



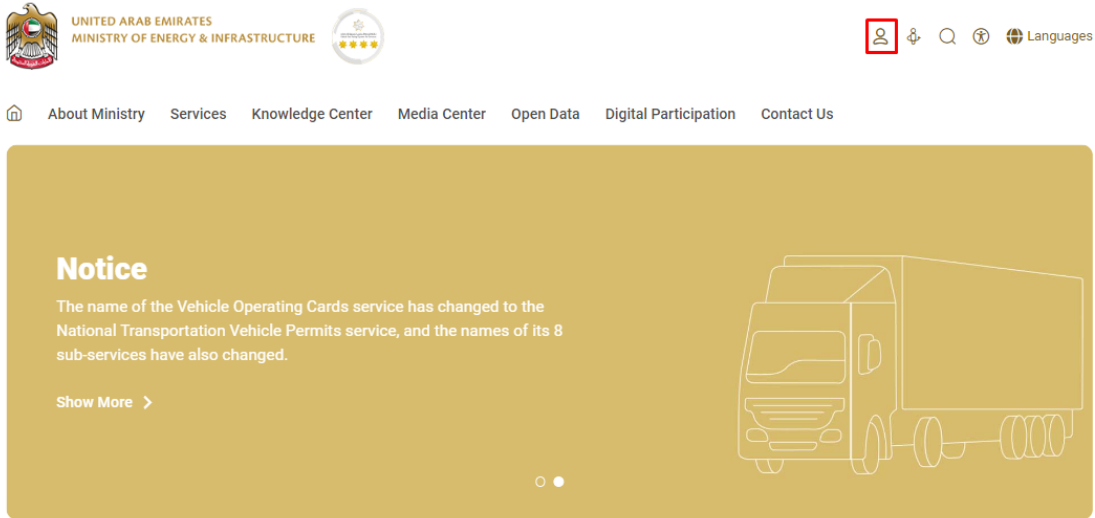
## User Manual

# FA Housing Finance Open File Submission

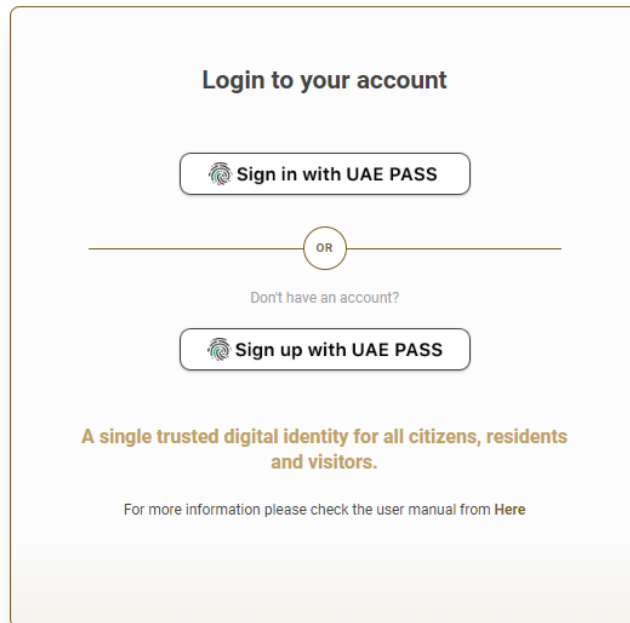
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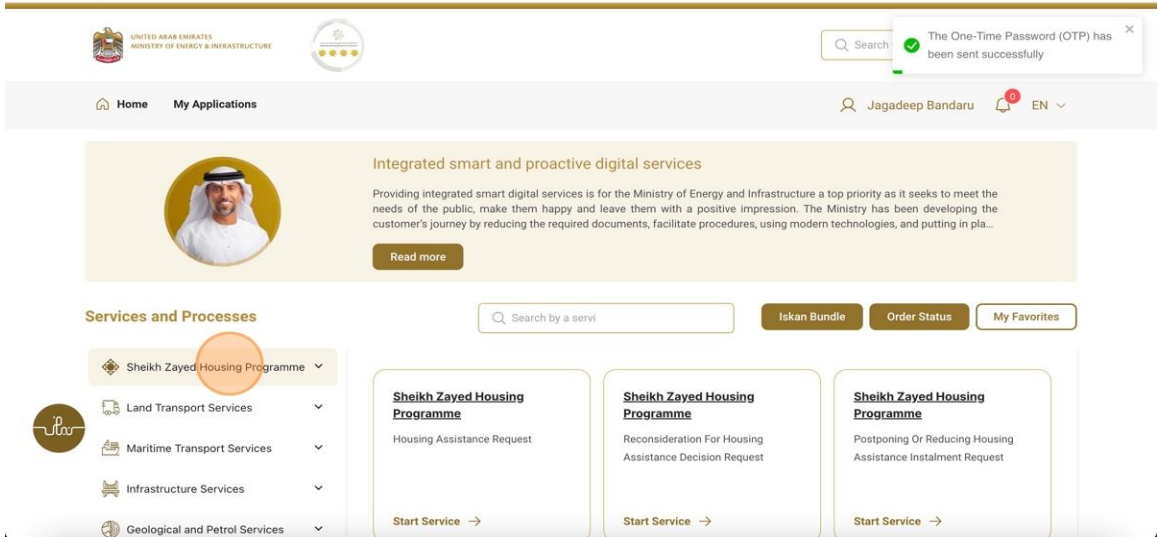
1. Open MOEI website: <https://www.moei.gov.ae>
2. Click on “LOGIN” on the header



