UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE



User Manual

Running Payment Submission

3.2 V 2025

- 1. Open MOEI website: <u>https://www.moei.gov.ae</u>
- 2. Click on "LOGIN" on the header

	UNITED ARAB E MINISTRY OF E	MIRATES NERGY & INFR						දි අ	Q	٦	🏶 Languages
Ô	About Ministry	Services	Knowledge Center	Media Center	Open Data	Digital Participation	Contact Us				
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	sub-services h										
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3. Then it will redirect you to the Login page, you can login using UAE PASS.

	🖗 Sign in with UAE PASS
	OR
	Don't have an account?
	Sign up with UAE PASS
A single	trusted digital identity for all citizens, residents and visitors.
For r	nore information please check the user manual from Here

4. Click here on the Sheikh Zayed Housing Programme

分 Home My Applications Licens	se Services V Integrated smart and proactive Providing integrated smart digital services i needs of the public, make them happy an customer's journey by reducing the required Read more	Mdel Ab e digital services Is for the Ministry of Energy and Infrastructure id leave them with a positive impression. Th id ocuments, facilitate procedures, using model	dulla Ali Mohamed Alhammadi Q ()
	Integrated smart and proactive Providing Integrated smart digital services in needs of the public, make them happy an customer's journey by reducing the required Read more	e digital services Is for the Ministry of Energy and Infrastructure Id leave them with a positive impression. Th Idocuments, facilitate procedures, using mode	a a top priority as it seeks to meet the he Ministry has been developing the ern technologies, and putting in pla
Comisso and Dressons			
Services and Processes	Q Search by a service keyword	🛕 Manzali Bundle	Check Request Status My Favorites
Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme
Am Maritime Transport Services	✓ Housing Assistance Request	Reconsideration for Housing Assistance Decision	Postponing or reducing housing assistance instalment
Hinfrastructure Services	v		

5. Click here on the Consultant Service option

MINISTRY OF ENERGY & INFRASTRUCTURE	***		Q Search for something
A Home My Applications License	Services 🗸	👰 Adel Abd	ulla Ali Mohamed Alhammadi 🛛 💭 💮
	Integrated smart and proactive Providing integrated smart digital services needs of the public, make them happy at customer's journey by reducing the required Read more	e digital services is for the Ministry of Energy and Infrastructure of leave them with a positive impression. The I documents, facilitate procedures, using mode	top priority as it seeks to meet the Ministry has been developing the n technologies, and putting in pla
Services and Processes	Q Search by a service keyword	🖳 Manzali Bundle	Check Request Status My Favorites
Services and Processes	Q. Search by a service keyword	🖳 Manzali Bundle	Check Request Status My Favorites
Services and Processes Sheikh Zayed Housing Programme Housing Services(10) Consultants Services(10) Contractor Services(2)	Q Search by a service keyword Sheikh Zayed Housing Programme Housing Assistance Request	Manzali Bundle	Check Request Status My Favorites Sheikh Zayed Housing Programme Postponing or reducing housing assistance instalment

6. Click here to go to Next Page

Services and Processes	Q Search by a service keyword	🛕 Manzali Bundle	Check Request Status My Favorite
Sheikh Zayed Housing Programme	^		
Housing Services(10)	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme
Consultants Services(10)	Opening a file for housing assistance Implementation	Period Extension	Contract Value Change Request
Contractor Services(2)			
Land Transport Services	View Info Start	→ ① View Info Start →	● View Info Start →
As Maritime Transport Services	Sheikh Zayed Housing	Sheikh Zayed Housing	Sheikh Zayed Housing
🚔 Infrastructure Services	Contract End Request	Programme Maintenance Request	Programme New Consultant Registration
Geological and Petrol Services	×		
	View Info Start	\rightarrow (3) View Info Start \rightarrow	● View Info Start →
			1 2 Next >

7. Click here on the Start button to Start the Payment Service

	customer's journey by reducing the required	documents, facilitate procedures, using mod	fern technologies, and putting in pla
Services and Processes	Q Search by a service keyword	🖳 Manzali Bundle	Check Request Status My Favorites
Sheikh Zayed Housing Programme			
Housing Services(10)	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme
Consultants Services(10)	Consultant Renewal	Contractor Change Request	Request of Individual Housing Initial Handover
Contractor Services(2)			
🕞 Land Transport Services 🗸 🗸	● View Info Start →	I View Info Start →	● View Info Start →
All Maritime Transport Services	Sheikh Zayed Housing 🔿		
Infrastructure Services V	Payment Request		
Geological and Petrol Services			
	View Info		

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Running Payment Submission

8. Click here on the Application Number



9. Click here on the Request Payment

*	UNITED ARAB EMIRATES MINISTRY OF ENERCY & INFRASTRUCTURE		Q Search for something
С на	Home My Applications License Services \vee		🌍 Adel Abdulla Ali Mohamed Alhammadi 🛛 💭 🜐
G Hor Proj	ome / Project Details		Back Request Payment
Wor	rk Summary Housing Assistance Form		View Property Location
р 0 Р	Project Completion Delivery located Overall Completion Percentage of the Project to Date Project Start Date 07-Jan-2021 Project End Date	07-Jan-2027 0%	Project Value Details
	Project value Total contract value	Ald Value Total Value Issued by SZHP	Total Value 1.0 M
т	Total Project Value 1.0 M AED	Total AID Amount 800,000 AED	Benificiary Value: 200,000 Aid Value: 800,000

