Ministry of Health

Advertisement Permit Service

User Manual
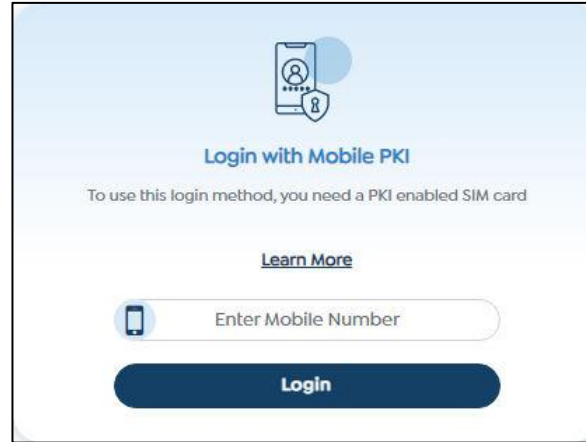

31/10/2023

Table of Contents
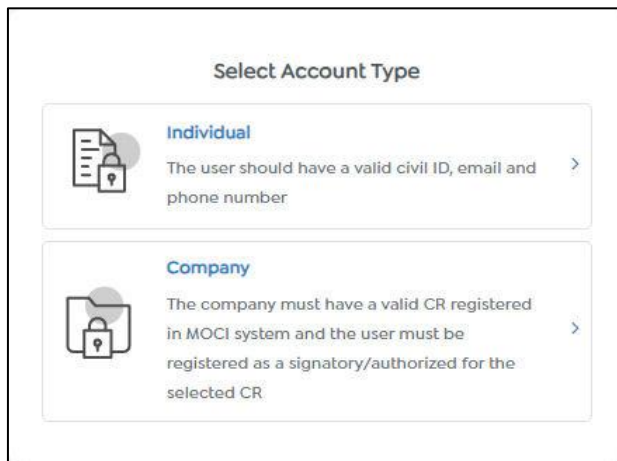
1. Registration

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:
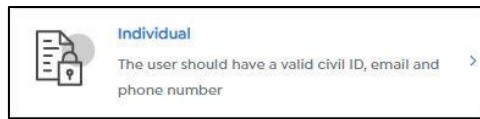

Click your mobile number and click , when the system recognizes that it is not registered in the system, it will navigate you to the following page:
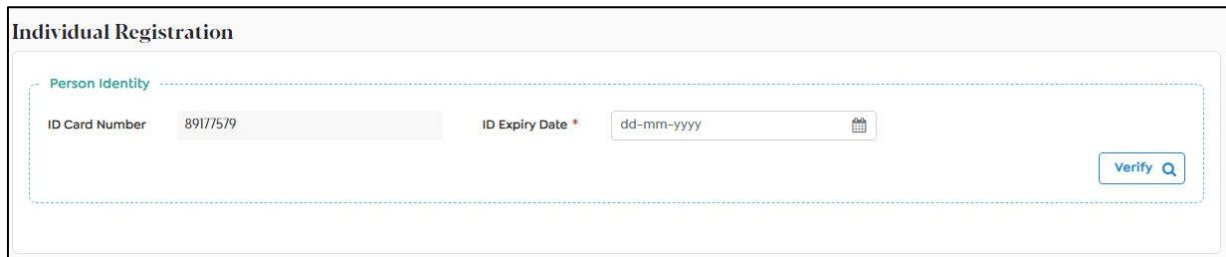

You can select an account type by simply clicking on any of them.

