



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Engineering Offices System

# Classified Engineering Offices

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Beneficiary's  
Copy

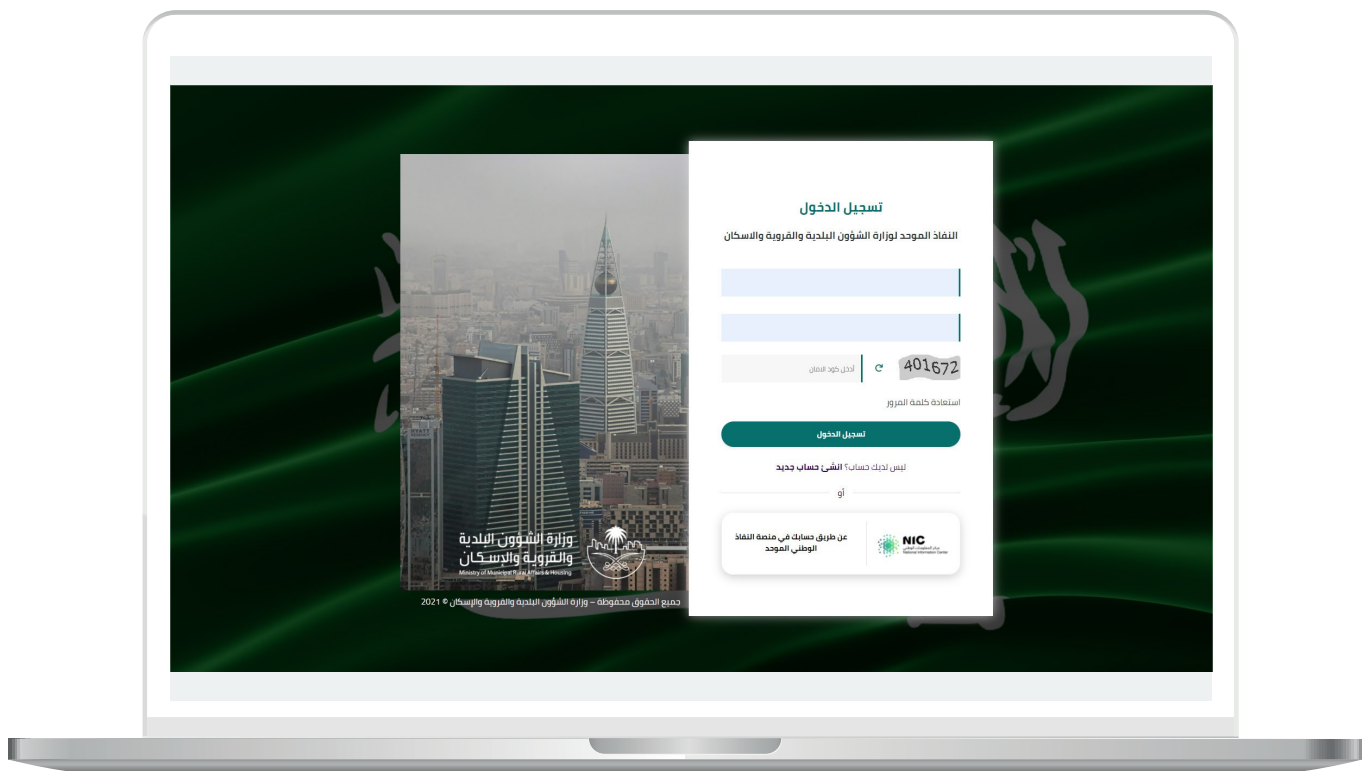
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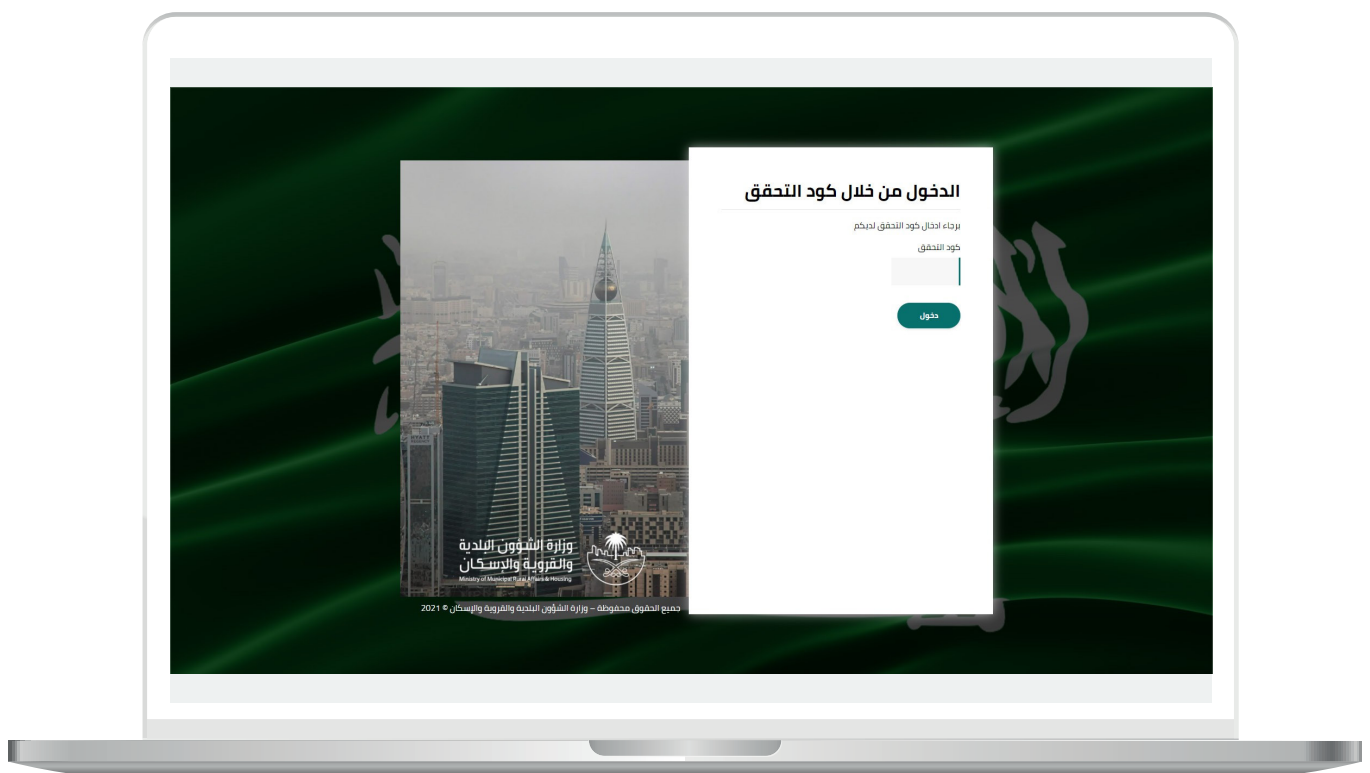


## Logging into the System

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.



