

HEALTH CARD REGISTRATION SYSTEM

User Manual

Version 1.0

1 Document Information

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1.2 Document Owner(s)

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2 Introduction

2.1 Purpose

We put in your hands the user manual for the system of health cards certificate, which is an application that works through the browser to record and follow all applications for birth certificates and death certificates and also pay the fee of the certificate through this electronic service. The Ministry of Health and Community Protection, through its website, provides some services to citizens and expatriates, in order to facilitate the formal procedures in the extraction of some of your documents to meet the requirements of the modern state.

2.2 How to Use This Manual?

User Manual Helps the user to work on the system in the right steps and to ensure the correct results, and to get the desired results please follow the steps described in this manual.

2.3 Browser requirements

- Google Chrome Version 90.0 +
- Mozilla Firefox Version 90.0 +
- Microsoft Edge Version 90.0 +

2.4 Functional requirements

Functional requirements describe what the system can do to meet the job; the functional requirements are the following:

Health Card Types

- Expatriate
- UAE Nationality
- GCC Nationality
- People of Determination

2.5 Entry to the system

All the users can enter and access "Health Card System" through the following link: https://smartform.mohap.gov.ae/MOHOnlinePortal/Login.aspx

2.6 Health Cards System

At the beginning, the user can navigate to the health cards site and the home page will show the different functionality and objectives of the system which the user can do.

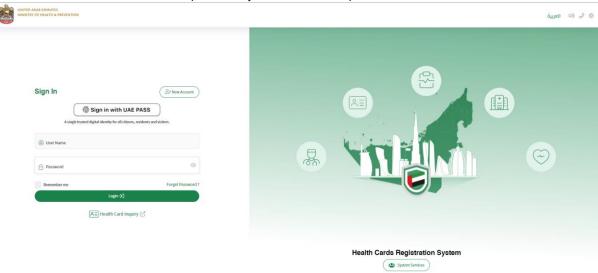


Figure 1 | HCR homepage

The user can search for their health card application by clicking on the "Health Card Inquiry" button. As shown in figure (2)



Figure 2 | Heath Card Inquiry

The user can search for the record by:

- 1. EIDA No
- 2. Health No
- 3. Date of Birth and Mobile No

If the entered data is correct the system will fetch the requested health and show it in the same page with all its information and system will also let the user "Print Health Card" by clicking on the button. As shown in figure (3)

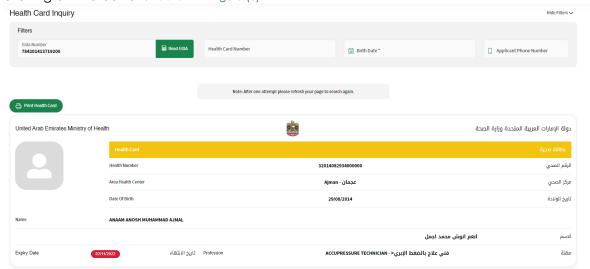


Figure 3 | Requested Health Card

The user can see all the available health card by clicking on the "system Services" button. As shown in figure (4)



Figure 4 | System Services

2.7 Users Registration

Registering in the health cards system requires the users to enter a set of information consisting of:

- User name.
- Arabic Full Name
- English Full Name
- Fmail.
- Mobile Number.
- Emirates ID.
- Password.
- Confirm Password.

So you must enter all the fields with your information and click on the "Register" button. As shown in figure (5)

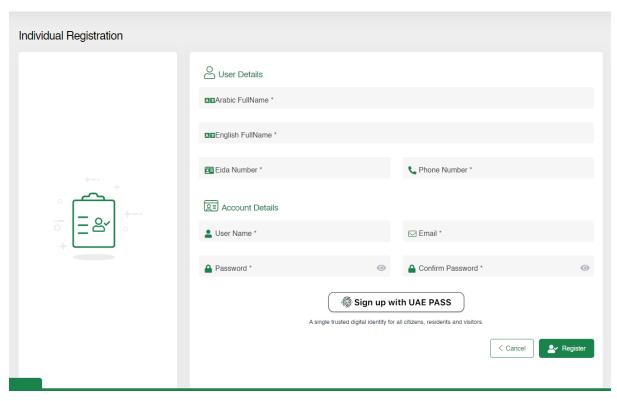


Figure 5 | Individual User Registration Page

Also the user can register with the UAE PASS if they are residence of the UAE and they are already connected with digital ID authority.



