

# Dubai Engineering Qualification System

Supporting Services

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## 1. Overview

Through this guide, you will learn how to perform many supporting services in Dubai Engineering Qualification System such as creating an account, signing in, modifying user data and others.

### 1.1 About Dubai Engineering Qualification System

Within the framework of the responsibilities of the consultants and contractors qualification section towards individuals and establishments working in the construction sector, the **Dubai Engineering Qualifications** system provides many services to technical staff, consultancy offices, contracting corporates, and manufacturers & suppliers of building materials operating in the emirate to improve the level of engineering works and ensure the highest quality of buildings and projects and one of them is the Supporting Services..

### 1.2 The Target Audience (Customers)

Through this system, the following categories will be able to perform the services:

#### 1.2.1 Individuals

Where you can learn how to create an account for an Emirati citizen, a resident, and an individual living outside UAE. You can also learn how to sign in to your account, and how to perform different supporting services, the functions of the Dashboard related to Individuals.

#### 1.2.2 Corporates

You can learn how to create a new account for your corporate, and sign in to its account, switch between your corporate account and personal profile, search notifications, requests, view projects, practice permit, and much more.

#### 1.2.3 Other Parties

Within the framework of organizing and unifying the mechanisms and systems of work in the Constructions sector, and based on the comprehensive responsibility of Dubai Municipality for planning and construction work in all regions of Dubai, except for the free zones and the MOU signed with the Dubai Technology and Media Free Zone, the

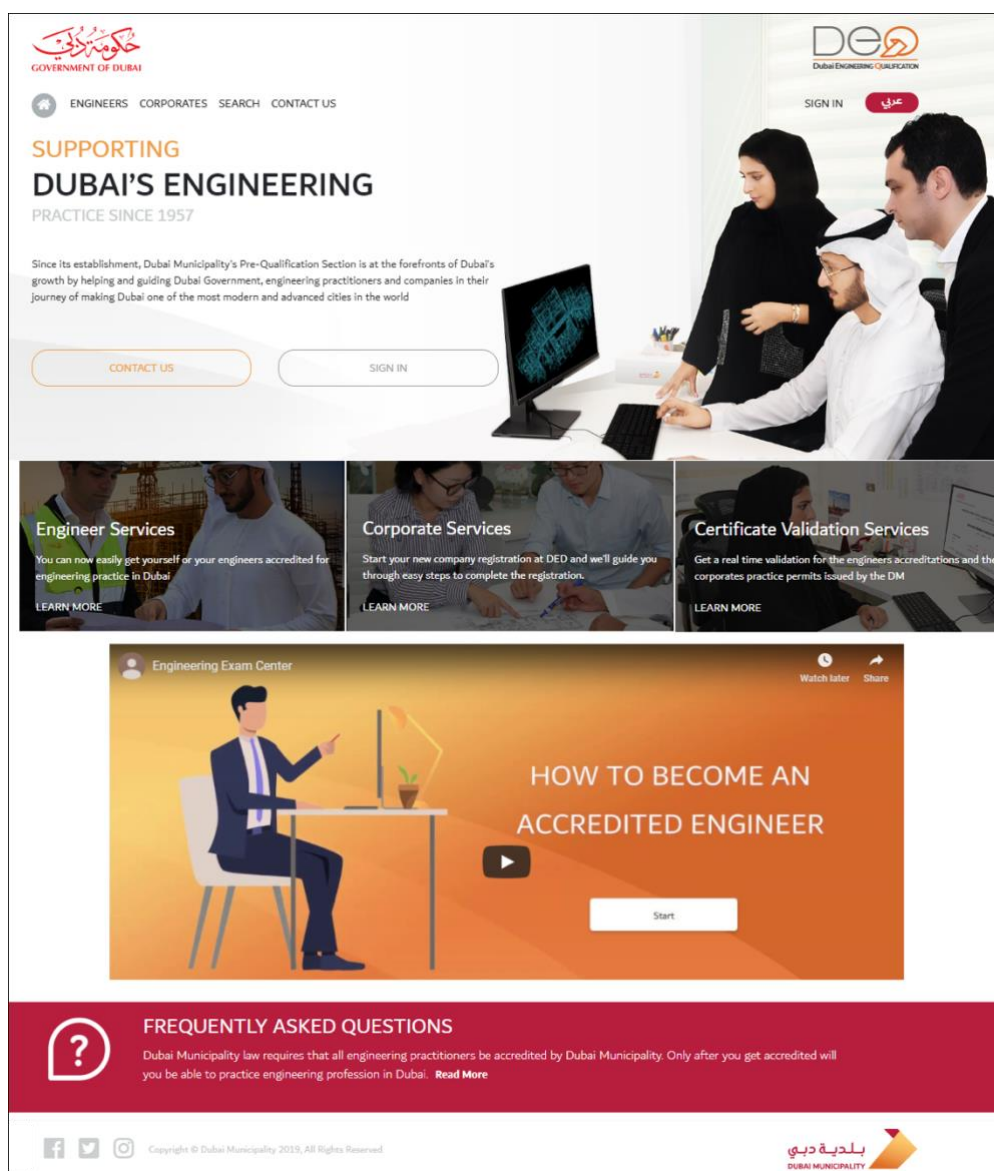
Dubai Free Zones will be able, through the system portal to verify the authenticity of certificates approved for engineers in the Emirate of Dubai, in addition to corporates' Practice Permits that were issued by Dubai Municipality.

## 2. Sections of the system

When opening the system portal, you will see all the services available for corporates and individuals, where the steps and requirements for each service displays in a convenient way, so that you can perform each service easily. The portal is divided into the following:

### Home Page

The Home page displays all available services and links to manage the engineer or corporate services, or the login. It also enables you to change the display language to Arabic.



## Engineers

Use the **Engineers** menu to view the services that you can perform as an engineer, and the steps that you will follow to perform these procedures, which include *how to become an accredited engineer*, *how to apply for an accreditation*, and so on.

### How to Become Accredited Engineer?

01

STEP

#### Start Accreditation Exam Application

Simply register and login to DEQ portal. Now, you can apply for your accreditation exams by providing your educational and experience information.

02

STEP

#### Select Your Exam Date and Pay the Fees

Once you select the exam type, you can view its available slots. Just pay the fees, and then you can pick the exam date & time at which you want to perform it.

#### Required Information

- Educational Information
- Experience Information
- Society of Engineers Membership

SIGN IN

### Service Catalog Menu

- How to Become Accredited Engineer?
- How to Attend an Exam
- How to Reschedule an Exam
- How to Cancel an Exam

## Corporates

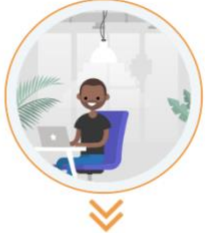
The Corporate menu displays the services available to corporates and engineering offices, such as *how to create an account*, *register a new company*, *renew practice permit*, *modify practice permit*, *submit an exception request*, and other services, with a simplified explanation of the steps to perform them, and the requirements for each one of them.

### Create company account on DEQ

#### 01 STEP

#### Receive Registration Email


Based on existing or new DED registration record, you will receive an email on the account associated with that record. You can then follow the link to the portal and provide your mobile number, which will be confirmed via OTP.



#### 02 STEP

#### Verify your Identity with DEQ Portal


You will be prompted to provide your Trade License number and Emirates ID info in order for us to verify that you are an authorized user who can access the account.



#### 03 STEP

#### Access your Company Dashboard

You will then be able to see your company dashboard which shows up to date information on transactions, projects, engineers, trade license details, Labour quota, and will be able to assign additional users to manage company account and transact with DM.



#### Required Documents

- Emirates ID Number
- Trade License Number

[SIGN UP NOW](#)

#### Service Catalog Menu

- Create Account on DEQ Portal
- Register New Company
- Renew Practice Permit
- Modify Practice Permit
- Upgrade / Downgrade Practice Permit
- Cancel Practice Permit
- Associate / Dissociate Engineer
- Submit Exception Request

## Search

The Search link displays the validation of documents issued by DM Licensing Agency, for example, you can search for corporate practice permit, search for engineer's accreditation certificate. All you have to do is use one of the search criteria, then click the **Search** icon to view the matching results.



