



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

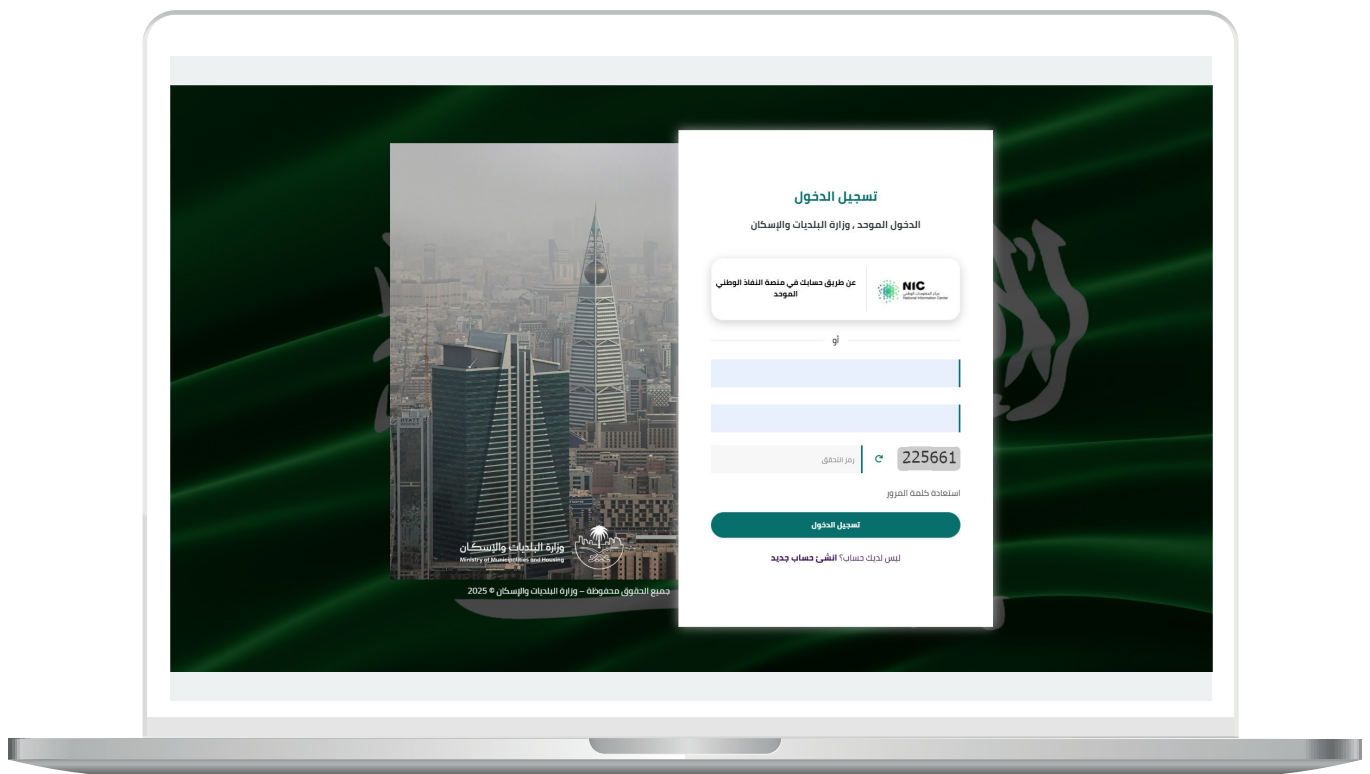
## User Guide for the Service of Seasonal Permits

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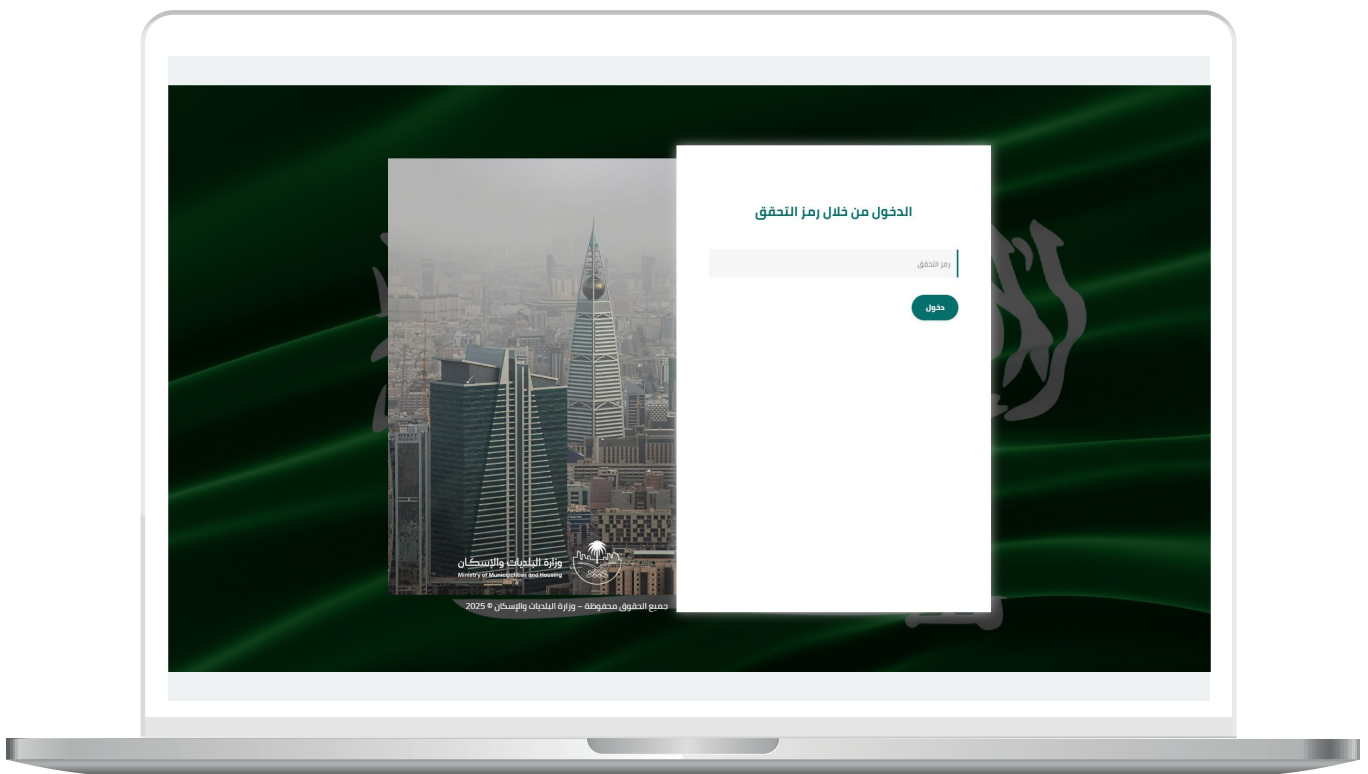
Beneficiary's  
Copy

## Logging into the System

- 1) The user logs into the system by entering the required credentials (Username, Password, Security Code) and clicking (Login).



