



User Manual

How to submit a “Dialysis Support Product” request



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Introduction

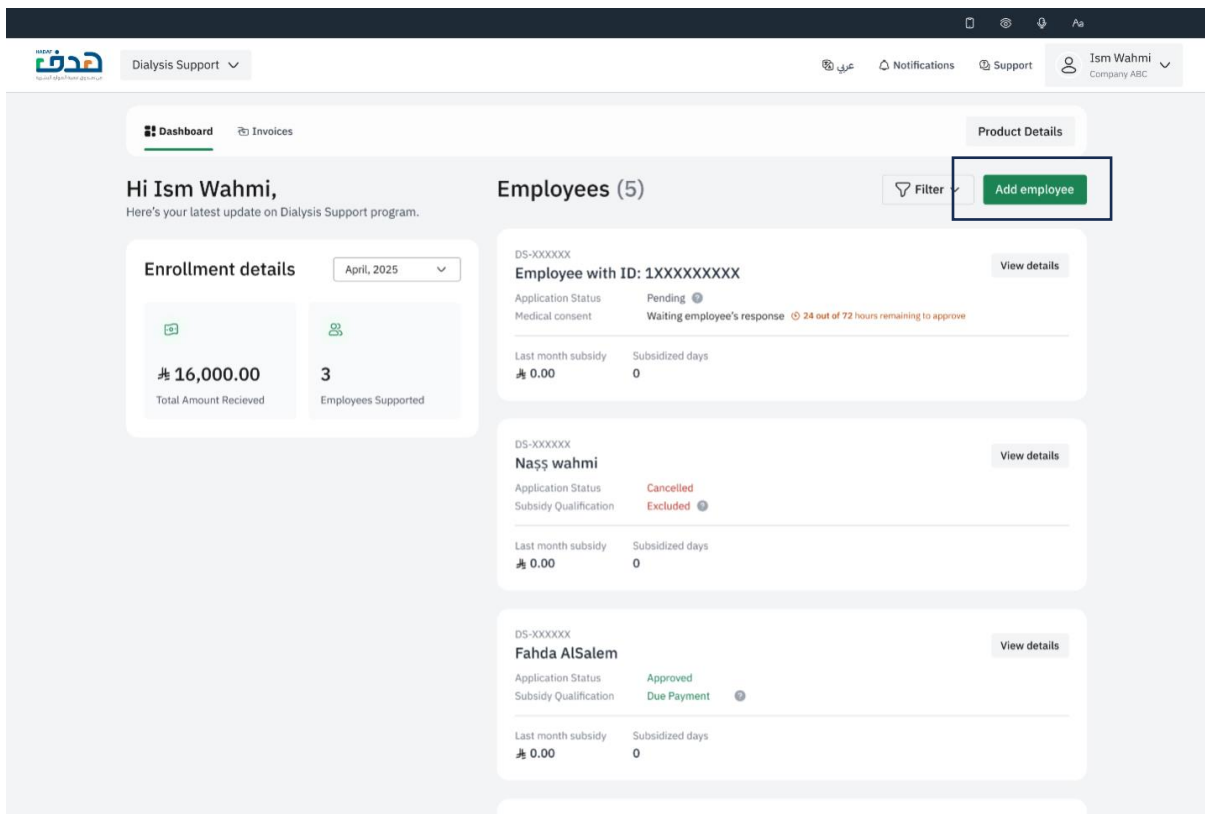
Introduction

This electronic service allows the facility commissioner to create a support request for an employee to benefit from dialysis support by entering the employee's information, then sending a link to acknowledge data sharing to the employee before approving the request and verifying the employee's eligibility automatically, without the need to refer to the authority.



