

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

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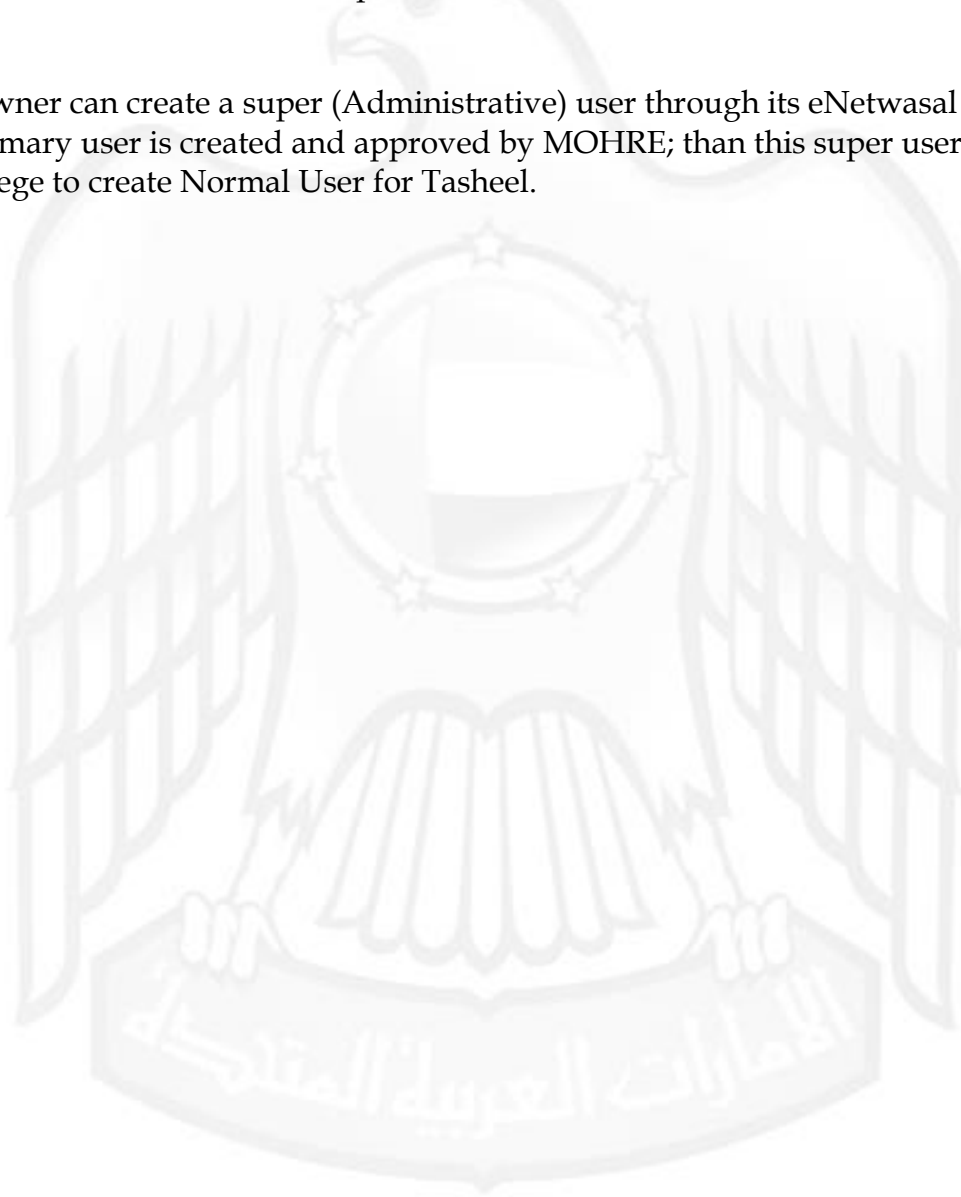
## Tasheel User Registration

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## Introduction

Ministry of Human Resource and Emiratisation has developed a Tasheel Registration Process to be part from their Tasheel system which will provide service centers and companies with simple and direct registration for Tasheel users by supporting them with all registration services and tools to complete access their Tasheel services smoothly, easily and quickly.

Company owner can create a super (Administrative) user through its eNetwasal account. Once the primary user is created and approved by MOHRE; than this super user will have all the privilege to create Normal User for Tasheel.



## Primary User in Tasheel

Company owner will require creating a super user (Administrative user) through eNetwasal. Once a Super user is created and approved by MOHRE; thereafter this user can create and manage users in Tasheel.

