

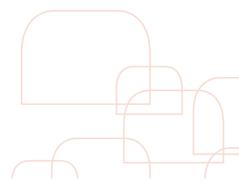


Primary Source Verification

Dubai Health Authority - United Arab Emirates

How to Apply

'A Step By Step Guide for Completing Your Application'





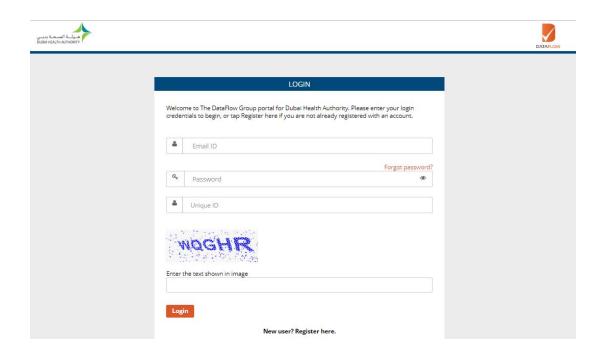


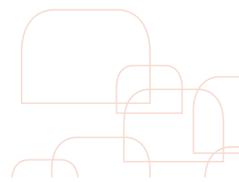
Step One:

- Visit <u>www.dataflowgroup.com</u>
- Hover over the 'Verification Services' tab, then over 'By Country of Regulator/Organisation', move to 'UAE' country option, then select the 'Dubai Health Authority' from the dropdown menu
- Click on the 'Apply Now' button to get redirected to the DataFlow Group 'Login' page for the 'Dubai Health Authority'

Registered User: Skip to Step Three

• If you are a registered user - login to your account using your username, password and the Professional ID received earlier to your email



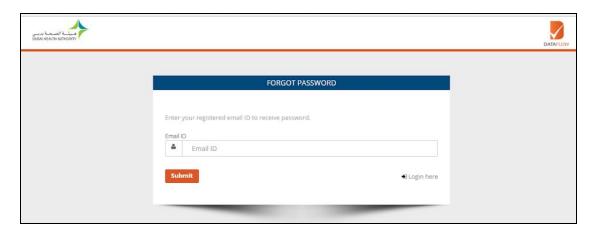


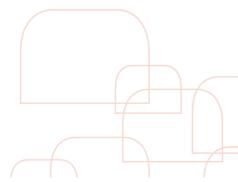




- If you have forgotten your password, click 'Forgot Password'
- Enter the requested details and click 'Submit'
- You will receive an email to your registered email ID with a link to change your password

*Note: Click 'Login here' to go back to the login page.







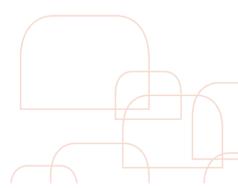


Step Two:

First-time User:

- If you are a first time user, click on the 'Register here' at the bottom of the 'Login' page in order to complete the registration
- On the 'Applicant Registration' Page enter all the required information including your **Professional ID*** (DHA ID) and carefully read the disclaimer before you tick the 'I Agree' box
- Click the 'Register' button to create an account
- The system will send an activation email to your registered email ID click 'Login here' to go back to the login page.
- After activation, the system is accessible to start logging your cases

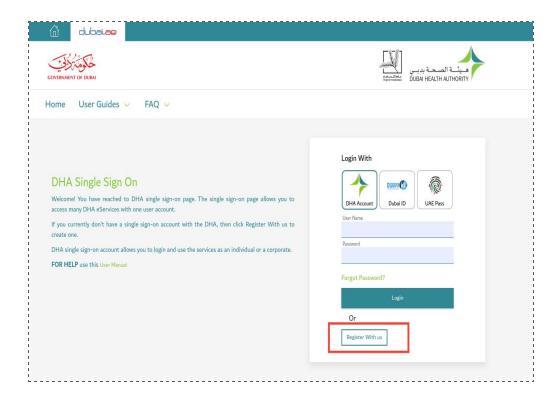
*To complete your registration and start applying for PSV, you will first need to generate a unique **Professional ID** (DHA ID) from the DHA 'Sheryan' system by visiting https://services.dha.gov.ae.

