

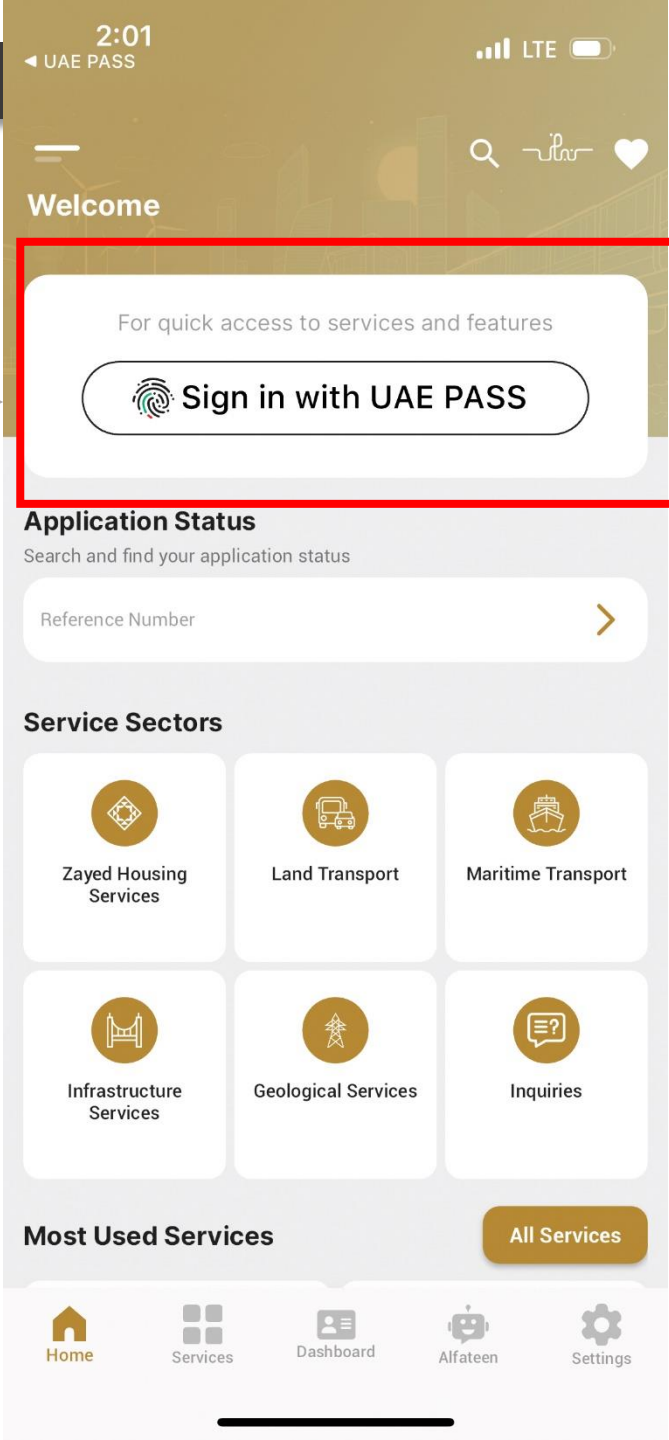


UNITED ARAB EMIRATES
MINISTRY OF ENERGY & INFRASTRUCTURE

UAE PASS - Corporate Account “Add PROs by owner” in Mobile App

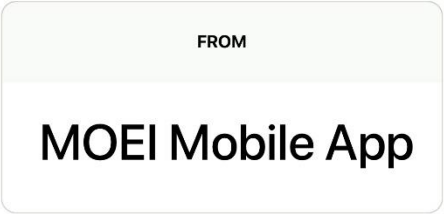
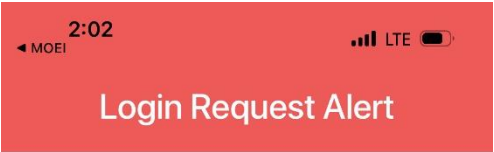
Steps to Add new PROs

1. Click on "Sign in with UAE PASS".

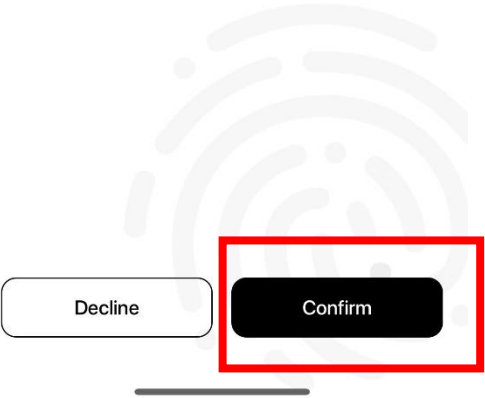
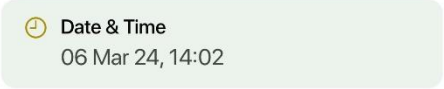


