



User Manual

How to Register for Freelance Product (General Track)



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Introduction

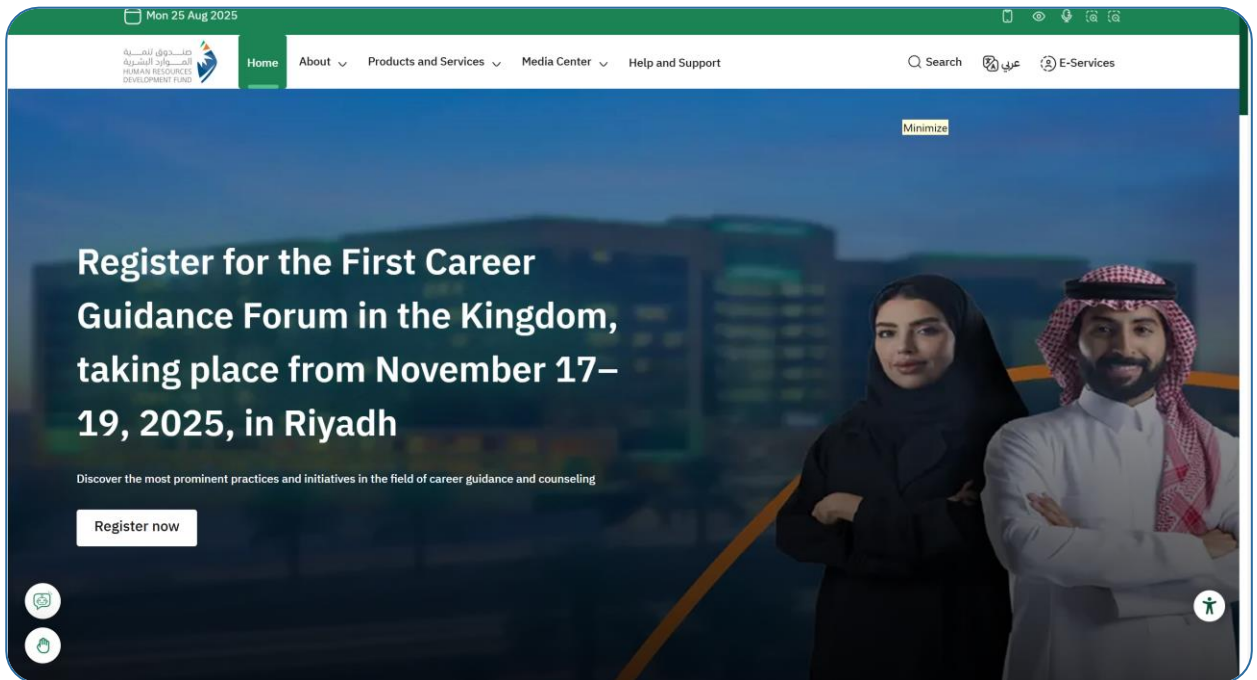
Introduction

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.



