

User Manual

How to Register for Freelance Product (General Track)



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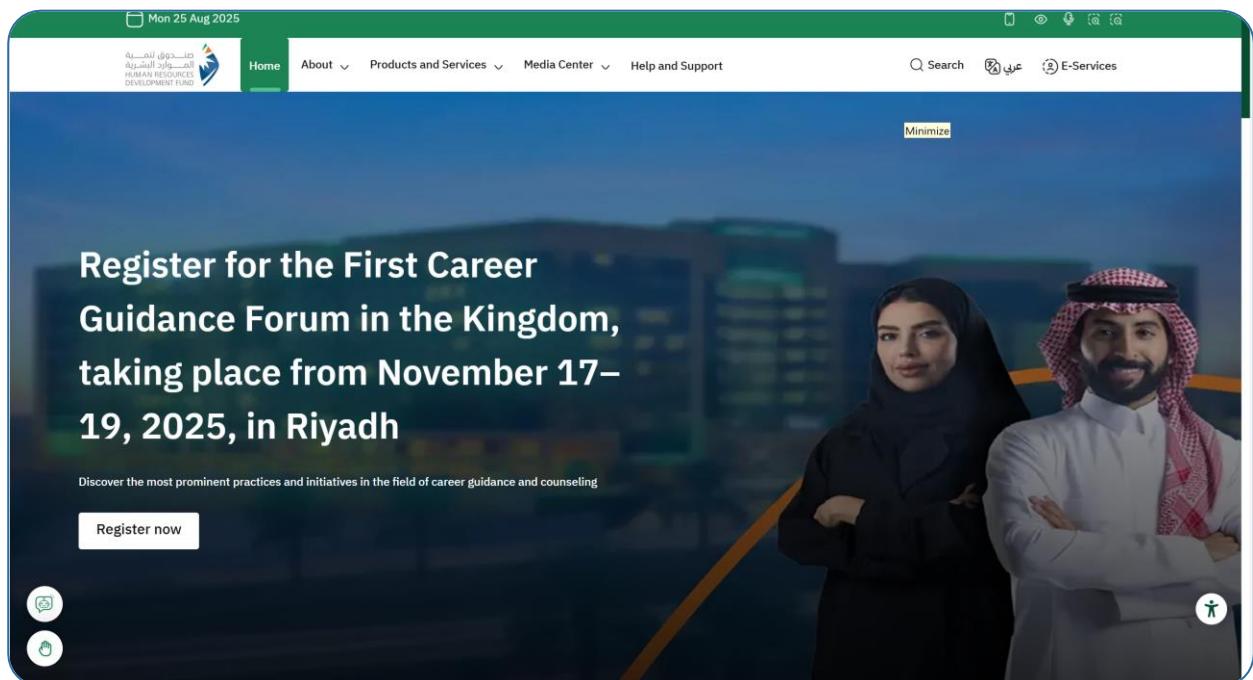
Introduction

Introduction

An e-service that enables registrants in the Bahr Platform to apply for the Freelance Support Product – General Track, which provides monthly financial support. The support amount is calculated based on the actual income generated from projects carried out on the Bahr Platform.

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 عرب 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 More

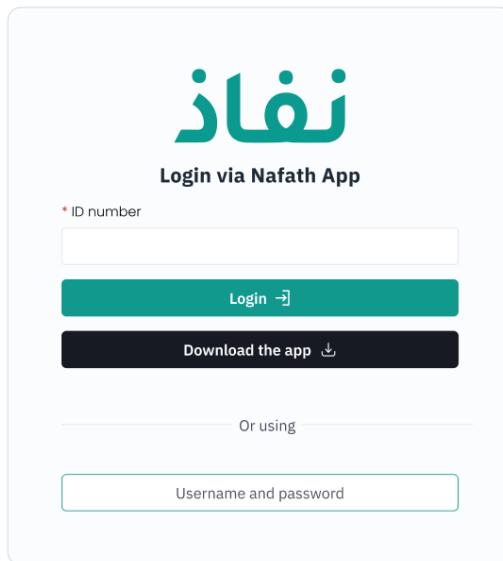
Career Guidance
Individuals Counselling Youth More

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

In the 'Products and Services Guide', a full list of HRDF services will be displayed to the user.