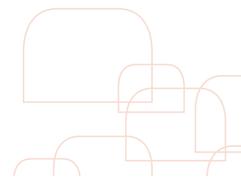






- By landing on the DHA 'Single Sign On' page
- Click on the 'Register with us' button

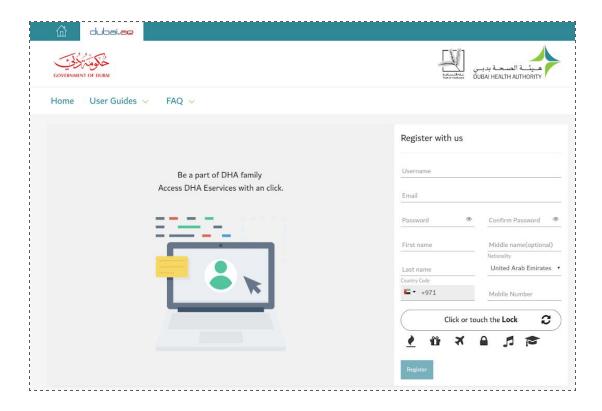








- Fill in the required fields
- Click 'Register'

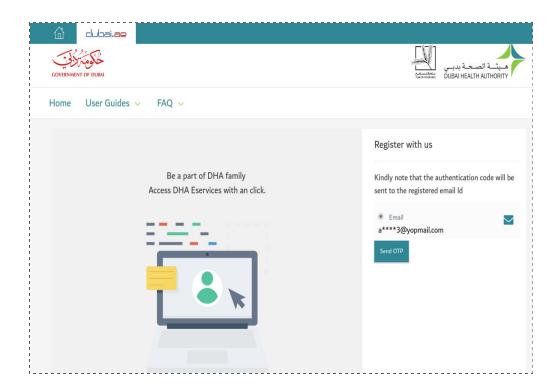








- An authentication will be sent to your registered email ID

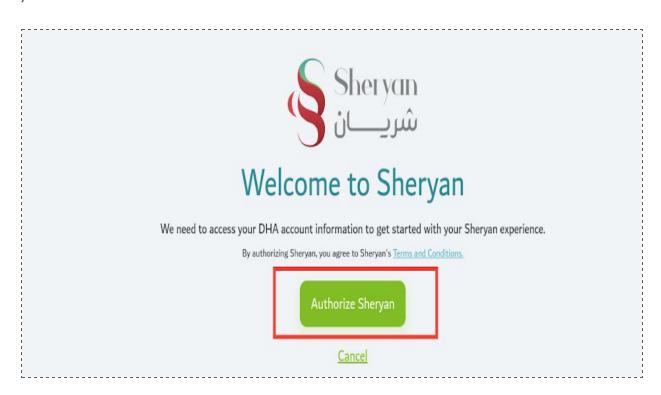








- Following your registration, you need to authorize 'Sheryan' to access your DHA Account

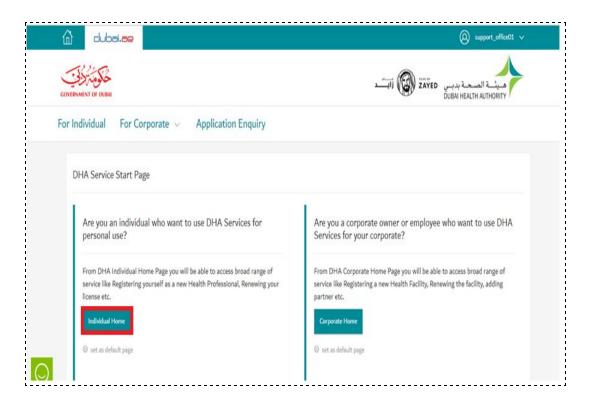


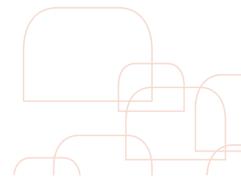






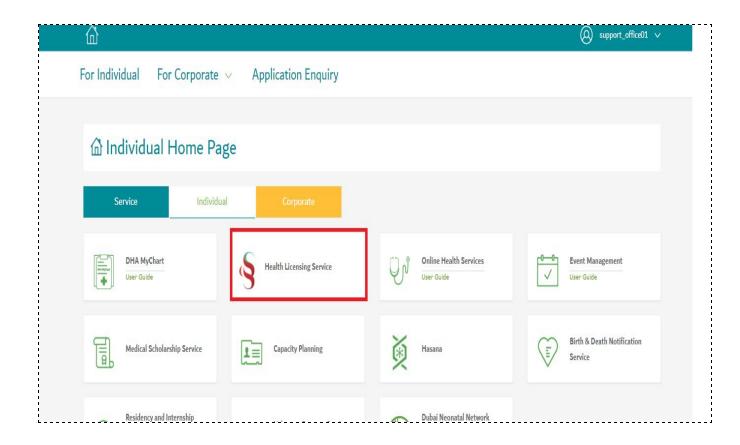
- On the 'DHA Service Start' page - click on 'Individual Home' if you are an individual applicant and then select 'Health Licensing Service'