- To create a primary user, log into your eNetwasal account.

The screenshot displays the eNetwasal website for the United Arab Emirates Ministry of Human Resources & Emiratization. The header includes the national emblem and the ministry's name in Arabic and English, along with a search icon and user options like 'Logout' and 'Register'. A navigation bar contains links for 'ABOUT US', 'LAWS & LEGISLATION', 'SERVICES', 'MEDIA CENTER', 'EPARTICIPATION', and 'CONTACT US'. The main content area features the 'eNetwasal' logo and a list of services available to employers, such as 'Person Information', 'Labour Card Status', 'Company Information', 'Salary Certificate', 'Company Employee List', and 'Some more services'. A 'Steps to create your account' button is also visible. Below this, there are two distinct sections: 'Are you an Employee?' with links for 'Labour Card Information', 'Contract Information', 'Salary Complain', and 'Salary Complain Status'; and 'Employer Login' which offers 'Log in with SmartPass' and a standard username/password login form with a 'Submit' button and a link for 'New Owners Signup here'.

- On logging into the system, choose 'Register Super User' from the left menu.

Home
e-Information
e-Inspection Scheduling
WPS Reports
Employees
Register Super User
Change Password
Security Question
Edit Profile
Logout

- Enter the company number for which super user needs to be created. Please note only 1 super user can be created

**Company Information**

**Company Number**

**Submit**

- Once you enter company number, there is a Pledge (Terms / Condition) that needs to be accepted to proceed further.

**Register Super User**

**User Pledge**

**الموضوع / شروط كلمة السر**

❖ الشروط الواجب توافرها لطلب كلمة السر:

- أتعهد بأنني مخولاً قانونياً وقادراً على استخدام هذا النظام الإلكتروني وفقاً للشروط والأحكام الواردة.
- أتعهد بمسؤولية الحفاظ على كلمة السر وكما اتحمل المسؤولية الكاملة عن أية عملية أو طلب خدمة تتلقاها الوزارة بموجب كلمة السر الخاصة بي وحتى لو لم تكن مقصودة.
- أتعهد وأوافق على ابلاغ الوزارة عن أية استخدامات غير مصرحة أو خروقات صادرة من كلمة السر.
- أتعهد بعدم استخدام كلمة السر لأي شخص آخر دون الحصول على إذن من صاحب الحساب.
- تحتفظ الوزارة بحقها المطلق باتخاذ كافة الإجراءات التي تجدها ضرورية للحفاظ على أمن المعلومات بما فيها على سبيل المثال لا الحصر إلغاء كلمة السر أو طلب معلومات إضافية.
- أتعهد عند الدخول واستخدام الخدمات في كل مرة ألتزم بأن تكون جميع المعلومات صحيحة وفي حالة القيام بتقديم أية معلومات أو بيانات غير مطابقة للشروط بحق للوزارة إنهاء صلاحية الدخول للخدمة.

I have read and understood the terms and conditions

**Accept**

- On accepted the User Pledge, super user creation form is displayed, which needs to be completed.

**Register Super User**

Company Code	675480	Company Name	GREEN EDGE COMPUTERS LLC
Person Code	10007107943407	Person Name	SHEETAL KUMAR MUTHYALA
Emirates ID No*	<input type="text"/>		
Mobile*	<input type="text"/>	Note:Activation SMS will be sent to this Mobile only	
Email*	<input type="text"/>	Note:Activation Email will be sent to this Email only	
Phone No*	<input type="text"/>	Fax*	<input type="text"/>
P.O.Box*	<input type="text"/>	Emirate for P.O.Box*	<input type="text"/>
Emirate*	<input type="text"/>	City*	<input type="text"/>
Area*	<input type="text"/>	Street*	<input type="text"/>
Complex Name*	<input type="text"/>		

**eSign** **Submit**

- User needs to ensure all the information that he/she enters is accurate as this information will be used for further communication with MOHRE; i.e SMS and emails will be sent to registered mobile number and email ID.
- E-sign is mandatory to create request for Super User.
- Once you e-sign the request, click on Submit and the request will be sent to MOHRE for approval.
- Once the request is approved by MOHRE, an activation email will be sent to registered email address to activate the super user account.

Dear SHEETAL KUMAR MUTHYALA

Thank you for registering with Tasheel,

To activate your account please click on the link below or copy and paste in your browser address bar and enter your new password

<https://eServices.mol.gov.ae/molforms/TasheelAdmin/ActivateAccount.aspx?sel=554489233MS201549286>

user ID:MS201549286

Ministry of Labour

United Arab Emirates

- Follow the step provided in the activation email to activate your super user account.
- Once the Super user is created he can log into Tasheel and perform all the administrative task like creating new user, providing privileges to user, block / unblock user, block / unblock services.



