DATAFLOW

المركز الوطني للطب البديل والتكميلي
National Center for Complementary and Alternative Medicine

Primary Source Verification

National Center for Complementary and Alternative Medicine

How to Apply

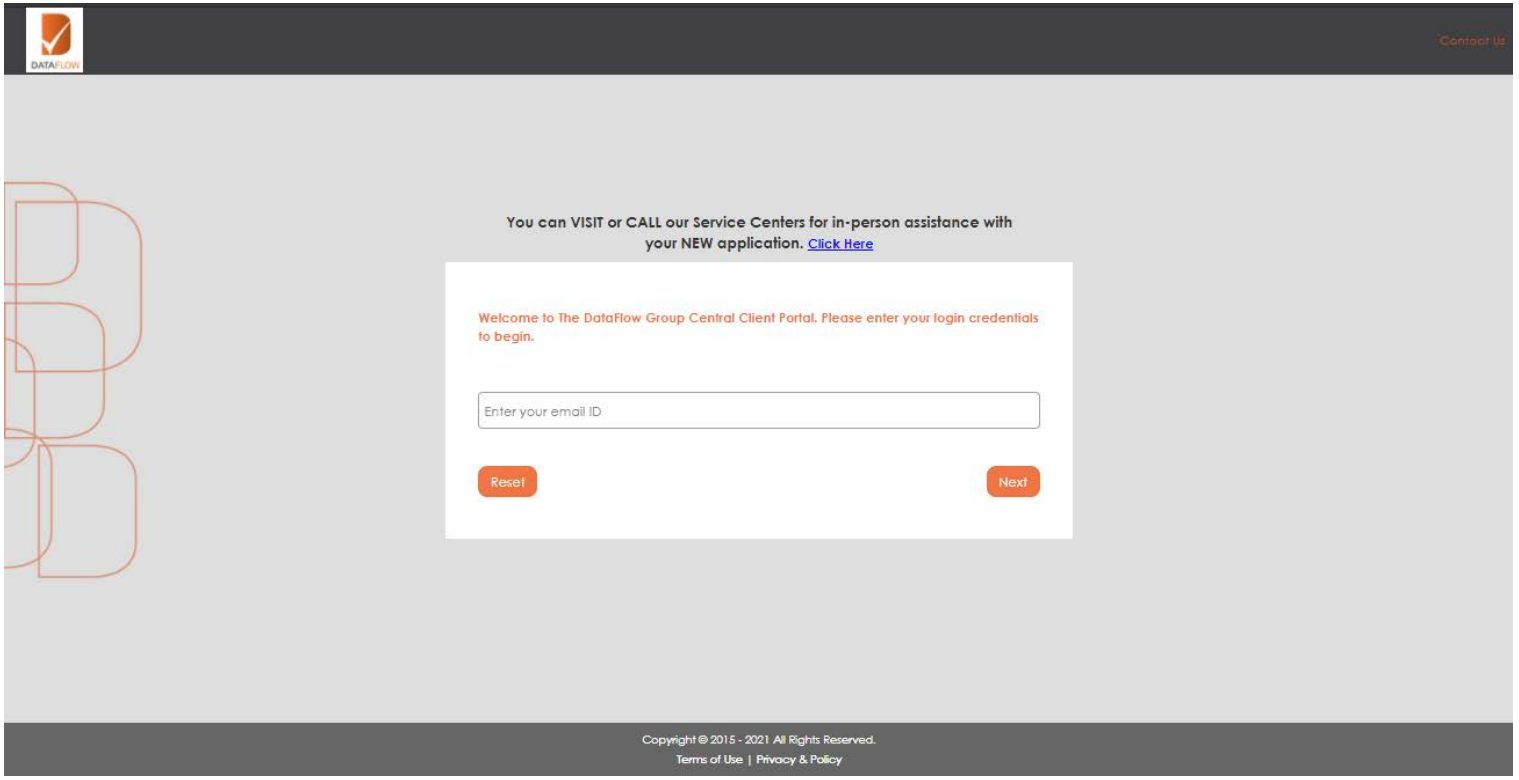
'A Step By Step Guide for Completing Your Application'

info@dataflowgroup.com | www.dataflowgroup.com

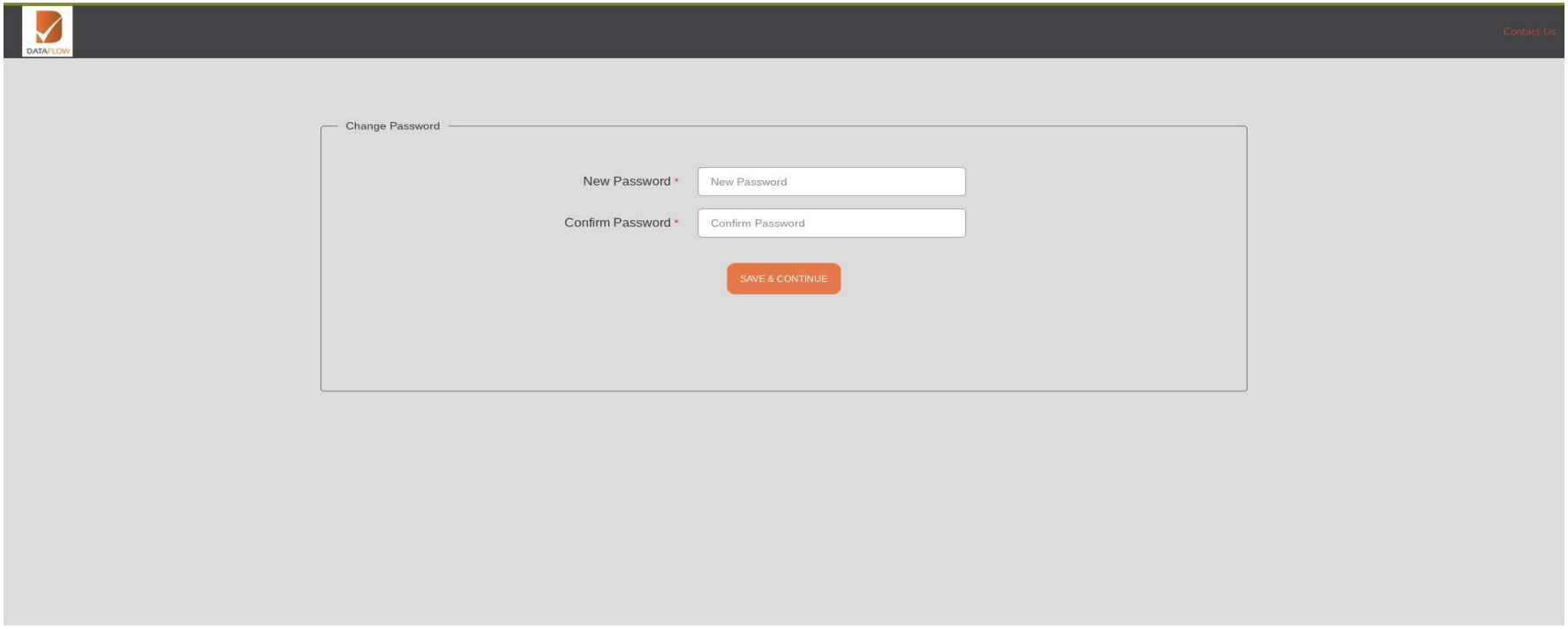
bsi. ISO 9001 Quality Management ISO/IEC 27001 Information Security Management

