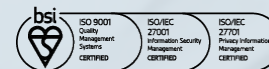




How to Apply

A Step By Step Guide for Completing Your Application



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

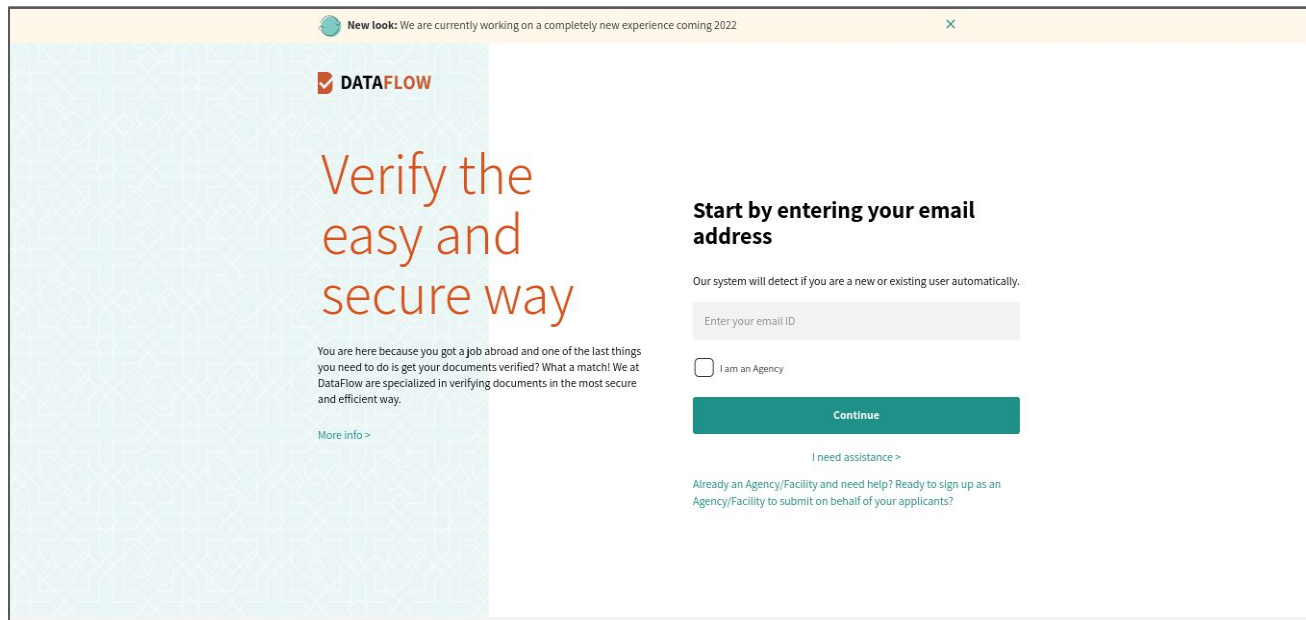
8

8. Track your application

1

Setup your Account | Registration

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



The screenshot shows the DataFlow registration interface. At the top, a yellow banner reads "New look: We are currently working on a completely new experience coming 2022" with a close button. The DataFlow logo is in the top left. The main heading is "Verify the easy and secure way" in orange. Below it, a paragraph explains the service: "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." A link "More info >" is provided. The registration section is titled "Start by entering your email address" and includes the text "Our system will detect if you are a new or existing user automatically." There is a text input field for "Enter your email ID", a checkbox for "I am an Agency", a teal "Continue" button, and a link "I need assistance >". At the bottom, a link asks: "Already an Agency/Facility and need help? Ready to sign up as an Agency/Facility to submit on behalf of your applicants?"

