



Update Profile Company Details

USER
MANUAL

ISSUE DATE

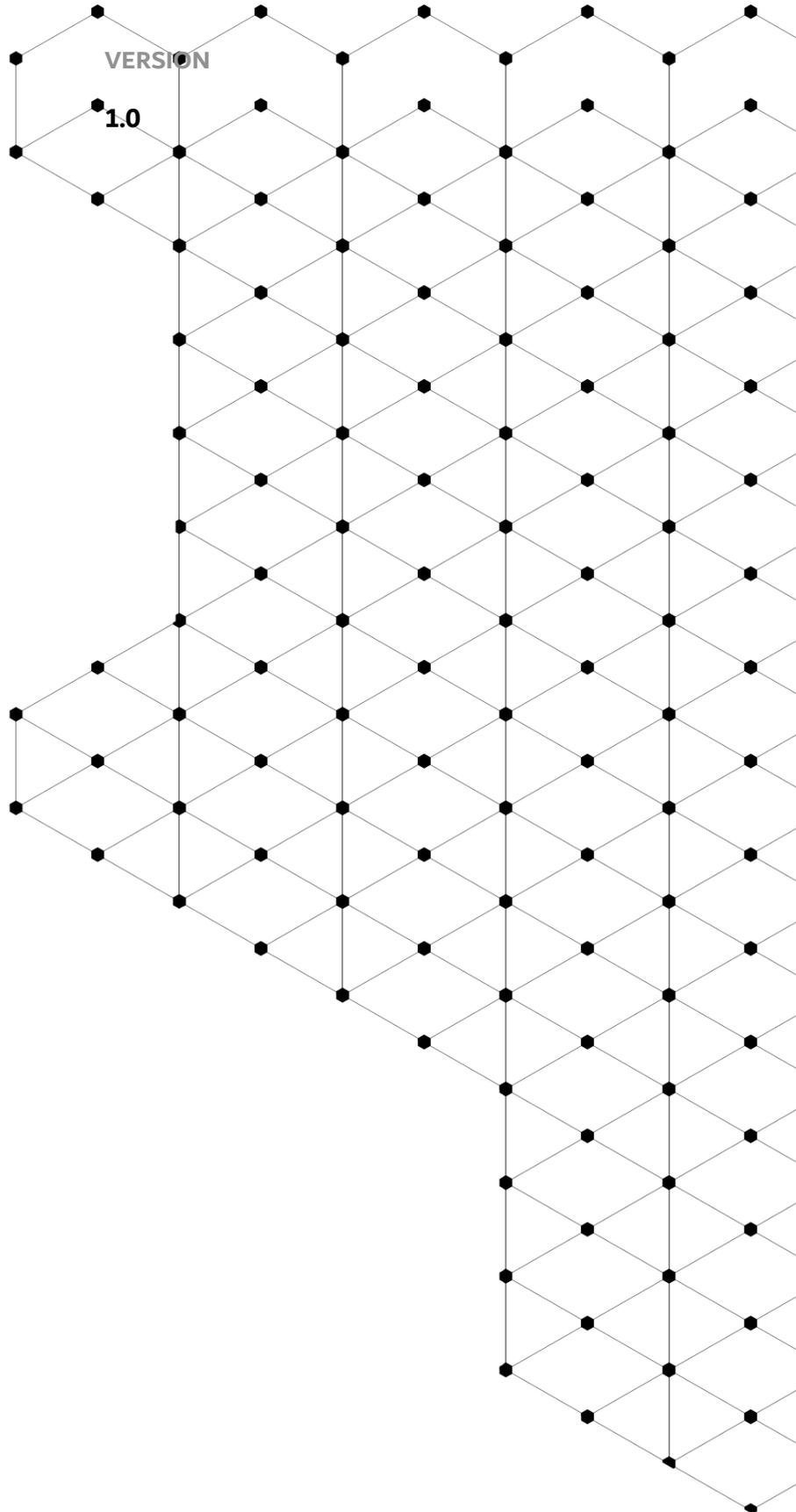
27 Nov 2023

REVISION DATE

28 Nov 2023

VERSION

1.0



Overview

The aim of this tutorial is to learn the process of updating profile of the company

