
User Manual for “E-Services Account Online Activation” e-Service

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1. Introduction

This eService enables employers to activate their establishment and branches online account (if any) by using Employer Number or CR Number.

It requires an advanced eKey authentication provided by the Information and eGovernment Authority (IGA).

2. Accessing the e-Service for Updating IBAN

The Employer has to browse SIO's portal www.sio.gov.bh . Then, click Online activation below the login box:

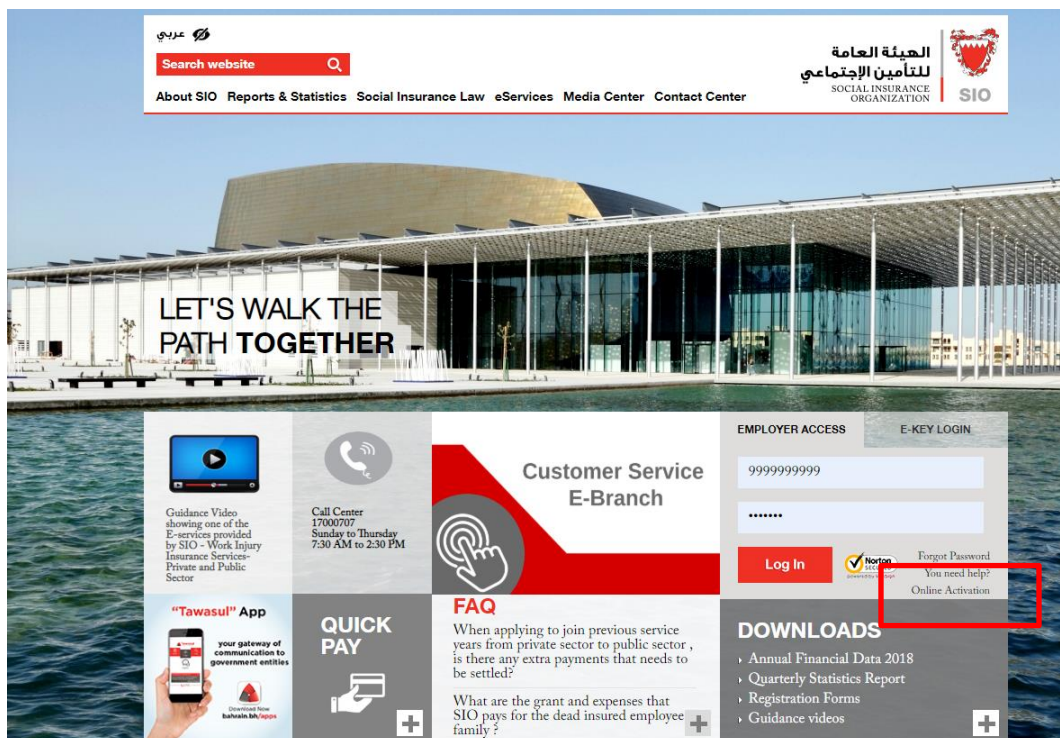
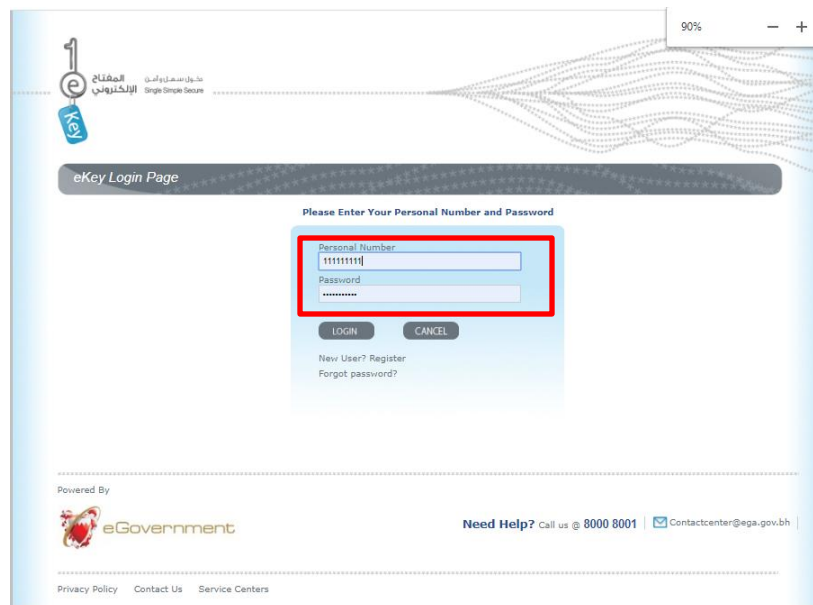


Figure 1: Clicking on “online activation” under the login box.

