

NEW E-SERVICE

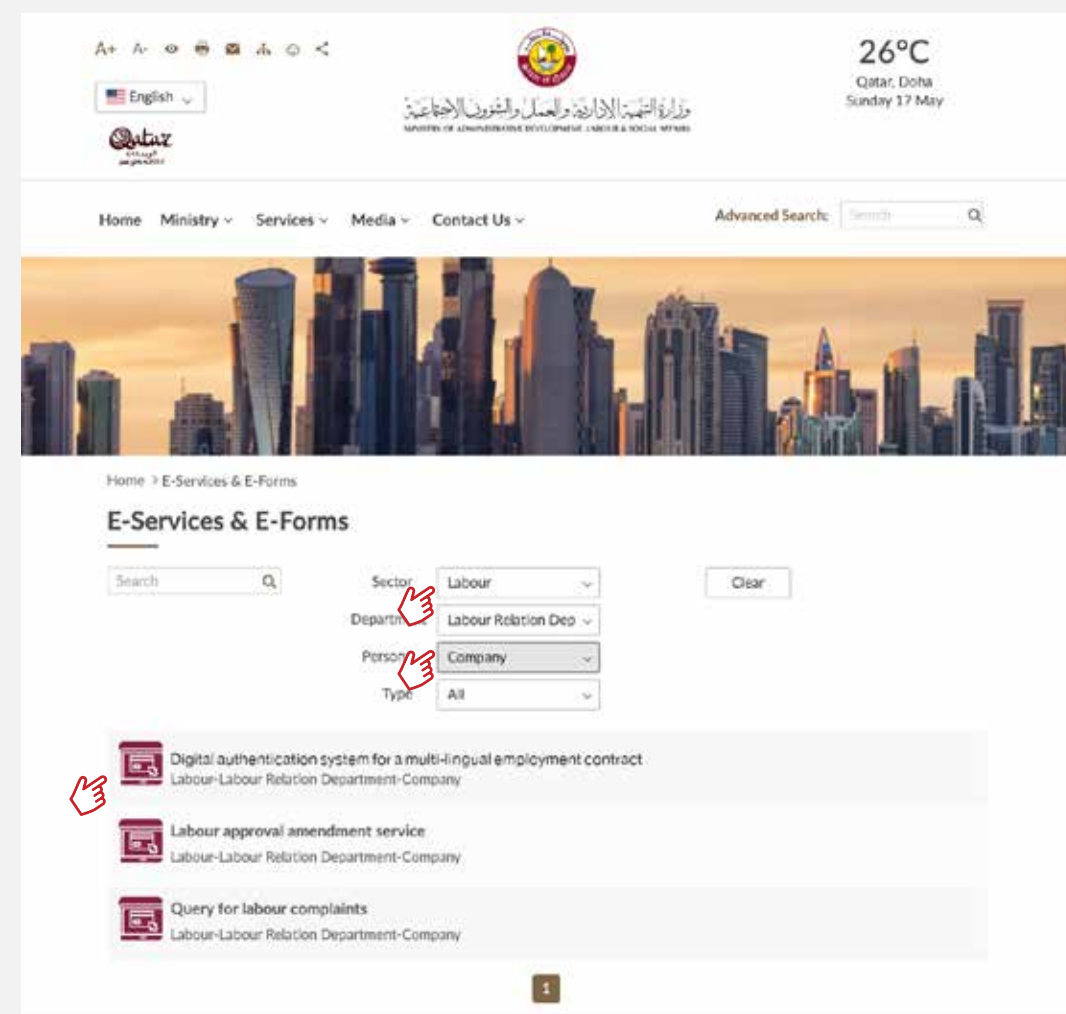
Digital authentication system for a multi-lingual employment contract



وزارة التنمية الإدارية والعمل والشؤون الاجتماعية
MINISTRY OF ADMINISTRATIVE DEVELOPMENT, LABOUR & SOCIAL AFFAIRS

1

- Access the Ministry's website and select service as shown in picture
- Access via Smart card through National Authentication System
- Create and print the employment contract based on the information required



NOTE

If you are a new user of the application, please register via the national authentication system on the website

