



Ministry of Health

Advertisement Permit Service
User Manual

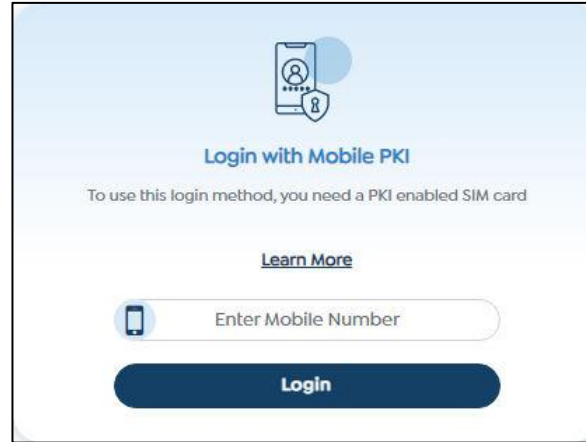
31/10/2023

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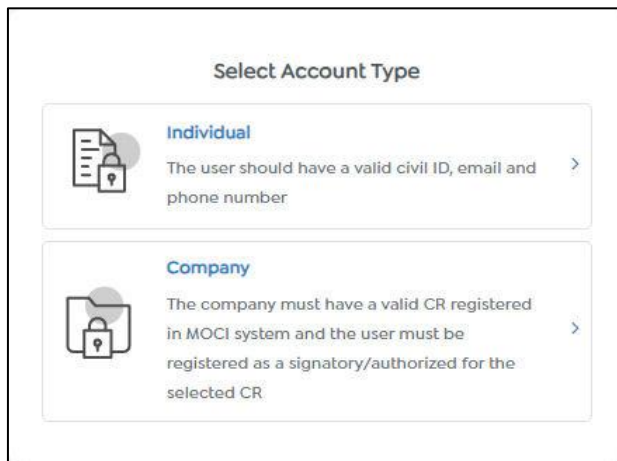
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1. Registration

You can create or a register a new account to use in the system using two different types: Individual and Company. You start from the **Login** page as shown below:



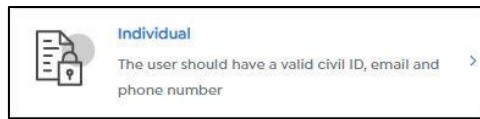
Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:



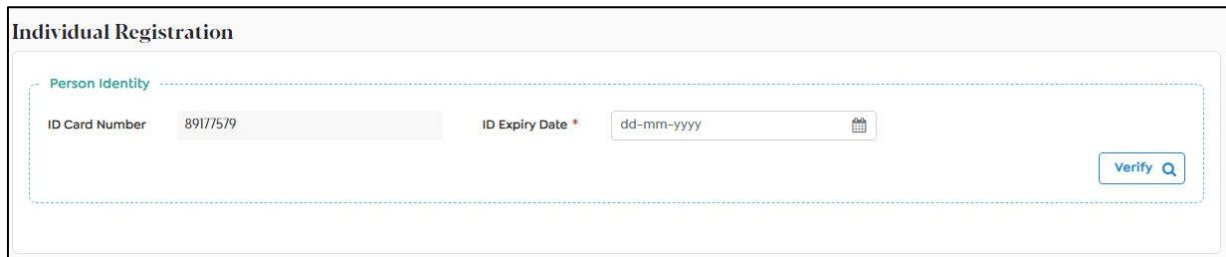
You can select an account type by simply clicking on any of them.

