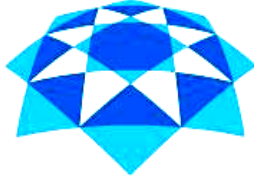


Dubai Airports
Managing the World's Largest Airports



مطارات دبي
إدارة مختصة لأضخم مطارات العالم

Dubai Airports

Airport Security Pass Office

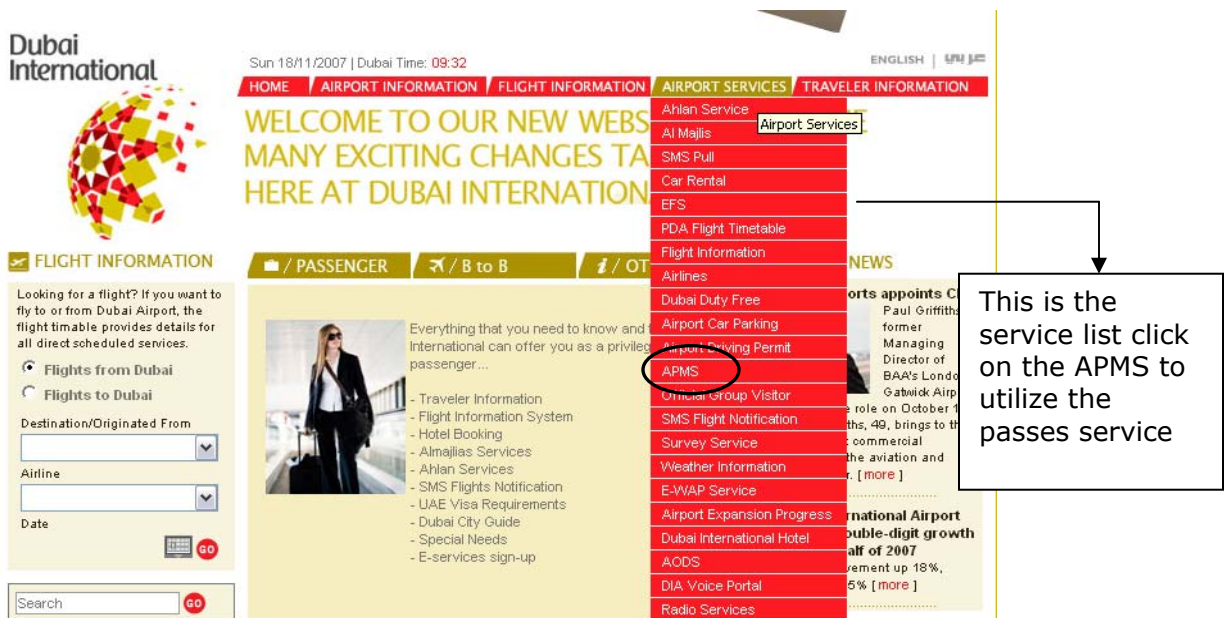
**Registration process of the company through internet site of
Dubai airports**

In order to utilize any of the online services that Dubai International airport provides their customers with the user has to follow the below steps in order to register within our online service.

Since the user type the following link he will get the main page of Dubai International Airport Website (www.dubaiairports.com)



Since the user clicks on this link he will get all available services that give him the opportunity to select any of them:



APMS

What is it about?



The Airport Pass Management System is our online service to apply for Airport Entry Passes. Currently it is only for Companies who are registered and approved. The approved companies can apply for allowed passes through this online service and eventually track the progress of their requests.

[to utilize this service [click here](#)]

Since the user select the APMS service he will get this page where it represents some details about the service and since the user clicks on (click here) link he will get the login page.

E-SERVICES

عربي

DIA Home

Services Login

Individual User SignUp

Company Registration

Forgot Password

Used for individual registration

Online Services

From this page you are eligible to log onto the following services:

AL MAJLIS Dubai International Hotel

Executive Flight Service Dubai International Airport

LOGIN

User Name :

Password :

Login Reset

To register a new company

In case the company forgets the login password.

This is the login page of the service, if the company is already exists the user should login by filling the username text box and password. Otherwise the company has to register through the above registration link.

In the company registration form the user has to fill two main parts which are; company registration which is the company details and the administrator registration which is the staff from the company who will be dedicated to use the service as following:

Note: all field with * symbol are required and need to be filled in case of not filling these required details the user will get an error message while trying to submit the form.

