

Primary Source Verification

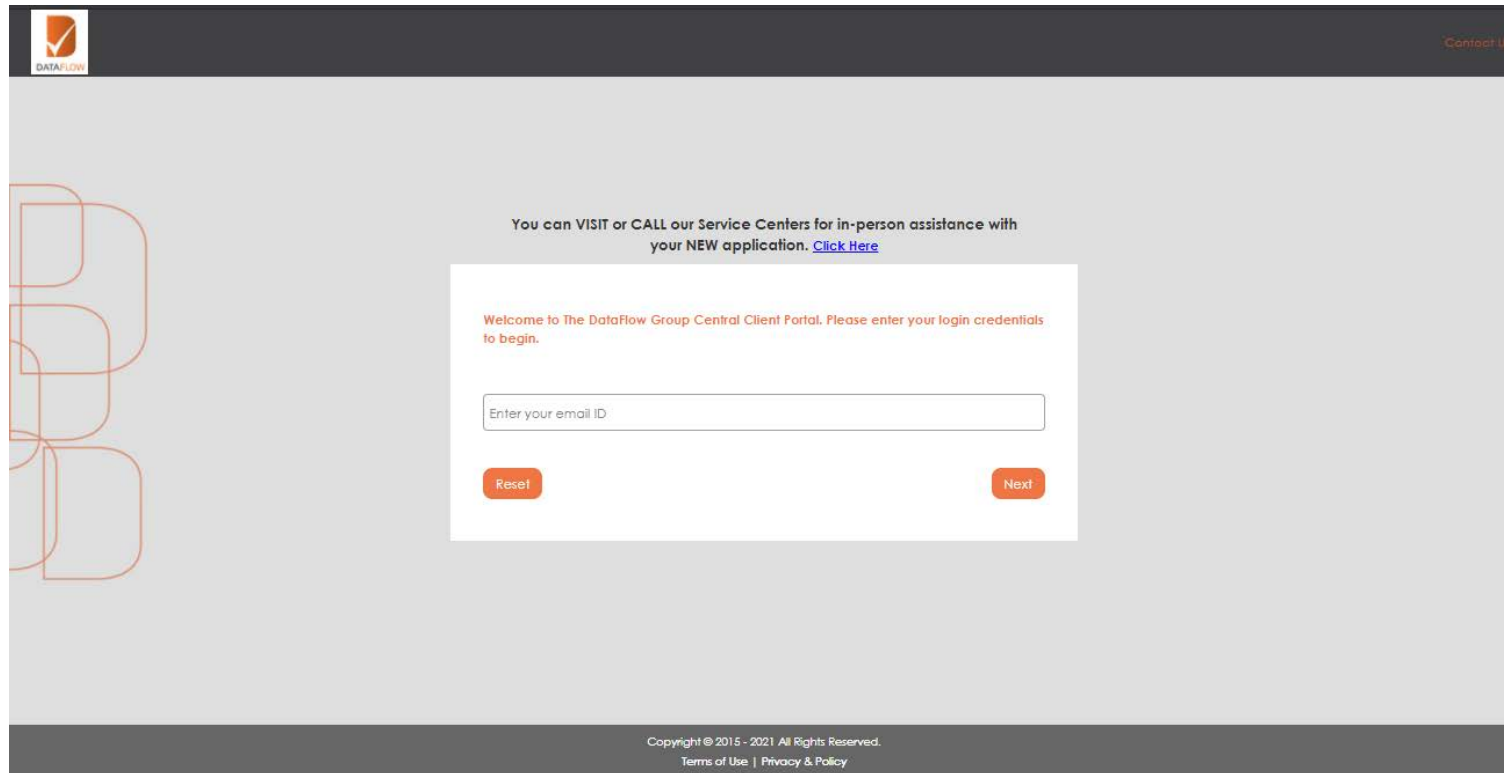
National Center for Complementary and Alternative Medicine

How to Apply

'A Step By Step Guide for Completing Your Application'

