



User Manual

**How to Add A Child To the Childcare Support Product
(Qurrah) v04/12/2025 -1.0**



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Introduction

Introduction

An e-service through which the beneficiary's children, from newborns up to six years old, are added to the mother's account on the portal.



Main Dashboard and Performance Data Details

Main Dashboard and Performance Data Details

The screenshot displays the main dashboard for the Qurrah Support program. At the top, there is a navigation bar with the user's name 'Anoud Alrashid' and options for notifications and support. The dashboard is divided into several sections:

- Header:** 'Hi Anoud, Here's your latest update on Qurrah Support program.'
- Enrollment Card:** Shows 'Enrolled on 22 February 2025' and 'Qurrah Support Program' with an 'Active' status.
- Summary:** Displays 'Total subsidy' as 0.00 and 'Booked children' as 0.
- Active bookings (0):** A message states 'There are no childcare center bookings made yet' with a 'Book childcare center' button.
- My children (3):** A list of children with an 'Add a Child' button highlighted by a red box and a red arrow. The children listed are:
 - Alia Al Amin (Under Review, Age: 1 Year old, Booking Status: No Active Booking)
 - Abdullah Al Amin (Eligible, Age: 2 Years old, Booking Status: No Active Booking)

- ✦ The system will update the homepage of the featured product so that the user can access all product.
- ✦ The beneficiary can choose the "Add a child" option if she wishes to add a child within the age group from newborn to six years old.



Adding A Saudi Child to the Childcare Support Product

Adding A Child to the Childcare Support Product (1.1)

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العربي Support Anoud AlRashid

● — ○ — ○ — ○ — ○

Add children Add addresses Select childcare center Select services Await confirmation

Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Verify

Continue

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- After selecting the "Add Children" option, the system redirects the user to the dedicated page. To add children, the user enters their child's national ID number.
- By entering the child's ID number correctly, the beneficiary will be able to check the "Add Child" section.

Adding A Child to the Childcare Support Product (1.2)

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العربي Support Anoud AlRashid

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

1074683933

Abdullah Al Amin

National ID 1098123745	Status ● Eligible
Age 2 Years	Gender Male

Required Documents

Vaccination Report Maximum file size allowed is 2MB, supported file formats include: jpg, png, and pdf.	Medical Report Maximum file size allowed is 2MB, supported file formats include: jpg, png, and pdf.
<input type="button" value="Browse Files"/>	<input type="button" value="Browse Files"/>

Child data is incorrect

- ▶ After selecting the "Verify" option, the system displays the required documents that the beneficiary should attach.
- ▶ The beneficiary attaches the documents correctly and then clicks on the "Save" option.

Adding A Saudi Child to the Childcare Support Product (1.3)

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Alia Al Amin

2323849502
Female · 2 Years

Health card.png Vaccination certificate.pdf

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- After selecting the "Save" option, the system displays the child's information.
- The beneficiary then selects the "continue" option.

Adding A Saudi Child to the Childcare Support Product (1.4)

The screenshot displays the Qurrah Support Program dashboard for a user named Anoud Alrashid. The interface includes a navigation bar with 'Dashboard' and 'Bookings' tabs. A greeting message reads 'Hi Anoud, Here's your latest update on Qurrah Support program.' Below this, there is a card for the 'Qurrah Support Program' with an 'Enrolled on 22 February 2025' date and an 'Eligible' status. A 'Summary' section shows a total subsidy of 1,200.00 and 2 booked slots. The 'Active bookings (1)' section indicates that no childcare center bookings have been made yet, with a 'Book childcare center' button. The 'My children (4)' section lists two children: Sameera Al Amin (Age: 1 Year, Booking Status: No Active Booking, Eligible) and Samer Al Amin (Age: Above 6 Years, Booking Status: Not eligible, Ineligible). A pagination bar at the bottom shows page 2 of 3.

- After selecting the "Continue" option, the system redirects the user to the control interface and displays the added child.



Adding A non-Saudi Child to the Childcare Support Product

Adding A Child to the Childcare Support Product (1.1)

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العربي Support Anoud AlRashid

● — ○ — ○ — ○ — ○

Add children Add addresses Select childcare center Select services Await confirmation

Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Verify

Continue

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- After selecting the “Add a Child” option, the system redirects the beneficiary to the child addition page. The beneficiary enters the child’s residence ID number, passport number, or an equivalent document number
- After correctly entering the child’s identification number, the beneficiary clicks the “Add Child” option.

Adding A Child to the Childcare Support Product (1.2)

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Child Information

* First Name * Last Name * Iqama Number * Nationality

* Date of Birth * Age * Gender

Required Documents

* Family Card
 Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

* Child's Birth Certificate
 Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

* Medical Report
 Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

* Vaccination Report
 Maximum file size allowed is 2MB, supported file formats include .jpg, .png, and .pdf.