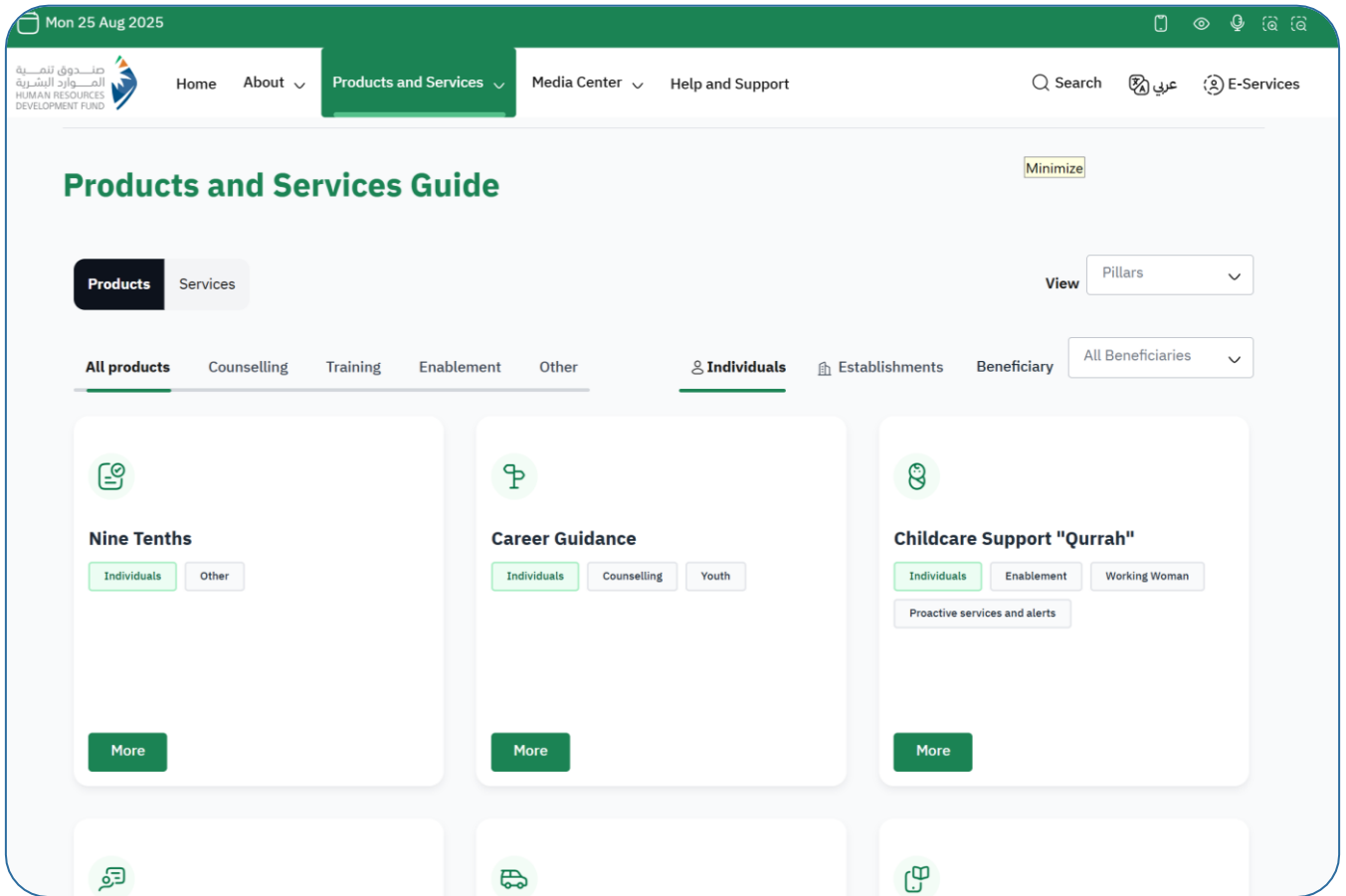
Registration on the Unified Platform of HRDF

