



User Manual

Work permit pass

Business Support - Corporate Security Department

VERSION 1.1



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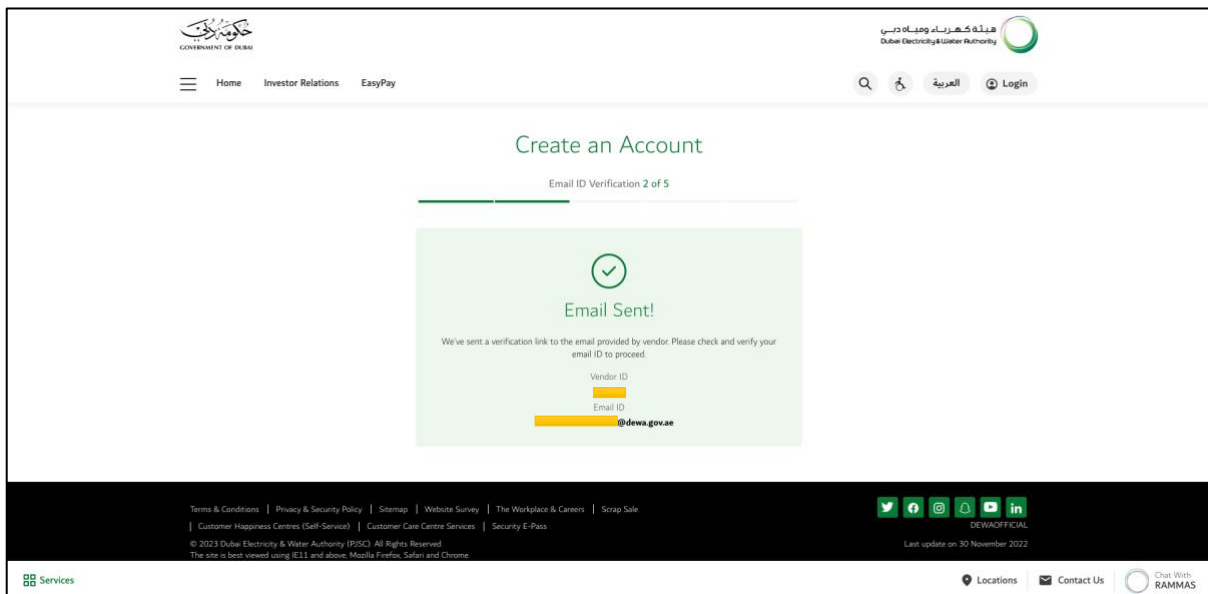
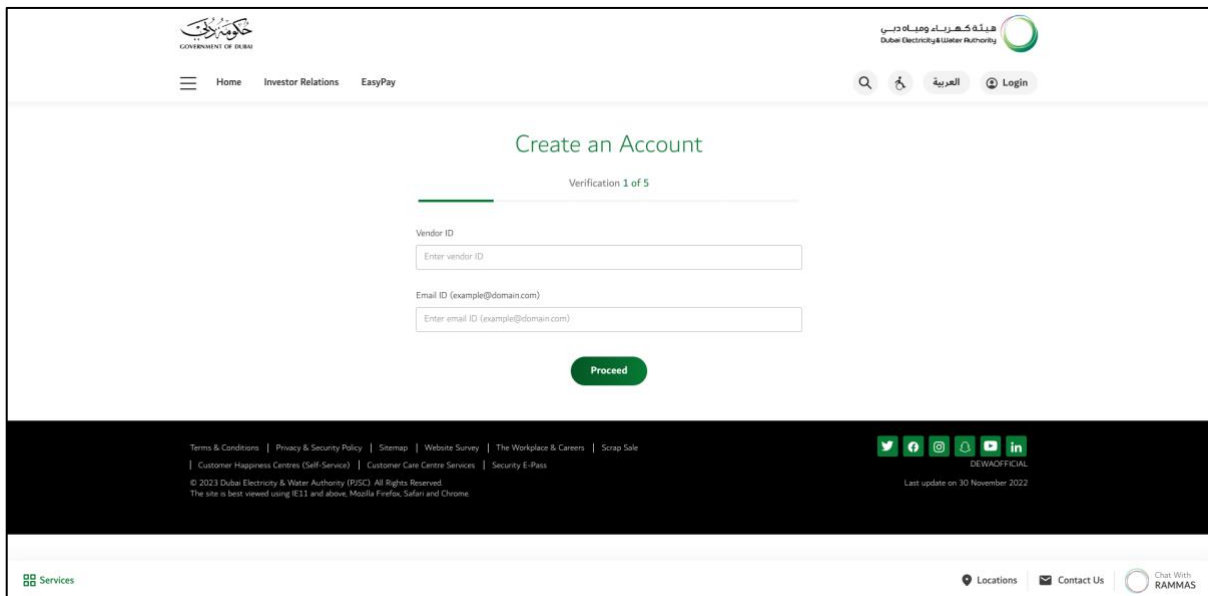
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Registration Process for Vendor

<https://www.dewa.gov.ae/en/supplier/services/epass/create-account>

Note:

- a. Ensure DEWA (Supplier Relationship Management) registered Vendor ID & email ID to be entered.
- b. Update details requested as per below manual.



Home Investor Relations EasyPay
العربية Login

Create an Account

Create User 3 of 5

Company Name
PEARL DIESEL MACHINES. REP. W. SHOP

Vendor ID
200135

Enter Full Name


Email ID

Mobile Number (SXXXXXXX)

Username


Password



Confirm Password

I'm not a robot 

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Home Investor Relations EasyPay
العربية Login

Create an Account

User Registered 4 of 5

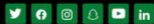


Success!

Thank you for registering with Security E-Service TASAREEH. You may now login using your credentials to our login page.

