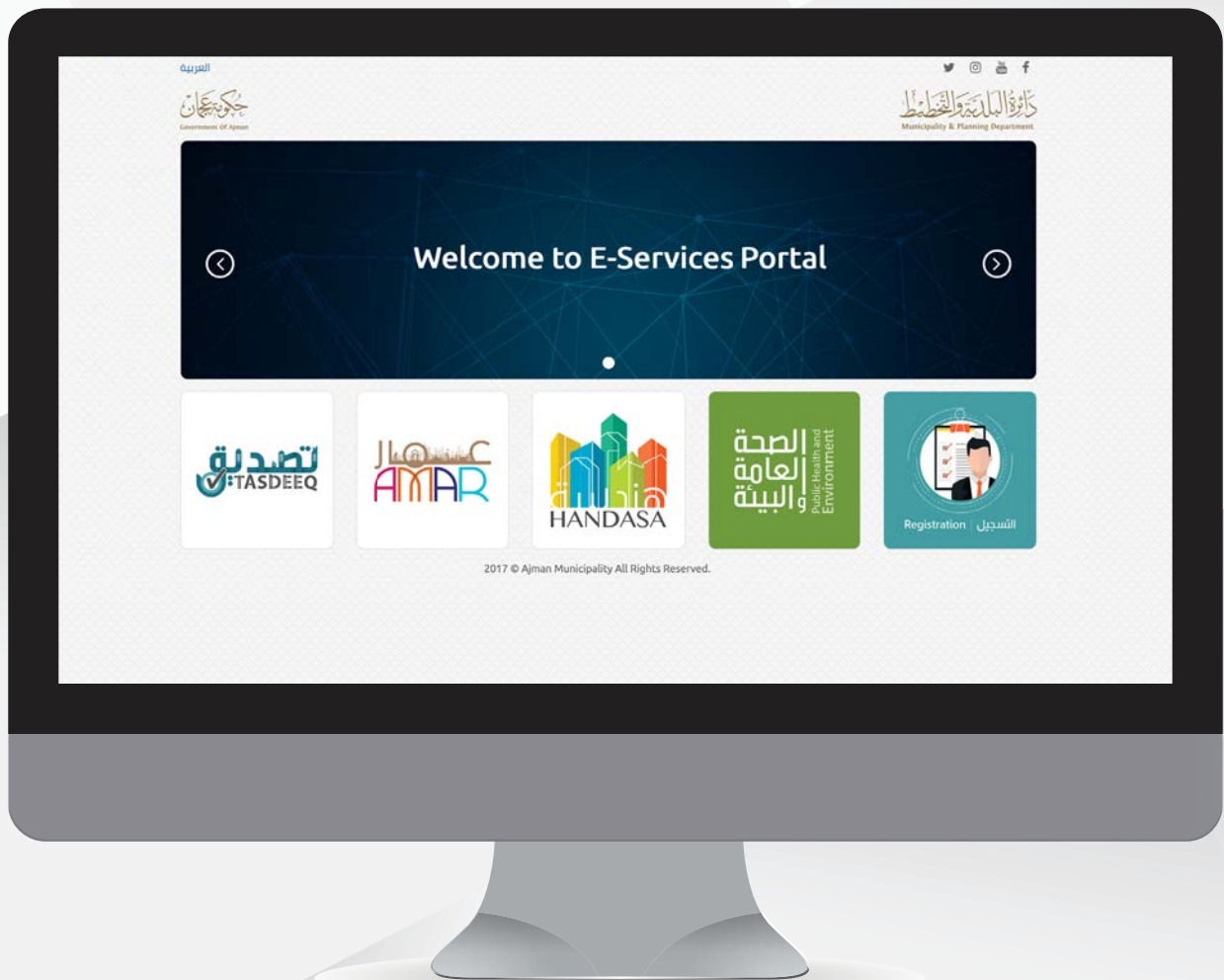




## Guide to Creating an Account in the Unified Registration Portal

## Unified Electronic Registration Account

