



DATAFLOW

# How to Apply

A Step By Step Guide for Completing Your Application



CROSSCHECK



DIGIFLOW



TrueProfile.io



# Introduction

This presentation will cover the step-by-step process of submitting your DataFlow Application (Primary Source Verification - PSV). However, before you start, please make sure that you refer to your Client Reference Document to know the exact documentation that your regulator requires prior to starting this process.

If you face any issue or need assistance, please connect with us at

<https://support.dataflowgroup.com>

**1 Setup your account**  
i. Registration   ii. Account Activation   iii. Set your password

**2 Application Dashboard**

**3 Select your licensing authority**

**4 Select the right package**

**5 5. Personal Details**

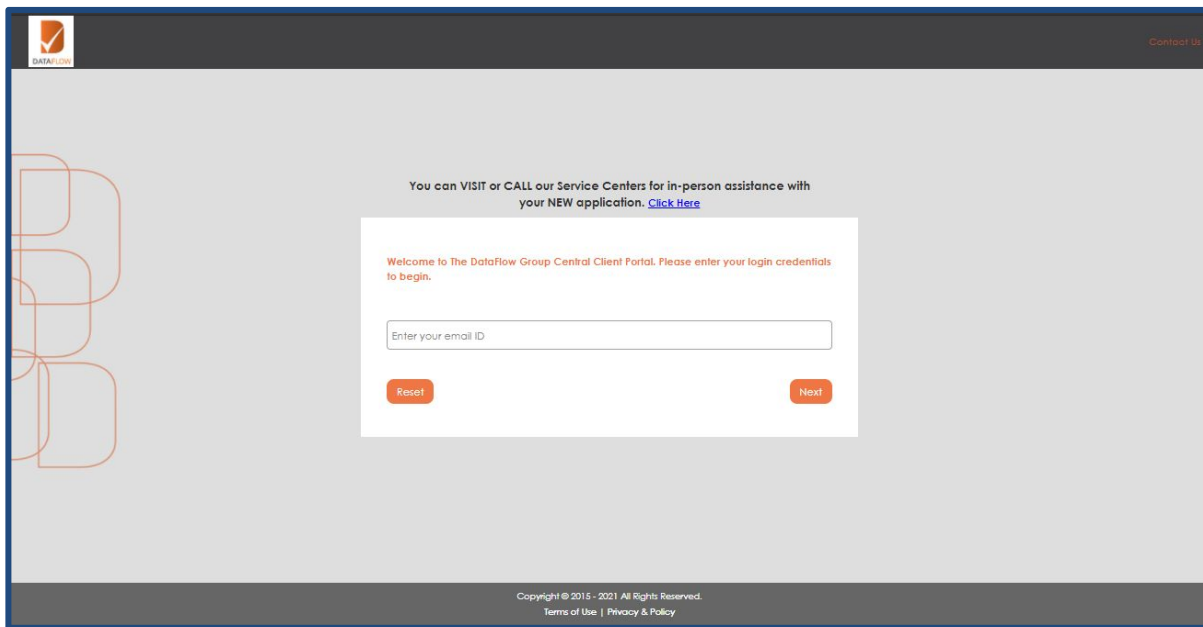
**6 6. Upload required documents**

**7 7. Payment**

**8 8. Track your application**

# 1 Setup your Account | Registration

Visit [www.dfgateway.com](http://www.dfgateway.com) and enter your email ID to begin

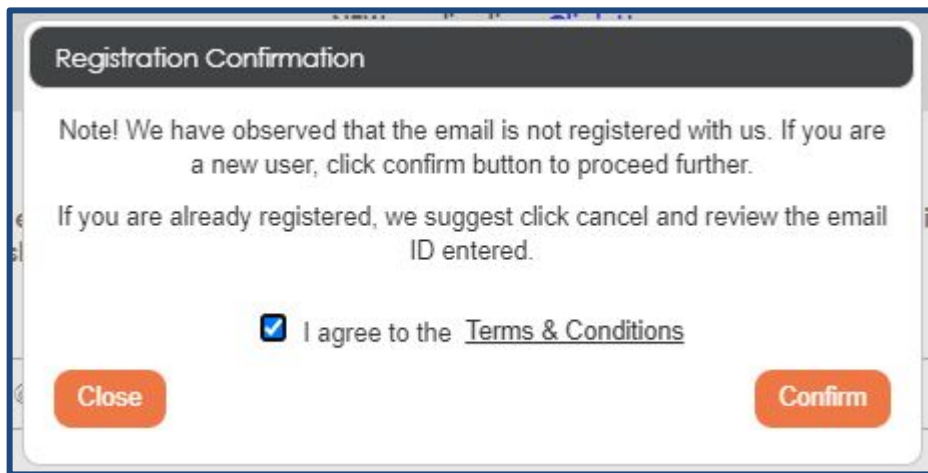


The screenshot shows the DataFlow Group Central Client Portal registration page. At the top left is the DataFlow logo, and at the top right is a 'Contact Us' link. The main content area has a light gray background with a white central box for login. Above the box, text says: 'You can VISIT or CALL our Service Centers for in-person assistance with your NEW application. [Click Here](#)'. Inside the box, the text reads: 'Welcome to The DataFlow Group Central Client Portal. Please enter your login credentials to begin.' Below this is a text input field labeled 'Enter your email ID'. At the bottom of the box are two orange buttons: 'Reset' and 'Next'. The footer contains 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

