



**DATAFLOW**

# How to Apply

Sharjah Social Services Department

A Step By Step Guide  
for completing your application



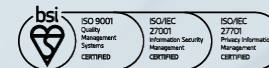
CROSSCHECK



DIGIFLOW



TrueProfile.io



# Introduction

This guide will cover the step-by-step process of submitting your DataFlow Application for Primary Source Verification (PSV) for **Sharjah Social Services Department**

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 Personal Details**


**6 Upload required documents**

**7 Payment**

**8 Track your application**

# 1 Setup your Account | Registration

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



## Verify the easy and secure way

You are here because you got a job abroad and one of the last things you need to do is get your documents verified? What a match! We at DataFlow are specialized in verifying documents in the most secure and efficient way.

[More info >](#)

### Start by entering your email address

Our system will detect if you are a new or existing user automatically.

Continue

[I need assistance >](#)

Already an Agency/Facility and need help? Ready to sign up as an Agency/Facility to submit on behalf of your applicants?

# 1 Setup your Account | Registration

## Registration Confirmation ✕

We have observed that the email address entered is not registered with us. Click the **Confirm** button to proceed to sign up.

If you are already registered, we suggest click **Close** and confirm the email ID entered.

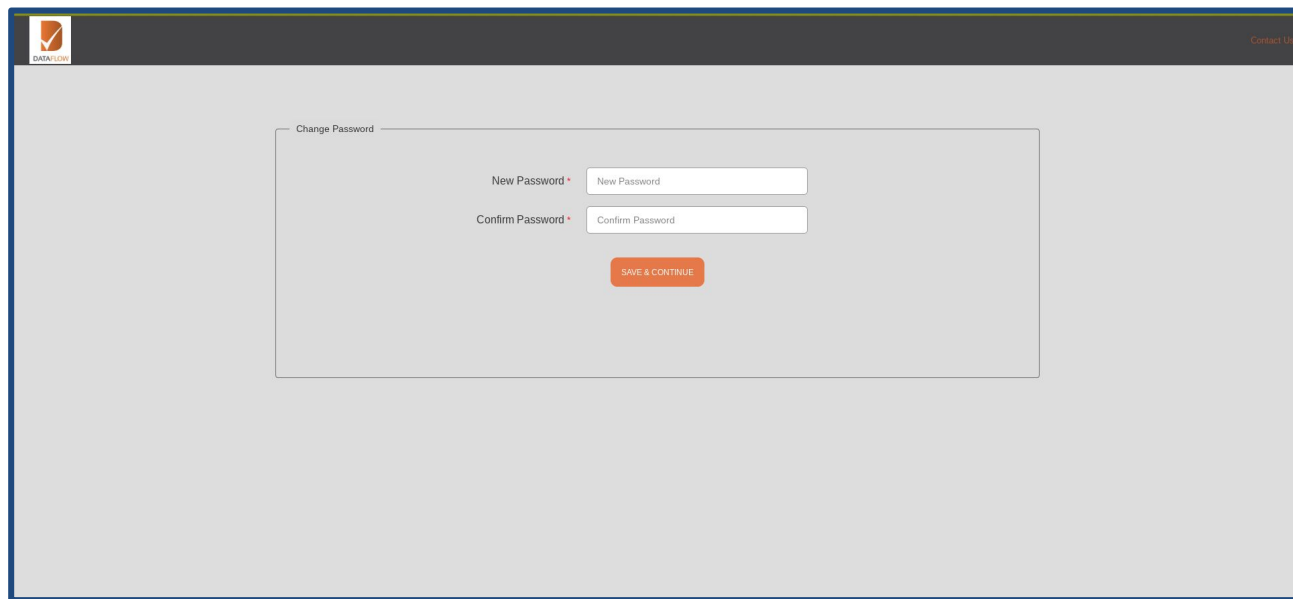
☒ I agree to the [Terms & Conditions](#)

Confirm

Close

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, containing an activation link. Please click on the activation link to complete your registration and set your password.

# 1 Setup your Account | Registration



The screenshot shows a web interface for changing a password. At the top left is a logo with a checkmark and the text 'DATA LUM'. 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 with red asterisks indicating required fields. Below these fields is an orange 'SAVE & CONTINUE' button.

Change Password

New Password \*

Confirm Password \*


[Contact Us](#)

[SAVE & CONTINUE](#)

Please set your new password to save and continue.

