



وزارة البلديات والإسكان

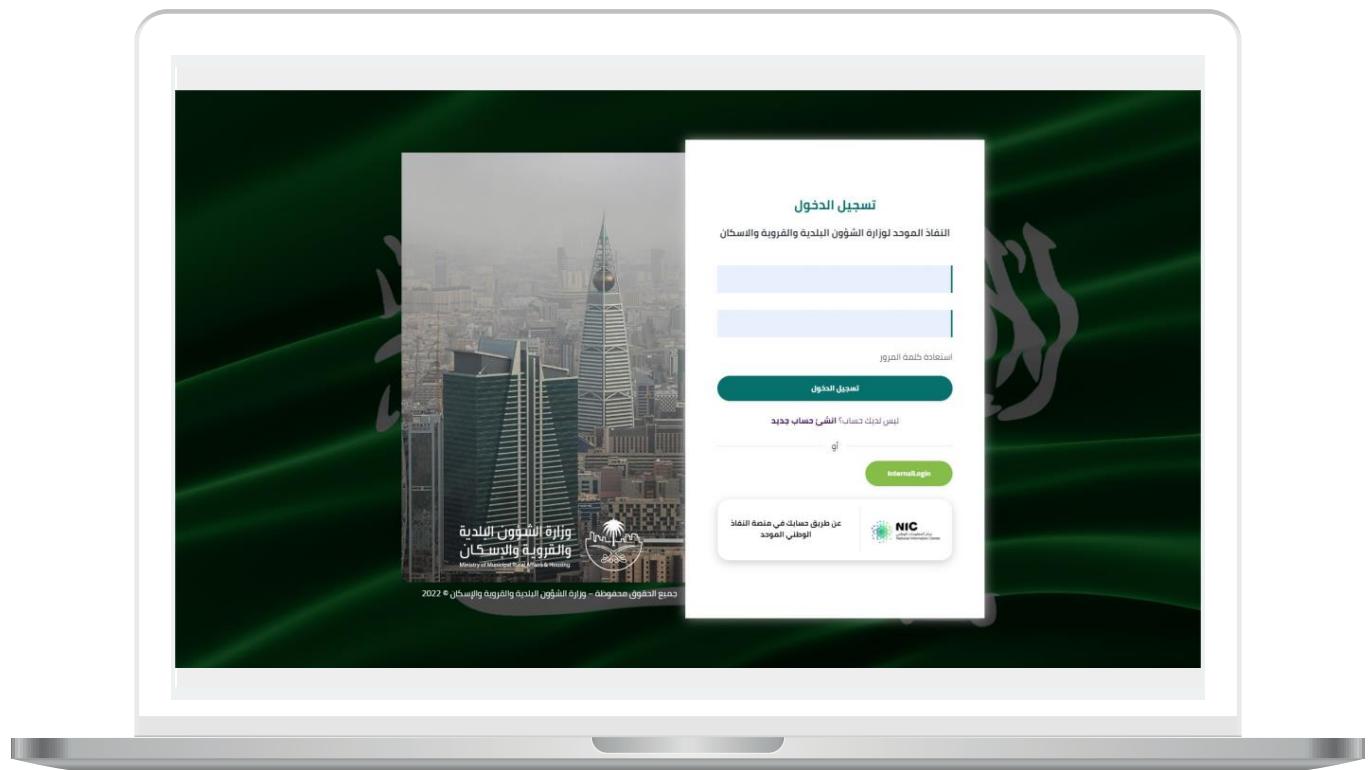
Ministry of Municipalities and Housing

User Guide for the
Mobile Cart License Renewal Service

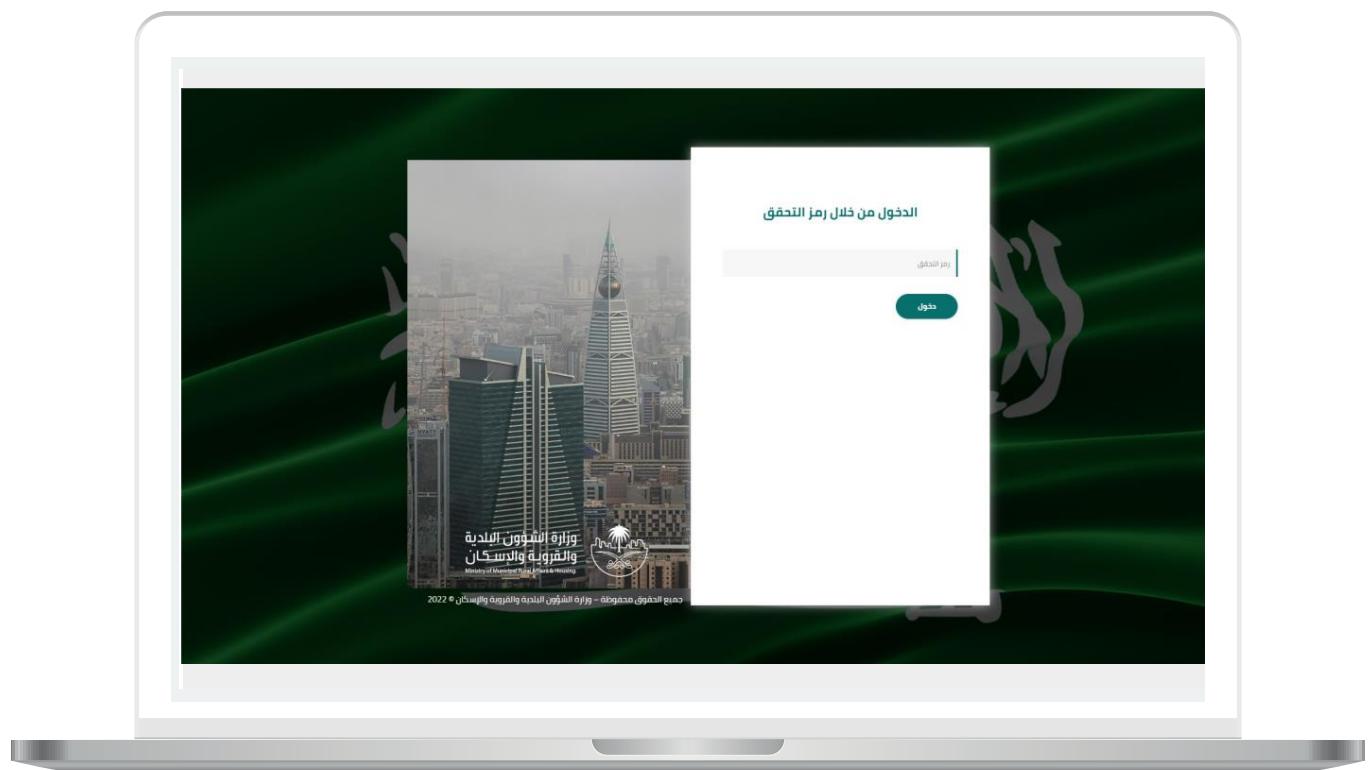
Beneficiary's
Copy

Login 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.

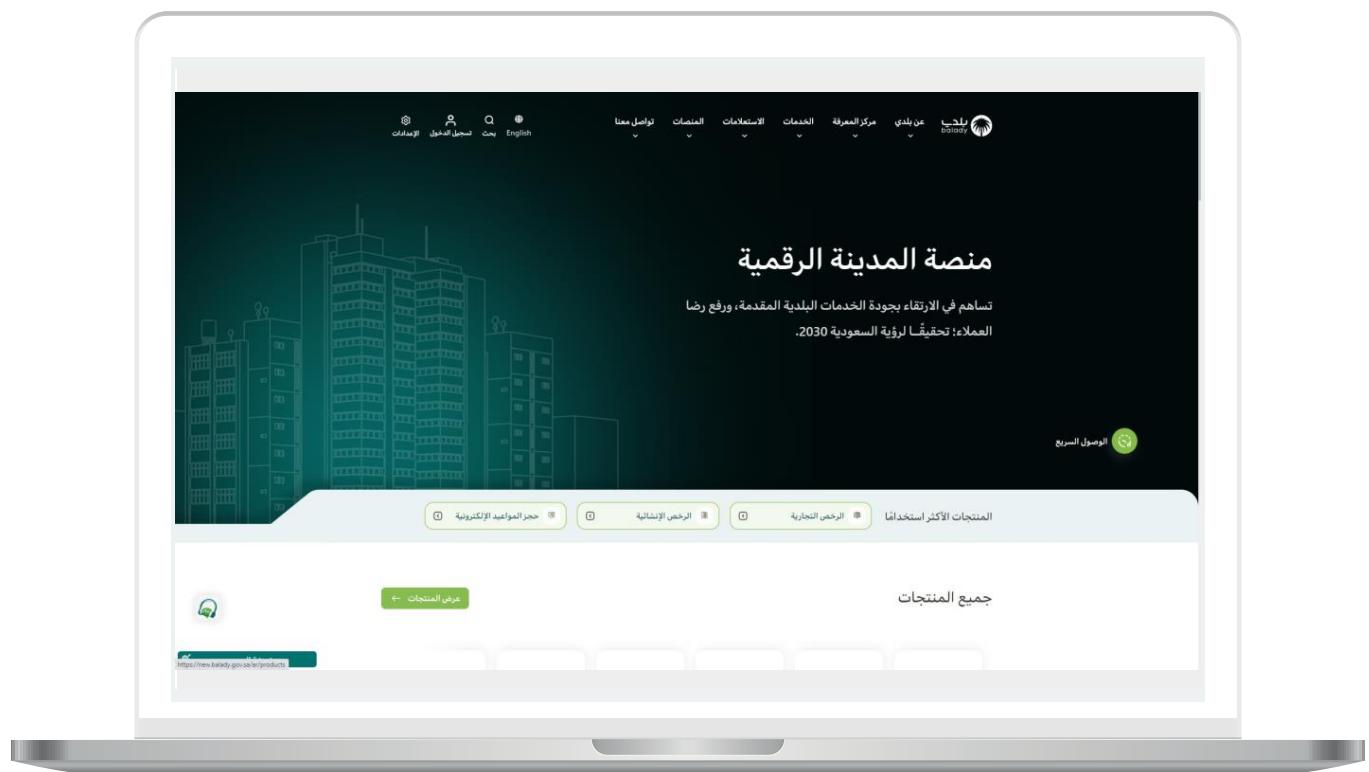


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.

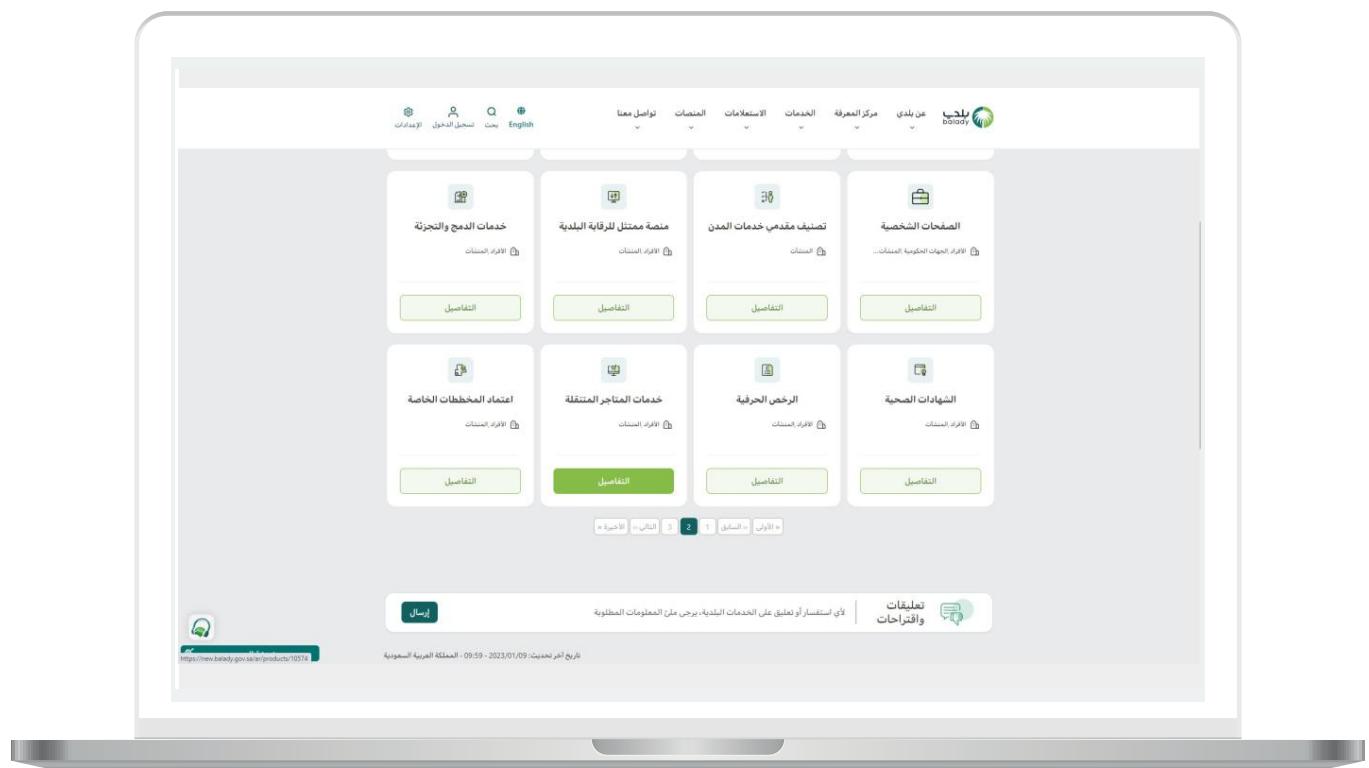


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

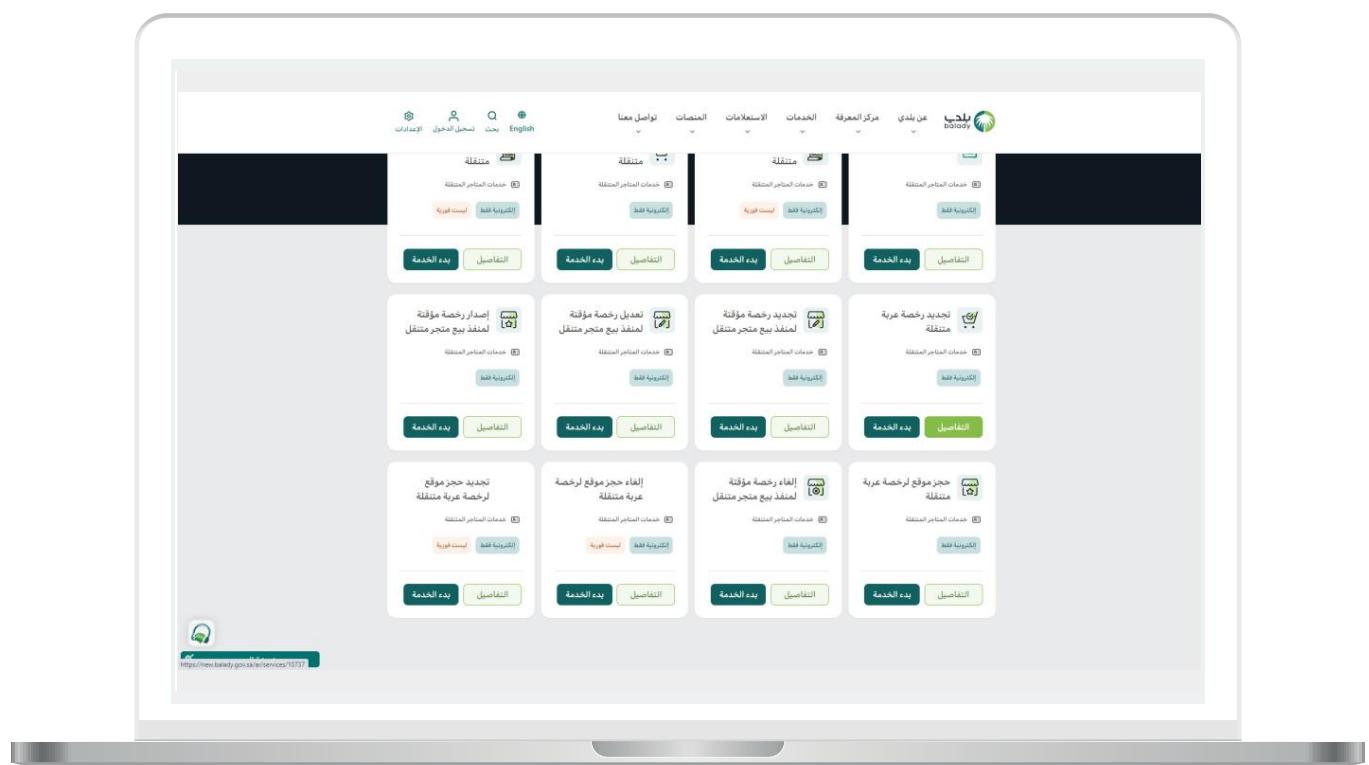
To start the service application, the user must click the **(View All Products)** button.