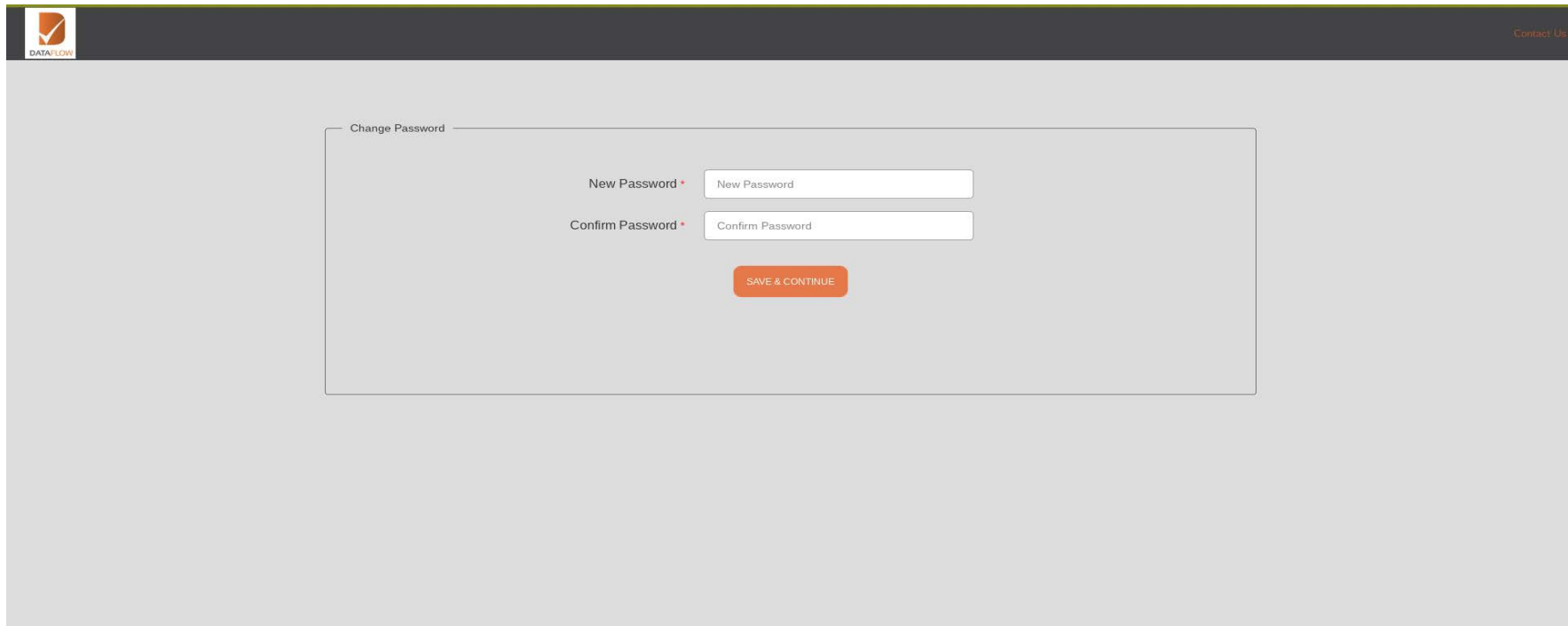
Step 1 Signup

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



The screenshot shows the login page of the DataFlow Group Central Client Portal. The page has a dark header with the DataFlow logo on the left and a "Contact Us" link on the right. The main content area is light gray with a large, faint orange graphic on the left. In the center, there is a white box containing the following text: "You can VISIT or CALL our Service Centers for in-person assistance with your NEW application. [Click Here](#)". Below this, it says "Welcome to The DataFlow Group Central Client Portal. Please enter your login credentials to begin." There is a text input field labeled "Enter your email ID". Below the input field are two orange buttons: "Reset" and "Next". At the bottom of the page, there is a dark footer with the text "Copyright © 2015 - 2021 All Rights Reserved. Terms of Use | Privacy & Policy".

* 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



The screenshot shows a web interface for changing a password. At the top left is the DataFlow logo, and at the top right is a 'Contact Us' link. The main content area is titled 'Change Password' and contains two input fields: 'New Password' and 'Confirm Password', both marked with a red asterisk. Below these fields is an orange button labeled 'SAVE & CONTINUE'.


