



How to Apply

Dubai Corporation For Ambulance Services

A Step By Step Guide

for Completing Your Application









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 **Dubai Corporation For Ambulance Services** requires prior to starting this process.

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

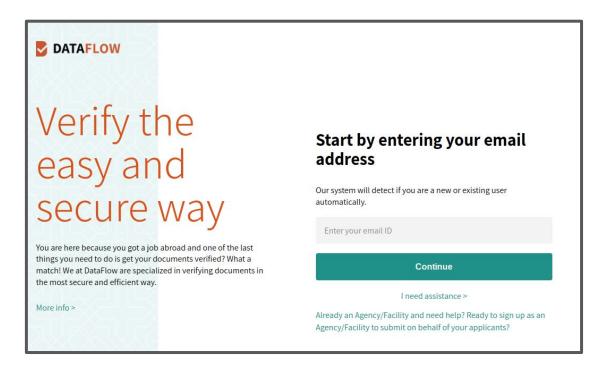
https://support.dataflowgroup.com

- 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

Setup your Account | Registration

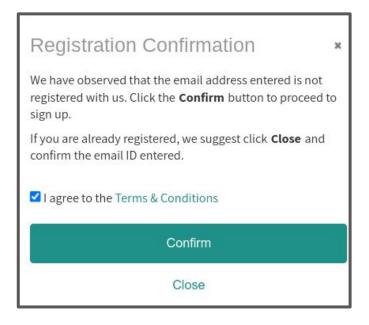
Visit www.dfgateway.com and enter your email ID to begin



1

Setup your Account | Registration

Visit https://www.dfgateway.com and enter your email ID to begin

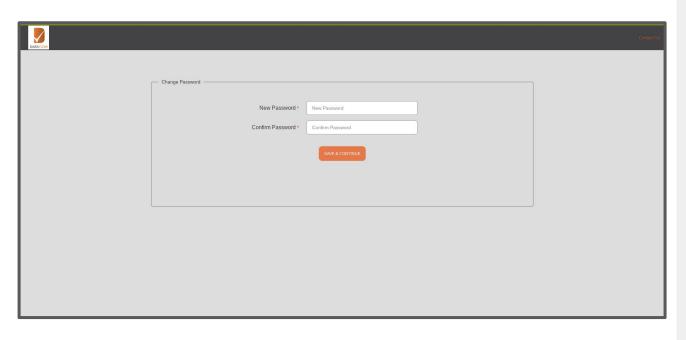


If you have registered with the DataFlow Group previously, you will be asked to enter your password on the next screen. If this is your first visit, you will receive an automated email at the registered email ID you shared, containing an activation link. Please click on the activation link to complete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

1

Setup your Account | Registration

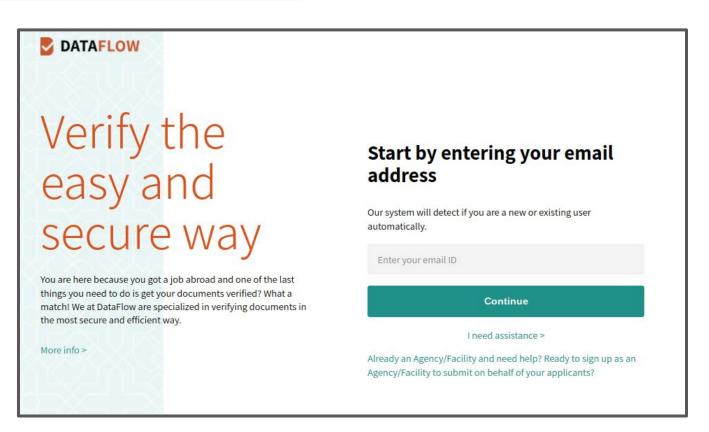
Visit https://www.dfgateway.com and enter your email ID to begin



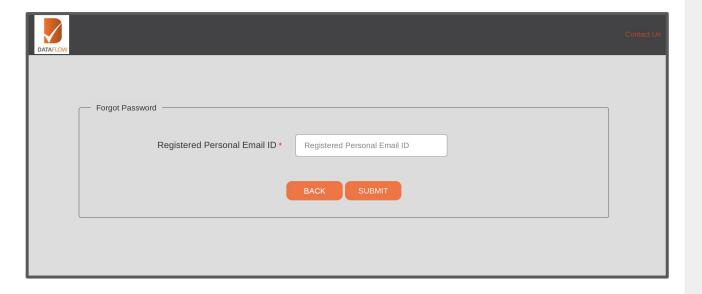
Please set your new password to save and continue