# 1 Setup your Account | Registration

Visit [www.dfgateway.com](http://www.dfgateway.com) and enter your email ID to begin



A screenshot of a web browser showing a 'Registration Confirmation' dialog box. The dialog has a dark header with the title 'Registration Confirmation'. The main text area contains two paragraphs: 'Note! We have observed that the email is not registered with us. If you are a new user, click confirm button to proceed further.' and 'If you are already registered, we suggest click cancel and review the email ID entered.' Below the text is a checkbox that is checked, followed by the text 'I agree to the [Terms & Conditions](#)'. At the bottom of the dialog are two orange buttons: 'Close' on the left and 'Confirm' on the right.

**Registration Confirmation**

Note! We have observed that the email is not registered with us. If you are a new user, click confirm button to proceed further.

If you are already registered, we suggest click cancel and review the email ID entered.

☒ I agree to the [Terms & Conditions](#)

**Close** **Confirm**

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

# 1 Setup your Account | Registration

Visit [www.dfgateway.com](https://www.dfgateway.com) and enter your email ID to begin

Dear ,

To complete your registration with the DataFlow Group, please follow the below link:

[https://www.dfgateway.com/Account/ActiveUser?Email=nFNwR4b\\_rYWbpdys\\_AHISHgVcATAQbn0](https://www.dfgateway.com/Account/ActiveUser?Email=nFNwR4b_rYWbpdys_AHISHgVcATAQbn0)

Once you have registered successfully, you will be able to login to your DataFlow Group account and submit your application(s).

Best Regards,  
The DataFlow Group Team  
[www.dataflowgroup.com](https://www.dataflowgroup.com)

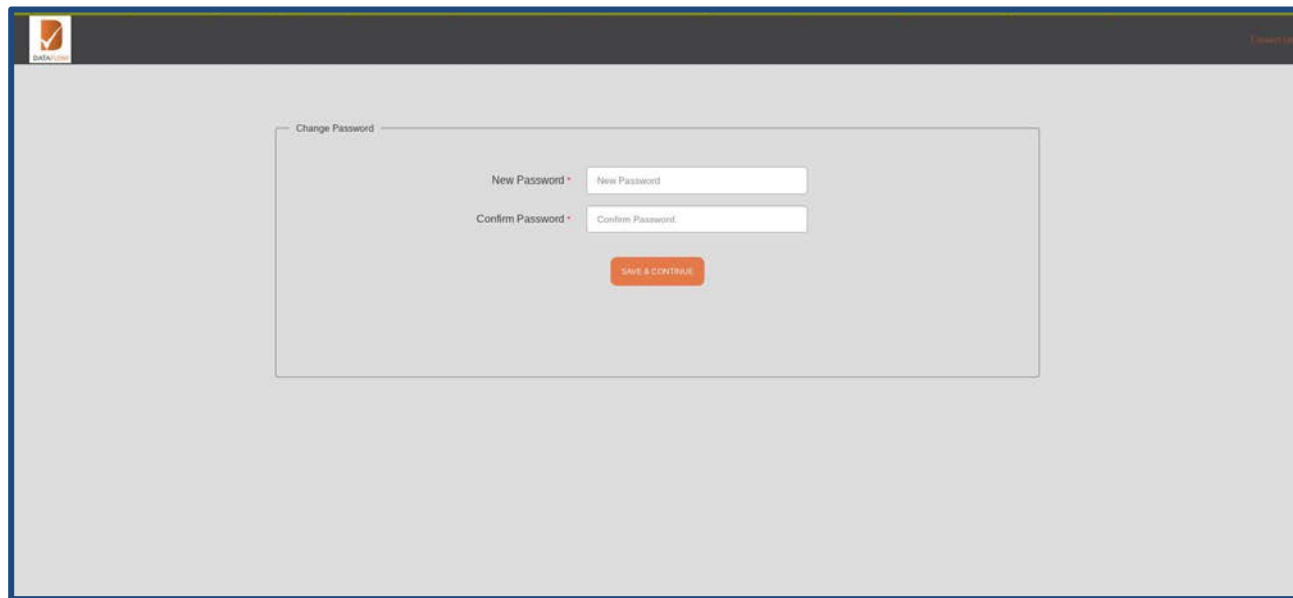
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If you have registered with the DataFlow Group previously, you will be asked to enter your password on the next screen. If this is your first visit, you will receive an automated email at the registered email ID you shared above, containing an activation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

# 1 Setup your Account | Registration

Visit [www.dfgateway.com](http://www.dfgateway.com) and enter your email ID to begin

