

3.2 Online Account Creation

3.2.1 Company Admin - Online Account

- 1) Click on "Click here" on login page.

Thursday, February 09, 2012 | 9:9 AM

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Help ⓘ العربية

Login

If you have already registered with us, you can login using the form below. If you are a new user [Click here. ?](#)

*Enter UserName

*Enter Password

submit

[Forgot Password ?](#)
[Inquire status ?](#)
[Recall Trakhees Pin ?](#)

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- 2) A page is displayed where you can enter Trakhees ID and PIN.
- 3) Enter your Trakhees ID & PIN and click on 'Submit' button.

Thursday, February 09, 2012 | 3:14 PM

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Site Map

- Home
- Recall Trakhees PIN
- Register Online Company Admin
- Register Online Person Access
- Register Company
- Register Person

Registered User

*Trakhees ID

*Trakhees PIN

submit

New User?(If you dont possess a unique TKID)

[Register Company ?](#)
[Register Person ?](#)

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- 4) The system verifies the Trakhees ID/PIN combination and redirects to the admin registration page.
- 5) You need to fill in your desired login detail for the online account. Also, attach supporting documents as required.
- 6) Then, click the "Submit" button.

Site Map	Summary Info
Home Recall Trakhees PIN Register Online Company Admin Register Online Person Access Register Company Register Person	<div style="border: 1px solid #ccc; padding: 5px;"> Company Name Information </div> <p>Company Name(English) <input type="text" value="NIKITA FASHION FZT"/></p> <p>Company Name(Arabic) <input type="text" value="NIKITA FASHION FZT"/></p> <p>Tel. No(Office) <input type="text" value="97143539887"/></p> <p>Client Role <input type="text" value="Company with External License"/></p> <p>Email Address <input type="text" value="IMS-NA@Dummy.ae"/></p> <p>Website URL <input type="text"/></p> <div style="border: 1px solid #ccc; padding: 5px;"> License Information </div> <p>License Issuing Authority <input type="text" value="EZW - DUCAMZ"/></p> <p>License Number <input type="text" value="100002"/></p> <p>License Issue Date <input type="text" value="20-11-2008"/></p> <p>License Expiry Date <input type="text" value="19-11-2009"/></p> <div style="border: 1px solid #ccc; padding: 5px;"> Login Details </div> <p>*Admin Name(English) <input type="text" value="nikita"/></p> <p>*Admin Name(Arabic) <input type="text" value="nikita"/></p> <p>*UserName <input type="text" value="nikita"/></p> <p>* Password <input type="password" value="....."/></p> <p>* Confirm Password <input type="password" value="....."/></p> <p>* Secret Question <input type="text" value="What is the name of your favourite teacher?"/></p> <p>* Answer to Secret Question <input type="text" value="nikita"/></p> <p>* Company Authorized Person <input checked="" type="checkbox"/> ?</p> <p>* E-mail <input type="text" value="dicetek.ismail@pdc.ae"/></p> <p>* Mobile Number <input type="text" value="1234567890"/></p> <p>* Please select the type of document <input type="text" value="Identification Copy"/></p> <p>ID can be one of the below:</p> <ul style="list-style-type: none"> ▪ Employee Identification ▪ Employee Labor Card ▪ National ID ▪ Special Power of Attorney <p>Identification Copy Uploaded Successfully</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p>Identification Copy View delete</p> <p style="text-align: right;"><input type="button" value="reset"/> <input type="button" value="submit"/></p>

7) A reference number is shown to the client for future correspondence.

8) An email notification will be sent to you when the request is approved or rejected.

