



User Guideline to the Service of Adding and Removing Endowment Supervisors





Service Introduction

The Service enables the account manager form add and remove the endowment supervisor, which allows the added supervisor access to check the endowment data.



Requirements for Adding a Supervisor:

01

Complete the service form and fill in all required fields

02

Upload all required documents

03

Submit the request

04

The request will be reviewed by the relevant specialists

05

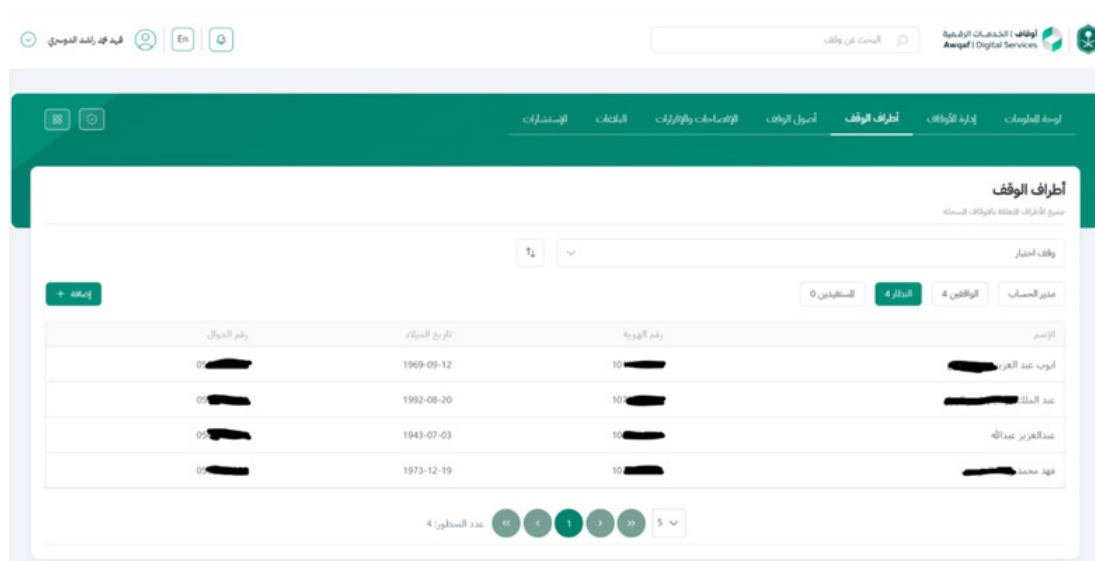
You will be notified once your request is approved

First: View and Add Supervisor(s):

Log in by entering your ID number and password, or via the National Single Sign-On (SSO) system



From the homepage, go to the "Endowment Parties" tab, then click on "Supervisors" under Endowment Parties, and select "Add" located on the left side of the screen.



First: View and Add Supervisor(s):

After reading the service description and reviewing the required steps, click on "Start Service".

The screenshot displays the Awqaf Digital Services portal interface. At the top, there is a navigation bar with the Awqaf logo and the text 'أوقاف | الخدمات الرقمية' and 'Awqaf | Digital Services'. Below the navigation bar, there is a search bar and a language selector (EN). The main content area features a green header with the text 'إدارة الأوقاف' (Endowment Management) and a list of services: 'لجنة التدوير' (Recycling Committee), 'إدارة الأوقاف' (Endowment Management), 'أصول الأوقاف' (Endowment Assets), 'الإحصائيات والمقارنات' (Statistics and Comparisons), 'البيانات' (Data), and 'الدعم والمكاتب' (Support and Offices). The central panel is titled 'إضافة وإزالة ناظر' (Add and Remove Supervisor) and contains two sections: 'وصف الخدمة' (Service Description) and 'خطوات الخدمة' (Service Steps). The 'وصف الخدمة' section includes a text area with the following text: 'يمكن هذه الخدمة مدير الحساب من إضافة وإزالة ناظر على الأوقاف، مما يتيح الناظر الحسابات المالية للأوقاف على نطاق الأوقاف'. The 'خطوات الخدمة' section lists four steps: '1. يمكن نموذج الخدمة وإضافة الناظر المطلوب' (1. Fill the service form and add the required supervisor), '2. رفع كافة المستندات المطلوبة داخل نموذج الخدمة' (2. Upload all required documents inside the service form), '3. تقديم الطلب' (3. Submit the request), and '4. مراجعة الطلب من قبل المختصين' (4. Review the request by the specialists). At the bottom of the panel, there is a green button labeled 'ابدأ الخدمة' (Start Service).

