صنـــدوق تنمـــية
المـــوارد البشـرية
HUMAN RESOURCES
DEVELOPMENT FUND

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.

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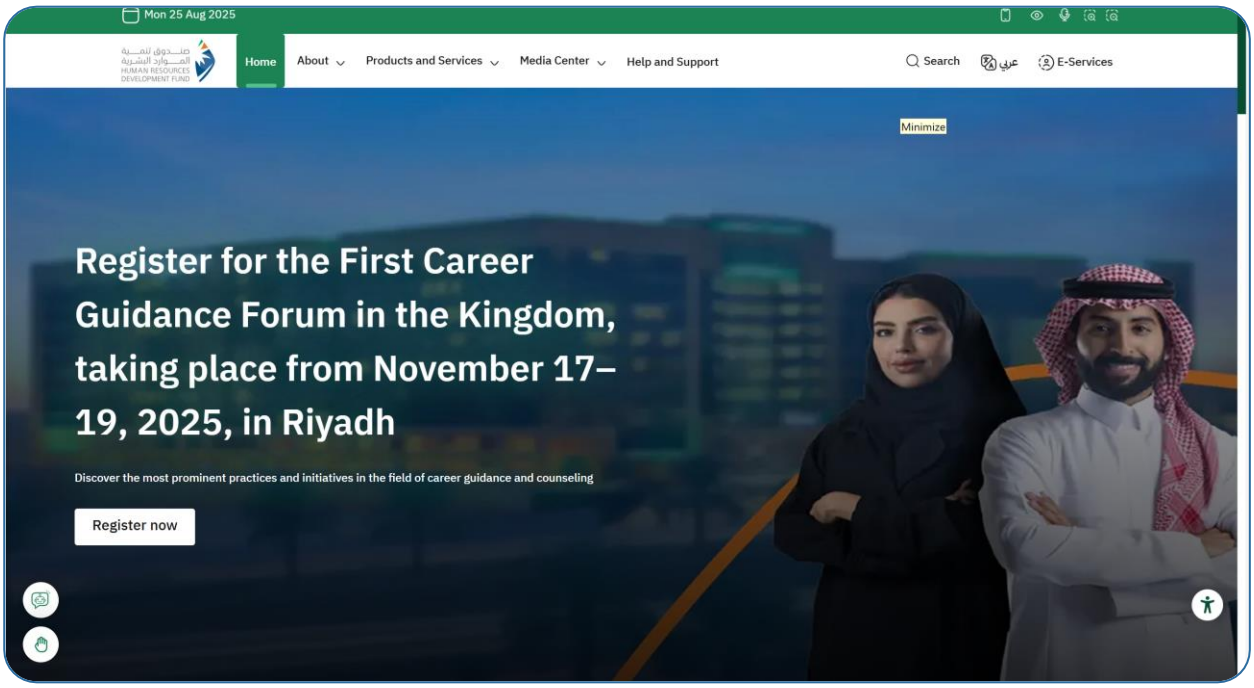
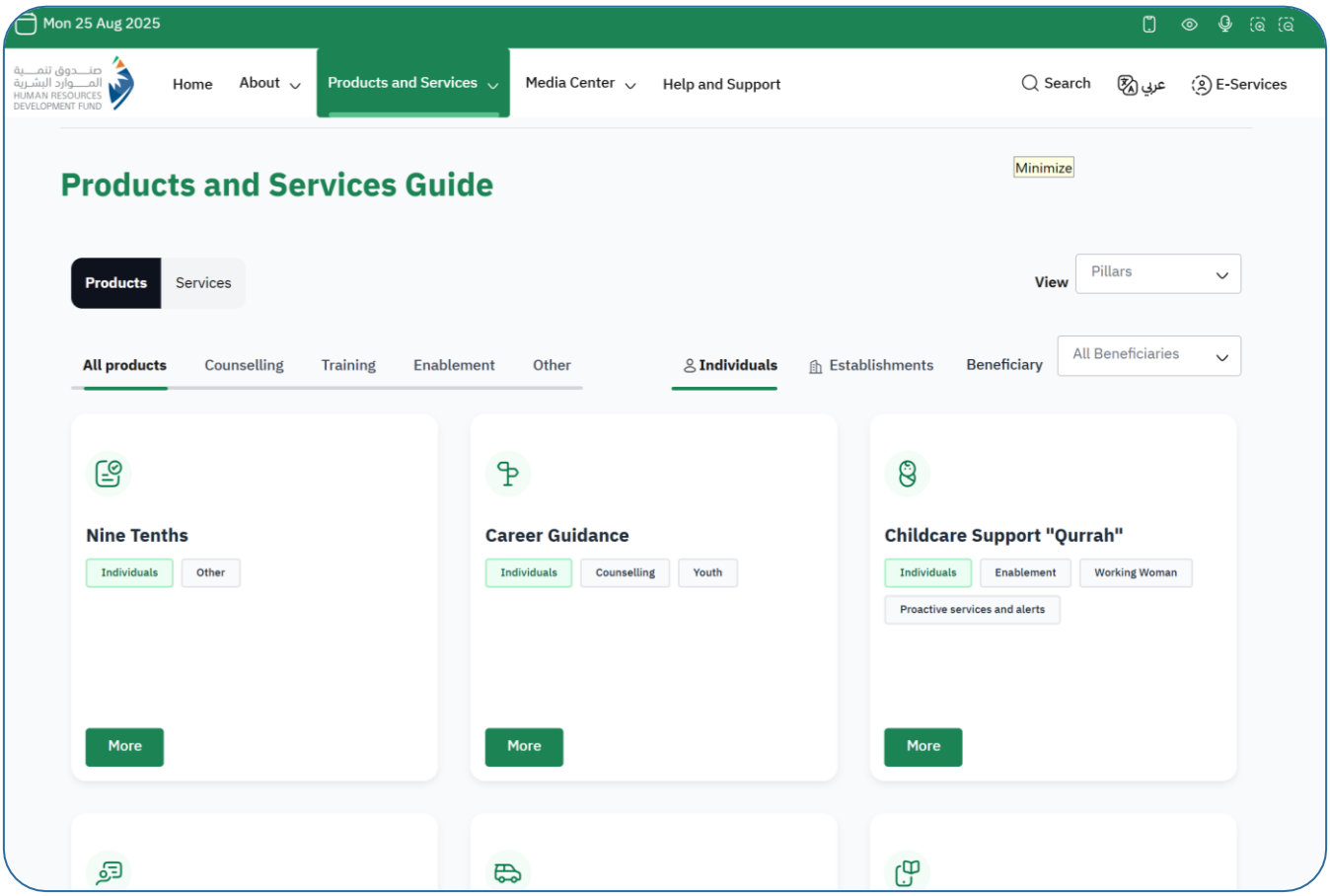
Registration on the Unified Platform of HRDF

