

# User Manual

**How to Register for Freelance Support Product  
(Directed Transport Track)**



## Content Table

Introduction	3
Registration on the Unified Platform of HRDF	5
Applying for the Freelance Support Product- Directed Transport Track	15
Viewing Invoice	20

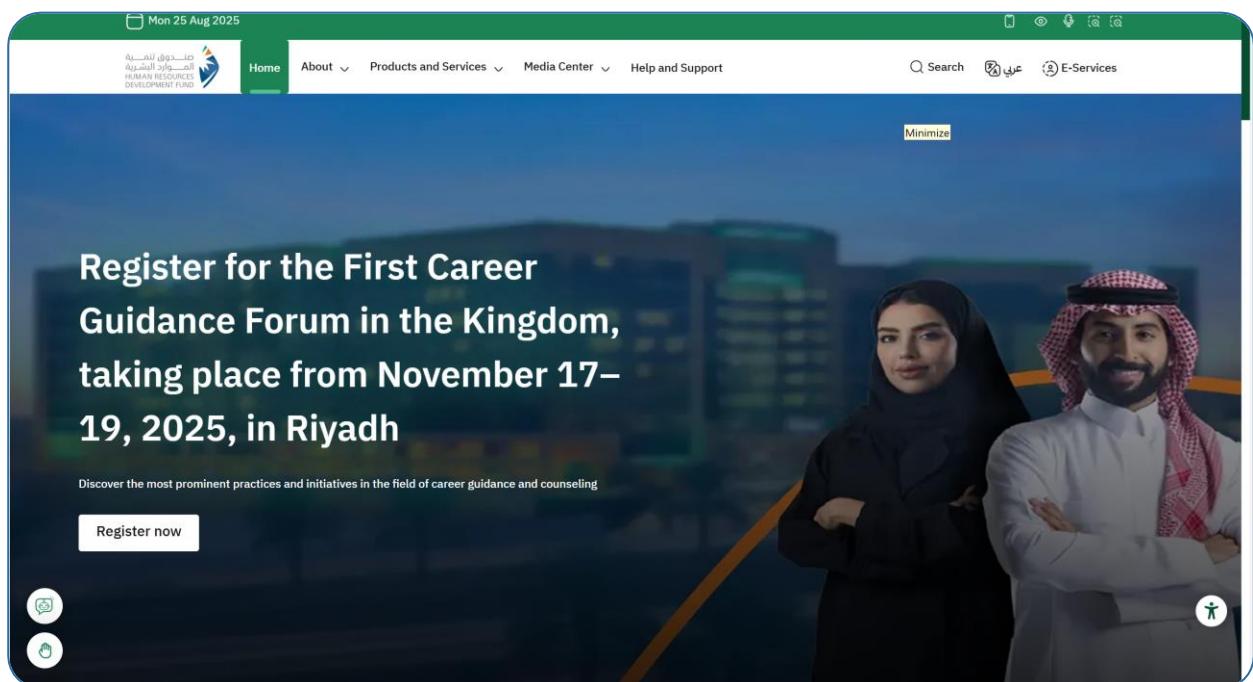
# Introduction

## Introduction

An e-service that enables the user to register in the Directed Transfer Track and benefit from the financial support allocated for workers in ride-hailing applications.

# Registration on the Unified Platform of HRDF

# Registration on the Unified Platform of HRDF



- ▶ The user can access the service by visiting the Human Resources Development Fund website, via the link:  
<https://www.hrdf.org.sa>
- ▶ From the main menu, the user can select “Products and Services” → “Products and Services Guide”, as shown in the image above.

# Registration on the Unified Platform of HRDF

Mon 25 Aug 2025

Home About Products and Services Media Center Help and Support Search عربي E-Services

Products and Services Guide

Minimize

Products Services View Pillars

All products Counselling Training Enablement Other Individuals Establishments Beneficiary All Beneficiaries

**Nine Tents**  
Individuals Other

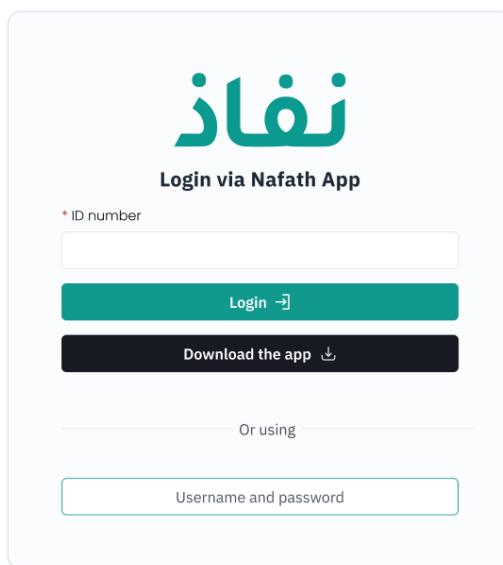
**Career Guidance**  
Individuals Counselling Youth

**Childcare Support "Qurrah"**  
Individuals Enablement Working Woman  
Proactive services and alerts

More More More

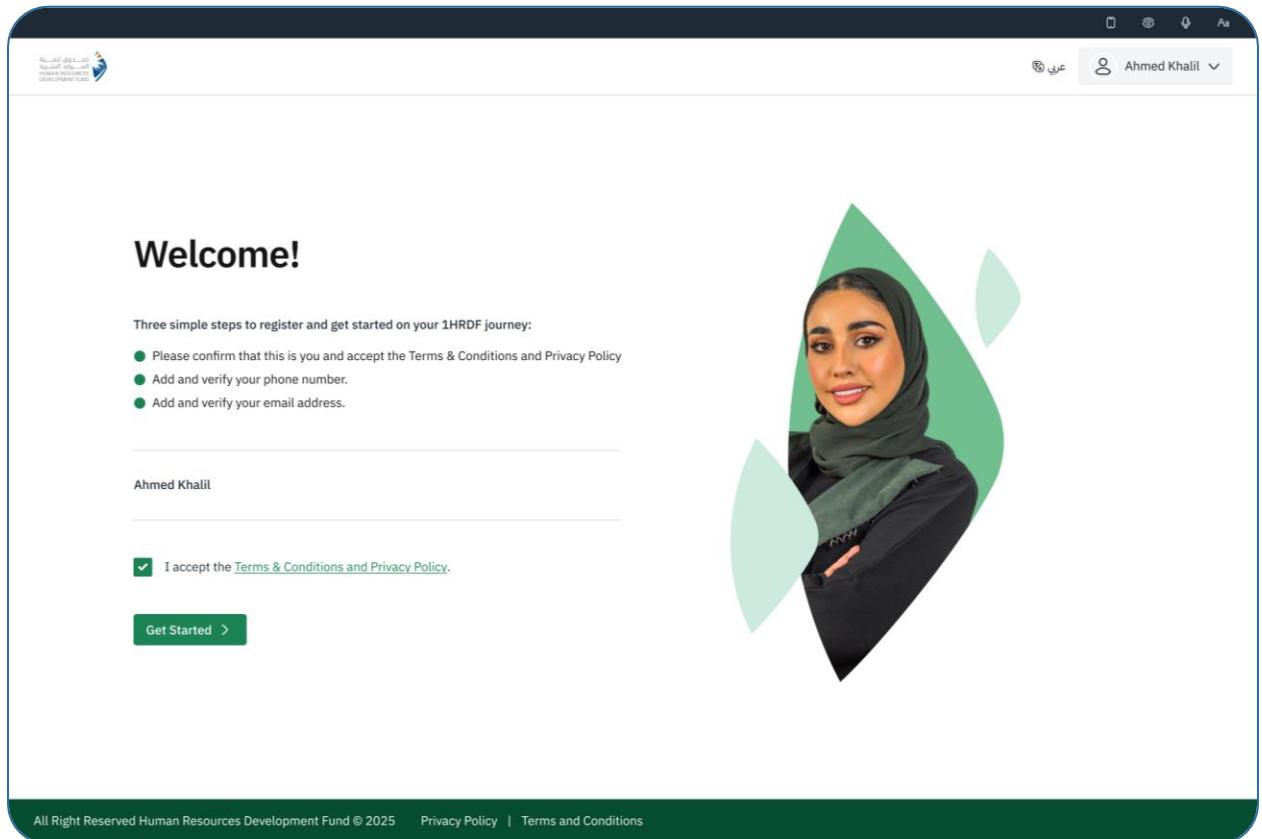
- In the 'Products and Services Guide', a full list of HRDF services will be displayed to the user.
- The user can search for "Freelance Support Product – Directed Transport Track. And then select "Details" to view the product information and application procedures.
- To proceed with registration in the Directed Transport Track, select "Access the Service" option available on the track page.