Thursday, February 09, 2012 | 3:21 PM

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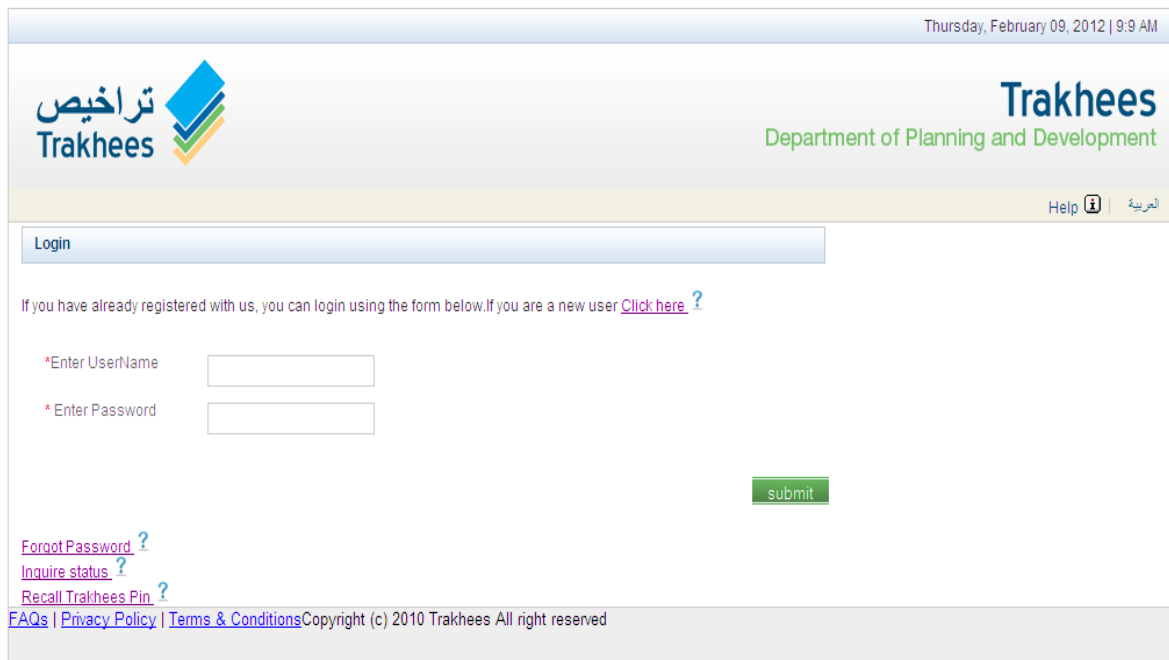
Site Map	Success
Home	<p>Your reference number is C-1488 Account will be activated after admin approval. Click here to Login</p>
Recall Trakhees PIN	
Register Online Company Admin	
Register Online Person Access	
Register Company	
Register Person	

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3.2.2 Inquire Request Status

You can verify the status of your request by following the below steps:

1. Click on “Inquire Status” link on “Login” page



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Login

If you have already registered with us, you can login using the form below.If you are a new user [Click here](#) ?