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

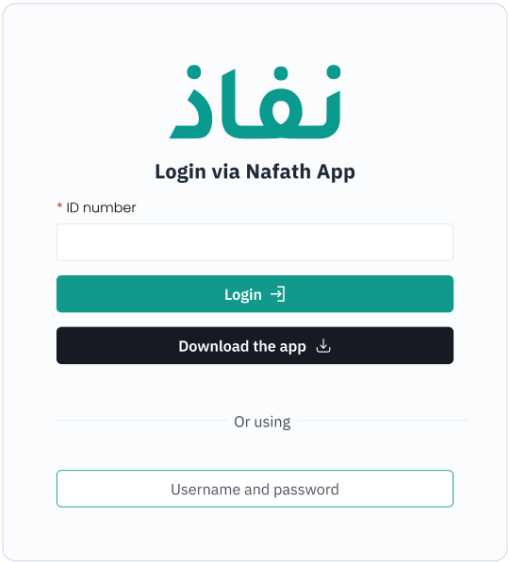


- In the 'Products and Services Guide', a full list of HRDF services will be displayed to the user.

- The user can search for "Freelance Support Product – General Track (Bahr Platform registrants)". And then select "Details" to view the product information and application procedures.

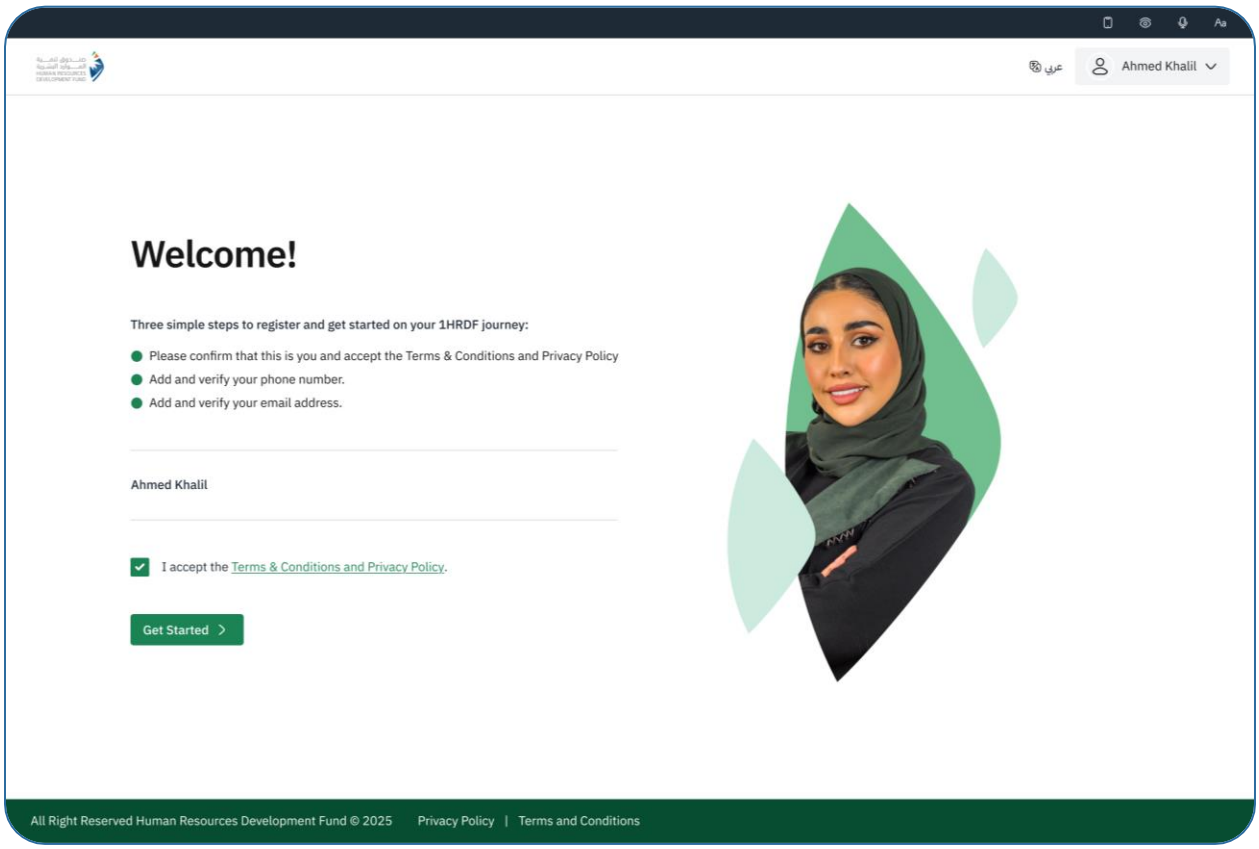
- To proceed with registration in the Bahr Track, select "Access the Service" option available on the track page.

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.

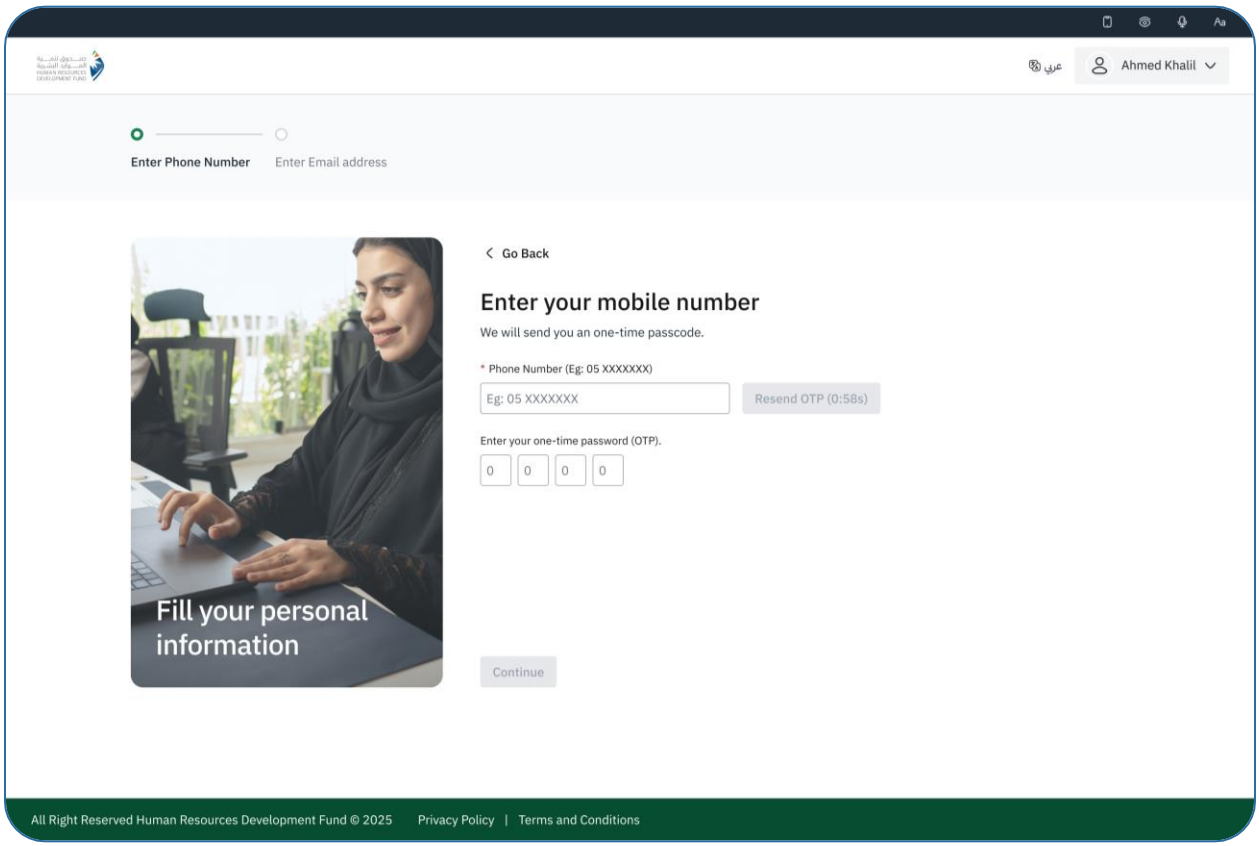
Registration on the Unified Platform of HRDF