Setup Your Account | Account Activation

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



Setup your Account | Forgot Password

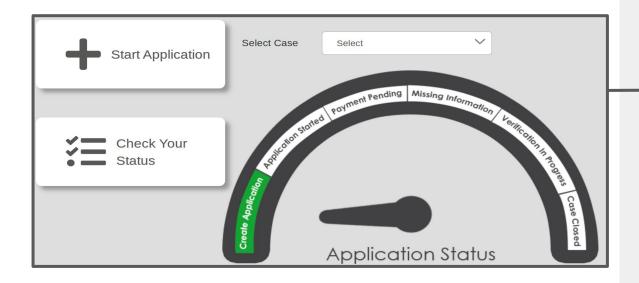


If you forget your password, click **Forgot Password**, enter details, and click **Submit**. You will receive an email at your registered email ID with a link to change your password.

2

Application Dashboard

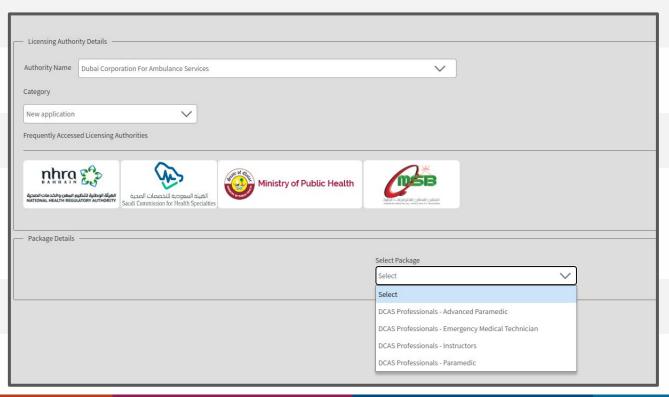
On the **Dashboard** page, click the **Start Application** button to initiate a new application



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

Select the right package

From the **Authority Name** drop list select **Dubai Corporation for Ambulance services** the system will prompt you to select the package or documents or pre-determined combination .



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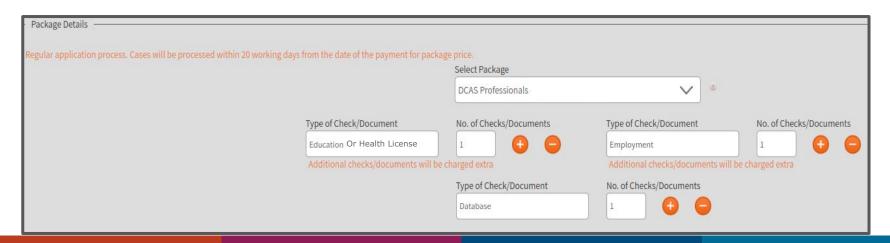
Select the right package

Confirm your selection in **Package Details**:

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

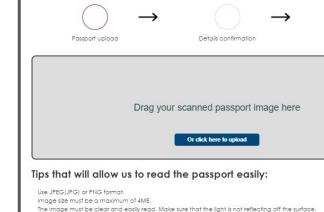
Note: Based on the selected package, your specific component details will be displayed.

Select the number of employment tenures covering the years of employment required for verification as per DCAS's guidelines



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.



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.

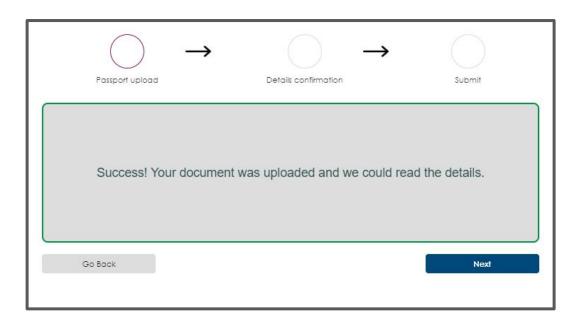
The passport must be flat and in good light when the picture is taken.