*Enter UserName

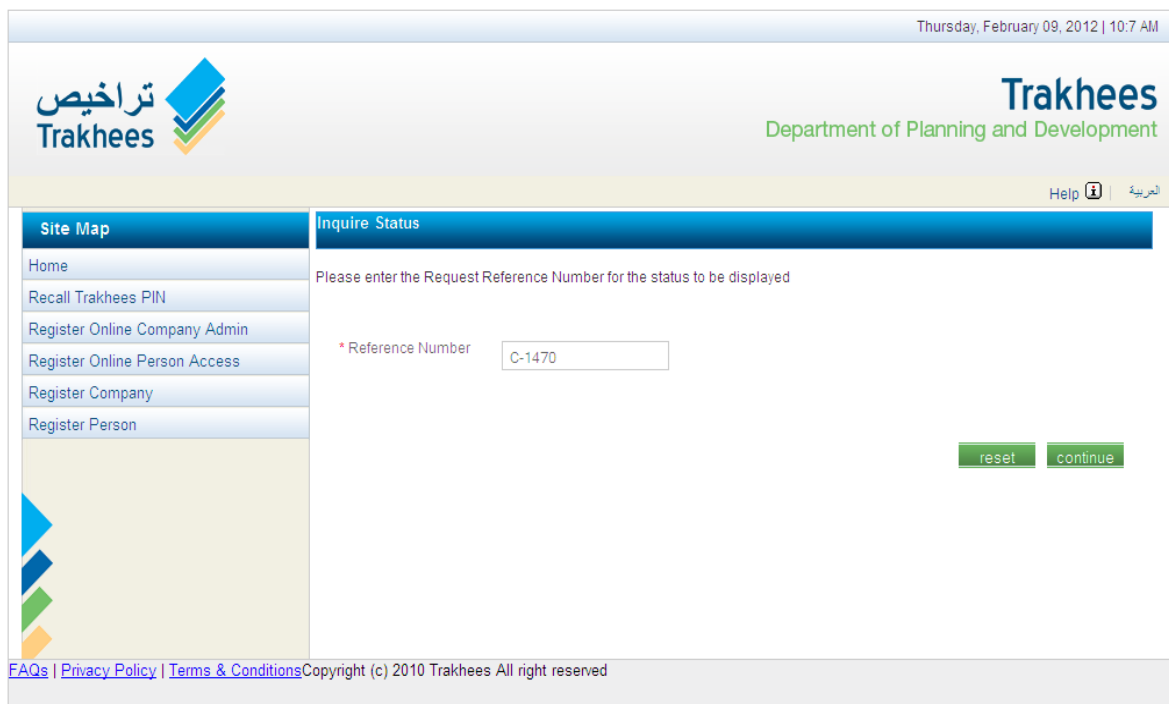
* Enter Password

submit

[Forgot Password](#) ?
[Inquire status](#) ?
[Recall Trakhees Pin](#) ?

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2. Inquire status page is shown where you can enter your “Reference Number” which was displayed on previous successful request submission.



Thursday, February 09, 2012 | 10:7 AM

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Site Map

Inquire Status

Home
Recall Trakhees PIN
Register Online Company Admin
Register Online Person Access
Register Company
Register Person

Please enter the Request Reference Number for the status to be displayed


* Reference Number

reset continue

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3. Clicks on “Submit” button.
4. The status of the request is displayed.

Thursday, February 09, 2012 | 10:10 AM



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Site Map	Status of Application
<ul style="list-style-type: none"> Home Recall Trakhees PIN Register Online Company Admin Register Online Person Access Register Company Register Person 	<p>Request Reference Number : C-1470</p> <p>Request Status : In Progress</p> <p>Request Created On : 09-Feb-2012</p>

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5. If the reference is not found in the system then an error message is displayed.

Thursday, February 09, 2012 | 10:9 AM



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Site Map	Status of Application
<ul style="list-style-type: none"> Home Recall Trakhees PIN Register Online Company Admin Register Online Person Access Register Company Register Person 	<p>Reference # '76347' not found in the system</p>

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3.3 Recall Trakhees ID & PIN

1. Click on the “Recall Trakhees ID & PIN” link on the “Login” page.

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Login

If you have already registered with us, you can login using the form below.If you are a new user [Click here](#) ?

*Enter UserName

*Enter Password

submit

[Forgot Password](#) ?
[Inquire status](#) ?
[Recall Trakhees Pin](#) ?

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2. Choose your Client Type - Company or Person and fill in the fields required.
3. Click on the ‘Submit’ button.

Monday, April 02, 2012 | 9:52 AM

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Site Map

- Home
- Recall Trakhees PIN
- Register Online Company Admin
- Register Online Person Access
- Register Company
- Register Person

Recall Trakhees Pin

Fill in the following details below and your Trakhees Id & pin information will be sent to you.

* Client Type Client Company Client Person


* License Issuing Authority

* License Number

reset continue

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Monday, April 02, 2012 | 9:55 AM



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Department of Planning and Development


Help ⓘ | العربية

Site Map	Recall Trakhees Pin
<ul style="list-style-type: none"> Home Recall Trakhees PIN Register Online Company Admin Register Online Person Access Register Company Register Person 	<p>Fill in the following details below and your Trakhees Id & pin information will be sent to you.</p> <p>* Client Type Client Company <input type="radio"/> Client Person <input checked="" type="radio"/></p> <p>* E-mail <input type="text"/></p> <p style="text-align: right; margin-top: 20px;"> <input type="button" value="reset"/> <input type="button" value="continue"/> </p>

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4. On submission, your Trakhees ID & PIN is sent to the email address given at the time of your Company/Person Registration.

