



User Guide For Submitting a Report

Oversight and Anti-Corruption Authority (Nazaha)



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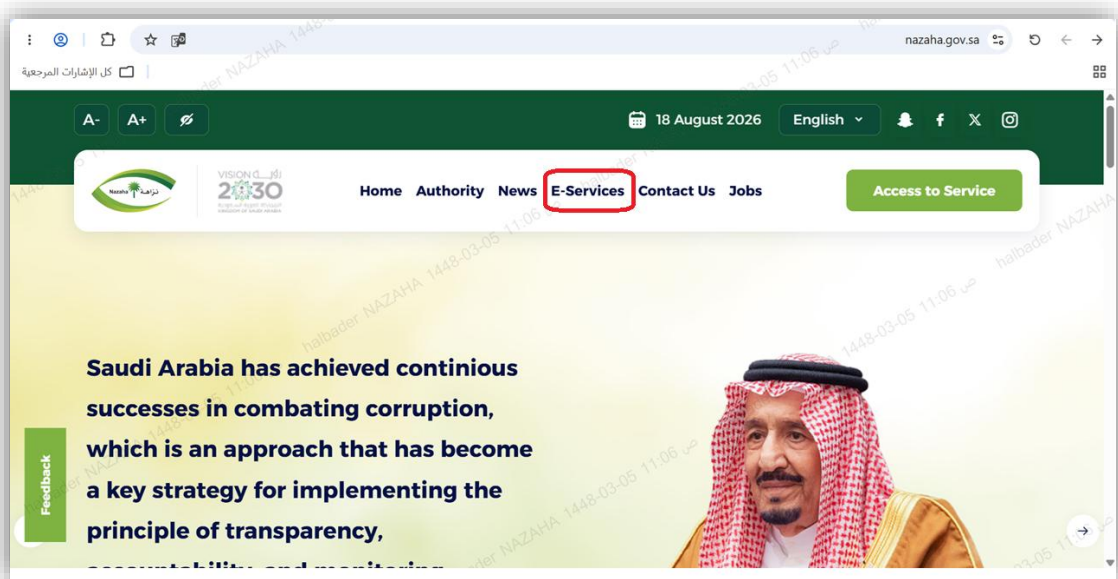


Introduction

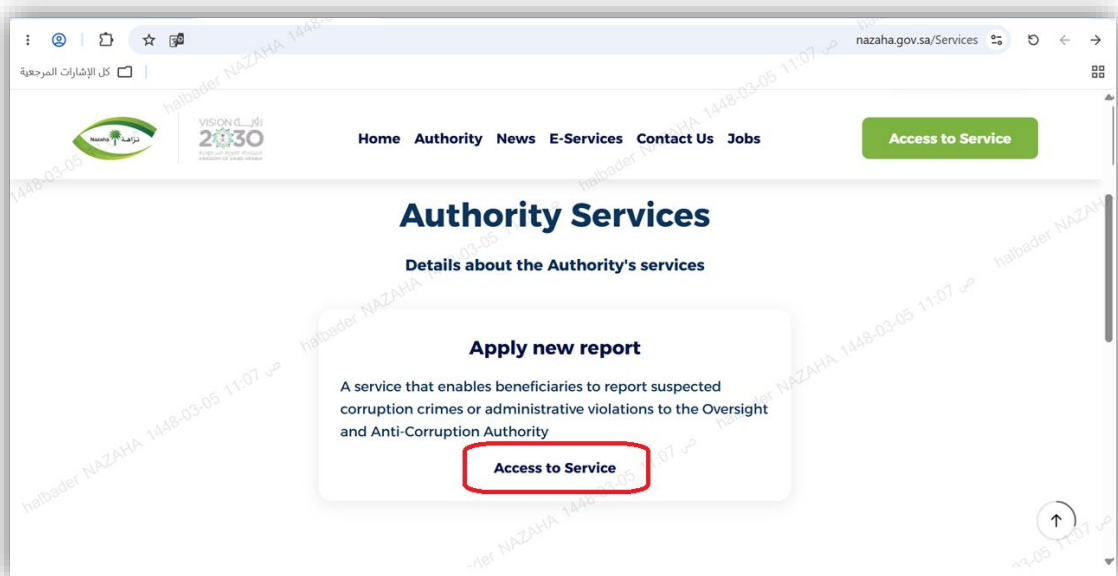
This guide explains how to use the "Submit New Report" service on the website of the Oversight and Anti-Corruption Authority (Nazaha). This service enables users to submit reports related to corruption crimes, financial or administrative violations, or deficiencies in the delivery of public services easily and confidentially.

Steps for Submitting a Report

1. Access the Oversight and Anti-Corruption Authority (Nazaha) website via the link: www.nazaha.gov.sa and select "E-Services" from the top menu.