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



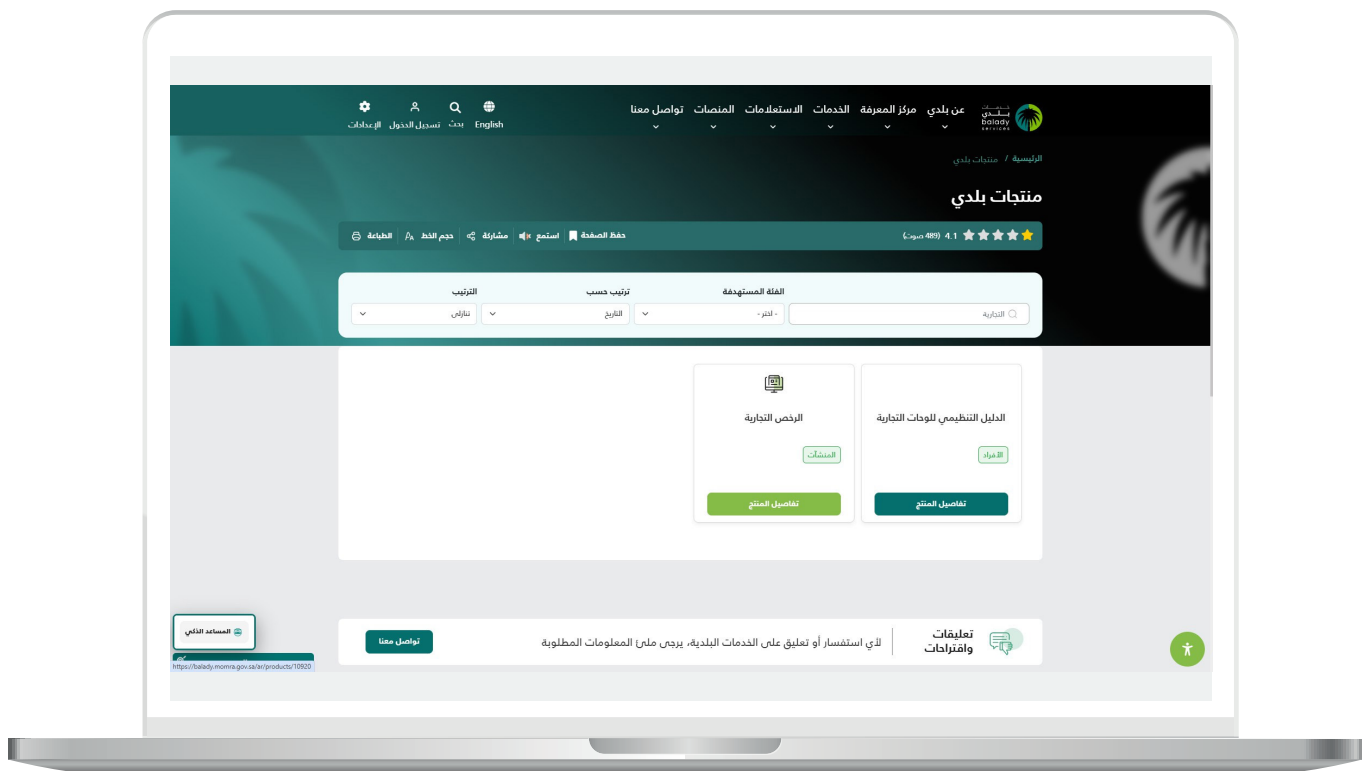
## Steps to Request the Service

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

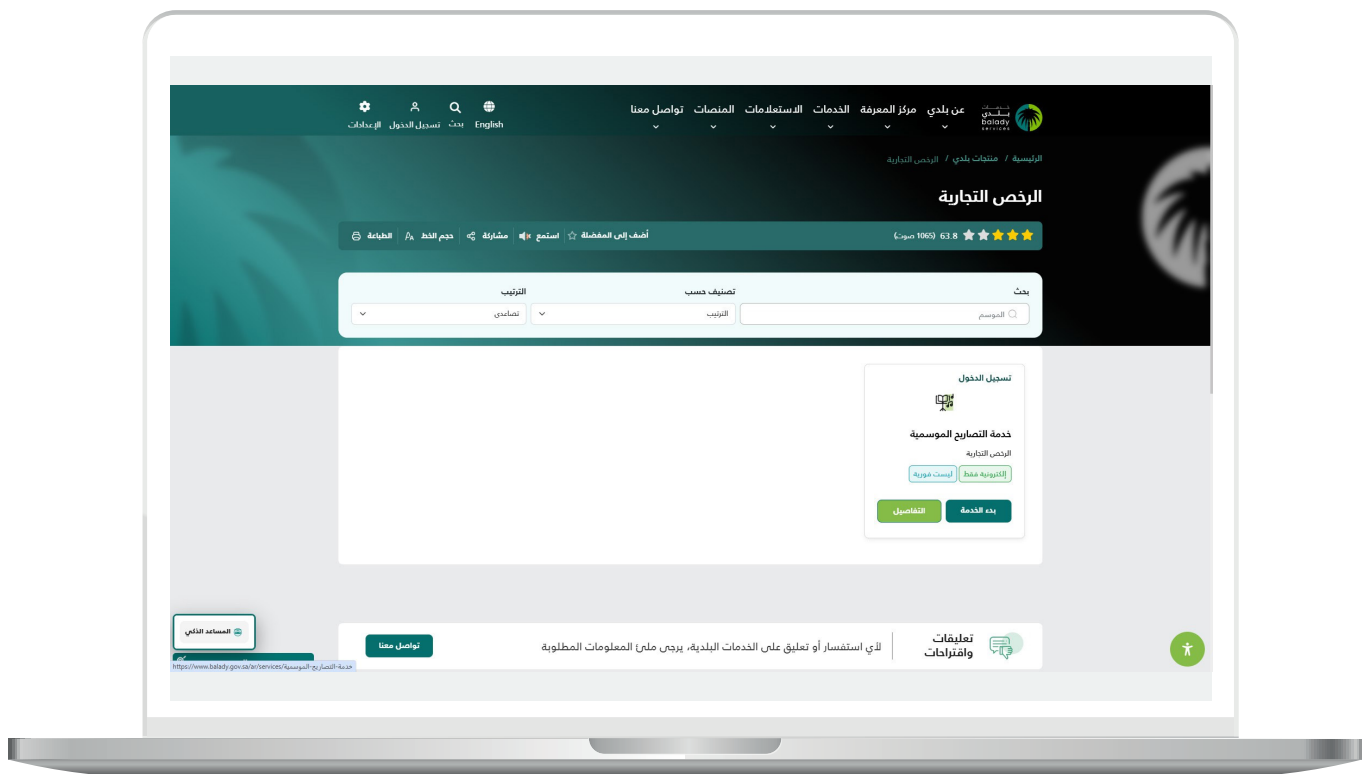
The user then clicks the **(View All Products)** button.



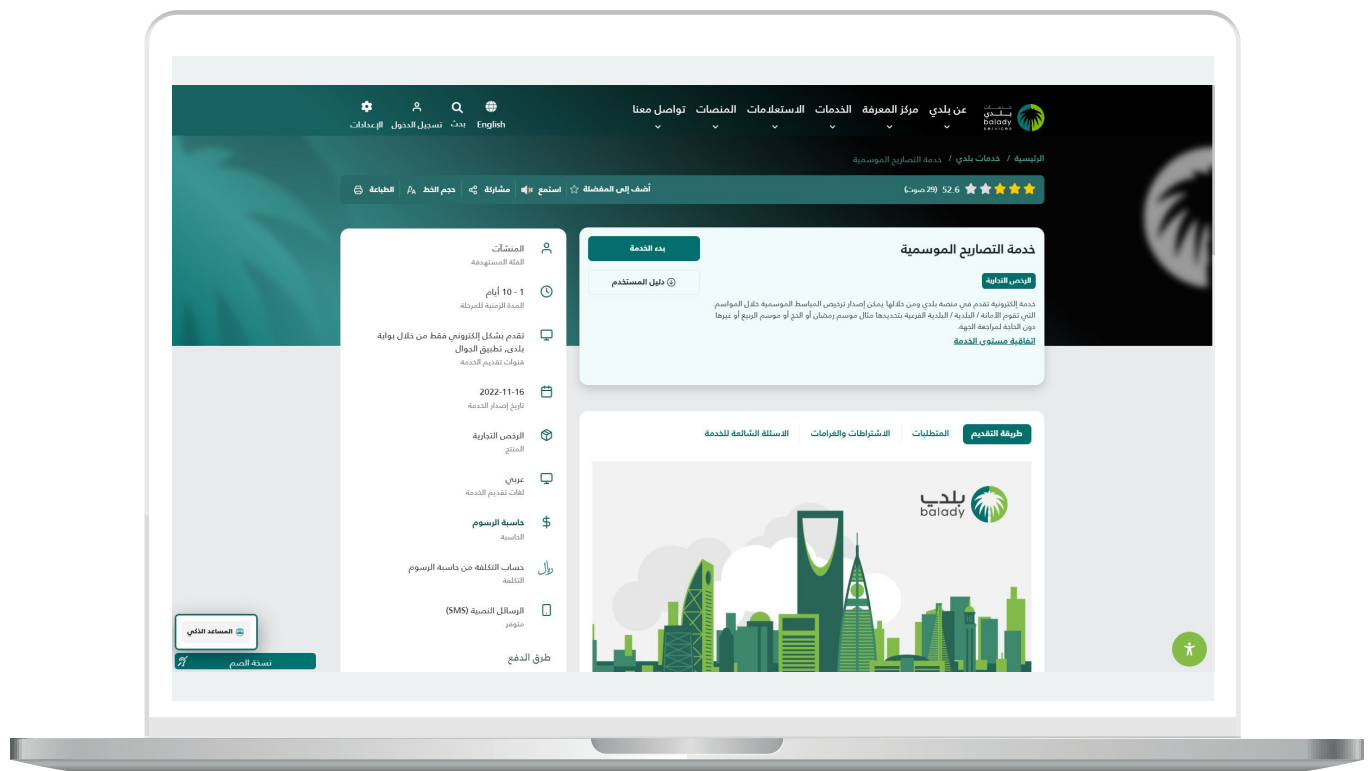
2) The user searches for the product (**Commercial Licenses**) and clicks (**Product Details**) as shown below.



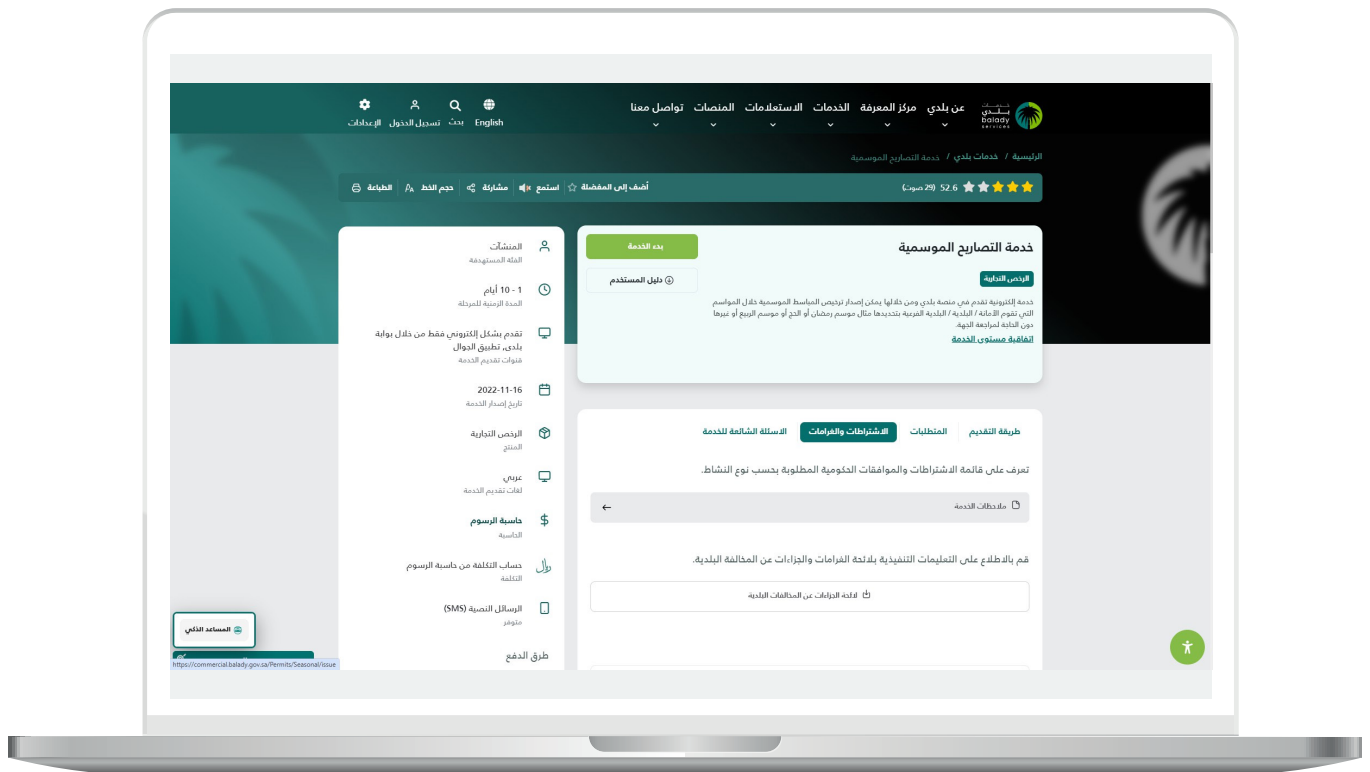
3) The user then searches for **(Seasonal Permits Service)** and clicks **(Details)**.



