

# Member's Self Service Portal Manual

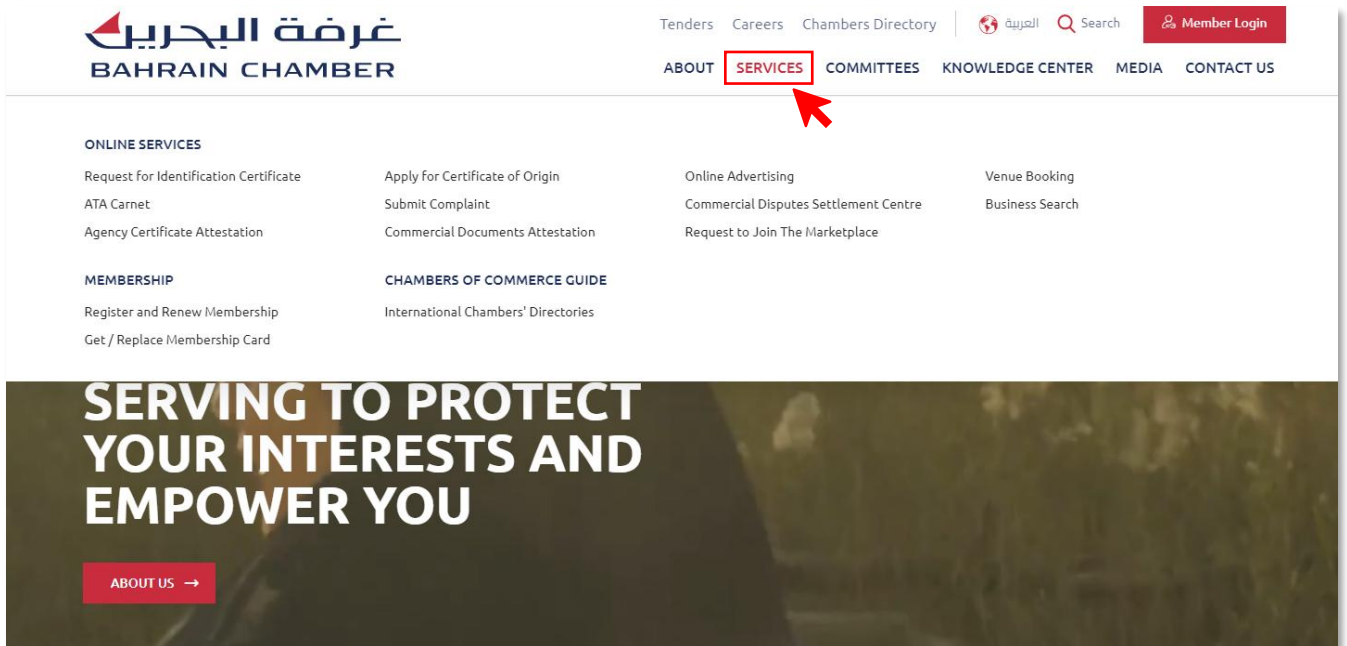


[BahrainChamber.bh](https://BahrainChamber.bh)

## 1 Accessing the member's self-service platform:

### To access the self-service portal:

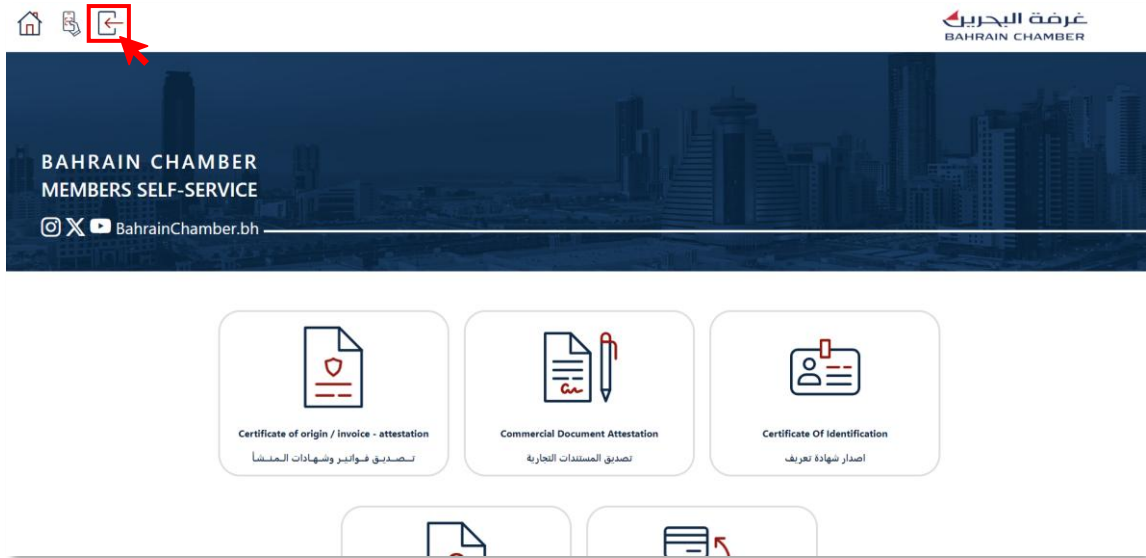
- Visit Bahrain Chamber's website Bahrainchamber.bh and then click Services.
- Or directly visit the portal link: Digital.bahrainchamber.bh