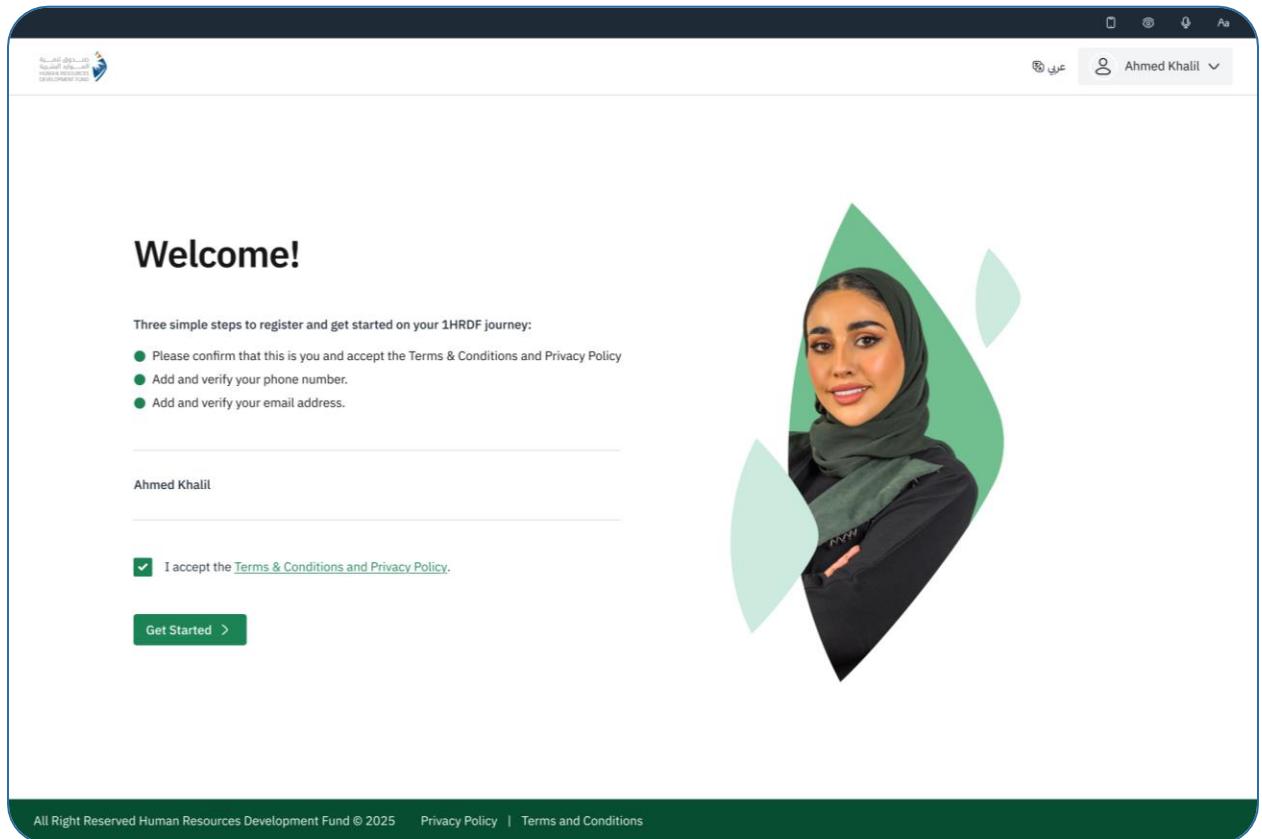
- The user can search for "Freelance Support Product – General Track (Bahr Platform registrants)". And then select "Details" to view the product information and application procedures.
- To proceed with registration in the Bahr Track, select "Access the Service" option available on the track page.

Registration on the Unified Platform of HRDF



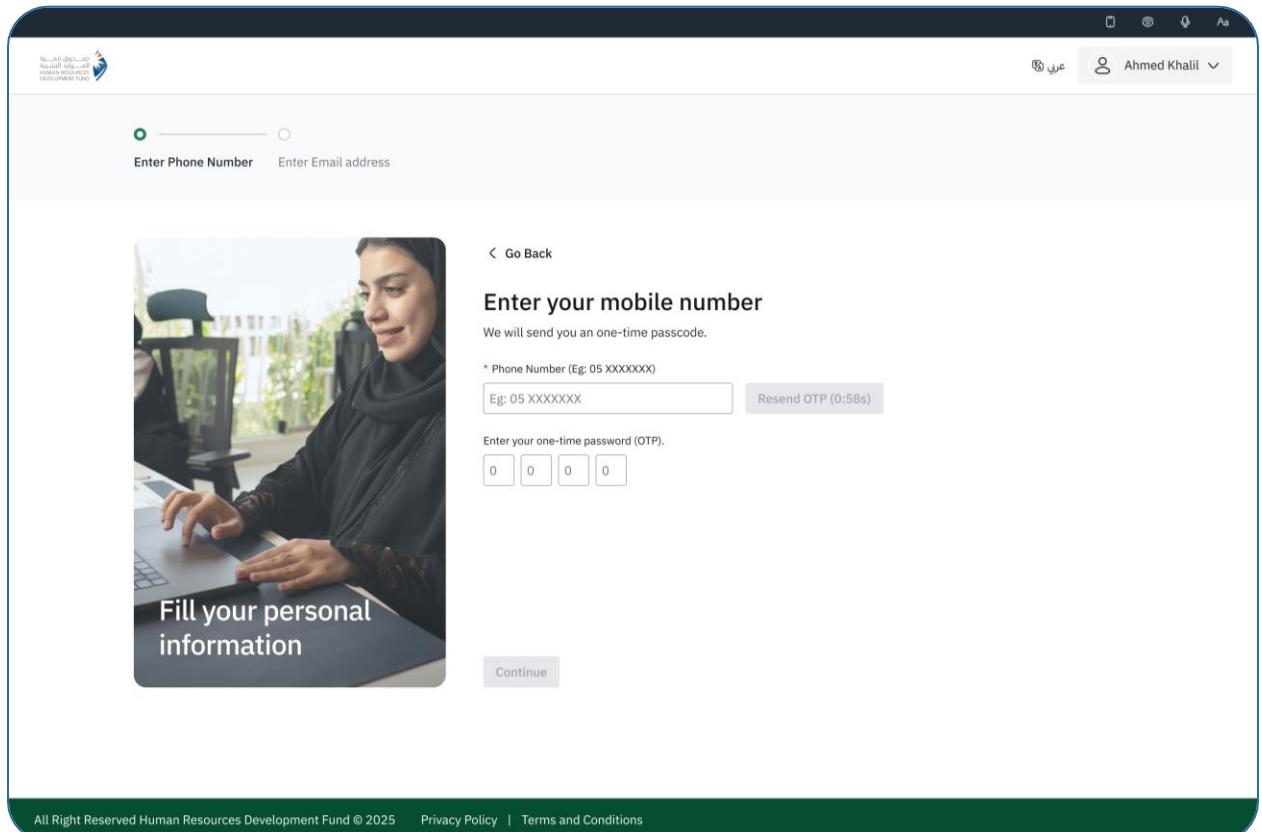
- After redirection, the system will display the Unified HRDF Platform, which serves as the official portal for registration in the Freelance Support Product – General Track (for Bahr Platform registrants). Through this platform, users can submit support requests and manage all related procedures
- To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