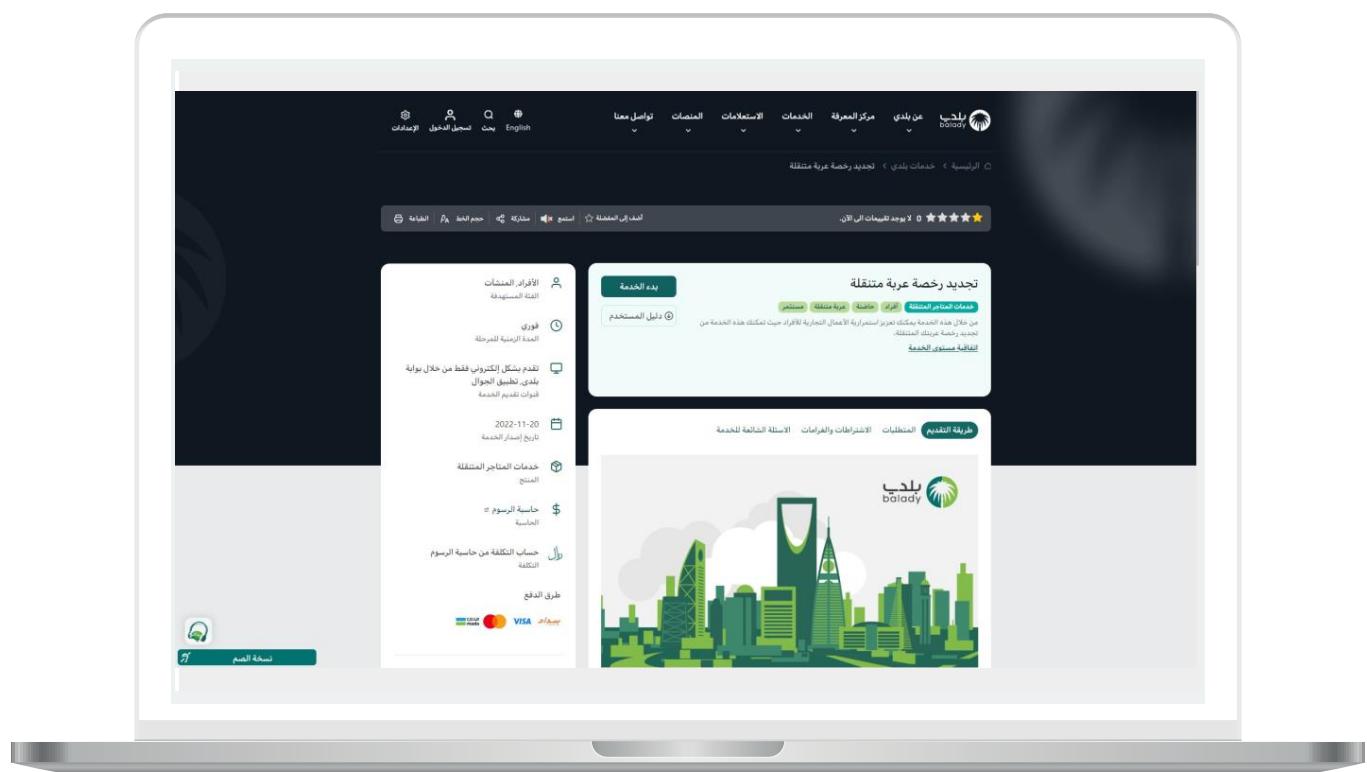
4) The following screen appears, displaying Balady's services, where the user selects (Mobile Cart Services).



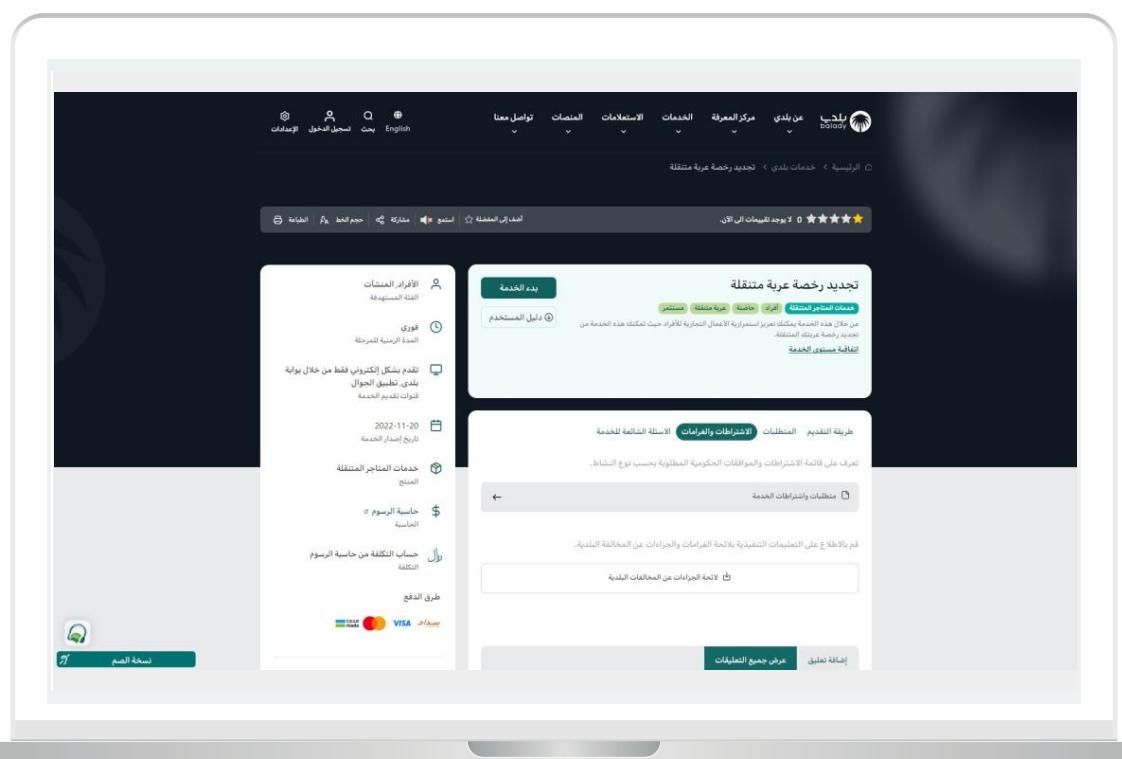
5) The following screen appears, where the user selects (Renew Mobile Cart License).



6) From The following screen appears, displaying the (Service Card), which includes details such as (How to Apply, Requirements, Conditions and Fines, etc.).

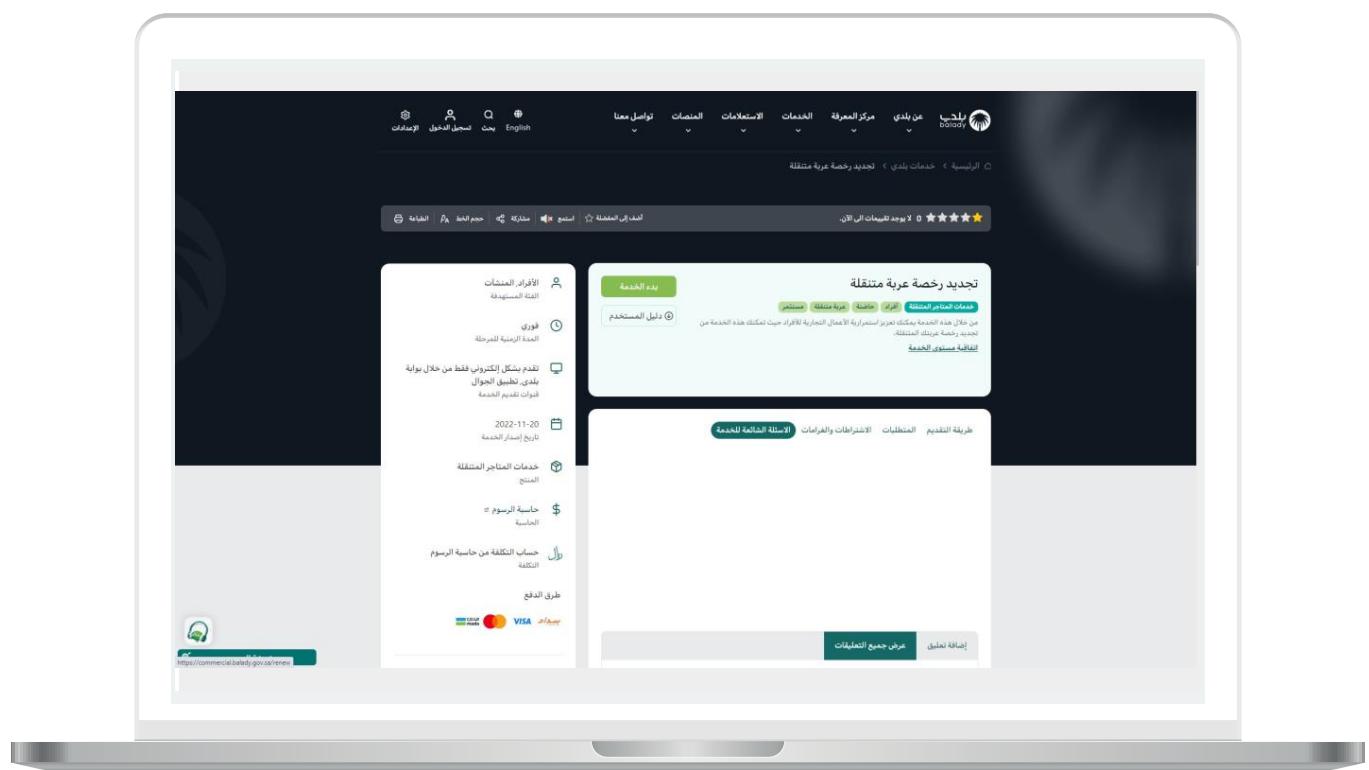


7) The following screen represents the (Terms and Penalties) section.

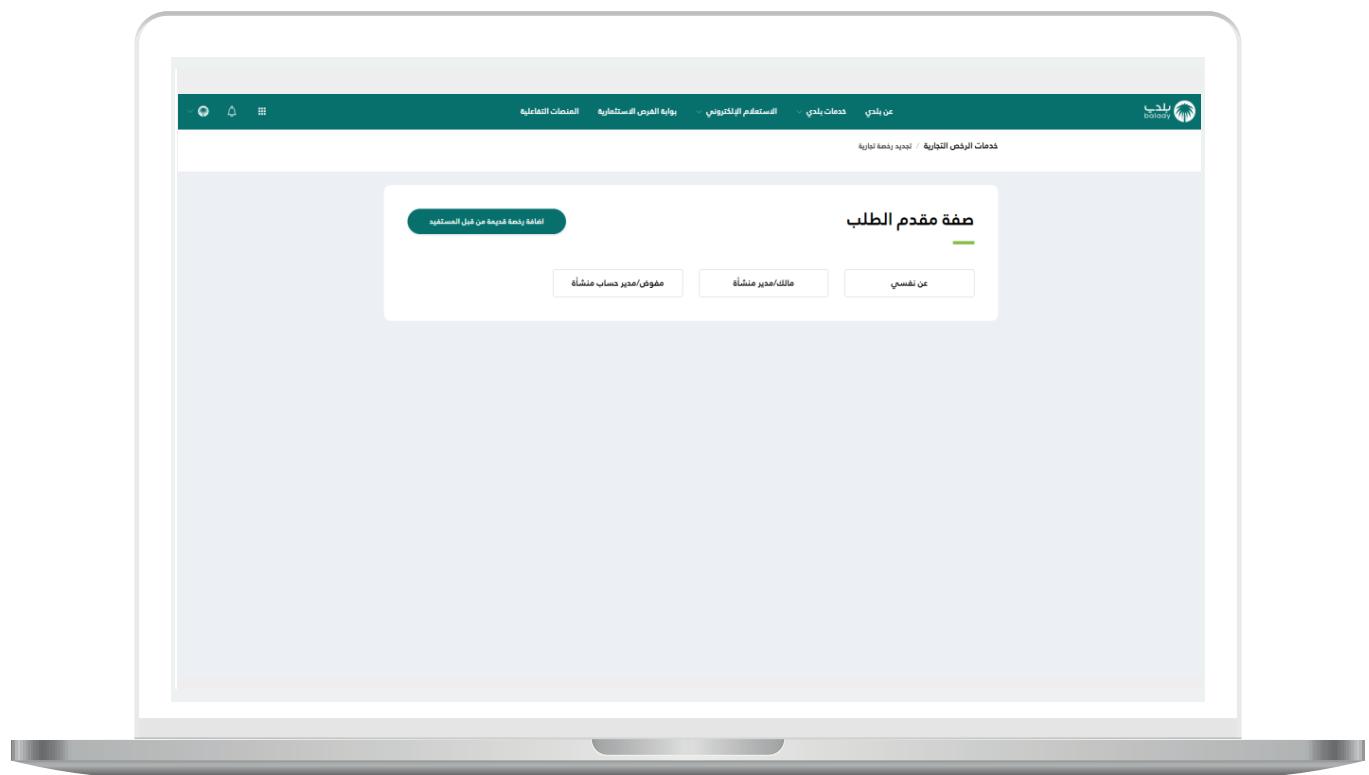


9

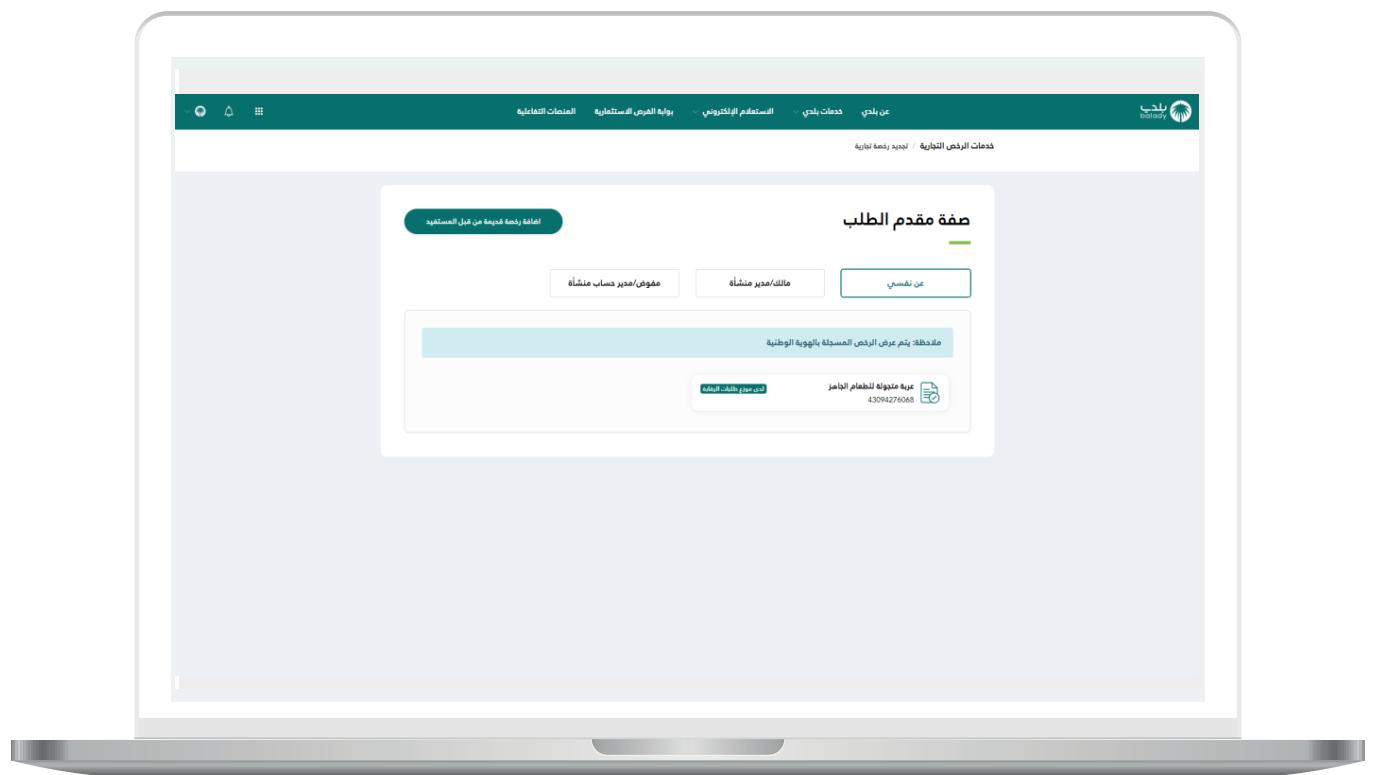
8) To start the application process, the user clicks **(Start Service)**.