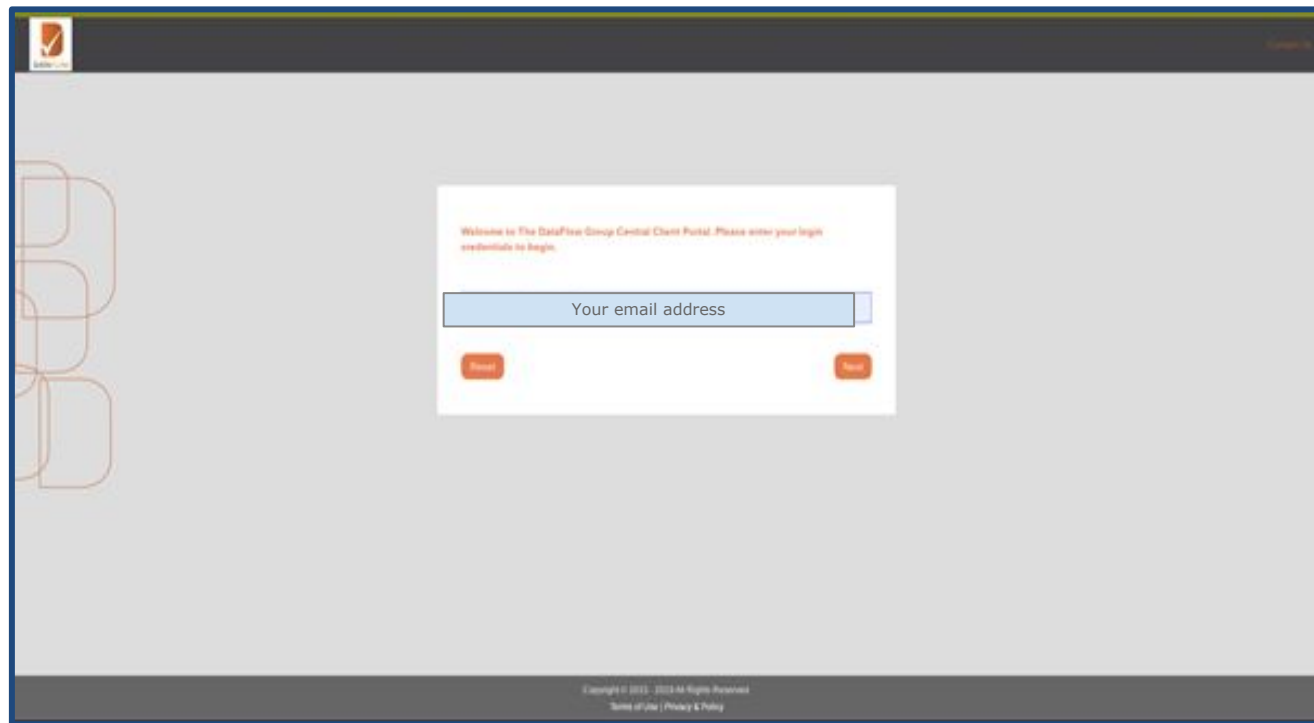


The screenshot shows a web browser window with the DataFlow Group logo in the top left corner. The main content area is a light gray box titled "Change Password". Inside this box, there are two input fields: "New Password" and "Confirm Password", both with red asterisks indicating they are required. Below these fields is an orange button labeled "SAVE & CONTINUE".

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

# 1 your Account | Account Activation

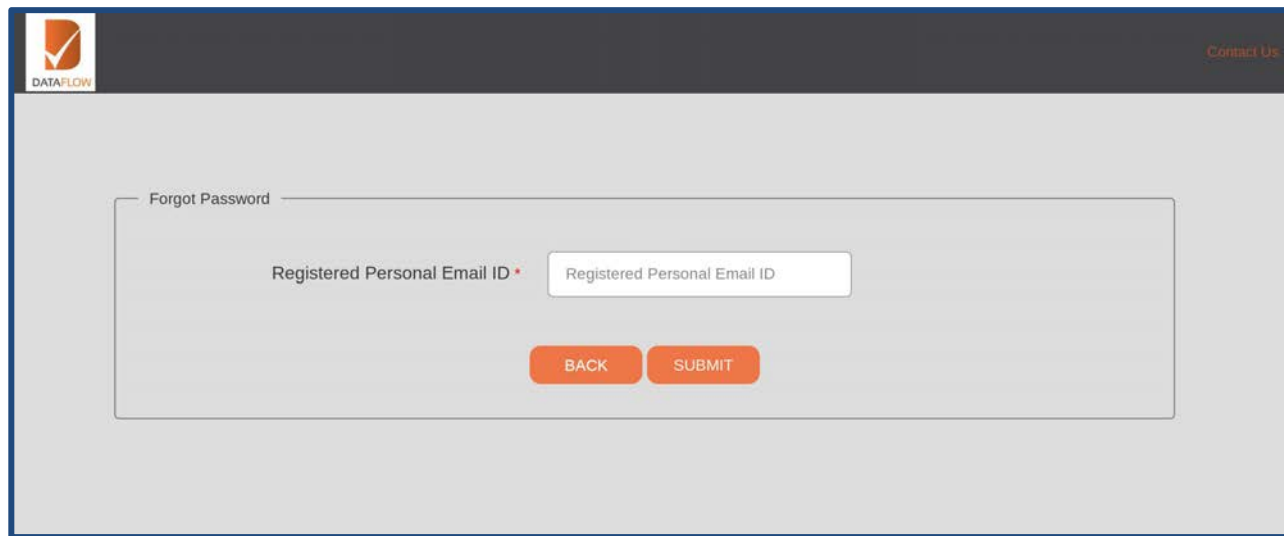
Once you have activated your account, enter your registered email ID and password on the 'Sign In' page



