

خطوات تحديث معلومات الموظفين عبر نظام حماية الأجور

Steps to update employees' data through WPS portal

<https://wps.qib.com.qa>

UPDATE YOUR  
EMPLOYEES' DATA



قم بتحديث معلومات  
الموظفين بسهولة عبر  
نظام حماية الأجور.

Update your employees'  
information easily via WPS.

[wps.qib.com.qa](http://wps.qib.com.qa)

المصرف QIB

المصرف QIB

المصرف QIB | Wages Protection System (WPS) | نظام حماية الاجور

Login to QIB WPS

Username:  Password:  [Log In](#)

- Download NEW SIF Format
- WPS registration form
- Forgot Password
- If you have any technical issue / inquiries, Please [Click here](#).
- How to upload employees' salaries online?
- How to Approve the transfer of employees' salaries online?
- Control sheet for account opening
- WPS account opening procedures [Click here](#)
- إجراءات فتح حساب في نظام حماية الاجور
- Authorization letter for Debit Cards Collection [click here](#)
- تصريح الحصول على بطاقات حاسبة
- طلب تعديل نظام حماية الاجور - WPS Maintenance Form

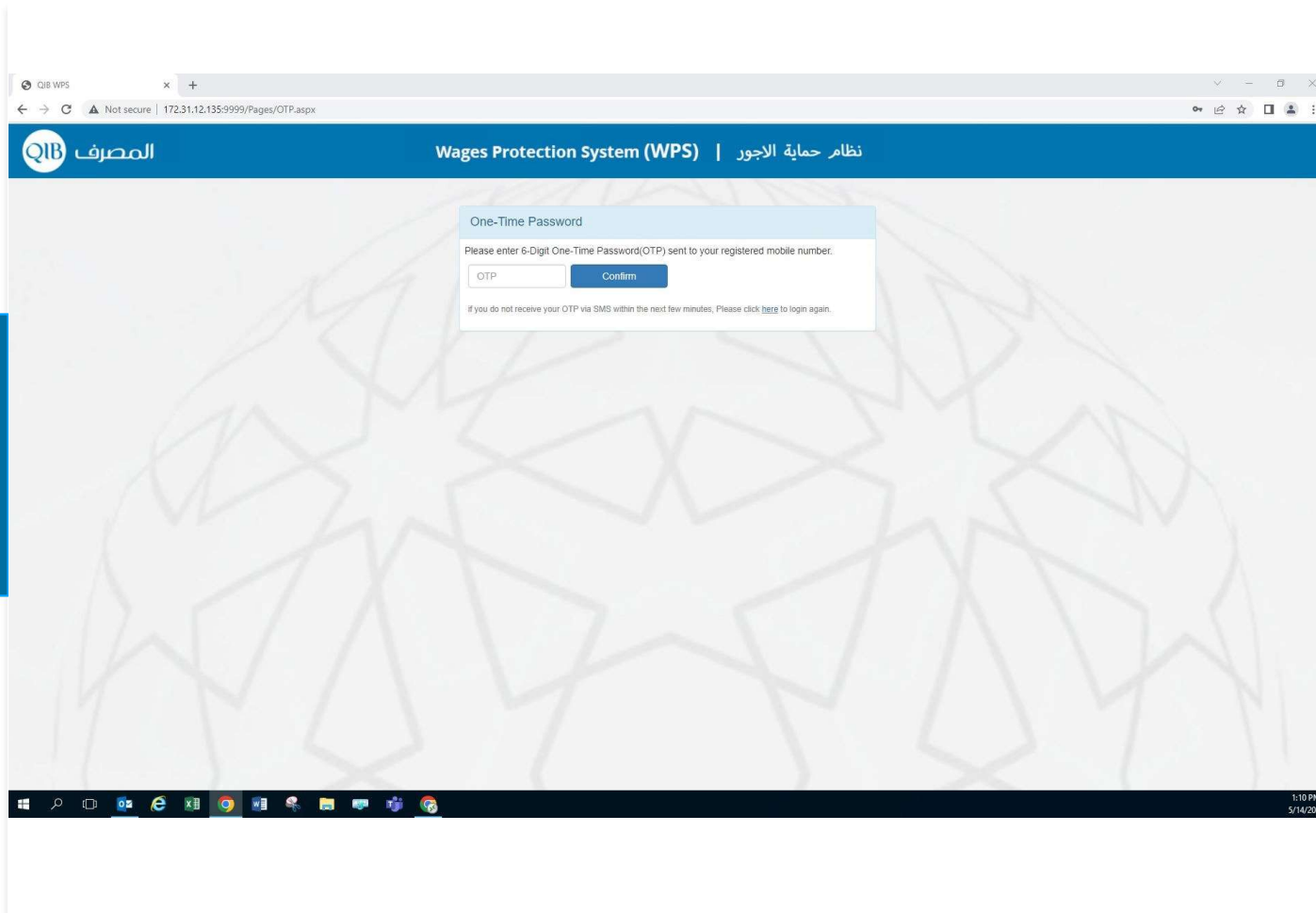
**TRANSFER YOUR EMPLOYEES' SALARIES ONLINE**

**WPS Center Working Hours**  
WPS Center at the Industrial Area branch welcomes you at the following times:  
• Sunday to Thursday: 7.30am - 1.00pm

1:09 PM  
5/14/2023

قم بتسجيل الدخول إلى المنصة.