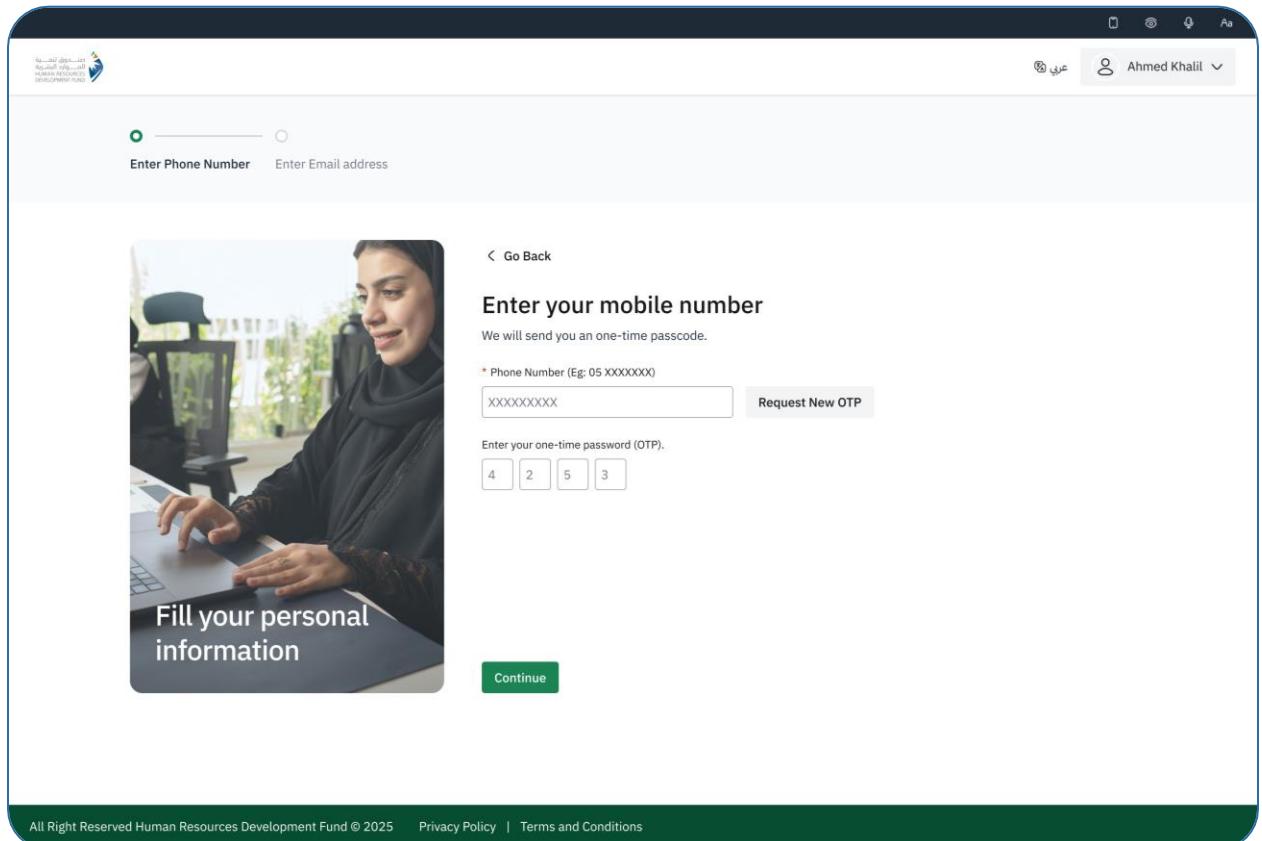
Registration on the Unified Platform of HRDF



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'. There is also a 'Resend OTP (0:58s)' button. Below this, there is a section for entering an OTP with four input fields, each containing '0'. At the bottom of the form are 'Continue' and 'Cancel' buttons. The top right corner of the browser window shows the user 'Ahmed Khalil' and a language switch to 'Arabic'.

