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About Nusuk Hajj

Nusuk Hajj is the one-stop-shop platform overseen by the Ministry of Hajj and Umrah, offering pilgrims from serviced countries a variety of Hajj packages, provided by authorized service providers, ensuring a seamless Hajj experience

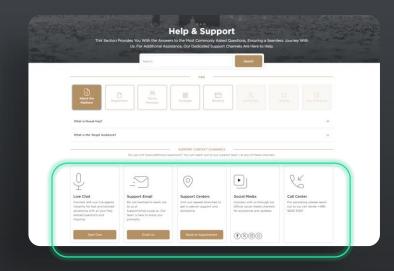
Objective

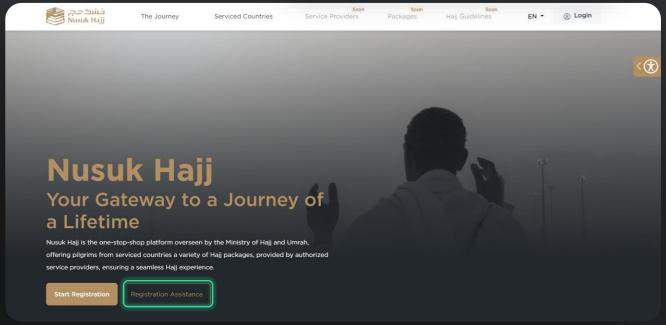
This manual is here to help you use our Nusuk Hajj Platform confidently. We want to make sure you understand all the aspects clearly, so you can get the most out of what we offer and have a great experience with our services.

1. Registration:

In the Home page we find the registration button and registration assistance

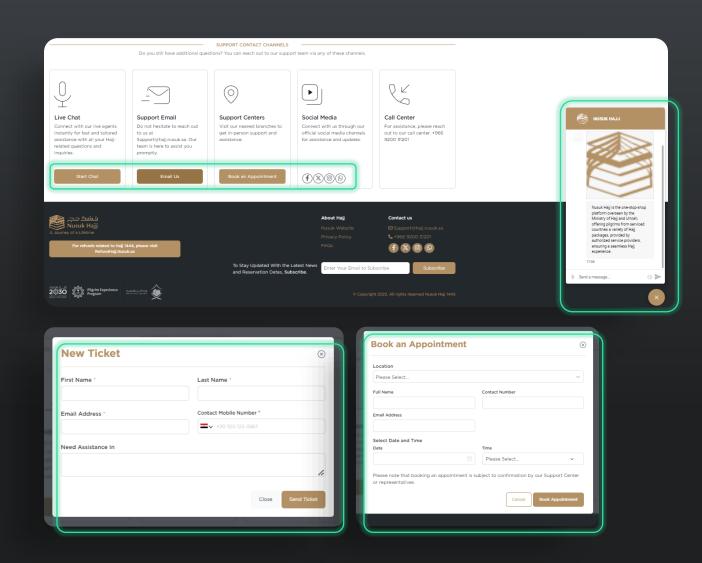
- **1.1.** Registration Assistance:
- **1.1.1.** This will lead you to FAQ page where you can get Help & Support About the Platform, Registration, Family Members, Packages, Booking. Also, you can know more About Nusuk Hajj and our Target Audience.
- **1.1.2.** You can get support from the below contact channels:





1. Registration:

- **1.1.2.1.** Live chat: By pressing Start Chat a live chat pop-up will be opened to chat.
- **1.1.2.2.** Support Email: By pressing Email Us a pop-up will appear letting you to send new ticket but first you have to fill in the data (First & Last Name, Email, Contact Mobile Number & Need assistance in) the press Send Ticket.
- **1.1.2.3.** Support Centers: By pressing Book an Appointment a pop-up will appear you have to fill in the data to get an appointment to the nearest center (Location, Full Name, Contact Number, Email Address, Date & Time) then press Book Appointment.
- **1.1.2.4.** Social Media: Here you can connect with us through our social media platforms by pressing on the platform and start reaching us.
- **1.1.2.5.** Call Center: Dial the contact number in the box and reach us out.



1.2. Start Registration:

To register a new account, we must fill the following

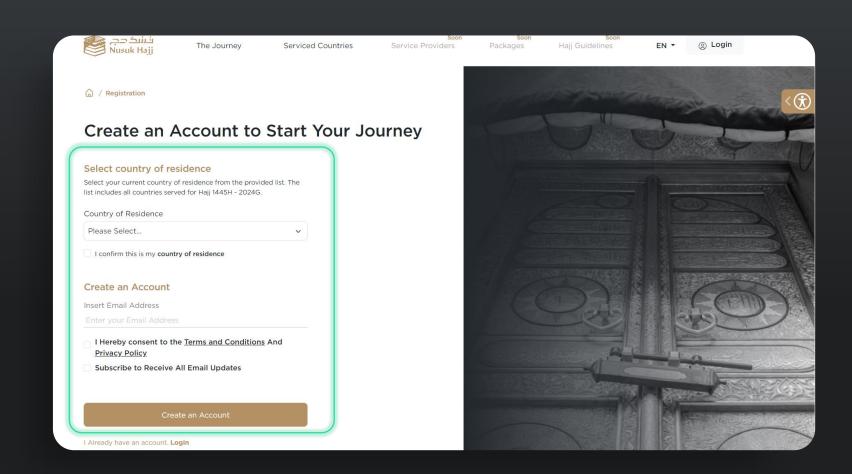
1.2.1. Select the Country of Residence.

1.2.2. Check confirm the Country of Residence.

1.2.3. Insert Email Address.

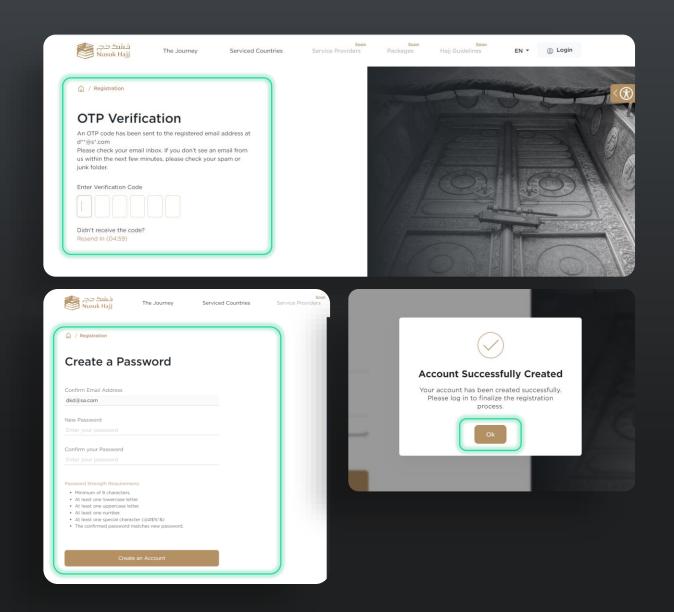
1.2.4. You must read the Terms and Conditions and mark the checkbox indicate that you have read and agree to the terms.