[Login →](#)

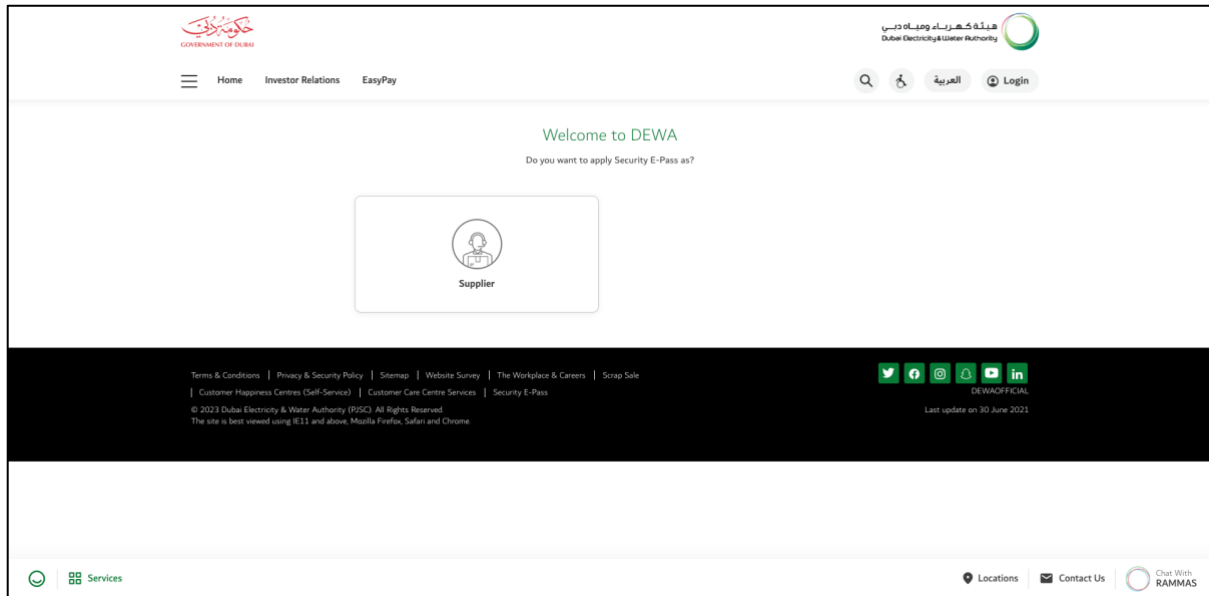
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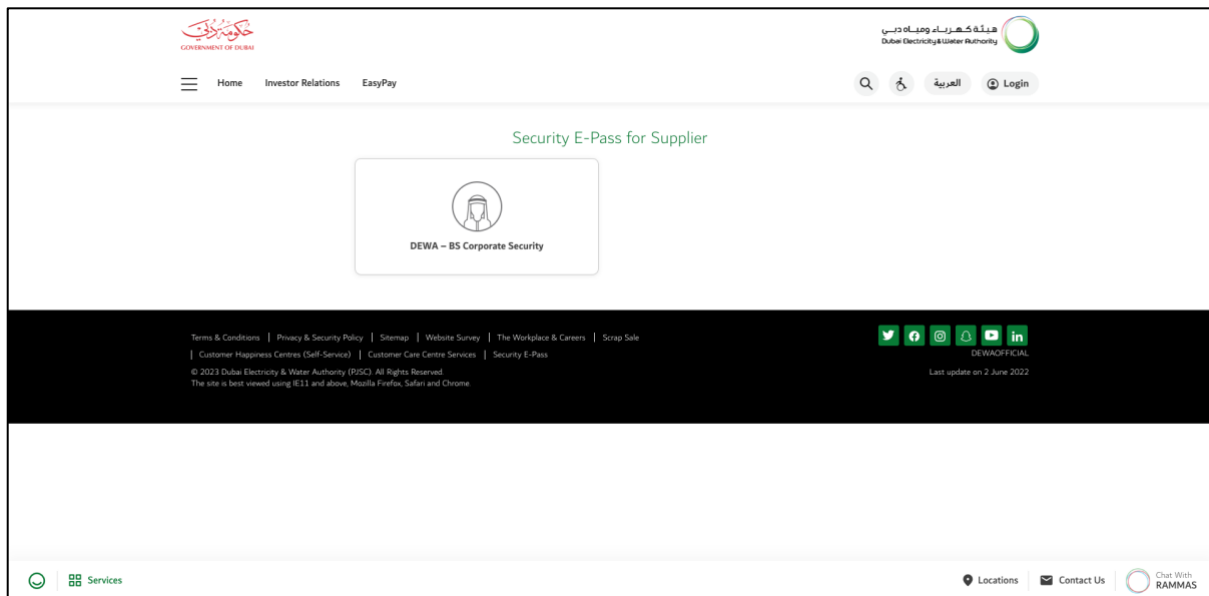
[Services](#)
Locations
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Work permit Pass Login

- Launch point for the Security epass is at the footer. Click on the link.
<https://www.dewa.gov.ae/en/supplier/services/epass-landing>
- Click on Supplier login for work permit pass.



- Click on DEWA-BS Corporate Security



- Click on Login

The screenshot shows the 'Security E-Pass for Supplier' page on the DEWA website. The page features a navigation menu at the top with 'Home', 'Investor Relations', and 'EasyPay'. The main heading is 'Security E-Pass for Supplier'. Below the heading is a table with the following rows: 'Apply Online' (with a right arrow), 'Service Description', 'Service Requirements', 'Service Steps & Procedures', 'Service Fees', 'Service Channels', and 'Service Delivery Time'. To the right of the table, there is a text block explaining the service: 'This service enables contractors, visitors, and suppliers to apply for entry or visitor pass to enter DEWA premises under Corporate Security Dept (BS&HR)'. Below this, it lists 'Service Category & Type: Procedural' and 'Customer Segment: DEWA employees, contractors, consultants, visitors and suppliers'. At the bottom of the page, there are social media icons and a footer with 'DEWA OFFICIAL' and 'Last update on 2 June 2022'.

The screenshot shows the 'Security eService System' login page on the DEWA website. The page features a navigation menu at the top with 'Home', 'Investor Relations', and 'EasyPay'. The main heading is 'Security eService System'. Below the heading is a text block explaining the system: 'The innovative feature is coupled with the latest technology integrated E-services under a single window. Hence, we have chosen the concept of Security E-service system, which plays a vital role in improving the process of security passes at Generation Division. The E-Service portal offers a single window to the online pass services of its users.' To the right of the text is a 'Login' section with a 'Username' field (placeholder: 'Enter Username'), a 'Password' field (placeholder: 'Enter Password'), and a 'Login' button with a right arrow. Below the button are links for 'Create an account', 'Forgot password?', and 'Forgot username?'. At the bottom of the page, there are social media icons and a footer with 'DEWA OFFICIAL' and 'Last update on 14 January 2021'.