The screenshot displays the Bahrain Chamber website interface. At the top left is the logo for 'غرفة البحرين BAHRAIN CHAMBER'. The top right navigation bar includes links for 'Tenders', 'Careers', 'Chambers Directory', a language selector for 'العربية', a search icon, and a 'Member Login' button. Below this, a horizontal menu contains 'ABOUT', 'SERVICES', 'COMMITTEES', 'KNOWLEDGE CENTER', 'MEDIA', and 'CONTACT US'. The 'SERVICES' link is highlighted with a red box and a red arrow pointing to it. The main content area is divided into several sections: 'ONLINE SERVICES' with links like 'Request for Identification Certificate', 'Apply for Certificate of Origin', 'Online Advertising', and 'Venue Booking'; 'MEMBERSHIP' with 'Register and Renew Membership' and 'Get / Replace Membership Card'; and 'CHAMBERS OF COMMERCE GUIDE' with 'International Chambers' Directories'. At the bottom, a dark banner features the text 'SERVING TO PROTECT YOUR INTERESTS AND EMPOWER YOU' and a red button labeled 'ABOUT US →'.

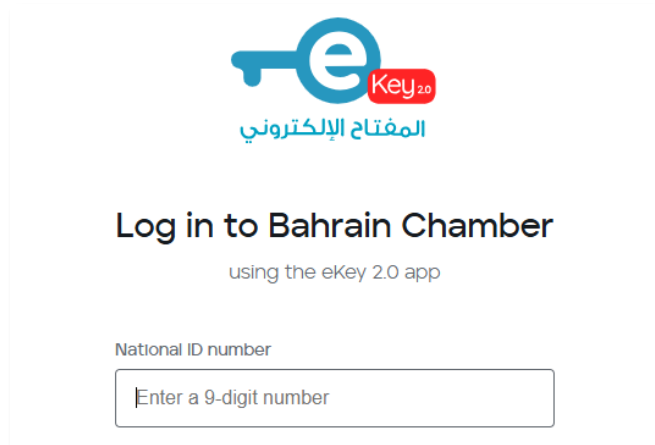
## 2 Registration for E- Services:

1. Select the highlighted icon to login.



2. Login to your e-key 2.0 to continue (incase you have already enrolled in E-key2.0)

Note: only authorized individuals can gain access to the members self services portal.



## 2 آلية التسجيل للخدمات الإلكترونية:

Please skip these steps if you have already downloaded and enrolled in the e-key 2.0 in your mobile.

1. Download the e-key 2.0 in your mobile and follow the registration steps.

2. [CLICK HERE](#) for the enrolment Process guide for the E-key 2.0.

Don't have the eKey 2.0 app yet?

Download the app to create your account



- 1 Download the eKey 2.0 app  
Click on the store to download
- 2 Enroll your identity  
Approve the request to proceed
- 3 Continue with eKey 2.0  
Close this page to continue

### 3 E- Attestation: Certificate of Origin and Invoices

## Certificate of Origin and Invoices Attestation:

Certificate of Origin (COO) is a commercial document showing the origin of the goods being exported and is required for import and export in international trade. It is issued and attested electronically in the member's self-service portal.

The electronic invoice issuance and attestation service allows members to authenticate their organizations' invoices through the self-service platform after issuing them digitally.

