

دائرة الأراضي والأموال  
Land Department



Process Flow Document for Service Partner

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## DLD Document Vault – Go Paperless Strategy

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# 1 Document Review

## 1.1 Revision History

Date	Version	Author	Description
20/04/2021	1.1	ERES	First draft document creation

## 2 Document Process

DLD Document Vault makes it easy to digitize your documents and move to a totally paperless workflow. It is a secured digital document storage where you can store files and share them with service partners as required.

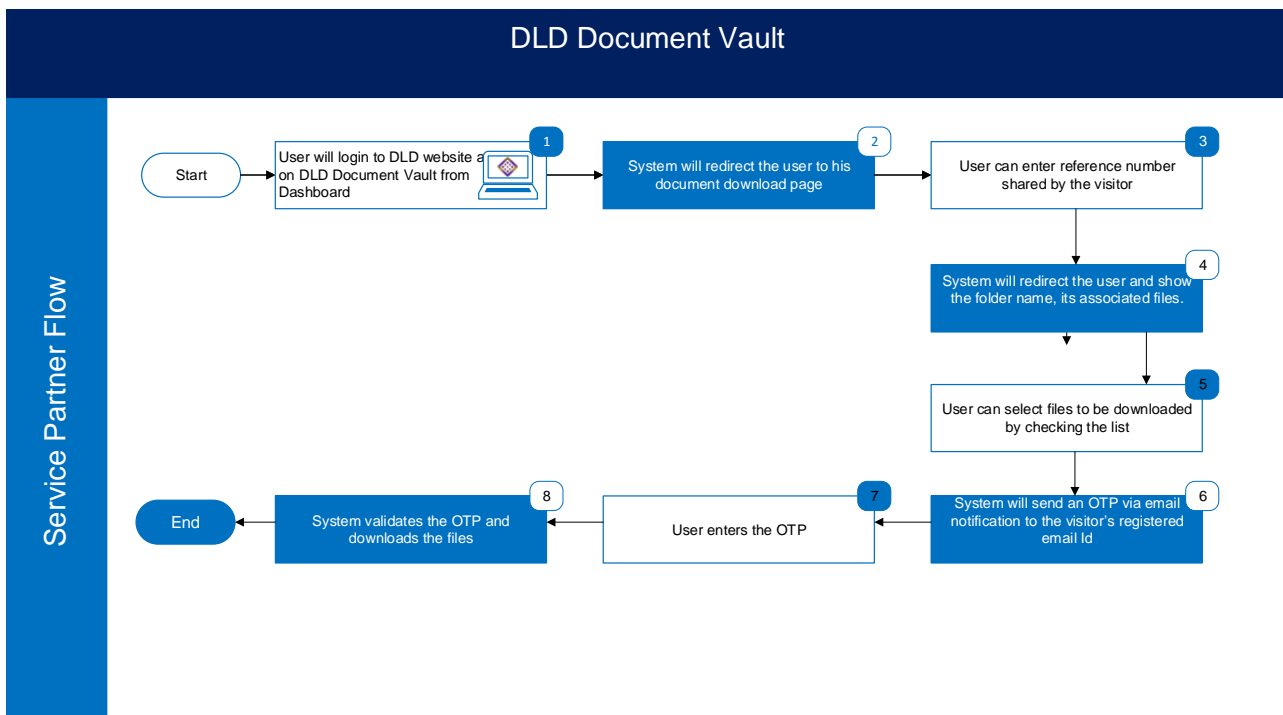
### 2.1 Feature Overview and Business Drivers

- Enabling the paperless strategy, to eliminate pieces of paper used for government transactions every year.
- A simpler way for user to manage their document digitally.
- Ability for service partners to download the files from the DLD website