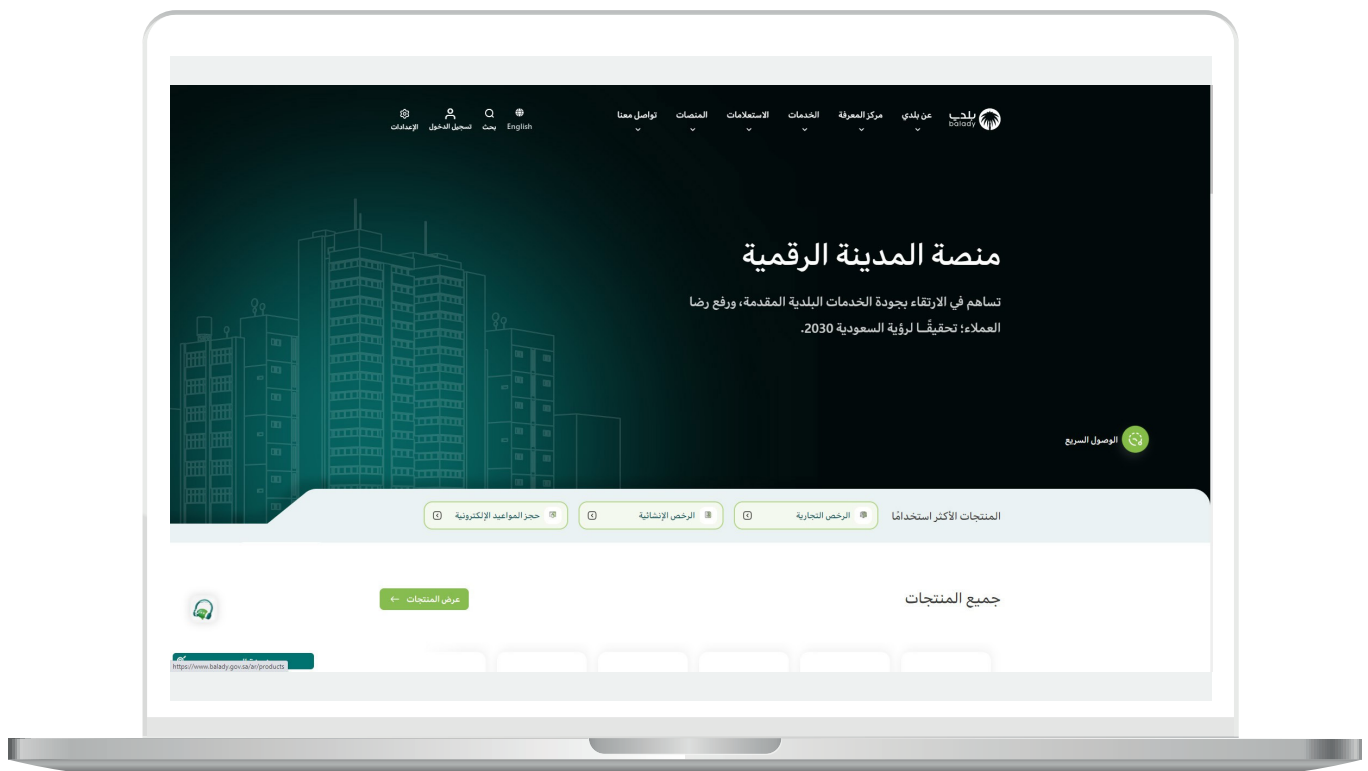
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