COMPANY REGISTRATION

Company Arabic Name * (1)

Company English Name * (2)

Company (3) DCA Department Airport (7) Police / Immigration Others

Emirate (4)

Fax (5)

PO Box

Address1 (6) (8)

Contact Person

Name

Telephone

Extension

Mobile

Nationality

Email *

* Required fields

1. Company Arabic Name: required field where the company name should be entered in Arabic.
2. Company English Name: required field where the company name should be entered in English.
3. Company: combo boxes that allows the user to select the company type.
4. Emirates: A list that allows the user to select the company's emirates.
5. Address details: two text boxes that allow the use to enter the company address details including the fax and BO Box.

6. Address: free text box to allow the user to enter a high number of characters for the company address details.
7. Contact Person: it represents the user contact details including name, telephone number, extension and mobile.
8. Email: This field required the user email with the following format, ex.(Hind@hotmail.com), the user will receive all notification regarding approval, rejections and other things through this email.

This part of the form includes the administrator details, which means the details for the company employee who will directly deal and use the system.

ADMINISTRATOR REGISTRATION

English Name 9

Arabic Name

User Name

Password

Confirm Password

Email

Nationality

Address1

Address2

Mobile

Telephone

Fax

Gender Male Female 10

Date of Birth 11

Receive SMS 12

Receive Email

Services

Majlis

Ahlan + APMS 13

AODS

ADP

Parking

Official Visits




Cargo Leasing

Cargo Parking

Radio Service

9. Since the user clicks on the copy button most details will be copied from the company registration 14 15 part of the form including; English name, Arabic name, email, nationality address, mobile, telephone and fax.
10. Gender: a combo box that allows the user to select his gender whether male or female.
11. Date of Birth: a calendar that gives the user the ability to select his birth date by clicking on the small calendar icon.
12. Extra two options for the user where he can get any notification or approval either through the email or the SMS.
13. A list of all services available at the airport which gives the user the opportunity to select and participate on any of them, he can either select one service or more.
14. Save button: since the user clicks on it all his details will be saved and an email will be sent to the admin side of the service informing him with the new registration of the company. Then the admin has the ability either to approve or reject the registration and in both cases the company will be notified.
15. Reset Button: This button is used to reset all text filed, lists and checkboxes.

In case of choosing the (Airport Pass Management system) APMS service, extra fields will appear to the user in the Company Registration part which are the **Trade License Information** that are mandatory as following:

Trade License Information	
Sponsor Name	<input type="text"/> 16
Trade License No	<input type="text"/> 17
18 Trade License Issue date	<input type="text"/> 
Trade License Expiry date	<input type="text"/>  19
20 Establishment date	<input type="text"/> 

16. Sponsor Name: required field where the sponsor name should be entered.
17. Trade License Number: required field where the trade license number of the company should be entered.

18. Trade License Issue Date: a calendar that gives the user the ability to select the Trade License Issue Date by clicking on the small calendar icon.
19. Trade License Expiry Date: a calendar that gives the user the ability to select the Trade License Expiry Date by clicking on the small calendar icon.
20. Establishment Date: a calendar that gives the user the ability to select the Establishment Date by clicking on the small calendar icon.

Changing the Company's Profile

In case the registered company would link to change its profile details or utilize another service beside the existing one. The user has to login first, using his username and password, then he has to go to (**My Profile Page**) where he will get all of his details including; username, email, and Arabic and English name beside the services that he already registered with. If he wishes to utilize more services he can tick the checkbox of the service. The user has the ability to use one of the online service or more.

The screenshot displays the 'EDIT PROFILE' interface. On the left is a sidebar menu with options like 'DIA Home', 'Services Home', 'ADP', 'APMS', 'PROFILES', 'Company User SignUp', 'Edit Company Profile', 'My Profile' (circled in red), 'Change Password', and 'Signout'. The main content area is titled 'EDIT PROFILE' and contains several input fields: English name (ANITA), Arabic Name (ANITA), User Name (ANITA), Email (anita@aaa.com), Nationality, Address1, Address2, Mobile, Telephone, Fax, Gender (Male/Female), Date of Birth, Receive SMS, and Receive Email. Below these fields is a 'Services' section with a list of services and checkboxes: Majlis, Ahlan + APMS, ADP, Parking, AODS, Official Visits, Cargo Leasing, Cargo Parking, and Radio Service. The 'Ahlan + APMS' checkbox is checked and circled in red. A callout box with an arrow points to this checked checkbox, containing the text: 'The ticked service is already utilized by the company, if the user would like to use another service he should only tick it.' At the bottom of the page are 'Change Profile' and 'Reset' buttons.