



DATAFLOW

How to Apply

Department of Healthcare Professions

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 The Department of Healthcare professions

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

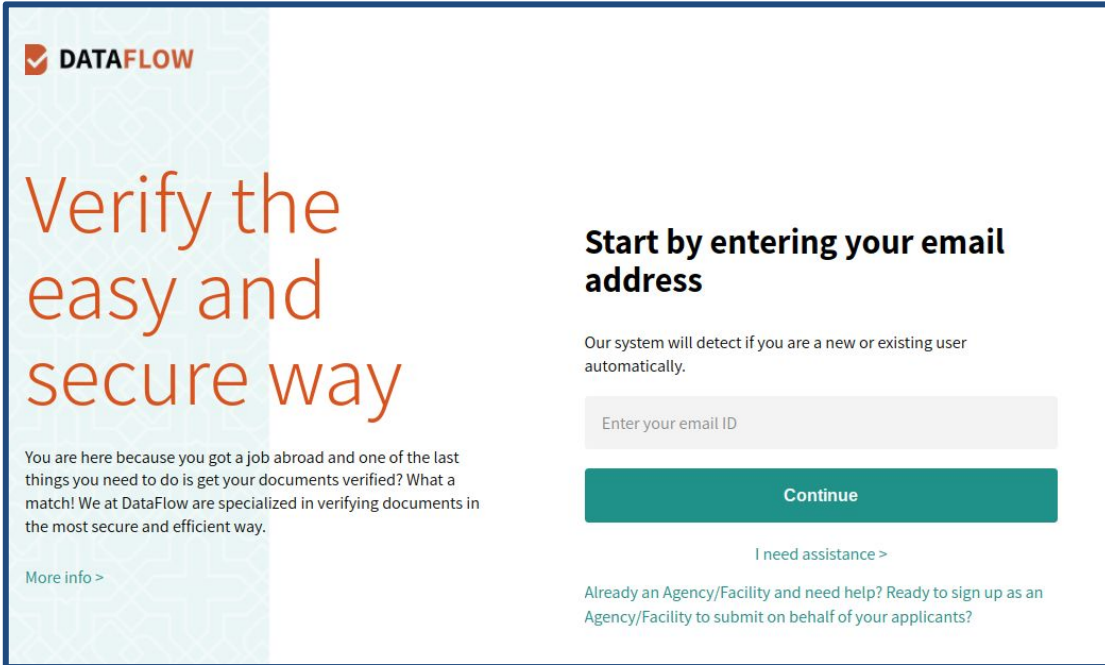
6 Submit the required documents

7 Payment

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. On the left, there is a light blue vertical banner with a geometric pattern. The DataFlow logo is at the top left of the banner. Below the logo, the text 'Verify the easy and secure way' is written in a large, orange, sans-serif font. Underneath this, a paragraph explains that the user is there because they got a job abroad and need to verify documents. A 'More info >' link is at the bottom of the banner. To the right of the banner, the main content area has a white background. It features the heading 'Start by entering your email address' in bold black text. Below the heading is a short paragraph stating that the system will detect if the user is new or existing. A light gray input field with the placeholder text 'Enter your email ID' is positioned below the paragraph. Underneath the input field is a prominent teal 'Continue' button. Below the button is a link that says 'I need assistance >'. At the bottom of the main content area, there is a link for 'Already an Agency/Facility and need help? Ready to sign up as an Agency/Facility to submit on behalf of your applicants?'.

DATAFLOW

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.