# Registration on the Unified Platform of HRDF



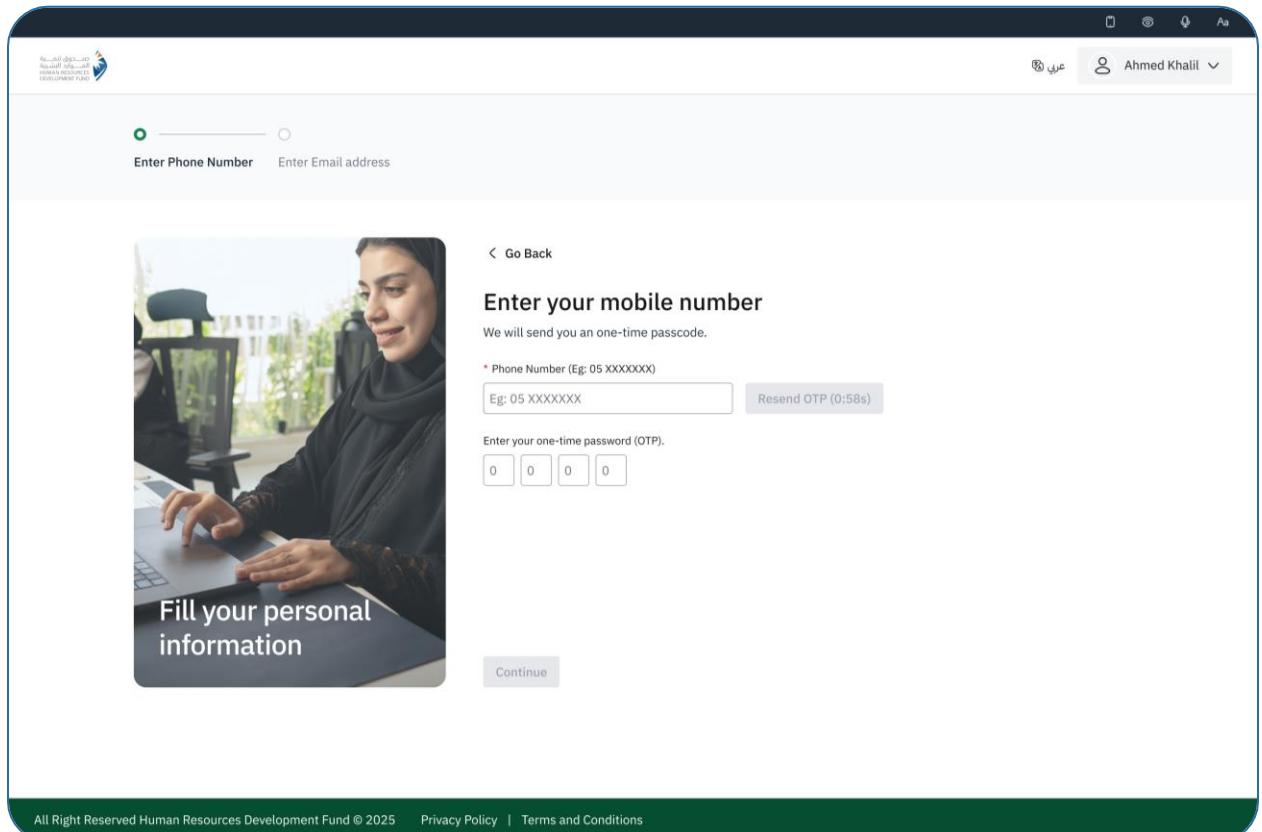
- After redirection, the system will display the Unified HRDF Platform, which serves as the official portal for registration in the Freelance Support Product – Directed Transport Track . Through this platform, users can submit support requests and manage all related procedures
- To complete registration, the user must sign in using the National Single Sign-On (Nafath) by entering the login credentials registered in the Absher system.

# Registration on the Unified Platform of HRDF



- ▶ A welcome screen will appear, outlining the required steps to complete the registration process. Through this screen, the user can view the step-by-step sequence of registration to assist them.
- ▶ The user must review and agree to the Terms and Conditions and the Privacy Policy, then select "Start" to proceed to the next steps and begin entering the required information.

