



# Employment certification verification

## User Guide



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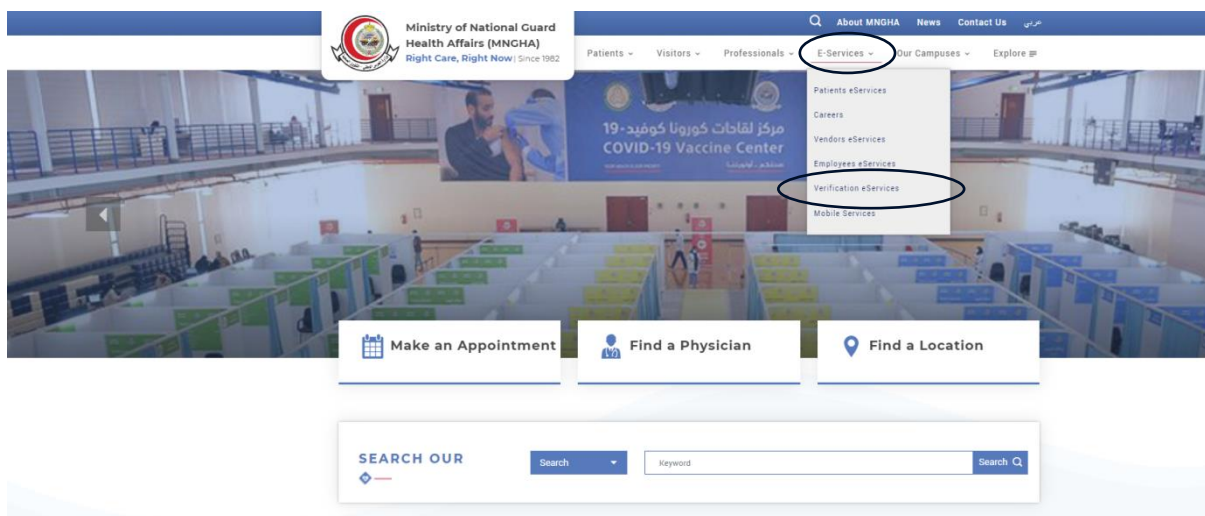


## 1) EMPLOYMENT CERTIFICATION VERIFICATION INTRODUCTION

E-Employment Certificate allows stakeholders to check and verify the certificates (in both Arabic and English) through the MNG-HA website.

## 2) ACCESSING THE SYSTEM

To access the service, Go to <http://www.ngha.med.sa/English/Pages/default.aspx> or from NGHA website on the internet go to **eService's > verification eServices**



> Employment Certificate



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### Verification

Home > E-Services > Verification

- Patients
- Job Seekers
- Employees
- Verification**
- Mobile

- Employment Certificate**
- Sick Leave Inquiry
- Bank Confirmation Letter
- Medical Report Verification
- Social Club Membership Verification

[Service Level Agreement \(SLA\)](#)

## 4) HOW THE SYSTEM WORK

**Employment certification verification**

Serial Number  1

Enter code  2

5620

Search  3

Satisfaction level of the provided service / مستوى رضائه عن الخدمة المقدمة:  
 Good/جيد  Acceptable/مقبول  Unacceptable/غير مقبول

Submit/تقديم  4

- 1- first enter the serial number that belongs to the employee .
- 2- enter the code you see below .
- 3- 3- click on search button.



- 4- after that you fill the satisfaction level of the provided services then click on submit. After clicking on search the following information related to employee will appear .

<b>Name</b>	<input type="text"/>
<b>Badge ID</b>	<input type="text"/>
<b>Department</b>	<input type="text"/>
<b>Job Title</b>	<input type="text"/>
<b>Hire Date</b>	<input type="text"/>