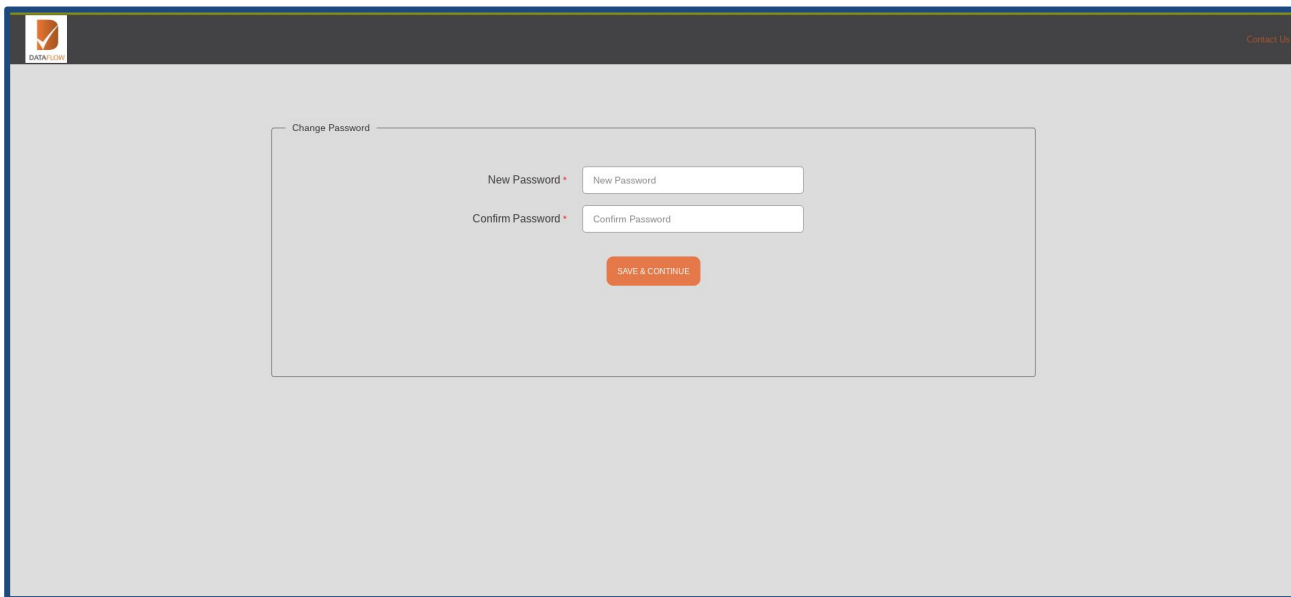
I agree to the [Terms & Conditions](#)

