



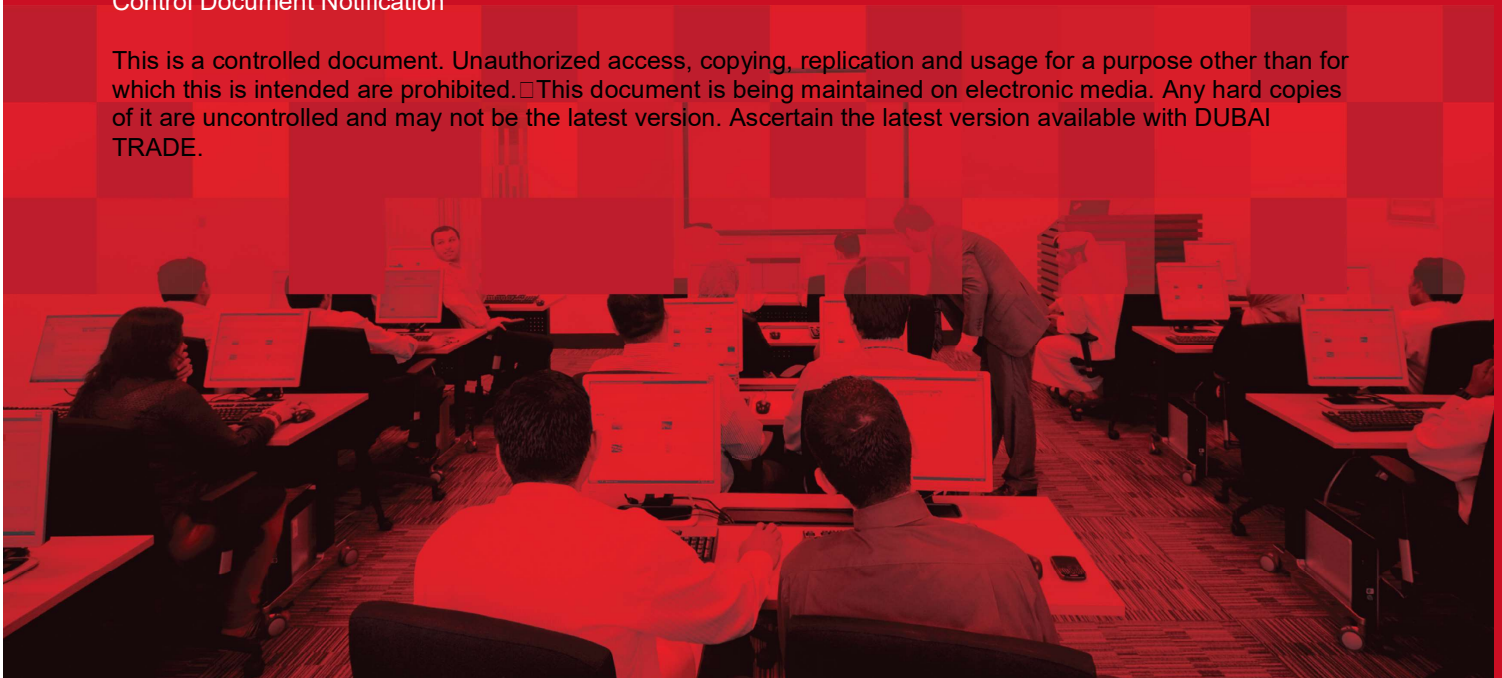
Dubai Customs Manage Contact Details User's Manual

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Manage Contact Details

DOCUMENT DETAILS

Document Information

Document Name	Manage Contact Details Guide
Project Name	Manage Contact Details Guide
Business Unit	Dubai Customs
Author(s)	CC
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Revision History

