

Dubai Engineering Qualification System

Individuals Services

Version 4.5



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1. Overview

1.1 About Dubai Engineering Qualifications System - Individual services

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 projects. You can learn how to sign in to the account and know how to perform Individual services and the functions of the Dashboard for your personal account.

2. Signing in to Your Account

You can sign in to your account either through the Dubai ID account, or through your account that you created in the system using OTP message.

2.1 Sign in using UAE PASS

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

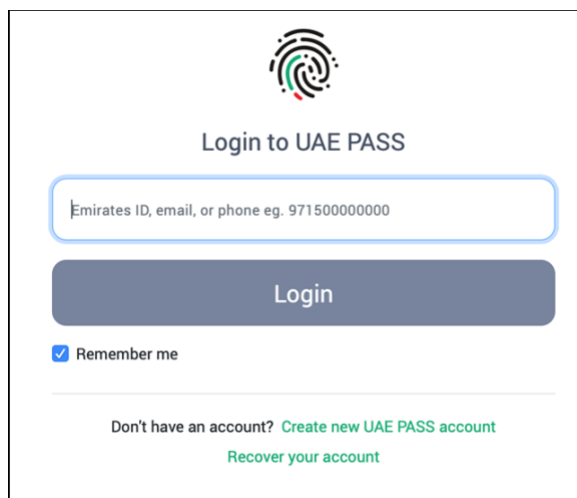
1. **You do not have an account** in the Dubai Engineering Qualification System, and there are no similar data between you and any of the system users. In this case, the system will fill in all your data via the link with UAE PASS system and create an account for you in the Dubai Engineering Qualification System.
2. **You already have an account** in the Dubai Engineering Qualification system, but you tried to sign in using the UAE PASS, one of these two situations will happen:
 - If the UAE PASS data matches your data in the DEQ system, the system signs you into the Home page.
 - If some of the UAE PASS data are similar to the data of an existing DEQ system user, the system opens the "Create an Account" pages to modify these identical data, and then signs you into the Home page.

To sign to your account with your UAE PASS, perform the following steps:

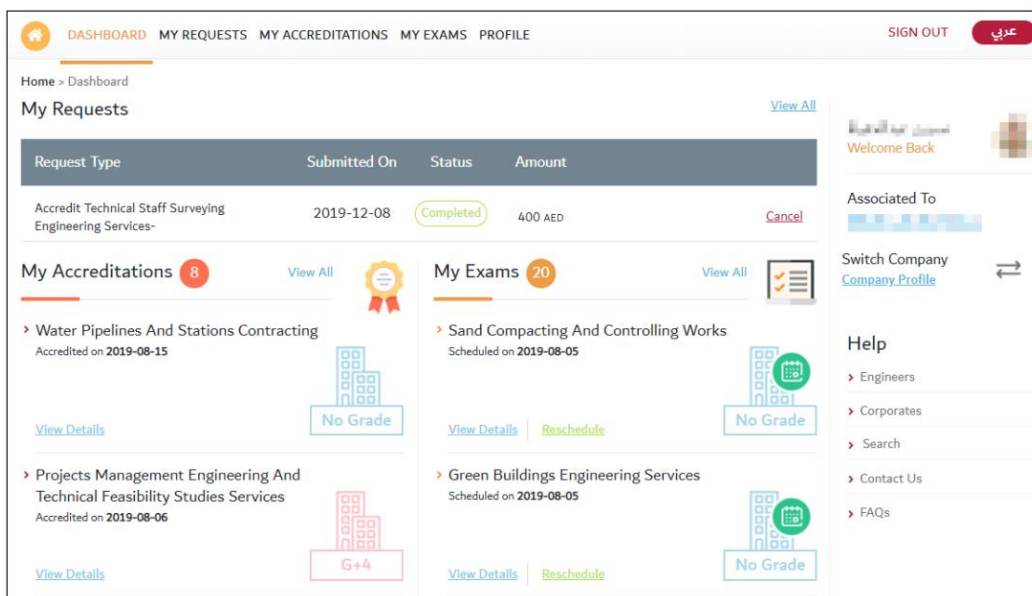
1. After opening the system Home page, in the **Sign In** section by selecting UAE PASS.



2. Enter the **Email, Mobile Number or the Emirati ID** used with the UAE PASS and click the **Sign In** button.



3. The system displays the Home page of your profile.



2.2 Sign up to Dubai Engineering Qualification System

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

4. After opening the system Home page, in the Sign in section, select the DEQ radio button.



Don't Have an Account?

Sign up now to access a whole host of services for engineers, consultants, contractors and other companies.

SIGN UP

Sign In

Sign In with Dubai Engineering Qualification or UAE Pass

Email

Email

Password

Password

SIGN IN

LOGIN USING UAE PASS

[Forgot password?](#)

Enter **Mobile Number** then press **Next**

New Registration

Authentication



Account Info



Certify Info Accuracy



Enter your Mobile Number *

+971



Next

Mobile
Phone
Verification



“ Provide your mobile number so we can verify you using the confirmation code that we will send to your mobile. ”

OTP will be sent once by SMS on mobile number specified in the previous step.

Enter your **Email** and **Password**, **Confirm Password**, **First Name**, **Middle Name** and **Last Name**, **Birthdate**, **Sex** and **Nationality** in the relevant fields.

New Registration

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Account Info

Email Address *
Test@test.com

Password *

Confirm Password *

Personal Information

First Name *
Ahmed

Last Name *
Gamal

Date of Birth *
01-02-1988

Gender
☒ Male ☐ Female

Nationality *
Jordan

Next



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

- A. In case you select Emeriti Nationality, this requires ID Details. If you press Next, you go to the Dashboard.
- B. In case you are Non-Emeriti, you need to answer the following question: Are you Emeriti Resident?
 - a. If you have residency, you need to enter the following information (Emirates ID no., Passport Number, and Residency File Number). Press Next to go to the Dashboard.

New Registration

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Please Provide Required ID Details.

Emirates ID No. *

78419881234561

Passport Number *

J549687884

Residency File Number *

2012019245121

Back

Next

Documents
Identification



- b. If you are not a resident, you need to enter Passport number. Press Next to go to the Dashboard.

New Registration

Authentication ☒ Account Info ☒ Certify Info Accuracy ☒

Please Provide Required ID Details.

Passport Number *

J798491666

Back

Next

Documents
Identification



2.3 Sign in to Dubai Engineering Qualification System

5. and then click the Sign In button.



Don't Have an Account?

Sign up now to access a whole host of services for engineers, consultants, contractors and other companies.

[SIGN UP](#)

Sign In

Sign In with Dubai Engineering Qualification or UAE Pass

Email

Password

[SIGN IN](#)

[LOGIN USING UAE PASS](#)

[Forgot password?](#)

6. The system displays the Dashboard in the Home page of your personal 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](#)

No Grade

G+4

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](#)

No Grade

No Grade

Welcome Back

Associated To

Switch Company
[Company Profile](#)

Help

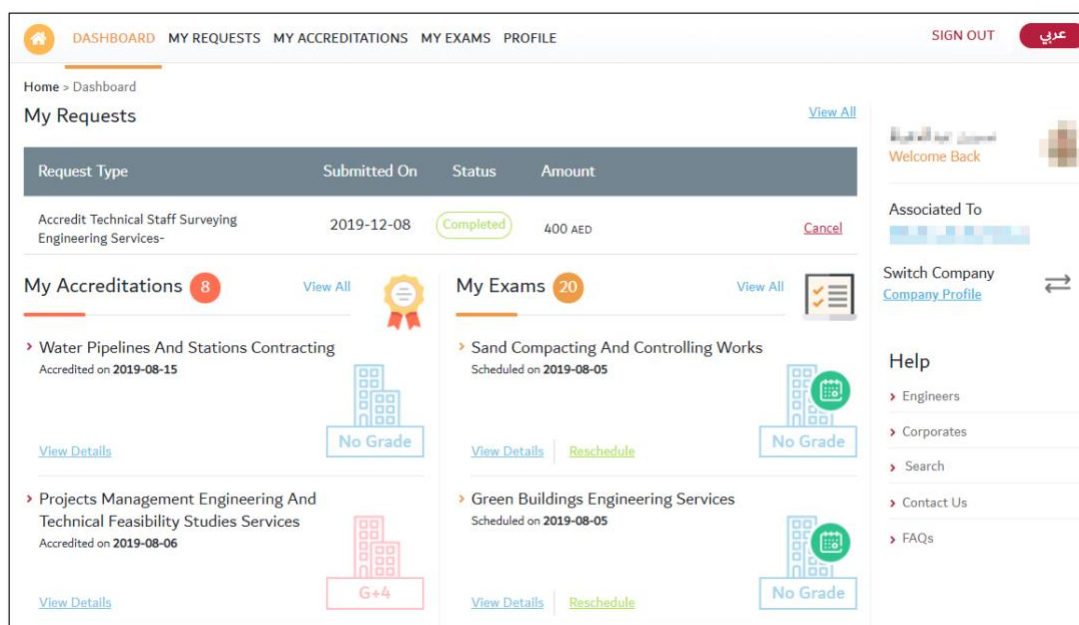
- Engineers
- Corporates
- Search
- Contact Us
- FAQs

3. Dashboard for Dubai Engineering Qualification System

Users

Through this chapter, you will learn about the Dashboard, which displays everything related to individual services. Use it to view your data that you entered during the creation of the account, or by linking with other entities (UAE PASS, MOE, General Directorate of Residency and Foreigners Affairs (DNRD), Society of Engineers (SOE). The sections displayed on the left side of the Dashboard vary depending on the transactions you have performed. For example, if you apply for requests, **My Requests** section will display with the request details.

If you have a specific accreditation, **My Accreditations** section displays with some of its details.



The screenshot shows the user dashboard with the following sections:

- Top Navigation:** DASHBOARD, MY REQUESTS, MY ACCREDITATIONS, MY EXAMS, PROFILE, SIGN OUT, عربي.
- Home > Dashboard**
- My Requests:** A table with columns: Request Type, Submitted On, Status, Amount. One request is shown: "Accredit Technical Staff Surveying Engineering Services-" submitted on 2019-12-08, status "Completed", amount 400 AED. A "Cancel" button is next to it.
- My Accreditations:** 8 items. One is shown: "Water Pipelines And Stations Contracting" accredited on 2019-08-15. It has a "No Grade" status.
- My Exams:** 20 items. Two are shown: "Sand Compacting And Controlling Works" scheduled on 2019-08-05, and "Green Buildings Engineering Services" scheduled on 2019-08-05. Both have "No Grade" status.
- Right Sidebar:**
 - Welcome Back
 - Associated To
 - Switch Company
 - Company Profile
 - Help: Engineers, Corporates, Search, Contact Us, FAQs.

