



وزارة التغير المناخي
والبيئة
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT

Digital Services

Accreditation for pheromones and pests
attractants and repellents

User Guide


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Introduction

This guide is developed to help clients and business entities to use the MOCCA 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 ' single service interface, integrated internally within the Ministry portal and externally with other concerned government entities. It covers all 115 services that MOCCA offers to its customers.

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 MOCCAЕ Website

First you need to log in to the MOCCAЕ website.

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

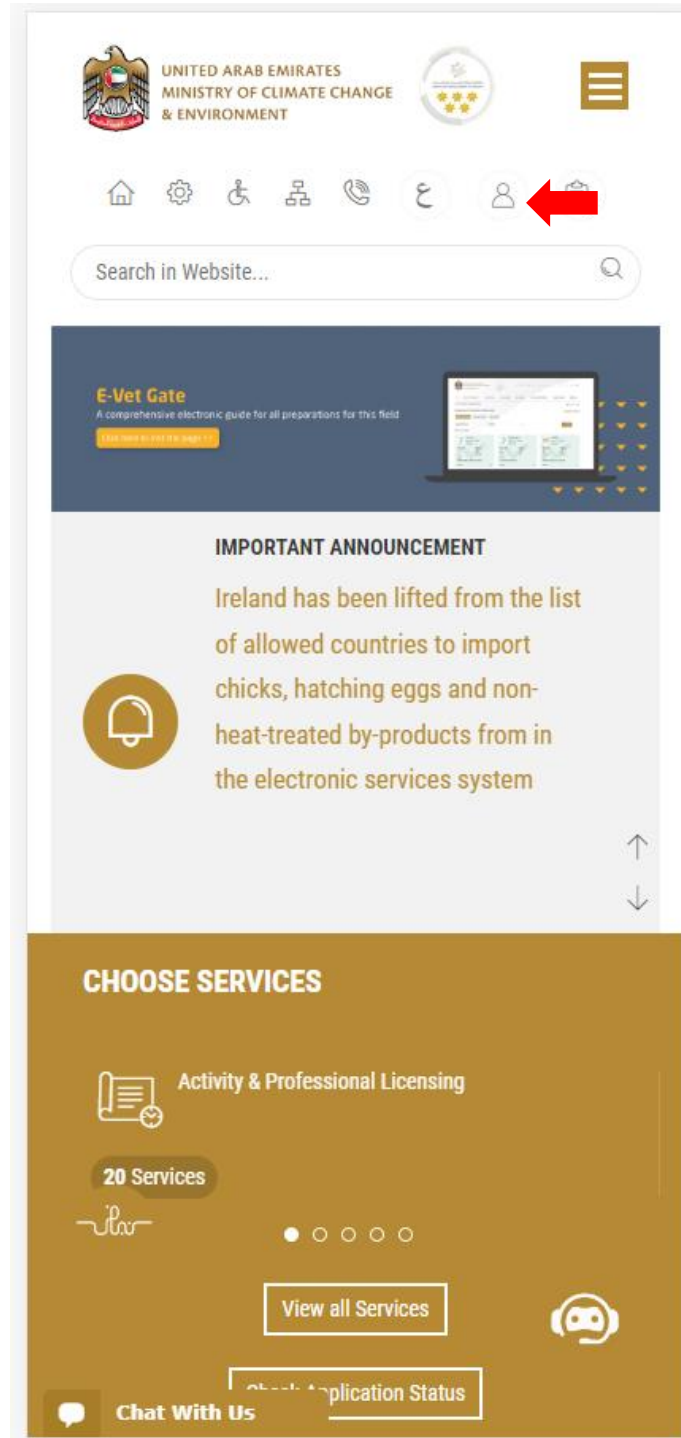


Figure 1 – MOCCAЕ Website Home Page

3- Enter valid company account credentials, then click on *Login*.

Figure 2 - Login Page

4- You will be logged in successfully and directed to MOCCAЕ survey page.