Log in to the WPS portal.



أدخل كلمة المرور لمرة واحدة  
التي تم إرسالها إلى الجوال.

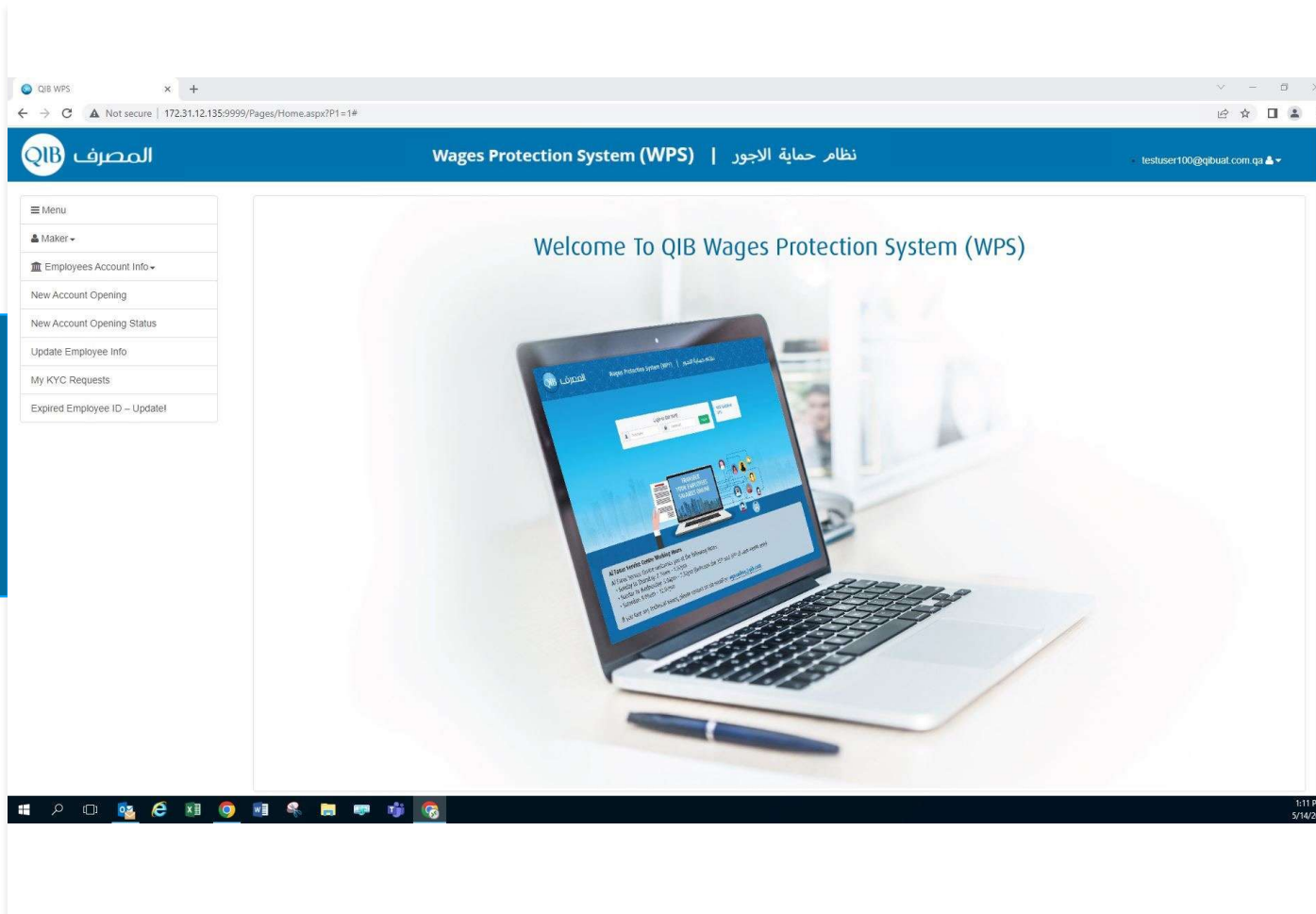
Insert the OTP you  
receive on your mobile.

