



دبي التجارية
DUBAI TRADE

My Profile

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This guide will walk you through the process of efficiently managing your user profile information in Dubai Trade.

1. My Profile

Your existing profile information in Dubai Trade will be displayed.

The screenshot displays the 'My Profile' page in the Dubai Trade system. The page is divided into a sidebar and a main content area. The sidebar contains a user profile icon with the initials 'PS' and three menu items: 'My Profile' (highlighted in blue), 'Card Management', and 'Privacy & Security'. The main content area is titled 'My Profile' and features an 'Edit' button in the top right corner. Below the title, there are two sections: 'Profile Information' and 'Contact Information'. The 'Profile Information' section contains the following fields: Title (Mr), First Name, Middle Name, Last Name, Nationality (INDIA), PO Box (111111111), Age Group (45 - 55), and Designation (Test). The 'Contact Information' section contains the following fields: E-mail, Confirm E-mail, Country (+971), Company Telephone No (04 234 2323), Direct Telephone No (+971 04 232 2342), Mobile No (+971 052 342 3322), and Fax No (+971 97141111111).

To update your personal details, click the "Edit" button on your profile page.

This screenshot is identical to the one above, but it includes a yellow arrow pointing from the 'Edit' button in the top right corner of the 'My Profile' section to the 'Last Name' field in the 'Profile Information' section. The 'Edit' button is highlighted with a yellow box.

Please ensure that the mandatory fields are filled out and the phone number format is followed.

My Profile

Begin by updating your "Profile Information" on this section, if required.

The screenshot shows the 'My Profile' page on the Dubai Trade portal. The 'Profile Information' section is highlighted with a yellow border. A yellow arrow points from the 'My Profile' button in the left sidebar to the highlighted section.

Profile Information			
*Title Mr	*First Name [Redacted]	Middle Name [Redacted]	*Last Name [Redacted]
Nationality [Redacted]	*PO Box [Redacted]	Age Group [Redacted]	*Designation [Redacted]

Contact Information			
*E-mail mahesh.baldaniya@dubaitrade.ae	*Confirm E-mail mahesh.baldaniya@dubaitrade.ae	Country +971	*Company Telephone No. 02-5555555
Country +91	*Mobile No. -222-55550000	Country +971	Direct Telephone No. [Redacted]
		Fax No. [Redacted]	

Then, continue to your "Contact Information" by updating your email address, company telephone number, and mobile number.

The screenshot shows the 'My Profile' page on the Dubai Trade portal. The 'Contact Information' section is highlighted with a yellow border. A yellow arrow points from the 'My Profile' button in the left sidebar to the highlighted section.

Contact Information			
*E-mail [Redacted]	*Confirm E-mail [Redacted]	Country +971	*Company Telephone No. 02-5555555
Country +91	*Mobile No. -222-55550000	Country +971	Direct Telephone No. [Redacted]
		Fax No. [Redacted]	

Whenever your email address is updated, **Multi-Factor Authentication** will be automatically enabled to ensure enhanced security.

The screenshot shows the 'My Profile' page on the Dubai Trade portal. The page has a dark blue header with the Dubai Trade logo and navigation links: Service Catalogue, Trade Service Providers, and Knowledge Hub. On the right, there are icons for search, notifications, and user profile, along with a language dropdown set to 'English'. The main content area is titled 'My Profile' and contains two sections: 'Profile Information' and 'Contact Information'. The 'Profile Information' section includes fields for Title (Mr), First Name, Middle Name, Last Name, Nationality, PO Box, Age Group, and Designation. The 'Contact Information' section is highlighted with a yellow box and contains fields for E-mail (with a checkmark), Confirm E-mail (with a checkmark), Country (+971), Company Telephone No. (02-5555555), Direct Telephone No., Mobile No. (+91 -222-55550000), and Fax No. (+971).

The screenshot shows the 'My Profile' page on the Dubai Trade portal. A yellow message box is displayed at the top of the 'Contact Information' section, stating: "Dear User, the below Email address is already registered with Dubai Trade. You can continue with the same address or add a new one." The 'Contact Information' section contains fields for E-mail (with a checkmark), Confirm E-mail (with a checkmark), Country (+971), Company Telephone No. (02-5555555), Direct Telephone No., Mobile No. (+91 -222-55550000), and Fax No. (+971). The 'Confirm E-mail' field is highlighted with a yellow box.

