



وزارة التغير المناخي  
والبيئة  
MINISTRY OF CLIMATE CHANGE  
& ENVIRONMENT

## Digital Services

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**Request to renew a deputy boat master's card**

## User Guide


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## Introduction

This guide is developed to help clients and business entities to use the MOCCAE digital services. It will include an overview on how to use the portal, then detailed step-by-step instructions on how to use each service: a brief description about the service, what you need to know or to do before using the service, how to input the required information, how to upload documents, and what to expect upon completing the service.

## Overview

The digital services platform 'Go Digital ' is a single service interface, integrated internally within the Ministry portal and externally with other concerned government entities.

It also features proactive communications, such as reminders, eligibility notifications, and informative messages that automatically anticipate the services customers need without receiving application requests. Moreover, it will include a comprehensive customer database and service history to facilitate service application and delivery.

The portal is very easy to use, and it can be accessed in Arabic or English. It is designed to improve customer experience and enhance customer happiness.

## Getting Started

### Logging in MOCCA Website

First you need to log in to the MOCCA website.

- 1- Open your browser then navigate to MOCCA website <https://www.moccae.gov.ae/>
- 2- Click on the *Login* icon.

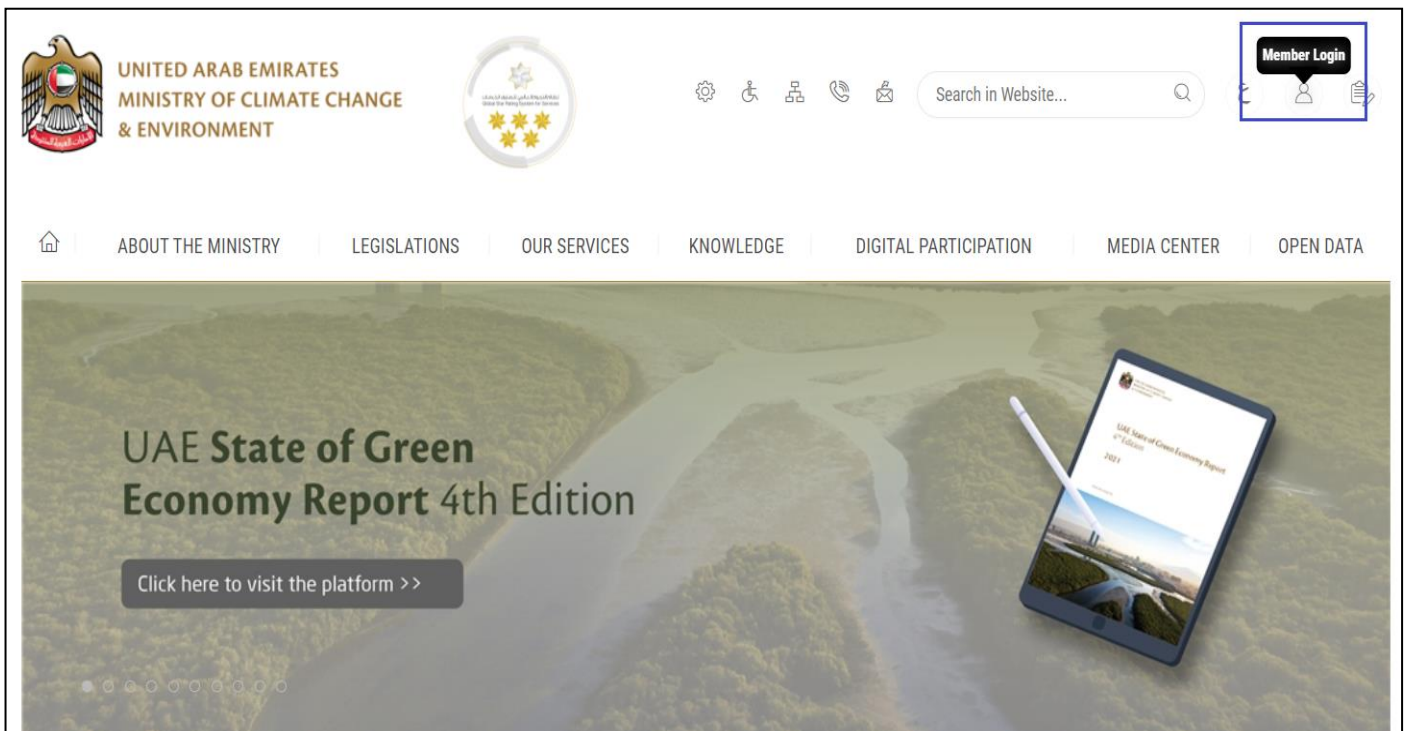


Figure 1 – MOCCA Website Home Page

### 3- Click on Sign in with UAE PASS.

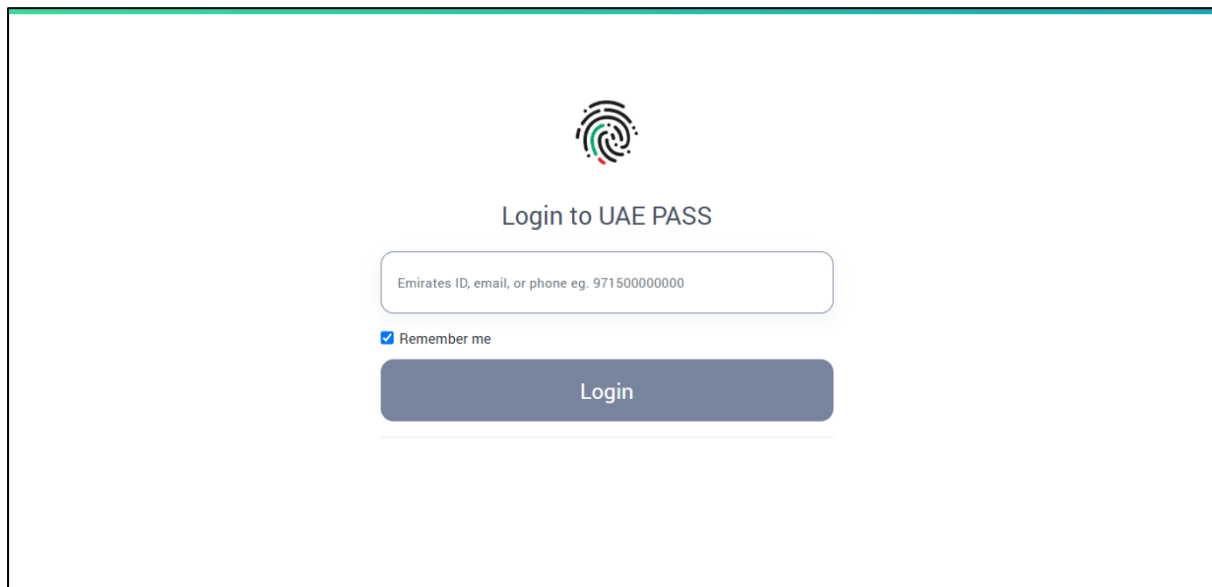
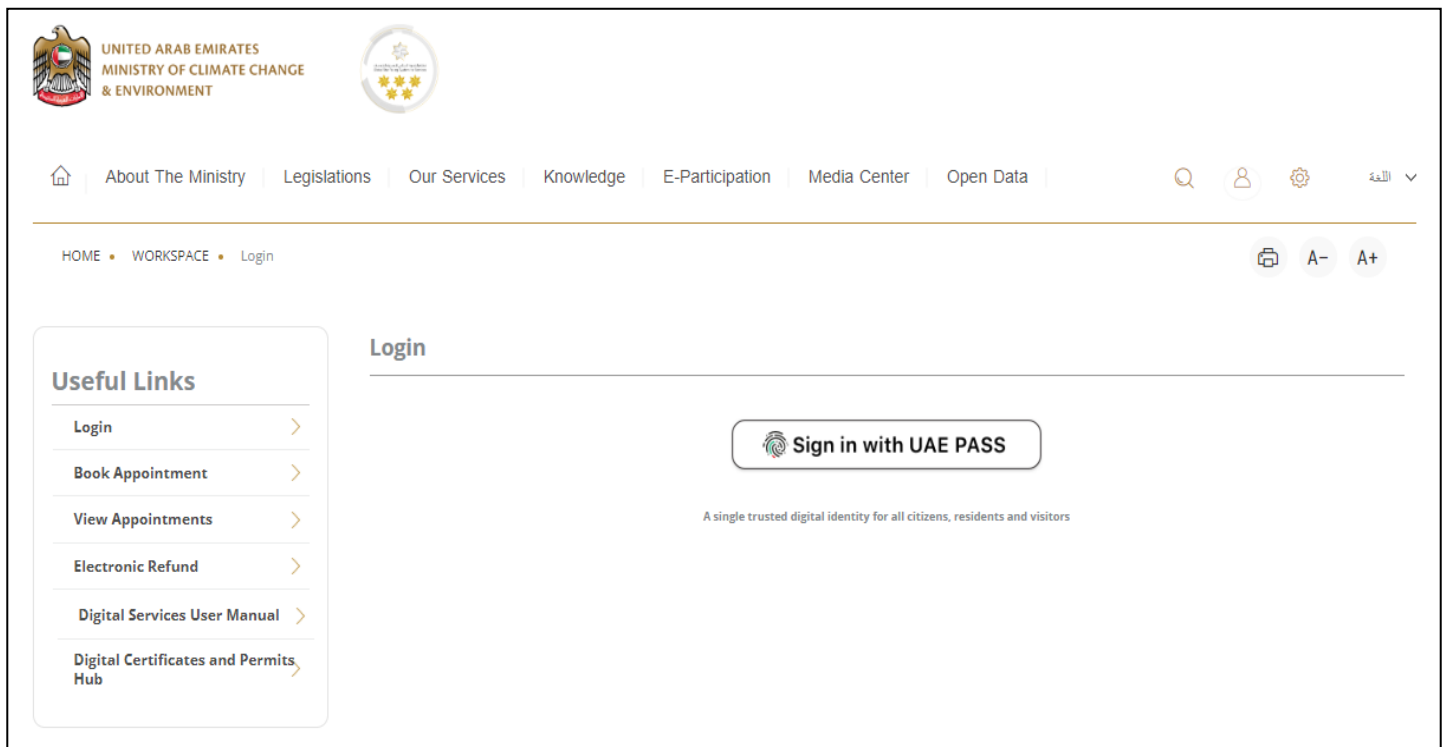


Figure 2 - Login Page

- 4- Select the account then You will be logged in successfully and directed to MOCCAIE survey page.

### UAE PASS – MOCCAIE Profile Linking

Login as individual

Test 1

Test 2

Login as agent for company

Link company account

Test 3

Test 4

UNITED ARAB EMIRATES  
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Search in W

اذهب

Welcome: UATCompa

HOME

ABOUT THE MINISTRY

LEGISLATIONS

OUR SERVICES

KNOWLEDGE

E-PARTICIPATION

MEDIA CENTER

OPEN DATA

HOME » WORKSPACE » Ministry Of Climate Change And Environment - Survey

Useful Links

- Initiate Request
- Financial Transactions
- Electronic Refund

### Survey

What are your favorite channels to apply for service?

- ☐ Customer Service Centers
- ☐ Website
- ☐ Call Center
- ☐ Mobile
- ☐ Other

What are your favorite channels to communicate?

- ☐ Customer Service Centers
- ☐ Website
- ☐ Call Center
- ☐ Mobile
- ☐ Social Media (Twitter, Facebook, Youtube, Instagram)
- ☐ Media (newspapers, magazines, radio, TV interviews)
- ☐ Other

Figure 3 - MOCCAIE Survey Page

## View/Update Customer Profile

- 1- Click on the profile name displayed on the top of the page.
- 2- Click on *Edit Profile*.