Thursday, February 09, 2012 | 10:30 AM



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Help ⓘ | العربية

Site Map	Recall Pin Request Confirmation
<ul style="list-style-type: none"> Home Recall Trakhees PIN Register Online Company Admin Register Online Person Access Register Company Register Person 	<p>Dear User</p> <p>Please check your email. Within the next few minutes, you should receive a message from us containing your ID & pin information.</p> <p>Login</p>

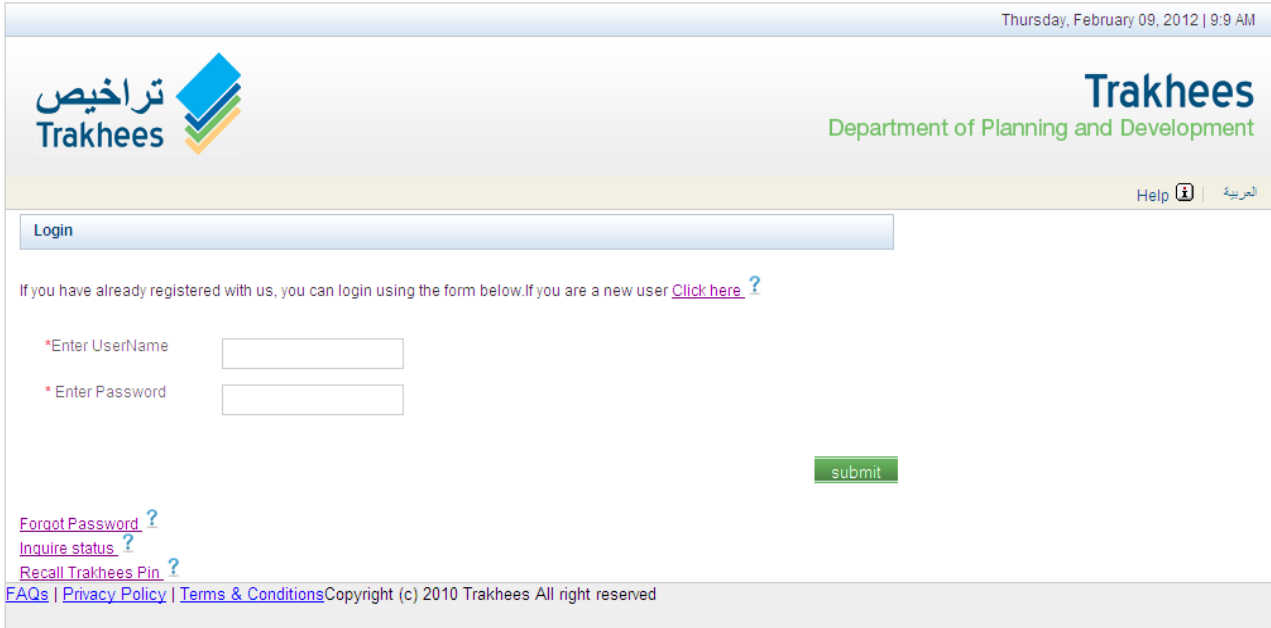
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5. Error message will be shown if the system is unable to find the Trakhees ID and PIN with the input given or if there are many clients found for the input.