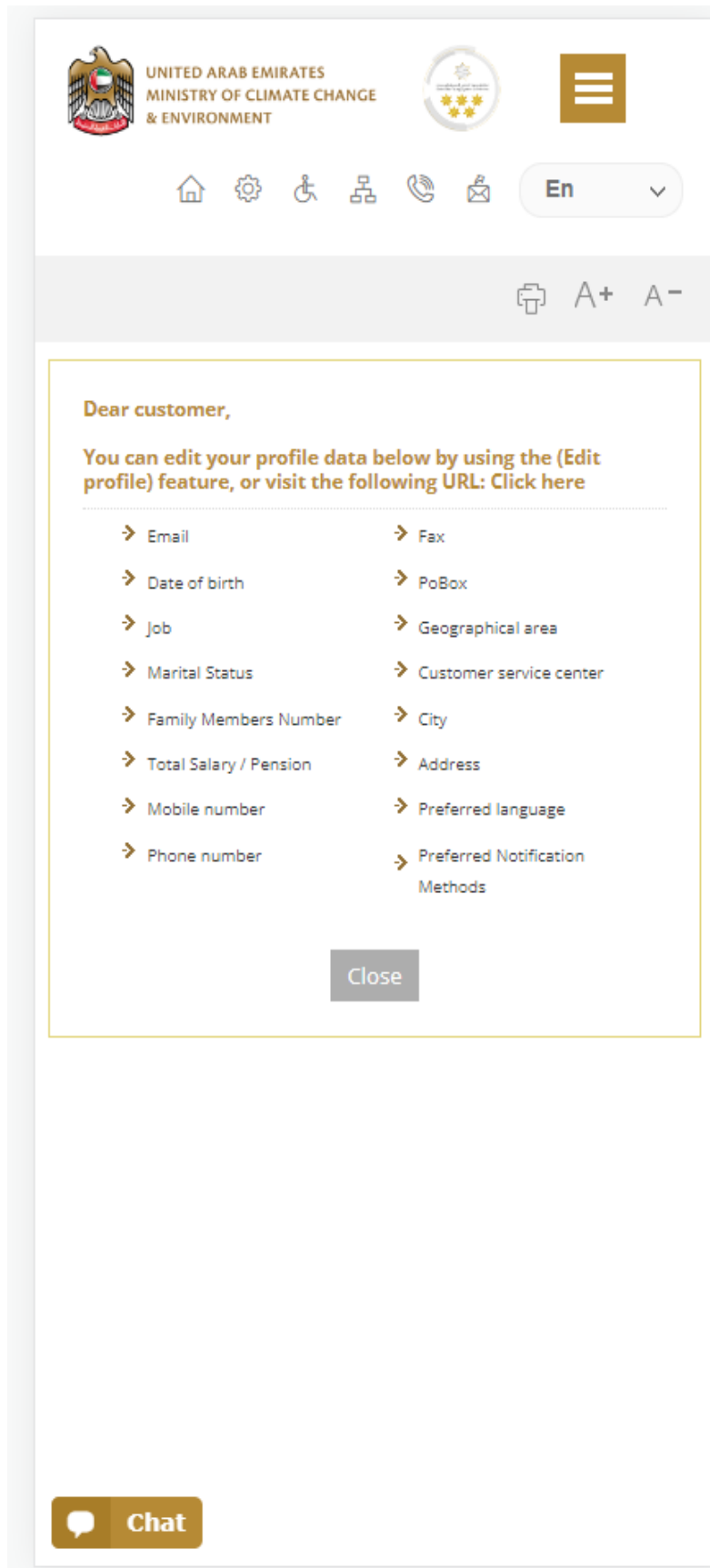



Figure 3 - MOCCAЕ Survey Page

View/Update Customer Profile

- 1- Click on the top right icon 
- 2- Click on *Edit Profile*.

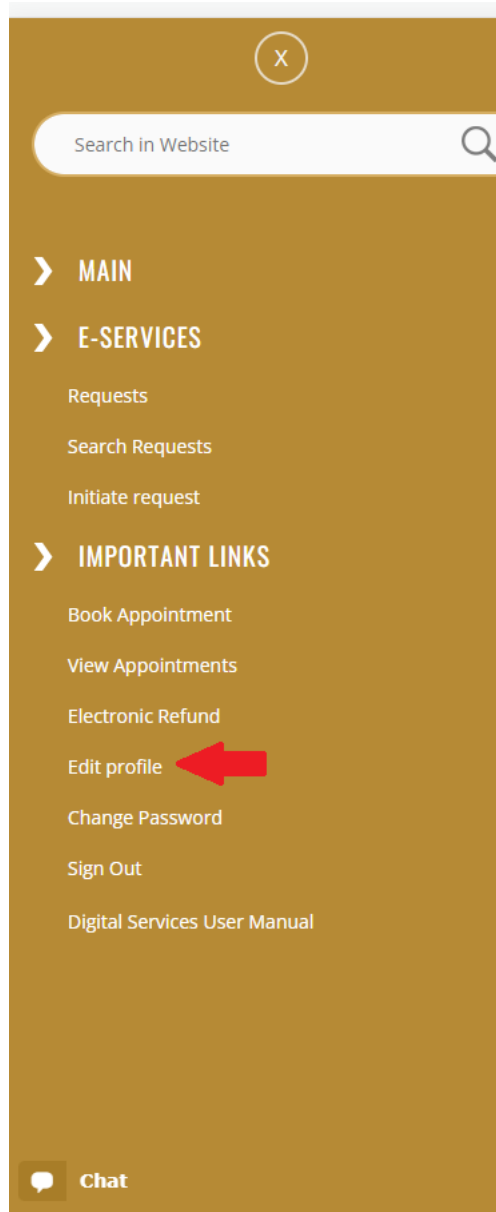


Figure 4 - Update Company Profile

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

The screenshot shows the 'Edit Profile' interface. At the top, there is a header with the UAE Ministry of Climate Change & Environment logo and a 'GO DIGITAL' icon. Below the header is a navigation bar with icons for home, settings, accessibility, and other services, along with a language selector set to 'En'. The main content area is titled 'Edit Profile' and contains the following fields and sections:

- Registration type:** Individual
- Participant Number:** IN-20174-86637
- Online account data:**
 - Email:** [Input field]
 - Confirm Email:** [Input field]
- Enable 2 Step Authentication feature:** [Checkbox]
- Individual details:**
 - Full arabic name *:** [Input field]
 - Full english name *:** [Input field]


Fields marked with (*) are mandatory. A note indicates that the 'Full english name' field accepts English letters for clients who cannot speak Arabic.