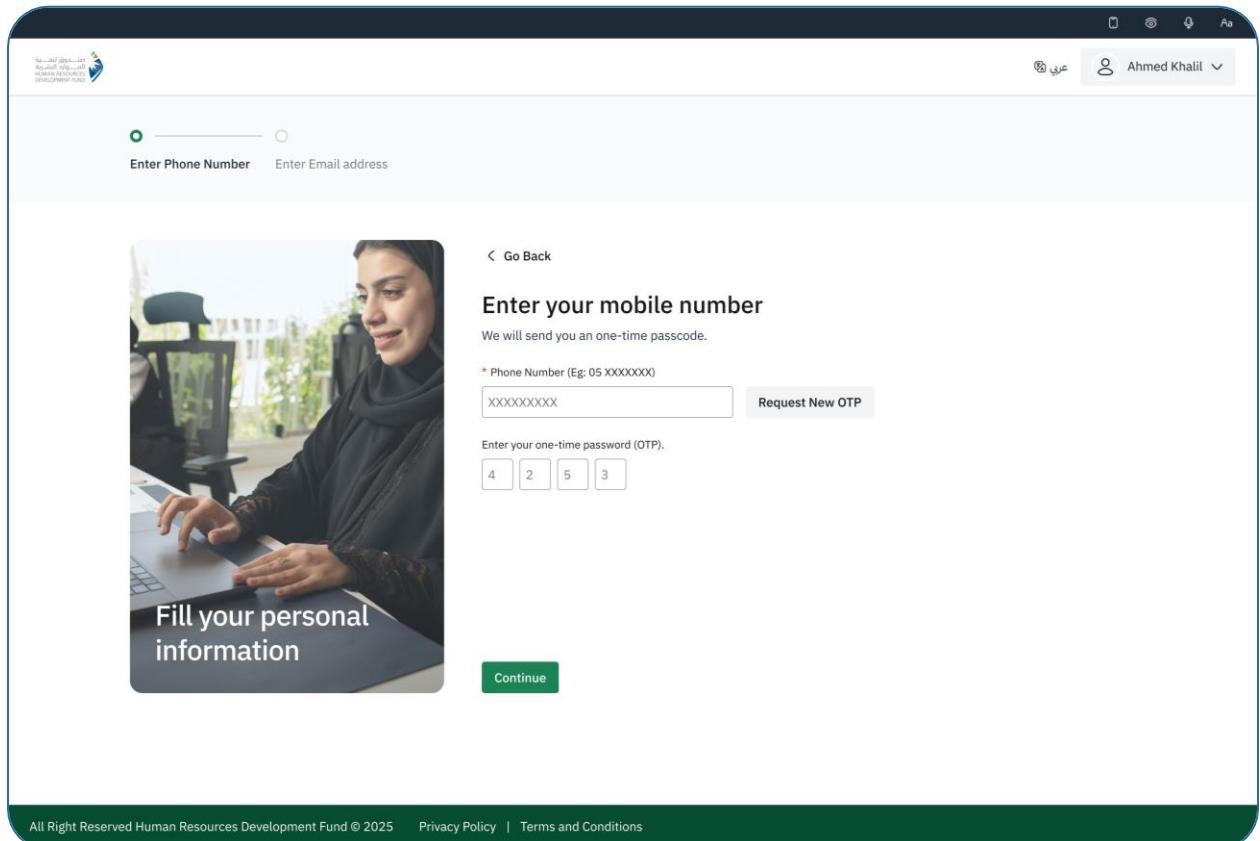
# Registration on the Unified Platform of HRDF



The screenshot shows a registration form on a web browser. At the top, there are two input fields: 'Enter Phone Number' and 'Enter Email address'. Below these, a large image of a woman in a hijab working on a laptop is displayed, with the text 'Fill your personal information' overlaid. To the right of the image, there is a 'Go Back' button and a section titled 'Enter your mobile number'. It says 'We will send you an one-time passcode.' and has a field for 'Phone Number (Eg: 05 XXXXXX)' containing 'Eg: 05 XXXXXX'. A 'Resend OTP (0:58s)' button is next to it. Below this, there is a field for 'Enter your one-time password (OTP)' with four empty input boxes. At the bottom of the form is a 'Continue' button. The browser interface shows the URL 'hrdf.qa', the language 'Arabic', and a user profile for 'Ahmed Khalil'.

- After selecting “Start”, a page will be displayed for entering the user’s mobile number.
- The user enters the mobile number and requests a verification code.

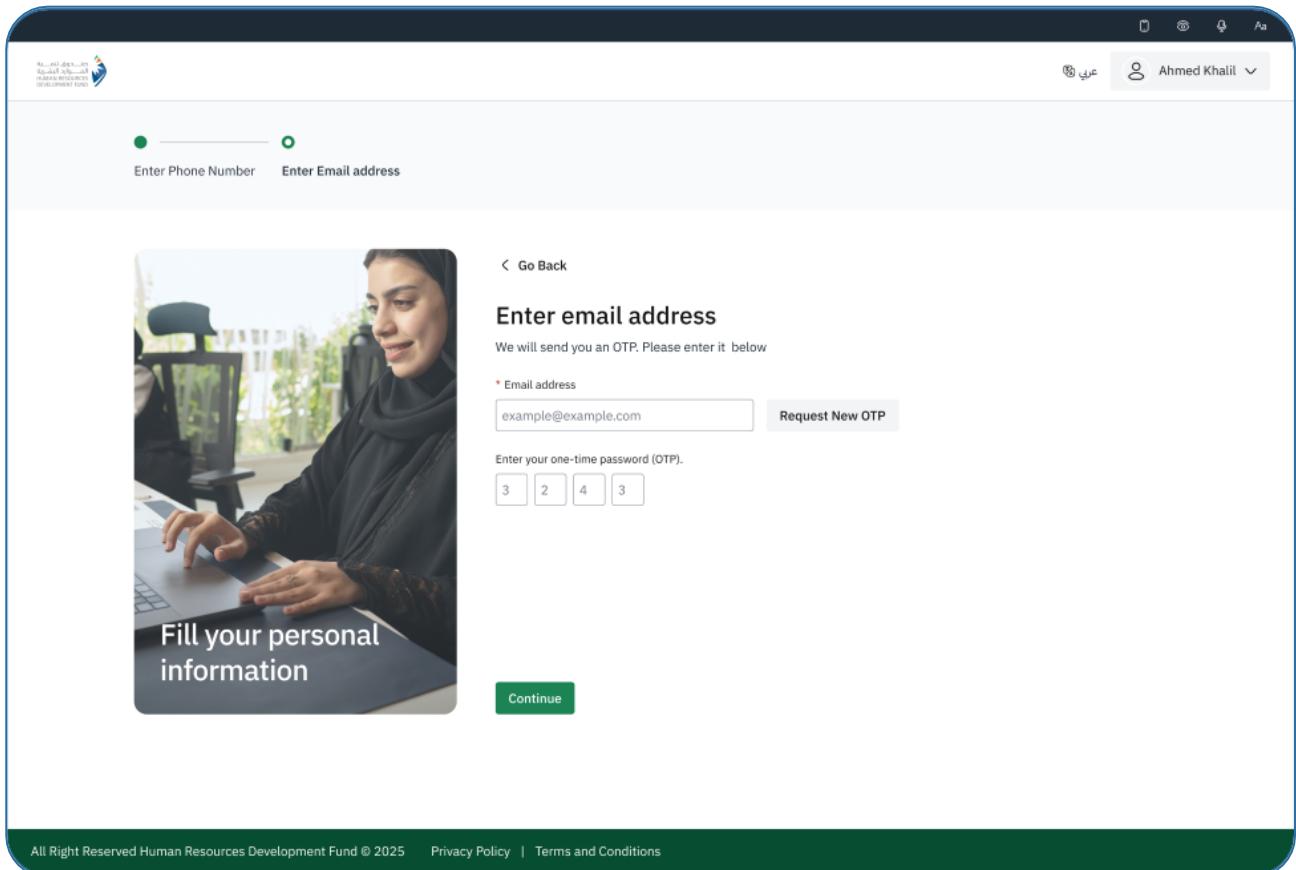
# Registration on the Unified Platform of HRDF



