



هيئة الاتصالات والفضاء والتقنية  
Communications, Space &  
Technology Commission

# User Guide for Delegation Service on The Comprehensive Electronic Licensing System

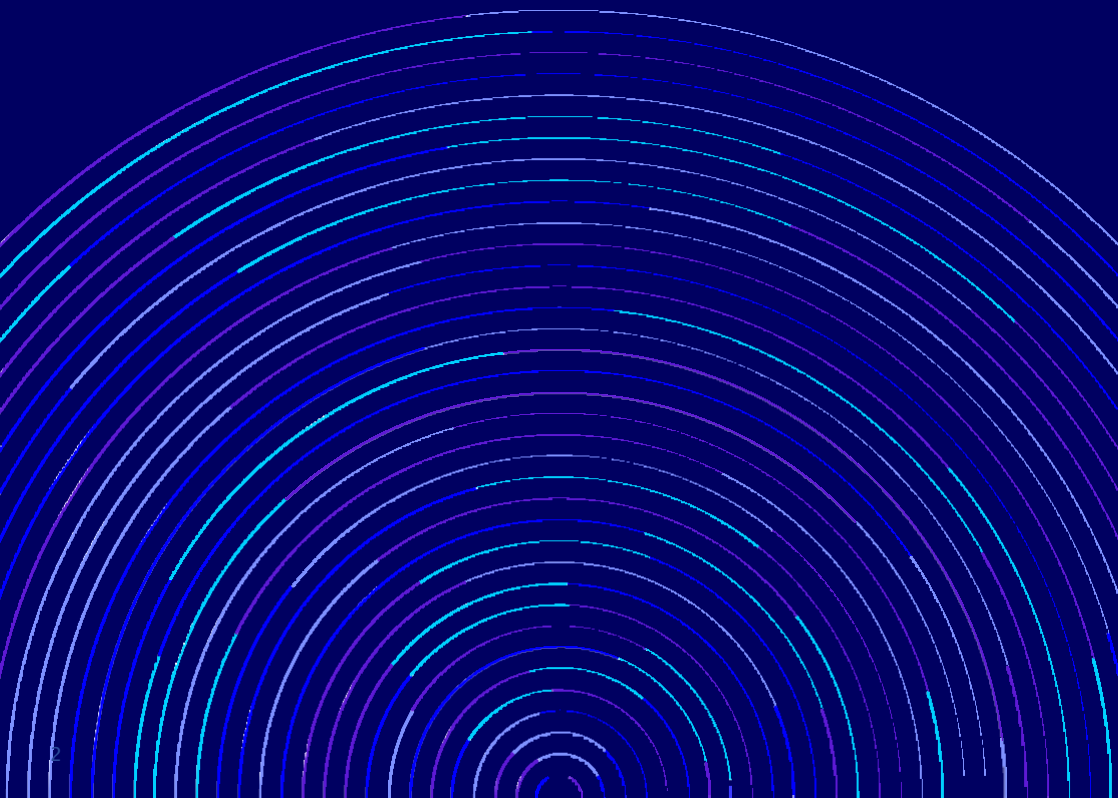


## Introduction

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This service allows the beneficiary of the services of the comprehensive electronic licensing system to delegate others to use the services. It also allows the beneficiary to manage the delegates (add/modify/delete).

The service requires that the beneficiary making the delegation is linked with the Commercial Registration.



# How the System Operates

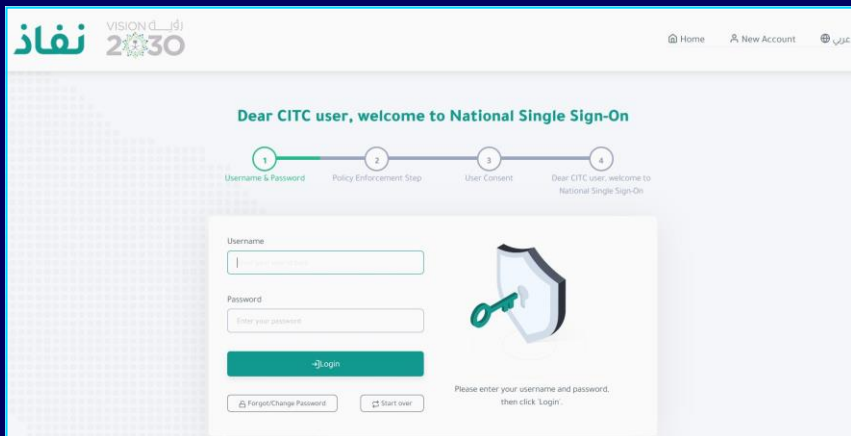
1

Navigate to the Business Portal website and then click “Login for Services”.



2

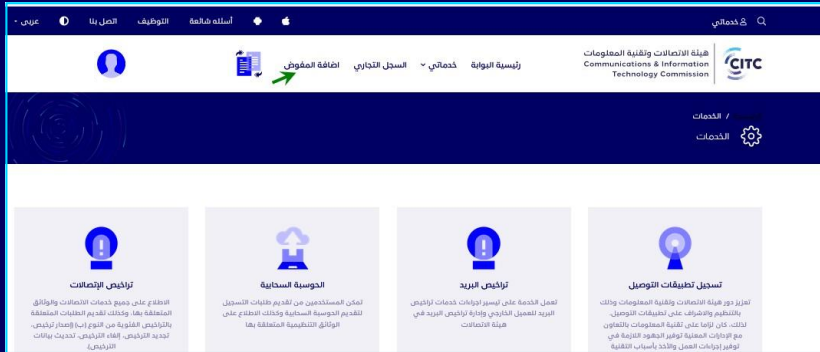
Login to the system is made by filling out the fields (username and password) for National Single Sign-On of the user linked to the Commercial Registration.