# 1 Your Account | Account Activation

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



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Our system will detect if you are a new or existing user automatically.

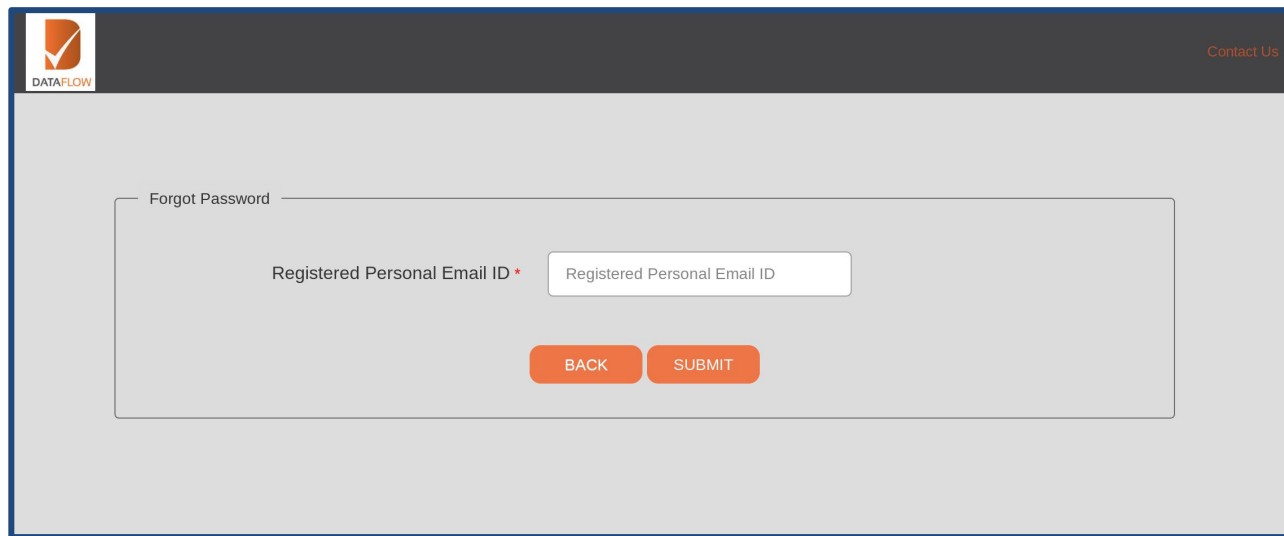
**Continue**

[I need assistance >](#)

Already an Agency/Facility and need help? Ready to sign up as an Agency/Facility to submit on behalf of your applicants?

## 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:

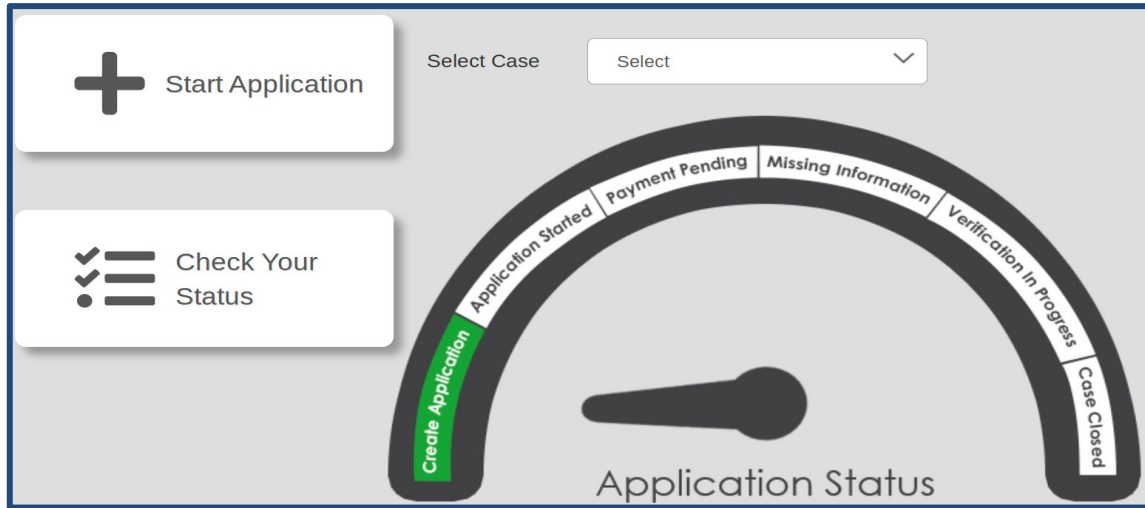
- A label 'Registered Personal Email ID \*' followed by a text input field containing the placeholder text 'Registered Personal Email ID'.
- Two orange buttons at the bottom: 'BACK' and 'SUBMIT'.

