

User Manual for Registering Delegates



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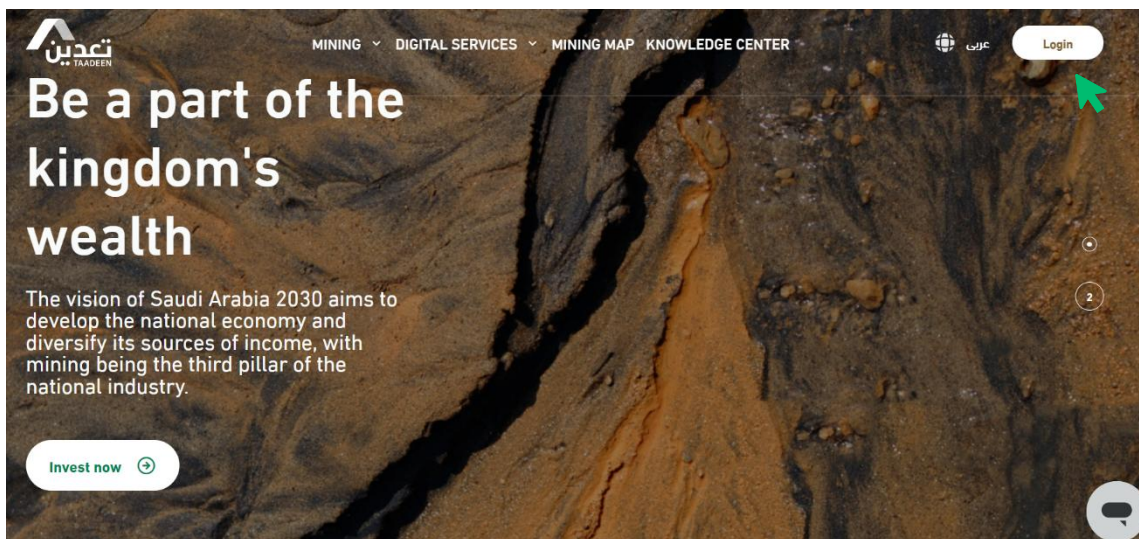
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Service Description:

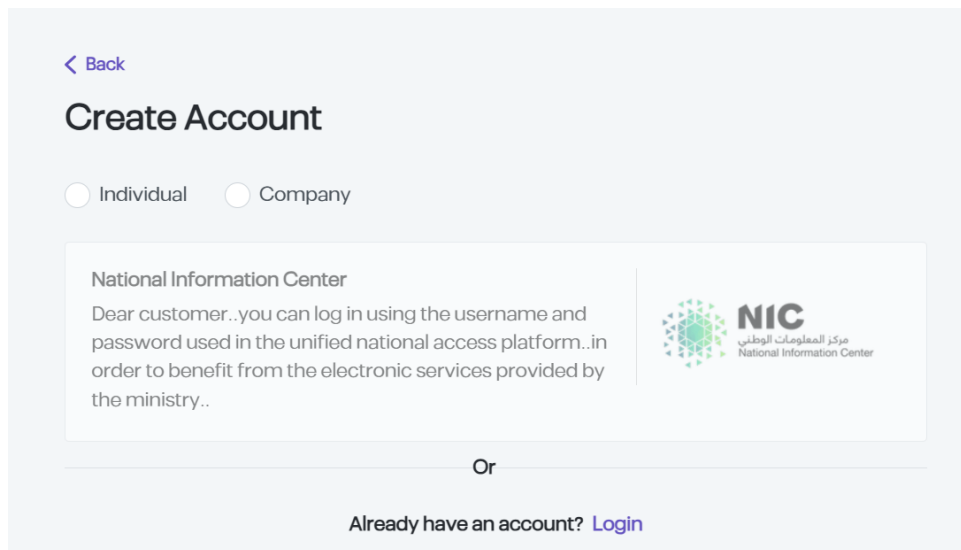
A service that enables the delegate to create a new account on Taadeen Platform under the authorization granted to them by the owner.

