



وزارة البلديات والإسكان
Ministry of Municipalities and Housing

User Guide for Communications Towers

Date Prepared: 07/04/2026 GD

Version Number: First One

investor's
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Login to the System

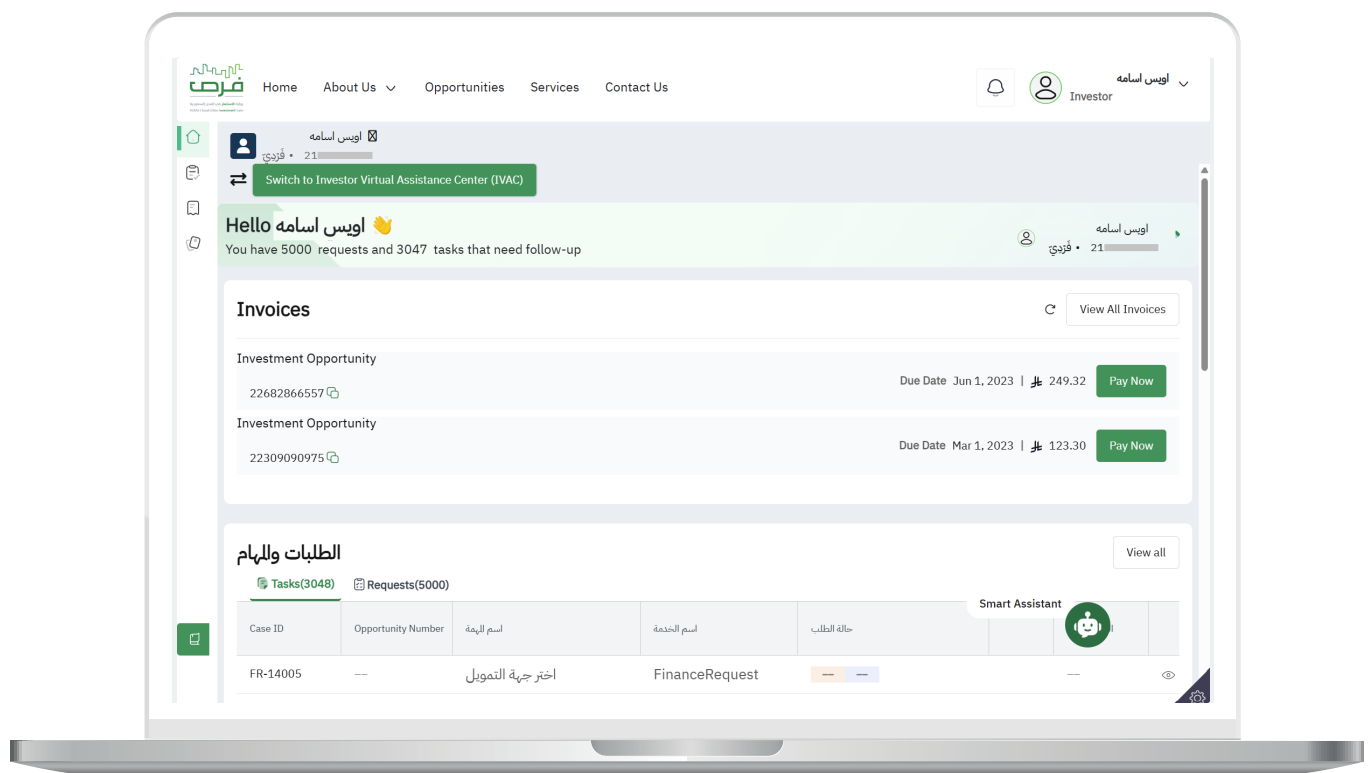
1) After accessing the (**Opportunities Portal**), select the (**Login**) icon. The login screen will then appear as follows:

Enter your national ID/residence number and password, enter the verification code, and then click the (**Login**) button.

You can also log in through the National Access Portal.

