



**Qatari Diar E-Services**  
**Consultant Registration**  
**User Manual**

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# 1. Consultant Registration

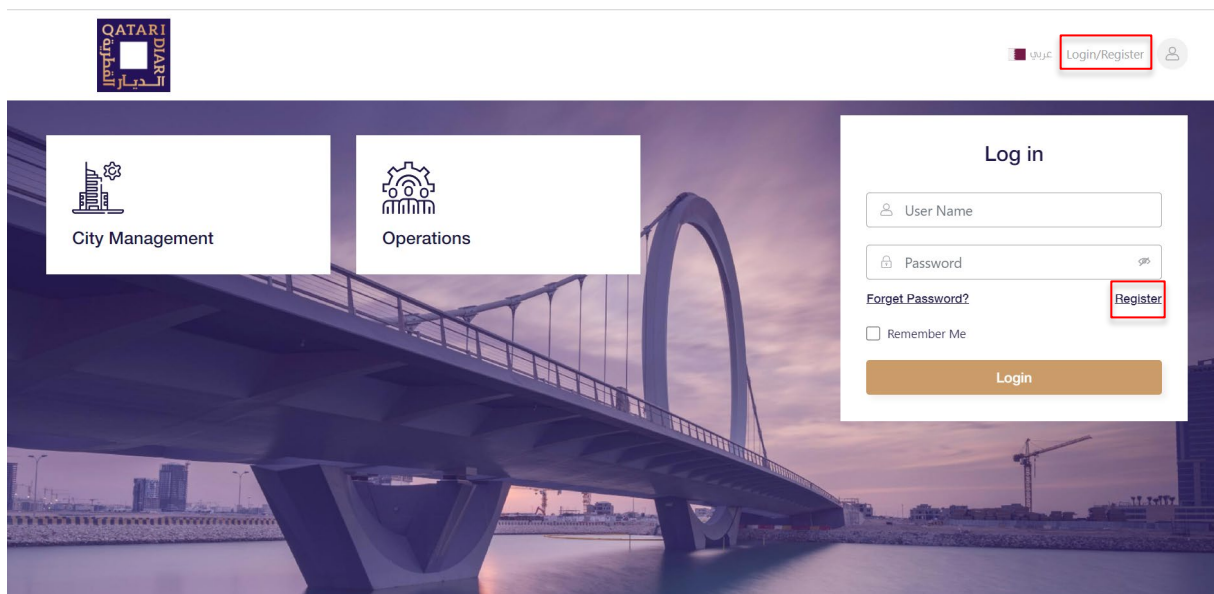
The owner is required to review prerequisites, fill the form for the requested service, and upload the required documents, after submitting the request it will go to Qatari Diar for review and action.

## 1.1. Registration Page

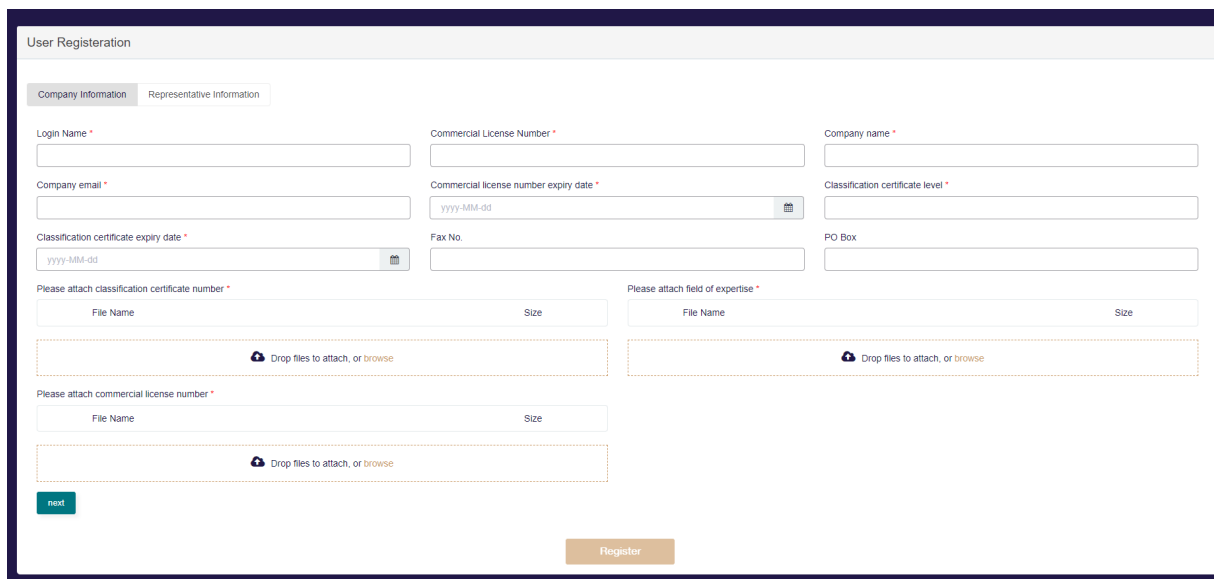
The user must navigate to the external portal and press on