4) The Service Information screen appears, where the user can view details about (How to Apply, Requirements, Conditions and Fines, etc.).



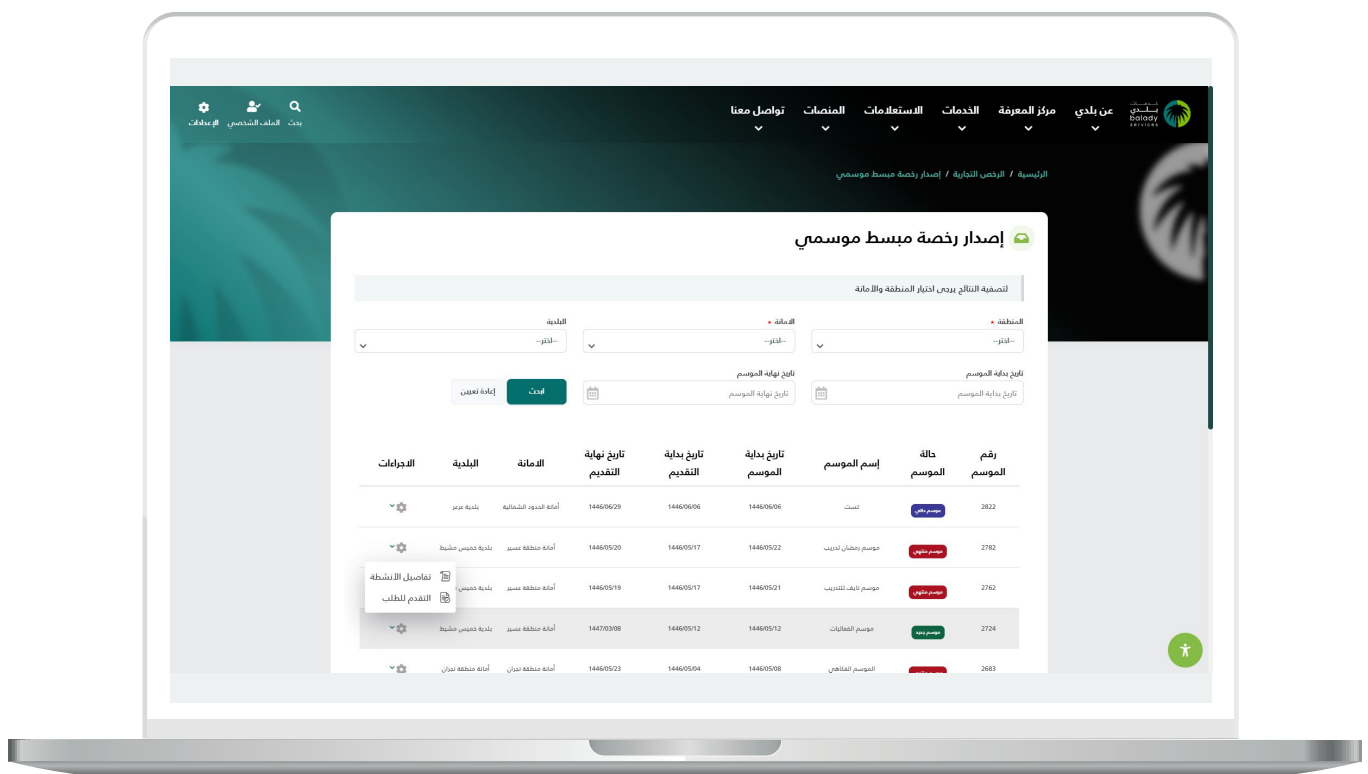
## 5) The button Start Service is clicked.



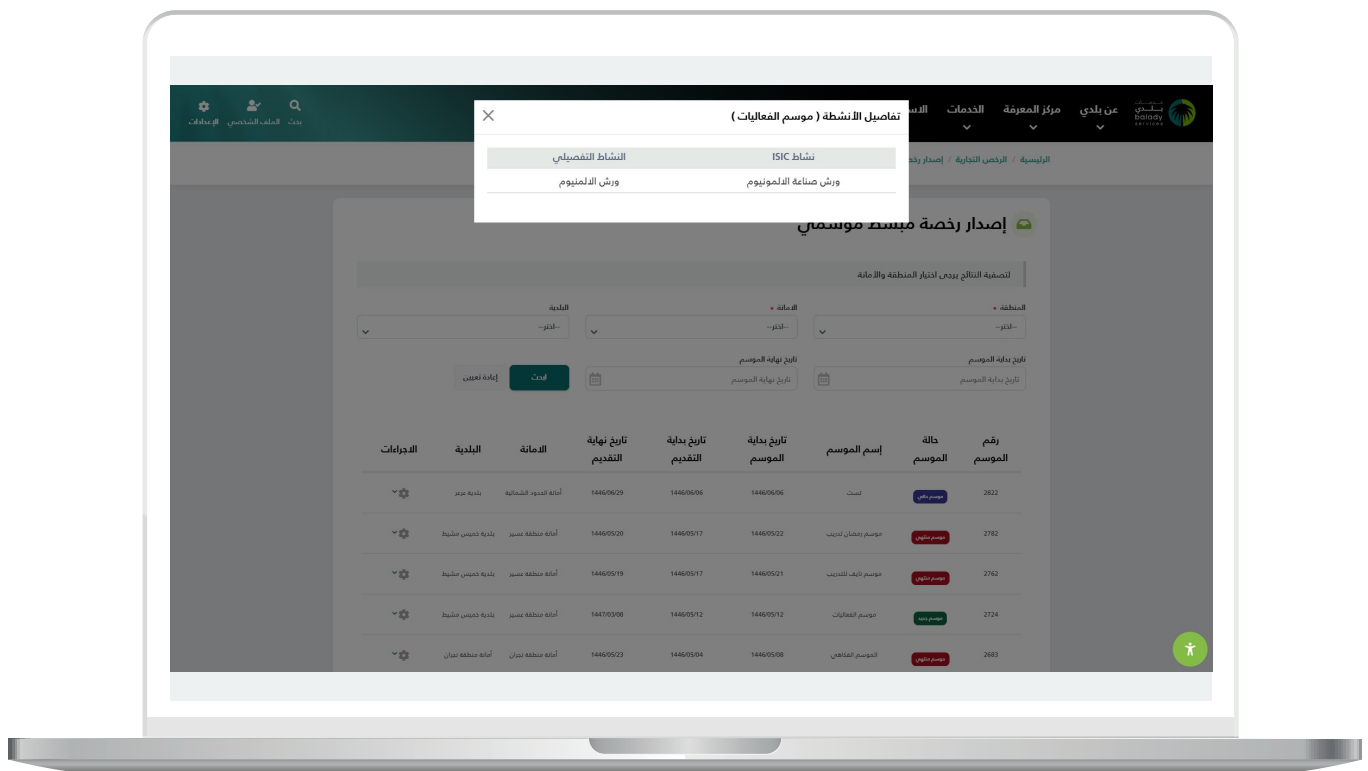


6) The next screen appears, where the user selects values from the dropdown lists (**Region, Municipality, Secretariat, Season Start Date, Season End Date**) and clicks (**Search**) to filter the results. The user can reset the dropdowns using (**Reset**).

The user can view the Season Activities Details by clicking (**Activity Details**) or apply for a seasonal permit by clicking (**Proceed with Request**).



7) If (Activity Details) is selected, a small pop-up window appears displaying the details.



8) If **(Proceed with Request)** is selected, the next screen appears, representing the **(Applicant Information)** stage. The user enters their **(Mobile Number)** and clicks **(Verify)**.