1.1 Register an Individual Account

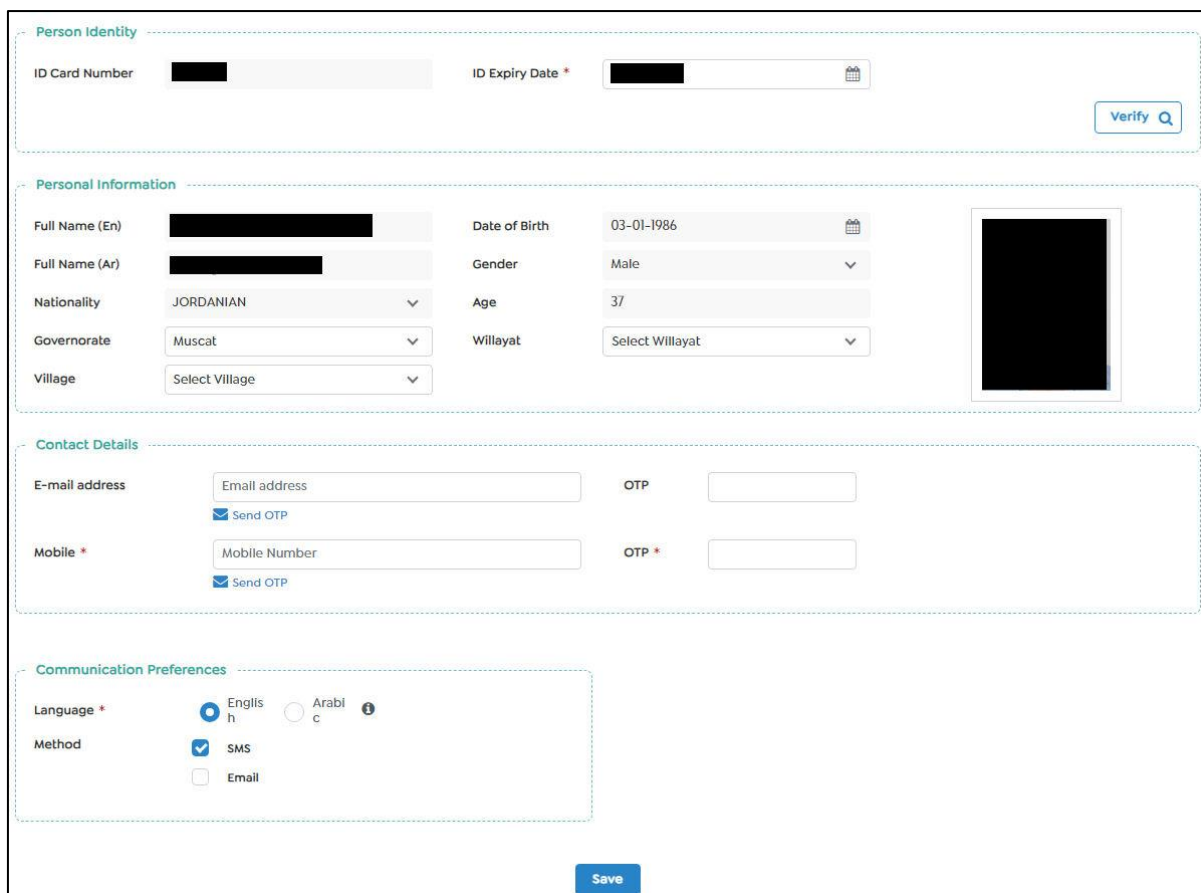To register an individual account, follow the steps below:

1. Click on

> **Individual**
> The user should have a valid civil ID, email and phone number   >

, and following page appears:

Individual Registration

> **Person Identity**
>
> ID Card Number   89177579   ID Expiry Date *   dd-mm-yyyy   📅
>
> Verify 🔍

2. Enter your resident card number and expiry date.

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

Person Identity

ID Card Number   ▮▮▮   ID Expiry Date *   ▮▮▮   📅

Verify 🔍

Personal Information

Full Name (En)	▮▮▮	Date of Birth	03-01-1986 📅
Full Name (Ar)	▮▮▮	Gender	Male ˅
Nationality	JORDANIAN ˅	Age	37
Governorate	Muscat ˅	Willayat	Select Willayat ˅
Village	Select Village ˅		

Contact Details

E-mail address   Email address   OTP   _____
✉ Send OTP

Mobile *   Mobile Number   OTP *   _____
✉ Send OTP

Communication Preferences

Language *   ● English   ○ Arabic   ℹ

Method   ☑ SMS
          ☐ Email

Save

4. Enter the location which consists of Governorate, Wilaya, and village.
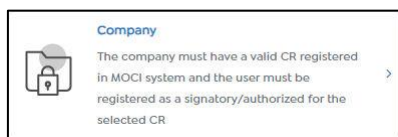
5. Enter email address and mobile number, then click ✉ Send OTP for both platforms, and then enter the OTP which you have received on both platforms.
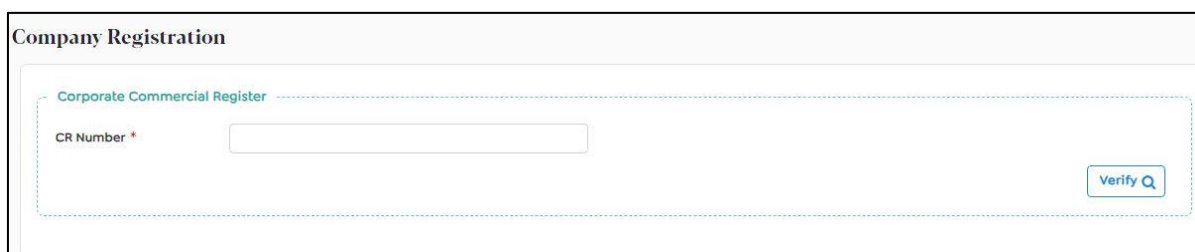
6. Select the communication language if it's in Arabic or English.

