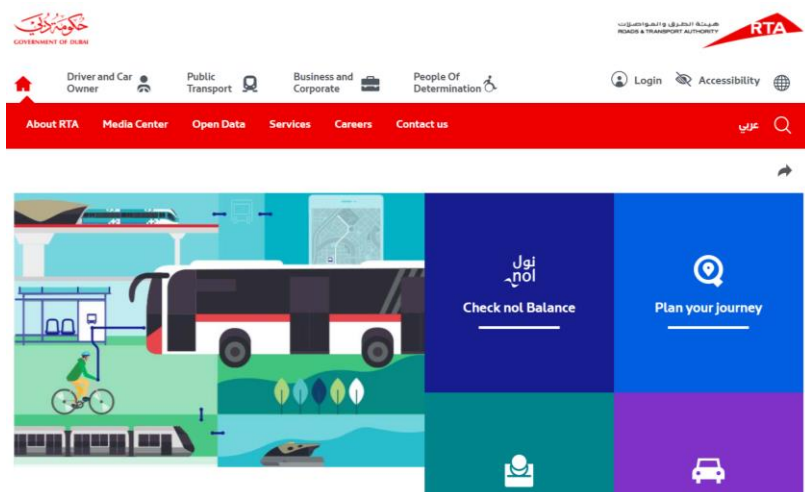



# Registration Process

## Vendor

## Step 1



- Go to [www.rta.ae](http://www.rta.ae)
- Click on  icon
- Select **Create an account**

## Step 2

## Login to access all RTA Services in one place

Register Individual user



Register as a new user and access to your personal details and RTA Online Services.

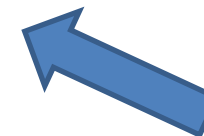
Register as a Company



To register as a new Company your business license information is required.

Register

Register



Register as a Company

## Step 3

**Register as company**

1 Company Information as per license

Country of trade licence\*  Enter a City\*  Type of Company\*

Company Name\*  Business Licence Number\*  Issue Date\*  Expiry Date\*

Comments or clarifications

**Business License issued\***  
☒ Dubai Economic Department ☐ Outside UAE ☐ Free Zone, other emirates

**License Activity\***  
☒ Goods and Passenger Transport (Please attach supporting documents)  
☐ Rental or Driving Institute (Please attach supporting documents)  
☐ Other

**Office Telephone:**  
 United Arab Emirates  Area code\*  Office Telephone\*  Fax number\*

Company Email ID\*

**Attach files**

**Upload documents**  
 List of Supporting Documents for Company Registration:  
 - Scanned and stamped copy of Business License  
 - Scanned copy of the passport of the Company Administrator  
 - Business card of the Administrator (Use with the Name, Title and Company Logo)  
 Choose File

Maximum file size 2 MB, compressed files are not allowed. The total size of all the uploaded files should not exceed 10MB. The file extensions can be .jpeg, .jpg, .png, .gif, .bmp, .doc, .docx, .pdf. Only files with English names can be uploaded.

\*Required fields

## Step 4

**Business License issued\***  
☒ Dubai Economic Department ☐ Outside UAE ☐ Free Zone, other emirates

**License Activity\***  
☒ Goods and Passenger Transport (Please attach supporting documents)  
☐ Rental or Driving Institute (Please attach supporting documents)  
☐ Other

**Office Telephone:**  
 United Arab Emirates  Area code\*  Office Telephone\*  Fax number\*

Company Email ID\*

**Attach files**

**Upload documents**  
 List of Supporting Documents for Company Registration:  
 - Scanned and stamped copy of Business License  
 - Scanned copy of the passport of the Company Administrator  
 - Business card of the Administrator (Use with the Name, Title and Company Logo)  
 Choose File

Maximum file size 2 MB, compressed files are not allowed. The total size of all the uploaded files should not exceed 10MB. The file extensions can be .jpeg, .jpg, .png, .gif, .bmp, .doc, .docx, .pdf. Only files with English names can be uploaded.

## Step 5

**Register as company**

1 Company Information as per license

2 Company Administrator Profile Information

User Name\*  Password\*

Title:  First Name\*  Middle Name  Last Name\*

Choose a Nationality  Mobile Number:  United Arab Emirates  50  Company Admin Mobile N

Email ID\*  Registered Address

Preferred Communication Language :  
☒ Arabic ☐ English

Preferred Communication Medium :  
☒ SMS ☐ Email


My information can be passed to third party organizations:  
☒ Yes ☐ No

- Company registration consists of 3 levels.
- Level 1:** The user must fill out company related information such as company name and business license number.