The screenshot displays the login interface of the DataFlex Group Central Client Portal. At the top left, there is a logo. The main content area is light gray. In the center, a white box contains the text: "Welcome to The DataFlex Group Central Client Portal. Please enter your login credentials to begin." Below this text is a blue input field labeled "Your email address". Underneath the input field are two orange buttons: "Reset" on the left and "Next" on the right. At the bottom of the page, a dark gray footer contains the text: "Copyright © 2013 - 2018 All Rights Reserved" and "Terms of Use | Privacy & Policy".

## 1

## Setup your Account | Forgot Password



The screenshot shows a web browser window with the DATAFLOW logo in the top left corner and a 'Contact Us' link in the top right corner. The main content area is titled 'Forgot Password' and contains a form with the following elements:

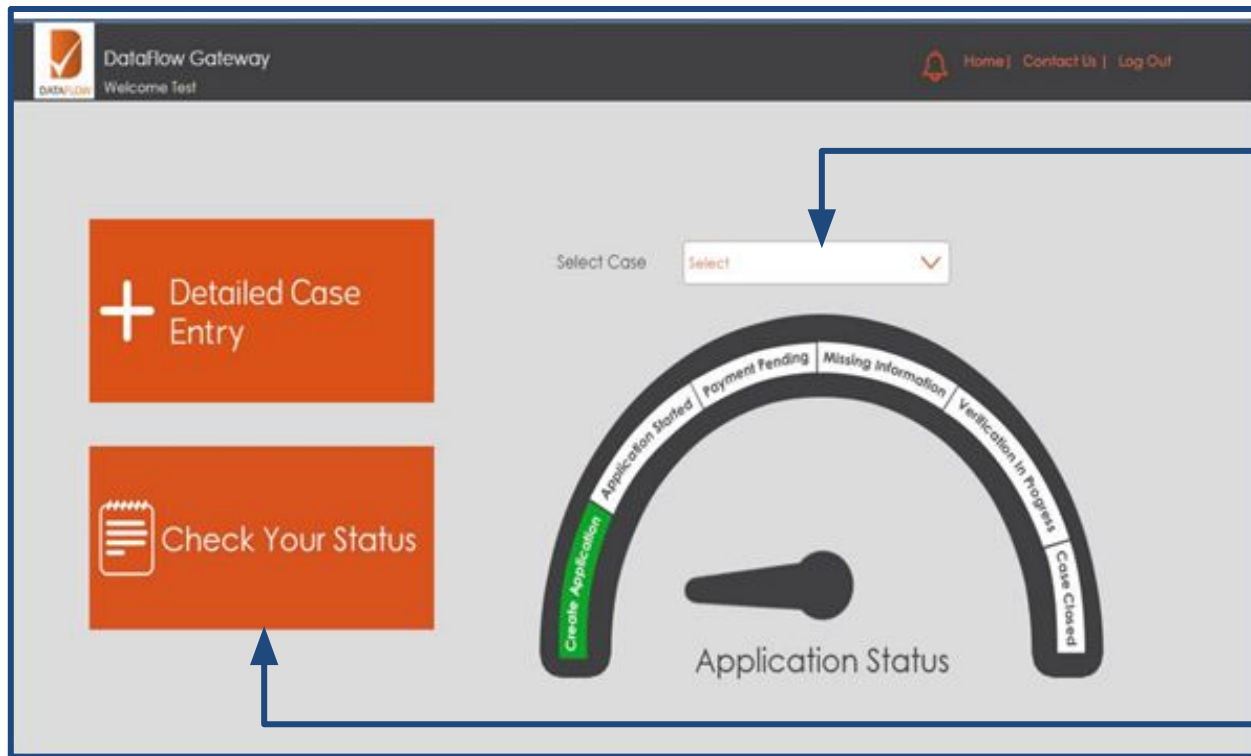
- A label 'Registered Personal Email ID' followed by a red asterisk, indicating a required field.
- A text input field containing the placeholder text 'Registered Personal Email ID'.
- Two orange buttons at the bottom: 'BACK' and 'SUBMIT'.

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

## 2

## Application 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

### 3

## Select your authority

Select your preferred licensing authority from the dropdown list to proceed

1 Licensing Details 2 Personal Details 3 Verification Details 4 Uploads

Licensing Authority Details

Authority Name

BACK



**Please be advised  
that this selection  
cannot be changed  
later. Please select  
carefully**

## 4

### Select the right package

Once you select your licensing authority, the system will prompt you to select the package or documents or pre-determined combination based on the instructions from your licensing authority

Please refer to the Client Reference Document for details of the packages or pre-determined combinations including client instructions.