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 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

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 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

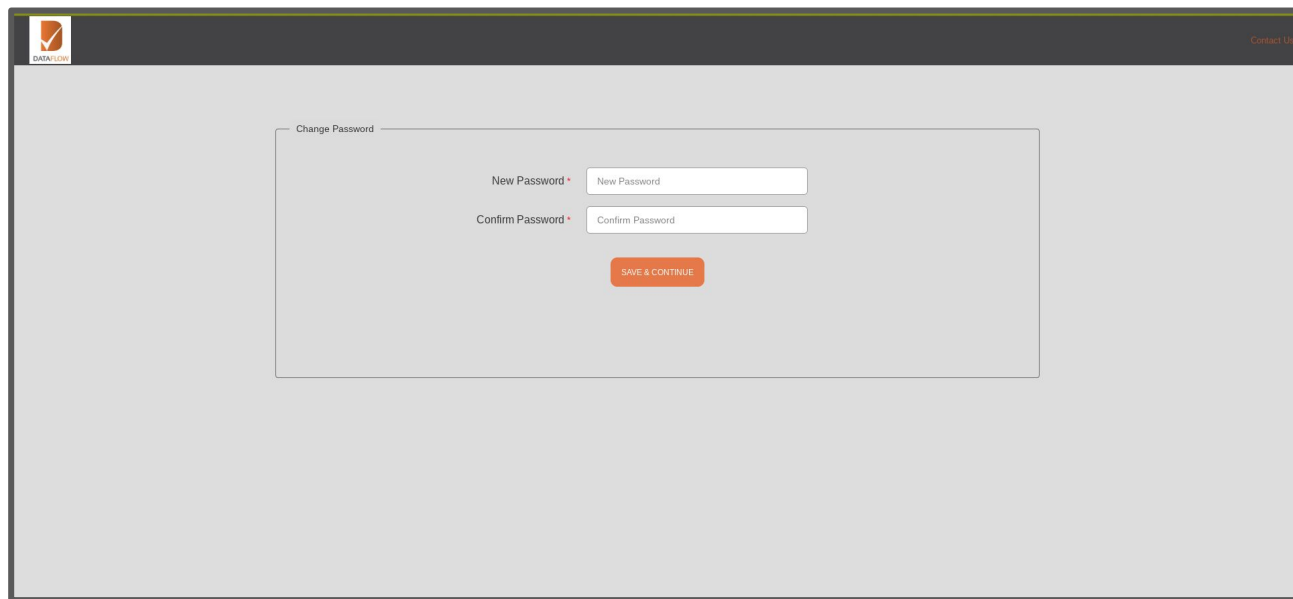
DISCLAIMER

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.

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 and enter your email ID to begin



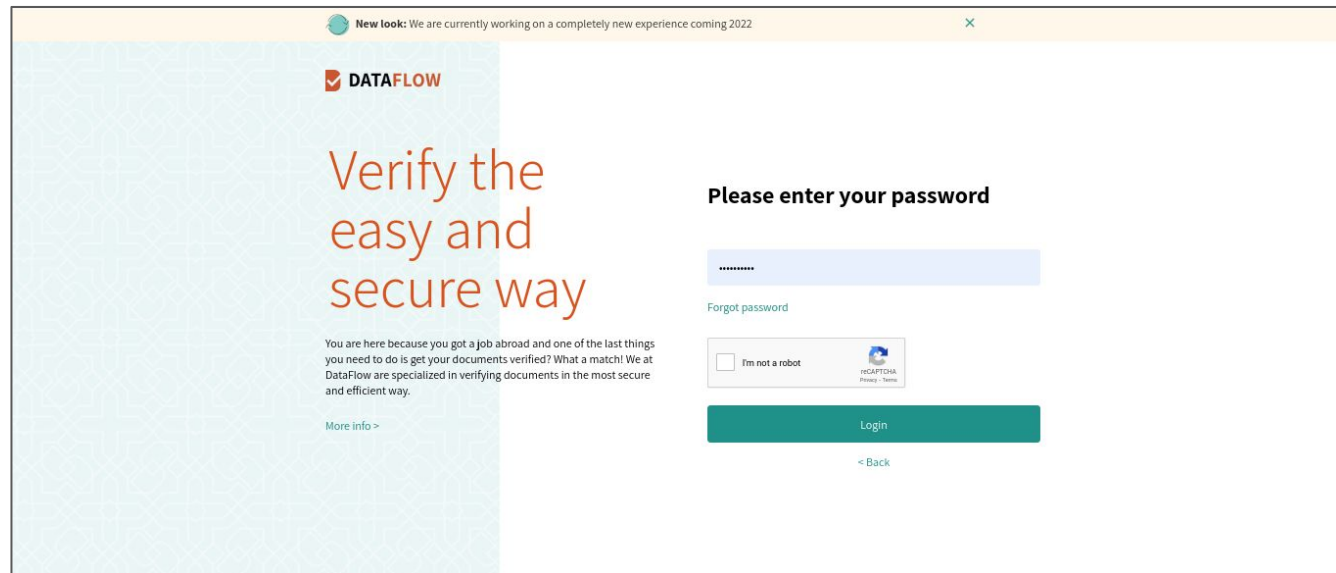
The screenshot shows a web browser window with the DataFlow Group logo in the top left corner and a 'Contact Us' link in the top right corner. The main content area is a light gray box titled 'Change Password'. Inside this box, there are two input fields: 'New Password' and 'Confirm Password', both with 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