## Super User Privileges

Once the super user is created he can log into Tasheel and perform entire administrative task like creating normal Tasheel user, providing privileges to user, Block / unblock user, Block / unblock services etc.



## New Tasheel User

- To create a new Tasheel user, enter labour card number of the employee to whom the new user will be assigned.

A screenshot of a web form titled 'Card Information'. It features a single input field labeled 'Card No' and a 'Go' button to its right.

- Once you enter labour card number, there is a Pledge (Terms / Condition) that needs to be accepted to proceed further.

**Register Super User**

**User Pledge**

**الموضوع / شروط كلمة السر**

❖ الشروط الواجب توافرها لطلب كلمة السر:

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- أتعهد بمسؤولية الحفاظ على كلمة السر وكما اتحمل المسؤولية الكاملة عن أية عملية أو طلب خدمة تتلقاها الوزارة بموجب كلمة السر الخاصة بي وحتى لو لم تكن مقصودة.
- أتعهد وأوافق على ابلاغ الوزارة عن أية استخدامات غير مصرحة أو خروقات صادرة من كلمة السر .
- أتعهد بعدم استخدام كلمة السر لاي شخص آخر دون الحصول على إذن من صاحب الحساب .
- تحتفظ الوزارة بحقها المطلق باتخاذ كافة الإجراءات التي تجدها ضرورية للحفاظ على أمن المعلومات بما فيها على سبيل المثال لا الحصر إلغاء كلمة السر أو طلب معلومات إضافية.
- أتعهد عند الدخول واستخدام الخدمات في كل مرة ألتزم بأن تكون جميع المعلومات صحيحة وفي حالة القيام بتقديم أية معلومات أو بيانات غير مطابقة للشروط بحق للوزارة إنهاء صلاحية الدخول للخدمة.

I have read and understood the terms and conditions

**Accept**

- On accepted the User Pledge, normal user creation form is displayed, which needs to be completed.

**Register User**

**User Information**

Company Code	714539	Company Name	SHAKEEL GENERAL TRADING LLC
Person Code	20001017458720	Person Name	QAISER MEHMOOD ALLAH RAKHA
User Type *	select user type ▼		
Emirates ID No *	<input type="text"/>		
Mobile *	<input type="text"/>	Note:Activation SMS will be sent to this Mobile only	
Email *	<input type="text"/>	Note:Activation Email will be sent to this Email only	
Phone No *	<input type="text"/>	Fax *	<input type="text"/>
P.O.Box *	<input type="text"/>	Emirate for P.O.Box *	<input type="text"/> <input type="text"/>
Emirate *	<input type="text"/>	City *	<input type="text"/>
Area *	<input type="text"/>	Street *	<input type="text"/>
Complex Name *	<input type="text"/>		

**Submit** **close**

- Choose user type, whether it's a company user or service center user.
- User needs to ensure all the information enters is accurate as this information will be used for further communication with MOHRE; i.e SMS and emails will be sent to registered mobile number and email ID.



- On entering all the information click on 'Submit' and the request will be sent to MOHRE for approval.
- Once the request is approved by MOHRE, an activation email will be sent to registered email address to activate the normal user account.
- User need to do the needful to login his email and activate his/ her account.

### **Add Existing User**

- To add an existing Tasheel user, enter the existing user ID (MS) number and labour card number of the employee and click on 'Go'.



Card Information

Existing User ID

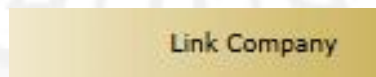
Card No

- Thereafter follow all the above steps to create new user.

### **Link Companies**

Link company is required only for company users only and not services center user. Once a normal Tasheel user is created for company, it needs to be linked to the companies for which he/she is authorized to do transaction.

- Click on link companies to link user to the company.



- You will get list of all active user.