Figure 5 - Edit Profile

3- You can modify the following details:

- **Online account data** including company email address
- **Organization details** including company name, license and authority details
- **Company Geographical Data** including company location details
- **Communication Data** including primary contact number, email and address details

Running the 'Go Digital' Services

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

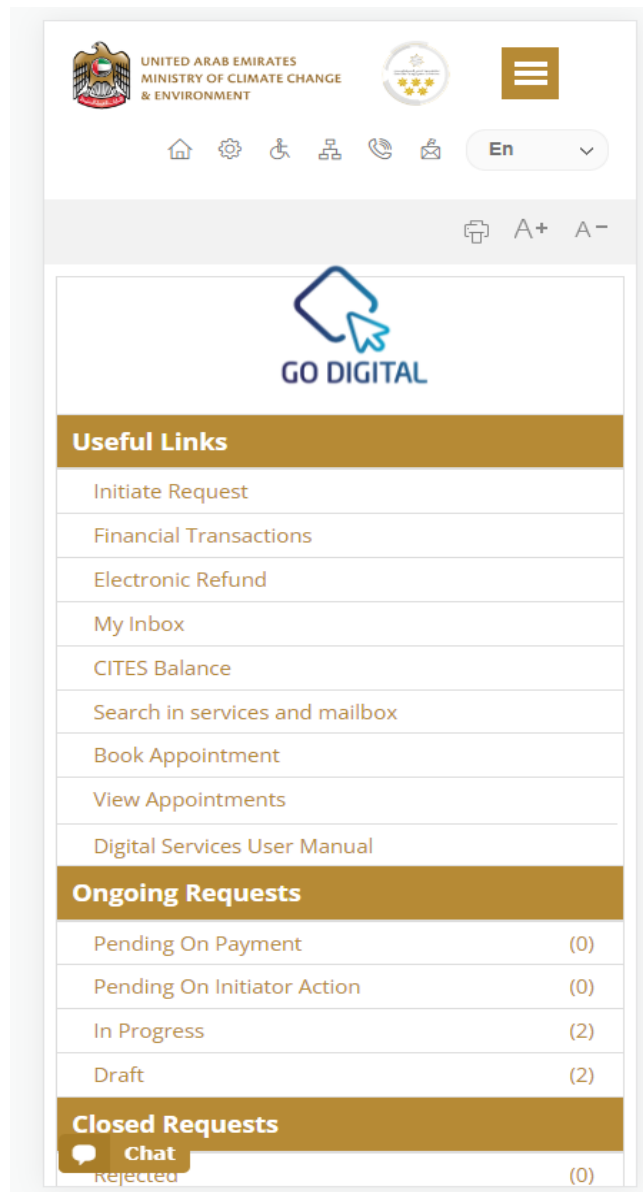


Figure 6 - 'Go Digital' Icon

The user dashboard will then be displayed.

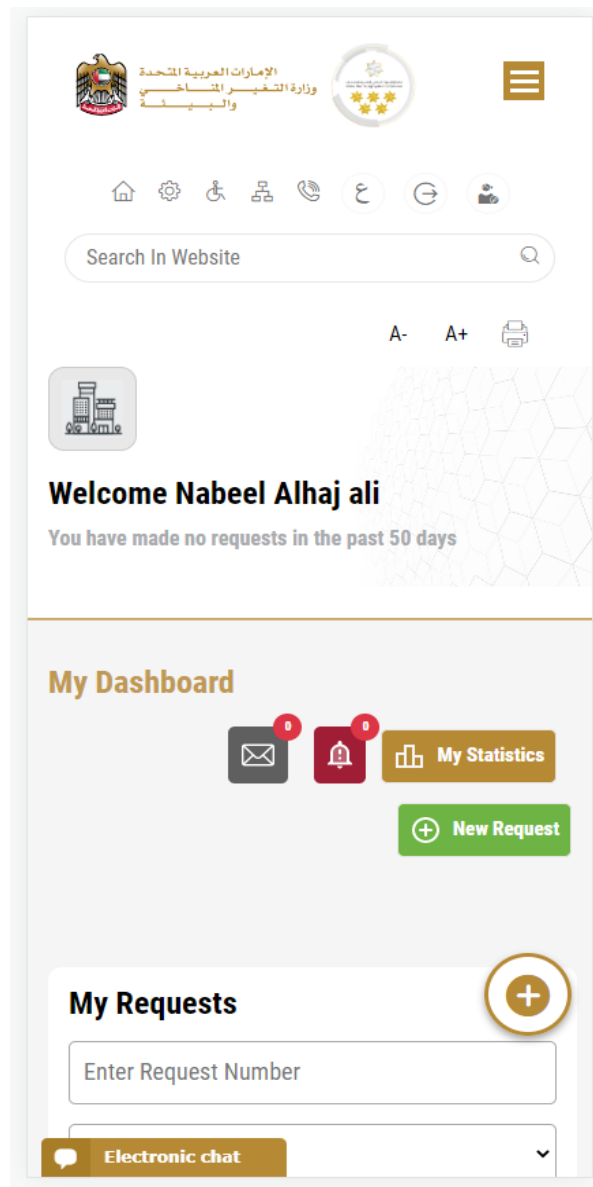
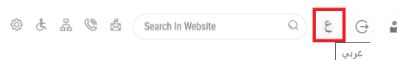


Figure 7- My Dashboard

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.