While you select the package, it may offer you more options to customize the combination.

Before you proceed further, the system will ask you to confirm the details including

- Package / Documents
- Price
- Any additional that you have selected

Please confirm to proceed

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

Passport upload

→

Details confirmation

→

Submit

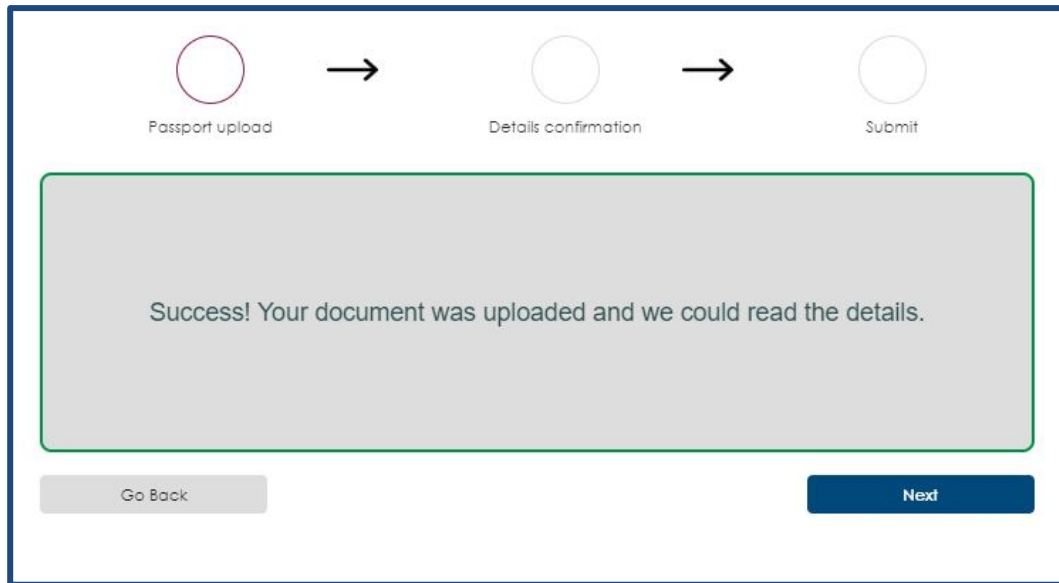
Drag your scanned passport image here

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  Given names

Passport number  Issuing Country

Date of birth  Sex

Nationality  Passport Expiry Date

[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

Progress: 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"/>

[Go Back](#)

Progress: 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"/>

[Go Back](#) [Submit](#)

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

The screenshot shows a web application interface with a progress bar at the top indicating four steps: 1. Licensing Details, 2. Personal Details, 3. Verification Details, and 4. Uploads. The 'Personal Details' section is active and contains two main parts. The first part, 'Mandatory Documents', includes a red instruction: 'Please upload a clear copy of your passport page.' Below this is a file upload area with a document icon, a text input field containing 'Passport copy', a dropdown arrow, a red 'X' icon, and a download icon. Below the input field is a label 'Passport\_8...' and an orange 'UPLOAD' button. The second part, 'Personal Details', includes a red instruction: 'Please enter all details in ENGLISH language only.' Below this is a grid of input fields for personal information. The fields are: First Name, Middle Name, Last/Family Name, Gender, Passport Number, Date of Birth, Country (with a 'Select' dropdown), Country code (with a 'select' dropdown), and Mobile Number. The 'Personal Email ID' field is also present but is currently empty.

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

## 6 Submit your documents | Education

- 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

Please review the following section in case you cannot find your issuing authority

The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with a placeholder "ENTER ISSUING AUTHORITY NAME"), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country" (with a "SELECT" dropdown). Below these fields is a checkbox labeled "I have read and understood the Minimum Requirements List and Special Instruction". At the bottom of the form are three buttons: "Submit" (dark blue), "Cancel" (grey), and "Reset" (teal). A link at the bottom right reads "I cannot find my Issuing Authority from the List".

## 6 Submit your documents | 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

The screenshot shows a web form for submitting education documents. At the top, a red-bordered box contains instructions: "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." Below this, a warning states: "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."

The form fields are organized into two columns:

- Left Column:**
  - University / College Name: Text input field.
  - Qualification Attained: Text input field.
  - Degree/Course is completed: Dropdown menu with "Select" and a downward arrow.
  - Major Subject: Text input field.
- Right Column:**
  - University / College Country: Dropdown menu with "Select" and a downward arrow.
  - Applicant's Name as per Document: Text input field containing "Alaaeldin Ismail Mohamed Mabrouk".
  - Mode of Study: Dropdown menu with "Select" and a downward arrow.
  - Period of Study From: Text input field with a calendar icon.

