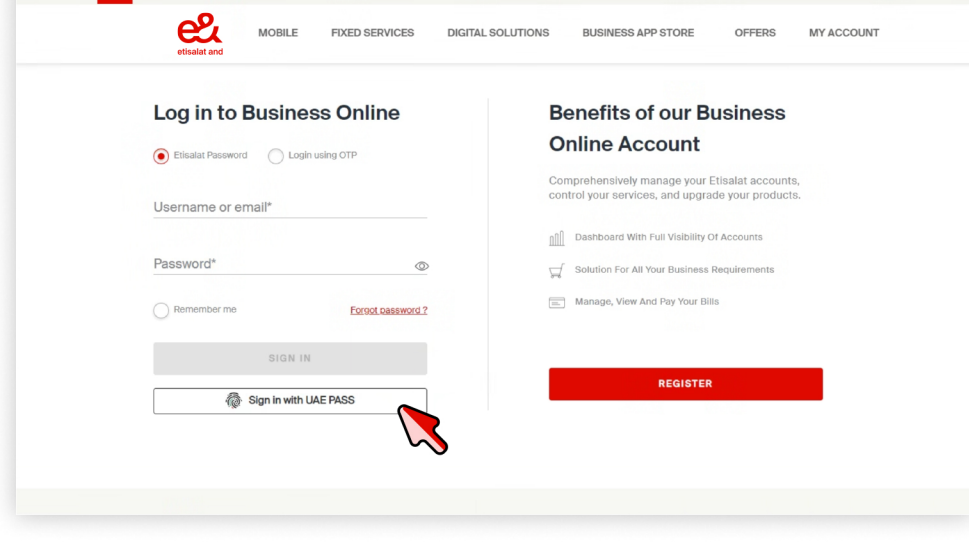


A guide to renew your Mobile Registration

Simply follow the given steps to renew your company documents online

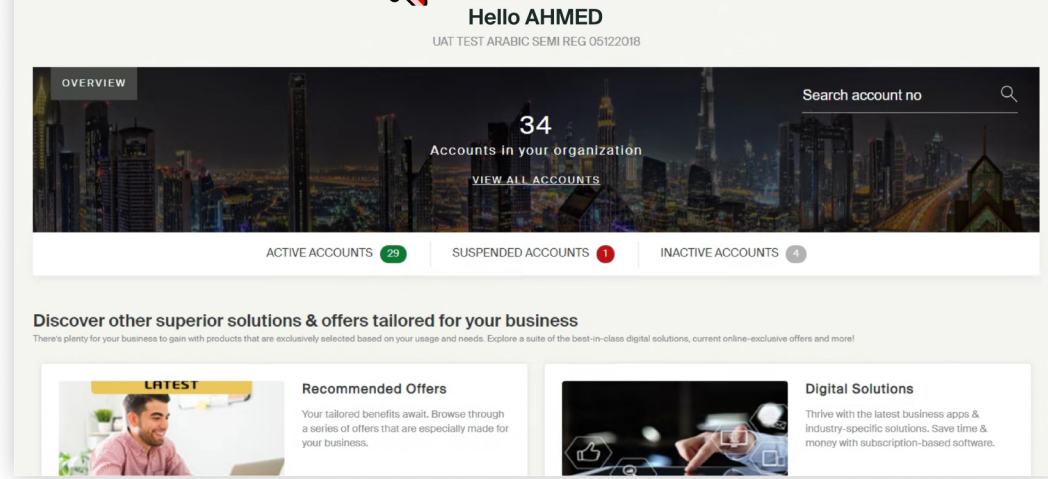
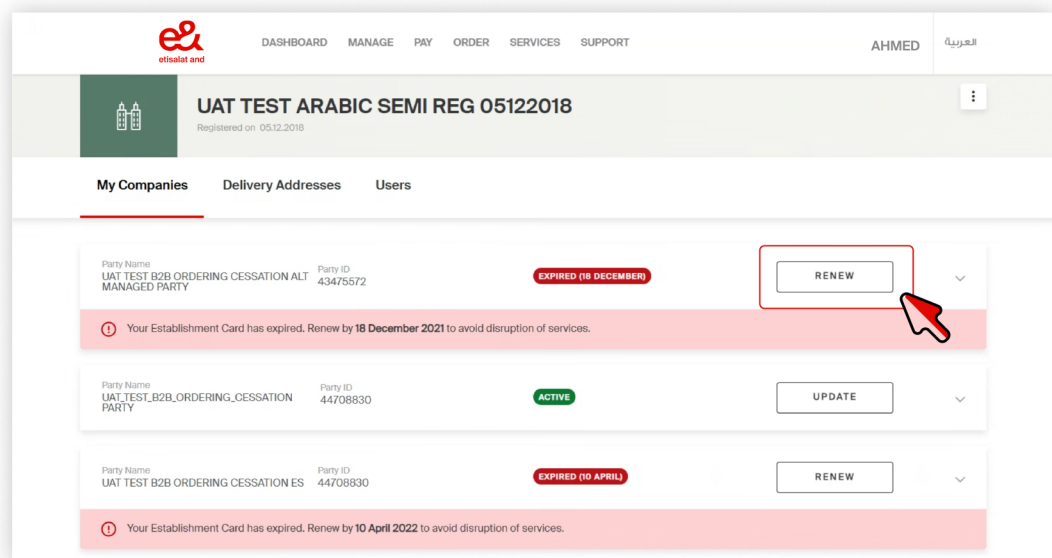