Step 1 Signup

- Visit www.dfgateway.com
- Enter your email ID to begin

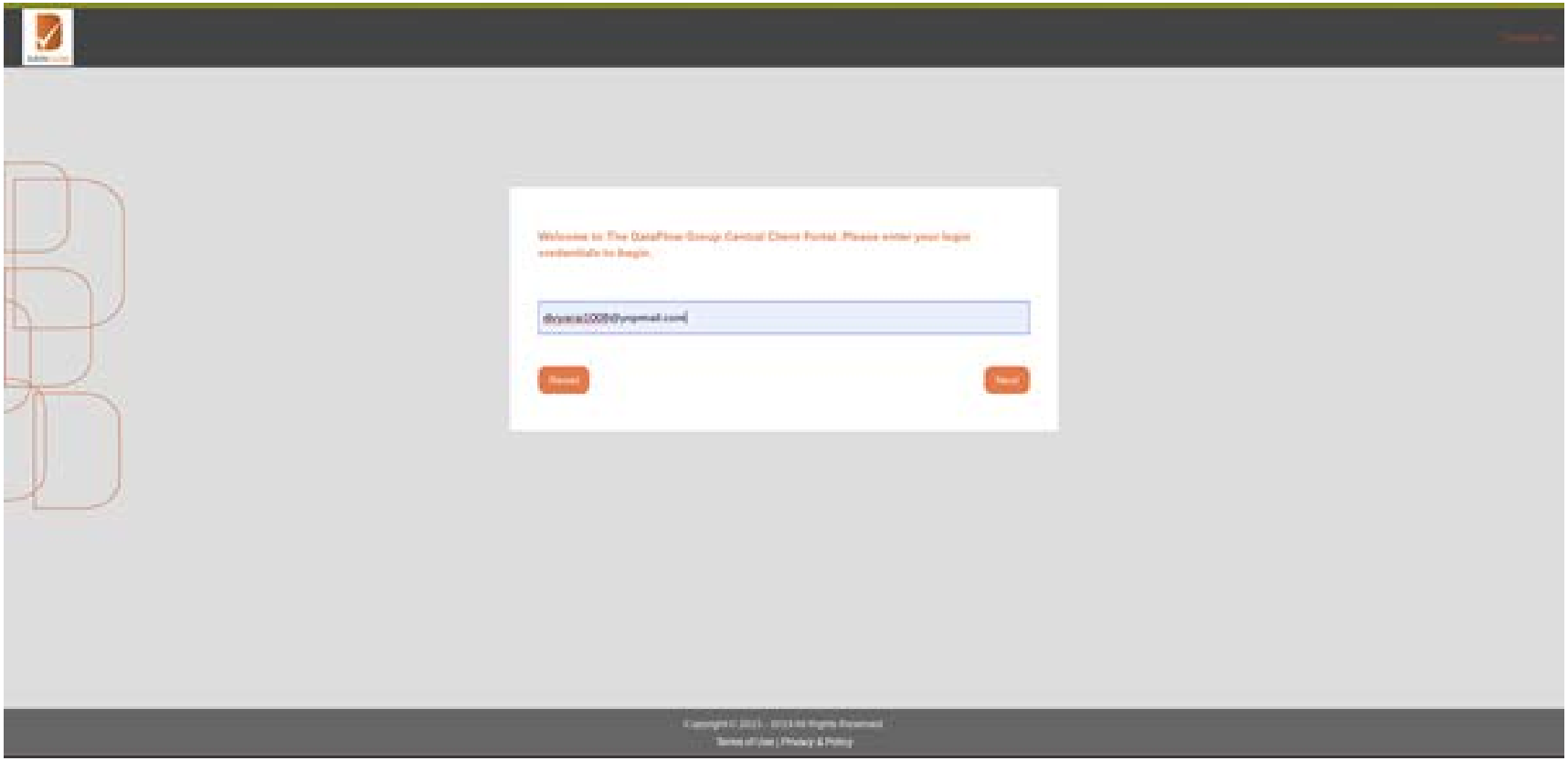


* If you have registered with the DataFlow Group previously, you will be asked to enter your password on the next screen. If this is your first visit, you will receive an automated email at the registered email ID you shared above, containing an activation link. Please click on the activation link to complete your registration and set your password

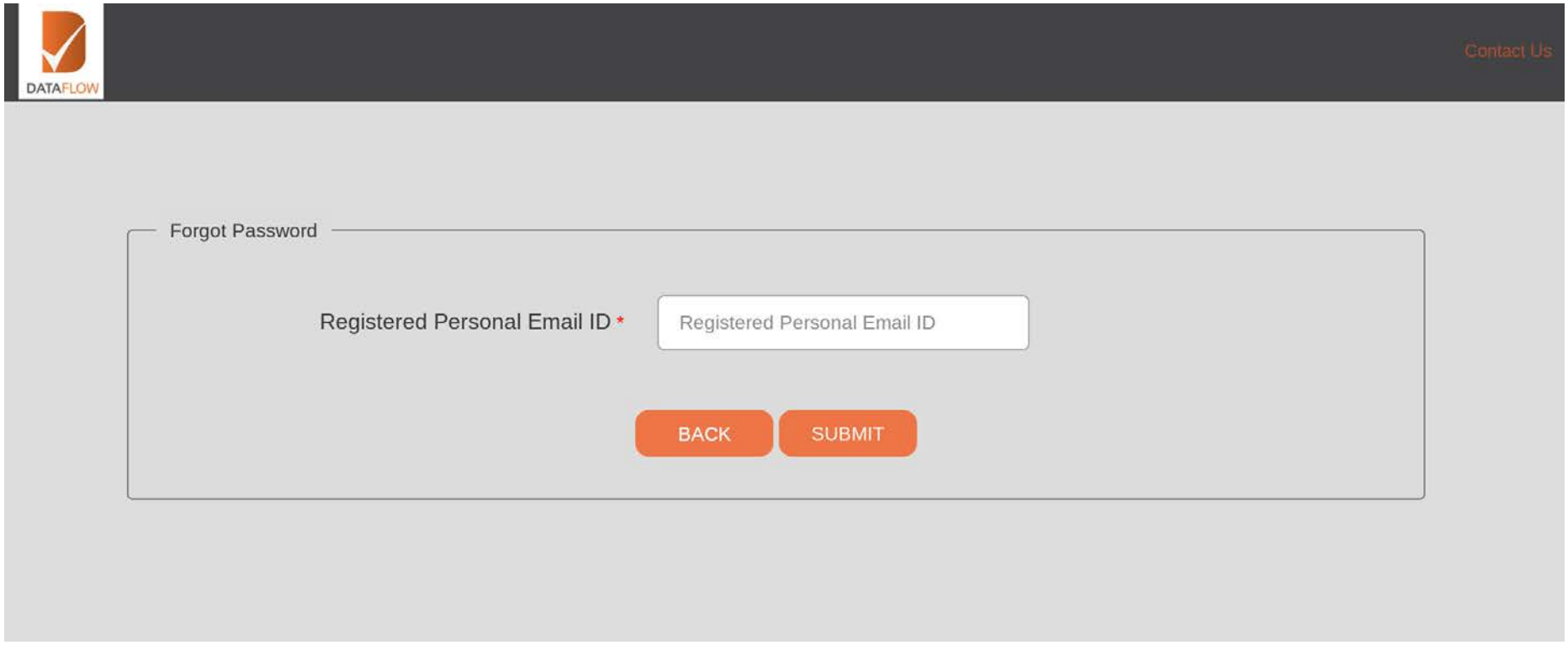


Step 2 Activate your account

- Once you have activated your account, enter your registered email ID and password on the ‘Sign In’ page

