



# Waqfenau Online Portal

How to Signup

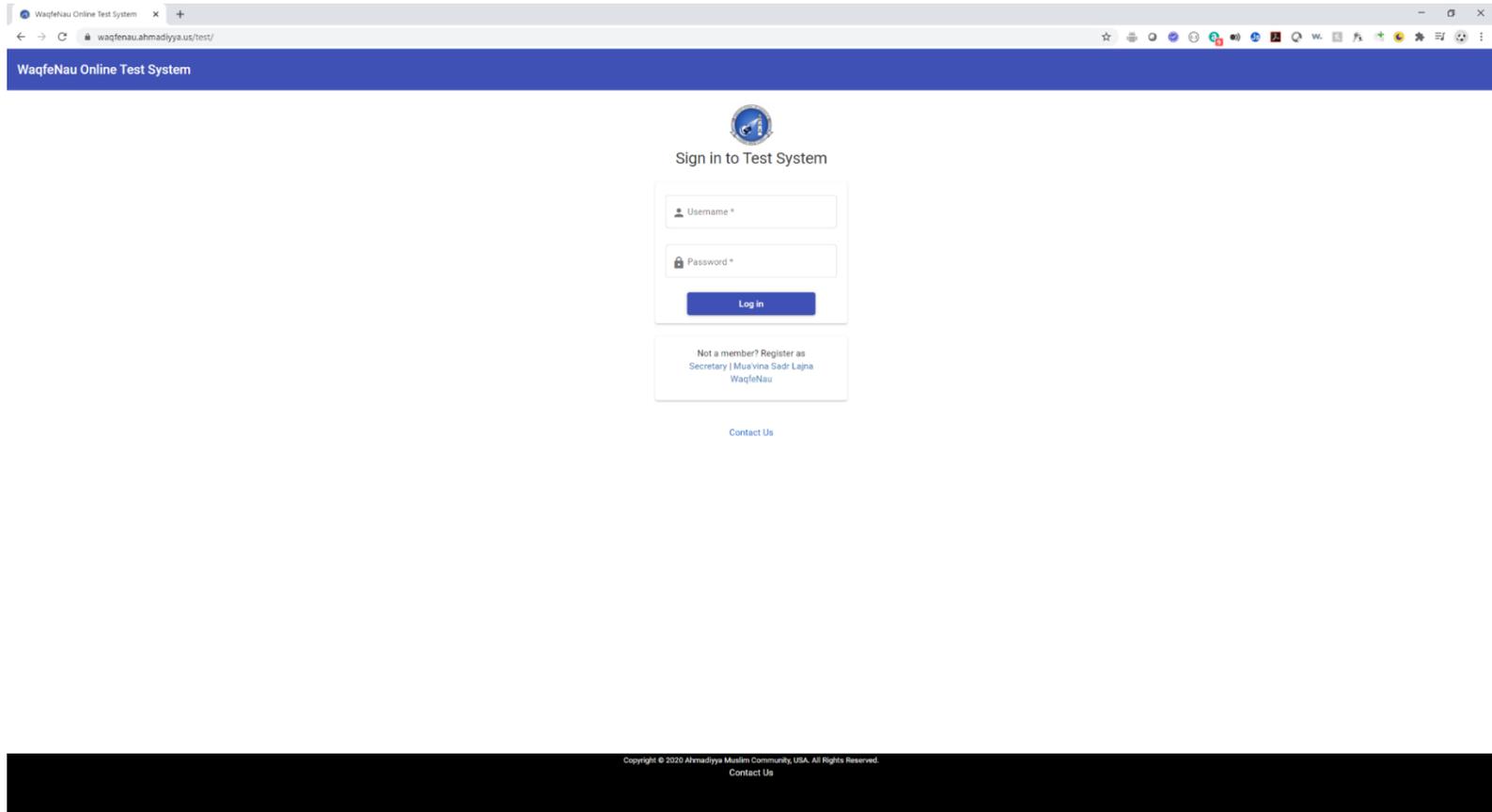
Ahmadiyya Muslim Community - USA