#### E-Invoice


1- Exporter ALHOOTY GENERAL TRADING W L L Shop No: 0, Building: 304, Road: 4306, Block: 343, Area: المنامة/ميدان سلمان	Date: 2024-07-15 Invoice No.: 123 COO No.: COO-10095
2- Consignee wer wer AUSTRIA	CR No. 12392

Marks & Number	Product Code	Description of Goods	Quantity	Unit Price (BHD)	Total Amount (BHD)
12	23	test	5	100	500
Discount					
Tax					
Net Amount					500

Transport Mode: BAHRAIN  
Country of Origin: BAHRAIN  
Port of Loading: BAHRAIN  
Port of Discharge: AUSTRIA

Remarks:

أنا أصرح بأن جميع البيانات المذكورة أعلاه صحيحة. I hereby declare the above details are correct. Authorized Name: اسم المخول: abdulrahman sameer qattorah	 COO-10095	تصديق غرفة البحرين على استلام بيانات هذه الشهادة من عضو الغرفة أو المخول في سجلاتها دون أن تكون مسؤولة على الغرفة. Bahrain Chamber authenticate receiving this certificate details from it's member or authorized person without bearing any liability.
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1-EXPORTER (Name, Address) المصدر (الاسم، العنوان) AMC Company Street 50, China		غرفة البحرين BAHRAIN CHAMBER شهادة منشأ   Certificate of Origin	
2-CONSIGNEE (Name, Address) المستورد (الاسم، العنوان) ABC Company Bahrain Chamber		رقم الشهادة   Certificate Number COO-10019	
3 CR No.   رقم السجل 12392		6- Est. Shipment Date   تاريخ الشحن (التاريخ) 2023-09-01	
4-Transport Mode   وسيلة الشحن Ship	5- Carrier   الناقل Aramex	9- Invoice No. & Date   رقم وتاريخ الفاتورة ABC-01234 2023-08-22	
7- Country / Port Loading   بلد / ميناء الشحن Bahrain	8- Country/Port of Discharge:   بلد / ميناء التصدير China	10- Marks & Numbers   العلامات والرقم A 24k Gold bar 2B 21k Gold Bar 3C 18k gold bar	
11- Description of Goods   وصف البضاعة		12- Quantity   الكمية 5 20 100	
13- Net Weight   الوزن الصافي 100kg	14- Gross Weight   الوزن الكلي 50kg	15- Goods Origin   منشأ البضاعة China	
أنا أصرح بأن جميع البيانات المذكورة أعلاه صحيحة. I hereby declare the above details are correct. Authorized Name: اسم المخول: Click or tap here to enter text.	 COO-10019	تصديق غرفة البحرين على استلام بيانات هذه الشهادة من عضو الغرفة أو المخول في سجلاتها دون أن تكون مسؤولة على الغرفة. Bahrain Chamber authenticate receiving this certificate details from it's member or authorized person without bearing any liability.	

لتحقق من الشهادة، يرجى زيارة الموقع الإلكتروني لغرفة (Bahrainchamber.bh)  
E-mail: البريد الإلكتروني | info@bahrainchamber.bh Telephone: هاتف | 1738000  
Manama - Kingdom of Bahrain | المنامة - مملكة البحرين | Bahrain Chamber of Commerce & Industry

### 3 E- Attestation: Certificate of Origin and Invoices

#### 1. Select the Certificate of Origin & Invoices Attestation Icon.

The image displays a grid of five service icons for the Bahrain Chamber. The first icon, 'Certificate of origin / invoice - attestation', is highlighted with a red arrow. The other icons are 'Commercial Document Attestation', 'Certificate Of Identification', 'Membership Details', and 'Reissue Membership Card'.

 <p>Certificate of origin / invoice - attestation تصديق فواتير وشهادات المنشأ</p>	 <p>Commercial Document Attestation تصديق المستندات التجارية</p>	 <p>Certificate Of Identification اصدار شهادة تعريف</p>
 <p>Membership Details بيانات العضوية</p>	 <p>Reissue Membership Card بدل فاقد - اصدار بطاقة عضوية</p>	

### 3 E- Attestation: Certificate of Origin and Invoices

2. Click on “Add New” to create a new certificate of origin, invoice authentication, or both.

Show  entries Search:

ID	CR Branch	Total COO Fees	Total Invoice Fees	Total Fees	Created Date	Comments	Status	
E-ATT-01002	22331-1				7/29/2024 12:58:51 PM		Not Completed	<a href="#">Details</a>
E-ATT-01003	22331-1				7/29/2024 1:05:14 PM		Not Completed	<a href="#">Details</a>
E-ATT-01006	22331-1	BHD5.000	BHD0.000	BHD5.000	7/29/2024 1:36:26 PM		Pending for Payment	<a href="#">Details</a>
E-ATT-01009	22331-1	BHD5.000	BHD0.000	BHD5.000	7/30/2024 8:35:30 AM		Pending for Payment	<a href="#">Details</a>
E-ATT-01011	22331-1	BHD10.000	BHD0.000	BHD10.000	7/30/2024 8:51:44 AM		Completed	<a href="#">Details</a>
E-ATT-01021	22331-2	BHD5.000	BHD0.000	BHD5.000	8/11/2024 8:46:40 AM		Completed	<a href="#">Details</a>
E-ATT-01024	22331-1				8/12/2024 7:37:34 AM		Not Completed	<a href="#">Details</a>
E-ATT-01025	22331-1				8/12/2024 7:49:56 AM		Not Completed	<a href="#">Details</a>
E-ATT-01026	22331-1				8/12/2024 7:53:47 AM		Not Completed	<a href="#">Details</a>
E-ATT-01027	22331-1	BHD0.000	BHD50.000	BHD50.000	8/12/2024 2:38:50 PM		Not Completed	<a href="#">Details</a>

Showing 1 to 10 of 29 entries Previous    Next

[Add New](#)



## 3 E- Attestation: Certificate of Origin and Invoices

3. Select the main membership account.

4. Choose the required CR branch.

5. Enter a valid email.

6. Click on “Add New” to create a new certificate of origin, invoice attestation, or both.

Membership Details      COO Details      Goods Details      Approval      Payment

### Membership & Branch Selection

**Membership:**  
00022 (CR: 22331) **3** ▾

**CR Branch:**  
MIDDLE EAST GIFTS (22331-1) **4** ▾

**Receiver Email Address:**  
 **5**

**6** Add New

### 3 E- Attestation: Certificate of Origin and Invoices

7. Select the transaction type: Attestation of certificate of origin, invoice or both.
8. Enter the invoice number.
9. Provide the invoice date.
10. Upload a copy of the invoice.
11. Enter the invoice total amount.
12. Choose the currency used in the invoice.
13. Add tax details (if applicable)
14. Add the discounted amount (if applicable).
15. Add additional notes (if applicable)

Membership Details
COO Details
Goods Details
Approval
Payment

#### General

<b>E-Attestation Request:</b> <input type="text" value="E-ATT-01073"/>	<b>Membership:</b> <input type="text" value="00022"/>
<b>Request Type:</b> <input type="text" value="Certificate of Origin"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">7</span>	<b>CR Branch:</b> <input type="text" value="22331-1"/>

#### Invoice Details

<b>Invoice Number:</b> <input type="text"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">8</span>	<b>Invoice Amount:</b> <input type="text" value="0"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">11</span>	<b>Currency:</b> <input type="text" value="BHD"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">12</span>
<b>Invoice Date:</b> <input type="text" value="dd/mm/yyyy"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">9</span>	<b>Invoice Tax:</b> <input type="text" value="0"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">13</span>	<b>Invoice Discount:</b> <input type="text" value="0"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">14</span>
<b>Invoice file Upload:</b> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">10</span>	<b>Invoice Remarks:</b> <input style="width: 100%;" type="text"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-weight: bold;">15</span>	

Please note: if you did not upload the original invoice, the total fees for this COO/Invoice will be BHD50. Note: Only PDF files and Maximum file size is 5MB.

### 3 E- Attestation: Certificate of Origin and Invoices

16. Enter the Exporter address.
17. Enter the Consignee name.
18. Enter the Consignee address.
19. Enter the Destination country.
20. Enter the Loading country.
21. Select the transportation mode.
22. Specify the carrier details (If applicable)
23. Enter the estimated shipment date.
24. Enter the net weight of the shipment.
25. Enter the gross weight of the shipment.
26. Select the goods origin country.

