HUMAN RESOURCES
DEVELOPMENT FUND

User Manual

For submitting an Employment Support Application

First Step:

Get the service through the Human Resources
Development Fund (HRDF) website

Second Step:

Registration through the National Unified Access
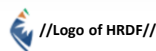
The system will display the National Unified Access Portal. To continue, the individual shall enter the "National ID Number" then click on Login

Third Step:

The user can apply for a new support request via Employment Support Applications > Employment Support Applications

Fourth Step:

The system will display to the user the establishment information, such as (establishment name - establishment No.) and other fields as shown below

Employment Support Applications > Employment Support Applications

Establishment Information

ℹ️ **You can update the establishment information from the profile**

Establishment Name
Khaled Al-Mutairi Mushi Education

Establishment No.
0-1279346

Economic Activity
Arabic Language Institutes for Non-Native Speakers

Contact Person
Adel Ahmed Mohamed Gharama

Establishment Size
Medium Class C

Establishment Type
Private

Email
c.fahmy-c@hrdf.org.sa

Mobile No.
+966155555555

City
Riyadh

City
Riyadh

Fifth Step

To submit a new support application, the user clicks on "Submit Employment Support Application" as shown below

Submit Support Application

Submit Employment Support Application

Submit Industrial Sector Support Application
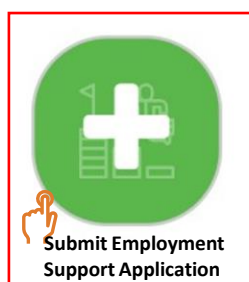
Job Title at the Establishment	Region	City	Job Posting Status	Job Posting Type		
	-- Select --	-- Select --	-- Select --	-- Select --	Search	Delete

Job Opportunity Posting No.	Establishment Name	Establishment No.	Job Title	Posting Type	Posting End Date	Posting Status	Location	View details
You have no job posting to view								

0 records

Sixth Step:

The system will display all the mandatory fields until they are filled by the user

Contact ˅ Us   Employment ˅ Support Applications   Our ˅ Programs   Reports ˅

Job title in the establishment*

Analyst

Job title according to the Arabic code *

Region Secretary ˅

Region*

Riyadh ˅

City*

Abraqiyah (Al Muzahimiyah) ˅

Address details*

Riyadh

Basic Salary + housing allowance (SAR)*

7000

Posting End Date
24-11-2023

+👤 Add New Employee

Added Employees

Name	ID No.	Salary in GOSI	View Status	Actions
No records to view				

0 records

Save & Send   Back

Seventh Step:

The system will display all the mandatory fields until they are

filled by the user

Job Title as per the Arabic Code*

-- Select --	^

🔍	

-- Select --

Administrative Control Manager

Region Secretary

Market Control Manager

Branch Manager

Administrative Manager

Cultural Affair Manager

The user shall select the "Job Title" through the drop-down menu as shown above

Region*

-- Select --

-- Select --

Riyadh

Makkah

Al Madinah

Eastern Province

Qassim

Hail

Asir

Jazan

Al Baha

Najran

Tabuk

Northern Borders

Al Jouf

The user shall select the "Job Region" through the drop-down menu as shown above

City*

-- Select --

-- Select --

Aba as Salabikh

Aba Alkbash

Abraqiyah (Al Muzahimiyah)

Abraqiyah (Afif)

Ibn Ghannam

Abu Raml

Abu Jalal

Abu Humaid

Abu Khusayfa'

Abu Rujum

Abu Rakab

Abu Uraynah (Dawadmi)

The user shall select the "Job City" in the region through the drop-down menu as shown above

Eighth Step:

After filling in all required fields; to add the employee, click on "Add New Employee"

Ninth Step:

The system will display the "ID No." field to be filled by the user, then the user will click on "Check Eligibility" to verify the employee's eligibility

Tenth Step:

After filling in all required fields; to add the employee, click on "Save & Send" as shown below

Contact ∨ Employment ∨ Our ∨ Reports∨
Us   Support   Programs
          Applications

Job title in the establishment*

Analyst

Job title according to the Arabic code *

Region Secretary

Region*

Riyadh

City*

Abraqiyah (Al Muzahimiyah)

Address details*

Riyadh

Basic Salary + housing allowance (SAR)*

7000

Posting End Date
24-11-2023

+ Add New Employee

Added Employees

Name	ID No.	Salary in GOSI	View Status	Actions
No records to view				

0 records

Save & Send   **Back**

Eleventh Step:

After clicking on "Save & Send", the system will generate a confirmation message. To confirm, the user will click on "Yes"

Confirmation ✖

Are you sure you want to add the support application containing 1 employee?

Yes   No

Twelfth Step:

The system will display a message that "The support Application is successfully added" as shown below

Contact Us ⌄   **Employment Support Applications** ⌄   **Our Programs** ⌄   **Reports** ⌄

✓ **The support Application is successfully added** ✕

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