







Sheryan
شریان

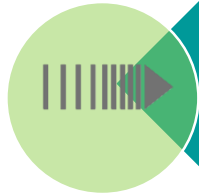
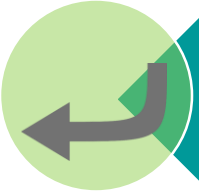

Add-Upgrade License

User Guide





Last Updated January/2021

Information

-  Accessing your DHA E-Services Account
-  Sheryan Account Management
-  Ask Latifa / Health Licensing Support
-  Frequently Asked Questions

-  How to Check Application Status
-  How to Re-submit Applications
-  How to Download the Document

Steps

-  Accessing the Service
-  Fill-up Form
-  Review & Submit Form
-  Sample of e License

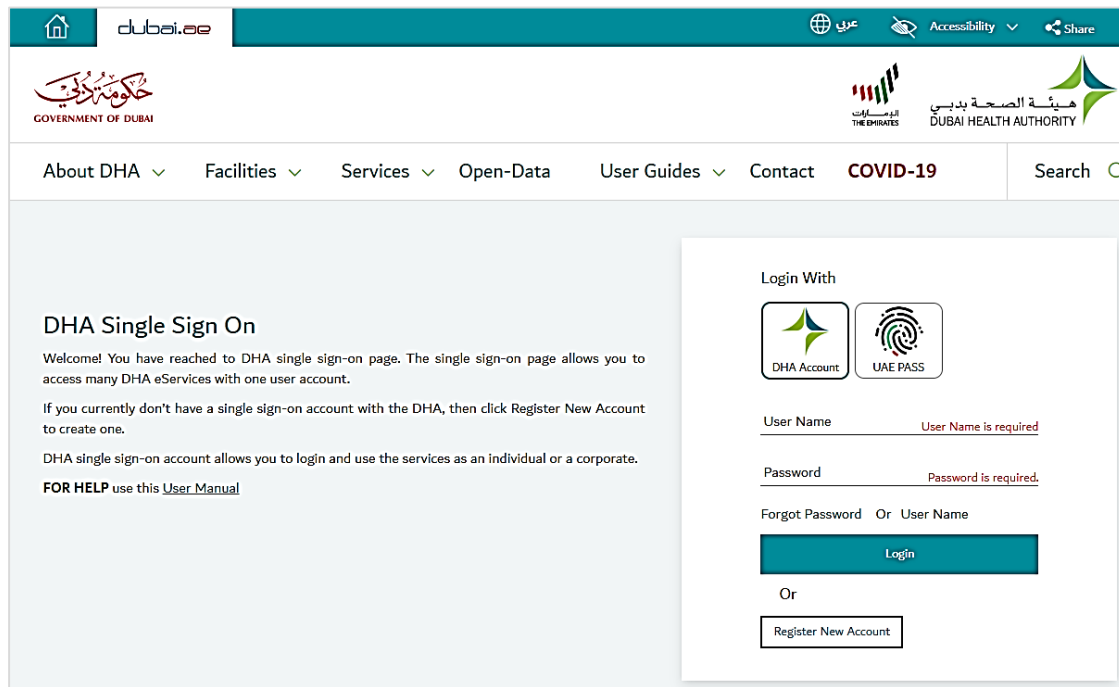


Note: Click the icon to skip to a specific section.



Follow the steps below to sign-up or login on the DHA Sheryan account.
Visit the [website](#) and click on the Login icon to access the DHA Sheryan [portal](#).

Login: Existing users can enter their username and password on this page.



DHA Single Sign On

Welcome! You have reached to DHA single sign-on page. The single sign-on page allows you to access many DHA eServices with one user account.

If you currently don't have a single sign-on account with the DHA, then click Register New Account to create one.

DHA single sign-on account allows you to login and use the services as an individual or a corporate.

FOR HELP use this [User Manual](#)

Login With

☐ DHA Account ☐ UAE PASS

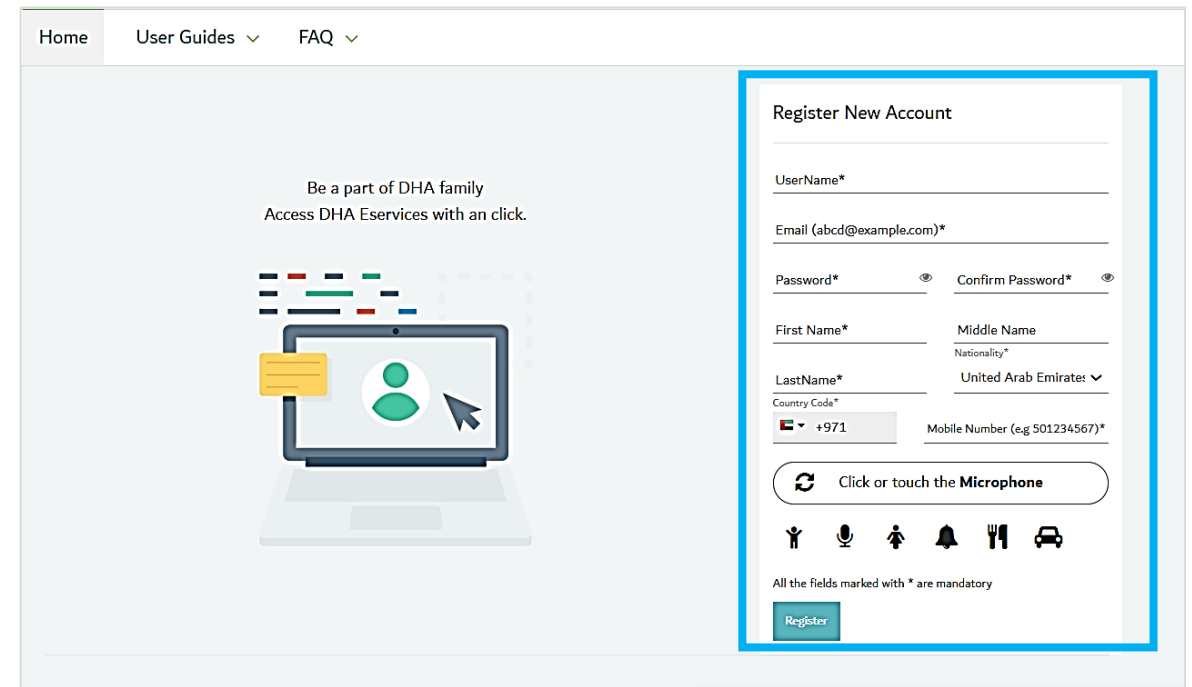
User Name User Name is required

Password Password is required

[Forgot Password](#) Or [User Name](#)

Or

Registration: New users must create an account. Click the 'Register With Us' button to create a new username & password.