Setup your Account | Account Activation

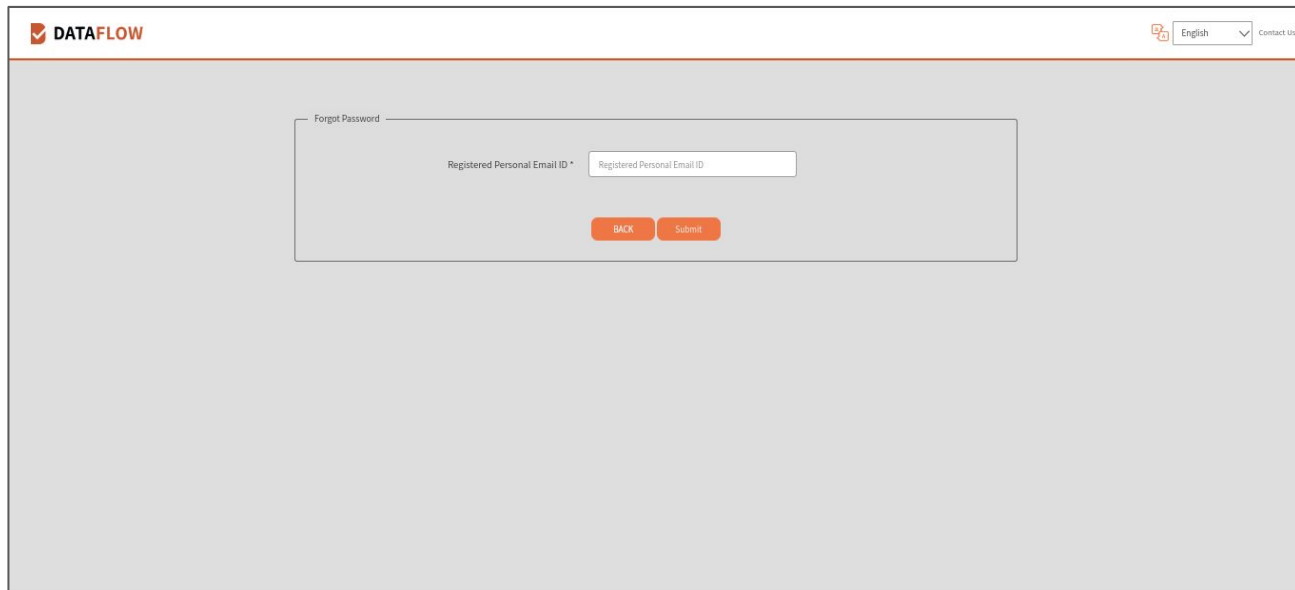
Once you have activated your account, enter your registered email ID and password on the 'Sign In' page



The screenshot shows the DataFlow account activation page. At the top, a yellow banner reads "New look: We are currently working on a completely new experience coming 2022" with a close button. The main header features the DataFlow logo and the text "Verify the easy and secure way". Below this, a message states: "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." A link for "More info >" is provided. On the right, a section titled "Please enter your password" contains a password input field, a "Forgot password" link, a CAPTCHA box with the text "I'm not a robot" and the reCAPTCHA logo, a "Login" button, and a "< Back" link.