Step 1:

Easily log in to Business Online Portal by clicking on **'SIGN IN WITH UAE PASS'**.

Step 2:

Then click on **'MANAGE'**.

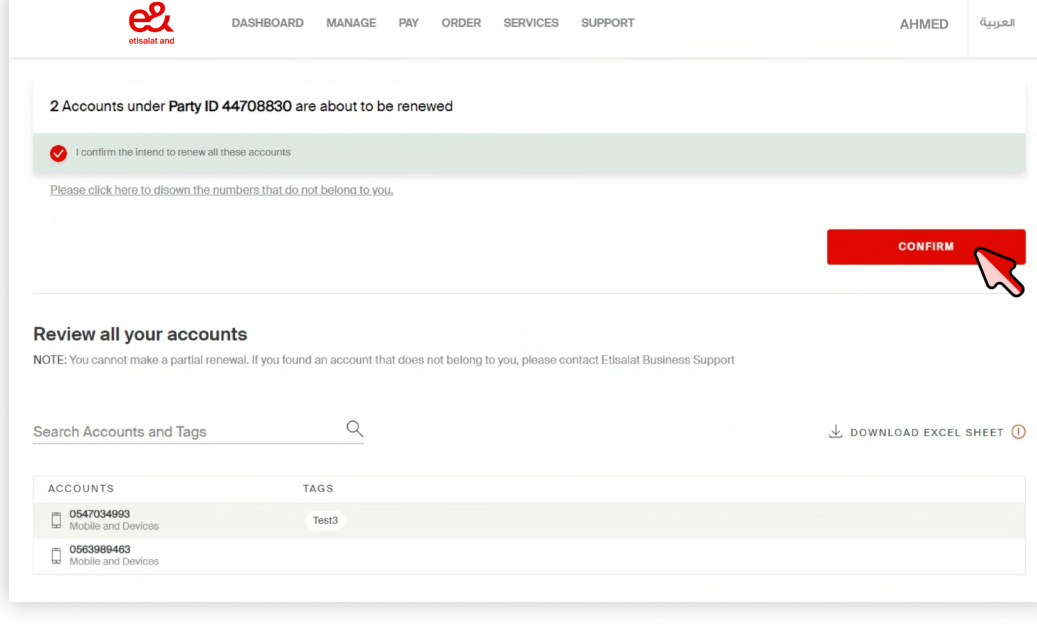
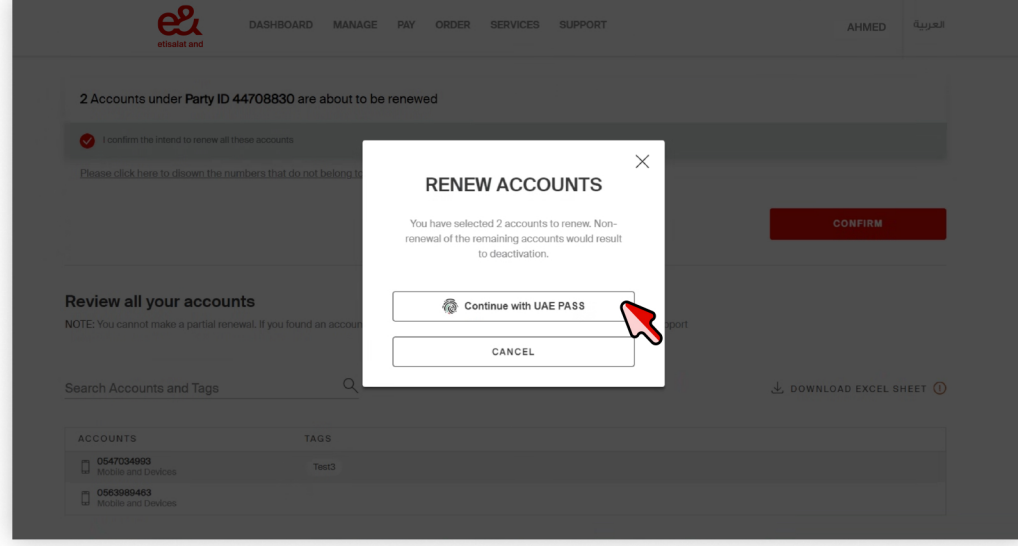