At the top left side of the dashboard, the following sections display:

[Dashboard](#)

[My Requests](#)

[My Accreditations](#)

[My Exams](#)

[Profile](#)

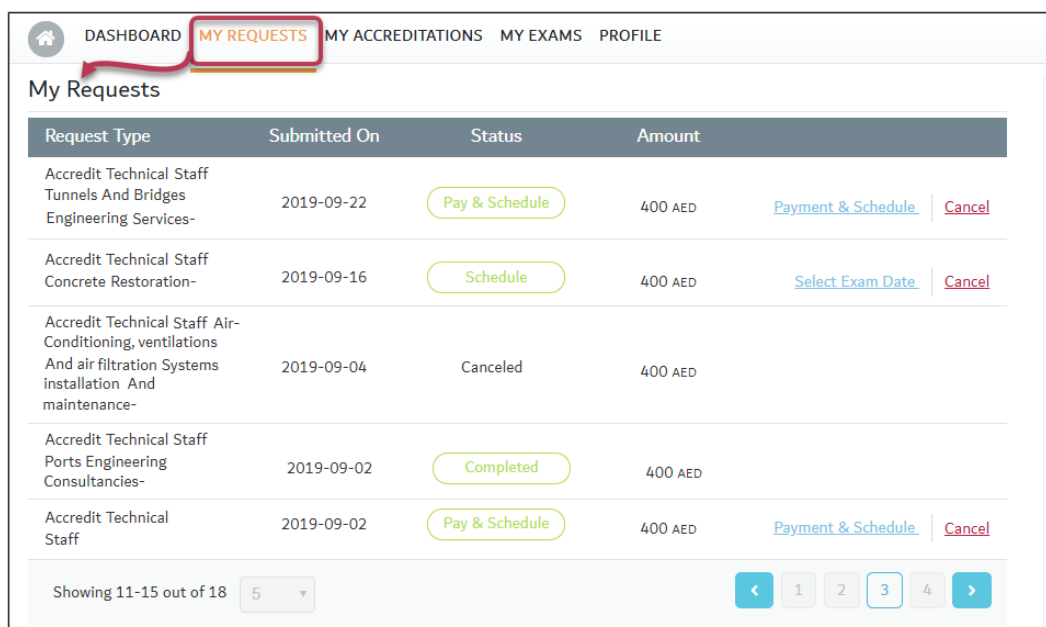
In the next chapter, a detailed explanation will be provided for each one of these sections.

3.1 Dashboard

The dashboard components differ - as mentioned previously - depending on the requests for which you applied.

3.2 My Requests

This section displays all the requests that you have applied for with their dates and statuses.



Request Type	Submitted On	Status	Amount
Accredit Technical Staff Tunnels And Bridges Engineering Services-	2019-09-22	Pay & Schedule	400 AED
Accredit Technical Staff Concrete Restoration-	2019-09-16	Schedule	400 AED
Accredit Technical Staff Air- Conditioning, ventilations And air filtration Systems installation And maintenance-	2019-09-04	Canceled	400 AED
Accredit Technical Staff Ports Engineering Consultancies-	2019-09-02	Completed	400 AED
Accredit Technical Staff	2019-09-02	Pay & Schedule	400 AED

Showing 11-15 out of 18

3.3 My Accreditations

The **My Accreditations** section is one of the most important section through which you can apply for a new accreditation, and you will be able to follow up your accreditation requests if you previously applied for them.

MY ACCREDITATIONS

Filter by: ☐ All ☐ G+1 ☐ G+4 ☐ G+12 ☐ Unlimited

Accreditation	Accredited on	Grade	Action
Water Pipelines And Stations Contracting	15-08-2019	No Grade	View Details
Road Contracting	05-08-2019	No Grade	View Details
Wrecking And Demolition Works	04-04-2019	G+1	View Details
Building Maintenance	01-04-2019	No Grade	View Details
Wrecking And Demolition Works	28-03-2019	G+1	View Details

To view the details of any of the previous accreditations, just click the **View Details** button. The page consists of four sections (Details, Documents, Accredited Activity, and Exams):

3.3.1 Details

The **Details** tab displays your accreditation request and related exam data, and the activity associated with this accreditation.

Accreditation Details - Hydrographic Engineering Surveying Services

Details		Documents	Accredited Activity	Exams
Accreditation No.	1770		Accredited on	15-08-2019
Accredit Requested by			Request Submitted on	21-04-2019
Exam Taken on	18-08-2019		Number of Attempts	1
Linked Accreditation	Yes		Linked Activity	Hydrographic Engineering Surveying Services

View Certificate

Click to view your accreditation certificate. [View Certificate](#)

3.3.2 Documents

This section displays Education details (degree, university, faculty, specialization, etc.), and Experience information you added after creating your account (position, company, start and end date of job, etc.).

Accreditation Details - Water Pipelines And Stations Contracting

Details
Documents
Accredited Activity
Exams

Education Info

Degree Type:	Bachelors	University:	American University of Sharjah
Faculty:	Civil Engineering	Specialization:	Electrical Network Systems Engineering
Country:	United Arab Emirates	Date Obtained:	21-03-2000

Experience Info

Position:	Engineer	Company Name:	Test local company
City:	Island	Country:	Christmas Island
End Date:	04-04-2018	Start Date:	20-03-2013


[View Certificate](#)

Click to view your accreditation certificate. [View Certificate](#)

3.3.3 Accredited Activity

This section displays the accredited activity linked to your company, if any.

Accreditation Details - Hydrographic Engineering Surveying Services

Details
Documents
Accredited Activity
Exams

Accreditation Linked	Yes
Linked Activity	Hydrographic Engineering
Linked Company:	


[View Certificate](#)

Click to view your accreditation certificate. [View Certificate](#)

3.3.4 Exams

In this section, the system displays the accreditation exam(s) you have taken, the result(s) and the percentage you got.

Accreditation Details - Water Pipelines And Stations Contracting

DetailsDocumentsAccredited ActivityExams

Exam Date	Result	Rate
18-08-2019	Passed	90%


[View Certificate](#)
Click to view your accreditation certificate. [View Certificate](#)

You can also view the certificate you obtained by clicking the **View Certificate** link at the bottom of the page.




Certificate no. 562Date of issuance certificate : 03-09-2019تاريخ إصدار الشهادة : 03-09-2019رقم الشهادة : 562

ENGINEERING PROFESSION PRACTICE CERTIFICATE
شهادة سجل مزاولة المهنة الهندسية



Engineer Number: 36رقم القيد : 36

Activity : Hydrographic Engineering Surveying Servicesالتشط : خدمات هندسة المساحة البحرية

Grade :الدرجة :

Registry Notes : In the event of any modification to the above data ,please update it through the electronic services for building management -Incubation sectors of consultations and Contractors
ملاحظات السجل : في حال إجراء أي تعديل على البيانات أعلاه يرجى تحديثها من خلال الخدمات الإلكترونية لإدارة ترخيص البناء -تحت إشراف الاستشاريين والمقاولين

3.4 My Exams

Through **My Exams** section, you can view the exams that you applied for to obtain accreditation. You can also apply for a new accreditation through this section. After viewing exam details, you can **Reschedule** or **Cancel the Exam** if you haven't already attended the exam.

My Exams

Filter by : ☐ All ☐ Completed ☐ No Show ☐ Cancelled ☐ Scheduled

Exam Name	Date	Status	Action
Surveying Engineering Services	2019-12-08	No Show	View Details Reschedule
District Cooling Contracting	2019-11-28	No Show	View Details Reschedule
Water Pipelines And Stations Contracting	2019-08-18	Completed	View Details
Green Buildings Engineering Services	2019-08-07	No Show	View Details Reschedule
Projects Management Engineering And Technical Feasibility Studies Services	2019-08-06	Completed	View Details
Sand Compacting And Controlling Works	2019-08-05	Scheduled	View Details Reschedule
Steel Constructions Contracting	2019-04-22	Scheduled	View Details Reschedule
Advertising Billboards Contracting	2019-11-13	Cancelled	View Details

My Exams section consists of four tabs (Details, Documents, Payments, and Preparation) after clicking the **View Details** button for one of the exams you have taken:

3.4.1 Details

In the **Details** tab, the exam data are displayed, such as status, date of submission, etc.

Exam Details - Water Pipelines And Stations Contracting

Details

Documents

Payments

Preparation

Exam Number	1602	Scheduled on	2019-08-18
Status	completed	Exam Submitted by	Tarek Tarek
Exam Submitted on	2019-08-15	Exam Result Percentage	90
Exam Result	Passed		

3.4.2 Documents

This tab includes your educational information and experience information to enable you to take this exam.

Exam Details - Water Pipelines And Stations Contracting

Details

Documents

Payments

Preparation

Education Info

Degree Type:	Bachelors	University:	American University of Sharjah
Faculty:	Civil Engineering	Specialization:	Electrical Network Systems Engineering
Country:	United Arab Emirates	Date Obtained:	2000-03-21

Experience Info

Position:	Engineer	Company Name:	Test local company
		Country:	Christmas Island
City:	Island	Start Date:	2013-03-20
End Date:	2018-04-04		

3.4.3 Payments

The Payments tab displays the fees for this exam and the payment status. Note that if your payment status is **paid**, you cannot cancel the exam, but you can only reschedule.

Exam Details - Water Pipelines And Stations Contracting

Details

Documents

Payments

Preparation

Payment Status Paid

Item	Amount
Total	400 AED

3.4.4 Preparation

The **Preparation** tab displays the possibility to **Take Trial Exam** before taking the actual one. You can also **download the exam material** to read it before the exam, in addition to **reschedule** or **cancel the exam**.

Exam Details - Sand Compacting And Controlling Works

Details

Documents

Payments

Preparation

GET OUR FREE TRIAL EXAM NOW

Click "Take Trial Exam" button to generate username and password.

Take Trial Exam

Document Name	Type	Size
Material Test	PDF	1000

Reschedule

Cancel Exam

If you click the **Take Trial Exam**, link, the page changes to show you **Username** and **Password** to be able to log in to the Exams system, then click the **Take the Exam** button.

After entering the trial exam, the system sends a message to your registered email with the exam result. If you pass the exam, the system sends you a link in the mail to view the certificate details.

3.5 Profile

Through the **Profile** section, you can view the details you entered when creating your account for the first time. You can also edit your details or change your password.

The Profile section is divided into four tabs: (Personal Details, ID Documents, Education, and Experience):

Personal Details tab contains the data you entered the first time when you created the account.

The screenshot displays the 'Engineer Profile' interface. At the top, a navigation bar includes 'DASHBOARD', 'MY REQUESTS', 'MY ACCREDITATIONS', 'MY EXAMS', and 'PROFILE' (which is highlighted with a red box and an arrow pointing to the 'Personal Details' tab). The 'Engineer Profile' section features four tabs: 'Personal Details' (active), 'ID Documents', 'Education', and 'Experience'. Under the 'Personal Details' tab, there is a profile picture placeholder, a list of personal information fields, and two action buttons: 'Edit Profile' and 'Change Password'.

Field	Value	Action
Engineer No	45	
Engineer ID	[Redacted]	
First Name	[Redacted]	
Last Name	[Redacted]	
Email	[Redacted]	[Change]
Mobile No.	[Redacted]	[Change]
Gender	Female	
Date of Birth	1987-03-16	
Nationality	Ecuador	
Notification Language	English	

ID Documents: The details that you entered during the creation of the account, and it varies according to the nationality you entered. The ID Documents may include Emirates ID, Passport Number and Residency File Number.

The screenshot shows the 'Engineer Profile' page with the 'ID Documents' tab selected. The page contains four input fields for document numbers, each with a placeholder image: 'Society of Engineers Membership', 'Emirates ID No.', 'Passport No.', and 'Residence File No.'.

You can also, through the **ID Documents** tab modify the user type from **non-resident** to **resident**. And that is by clicking the **Edit** button at the Emirates ID data section and the residence file to be able to enter **ID Number** and **Residence File No.** where the system will automatically verify the data by linking with GDRFA.

This screenshot shows the 'ID Documents' tab with a modal window open for editing. The modal has fields for 'Emirates ID No.' and 'Residence File No.', each with a placeholder text 'Enter your ...'. The modal also has 'Cancel' and 'Save' buttons. In the background, a yellow warning box says 'MISSING Please complete your Society of Engineers registration and membership number.' and the 'Emirates ID No.' field is currently empty, showing 'N/A'. A red arrow points from the 'Edit' button in the background to the modal.

Education: Displays the obtained educational qualifications. They are added from this tab after creating the account by clicking the **Add New Education Record** link. You can also edit or delete the record if it has not been verified via automatic linking with SOE if you are a member, or when taking any exam submitted through Dubai Municipality.