10. Click here to Enter the Claimed Percentage Value

Payment	Please select payment date *				
Summary	2025-02-07	a			
3 Attachments					Save
	Work Item Name	Weighted %	% Completed	Claimed %	Attachments
	Excavation	5 %	0	þ 2 %	亡, Click to attach
	Concrete Foundation	5 %	0	0 %	式, Click to attach
	Concrete-Ground	5 %	0	0 %	1. Click to attach
	Concrete-First Floor	5 %	0	0 %	ث Click to attach
	Brick Work	5 %	0	0 %	1. Click to attach
for	External and Internal Plaster works	5 %	0	0 %	1. Click to attach
	Tile Works for Floors and Walls	5 %	0	0 %	1. Click to attach
	Health Works, kits and Fittings	5 %	0	0 %	1 Click to attach

11. Click here to Upload the Attachment

Payment	Please select payment date *				
Summary	2025-02-07	ä			
3 Attachments					Save
	Work Item Name	Weighted %	% Completed	Claimed %	Attachments
	Excavation	5 %	0	5 %	Click to attach
	Concrete Foundation	5 %	0	5 %	1 Click to attach
	Concrete-Ground	5 %	0	5 %	亡, Click to attach
	Concrete-First Floor	5 %	0	5 %	1. Click to attach
	Brick Work	5 %	0	5 %	1 Click to attach
	External and Internal Plaster works	5 %	0	5 %	1 Click to attach
-vili-	Tile Works for Floors and Walls	5 %	0	05 %	1. Click to attach
-	Health Works, kits and Fittings	5 %	0	5 %	1. Click to attach
	Electrical and pneumatic works	5 %	0	5 %	亡 Click to attach

Running Payment Submission



12. Click here to go to Next Step Where the user can view Payment Summary

13. Here the user can view the Payment Summary

MOEI Contribution Till Now	- 0 AED (0.0%)		
Claimed Payment Det Claimed Amount Total Beneficiary Contributi	ails 550,000 AED (55.0%) on - 200,000 AED (20.0%)		
Payment Request Date 07-Feb-2025			
Project Delivery Date 07-Jan-2026	Project End Date 07-Jan-2027	Project Extension	Payment Date 07-Feb-2025
07-Jan-2021	Initial Project Delivery Date 07-Jan-2026	Project Duration	Contract Number

Running Payment Submission

14. Click here to go to Next Step

	Project Start Date	Initial Project Delivery Date	Project Duration	Contract Number
	07-Jan-2021	07-Jan-2026	-	-
	Project Delivery Date	Project End Date	Project Extension	Payment Date
	07-Jan-2026	07-Jan-2027		07-Feb-2025
	Payment Request Date			
	07-Feb-2025			
	Claimed Payment Det	ails		
	Claimed Amount	550,000 AED (55.0%)		
	Total Beneficiary Contribution	on - 200,000 AED (20.0%)		
	MOEI Contribution Till Now	- 0 AED (0.0%)		
	Bank Guarantee Amount	- 40,000 AED		
	Retention Amount	- 35,000 AED		
	Penalities	-0 AED		
- Par	Net Claimed Amount:	275,000.0 AED		
	< Previous Step			Next Step >
	Attachments			+

15. Click here to upload the Attachment

Work Progress Percentage of Completion Payment Payment Summary 3 Attachments Attachments Signboard* Upload File	+
Payment Summary 3 Attachments Signboard Upload File	
3 Attachments Signboard Lupload File	+
Signboard *	×
Work Schedule *	
ل Upload File	
Receipt of Beneficiary amount received *	

16. Click here on the Submit button

UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE		Q Search for something
A Home My Applications	License Services 🗸	💿 Adel Abdulla Ali Mohamed Alhammadi 🛛 💭 🌐
Home / Payment Details Payment Details		Back
Work Progress	Percentage of Completion	+
Payment Summary	Payment Summary	+
Attachments	Attachments	×
	Signboard *	

17. Click here on the My Applications

A Home My Applica	tions License Services	~		🌍 Adel Abdulla	Ali Mohamed Alhammadi 🛛 🕀
Home / My Projects					
My Projects					Filter 📚
Total Records : 1					
Application No 11	Open File No. 🎼 🕴	Contractor Name 11	Contract No 1	% Completed 11	Beneficiary Nan Status 1
IS250121100450	4222	Innovatechs Contractor		0%	Adel Abdu Open
					Rows per page 10 👻 1-1 of 1 < >

18. Click here on Payment Request option to view the Payment Request

UNTED AMAR EMBARTES MINISTRY OF ENERGY & INFRASTRUCTURE	Q Search for something
\bigcirc Home My Applications License Services \vee	🌍 Adel Abdulla Ali Mohamed Alhammadi 🛛 🕀
Characteristic Home / My Applications My Applications	Click to Refresh $ \mathcal{Z} $
Service by category Sheikh Zayed Housing Programme V Service pay Payment Request	٩