Step 3:

Click on **'MY COMPANIES'** and then click on the **'RENEW'** button for the Party ID/ Company with expired documentation.

Step 4:

Review your accounts and click on **'CONFIRM'**.

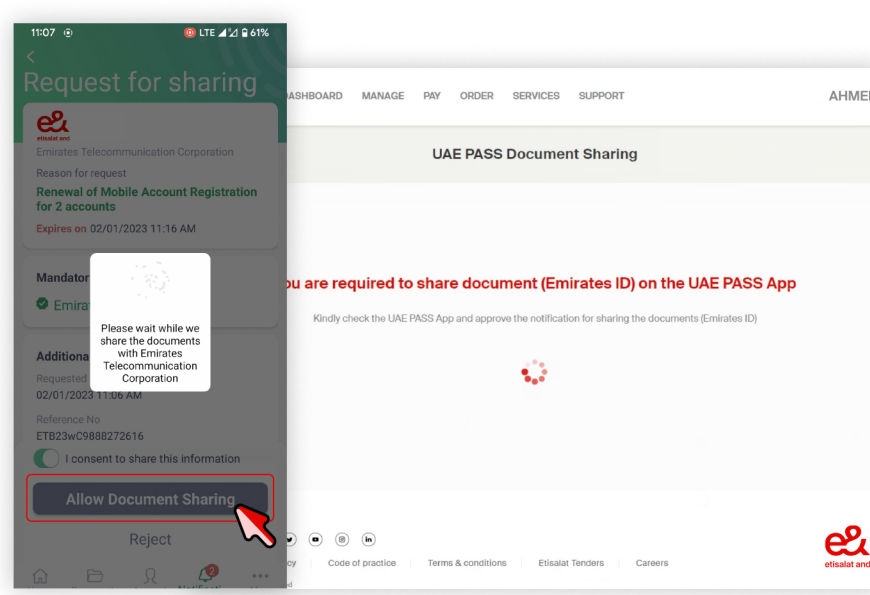
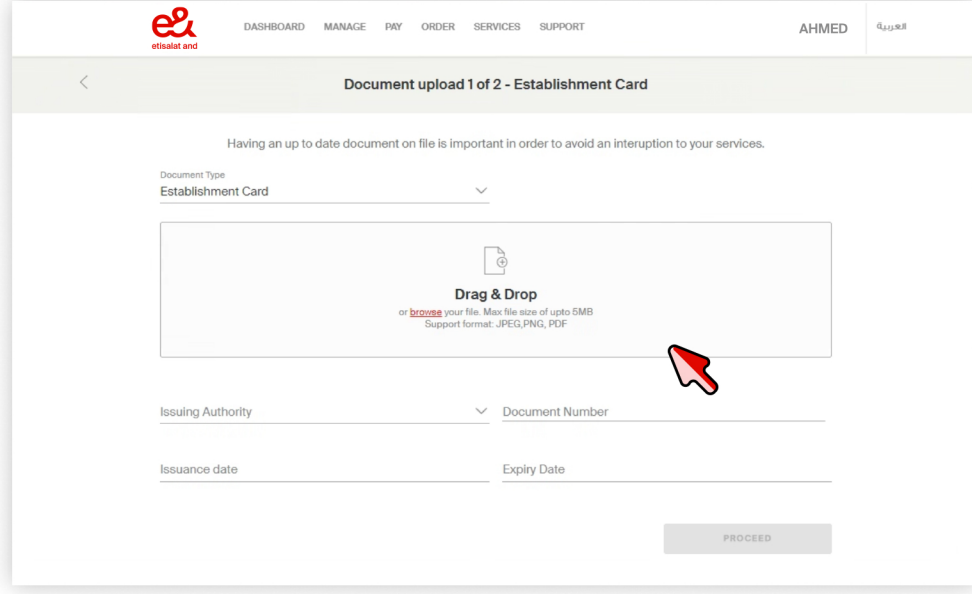



