



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the
Service of Vehicle Parking Permits

Beneficiary's
Copy

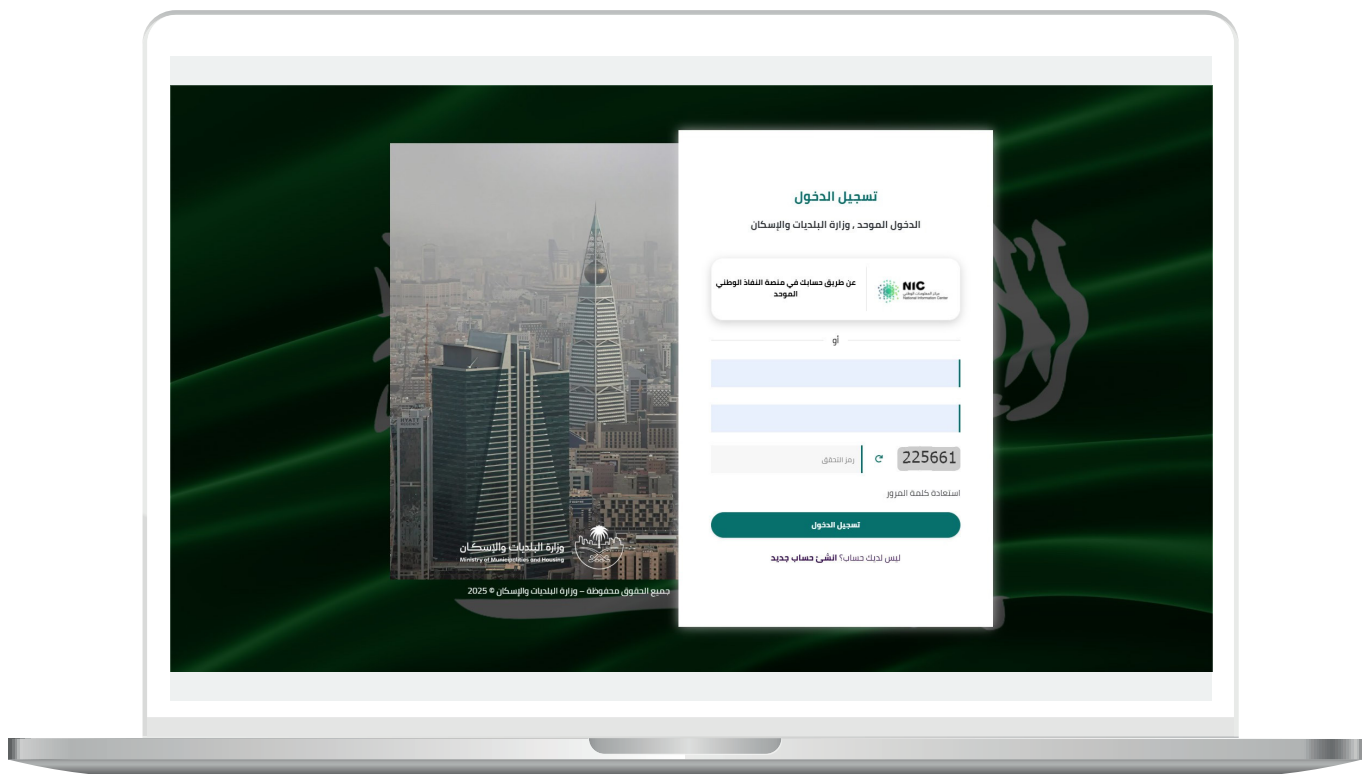
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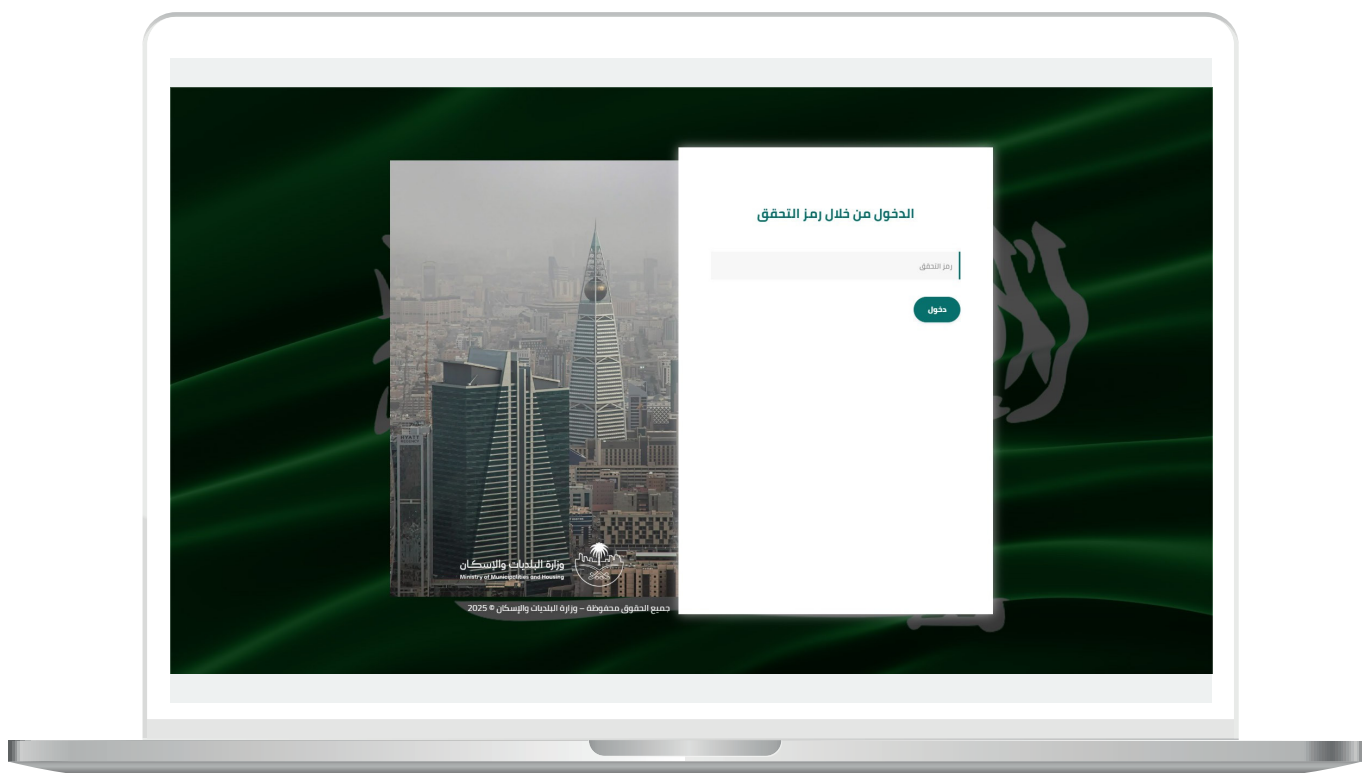


Log in to the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.



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.