### Corporate Practice Permit

This service provides real-time validation of documents issued by the DM Licensing Agency. Validation means, at the time of checking, the product validity is displayed to show if the product is still current, not expired and indicating that the client's record has not changed, so the product is still correct. The service also has a view button that shows a copy of the product that was issued. This allows a check that the product has not been altered since it was issued, the record has not changed, so the product is still correct.

#### User Instructions

You can search using one of these criteria (Trade license Number - Permit Number - Corporate Commercial Name). Then click Filter to filter and view the matching results.

Trade License Number

Permit Number

Corporate Commercial Name

Filter

| Permit No         | Corporate Commercial Name | Corporate Activity | Permit Expiry Date | Trade License No | Trade License Expiry Date |
|-------------------|---------------------------|--------------------|--------------------|------------------|---------------------------|
| No records found. |                           |                    |                    |                  |                           |

5

< >

### Service Catalog Menu

- Corporate Practice Permit
- Engineer Accreditation Certificate

## Contact Us

This link contains the details on how to contact Dubai Municipality by phone, email or through website.

حكومة دبي  
GOVERNMENT OF DUBAI

ENGINEERS CORPORATES SEARCH **CONTACT US**

SIGN IN عربي

### Contact Us

For any inquiry or services, please call our free number in Contact Center on

#### Working Hours

- PO.Box 67, Dubai, United Arab Emirates
- Business Working Hours 07:30 AM to 02:30 PM from Sunday to Thursday
- Timing During Ramadan 09:00 AM 02:00 PM
- Dubai Service Centers (Al Kifaf, Al Manara, Al Towar, Hatta): 800900

#### Suggestion and complaints

Give us your feedback or suggestion so we can better serve you!

For Suggestion

suggestions@dm.gov.ae

For complaints & e-services

info@dm.gov.ae

#### Contact Information

For any inquiry or services, please call our free number in Contact Center on 800900 around the clock

Main Telephone Number

+971 4 2215555

Main Fax Number

+971 4 2246666

Email Us

info@dm.gov.ae

QR Code

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بلدية دبي  
DUBAI MUNICIPALITY



### Logging In

Use this link to create a new account for you or your corporate, or sign in to your account. For more details on this section, please go to the next chapter.

### 3. Create a New Account

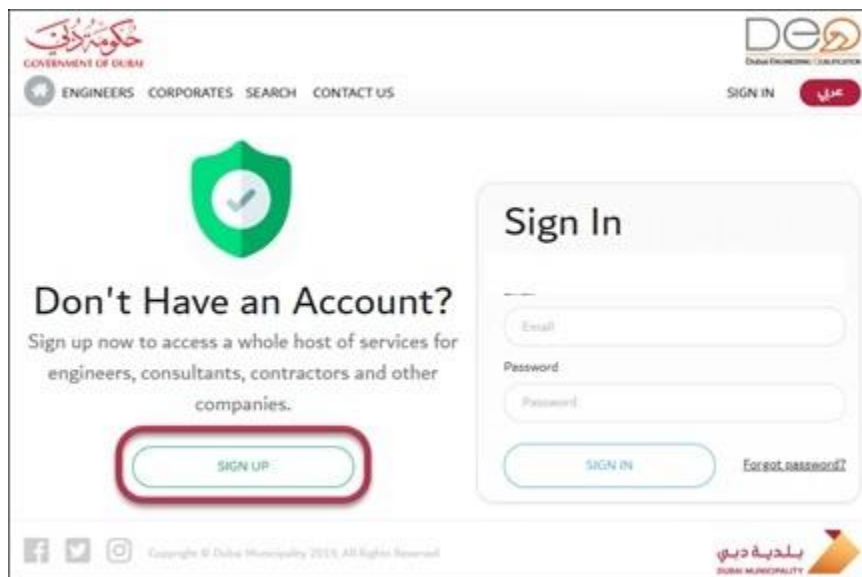
Through the following procedures, you will learn how to create an account for these categories:

- [Create an Account for an Emirati Citizen](#)
- [Create an Account for a Resident](#)
- [Create an Account for an individual outside UAE](#)
- [Create a Corporate Account](#)

#### 3.1 Create an Account for an Emirati Citizen

To create an account for an Emirati citizen, do the following steps:

1. After opening the system Home page, click the **Sign Up** button.



2. The **New Registration** page displays. In the **Authentication** step, select **Country Code** then enter your **Mobile Number**. Click the **Next** button so that the system can verify you by sending the **Confirmation Code** in an SMS to the phone number you entered.

3. Enter the **Confirmation Code** that you received in the relevant field, and then click the **Next** button. The second step **Account Info** displays.

4. Enter the **Email Address**, the **Password**, and the **Confirm Password** in their relevant fields.
5. In the **Personal Information** section, enter the **First Name** and **Last Name** in the relevant fields.
6. Select the **Date of Birth** from the calendar, then select **Gender**.
7. From the **Nationality** pick list, select United Arab Emirates. Then, click the **Next** button. The **Certify Info Accuracy** step displays,

New Registration

Authentication ✓ Account Info ✓ Certify Info Accuracy ✓

Please Provide Required ID Details.

Emirates ID No. \*

Back Next

Documents Identification

8. Type the **Emirates ID No** in the relevant field.
9. In the **Certify Information Accuracy** section, select the checkbox **I have read and agreed to sign up Terms & Conditions** checkbox to continue, and then click the **Submit** button.

New Registration

Authentication ✓ Account Info ✓ Certify Info Accuracy ✓

**Certify Information Accuracy**

Please read through the following documents, and confirm accepting the service conditions.

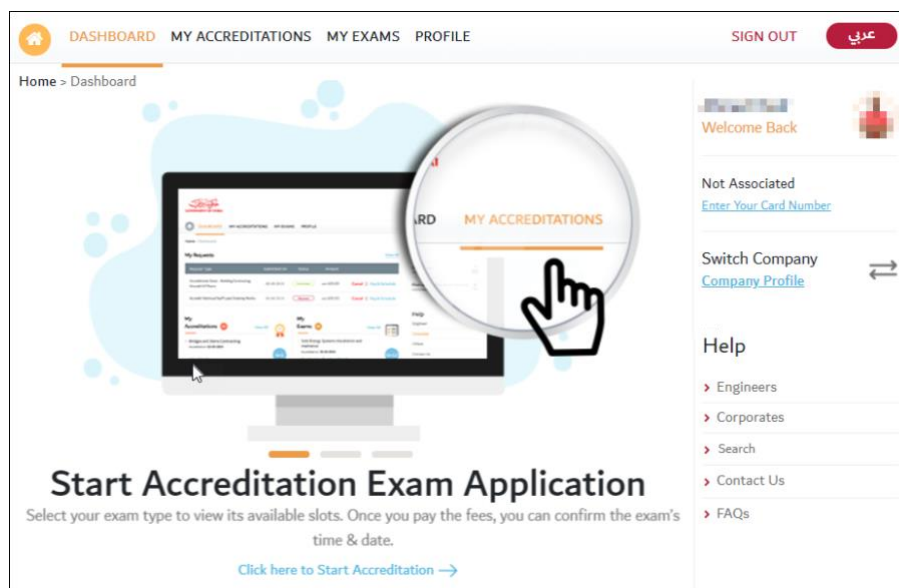
☒ I have read and agreed to Sign up Terms And Condition

Back SUBMIT

Information Verification

Please read through all the agreements, policies and disclosures and confirm you agree to all of them.