Step 5:

Next, click on **'CONTINUE WITH UAE PASS'** to proceed with document sharing.

Step 6:

Enable document sharing on the UAE Pass App by clicking on **'ALLOW DOCUMENT SHARING'**. You may have to wait for a few minutes to retrieve documents.

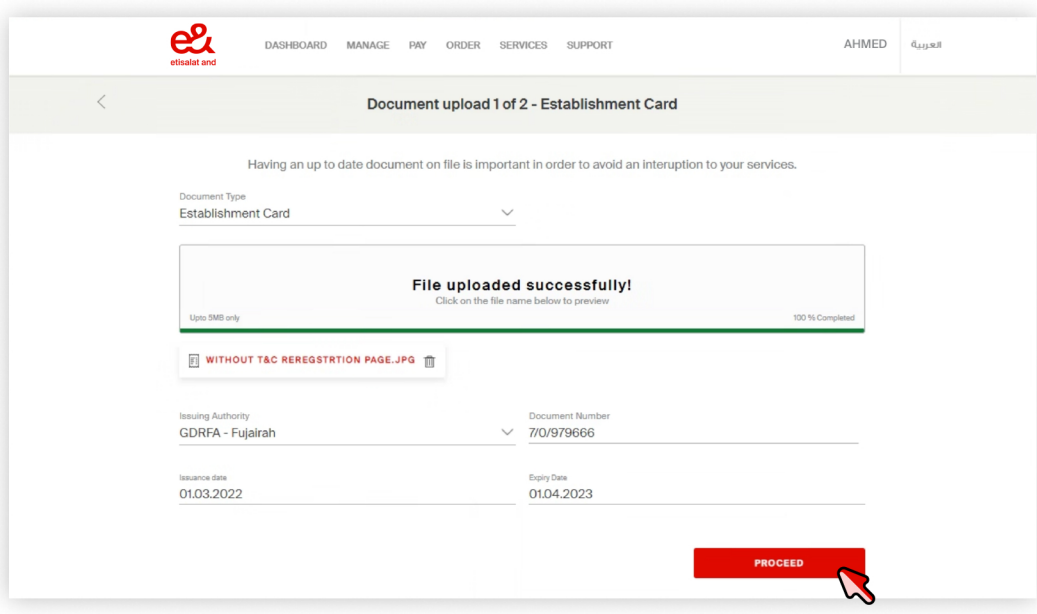
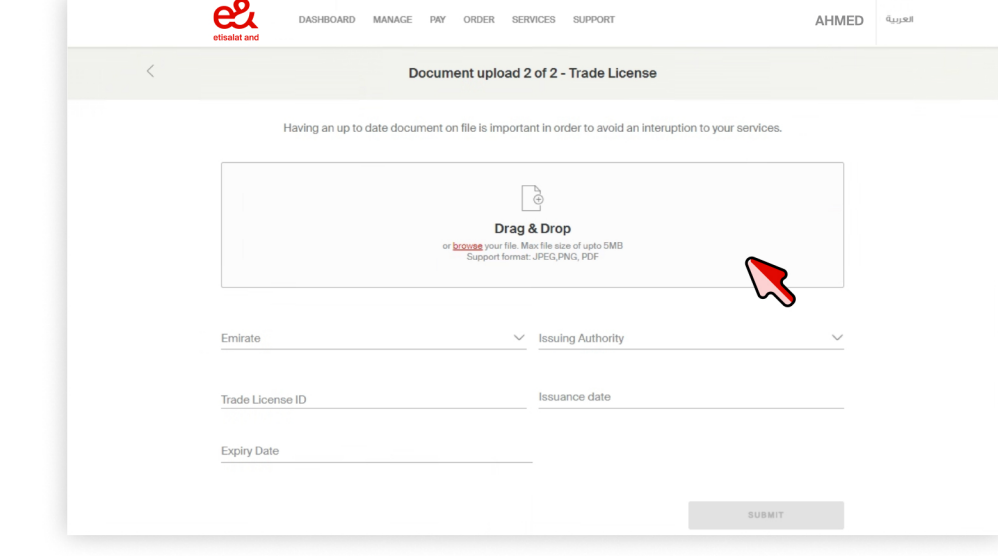



