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Primary Source Verification **Dubai Corporation for Ambulance Services (DCAS)**

How to Apply **'A Step By Step Guide for Completing Your Application'**





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If you are a new applicant, follow the instructions from step one. If you are an existing applicant, skip to step five.

Step One

- Visit www.dfgateway.com
- Enter the CAPTCHA
- Sign into your account

DataFlow Gateway Contact Us

SIGN IN

Username (Enter your Registered Personal Email ID)

Password

Remember Me [Forgot Password?](#)

WUYGD

Refresh
Enter the text shown in image

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Step Two

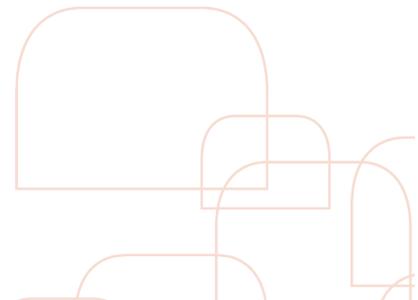
- On the 'Applicant Registration Form' - enter all required details to register and select 'Dubai Corporation for Ambulance Services' from the 'Select Licensing Authority' dropdown menu
- Once done, agree to the Terms and Conditions - then press the 'Submit' button

The screenshot shows the 'Applicant Registration Form' on the 'DataFlow Gateway' website. The form is titled 'Applicant Registration Form' and includes the following fields:

- Name ***: A text input field labeled 'Name'.
- Mobile Number ***: A text input field labeled 'Mobile Number' with a 'Country' dropdown menu to its left.
- Personal Email ID ***: A text input field labeled 'Email ID (This will be your username)'.
- Select Licensing Authority ***: A dropdown menu with the text 'Select Licensing Authority' and a downward arrow.
- Password ***: A text input field labeled 'Password'.
- Security Question ***: A dropdown menu with the text 'Select Security Question' and a downward arrow.
- Confirm Password ***: A text input field labeled 'Confirm Password'.
- Security Answer ***: A text input field labeled 'Security Answer'.

Below the form fields, there is a checkbox labeled 'I agree to the [Terms & Conditions](#)'. At the bottom of the form, there are two buttons: 'BACK' and 'SUBMIT'.

The footer of the page includes the text 'Follow Us:' followed by social media icons for Twitter, Google+, and LinkedIn. Below the footer, there is a copyright notice: 'Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy'.





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Step Three

- You will receive an automated email containing an activation link. Once you have activated your account, enter your registered email ID and password on the 'Sign In' page, enter the CAPTCHA, then click 'Submit'

DataFlow Gateway

Your account has been verified. Please login with your valid Email ID and Password.

SIGN IN

aequo.candidate@yahoo.com

.....

Remember Me [Forgot Password?](#)

NNAAP

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Enter the text shown in image





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Step Four

- If you forgot your password, click 'Forgot Password', enter the requested details and click 'Submit'. You will receive an email at your registered email ID with a link to change your password

The screenshot shows the 'Forgot Password' form on the DataFlow Gateway website. The form is titled 'Forgot Password' and is contained within a light gray box. It features four input fields: 'Registered Personal Email ID' (a text box), 'Registered Mobile Number' (a dropdown for 'Country' followed by a text box), 'Security Question' (a dropdown menu), and 'Security Answer' (a text box). Below the input fields are two orange buttons: 'BACK' and 'SUBMIT'. The form is set against a dark gray background with the DataFlow logo and 'DataFlow Gateway' text in the top left, and 'Contact Us' in the top right. At the bottom, there are social media icons for Twitter, Google+, and LinkedIn, and a copyright notice: 'Copyright © 2015 - 2016 All Rights Reserved. Terms of Use | Privacy & Policy'.





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Step Five

- If you are an existing applicant, enter your registered email ID and password on the 'Sign In' page
- Enter the CAPTCHA
- Click 'Submit'

DataFlow Gateway [Contact Us](#)

Your account has been verified. Please login with your valid Email ID and Password.