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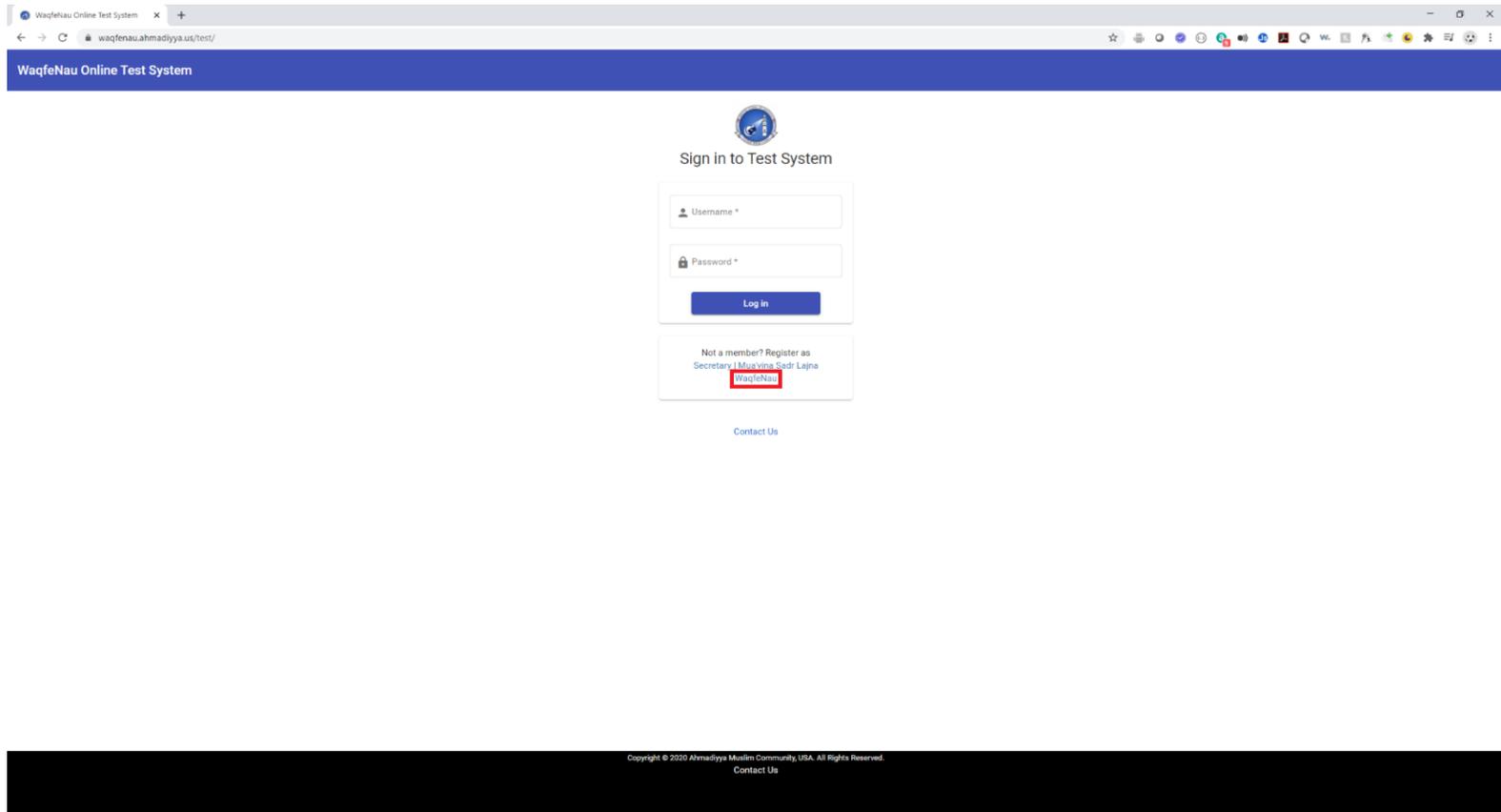
## Sign up as Waqfenau

