صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

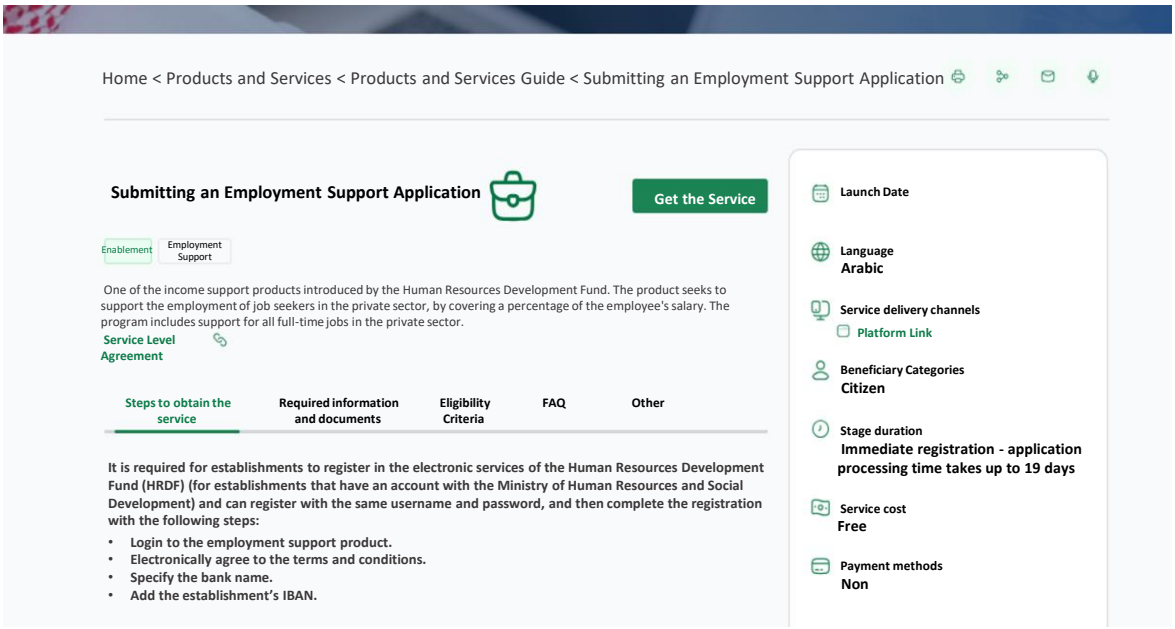
User Manual

For submitting an Employment Support Application

صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

First Step:

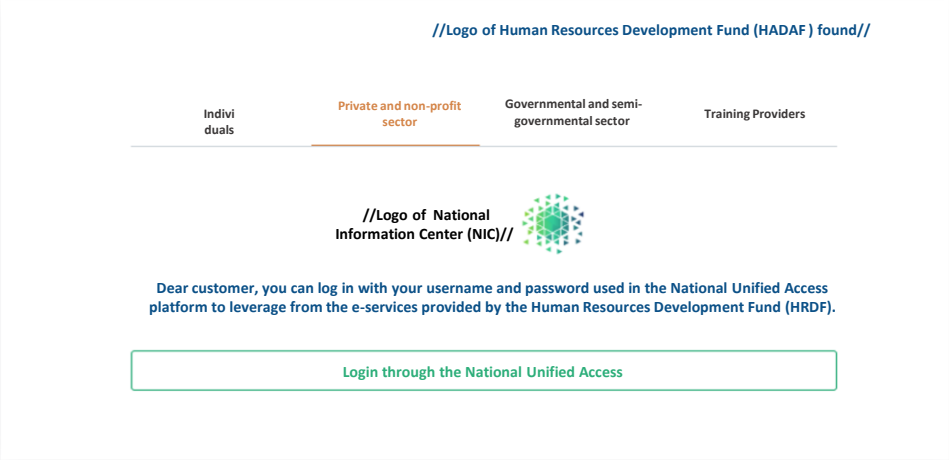
Get the service through the Human Resources Development Fund (HRDF) website



