



User Manual

**How to Register A Kindergarten for the Childcare
Support Product (Qurrah) VV04/12/2025 -1.0**



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Introduction

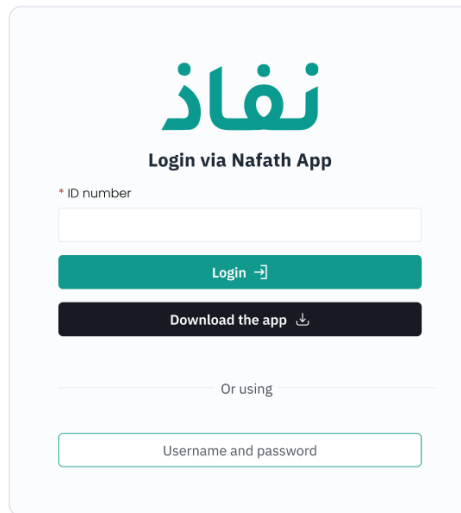
Introduction

An e-service that enables an authorized company representative to register a private childcare center or kindergarten on the Human Resources Development Fund's unified services platform through the National Access system for company delegates, to provide childcare services to the children of mothers enrolled in the Childcare Support Program.



Registration on the Unified Platform of HRDF

Registration on the Unified Platform of HRDF



نفاذ

Login via Nafath App

* ID number

Login →

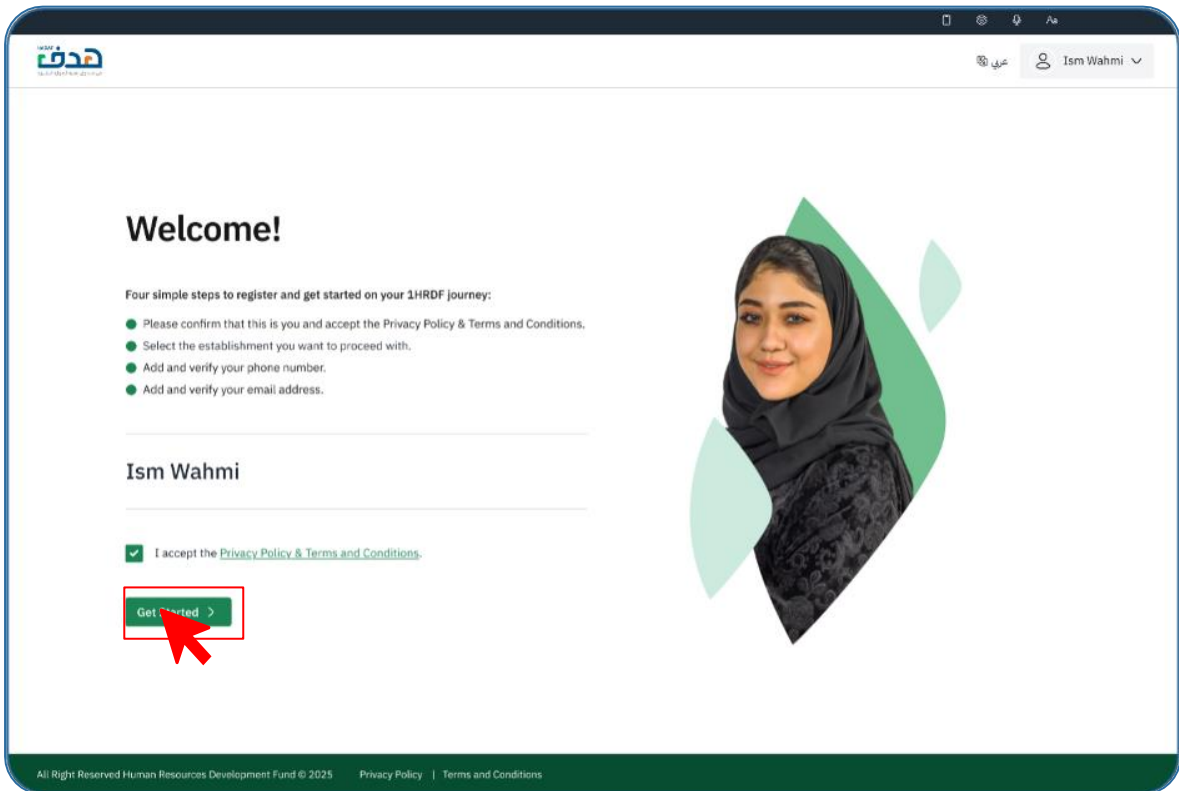
Download the app ↓

Or using

Username and password

- Upon selecting the “Get the Service” option, the beneficiary will be redirected to register through Nafath on the HRDF unified platform, which is the official portal to benefit from the Childcare Support Product “Qurrah.”
- To complete the registration process, the establishment’s representative must log in using her National Single Sign-On (Nafath) account by entering the approved credentials used in the Absher system.

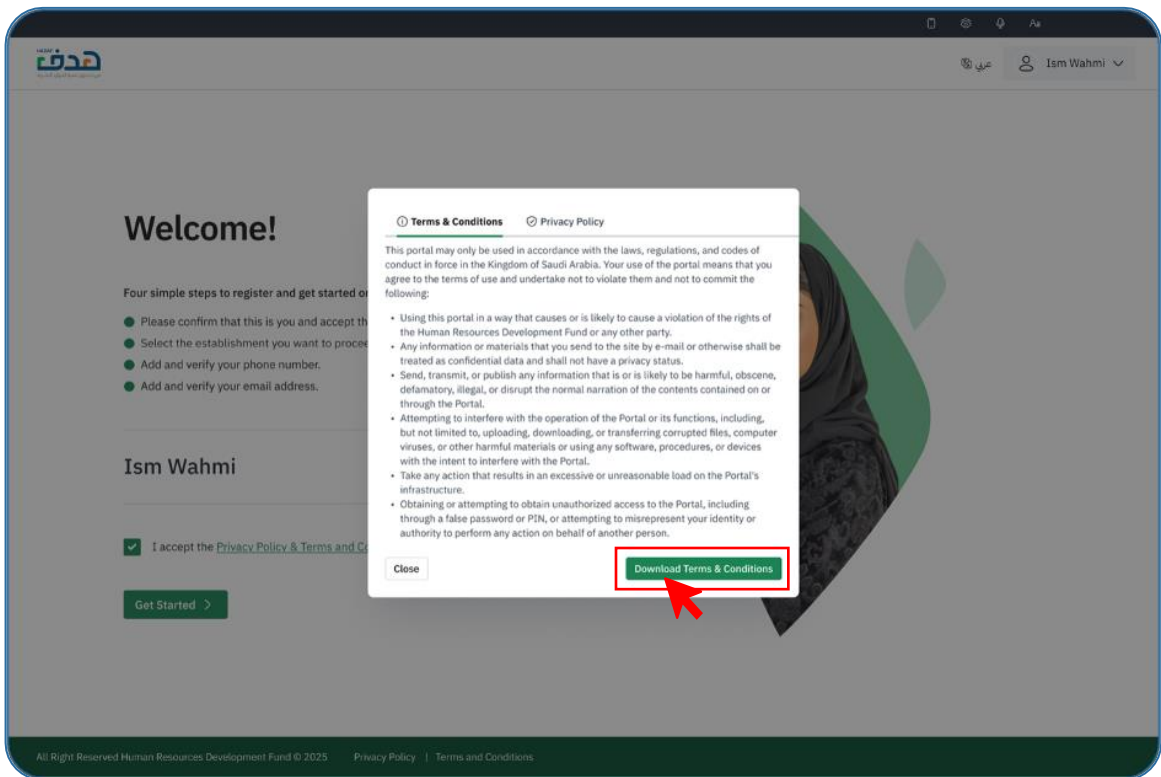
Display the platform's Terms and Conditions and Privacy Policy (1.1)



After logging in through the National Unified Access system, the establishment's representative is presented with a welcome screen outlining the required registration steps in sequence, helping them complete the process smoothly and efficiently.

They can also review the platform's Terms and Conditions and Privacy Policy by selecting the designated option.