**Link Companies**

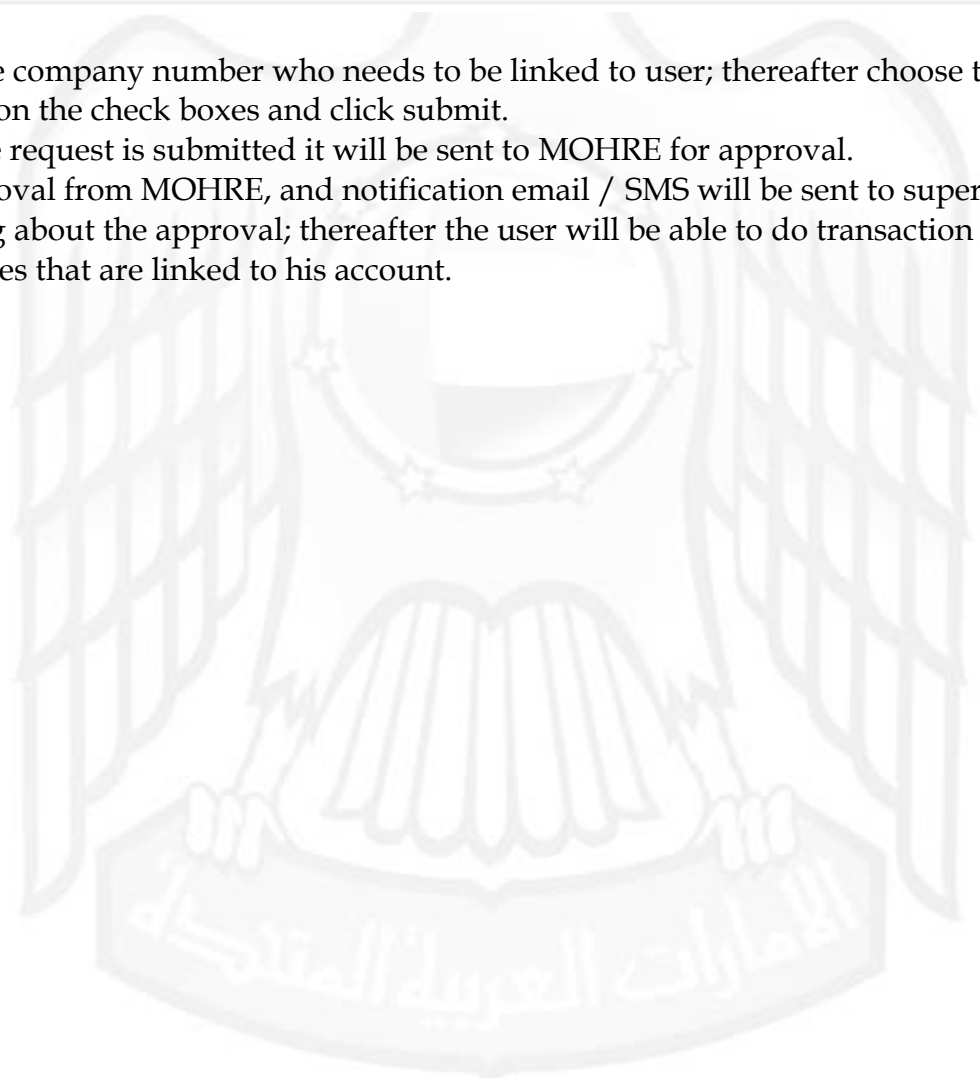
**User Information**

User Id	User Name	Email	Mobile Number	<input type="checkbox"/>
MS201559308	QAISER MEHMOOD ALLAH RAKHA	skumar31@hotmail.com	0508730666	<input type="checkbox"/>

Company No

Company Name

- Enter the company number who needs to be linked to user; thereafter choose the users clicking on the check boxes and click submit.
- Once the request is submitted it will be sent to MOHRE for approval.
- On approval from MOHRE, and notification email / SMS will be sent to super user notifying about the approval; thereafter the user will be able to do transaction for the companies that are linked to his account.



## User Service Rights

Once a user is linked to the company; we need to provide privilege to user as what kinds of services (Tasheel Forms) he will be authorized to do in Tasheel.

- Click on link 'User Service Rights' from the left menu.

User Service Rights

- User privilege form will be displayed where in you need to enter company number and choose the uses from the user list below by clicking on it.

**User Service Rights**

**User Information**

User ID  Company No

User ID	User name	Email	Mobile Number
MS201559306	قيصر محمود الشركا	skumar31@hotmail.com	0508730666

- Once you choose a user, a list of Tasheel services will be displayed, wherein you need to choose the services for which you would like to provide privilege to user.

