

## Add Manage Accounts Services

Manage Accounts Service can be added Through Customs Authorized person Login.

The services can be added to any Role " Trade Representative, Broker Representative, Owner, Individual, Manager etc..

1. Login to Dubai Trade Portal [www.dubaitrade.ae](http://www.dubaitrade.ae) using the Authorized person user ID.
2. Go to Request → Amend Profile.
3. Manage Services.

Welcome < Client Registration Home

Message Centre (153) Logout

View By Service

- DT Subscription
- Amend
- Cancel
- Cargo Booking
- Cargo Insurance (Tradeshield)
- Enquiry
- Inspection Request
- LogiGate
- Mirsal II
- Renewal
- Reports
- Request**
  - Advance Deposit Registration
  - Amend Profile**
  - Bank Account Request
  - Bonded Warehouse Licenses
  - Case Registration
  - DP World Advance Deposit
  - DP World Payment
  - DP World Prepaid Card CU
  - DP World Refund Request (Advance Deposit)
  - e-GatePass Request CU
  - e-Token Generation-CU
  - GC e-Payment
  - GC Gate Advice
  - Haulier Nomination Request CU
  - LGP Document Request
  - Manage Digital Certificate
  - Preferred Haulier Request CU
  - Request e-Certificates
  - Submit Refund Request CU
  - Truck Registration-CU
- Upload

My Services

Business Code: Business Name:

- Track Request
- View/Amend Business Profile
- View/Amend Facility
- View/Amend User
- New User
- Change of Authorized Person
- Manage Services**
- Manage Representative Card

4. Select the User ID you would like to add him the Services.
5. Click **Amend Services**.
6. Select the **Role**

**Users**

Amend Services 2. After selecting the User Click on Amend Services

User ID	First Name	Middle Name	Last Name	User Code	Status
Test User	First User Name		Last User Name	1234	Active
Test User 2	First User Name 2		Last User Name 2	12345	Active

1. Select the User ID

**Roles**

Role Name

Individual

Trader Representative 3. Select the Desired Role

7. Under Services → Click on **Add** and select the Service from the service Name Drop Down list then click Save.

**List of the services to be selected and added.**

1. Add New Guarantee
2. Create New Account
3. Guarantee Refund Request
4. Manage Account User
5. Manage Accounts
6. Modify Account Contact Details
7. Reduce Cash Guarantee
8. Track Account Requests
9. Update Guarantee

Alternate Email:

Preferred Mode Of Contact: Email

**Roles**

Role Name

Individual

Trader Representative

**Services**

Add

Click on Add and select the Service from the service Name Drop Down list then click Save.

Select Service to Assign to User Role

\* Service Name

[Please Select]

[Please Select]

Account Statement

Add New Guarantee

Amend Cargo Transfer

Amend Claim

Bill Payment

Cancel Cargo Transfer

Cancel Claim

Create New Account

Declaration Expiry Status

Draft Cargo Transfer

Generate DA

Guarantee Refund Request

Manage Account User

Manage Accounts

Modify Account Contact Details

Modify Carrier Movement Courier

Modify Courier Manifest

New Carrier Movement Courier

New Claim

Cancel

Service Name	Delete
Submit Declaration	
E-Payment	
Search Declaration	
Track Document Submiss	
Initiate Inspection	
Inspect Cleared Declarati	
Track Inspection	
Initiate FollowUp Inspection	
Service Request	
Track Declaration	

After Adding the Services, Scroll down to check if all the required services has been added.

Add New Guarantee	
Create New Account	
Guarantee Refund Request	
Manage Account User	
Manage Accounts	
Modify Account Contact Details	
Reduce Cash Guarantee	
Track Account Requests	
Update Guarantee	

8. At the left Top of the page, Provide the Reason for amendment and Click **Submit**.

**Manage User Services**

Submit the request To add the services.

**Amendment Request**

Save Draft

Submit

Cancel Request

Go to Home Page

Request Id: 1-168895320498

Request Type: Amend User Services

Request Status:

\* Reason for Amendment

Add Manage Account Services

**User Registration**

**User Details**

The request will be Auto-Approved.

Client Registration Home > Manage User Services

Manage User Services

Your request has been approved

- Request ID: 1-168895320498
- Request Date: 25-6-2019
- Status: Approved

Amendment Request

Confirmation

Your request has been approved successfully. Please note the following information for your reference.

Request Id: 1-168895320498

Request Date: 25-06-2019

Status: Approved

Print Screen

Go To Home Page

Cancel

Save Draft

Submit

Cancel Request

Go to Home Page

Request Id: 1-168895320498

Request Status:

Request Type: Amend User Services

\* Reason for Amendment

Add Manage Account Services

9. Logout from your Authorized user Account then login to the desired user to avail the New Services.

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