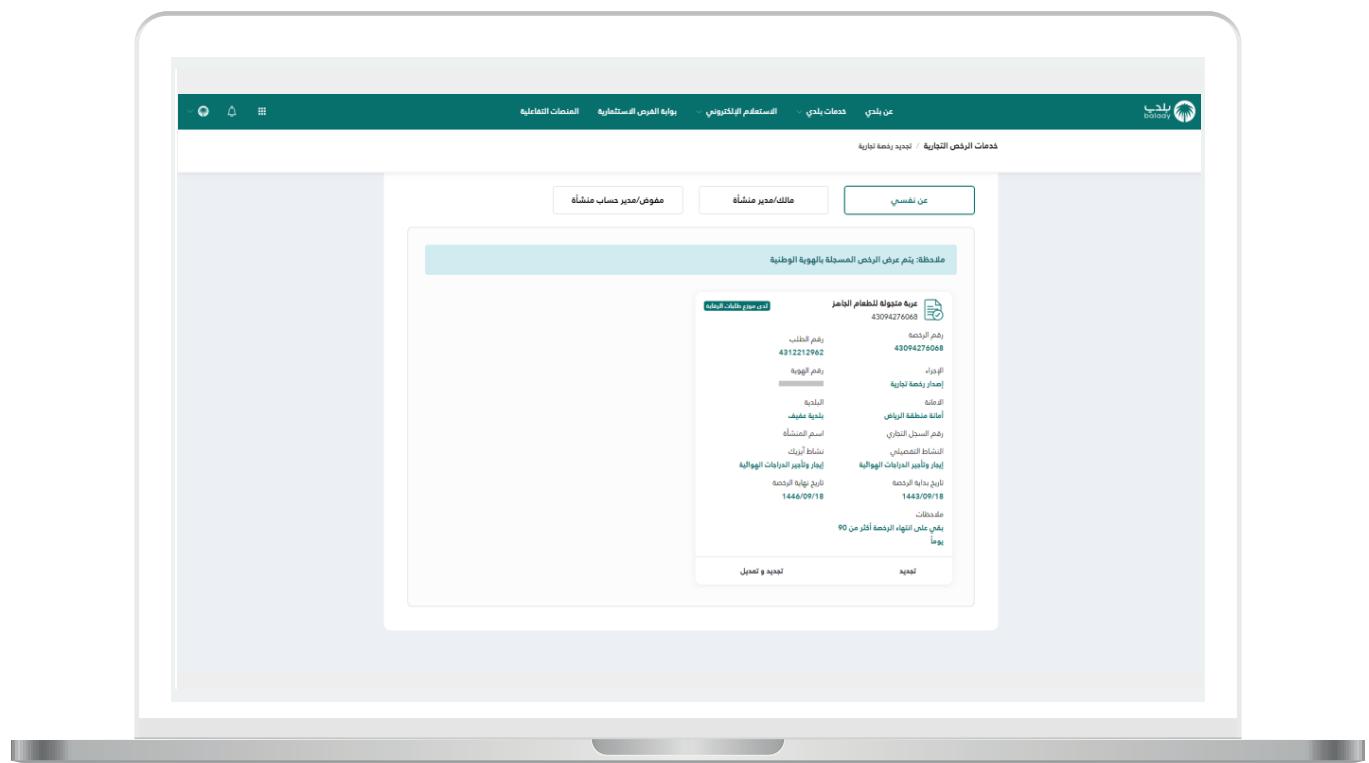
9) The next screen allows the user to select the application type from three options: (For Myself, Owner or Manager of an Establishment, Authorized Representative or Establishment Account Manager).



10) A list of licenses associated with the user's National ID appears, from which the user selects the license to be renewed.



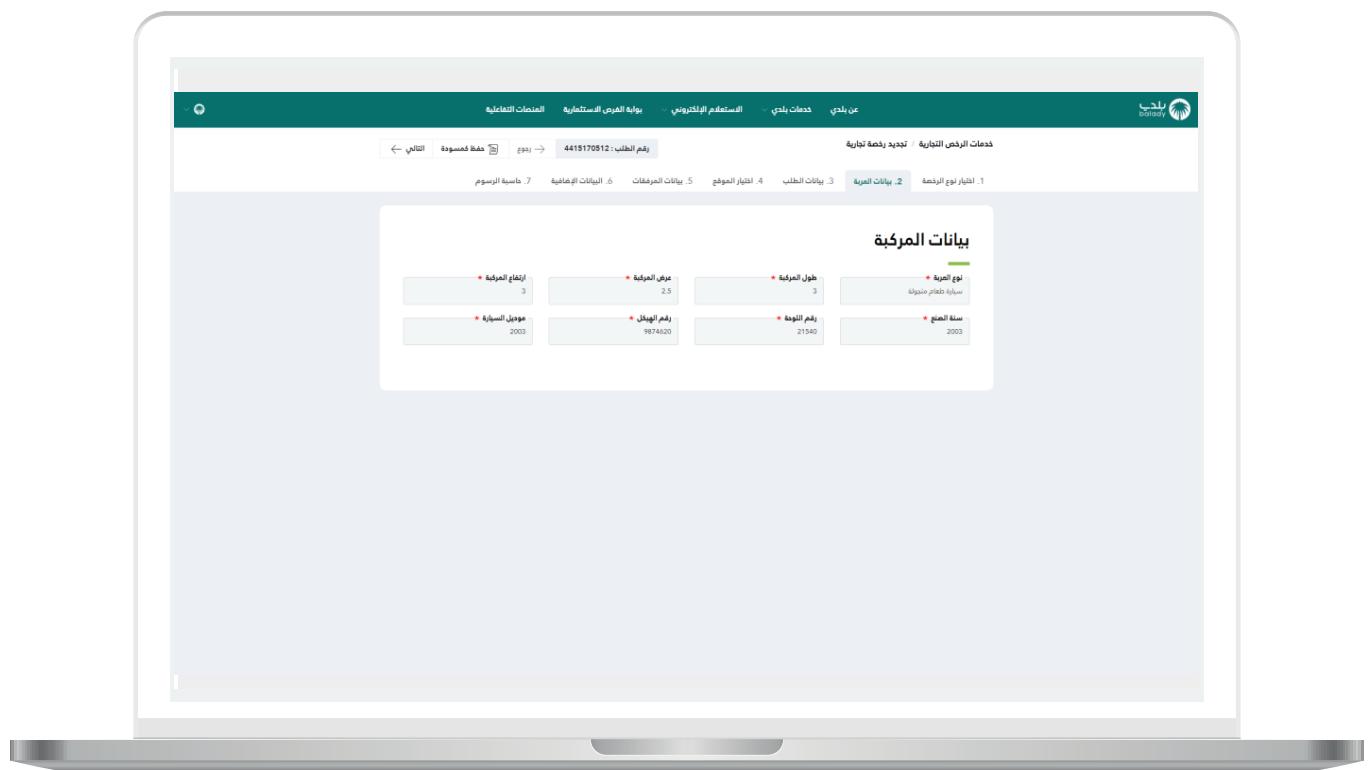
11) After selecting the license, its details are displayed. The system allows the user to take one of the following actions: **(Renew)** or **(Renew and Modify)**, both of which will be explained in detail.



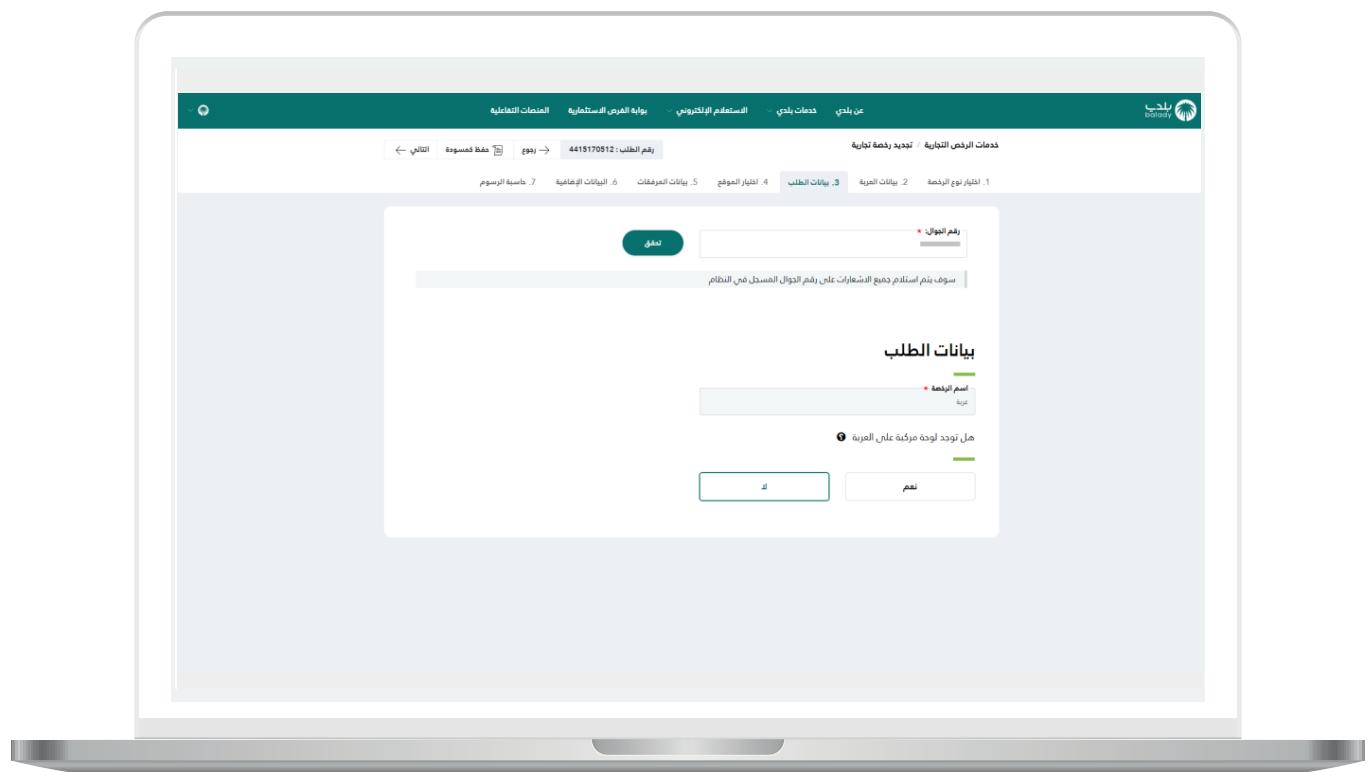
Renew

- 1) Clicking the (Renew) button directs the user to the (Cart Information) stage.

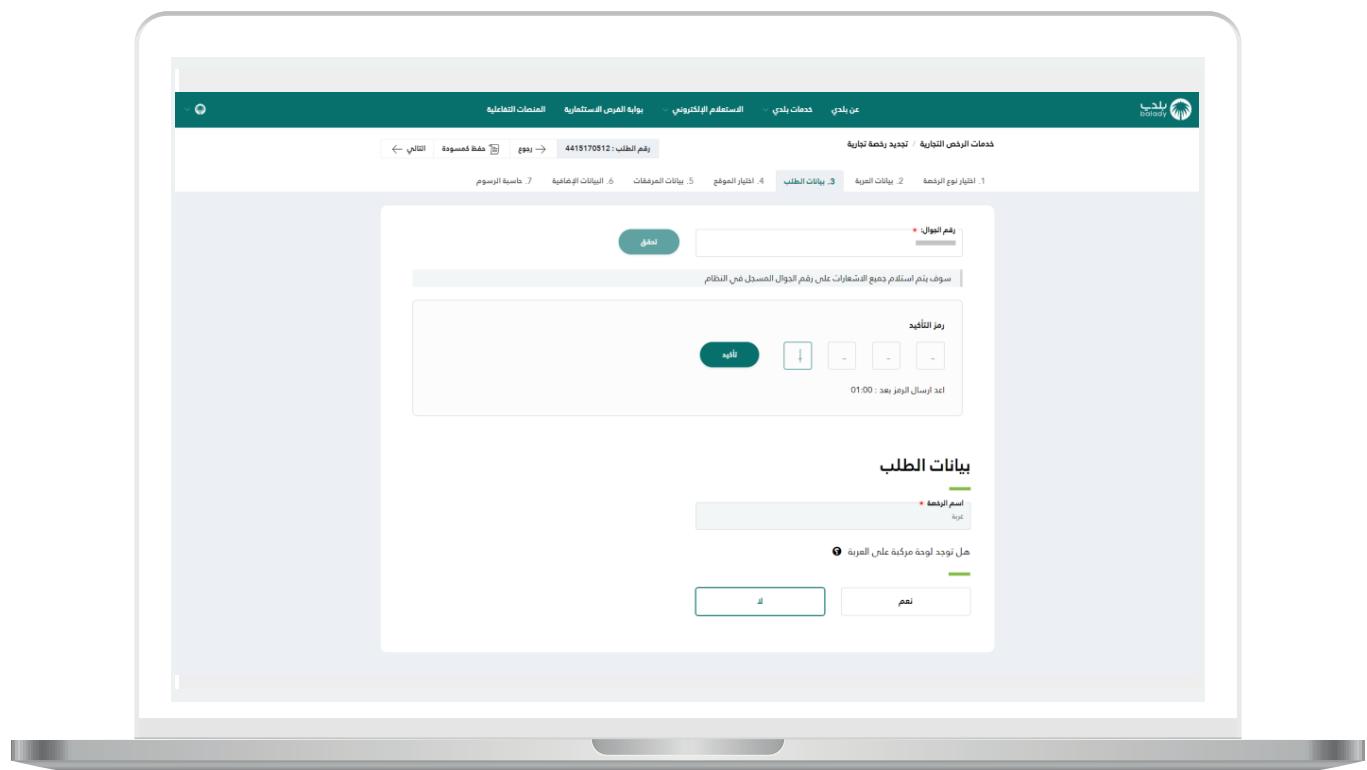
The user then clicks the (Next) button to proceed to the next stage. The request can also be saved as a draft for later access using the (Save as Draft) button.



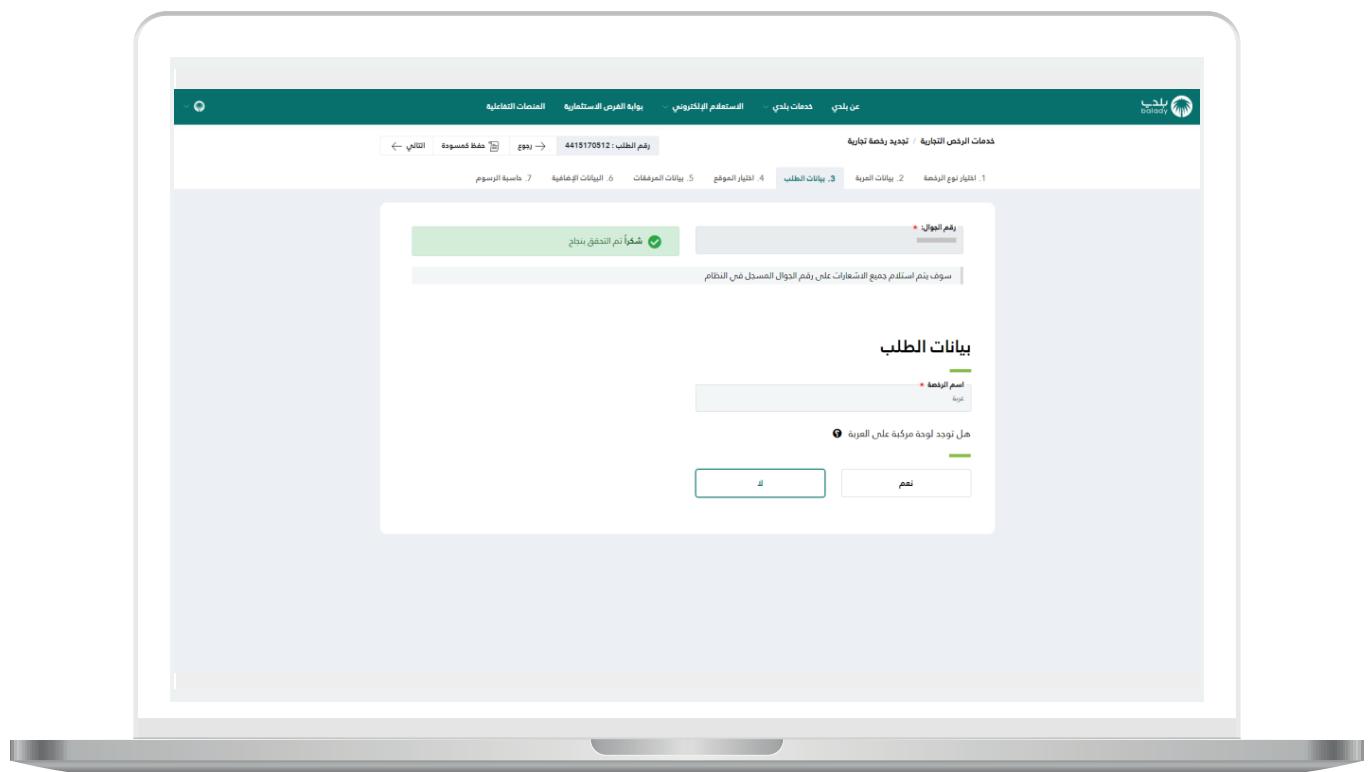
2) The (Request Information) stage appears. The user verifies the mobile number by entering the (Mobile Number) field and clicking (Verify).



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



4) A success message appears stating (**Thank you, verification was successful**). The user then selects whether a mounted sign is installed on the cart by choosing (**Yes**) or (**No**).



5) If (Yes) is selected, the (Signs Information) section appears. The user adds signboards by selecting a value from the (Sign Type) dropdown and entering the (Sign Area in Square Meters) field, then clicking (Add).

