



User Manual

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



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Introduction

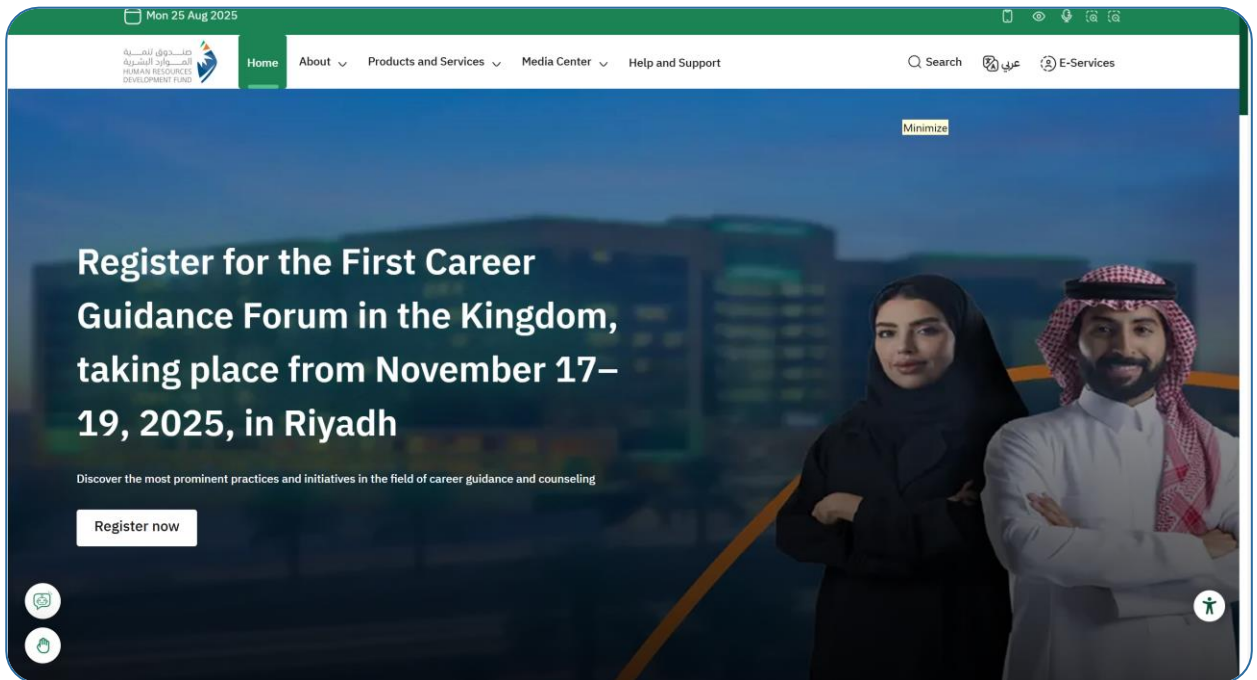
Introduction

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.



