



User Manual

**How to Add A Child To the Childcare Support Product
(Qurrah) v04/12/2025 -1.0**



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Introduction

Introduction

An e-service through which the beneficiary's children, from newborns up to six years old, are added to the mother's account on the portal.



Main Dashboard and Performance Data Details

Main Dashboard and Performance Data Details

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Qurrah Support

Dashboard Bookings

Hi Anoud,
Here's your latest update on Qurrah Support program.

Enrolled on 22 February 2025
Qurrah Support Program

Active

Active bookings (0)

There are no childcare center bookings made yet
Make your first one
Book childcare center

Summary

Total subsidy: 0.00
Booked children: 0

My children (3)

Add a Child

Alia Al Amin
Age: 1 Year old
Booking Status: No Active Booking

Abdullah Al Amin
Age: 2 Years old
Booking Status: No Active Booking

Under Review Eligible

- The system will update the homepage of the featured product so that the user can access all product.
- The beneficiary can choose the "Add a child" option if she wishes to add a child within the age group from newborn to six years old.



Adding A Saudi Child to the Childcare Support Product

Adding A Child to the Childcare Support Product (1.1)

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العربي Support Anoud AlRashid

● — ○ — ○ — ○ — ○

Add children Add addresses Select childcare center Select services Await confirmation

Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Verify

Continue

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- After selecting the "Add Children" option, the system redirects the user to the dedicated page. To add children, the user enters their child's national ID number.
- By entering the child's ID number correctly, the beneficiary will be able to check the "Add Child" section.

Adding A Child to the Childcare Support Product (1.2)

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

1074683933

Abdullah Al Amin

National ID 1098123745	Status ● Eligible
Age 2 Years	Gender Male

Required Documents

Vaccination Report Maximum file size allowed is 2MB, supported file formats include: .jpg, .png, and .pdf.	Medical Report Maximum file size allowed is 2MB, supported file formats include: .jpg, .png, and .pdf.
<input type="button" value="Browse Files"/>	<input type="button" value="Browse Files"/>

- After selecting the "Verify" option, the system displays the required documents that the beneficiary should attach.
- The beneficiary attaches the documents correctly and then clicks on the "Save" option.

Adding A Saudi Child to the Childcare Support Product (1.3)

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Alia Al Amin

2323849502

Female · 2 Years

Health card.png Vaccination certificate.pdf

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- After selecting the "Save" option, the system displays the child's information.
- The beneficiary then selects the "continue" option.

Adding A Saudi Child to the Childcare Support Product (1.4)

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Qurrah Support

Dashboard Bookings

Hi Anoud,
Here's your latest update on Qurrah Support program.

Enrolled on 22 February 2025
Qurrah Support Program

Eligible

Active bookings (1) [Create new booking](#)

There are no childcare center bookings made yet
Make your first one
[Book childcare center](#)

Summary

1,200.00
Total subsidy

2
Booked

My children (4) [Add a Child](#)

Sameera Al Amin Eligible
Age: 1 Year
Booking Status: No Active Booking

Samer Al Amin Ineligible
Age: Above 6 Years
Booking Status: Not eligible

< 1 2 3 >

- After selecting the "Continue" option, the system redirects the user to the control interface and displays the added child.



Adding A non-Saudi Child to the Childcare Support Product

Adding A Child to the Childcare Support Product (1.1)

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● — ○ — ○ — ○ — ○

Add children Add addresses Select childcare center Select services Await confirmation

Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Verify

Continue

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- After selecting the “Add a Child” option, the system redirects the beneficiary to the child addition page. The beneficiary enters the child’s residence ID number, passport number, or an equivalent document number
- After correctly entering the child’s identification number, the beneficiary clicks the “Add Child” option.