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

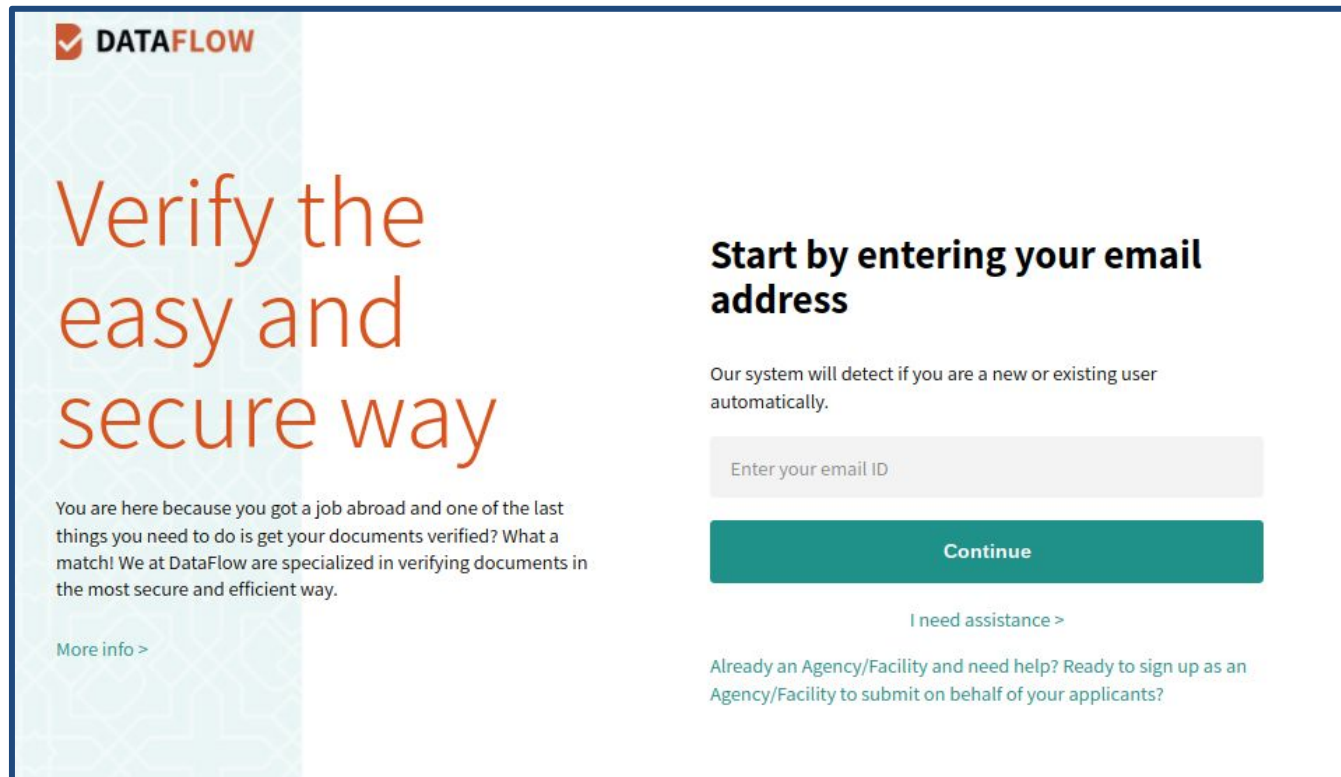


The screenshot shows a web application interface for changing a password. At the top left is the 'DATAFLOW' logo, and at the top right is a 'Contact Us' link. The main content area is titled 'Change Password' and contains two input fields: 'New Password' and 'Confirm Password', each with a red asterisk indicating a required field. Below the input fields is an orange button labeled '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



The screenshot shows the DataFlow account activation interface. At the top left is the DataFlow logo, which consists of a checkmark icon followed by the text "DATAFLOW". Below the logo, the main heading reads "Verify the easy and secure way" in a large, orange, sans-serif font. Underneath this heading is a paragraph of text: "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." Below this paragraph is a link that says "More info >". To the right of the heading and paragraph, there is a section titled "Start by entering your email address" in bold black text. Below this title is a sub-heading: "Our system will detect if you are a new or existing user automatically." Underneath this is a light gray input field with the placeholder text "Enter your email ID". Below the input field is a teal button with the text "Continue" in white. At the bottom of this section is a link that says "I need assistance >". At the very bottom of the page, there is a line of text: "Already an Agency/Facility and need help? Ready to sign up as an Agency/Facility to submit on behalf of your applicants?"

DATAFLOW

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

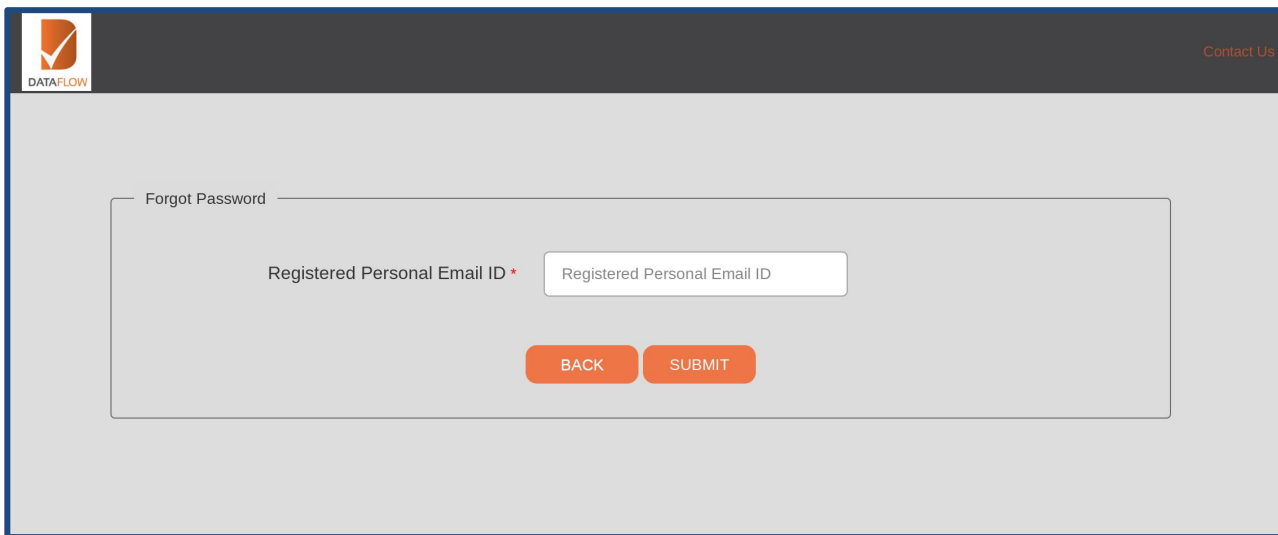
Our system will detect if you are a new or existing user automatically.