Dashboard Page

- This is dashboard page after login. Display the tiles with the Pass status count and the recent top 5 passes which was requested.

The dashboard page displays the following information:

- Welcome, Siva Kumar**
- Pass Status Counts:**
 - Pending Approval: 191 Pass(es)
 - Active: 1 Pass(es)
 - Expired: 103 Pass(es)
 - Soon to Expire: 0 Pass(es)
- Recent Passes Table:**

PASS NO.	GROUP PASS	NAME	EXPIRY DATE	PASS TYPE	STATUS	ACTION
IP6000000335	SP2000000235	Vignesh Krishnan Koonanmpaly Koonanmpaly sankaran Koonanmpaly sankaran vineesh	May 31, 2023	Work Permit	Pending Approval	Cancel
IP6000000334	SP2000000234	Nskjgks	December 29, 2022	Work Permit	Pending Approval	Cancel
IP6000000333	SP2000000233	fefimowmf	December 28, 2022	Work Permit	Pending Approval	Cancel
IP6000000331	SP2000000231	Siva Kumar	June 15, 2023	Work Permit	Pending Approval	Cancel
IP6000000330	SP2000000230	Siva Kumar	June 14, 2023	Work Permit	Pending Approval	Cancel

Footer information includes: Terms & Conditions, Privacy & Security Policy, Sitemap, Website Survey, The Workplace & Careers, Scrap Sale, Customer Happiness Centres (Self-Service), Customer Care Services, Security E-Pass, © 2023 Dubai Electricity & Water Authority (DEWA). All Rights Reserved. The site is best viewed using IE11 and above, Mozilla Firefox, Safari and Chrome. Last update on 30 November 2022.

My Passes Page

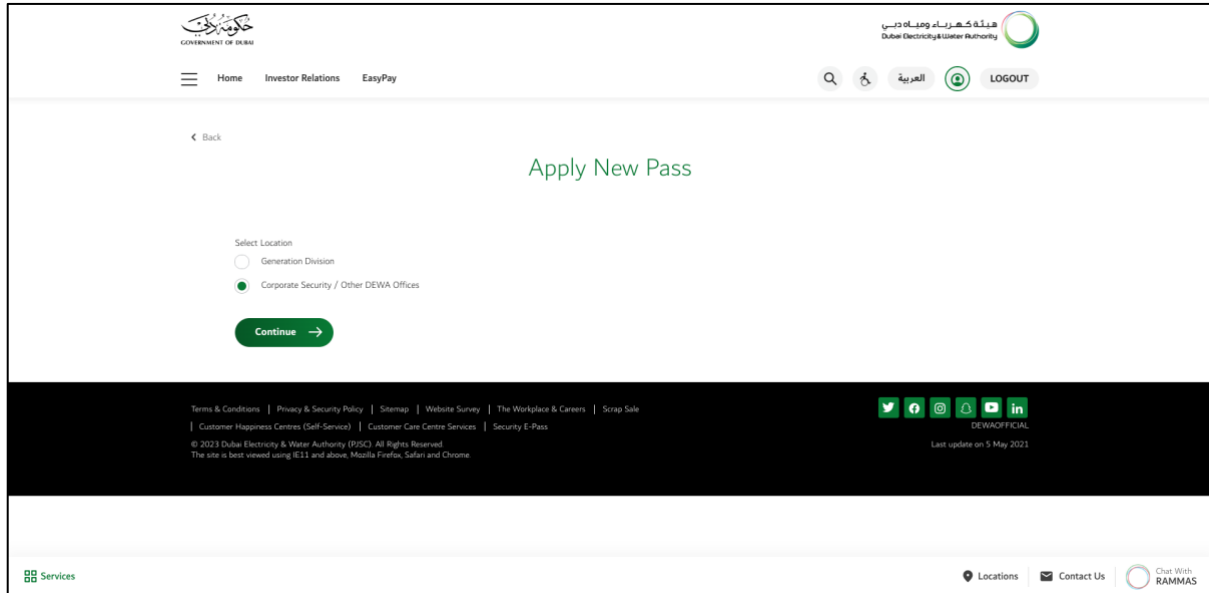
- This is the page where list of all passes were shown with the Search filter, page size filter, etc. **Note:** This page will have the combination of Work permit and Generation page as well.

The screenshot displays the 'My Passes' page with the following data:

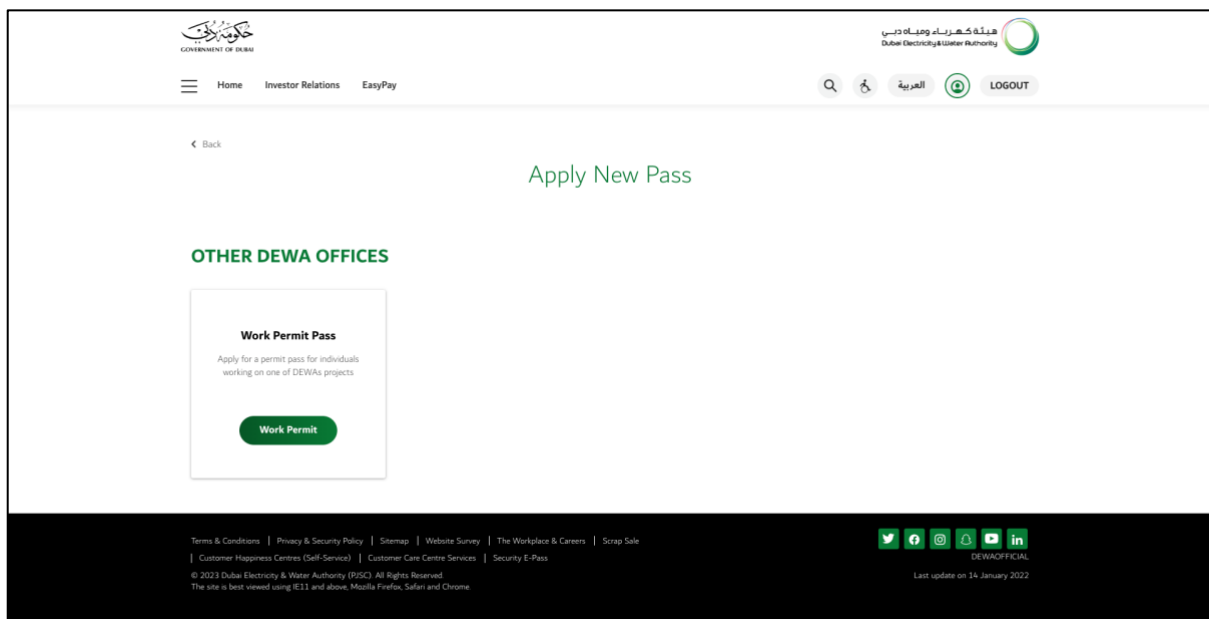
PASS NO.	GROUP PASS	NAME	EXPIRY DATE	PASS TYPE	STATUS	ACTION	ADD ON PASSES
IP6000000335	SP2000000235	Vignesh Krishnan Koonanmpaly Koonanmpaly sankaran Koonanmpaly sankaran vineesh	May 31, 2023	Work Permit	Pending Approval	X Cancel	
IP6000000336	SP2000000234	Nskjjsks	December 29, 2022	Work Permit	Pending Approval	X Cancel	
IP6000000333	SP2000000233	fefnmowmf	December 28, 2022	Work Permit	Pending Approval	X Cancel	
IP6000000331	SP2000000231	Siva Kumar	June 15, 2023	Work Permit	Pending Approval	X Cancel	
IP6000000330	SP2000000230	Siva Kumar	June 14, 2023	Work Permit	Pending Approval	X Cancel	