7. Select the communication method if it's by SMS or Email or both.

8. Click [Save] , 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:
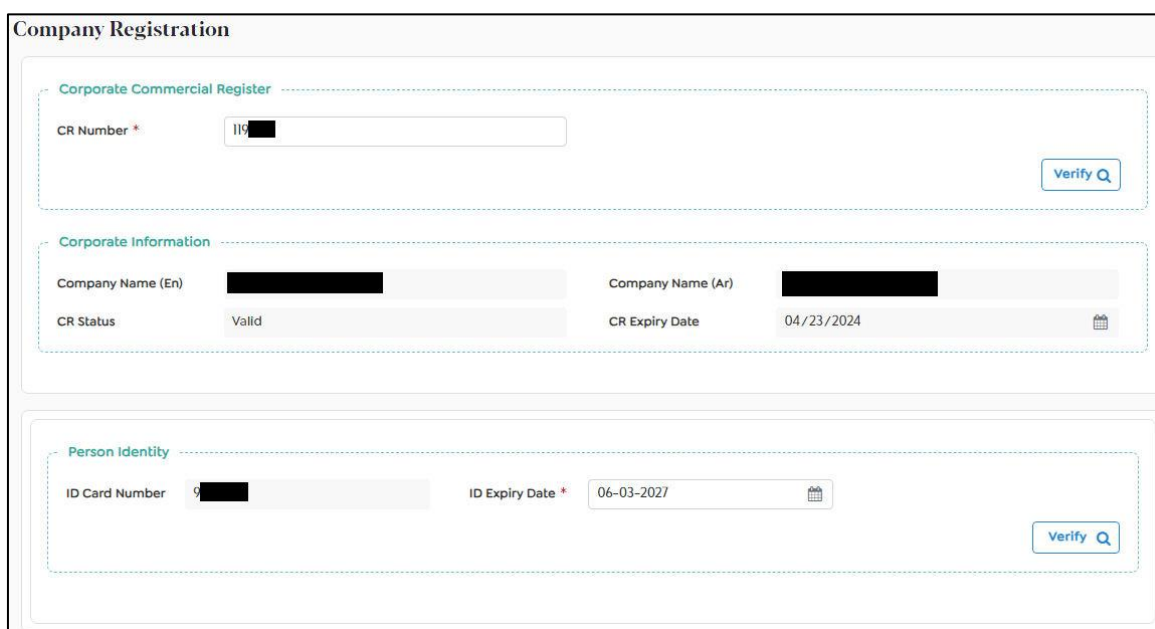
1. Click on

    > **Company**
    > The company must have a valid CR registered in MOCI system and the user must be registered as a signatory/authorized for the selected CR

    , and the following page appears:

Company Registration

> ─ Corporate Commercial Register ───
> CR Number * [   ]
>
> [Verify Q]

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

Company Registration

> ─ Corporate Commercial Register ───
> CR Number * [119████]
>
> [Verify Q]
>
> ─ Corporate Information ───
> Company Name (En) [████████]   Company Name (Ar) [████████]
> CR Status   Valid   CR Expiry Date   04/23/2024 📅
>
> ─ Person Identity ───
> ID Card Number 9████   ID Expiry Date * 06-03-2027 📅
>
> [Verify Q]
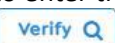
3. Then you need to enter the person's information by entering the resident card number and expiry date, then click [Verify Q] and the system will retrieve the person's information automatically as shown below:

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.

