STEPS TO RAISE ENHACEMENT REQUEST FOR HEMAYA
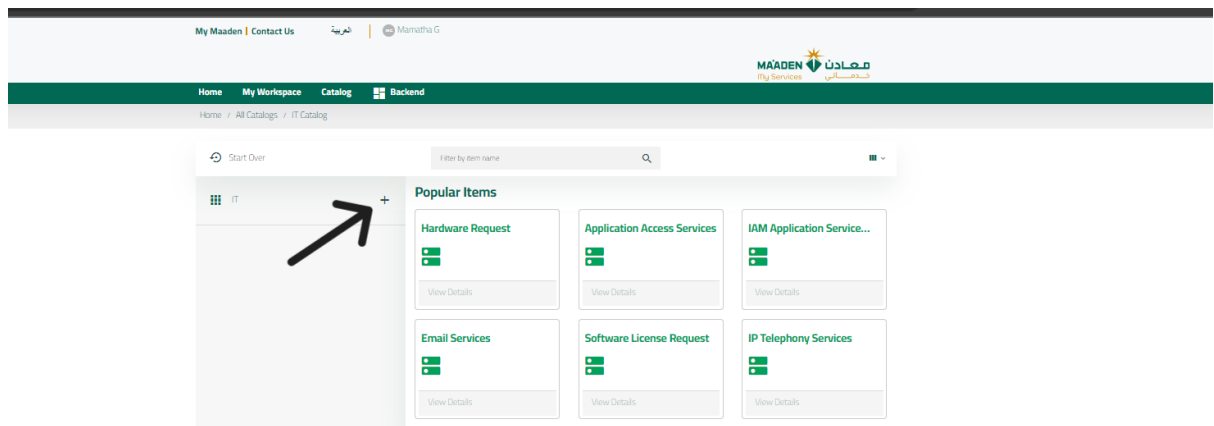
1. **Login to My-Maaden Portal. (https://my.maaden.com.sa/)**