Running Payment Submission

19. Fill the satisfaction survey about the eService, when the following pop-up shows up:

						ل دەن	ب ب ض المتعام STOMER PULSE
	Custom	ier Pu	ilse Sur	vey –		i	r ⊕ English ~
Based on your expen you ag	rience in ree on th	gettin e follo	ng the so owing s	ervice tatem	. To wh ents?	iat ext	tent do
	Extremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree
Availability & accuracy of Service information	☆	☆	\overleftrightarrow	$\hat{\boldsymbol{\Sigma}}$	☆	\overleftrightarrow	
Ease of Service accessibility in the Smart Application		$\stackrel{\frown}{\simeq}$	\overleftrightarrow	$\stackrel{\frown}{\simeq}$	$\stackrel{\frown}{\simeq}$	\overleftrightarrow	
Ease & Simplicity of Service Application Steps	☆	☆	☆	$\stackrel{\frown}{\simeq}$	☆	\overleftrightarrow	☆
Ease and Variety of payment options		\overleftrightarrow	\overleftrightarrow	$\widehat{\Box}$	☆	☆	
Possibility of Service Status iracking		☆	\overleftrightarrow	$\stackrel{\frown}{\simeq}$	\overleftrightarrow	☆	
Service Completion time was easonable & within my expectations		☆	\overleftrightarrow				
Smart Application efficiency no delays or errors in app)		\overleftrightarrow	☆	☆	☆	\overleftrightarrow	
vailability of Online Support		\overleftrightarrow			☆		
	Prev	ious	Next				

UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE



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User Manual

Final Payment Submission

3.2 V 2025

- 1. Open MOEI website: <u>https://www.moei.gov.ae</u>
- 2. Click on "LOGIN" on the header

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	sub-services h										
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3. Then it will redirect you to the Login page, you can login using UAE PASS.

	🖗 Sign in with UAE PASS
	OR
	Don't have an account?
	Sign up with UAE PASS
A single	trusted digital identity for all citizens, residents and visitors.
For r	nore information please check the user manual from Here

4. After Successful login, Beneficiary will be navigated to the page where they can view all the

Services.

UNITED ARAB EMMATES MUNISTRY OF DNERGY & INFRASTRUCTURE	<u>.</u>		Q Search for something
G Home My Applications License	Services \lor Project Extension		Q Consultant 🖉 EN 🗸
	Integrated smart and proact Providing integrated smart digital service needs of the public, make them happy customer's journey by reducing the require Read more	ve digital services es is for the Ministry of Energy and Infrastructu and leave them with a positive impression. 1 red documents, facilitate procedures, using mo	e a top priority as it seeks to meet the he Ministry has been developing the Jern technologies, and putting in pla
Services and Processes	Q Search by a	service keyword	Bundle Order Status My Favorites
Stervices and Processes	C Search by a Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Bundle Order Status My Favorites Sheikh Zayed Housing Programme
Services and Processes	C Search by a Sheikh Zayed Housing Programme Housing Assistance Request	Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	Bundle Order Status My Favorites Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Instalment Request
Services and Processes	C Search by a Sheikh Zayed Housing Programme Housing Assistance Request	Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	Bundle Order Status My Favorites Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Instalment Request

5. Click here to open the Consultant services

MINISTRY OF ENERGY & INFRASTRUCTURE		Q Search for something		
G Home My Applications License	Services V Project Extension		Q Consultant $\int e^{\Theta}$ EN \sim	
	Integrated smart and proacti Providing integrated smart digital service needs of the public, make them happy customer's journey by reducing the require Read more	ve digital services s is for the Ministry of Energy and Infrastructu and leave them with a positive impression. T ed documents, facilitate procedures, using mo	e a top priority as it seeks to meet the he Ministry has been developing the dern technologies, and putting in pla	
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Services and Processes	Q, Searc	Iskan	Bundle Order Status My Favorites	
Sheikh Zayed Housing Programme A Housing Services(10) Consultants Services(10)	Q Searc Sheikh Zayed Housing Programme Housing Assistance Request	Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	Bundle Order Status My Favorites Bundle My Favorites Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Instalment Request	

6. Click here to go to next page

Sheikh Zayed Housing Programmer	me 🔨			
Housing Services(10)		Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme
Consultants Services(10)		Opening A File For Housing Assistance Implementation	Period Extension	Contract Value Change Request
Contractor Services(2)				
Land Transport Services	~	Start Service \rightarrow	Start Service →	Start Service →
Am Maritime Transport Services	~	Sheikh Zayed Housing	Sheikh Zayed Housing	Sheikh Zayed Housing
Infrastructure Services	~	Contract End Request	Maintenance Request	New Consultant Registration
Geological and Petrol Services	~			
		Start Service \rightarrow	Start Service \rightarrow	Start Service →
				1 2 Next >

7. Click here to Open the Payment Request

Sheikh Zayed Housing Programme A			
Housing Services(10)	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme
Consultants Services(10)	Consultant Renewal	Contractor Change Request	Request Of Individual Housing Initial Handover
Contractor Services(2)			
Land Transport Services	Start Service \rightarrow	Start Service →	Start Service →
Maritime Transport Services	Sheikh Zayed Housing		
Infrastructure Services V	Programme Payment Request		
Geological and Petrol Services			
	Start Service		
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8. Click here to Open the application

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	Home / My Projects									
	Grouped by Beneficiary	r Name 🛞								
	Total Records : 2									
	Application No $_{ }=$	Beneficiary Name 🌐 🗄	*	Contract No $1 = 1$	Contractor Name $\lim =$	% Completed $\uparrow\downarrow~=~\exists$	Primary Delivery Date $_{\uparrow\downarrow}=$ \vdots			
		Sowjanya Reddy (1)	^							
	<u>SZ241015170041</u>			e2234234	INNOVATECHS CONTRACTOR	0%	26-Mar-2025			
		Tarunendra Sappa (1)	^							
	<u>SZ241026430063</u>			12	INNOVATECHS CONTRACTOR	0%				
-ulu-						Rows per	page 10 💌 1-4 of 4 < >			