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



- ✦ 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

نفاذ

Login via Nafath App

* ID number

Login →

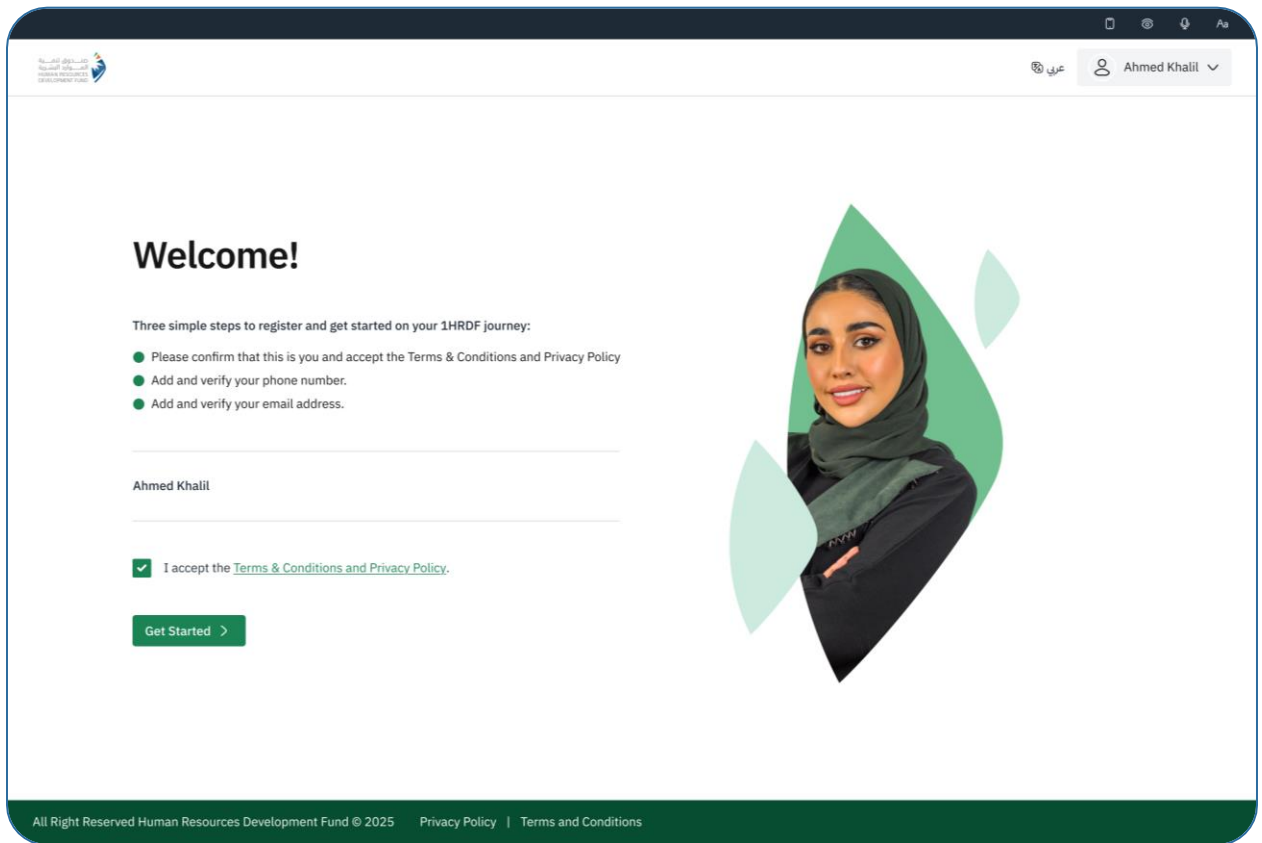
Download the app ⬇

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 – 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



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

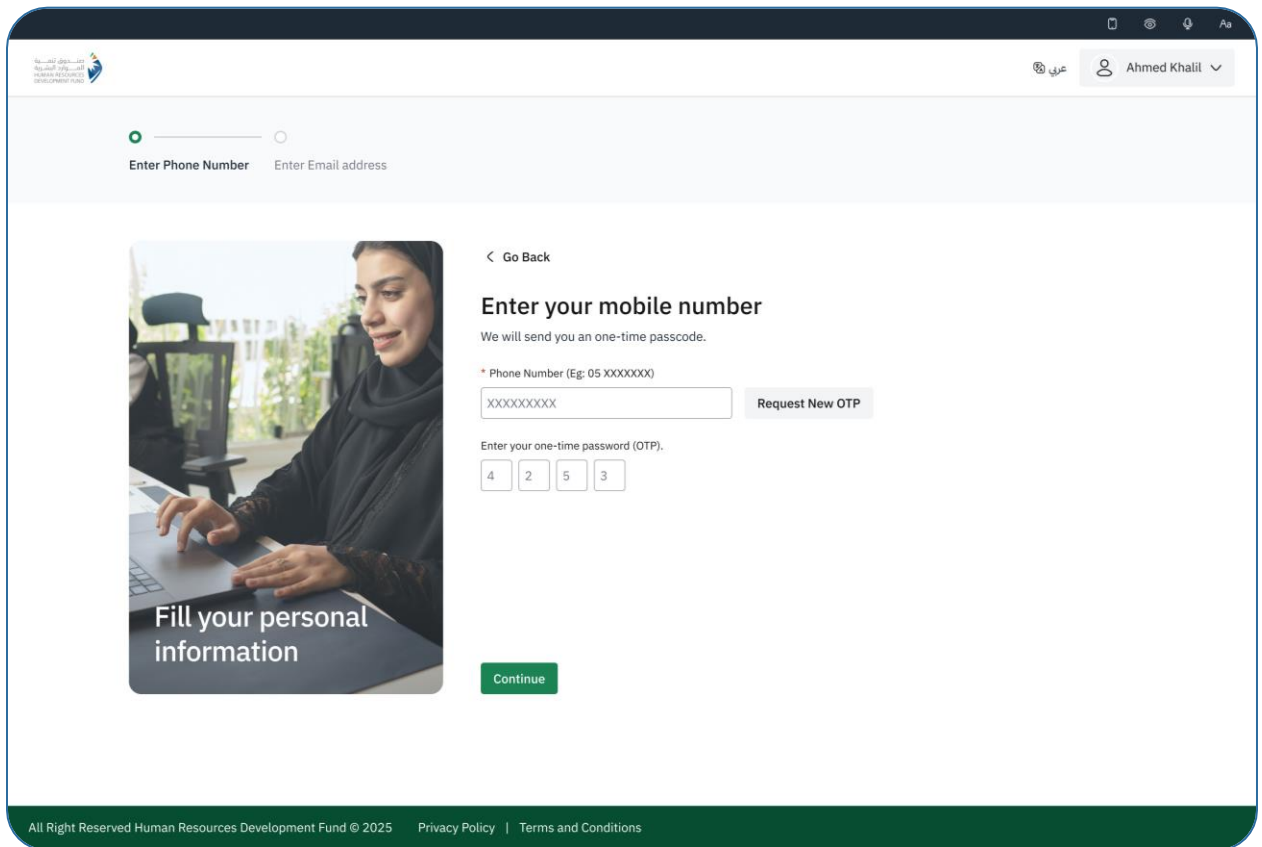
Continue

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

< 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

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

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 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

Enter Phone Number Enter Email address

< Go Back

Enter email address

We will send you an OTP. Please enter it below

* Email address

example@example.com Request New OTP

Enter your one-time password (OTP).