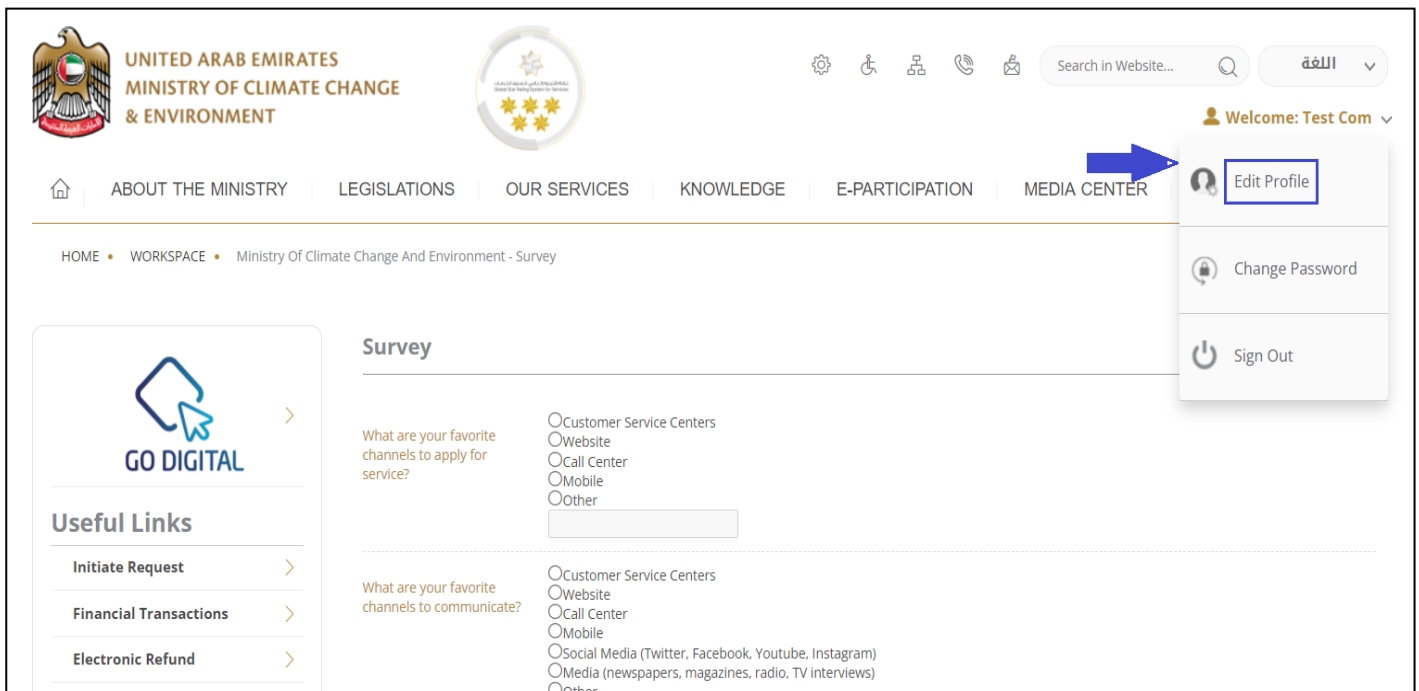


Figure 4 - Update Profile

You will be directed to *Edit Profile* view to modify account details.

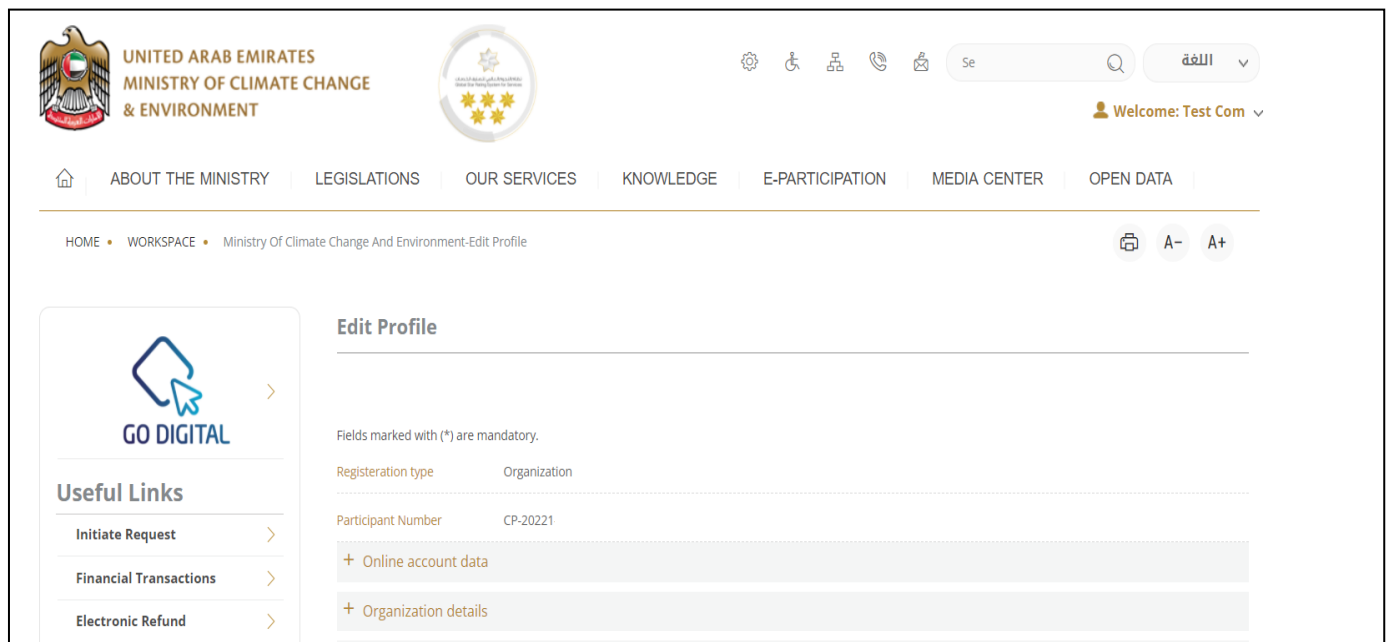



Figure 5 - Edit Profile

## Running the 'Go Digital' Services

The digital services platform can be accessed internally from the MOCCAEC homepage by clicking on the *Go Digital* icon  to the left of the homepage.

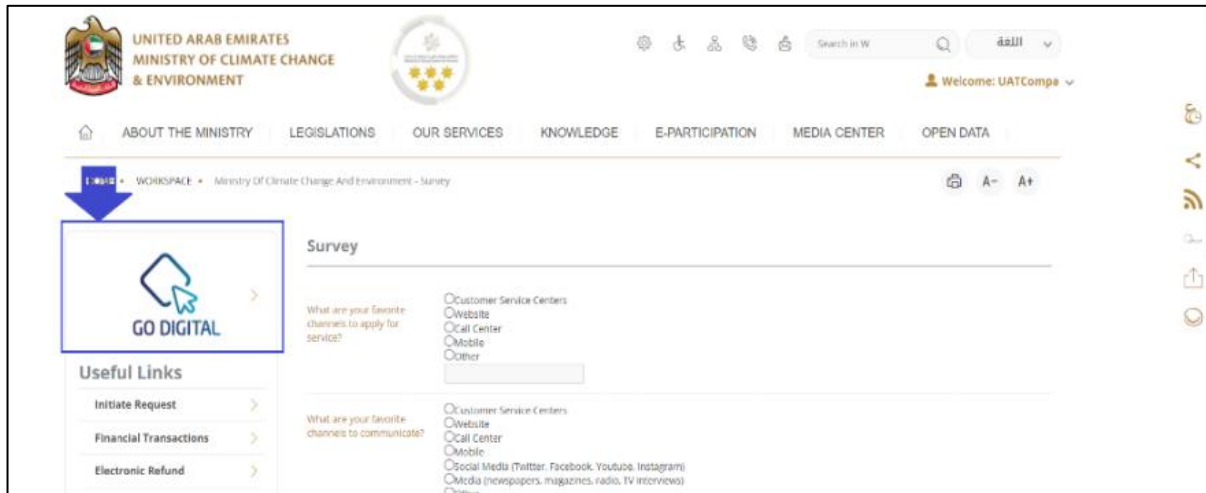


Figure 6 - 'Go Digital' Icon

The user dashboard will then be displayed.