Steps to Access the Service:

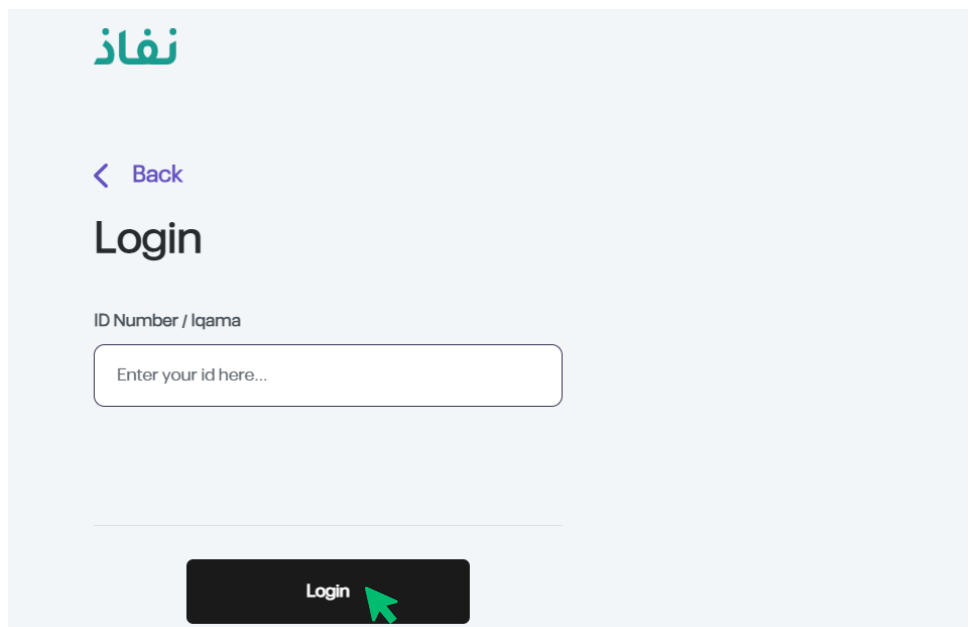
1. Visit Taadeen Platform [Taadeen](https://www.taadeen.gov.sa) and click on "Login" option.



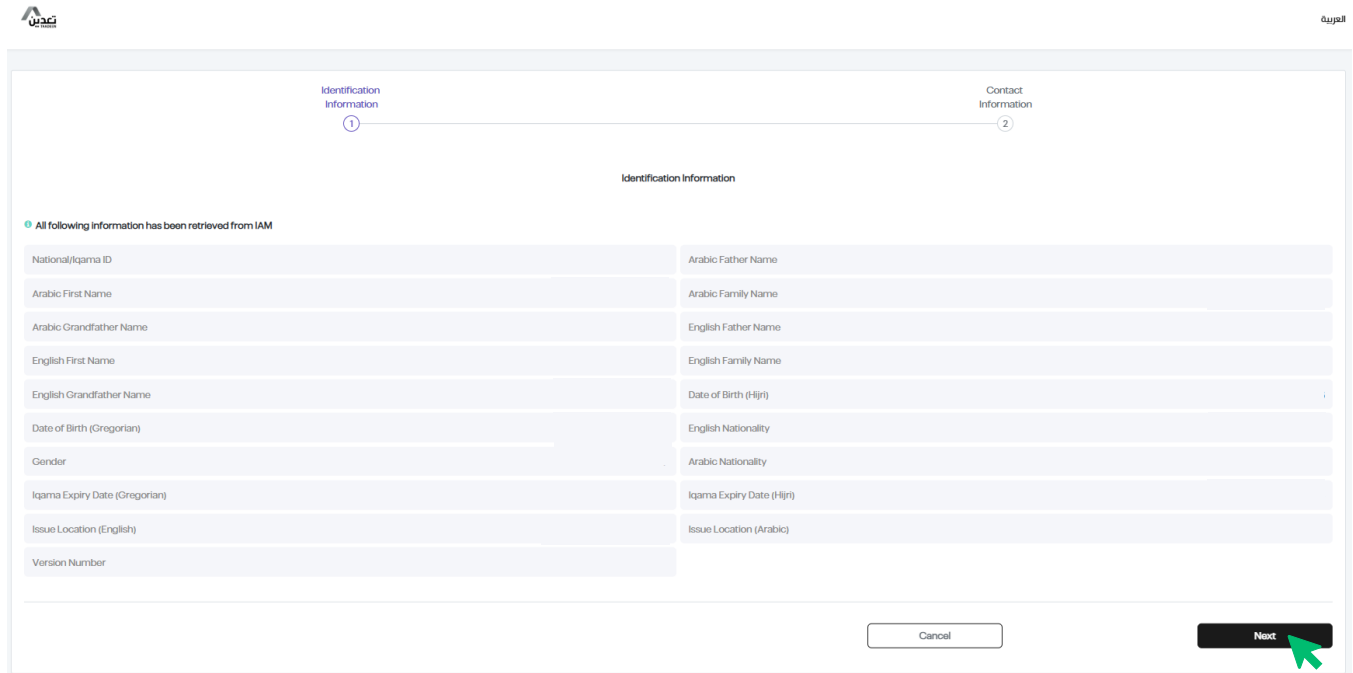
2. Choose "Individual" then login to "National Information Center".



