User Manual

Work permit pass

Business Support - Corporate Security Department

VERSION 1.1
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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.
Create an Account

Create User 3 of 5

Company Name
PEARL DIGGER MACHINES RTF M SHOP

Enter Full Name

Email

Mobile Number

Username

Password

Confirm Password

I am not a robot

SUBMIT

Create an Account

User Registration of 5

Success!

Thank you for registering with Security & Service FIGUREB. You may now log in using your credentials on our login page.

Login →
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

Security E-Pass for Supplier

This service enables contractors, visitors, and suppliers to apply for entry or visitor pass to enter DEWA premises under Corporate Security Dept (ENH-AH)

Service Category & Type:

Pre-Planned

Customer Segment:

DEWA employees, contractors, consultants, visitors and suppliers

Security eService System

The innovative feature is aligned with the latest technology, integrated E-services under a single window. Hence, we have chosen the concept of Security E-service system which gives a vital role in improving the process of security passes at Distribution Division. The E-Service portal offers a single window to the online pass service of its users.

Login

User Name

Password

Login → OK : Create an account

Forgot password?
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.
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.
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 expiry date.
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

Work Permit

Step 1 of 2

Select Contract

ADDITIONAL REPAIR WORK
- Project number: [INSERT PROJECT NUMBER]

- Single Work Permit
  - For single person access inside the premises

- Group Work Permit
  - For bulk access, upload the People Details in bulk in PDF or CSV format

Submitter
- Name
- Emirate ID Number
- Email Address
- Phone Number
- Full Name (as per NI/Passport)
- Date of Issue
- Nationality
- Select Nationality
- Profession
- Enter Profession
- Mobile Number (Optional)
- Email (Optional)
- Visa Number (Optional)
- Visa Expiry Date (Optional)
- Visa Expiry Date

Passport Number
- Enter Passport Number
- Passport Expired Date
- Passport Expired Date
- Place of Issue Date
- Select place issue date
- Place of Issue Date
- Select place issue date
- From Time
- To Time
- Location
- Select Location
- Purpose of the Visit

Max 5000 Characters

Continue →
Work Permit

Step 1 of 2

Select Contract

ADDITIONAL REPAIR WORK

Product Number: HEARING

- Single Work, Please
  The single person access makes the permit
  simpler to obtain. The person should
  have the permit and sufficient work
  for the repair.

Submission

- Date

- Document ID Number

- Document ID File Date

- Full Name (or person ID / Passport)

- Signature

- Certification

- Authority

- Position

- Contractor name and contact information on the document (name and position)

- Phone Number (Optional)

- Email

- Address

- Fax Number

- Inc. VAT (14% if not ticked)

- Fax File Date

- Payment Number

- Payment ID Number

- Payment Date

- Payment ID

- Total

- Invoicing

- Location

- Purpose of the visit

Continue →

Max 5000 Characters
Work Permit

Phase 1 of 1

Project Coordinator Name:
Liza Al Hashar

Project Coordinator Email:
liza@dalitecon.com

Project Coordinator Mobile Number:
+971 56432761

Do you want to accompany via air:
Yes (Arrangement Service)

Chose the vehicle for the registered vehicle:

Plate Code:
GFI

Vehicle Plate Number:
K203

Traffic Code Number:
Choose

Note that the maximum size allowed for each attachment is 2MB. For more allowed parameters:

Phase 3 of 3 (certificates):
Choose

Note that the maximum size allowed for each attachment is 2MB. For more allowed parameters:

Note that the maximum size allowed for each attachment is 2MB. For more allowed parameters:

Note that the maximum size allowed for each attachment is 2MB. For more allowed parameters:

Reference Data:
(Eligible to null cooperating with the application)

Note: I agree to the Terms and Conditions

Submit
Apply Work Permit

Submission Successful
Reference Number: SP200000238

E-Pass request is initiated! The visitor will get an email with further instructions.
b. Group Pass Submission
Review Information

**Profile**
- Full Name (For Invoices, E/I, Payment, Etc)
  - Middle Name
  - Last Name
- Nationality
- Address
- Profession
- Gender
- Mobile Number
- Email ID
- Visa Number
- Passport Number
- Gender
- Place of Birth
- Date of Birth
- Passport Number
- Visa Number

**Documents**
- Please upload the document(s) as required.
Review Information

Services Available

- Submit
- View

Submit the Form

- Submit

Review Information

With the season change, check and submit the pass.