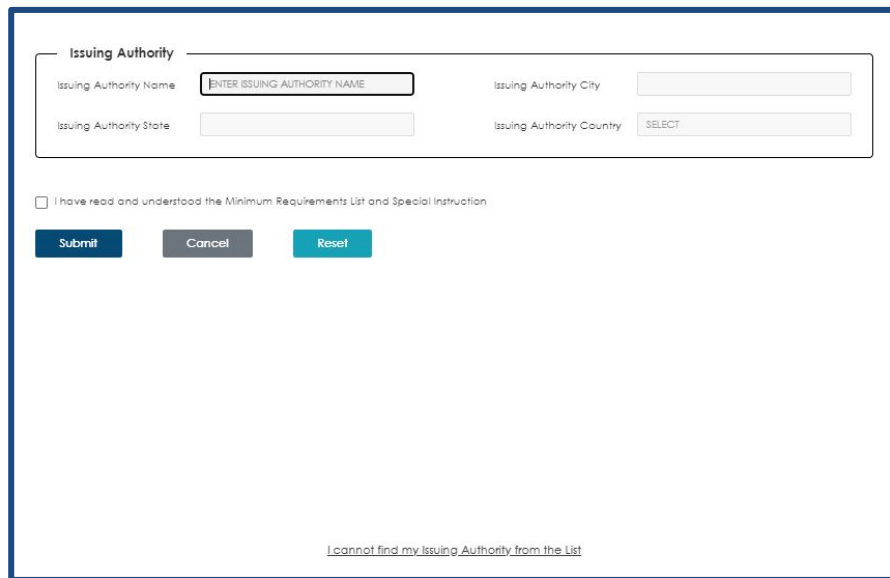
Below the form fields is a section titled "Mandatory Documents" with a red instruction: "Upload the front page of the qualification document to be verified (Certificate/Diploma/Degree). Upload the relevant all year marksheet or Transcript of Records (TOR) (As Applicable)." An orange "UPLOAD" button is centered below this instruction.

At the bottom, there is a section titled "Optional Document / Information" which is currently empty.

## 6 Submit your documents | Experience

- 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 review the following section in case you cannot find your issuing authority



The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with a placeholder "ENTER ISSUING AUTHORITY NAME"), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country" (with a "SELECT" dropdown). Below these fields is a checkbox labeled "I have read and understood the Minimum Requirements List and Special Instruction". At the bottom of the form are three buttons: "Submit" (dark blue), "Cancel" (grey), and "Reset" (teal). A link at the bottom right reads "I cannot find my Issuing Authority from the List".

## 6 Submit your documents | Experience

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

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:

- 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.
- In case of self employment, please make sure to submit your Business Registration Certificate.

Mandatory Documents

Please upload a copy of employment certificate. \*

UPLOAD

- 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 review the following section in case you cannot find your issuing authority

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](#)

- On the 'Professional License' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
  - Previously issued health / professional license

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, conferred date etc.), Licence 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.

UPLOAD

- As you click to type the name of your issuing authority in the 'Certificate of Good Standing' page in the field "Issuing Authority 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 review the following section in case you cannot find your issuing authority

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

On the 'Certificate of Good Standing' page, enter the required details and upload clear uncropped scans of the Certificate of Good Standing

Certificate of Good Standing Please enter all details in ENGLISH language only

Issuing Authority Name *	<input type="text" value="UNIVERSITY OF ADEN"/>	Issuing Authority Address	<input type="text" value="NA3"/>
Issuing Authority Country *	<input type="text" value="Yemen"/>	Applicant's Name As Per Document *	<input type="text" value="Applicant's Name As Per Document"/>
License Type	<input type="text" value="Select"/>	License Status *	<input type="text" value="Active"/>
License Number *	<input type="text" value="J2456"/>		

Mandatory Documents

Upload an updated copy of Good Standing Certificate.

## 6 Submit your documents | CrossCheck

On the 'Database' page, your personal details would already be filled in and your passport mapped, please confirm and click 'Next'

Please enter all details in ENGLISH language only.




Database

Name as per Passport  Date of birth

Passport Number

Mandatory Documents

Please upload a clear copy of your passport page.

DB\_Passpor...

## 6 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

The screenshot shows a web application interface for a learning portal. At the top, there's a navigation bar with a logo and links like 'Home', 'Change Password', 'Contact Us', and 'Log Out'. Below the navigation bar, a progress indicator shows four steps: 'Personal Details', 'Learning Details', 'Verification Details', and 'Uploads'. The 'Uploads' step is currently active, indicated by a red circle. The main content area contains instructions for downloading and uploading the Letter of Authorization (LOA). It states: 'Please follow the below instructions carefully. Click on "Download LOA" button to download the form for printing and signature. After completing the form, scan and upload the document to the "Upload LOA" button. 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 will result in failure in completing the application. It is mandatory for every student to upload a signed LOA. If your signature does not have your signature, please provide a copy of your original ID showing the signature matching the one on the Letter of Authorization submitted with your OMR application.' Below the text, there are two buttons: 'Download LOA' and 'Upload LOA'. The 'Download LOA' button is highlighted with a red circle and a document icon. Below these buttons are 'Back' and 'Next' buttons. At the bottom of the page, there is a footer with copyright information: 'Copyright © 2020 - 2021 All Rights Reserved. Terms of Use | Privacy Policy'.