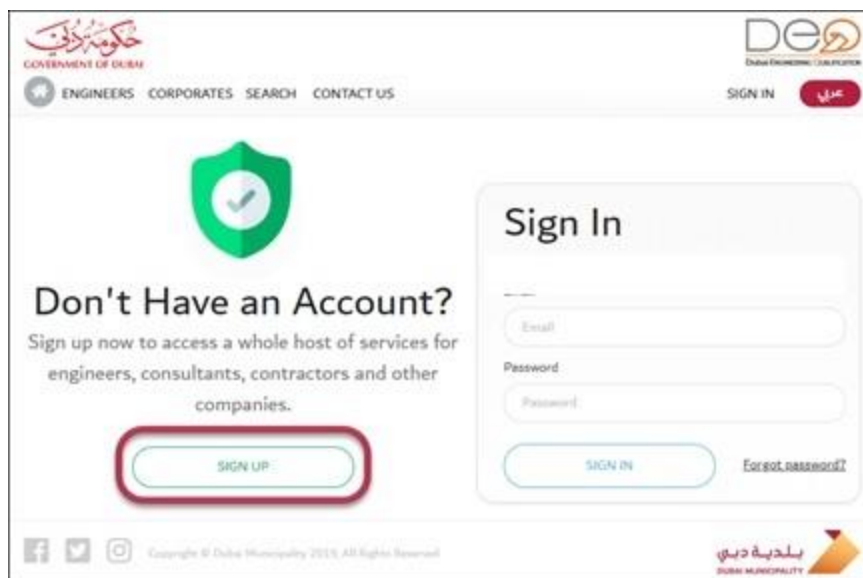
10. The account is created successfully, and the Home page displays. If you are a member of the Society of Engineers (SOE), the system automatically retrieves all qualification data via the link with the Society of Engineers System.



### 3.2 Create an Account for a Resident

To create an account for a resident in the UAE, perform the following steps:

1. After opening the Home page, click the **Sign Up** button.



2. The **New Registration** page displays. In the **Authentication** step, select **Country Code** then enter your **Mobile Number**. Click the **Next** button so that the system can verify you by sending the **Confirmation Code** in an SMS to the phone number you entered.

**New Registration**

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Enter your Mobile Number \*

+971

Next

**Mobile Phone Verification**

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Enter Confirmation Code \*

Did not receive Confirmation Code?

[Resend Confirmation Code](#)

Back Next

3. Enter the **Confirmation Code** that you received in the relevant field, and then click the **Next** button. The second step **Account Info** displays.

**New Registration**

Authentication ☒ **Account Info** ☒ Certify Info Accuracy ☒

**Account Info**

Email Address \*

Password \*

Enter your Password

Confirm Password \*

Re-enter your Password

**Personal Information**

First Name \*

Ahmed

Last Name \*

Ali

Date of Birth \*

29-09-1978

Gender

☒ Male ☐ Female

Nationality \*

United Arab Emirates

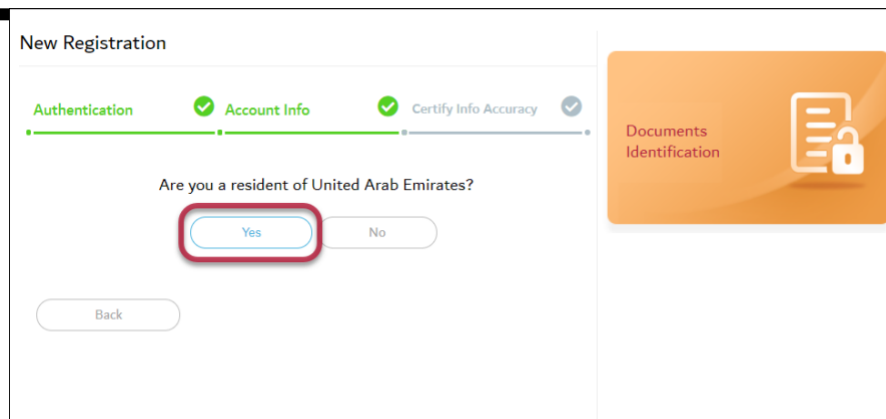
Next

**Personal Information**

Please fill out your personal details, including full legal name, date of birth, nationality, address and email.

4. Enter the **Email Address**, the **Password**, and the **Confirm Password** in their relevant fields.
5. In the **Personal Information** section, enter the **First Name** and **Last Name** in the relevant fields. Select the **Date of Birth** from the calendar
6. Select the **Gender** and select the **Nationality**, then click the **Next** button.





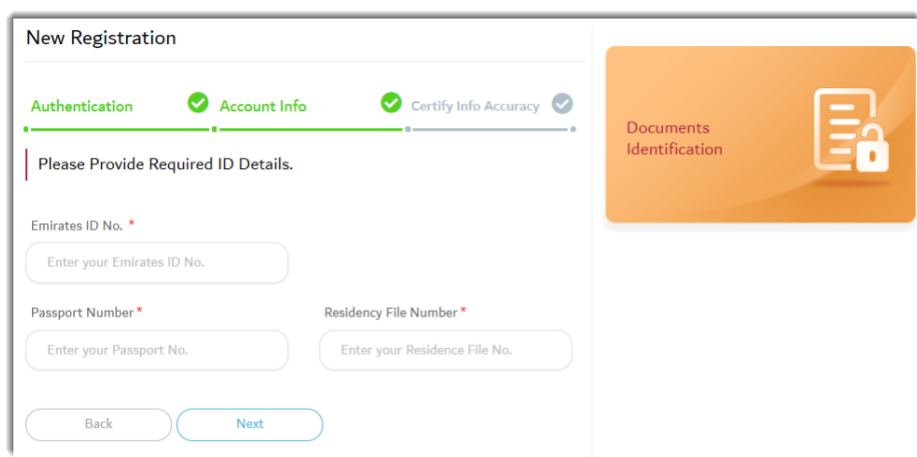
**New Registration**

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Are you a resident of United Arab Emirates?

**Documents Identification**

7. When viewing the question if you are a resident of the United Arab Emirates, click the **Yes** button to continue. The **ID Documents** step displays.



**New Registration**

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Please Provide Required ID Details.

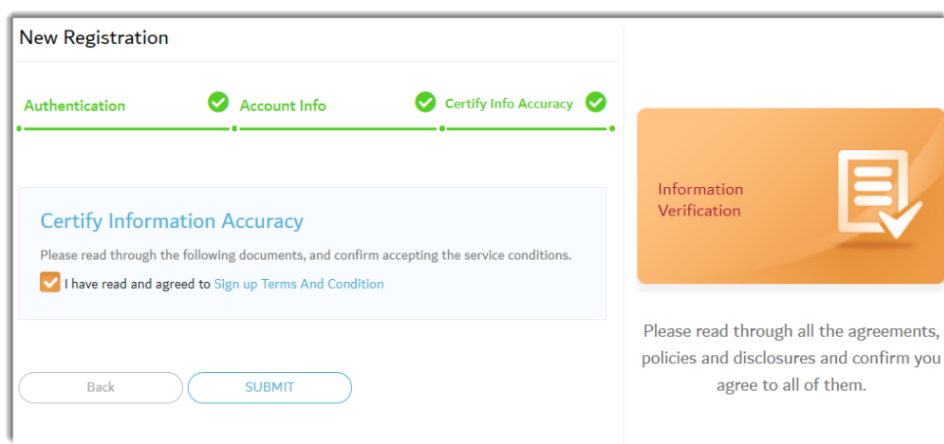
Emirates ID No. \*

Passport Number \*

Residency File Number \*

**Documents Identification**

8. Enter the **Emirates ID No** in the relevant field, then enter the **Passport Number** and the **Residency File Number** in the relevant fields. Click the **Next** button to continue.
9. In the **Certify Info Accuracy** step, select the checkbox **I have read and agreed to Sign Up Terms & Conditions**. To proceed, click the **Submit** button.