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بيانات مقدم الطلب

1 2 3 4

بيانات الموسم

الاسم:

أمانة منطقة مسير:

اسم الموسم:

موسم التمهيلات:

تاريخ بداية الموسم:

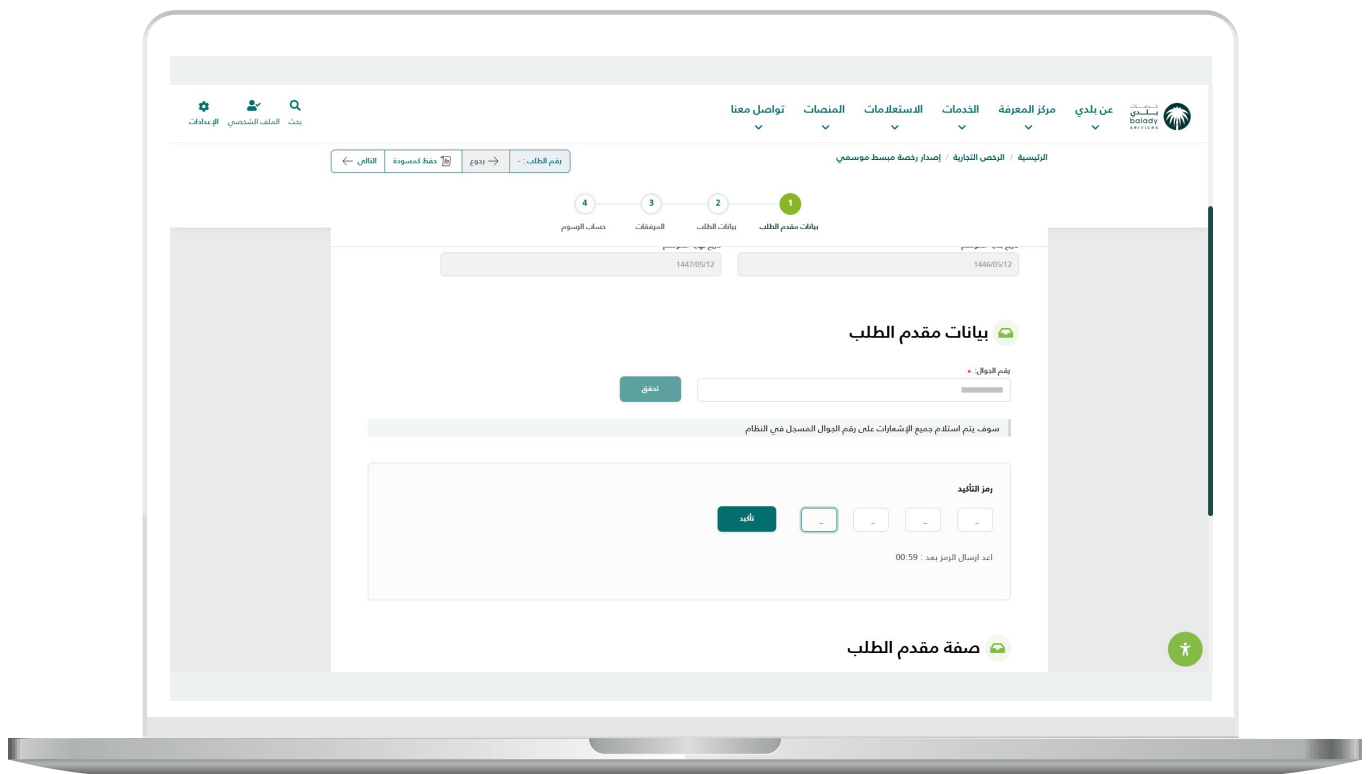
تاريخ نهاية الموسم:

رقم الهاتف:

تأكيد

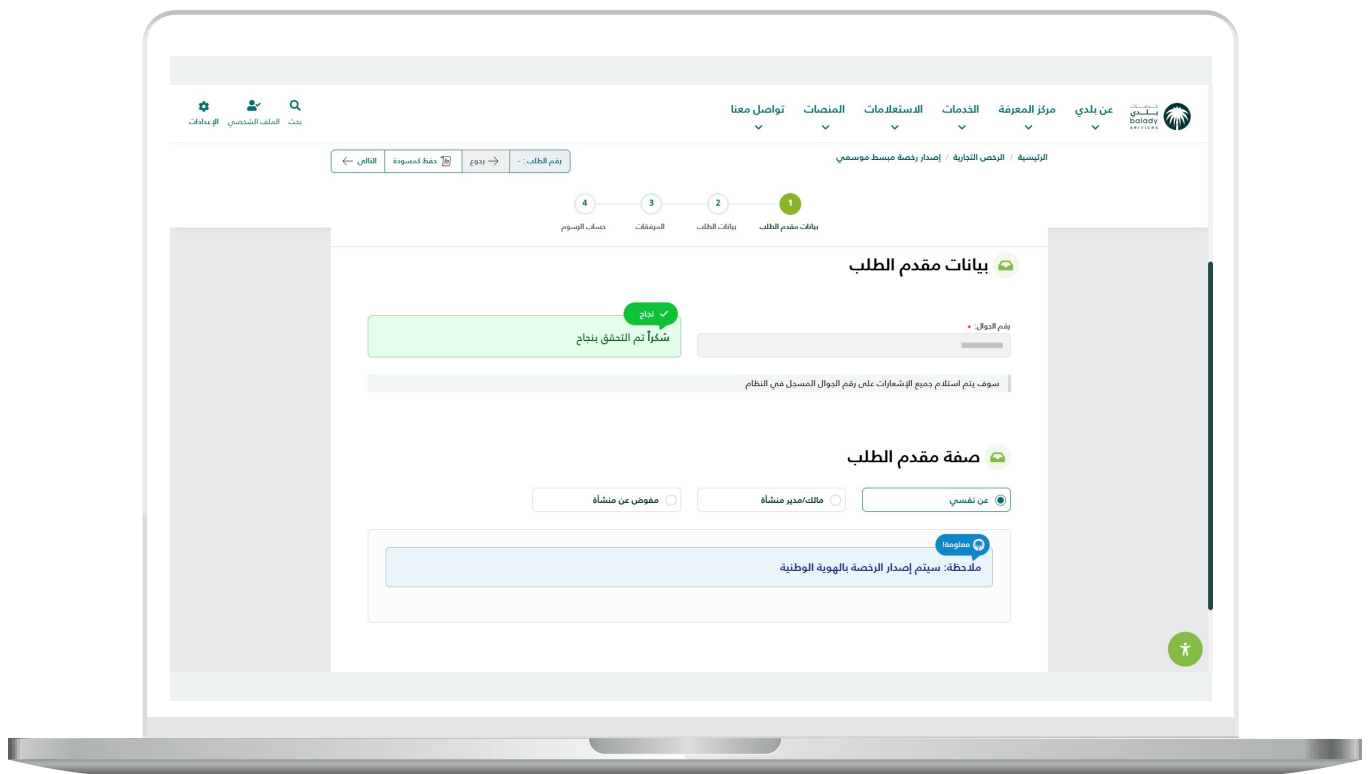
سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام

9) A verification code is sent via SMS. The user enters it in the (Verification Code) field and clicks (Confirm).



10) A confirmation message appears verifying the mobile number, as shown in the image below. The user then selects their role from the following options: **(For Myself, Business Owner/Manager)**. In this example, **(For Myself)** is selected.

The user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)**.



11) If (Business Owner/Manager) is selected, a new field (Commercial Register Number) appears. The user enters the number and clicks (Browse).

After retrieving the establishment data, the user clicks (Next).

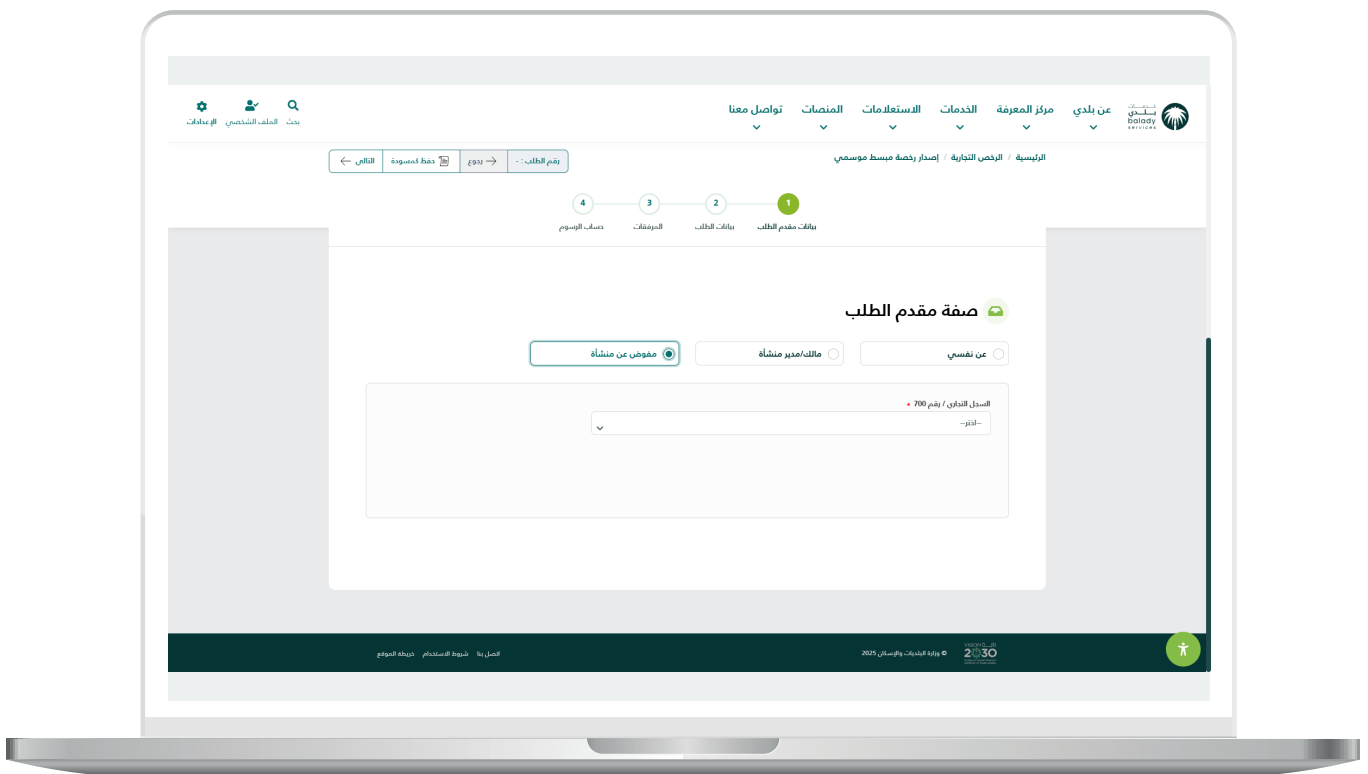
The screenshot displays the Saudi Seasonal Permits Service web application interface. At the top, there is a navigation bar with the Saudi Seasonal Permits Service logo and a search icon. Below the navigation bar, a progress bar shows four steps: 1. بيانات مقدم الطلب (Data of the applicant), 2. بيانات الطلب (Request data), 3. الموافقات (Approvals), and 4. حساب الرسوم (Fees calculation). The first step is currently active.