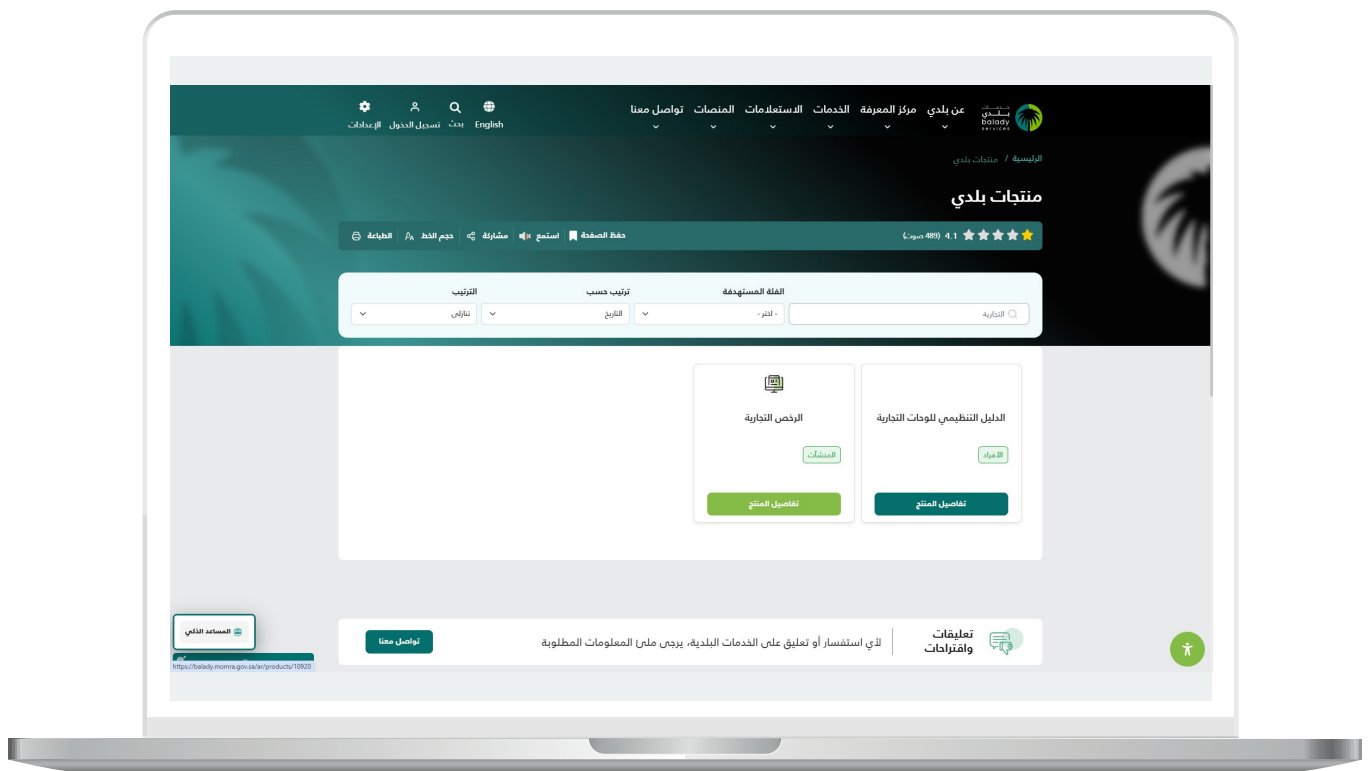
Steps to Request the Service

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

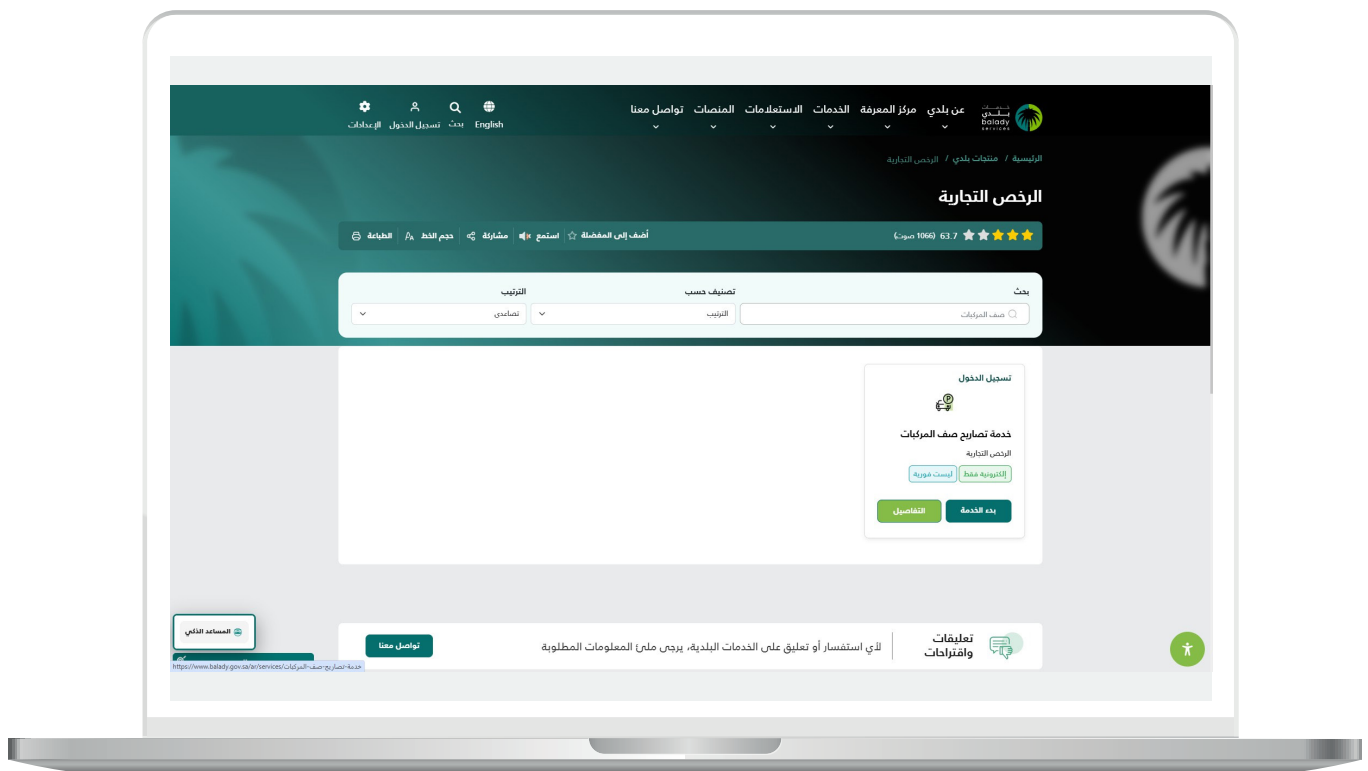
The user then clicks the **(View All Products)** button.



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



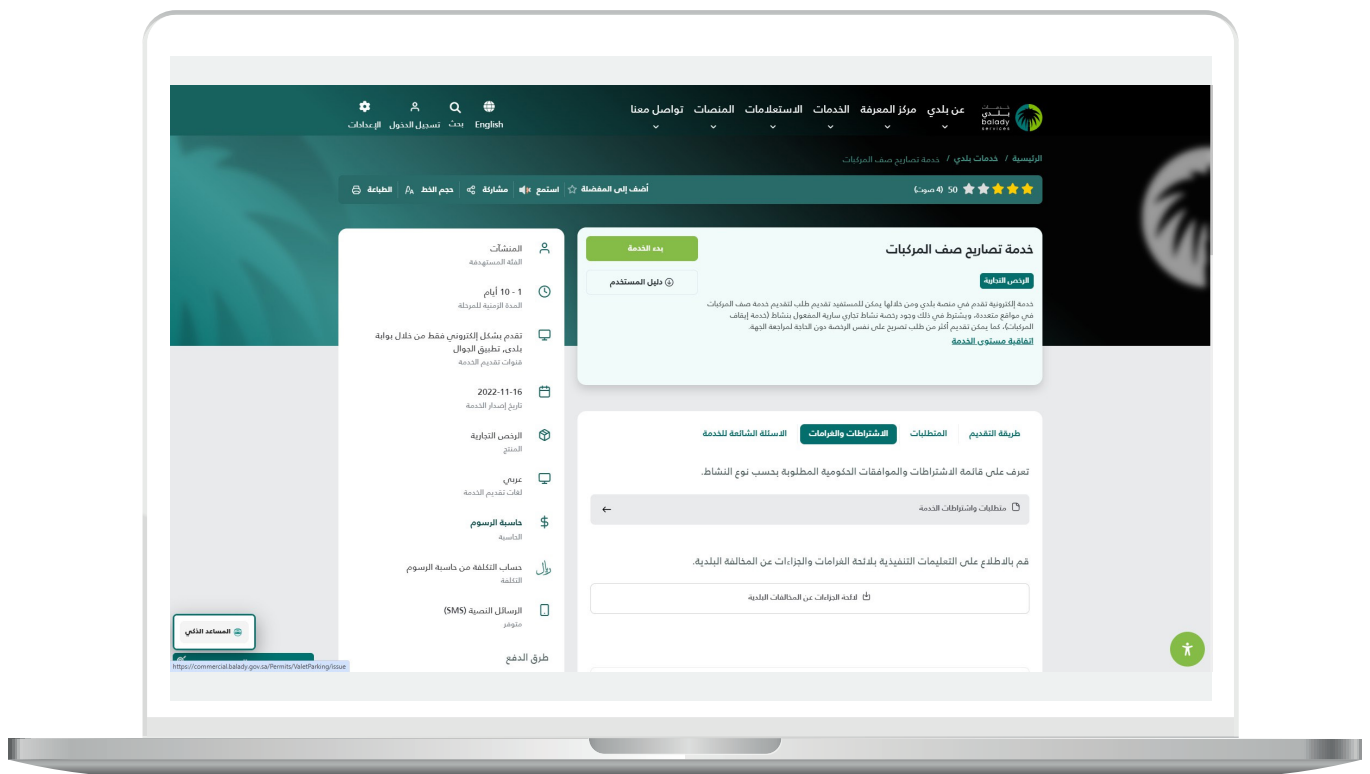
3) The user searches for **(Vehicle Parking Permits Service)** as shown below.



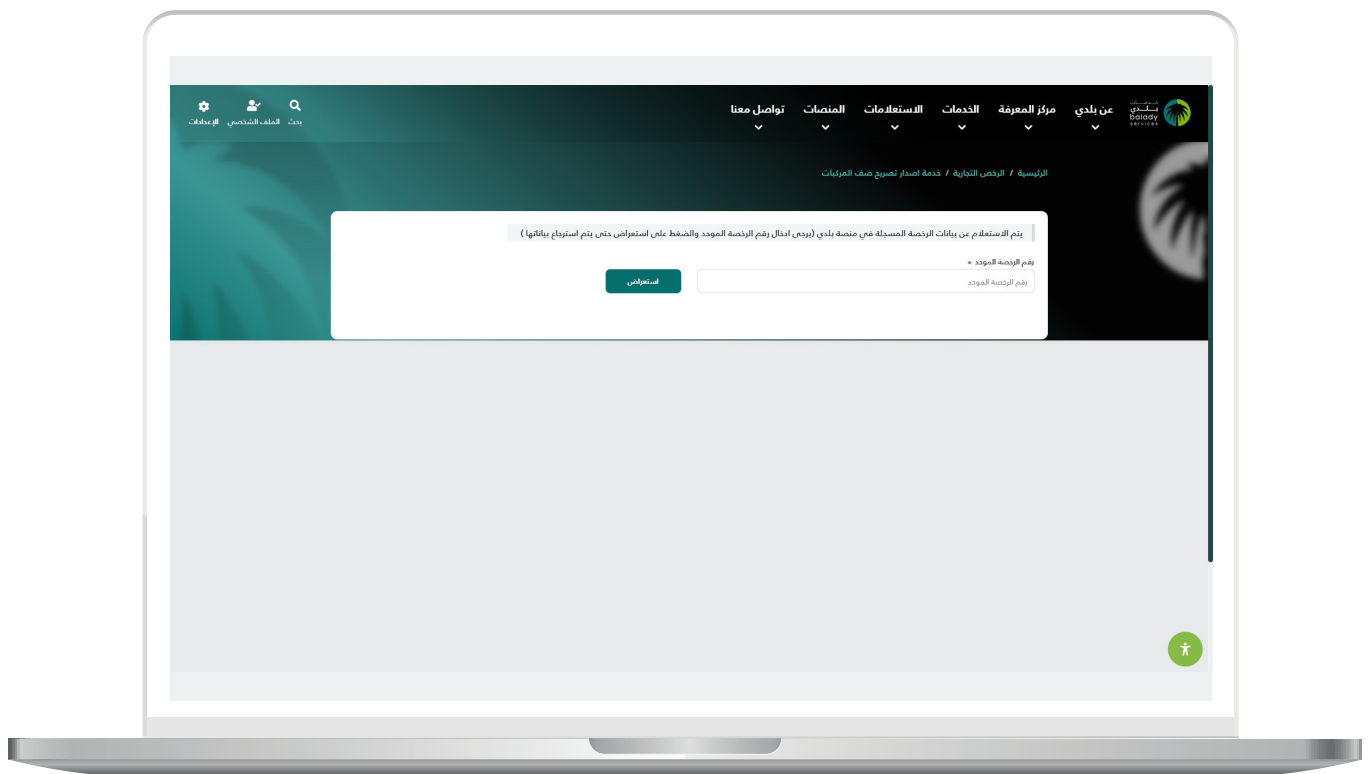
4) The following screen appears, displaying service requirements such as (How to Apply, Requirements, Conditions and Penalties, etc.).



5) The user then clicks on **(Start Service)** button.