3.4 Profile Management

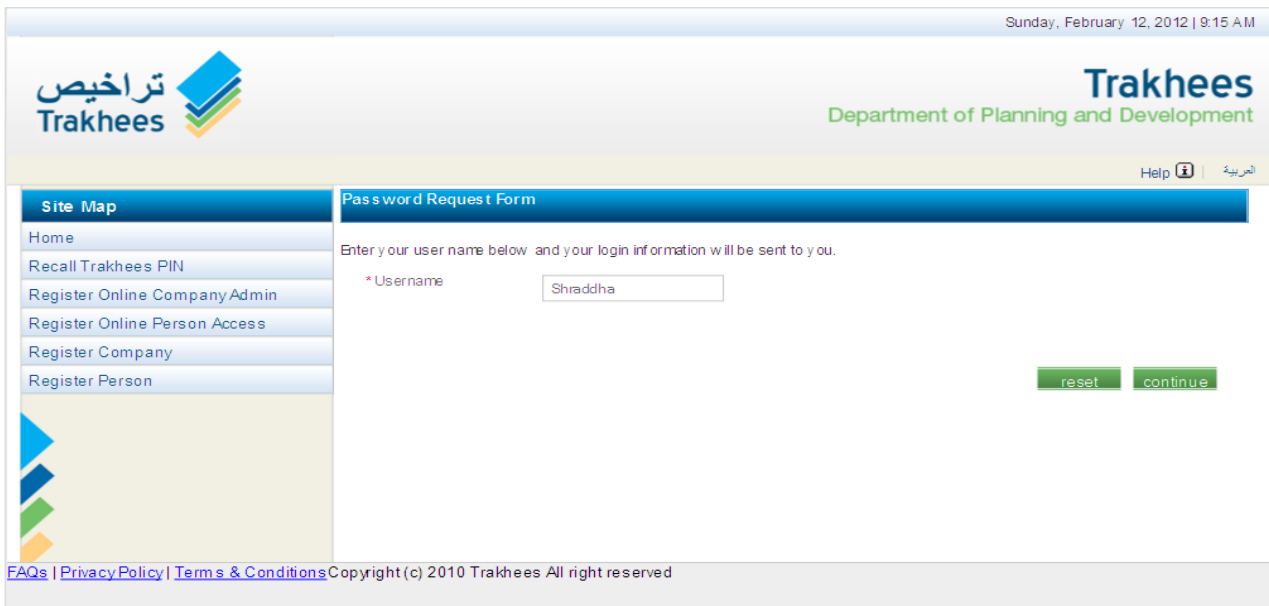
3.4.1 Forgot Password

1) If you forget the current password, you can click on “Forgot Password” link on the User Login page.



The screenshot shows the Trakhees login page. At the top right, it says 'Thursday, February 09, 2012 | 9:9 AM'. The Trakhees logo is on the left, and the text 'Trakhees Department of Planning and Development' is on the right. There is a 'Login' button and a 'Help' link. Below the login form, there is a 'Forgot Password?' link. The form has two input fields: '*Enter UserName' and '*Enter Password', and a 'submit' button. At the bottom, there are links for 'FAQs', 'Privacy Policy', and 'Terms & Conditions', and a copyright notice: 'Copyright (c) 2010 Trakhees All right reserved'.

2) You will be redirected to “Forgot Password” page with a “Username” textbox.



The screenshot shows the 'Forgot Password' page. At the top right, it says 'Sunday, February 12, 2012 | 9:15 AM'. The Trakhees logo is on the left, and the text 'Trakhees Department of Planning and Development' is on the right. There is a 'Help' link and a 'العربية' link. On the left side, there is a 'Site Map' menu with links: 'Home', 'Recall Trakhees PIN', 'Register Online Company Admin', 'Register Online Person Access', 'Register Company', and 'Register Person'. The main content area is titled 'Password Request Form' and contains the text 'Enter your user name below and your login information will be sent to you.' Below this text is a '* Username' label and a text input field containing 'Shraddha'. At the bottom right of the form, there are 'reset' and 'continue' buttons. At the bottom, there are links for 'FAQs', 'Privacy Policy', and 'Terms & Conditions', and a copyright notice: 'Copyright (c) 2010 Trakhees All right reserved'.

3) Enter your “Username” and clicks the “Submit” button and then you will get a Password Request Confirmation message.

Site Map

- Home
- Recall Trakhees PIN
- Register Online Company Admin
- Register Online Person Access
- Register Company
- Register Person

Pas s word Request Confirmation

Dear User

Please check your email. Within the next few minutes, you should receive a message from us containing your login information.

[Login](#)

- 4) The mail will contain new password.
- 5) If user does not enter username and Clicks on Continue button then error message will be displayed.

Site Map

- Home
- Recall Trakhees PIN
- Register Online Company Admin
- Register Online Person Access
- Register Company
- Register Person

Pas s word Request Form

Enter your user name below and your login information will be sent to you.

* Username

Error Validating Form

This field is required [

* Username

]