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 | Forgot Password



The screenshot shows a web interface for the 'Forgot Password' process. At the top left is the DATAFLOW logo, and at the top right is a 'Contact Us' link. The main content area is titled 'Forgot Password' and contains a form with the following elements:

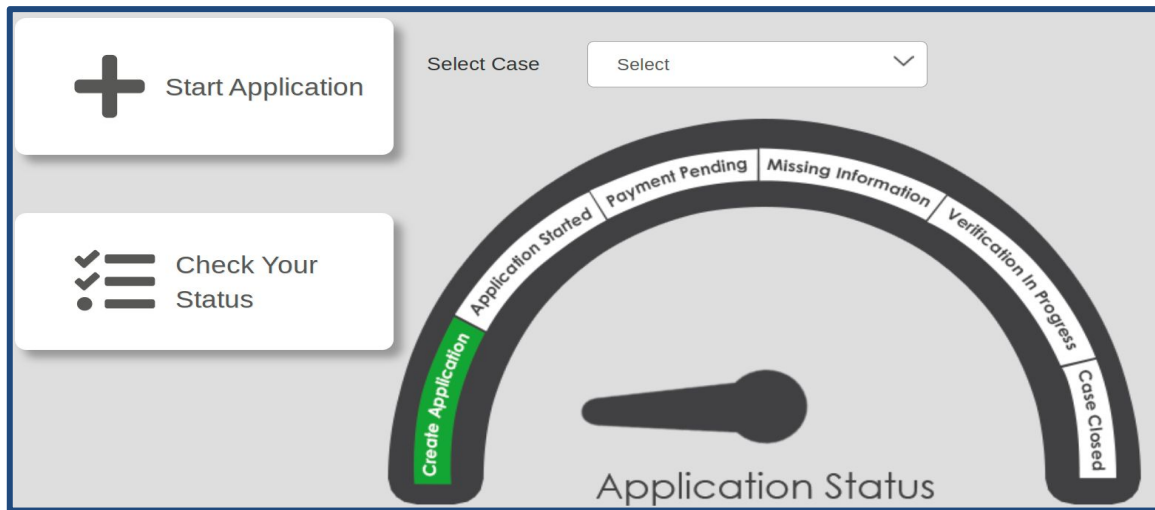
- A label 'Registered Personal Email ID *' followed by a text input field containing the placeholder text 'Registered Personal Email ID'.
- Two orange buttons: 'BACK' and 'SUBMIT'.

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 **Department of Healthcare Professions DHP** system will prompt you to select the package or documents or pre-determined combination .

Licensing Authority Details

Authority Name: Department of Healthcare Professions (DHP) - Ministry of Public Health (MOPH)

Application Category: Select

Application Type: Select

Service Type: Select

Component: Select

Frequently Accessed Licensing Authorities

- nhra NATIONAL HEALTH REGULATORY AUTHORITY
- اللجنة الوطنية للتخصصات الصحية Saudi Commission for Health Specialties
- Ministry of Public Health

Or click on Ministry of Public Health Icon from the Frequently Accessed Licencing Authorities

4

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 components details will be displayed.