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

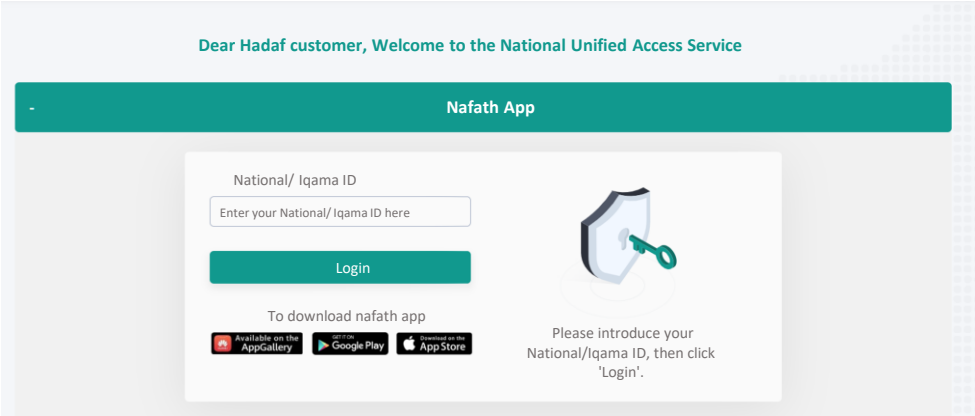
Second Step:

Registration through the National Unified Access



//Logo of HRDF//

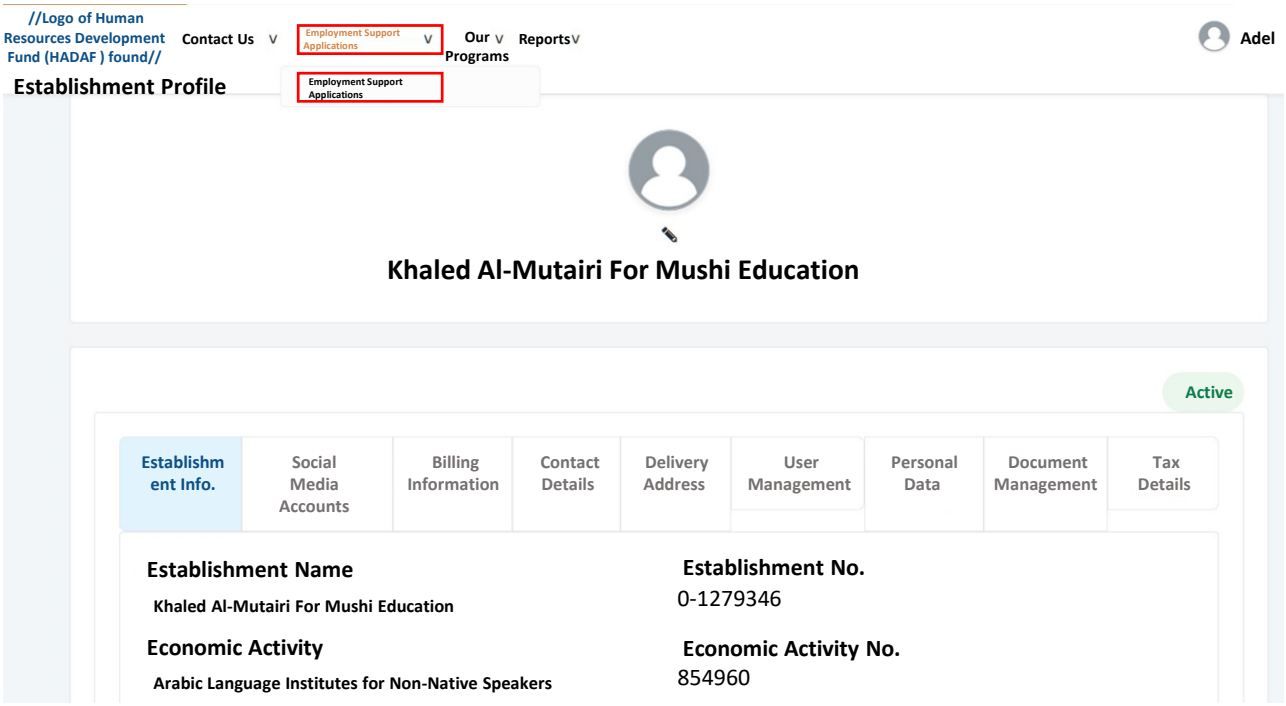
The system will display the National Unified Access Portal. To continue, the individual shall enter the "National ID Number" then click on Login



