



# Renewal of Reservation Number

## MOI Services Website User Manual

Version Number: 2.0



## 1. Access to the Service:

To submit a renew vehicle plate reservation request, navigate to the **traffic services** list, select the **Renewal of Reservation Number** service, and then click on **Start Service** button.

The screenshot displays the 'E-SERVICES' portal interface. The top navigation bar includes 'E-SERVICES', 'DASHBOARD', and 'EMPLOYEE SERVICES', with the word 'العربية' (Arabic) on the right. Below the navigation bar, the 'Traffic Services' section is active, indicated by a home icon and the text 'Traffic Services'. A search bar is present with the placeholder text 'Search here in services'. The main content area is titled 'TRAFFIC SERVICES' and features a grid of service cards. On the left, a vertical sidebar lists various service categories: All Services, Traffic Services (highlighted with a red box), Policing Services, Punitive & Reformatory, Civil Defence Services, Weapons & Explosives, Other Services, and Public Services. The 'TRAFFIC SERVICES' grid includes sub-categories: Traffic Profile Services (highlighted with a red box), Traffic Fines Services, Driving Licensing, Vehicles Services, Traffic Accidents, Certificate Services, Other Services, and Public Services. The 'Traffic Profile Services' sub-category contains several service cards, each with a 'Start Service' button. The 'Renewal of a Reservation Number' card is highlighted with a red box, showing a car icon, a plate number '1 234', and a circular arrow icon. Other cards include 'View Traffic Profile', 'Update Traffic Profile', 'Applications Status Inquiry', 'Reserve Vehicle Plate Number', 'Damaged Owned Plate Card Replacement', 'Lost Owned Plate Card Replacement', 'Unique Number Waiver', and 'NON Owned Number Waiver'.



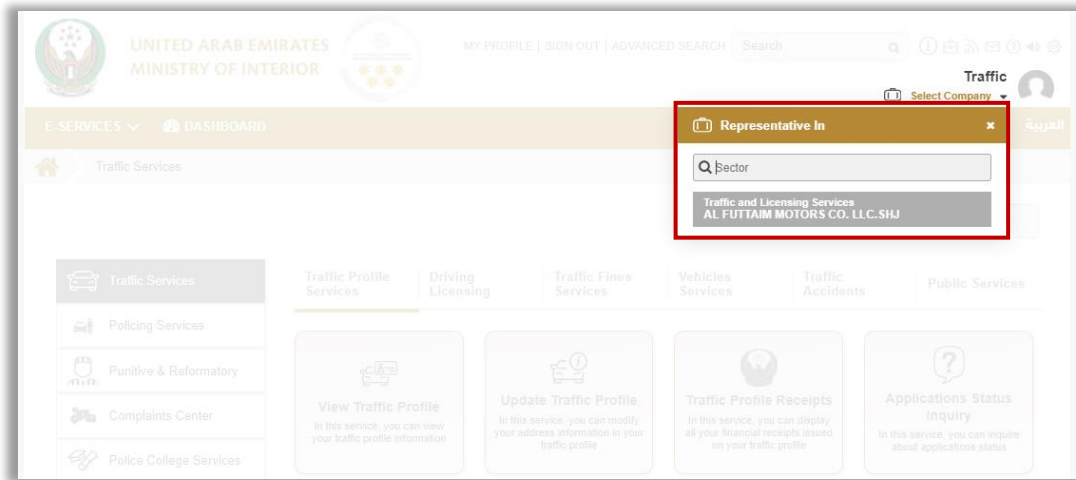
## 2. Service Steps:

In this service, you can view all your reserved plates and renew reservation. Where the users of this service are divided into 2 main categories:

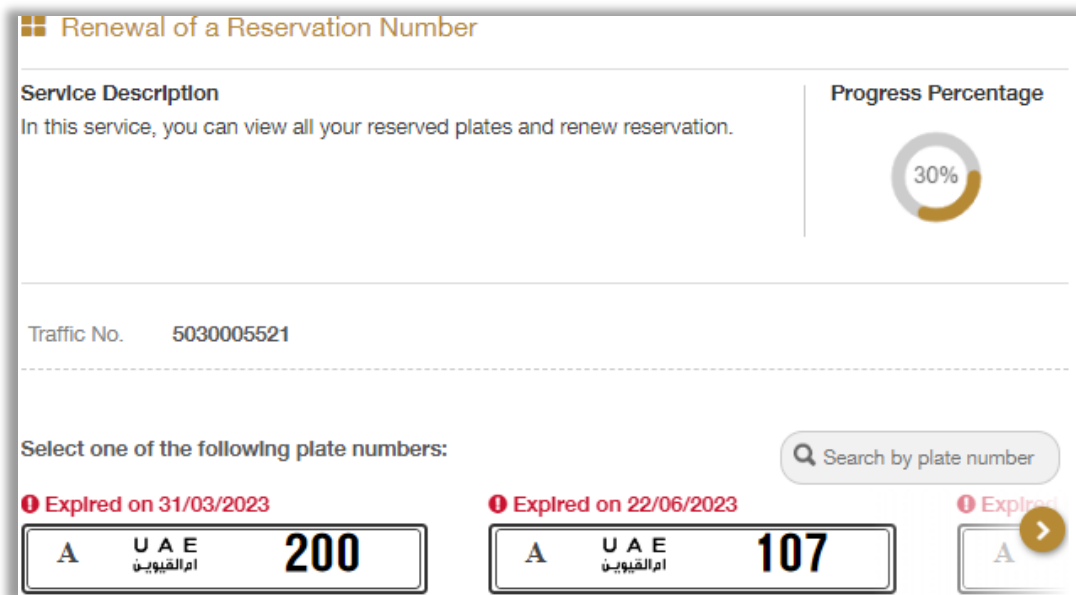
1. Individuals

2. Companies representatives

- If the applicant is a **company representative**, the company must be selected from the top of the screen list first to be able to apply for the service successfully.



1. Choose the plate number to be renewed.





2. Select the plate reservation renewal period which is divided into three main types: 3 months, 6 months and 12 months, then click on **Next** button.

Select one of the following plate numbers:

**Expired on 31/03/2023**

A UAE 200  
ام القيوين

✓ Selected

**Expired on 22/06/2023**

A UAE 107  
ام القيوين

**Expired on ...**

A

Showing 11 of 11 Plates

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Plate Number: A / UMM AL QUWAIN / 200

Reservation Expiry Date: 31/03/2023

Reservation Period

Service Fees

Payment Gateway

Reservation Period \*

Please select period

- Please select period
- Three Months
- Six Months
- One Year

Next

3. The service fee will be displayed, to go to the payment gateway click on **Next** button.

Reservation Period

Service Fees

Payment Gateway

Step: Service Fees

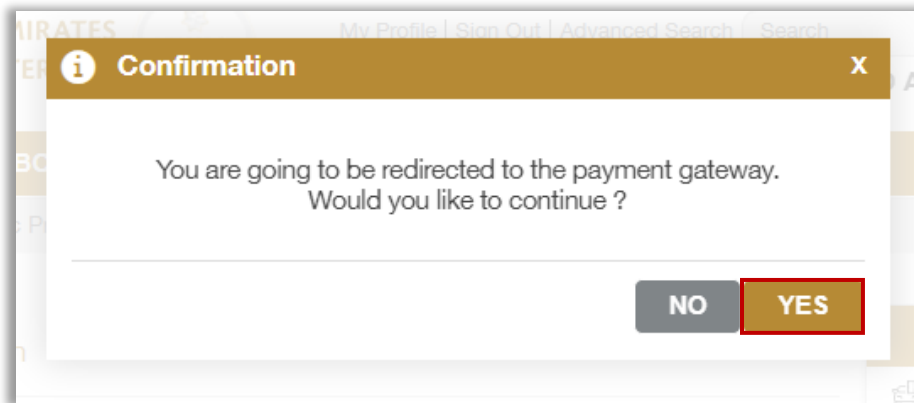
No.	Description	Amount (AED)
1	Booking number plates for a period of 6 months	1000
<b>Total Amount (AED)</b>		<b>1000 AED</b>