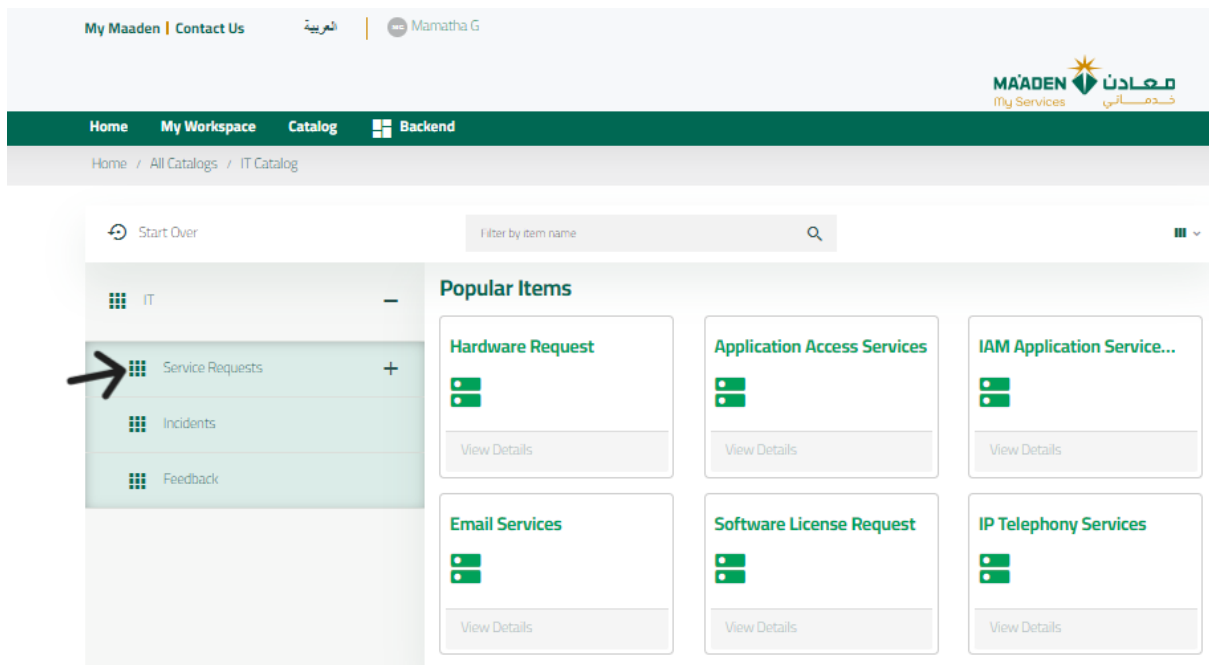2. **Click on My Services Menu.**

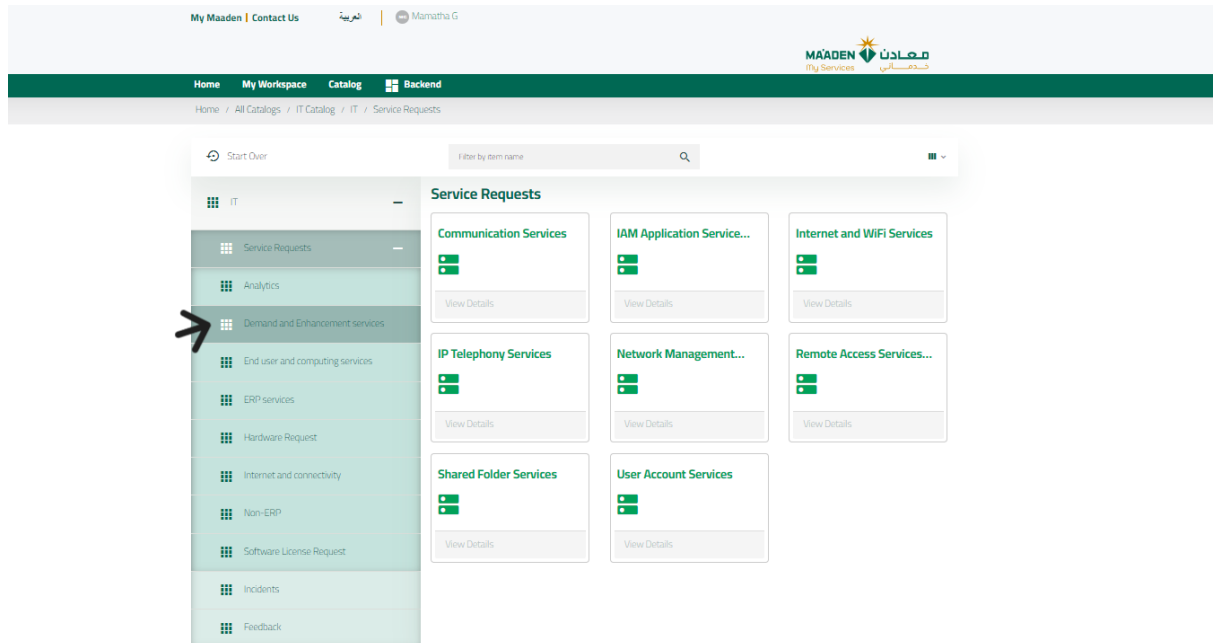3. **Click on IT module.**
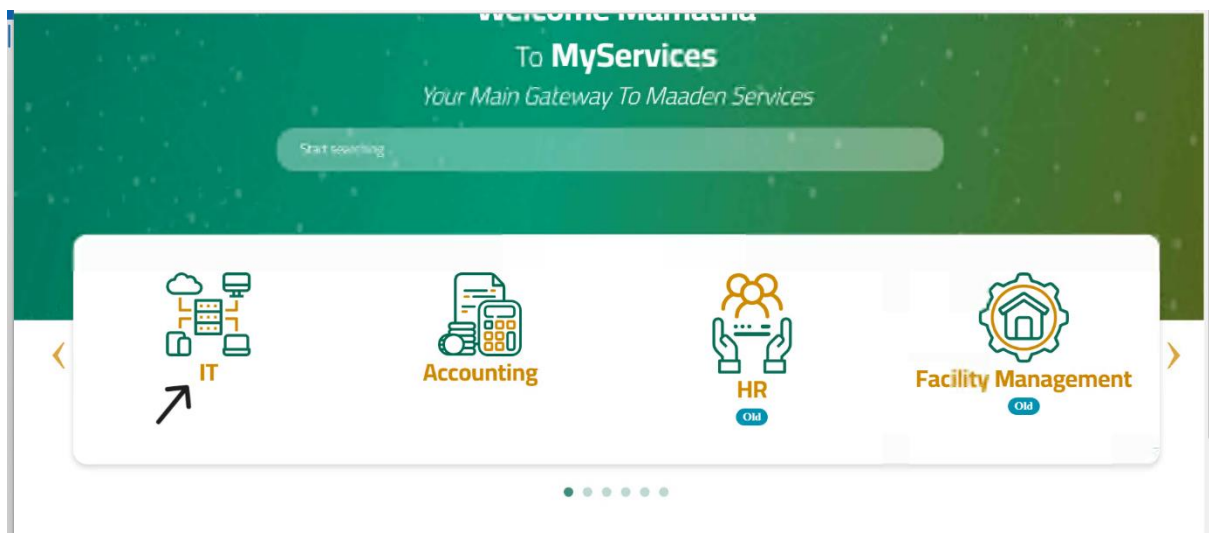
4. **Click on IT + Button.**

5. **Click on Service Requests.**

6. Click on Demand and Enhancement services.

7. Choose from the three according to your requirement:

    i.   New report.
   ii.   Enhancement existing report.
  iii.   Application enhancement.

8. **Fill the form and in request details column:**

i. In Application Category choose <mark>Line of Business Application (Non-ERP)</mark> from dropdown Menu**.**
ii. In Applications choose <mark>Hemaya</mark> from dropdown Menu.
iii. Other option you can select based on your requirements.

9. After filling the form recheck the fields you can click on submit.