



UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

5/1/2023

Attestation of Medical Leaves & Reports

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Using the Service – Summary

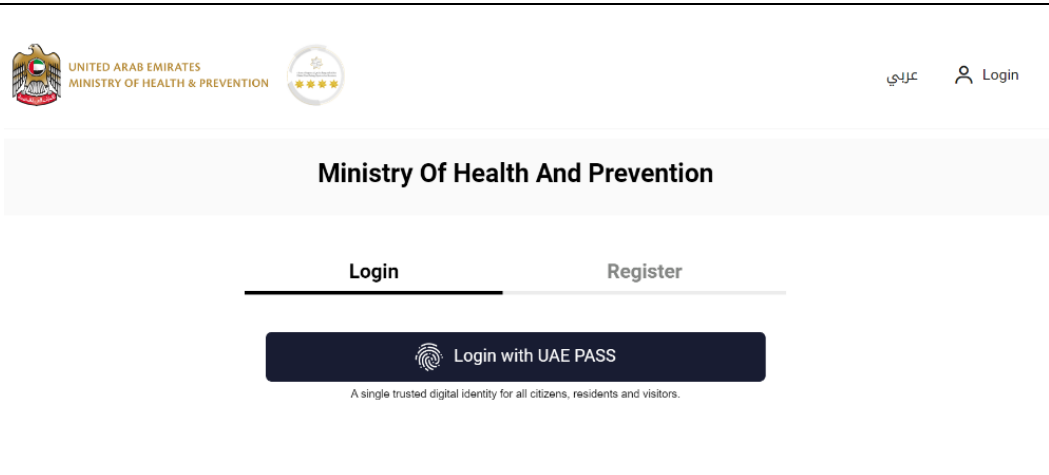
1. You need to create and account (register) if you don't have one.

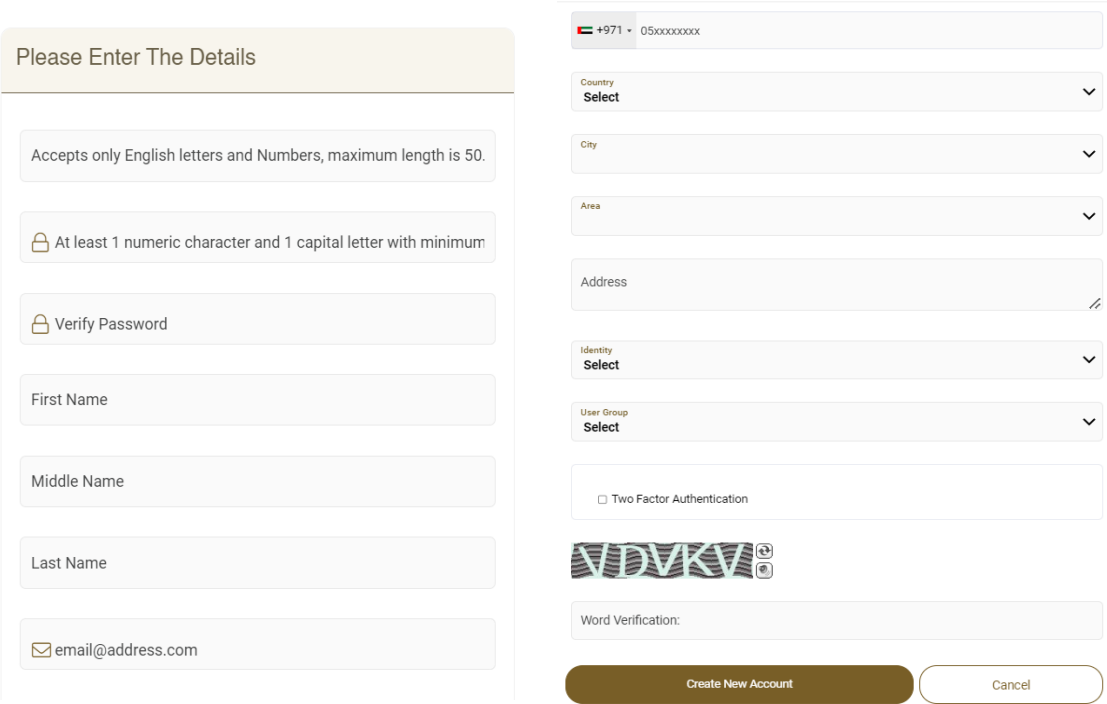
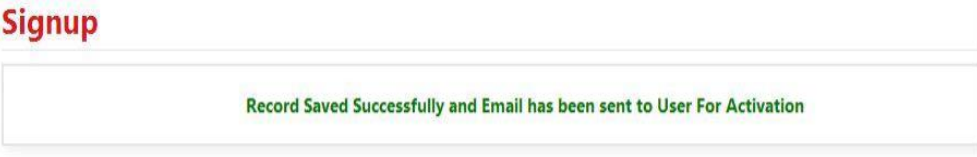
2. You can Login if you already have an account
3. Select the sick leave attestation service
4. Create new attestation application
5. Save/edit the attestation application
6. Submit the application
7. Pay the application fees
8. Resubmit the application after fulfilling the remarks if it was sent back to you
9. Print the attestation certificate if its approved
10. View verification certificate or show it to any party wants to verify the attestation service