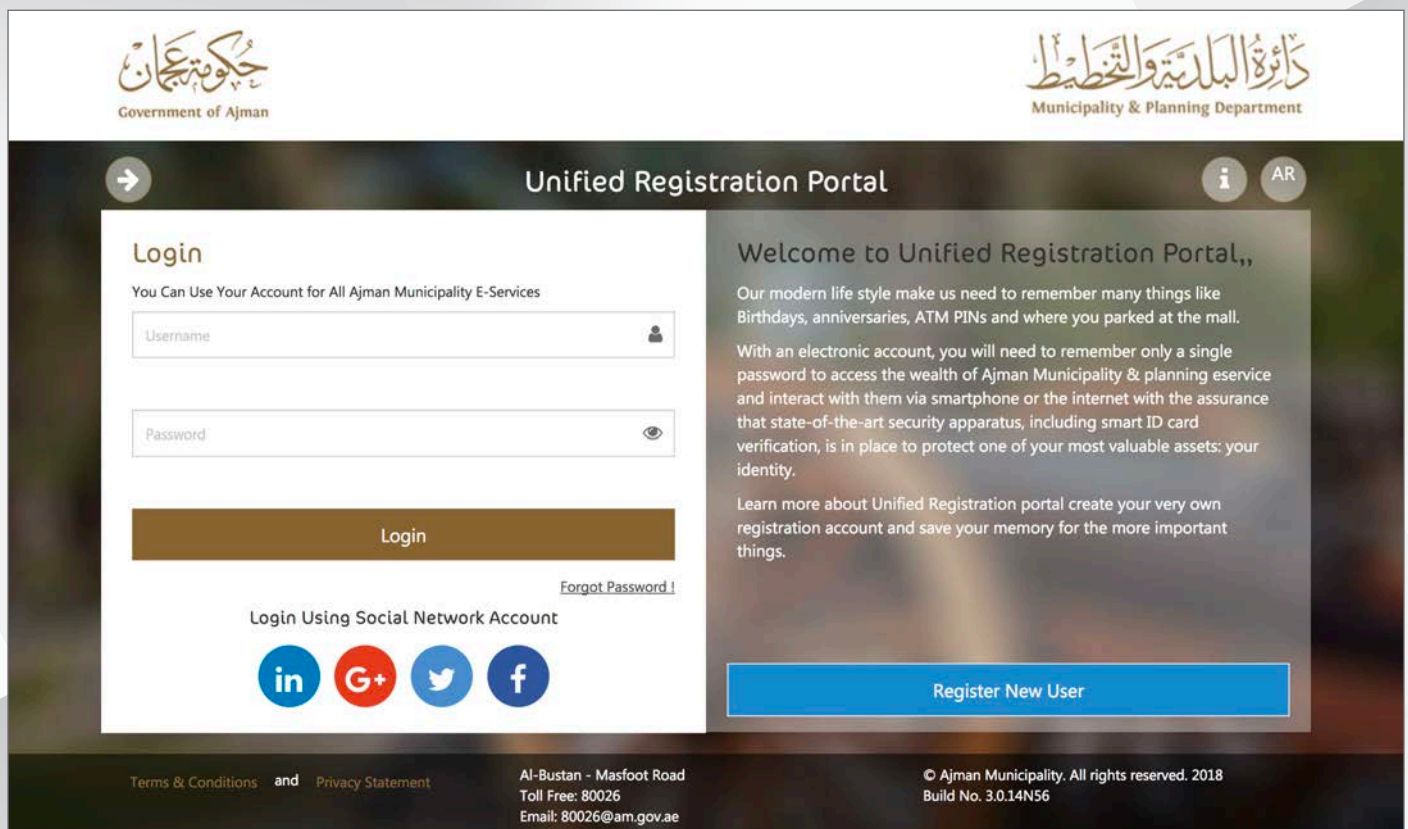
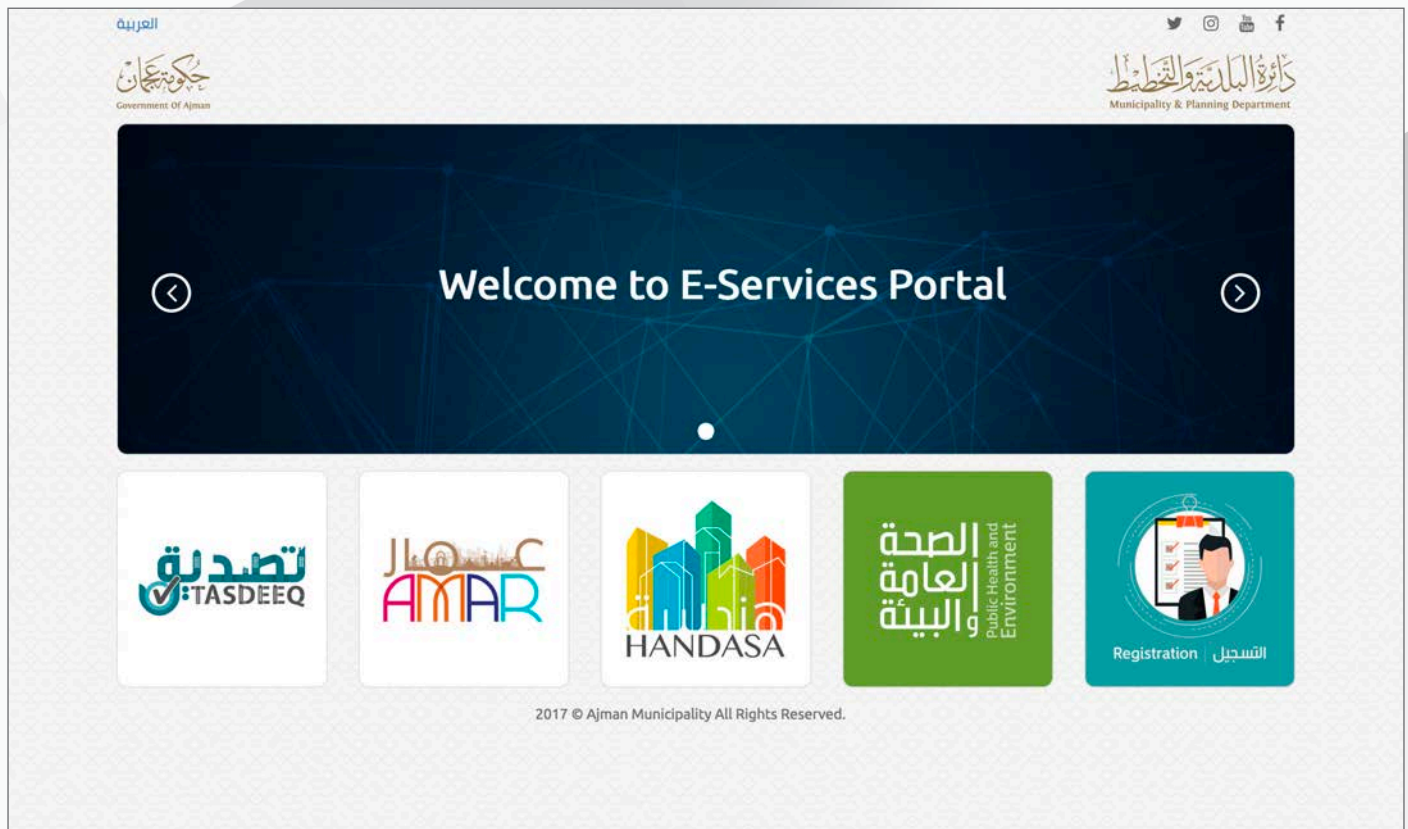
It is the E-Portal that allows the dealers of the Municipality and Planning Department to use the online and intelligent systems of the department through only one username while ensuring the provision of the latest security systems.