2. Review the service details, then select "Access Service".





- Review the service description including all details (Service Requirements – Steps for Using the Service – Service Users – Terms of Use), then select **"Access Service"**.

The screenshot shows the Nazaha website interface. The top navigation bar includes links for Home, Authority, News, E-Services, Contact Us, and Jobs. A green 'Access to Service' button is visible in the top right. The main content area is titled 'Service description' and includes a sub-header 'A service that enables beneficiaries to report suspected corruption crimes or administrative violations to the Oversight and Anti-Corruption Authority'. Below this, there are tabs for 'Service requirements', 'Service Steps Executing', 'Service stakeholder', and 'Usage Agreement'. The 'Service requirements' tab is active, showing a list of three requirements. To the right, a 'Service Channels' sidebar contains a red box around the 'Access to Service' button, along with contact information for Contact Number (980) and Fax (0112640080). The page also displays the 'Service Publish Date' as 2020/08/31.

- Fill out a new report form by entering the reporter's information.

The screenshot shows the Nazaha website interface for the 'Reporter Info' form. The top navigation bar includes links for Home, Authority, News, E-Services, Contact Us, and Jobs. A green 'Access to Service' button is visible in the top right. The main content area is titled 'Reporter Info' and includes a sub-header 'Reporter Info'. Below this, there are several input fields for personal information: First Name, Second Name, Third Name, Family Name, Gender, DOB, ID Type, ID Number, City, Nationality, Email, and Phone. The 'Gender' field has a dropdown menu with 'Select Gender' and 'Day' options. The 'DOB' field has a dropdown menu with 'Day', 'Month', and 'Year' options. The 'ID Type' field has a dropdown menu with 'Select ID Type' and 'Year' options. The 'City' field has a dropdown menu with 'Select City' and 'Please Select' options. The 'Nationality' field has a dropdown menu with 'Please Select' and 'Please Select' options. The 'Email' field has a text input field. The 'Phone' field has a text input field with the placeholder '05XXXXXXX'. Below the input fields, there is an 'Against List' section with an 'Add' button. The 'Against List' section includes a table with columns for 'Against', 'Against Name', and 'Against Place'.



5. Add information about companies or government entities mentioned in the report by **adding** them to **Aganist Form**.

The screenshot shows the Nazaha.gov.sa website with the 'Aganist Form' modal open. The modal has the following fields:

- *Aganist (dropdown menu)
- *Aganist Name (text input)
- City (dropdown menu)

There is a green 'Save' button and a grey 'Close' button at the bottom of the modal. The background shows the 'Aganist List' and 'Report Details' sections.

6. Enter a description of the report and any other relevant information that helps clarify its content through the **Report Details** section.

Note: The accuracy of data helps speed up the review of the report and taking necessary action.

The screenshot shows the Nazaha.gov.sa website with the 'Report Details' section. It includes the following sections:

- Report Details**: A large text area for entering the report description.
- Related Reports**: A table with columns: Related Type, Name, Date, Number, and Note. There is an 'Add' button next to it.
- Attachments**: A section with an 'Attachment Name' input field and an 'Add' button.



7. **Add** report details or any points related to the report through the **Related Reports Form**.

The screenshot shows the Nazaha.gov.sa website with the 'Related Reports' form open. The form includes the following fields:

- Related Type:** A dropdown menu with 'Please Select'.
- *Name:** A text input field.
- Date:** A date picker with options for Day, Month, and Year, and a checkbox for Hijri.
- *Number:** A text input field.
- Note:** A text area for additional information.

A green 'Save' button is located at the bottom of the form. The background shows the main dashboard with sections for 'Related Reports', 'Attachments', and 'Reporter Cooperation'.

8. Attach supporting files for the report by **adding** them through **Attachments Details Form**.

The screenshot shows the Nazaha.gov.sa website with the 'Attachments Details' form open. The form includes the following fields:

- Attachment Name:** A text input field.

A note below the field states: "File must be .jpg, .jpeg, .png, .pdf not exceed 5 MB". A grey 'Close' button is located at the bottom of the form. The background shows the main dashboard with sections for 'Related Reports', 'Attachments', and 'Reporter Cooperation'.



9. Specify whether you would like the Oversight and Anti-Corruption Authority to contact you to obtain more information about the report?

Reporter Cooperation

Would you like to cooperate with oversight and anti corruption employees to communicate with you to obtain more information about the report?

☒ Yes ☐ No

Y 6 2 C

Code

Code

Save

10. Enter the **verification code** and then click "**Save**" to submit the report.

Reporter Cooperation

Would you like to cooperate with oversight and anti corruption employees to communicate with you to obtain more information about the report?

☒ Yes ☐ No

Y 6 2 C

Code

Code

Save

Contact Us



Phone: 980



info@nazaha.gov.sa