The screenshot shows a registration form on a web browser. At the top, there are two input fields: 'Enter Phone Number' and 'Enter Email address'. The 'Enter Phone Number' field is highlighted with a green dot. Below these fields is a large image of a woman in a hijab working on a laptop. Overlaid on the bottom left of the image is the text 'Fill your personal information'. To the right of the image, there is a 'Go Back' button and a section titled 'Enter your mobile number'. It says 'We will send you an one-time passcode.' Below this is a text input field for 'Phone Number (Eg: 05 XXXXXX)' containing 'XXXXXXX' and a 'Request New OTP' button. Below the phone number input is a section for 'Enter your one-time password (OTP)' with four empty input fields labeled 4, 2, 5, and 3. At the bottom right is a 'Continue' button. The top right of the browser window shows a user profile for 'Ahmed Khalil'.

- The system sends a One-Time Password (OTP) to the entered mobile number via SMS.
- The user enters the OTP and then selects "Continue" to complete the verification process and proceed to the next step.

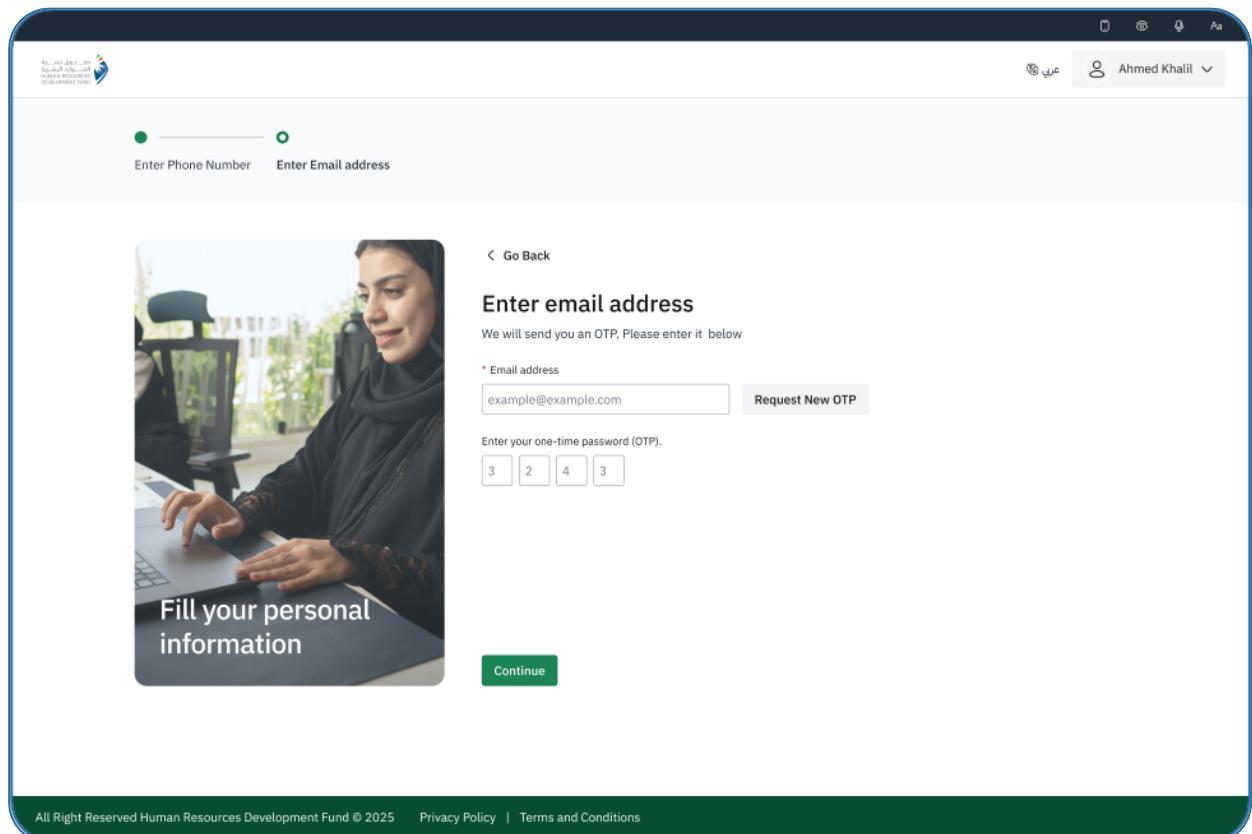
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- The system then display the email verification page.
- The user enters their email address along with One-Time Password (OTP) sent to that email.

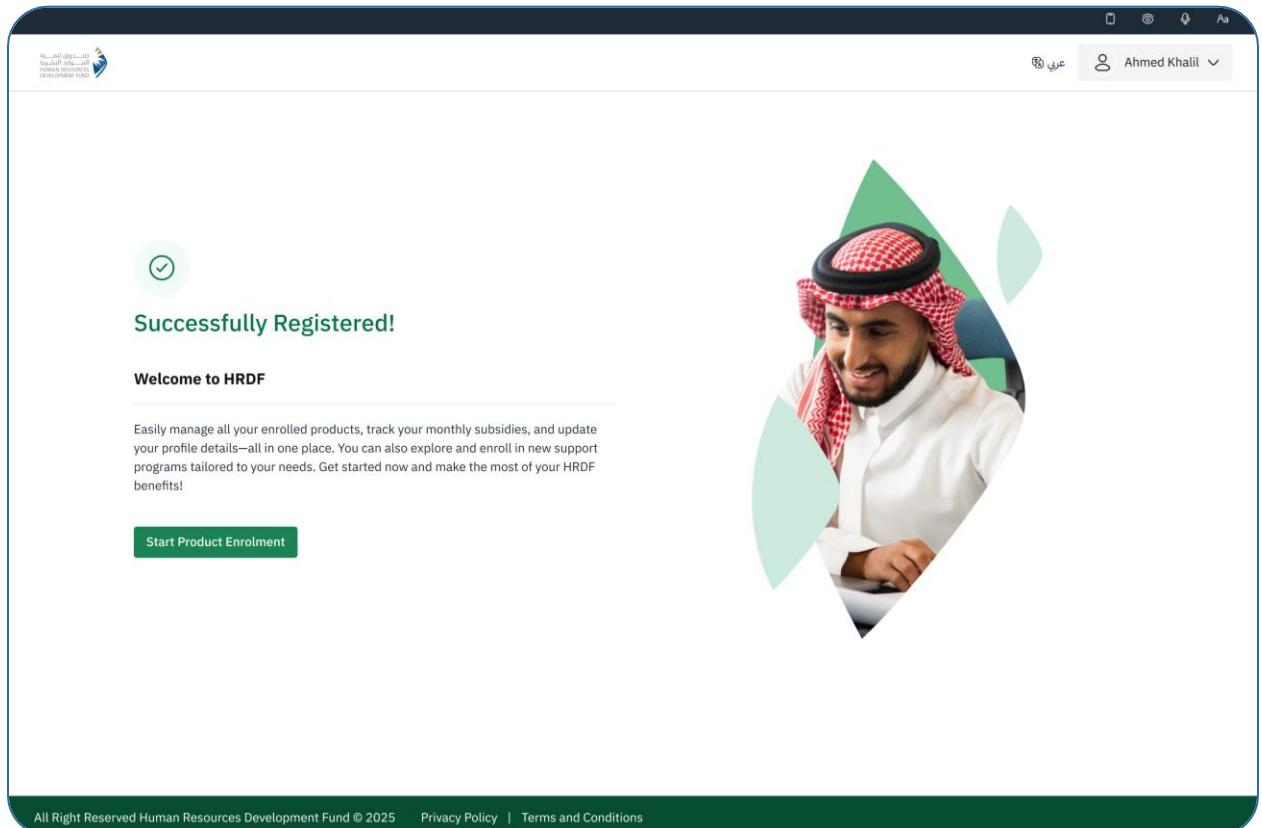
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After entering the OPT correctly, the user select “Continue”.