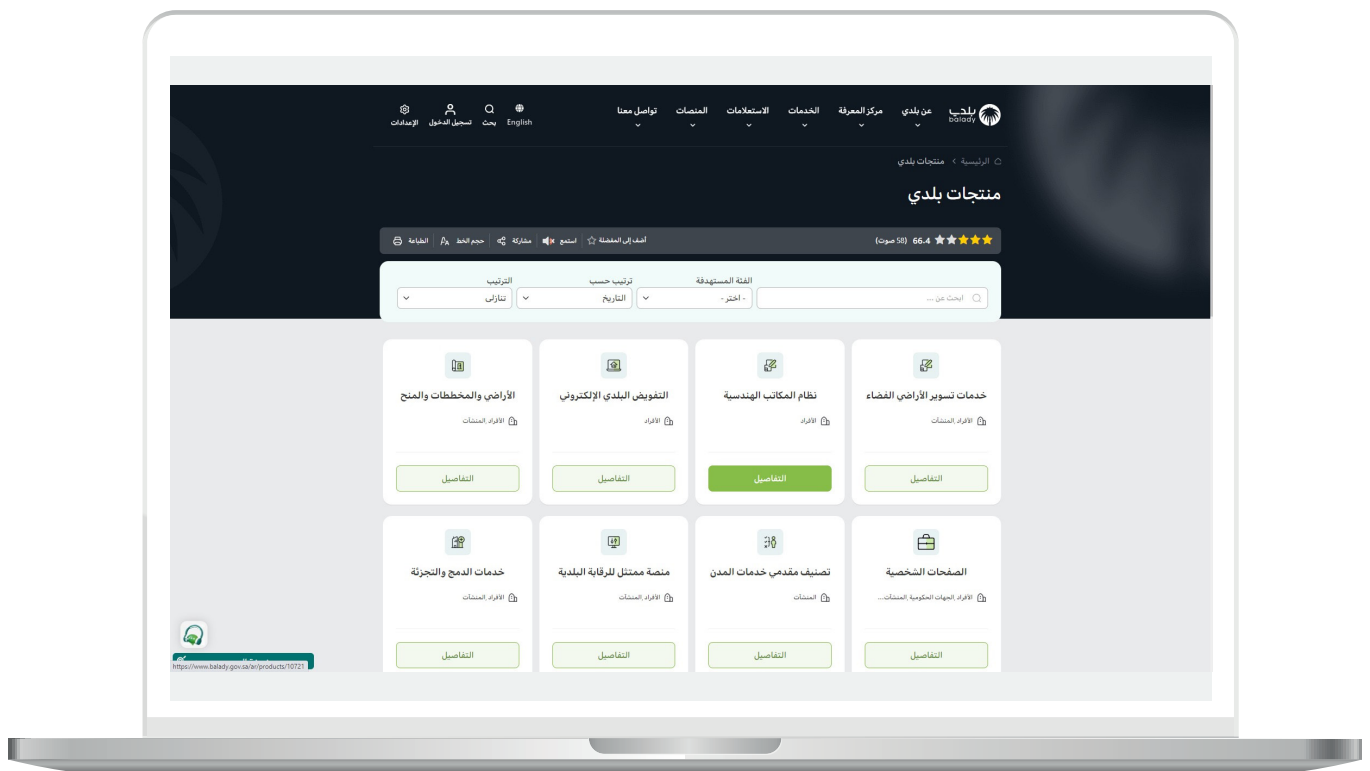
## Service Request Steps

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

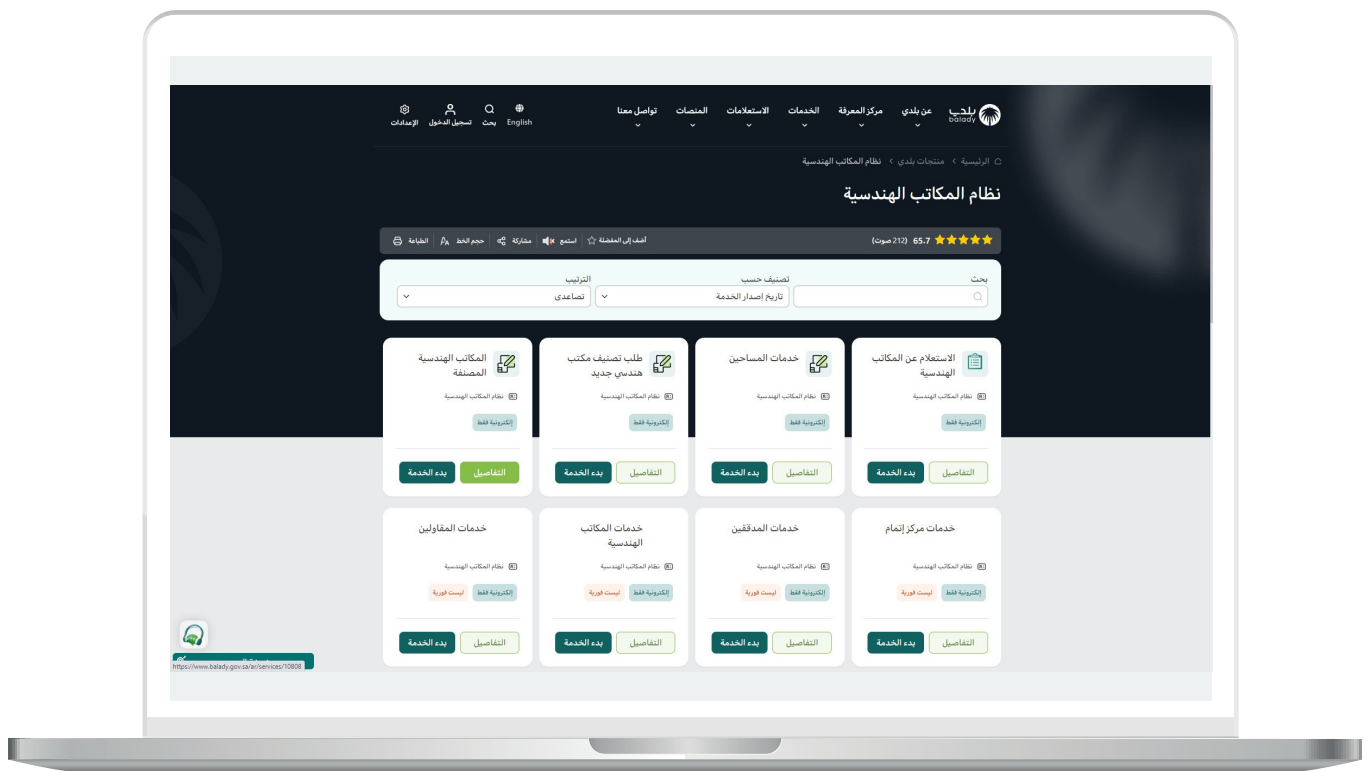
To start the service application, the user must click the **(View Products)** button.



2) The following screen appears, displaying Balady Products, where the user selects (Engineering Offices System).

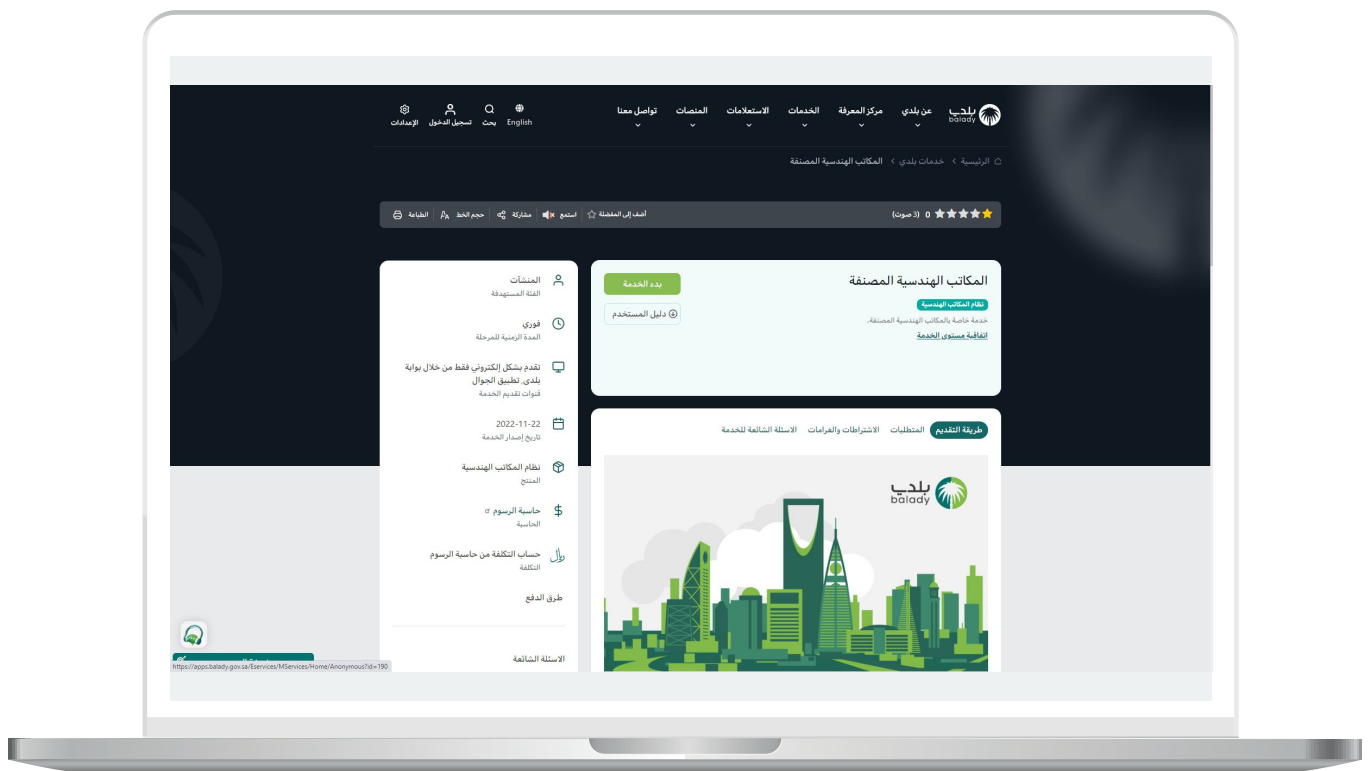


3) The next screen appears, where the user selects (Classified Engineering Offices), as shown below.



