

User Manual

**How to Register for Freelance Support Product
(Orders Delivery Track)**



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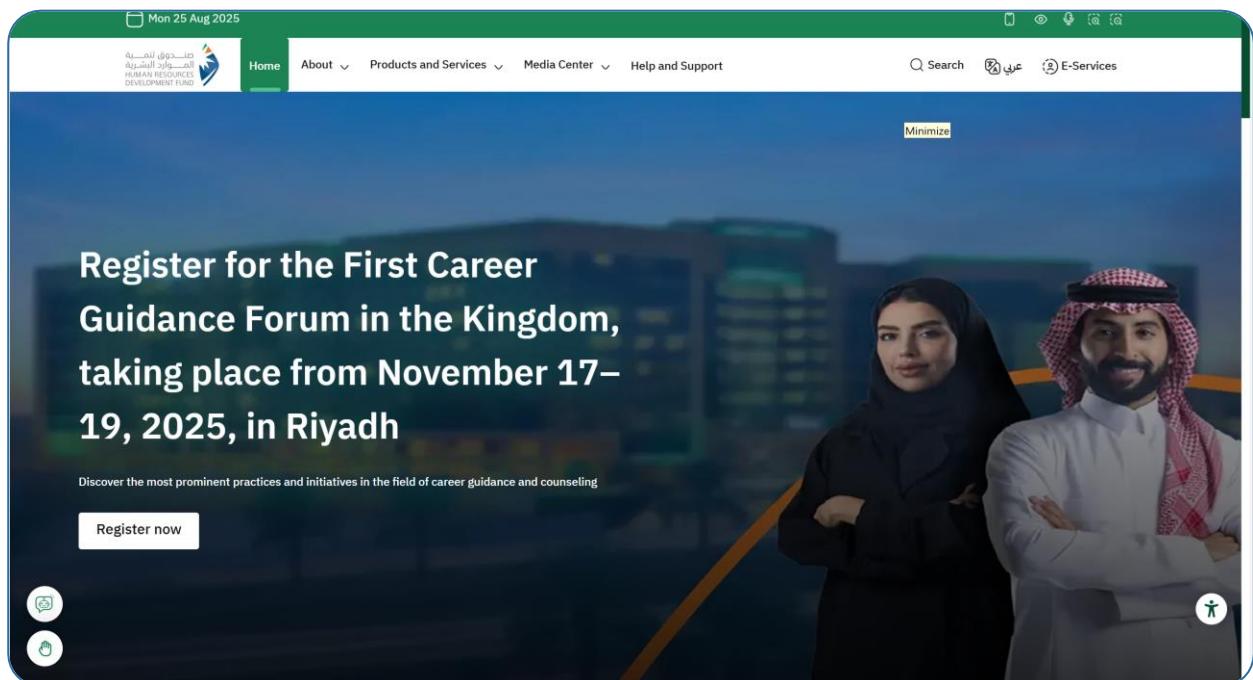
Introduction

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 delivery 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 Search icon Arabic icon E-Services E-Services icon

Products and Services Guide

Minimize

Products Services

All products Counselling Training Enablement Other View Pillars

Individuals Establishments Beneficiary All Beneficiaries

Nine Tents Individuals Other

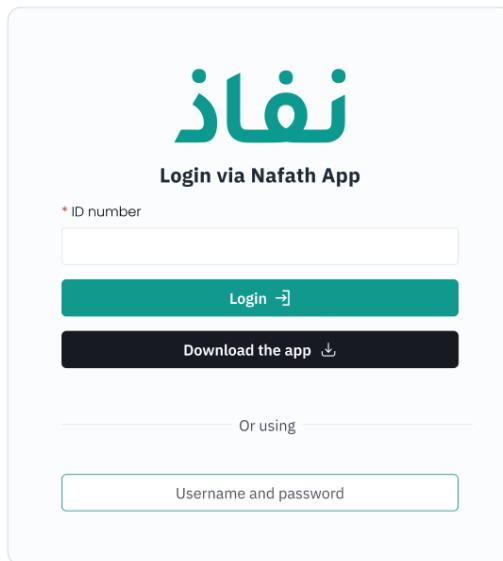
Career Guidance Individuals Counselling Youth

Childcare Support "Qurrah" Individuals Enablement Working Woman

More More More

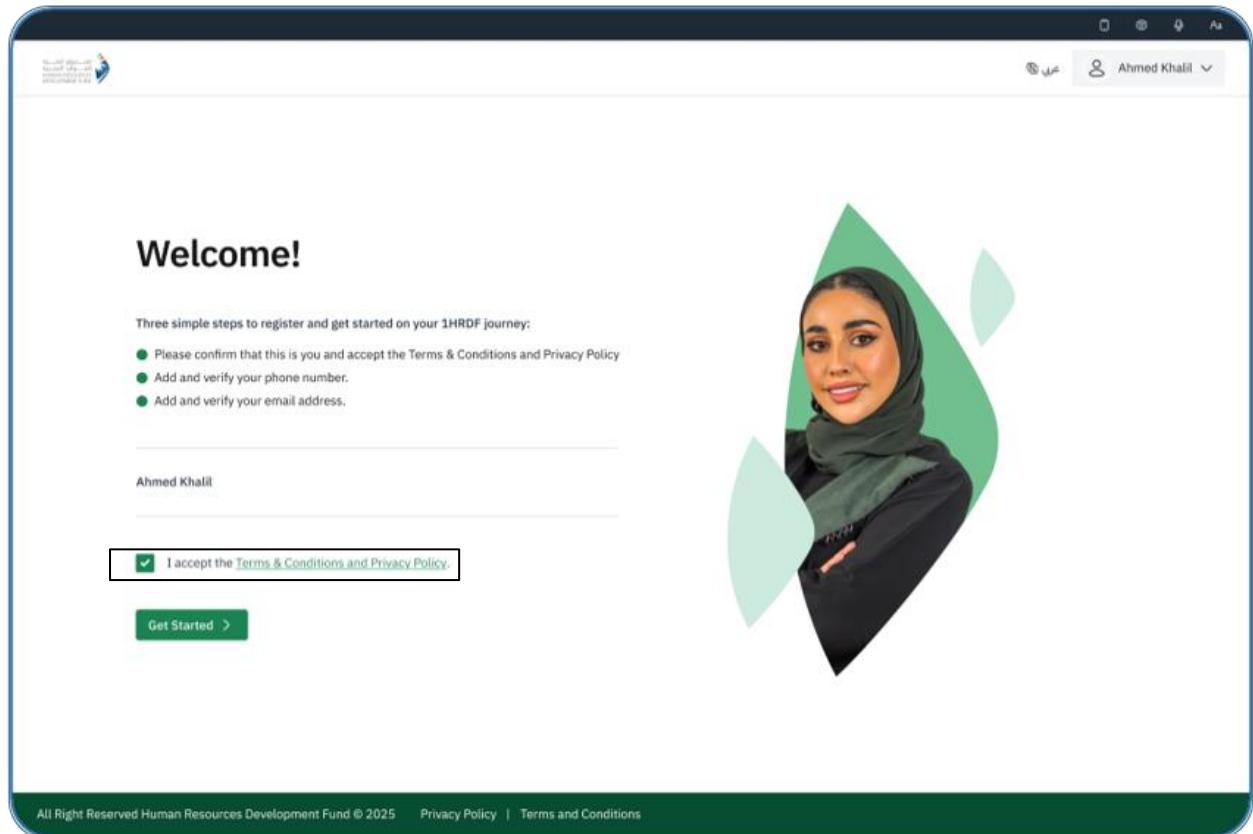
- In the 'Products and Services Guide', a full list of HRDF services will be displayed to the user.
- The user can search for "Freelance Support Product – Orders Delivery Track. And then select "Details" to view the product information and application procedures.
- To proceed with registration in the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