Apply New Pass Page

- This page is the selection of either work permit or Generation. In our case, we should click on Corporate Security/ Other DEWA offices.



Apply Corporate Security / Other Dewa Office Page






Apply Work Permit

This is the page where work permit pass is requested or raised as single or group. ICA service has been integrated if you input the Emirates ID and Emirates ID expiry date.


1. ICA service provides Name, Profession, Passport number, Passport expiry, Visa number and Visa expirydate.
2. If Emirates ID is validated, then Emirates ID Attachment is not required.
3. If service provides the Visa details, then Visa attachment is not required.
4. If service provides the Passport details, then Passport attachment is not required.

**In RTA Service, only Dubai vehicles can be verified. In that case, we will not get the Vehicle details attachment for Dubai vehicles, but still for other emirates, we have to get those Vehicle attachments because it is not verified with RTA integration service.*

a. Single Pass Submission



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Home Investor Relations EasyPay

العربية LOGOUT

Work Permit

Step 1 of 2

Select Contract

ADDITIONAL REPAIR WORK
▼

Project Number: 3452100475

Single Work Permit
For single person access inside the premises

Group Work Permit
For bulk passes, upload the People Details in bulk in Excel or CSV Format.

Subcontractor

None
+Add

Emirates ID Number

Emirates ID Expiry Date

Full Name (as per Emirates ID / Passport)

Nationality

Profession

Mobile Number (Optional)

Email ID

Visa Number (Optional)

e.g. 65432344232 (No "-" allowed)

Visa Expiry Date (Optional)

Passport Number

Passport Expiry Date

Pass Issue Date

Pass Expiry Date

From Time

To Time

Location

Purpose of the visit


Max 0/100 Characters

Continue →

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Work Permit

Please wait

Step 3 of 2

Search Contract

ADDITIONAL REPAIR WORK
Project Number: 3431200475

Single Work Permit
For single person access, create the permits.

Group Work Permit
For bulk persons, upload the People Details in bulk in Excel or CSV Format.


Subcontractor

Site - Sub-contractor 1 - Year + Add


Emirates ID Number
784199478448164 ✓

Emirates ID Expiry Date
10 February 2023 ✓

Full Name (as per Emirates ID / Passport)
Enter Full Name



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Work Permit

Step 1 of 2

Select Contract

ADDITIONAL REPAIR WORK

Project Number: 3432100475

Single Work Permit
For single person access inside the premises

Group Work Permit
For bulk passes, upload the People Details in bulk in Excel or CSV Format.

Subcontractor

+ Add

Emirates ID Number

784199475638564 ✓

Emirates ID Expiry Date

Emirates ID Expiry Date

Full Name (as per Emirates ID / Passport)

Sybill Meadows ✓

Nationality

Cameroon ✓

Profession

Commodo nemo dolore cupidatat ex quasi elit sint dolore commodi soluta minus et quaeisr ✓

Mobile Number (Optional)

+971 559834923 ✓

Email ID

dutokeyp@mailinator.com ✓

Visa Number

44 ✓

e.g. 65432344232 (No "\," allowed)

Visa Expiry Date

19 February 2032 ✓

Passport Number

463 ✓

Passport Expiry Date

10 February 2023 ✓

Pass Issue Date

11 January 2023 ✓

Pass Expiry Date

19 January 2023 ✓

From Time

09:00 AM ✓

To Time

05:30 AM ✓

Location

× SUQIA STAFF ACCOMMODATION
× DEWA HEAD OFFICE

× AL QUOZ SUSTAINABLE BUILDING
× 132/33 KV SATWA SUBSTATION

× CUSTOMER SERVICE OFFICE - HATTA
× CUSTOMER SERVICE OFFICE - NEW AYAL NASER

× C-STATION SATWA (GATE 10)
× R&D CENTRE - OTF

× INNOVATION CENTRE
× AL WARSAN STORE
× HATTA YARD

Purpose of the visit

Consequuntur est quia laboris magna beatae accusamus ad aut porro reprehenderit natus tenetur debi

Max 0/100 Characters

Continue →

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Work Permit

Step 1 of 2

Project Coordinator Name
Lila Whitefield ✓

Project Coordinator Email
epxur@mailinator.com ✓

Project Coordinator Mobile Number
+971 559823749 ✓

Do you want to accompany with Car

Choose Emirate for the registered vehicle
Ras Al Khaimah

Plate Code
Qai ✓

Vehicle Plate Number
910 ✓

Traffic Code Number
Choose
abt_management_banner.jpg
Remove ✕

Note that the maximum size allowed for each attachment is 2MB. Formats allowed: jpg, png, pdf