Figure 6 | UAR Pass

Then a confirmation/activation message will be sent to the registered user's e-mail so the user can activate their account.

2.8 Login

Logging into the health cards system requires the users to enter their username and password clicking on the "Login" button.

The user can also save their login credentials by clicking on the "Remember me" checkbox, and the user can also change the language of the site by clicking on the "عربي" to change to site language to Arabic.

As shown in figure (7)

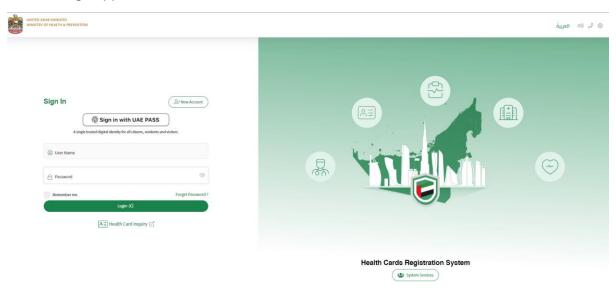


Figure 7 | Login Page

Individual User Privileges

At first when the user login to the health cards system, the user main page is displayed. There are four main sections in the vase. As shown in figure (8)

- 1. My Health Cards
- 2. Apply for Health Card
- 3. My Application Table
- 4. System Controls

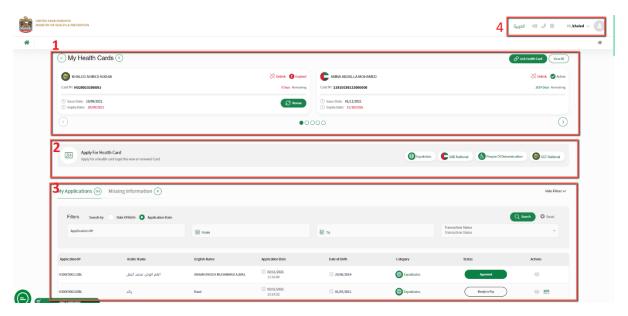


Figure 8 | Individual User Homepage

3 My Health Cards

This module will let the user to add health cards to their dashboard, so it will be easier for the user to take action on their health cards. As shown in figure (9)



Figure 9 | My Health Cards

The user can see all the different type of health cards that they added by navigating with the arrow keys, the name of the health card holder, how many days left for each health card and a renew button for the expired health cards.

3.1 Link Health Card

The user can link any health card to their dashboard by entering: As shown in figure (10)

- 1. EIDA Number/Health Card
- 2. Birth Date

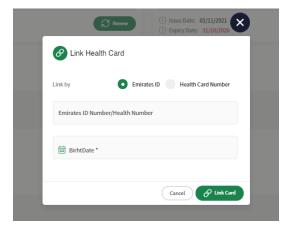


Figure 10 | Link Health Card

3.2 Unlink Health Card

The user can unlink any health card which has been added to their dashboard by clicking on the "Unlink" button: As shown in figure (11)

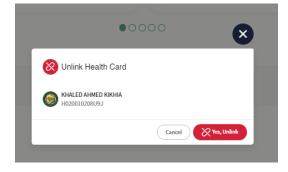


Figure 11 | Unlink Health Card

3.3 View all linked Health Cards

The user can view all their health cards and their status by clicking on the "View All" button: As shown in figure (12)