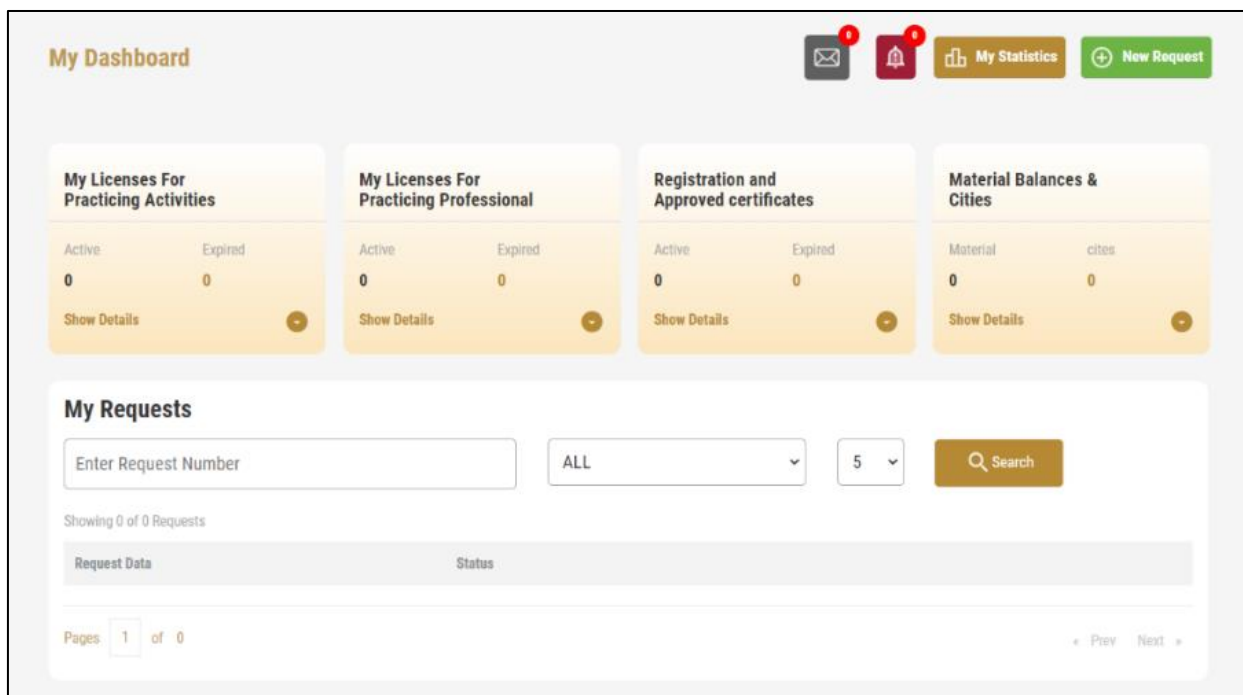


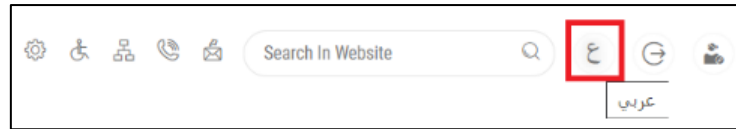
Figure 7- My Dashboard

## Changing the Interface Language

The 'Go Digital' is a bilingual platform. It can be displayed in English or Arabic interface.

To switch to the other interface language, click on the language icon on the top right corner of the main screen.





## The User Dashboard

The 'Go Digital' user dashboard displays information related to customer's requests and licenses, allows the user to create a new request and take actions.

The dashboard displays the following buttons:

	To notify the customer about any messages related to his request to take the proper actions
	To inform the customer with any notifications
My Statistics	To display statistics about the customer's requests
New Request	To start a new request

Table 1 - Dashboard Buttons

The dashboard also displays information related to customer's licenses, registrations and certificates, and material balances and cites classified into four categories (see below figure). Click the expand arrow on each service card to display more details about the specific service category.

My Licenses For Practicing Activities	My Licenses For Practicing Professional	Registration and Approved certificates	Material Balances & Cites
<div>Active</div> <div>0</div> <div>Expired</div> <div>0</div> <div>Show Details</div> <div>+</div>	<div>Active</div> <div>0</div> <div>Expired</div> <div>0</div> <div>Show Details</div> <div>+</div>	<div>Active</div> <div>0</div> <div>Expired</div> <div>0</div> <div>Show Details</div> <div>+</div>	<div>Material</div> <div>0</div> <div>cites</div> <div>0</div> <div>Show Details</div> <div>+</div>

Figure 8 - Dashboard Digital Service Categories

The last section of the dashboard lists all customer's requests along with their current status.

## My Requests

ALL

5

Search

Showing 3 of 7 Requests

Request Data	Status				
<b>REQUEST NO #EA-20092023-2415503</b> Wednesday, September 20, 2023 Export of hazardous waste-Issuance More Details...	Canceled	View	View/Send Me...		
<b>REQUEST NO #EA-20092023-2415463</b> Wednesday, September 20, 2023 Export of hazardous waste-Issuance More Details...	Canceled	View	View/Send Me...		
<b>REQUEST NO #ACL-31072023-03196</b> Monday, July 31, 2023 License for Practicing Animal Care Activities-Add Activity	Completed	Download	View Payment...	View	View/Send Me...

Figure 9 - Customer's Requests List


## Using the 'Go Digital' Services

### Digital Services Overview

The 'Go digital' portal provides digital services for customers to complete their required transactions with MOCCAЕ.

The offered digital services are classified into main categories. Each category includes a number of services.