- 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.

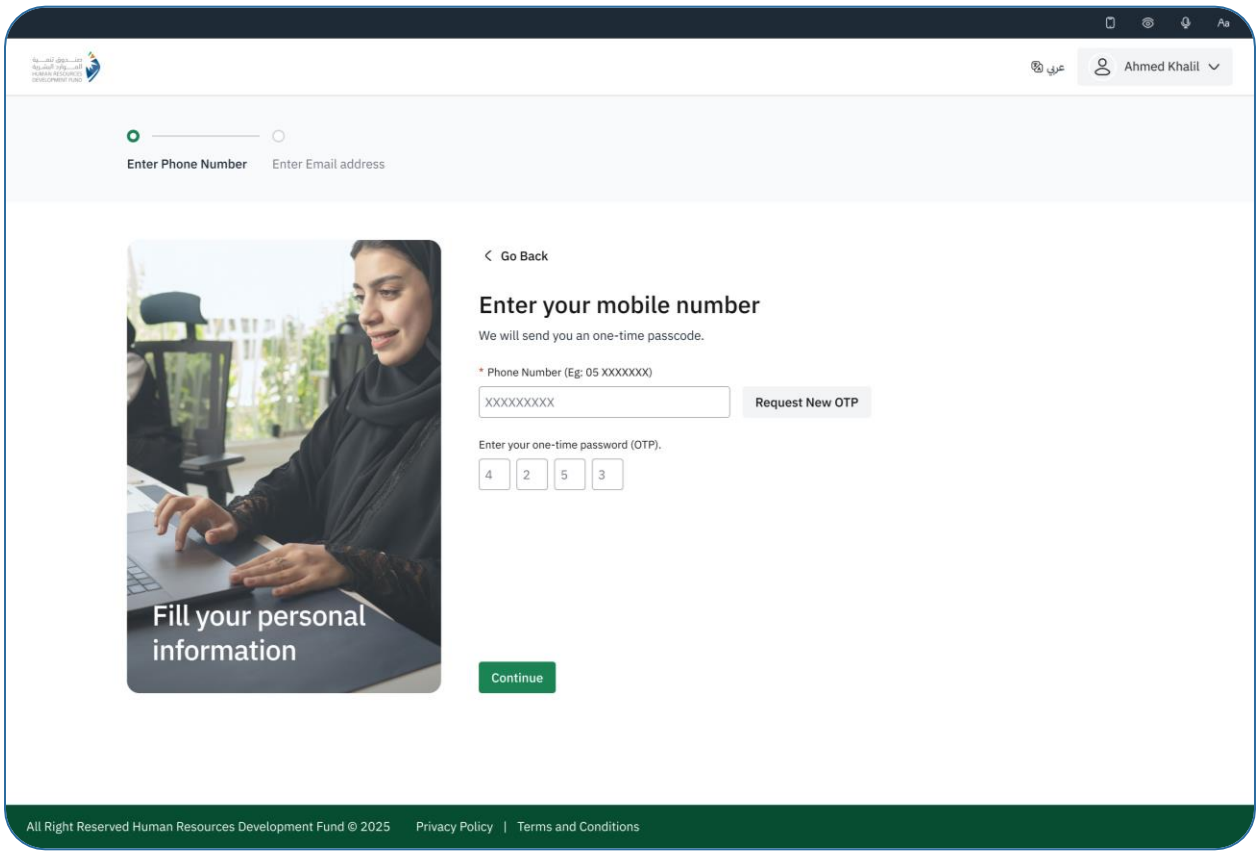
- The user must review and agree to the Terms and Conditions and the Privacy Policy, then select “Start” to proceed to the next steps and begin entering the required information.

Registration on the Unified Platform of HRDF



- 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.