**New Registration**

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

**Certify Information Accuracy**

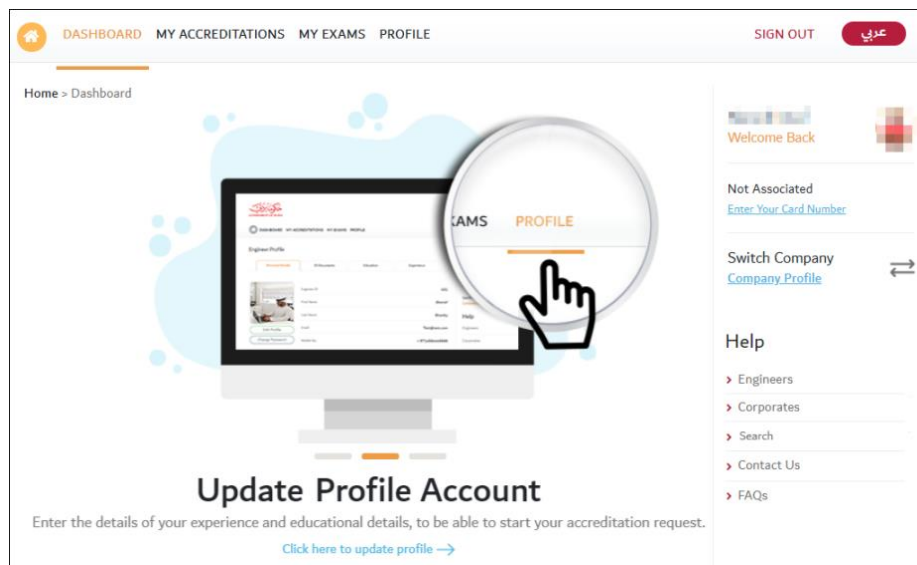
Please read through the following documents, and confirm accepting the service conditions.

☒ I have read and agreed to [Sign up Terms And Condition](#)

**Information Verification**

Please read through all the agreements, policies and disclosures and confirm you agree to all of them.

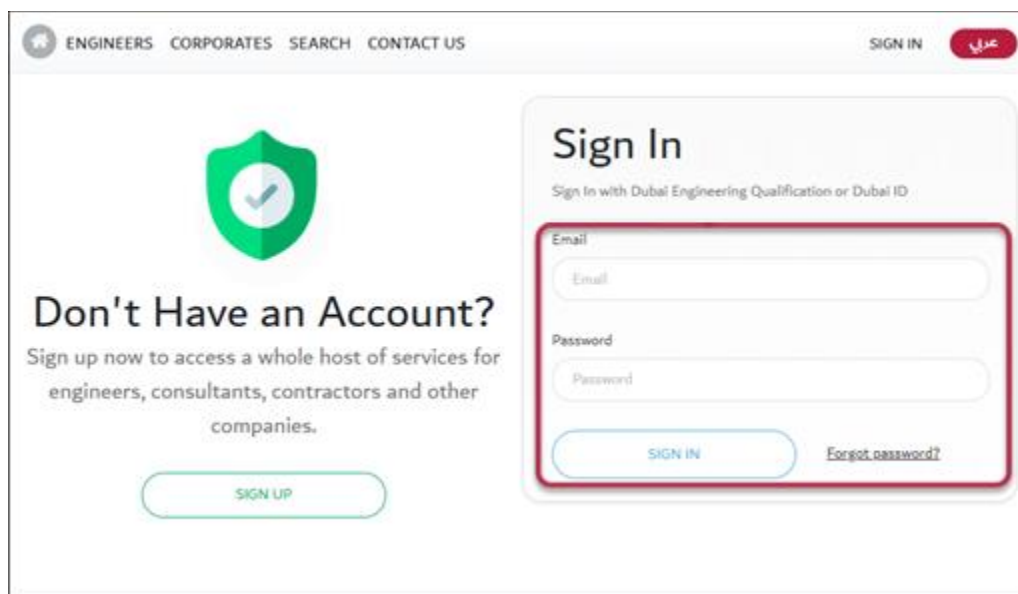
- The account is created successfully, and the Home page displays. If you are a member of the Society of Engineers (SOE), the system automatically retrieves all qualification data via the link with the Society of Engineers System.



### 3.3 Create an Account for an individual outside UAE

To create an account for an individual from outside UAE, perform the following steps:

- After opening the Home page, click the **Sign Up** button.



- The **New Registration** page displays. In the **Authentication** step, select **Country Code** then enter your **Mobile Number**. Click the **Next** button so that the system can verify you by sending the **Confirmation Code** in an SMS to the phone number you entered.

**New Registration**

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Enter your Mobile Number \*

+20

Next

**Mobile Phone Verification**

Enter Confirmation Code \*

Did not receive Confirmation Code?

[Resend Confirmation Code](#)

Back Next

3. Enter the **Confirmation Code** that you received in the relevant field, and then click the **Next** button. The second step **Account Info** displays.

**New Registration**

Authentication ☒ **Account Info** ☒ Certify Info Accuracy ☒

**Account Info**

Email Address \*

Confirm Password \*

Re-enter your Password

Password \*

Enter your Password

**Personal Information**

First Name \*

Ahmed

Last Name \*

Ali

Date of Birth \*

29-09-1978

Nationality \*

United Arab Emirates

Gender

☒ Male ☐ Female

Next

**Personal Information**

Please fill out your personal details, including full legal name, date of birth, nationality, address and email..

4. Enter the **Email Address**, the **Password**, and the **Confirm Password** in their relevant fields.
5. In the **Personal Information** section, enter the **First Name** and **Last Name** in the relevant fields.
6. Select the **Date of Birth** from the calendar, then select **Gender**.
7. From the **Nationality** pick list, select the country, then click the **Next** button. The **ID Documents** step displays,
8. When viewing the question if you are a resident of the United Arab Emirates, click the **No** button to continue.

New Registration

Authentication ✓ Account Info ✓ Certify Info Accuracy

Are you a resident of United Arab Emirates?

Yes No

Back

Documents Identification

9. Enter the **Passport Number** in the relevant field, then click the **Next** button to proceed.
10. The **Certify Info Accuracy** step displays. Select the checkbox **I acknowledge that I have read and agreed to the Registration Agreement**. Then click the **Submit** button.

New Registration

Authentication ✓ Account Info ✓ Certify Info Accuracy ✓

**Certify Information Accuracy**

Please read through the following documents, and confirm accepting the service conditions.

☒ I have read and agreed to Sign up Terms And Condition

Back SUBMIT

Information Verification

Please read through all the agreements, policies and disclosures and confirm you agree to all of them.

11. The account is created successfully, and the Home page displays.

DASHBOARD MY ACCREDITATIONS MY EXAMS PROFILE SIGN OUT محمد علي

Home > Dashboard

Update Profile Account

Enter the details of your experience and educational details, to be able to start your accreditation request.

[Click here to update profile →](#)

Welcome Back

Not Associated  
[Enter Your Card Number](#)

Switch Company  
[Company Profile](#)

Help

- Engineers
- Corporates
- Search
- Contact Us
- FAQs

### 3.4 Create a Corporate Account

The corporate account can be created the same way as the individual account. However, in the corporate account, the system searches for the data received from the Department of Economic Development. If the Emirates ID data or the passport of the corporate's owner or manager match the data from the DED, the Dubai Engineering Qualification system will automatically link this new account with the corporate.

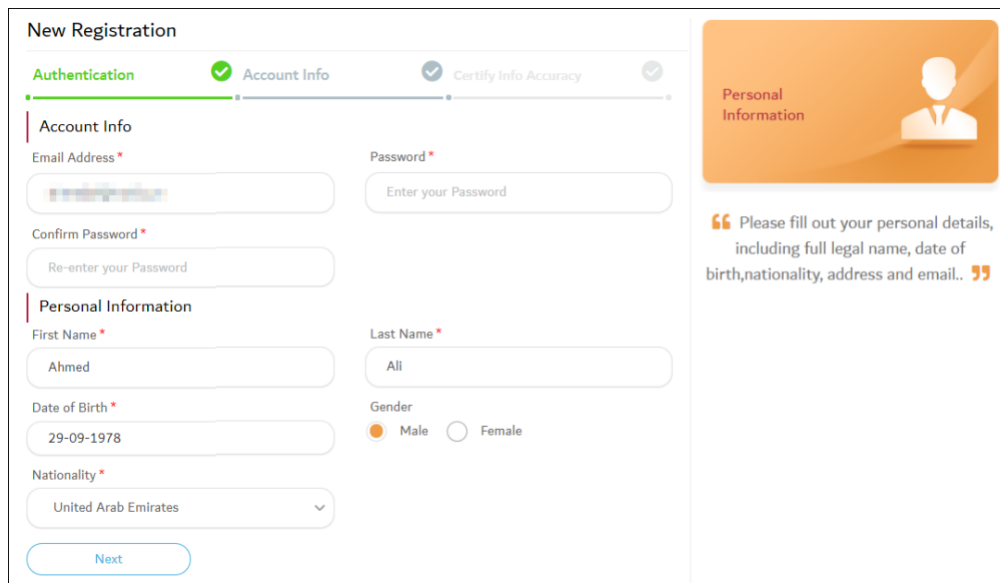
Also, if the corporate owner is a member of the Society of Engineers (SOE), the system will retrieve all the recorded details automatically through the linking with the SOE. After registering the account, the system displays the account data for the corporate.

