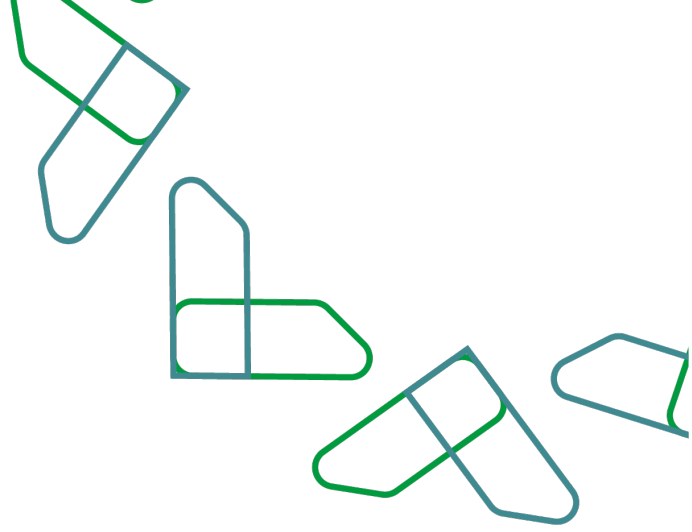


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User Manual

ETIMAD Platform – Updating User Data for private sector

Date: May 2023

Edition 1

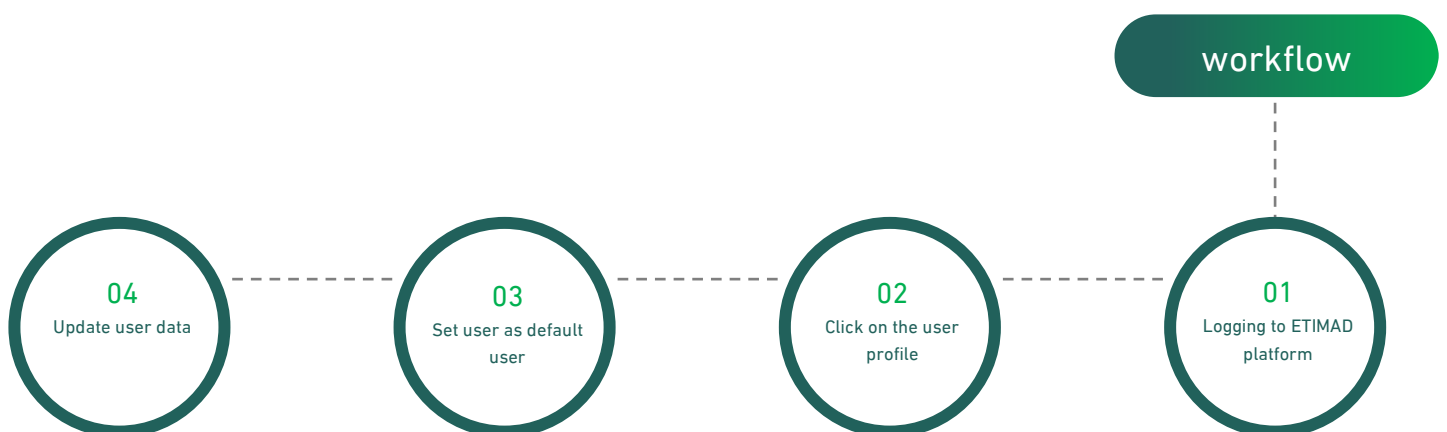


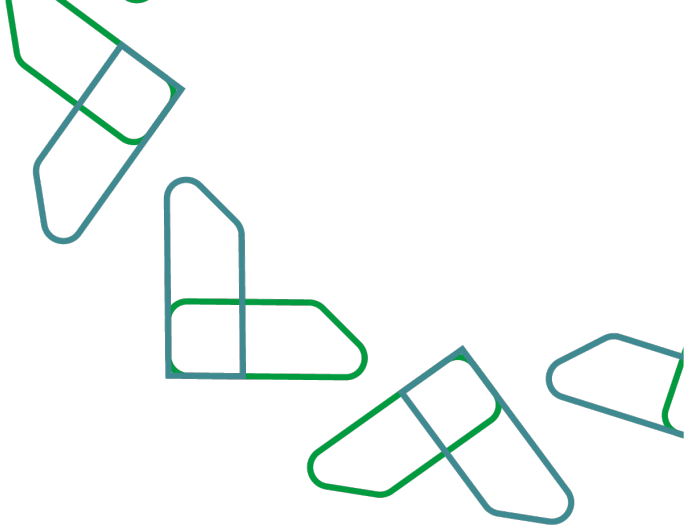
introduction

An electronic platform that aims to enhance partnership between government agencies, the private sector and individuals in order to achieve the objectives of development projects in