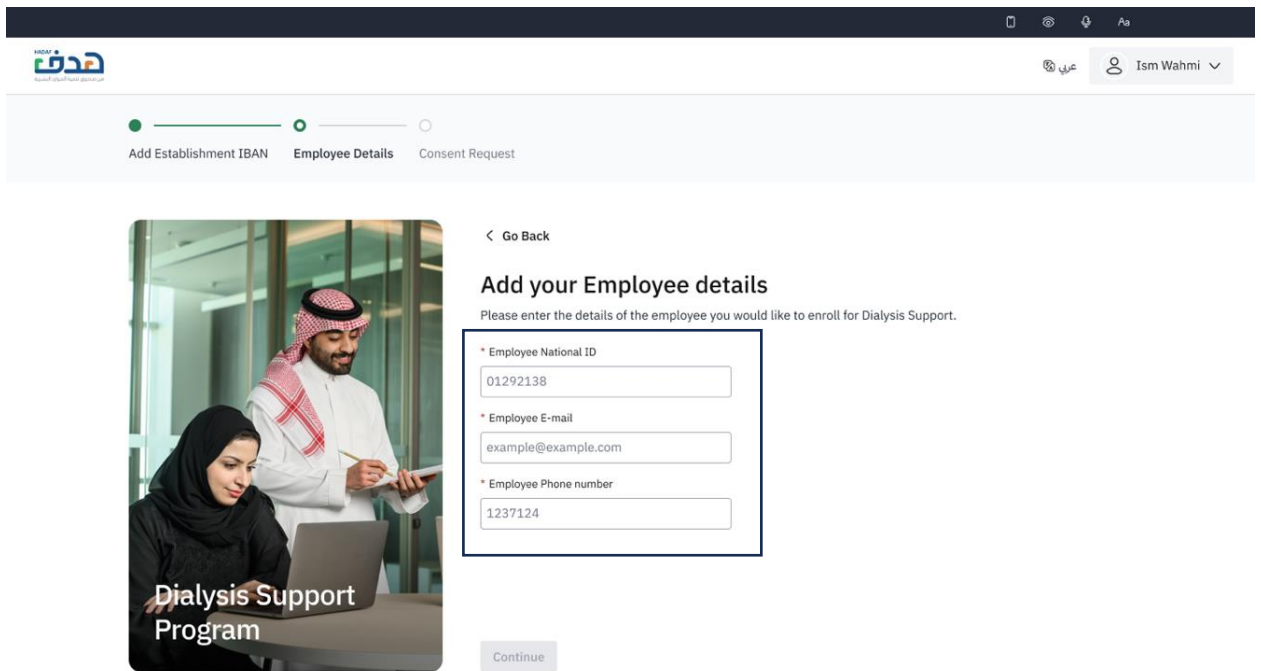
How to submit a “Dialysis Support Product” request

How to submit a “Dialysis Support Product” request



- After logging in to the site, a facility representative can view the dashboard of supported employees under the dialysis support product.
- A facility representative can add a new employee to the dialysis support product directly from the home page.
- This is done by choosing the "Add Employee" option, which allows you to start the process of submitting a new support request for an employee who was not previously registered in the system.