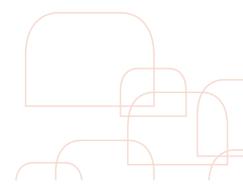








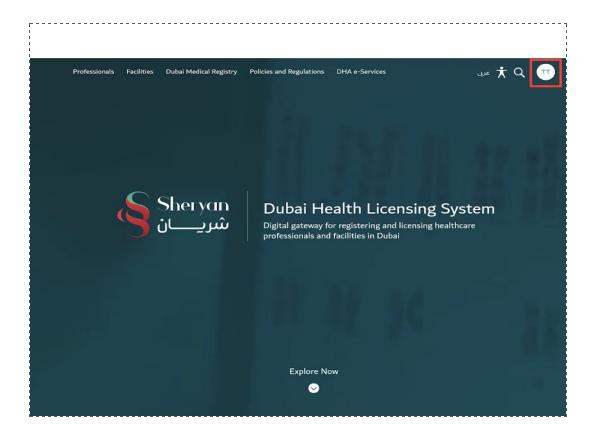


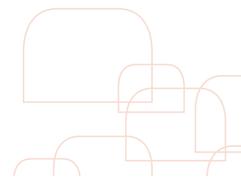






- To view and manage your account details, click on your Initials at the top right corner of the page to find your DHA ID / Professional ID and view other options

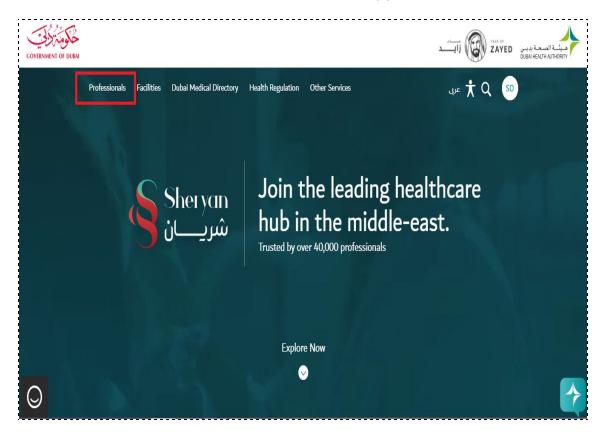








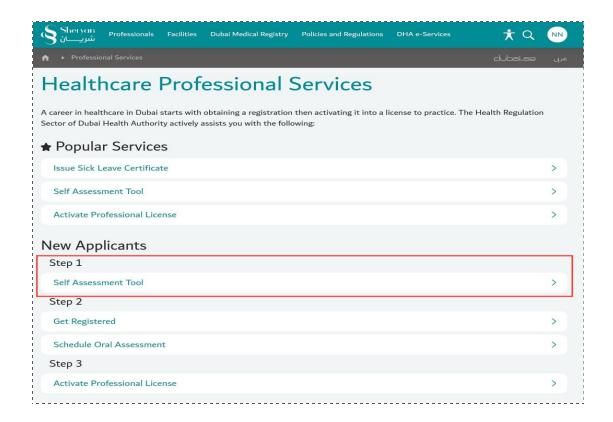
- To know your eligibility criteria, click on the 'Professional' tab, then select 'Self Assessment' under the 'New Applicants' section

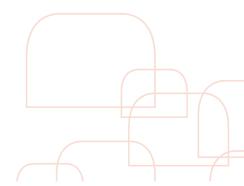










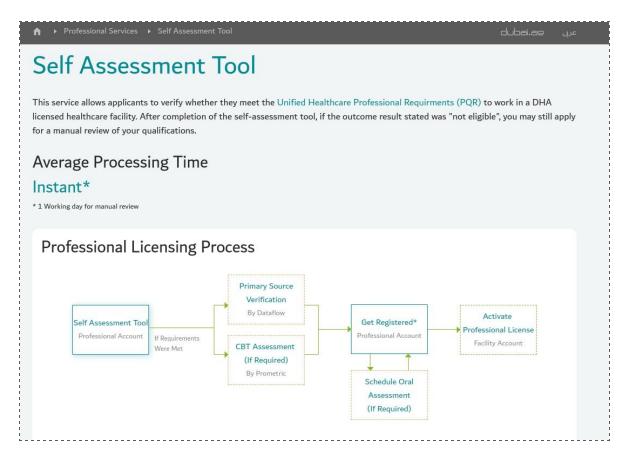






- On the 'Self Assessment Tool' page, applicant can verify whether they meet the Unified Healthcare Professional Requirement (PQR) to work in a DHA licensed healthcare facility
- Answer all the questions in the "Self Assessment Tool"