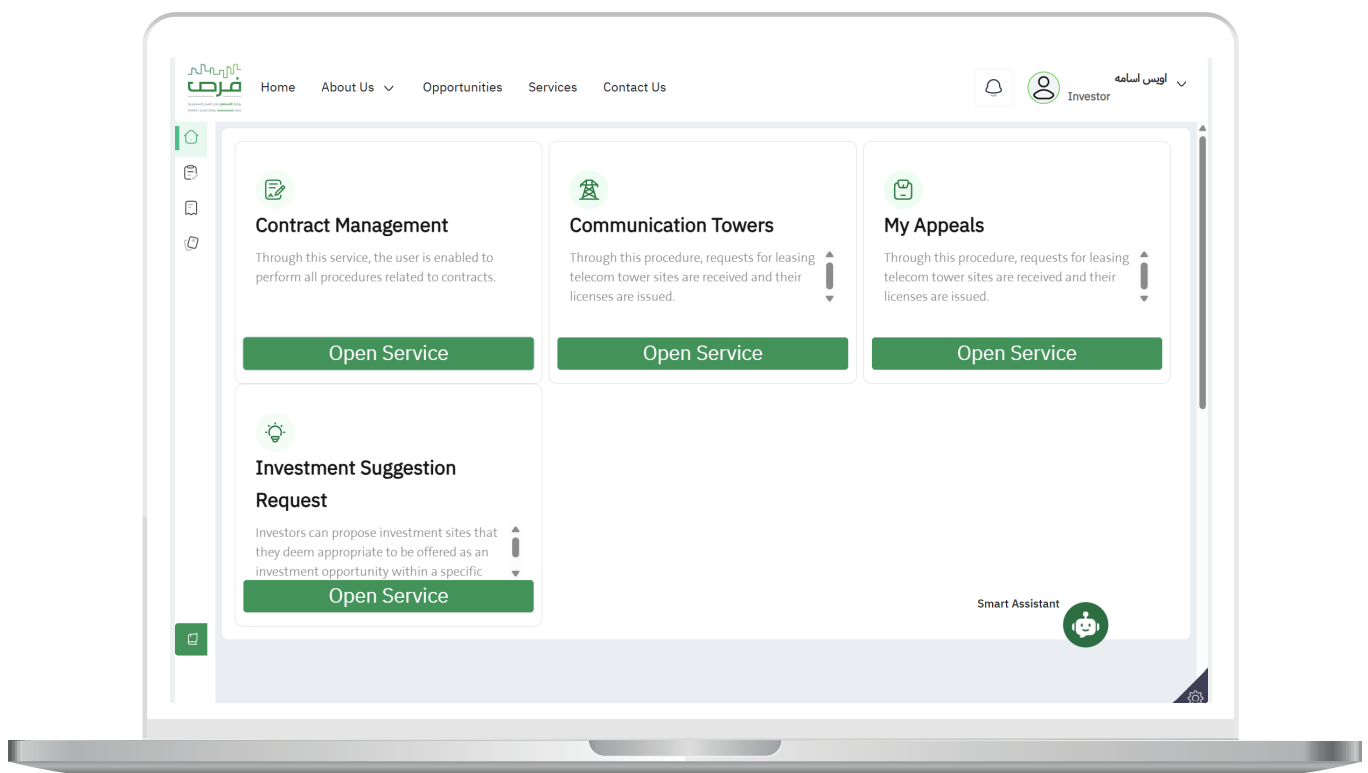


2) After that, the user will see the main screen of the Opportunities Portal.

