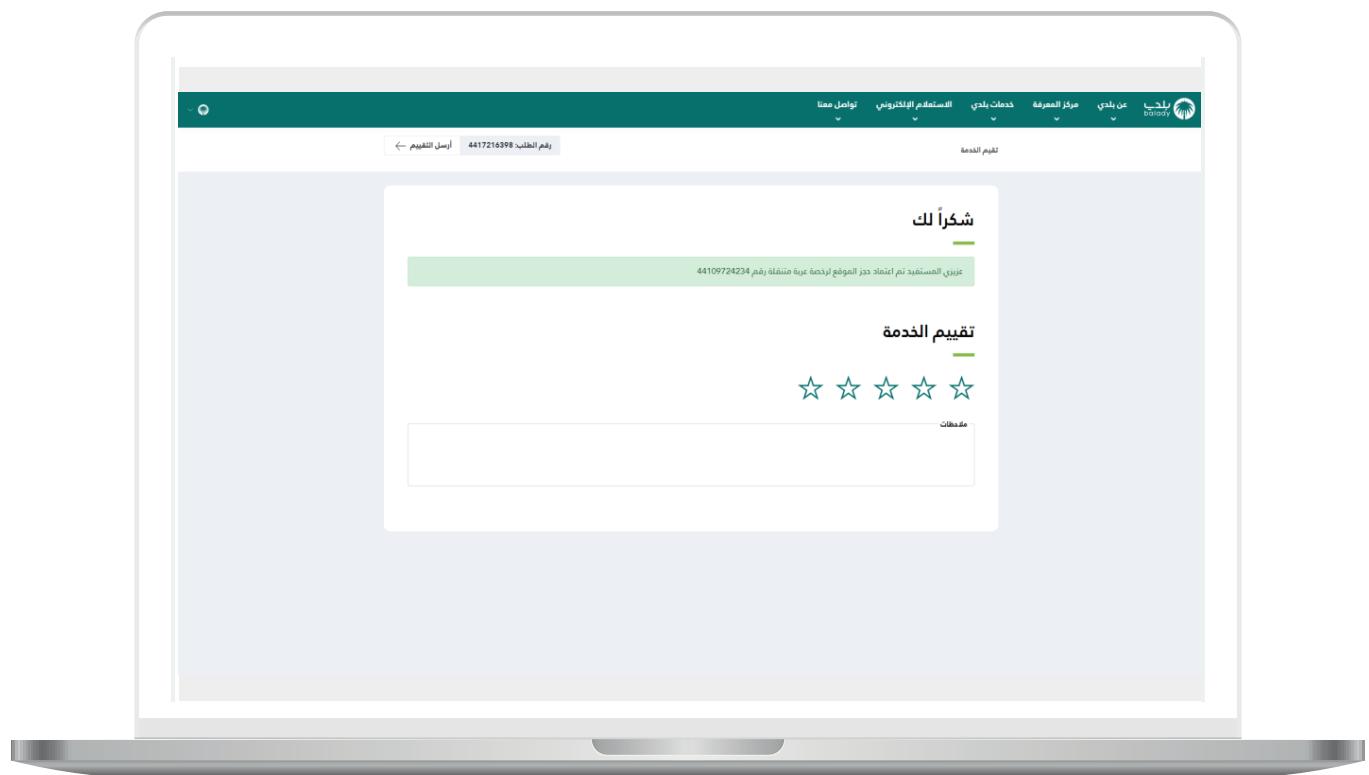
10) The user is directed to the (Fees) stage, where the declaration is agreed upon.



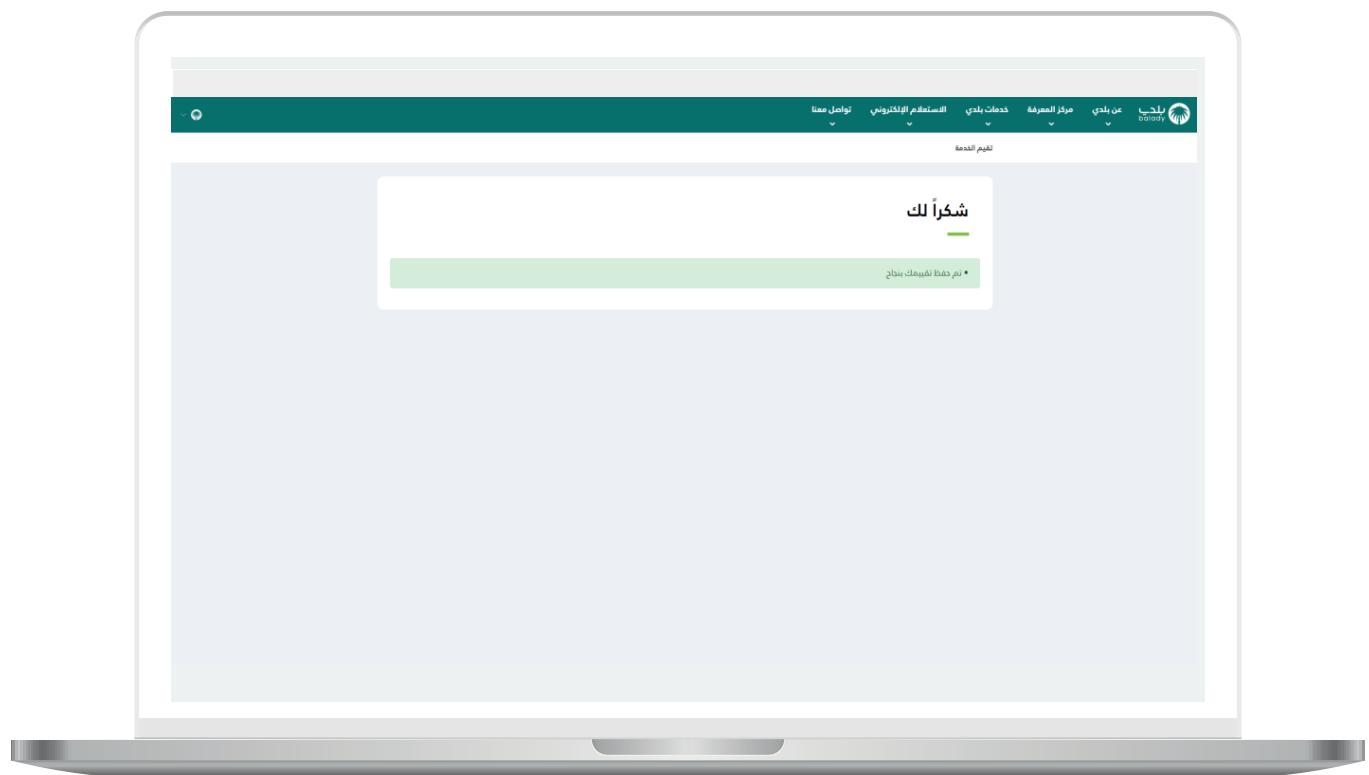
11) The user then clicks (Submit Request).



