



# User Manual

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



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# Introduction

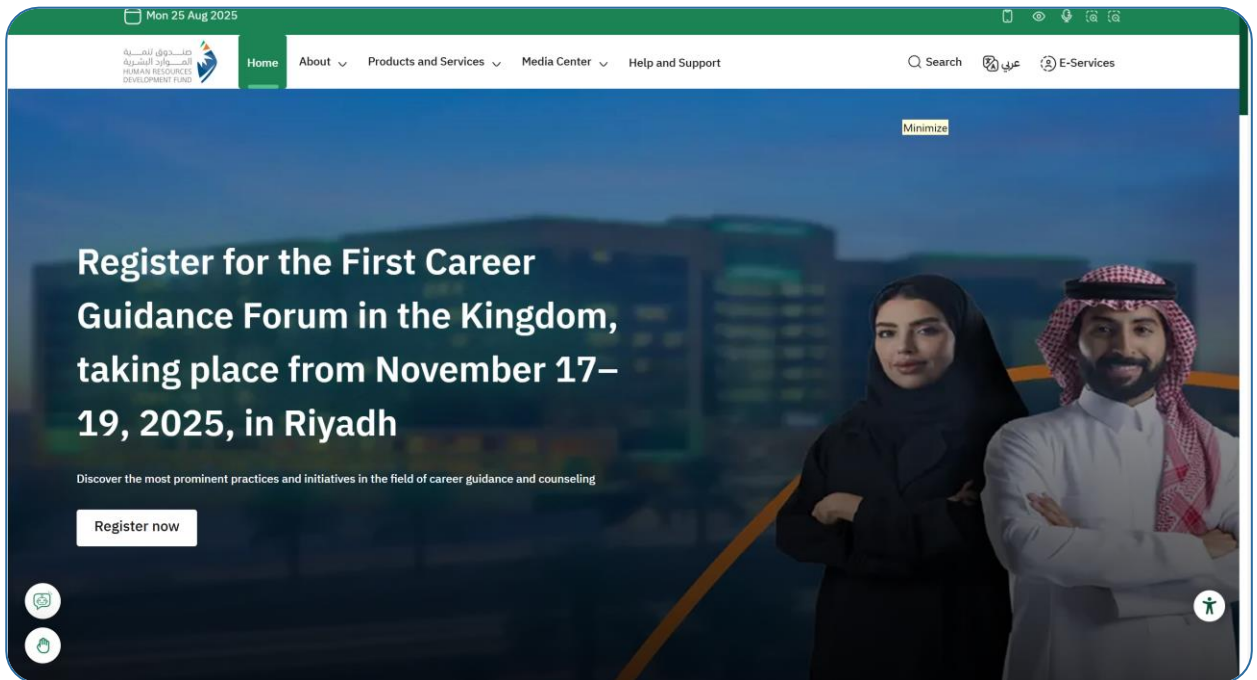
## Introduction

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.



