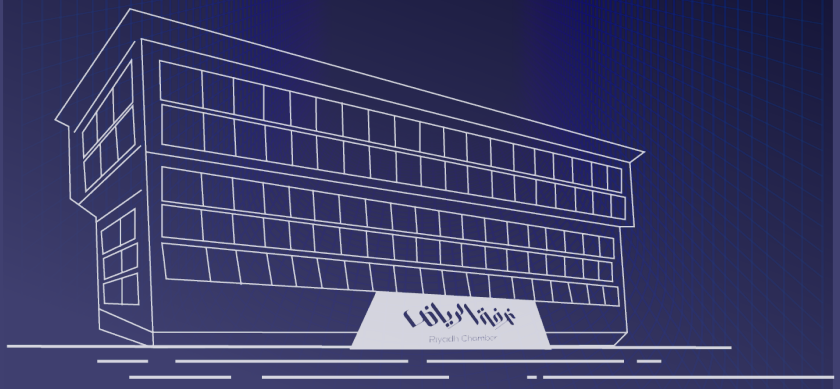
غرفة الرياض
Riyadh Chamber

MY Business Portal
E-Services

Riyadh Chamber



Executive Management for Business Development –
Subscriber Experience and Business Development Sector

August 2025

Introduction:

As part of its strategic objective to transition to the E-Chamber Concept by adopting state-of-the-art information technology systems, the Riyadh Chamber aims to broaden the scope of its electronic services and elevate their quality in line with the highest security standards. This ensures that the Chamber's staff and subscribers can perform their tasks with ease and efficiency, within a modern and optimal working environment. The Electronic Services Portal represents a key step toward achieving this goal.

Through the e-Portal, Riyadh Chamber subscribers can access a range of services after registering and activating their business accounts. These include e-document certification, management of business information and authorized representatives, as well as various other services designed to keep pace with the evolving business environment in the Kingdom and to simplify subscriber service procedures.

How to Access the “My Business” E-Services Portal:

1) Visit the Riyadh Chamber website at www.chamber.sa, then select E-Services.
2) Alternatively, you may access the portal directly via: **https://mybusiness.chamber.sa**

E-Services Registration (Creating a New Account):

Select “New User.”

Agree to the terms and conditions for registering a new user, then click

Fill in the required information in the registration application form, click Create User, then review the information and click Confirm Information.

After completing the registration, a verification code will be sent via SMS to the mobile phone registered in the Absher system. Upon receiving the code, enter it in the designated field and click Next.

When registering a sub-account for a user, the registration process follows the same steps as before; however, activation of the additional account requires the approval of the main account holder for the establishment.

Procedure for Accessing the E-Services

1. Go to the homepage of the My Business Portal – E-Services at: **https://mybusiness.chamber.sa**
2. Enter your username and password, then click Log In.

Enter the confirmation number sent to the mobile phone registered in the e-services.

When you forget your password:

You can request to reset it through the login page by clicking “Forgot Password.”

Fill in the required fields (Membership Number – Mobile Number – National ID Number) and click Retrieve Username. The username will be sent to the mobile number registered in the e-services.

When you forget your password:

You can request to reset it through the login page by clicking “Forgot Password.”

You can choose to have the password sent to the email or mobile phone, then click Send to have the password delivered to the registered email or mobile number in the e-services.

Electronic Services Provided:

First: Membership Services

Updating Establishment Information:

Select Membership (Update Establishment Information) to modify the required data, then click Save.

Managing User Accounts:

1. The main user of the establishment's account logs in to the Managing User Accounts service, where the account of the user to be added to the establishment's account will appear pending activation.
2. The main user selects the required privilege for this user, choosing from Administrative Assistant, Transaction Officer, or Employment.
3. After selecting the required privilege for the additional user, the main user either approves or rejects the request. Upon approval, the additional user is activated immediately with the assigned privileges.

Editing User Information:

Through the Edit User Information screen, any user with an electronic account can fill in the data to be modified, then click Update.

Printing the Membership Certificate:

From the Membership Certificate screen, the certificate can be printed by clicking the Print icon.

Issuing an Establishment Introduction Letter:

Through this service, the user can issue an establishment introduction letter certified by the Riyadh Chamber and print it directly online.

From the **Establishment Introduction** page, the letter can be printed after reviewing and agreeing to the terms and conditions.

Signature Authentication Request:

Through the **Membership** section, select **Signature Authentication Request**, then select **New Request.**

Agree to the terms of use, then select Next.

Select Electronic Signature or Signature Authentication Template.

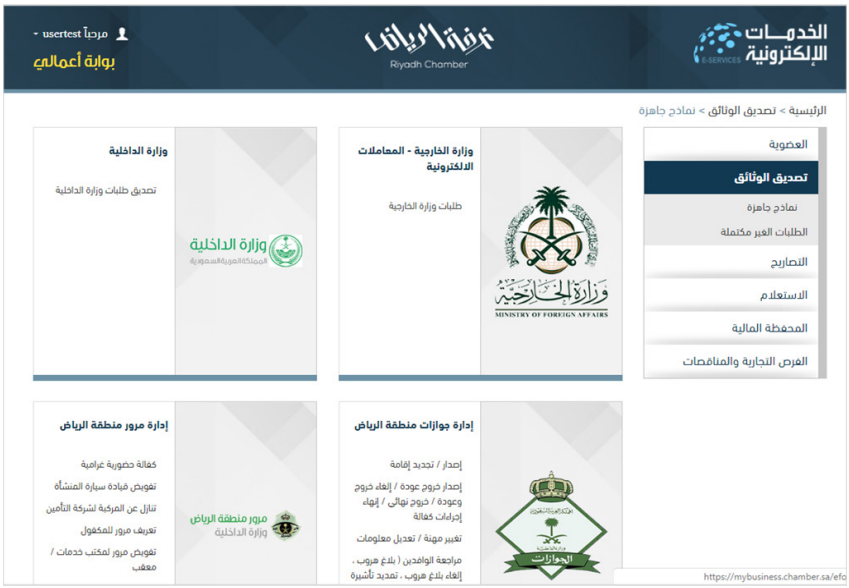
Enter the verification code sent to you via the Absher service, then select “Next.”

