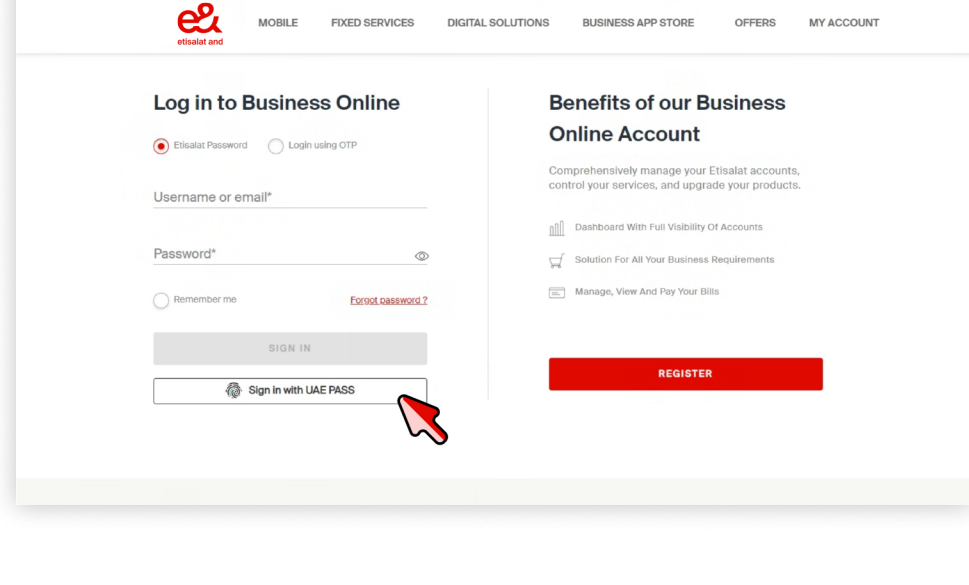


# A guide to renew your Mobile Registration

Simply follow the given steps to renew your company documents online

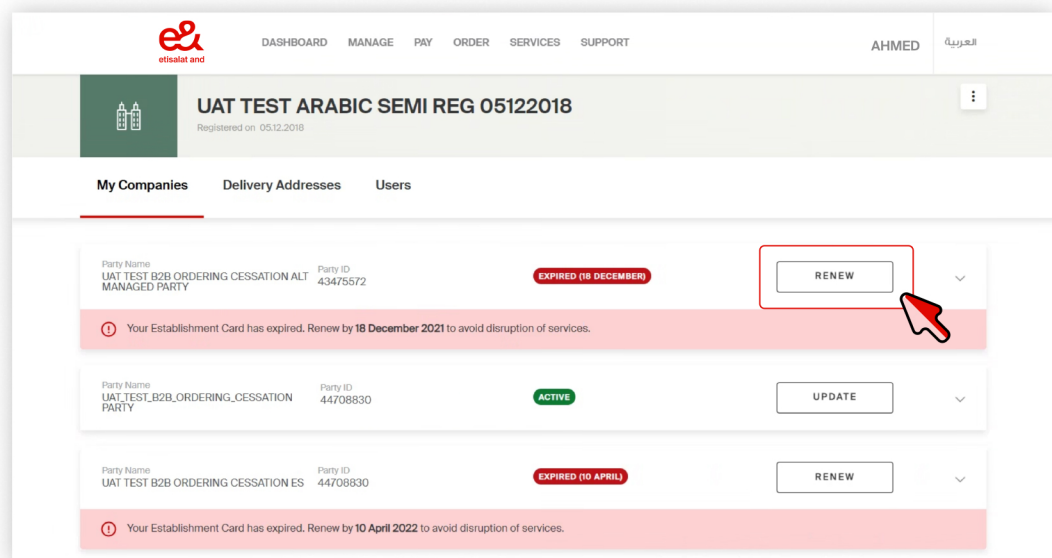
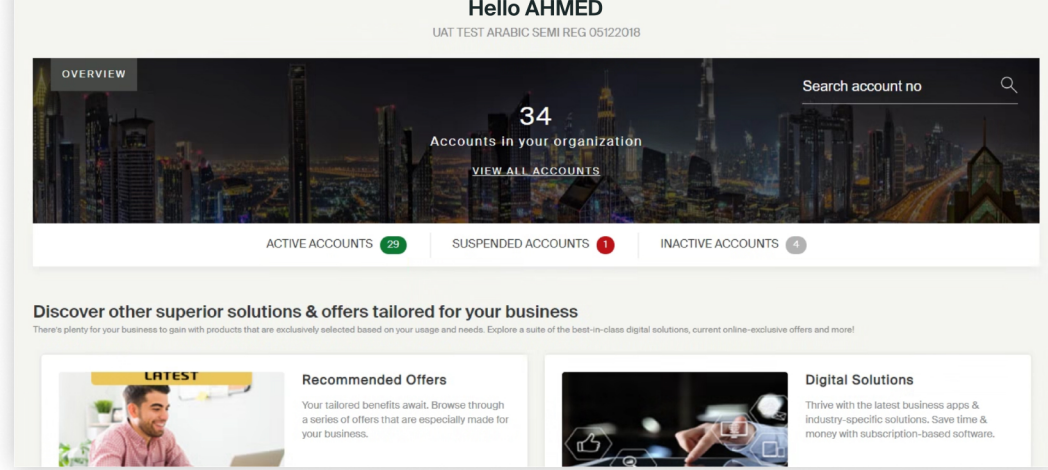