9. Click here to Request Payment

UNITED ARAB EMIRATES MINISTRY OF EMERGY & INFRASTRUCTURE			Q Search for something
Home My Applications Lic	ense Services 💛 🛛 Project Extensio	n	Q Consultant $\int_{-\infty}^{\infty}$ EN \sim
☆ Home / Project Details Project Details			Back Fequest Payment
Work Summary Housing Assist	ance Form		View Property Location
Project Completion Deliverd Overall Completion Percentage of the Project Start Date 26-Oct-2024 Delivery Date 26-Mar-2025	Project to Date Project End Date 26-Mar-2026 Extended Delivery Date 26-Mar-2025	0%	Project Value Details
Project value Total contract value	All To	d Value Ital Value Issued by SZHP	3.1 M
Total Project Value	3.1 MAED Total AID An	nount 800.000 AED	With a second second with a second se

Home / Payment Details						Back Subm
Work Progress	Percentage of Complet	ion			Save	+ Add Work Item
Summary	Work Item Name	Weighted %	% Completed	Claimed %	Attachments	Actions
3 Attachments	Excavation	5 %	0	0 \$ %	1. Click to attach	
	Concrete Foundation	5 %	0	0 %	亡, Click to attach	
	Concrete-Ground	5 %	0	0 %	亡, Click to attach	
	Concrete-First Floor	5 %	0	0 %	亡 Click to attach	
	Brick Work	5 %	0	0 %	亡 Click to attach	
	External and Internal Plaster works	5 %	0	0 %	∴ Click to attach	

10. Click here to enter the claimed value

11. Click here to go to Next step where the use can view the payment details



12. Click here to go to next page where the user can upload the file

Claimed Payment Details	3	
Claimed Amount	3.1 M AED (100.0%)	
Total Beneficiary Contribution	- 2.3 M AED (74.55%)	
MOEI Contribution Till Now	- 0 AED (0%)	
Bank Guarantee Amount	- 40,000 AED	
Retention Amount	- 40,000 AED	
Penalities	-0 AED	
Net Claimed Amount:	720,000.0 AED	
< Previous Step		Next Step >
Attachments		+

13. Click here to upload the file

e	Work Progress	Percentage of Complet	tion		+
	Payment Summary	Payment Summary			+
3	Attachments	Attachments Completion Of house from r	municipality *		×
		< Previous Step			Next Step 🗦
ulu Th	e Ministry I	Using the website	Information and	References	ريالالالالار.
					3° 10.
Abo	ut the ministry S	Sitemap	support	Regulations	

14. Click here to Submit the application

UNITED ARAB EMIRATES MINISTRY OF EMERGY & INFRASTRUCTURE		Q Search Sile Uploaded Succesfully
G Home My Applications L	icense Services \vee Project Extension	$lpha$ Consultant $ au$ EN \sim
ᢙ Home / Payment Details Payment Details		Back
Work Progress	Percentage of Completion	+
Payment Summary	Payment Summary	+
Attachments	Attachments Completion Of house from municipality *	×

15. Click here to logout as consultant and login as both Beneficiary and Contractor as a task will be assign for both the users

UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFR	ASTRUCTURE				Q Search f	or something
G Home My Applica	ations License Services	Proje	ect Extension		Q	Consultant 🗘 EN 🗸
					ର ୧୫ ୫୫	My Profile Switch Profile My Companies
Grouped by Beneficiar	Name 🛞				L.C.	Logout
Total Records : 2						
Application No $11 = 1$	Beneficiary Name 📋 🚦	*	Contract No 🏦 📒 🗄	Contractor Name $=$	% Completed $\boxplus = \ddagger$	Primary Delivery Date $11 = 11$
	Sowjanya Reddy (1)	^				
<u>SZ241015170041</u>		\$	e2234234	INNOVATECHS CONTRACTOR	0%	26-Mar-2025
	Tarunendra Sappa (1)	^				
SZ241026430063			12	INNOVATECHS	0%	

- 16. Open MOEI website: https://www.moei.gov.ae
- 17. Click on "LOGIN" on the header

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	Show More 🗲									-0001
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18. Then it will redirect you to the Login page, you can login using UAE PASS.As Contractor

	Login to your account
	Sign in with UAE PASS
	OR
	Don't have an account?
	🔞 Sign up with UAE PASS
A single	e trusted digital identity for all citizens, residents and visitors.
For	more information please check the user manual from Here

19. After Successful login, Beneficiary will be navigated to the page where they can view all the

Services. Click on My Applications to view the applications

	D ARAB EMIRATES ERY OF ENERGY & INFRASTRUCTURE	***			Q Search Search been sent successfully
ᢙ Home	My Applications	License Services	×		Q Contractor 🧔 EN 🗸
			Integrated smart and proacti Providing integrated smart digital service needs of the public, make them happy customer's journey by reducing the require Read more	ive digital services es is for the Ministry of Energy and Infrastructu and leave them with a positive impression. " red documents, facilitate procedures, using mo	ire a top priority as it seeks to meet the The Ministry has been developing the dern technologies, and putting in pla
Services a	and Processes		Q. Search by a t	servic	Bundle Order Status My Favorites
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Services : Sheik	and Processes ch Zayed Housing Progr Transport Services	amme ♥ ♥	Q Search by a standard Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Bundle Order Status My Favorites My Favorites Sheikh Zayed Housing Programme
Services : Sheik Land Mariti	and Processes ch Zayed Housing Progr Transport Services ime Transport Services	amme v v	Q Search by a the search by a the search by a the search by a the search by a	Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	Bundle Order Status My Favorites Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Instalment Request
Services (Sheik Land Mariti Mariti	and Processes ch Zayed Housing Progr Transport Services ime Transport Services structure Services	amme v v v	Q Search by a t Sheikh Zayed Housing Programme Housing Assistance Request	Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	NBundle Order Status My Favorites My Favorites Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Instalment Request