SIGN IN

Remember Me [Forgot Password?](#)



Refresh
Enter the text shown in image



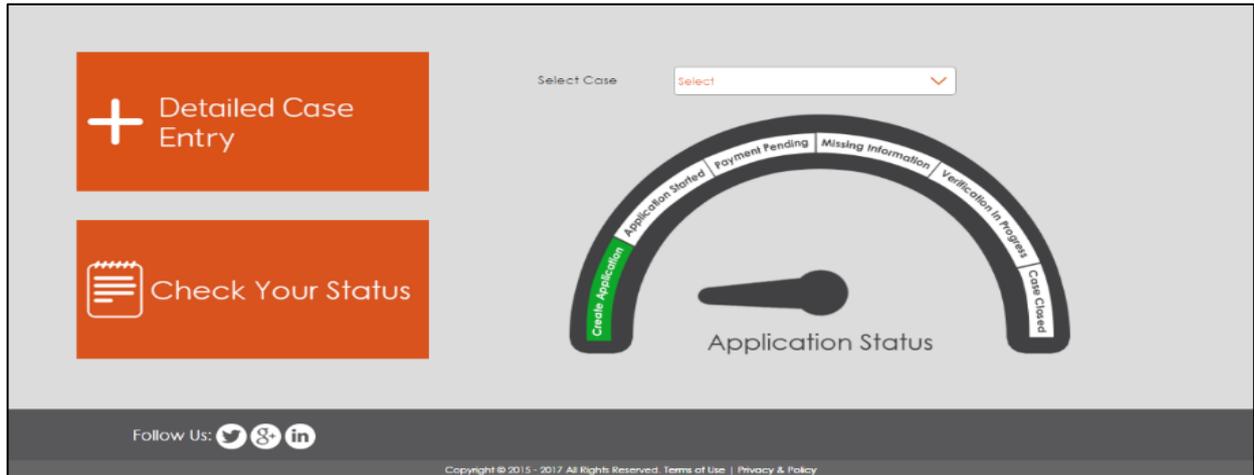


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Step Six

- After logging in, you will be directed to the dashboard page
- To initiate a new application, click on the 'Detailed Case Entry' button





Step Seven

- On the 'Licensing Authority Details' page - select 'Dubai Corporation for Ambulance Services' from the dropdown menu
- Select your relevant package

Licensing Authority Details

Select Licensing Authority

Category

Count of Employment

BACK





Step Eight

- Once you have selected your package, click 'Confirm' to proceed or click 'Change' to reselect

*Note: As per DCAS requirements, employment verification of covering last 3 years with a maximum of 3 certificates is mandatory. Verifying an additional certificate(s) will result in an additional charge(s).

The screenshot shows a web application interface with a progress bar at the top containing four steps: 1. Licensing Details, 2. Personal Details, 3. Verification Details, and 4. Uploads. The 'Licensing Details' section is active and contains the following fields:

- Select Licensing Authority: Dubai Corporation For Ambulance Services
- Category: DCAS New Recruitment
- Count of Employment: 1

A modal window titled "Message to Proceed" is displayed over the form. It contains the following text:

Based on your input you have selected the following :

- Licensing Authority Name: Dubai Corporation For Ambulance Services
- Category 1: DCAS New Recruitment
- Category 2: 1
- Package: General
- Package Amount: AED 480

Click "Confirm" to proceed to the next page.
TO NOTE: Incorrect information may lead to delays and additional costs. However, you can still amend the application by clicking on "Change" at any time.

The modal includes two buttons: "CONFIRM" and "CHANGE". A "BACK" button is also visible at the bottom of the form area.





Step Nine

- Carefully review the applicable checks
- Once done, click 'Ok'

*Note: To add checks, press the + icon. Additional charges are applicable.

**Note: Click 'Back' to return to the previous page, click 'Save' to not lose entered data or click 'Next' to proceed.

Licensing Authority Details

Select Licensing Authority

Category Count of Employment

Package Details

Select Package

Type of Check	No. of Checks	Type of Check	No. of Checks
<input type="text" value="Education"/>	<input type="text" value="1"/> + -	<input type="text" value="Employment"/>	<input type="text" value="1"/> + -
Additional checks will be charged extra		Additional checks will be charged extra	
Type of Check	No. of Checks	Type of Check	No. of Checks
<input type="text" value="Health License"/>	<input type="text" value="1"/> + -	<input type="text" value="Database"/>	<input type="text" value="1"/> + -
Additional checks will be charged extra		Additional checks will be charged extra	

Package Cost : 480
Additional Cost : 0
Surcharge : 0
Total Cost : 480

* Credit card payments will incur an additional 0% charge
* VAT Amount will incur an additional 5% charge
* All amounts are in AED





Step Ten

- On the 'Personal Details' page, enter and save the requested information
- Upload clear uncut copies of your passport or national ID
- Click 'Next'

*Note: Click 'Back' to go back to the previous page, click 'Save' to not lose entered data or click 'Next' to proceed.

