

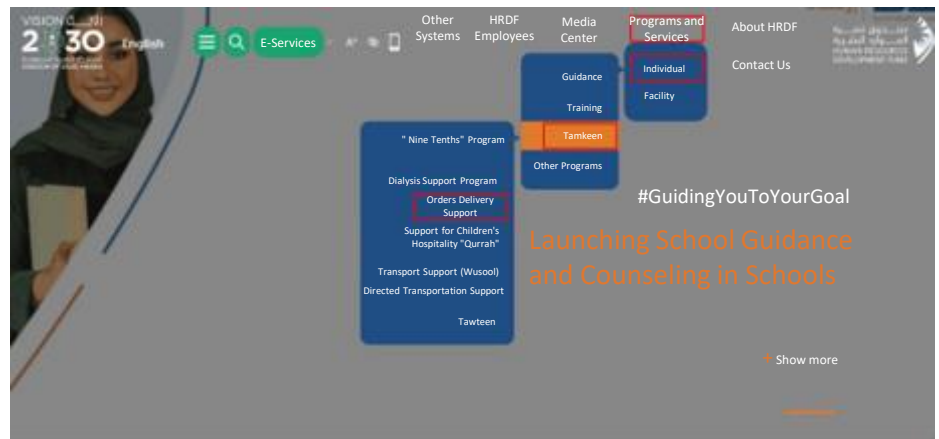


# User Manual

For accessing the service under  
the Self-Employment Support  
Product – Orders Delivery  
Support

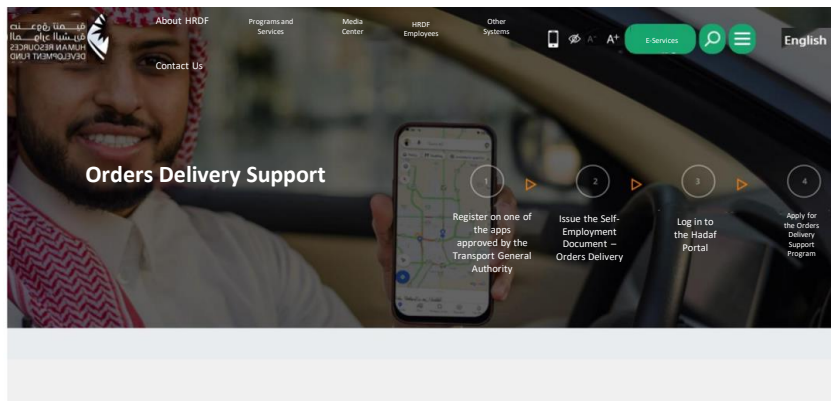
## Step One: Login

Login via the Human Resources Development Fund (HRDF) Website



- The user should access the Human Resources Development Fund's official website.
- From the top navigation menu, select: Beneficiaries > Programs and Services > Individual > Tamkeen > Orders Delivery Support

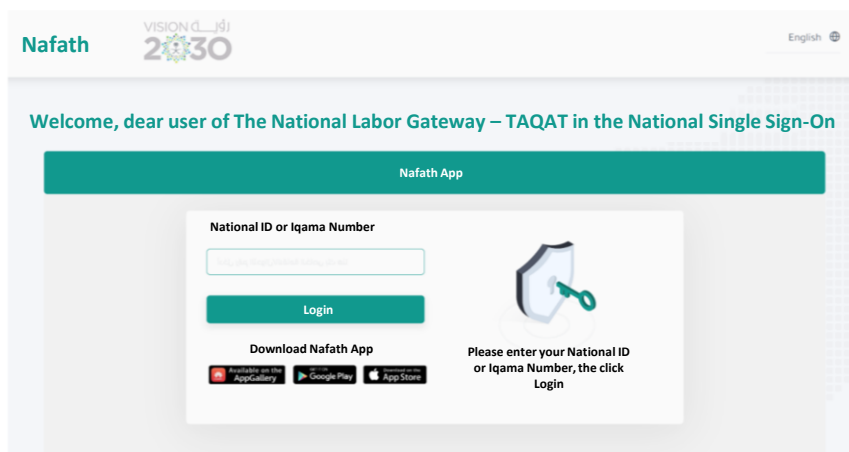
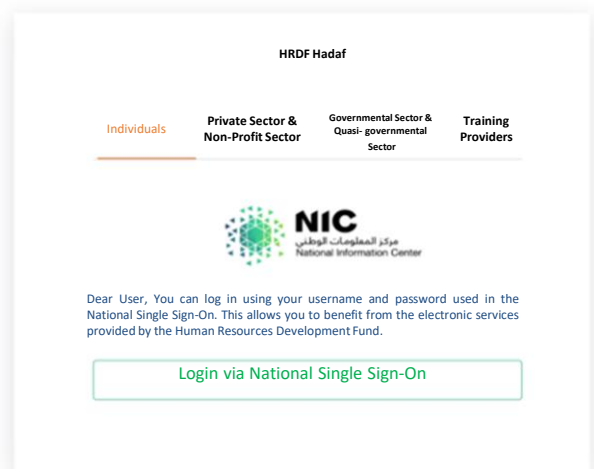
- The beneficiary can register for the Orders Delivery Support Program by clicking on the "Register" button, as shown above.
- The system will then redirect the beneficiary to the login page of the Electronic Services Portal.



## Step One: Login

Login via the National Single Sign-On (Nafath) system

- The system will display the National Single Sign-On Portal to the beneficiary to complete the registration. The user should click on “Login via National Single Sign-On”.