Register New Account

Be a part of DHA family
Access DHA Eservices with an click.

UserName*

Email (abcd@example.com)*

Password* ☐ Confirm Password* ☐

First Name* Middle Name
Nationality*

LastName* United Arab Emirate: ☐

Country Code* +971 Mobile Number (e.g 501234567)*

All the fields marked with * are mandatory



Set Preference

- After login, a prompt to set preference for 'Individual Home' or 'Corporate Home' will appear.
- Access to all the services provided by Dubai Health Authority will be on the next page

For Individual For Corporate ✓ Application Enquiry

DHA Service Start Page

Are you an individual who want to use DHA Services for personal use?

From DHA Individual Home Page you will be able to access broad range of service like Registering yourself as a new Health Professional, Renewing your license etc.

[Individual Home](#)

☐ set as default page

Are you a corporate owner or employee who want to use DHA Services for your corporate?

From DHA Corporate Home Page you will be able to access broad range of service like Registering a new Health Facility, Renewing the facility, adding partner etc.

[Corporate Home](#)

☐ set as default page

Good to Know:



DHA E-service account is managed by IT Department. For assistance, call 800-342.



Once an email is registered for an account, it cannot be used for another account.



Each user must have one account. Do not create multiple accounts.




Click on the Health Licensing Service icon to access the [DHA Sheryan Portal](#)


For Individual For Corporate ▼ Application Enquiry


🏠 Corporate Home Page


Individual Corporate

Select the service that you would like to use
Select Corporate
prime hospital ▼

 **Health Licensing Service**
User Guide

 **Event Management**
User Guide

 **Statistics Service**

 **Infectious Diseases Notification Service**

Good to Know:

Sheryan is an application within your DHA E-service account.




Users who can access facility dashboard are categorized as Privileged or Limited Access user.

Users must keep their log-in details confidential to avoid unauthorized access.



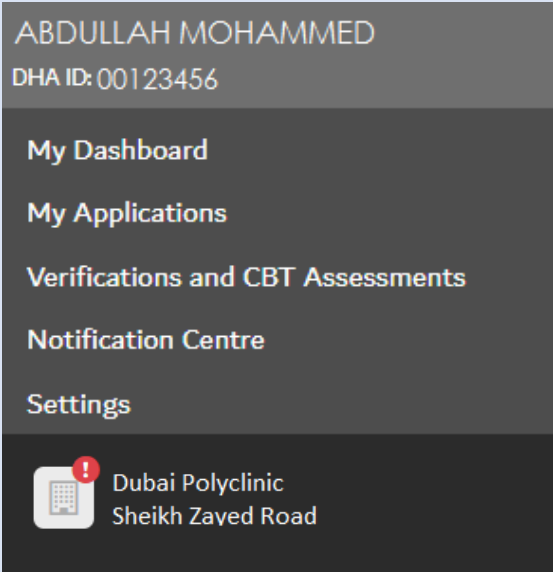
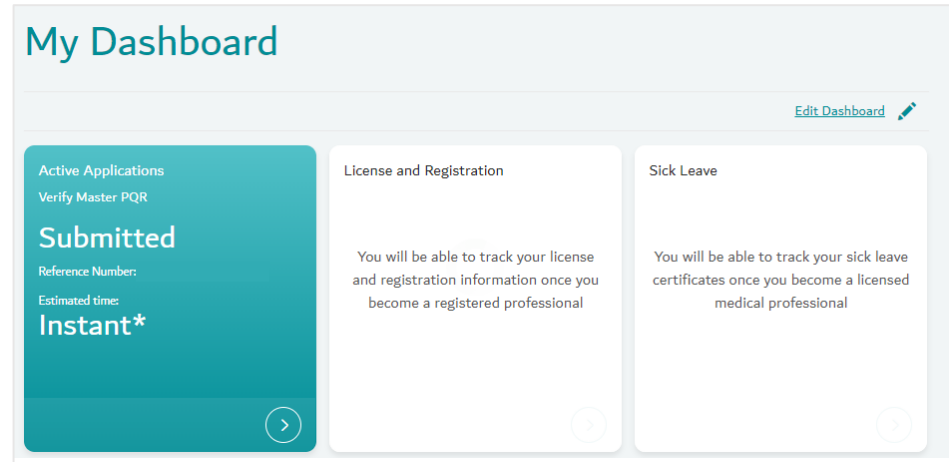
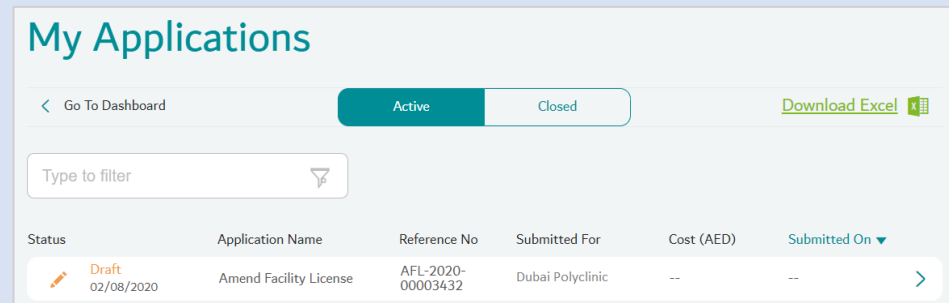
Before proceeding to the licensing services, users must be familiar with account management.