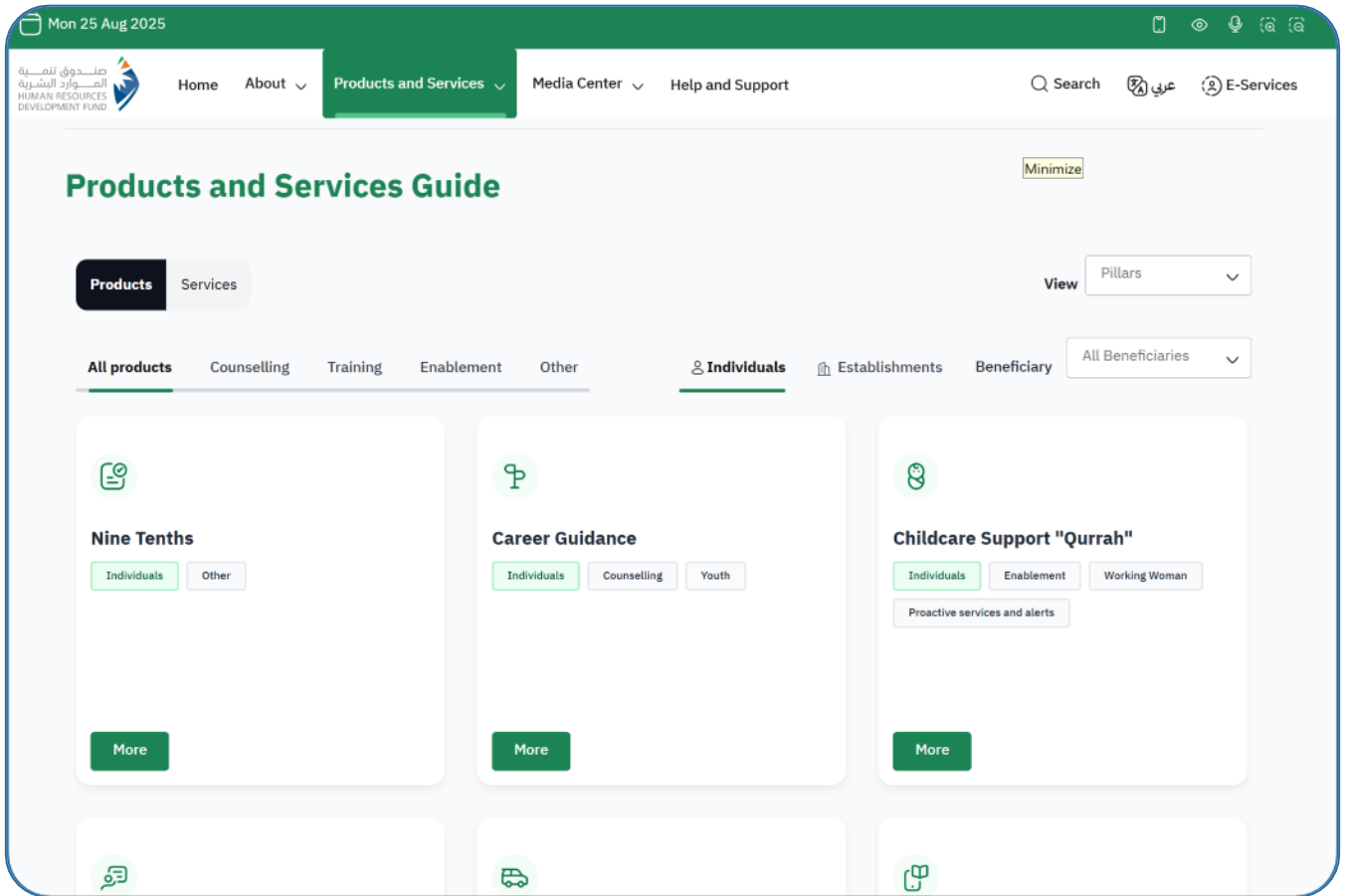
## Registration on the Unified Platform of HRDF

## Registration on the Unified Platform of HRDF



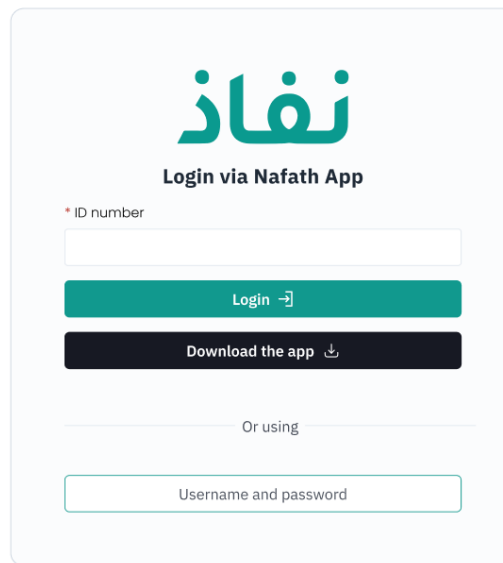
- ▶ The user can access the service by visiting the Human Resources Development Fund website, via the link:  
<https://www.hrdf.org.sa>
- ▶ From the main menu, the user can select “Products and Services” → “Products and Services Guide”, as shown in the image above.