1.2.5. Create Account.



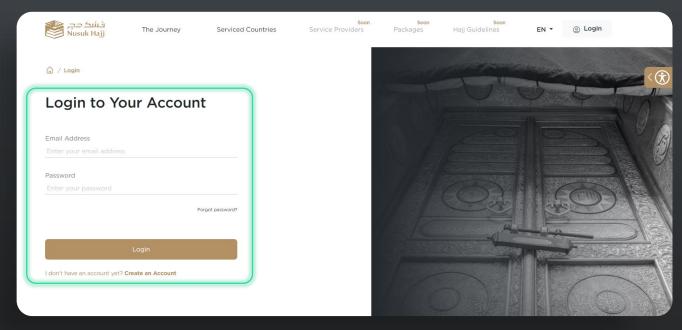
1.2. Start Registration:

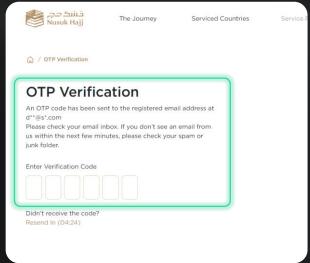
- **1.2.6.** Here you will be redirected to Verification Page (You need to add the OTP Verification code that you received in you email box).
- **1.2.7.** After entering the OTP successfully, you will be directed to create password page. Here, you have to fill New Password and Confirm your Password (Please note that you must set the password according to below mentioned policy).
- **1.2.8.** Press Create Account Then Ok to be redirected to Login Page.



2. Login:

- **2.1.** Enter your Email Address you previously registered with.
- **2.2.** Enter your Password.
- **2.3.** Press Login the enter your verification code sent by mail.





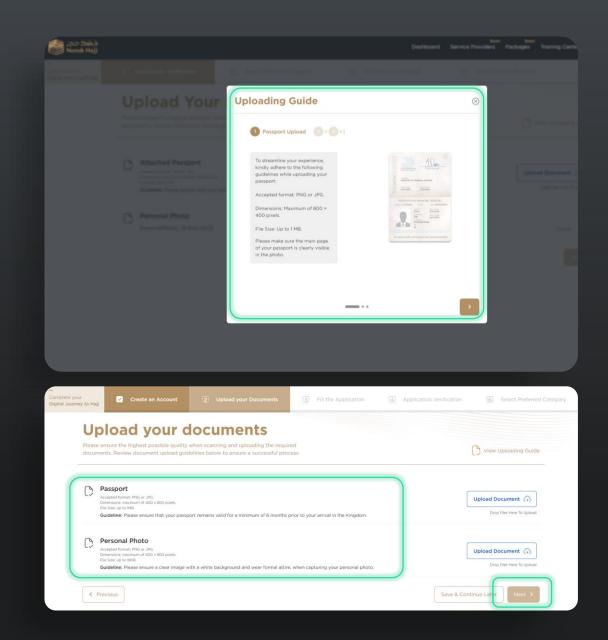
3. Continue Registration:

You will be redirected to the uploading guide that will help you with files needed for uploading (Passport, Personal Photo, Proof of Residence Attachment) when Pressing Start Uploading will continue to Documents Upload Page.

- **3.1.** Create Account and Upload your Documents:
- **3.1.1.** Upload Passport, Personal Photo Then Next.

Note: We can skip this by pressing Save & Continue Later.

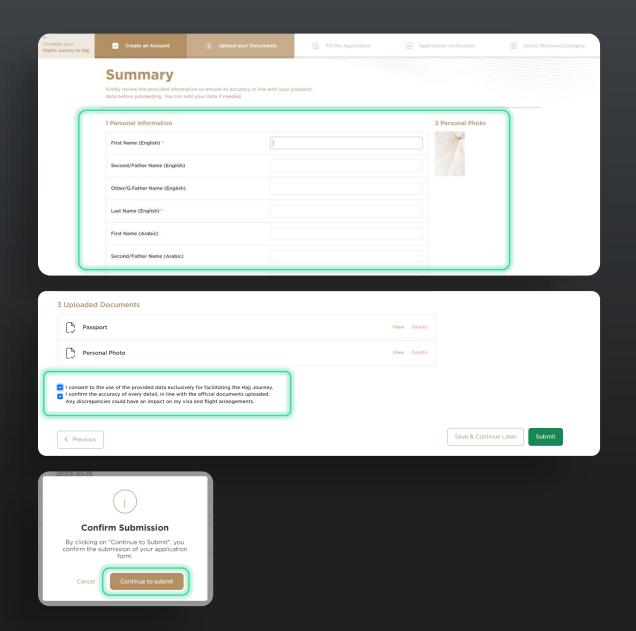
The acceptable files specifications are mentioned under required documents.



3. Continue Registration:

3.1.2. You will be redirected to summary page that you can view & edit through (Personal Information, Personal Photo, Uploaded Documents).

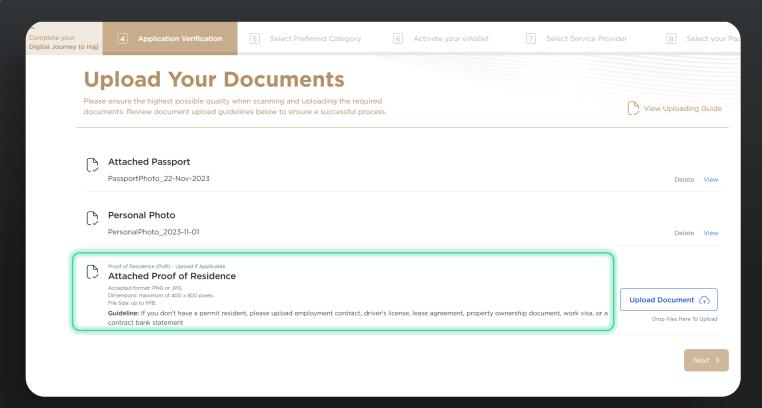
3.1.3. Please verify that I agree to all the above data and confirm its accuracy before submitting and confirming the submission to proceed to the next step.