Applicant Photo (Passport Size)
Choose
about-man.jpg
Remove ✕

Note that the maximum size allowed for each attachment is 2MB. Formats allowed: jpg, png

Emirates ID (both sides)
Choose
abt_overview_pic.jpg
Remove ✕

Note that the maximum size allowed for each attachment is 2MB. Formats allowed: jpg, png, pdf

Visa Page
Choose
banner.jpg
Remove ✕

Note that the maximum size allowed for each attachment is 2MB. Formats allowed: jpg, png, pdf

Passport (first and last page)
Choose
bg-plant.jpg
Remove ✕

Note that the maximum size allowed for each attachment is 2MB. Formats allowed: jpg, png, pdf

Remarks if any
Eligendi do ut nulla repudiandae magni corrupti sint voluptatem
Max 0/200 Characters

I agree to the Terms and Conditions

Back Submit

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Apply Work Permit

✓

Submission Successful

Reference Number: **SP2000000236**

E-Pass request is initiated! The visitor will get an email with further instructions.

Apply another pass → Go to Dashboard →


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b. Group Pass Submission



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Work Permit

Step 1 of 2


Select Contract:

ADDITIONAL REPAIR WORK
Project Number: 3452100475

Single Work Permit
For single person access inside the premises

Group Work Permit
For bulk passes, upload the People Details in bulk in Excel or CSV Format.

Download Sample File >



Applicants' Information (.csv)

Choose

Note that the maximum size allowed for each attachment is 2MB. Formats allowed only csv.

Subcontractor

None

+ Add

Pass Issue Date

Select pass issue date

Pass Expiry Date

Select pass expiry date

From Time

Select Time

To Time

Select Time

Location

Select Location

Project Coordinator Name

Project Coordinator Name

Project Coordinator Email

Project Coordinator Email

Project Coordinator Mobile Number

+971 Enter UAE mobile number


Purpose of the visit

Max 0/100 Characters

I agree to the Terms and Conditions


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Review Information

4 Records Available

Surya Kumar Emirates ID 784196274215050 ✕ Remove	Documents required
Shreyas Iyer Emirates ID 784198403710290 ✕ Remove	Documents required
Venkatesh Iyer Emirates ID 784198594095105 ✕ Remove	Documents required
Axar Patel Emirates ID 784198806184820 ✕ Remove	Documents required

PROFILE ↕

Click here to review details

Emirates ID Number

Emirates ID Expiry Date

Full Name (as per Emirates ID / Passport)

Nationality

Profession

Mobile Number (Optional)

Email ID

Visa Number (Optional)

e.g. 65432344232 (No "\" allowed)

Visa Expiry Date (Optional)

Passport Number

Passport Expiry Date

DOCUMENTS ↕

Click here to attach documents


One or more fields are incorrect or missing!

Save

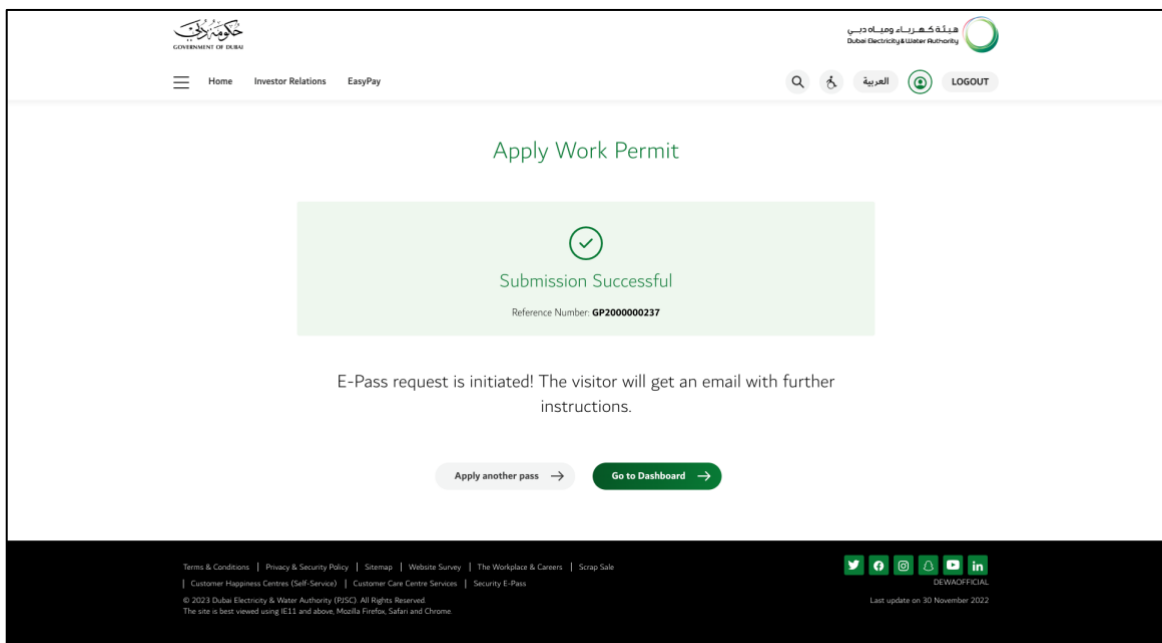
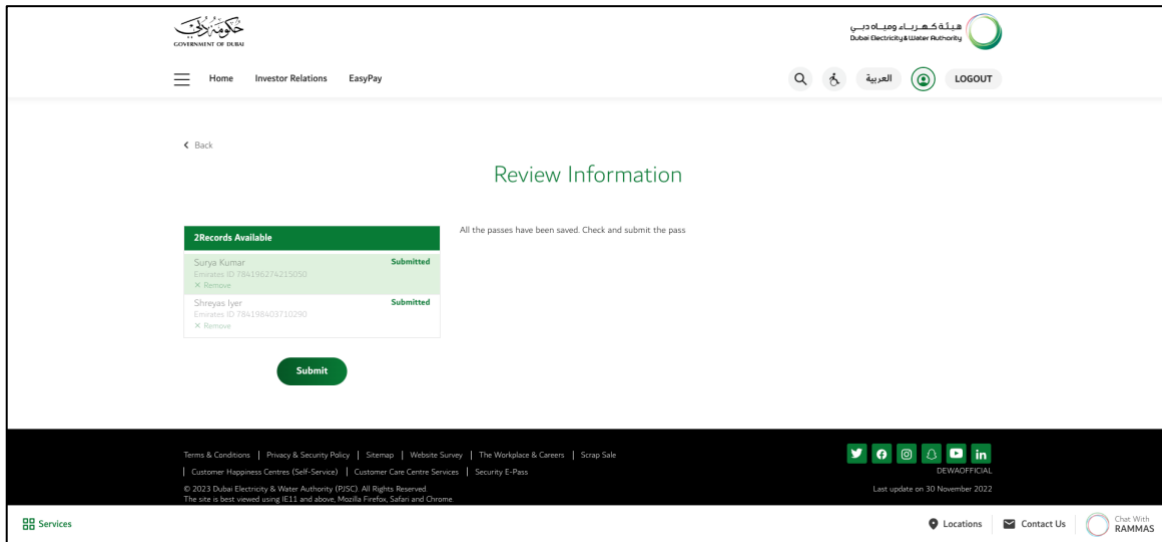
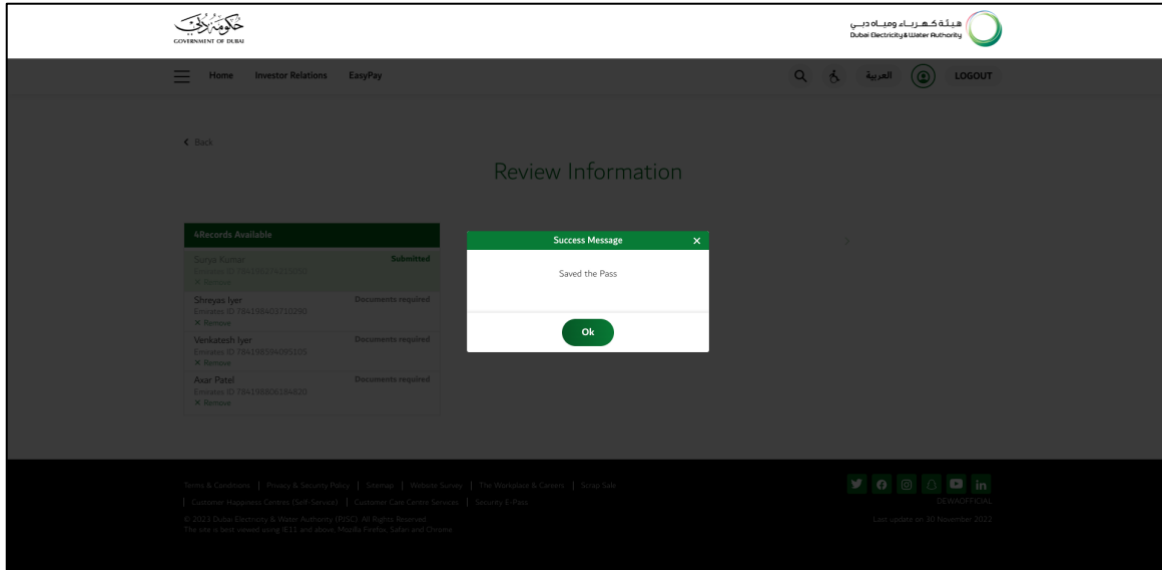
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Pass Display