Registration on the Unified Platform of HRDF



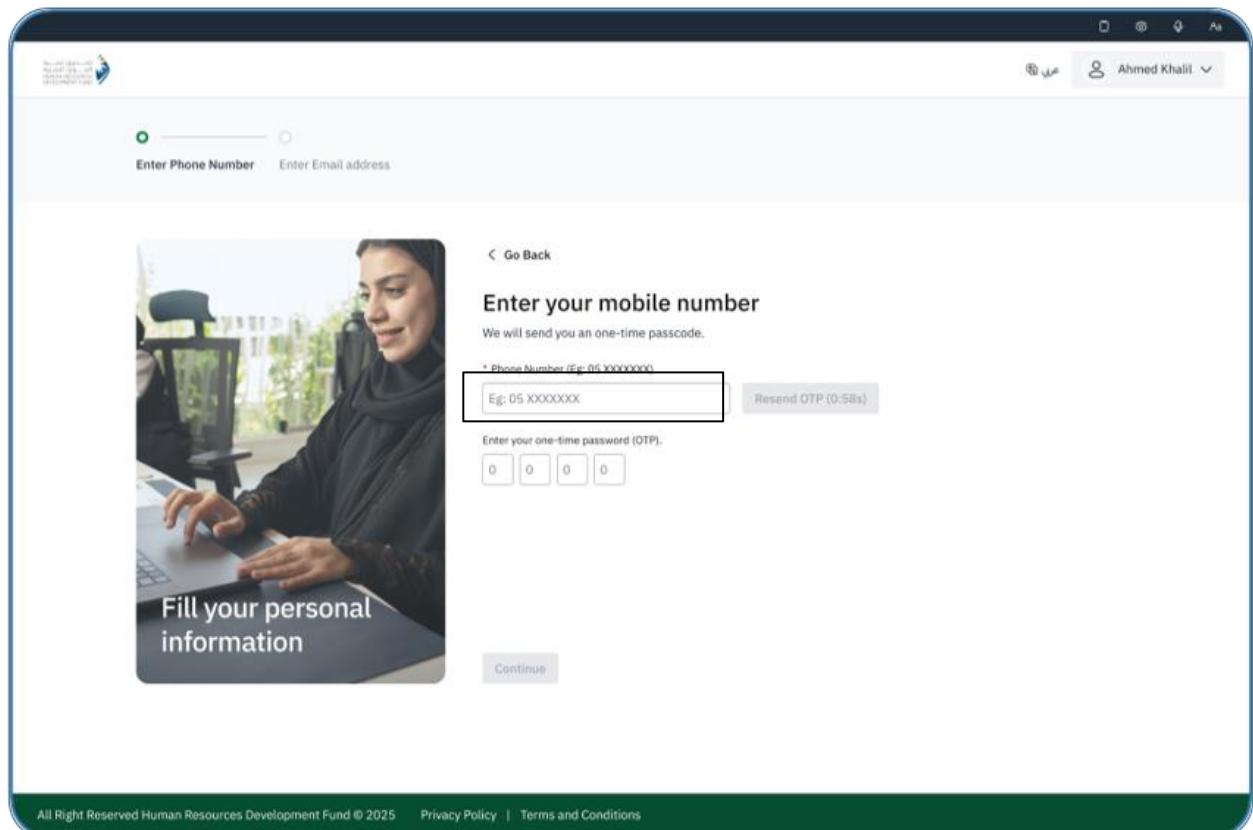
- After redirection, the system will display the Unified HRDF Platform, which serves as the official portal for registration in the Freelance Support Product – Orders Delivery Track . Through this platform, users can submit support requests and manage all related procedures
- To complete registration, 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