3. Continue Registration:

3.1.4. You will be redirected to the Upload documents page again to upload the **Proof** of Residence.

3.1.5. Then you will be redirected to the summary page again that appear in step 3.1.2 to review all previous data added and documents, then Next.



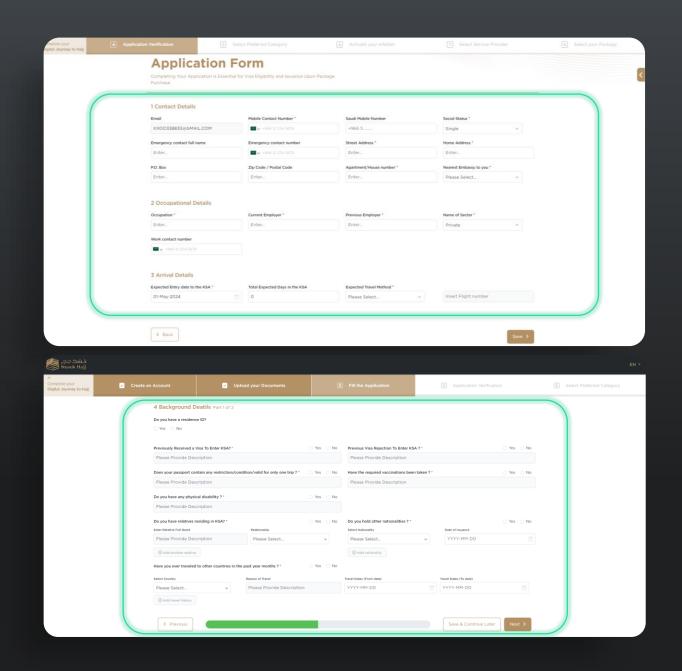
3.2. Fill the Application:

Here we will have to fulfill:

- **3.2.1.** Contact Details that include (Mobile contact no, Mobile no, Social Status, Emergency contact full name...etc.)
- **3.2.2.** Occupational Details that include (Occupation, Current Employer, Pervious Work, Name of Sector...etc.).
- **3.2.3.** Arrival Details that include (Expected Entry Date, Expected Days in Kingdom...etc.) Then next.

3.2.4. Background Details you will have to answer the questions provided in the below image - Then press Next.

Note: Background Details have two parts of questions to answer then go to the next step.



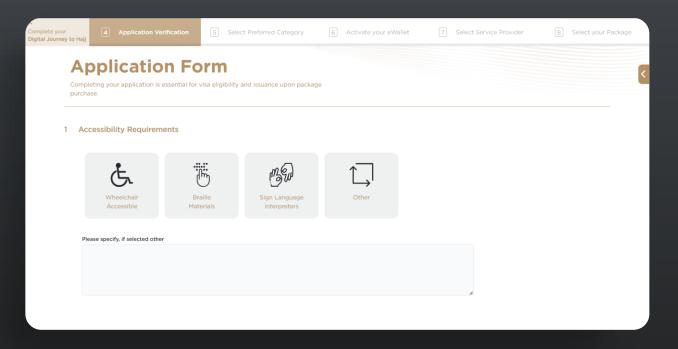
3.2. Fill the Application: Part 2:

3.2.5. After that you will be redirected to :

3.2.5.1. Accessibility Requirements.

3.2.5.2. Health Conditions.

3.2.5.3. Allergy.

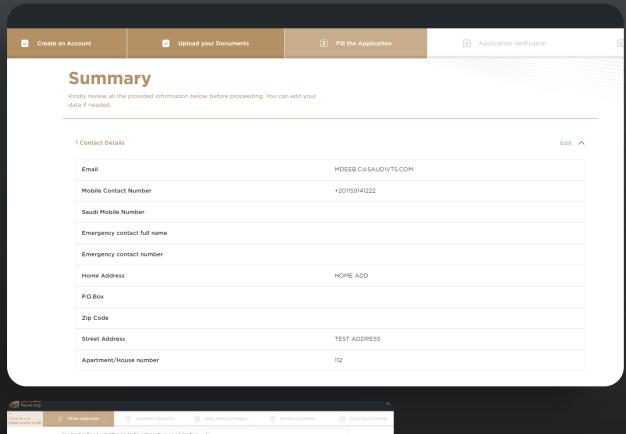


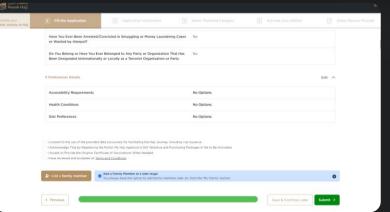


3.2. Fill the Application:

3.2.6. Then you will be redirected to the Summary that you review the previously added details and approve the check boxes then Submit.

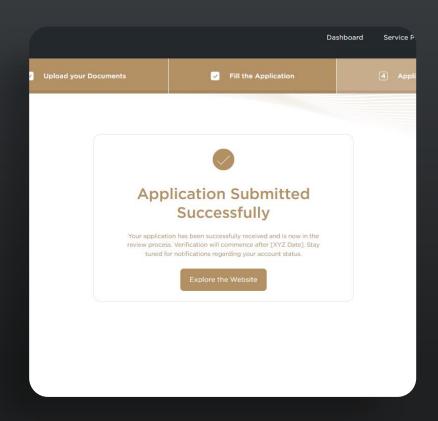
Note: You can add a family member also.