User Service Rights			
<b>User Information</b>			
User ID	MS201559306		
User Name	QAISER MEHMOOD ALLAH RAKHA		
Mobile No.	0508730666	Email address	skumar31@hotmail.com
Phone No.	044444444		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> MOL Typing forms</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bank Guarantee <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cancel Bank Guarantee Refund Request-Before Submission</li> <li><input checked="" type="checkbox"/> Refund of Bank Guarantee</li> </ul> </li> <li><input type="checkbox"/> Deduction of Employee from Establishment <ul style="list-style-type: none"> <li><input type="checkbox"/> Deduction</li> <li>Duplicate File</li> <li><input type="checkbox"/> Deduction</li> <li>Old Cancellation not sent to computer</li> <li><input type="checkbox"/> Deported by other Authority Cancellation</li> <li><input type="checkbox"/> Deduction</li> <li>No data in Immigration</li> <li><input type="checkbox"/> Deduction</li> <li>Labour Card in another company</li> </ul> </li> <li><input type="checkbox"/> Disputations <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complaint Reactivation</li> <li><input checked="" type="checkbox"/> Complaint Cancellation</li> <li><input type="checkbox"/> Absconding - Electronic</li> <li><input type="checkbox"/> Complaint settlement</li> <li><input type="checkbox"/> Complaint Request</li> <li><input type="checkbox"/> Withdraw Absconding Report</li> </ul> </li> <li><input type="checkbox"/> Electronic Companies <ul style="list-style-type: none"> <li><input type="checkbox"/> Cancel PRO Card</li> <li><input type="checkbox"/> Submit EIDA Information</li> <li><input type="checkbox"/> E - signature Card</li> <li><input type="checkbox"/> Create New PRO</li> <li><input type="checkbox"/> Cancel Request For Private Establishment Agency</li> </ul> </li> </ul> </div> <div style="width: 48%;"> <p><input type="checkbox"/> Tasheel submissions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cancel New Labour Card A</li> <li><input type="checkbox"/> Company Employees List</li> <li><input type="checkbox"/> Company License Renewa</li> <li><input type="checkbox"/> Contract Nawakas</li> <li><input type="checkbox"/> Contract Registration</li> <li><input type="checkbox"/> eNetwasal Employee Reql</li> <li><input type="checkbox"/> Expired Labour Card List</li> <li><input type="checkbox"/> Labour Card Information</li> <li><input type="checkbox"/> National Labour List</li> <li><input type="checkbox"/> Nawakas Scanning Docum</li> <li><input type="checkbox"/> Online Cancellation</li> <li><input type="checkbox"/> Owner Role Infomation</li> <li><input type="checkbox"/> Person Information</li> <li><input type="checkbox"/> PRO Details</li> <li><input type="checkbox"/> Sponsor Information</li> <li><input type="checkbox"/> Sub Contract Registration</li> <li><input type="checkbox"/> Submit Add/Modify Owner</li> <li><input type="checkbox"/> Submit Cancel Establishm</li> <li><input type="checkbox"/> Submit Modify or Renew +</li> <li><input type="checkbox"/> Submit Modify Work Perm</li> <li><input type="checkbox"/> Submit National New Labc</li> <li><input type="checkbox"/> Submit New Labour Card :</li> <li><input type="checkbox"/> Submit New Person</li> <li><input type="checkbox"/> Submit New/Modify Establ</li> <li><input type="checkbox"/> Submit of Bank Guarantee</li> </ul> </div> </div>			

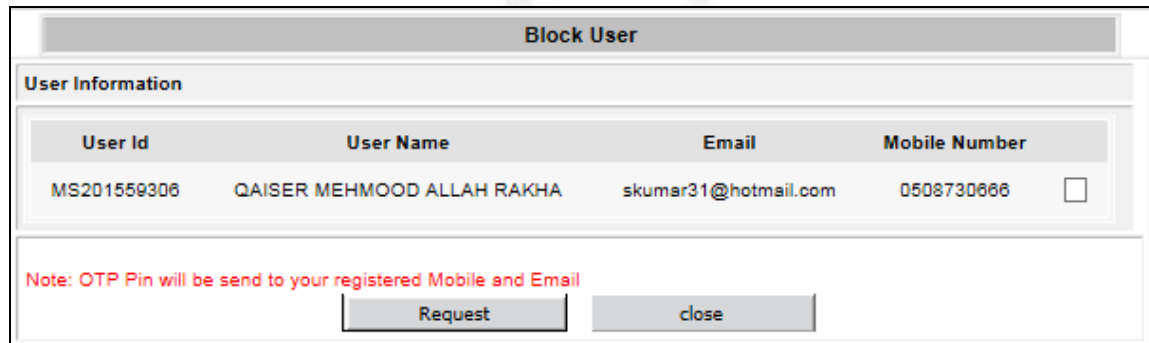
- Once the request is submitted it will be sent to MOHRE for approval.
- On approval from MOHRE, and notification email / SMS will be sent to super user notifying about the approval; thereafter the user will be able to do transaction for the companies he has privilege for.