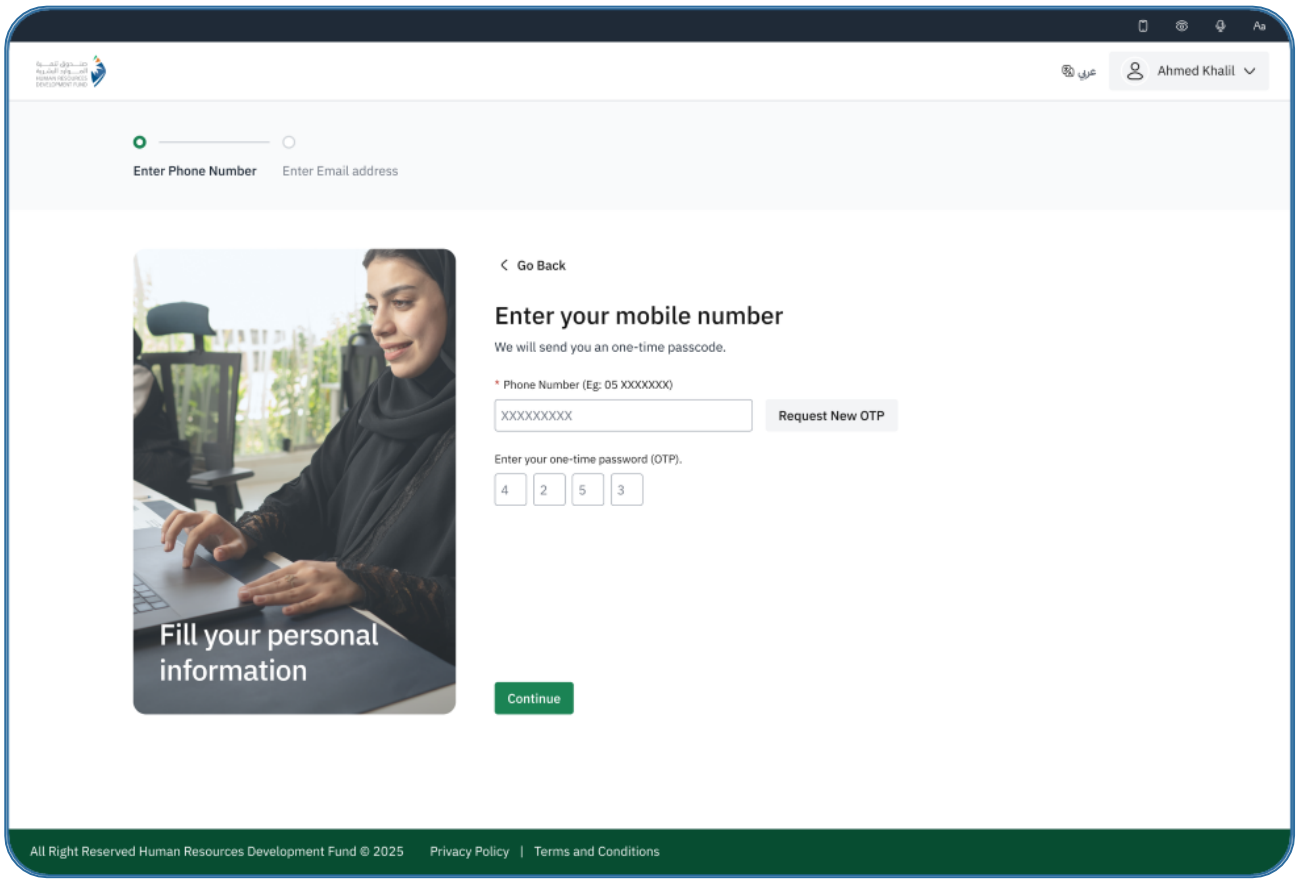
Registration on the Unified Platform of HRDF



- The system sends a One-Time Password (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.

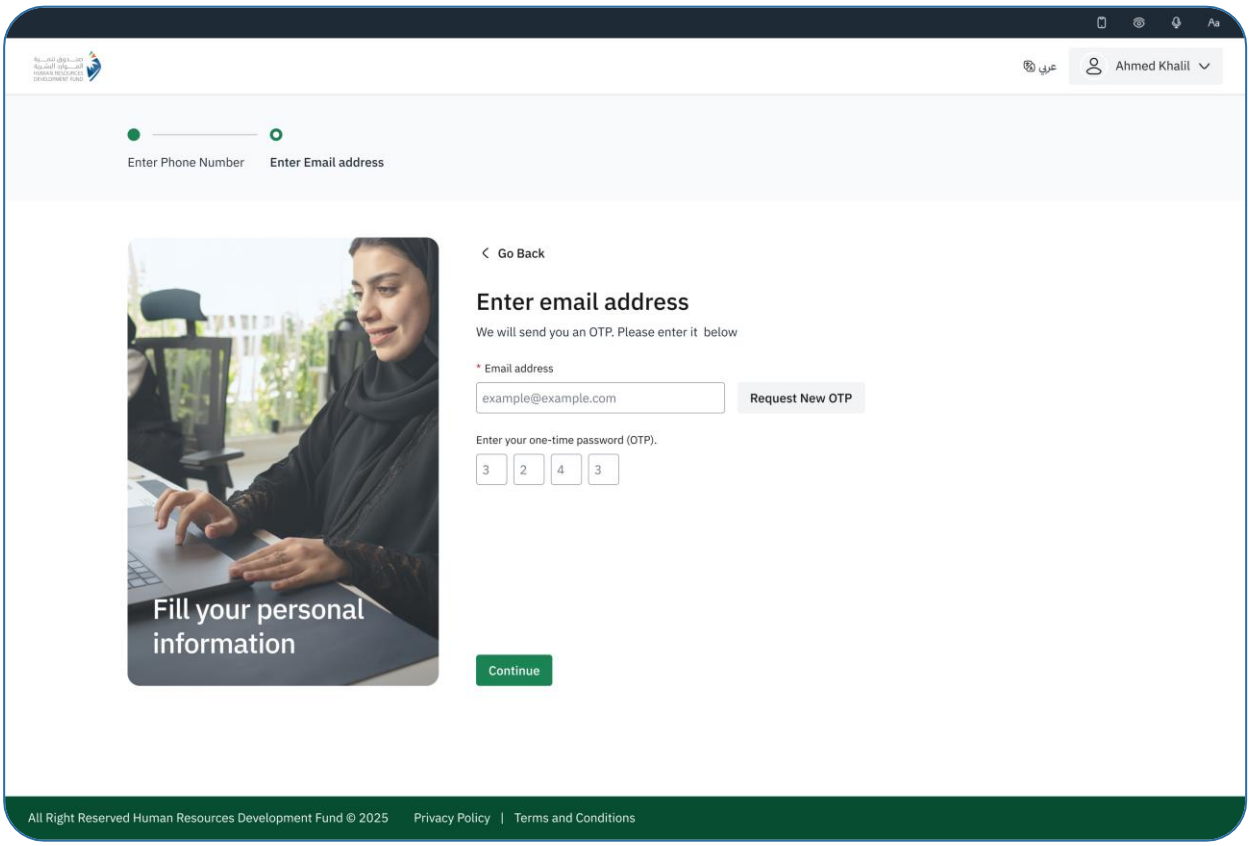
Registration on the Unified Platform of HRDF



- The system then display the email verification page.