3.2. Fill the Application:

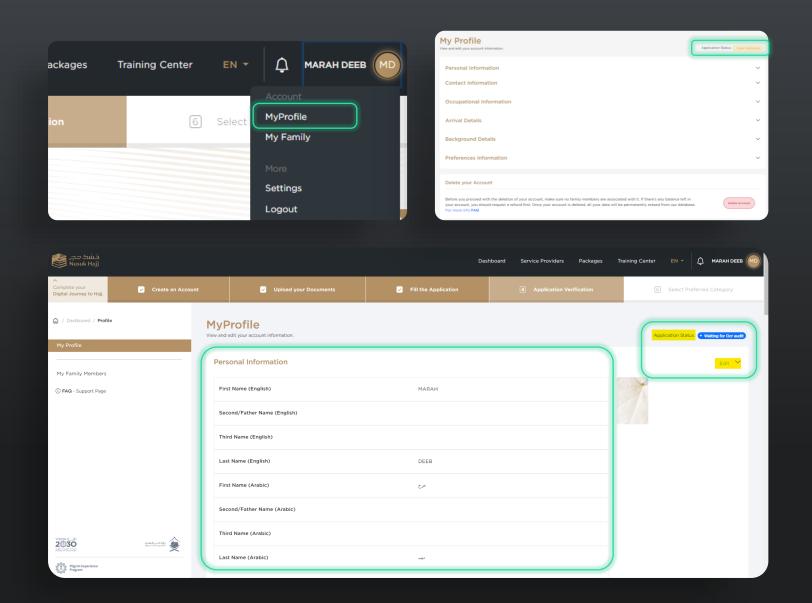
After Submitting the Application, you can Browse the site.



4. My Profile:

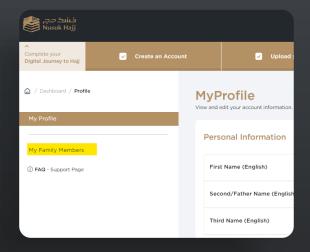
When going to My Profile we can:

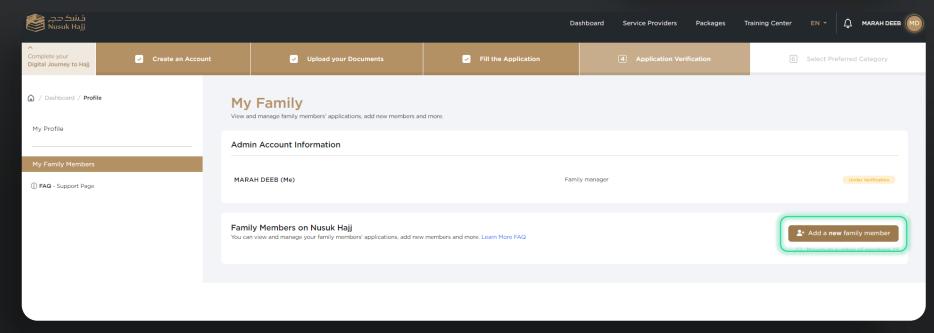
- **4.1.** View the Application Status.
- 4.1.1. Under Verification Status.
- 4.1.2. Verified Status.
- 4.1.3. Rejected: In this status you will get email notification with the rejection reason, and you can go to your account and update it, after update the status will return to be under verification until getting reply.
- 4.2. Check or Edit Personal Information.
- **4.3.** Also, you can delete your account.



4. My Profile:

4.4. Check Add or Edit My Family Members and Add a new family member.



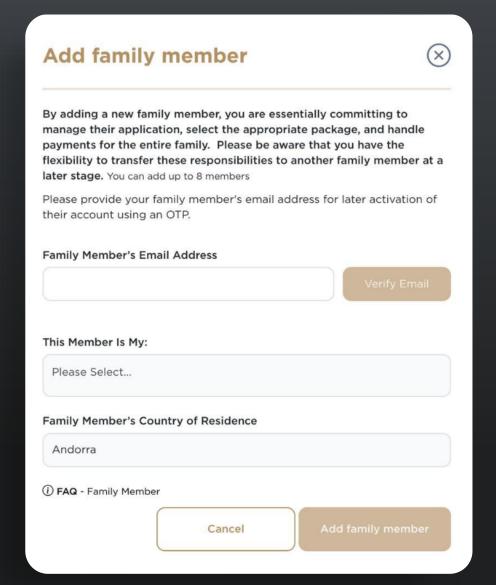


5. Adding New Family Member

Adding New Family Member will redirect you to pop-up:

- 5.1. Add Family Member's Email.
- **5.2.** Family Relationship.
- **5.3.** Family member's Country of Residence.
- **5.4.** Confirm Country of Residence
- **5.5.** Then press Add a family member, the member will get an OTP Code in email his/her email to be added in system to continue.

Note: When the member register by email he/she can only view the profile and the only action can be done from his side is delink which is mentioned in step 5.8.



5. Adding New Family Member

- **5.6.** Then you will be redirected to same steps of 3.1, 3.2 & 3.3 but this for the added family member.
- **5.7.** When you finish adding family members will appear in Family Members tab and you can add another member, Transfer authority & Edit & Delink Member & Delete current member.

Note: You can add family members up to 7 members under your account.

My Family Review Family member visa status, add new members and more. Admin Account Information Yousif Khalil (Me) Family Manager Application Verified ← Manage Members Enter Name Here 10021901011 Enter Name Here Transfer Delink Remove Hember 12222011022 Enter Name Here 453000202 Add a new family member Delete all Family Members You can delete family members at any given time. All members will loose account access to Nusuk Hajj. If your account wallet is funded, you will need to transfer them or request Delete all Family Member refund first, For more info FAQ

5.8 Delink Member:

5.8.1. From My Family.

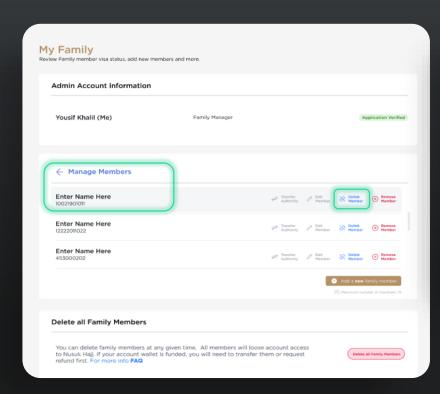
5.8.2. Manage Members.

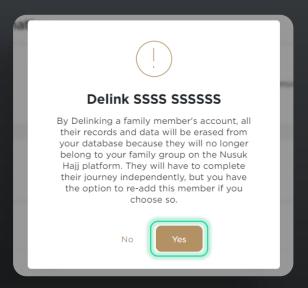
5.8.3. Choose member to delink.

5.8.4. Choose delink reason.

Note: This step will delink the member from your account and if the member have registered by his/her email before his/her account will be a separate account.

Note: The only action the family member can do if he/she have registered with the email is delink from the admin account.