Go Back



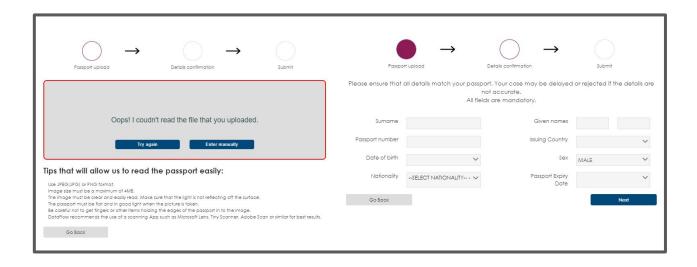




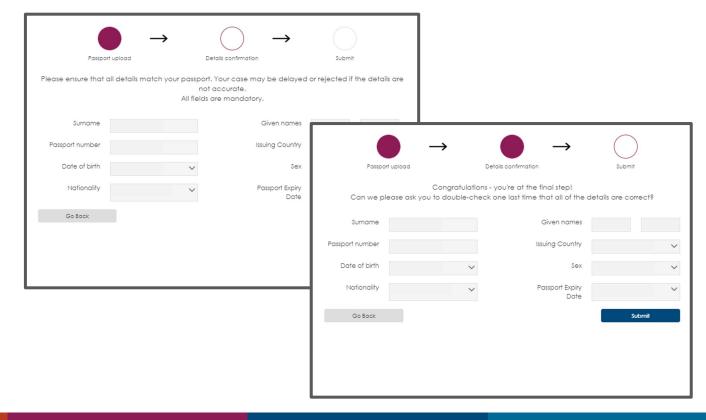


The system will show a success screen in case it can successfully read your passport

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

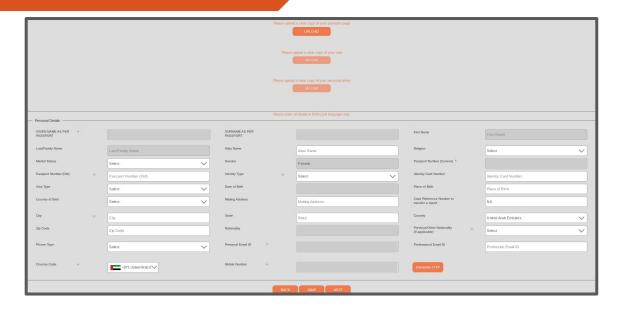


Once the system is able to read your passport, your personal details shall be filled, please make corrections to the captured details if required then **Submit** them to move forward



Personal Details

The page will refresh with the personal information filled and once it shows the passport has been uploaded, please upload Visa Copy & Personal photo & Complete person details



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

Submit your documents | Health/Professional License

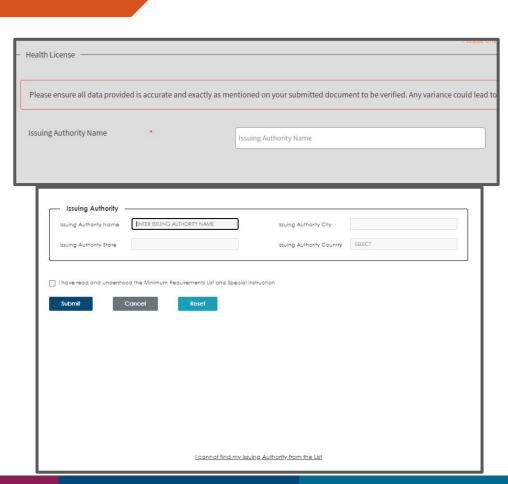
(if applicable as per your selected package)

As you click on **Issuing Authority Name**, the system will prompt with a pop-up to enter the details of your health/professional License

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

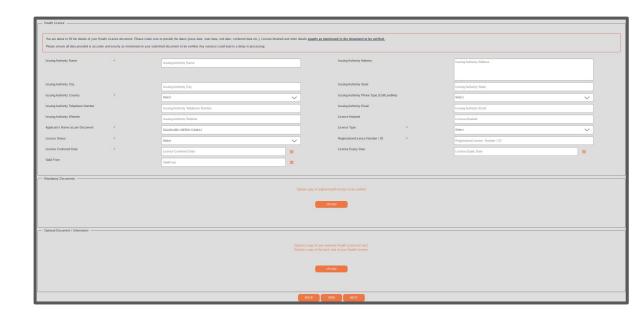
In case of any additional requirements shared by your institution with DataFlow, you will find the instructions on the screen

Please review Pages 24 & 25 in case you cannot find your Issuing Authority Name



Submit your documents | Health/Professional License (if applicable as per your selected package)