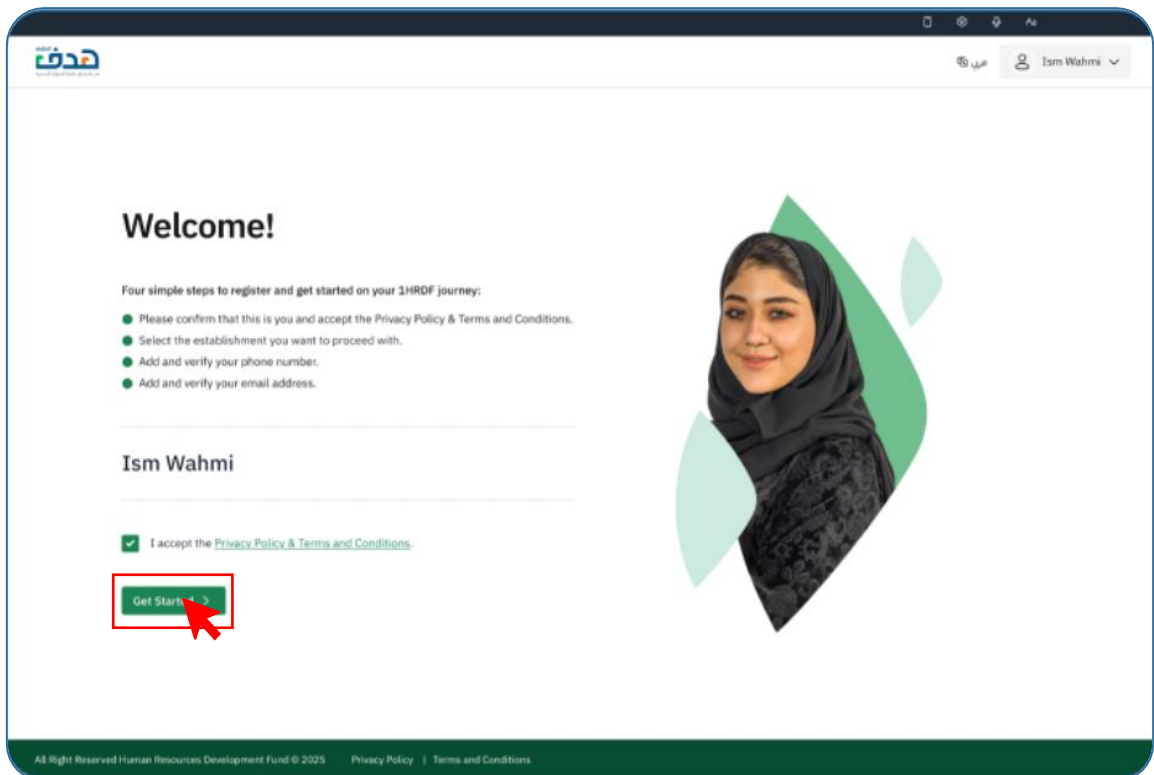
Display the platform's Terms and Conditions and Privacy Policy (1.2)



After selecting the “**Terms and Conditions and Privacy Policy**” option, the system displays a window containing the full text of the platform’s Terms and Conditions.

The establishment’s representative can download a copy of the Terms and Conditions as a file by selecting the “**Download Terms and Conditions**” option.

Start Registration on the Unified Platform of HRDF



- After closing the Terms and Conditions and Privacy Policy window, the establishment's representative must agree to the "Terms and Conditions and Privacy Policy."
- The representative then selects the "Start" option to proceed to the next steps in the registration process.

Select the establishment to be registered on the platform

The screenshot displays the 'Select establishment to continue' page. At the top, there are three tabs: 'Select establishment' (active), 'Phone number', and 'Email address'. Below the tabs, there is a 'Go Back' link and a list of establishments. The first establishment is 'شركة النور للتجارة' (Nour Trading Company) with ID 1010456789-542, located at Al Faisaliah Tower, Riyadh. The second establishment is 'شركة شمال السعودية العربية المحدودة' (North Saudi Arabia Limited) with ID 1010456789-620, located at Apartment 32, Al Zahra Building, Jeddah. The third establishment is 'حلول تكنولوجيا المعلومات ذ.م.م' (Information Technology Solutions LLC) with ID 1010456789-198, located at Shop 7, Red Sea Mall, Jeddah. A green checkmark and the text 'I accept the terms and conditions.' are visible. A red arrow points to the 'Continue' button. At the bottom, there are two buttons: 'Where is my establishment?' and 'The establishment details are incorrect'. The footer contains the text 'All Right Reserved Human Resources Development Fund © 2023 Privacy Policy | Terms and Conditions'.

- After selecting the “Start” option, the system redirects the establishment’s representative to the establishment selection page.
- On this page, the representative can view a list of the establishments they represent and select the one through which they wish to proceed with the application.
- Once the establishment is selected from the list, the representative can choose the “Continue” option to move to the next step in the registration process.

E-mail registration and verification for the establishment

الدقق

إسمي Ism Wahmi

Select establishment Phone number Email address

Go Back

Enter your establishment mobile number

We need this to ensure you receive notifications and important updates

Phone Number (E.g. 05 XXXXXXXX)

05XXXXXXXX Request New OTP

Enter your one-time password (OTP)

1 4 3 3

Continue

Establishment Information

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- After selecting the 'Continue' option, the system displays a page asking the center representative to enter their mobile number
- After entering the mobile number, the system will send a verification code (OTP) to the provided number via SMS.
- Enter the verification code in the designated field, then select "Continue" to complete the verification process and proceed to the next step.

E-mail registration and verification for the establishment

The screenshot shows a web browser interface for the Human Resources Development Fund. The page title is "Enter your establishment email address". The user is logged in as "Ism Wahmi". The progress bar indicates the current step is "Email address". The form includes a "Go Back" link, a "Request New OTP" button, and a "Continue" button. The OTP field shows the code "1433".

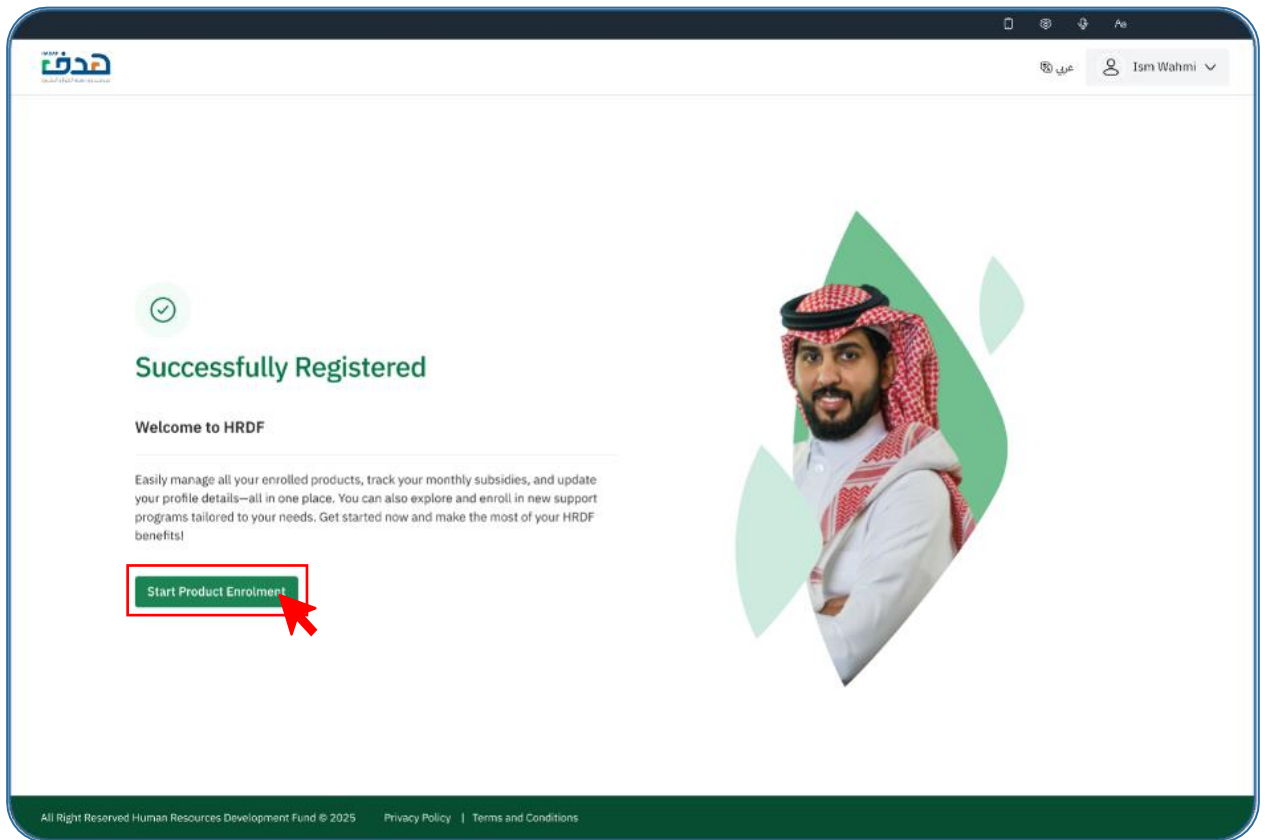
Establishment Information

1 4 3 3

Continue

- After verifying the mobile number, the system will redirect the establishment's representative to the email verification page.
- The email address is entered, followed by the verification code (OTP) that will be sent to it via email.
- After entering the code correctly, the establishment's representative selects "Continue" to proceed to the next steps of the registration.