1. Create new account

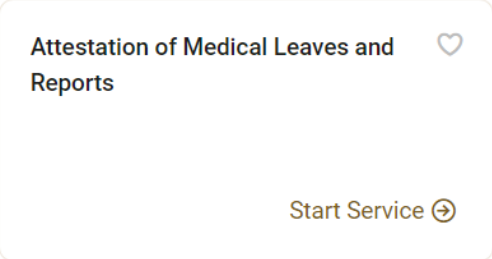
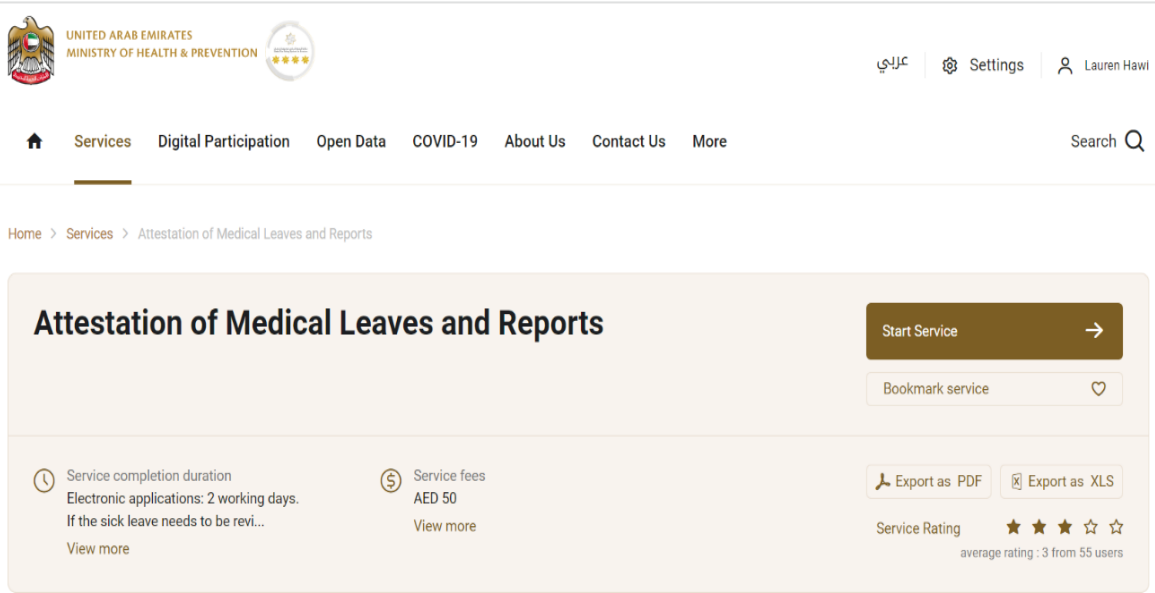
If you are new (i.e., you do not have account) you need to Register and Create a New Account in order to be able to access MOHAP services.

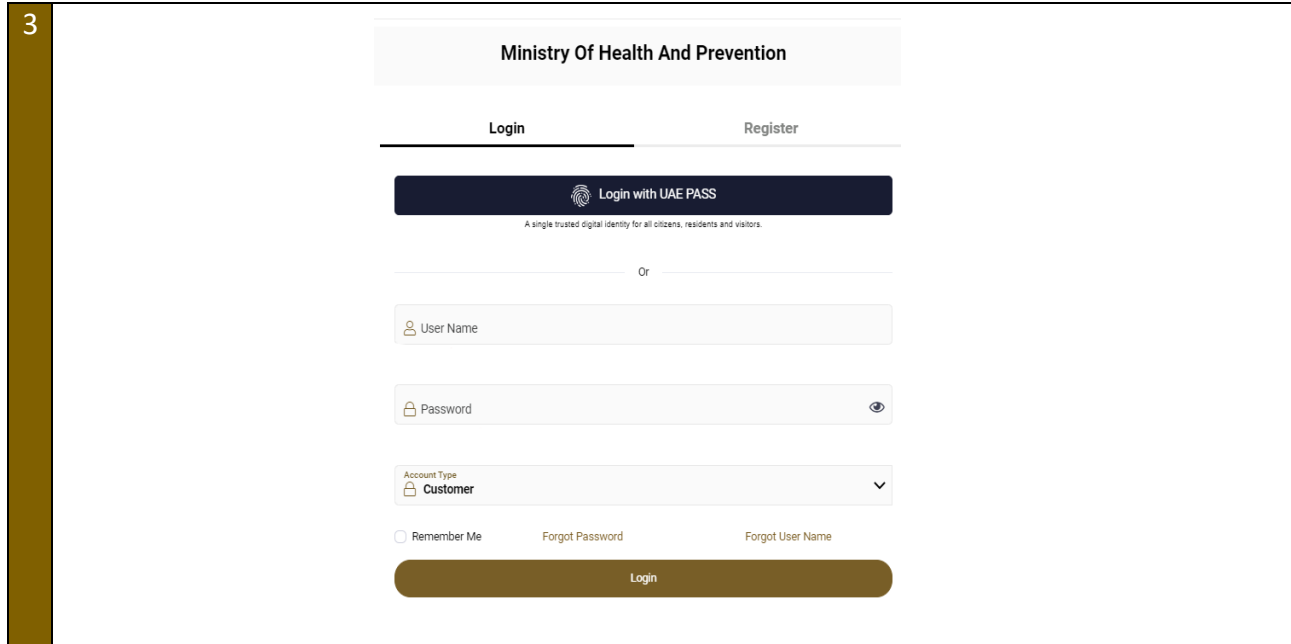
If you are already a MOHAP user, then skip to [Login to the system](#)

