DATAFLOW

How to Apply

A Step By Step Guide for Completing Your Application

DIGIFLOW   CROSSCHECK   TrueProfile.io
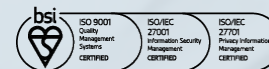
Introduction

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**

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

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

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

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Setup your Account | Registration

Visit 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

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

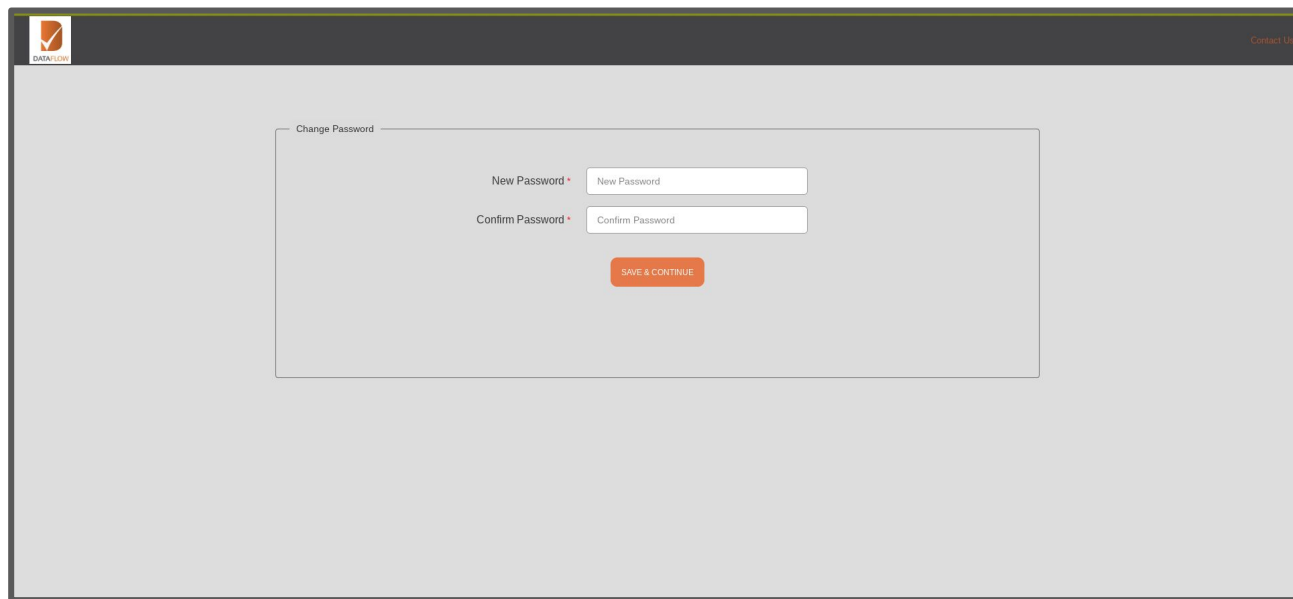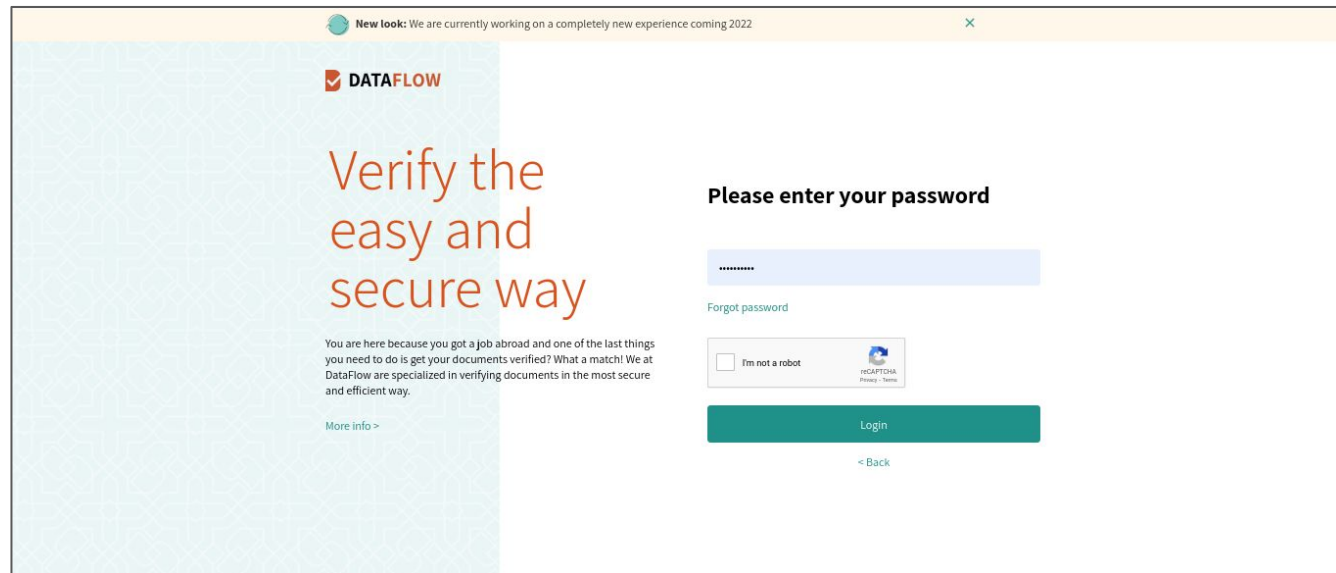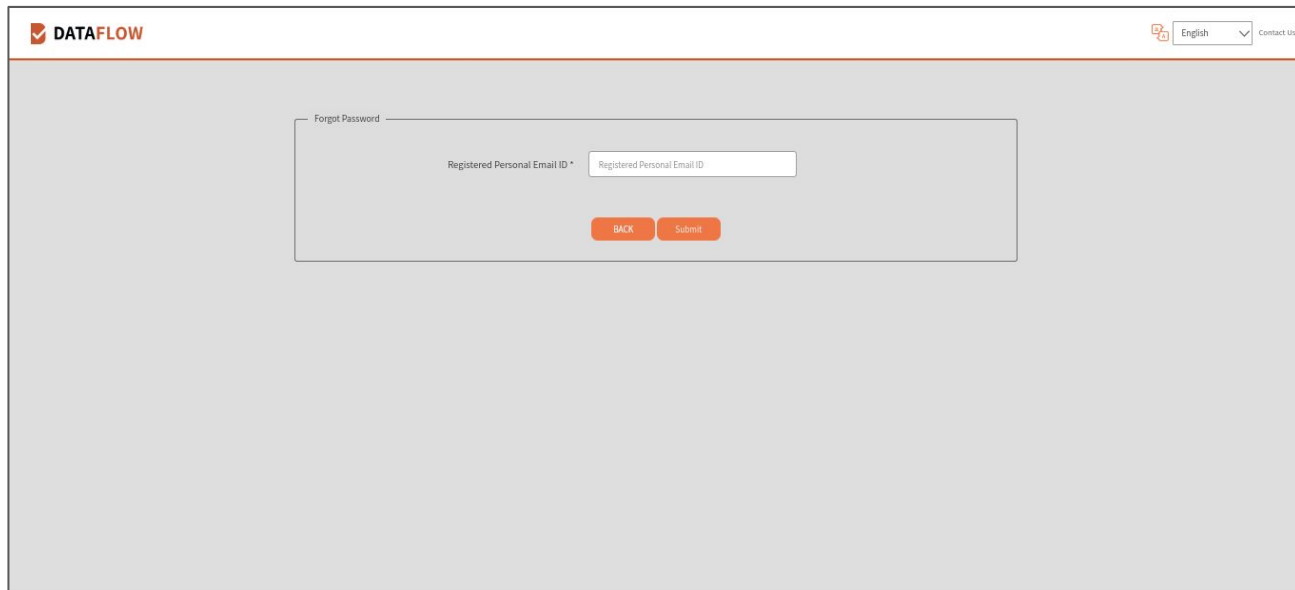Best Regards,
The DataFlow Group Team
www.dataflowgroup.com

DISCLAIMER
This email may contain materials that are confidential and privileged, and for the sole use of the intended recipient. Any use or distribution by others, or forwarding without expressed permission, is strictly prohibited. If you have received this communication in error, please delete the message immediately along with any copies of it and contact the sender. Any disclosure, copying or distribution is prohibited and may be unlawful. We cannot guarantee that e-mail communications are secure or error-free, and it is your responsibility to protect against computer malware.