## Registration Steps


1. You can create an online account through the E-Services Portal of the Municipality and Planning Department by clicking on the register new user icon.



2. Please enter your personal information as registered in your passport or Emirates ID card in the required fields. You must fill out the ID and passport form. You can choose the preferences in terms of the means of communication and the language of communication. The expiration date of the Emirates ID must be valid. It is mandatory to attach a copy of your passport Emirates ID.



Government of Ajman




Municipality & Planning Department

→

Unified Registration Portal

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Register New User

### Register New User

By registering here, you will be able to access available electronic services. During the registration, the user will be requested to add personal information as specified in the passport or identification card. Afterwards, the account gets reviewed and activated by the department. You can also use the Smart Card Reader to register, in which case your account will be activated directly.

#### Basic Data

<b>Username*</b>	<b>Password*</b>
<input type="text"/>	<input type="password"/>
<b>First Name* (Arabic)</b>	<b>Last Name* (Arabic)</b>
<input type="text"/>	<input type="text"/>
<b>First Name* (English)</b>	<b>Last Name* (English)</b>
<input type="text"/>	<input type="text"/>
<b>Nationality*</b>	<b>Emirate Number*</b>
<input type="text" value="Nationality"/>	<input type="text" value="784-"/>
<b>EmirateId Expiry Date*</b>	<input type="text" value="EmirateId Image URL"/> <input type="button" value="Upload"/>
<input type="text"/>	
<b>Passport Id*</b>	<b>Passport Expiry Date*</b>
<input type="text"/>	<input type="text"/>
<input type="text" value="Passport Image URL"/> <input type="button" value="Upload"/>	<b>Date Of Birth*</b>
<p>This attachment is required</p>	<input type="text"/>
<input type="text" value="Profile Image URL"/> <input type="button" value="Upload"/>	<b>Gender*</b>
	<input type="text" value="Gender"/>

#### Communicate Data

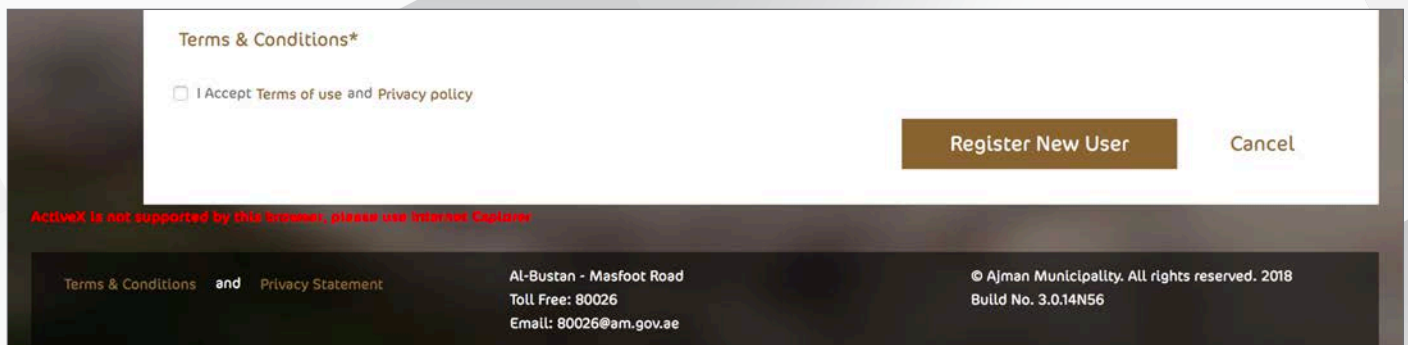
<b>Email*</b>	<b>Mobile*</b>
<input type="text"/>	<input type="text" value="971-5"/>
<b>Phone</b>	<b>Fax</b>
<input type="text" value="971-"/>	<input type="text"/>
<b>Post Office</b>	<b>Address</b>
<input type="text"/>	<input type="text"/>

**\* Preferred communication channel**  
☐ Email ☐ Mobile

**\* Preferred language\***  
☐ Arabic ☐ English



3. Click on the Register New User icon at the bottom of the page.



Terms & Conditions\*

☐ I Accept Terms of use and Privacy policy

Register New User Cancel

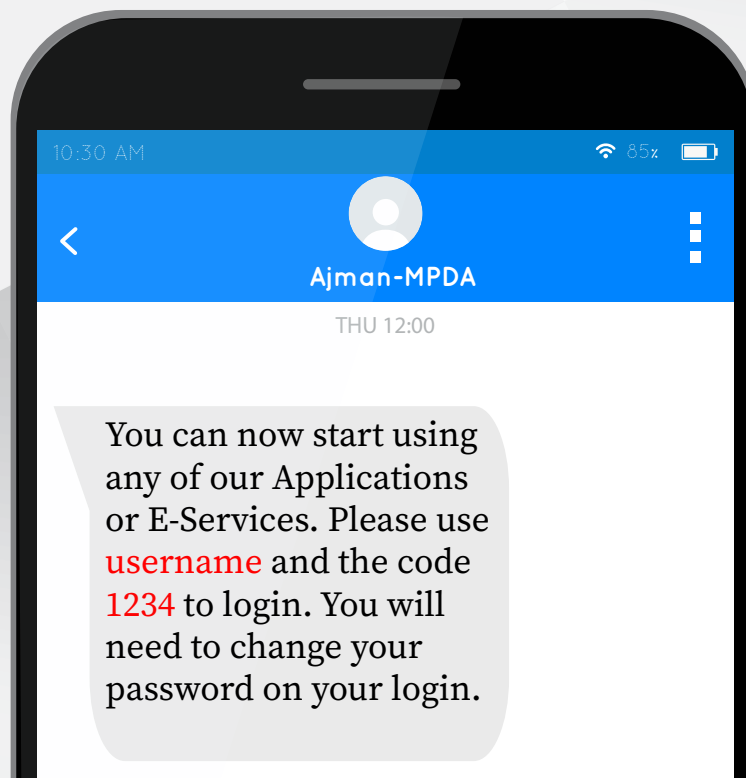
ActiveX is not supported by this browser, please use Internet Explorer