1.1 Register an Individual Account


To register an individual account, follow the steps below:

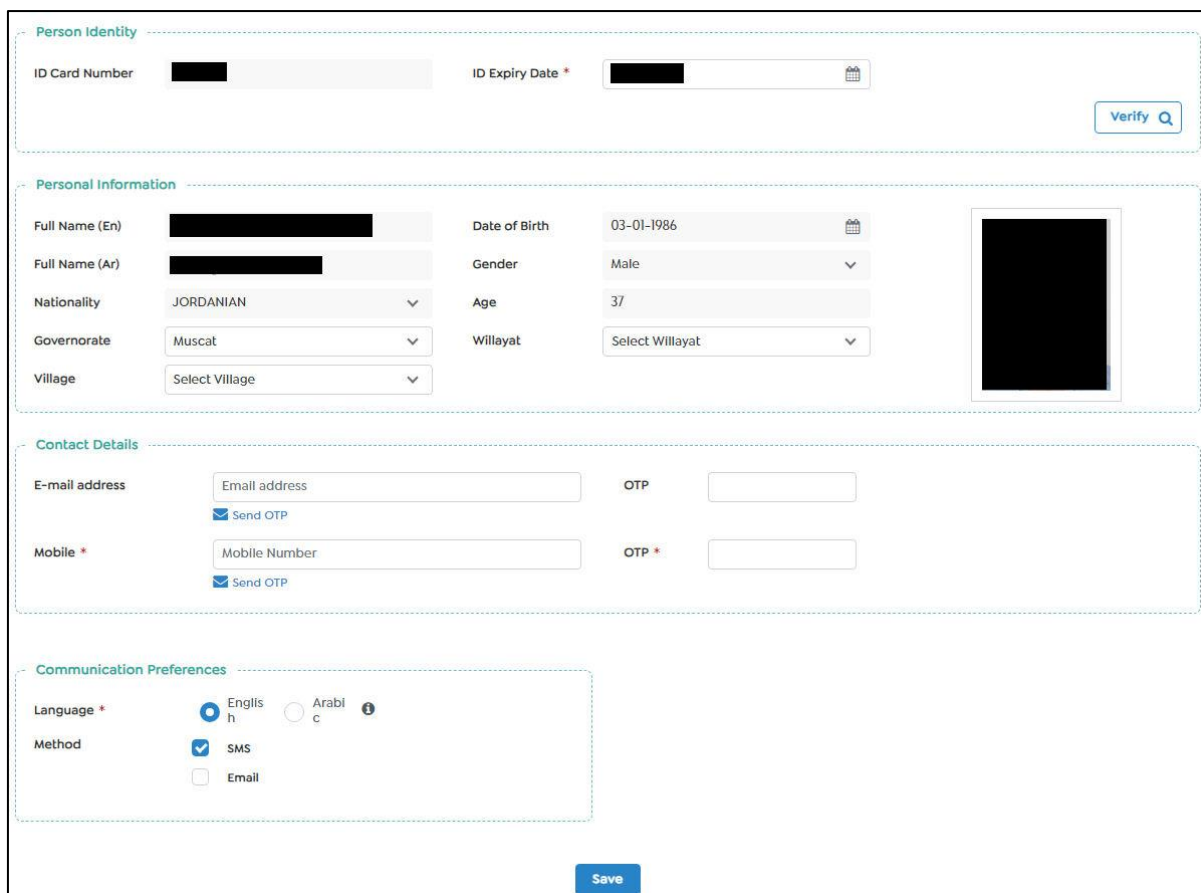


1. Click on , and following page appears:




2. Enter your resident card number and expiry date.


3. Click , and the system will retrieve your information automatically as shown below:



4. Enter the location which consists of Governorate, Wilaya, and village.

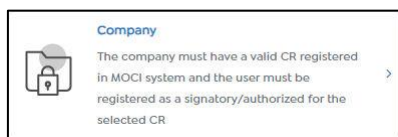
5. Enter email address and mobile number, then click  Send OTP for both platforms, and then enter the OTP which you have received on both platforms.