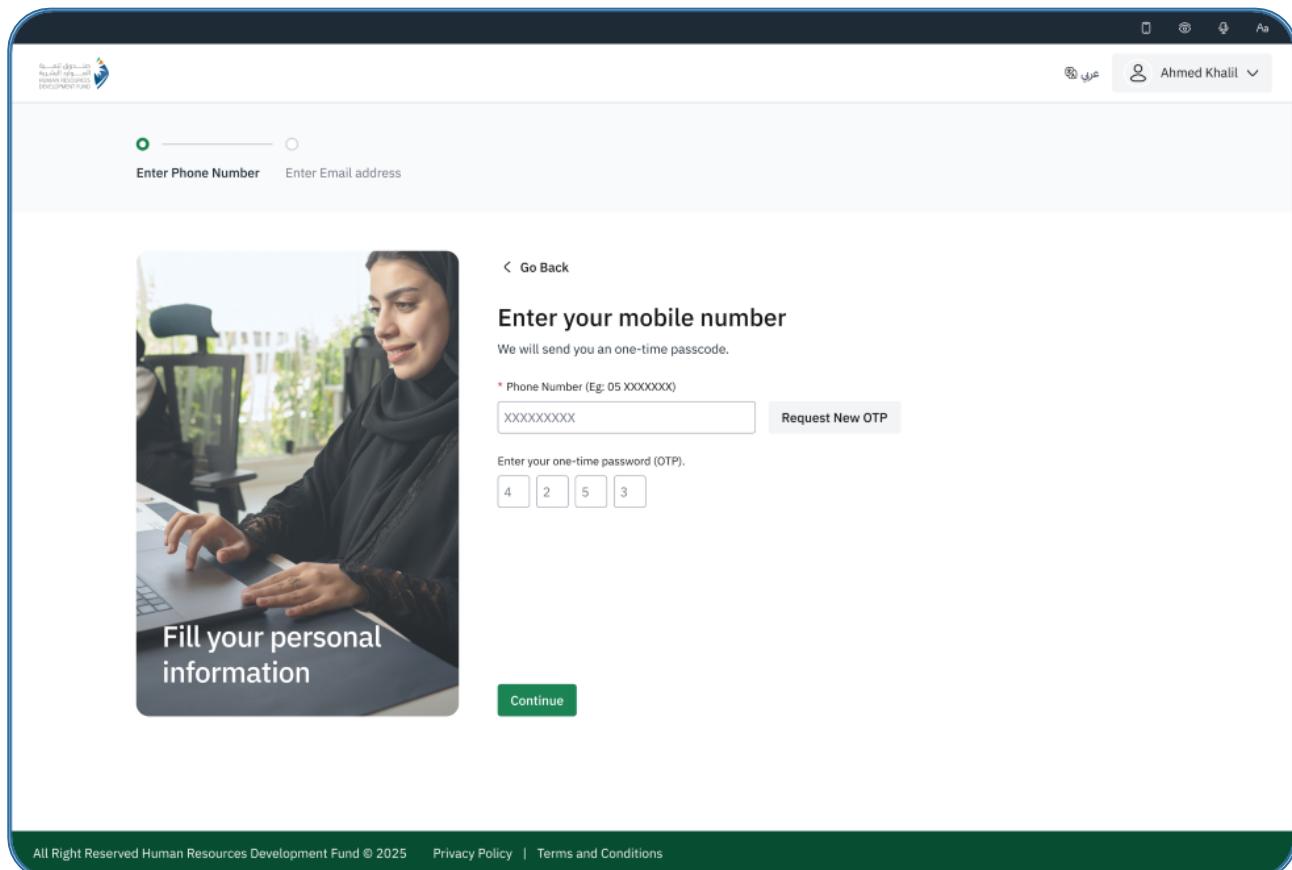
- After selecting “Start”, a page will be displayed for entering the user’s mobile number.
- The user enters the mobile number and requests a verification code.

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.

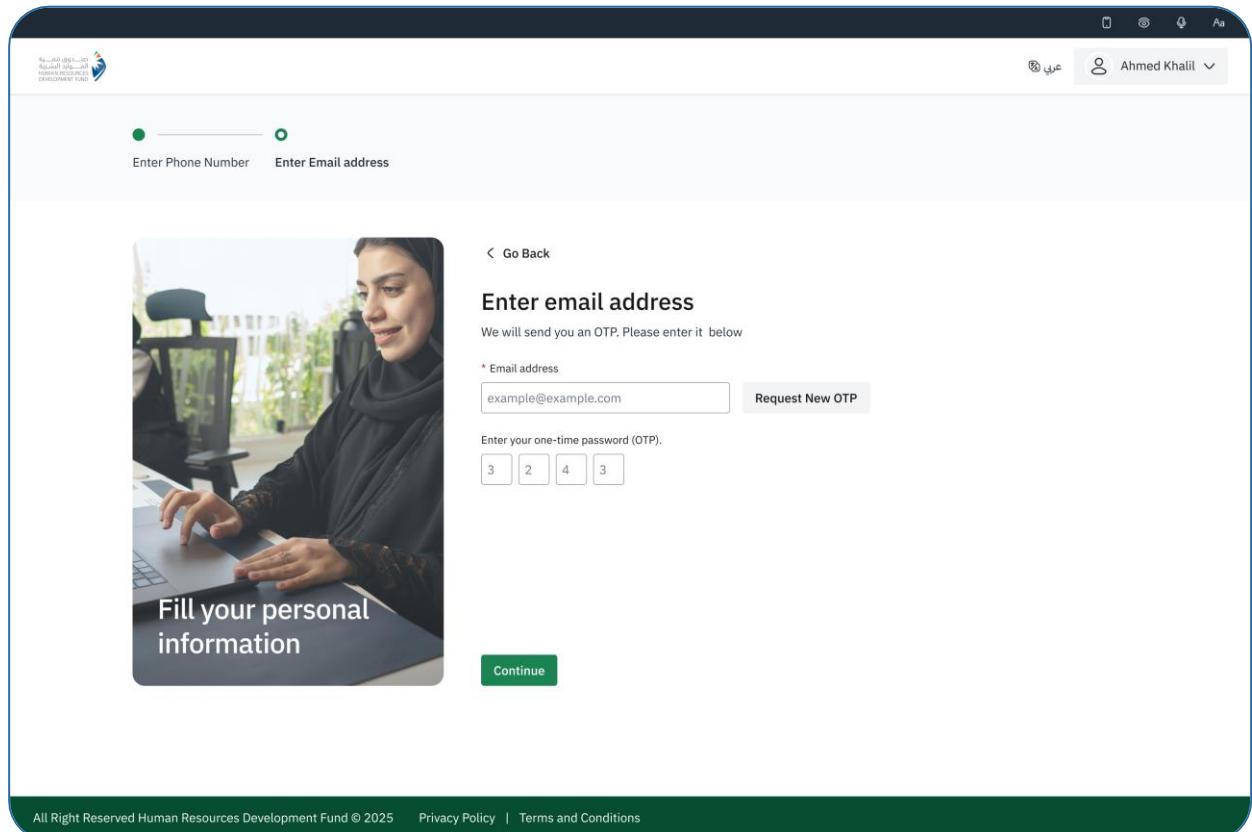
Registration on the Unified Platform of HRDF



The screenshot shows a registration form on a web browser. At the top, there are two input fields: 'Enter Phone Number' and 'Enter Email address'. 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 heading 'Enter your mobile number' and a sub-instruction 'We will send you an one-time passcode.' Below this, there is a text input field containing 'XXXXXXXX' and a button 'Request New OTP'. Below the OTP input field is a numeric keypad with buttons for 4, 2, 5, and 3. At the bottom right of the form is a green 'Continue' button. The browser's header includes the HRDF logo, the user's name 'Ahmed Khalil', and a language switcher.

