



User Manual

Government Housing Ownership Request Service

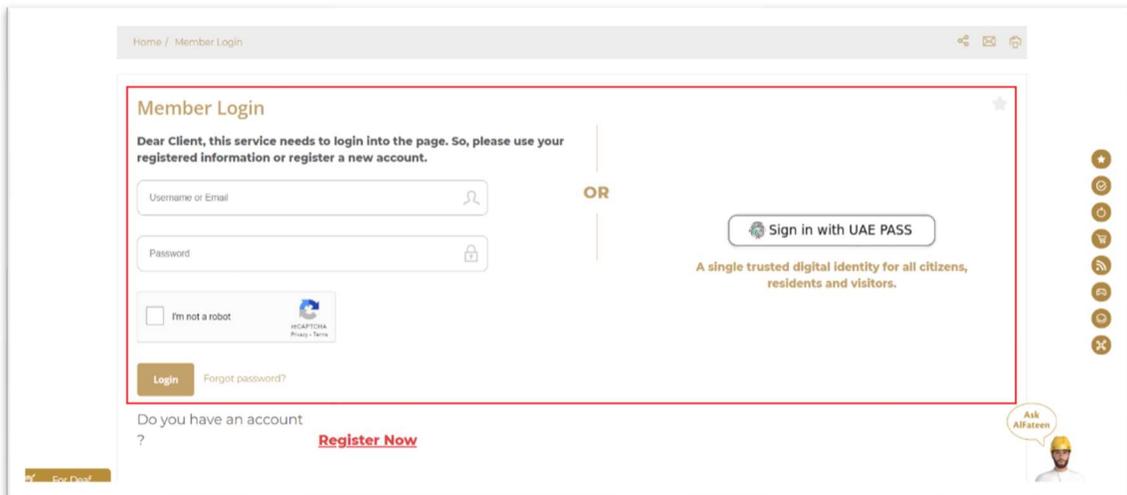
V 2.0

2021

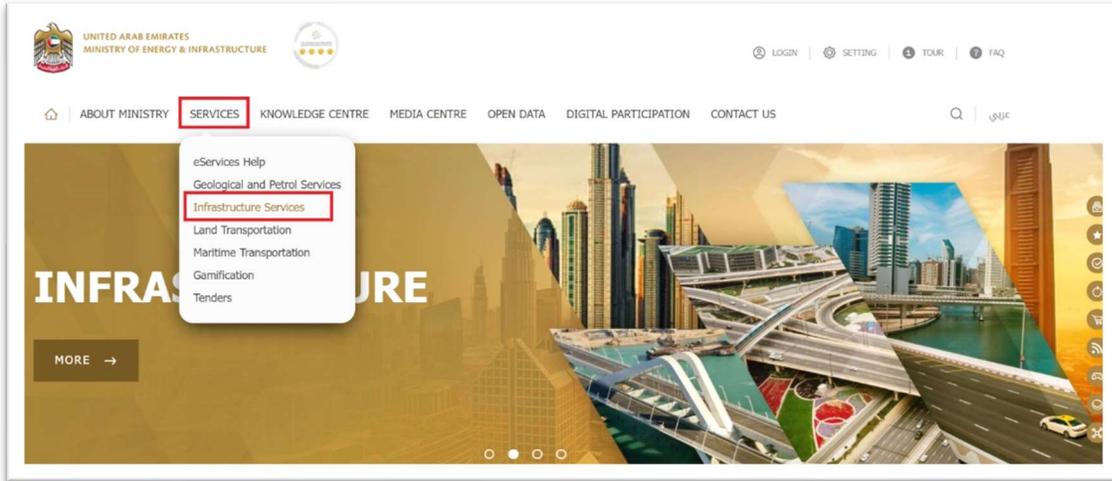
1. Open MOEI website: <https://www.moei.gov.ae>
2. Click on “LOGIN” on the header



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.

