



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.



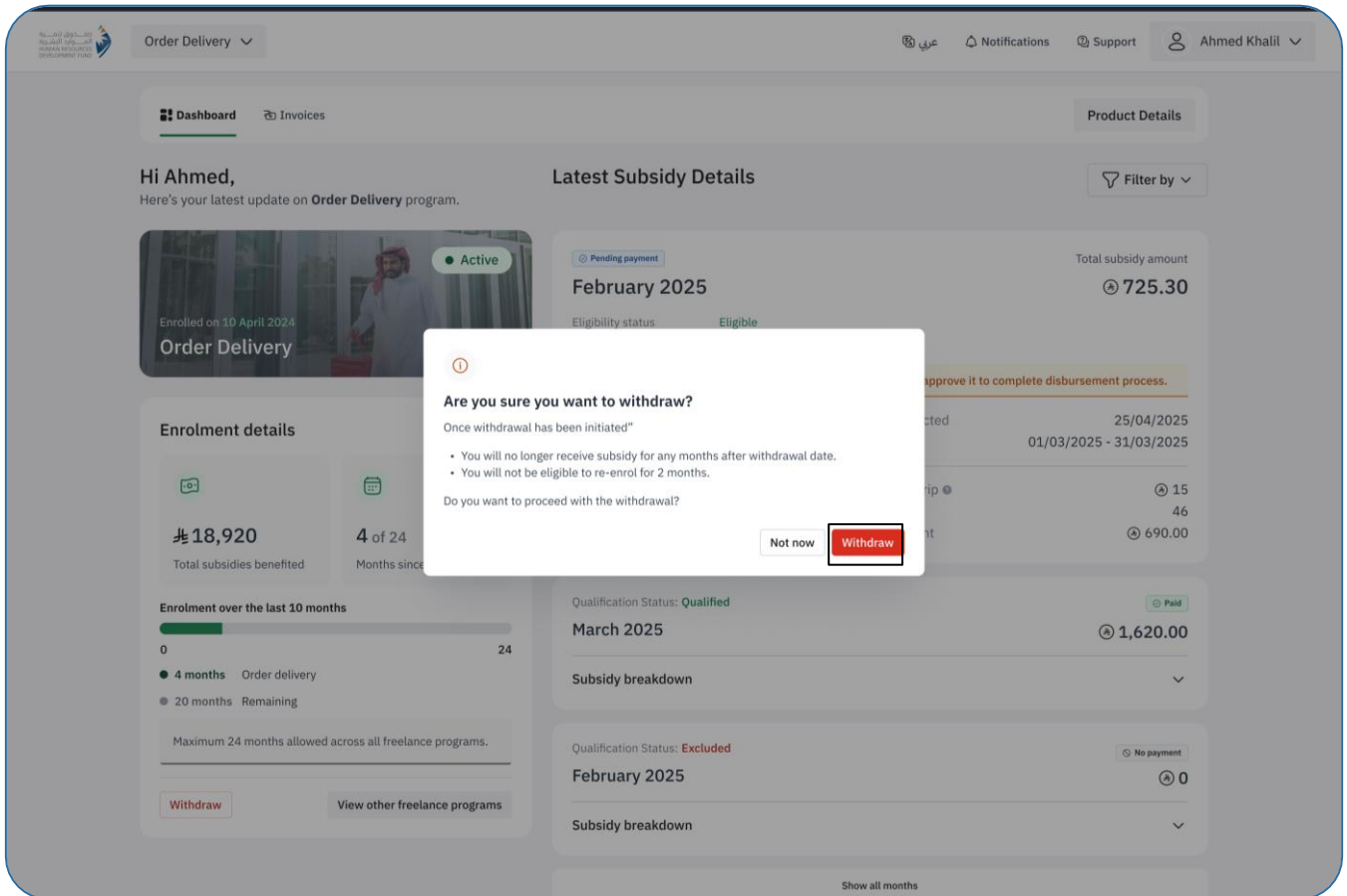
Withdrawing from the Freelance Support Product (Orders Delivery Track)

Withdrawing from the Freelance Support Product- Orders Delivery Track

The screenshot displays the user interface for the 'Order Delivery' track. The dashboard is personalized for 'Ahmed Khalil' and includes a navigation bar with 'Dashboard' and 'Invoices' tabs. A greeting message states: 'Hi Ahmed, Here's your latest update on Order Delivery program.' The 'Enrolment details' section shows a total subsidy of 18,920 SAR and 4 months of enrollment out of 24. A progress bar indicates 4 months of 'Order delivery' and 20 months 'Remaining'. A 'Withdraw' button is visible at the bottom of this section. The 'Latest Subsidy Details' section for February 2025 shows a total subsidy amount of 725.30 SAR, with a 'Performance data' warning and a 'Subsidy breakdown' table. The table lists 'Payment expected' as 25/04/2025, 'Income period' as 01/03/2025 - 31/03/2025, 'Support rate/trip' as 15 SAR, 'No of trips' as 46, and 'Subsidy amount' as 690.00 SAR. The 'Qualification Status' is 'Qualified'. Below this, the 'March 2025' section shows a total subsidy of 1,620.00 SAR and a 'Subsidy breakdown' table. The 'Qualification Status' is 'Excluded'. The 'February 2025' section shows a total subsidy of 0 SAR and a 'Subsidy breakdown' table. The 'Qualification Status' is 'No payment'. A 'Show all months' button is at the bottom.