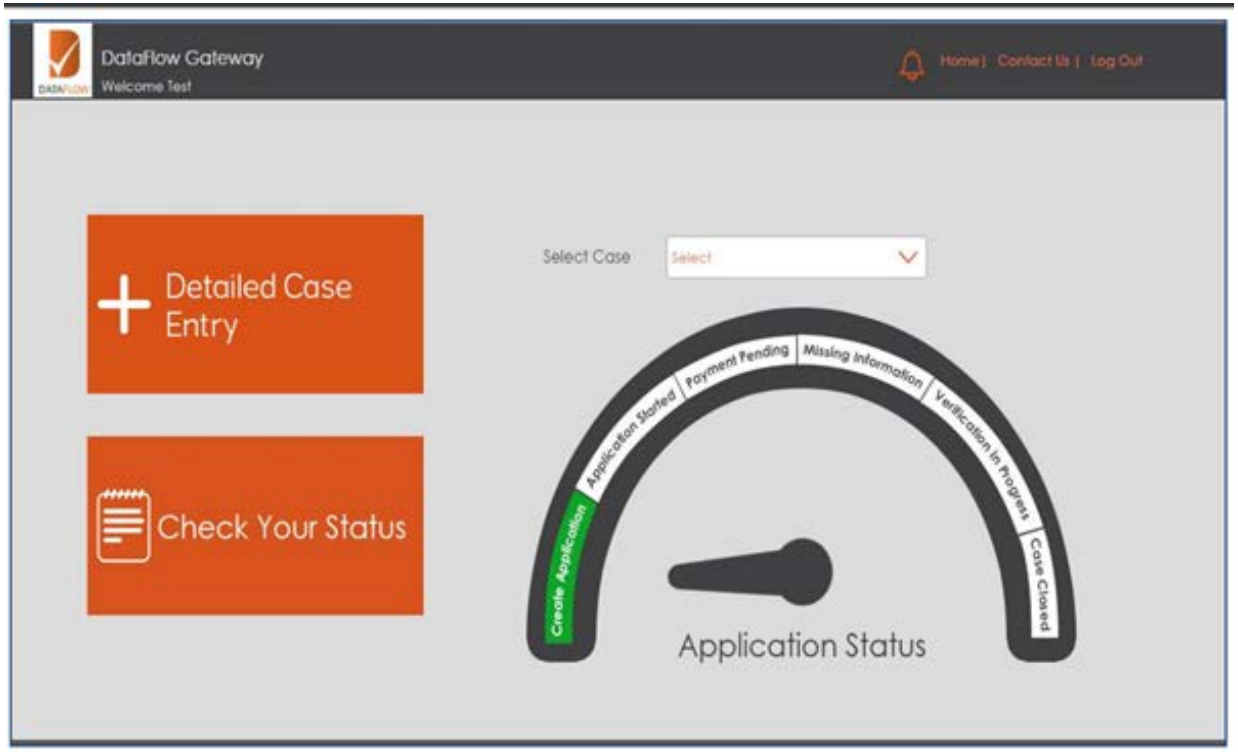


* Note: If you forget your password, click 'Forgot Password', enter the requested details, and click 'Submit'. You will receive an email at your registered email ID with a link to change your password.



Step 3 Applications Dashboard

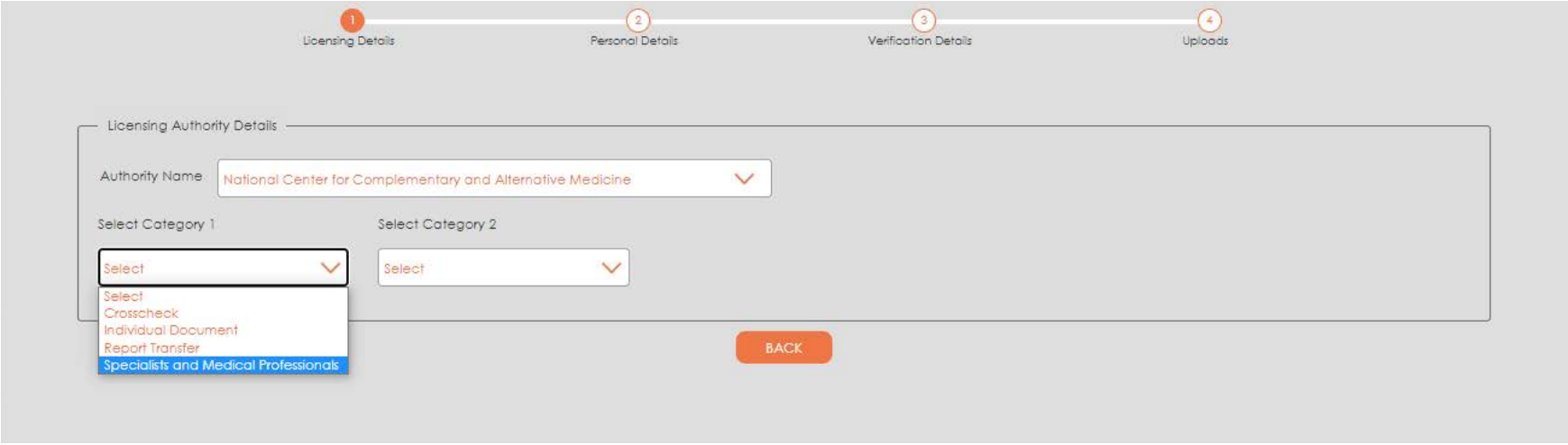
- On the ‘Dashboard’ page, click the ‘Detailed Case Entry’ button to initiate a new application
- You can also track your application by selecting your DataFlow Group Case Reference Number from the ‘Select Case’ dropdown menu or by clicking the ‘Check Your Status’ button



Step 4 Licensing Authority Details

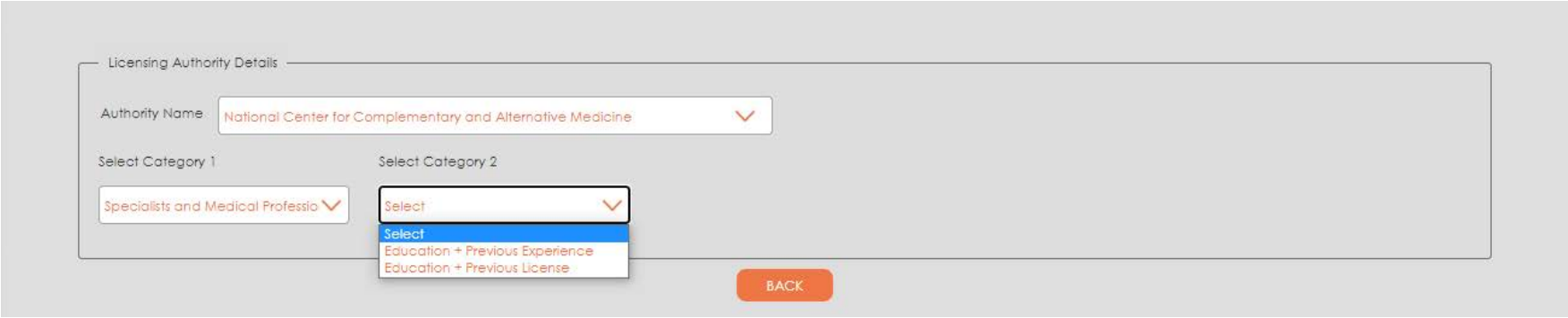
- Choose the National Center for Complementary and Alternative Medicine from the 'Select Licensing Authority' dropdown menu

- Please select the type of your profession dropdown 'Select your profession' based on your profession. The options are as follows:
    a. **Specialists and Medical Professionals**: Please select this option from the dropdown in case you are a Specialist or a Medical Professional
    b. **Individual Document**: Please select this option from the dropdown in case you are seeking verification of a single document.
    c. **Report transfer:** Please select this option in case you are seeking to transfer your existing DataFlow report generated to the National Center for Complementary and Alternative Medicine



- In case you selected "Specialist and Medical Professional" Please select the type of documents verification is being sought:

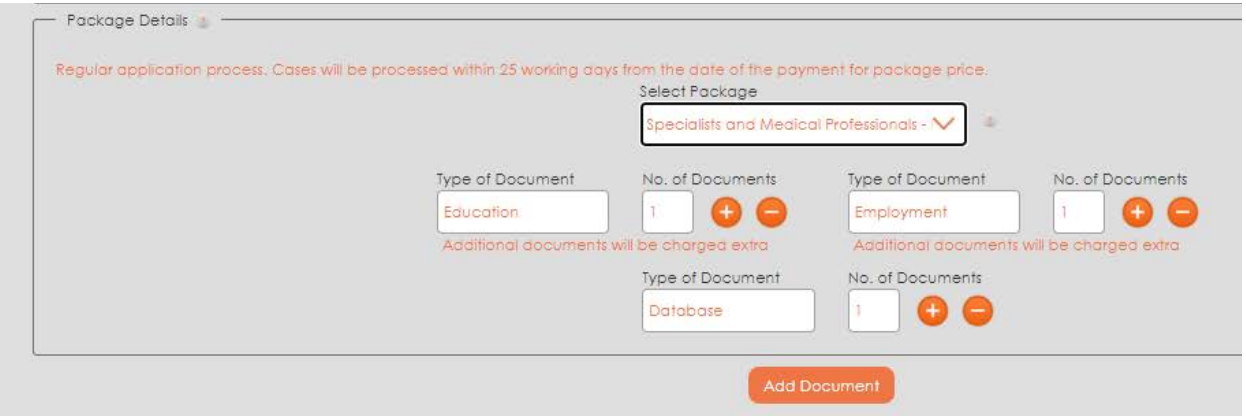
1. **Education + Previous Experience:** Please select 'Education + Previous Experience' for verification of Educaiton and Previous Experience documents.
2. **Education + Previous License:** Please select 'Education + Previous License' for verification of Education and Previous License documents



Based on your selections, the system will show the appropriate package. Please Select the package. The system will show a pop-up within the page to reconfirm the selected details including the profession, service, package, and package price. Please confirm on the pop-up to continue.