Step 2 Activate your account

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



The screenshot shows a web browser window with a dark header bar. On the left, there is a vertical navigation menu with several icons. The main content area is light gray and contains a white login box. Inside the box, the text reads: "Welcome to The DataFlow Group Central Client Portal. Please enter your login credentials to begin." Below this text is a text input field containing the email address "dhyana1008@gmail.com". There are two orange buttons labeled "Reset" and "Sign In" at the bottom of the login box. At the bottom of the page, there is a dark footer bar with the text "Copyright © 2013 - 2014 All Rights Reserved" and "Terms of Use / Privacy & Policy".

* 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.



DATAFLOW

Contact Us

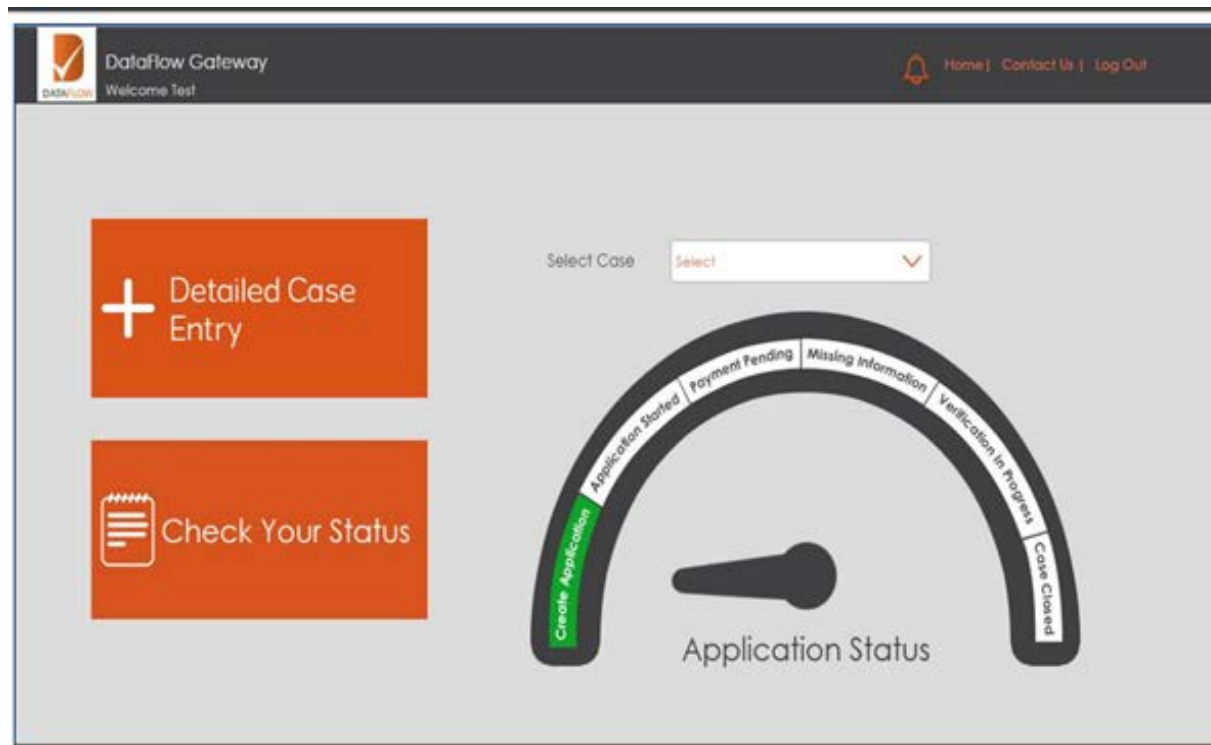
Forgot Password

Registered Personal Email ID *

BACK SUBMIT

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



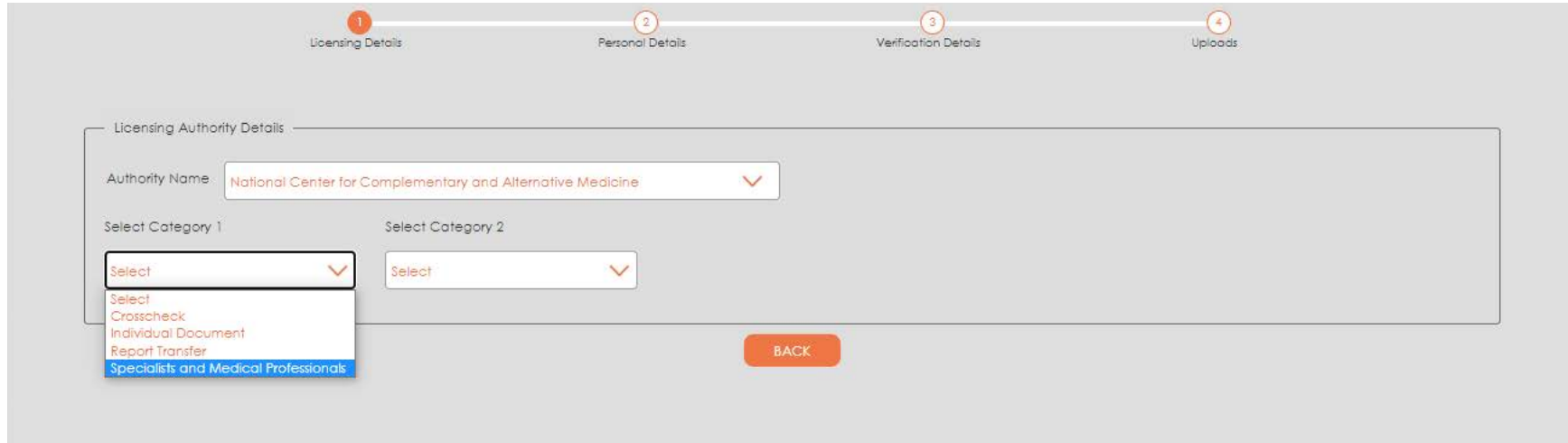
Step 4 Licensing Authority Details

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



The screenshot shows a form titled 'Licensing Authority Details'. It contains three dropdown menus: 'Authority Name' (set to 'National Center for Complementary and Alternative Medicine'), 'Select Category 1' (set to 'Select'), and 'Select Category 2' (set to 'Select'). A red 'BACK' button is located at the bottom right of the form.

- Please select the type of your profession dropdown 'Select your profession' based on your profession. The options are as follows:
 - Specialists and Medical Professionals:** Please select this option from the dropdown in case you are a Specialist or a Medical Professional
 - Individual Document:** Please select this option from the dropdown in case you are seeking verification of a single document.
 - 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



The screenshot shows a web form titled "Licensing Details" with a progress bar at the top indicating four steps: 1. Licensing Details, 2. Personal Details, 3. Verification Details, and 4. Uploads. The form contains a dropdown menu for "Authority Name" with "National Center for Complementary and Alternative Medicine" selected. Below this are two dropdown menus for "Select Category 1" and "Select Category 2". The "Select Category 1" dropdown is open, showing options: "Select", "Crosscheck", "Individual Document", "Report Transfer", and "Specialists and Medical Professionals" (which is highlighted in blue). A "BACK" button is located at the bottom right of the form.

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

Licensing Authority Details

Authority Name:

Select Category 1:

Select Category 2:

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.

Package Details

Regular application process. Cases will be processed within 25 working days from the date of the payment for package price.

Select Package

Specialists and Medical Professionals - ✓

Type of Document	No. of Documents	Type of Document	No. of Documents
Education	1 + -	Employment	1 + -
Additional documents will be charged extra		Additional documents will be charged extra	
Type of Document	No. of Documents		
Database	1 + -		