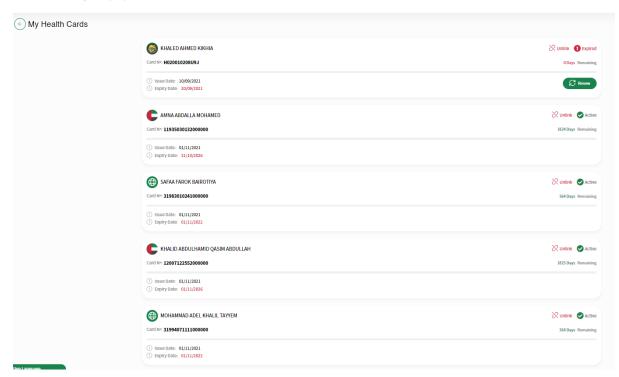


Figure 12 | All Added Health Cards

4 Apply for Health Card

This module will let the user to apply to any type of the four health cards in system. Each health card type has its own requirements and each will be discussed separately. As shown in figure (13)



Figure 13 | Health Cards Types

4.1 Expatriate

Any person with any nationality can apply for this health card. There are two types of requests for all health cards types: As shown in figure (14)

- 1. New (issue a new health card)
- 2. Renew (renew an existing health card)



Figure 14 | Expatriate Health Card

For new health cards the user need to select the "Visa Type" wither "Residence" or "Visitor".

As a visitor the system will require Passport Number and Passport Expiry Date. As shown in figure (15)

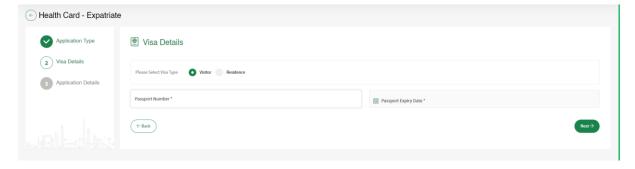


Figure 15 | Visitor Requirement

As a Residence the user need to select the type of "Identification Document" from one of the following:

- 1. EIDA: If the person has an existing EIDA card.
- 2. EIDA Application: If the person has EIDA application number.
- 3. Other Document: If the person has any other documents to use it.

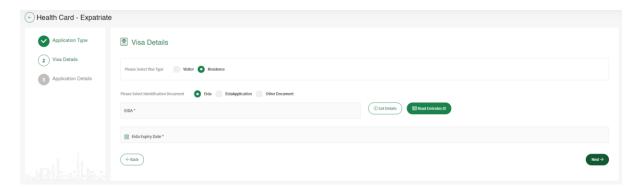


Figure 16 | Residence Application

If the user selects **EIDA**, then the system will require the user to enter a valid EIDA number and clicking on the "Get Detail" button. If the EIDA is valid the application will be considered as "Express Health Card" which means that the health card will be issued directly.

As shown in figure (17)

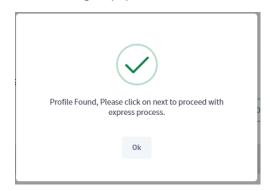


Figure 17 | Valid for Express

Then the user can click on "Next" button to go the fields form which need to be filled, because the application was of type express, the user can only enter the health center, mobile number, Email and Profession. As shown in figure (18)

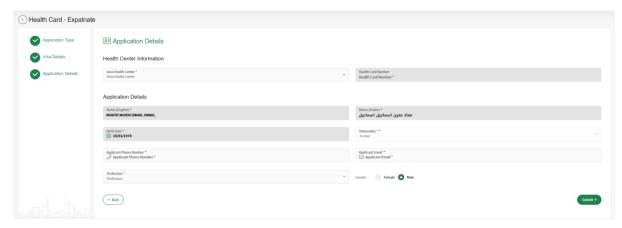


Figure 18 | Application Details (Express)

If the EIDA is expired, the application will not be considered as express which means that the application need to go thought the PMD center then either get approved or rejected.

Also if the user want to apply with EIDA application, Passport or any Other Document all of these requests will not be considered as Express.

As shown in figure (19)

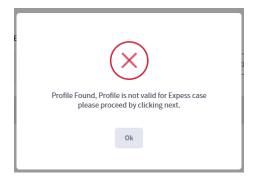


Figure 19 | Not Valid for Express

Then the user can click on "Next" button to go the fields form which need to be filled, because the application was not express, the user need to enter all the fields.