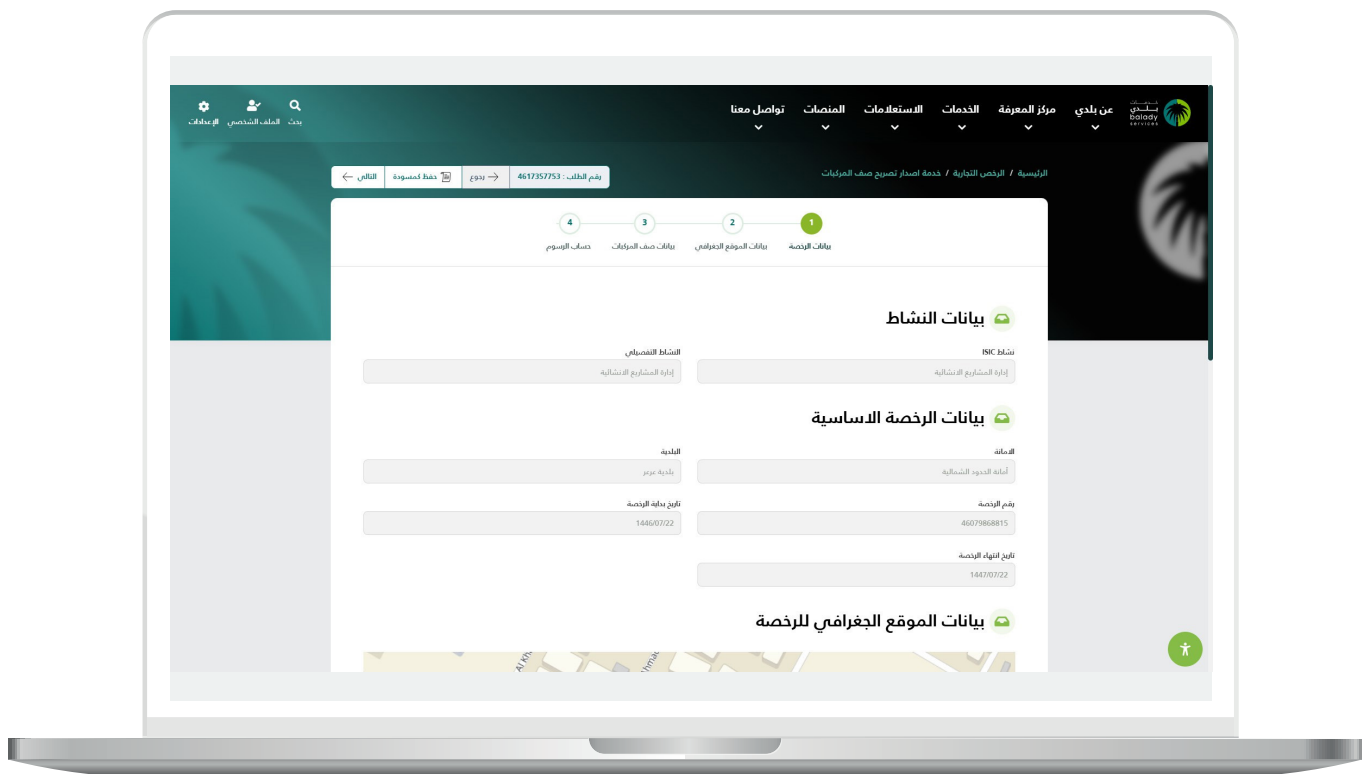
6) The following screen appears, where the **(Unified License Number)** is entered, followed by clicking **(Browse)**.



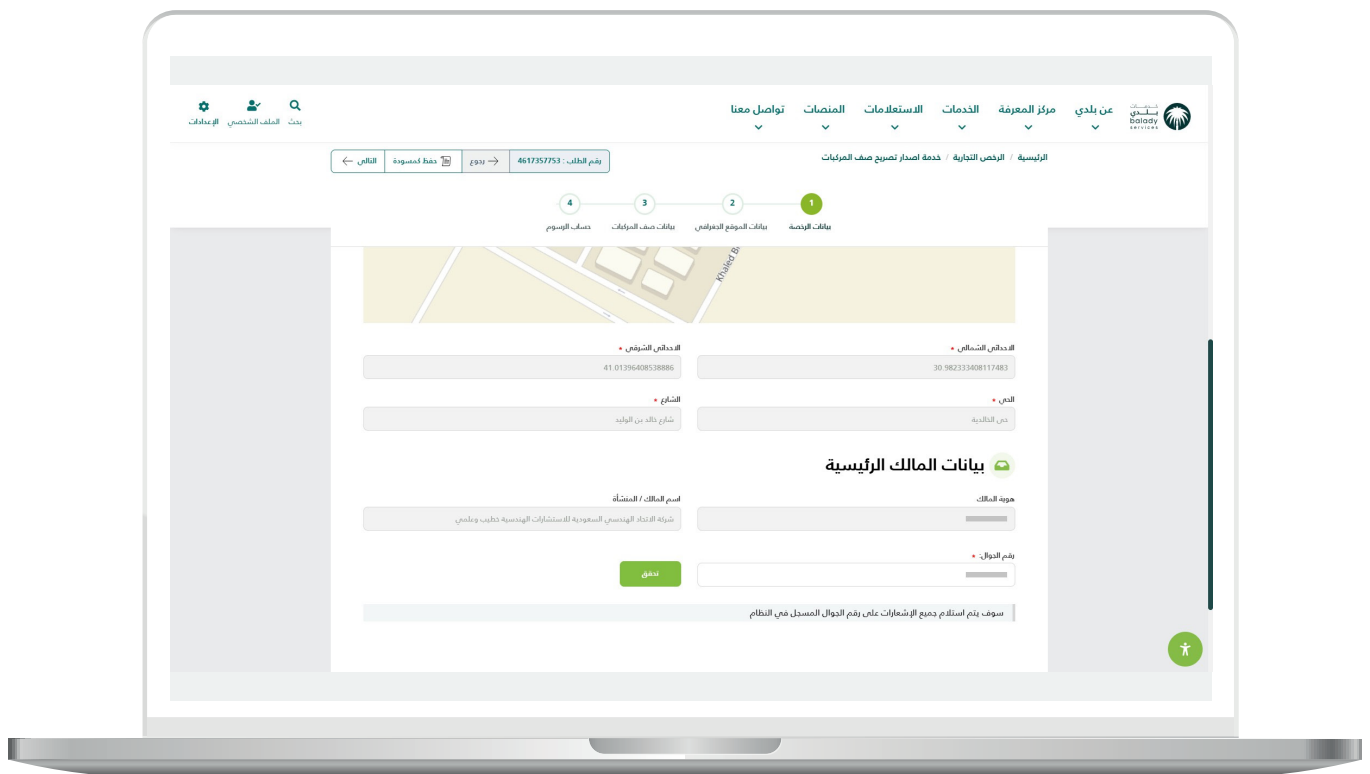
7) If the entered (**Unified License Number**) is valid, the system retrieves the Basic License Information and Primary Owner Details as shown below. The user clicks (**Proceed with Request**).

The screenshot displays the Bology system interface on a laptop. The top navigation bar includes links for 'عن بلدي' (About Bology), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), and 'تواصل معنا' (Contact Us). The main content area is titled 'بيانات الرخصة الاساسية' (Basic License Data) and 'بيانات المالك الرئيسية' (Main Owner Data). The license data section includes fields for 'رقم الرخصة الموحد' (Unified License Number) with the value 46079868815, 'البلدية' (Municipality) with the value بلدية عجم (Ajma' Municipality), 'تاريخ بداية الرخصة' (License Start Date) with the value 1446/07/22, and 'تاريخ انتهاء الرخصة' (License End Date) with the value 1447/07/22. The owner data section includes fields for 'اسم المالك / المنشأة' (Owner Name / Establishment) with the value شركة الهندسة السعودية للاستشارات الهندسية خليجي وعالمي (Saudi Engineering Company for Gulf and Global Engineering Consultancy) and 'هوية المالك' (Owner ID). A green button labeled 'المتابعة' (Continue) is located at the bottom right of the form.

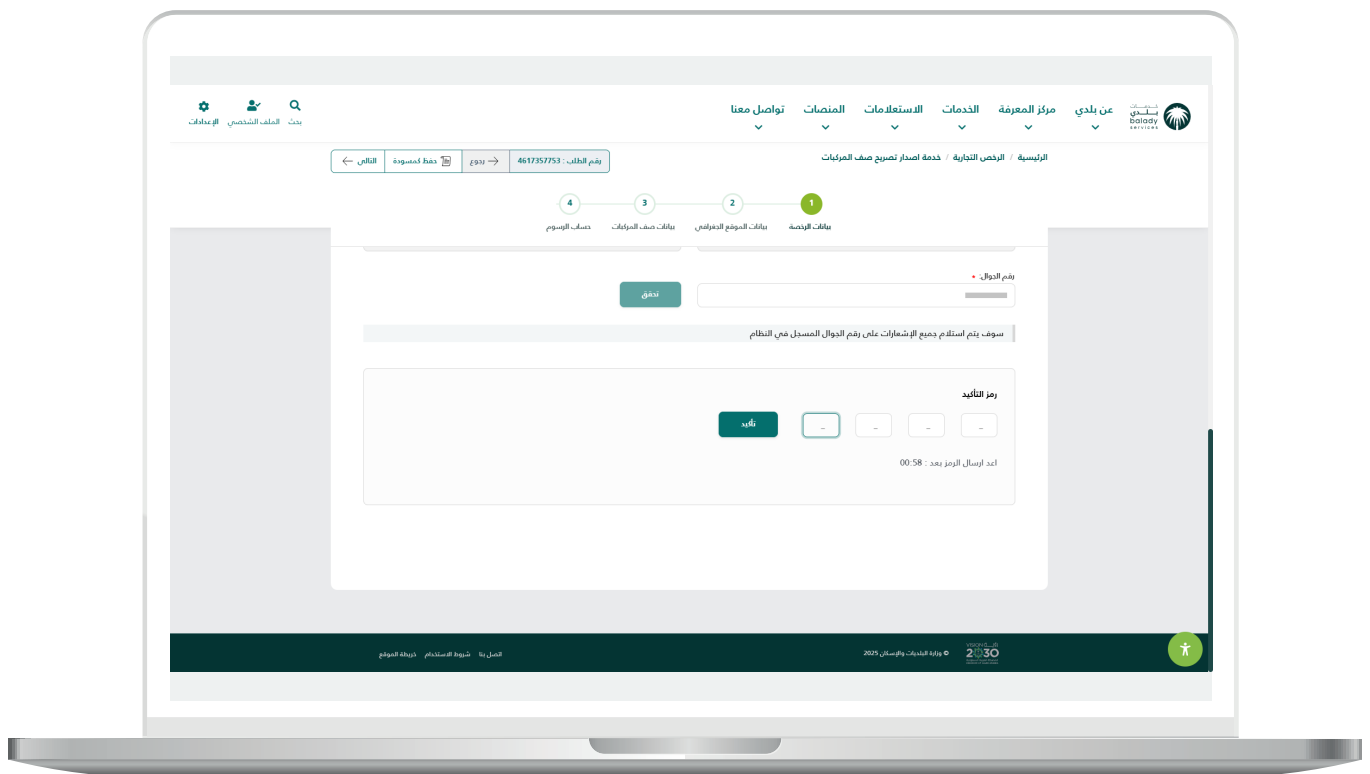
8) The first stage of the request process appears, labeled (License Details).