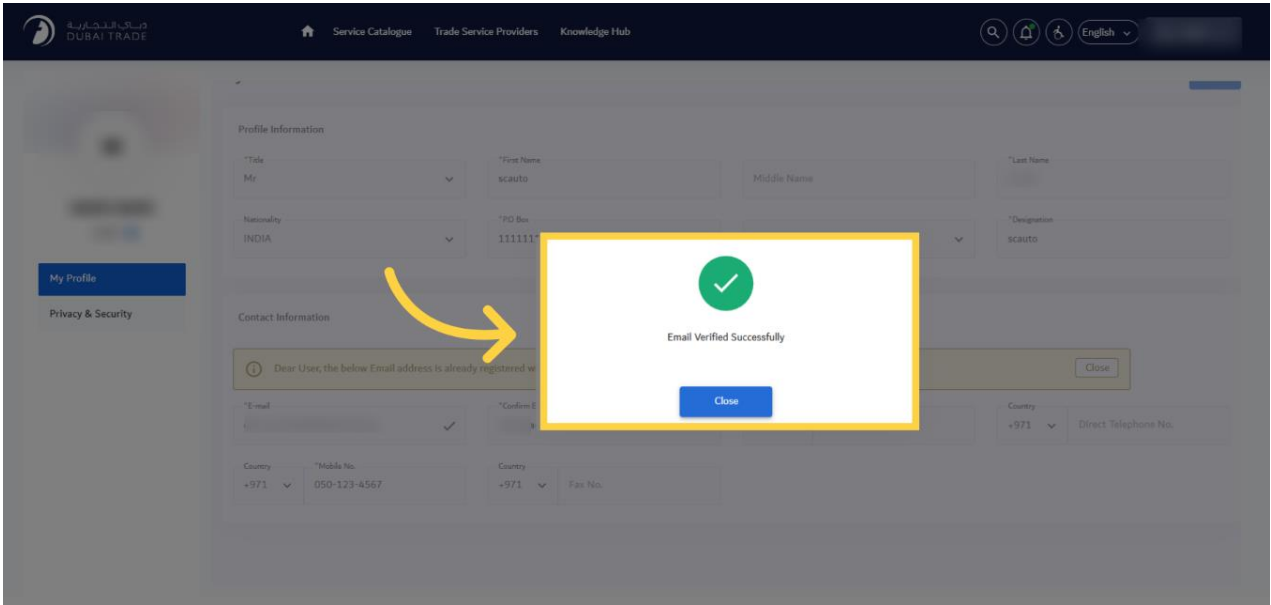
When you are done completing the rest of the information, click on Save to proceed or Cancel to go back.

The screenshot shows the 'My Profile' page on the Dubai Trade portal. The 'Contact Information' section is active, displaying fields for 'E-mail', 'Confirm E-mail', 'Country', 'Company Telephone No.', 'Mobile No.', and 'Fax No.'. A yellow arrow points from the bottom right of the form area to a yellow-bordered box containing 'Cancel' and 'Save' buttons.

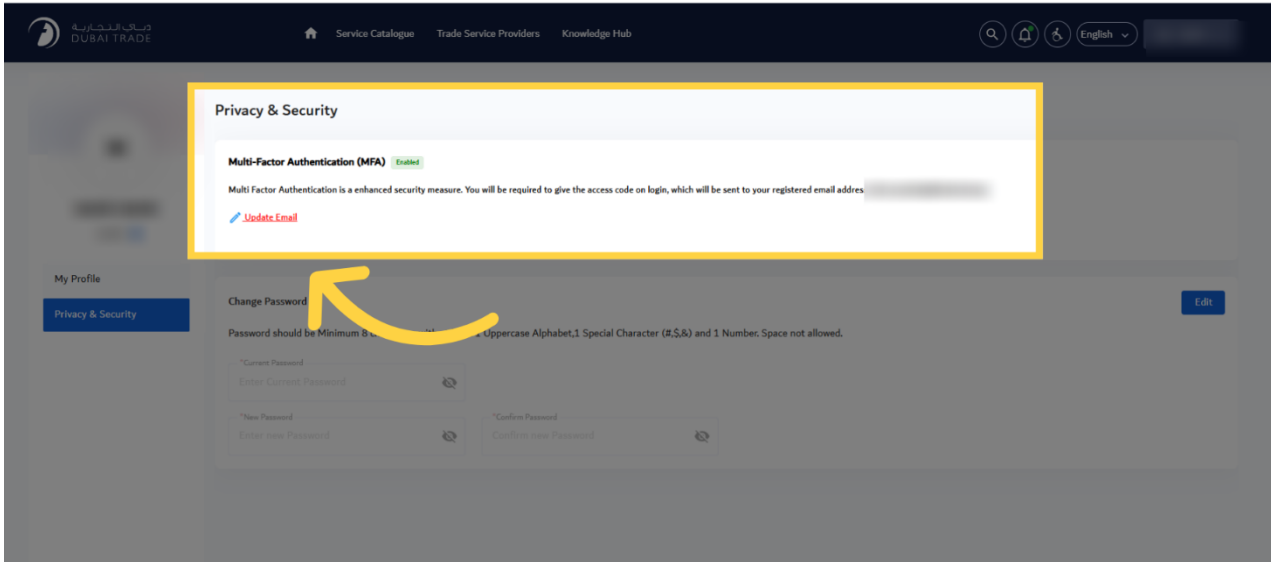
Verify the Multi-Factor Authentication setup by entering the OTP sent to your email address.

