

Process Flow Document for Submitter

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 |
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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 any user to upload there files as per there convenience via mobile\website



2.2 Steps for Submitter

- 1. Login to
 - a. Dubai REST smart application
 - i. Go to "Services" and select "DLD Document Vault" service
 - b. DLD Website
 - i. From Services page: Click on Services menu -> Informative -> Under General section -> DLD Vault
 - ii. From Home Page -> Click on "Go Paperless" Banner
- 2. System will redirect to sign in page.
- 3. User can enter mobile number
 - a. If first time, the user has to enter email id and full name
- 4. System will redirect to OTP verification page
- 5. User needs to enter OTP for signing in
 - a. If first time, the user also has to verify email id by entering OTP sent to the mail
- 6. Once successful authenticated, system will redirect to dashboard view where user can see all the folders.
- 7. For the first time user, system will directly ask for folder name.
- 8. User can now enter folder name. A folder is where he can place his\her files.
- 9. System will redirect the users to file up loader screen.
- 10. User can upload files either by taking picture via camera or upload from device
- 11. User can make note of reference number, which is an identifier for the folder.
- 12. User can rename, delete folder as well as individual file, by clicking on more options at each folder\file level.
- 13. User can share file via URL link

2.3 Process Flow





2.4 Screenshots

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| Awards RERA Awards for real estate companies and professionals. | A B | | | |
| Buy Property Enter your booking reference number that you have received from seller and proceed to next step. | * D | | | |
| DLD Document Vault A simpler way for user to manage their document digitally. | ★ G | | | |
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| Dubai Brokers View, search Brokers and broker offices by specialization, ranking, area, nationality and so on. View their transactions by year. | M N | | | |
| Dubai Real Estate Legislation This service allows customers to browse and review all real estate legislation in the Emirate of Dubai. | P t | | | |
| FAQs Frequently asked questions related to various services in bubai REST | | | | |
| Find Broker Contract Enter the contract number that you have received from Broker to view details and take actions. | T T | | | |
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DLD website Screenshots

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