Registration on the Unified Platform of HRDF



- After verifying the mobile number and email, the system displays the registration completion screen on the platform.
- The user selects "Continue to join the product" to proceed to the Childcare Support Product "Qurrah" request.
- The system then directly redirects them to the Childcare Support Product (Qurrah) request page to complete the process.



Start Registration in the Childcare Support Product (Qurrah)

Reviewing the product eligibility criteria (1.1)

صندوق تنمية الموارد البشرية HUMAN RESOURCES DEVELOPMENT FUND

عربي Notifications Support Anoud AlRashid ahmed@gmail.com

Register your center with the Qurrah product.

Get your HRDF accreditation now.

With this product, you will be able to provide childcare services to working mothers who are eligible for support. The platform provides you with easy-to-use tools to manage services and bookings easily and effectively. It also allows you to enhance the visibility of your center and increase booking opportunities across the Kingdom. Through your participation, you contribute to empowering working women and providing a safe and suitable environment for their children.

When you start the enrolment process please be ready with the following:

- Please accept the Electronic agreement and Privacy Policy.
- Providing the IBAN linked to the establishment's registered 700/100 number to receive payments.
- Uploading recent and clear photos of the center that accurately represent it.
- Adding at least one service to activate the registration.

Please review the eligibility criteria before proceeding. [View eligibility criteria](#)

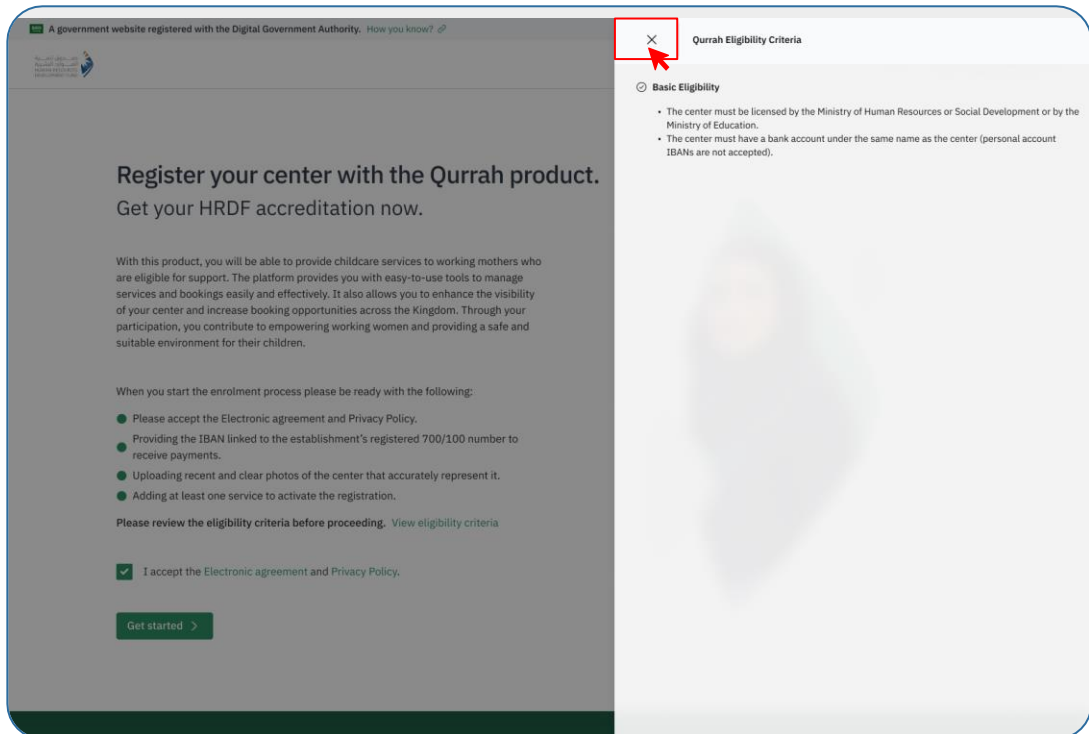
I accept the Electronic agreement and Privacy Policy.

Get started >

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On this page, the establishment's representative can review the product's eligibility criteria by selecting the "View Eligibility Criteria" option.

Reviewing the product eligibility criteria (1.2)



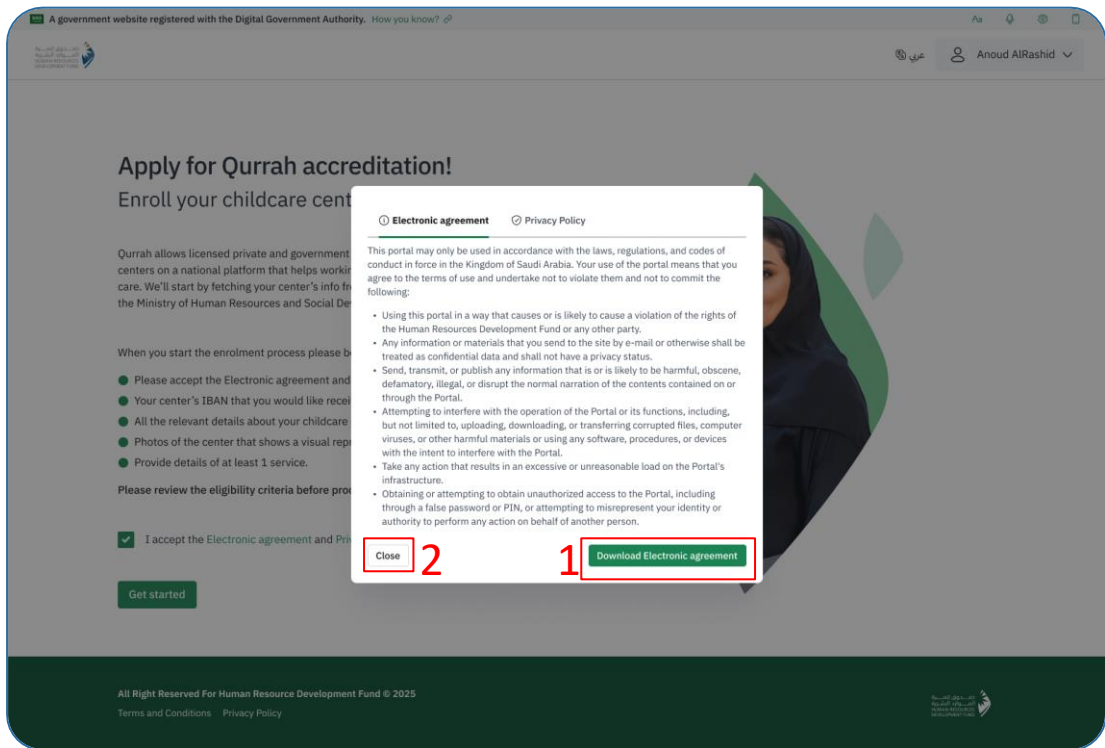
- When the “View Eligibility Criteria” option is selected, the system displays a pop-up window containing the detailed conditions for benefiting from the product.
- The establishment’s representative can review these conditions and ensure they match the center’s situation.
- After reviewing the information, the establishment’s representative may close the window by selecting the “X” icon to return to the product page and continue the process.

Reviewing the Product's Terms & Conditions and Privacy Policy (1.3)

The screenshot displays the registration interface for the Qurrah product. At the top, there is a navigation bar with the HRDF logo, a language selector (عربي), and links for Notifications and Support. The user profile shows 'Anoud AlRashid' with the email 'ahmed@gmail.com'. The main heading reads 'Register your center with the Qurrah product. Get your HRDF accreditation now.' Below this, a paragraph explains the product's benefits for childcare services. A list of requirements for registration is provided, including accepting the Electronic agreement and Privacy Policy. A red box highlights the checkbox for 'I accept the Electronic Agreement and Privacy Policy', which is checked. A red arrow points to this checkbox. A 'Get started >' button is located below the checkbox. The footer contains copyright information for HRDF © 2025 and links to 'Terms and Conditions' and 'Privacy Policy'.