As shown in figure (20)

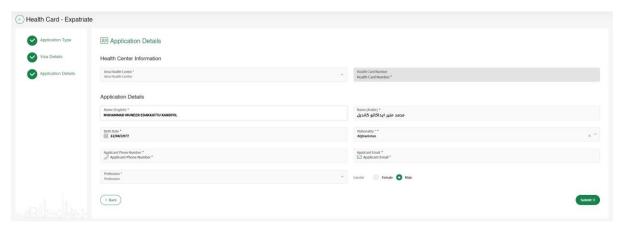


Figure 20 | Application Details

Then the user need to upload the required attachments either by uploading the file from "My Device" or "Scan" the document. As shown in figure (21)

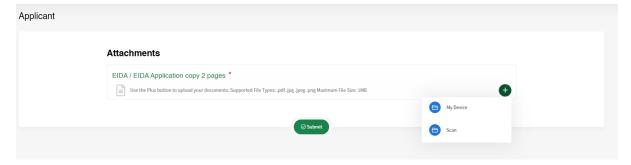


Figure 21 | Attachments Page

Then the system will show the preview of the application in a popup window, so the user can proceed to payment by clicking on "Next" or save the request in the applications table.

As shown in figure (22)

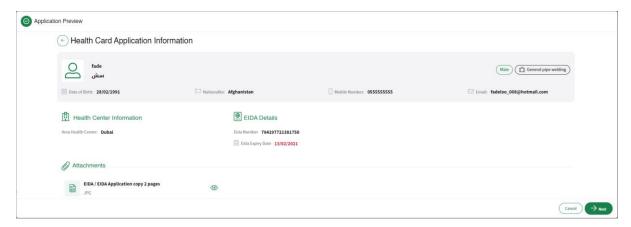


Figure 22 | Application Preview

The payment screen will show the summary fees of the application and the available payment methods. As shown in figure (23)

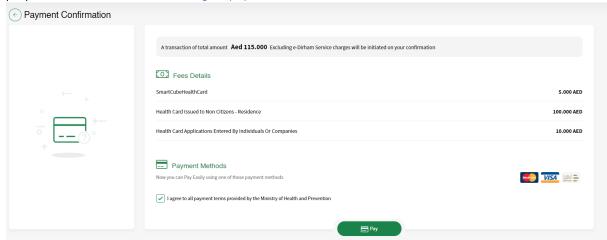


Figure 23 | Payment Screen

Then user will be directed to the E-dirham payment gateway. As shown in figure (24) After that if the payment is successful the user will get redirected back to the HCR system with successful response page. As shown in figure (25)

Else if the payment has failed the user will get redirected back to the HCR system with failed response. As shown in figure (26)

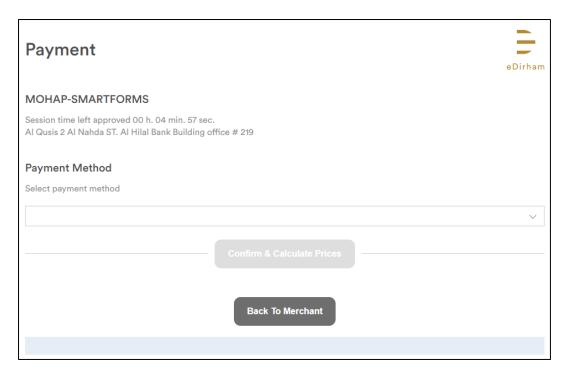


Figure 24 | E-dirham Payment Gateway

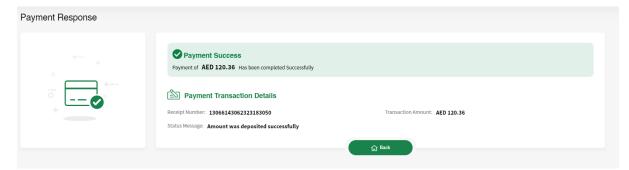


Figure 25 | Success Response Page

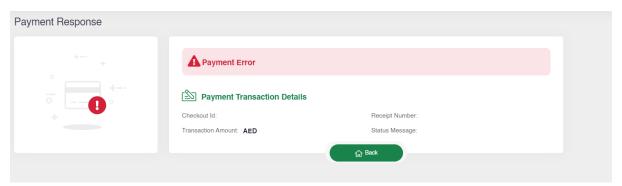


Figure 26 | Failed Response Page

4.2 UAE National

Only people who have family relationship with UAE nationality can apply for this health card. There are two types of requests for all health cards types: As shown in figure (17)