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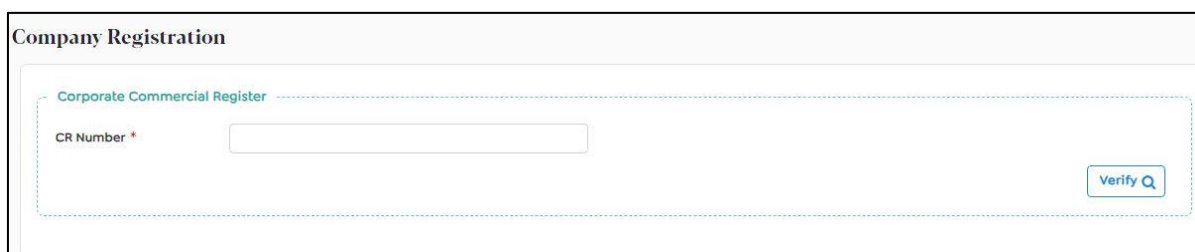
6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

To register a company account, follow the steps below:




1. Click on , and the following page appears:



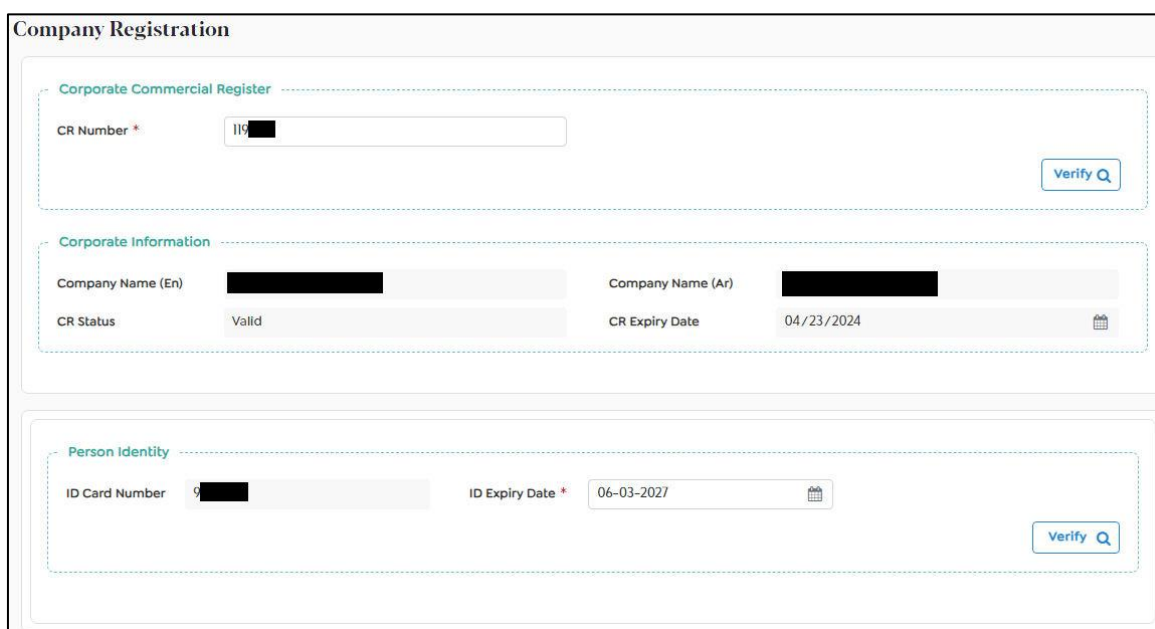
Company Registration

Corporate Commercial Register

CR Number *




2. Enter the CR number and then click the  button, and the system will retrieve your company's information as shown below:




Company Registration

Corporate Commercial Register

CR Number *





Corporate Information

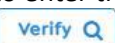
Company Name (En)	<input type="text" value=""/>	Company Name (Ar)	<input type="text" value=""/>
CR Status	Valid	CR Expiry Date	04/23/2024 

Person Identity

ID Card Number


ID Expiry Date * 




3. Then you need to enter the person's information by entering the resident card number and expiry date, then click  and the system will retrieve the person's information automatically as shown below:


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Person Identity


ID Card Number ID Expiry Date * 



[Verify](#) 


