

# Company Admin Registration

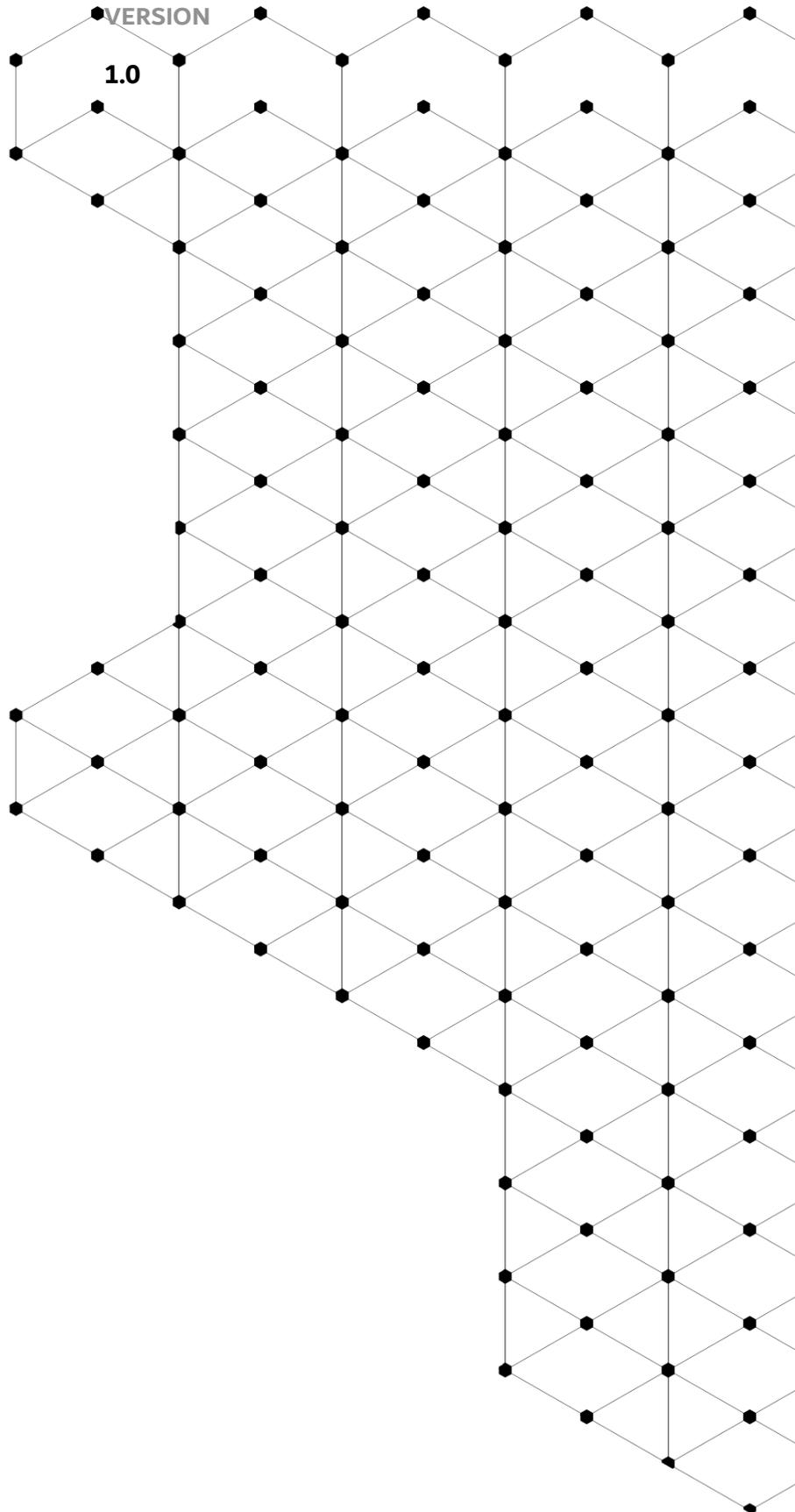
**USER  
MANUAL**

ISSUE DATE

29 NOV 2023

REVISION DATE

29 NOV 2023





## Overview

The objective of this tutorial is to learn the DEWA SAP Anonymous Admin Registration.

### 1.1 Service features

1. Company Lookup
2. Details of Company Administrator
3. Track Enrollment Application

### 1.2 How to request

Anonymous Admin Registration is used to replace all existing admins with new one.

User can use the <https://www.dewa.gov.ae/en/supplier> link to access this portal.