Personal Details	ID Documents	Education	Experience
Add New Education Record			
Delete Edit			
Degree Type:	Bachelors	University:	University of Jordan
Faculty:	Mining / Mines Equipment Engineering	Specialization:	Mining Geological Engineering
Country:	Jordan	Date Obtained:	2016-08-24
Degree Type:	Bachelors	University:	American University of Sharjah
Faculty:	Civil Engineering	Country:	United Arab Emirates
Date Obtained:	2000-03-21	Source:	Society of Engineer Specialty

Experience: This tab displays the experience certificates you obtained, and adding a new experience record. You can also **Edit** or **Delete** the record if it has not been verified when performing any exam submitted by Dubai Municipality.

Personal Details	ID Documents	Education	Experience
+ Add New Experience Record			
Edit			
Position:	Engineer	Company Name:	
Country:	Christmas Island	City:	Island
Start Date:	20-03-2010	End Date:	03-09-2019

4. Individuals Services

Through this chapter, you will learn about the procedures you can perform after signing in to your account. These procedures include:

- Add New Education Record
- Add New Experience Record
- Apply for New Accreditation
- Cancel Accreditation Request
- Reschedule Exam Date
- Cancel Exam
- Perform Electronic Exam
- NOC Issue Local Branch for Corporate from Another Emirate
- NOC Issue New Foreign Branch Request
- NOC Issue New Corporate Request
- Change Email
- Change Mobile Number
- Modify Account Details
- Change Password

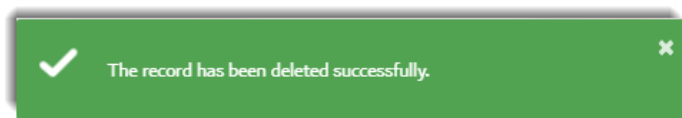
4.1 Add New Education Record

After creating the account, you can add a new education record from the profile section. To add a new record, perform the following steps:

7. From the top section of the screen, click the **Profile** section.
8. In the **Profile** screen, select the **Education** tab, then click the **Add New Education Record** link at the top of the page.

9. The **Education Information** screen displays. Select **Degree Type** from the pick list, then select **Country**.
10. Select **University** from the pick list, and then select **Faculty**.

11. Select the **Specialization** from the pick list, then enter **Graduation Date**.
12. Click the **Save** button to record data and return to the **Education** tab. A message displays that the record is created successfully.



13. Repeat steps 2 through 6 to add another record, and so on.

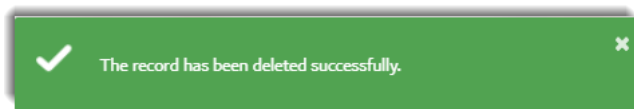
4.2 Add New Experience Record

After creating the account, you can add a new experience record from the **Profile** section. To add the record, perform the following steps:

1. From the top side of the screen, click the **Profile** link.
2. In the **Profile** section, select the **Experience** tab, then click the **Add New Experience Record** link at the top of the page.

3. The **Experience Information** screen displays. Select **Position** from the pick list, then select **Country**.
4. Select **City** from the pick list, then select **Company Name**. If you select the city **Dubai**, a list of registered corporates in **Dubai** displays for you to select one.

5. Enter the **Trade License No.** for the company. If you select the city **Dubai**, you won't need to add the trade license number.
6. Select the **Start Date** and select the **Present** check box if it is your current job, or enter the **End Date** if this is not your current job.
7. Click the **Save** button to record data and return to the **Experience** tab. A message displays that the record is created successfully.

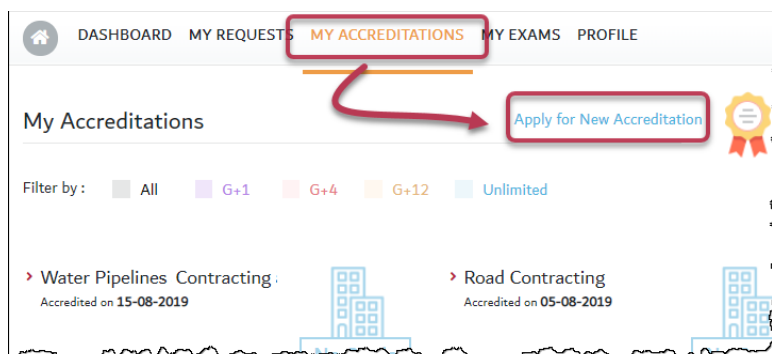


8. Repeat steps 2 through 7 to add another experience record.

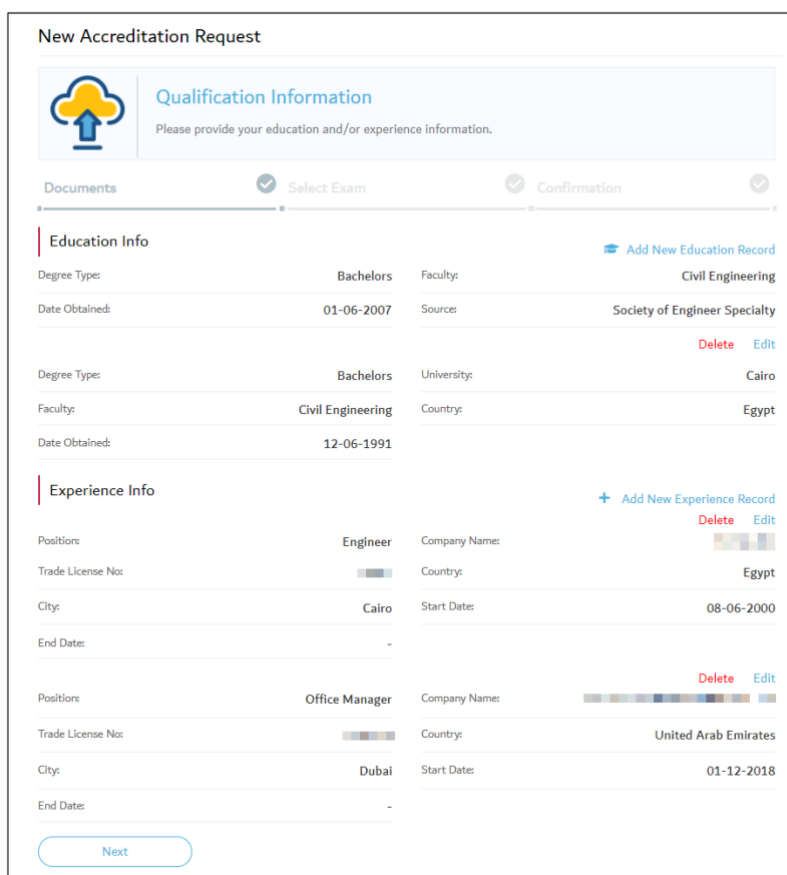
4.3 Add New Accreditation Request

To apply for a new accreditation, do the following steps:

1. After logging in to your account, click on the **My Accreditations** section at the top of the screen.
2. In the **My Accreditations** screen, click the **Apply for New Accreditation**.

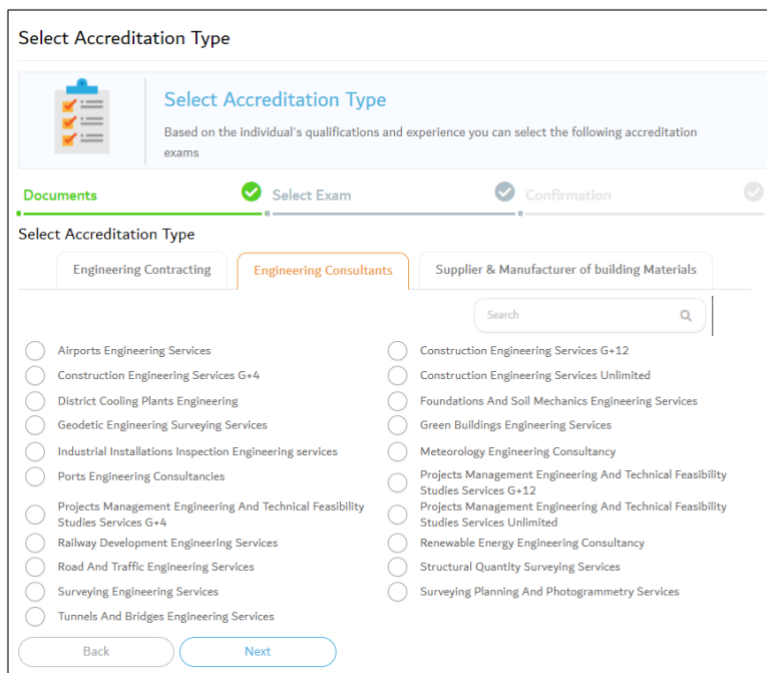


3. The first step **Documents** displays. You can add a new education record or a new work experience record.



4. Click the **Next** button to continue to the second step to select the exam.

5. Select the accreditation that you want to get from the available list, or you can select one of the categories above the options (Consulting, Contracting, etc.), then click the **Next** button.



The screenshot shows a web form titled "Select Accreditation Type". At the top, there is a progress bar with four steps: "Documents", "Select Exam" (which is the current step and has a green checkmark), "Confirmation", and a final step with a checkmark. Below the progress bar, the form is divided into three tabs: "Engineering Contracting", "Engineering Consultants" (which is selected and highlighted in orange), and "Supplier & Manufacturer of building Materials". Under the "Engineering Consultants" tab, there is a search bar and a list of 20 accreditation options, each with a radio button. The options are arranged in two columns. At the bottom of the form, there are "Back" and "Next" buttons.

Select Accreditation Type

Based on the individual's qualifications and experience you can select the following accreditation exams

Documents | **Select Exam** | Confirmation

Select Accreditation Type

Engineering Contracting | **Engineering Consultants** | Supplier & Manufacturer of building Materials

Search

- ☐ Airports Engineering Services
- ☐ Construction Engineering Services G+4
- ☐ District Cooling Plants Engineering
- ☐ Geodetic Engineering Surveying Services
- ☐ Industrial Installations Inspection Engineering services
- ☐ Ports Engineering Consultancies
- ☐ Projects Management Engineering And Technical Feasibility Studies Services G+4
- ☐ Railway Development Engineering Services
- ☐ Road And Traffic Engineering Services
- ☐ Surveying Engineering Services
- ☐ Tunnels And Bridges Engineering Services
- ☐ Construction Engineering Services G+12
- ☐ Construction Engineering Services Unlimited
- ☐ Foundations And Soil Mechanics Engineering Services
- ☐ Green Buildings Engineering Services
- ☐ Meteorology Engineering Consultancy
- ☐ Projects Management Engineering And Technical Feasibility Studies Services G+12
- ☐ Projects Management Engineering And Technical Feasibility Studies Services Unlimited
- ☐ Renewable Energy Engineering Consultancy
- ☐ Structural Quantity Surveying Services
- ☐ Surveying Planning And Photogrammetry Services

Back | Next

6. The **Confirmation** step displays. Select the check box I certify that all provided information are accurate and correct.
7. Click the **Next** button. to proceed to the next step.

New Accreditation Request

Information Verification

Please confirm the provided information before submitting the exam request.

Documents

Select Exam

Confirmation

Accreditation Information

Selected Exam: Building Contracting G+12

Engineer Name: [Redacted]

Education Info

Degree Type:	Bachelors	University:	Cairo
Faculty:	Civil Engineering	Country:	Egypt
Date Obtained:	11-09-1990		

Experience Info

Position:	Engineer	Company Name:	[Redacted]
Country:	Egypt	City:	Cairo
Start Dates:	26-09-1973	End Dates:	08-09-2016

☐ I certify that all provided information are accurate and correct and I have read and agreed to [Accreditation Cond terms](#)

Please note that all exams are delivered in English.