5.9. Delete Member:

5.9.1. From My Family.

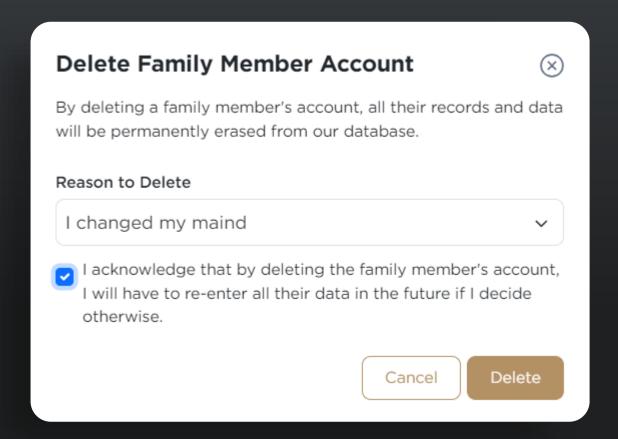
5.9.2. Manage member.

5.9.3. Choose member to delink.

5.9.4. Choose delete member.

5.9.5. Enter OTP sent by mail to apply this step.

Note: This step will permanently delete the member from your account and if the member have registered by his/her email before you can't delete the member and the only step you can do is delink his/her account to be a separate account



5.10. Transfer Authority:

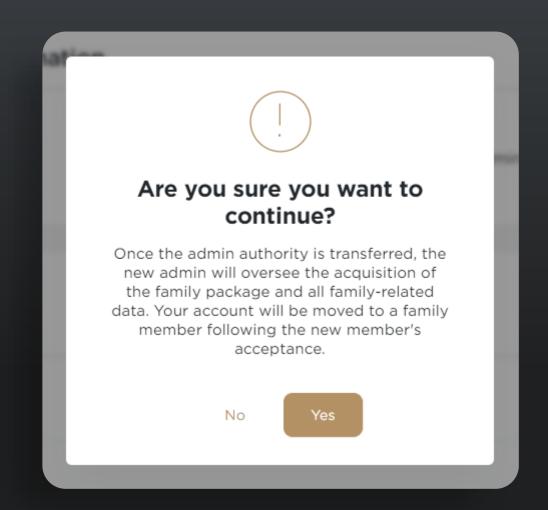
5.10.1. Choose the member to transfer authority.

5.10.2. Then Press yes.

5.10.3. The chosen member will receive a notification.

5.10.4. Chosen member will have two options accept or reject.

Note: This step will transfer account main authority from current user to selected user.



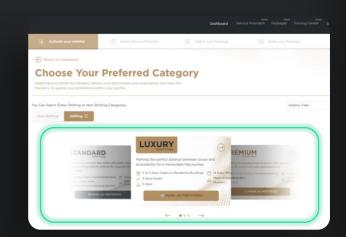
6. After Receiving application verification, we can view Packages and Select Preferred Category by pressing Mark as Preferred

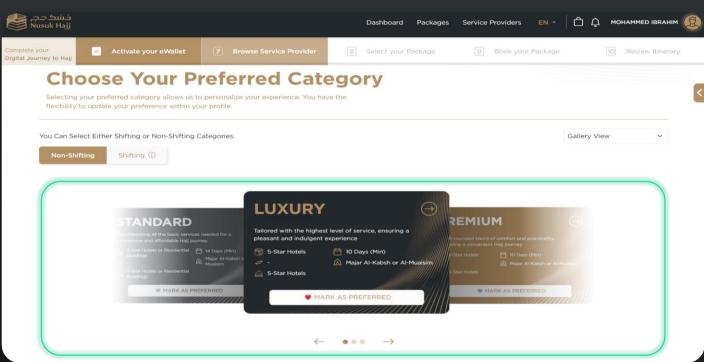
Note: The available Categories are:

6.1.1. Luxury

6.1.2. Premium

6.1.3. Standard





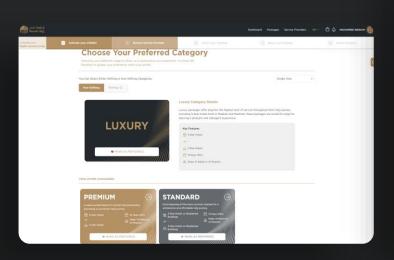
6. After Receiving application verification, we can view Packages and Select Preferred Category by pressing Mark as Preferred

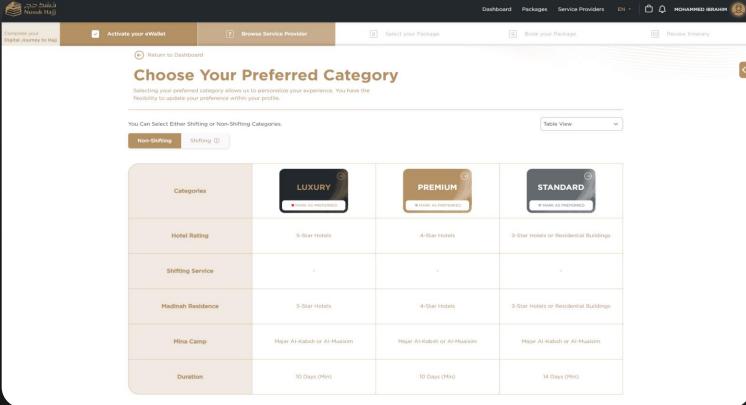
Note: The available Categories are:

6.1.1. Luxury

6.1.2. Premium

6.1.3. Standard



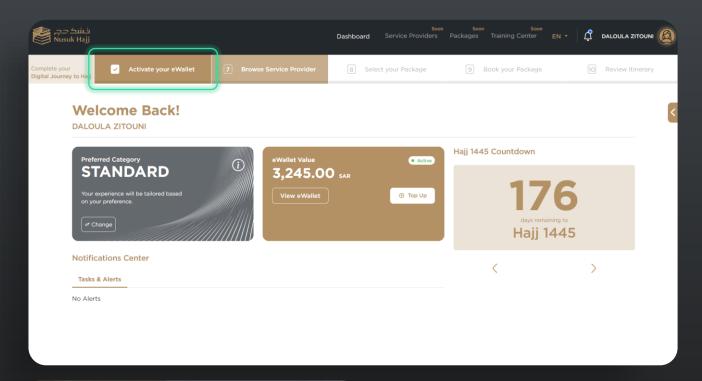


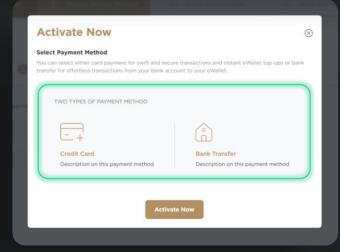
7. E-wallet:

After audit process and getting the verification approval, you will be redirected to activate your eWallet page, or you can go to your dashboard to activate it:

7.1. Activate eWallet:

- **7.1.1.** After choosing the preferred package, click on activating the eWallet.
- **7.1.2.** When activating, a pop-up message will appear to choose the payment method (Credit Card or Bank Transfer).

