

# User Manual

**How to Withdraw from Freelance Product (Orders Delivery Track)**



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# Introduction

## Introduction

An e-service that allows the beneficiary to withdraw from the Freelance Program (Orders Delivery Track).

The withdrawal request cannot be submitted more than once within 60 days for the tracks of the Freelance Support Product.

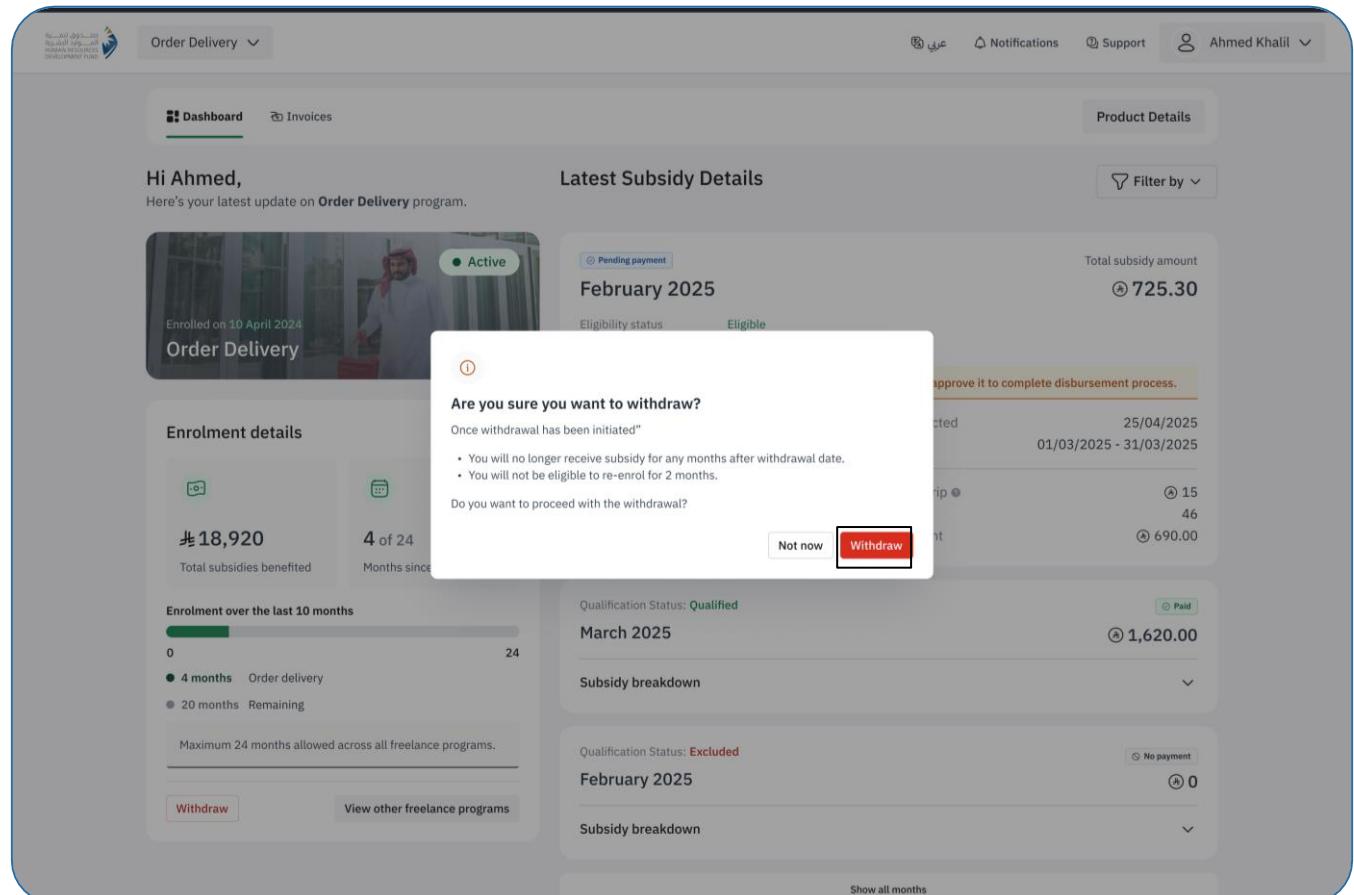
# Withdrawing from the Freelance Support Product (Orders Delivery Track)

# Withdrawing from the Freelance Support Product- Orders Delivery Track

The screenshot shows the Order Delivery product dashboard. At the top, it displays "Latest Subsidy Details" for February 2025, showing a total subsidy amount of 725.30. Below this, the "Subsidy breakdown" section shows a support rate of 15, 46 trips, and a subsidy amount of 690.00. The "Performance Data" section indicates that performance data has been released and needs to be viewed and approved. The "Enrolment details" section shows a total subsidy of 18,920 and 4 months remaining. A progress bar indicates 4 months of order delivery and 20 months remaining. A "Withdraw" button is visible. The "Subsidy breakdown" section for March 2025 shows a total of 1,620.00. The "Performance Data" section for March 2025 shows a support rate of 15, 46 trips, and a subsidy amount of 690.00. The "Subsidy breakdown" section for April 2025 shows a total of 0. The "Performance Data" section for April 2025 shows a support rate of 15, 46 trips, and a subsidy amount of 690.00.

- The user can withdraw from the track by selecting the "Withdraw from Track" option on the homepage.