3. Enter your ID Number / Iqama then open Nafath.



You will then proceed to screen "Identification Information" to read only, then click on "Next" button.

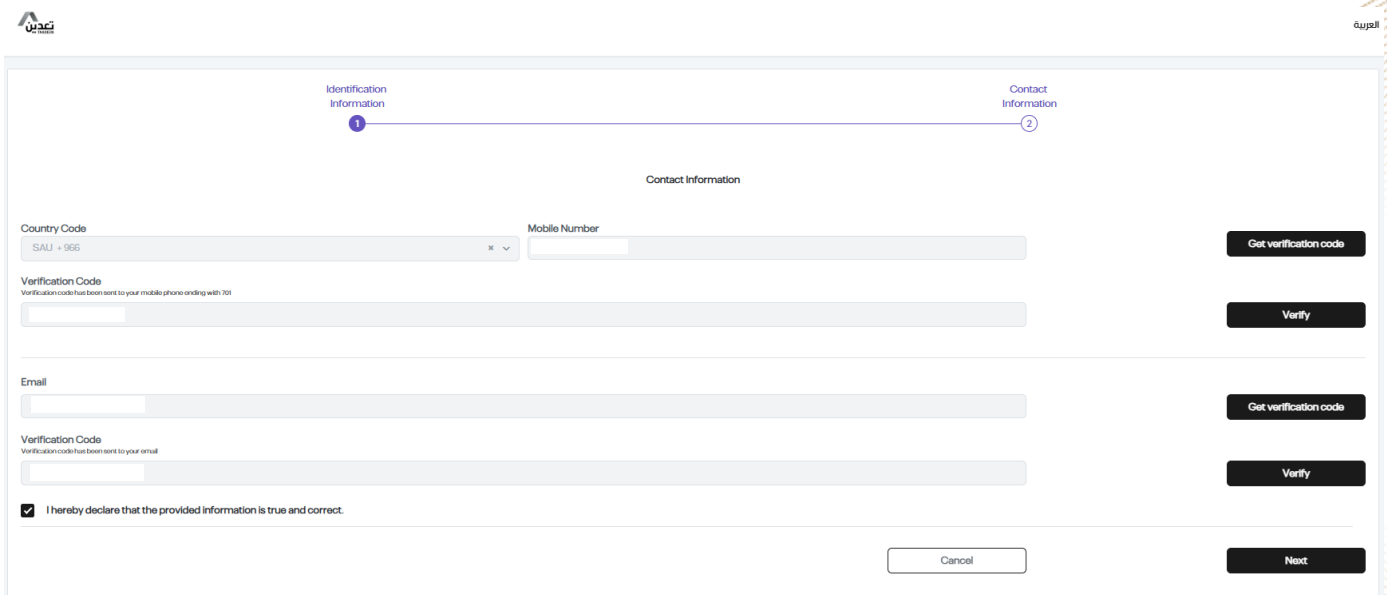


The screenshot shows the "Identification Information" screen. At the top, there is a progress bar with two steps: "Identification Information" (1) and "Contact Information" (2). The main heading is "Identification Information". Below it, a message states: "All following information has been retrieved from IAM". A table displays the retrieved information:

National/Iqama ID	Arabic Father Name
Arabic First Name	Arabic Family Name
Arabic Grandfather Name	English Father Name
English First Name	English Family Name
English Grandfather Name	Date of Birth (Hijri)
Date of Birth (Gregorian)	English Nationality
Gender	Arabic Nationality
Iqama Expiry Date (Gregorian)	Iqama Expiry Date (Hijri)
Issue Location (English)	Issue Location (Arabic)
Version Number	

At the bottom right, there are two buttons: "Cancel" and "Next". A green arrow points to the "Next" button.