12) After the request is submitted, the user can evaluate the service by selecting the number of stars displayed, entering comments in the (Notes) field, and then clicking the (Submit Evaluation) button.

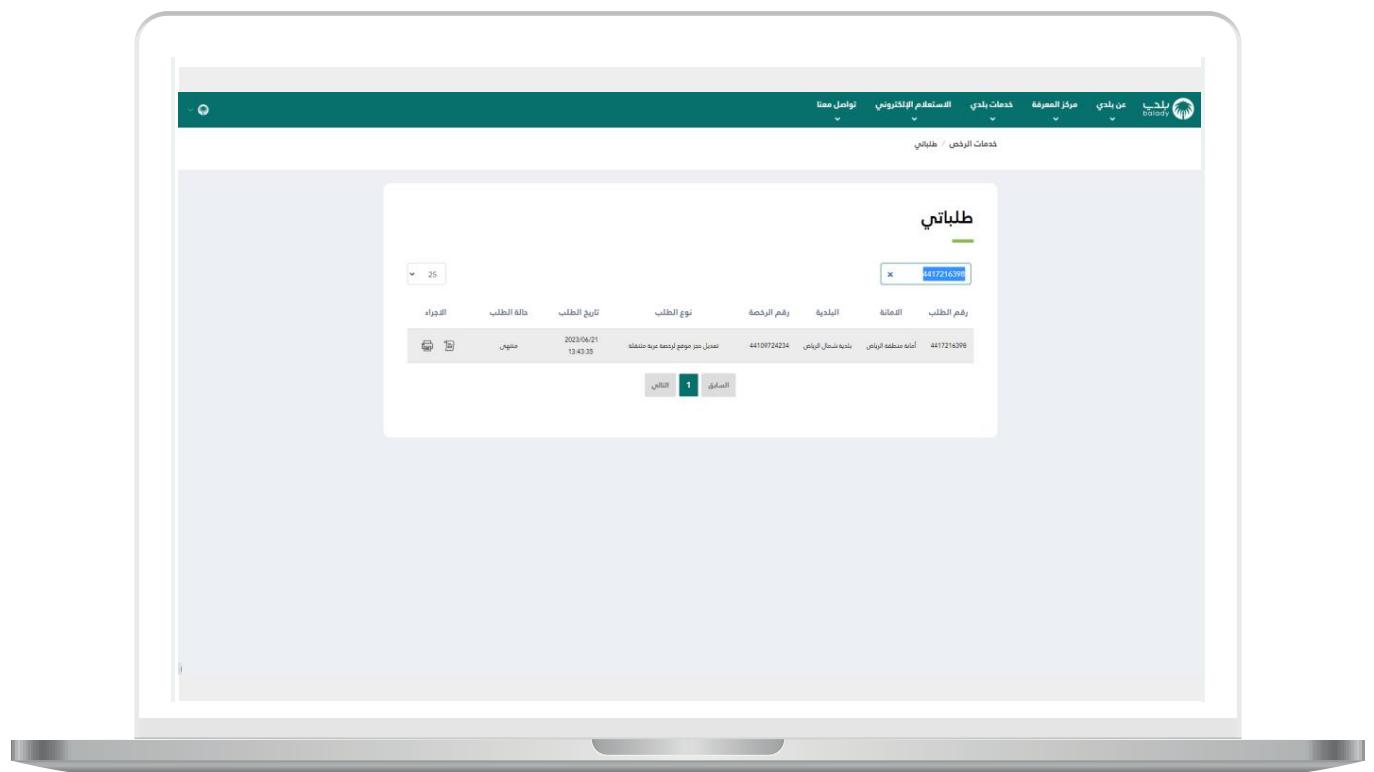


13) The evaluation is successfully saved, and a confirmation message is displayed.