The system will load the package i.e., load the list of documents that are required for the package.

You can add additional documents or certificates for verification for an additional fee by clicking on the '+' button. Additionally, in case, you decide not to proceed with the additional document or credential click to reduce the count by clicking the '-' button. Please note that the count cannot be reduced below the standard package count of the documents.



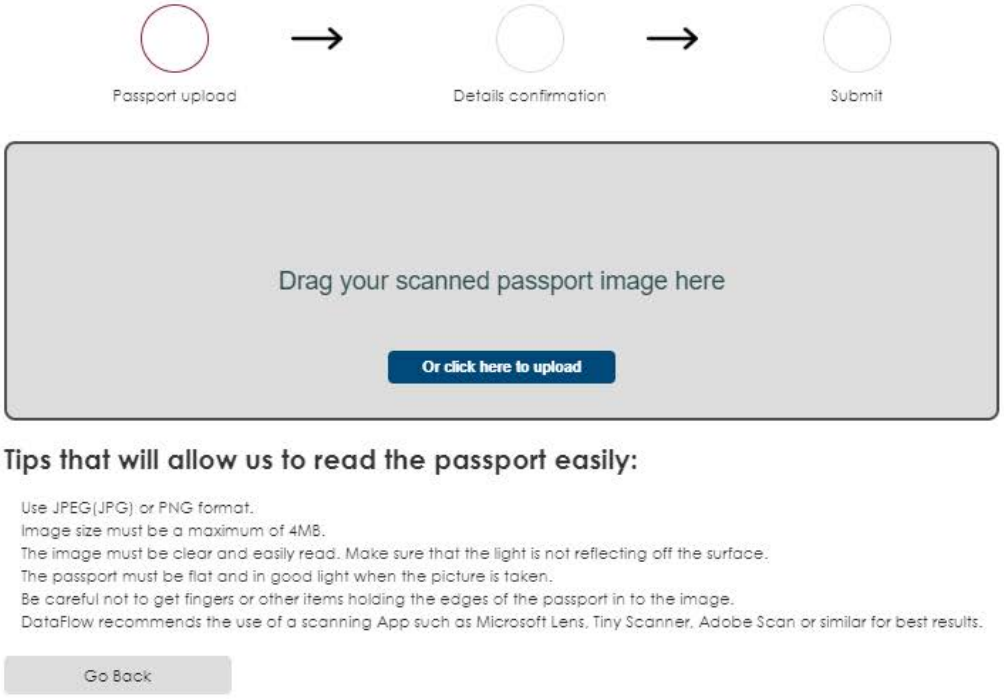
The system would prompt you to confirm your choice of options before proceeding further. The system will also display the calculated total amount payable based on your selection of options.

* Note: you would be able to add additional verification components for an additional charge within the packages

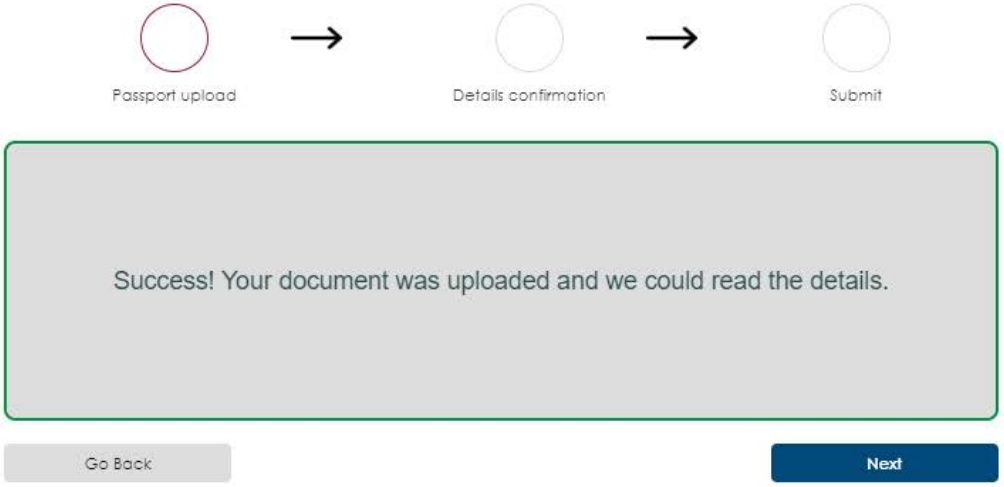
Step 5 Personal Details

- On the 'Personal Details' page, click the button "Upload" to upload a clear copy of your passport. The system will scan your passport and fill your details. Please confirm to save your personal information

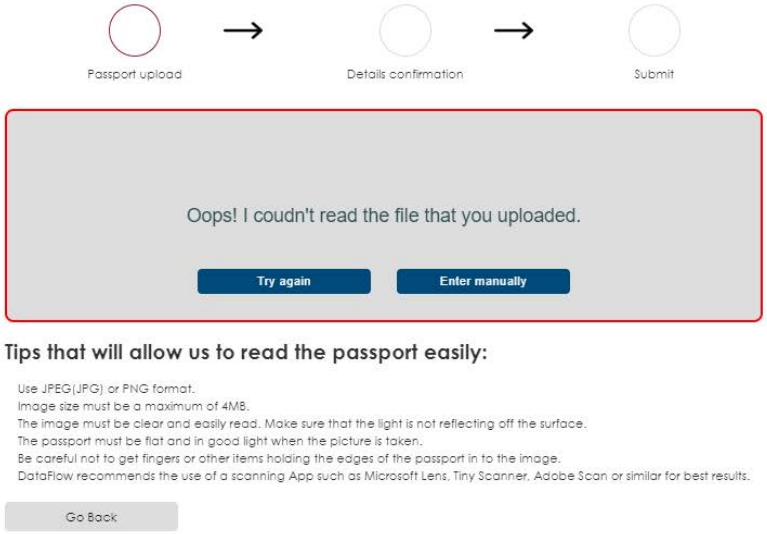
- Please upload a clear scan of you passport

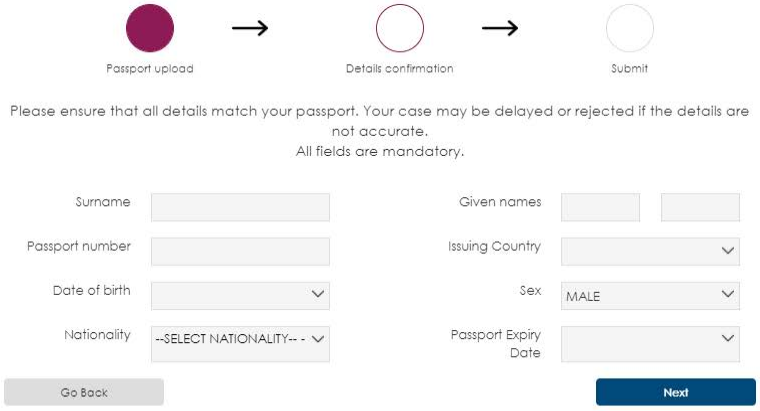


- The system will show a success screen in case it can successfully read your passport