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 **Start Application** 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 licensing authority

From the **Authority Name** drop list select **Sharjah Social Services Department** system will prompt you to select the package or documents or pre-determined combination .

The screenshot shows a web form for selecting a licensing authority. At the top, a progress bar has four steps: 1. Licensing Details, 2. Personal Details, 3. Verification Details, and 4. Letter of Authorization. The first step, 'Licensing Details', is active. Below the progress bar, the form is divided into sections. The 'Licensing Authority Details' section contains a dropdown menu for 'Authority Name' with 'Social Services Department Sharjah' selected. Below this are two dropdown menus: 'Select Service Type' with 'Regular Service' selected, and 'Select Case Type' with 'Package 1 - One Qualification +' selected. A section titled 'Frequently Accessed Licensing Authorities' displays two logos: the 'nhra BAHRAIN' logo (National Health Regulatory Authority) and the 'الهيئة السعودية للتخصصات الصحية' logo (Saudi Commission for Health Specialties). The 'Package Details' section at the bottom contains a dropdown menu for 'Select Package' with 'Select' chosen.

1 Licensing Details 2 Personal Details 3 Verification Details 4 Letter of Authorization

Licensing Authority Details

Authority Name Social Services Department Sharjah

Select Service Type Regular Service

Select Case Type Package 1 - One Qualification +

Frequently Accessed Licensing Authorities

nhra BAHRAIN  
الهيئة الوطنية لتنظيم المهن والخدمات الصحية  
NATIONAL HEALTH REGULATORY AUTHORITY

الهيئة السعودية للتخصصات الصحية  
Saudi Commission for Health Specialties

Package Details

Select Package Select

## 4

## Select the right package

Confirm your selection in **Package Details**:

- Select the right package
- Click on + to add more documents if required as per SSSD Guidelines
- Confirm to proceed with the application process.

**Note:** Based on the selected package, your specific component details will be displayed.

Package Details

Regular application process. Cases will be processed within 30 working days from the date of the payment for package price.

Select Package

Professionals Package 1

Type of Check

Education

No. of Documents

1

+

-

Type of Check

Employment

No. of Documents

1

+

-

Additional documents will be charged extra

Additional documents will be charged extra

Type of Check

Cross Check

No. of Documents

1

+

-

Add Document

BACK

SAVE

NEXT

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.



Mandatory Documents

Please upload a clear copy of your passport page\*

UPLOAD

Passport upload → Details confirmation → Submit

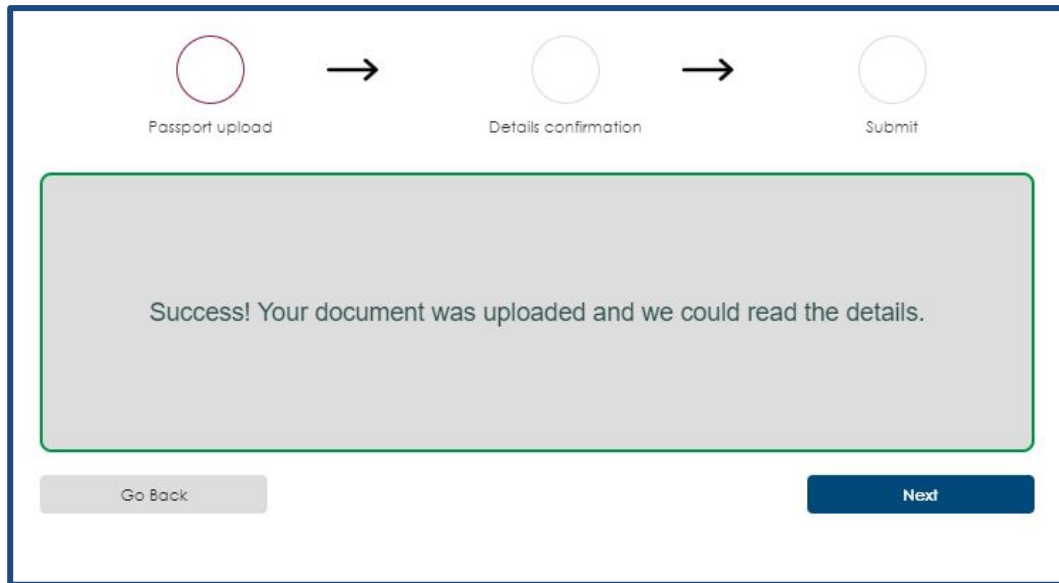
Drag your scanned passport image here

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 **Try again** and use a clearer scanned passport copy or click on **Enter Manually** to 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 make corrections to the captured details if required then **Submit** them to move forward.