the Kingdom of Saudi Arabia, achieve the digital transformation of services, enhance local content, increase the participation of small and medium enterprises in economic development, and raise the level of transparency and efficiency of spending.

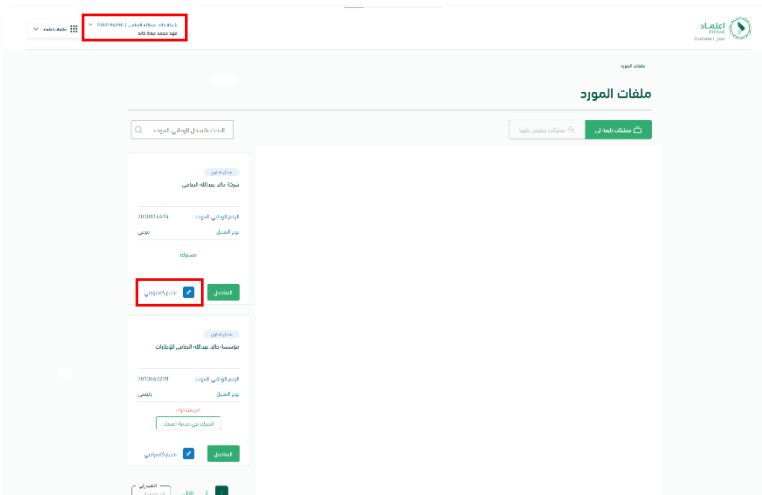
Business Rules

- All permissions are granted through the portal of the Ministry of Commerce
- The private sector is responsible for the commissioners who are given the authority