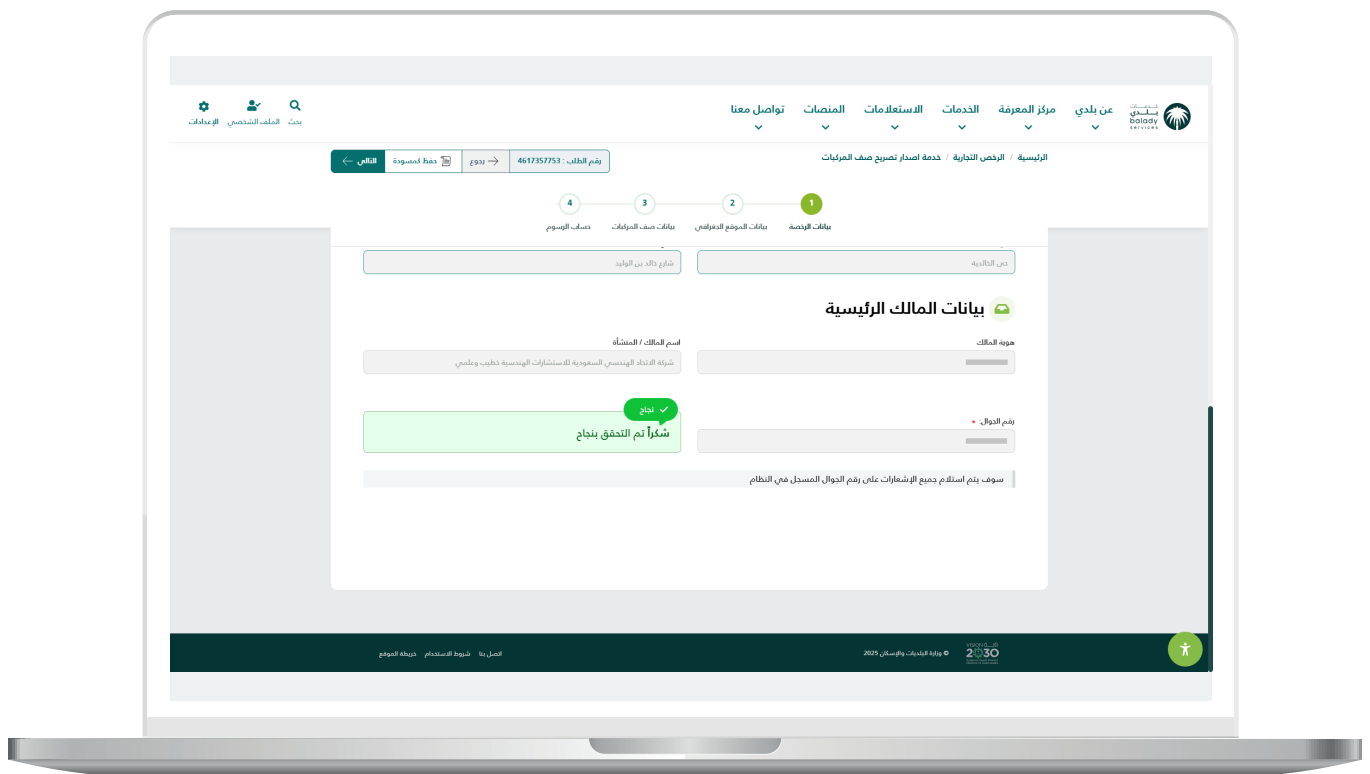
9) At the bottom of the screen, the system verifies the user's contact information by entering the **(Mobile Number)** and clicking **(Verify)**.



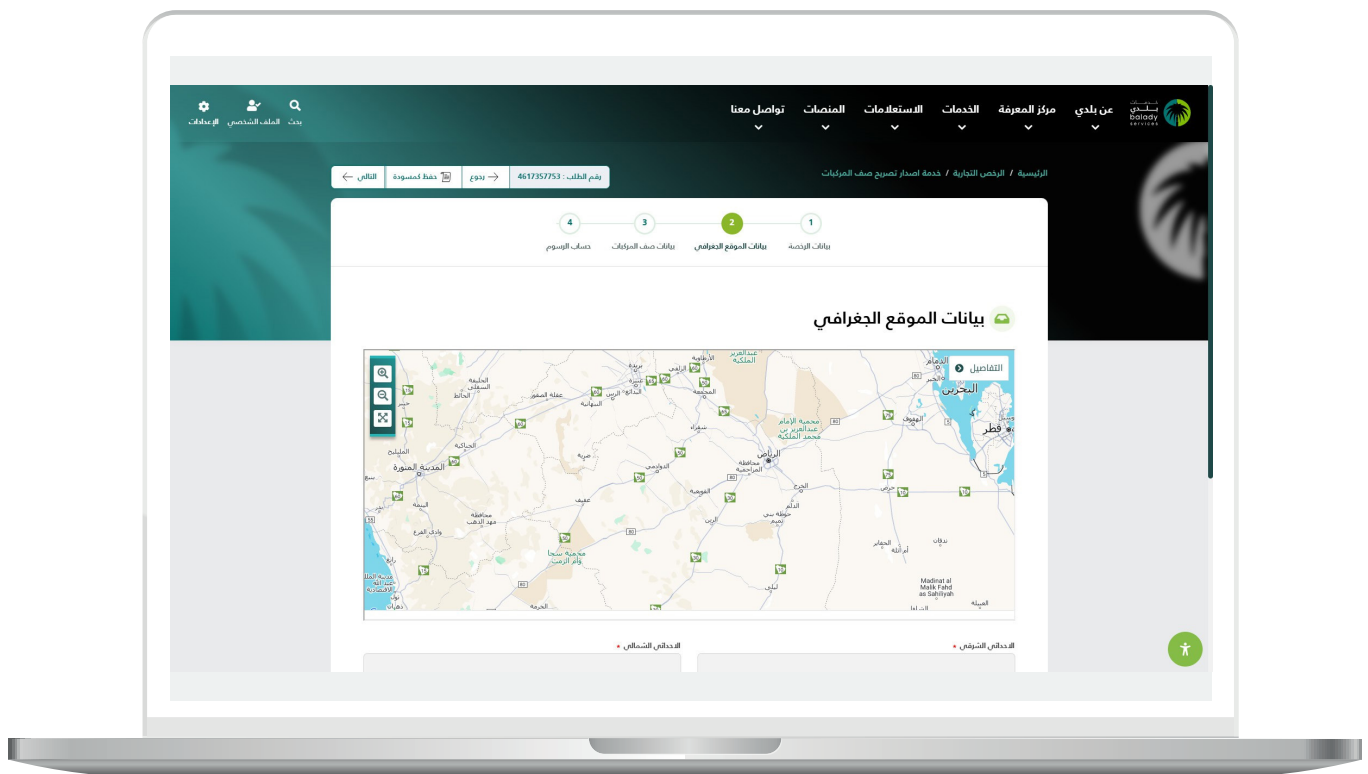
10) A code will then be sent to the user's mobile, which they must enter in the (**Verification Code**) field and click the (**Confirm**) button, as shown in the following screenshot.



- 11) A confirmation message appears, indicating successful verification. The user clicks (**Next**) to proceed to the second stage.

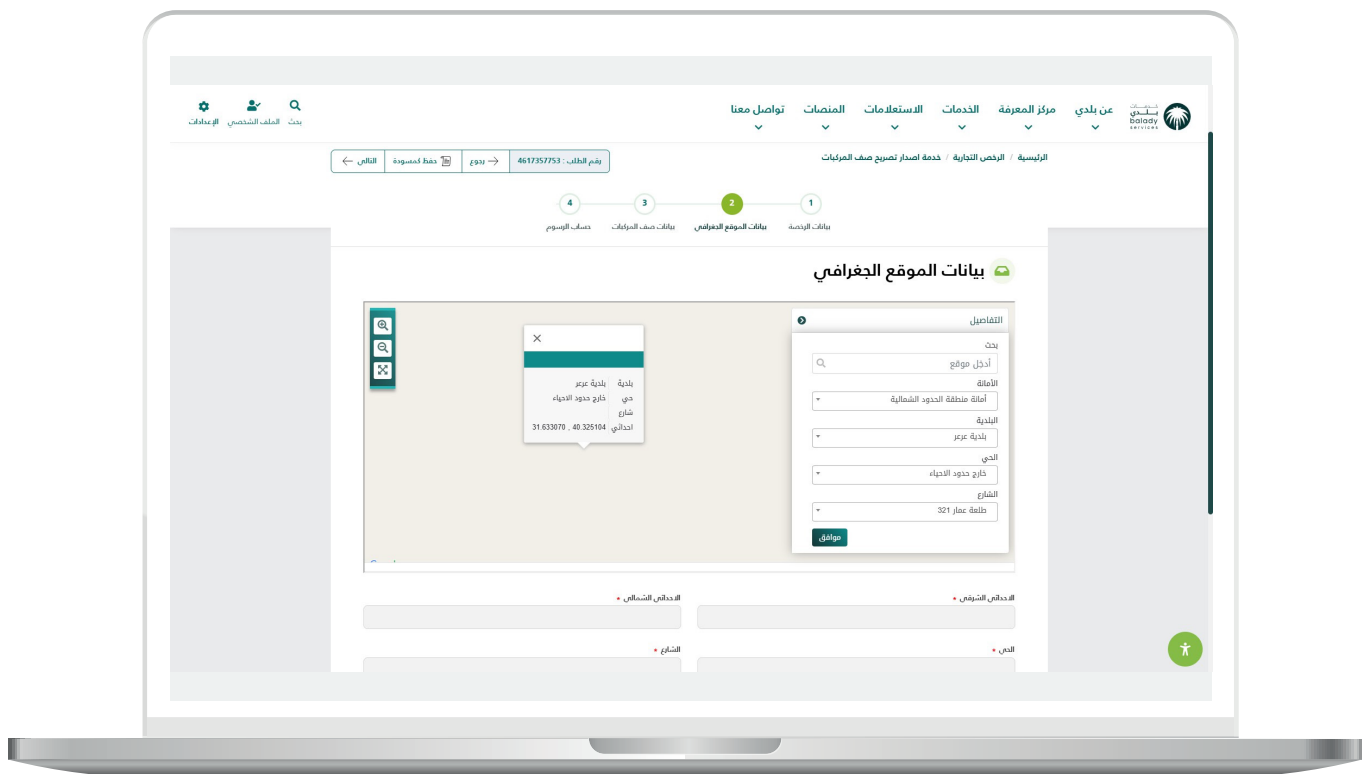


12) The user is redirected to the (Geographical Location Data) stage, as shown below. The user clicks (Details).