*Note: To view the 'Healthcare Professionals Qualification Requirements' document, click here

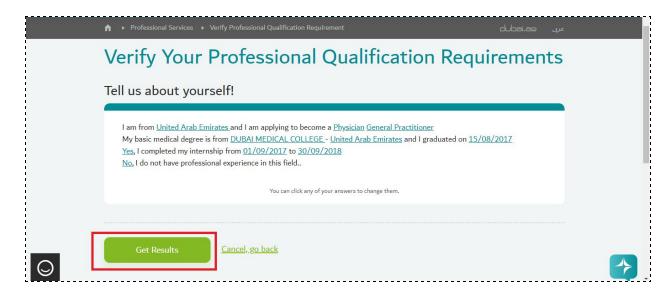


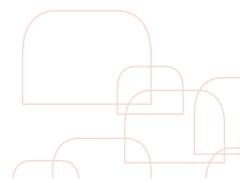






- To Check Eligibility click here
- Check your eligibility summary and then click "Get Results"

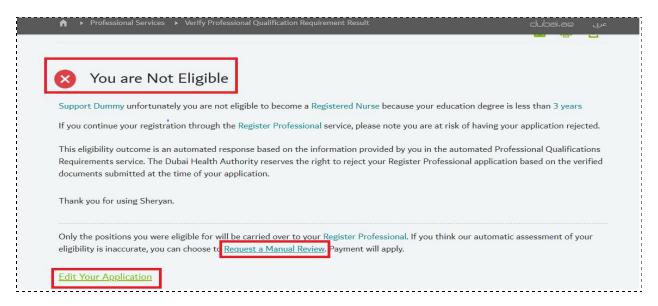








If you are not eligible, click on "Request a Manual Review" or edit your application



- If you are eligible, scroll down and read the instructions and click on the "Start my Registration" button







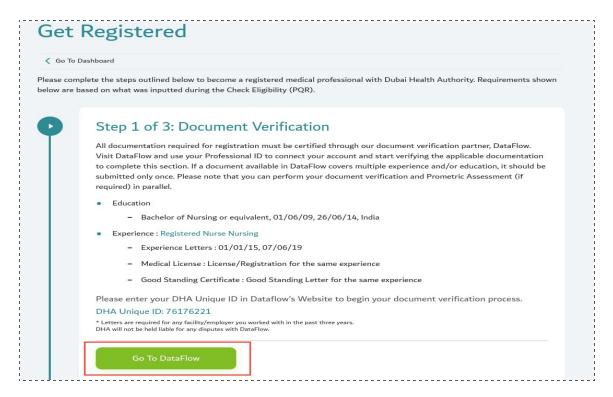


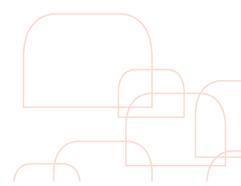
Thank you for using Sheryan.

Only the positions you were eligible for will be carried over to your Register Professional. If you think our automatic assessment of your eligibility is inaccurate, you can choose to Request a Manual Review. Payment will apply.

Go to My Dashboard

- To get registered, the DHA will request you to verify all documents before initiating the licensing process through the DataFlow Group
- To submit your documentation, you will need to connect your DHA account on the DataFlow Group's Applicant Gateway portal using the created Professional ID

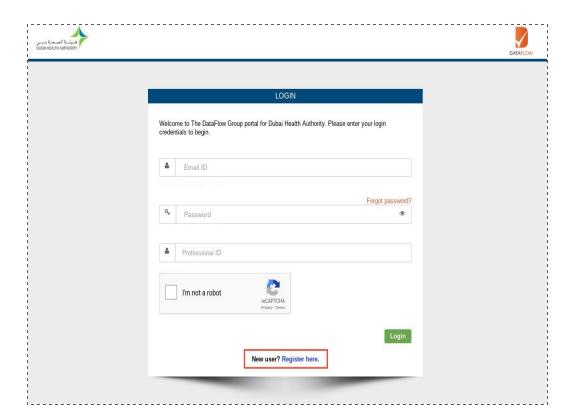


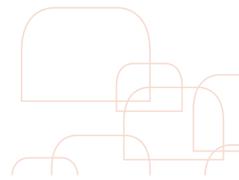






- Click on the 'Go to DataFlow' button to get redirected to the DHA dedicated 'Login' page on the DataFlow Group portal https://dha.dfgateway.com/
- Enter your credentials and the Professional ID
- The system will send an activation email to your registered email ID
- Click 'Login here' to go back to the 'Login' page