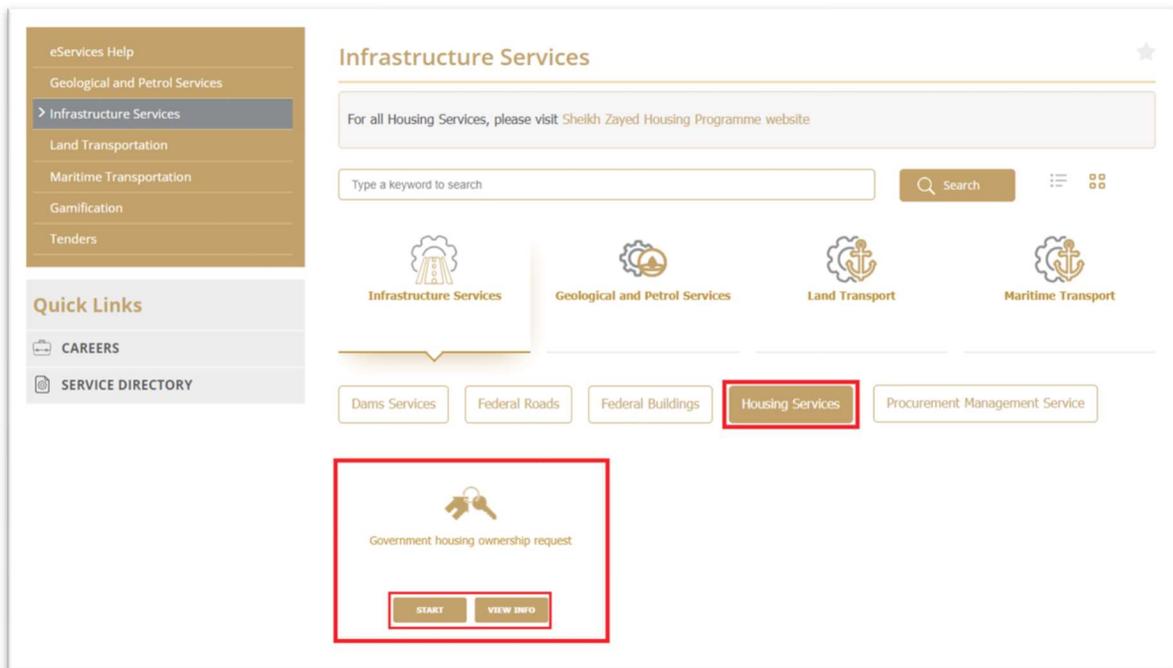


4. From the home page, go to “Services” tab, then choose “Infrastructure Services”.

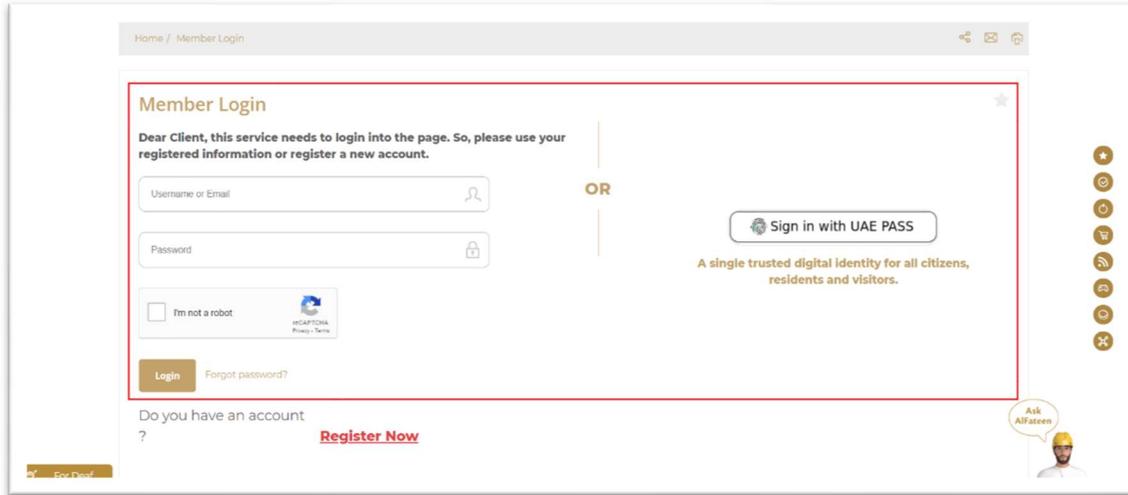


5. From Services Directory, choose the category “Housing Services”.

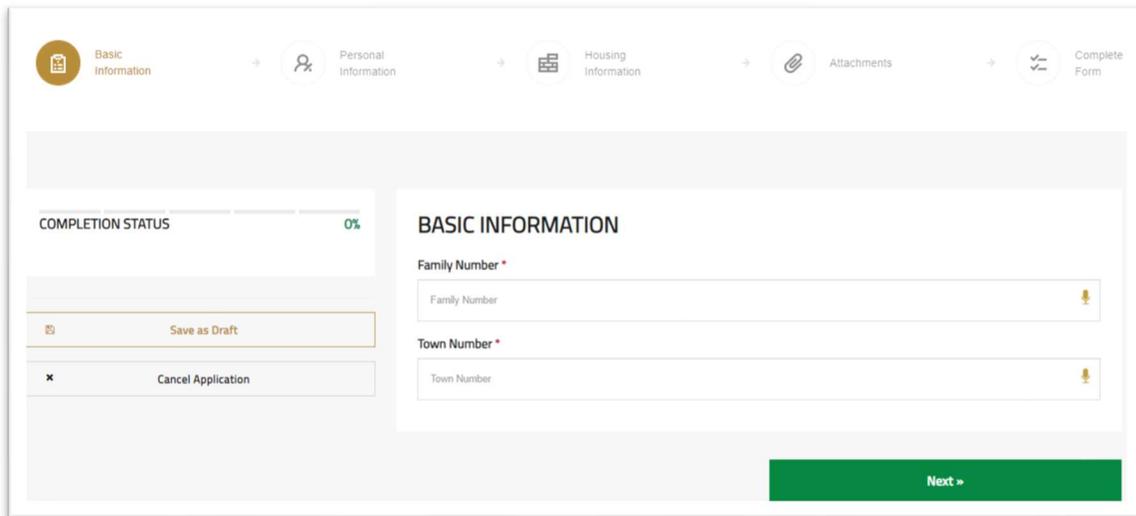
6. Then select the needed service “Government housing ownership request”, you can view the service Info or start the service immediately.



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



- Fill the Basic Information.



9. Fill the Personal Information.

The screenshot displays a web application interface for filling out a form. At the top, there is a navigation bar with five tabs: 'Basic Information', 'Personal Information' (which is highlighted with a person icon), 'Housing Information', 'Attachments', and 'Complete Form'. Below the navigation bar, on the left side, there is a 'COMPLETION STATUS' indicator showing '20%' and a 'BASIC INFORMATION' section with a green checkmark. This section contains two buttons: 'Save as Draft' and 'Cancel Application'. The main area of the form is titled 'PERSONAL INFORMATION' and contains several input fields:

- Full Name ***: A text input field containing 'Ministry Infrastructure Development'.
- Emirate ***: A dropdown menu with 'Please Select' as the current selection.
- Region ***: A dropdown menu with 'Region' as the current selection.
- Emirate ID ***: A text input field containing '123-4567-8912345-6'.
- SOCIAL INFORMATION** section includes:
 - Number Of Family Members ***: A text input field with 'Number Of Family Members' as a placeholder.
 - PO Box**: A text input field with 'PO Box' as a placeholder.