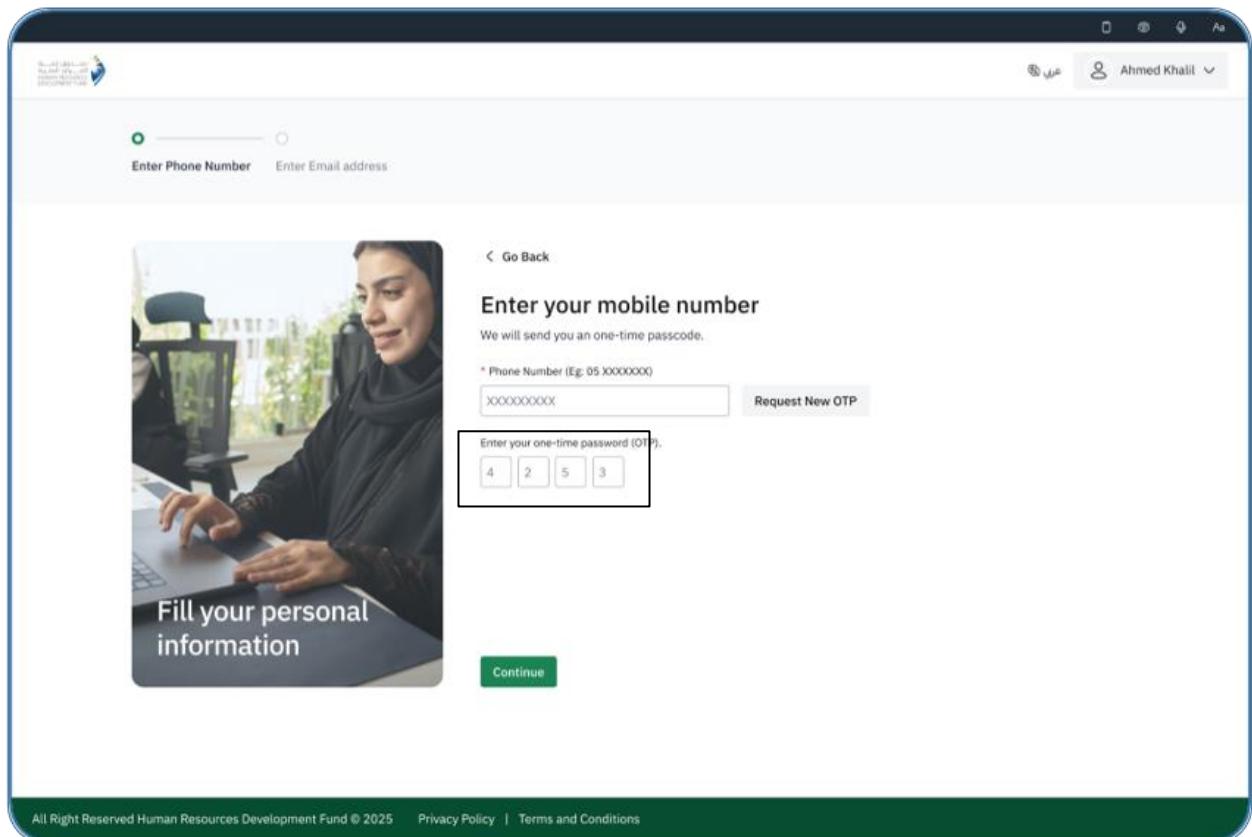
- ▶ A welcome screen will appear, outlining the required steps to complete the registration process. Through this screen, the user can view the step-by-step sequence of registration to assist them.
- ▶ The user must review and agree to the Terms and Conditions and the Privacy Policy, then select "Start"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

Registration on the Unified Platform of HRDF



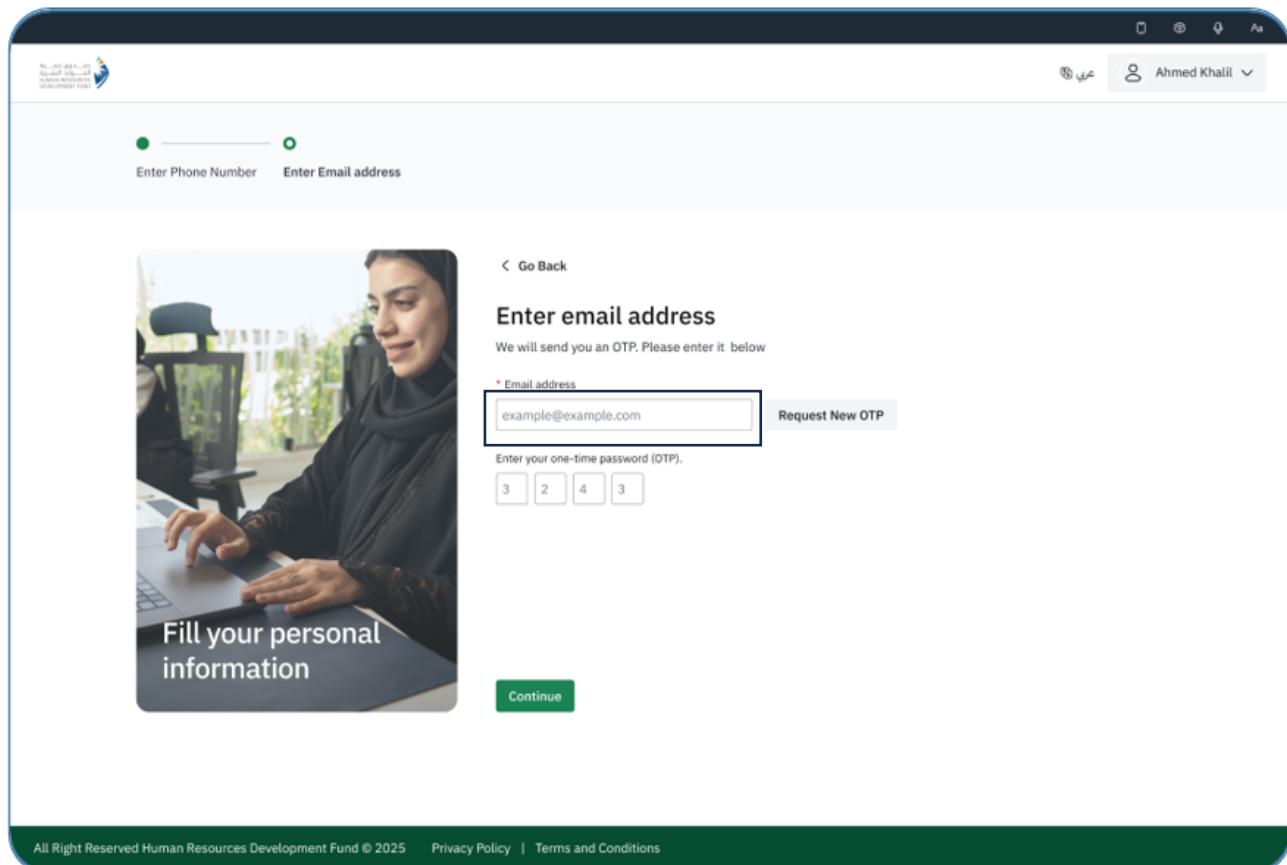
- After selecting "Start", a page will be displayed for entering the user's mobile number.
- The user enters the mobile number and requests a verification code.

Registration on the Unified Platform of HRDF



- The 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.