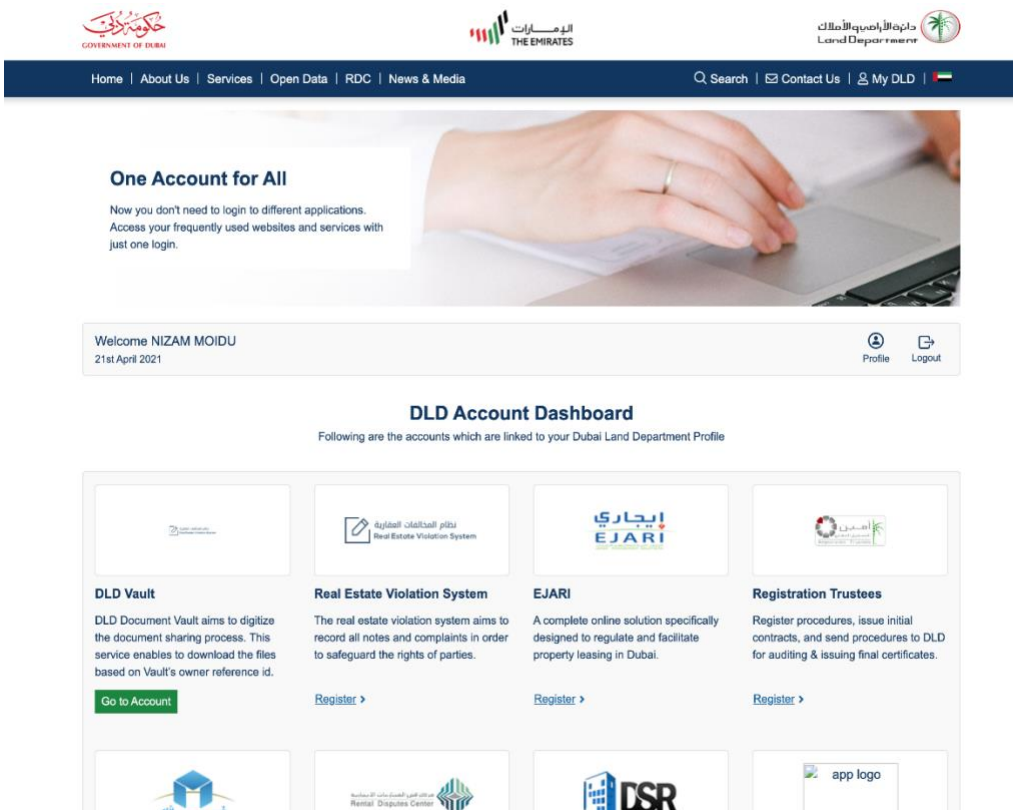
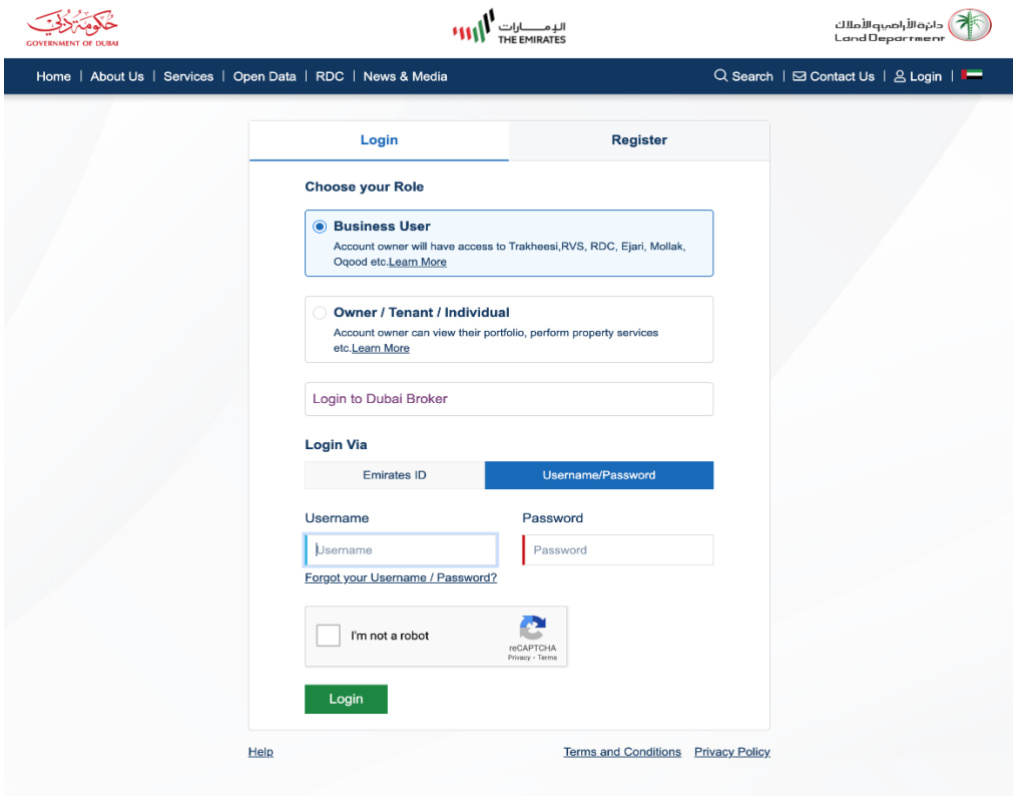
## 2.2 Steps for Service Partners

1. Login to DLD Web application
2. On DLD Account Dashboard, Click on “DLD Document Vault”
3. System will redirect to document’s download page.
4. User can enter reference number shared by the visitor and click on Proceed
5. System will redirect and show the folder name, its associated files.
6. User can select which files need to be downloaded by checking the list
7. User can click on proceed button
8. System will send an email notification to the visitor’s registered email Id.
9. The email has the OTP and list of files requested for download
10. Visitor can share the OTP with the user
11. User enters the OTP and files are downloaded
12. If the user wants to download any other files which are not selected, he needs to repeat the steps from point 6.

## 2.3 Process Flow



## 2.4 Screenshots





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### DLD Document Vault

Note: All fields marked with asterisk (\*) are mandatory

Reference Number \*

e.g: AP1234567890

Proceed Reset



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This site is best viewed on latest versions of Chrome / Firefox / Edge - Resolution 1520x1080

Site was last updated on 02 March 2021 - 10:03 AM

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<input type="checkbox"/> File Name	Date	Size
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<input type="checkbox"/> Document.jpg	04-21-2021	250.13 KB
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<input type="checkbox"/> value.pdf	04-21-2021	1.83 MB

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