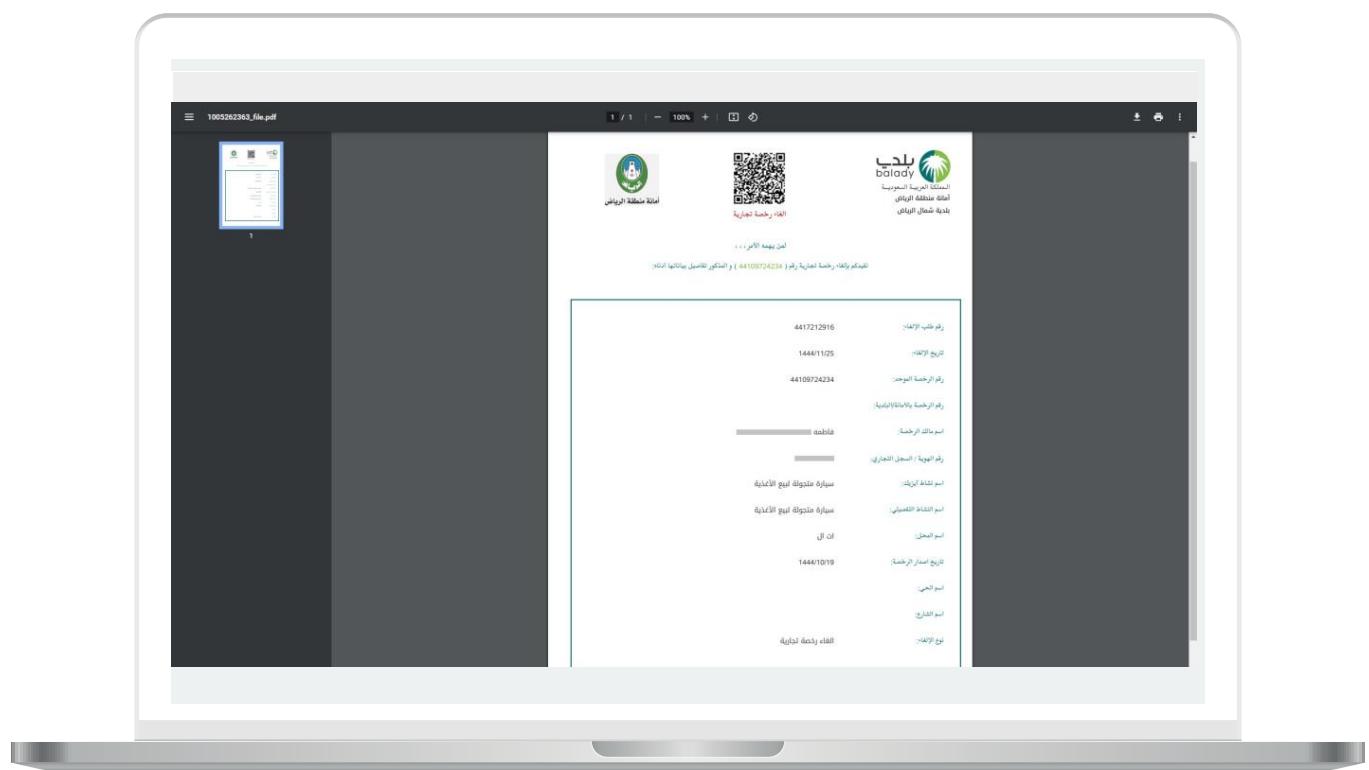


14) The user is then directed to the **(My Requests)** screen, as shown below, where they can track the request, which will have the status **(Completed)**.

The request can be printed by clicking the printer icon in the **(Action)** column.

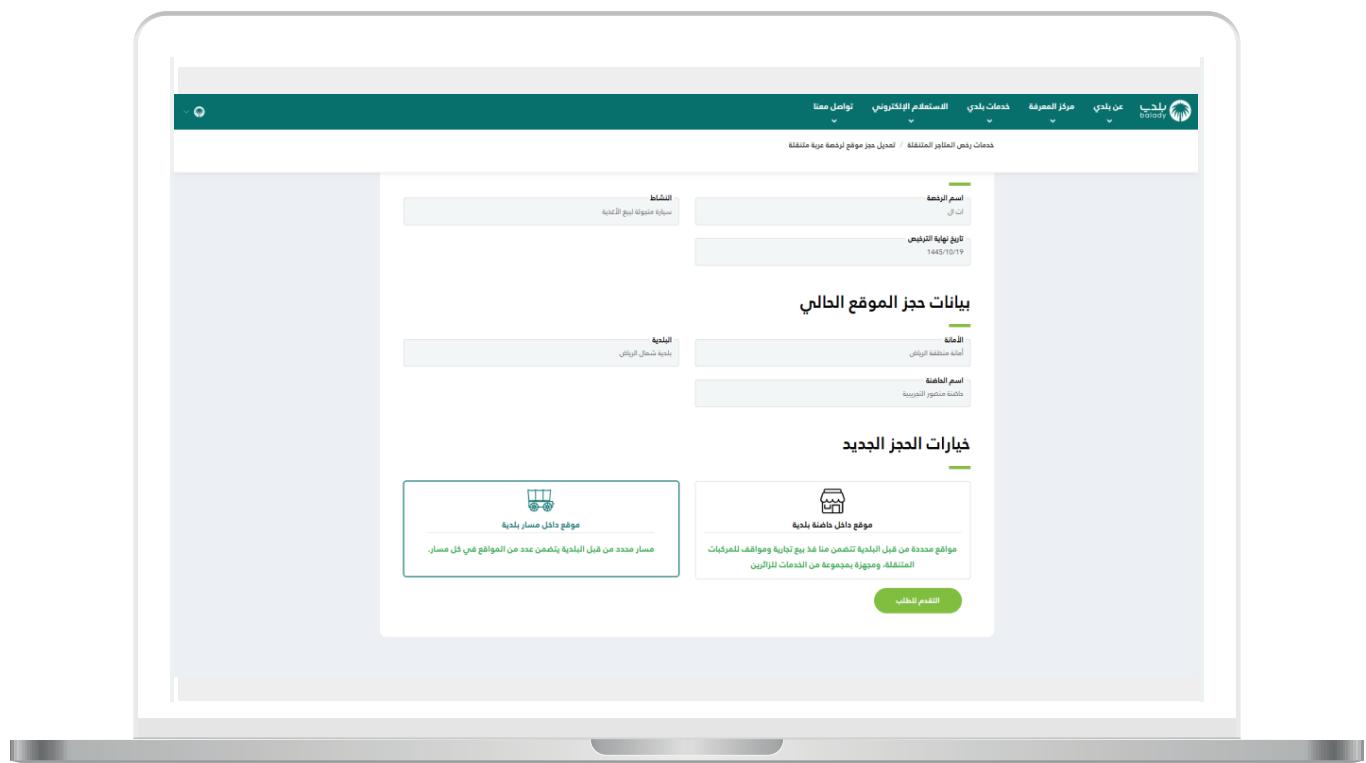


15) The form is then displayed as shown below.