#### 1.2.1 Navigate to DEWA Web Page

حكومة دبي  
GOVERNMENT OF DUBAI

هيئة كهرباء ومياه دبي  
Dubai Electricity & Water Authority

Home Investor Relations EasyPay

العربية Login

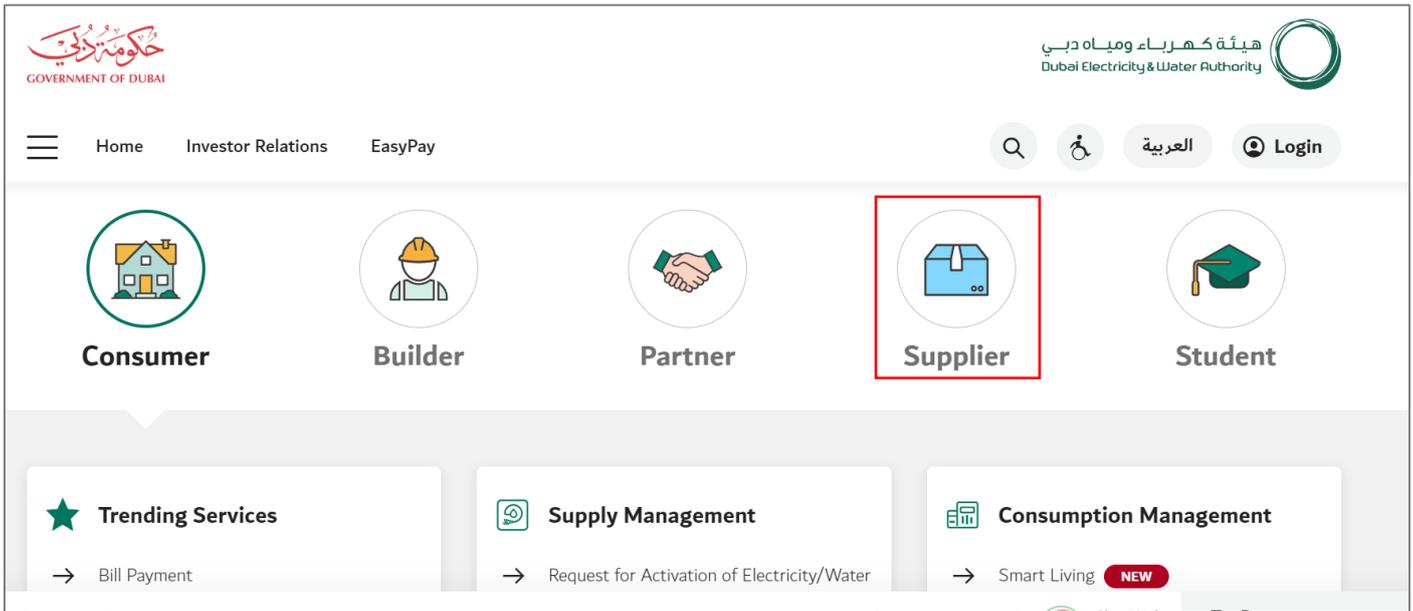
Due to system upgrade, DEWA digital services will not be available from Thursday 30th November 2023 9:00 PM till Monday 4th December 2023 6:00 AM