#	Create New Account – Register/Sign up
1	<p><i>If you are new (i.e., you don't have account) you need to Create a New Account First</i></p> <ul style="list-style-type: none">- <i>Go to the official website of the Ministry of Health</i>- <i>On the right side click on the Login tab</i>- <i>Since you do not have an account yet, click on Register</i>
2	 <p>The screenshot shows the official website of the Ministry of Health and Prevention of the United Arab Emirates. At the top left, there are logos for the United Arab Emirates and the Ministry of Health & Prevention. On the top right, there is a language selector for 'عربي' and a 'Login' button with a user icon. The main heading is 'Ministry Of Health And Prevention'. Below this, there are two buttons: 'Login' and 'Register'. At the bottom, there is a dark blue button for 'Login with UAE PASS' with a circular icon and the text 'A single trusted digital identity for all citizens, residents and visitors.'</p>

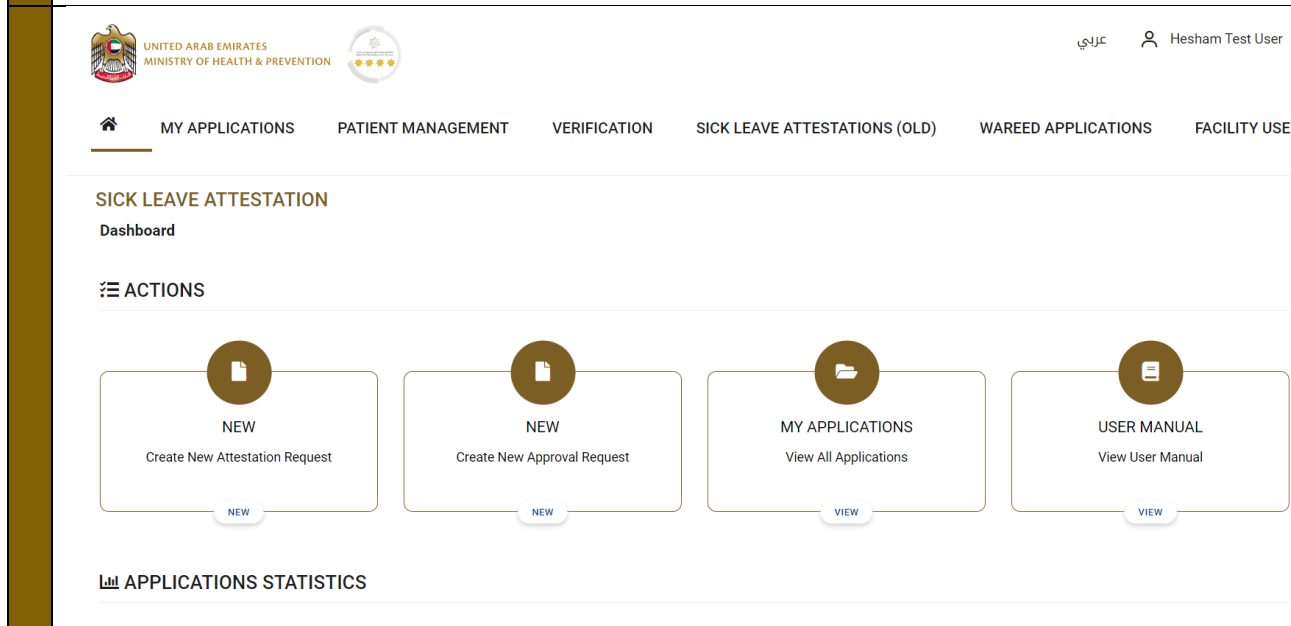
<p>3</p>	<p>To Sign Up, fill all the required information and follow the steps</p> 
<p>4</p>	<p>- Click create account. After completing the registration steps, the following alert will show to confirm that all records are saved successfully, and a verification email has been sent for activation.</p>
<p>5</p>	
<p>5</p>	<p>Go to the email you entered when registering, and click on the link to activate your MOHAP Account</p> <p>Dear</p> <p>Thank you for registering with Ministry of Health and Prevention E-Services.</p> <p>Please open below url to activate your account.</p> <p>Account Activation Link</p> <p>Regards,</p> <p>Ministry of Health And Prevention, UAE</p>