Apply Work Permit

Submission Successful

Reference Number: GP2000000137

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

Apply another pass →
Go to Dashboard →
### Pass Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport No</td>
<td>EPP0000001237</td>
</tr>
<tr>
<td>Last Name</td>
<td>Mark</td>
</tr>
<tr>
<td>First Name</td>
<td>Penny</td>
</tr>
<tr>
<td>Date</td>
<td>Jan 15, 2023</td>
</tr>
<tr>
<td>Expiry Date</td>
<td>Jan 31, 2023</td>
</tr>
<tr>
<td>Validity</td>
<td>60 days</td>
</tr>
<tr>
<td>Purpose</td>
<td>Subcontractor</td>
</tr>
<tr>
<td>Note</td>
<td>test note</td>
</tr>
<tr>
<td>Location</td>
<td>TP ADMIN BUILDING WORKS</td>
</tr>
<tr>
<td>Status</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>Location</td>
<td>AL BAHRA/Transformer Workshop Distribution Area</td>
</tr>
<tr>
<td>Status</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>Location</td>
<td>JEBEL AJL PROJECT AND CONNECTION SERVICES V/</td>
</tr>
<tr>
<td>Status</td>
<td>Pending Approval</td>
</tr>
</tbody>
</table>

### Project Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>ADDITIONAL REPAIR WORK</td>
</tr>
<tr>
<td>Project Coordinator Name</td>
<td>Bobo       Cleo</td>
</tr>
<tr>
<td>Company Name</td>
<td>ROYAL CHEF MACHINERY TRADING LLC</td>
</tr>
<tr>
<td>Project Coordinator Email</td>
<td></td>
</tr>
<tr>
<td>Project Coordinator TelNumber</td>
<td></td>
</tr>
<tr>
<td>Project Number</td>
<td>6166/00/71</td>
</tr>
</tbody>
</table>

### List of Passes

<table>
<thead>
<tr>
<th>PASS NO</th>
<th>NAME</th>
<th>EXPIRY DATE</th>
<th>PASS TYPE</th>
<th>STATUS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPP000001237</td>
<td>Sunny Kumar</td>
<td>January 15, 2023</td>
<td>Work Permit</td>
<td>Pending Approval</td>
<td>Printing Approved</td>
</tr>
<tr>
<td>EPP000001238</td>
<td>Srinap Iyer</td>
<td>January 15, 2023</td>
<td>Work Permit</td>
<td>Pending Approval</td>
<td>Printing Approved</td>
</tr>
</tbody>
</table>
ePass Details

Profile

Pass Details
- Name: [Name]
- Passport No.: [Passport No.]
- Expiry Date: [Expiry Date]
- Visa No.: [Visa No.]
- Expiry Date: [Expiry Date]
- Entry Date: [Entry Date]

Locations
- Location: [Location]
  - Status: Pending Approval
- Location: [Location]
  - Status: Pending Approval
- Location: [Location]
  - Status: Pending Approval
- Location: [Location]
  - Status: Pending Approval

Project Details
- Project Name: [Project Name]
- Project Number: [Project Number]
- Project Coordinator: [Project Coordinator]
- Project Coordinator Email: [Project Coordinator Email]
- Project Coordinator Mobile Number: [Project Coordinator Mobile Number]

Personal Details
- Name: [Name]
- Nationality: [Nationality]
- Date of Birth: [Date of Birth]
- Email: [Email]
- Signature: [Signature]

Passport
- Passport Number: [Passport Number]
- Expiry Date: [Expiry Date]

Visa
- Visa Number: [Visa Number]
- Expiry Date: [Expiry Date]

Entrata ID
- Entrata ID Number: [Entrata ID Number]
- Expiry Date: [Expiry Date]
Cancel Pass

ePass Details

Pass Details
- Request Number: G7000000137
- From: Jan 01, 2023
- To: Jan 31, 2023
- Type: Work Permit
- Purpose: Associate

Cancel Pass
Are you sure you want to cancel this pass?
- No
- Yes
Sample CSV File

<table>
<thead>
<tr>
<th>Name</th>
<th>Profession</th>
<th>Mobile</th>
<th>Email</th>
<th>Emirates</th>
<th>Emirates ID</th>
<th>Visa Number</th>
<th>Visa Expiry Date</th>
<th>Passport number</th>
<th>Passport Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dua Karam</td>
<td>Analyst</td>
<td>542137867</td>
<td><a href="mailto:dskaram@dewa.gov.ae">dskaram@dewa.gov.ae</a></td>
<td>Emirates ID: 2546</td>
<td>Visa: 09/04/2023</td>
<td>Passport: 12/06/2023</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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