How to submit a “Dialysis Support Product” request



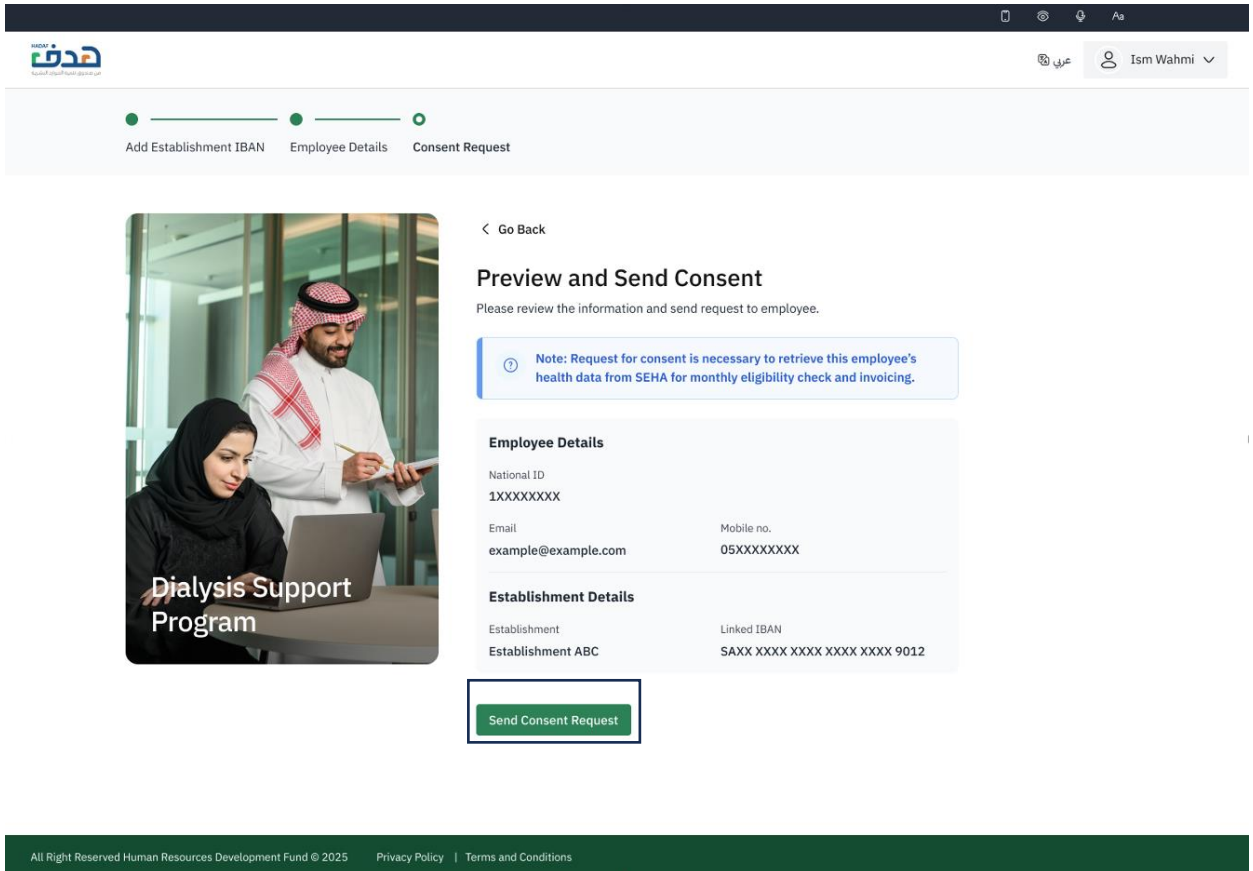
The screenshot shows the 'Add your Employee details' page on the Human Resources Development Fund portal. The page has a dark header with the logo and user name 'Ism Wahmi'. Below the header, there are three steps: 'Add Establishment IBAN', 'Employee Details' (which is highlighted), and 'Consent Request'. The main content area features a 'Go Back' link, the title 'Add your Employee details', and a sub-instruction: 'Please enter the details of the employee you would like to enroll for Dialysis Support.' There are three input fields: 'Employee National ID' (with value 01292138), 'Employee E-mail' (with value example@example.com), and 'Employee Phone number' (with value 1237124). A 'Continue' button is at the bottom right. On the left, there is a video thumbnail for the 'Dialysis Support Program' showing a man and a woman in a professional setting.

After selecting the Add Employee option, the system takes the user to the Add Employee Details page.

On this page, the data of the new employee for whom a support request is to be submitted is entered, which includes:
(National ID number - Email - Employee mobile number)

After entering the data correctly, the user chooses the "Continue" option to complete the application steps.

How to submit a “Dialysis Support Product” request



Go Back

Preview and Send Consent

Please review the information and send request to employee.

Note: Request for consent is necessary to retrieve this employee's health data from SEHA for monthly eligibility check and invoicing.