Confirm the accuracy of the data and sign accordingly, then submit the application.

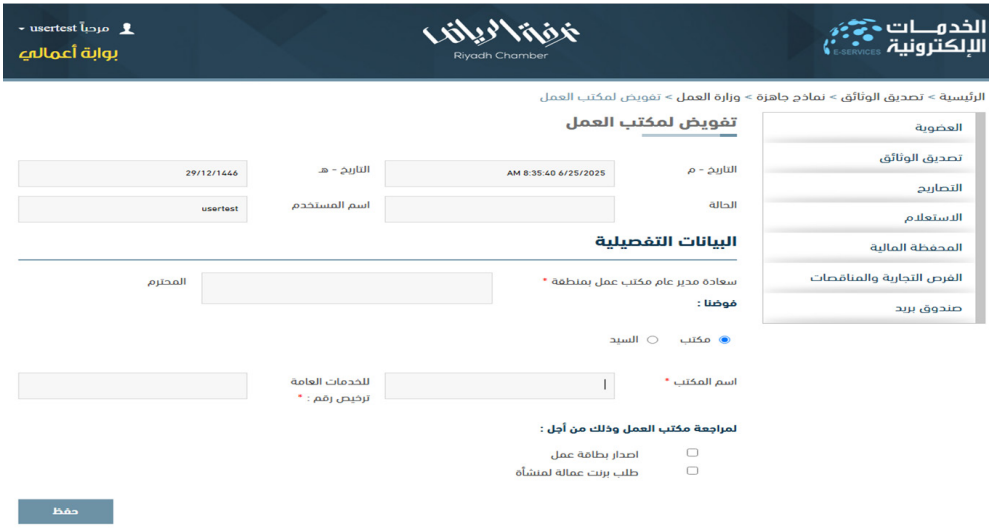
Second: Document Certification Services

Certification via Ready-Made Forms:

1.From the Ready-Made Forms screen, select the form to be certified electronically.



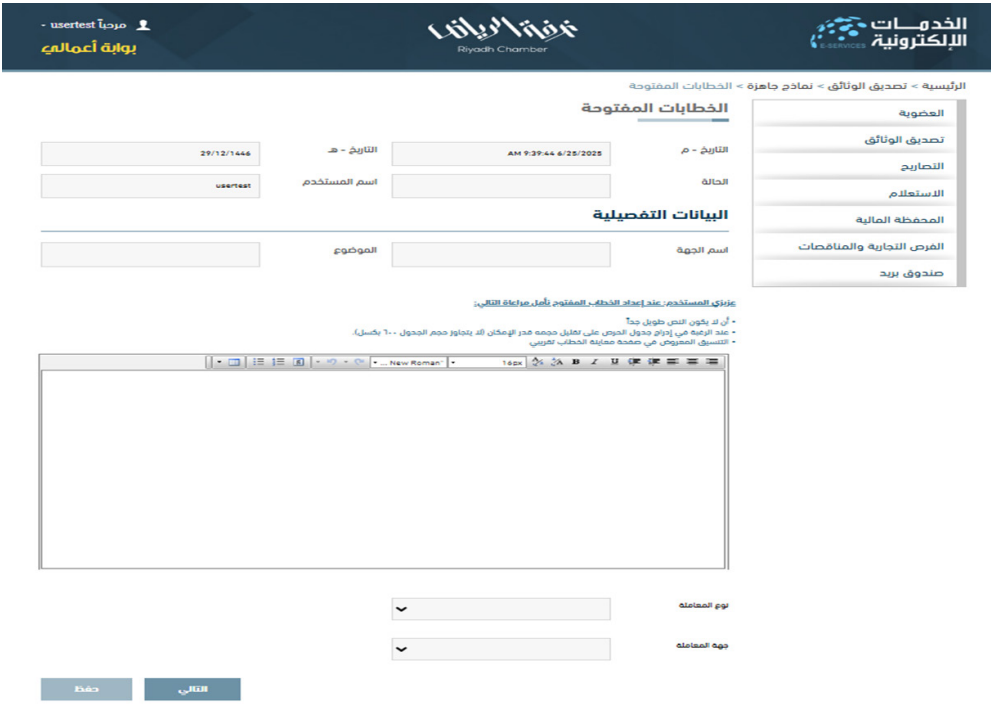
Fill in the required information as per the form, then click Save. Next, select Certify, after agreeing to the terms and conditions. The letter will then be certified immediately.



Open Letter Certification:

From the **Ready-Made Forms** screen, select **Riyadh Chamber**, then **Open Letters**. Through this option, the letter to be certified electronically is prepared.

After preparing the letter to be certified, click Save, then select Certify, and agree to the terms and conditions.