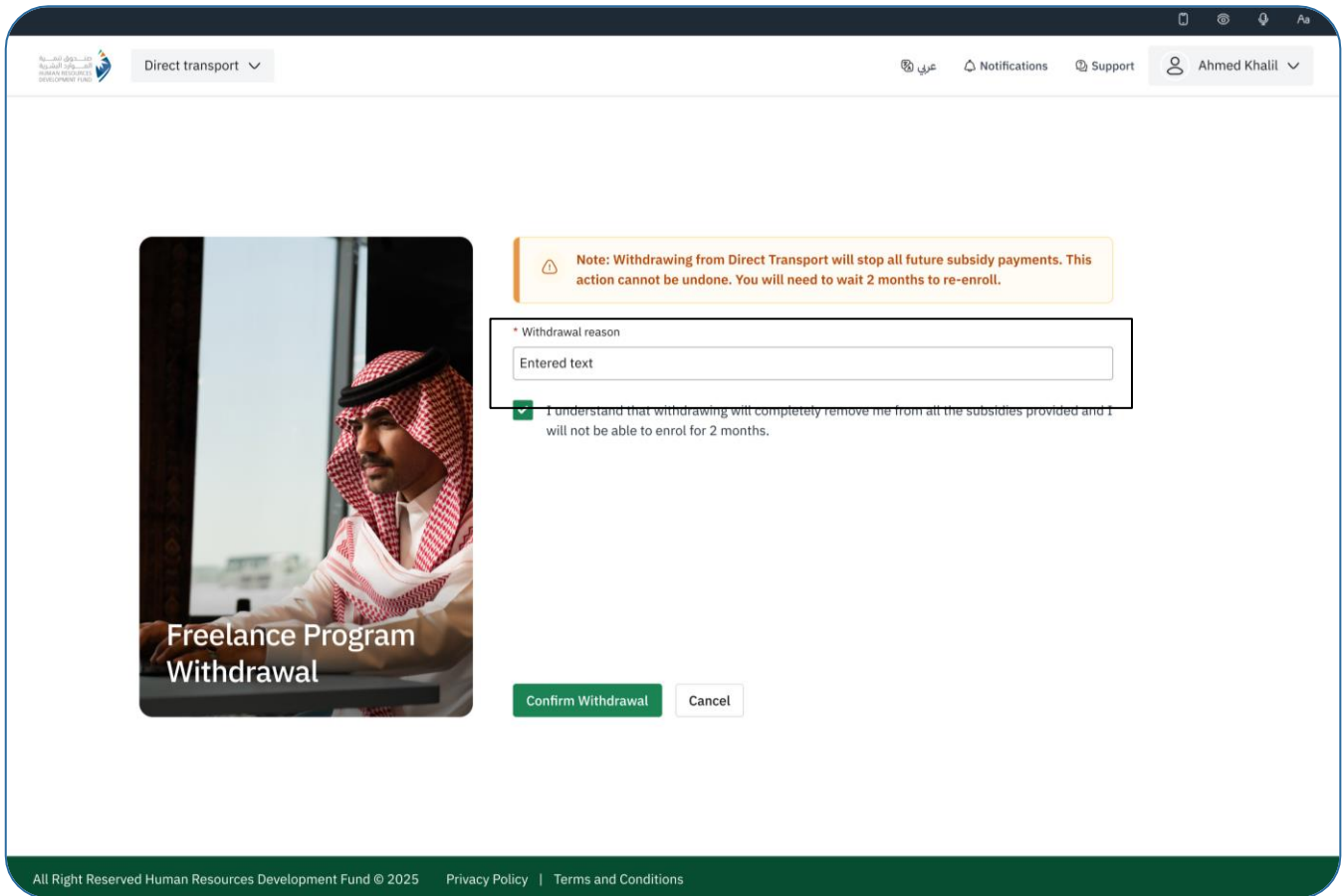
- ▶ The user can withdraw from the track by selecting the “Withdraw from Track” option on the homepage.