Showing 1 to 1 of 1 entries

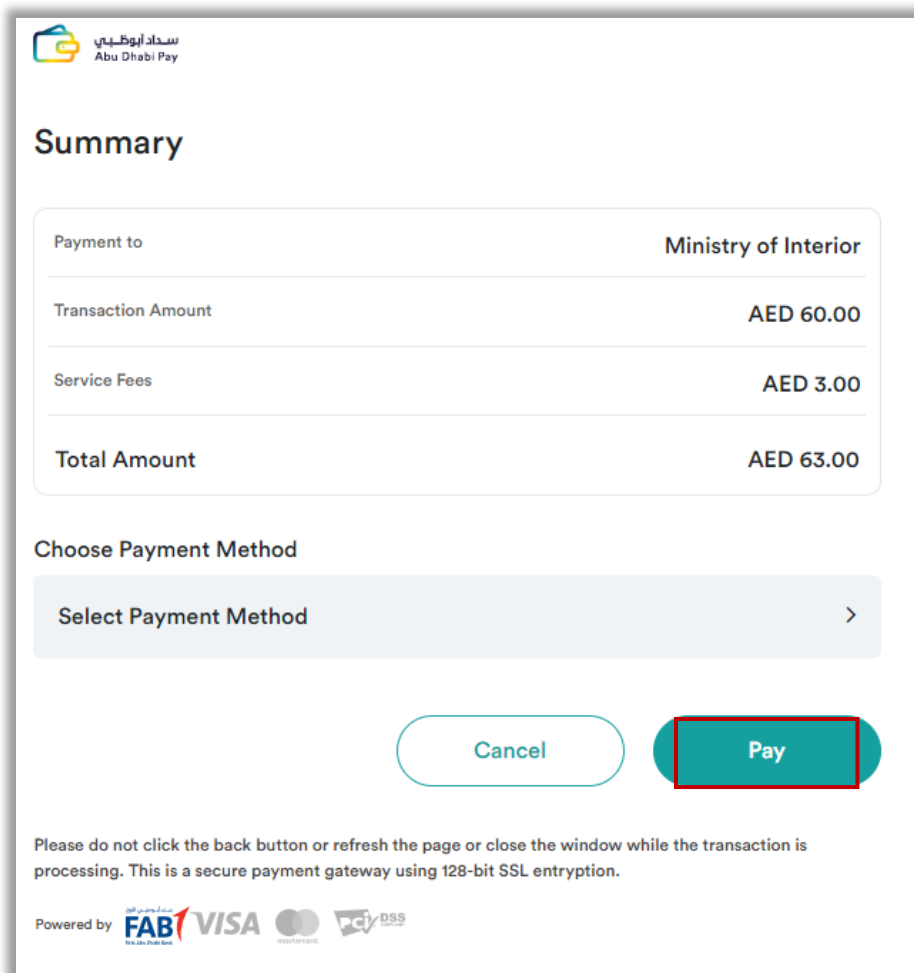
Next



4. Click on **Yes** button to confirm the transition to the payment gateway.



5. You will be redirected to the **payment gateway**, select the desired payment method then click on **Pay** icon.





6. You can evaluate your experience in obtaining the service through **customer pulse survey** shown below.

United Arab Emirates

نبض المتعامل  
CUSTOMER PULSE

English

### Customer Pulse Survey

Overall, how satisfied are you about the Website? \*

Extremely Dissatisfied      Extremely Satisfied

Next

7. Request has been submitted successfully, you can check request details and download receipt from the below screen.

Payment Gateway Result      25/12/2023

A U A E 200  
أمر القويون

Payment has been done successfully

**Download Receipt**  
File Size: 1 MB  
1632  
1000 AED

Traffic Number	Application Number	Total Amount
5030005521	1631	1000 AED

Payment ID  
100202335951714395