Personal Information

Full Name (En) Date of Birth 

Full Name (Ar) Gender 

Nationality  Age

Governorate  Willayat 

Village 

Contact Details


E-mail address

Send OTP

Mobile *



Send OTP

Communication Preferences

Language * English Arabic 

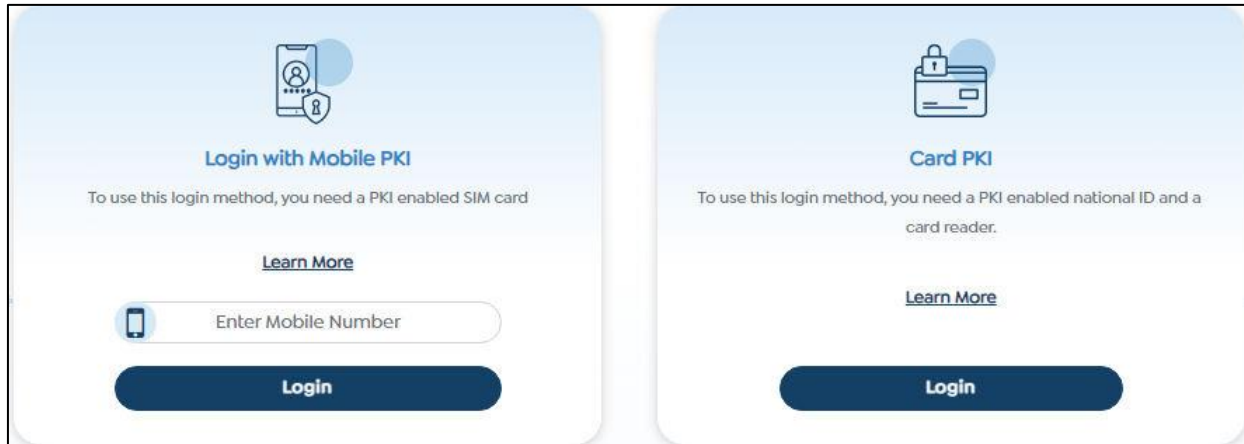
Method SMS Email



[Save](#)

4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click  **Send OTP** for both platforms, and then enter the OTP which you have received on both platforms.
6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.

2. Login

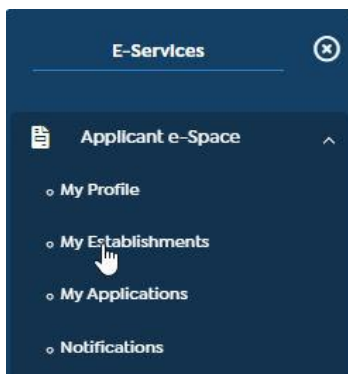
You can login to the system with your account using two different methods: Mobile PKI and Card PKI. The **Login** page appears as shown below:



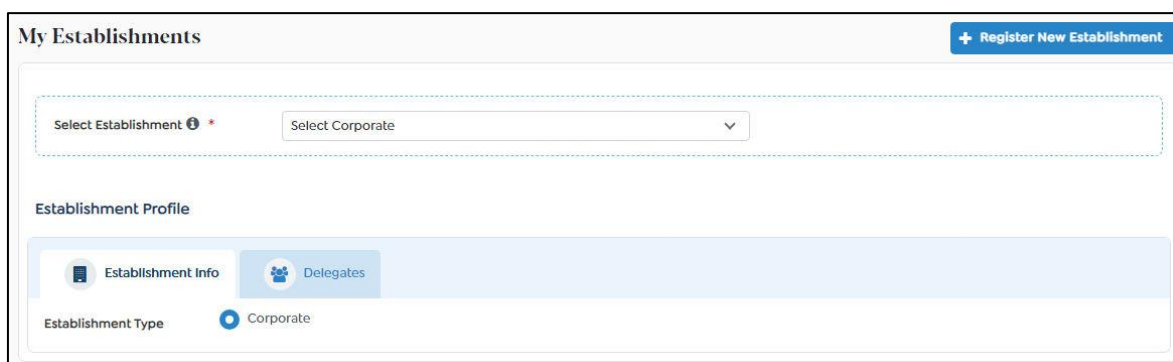
- For **Mobile PKI**, you enter your mobile number then you click  button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click  on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.