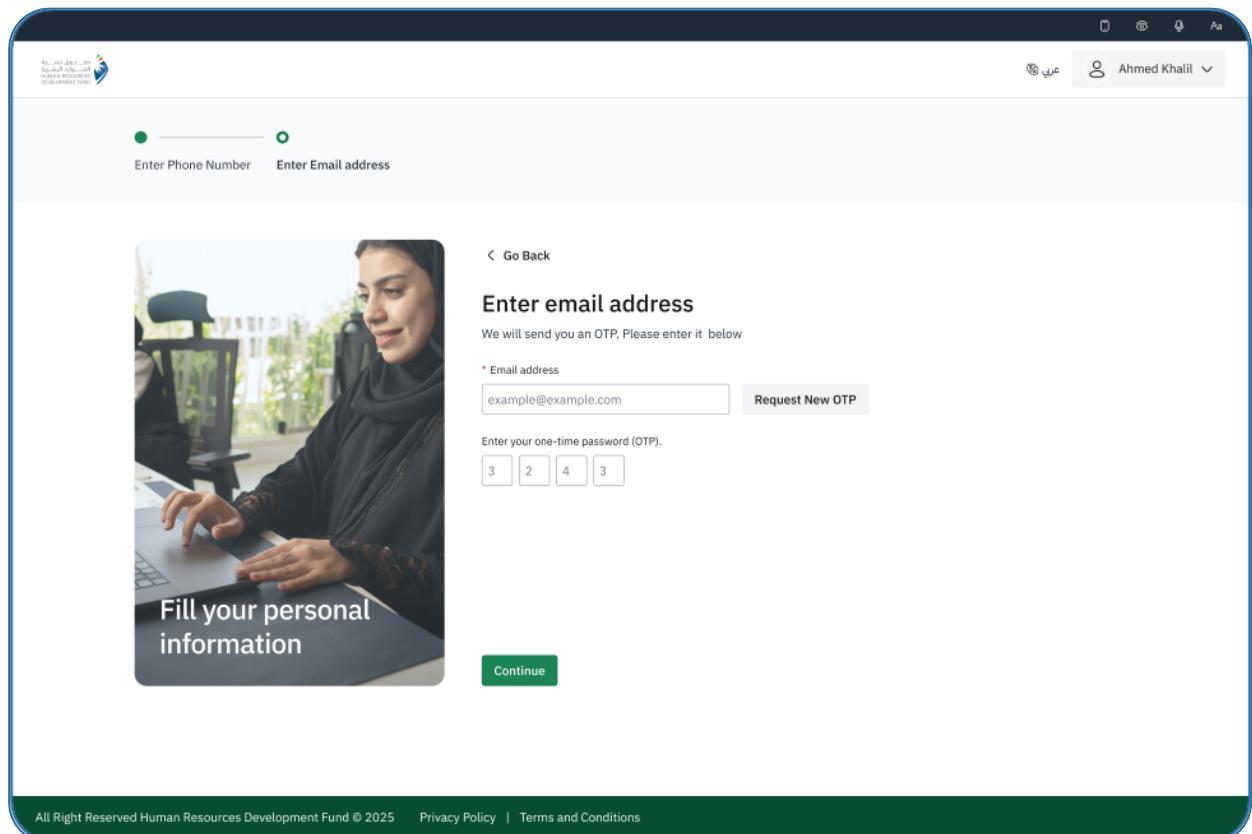
Registration on the Unified Platform of HRDF



The screenshot shows a registration process on the HRDF platform. The user is currently on the 'Enter email address' step, indicated by a progress bar at the top. The page includes a placeholder for an email address ('example@example.com') and a button to 'Request New OTP'. Below the input fields, there is a section for entering a One-Time Password (OTP) with four input boxes. A 'Continue' button is at the bottom. On the left, there is a photograph of a woman in a hijab working on a laptop, with the text 'Fill your personal information' overlaid. The top right corner shows a user profile for 'Ahmed Khalil'.

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

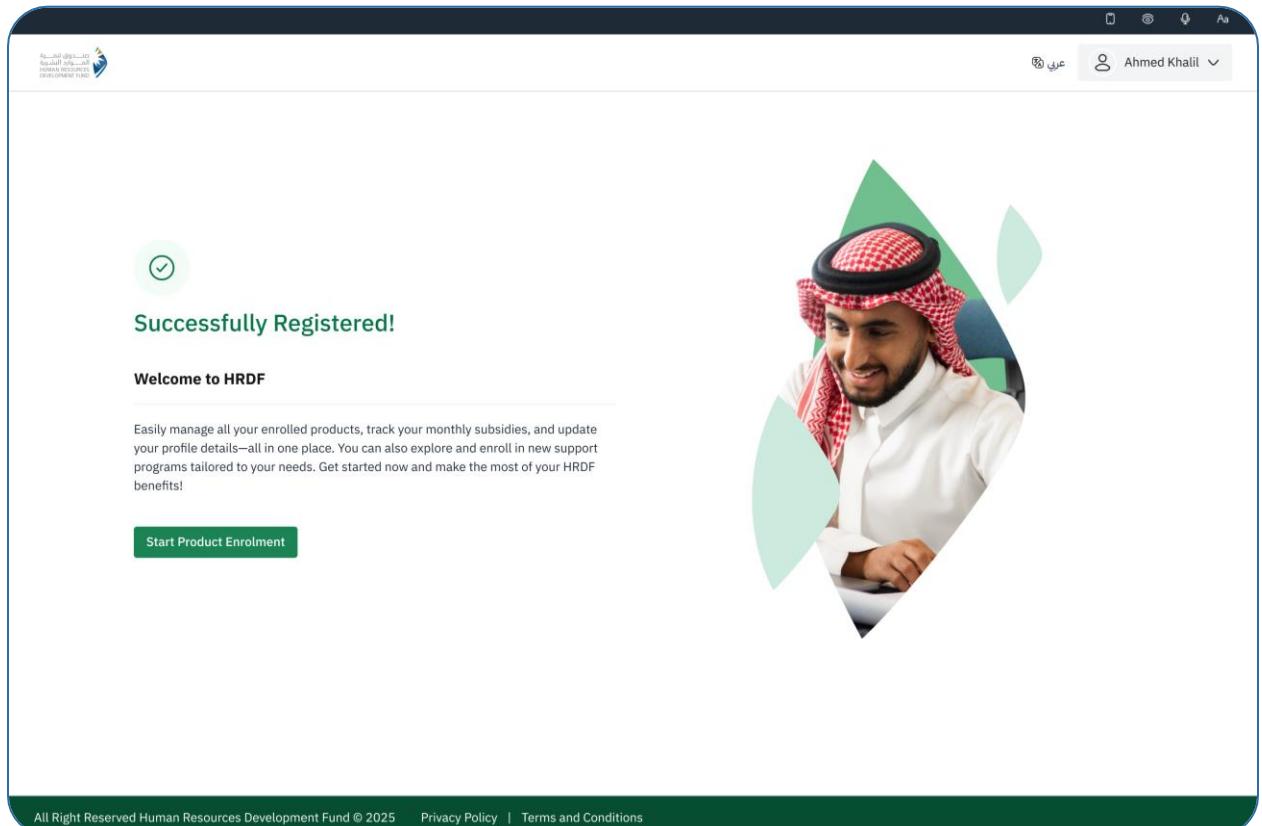
Registration on the Unified Platform of HRDF



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, there is a large image of a woman in a hijab working on a laptop, 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 email address' with the sub-instruction 'We will send you an OTP. Please enter it below'. It includes an 'Email address' input field containing 'example@example.com', a 'Request New OTP' button, and an 'Enter your one-time password (OTP)' input field with four empty boxes for digits. At the bottom of the form is a 'Continue' button.