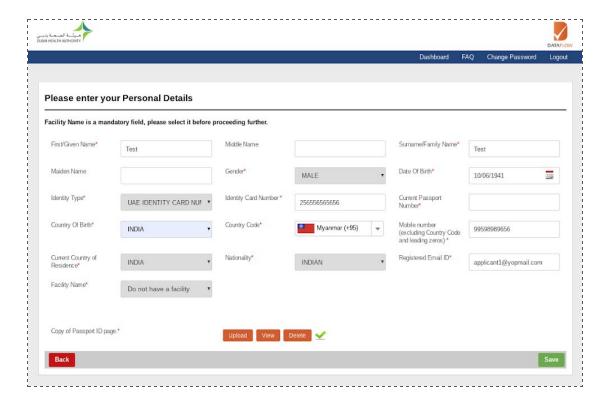


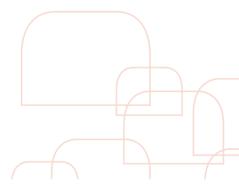
Step Three:

 After you login, you will need to enter the required information for your 'Personal Details'

*Note: Only fields marked with * are mandatory.

- Click the 'Upload' button to upload copies of your passport and name change certificate (if applicable)
- Click on the 'Save' button to proceed to the next step







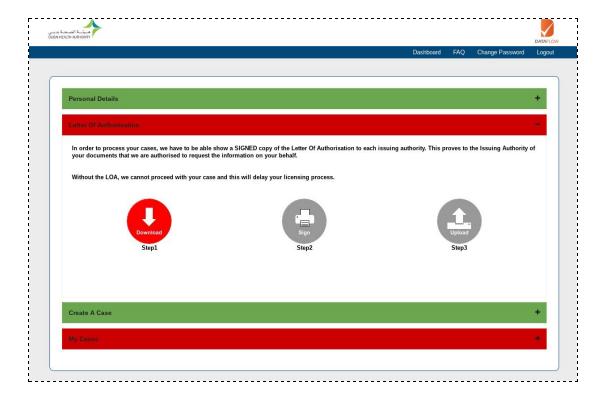


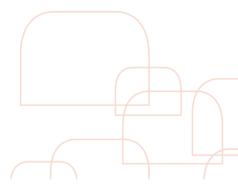
Step Four:

• On the 'Letter of Authorization' page - click on the 'Download Letter of Authorization', then print, sign, scan and upload the letter

*Note: This is a mandatory step.

• Once uploaded, the next step i.e. 'My Cases' tab colored in red will turn into green, to start creating a case





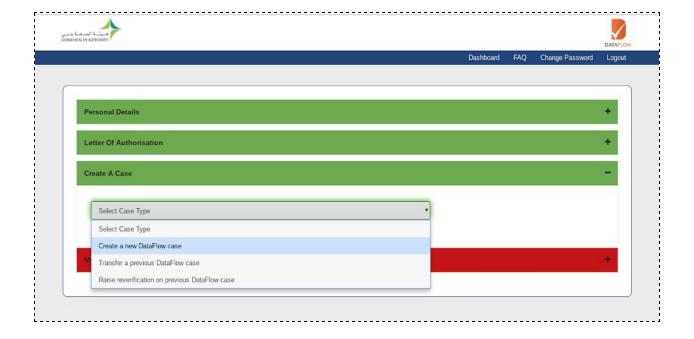


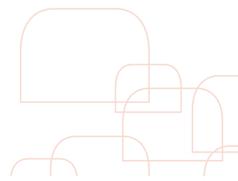


Step Five:

- On the 'Create a Case' tab, select the case type you would like to initiate:
 - Fresh Case: First time applicants need to initiate their application here
 - Report Transfer: If an applicant has an old DataFlow Group application, they can opt for a report transfer
 - Raise a Reverification on a Previous DataFlow Case

*Note: For more details about the Report Transfer type, go to page 36.