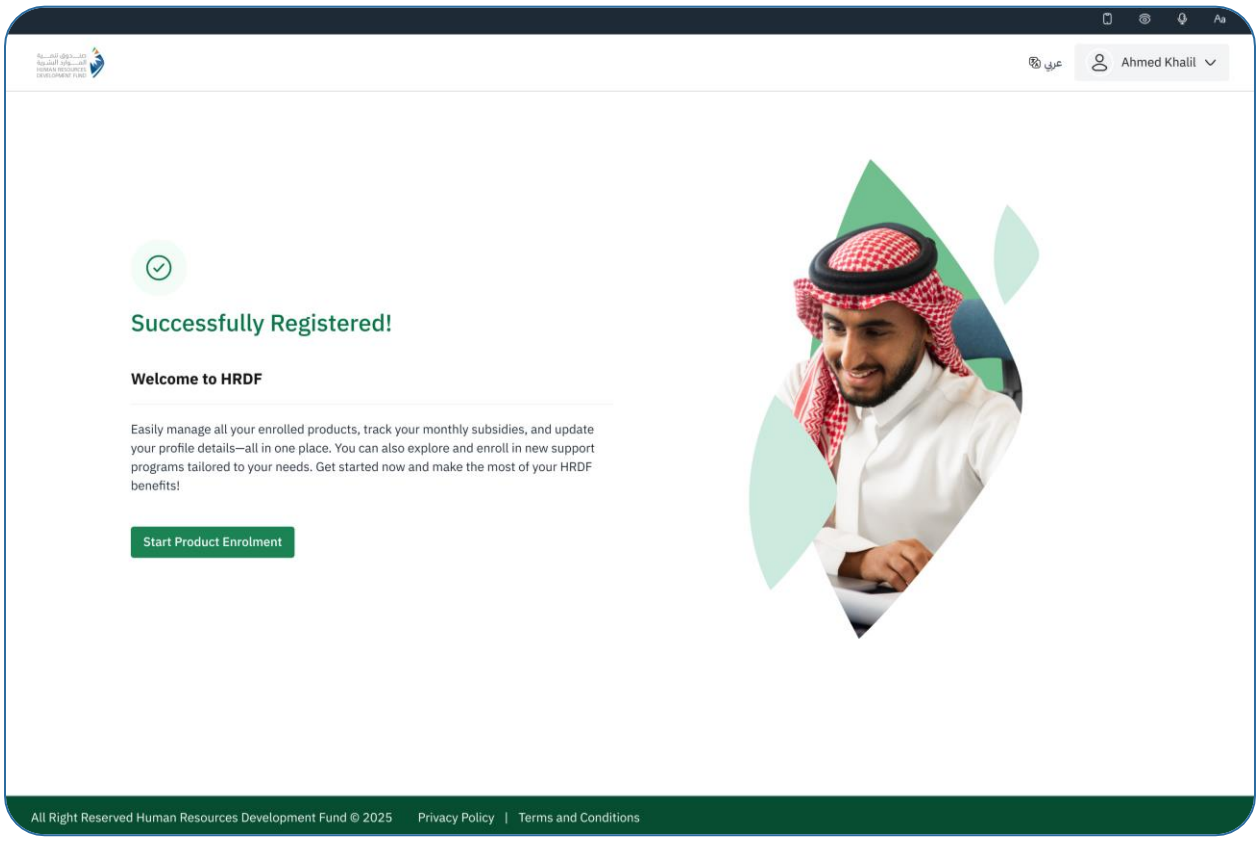
- The user enters their email address along with One-Time Password (OPT) sent to that email.

Registration on the Unified Platform of HRDF



- 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”

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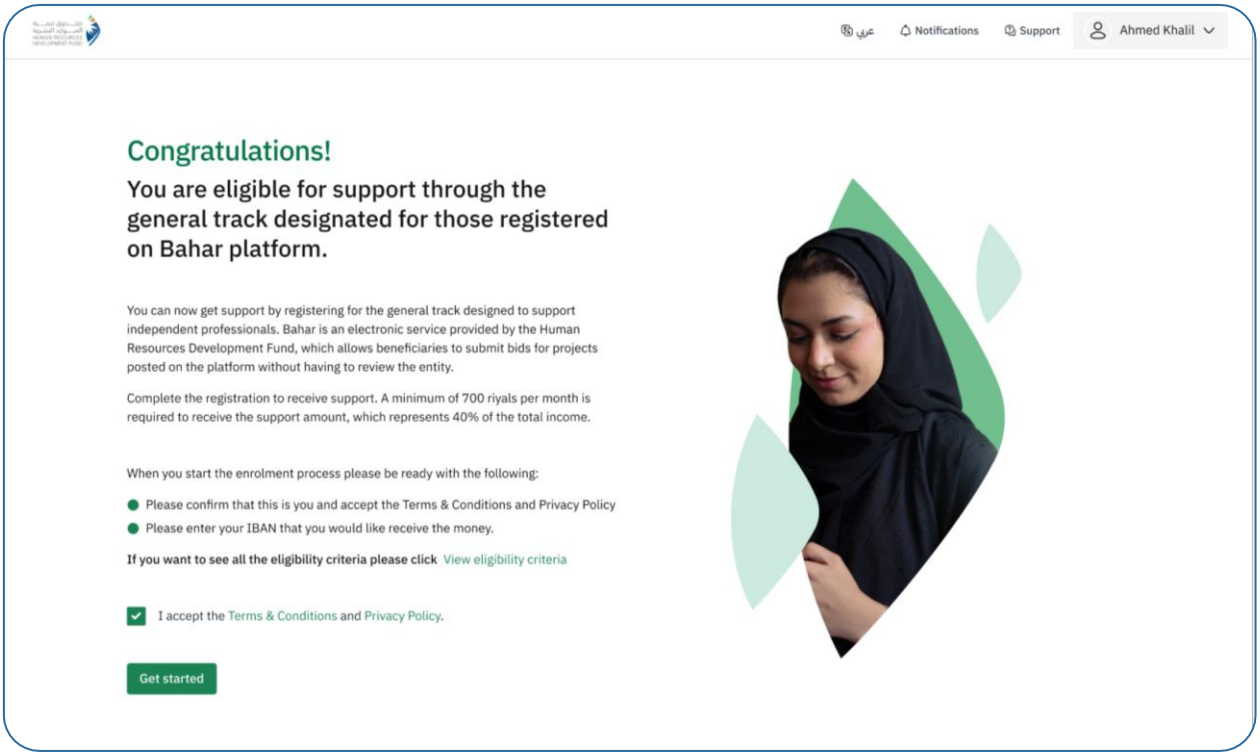
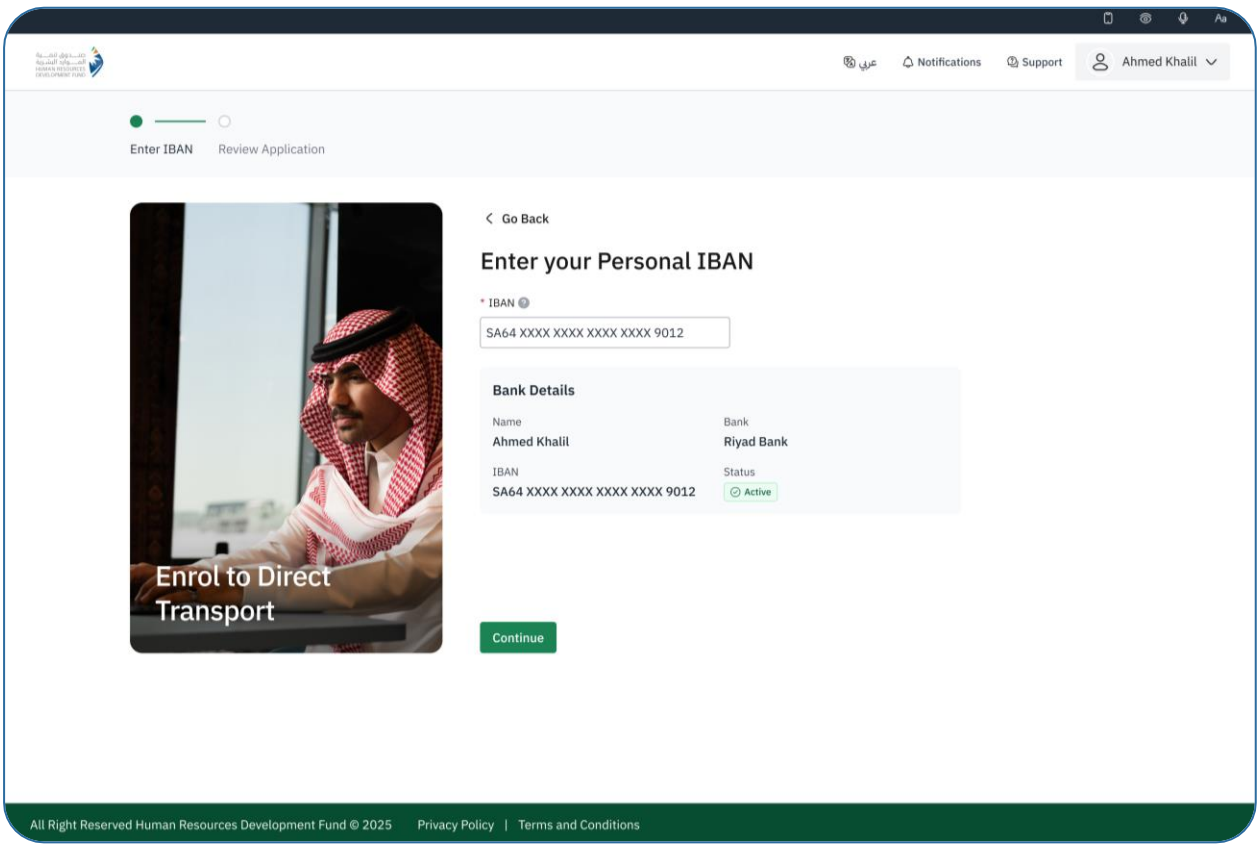
Applying for the Freelance Support Product – General Track (For Bahr Platform Registrants)