The main content area is titled "صفة مقدم الطلب" (Applicant's Status). It contains three radio buttons: "عن نفسي" (On my own), "مالك/مدير منشأة" (Owner/Manager of an establishment), and "مفوض عن منشأة" (Authorized by an establishment). The "مالك/مدير منشأة" option is selected.

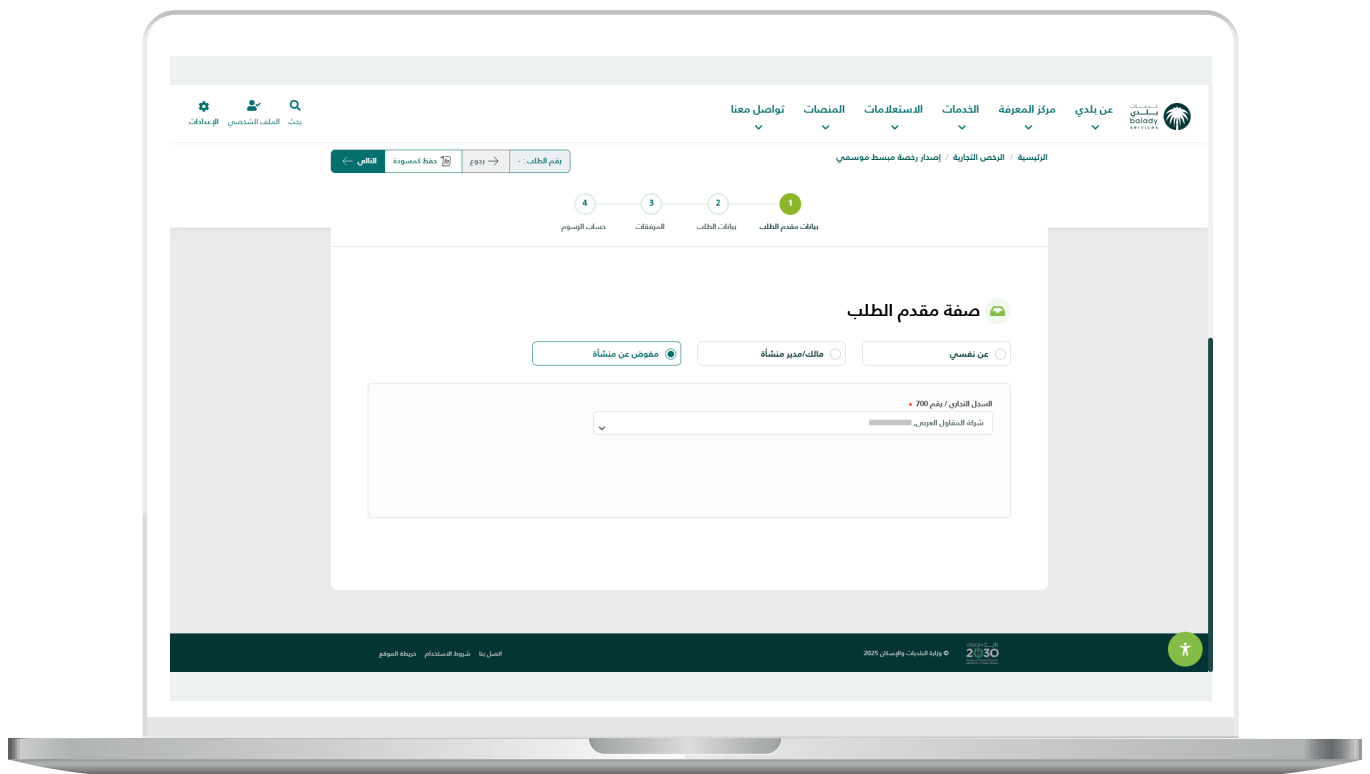
Below the status selection, there is a section for "بيانات المؤسسة / الشركة" (Company/Establishment Data). It includes a text input field for the company name, a "استعراض" (Browse) button, and a "العدد التجاري" (Commercial Register Number) field.

Below the company data, there is a section for "بيانات المنشأة" (Establishment Data). It includes a "رقم المنشأة" (Establishment Number) field, a "اسم المنشأة" (Establishment Name) field, a "شركة الاتحاد الهندسي السعودية للاستشارات الهندسية" (Saudi Engineering Consultancy Company) field, a "مصدر السجل التجاري" (Commercial Register Source) field, and a "الرقم" (Number) field.

12) If (Authorized Representative) is selected, a new dropdown (Commercial Registration/700 Number) appears. The user selects a value from the list.



13) The user clicks **(Next)** to proceed.





14) The **(Request Data)** stage appears next, where the user fills in the following fields: **(License Start Date, License End Date, Kiosk Name, Kiosk Area, Activity Data)**.

The user then adds signage details by selecting a value from the **(Sign Type)** dropdown, entering the **(Sign Area in Square Meters)**, then clicking **(Add)**.

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بيانات مقدم الطلب 1 | بيانات الطلب 2 | المرفقات 3 | حساب الرسوم 4

### بيانات الرخصة

تاريخ بداية الرخصة:

تاريخ انتهاء الرخصة:

اسم المحسب:

اسم المشتري:

بيانات النشاط:

### بيانات اللوحات

نوع اللوحة:

مساحة اللوحة بالمتر المربع:

لا توجد لوحات مسجلة

15) After this, the user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

The screenshot displays the 'بيانات الطلب' (Request Data) stage of the seasonal permit application process. The interface is in Arabic and includes a progress bar at the top with four steps: 1. بيانات مقدم الطلب, 2. بيانات الطلب (current), 3. الملاحظات, and 4. حساب الرسوم. The form contains several input fields and a table for board specifications.

**بيانات الرخصة (License Data):**

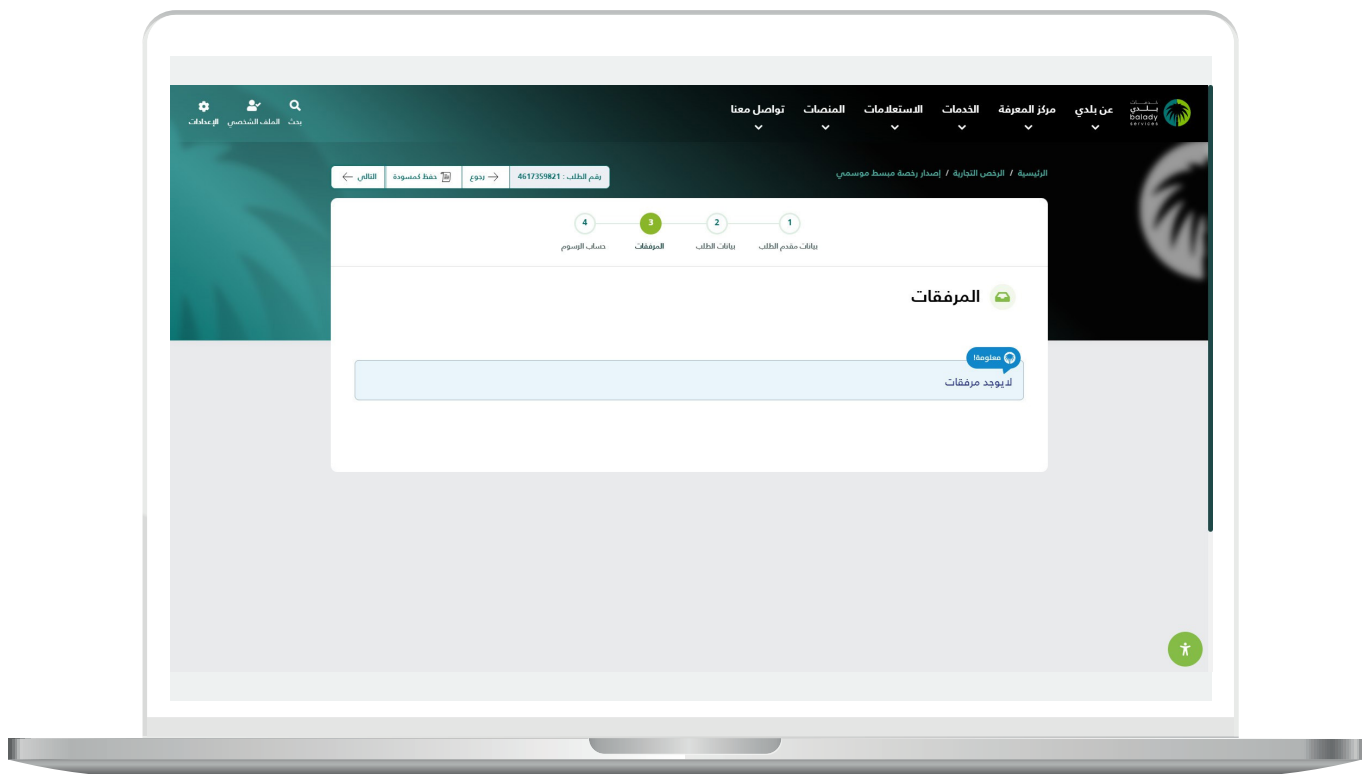
- تاريخ بداية الرخصة: 1446/08/27
- تاريخ انتهاء الرخصة: 1446/08/04
- اسم المصيط: 26
- مجلس الملاك: المجلس الأعلى
- نقل وتوزيع منتجات مواد كيميائية: ☐