- On the Childcare Support Product "Qurrah" request page, the establishment's representative can review the product's Terms & Conditions and Privacy Policy by selecting the "Terms & Conditions and Privacy Policy" option.

Reviewing the Product's Terms & Conditions and Privacy Policy (1.4)



- ◆ The system displays a window containing the product's Terms & Conditions.
- ◆ The establishment's representative can download a copy of the Terms & Conditions by selecting the "Download Terms & Conditions" option (1),
- ◆ or close the window after reviewing them by selecting the "Close" option (2) to return to the request page and continue the process.

Starting Registration for the Childcare Support Product "Qurrah"

عربي Notifications Support Anoud AlRashid ahmed@gmail.com

Register your center with the Qurrah product. Get your HRDF accreditation now.

With this product, you will be able to provide childcare services to working mothers who are eligible for support. The platform provides you with easy-to-use tools to manage services and bookings easily and effectively. It also allows you to enhance the visibility of your center and increase booking opportunities across the Kingdom. Through your participation, you contribute to empowering working women and providing a safe and suitable environment for their children.

When you start the enrolment process please be ready with the following:

- Please accept the Electronic agreement and Privacy Policy.
- Providing the IBAN linked to the establishment's registered 700/100 number to receive payments.
- Uploading recent and clear photos of the center that accurately represent it.
- Adding at least one service to activate the registration.

Please review the eligibility criteria before proceeding. [View eligibility criteria](#)

I accept the Electronic agreement and Privacy Policy.

Get started >

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[Terms and Conditions](#) [Privacy Policy](#)

- After reviewing the Terms & Conditions and confirming eligibility, the establishment's representative can begin the Childcare Support Product "Qurrah" request.
- This is done by selecting the "Start Registration" option, which will take the user to the next step to fill in the required information.

Branch Selection for Registration

A government website registered with the Digital Government Authority. How you know? [?](#)

العربي Support Anoud AlRashid xxx@gmail.com

Select Center Center IBAN Center License Center Information Center Photos Center Services Preview and Submit

< Back

Select & Edit Center Location

Please select the center you would like to enroll & edit the location if necessary.

* Select Momrab branches

Select branch location

Continue Save as draft

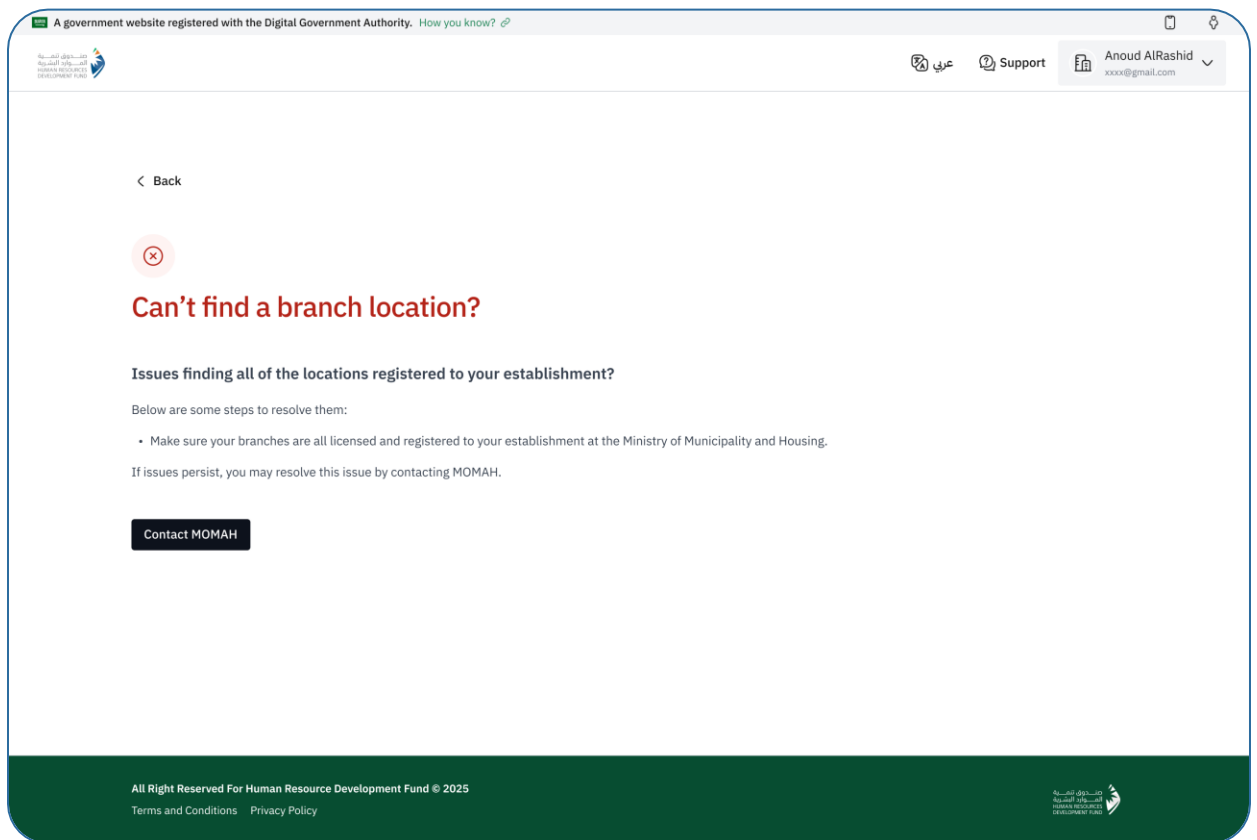
Cannot find my branch

Enrol your childcare center

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Terms and Conditions Privacy Policy

- After selecting the "Start Registration" option, the system redirects the establishment owner or authorized representative to the branch selection page.
- The owner or authorized representative selects the branch to register from the dropdown list that appears when clicking "Select Center" (1).
- If the desired branch does not appear, the owner or representative can click "I cannot find a specific branch" (2).

Specific Branch Not Appearing in the Branch List



The screenshot shows a web browser window with the following content:

- Browser address bar: A government website registered with the Digital Government Authority. How you know?
- Page header: Logo of the Human Resources Development Fund, language selector (عربي), Support, and user profile (Anoud AlRashid, xxxx@gmail.com).
- Content area:
 - Back button (< Back)
 - Red error icon (⊗)
 - Section title: **Can't find a branch location?**
 - Section title: **Issues finding all of the locations registered to your establishment?**
 - Text: Below are some steps to resolve them:
 - Bullet point: • Make sure your branches are all licensed and registered to your establishment at the Ministry of Municipality and Housing.
 - Text: If issues persist, you may resolve this issue by contacting MOMAH.
 - Button: **Contact MOMAH**
- Footer: All Right Reserved For Human Resource Development Fund © 2025, Terms and Conditions, Privacy Policy, and logo of the Ministry of Municipality and Housing Affairs.

- After clicking "I cannot find a specific branch," the system redirects the establishment owner or authorized representative to a page explaining that branch data is sourced from the Ministry of Municipal and Housing Affairs, and instructs them to ensure the branch's information and legal status are updated with the relevant authority.
- The page also provides guidance on contacting the Ministry of Municipal and Rural Affairs and Housing if the branch does not appear, and notes that the owner or representative can try again later after updating the data.

Setting and Confirming the Center's Location

المنظمة العامة للموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND

عربي Support ANTOU ALRASHID xxx@gmail.com

Select Center Center IBAN Center License Center Information Center Photos Center Services Preview and Submit

Enrol your childcare center

< Back

Select & Edit Center Location

Please select the center you would like to enroll & edit the location if necessary.

* Select Momrah branches

Al Olaya

* Center Location

Adjust the location on the map if inaccurate.

Riyadh

Address Postcode City

RMD3471 - 516 King Fahad Street 12388 Riyadh

Continue Save as draft

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- After selecting the desired branch from the dropdown list, the system displays an interactive map with a marker indicating the center's location based on data retrieved from the Ministry of Municipal and Housing Affairs.
- The establishment owner or authorized representative can adjust the marker within the allowed modification range set by the system and then click "Continue."