20. Click here to open the Payments Application

				<u></u>	
MINISTRY OF ENERGY & INFRA	STRUCTURE			Q Sea	.rch for something
🞧 Home My Applicat	tions License Services 🗸				Q Contractor 💭 EN 🗸
My Application	s				
Total Records : 20					2
Application Number	Request Type 🍴 🕴	Requested Date 🏢 🕴	Requested By 🍴 🚦	Status 1	Work Flow
> PAY REQ. 1111	Final Payment request	26-0ct-2024	Sowjanya Reddy	Under Review	Cott
AGREE_3038	Open File Application	26-0ct-2024	Tarunendra Sappa	Approved	013
HNDOVER_724	Individual Housing Initial Handover	26-Oct-2024	Sowjanya Reddy	Approved	(o/*)
CONCR_284	Contract Value Change Application	25-0ct-2024	Sowjanya	Application Under Review	0/*
AGREE_3035	Open File Application	25-Oct-2024	Samara Simha Reddy	Draft	0/*
AGREE_3030	Open File Application	25-0ct-2024	Sowjanya Reddy	Approved	(o/*)
HNDOVER_723	Individual Housing Initial	23-Oct-2024	Sai Rohit	Submitted	(or *

21. Click here to Approve



22. Click here on Okay

				Q Search	h for something
G Home My Applications License Service	15 🗸				Q Contractor 💭 EN 🗸
Home / Project Details Project Details	You are about to Approve to this request.	Click 'Okay' to proce	ed.		Back Approve
Payment Request Form Work Summary	Normal ‡ B I U © "	EEE	% <i>Γ</i> ₄		
Work Progress Pe			Connect		×
Payment Summary		OK	Cancel	laimed %	Attachments
Ex	cavation	5	0	5	No Attachment Found
Attachments Cc	ncrete Foundation	5	0	5	No Attachment Found
Co	ncrete-Ground	5	0	5	No Attachment Found
Cc	ncrete-First Floor	5	0	5	No Attachment Found

23. Click here to logout as Contractor and login as Beneficiary

	UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRAST				Q	Search 🕑 Task Updated Successfully
	🙆 Home My Applicatio	ons 🛛 License Services 🗸				Q Contractor 💭 EN 🗸
	My Applications					Q My Profile Switch Profile My Companies
	Total Records : 20					E Logout 2
	Application Number	Request Type 🍴 🚦	Requested Date 11	Requested By 👔 🚦	Status 1	Work Flow
	AGREE_3038	Open File Application	26-0ct-2024	Tarunendra Sappa	Approved	0/*
	PAY_RE0_1111	Final Payment request	26-0ct-2024	Sowjanya Reddy	Submitted	o/*
	HNDOVER_724	Individual Housing Initial Handover	26-Oct-2024	Sowjanya Reddy	Approved	0/*)
-uhr-	CONCR_284	Contract Value Change Application	25-0ct-2024	Sowjanya	Application Under Review	~*
	AGREE_3035	Open File Application	25-0ct-2024	Samara Simha Reddy	Draft	(o/*)
	AGREE_3030	Open File Application	25-0ct-2024	Sowjanya Reddy	Approved	(o/*)
	HNDOVER_723	Individual Housing Initial	23-0ct-2024	Sai Rohit	Submitted	

24. Open MOEI website: https://www.moei.gov.ae

25. Click on "LOGIN" on the header



26. Then it will redirect you to the Login page, you can login using UAE PASS. as Beneficiary

	🔞 Sign in with UAE PASS
	(0R)
	Don't have an account?
	Sign up with UAE PASS
single t	trusted digital identity for all citizens, residents and visitors.
For m	and visitors.

27. Click here on the My Applications to view the Applications

UNITED ARABIE (MIRATES MINISTRY OF ENERGY & INFRASTRUCTURE	***		Q Search Search been sent successfully
G Home My Applications			🔎 Sowjanya Reddy 🖉 EN 🗸
	Integrated smart and proactive Providing integrated smart digital service needs of the public, make them happy customer's journey by reducing the require Read more	ve digital services s is for the Ministry of Energy and Infrastructur and leave them with a positive impression. T ed documents, facilitate procedures, using more	e a top priority as it seeks to meet the he Ministry has been developing the dern technologies, and putting in pla
Services and Processes	Q Search by a s	ervi	Bundle Order Status My Favorites
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Services and Processes Sheikh Zayed Housing Programme Land Transport Services	Q Search by a s Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Bundle Order Status My Favorites Sheikh Zayed Housing Programme
Services and Processes	Q Search by a s Sheikh Zayed Housing Programme Housing Assistance Request	ervi Iskan Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	Bundle Order Status My Favorites Sheikh Zayed Housing Programme Postponing Or Reducting Housing Assistance Instalment Request
Services and Processes Sheikh Zayed Housing Programme Land Transport Services	Q Search by a s Sheikh Zayed Housing Programme Housing Assistance Request	ervi tskan Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	Bundle Order Status My Favorites My Favorites Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Instalment Request