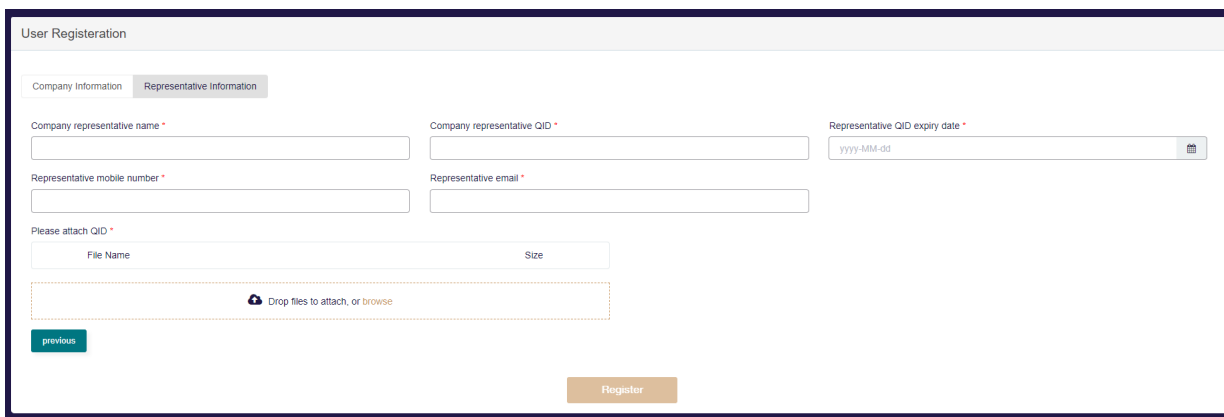
Login/Register

And then click on register.



After pressing on register below screen will open for the user to fill the needed details for registration





The image shows a 'User Registration' form with two tabs: 'Company Information' and 'Representative Information'. The 'Representative Information' tab is active. It contains several input fields: 'Company representative name', 'Company representative QID', 'Representative QID expiry date' (with a date picker showing 'yyyy-MM-dd'), 'Representative mobile number', and 'Representative email'. Below these is a section for attaching a QID file, with a table for 'File Name' and 'Size', and a drop zone with the text 'Drop files to attach, or browse'. At the bottom left is a 'previous' button, and at the bottom center is a 'Register' button.

## 1.2. Submission

After filling the registration form/attachments the user will click on register



Upon approval from QD the consultant will receive login credentials in order to be able to login to the system.

Dear **testcompany**,

**test username** has been approved as an official representative of your company with below login details:

**Username:** testuser

**Email ID:** [testuser2000@mail.com](mailto:testuser2000@mail.com)

Should there be any changes in representation of your company, it is your responsibility to ensure that **test username** uses the eServices portal to update representative's information promptly.

If you feel this is a suspicious activity not authorized by you, please email [itservicedesk@qataridiar.com](mailto:itservicedesk@qataridiar.com).

For queries related to your Lusail eservice requests, please send an email to [CMEServices@qataridiar.com](mailto:CMEServices@qataridiar.com)

For technical issues related to the system, please send an email to [itservicedesk@qataridiar.com](mailto:itservicedesk@qataridiar.com)

Regards,



Please do not reply to this message. All replies are routed to an unmonitored mailbox.

## 2. Edit Profile

After the consultant login to the system, he/she can edit their profile in order to update some information, (expiry date, upload new attachment ....)

The user will click on Edit Profile



Below edit profile form will open.

Edit Profile

Company Information
Representative Information

Login Name \*

Commercial License Number \*

Company name \*

Company email \*

Commercial license number expiry date \*

Classification certificate level \*

Classification certificate expiry date \*

Fax No.

PO Box

**Please attach classification certificate number \***

File Name	Size
✘ Images.pdf	46.52 kB

**Please attach field of expertise \***

File Name	Size
✘ Images.pdf	46.52 kB

**Please attach commercial license number \***

File Name	Size
✘ Images.pdf	46.52 kB

next
Submit

Edit Profile

Company Information
Representative Information

Company representative name \*

Company representative QID \*

Representative QID expiry date \*

Representative mobile number \*

Representative email \*

**Please attach QID \***

File Name	Size
✘ Images.pdf	46.52 kB

previous
Submit

After updating the needed allowed information, the user will click submit

