UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE



الإمارات العربية المتحدة وزارة الطاقــــة والبنيــــة التحتيـــة

**User Manual** 

## Government Housing Ownership Request Service

V 2.0 2021

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

	UNITED ARAB EMIRATI MINISTRY OF ENERGY (	ES & INFRASTRUCTI					login	🚳 SETTING   🚯 TOUR   🕜 FAQ
<u>۵</u>	ABOUT MINISTRY	SERVICES	KNOWLEDGE CENTRE	MEDIA CENTRE	OPEN DATA	DIGITAL PARTICIPATION	CONTACT US	Q يونيد

3. Then it will redirect you to the Login page, you need to login using the account credentials provided to you by the ministry as this service is intended for the authorized government entities only.

Member Login Dear Client, this service needs to login registered information or register a ne	into the page. So, please use your	*
Username or Email	R	OR
Password		Sign in with UAE PASS
I'm not a robot		residents and visitors.
Login Forgot password?		

4. From the home page, go to "Services" tab, then choose "Infrastructure Services".



- 5. From Services Directory, choose the category "Housing Services".
- 6. Then select the needed service "Government housing ownership request", you can view the service Info or start the service immediately.

eServices Help	Infrastructure Services
Geological and Petrol Services  Infrastructure Services	For all Housing Services, please visit Sheikh Zayed Housing Programme website
	Type a keyword to search 🗄 🕄
Tenders	
Quick Links	Infrastructure Services Geological and Petrol Services Land Transport Maritime Transport
CAREERS	
SERVICE DIRECTORY	Dams Services         Federal Roads         Federal Buildings         Housing Services         Procurement Management Service
	Government housing ownership request
	START VIEW INFO

7. Then it will redirect you to the Login page, you can login by email registered and password or using UAE PASS.

ease use your	
OR	
	Sign in with UAE PASS
	A single trusted digital identity for all citizens, residents and visitors.
	OR

8. Fill the Basic Information.

Basic Persona Information	al Housing Information + C Attachments + C Complete Form
COMPLETION STATUS 0%	BASIC INFORMATION
න Save as Draft	Family Number
× Cancel Application	Town Number
	Next »

9. Fill the Personal Information.

Basic Information Personal Information	+ E Housing +	🥜 Attachments » 🌫 Complete Form
COMPLETION STATUS 20%	PERSONAL INFORMATION Full Name *	
BASIC INFORMATION	Annary Imaarucuure Development	T Region *
Save as Draft      Cancel Application	Picase Select	Region
	SOCIAL INFORMATION	00 Rev.
	Number Of Pamily Members	PO Bax
	Number Of Wives *	Marital Status *
	Number Of Wives	Please Select V
	Home Phone	Mobile *
	04xxxxxxxx	0555255556
	Work Phone	Email
	04xxxxxxx 🛔	eservices.test@mopw.gov.ae

10. Fill the Housing Information.

Basic A	Personal Information	Housing     Information		Attachments	+ 🗲 Comp Form
COMPLETION STATUS	40%	HOUSING INFORMATION Housing Type *			
BASIC INFORMATION		Please Select		Decision Number *	
PERSONAL INFORMATION		Housing Number	Decision Number		
		Decision Date *		Plot number *	
E Save as Draft		Decision Date		Plot number	
× Cancel Application		HOUSE ADDITIONS			
		Bed Rooms		Living Rooms	
		0	÷	0	
		Kitchens		Bathrooms	
		0	÷	0	
		Warehouses		Others	
		0		0	
		Notes			
		Notor			

11. Upload the needed documents.

Basic P &	ersonal formation • 🔁 Housing Information • 🧭 Attachments • 🌫 Complete Form				
COMPLETION STATUS	60% REQUIRED ATTACHMENTS				
	Please Select C Enter your FEWA account number.				
BASIC INFORMATION	Upload your FEWA bill.				
	+EWA Bill*				
PERSONAL INFORMATION	CUCK OR DROP A FILE				
HOUSING INFORMATION	Fire local the Types are DOC DOCK POR XLS XLSX. CAO, JPG3, OIR PH3, VIO, POR ZIP. PPT, MPP, TMP Three field in required Passport *				
E) Save as Draft	CLICK OR BROP A FILE				
× Cancel Application	File size should be 10 MB				
	Allowed Pile Types are: DOC, DOC, POP, MLS, ALLSX, CAO, JPOL, BYES, GIF, PNO, VSD, POP, ZIP, PPT, MPP, TPFP Deceased Legacy				
	CLICK OR DROP A FILE				
	File size should be 10 MB				
	Alowed File Types are: DOC, DOCK, PDF, XLS, XLSX, CAO, JPG, GIF, PNG, VSD, PDF, ZIP, PPT, MPP, TIFF Family Bonk *				
	CLOK OR GROP A FILE				
	File size should be 10 MB				
	Allowed File Types are DOC, DOCX, PDF, XLS, XLSX, CAD, JPD, GPE, GPF, PND, VSD, PDF, ZIP, PPT, MPP, TIFP This field is required				

12. Submit the request by clicking on "Submit" button, or you can click on "Save as Draft" to save the request and modify it later before sending it to the Ministry.

