**Ministry of Labour**

Tasheel User Registration

Introduction

Ministry Of Labour 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 MOL; than this super user will have all the privilege to create Normal User for Tasheel.
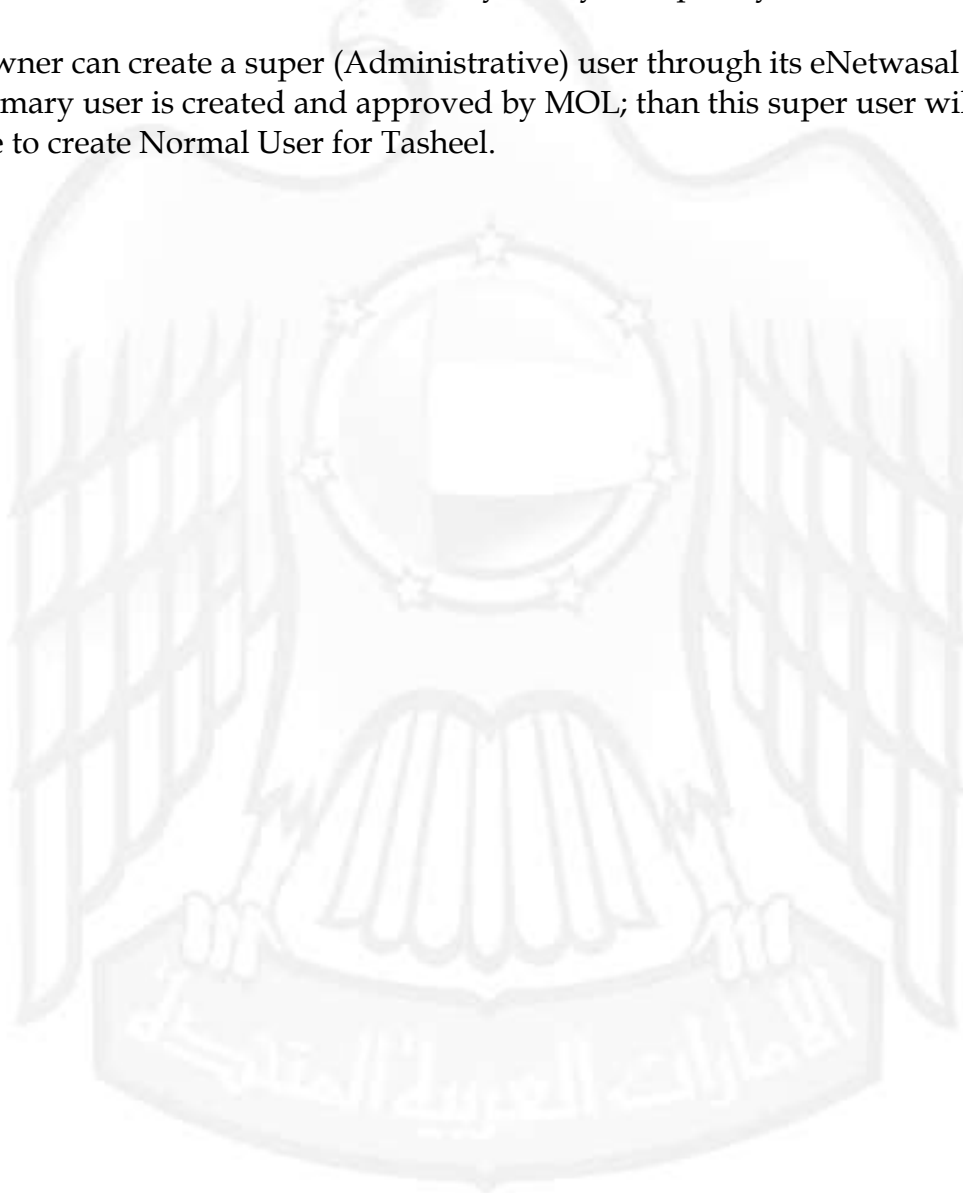
Primary User in Tasheel

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

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

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

o 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

o 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 بأي مسؤولاً قانوناً وقادراً على استخدام هذا النظام الالكتروني وفقاً لشروط والأحكام الواردة.