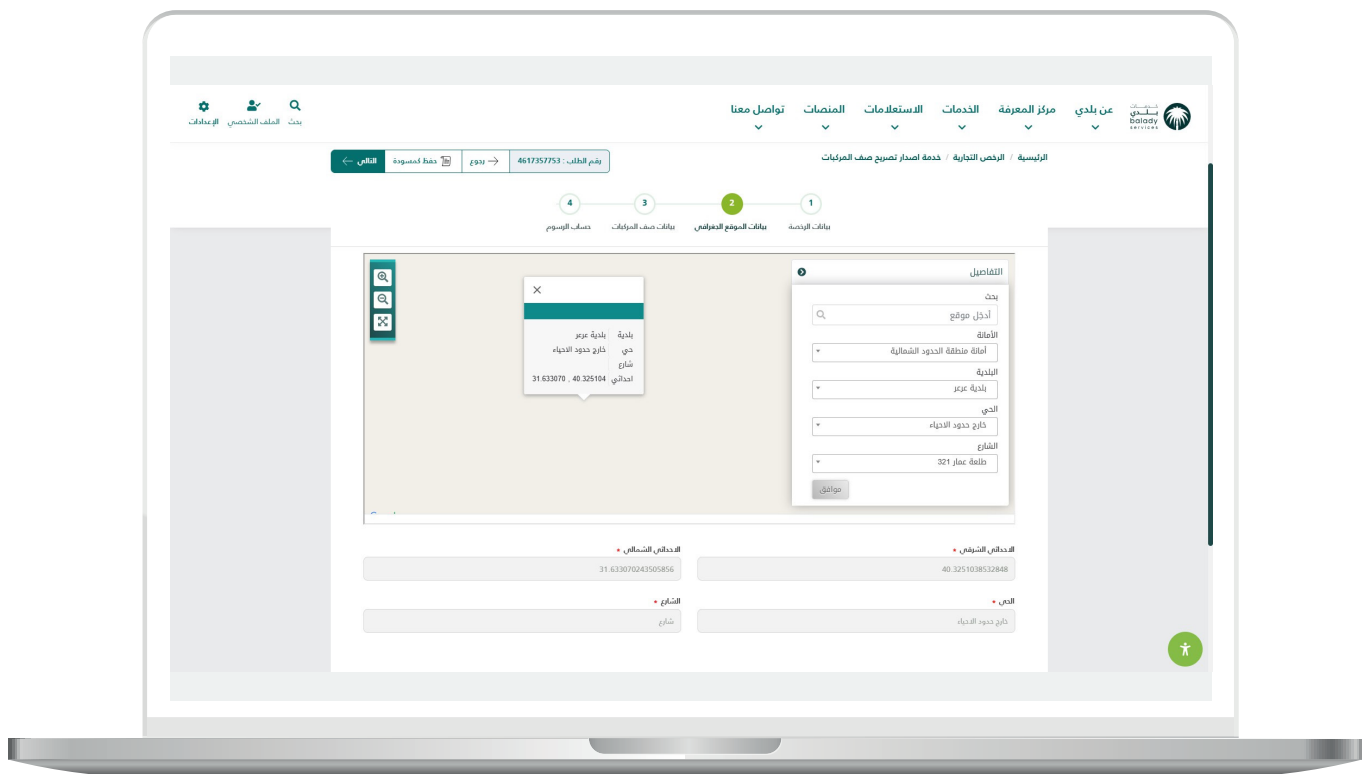


13) The system allows the user to select a location by choosing values from the dropdown menus for (**Municipality, Secretariat, District, Street**) sequentially.

The user selects the location on the map and clicks (**Confirm**).

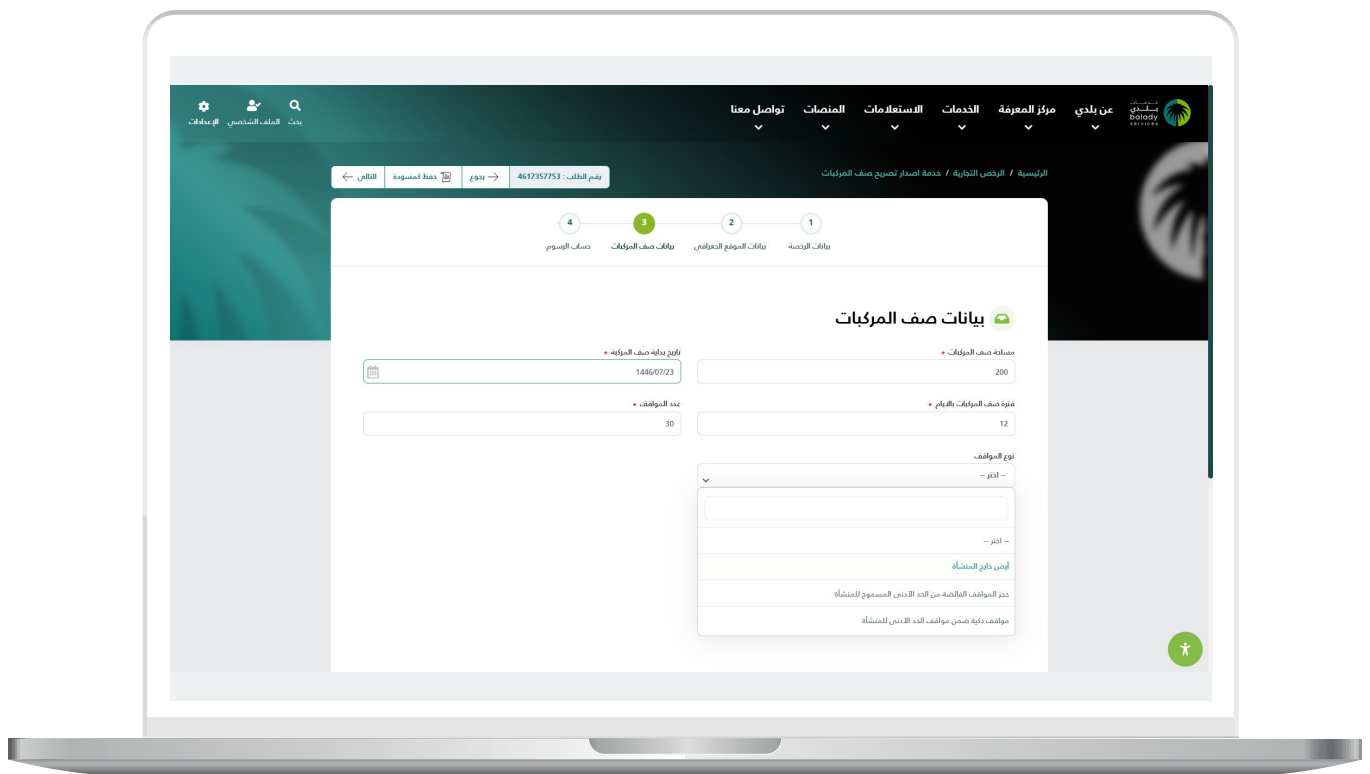


14) After clicking **(Confirm)**, the system automatically fills in the following fields: **(Eastern Coordinate, Northern Coordinate, District, and Street)**. The user clicks **(Next)** to proceed to the third stage, with the option to return to the previous stage using **(Back)** or save the request as a draft using **(Save as Draft)**.



15) The system moves the user to the **(Vehicle Parking Data)** stage, where they fill in the required fields: **(Parking Space Area, Parking Start Date, Parking Duration (in days), Number of Parking Spots, and Parking Type)**.

16) Note: The dropdown menu (**Parking Type**) includes three options. When selecting any option, a blue informational message appears, which varies based on the selected value.



17) If (Outdoor Parking Outside the Establishment) is selected, the message displayed is: (Vehicle parking without using the establishment's designated parking spaces).

The screenshot shows the Bology system interface for vehicle parking permits. The header includes the Bology logo and navigation links: الرئيسية / الرخصة التجارية / خدمة إصدار تصريح صف المركبات. The main content area displays a form titled "بيانات صف المركبات" (Vehicle Parking Data). The form includes the following fields and values:

- تاريخ بداية صف المركبة (Vehicle Start Date): 1446/07/23
- عدد المواقف (Number of Spaces): 30
- مساحة صف المركبات (Vehicle Space Area): 200
- فترة صف المركبات بالأيام (Vehicle Space Period in Days): 12
- نوع المواقف (Type of Spaces): أرض خارج المنشأة (Outside the establishment)

A blue notification box states: "صف المركبات دون أن تكون المواقف ضمن مواقف المنشأة المعتمدة" (Vehicle parking without using the establishment's designated parking spaces). The interface also features a progress bar at the top with four steps: 1. بيانات الرخصة, 2. بيانات الموضع الجغرافي, 3. بيانات صف المركبات (current step), and 4. حساب الرسوم.

18) If (Reserving Excess Parking Spaces Beyond the Establishment's Minimum Limit) is selected, the message displayed is: (Parking within the establishment's designated parking spaces with additional reserved spots).