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

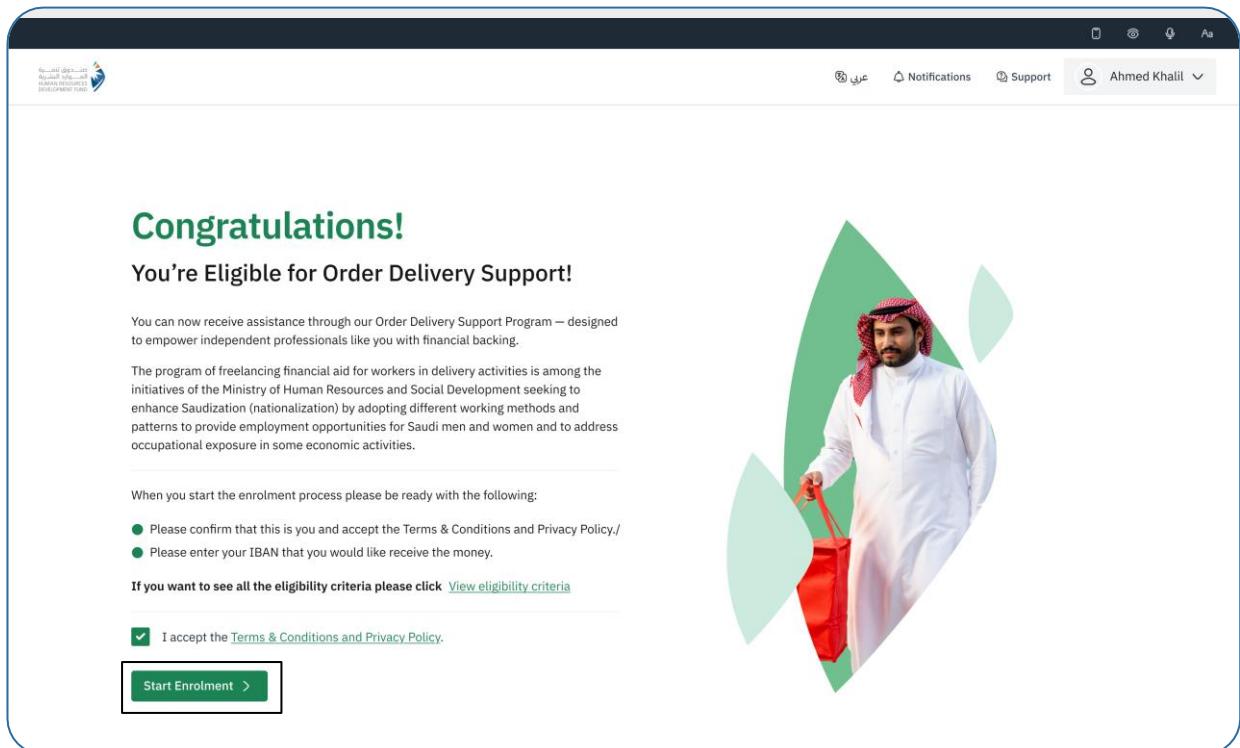
Registration on the Unified Platform of HRDF



- 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 – Orders Delivery Track

Applying for the Freelance Support Product – Orders Delivery Track



Congratulations!

You're Eligible for Order Delivery Support!

You can now receive assistance through our Order Delivery Support Program – designed to empower independent professionals like you with financial backing.

The program of freelancing financial aid for workers in delivery activities is among the initiatives of the Ministry of Human Resources and Social Development seeking to enhance Saudization (nationalization) by adopting different working methods and patterns to provide employment opportunities for Saudi men and women and to address occupational exposure in some economic activities.

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](#)

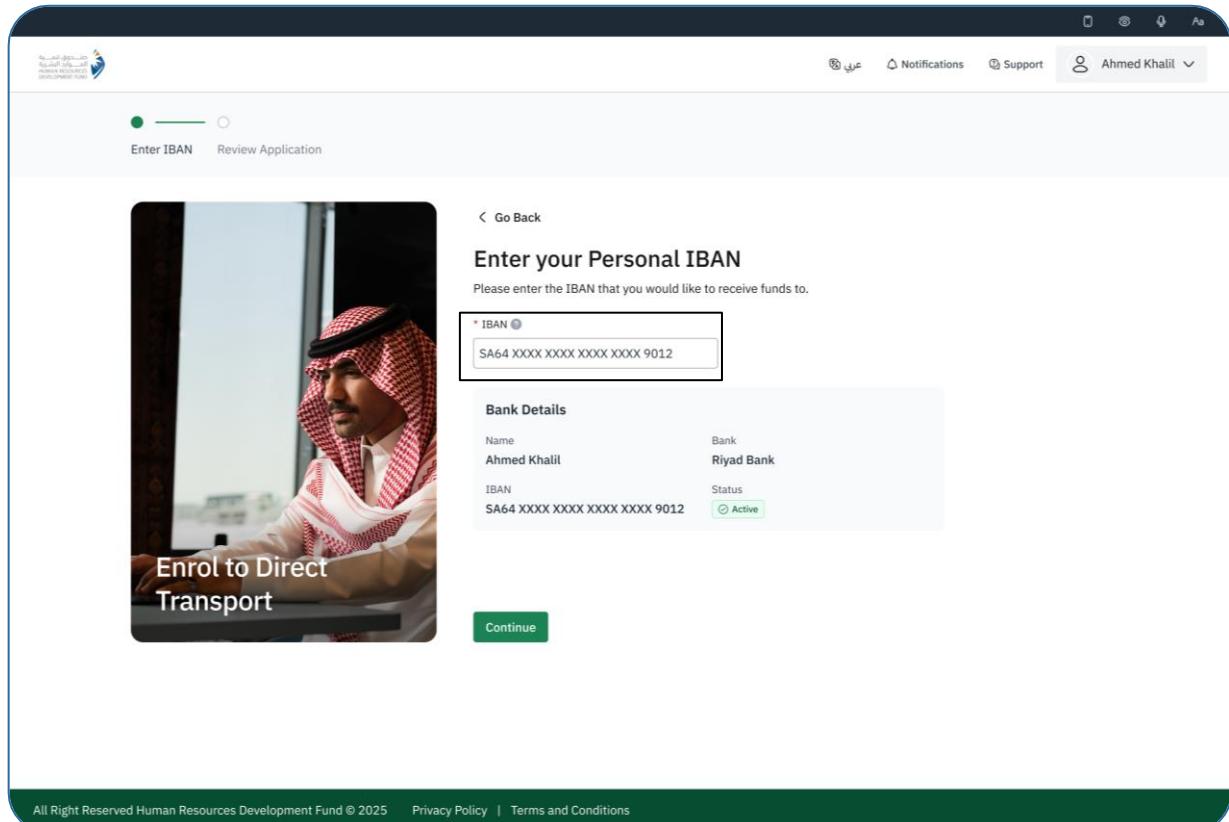
I accept the [Terms & Conditions](#) and [Privacy Policy](#).

