

# A guide to renew your Mobile Registration

Simply follow the given steps to renew your company documents online

| Log in to Rusinees Online              | Benefits of our Business                          |
|--|---|
| Log in to Business Online              |   |
| Etisalat Password      Login using OTP | Online Account                                    |
|  | Comprehensively manage your Etisalat accounts,    |
| Username or email*                     | control your services, and upgrade your products. |
|  | Dashboard With Full Visibility Of Accounts        |
| Password*                              | Solution For All Your Business Requirements       |
|  | Manage, View And Pay Your Bills                   |
| Remember me Forgot password ?          |   |
| SIGN IN                                |   |
|  | REGISTER  |
| Sign in with UAE PASS                  |   |

#### Step 1:

Easily log in to Business Online Portal by clicking on **'SIGN IN WITH UAE PASS'**.

### Step 2:

Then click on 'MANAGE'.



|  | JAT TEST A<br>registered on 05.12.2018 | RABIC SEMI              | REG 05122              | 2018                |   |       |     |   |
|--|--|-------------------------|------------------------|---------------------|---|-------|-----|---|
| My Companies                                     | Delivery Addre                         | esses Users             |                        |                     |   |       |     |   |
| Party Name<br>UAT TEST B2B ORDE<br>MANAGED PARTY | RING CESSATION ALT                     | Party ID<br>43475572    |                        | EXPIRED (18 DECEMBE | Ð | RENEV | N N | Ŷ |
| () Your Establishm                               | ent Card has expired.                  | Renew by 18 December 20 | 21 to avoid disruption | n of services.      |   |       |     | 5 |
| Party Name<br>UAT_TEST_B2B_ORDI<br>PARTY         | RING_CESSATION                         | Party ID<br>44708830    |                        | ACTIVE              |   | UPDAT | E   | ~ |
|  |  | Party ID                |                        | EXPIRED (10 APRIL)  |   | RENEV | N   | ~ |

#### Step 3:

Click on 'MY COMPANIES' and then click on the 'RENEW' button for the Party ID/ Company with expired documentation.

## Step 4:

Review your accounts and click on **'CONFIRM'**.

| etisalat and                           | ASHBOARD MANAGE PAY ORDER SERVICES                                       | SUPPORT                         | AHMED عربية            |
|--|--|---------------------------------|------------------------|
| 2 Accounts under Party ID 44           | 708830 are about to be renewed   |                                 |                        |
| I confirm the intend to renew all thes | e accounts   |                                 |                        |
| Please click here to disown the numb   | ers that do not belong to you,   |                                 |                        |
|  |  |                                 | CONFIRM                |
|  |  |                                 |                        |
|  |  |                                 |                        |
| Review all your accounts               |  |                                 | Ĺ                      |
| -                                      | 5<br>II. If you found an account that does not belong to you, please cor | nact Etisələt Business Support  |                        |
| NOTE: You cannot make a partial renewa |  | ntact Etisalat Business Support | ⊥ DOWNLOAD EXCEL SHEET |
| -                                      | il. If you found an account that does not belong to you, please cor      | ntact Etissiat Business Support | DOWNLOAD EXCEL SHEET   |
| NOTE: You cannot make a partial renewa | il. If you found an account that does not belong to you, please cor      | ntact Etisalat Business Support | DOWNLOAD EXCEL SHEET   |



#### Step 5:

Next, click on **'CONTINUE WITH UAE PASS'** to proceed with document sharing.