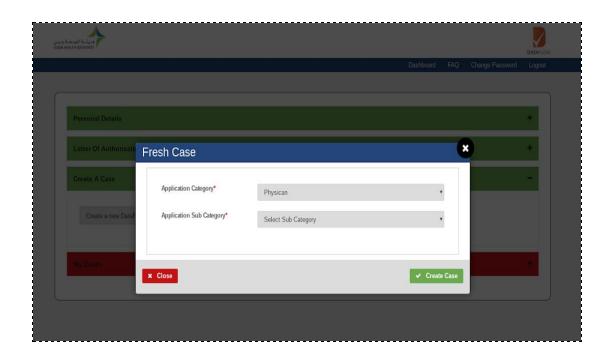






Step Six:

- Fresh case needs to be created if an applicant does not have an existing Primary Source Verification report issued from the DHA or another regulatory authority
- Once you have confirmed the case type, you must select the 'Application Category and 'Sub Category'
- Click "Create Case" to process the application





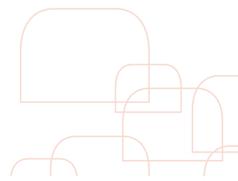




Step Seven:

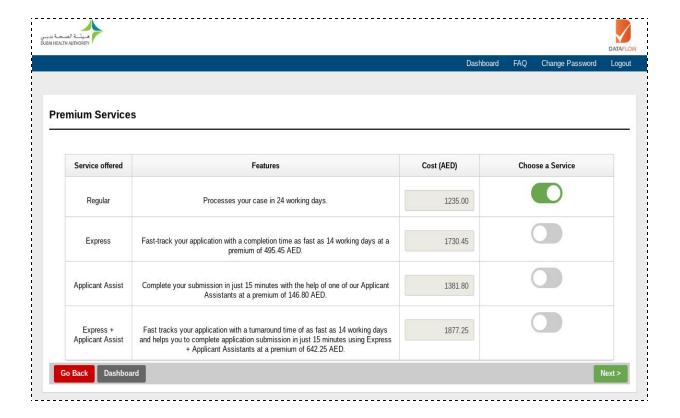
- Before a case can be processed, you can choose to opt in to one of the DataFlow Group's Value Added Services:
 - Normal: Completes the PSV process in 24 working days per the normal package fees
 - Express: Completes the PSV process in 14 working days at a premium of 135 USD on top of the stated package charges
 - Applicant Assist: Completes the PSV process in 24 working days with assistance provided for the data entry by one of our our Applicant Assistants at a premium of 40 USD on top of the stated package charges
 - Express Assist: Completes the PSV process in 14 working days along with assistance provided for the data entry at a premium of 175 USD on top of the stated package charges

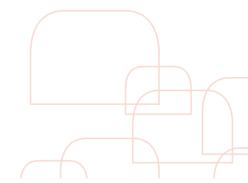
- The "Go Back" button redirects you back to the main 'Personal Details' dashboard
- The "Next" button redirects you to the 'Education Details' page











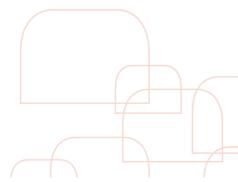




Step Eight:

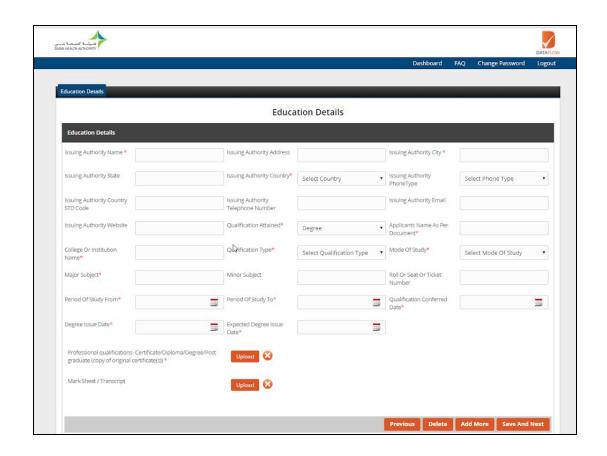
• After the case type selection, you will be redirected to the 'Education Details' page to enter the required information

- o For new cases, your education detail is mandatory
- o For other case types, your education detail is optional
- o Only fields marked with * are mandatory
- Click the 'Upload' button to upload copies of your education qualifications
- Click the 'Save' button to proceed
- Click 'Add More' for any additional components and 'Delete' to remove any unwanted components
- Click the 'Previous' button to return to the case type selection page