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ePass Details

Pending Approval

Cancel

Pass Details

Request Number GP2000000237	Pass Type Work Permit
From Jan 11, 2023	To Jan 31, 2023
Timing 04:00:00 - 01:30:00	Subcontractor test name
Purpose of the visit Magna accusantium culpa facilis laudantium voluptas eum totam dolorum sunt facere cur	

Locations

Locations	Status
TP ADMIN BUILDING WARSAN	Pending Approval
AL RUWAIYAH TRANSFORMER WORKSHOP DISTRIBUTION AREA	Pending Approval
JEBEL ALI PROJECT AND CONNECTION SERVICES YARD	Pending Approval

Project Details

Project Name ADDITIONAL REPAIR WORK	Project Number 3452100475
Project Coordinator Name Robin Cline	Project Coordinator Email MUNIR.SAEED@DEWA.GOV.AE
Company Name ROYAL CHOICE MACHINERY TRADING CO L	Project Coordinator Mobile Number


List of Passes

PASS NO.	NAME	EXPIRY DATE	PASS TYPE	STATUS	ACTION
IP5000000337	Surya Kumar	January 31, 2023	Work Permit	Pending Approval	
IP5000000338	Shreyas Iyer	January 31, 2023	Work Permit	Pending Approval	


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ePass Details



Surya Kumar
Pending Approval

Profile

Pass Details

Pass Number IP6000000337	Pass Type Work Permit
From Jan 11, 2023	To Jan 31, 2023
Timing 04:00:00 - 01:30:00	Subcontractor test name
Purpose of the visit Magna accusantium culpa facils laudantium volupt	Request Number GP2000000237

Locations

Locations	Status
TP ADMIN BUILDING WARSAN	Pending Approval
H2 & H3 POWER STATION STORE	Pending Approval
AL RUWAIYAH TRANSFORMER WORKSHOP DISTRIBUTION AREA	Pending Approval
JEBEL ALI PROJECT AND CONNECTION SERVICES YARD	Pending Approval

Project Details

Project Name ADDITIONAL REPAIR WORK	Project Number 3452100475
Project Coordinator Name Robin Cline	Project Coordinator Email MUNIR.SAEED@DEWA.GOV.AE
Company Name ROYAL CHOICE MACHINERY TRADING CO L	Project Coordinator Mobile Number

Personal Details

Name Surya Kumar	Position CARPENTER
Mobile Number 0589136396	Email svakumacr@dewa.gov.ae
Nationality Algeria	