#### Exporter and Consignee Details

<b>Exporter Name:</b> MIDDLE EAST GIFTS	<b>Consignee Name:</b> 17
<b>Exporter Address:</b> 16 Shop No: 0, Building 340, Block: 304, Area: وسط المنامة	<b>Consignee Address:</b> 18

#### Transportation Details

<b>Country Destination:</b> 19 Country Selection...	<b>Carrier:</b> 22
<b>Country Loading:</b> 20 Country Selection...	<b>Estimated Shipment Date:</b> 23 dd/mm/yyyy
<b>Transportation Mode:</b> 21 None selected	

#### Goods Details

<b>Net Weight:</b> 24 e.g. 950KG	<b>Gross Weight:</b> 25 e.g. 1 TON	<b>Goods Origin:</b> 26 Country Selection...
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Submit

### 3 E- Attestation: Certificate of Origin and Invoices

27. Enter the Goods numbers/marks.
28. Enter the Goods HS code.
29. Specify the quantity of goods.
30. Enter the price of goods per unit.
31. Provide the descriptions.
32. Click to add more items (if needed).
33. Click "submit" to proceed

Membership Details COO Details **Goods Details** Approval Payment

#### Goods Details - Item 1

Marks & Numbers: **27**

Item HS Code: **28**

Quantity: **29**

Unit Price: **30**

Description of Goods: **31**

**32** Add More Items **33** Submit

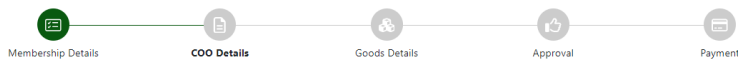
### 3 E- Attestation: Certificate of Origin and Invoices

34. Click to add more certificate of origin.

35. Click “submit” for approval.

36. Click “details” to view the details of the certificate.

37. Click “edit” to edit the details of the certificate.



Show 10 entries

ID	Type	Invoice Number	Invoice Amount	Exporter Name	Consignee Name	Goods Origin	Est. Shipment Date	COO Fee	Invoice Fee	E-COO	E-Invoice	Actions
COO-2024-09-F5W0015	COO	تتفق	BHD555.00	MIDDLE EAST GIFTS	ABC Company	514 - BELGIUM	12/Sep/24	BHD5.000	BHD0.000			<a href="#">Details</a> <a href="#">Edit</a>

Showing 1 to 1 of 1 entries

[Add More Certificate of Origins](#) [Submit for Approval](#)

Previous 1 Next

34    35    36    37

### 3 E- Attestation: Certificate of Origin and Invoices

Login to the platform to check the status of the uploaded certificate of origin:

38. Select the Membership/CR number

39. View the status of the submitted application.

40. If the status shows “Pending for payment” it means the certificate has been approved by the Chamber and the payment process can be made. In the case of “Reject”; the request can be modified after reviewing the reasons of rejection and re-submit it.

41. Click on “Pay” to proceed with the payment.

**My Requests** My Membership  
00022 (CR: 22331) ▼

Show 10 entries Search:

ID	CR Branch	Total COO Fees	Total Invoice Fees	Total Fees	Created Date	Comments	Status
E-ATT-01073	22331-1	BHD5.000	BHD0.000	BHD5.000	9/26/2024 12:19:55 PM		Pending for Approval <a href="#">Details</a>
E-ATT-01069	22331-1	BHD10.000	BHD50.000	BHD60.000	9/1/2024 11:43:34 AM		Pending for Payment <a href="#">Details</a>

**Select a Payment Method**

DEBIT CARD CREDIT CARD

[CANCEL](#) [PAY NOW](#)

**Membership Details**

Show 10 entries

ID	Type	Invoice Number	Invoice A
COO-01003	COO	145698	BHD1

Showing 1 to 1 of 1 entries

[Pay](#)

**Payment**

Search:

Invoice Fee	E-COO	E-
BHD0.000		



### 3 E- Attestation: Certificate of Origin and Invoices

After completing the payment process in the payment gateway, the approved certificate can be downloaded, and it will be sent to the registered email automatically.