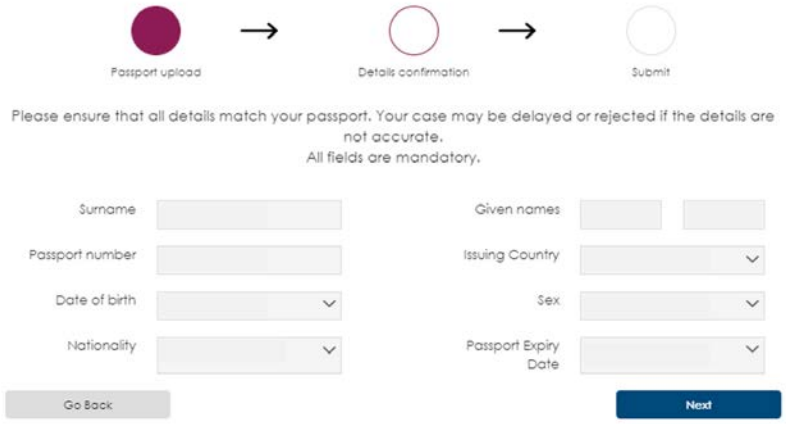


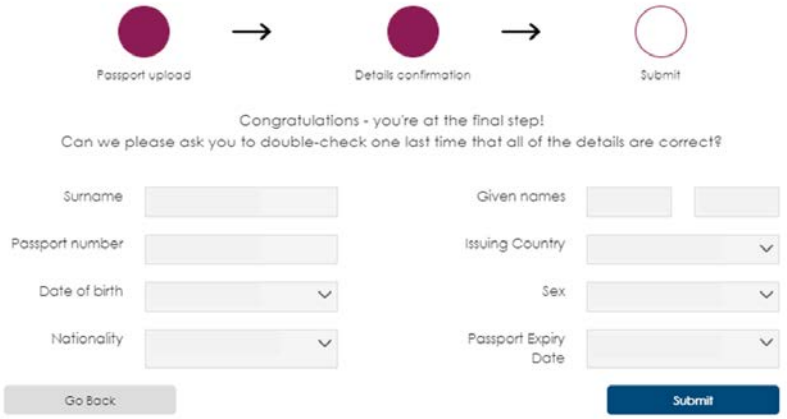
- In case the system is not able to read your passport, you shall see the following screen. Please use a clearer scan or add the details manually



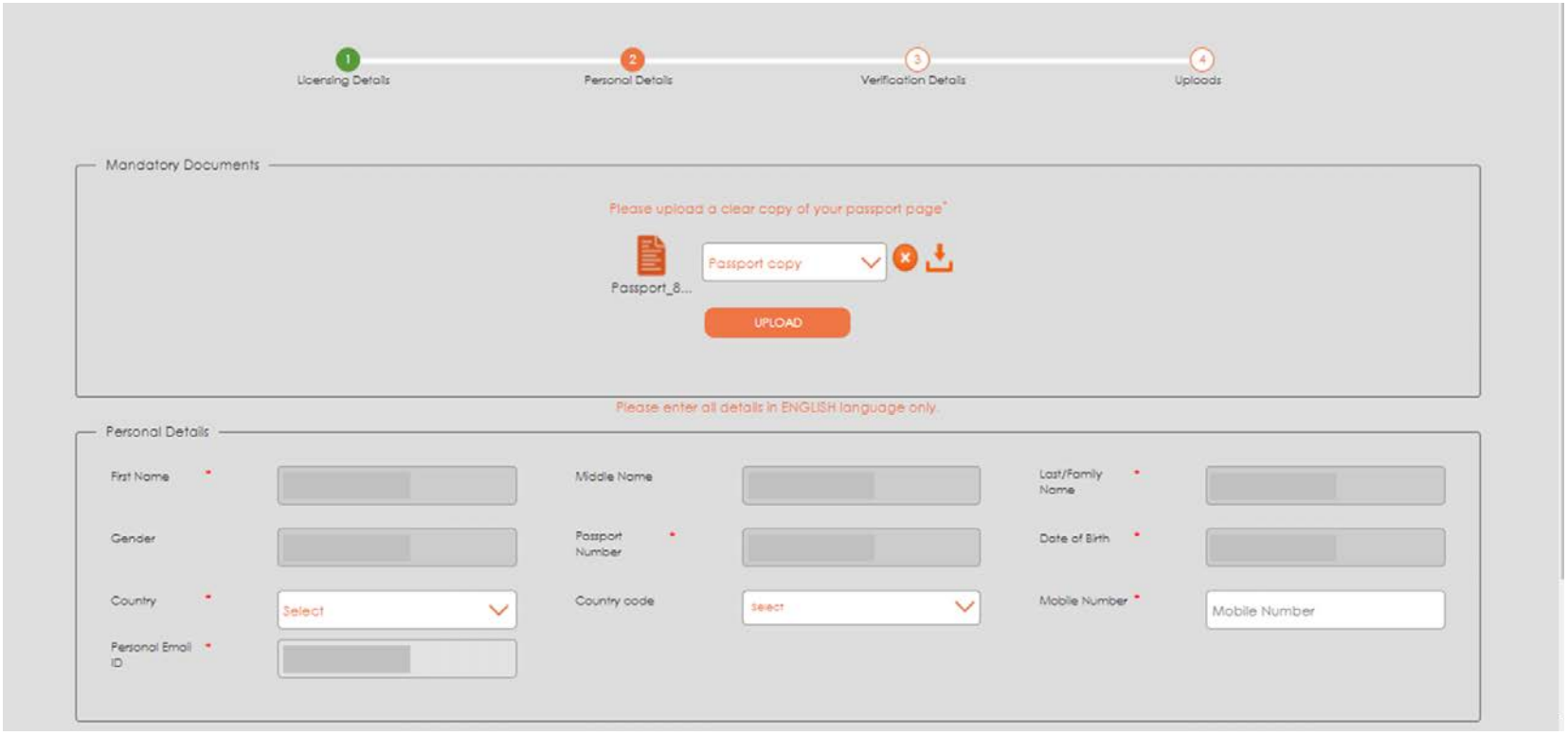


- Once the system is able to read your passport, your personal details shall be filled, please confirm the details and submit them to move forward



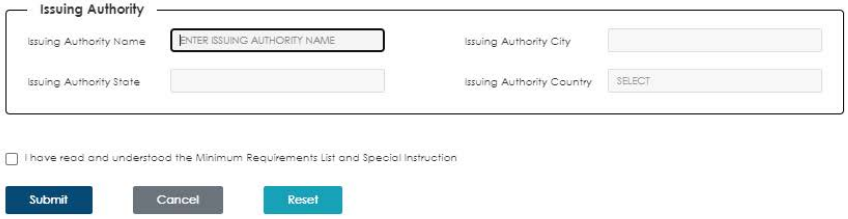


- The page will refresh with the personal information filled and once it shows the passport has been uploaded, please continue with the application