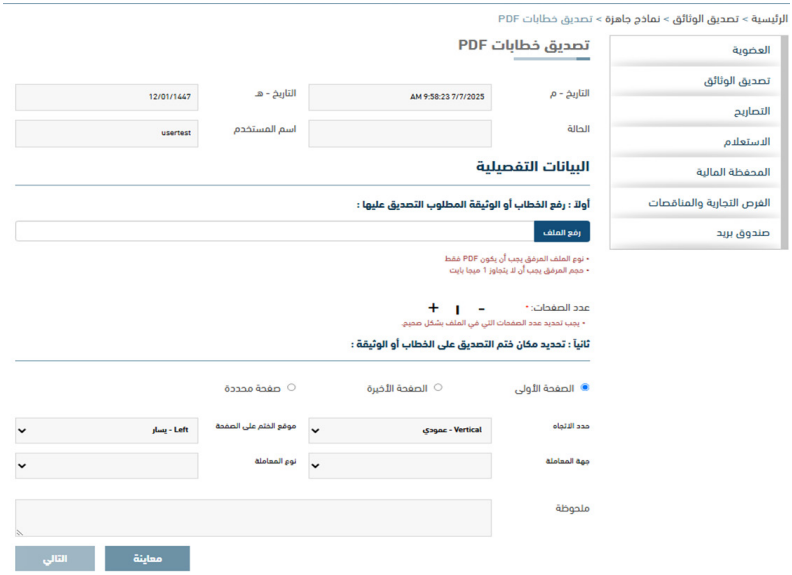


After completing the open letter certification request process, you will receive an SMS indicating the status of the letter to be certified (Certified or Rejected, with the reason stated).

PDF Letter Certification:

From the **Ready-Made Forms** screen, select **Riyadh Chamber,** then **PDF Letter Certification**. Through this option, the letter to be certified electronically is prepared.

Fill in the required information, then click Next, and select Certify after agreeing to the terms and conditions.

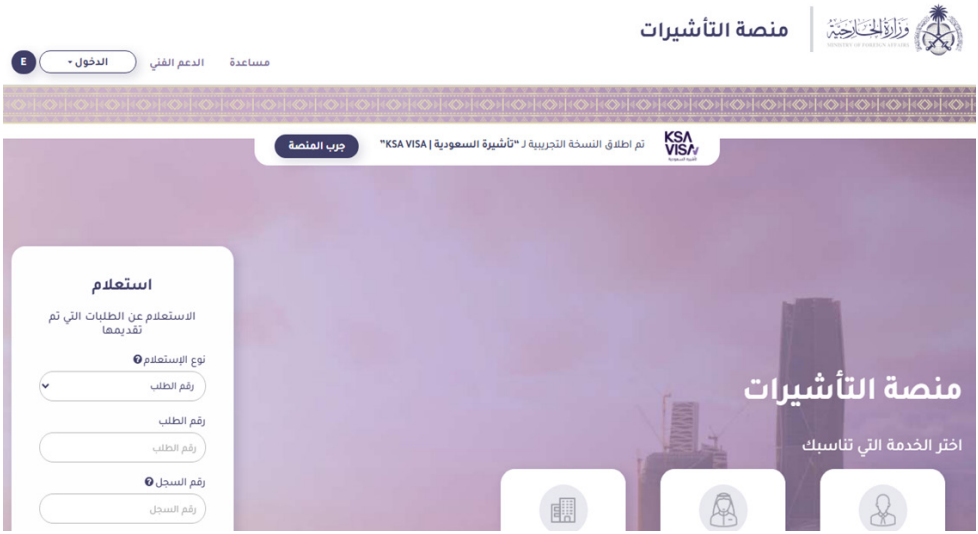


Inquiry about Electronic Certifications:

Select **Inquiry**, then fill in the required information, and click **Search.**

Ministry of Foreign Affairs Transaction Certification:

The applicant fills out the electronic form through the Ministry of Foreign Affairs' e-Visa Services website via the link: **https://visa.mofa.gov.s**



Log in to the establishment's account in the My Business portal and select (Document Certification – Ready-Made Forms – Ministry of Foreign Affairs Requests).

Fill in the required information, enter the authorization number from the electronic form completed on the Ministry of Foreign Affairs website, and then click Save.

•An SMS will be sent to the mobile number registered in the e-services of the applicant, indicating that the transaction certification has been completed.
•The applicant then logs in again to the Ministry of Foreign Affairs' e-Visa Services website, where the certified transaction will appear.

Ministry of Interior Transaction Certification:

Through this service, the user can obtain electronic certification from the Ministry of Interior for transactions.

The applicant fills out the electronic form via the Ministry of Interior's e-Services Portal through the link: **https://www.moi.gov.sa**

Log in to the establishment's account in the My Business portal and select (Document Certification – Ready-Made Forms – Ministry of Interior Requests).

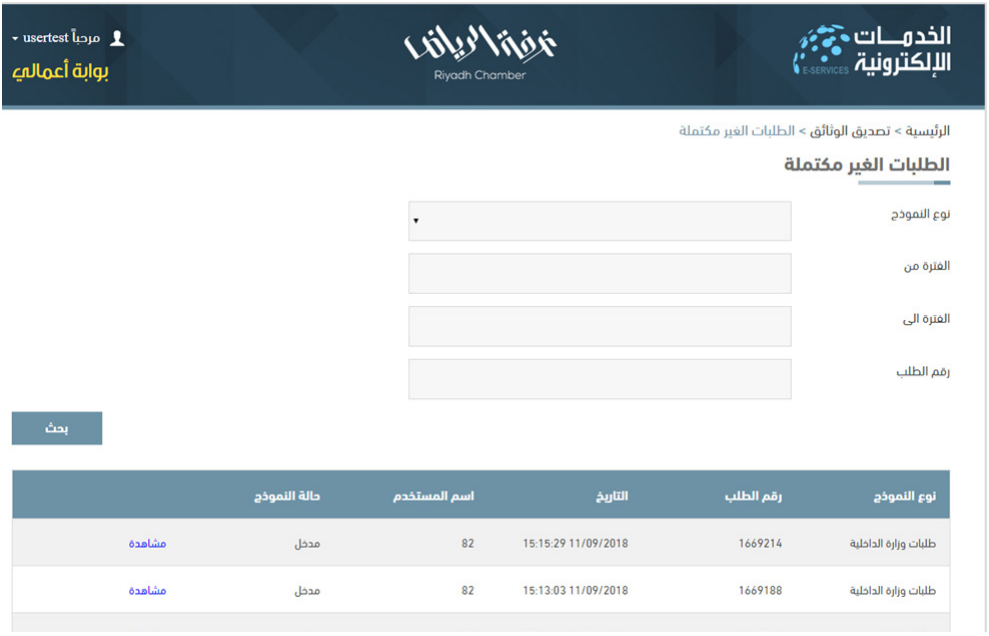
Enter the application number submitted through the Ministry of Interior's e-Services Portal, the applicant's name, and the residence permit (Iqama) number, then click Save.