Applying for the Freelance Support Product – General Track



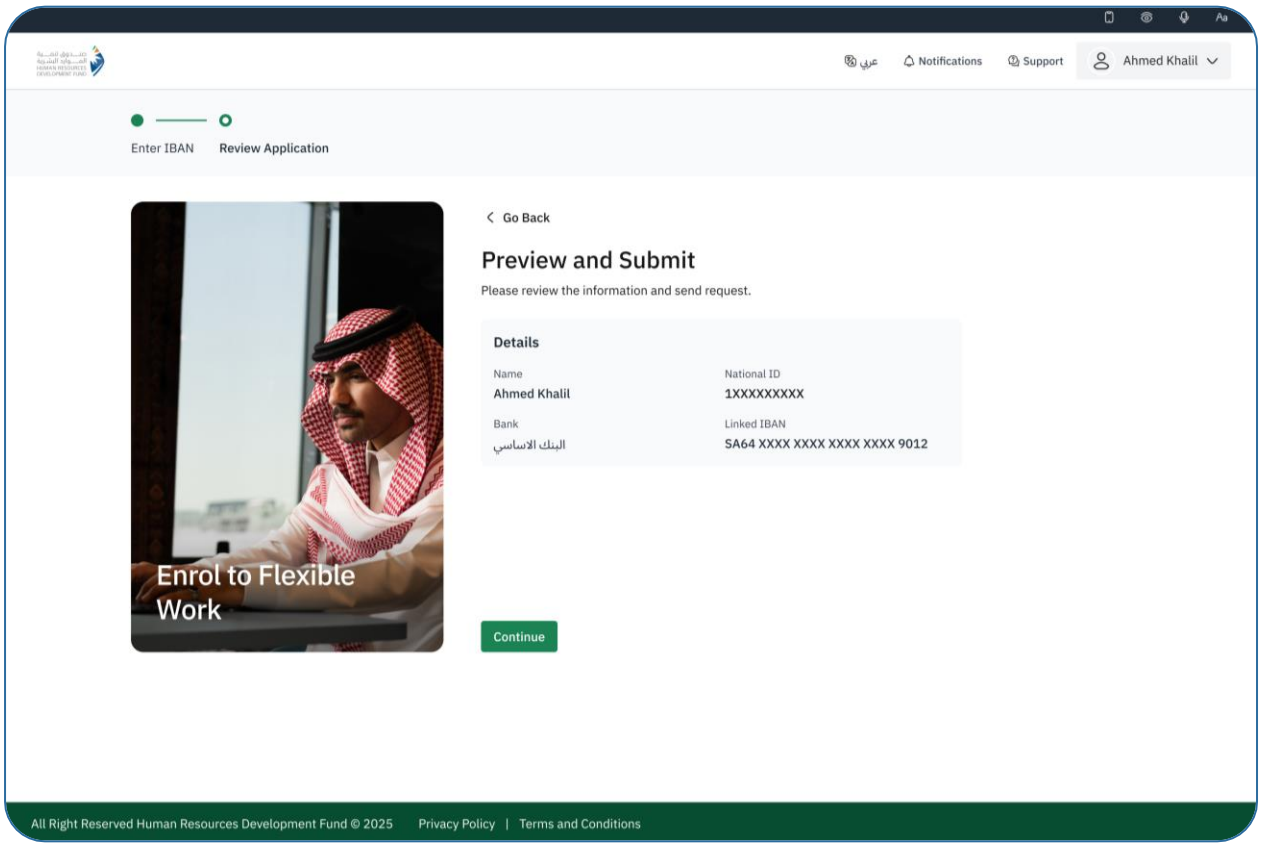
On the Freelance Support – General Track page (for Bahr Platform registrants), the user can review the Terms and Conditions and Privacy Policy by selecting “Terms and Conditions & Privacy Policy.” After reviewing, the user can begin registration by selecting “Start Registration.”