Icon	Action
عربي /English	Change Language Preference
	Accessibility (Text Resize, Contrast Switch, Read Speaker)
	Search
	The initials depend on the user’s first and last name. Click on the icon to view your unique ID, access your dashboard, applications, verified documents, notifications and settings pages.



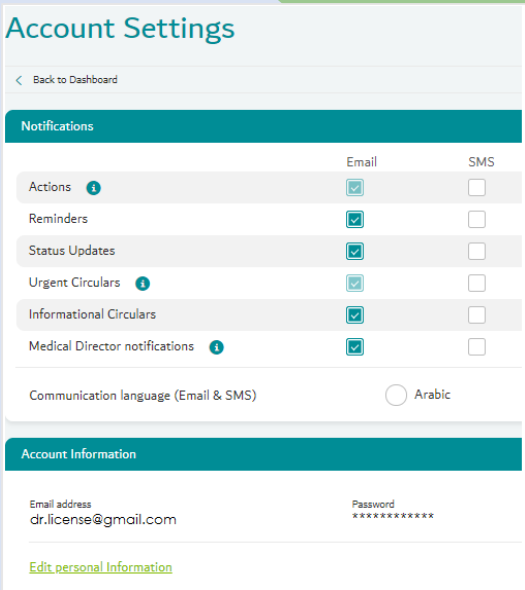
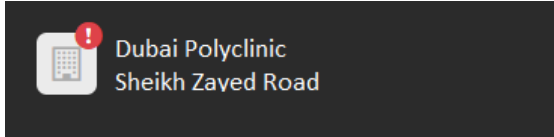
Sheryan Account Management

Menu Screenshot	Account Menu Options	Screenshot
	Name and Unique ID - important when accessing third party services (Prometric, Dataflow) and license activation by a hiring facility.	Note: The unique ID never changes and is only an identifier.
	My Dashboard - quick view of application status, current registration/ license status, services, issued sick leaves, etc.	
	My Applications - comprehensive view of applications. There are 2 tabs on the screen: Active tab- will show a list of all applications that are either in draft, submitted, returned to you. Closed tab- will show a list of all applications that are either approved, rejected or cancelled by the user.	



Sheryan Account Management

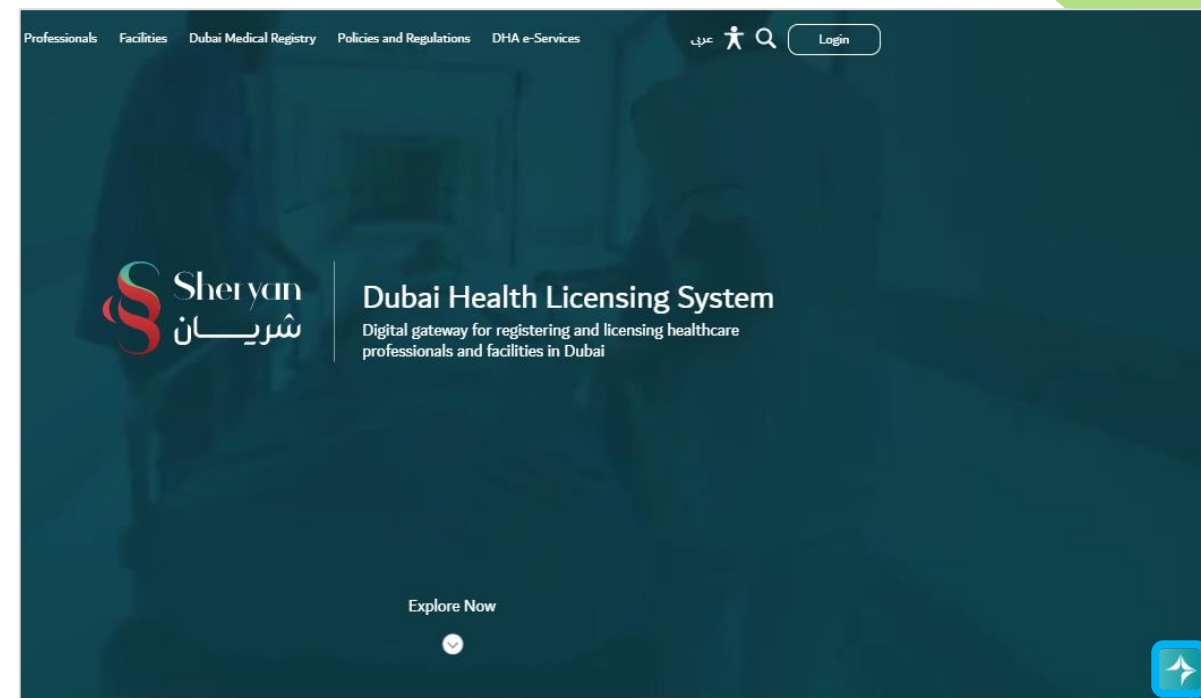
Account Menu Options	Screenshot																																																																		
<p>Verifications and CBT Assessments - list of all verified documents from Dataflow and assessment results from Prometric.</p> <p>This will be empty for users who are not registered healthcare professionals.</p>	<div><h3>Verifications and CBT Assessments</h3><div>Go To Dashboard</div><div><input type="text" value="Type to filter"/></div><table><thead><tr><th>Status</th><th>Source</th><th>Type</th><th>Document ID</th><th>Creation Date</th><th>Updated Date</th><th></th></tr></thead><tbody><tr><td>Verified</td><td>DataFlow</td><td>EducationInformation (Degree)</td><td></td><td>16/03/2019</td><td>20/03/2019</td><td>></td></tr><tr><td>Verified</td><td>DataFlow</td><td>LicenseInformation</td><td></td><td>16/03/2019</td><td>20/03/2019</td><td>></td></tr><tr><td>Verified</td><td>DataFlow</td><td>ExperienceInformation</td><td></td><td>16/03/2019</td><td>20/03/2019</td><td>></td></tr><tr><td>Verified</td><td>DataFlow</td><td>LicenseInformation</td><td></td><td>27/02/2019</td><td>03/03/2019</td><td>></td></tr><tr><td>Verified</td><td>DataFlow</td><td>ExperienceInformation</td><td></td><td>27/02/2019</td><td>03/03/2019</td><td>></td></tr></tbody></table></div> <div><h3>Notification Center</h3><div>Go To Dashboard</div><div><input type="text" value="Type to filter"/></div><table><thead><tr><th>Type</th><th>Message</th><th>Timestamp</th><th></th></tr></thead><tbody><tr><td>Status Update</td><td>Your Application Reference NRG-2019-Returned. for the Register Professional service has been</td><td>14/02/2019 02:55 PM</td><td>✕</td></tr><tr><td>Status Update</td><td>Your Application Reference NRG-2019- account to view the application. has been approved. Please access your Sheryan</td><td>14/02/2019 02:53 PM</td><td>✕</td></tr><tr><td>Information</td><td>Register Professional Application NRG-2019- oral assessment Approved: You are required to pass an</td><td>14/02/2019 02:53 PM</td><td>✕</td></tr><tr><td>Status Update</td><td>Your Application Reference NRG-2019- submitted successfully. for the Register Professional service has been</td><td>14/02/2019 02:29 PM</td><td>✕</td></tr><tr><td>Status Update</td><td>Your Application Reference NRG-2019-Returned. for the Register Professional service has been</td><td>13/02/2019 11:18 AM</td><td>✕</td></tr></tbody></table></div>	Status	Source	Type	Document ID	Creation Date	Updated Date		Verified	DataFlow	EducationInformation (Degree)		16/03/2019	20/03/2019	>	Verified	DataFlow	LicenseInformation		16/03/2019	20/03/2019	>	Verified	DataFlow	ExperienceInformation		16/03/2019	20/03/2019	>	Verified	DataFlow	LicenseInformation		27/02/2019	03/03/2019	>	Verified	DataFlow	ExperienceInformation		27/02/2019	03/03/2019	>	Type	Message	Timestamp		Status Update	Your Application Reference NRG-2019-Returned. for the Register Professional service has been	14/02/2019 02:55 PM	✕	Status Update	Your Application Reference NRG-2019- account to view the application. has been approved. Please access your Sheryan	14/02/2019 02:53 PM	✕	Information	Register Professional Application NRG-2019- oral assessment Approved: You are required to pass an	14/02/2019 02:53 PM	✕	Status Update	Your Application Reference NRG-2019- submitted successfully. for the Register Professional service has been	14/02/2019 02:29 PM	✕	Status Update	Your Application Reference NRG-2019-Returned. for the Register Professional service has been	13/02/2019 11:18 AM	✕
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Account Menu Options	Screenshot
Settings - changes in notification preference (SMS/Email), account information (name, email, password, etc.), and personal information (mobile number, address, etc.) can be made here.	
Linked Facility User – if you are a linked user, you can access the facility dashboard by clicking on the facility name on your menu.	
Logout - exit the account.	