## Step 1:

Easily log in to Business Online Portal by clicking on **'SIGN IN WITH UAE PASS'**.

## Step 2:

Then click on **'MANAGE'**.

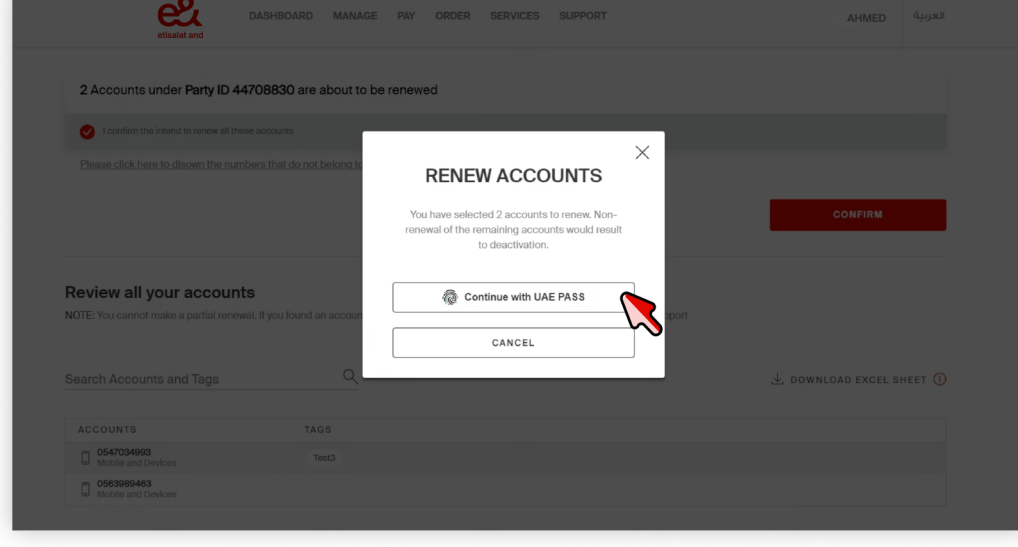
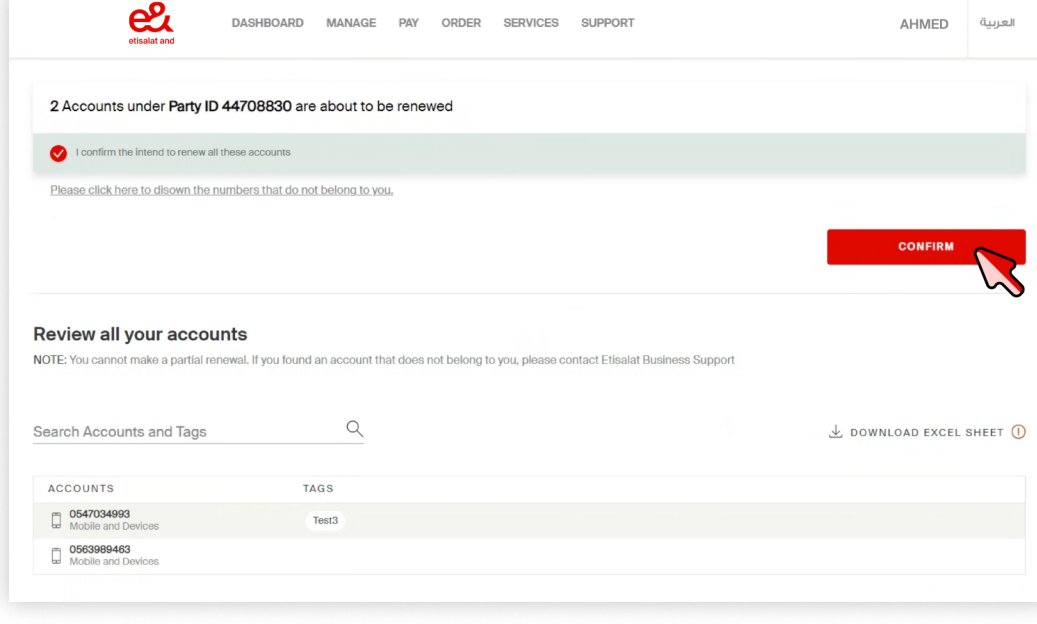