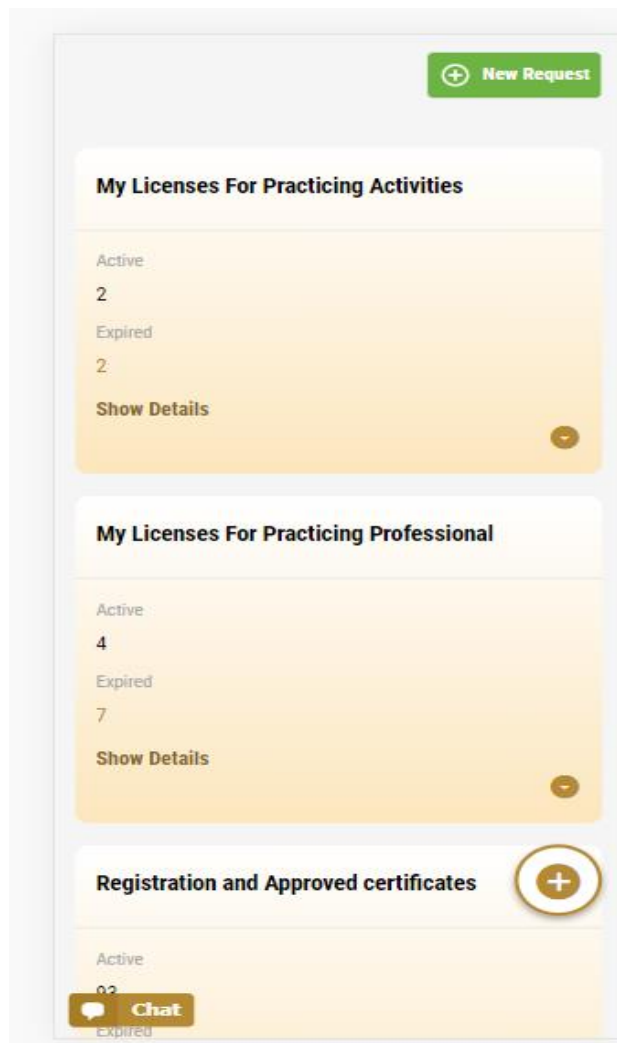


Figure 8 - Dashboard Digital Service Categories

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

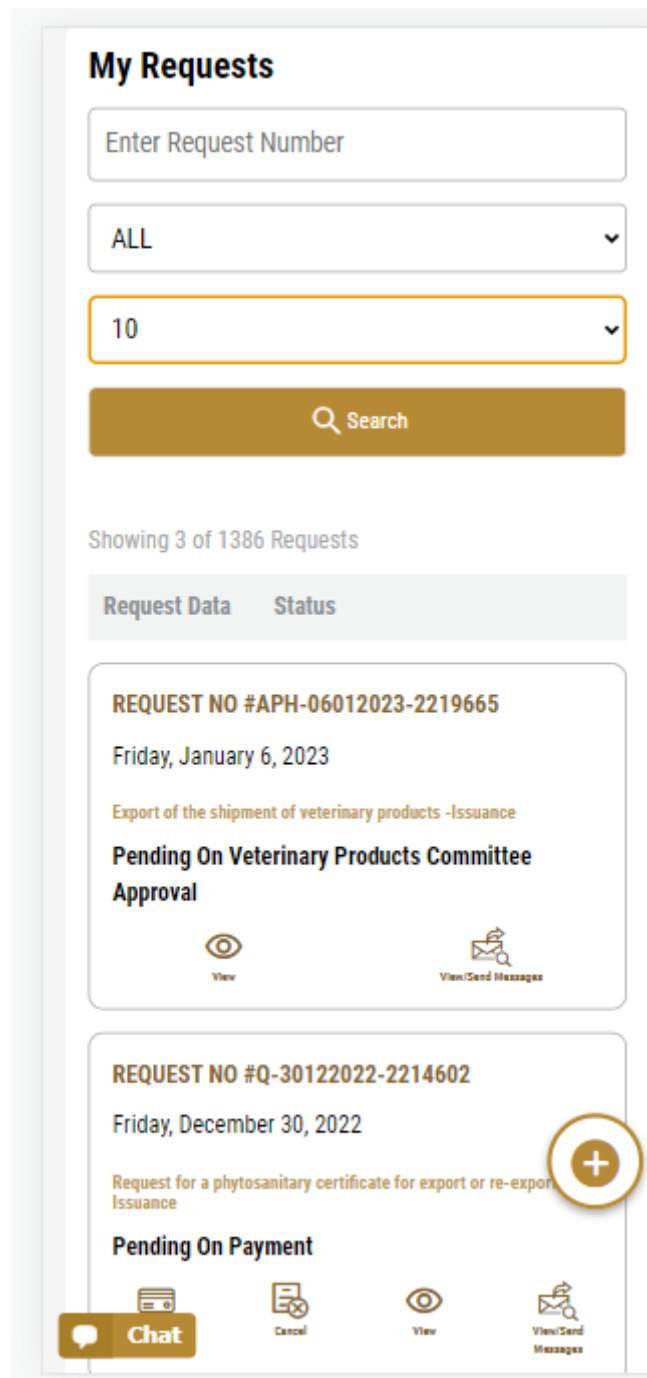


Figure 9 - Customer's Requests List


Using the 'Go Digital' Services

Digital Services Overview

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

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

Starting a New Request

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

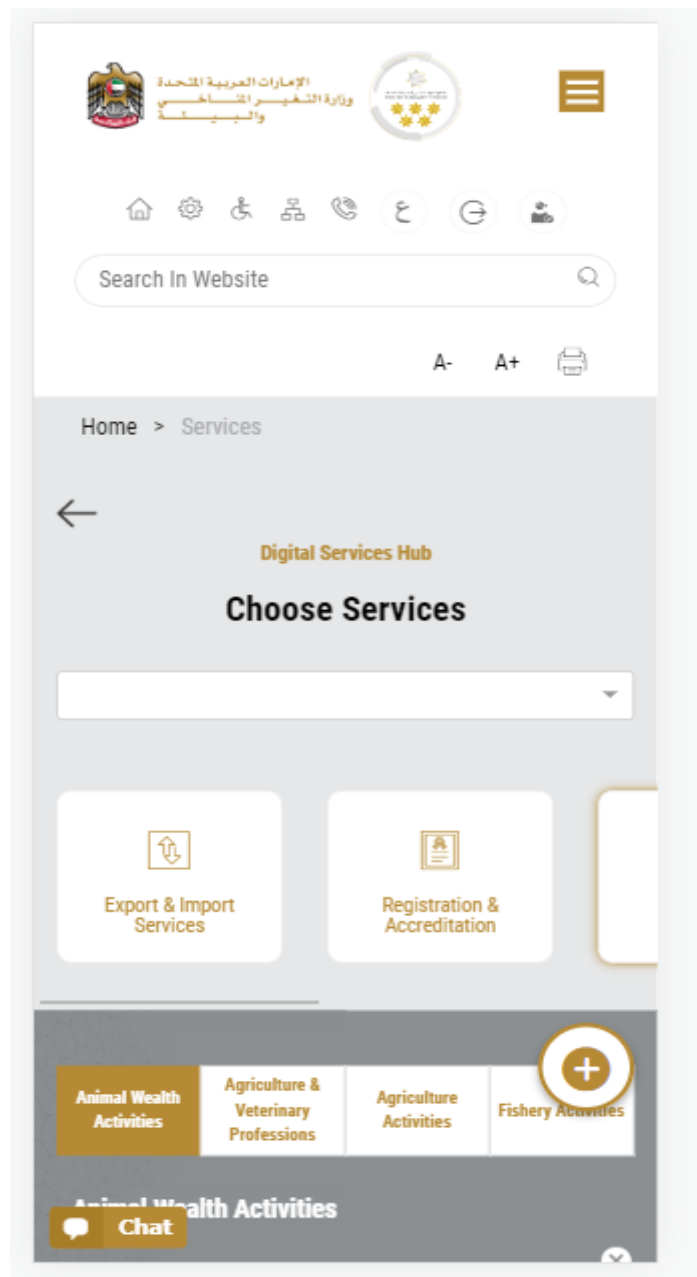


Figure 10 – Service New Request

- 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.

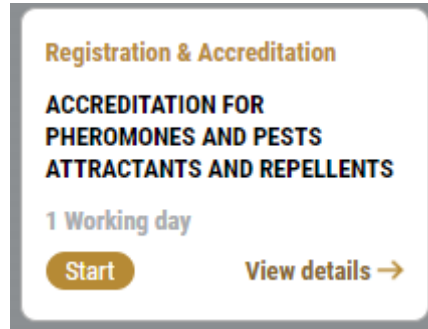


Figure 11 - Service Card

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

You can click on *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*.

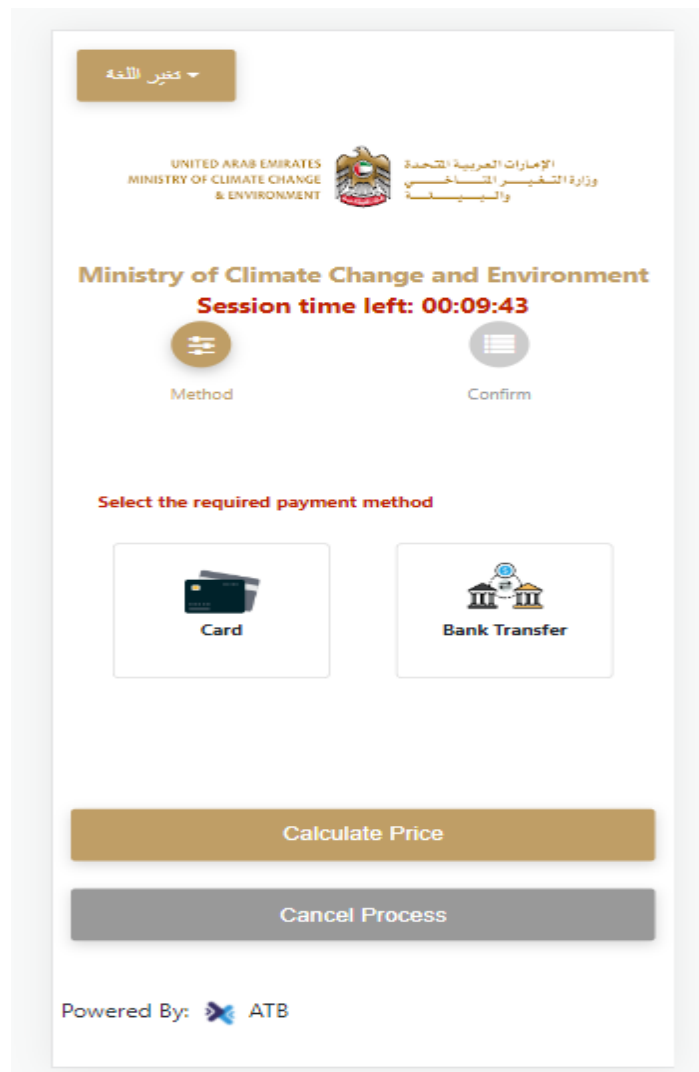


Figure 12 - Payment Gateway

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

The screenshot displays the 'Service Fees Details' interface. At the top left, there is a language selector 'تغيير اللغة'. The header includes the logo of the United Arab Emirates Ministry of Climate Change & Environment, with text in both English and Arabic. A session timer indicates '00:04:02' left. Two circular icons labeled 'Method' and 'Confirm' are present. The main content area is split into two panels. The left panel shows a 'Service' card with the following details: Description: Card Charges, Amount: 2.04 AED, Tax Amount (AED): 0.1 AED, and Total With Tax Amount: 2.14 AED. The right panel shows a 'Request Fees' card with identical details. Below these panels, a summary table shows 'Total Tax' and 'Total Amount' both as 'AED'. Three action buttons are located at the bottom: 'Proceed With Payment' (orange), 'Change Payment Method' (orange), and 'Cancel Process' (grey). The footer indicates 'Powered By: ATB'.