Progress indicator: Passport upload (filled) → Details confirmation (active) → Submit (empty)

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 indicator: Passport upload (filled) → Details confirmation (filled) → Submit (active)

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](#)

## 5

## Personal Details

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 form with two main sections: 'Mandatory Documents' and 'Personal Details'. The 'Mandatory Documents' section has a header and a sub-header 'Passport copy' with a dropdown menu showing 'Passport\_3...'. Below this is a red button labeled 'UPLOAD' and a small red circle with a white 'x' icon. The 'Personal Details' section has a header and a sub-header 'Please enter all details in ENGLISH language only'. It contains a grid of input fields for 'First Name', 'Middle Name', 'Last Family Name', 'Gender', 'Passport Number', 'Emirates ID', 'Date of Birth', 'Case Reference Number to be Transferred', 'Country', 'Nationality', 'Personal Email ID', 'Country Code' (with a dropdown menu showing '971 United Arab Emirates'), and 'Mobile Number'. Each field has a red asterisk indicating it is required. There is a red button labeled 'Generate OTP' and a red circle with a white 'x' icon at the bottom right of the 'Personal Details' section.

- Select your country of residency from the **Country** drop list
- Enter your **Country Code** and **Mobile Number** and click on **Generate OTP**
- You will receive an OTP (one time password) on your mobile
- Enter the **OTP** and click **Validate OTP**

### Note:

- In case you don't receive a text message, re-check your number and click **Re-generate OTP**.
- In case you are unable to receive OTP by SMS click **Get OTP on Call** and you will receive an incoming call with the OTP

## 6

## Upload required documents | Employment

As you click on **Issuing Authority Name** in the “Employment Page”, the system will prompt with a pop-up to enter the details of your previous employer.

In the **Issuing Authority Name**, start typing your previous employer’s name and select the correct one from the list

*In case your employer requires any specific information or details, the instructions will reflect on the screen.*

*Please review Pages 20 & 21 in case you cannot find your Issuing Authority Name*

Employment

Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead

Issuing Authority Name \*

Employer Name

Last Profile/Designation \*

Last Profile/Designation

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](#)



## 6

## Upload required documents| Employment

On the **Employment** page, enter the required details and upload clear uncropped scanned copies of the employment certificate to be verified and any other required documents, example:

- a. Experience certificate,
- b. Relieving certificate

Select the type of Certificate you uploaded from the dropdown menu

The screenshot shows a web form titled "Employment" with a progress indicator at the top showing "1 Employment" and "2 Education". A red banner at the top of the form area says "Please enter all details in ENGLISH language only." Below this, a red-bordered box contains the instruction: "Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead to a delay in processing." The form fields are organized into two columns. The left column includes: "Issuing Authority Name" (text input), "Last Profile/Designation" (text input), and "Employment Period (From)" (date input). The right column includes: "Issuing Authority Country" (dropdown menu), "Applicant Name as per Document" (text input with value "SALMAABU MERHI DAMAJ"), and "Employment Period (To/Till Date)" (date input). Below the fields, a "To Note:" section contains two numbered instructions. At the bottom of the form, there is a section for "Mandatory Documents" with the instruction "Please upload a copy of employment certificate" and an "UPLOAD" button. At the very bottom, there are three buttons: "BACK", "SAVE", and "NEXT".

Employment

Please enter all details in ENGLISH language only.

Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead to a delay in processing.