Start Enrolment >

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

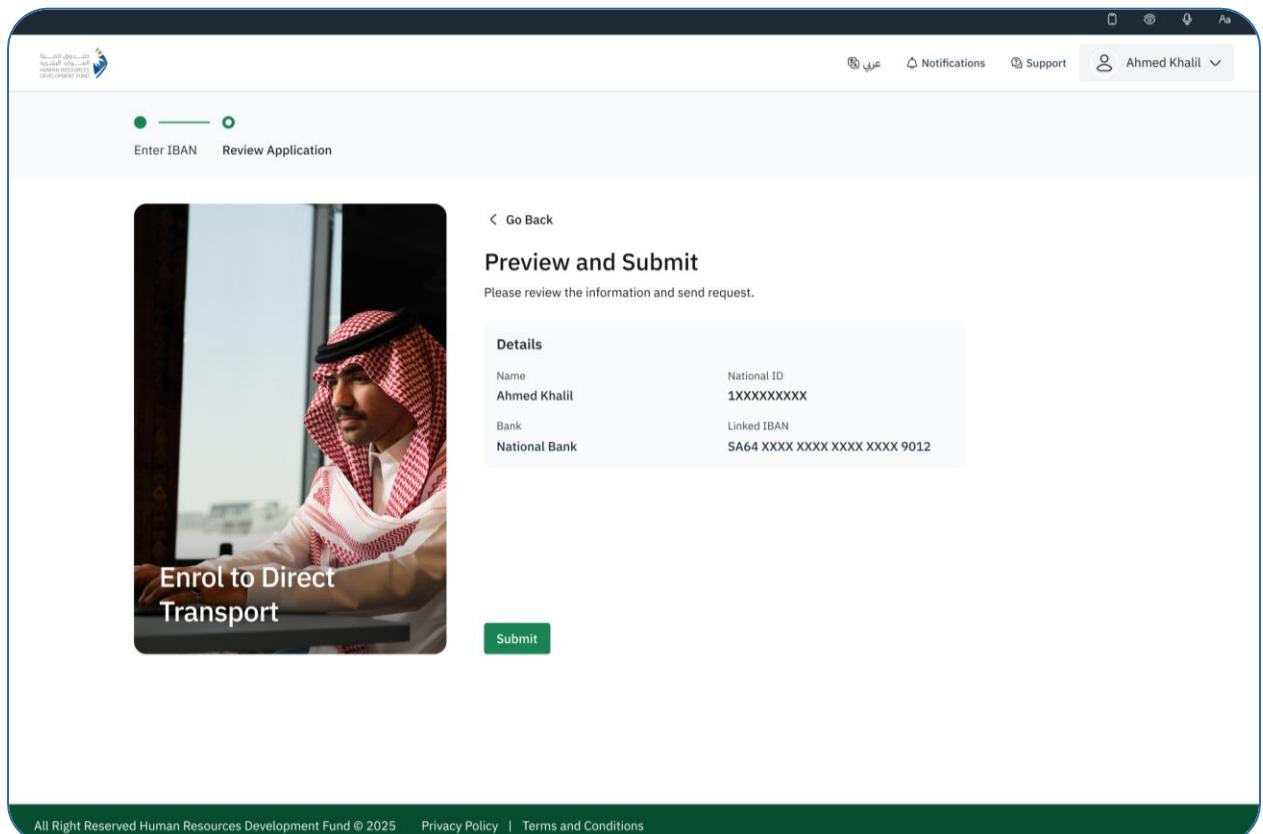
After reviewing, the user can begin registration by selecting “Start Registration.”

Applying for the Freelance Support Product – Orders Delivery Track



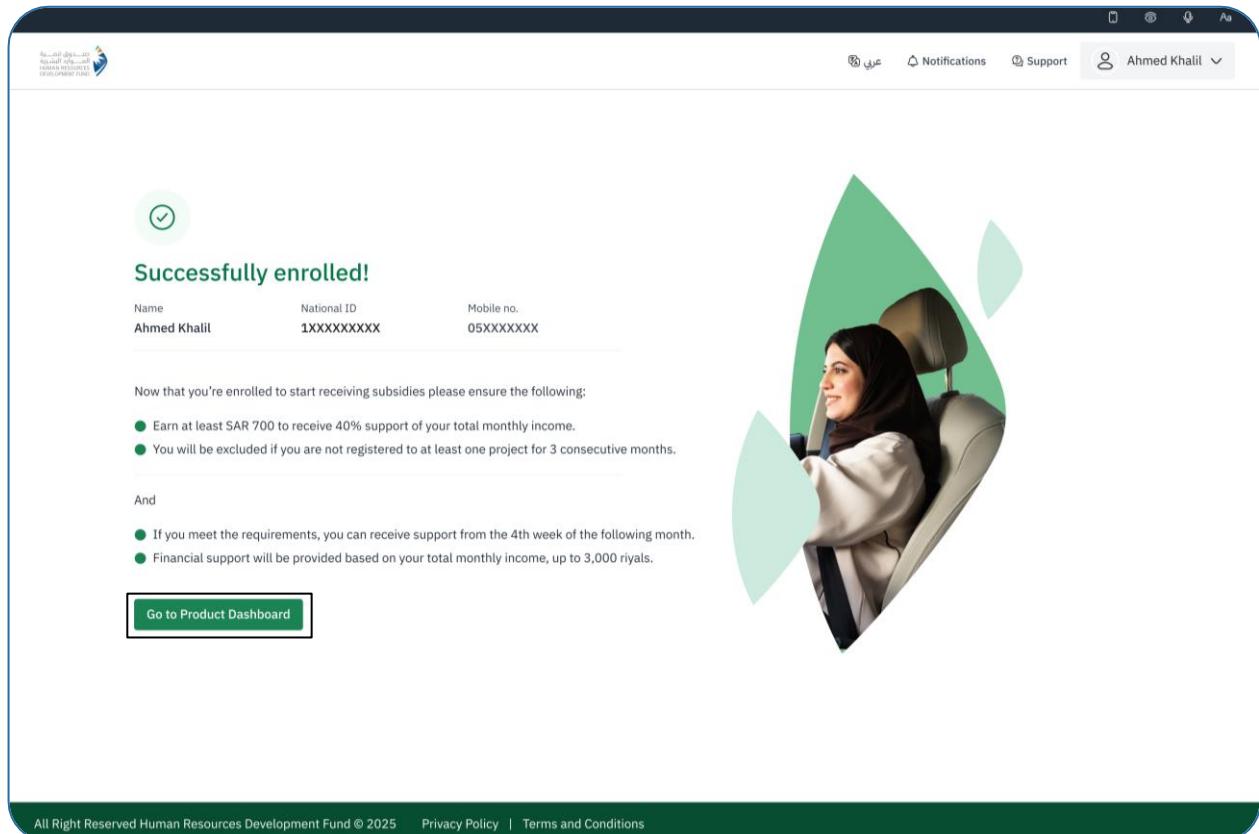
- After selecting “Start Registration,” the system redirects the user to the application registration page.
- On this page, the user enters their IBAN, which will be used to deposit the support payments.
- Once the IBAN is entered correctly, the user can select “Continue” to proceed.