Figure 13 - Service Fees Details

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

تغير اللغة

UNITED ARAB EMIRATES
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT

الإمارات العربية المتحدة
وزارة التغير المناخي
والبيئة

Ministry of Climate Change and Environment
Total Payment: 302.14 AED
Session time left: 00:09:02

Cardholder Name
abcd

Card Number
5123 4500 0000 0008

Month
December

Year
23

CVV
...

I agree to [Terms&Conditions](#)

Pay Now

Change Payment Method

Figure 14 - Credit Card Details

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

Payment Successfully

Payment Status	:	Paid
Date & Time	:	16/04/2022 11:52:19 AM
Payment Reference Number	:	04940646-8462-4244-8467- ac80a87796a
Receipt Reference Number	:	06637851882313050499
Total Amount	:	2953.06 AED
E-Diskum Fees	:	\$3.06 AED
Payment Method	:	Non E-Diskum Card

Service Name	Service Code	Amount	Quantity
Request for the issuance or annual renewal of a license to export or re-export aquatic products	1224122176	2000	1
Request the issuance or annual renewal of licenses for approvals to engage in activities related to the aquaculture sector	1224122177	900	1

Continue

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.

- 1- 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.

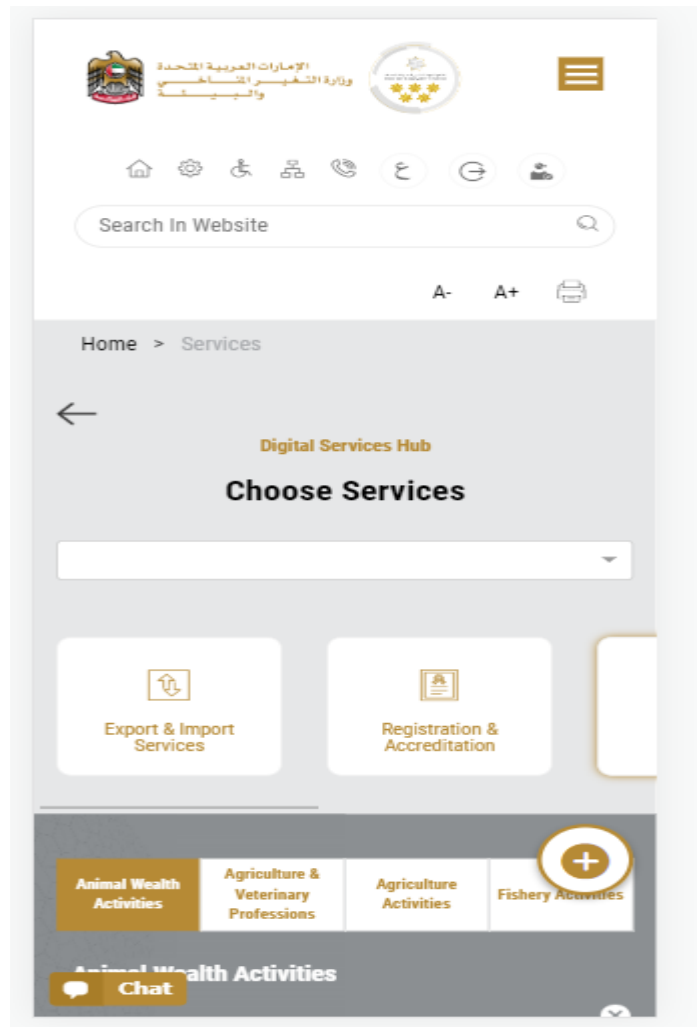




Figure 16 - Select Request to Retrieve

- 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




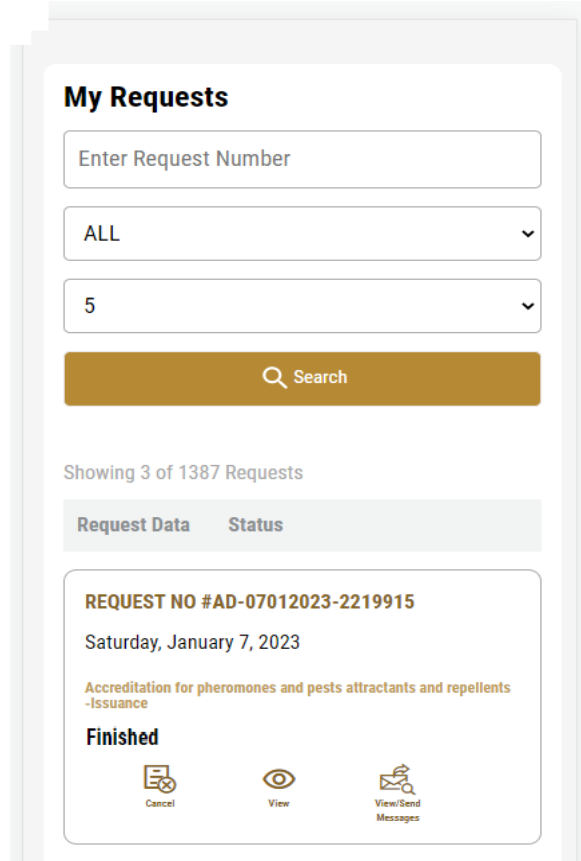
View 	To view request details and make changes if required
View/Send Message 	To communicate directly with MOCCA employee by sending and receiving messages regarding your request
View Payment Receipt 	To view the request payment receipt if it has been already paid

Table 2 – Service Request Actions

View or Download a Certificate

- 1- Select the service category. The list of available certificates will be displayed.