Add the Center's IBAN Number

The screenshot shows a web browser interface for the Human Resources Development Fund. At the top, there is a navigation bar with the logo and the text 'A government website registered with the Digital Government Authority. How you know?'. Below this is a progress indicator with steps: Select Center, Center IBAN (current), Center License, Center Information, Center Photos, Center Services, and Preview and Submit. The main content area is titled 'Enter IBAN' and includes a back button. A message asks the user to enter the IBAN registered to their selected center. There is a text input field containing the IBAN number 'SA66 7876 7671 6125 8761 8743'. A green 'Validate' button is highlighted with a red box and a red arrow. Below the input field, there is a radio button option 'If you need additional info, it goes here.' and a checkbox option 'Use the same IBAN as default Establishment IBAN.'. At the bottom of the form, there are three buttons: 'Continue', 'Save as draft', and 'Discard'. On the left side of the page, there is a promotional image for 'Enrol your childcare center' showing children and a teacher.

- After selecting the center's location, the system will direct the owner of the establishment or their authorized representative to the registration page for submitting the application.
- On this page, the center's bank account number (IBAN) must be entered, ensuring it is linked to the registered establishment number **700/100**. This account will be used to deposit any funds owed to the center.
- The owner or authorized representative can click "**Continue**" to proceed to the next step of the application process.

Adding the Center's License Information (1.1)

A government website registered with the Digital Government Authority. How you know? [?](#)

Qurrah

Arabic

Notifications

Support

Anoud AlRashid
ahmed@gmail.com

Center IBAN

Center License

Center Information

Center Photos

Center Services

Preview and send

< Back

Center license details

Please fill out the license details.

Select Licensing Authority

MHRSD License

MoE License

Continue

Save and continue later

Enrol your childcare center

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Terms and Conditions

Privacy Policy

After entering the IBAN correctly and the system proceeds to the next step, the center's license screen will appear for the establishment's representative. The user must select the licensing authority for the childcare center's activity by choosing one of the following options:

- Ministry of Human Resources and Social Development
- Ministry of Education

After selecting the licensing authority, the representative can either continue with the next steps to complete the registration process or save the information and continue later.

Adding the Center's License Information (1.2)

A government website registered with the Digital Government Authority. How you know? [?](#)

Qurrah

Arabic Notifications Support Anoud AlRashid ahmed@gmail.com

Center IBAN Center License Center Information Center Photos Center Services Preview and send

Enrol your childcare center

< Back

Center license details

Please fill out the license details.

Select Licensing Authority

MHRSD License MoE License

* Enter license no: 1234-4321 * Owner National ID: 1234-4321 [Validate](#)

Upload License Copy

Maximum file size is 2MB, supported file formats include .jpg, .png, and .pdf.

[Browse Files](#)

[Continue](#) [Save and continue later](#)

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[Terms and Conditions](#) [Privacy Policy](#)

After selecting the licensing authority, the center's representative must fill in the required license information, which includes:

- License number
- Owner's ID, then click the **"Verify"** button
- Attach a copy of the license file

Once all the information has been entered and the file attached, the establishment's representative can proceed to complete the registration process.

Adding the Center's License Information (1.3)

Qurrah

عربي Notifications Support Anoud AlRashid ahmed@gmail.com

Center IBAN Center License Center Information Center Photos Center Services Preview and send

Enrol your childcare center

< Back

Center license details

Please fill out the license details.

Select Licensing Authority

MHRSD License MoE License

* Enter License no * Owner National ID [Validate](#)

Center Name (Arabic) Center type Daycare

License no License expiry date Status Valid

Upload License Copy

Maximum file size is 2MB, supported file formats include .jpg, .png, and .pdf.

MHRSD_license.pdf

[Continue](#) [Save and continue later](#)

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- After entering the license number and the owner's ID and selecting the **"Verify"** option, the system will automatically display the license details, such as the center's name, type, and expiration date.
- Once the information is confirmed to be correct, the establishment's representative can attach the license file and then click **"Continue"**.

Adding Center Information (1.1)

A government website registered with the Digital Government Authority. How you know? [?](#)

Home Sweet Home
anoud@hsh.com.sa

Select Center Center IBAN Center License **Center Information** Center Photos Center Services Preview and Submit



Enrol your childcare center

< Back

Childcare center information

Please enter the center information.

+ Upload logo/main image
This image will represent your center.
PNG, JPEG, or SVG - Up to 10MB - Minimum size: 400x400px

***** Phone number
e.g. 05XXXXXXX

***** Email address
e.g. mail@website.com

Add website
e.g. www.website.com

Continue Save and continue later Discard

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- In this step, the center's representative enters the basic information of the center, which includes:
 - Center phone number
 - Center email address
 - Website (if available)
 - Upload the center's logo/main image
- Once all information is entered, the representative can proceed to the next step.

Adding Center Information (1.2)

A government website registered with the Digital Government Authority. How you know?

عنري Support Anoud AlRashid

Center IBAN Center License Center Information **Center Photos** Center Services Preview and send

< Back

Facility photos

Upload photos of your center's facilities. You can add up to 10 images.

Drag and drop files here to upload

You can upload up to 10 photos. Supported formats: JPG and PNG. Maximum file size: 2MB per photo. Please upload at least 3 photos.

Add photos

Continue Save and continue later

Enrol your childcare center

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- ◆ In this step, the center's representative uploads a minimum of **3 clear photos** of the center's facilities, with the option to upload up to **10 photos**.
- ◆ Photos can be uploaded by dragging the files into the upload box or by using the "**Attach Photos**" option. Accepted formats are **JPEG, JPG, or PNG**, and each photo must not exceed **2 MB** in size.

Adding Center Information (1.3)

A government website registered with the Digital Government Authority. How you know? [As](#) [Support](#) [Anoud AlRashid](#) [v](#)

Center IBAN Center License Center Information **Center Photos** Center Services Preview and send

< Back

Facility photos

Upload photos of your center's facilities. You can add up to 10 images.

Title image

Add more photos

Continue Save and continue later

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[Terms and Conditions](#) [Privacy Policy](#)

- After uploading the photos, the system will display the uploaded images, allowing the representative to delete any photo or add more, up to a maximum of **10 photos**.
- Once all photos are complete, the center's representative can click "**Continue**" to proceed to the next step.

Adding Center Services (1.1)

A government website registered with the Digital Government Authority. How you know?

العربي Support Anoud AlRashid

Center IBAN Center License Center Information Center Photos Center Services Preview and send

< Go back

Center Services

Please add the center's services, which can be modified later.

Kindergarten
Age group: 3 - 6

Nursery
Age group: 0-3


Enrol your childcare center

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- ◆ In this step, the system displays the available services based on the type of center (e.g., daycare or kindergarten). The center's representative selects the services offered by their center, with the option to modify these services later if needed.
- ◆ After making the selection, the representative can click "**Continue**" to proceed to the next steps.

Adding Center Services (1.2)

Center IBAN
Center License
Center Information
Center Photos
Center Services
Preview and send



[Go back](#)

Center Services

Please add the center's services, which can be modified later.

Kindergarten

General information

* Price monthly

* Available Qurrah seats

* Age category

* Start Date

* End Date

* Service Schedule

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

From To

* Curriculum

Speech and Behavior Development

Cognitive Development

Educational Activities

Social Development

- ◆

In this step, the center's representative fills in the details of the selected service, which include:

 - Monthly fee and number of available seats for this service
 - Service start and end dates
 - Days and hours of operation
 - Curriculum and required documents
 - Supported special needs and additional services

- ◆

After entering all the information, the representative can click "**Continue**" to proceed to the next step.

Adding Center Services (1.3)

A government website registered with the Digital Government Authority. How you know?

العربي Anoud Al Rashid

Center IBAN Center License Center Information Center Photos Center Services Preview and send

Enrol your childcare center

Kindergarten (07:00 - 12:00)
3 - 4 years · 10 seats

Edit Remove


+ Add service

Continue Save & continue later

جميع الحقوق محفوظة لصندوق تنمية الموارد البشرية © 2025
البنود والأحكام سياسة الخصوصية

- After entering the service details, the system displays a summary of the added services, including the service type, number of available seats, and operating hours. The user can edit or delete a service or add a new service before proceeding.
- Once the services are confirmed, the representative can click "**Continue**" to move to the next step.