### Starting a New Request

- To request a new digital service, click on *New Request*  on the dashboard. The following screen will display:

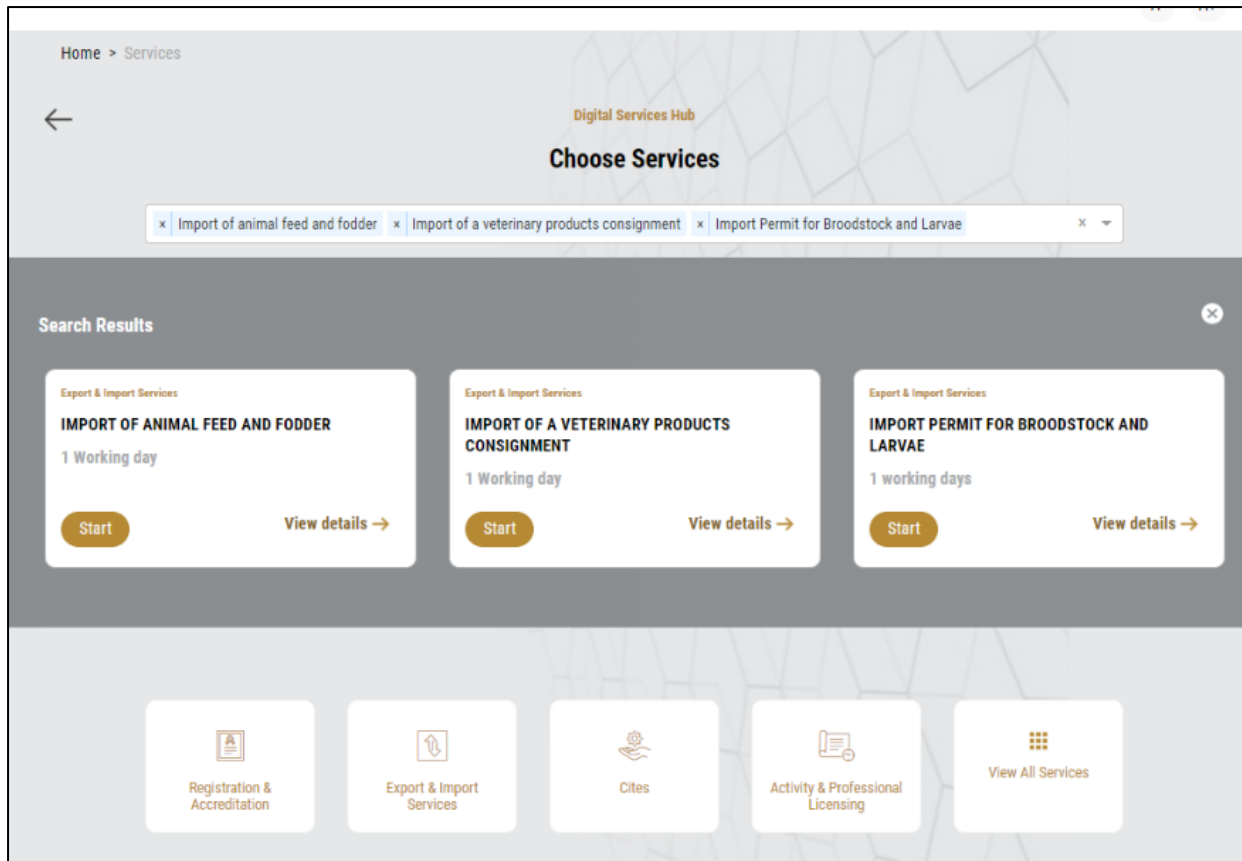


Figure 10 – Service New Request

- 2- Choose the required service either by:
  - Selecting the required service from the dropdown list to display the required service card, or
  - Selecting the service category, then the service subcategory to display all available services catalogue.

Each service card shows the service category and name, as well as the time needed to complete the request.

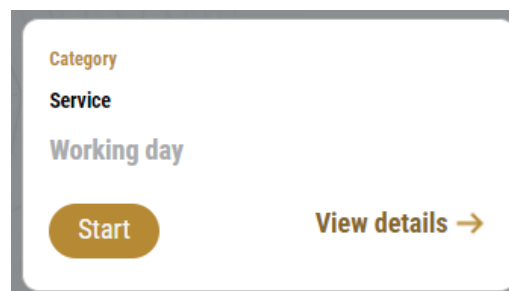



Figure 11 - Service Card

- 3- Click on **Start** Start to start the new request.

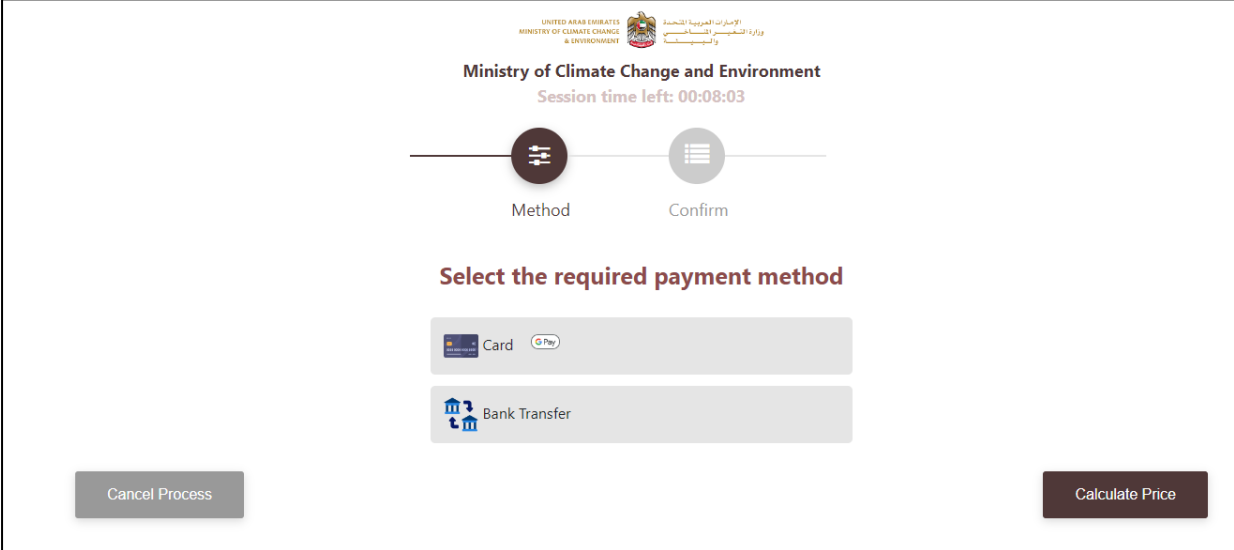
You can click on **Save as Draft** Save as Draft at any view to save all the task information you entered for later viewing or editing.