2. Login to the system

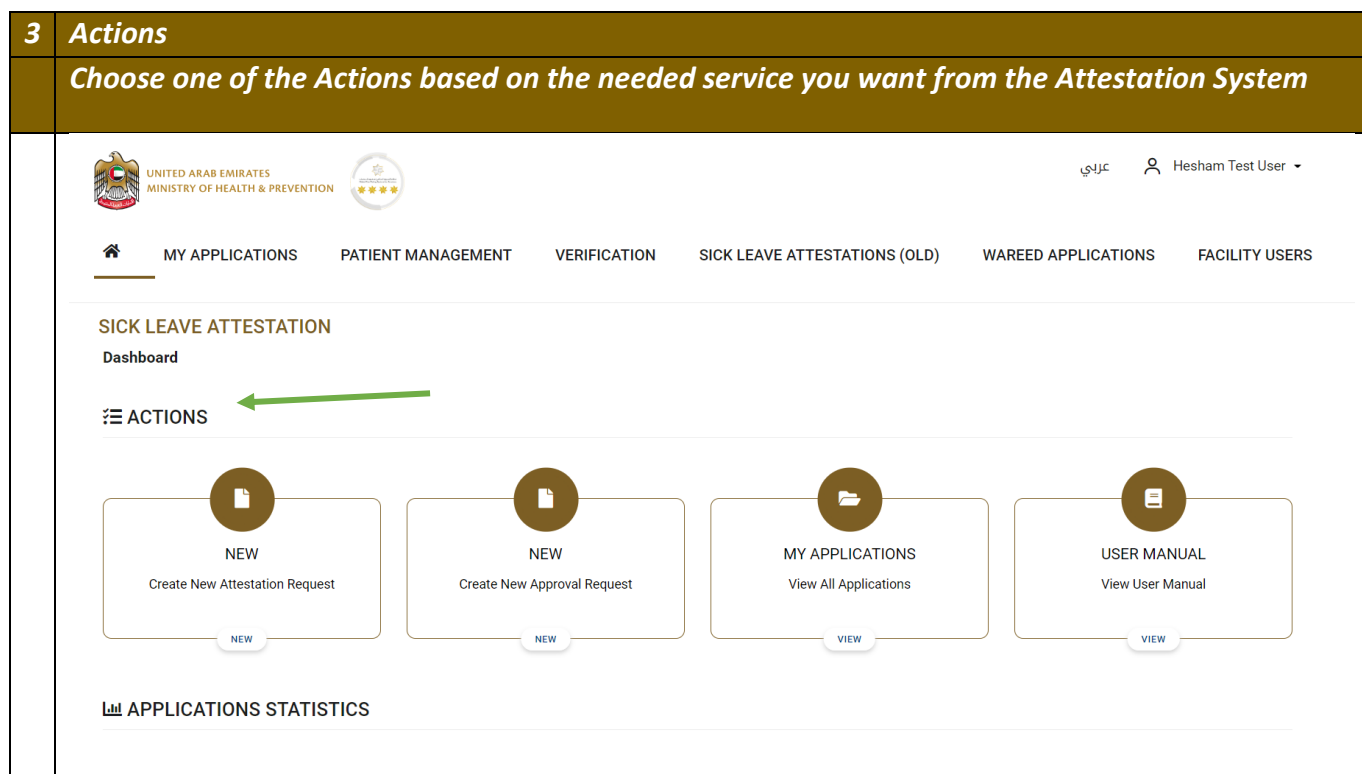
#	User Login
1	<p>If you already have an account and want to access any of MOHAP services, follow the below steps</p> <ol style="list-style-type: none"> 1. Go to the official website of the Ministry of Health 2. Click on Services 3. Look for the required service or search for its name 4. Click on the required Service icon 5. Select Sick Leave Attestation System
	
2	<ol style="list-style-type: none"> 6. Click on Start Service as the below screen 7. If you are already registered and you haven't logged in from the MOHAP website, you will need to log in from here otherwise you will stay logged in 8. Click Register if you don't have an account. 



- 4
- **Once you're logged in, the Sick Leave Attestation service appears as the below screen**
 - **This screen appears after you chose the service, if you are logged in from the beginning, then you will be directly transferred to the service page with no login needed.**



3. Actions



3.1 Create New Attestation Request – New Application

1	<i>New - Create Attestation Request</i>
	<i>Create New Request through Actions -> Create New Attestation Request</i> <i>The page opened will be divided into sections you have to go through it in order as below:</i>
	<p>A. Patient Information Section (to enter a new patient details or to select an already registered one).</p> <ol style="list-style-type: none"> 1. Save the Patient’s Information (click the “Save” button to save or update an already existing patient), or “Submit” to directly direct it to the submission phase. 2. You can also add a new patient here from “Add Patient”. <p>B. Attestation Information Section (to select attestation type and enter sick leave information).</p> <ol style="list-style-type: none"> 1. Application Documents (please attach required sick leave/medical report document before submitting the application). 2. Please select document type and attestation type before uploading document. 3. If the attachment is not clear, approver will reject and will ask to upload again.