1. An SMS will be sent to the mobile number registered in the e-services of the applicant, indicating that the transaction certification has been completed.
2. The applicant then logs in again to the Ministry of Interior's e-Services Portal, where the certified transaction will appear.

Incomplete Applications:

Through this service, you can view applications for which data has been entered but certification has not yet been completed. This applies in cases where a certification request—or multiple certification requests—has been prepared but postponed for a later time, or is awaiting approval from the authorized person.

From the **Incomplete Applications list**, fill in the required information and select **View.**

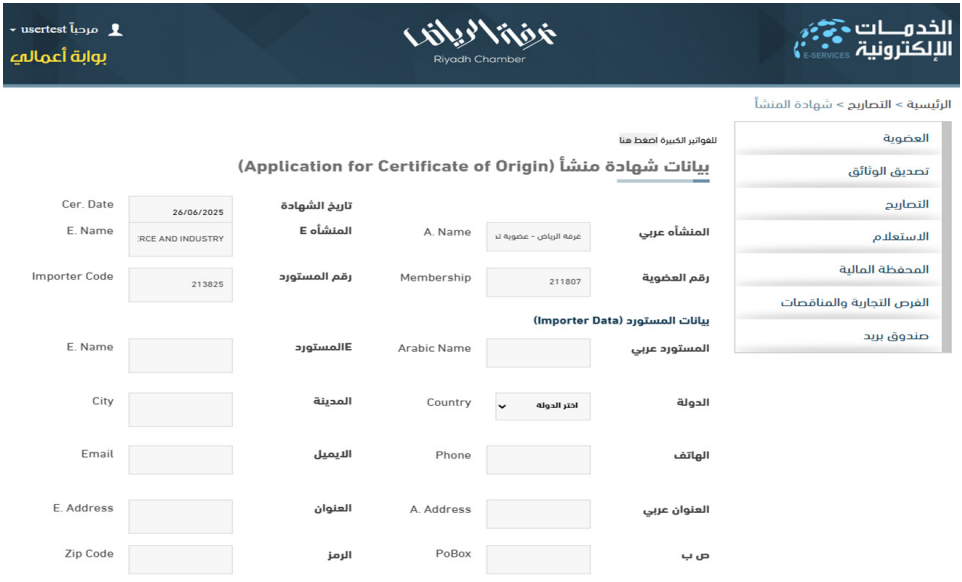


Third: Permit Services:

Certificate of Origin:

From the **Permit Services** section, select **Certificate of Origin**, and after agreeing to the terms of use and liability, proceed to submit the certificate request.

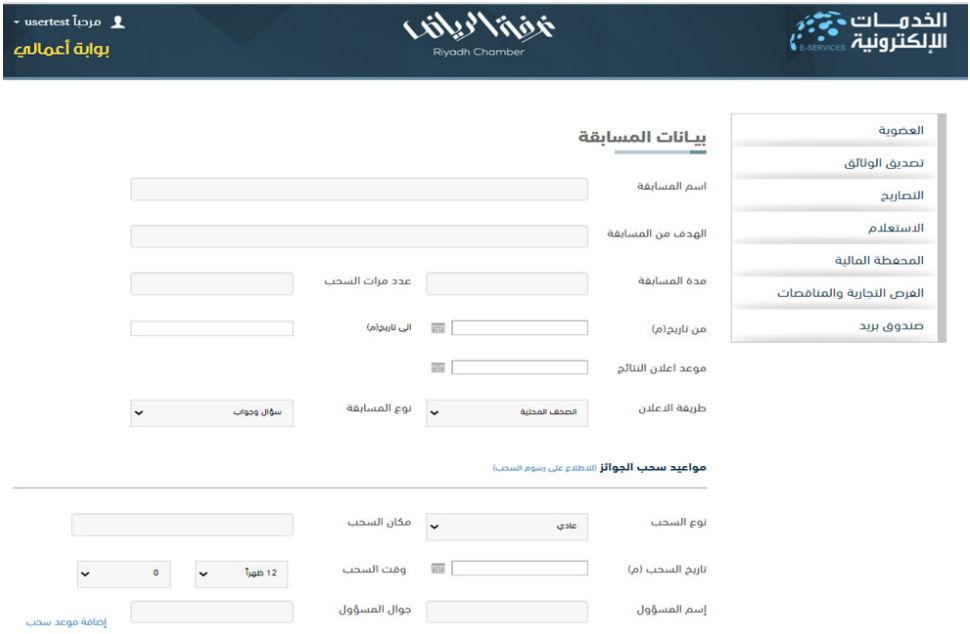
Fill in the required information.



• After filling in the required information, select Save to return to the application later, or Certify the Invoice and request the issuance of the certificate.
• Upon approval or rejection of the request, the user will receive an SMS indicating the application status.

Competition Permit Request

Through the Permits screen, select Competitions – Competition Permit Request, and after agreeing to the terms, click Next. Fill in the required information, then submit the request.



You may also request **(Competition Permit Closure – Competition Extension – Competition Postponement).**

Fourth: Inter-Business Transaction Services:

Through this service, the subscriber can communicate with other establishments and send official transactions exchanged between them via a dedicated mailbox within the portal. This service includes:

Certification of Inter-Business Letters:

From the **Ready-Made Forms** screen, select **Inter-Business Transactions**, then select Inter-Business Letters. Prepare the letter to be certified electronically and send it to the targeted establishment.

