To Add the Service Request Service --> Login to the Administrator user Account on www.dubaitrade.ae --> Go to Request --> Amend Profile --> Manage Services.



Select the User ID you would like to add him the services, Then click on Amend Services Then Select the Roles Broker Representative Or Trader Representative

bai Customs M2- FORWARDING LLC e Centre (219)	Manage User					
Logout			# Go to Home Page			
ption	Business Profile Details					
	Business Details					
ing	Business Code	e: AE-1000000X	Business	Name: TEST CLEARING&FORWARDING LLC		
ance (Tradeshield						
	Business Name(Arabic	):	Registration Ca	tegory: Dubai based companies		
Request	No. of Employee	e:				
	License Details					
	License Numbe	IT XXX	License	e Type: Commercial		
Opening	Issuing Authority	y: Department of Economic Development - Dubai	Issu	e Date: 19-12-2011		
Deposit Registration	Expiry Date	e: 18-12-2018	Renewa	I Date: 20-12-2011		
count Request						
Warehouse Licenses	Business Contact E	Details				
gistration	Phone [Country - Area Number	971-50-1234567	Fax [Country_	Area - mber]: 971-50- 1234567		
Advance Deposit						
I Payment I Prepaid Card CU	Emai	il: rak@hotmail.com	Operational	Email: rak@hotmail.com		
I Refund Request	Website	e:	NOC N	umber:		
Deposit) ss Request CU	Chartered Flight Handle	r 📃				
Generation-CU	Chartered Fight Hande					
ment						
Advice Iomination Request CU	Users					
ument Request	Amend Services	Click on Amend profile aft	er selecting the user			
Digital Certificate	User ID	First Name	Middle Name La	ast Name	User Code	Status
Haulier Request CU						
e-Certificates	TEST USER	TEST	U	ser	123XX	Active
etters and Certificates						
Reports						
ument Request						
Digital Certificate	Roles					
I Haulier Request CU e-Certificates	Role Name					
nt Accreditation	Broker Representative					
Letters and Certificates						ε ε 1 →
			ct The Role			

Click on Add services and select Service Request from the Drop Down list.

Broker Representative	
Services	
Add	
Select Service to Assign to User Role	
* Service Name [Please Select]  [Please Select] Perform Acknowledgment  O Cancel	
Print Courier Batch Provide Discrepancy Feedback Search Acknowledgment	Delete
E-Payment Submit Courier by File Upload	8
Track Document Submiss Track Courier View Courier Details	8
Submit Declaration	8
Search Declaration	8
Track Declaration	8
Draft Declaration	8
View Declaration	8
Amend Declaration	8
Cancel Declaration	8
Print Declaration	8
Manage Digital Certificate	8
Account Statement	8
Amend Cargo Transfer	8
View Acknowledgment	8
Smart Workspace	8
Search VCC	8
Submit VCC Request	(B)

## Click On Save to

Broker Representative		
Services		
Add		
Select Service to Assign to User Role		
* Service Name Service Request	*	
	Save Ø Cancel	
Service Name		Delete

Provide the Reason for amendment at the left top of the page and click on submit to add the service.

> Client Registration Home > Manage User Services		
Manage User Services		
Amendment Request		
	ve Draft 🔰 Submit 🗶 Cancol Request 🕐 Go to Home Page	
Request Id: 1-62165231648	Request Status	_
Request Type: Amend User Services	* Reason for Amendment Add Service Request	
User Registration		<u> </u>

• Click On "Submit", the service will be added automatically, Logout and login to new web Page to avail the service under Inspection Request.

Client Registration Home > Manag	e User Services			
Manager Lines Const	Confirmation		×	
Manage User Servi	Your request has been approved successfully. Please no	te the following information for your reference.	×	
Your request has been approv Request ID 1-62165231648 Request Date: 19-4-2018 Status: Approved	Request ld: 1-62165231648 Status: Approved	Request Date: 19-04-2018		
Amendment Request	Print Screen # Go To Home Page Cancel Ø			
	Save Draft	🛯 Submit 🖉 🛪 Cancel Request 🗭 Go to Home	Page	
Request Id: 1-6216523	1648	Request Status		
Request Type Amend Ut	ser Services	* Reason for Amendment Add Service	Request	