Employee Details

National ID	1XXXXXXX
Email	example@example.com
Mobile no.	05XXXXXXX

Establishment Details

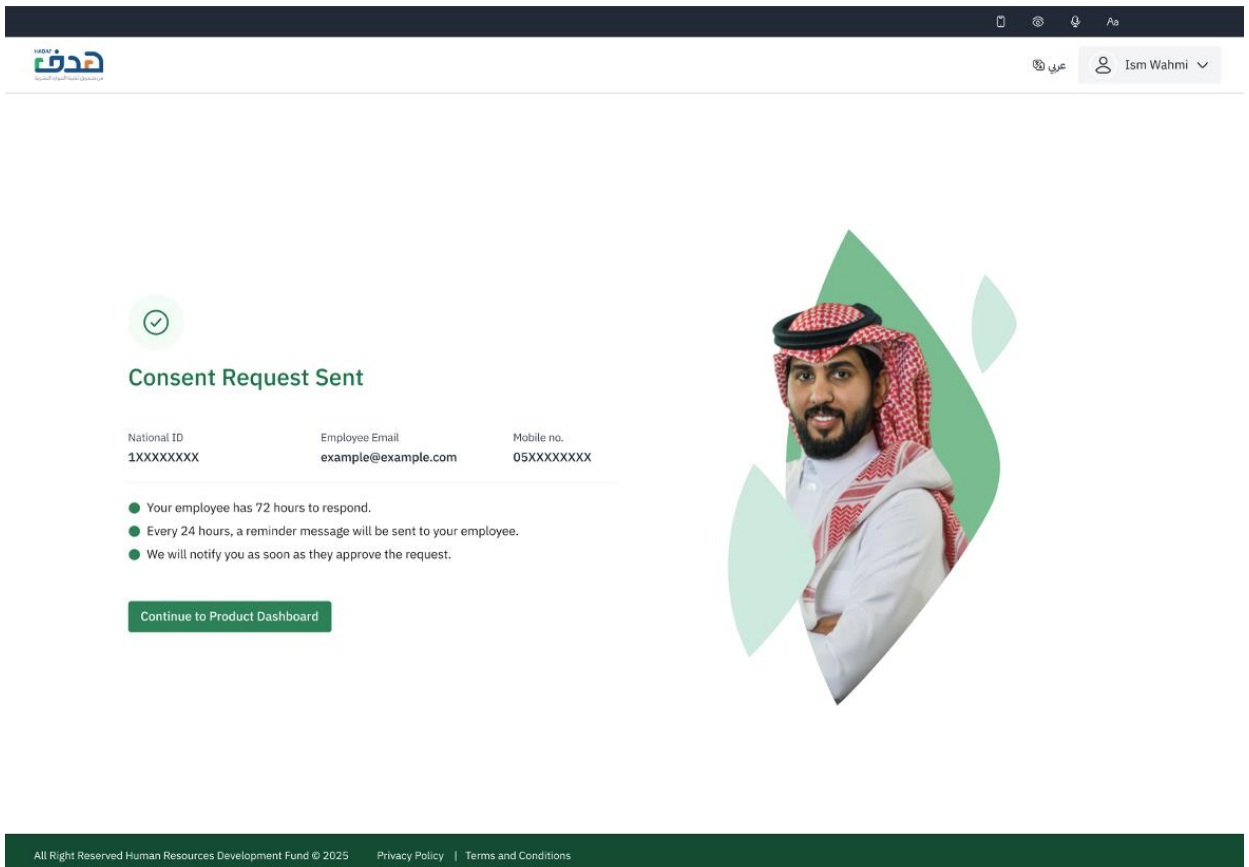
Establishment	Linked IBAN
Establishment ABC	SAXX XXXX XXXX XXXX XXXX 9012