Read More Close

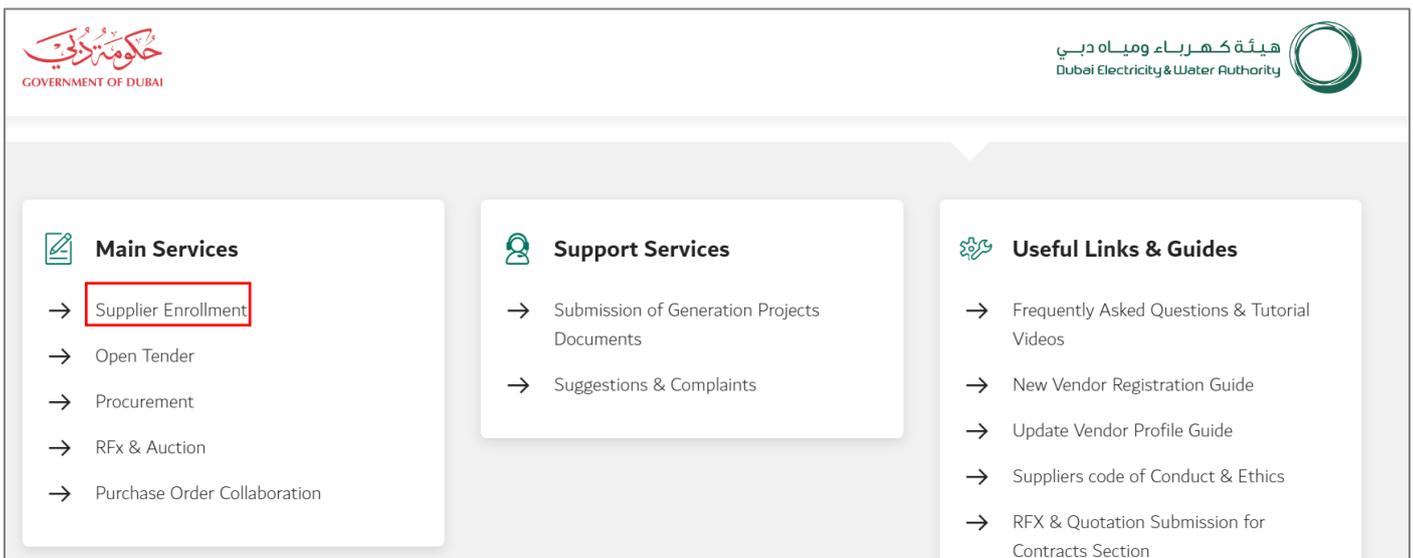
## GITEX GLOBAL 2023

Explore the innovations of the future at DEWA stand at GITEX 2023

Read more →



**User Action:** Scroll down and click on Supplier to access the supplier portal.



**User Action:** Scroll down and Click on **Supplier Enrollment** Service for anonymous admin registration.

**User Action:** Click on **Request for New Admin Registration** service to register new admin.

### 1.2.2 Company Lookup

**User Action:** You can click on the **Search By** Button dropdown to access different options to fetch existing data of your company registration. Example: Supplier Number, Trade license number, email address.

## Request for New Admin Registration

All fields are mandatory, unless marked optional.

### Company Lookup

Search By

Supplier Number

Supplier Number

Trade License Number

E-mail

Search Company & Auto-Fill

**User Action:** Select Supplier Number to lookup using existing Supplier.

## Request for New Admin Registration

All fields are mandatory, unless marked optional.

### Company Lookup

Search By

Supplier Number

Search

Search by Supplier Number, Trade License Number, E-mail

Search Company & Auto-Fill

**User Action:** Enter Existing Supplier number in the search field.

## Request for New Admin Registration

All fields are mandatory, unless marked optional.

### Company Lookup

Search By

Supplier Number

Search

224476

Search Company & Auto-Fill

User Action: Click on **Search Company & Auto-Fill** button to fetch the data.

### 1.2.3 Details of Company Administrator

#### Company Details

Company Name

HINDALCO.

#### Details of Company Administrator

Do you have Emirates ID Number?

Yes

No

Emirates ID Number

Expiry Date

DD/MM/YYYY

Search & Auto-Fill

First Name of New Administrator

User Action: Select appropriate radio button with which user wants to proceed the application. For example, Yes” to register user with emirates id and entering Emirates ID Number.

HINDALCO.

### Details of Company Administrator

Do you have Emirates ID Number?

Yes  No

Emirates ID Number: 784197593258144

Expiry Date: 04/10/2030

**Search & Auto-Fill**

First Name of New Administrator

Last Name of New Administrator

User Action: Select Expiry Date  and click on **Search & Auto-Fill** button to look up the details

**Search & Auto-Fill**

First Name of New Administrator: AL-ARABA

Last Name of New Administrator: EMAD-UL-DIN

Designation

- ARCHITECT
- AREA MANAGER
- BRAND MANAGER**
- BUSINESS CONSULTANT
- BUSINESS DEVELOPMENT

 eg: 5XXXXXXX

User Action: Select Designation from dropdown list. For example, **Brand Manager**