# Registration on the Unified Platform of HRDF



- The System Displays a screen confirming the successful completion of registration on the platform.
- Once the success message appears, the user can proceed to the track registration stage by selecting “Continue to Track Registration”

# Applying for the Freelance Support Product – Directed Transport Track

## Applying for the Freelance Support Product – Directed Transport Track

**Congratulations!**

You're Eligible for Direct Transport Support!

Directed Transportation Support aims to help workers in the activity of directing passenger transport vehicles through applications, and it is intended for full-time workers in this activity, and job seekers, and is the result of the cooperation of the Ministry of Human Resources and Social Development, the General Transport Authority, the Human Resources Development Fund and the Future Work Company.

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

- Please confirm that this is you and accept the Terms & Conditions and Privacy Policy
- Please enter your IBAN that you would like receive the money.

If you want to see all the eligibility criteria please click [View eligibility criteria](#)

I accept the [Terms & Conditions](#) and [Privacy Policy](#).

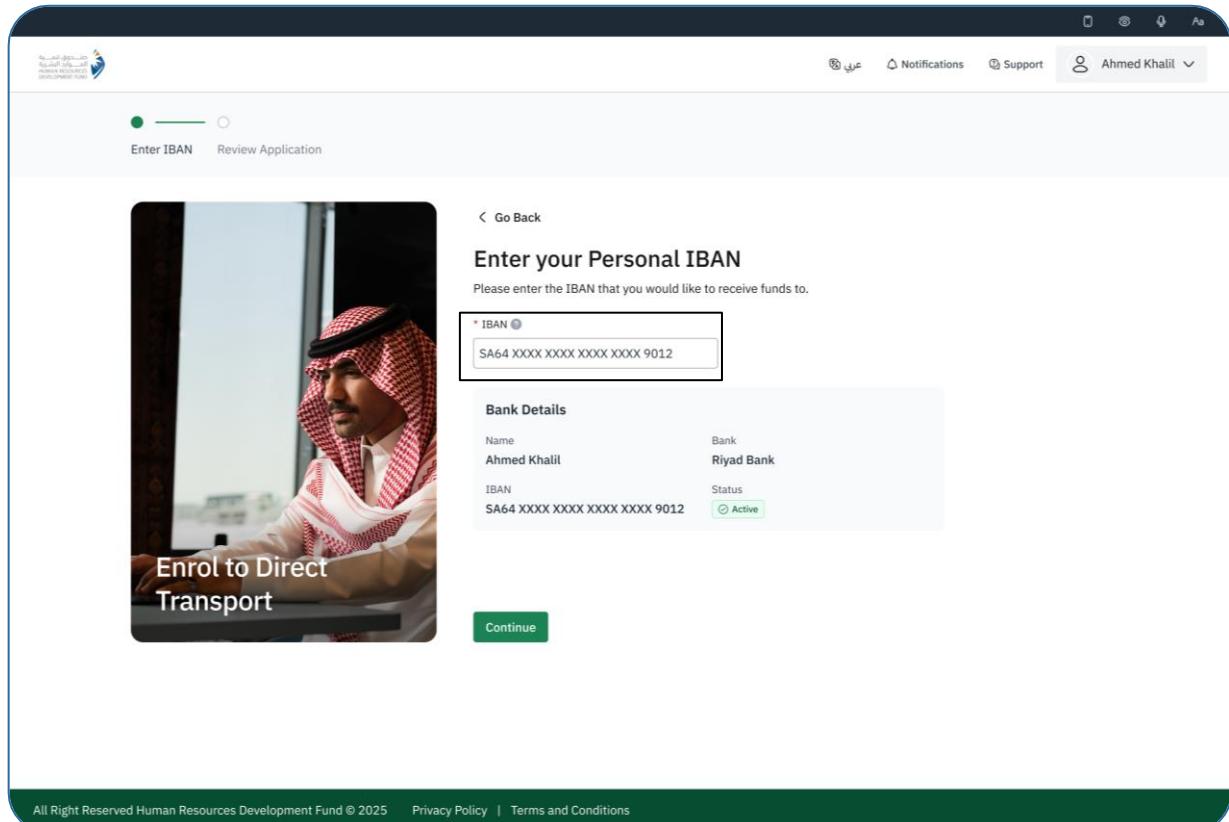
**Start Enrolment >**

More products under [Freelance Support](#)

On the Freelance Support – Directed Transport Track page, the user can review the Terms and Conditions and Privacy Policy by selecting “Terms and Conditions & Privacy Policy.”