Terms & Conditions and Privacy Statement

AL-Bustan - Masfoot Road  
Toll Free: 80026  
Email: 80026@am.gov.ae

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Build No. 3.0.14N56

4. You'll receive a message stating that you have approved creating the account.





## **Adding Individual Companies**

1. Please click on the My Account icon at the top of the page to access your unified online registration account.

The screenshot shows the top of the portal with the Government of Ajman and Municipality & Planning Department logos. Below the header, there's a navigation bar with 'My Account', 'Change Password', and 'Logout'. The main content area is titled 'Update My Information' and contains a 'Basic Data' section with two input fields: 'First Name\* (Arabic)' and 'Last Name\* (Arabic)'. The first field contains the text 'الاسم الأول' and the second field contains 'اسم العائلة'.

2. At the bottom of the page you will find the Associated Companies icon.

This screenshot shows a form for managing communication and language preferences. It includes three sections: 'Preferred communication channel\*' with radio buttons for 'Email' and 'Mobile' (selected); 'Preferred language\*' with radio buttons for 'Arabic' and 'English' (selected); and 'Gender\*' with a dropdown menu showing 'Male'. Below these are three buttons: 'Save', 'Associated Companies', and 'Cancel'. At the bottom of the page, there's a footer with 'Terms & Conditions and Privacy Statement', contact information for Al-Bustan - Masfoot Road, and copyright information for Ajman Municipality.

3. When you are transferred to the next page, click on the Adding a Company icon.

The screenshot shows the 'Associated Companies' section of the portal. It features a prominent 'Add' button. Below it, there are two input fields: 'Member Name' and 'Emirate Number'.



4. Please fill in the data and attach the required files.

Welcome Admin

Welcome to the unified registration portal

My Account Change Password Logout

### Add Company

Account Type\*  
Account Type

License NO.\*

☐ I confirm the License Number is correct

Business Name\* (Arabic)

Business Name\* (English)