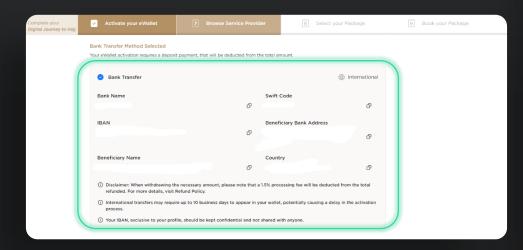


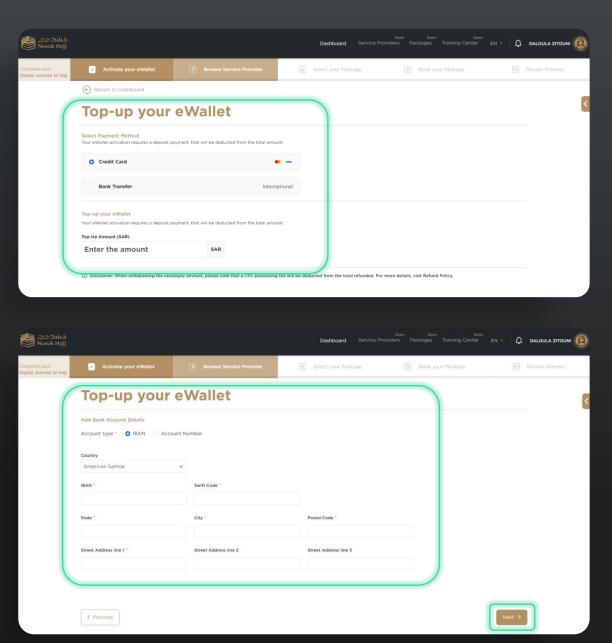


7. E-wallet:

- **7.1.3.** After choosing the payment method, you'll be redirected to the Top-up page.
- A. In Case you choose "Credit Card" you will enter the amount then click next to add the card details.
- B. In Case you choose "Bank Transfer" a page will appear to add your Personal bank details information.
- **7.1.4.** After clicking the next button, the data is saved to the profile and Nusuk Bank details will appear.

Note: The IBAN appeared below is Nusuk user IBAN.





7.2. View Wallet:

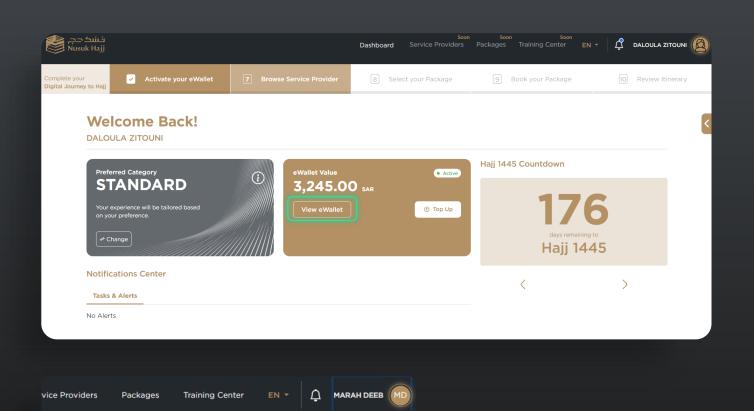
There are two ways to check your eWallet:

7.2.1. From Dashboard Page:

- A. Go to dashboard.
- B. From the box of eWallet Value.
- C. Click View eWallet.

7.2.2. From My Profile:

- A. Go to My Profile.
- B. On the left side, will find My Wallet.

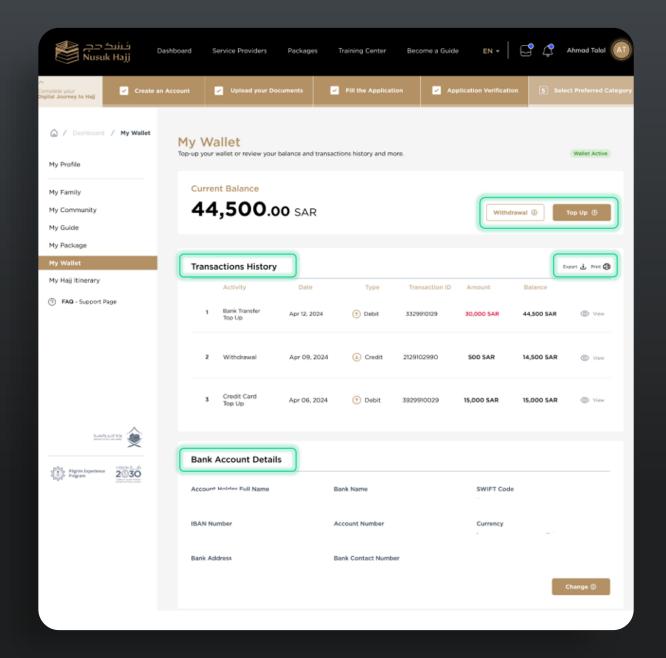


MyProfile My Family

Settings Logout

7.2. View Wallet:

- **C.** After going to My Wallet will appear:
- **Transaction History:** The eWallet charging and refund done on the current account.
- Bank Account Details: The current account Bank Details & can be edited by pressing the Change button and update the Bank Account info.
- Top-Up Button: Will redirect the user to Top-up page in appeared at the beginning.
- Withdrawal: Will redirect the user to the refund page.
- **Export:** Allow the user to export the transactions as PDF.
- **Print:** Allow the user to print current transactions.