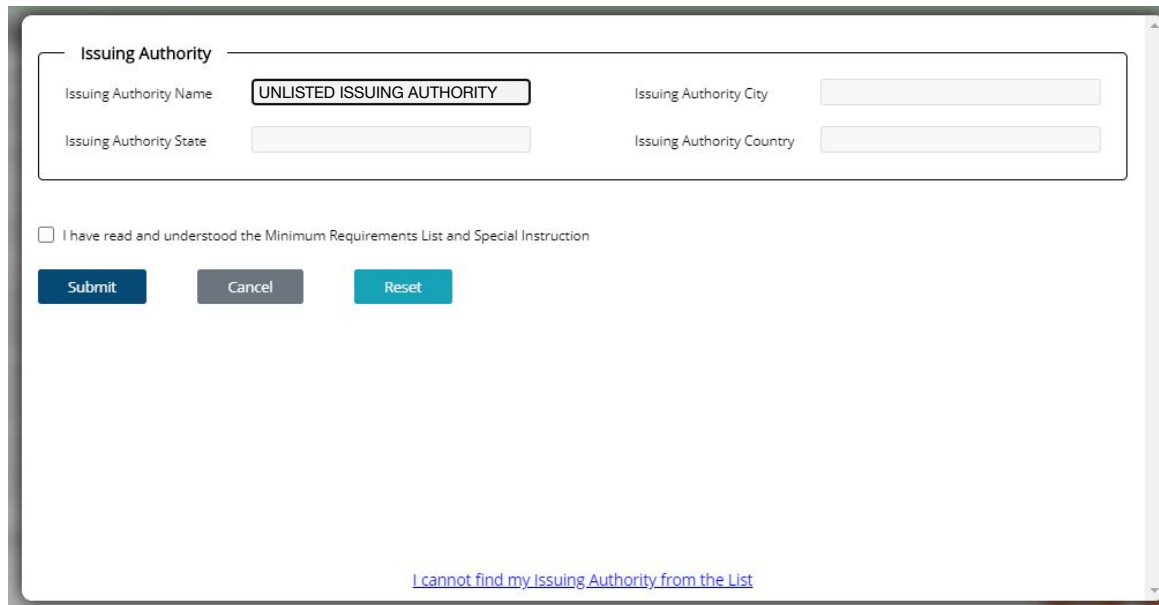
- On the 'Application Review' page, carefully review your entered details before submitting
- You can edit your entered information by clicking on the 'Edit' tab

The screenshot shows a web application for reviewing an application. The page is titled 'Review Application before submission' and contains several sections for data entry and review:

- Personal Details:** Includes fields for First Name, Surname, Email, Phone, Date of Birth, Gender, and Address.
- Learning Pathway Details:** Includes fields for Course, Level, and Start Date.
- Education:** Includes fields for Learning Pathway Name, Learning Pathway ID, Learning Pathway Description, Learning Pathway Country, Learning Pathway Start Date, Learning Pathway End Date, Learning Pathway Status, Learning Pathway Type, Learning Pathway Level, Learning Pathway Credit, Learning Pathway Grade, Learning Pathway Score, Learning Pathway Weight, Learning Pathway Status, Learning Pathway Type, Learning Pathway Level, Learning Pathway Credit, Learning Pathway Grade, Learning Pathway Score, Learning Pathway Weight.
- Employment:** Includes fields for Learning Pathway Name, Learning Pathway ID, Learning Pathway Description, Learning Pathway Country, Learning Pathway Start Date, Learning Pathway End Date, Learning Pathway Status, Learning Pathway Type, Learning Pathway Level, Learning Pathway Credit, Learning Pathway Grade, Learning Pathway Score, Learning Pathway Weight.
- Professional Qualifications:** Includes fields for Learning Pathway Name, Learning Pathway ID, Learning Pathway Description, Learning Pathway Country, Learning Pathway Start Date, Learning Pathway End Date, Learning Pathway Status, Learning Pathway Type, Learning Pathway Level, Learning Pathway Credit, Learning Pathway Grade, Learning Pathway Score, Learning Pathway Weight.
- Declaration:** Includes a checkbox for 'I declare that the information provided is true and correct' and a 'Sign' button.