**بيانات اللوحات (Board Data):**

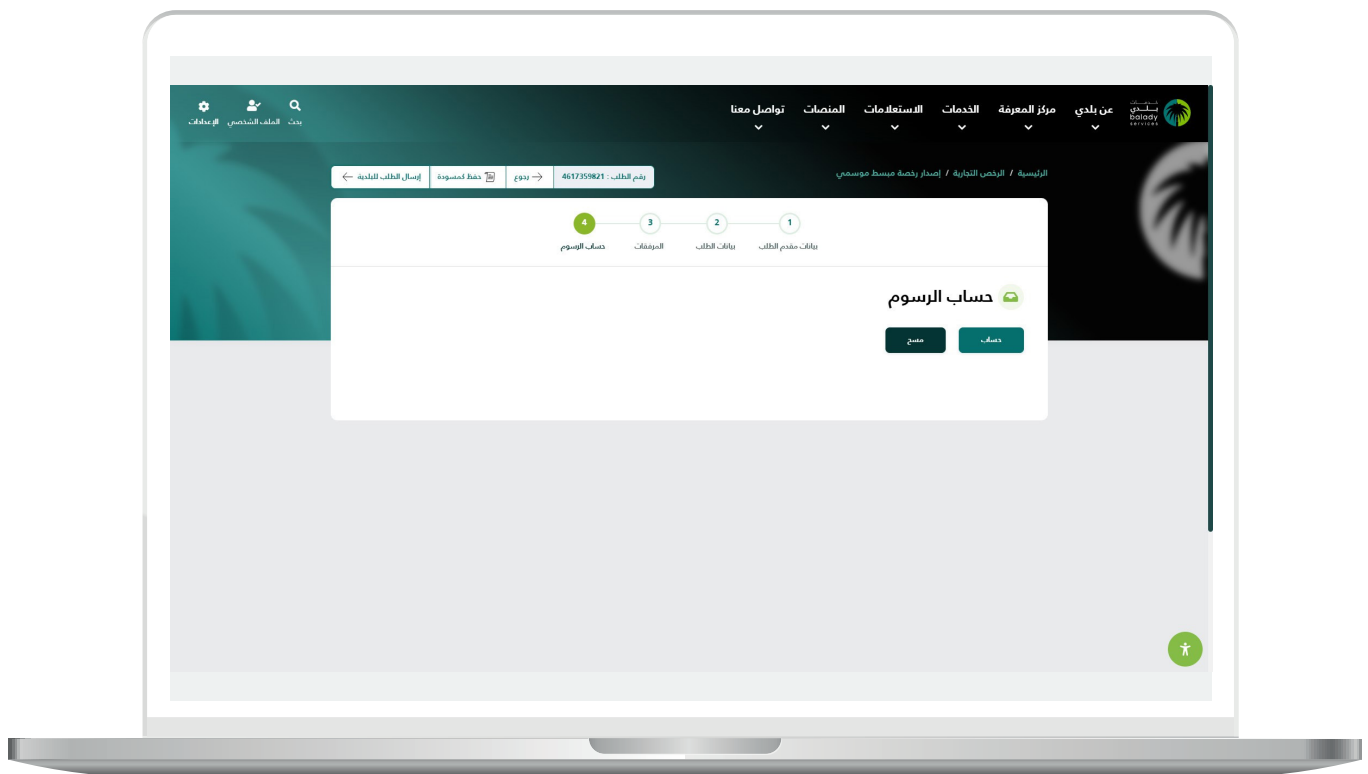
نوع اللوحة	مساحة اللوحة بالمتر المربع
لوحة إرشادية	2.3
لوحة إعلانية	3.2

16) The **(Attachments)** stage appears, where the user uploads a document by clicking the field and selecting a file from the device, if applicable.

The user clicks **(Next)** to continue, with options to save the request as a draft by clicking **(Save as Draft)** or go back by clicking **(Back)**.

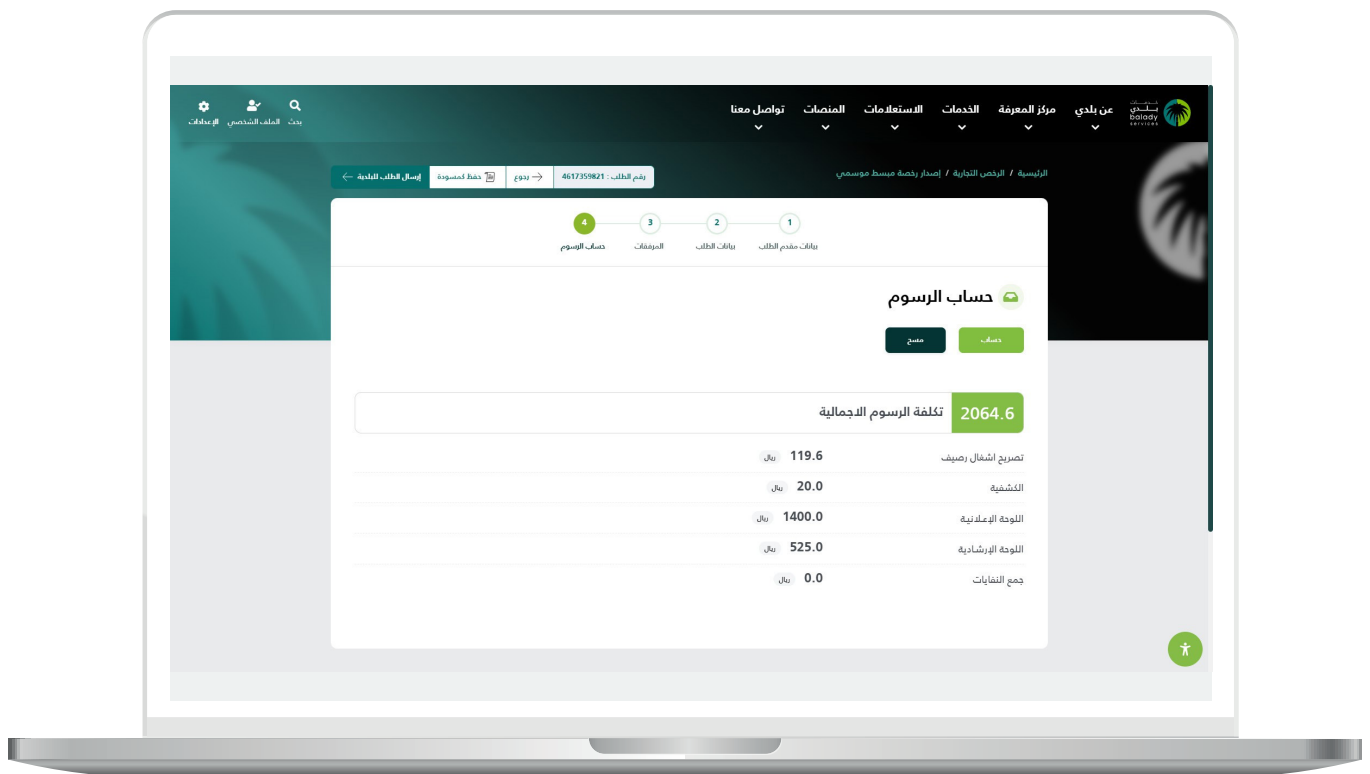


17) The final stage, (**Fee Calculation**), appears. The user clicks (**Calculate**) to determine the total financial charges.