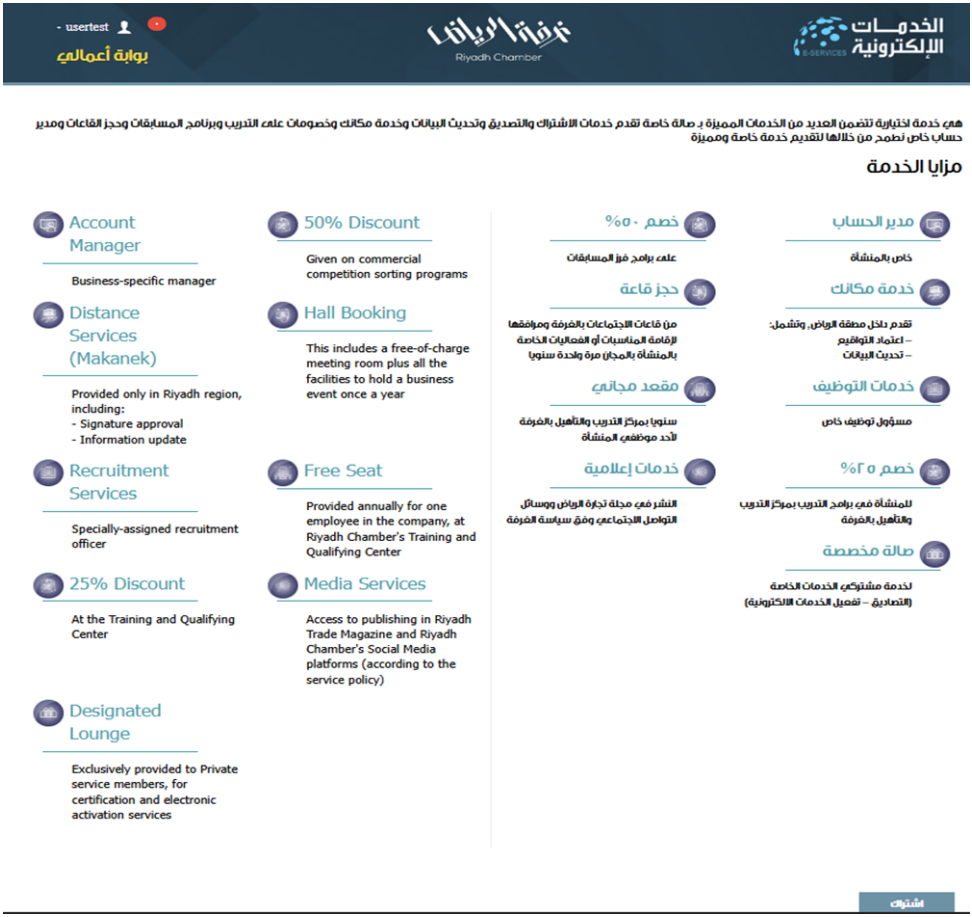
Certification of Inter-Business Agreements and Contracts:

From the **Ready-Made Forms** screen, select **Inter-Business Transactions**, then select **Inter-Business Agreements**. Prepare the required agreement and send it to the other establishment.

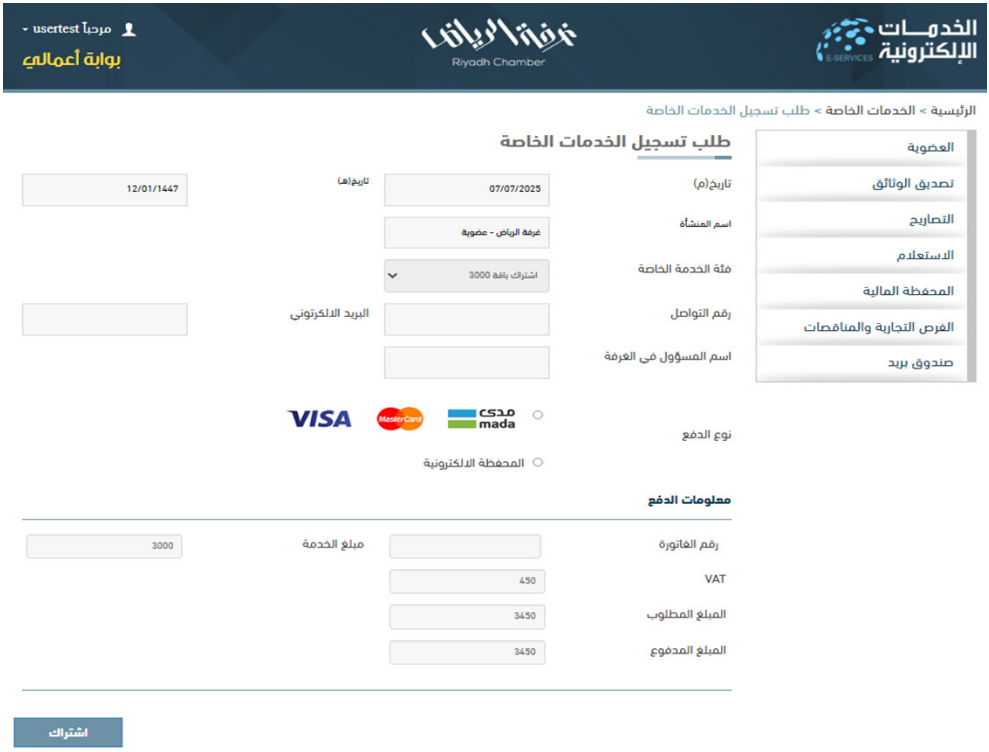
Fifth: Special Services

This service allows subscription to special services through the Special Services screen, where you select Subscribe to the Service.