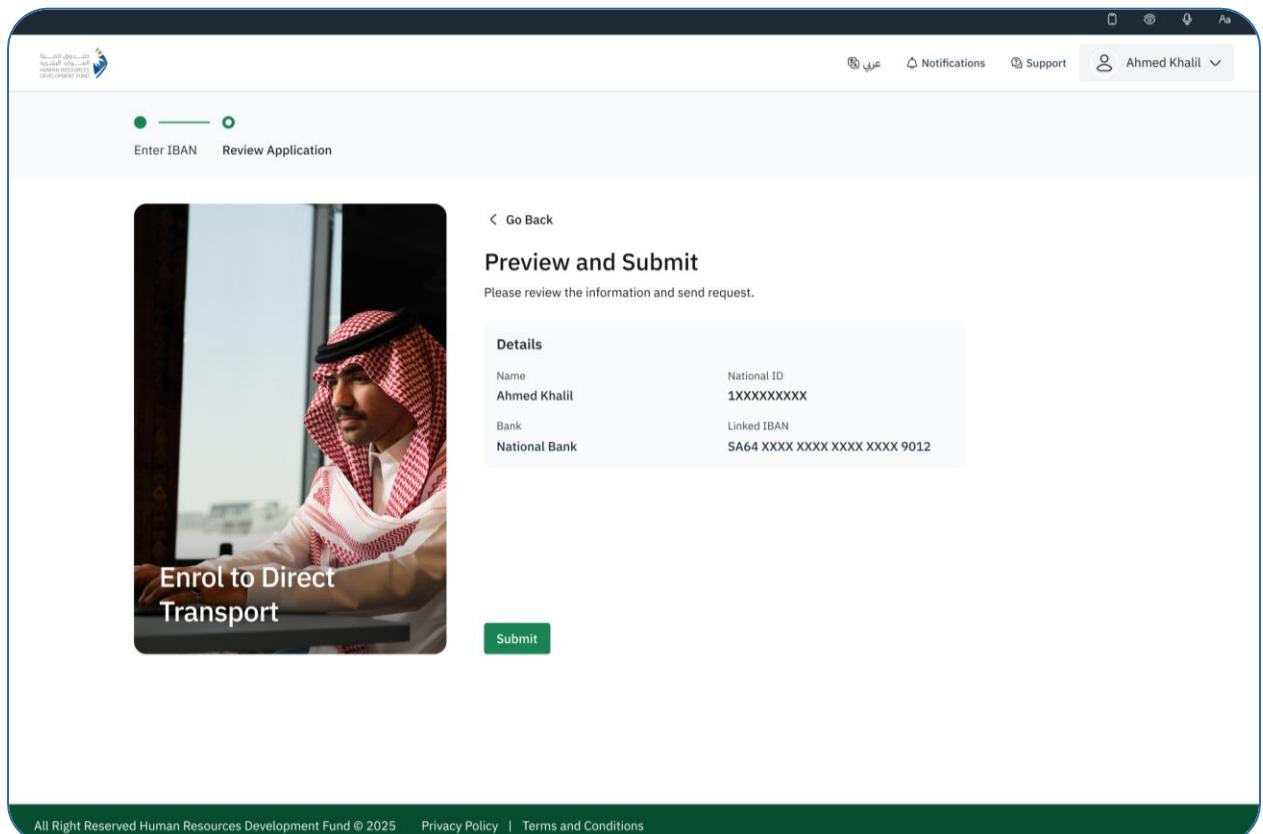
After reviewing, the user can begin registration by selecting “Start Registration.”

## Applying for the Freelance Support Product – Directed Transport Track



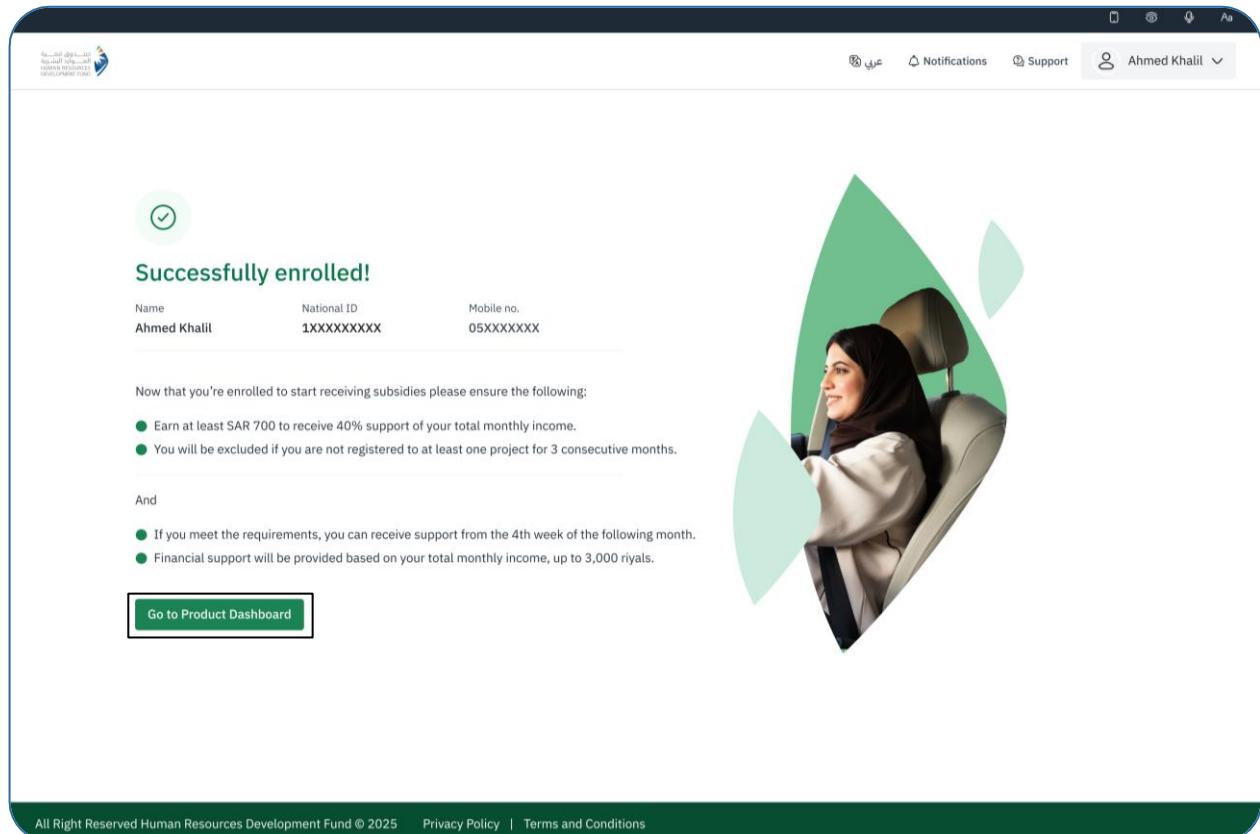
- After selecting “Start Registration,” the system redirects the user to the application registration page.
- On this page, the user enters their IBAN, which will be used to deposit the support payments.
- Once the IBAN is entered correctly, the user can select “Continue” to proceed.

## Applying for the Freelance Support Product – Directed Transport Track



- After selecting “Continue,” the system redirects the user to the “Review Application” page.
- On this page, the user can review all entered information and verify its accuracy before proceeding.
- Once the information is confirmed, the user selects “Continue” to move forward.