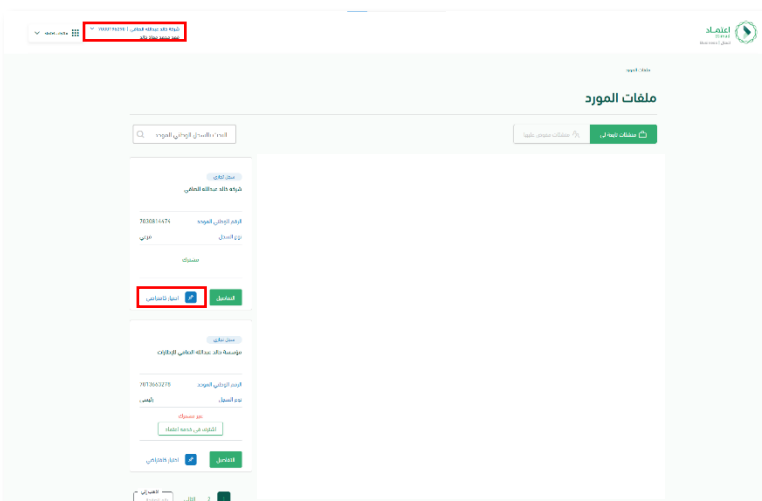
How to use



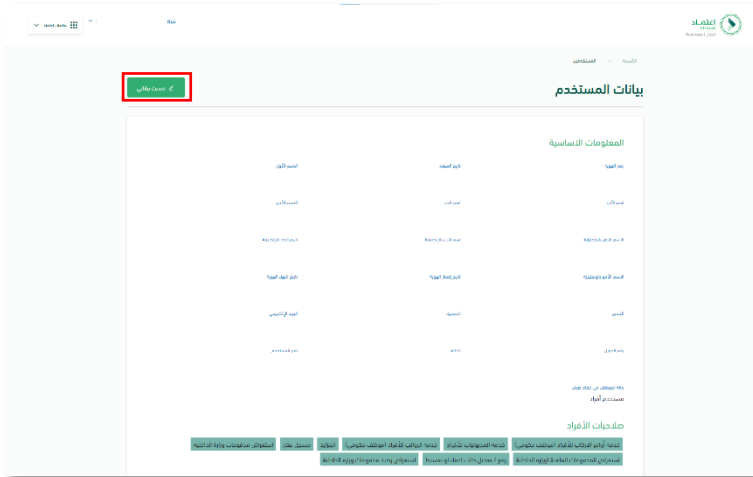
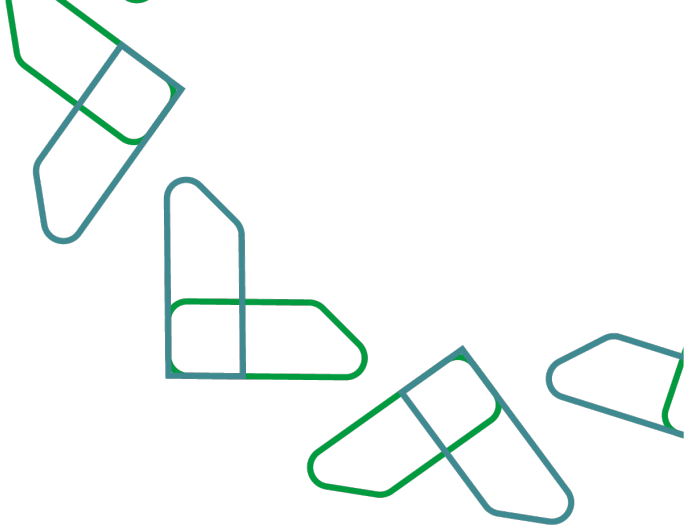
After logging in to the ETIMAD platform, you will be moved to the profile at the top left of the screen

Then click on the 'Change Commercial Registration' icon

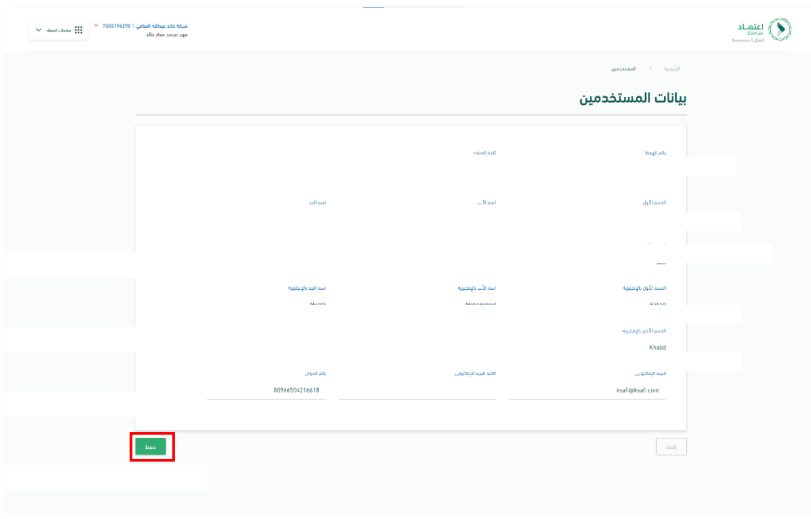
the select the Registration after that click on the 'Choose as default' icon