Add Document

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

Mandatory Documents

Please upload a clear copy of your passport page*

UPLOAD



- Please upload a clear scan of you passport

Passport upload → Details confirmation → Submit

Drag your scanned passport image here

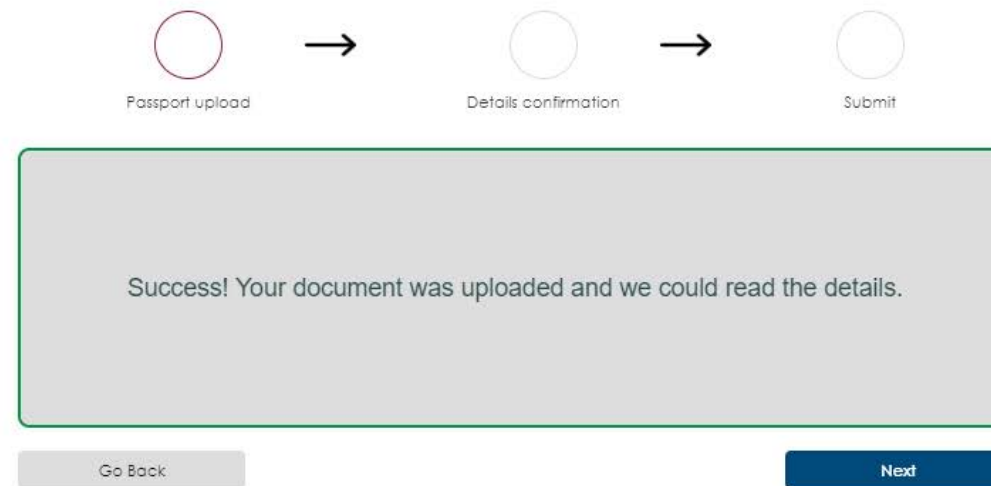
[Or click here to upload](#)

Tips that will allow us to read the passport easily:

Use JPEG(JPG) or PNG format.
Image size must be a maximum of 4MB.
The image must be clear and easily read. Make sure that the light is not reflecting off the surface.
The passport must be flat and in good light when the picture is taken.
Be careful not to get fingers or other items holding the edges of the passport in to the image.
DataFlow recommends the use of a scanning App such as Microsoft Lens, Tiny Scanner, Adobe Scan or similar for best results.

[Go Back](#)

- 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

Passport upload → Details confirmation → Submit

Oops! I couldn't read the file that you uploaded.

[Try again](#) [Enter manually](#)

Tips that will allow us to read the passport easily:

Use JPEG(JPG) or PNG format.
Image size must be a maximum of 4MB.
The image must be clear and easily read. Make sure that the light is not reflecting off the surface.
The passport must be flat and in good light when the picture is taken.
Be careful not to get fingers or other items holding the edges of the passport in to the image.
DataFlow recommends the use of a scanning App such as Microsoft Lens, Tiny Scanner, Adobe Scan or similar for best results.

[Go Back](#)


Passport upload → Details confirmation → Submit

Please ensure that all details match your passport. Your case may be delayed or rejected if the details are not accurate.
All fields are mandatory.

Surname	<input type="text"/>	Given names	<input type="text"/>	<input type="text"/>
Passport number	<input type="text"/>	Issuing Country	<input type="text"/>	
Date of birth	<input type="text"/>	Sex	<input type="text"/>	
Nationality	<input type="text"/>	Passport Expiry Date	<input type="text"/>	

[Go Back](#) [Next](#)


- 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



Passport upload → Details confirmation → Submit

Please ensure that all details match your passport. Your case may be delayed or rejected if the details are not accurate.
All fields are mandatory.

Surname	<input type="text"/>	Given names	<input type="text"/>
Passport number	<input type="text"/>	Issuing Country	<input type="text"/>
Date of birth	<input type="text"/>	Sex	<input type="text"/>
Nationality	<input type="text"/>	Passport Expiry Date	<input type="text"/>