Select **Subscribe.**



Fill in the required information, then click Subscribe.



Sixth:Inquiry Services:

Through this service, you can view the services provided to the establishment by the Riyadh Chamber, with the ability to inquire about the following services:

Seventh: E-Wallet Services:

Balance Recharge:

Through the e-wallet, you can select **Recharge Balance**, then enter the desired amount and choose the payment method via **SADAD** or **Visa Card**, and then click **Recharge Balance**.

Account Statement:

To view the e-wallet account statement, fill in the required information and click View

Eighth: Connect with Your Sector – Challenges Center:

This service receives requests for consultations, inquiries, suggestions, and topics to be presented and discussed with the sectoral committees of the Riyadh Chamber. This is done through **"Connect with Your Sector" – "Challenges Center",** then selecting **"Connect with Your Sector".**

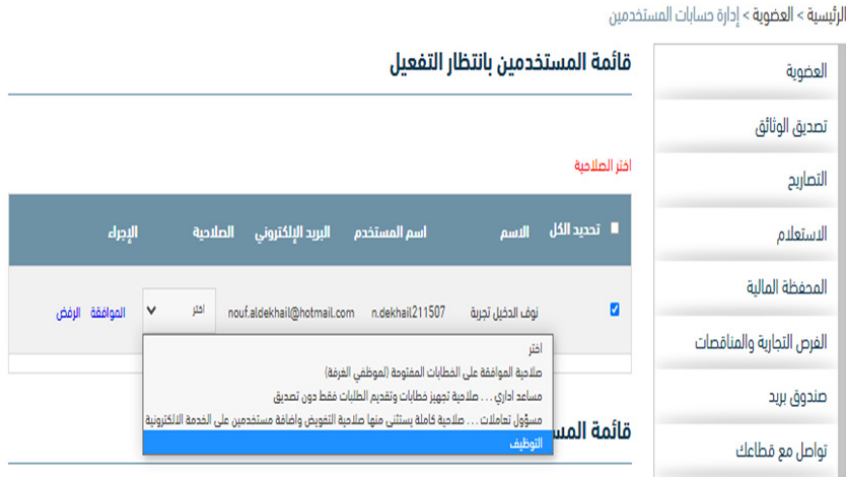
Fill in the required information, then select Send.

Ninth: Employment Services:

Through the employment services, the user can post the job opportunities available in the establishment and publish them on the Riyadh Chamber's Employment Portal, with the possibility for job seekers to apply for them.

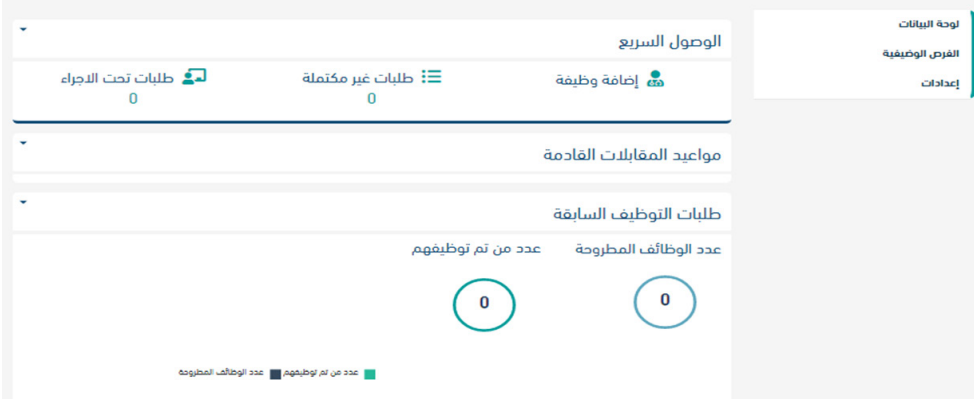
Privileges Eligible to Use the Service:

- Main user privilege for the establishment.
- A user with employment privilege (see Managing User Accounts).

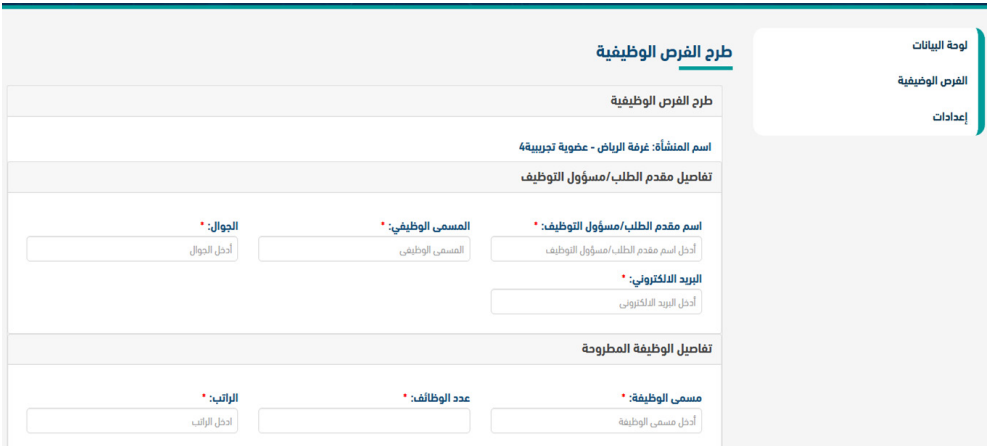


Job Opportunities:

Through the Employment screen, select Job Opportunities, then Add Job.



Fill in the Job Opportunity Posting form, then click **Submit Request**.



