HOW TO APPLY FOR WPS REGISTRATION
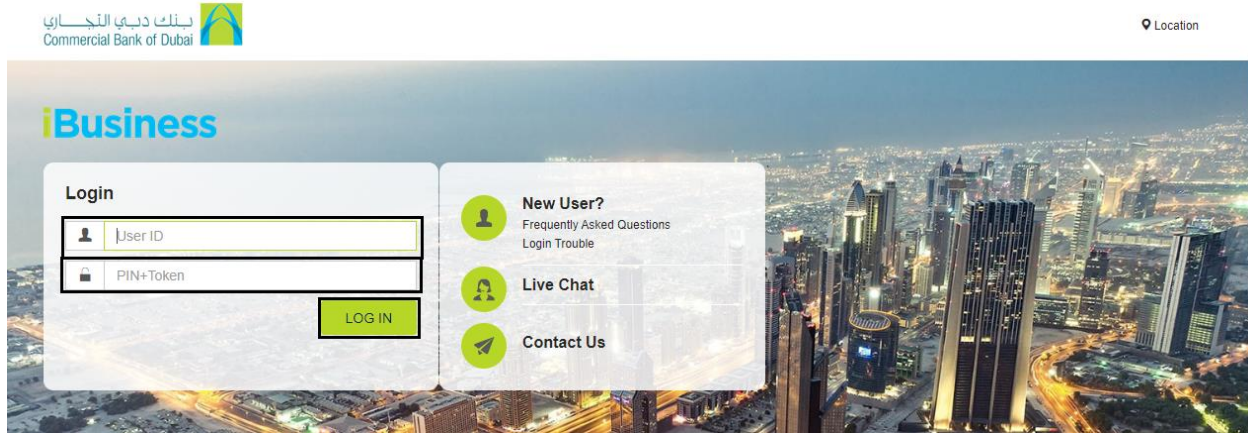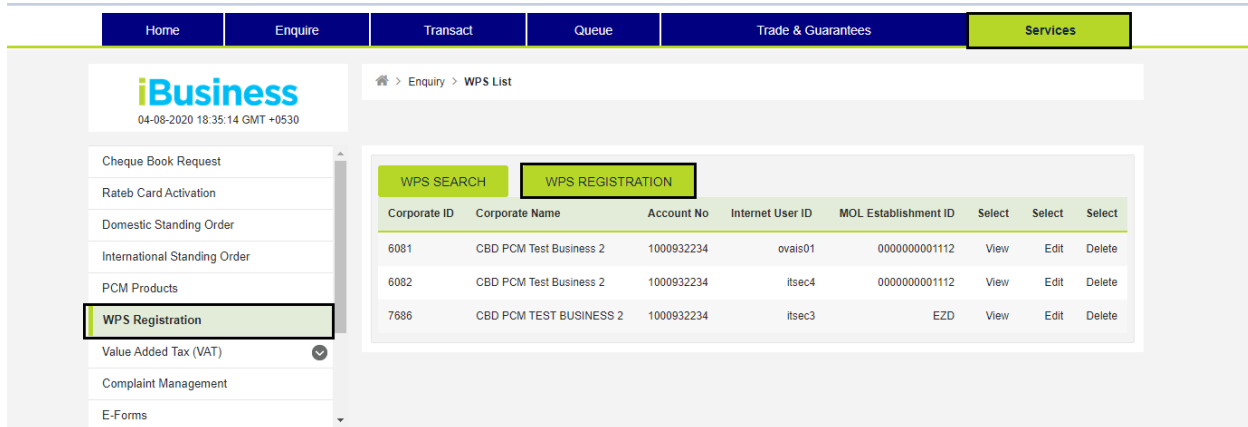
1- Open iBusiness through www.cbd.ae.
2- Enter your iBusiness User ID.
3- Enter the PIN(4 digits) + TOKEN (6 digits number displayed on the user device)
4- Click on Login Button.

5- Click on **Services** tab at the top menu.
6- Click on **WPS REGISTRATION** on the left side menu.
7- Click on the **WPS REGISTRATION** button appearing on the screen.

8- Enter the below mention
    a. **MOL Name**: Company name as per the registration with Ministry of Labor (MOL)
    b. **Emirate**: Emirate of the Trade License issued.
    c. **Trade License No**
    d. **License Expiry Date**
    e. **Free zone ID**: Only in case if company is Free zone, otherwise do not select any option here.
    f. **MOL Establishment ID**: Ministry of Labor establishment ID consist of 6 digits, add zero before and make the total number in this field as "13".

9- Click on **REGISTER** tab to proceed.

10- You will be navigated to the pre-confirmation screen to review the request.
11- Validate the details entered and click on **CONFIRM** tab.

12- System will navigate to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device) and click on **SUBMIT** button to initiate the request.