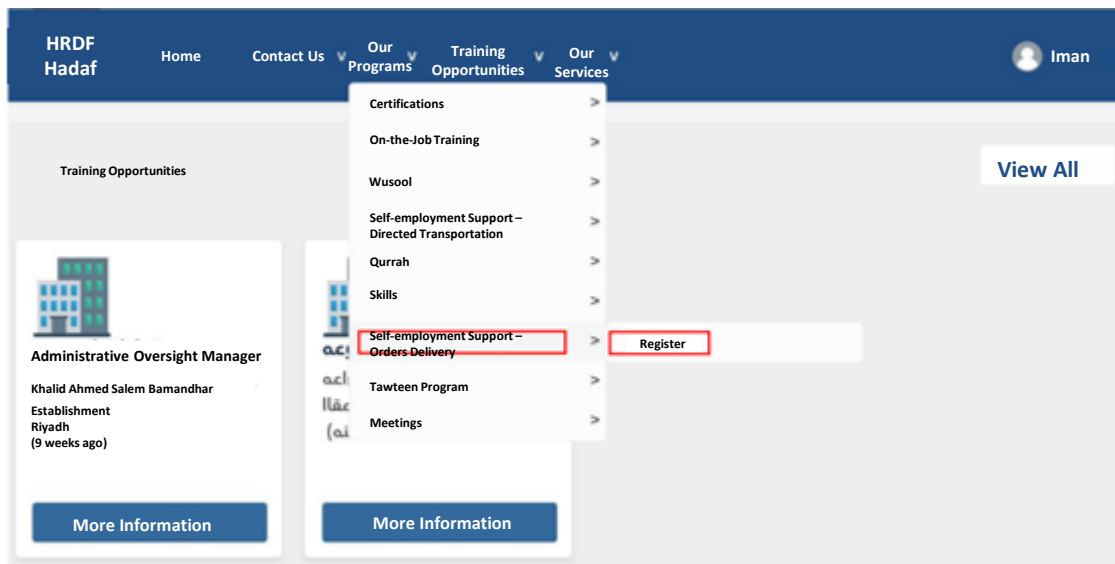
- Then, the system will redirect the beneficiary to the National Single Sign-On, where the individual must enter their National ID number, and then click Login to proceed

## Step Two: Complete Your Personal Profile

The screenshot displays the Jadarat Unified Employment Platform interface. The top navigation bar includes the Jadarat logo, a 'Pilot Launch' button, and links for Home, View Jobs, Apply, CV, and Support and Information Center (highlighted with a red box). The 'Support and Information Center' dropdown menu is open, showing options: Contact Us, FAQs, About the Platform, Hadaf Services and Programs (highlighted with a red box), and User Guide. The main content area shows the 'Personal and Contact Information' section with a progress bar indicating 36% completion. A banner image of a desert landscape is visible, along with a profile picture placeholder labeled 'NS' and the name 'Nouf Saad'. At the bottom, a section for 'Personal Information' is shown, noting that the information was retrieved from the Nafath Portal.

- To access Support and Information Center, go to:  
Programs and Services > Hadaf Services

## Step Three: Register for the Program



- After the beneficiary completes his personal profile on the Jadarah platform, he will be redirected to the HRDF website.
- To register and benefit from the program, the beneficiary should navigate to: Our Programs > Self-employment Support – Orders Delivery > Register

## Step Three: Registering for the Program

HRDF  
Hadaf

Home Contact Us Our Programs Training Opportunities Our Services About TAQAT

Mastoura Hassan Mohsen

### Registering in the Self-employment Support Program – Orders Delivery

Request Number

Request Date

18-10-2023

Name

Mastoura Hassan Mohsen

National ID Number

1000103331

☒ I hereby acknowledge and commit that I have reviewed all the [eligibility requirements](#).

I confirm that I meet the requirements to receive the support provided by the HRDF for self-employment workers in the orders delivery service. I also commit to promptly notifying the HRDF in the event of my employment or any changes to my eligibility conditions for this program. The HRDF may reclaim any amounts disbursed to me if I violate the eligibility criteria or receive support based on the submission of any false, incorrect, or forged documents, information, or data.

Cancel Submit Support Request

- The system will display the beneficiary's personal information.
- The beneficiary must agree to the registration declaration for the program by activating the box as shown above.
- If the beneficiary wishes to submit a support request, he must click "Submit Support Request" as shown above.

## Step Three: Registering for the Program

Are you sure you want to submit  
the request?



Yes No

- The system will display a confirmation message to the beneficiary. To proceed with registration, the beneficiary must click "Yes" to confirm.

## Step Three: Registering for the Program

### Registering in the Self-employment Support Program – Orders Delivery

✓ Dear Beneficiary, We are pleased to inform you that your support request for the Self-employment Support – Orders Delivery Program has been approved. For more information, please check the email sent to you in this regard. Wishing you all the best, HADAF

Request Number

Request Date

Name

National ID Number

✓ I hereby acknowledge and commit that I have reviewed all the **eligibility requirements**. I confirm that I meet the requirements to receive the support provided by the HRDF for self-employment workers in the orders delivery service. I also commit to promptly notifying the HRDF in the event of my employment or any changes to my eligibility conditions for this program. The HRDF may reclaim any amounts disbursed to me if I violate the eligibility criteria or receive support based on the submission of any false, incorrect, or forged documents, information, or data.

Cancel

Submit Support  
Request

- After completing the registration and verifying the beneficiary's eligibility, the system will display the message: "Your support request has been approved."



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