1.1 Service Features

1. Builder login
2. Update Company Details

1.2 How To Request

1.2.1 Builder Login

Builder Portal URL : <https://crm.dewa.gov.ae/irj/portal/anonymous>

The screenshot displays the DEWA Builder Login interface. At the top, there are logos for the Government of Dubai and DEWA. The navigation bar includes 'Home' and 'Contact Us'. The main heading is 'Welcome to DEWA'. Below this, there is a section titled 'I am' with a dropdown menu where 'Builder' is selected. To the right, the 'Builder Login' form is visible, featuring a 'Username' field (highlighted with a red border), a 'Password' field, a 'Remember me' checkbox, and a 'Login' button. A 'Forgot Password?' link is located below the password field. At the bottom of the form, there is a link to 'Create an Account'.

User Action: Add username for the given login

The screenshot shows the DEWA website's Builder Login page. On the left, under 'I am', the 'Builder' option is selected. The 'Builder Login' form has a 'Username' field with 'qa_demo_020' and a green checkmark. The 'Password' field is empty and highlighted with a red border. Below the password field is a 'Remember me' checkbox and a 'Forgot Password?' link. At the bottom, there is a green 'Login' button and a 'Create an Account' link.

User Action: Enter Password for the given login

This screenshot shows the same Builder Login page, but the 'Password' field is now filled with masked characters (dots). The 'Login' button at the bottom is highlighted with a red border.

User Action: Click on **Login** button

1.2.2 Update Company Details

The screenshot shows the DEWA user interface. At the top, there are navigation links for 'Home' and 'Contact Us'. The user is logged in as 'ZULFIKAR SOMJI'. The main navigation bar includes 'Dashboard', 'My Profile' (highlighted with a red box), and 'Manage Users'. The 'My Profile' section is active, displaying a profile card for 'N I C JEWELLERY L.L.C' and a 'Company Details' form. The form includes fields for 'Trade License Details' (Issued By: Dubai Economic Department, Trade License Number: 1022479, License - Date of Expiry: 01/02/2024) and 'VAT Registration Number (Optional)'. A sidebar on the left contains links for 'Company Details', 'Contact Person Details', 'Existing Attachments', and 'Change Password'.

User Action: Once you have successfully logged in, Click on My Profile to view company details

This is a close-up of the 'Company Details' form. It features several input fields: 'Builder Category' (a dropdown menu with 'Contractor' selected and highlighted by a red box), 'Builder Type' (a dropdown menu), 'Company Full Name' (a text input field containing 'N I C JEWELLERY L.L.C'), 'Street Name (Optional)' (a text input field), and 'Office Location Area' (a dropdown menu).

User Action: scroll down and select builder category which is given as Contractor. We will now update it.

Company Details

Builder Category

Consultant

-- Select the Builder Category --

Consultant

Contractor

Company Full Name

N I C JEWELLERY L.L.C

Street Name (Optional)

Office Location Area

User Action: Update the category from Contractor to Consultant

Company Details

Builder Category

Consultant

Builder Type

Company Full Name

N I C JEWELLERY L.L.C

Street Name (Optional)

Office Location Area

City

Dubai

User Action: Select Builder Type to update the information

Company Details

Builder Category

Consultant

Builder Type

-- Select the Builder Type --

Electrical

Electrical & DRRG Solar PV

General

Infrastructure

Major Projects(MA'LEM)

Utility

City

Dubai

User Action: Select Builder type as Utility

Documents

VAT Registration Letter

Upload your File

Supported File Types: PDF,PNG,JPG,TIFF (Upto 5 MB)

Authorization Letter *

Upload your File

Supported File Types: PDF,PNG,JPG,TIFF (Upto 5 MB)

Others

Upload your File

Supported File Types: PDF,PNG,JPG,TIFF (Upto 5 MB)

Update Information

User Action: Upload documents such as Authorization letter and click on Upload your file

Authorization Letter *

Upload your File

Supported File Types: PDF,PNG,JPG,TIFF (Upto 5 MB)

PDF 120110.pdf X

Others

Upload your File

Supported File Types: PDF,PNG,JPG,TIFF (Upto 5 MB)

Update Information

User Action: Finally Update Information after all required information is updated

Builder Category

X



Success

Your Request 11797453 for profile update has been successfully submitted.
The user will receive an email once the application is approved.

OK

Office Location Area

User Action: Success message is shown after the profile is updated , Click Done.