# Registration on the Unified Platform of HRDF



- ✦ 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



نفاذ

Login via Nafath App

\* ID number

Login →

Download the app ⬇

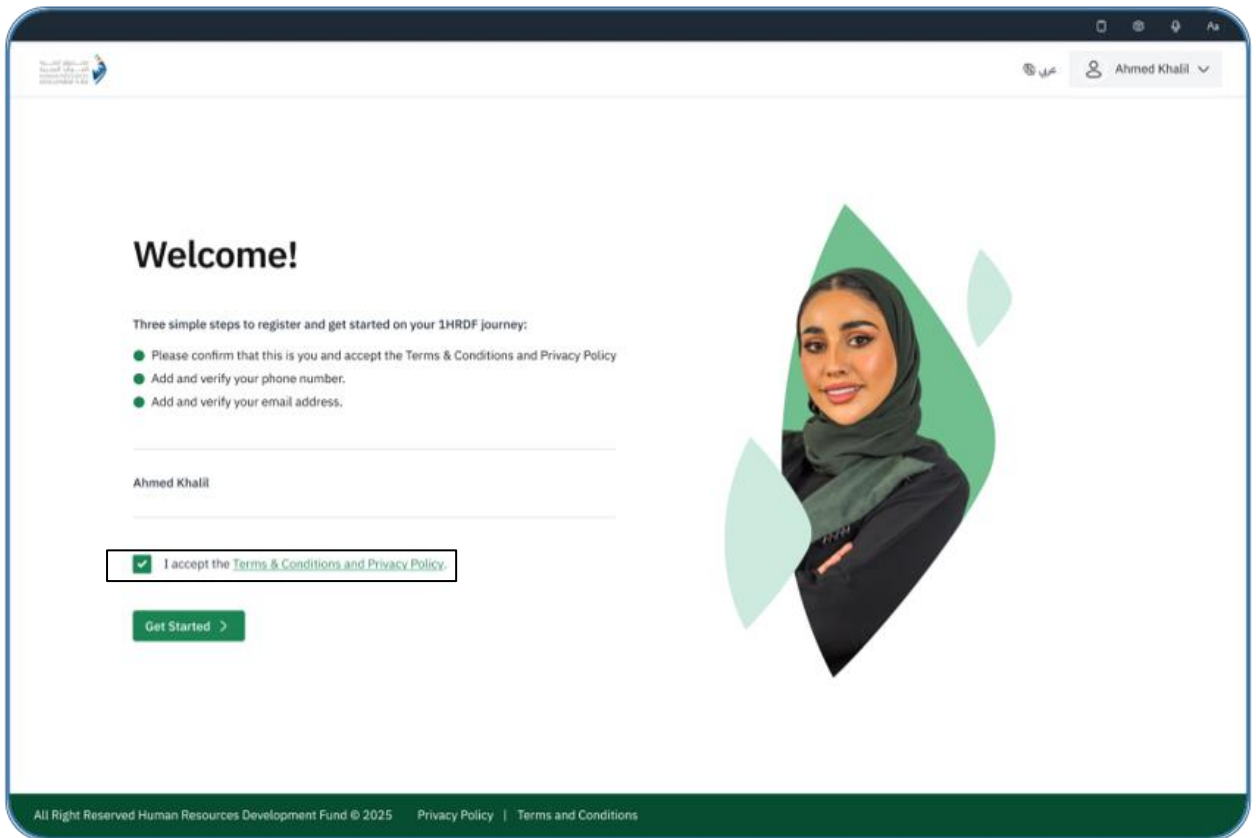
Or using

Username and password

- 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

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

< Go Back

**Enter your mobile number**

We will send you an one-time passcode.

\* Phone Number (Eg: 05 XXXXXXXX)

XXXXXXXXXX Request New OTP

Enter your one-time password (OTP)

4 2 5 3

Continue

Fill your personal information

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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 on the HRDF Unified Platform. The page features a progress bar at the top with two steps: 'Enter Phone Number' (completed) and 'Enter Email address' (current step). On the left, there is a video thumbnail of a woman working on a laptop with the text 'Fill your personal information'. The main content area includes a 'Go Back' link, the title 'Enter email address', and a subtext 'We will send you an OTP. Please enter it below'. Below this is an input field for the email address, which contains 'example@example.com', and a 'Request New OTP' button. Underneath the email field is a section for the one-time password (OTP) with the text '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 of the form. The footer of the page contains the text 'All Right Reserved Human Resources Development Fund © 2025' and links for 'Privacy Policy' and 'Terms and Conditions'.