Second: Steps to Add or Remove a Supervisor from the Endowment:

Select the endowment from which you want to add or remove a supervisor.

Specify whether you want to remove or add a supervisor, then complete the required information.

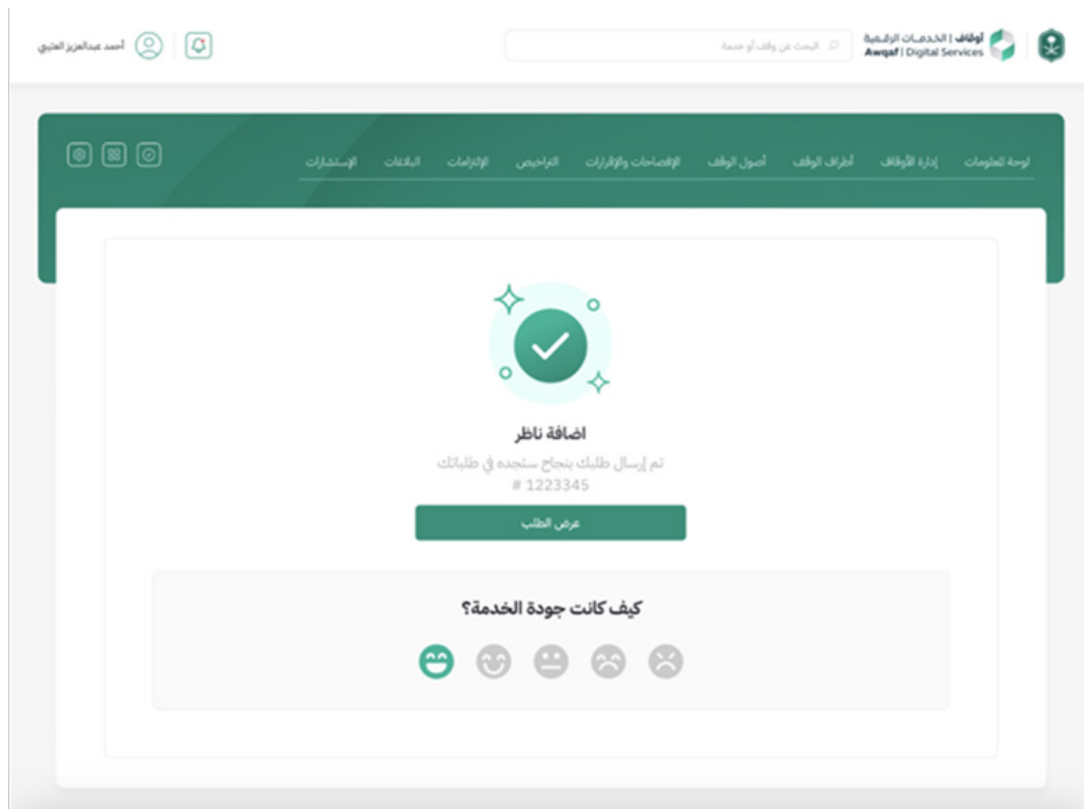
Second: Steps to Add or Remove a Supervisor from the Endowment:

Specify whether the request is to add a supervisor or remove a supervisor only.

Attach the supporting documents for the request.

Second: Steps to Add or Remove a Supervisor from the Endowment:

After submitting the request, a message will appear indicating that the request is under review.



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