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

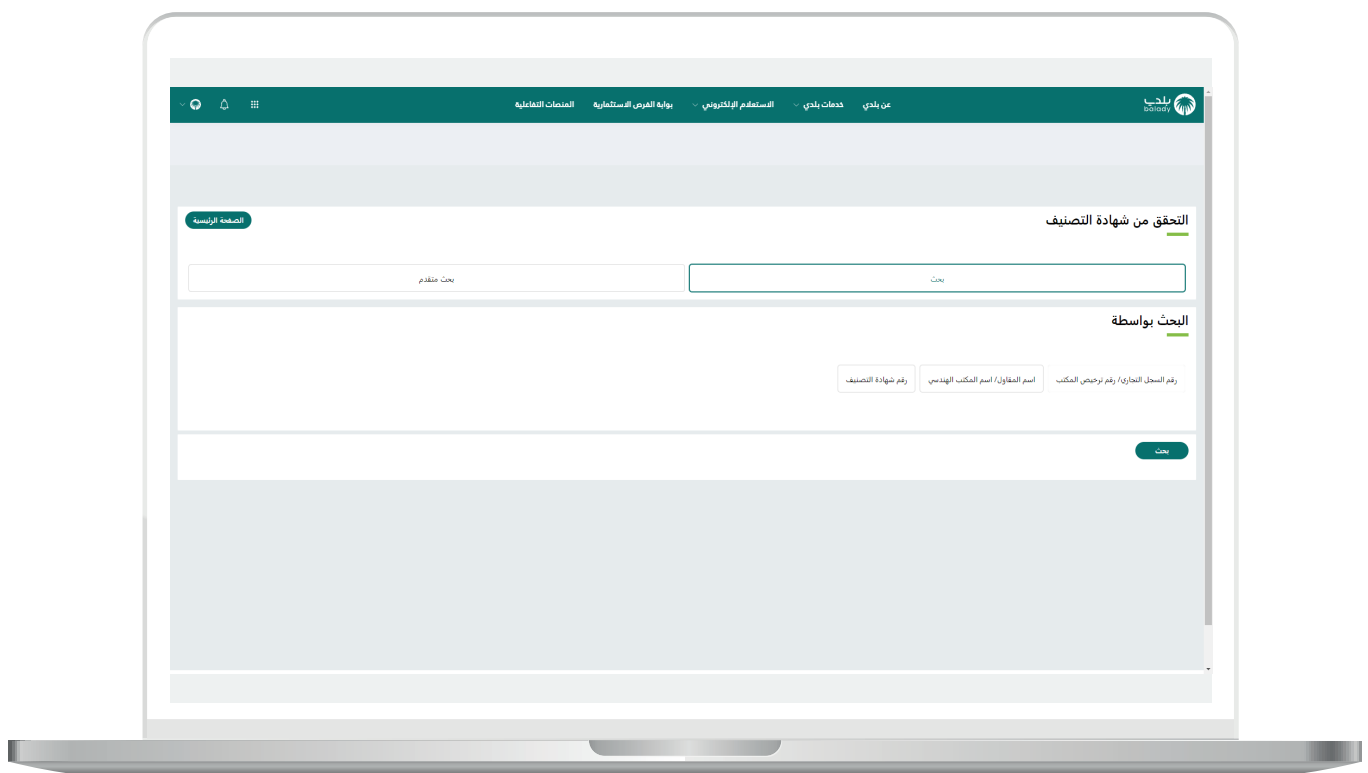
Click the (Start Service) button to proceed.



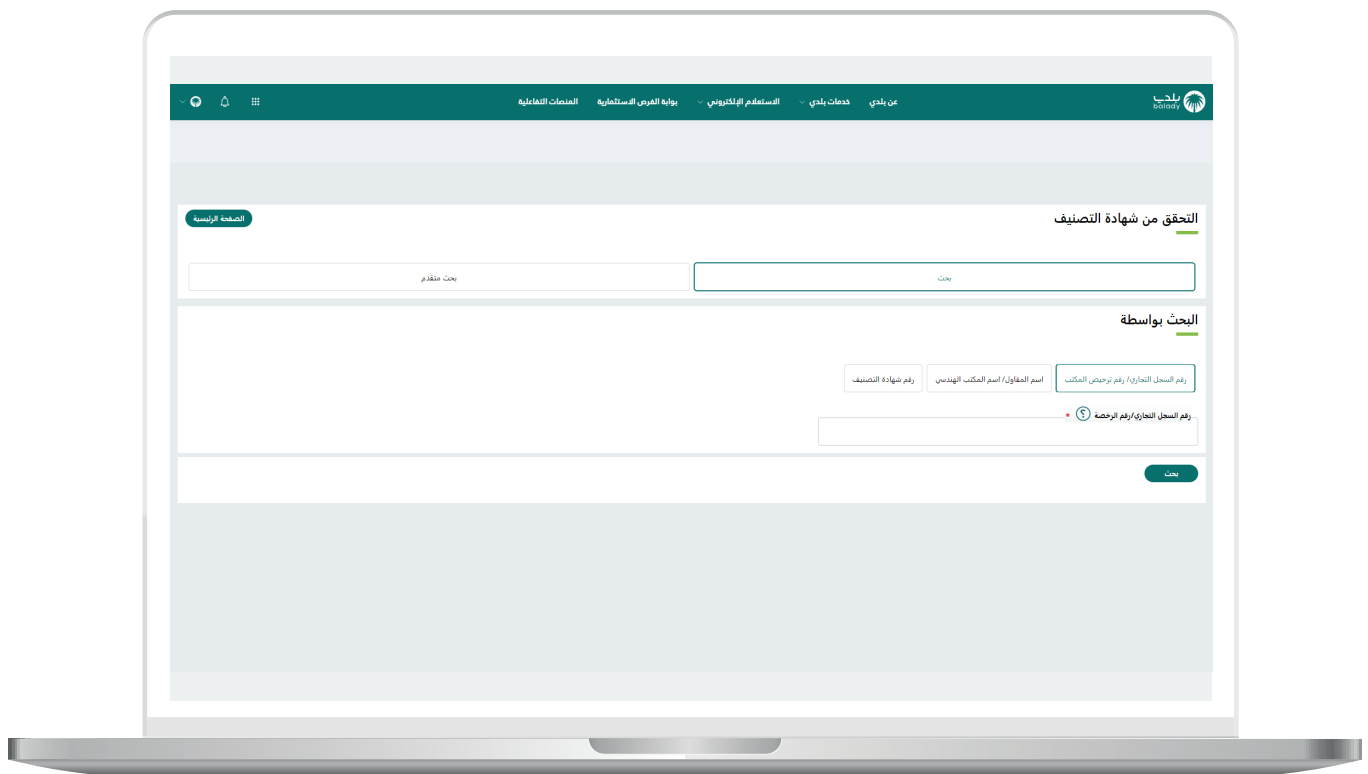


5) The following screen appears, where the system allows searching for a Classification Certificate using two methods: **(Standard Search)** and **(Advanced Search)**.