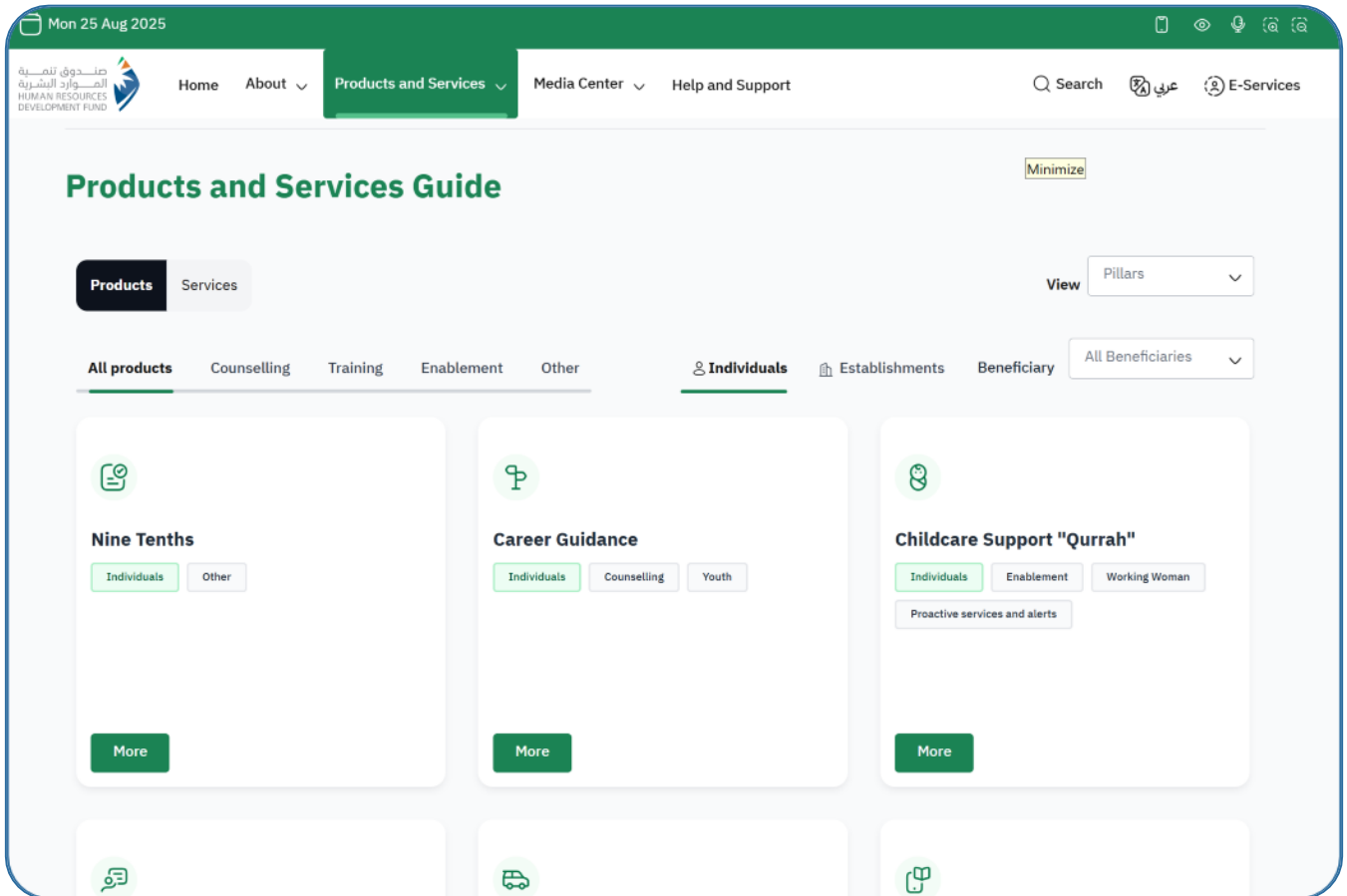
Registration on the Unified Platform of HRDF

Registration on the Unified Platform of HRDF



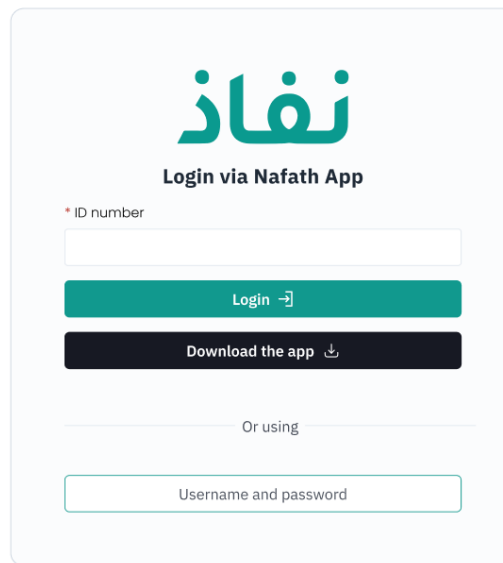
- ▶ The user can access the service by vesting the Human Resources Development Fund website, via the link:
<https://www.hrdf.org.sa>
- ▶ From the main menu, the user can select “Products and Services” → “Products and Services Guide”, as shown in the image above.