‑ أتعهد بمسؤولية الحفاظ على كلمة السر وكما أتحمل المسؤولية الكاملة عن أية عملية أو طلب خدمة تتخذها الوزارة بموجب كلمة السر الخاصة بي وحتى لو لم تكن مقصودة.

‑ أتعهد بإبلاغ 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 أقر بأن تكون جميع المعلومات صحيحة وفي حالة القيام بتقديم أية معلومات أو بيانات غير مطابقة للشروط يحق للوزارة أنها صلاحية الدخول للخدمة.

☐ I have read and understood the terms and conditions

Accept

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

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

o Follow the step provided in the activation email to activate your super user account.
o 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 Privilages

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.

Create New User
Add Existing User
Link Company
User Service Rights
Block User
Unblock User
Reactivate User
Update User Information
Security Question

New Tasheel User

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

Card Information

Card No [   ]   [Go]

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

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

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

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

Add Existing User

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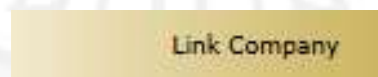
Card Information

Existing User ID [   ]

Card No [   ] [Go]

- o 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.

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

Link Company

- o You will get list of all active user.
  - o

Link Companies			

User Information

User Id	User Name	Email	Mobile Number	
MS201559306	QAISER MEHMOOD ALLAH RAKHA	skumar31@hotmail.com	0508730666	☐

Company No   [   ]   [Go]

Company Name

[Submit]   [close]

- o Enter the company number who needs to be linked to user; thereafter choose the users clicking on the check boxes and click submit.
- o Once the request is submitted it will be sent to MOL for approval.
- o On approval from MOL, 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.
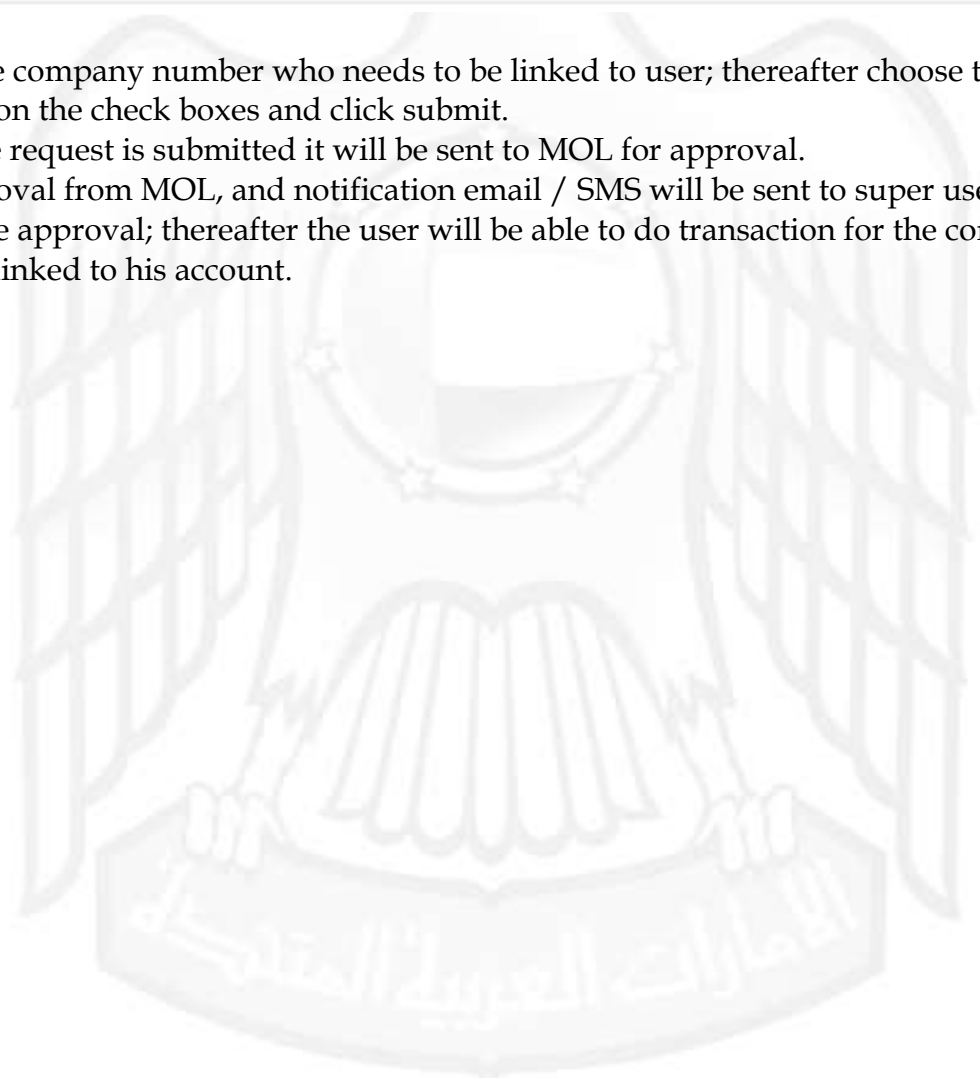
User Service Rights