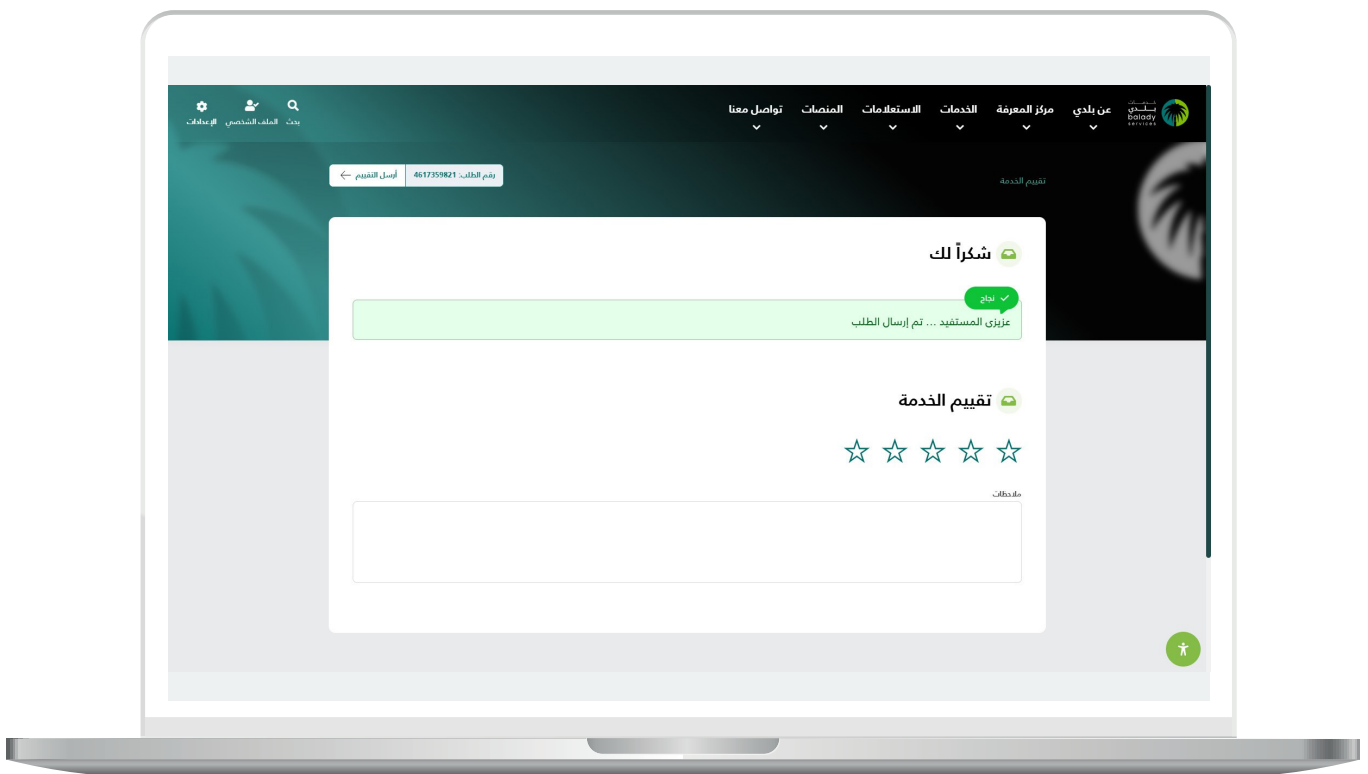


18) The total fee is displayed as in the figure below.

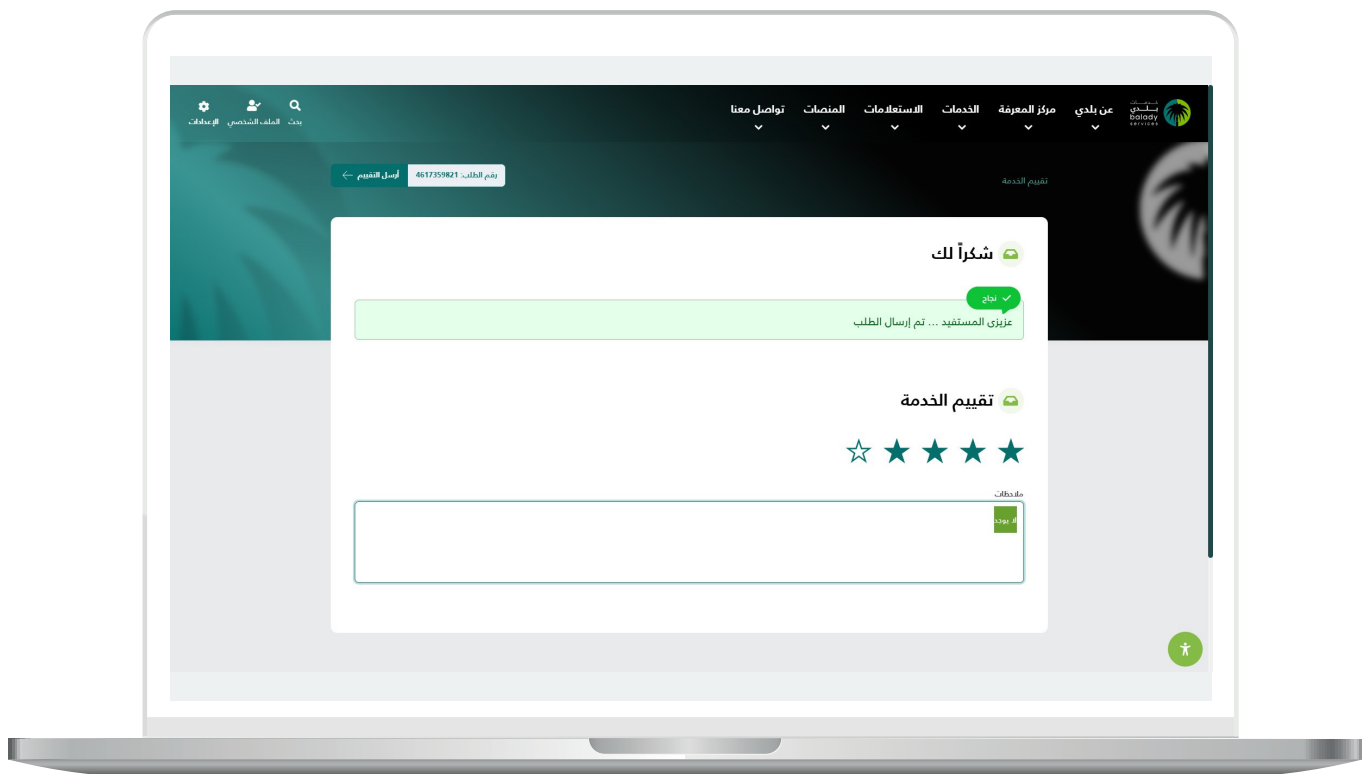
The user clicks (**Submit Request to Municipality**) to send the request to municipal employees.



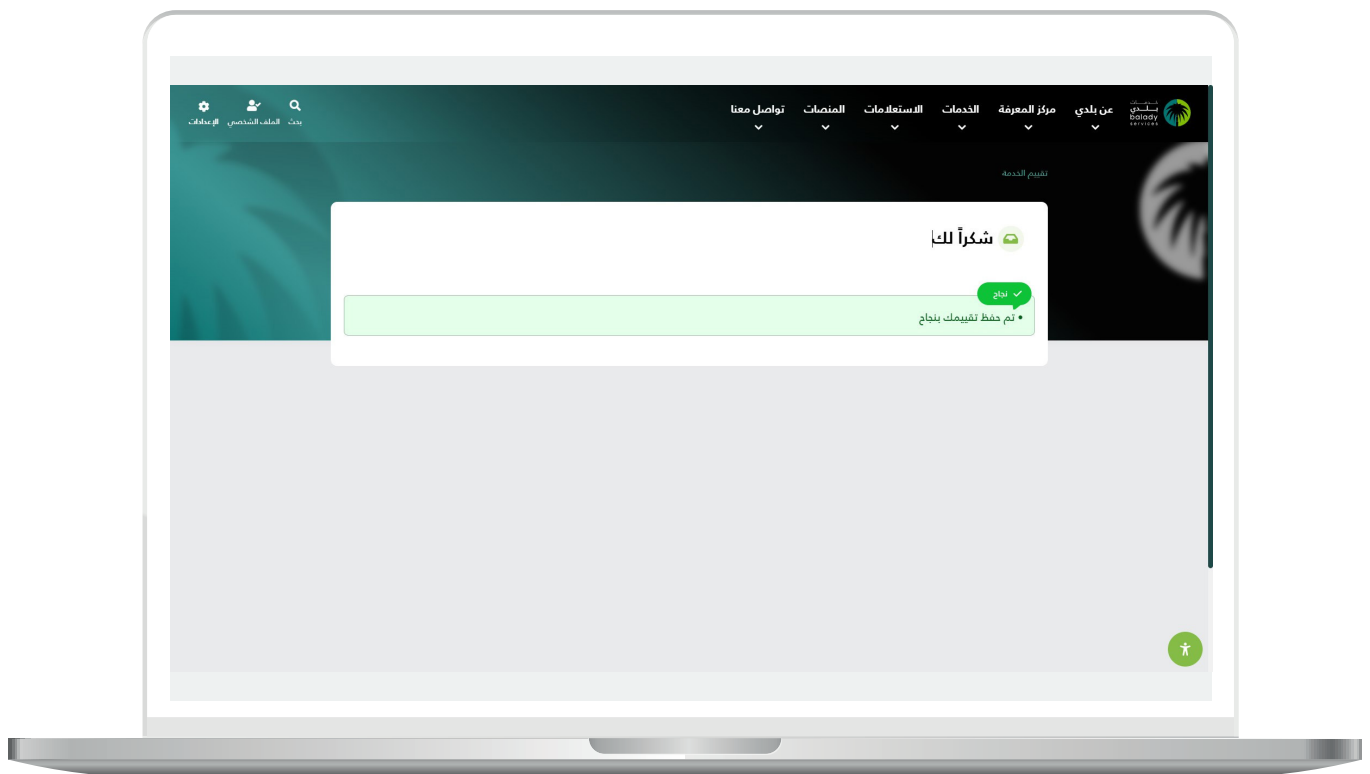
19) The system allows the user to evaluate the service by selecting the number of stars and entering a comment in the (**Comments**) field.



20) The user then clicks the **(Submit Evaluation)** button.