3 2 4 3

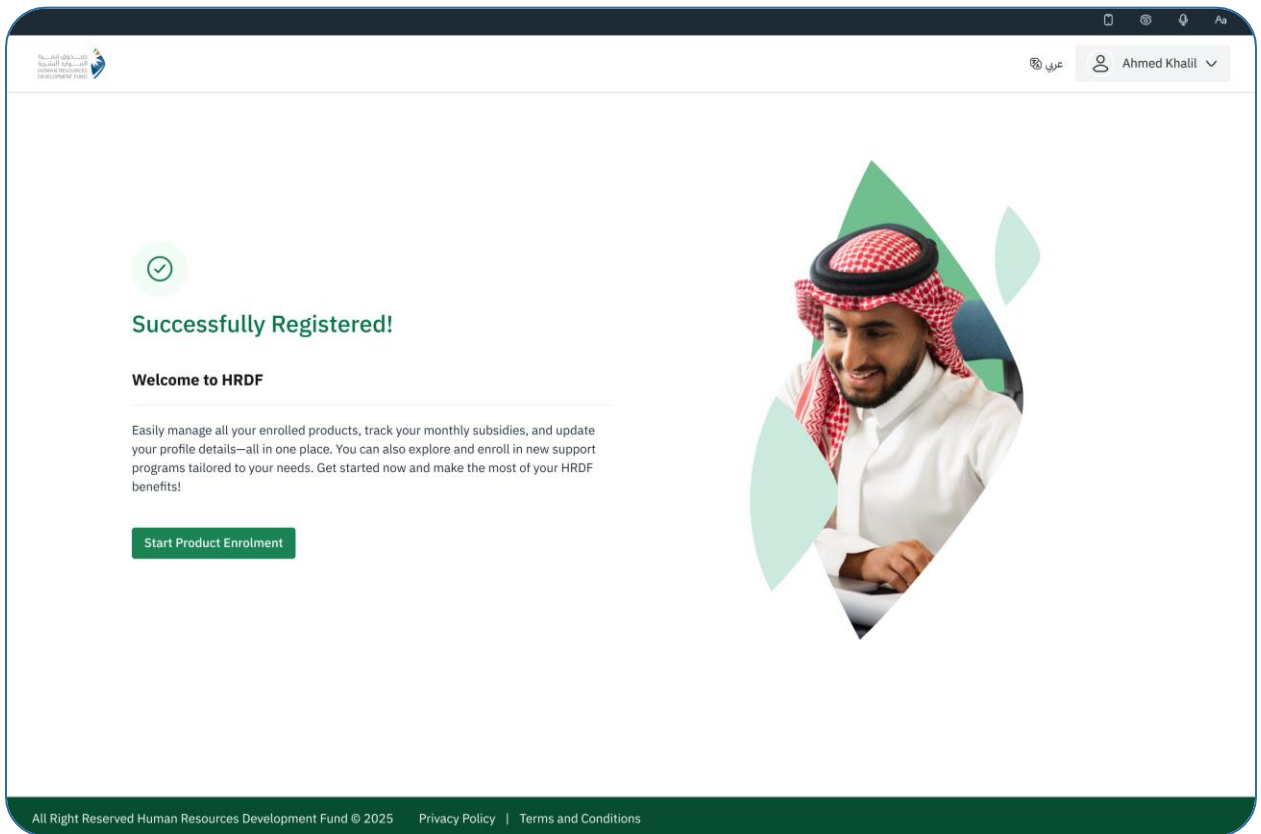
Continue

Fill your personal information

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

Registration on the Unified Platform of HRDF

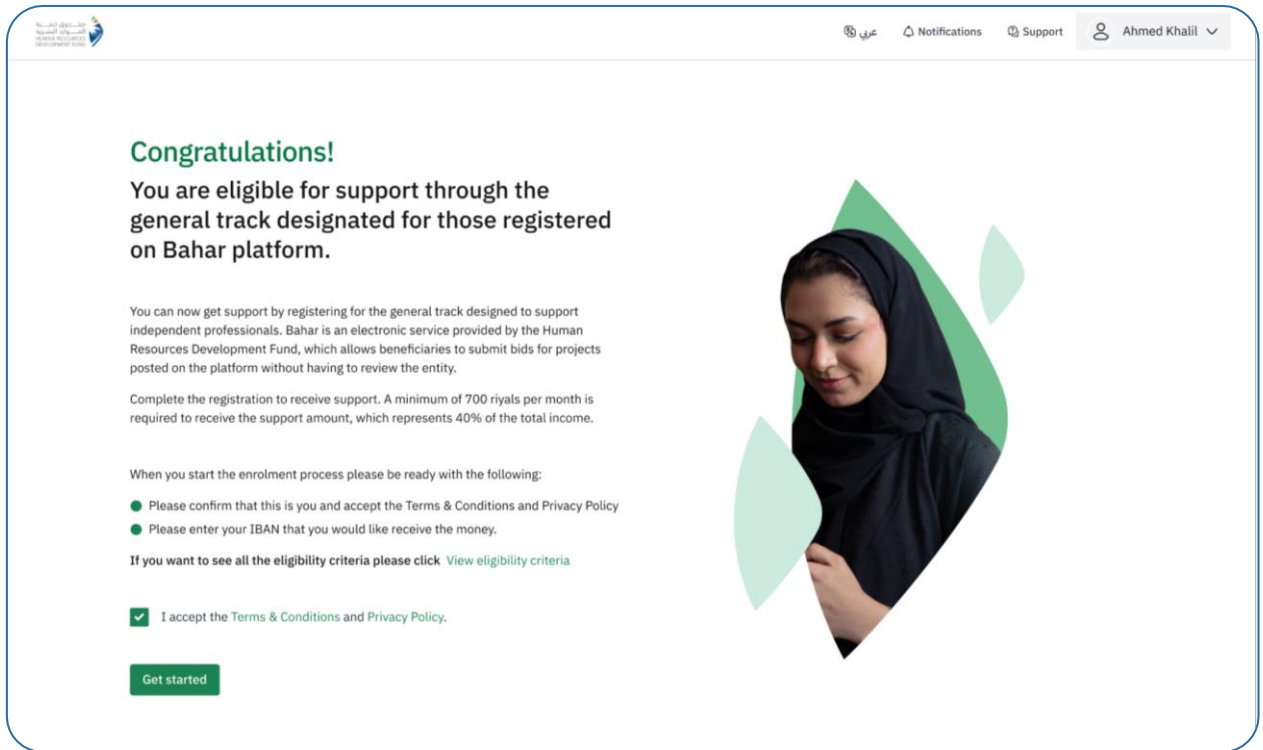


- ▶ The System Displays a screen confirming the successful completion of registration on the platform.
- ▶ Once the success message appears, the user can proceed to the product registration stage by selecting "Continue to Product Registration"