Passport

Passport Number J64594998	
Expiry Nov 27, 2025	View Passport >

Visa

Visa Number 20120171280454	
Expiry Oct 3, 2023	View Visa >


Emirates ID

Emirates ID Number 784196274215050	
Expiry Sep 16, 2023	View Emirates ID >

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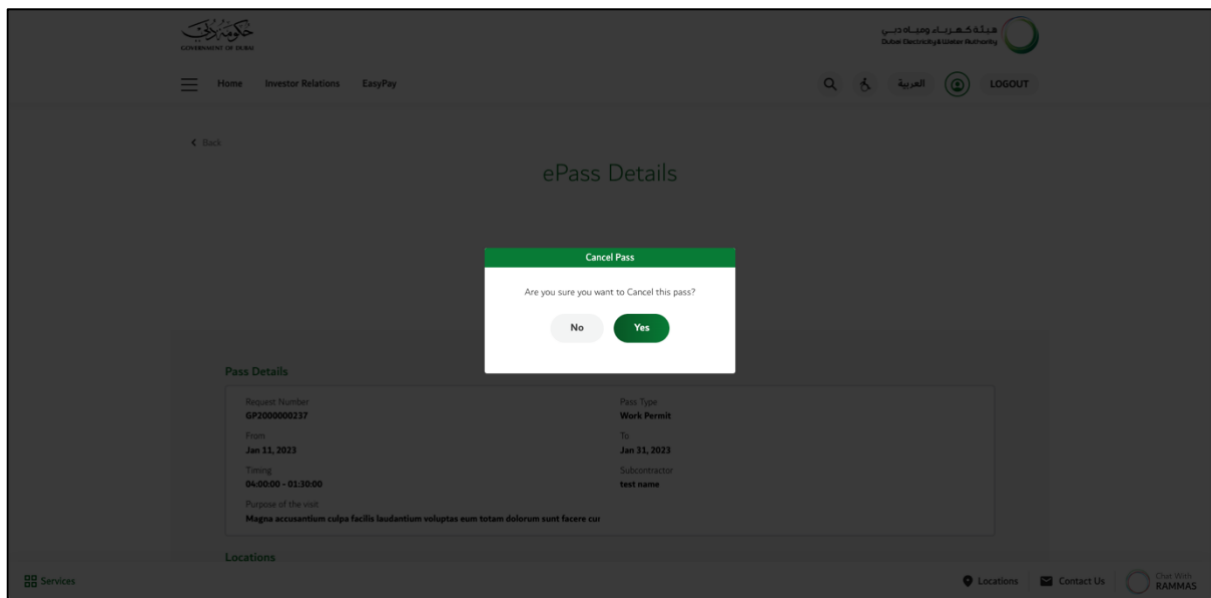
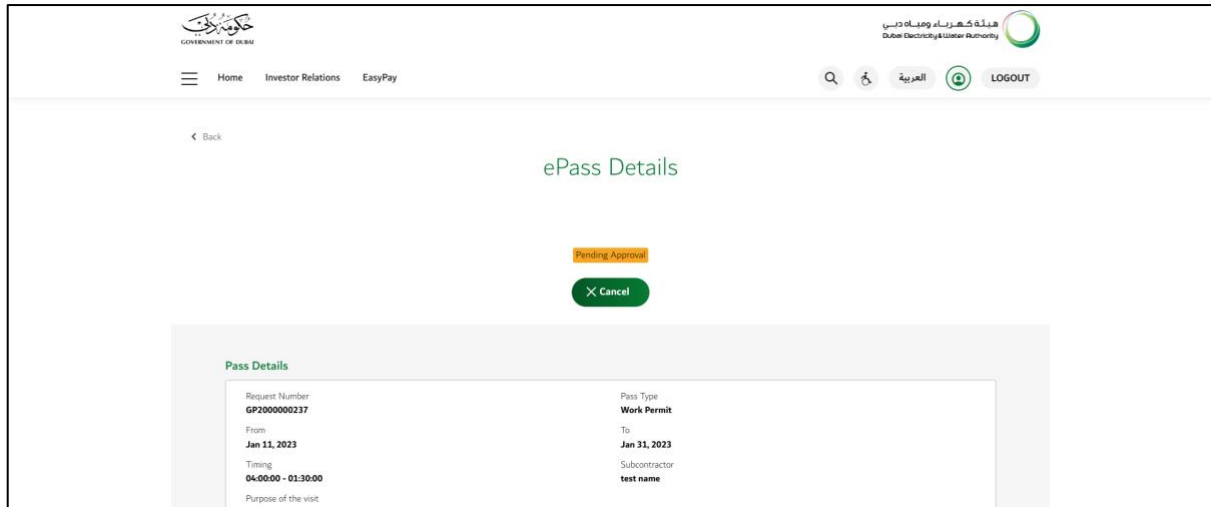
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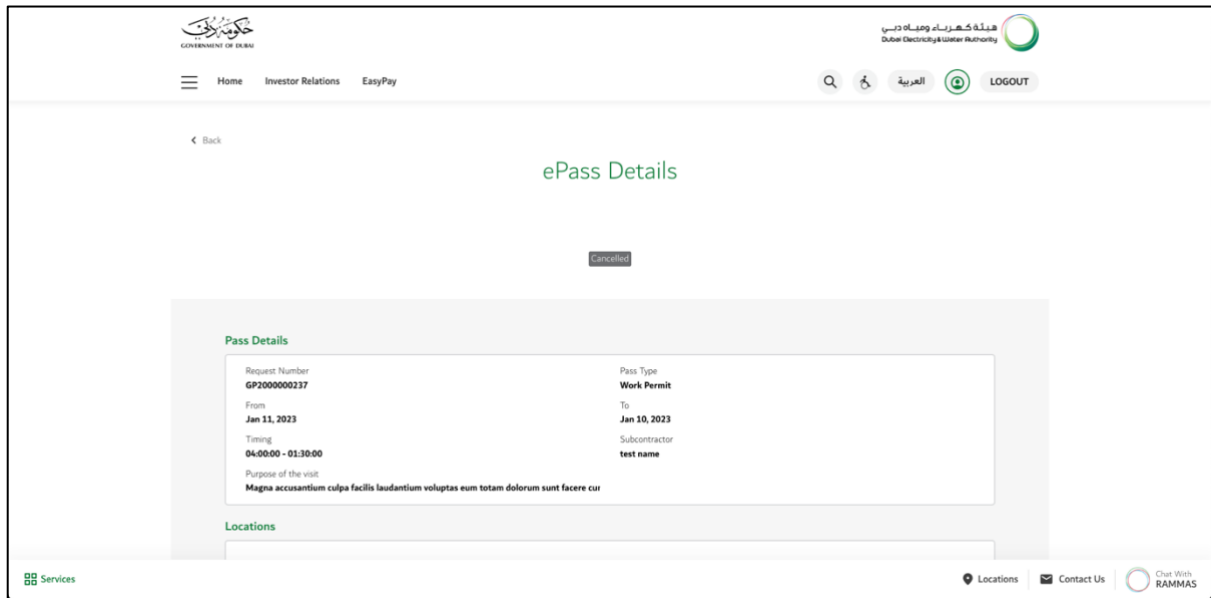
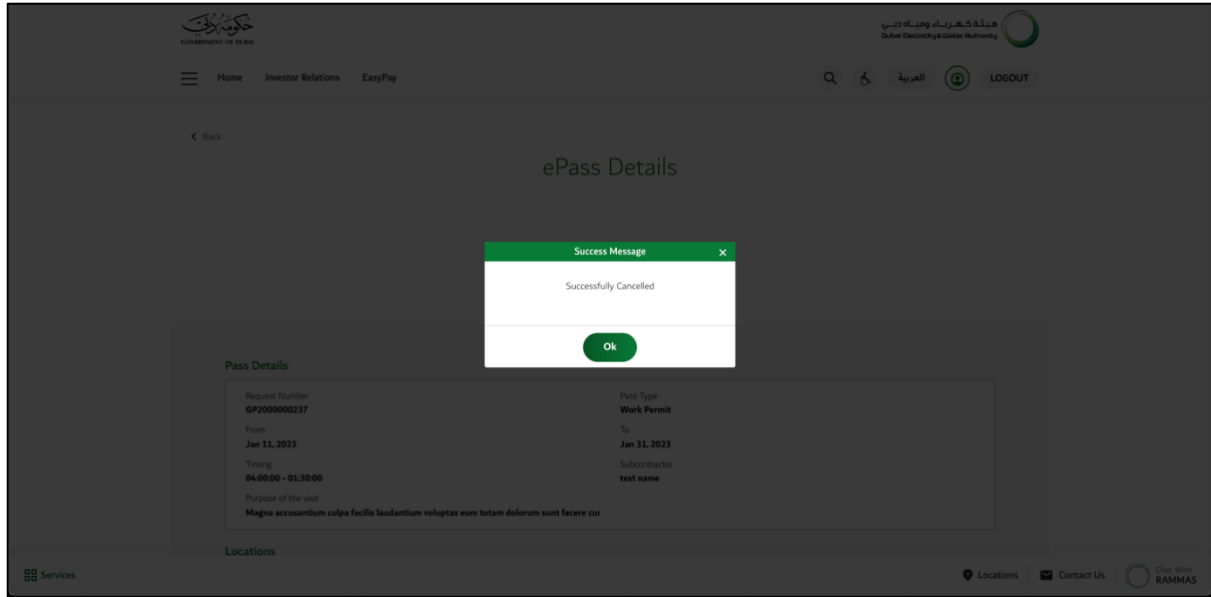