	<ul style="list-style-type: none">4. Save the application details (click “Save Application” button at the bottom of the page).5. You can Submit the applications directly (click Submit button at the bottom of the page). <p>C. Facility Information Section (Optional) (to enter the information of the facility issued the sick leave or the medical report).</p> <ul style="list-style-type: none">1. Save the application details (click “Save Application” button at the bottom of the page).2. You can Submit the applications directly (click Submit button at the bottom of the page). <p>D. Application History Section (you can track the history of each application you applied for).</p> <p>E. Payment History which shows all your payments historical details such as: Reference Number, Amount Paid, Payment Status, and Last Updated date.</p>
A	<p>SICK LEAVE ATTESTATION</p> <p>New Application</p> <p>Patient Information Attestation Information Facility Information Application History Payment History</p> <p>Patient Information</p> <hr/>

A
Patients Information

SICK LEAVE ATTESTATION

New Application

Patient InformationAttestation InformationFacility InformationApplication HistoryPayment History

Patient Information

+ Add Patient

Select Patient *

--Select--

Please Note :
UAE Residents must provide Emirates ID number. Applicants on Visit Visa can provide VISA unified number instead.
Baynati Number is mandatory for Federal employees.

Employer *	Employer Name (if not specified in list) *
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Ministry of Health and Prevention</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div>
Emirates Id	Visa/Passport Unified Number
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Format : 999-9999-9999999-9</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div>
Patient Full Name (English) *	Patient Full Name (Arabic) *
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div>
Mobile Number *	Email Address *
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Only UAE number allowed without country code. Example : 0509999999</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div>

No documents to display

Save Application Submit Back

Document Type *

Sick Leave

--Select--

Sick Leave

Medical Report

Companion Leave

Attestation Type *

--Select--

--Select--

Attestation of sick leave 5 days or less

Attestation of sick leave more than 5 days to 1 month

Attestation of sick leave more than 1 month

BAttestation Information

SICK LEAVE ATTESTATION

New Application

Patient InformationAttestation InformationFacility Information (Optional)Application HistoryPayment History

Attestation Information

Instructions:
Please attach required sick leave/medical report document before submitting the application.
Please select document type and attestation type before uploading document.
If the attachment is not clear, approver will reject and will ask to upload again.

Document Type *

--Select--▼

Attestation Type *

--Select--▼

Leave Start Date

📅

Leave End Date

📅

Number Of Days

Document Issue Date

📅

Instructions:
Allowed file types : .jpg, .png, .pdf, .jpeg, .doc, .docx
Maximum file size : 1 MB
Please select document type and attestation type before uploading document.
If the attachment is not clear, approver will reject and will ask to upload again.

Upload Document *

Select📁

Remarks (if any)

Save Cancel

<p>C</p> <p>Facility Information</p>	<p>SICK LEAVE ATTESTATION</p> <p>New Application</p> <p>Patient Information Attestation Information Facility Information (Optional) Application History Payment History</p> <hr/> <p>Facility Information</p> <p>Facility Type * Licensing Authority * Medical District *</p> <p>Private Sector Ministry of Health and Prevention Ajman</p> <p>Facility Name *</p> <p>Al Jamiaa Medical Center Specialist</p> <p>Specialty * Doctor * Medical Title *</p> <p>--Select-- Nothing selected Nothing selected</p> <p>Diagnosis *</p> <p>Enter Diagnosis</p> <p>Save Application Submit Back</p>
<p>D</p> <p>Application History</p>	<p>Patient Information Attestation Information Facility Information (Optional) Application History Payment History</p> <hr/> <p>Application History</p> <p>No Logs to display</p> <p>Save Application Submit Back</p>
<p>E</p> <p>Payment History</p>	<p>Patient Information Attestation Information Facility Information (Optional) Application History Payment History</p> <hr/> <p>Payment History</p> <p>No Logs to display</p> <p>Save Application Submit Back</p>

3.2 Submitting the Application

3.2 Submitting the Application
Go to My Application page


- You need to know that all previous actions were when you were saving the application.
- In order to “Submit” you need to go to → My Applications → All your saved applications will appear.
- Click → Submit to submit any of your applications appeared, or you can search for the needed application to submit.


Once you click on “Submit” My Application, you can not modify after submission as to the screen below.

3.3 Applications Statistics - Tracking Your Submissions

3.3 Submission Tracking

- If you are from any medical facility (medical facility user) then skip this step to the payment step.
- If not, search for the application with any of the indexes (Ref. No, status, any part of patient name or date).
- **OR** you can track all you applications are their statuses from [→ Home](#) [→ scroll down to](#) [→ Applications Statistics](#)

 APPLICATIONS STATISTICS

 BY REQUESTS STATUS - TOTAL: 72

<p>Not Submitted 30</p> <div style="display: flex; align-items: center;"> <div style="width: 41.67%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 41.67 % </div>	<p>Payment In Progress 19</p> <div style="display: flex; align-items: center;"> <div style="width: 26.39%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 26.39 % </div>
<p>Payment Requested 11</p> <div style="display: flex; align-items: center;"> <div style="width: 15.28%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 15.28 % </div>	<p>Waiting for Auditor Approval 0</p> <div style="display: flex; align-items: center;"> <div style="width: 0%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 0 % </div>
<p>Sent back to Applicant 0</p> <div style="display: flex; align-items: center;"> <div style="width: 0%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 0 % </div>	<p>Rejected 0</p> <div style="display: flex; align-items: center;"> <div style="width: 0%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 0 % </div>
<p>Payment Retry Requested 0</p> <div style="display: flex; align-items: center;"> <div style="width: 0%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 0 % </div>	<p>Approved 12</p> <div style="display: flex; align-items: center;"> <div style="width: 16.67%; height: 10px; background-color: #808000; margin-right: 5px;"></div> 16.67 % </div>

- Any applications that's "Sent back to Applicant", you will need to resubmit it again.