The account can be created for the following:

- Corporate Owner
- Corporate Manager
- Corporate PRO

To learn how to create a corporate account, execute from [Create an Account for an Emirati Citizen](#) from step 1 to step 4 then do the following steps:

1. In the Personal Information section, enter **First Name** and **Last Name** in the relevant fields.



The screenshot shows a 'New Registration' form with a progress bar at the top indicating four steps: Authentication (completed), Account Info (current step), Certify Info Accuracy, and a final step. The 'Account Info' section includes fields for Email Address, Password, and Confirm Password. The 'Personal Information' section includes fields for First Name (filled with 'Ahmed'), Last Name (filled with 'Ali'), Date of Birth (filled with '29-09-1978'), Gender (radio buttons for Male and Female, with Male selected), and Nationality (a dropdown menu showing 'United Arab Emirates'). A 'Next' button is at the bottom left. On the right, there is a 'Personal Information' sidebar with a user icon and a quote: 'Please fill out your personal details, including full legal name, date of birth, nationality, address and email..'

Select the Date of Birth from the .2  
calendar, then select Gender.

From the **Nationality** pick list, select .3  
the nationality. Then click the **Next**  
button.



- If you select the UAE nationality, go to step **Error! Reference source not found.**
- If you select a nationality other than UAE, go to the next step.

When viewing the question if you are .4  
a resident of the United Arab  
Emirates, click the **Yes** button to  
proceed.



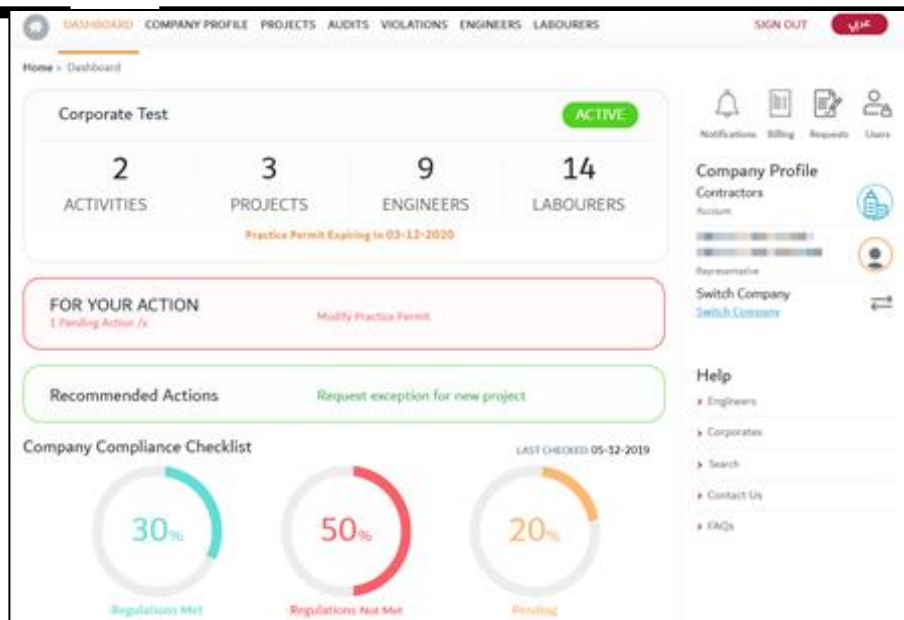
In the Documents Identification step, .5  
enter the **Emirates ID No** in the  
relevant field, and then click the **Next**  
button to proceed.



- If you select **Non-Emirates Nationality**, a section appears under this page for passport and residency in order to enter their data. Enter **Passport Number** and **Residency file number** in the relevant fields.

In the Certify Info Accuracy step, select .6  
the checkbox **I have read and agreed to**  
**Sign up Terms and Conditions** for  
follow up. Then, press **Registration**.

7. The account is created successfully, and the Home page for the corporate displays.



## 4. Logging to Your Account

In this chapter, you will learn how to sign in to your account either by using the digital identification (UAE PASS) or by signing in by your account that you created in the OTP system.

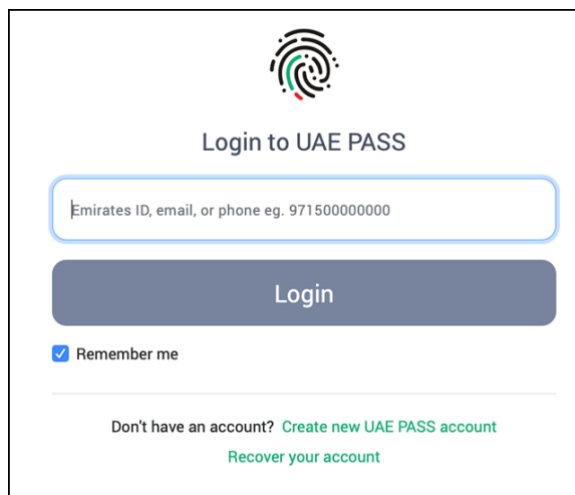
### 4.1 Sign in using UAE PASS

If you have an account registered with Dubai ID, you can use it to enter the Dubai Engineering Qualification System. This happens in the following cases:

12. **You do not have an account** for the Dubai Engineering Qualification system, and there are no similar data between you and any of the users of the system: In this case, the system will fill in all your data from the UAE PASS system, and create an account for you in the Dubai Engineering Qualification system.
13. **You have an account** in the Dubai Engineering Qualification system. But, you tried to login and one of the following cases has happened:
  - If UAE PASS data matches with your data in the Dubai Engineering Qualifications system, you log in to the homepage.
  - If some UAE PASS data matches with data of one of the Dubai Engineering Qualification system users, “Create an Account” page is displayed in order to change this data. Then, you log in to the homepage.
- 13.1 After you have reached the homepage of the system, in the Login section, press Login by UAE PASS radio button. Login by UAE PASS page is displayed.



- 13.2 Enter the Email, Mobile number, or the Emirati ID registered in the UAE PASS and click the Sign In button.



Login to UAE PASS

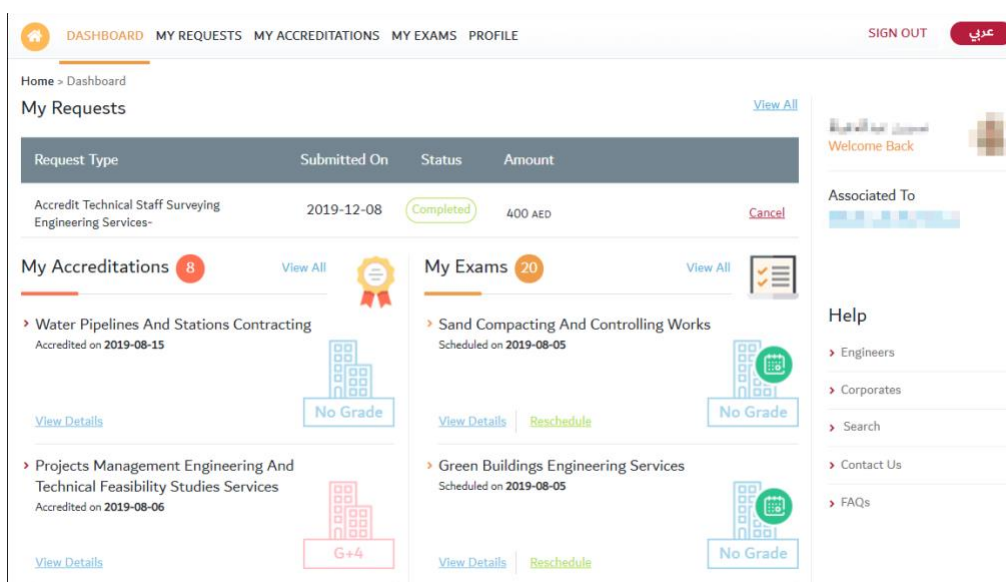
Emirates ID, email, or phone eg. 971500000000