For Signing up as a Waqfe-nau, please follow the below steps:

- 1- Please go to the link, <https://waqfenau.ahmadiyya.us/test/>. Following page will appear:



2- Click on the link “**Waqfenau**”, as highlighted in the below screen:



3- On clicking the link “**Waqfenau**”, it will open a screen to fill in the fields for sign up, as shown below:

### Sign Up

|                            |                                 |                      |
|----------------------------|---------------------------------|----------------------|
| <b>User Info</b>           | Type username and password      |                      |
| Username *                 |                                 |                      |
| Password *                 |                                 |                      |
| Confirm Password *         |                                 |                      |
|                            |                                 | <a href="#">Next</a> |
| <b>Name</b>                | Type your name                  |                      |
| Father's Name              | Type your name                  |                      |
| Mother's Name              | Type your name                  |                      |
| <b>Contact Information</b> | Type contact information        |                      |
| Jama'at Information        | Type/select Jama'at Information |                      |
| <b>Address</b>             | Type Address                    |                      |

4- Now fill in the **Required** values pointed by “Red Arrows”, **Username**, **Password** and **Confirm Password**, and then hit the “**Next**” button.

### Sign Up

|                     |                                 |                                               |
|---------------------|---------------------------------|-----------------------------------------------|
| User Info           | Type username and password      |                                               |
| Name                | Type your name                  |                                               |
| First Name *        | <input type="text"/>            | First name is required                        |
| Middle Name         | <input type="text"/>            |                                               |
| Last Name *         | <input type="text"/>            | Last name is required                         |
| Date of Birth       | <input type="text"/>            | Date of birth is required for Child           |
| Gender *            | <input type="text"/>            | Gender is required                            |
|                     |                                 | <a href="#">Previous</a> <a href="#">Next</a> |
| Father's Name       | Type your name                  |                                               |
| Mother's Name       | Type your name                  |                                               |
| Contact Information | Type contact information        |                                               |
| Jama'at Information | Type/select Jama'at Information |                                               |
| Address             | Type Address                    |                                               |

5- Now fill in the **Required** values pointed by “Red Arrows”, **First Name**, **Last Name**, **Date of Birth** and choose **Gender**, and then hit the “**Next**” button.



### Sign Up

|                                               |                                                                                  |   |
|-----------------------------------------------|----------------------------------------------------------------------------------|---|
| User Info                                     | Type username and password                                                       | 👤 |
| Name                                          | Type your name                                                                   | 👤 |
| Father's Name                                 | Type your name                                                                   | 👤 |
| First Name                                    | <input type="text"/><br><small>Father's First name is required for Child</small> |   |
| Middle Name                                   | <input type="text"/>                                                             |   |
| Last Name                                     | <input type="text"/><br><small>Father's Last name is required for Child</small>  |   |
| Father/Guardian's Email                       | <input type="text"/><br><small>Email is required</small>                         |   |
| <a href="#">Previous</a> <a href="#">Next</a> |                                                                                  |   |
| Mother's Name                                 | Type your name                                                                   | 👤 |
| Contact Information                           | Type contact information                                                         | 📞 |
| Jama'at Information                           | Type/select Jama'at Information                                                  | 📋 |
| Address                                       | Type Address                                                                     | 🏠 |

6- Now fill in the **Required** values pointed by “Red Arrows”, **Father’s First Name**, **Father’s Last Name**, and **Father/Guardian’s Email**, and then hit the “**Next**” button.

## Sign Up

|                                               |                                 |    |
|-----------------------------------------------|---------------------------------|----|
| User Info                                     | Type username and password      | 🔑  |
| Name                                          | Type your name                  | 👤  |
| Father's Name                                 | Type your name                  | 👤  |
| Mother's Name                                 | Type your name                  | 👤  |
| First Name                                    |                                 |    |
| Middle Name                                   |                                 |    |
| Last Name                                     |                                 |    |
| Mother's Email                                |                                 | ✉️ |
| Email format: myemail@provider.com            |                                 |    |
| <a href="#">Previous</a> <a href="#">Next</a> |                                 |    |
| Contact Information                           | Type contact information        | 📞  |
| Jama'at Information                           | Type/select Jama'at information | 📅  |
| Address                                       | Type Address                    | 🏠  |



7- Now fill in the values, **Mother's First Name**, **Mother's Last Name**, and **Mother's Email**. These values are not required but it would be good to provide Mother's information. Then hit the **"Next"** button.