- **Once you submitted the application, you can search for it from "My Applications" using any of Ref. No, date issued, status.**
- **Then, you can pay and print. Noticing you that printing the certificate is done after the approval.**

4. Pay the Application Fees

4 Pay the Application Fees

🏠 MY APPLICATIONS
PATIENT MANAGEMENT
VERIFICATION
SICK LEAVE ATTESTATIONS (OLD)
WAREED APPLICATIONS
FACILITY USERS

+ Create New Request

View	Application No	Status	Issue Date	No. of Days	Patient Name En	Patient Name Ar	Last Updated On	Action
👁	SLM0050379	Payment Requested		2	dfsedfsfd	عفاة عابدي	04/10/2022	Make Payment
👁	SLM0050378	Payment Requested		3	dfsedfsfd	عفاة عابدي	04/10/2022	Make Payment
👁	SLM0050377	Payment Requested		2	dfsedfsfd	عفاة عابدي	04/10/2022	Make Payment
👁	SLM0050376	Payment Requested		2	dfsedfsfd	عفاة عابدي	30/09/2022	Make Payment
👁	SLM0050375	Payment Requested		2	dfsedfsfd	عفاة عابدي	30/09/2022	Make Payment
👁	SLM0050374	Payment Requested		2	dfsedfsfd	عفاة عابدي	30/09/2022	Make Payment
👁	SLM0050373	Payment Requested		2	dfsedfsfd	عفاة عابدي	30/09/2022	Make Payment
👁	SLM0050372	Payment Requested	30/09/2022	2	dfsedfsfd	عفاة عابدي	30/09/2022	Make Payment
👁	SLM0050370	Payment Requested	29/09/2022	2	dfsedfsfd	عفاة عابدي	29/09/2022	Make Payment
👁	SLM0050369	Payment Requested	28/09/2022	4	dfsedfsfd	عفاة عابدي	29/09/2022	Make Payment
👁	SLM0050368	Payment Requested	29/09/2022	3	dfsedfsfd	عفاة عابدي	29/09/2022	Make Payment

Once you click on Make Payment for any of your applications from “My Applications” Window, the below screen appears

Thank You For Your Payment

Please note that your payment is in processing. You shall be notified once this processing is completed. In case your payment fails, the system shall allow you to pay again. On success, the application will move forward.

Following are the details of your payment for your reference:

Application Reference Number	Payment Transaction ID
SLP0000646	810201903190000646
Payment Amount (AED)	Payment Date
50.00	19/03/2019 10:48:38
Payment Status	
Successful	

i | [Click Here](#) to go back to your Applications list | i



You enter your personal Payment Details, the status becomes “Approved” regarding the payment.

View	Application No	Status	Issue Date	No. of Days	Patient Name En	Patient Name Ar	Last Updated On	Action
	SLM0050361	Approved	15/09/2020	3	Lilly Joan	ليلي جوان	15/10/2020	
	SLM0050360	Approved		1	dfsedfsd	عفاة عابدي	17/08/2020	
	SLM0050355	Approved		3	dfsedfsd	عفاة عابدي	13/08/2020	
	SLM0050356	Approved		3	dfsedfsd	عفاة عابدي	27/07/2020	
	SLM0050354	Approved		2	dfsedfsd	عفاة عابدي	27/07/2020	
	SLM0050348	Approved	16/06/2019	1	KHAWLA ALHAMMADI	الطيب	21/07/2019	
	SLM0050347	Approved	16/06/2019	2	KHADILJA AL KHARKHOOR	الطيب	21/07/2019	
	SLM0050346	Approved	17/06/2019	2	FAISAL ALNAQBI	الطيب	21/07/2019	
	SLM0050344	Approved	17/06/2019	10	Murugavelli Pandian	الطيب	21/07/2019	
	SLM0050345	Approved	17/06/2019	13	HANA ALSHEHHI	الطيب	15/07/2019	
	SLM0050343	Approved	17/06/2019	2	FATEMA ALSHEHHI	الطيب	15/07/2019	
	SLM0050317	Approved	17/06/2019	1	DARWISH MOHAMED	لوحة المفاتيح العربية	18/06/2019	

5. Print the Attestation Certificate

Attestation Certificate can be printed once the application status is **APPROVED** after payment.