- After filling all the company information required, attach all supporting document.
- Supporting documents: Copy of business license, copy of passport, copy of company business card**
- Note: This step will not be required if your license activity type is: Dubai Economic Department – Other.**

- Level 2:** Enter the company administrator's details including the username that will be used when logging in.
- Username guidelines:**
- Must be at least 6 characters.
- It can contain letters [A, B, C], numbers [1, 2, 3], and Periods [.]
- Special characters are not allowed [&, \*, %, \$, #, @]

## Step 6


 **Register as company**

1 — 2 — 3

1 Company Information as per license


2 Company Administrator Profile Information


3 Authentication Code

 Enter the security code\*

**Proceed**

## Step 7

 Register as company




Thank you for submitting your registration request for access to the e-Services offered through the Roads and Transport e-Government portal.


We are pleased to inform you that your request Reference No. UM-17-425201 is currently under processing and you will shortly receive an e-mail confirming your transaction. We are currently processing your request and shall update you soon

Thank you again for using RTA's e-service provided for your convenience.

**Login**

## Step 8

 **Confirm User Registration**

 Choose password and finish registration. You are almost finished!

Username\* First Name Last Name


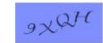
XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX

Email ID \* Reference Number

XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX

Password\* Re-enter Password\*

\*\*\*\*\* \*\*\*\*\*

  9XQH

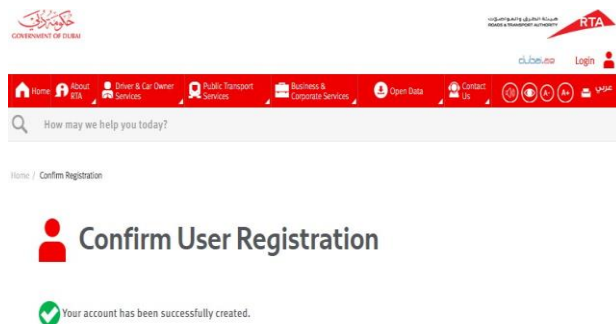
**Finish Registration**

- **Level 3:** Enter the security code shown in the image and click on the 'proceed' button.

- A message is displayed, stating:  
Your company registration request has been sent and is awaiting approval. Once the company is approved/rejected an **email** will be sent to the entered administrator's email address.
- **Approvals take between 2-3 businessdays.**

- We have sent an email to verify your account. Please check your email inbox and click on the **activation link** to be able to choose your password as shown in above screen
- **Password must be a minimum of 8 characters including at least 1alphabet, 1number and 1 special character. Example : password@123**

## Step 9



Confirm User Registration

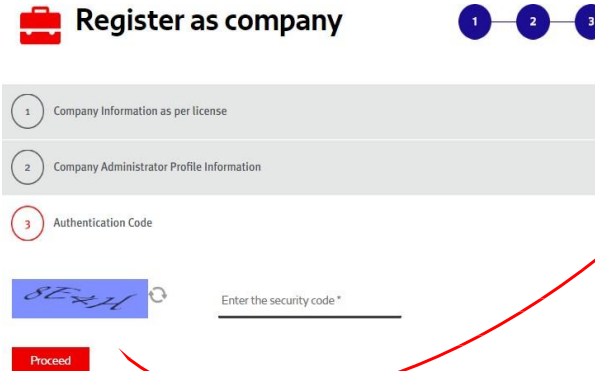
Your account has been successfully created.

- You chose your password and your registration process is now complete. You can login now!
- To login click on the icon

Login



## Step 10



Register as company

1 Company Information as per license

2 Company Administrator Profile Information

3 Authentication Code

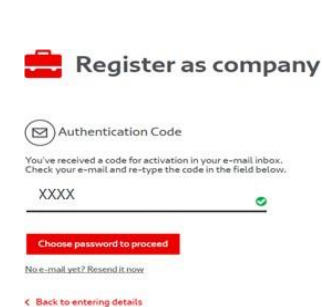
85414

Enter the security code \*

Proceed

- In case your license is issued from **Dubai Economic Department – Other**, after completing **step 6** of the registration, which is entering the security code, you will receive an authentication code via email to verify your account.