Login

☒ Remember me

Don't have an account? [Create new UAE PASS account](#)  
[Recover your account](#)

13.3 The system displays the homepage of your profile.



**Dashboard** | MY REQUESTS | MY ACCREDITATIONS | MY EXAMS | PROFILE | SIGN OUT | عربي

Home > Dashboard

### My Requests

| Request Type   | Submitted On | Status    | Amount  |
|--|--------------|-----------|---------|
| Accredit Technical Staff Surveying Engineering Services- | 2019-12-08   | Completed | 400 AED |

[View All](#) | [Cancel](#)

### My Accreditations

8

[View All](#)

- Water Pipelines And Stations Contracting  
Accredited on 2019-08-15  
[View Details](#)
- Projects Management Engineering And Technical Feasibility Studies Services  
Accredited on 2019-08-06  
[View Details](#)

### My Exams

20

[View All](#)

- Sand Compacting And Controlling Works  
Scheduled on 2019-08-05  
[View Details](#) | [Reschedule](#)
- Green Buildings Engineering Services  
Scheduled on 2019-08-05  
[View Details](#) | [Reschedule](#)

Welcome Back

Associated To

Help

- Engineers
- Corporates
- Search
- Contact Us
- FAQs

## 4.2 Sign in to Dubai Engineering Qualification System

To sign in using your DEQ account, perform the following steps:

1. After opening the system Home page, in the **Sign In** section, enter the **email** and **password** in the relevant fields then press **Sign in**.

The screenshot shows the homepage of the Dubai Engineering Qualification (DEQ) website. The header includes navigation links: ENGINEERS, CORPORATES, SEARCH, and CONTACT US. On the right, there is a 'SIGN IN' link and a button with the Arabic word 'دخول' (Dokul). The main content area is split into two sections. The left section, titled 'Don't Have an Account?', encourages users to sign up to access services for engineers, consultants, contractors, and other companies, with a 'SIGN UP' button. The right section, titled 'Sign In', prompts users to sign in with their Dubai Engineering Qualification or Dubai ID. It contains a red-bordered box with input fields for 'Email' and 'Password', a 'SIGN IN' button, and a 'Forgot password?' link.

2. The system displays the homepage of your personal profile dashboard.

**Dashboard - Corporates**

**Corporate Test** (ACTIVE)

|                 |               |                |                 |
|-----------------|---------------|----------------|-----------------|
| 2<br>ACTIVITIES | 3<br>PROJECTS | 9<br>ENGINEERS | 14<br>LABOURERS |
|-----------------|---------------|----------------|-----------------|

Practice Permit Expiring In 03-12-2020

**FOR YOUR ACTION**  
1 Pending Action /s  
Modify Practice Permit

**Recommended Actions**  
Request exception for new project

**Company Compliance Checklist**  
LAST CHECKED: 05-12-2019

|                 |     |     |
|-----------------|-----|-----|
| 30%             | 50% | 20% |
| Regulations Met |     |     |

**Company Profile**  
Contractors Account  
Representative  
Switch Company  
Switch Company

**Help**  
Engineers  
Corporates  
Search  
Contact Us  
FAQs

**Dashboard - Individual**

**My Requests**

| Request Type   | Submitted On | Status    | Amount  |
|--|--------------|-----------|---------|
| Accredit Technical Staff Surveying Engineering Services- | 2019-12-08   | Completed | 400 AED |

**My Accreditations** (8)

- Water Pipelines And Stations Contracting  
Accredited on 2019-08-15  
No Grade
- Projects Management Engineering And Technical Feasibility Studies Services  
Accredited on 2019-08-06  
G+4

**My Exams** (20)

- Sand Compacting And Controlling Works  
Scheduled on 2019-08-05  
No Grade
- Green Buildings Engineering Services  
Scheduled on 2019-08-05  
No Grade

**Help**  
Engineers  
Corporates  
Search  
Contact Us  
FAQs



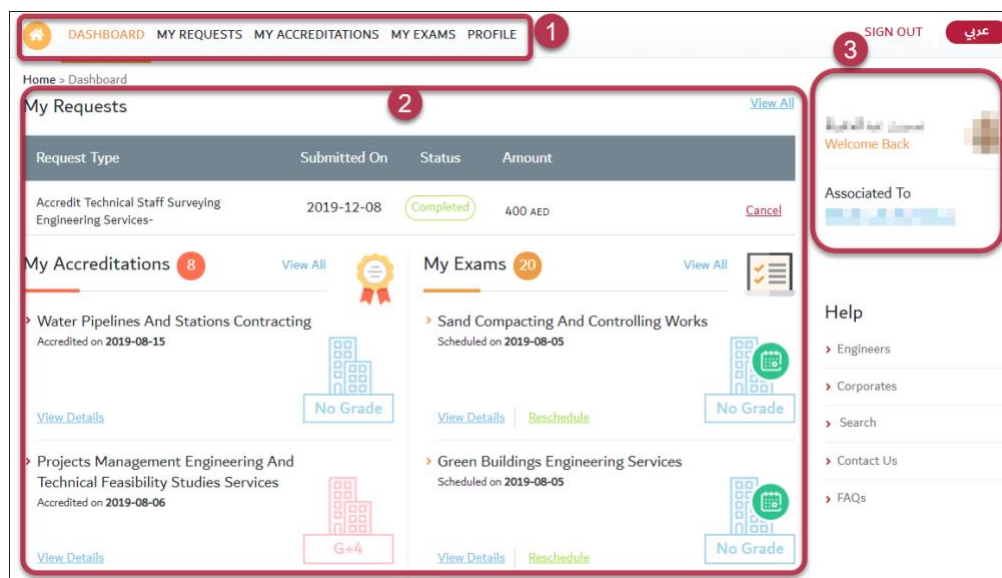
## 5. Dashboard for System Users

After you are signed in to your account, you can view the details of your dashboard, whether for individuals or corporates. The dashboard displays all the services that you can perform, and also displays all of your data - depending on the user type - according to the linking with other associations, for example:

- If the account is for an **individual - Citizen or Resident** – who is a member of the Society of Engineers, the data is displayed via linking with the SOE even if the member joined the association after creating this account in the DEQ system.
- If the account is for an **individual resident**, the system retrieves the data by linking with the General Directorate of Residency and Foreigners Affairs (DNRD).
- If the account is for a **Corporate**, the system retrieves the data of the corporate owner / manager by linking with the Department of Economic Development (DED), then the system creates the dashboard for this account.

### 5.1 Individual Dashboard

The Individual Dashboard displays several sections as in the following image:

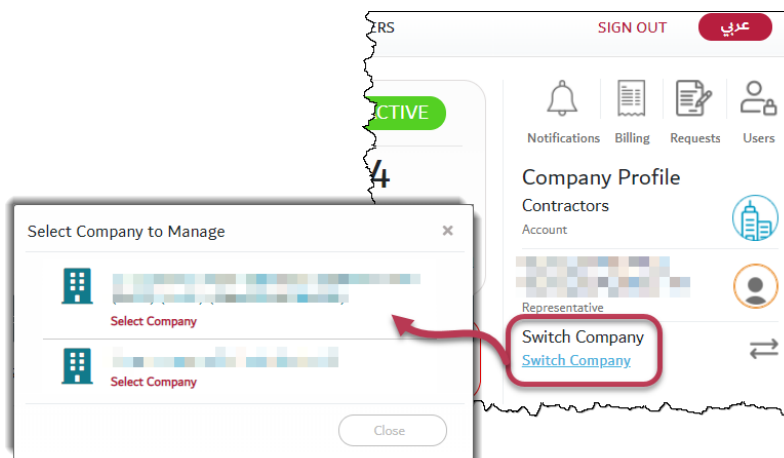


1. At the top left side of the screen, you can switch between the following options:
  - 1.1 Dashboard
  - 1.2 My Requests: Displays all the requests that you have applied for with their dates and statuses.