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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.

Application Dashboard

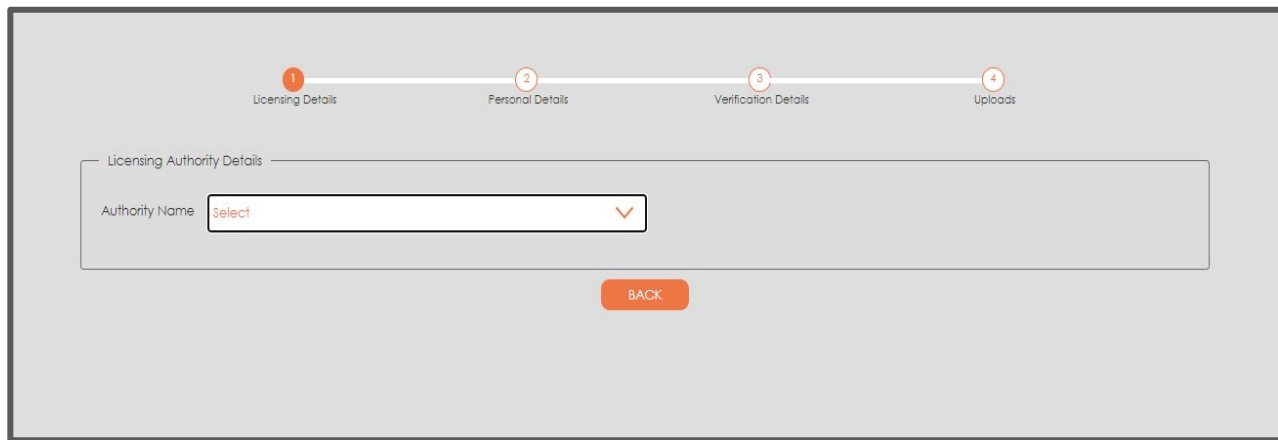On the 'Dashboard' page, click the 'Detailed Case Entry' button to initiate a new application

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

Select your preferred licensing authority from the dropdown list to proceed

| 1 | 2 | 3 | 4 |
| Licensing Details | Personal Details | Verification Details | Uploads |

Licensing Authority Details

Authority Name   Select ▼

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 additionals that you have selected

Please confirm to proceed

Mandatory Documents

Please upload a clear copy of your passport page*

UPLOAD

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

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

Passport upload → Details confirmation → Submit

Success! Your document was uploaded and we could read the details.

Go Back

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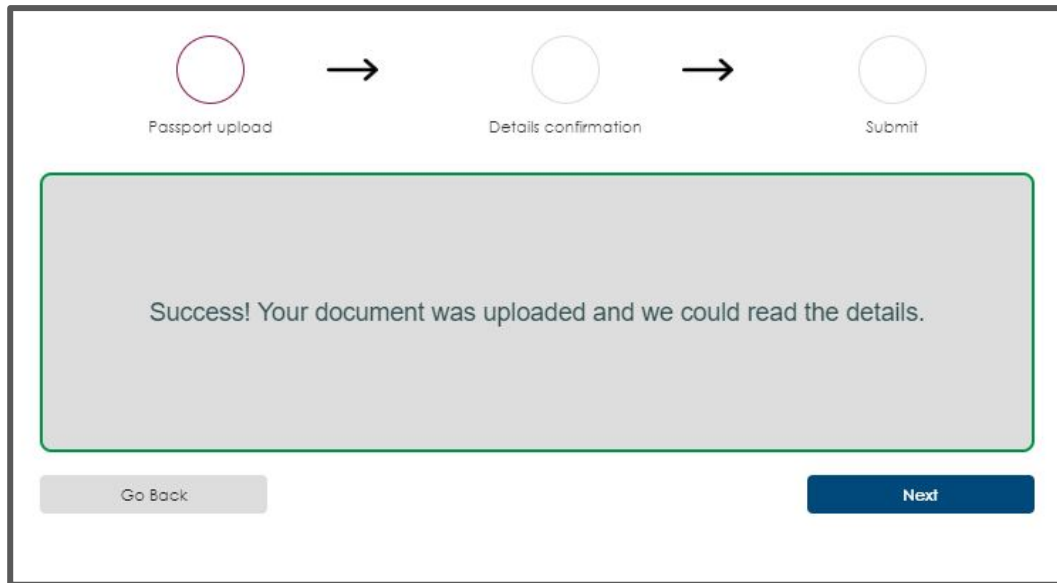
The system will show a success screen in case it can successfully read your passport