Authorization Expiry\*

Authority Image  
Upload

License Expiry\*

License Image  
Upload

Owner\*

Email

Phone

☐ You wish to Add Member Accounts  
Please make sure to add files for approval

Commercial Activity

Fax

Post Office

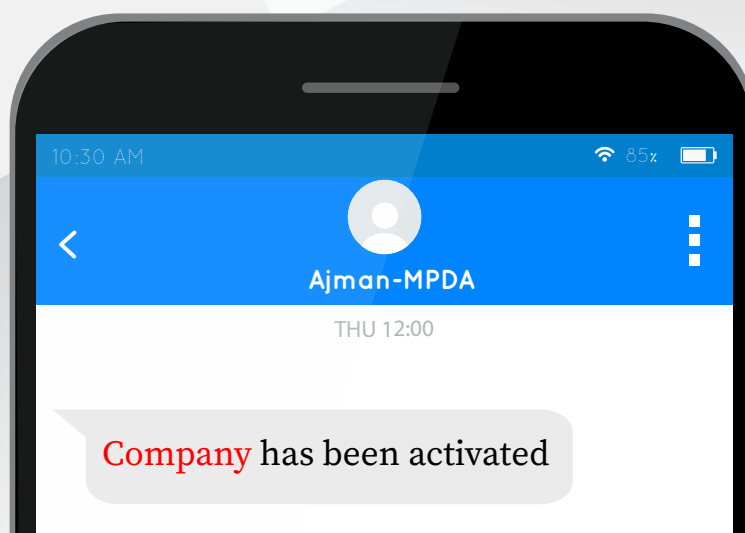
Website

Address

Save Cancel

5. At the bottom of the page you will find a Save icon, please click on it.

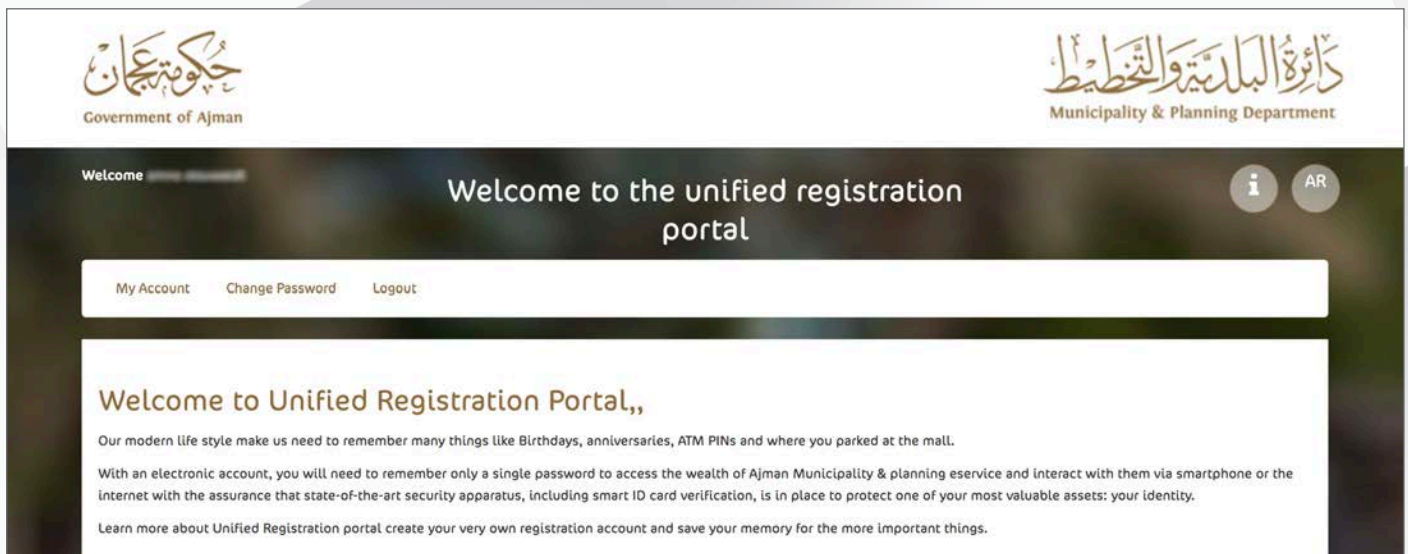
6. You will receive a text message for the approval of your add request.





# **Changing Password**

1. Click on the Change Password icon at the top of the home page of your account in the Unified Registration Portal.



2. Enter the old password.
3. Enter a new password.

The screenshot shows the "Change Password" page. At the top, it has the same logos and banner as the home page. Below the banner is the same navigation bar. The main content area is white and titled "Change Password". Below the title is a message: "Your Password Has Expired or You Requested it to be Changed. Please Enter Your New Password." There are two input fields: "Old Password\*" and "Password\*", each with a toggle icon to the right. To the right of the input fields is a box titled "Password Conditions" containing a list of requirements: "Must be at least 8 characters", "Must contain at least 1 letter A-Z, a-z", "Must contain at least 1 digit 0-9", and "Must contain at least 3 unique characters ABC". Below the input fields and the conditions box is a large brown button labeled "Save". At the bottom of the page is a dark footer bar containing links for "Terms & Conditions" and "Privacy Statement", contact information for "AL-Bustan - Masfoot Road", "Toll Free: 80026", and "Email: 80026@am.gov.ae", and a copyright notice: "© Ajman Municipality. All rights reserved. 2018 Build No. 3.0.14N56".

4. Click on the save icon.



**Forgot Password**

1. In the Unified Registration Portal there is a Forgot Password icon, please click on it.

The screenshot shows the 'Unified Registration Portal' interface. At the top, there are logos for the 'Government of Ajman' and the 'Municipality & Planning Department'. The main heading is 'Unified Registration Portal'. On the left, there is a 'Login' section with a sub-header 'You Can Use Your Account for All Ajman Municipality E-Services'. It contains input fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot Password!'. Below the login section, there is a 'Login Using Social Network Account' section with icons for LinkedIn, Google+, Twitter, and Facebook. On the right, there is a 'Welcome to Unified Registration Portal,, ' section with a paragraph about the benefits of an electronic account and a 'Register New User' button.