## Step 3:

Click on **'MY COMPANIES'** and then click on the **'RENEW'** button for the Party ID/ Company with expired documentation.

## Step 4:

Review your accounts and click on **'CONFIRM'**.

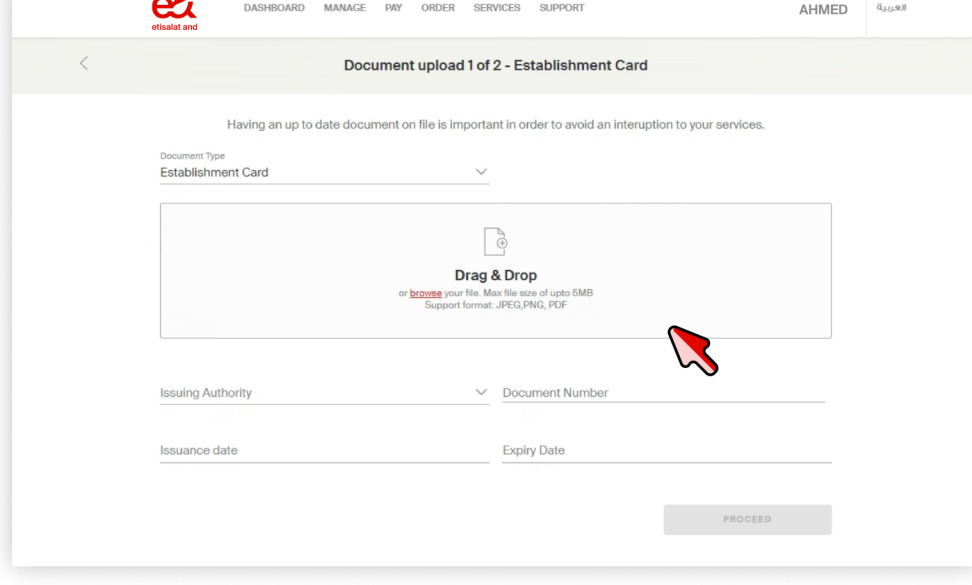
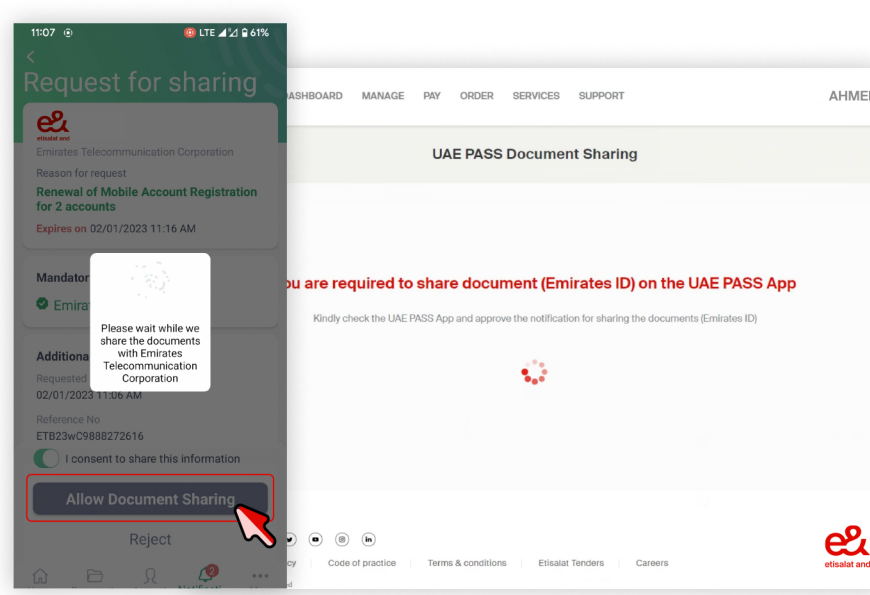