## Applying for the Freelance Support Product – Directed Transport Track

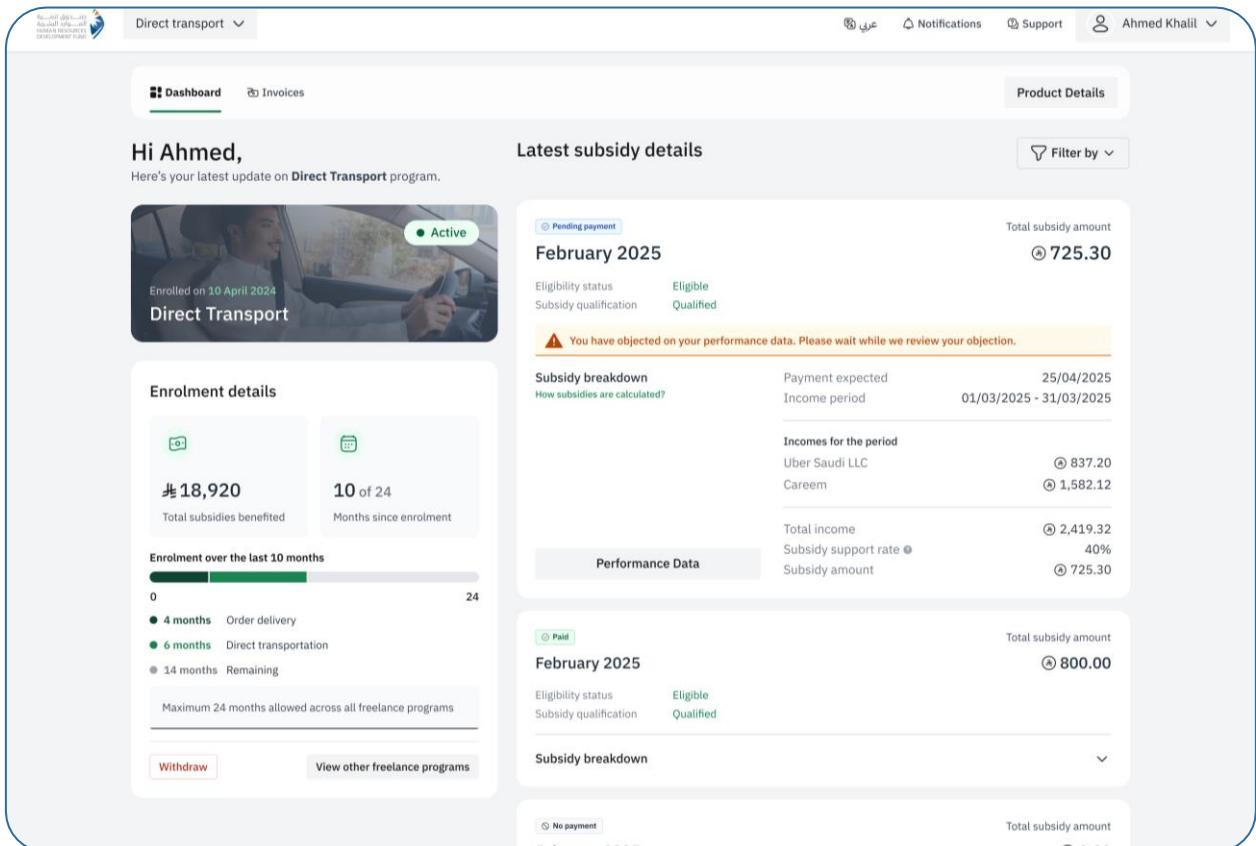


The screenshot shows a user profile at the top with a checkmark icon. Below it, a green box displays the message "Successfully enrolled!" with the user's details: Name (Ahmed Khalil), National ID (1XXXXXXXXX), and Mobile no. (05XXXXXXXX). To the right, there is a circular inset image of a woman wearing a hijab driving a car. Below the inset, a list of requirements for receiving subsidies is provided, followed by a "Go to Product Dashboard" button. At the bottom of the page, a footer bar includes links for "All Right Reserved Human Resources Development Fund © 2025", "Privacy Policy", and "Terms and Conditions".

- After selecting “Continue,” the system displays a confirmation message indicating successful registration in the Directed Transport Track.
- The user can proceed to the next step by selecting “Continue to Track Dashboard.”

# Viewing Invoice

# Viewing Invoices



The screenshot shows the HRDF Direct Transport program dashboard. At the top, it says "Hi Ahmed, Here's your latest update on Direct Transport program." Below this, there is a thumbnail image of a person driving a car, labeled "Active". The dashboard displays "Enrolment details" including "Total subsidies benefited: 18,920" and "Months since enrolment: 10 of 24". A progress bar shows "Enrolment over the last 10 months" from 0 to 24 months, with segments for "Order delivery" (4 months), "Direct transportation" (6 months), and "Remaining" (14 months). A note states "Maximum 24 months allowed across all freelance programs".

**Latest subsidy details**

**February 2025**

**Pending payment**

Eligibility status	Eligible	Total subsidy amount
Subsidy qualification	Qualified	725.30

**Subsidy breakdown**

**Performance Data**

Payment expected	25/04/2025
Income period	01/03/2025 - 31/03/2025

Incomes for the period	
Uber Saudi LLC	837.20
Careem	1,582.12

Total income	2,419.32
Subsidy support rate	40%
Subsidy amount	725.30

**Paid**

**February 2025**

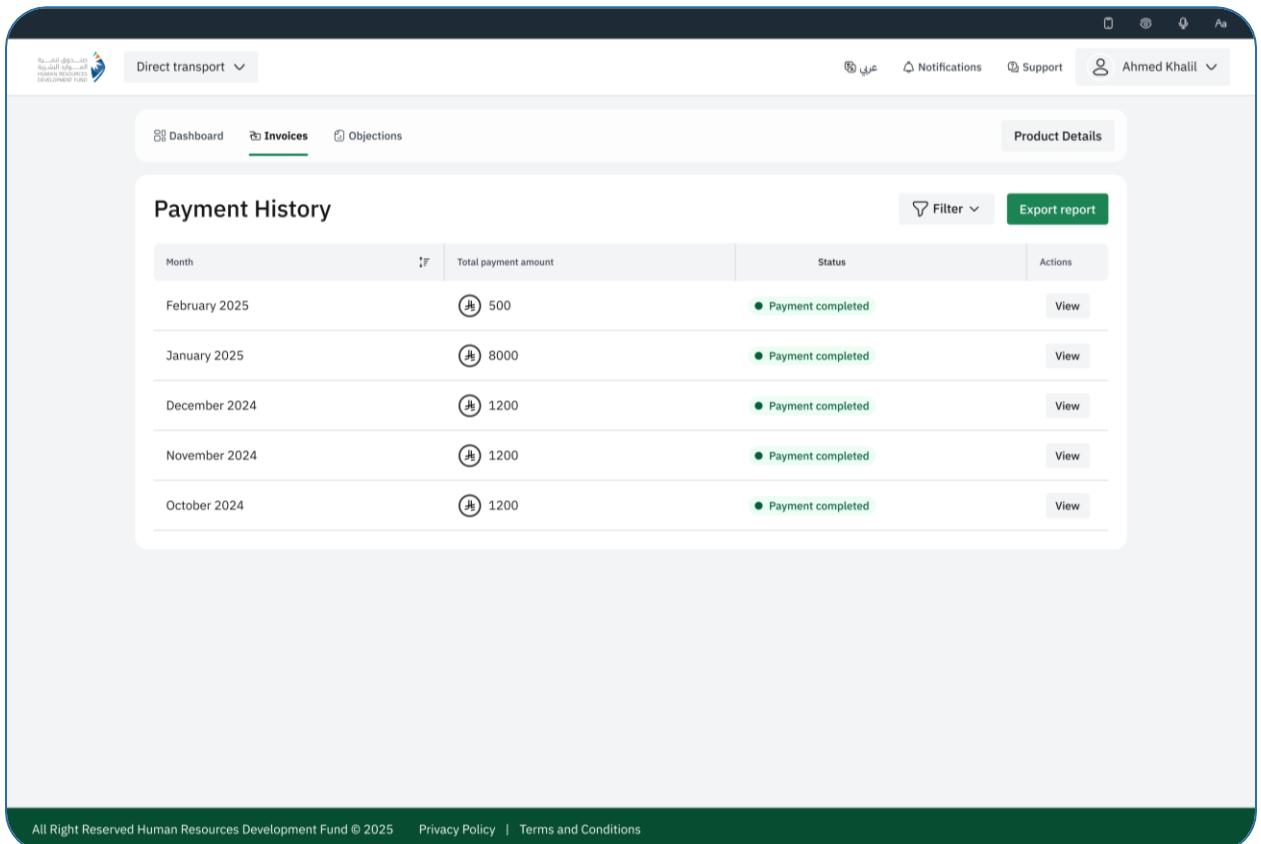
Eligibility status	Eligible	Total subsidy amount
Subsidy qualification	Qualified	800.00