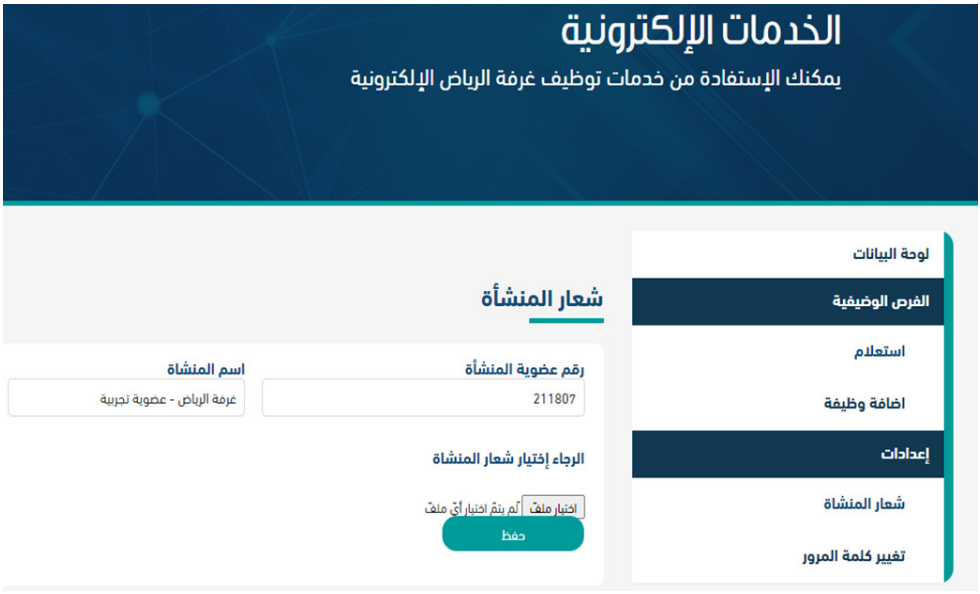
After the interview date is approved, the appointments will appear in the upcoming interviews schedule on the dashboard.

Inquiry about Posted Job Opportunities:

Select **Inquiry,** then click **Details.**

Adding the Establishment's Logo:

Through **Settings**, select **Establishment Logo**, fill in the required information, and then click **Save**.



Tenth: Verification of Electronic Documents Issued by the Riyadh Chamber:

Electronic documents issued by the Riyadh Chamber can be verified through the following methods:

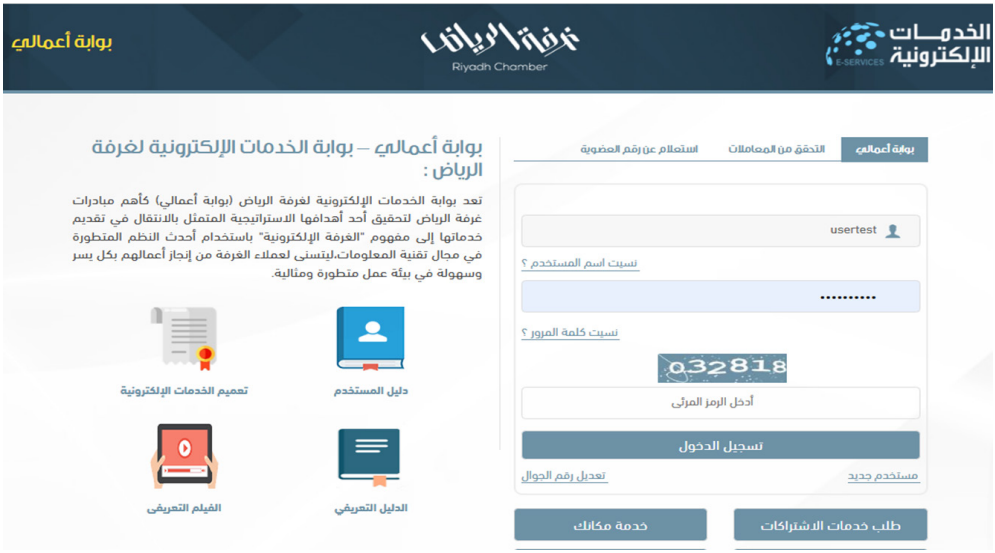
1. Visit the My Business portal at http://mybusiness.chamber.sa
2. Select Transaction Verification, fill in the required information, and then click Inquiry.

Eleventh: Inquiry about Membership Number

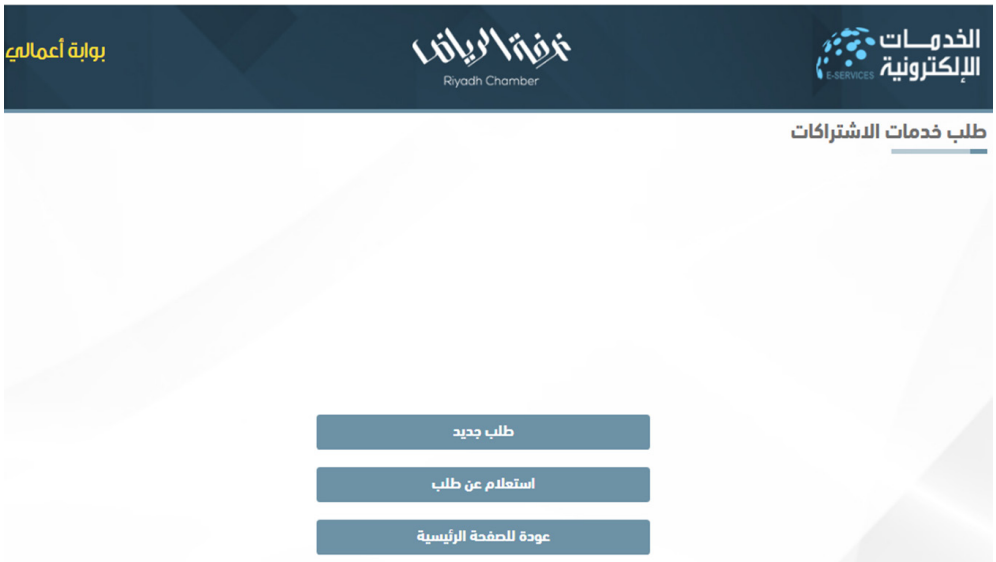
1. Visit the **My Business** portal at http://mybusiness.chamber.sa
2. Select **Membership Number Inquiry**, fill in the required information, and then click **Inquiry.**

Twelfth: Subscription Services Request

To submit a subscription services request **(New Subscription – Subscription Renewal – Change of Subscription Level)** through the My Business portal, select **Subscription Services Request.**



Select **New Request**.