The screenshot displays the QIB WPS web application interface. A modal window titled "Click Here To View Employee Details List" is open, showing a table of employee records. The table has columns for "Update KYC", "Account No", "Full Name", "QIDExpiryDate", and "PassportExpiryDate". Each row contains an "+Update" button. The modal also includes a search bar, a "Show 10 entries" dropdown, and pagination controls (Previous, 1, 2, Next). The background shows a laptop and a pen on a desk.

Update KYC	Account No	Full Name	QIDExpiryDate	PassportExpiryDate
+Update				
+Update				
+Update				
+Update				
+Update				
+Update				
+Update				
+Update				
+Update				
+Update				

راجع لائحة الموظفين الذين  
يحتاجون إلى تحديث  
معلوماتهم.

View the list of employees  
which require a data update.



اضغط على "هوية الموظف  
منتهية الصلاحية - تحديث!"

Click on "Expired  
Employee ID - Update!"

QIB WPS | 172.31.12.135:9999/Pages/KYCUpdateReqdAccts.aspx

QIB المصرف | Wages Protection System (WPS) | نظام حماية الاجور | testuser100@qibuat.com.qa

Menu  
Maker  
Employees Account Info

KYC Update Required

Show 10 entries

Update KYC	Block Account	Reference No	Employer EID	Payer EID	QID	QIDExpiryDate	PassportNo	PassportExpiryDate	Full Name	Account No	Customer No	Acct Status	KYC Refid	KYC Status
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													
+ Update	Remove													

Showing 1 to 10 of 15 entries

Previous 1 2 Next

1:13 PM 5/14/2023

اطلع على بيانات الموظفين التي تحتاج إلى تحديث.

View the employees and their data status.

QIB WPS x +

Not secure | 172.31.12.135:9999/Pages/UpdateAcctKYCDetails.aspx

Menu

Maker +

Employees Account Info +

Update Account KYC Details

Q Search Details  
QID/Account/RIM  
5389212 Search

Basic Information

Account Reference Number\* Employer Name\*  
Employee Account\* Employer EID\* PayerID\*

Edit QID ID details

QID:\* Name On QID:\*  
QID Issue Date:\* QID Expiry Date:\*

Edit Passport details

Name as per passport\* Passport No:\*  
Passport issue Date:\* Passport Expiry Date:\* Passport Place of issuance\*  
Cancel Editing Mobile No

Mobile No:\* Salary\*

Save as draft Send for Bank Approval

Request Status

RequestID  
KYC020520231021039

Status  
Rejected

Remarks  
Invalid Employer Details

View/Upload Documents

Upload QID\*  
Choose File No file chosen  
QID\_0205202321039.PNG

Upload Passport\*  
Choose File No file chosen

Upload Employee Letter\*  
Choose File No file chosen  
EmpMobile\_0205202321039.PNG Post Form

1:27 PM  
5/14/2023

اضغط على الموظف الذي  
ترغب بتحديث معلوماته.

Click on the employee's  
information that needs  
an update.

QIB WPS | 172.31.12.135:9999/Pages/UpdateAcctKYCDetails.aspx?P1=4uh8Huh8m4b4o4kpreGXkoCQzonaxj9b88ja74Gtg=&P2=RIAWQnGZn4ywgKoCL+4MnQ=

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Menu  
Maker  
Employees Account Info

### Update Account KYC Details

Q Search Details  
QID/Account/RIM

Basic Information

Account Referenc Number\* Employer Name\*  
Employee Account\* EmployerEID\* PayerID\*

Cancel Editing QID ID details

QID:\* Name On QID:\*  
QID Issue Date:\* QID Expiry Date:\*

Edit Passport details

Name as per passport\* Passport No:\*  
Passport Issue Date:\* Passport Expiry Date:\* Passport Place of issuance\*  
Mobile No: Salary\*