First Name of New Administrator  
AL-ARABA

Last Name of New Administrator  
EMAD-UL-DIN

Designation  
BRAND MANAGER

E-mail of the Administrator

Only Company E-mail address is allowed

Mobile Number  
+971

eg: 5XXXXXXX

**User Action:** Provide email address and click on **Verify** button. User will receive OTP on given Email address.

Emirat  
784

First N  
AL-

Last N  
EM

Design  
BRA

E-mail of the Administrator

### Verify Email Address

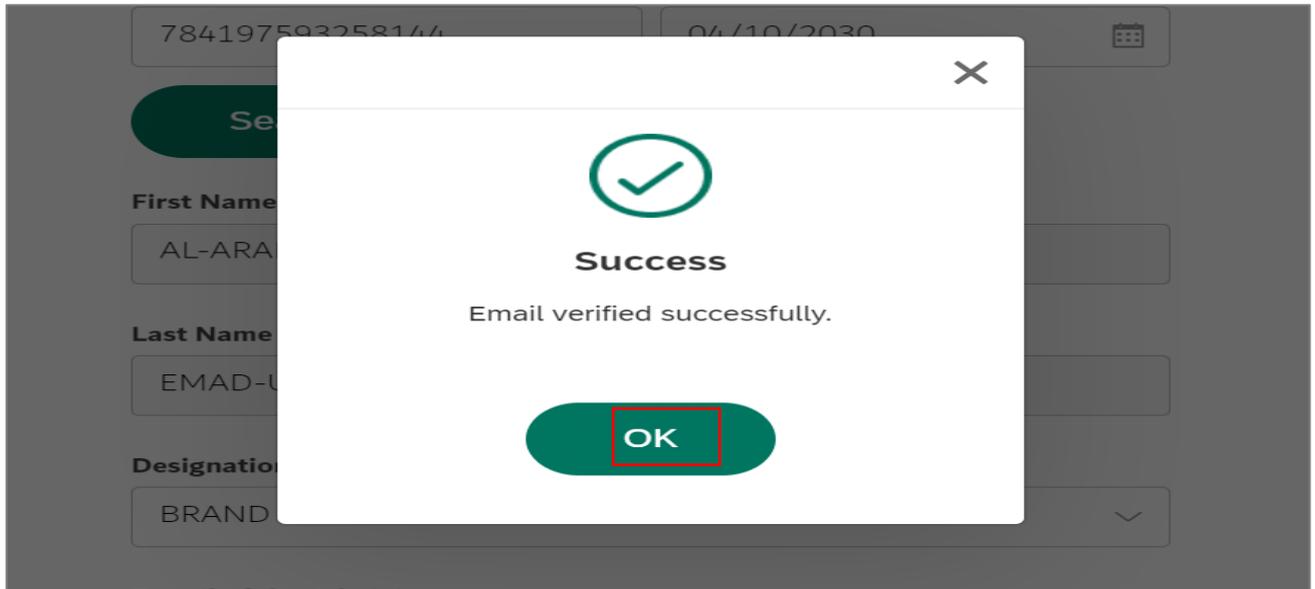


Please enter the 6-digit OTP sent to your e-mail **em\*\*@globaltech.com**.

9 9 9 9 9 9

The session will end in **1:42**  
Didn't receive any code? **Resend**

**User Action:** User must enter the OTP received in the email and click on **Verify** button.



**User Action:** : You will receive confirming message that email has been verified successfully.

EMAD-UL-DIN

**Designation**  
BRAND MANAGER

**E-mail of the Administrator**  
emad@globaltech.com **Verified**

(i) Only Company E-mail address is allowed

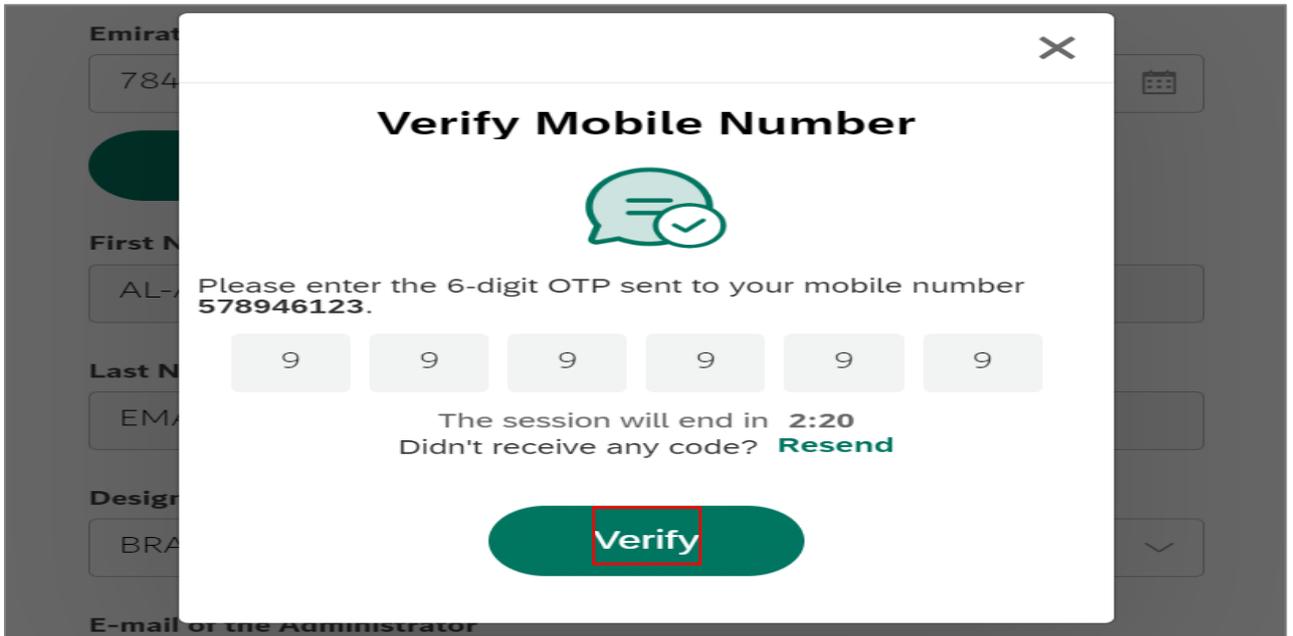
**Mobile Number**  
+971 578946123 **Verify**