Fill in the required information, confirm the accuracy of the data, agree to the terms and conditions, and then click **Submit Request.**

Inquiry about a Subscription Services Request

Select Subscription Services Request.

Then select **Inquiry about Request.**

Fill in the required information, then click **Inquiry**

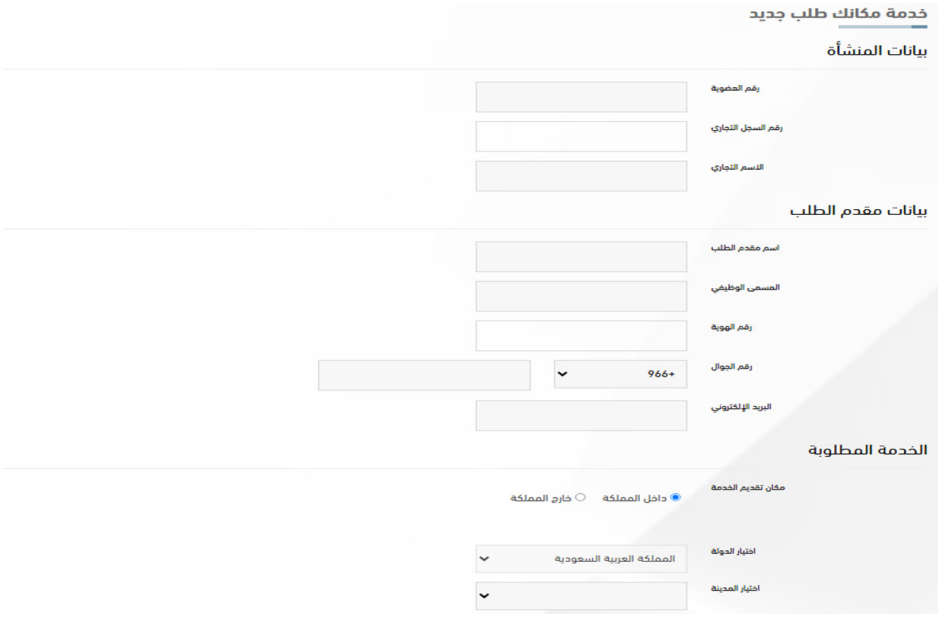
Thirteenth: "Makanak" Service:

This is an optional, non-mandatory service aimed at facilitating member services at the Riyadh Chamber wherever they are. These services include signature authentication or modification, and registering subscribers in the e-services for those who do not have an Absher account.

To request the service through the **My Business portal**, select **Makanak Service**.

Then select **New Request.**

The user agrees to the terms and conditions, fills in the required information , and clicks Submit Request.



Fourteenth: “Takkad” Service (Membership Data Inquiry)

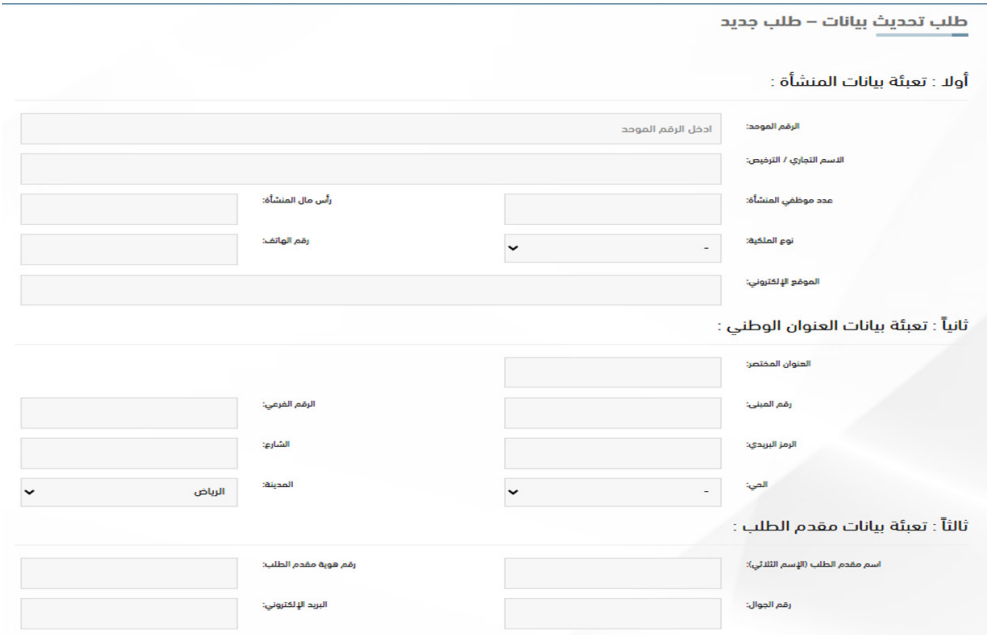
Through the **My Business** portal, click on the **Takkad** service.

Fill in the required information, then select **Inquiry.**

Fifteenth: Data Update Request:

Through the **My Business** portal, click **Update Data**, and then select **New Request**.

Fill in the required information, then confirm the accuracy of the data, agree to the terms and conditions, and finally click **Submit Request**.



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