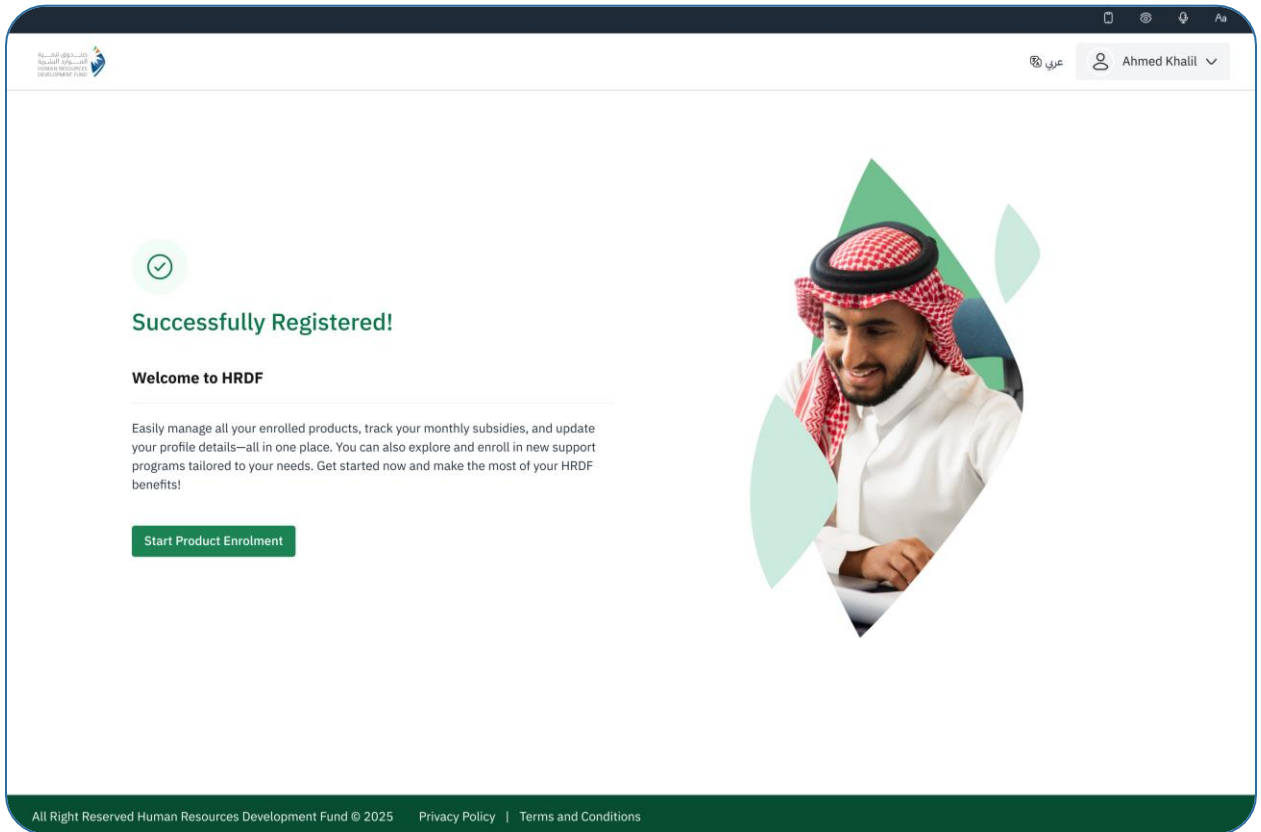
- ▶ The system then display the email verification page.
- ▶ The user enters their email address along with One-Time Password (OPT) sent to that email.