## Block User

- Super user can request to block a user.
- To block a user choose 'Block user' from the menu.

Block User

- A form will be displayed , providing list of active user.

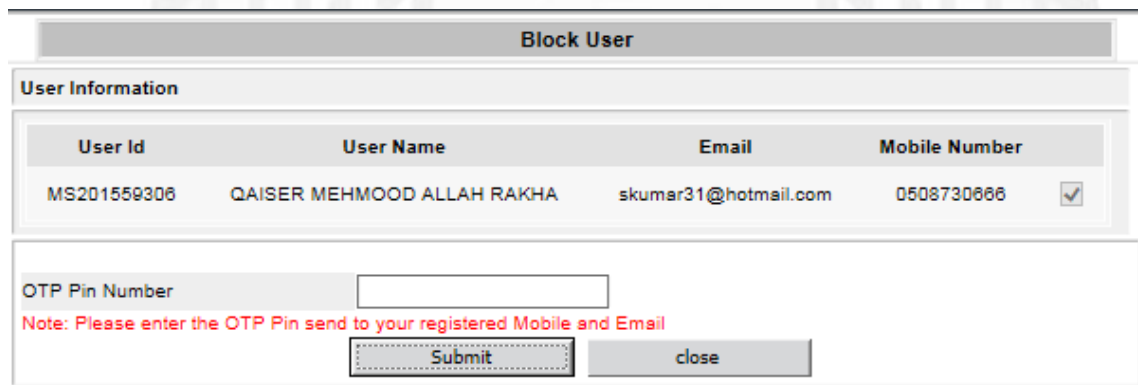


The screenshot shows a web form titled "Block User". It contains a table with the following data:

User Id	User Name	Email	Mobile Number	
MS201559306	QAISER MEHMOOD ALLAH RAKHA	skumar31@hotmail.com	0508730666	<input type="checkbox"/>

Below the table, there is a red note: "Note: OTP Pin will be send to your registered Mobile and Email". At the bottom of the form, there are two buttons: "Request" and "close".

- Choose the user you would like to block and click on 'Request'.
- On submission on request, an OTP will be sent to super user , to confirm the request has been generated by the authorized person.



The screenshot shows the same "Block User" form, but now the "Request" button is disabled and the "Submit" button is active. The table data is the same, but the checkbox in the "Mobile Number" column is now checked. Below the table, there is a text input field labeled "OTP Pin Number". A red note below the field reads: "Note: Please enter the OTP Pin send to your registered Mobile and Email". At the bottom, there are two buttons: "Submit" and "close".

- Enter the OTP received on your SMS/ email and click on 'Submit'.
- Once the request is submitted it will be sent to MOHRE for approval.
- On approval from MOHRE, and notification email / SMS will be sent to super user notifying about the approval; thereafter the user will be blocked.

## Unlock User

- Super user can request to unblock a user.
- To unblock a user choose 'unlock user' from the menu.

Unlock User

- A form will be displayed , providing list of blocked user.

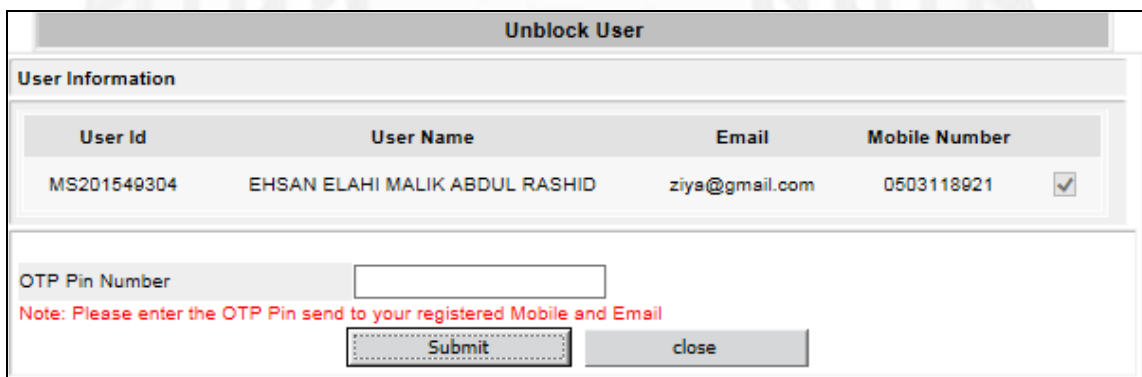


The screenshot shows a web form titled "Unlock User". Under the heading "User Information", there is a table with the following data:

