

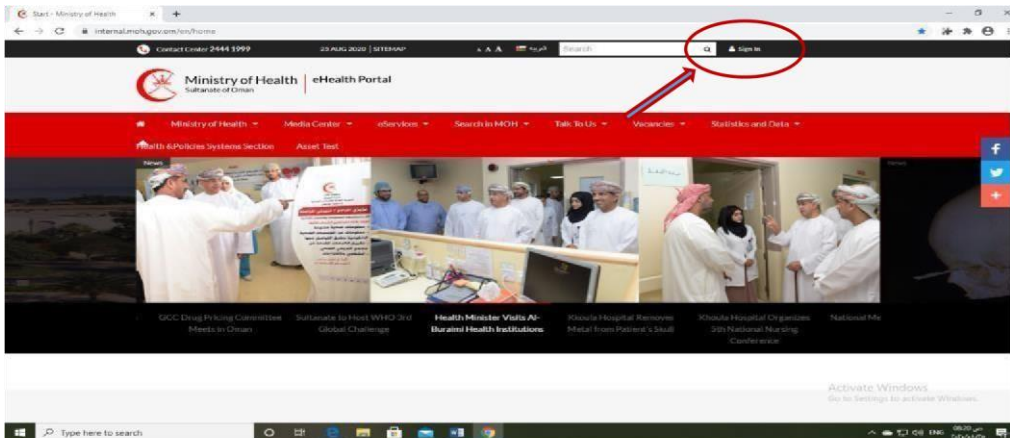
HOW TO ACTIVATE THE CR AND GIVE STAFF AUTHORIZATION:

(PART 1)

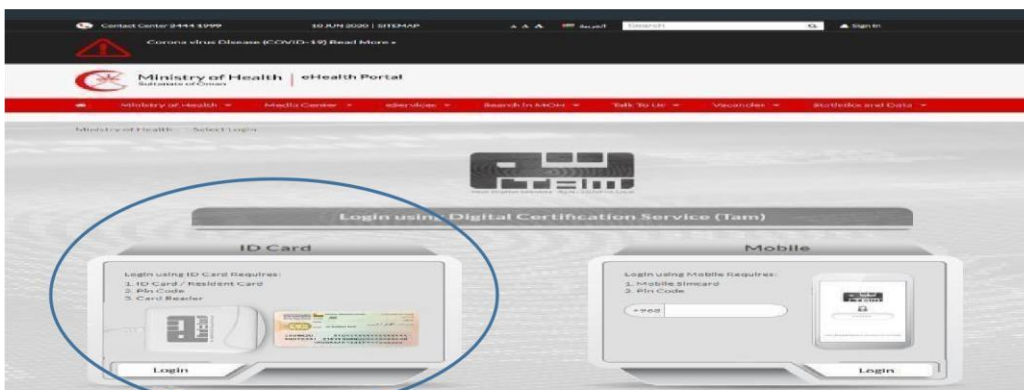
register your business

1. Use Chrome browser and visit www.moh.gov.om 2.

Select Sign In.