3. Process of Entering and Updating IBAN

The user will be guided directly to the main page of updating the IBAN account, the following fields and required to be filled, the click Continue to move to the next page.



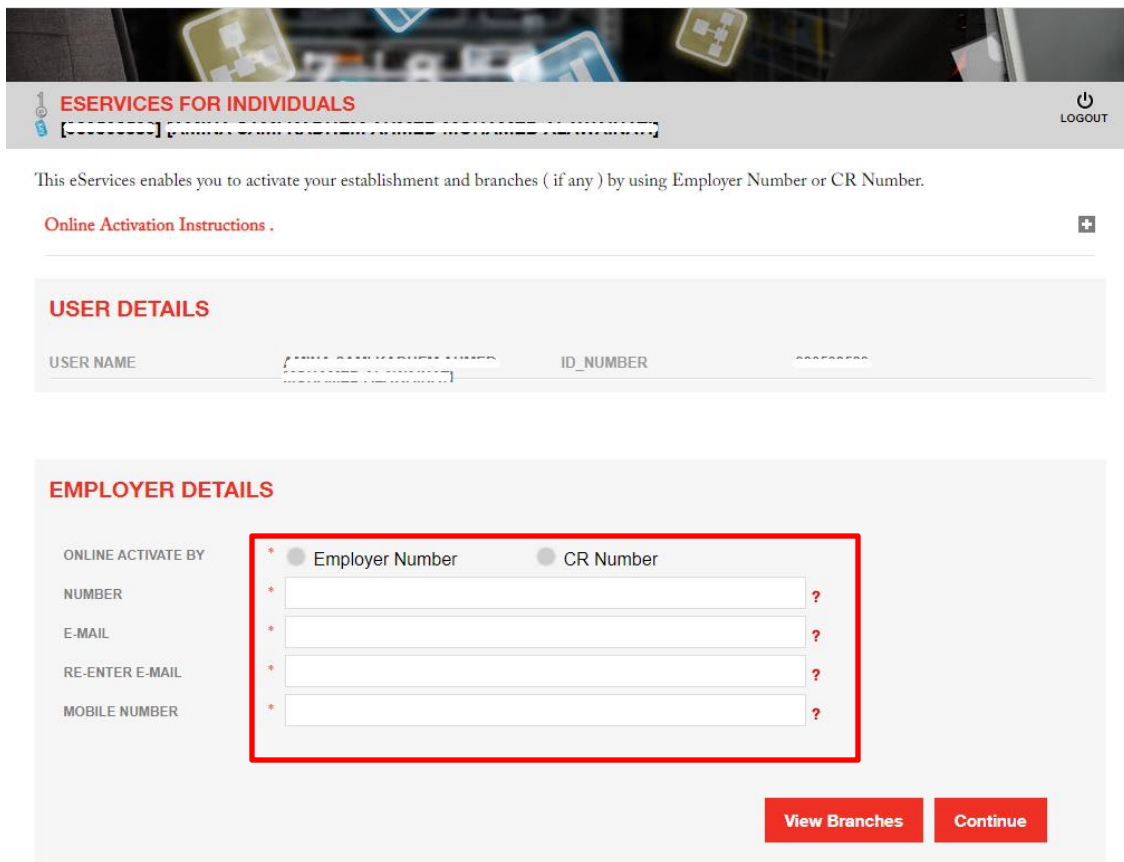
The screenshot shows a web browser window displaying the 'eKey Login Page'. The page title is 'eKey Login Page' and the main heading is 'Please Enter Your Personal Number and Password'. There are two input fields: 'Personal Number' containing '1111111111' and 'Password' containing '*****'. Below the fields are 'LOGIN' and 'CANCEL' buttons. There are also links for 'New User? Register' and 'Forgot password?'. The page footer includes 'Powered By eGovernment', 'Need Help? Call us @ 8000 8001 | Contactcenter@ega.gov.bh', and links for 'Privacy Policy', 'Contact Us', and 'Service Centers'.