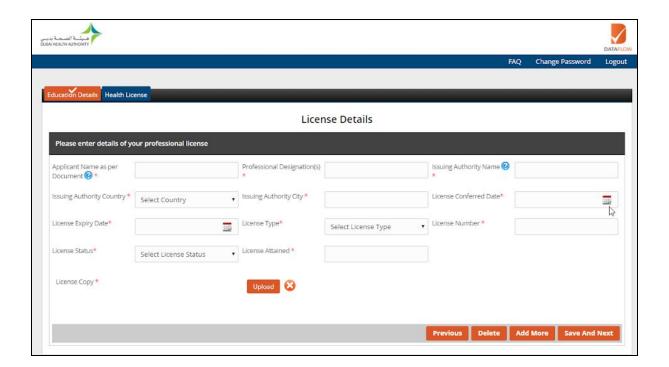


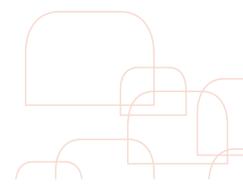


Step Nine:

• On the 'License Details' page - enter and save the requested information

- o For a new case type, your license detail is mandatory
- o For other case types, your license detail is optional
- o Only fields marked with * are mandatory
- Click the 'Upload' button to upload copies of your license
- Click the 'Save and Next' button to proceed
- Click 'Add More' for any additional components and 'Delete' to remove any unwanted components
- Click the 'Previous' button to return to the case type selection page





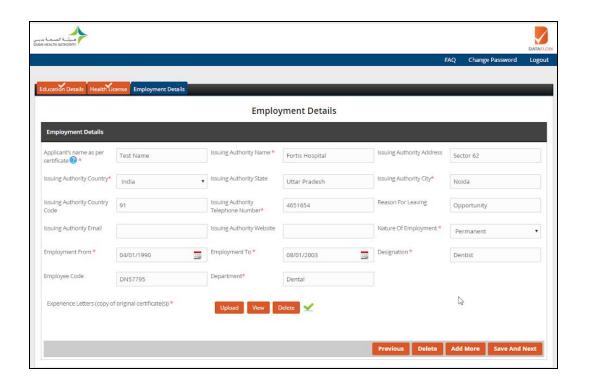




Step Ten:

• On the 'Employment Details' page - enter and save the requested information

- o For a new case type, your employment detail is mandatory.
- o For other case types, your employment information is optional
- o Only fields marked with * are mandatory
- Click the 'Upload' button to upload copies of your employment letters
- Click the 'Save and Next' button to proceed
- Click the 'Add More' button for any additional components and 'Delete' to remove any unwanted components
- Click the 'Previous' button to return to the case type selection page









Important Notes:

- The previously required documents including the Certificate of Good Standing and Logbook are not mandatory anymore to complete your PSV. However, the DHA reserves the right to request them at anytime
- If requested, documents need to be verified by the DataFlow Group first and then shared with the DHA through their 'Sheryan' portal or by email to 'insert email address'



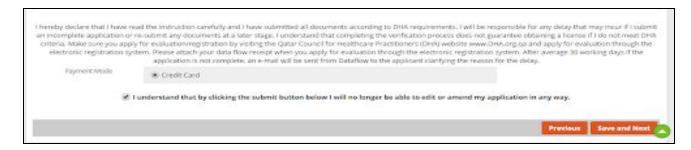


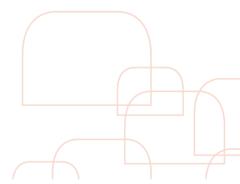


Step Eleven:

- On the 'Submission of Application' page carefully review your application
- Click on the 'Edit' button if you need to amend any of the information entered
- Click on the 'Submit Application' button

*Note: You may download your application form for your reference by clicking on the 'Download' button.









Step Twelve:

- On the 'Payment' page, select your payment method as a credit card then you will be redirected to the bank page to settle the payment using your card
- If you wish to receive case status updates via SMS, you can opt for the service at a cost of 2.60 USD

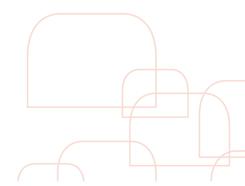
- o Your mobile number will need to be validated
- o You may not edit your application once the payment has been completed
- o Click the 'Previous' button to go back and review the application page







Category	Physican	
Sub-Category	Doctor	
Applying For	Fresh Case	
DHA Reference Number	DHA8420190046211300	
Data Flow Reference Number	13821	
Net Amount	1235.00	
VAS (Value Added Service for SMS notification)	9.54	
VAT Amount	62.23	
Gross Amount	1307	
✓ Please keep me frequently updated with n	my case progress via SMS for an additional AED 10 .	
Applicant Mobile Number*	+971 United Arab Emirates (AE) 999999999 Generate SMS Code	
lease Validate Your mobile Number to make pay		
	,	



