

e-pass User Guide

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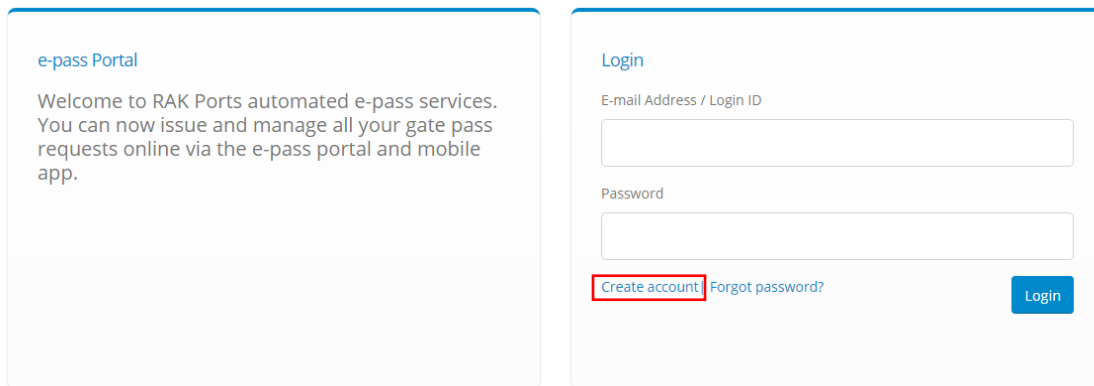
e-pass system URL

Open the link using any type of Internet browser. If you already have an account, please log in or create an account.

<http://gatepass.rakports.ae/Default.aspx>

Create a new account

Click on **Create account** link.



The screenshot shows two side-by-side panels. The left panel is titled "e-pass Portal" and contains a welcome message: "Welcome to RAK Ports automated e-pass services. You can now issue and manage all your gate pass requests online via the e-pass portal and mobile app." The right panel is titled "Login" and contains two input fields: "E-mail Address / Login ID" and "Password". Below the input fields, there is a "Create account" link (highlighted with a red box), a "Forgot password?" link, and a blue "Login" button.

User Registration type

Individual User

Company User

New User Registration

Registration Type Individual User Company Registration

Title

First Name *

Last Name *

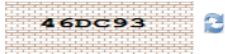

Mobile Number *
00XXXXXXXXXXXX

Email Address *
Email address will be used as your Login ID

Nationality *

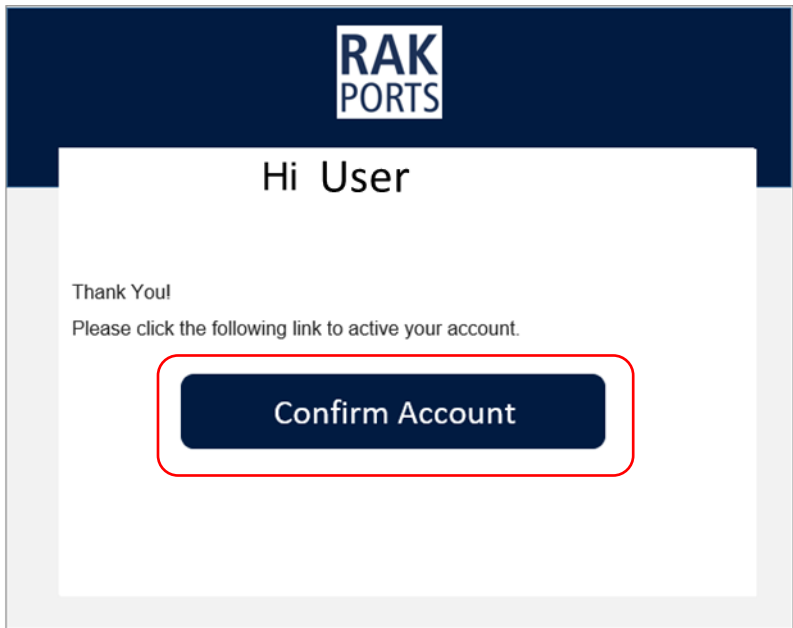
Port *

Company Name

Type the code from the image *

After registration, user will receive an email with verification link. The user must click on the verification link and confirm the email address.



Ports' Security department will approve the user and send a temporary username and password. The user can change their password at any time.