(i) eg: 5XXXXXXXX

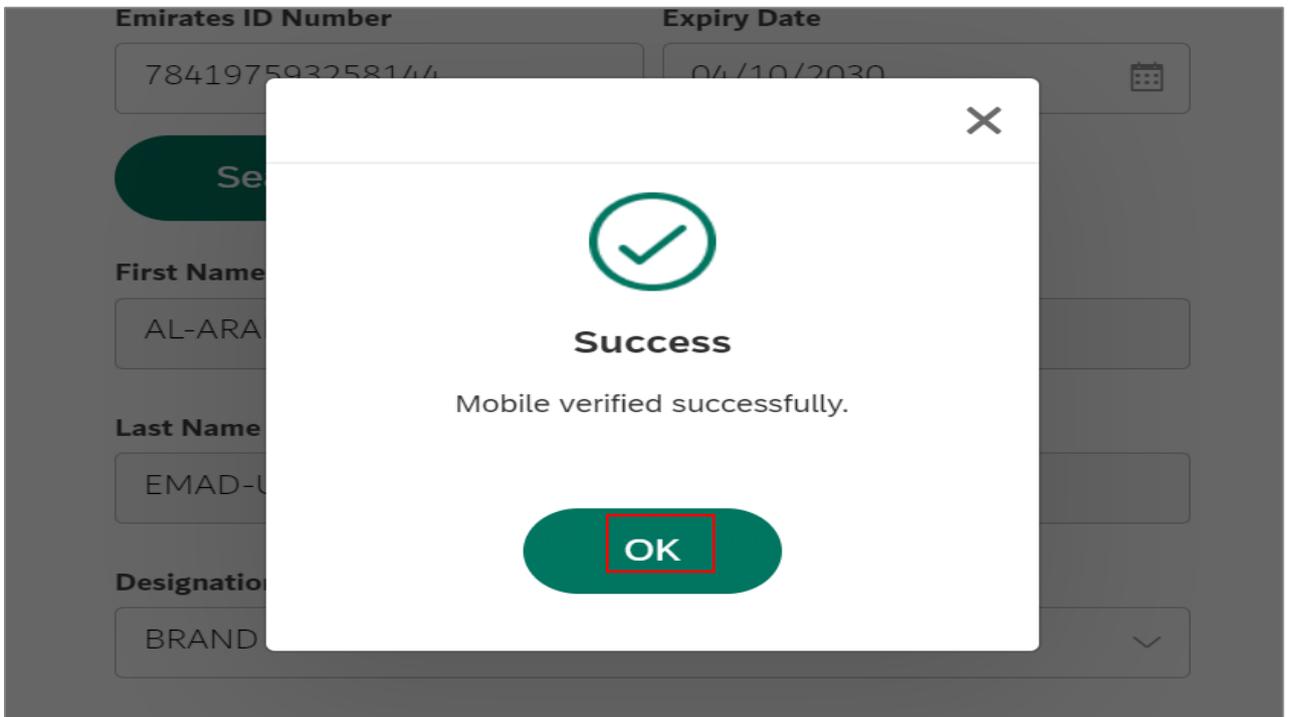
**Authorization Letter from the Company** [Download Template](#)

**Upload your File**

**User Action:** Enter mobile number of the administrator. Click on **Verify** button to receive the OTP.



User Action: Enter OTP received on Mobile and Click on **Verify** button



User Action: Click **OK** on successful verification.

**Mobile Number**

+971 578946123 **Verified**

eg: 5XXXXXXX

**Authorization Letter from the Company** [Download Template](#)

**Upload your File**

Supported File Types: PNG, JPG, PDF (Up to 5 MB)

I have read and understood the [Terms and Conditions of Use](#)

I'm not a robot  reCAPTCHA Privacy - Terms

**Submit**

**User Action:** User must attach Admin Employee ID or Letter from the company as a proof. Click on  button to attach the document.