1

Setup your Account | Forgot Password



The screenshot shows a web browser window with the DataFlow logo in the top left corner. In the top right corner, there is a language dropdown menu set to 'English' and a 'Contact Us' link. The main content area is a light gray rectangle containing a 'Forgot Password' section. This section has a title 'Forgot Password' and a label 'Registered Personal Email ID *' next to a text input field. Below the input field are two orange buttons: '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

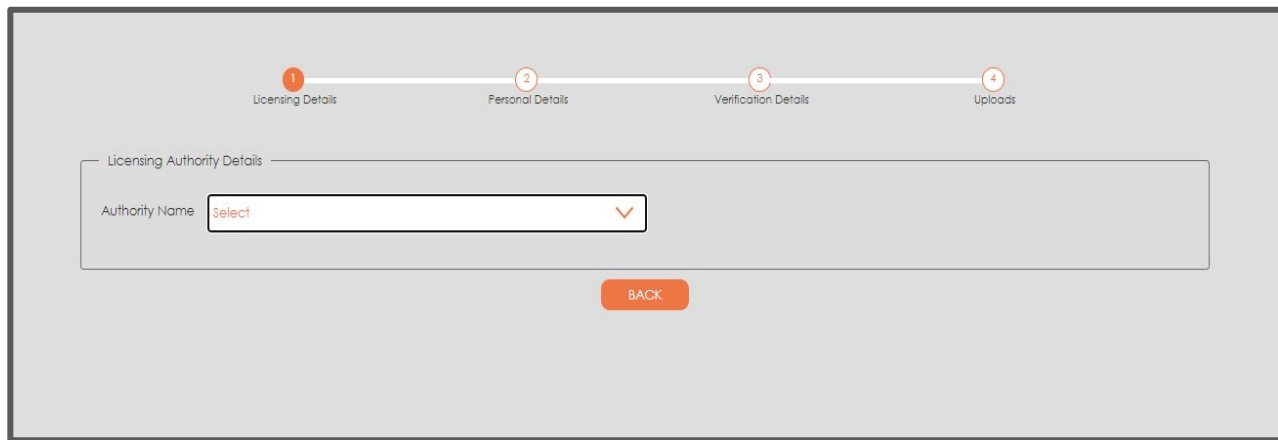


You can also track your application by selecting your DataFlow Group Case Reference Number from the 'Select Case' dropdown menu or by clicking the 'Check Your Status' button

3

Select your authority

Select your preferred licensing authority from the dropdown list to proceed



The screenshot shows a web form with a progress bar at the top containing four steps: 1. Licensing Details, 2. Personal Details, 3. Verification Details, and 4. Uploads. The first step, 'Licensing Details', is the active step. Below the progress bar, the section is titled 'Licensing Authority Details'. It contains a label 'Authority Name' followed by a dropdown menu with the word 'Select' and a downward arrow. Below the dropdown menu is an orange button labeled 'BACK'.