Steps to Add new PROs

2. Open the UAE PASS application on your mobile to allow access.

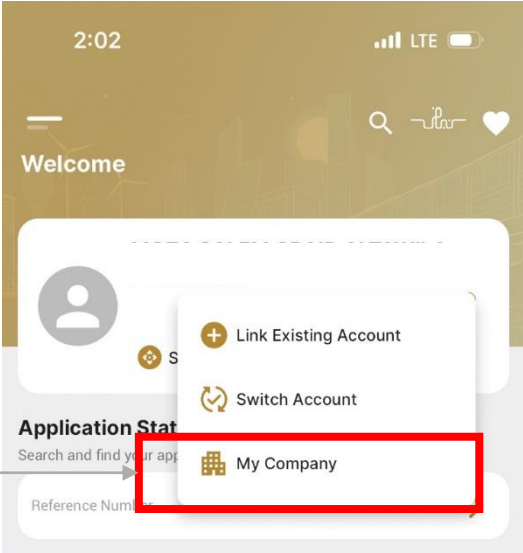
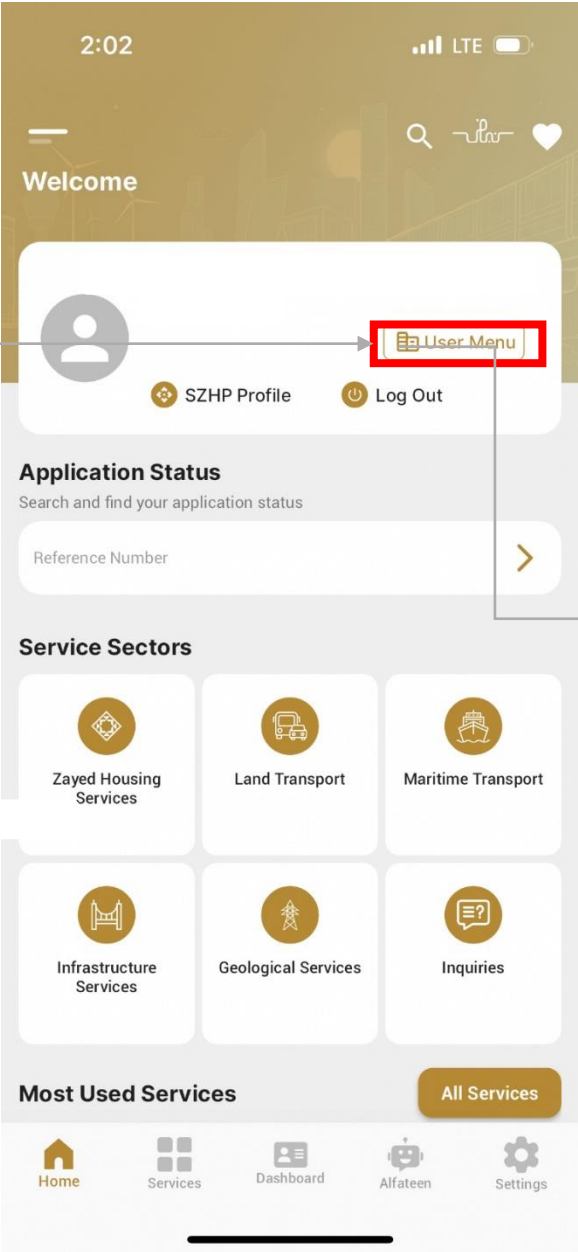