# How the System Operates

3

Click “Add Delegate”



4

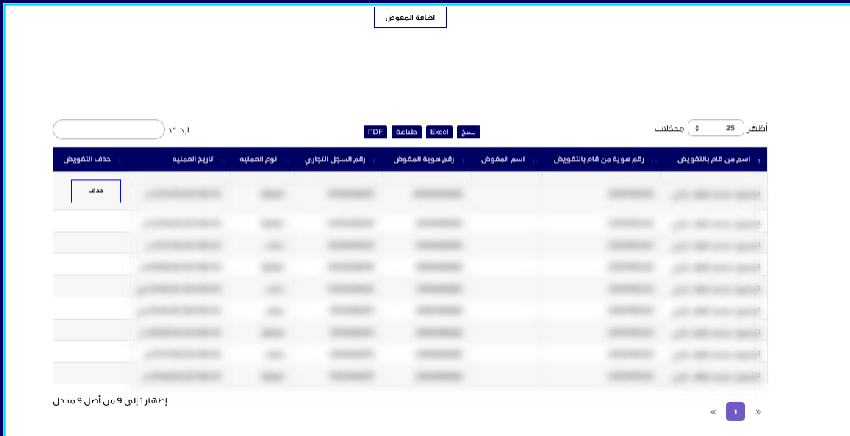
Enter the required data to add the Delegate, agree to the declaration, and then click the “Add Delegate” button.



# How the System Operates

5

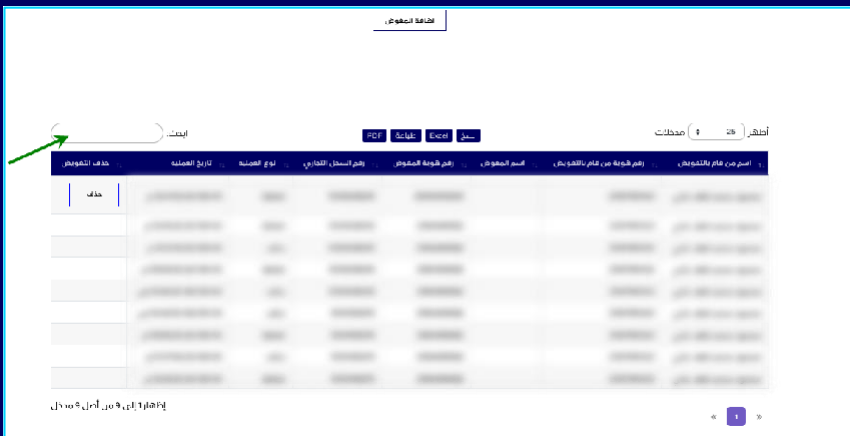
Delegates who have been added can be viewed, and their details can be exported, printed or copied as shown in the screen below.



The screenshot shows the 'إدارة المندوبين' (Manage Delegates) interface. At the top, there is a search bar and a 'بحث' (Search) button. Below the search bar, there are several tabs: 'PDF', 'طباعة' (Print), 'Excel', and 'نسخ' (Copy). The main area contains a table with the following columns: 'اسم مندوب بالانجليزية' (Delegate Name in English), 'رقم هوية مندوب بالانجليزية' (Delegate ID in English), 'اسم المندوب' (Delegate Name), 'رقم هوية المندوب' (Delegate ID), 'رقم التسجيل التجاري' (Commercial Registration Number), 'نوع الصيغة' (Form Type), 'تاريخ الصيغة' (Form Date), and 'حذف المندوب' (Delete Delegate). A 'حذف' (Delete) button is visible in the first row of the table. At the bottom, there is a pagination bar showing '1' and navigation arrows.

6

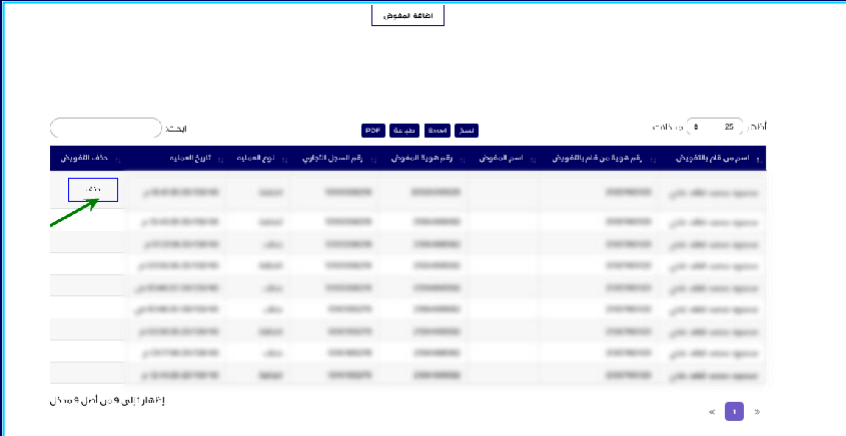
You can search through the search field on the left of the screen. You can search through the search field on the left of the screen.



This screenshot is identical to the one above, showing the 'إدارة المندوبين' (Manage Delegates) interface. A green arrow points to the search bar on the left side of the screen, which is currently empty. The rest of the interface, including the tabs, table, and pagination, is the same as in the previous screenshot.

# How the System Operates

**7** You can cancel the Delegation by clicking “Delete” button next to the Delegate.



In the event of any technical problem, you can send an e-mail to (info@citc.gov.sa) with the subject “Comprehensive Electronic Licensing System - Delegation Service” and attach a screenshot of the problem.



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