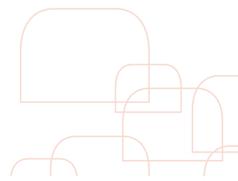




Step Thirteen:

- Once the payment has been finalized, you will receive an auto-generated email with your payment receipt to your registered email ID
- You can initiate another case by clicking on 'Go back to My Case' which will take you back to your 'Personal Details' dashboard



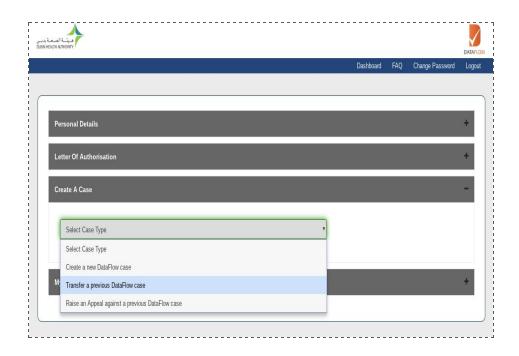


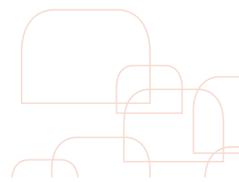




*Report Transfer

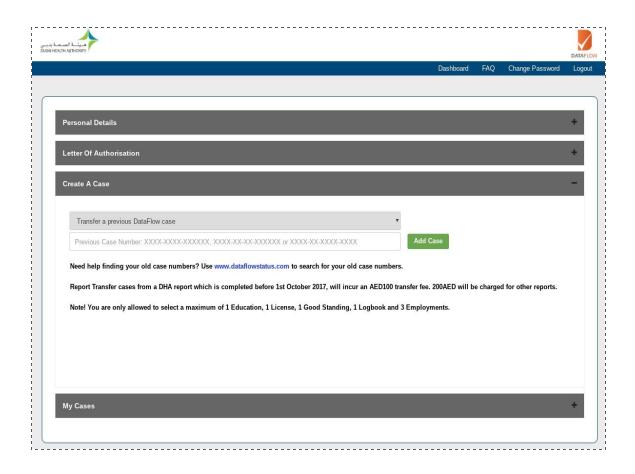
- Report Transfer of a previous report must be created if the applicant already has an existing Primary Source Verification report issued from the DHA or another regulatory authority
- On the 'Create a Case' tab mentioned previously in step five, select 'Transfer a previous DataFlow case'

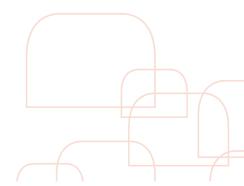








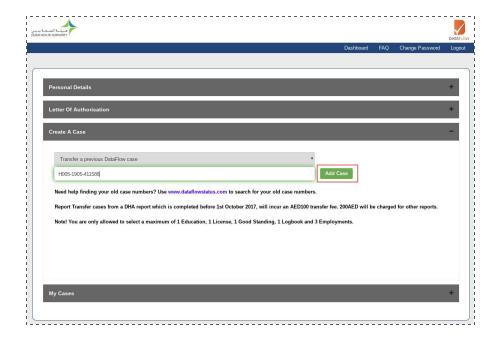


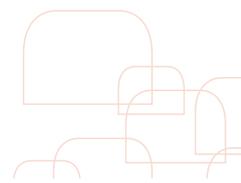






 Report Transfer component count is limited to the scope of work at the DHA. Applicant needs to select the checks wishing to transfer



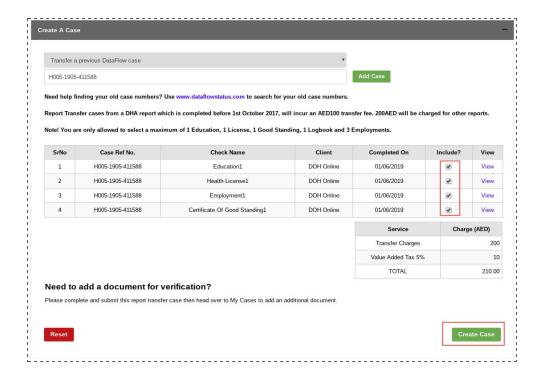






• If you wish to transfer additional components more than the specified limit, you need to create two or more different Report Transfer cases

Note: Additional charges may be applicable and payment to be made online on the portal



- View Option will help the applicant to know the Issuing Authority Name of the previous check
- Transfer Charges for DHA cases (received before 1-Oct-2017) will be charged at 100 AED and all other authorities will be at 200 AED. For a combination of the DHA and Non DHA reports will be at 300 AED