- 1. New (issue a new health card)
- 2. Renew (renew an existing health card)

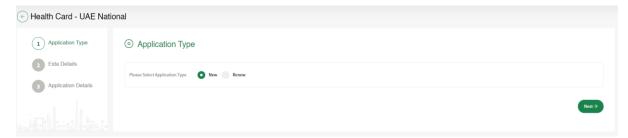


Figure 27 | UAE National Health Card

For new health cards the user need to select type of "Identification Document" from one of the following:

- 1. EIDA: If the person has an existing EIDA card.
- 2. EIDA Application: If the person has EIDA application number.
- 3. Other Document: If the person has any other documents to use it.

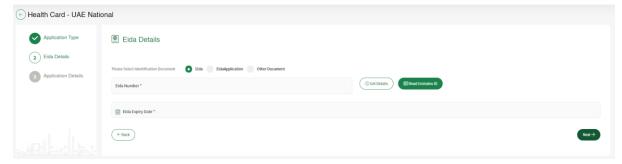


Figure 28 | Identification Type

If the user selects **EIDA**, then the system will require the user to enter a valid EIDA number and clicking on the "Get Detail" button. If the EIDA is valid the application will be considered as "Express Health Card" which means that the health card will be issued directly.

As shown in figure (29)

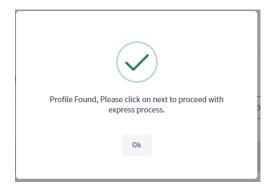


Figure 29 | Valid for Express

Then the user can click on "Next" button to go the fields form which need to be filled, because the application was of type express, the user can only enter the health center, mobile number, Email and Profession. As shown in figure (30)

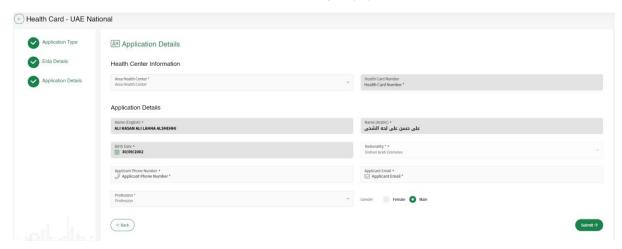


Figure 30 | Application Details (Express)

If the EIDA is expired, the application will not be considered as express which means that the application need to go thought the PMD center then either get approved or rejected.

Also if the user want to apply with EIDA application, Passport or any Other Document all of these requests will not be considered as Express.

As shown in figure (31)

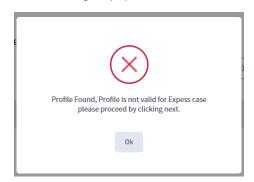


Figure 31 | Not Valid for Express

Then the user can click on "Next" button to go the fields form which need to be filled, because the application was not express, the user need to enter all the fields.

As shown in figure (32)

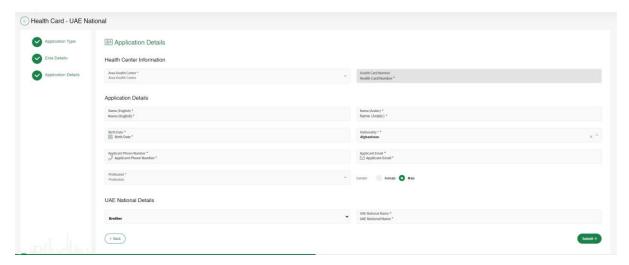


Figure 32 | Application Details

Then the user need to upload the required attachments either by uploading the file from "My Device" or "Scan" the document. As shown in figure (33)

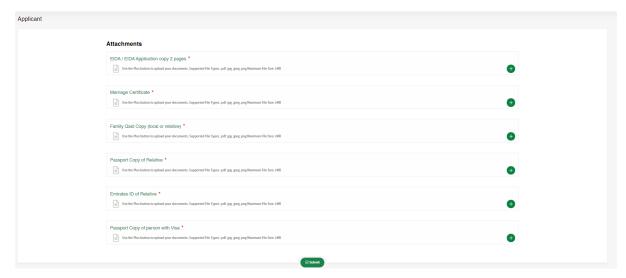


Figure 33 | Attachments Page

Then the system will show the preview of the application in a popup window, so the user can proceed to payment by clicking on "Next" or save the request in the applications table.