Send Consent Request

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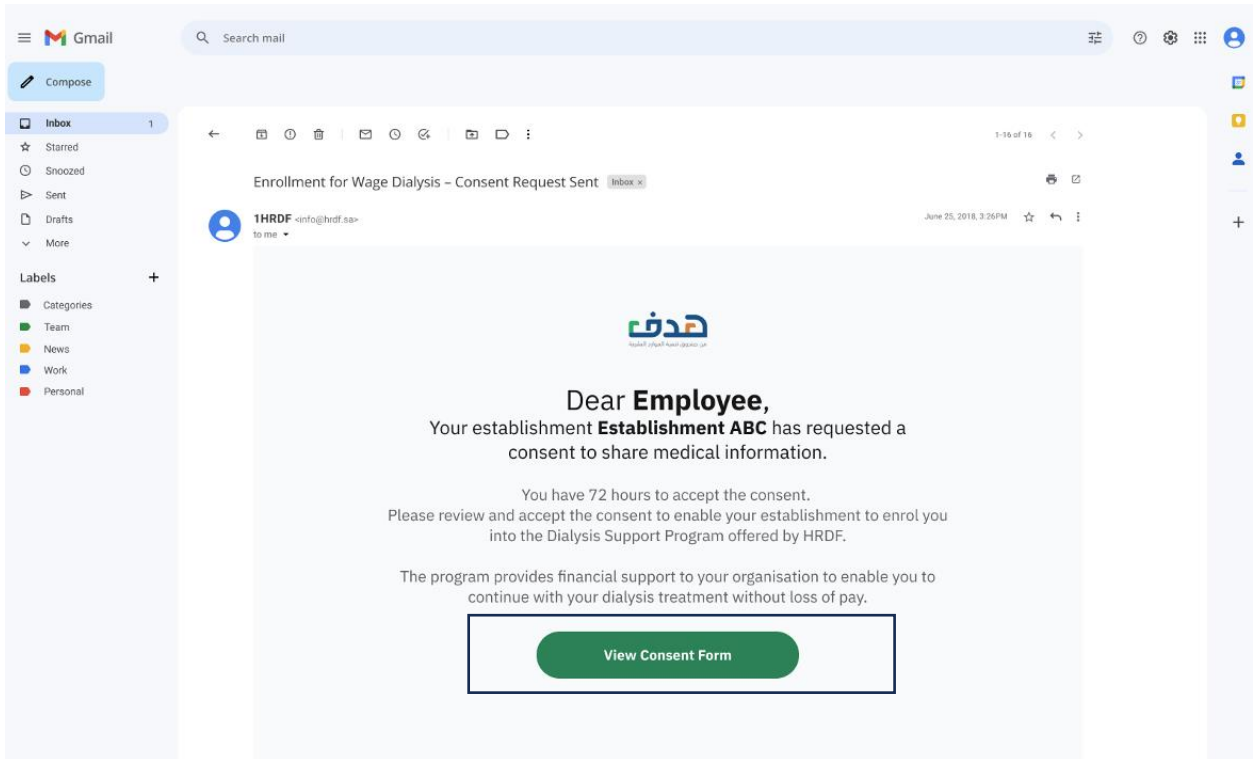
- On this page, the facility commissioner can review all entered employee data and ensure its accuracy.
- After verification, the user chooses the "Send Declaration" option, and the form is sent to the beneficiary employee to complete approval.

How to submit a “Dialysis Support Product” request



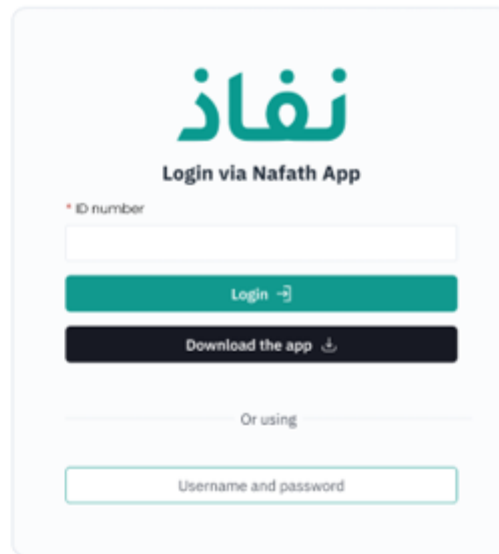
- ▶ The system displays a confirmation screen stating that the process of adding an employee was completed successfully.
- ▶ The system displays to the user a message that reads, "The employee declaration form has been sent", which means that the form has been sent to the beneficiary employee to complete the procedures required by him.