Back

Next

- The **Payment** step displays, from which you can view the available exam slots before completing the payment. Click the link to view the available slots so you can check them before paying.

Payment

Select preferred payment method to complete your transaction.

Documents ✓ Select Exam

Show Available Exam Slots
This Calendar is only to check the current available exam slots, and may not be available upon payment. Please pay to book this time.

[Show Available Exam Slots](#)

Applicable Fees

Item	Amount
Fee Accredite Engineer	AED 400
Total	AED 400

Payment Method
Select payment methods cash/online payment to book and schedule the exam.

☒ **Online Payment** 100% SECURE Payment gateway
We are processing your transaction. You will be redirected to a secure third-party payment gateway.

☐ **Cash Payment/Voucher**
In case of Cash Payment, please use the voucher number and go to one of the Dubai Municipality payment outlets, or any branch of [Ansari Exchange](#).

Voucher No.: XXXXXXXXXX
[Print Voucher](#)

[Back](#) [Online Payment](#)

Available Exam Slots

Select Location: ▼ Select Date: 26-12-2019

[Search for an appointment](#)

Exam Time: ▼ [Close](#)

9. Select the payment method that is convenient for you (cash or electronic). If you select to pay cash, you will view a Voucher to pay with the invoice number so that you can print it and use it to pay. If you select to pay online, the system will take you to the online payment gateway to complete the transaction.

Print Date: Saturday, 07 September 2019

إذن الدفع / Voucher

Invoice No.	رقم الفاتورة
Service Type	Accredit Technical Staff
Service	Fee Accredite Engineer
Record ID	62165
Expiry Date	تاريخ انتهاء الصلاحية

إيراد / ERAD

رسم البند / Fee Item	سعر الوحدة / Unit Price
Fee Accredite Engineer	400 AED
TOTAL	400 AED

Notes: Dear Customer, kindly note that the value of this invoice might be subject to additional Knowledge and Innovation Dirham fees.
ملاحظات: عزيزي العميل، يرجى ملاحظة أن قيمة هذه الفاتورة قد تكون خاضعة لرسم إضافية خاصة بدرهم المعرفة ودرهم الابتكار.

DUBAI ENGINEERING QUALIFICATIONS

- After the payment has been processed successfully, you will be able to select the exam slot. The **Select Exam Date** page displays.
- From the **Select Location** pick list, select Dubai Municipality. Then select the **Date** in which you want to take the exam, and click the **Search for an Appointment** button.
- Select from the **Exam Times** pick list the time slot to take the exam.

Select Exam Date



Select Exam Date

Select preferred date for the exam from the calendar.

Payment

✓ Select Exam Date

✓

Accreditation Exam Green Buildings Engineering Services

Select Location

Dubai Municipality Headquarter

View Location Map

Select Date

31-12-2019

Search for an appointment

Exam Time

09:30 - 11:30

Back

Next

- Click the **Next** button. A pop up window displays to confirm the date and appointment. Click the **Confirm** button.

Select Accreditation Exam Date

Selected Exam:

Green Buildings Engineering Services

Location:

Dubai Municipality Headquarter

Date:

31-12-2019

Time:

09:30 - 11:30

Confirm

Close

- A message displays that the transaction was successful and the appointment is selected.

New Accreditation Request



Confirmation

Your Accreditation Exam request has been booked.

Select Exam Date

Payment

Accreditation Building Contracting G+4

Request Number: 7519 Scheduled: 04-02-2020, 09:30 - 11:30

Location: Dubai Municipality Headquarter



Your Accreditation Exam has been booked successfully.
We've sent a confirmation email to your registered email address.

[Return to My Exams page](#)

4.4 Cancel Accreditation Request

Before paying for the accreditation exam, and selecting the appointment, you can cancel your request that you have applied for. Perform the following steps:

1. After signing in to your account, your dashboard displays. In the **My Requests** section, click the **View all** link.

[DASHBOARD](#)
[MY REQUESTS](#)
[MY ACCREDITATIONS](#)
[MY EXAMS](#)
[PROFILE](#)

Home > Dashboard

My Requests

[View All](#)

Request Type	Submitted On	Status	Amount	
Accredit Technical Staff Building Contracting -G+4	26-12-2019	Completed	400 AED	Cancel

My Exams 1

[View All](#)

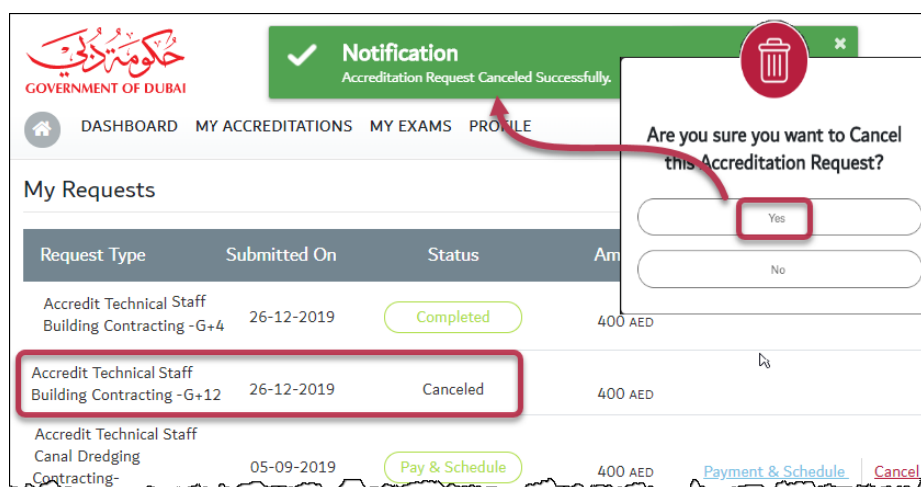

2. All your requests are displayed. Select the request that you want to cancel and its status is " **Pay & Schedule** ". You will see two options, either **Pay & Schedule** or **Cancel**. Click the **Cancel** button.

My Requests

Request Type	Submitted On	Status	Amount	
Accredit Technical Staff Building Contracting -G+4	26-12-2019	Completed	400 AED	
Accredit Technical Staff Building Contracting -G+12	26-12-2019	Pay & Schedule	400 AED	Payment & Schedule Cancel
Accredit Technical Staff Canal Dredging Contracting-	05-09-2019	Pay & Schedule	400 AED	Payment & Schedule Cancel

Showing 1-3 out of 3 5 < 1 >

3. A warning message displays to confirm if you want to cancel. Click the **Yes** button. The exam is canceled and its new status is **Canceled** and a success message displays to confirm the cancellation.



Notification
Accreditation Request Canceled Successfully.

Are you sure you want to Cancel this Accreditation Request?

My Requests

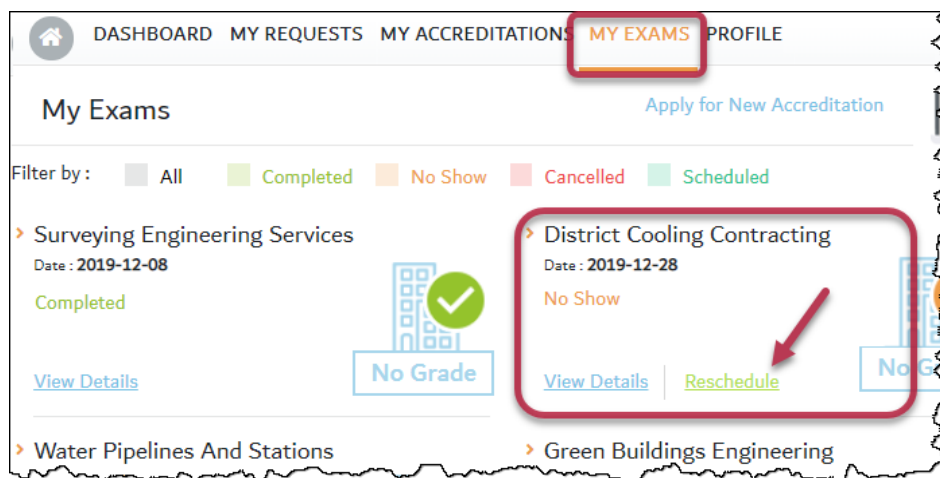
Request Type	Submitted On	Status	Am
Accredit Technical Staff Building Contracting -G+4	26-12-2019	Completed	400 AED
Accredit Technical Staff Building Contracting -G+12	26-12-2019	Canceled	400 AED
Accredit Technical Staff Canal Dredging Contracting-	05-09-2019	Pay & Schedule	400 AED

[Payment & Schedule](#) [Cancel](#)

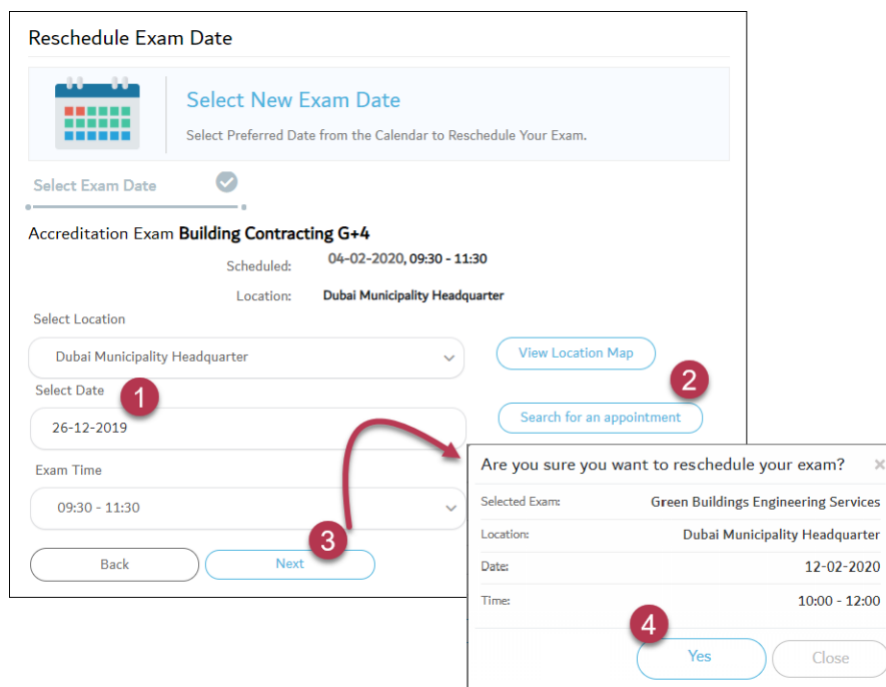
4.5 Reschedule an Exam

After scheduling an exam, you can reschedule its time and date only if the remaining time is at least one day. To do this, perform the following steps:

1. After signing in to your account, click on the **My Exams** from the top section of the page.
2. The exams page displays your currently registered exams. Select the exam that you want to reschedule, then click the **Reschedule** button.



3. The **Reschedule Exam Date** page displays. Select the **Date** on which you want to take the exam.
4. Click the **Search for an Appointment** button to view available appointments.
5. Select the time that fits you, then click the **Next** button.
6. A pop up window displays to confirm rescheduling to the selected date. Click **Yes**.