28. Click here to open the Payments Application

MINISTRY OF ENERGY & INFRASTRUCT	URE ****			Q Search for	something				
🙃 Home My Applications Q Sowjanya Reddy 🖓 EN									
Home / My Applications									
My Applications									
Total Records : 5					2				
Application Number	Request Type 🍴 🔡	Requested Date 1	Requested By 1	Status †	Work Flow				
PAY_REO_1113	Final Payment request	27-0ct-2024	Sowjanya Reddy	Under Review	(or				
HNDOVER_725	Individual Housing Initial Handover	27-0ct-2024	Sowjanya Reddy	Approved	0/*)				
CONCR_284	Contract Value Change Application	25-Oct-2024	Sowjanya	Application Under Review	0/*				
AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	~~~				
SZ241015170041	Housing Application	15-Oct-2024	Sowjanya Reddy	Approved	(o/*)				

29. Here the user will have two buttons Rise Objection and Approve buttons...if the user clicks on Rise Objection task will be assigned to Technical Engineer....if the user clicks on approve button task will be assigned to Audit team

MINISTRY OF ENERGY & INFRASTRUCTURE				Q Sear	ch for something
A Home My Applications				R	Sowjanya Reddy 💭 EN 🗸
Home / Project Details Project Details				Back	Raise Objection
Payment Request Form Work	Summary Housing Assistance Form			-15 days left to	approve View Property Location
Work Progress	Percentage of Completion				×
Payment Summary	Work Item Name	Weighted %	% Completed	Claimed %	Attachments
	Excavation	5	0	5	No Attachment Found
Attachments	Concrete Foundation	5	0	5	No Attachment Found
	Concrete-Ground	5	0	5	No Attachment Found
	Concrete-First Floor	5	0	5	No Attachment Found

30. Click here on Okay



Running Payment Submission

31. Fill the satisfaction survey about the eService, when the following pop-up shows up:

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	Custon	ner Pu	lse Sur	vey -		i	r ⊕ English ∽			
Based on your exper you ag	ience in ree on th	gettin 1e follo	g the s wing s	ervice tatem	. To wh ents?	at ext	tent do			
	Extremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree			
Availability & accuracy of Service information	☆	☆	\overleftrightarrow	☆	☆	☆	☆			
Ease of Service accessibility in the Smart Application		☆	\Diamond	☆		☆				
Ease & Simplicity of Service Application Steps	☆	☆	$\hat{\Box}$	☆	☆	☆	☆		-A	
Ease and Variety of payment options	☆	\overleftrightarrow	☆		☆	☆				
Possibility of Service Status Tracking	☆	☆	\overleftrightarrow	☆	\overleftrightarrow	☆	☆		United Arab Emirates	
Service Completion time was reasonable & within my expectations		☆	$\stackrel{\frown}{\simeq}$	☆	\overleftrightarrow	☆	☆			Customer Pulse Survey
Smart Application efficiency (no delays or errors in app)	☆	\overleftrightarrow	\overleftrightarrow	☆	☆	☆	☆			Overall, how satisfied are you about the servi
Availability of Online Support	☆	☆	\overleftrightarrow	☆	\overleftrightarrow	☆				L L L L L L L L L L L L L L L L L L L
	Pret	vious	Next							Next

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نبـــض المتعامــــل CUSTOMER PULSE

🕇 🌐 English 🗸

Extremely Satisfied

UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE



الإمارات العربية المتحدة وزارة الطاقـــــة والبنيـــــة التحتيــــة

User Manual

Retention or Claim Balance Request

3.2 V 2025

- 1. Open MOEI website: <u>https://www.moei.gov.ae</u>
- 2. Click on "LOGIN" on the header

	UNITED ARAB E MINISTRY OF E	MIRATES NERGY & INFR						දූ අ	Q	٦	🏶 Languages
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	sub-services h										
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3. Then it will redirect you to the Login page, you can login using UAE PASS.

	🖗 Sign in with UAE PASS
	OR
	Don't have an account?
	Sign up with UAE PASS
A single	trusted digital identity for all citizens, residents and visitors.
For r	nore information please check the user manual from Here

4. Click here on the My Applications to view the Applications



5. Click here on the PAYMENTS Application

UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTR				Q Search fo	r something
G Home My Applicatio	ns 🛛 License Services 🗸	Project Extension		Q	Consultant 🔑 EN 🗸
Home / My Applications My Applications					
Total Records : 20					c
Application Number	Request Type 🎼 🚦	Requested Date 11	Requested By 👔 📲	Status 11	Work Flow
PAY REO 1113	Final Payment request	27-0ct-2024	Sowjanya Reddy	Approved	~*)
HNDOVER_725	Individual Housing Initial Handover	27-0ct-2024	Sowjanya Reddy	Approved	(o/*)
AGREE_3038	Open File Application	26-Oct-2024	Tarunendra Sappa	Approved	(art
CONCR_284	Contract Value Change Application	25-0ct-2024	Sowjanya	Application Under Review	
AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	(or *
HNDOVER_723	Individual Housing Initial Handover	23-0ct-2024	Sai Rohit	Submitted	0/*