## 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-instruction: '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 instruction '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 on it. 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

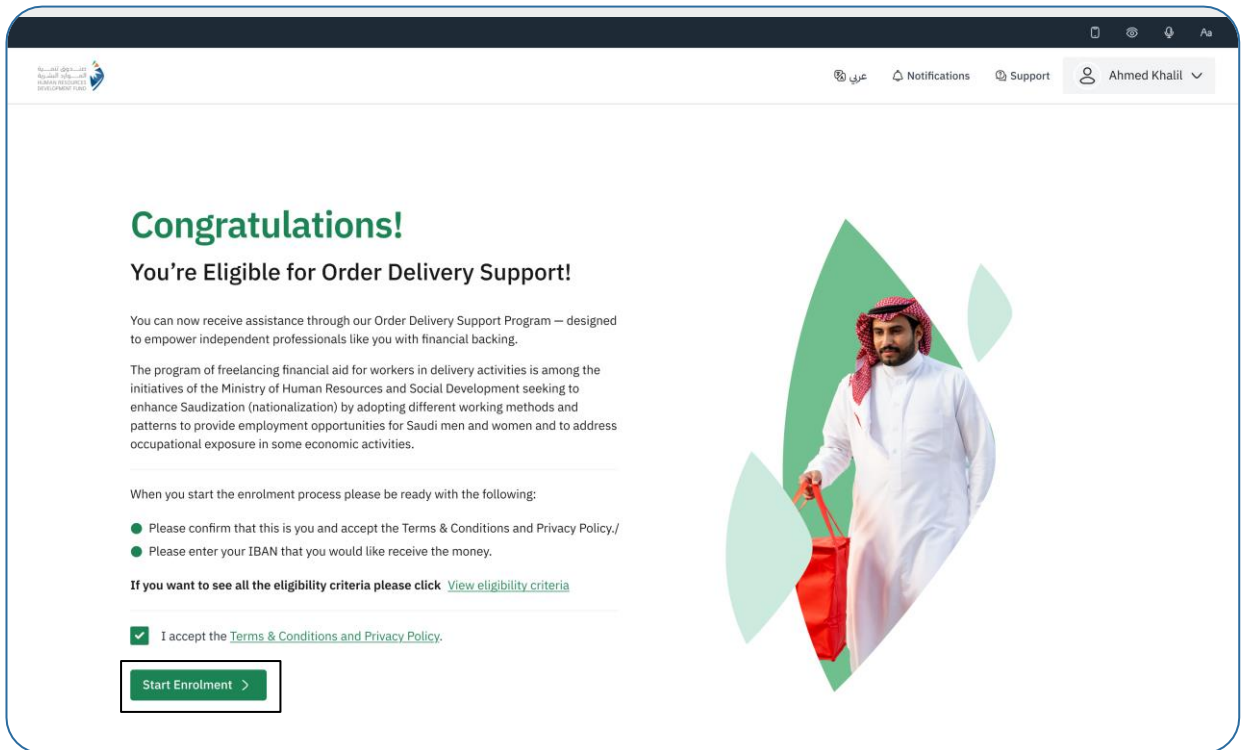


- ▶ The System Displays a screen confirming the successful completion of registration on the platform.
- ▶ Once the success message appears, the user can proceed to the track registration stage by selecting "Continue to Track Registration"