- On the Health/Professional License page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
 - a. Previously issued health / professional license
- Select the type of document uploaded from the dropdown menu



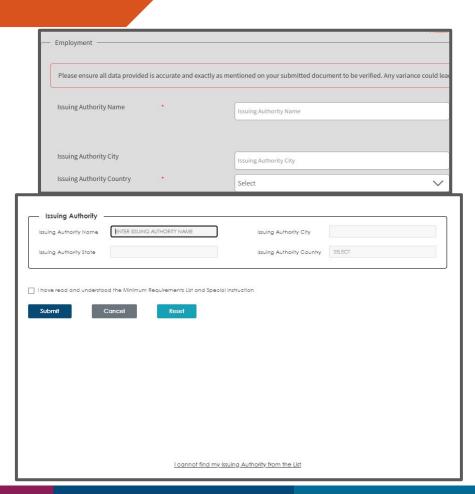
Submit your documents | Employment

As you click on **Issuing Authority Name**, 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

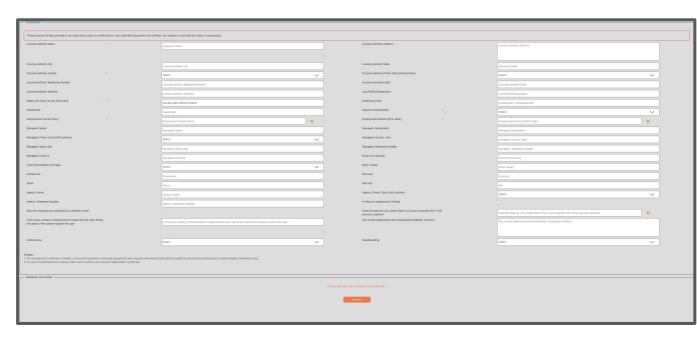
In case your employer requires any specific information or details, the instructions will reflect on the screen.

Please review Pages 24 & 25 in case you cannot find your Issuing Authority Name



Submit your documents | Employment

- On the **Employment** page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
 - a. Experience certificate, or
 - b. Relieving certificate
- Select the type of Certificate you uploaded from the dropdown menu



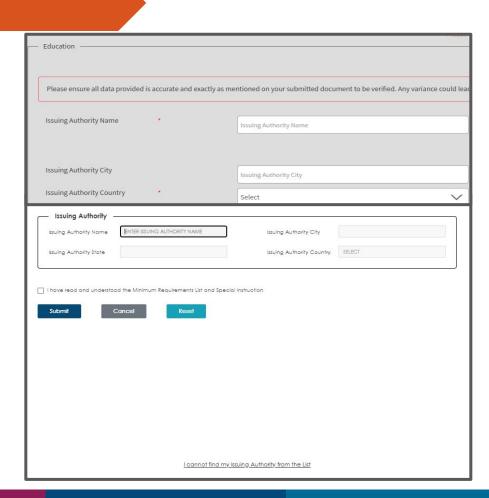
Submit your documents | Education (if applicable as per your selected package)

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

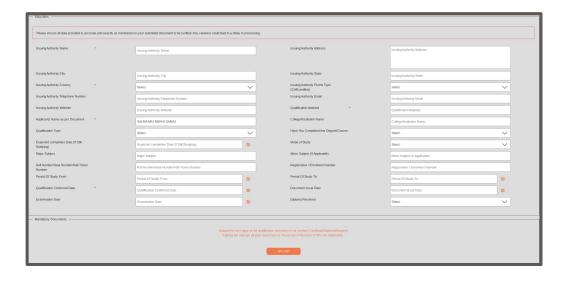
In the **Issuing Authority Name**, start typing your University/Institute name and select the correct one from the list

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

Please review Pages 24 & 25 in case you cannot find your Issuing Authority Name



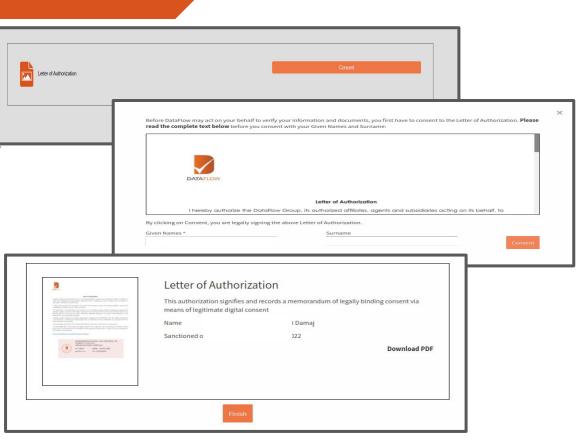
- On the **Education** page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
 - a. Original Education Degree(s)
 - b. The back page of Education Degree (Applicable for degrees obtained from Afghanistan, India, and Pakistan)
 - c. Select the type of document uploaded from the dropdown menu
 - d. Upload any additional documents
 - e. In case your educational institute has any additional request, our team member will reach out to you for the document or information