The screenshot displays the Bology system interface for vehicle parking permits. The top navigation bar includes links for 'الرئيسية' (Home), 'الترخيص التجاري' (Commercial License), 'خدمة إصدار تصريح صف المركبات' (Vehicle Space Issuance Service), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنصات' (Platforms), 'تواصل معنا' (Contact Us), and 'بيانات الملف الشخصي' (Personal Data). The main content area shows a progress bar with four steps: 1. بيانات الرخصة (License Data), 2. بيانات الموقع التجاري (Commercial Location Data), 3. بيانات صف المركبات (Vehicle Space Data), and 4. حساب الرسوم (Fees Calculation). The 'بيانات صف المركبات' form includes the following fields:

- تاريخ بداية صف المركبة (Vehicle Space Start Date): 1446/07/23
- عدد المواقع (Number of Spaces): 30
- نوع الموقع (Space Type): حدد الموقع الفعلي من الجدول المسموح للمنشأة (Select the actual location from the allowed table for the establishment)
- ملاحظة (Note): صف المركبات مع حجز للمواقع ضمن مواقع المنشأة المعتمدة (Vehicle spaces with reservation for locations within the approved establishment locations)

A message box at the bottom of the form states: 'صف المركبات مع حجز للمواقع ضمن مواقع المنشأة المعتمدة' (Vehicle spaces with reservation for locations within the approved establishment locations).

19) If (Smart Parking Within the Minimum Establishment Parking Limit) is selected, the message displayed is: (Parking within the establishment with automated control and management using smart gates).

The user then clicks (Next) to proceed to the fourth stage.

الرئيسية / الترخيص التجارية / خدمة إصدار تصريح صف المركبات

بيد الملف الشخصي الإعدادات

تواصل معنا

المنصات

الاستعلامات

الخدمات

مركز المعرفة

عن بلادي

461735753 / 461735753

← التالي

→ التالي

4 3 2 1

بيانات صف المركبات

تاريخ بداية صف المركبة

1446/07/23

عدد المواقف

30

مساحة صف المركبات

200

مدة صف المركبات بالأيام

12

نوع المواقف

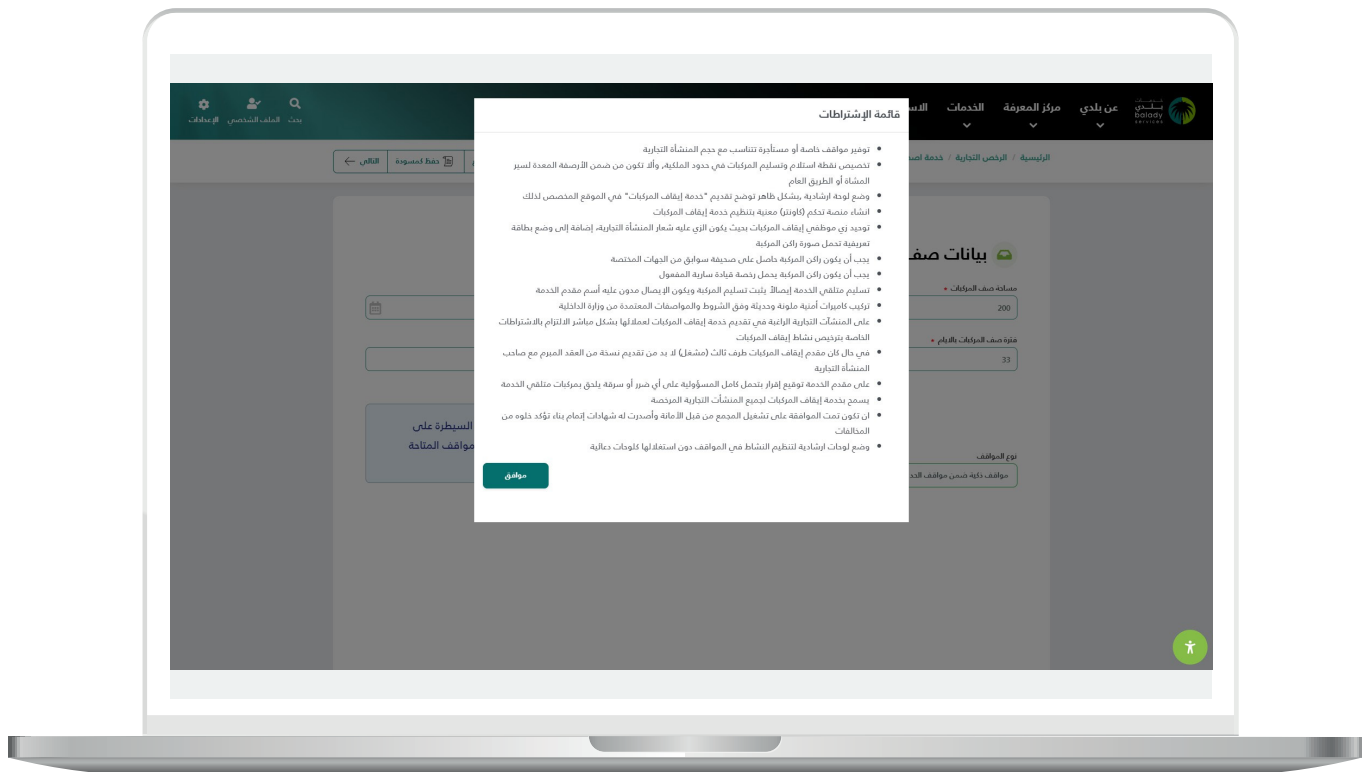
مواقف ذكية ضمن مواقف الحد الأدنى للمنشأة

معلومات

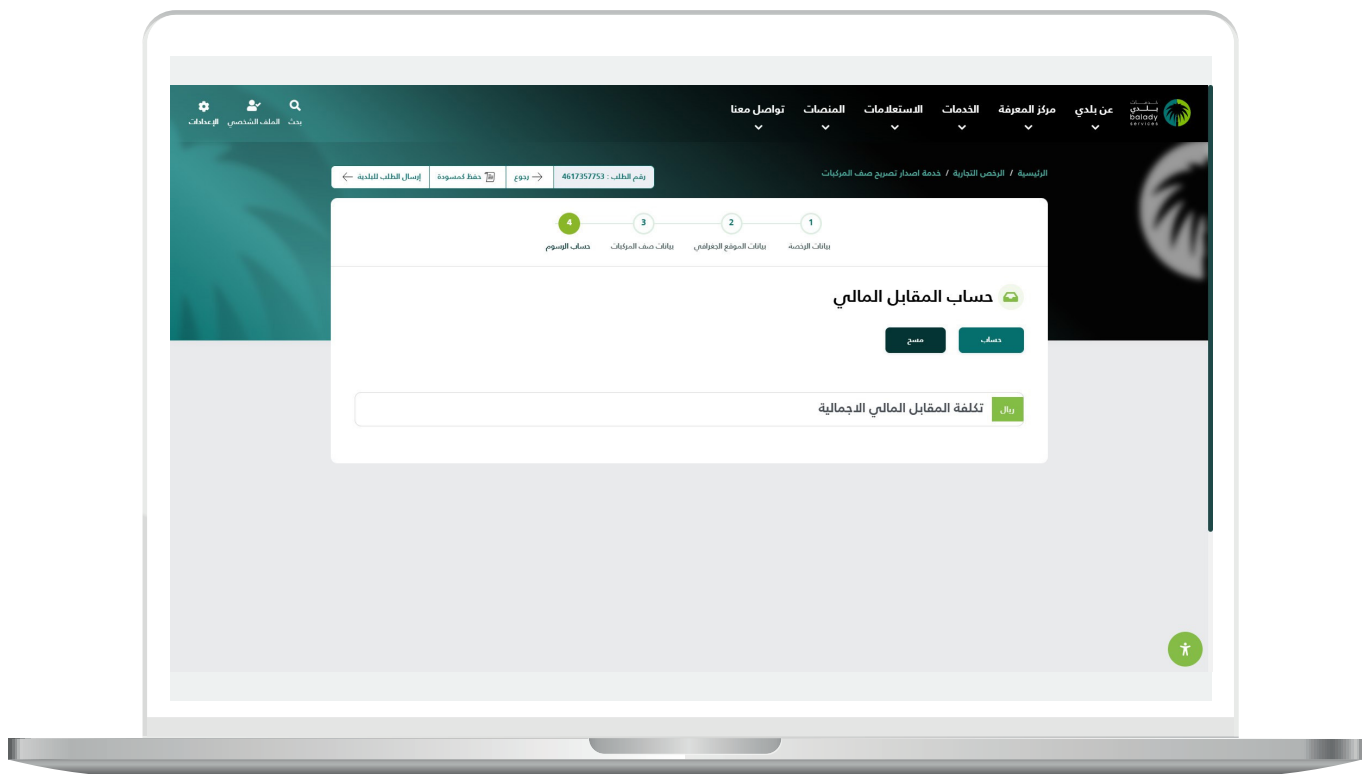
صف المركبات ضمن مواقف المنشأة ويمكن السيطرة على تنظيمها من خلال بوابات ذكية وتحديد أعداد المواقف المتاحة (مواقف ذكية)

20) The **(Conditions List)** appears, as shown below. This list varies based on the selected **(Parking Type)**.