Step 7:

Post document sharing, upload the company's Establishment Card.

Step 8:

Once the file has been uploaded successfully, fill in the details and click on **'PROCEED'**.

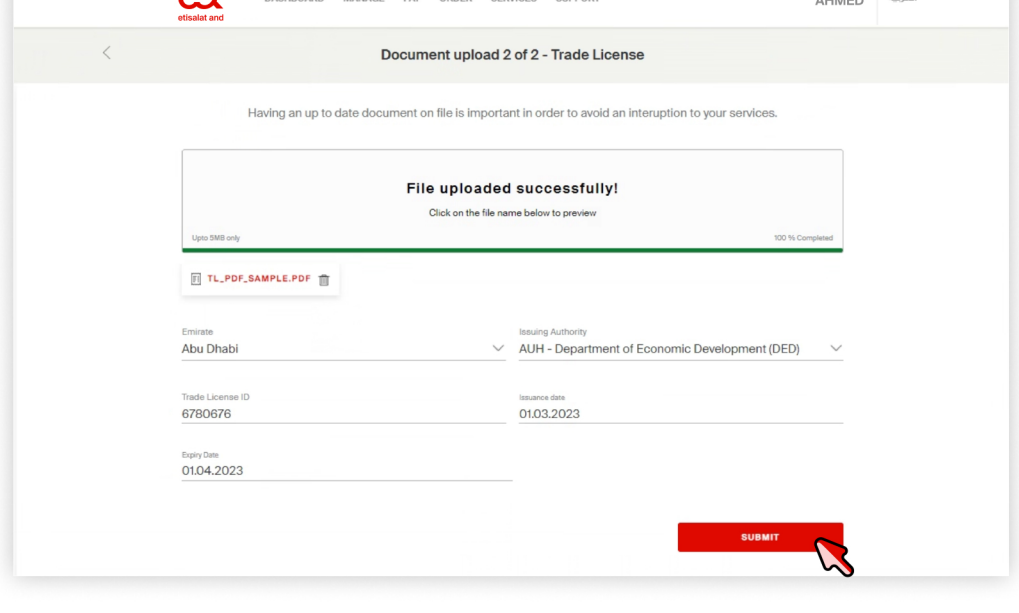
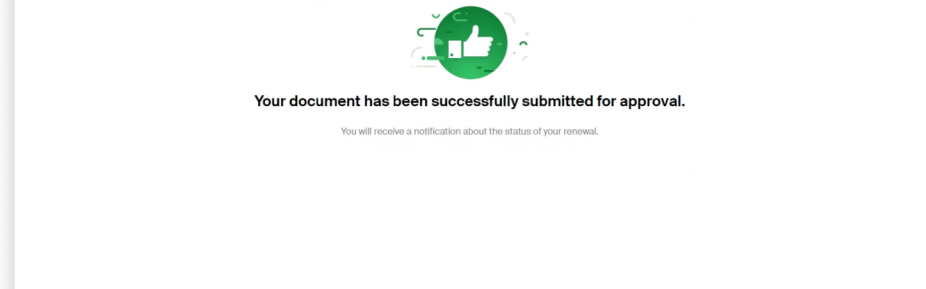



Step 9:

Next, upload the company's Trade License.

Step 10:

Once uploaded successfully, fill in the details and click on **'SUBMIT'**.

Step 11:

Documents will be submitted to the Etisalat back office for verification. Once verified, the customer will automatically receive a notification on their registered email ID.