

QUICK USER GUIDE

USER REGISTRATION AND E-SPECTRUM PROFILES MANAGEMENT

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Spectrum Management Department

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1. HOW TO LOGIN TO THE E-SPECTRUM PORTAL?



*The e-spectrum portal has been integrated with the National Authentication System (TAWTHEEQ).
In order to login, you should be registered in the [TAWTHEEQ system](#).*


In order to login, follow the steps below:

- Click on the button “Login” to get redirected to the National Authentication System (TAWTHEEQ).



- Two authentication methods are available in TAWTHEEQ system:
 - Email/Password
 - Smart Card

Authenticate

 Username & Password Authentication


Username

Password

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

 Smart Card authentication

[Login with Smartcard](#)

[Smartcard FAQs](#)

[Cancel](#)

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2. WHAT IF I DO NOT HAVE A TAWTHEEQ ACCOUNT?



*A TAWTHEEQ account is mandatory to access and use the e-Spectrum portal services.
One TAWTHEEQ account is your unified pass to all governmental online services.*

In order to create a TAWTHEEQ account, follow the below steps:

- Click on the “Registration” button to get redirected to the Registration page of the National Authentication System (TAWTHEEQ).



- Registration for Individuals in TAWTHEEQ differs based on the Type of users as listed below:
 - Qatari citizens and residents (Identified by the QID)
 - Visitors and business representatives

1

2

3

4

Account typePersonal informationPasswordCompletion

Choose Account Type

Account type ⓘ *

☐ Qatari citizens and residents
☐ Visitors and business representatives

Cancel

Back

Continue

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Follow the registration process in the TAWTHEEQ system. Once your account is activated you can login to the e-spectrum portal.

3. HOW TO CREATE A NEW E-SPECTRUM PROFILE UNDER MY TAWTHEEQ ACCOUNT?



The new enhancement including the Integration with TAWTHEEQ system allows one user to add multiple Spectrum profiles under his account.

In order to create a New e-Spectrum profile under your TAWTHEEQ account, follow the below steps:

- Click on “Add e-Spectrum Profile” button

Add e-Spectrum Profile

To add a new e-Spectrum profile under your TAWTHEEQ account, click on

Add e-Spectrum Profile

Notes:

- To be able to add an e-Spectrum profile under your TAWTHEEQ account you should be an authorized person
- Entities having an existing account in the CRA e-Spectrum portal should use this “Add e-Spectrum Profile” Option and select “Existing Licensee” at the last stage of the application

Request Access to an e-Spectrum Profile

To get access to an active e-spectrum profile, click on

Request Access to an e-Spectrum Profile

For More details about e-Spectrum profiles management please refer to the “**USER REGISTRATION AND E-SPECTRUM PROFILES MANAGEMENT**” quick guide

- Specify the Applicant Type (For more details refer to section 4. Which Applicant Type should I choose in my e-Spectrum profile?)

Applicant/Service Category

Applicant Type *

Please select...

Submit

- Specify the Service Category (For more details refer to section 5. Which Service Category should I choose in my e-Spectrum profile?)

Applicant/Service Category

Applicant Type *

Qatari Registered Company

Service Category *

Please select...

☐ Spectrum Licensing

☐ Equipment Type Approval

Submit

- Click on the "Submit" button
- Complete the corresponding Applicant Registration Form
- Keep the checkbox "Existing Licensee" disabled and click on Next button

Existing Licensee

If you have already an existing Licensee in the system, enable the checkbox below and specify the needed parameters.

☐ Existing Licensee

Cancel

Next

- Attach the Required Documents
- Submit the Registration application
- Wait for CRA approval

4. WHICH APPLICANT TYPE SHOULD I CHOOSE IN MY E-SPECTRUM PROFILE?



The new enhancement allows that an e-Spectrum profile to specify the Applicant Type of the e-Spectrum profile he would like to add under his TAWTHEEQ account.

Five Applicant Types are available.

Table below helps you to decide which Applicant Type you should choose.