بيانات الطلب

بيانات اللوحة

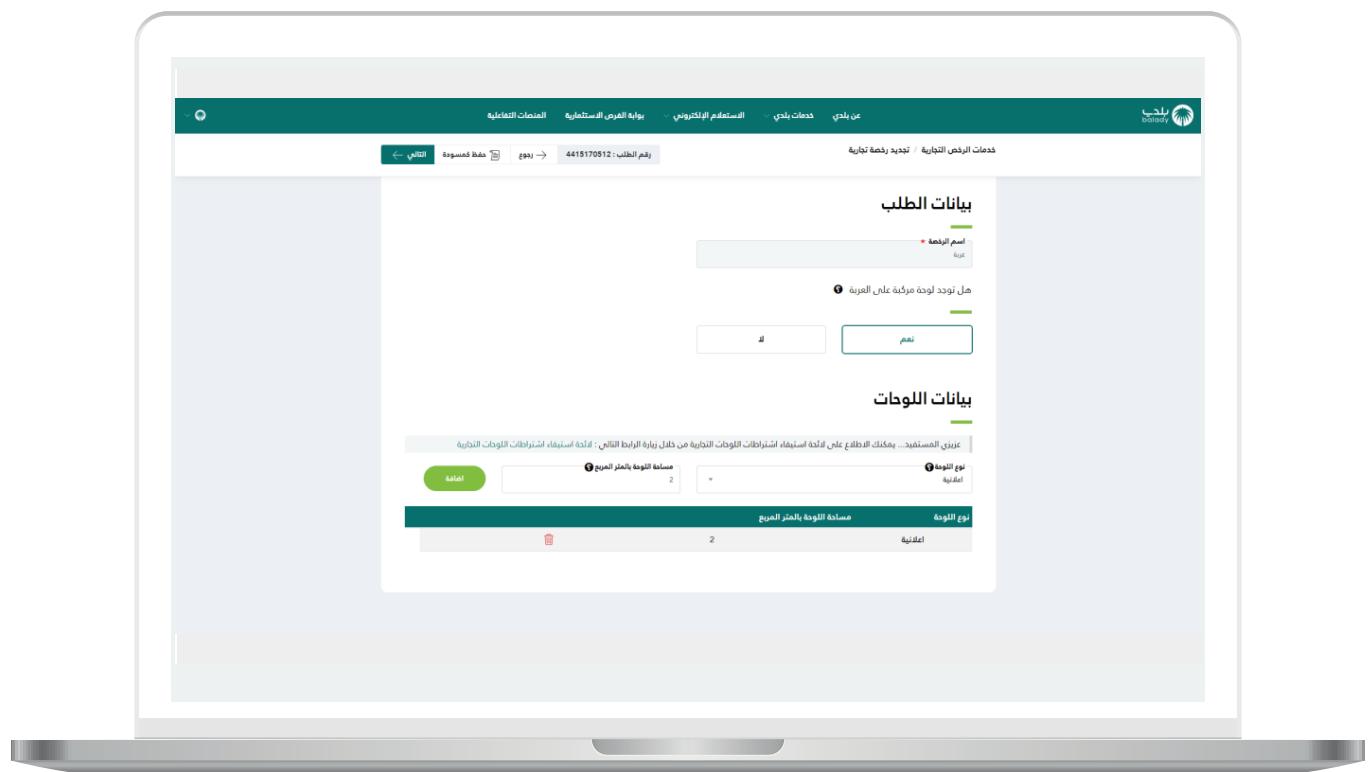
هل توجد لوحة مرکبة على العربة

نعم

مساحة اللوحة بالمتر المربع

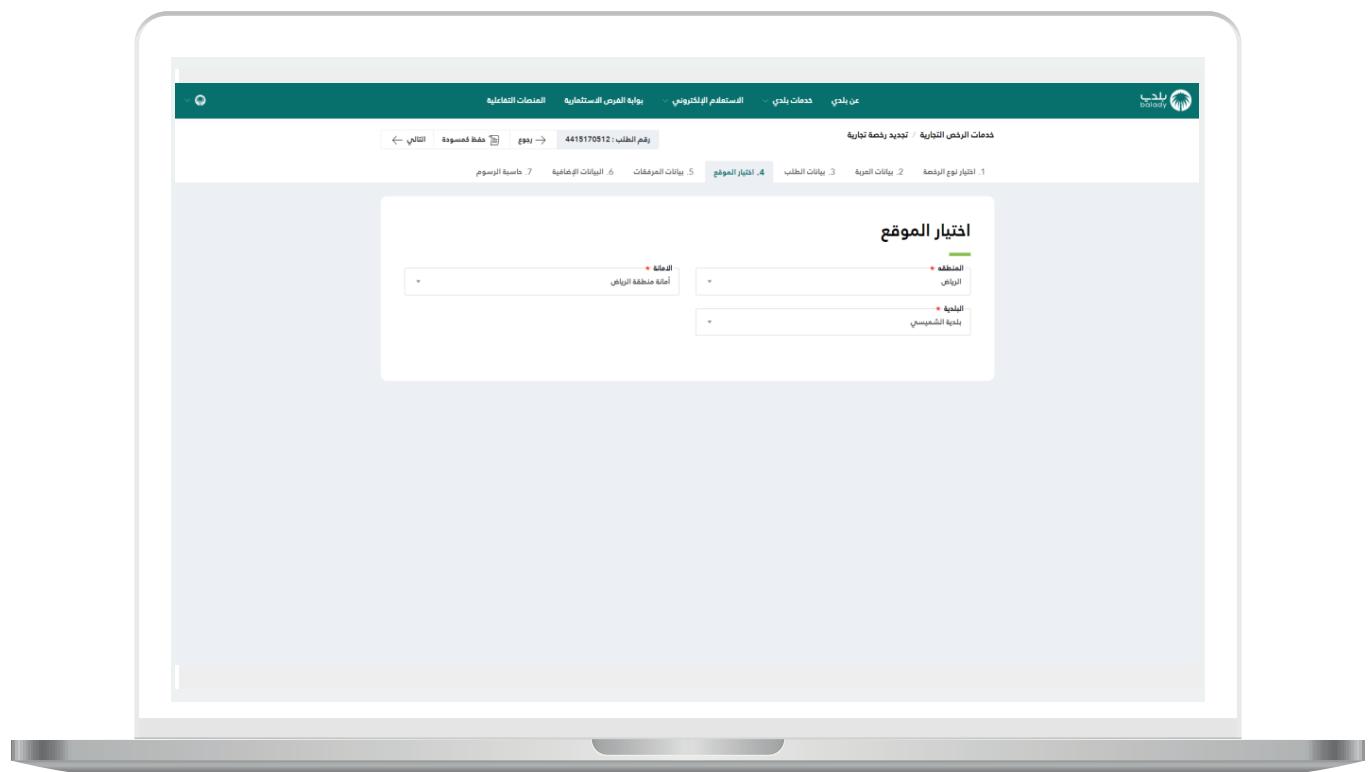
جدة

6) After that, the user clicks **(Next)** to proceed to the next stage. The request can be saved as a draft for later retrieval by clicking **(Save as Draft)**. The user can also go back to the previous step by clicking **(Back)**.



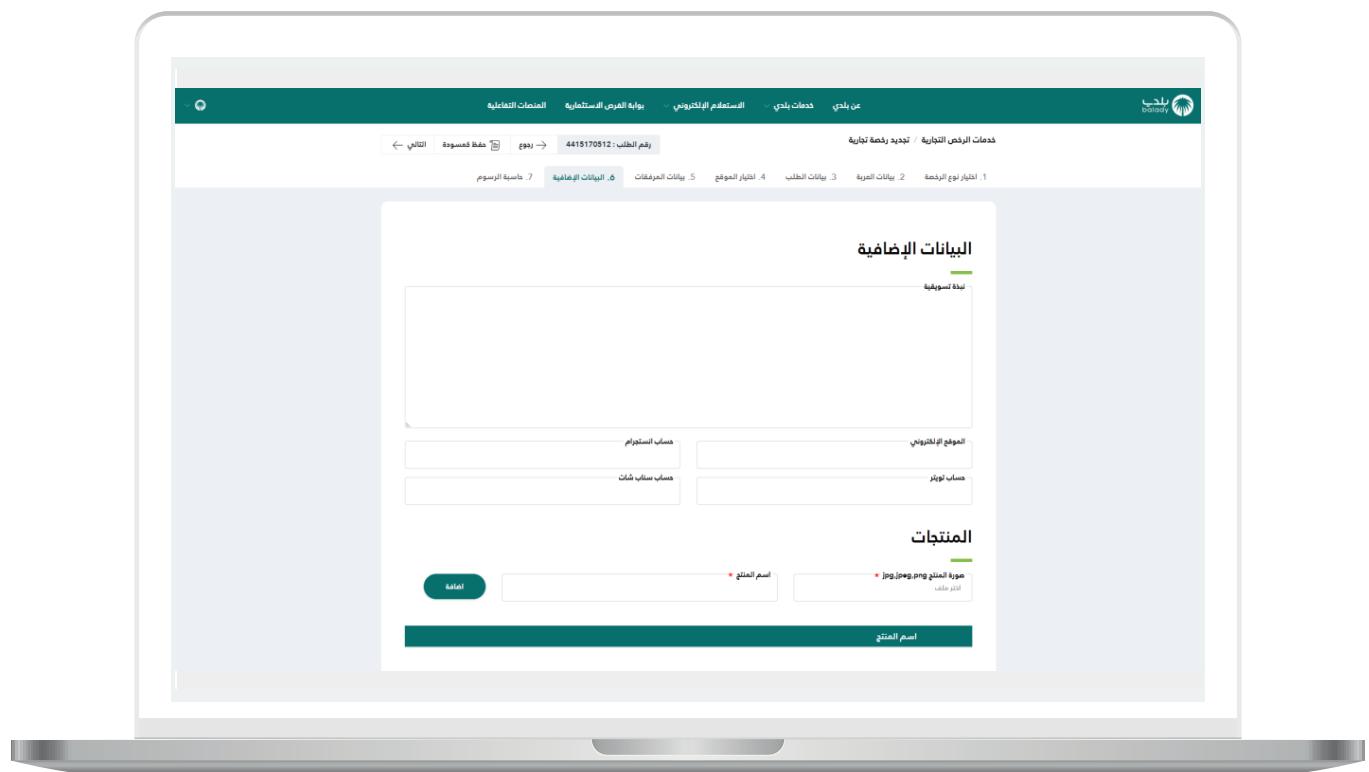
7) The **(Location Selection)** stage appears, where the system displays the geographic location data. The user clicks **(Next)** to proceed, with the option to save as a draft or return to the previous step.

After that, the user clicks **(Next)** to proceed to the next stage. The request can be saved as a draft for later retrieval by clicking **(Save as Draft)**. The user can also go back to the previous step by clicking **(Back)**.

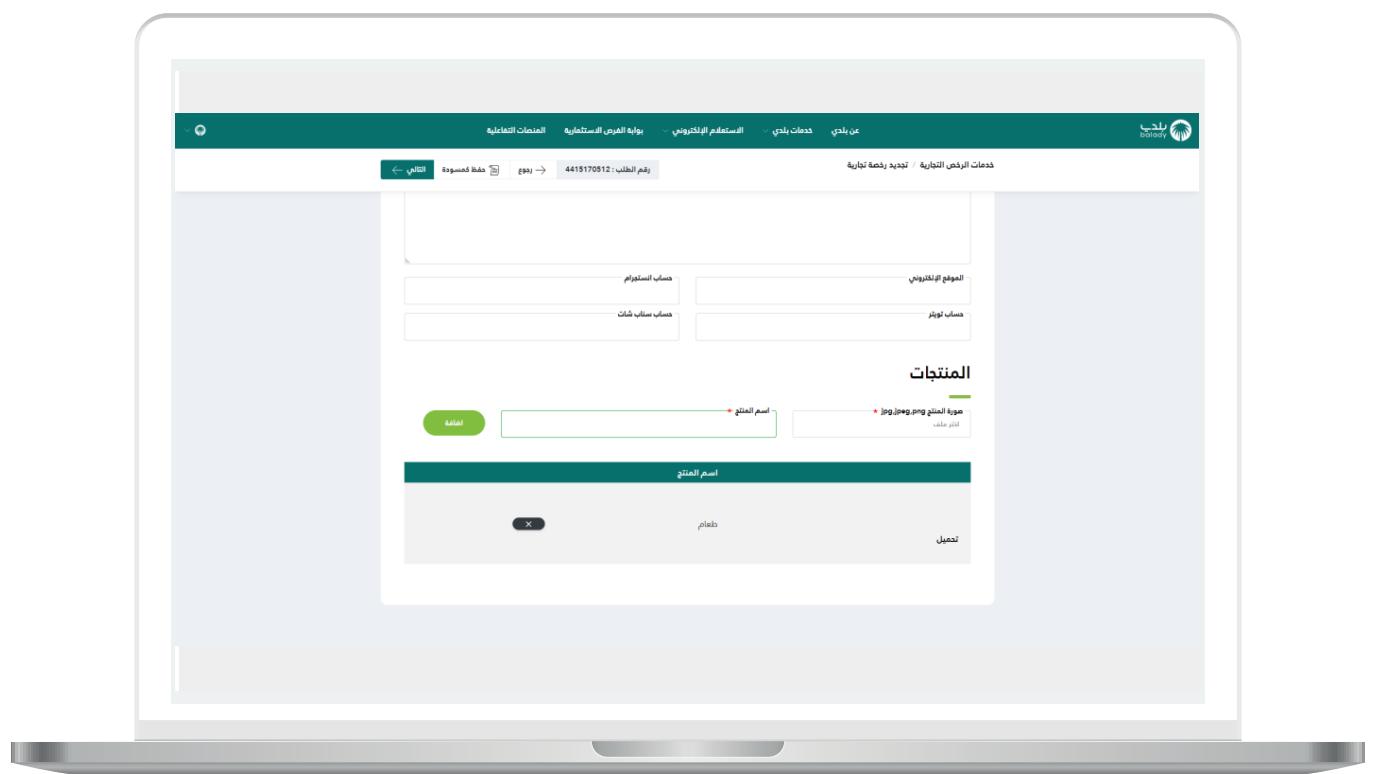


8) In the (Additional Information) stage, the user can optionally fill in the following fields: (Marketing Description, Website, Instagram Account, Twitter Account, Snapchat Account).

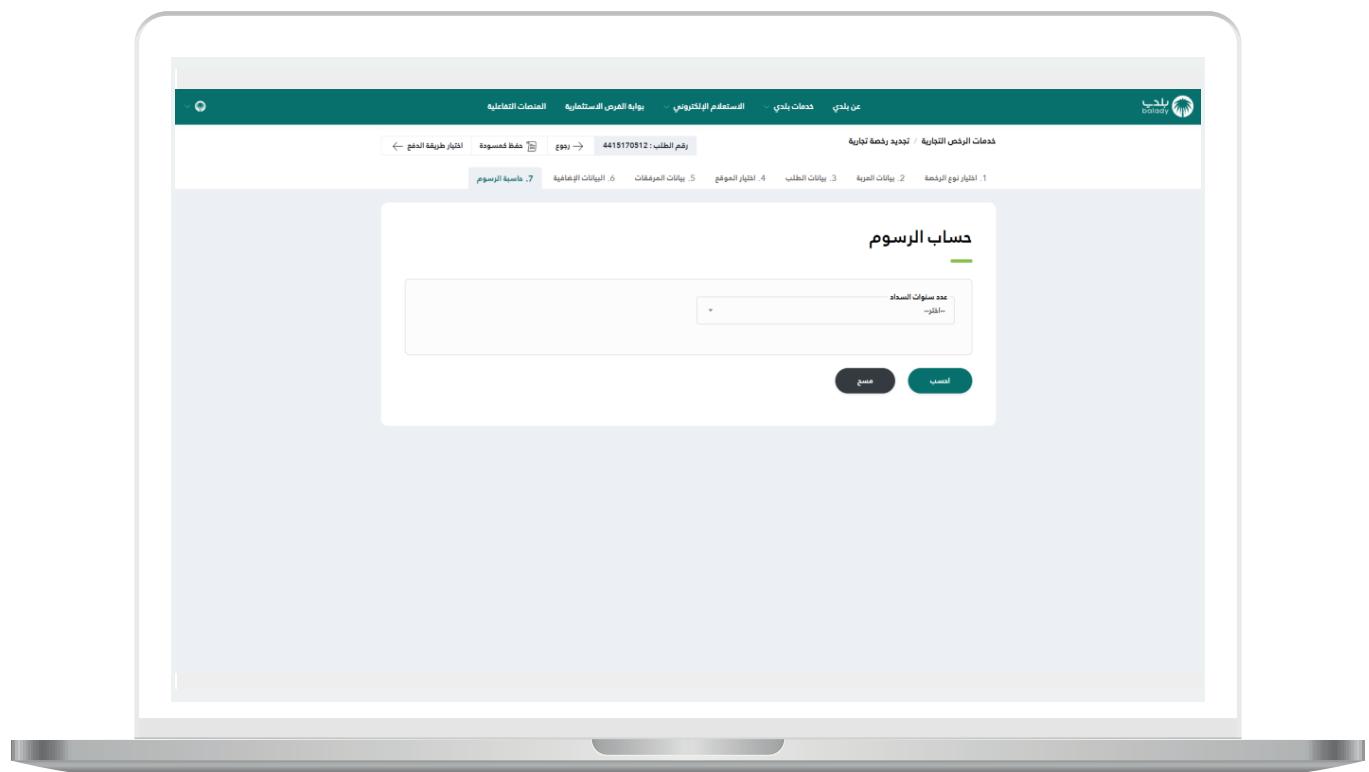
The user can also add products by entering the (Product Name), selecting a (Product Image) from their device, and clicking (Add).