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

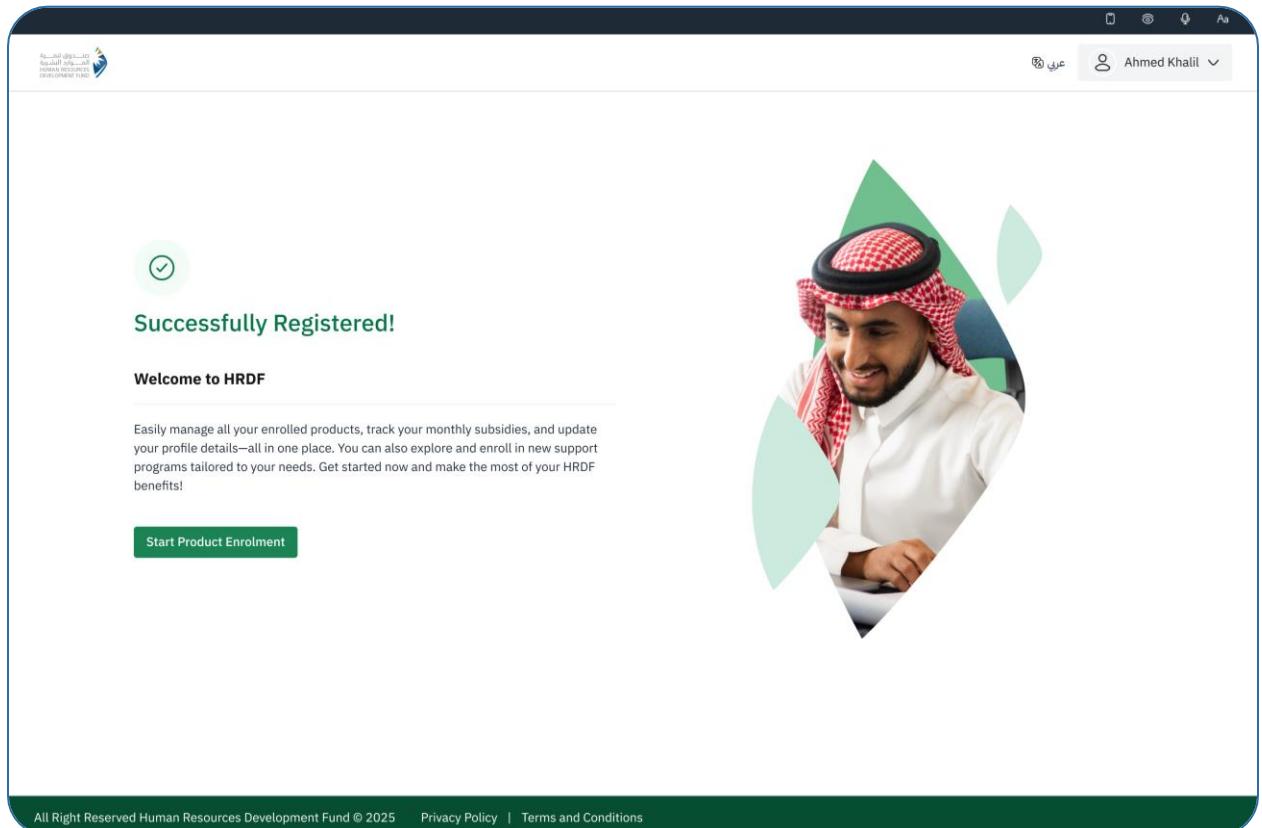
Registration on the Unified Platform of HRDF



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 an 'Enter email address' section. This section includes a label 'Enter email address', a note 'We will send you an OTP. Please enter it below', a required field indicator 'Email address' with the placeholder 'example@example.com', a 'Request New OTP' button, and a field for entering an OTP with the placeholder 'Enter your one-time password (OTP)'. The OTP field contains the digits '3 2 4 3'. At the bottom of the form is a 'Continue' button. The footer of the page contains the text 'All Right Reserved Human Resources Development Fund © 2025' and links to 'Privacy Policy' and 'Terms and Conditions'.

After entering the OTP 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 product registration stage by selecting "Continue to Product Registration"

Applying for the Freelance Support Product – General Track (For Bahr Platform Registrants)

Applying for the Freelance Support Product – General Track

Congratulations!

You are eligible for support through the general track designated for those registered on Bahar platform.

You can now get support by registering for the general track designed to support independent professionals. Bahar is an electronic service provided by the Human Resources Development Fund, which allows beneficiaries to submit bids for projects posted on the platform without having to review the entity.

Complete the registration to receive support. A minimum of 700 riyals per month is required to receive the support amount, which represents 40% of the total income.