Applicant Type	Description
Individual (Personal)	To create a personal Spectrum applicant for yourself.
Multiple Individuals	To create a Spectrum applicant for multiple individuals (e.g. Co-owners of a boat).
Qatari Registered Company	To create a Spectrum applicant for a Qatari company where: <ul style="list-style-type: none"> The Commercial company is registered in Qatar You are the authorized person of the company You have the CR Number and it is valid
Foreign Company	To create a Spectrum applicant for a company registered outside Qatar.
Local Non-Commercial establishment	To create a Spectrum applicant for a Local Non-Commercial establishment (e.g. government organization).

5. WHICH SERVICE CATEGORY SHOULD I CHOOSE IN MY E-SPECTRUM PROFILE?



The new enhancement allows that an e-Spectrum profile to specify the Service Category of the e-Spectrum profile he would like to add under his TAWTHEEQ account.
Multiple Service Categories can be assigned for one e-Spectrum profile.

Two Service Categories are available.

Applicant/Service Category

Applicant Type *

Qatari Registered Company

Service Category *

Please select...

☐ Spectrum Licensing
 ☐ Equipment Type Approval

Submit

Table below helps you to decide which Service Category you should choose.

Applicant Type	Description
Spectrum Licensing	If you intend to apply for Spectrum services applications (e.g. Frequency Licenses).
Equipment Type Approval	If you intend to apply for the Type Approval application.

6. HOW TO ACCESS A EXISTING E-SPECTRUM ACCOUNT FROM MY TAWTHEEQ ACCOUNT?



*An existing e-Spectrum account means any e-Spectrum portal user created before the integration with TAWTHEEQ system.
To access an existing e-Spectrum profile, it has to be linked to the TAWTHEEQ account.*

In order to access an existing e-Spectrum profile from your TAWTHEEQ account, follow the below steps:

- Click on “Add e-Spectrum Profile” button

- Specify the Applicant Type (For more details refer to section 4. Which Applicant Type should I choose in my e-Spectrum profile?)

- Specify the Service Category (For more details refer to section 5. Which Service Category should I choose in my e-Spectrum profile?)

Applicant/Service Category

Applicant Type *

Qatari Registered Company

Service Category *

Please select...

☐ Spectrum Licensing
 ☐ Equipment Type Approval

Submit

- Click on the "Submit" button
- Complete the corresponding Applicant Registration Form
- At the last stage of the Applicant Registration Form, Enable the checkbox "Existing Licensee" and click on Next button

Existing Licensee

If you have already an existing Licensee in the system, enable the checkbox below and specify the needed parameters.

☒ Existing Licensee

Cancel

Next

- Specify the following fields of the Existing Spectrum Account:
 - o CRA Customer Number (e.g. QAT-10000, In case you do not know your CRA Customer Number contact spectrumaffairs@cra.gov.qa)
 - o Current Username
 - o Current Password

Applicant Registration Form

Account Holder Information

Applicant(s) Information

Existing Licensee Information

Existing Licensee Information

* Fields marked as required. Please ensure to not leave them empty

CRA Customer Number *	<input type="text" value="QAT- 10000"/>
Current Username *	<input type="text" value="Company1"/>
Current Password *	<input type="password" value="*****"/>
Company Name	<input type="text" value="company,test"/>

Previous

Cancel

Validate

Submit

- Click on “Validate” button to link the e-Spectrum account to your application.
- Submit the Registration application
- Wait for CRA approval

7. HOW CAN I REQUEST ACCESS TO MY ORGANIZATION E-SPECTRUM PROFILE?



An Existing e-Spectrum profile is a profile that has been added under the TAWTHEEQ account of one of the authorized signatories. The new enhancement including the Integration with TAWTHEEQ system allows multiple users access to a specific e-Spectrum profile. Access request to an existing e-Spectrum profile can be triggered by any TAWTHEEQ registered user in the e-Spectrum portal. e-Spectrum profiles shall only be available for multiple user access requests once they are registered by an authorized person TAWTHEEQ account and approved by CRA.

