





الإدارة العامة لتقنية المعلومات والتحول الرقمي General Directorate of Information Technology and Digital Transformation



# Register New User Saudi Citizen/ Resident

الإدارة العامة لتقنية المعلومات والتحول الرقمي General Directorate of Information Technology and Digital Transformation



## Register New User Saudi Citizen/ Resident

Register new user through the new single sign in gate for ministry of environment, water, and agriculture. You can register by two ways:

			izen/ Resident)
قالمياه والزراعة Meisty of Environment W	<b>وزارة البيئة</b> Agriculture		English - دخول الموجد SINGLE SIGN ON
	Login	OR Year	Trough Standard Access Platform

The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

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Browy of Benorment Water & Agriculture		sineitsien on A <sup>2</sup>	English +
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The verification code will be sent to the entered email/phone number.

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Liease Mair T	12 TO Activate Resend Button	

• After successful registration, the user control panel will be directly displayed.

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Business Sector	Governates	(C) My Services
My Requests	Profile	**** Change Password
My Notifications	My Alerts	الله المعالم ال My Favorites





By clicking on "Register new user".

<b>میاه والزراعة</b> Ministry of Environe	وزارة البيئة والد Mater & Agriculture			يدخول الموجد SINGLE SIGN C	II English -
		Login			
	User Name* User Name / National Id / Border Number Password*				
	Login	Add New User	OR	Through Standard Access Your Account On The National Unified Access Platform	
	Forget Password	Update User Account		Login	



• Enter the ID information to verify the data from the National Information Center (NIC)

الدخول SIGN ON (English ×
Saudi / Resident
)f



After verifying the ID information (Saudi Citizen/ Resident), enter the remaining required fields for registration.



The verification code will be sent to the entered email/phone number.

/erify Code <sup>*</sup>		
	Send	
Please Wait 112	2 To Activate Resend Button	

After successful registration, the user control panel will be directly displayed.

والزاعة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture		English +
Business Sector	Governates	(C) My Services
My Requests	Frofile	(****) Change Password
My Notifications	My Alerts	My Favorites





## Register A Previously Registered User Saudi Citizen/ Resident

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In case the user is already registered, and this is the first time to log in using the new single sign in gate for the ministry of environment, water, and agriculture. There is two ways of registration:

Via Unified Access Absher	Update account information
By clicking on "Update account information"	
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• Enter the ID information for verification.	or         Torge Standard Access         Waterson On The Materiana Labered Access Patters
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Individual	Saudi / Resident Date Of Birth *  Date Of Birth Gregorian Date Of Birth Hijn Check Back
1 In case the account is already regis	stered in one of the ministry's services.

Select the registered email/phone number.

•••				
	وزارة البيئة والمياه والزراعة Mainistry of Environment Water & Agriculture			الدخول الموحد SINGLE SIGN ON ترقی الدخول الموحد
	Registered Mobiles And Emails			
	This account is already registered in one of the ministry's services You must choose a mobile number or email for verification			
	Email Address		Mobile Number	
	Email Address	٠	Mobile Number	•
				Next Back

The verification code will be sent to the selected registered email/phone number.



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The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

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61-9	National Id <sup>4</sup>		two Of Red*	
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	Select Region	~	Select Governmente	~
	Address*			
	Control of the information is correct and that I have read the privacy ratios, the biotranic service	a policy, and the penditions for the service. In the event of non-compli	ance, the Kiniany has the right to take legal and regulatory measures	
	Private Policy			
	Usage Pulity			
				Register Dack

After successful registration, the user control panel will be directly displayed.

وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture		English +
Business Sector	Governates	My Services
My Requests	Profile	(****) Change Password
My Notifications	My Alerts	My Favorites



### **1** In case the ID information is not registered.



A message will be displayed "Did you have an account in one of the ministry's systems?"



In case "Yes", select the system that the user had a registered account in it.