Withdrawing from the Freelance Support Product- Orders Delivery Track



- 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.**”

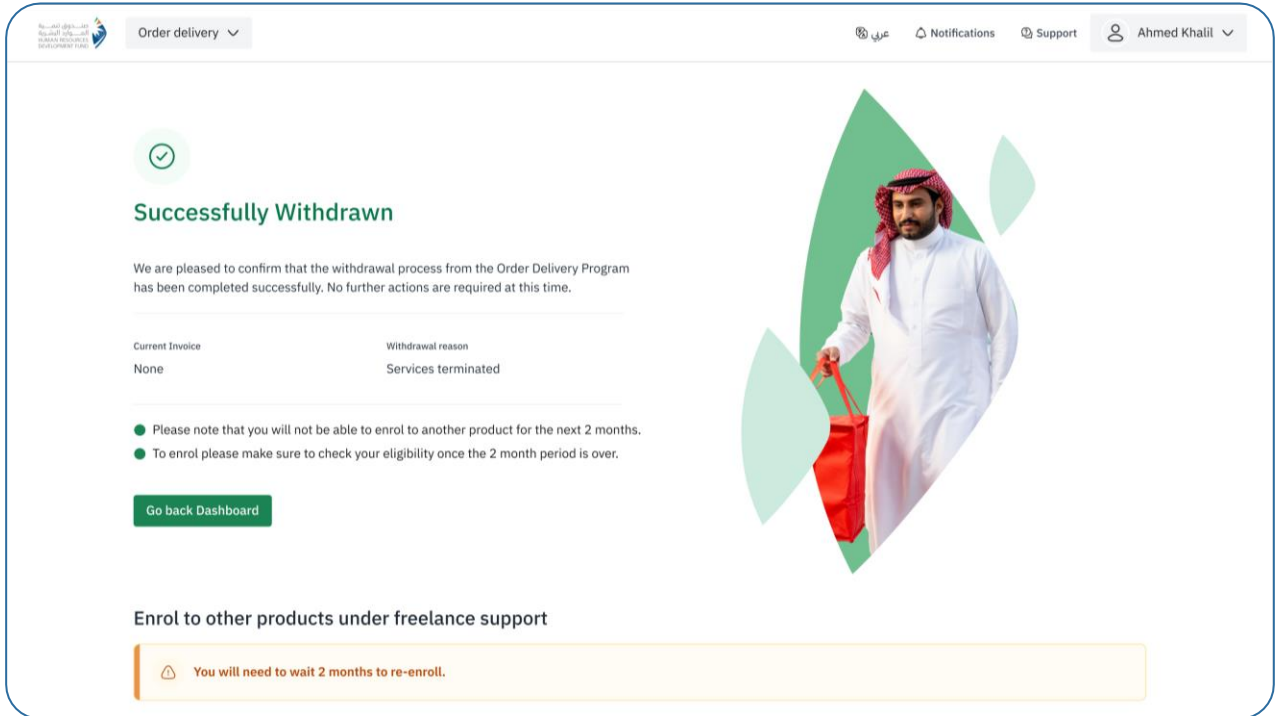
Withdrawing from the Freelance Support Product- Orders Delivery Track



The screenshot shows a web interface for withdrawing from the Freelance Program. The header includes the fund's logo, a language dropdown set to 'عربي', and navigation links for Notifications, Support, and a user profile for 'Ahmed Khalil'. The main content area features a large image of a man in traditional Saudi attire with the text 'Freelance Program Withdrawal'. To the right, a yellow warning box states: 'Note: Withdrawing from Direct Transport will stop all future subsidy payments. This action cannot be undone. You will need to wait 2 months to re-enroll.' Below this is a form with a label '* Withdrawal reason' and a text input field containing 'Entered text'. A green checkbox is checked, with the text: 'I understand that withdrawing will completely remove me from all the subsidies provided and I will not be able to enrol for 2 months.' At the bottom of the form are two buttons: 'Confirm Withdrawal' (green) and 'Cancel' (white). The footer contains the text: 'All Right Reserved Human Resources Development Fund © 2025 Privacy Policy | Terms and Conditions'.

- 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



The screenshot shows a web interface for the 'Order delivery' track. At the top, there is a navigation bar with the logo, a dropdown menu for 'Order delivery', and user information for 'Ahmed Khalil'. The main content area features a green checkmark icon and the heading 'Successfully Withdrawn'. Below this, a message states: '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.' A table provides details: 'Current Invoice' is 'None' and 'Withdrawal reason' is 'Services terminated'. Two bullet points inform the user: 'Please note that you will not be able to enrol to another product for the next 2 months.' and 'To enrol please make sure to check your eligibility once the 2 month period is over.' A green button labeled 'Go back Dashboard' is present. On the right side of the screen, there is a large image of a man in a white thobe and red ghutra holding a red shopping bag. At the bottom, a section titled 'Enrol to other products under freelance support' contains a yellow warning box with a triangle icon and the text: 'You will need to wait 2 months to re-enroll.'

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

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