The screenshot shows a web form titled 'Personal Details' with a progress bar at the top indicating four steps: 1. Licensing Details, 2. Personal Details (current step), 3. Verification Details, and 4. Uploads. The form contains the following fields:

- First Name: Karan
- Middle Name: Bir
- Last/Family Name: Singh
- Identity Type: Select (dropdown menu)
- ID Number: 7587878
- Date of Birth: 08/01/1989
- Personal Email ID: karan4@yopmail.com

Below the form, there is a section for 'Mandatory Documents' with the instruction: 'It is mandatory to upload the below documents for timely processing of your application: 1. Clear scan of your Passport (First and Last Page) 2. Clear scan of National Identification Card'. An 'UPLOAD' button is present below this instruction.

At the bottom of the form, there are three buttons: 'BACK', 'SAVE', and 'NEXT'.





Step Eleven

- To upload additional documents (if required) - click 'Add More'

*Note: Click 'Back' to go back to the previous page, click 'Save' to not lose entered data or click 'Next' to proceed.

The screenshot shows the 'DataFlow Gateway' interface. At the top, it says 'Welcome Karan' and has navigation links for Home, Change Password, Contact Us, and Log Out. A progress bar indicates four steps: 1. Licensing Details, 2. Personal Details, 3. Verification Details, and 4. Uploads. The current step is 'Personal Details', which includes fields for First Name (Karan), Identity Type (Iqamah Number), Personal Email ID (karan4@yopmail.com), Last/Family Name (Singh), and Date of Birth (08/01/1989). A 'File Upload' dialog box is open, displaying instructions: 'To Note: All uploaded documents must contain clearly legible information, not exceeding 10 MB. The following formats are acceptable: JPG, JPEG, PNG, PDF or DOC. DataFlow is not responsible for any delays caused by the submission of incomplete documents / information.' The dialog also has a 'Choose File' button and 'ADD MORE' and 'UPLOAD' buttons. Below the form, a section for 'Mandatory Documents' lists requirements: '1. Clear scan of your Passport (First and Last Page)' and '2. Clear scan of National Identification Card'. At the bottom, there are 'BACK', 'SAVE', and 'NEXT' buttons.





Step Twelve

- Once uploaded, determine the document type in the list according to the document uploaded

* Note: Repeat this process to upload any additional documents.

File uploaded successfully

1 Licensing Details 2 Personal Details 3 Verification Details 4 Uploads

Please enter all details in ENGLISH language only.

Personal Details

First Name *	<input type="text" value="Karan"/>	Middle Name	<input type="text" value="Bir"/>	Last/Family Name *	<input type="text" value="Singh"/>
Identity Type *	<input type="text" value="Iqamah Number"/>	ID Number *	<input type="text" value=""/>	Date of Birth *	<input type="text" value="08/01/1989"/>
Personal Email ID *	<input type="text" value="karan4@yopmail.com"/>				

Mandatory Documents

It is mandatory to upload the below documents for application:

- 1. Clear scan
- 2. Clear scan

Application Form
Applicant Photo
CV/Resume
Driving license
Letter of Authorization (LOA)
Name Change Certificate
Passport copy
Payment Receipt
Others
Signed Facility Declaration form
Passport size photograph
Final High School Certificate
Log Book/ Privileges
Transcript of Undergraduate Degree
BLS and/or Advanced Life Support Class

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UPLOAD





Step Thirteen

- On the 'Education' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

1 2 3 4
Education Employment Health License Database

Please enter all details in ENGLISH language only.