Review and Submit the Registration Request



< Go back

Preview and Send





Verify the accuracy of the data

Center Details

Center name (Arabic) مركز بستان العلم	Center name (English) ABC Kindergarten	Center type Individual
Licensing authority MoE	License number 6XXX XXXXXX	License expiry date 10/10/2027
Address RMD3471 - 516, AlOlaya	Post Code 12345	City Riyadh

Linked IBAN
SA66 XXXX XXXX XXXX XXXX

Center Photos







Service Details

Kindergarten (07:00 - 12:00)
3 - 4 Years - 10 seats

Nursery (07:00 - 12:00)
0 - 3 Years - 10 seats

Submit Request



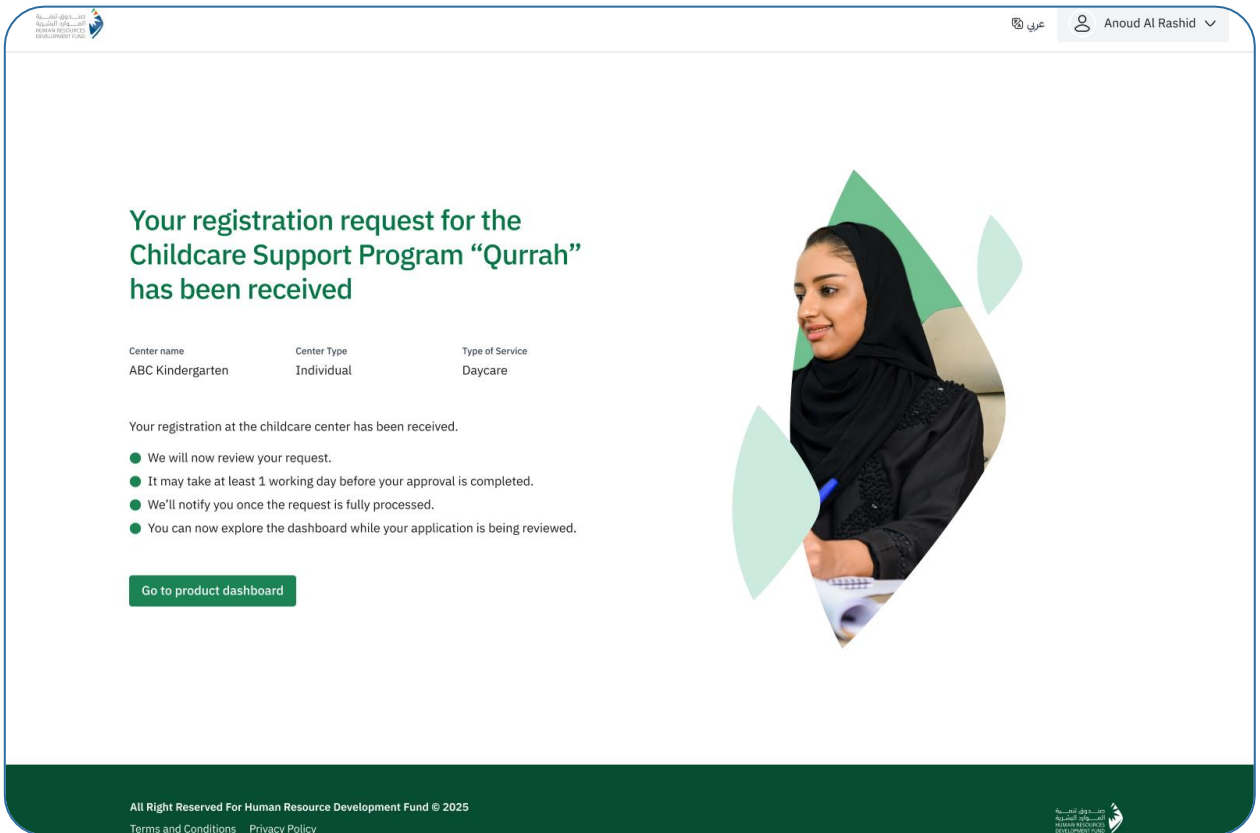
On this page, the establishment representative can review all center information before submission, including:

- Center and license details
- Geographic location
- Uploaded images
- Added services and operating hours

After verifying the accuracy of the information, the establishment representative may select "Submit Application" to complete the process or choose "Save and Continue Later" to review it at another time.

33

Registration Submission Result



The screenshot shows a user interface for the Human Resources Development Fund. At the top left is the logo and name in Arabic and English. At the top right, there is a language selector set to 'عربي' and a user profile for 'Anoud Al Rashid'. The main content area features a green heading: 'Your registration request for the Childcare Support Program "Qurrah" has been received'. Below this is a table with registration details:

Center name	Center Type	Type of Service
ABC Kindergarten	Individual	Daycare

Below the table, a message states: 'Your registration at the childcare center has been received.' This is followed by a list of four bullet points: 'We will now review your request.', 'It may take at least 1 working day before your approval is completed.', 'We'll notify you once the request is fully processed.', and 'You can now explore the dashboard while your application is being reviewed.' A green button labeled 'Go to product dashboard' is positioned below the list. On the right side of the page, there is a circular image of a woman in a black hijab and abaya, looking at a document. The footer contains the copyright notice 'All Right Reserved For Human Resource Development Fund © 2025' and links for 'Terms and Conditions' and 'Privacy Policy'.

- ▶ The system displays a message confirming the successful submission of the registration request. The submitted application will be reviewed, which may take at least one business day. The system will notify the center representative of the application approval status via email and SMS.
- ▶ The establishment representative can then navigate to the dashboard to track the application status or add another service.



**Add a New Branch from the
Dashboard**

Add a New Branch from the Dashboard

The screenshot shows a dashboard for a childcare center. At the top, there's a navigation bar with 'Qurrah Childcare Center' and 'Al Olaya centre'. A dropdown menu is open, showing 'Active Branch' (Al Olaya Center) and 'Other Branches' (Al Rahmania Center, Al Rawda Center). The 'Enroll another branch' option is highlighted with a red box. The main content area includes 'Booking requests 1/11' for Alia Amin, 'Active bookings' for Zain Al-Khater, and 'Enrollment details' for September 2025.

- ◆ The establishment owner or authorized representative can access the establishment dashboard.
- ◆ From the top of the page, the establishment owner or authorized representative can click on the Branches menu, as shown in the image above.
- ◆ From the displayed menu, the establishment owner or authorized representative can select the “**Register Another Branch**” option to add a new branch.
- ◆ After completing and successfully adding the branch details, the establishment owner or authorized representative can return to the Branches menu. The required branch can then be selected from the list to access its dashboard.

Add a New Branch from the Dashboard

After selecting the “**Register Another Branch**” option, the authorized representative can select the required branch from the establishment branches list, as shown in the image above.

After selecting the branch, the establishment owner or authorized representative can select the “**Continue**” option to proceed to the next step of the center registration process.

After selecting the branch and proceeding, the establishment owner or authorized representative can complete the remaining registration steps following the same process as the main center registration procedure previously explained in this guide.

Add a New Branch from the Dashboard

The screenshot displays a user dashboard for 'Qurrah Childcare Center'. A red box highlights a notification: 'New Branch Added Successfully' with a green checkmark and the instruction 'Use branch switcher to change branches'. The dashboard includes sections for 'Hi Anoud', 'Booking requests 1/11', 'To-do list', 'Enrollment details', and 'Active bookings'. The 'Active bookings' section shows details for 'Zain Al-Khater' and 'Rihana Abul Zibdeh'.

▶ A confirmation message will appear indicating that the representative has been successfully added, and an invitation will be sent to the representative via email, as shown in the image above.



Switch Branches from the Dashboard

Switch Branches from the Dashboard

The screenshot shows a dashboard for a childcare center. At the top, there is a navigation bar with a language selector (Arabic), notifications, support, and a user profile. Below this, a dropdown menu for branches is open, showing 'AlOlaya Center' as the active branch, with a red box and arrow highlighting it. Other branches listed are 'Al Rahmania Center' and 'Al Rawda Center'. The main dashboard area contains several sections: 'Hi Anoud,' with a profile card for 'Qurrah'; 'To-do list' with two items; 'Enrollment details' for September 2025, showing a total amount of 10000.00 and 10 enrolled children; 'Booking requests 1/11' for 'Alia Amin' with a total amount of 1,800.00; and 'Active bookings' for 'Zain Al-Khater'.

After completing the registration of the new branch, the establishment owner or authorized representative can switch between establishment branches through the Branches menu at the top of the page, then select the required branch, as shown in the image above.

Switch Branches from the Dashboard

The screenshot shows a web dashboard for a childcare center. At the top, there is a navigation bar with a language selector (Arabic), notifications, support, and a user profile for 'Home Sweet Home'. Below this, a dropdown menu for 'Qurrah Childcare Center' is open, showing 'Al Olaya centre' selected. The main dashboard area is titled 'Hi Anoud,' and features several sections:

- Booking requests 1/11:** A card for a new application for 'Alia Amin' with a total amount of 1,800.00. It includes details for service (Nursery 0-3), contact information, and enrollment dates.
- To-do list:** A list of tasks such as 'May invoice has been generated' and 'Abdullah H. extension soon'.
- Enrollment details:** A summary for September 2025 showing a total amount received of 10,000.00 and 10 enrolled children.
- Active bookings:** A section for 'Zain Al-Khater' with details on service, dates, and a confirmation status.