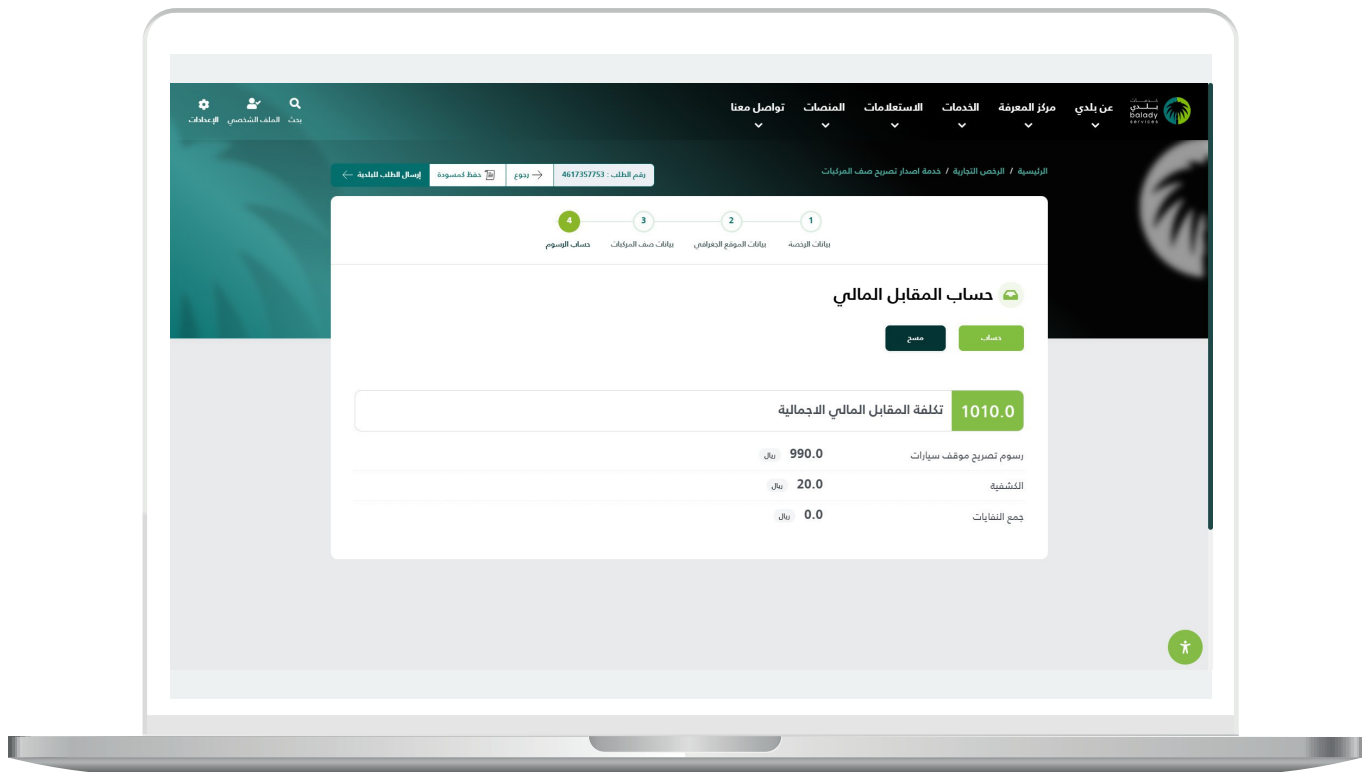
The user clicks **(Agree)**.



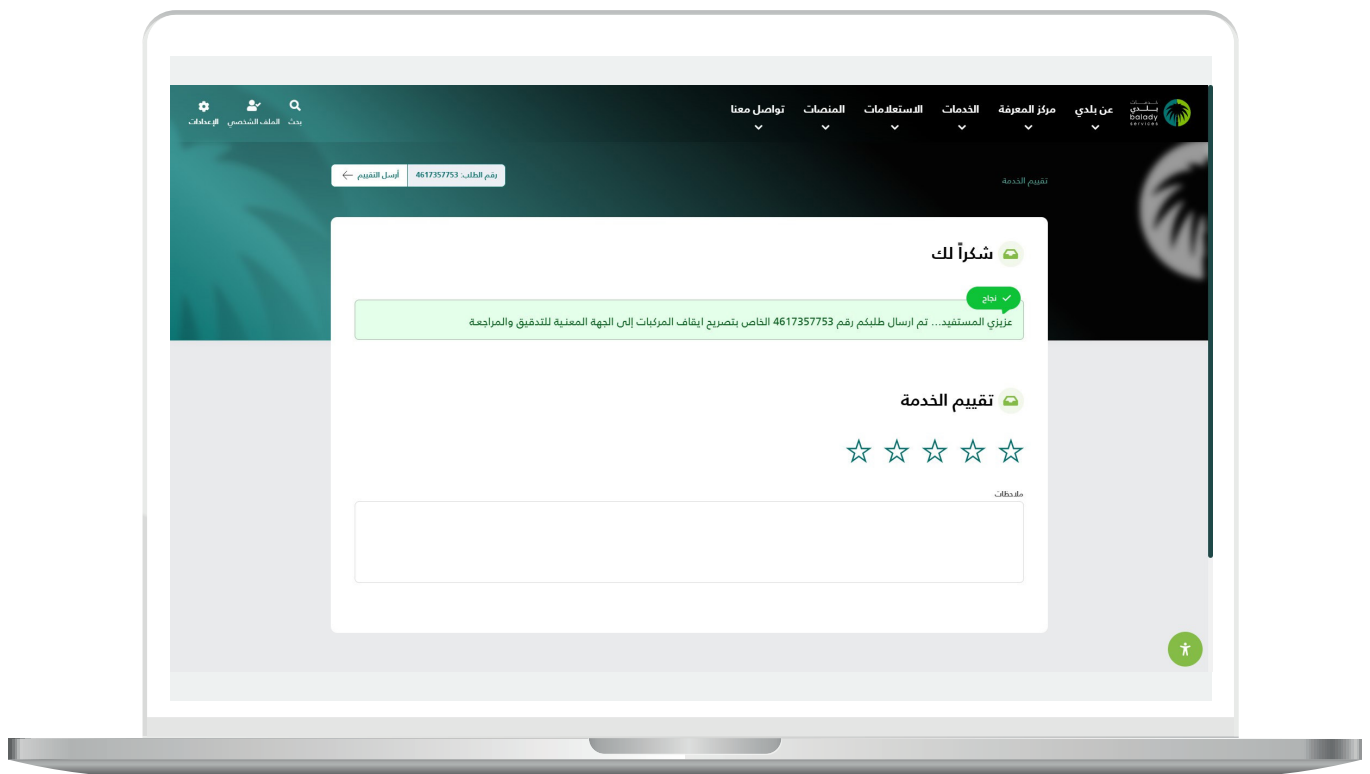
21) The next stage (**Fee Calculation**) appears, where the user clicks (**Calculate**) to display the total service fee.



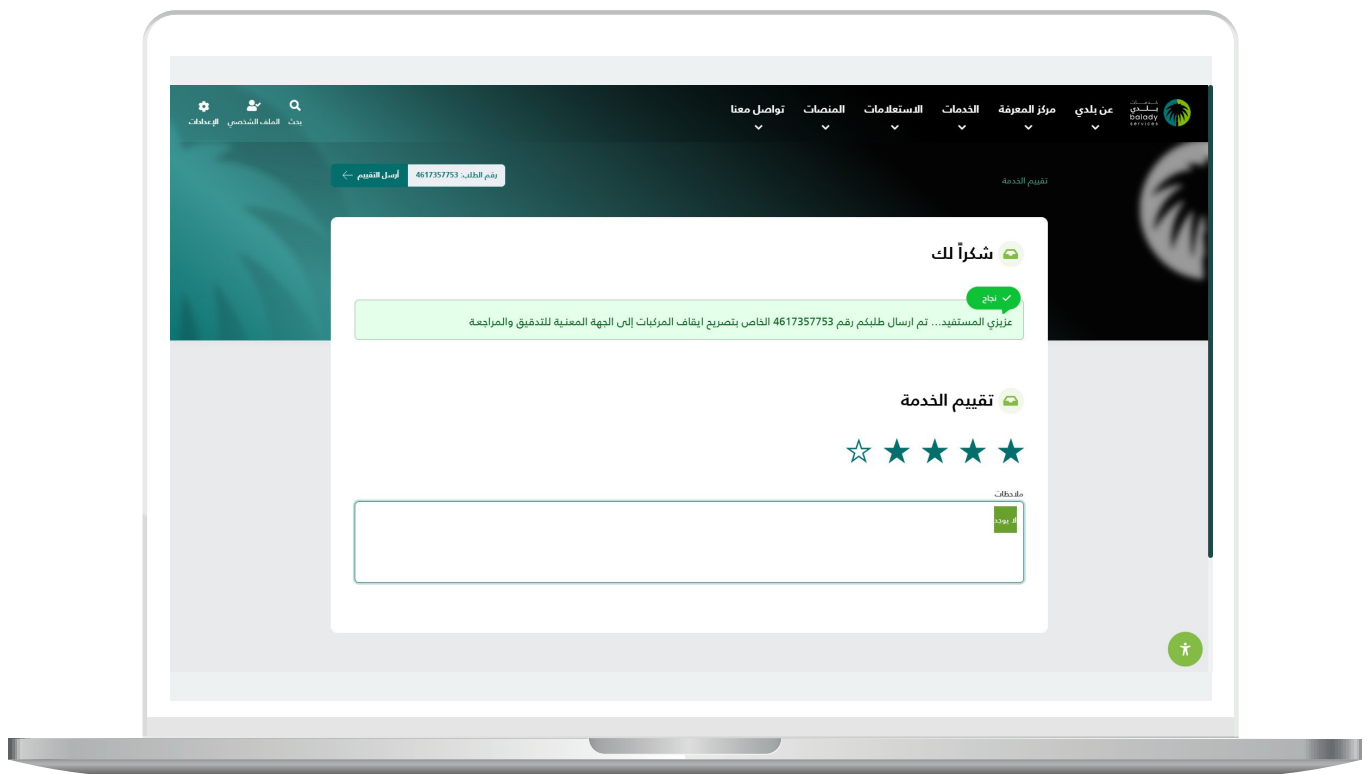
22) Once the total service fee appears, the user clicks (**Submit Request to Municipality**) with the option to return to the previous stage using (**Back**) or save the request as a draft using (**Save as Draft**).