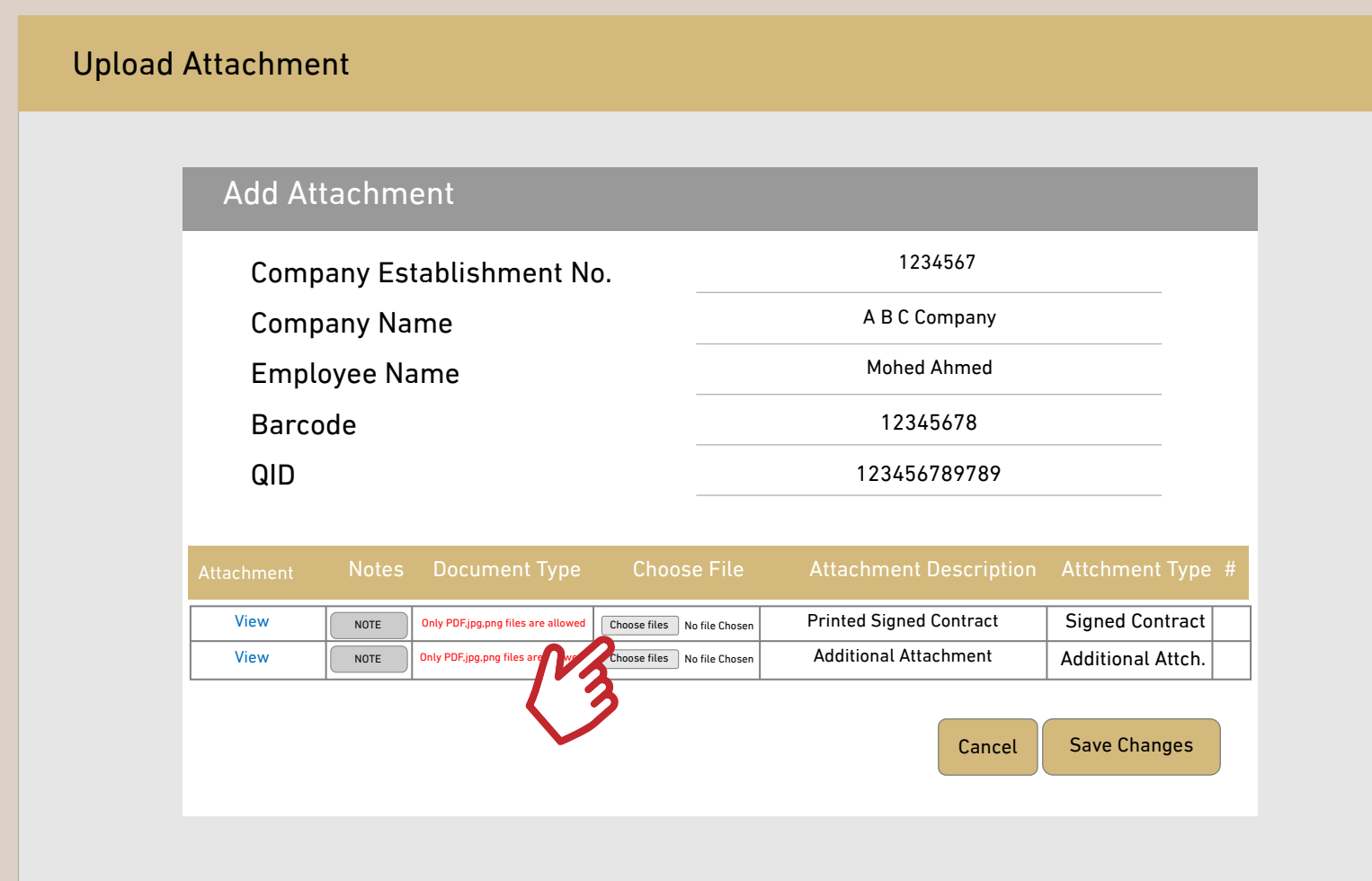
2

- After completing the first step
- Attach the employment contract after it has been signed by both parties between the worker and the authorized signatory at the facility by clicking on send the attachments