## Sign Up

|                                               |                                                      |    |
|-----------------------------------------------|------------------------------------------------------|----|
| User Info                                     | Type username and password                           | 👤  |
| Name                                          | Type your name                                       | 👤  |
| Father's Name                                 | Type your name                                       | 👤  |
| Mother's Name                                 | Type your name                                       | 👤  |
| Contact Information                           | Type contact information                             | 📞  |
| Email *                                       | <small>Email is required</small>                     | ✉️ |
| Mobile/Cell Phone Number *                    | <small>Mobile/Cell Phone Number is required</small>  | 📞  |
| Other Phone                                   | <small>Home Phone number, enter only numbers</small> | 📞  |
| <a href="#">Previous</a> <a href="#">Next</a> |                                                      |    |
| Jama'at Information                           | Type/select Jama'at Information                      | 📋  |
| Address                                       | Type Address                                         | 🏠  |



8- Now fill in the **Required** values pointed by “Red Arrows”, **Email**, **Mobile/Cell Phone Number**, and then hit the “**Next**” button.



## Sign Up

|                                               |                                       |   |
|-----------------------------------------------|---------------------------------------|---|
| User Info                                     | Type username and password            | 👤 |
| Name                                          | Type your name                        | 👤 |
| Father's Name                                 | Type your name                        | 👤 |
| Mother's Name                                 | Type your name                        | 👤 |
| Contact Information                           | Type contact information              | 📞 |
| Jama'at Information                           | Type/select Jama'at Information       | 📅 |
| Jama'at Member Code *                         | Member Code is required               |   |
| WaqfeNau Number                               | WaqfeNau Number is required for Child |   |
| Jama'at *                                     | Jama'at is required                   | ▼ |
| <a href="#">Previous</a> <a href="#">Next</a> |                                       |   |
| Address                                       | Type Address                          | 🏠 |

Red arrows point to the 'Jama'at Member Code \*', 'WaqfeNau Number', and 'Jama'at \*' fields. A red arrow points to the 'Next' button.