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Cancel Pass



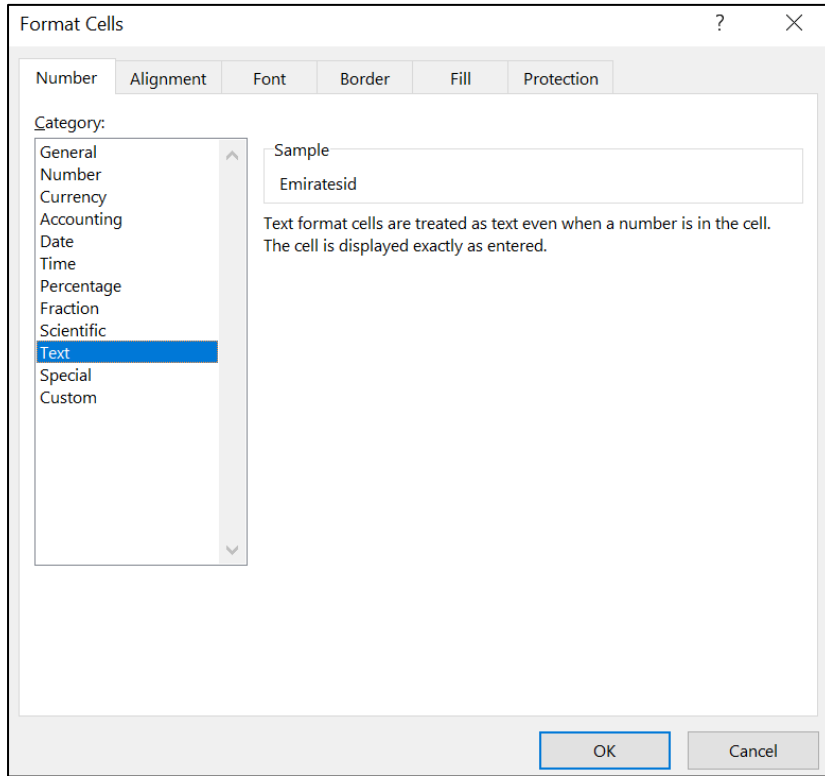


Sample CSV File

1	Name	Profession	Mobile	Emailid	Emiratesid	Emirates Expiry date	Visa Number	Visa Expiry date	Passport number	Passport Expiry date
2										
3										
4										
5										

Note: Format the columns – Emirates ID, Mobile, Visa and Passport number. The dates shall be entered as MM/DD/YYYY

1	Name	Profession	Mobile	Emailid	Emirate	Emiratesid	Emirates Expiry date	Visa Number	Visa Expiry date	Passport number	Passport Expiry date
2	Siva Kumar	Analyst	543273667	sivakumar.r@dewa.gov.ae	7.8419						



sample_workpermit_file_en (5).csv - Excel

Sivakumar Ravichandran

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Profession	Mobile	Emailid	Emiratesid	Emirates Expiry date	Visa Number	Visa Expiry date	Passport number	Passport Expiry date		
2	Siva Kumar	Analyst	543273667	sivakumar.r@dewa.gov.ae	784196654842184	10/4/2030	231432432432	9/16/2022	F242342234	9/16/2022		
3												
4												