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

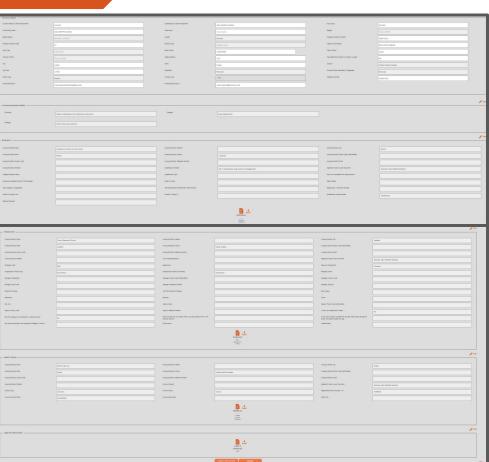
Note: Click on **download PDF** if you would like to save a copy of your consent before you click on **Finish**



Review Application before submission

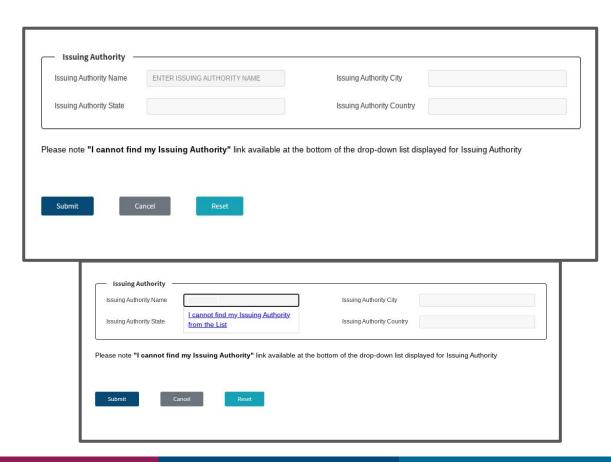
On the **Application Review** page, carefully review your entered details before submitting.

You can edit your entered information by clicking on the **Edit** tab.



In case your Issuing Authority is not listed

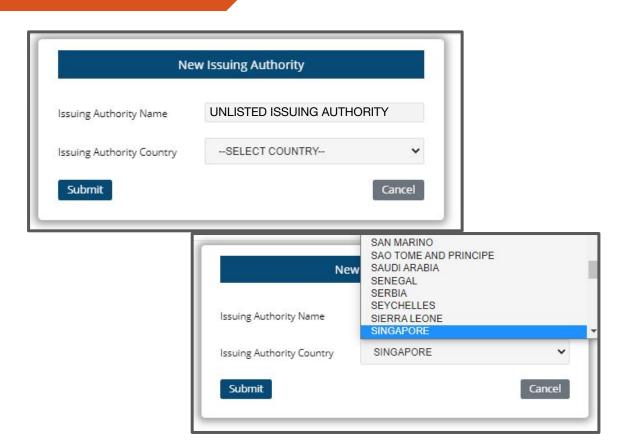
Please type the name of your Issuing Authority, and in case it is not listed click on I cannot find my Issuing Authority from the list



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.

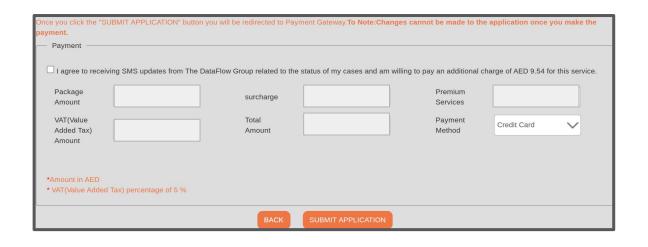
Enter the details and click on **Submit**



Payment | Make a Payment

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.



Payment | Tax Invoice

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



Visit <u>www.dataflowstatus.com</u> to track the status of your application and download a copy of the report once ready.