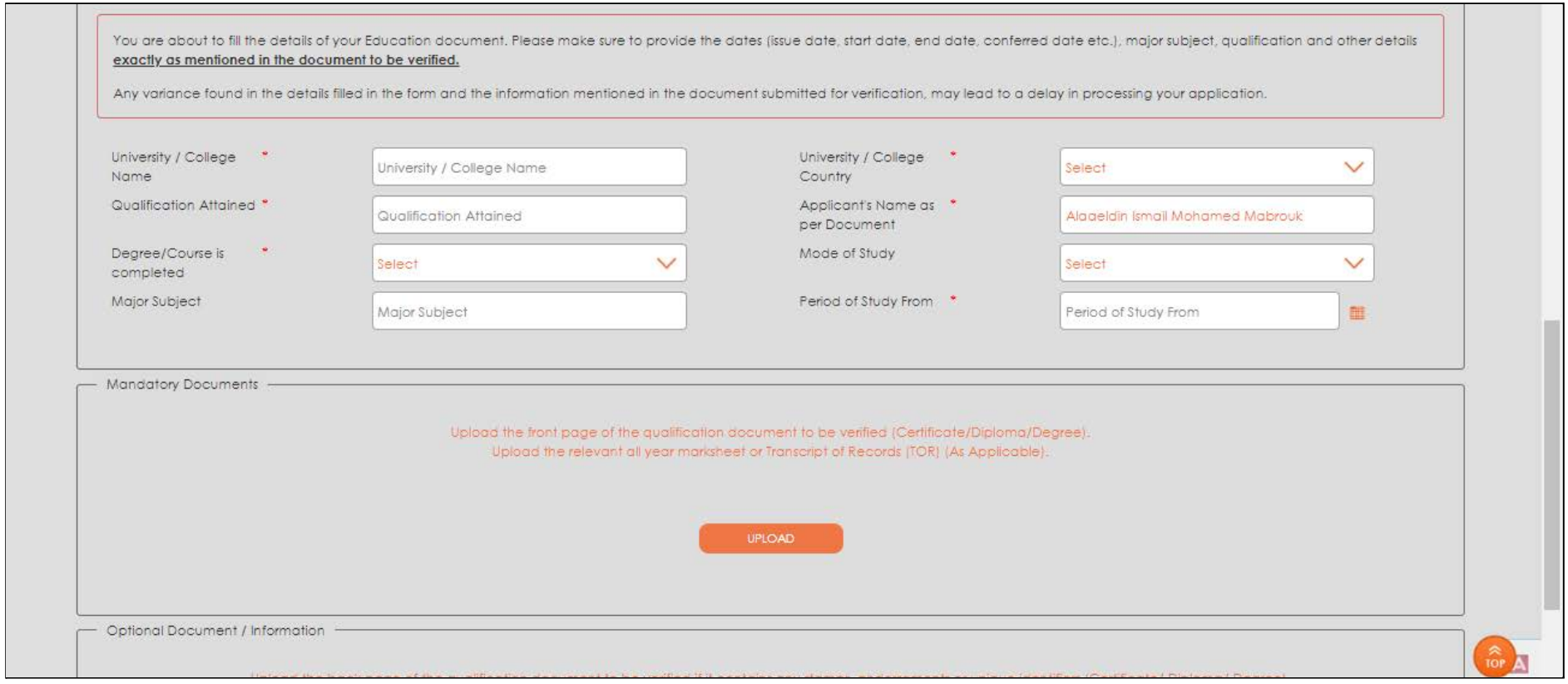


Step 6 Education

- On the 'Education' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
    a. Original Education Degree(s)
    b. The back page of Education Degree (Applicable for degrees obtained from Afghanistan, India, and Pakistan)
    c. In case your educational institute has any additional request, our team member will reach out to you for the document or information
- As you click to type the name of your institution in the field "University / College Name", the system will prompt with a pop-up to enter the details of your institution

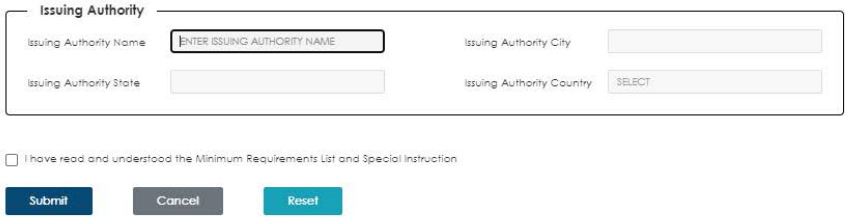


- Start typing your institution name and in case it is already listed, please select from the drop down list.
- In case of any additional requirements shared by your institution with DataFlow, you will find the instructions on the screen.

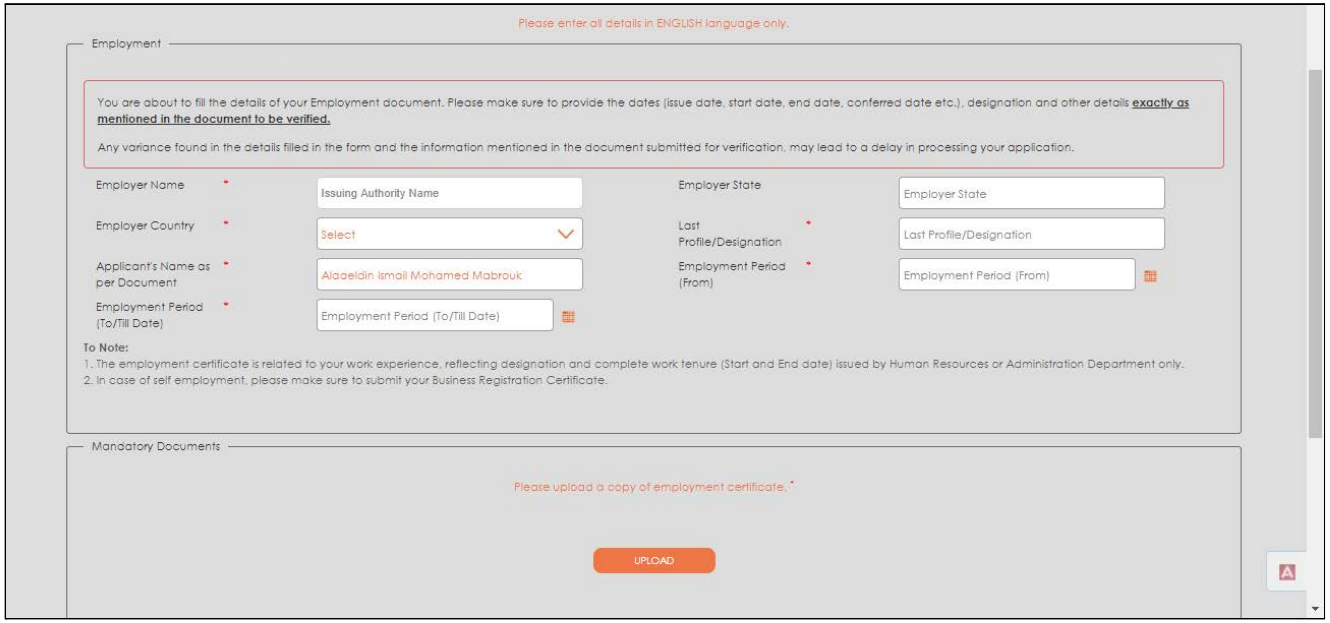


Step 7 **Experience** (if applicable)

- On the 'Experience' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
    a. Experience certificate, or
    b. Relieving certificate
- As you click to type the name of your institution in the field "Employer Name", the system will prompt with a pop-up to enter the details of your institution



- Start typing your institution name and in case it is already listed, please select from the drop down list.
- In case of any additional requirements shared by your institution with DataFlow, you will find the instructions on the screen.

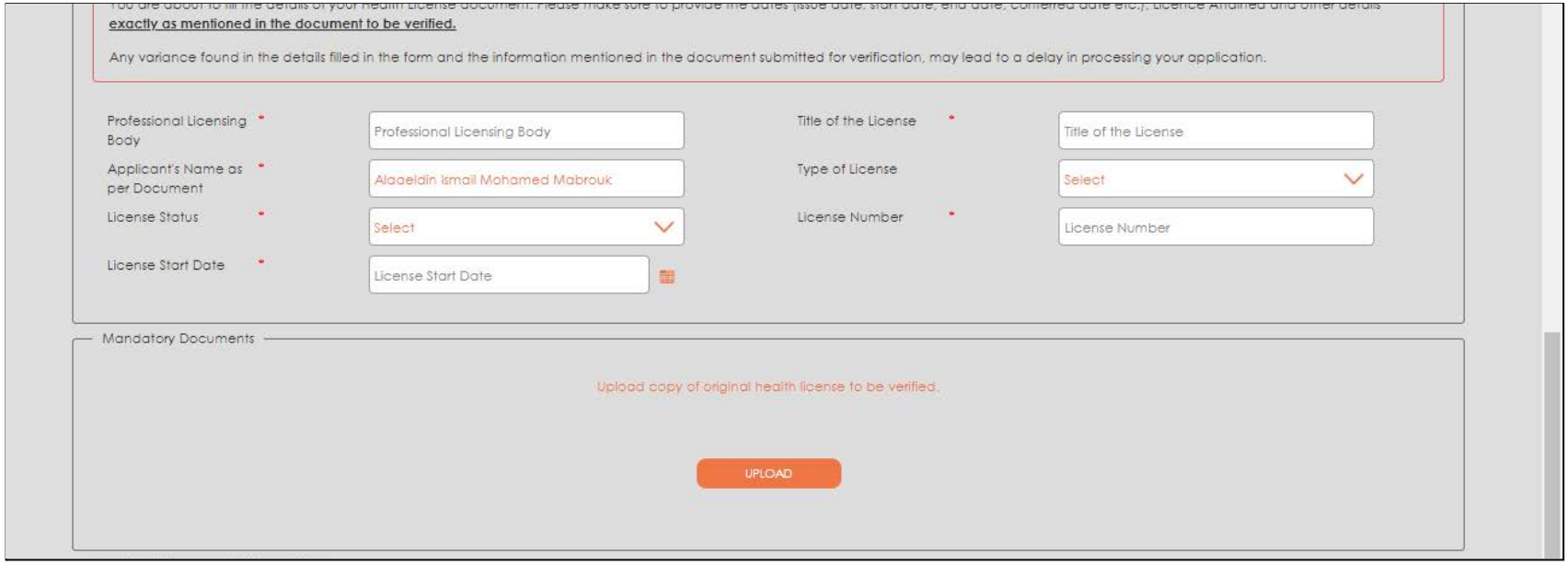

Please enter all details in ENGLISH language only.
Employment
You are about to fill the details of your Employment document. Please make sure to provide the dates (issue date, start date, end date, conferred date etc.), designation and other details exactly as mentioned in the document to be verified.
Any variance found in the details filled in the form and the information mentioned in the document submitted for verification, may lead to a delay in processing your application.
Employer Name *
Issuing Authority Name
Employer State
Employer State
Employer Country *
Select
Last Profile/Designation *
Last Profile/Designation
Applicant's Name as per Document *
Alaaeldin Ismail Mohamed Mabrouk
Employment Period (From) *
Employment Period (From)
Employment Period (To/Till Date) *
Employment Period (To/Till Date)
To Note:
1. The employment certificate is related to your work experience, reflecting designation and complete work tenure (Start and End date) issued by Human Resources or Administration Department only.
2. In case of self employment, please make sure to submit your Business Registration Certificate.
Mandatory Documents
Please upload a copy of employment certificate. *
UPLOAD

