



هيئة البحرين للسياحة والمعارض

Bahrain Tourism & Exhibitions
Authority



RESTAURANT CUISINE

User Guide

Bahrain Tourism & Exhibitions Authority

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Introduction

This guide provides step-by-step instructions for applying for the Restaurant Cuisine service through the BTEA portal. Follow each step in order to complete your application.

Note: The "Add/Update" application is **required every quarter. Make sure to submit it on time to keep your restaurant information up to date.*



1. Open the BTEA Portal

To get started, open a web browser on your device. Either of the following browsers is recommended:



Google Chrome



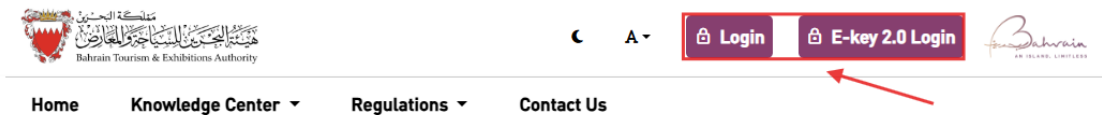
Microsoft Edge

Once your browser is open, go to the BTEA E-Service Portal: <https://portal.btea.bh>

2. Login with Your eKey

Click Login on the portal

On the BTEA portal homepage, click on the E-key 2.0 Login button at the top right of the page.





Enter your credentials

You will be taken to the eKey Login page. Enter your Personal Number and Password, then click Sign In to continue.



eKey Login Page

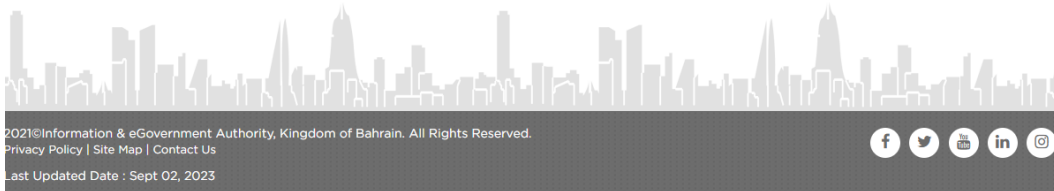
Login

Personal Number

Password

[Forgot Password?](#) [New User? Register](#)

SIGN IN

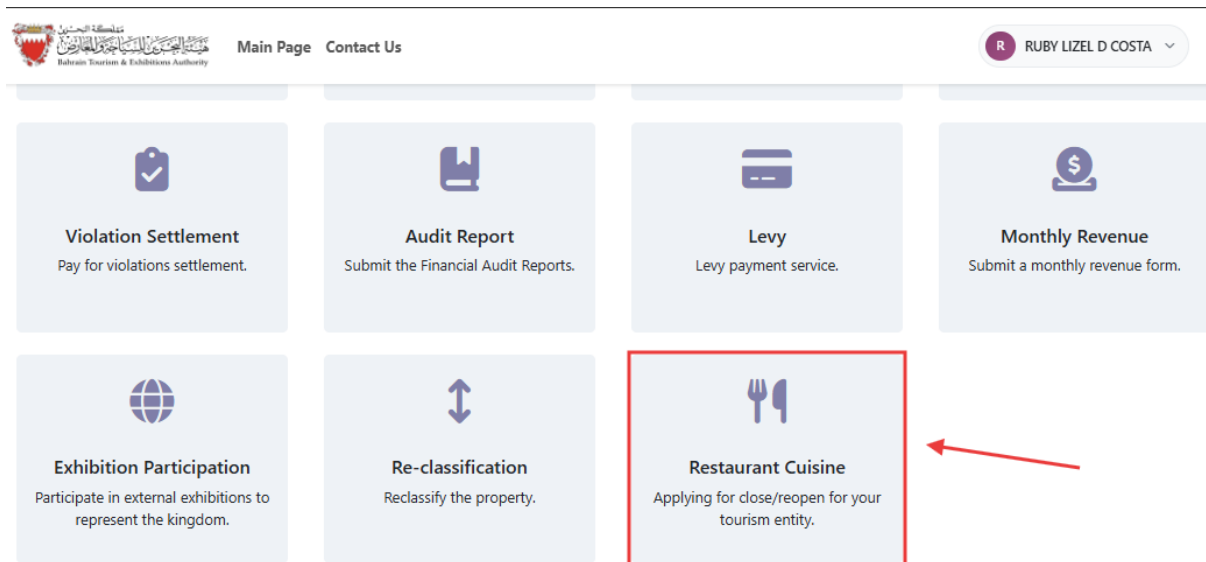


eKey login page - enter your Personal Number and Password



3. Go to the Restaurant Cuisine Service

After logging in, you will see the main dashboard. Locate and click on the Restaurant Cuisine tile to open the service.



Dashboard — click on "Restaurant Cuisine" to proceed

⚠ Important: "Add/Update" applications are required every quarter. Make sure you submit yours on time each quarter to avoid any issues.



4. Complete the Application Form

Open a new application

On the Restaurant Cuisine page, click on "New Cuisine Application" to start a new application.

Cuisines

Cuisine 1

Seating Capacity

Enter the maximum number of guests the restaurant can accommodate.

Seating Capacity

Working Hours

Configure working shifts for each day. A day with no shifts is considered a weekly off day.

Working Hours by Day *

<input type="checkbox"/>	Sunday Off Day	Weekly Off Day
<input type="checkbox"/>	Monday Off Day	Weekly Off Day

Click "New Cuisine Application" to begin

Fill in the required fields

A form will appear on the right side of the page. Fill in all of the following required fields:

1. Cuisine" select the type of cuisine your restaurant serves".
2. Seating Capacity "enter the maximum number of guests your restaurant can accommodate".
3. Working Hours by Day" configure the working shifts for each day of the week. A day with no shifts set will be treated as a weekly day off".



Restaurant Cuisine

Create new cuisine application [New Cuisine Application](#)

Previous Applications

Ref #	Date	Type	Cuisines	Capacity	Status	Actions
No applications found						

Fill in **Cuisine**, **Seating Capacity**, and **Working Hours** fields

Note: Make sure all required fields are filled in correctly before submitting the application.