Education

Issuing Authority Name *	<input type="text" value="Issuing Authority Name"/>	Issuing Authority Address	<input type="text" value="Issuing Authority Address"/>
Issuing Authority City	<input type="text" value="Issuing Authority City"/>	Issuing Authority State	<input type="text" value="Issuing Authority State"/>
Issuing Authority Country *	<input type="text" value="Select"/>	Issuing Authority Phone Type (Cell/Landline)	<input type="text" value="Select"/>
Issuing Authority Telephone Number	<input type="text" value="Issuing Authority Telephone Number"/>	Issuing Authority Email	<input type="text" value="Issuing Authority Email"/>
Issuing Authority Website	<input type="text" value="Issuing Authority Website"/>	Qualification Attained *	<input type="text" value="Qualification Attained"/>
Applicants Name as per Document *	<input type="text" value="Applicants Name as per Document"/>	College/Institution Name	<input type="text" value="College/Institution Name"/>
Qualification Type	<input type="text" value="Select"/>	Have You Completed this	<input type="text" value="Select"/>





Step Fourteen

- On the 'Employment' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

* Note: As per DCAS requirements, employment verification of covering last 3 years with a maximum of 3 certificates is mandatory. Verifying an additional certificate(s) will result in an additional charge(s).

1 2 3 4
Education Employment Health License Database

Please enter all details in ENGLISH language only.

Employment

Issuing Authority Name *	<input type="text" value="Issuing Authority Name"/>	Issuing Authority Address	<input type="text" value="Issuing Authority Address"/>
Issuing Authority City	<input type="text" value="Issuing Authority City"/>	Issuing Authority State	<input type="text" value="Issuing Authority State"/>
Issuing Authority Country *	<input type="text" value="Select"/>	Issuing Authority Phone Type (Cell/Landline)	<input type="text" value="Select"/>
Issuing Authority Telephone Number	<input type="text" value="Issuing Authority Telephone Number"/>	Issuing Authority Email	<input type="text" value="Issuing Authority Email"/>
Issuing Authority Website	<input type="text" value="Issuing Authority Website"/>	Last Profile/Designation	<input type="text" value="Last Profile/Designation"/>
Applicants Name as per Document *	<input type="text" value="Applicants Name as per Document"/>	Employee Code	<input type="text" value="Employee Code"/>





Step Fifteen

- On the 'Health License' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

1 Education 2 Employment 3 Health License 4 Database

Please enter all details in ENGLISH language only.

Health License

Issuing Authority Name *	<input type="text" value="Issuing Authority Name"/>	Issuing Authority Address	<input type="text" value="Issuing Authority Address"/>
Issuing Authority City	<input type="text" value="Issuing Authority City"/>	Issuing Authority State	<input type="text" value="Issuing Authority State"/>
Issuing Authority Country *	<input type="text" value="Select"/>	Issuing Authority Phone Type (Cell/Landline)	<input type="text" value="Select"/>
Issuing Authority Telephone Number	<input type="text" value="Issuing Authority Telephone Number"/>	Issuing Authority Email	<input type="text" value="Issuing Authority Email"/>
Issuing Authority Website	<input type="text" value="Issuing Authority Website"/>	Licence Attained	<input type="text" value="Licence Attained"/>
Applicant's Name as per Document *	<input type="text" value="Applicant's Name as per Document"/>	Licence Type *	<input type="text" value="Select"/>





Step Sixteen

- On the 'Database' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

1 Education 2 Employment 3 Health License 4 Database

Please enter all details in ENGLISH language only.

Database

Name as per Passport

Passport Number

Fathers Name

Mandatory Documents

Please upload clear, legible documents to support your application

UPLOAD





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Step Seventeen

- On the 'Letter of Authorization' page - download, sign, scan and upload the letter

*Note: This is a mandatory step.

1 Personal Details 2 Licensing Details 3 Verification Details 4 Uploads

Please follow the below instructions carefully:
Click on "Download LOA" button to download the form for printing and signature. After completing the details with your signature, scan and upload the document to the DataFlow Gateway

To Note
The Letter of Authorization (LOA) is a mandatory requirement and needs to be signed by the applicant only.
The Letter of Authorization provided in any other format than the one below will not be accepted.
An incorrectly completed or missing LOA can lead to delays in completing applications.