## Step 11



Register as company

Authentication Code

You've received a code for activation in your e-mail inbox. Check your e-mail and re-type the code in the field below.

XXXX

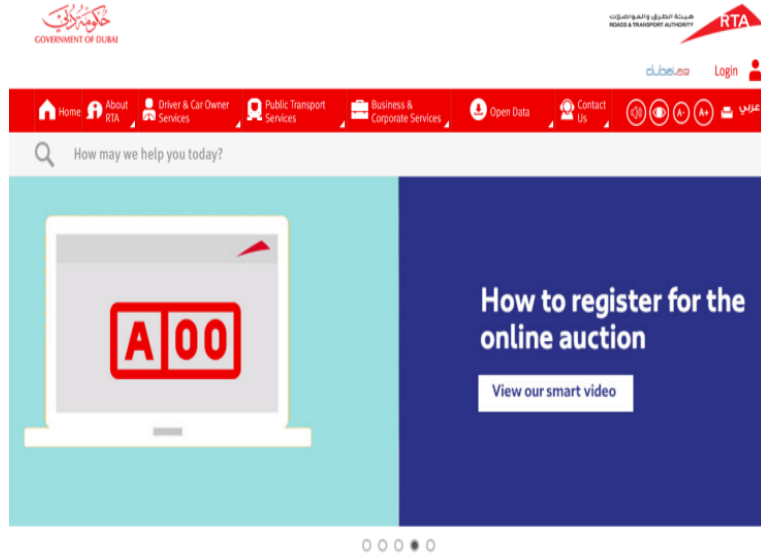
Choose password to proceed

No e-mail yet? Resend it now

Back to entering details

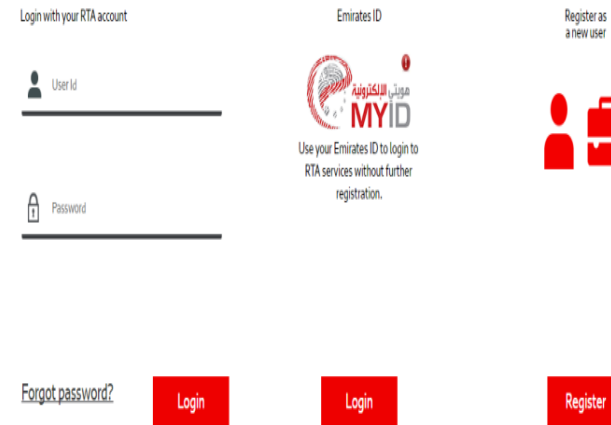
- Enter the 4-digit code received by email and click on the '**choose password and proceed**' button.

# Login RTA Portal

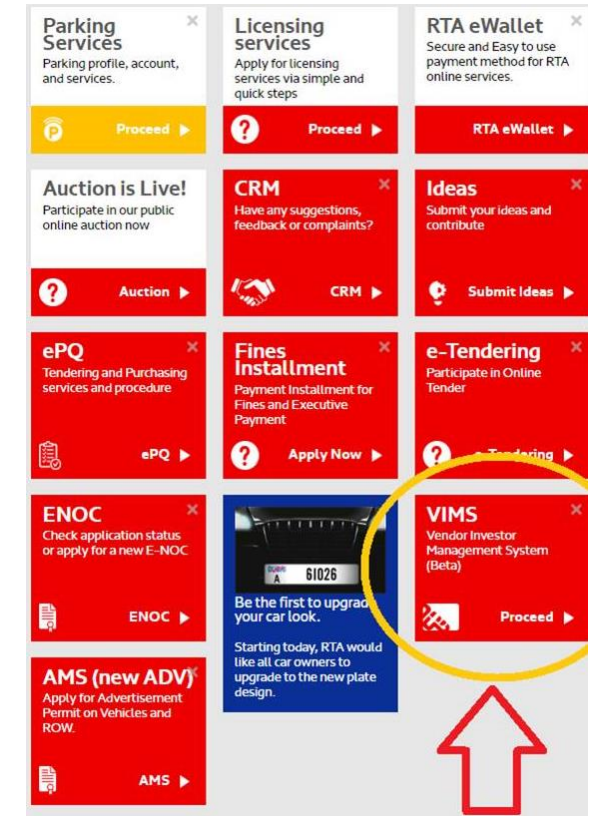


- Go to [www.rta.ae](http://www.rta.ae)
- Click on **Login**  icon as shown above.