After selecting the branch from the Branches menu, the establishment owner or authorized representative will be automatically redirected to the dashboard of the selected branch, as shown in the image above.



**Add a Branch Representative
to the Center**

Add a Branch Representative to the Center

Center Details

- General Details
- Representatives
- Center IBAN

General Details Edit

Change picture
Upload a clear photo of your logo.
PNG/JPEG, up to 10MB, min. 400x400px

Center type: Individual | Center website: www.something.com | Status: Active

Center name (Arabic): مركز بستان العلم | Phone number: 057123815 | Email: info@hsh.com

Licensing Authority: MoE | License Number: 6XXX XXXXXX | License Expiry Date: 10/10/2027

Municipality License: 8XXXXXXXX | City: Riyadh | Address: RMD3471 - 516, AlOlaya, long address can appear here.

Center Photos

Additional Representatives + Add Representative

Name	National ID/Iqama	Status	Start Date	End Date
Mohammad	1xxxxxxxx	Active	02/02/2026	02/02/2027
N/A	1xxxxxxxx	Pending	02/02/2026	02/02/2026
Yasser	1xxxxxxxx	Inactive	02/02/2026	02/02/2026

- From the homepage, the establishment owner or authorized representative can select the **“Center Details”** option from the top menu, as shown in the image above.
- From the **Additional Representatives** section, the establishment owner or authorized representative can select the **“Assign New Representative”** option to add a new branch representative for the center, as shown in the image above.

Add a Branch Representative to the Center

A government website registered with the Digital Government Authority. How you know?

عربي Notifications Support Home Sweet Home anoud.alrashid@hsh.com

Qurrah Childcare Center Al Olaya centre

< Back

Add representative details

Please enter the details of the employee you would like to access the Qurrah Dashboard.

* Select Branch(es)

Olaya ×

* Employee National ID/Iqama

Start Date

DD/MM/YY

End Date

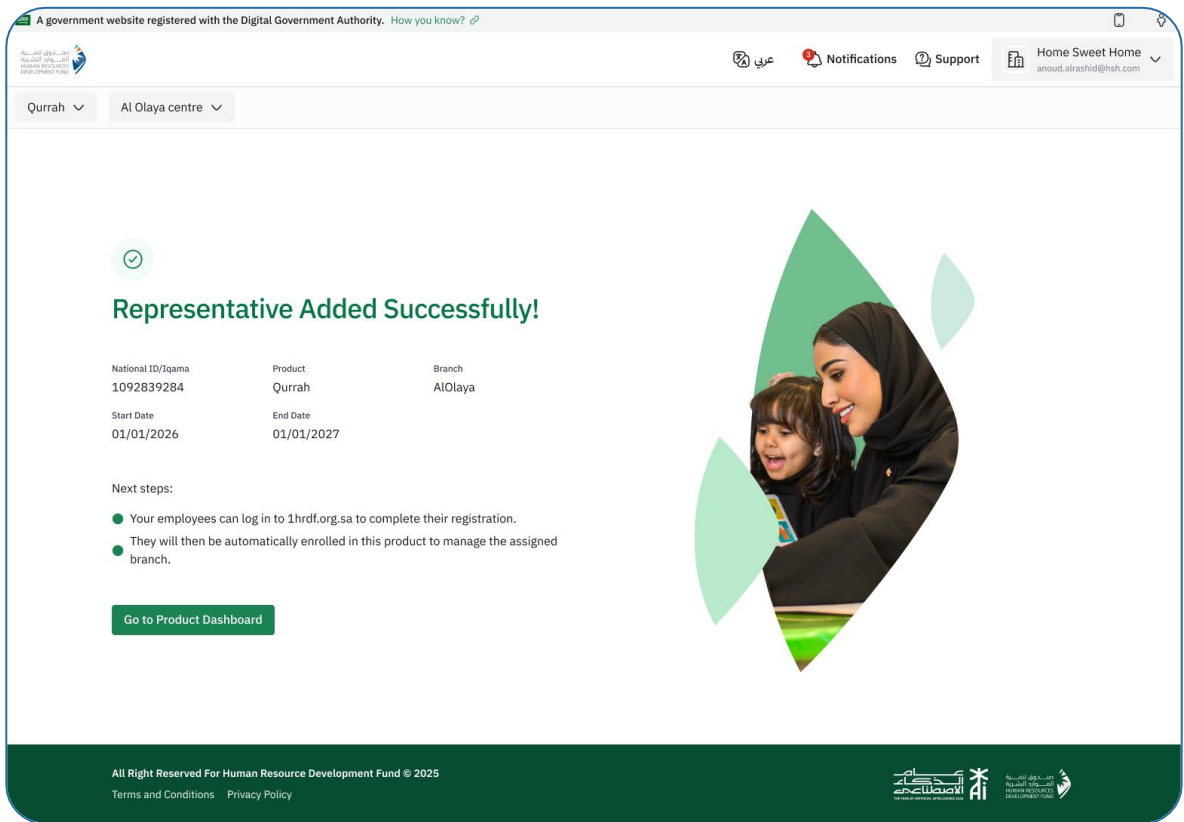
DD/MM/YY

Continue

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- ▶ The establishment owner or authorized representative can enter the required representative details, including the branch, ID/Iqama number, start date, and end date, as shown in the image above.
- ▶ After completing the information, the establishment owner or authorized representative can select the **“Continue”** option to add the sub-representative.

Add a Branch Representative to the Center



After successfully completing the addition process, a message will appear confirming that the representative has been successfully added to the center, as shown in the image above.




Edit Branch Representative Details for the Center

Edit Branch Representative Details for the Center (1.1)

General Details

Representatives

Center IBAN




Change picture

Upload a clear photo of your logo.
PNG/JPEG, up to 10MB, min. 400x400px

Center type Individual	Center website www.something.com	Status Active
Center name (Arabic) مركز رستمان العلم	Phone number 057123815	Email info@hsh.com
Licensing Authority MoE	License Number 6XXX XXXXXX	License Expiry Date 10/10/2027
Municipality License 8XXXXXXX	City Riyadh	Address RMD3471 - 516, AlOlaya, long address can appear here.

Center Photos



Additional Representatives + Add Representative

Name	National ID/Iqama	Status	Start Date	End Date	
Mohammad	1xxxxxxxx	Active	02/02/2026	02/02/2027	🗑️ ✎️
N/A	1xxxxxxxx	Pending	02/02/2026	02/02/2026	🗑️ ✎️
Yasser	1xxxxxxxx	Inactive	02/02/2026	02/02/2026	✎️

Center IBAN

* Enter IBAN

- ◆ From the homepage, the establishment owner or authorized representative can select the **“Center Details”** option from the top menu to access the center details and additional representatives page, as shown in the image above.
- ◆ From the **Additional Representatives** section, the establishment owner or authorized representative can select the **“Edit”** option next to the representative whose details need to be updated.

Edit Branch Representative Details for the Center (1.2)

A government website registered with the Digital Government Authority. How you know?

العربية Notifications Support Home Sweet Home
anoud.alrashid@hsh.com

Direct transport Al Olaya centre

Add Center Representative

< Go Back

Edit representative details

Please update the details of the employee below.