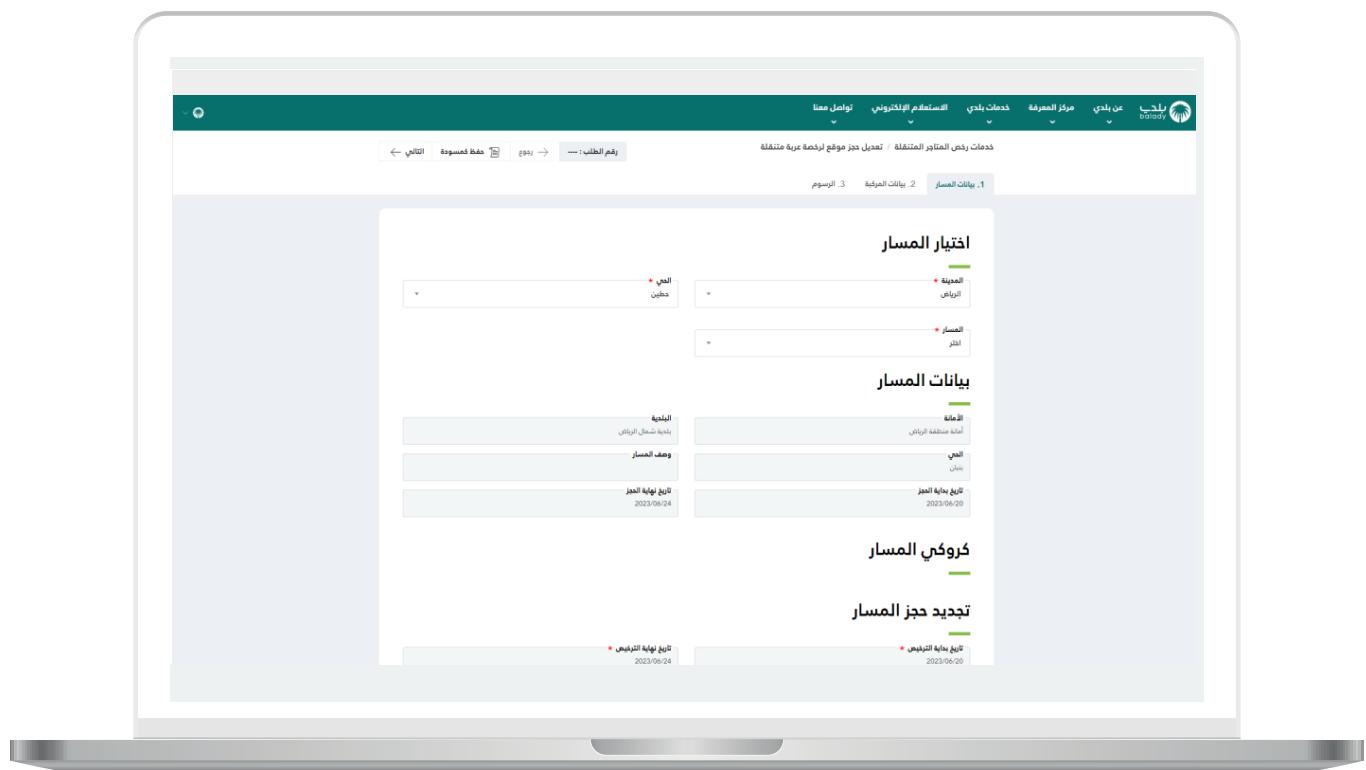


## Municipal Route Site

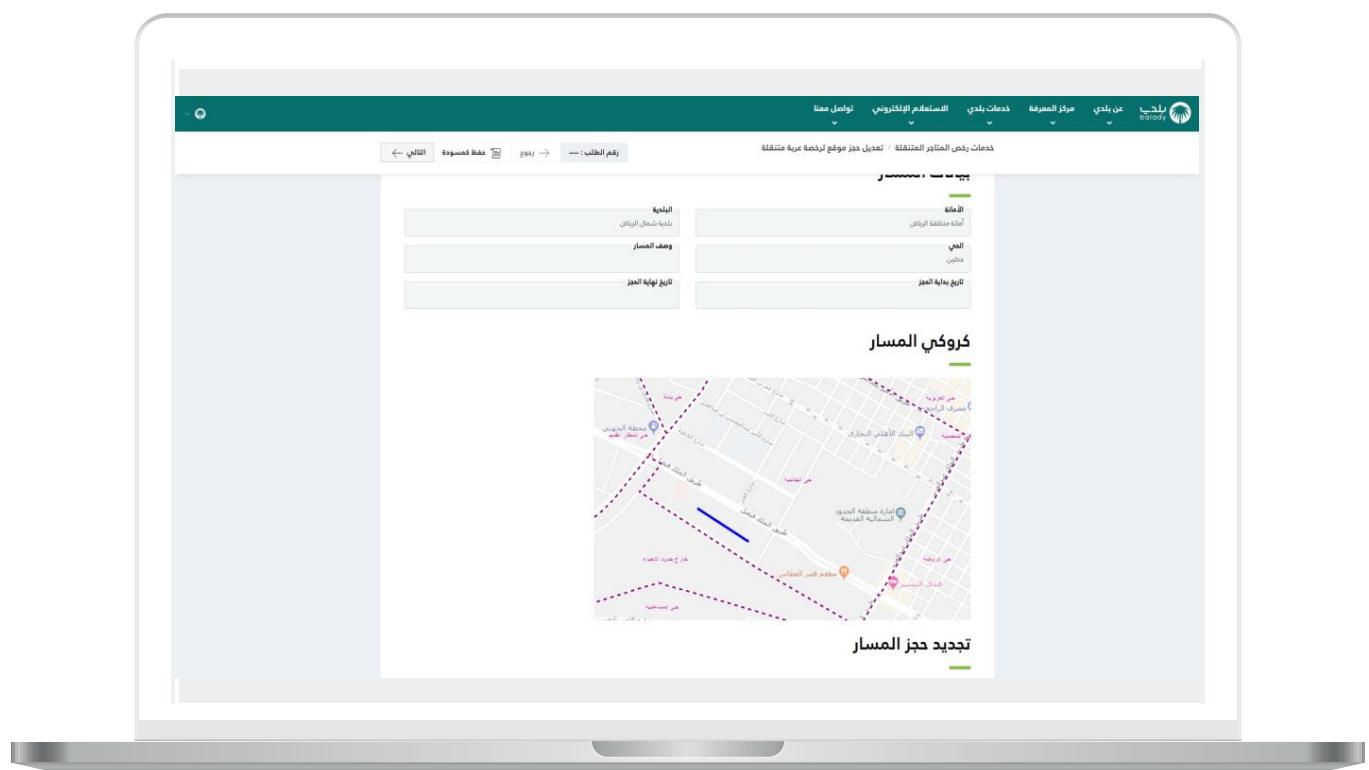
1) If the option (Municipal Route Site) is selected, the (Proceed with Request) button appears and must be clicked.