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 Save , 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:
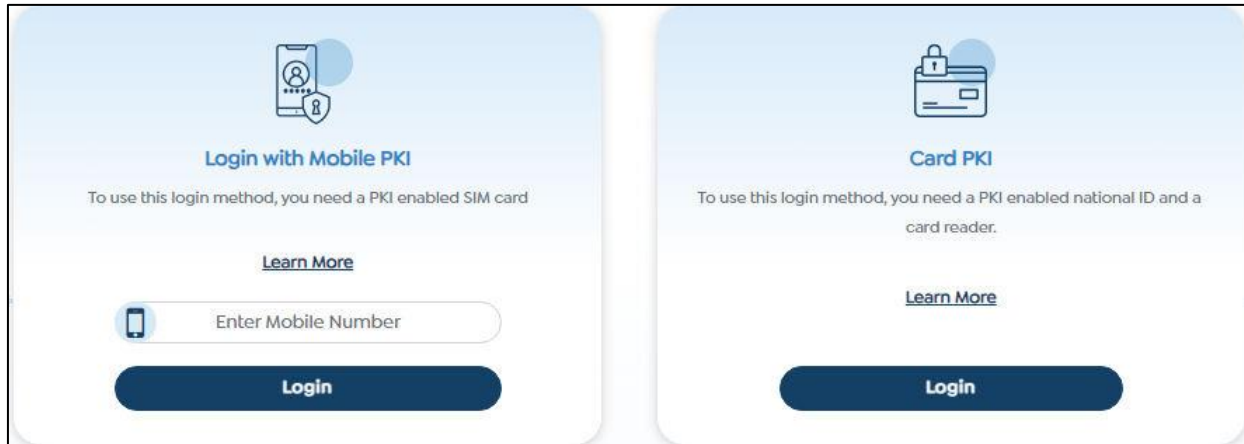
- For **Mobile PKI**, you enter your mobile number then you click button on the left side, and it you enter your password on your phone.

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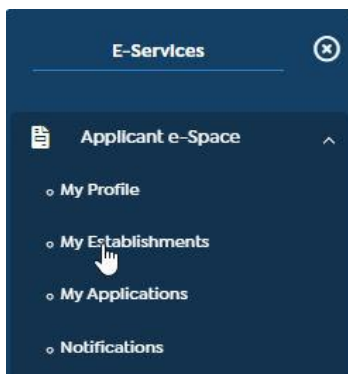
The **My Establishments** page appears as shown below:

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

And the delegate info appears as shown below:
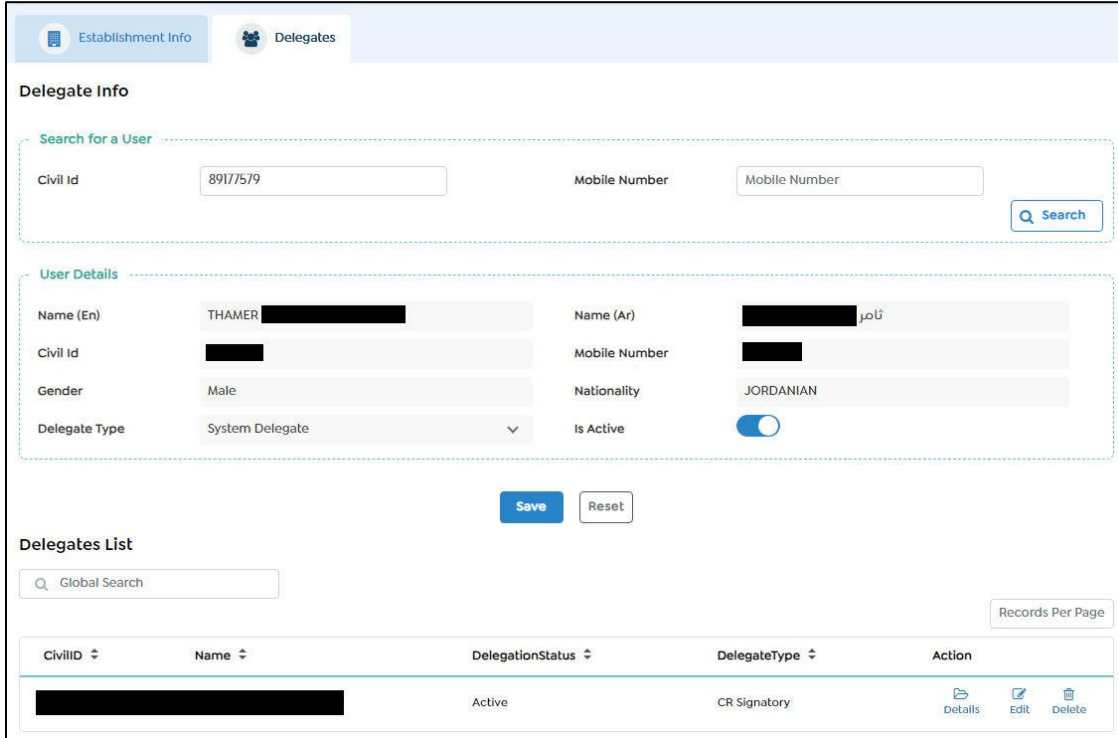
You can add new delegates, edit them, and delete them.