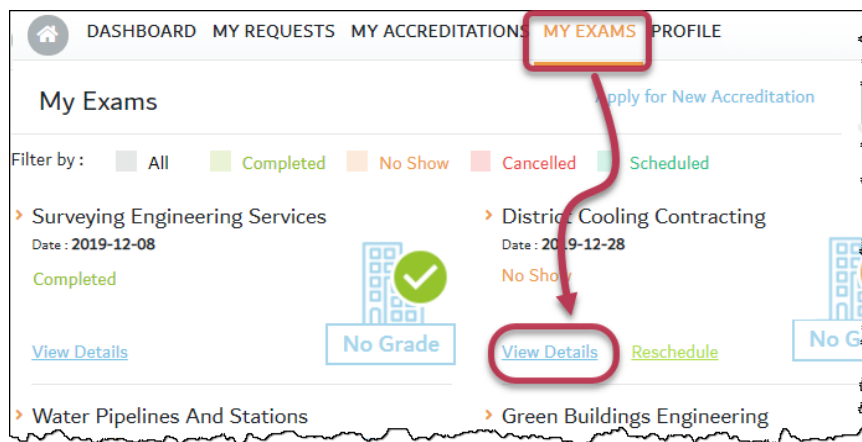


7. A success message displays with the new appointment, along with the request number.

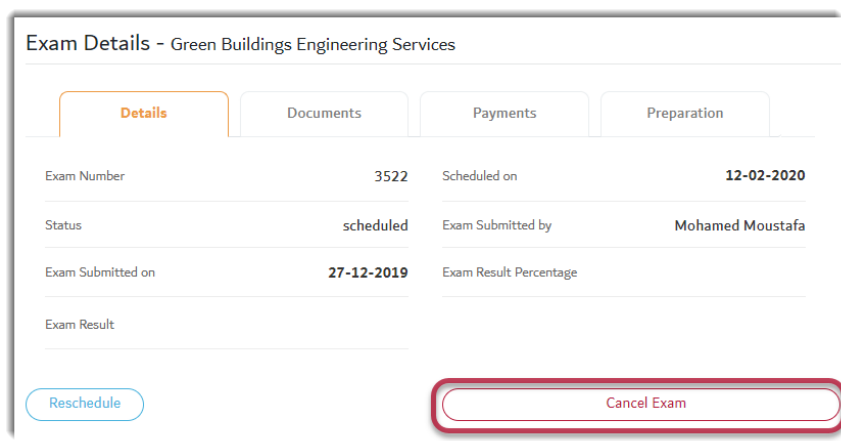
4.6 Cancel Exam

You can cancel the exam after scheduling and paying for it, yet, you will not be able to get a refund. To do this, perform the following steps:

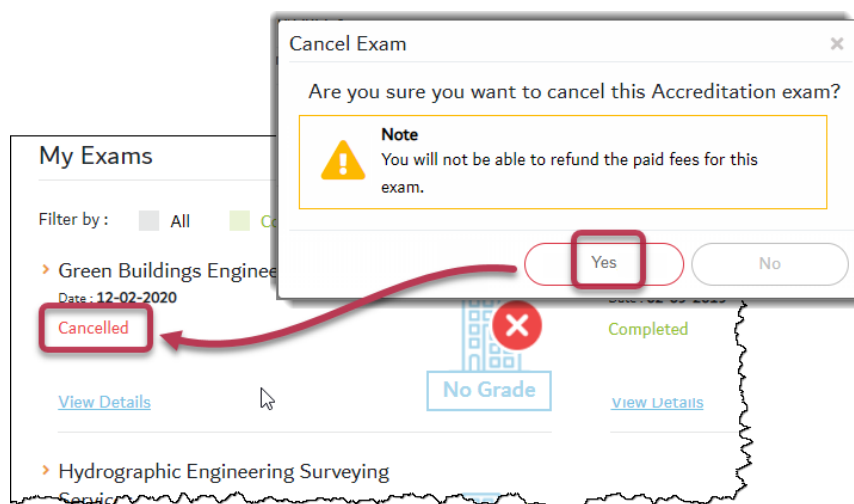
1. After signing in to your account, click on the **My Exams** from the top section of the page.
2. The exams page displays your currently registered exams. Select the exam that you want to cancel, then click the **View Details** button.



3. The Exam details page displays. Click the **Cancel Exam** button.



4. A pop up message displays to confirm if you want to cancel. Click the **Yes** button. The exam is canceled and its status changes in **My Exams** page.



4.7 Perform Electronic Exam

After applying for accreditation, you will be able to take the exam by going to the Dubai Municipality location, then submitting your identification papers, and then taking the exam in one of the available rooms according to the date you applied for.

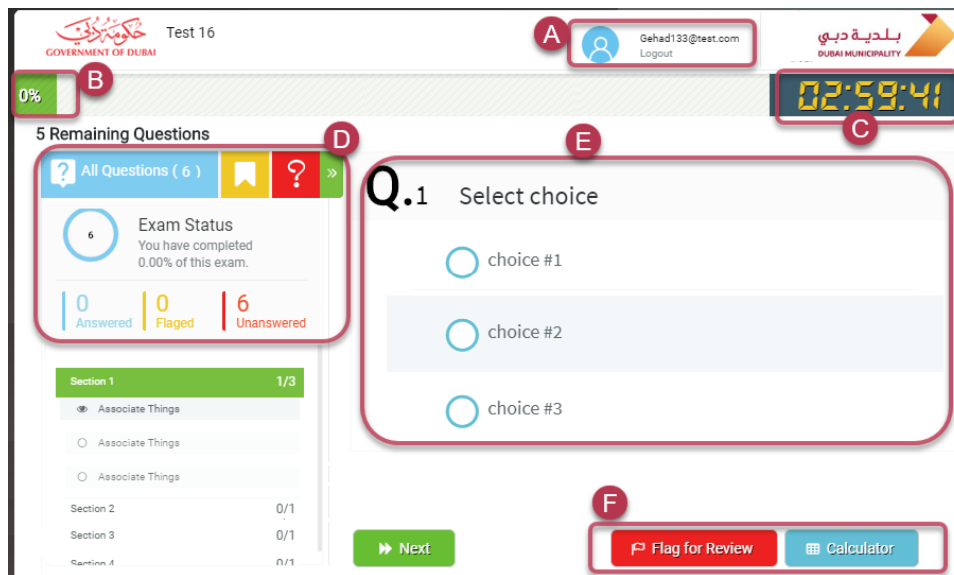
Perform the following steps:

1. On the day of the exam, go to the selected location, and head to the front desk. Submit your Emirates ID or your passport to the receptionist to confirm your identity, and register your name on the list of attendees for the exam.
2. The receptionist will guide you to the waiting area. After verification of your data, the system will automatically add you to the Exam Applicants List. And when it's your turn, your name will automatically appear on the Waiting Room screen.
3. Now, you can present the graduation certificate, and the experience certificates to the employee for verification, and you will be given a locker to keep your personal belongings.
4. The employee will provide you with **username** and **password** created by the system in order for you to start the exam.
5. On the computer that will be assigned to you, you will find the login screen to enter the provided **username** and **password**. Enter them in the relevant fields, then click the **Login** button.

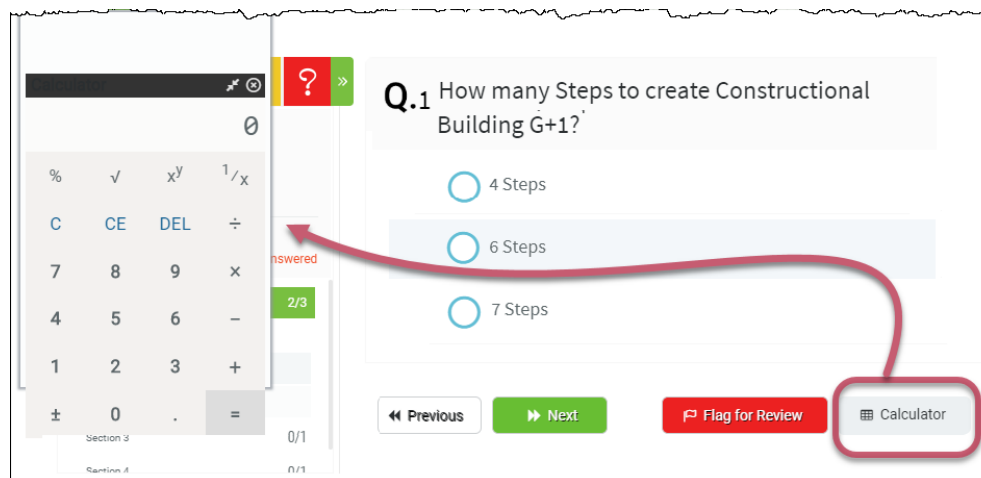
6. It The available exam displays for you. Click the **Start** button to start the exam.

7. The exam starts with the timer in the upper-right side of the screen. The screen consists of the following sections:

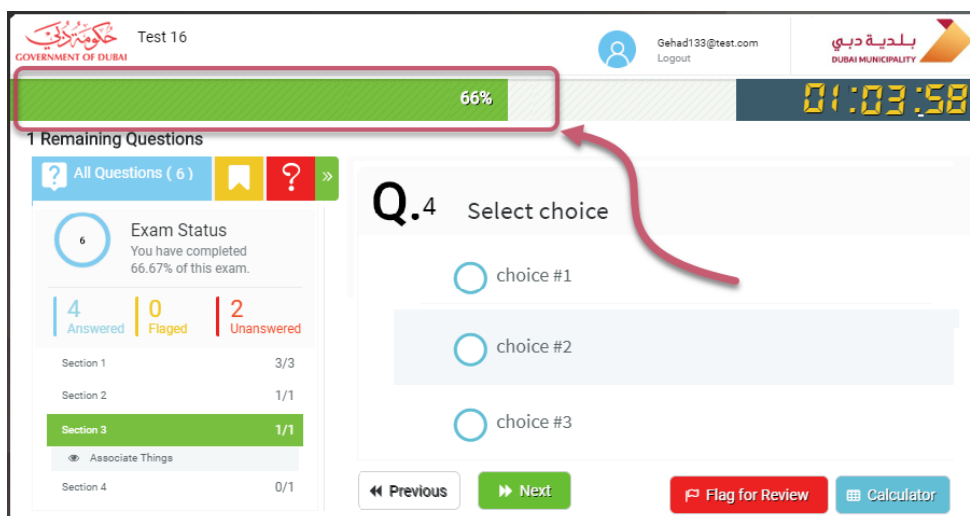
- A. Email of the examiner,
- B. The percentage of questions that were already answered in the exam,
- C. A counter for the exam remaining time,
- D. Status details of the exam questions (Unanswered, flagged for later, answered),
- E. The current question,
- F. Additional action fields (Flag for Later, Calculator)



8. Start answering the questions, and you can use a calculator if you need it by clicking the **Calculator** button.



9. Continue with the exam until you have completed all the questions. Note the progress bar in the upper left side of the screen, showing you the percentage of your completion.



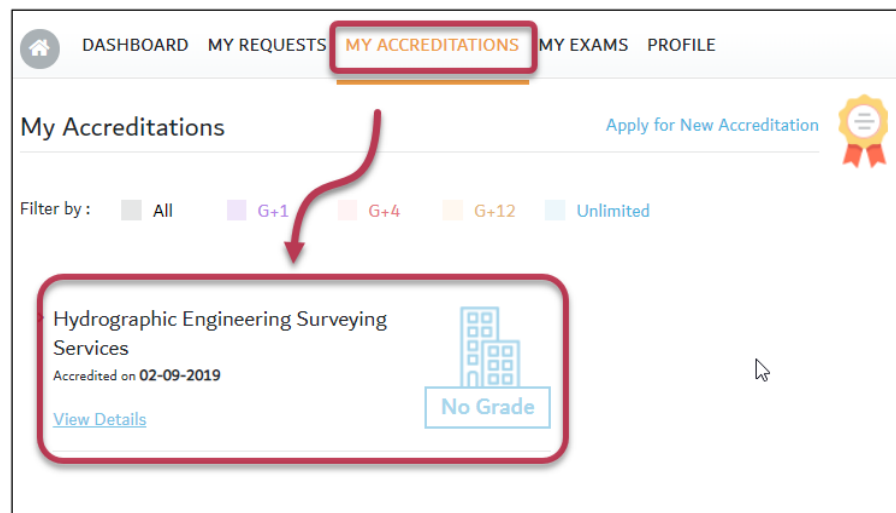
10. When you are finished with all questions, click the **End Test** button to end the exam and close the screen.