6. Click here on the Claim Amount



7. Click here to tic on the Check Box

Attachments	Project Details			
	Application No	Applicant Name	Consultant Name	Contractor Name
	SZ241015170041	Sowjanya Reddy	Consultant	Contractor
	Project Start Date	Project End Date	Contract Value	Aid Amount
	26-Oct-2024	26-Mar-2026	3.1 M	800,000
	Benificiary Share	House Delivery Date	House Delivery Document	Final Payment Approved Date
	2.3 M	26-Mar-2025	Hause Delivered attac Ddf	27-Oct-2024
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	Retention Amoun Retention amound Guarantee Amoun 5% of Aid amount Total Amount Total amount requested	t available for withdrawal 40,000 It available for withdrawal 40,000 I for withdrawal	00 aed 10 aed 0 aed	Next Step >

Running Payment Submission

8. Click here to tic on the Check Box

	Project Details			^
Attachments	Application No	Applicant Name	Consultant Name	Contractor Name
	SZ241015170041	Sowjanya Reddy	Consultant	Contractor
	Project Start Date	Project End Date	Contract Value	Aid Amount
	26-Oct-2024	26-Mar-2026	3.1 M	800,000
	Benificiary Share	House Delivery Date	House Delivery Document	Final Payment Approved Date
	2.3 M	26-Mar-2025	HouseDeliveredLetter.Pdf 4	27-Oct-2024
	Quarantee Amoun 5% of Aid amount	available for withdrawal	IO AED	
	Total Amount Total amount requested	for withdrawal	DOO AED	
au-	Total Amount Total amount requested	i for withdrawal	DOO AED	
UT I	Total Amount Total amount requested	for withdrawat 40	DOO AED	Next Step >

9. Click here to go to Next Step

Attachments	Application No	Applicant Name	Consultant Name	Contractor Name
	SZ241015170041	Sowjanya Reddy	Consultant	Contractor
	Project Start Date	Project End Date	Contract Value	Aid Amount
	26-Oct-2024	26-Mar-2026	3.1 M	800,000
	Benificiary Share	House Delivery Date	House Delivery Document	Final Payment Approved Date
	2.3 M	26-Mar-2025	HouseDeliveredLetter Ddf	27-Oct-2024
	Total Amount Total amount requested	for withdrawal	0 AED	
				Next Step
5.0				Next Step

10. Click here to upload the file

Attachments	Attachments	×
	Supporting Documents	
	< Previous Step	

	The Ministry	Using the website	Information and	References	
-0	About the ministry	Sitemap	support	Regulations	تواصل
	About the minister	Disclaimer	Services catalogue	Media kit	TAWASUL
	The UAE charter for Future	Privacy policy	Media centre	Abbreviations and glossary	😫 171 🛛 🕲 04-7771777
	Services	Terms and conditions	Contact us		
	Customer happiness charter	Accessibility	FAQ's		K Toll Free 800 6634

11. Click here to Submit the Application

UNITED ARAB EMIRATES MINISTRY OF IMARGY & INFRASTRUCTURE		Q Search Site Uploaded Succesfully
A Home My Applications	License Services \vee Project Extension	Q Consultant 💭 EN 🗸
Home / Payment Details Payment Details		Back
Claimed Details	Claimed Details	+
Attachments	Attachments Supporting Documents C Click to attach Draft-Certilleste (2) Pdf 🕹 👁 K Previous Step	×

12. After Submitting the Application a task will be assign to both Contractor and Beneficiary Click

here to Logout as Consultant and Login as both Contractor and Beneficiary

UNITED ARAB EMIRATES MINISTRY OF EMBRCY & INFRASTRUCTURE			Q	Search for something
Home My Applications L	icense Services 🗸 Project E	xtension		Q Consultant
Home / Payment Details Payment Details Claimed Details	Claimed Details			 A My Profile ³ Switch Profile ³ My Companies (→ Logout Back X
Attachments	Project Details Application No SZ241015170041 Project Start Date 26-Oct-2024 Benificiary Share 2.3 M	Applicant Name Sowjanya Reddy Project End Date 26-Mar-2025 House Delivery Date 26-Mar-2025	Consultant Name Consultant Contract Value 3.1 M House Delivery Document House DeliveredLetter,Pdf لے	Contractor Name Contractor Ald Amount 800,000 Final Payment Approved Date 27-Oct-2024

- 13. Open MOEI website: https://www.moei.gov.ae
- 14. Click on "LOGIN" on the header



15. Then it will redirect you to the Login page, you can login using UAE PASS.As Contractor

	Login to your account
	🖗 Sign in with UAE PASS
	(OR)
	Don't have an account?
	Sign up with UAE PASS
A singl	e trusted digital identity for all citizens, residents and visitors.
For	r more information please check the user manual from Here

16. After Successful login, Beneficiary will be navigated to the page where they can view all the

Services.