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](#)

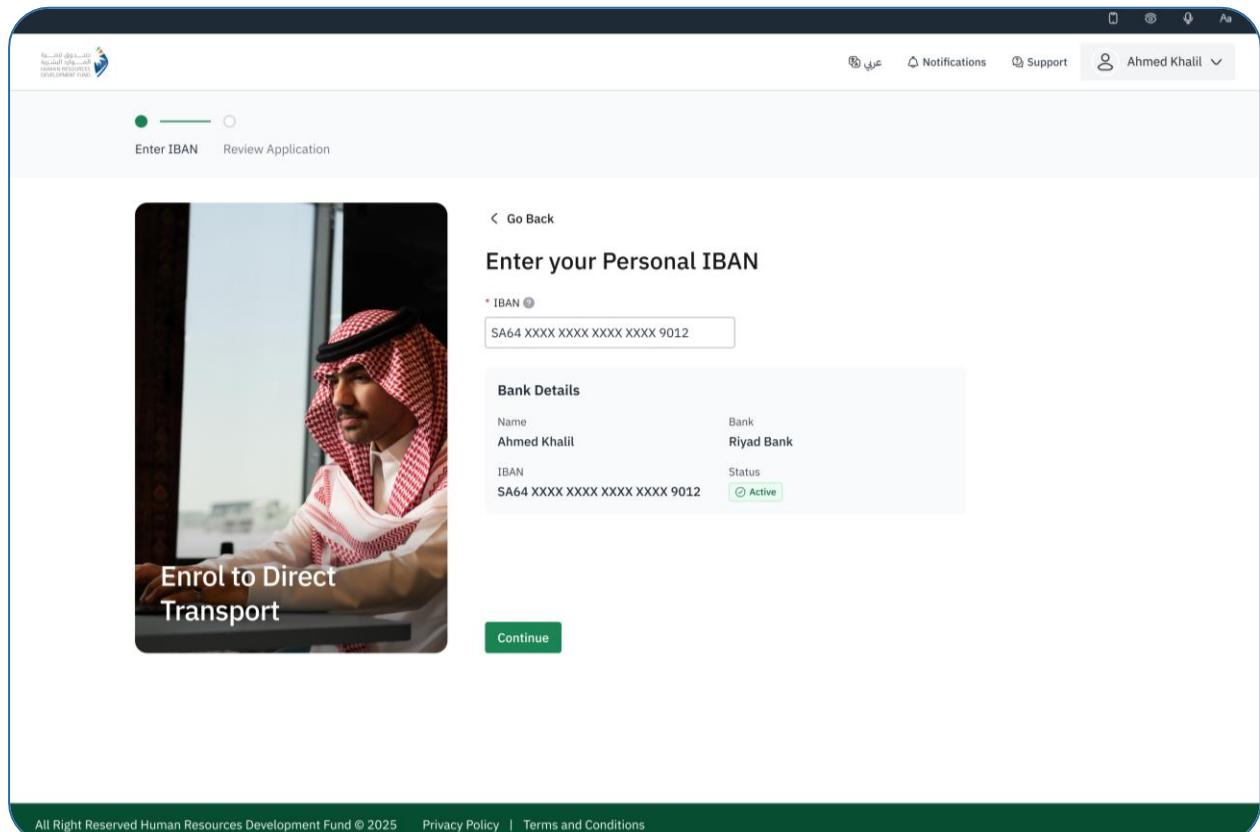
I accept the Terms & Conditions and Privacy Policy.

[Get started](#)



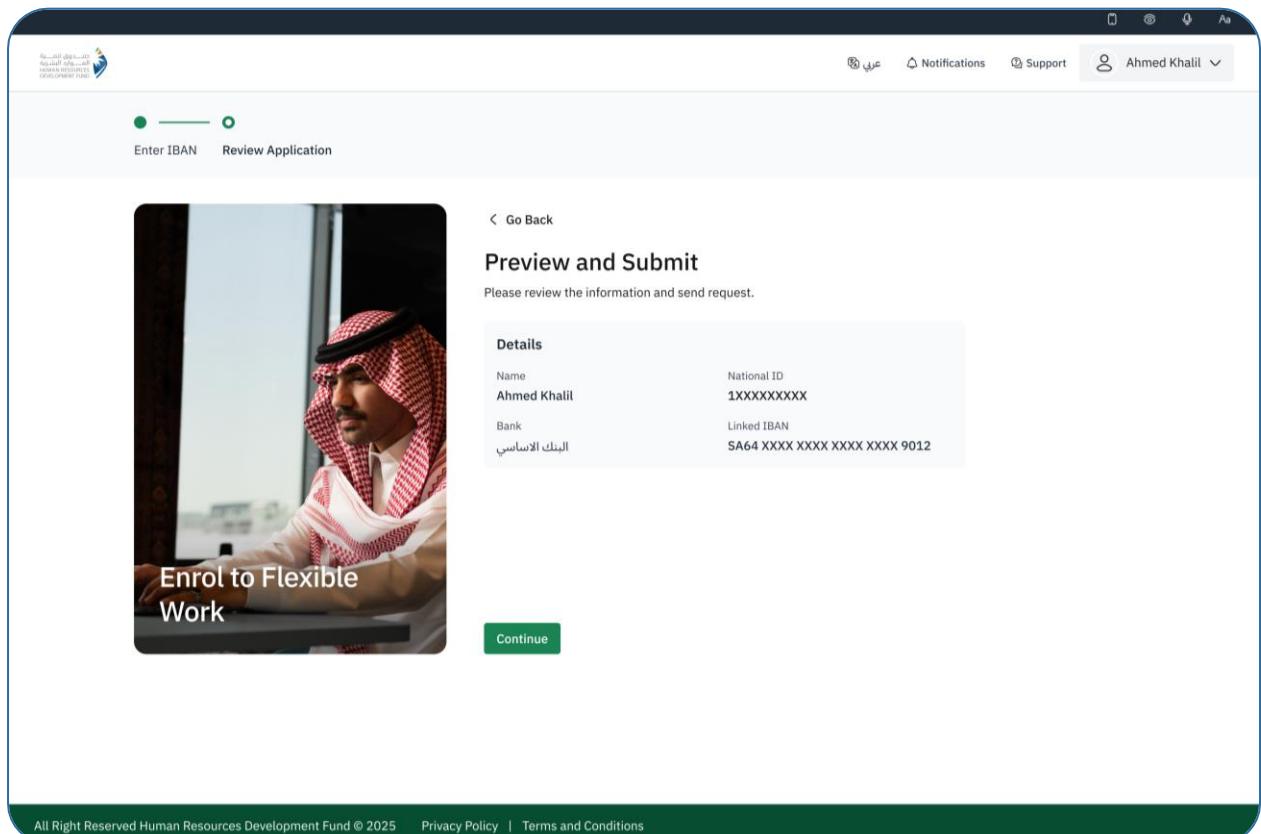
On the Freelance Support – General Track page (for Bahr Platform registrants), the user can review the Terms and Conditions and Privacy Policy by selecting “Terms and Conditions & Privacy Policy.” After reviewing, the user can begin registration by selecting “Start Registration.”