11. The result shown the number of correct and wrong answers and the percentage you have received. Click the **Finish & Close** button.



12. The next time you sign in to the DEQ system, you will be able to view the exam result in **My Exams** section if you pass or fail, depending on the percentage required to pass this type of accreditation.
13. If you pass the exam successfully, you will be able to view your certificate through **My Accreditations** tab. Select the exam that you performed, and then click the **View Details** button.



14. The **Accreditation Details** page displays. You can now view the certificate by clicking the **View Certificate** at the bottom of the page.

Accreditation Details - Hydrographic Engineering Surveying Services

Details

Documents

Accredited Activity

Exams

Accreditation No.	1770	Accredited on	15-08-2019
Accredit Requested by		Request Submitted on	21-04-2019
Exam Taken on	18-08-2019	Number of Attempts	1
Linked Accreditation	Yes	Linked Activity	Hydrographic Engineering Surveying Services



View Certificate

Click to view your accreditation certificate. [View Certificate](#)

■ NOC Issue Local Branch for Corporate from Another Emirate

To apply for NOC Issue Local Branch for Corporate from Another Emirate, you must have Transaction no. in DED. Do the following steps:

- After registration, **Dashboard-Person** appears, and it has the available actions. Press **NOC Issue Local Branch for Corporate from Another Emirate** link.




[DASHBOARD](#)
[MY REQUESTS](#)
[MY ACCREDITATIONS](#)
[MY EXAMS](#)
[PROFILE](#)

[SIGN OUT](#)
[عربي](#)

Home > Dashboard

My Requests [View All](#)

Request Type	Submitted On	Status	Amount	
NOC WEB NON CANCEL TRANSACTION	07-02-2021	Web NOC NON-Cancel Pending Verification	0 AED	Details

My Accreditations 1 [View All](#)

Architectural Design Consultancy
Accredited on **03-12-2020**

[View Details](#)

G+12

My Exams 1 [View All](#)

Scaffolding Contracting
Scheduled on **28-01-2021**

[View Details](#) | [Reschedule](#)

No Grade

Available Actions

- NOC Issue New Local Branch for Corporate from Another Emirate
- NOC Issue New Foreign Branch Request
- NOC Issue New Corporate Request

khalid abdulhaq yousef
Welcome Back 

Associated To
[DXB LAB](#)
[Enter Your Card Number](#)

Switch Company
[Select Company](#)

Help

- Engineers
- Corporates
- Search
- Contact Us
- FAQs

- In the Request page, enter Transaction no. in DED
- Enter the number of the Main Trade License for the Head Quarter then press Upload.
The system upload the information of the corporate automatically.

4. Press Next.

NOC Issue New Local Branch for Corporate from Another Emirate



NOC Issue New Local Branch for Corporate from Another Emirate

Please provide details for your NOC Issue New Branch

NOC Issue New Branch Details ☒ Members Details ☒ Confirmation ☒

Transaction no In DED

1445879541

Mother Trade License

123456

Load

Trade Name Arabic

المنهل للاستشارات الهندسية (أية أم إيه سي)

Trade Name English

AL MANHAL ENGINEERING CONSULTANTS (A M)

Activity Code	Activity Desc AR	Activity Desc En
742103	خدمات هندسة إنشاءات الأبنية	Construction Engineering Services
742170	إستشارات هندسة التصميم المعماري	Architectural Design Consultancy

Showing 1-2 out of 2

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Welcome Back

Associated To

[DXB LAB](#)

[Enter Your Card Number](#)

Switch Company

[Select Company](#)

Help

Engineers

Corporates

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Contact Us

FAQs

5. In the next step, Members' details are displayed. Each member is shown associated with the type of his membership. Press Next.

6. Confirmation Step appears. Select I have read and agreed to the terms and conditions. Press Next.




DASHBOARD MY REQUESTS MY ACCREDITATIONS MY EXAMS PROFILE
SIGN OUT

NOC Issue New Corporate Details



Information Verification

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

NOC Issue New Corporate Details
Members Details
Confirmation

NOC Issue New Corporate Request

Transaction no in DED 23829312

Certify Information Accuracy

Please read through the following documents and let us know you accept the Service Conditions.

☒ I have read and agreed to the terms and conditions

Back
Next

DM Qualification
Department Deputy
for 00000000 DM
Qualification
Department Deputy
for 70000000
Welcome Back

Not Associated
[Enter Your Card Number](#)

Switch Company
[Company Profile](#)

Help

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- Corporates
- Search
- Contact Us
- FAQs

7. Confirmation message is displayed: NOC Issue New Corporate Request has been submitted. Request Number is also displayed.

NOC Issue New Branch Details



Information Verification

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

NOC Issue New Branch Details Members Details Confirmation

NOC Issue New Local Branch for Corporate from Another Emirate

Transaction no In DED 1445879541 Mother Trade License 123456

Certify Information Accuracy

Please read through the following documents and let us know you accept the Service Conditions.

☒ I have read and agreed to the terms and conditions

Back

Next

khalid abdulhaq yousef
Welcome Back

Associated To

[DXB LAB](#)

[Enter Your Card Number](#)

Switch Company

[Select Company](#)

Help

> Engineers

> Corporates

> Search

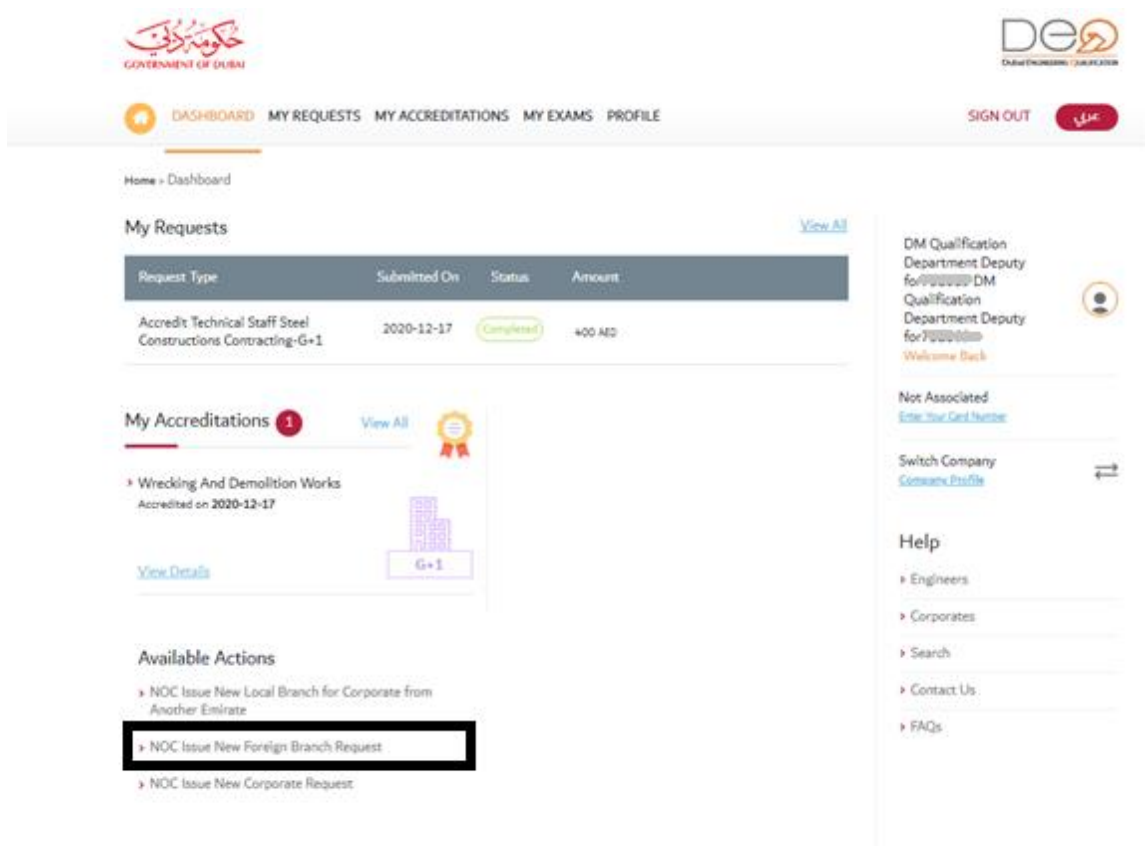
> [Contact Us](#)

> FAQs

■ NOC Issue New Foreign Branch Request

To apply for NOC Issue New Foreign Branch Request, You must have fist the transaction number in DED.

- After registration, Dashboard-Person appears. Press **NOC Issue New Foreign Branch Request** link.



The screenshot shows the DEQ Dashboard for a user. The top navigation bar includes links for DASHBOARD, MY REQUESTS, MY ACCREDITATIONS, MY EXAMS, and PROFILE. A 'SIGN OUT' button is also present. The main content area is divided into several sections:

- My Requests:** A table showing a single request for 'Accredit Technical Staff Steel Constructions Contracting-G+1' submitted on 2020-12-17, with a status of 'Completed' and an amount of 400 AED.
- My Accreditations:** A section showing one accreditation for 'Wrecking And Demolition Works' accredited on 2020-12-17, with a 'View Details' link.
- Available Actions:** A list of actions including 'NOC Issue New Local Branch for Corporate from Another Emirate', 'NOC Issue New Foreign Branch Request' (highlighted with a red box), and 'NOC Issue New Corporate Request'.
- Right Sidebar:** Contains a 'DM Qualification Department Deputy for' section, a 'Not Associated' section with a 'Enter Your Card Number' link, a 'Switch Company' section with a 'Company Profile' link, and a 'Help' section with links to 'Engineers', 'Corporates', 'Search', 'Contact Us', and 'FAQs'.

- In the Request page, input Transaction no. in DED
- Input Trade License Number for the Head Quarter.
- Input the Trade Name in Arabic then the Trade Name in English.
- Select Activity from the dropdown list then press Add Activity. You may add more than one activity.
- Press Next.



DASHBOARD

MY REQUESTS

MY ACCREDITATIONS

MY EXAMS

PROFILE

SIGN OUT

عربي

NOC Issue New Local Branch for Corporate from Another Emirate



NOC Issue New Local Branch for Corporate from Another Emirate

Please provide details for your NOC Issue New Branch

NOC Issue New Branch Details



Members Details



Confirmation

Name Ar	Name En	Legal Type	Mobile No
هشام خليل شعبان خليل		Manager	
هشام خليل شعبان خليل		Manager	
عقيل محمد شريف كرمستحي		Est. Owner	

Showing 1-3 out of 3

Back

Next

khalid.abdulhaq.yousef
Welcome Back



Associated To

[DXB LAB](#)

[Enter Your Card Number](#)

Switch Company

[Select Company](#)



Help

> Engineers

> Corporates

> Search

> Contact Us

> FAQs

- The next step displays Members' details. Press Add Member.