Depending on your selected package you can add up to 1 health license free of charge, more than 1 document will be charged.

In the Licensing Authority Field , select your employer name from the **Facility Name** droplist.

Package Details

Select Package
New - Regular

Type of Check/Document	No. of Checks/Documents	Type of Check/Document	No. of Checks/Documents
Education Additional checks/documents will be charged extra	1 + -	Employment Please enter the number of Employment applicable for the last 5 Years	1 + -
Health License Add up to 1 health license document free of charge. An additional cost will apply for more than 1 document.	0 + -	Database	1 + -

Add Check/Document

Licensing Authority - Specific Details

Facility Name
Select

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](#)

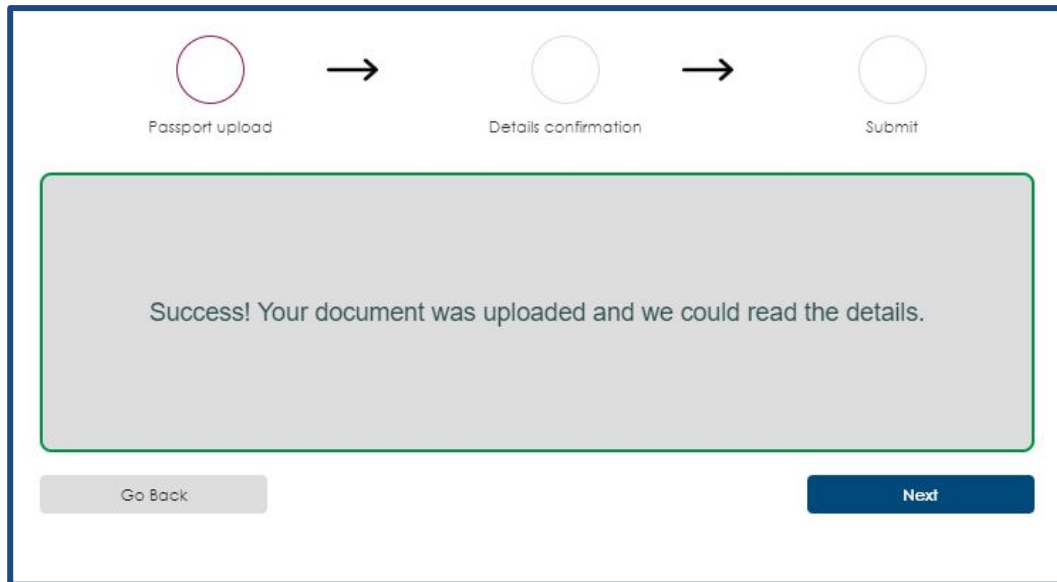
Tips that will allow us to read the passport easily:

- 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](#)

5

Personal Details



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

The screenshot displays two stages of a passport details entry process. The top part shows a progress indicator with three steps: 'Passport upload', 'Details confirmation', and 'Submit'. The left side shows an error state where the 'Passport upload' step is highlighted in red, with a message: 'Oops! I couldn't read the file that you uploaded.' Below this message are two buttons: 'Try again' and 'Enter manually'. Below the error message is a section titled 'Tips that will allow us to read the passport easily:' with the following text: '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.' Below this text is a 'Go Back' button. The right side shows the successful form view where the 'Passport upload' step is completed (indicated by a purple circle) and the 'Details confirmation' step is active. The form contains the following fields: Surname, Passport number, Date of birth, Nationality, Given names, Issuing Country, Sex (MALE), and Passport Expiry Date. A 'Go Back' button is located below the Surname field, and a 'Next' button is located below the Passport Expiry Date field. A warning message above the form states: '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.'

5

Personal Details

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** 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	<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"/>

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"/>

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

Mandatory Documents

Please upload a clear copy of your passport page

UPLOAD

Please enter all details in ENGLISH language only.