Applying for the Freelance Support Product – General Track



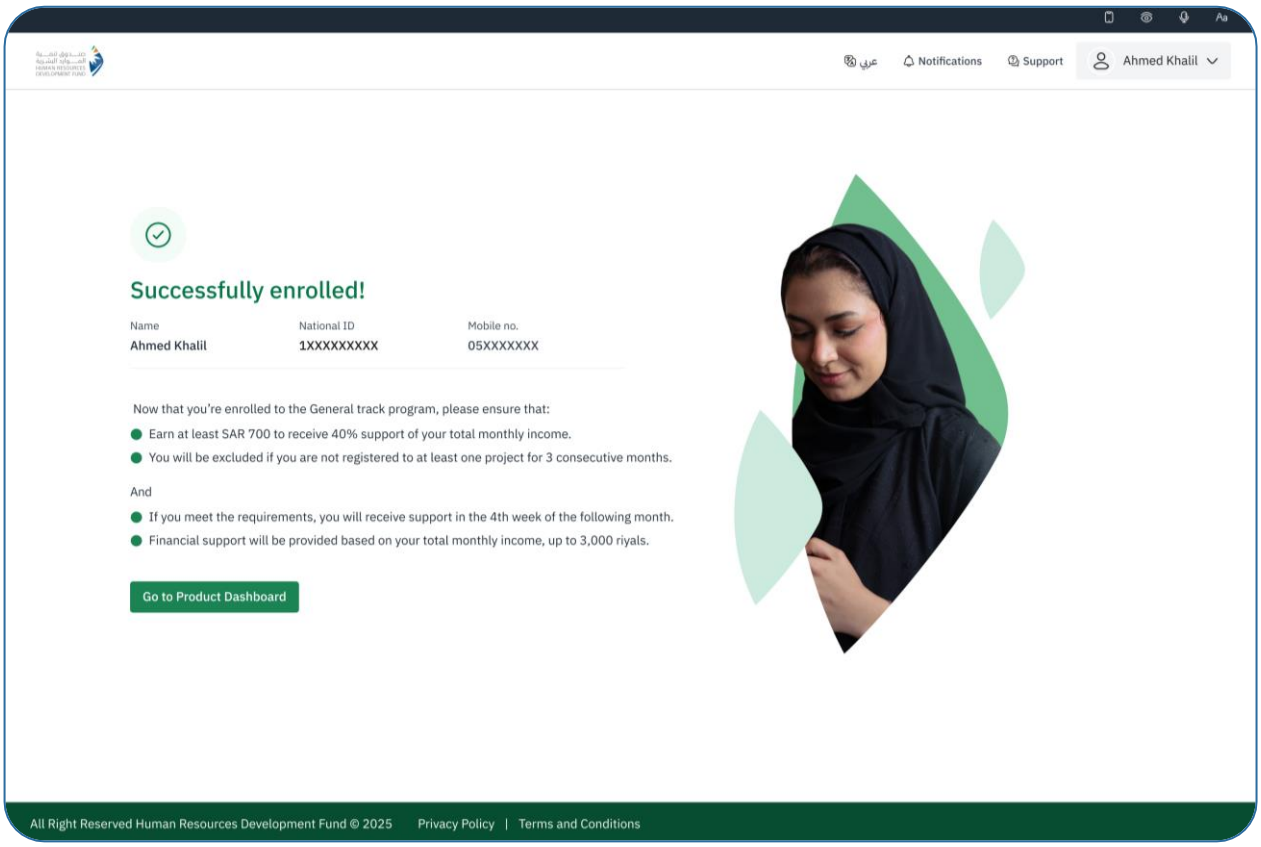
- After selecting “Start Registration,” the system redirects the user to the application registration page.
- On this page, the user enters their IBAN, which will be used to deposit the support payments.
- Once the IBAN is entered correctly, the user can select “Continue” to proceed.

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



- 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.”

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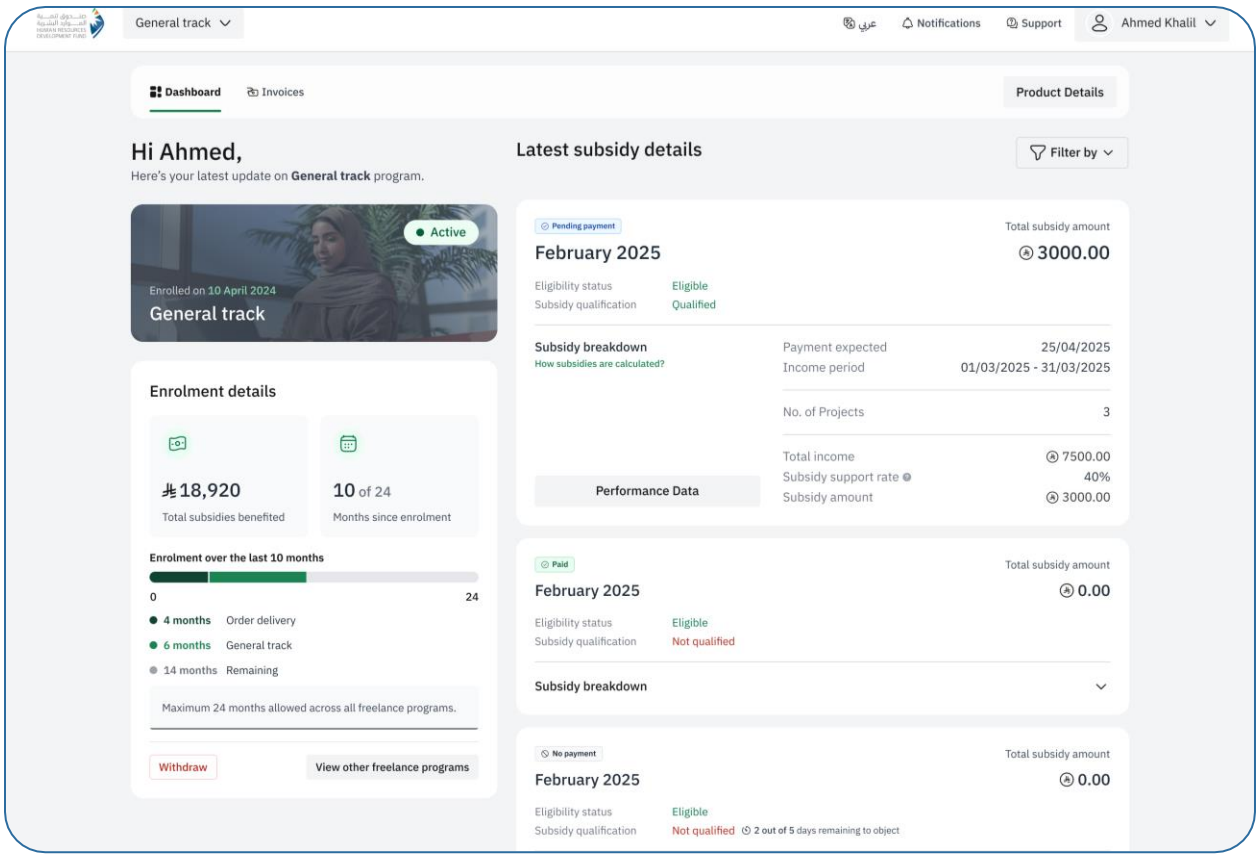
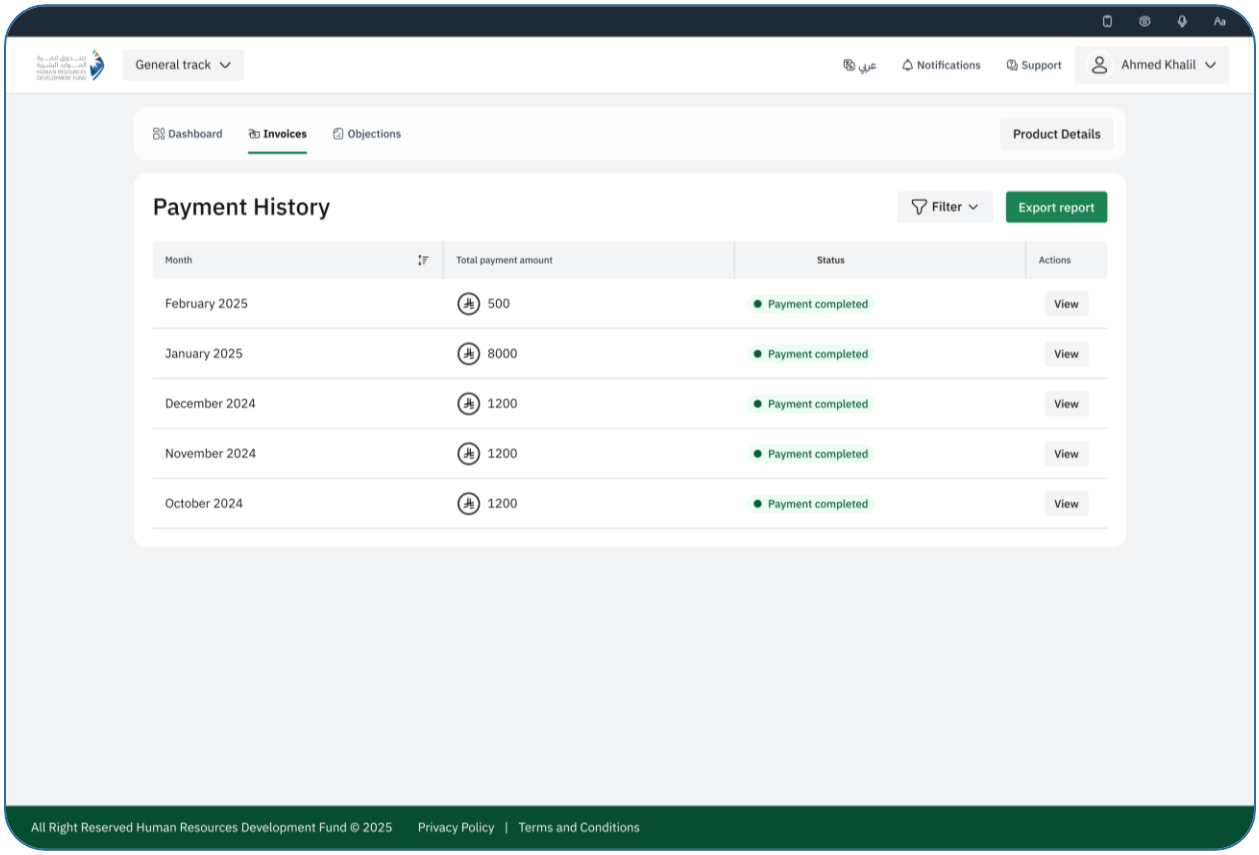
Viewing Invoice