Only Company E-mail address is allowed

**Mobile Number**

+971 578946123 **Verified**

eg: 5XXXXXXX

**Authorization Letter from the Company** [Download Template](#)

**Upload your File**

Supported File Types: PNG, JPG, PDF (Up to 5 MB)

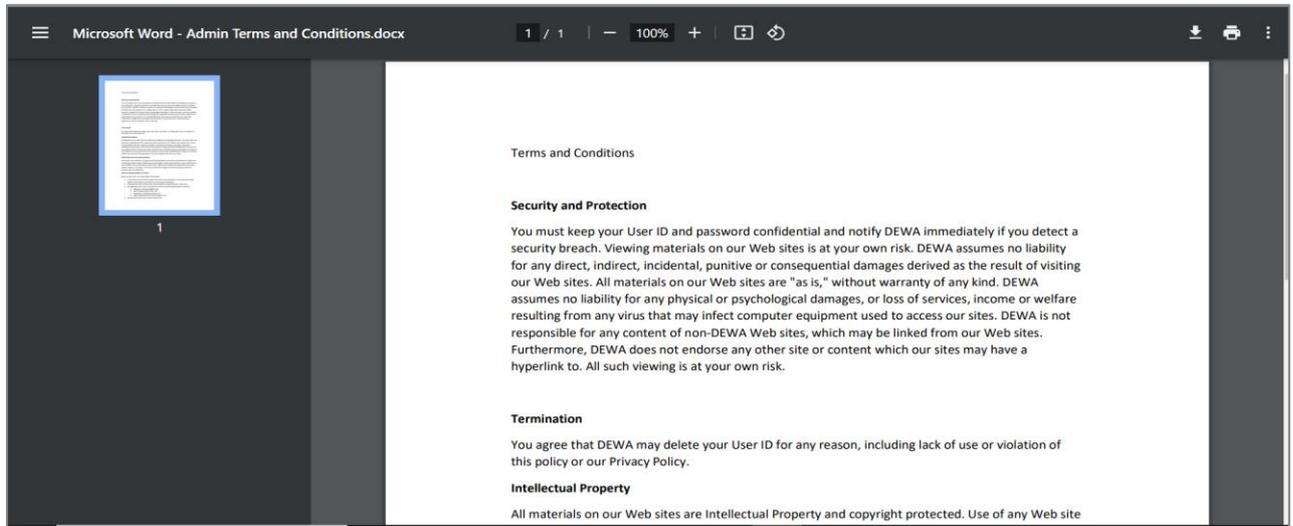
**PDF** attachment 1.pdf 1.326MB

I have read and understood the [Terms and Conditions of Use](#)

I'm not a robot  reCAPTCHA Privacy - Terms

**Submit**

**User Action:** Click on [Terms and Conditions](#) hyperlink to read the clauses.



User Action: Read Terms and conditions

**Mobile Number**

+971 578946123 **Verified**

eg: 5XXXXXXX

**Authorization Letter from the Company** [Download Template](#)

**Upload your File**

Supported File Types: PNG, JPG, PDF (Up to 5 MB)