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Third Step:

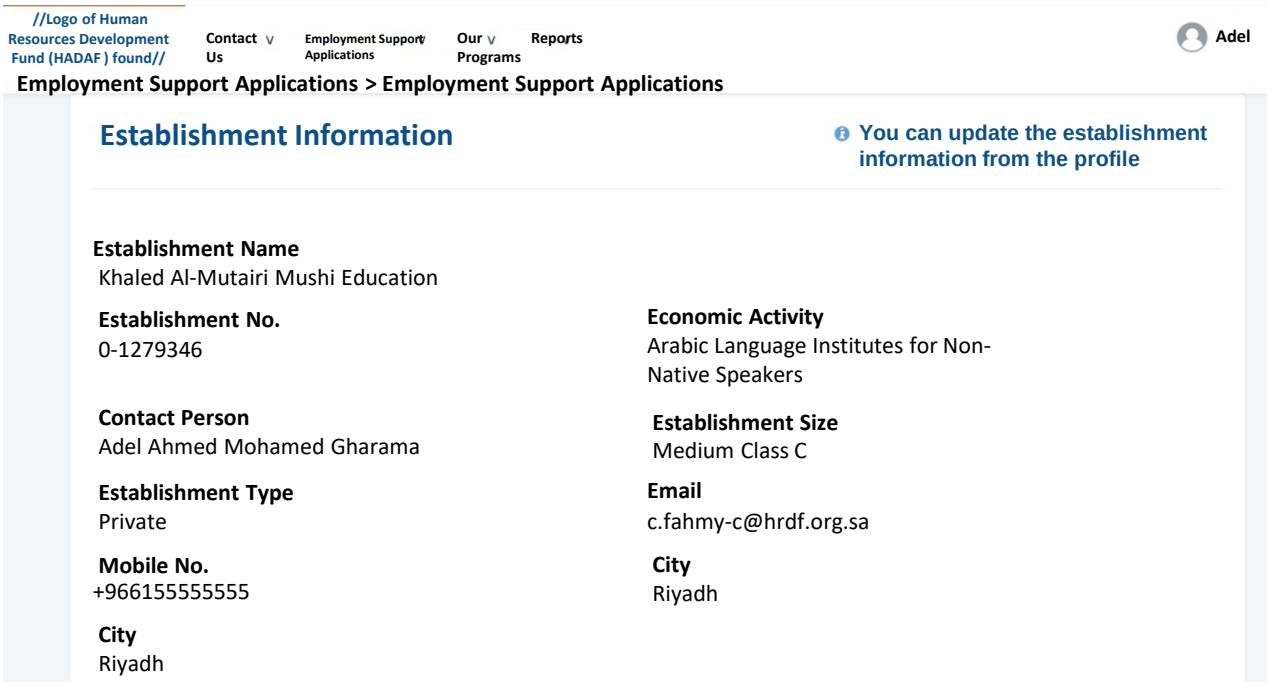
The user can apply for a new support request via Employment Support Applications > Employment Support Applications



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Fourth Step:

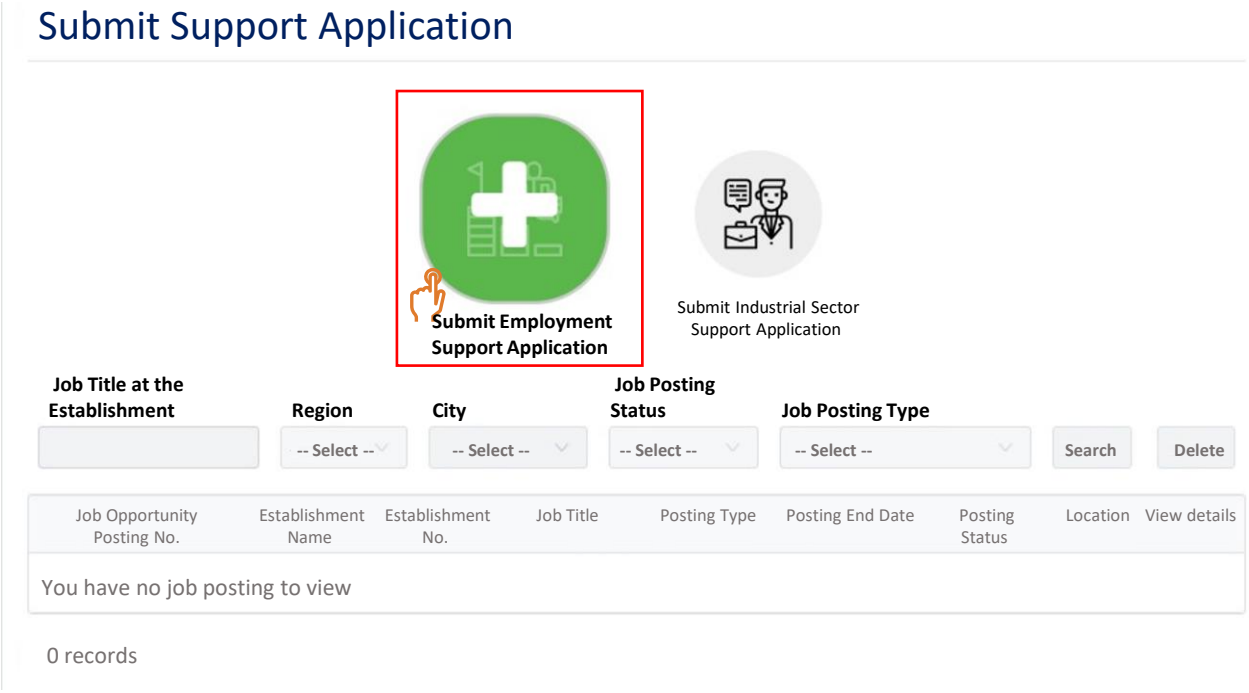
The system will display to the user the establishment information, such as (establishment name - establishment No.) and other fields as shown below