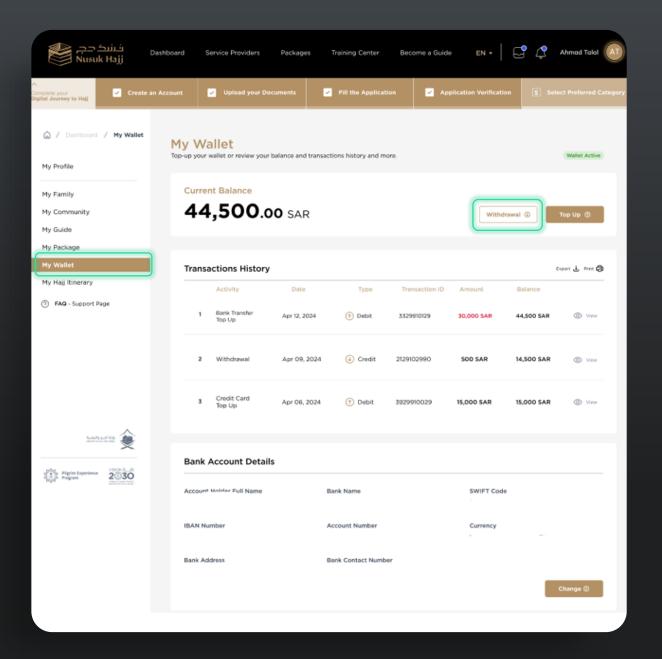


7.3. Refund:

- **7.3.1.** Go to My Profile.
- **7.3.2.** My Wallet.
- **7.3.3.** Press Withdrawal Button will appear a disclaimer (Must read carefully and approve).
- **7.3.4.** After approving on disclaimer the refund will be done on the whole amount in the wallet.

Note: The refund value will be returned to the same way charged the eWallet before.

e.g. If you charged 100 through Credit Card and 50 through Bank Transfer the refunded amount will automatically return the 100 to the used Credit Card and 50 to Bank Account added.



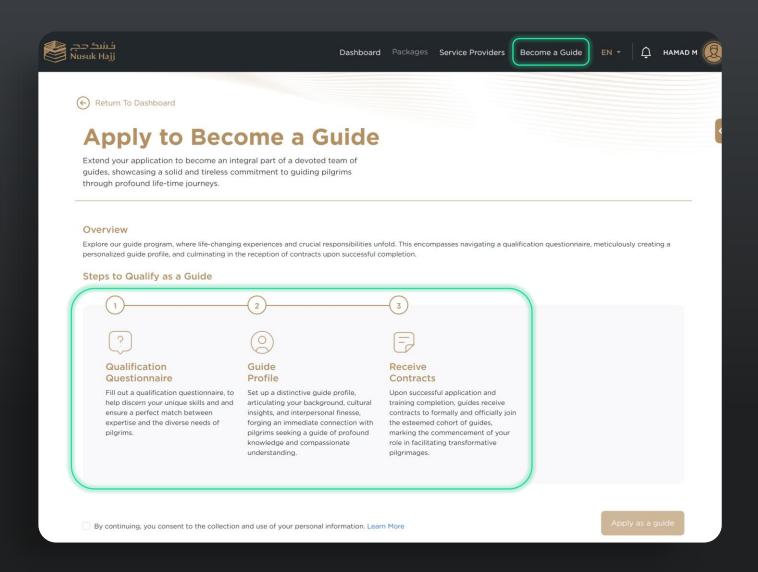
8. Become a Guide

After Receiving application verification, You can notice that there is an additional option to be a mentor

- **8.1.1.** Go to the home page.
- 8.1.2. Click on "Become a Guide".
- **8.1.3.** Then you can submit the application.
- **8.1.4.** You can see the application stages below.

Note:

- You can't register as a guide if a family member is added.
- Your e-wallet must not be charged to register as a guide.
- Account must be final approved from audit side at least onetime to become a quide.



8.2 Become a Guide

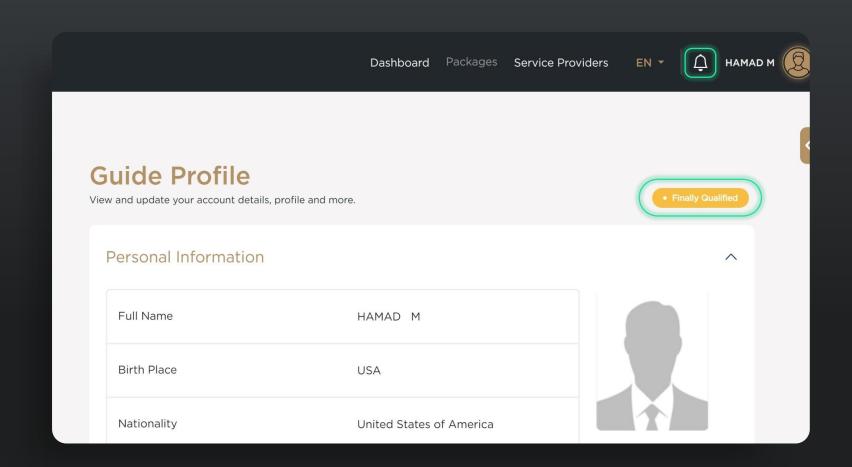
8.2.1. After completing registration and filling out the required information, the application will be submitted, and you will be contacted with approval or rejection.

8.2.2. When you are accepted as a Guide, your file will be presented to service providers.

8.2.3. You can see the contracts sent to you via alerts.

Note:

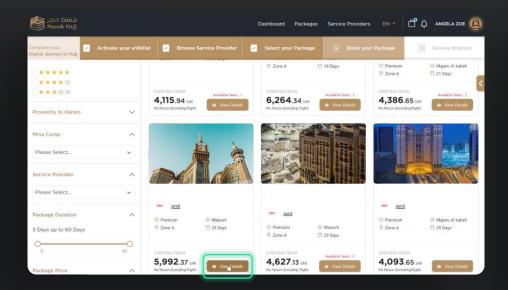
- You can register as a guide only one time.

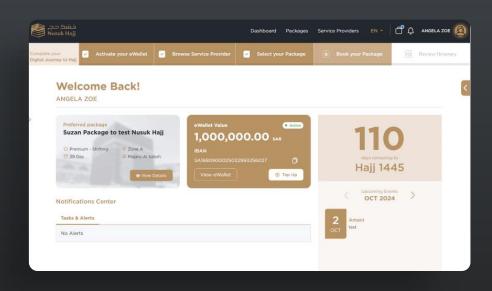


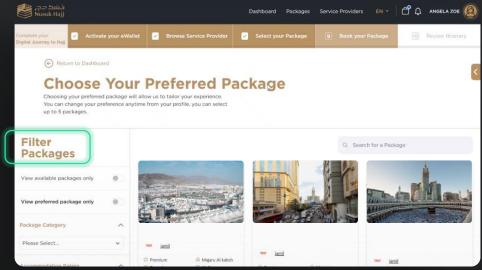
9. Packages:

- **9.1.** After selecting your preferred package and charging the e-wallet, you will be redirected to **Book you Package** page to book the package according to your preferred one.
- **9.2.** Then you will be redirected to choose the package and view it's details, also you can filter on packages to view specific packages criteria.
- **9.3.** When finding required package press **View Details.**

Note: You can buy a package if the main pilgrim and all his family members are verified.