DHA's virtual assistant, Latifa, is trained to answer your questions on Sheryan's healthcare licensing services for Professionals and Facilities. Interact with her by clicking the Ask Latifa icon the lower right hand corner of the [DHA website](#) or the [Sheryan Homepage](#).



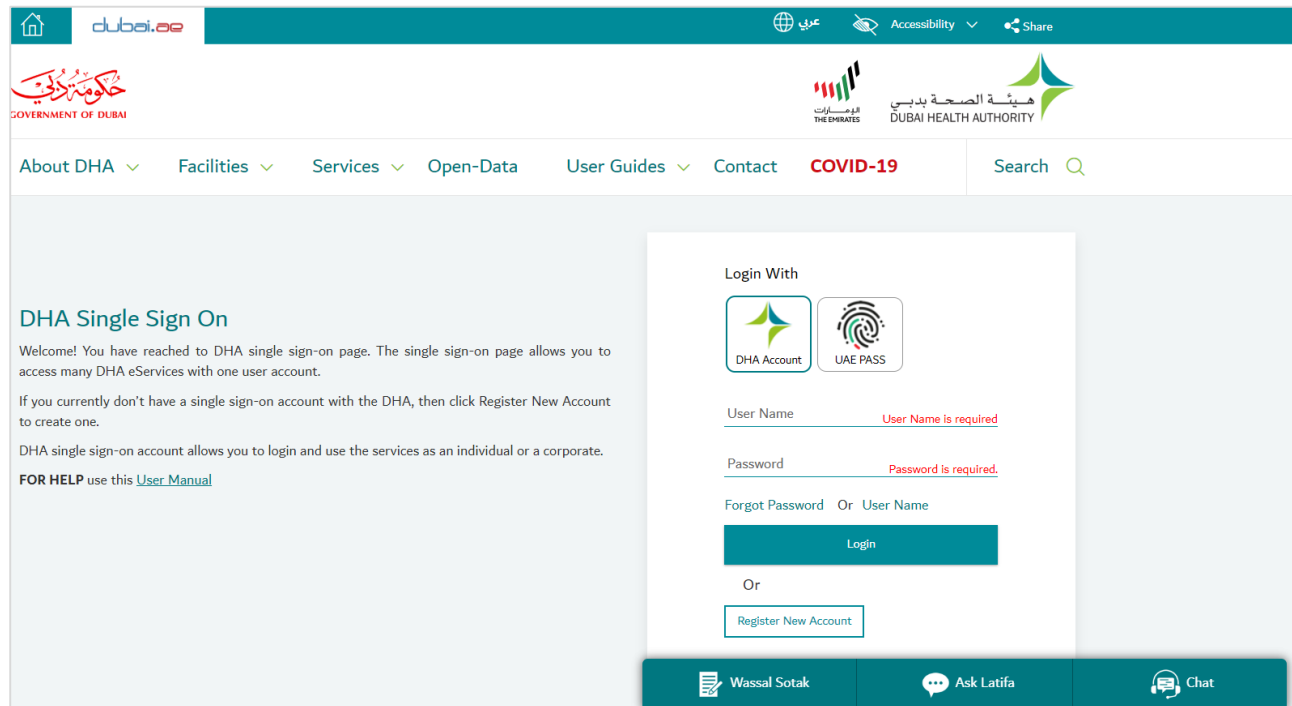
Good to Know: Latifa works through Artificial Intelligence and constantly learns as you ask her more questions.