The following sections will guide you in using the available digital services. Each section will describe the service, list the service terms and conditions, and will guide you to create the service request and what to expect when the service is completed.

### How to Pay for a Digital Service

Once you complete filling in the service request form, in the request review page and after checking in the *I agree to the Terms and Conditions* box, click on **Pay Now** . You will be then directed to the payment gateway.

- 1- Choose your payment method (Card or Bank Transfer) then click *Calculate Prices*.





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الإمارات العربية المتحدة  
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Ministry of Climate Change and Environment  
Session time left: 00:08:03

Method Confirm

Select the required payment method

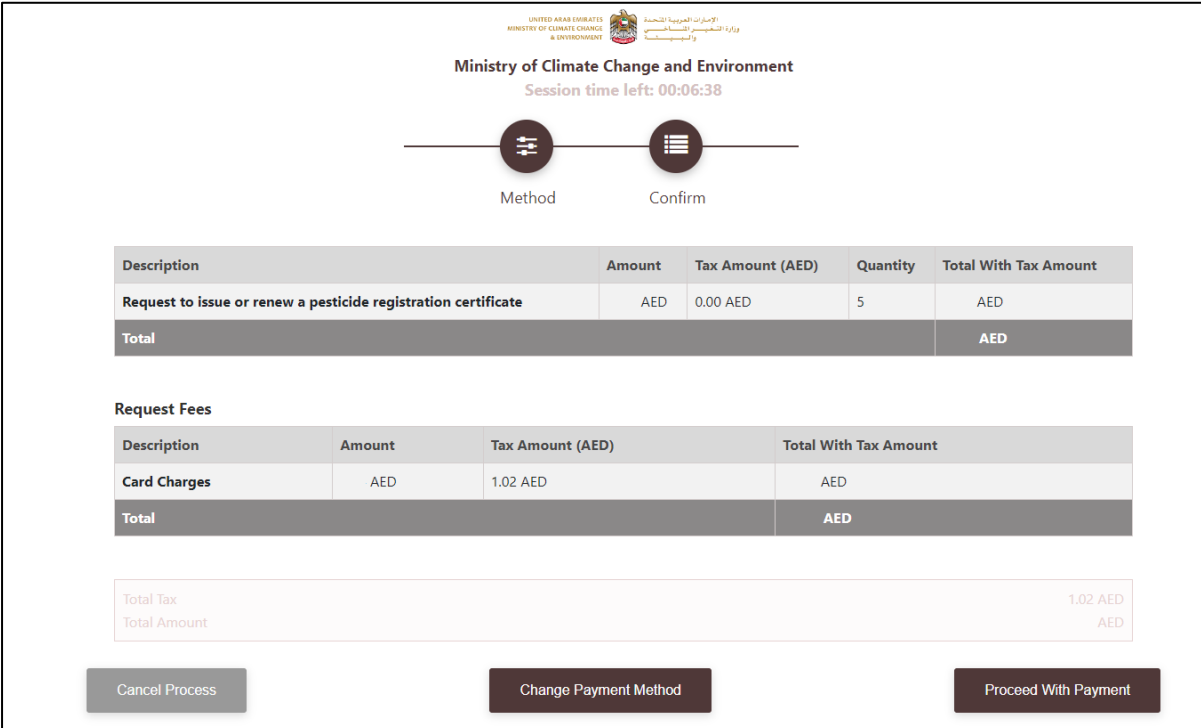
Card  

Bank Transfer 

Cancel Process Calculate Price

Figure 12 - Payment Gateway

- 2- The fees details will be calculated and displayed. Click on *Proceed with Payment*.



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Ministry of Climate Change and Environment  
Session time left: 00:06:38

Method Confirm

Description	Amount	Tax Amount (AED)	Quantity	Total With Tax Amount
Request to issue or renew a pesticide registration certificate	AED	0.00 AED	5	AED
<b>Total</b>				<b>AED</b>

**Request Fees**

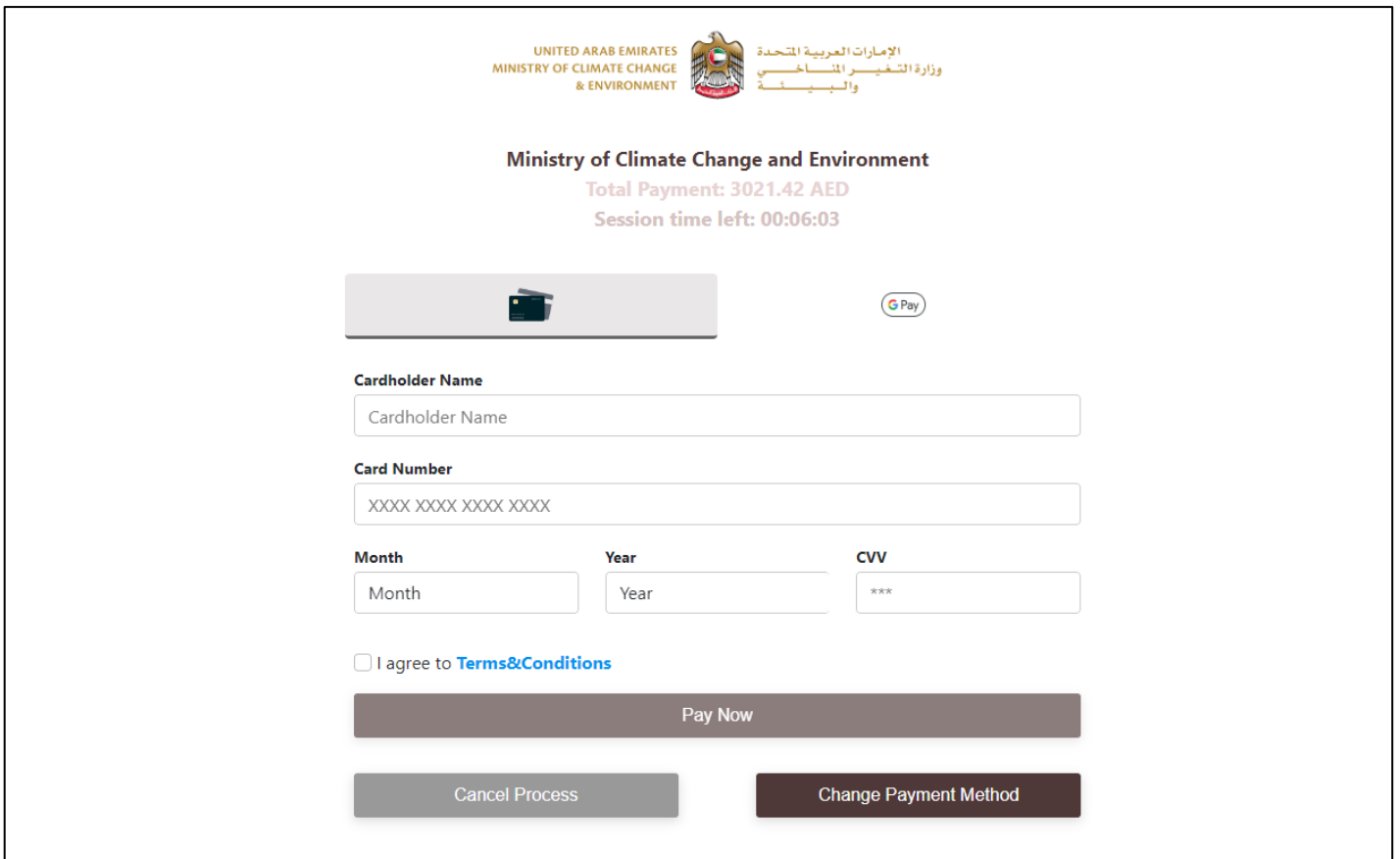
Description	Amount	Tax Amount (AED)	Total With Tax Amount
Card Charges	AED	1.02 AED	AED
<b>Total</b>			<b>AED</b>

