



UNITED ARAB EMIRATES  
MINISTRY OF JUSTICE

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## EXPERT REGISTRATION USER GUIDE

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## 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

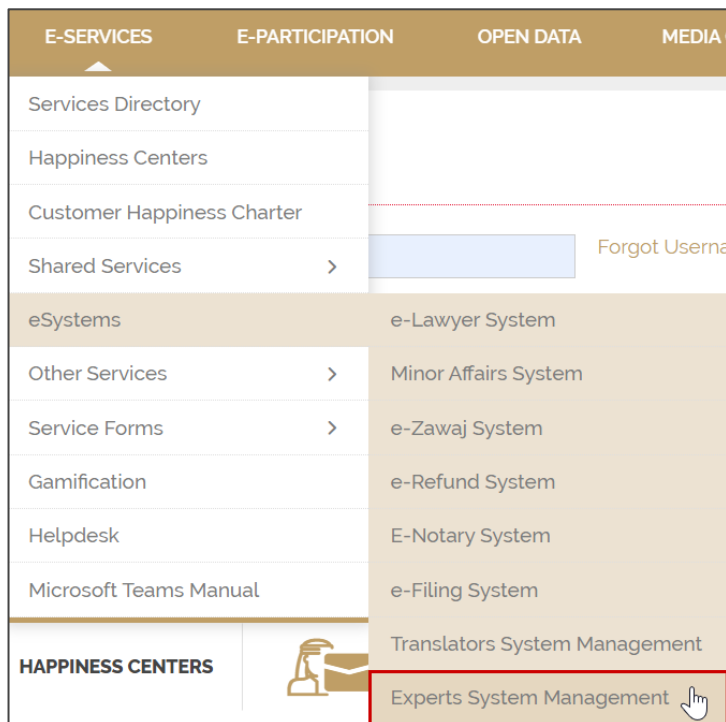
Follow these steps to submit your registration request.

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

## Expert Registration

### 4. Click on New Registration.

[Home](#) [ABOUT MOJ](#) [LAWS & LEGISLATION](#) [E-SERVICES](#) [DIGITAL PARTICIPATION](#) [OPEN DATA](#) [MEDIA CENTER](#) [CONTACT US](#)

[Application Status](#) [Service Card](#) [User Guide](#) [Renewal User Guide](#)

Registration Instructions

Expert Registration (\*) is a mandatory field

Personal Details

\* Full Name :

\* Family Name :

\* Gender :

\* Date of Birth :

(Date Format : dd/mm/yyyy)

\* Nationality :

\* Emirates Id :

\* Email Address :

(Email Format : username@domain.com)

(you can use your email as user name)

\* User Name :

\* Mobile Phone Number :

(Mobile Format : 9715XXXXXXX)

\* Telephone Number :

Fax Number :

\* Years Of Experience :

\* specialization area :

(Max image size 300 KB, image type jpeg, jpg, gif)

\* Category :

Address

\* Emirate :

\* Street :

\* Floor :

District/City/ Town :

Building :

\* Apartment No :

Attachment Detail

Please upload only pdf documents whose file size should not exceed 5MB

\* Document Name :

\* File Path :

Document Remarks :

Note: A Sign Introductory form is mandatory. Please Click [Here](#) to download (File Size 1 MB, File Type PDF).

Document Name	Document Remarks	File Name	Action
<div><input type="button" value="SUBMIT"/></div>			

## Expert Registration Page

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

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## CHAPTER 3

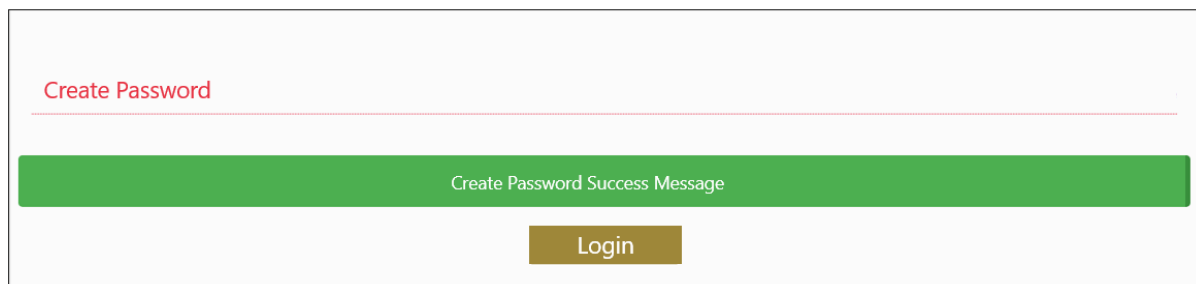
### LOG IN TO YOUR ACCOUNT

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:

A screenshot of a web form for creating a password. The form has a light gray background. At the top, it says 'Username' followed by 'mak\_97'. Below that, there are two input fields: 'Password \*' and 'Confirm Password \*'. At the bottom of the form, there are two buttons: 'Save' (orange) and 'Cancel' (white with a gray border).

#### Reset Password

3. Enter the details then click on Save.

A screenshot of a web page showing a success message. At the top, it says 'Create Password' in red text. Below that, there is a green banner with the text 'Create Password Success Message'. At the bottom, there is a brown button labeled '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**

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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.

## CHAPTER 5


### UPLOAD TRAINING DOCUMENTS

#### UPLOAD TRAINING DOCS TASK

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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