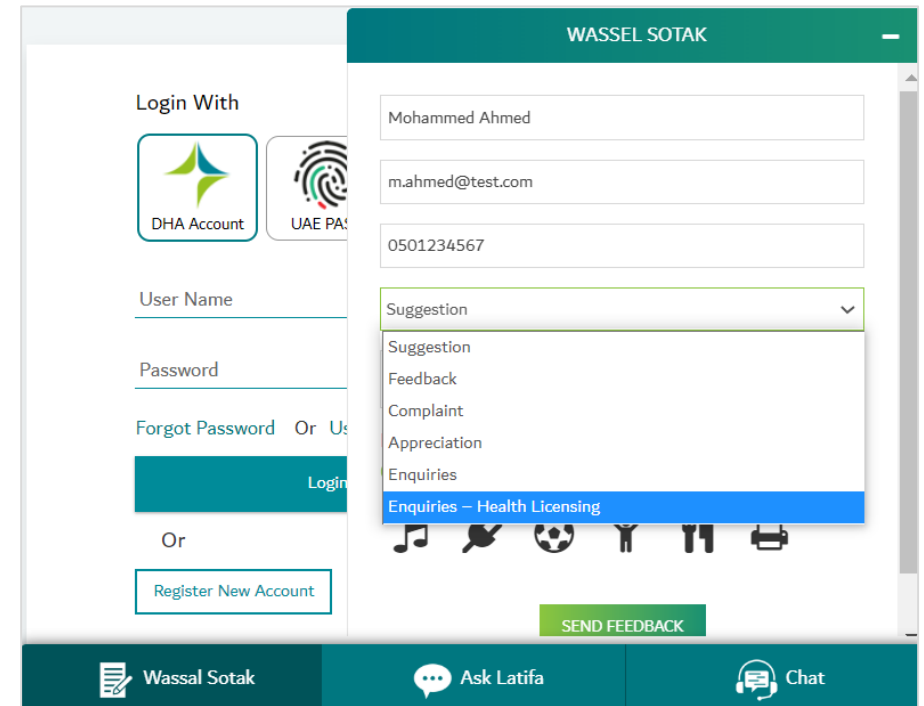
The Health Licensing Department is available to assist you. Contact us by clicking the Wassel Sotak icon the lower right hand corner of the [DHA website](#).

Fill-up the form. Select Enquiries – Health Licensing and select the correct category before typing your message.

We will get in touch with you within five (5) working days.



The screenshot shows the 'DHA Single Sign On' page. It features a header with the Dubai Government logo and navigation links. The main content area includes a 'Login With' section with 'DHA Account' and 'UAE PASS' options. Below this are input fields for 'User Name' (with a red error message 'User Name is required') and 'Password' (with a red error message 'Password is required'). There are also links for 'Forgot Password' and 'User Name', a 'Login' button, and a 'Register New Account' button. A footer bar contains icons for 'Wassel Sotak', 'Ask Latifa', and 'Chat'.



The screenshot shows the 'Wassel Sotak' mobile app interface. It features a 'Login With' section with 'DHA Account' and 'UAE PASS' options. Below this are input fields for 'User Name' and 'Password'. There are also links for 'Forgot Password' and 'User Name', a 'Login' button, and a 'Register New Account' button. A dropdown menu is open, showing a list of categories: 'Suggestion', 'Feedback', 'Complaint', 'Appreciation', 'Enquiries', and 'Enquiries – Health Licensing' (which is highlighted in blue). At the bottom, there is a 'SEND FEEDBACK' button and a footer bar with icons for 'Wassel Sotak', 'Ask Latifa', and 'Chat'.



Frequently Asked Questions

An efficient way to gather information is to check the [Frequently Asked Questions/FAQ page](#).

The link can be found at the bottom of the HRS web page.

The screenshot shows the Sheryan website's 'Frequently Asked Questions' page. The header includes the Sheryan logo and navigation links: Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, DHA e-Services, and a Login button. A breadcrumb trail shows 'Home > FAQs'. The main heading is 'Frequently Asked Questions'. Below it is a search bar with the text 'What do you need help with?' and a placeholder 'Search to Filter'. An example text below the search bar reads: 'E.g. "Can't login to Sheryan" or "Can I work in Dubai?" or "Error code"'. Two FAQ items are listed: 'New Healthcare Facility License' and 'Activate Facility License', each with a right-pointing arrow. The footer contains links for 'About DHA', 'Careers', 'FAQs' (highlighted with a blue box), and 'Sitemap'. It also includes 'Contact Us' and 'Employees E-Services'. A section states 'This site is best viewed in' with icons for Chrome, Edge, Firefox, and Safari. The 'SMART DUBAI' logo is present. At the bottom, it says 'All Rights Reserved. Dubai Health Authority 2020' and provides links for 'Terms & Conditions' and 'Privacy Policy', along with social media icons for YouTube, Instagram, Facebook, and Twitter.



Step 1: Accessing the Service

Logging-in to facility account. Access the 'Healthcare Professional' widget by clicking on the side arrow.

