برنامج فرز الوحدات العقارية

REGA
الهيئة العامة للعقار
REAL ESTATE GENERAL AUTHORITY

SPL Service
with Real Estate Unit Subdivision

Solutions Sector



User Guide

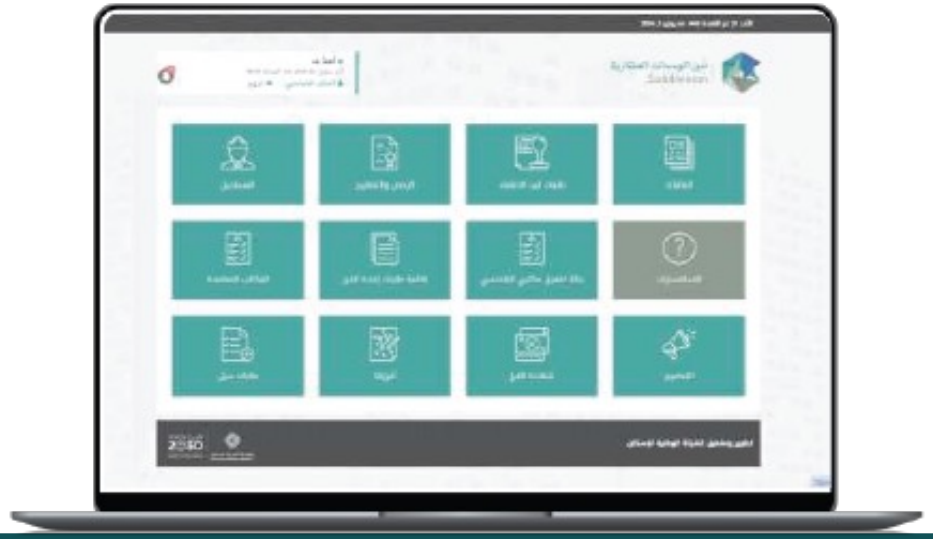
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1 Log In

Log in to the platform.

The Services page will appear. Click on the SPL Requests icon.



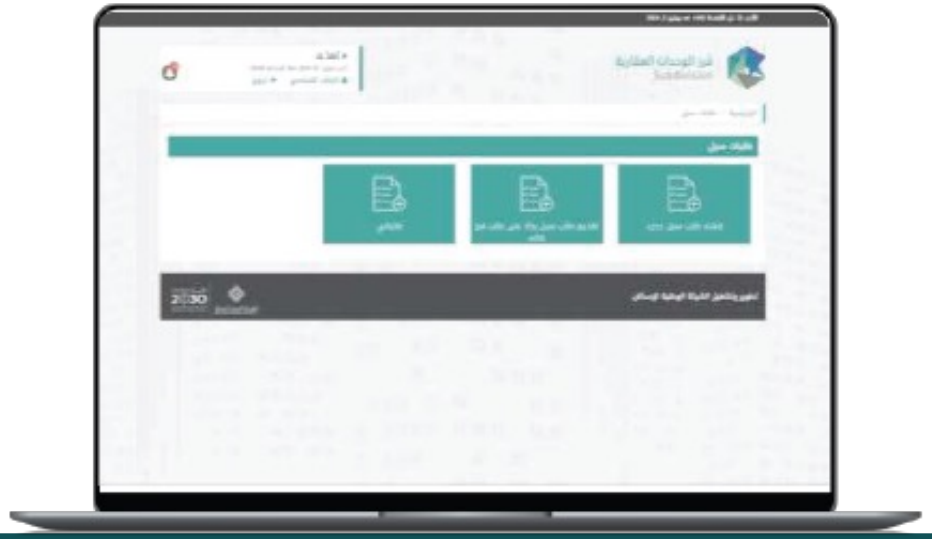
2 Engineering Office Page

The Engineering Office page displays the following options:

A. Create a New Request

B. Submit an SPL Request Based on an Existing Subdivision Request

C. My Requests



A. Create a New Request

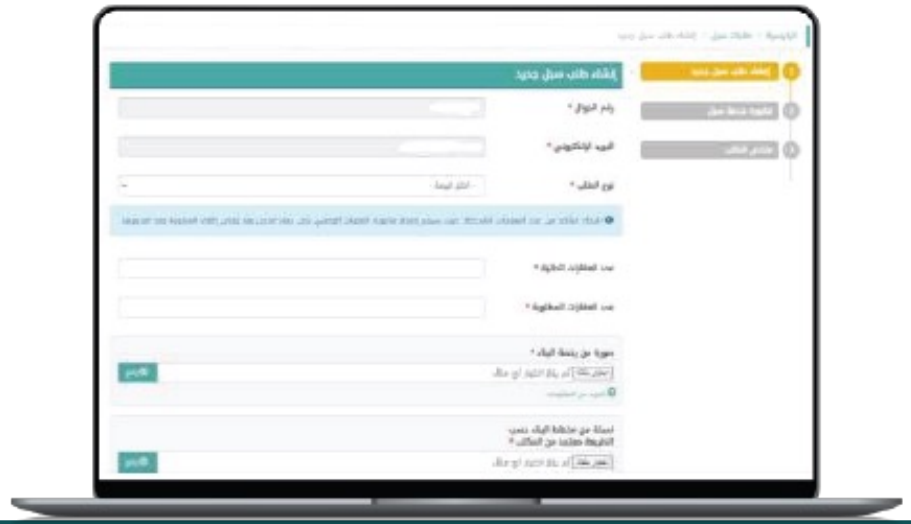
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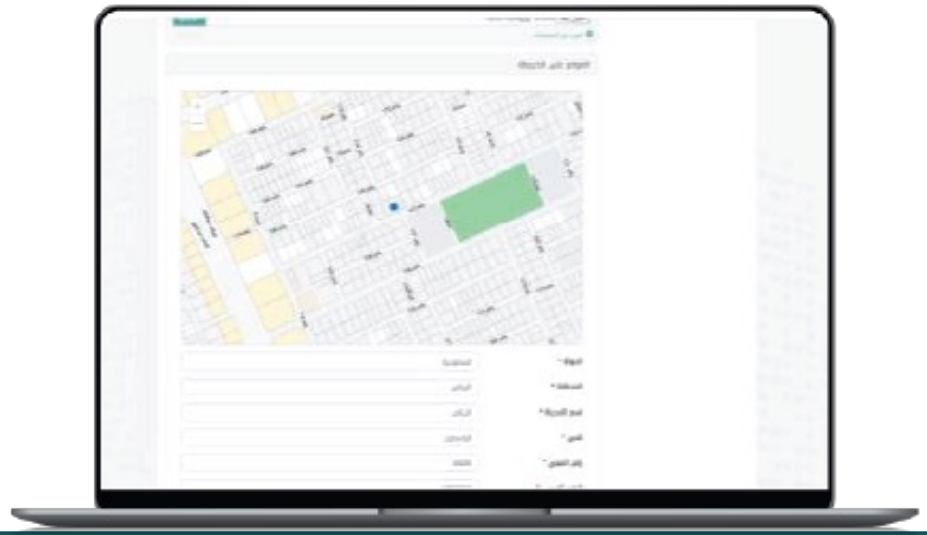
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1. Enter the required information