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	والزراعة والزراعة البيئة والمياه والزراعة المنابع والزراعة والمياه والزراعة المنابع والزراعة المنابع والزراعة ا	الدخول الموحد SINGLE SIGN ON Engleh
	Choose System	
	C LRS Hassad MCL Anaam Esvenices Agri O AES	Choose Back

• Enter the registered account information to verify the user.

Verify Old Account		
User Name*	Password*	
		Check Back



• The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.



• The verification code will be sent to the entered email/phone number.

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	Send	

• After successful registration, the user control panel will be directly displayed.

ہ والزراعۃ Ministry of Envir	وزارة البيئة والميا onment Water & Agriculture		English v
	Business Sector	Governates	My Services
	My Requests	Profile	(****) Change Password
	My Notifications	My Alerts	My Favorites

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1 In case the account is already registered in one of the ministry's services and there is no correct email/phone number.

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	User Manual Individual Sector	Business Sector	1			

The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

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	Privacy Policy		
	a mangar a manga		Register East





The verification code will be sent to the entered email/phone number.

erify Code*	

• After successful registration, the user control panel will be directly displayed.

<b>ö والمياه والزراعة</b> Ministry of Environment Wat	وزارة البيئنة ter & Agriculture		English +
	Business Sector	Governates	My Services
	My Requests	Profile	(****) Change Password
	My Notifications	My Alerts	The second secon





## Registration Business Sector

In the new single sign in gate for the ministry of environment, water and agriculture, the Commercial Register for the company will be linked to one of the owners identity, whom register in the ministry of commerce, or the Saudi trade commissioners registered in the Riyadh Chamber.

> الإدارة العامة لتقنية المعلومات والتحول الرقمي General Directorate of Information Technology and Digital Transformation

### The first step



Ensuring the owner/ commissioner is registered.

### Register a previously registered owner or commissioner.

If an owner or commissioner is already registered, and this is the first time to sign in using the new single sign in gate for the ministry of environment, water and agriculture, there is two ways of registration:

Via Unified Access Absher	Update account information
By clicking on "Update account information"	
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Login User Name" User Name" Second Cogin Engret Password User Name Engret Password User Name Engret Password User Name User Name User Name Engret Password User Name User Name Engret Password User Name User Name User Name	OR

#### •You will be required to select "Saudi Citizen/ Resident" Saudi Citizen/ Resident

Enter the ID information for verification.

وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture		الدخول الموحد Single Sign on 🛞 الم
(Ţ)	New User	Saudi / Resk
⊥   ¬   Individual	National Id*	Date Of Birth* Date Of Birth Gregorian Date Of Birth High
	National Id	Date Of Birth Gregoriam     Date Of Birth Hin     Check     Back





# First, in the case of the account previously registered (without identity data) in one of the Ministry's services.

n case there is no accounts found by the entered ID information (ID is not registered), a message will be displayed to the owner or commissioner "Did you have an account in any of the ministry's systems?"

•••	
وزارة البيئة والمياه والزراعة Ministry of Enveronment Water & Agriculture	- معامل الموحد single sign on (قوم الموحد
Welcome To Help Center To Retrieve Your Old Account	
We Didn't Find Any Account In the Ministry With These Crede Did You Own An Account In One Of The Ministry Systems ?	atala
	Yes No

In case "Yes", select the system that the user had a registered account in it.

الدخول الموحد single sign on	English Y
Choose	Back
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	الدخول المودد SINGLE SIGN ON Choose

Enter the registered account information to verify the owner or commissioner.

وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture	single sign on 🥡 الدخول الموحد
Verify Old Account	
User Name*	Pessword*
	Check Back





The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

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The verification code will be sent to the entered email/phone number.

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After successful registration, the user control panel will be directly displayed.

وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture		English +
Business Sector	Governates	(C) My Services
My Requests	Profile	**** Change Password
My Notifications	My Alerts	The second secon

After that enter through the border number and registered password





# In case the account is already registered in one of the ministry's services.

Select the registered email/phone number.

iciji وزارة البينة والمياه والزراعة والمياه والزراعة الفنانية والمياه والزراعة Ministry of Environment Water & Agriculture			د الدخول الموحد SINGLE SIGN ON د English
Registered Mobiles And Emails			
This account is already registered in one of the ministry's services You must choose a mobile number or email for verification			
Email Address		Mobile Number	
Email Address	٠	Mobile Number	•
			Next Back

• The verification code will be sent to the selected registered email/phone number.



• The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

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After successful registration, the user control panel will be directly displayed.







### In case the account is already registered in one of the ministry's services and there is no correct email/phone number.

Sign in using the Natio	nal Unified Acce	ss "Absher"			
Ministry of Environment W	Login			SINGLE SIGN ON	
	Liter Name* Den Name / National M / Beder Namber Password* Login	OR	Through Standar Your Account On The National U	rd Access	
	Forget Password	Update User Account	Logn		
Support	Gen	eral Administration of Information Technolo All Copy Rights Are Reserved	yy and Digital Transformation To MEWA		

The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

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A	New User		<u>۾</u>	aud / Resident
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Individual				
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	Texture		aansis@maa.cm	
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The verification code will be sent to the entered email/phone number.

/erify Code <sup>*</sup>	
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• After successful registration, the user control panel will be directly displayed.







## **Register New Owner or Commissioner.**

Register new owner or commissioner through the new single sign in gate for the

ministry of environment, water, and agriculture. There is two ways of registration:

<image/>	Via Unified Access Ak	osher	Register a new user
<complex-block></complex-block>	cking on "Register new informa	ation"	
<complex-block></complex-block>	•••		
	وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture		د الموجد SINGLE SIGN ON والموجد
Select the user identity "Saudi Citizen/ Resident"	Lor Lor Name" Ura Name" Ura Name" Descent Lor Lor Lor Lor Lor Lor Lor Lor	in OR Update User Account Update User Account Excreme Sector	Function       Through Standard Access       Variance Account On The Matismal Unified Access Participant
Visitor     Khaliji Citizen	t the user identity "Saudi Citize	n/ Resident"	
Visitor Khaliji Citizen Saudi / Resident			•
	Visitor	Khaliji Citizen	Saudi / Resident

Enter the ID information to verify the data from the National Information Center (NIC)

زراعة Ministry	وزارة البيئة والمياه والز y of Environment Water & Agriculture	٢		الدخول الموحد SINGLE SIGN ON English •
		New User		🔪 Saudi / Resident
		National Id*	Date Of Birth* Date Of Birth Gregorian	Date Of Birth Hijri
				Check Back



The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

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The verification code will be sent to the entered email/phone number.

Verify Code*		
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Please Wait 112 T	To Activate Resend Button	

After successful registration, the user control panel will be directly displayed.

المياه والزراع inistry of Environment	وزارة البيئة و Water & Agriculture		English v
	Business Sector	Governates	My Services
	My Requests	Profile	(****) Change Password
	My Notifications	My Alerts	آت My Favorites

After that enter through the border number and registered password



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### Through the National Unified Access "Absher" (Saudi Citizen/ Resident)

Through the National Unified Access "Absher" (Saudi Citizen/ Resident)

العياه والزراعة Ministry of Environmen	وزارة البيئة وا t Water & Agriculture					لـدخول الموحد SINGLE SIGN OF	N English +	
		Login		C				
	User Name*				-11	•		
	User Name / National Id / B	order Number						
	Password*			OR	Through Stand	lard Access		
	Login		(2) Add New User		Your Account On The Nationa	I Unified Access Platform		
	Forget Password		Update User Account		Logi	ň –		
	User Manual	Individual Sector	Business Sector					

The user information will be retrieved, then the user must enter the required fields to register in the new single sign in gate.