Viewing Invoices



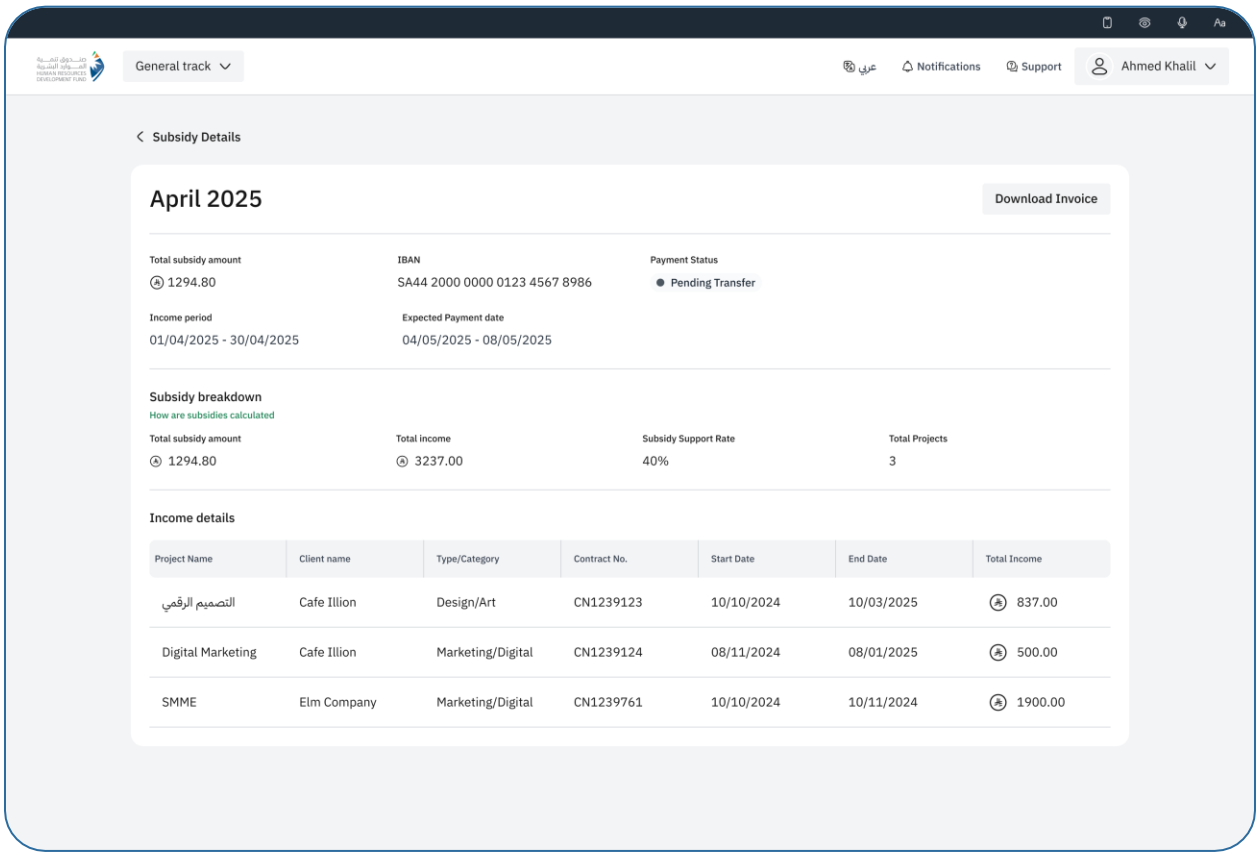
- On this page, the user can view the eligibility criteria for the product by selecting the “View Eligibility Criteria” option.

Viewing Invoices



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

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