4. Enter the "Mobile Number" and "Email" then "Approval of the declaration".



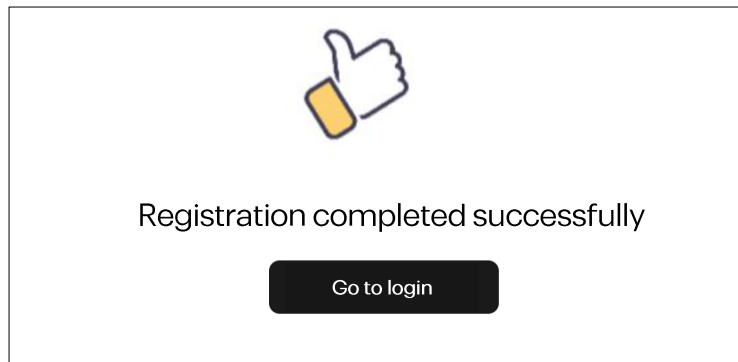
The screenshot shows the "Contact Information" screen. At the top, there is a progress bar with two steps: "Identification Information" (1) and "Contact Information" (2). The main heading is "Contact Information". Below it, there are two sections for verification:

Mobile Number: A dropdown menu for "Country Code" (SAU + 966) and a text input for "Mobile Number". A "Get verification code" button is to the right.

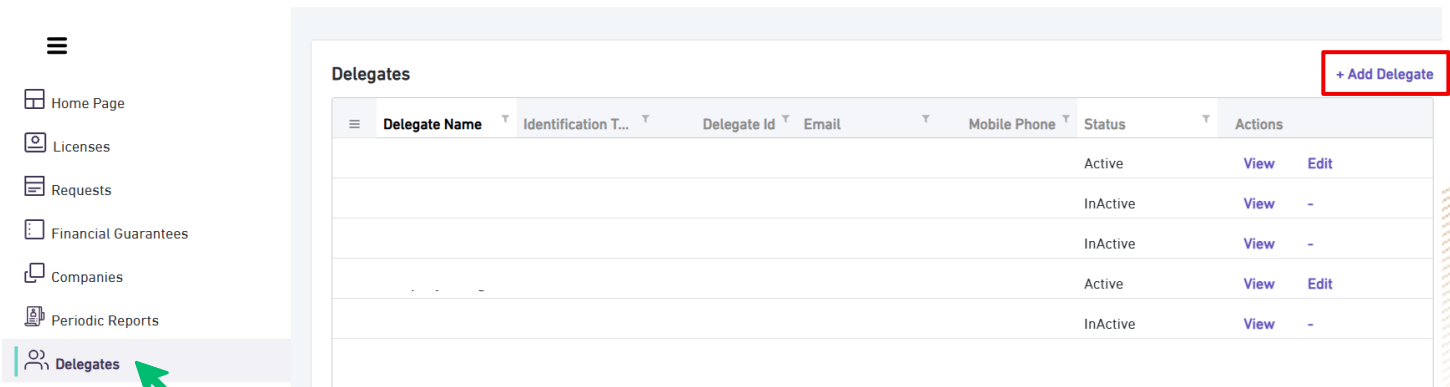
Email: A text input for "Email". A "Get verification code" button is to the right.

Below these sections, there are two "Verify" buttons. At the bottom, there is a checkbox labeled "I hereby declare that the provided information is true and correct." and two buttons: "Cancel" and "Next".

Then a message will appear "Registration completed successfully".



After that, the owner will login to add the delegate by selecting 'Delegates' from the menu, then choosing "Add Delegates".