Issuing Authority Name *	<input type="text" value="Employer Name"/>	Issuing Authority Country *	<input type="text" value="Select"/>
Last Profile/Designation *	<input type="text" value="Last Profile/Designation"/>	Applicant Name as per Document *	<input type="text" value="SALMAABU MERHI DAMAJ"/>
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

BACK SAVE NEXT

## 6

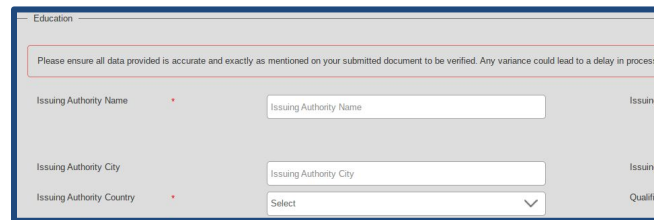
## Upload required documents | Education

As you click on **Issuing Authority Name** in the “Education” Page, the system will prompt with a pop-up to enter the details of the Issuing Authority of your degree.

In the **Issuing Authority Name**, start typing your University/Institute name and select the correct one from the list

*In case your Issuing Authority requires any specific information or details, the instructions will reflect on the screen.*

*Please review Pages 20 & 21 in case you cannot find your Issuing Authority Name*



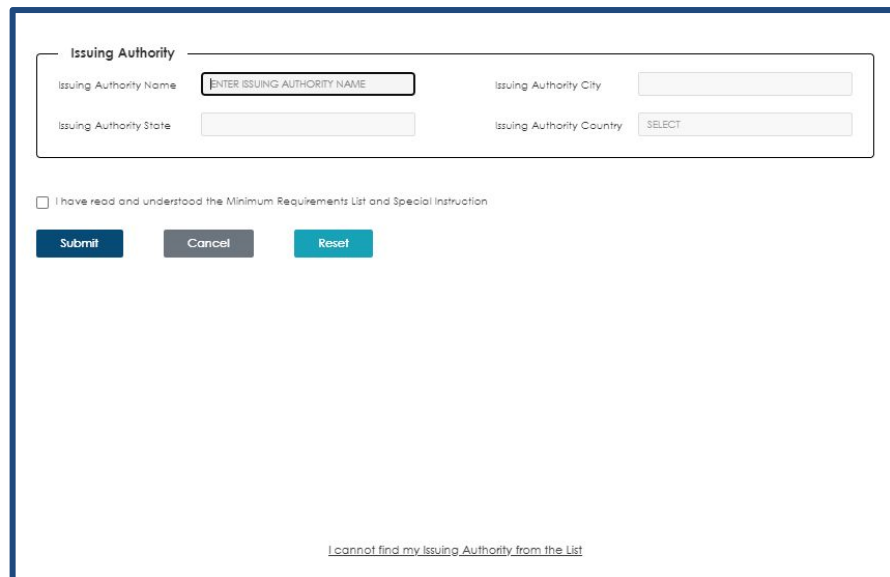
Education

Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead to a delay in processing.

Issuing Authority Name \*  Issuing Authority

Issuing Authority City  Issuing Authority

Issuing Authority Country \*  Qualification



Issuing Authority

Issuing Authority Name  Issuing Authority City

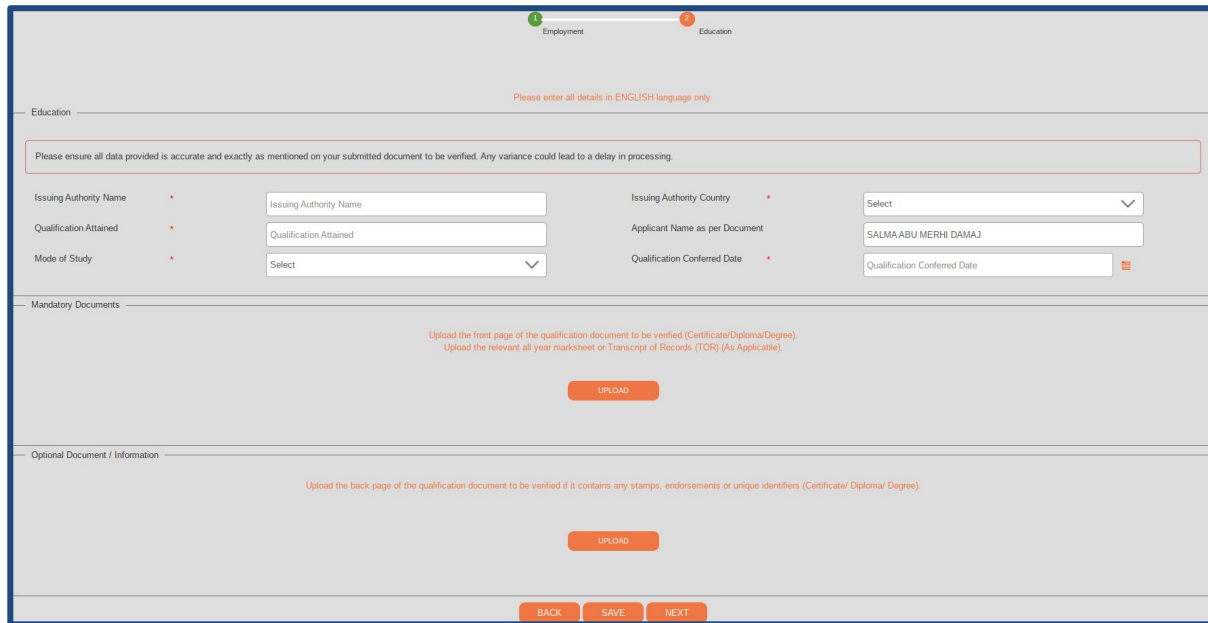
Issuing Authority State  Issuing Authority Country