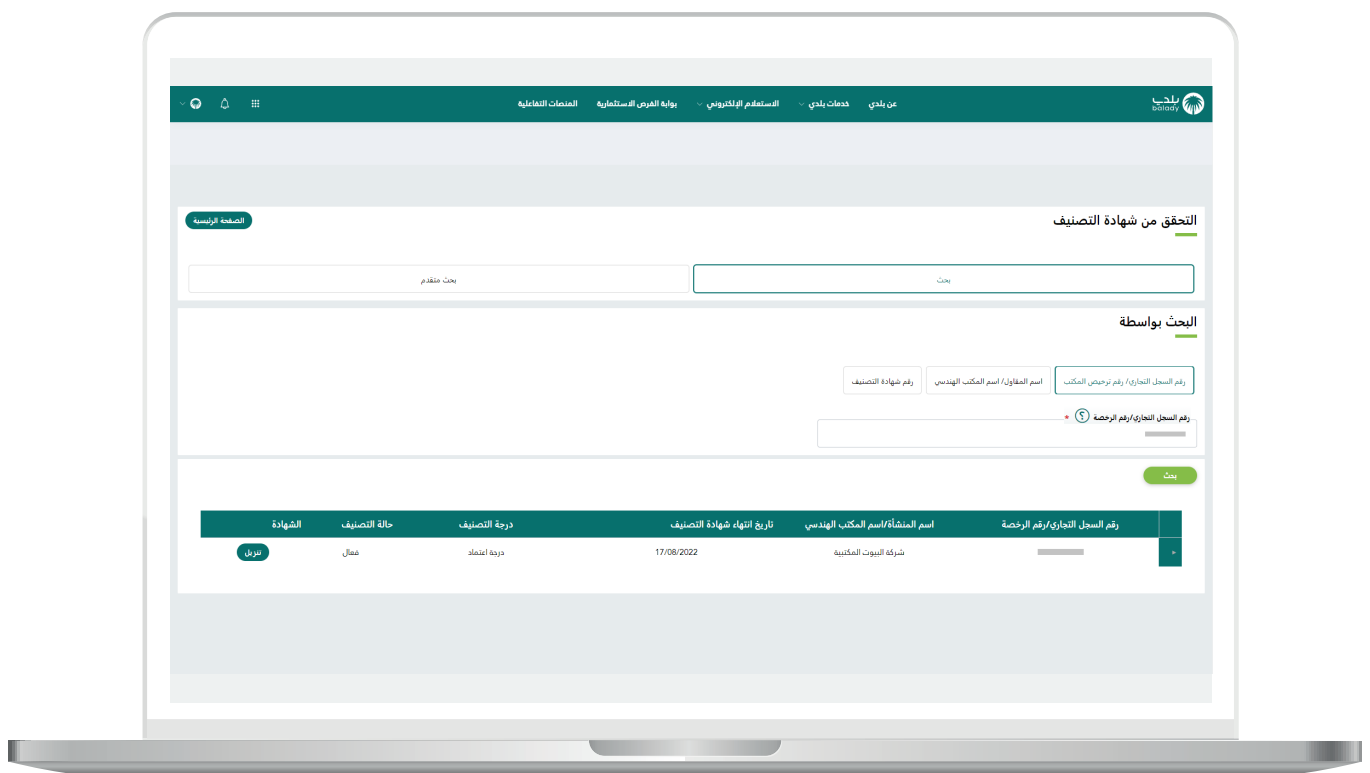
Standard Search offers three search options: **(Commercial Registration Number / Office License Number, Contractor Name / Engineering Office Name, Classification Certificate Number)**.



6) When selecting the Standard Search method using (**Commercial Registration Number / Office License Number**), the field (**Commercial Registration Number / License Number**) appears. The user enters the required value and clicks (**Search**), as shown in the following screen.



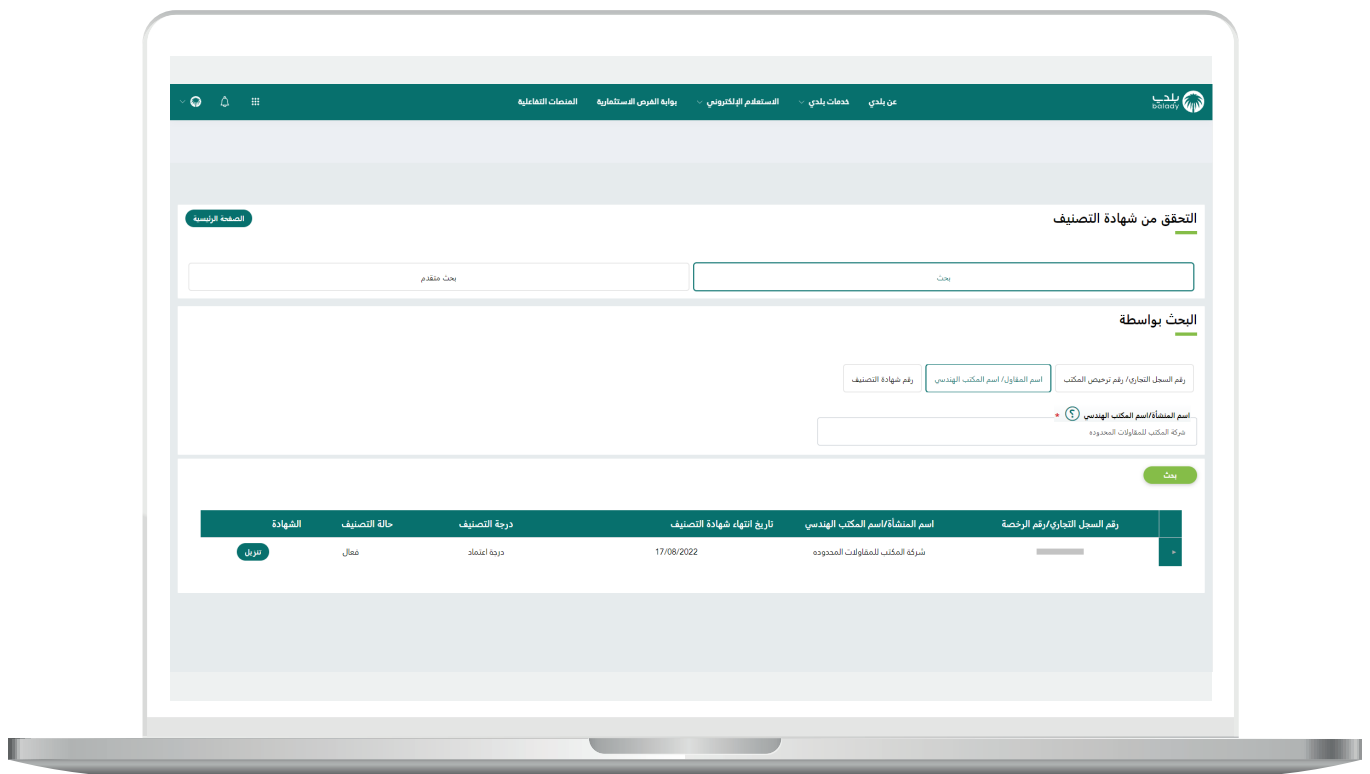
7) The system retrieves the certificate details, which appear as shown below. The user can download the certificate by clicking (**Download**).