### Step 6:

Enable document sharing on the UAE Pass App by clicking on **'ALLOW DOCUMENT SHARING'**. You may have to wait for a few

minutes to retrieve documents.

| 11107   |  |                         |
|---|--|-------------------------|
| Request for sharing   | ASHBOARD MANAGE PAY ORDER SERVICES SUPPORT   | AHMED                   |
| Emirates Telecommunication Corporation<br>Reason for request  | UAE PASS Document Sharing  |                         |
| Renewal of Mobile Account Registration<br>for 2 accounts  |  |                         |
| Expires on 02/01/2023 11:16 AM<br>Mandator<br>C Emira<br>Additiona<br>Requested<br>02/01/2023 11:16 AM<br>Reference No<br>ETE32w0(9880272616<br>Consent to share this information | bu are required to share document (Emirates ID) on the UAE PASS App<br>Kindy check the UAE PASS App and approve the notification for sharing the documents (Emirates ID) |                         |
| Allow Document Sharing<br>Reject  | ) • • •  | etisalat <sup>™</sup> e |
| û 🖻 l 🥙   | cy Code of practice Terms & conditions Etisalat Tenders Careers  |                         |

| < | Document upload 1 of 2 - Establishment Card   |
|---|---|
|   | Having an up to date document on file is important in order to avoid an interuption to your services. |
|   | Document Type<br>Establishment Card   |
|   | Q   |
|   | Drag & Drop<br>or browne your file. Maxilie size of upto 5MB<br>Support format: JPEG,PNG, PDF         |
|   |   |
|   | Issuing Authority V Document Number   |
|   | Issuance date Expiry Date   |
|   | PROCEED   |

#### Step 7:

Post document sharing, upload the company's Establishment Card.

### Step 8:

Once the file has been uploaded successfully, fill in the details and click on **'PROCEED'**.

| Document upload 1                             | of 2 - Establishment Card                              |                 |  |
|---|--|-----------------|--|
| Having an up to date document on file is impo | rtant in order to avoid an interuption to your service | 95.             |  |
| Document Type<br>Establishment Card           | ~  |                 |  |
|   |  |                 |  |
| File upload<br>Click on the file              | ed successfully!<br>name below to preview              | 100 % Completed |  |
| WITHOUT TAC REREGSTRTION PAGE.JPG             |  |                 |  |
| Issuing Authority<br>GDRFA - Fujairah         | Document Number<br>7/0/979666                          |                 |  |
| Issuance date                                 | Expiry Date  |                 |  |

|   | etisaluit and DASHBOARD MANAGE PAY ORDER S    | ERVICES SUPPORT                                 | AHMED                   | العربية |
|---|---|---|-------------------------|---------|
| < | Document upload                               | 1 2 of 2 - Trade License                        |                         |         |
|   | Having an up to date document on file is impo | rtant in order to avoid an interup              | otion to your services. |         |
|   |   | •   |                         |         |
|   |   | g & Drop  |                         |         |
|   | or <u>browse</u> your file<br>Support for     | Max file size of upto 5MB<br>nat: JPEG,PNG, PDF |                         |         |
|   |   |   | ~                       |         |
|   | Emirate                                       | <ul> <li>Issuing Authority</li> </ul>           | ~                       |         |
|   | Trade License ID                              | Issuance date                                   |                         |         |
|   | Expiry Date                                   |   |                         |         |
|   |   |   |                         |         |
|   |   |   | SUBMIT                  |         |

## Step 9:

Next, upload the company's Trade License.

# Step 10:

Once uploaded successfully, fill in the details and click on **'SUBMIT'**.

| < | Document upload 2                                  | of 2 - Trade License  |
|---|--|---|
|   | Having an up to date document on file is important | nt in order to avoid an interuption to your services.               |
|   | File uploaded<br>Click on the file nam             |   |
|   | Upto SMB only                                      | 100 % Completed   |
|   | TL_PDF_SAMPLE.PDF                                  |   |
|   | Errivates<br>Abu Dhabi                             | Issuing Authority<br>AUH - Department of Economic Development (DED) |
|   | Trade License ID<br>6780676                        | Imuree data<br>01.03.2023   |
|   | Expiry Date<br>01.04.2023                          |   |
|   |  |   |
|   |  | SUBMIT  |



## Step 11:

Documents will be submitted to the Etisalat back office for verification. Once verified, the customer will automatically receive a notification on their registered email ID.