REQUEST DETAILS



Steps to Add new PROs

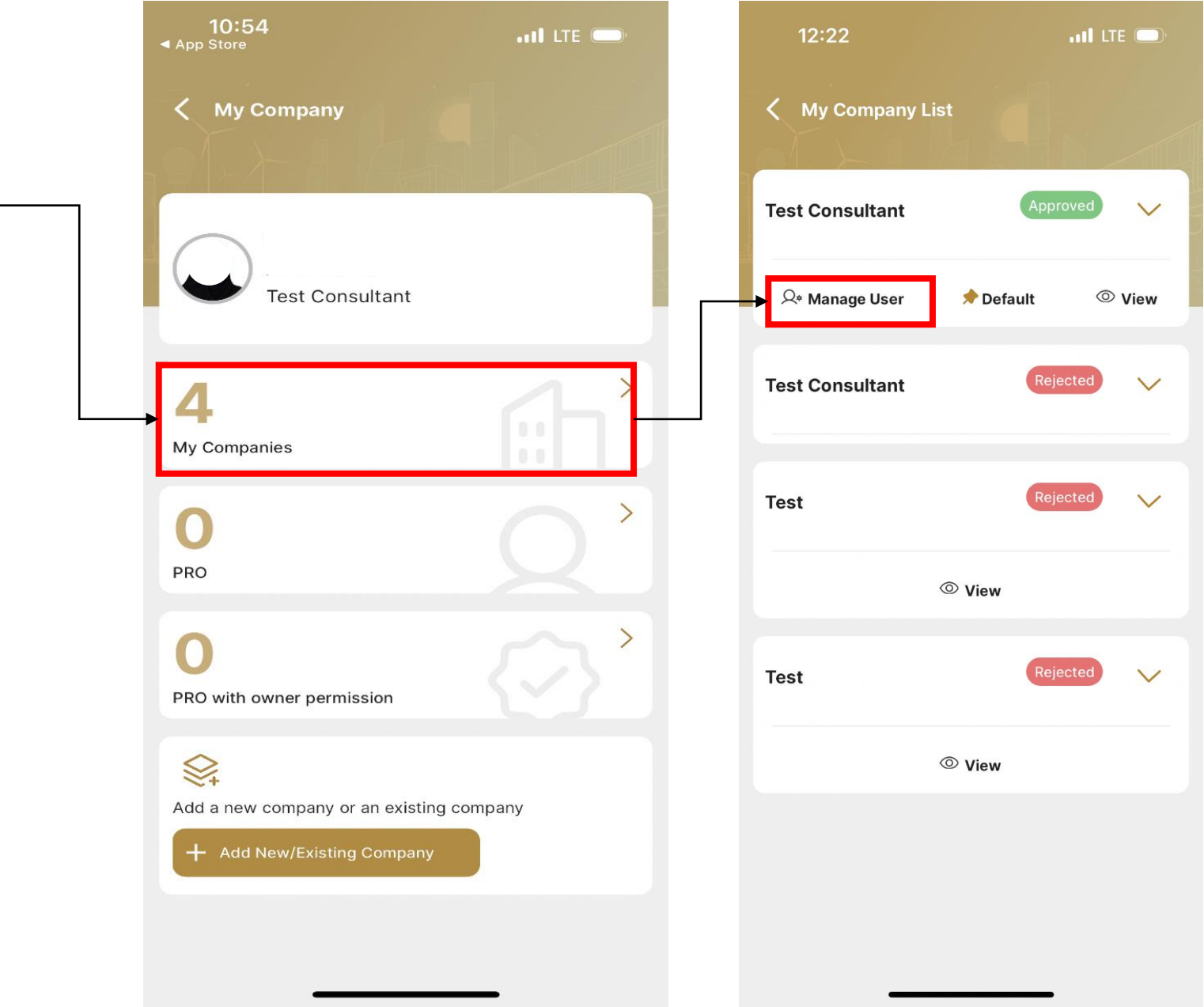
3. Click on user Menu then choose “My Company”



Steps to Add new PROs

4. Please select the "My Companies" page to access the list of companies. Choose the company name and click on the "Manage User" icon highlighted in red to begin the process of adding a PROs

Note: To Add PROs , first they need to login with UAE PASS then they can be added within Company profile as users