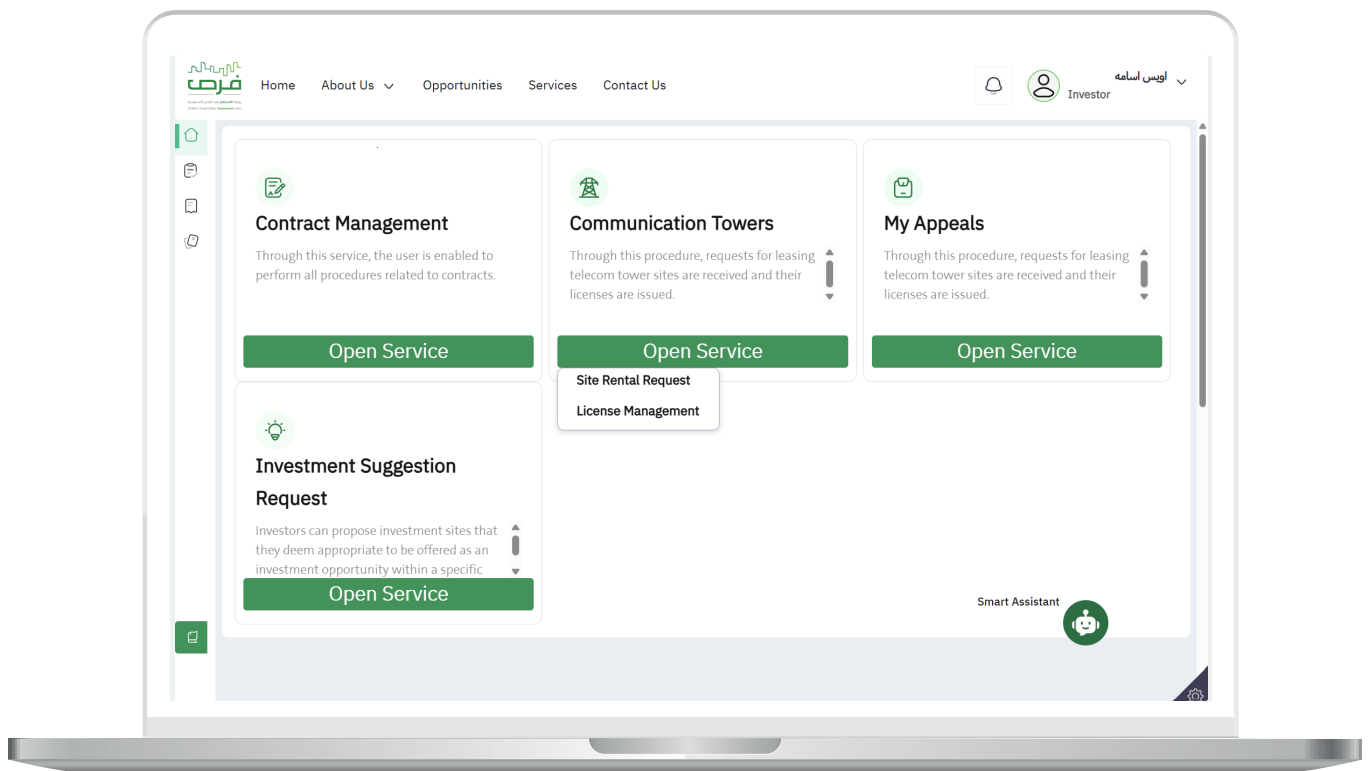


Communications Towers

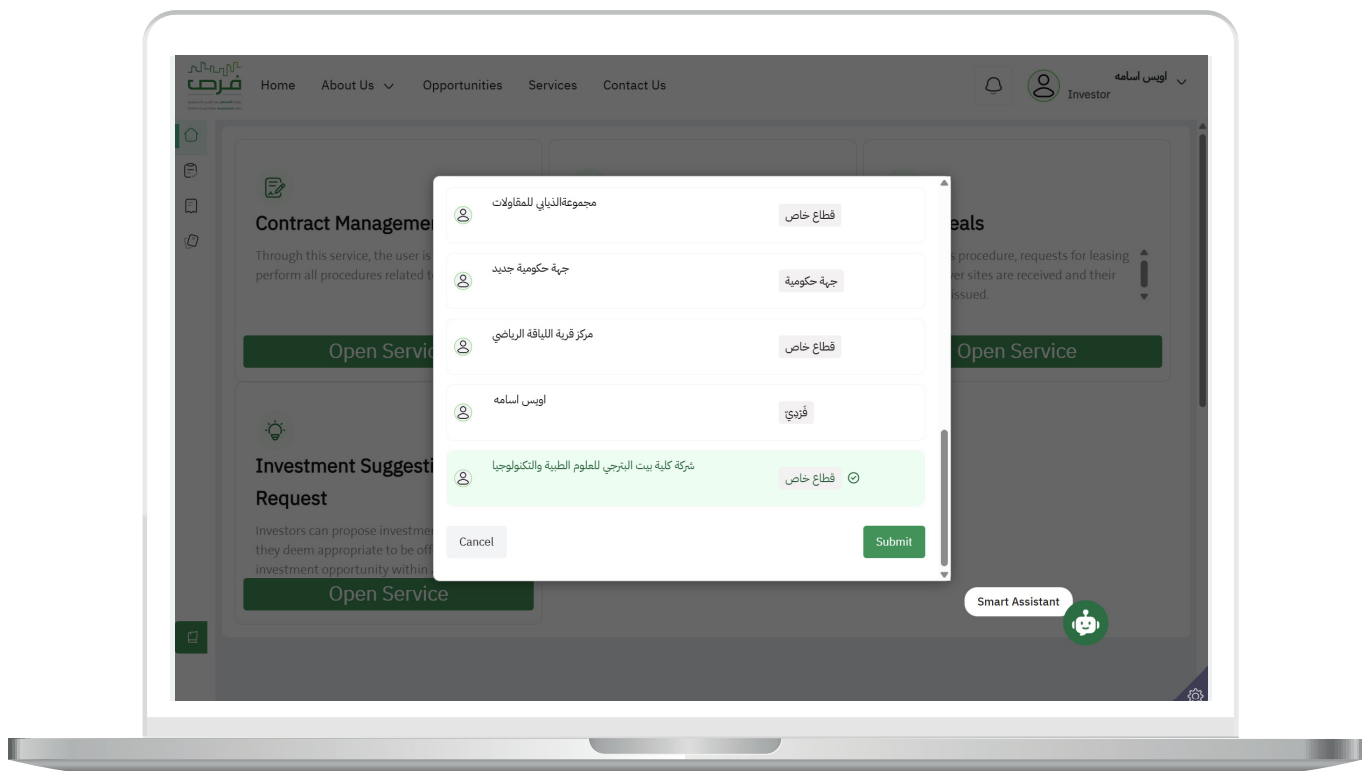
1) After selecting the **(Services)** menu from the top, the following menus are displayed, and the user selects **(Communications Towers)** by clicking on the **(Open Service)** button.