Applying for the Freelance Support Product – Orders Delivery 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 – Orders Delivery Track



The screenshot shows a user profile for 'Ahmed Khalil' with a checkmark icon and the message 'Successfully enrolled!'. It lists personal details: Name (Ahmed Khalil), National ID (1XXXXXXXXX), and Mobile no. (05XXXXXXXX). Below this, instructions for receiving subsidies are provided, along with a list of requirements. A green button labeled 'Go to Product Dashboard' is visible. The right side of the screen features a decorative graphic of a woman in a hijab driving a car.

Successfully enrolled!

Name	National ID	Mobile no.
Ahmed Khalil	1XXXXXXXXX	05XXXXXXXX

Now that you're enrolled to start receiving subsidies please ensure the following:

- Earn at least SAR 700 to receive 40% support of your total monthly income.
- You will be excluded if you are not registered to at least one project for 3 consecutive months.

And

- If you meet the requirements, you can receive support from the 4th week of the following month.
- Financial support will be provided based on your total monthly income, up to 3,000 riyals.

[Go to Product Dashboard](#)

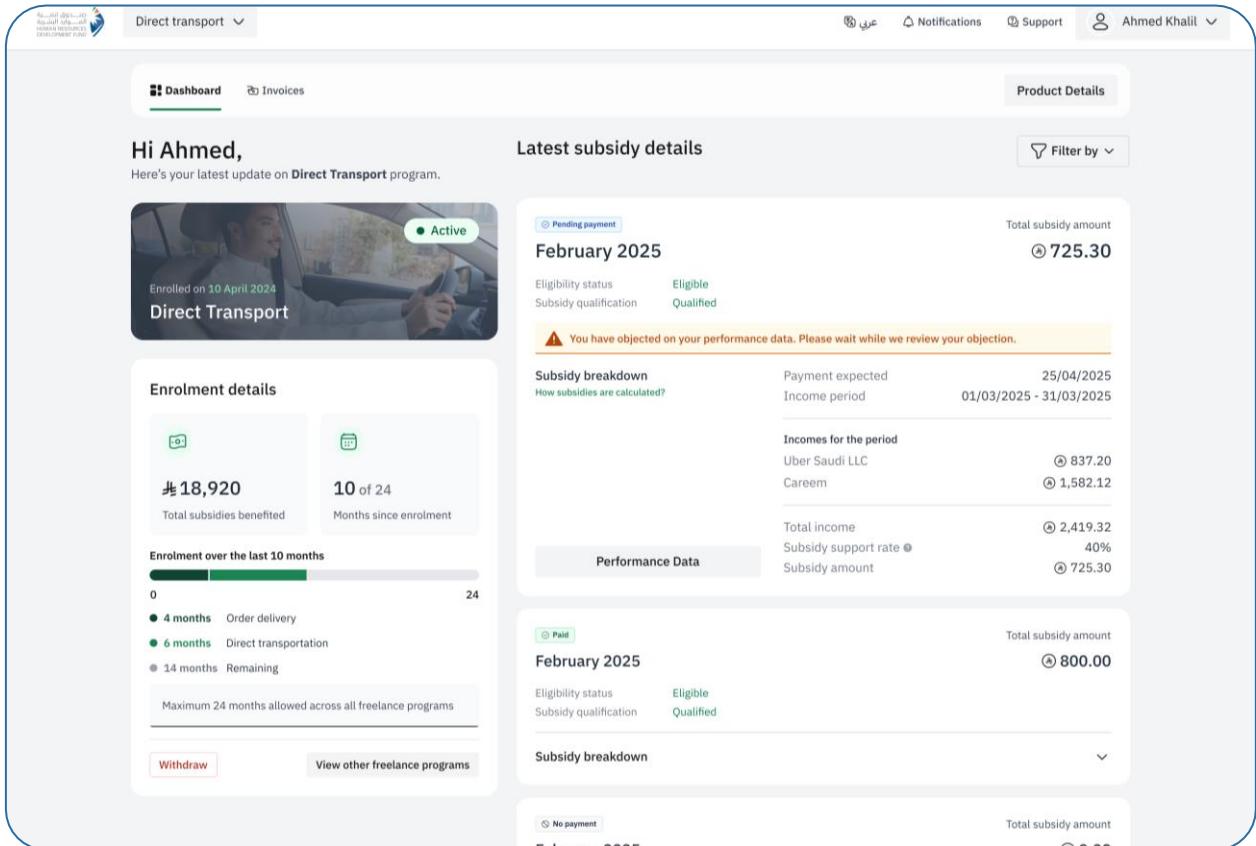
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After selecting “Continue,” the system displays a confirmation message indicating successful registration in the Orders Delivery Track.