Go to the profile at the top left of the screen
Then click on the 'Profile' icon

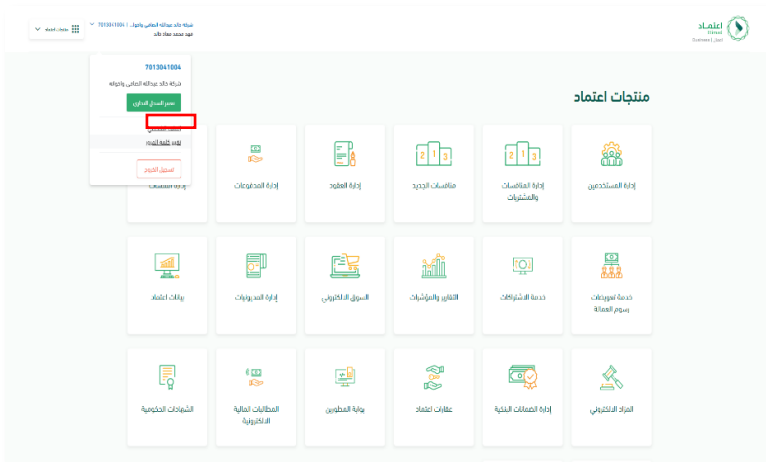


The profile details will appear, and the user can review it
If you want to update the data, click on the 'Update Data' icon

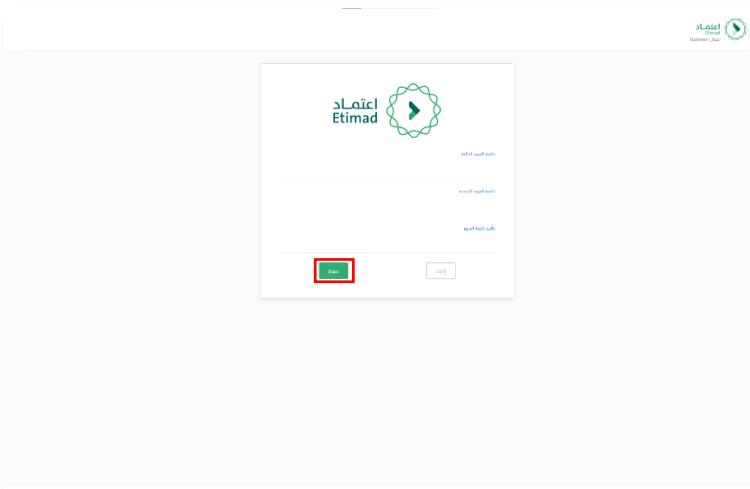


The user can update the required data then click on the 'Save' icon to save the changes

CHANGE - RESET THE PASSWORD

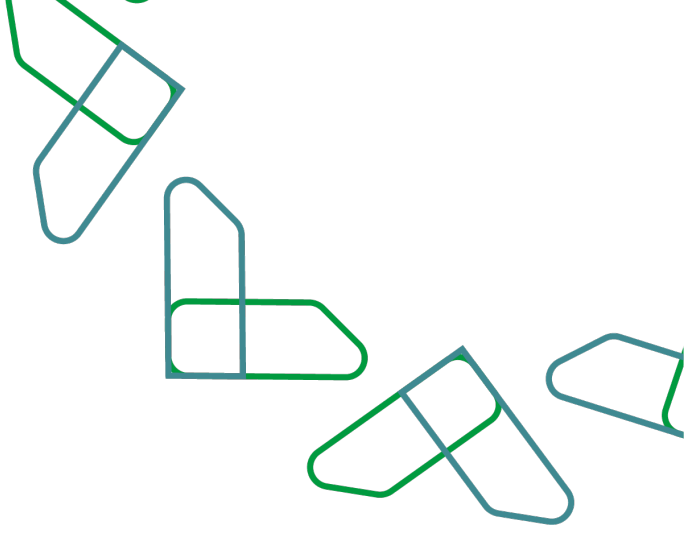


The user can change the password through the profile then click on 'Change Password' icon



enter the 'Current Password' then enter 'New Password' then confirm it and click on the 'Save' icon

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Thank you

تحت إشراف

وزارة المالية
Ministry of Finance



NCGR
المركز الوطني لنظم
الموارد الحكومية



   EtimadSA