Step 8 **Professional Licence** (if applicable)

- On the 'Professional License' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
    a. Previously issued professional license
- As you click to type the name of your institution in the field "Employer Name", the system will prompt with a pop-up to enter the details of your institution

I cannot find my Issuing Authority from the List

- Start typing your institution name and in case it is already listed, please select from the drop down list.
- In case of any additional requirements shared by your institution with DataFlow, you will find the instructions on the screen.


exactly as mentioned in the document to be verified.
Any variance found in the details filled in the form and the information mentioned in the document submitted for verification, may lead to a delay in processing your application.
Professional Licensing Body *
Professional Licensing Body
Title of the License *
Title of the License
Applicant's Name as per Document *
Alaaeldin Ismail Mohamed Mabrouk
Type of License
Select
License Status *
Select
License Number *
License Number
License Start Date *
License Start Date
Mandatory Documents
Upload copy of original health license to be verified.
UPLOAD

Step 9 MANDATORY - Letter of Authorization

- After you have entered all certificate details - a signed 'Letter of Authorization' is required before proceeding further. **This is a mandatory document**
- Click 'Download LOA' to download the 'Letter of Authorization'
- Print, Sign and Scan the signed 'Letter of Authorization'
- Upload a clear and complete scan of the 'Letter of Authorization' to proceed further

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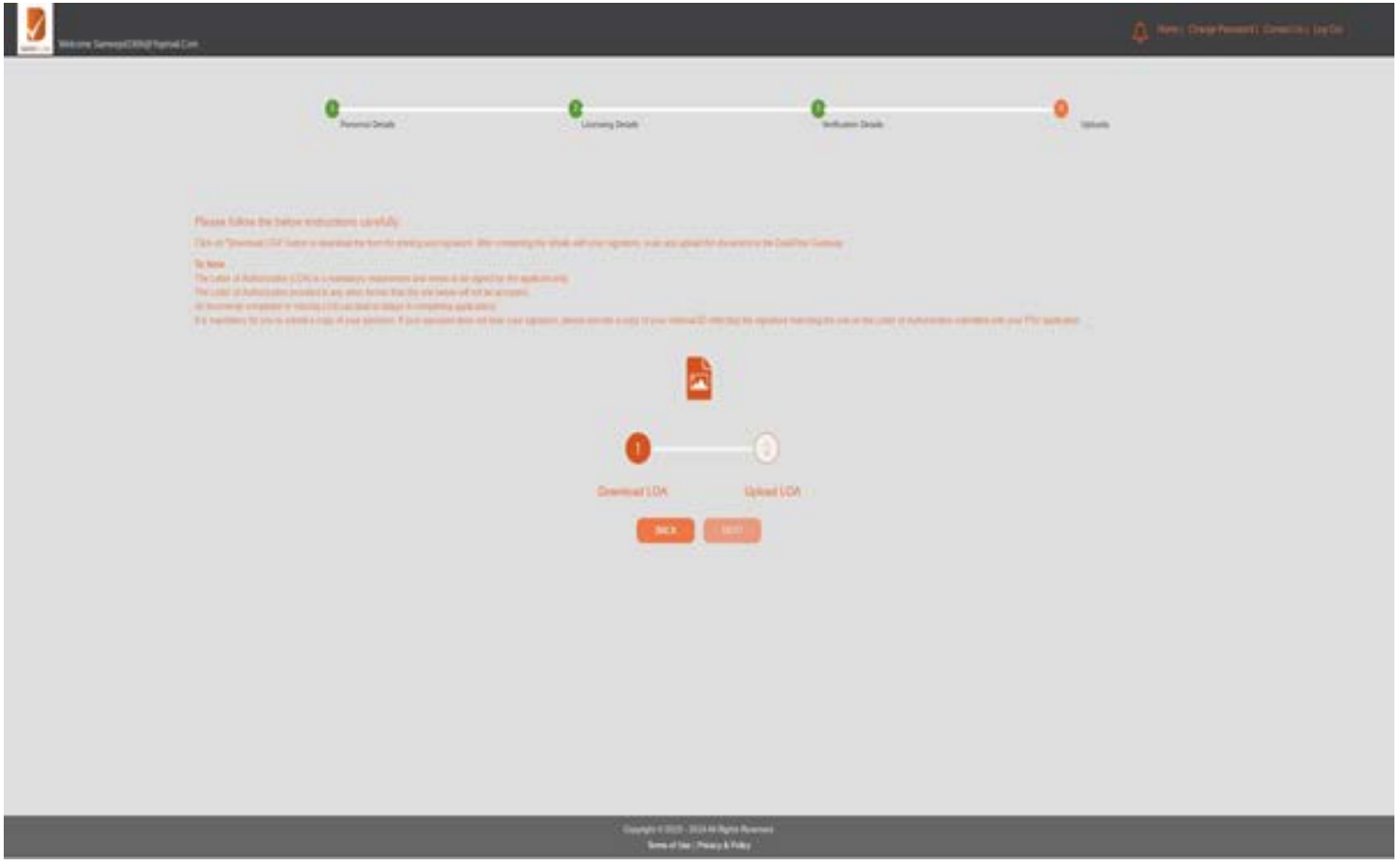
National Center for Complementary and Alternative Medicine



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Step 10 Review Application before submission

- On the 'Application Review' page, carefully review your entered details before submitting
- You can edit your entered information by clicking on the 'Edit' tab

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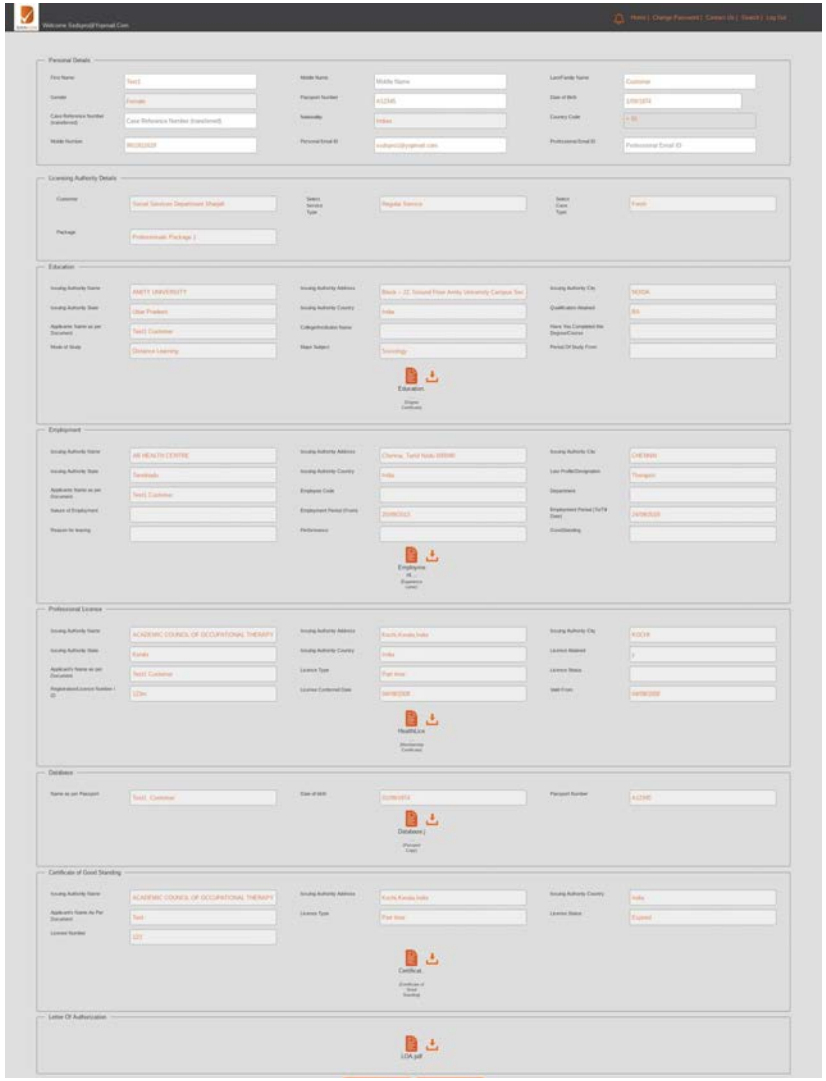