Figure 2: eKey confirmation page

Notes: The company owner has to register for the high level eKey authentication account, by visiting one of Information & eGovernment Authority (IGA) branches.

4. Data Entry Page

At this level, the user required to enter either the employer number or the CR, as well as the email and the Contact number.



ESERVICES FOR INDIVIDUALS LOGOUT

This eServices enables you to activate your establishment and branches (if any) by using Employer Number or CR Number.

[Online Activation Instructions .](#) +

USER DETAILS

USER NAME ID_NUMBER

EMPLOYER DETAILS

ONLINE ACTIVATE BY Employer Number CR Number

NUMBER ?

E-MAIL ?

RE-ENTER E-MAIL ?

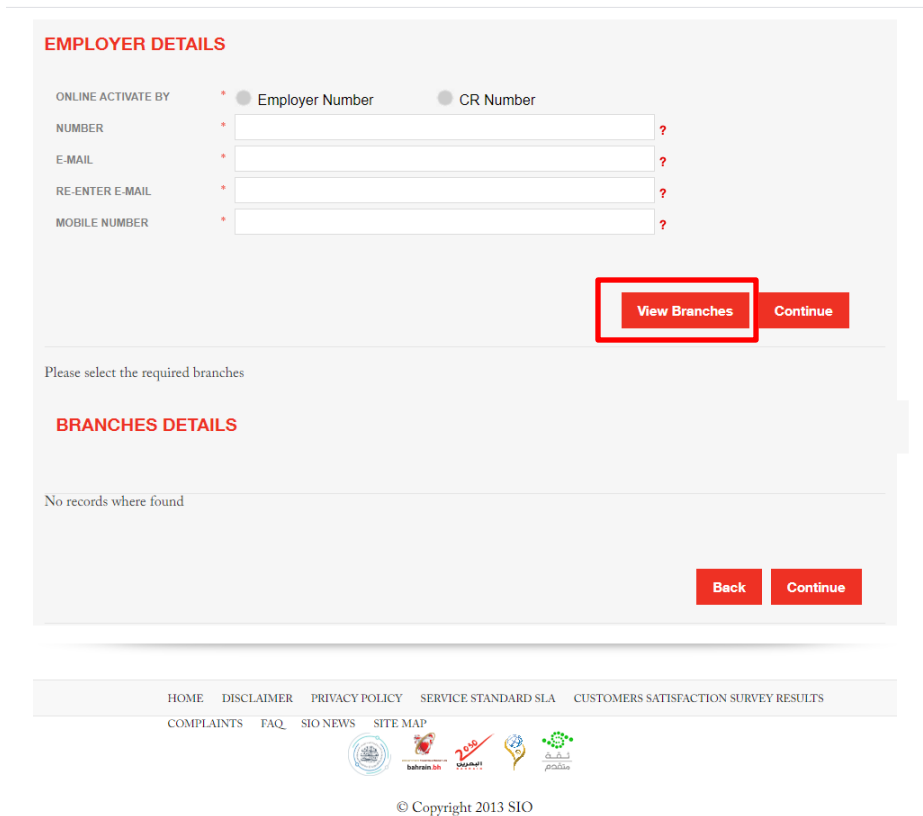
MOBILE NUMBER ?

[View Branches](#) [Continue](#)

Figure 3: Data Entry Page

5. Activating All Branches

The employee can activate all his branches by clicking on “View Branches” button.



The screenshot displays a web form for activating branches. The top section is titled "EMPLOYER DETAILS" and includes a radio button selection for "ONLINE ACTIVATE BY" (Employer Number or CR Number). Below this are input fields for "NUMBER", "E-MAIL", "RE-ENTER E-MAIL", and "MOBILE NUMBER", each with a red asterisk and a question mark icon. A red box highlights the "View Branches" button, which is next to a "Continue" button. The bottom section is titled "BRANCHES DETAILS" and shows the message "No records where found" with "Back" and "Continue" buttons. The footer contains a navigation menu with links for HOME, DISCLAIMER, PRIVACY POLICY, SERVICE STANDARD SLA, CUSTOMERS SATISFACTION SURVEY RESULTS, COMPLAINTS, FAQ, SIO NEWS, and SITE MAP, along with various logos and the copyright notice "© Copyright 2013 SIO".

Figure 4:Activating all branches.

6. Confirming process

After reviewing the entered data, click continue to submit the transaction.

Note: A link will be sent on email to continue the activation process.



Figure 5: Activation Link