2. Add your username, e-mail address and mobile number.

The screenshot shows the 'Unified Registration Portal' interface for the 'Forgot Password' process. The heading is 'Are You Forget Password !!'. Below it, there is a sub-header: 'Please Enter This Required Information To Be Validate Your Account , The Password Will Be Send For One Time To Your Email Or Your Mobile based on selection , The System Will Be Required To Change Your Password When You Log In Next Time .'. There are three input fields: 'Username\*', 'Email\*', and 'Mobile\*'. The 'Mobile\*' field has a placeholder '971-5'. Below the input fields, there is a section 'Recieve new password at :\*' with radio buttons for 'Email' and 'Mobile'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

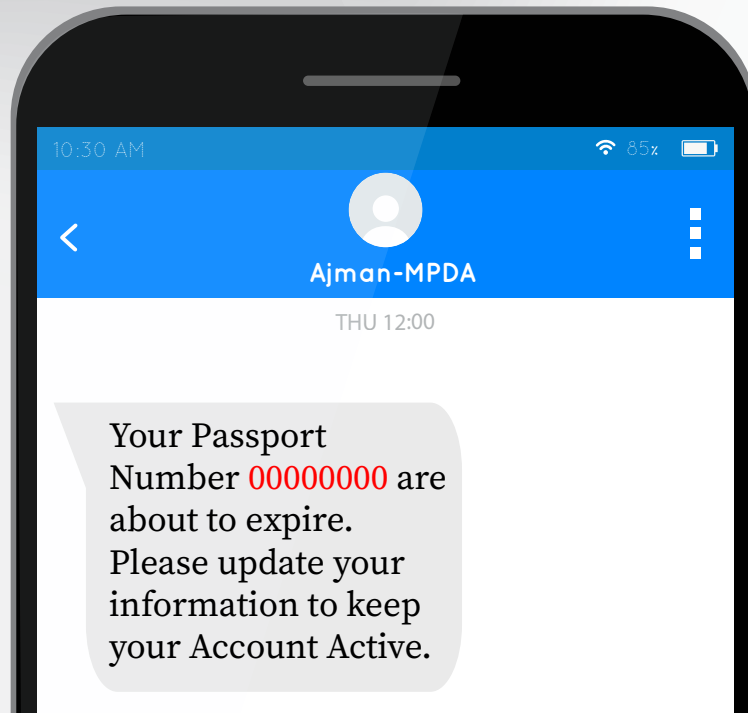
3. Choose the preferred method to send the new password.
4. Click on the Submit icon to send the new password to either your e-mail address or your phone number that is registered on the system.





**Update Data**

1. If your passport or Emirates ID expires, you will receive a message to update your data via text message or e-mail according to the contact method chosen by you.



2. Log in to your account in the Unified Registration Portal.

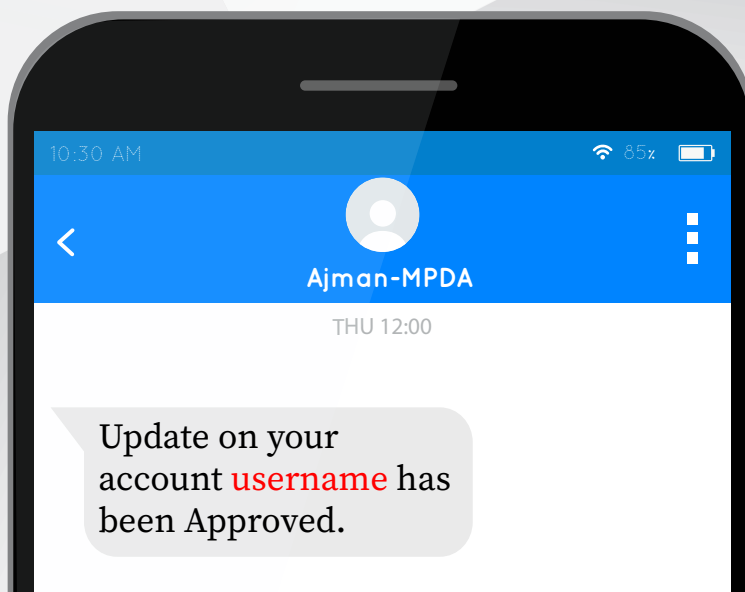
A screenshot of the Unified Registration Portal website. The header features the Government of Ajman logo on the left and the Municipality & Planning Department logo on the right. The main heading is "Unified Registration Portal". On the left, there is a "Login" section with the subtext "You Can Use Your Account for All Ajman Municipality E-Services". It includes input fields for "Username" and "Password", a "Login" button, and a "Forgot Password" link. Below the login section, it says "Login Using Social Network Account" with icons for LinkedIn, Google+, Twitter, and Facebook. On the right, there is a "Welcome to Unified Registration Portal,,," message followed by a paragraph about the benefits of an electronic account and a "Register New User" button. The footer contains links for "Terms & Conditions" and "Privacy Statement", contact information for Al-Bustan - Masfoot Road (Toll Free: 80026, Email: 80026@am.gov.ae), and a copyright notice for Ajman Municipality, 2018.