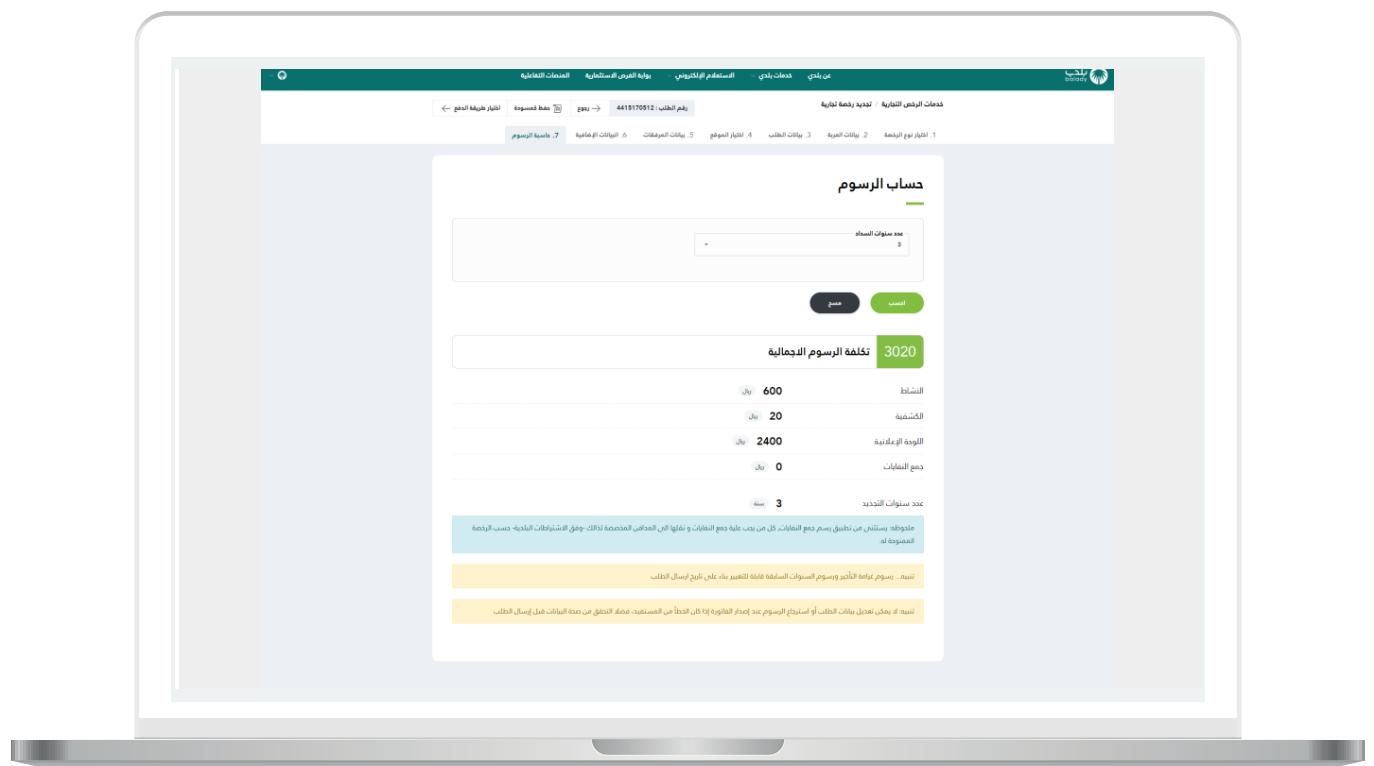
9) The user then clicks (**Next**) to proceed to the next stage, with the option to save the application as a draft by clicking (**Save as Draft**) or return to the previous stage by clicking (**Back**).



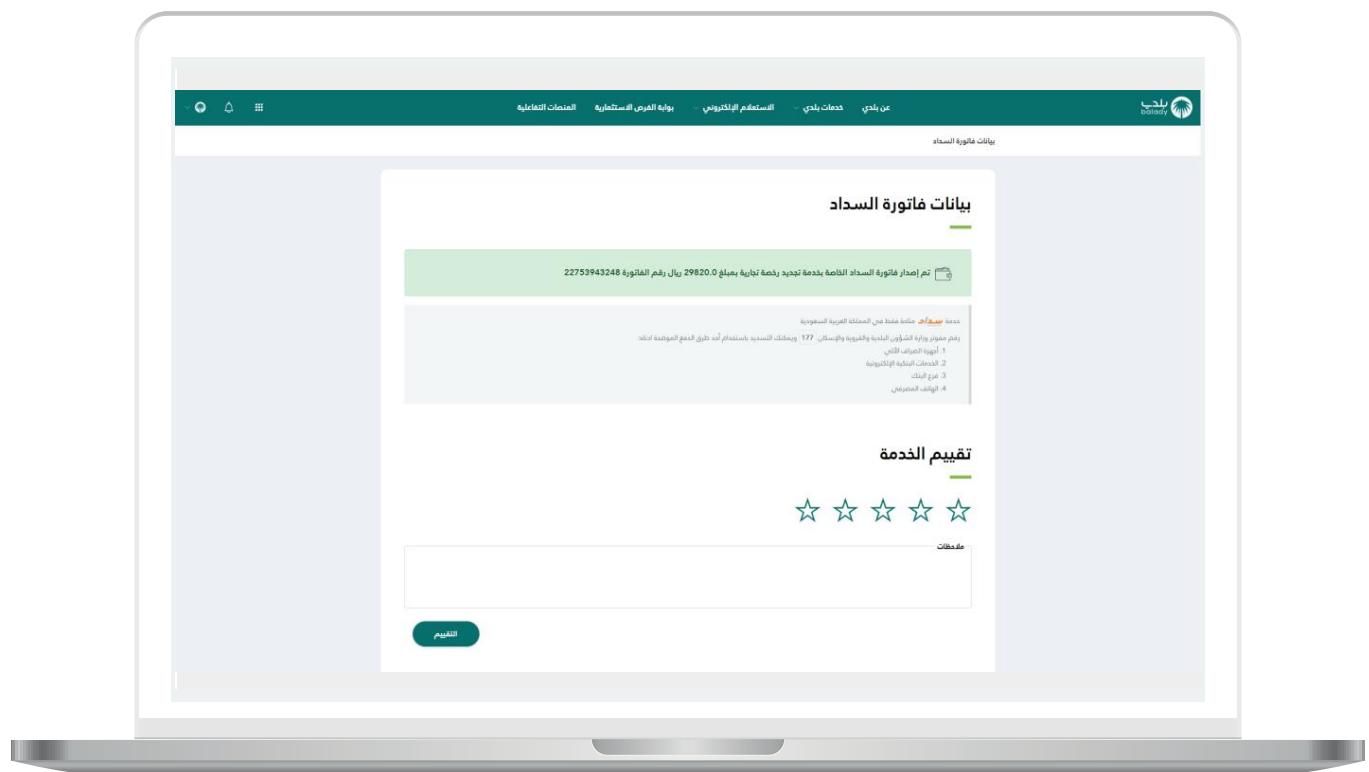
10) The user is then directed to the **(Fee Calculator)** stage, where they select the **(Number of Payment Years)** from a dropdown menu and click **(Calculate)**. The system then computes and displays the total fee at the bottom of the screen.



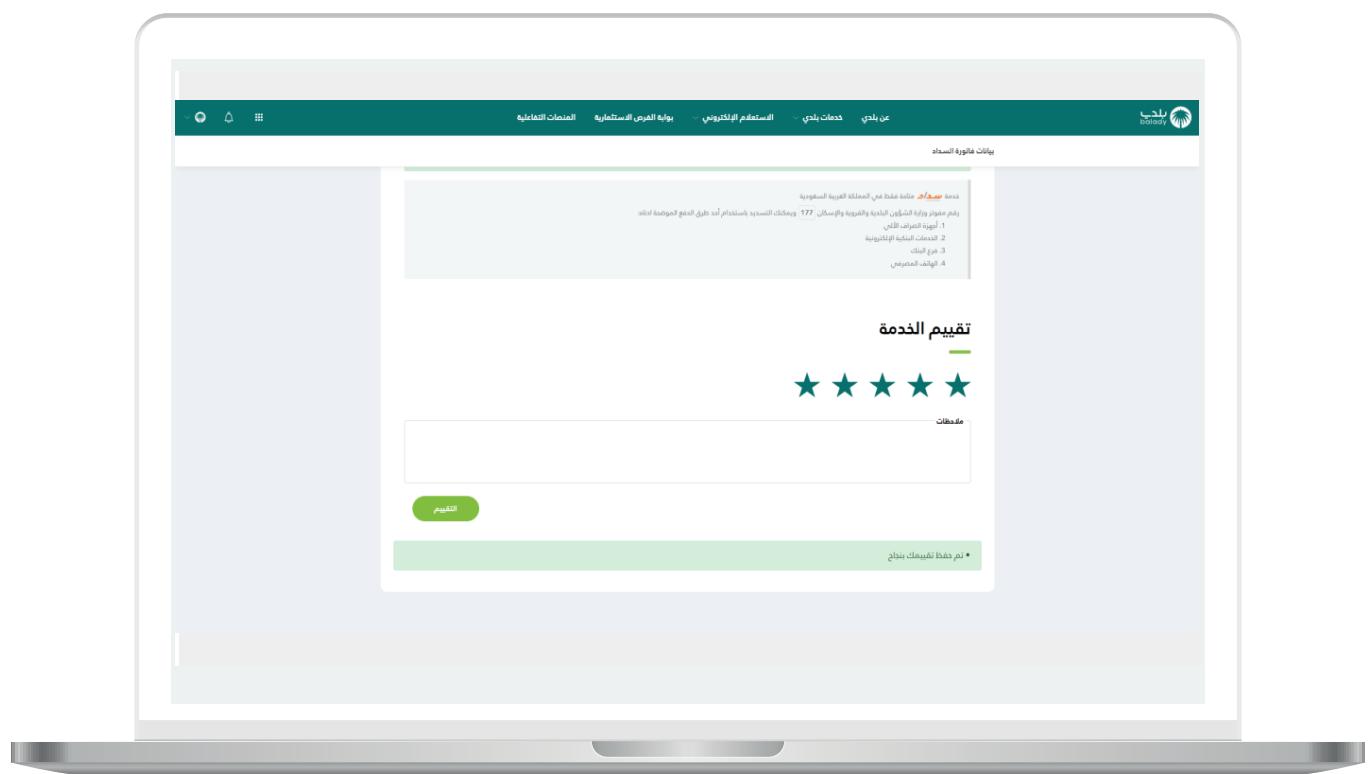
11) Once the total cost is displayed, the user clicks (Select Payment Method) with the option to return to the previous stage by clicking (Back).



12) A payment invoice is then issued, and a confirmation message appears. The system also allows the user to evaluate the service by selecting a star rating and entering comments in the (Comments) field before clicking (Submit Evaluation).

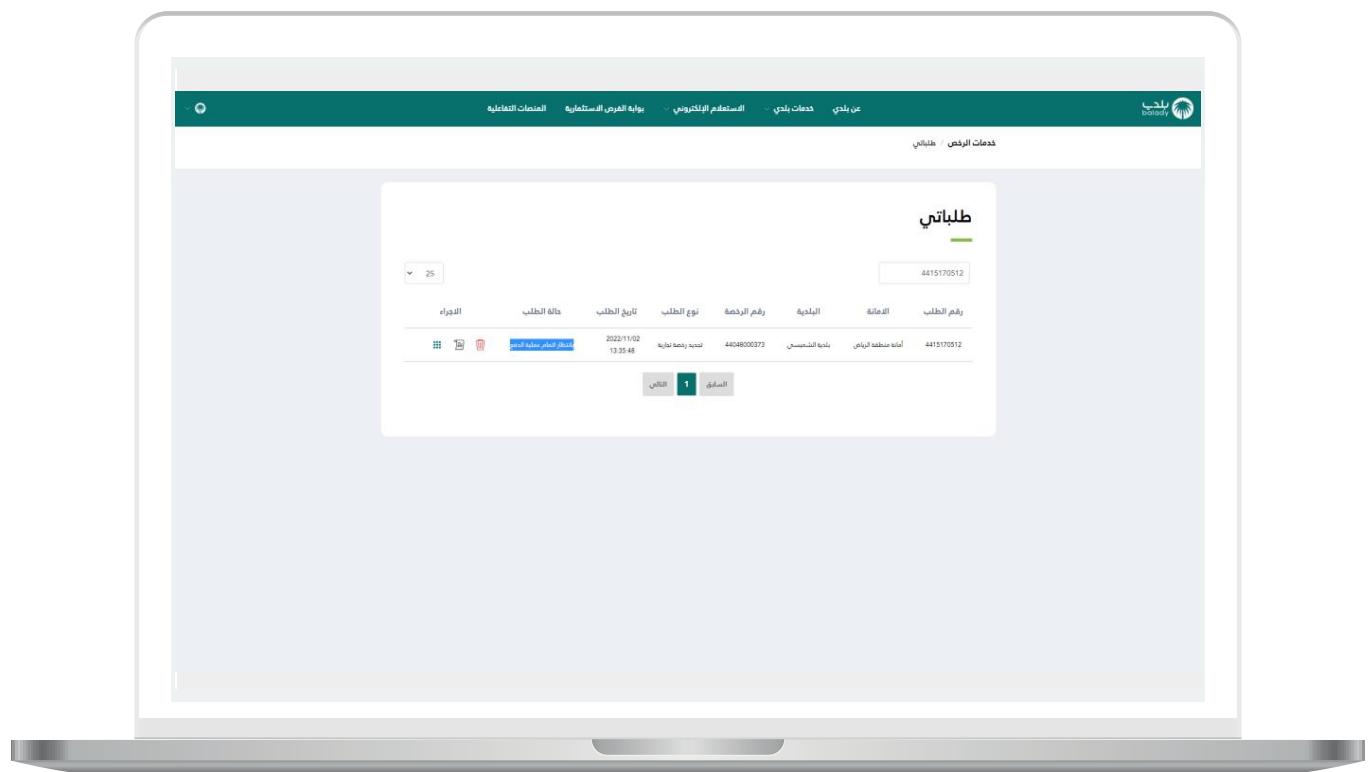


13) The system saves the evaluation successfully and displays a confirmation message.



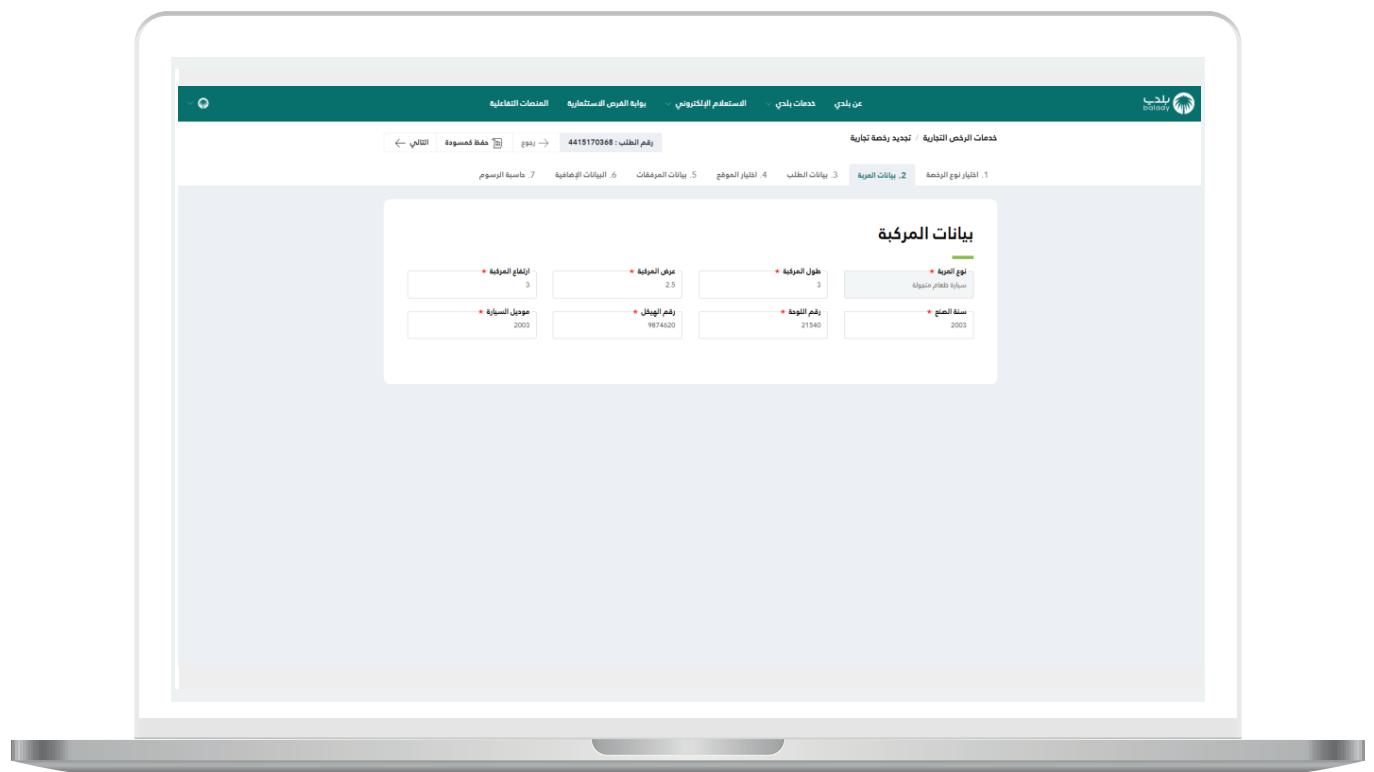
14) The user is then redirected to the (**My Requests**) screen, where they can track the status of their request. The application status will be (**Awaiting Payment Completion**).

Note: Upon completing the (**Renewal of a Mobile Cart License**), the (**Freelance Work Certificate**) will also be automatically renewed.