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

[I cannot find my Issuing Authority from the List](#)

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)
- Select the type of document uploaded from the dropdown menu
- Upload any additional documents such as marksheets
- In case your educational institute has any additional request, our team member will reach out to you for the document or information

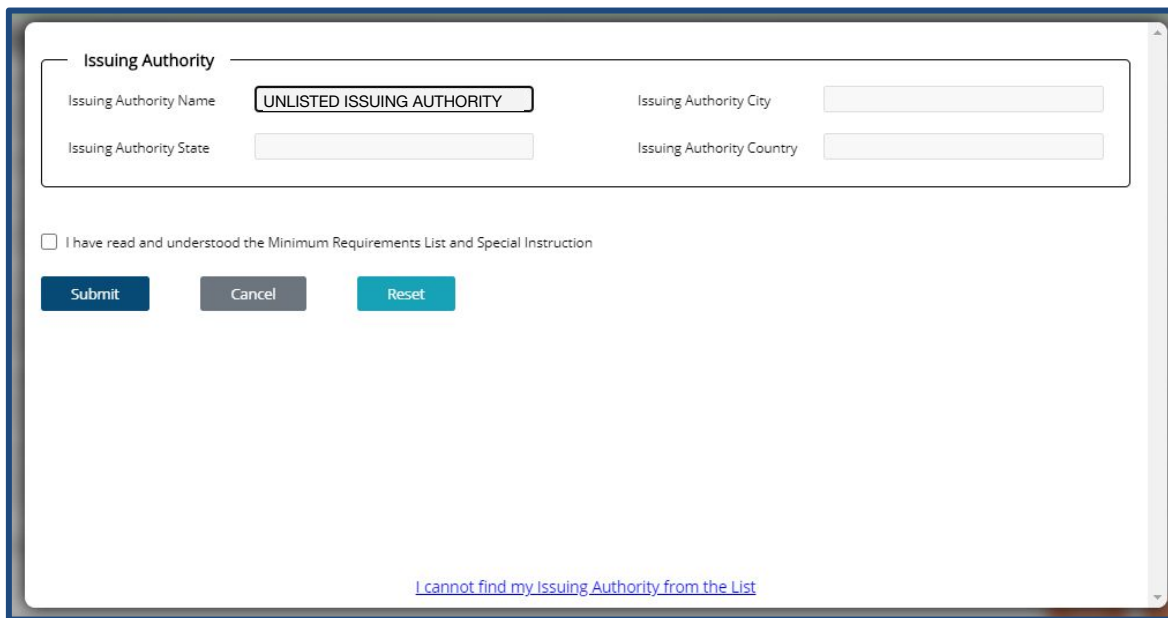


The screenshot shows a web form for the 'Education' section. At the top, there is a progress bar with 'Employment' at step 1 and 'Education' at step 2. Below the progress bar, a red message states: 'Please enter all details in ENGLISH language only.' The form is divided into sections: 'Education' (with a red border), 'Mandatory Documents', and 'Optional Document / Information'. The 'Education' section contains a red-bordered box with the instruction: 'Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead to a delay in processing.' Below this, there are six input fields: 'Issuing Authority Name' (text), 'Issuing Authority Country' (dropdown), 'Qualification Attained' (text), 'Applicant Name as per Document' (text, pre-filled with 'SALMAABU MERHI DAMAJ'), 'Mode of Study' (dropdown), and 'Qualification Conferred Date' (text with a calendar icon). The 'Mandatory Documents' section has a red message: '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).' and an 'UPLOAD' button. The 'Optional Document / Information' section has a red message: 'Upload the back page of the qualification document to be verified if it contains any stamps, endorsements or unique identifiers (Certificate/ Diploma/ Degree).' and an 'UPLOAD' button. At the bottom, there are three buttons: 'BACK', 'SAVE', and 'NEXT'.