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

Enter IBAN Review Application

Enrol to Direct Transport

< Go Back

Enter your Personal IBAN

* IBAN

SA64 XXXX XXXX XXXX XXXX 9012

Bank Details

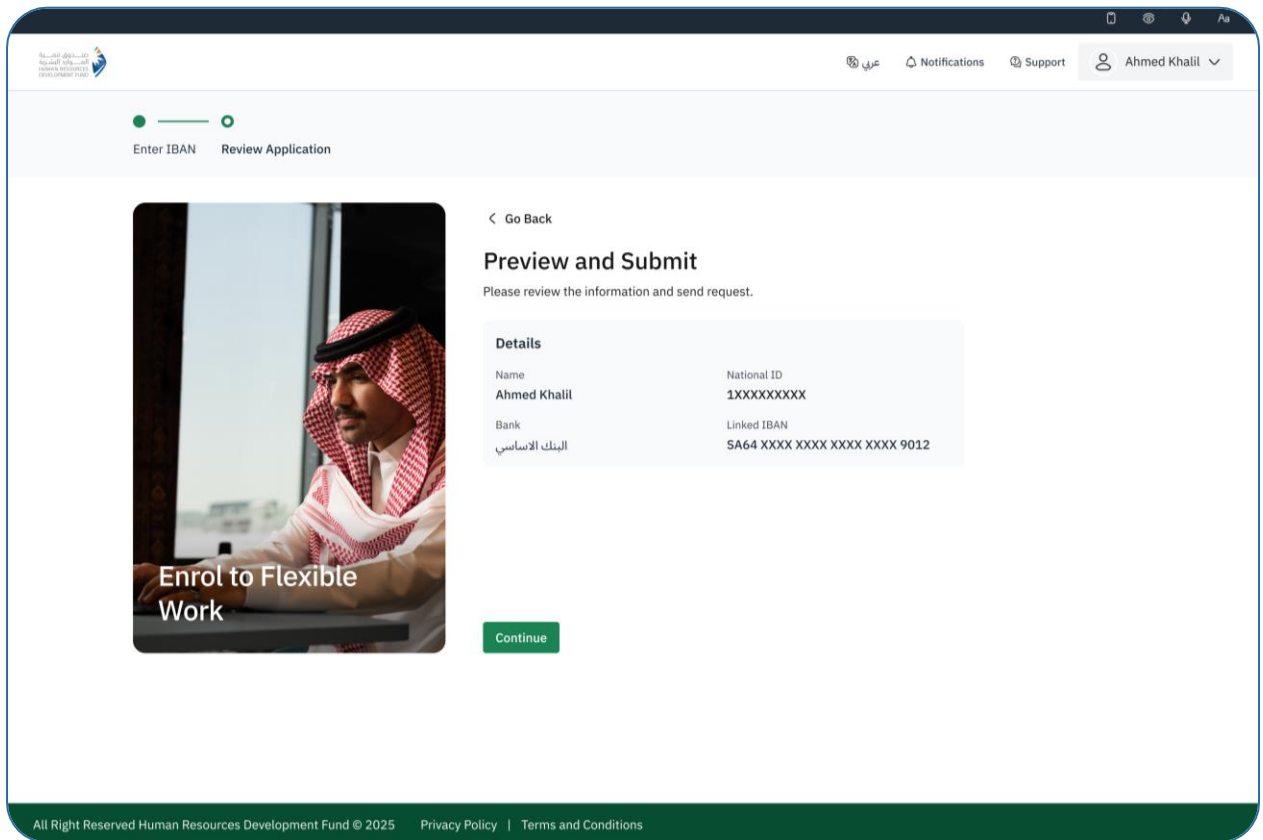
Name	Bank
Ahmed Khalil	Riyad Bank
IBAN	Status
SA64 XXXX XXXX XXXX XXXX 9012	Active

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 – General Track



The screenshot shows a web application interface for the Human Resources Development Fund. At the top, there is a navigation bar with the fund's logo, language selection (عربي), notifications, support, and a user