5 Print the Attestation Certificate


عربي  Hesham Test User

MY APPLICATIONS
PATIENT MANAGEMENT
VERIFICATION
SICK LEAVE ATTESTATIONS (OLD)
WAREED APPLICATIONS
FACILITY USERS

SICK LEAVE ATTESTATION

My Applications

Application Search

Application Reference No

Application Status

Patient Name

From Date

To Date

Emirates Id

Medical District

Applications List (Displaying 1 - 15 of 60 Applications)

[+ Create New Request](#)

View	Application No	Status	Issue Date	No. of Days	Patient Name En	Patient Name Ar	Last Updated On	Action
	SLM0050381	Payment Requested		1	dfsedfsd	عفاة عابدي	06/10/2022	<input type="button" value="Make Payment"/>
	SLM0050380	Payment Requested		4	dfsedfsd	عفاة عابدي	04/10/2022	<input type="button" value="Make Payment"/>
	SLM0050379	Payment Requested		2	dfsedfsd	عفاة عابدي	04/10/2022	<input type="button" value="Make Payment"/>

6. Accessibility Menu

Item	Accessibility Menu
	<i>Where the user can access all the accessibility settings including contrast, font, cursor, text alignment, etc.</i>

7. Common Options and Features

7	Common Options and Features
	Select an option from the menu to open the page selected

Icon	Option Description
Home	The initial page to the service, where you can choose from the menu of the options of from the service actions at the bottom.

My applications	My application: where you can search for your applied applications, create new attestation request and manage an existing one.
Patient Management	Add or search for people – people should be added one time only then selected anytime at the new request of the attestation. You may add more than one person if you are applying for them.
Verification	Attestation verification is to proof the attestation online to any organization or establishment requiring that attestation (accessing it online).
Facility Users	Only for facility users, normal users can't access from here.

7.1 My applications

1 My applications

Where you can view a current application or create a new one

SICK LEAVE ATTESTATION

My Applications

Application Search ▼

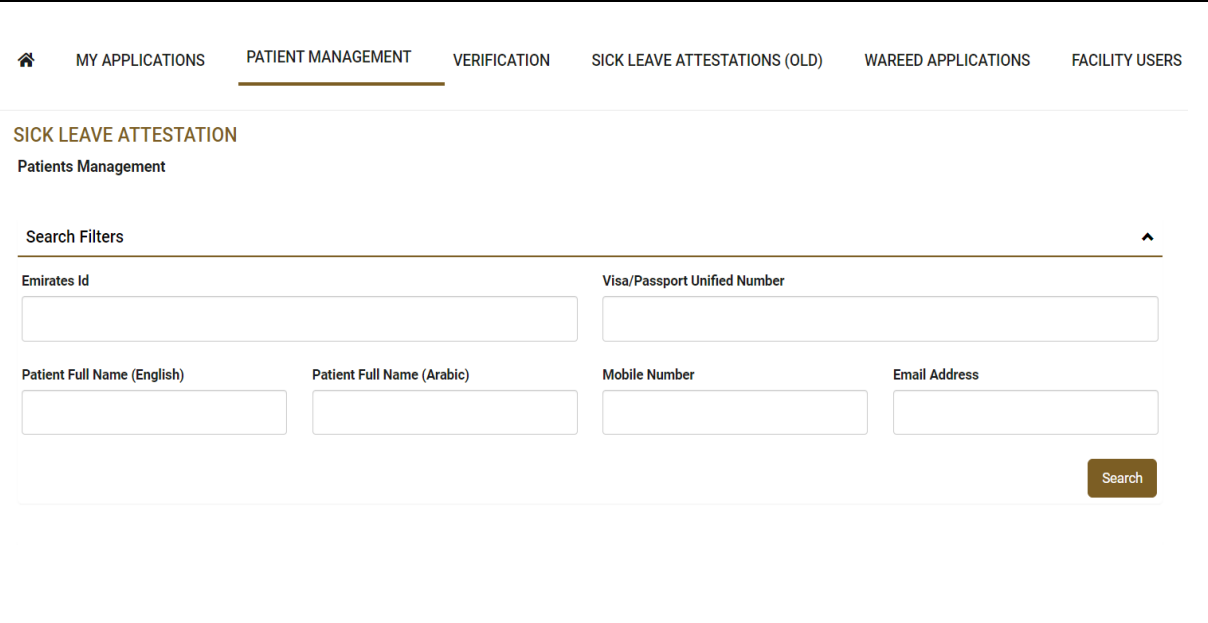
Application Reference No Application Status Patient Name

From Date To Date Emirates Id Medical District

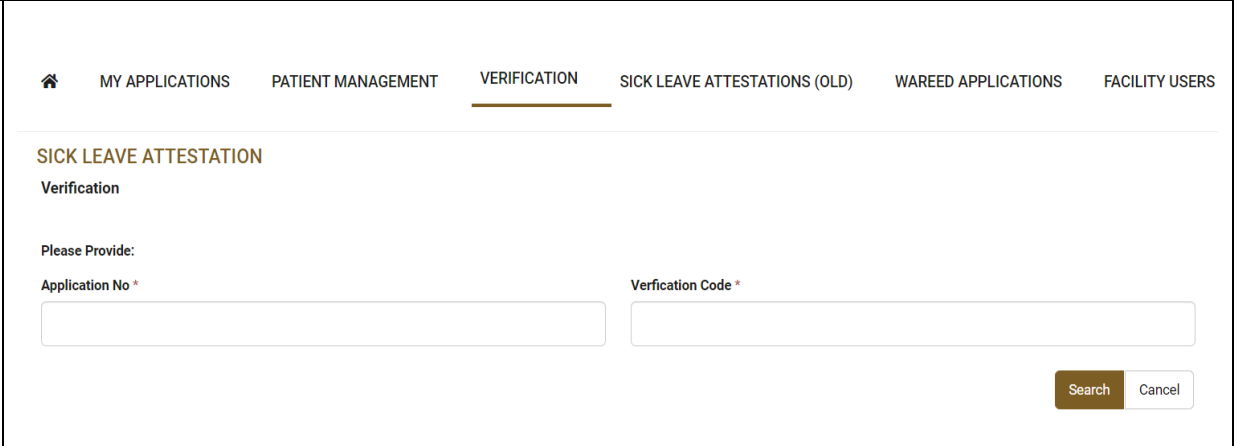
Applications List (Displaying 1 - 15 of 60 Applications)