Applying for the Freelance Support Product – General Track



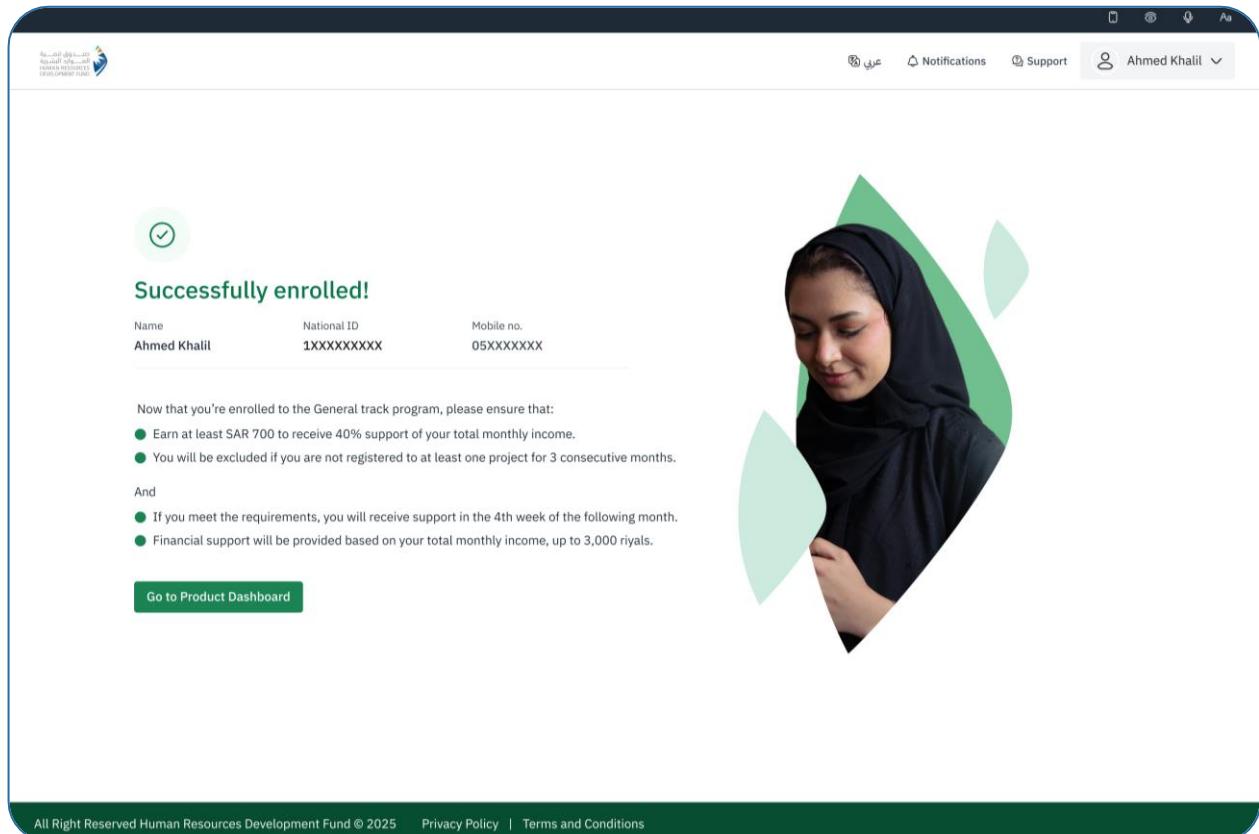
- After selecting “Start Registration,” the system redirects the user to the application registration page.
- On this page, the user enters their IBAN, which will be used to deposit the support payments.
- Once the IBAN is entered correctly, the user can select “Continue” to proceed.

Applying for the Freelance Support Product – General 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 – General Track



The screenshot shows a user profile for 'Ahmed Khalil' with a green checkmark icon and the message 'Successfully enrolled!'. It lists personal details: Name (Ahmed Khalil), National ID (1XXXXXXXXX), and Mobile no. (05XXXXXXXX). A note states: 'Now that you're enrolled to the General track program, please ensure that:'. It lists requirements: 'Earn at least SAR 700 to receive 40% support of your total monthly income.' and 'You will be excluded if you are not registered to at least one project for 3 consecutive months.' Below this, it says 'And' and lists: 'If you meet the requirements, you will receive support in the 4th week of the following month.' and 'Financial support will be provided based on your total monthly income, up to 3,000 riyals.' A green button 'Go to Product Dashboard' is visible. The bottom of the screen shows a dark bar with '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 General Track for Bahr Platform registrants.
- The user can proceed to the next step by selecting “Continue to Track Dashboard.”