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

### In case your Issuing Authority is not listed

Please type the name of your Issuing Authority, and in case it is not listed click on **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". A link at the bottom right of the form reads "[I cannot find my Issuing Authority from the List](#)".

Issuing Authority

Issuing Authority Name UNLISTED ISSUING AUTHORITY Issuing Authority City

Issuing Authority State Issuing Authority Country

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

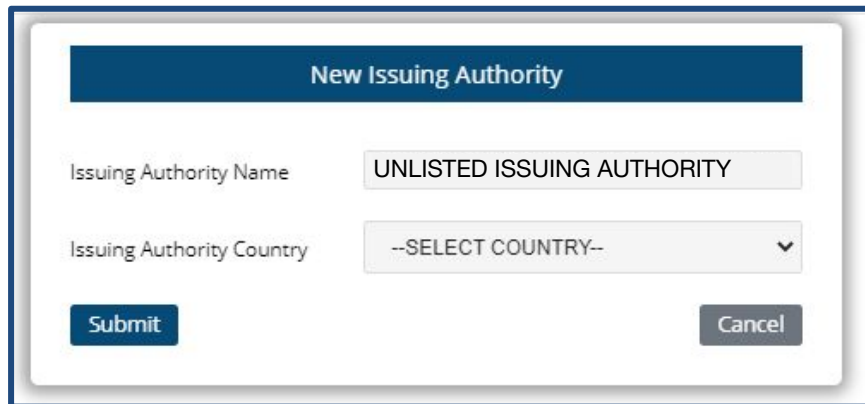
Submit Cancel Reset

[I cannot find my Issuing Authority from the List](#)

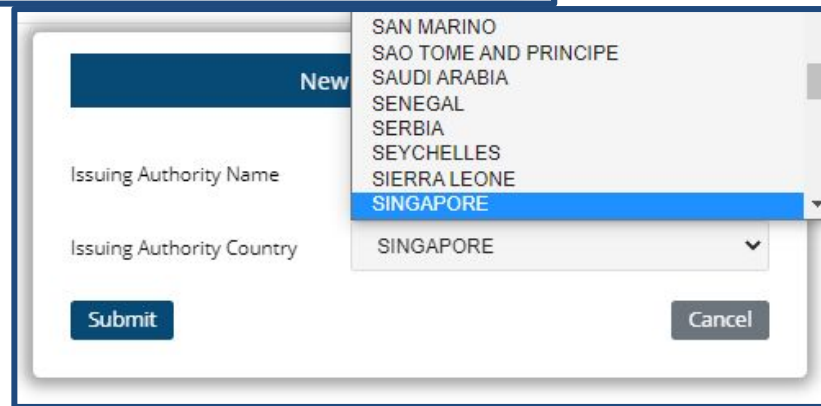
## 6 a In case your Issuing Authority is not listed

A new popup will open to allow you to enter the name and country of your issuing authority.

Enter the details and click on **Submit**



The image shows a 'New Issuing Authority' form. It has a title bar 'New Issuing Authority'. Below it, there are two input fields: 'Issuing Authority Name' with the text 'UNLISTED ISSUING AUTHORITY' and 'Issuing Authority Country' with a dropdown menu showing '--SELECT COUNTRY--'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.



The image shows the 'New Issuing Authority' form with the 'Issuing Authority Country' dropdown menu open. The dropdown list shows a scrollable list of countries: SAN MARINO, SAO TOME AND PRINCIPE, SAUDI ARABIA, SENEGAL, SERBIA, SEYCHELLES, SIERRA LEONE, SINGAPORE (highlighted in blue), and SINGAPORE. The 'Submit' and 'Cancel' buttons are visible at the bottom of the form.