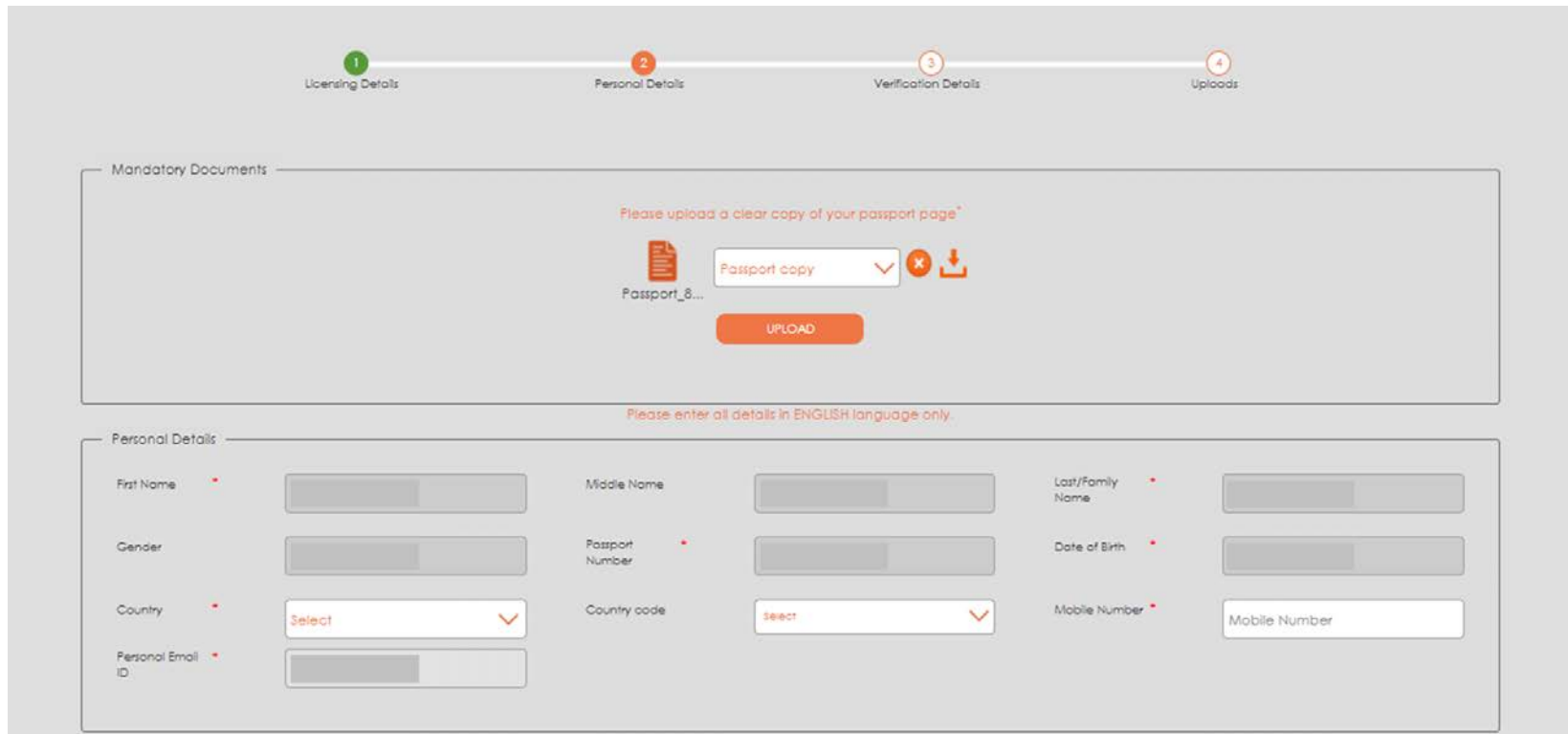


Passport upload → Details confirmation → Submit

Congratulations - you're at the final step!
Can we please ask you to double-check one last time that all of the details are correct?

Surname	<input type="text"/>	Given names	<input type="text"/>
Passport number	<input type="text"/>	Issuing Country	<input type="text"/>
Date of birth	<input type="text"/>	Sex	<input type="text"/>
Nationality	<input type="text"/>	Passport Expiry Date	<input type="text"/>

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



1 Licensing Details 2 Personal Details 3 Verification Details 4 Uploads

Mandatory Documents

Please upload a clear copy of your passport page*

Passport copy

Passport_8...

UPLOAD

Please enter all details in ENGLISH language only.

Personal Details

First Name * Middle Name Last/Family Name *

Gender Passport Number * Date of Birth *

Country * Country code * Mobile Number *

Personal Email ID *

Step 6 Education

- On the 'Education' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
 - Original Education Degree(s)
 - The back page of Education Degree (Applicable for degrees obtained from Afghanistan, India, and Pakistan)
 - 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

Issuing Authority

Issuing Authority Name

ENTER ISSUING AUTHORITY NAME

Issuing Authority City

Issuing Authority State

Issuing Authority Country

SELECT

☐ I have read and understood the Minimum Requirements List and Special Instruction

Submit

Cancel

Reset

[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.