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

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

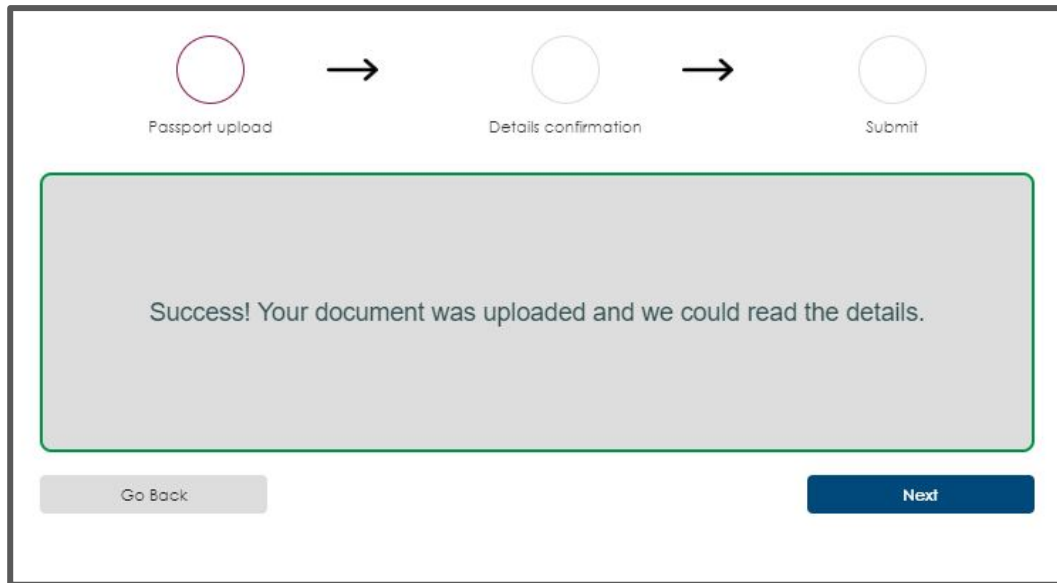
Drag your scanned passport image here

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

The screenshot displays a two-step process for passport details confirmation. The first step, 'Passport upload', is highlighted with a red circle and contains an error message: 'Oops! I couldn't read the file that you uploaded.' Below this message are two buttons: 'Try again' and 'Enter manually'. The second step, 'Details confirmation', is shown to the right and contains a form with the following fields:

- Surname:
- Passport number:
- Date of birth:
- Nationality:
- Given names:
- Issuing Country:
- Sex:
- Passport Expiry Date:

Below the form are two buttons: 'Go Back' and 'Next'. A warning message at the top of the second step reads: '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.'

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.

At the bottom left of the first step is a 'Go Back' button.

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](#)

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 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' step is currently active.

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 *	<input type="text"/>	Middle Name	<input type="text"/>	Last/Family Name *	<input type="text"/>
Gender	<input type="text"/>	Passport Number *	<input type="text"/>	Date of Birth *	<input type="text"/>
Country *	<input type="text" value="Select"/>	Country code	<input type="text" value="select"/>	Mobile Number *	<input type="text" value="Mobile Number"/>
Personal Email ID *	<input type="text"/>				

- 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

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 '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

You are about to fill the details of your Education document. Please make sure to provide the dates (issue date, start date, end date, conferred date etc.), major subject, qualification and other details exactly as mentioned in the document to be verified.

Any variance found in the details filled in the form and the information mentioned in the document submitted for verification, may lead to a delay in processing your application.

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

Mandatory Documents

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

Optional Document / Information

- 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

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

[Submit](#) [Cancel](#) [Reset](#)

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

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

- 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. *

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...

- 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 displays a web application interface for a learning portal. At the top, a navigation bar includes a logo, the text 'Welcome to the eLearning Portal', and links for '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, with your signature, scan and upload the document to the "Upload LOA" button. The LOA is a mandatory requirement and needs to be signed by the applicant only. The LOA is a document provided to any other third party and hence will not be accessible. It is mandatory for you to submit a valid LOA to proceed further. If you do not submit a valid LOA, your application will be rejected. Please provide a clear and complete scan of your LOA and upload it to the "Upload LOA" button. The LOA is a mandatory requirement and needs to be signed by the applicant only. The LOA is a document provided to any other third party and hence will not be accessible. It is mandatory for you to submit a valid LOA to proceed further. If you do not submit a valid LOA, your application will be rejected. Please provide a clear and complete scan of your LOA and upload it to the "Upload LOA" button.' Below the instructions, there is a red document icon with a white arrow pointing to it. Below the icon, there are two buttons: 'Download LOA' and 'Upload LOA'. At the bottom of the page, there is a footer with the text 'Copyright © 2023 - 2024 All Rights Reserved' and '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

Personal Details

First Name	Test	Middle Name	Test	Last Name	Customer
Gender	Female	Person Number	413365	Date of Birth	1993/05/05
Case Reference Number (Optional)		Nationality	Indian	Country Code	IN
Mobile Number	98201020	Person Email ID	testm01@maharashtra.gov	Professional Email ID	Professional Email ID

Licensing Authority Details

License	State Services Department - Nagpur	State Services Type	Regular Service	State Services Type	Regular
Package	Professional Package 1				