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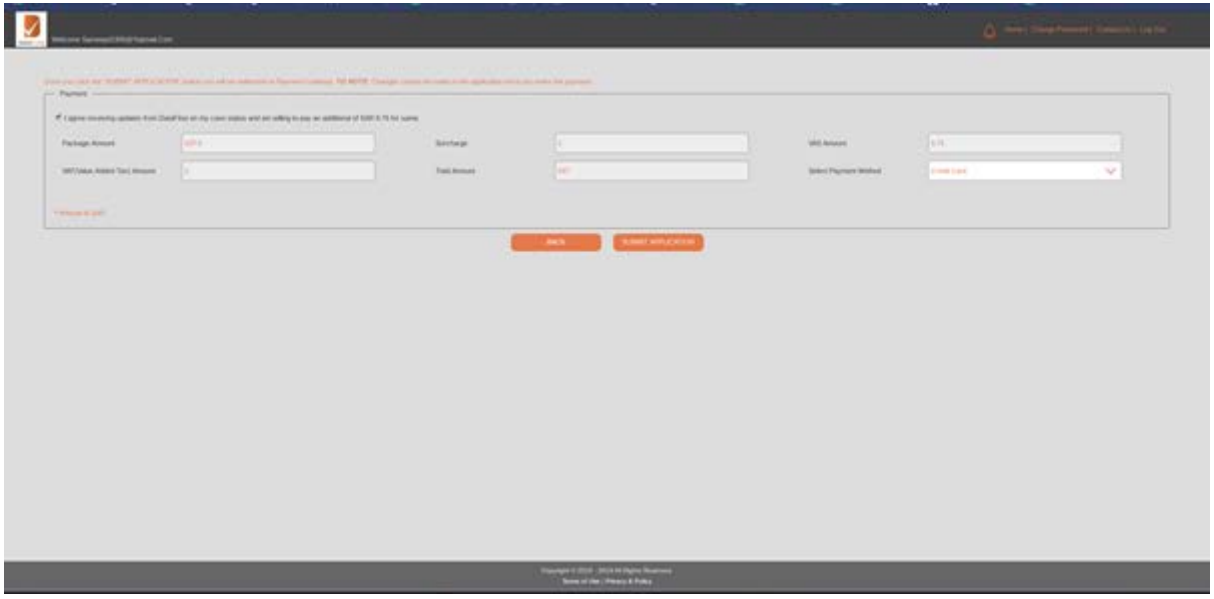
Step 11 Payment

- On the 'Payment' page - based on the package selected, you will view the overall fee in the 'Total Amount' field
- You can proceed to conclude your payment by clicking the 'Submit Application' button
- By clicking the 'Submit Application' button, you will be redirected to the payment gateway



Step 12 Tax Invoice

- Once you have completed your payment, the system will automatically populate a printable tax invoice and will forward your application to initiate the Primary Source Verification process

DataFlow Services FZ LLC
P.O. Box 73743
Dubai
United Arab Emirates

Tax registration number 100241353000003

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TAX INVOICE

SAMPLE

Receipt number:	180702-300645	**Payment method:**	Credit Card
Name:	Taylor, Garry	**Date:**	4 July 2019
Email:	gtaylor@dataflowgroup.com	**Passport no.**	1234567890

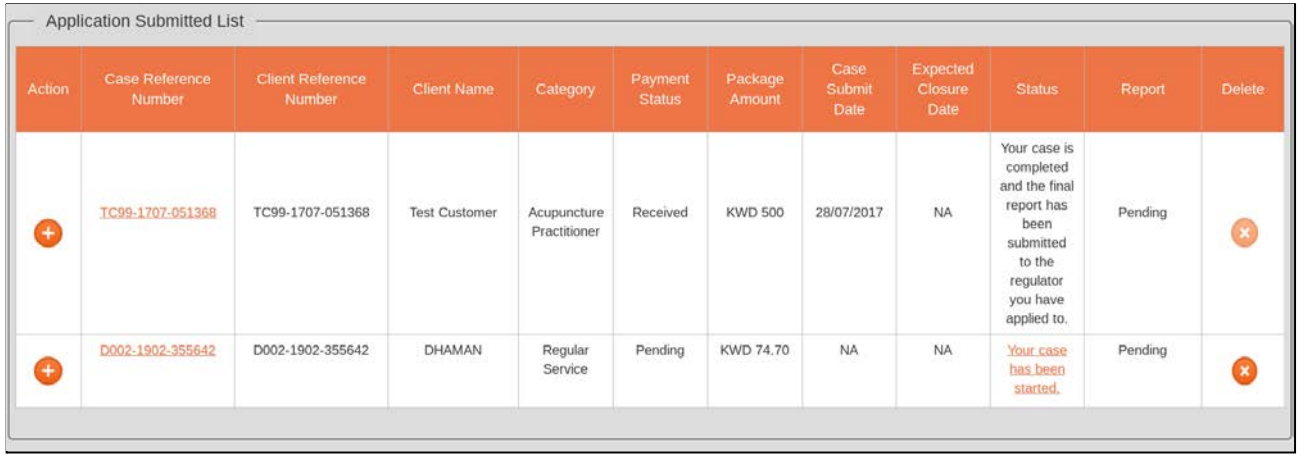
	Service	Currency	Net amt.	VAT rate	VAT	Total
1	Premium Services - SMS updates	AED	XXX	X%	XXX	XXX
2	Premium Services - Express processing	AED	XXX	X%	XXX	XXX
3	Premium Services - VIP processing	AED	XXX	X%	XXX	XXX
4	Primary Source Verification **CASE NUMBER:** TC99-1901-000001 **CASE TYPE:** New/Renew **CLIENT NAME:** Test Customer **CLIENT REF NUMBER:** T2019010100001 **PACKAGE DETAILS:** Professional 1/Professional 2/Etc. **EDUCATION 1:** University **EDUCATION 2:** University **EMPLOYMENT 1:** FZ LLC **EMPLOYMENT 2:** FZ LLC **LICENSE 1:** Hospital	AED	XXX	X%	XXX	XXX
	Total	**AED**	**XXX**	**X%**	**XXX**	**XXX**

NOTES:
1. Primary Source Verification payments may be cancelled and refunded up to 48 hours of the payment being made. After 48 hours, refunds will not be accepted.

*** Note: The above receipt is a sample**

Step 13 Track your case status

- To track the status of your application, click on the 'Check Your Status' button and you will be redirected to the page shown below
- To review the details entered in your application, click on 'Case ID'
- Once your final DataFlow Group report is completed, you can download a copy of your report



Application Submitted List

Action	Case Reference Number	Client Reference Number	Client Name	Category	Payment Status	Package Amount	Case Submit Date	Expected Closure Date	Status	Report	Delete
+	TC99-1707-051368	TC99-1707-051368	Test Customer	Acupuncture Practitioner	Received	KWD 500	28/07/2017	NA	Your case is completed and the final report has been submitted to the regulator you have applied to.	Pending	x
+	D002-1902-355642	D002-1902-355642	DHAMAN	Regular Service	Pending	KWD 74.70	NA	NA	Your case has been started.	Pending	x