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.

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

o   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 [714539]		Go
User ID	**User name**	**Email**	**Mobile Number**
MS201559306	اكر الله محمود قيصر	skumar31@hotmail.com	0508730666
	Close		

o   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

User Information

User ID	MS201559306		
User Name	QAISER MEHMOOD ALLAH RAKHA		
Mobile No.	0508730666	Email address	skumar31@hotmail.com
Phone No.	044444444		

MOL Typing forms
- ☑ Bank Guarantee
  - ☑ Cancel Bank Guarantee Refund Request-Before Submission
  - ☑ Refund of Bank Guarantee
- ☐ Deduction of Employee from Establishment
  - ☐ Deduction Duplicate File
  - ☐ Deduction Old Cancellation not sent to computer
  - ☐ Deported by other Authority Cancellation
  - ☐ Deduction No data in Immigration
  - ☐ Deduction Labour Card in another company
- ☐ Disputations
  - ☑ Complaint Reactivation
  - ☑ Complaint Cancellation
  - ☐ Absconding - Electronic
  - ☐ Complaint settlement
  - ☐ Complaint Request
  - ☐ Withdraw Absconding Report
- ☐ Electronic Companies
  - ☐ Cancel PRO Card
  - ☐ Submit EIDA Information
  - ☐ E - signature Card
  - ☐ Create New PRO
  - ☐ Cancel Request For Private Establishment Agency

Tasheel submissions
- ☐ Cancel New Labour Card A
- ☐ Company Employees List
- ☐ Company License Renewa
- ☐ Contract Nawakas
- ☐ Contract Registration
- ☐ eNetwasal Employee Requ
- ☐ Expired Labour Card List
- ☐ Labour Card Information
- ☐ National Labour List
- ☐ Nawakas Scanning Docum
- ☐ Online Cancellation
- ☐ Owner Role Infomation
- ☐ Person Information
- ☐ PRO Details
- ☐ Sponsor Information
- ☐ Sub Contract Registration
- ☐ Submit Add/Modify Owner
- ☐ Submit Cancel Establishm
- ☐ Submit Modify or Renew
- ☐ Submit Modify Work Perm
- ☐ Submit National New Labo
- ☐ Submit New Labour Card a
- ☐ Submit New Person
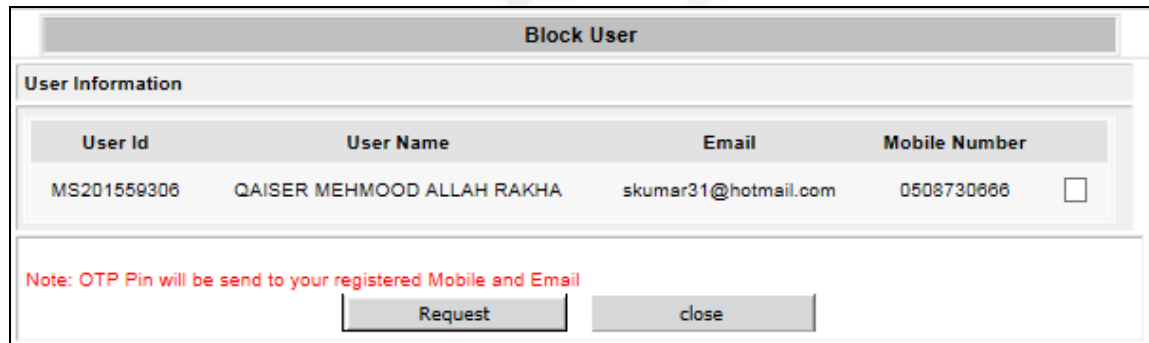- ☐ Submit New/Modify Establ
- ☐ Submit of Bank Guarantee

o   Once the request is submitted it will be sent to MOL for approval.