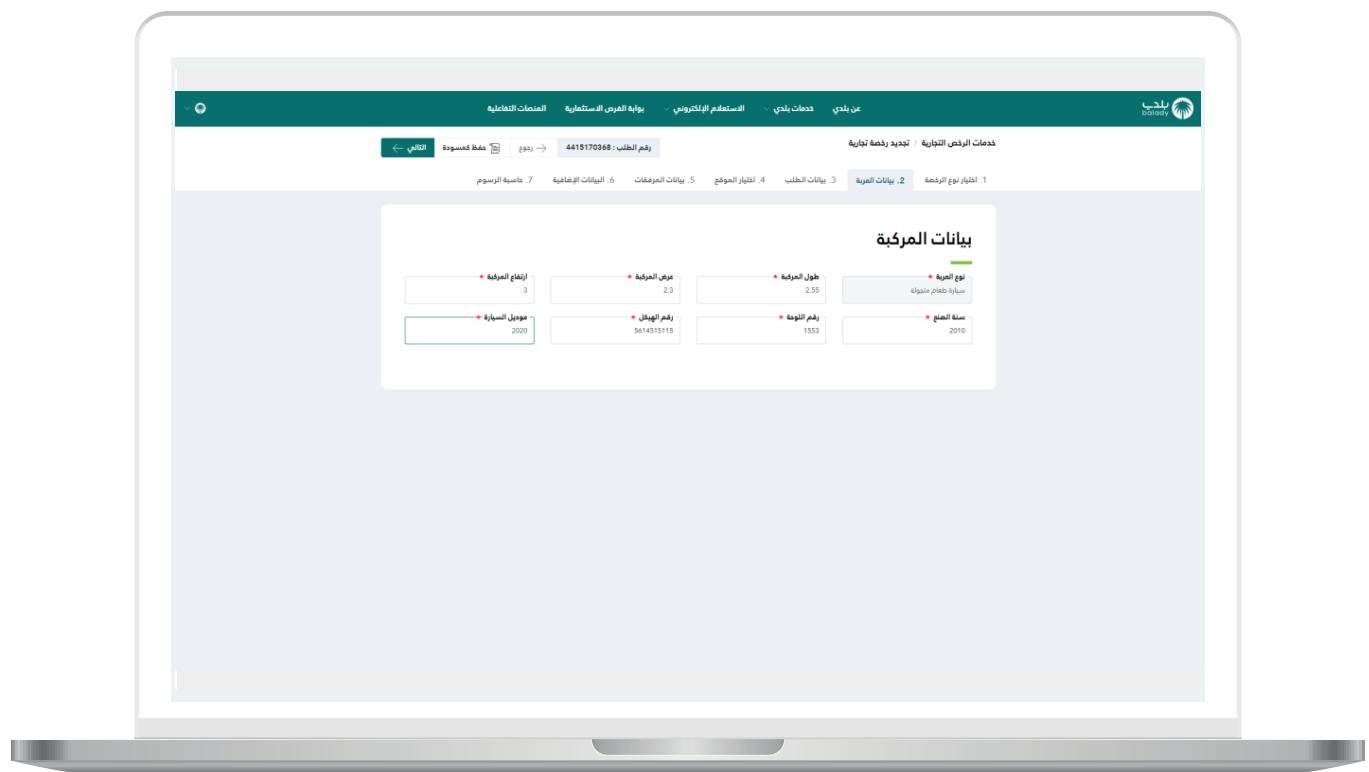
Renewal and Modification

1) After clicking the (Renew and Modify) button, the user is directed to the (Cart Information) stage, as shown below, where modifications can be made to the relevant fields.

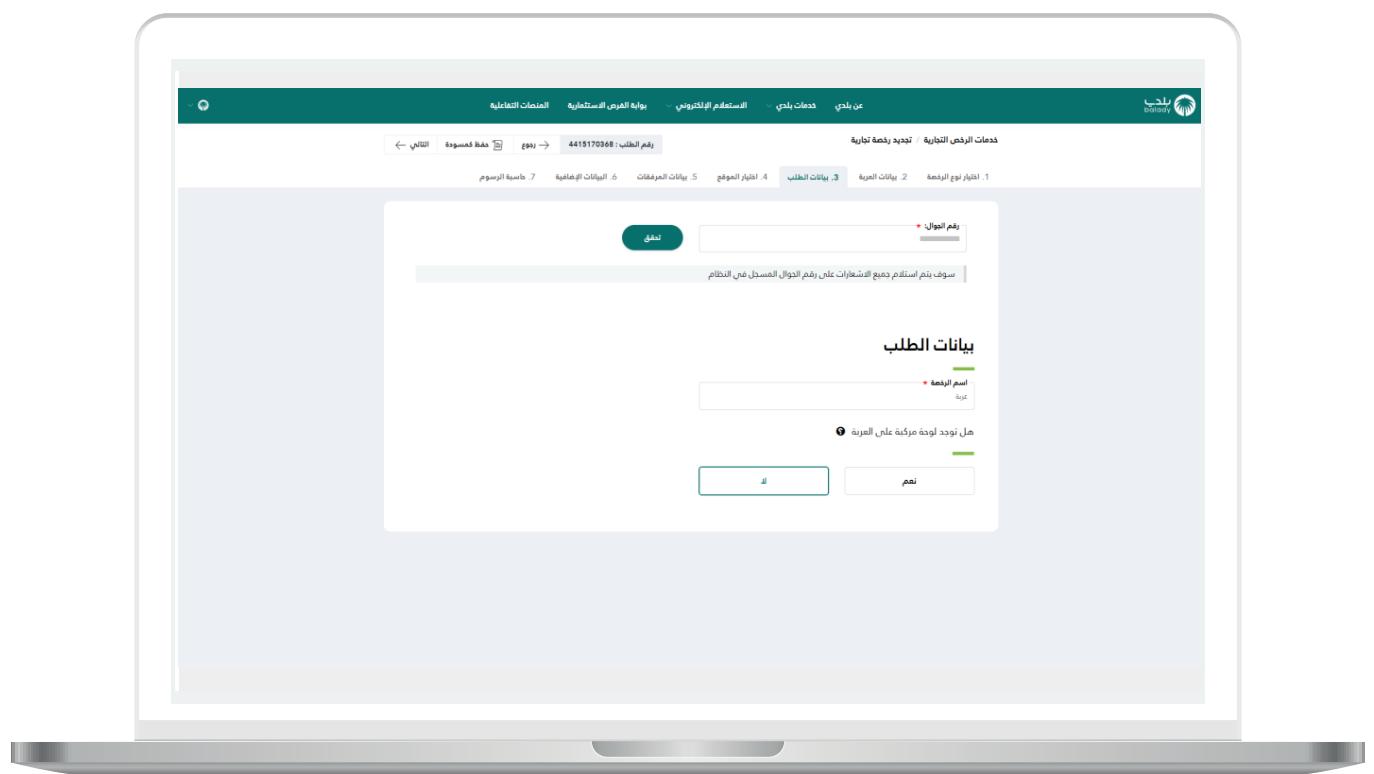


بيانات المركبة	
ارتفاع المركبة *	3
عرض المركبة *	2.5
طول المركبة *	3
نوع المركبة *	سيارة ذات محرك دوار
موعد إصدار السيارة *	2003
رقم التسلسل *	9874620
رقم التسخنة *	21540
سنة الصنع *	2003

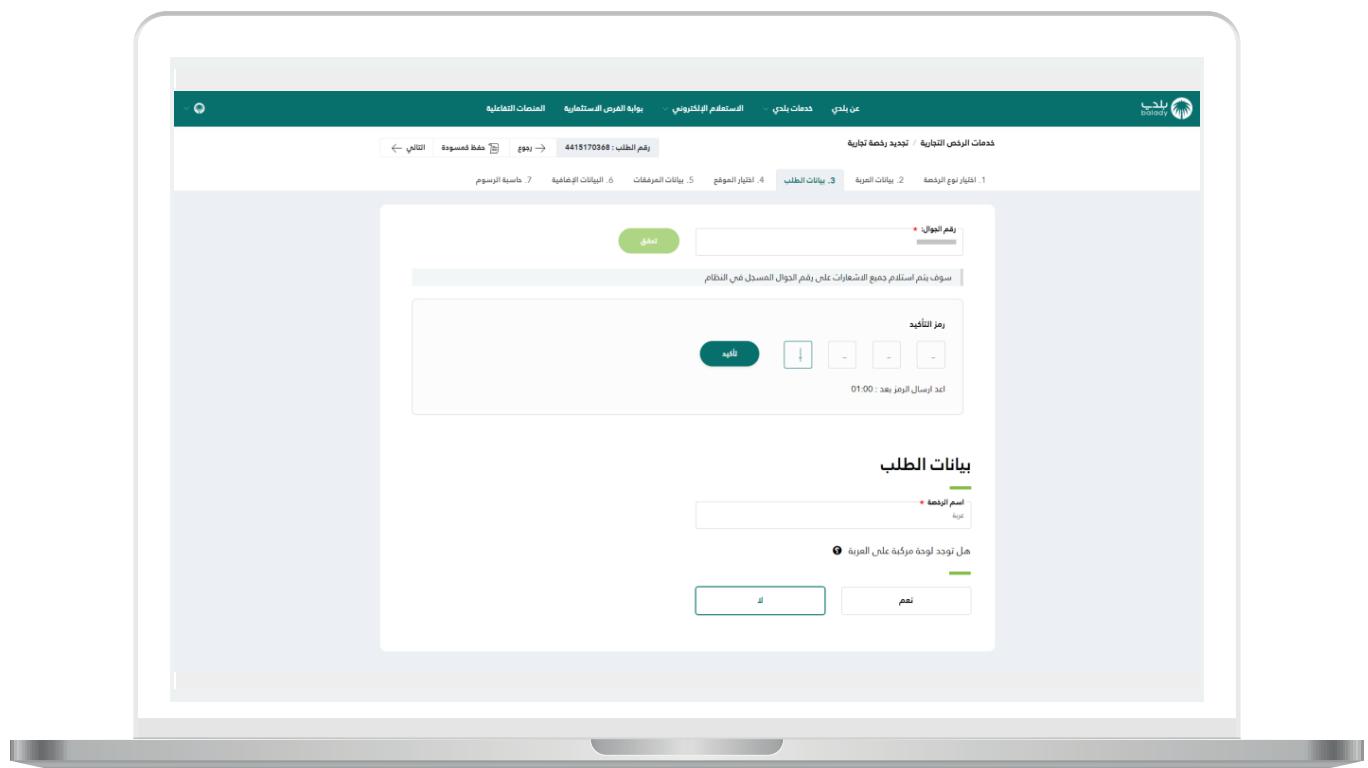
2) Once modifications are complete, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** for later access.



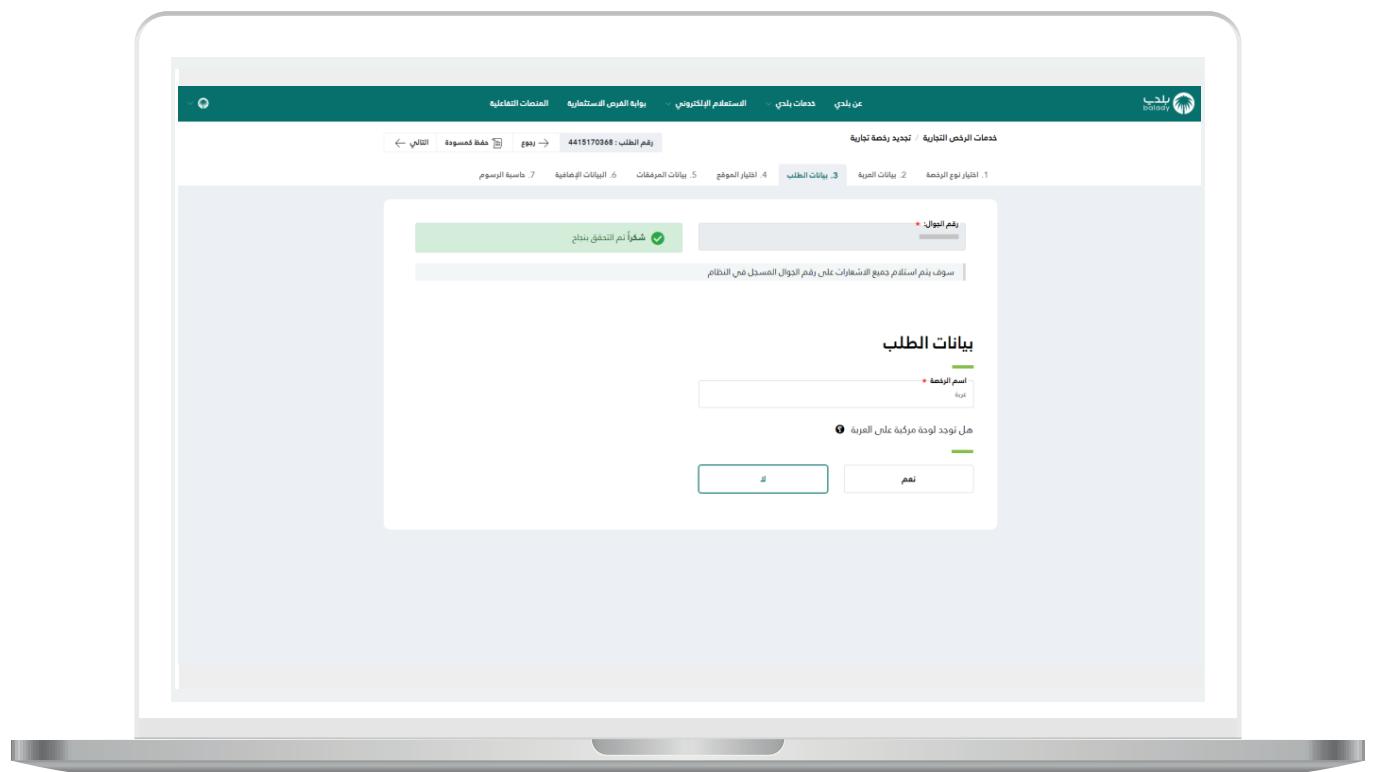
3) The (Request Information) stage appears. The user verifies the mobile number by entering the (Mobile Number) field and clicking (Verify).



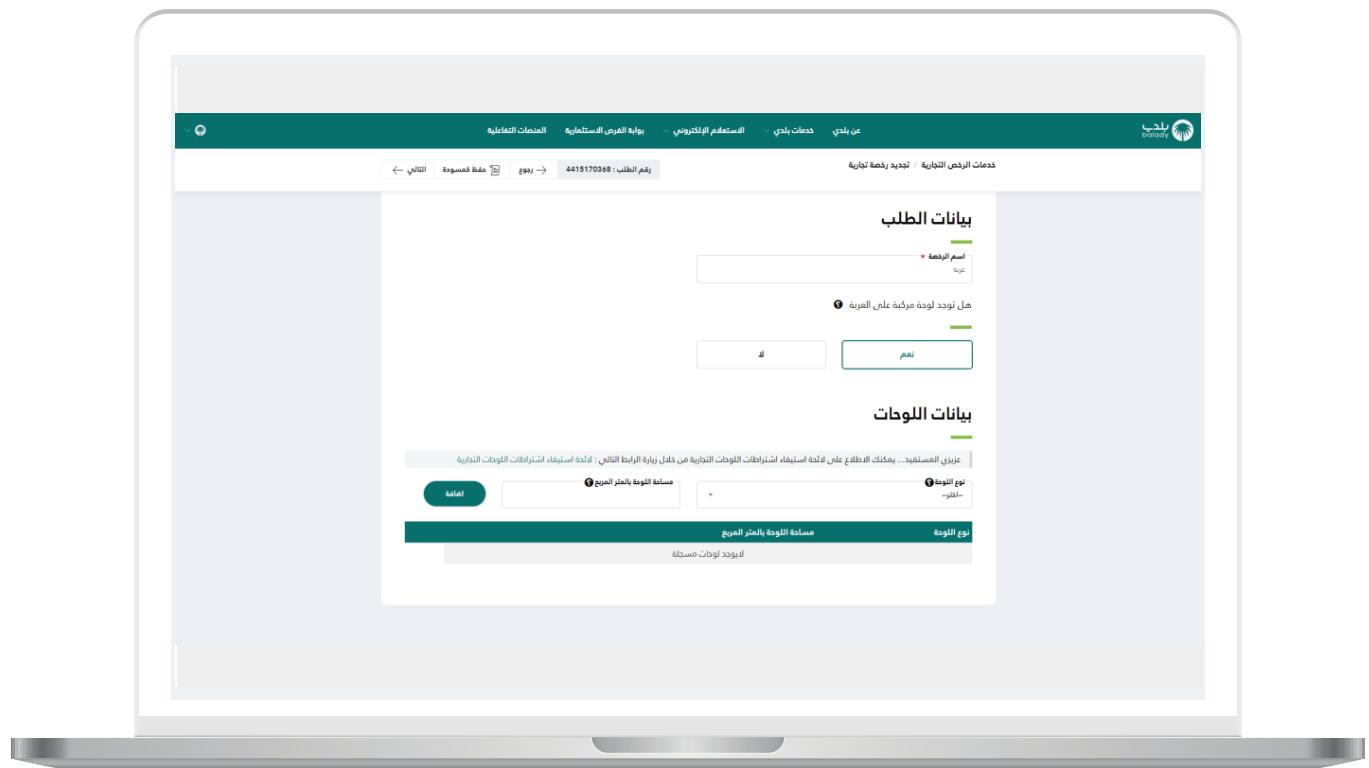
4) A verification code is sent via SMS. The user enters the code in the **(Verification Code)** field and clicks **(Confirm)**.