1 2
Download LOA Upload LOA

BACK NEXT





Step Eighteen

- Review your application carefully and edit your entered details if needed
- Once done, click on the 'Submit Application' button

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

Please review all the details entered for your application

edit

Personal Details

First Name	ssa	Middle Name	Middle Name	Last/Family Name	Last/Family Name
Marital Status	Single	Gender	Gender	Passport Number (Current)	Passport Number (Current)
Date of Birth	2/04/1992	Place of Birth	ewade	Country of Birth	Australia
Mailing Address	Mailing Address	Country	Kazakhstan	Nationality	Australian
Telephone Number	231312312312	Personal Email ID	tbansal@dataflowgroup.com		





Step Nineteen

- On the 'Payment' page, select your payment method as credit card and proceed to the bank page to settle your payment

*Note: You may not edit your application once the payment has been completed.

Once you click the "SUBMIT APPLICATION" button you will be redirected to Payment Gateway. **TO NOTE:** Changes cannot be made to the application once you make the payment.

Package Amount	<input type="text" value="480"/>	Surcharge	<input type="text" value="0"/>	Vat Amount	<input type="text" value="24"/>
Total Amount	<input type="text" value="504"/>	Select Payment Method	<input type="text" value="Select"/> ▼		

* Amount in AED
* VAT Percentage of 5 %





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Step Twenty

- Choose either Visa or MasterCard

NETWORK
نتورك انترناشيونال
NETWORK INTERNATIONAL

The Region's most comprehensive
card solutions provider

Merchant name: DATA FLOW F2

Select your preferred payment method

Pay securely using SSL+ by clicking on the card logo below:

VISA **MasterCard**

[Cancel](#)

© 2005-2018 MasterCard





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Step Twenty-One

- Enter your credit card information
- Click the 'Pay' button

Merchant name: DATA FLOW FZ LLC

Enter your card details

MasterCard: You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :::

Expiry Date ::: / **month/year**

Security Code ::: The 3 digits after the card number on the signature panel of your card.



Purchase Amount ::: **AED 74.00**

[Cancel](#) [pay](#)

MasterCard
SecureCode.

I hereby authorise the debit to my MasterCard Account in favour of DATA FLOW FZ LLC

© 2005-2016 MasterCard





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Step Twenty-Two

- Once the payment has been finalized, the system will automatically populate a printable payment receipt
- Print or save the receipt for your records, then click 'Next'

 DATAFLOW	
DATAFLOW GATEWAY PAYMENT RECEIPT	
DCAS Reference Number	<input type="text"/>
Category [Private/DCAS Employee]	<input type="text"/>
Receipt Number	<input type="text"/>
Receipt Date	<input type="text"/>
Applicant Name	<input type="text"/>
Amount	<input type="text"/>
Passport Number	<input type="text"/>
Received :	
For Dataflow	<input type="text"/>
For Applicant	<input type="text"/>
<i>Please login to DataFlow Gateway www.dataflowgroup.com to follow up on your application status</i>	
Disclaimer:	
All refund claims are subject to DataFlow approval, and must be submitted within 48 hours from the payment of Primary Source Verification Fees	





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Step Twenty-Three

- Once done, you will be notified that your case has been forwarded to the DataFlow Group for initiation of the Primary Source Verification process

Your application has been successfully submitted for Licensing Authority: Ministry of Higher Education Sultanate of Oman

Kindly note the application details

Date	:	1/9/2018 12:27:24 PM
Case ID	:	
Name of Applicant	:	
Category Applied For	:	NA





Important Notes

To track the status of your application, click on the 'Check Your Status' button to review your entered details.

The screenshot shows the 'Dataflow Gateway' interface. At the top, there is a navigation bar with 'Home | Change Password | Contact Us | Log Out'. Below this, a message states: 'Please provide the additional document / information for the case with status as "Additional Information Required". Please select "Payment Pending" under status to initiate payment process. Please note that you will be directed to the Payment Gateway'. Below the message is a table titled 'Application Submitted List' with a 'Display 10 Results per page' dropdown. The table has the following columns: Action, Case Id, Client Reference Number, Client Name, Category, Payment Status, Package Amount, Case Submit Date, and Expected Closure Date. There are three rows of data visible:

Action	Case Id	Client Reference Number	Client Name	Category	Payment Status	Package Amount	Case Submit Date	Expected Closure Date
+				NA	Received (Click Here)		09/01/2018	NA
+				NA	Pending		NA	NA
+				2	Received (Click Here)		26/12/2017	NA

In case of any missing information or documents, a grid will display the needed requirements. Once you submit the missing details, the status of your application will be updated automatically.