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 [Q Search], and the following details appear:
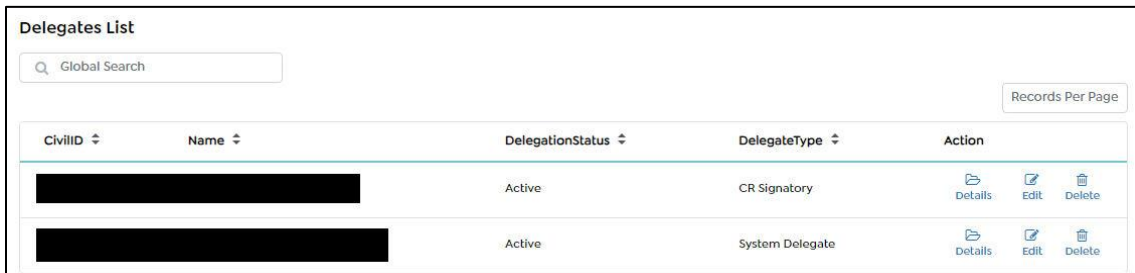
3. Click [Save], and the delegate is added to the list as shown below:

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:

Confirmation   ✖
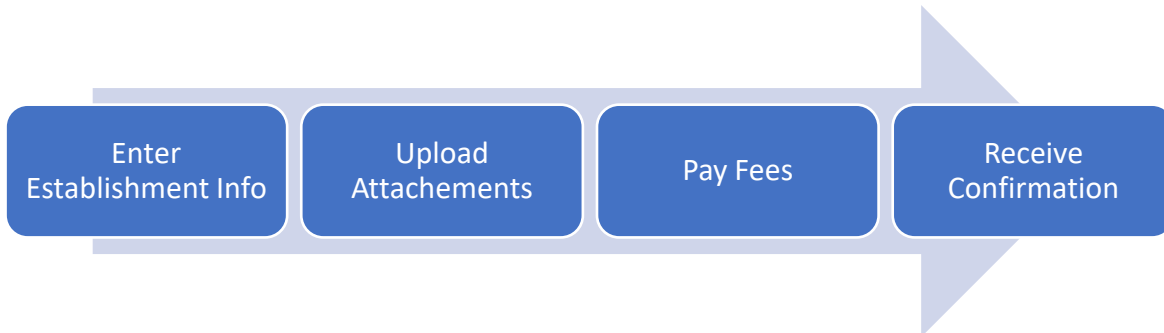
Are you sure you want to delete the Delegate – THAMER ?

Yes   No

2. Click Yes .
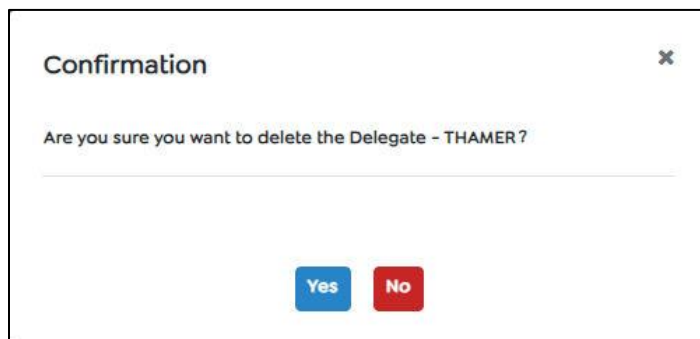
3. Advertisement Permit Service

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 ⬚Verify Q⬚, 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 ⬚Next ⟩⬚ and the following page appears:

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 [Upload file] buttons. Once done, it will activate the [Next >] button.