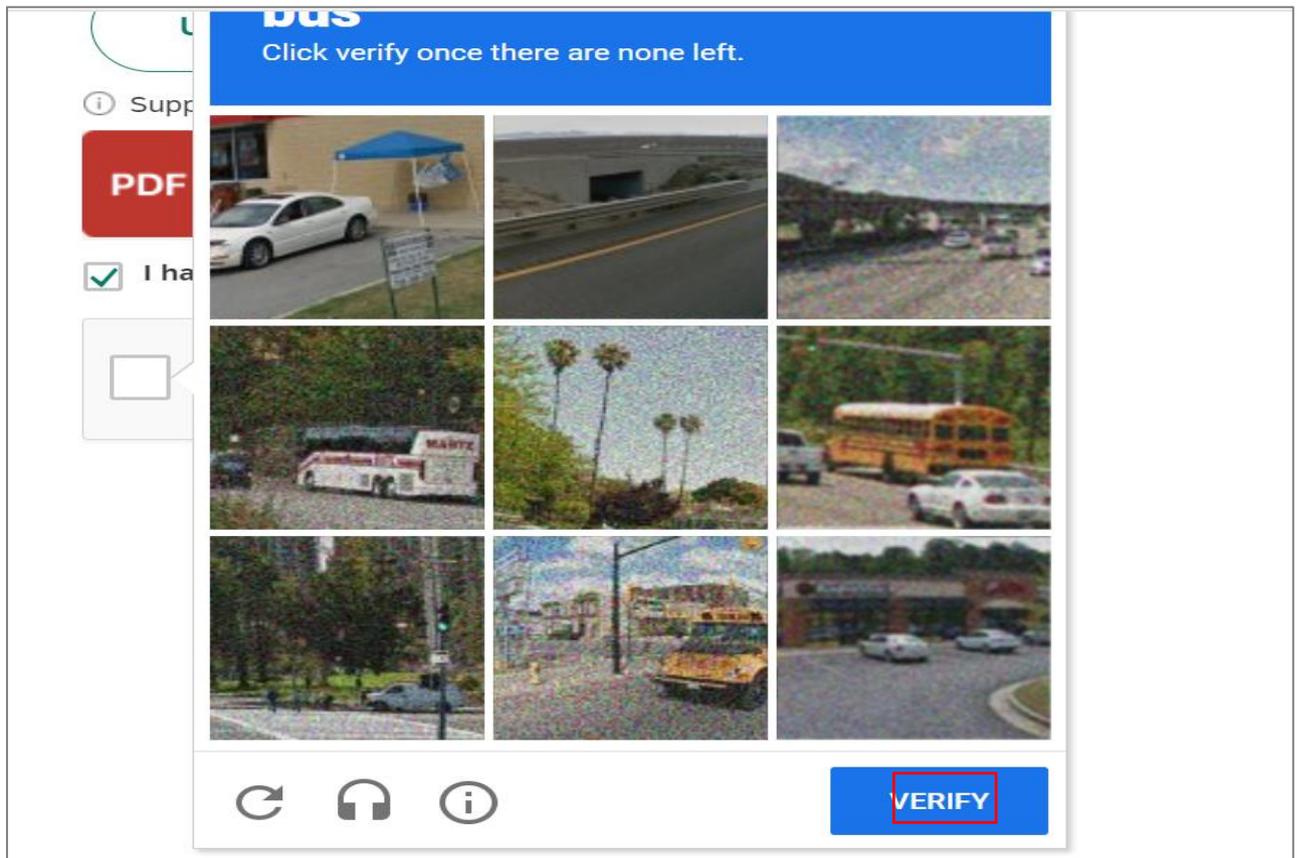
PDF attachment 1.pdf 1.326MB

I have read and understood the [Terms and Conditions of Use](#)

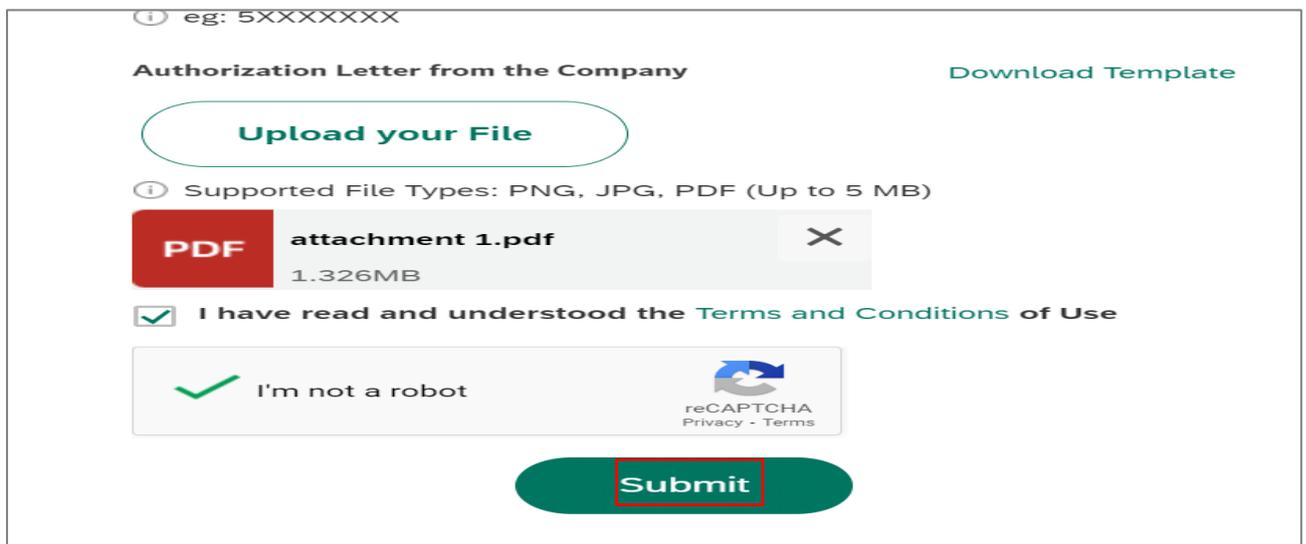
I'm not a robot  reCAPTCHA Privacy - Terms