2) The next screen appears, representing the (Route Information) stage, where the user selects the geographic location by choosing values from the following dropdown lists sequentially: (City, District, Route).

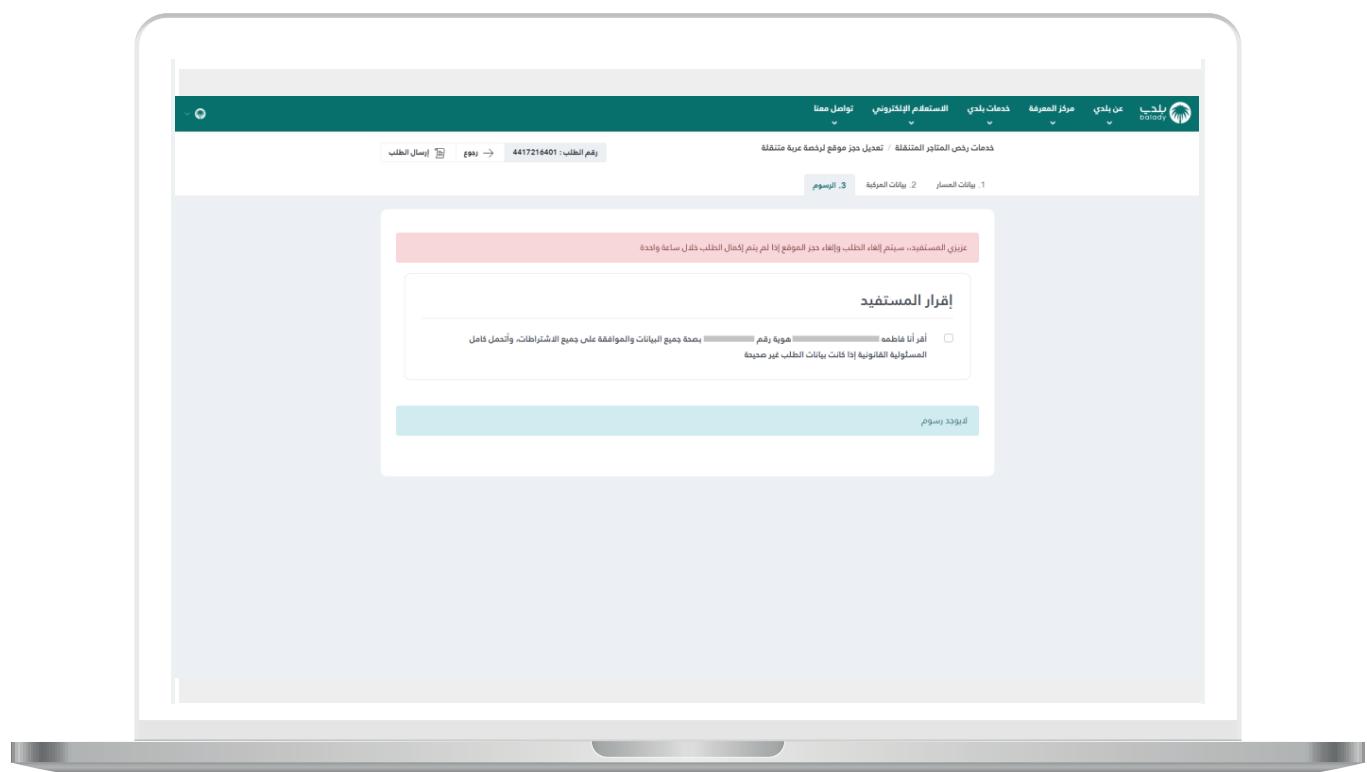


3) The route sketch is then displayed on the map, as shown below, and the user clicks the **(Next)** button to proceed.