Steps to Add new PROs

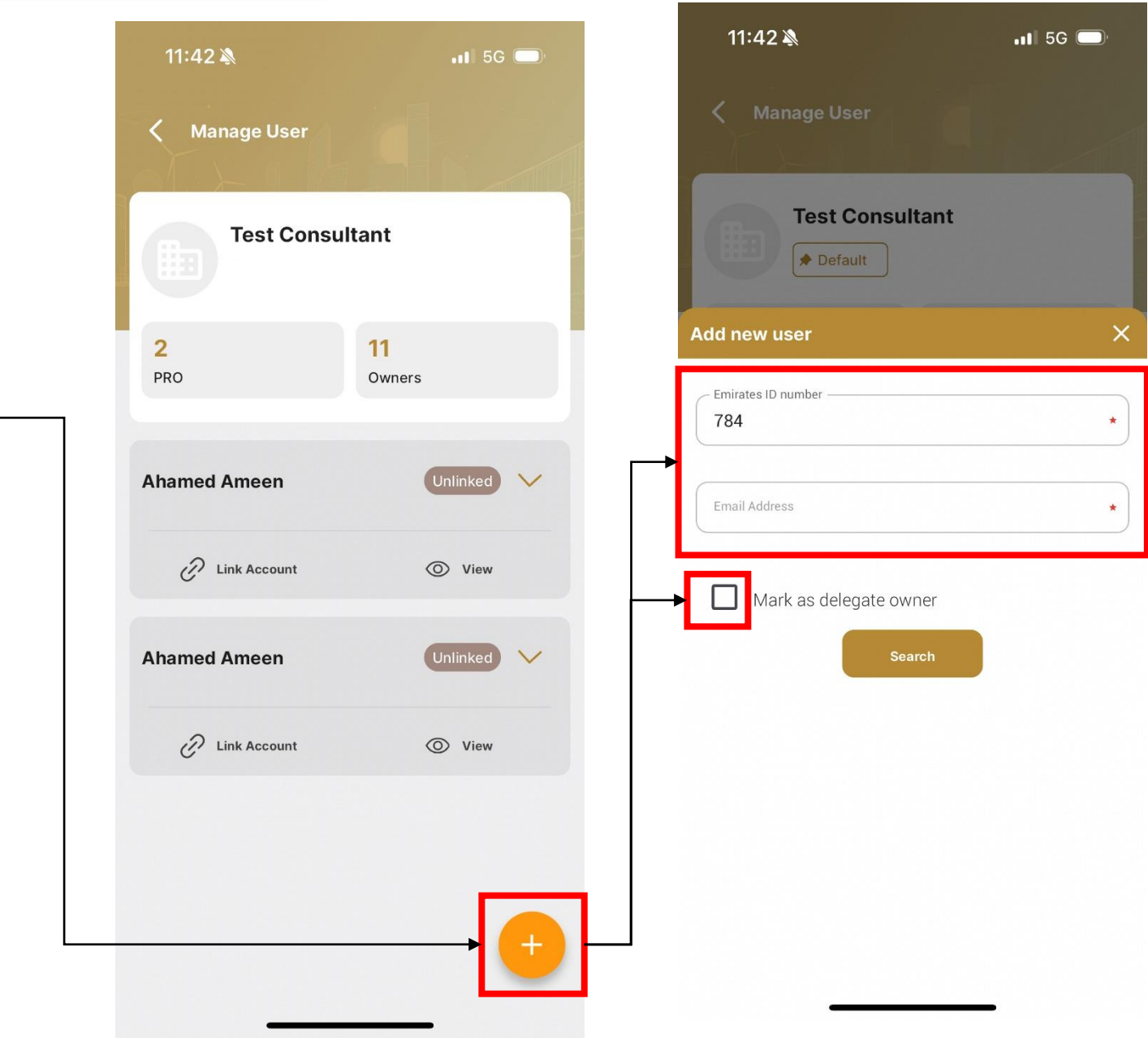
5. Click on + to add the PRO within your company

Note: in case you want to give the PRO the privilege to add other PROs within the same profile you can click on “Mark as Delegated Owner”

6. Please add the PROs ID number and email address.

Note: The required email for the search field should be the one registered in UAE PASS

Note: To Add PROs , first they need to login with UAE PASS then they can be added within Company profile as users



Steps to Add PROs

6. Click on Manage Users Icon highlighted in Red to add PROs

Test Consultant

Approved

Name

moeicustomer

License Number

22222سجس

Email Address

ameentrusty@yahoo.com

Address

Garhoud

Account Type

Owner

Establishment Number

Mobile Number

0501234567

Emirates ID Number

784198425437642

Creation Date

Aug 24, 2023 11:21

Last Updated Date

Aug 24, 2023 11:21

7. Click on Add new User icon

Alphabet Company

Number of Entries

1

+ Add new user

View Owners

Note: To Add PROs , first they need to login with UAE PASS then they can be added within Company profile as users

Steps to Add PROs

8. Add the Emirates ID and the email of the PROS

9. Click on “Add User” to add the PRO within your company
Note: in case you want to give the PRO the privilege to add other PROs within the same profile you can click on “Mark as Delegated Owner”

Add new user

Emirates ID Number *

Emirates ID Number

Email Address *

Email Address

Search

Add new user

Emirates ID Number *

Email Address *

Emirates ID Number *

Emirate Dubai

Email Address

Mobile Number

Mark as Delegated Owner

Add user

Search

Note: To Add PROs , first they need to login with UAE PASS then they can be added within Company profile as users