2.1 My Establishments

Through this page as a company owner, you view the establishments registered to your ID number, and you can add delegates for each establishment, as delegates can apply for eservices on behalf of the owner. You can access this page through the menu below:



The **My Establishments** page appears as shown below:



Select the establishment from the dropdown list, and its information appears as shown below:

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Select Establishment ⓘ * ▼

Establishment Profile

Establishment Info Delegates

Establishment Type ● Corporate

Corporate Commercial Register

CR Number [REDACTED]

[Reload CR Details](#)

Corporate Information

Company Name (En) [REDACTED] Company Name (Ar) [REDACTED]

CR Status Valid CR Expiry Date 04/23/2024 📅

Establishment Profile Registration

Profile Created By [REDACTED] Profile Created At 10/31/2023 09:07 AM

And the delegate info appears as shown below:

Select Establishment ⓘ * ▼

Establishment Profile

Establishment Info Delegates

Delegate Info

Search for a User

Civil Id Mobile Number [🔍 Search](#)

Delegates List

Records Per Page


CivilID ↕	Name ↕	DelegationStatus ↕	DelegateType ↕	Action
[REDACTED]	[REDACTED]	Active	CR Signatory	📄 Details ✎ Edit 🗑 Delete

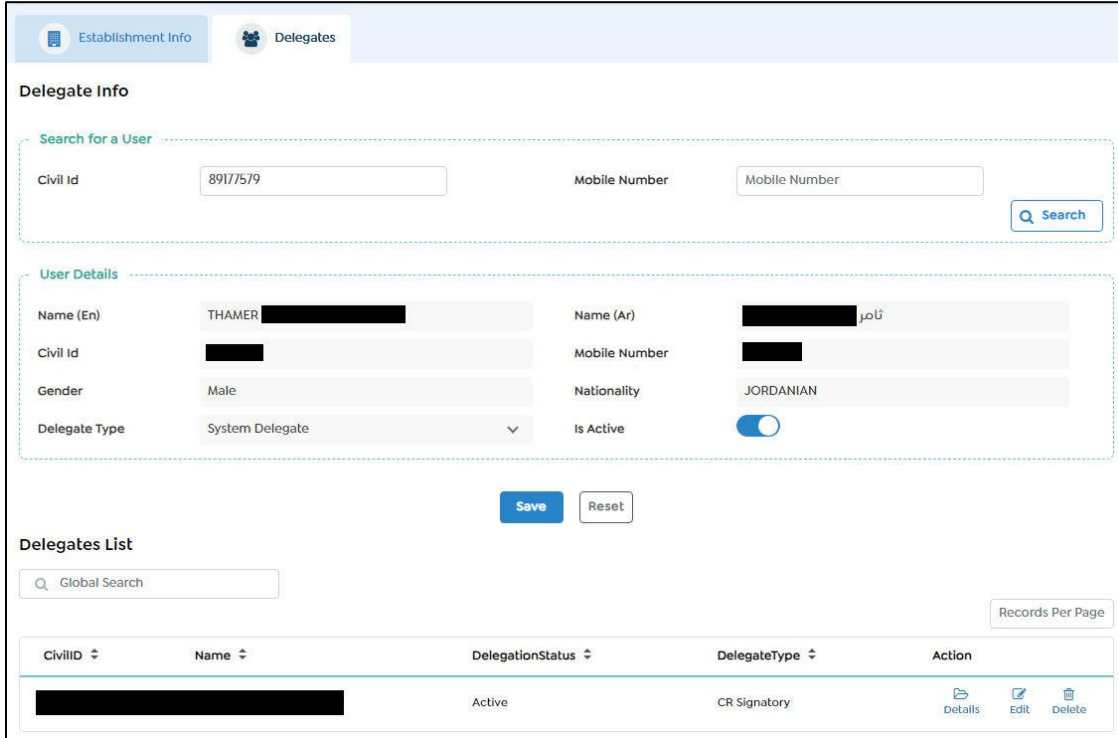
1 to 1 of 1 Items

You can add new delegates, edit them, and delete them.