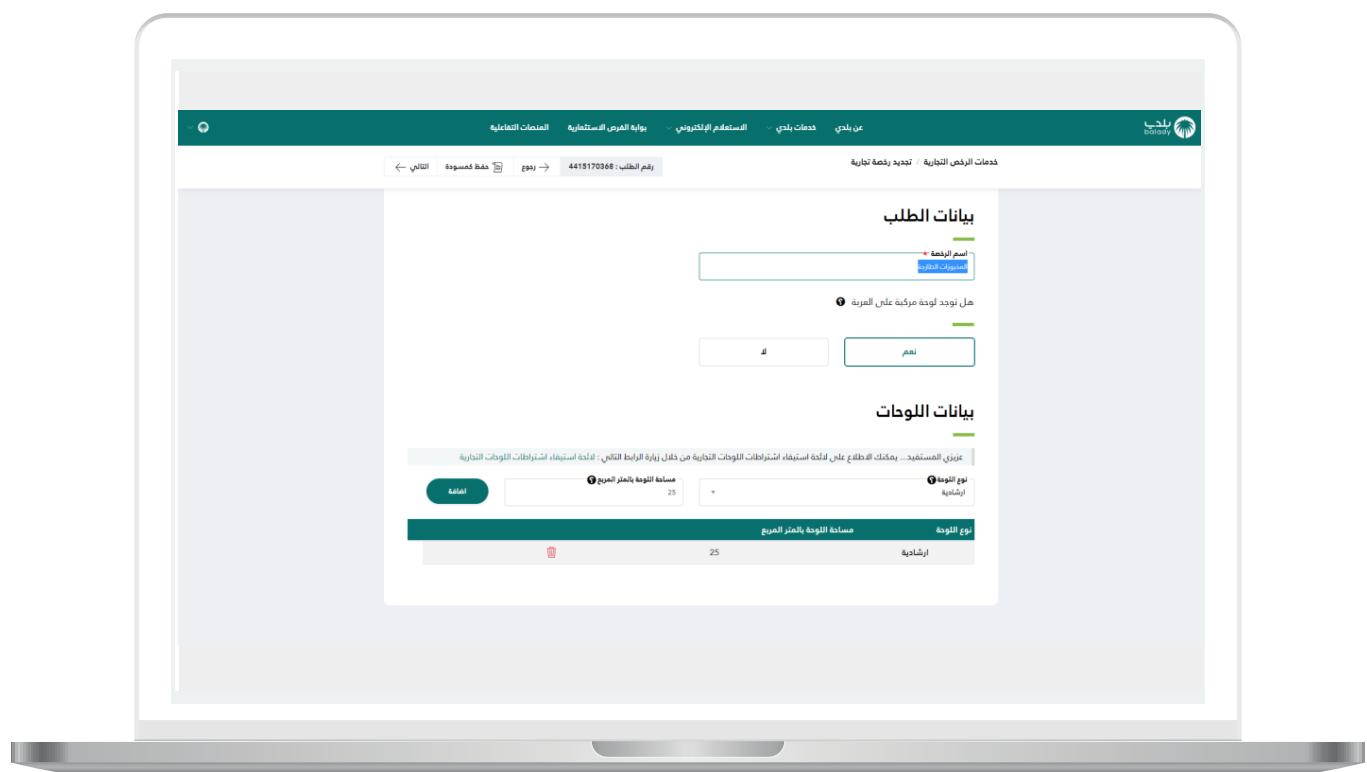
5) A success message appears stating (**Thank you, verification was successful**). The user then selects whether a mounted sign is installed on the cart by choosing (**Yes**) or (**No**).



6) If (Yes) is selected, the (Signs Information) section appears. The user adds signboards by selecting a value from the (Sign Type) dropdown and entering the (Sign Area in Square Meters) field, then clicking (Add).

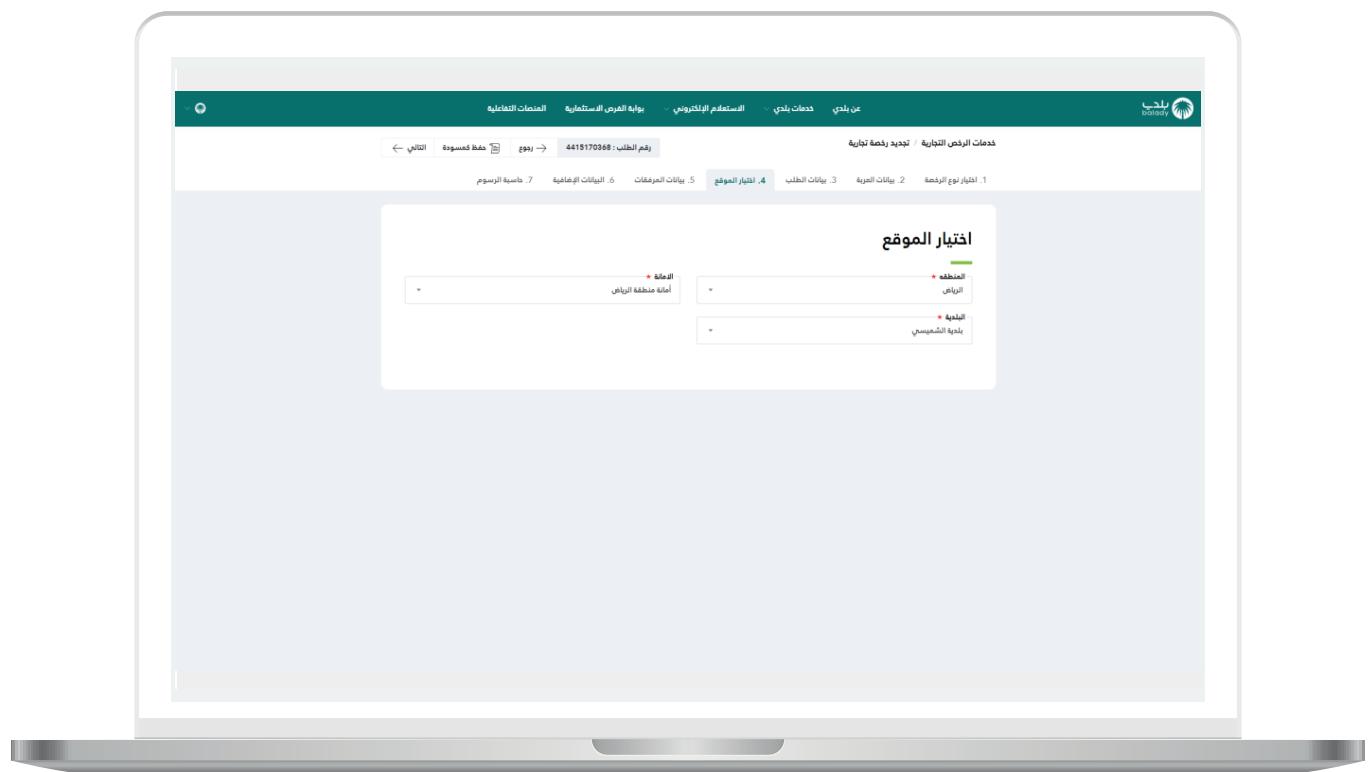


7) After that, the user clicks **(Next)** to proceed to the next stage. The request can be saved as a draft for later retrieval by clicking **(Save as Draft)**. The user can also go back to the previous step by clicking **(Back)**.



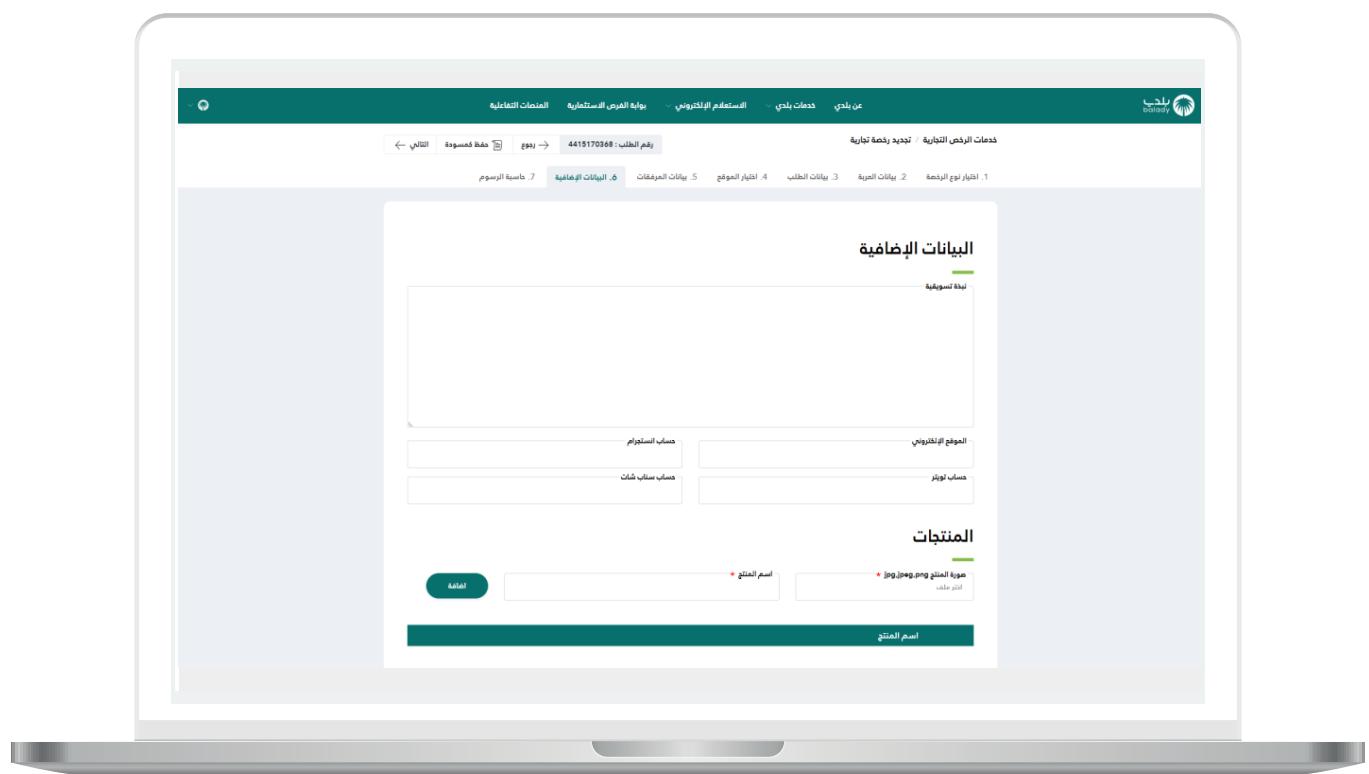
8) The **(Location Selection)** stage appears, where the system displays the geographic location data. The user clicks **(Next)** to proceed, with the option to save as a draft or return to the previous step.

After that, the user clicks **(Next)** to proceed to the next stage. The request can be saved as a draft for later retrieval by clicking **(Save as Draft)**. The user can also go back to the previous step by clicking **(Back)**.

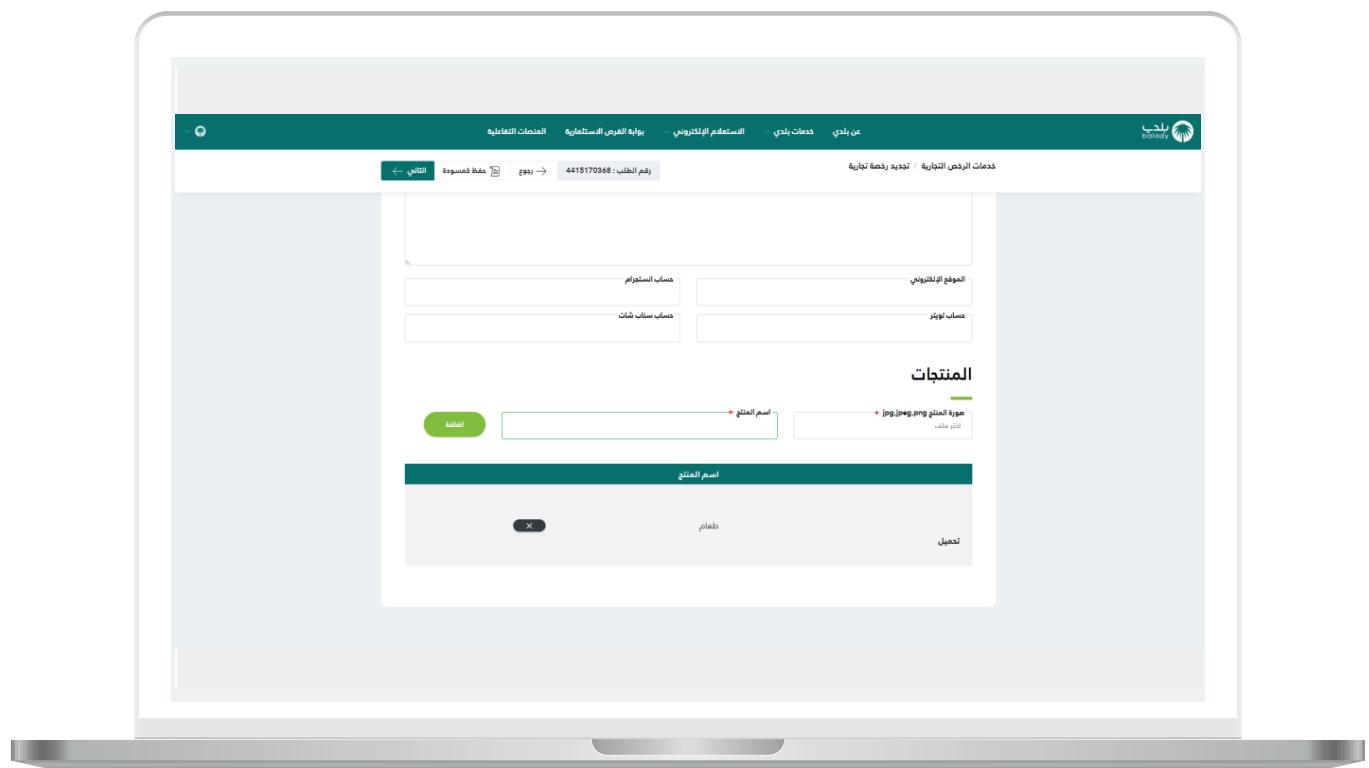


9) In the (Additional Information) stage, the user can optionally fill in the following fields: (Marketing Description, Website, Instagram Account, Twitter Account, Snapchat Account).

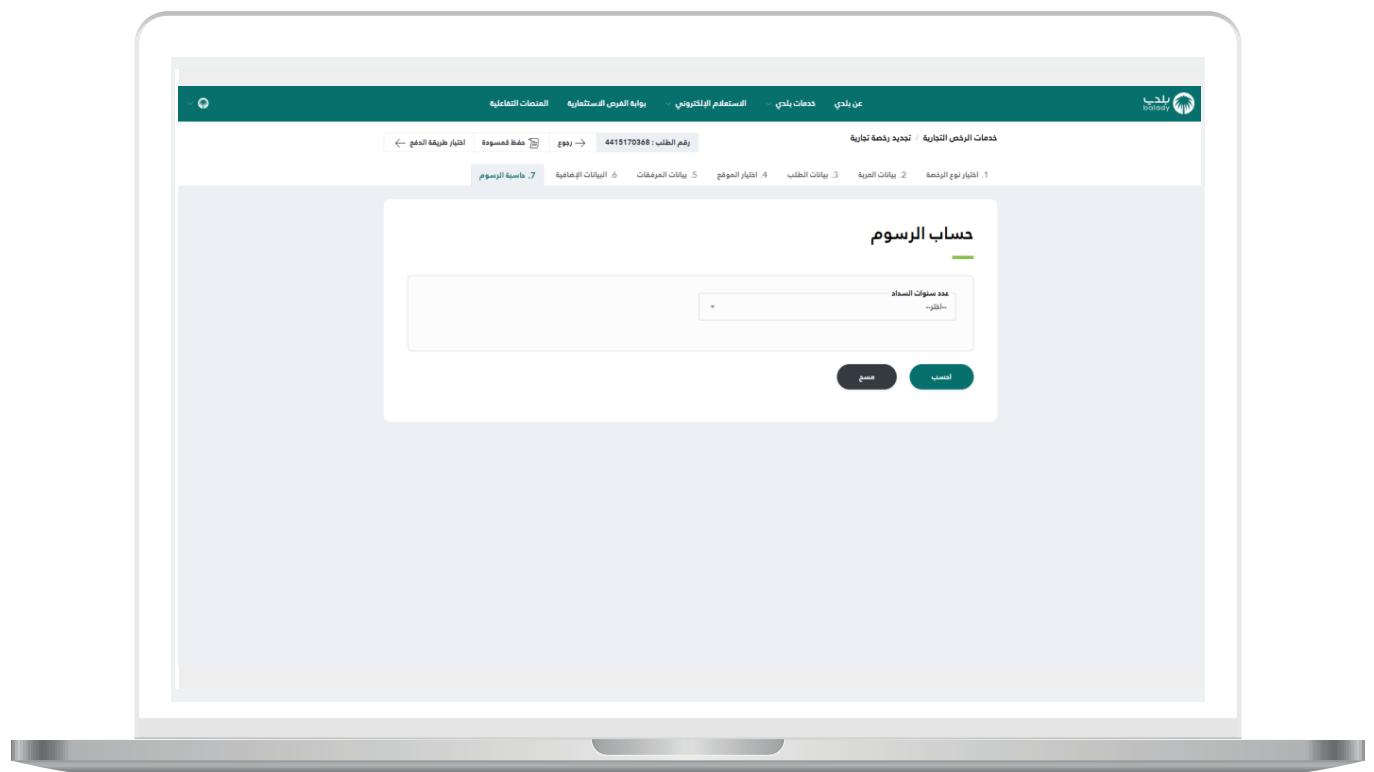
The user can also add products by entering the (Product Name), selecting a (Product Image) from their device, and clicking (Add).