User Id	User Name	Email	Mobile Number	
MS201549304	EHSAN ELAHI MALIK ABDUL RASHID	ziya@gmail.com	0503118921	<input type="checkbox"/>

Below the table, there is a red note: "Note: OTP Pin will be send to your registered Mobile and Email". At the bottom, there are two buttons: "Request" and "close".

- Choose the user you would like to unblock and click on 'Request'.
- On submission on request, an OTP will be sent to super user , to confirm the request has been generated by the authorized person.



The screenshot shows the same "Unlock User" form, but now the checkbox in the table is checked. Below the table, there is a text input field labeled "OTP Pin Number". A red note below the field reads: "Note: Please enter the OTP Pin send to your registered Mobile and Email". At the bottom, there are two buttons: "Submit" and "close".

- Enter the OTP received on your SMS/ email and click on 'Submit'.
- Once the request is submitted it will be sent to MOHRE for approval.
- On approval from MOHRE, and notification email / SMS will be sent to super user notifying about the approval; thereafter the user will be unblocked.

## Unblock User

- Super user can request to unblock a user.
- To unblock a user choose 'unblock user' from the menu.

Unblock User

- A form will be displayed, providing list of blocked user.

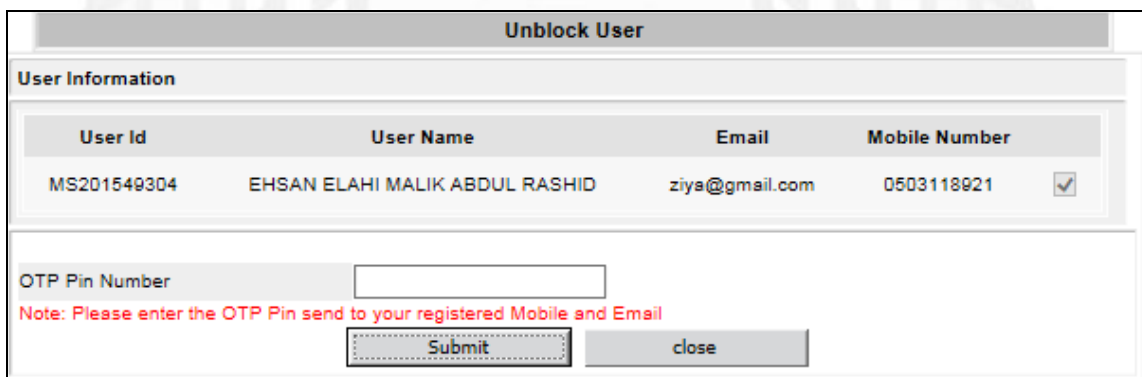


The screenshot shows a web form titled "Unblock User". Under the heading "User Information", there is a table with the following data:

User Id	User Name	Email	Mobile Number	
MS201549304	EHSAN ELAHI MALIK ABDUL RASHID	ziya@gmail.com	0503118921	<input type="checkbox"/>

Below the table, there is a red note: "Note: OTP Pin will be send to your registered Mobile and Email". At the bottom of the form, there are two buttons: "Request" and "close".

- Choose the user you would like to unblock and click on 'Request'.
- On submission on request, an OTP will be sent to super user , to confirm the request has been generated by the authorized person.



The screenshot shows the same "Unblock User" form, but now the checkbox in the table is checked. Below the table, there is a text input field labeled "OTP Pin Number". A red note below the field reads: "Note: Please enter the OTP Pin send to your registered Mobile and Email". At the bottom, there are two buttons: "Submit" and "close".

- Enter the OTP received on your SMS/ email and click on 'Submit'.
- Once the request is submitted it will be sent to MOHRE for approval.
- On approval from MOHRE, and notification email / SMS will be sent to super user notifying about the approval; thereafter the user will be unblocked.

## Reactivate User

When creating a new user, due to some reason if the user does not receive the activation email, super user can request to resend the activation email / link. This request can only be done if the account is not activated by user for the 1<sup>st</sup> time.

- To send a reactivation link to the user click on 'Reactivate User' from the menu.