Registration on the Unified Platform of HRDF



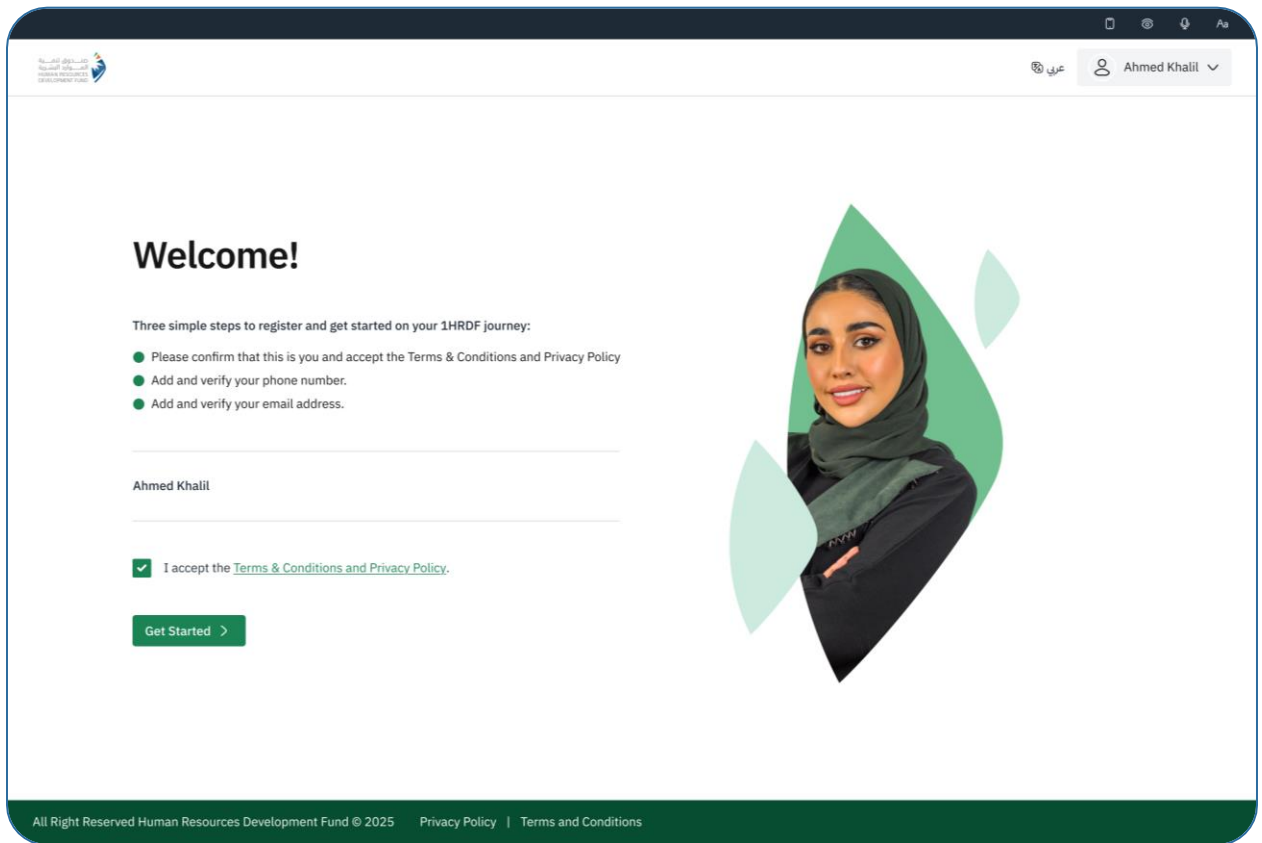
- ✦ In the 'Products and Services Guide', a full list of HRDF services will be displayed to the user.
- ✦ The user can search for "Freelance Support Product – Directed Transport Track". And then select "Details" to view the product information and application procedures.
- ✦ To proceed with registration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



Welcome!

Three simple steps to register and get started on your 1HRDF journey:

- Please confirm that this is you and accept the Terms & Conditions and Privacy Policy
- Add and verify your phone number.
- Add and verify your email address.