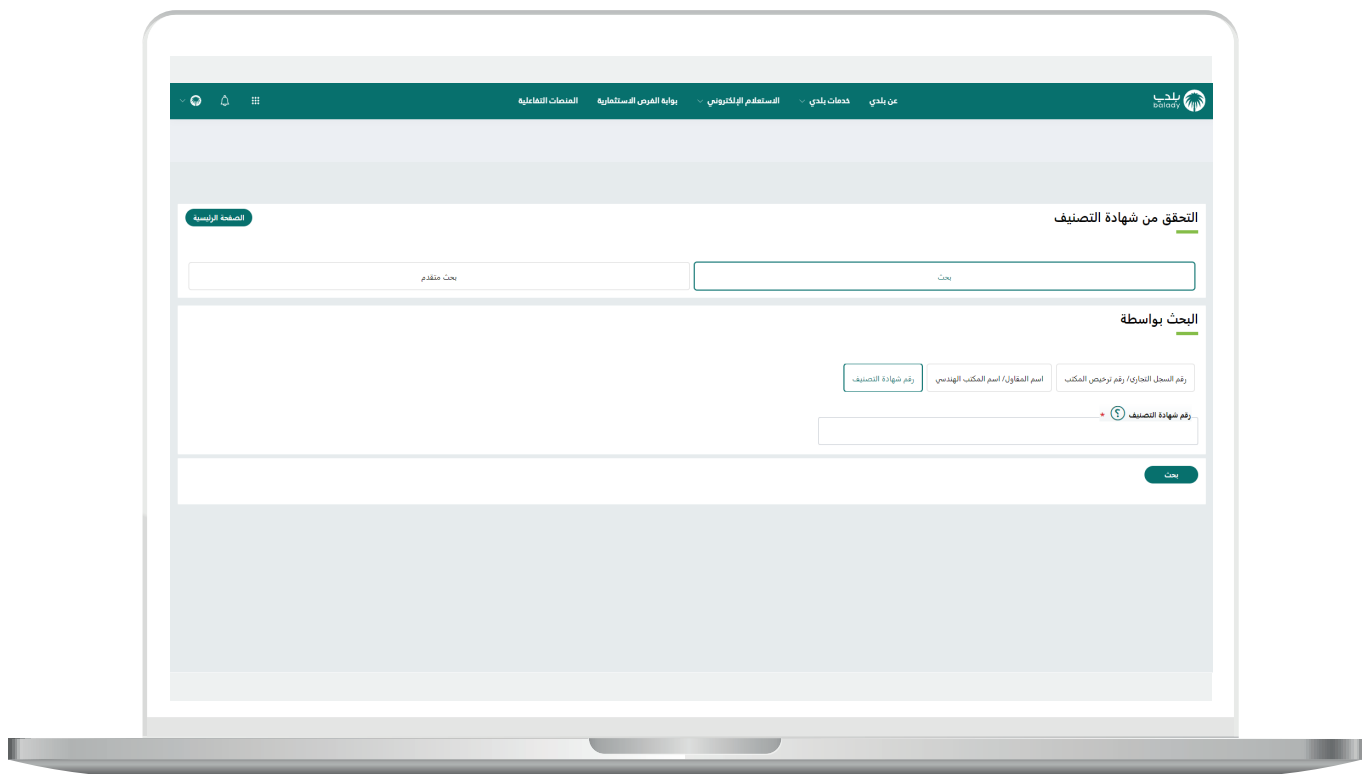
8) When selecting the Standard Search method using (Contractor Name / Engineering Office Name), the field (Establishment Name / Engineering Office Name) appears. The user enters the required value and clicks (Search), as shown in the following screen.

The screenshot shows a web application interface for searching engineering offices. The header is dark green with white text and icons. The main content area is light gray. At the top, there is a navigation bar with links: 'عن بلدي' (About My City), 'خدمات بلدي' (My City Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'بوابة الفرص الاستثمارية' (Investment Opportunities Portal), and 'المنتجات التفاعلية' (Interactive Products). Below this, there is a section titled 'التحقق من شهادة التصنيف' (Verify Classification Certificate) with a button 'الصفحة الرئيسية' (Home Page). The main search area has two input fields: 'بحث متقدم' (Advanced Search) and 'بحث' (Search). Below these, there is a section titled 'البحث بواسطة' (Search by) with three input fields: 'رقم السجل التجاري / رقم ترخيص المكتب' (Commercial Register Number / Office License Number), 'اسم المقاول / اسم المكتب الهندسي' (Contractor Name / Engineering Office Name), and 'رقم شهادة التصنيف' (Classification Certificate Number). There is also a red asterisk icon and a button 'بحث' (Search) at the bottom right of the search area.