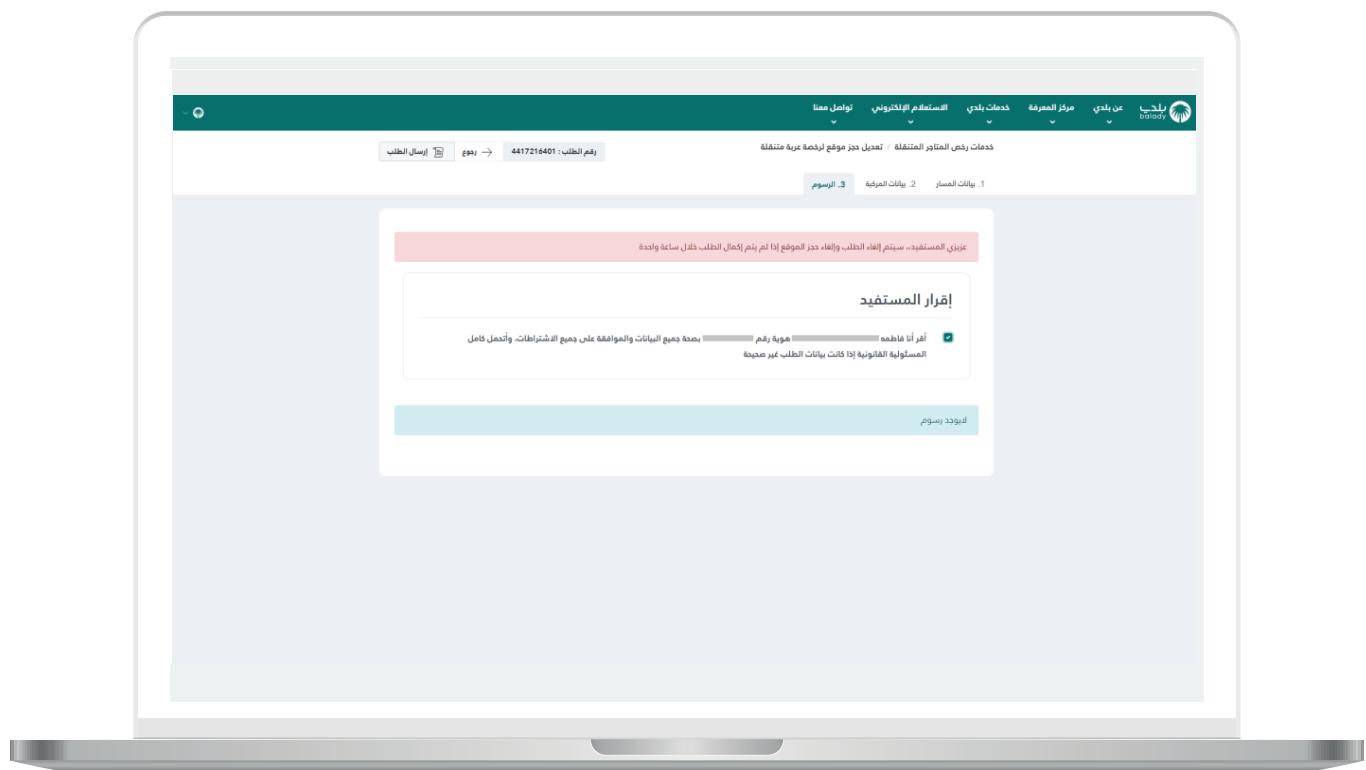


4) The user is directed to the (Vehicle Information) stage and clicks the (Next) button to continue.

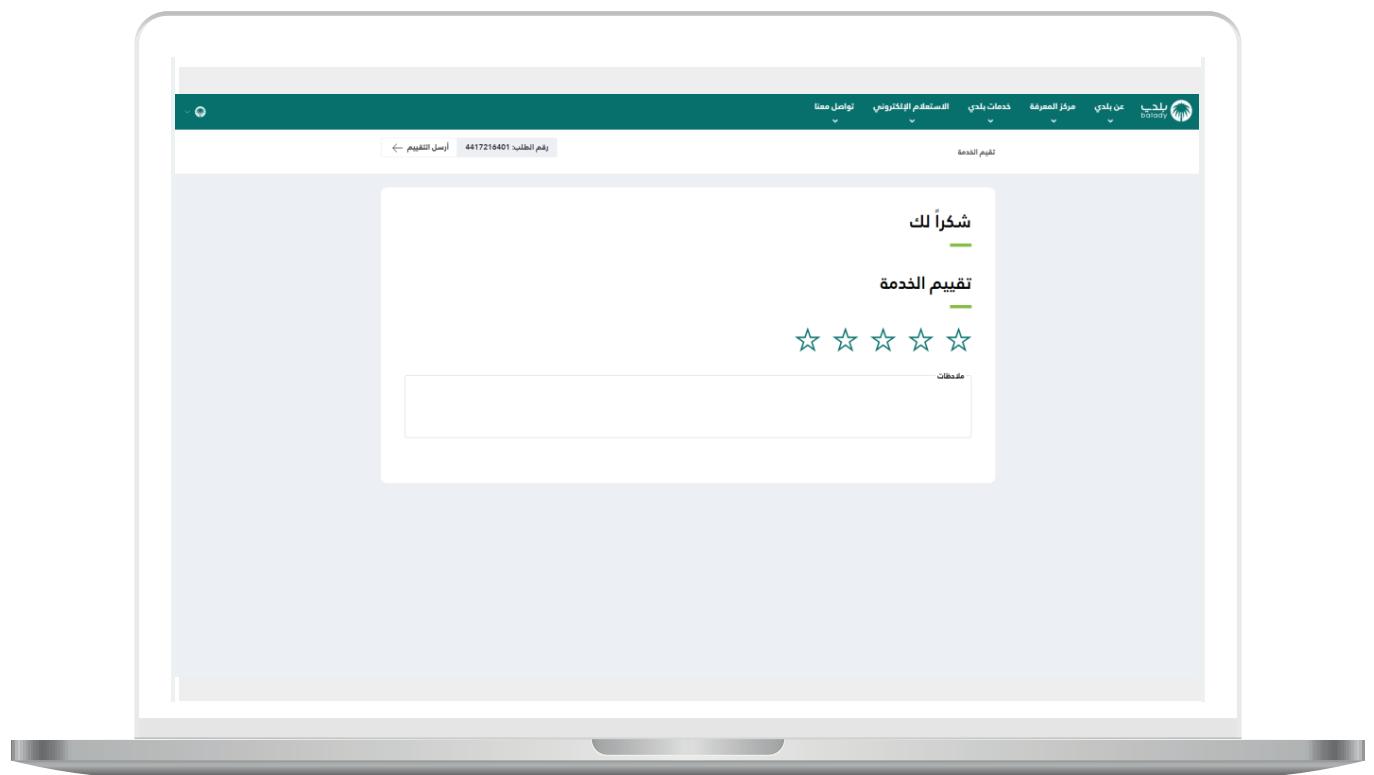
5) The user is directed to the (Fees) stage, where the declaration is agreed upon.