	ARAB EMIRATES RY OF ENERGY & INFRASTRUCTURE	****			Q Search Search Inte One-Time Password (OTP) has been sent successfully
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17. Click here on the Application number

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Home / My Applications						
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	Claim Balance Request	28-Oct-2024	Sowjanya Reddy	Under Review		○ ⁺
PAY_RE0_1113	Final Payment request	27-Oct-2024	Sowjanya Reddy	Approved		(or*)
HNDOVER_725	Individual Housing Initial Handover	27-0ct-2024	Sowjanya Reddy	Approved		(or)
AGREE_3038	Open File Application	26-Oct-2024	Tarunendra Sappa	Approved		(ort)
CONCR_284	Contract Value Change Application	25-Oct-2024	Sowjanya	Application Under Review		0/*)
AGREE_3030	Open File Application	25-0ct-2024	Sowjanya Reddy	Approved		(o/*)
HNDOVER 722	Individual Housing Initial	23-0ct-2024	Sai Rohit	Submitted		

18. Click here to Approve

UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE	****		Q	Search for something
G Home My Applications	License Services 🗸			Q Contractor \bigcirc EN \sim
Home / Payment Details Payment Details				Back
Claimed Details	Claimed Details Project Details Application No	Applicant Name	Consultant Name	Contractor Name
	Project Start Date 26-Oct-2024 Benificiary Share	Project End Date 26-Mar-2026	Contract Value 3.1 M House Delivery Document	Aid Amount 800,000 Final Payment Annowed Date
	2.3 M	26-Mar-2025	HouseDeliveredLetter.Pdf	27-Oct-2024
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19. Click here on Okay

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20. Click here to logout as Contractor and Login as Beneficiary

	UNITED ARAB EMIRATES MINISTRY OF EMIRGY & INFRASTRU				C) Search 🕑 Task l	Jpdated Successfully	×
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	Total Records : 20					[→ Logout	2	
	Application Number 1	Request Type 1	Requested Date 1	Requested By 1	Status 11	: Work	Flow :	
	CLAIM_1023	Claim Balance Request	28-0ct-2024	Sowjanya Reddy	Under Review	(cr>		
	PAY_REQ_1113	Final Payment request	27-0ct-2024	Sowjanya Reddy	Approved	000)	
	HNDOVER_725	Individual Housing Initial Handover	27-0ct-2024	Sowjanya Reddy	Approved	004)	
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	CONCR_284	Contract Value Change Application	25-0ct-2024	Sowjanya	Application Under Review	~~)	
	AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~)	
	HNDOVER_723	Individual Housing Initial	23-0ct-2024	Sai Rohit	Submitted	(or		

- 21. Open MOEI website: https://www.moei.gov.ae
- 22. Click on "LOGIN" on the header

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23. Then it will redirect you to the Login page, you can login using UAE PASS.As Beneficiary

	🖗 Sign in with UAE PASS
	Dept have an account?
	Sign up with UAE PASS
A single	trusted digital identity for all citizens, residents and visitors.
For	more information please check the user manual from Here

24. Click here on the Application number

MINISTRY OF EMERGY & INFRASTRUCTURE			Q Search Search been sent successfully
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	Integrated smart and proactive Providing integrated smart digital service needs of the public, make them happy customer's journey by reducing the require Read more	ve digital services Is is for the Ministry of Energy and Infrastructur and leave them with a positive impression. T ad documents, facilitate procedures, using mod	e a top priority as it seeks to meet the he Ministry has been developing the dern technologies, and putting in pla
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Services and Processes Sheikh Zayed Housing Programme Land Transport Services Maritime Transport Services Infrastructure Services	Sheikh Zayed Housing Programme Housing Assistance Request	Sheikh Zayed Housing Programme Reconsideration For Housing Assistance Decision Request	Sheikh Zayed Housing Programme Postponing Or Reducing Housing Assistance Installment Request

25. Click here on the Application Number

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Total Records : 7					C
Application Number	Request Type 11	Requested Date	Requested By 11	Status †	Work Flow
CLAIM_1023	Claim Balance Request	28-Oct-2024	Sowjanya Reddy	Under Review	⊙/*)
PAY_REQ_1113	Final Payment request	27-Oct-2024	Sowjanya Reddy	Approved	o/*
DIS_300	Disposal of House	27-Oct-2024	Sowjanya Reddy	Under Review	(o/*)
HNDOVER_725	Individual Housing Initial Handover	27-0ct-2024	Sowjanya Reddy	Approved	~*)
CONCR_284	Contract Value Change Application	25-Oct-2024	Sowjanya	Application Under Review	(a/*)
AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	0^*
87241015170041	Housing Application	15 Oct 2024	Courianus Doddy	(and the second	

26. Here the user will have to Buttons



27. Click here on Okay

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Claimed Details	Normal : B I U O Claim Proje Applica SZZ411 Project 26-0ct-2024 26-Mar-2024 Benificiary Share 2.3 M 26-Mar-2024 Pending Amount Details	P E E E & T B Okay Cancel 6 3.1 M ary Date House Delivery Document 5 House Delivered Letter, Pdf	ack Raise Objection Approve Contractor Name Contractor Name Contractor Aid Amount 800,000 Final Payment Approved Date 27-Oct-2024

Running Payment Submission

28. Fill the satisfaction survey about the eService, when the following pop-up shows up:

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	Extremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree			
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ase of Service accessibility in ne Smart Application		$\widehat{\Box}$	☆	$\widehat{\Box}$	☆	$\widehat{\Box}$				
ase & Simplicity of Service pplication Steps	☆	$\widehat{\Box}$	☆	$\widehat{\Box}$	$\stackrel{\frown}{\simeq}$	\overleftrightarrow	☆	2		
ase and Variety of payment ptions		$\stackrel{\frown}{\simeq}$	☆	$\stackrel{\frown}{\simeq}$	\overleftrightarrow	\overleftrightarrow				
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vailability of Online Support		$\stackrel{\frown}{\simeq}$	\overleftrightarrow	$\stackrel{\frown}{\simeq}$	☆	\overleftrightarrow			Extremely Dissatisfied	Extremely Satisfied
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