A screenshot of a web application interface. On the left is a sidebar menu with a hamburger icon at the top. The menu items are: Home Page, Licenses, Requests, Financial Guarantees, Companies, Periodic Reports, and Delegates. The 'Delegates' item is highlighted with a green bar and a green arrow points to it. The main content area is titled 'Delegates' and contains a table. In the top right corner of the main area, there is a red-bordered button labeled '+ Add Delegate'. The table has columns: Delegate Name, Identification T..., Delegate Id, Email, Mobile Phone, Status, and Actions. The table contains five rows of data. The first row has 'Active' status and 'View' and 'Edit' actions. The second row has 'InActive' status and 'View' and '-' actions. The third row has 'InActive' status and 'View' and '-' actions. The fourth row has 'Active' status and 'View' and 'Edit' actions. The fifth row has 'InActive' status and 'View' and '-' actions.

Delegate Name	Identification T...	Delegate Id	Email	Mobile Phone	Status	Actions
					Active	View Edit
					InActive	View -
					InActive	View -
					Active	View Edit
					InActive	View -

The delegate's ID number or Iqama will be entered, the 'Start and End Date of the Authorization' will be set, then the permissions will be selected, and finally, click the 'Save' button.

Add Delegate

To add a Delegate, they must first be registered as an Individual in Taaheen

CR Number

Unified Number

Identification Type

☐ National ID ☒ Iqama ID

Delegate ID

Delegacy

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Permissions

Search

☐ FinancialGuarantees

☐ ViolationManagement

☐ LicenseRelinquishment

☐ LicenseTransfer

☐ Bills

☐ LicenseIssuance

☐ LicenseRenewal

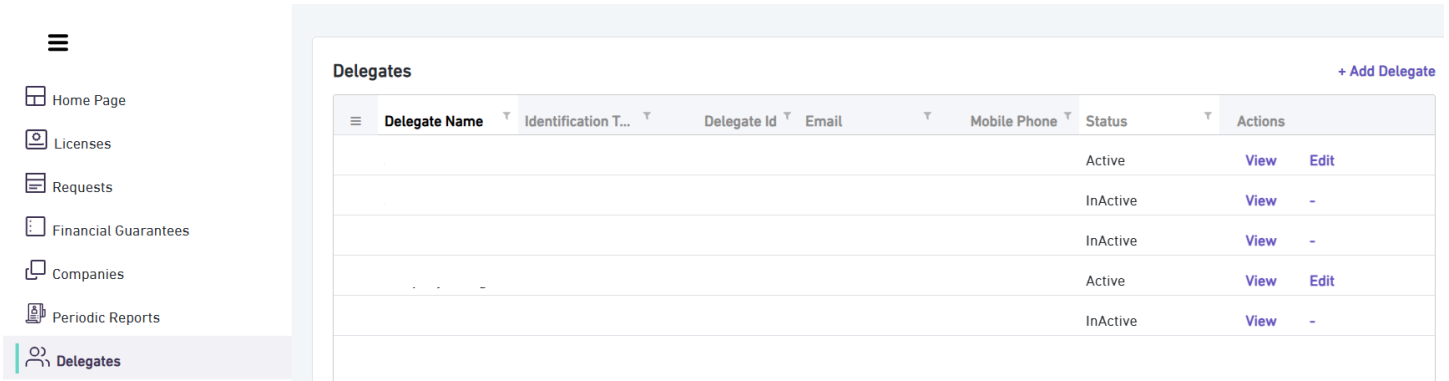
☐ PeriodicReports

☐ LicenseAmendment

Save

Cancel

The owner can also modify the delegate's permissions by clicking on "Edit" or deactivate the delegate.

The screenshot shows a web application interface for managing delegates. On the left is a sidebar with a menu icon and several options: Home Page, Licenses, Requests, Financial Guarantees, Companies, Periodic Reports, and Delegates (which is highlighted). The main area is titled 'Delegates' and includes a '+ Add Delegate' link. Below the title is a table with columns for Delegate Name, Identification T..., Delegate Id, Email, Mobile Phone, Status, and Actions. The table contains six rows of data, with the first and fourth rows having 'View' and 'Edit' links in the Actions column, while the others have only 'View' or a dash.

Delegate Name	Identification T...	Delegate Id	Email	Mobile Phone	Status	Actions
					Active	View Edit
					InActive	View -
					InActive	View -
					Active	View Edit
					InActive	View -

Thank you