Login

Login to e-pass system

SECURITY PASS PROCESS:

- Register before use the website
- Log in for pass application
- Fill the form
- Submit and receive acknowledgement
- Allow 24 hours for email that your pass is ready
- Collect the Security Pass

LOGIN TO GATEPASS SERVICE SYSTEM

E-mail Address / Login ID

Password

New user? [Register](#) | [Forgot password?](#)

[Login](#)

e-pass application

Click on **Gate Pass Request**.

info@rakports.ae +971 7 2056 000

[HOME](#)
[GATE PASS LIST](#)
[GATE PASS REQUEST](#)
[VESSEL LIST](#)
[VEHICLE LIST](#)
[MY ACCOUNT](#)

Gatepass List

Reference No

From Date

To Date

[Search](#)

Pending
 Approved
 Rejected
 All

[Clear](#)

Sl.No	Reference#	Pass Type	Visitor	Date of Visit	Status	Edit	View
1	208831	Daily	Test Lintu	23/01/2019	Approved	Submit	Download

Part 1

Insert necessary information

Gatepass Request

Pass Information		
Pass Type *	Port *	Purpose Of Visit *
<input type="text" value="Select"/>	<input type="text" value="Select Some Options"/>	<input type="text" value="Select"/>
Host Company Details		
Host Company Name *	Contact Person *	Date Of Visit *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="REQUIRED"/>
<input type="button" value="NEXT"/>		

Part 2

You can add more than one visitor in this section by clicking on add visitor

Visitor Information		
Title *	First Name *	Last Name *
<input type="text" value="MR."/>	<input type="text" value="REQUIRED"/>	<input type="text" value="REQUIRED"/>
Alias	Family Name	Date Of Birth *
<input type="text"/>	<input type="text"/>	<input type="text" value="REQUIRED"/>
Place Of Birth *	Previous Nationality *	Nationality *
<input type="text" value="REQUIRED"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Religion *	Sect	Mobile (00XXXXXXXXXXXX) *
<input type="text" value="REQUIRED"/>	<input type="text"/>	<input type="text" value="REQUIRED"/>
Company Name *	Profession *	Email
<input type="text" value="REQUIRED"/>	<input type="text" value="REQUIRED"/>	<input type="text"/>
Date Of Entry (In UAE)	Post Of Entry	Office Telephone No
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank	Salary	Vehicle No
<input type="text"/>	<input type="text"/>	<input type="text"/>
Present Sponsor *	Visiting Vessel	Photo *
<input type="text"/>	<input type="text"/>	<input type="text" value="Choose File No file chosen"/>
Security clearance card required or not? <input type="checkbox"/>	Check box - if you need ID card.	
Pass Processing Port	Security Clearance will process through this port	
<input type="text" value="Saqr Port"/>		
Pass Request From	Pass Request To	
<input type="text"/>	<input type="text"/>	

Passport		
Passport No*	<input type="text" value="Passport No."/>	
Place Of Issue *	<input type="text" value="Place Of Issue"/>	<input type="text" value="Date Of Issue"/>
		<input type="text" value="Date Of Expiry"/>
		<input type="button" value="Choose File"/> No file chosen
VISA		
UID/Visa No.	<input type="text" value="Visa No."/>	<input type="text" value="Date Of Issue"/>
		<input type="text" value="Date Of Expiry"/>
		<input type="button" value="Choose File"/> No file chosen
Visa Type	<input type="checkbox"/> Visit Visa <input type="checkbox"/> Residence Visa <input type="checkbox"/> Others	
Emirates ID		
Emirates ID	<input type="text" value="Document No."/>	<input type="text" value="Date Of Issue"/>
		<input type="text" value="Expires On"/>
		<input type="button" value="Choose File"/> No file chosen
Additional Documents		
Company Letter with Stamp	<input type="button" value="Choose File"/> No file chosen	
Residential Details (Optional)		
Street	Zone	House/Building No
<input type="text"/>	<input type="text"/>	<input type="text"/>
Proprietor	Flat No	Floor No
<input type="text"/>	<input type="text"/>	<input type="text"/>
P.O.Box	<input type="text"/>	

Relatives (Optional)

Employer	Nationality	Name
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Employer	Nationality	Name
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Friends (Optional)

Employer	Nationality	Name
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Employer	Nationality	Name
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

After adding the visitor, the user must click on the check box and Finish button to submit the application.

After Update Details

All the information I have provided is correct.

Gate pass list

You will find the previous clearance record in this section.

Gatepass List

Reference No <input type="text" value="Reference No"/>	From Date <input type="text" value="From Date"/>	To Date <input type="text" value="To Date"/>	<input type="button" value="Search"/>
<input type="radio"/> Pending	<input type="radio"/> Approved	<input type="radio"/> Rejected	<input type="radio"/> All
			<input type="button" value="Clear"/>

Sl.No	Reference#	Pass Type	Visitor	Date of Visit	Status	Edit	View
1	208831	Daily	Test Lintu	23/01/2019	Approved	Submit	Download
2	109	Temporary	TEST1 JAI	29/01/2019	Approved	Submit	Download
3	836793	Temporary	TEST TEST	31/01/2019	Approved	Submit	Download

Download clearance receipt once the pass approved.

For any query, please contact:

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AL Jeer Port : +971 (0) 7 2682333 / tali@rakports.ae