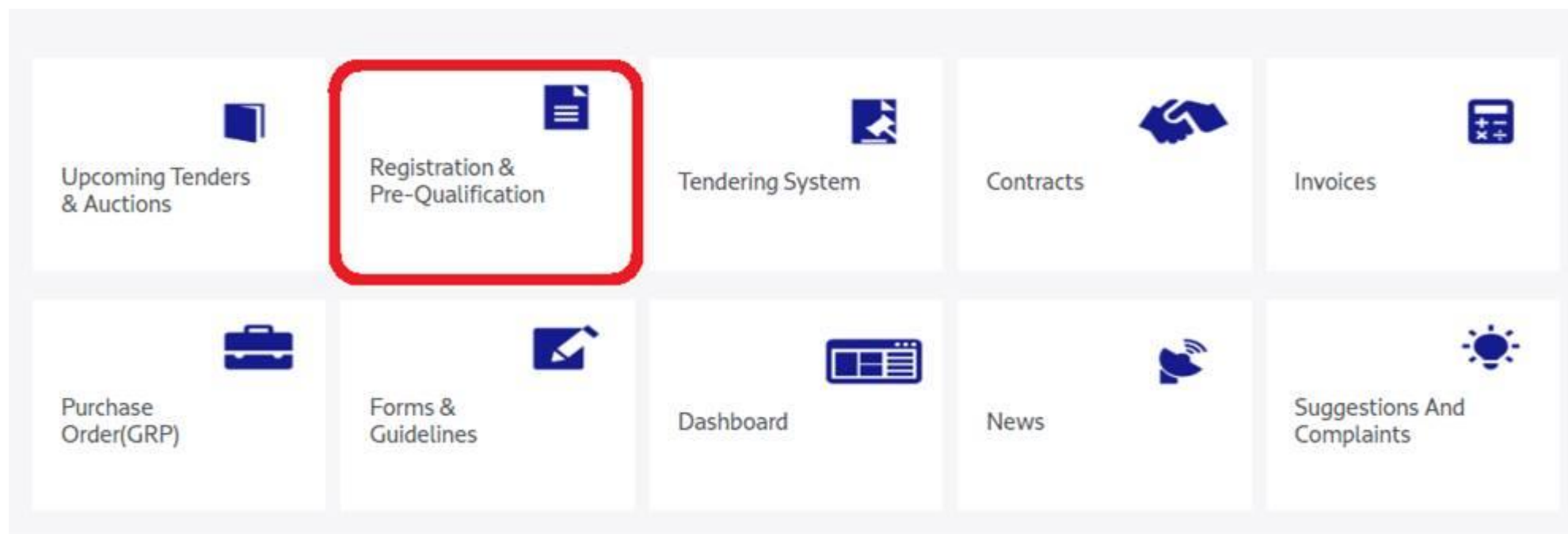
## Login to access all RTA Services in one place