# Applying for the Freelance Support Product – 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](#).

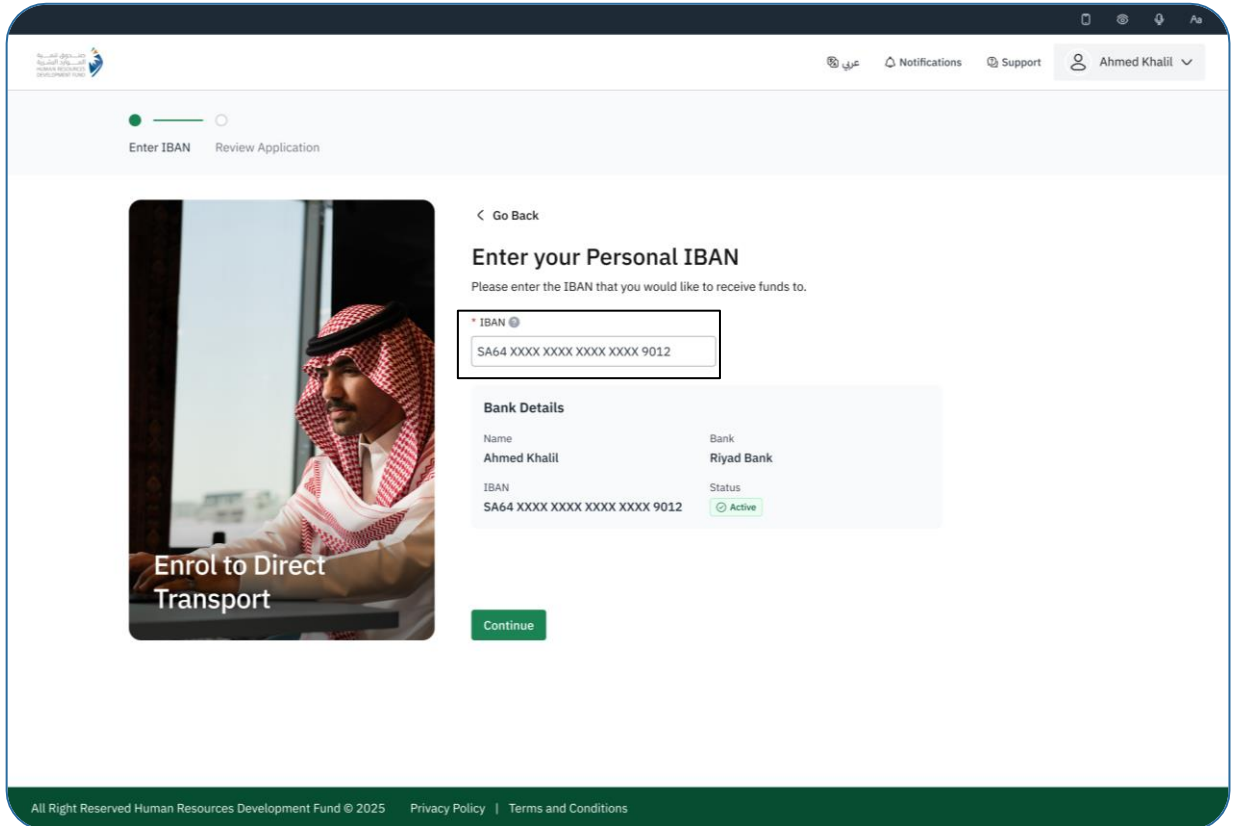
**Start Enrolment >**

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



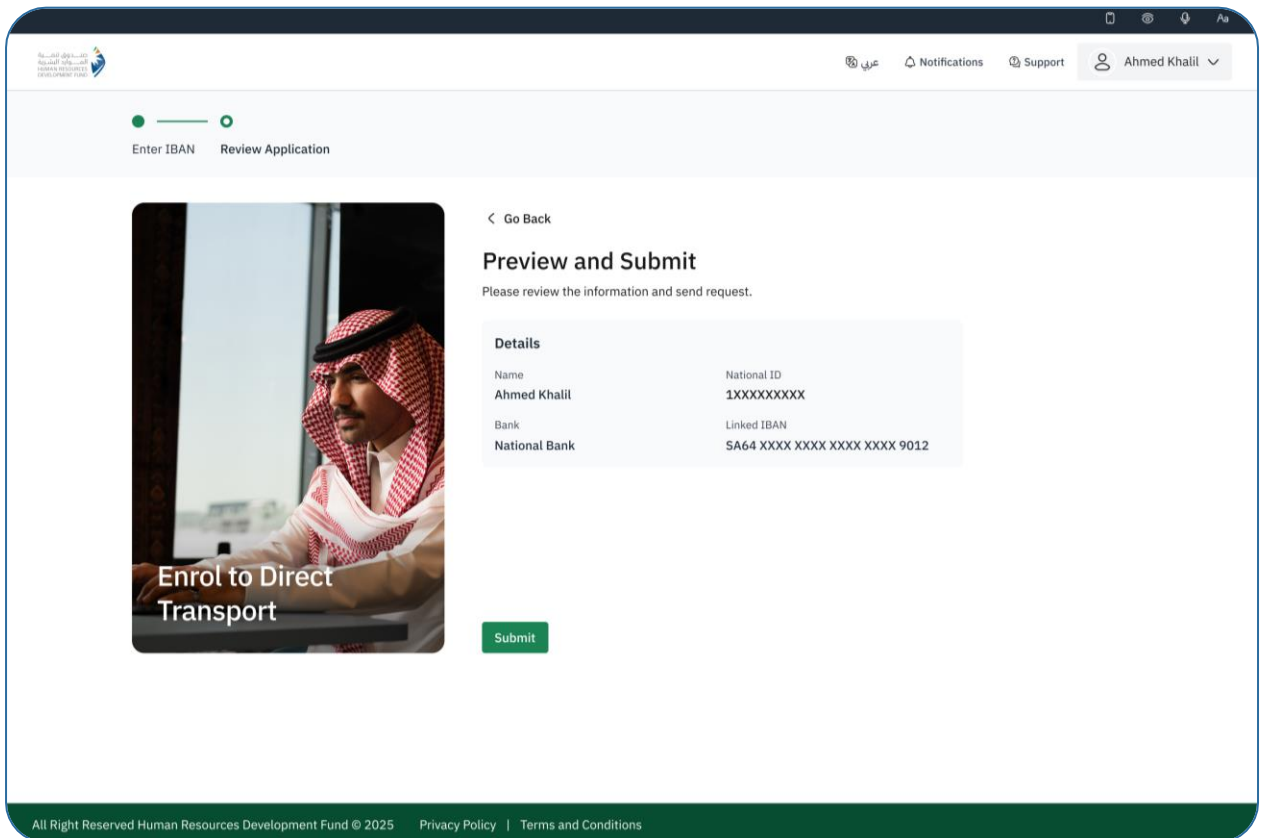
The screenshot shows a web application interface for the Human Resources Development Fund. The user is logged in as Ahmed Khalil. The page is titled 'Enter your Personal IBAN' and includes a progress bar with 'Enter IBAN' selected. A video thumbnail on the left shows a man in a Saudi thobe with the text 'Enrol to Direct Transport'. The main form area has a 'Go Back' link, a title 'Enter your Personal IBAN', and a prompt to enter the IBAN for fund receipt. An input field contains the masked IBAN 'SA64 XXXX XXXX XXXX XXXX 9012'. Below this is a 'Bank Details' section with a table:

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

A green 'Continue' button is at the bottom of the form. The footer contains copyright information for 2025 and links to Privacy Policy and Terms and Conditions.

- 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



Enter IBAN Review Application

Enrol to Direct Transport

Go Back

### Preview and Submit

Please review the information and send request.