- 2- Locate the required certificate, then click on  to view and download the certificate, or click on  to view the service request.

Accreditation for pheromones and pests attractants and repellents

Service Description

Through this service, Pheromones, attractants, nuisances, additives and materials with mechanical or physical effect (not contains pesticides) are adopted in the pest control will be Approved for the purpose of importing and trading within U.A.E. These materials are certified once time for the same product and for the same company.

Service Time


2 Working days

Terms and Conditions

Pheromones, attractants, traceants, additives and materials with mechanical or physical effect shall be subject to the registration requirements of pesticides if they contain a pesticide

The company must be licensed of agricultural activity by ministry active licensed

To apply for a License for Accreditation for pheromones and pests attractants and repellents

- 1- From the dashboard, click on *New Request*. See *Starting a New Request*.
- 2- Select the Request 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.
- 4- Add the Applicant Information by:
 - a. Selecting the applicant's name from the list, if available
 - Or
 - b. Click on *Add Applicant* to add the applicant's name using the Emirate ID number, then click on *Find*.
 - c. Select the request purpose.

The applicant's information will be displayed and the request purpose.

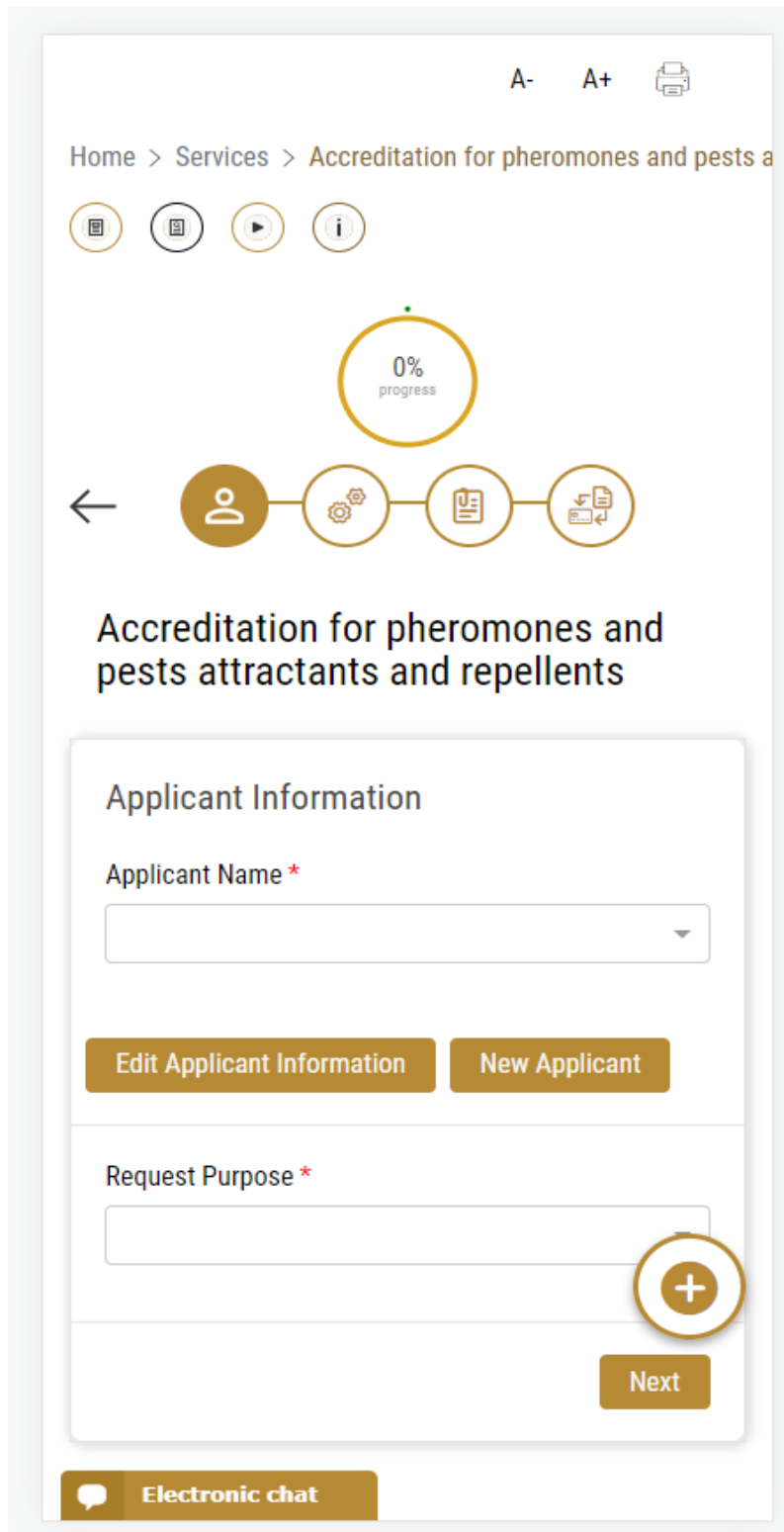


Figure 17 - Select Applicant Name

- 5- If necessary, you can update the applicant's Mobile Number and Email ID where the applicant will receive all service-related messages.