* Select Branch(es)
Olaya ×

* Employee Name
Mohammad

Start Date
02/02/2026

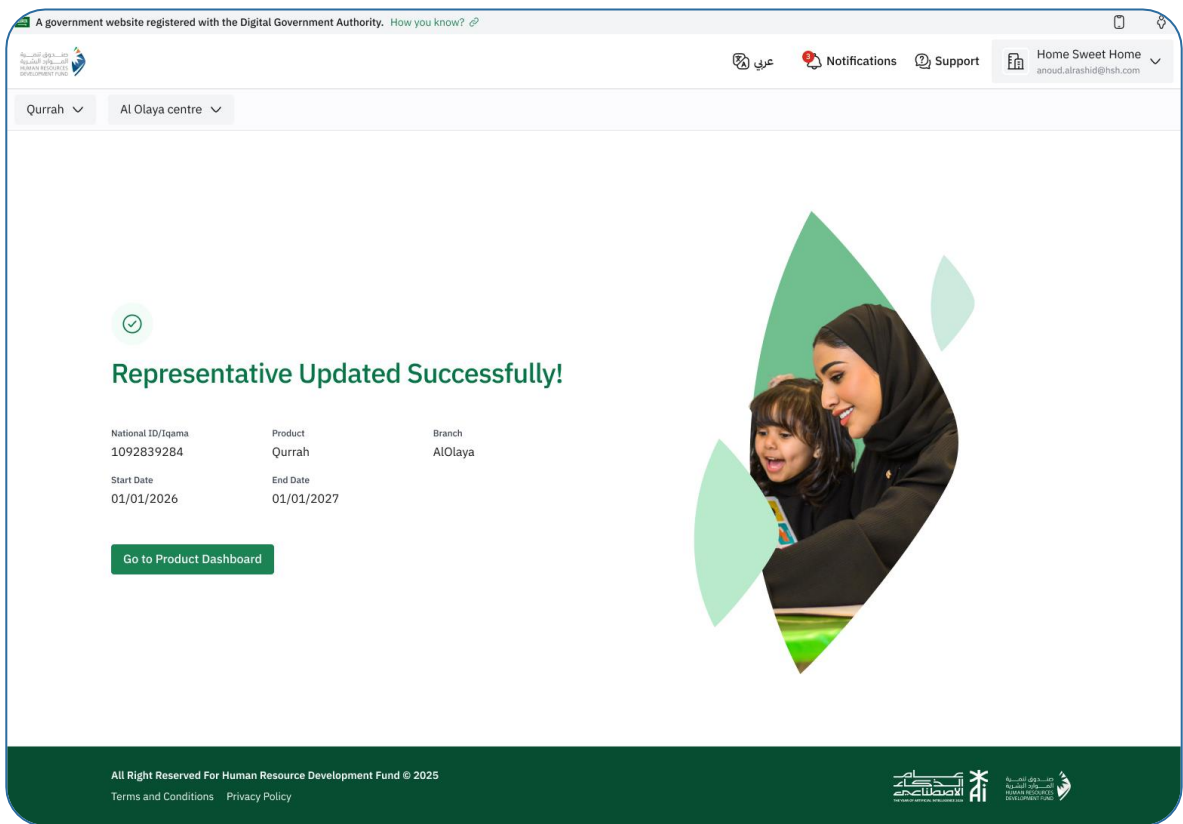
End Date
02/02/2027

Continue

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On the **Edit Representative Details** page, the establishment owner or authorized representative can modify the representative's start date and end date, as shown in the image above. After updating the required dates, the establishment owner or authorized representative can select the **"Save Updates"** option to save the changes.

Edit Branch Representative Details for the Center (1.3)



- After successfully saving the updates, a confirmation message will appear indicating that the representative details have been successfully updated, as shown in the image above.



Delete a Branch Representative to the Center

Delete a Branch Representative to the Center (1.1)

Center Details

Representatives
Center IBAN

Change picture
Upload a clear photo of your logo.
PNG/JPEG, up to 10MB, min. 400x400px

Center type: Individual
Center website: www.something.com
Status: Active

Center name (Arabic): مركز بستان العلم
Phone number: 057123815
Email: info@hsh.com

Licensing Authority: MoE
License Number: 6XXX XXXXXX
License Expiry Date: 10/10/2027

Municipality License: BXXXXXXX
City: Riyadh
Address: RMD3471 - 516, AlOlaya, long address can appear here.

Center Photos

Additional Representatives + Add Representative

Name	National ID/Iqama	Status	Start Date	End Date	
Mohammad	1xxxxxxxxx	Active	02/02/2026	02/02/2027	
N/A	1xxxxxxxxx	Pending	02/02/2026	02/02/2026	
Yasser	1xxxxxxxxx	Inactive	02/02/2026	02/02/2026	

Center IBAN
* Enter IBAN

- From the homepage, the establishment owner or authorized representative can select the **“Center Details”** option from the top menu, as shown in the image above.
- From the **Additional Representatives** section, the establishment owner or authorized representative can select the **“Delete”** option next to the representative to be removed

Delete a Branch Representative to the Center (1.2)

Upload a clear photo of your logo.
PNG/JPEG, up to 10MB, min. 400x400px

Center type: Individual | Center website: www.something.com | Status: Active

Center name (Arabic): مركز بستان القلم | Phone number: 057123815 | Email: info@hsh.com

Licensing Authority: MoE | License Number: 6XXX XXXXXX | License Expiry Date: 10/10/2027

Municipality License: 8XXXXXXXX | City: Riyadh | Address: RMD3471 - 516, AlOlaya, long address can appear here.

Center Photos

Are you sure you want to delete this representative from this branch?
Deleting this representative will remove his access to this product's dashboard.

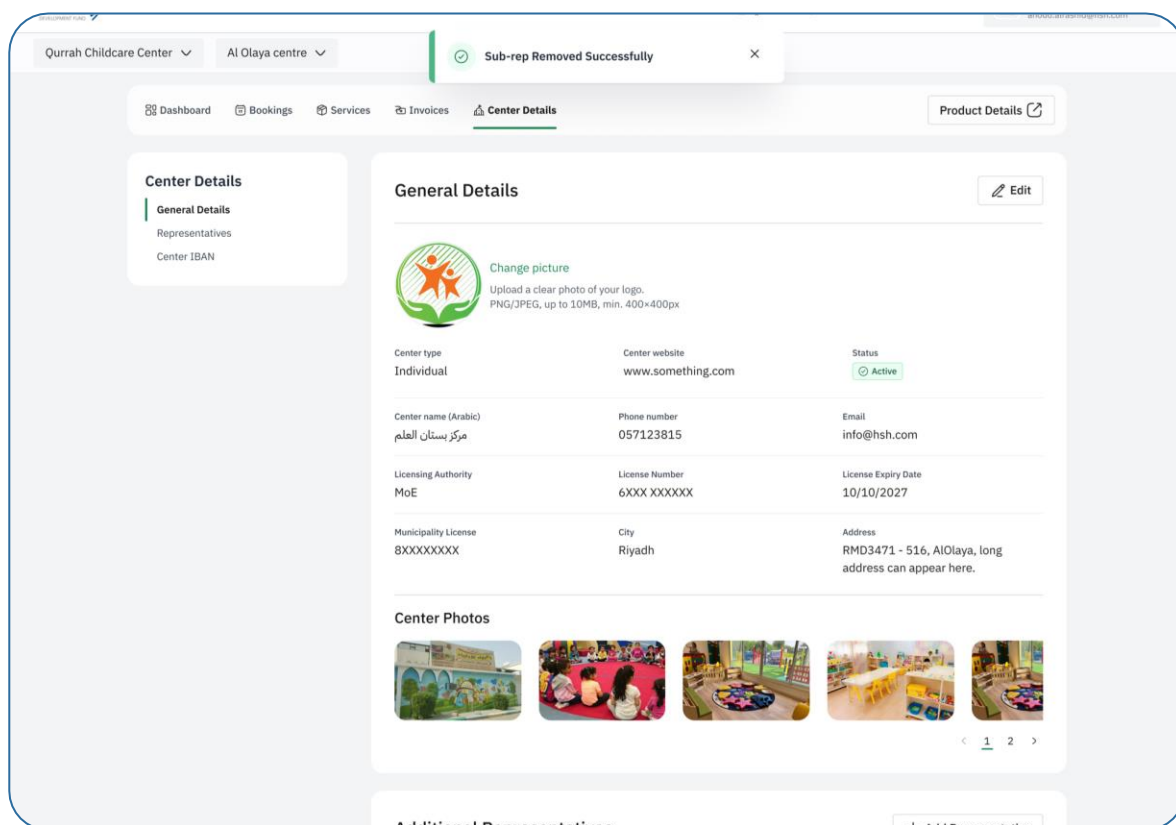
Cancel Delete

Additional

Name	National ID/qama	Status	Start Date	End Date	
Mohammad	1xxxxxxxx	Active	02/02/2026	02/02/2027	🗑️ ✎️
N/A	1xxxxxxxx	Pending	02/02/2026	02/02/2026	🗑️ ✎️
Yasser	1xxxxxxxx	Inactive	02/02/2026	02/02/2026	✎️

- A confirmation message will appear for deleting the representative. The establishment owner or authorized representative can select the **“Delete”** option to complete the deletion process or select the **“Cancel”** option to discard the action, as shown in the image above.

Delete a Branch Representative to the Center (1.3)



- After selecting the **"Delete"** option, a message will appear confirming that the representative has been successfully deleted.

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