2. Specify the property location

3. Complete the required information displayed below the map



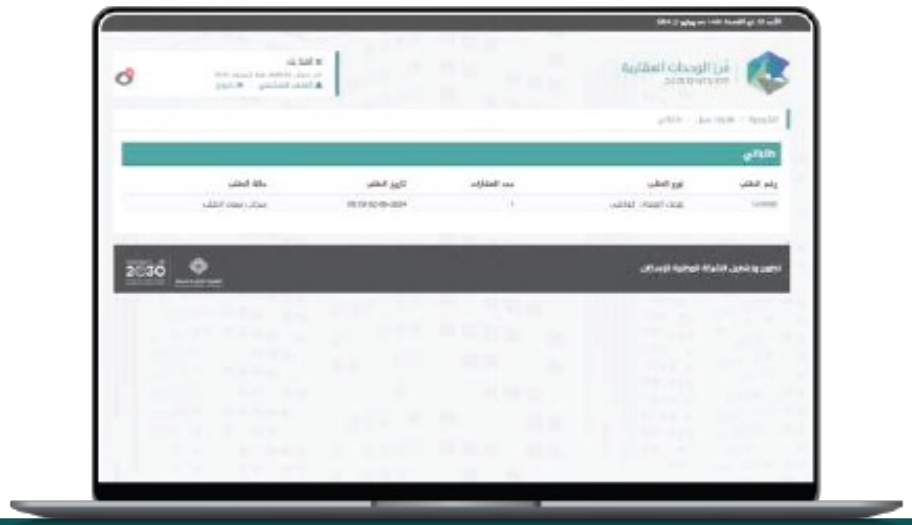


A. Create a New Request

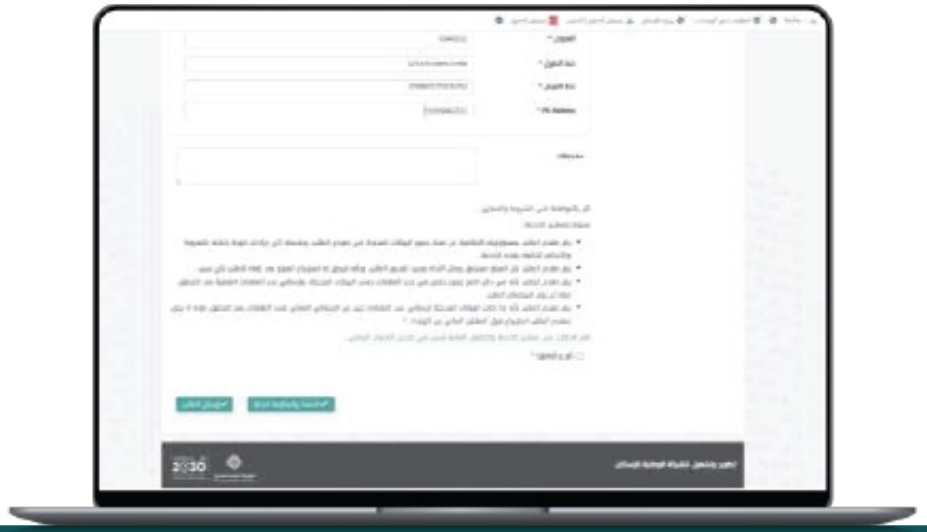
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4 **Review the service Terms and Conditions, then acknowledge and accept them.**



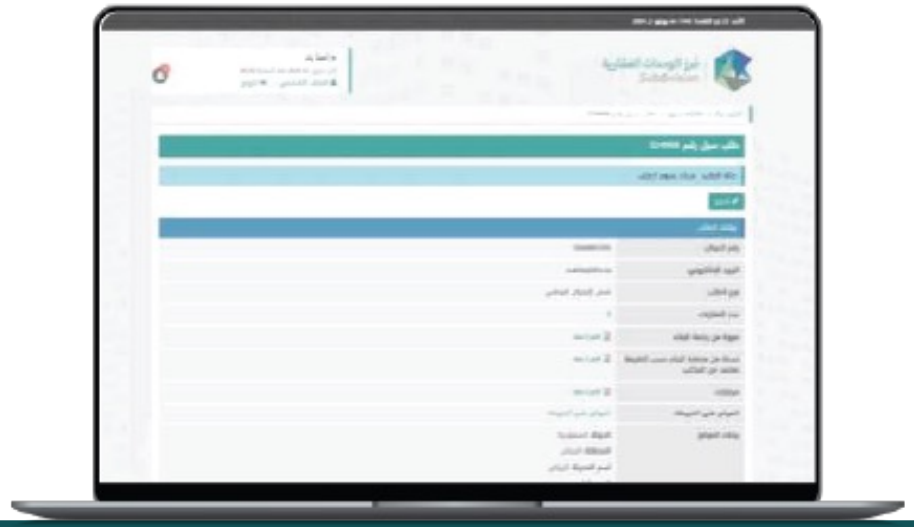
5 **Once the request has been created, go to My Requests and click on the request number.**