Total Tax 1.02 AED  
Total Amount AED

Cancel Process Change Payment Method Proceed With Payment

Figure 13 - Service Fees Details



- 1- Enter your Credit Card details then click on *Pay Now*.



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الإمارات العربية المتحدة  
وزارة التغير المناخي  
والبيئة

**Ministry of Climate Change and Environment**  
**Total Payment: 3021.42 AED**  
**Session time left: 00:06:03**

**Cardholder Name**  
Cardholder Name

**Card Number**  
XXXX XXXX XXXX XXXX

**Month** **Year** **CVV**  
Month Year \*\*\*


☐ I agree to [Terms&Conditions](#)

**Pay Now**


**Cancel Process** **Change Payment Method**

Figure 14 - Credit Card Details


- 2- Once the payment is complete and successful, you will receive a confirmation message, the service request status will turn to *Initial Review*.



## Payment Successfully



Receipt Reference Number	:	12345678
Date & Time	:	26/09/2023 12:36:12 AM
Payment Method	:	Card
Card Charges	:	Fees
Total Amount	:	Fees

Fee Name	Amount	Quantity
Service Name Will Appear Here	Fees	1 





Figure 15 - Payment Confirmation

## Retrieve a Service Request


You can retrieve a previously created request to review the request information only or to take further actions.


- From the dashboard, enter the search by the request number. You can also select the request status to limit the search results.

Or, you can directly locate the request in the list of requests.


**My Licenses For Practicing Activities** 1 


Active	Expired
2	2

Show Details 


**My Licenses For Practicing Professional** 5 

Active	Expired
5	10

Show Details 


**Registration and Approved certificates** 32 

Active	Expired
135	10

Show Details 

**Material Balances & Cities**


Material	cities
0	7

Show Details 

**My Requests**

ALL

5

 Search

Showing 3 of 10 Requests



Request Data	Status
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>REQUEST NO #APH-14112022-478119</b></p> <p>Monday, November 14, 2022</p> <p style="font-size: x-small; color: #c08000;">Approval Animal Feed and Food for Import-Issuance</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><b>Pending On Agriculture Products Committee Approval</b></p> </div> <div style="text-align: center;">  View         </div> <div style="text-align: center;">  View/Send Message         </div> </div>	

Figure 16 - Select Request to Retrieve

2- You can take any of the following actions on the selected request:






Button	Description
Cancel 	To cancel and delete the request whether it is saved as draft or pending payment
Pay Now 	To pay for a previously created request but you opted to pay the fees at a later time using the Pay Later option
View 	To view request details and make changes if required
View/Send Message 	To communicate directly with MOCCAIE employee by sending and receiving messages regarding your request
View Payment Receipt 	To view the request payment receipt if it has been already paid