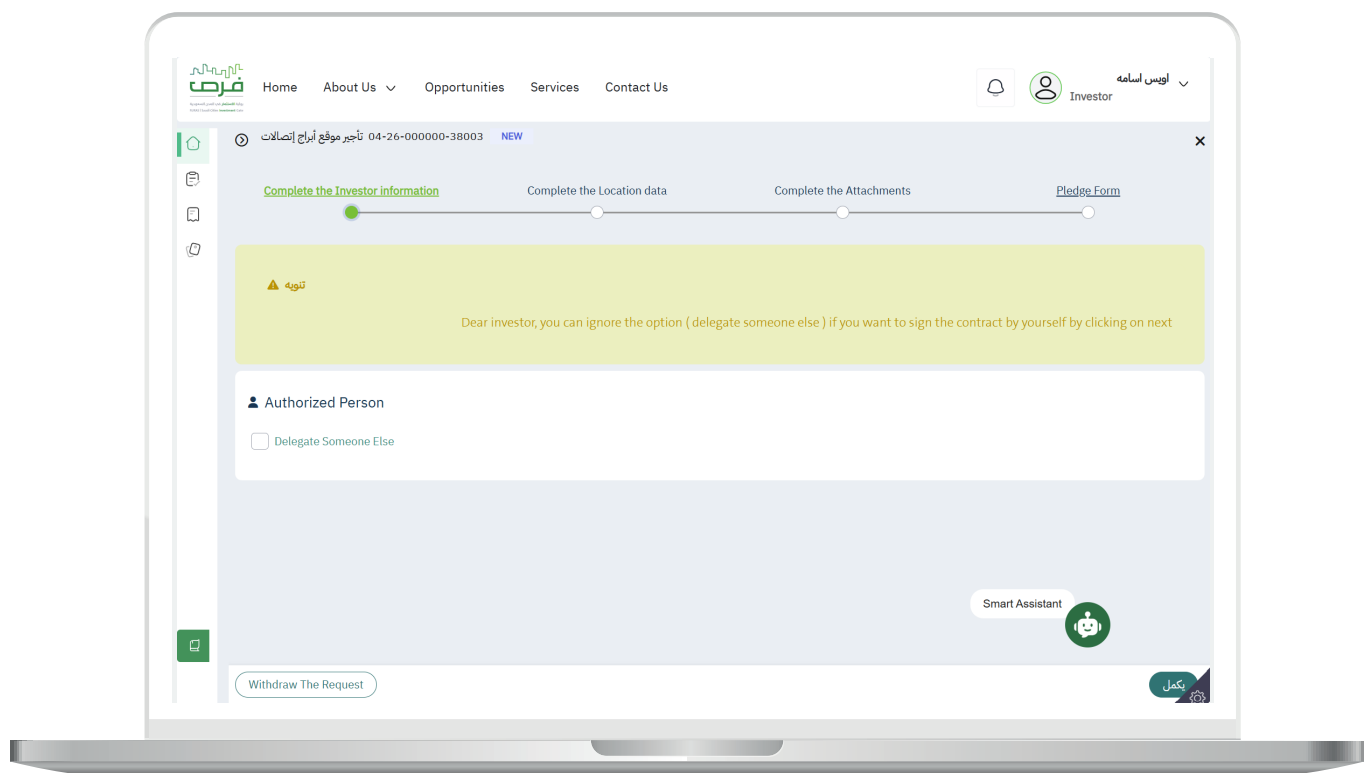
2) Then the following options appear (**Site Rental Request, License Management**) to choose from. Then User choose (**Site Rental Request**).



3) Then the **(List of Active Investors)** appears, from which you can make a selection and then press the **(Submit)** button.



4) The user then sees the first stage (**Complete The Investor Information**) where they click the (**Continue**) button.



5) If they choose (**Delegate Someone Else**), new fields appear to be filled in as shown in the following figure.

The screenshot displays the investor portal interface. At the top, there is a navigation bar with links: Home, About Us, Opportunities, Services, and Contact Us. The user is logged in as 'Investor' (أوس اسامه). A yellow notification banner states: 'Dear investor, you can ignore the option (delegate someone else) if you want to sign the contract by yourself by clicking on next'. Below this, the 'Authorized Person' section is active, with the 'Delegate Someone Else' option selected. A message asks the user to fill in the data of the authorized person. The form includes the following fields:

ID / Residence Number *	HijriDateOfBirth	Investor Name	Nationality
21	1417/02/12	رالد علي	اليمن

Mobile Phone *	Email *	City/Town *	Mail Box *	Postal Code *
05	@gmail.com	Riyadh	12345	1234

District *	Home Street Address *	Building Number *
olaya	olaya	26

At the bottom left, there is a 'Withdraw The Request' button. At the bottom right, there is a 'Smart Assistant' chatbot icon and a 'تكمّل' (Complete) button.

6) After clicking the **(Continue)** button, the user proceeds to the **(Complete the Location Data)** stage to select the site from the fields.

The screenshot displays the 'Complete the Location data' stage of a web application. The interface includes a top navigation bar with links for Home, About Us, Opportunities, Services, and Contact Us, along with a user profile icon labeled 'Investor'. A progress bar at the top indicates the current stage, with 'Complete the Location data' highlighted. The form contains several input fields: Municipality ID (dropdown menu), SubMunicipality (dropdown menu), Contract Duration (text input), Engineering Office Name (dropdown menu), Email address (text input), Phone or mobile number (text input), and a checkbox for 'Other Engineering Office'. Below these, there is a section for 'بيانات المقاول' (Contractor Data) with fields for Contractor Name, Email, and Mobile Number. At the bottom, there are buttons for 'Withdraw The Request', 'Back', and 'أكمل' (Complete). A 'Smart Assistant' chatbot icon is visible in the bottom right corner.

قرب

Home About Us Opportunities Services Contact Us

أوليس اسماء Investor

04-26-003001-38003 NEW

Complete the Investor information Complete the Location data Complete the Attachments Pledge Form