Viewing Invoice

Viewing Invoices

General track

Notifications Support Ahmed Khalil

Dashboard Invoices Product Details

Hi Ahmed,

Here's your latest update on **General track** program.

Enrolled on **10 April 2024** General track

Active

Enrolment details

18,920 Total subsidies benefited

10 of 24 Months since enrolment

Enrolment over the last 10 months

0 24

● 4 months Order delivery

● 6 months General track

● 14 months Remaining

Maximum 24 months allowed across all freelance programs.

Withdraw View other freelance programs

Latest subsidy details

Pending payment February 2025

Total subsidy amount **3000.00**

Eligibility status	Eligible
Subsidy qualification	Qualified

Subsidy breakdown How subsidies are calculated?

Payment expected	25/04/2025
Income period	01/03/2025 - 31/03/2025
No. of Projects	3
Total income	7500.00
Subsidy support rate	40%
Subsidy amount	3000.00

Performance Data

Paid February 2025

Total subsidy amount **0.00**

Eligibility status	Eligible
Subsidy qualification	Not qualified

Subsidy breakdown

No payment February 2025

Total subsidy amount **0.00**

Eligibility status	Eligible
Subsidy qualification	Not qualified

(2 out of 5 days remaining to object)

Filter by

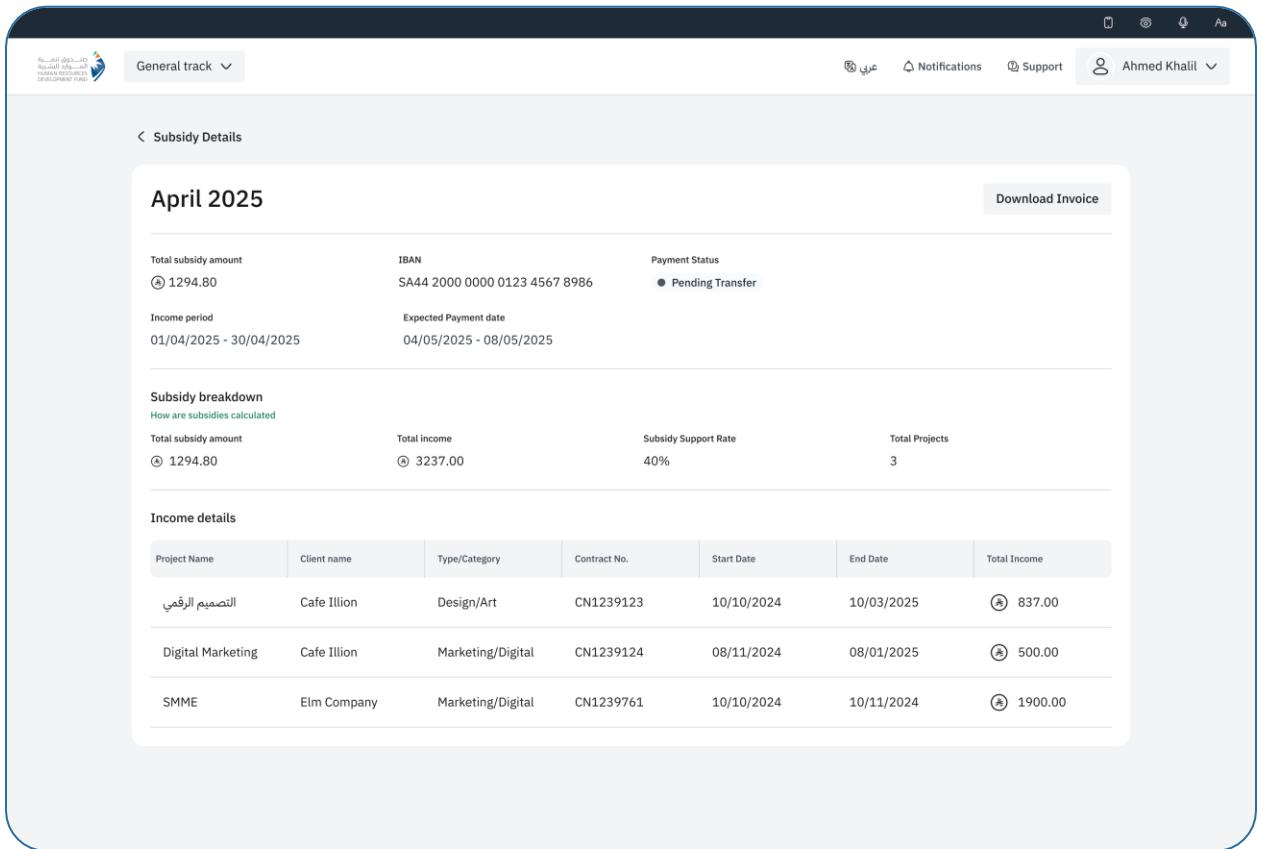
- On this page, the user can view the eligibility criteria for the product by selecting the “View Eligibility Criteria” option.

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



General track

Arabic (عربي) Notifications Support Ahmed Khalil

Subsidy Details

April 2025

Download Invoice

Total subsidy amount	IBAN	Payment Status
1294.80	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

Total subsidy amount	Total income	Subsidy Support Rate	Total Projects
1294.80	3237.00	40%	3

Income details

Project Name	Client name	Type/Category	Contract No.	Start Date	End Date	Total Income
التصميم الرقمي	Cafe Illion	Design/Art	CN1239123	10/10/2024	10/03/2025	837.00
Digital Marketing	Cafe Illion	Marketing/Digital	CN1239124	08/11/2024	08/01/2025	500.00
SMME	Elm Company	Marketing/Digital	CN1239761	10/10/2024	10/11/2024	1900.00

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

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