## Step 5:

Next, click on **'CONTINUE WITH UAE PASS'** to proceed with document sharing.

## Step 6:

Enable document sharing on the UAE Pass App by clicking on **'ALLOW DOCUMENT SHARING'**. You may have to wait for a few minutes to retrieve documents.

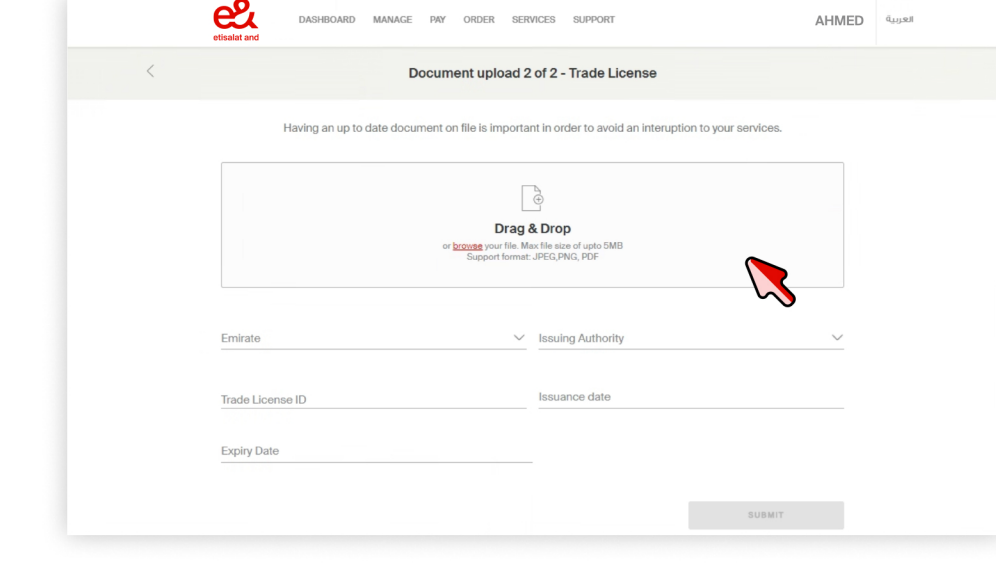
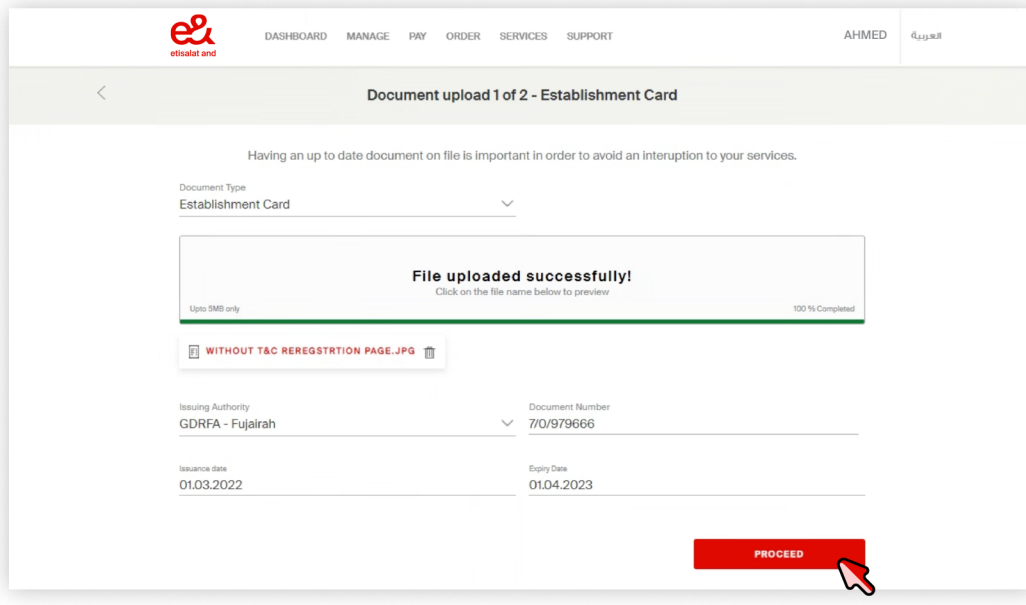