Ahmed Khalil

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

[Get Started >](#)

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- ▶ 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

Enter Phone Number Enter Email address

< Go Back

Enter your mobile number

We will send you an one-time passcode.

* Phone Number (Eg: 05 XXXXXXX)

Eg: 05 XXXXXXX Resend OTP (0:58s)

Enter your one-time password (OTP).

0 0 0 0

Continue

Fill your personal information

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- 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

Enter Phone Number Enter Email address

Fill your personal information

< Go Back

Enter your mobile number
We will send you an one-time passcode.

* Phone Number (Eg: 05 XXXXXXX)

XXXXXXXX

Request New OTP

Enter your one-time password (OTP).

4 2 5 3

Continue

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

Registration on the Unified Platform of HRDF

The screenshot displays the 'Enter email address' step of the registration process. At the top, there are two progress indicators: 'Enter Phone Number' (completed) and 'Enter Email address' (current step). The main content area features a large image of a woman working on a laptop with the text 'Fill your personal information' overlaid. To the right of the image, there is a 'Go Back' link, the title 'Enter email address', and a subtext 'We will send you an OTP. Please enter it below'. Below this, there is a text input field for the email address containing 'example@example.com', a 'Request New OTP' button, and a section for the one-time password (OTP) with the prompt 'Enter your one-time password (OTP)' and four input boxes containing the digits 3, 2, 4, and 3. A green 'Continue' button is located at the bottom right of the form. The footer contains the text 'All Right Reserved Human Resources Development Fund © 2025' and links to 'Privacy Policy' and 'Terms and Conditions'.

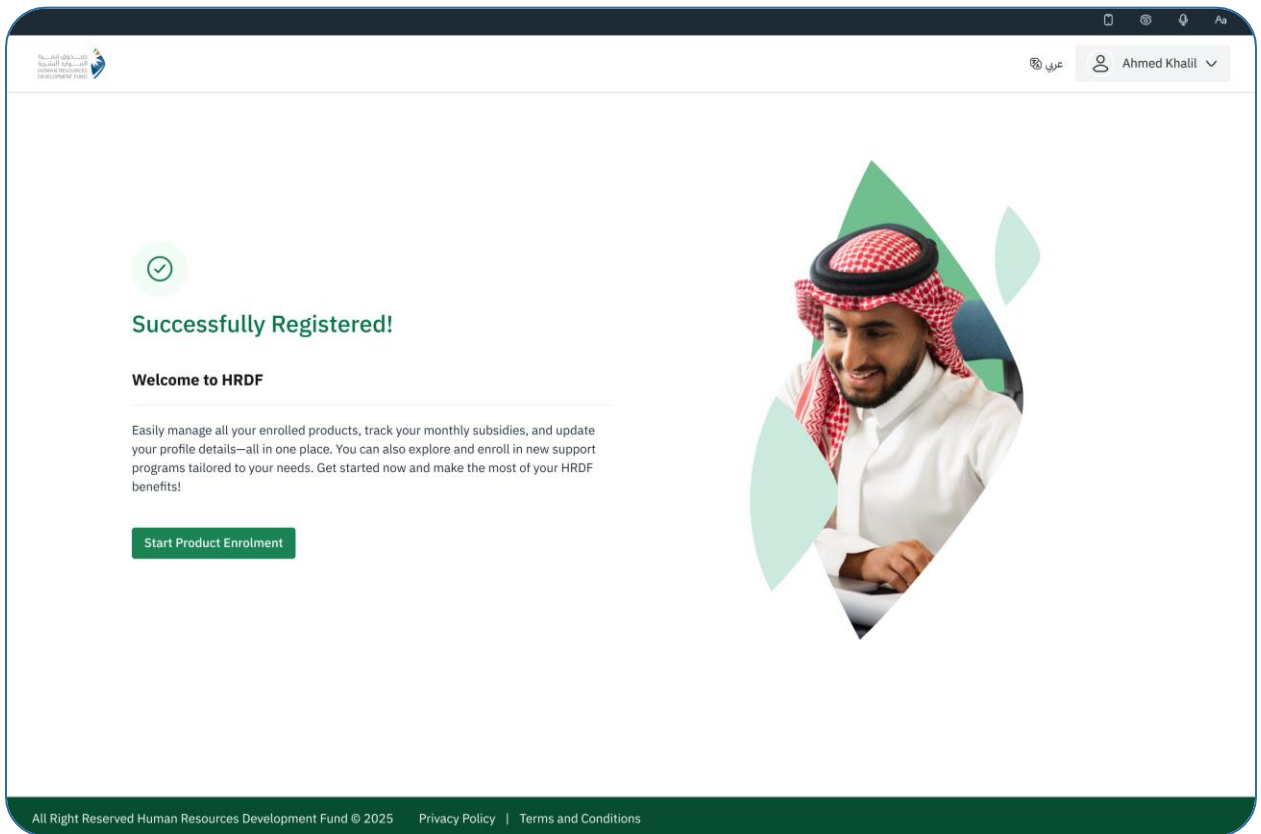
- ▶ The system then display the email verification page.
- ▶ The user enters their email address along with One-Time Password (OPT) sent to that email.