As shown in figure (34)

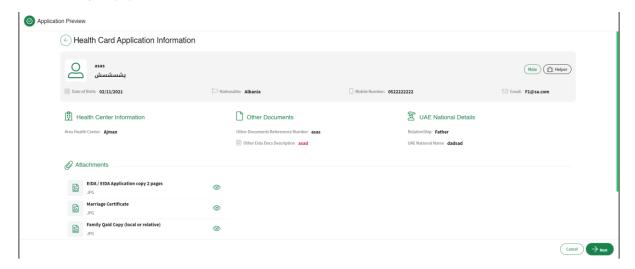


Figure 34 | Application Preview

The payment screen will show the summary fees of the application and the available payment methods. As shown in figure (35)

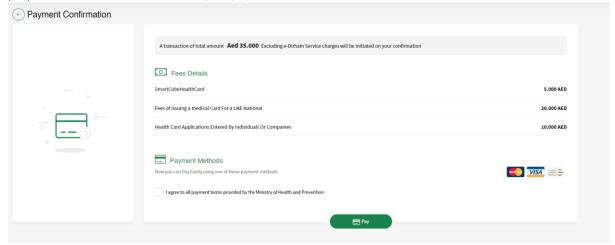


Figure 35 | Payment Screen

Then user will be directed to the E-dirham payment gateway. As shown in figure (24) After that if the payment is successful the user will get redirected back to the HCR system with successful response page. As shown in figure (25)

Else if the payment has failed the user will get redirected back to the HCR system with failed response. As shown in figure (26)

4.3 GCC National

Only people who have family relationship with GCC nationality can apply for this health card. There are two types of requests for all health cards types: As shown in figure (36)

- 1. New (issue a new health card)
- 2. Renew (renew an existing health card)



Figure 36 | UAE National Health Card

For new health cards the user need to select type of "Identification Document" from one of the following:

- 1. EIDA: If the person has an existing EIDA card.
- 2. EIDA Application: If the person has EIDA application number.
- 3. Other Document: If the person has any other documents to use it.

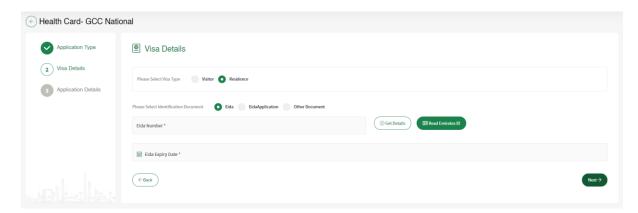


Figure 37 | Identification Type

If the user selects **EIDA**, then the system will require the user to enter a valid EIDA number and clicking on the "Get Detail" button. If the EIDA is valid the application will be considered as "Express Health Card" which means that the health card will be issued directly.

As shown in figure (38)

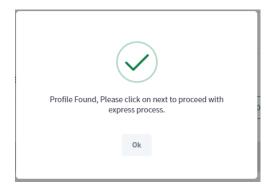


Figure 38 | Valid for Express

Then the user can click on "Next" button to go the fields form which need to be filled, because the application was of type express, the user can only enter the health center, mobile number, Email and Profession. As shown in figure (39)

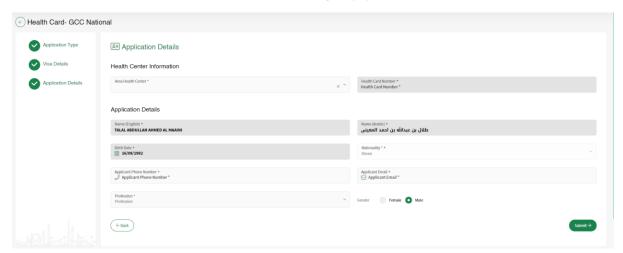


Figure 39 | Application Details (Express)

If the EIDA is expired, the application will not be considered as express which means that the application need to go thought the PMD center then either get approved or rejected.