Reactivate User

- A form will be displayed providing list of new user who have not been activated .

User Information				
User Id	User Name	Email	Mobile Number	Phone
MS201549290	MARWAN IBRAHIM ALI AHMAD ALSIUMAITI	sm.kumar@mol.gov.ae	0559554261	042837304
Note: OTP Pin will be send to your registered Mobile and Email				
<input type="button" value="Request"/>				

- Choose the user you need to send reactivate email by clicking on the user and click on 'Request'.
- A reactivation email will be sent to user to do the needful.



## Update user information

Super user can update his contact information like email, mobile, phone by clicking on 'Update User Information' from the menu.

Update User Information

- When clicking on update user information, user will be able to view his / her information.
- Click on request to modify any information.

Update User Information				
User Information				
User Id	User Name	Email	Mobile Number	Phone
MS201549290	MARWAN IBRAHIM ALI AHMAD ALSIUMAITI	sm.kumar@mol.gov.ae	0559554281	042837304
<b>Note: OTP Pin will be send to your registered Mobile and Email</b>				
<input type="button" value="Request"/>				

- Click on 'Request' to modify information required.

Update User Information				
User Information				
User Id	User Name	Email	Mobile Number	Phone
MS201549290	MARWAN IBRAHIM ALI AHMAD ALSIUMAITI	sm.kumar@mol.gov.ae	0559554281	042837304
Email	<input type="text"/>			
Mobile No	<input type="text"/>			
Telephone Number	<input type="text"/>			
OTP Pin Number	<input type="text"/>			
<b>Note: Please enter the OTP Pin send to your registered Mobile and Email</b>				
<input type="button" value="Update"/>				

- On submission on request, an OTP will be sent to super user , to confirm the request has been generated by the authorized person.
- Enter the OTP received on your SMS/ email and click on 'Submit'.
- Once the request is submitted it will be sent to MOHRE for approval.
- On approval from MOHRE, and notification email / SMS will be sent to super user notifying about the approval.

## Security Question

Security question is a second level security to protect user account from un authorized access. If user would like to change his security questions, he can do so by clicking in 'Security Questions' from the menu.

Security Question

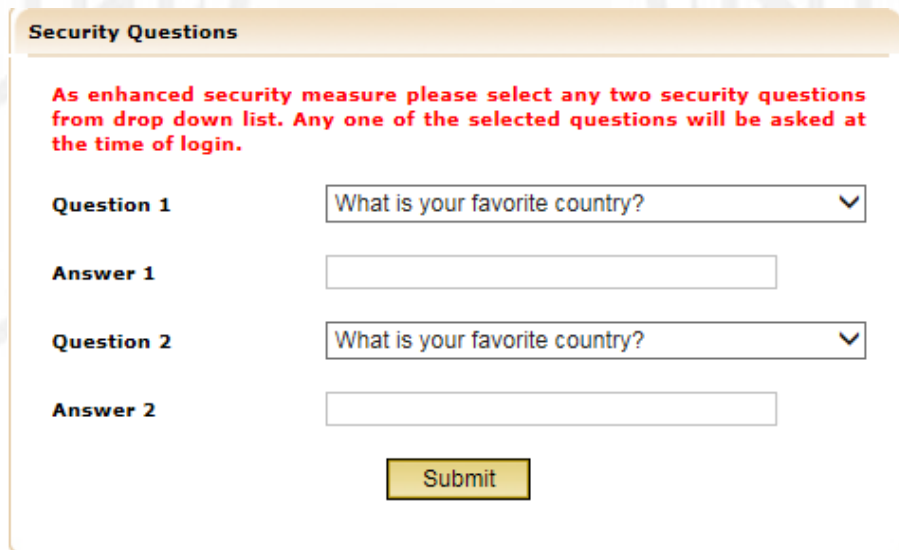
- System will ask for existing random security answer.
- Enter your security answer and click on submit.



**Security Questions**

<b>Question</b>	What is your favorite country?
<b>Answer</b>	<input type="text"/>

- On successful answer, system will provide you options to choose new security question.



**Security Questions**

**As enhanced security measure please select any two security questions from drop down list. Any one of the selected questions will be asked at the time of login.**

<b>Question 1</b>	<input type="text" value="What is your favorite country?"/>
<b>Answer 1</b>	<input type="text"/>
<b>Question 2</b>	<input type="text" value="What is your favorite country?"/>
<b>Answer 2</b>	<input type="text"/>

- Choose your question, answer them and click on 'Submit'.