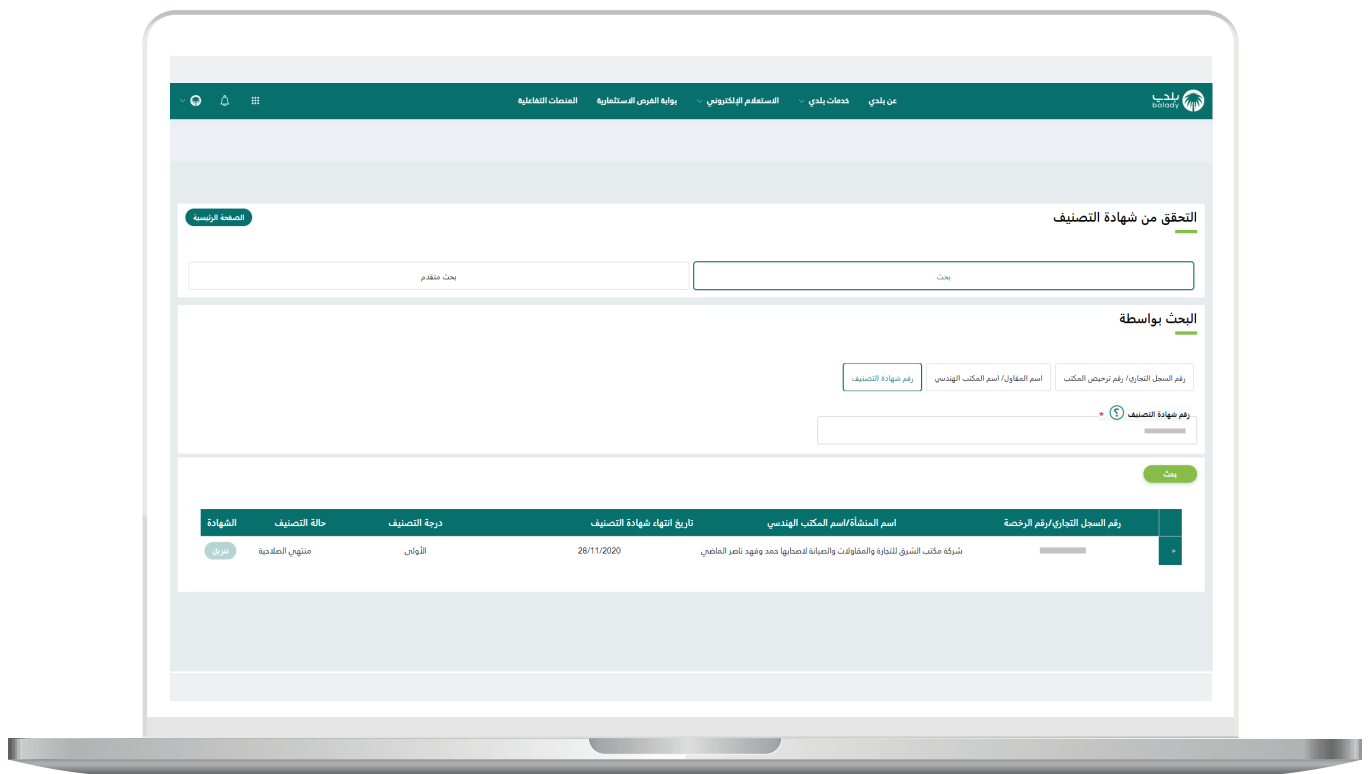
9) The system retrieves the certificate details, which appear as shown below. The user can download the certificate by clicking **(Download)**.



10) When selecting the Standard Search method using (**Classification Certificate Number**), the field (**Classification Certificate Number**) appears. The user enters the required value and clicks (**Search**), as shown in the following screen.



11) The system retrieves the certificate details, which appear as shown below. The user can download the certificate by clicking (**Download**).



12) If Advanced Search is selected, as shown in the following screen, the system allows the user to conduct a detailed search for any Classification Certificate. The displayed fields appear for the user to fill in before clicking **(Search)**.

The screenshot shows a web application interface for verifying a classification certificate. The header is in Arabic and includes links for 'تسجيل الدخول' (Login), 'تطبيق الجولات الافتراضية' (Virtual Tours Application), 'المنتجات التفاعلية' (Interactive Products), 'رواية العرض الاستثمارية' (Investment Presentation Story), 'الاستثمار الإلكتروني' (Electronic Investment), 'خدمات بايدي' (Services by Hand), and 'عن بايدي' (About Baidei). The main title is 'التحقق من شهادة التصنيف' (Verify Classification Certificate). Below the title is a search bar with the placeholder 'بحث' (Search). The form contains several dropdown menus for filtering: 'مدينة' (City), 'نوع التصنيف' (Type of Classification), 'نشاط التصنيف' (Classification Activity), 'تاريخ انتهاء الشهادة (من)' (Expiration Date of Certificate (from)), 'درجة شهادة التصنيف' (Classification Certificate Degree), 'رقم الهاتف' (Phone Number), and 'تاريخ انتهاء الشهادة (الى)' (Expiration Date of Certificate (to)). A 'بحث' (Search) button is located at the bottom right of the form.

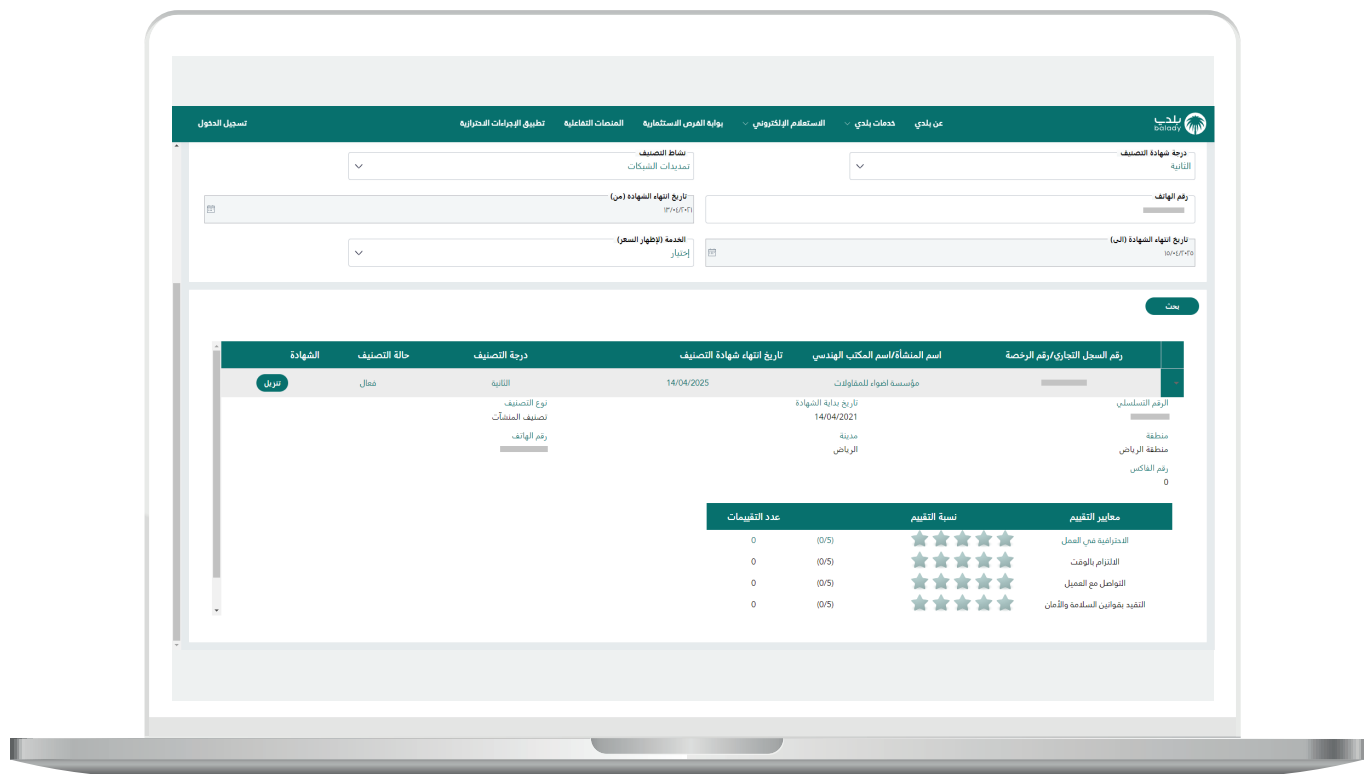


13) The system retrieves the certificate details, which appear as shown below. The user can download the certificate by clicking (**Download**).