5. Click [Next >] and the following page appears:

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

7. Once you check the fees, click [Next >] and the following page appears:

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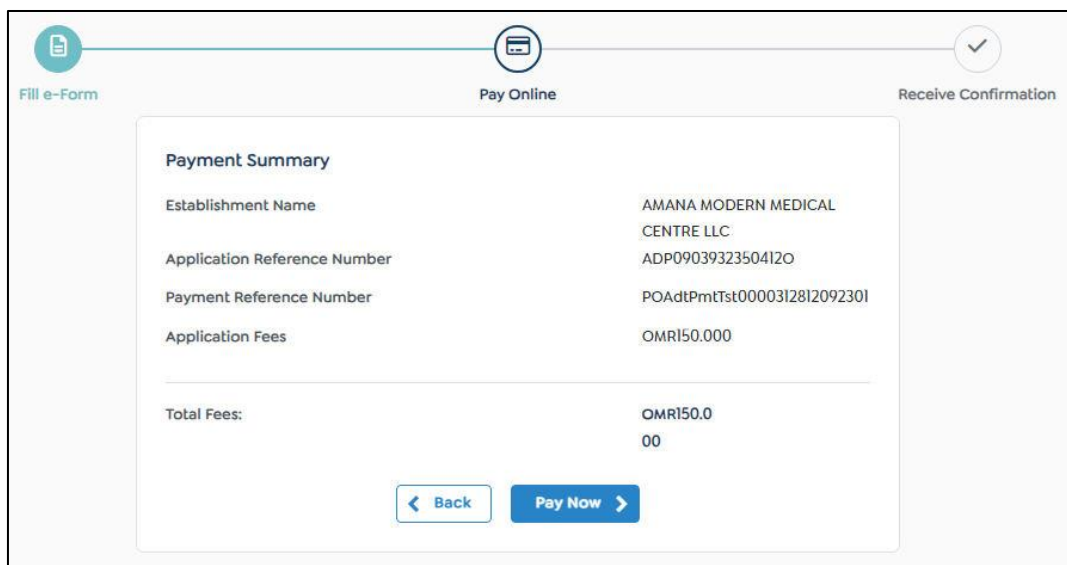
9. click , and the following message appears:

10. Add a tick to the checkbox to declare that the entered information is true and correct.

11. Click button, and the following page appears:
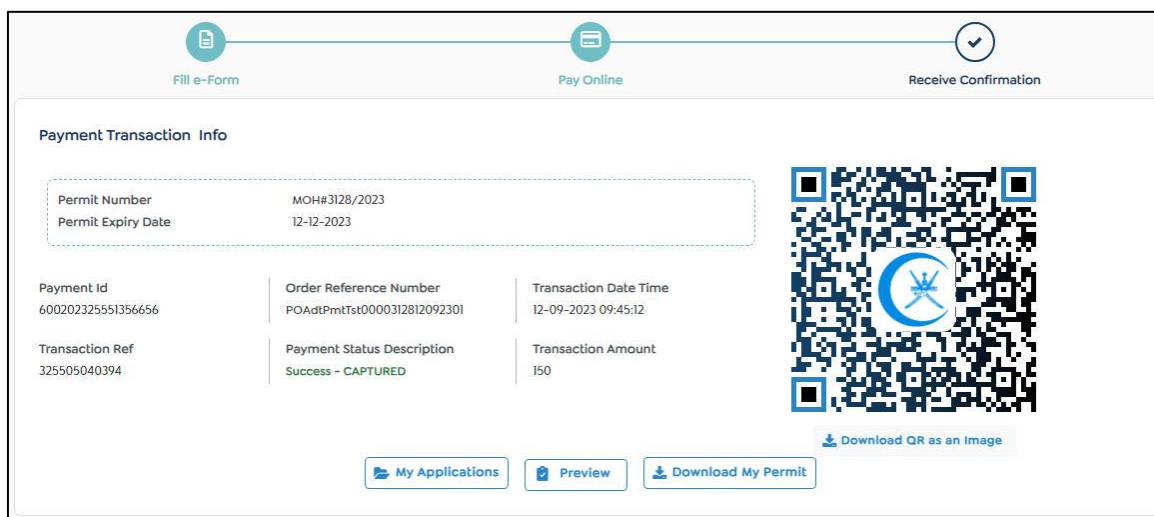
12. Click ![Pay Now] and you go to the payment page.

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

- You can view your applications using the ![My Applications] button.

- You can preview the application using the ![Preview] button.

- You can also download the application using the ![Download] button.