Education

Issuing Authority Name	MAHATMA JYOTIBA PHULE UNIVERSITY CAMPUS	Issuing Authority Address	Block - 12, Ground Floor, Jyoti University Campus, Nagpur	Issuing Authority City	NAGPUR
Issuing Authority State	Maharashtra	Issuing Authority Country	India	Qualification Awarded	B.Tech
Applicant Name as per Document	Test Customer	College/Institution Name		How the Candidate has Entered Course	
Mode of Study	Distance Learning	Major Subject	Computer Science	Period of Study From	

Employment

Issuing Authority Name	MAHATMA JYOTIBA PHULE UNIVERSITY CAMPUS	Issuing Authority Address	Block - 12, Ground Floor, Jyoti University Campus, Nagpur	Issuing Authority City	NAGPUR
Issuing Authority State	Maharashtra	Issuing Authority Country	India	Last Professional Designation	Software Engineer
Applicant Name as per Document	Test Customer	Employment Code		Experience	
Reason for Leaving		Employment Period (From To)	01/01/2015	Employment Period (To From)	01/01/2015

Professional Courses

Issuing Authority Name	MAHATMA JYOTIBA PHULE UNIVERSITY CAMPUS	Issuing Authority Address	Block - 12, Ground Floor, Jyoti University Campus, Nagpur	Issuing Authority City	NAGPUR
Issuing Authority State	Maharashtra	Issuing Authority Country	India	License Awarded	0
Applicant Name as per Document	Test Customer	License Type	Part Time	License Status	0
Registration Number / ID	12345	License Confirmed Date	01/01/2015	Valid From	01/01/2015

Database

Name as per Document	Test Customer	Date of Birth	1993/05/05	Person Number	413365
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Certificate of Good Standing

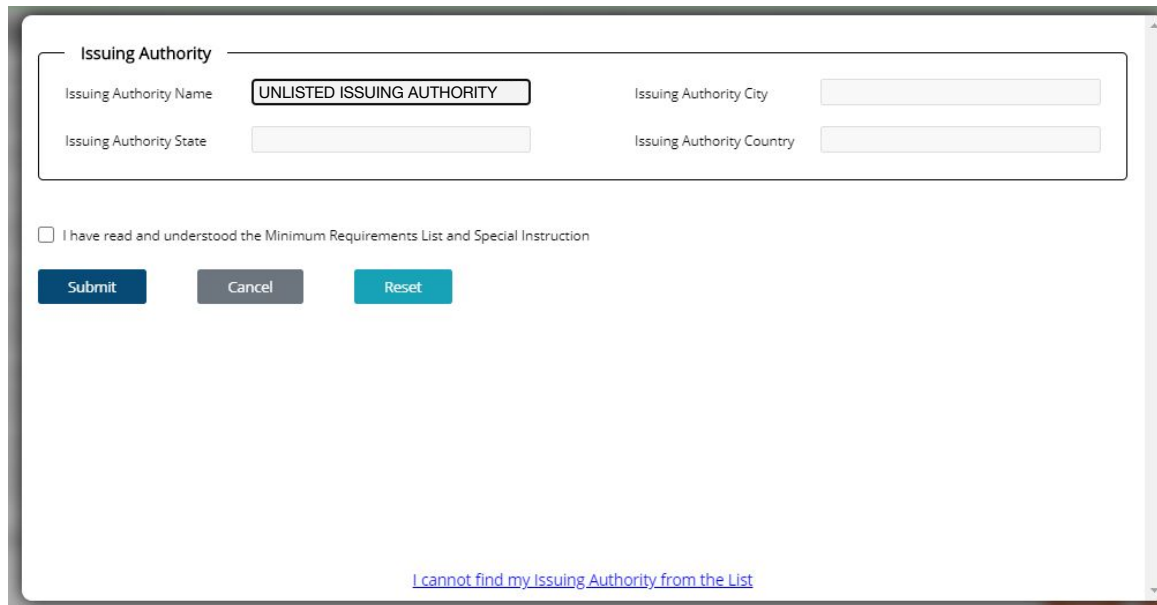
Issuing Authority Name	MAHATMA JYOTIBA PHULE UNIVERSITY CAMPUS	Issuing Authority Address	Block - 12, Ground Floor, Jyoti University Campus, Nagpur	Issuing Authority City	NAGPUR
Issuing Authority State	Maharashtra	Issuing Authority Country	India	License Awarded	0
Applicant Name as per Document	Test Customer	License Type	Part Time	License Status	0
License Number	12345				