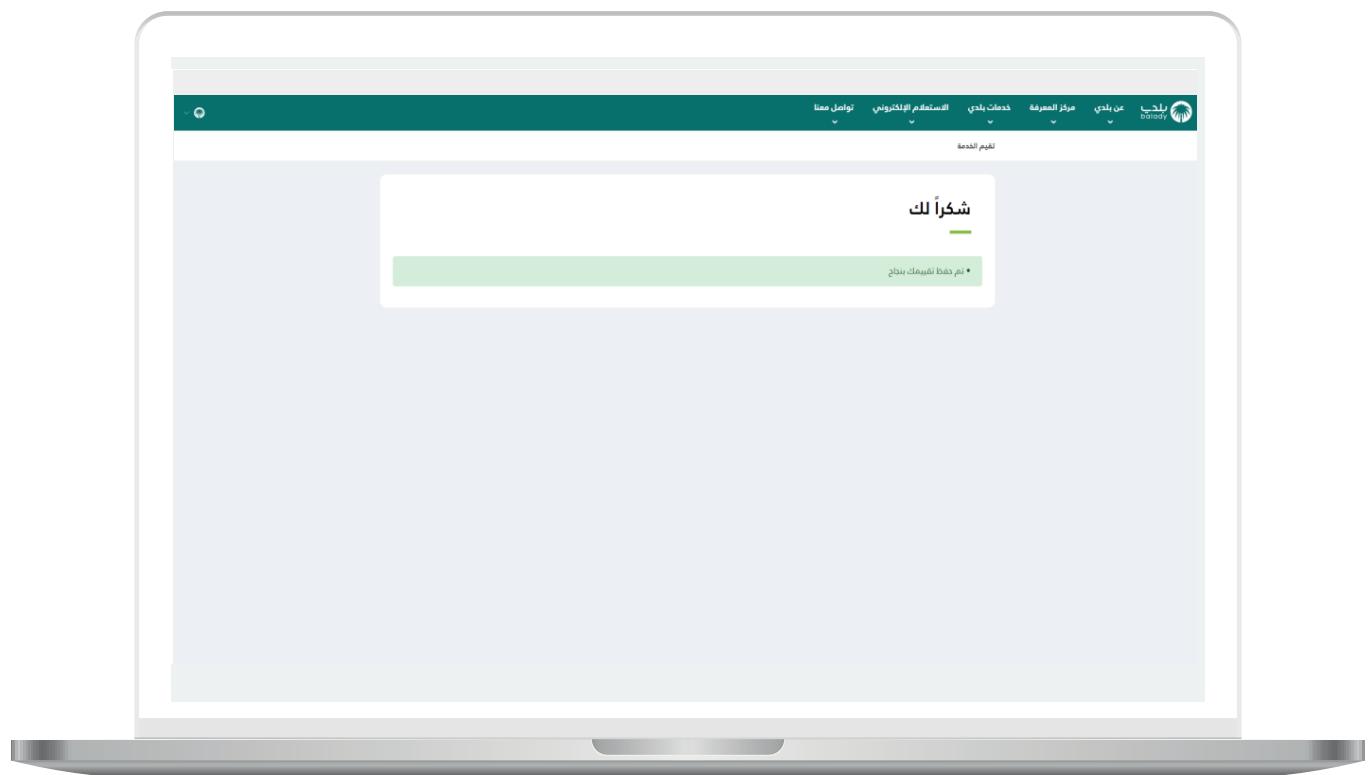
6) The user then clicks (Submit Request).



7) The user is then allowed to rate the service by selecting the number of stars shown and entering comments in the **(Comments)** field before clicking the **(Submit Evaluation)** button.