 - Number Of Wives ***: A text input field with 'Number Of Wives' as a placeholder.
 - Marital Status ***: A dropdown menu with 'Please Select' as the current selection.
 - Home Phone**: A text input field with '0-xxxxxxx' as a placeholder.
 - Mobile ***: A text input field with '055255556' as a placeholder.
 - Work Phone**: A text input field with '0-xxxxxxx' as a placeholder.
 - Email**: A text input field with 'eservices.test@moew.gov.ae' as a placeholder.

10. Fill the Housing Information.

The screenshot shows a web form with a progress bar at 40% completion. The navigation tabs are: Basic Information (checked), Personal Information (checked), Housing Information (active), Attachments, and Complete Form. The left sidebar contains 'Save as Draft' and 'Cancel Application' buttons. The main content area is titled 'HOUSING INFORMATION' and includes the following fields:

- Housing Type ***: A dropdown menu with 'Please Select'.
- Housing Number ***: A text input field with a yellow warning icon.
- Decision Number ***: A text input field with a yellow warning icon.
- Decision Date ***: A date input field.
- Plot number ***: A text input field with a yellow warning icon.
- HOUSE ADDITIONS**: A section with four sub-sections:
 - Bed Rooms**: Text input with '0' and a yellow warning icon.
 - Living Rooms**: Text input with '0' and a yellow warning icon.
 - Kitchens**: Text input with '0' and a yellow warning icon.
 - Bathrooms**: Text input with '0' and a yellow warning icon.
 - Warehouses**: Text input with '0' and a yellow warning icon.
 - Others**: Text input with '0' and a yellow warning icon.
- Notes**: A text area with a yellow warning icon.