Letter of Authorization

Download LCA.pdf

6 a In case your Issuing Authority is not listed

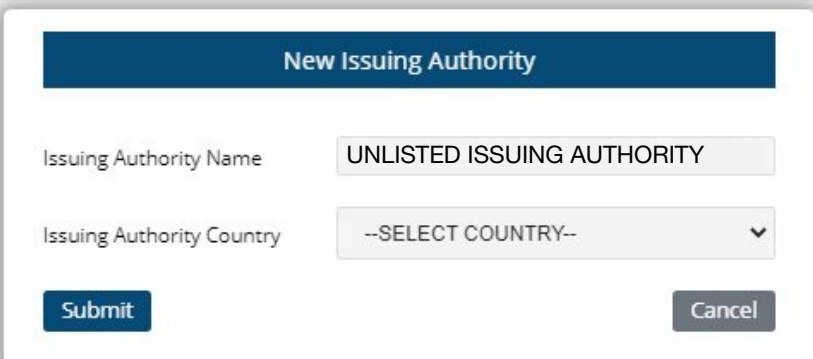
Please type the name of your Issuing Authority, and in case it is not listed, a link will come up on the bottom of the screen - '**I cannot find my Issuing Authority from the list**'



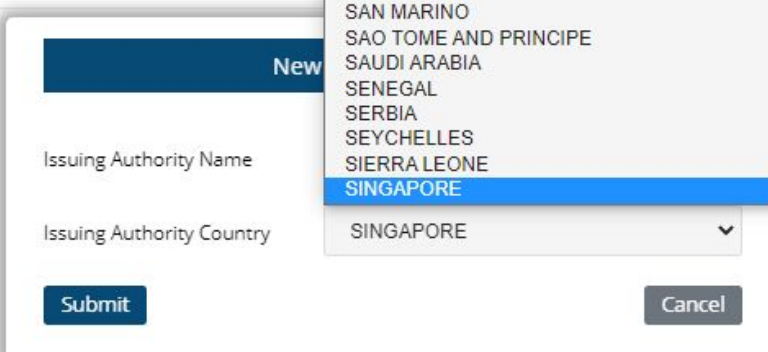
The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with the text "UNLISTED ISSUING AUTHORITY" entered), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country". Below these fields is a checkbox labeled "I have read and understood the Minimum Requirements List and Special Instruction". At the bottom of the form are three buttons: "Submit" (dark blue), "Cancel" (grey), and "Reset" (teal). 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--". At the bottom are "Submit" and "Cancel" buttons.



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



The image shows a web form titled "New Issuing Authority". It contains two input fields: "Issuing Authority Name" with the text "UNLISTED ISSUING AUTHORITY" and "Issuing Authority Country" with a dropdown menu showing "SINGAPORE". At the bottom, there are two buttons: "Submit" and "Cancel".

New Issuing Authority	
Issuing Authority Name	UNLISTED ISSUING AUTHORITY
Issuing Authority Country	SINGAPORE ▼
<button>Submit</button>	<button>Cancel</button>

7 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

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 Password', and 'Log Out' on the right. Below the navigation bar, a message states: 'Please pay back the "100000" MYR (200000 MYR) before you will be able to make a payment. (Note: 100 MYR (200000 MYR) is the minimum amount to make a payment.)'. The main content area is titled 'Payment' and contains a form with the following fields and labels:

- Package Amount:** 100000 MYR
- Surcharge:** 0 MYR
- 100000 MYR Total Amount:** 0 MYR
- Total Amount:** 100000 MYR
- 100 MYR Amount:** 0 MYR
- Select Payment Method:** Credit Card

At the bottom of the form, there are two buttons: 'Back' and 'Submit Application'. The footer of the page contains 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
	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.

*Note: This is a sample invoice.

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
	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