Request Status

RequestID  
KYC050320231830429

Status  
Required Update

Remarks

View/Upload Documents

Upload QID\*  
Choose File No file chosen  
QID\_0503202330429.png

Upload Passport\*  
Choose File No file chosen

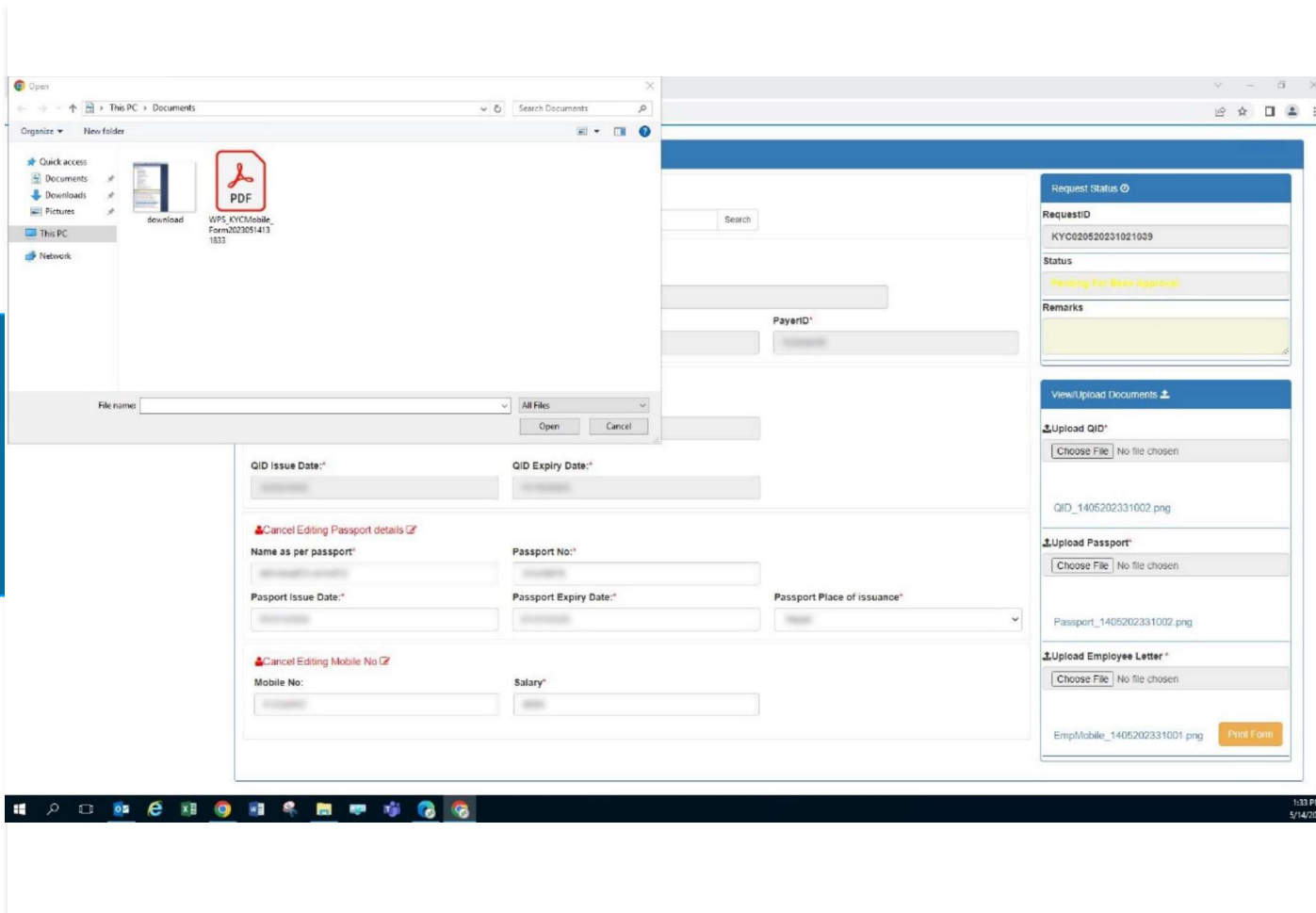
Upload Employee Letter\*  
Choose File No file chosen

Print Form

1:12 PM  
5/14/2023

أدخل بيانات البطاقة الشخصية/جواز السفر/رقم الجوال.

Input the updated QID/Passport/Mobile Number.



قم بتحميل  
المستندات اللازمة.

Upload the required  
documents.

QIB WPS

Not secure | 172.31.12.135:9999/Pages/UpdateAcctKYCDetails.aspx

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Update Account KYC Details

Q Search Details  
QID/Account/RIM  
5389212 Search

Basic Information

Account Reference

Employee Account

Success Alert

Success!  
Your request has been sent for Bank Approval successfully!  
KYC Reference Number : KYC020520231021039

Edit QID ID details

QID:\* Name On QID:\*  
QID Issue Date:\* QID Expiry Date:\*

Edit Passport details

Name as per passport\* Passport No:\*

Passport Issue Date:\* Passport Expiry Date:\* Passport Place of issuance\*  
--select--

Edit Mobile No

Mobile No: Salary\*

Request Status

RequestID

Status

Remarks

View/Upload Documents

Upload QID\*  
Choose File No file chosen

Upload Passport\*  
Choose File No file chosen

Upload Employee Letter\*  
Choose File No file chosen

Post Form

1:28 PM  
5/14/2023

تم تقديم طلب تحديث  
المعلومات بنجاح.

Submit your request  
successfully.

الأمر بغاية السهولة!

And that's it!