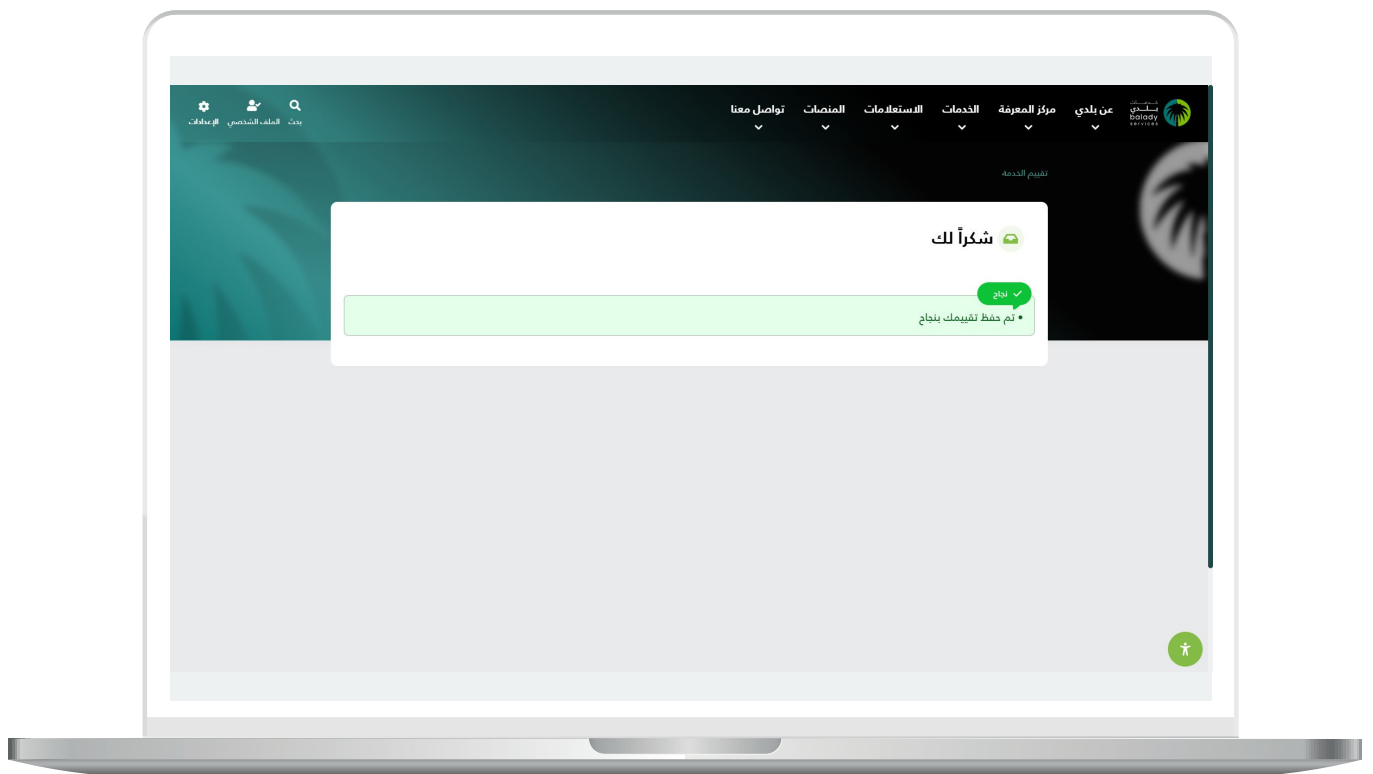
23) The request is successfully submitted, and the system allows the user to evaluate the service by selecting the displayed number of stars and entering any comments in the **(Comments)** field.



24) The user then clicks the Send Feedback button.



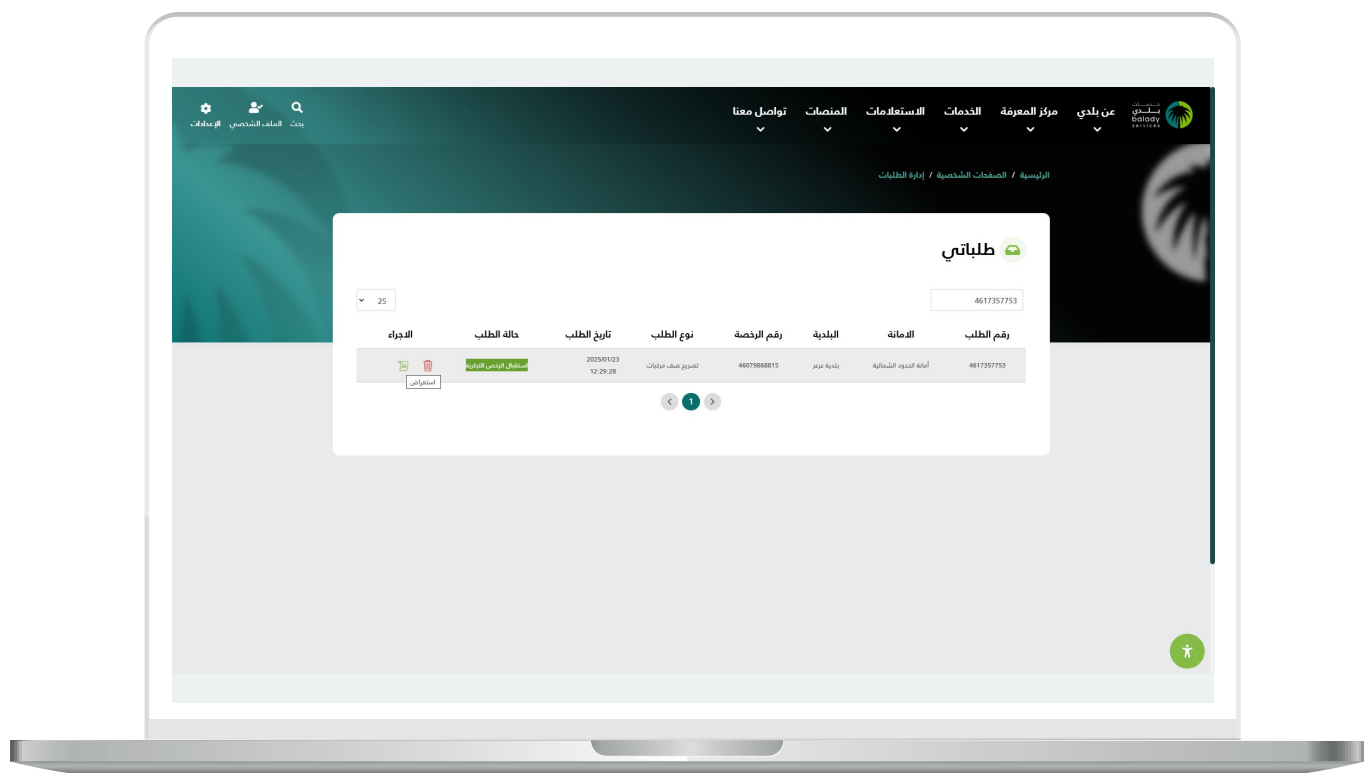
25) The feedback is saved successfully, as shown below.



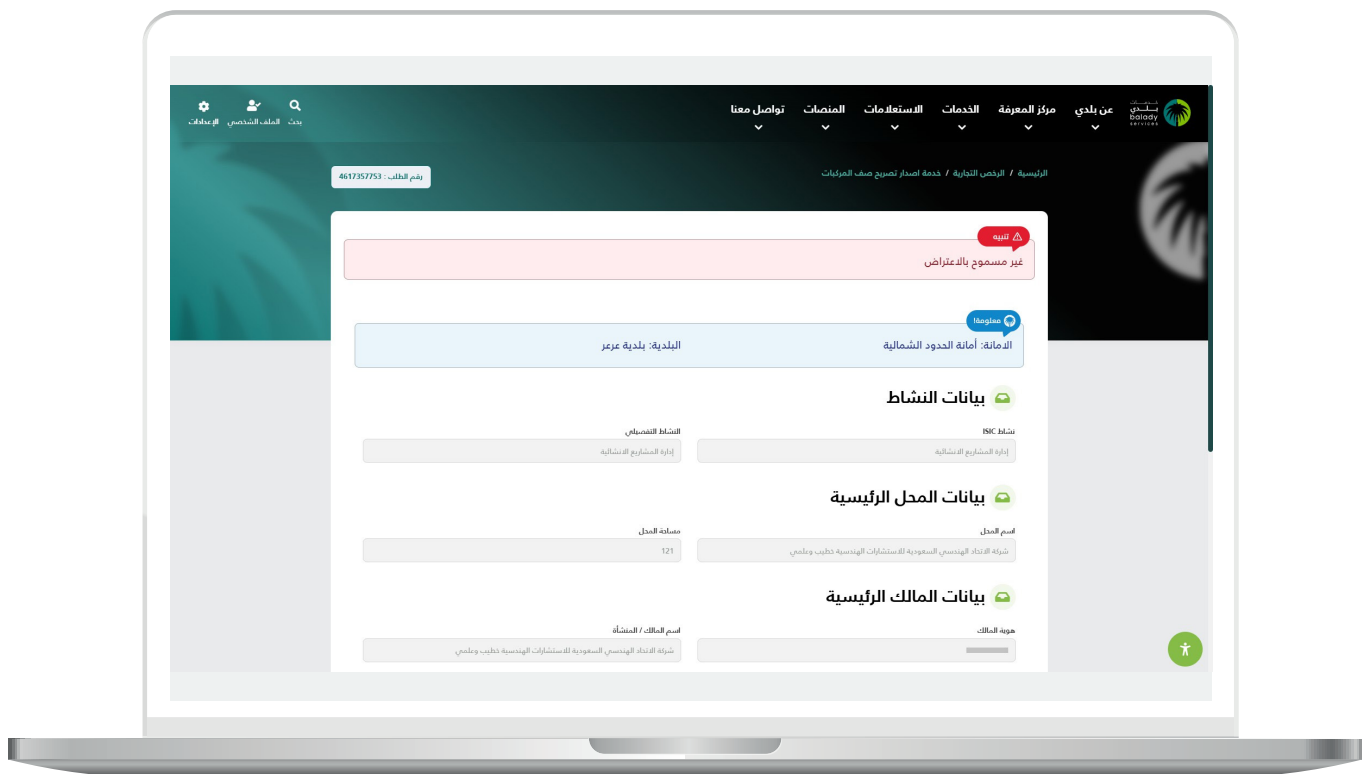
26) The user is redirected to the **(My Requests)** page to track the request, where the request status is shown as **(Commercial License Processing)**. The request details can be viewed by clicking the **(View)** icon in the **(Actions)** column.

Note:

If a **(Commercial License Cancellation Request)** is approved, the **(Vehicle Parking Permit)** will also be canceled automatically.



27) The request details are displayed as shown in the following screen, representing the first part of the request details.



28) The following screen represents the second part of the request details.

The screenshot shows a web application interface for vehicle parking permits. The top navigation bar includes links for 'الرئيسية' (Home), 'الرخص التجارية' (Commercial Licenses), 'خدمة إصدار تصريح صف المركبات' (Vehicle Parking Permit Issuance Service), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنصات' (Platforms), 'تواصل معنا' (Contact Us), 'عن بلدي' (About My City), and 'بلدي' (My City). The main content area is titled 'بيانات المحل الرئيسية' (Main Location Data) and contains the following fields:

- اسم المحل (Location Name): شركة الاتحاد الهندسي للمقاولات الهندسية والبناء (Union Engineering and Construction Company)
- معاملة المحل (Location Transaction): 121
- بيانات المالك الرئيسية (Main Owner Data):
 - اسم المالك / المنشأة (Owner Name / Establishment): شركة الاتحاد الهندسي للمقاولات الهندسية والبناء (Union Engineering and Construction Company)
 - هوية المالك (Owner ID): 200
- بيانات صف المركبات (Vehicle Data):
 - تاريخ بداية التصريح (Permit Start Date): 1446/07/23
 - تاريخ نهاية التصريح (Permit End Date): 33
- ملاحظات على الطلب (Comments on the request):

 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