o   On approval from MOL, 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

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

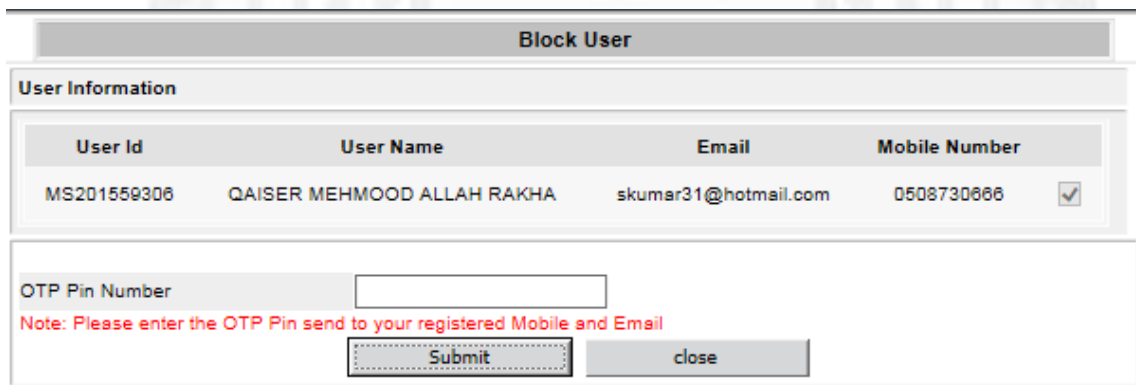o A form will be displayed , providing list of active user.

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

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

Unblock User

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

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

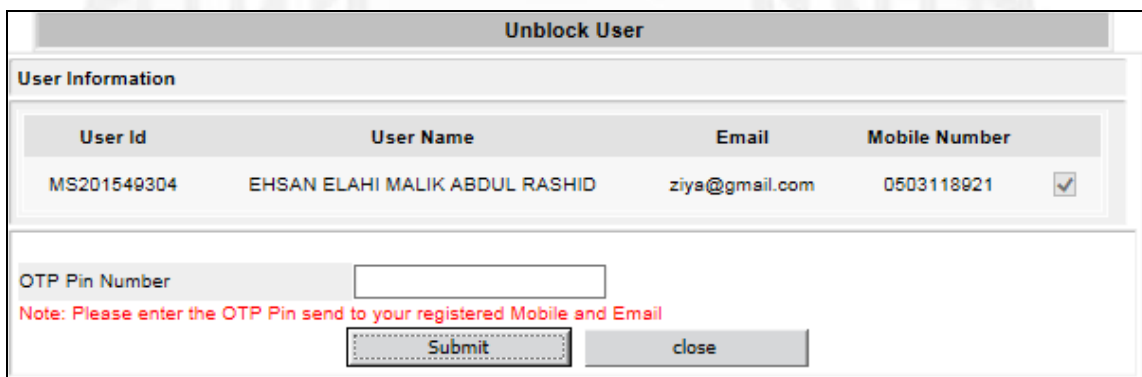| Unblock User				
User Information				
User Id	**User Name**	**Email**	**Mobile Number**	
MS201549304	EHSAN ELAHI MALIK ABDUL RASHID	ziya@gmail.com	0503118921	☐
Note: OTP Pin will be send to your registered Mobile and Email				
	Request	close		

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

Unblock User				
User Information				
User Id	**User Name**	**Email**	**Mobile Number**	
MS201549304	EHSAN ELAHI MALIK ABDUL RASHID	ziya@gmail.com	0503118921	☑
OTP Pin Number				
Note: Please enter the OTP Pin send to your registered Mobile and Email				
	Submit	close		