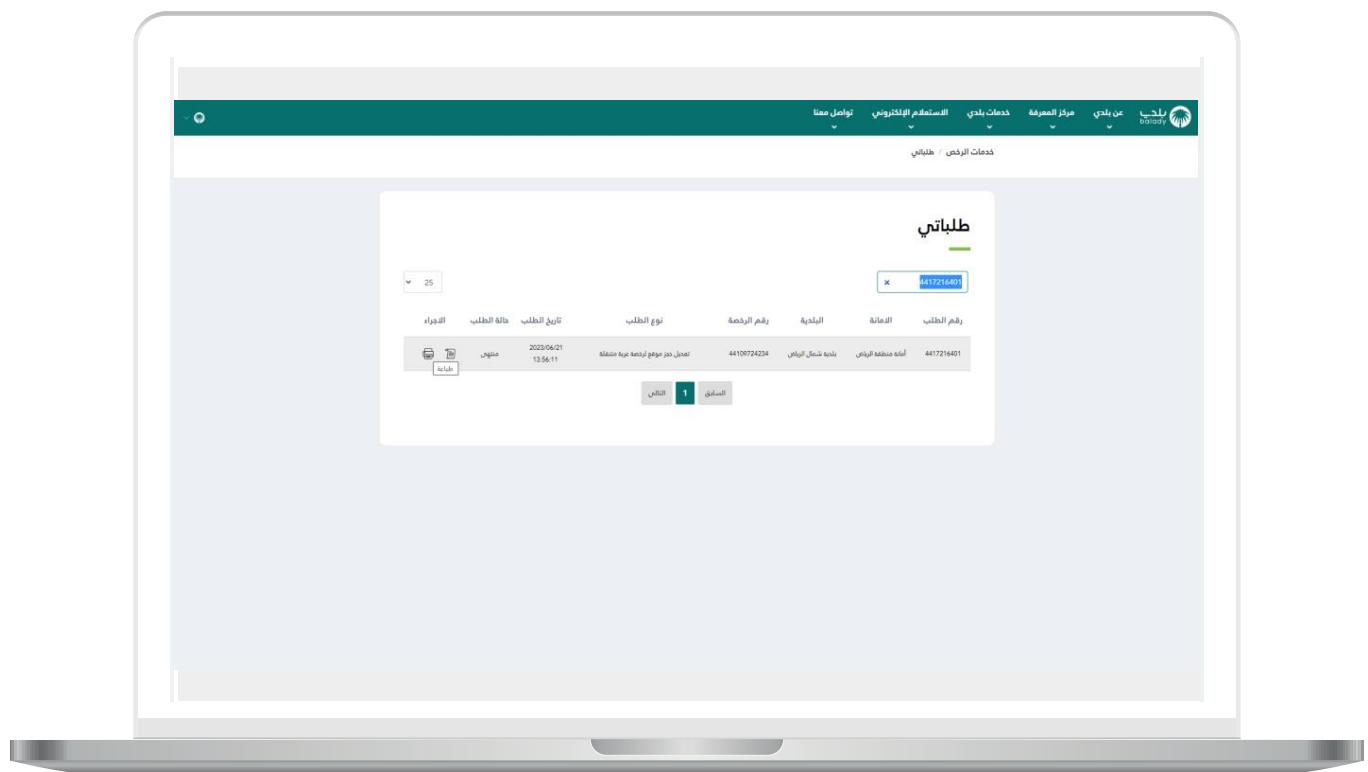


8) The evaluation is successfully saved, and a confirmation message is displayed.

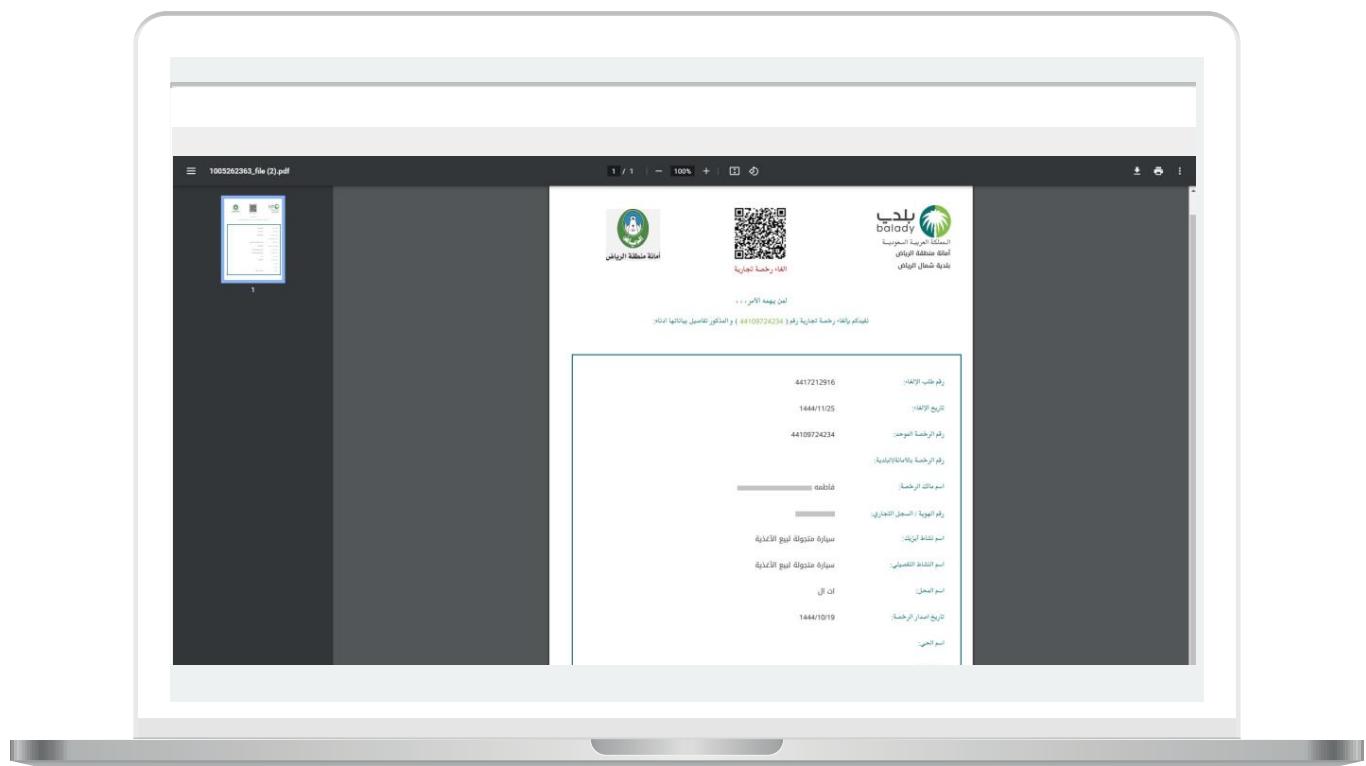


9) The user is then directed to the **(My Requests)** screen, as shown below, where they can track the request, which will have the status **(Completed)**.

The request can be printed by clicking the printer icon in the **(Action)** column.



10) The form is then displayed as shown below.



📞|199040 Direct Contact Number  
🐦|@Balady\_CS Customer Service