Add Member

Name Ar	Name En	Legal Type	Mobile No	Action
---------	---------	------------	-----------	--------

No Members Found

Showing 0-0 out of 0

Back

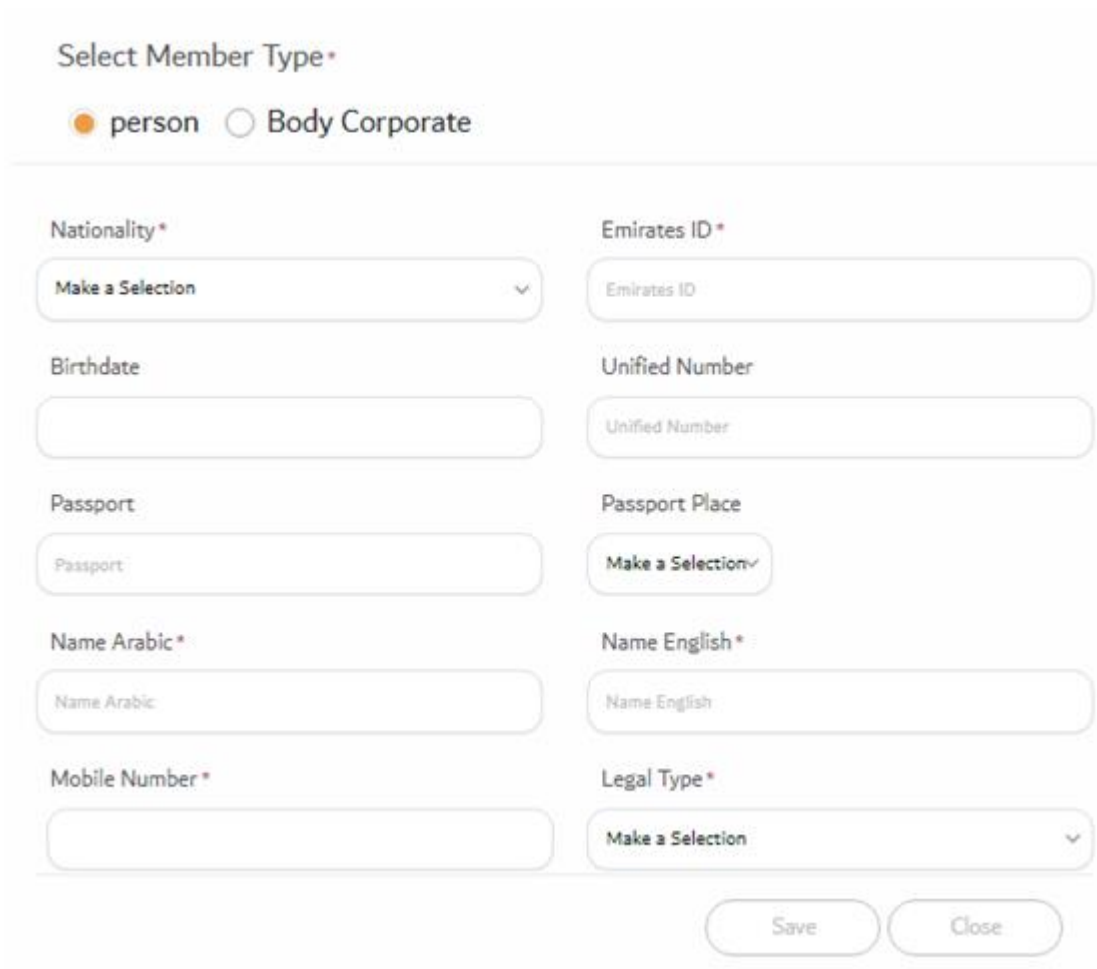
Next

- Popup window appears to add Member's information. You may add a person or a corporate.

8.1 To add Person information, select **Nationality** (If Emirati, **Emirates ID** is required. But, if non-Emirati, **Passport number** and **Passport Place** are required.

8.2 Add **Name in Arabic** and **Name in English**.

8.3 Add **Mobile number**. Then, select **Legal Type**.



8.4 To add Corporate information, select **Body Corporate**. Then, Add, **Trade License**.

8.5 Add **Corporate Name in Arabic** and **Corporate Name in English**.

8.6 Add **Mobile Number**.

Select Member Type *

☐ person ☒ Body Corporate

Authority * Trade License *

DED Trade License

Company Name Arabic * Company Name English *

Company Name Arabic Company Name English

Mobile Number *

- Press **Save** to add member. Member file is saved. You may add more than one member.
- Press Next.
- Confirmation step is displayed. Select I have read and agreed to the Terms and conditions. Press Next.



Information Verification

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

NOC Issue New Corporate Details  Members Details  Confirmation 

NOC Issue New Corporate Request

Transaction no in DED 23829312

Certify Information Accuracy

Please read through the following documents and let us know you accept the Service Conditions.

☒ I have read and agreed to the terms and conditions

Back Next

- Confirmation verification is displayed. Request Number is also displayed.



Confirmation

NOC Issue New Corporate Request has been submitted

NOC Issue New Corporate Details  Members Details  Confirmation 

Request Details

Request Number 8110



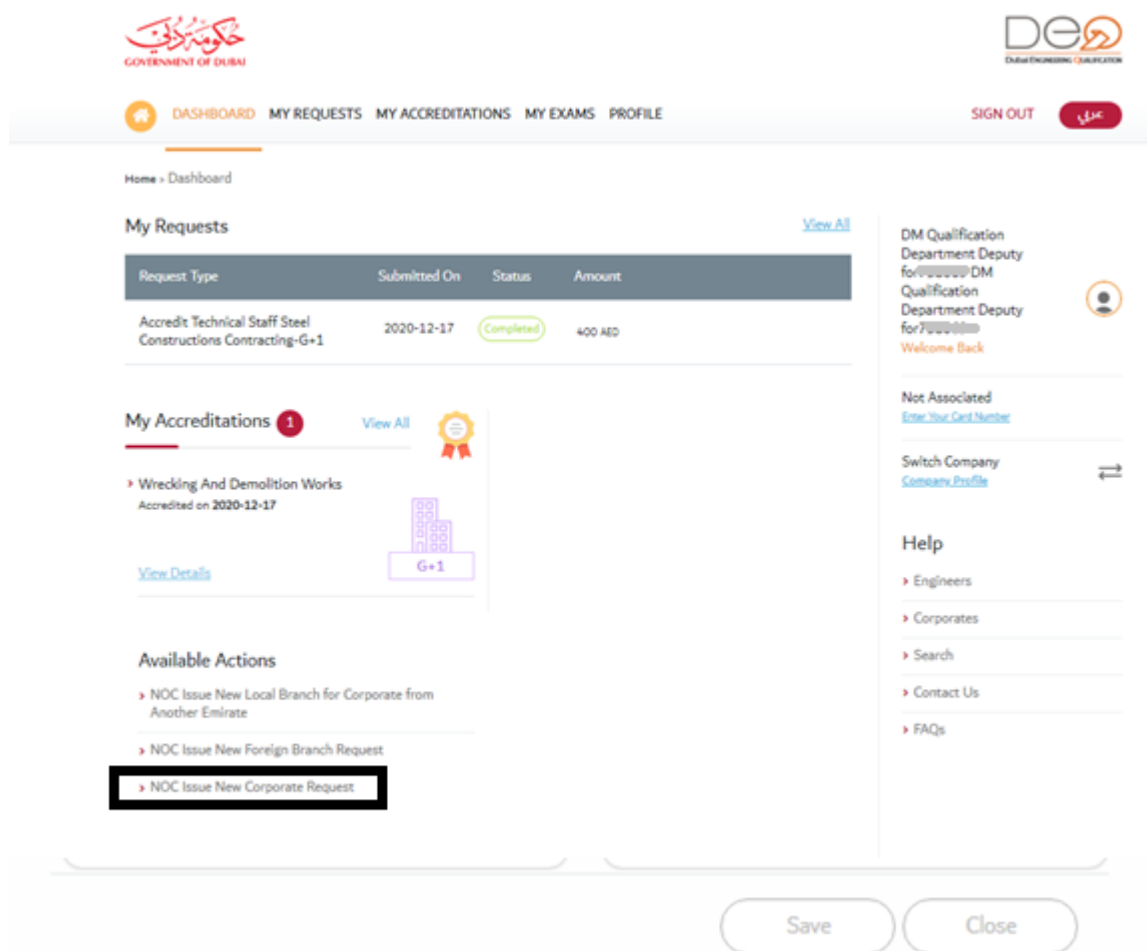
NOC Issue New Corporate Request has been submitted

[return to dashboard](#)

■ NOC Issue New Corporate Request

To apply for NOC Issue New Corporate Request, you have to have Transaction no. in DED. Do the following steps:

- After registration, Dashboard-Person appears and it has the available actions. Press **NOC Issue New Corporate Request** link.



2. In the Request page, enter **Transaction no. in DED**
3. Enter the Trade Name in Arabic then the Trade Name in English.
4. Select Activity from the dropdown list. Then, press Add Activity. You may add more than one activity.
5. Press Next.




[DASHBOARD](#)
[MY REQUESTS](#)
[MY ACCREDITATIONS](#)
[MY EXAMS](#)
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[SIGN OUT](#)

NOC Issue New Corporate Request



NOC Issue New Corporate Request

Please provide details for your NOC Issue New Corporate

[NOC Issue New Corporate Details](#)
[Members Details](#)
[Confirmation](#)

Transaction no in DED

Trade Name Arabic

Trade Name English

Select Activity

Add

Activity Code	Activity Desc AR	Activity Desc En	Action
			Remove

Showing 1-1 out of 1

DM Qualification
Department Deputy
for DM
Qualification
Department Deputy
for DM
Welcome Back

Not Associated
[Enter Your Card Number](#)

Switch Company
[Company Profile](#)

Help

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6. Member details page is displayed. Press Add Member.

[NOC Issue New Corporate Details](#)
[Members Details](#)
[Confirmation](#)

Add Member

Name Ar	Name En	Legal Type	Mobile No	Action
No Members Found				

Showing 0-0 out of 0

Back

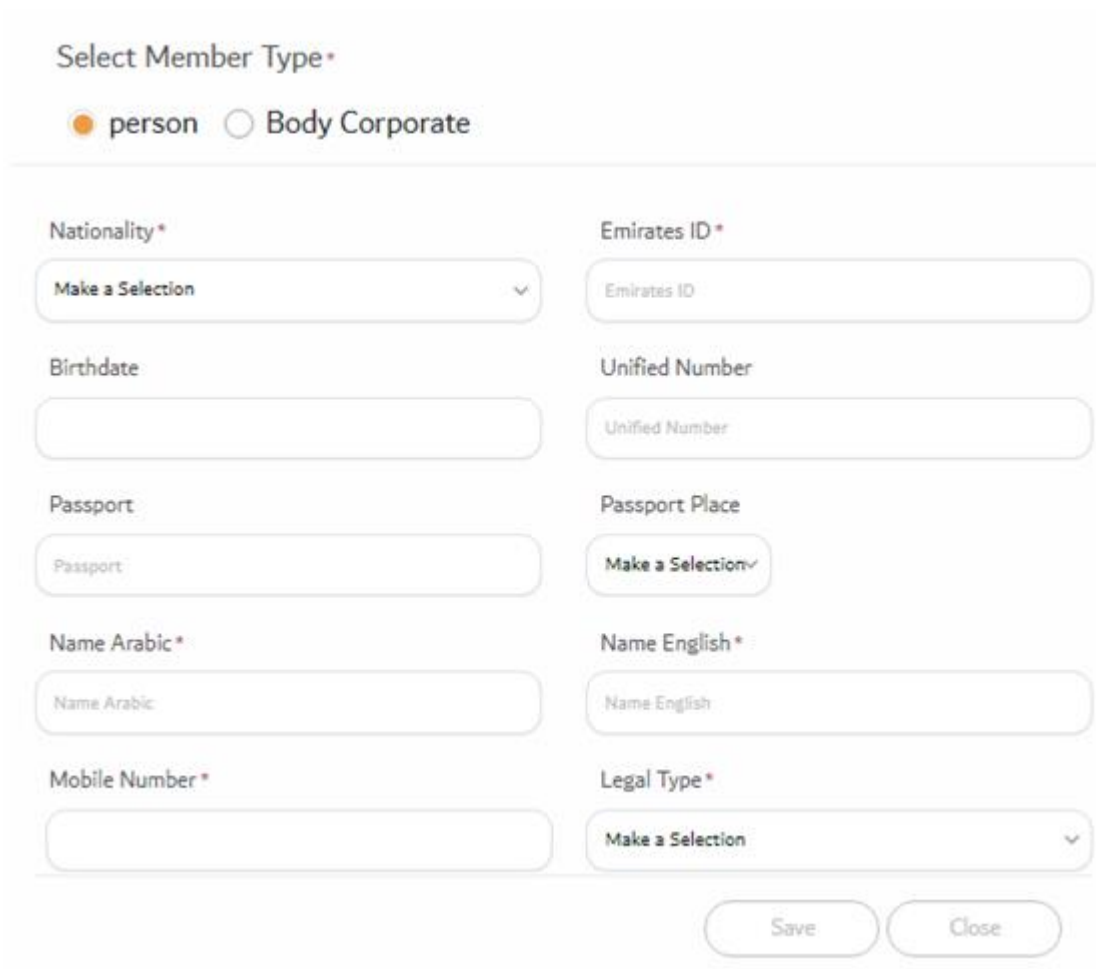
Next

7. Popup window I displayed to add member's information. You may add a person or a corporate.

7.1 To add Person information, select **Nationality** (If Emeriti, **Emirates ID** is required. But, if non-Emeriti, **Passport number** and **Passport Place** are required.