3- Login Using ID card

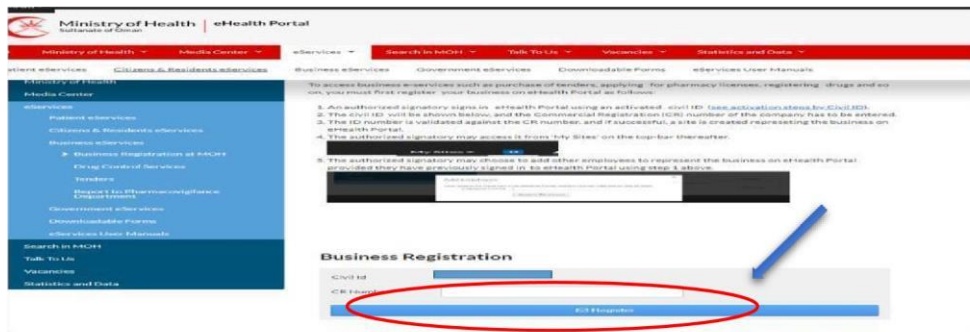
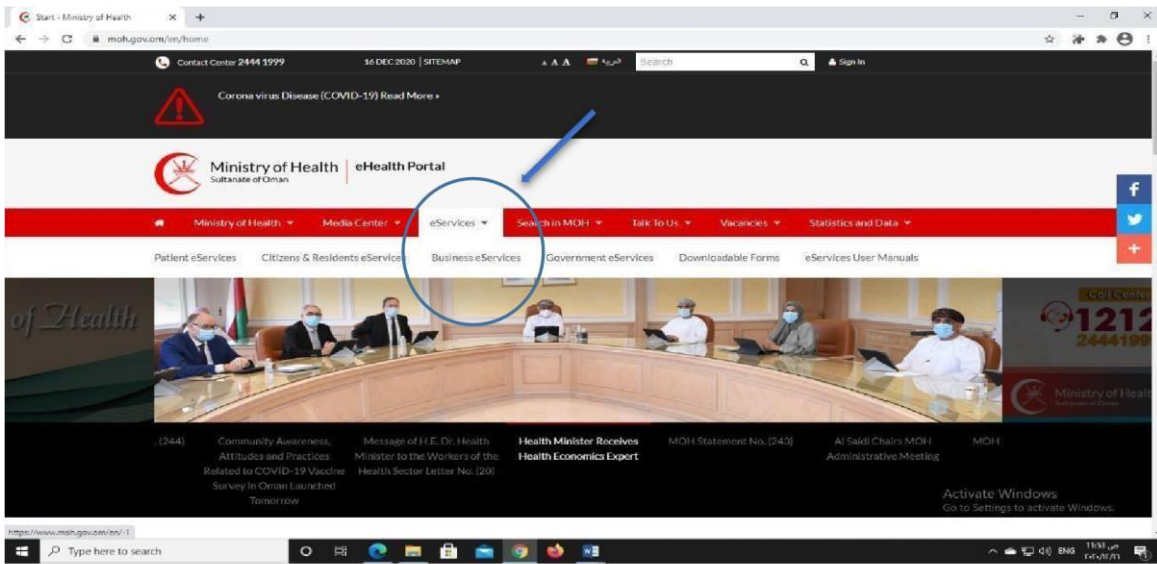


3.1 Use the card reader.

3.2 If first time using MOH website follow this steps: (to register your business)

3.2.1 Sign in with authorized signatory ID card

3.2.2 Click eServices >>> Business eServices >>> add CR Number >>> Register >>>(you will get not found msg)then proceed with the rest of the steps>>>click My MOH



(PART 2)

give authorization to your staff

3.3 If you already registered your CR and want to give authorization to your staff follow these steps:

-FIRST THE EMPLOYEE YOU WANT TO ADD HIM OR HER MUST SIGN IN TO OUR PORTAL WITH HIS/HER ID CARD..

-THEN OPEN OUR E-PORTAL BY Authorized Signatory(COMPANY OWNER)

-FOLLOW THE STEPS IN THIS PHOTO (sometimes you have to add (0)zero, before the STAFF ID CARD NUMBER).

The screenshot shows a web browser window with the URL moh.gov.om/en/group/business_1010913/members. The page title is "Staff - Ministry of Health". The user is logged in as "NAWAL".

Step 1: A red arrow points to the "My Sites" dropdown menu in the top navigation bar.

Step 2: A red arrow points to the "Staff" link in the breadcrumb navigation: "Home Page Documents Staff".

Step 3: A red arrow points to the "Add" button in the "Business Members Admin" section.

The "Business Members Admin" section contains a table with the following data:

Authorized Employee Name	Civil Id	Role
NAWAL	123545	Authorized Signatory