How to submit a “Dialysis Support Product” request



- Once the facility commissioner submits a dialysis support request to a designated employee, the system automatically sends an email to the beneficiary employee, containing a link to the declaration form.
- The employee can begin the steps to approve the application by choosing the "View Declaration Form" option in the email.
- This form allows the employee to view and approve application details electronically.

How to submit a “Dialysis Support Product” request



- When you choose the "View Declaration Form" option in the email, the system automatically transfers the employee to the unified platform of the Human Resources Development Fund.
- To complete approval of the application, the employee logs in using the "National Unified Access" account, in order to ensure identity verification and data security.

How to submit a “Dialysis Support Product” request

Consent request
Subject: Consent to Access and Request Medical Information from Sehhaty

Ahmed bin Rashid
NDN No: 12371239
working@example.com | +966 11 341 6265

Medical consent:
Waiting response 24 out of 72 hours to response

I hereby give my full consent and authorization to my employer, Establishment ABC, to request and obtain my sick leaves reports from the Sehhaty system.
This consent is specifically for the purpose of supporting the application and processing of the Wage Dialysis Subsidy under the Human Resource Development Fund. I understand that the medical information obtained will be limited to what is necessary for this application and will be handled with strict confidentiality in accordance with applicable laws and regulations on personal data protection and privacy.
This consent is given voluntarily, and I understand that I may withdraw it at any time by providing written notice to Establishment ABC.

☒ I have read and agreed to these terms.

Deny Consent **Give Consent →**

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- After successfully logging in to the site, the system displays an acknowledgment of data sharing for the employee's dialysis support product.
- Before an employee can approve or reject an acknowledgment, they must first: choose the "I confirm that I agree to these terms and conditions" option, to acknowledge approval of what is stated on the form.
- Next, he chooses the "Acknowledgement Approval" option to send the approval permanently.
- After completing these steps, the employee has officially agreed to acknowledge sharing his data to be added to the support request, and the procedures are completed by the facility and the Human Resources Development Fund.

How to submit a “Dialysis Support Product” request

✓

You have provided your consent

Medical consent:
@ Consent Provided

Name	National ID
Ahmed bin Rashid	1XXXXXXXX
Employee Email	Mobile no.
example@example.com	05XXXXXXXX

[Go to profile](#)

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- The system displays a screen confirming the success of the data sharing acknowledgment approval process.



Reviewing the facility's control panel for the product

Reviewing the facility's control panel for the product

Hi Ism Wahmi,
Here's your latest update on Dialysis Support program.

Enrollment details April, 2025

16,000.00
Total Amount Received

3
Employees Supported

Employees (5) Filter Add employee

Employee with ID: 1XXXXXXXXXX View details

Application Status: Pending
Medical consent: Waiting employee's response 24 out of 72 hours remaining to approve

Last month subsidy: 0.00 Subsidized days: 0

Na\$wahmi View details

Application Status: Cancelled
Subsidy Qualification: Excluded

Last month subsidy: 0.00 Subsidized days: 0

Fahda AlSalem View details

Application Status: Approved
Subsidy Qualification: Due Payment

Last month subsidy: 0.00 Subsidized days: 0

- After logging in to the site, a facility representative can view the dashboard of supported employees under the dialysis support product.
- This panel allows the user to:
 - ✓ View all employee support requests in the product.
 - ✓ View support details
- The user can view details for any employee by choosing the "View Details" option located next to the employee's name in the list.