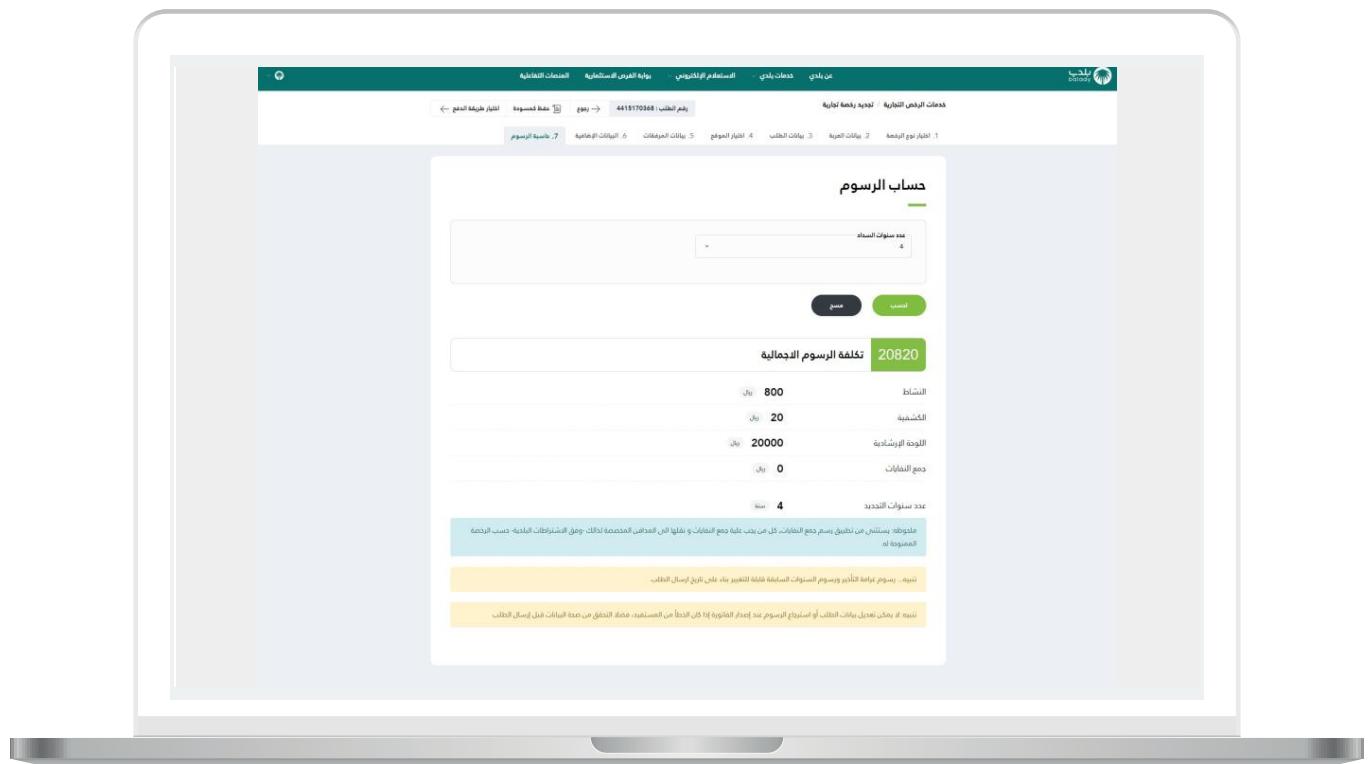
10) The user then clicks (Next) to proceed to the next stage, with the option to save the application as a draft by clicking (Save as Draft) or return to the previous stage by clicking (Back).



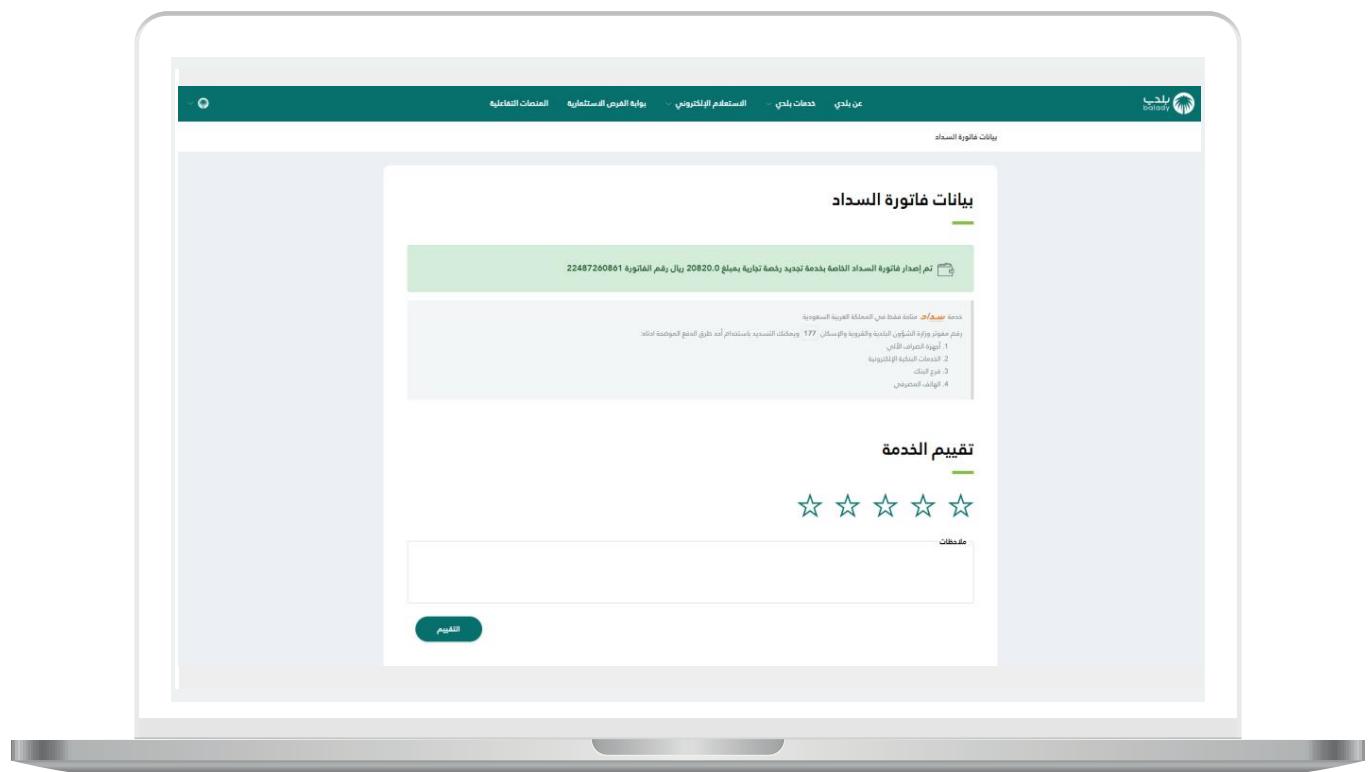
11) The user is then directed to the **(Fee Calculator)** stage, where they select the **(Number of Payment Years)** from a dropdown menu and click **(Calculate)**. The system then computes and displays the total fee at the bottom of the screen.



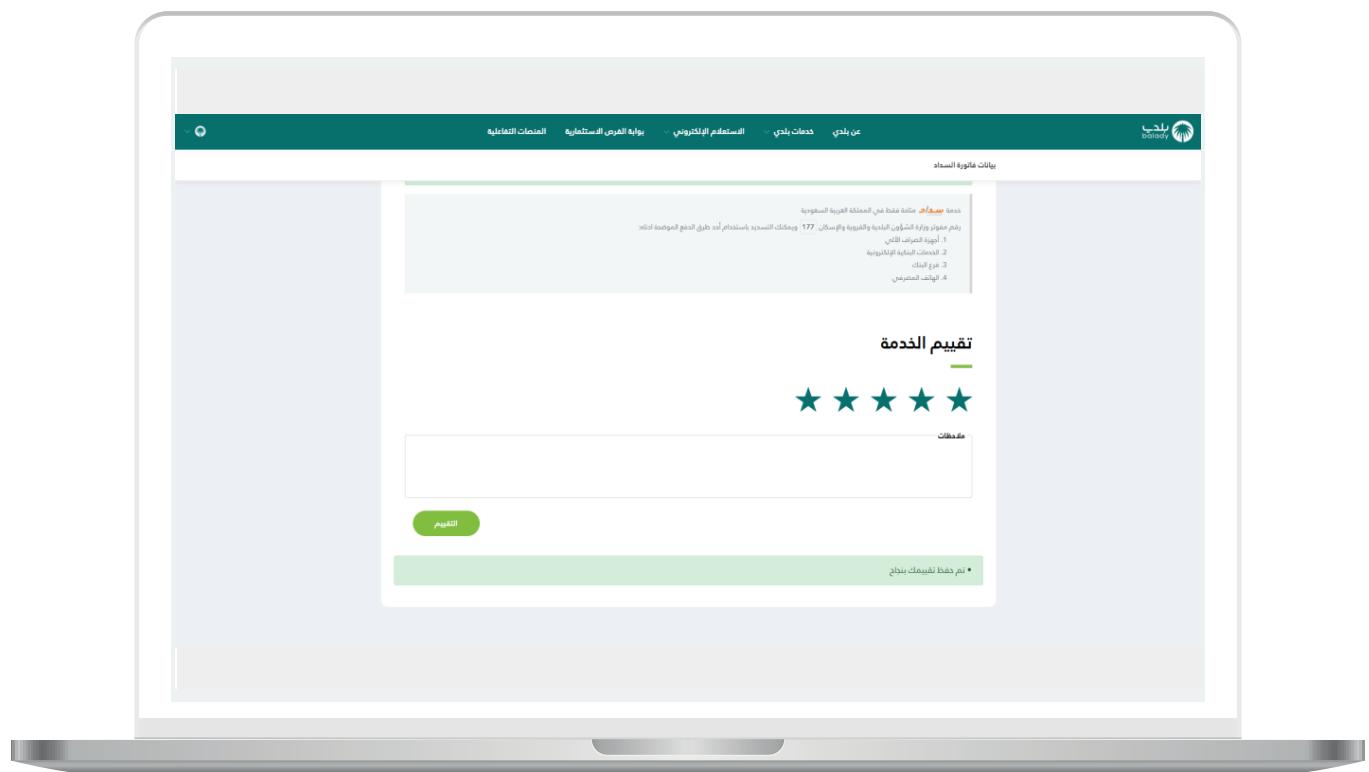
12) Once the total cost is displayed, the user clicks **(Select Payment Method)** with the option to return to the previous stage by clicking **(Back)**.



13) A payment invoice is then issued, and a confirmation message appears. The system also allows the user to evaluate the service by selecting a star rating and entering comments in the **(Comments)** field before clicking **(Submit Evaluation)**.

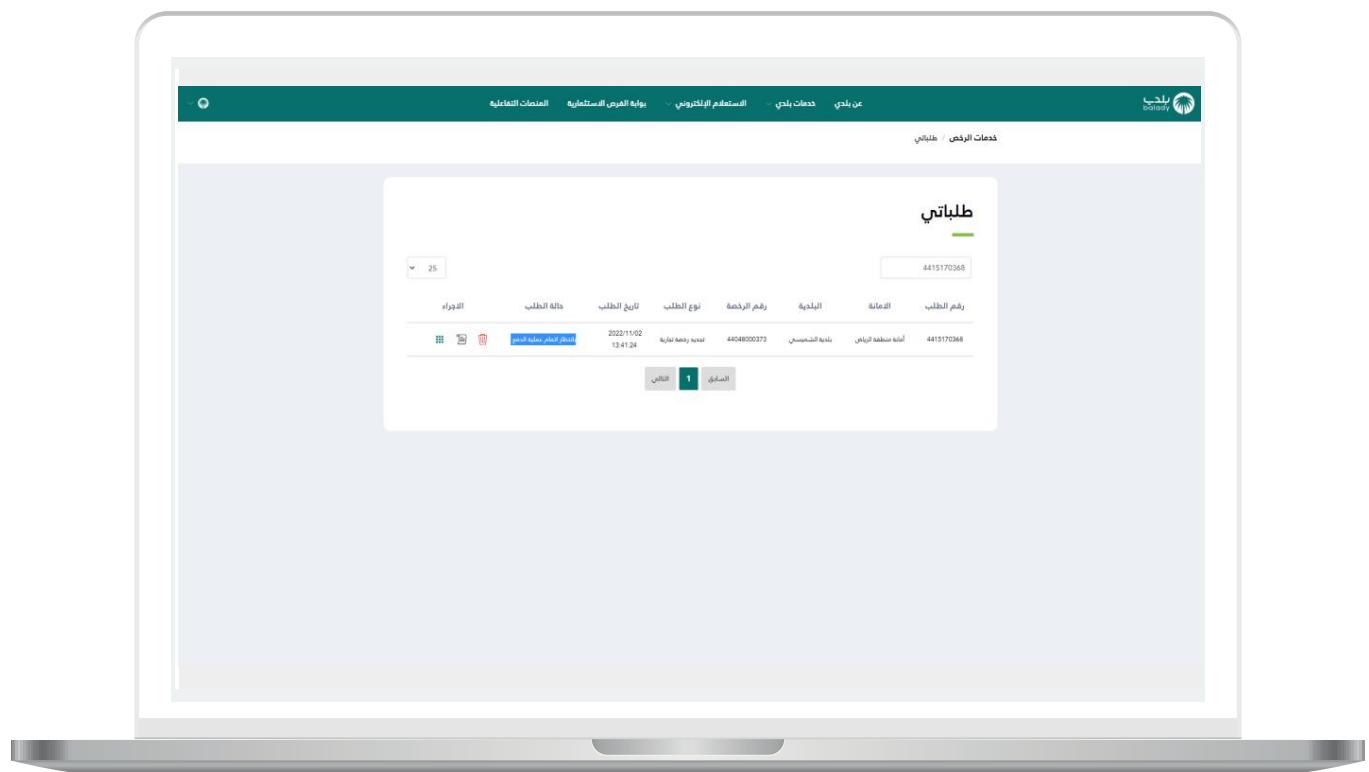


14) The system saves the evaluation successfully and displays a confirmation message.

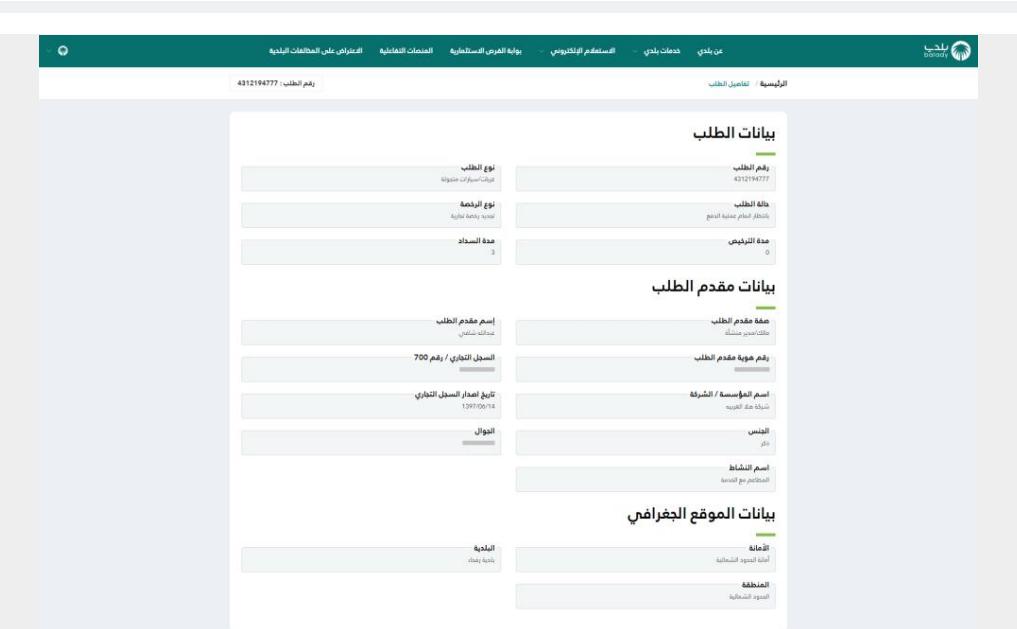


15) The user is then redirected to the **(My Requests)** screen, where they can track the status of their request. The application status will be **(Awaiting Payment Completion)**.

Note: If a user applies for the **(Renewal of a Mobile Cart License)**, the system automatically renews the **(Freelance Work Certificate)** in advance.



16) After clicking the document icon, the application details will be displayed, as shown in the following screenshot.



The screenshot displays the application details for a mobile cart license renewal. The interface is in Arabic and is divided into three main sections: 'بيانات الطلب' (Application Data), 'بيانات مقدم الطلب' (Applicant Data), and 'بيانات الموقع الجغرافي' (Geographic Location Data).

بيانات الطلب (Application Data):

- رقم الطلب: 4312194777
- نوع الطلب: تجديد مدونة
- نوع الخدمة: تجديد مدونة
- مدة السداد: ٣
- مدة التطبيق: ٥

بيانات مقدم الطلب (Applicant Data):

- نوع مقدم الطلب: عامل شباب
- نوع مهنية مقدم الطلب: موظف
- اسم المغرسية / الشركة: شركة كاف
- تاريخ اصدار السجل التجاري: 1997/05/14
- العنوان: شارع
- المنطقة: الدار البيضاء

بيانات الموقع الجغرافي (Geographic Location Data):

- المدينة: الدار البيضاء
- الإقليم: الدار البيضاء
- المنطقة: الدار البيضاء

📞|199040 Direct Contact Number
🐦|@Balady_CS Customer Service