After selecting "Add Child," the system displays the required documents that the beneficiary must attach

The beneficiary attaches the documents correctly and then clicks on the "Save" option

Adding A Child to the Childcare Support Product (1.3)

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Add Children

Add the children you would like to enroll to Qurrah

Retrieve Child's Information

* National ID Number / Iqama Number

Samer Al Amin

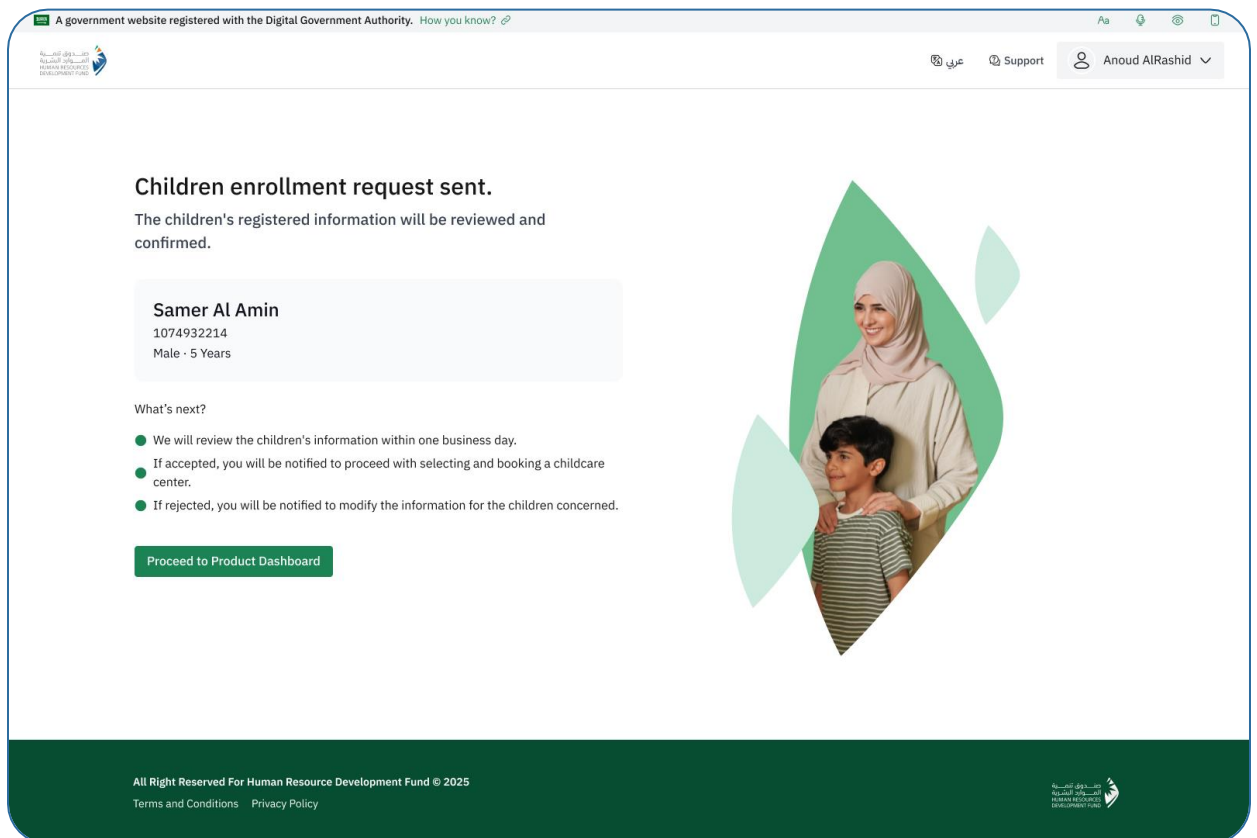
2323849502
Male · 5 Years

<input checked="" type="checkbox"/> Family card.png	<input checked="" type="checkbox"/> Vaccination certificate.pdf
<input checked="" type="checkbox"/> Health card.png	<input checked="" type="checkbox"/> Birth certificate.pdf

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- After selecting the "Save" option, the system displays the child's information.
- The beneficiary then selects the "continue" option.

Adding A non-Saudi Child to the Childcare Support Product (1.4)



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العربية Support Anoud AlRashid

Children enrollment request sent.

The children's registered information will be reviewed and confirmed.

Samer Al Amin
1074932214
Male - 5 Years

What's next?

- We will review the children's information within one business day.
- If accepted, you will be notified to proceed with selecting and booking a childcare center.
- If rejected, you will be notified to modify the information for the children concerned.

[Proceed to Product Dashboard](#)

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- ▶ After selecting “Save and Continue,” the system displays a confirmation page for submitting the request to add a new child.
- ▶ The specialized team may take up to one business day to review the child’s documents and make a decision regarding the request. If approved, you will be able to reserve a center for this child

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