UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

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EXPERT REGISTRATION

USER GUIDE

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Contents

CHAPTER 1

ABOUT THIS GUIDE

The purpose of this user guide aims at explaining the steps required for Expert Registration.

USER

> Experts

CALLOUTS

There are two types of callouts: tips and warnings.

 A Tip provides good-to-know information that helps users complete a task or procedure.

 Warning means an information that has an impact on the user or the data.
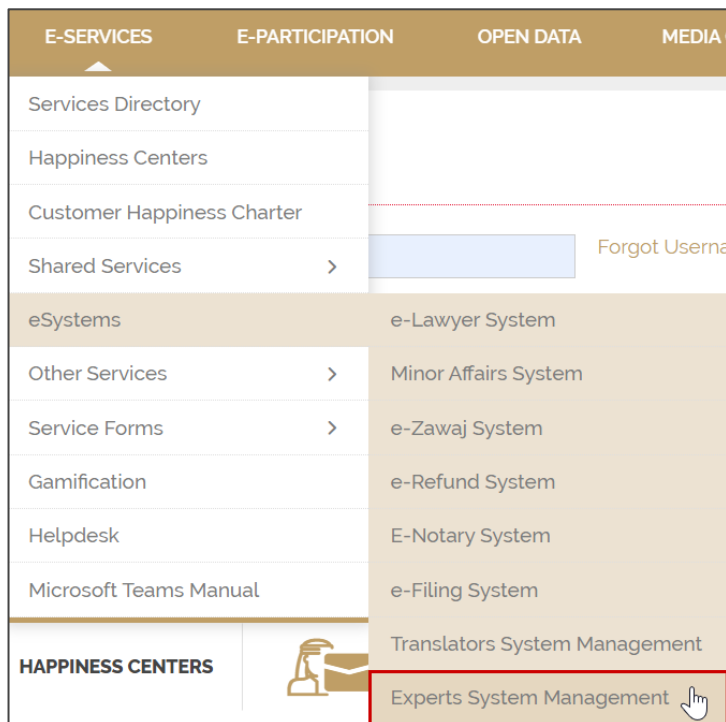
CHAPTER 2

SUBMIT REQUEST

Follow these steps to submit your registration request.

1. Visit this link https://www.moj.gov.ae/, the following page will be displayed:

Services

2. Click on the Electronic Services:

e-Services

3. The following page will be displayed.

Select Service

4. Click on New Registration.

Expert Registration Page

5. Enter the related details and upload the documents needed then click on Submit.

6. You request will be submitted successfully, and the system will display the ref no.

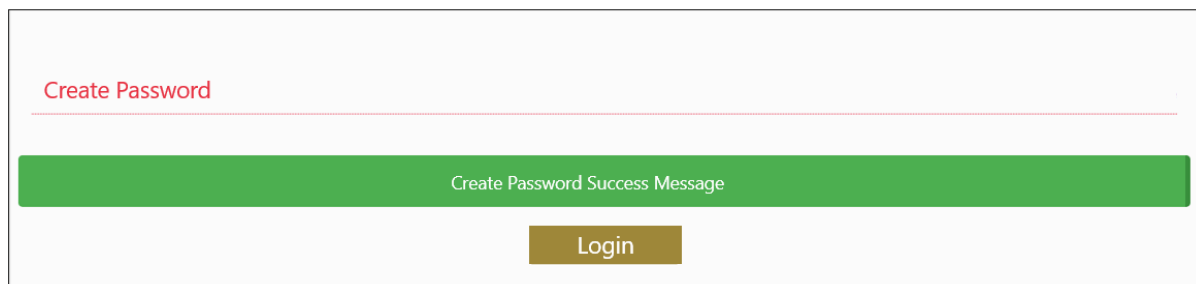> You will receive notification from the system about the status of your request processing.

LOG IN TO YOUR ACCOUNT

1. Once your request is initially approved, you will receive a notification contains a link to create your password.

2. Click on the link, the following page will be displayed:

Username	mak_97
Password *	
Confirm Password *	

Save Cancel

Reset Password

3. Enter the details then click on Save.

Create Password

Create Password Success Message

Login

Log in

4. Click on Log in and enter the username and password.

5. System will verify and then will allow you to login successfully.

CHAPTER 4

PAYMENT

PAYMENT TASK

Once your request is approved, you will receive a notification to make the payment.

Follow these steps:

1. Log on to your account and from the dashboard click on .
2. Follow the on-screen instructions to make the payment via the eDirham gateway.

UPLOAD TRAINING DOCUMENTS

UPLOAD TRAINING DOCS TASK

Once you complete the exam and sworn procedures, you will receive a task to upload the training documents.

Follow these steps:

1. Log on to your account and from the dashboard click on .
2. Follow the on-screen instructions to upload the documents required.
3. Click on Submit.
4. The documents will be sent to the Expert department for review and process

CHAPTER 5