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

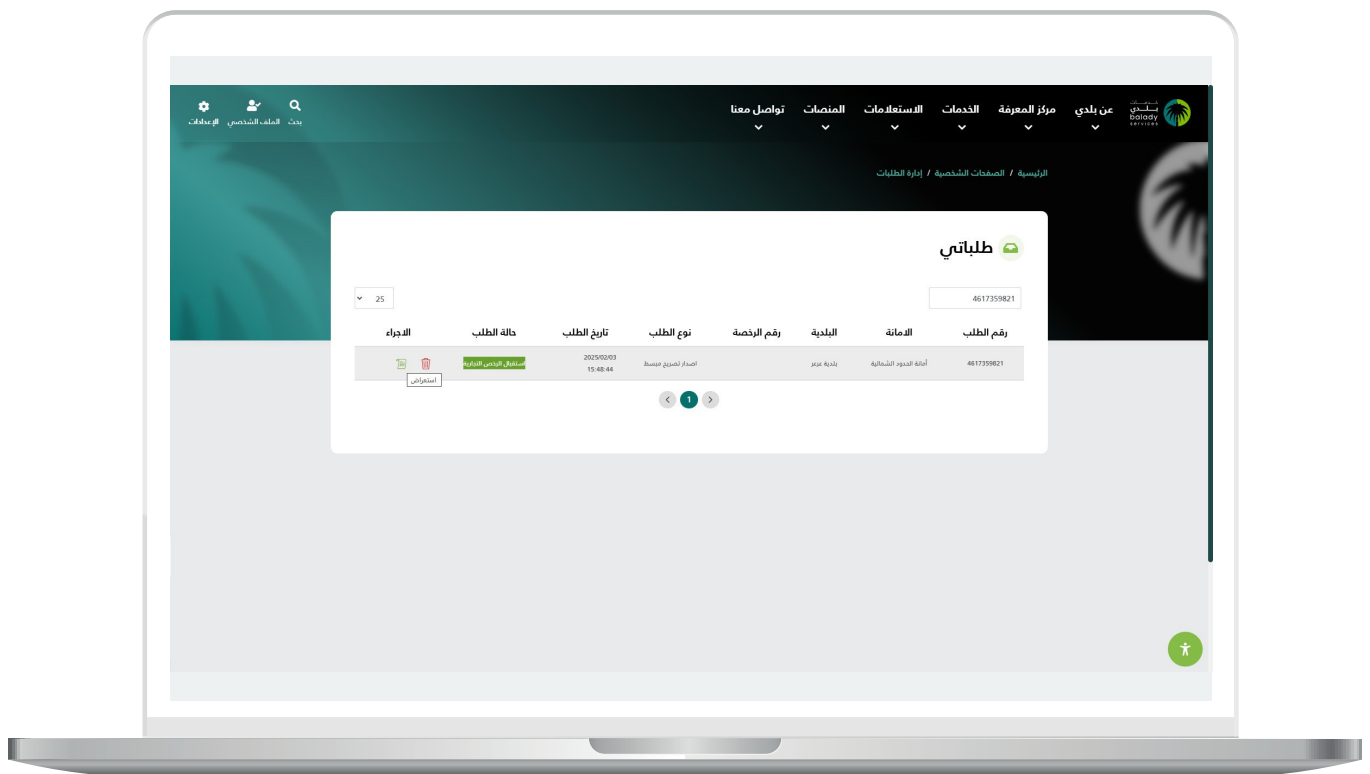




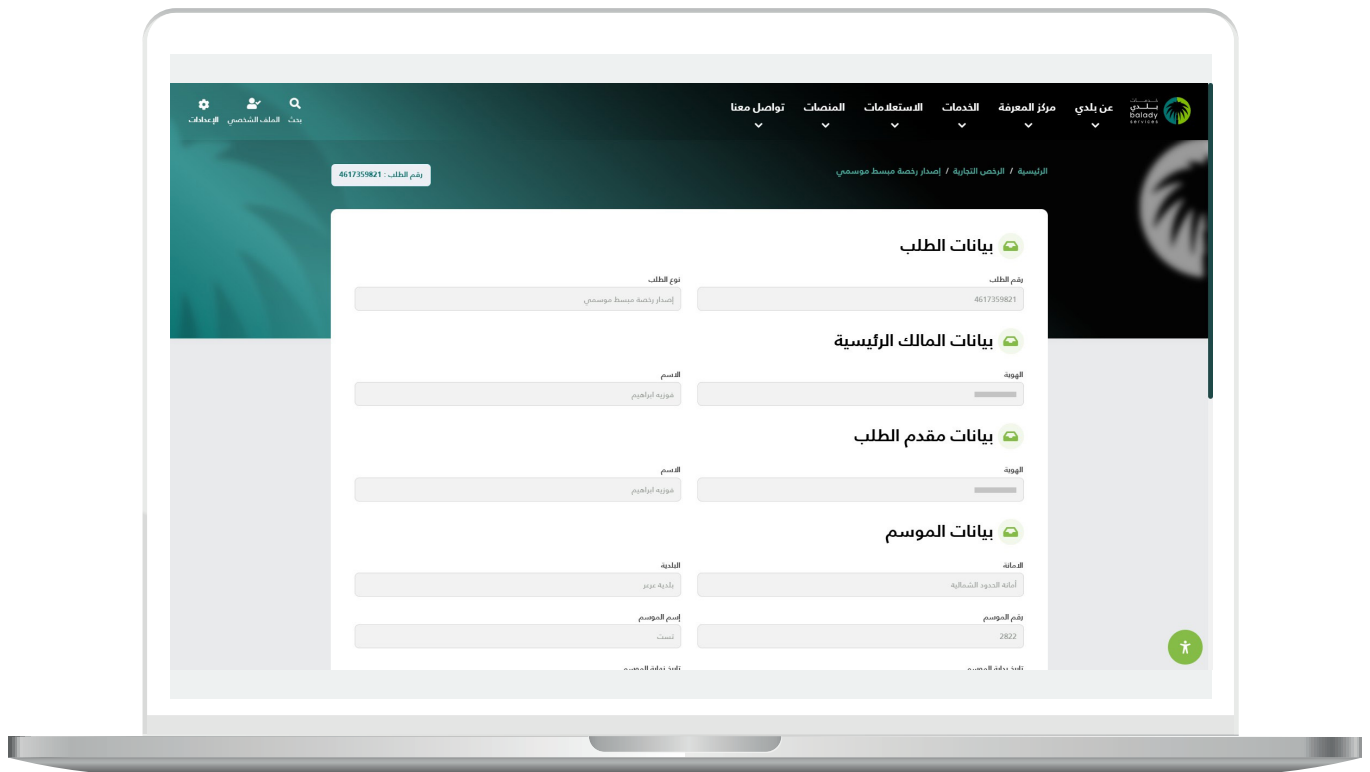
22) The user can track the request status from the **(My Requests)** screen as shown below.

Note:

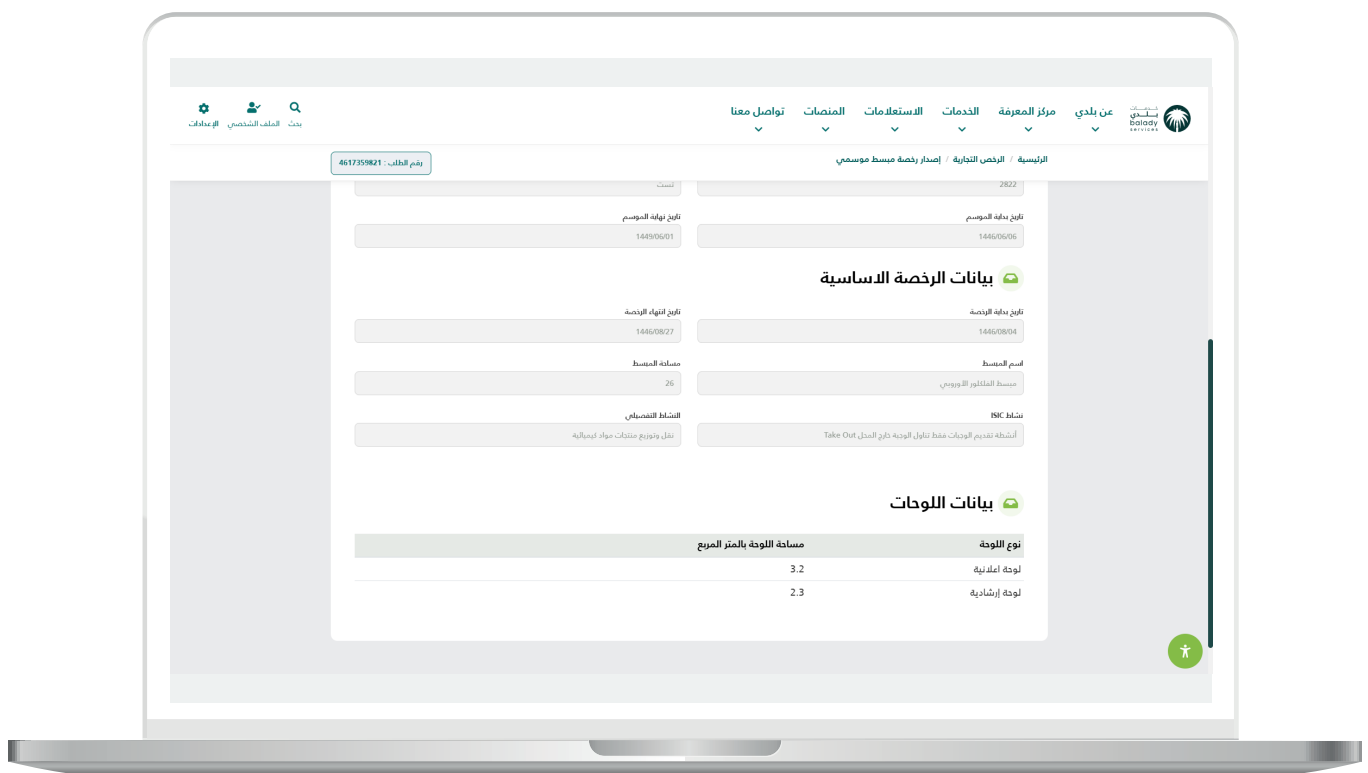
In case a **(Commercial License Cancellation Request)** is approved, any **(Seasonal Permits)** will be automatically canceled.



23) After clicking the document icon in the **(Action)** column, the request details are displayed.



24) The following screenshot displays the second part of (Request Details) screen.



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