Click On Login  
username and password and  
Click



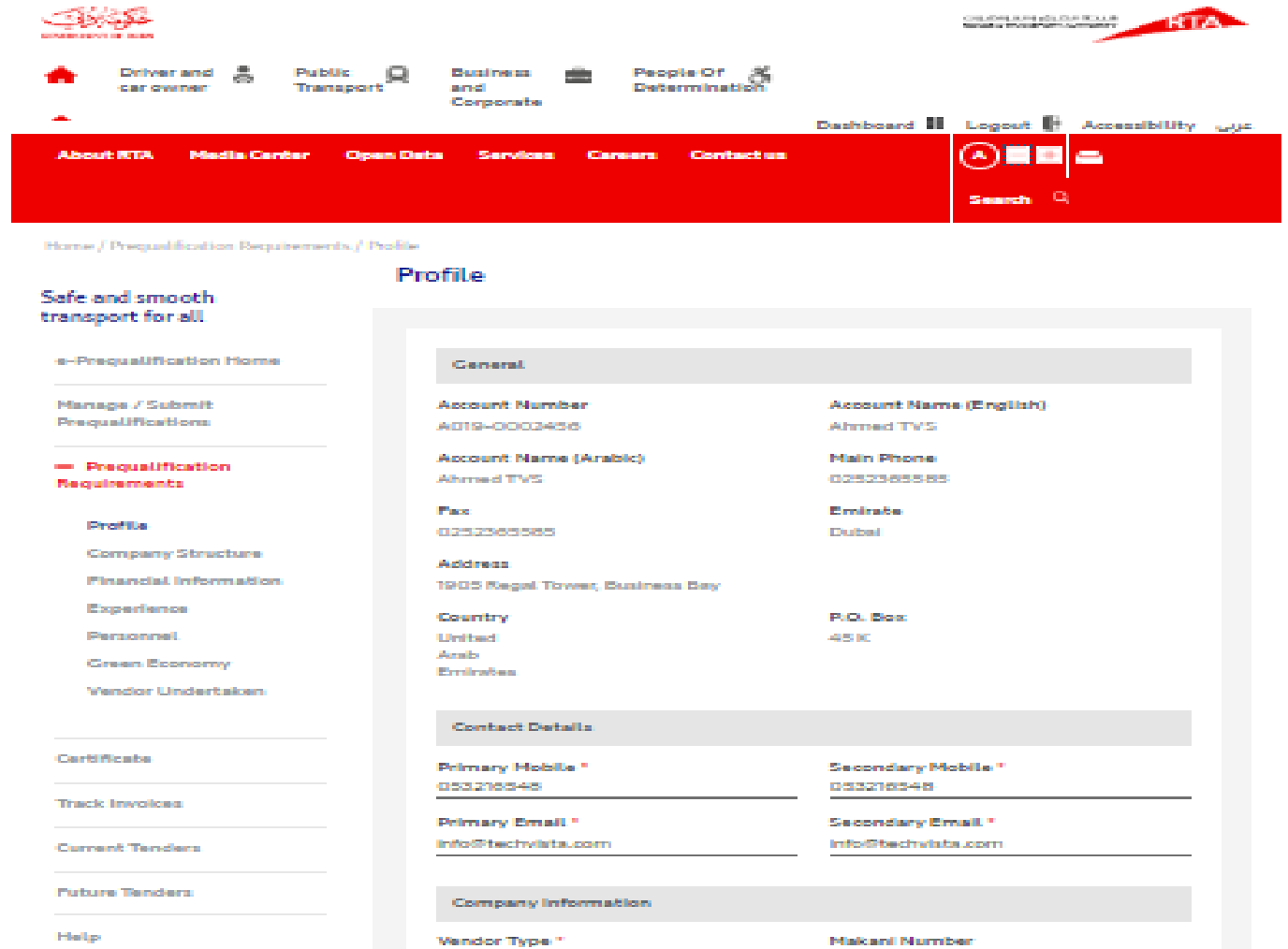
Click on VIMS



Click on **Registration & Pre-Qualification**

# Profile

- Upload Trade License
- Fill the contact details (Mobile & email)
- Select Save
- Close EPQ



The screenshot shows the RTA website's profile page. The header includes the RTA logo and navigation links for Driver and car owner, Public Transport, Business and Corporate, and People Of Determination. A red navigation bar contains links for About RTA, Media Center, Open Data, Services, Careers, and Contact us. The main content area is titled 'Profile' and contains a form with the following sections:

- General**
  - Account Number: A019-0003436
  - Account Name (English): Ahmed TVS
  - Account Name (Arabic): Ahmed TVS
  - Main Phone: 0253265585
  - Fax: 0253265585
  - Emirate: Dubai
  - Address: 1905 Regal Tower, Business Bay
  - Country: United Arab Emirates
  - P.O. Box: 45 K
- Contact Details**
  - Primary Mobile: 053216548
  - Secondary Mobile: 053216548
  - Primary Email: info@techvlata.com
  - Secondary Email: info@techvlata.com
- Company Information**
  - Vendor Type: \*
  - Makani Number: \*

The left sidebar contains links for e-Prequalification Home, Manage / Submit Prequalifications, Prequalification Requirements (highlighted), Profile, Company Structure, Financial Information, Experience, Personnel, Green Economy, Vendor Undertaken, Certificate, Track Invoices, Current Tenders, Future Tenders, and Help.



**Thank You**