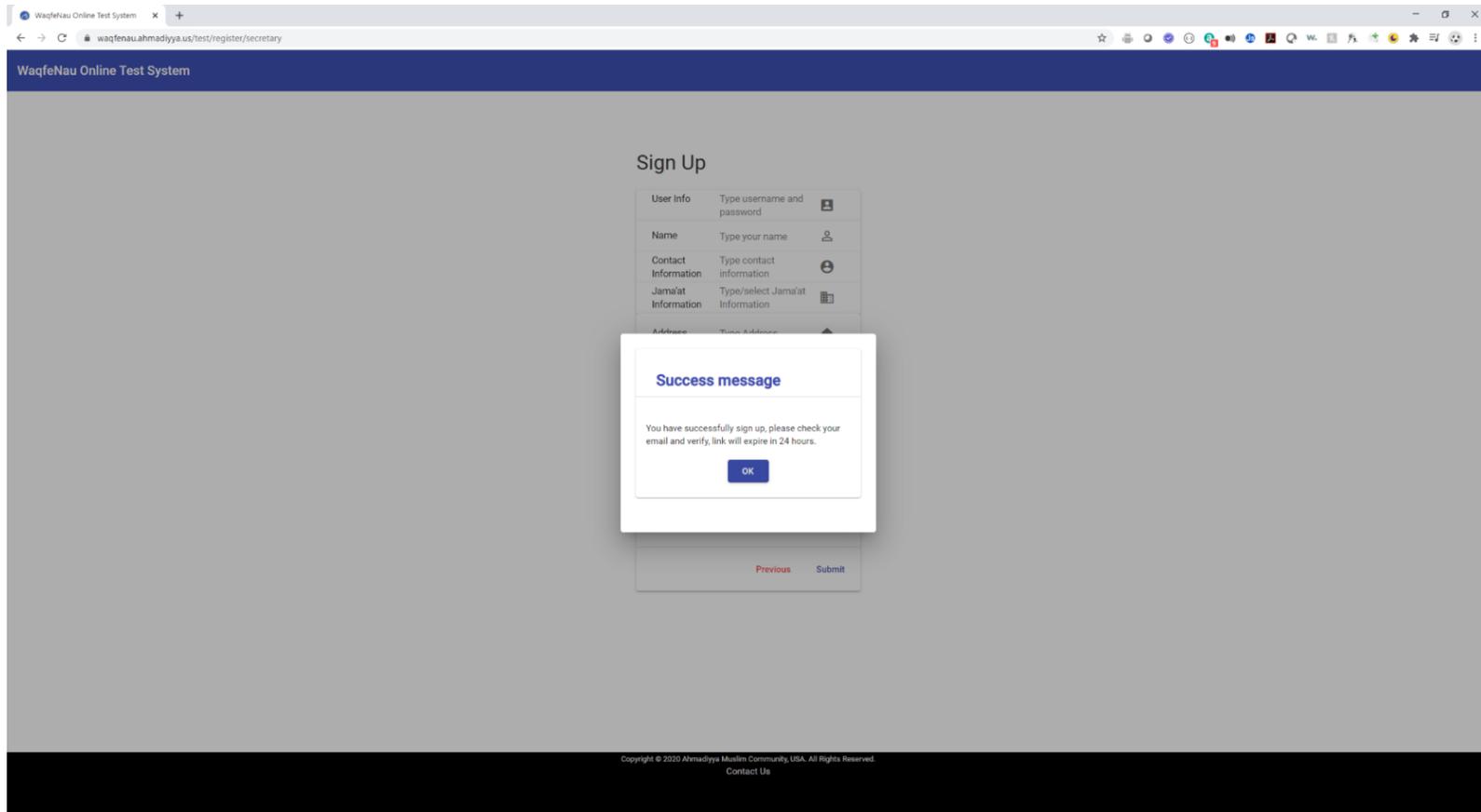
- 9- Now fill in the **Required** values pointed by “Red Arrows”, **Jama’at Member Code**, **WaqfeNau Number** and select **Jama’at**, and then hit the “**Next**” button.

### Sign Up

|                          |                                 |                        |
|--------------------------|---------------------------------|------------------------|
| User Info                | Type username and password      | 👤                      |
| Name                     | Type your name                  | 👤                      |
| Father's Name            | Type your name                  | 👤                      |
| Mother's Name            | Type your name                  | 👤                      |
| Contact Information      | Type contact information        | 📞                      |
| Jama'at Information      | Type/select Jama'at Information | 🏠                      |
| Address                  | Type Address                    | 🏠                      |
| Street                   |                                 |                        |
| Apt/Unit                 |                                 |                        |
| City                     |                                 |                        |
| State                    |                                 |                        |
| Zip Code                 |                                 |                        |
| <a href="#">Previous</a> |                                 | <a href="#">Submit</a> |



10- In the section, fields are not required for now, if you can fill in then it will help in future communication. And then hit “**Submit**” button. Then you will see the below screen.



11- After this the secretary will get an email in their provided email address. This is an “**Email Verification Request**”. For accessing his account, this step is **Required**, the secretary must click the link on the email provided. The email looks like this as shown below:

WaqfeNau Online Test System - Email Address Verification Request

Waqfenau <no-reply-waqfenau@ahmadiyya.us>  
to me

Fri, Jun 26, 12:29 PM

Dear WaqfeNau Member,

We have received a request to authorize this email address for use with WaqfeNau Online Test System. If you requested this verification, please go to the following URL to confirm that you are authorized to use this email address:

[https://waqfenau.ahmadiyya.us/test/verifyEmail?X-WNau-Date=2020-06-26T12:29:50.600Z&Identity.IdentityName=\[REDACTED\]&Identity.IdentityType=EmailAddress&X-WNau-Credential=Y6Keb7F18EbsV4ihDwNOrnoZyuk1aKNobmJ6/27NlCG0kwyY6cKawQgwU3qWgRB7sQJWM2FaUhnKf9M8gJmIP7ekROI\\_4nDAcayzmasRF1irZZNqmpJWkFrbY9QVJZEKiaqV7DgPFZ0MA3QY\\_IBqll1x59imYQNd8ksEfwk6cANYHEH3cdTR9ufoZgtTxf01LDJZQOfinsbgYimSZ6iTkIcJc20d5oPQw7z6fpTZYhNnVFNbRwW0906ojlBisq5EkbvWTjavLURgh91e7IszyBFndWCRuFnnKDbGny5aeC9rCYLvcInN53G4T7d8BisqNegos4PRGjpw==&X-WNau-Signature=KD15r2zTG8sh6EQOYGsnvYqjuUbfHf0ySHN0afmh6ggrSRADNrglWUJhXEzyDCAIgmSabJwAveUJLX7Lw76hOMP26e77Ssor0PND4vyFV15bPw7118UJQV1UwZqfRCmSeQJVdaintD+ThJr6Z7daEDRXqDzmt28zPIOMXpInS3MFFue81m+eXqWaalRvZR3z0aQts8y0SulH4IQ9dVjOg9j3pY1thqy94RQERGBkE7+S1pMxkoIE2Q8TNC+8UJ4S7T6EcVojKJgFQVWwXVjQL3izTHcR9EeniFeNGEBWOrG5krGFDP+u2A++EL3Z7g==&Operation=ConfirmVerification](https://waqfenau.ahmadiyya.us/test/verifyEmail?X-WNau-Date=2020-06-26T12:29:50.600Z&Identity.IdentityName=[REDACTED]&Identity.IdentityType=EmailAddress&X-WNau-Credential=Y6Keb7F18EbsV4ihDwNOrnoZyuk1aKNobmJ6/27NlCG0kwyY6cKawQgwU3qWgRB7sQJWM2FaUhnKf9M8gJmIP7ekROI_4nDAcayzmasRF1irZZNqmpJWkFrbY9QVJZEKiaqV7DgPFZ0MA3QY_IBqll1x59imYQNd8ksEfwk6cANYHEH3cdTR9ufoZgtTxf01LDJZQOfinsbgYimSZ6iTkIcJc20d5oPQw7z6fpTZYhNnVFNbRwW0906ojlBisq5EkbvWTjavLURgh91e7IszyBFndWCRuFnnKDbGny5aeC9rCYLvcInN53G4T7d8BisqNegos4PRGjpw==&X-WNau-Signature=KD15r2zTG8sh6EQOYGsnvYqjuUbfHf0ySHN0afmh6ggrSRADNrglWUJhXEzyDCAIgmSabJwAveUJLX7Lw76hOMP26e77Ssor0PND4vyFV15bPw7118UJQV1UwZqfRCmSeQJVdaintD+ThJr6Z7daEDRXqDzmt28zPIOMXpInS3MFFue81m+eXqWaalRvZR3z0aQts8y0SulH4IQ9dVjOg9j3pY1thqy94RQERGBkE7+S1pMxkoIE2Q8TNC+8UJ4S7T6EcVojKJgFQVWwXVjQL3izTHcR9EeniFeNGEBWOrG5krGFDP+u2A++EL3Z7g==&Operation=ConfirmVerification)

Your request will not be processed unless you confirm the address using this URL. This link expires 24 hours after your original verification request.

If you did NOT request to verify this email address, do not click on the link. Please note that many times, the situation isn't a phishing attempt, but either a misunderstanding of how to use our service, or someone setting up email-sending capabilities on your behalf as part of a legitimate service, but without having fully communicated the procedure first.

Sincerely,

The WaqfeNau Online Test System Team.

12- When you click on the link in this email. If you see the below page appears, then you your email is verified, now you can login.