View	Application No	Status	Issue Date	No. of Days	Patient Name En	Patient Name Ar	Last Updated On	Action
	SLM0050381	Payment Requested		1	dfsedfsfd	عفاة عابدي	06/10/2022	<input type="button" value="Make Payment"/>
	SLM0050380	Payment Requested		4	dfsedfsfd	عفاة عابدي	04/10/2022	<input type="button" value="Make Payment"/>
	SLM0050379	Payment Requested		2	dfsedfsfd	عفاة عابدي	04/10/2022	<input type="button" value="Make Payment"/>
	SLM0050378	Payment Requested		2	dfsedfsfd	عفاة عابدي	04/10/2022	<input type="button" value="Make Payment"/>

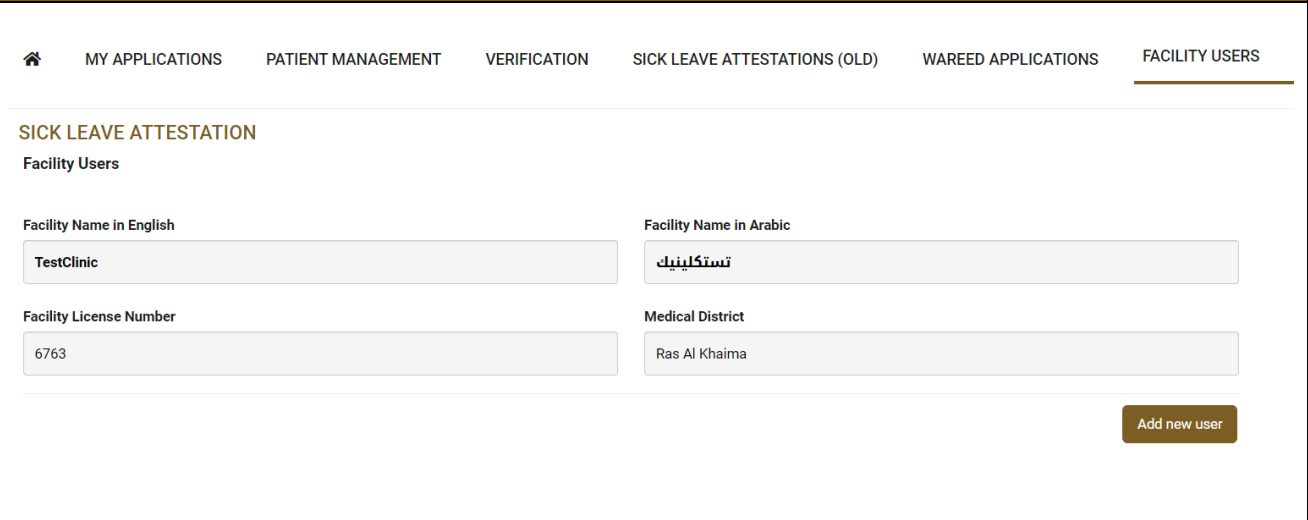
7.2 Patient Management

2	Patient Management
Search Patient <ul style="list-style-type: none">- <i>Search Patient to complete or update the information</i>- <i>Enter Search filters → click “Search” → push “View” icon → view the details of specific patient, you may update the information or the documents if you want or close without any changes</i>	
	

7.3 Verification

3	Verification
1	
	

7.4 Facility Users

4	Facility Users
1	<i>If you are already a Facility user, you can directly check for your application here</i>
	 <p>The screenshot shows a web application interface for 'SICK LEAVE ATTESTATION'. At the top, there is a navigation menu with the following items: MY APPLICATIONS, PATIENT MANAGEMENT, VERIFICATION, SICK LEAVE ATTESTATIONS (OLD), WAREED APPLICATIONS, and FACILITY USERS (which is currently selected). Below the navigation, the page title is 'SICK LEAVE ATTESTATION' followed by the sub-section 'Facility Users'. The main content area contains four input fields arranged in a 2x2 grid: 'Facility Name in English' (containing 'TestClinic'), 'Facility Name in Arabic' (containing 'تست كلينيك'), 'Facility License Number' (containing '6763'), and 'Medical District' (containing 'Ras Al Khaima'). A dark blue button labeled 'Add new user' is positioned at the bottom right of the form area.</p>