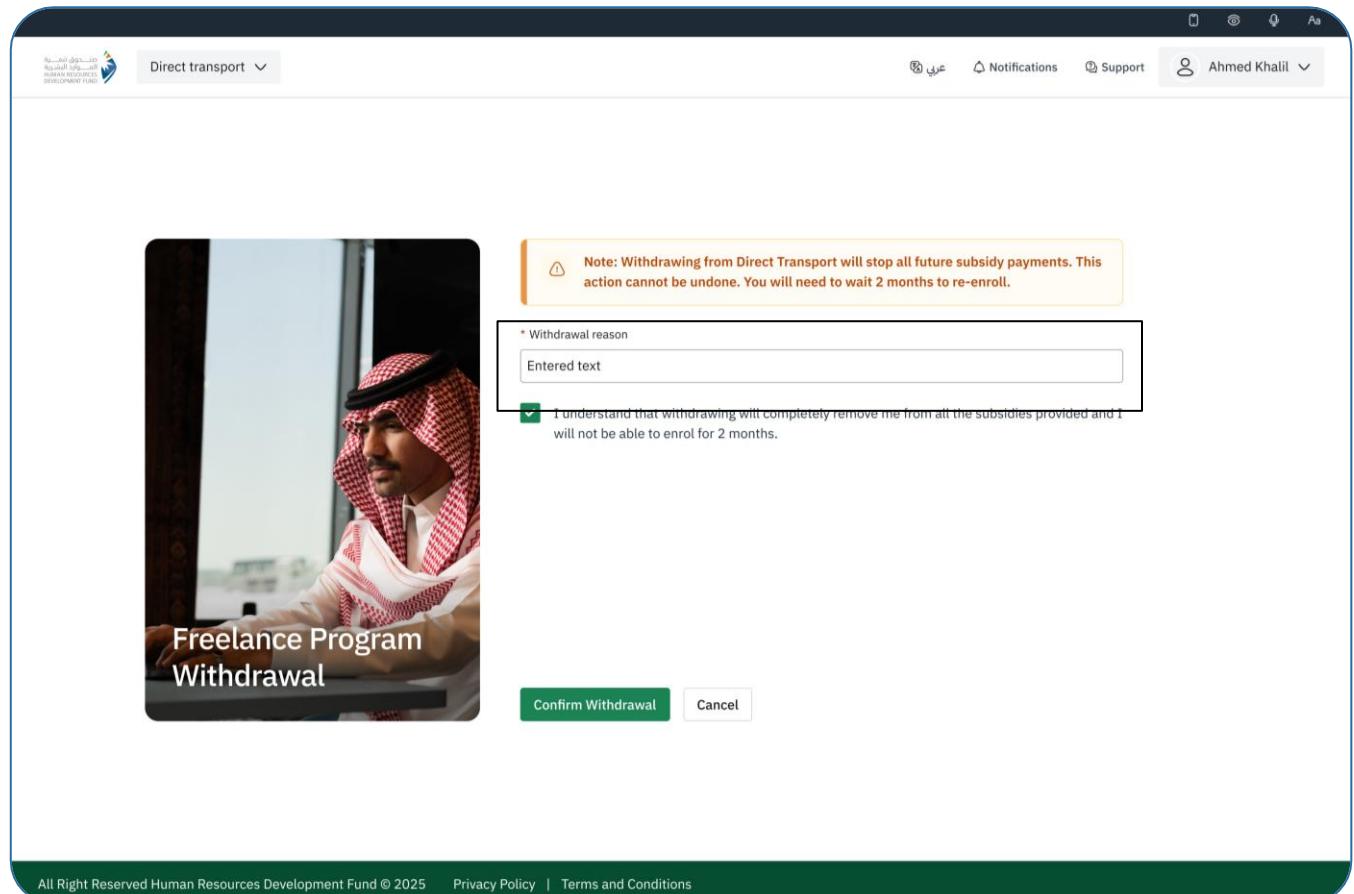
# Withdrawing from the Freelance Support Product- Orders Delivery Track



The screenshot shows the 'Order Delivery' program dashboard. At the top, there are navigation links for 'Dashboard' and 'Invoices', and a 'Product Details' section. The main content area displays 'Latest Subsidy Details' for February 2025, showing a total subsidy amount of 725.30. Below this, there is an 'Enrolment details' section and a 'Qualification Status' section for March 2025. A prominent red 'Withdraw' button is highlighted with a red box. A modal dialog box is overlaid on the screen, asking 'Are you sure you want to withdraw?' and listing the consequences: 'Once withdrawal has been initiated\*' and 'You will no longer receive subsidy for any months after withdrawal date.' and 'You will not be eligible to re-enrol for 2 months.' There are 'Not now' and 'Withdraw' buttons, with 'Withdraw' being the one highlighted with a red box.

- Upon selecting “Withdraw from Track,” a notification window will appear to confirm the user’s intent to withdraw. The message will clarify that:
  - No support will be provided for any months following the withdrawal date.
  - Registration in any Freelance Support tracks will be unavailable for two months from the withdrawal date.
- The user can confirm the withdrawal by selecting “Withdraw.”

## Withdrawing from the Freelance Support Product- Orders Delivery Track



- The system will then redirect the user to a new page to specify the reason for withdrawal and agree to the declaration. After completing these steps, the user confirms the withdrawal by selecting "Confirm Withdrawal."

# Withdrawing from the Freelance Support Product- Orders Delivery Track

Order delivery ▼

Notifications ▼

Support ▼

Ahmed Khalil ▼

 Successfully Withdrawn

We are pleased to confirm that the withdrawal process from the Order Delivery Program has been completed successfully. No further actions are required at this time.

Current Invoice	Withdrawal reason
None	Services terminated

● Please note that you will not be able to enrol to another product for the next 2 months.  
● To enrol please make sure to check your eligibility once the 2 month period is over.

[Go back Dashboard](#)



Enrol to other products under freelance support

⚠ You will need to wait 2 months to re-enroll.

- ▶ A new screen will appear confirming that the withdrawal process has been completed successfully.