Reviewing the facility's control panel for the product

The screenshot displays the facility's control panel for the product "Naşş wahmi". The page includes a header with the logo, navigation links, and user information. The main content area shows the following details:

Application ID	Application Creation Date	Enrollment Status
DS-28301	March 15, 2025	Approved

Period Enrolled	Total Sick Days	Total Subsidy Amount
4 Months	18	60,000

Employee information			
National ID Number	E-mail	Phone Number	Monthly Salary
10XXXXXXX	example@example.com	05 XXXXXXXX	12,000

Below the employee information, there are tabs for "Invoices" (selected) and "Enrolment history". The "Invoices" tab shows a list of monthly invoices:

Invoice ID	Month	Sick Days	Amount
PAY-134-2024	March 2025	5	3,000
PAY-134-2024	February 2025	5	3,000

Buttons for "Export Report" and "See Latest Invoice" are available. The footer contains copyright information and links to Privacy Policy and Terms and Conditions.

- When you choose the "View Details" option next to the employee's name, the system displays a page containing all the details of the support request.
- In addition, the page displays the monthly invoices associated with the support request, allowing the facility representative to track the amounts disbursed.



Invoices

Invoices

Enrollment details (April, 2025)

Category	Value
Total Amount Received	16,000.00
Employees Supported	3

Employees (5)

Employee ID	Name	Application Status	Subsidy Qualification	Last month subsidy	Subsidized days
DS-XXXXXX	Employee with ID: 1XXXXXXX	Pending	Waiting employee's response	0.00	0
DS-XXXXXX	Na\$ wahmi	Cancelled	Excluded	0.00	0
DS-XXXXXX	Fahda AlSalem	Approved	Due Payment	0.00	0

- ▶ The system allows the facility administrator to view all billing data related to the dialysis support product, through the "Invoices" option in the control panel.
- ▶ The facility commissioner can access billing data by selecting the "Invoices" option on the home page.

Invoices

The screenshot displays the 'Invoices History' page. At the top, there's a navigation bar with 'Dashboard' and 'Invoices' (selected). Below this, a 'Product Details' button is visible. The main section is titled 'Invoices History' and includes a 'Filter' dropdown and an 'Export report' button. The table below lists several invoices:

Month	Invoice ID	Total invoice amount	Supported Employees	Status	Action
SUP: December 2025	PAY-012-2024-02	500	1	Pending Transfer	View
January 2025	PAY-001-2025	8,000	2	Pending Transfer	View
December 2024	PAY-012-2024	1,200	3	Payment Completed	View
November 2024	PAY-011-2024	1,200	3	Payment Completed	View
October 2024	PAY-010-2024	1,200	3	Payment Completed	View

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- After selecting the "Invoices" option, the system takes the user to the Invoices page, which contains all invoices issued under the dialysis support product.
- On this page, the administrator can view a list of invoices, including information such as invoice number, date of issue, amount, and invoice status.
- View full details of any invoice by choosing the "View" option next to the requested invoice.

Invoices

ID: PAY-001-2025 [Download Invoice](#)

Total Subsidy Amount: 5,500
Invoice Cycle: Month
IBAN: SA XXXX XXXX XXXX 9012
Payment Status: Pending Transfer

Invoice Month: January 2025
Payment Completion Date: TBD

How is this calculated?
Salary / 30 * Total Sick Leaves

Employees Included
How are subsidies calculated?

Employee name	Sick Leaves	Salary	Subsidy amount
Nasr wahmi	4	22,000	4,000
Fahda AlSalem	0	22,000	0.00
Mohammad Qahtani	4	12,000	1,500

Start Date	End Date	Duration	Issue Date	Medical Establishment	Report Number
01/01/2025	03/01/2025	2 days	01/01/2025	AlSahha Medical Center	1XXXXXXX
04/01/2025	07/01/2025	3 days	04/01/2025	AlSahha Medical Center	1XXXXXXX
07/01/2025	08/01/2025	1 day	08/01/2025	AlSahha Medical Center	1XXXXXXX
11/01/2025	16/01/2025	5 days	16/01/2025	AlSahha Medical Center	1XXXXXXX

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- When you choose the "View" option next to any invoice, the system displays the invoice details page, which includes comprehensive information about the invoice, such as: (Total support amounts - month of payment - payment cycle - list of employees included in the invoice)

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