After you have entered all certificate details you will need to digitally sign the **letter of Authorization**. This is a mandatory document

- Click on Consent
- Read and scroll down
- Then click Consent

**Note:** Click on **download PDF** if you would like to save a copy of your consent before you click on **Finish**

The screenshots illustrate the steps to complete the consent process:

- Top Screenshot:** Shows a 'Letter of Authorization' icon and a 'Consent' button.
- Middle Screenshot:** Displays the 'Letter of Authorization' text, a 'Consent' button, and input fields for 'Given Names' and 'Surname'. The text states: "Before DataFlow may act on your behalf to verify your information and documents, you first have to consent to the Letter of Authorization. **Please read the complete text below** before you consent with your Given Names and Surname:"
- Bottom Screenshot:** Shows a PDF preview of the 'Letter of Authorization' with a 'Download PDF' button and a 'Finish' button. The text in the preview states: "This authorization signifies and records a memorandum of legally binding consent via means of legitimate digital consent".

## 6 Upload required documents | Review

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	Test	Middle Name	Test	Last Name	Customer
Gender	Female	Passport Number	AL2005	Date of Birth	05/05/2005
Case Reference Number (optional)		Nationality	Indian	Country Code	IN
Mobile Number	988882222	Personal Email ID	test@myhealthconnect.com	Professional Email ID	

**Licensing Authority Details**

Authority	State Services Department (Shiksha)	State Services Type	Regular Services	State Case Type	Final
Package	Professional Package 1				

**Education**

Issuing Authority Name	ABITY UNIVERSITY	Issuing Authority Address	Block - 02, Ground Floor, Abity University Campus Two	Issuing Authority City	Hyderabad
Issuing Authority State	Telangana	Issuing Authority Country	India	Qualification Awarded	BA
Applicant's Name as per Documents	Test Customer	Collaboration Name		Have You Completed the Degree Course	
Mode of Study	Distance Learning	Major Subject	Ecology	Personal Study From	

**Employment**

Issuing Authority Name	AB HEALTH CENTRE	Issuing Authority Address	Chennai, Tamil Nadu 600006	Issuing Authority City	CHENNAI
Issuing Authority State	Tamil Nadu	Issuing Authority Country	India	Last Profile Designation	Pharmacist
Applicant's Name as per Documents	Test Customer	Employment Code		Experience	
Nature of Employment		Employment Period (From To)	01/06/2018	Employment Period (To/Fill Date)	01/06/2018
Reason for leaving		Performance		Continuing	

**Professional License**

Issuing Authority Name	ACADEMIC COUNCIL OF OCCUPATIONAL THERAPY	Issuing Authority Address	Eastlands, India	Issuing Authority City	Hyderabad
Issuing Authority State	Andhra Pradesh	Issuing Authority Country	India	License Granted	Y
Applicant's Name as per Documents	Test Customer	License Type	Part time	License Status	
Registration/License Number / ID	12345	License Card/Ref Code	9876543210	Next Test	01/06/2018

**Database**

Name as per Passport	Test Customer	Date of Birth	01/06/2018	Passport Number	AL2005
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**Certificate of Good Standing**

Issuing Authority Name	ACADEMIC COUNCIL OF OCCUPATIONAL THERAPY	Issuing Authority Address	Eastlands, India	Issuing Authority City	Hyderabad
Issuing Authority State	Telangana	Issuing Authority Country	India	License Status	Current
License Number	123	License Type	Part time		

**Letter Of Authorization**

Letter of Authorization


On the **Payment** page - based on the package selected, you will view the overall fee in the **Total Amount** field.

Click on **Submit Application** and you will be redirected to the payment gateway.

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.

Payment

☐ I agree to receiving SMS updates from The DataFlow Group related to the status of my cases and am willing to pay an additional charge of AED 9.54 for this service.

Package Amount	<input type="text"/>	surcharge	<input type="text"/>	Premium Services	<input type="text"/>
VAT(Value Added Tax) Amount	<input type="text"/>	Total Amount	<input type="text"/>	Payment Method	Credit Card 

\*Amount in AED  
\* VAT(Value Added Tax) percentage of 5 %

BACK SUBMIT APPLICATION



Once you have completed your payment you will receive a receipt by email and the the Primary Source Verification process will start.

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:**

**Date:** 4 July 2019

**Email:**


**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.

Visit [www.dataflowstatus.com](http://www.dataflowstatus.com) to track the status of your application and download a copy of the report once ready.



DATAFLOW

## Check verification status and download report

**Search by DataFlow Case Number** ?      Search by Reference Number ?

DataFlow Case Number      Passport Number

Enter the DataFlow Case Number      and      Enter the Passport Number

**Check Status**



**Thank You**

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