Municipality ID SubMunicipality* Contract Duration

أمانة منطقة المدينة للنورة أمانة منطقة المدينة للنورة 10 0

Engineering Office Details

Engineering Office Name Email address Phone or mobile number

Other Engineering Office

بيانات المقاول

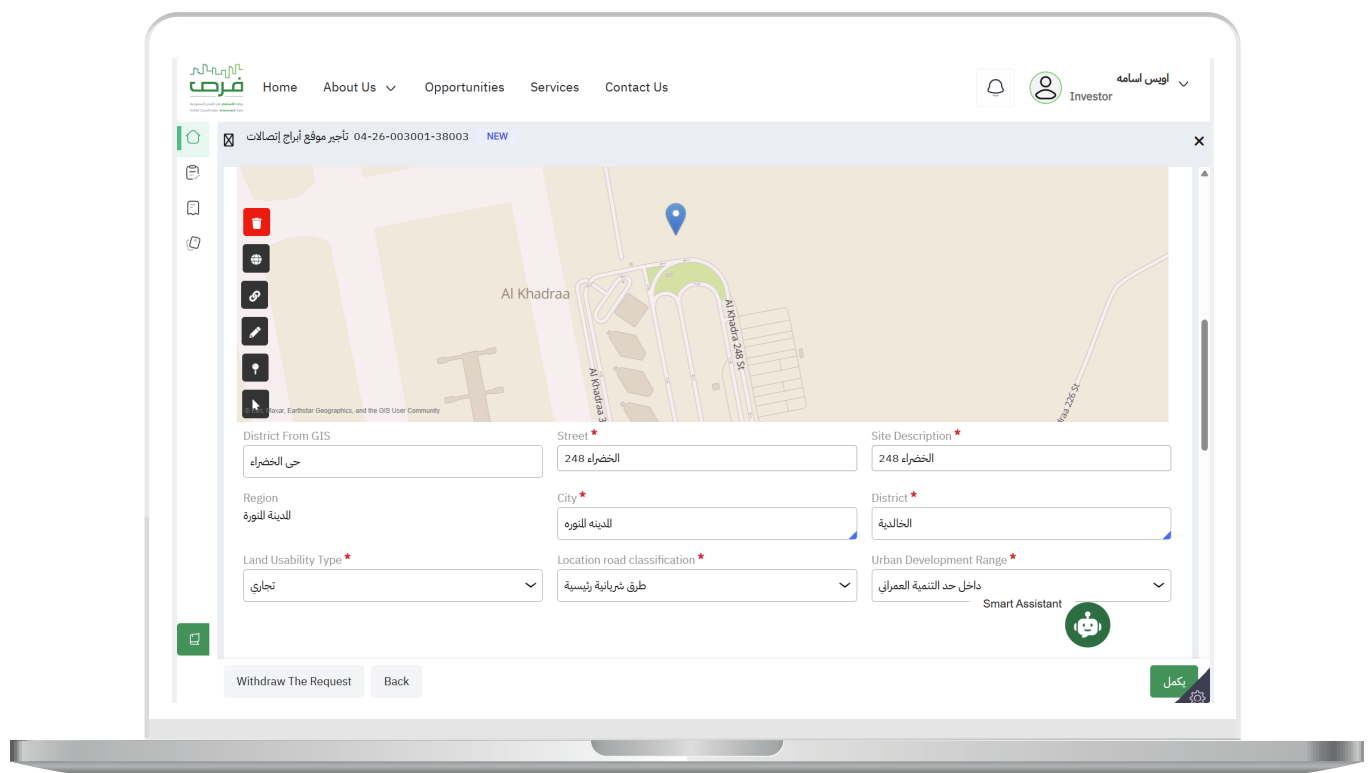
Contractor Name Email Mobile Number

Smart Assistant

Withdraw The Request Back

أكمل

7) The second part of the screen where the location is determined from the map.



8) The data is then completed in the section (**Communications tower Site Rental Data**), as well as the section (**Land Number**).

The screenshot shows a web application interface for an investor. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. The user is logged in as 'Investor' (أبو إسامة). The main form is titled 'بيانات تأجير موقع الأبراج الاتصالات' (Leasing location tower connections) and is marked as 'NEW'. The form contains several sections:

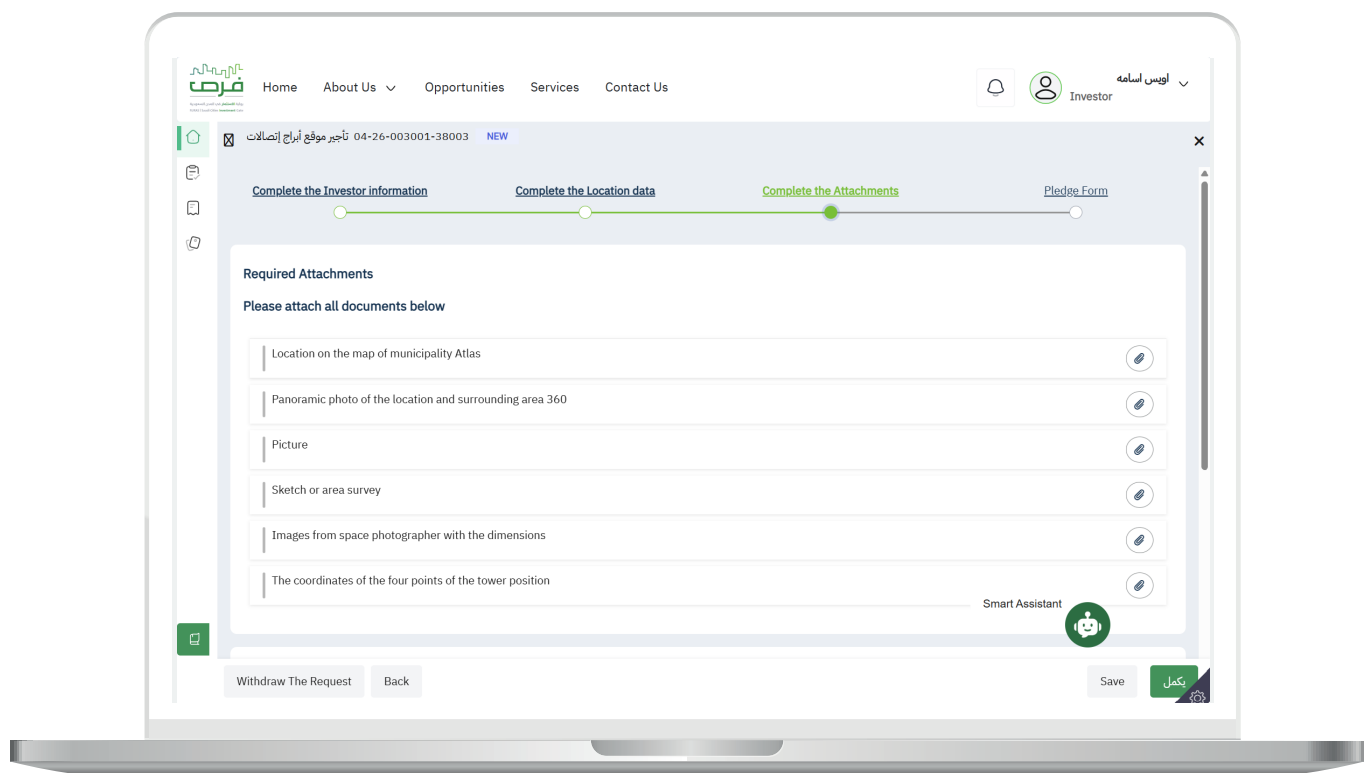
- Selected Location Type ***: A dropdown menu with 'الأراضي' (Land) selected.
- Land Type**: A dropdown menu with 'الرصيف' (Pier) selected.
- Site Area ***: A text input field containing '400'.
- Description of the site ***: Radio buttons for 'Space land' (selected) and 'Public facilities'.
- Building Systems ***: A text input field containing 'communication tower'.
- Tower Type ***: A dropdown menu with 'أبراج اتصالات' (Communication towers) selected.
- Tower number ***: A text input field containing '123'.
- Tower height ***: A text input field containing '40.00'.
- Tower space ***: A text input field containing '40.00'.
- Land Number**: A text input field containing '1725'.
- + Add Plot Number**: A button to add a new plot number.
- Plot Number ***: A table with one row containing the number '22' and a 'Delete' button.
- Smart Assistant**: A chatbot icon in the bottom right corner.
- Withdraw The Request** and **Back**: Buttons at the bottom left.
- يُكمل** (Continue): A green button at the bottom right.

9) Then the data is completed in the **(Limit)** section, and the question is answered: **(Is the location of the communications tower to be located near the airport campus or the height of the tower greater than 150 m high?).**

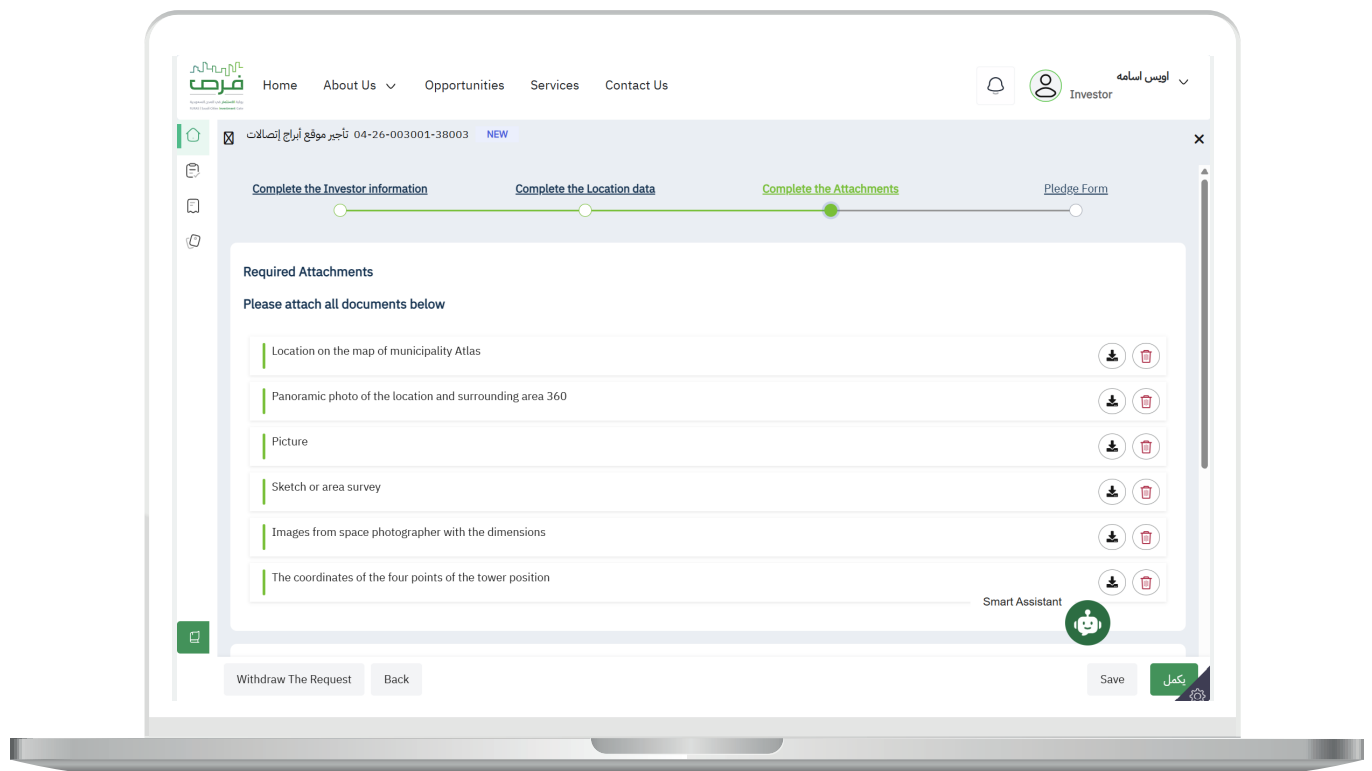
The screenshot displays a web application interface for investor registration. The top navigation bar includes the logo, 'Home', 'About Us', 'Opportunities', 'Services', and 'Contact Us'. The user is logged in as 'Investor' with the name 'أويس أسامة' (Oweis Asama). The main form is titled 'NEW' and contains the following sections:

- Location:** A table with four rows for North, South, East, and West sides. Each row has two input fields: 'Side' and 'Length'. All fields are currently set to '1'.
- Is the location of the communication tower to be located near the airport campus or the height of the tower more than 150 m high? ***: A radio button question with 'Yes' and 'No' options. The 'No' option is selected.
- Smart Assistant**: A chatbot icon.
- Buttons**: 'Withdraw The Request' and 'Back' buttons are at the bottom left. A green 'يكمل' (Continue) button is at the bottom right.

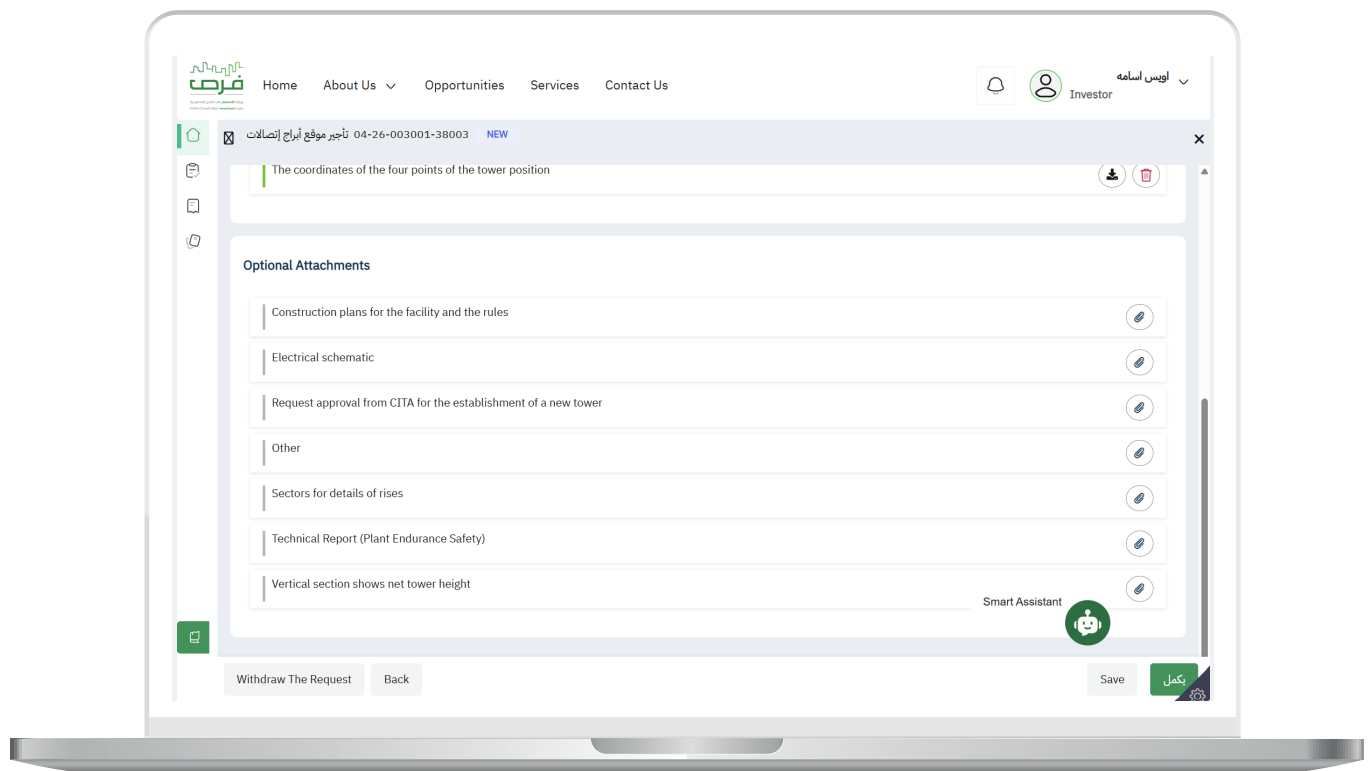
10) After clicking the **(Continue)** button, the user is taken to the **(Complete The Attachments)** stage to add the attachments and documents.