Also if the user want to apply with EIDA application, Passport or any Other Document all of these requests will not be considered as Express.

As shown in figure (40)



Figure 40 | Not Valid for Express

Then the user can click on "Next" button to go the fields form which need to be filled, because the application was not express, the user need to enter all the fields.

As shown in figure (41)

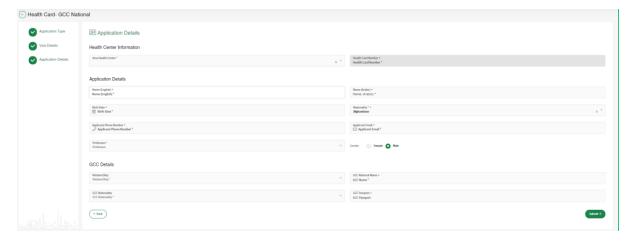


Figure 41 | Application Details

Then the user need to upload the required attachments either by uploading the file from "My Device" or "Scan" the document. As shown in figure (42)

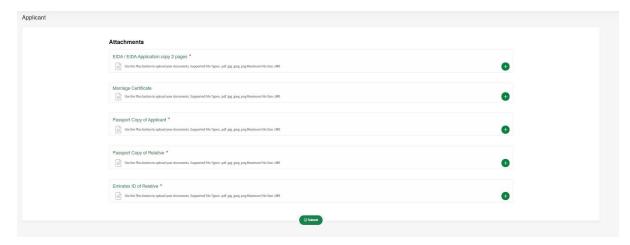


Figure 42 | Attachments Page

Then the system will show the preview of the application in a popup window, so the user can proceed to payment by clicking on "Next" or save the request in the applications table.

As shown in figure (43)

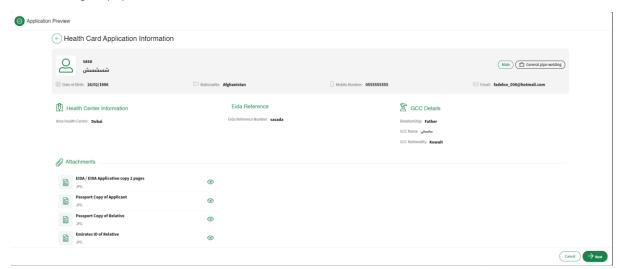


Figure 43 | Application Preview

The payment screen will show the summary fees of the application and the available payment methods. As shown in figure (44)

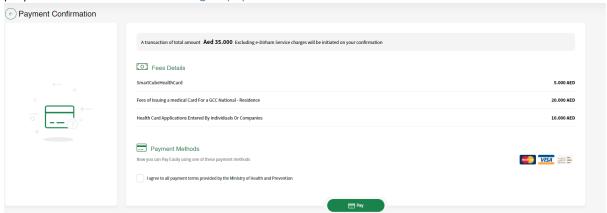


Figure 44 | Payment Screen

Then user will be directed to the E-dirham payment gateway. As shown in figure (24) After that if the payment is successful the user will get redirected back to the HCR system with successful response page. As shown in figure (25)

Else if the payment has failed the user will get redirected back to the HCR system with failed response. As shown in figure (26)

4.4 People of Determination

Only people of Determination can apply for this health card. There are two types of requests for all health cards types: As shown in figure (45)

- 1. New (issue a new health card)
- 2. Renew (renew an existing health card)



Figure 45 | UAE National Health Card

For new health cards the user need to select type of "Identification Document" from one of the following:

- 1. EIDA: If the person has an existing EIDA card.
- 2. EIDA Application: If the person has EIDA application number.
- 3. Other Document: If the person has any other documents to use it.