## 6 a In case your Issuing Authority is not listed

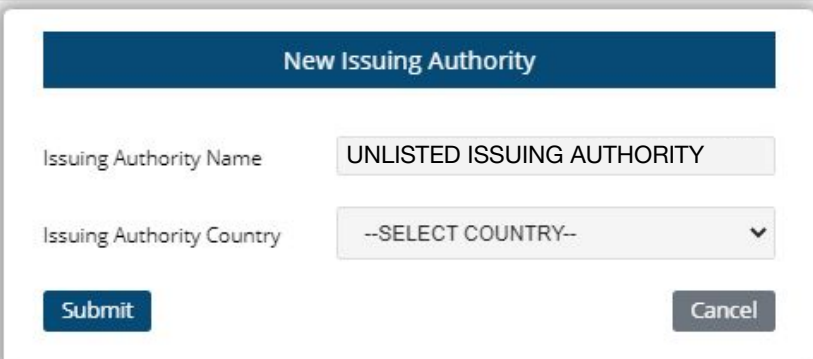
- Please type the name of your Issuing Authority, and in case it is not listed, a link will come up on the bottom of the screen - **'I cannot find my Issuing Authority from the list'**



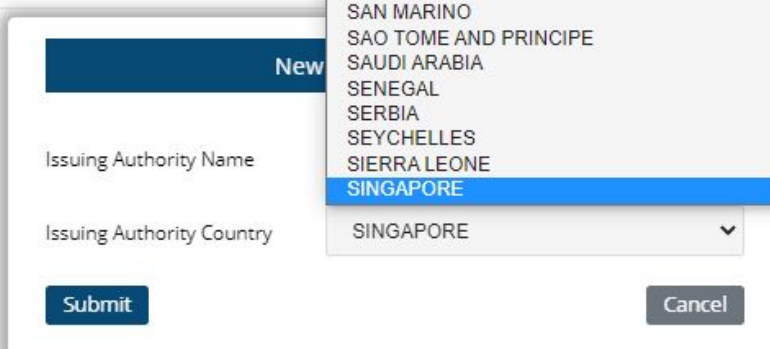
The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with the text "UNLISTED ISSUING AUTHORITY" entered), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country". Below these fields is a checkbox labeled "I have read and understood the Minimum Requirements List and Special Instruction". At the bottom of the form are three buttons: "Submit", "Cancel", and "Reset". At the very bottom of the form, there is a blue hyperlink that reads "[I cannot find my Issuing Authority from the List](#)".

## 6 a In case your Issuing Authority is not listed

- On clicking '**I cannot find my Issuing Authority from the list**' this opens a new pop-up with the name filled in, please add the country for issuing authority




A screenshot of a web form titled "New Issuing Authority". The form has two input fields: "Issuing Authority Name" with the text "UNLISTED ISSUING AUTHORITY" and "Issuing Authority Country" with a dropdown menu showing "--SELECT COUNTRY--". There are two buttons at the bottom: "Submit" and "Cancel".



A screenshot of the same "New Issuing Authority" form, but with the "Issuing Authority Country" dropdown menu open. The dropdown list shows several countries: SAN MARINO, SAO TOME AND PRINCIPE, SAUDI ARABIA, SENEGAL, SERBIA, SEYCHELLES, SIERRA LEONE, and SINGAPORE. The "SINGAPORE" option is highlighted in blue. The "Submit" and "Cancel" buttons are visible at the bottom.

## 6 a In case your Issuing Authority is not listed

- On selection of the Issuing Authority click 'Submit' and will be added to the system, please proceed with submitting the other details to proceed

A screenshot of a web form titled "New Issuing Authority". The form has a dark blue header bar with the title in white. Below the header, there are two input fields. The first is labeled "Issuing Authority Name" and contains the text "UNLISTED ISSUING AUTHORITY". The second is labeled "Issuing Authority Country" and is a dropdown menu showing "SINGAPORE" with a downward arrow. At the bottom of the form, there are two buttons: a dark blue "Submit" button and a grey "Cancel" button.

New Issuing Authority

Issuing Authority Name UNLISTED ISSUING AUTHORITY

Issuing Authority Country SINGAPORE ▼

Submit Cancel

- 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

The screenshot shows a web application interface for a payment page. At the top, there is a navigation bar with a logo on the left and links for 'Home', 'Change Password', 'Forgot ID', and 'Log Out' on the right. Below the navigation bar, a warning message states: 'Please pay back the "100000" RMB (200000 Yuan) you will be automatically Payment Debited. 100 RMB (20000 Yuan) will be added to the application when you make the payment.' The main content area is titled 'Payment' and contains a form with the following fields: 'Package Amount' (100000), 'Surcharge' (0), 'VMS Amount' (0.15), '100000 RMB Total Amount' (0), 'Total Amount' (100000), and 'Select Payment Method' (Credit Card). Below the form, there are two buttons: 'Back' and 'Submit Application'. At the bottom of the page, there is a footer with the text: 'Copyright © 2018 - 2024 All Rights Reserved. Terms of Use | Privacy & Policy'.

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
	<b>Total</b>	<b>AED</b>	<b>XXX</b>	<b>X%</b>	<b>XXX</b>	<b>XXX</b>

**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

## 8

## Track your Application

- 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
	<a href="#">TC99-1707-051368</a>	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	
	<a href="#">D002-1902-355642</a>	D002-1902-355642	DHAMAN	Regular Service	Pending	KWD 74.70	NA	NA	Your case has been started.	Pending	



**Thank You**

**[www.dataflowgroup.com](http://www.dataflowgroup.com)**