## Step 7:

Post document sharing, upload the company's Establishment Card.

## Step 8:

Once the file has been uploaded successfully, fill in the details and click on **'PROCEED'**.

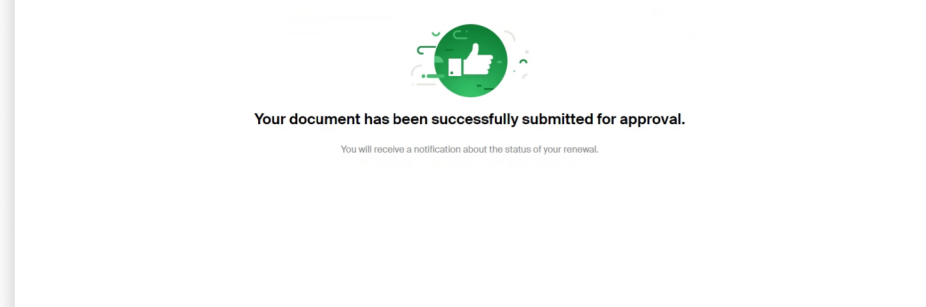
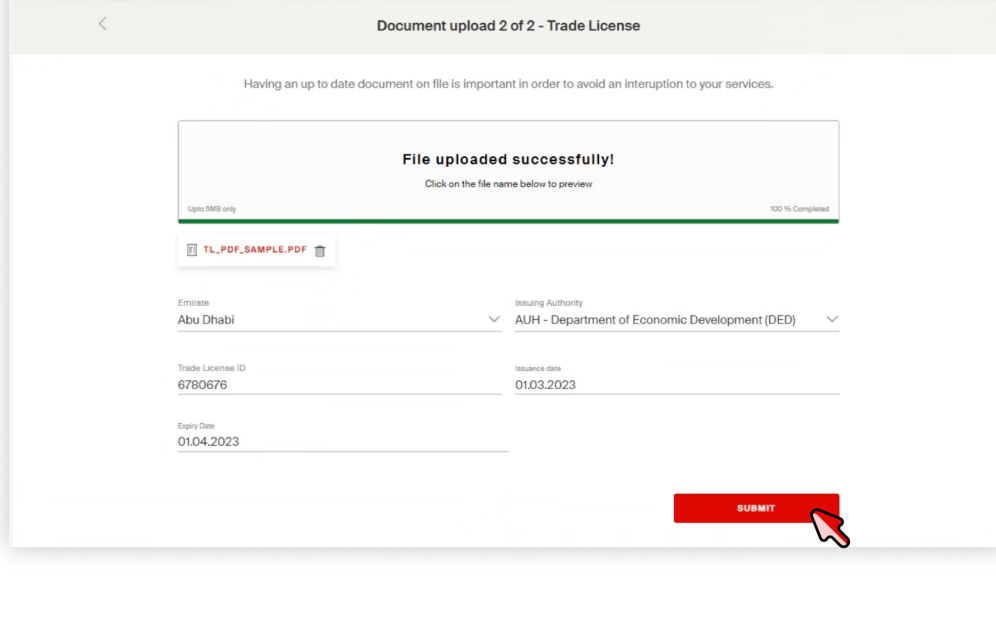


## Step 9:

Next, upload the company's Trade License.

## Step 10:

Once uploaded successfully, fill in the details and click on **'SUBMIT'**.



## Step 11:

Documents will be submitted to the Etisalat back office for verification. Once verified, the customer will automatically receive a notification on their registered email ID.