profile dropdown for Ahmed Khalil. Below the navigation bar, a progress indicator shows two steps: 'Enter IBAN' (completed) and 'Review Application' (current step). The main content area is titled 'Preview and Submit' with a 'Go Back' link. It contains a preview of the user's information and a 'Continue' button. On the left, there is a video thumbnail with the text 'Enrol to Flexible Work'.

Preview and Submit
Please review the information and send request.

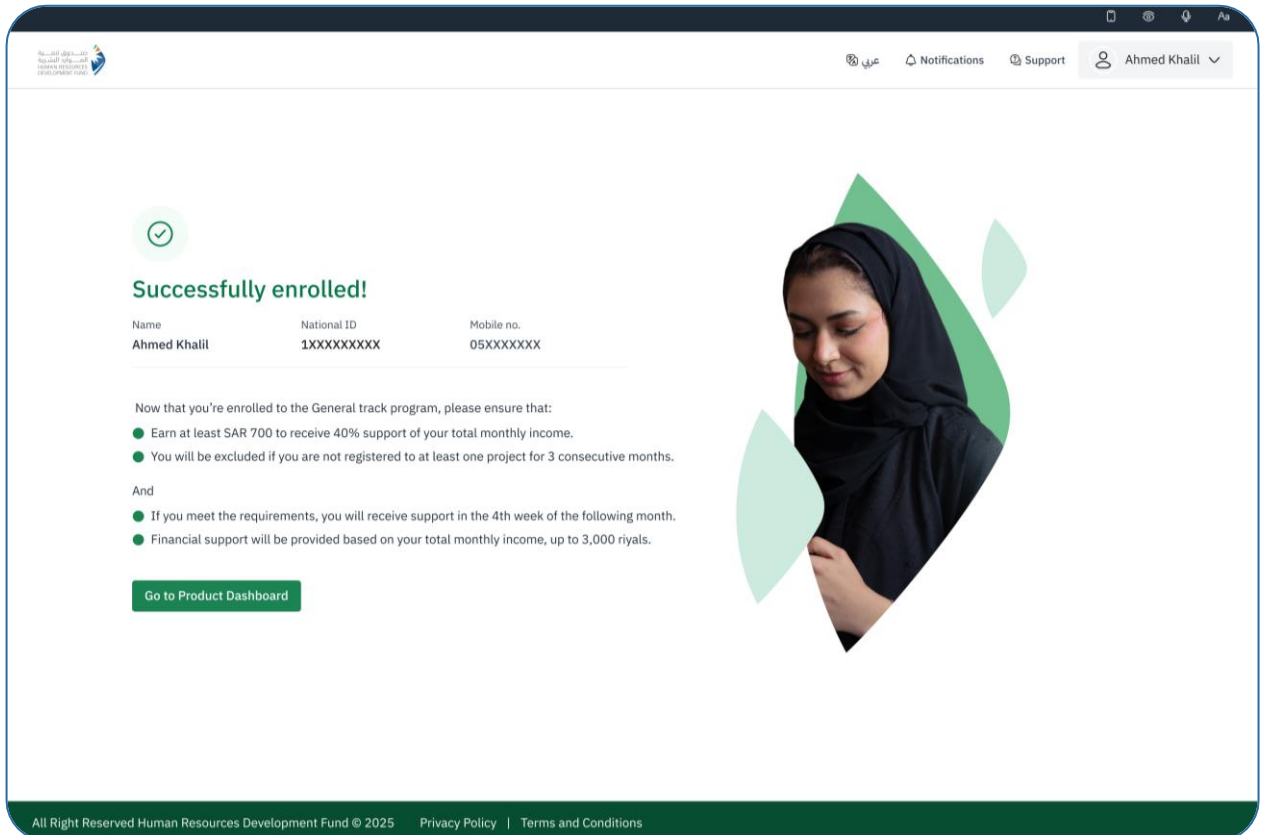
Details	
Name	National ID
Ahmed Khalil	1XXXXXXXXXX
Bank	Linked IBAN
البنك الأساسي	SA64 XXXX XXXX XXXX XXXX 9012