11. Upload the needed documents.

The screenshot shows a web form with a progress bar at 60% completion. The navigation tabs are: Basic Information (checked), Personal Information (checked), Housing Information (checked), Attachments (active), and Complete Form. The left sidebar contains 'Save as Draft' and 'Cancel Application' buttons. The main content area is titled 'REQUIRED ATTACHMENTS' and includes the following sections:

- Please Select**: Radio buttons for 'Enter your FEWA account number.' and 'Upload your FEWA bill.' (selected).
- FEWA Bill ***: A file upload field with a 'CLICK OR DROP A FILE' button, 'File size should be: 10 MB', and allowed file types: DOC, DOCX, PDF, XLS, XLSX, CAD, JPG, JPEG, GIF, PNG, VSD, PDF, ZIP, PPT, MPP, TIFF. A red error message states 'This field is required'.
- Passport ***: A file upload field with a 'CLICK OR DROP A FILE' button, 'File size should be: 10 MB', and allowed file types: DOC, DOCX, PDF, XLS, XLSX, CAD, JPG, JPEG, GIF, PNG, VSD, PDF, ZIP, PPT, MPP, TIFF.
- Deceased Legacy**: A file upload field with a 'CLICK OR DROP A FILE' button, 'File size should be: 10 MB', and allowed file types: DOC, DOCX, PDF, XLS, XLSX, CAD, JPG, JPEG, GIF, PNG, VSD, PDF, ZIP, PPT, MPP, TIFF.
- Family Book ***: A file upload field with a 'CLICK OR DROP A FILE' button, 'File size should be: 10 MB', and allowed file types: DOC, DOCX, PDF, XLS, XLSX, CAD, JPG, JPEG, GIF, PNG, VSD, PDF, ZIP, PPT, MPP, TIFF. A red error message states '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.

COMPLETION STATUS 100%

COMPLETE FORM

BASIC INFORMATION

Application Number: GHS4555

Family Number: 0 | Town Number: 0

PERSONAL INFORMATION

Full Name: Ministry Infrastructure Development

Emirate: Sharjah | Region: test

Emirate ID: 1234567-8912345-6

SOCIAL INFORMATION

Number Of Family Members: 5 | PO Box: 1

Number Of Wives: 1 | Marital Status: 1

Home Phone: | Mobile: 0501234567

Work Phone: | Email: esservices.test@moei.gov.ae

HOUSING INFORMATION

Housing Type: Ministry of Infrastructure Development Houses - Government Housing

Housing Number: 0 | Decision Number: 0

Decision Date: 11/24/2021 | Plot number: 0

HOUSE ADDITIONS

Bed Rooms: 0 | Living Rooms: 0

Kitchens: 0 | Bathrooms: 0

Warehouses: 0 | Others: 0

Notes:

REQUIRED ATTACHMENTS

FEWA Bill: ElectricityBill.pdf

Passport: PassportCopy.pdf

Deceased Legacy: DeceasedLegacy.pdf

Family Book: FamilyBook.pdf

Emirates ID: EmiratesIDCopy.pdf

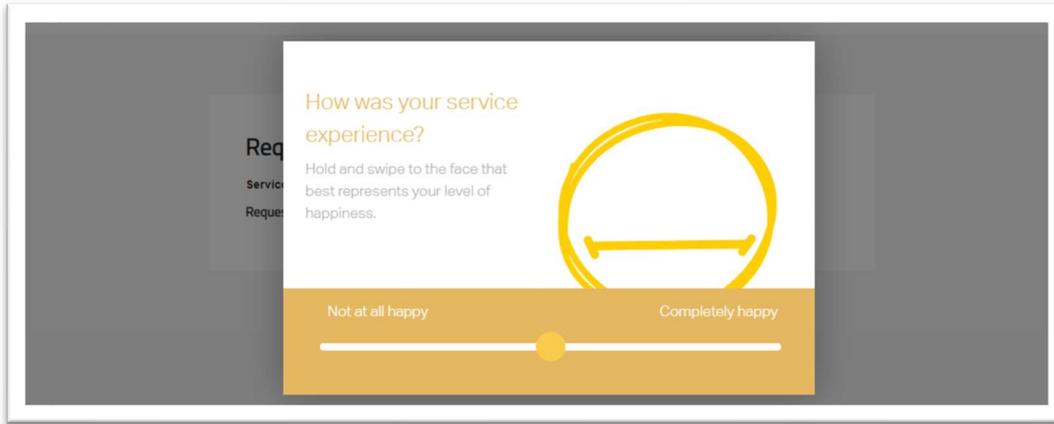
Government Housing Ownership: GovernmentHousingOwnership.pdf

A letter from the municipality concerned with the plot number for the house to be owned: MunicipalityLetter.pdf

Other:

Buttons: ← Previous Submit

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.

SERVICE NAME	APPLICATION #	COMPLETED DATE	CERTIFICATES	RECEIPTS
Request Distance Measurement	DA382	16/12/2019		