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

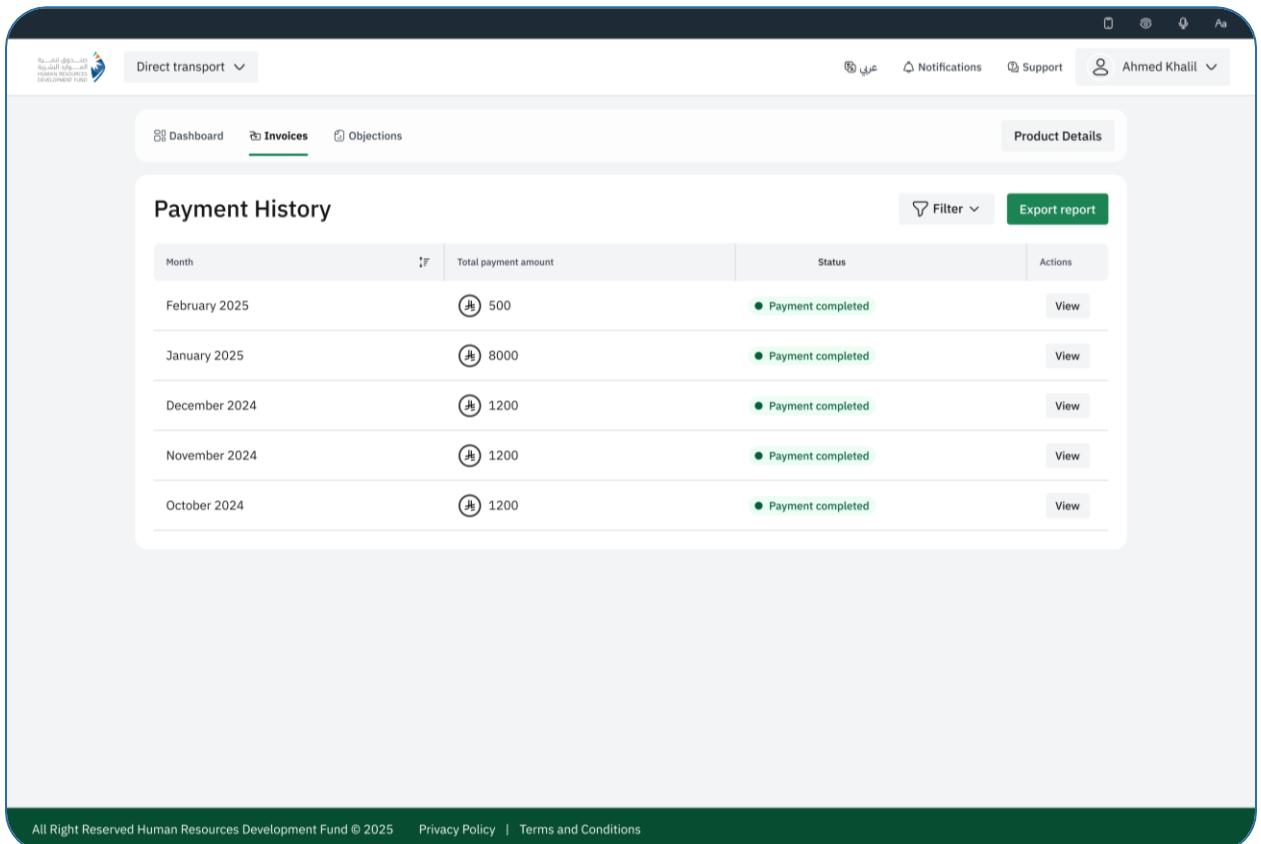
Eligibility status	Eligible	Total subsidy amount
Subsidy qualification	Qualified	800.00

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

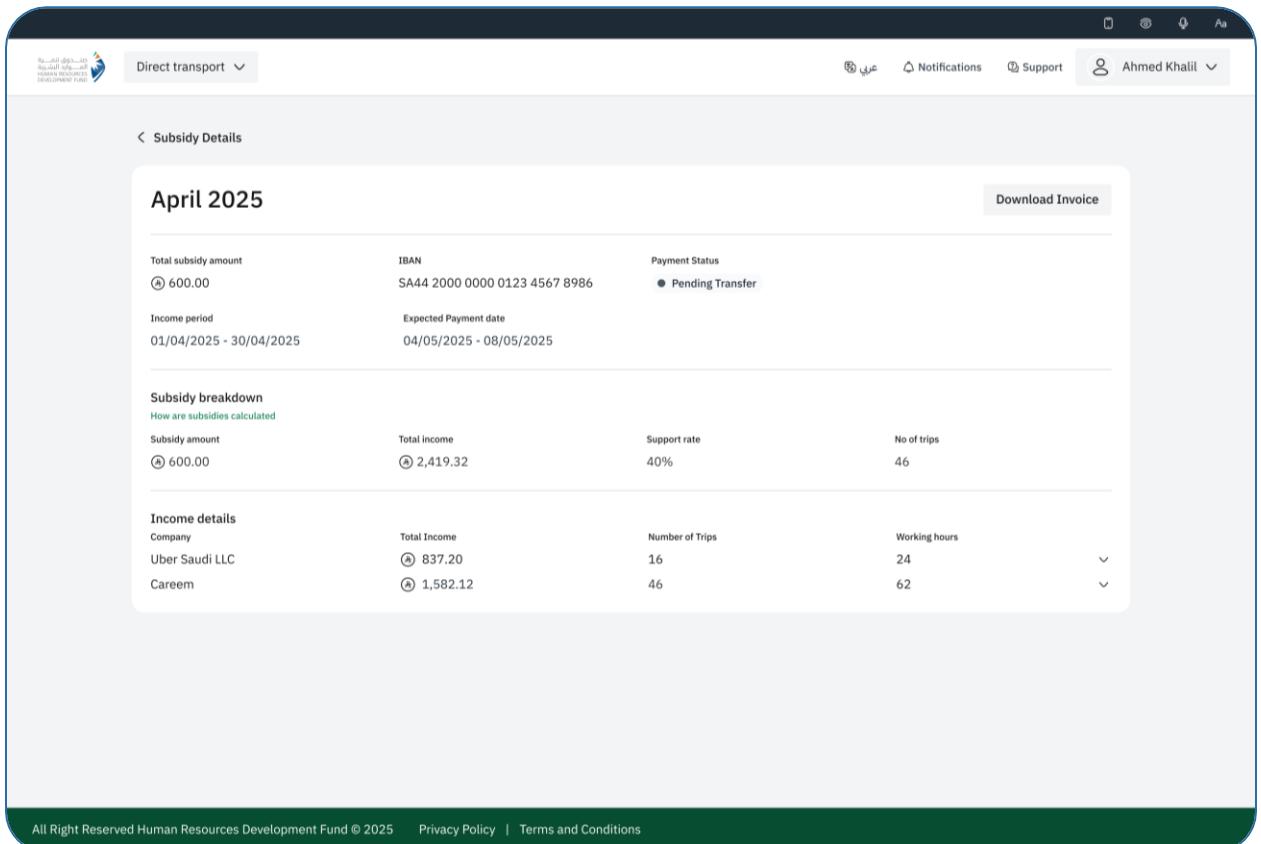
Payment History

Month	Total payment amount	Status	Actions
February 2025	500	Payment completed	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

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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.