3. Please update the required user data in your online account via the Unified Registration Portal.

The screenshot shows the 'Welcome to the unified registration portal' page. At the top, there are logos for the Government of Ajman and the Municipality & Planning Department. Below the header, there are links for 'My Account', 'Change Password', and 'Logout'. The main section is titled 'Update My Information' and contains a 'Basic Data' form. The form has four input fields: 'First Name\* (Arabic)' with the placeholder 'الاسم الأول', 'Last Name\* (Arabic)' with the placeholder 'اسم العائلة', 'First Name\* (English)' with the placeholder 'First Name', and 'Last Name\* (English)' with the placeholder 'Family Name'. There are also icons for user information and Arabic language settings.

4. Click the Save icon and wait for the approval message.


This screenshot shows the bottom section of the 'Update My Information' form. It includes three sections: 'Preferred communication channel\*' with radio buttons for 'Email' and 'Mobile' (selected), 'Preferred language\*' with radio buttons for 'Arabic' and 'English' (selected), and 'Gender\*' with a dropdown menu showing 'Male'. Below these are three buttons: 'Save', 'Associated Companies', and 'Cancel'. At the bottom of the page, there is a footer with 'Terms & Conditions and Privacy Statement', contact information for Al-Bustan - Masfoot Road, and copyright information for Ajman Municipality.






# **Management of Company Members**

1. From my account, click on the edit icon next to the company where the company edit screen will appear.



Government of Ajman



Municipality & Planning Department

EN i نظام التسجيل الموحد

أداة النظام
أداة التقييم المسوحات
أداة الحسابات
تسجيل العملاء
التقارير
تسجيل الخروج

### تحديث الحساب

**رقم الرخصة\***


**مصدر الرخصة\***

**الاسم التجاري\***

**الاسم التجاري\***

**صورة الرخصة**


رفع ملف من الماسح الضوئي



**تاريخ انتهاء الرخصة\***

**صورة الوكالة**

رفع ملف من الماسح الضوئي



**انتهاء الوكالة\***

**رقم الهاتف**

**البريد الإلكتروني**

**المالك\***

**عدد المندوبين**

**السلطة التجاري**

**ص.ب**

**رقم الفاكس**

**الموقع الإلكتروني**

**الستور**

**الموقع الإلكتروني**

**البريد الإلكتروني**

إلغاء
حفظ

2. Click on Members Partial.



3. It will appear on the Members screen that has been added to the company accounts, where can search for a member by entering your search criteria and then clicking the Search button. To complete the steps to add a member, click the Add member button where the following screen will appear:

الاسم المنسوبين (0) ⌵

لديك 0 من 3 المنسوبين

إضافة مندوب

رقم المحمول

رقم الهوية الإماراتية

الاسم

البريد الإلكتروني

تفريغ الحقول

بحث

الاسم الأول	اسم العائلة	الاسم الأول	اسم العائلة	البريد الإلكتروني	رقم المحمول	رقم الهوية الإماراتية	حالة الحساب	الأجراءات
-------------	-------------	-------------	-------------	-------------------	-------------	-----------------------	-------------	-----------

### Add Member

Username\*

Emirate Number\*

First Name\* |Arabic

Last Name\* |Arabic

First Name\* |English

Last Name\* |English

Email\*

Mobile\*

Permitted Services

Department

Department

الخدمات المخصصة للمندوب

Permitted Services

Save

Cancel