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Fifth Step

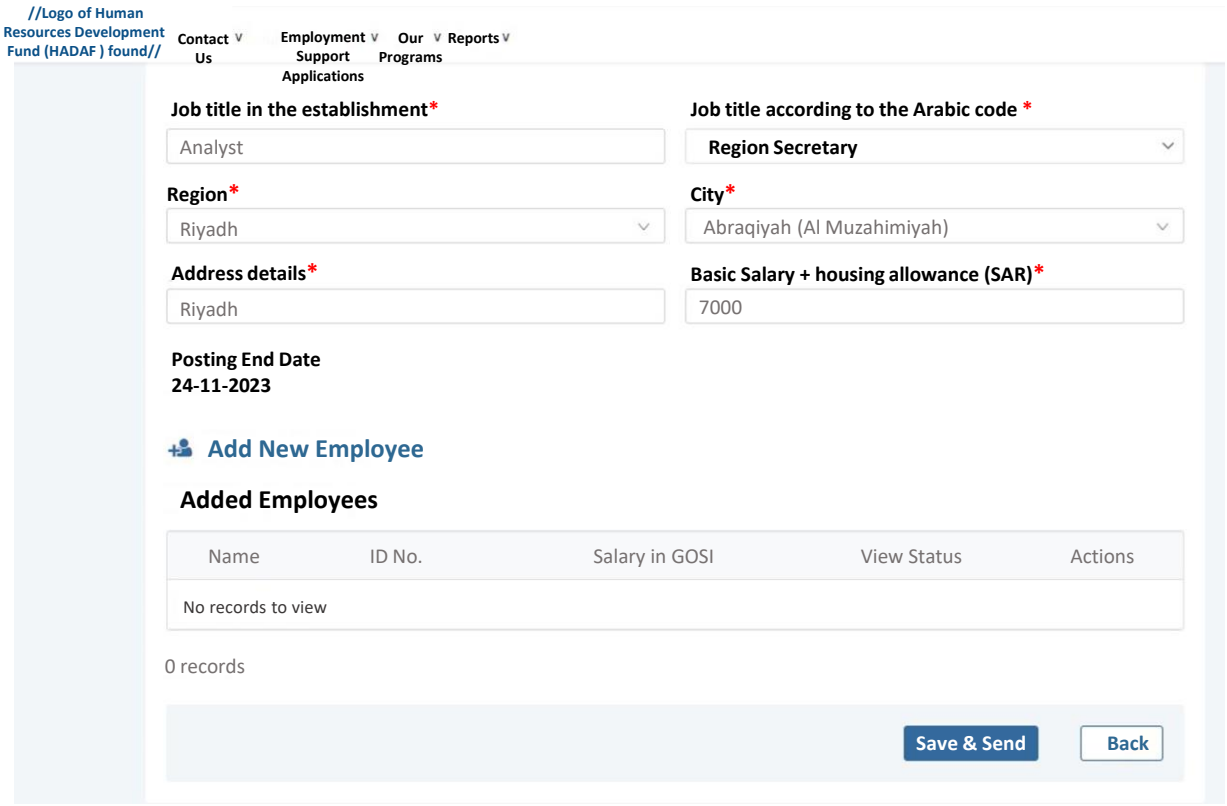
To submit a new support application, the user clicks on "Submit Employment Support Application" as shown below



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Sixth Step:

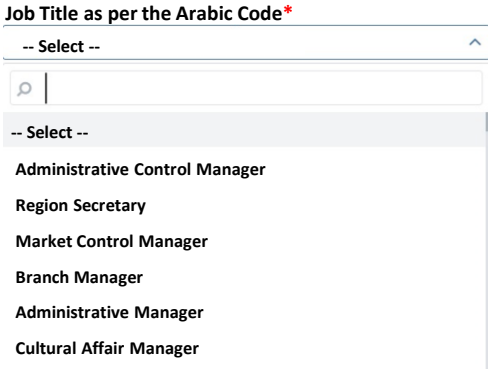
The system will display all the mandatory fields until they are filled by the user



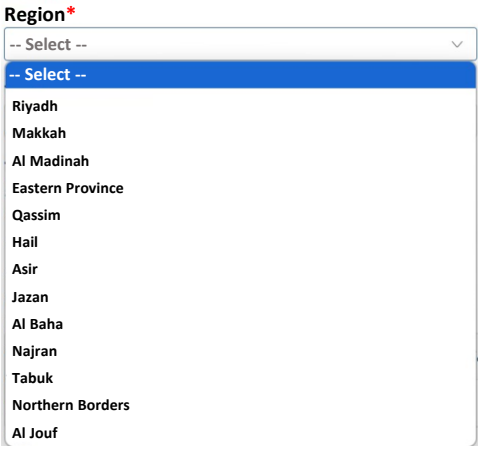
صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Seventh Step:

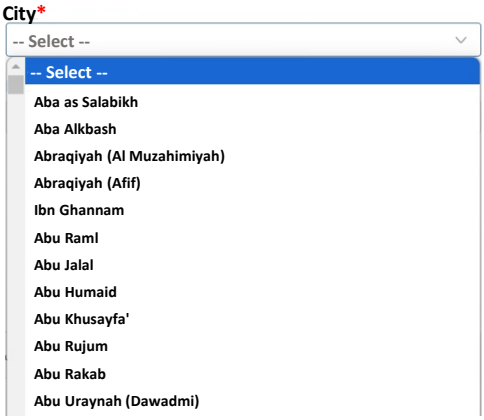
The system will display all the mandatory fields until they are filled by the user



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



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

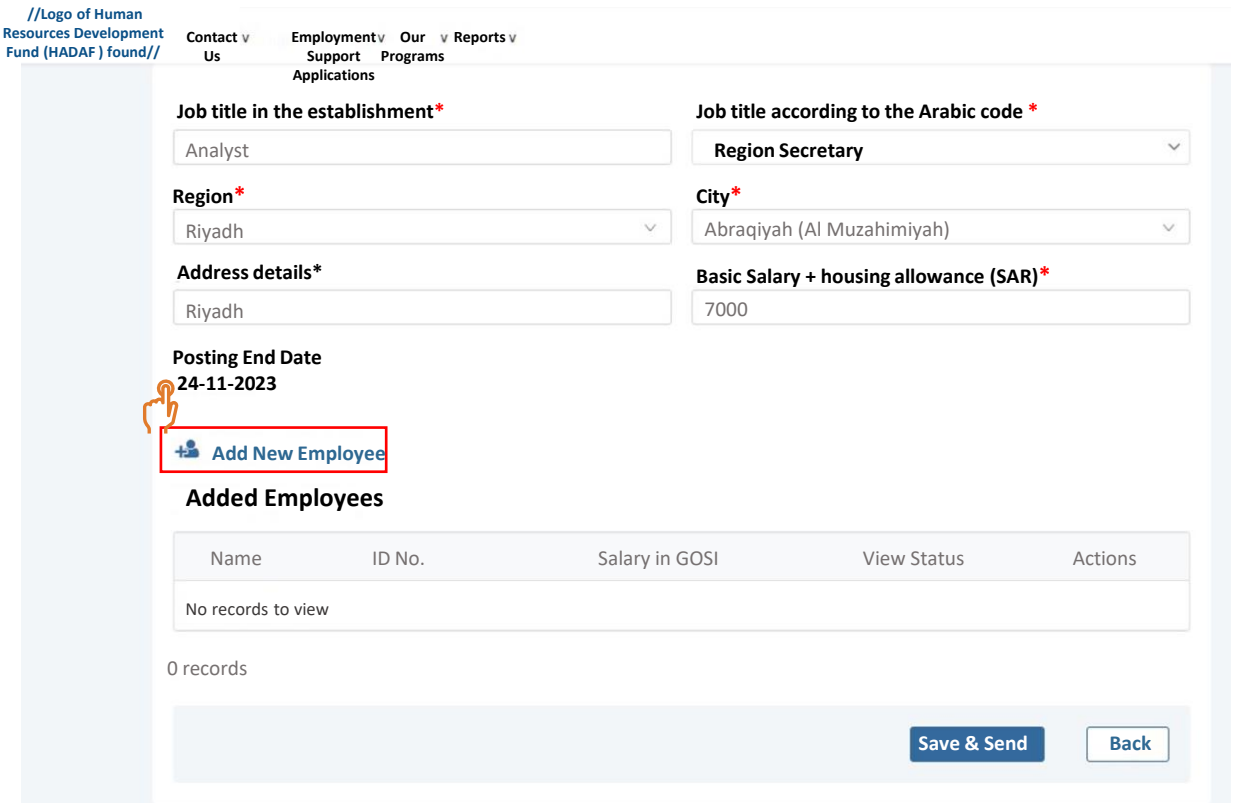


The user shall select the "Job City" in the region through the drop-down menu as shown above

صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Eighth Step:

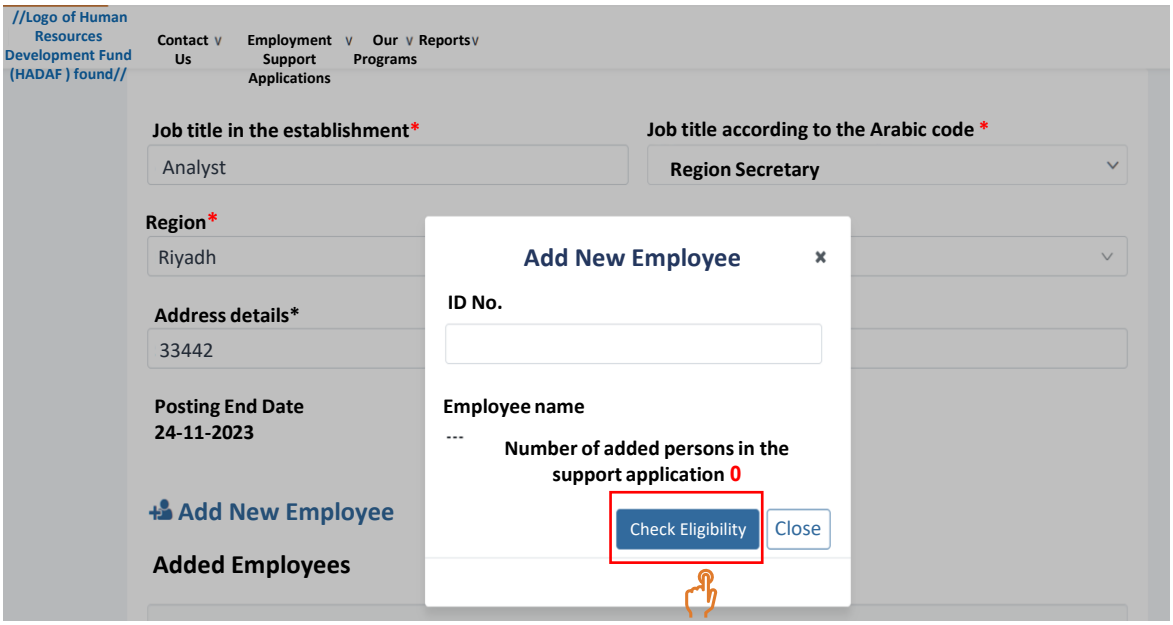
After filling in all required fields; to add the employee, click on "Add New Employee"



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Ninth Step:

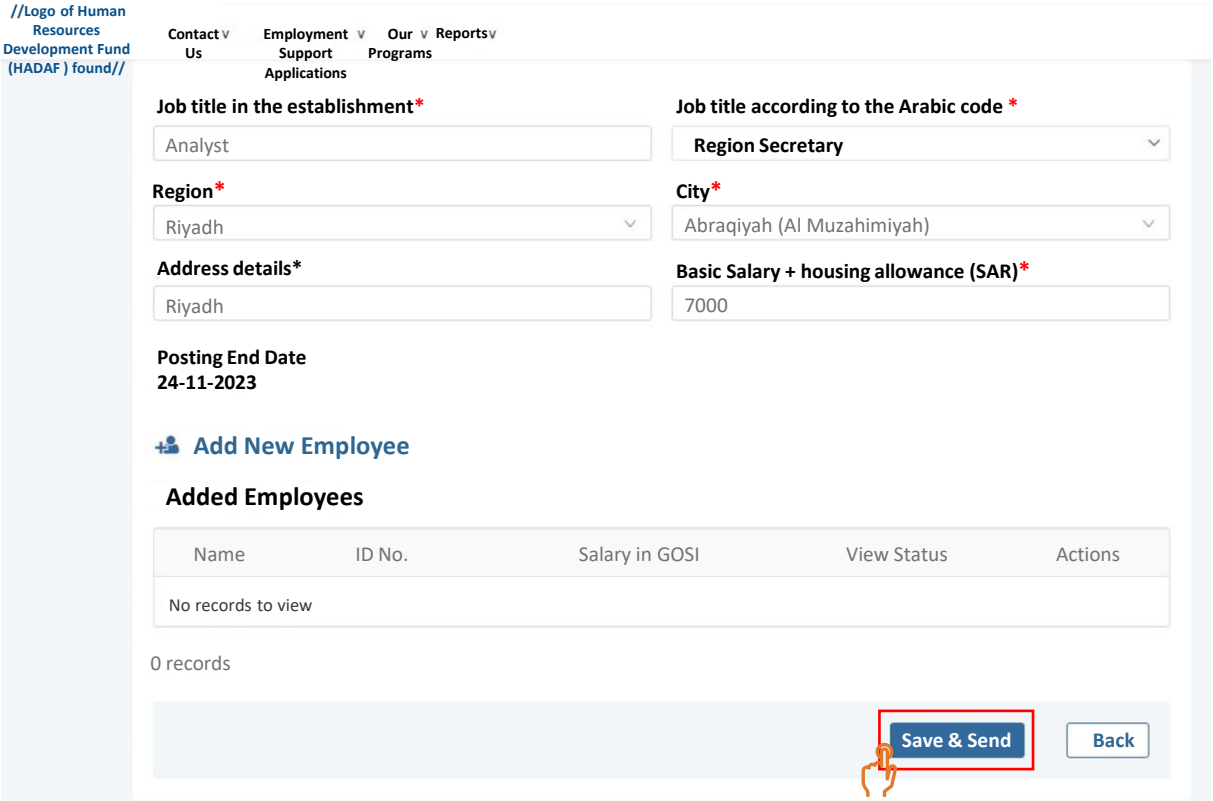
The system will display the "ID No." field to be filled by the user, then the user will click on "Check Eligibility" to verify the employee's eligibility



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

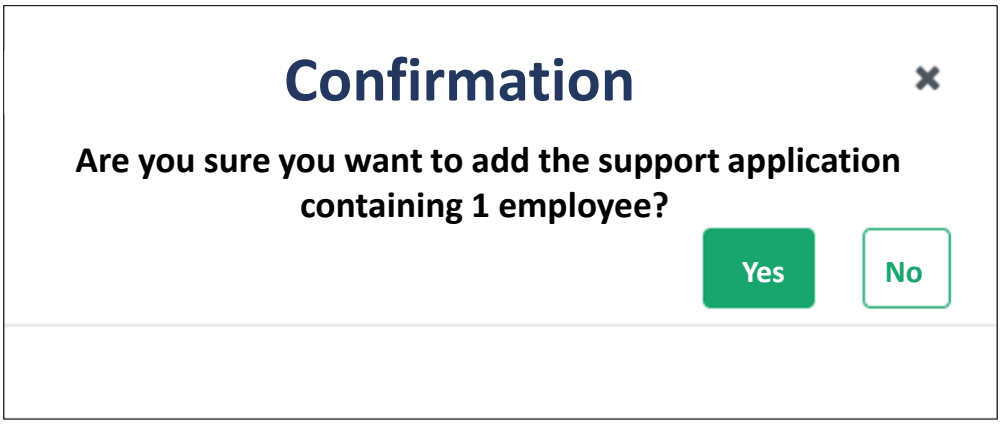
Tenth Step:

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



Eleventh Step:

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



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

Twelfth Step:

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

صنـــدوق تنمـــية
المـــوارد البشـرية
HUMAN RESOURCES
DEVELOPMENT FUND

HRDF.ORG.SA