You are about to fill the details of your Education document. Please make sure to provide the dates (issue date, start date, end date, conferred date etc.), major subject, qualification 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.

University / College Name	<input type="text" value="University / College Name"/>	University / College Country	<input type="text" value="Select"/>
Qualification Attained	<input type="text" value="Qualification Attained"/>	Applicant's Name as per Document	<input type="text" value="Alaaeldin Ismail Mohamed Mabrouk"/>
Degree/Course is completed	<input type="text" value="Select"/>	Mode of Study	<input type="text" value="Select"/>
Major Subject	<input type="text" value="Major Subject"/>	Period of Study From	<input type="text" value="Period of Study From"/>

Mandatory Documents

Upload the front page of the qualification document to be verified (Certificate/Diploma/Degree).
Upload the relevant all year marksheet or Transcript of Records (TOR) (As Applicable):

Optional Document / Information

Upload the back page of the qualification document to be verified (if available) and any other documents (if applicable) (Certificate/Diploma/Degree)

Step 7 Experience (if applicable)

- On the 'Experience' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
 - Experience certificate, or
 - 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

Issuing Authority

Issuing Authority Name

ENTER ISSUING AUTHORITY NAME

Issuing Authority City

Issuing Authority State

Issuing Authority Country

SELECT

☐ I have read and understood the Minimum Requirements List and Special Instruction

Submit

Cancel

Reset

[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.

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 *	<input type="text" value="Issuing Authority Name"/>	Employer State *	<input type="text" value="Employer State"/>
Employer Country *	<input type="text" value="Select"/>	Last Profile/Designation *	<input type="text" value="Last Profile/Designation"/>
Applicant's Name as per Document *	<input type="text" value="Alaaeldin Ismail Mohamed Mabrouk"/>	Employment Period (From) *	<input type="text" value="Employment Period (From)"/>
Employment Period (To/Till Date) *	<input type="text" value="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

Issuing Authority

Issuing Authority Name	<input type="text" value="ENTER ISSUING AUTHORITY NAME"/>	Issuing Authority City	<input type="text"/>
Issuing Authority State	<input type="text"/>	Issuing Authority Country	<input type="text" value="SELECT"/>

☐ I have read and understood the Minimum Requirements List and Special Instruction

[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.

You are about to fill the details of your health license document. Please make sure to provide the dates (issue date, start date, end date, renewed date etc.), license Attained 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.


Professional Licensing Body *	<input type="text" value="Professional Licensing Body"/>	Title of the License *	<input type="text" value="Title of the License"/>
Applicant's Name as per Document *	<input type="text" value="Alaaeldin Ismail Mohamed Mabrouk"/>	Type of License	<input type="text" value="Select"/>
License Status *	<input type="text" value="Select"/>	License Number *	<input type="text" value="License Number"/>
License Start Date *	<input type="text" value="License Start Date"/>		

Mandatory Documents

Upload copy of original health license to be verified.

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


Welcome, Samir@CDK@DataFlow.com
Home | Change Password | Connecting | Log Out

1

2

3

4

Personal Details

Licensing Details


Installation Details

Uploads

Please follow the below instructions carefully.

Click on "Download UOA" button to download the bundle starting with agreement. After reviewing the bundle with your agreement, visit this application for downloading the DataFlow Gateway.

To Note:
The UOA of DataFlow Gateway is a temporary measure and needs to be signed by the application.
The UOA of DataFlow Gateway is provided at any other format that the user may not be able to open.
The UOA of DataFlow Gateway is provided at any other format that the user may not be able to open.
It is recommended to always update a copy of your application. If your application does not have your agreement, please download a copy of your application and upload it to the application.