Accreditation for pheromones and pests attractants and repellents

Applicant Information

Applicant Name *

▼

[Cancel Adding](#)

ID
 Passport

ID No. *

784-

Emirates ID format 784-XXXX-XXXXXXXX-X

[Verify ID No.](#)

Name *

Mobile No. *

Example: 00971123456789

Email

[Electronic chat](#)

Figure 18 - Applicant's Information Page

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

Accreditation for pheromones and pests attractants and repellents

User Data

Name

City
city

Mobile
00971506727856

Email
e@e.com

Service Information (i)

Product Type *

Trade Name *

Composition *

Manufacturing Company/Factory Name * (+)

In case no item found you can enter new one by typing the new name


 **Electronic chat**

Figure 19 – Service Information

7- Click *Next*, then the Attachments view will be displayed.

Accreditation for pheromones and pests attractants and repellents

A letter of authorization from the producing and exporting company not to object to the circulation of the product in the State

*

Upload a File

Certificate of material composition including active substances, their proportions and ratios of other inert materials from a government laboratory affiliated with the registration authority or from a laboratory accredited by the registration authority that applies good standards for laboratories (GLP)


*

Upload a File

Technical brochure issued by the producing company stating the composition of the material, its specifications, how it is used and pests used to control it (Chemical Safety Card MSDS)

*

Upload a File




 **Electronic chat**



Figure 203 - Attachments Page

- 8- Upload the following documents to be attached. These documents are mandatory and you cannot proceed before attaching them.
 - None
- 9- Click *Next* to review your request.

The screenshot displays a mobile application interface for reviewing a service request. It is divided into two main sections: 'User Data' and 'Service Information'. The 'User Data' section includes fields for Name, City (with the value 'city'), Mobile (with the value '00971506727856'), and Email (with the value 'e@e.com'). The 'Service Information' section includes fields for Product Type (with the value 'Attractants'), Trade Name (with the value 'fdsf'), Composition (with the value 'dfdsf'), Manufacturing Company/Factory Name (with the value 'Alcochem Hygiene'), and Origin Country (with the value 'Algeria'). At the bottom of the form, there is a checkbox labeled 'Accept Terms & Conditions *' which is currently unchecked. To the right of this checkbox is a circular button with a plus sign. At the very bottom, there are two buttons: 'Back' and 'Submit'. A floating 'Electronic chat' button is also visible at the bottom left.

Figure 21 – Service Request Review

- 10- Check the *I Agree to the Terms and Conditions* box. You can pay for the service immediately or at a later time.

- a. To pay the service fees later click on *Pay Later* , then your request will be saved in your dashboard waiting for payment to be processed.
- b. Click on *Pay Now*  to pay for the service immediately. See [How to Pay for a Digital Service](#)

Accreditation for pheromones and pests attractants and repellents

Product Type
Attractants

Trade Name
fdsf

Composition
dfdsf


Manufacturing Company/Factory Name
Alcochem Hygiene


Origin Country
Algeria

Fees (AED)

Fee Name	Quantity	Total
approve pheromone attractant or repellent additive or substance	1	300
Total		300

Accept Terms & Conditions*





Once the payment is done, the request will be sent to the authorized MOCCA employee for processing. You will be then notified by Email and SMS by the request status. It can either be:

- **Approved:** Request is complete, and license is issued
- **Rejected:** The service is not provided, and you will be notified by the reason
- **Returned:** The request will be returned, and you will be notified with return reason for correction. You still need to resubmit the request for final decision

11- Once your request gets approved, the request status will change to *Completed*. You can then view or download your certificate.

12- Locate the completed request then click on  to download your certificate, or  to view the request.

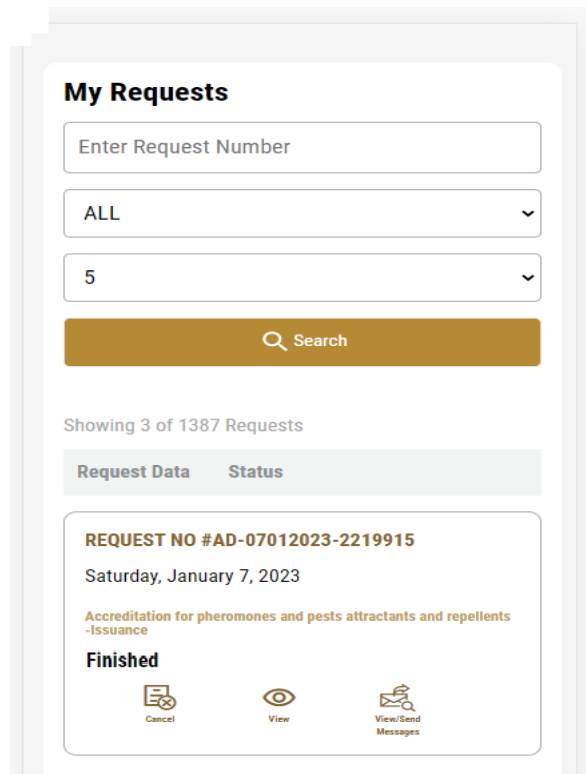


Figure 22 - Download or View Certificate