Basi: Information	Housing Internation	Attachments • 😥 Complete Form				
COMPLETION STATUS 100%	COMPLETE FORM BASIC INFORMATION					
BASIC INFORMATION	Application Number QH54555					
PERSONAL INFORMATION	o	lown humber 0				
HOUSING INFORMATION	Full Name					
✓ ATTACHMENTS	Emirate Shajah	Region test				
E Save as Draft	Emirate ID 123-4567-8912345-6					
× Cancel Application	SOCIAL INFORMATION					
	Number Of Family Members 5	PO Bax				
	Number Of Wives	Marital Status				
	Home Phone	Mobile 0501234567				
	Work Phone	Email eservices.test@mopw.gov.ae				
	HOUSING INFORMATION					
	Housing Type Mensitry of Initiastructure Development Hosues - Government Housing					
	Housing Number 0	Decision Number 0				
	Decision Date 11/24/2021	Plot number 0				
	HOUSE ADDITIONS					
	Bed Rooms	Living Rooms				
	Kitchens 0	Bathrooms 0				
	Warehouses	Others 0				
	Notes					
	REQUIRED ATTACHMENTS					
	FEWA Bill DiectrichyGill pdf					
	Passport PassportCopy.pdf					
	Deceased Legacy DeceasedLegacy.pdf					
	Family Book FamilyBook.pdf					
	Emirates ID EmiratesidCopy.pdf					
	Government Housing Ownership GovernmentHousingOwnership pdf					
	A letter from the municipality concerned with the plot number for the house to be owned Mancpatheter pt					
	Other					
	. Dreviour	Systemit				
	" PICTINUS	Juoinet				

Se Re	Hold and swipe to the face that best represents your level of happiness.		
	Not at all happy	Completely happy	

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

14. After the application is approved by the ministry, you will receive the Housing Ownership Certificate automatically via email. However, you can also view and download the certificate from the end user dashboard.

Apply for new service	User Dashboard				Ed Reply Ed Reply All Ed Forward		
B Dashboard					webmaster@moid.gov.ae		
My Services     My Certificates & Documents	ø	8	~	0	MOEI -Finish working on the application number DA382		
	0	0	1	0			
Applications available for renew     Participation Requests	Submitted or Under Review Services	Rejected Services	Approved Services	Tasks Awaiting Customer	للمالات المورية (المروية) (المروية) (المروية) (المروية) (المروية) (المروية) (المروية) (المروية) (المروية) (الم المروية المحمولية (المحمولية المحمولية المحمولية المحمولية المحمولية المحمولية المحمولية المحمولية المحمولية ال		
🔆 My Tenders	My Latest Services						
	All (7) Saved (6) Completed (1) Rejected (0) In Progress (0) My Tasks (0)				Dear Applicant,		
	• SERVICE WARE         JPULCHION #         COMPLETED DATE         CERTIFICATES         RECEPTS           • Request Distance Massurement         DAJE2         NorthOffs         Image: Northoffs			We thank you for using the Ministry of Energy and Infrastructure electronic and smart services, and we would like to inform you that your request has been recieved as described below:			
				Service Descreption: Request Distance Measurement			
					Application Number: DA382		
				1.1 From 1 Rem	Application Status: Completed		
				1	Note: Please fill in the survey below to know your setisfaction about our service <u>http://service.admin.moid.gov.ae/en-us/Places/Services-Servey.aspn?</u> service-distance		
	Most Used Services +	+ Certificates Re	ceipts		For any inquries, contact us on this number		
					8006634 or 065036151		
	A FEDERAL ROADS	DA382			Or via email customer.happiness@moei.gov.ae		
		Distance_Certi	ication.pdf				
	Request Value Estimate of	123.6 KB (1sec)			Follow us in the Social Media Channels:		
	Accident Damage Provide a regret time where came accidence the the damage of white, accidence are the format multi-				S 🙆 🗘 😂		
					Download MOEI App:		
					Conde class		