Version	Date	Author	Designation	Description of change

Approval History

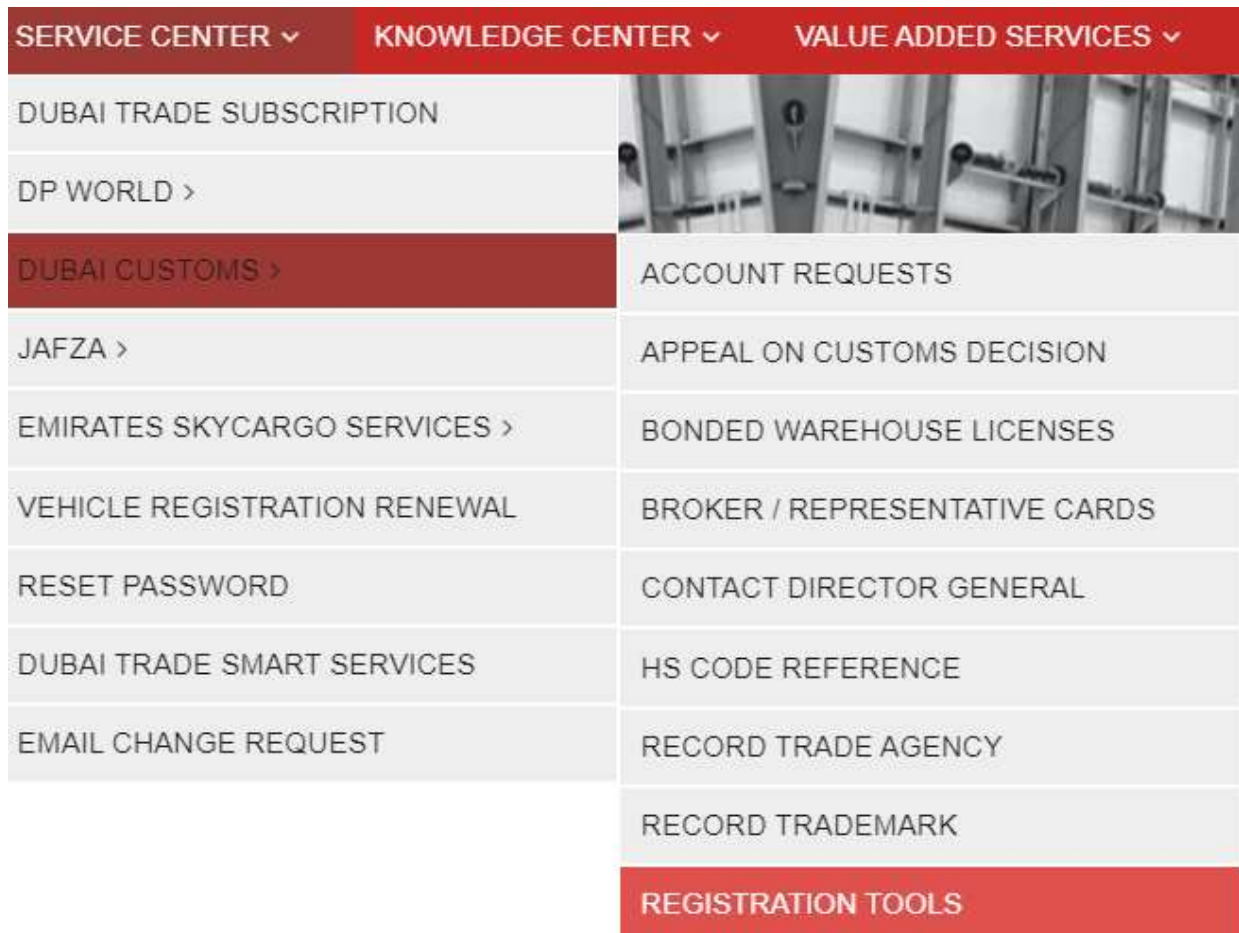
Version	Date	Name	Designation	Comments

Distribution

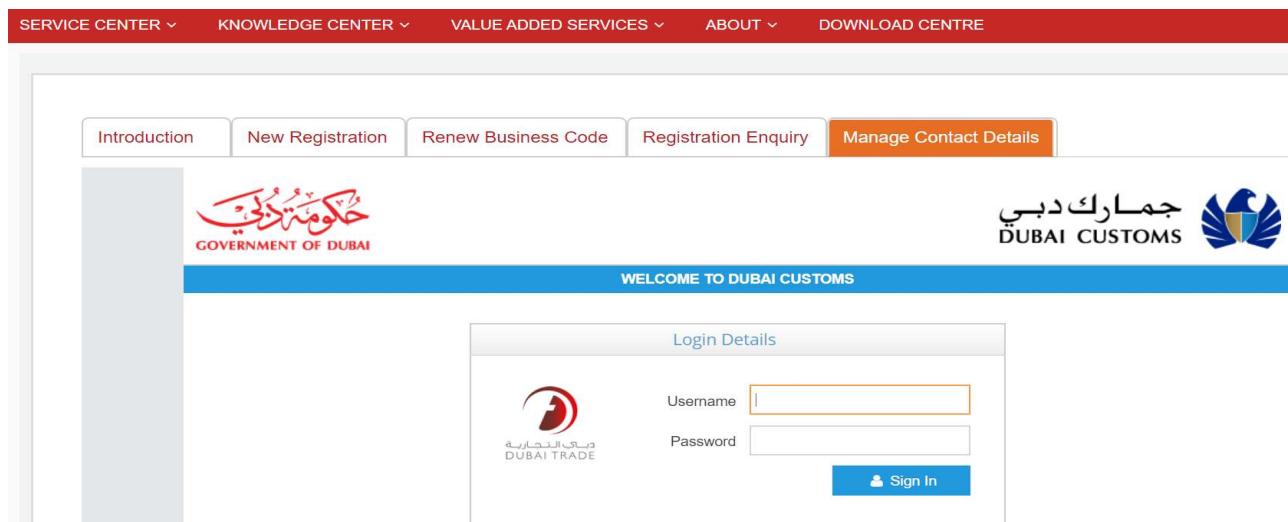
Version	Location

Manage Contact Details

- Go to www.dubaitrade.ae → Service Center → Dubai Customs → Registration Tools → **Manage Contact Details**.



- Login using the **Authorized person's** User Name and password in order to **Verify** the Business contact Details.
- To Update the Registered e-mail address for the business profile Click on Edit.



Manage Contact Details

Manage Contact Details

[Go to Home Page](#)

Business Contact Details

Business Code: AE-1051163

License Number: 22331

Business Name: CRNAHM24

Phone: 971-1-1111111

Fax: 971-1-1111111

Email: Testuser@Dubaicustoms.ae

Verify

✖ Verified on: N/A

Operational Email: Testuser@Dubaicustoms.ae

Website:

Edit

← Edit to change the Registered email address

- You can modify the Email and the Operational email.

Edit Business Contact Details

Business Code: AE-1051163

License Number: 22331

Business Name: CRNAHM24

* Phone[Country-Area-Number]: 971-1-1111111

* Fax[Country-Area-Number]: 971-1-1111111

Update the email

* Email: Testuser1@dubaicustoms.ae

Verify

✖ Verified on: N/A

Update the email

⇒ * Operational Email: Testuser1@dubaicustoms.ae

Website:

Save

Cancel

- After updating the new Email
 - Click on verify
 - Then click on Send Verification Code to receive the OTP on the updated email

Verify Contact Detail

We'll send a verification code to the following contact details:

testuser1@dubaicustoms.ae


Click Here to receive the Verification code OTP

Send Verification Code


Close

Manage Contact Details


- Provide the four digits OTP number.

A message has been sent to **testuser1@dubaicustoms.ae** 

Enter verification code:


 Verify

[Resend Code](#)


 Close


- The verified email will be highlighted as per the below screenshot and will show the verified date

Manage Contact Details

 Go to Home Page

Business Contact Details