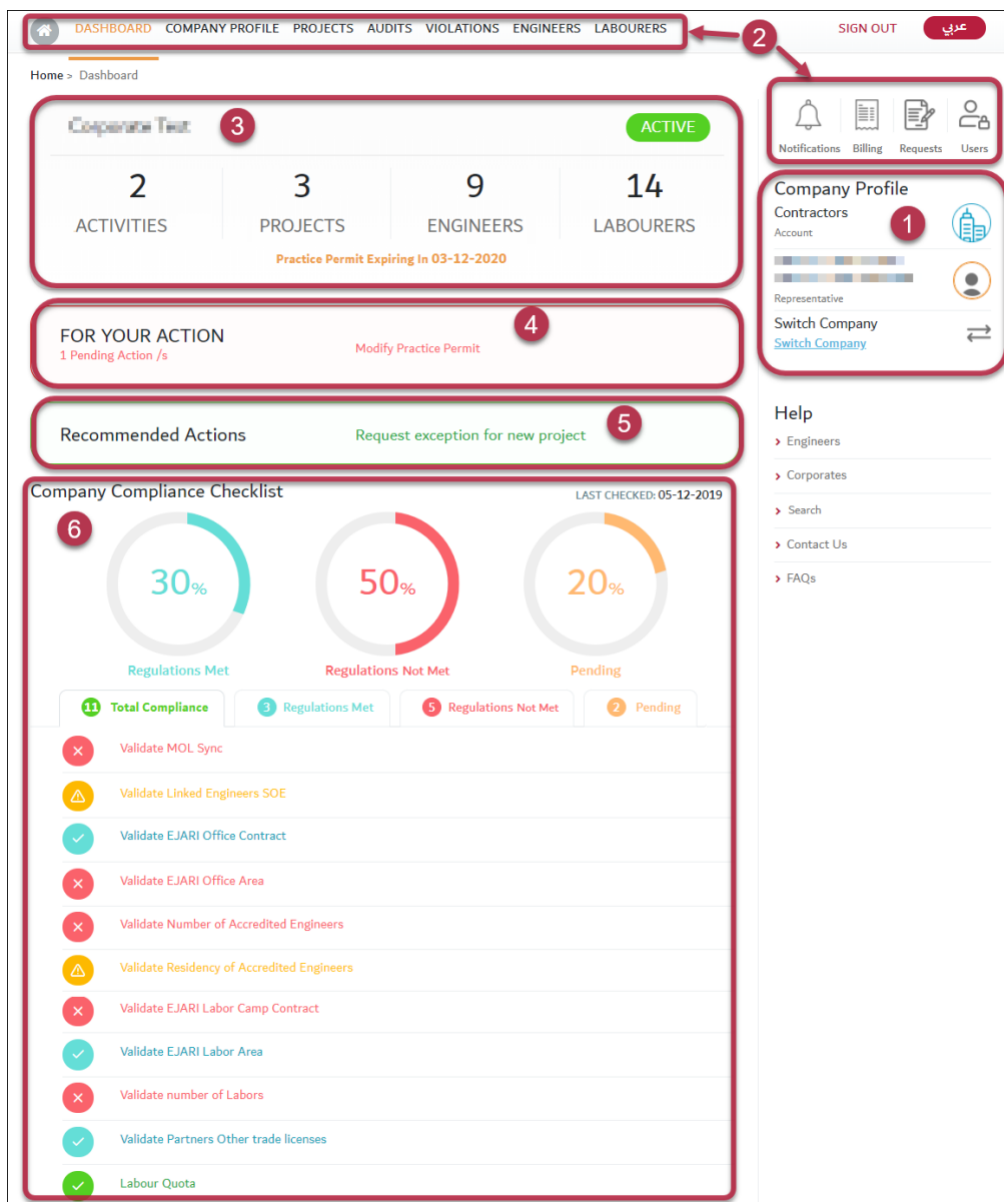
- 1.3 My Accreditations: Displays the submitted accreditation requests.
  - 1.4 My Exams: Displays the exams that you have applied for its accreditation.
  - 1.5 Profile: View the personal details that you entered when creating your account, modify your details, or change your password.
2. The middle section of the screen: It displays:
    - 2.1 Requests that you have applied for,
    - 2.2 Accreditations that you have already taken their exams,
    - 2.3 and the Exams you have applied for.
  3. The top right section of the screen displays your registered sign in name and the corporate associated with you.

## 5.2 Corporate Dashboard

The system displays the corporate dashboard, unless you are a member of more than one corporate. In this case, the system will display the available corporates to select which of them you want to view its details. Note that if you are a PRO, and try to sign in to the corporate account, you will only be able to do so if the corporate owner / manager has linked you to the corporate's account.



The corporate dashboard displays many sections, and the data displayed in the dashboard differs according to the corporate's activity (Consultancy / Contracting / Building Materials Manufacturers and Suppliers).



The corporate dashboard is divided into the following sections:

1. The top right section of the screen displays the corporate name and your registered name. When you click on your name, the system will switch you to your personal profile.
2. The top section of the screen, you can switch between options and view related pages as follows:

## 2.1 Dashboard - Corporate

- 2.2 **Company Profile:** It displays the corporate and managers' details, trade license, practice permit and many other procedures that a customer can perform.
  - 2.3 **Projects:** To view the details of the corporates' various projects.
  - 2.4 **Audits:** Audits performed or scheduled to be performed on the corporates.
  - 2.5 **Violations:** All violations registered against the corporate.
  - 2.6 **Engineers:** Shows all registered engineers with the corporate.
  - 2.7 **Labourers:** Individuals who do not have accounts on the system, but their details are displayed via linking with the Ministry of Labor.
  - 2.8 **Notifications:** Received by the corporate.
  - 2.9 **Billing:** All invoices for requests submitted by the corporate.
  - 2.10 **Requests:** That was applied for by the corporate
  - 2.11 **Users:** Displays the individuals who can access the corporate profile.
3. The top middle section of the screen: Some basic information about the corporate displays, such as the number of projects and activities, the number of engineers, and labourers.
  4. For Your Actions: It displays the actions you need to take immediately to avoid experiencing any problem, for example: approaching employee expiry date, the expiration of the trade license.
  5. **Recommended Actions:** Displays the non-urgent actions that you may need to take later.
  6. **Company Compliance Checklist:** It displays the percentage and status of the company's compliance checklist, such as the trade license status, Ejari validity status, engineers' residency validity, labourers' percentage, etc.