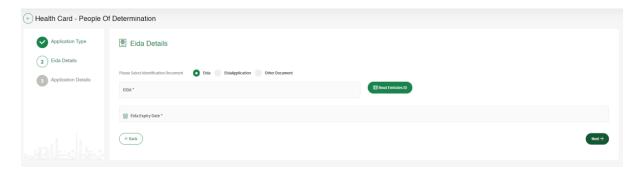


Figure 46 | Identification Type

If the EIDA is valid then the user can click on "Next" button to go the fields form which need to be filled. As shown in figure (47)

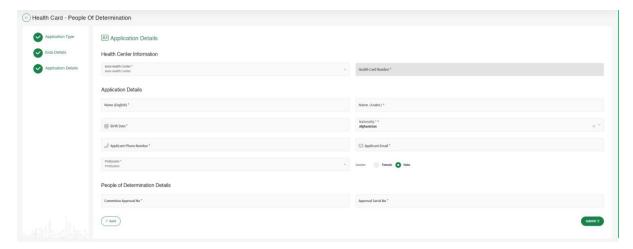


Figure 47 | Application Details

Then the user need to upload the required attachments either by uploading the file from "My Device" or "Scan" the document. As shown in figure (48)



Figure 48 | Attachments Page

Then the system will show the preview of the application in a popup window, so the user can proceed to payment by clicking on "Next" or save the request in the applications table.

As shown in figure (49)



Figure 49 | Application Preview

Then application will be sent to the PMD center to be either approved so that the customer can make the payment and issue the health card, or the PMD center will reject the request.

5 Dashboard

The user can do action on the requests which is under the list "My application" like proceed to payment for the Read to Pay requests, edit the draft applications, view the details of all the requests or print the receipt of the paid applications. As shown in figure (50)

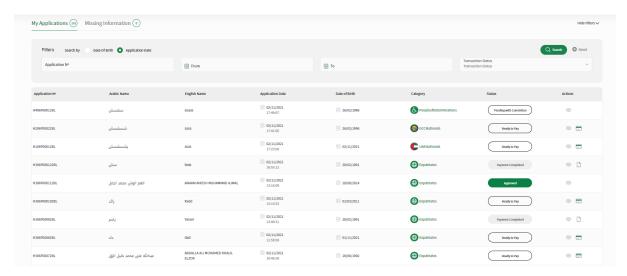


Figure 50 | My Applications List

Also the user can search for the request by application number, creation date or filter the request by their statuses.

6 System Accessiblity

The user can change theme of the site to have better experience in case they were colorblind.

In addition, the user can change the font size by clicking on the "-", "+" buttons or they can reset the font size to the default size.

Also the user can switch between Arabic and English as language for the system or they can translate the system by google translate to their language if they want.

Furthermore, can change the them to inverted color for hard contrast colors. As shown in figure (51)

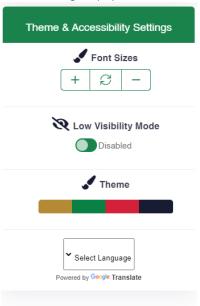


Figure 51 | Accessibility Settings

The user can logout of the system by clicking on his name, then clicking on "Logout" button or they can change their password by clicking on "Change Password" button.

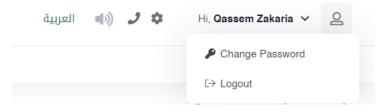


Figure 52 | User Actions

The Individual user can change his password by entering the old password, then entering the new password twice.

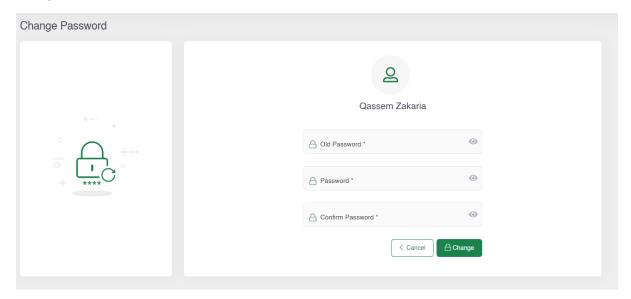


Figure 53 | Change Password Screen

Note: The new password should be compinded of letters, numbers and $\mathsf{Sympols}$.