The screenshot displays the Sheryan Facility Dashboard. The top navigation bar includes the Sheryan logo, links for Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, and DHA e-Services, along with user and search icons. The breadcrumb trail shows 'Facility Dashboard'. The dashboard is organized into several widgets:

- Active Applications:** A vertical list showing application statuses: 0 Returned to you (with a warning icon), 1 Submitted, 0 Under Review, and 9 Drafts. A summary bar at the bottom indicates '12 Total Applications' with a right-pointing arrow.
- Facility License:** Shows a license valid for 5 Months, expiring on 4 March 2021. It specifies the facility is a General Hospital (>100) with 77 Specialties and an Active License (marked with a green checkmark). A progress bar is visible.
- Sick Leave:** Displays 175 days remaining, with a progress bar. It also shows 0 issued this month and 0 pending approval.
- Healthcare Professionals:** Shows 314 Total Professionals. It includes a breakdown: 307 Expired license(s) (with a red warning icon) and 5 Expiring soon (with an orange warning icon). A right-pointing arrow is at the bottom.
- Violations:** Shows a total of AED 508,600 (with a red warning icon). It also notes 1 issued to facility and 1479 issued to professionals.
- Relevant Services:** A list of actions with right-pointing arrows: Amend Facility License, Activate Professional License, Add/Upgrade Professional License, and Cancel Professional License.



Step 1: Accessing the Service

Type in the professional unique ID which the license will be upgraded.

Then click on the side arrow of the professional profile

Facility Dashboard Healthcare Professionals

Go To Dashboard Healthcare Professionals Group Professionals

314 Professionals
Total working in this facility


Categories
48 Allied Health
1 Dentist
180 Nurse and Midwife
91 Physician

Licenses
314 Full-time License

Add New Professional

00174

Download Excel

 **Ali**
Specialist - Pediatrics
Full-time License • License No: 0017419 • Expiration: 28/05/2021

Items per page: 10 Showing 1-1 of 1 Professionals

First Previous 1 Next Last




Step 1: Accessing the Service

Scroll down then click on '[Update License](#)'

Facility Dashboard > Healthcare Professionals > Professional Profile

Professional Profile

 **Ali** [Redacted]
00971586996363 Syria [Redacted]

Hospital LLC

Physician

Active License
Full-time License
License: 001741
Expires on 28 May 2021

Valid for
8 Months

Specialities
Consultant - Pediatrics
Specialist - Pediatrics

CPD Credits
-40 Credits (2020)
[View CPD credits](#)

Fines
0 Fines

Facility Dashboard > Healthcare Professionals > Professional Profile

Specialities
Consultant - Pediatrics
Specialist - Pediatrics

CPD Credits
-40 Credits (2020)
[View CPD credits](#)

Fines
0 Fines

The Professional needs to complete the required CPD points and pay all fines to renew their license.

Scope of Practice and Unlicensed Privileges
[Add New +](#)

Group and part-time permission
Facilities assigned on group
Select multiple options

☒ Allow this Professional to apply for part time licenses

The facility's medical director can allow the professional to practice in other facilities under your facility group.
This action can be performed by the facility's medical director.

[Renew License](#) [Update License](#) [Cancel License](#)



Step 2: Filling up the Application Form

Fill up the information with updated details (e.g. picture, email, contact number, etc.) before submitting the application.

▼ Add/Upgrade Professional License

Please fill in this section.

To upgrade a Trainee license, the license must be cancelled first then re-activated once the professional completes the registration upgrade process

Selected Professional

Selected Professional Name
Ali

Position

Category
Physician

Speciality
Pediatrics

Professional Registration Issue Date
28/05/2020

Position Upgrade Details
"Position changed"

Professional License Actions
No Action ▼

Set Primary Position
Select ▼

Title
Specialist

Registration Status
Licensed

Professional Registration Expiry Date
26/08/2020



Step 2: Filling up the Application Form

Under 'Professional License Actions' click on 'Reflect Registration Update'.

Position Upgrade Details
"Position changed"

Professional License Actions
Reflect Registration Update ▼

Set Primary Position
Yes

Position

Category Physician	Title Consultant
Speciality Pediatrics	Registration Status Fully Active

If the option to 'Set Primary Position' is available, click 'Yes' for the new title to be your primary position (title appears in front of card)

Click 'No' if you do want the new title to be your primary position. The title appear in the back of the card.

Position Upgrade Details
"Position changed"

Professional License Actions
Reflect Registration Update ▼

Set Primary Position
Yes ▼

Select
No
Yes

Pediatrics

Title Consultant
Registration Status Fully Active



Good to Know: Ensure that the selections are accurate as these will reflect on your e License.



Fill up the application providing correct information

▼ Professional Information

Please fill in this section.

Personal Information

DHA Unique ID
00174

English First Name
Ali

Arabic First Name
علي

Maiden Name

Gender
Female

English Last Name

Arabic Last Name

Date Of Birth
10/10/1962

Passport Sized Photograph

The file must be:
1. JPEG/PNG format
2. Maximum size of 2MB
3. Valid and clear
4. Coloured copy

Passport Details

► Professional Information

Complete ✓

▼ Applicant Details

Please fill in this section.

This section displays the logged-in user information.

Applicant Details

DHA Unique ID
0016

English First Name
Mohd

English Last Name

Date of Birth
15/12/1976

Gender
Male

Nationality

17

Step 3: Review the Form /Payment & Submit

Make sure that all sections turn to green. Click on 'Review Form' and proceed to payment

Add/Upgrade Professional License

- ▶ Add/Upgrade Professional License Complete ✓
- ▶ Professional Information Complete ✓
- ▶ Applicant Details Complete ✓
- ▶ Terms & Conditions Complete ✓

Please make sure you provide the correct information in all sections. By submitting your application you agree that all information provided is accurate and complete.

[Review Form](#)[Go Back](#)[Withdraw Application](#)

[Home](#) ▶ [Facility Services](#) ▶ [Add/Upgrade Professional License](#) dubai.ae عربي

☒ I agree to the terms and conditions

Total
AED 220.0

Application Fee: AED 200 + Knowledge & Innovation fee: AED 20

☐ Are you exempted from payment?


Please make sure you provide the correct information in all the sections.