[Continue](#)

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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 – General Track

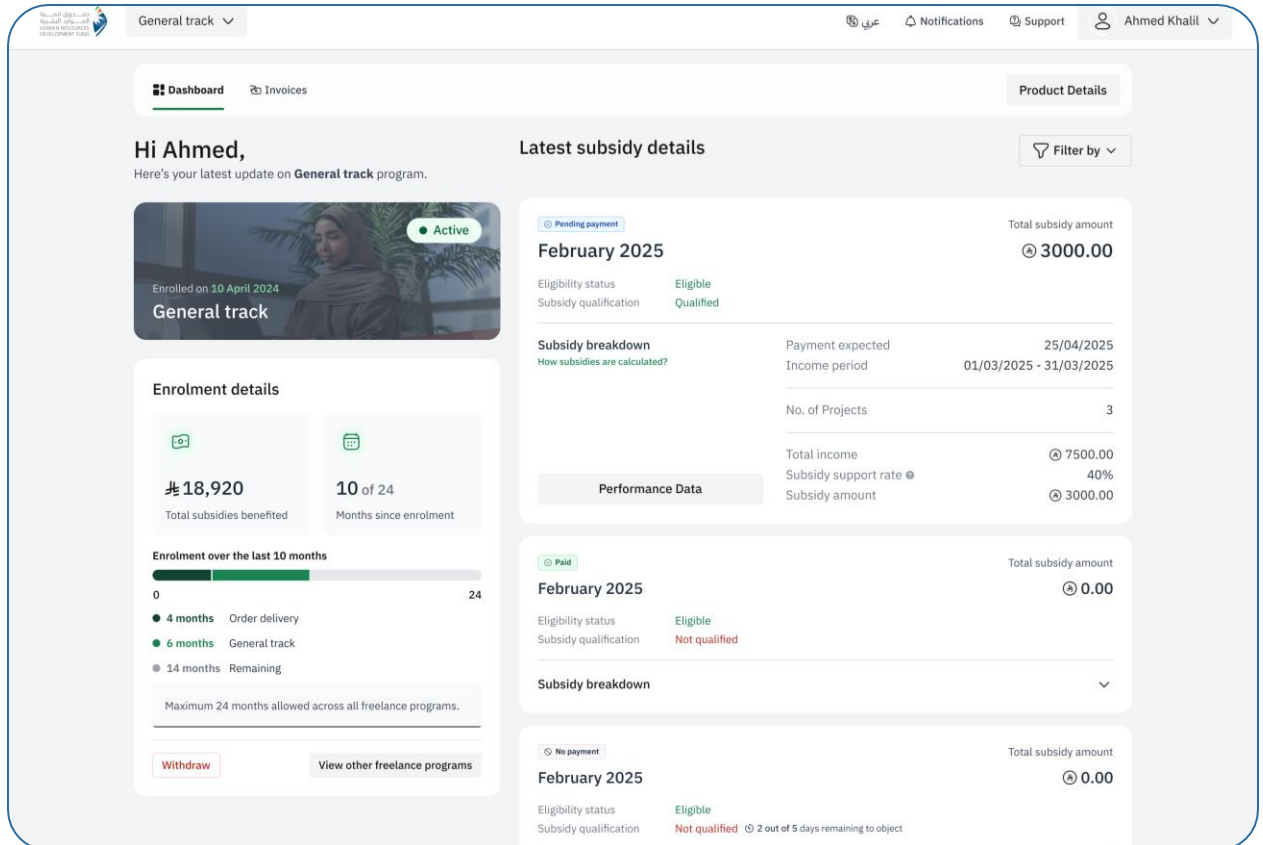


- After selecting “Continue,” the system displays a confirmation message indicating successful registration in the General Track for Bahr Platform registrants.
- The user can proceed to the next step by selecting “Continue to Track Dashboard.”



Viewing Invoice