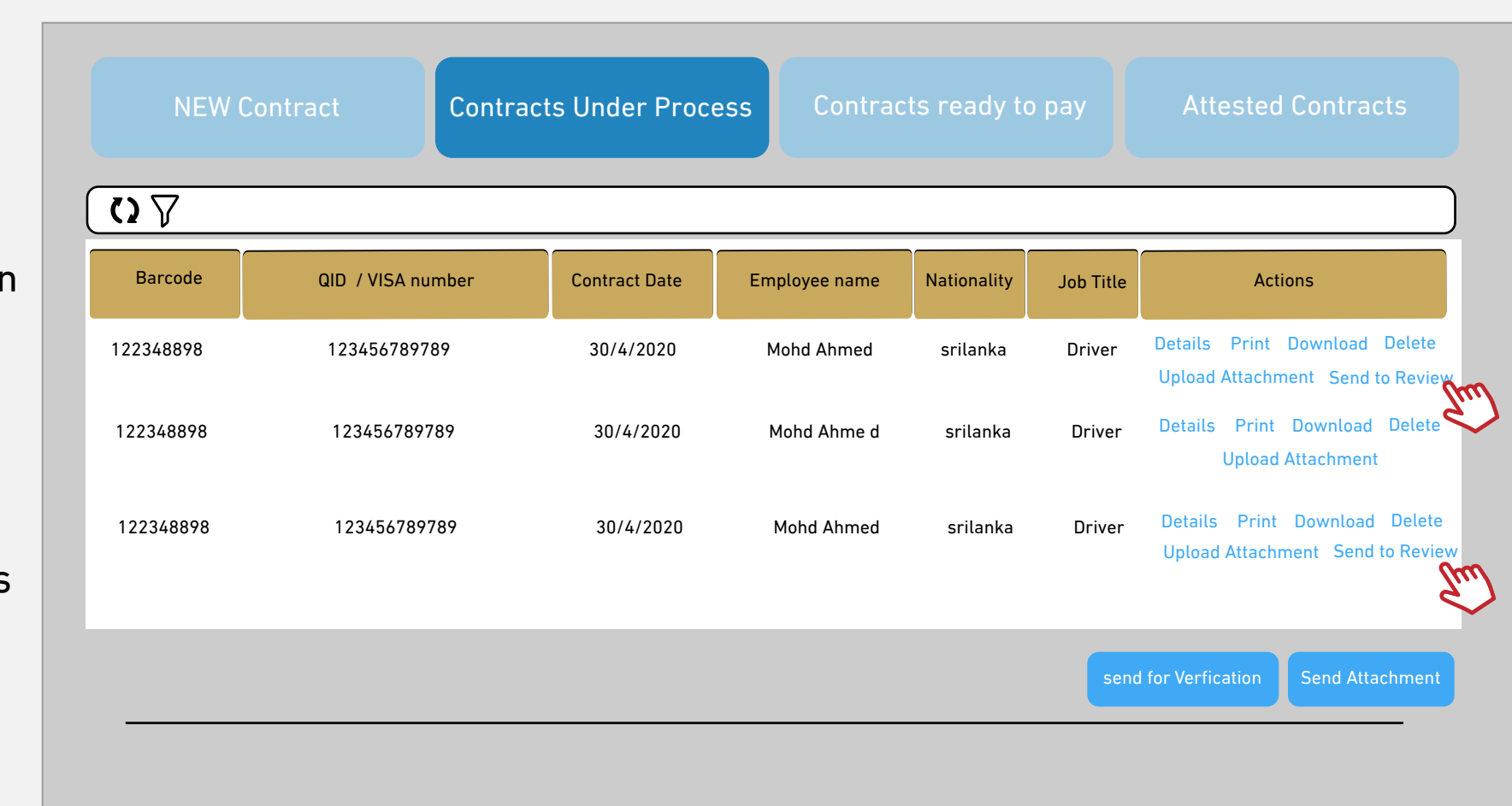
3

- The user must copy or scan the contract after it is signed by both parties
- Select the file to be uploaded
- After the file has been uploaded and confirmed, click Save changes



4

- A new field from the list of contracts will appear in the process field [Send for verification](#)
- When clicking [Send for verification](#), the Ministry's officials will check and verify the transaction



5

- After the verification process, the contract appears of contracts ready for payment
- select the contract and click pay



6

- Fill out the payment information
- After completing the payment process, a message will appear, your transaction has been successfully completed
- You can then print the receipt or send it to your email