7.2 Add **Name in Arabic** and **Name in English**.

7.3 Add **Mobile number**. Then, select **Legal Type**.



8.4 To add Corporate information, select **Body Corporate**. Then, Add, **Trade License**.

8.5 Add **Corporate Name in Arabic** and **Corporate Name in English**.

8.6 Add **Mobile Number**.

Select Member Type *

☐ person ☒ Body Corporate

Authority * Trade License *

DED Trade License

Company Name Arabic * Company Name English *

Company Name Arabic Company Name English

Mobile Number *

- Press **Save** to add member. Member file is saved. You may add more than one member.
- Press Next.
- Confirmation step is displayed. Select I have read and agreed to the Terms and conditions. Press Next.



Information Verification

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

NOC Issue New Corporate Details  Members Details  Confirmation 

NOC Issue New Corporate Request

Transaction no in DED 23829312

Certify Information Accuracy

Please read through the following documents and let us know you accept the Service Conditions.

☒ I have read and agreed to the terms and conditions

Back Next

- Confirmation verification is displayed. Request Number is also displayed.



Confirmation

NOC Issue New Corporate Request has been submitted

NOC Issue New Corporate Details  Members Details  Confirmation 

Request Details

Request Number 8110

 NOC Issue New Corporate Request has been submitted

[return to dashboard](#)

▪ Change Email

To change your email address, perform the following steps:

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

Engineer Profile

Personal Details | ID Documents | Education | Experience

Engineer No: 45

Engineer ID: [Redacted]

First Name: نسرين

Last Name: عبدالحفيظ

Email: [Redacted] [Change]

Mobile No.: [Redacted] [Change]

Gender: Female

Date of Birth: 1987-03-16

Nationality: Ecuador

Notification Language: English

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

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

Enter Your Password

To continue change your email account you must enter your account password.

Current Password *

[Close](#) [Next](#)

18. The second step displays. Type the **New email**, and then retype it in the **Confirm Email** field.

19. Click the **Next** button to proceed.

Change your email account

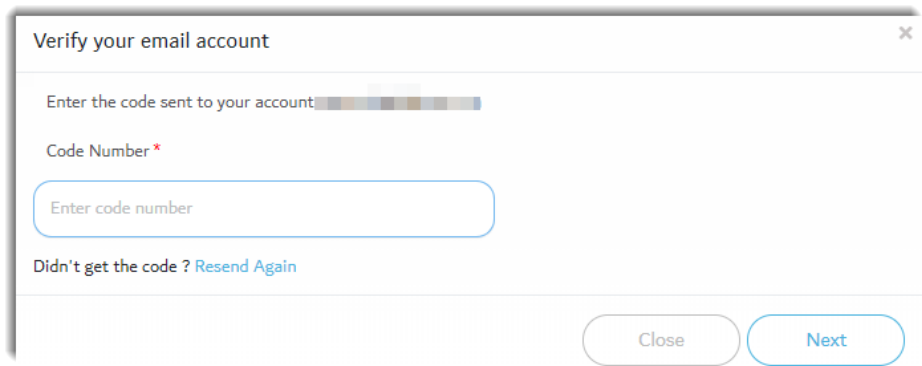
You'll sent a confirmation code to your new email to verify. Please check your email after verify your new email.

New Email Account *

Confirm Email Account *

[Close](#) [Next](#)

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



Verify your email account

Enter the code sent to your account

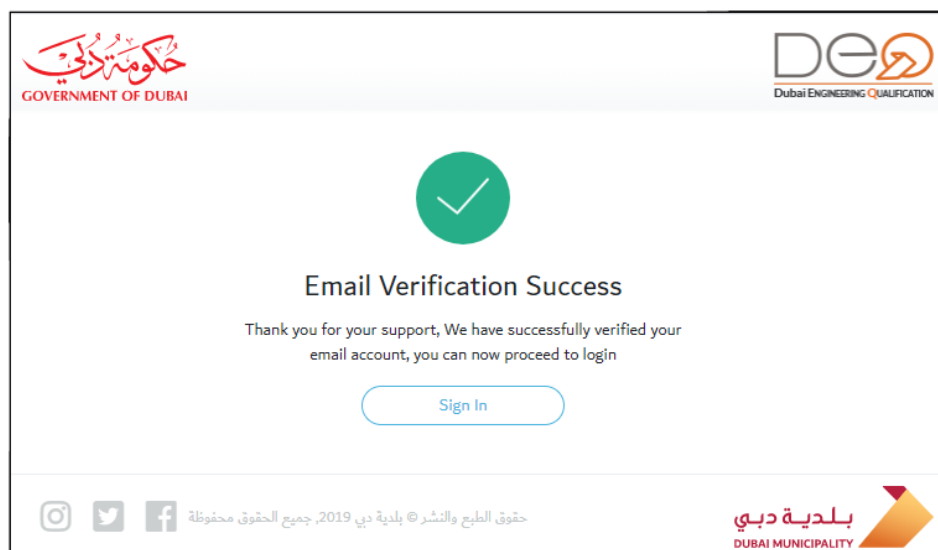
Code Number *

Enter code number

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

Close Next

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



▪ 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.**

DASHBOARD MY REQUESTS MY ACCREDITATIONS MY EXAMS **PROFILE**

Engineer Profile

Personal Details ID Documents Education Experience

Engineer No 45

Engineer ID

First Name نسرين

Last Name عبدالحفيظ

Email [Change]

Mobile No. [Change]

Gender Female

[Edit Profile](#)

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

4. 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

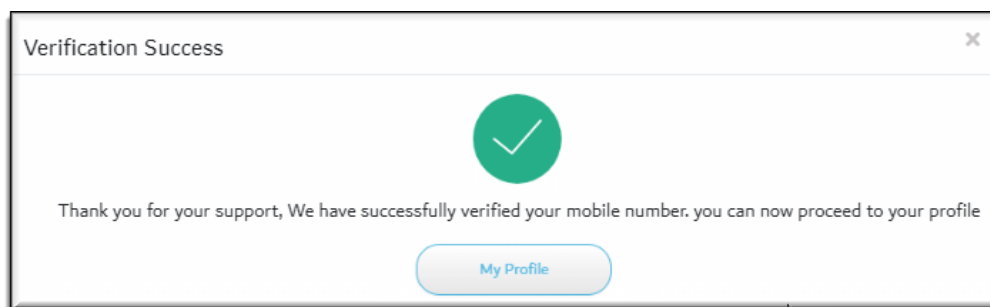
Code Number

Enter code number

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

Close Verify Previous

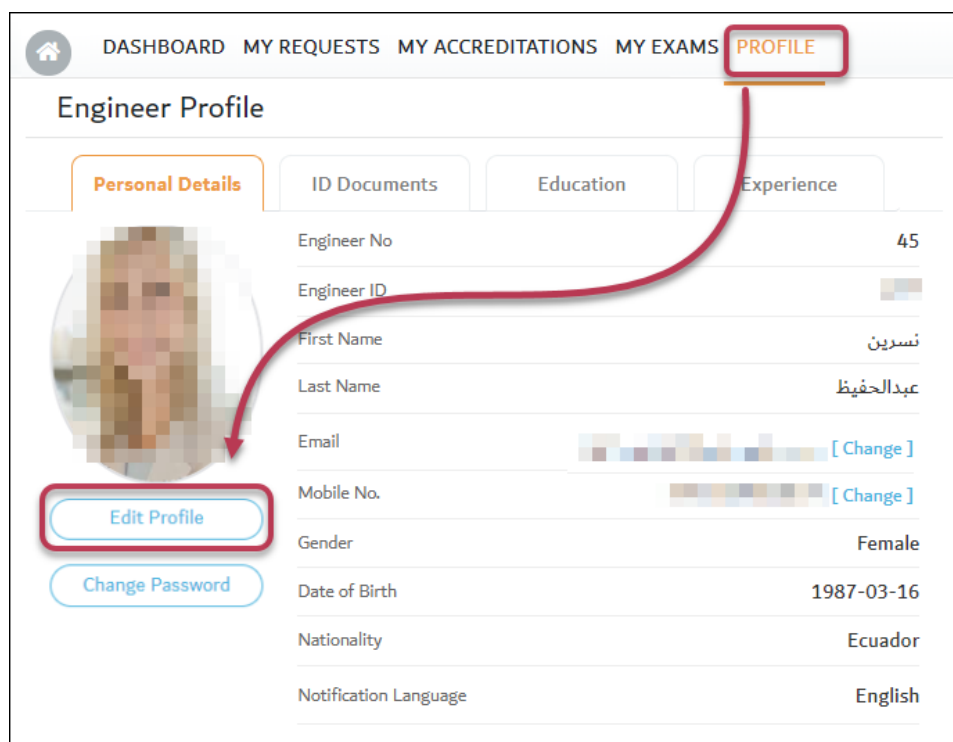
5. A message displays to confirm change of mobile number successfully.



4.8 Modify Account Details

After logging to your account, you can access your personal profile, and modify the account details. Perform the following steps:

1. From the top left side of the screen, click the **Profile** link.
2. In the Engineer Profile page, the **Personal Details** section displays. Click the **Edit Profile** button.



3. A pop up window displays so that you can edit the personal details. After editing the details, click the **Save** button. The changes are saved and the Personal Details window closes.

Personal Details

First Name *

Mohamed

Last Name *

Abden

Date of Birth *

27-05-1977

Gender *

☐ Male
 ☒ Female

Notification Language

☒ English
 ☐ اللغة العربية

Close

Save

Personal Details

First Name *

Mohamed

Last Name *

Abden

Date of Birth *

27-05-1977

Gender *

☐ Male
 ☒ Female

Notification Language

☒ English
 ☐ اللغة العربية

Close

Save

4.9 Change Password

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

1. From the top left side of the screen, click the **Profile** link.
2. The **Personal Details** section displays in the Engineer Profile page. Click the **Change Password** button.

Engineer Profile

Personal Details | ID Documents | Education | Experience

Engineer No. [Redacted]
 Engineer ID [Redacted]
 First Name [Redacted] الاسم الأول
 Last Name [Redacted] الاسم الأخير
 Email [Redacted]
 Mobile No. [Redacted]
 Gender [Redacted] الجنس
 Date of Birth [Redacted] تاريخ الميلاد
 Nationality [Redacted] الجنسية

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

3. A pop up window displays to change the password. After entering the new password, click the **Save** button. The changes are saved and the Change Password window closes.

Change Password [Close]

Current Password *

New Password *

Confirm Password *

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