Adding A Child to the Childcare Support Product (1.2)

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

2323849502

Child Information

* First Name * Last Name * Iqama Number * Nationality

* Date of Birth * Age * Gender

Required Documents

* Family Card
Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

* Child's Birth Certificate
Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

* Medical Report
Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

* Vaccination Report
Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

After selecting "Add Child," the system displays the required documents that the beneficiary must attach

The beneficiary attaches the documents correctly and then clicks on the "Save" option

Adding A Child to the Childcare Support Product (1.3)

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Samer Al Amin

2323849502

Male · 5 Years

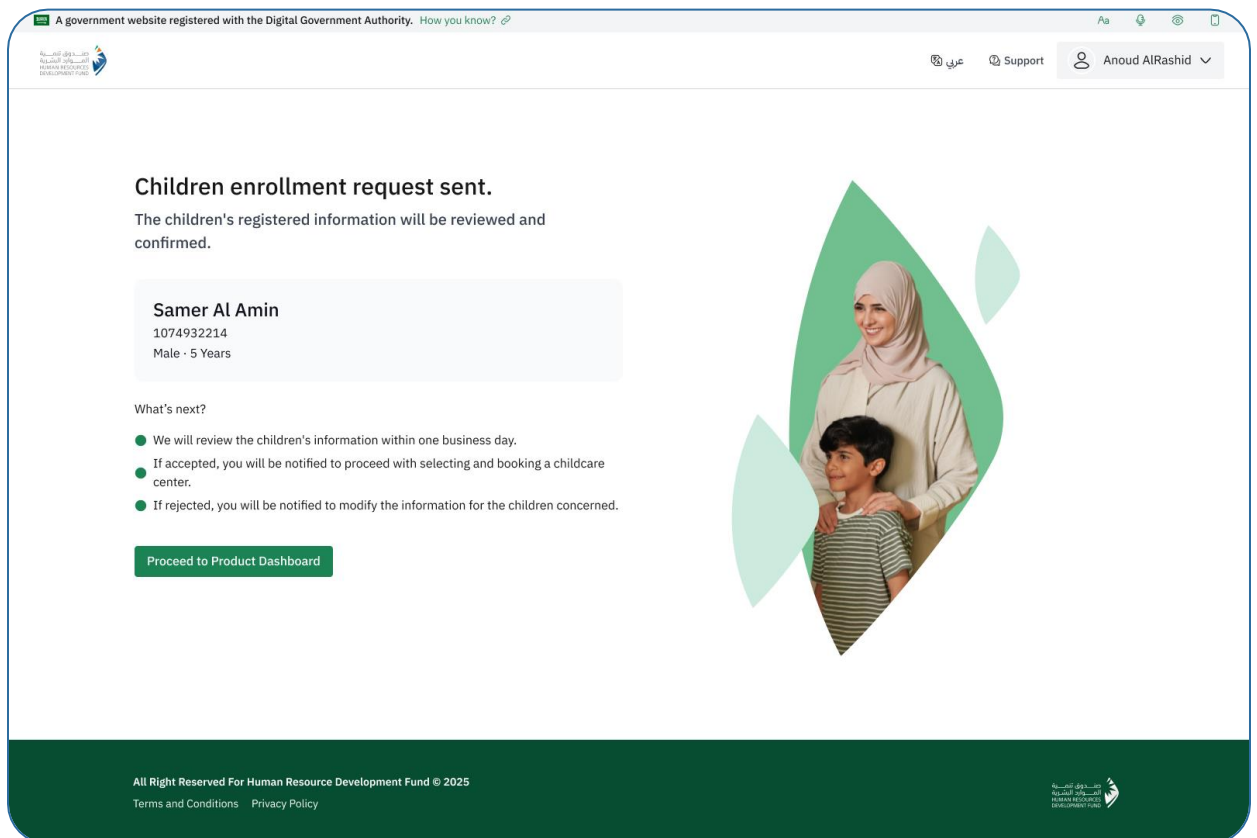
Family card.png Vaccination certificate.pdf

Health card.png Birth certificate.pdf

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- After selecting the "Save" option, the system displays the child's information.
- The beneficiary then selects the "continue" option.

Adding A non-Saudi Child to the Childcare Support Product (1.4)



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Children enrollment request sent.

The children's registered information will be reviewed and confirmed.

Samer Al Amin
1074932214
Male - 5 Years

What's next?

- We will review the children's information within one business day.
- If accepted, you will be notified to proceed with selecting and booking a childcare center.
- If rejected, you will be notified to modify the information for the children concerned.

[Proceed to Product Dashboard](#)

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- After selecting "Save and Continue," the system displays a confirmation page for submitting the request to add a new child.
- The specialized team may take up to one business day to review the child's documents and make a decision regarding the request. If approved, you will be able to reserve a center for this child

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