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

Unblock User

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

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

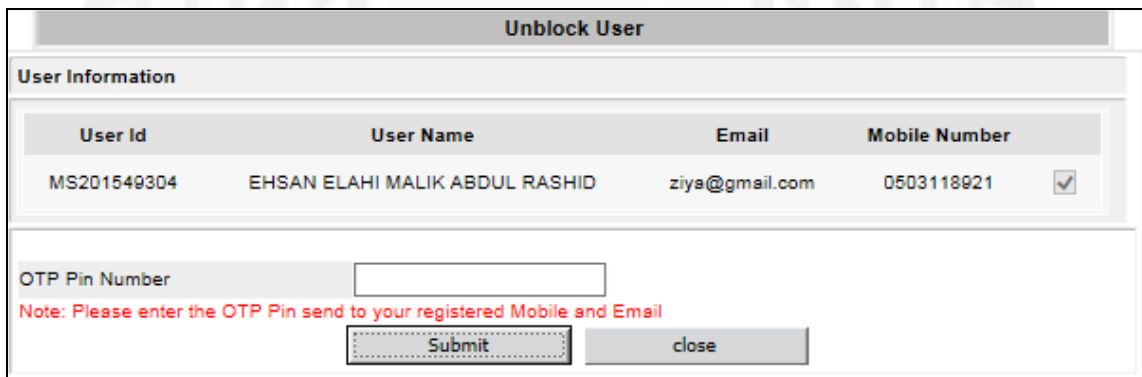o Choose the user you would like to unblock and click on 'Request'.
o On submission on request, an OTP will be sent to super user , to confirm the request has been generated by the authorized person.

o Enter the OTP received on your SMS/ email and click on 'Submit'.
o Once the request is submitted it will be sent to MOL for approval.
o On approval from MOL, 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 1st time.

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

Reactivate User

o   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

Request

o   Choose the user you need to send reactivate email by clicking on the user and click on 'Request'.
o   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

o When clicking on update user information, user will be able to view his / her information.
o 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	0559554261	042837304

Note: OTP Pin will be send to your registered Mobile and Email

Request

o 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	0559554261	042837304

Email	
Mobile No	
Telephone Number	
OTP Pin Number	

Note: Please enter the OTP Pin send to your registered Mobile and Email

Update

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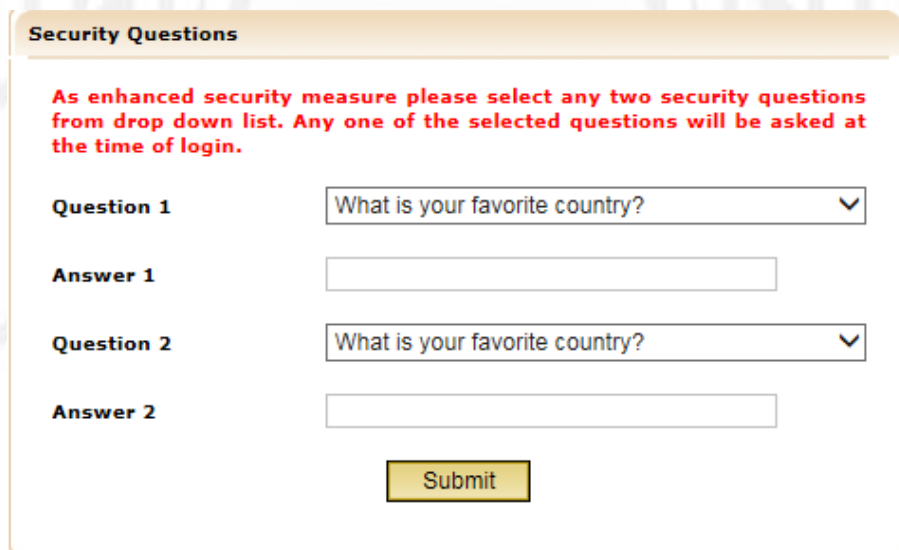
Security Question

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

Security Questions

Question	What is your favorite country?
Answer	

Submit

o 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.

Question 1	What is your favorite country?
Answer 1	
Question 2	What is your favorite country?
Answer 2	

Submit

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