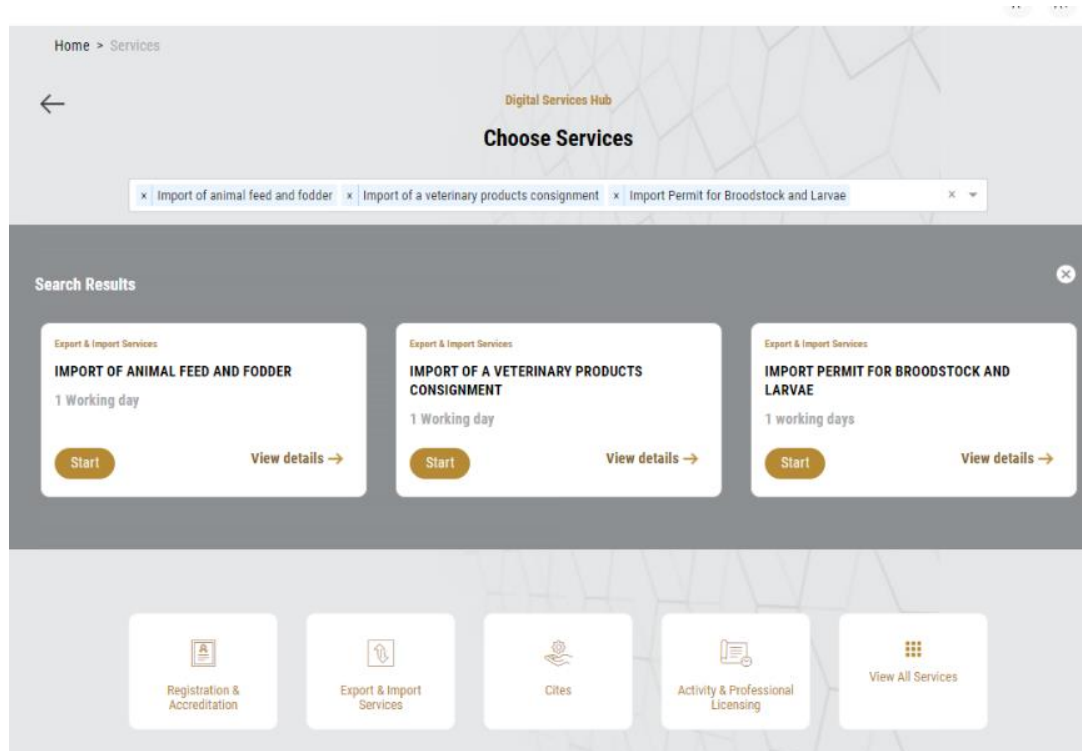
Table 2 – Service Request Actions


## Request to renew a deputy boat master's card

### [service description](#)

#### To apply for a Request to renew a deputy boat master's card

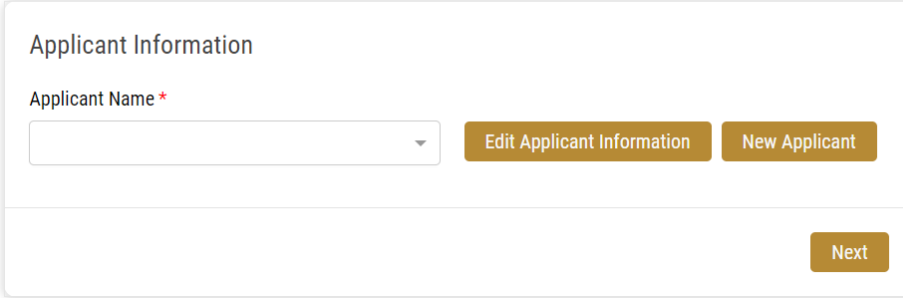
- 1- From the dashboard, click on *New Request*. See *Starting a New Request*.



- 2- Select the Service name from the dropdown list, or alternatively click on the *Export & Import Services* category, select the *Animals & Birds* tab, then select the service card.
- 3- Click on *Start*  . The Applicant information view will be displayed.



## Request to renew a deputy boat master's card




The screenshot shows a web form titled "Applicant Information". It contains a label "Applicant Name" followed by a red asterisk. Below the label is a dropdown menu. To the right of the dropdown are two buttons: "Edit Applicant Information" and "New Applicant". At the bottom right of the form is a "Next" button.

*Figure 17 - Select Applicant Name*

- 4- Click *Next*, then the service details view will be displayed, to Fill the required information

## Request to renew a deputy boat master's card

Request Details
Boat Details
Deputy Captain

Request Details 

Boat \*
The purpose of the renew \*

test
Renewal

Boat Details

Boat Number
License Number

5465465465465
AUD-FSH-01-273559

Boat Type
License Expiry Date

لنش
Jun 20, 2025

Deputy Captain

Deputy boat identity type \*

☐ Emirates Identity
☒ Passport number (For those who do not have family book)

Identification Number \*
Name \*

Phone \*
Nationality \*

Birth Date \*

Back
Next

Figure 18 - Service Information

- 5- Add the required attachment then click next.

## Request to renew a deputy boat master's card

A copy of the passport With residence

Upload a File

Personal Image( jpg,png )

Upload a File

Photocopy of the Listing Summary

Upload a File

Back

Next

- 6- review your request.

## Request to renew a deputy boat master's card

Deputy Captain

Deputy Captain

Boat	The purpose of the renew
test	Renewal
Deputy boat identity type	Emirates Identity
Passport number (For those who do not have family book)	67456745
Name	Phone
456456	00971505994894
Nationality	Birth Date
United Arab Emirates	Jan 1, 1979


☒ Accept Terms & Conditions \*

Back
Submit

Figure 19 – Service Request Review

7- when you submit the request will be pending on approval

## Apply for Fishing Boat License















**CONGRATS!**

Your Request # FSH-14052023-479727 is successfully submitted, Status **Pending On Concerned Local Authority**  
at 5/14/23, 11:07 PM

Go To Dashboard

- 1- You'll find your request under "My Requests" and it will go through several stages for approval from the concerned authorities.

<p><b>REQUEST NO #FSH-04062023-479910</b></p> <p>Sunday, June 4, 2023</p> <p>Fishing Boat</p>	<p><b>Pending On Concerned Local Authorities</b></p>	<p> View</p>	<p> View/Send Messages</p>
<p><b>REQUEST NO #FSH-04062023-479910</b></p> <p>Sunday, June 4, 2023</p> <p>Fishing Boat</p>	<p><b>Customer Service Approval</b></p>	<p> View</p>	<p> View/Send Messages</p>
<p><b>REQUEST NO #FSH-04062023-479910</b></p> <p>Sunday, June 4, 2023</p> <p>Fishing Boat</p>	<p><b>Depends on the security briefing (Trasol)</b></p>	<p> View</p>	<p> View/Send Messages</p>
<p><b>REQUEST NO #FSH-04062023-479910</b></p> <p>Sunday, June 4, 2023</p> <p>Fishing Boat</p>	<p><b>Pending on Fishing Regulation Committee Admins</b></p>	<p> View</p>	<p> View/Send Messages</p>
<p><b>REQUEST NO #FSH-04062023-479910</b></p> <p>Sunday, June 4, 2023</p> <p>Fishing Boat</p>	<p><b>Pending on uploading required documents and Mortgage Release (if exists)</b></p>	<p> View</p>	<p> View/Send Messages</p>
<p><b>REQUEST NO #FSH-04062023-479910</b></p> <p>Sunday, June 4, 2023</p> <p>Fishing Boat</p>	<p><b>Pending on attachments audit</b></p>	<p> View</p>	<p> View/Send Messages</p>

- 2- when approved you'll get notification then you can log in to your account and you'll be able to see the license under: " My Licenses For Boats"

**My Dashboard**

My Licenses For Practicing Professional

Active	Expired
0	0

Show Details

My Licenses For Boats

Active	Expired
1	0

Hide Details

My Agriculture and Animal Possessions

Active	Expired
0	0

Show Details

Cities Balance and Falcon Passport

Active	Expired
0	0

Show Details

**My Licenses For Boats**

Practicing Date	Issued Date	Expired Date
14/05/2023	14/05/2023	13/05/2025

**AUD-FSH-01-273477** Active

Fishing Boat License

Number of unpaid fines	Amounts of unpaid fines
0	0 AED

« Prev 1 Next »

3- also you'll find the request status under "My Requests" to be "finished"

**REQUEST NO #FSH-04062023-479910**

Sunday, June 4, 2023

Fishing Boat

**Finished**




View

View/Send Messages

4- open the request and you'll find the "Outputs" ready to download.

Request Details
Outputs
Attachments
Comments

### Outputs

Certificate Number	Certificate Name		
AUD-FSH-01-273477	Fishing Boat License		<a href="#">Download</a>
AUD-FSH-01-273478	Boat Captian License		<a href="#">Download</a>
AUD-FSH-02-273479	Decision of the organizing committee of fishing		<a href="#">Download</a>