Registration on the Unified Platform of HRDF

The screenshot displays the registration interface of the HRDF Unified Platform. At the top, there is a header with the HRDF logo and the user's name 'Ahmed Khalil'. Below the header, a progress bar indicates the current step: 'Enter Email address'. The main content area is titled 'Enter email address' and includes a sub-header 'We will send you an OTP. Please enter it below'. There is a text input field for the email address, currently containing 'example@example.com', and a 'Request New OTP' button. Below the email field, there is a section for the one-time password (OTP) with the label 'Enter your one-time password (OTP)' and four input boxes containing the digits '3', '2', '4', and '3'. A green 'Continue' button is located at the bottom right of the form. On the left side of the form, there is a vertical image of a woman working on a laptop, with the text 'Fill your personal information' overlaid. At the bottom of the page, there is a footer with the text 'All Right Reserved Human Resources Development Fund © 2025 Privacy Policy | Terms and Conditions'.

After entering the OPT correctly, the user select "Continue".

Registration on the Unified Platform of HRDF

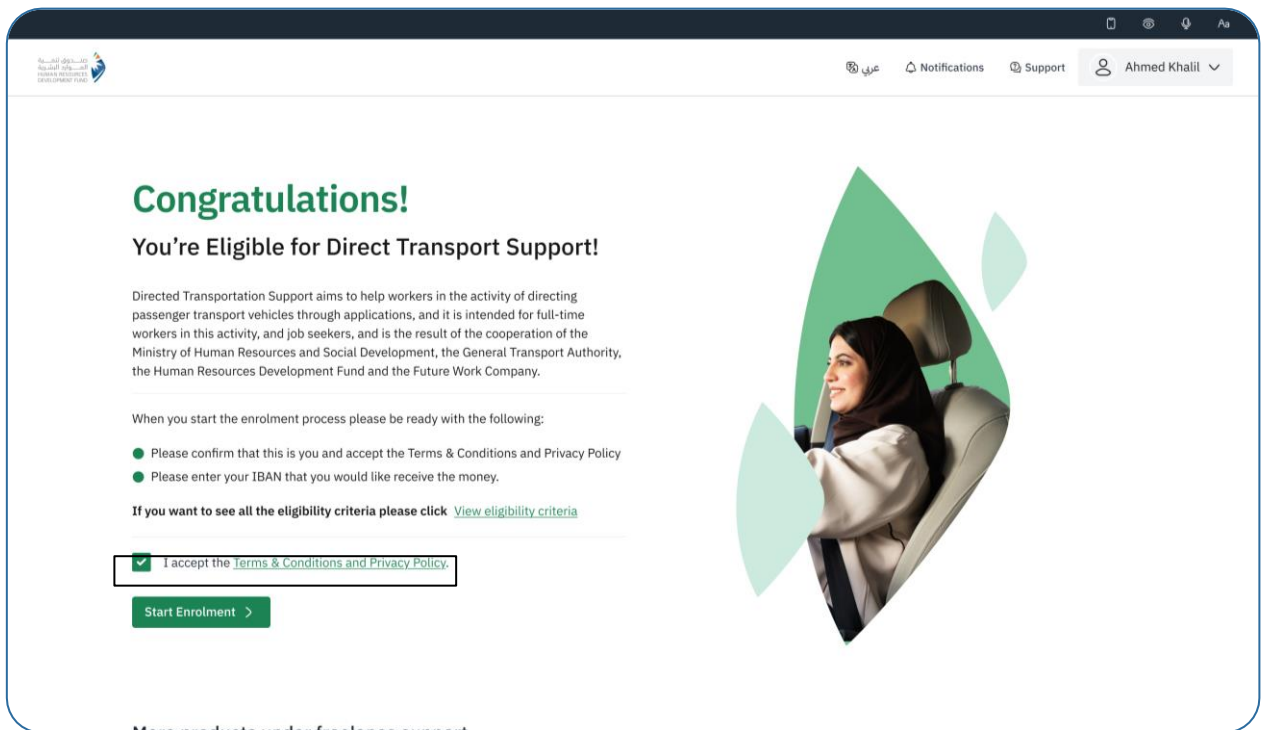


- ▶ The System Displays a screen confirming the successful completion of registration on the platform.
- ▶ Once the success message appears, the user can proceed to the track registration stage by selecting "Continue to Track Registration"



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 >](#)

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

Enter IBAN Review Application

Enrol to Direct Transport

< Go Back

Enter your Personal IBAN

Please enter the IBAN that you would like to receive funds to.

* IBAN

Bank Details	
Name	Bank
Ahmed Khalil	Riyad Bank
IBAN	Status
SA64 XXXX XXXX XXXX XXXX 9012	Active

Continue

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- 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

Enter IBAN Review Application

Enrol to Direct Transport

Go Back

Preview and Submit

Please review the information and send request.

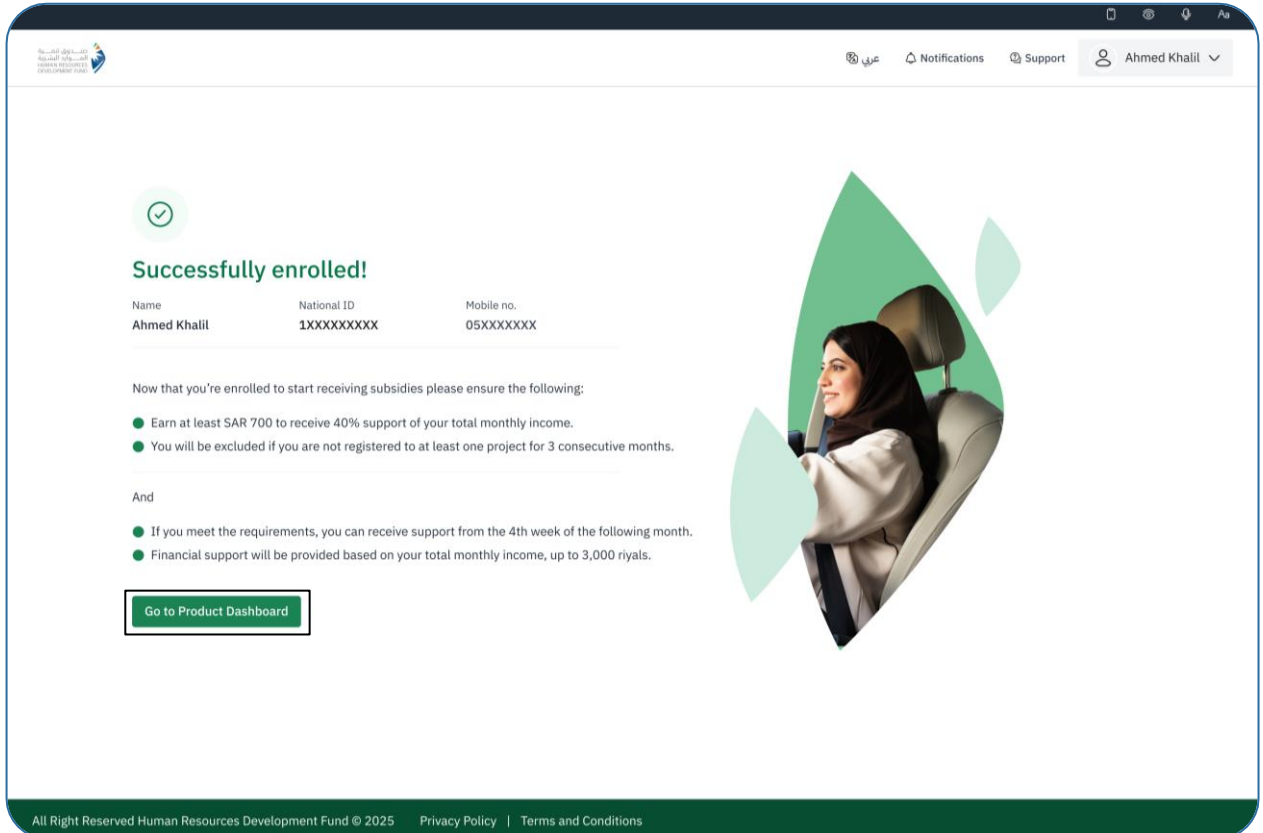
Details	
Name	National ID
Ahmed Khalil	1XXXXXXXX
Bank	Linked IBAN
National Bank	SA64 XXXX XXXX XXXX 9012