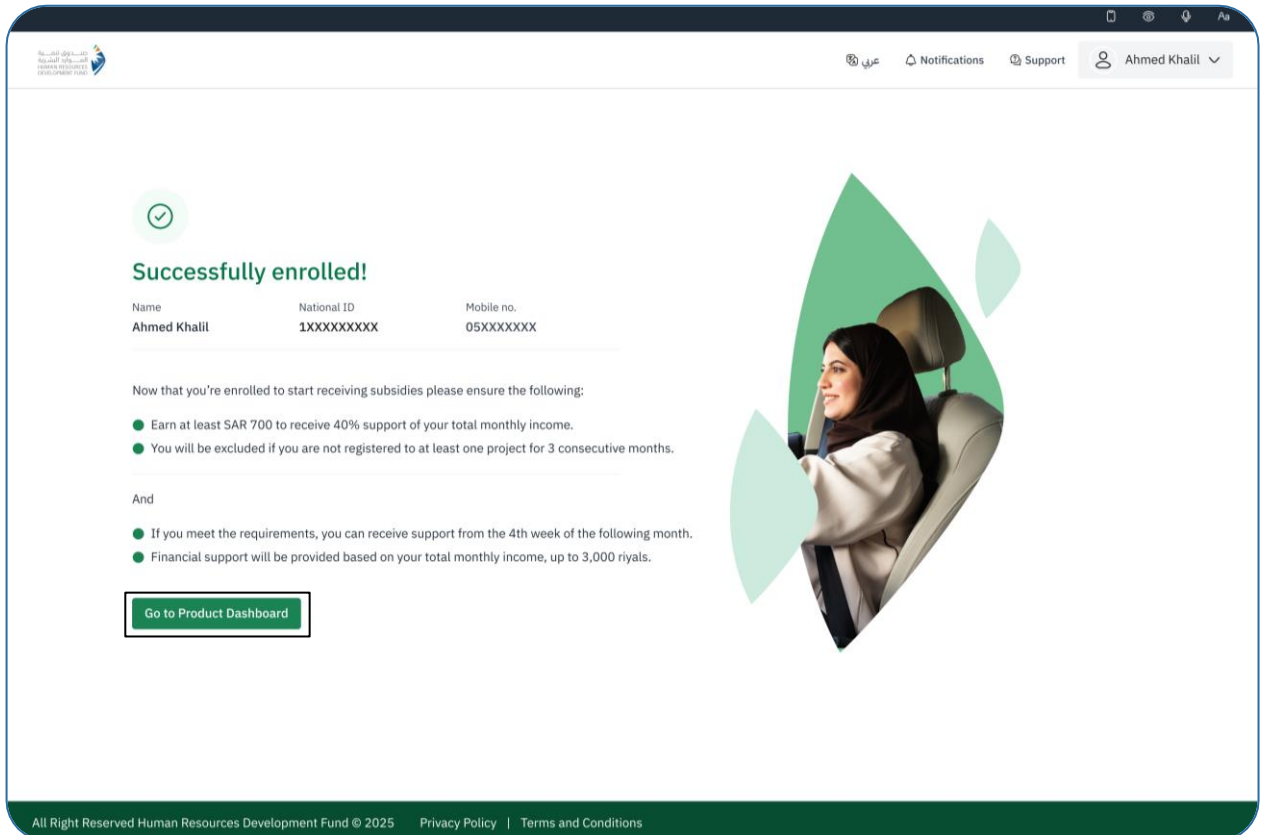
Details	
Name	National ID
Ahmed Khalil	1XXXXXXXXXX
Bank	Linked IBAN
National Bank	SA64 XXXX XXXX XXXX 9012

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 – Orders Delivery Track



- 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 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 green 'Active' status badge, and text indicating 'Enrolled on 10 April 2024' and 'Direct Transport'.
- Enrolment details:** Shows a total of '18,920' subsidies benefited and '10 of 24' months since enrolment. It includes a progress bar for 'Enrolment over the last 10 months' and a list of milestones: '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
<b>Incomes for the period</b>			
		Uber Saudi LLC	837.20
		Careem	1,582.12
<b>Total income</b>			2,419.32
<b>Subsidy support rate</b>			40%
<b>Subsidy amount</b>			725.30
  - Paid (February 2025):** Total subsidy amount is 800.00. Eligibility status is 'Eligible' and Subsidy qualification is 'Qualified'. It also includes a 'Subsidy breakdown' section.
  - 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

The screenshot displays the 'Payment History' section of the Human Resources Development Fund portal. The interface includes a top navigation bar with 'Direct transport' and user 'Ahmed Khalil'. Below are tabs for 'Dashboard', 'Invoices', and 'Objections'. The 'Payment History' table lists months from February 2025 to October 2024, with payment amounts and 'Payment completed' status. A 'Filter' button and 'Export report' button are also visible.

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


الهيئة العامة  
للتنمية البشرية  
HUMAN RESOURCES  
DEVELOPMENT FUND

Direct transport ▾

عربي
Notifications
Support
Ahmed Khalil ▾

< Subsidy Details

## April 2025

[Download Invoice](#)

Total subsidy amount	IBAN	Payment Status	
A 600.00	SA44 2000 0000 0123 4567 8986	● Pending Transfer	
Income period	Expected Payment date		
01/04/2025 - 30/04/2025	04/05/2025 - 08/05/2025		

### Subsidy breakdown

How are subsidies calculated

Subsidy amount	Total income	Support rate	No of trips
A 600.00	A 2,419.32	40%	46

### Income details

Company	Total Income	Number of Trips	Working hours
Uber Saudi LLC	A 837.20	16	24 ▾
Careem	A 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.

صندوق تنمية  
الموارد البشرية  
HUMAN RESOURCES  
DEVELOPMENT FUND