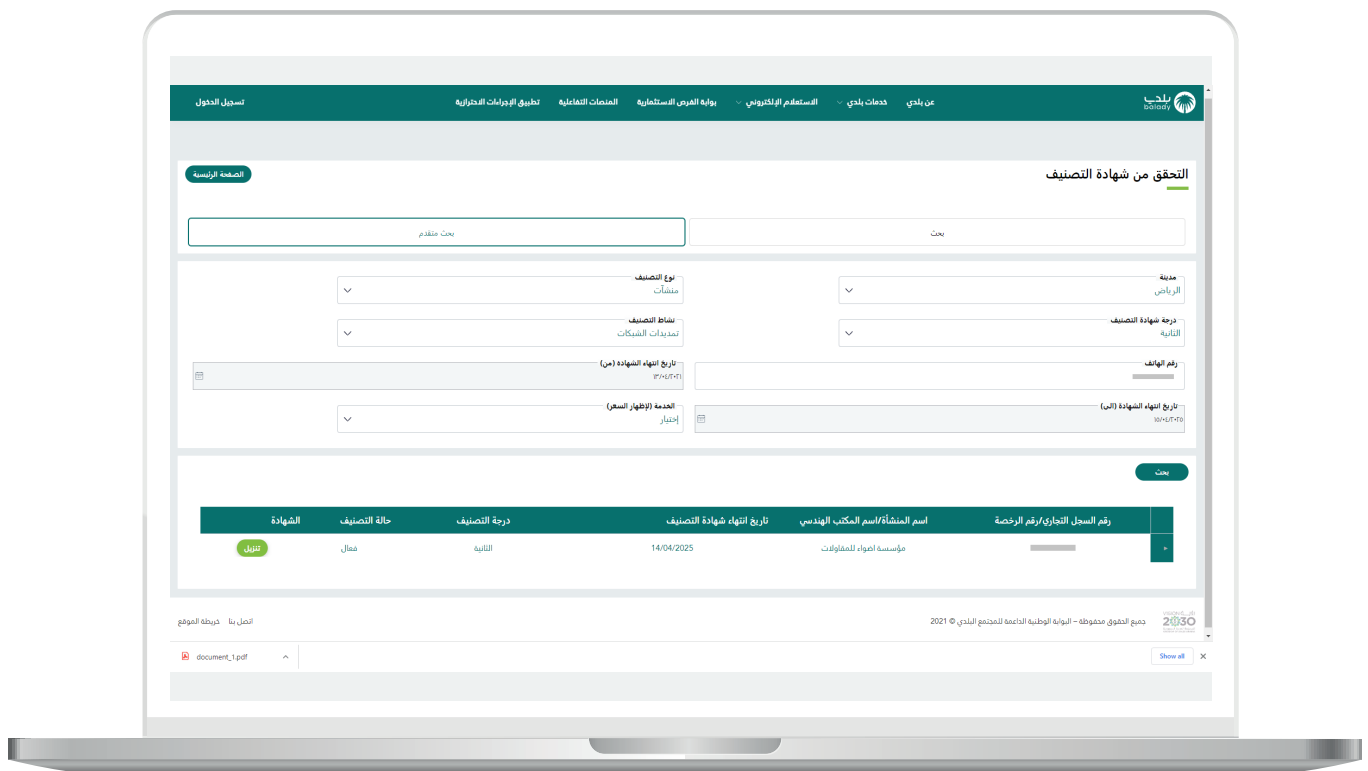
The screenshot displays a web application interface for the Engineering Offices System. The top navigation bar includes links for 'تسجيل الدخول' (Login), 'عن بلدي' (About My City), 'خدمات بلدي' (My City Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'بوابه العرض الاستثمارية' (Investment Offer Portal), 'المنتجات التمويلية' (Financial Products), 'تطبيق الجولات الافتراضية' (Virtual Tours App), and 'تسجيل الدخول' (Login). The main content area is titled 'التحقق من شهادة التصنيف' (Verify Classification Certificate). It features a search bar with a 'بحث متقدم' (Advanced Search) button. Below the search bar, there are several dropdown menus for filtering results: 'مدينة الرياض' (Riyadh City), 'درجة شهادة التصنيف الثانوية' (Secondary Classification Certificate Degree), 'نوع التصنيف' (Classification Type), 'نشاط التصنيف' (Classification Activity), 'تاريخ انتهاء الشهادة (من)' (Certificate Expiry Date (from)), and 'الخدمة (إظهار السعر)' (Service (Show Price)). A 'بحث' (Search) button is located at the bottom right of the filter section. The results are displayed in a table with the following columns: 'الشهادة' (Certificate), 'حالة التصنيف' (Classification Status), 'درجة التصنيف' (Classification Degree), 'تاريخ انتهاء شهادة التصنيف' (Classification Certificate Expiry Date), 'اسم المنشأة/اسم المكتب الهندسي' (Establishment Name/Engineering Office Name), and 'رقم السجل التجاري/رقم الرخصة' (Commercial Register Number/License Number). The table shows one entry with the status 'فعال' (Active), degree 'الثانوية' (Secondary), expiry date '14/04/2025', and establishment name 'مؤسسة لواء للمقاولات' (Lواء Foundation for Contractors). A 'تحميل' (Download) button is located at the bottom left of the table.

الشهادة	حالة التصنيف	درجة التصنيف	تاريخ انتهاء شهادة التصنيف	اسم المنشأة/اسم المكتب الهندسي	رقم السجل التجاري/رقم الرخصة
الشهادة	فعال	الثانوية	14/04/2025	مؤسسة لواء للمقاولات	

14) Clicking on the certificate displays its detailed information, as shown in the following screen.



15) Clicking (**Download**) saves the certificate file to the user's device, as shown in the following screen.



16) Opening the downloaded certificate file displays it as follows.



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