**Submit**

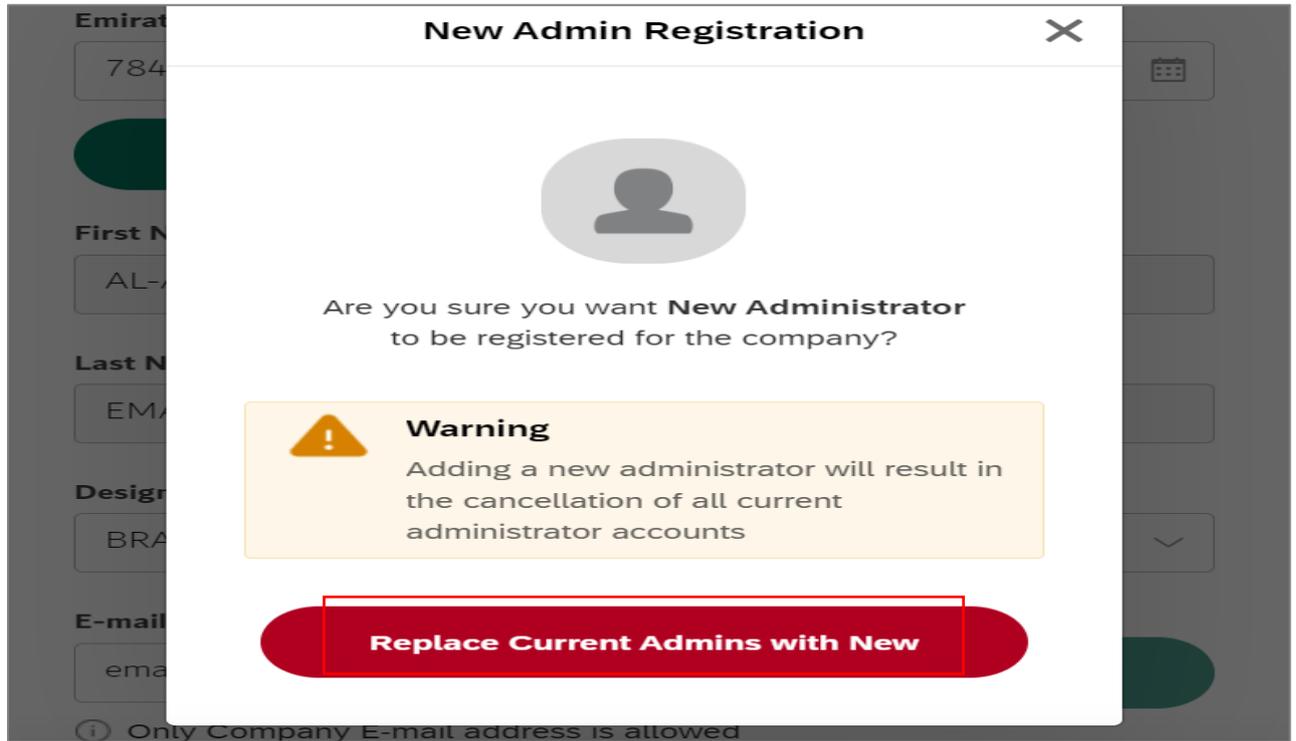
User Action: Select  Checkbox to accept the conditions and click on **Next** button to move on next page.



User Action: Click **VERIFY** button after selecting correct options



User Action: Click on **Submit** button for final submission.



**User Action:** Click on Replace Current Admins with New button to confirm for anonymous admin registration.

**Information:** On Approval of new administrator all existing administrator will get blocked and same will get notify on email address.

## 1.2.4 Track Enrollment Status

**Information:** After submission Supplier will receive mail notification of successful submission along with link to track the application.

**Submission Successful**  
Your reference number is 0000021806  
Your request(s) is under review.

Submitted Date	29 November 2023   0:35:6
Application Number	0000021806
Applicant Name	AL-ARABA EMAD-UL-DIN

**What's Next?**  
Your application is being processed. We will send you an E-mail and SMS once application status changes. Once application is approved, an email with a link to create user name and password will be sent.

**Track Application**

**User Action:** On submission of application user can track the application. To do that click on **Track Application** button.

**Track Enrollment Application**

21806

**Requests**

No data

**User Action:** Enter Application number and click on **Search** button.

**Track Enrollment Application**

21806

**Requests**

No data

**User Action:** Click on search icon to see the application request and click on the application status.

21806

### Requests

Request No: 0000021806

-  Request for new Administrator Registration  
0000021806
-  **Request Submitted**  
Yesterday at 11:05 PM
-  **Your request is being in progress.**  
Yesterday at 11:17 PM

 Your Request is currently in progress. Please note that estimated completion time for this service is **3 working days**.

**User Action:** Click on **View Application** link to view submitted application.

### Request for New Admin Registration

#### One-Time Password Verification



Please enter the 6-digit OTP sent to your e-mail **emad** and mobile **57\*\*\*\*23**.

9	9	9	9	9	9
---	---	---	---	---	---

The session will end in **2:46**  
Didn't receive any code? [Resend](#)

**User Action:** Enter Received OTP Mail / Mobile and click on Verify button to view the application.

View Application:

حكومة دبي  
GOVERNMENT OF DUBAI

هيئة كهرباء ومياه دبي  
Dubai Electricity & Water Authority

Home Contact Us

Search Login

Admin Registration: 0000021806 (In-Process)

### Company Lookup

Search By

Supplier Number

Search

224476

### Company Details

Company Name

HINDALCO.

### Details of Company Administrator

Do you have Emirates ID Number?

Yes  No

Emirates ID Number Expiry Date