In order to request access to your organization e-Spectrum profile from your TAWTHEEQ account, follow the below steps:

- Click on “Request Access to an e-Spectrum Profile” button.

Add e-Spectrum Profile

To add a new e-Spectrum profile under your TAWTHEEQ account, click on

Add e-Spectrum Profile

Notes:

- To be able to add an e-Spectrum profile under your TAWTHEEQ account you should be an authorized person
- Entities having an existing account in the CRA e-Spectrum portal should use this “Add e-Spectrum Profile” Option and select “Existing Licensee” at the last stage of the application

Request Access to an e-Spectrum Profile

To get access to an active e-spectrum profile, click on

Request Access to an e-Spectrum Profile

For More details about e-Spectrum profiles management please refer to the “ **USER REGISTRATION AND E-SPECTRUM PROFILES MANAGEMENT** ” quick guide

- Specify the Licensee Number of the e-Spectrum profile of your organization

Request Access to Existing Licensee Account

Licensee Number *

- Click on the “Submit” button.

- Your Access request would be forwarded to the main account holder of the corresponding e-Spectrum profile (i.e. the Authorized person who first created the e-Spectrum profile) or to the user with administrative role under this e-spectrum profile.
- You can only access the e-spectrum profile once it is approved.

8. HOW CAN I GRANT MULTIPLE USERS ACCESS TO MY E-SPECTRUM PROFILE?



The new enhancement allows any TAWTHEEQ registered user in the e-Spectrum portal to grant multiple users access to his specific e-Spectrum profile.

The Access Request is to be triggered by the user requesting access himself as described under 7 (How can I request access to my organization e-Spectrum profile?)

To grant a user access to your e-Spectrum profile, and as stated under 7 (How can I request access to my organization e-Spectrum profile?) the user should have already requested access.

To approve the access request follow the below steps:

- Login with your TAWTHEEQ account
- Choose the corresponding active e-Spectrum profile
- Go to the menu "Manage Sub-Accounts"

The screenshot shows the Communications Regulatory Authority State of Qatar logo at the top. Below it is a navigation bar with the following items: Home, Applications, Licensing Overview, **Manage Sub-Accounts** (highlighted with a red box), e-Payment, and Download. Below the navigation bar, the text reads: "Welcome to e-Spectrum Services Portal". A paragraph below states: "CRA is the responsible authority for regulating and managing all the affairs relating to the use of the radio spectrum Portal to help customers and radio spectrum users to submit their spectrum applications online."

- At the level of the corresponding request record available in the table "Pending Sub-Account Access Requests", Click on the "Approve" icon.

The screenshot shows the "Manage Sub-Accounts" page. It contains a message: "No Sub-Account found under the Spectrum Applicant 'Roudy [رودي] Yazbeck [يزبك]'. To give another user access, tell them to register and use the 'Request Access to Existing Licensee Account' button and enter the Licensee Number 'QAT-10680'." Below this is a section titled "Pending Sub-Account Access Requests" which contains a table with the following data:

First Name	Last Name	National ID Number	Mobile	E-mail Address	Request Date (Date of sending the request)	Actions
Roudy [رودي]	Yazb [يزبك]	22224444	71656565	acceptance@hotmail.com	10-12-2019	<input checked="" type="checkbox"/> <input type="checkbox"/>

Below the table, it says "Number of Records: 1".

- Specify the access role to your e-Spectrum profile, you would like to assign it to the user requesting the access.

Approve Sub-Account Request

Please select the access mode you would like to grant to the requester:

☐ **Administrator Access**

Administrator Access: This access mode grants the user full access to your selected applicant account, plus the privilege to manage other users (Sub-accounts) access (i.e. Approve/Reject Access request, Manage Existing sub-accounts)

☐ **Normal Access**

Normal Access: This access mode grants the user full access to your selected applicant account, except to the sub-account management features.

Cancelsubmit

- Click on the "Submit" button.