The screenshot shows the 'My Profile' page with a modal window titled 'Verify Your Email address for MFA Authentication'. The modal contains the text: 'We have sent a verification code for username * to your email address', followed by a masked email address and a prompt to 'please check your account and enter it in the box below to verify.' Below this is a six-digit input field and a 'Validate' button. A yellow arrow points from the background form area to the 'Validate' button. At the bottom of the modal, it says 'Not in your inbox or spam? Resend Code in 4 Secs'.

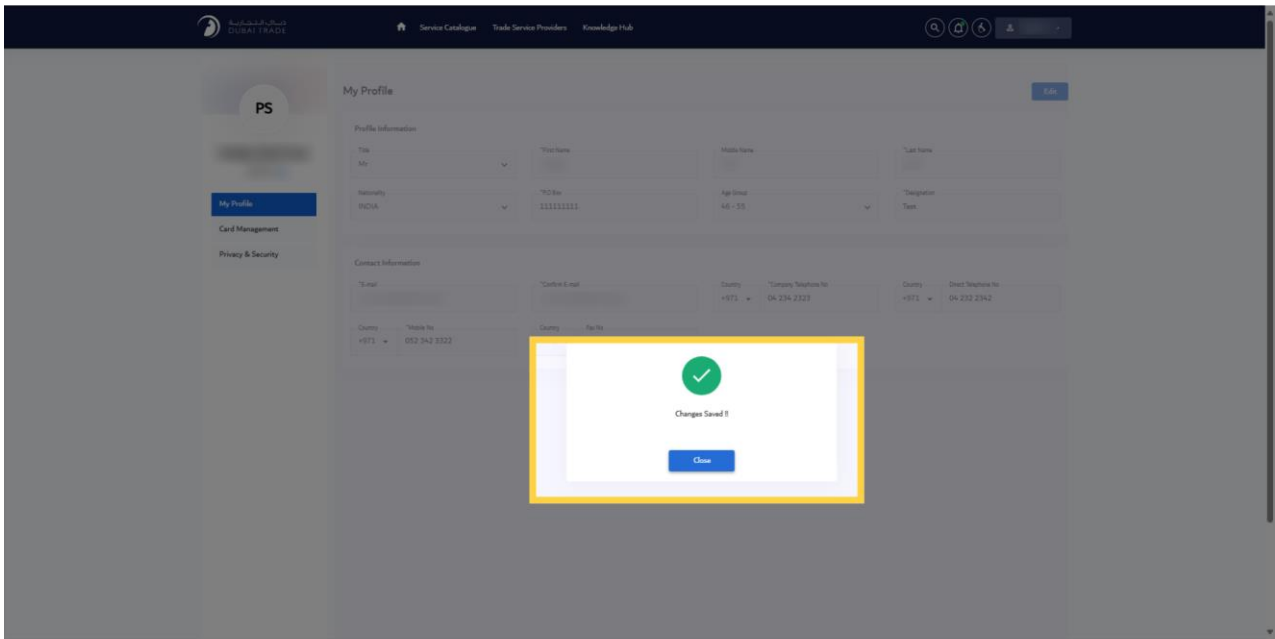
A confirmation message will be displayed upon successful verification. Close the window to complete the update process.



After updating your email address, the system will redirect you to a page confirming that Multi-Factor Authentication (MFA) is enabled for your account. On this page, you'll also have the option to update your email address again if needed.



For any other changes in your profile, this is the confirmation message that will be displayed. Click on "close" to return to your profile page.



This guide covered the essential steps to manage your user profile efficiently on Dubai Trade. From logging in to saving profile updates, streamline your experience with precise instructions for user management.