42. Click to download the approved and attested e-certificate of origin.

43. Click to download the approved and attested e-Invoice.

Show  entries Search:

ID	Type	Invoice Number	Invoice Amount	Exporter Name	Consignee Name	Goods Origin	Est. Shipment Date	COO Fee	Invoice Fee	E-COO	E-Invoice	Actions
COO-01059	Both	54564163	BHD5,254.00	MIDDLE EAST GIFTS	gfhfg	513 - AUSTRIA	08/Aug/24	BHD10,000	BHD20,000			<a href="#">Details</a>

Showing 1 to 1 of 1 entries 1 Next

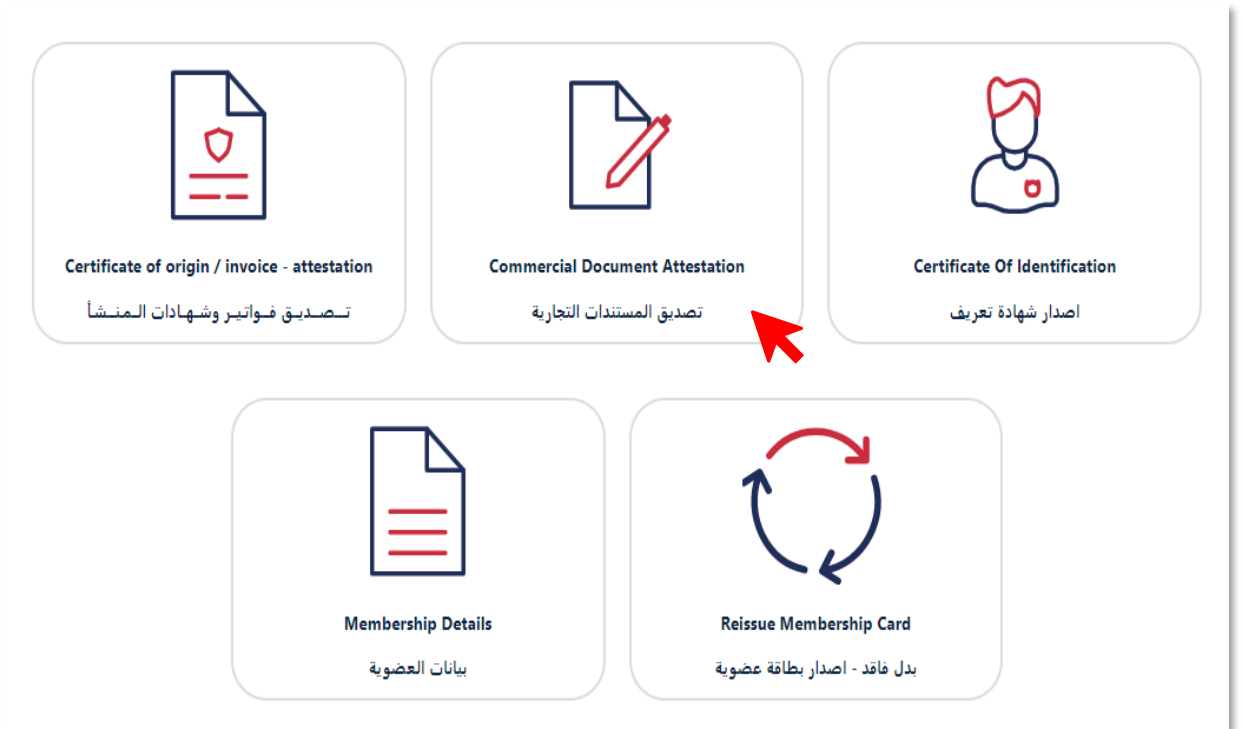
 **42**  **43**

## 4 E-Attestation – Commercial Documents Attestation

### Commercial Documents Attestation:

This service allows Bahrain Chamber members to attest their various commercial documents electronically.

#### 1. Click on the Commercial Documents Attestation icon.



## 4 E-Attestation – Commercial Documents Attestation

1. Select the Membership number.
2. Select the CR branch.
3. Upload the commercial document for attestation.
4. Enter a valid email
5. Click “Submit” after completing the required.

### Membership & Branch Selection

Membership:

00022 (CR: 22331)

1

CR Branch:

MIDDLE EAST GIFTS (22331-1)

2

File Upload:

Choose File No file chosen

3

Note: Only PDF files and Maximum file size is 5MB.

Receiver Email Address: Attested Document and the payment link will be received on this email.

4

Submit

5

## 4 E-Attestation – Commercial Documents Attestation

Log to the platform to check the status of the uploaded Commercial documents by selecting the Commercial Documents Attestation icon.

6. Check the status of each uploaded document.

7. You can download the attested/approved document.

8. If the status shows “Pending for payment” it means the documents has been approved and the payment process can be continued, and the documents can be issued. In the case of “Reject”; the request can be modified after reviewing the reasons of rejection and re-submitted.