A. Create a New Request

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6 **Review the request details.**



7 **The invoice details are displayed below the request details. The customer can pay the invoice using the invoice number. Once the payment is completed, the request status will be updated to Paid.**

A copy of the invoice will also be available for the customer to view.



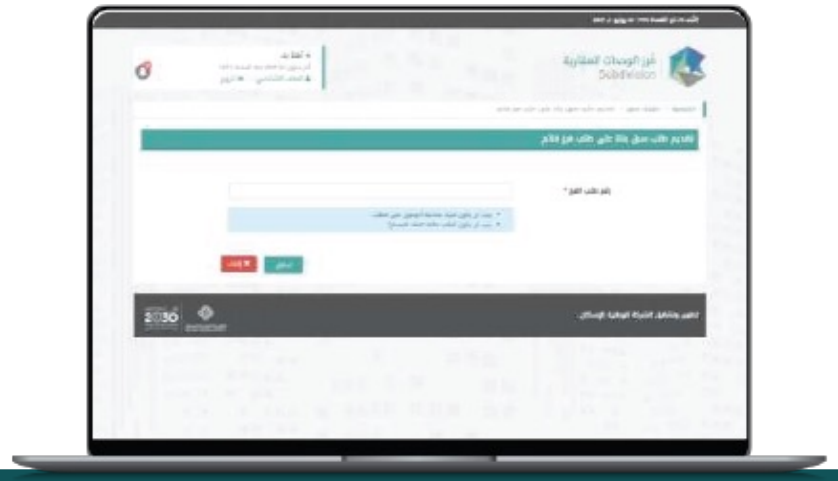
B Submit an SPL Request Based on an Existing Subdivision Request

The page will be displayed to the customer.

A. Enter the existing subdivision request number, then click Verify.

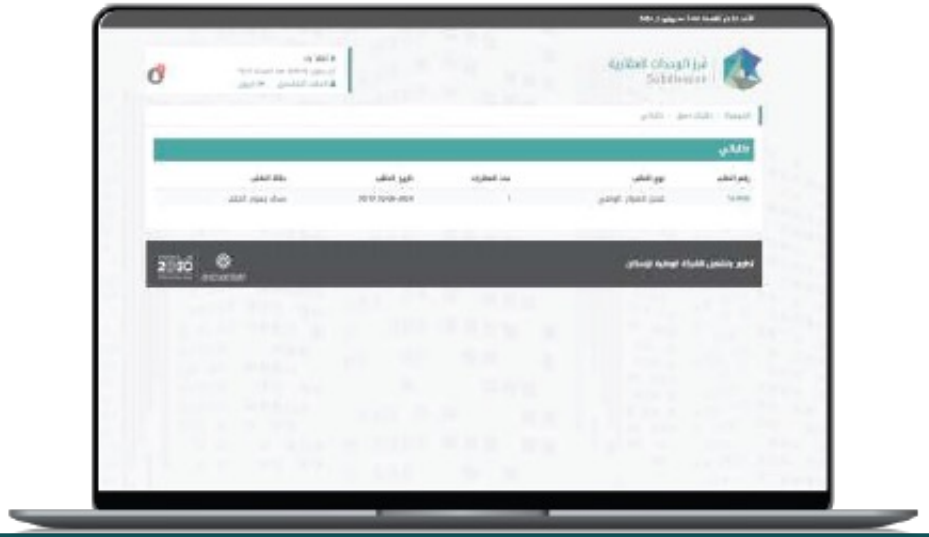
B. Review the request details.

C. Complete the required information as outlined in the Create a New Request section.



C My Requests

The customer can view their SPL Requests, as shown



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Thank You