**Subsidy breakdown**

**No payment**

- The user can view the invoices related to the track by selecting the **“Invoices”** option on the homepage.

# Viewing Invoices



Direct transport

Notifications Support Ahmed Khalil

Dashboard Invoices Objections Product Details

Filter Export report

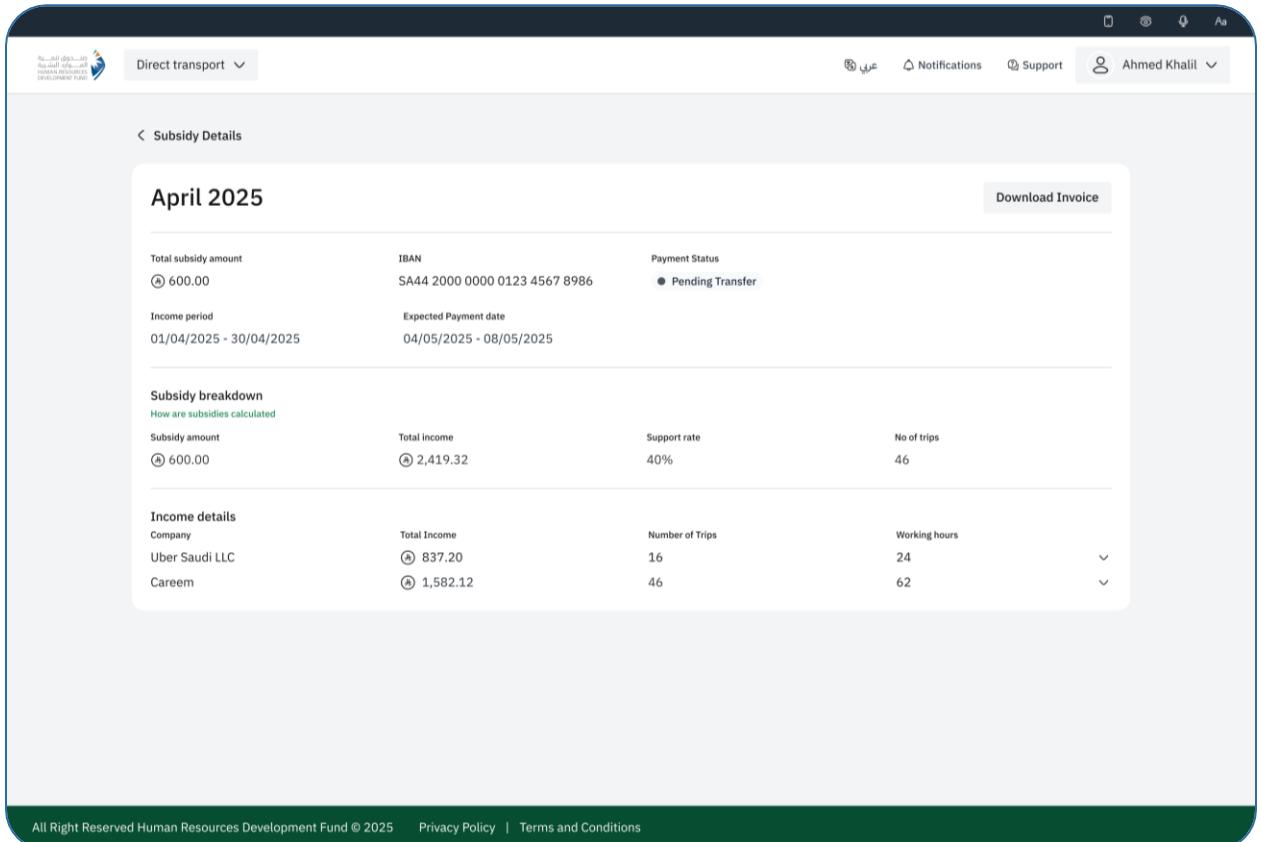
Payment History

Month	Total payment amount	Status	Actions
February 2025	500	Payment completed	<a href="#">View</a>
January 2025	8000	Payment completed	<a href="#">View</a>
December 2024	1200	Payment completed	<a href="#">View</a>
November 2024	1200	Payment completed	<a href="#">View</a>
October 2024	1200	Payment completed	<a href="#">View</a>

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- ▶ A list will appear showing all issued financial support invoices along with the status of each invoice.
- ▶ The user can also use filters to display invoices based on their status.
- ▶ To view the details of a specific invoice, select “View”.

# Viewing Invoices



Direct transport

Subsidy Details

April 2025

Total subsidy amount: 600.00 | IBAN: SA44 2000 0000 0123 4567 8986 | Payment Status: Pending Transfer

Income period: 01/04/2025 - 30/04/2025 | Expected Payment date: 04/05/2025 - 08/05/2025

Subsidy breakdown

How are subsidies calculated			
Subsidy amount	Total income	Support rate	No of trips
600.00	2,419.32	40%	46

Income details

Company	Total Income	Number of Trips	Working hours
Uber Saudi LLC	837.20	16	24
Careem	1,582.12	46	62

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The system displays detailed invoice information, including performance data used to calculate the support amount for each project.