11) After adding the attachments, press the **(Continue)** button.



12) Optional attachments can also be added in the second section of the screen.

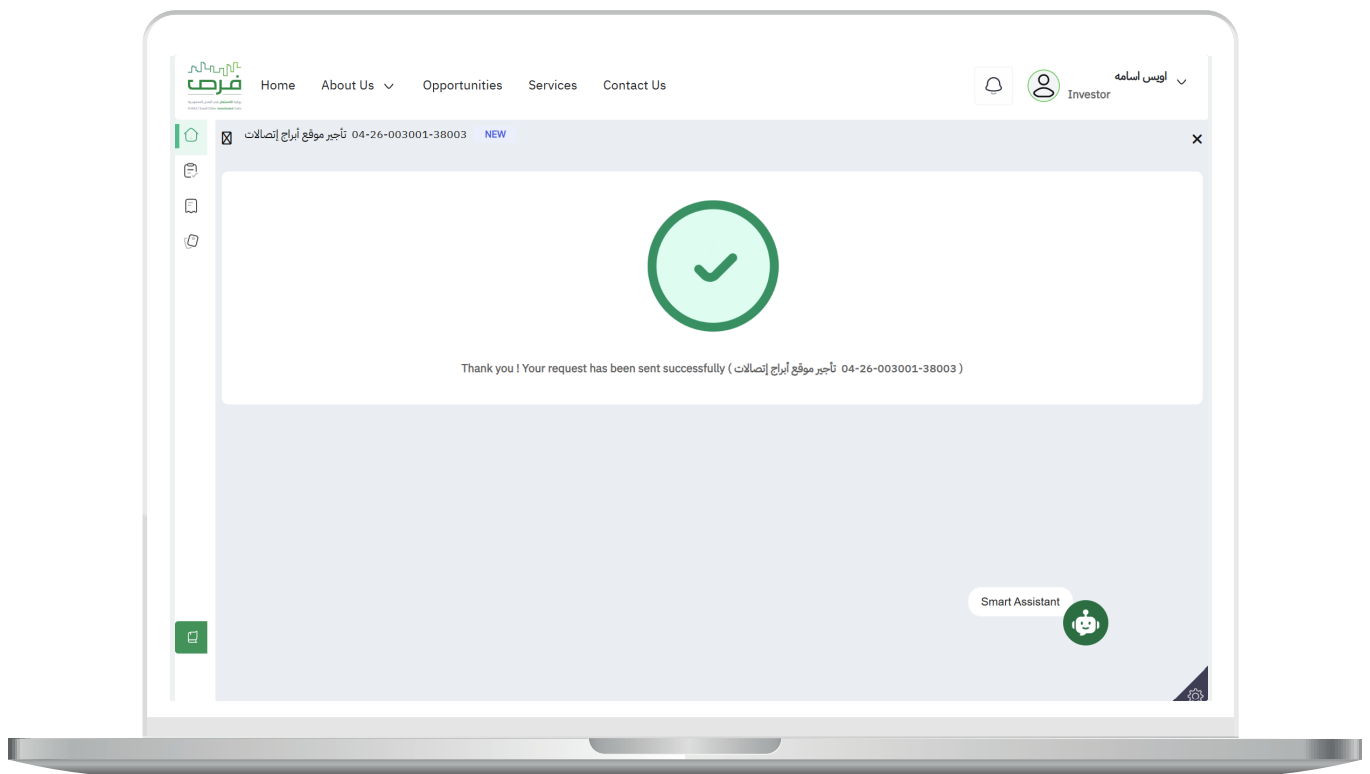


13) Then the **(Pledge Form)** stage appears, where the user reads and agrees to the agreement by checking the box.

Afterward, the **(Submit)** button is clicked.

The screenshot displays the 'Pledge Form' stage of a multi-step process. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us, along with a user profile icon labeled 'Investor' and a notification bell. The main content area features a progress bar with four steps: 'Complete the Investor Information', 'Complete the Location data', 'Complete the Attachments', and 'Pledge Form', with the fourth step being the active one. A yellow warning box with a triangle icon and the word 'تنويه' (Warning) contains Arabic text: 'عزيزي المستثمر، يجب قراءة نموذج التعهد بشكل كامل قبل الموافقة عليه.' (Dear investor, you must read the pledge model carefully before agreeing to it). Below this, the title 'إقرار وتعهد' (Declaration and Pledge) is followed by a paragraph in Arabic: 'أتعهد أنا (شركة أبراج) لاتصالات شركة شخص واحد مساهمة مقفلة (هوية وطنية رقم 70) بأن جميع البيانات المدخلة في بوابة الاستثمار في المدن السعودية "قرص" والخاصة بصاحب الملاحية في توقيع العقد هي صحيحة وأتحمل كامل المسؤولية في حال ظهور خلاف ذلك' (I, (Abraj) Communications Company, a single shareholder private company (National Identity Number 70), declare that all data entered in the Saudi Cities Investment Gateway "Qarv" and related to the signature of the contract is correct, and I bear full responsibility in case of any discrepancy). A checkbox labeled 'Agree on pledge' is checked. At the bottom, there are buttons for 'Withdraw The Request', 'Back', 'Save', and 'Submit'. A 'Smart Assistant' chatbot icon is also visible.

14) The application is then submitted successfully, with a confirmation message displayed.



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