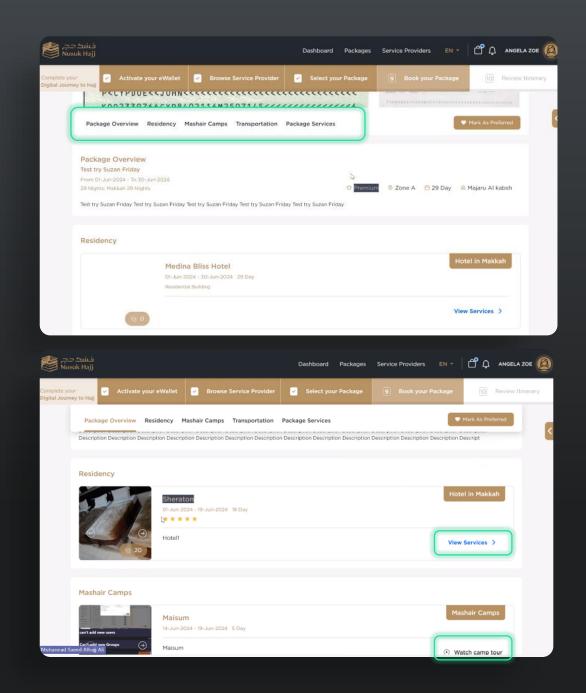


9. Packages:

- **9.4.** After that you will be redirected to the package details and that includes:
 - **9.4.1.** Package images.
 - 9.4.2. Package Overview.
 - **9.4.3.** Residency.
 - 9.4.4. Mashair Camps.
 - **9.4.3.** Transportation.
- **9.4.4.** Packages Services (Included, Non- included, Available at Additional Fee).

Note:

- In the Residency we can view the Hotel services, Watch Camp tour .
- You must read the cancellation policy before proceeding to next step.

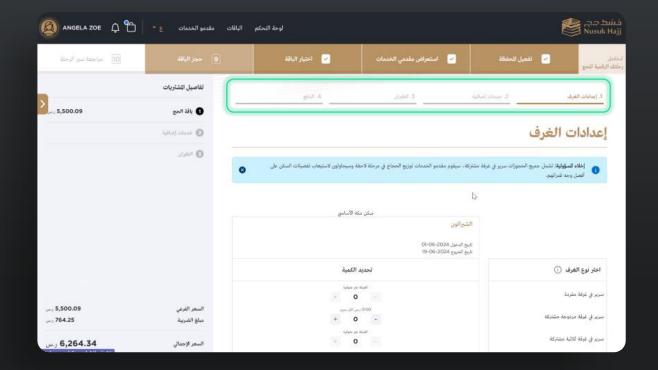


9. Packages:

- **9.5.** To proceed to next step, press Configure after reading the **Policy**.
- **9.6.** You'll be redirected to setup your Package details (e.g., Hotel Beds, Additional Services, Flight, Payment).
 - **9.6.1.** Choose Makkah hotel beds.
 - **9.6.2.** Choose Medinah hotel beds.
 - **9.6.3.** Choose Additional services if exist & needed.
 - **9.6.4.** Choose Flight.
 - **9.6.5.** Choose Makkah hotel beds.
- **9.7.** When finished proceed to payment then you will get confirmation & if not confirmed payment you will get reason.

Note:

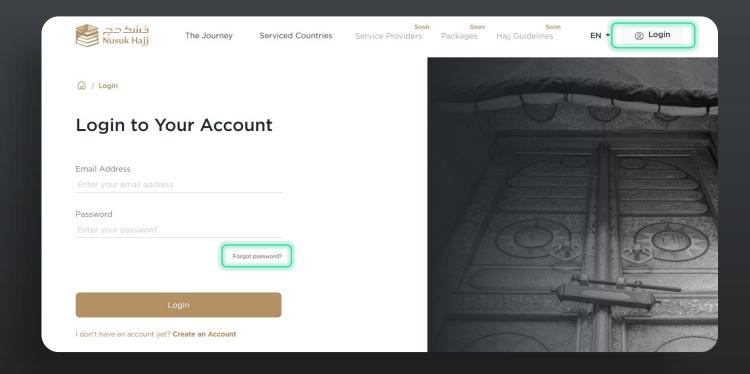
- The Wallet must be charged with amount greater than the package price, if not you can't
- When buying package system will take up-to 5 minutes to check package and get payment.



10. Forget Password:

If you have registered through your email and can't access it you can forget password through the following steps:

- 10.1. From Home page.
- **10.2.** Go to Login.
- 10.3. Press Forget Password
- **10.4.** Enter the registered email address and agree the terms then press Send Reset Link.
- **10.5.** A URL for reset password will be sent to your email, Go to the URL in the email.

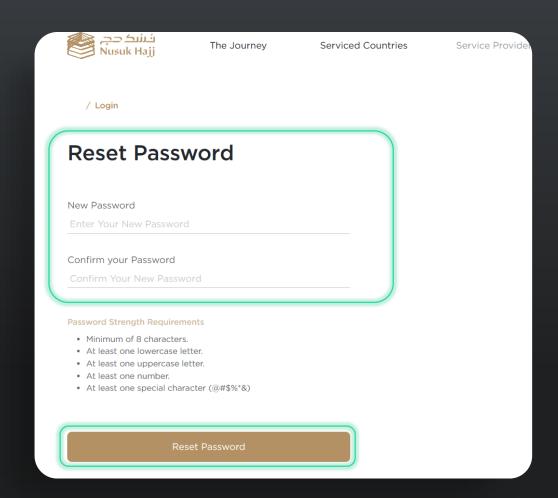


An email containing a password reset link will be sent to the registered email address. Please check your email inbox. If you don't see an email from us within the next few minutes, please check your spam or junk folder. Enter your registered email address Enter your email address O I agree to the Terms And Conditions For Password Reset Send Reset Link

10. Forget Password:

10.6. For the redirected page add your new password and Confirm your password, then press Reset Password.

10.7. Your password will be reset successfully and you will be redirected to login page to login your account using the new password.



Communication Channels