[Pay Now](#) [Go Back](#) [Withdraw Application](#)







Form Submitted

Once submitted, application will be under active tab and the status of the application will be 'Under Review'

 My Applications dubai.ae عربي

[Go To Dashboard](#) **Active** Closed [Download Excel](#) 

Type to filter 

Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼
 Under Review 22/10/2020	Add/Upgrade Professional License	UPL-2020-00000288	Hospital LLC	0.00	22/10/2020 >
 Submitted 09/06/2020	Renew Professional License	RPL-2020-	Hospital LLC	1020.00	09/06/2020 >
 Inspection Required 05/07/2020	Amend Facility License	AFL-2020-	Hospital LLC	0.00	07/05/2020 >


Items per page: 10 ▼ Showing 11-13 of 13 Active Applications

First Previous 1 **2** Next Last





Approved application



Once application is approved, an e-License is issued.
*e-License could be viewed in the closed tab of 'My Application'

 My Applications dubai.ae عربي

My Applications

[Go To Dashboard](#) Active Closed [Download Excel](#) 



Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼
 Issued 26/10/2020	Add/Upgrade Professional License	UPL-2020-00000288	Hospital LLC	0.00	22/10/2020 

Items per page:

Showing 1-1 of 1 Closed Applications

First Previous 1 Next Last






Professional License Certificate شهادة ترخيص مهني

Issue Date: 28-05-2020 تاريخ الإصدار:

Professional Name	علي Ali	اسم المهني
DHA Unique ID	00174	الرقم التعريفي
License Number	001741	رقم الترخيص المهني
License Type	ترخيص بدوام كامل Full-time License	نوع الترخيص
License Title	طبيب استشاري طب الأطفال Physician-Consultant-Pediatrics	مسمى الترخيص
License Expiry Date	28-05-2021	تاريخ الانتهاء
Facility Name	مستشفى ش ذ م م Hospital LLC	اسم المنشأة
Remarks/ Restrictions		ملاحظات

Notes:

- This certificate is a proof of issuance of DHA Professional license. It does not require signature or stamp.
- To verify this document, Please visit the below link and enter the Barcode.
- Healthcare Professional shall maintain a copy of his/her valid e-License card during clinical practice.

ملاحظات:

- هذه الشهادة دليل على إصدار الترخيص المهني من قبل هيئة الصحة بدبي، ولا تحتاج إلى ختم أو توقيع.
- للتحقق من هذه الوثيقة، يرجى زيارة الرابط أدناه وإدخال الرمز التعريفي (الباركود).
- يتوجب على المهني الصحي الاحتفاظ بنسخة من بطاقة الترخيص الإلكترونية (سارية المفعول) أثناء الممارسة الأكاديمية.

<https://services.dha.gov.ae/sheryan/wps/portal/home/services-professional/online-verification>

CP_9.3 F-01



This certificate can be verified [online](#).
Enter the Pin and Barcode found at the lower right hand corner of the page.

The professional license contains your name, license number, license validity, facility name and your title.




Professional License ترخيص مهني



علي
استشاري طب الأطفال
ش ذ م م
مستشفى

Ali
Consultant Pediatrics
Hospital LLC

Full Time
License No: 0017419



00174

Position 2 N/A	Position 3 N/A
Remarks	
Expiry Date	تاريخ الانتهاء 28-05-2021
To verify the License details & Expiry date, please visit the Dubai Medical Registry www.dha.gov.ae Dubai, United Arab Emirates	

Using the eLicense card: Print, cut and fold

استخدام الترخيص الإلكتروني: قم بطباعته وقصه ثم طيه



ADDITIONAL INFORMATION

[Check Application Status](#)
[Resubmit Returned Application](#)
[Download Document](#)



How to Check Application Status

Status	Action
DRAFT	Application is pending in your account. It is not submitted.
SUBMITTED	Application is successfully submitted and pending for DHA action.
APPROVED	Application is completed.
ISSUED	Application is completed, document issued.
RETURNED	Application is returned in your dashboard. Read the comment, complete the pending action and re-submit the application.
REJECTED	<p>Application is rejected. Read the comment in the application. Possible reasons:</p> <ul style="list-style-type: none">• Requirements not met• Missing documents• Instructions not followed etc. <p>Rejected applications cannot be activated. You must re-apply.</p>
CANCELLED/AUTO-CANCELLED	Application exceeded 90 days without any action.



How to Re-Submit Applications

Step 1: Step 1: Logging-in to facility account, select 'May Application'


The screenshot displays the Sheryan Dubai e-Service portal. The top navigation bar includes links for Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, and DHA e-Services. The user is logged in as Mohd (DHA ID: 00160). The main content area is titled 'My Dashboard' and features three primary sections:

- Active Applications:** A vertical list showing the status of applications: 0 Returned to you, 1 Submitted, 0 Under Review, and 10 Drafts. A total of 12 applications is shown at the bottom.
- License and Registration:** A section indicating that the 'Licensed Registration valid for' has 'Expired' (with an exclamation mark icon). It shows an expiration date of 1 May 2020 and a status of 'Expired' for the Director.
- Sick Leave:** A section showing 0 remaining sick leave days, with 0 issued this month and 0 pending approval.


The right sidebar contains a menu with options: My Dashboard, My Profile, My Applications (highlighted with a red box), Verifications and CBT Assessments, Notification Centre, and Settings. At the bottom of the sidebar is a 'Logout' button.






Step 2: Under Active tab, search for the status 'Returned' Click on the arrow on the right to open the application form.

 My Applications dubai.ae عربي

My Applications

[Go To Dashboard](#) **Active** Closed [Download Excel](#) 



Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼	
 Returned 22/10/2020	Add/Upgrade Professional License	UPL-2020-00000288	Hospital LLC	0.00	22/10/2020	

Items per page: Showing 1-1 of 1 Active Applications First Previous **1** Next Last



Step 3: Scroll down at the bottom of the page and click 'Edit' button.

< Back

Service: Add/Upgrade Professional License





Applied on: 22/10/2020

Reference no. UPL-2020-00000288

 **Waiting on Applicant** on 22/10/2020

Audit Trail

Below is a detailed view of all the interactions on this application.