Viewing Invoices



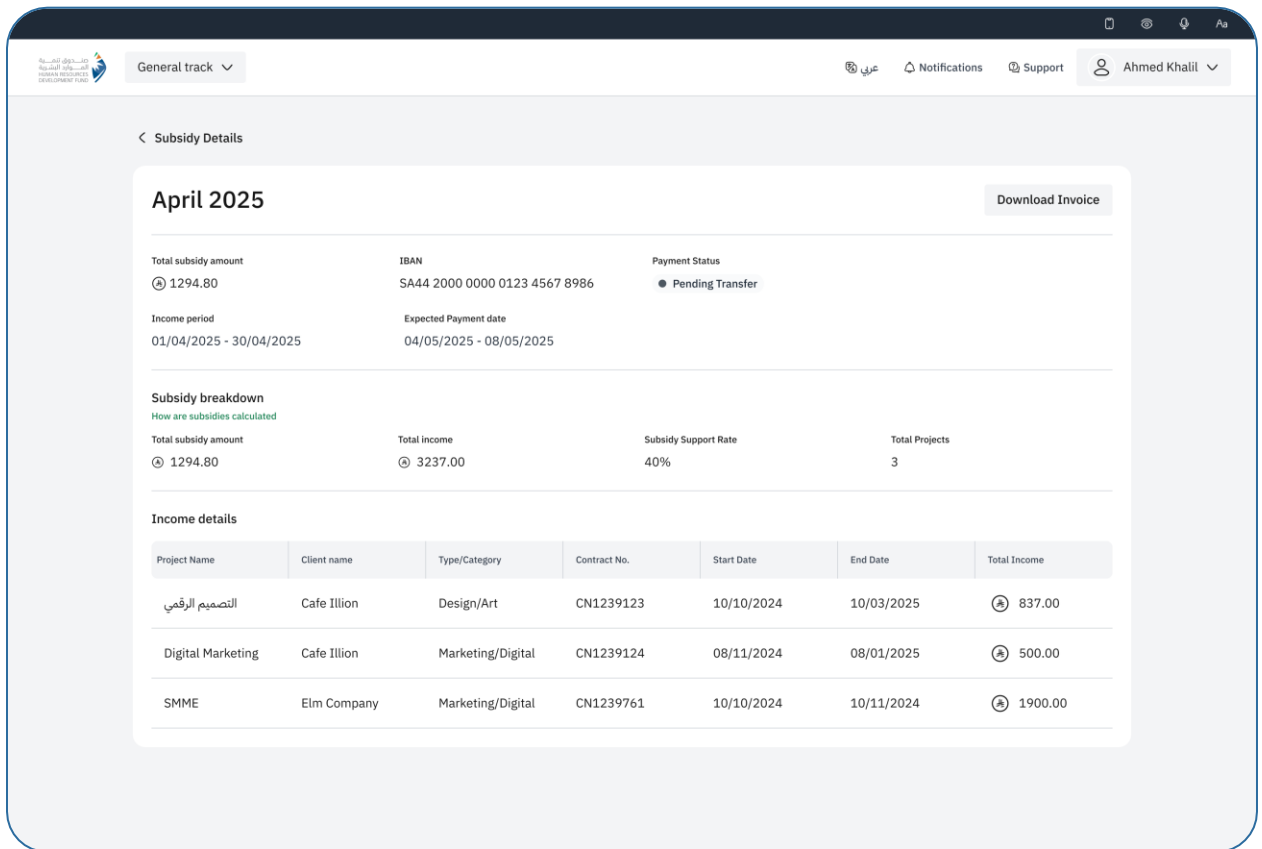
- On this page, the user can view the eligibility criteria for the product by selecting the “View Eligibility Criteria” option.

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



Subsidy Details

April 2025 [Download Invoice](#)

Total subsidy amount Ⓐ 1294.80	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

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