Email	Requested By	Comments	Created Date	Total Fees	Status	Attested Document	Action
med@bahrainchamber.bh	FATIMA YOUSIF HASAN ALARABI		7/29/2024 12:56:29 PM	BHD 10	Paid		
med@bahrainchamber.bh	FATIMA YOUSIF HASAN ALARABI		8/11/2024 7:54:04 AM	BHD 10	Pending for Payment		<a href="#">Pay</a>

## 5 E-Attestation: Certificate of Identification

### Certificate of Identification

The portal allow the members to issue a certificate of identification, which facilitates access to many business opportunities as it proves the member's affiliation with the Bahrain Chamber and enhances their commercial identity.

#### 1. Select the Certificate of Identification Icon.



The screenshot displays a grid of five service icons for E-Attestation. The first row contains three icons: a document with a shield (Certificate of origin / invoice - attestation), a document with a pencil (Commercial Document Attestation), and a person icon with a shield (Certificate Of Identification). The second row contains two icons: a document with horizontal lines (Membership Details) and a circular arrow (Reissue Membership Card). A red arrow points to the 'Certificate Of Identification' icon.

Icon Description	English Label	Arabic Label
Document with shield	Certificate of origin / invoice - attestation	تصديق فواتير وشهادات المنشأ
Document with pencil	Commercial Document Attestation	تصديق المستندات التجارية
Person with shield	Certificate Of Identification	اصدار شهادة تعريف
Document with lines	Membership Details	بيانات العضوية
Circular arrow	Reissue Membership Card	بدل فاقد - اصدار بطاقة عضوية

## 5 E-Attestation: Certificate of Identification

1. Select the Membership number
2. Select the CR branch
3. Enter a valid email
4. Click “Submit” after completing the required.

After submission, proceed to pay to issue the certification of identification. It can be downloaded or sent to email.

### Membership & Branch Selection

**Membership:** 00022 (CR: 22331) **1**

**CR Branch:** MIDDLE EAST GIFTS (22331-1) **2**

**Email Address:** eleganceworldbh@gmail.com **3**

**Submit**



## 6 E- Attestation: Issuance of Membership details

### Issuance of Membership Details:

The portal enables the members to issue their Membership Details, which includes the business information, name of authorized signatories at the Chamber and type of commercial activities performed.

#### 1. Select Issuance the Membership details Icon.



## 6 E- Attestation: Issuance of Membership details

1. Select the Membership number.
2. Select the required CR branch.
3. Enter a valid email.
4. Click Submit after completing the required.

After submission, proceed to pay to issue the Membership details. It can be downloaded or send it to the email.

### Membership & Branch Selection

**Membership:** 00022 (CR: 22331) **1**

**CR Branch:** MIDDLE EAST GIFTS (22331-1) **2**

**Email Address:** eleganceworldbh@gmail.com **3**

**Submit** **4**





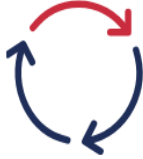
## 7 E- Attestation: Issuance Membership Card

### Issue the Membership card:

The portal enables the member to issue the membership card which includes his membership number at the chamber and confirms his commercial identity.

#### 1. Select the Reissue membership card Icon.

The screenshot displays five service icons in a grid. The first row contains three icons: a document with a shield (Certificate of origin / invoice - attestation), a document with a pencil (Commercial Document Attestation), and a person icon (Certificate Of Identification). The second row contains two icons: a document with horizontal lines (Membership Details) and a circular arrow icon (Reissue Membership Card). A red arrow points to the Reissue Membership Card icon.

 Certificate of origin / invoice - attestation تصديق فواتير وشهادات المنشأ	 Commercial Document Attestation تصديق المستندات التجارية	 Certificate Of Identification اصدار شهادة تعريف
 Membership Details بيانات العضوية	 Reissue Membership Card اصدار بطاقة عضوية	

## 7 E- Attestation: Issuance Membership Card

1. Select the Membership number.
2. Select the required CR branch.
3. Enter a valid email.
4. Click “Submit” after completing the required.

After submission, the Membership card will be sent to the email address provided.

### Membership & Branch Selection

**Membership:** 00022 (CR: 22331) **1**

**CR Branch:** MIDDLE EAST GIFTS (22331-1) **2**

**Email Address:** eleganceworldbh@gmail.com **3**

**Submit** **4**