Submit

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- 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



- ▶ 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 displays the user interface for the Direct Transport program. At the top, there's a navigation bar with a dropdown menu set to 'Direct transport', a language selector for 'عربي', and links for 'Notifications', 'Support', and a user profile for 'Ahmed Khalil'. Below this, the main dashboard area is divided into several sections:

- Header:** 'Hi Ahmed,' followed by a message: 'Here's your latest update on Direct Transport program.'
- User Card:** Features a profile picture of a driver, a status of 'Active', and enrollment information: 'Enrolled on 10 April 2024' and 'Direct Transport'.
- Enrolment details:** Shows a total of '18,920' subsidies benefited and '10 of 24' months since enrollment. It includes a progress bar for 'Enrolment over the last 10 months' and a timeline with markers for '4 months Order delivery', '6 months Direct transportation', and '14 months Remaining'. A note states 'Maximum 24 months allowed across all freelance programs'. Buttons for 'Withdraw' and 'View other freelance programs' are at the bottom.
- Latest subsidy details:** A section with a 'Filter by' dropdown. It lists two subsidy periods:
 - Pending payment (February 2025):** Total subsidy amount is 725.30. Eligibility status is 'Eligible' and Subsidy qualification is 'Qualified'. A warning message states: 'You have objected on your performance data. Please wait while we review your objection.' Below this is a 'Subsidy breakdown' table:

Subsidy breakdown		Payment expected	25/04/2025
How subsidies are calculated?		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):** Total subsidy amount is 800.00. Eligibility status is 'Eligible' and Subsidy qualification is 'Qualified'. It also has a 'Subsidy breakdown' dropdown.
 - No payment (February 2025):** Total subsidy amount is 0.00.

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

Viewing Invoices

Month	Total payment amount	Status	Actions
February 2025	500	Payment completed	View
January 2025	8000	Payment completed	View
December 2024	1200	Payment completed	View
November 2024	1200	Payment completed	View
October 2024	1200	Payment completed	View

- ▶ 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

The screenshot displays the 'Subsidy Details' page for April 2025. The page includes a 'Download Invoice' button and a table with the following data:

Subsidy Details		Subsidy Breakdown	
Total subsidy amount	600.00	Total income	2,419.32
Income period	01/04/2025 - 30/04/2025	Support rate	40%
IBAN	SA44 2000 0000 0123 4567 8986	No of trips	46
Expected Payment date	04/05/2025 - 08/05/2025		
Payment Status	Pending Transfer		
Income details			
Company	Total Income	Number of Trips	Working hours
Uber Saudi LLC	837.20	16	24
Careem	1,582.12	46	62

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

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