-  Waiting on Applicant
22/10/2020
-  Under Review
22/10/2020
-  Payment Exemption Approved
22/10/2020
-  Submitted
22/10/2020

Edit



Step 4: Upload the required document. All sections must be complete and bright green. Click 'Review Form'.


▶ Add/Upgrade Professional License	Complete ✓
▶ Professional Information	Complete ✓
▶ Applicant Details	Complete ✓
▶ Terms & Conditions	Complete ✓

Please make sure you provide the correct information in all sections. By submitting your application you agree that all information provided is accurate and complete.

[Review Form](#) [Go Back](#) [Withdraw Application](#)



Step 5: Review the summary of information provided. Agree to the terms and conditions. Then submit the application.



The screenshot displays the Dubai.ae website interface for the 'Add/Upgrade Professional License' application. The breadcrumb trail at the top reads: Home > Facility Services > Add/Upgrade Professional License. The page title is 'Add/Upgrade Professional License'. A green checkmark icon indicates the application is submitted. The summary details are as follows:

- Application Name: Add/Upgrade Professional License
- Application Submission Time : 12:23
- Application Submission Date: 26-10-2020
- Application Status: Submitted
- Application Reference Number: UPL-2020-00000288



How to Download the Certificate

Step 1: Logging-in to facility account, open the menu and select 'My Applications'.

The screenshot displays the 'My Dashboard' interface of the Sheryan Dubai Medical Registry. The top navigation bar includes links for Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, and DHA e-Services. The user is logged in as 'Mohd' with DHA ID: 00160. The dashboard features three main sections: 'Active Applications' on the left, 'License and Registration' in the center, and 'Sick Leave' on the right. The 'Active Applications' section shows a summary of application statuses: 0 Returned to you, 1 Submitted, 0 Under Review, and 10 Drafts, totaling 12 applications. The 'License and Registration' section indicates that the 'Licensed Registration' is 'Expired' and will expire on 1 May 2020. The 'Sick Leave' section shows 0 remaining days, with 0 issued this month and 0 pending approval. On the right side, a dropdown menu is open, listing options: My Dashboard, My Profile, My Applications (highlighted with a red box), Verifications and CBT Assessments, Notification Centre, and Settings. Below the menu, the user's facility information is shown: Hospital LLC, AL NAHDA 2. A green 'Logout' button is located at the bottom right of the menu.

Sheryan شريان

Professionals Facilities Dubai Medical Registry Policies and Regulations DHA e-Services

My Dashboard

My Dashboard

My Profile

My Applications

Verifications and CBT Assessments

Notification Centre

Settings

Hospital LLC
AL NAHDA 2

Logout

Active Applications

0 Returned to you

1 Submitted

0 Under Review

10 Drafts

12 Total Applications

License and Registration

Licensed Registration valid for

Expired

Expires 1 May 2020

Director

Expired

Sick Leave


0 Remaining

0 Issued this month


0 Pending approval






Step 2: Under Closed tab, search for the abbreviation 'UPL' or reference number. Click on the side arrow to open the application.

 My Applications dubai.ae عربي

My Applications

[Go To Dashboard](#) Active **Closed** [Download Excel](#) 




Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼	
 Issued 26/10/2020	Add/Upgrade Professional License	UPL-2020-00000288	Hospital LLC	0.00	22/10/2020	

Items per page: Showing 1-1 of 1 Closed Applications

[First](#) [Previous](#) **1** [Next](#) [Last](#)



Step 3: Scroll down at the bottom of the page and click 'eLicense' button.


 [My Applications](#) [Add/Upgrade Professional License](#) dubai.ae عربي





Add/Upgrade Professional License

[Back](#)

Service: Add/Upgrade Professional License

Applied on: 22/10/2020
Reference no. UPL-2020-00000288

 Issued on 26/10/2020

-  Waiting on Applicant
22/10/2020
-  Under Review
22/10/2020
-  Payment Exemption Approved
22/10/2020
-  Submitted
22/10/2020

[eLicense](#)



How to Download the Certificate

This certificate can be verified [online](#).
Enter the Pin and Barcode found at the lower right hand corner of the page.

Close My Applications Add/Upgrade Professional License

Update 26/1
Wait 22/1
Under 22/1
Payment 22/1
Submission 22/1

GOVERNMENT OF DUBAI
Professional License Certificate
شهادة ترخيص مهني
هيئة الصحة بدبي
DUBAI HEALTH AUTHORITY

Issue Date: 28-05-2020 تاريخ الإصدار:

Professional Name	علي Ali	اسم المهني
DHA Unique ID	00174	الرقم التعريفي
License Number	001741	رقم الترخيص المهني
License Type	ترخيص بدوام كامل Full-time License	نوع الترخيص
License Title	طبيب استشاري طب الأطفال Physician-Consultant-Pediatrics	مسمى الترخيص
License Expiry Date	28-05-2021	تاريخ الانتهاء
Facility Name	مستشفى ش د م Hospital LLC	اسم المنشأة
Remarks/ Restrictions		ملاحظات

Notes: ملاحظات:

Close My Applications Add/Upgrade Professional License

Update 26/1
Wait 22/1
Under 22/1
Payment 22/1
Submission 22/1

GOVERNMENT OF DUBAI
Professional License
شهادة ترخيص مهني
هيئة الصحة بدبي
DUBAI HEALTH AUTHORITY

Full Time
License No: 00174
00174

علي
استشاري طب الأطفال
مستشفى ش د م
AH
Consultant Pediatrics
Hospital LLC

Position 2
N/A

Position 3
N/A

Remarks

Expiry Date 28-05-2021 تاريخ الانتهاء
To verify the License details & Expiry date, please visit the Dubai Medical Registry
www.dha.gov.ae
Dubai, United Arab Emirates

استخدام الترخيص الإلكتروني: قم بطباعته وقصه ثم طيه

Using the eLicense card: Print, cut and fold



Prepared by:	Salma Abdalla Mohamed Masoud Senior Administrative Officer
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