## 6. Modify Details

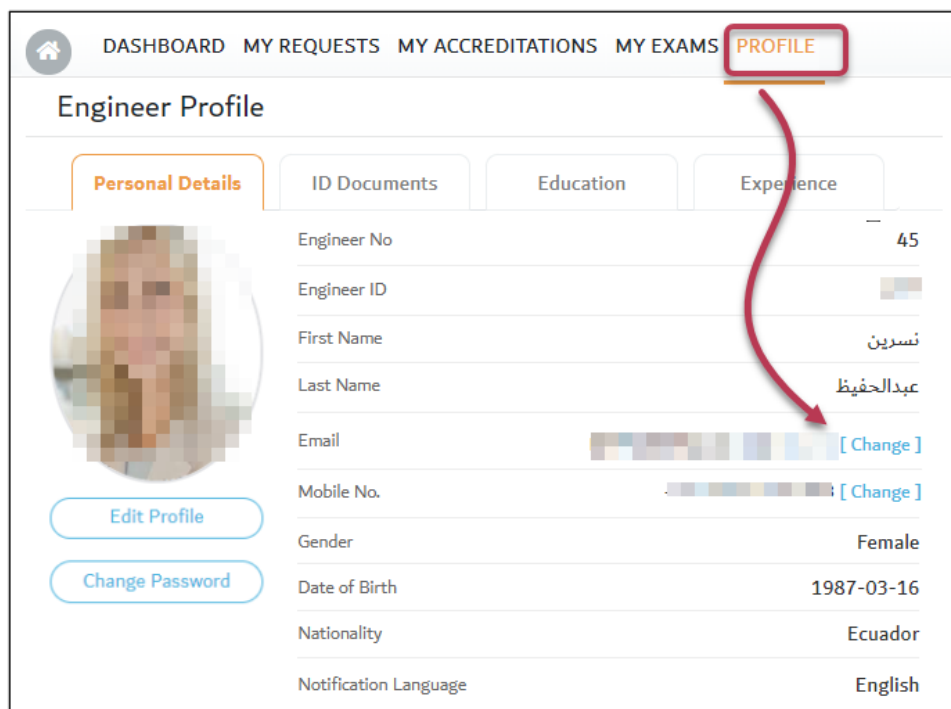
In this section, you will learn how to modify the personal details of your account. You can do one of the following procedures:

- Change Email
- Change Mobile Number
- Modify Account Details
- Change Password

### 6.1 Change Email

To change your email address, perform the following steps:

1. After logging to your account, go to the top side of the page, and click the **Profile** link.
2. In the **Personal Details** tab, click the displays the Engineer Profile screen. Click **Change** next to the **Email**.



The screenshot shows the 'Engineer Profile' page with the following details:

| Tab              | Field                 | Value      | Action     |
|------------------|-----------------------|------------|------------|
| Personal Details | Engineer No           | 45         |            |
|                  | Engineer ID           | [Masked]   |            |
|                  | First Name            | نسرین      |            |
|                  | Last Name             | عبدالحفيظ  |            |
|                  | Email                 | [Masked]   | [ Change ] |
|                  | Mobile No.            | [Masked]   | [ Change ] |
|                  | Gender                | Female     |            |
|                  | Date of Birth         | 1987-03-16 |            |
|                  | Nationality           | Ecuador    |            |
|                  | Notification Language | English    |            |

Buttons: Edit Profile, Change Password

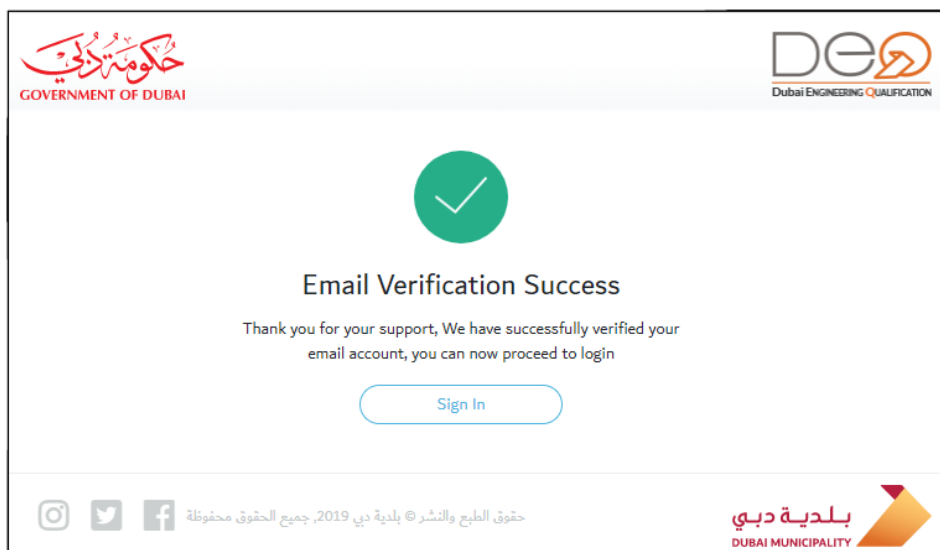
3. A pop up window displays. Enter your current password, and then click Next.

4. The second step displays. Type the New email, and then retype it in the Confirm Email field.
5. Click the Next button to proceed.

6. The third step displays where the system sends you a confirmation code to the new email. Type the Code Number, and then click Next.

7. The system changes the email successfully, and logs you out so that you would sign in with the new email.

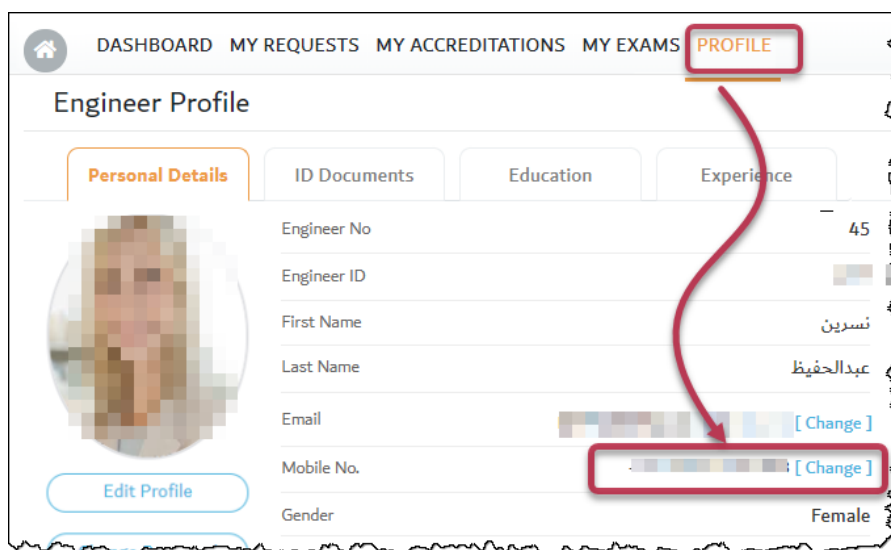




## 6.2 Change Mobile Number

To change your registered mobile number, perform the following steps:

1. After logging to your account, go to the top side of the page, and click the **Profile** link.
2. In the **Personal Details** tab, click the displays the **Engineer Profile** screen. Click **Change** next to the Mobile No..



3. A pop up window displays to modify the mobile number. Select the Country Code and enter the new mobile number, .and then click Generate Code.

Enter Your Mobile Phone

A code will be sent to the new mobile number for verification. If you don't validate with the code, your number will remain unchanged

New Mobile Number

+971  Enter your new mobile numb

Close Generate Code

- The second step displays, where the system send a confirmation code to the new mobile. Type the Code, and then click Verify.

Verify Your Mobile Phone

Enter the code sent to your Mobile Number

Code Number

Enter code number

Didn't get the code ? [Resend Again](#)

Close Verify Previous

- A message displays to confirm change of mobile number successfully.

Verification Success

Thank you for your support, We have successfully verified your mobile number. you can now proceed to your profile

My Profile

### 6.3 Modify Account Details

After signing in to your personal or corporate account, you can access your personal profile, and modify the account details. Perform the following steps:

- From the top side of the screen, click the **Profile** link.
- The Personal Details section displays the Engineer Profile screen. Click the Edit Profile button.

3. A pop up window displays so that you can edit the personal details. Edit the data you want to modify and then click the Save button. The modifications are saved and the Personal Details window closes.

## 6.4 Change Password

After signing in to your account, you can access your personal profile, and change the password. Perform the following steps:

1. From the top side of the screen, click the **Profile** link.

- The Personal Details section displays in the Engineer Profile screen. Click the Change Password button.

**Engineer Profile**

**Personal Details** | ID Documents | Education | Experience

Engineer No  
Engineer ID  
First Name  
Last Name  
Email  
Mobile No.  
Gender  
Date of Birth  
Nationality

[Edit Profile](#)  
[Change Password](#)

- A pop up window displays to change the password. Enter the new password, click the Save button. The changes are saved and the Change Password window closes.

**Change Password**

Current Password \*  
Enter your current Password

New Password \*  
Enter your new Password

Confirm Password \*  
Enter your Confirmation Password

[Close](#) [Save](#)