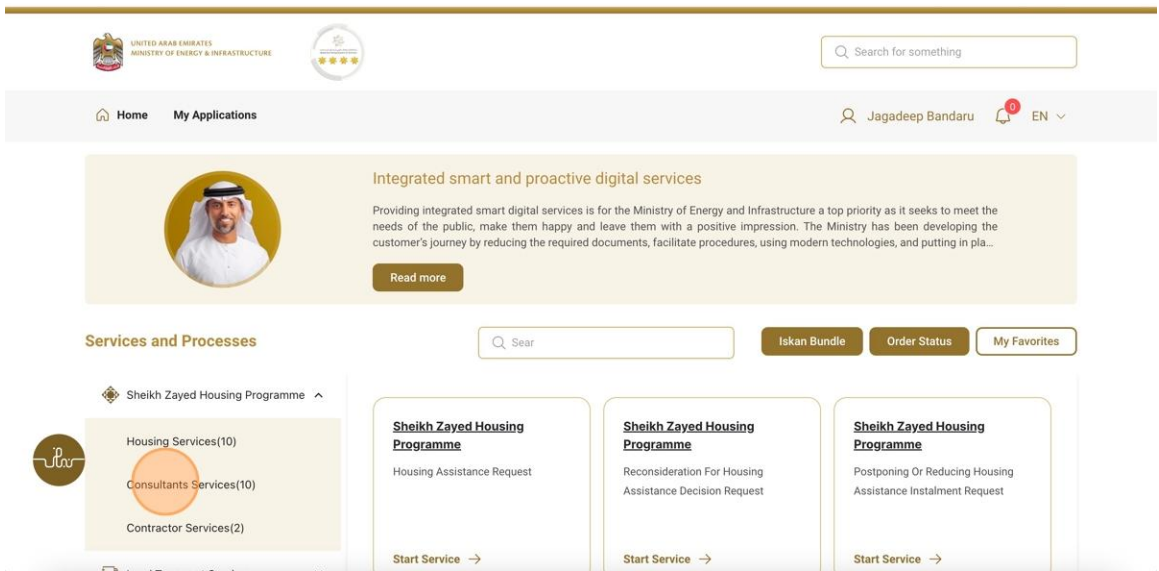
3. Then it will redirect you to the Login page, you can login using UAE PASS.



#### 4. After Successful login, Beneficiary will be navigated to the page where they can view all the Services



#### 5. Click here to open the Consultant services



### 6. Click here to Open the Open file application

The screenshot shows the user interface of the Ministry of Energy and Infrastructure portal. At the top, there are navigation links for 'Home' and 'My Applications', and a user profile for 'Jagadeep Bandaru'. A banner at the top right promotes 'Integrated smart and proactive digital services'. Below this, a 'Services and Processes' section is visible, featuring a search bar and buttons for 'Iskan Bundle', 'Order Status', and 'My Favorites'. A sidebar on the left lists various services under the 'Sheikh Zayed Housing Programme', including 'Housing Services(10)', 'Consultants Services(10)', and 'Contractor Services(2)'. The main content area displays several service cards, each with a title, description, and a 'Start Service' button. One card is highlighted with a red circle, indicating the 'Open File' application process.

### 7. Click here to go to Loan request page where all the banks available

The screenshot shows the 'Open File' page on the Ministry of Energy and Infrastructure portal. The page header includes the Ministry's logo and name, a search bar, and navigation links for 'Home' and 'My Applications'. The main content area features a green message box with the following text: 'Dear Member, We are pleased to inform you that you are eligible for open file. Please [Click Here](#) to check and request callback from the listed banks. Thank you for your understanding. Warm Regards Ministry of Energy and Infrastructure.' A red circle highlights the 'Click Here' link in the message. A 'Back' button is located in the top right corner of the message box.

### 8. Click on the particular bank