2.1.1 Add Delegate


To add a new delegate, follow the steps below:

1. Enter the delegate's civil ID, entering the mobile number is optional.
2. Click , and the following details appear:





Delegate Info

Search for a User

Civil Id: 89177579 Mobile Number: Mobile Number 

User Details




Name (En): THAMER [REDACTED] Name (Ar): [REDACTED] تامر
 Civil Id: [REDACTED] Mobile Number: [REDACTED]
 Gender: Male Nationality: JORDANIAN
 Delegate Type: System Delegate Is Active:


 

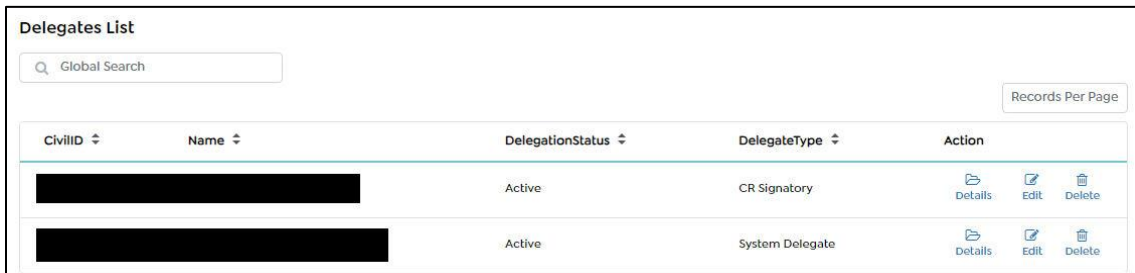
Delegates List

Global Search

Records Per Page

CivilID	Name	DelegationStatus	DelegateType	Action
[REDACTED]	[REDACTED]	Active	CR Signatory	  







3. Click , and the delegate is added to the list as shown below:




Delegates List

Global Search


Records Per Page

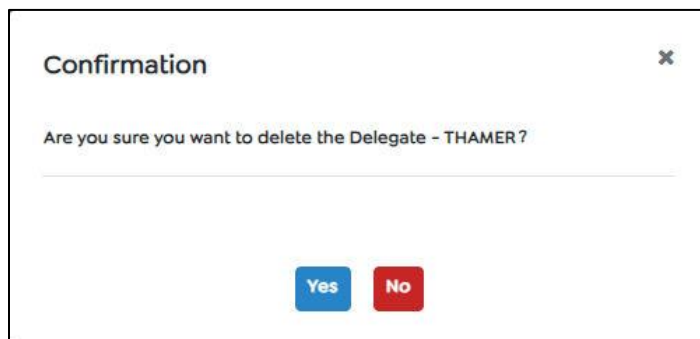
CivilID	Name	DelegationStatus	DelegateType	Action
[REDACTED]	[REDACTED]	Active	CR Signatory	  
[REDACTED]	[REDACTED]	Active	System Delegate	  

You can edit the delegate by clicking  [Edit](#) icon and change the status from active to inactive.

2.1.2 Delete Delegate

To delete a delegate, follow the steps below:

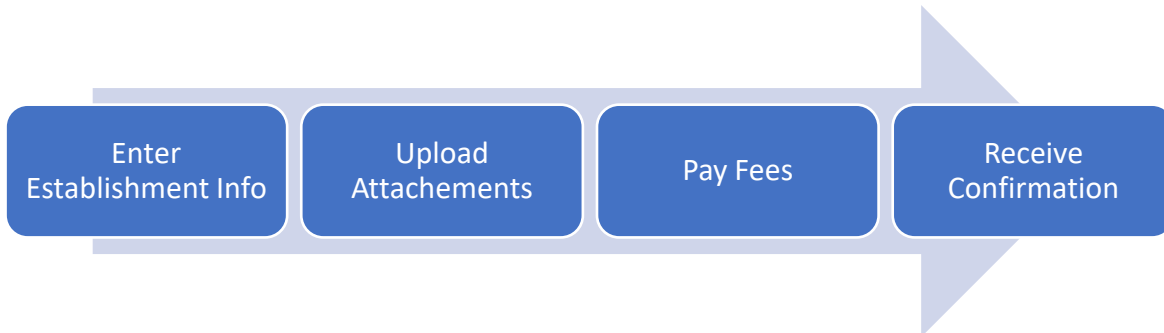
1. Click  Delete icon, and the following message appears:



2. Click .


3. Advertisement Permit Service

Through this page you renew the advertisement permit for an establishment. The process is as follows:




The **Advertisement Permit Service** page appears as shown below:

To request for the permit, follow the steps below:

1. Select the establishment from the dropdown list then click , and the details appear automatically.

You get a notification in green on top of the page if it is eligible for permit and you can continue with the process. The notification appears as shown below:



2. Determine if discount is approved by MOCI or not.
3. Click  and the following page appears:

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Attachments

Required Attachment	Description	File Name	Action
MOCI Approval *	<ul style="list-style-type: none"> MOCI Approval Description Allowed FileTypes (jpg,pdf) & size must be with in 5 MB 		<input type="button" value="Upload file"/>

This section appears if the discount is approved by MOCI and you need to upload the required attachment for it.

4. Enter the required attachment using the buttons. Once done, it will activate the button.
5. Click and the following page appears:

Fees Details

Validity Months

Fee Type ↕	Amount ↕
<input type="button" value="Back"/> <input type="button" value="Next"/>	

6. Select validity period in months, and the fees amount appears as shown below:

Fees Details

Validity Months

Fee Type ↕	Amount ↕
Service Fees	150.000 OMR
Board Fee	0.000 OMR
Delay Fee	0.000 OMR
Total Fee	150.000 OMR

7. Once you check the fees, click and the following page appears:

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Attachments ✎ ^

Required Attachment	Description	File Name
MOCI Approval	MOCI Approval Description	Image1.jpg

Fees ✎ ^

Fee Type	Amount
Service Fees	150.000 OMR
Board Fee	0.000 OMR
Delay Fee	0.000 OMR
Total Fee	150.000 OMR

Declaration ^

I hereby declare that all the information provided in the application form is true and correct. I also understand that if I provided any misleading or incorrect information that may lead to the rejection of the application and the Directorate of Private Health Establishments will take the necessary actions.

← Back
Continue to Payment >

8. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct.
9. click Continue to Payment >, and the following message appears:

Confirmation

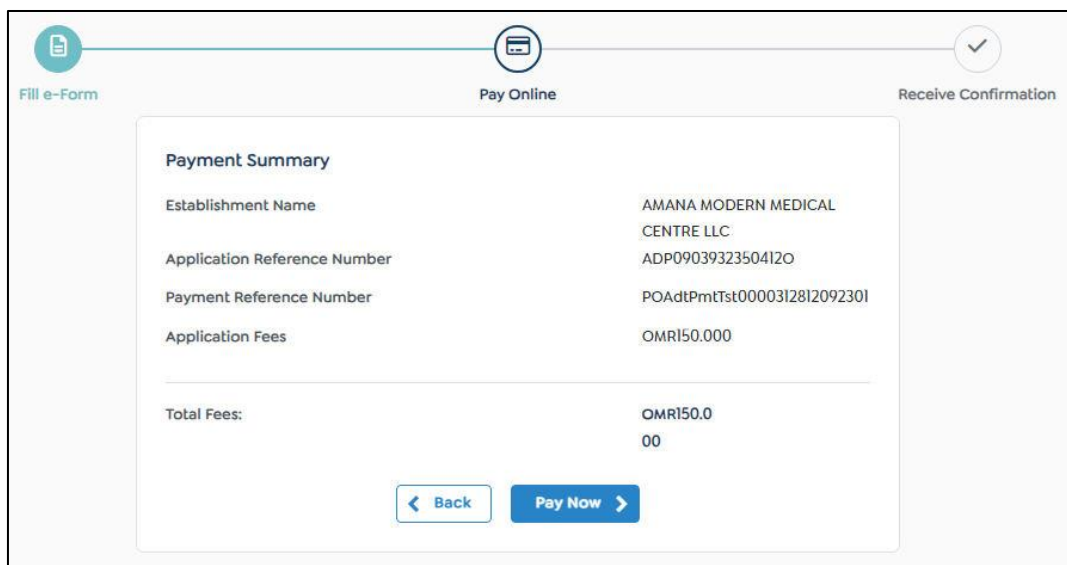
✕

Are you sure you want to Confirm and Proceed for Payment?

Confirm
Cancel

10. Add a tick to the checkbox to declare that the entered information is true and correct.
11. Click Confirm button, and the following page appears:

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Fill e-Form Pay Online Receive Confirmation

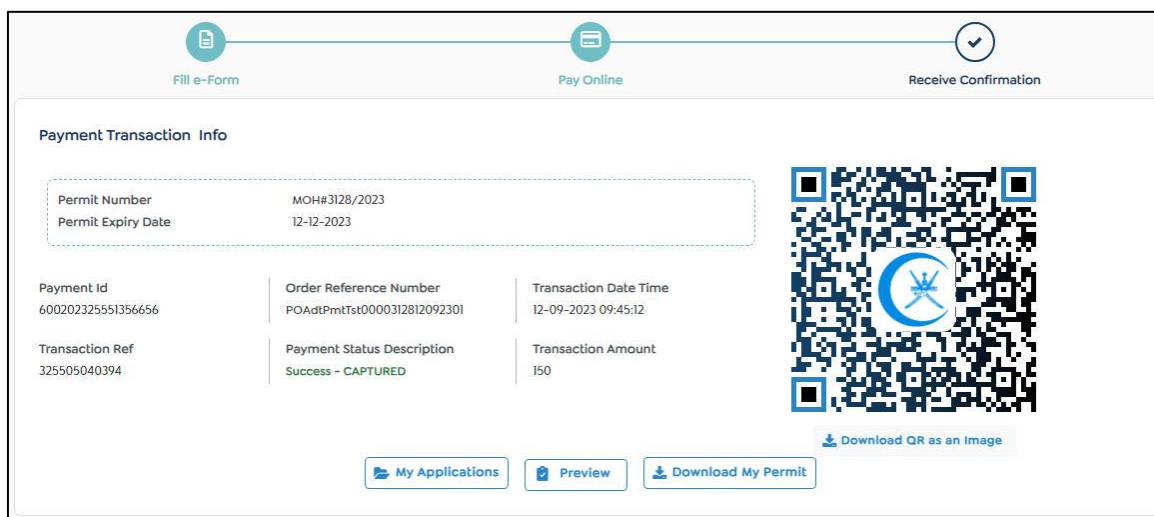
Payment Summary

Establishment Name	AMANA MODERN MEDICAL CENTRE LLC
Application Reference Number	ADP09039323504120
Payment Reference Number	POAdtPmtTst0000312812092301
Application Fees	OMR150.000
Total Fees:	OMR150.000

[← Back](#) [Pay Now →](#)

12. Click [Pay Now →](#) and you go to the payment page.

13. Once you complete the payment, you will be navigated to the following page:



Fill e-Form Pay Online Receive Confirmation

Payment Transaction Info

Permit Number	MOH#3128/2023	
Permit Expiry Date	12-12-2023	
Payment Id	Order Reference Number	Transaction Date Time
600202325551356656	POAdtPmtTst0000312812092301	12-09-2023 09:45:12
Transaction Ref	Payment Status Description	Transaction Amount
325505040394	Success - CAPTURED	150

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- You can preview the application using the [Preview](#) button.
- You can also download the application using the [Download](#) button.