Business Code: AE-1051163	License Number: 22331
Business Name: CRNAHM24	Phone: 971-4-8872333
Fax: 971-4-8872335	Email: testuser1@dubaicustoms.ae 
✓ Verified on: Sun Sep 15 00:00:00 GST 2019	
Operational Email: testuser1@dubaicustoms.ae	Website:



 Edit



- To verify the contact details (Email & Mobile) for the Business user details “Authorized Person“
- Click **Edit** button to update the Email address and the given mobile number or just verify them if the given details are valid and accessible.

Business Users

* It is mandatory to verify Mobile and Email address of "Authorized Person" every year and whenever it is modified.

Alex Sundrom

User Code: 175430006	Role: Authorized Person
Status: Active	Phone: 971-4- 1234567
Mobile: 971-50-1234567 	Email: dubain@gmail.com 
✗ Verified on: N/A	✗ Verified on: N/A
Fax: 971-4- 1235678	Alternate Email:

 Edit  Click Edit to update the Email and Mobile number

Manage Contact Details

- After updating the new Email and mobile number

*User Code: **175430006** Role: **Authorized Person**

Status: **Active** Update a valid Mobile number

* Mobile (Country-Area-Number): **Verify**

* Phone (Country-Area-Number): **Verify**

* Email: **Verify**

✗ Verified on: N/A Update a valid email address ✗ Verified on: N/A

* Fax (Country-Area-Number): Alternate Email:

Save **Cancel**

- Click on verify
- Then click on Send Verification Code to receive the OTP on the updated email/mobile
- Provide the four digits OTP number

Enter verification code:

Verify

[Resend Code](#)

Close

- By entering the correct OTP, the Contact details will be verified, so you can **save** the details.

User Code: **175430006** Role: **Authorized Person**

Status: **Active**

Mobile: **971-50-123455** **Verify**

☒ Verified on: Sun Sep 15 00:00:00 GST 2019

Fax: **971-4-1235678**

Phone: **971-4-1234567**

Email: **testuser3@dubaicustoms.ae** **Verify**

☒ Verified on: Sun Sep 15 00:00:00 GST 2019

Alternate Email:

Edit

- Click on Home Page to Exit from manage contact details Page.

Manage Contact Details