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 coudn'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.
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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

Passport number

Date of birth

Nationality   --SELECT NATIONALITY-- ∨

Given names

Issuing Country

Sex   MALE

Passport Expiry Date

Go Back   **Next**

14

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
Passport number
Date of birth
Nationality

Given names
Issuing Country
Sex
Passport Expiry Date

Go Back

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
Passport number
Date of birth
Nationality

Given names
Issuing Country
Sex
Passport Expiry Date

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

- 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

17

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

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	University / College Name	University / College Country	Select
Qualification Attained	Qualification Attained	Applicant's Name as per Document	Alaaeldin Ismail Mohamed Mabrouk
Degree/Course is completed	Select	Mode of Study	Select
Major Subject	Major Subject	Period of Study From	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).

UPLOAD

Optional Document / Information

- 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

Submit your documents | Experience

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

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

- 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

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

Issuing Authority

Issuing Authority Name	UNLISTED ISSUING AUTHORITY
Issuing Authority State	

Issuing Authority City

Issuing Authority Country

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**'

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

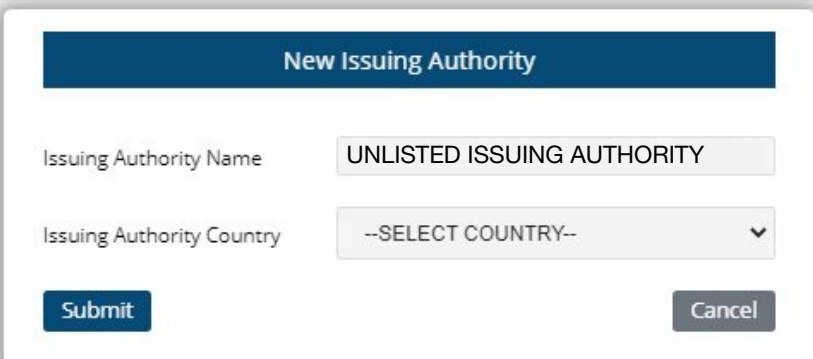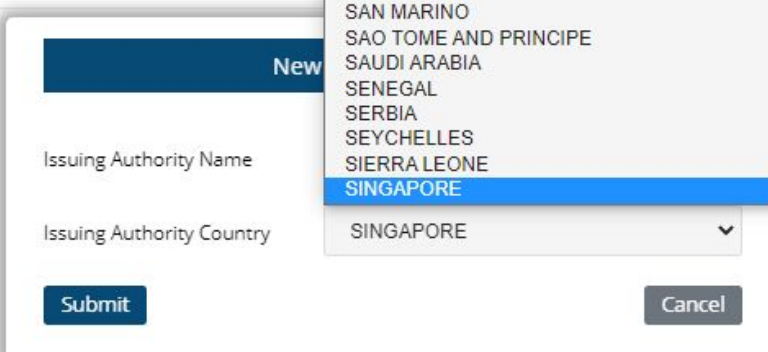Submit   Cancel   Reset

I cannot find my Issuing Authority from the List

On 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

New Issuing Authority

Issuing Authority Name   UNLISTED ISSUING AUTHORITY

Issuing Authority Country   --SELECT COUNTRY--

Submit   Cancel

SAN MARINO
SAO TOME AND PRINCIPE
SAUDI ARABIA
SENEGAL
SERBIA
SEYCHELLES
SIERRA LEONE
SINGAPORE

New

Issuing Authority Name

Issuing Authority Country   SINGAPORE

Submit   Cancel

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

New Issuing Authority

Issuing Authority Name   UNLISTED ISSUING AUTHORITY

Issuing Authority Country   SINGAPORE

Submit   Cancel

Payment | Make a 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

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

DATAFLOW

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:
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.

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
➕	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	✖

Thank You

www.dataflowgroup.com