وزارة البيئة والمياه والزراعة Brony of factooners Water & Agriculture			المحفول الموجد Single sign of
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The verification code will be sent to the entered email/phone number.

Verify Code*		
	Send	

• After successful registration, the user control panel will be directly displayed.







#### The second step:

After creating a new beneficiary or updating a beneficiary account, the control panel is entered and the business sector icon is selected

#### Click on "Add new company"

•••				
	دانا والمياه والزاع البيئة والمياه والزاء inistry of Environment Water & Agriculture		English +	•
	Q Search			
	National Number	Commercial Registration Number	Company Name	
	Owner / Delegate			
	Show All	Search Show All Back		
	Business Sector		(+) Add Company	
	No Data Found			

#### Select the type: Owner registered in ministry of commerce

Owner of the institution - partner - member of the board of directors - secretary - deputy director – general manager - deputy director-general - assistant general manager - and others

Enter the commercial register number.

	c			••
•	English v		وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture	Ö
			Add Company	
	•		Owner 🚫 Delegate	
		Company Membership Number*	Delegate Number*	
		Company Membership Number	Jeegae Nomber	

#### after saving

2						
Q Search						
National Number		Commercial Registration Number		Comp	pany Name	
Owner / Delegate	v	Search Show All	Back			
En Business Sector	or					Add Company





- Commissioner registered in the Riyadh Chamber.
- Enter the authorization number and company membership number.

•••		
	وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture	English +
	Add Company	
	Owner 🕑 Delegate	
	Delegate Number*	Company Membership Namber*
		Save

• Select «My services" from the control panel.

والمياه والزراعة Ministry of Environment I	وزارة البيئة و Water & Agriculture		English 🗸	-
	Business Sector	Governates	My Services	
	My Requests	Profile	(****) Change Password	
	My Notifications	My Alerts	My Favorites	

Select the service type based on user need, either personal/business services.

nistry	of Environment Water & Agricultur	•			
Ø	My Services				
#	Account Type	National Number	Name	Owner / Delegate	
1	Individual	2266406616	ELSAYED MOHAMED	Owner	My Services
2	Business Sector	4030357866	شركة إدامة للطول المصوية المحدودة	Owner	My Services





# User Registration (New/ Previously Registered) Gulf Citizen

الإدارة العامة لتقنية المعلومات والتحول الرقمي General Directorate of Information Technology and Digital Transformation



## User Registration (New/ Previously Registered) Gulf Citizen

Register new user through the new single sign in gate for ministry of environment, water, and agriculture.







entered to be able to view the previous requests.

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	General Administration of Information Technology and Data Transformation All Carls Datas (1) Datas (1) Datas		

The verification code will be sent to the entered email/phone number.

rify Code <sup>*</sup>		
	Send	

After successful registration, the user control panel will be directly displayed.





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# User Registration (New/ Previously Registered) Visitor

الإدارة العامة لتقنية المعلومات والتحول الرقمي General Directorate of Information Technology and Digital Transformation



## **User Registration**

## (New/ Previously Registered) Visitor

Register new user through the new single sign in gate for ministry of environment, water, and agriculture.

Click on "Register new us	ser".				
•••					
والمياه والزراعة Ministry of Environment W	وزارة البيئة المعند & Agriculture		الحفول الموجد SINGLE SIGN ON تنهی الحفول		
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Select the user identity "	Gene Visitor".	ral Administration of Information, Technology and Digital Transf	ormation		
Visitor		Khaliji Citizen	Saudi / Resident		
Enter the border number	and the hirth d	ate to verify the da	ata		

Enter the border number and the birth date to verify the data.

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In case the user is previously registered, then the same registered passport number must be entered to be able to view the previous requests.

(B)	1 New Corr			Saudi / Resident
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The verification code will be sent to the entered email/phone number.

	Verify Phone Number	
Verify Code*		
	Send	
Please Wait	112 To Activate Resend Button	

After successful registration, the user control panel will be directly displayed.



After that enter through the border number and registered password