1

Download UOA

Download

2

Upload UOA

Upload

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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

Personal Details

First Name: Middle Name: Last Name: Gender: Passport Number: Date of Birth: Card Reference Number (optional): Nationality: Country Code: Mobile Number: Personal Email ID: Professional Email ID:

Learning Authority Details

Course: Service Received Type: Service Type: Package:

Education

Issuing Authority Name: Issuing Authority Address: Issuing Authority City: Issuing Authority State: Issuing Authority Country: Qualification Awarded: Applicant Name as per Document: Name You Completed the Degree/Course: Mode of Study: Major Subject: Period Of Study From:

Employment

Issuing Authority Name: Issuing Authority Address: Issuing Authority City: Issuing Authority State: Issuing Authority Country: Last Profile Designation: Applicant Name as per Document: Employment Code: Department: Nature of Employment: Employment Period (Start Date): Reason for leaving: Employment Period (End Date): Employment Type: Employment Status:

Professional License

Issuing Authority Name: Issuing Authority Address: Issuing Authority City: Issuing Authority State: Issuing Authority Country: License Awarded: Applicant Name as per Document: License Type: License Status: Applicant License Number (ID): License Confirmed Date: Valid From:

Debit Card

Name as per Passport: Date of Birth: Passport Number:

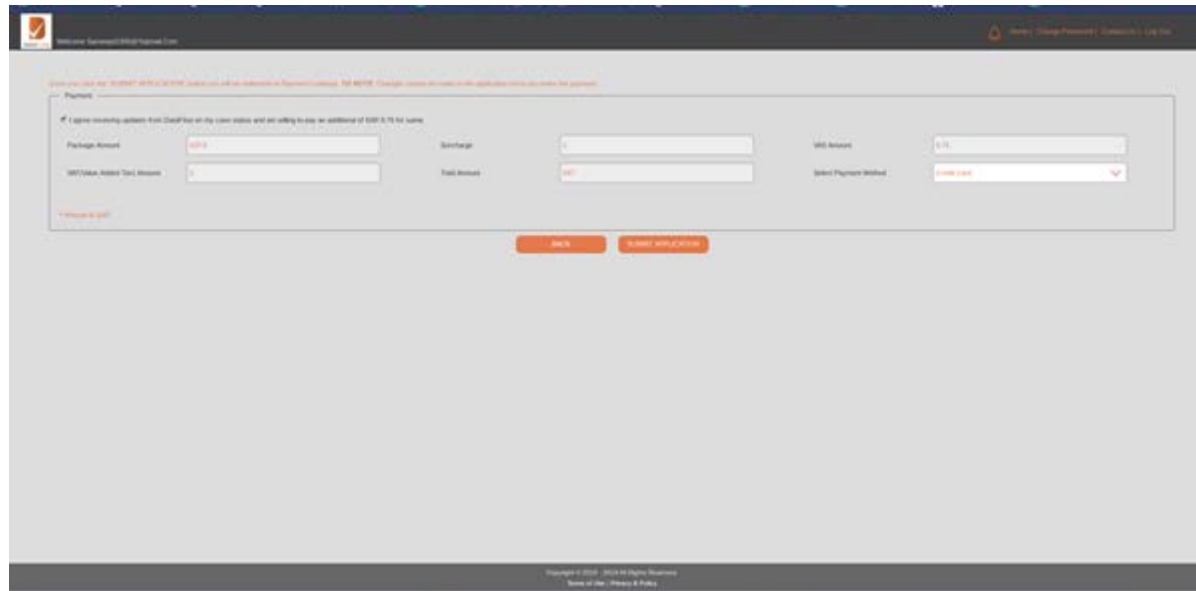
Contributor of Good Standing

Issuing Authority Name: Issuing Authority Address: Issuing Authority City: Issuing Authority State: Issuing Authority Country: License Awarded: Applicant Name as per Document: License Type: License Status: License Number:

Letter Of Authorization

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



Payment

☒ I agree to the terms and conditions of the system and I am willing to pay an additional fee of \$100.00 for the same.

Package Amount:

Discount:

GST Amount:

Total Amount:

Select Payment Method:

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



TAX INVOICE



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:

- 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	
	D002-1902-355642	D002-1902-355642	DHAMAN	Regular Service	Pending	KWD 74.70	NA	NA	Your case has been started.	Pending	