Personal Details

Given name as per passport *	<input type="text" value="Given name as per passport"/>	Surname as per passport *	<input type="text" value="Surname as per passport"/>	Passport Number *	<input type="text" value="Passport Number"/>
Date of Birth *	<input type="text" value="Date of Birth"/>	Nationality *	<input type="text" value="Select"/>	Applicant Email Id *	<input type="text" value="salma@abyssmail.com"/>
Country Code *	<input type="text" value="Select"/>	Mobile Number *	<input type="text"/>	<input type="button" value="Generate OTP"/>	

BACK SAVE NEXT

- 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

As you click on **Issuing Authority Name** in “Health / Professional License ” page, 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, select the correct one 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 Pages 22 & 23 in case you cannot find your Issuing Authority Name

- On the **Health License** page, enter the required details and upload clear uncropped scans of the License.
- Select the type of document uploaded from the dropdown menu

Health License 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="Issuing Authority Name"/>	Issuing Authority Country	<input type="text" value="Select"/>
Professional Title	<input type="text" value="Professional Title"/>	Applicant's name as per certificate	<input type="text" value="SALMA ABU MERSH DAMAJ"/>
License Type	<input type="text" value="Select"/>	License Status	<input type="text" value="Select"/>
License Number	<input type="text" value="License Number"/>	License Issued Date	<input type="text" value="License Issued Date"/>
License Expiry Date	<input type="text" value="License Expiry Date"/>		

Mandatory Documents

Upload copy of original health license to be verified.

Optional Document / Information

Upload a copy of your renewed Health License (if any).
Upload a copy of the back side of your Health License.

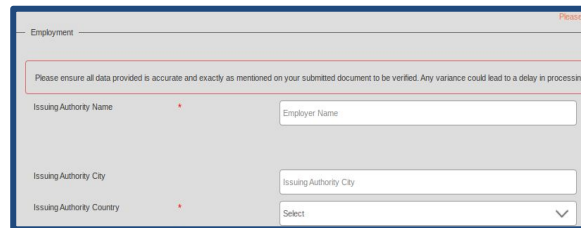
6 Upload required documents | Employment

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.

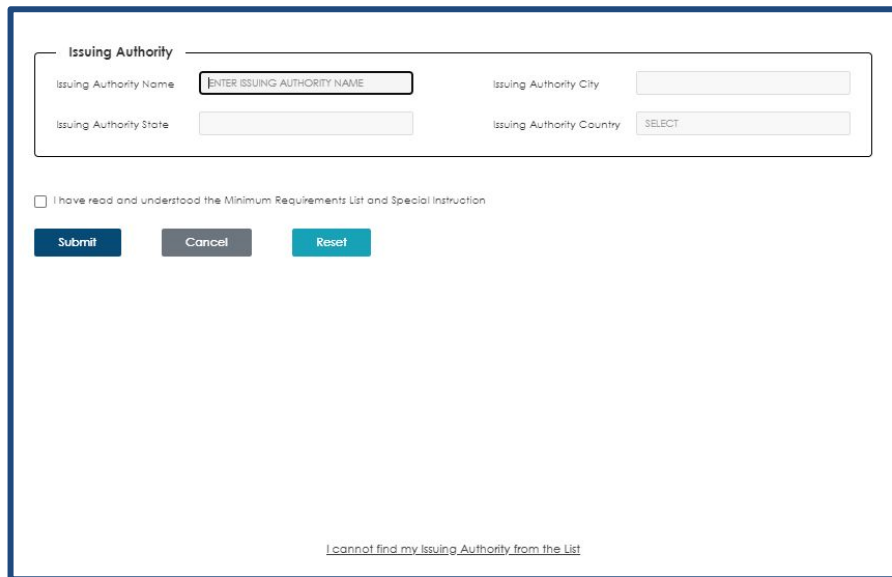
In the **Issuing Authority Name**, start typing your previous employer’s name and select the correct one from the list.

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

Please review Pages 22 & 23 in case you cannot find your Issuing Authority Name



The screenshot shows a form titled "Employment" with a "Please" label in the top right corner. 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." Below this, there are three input fields: "Issuing Authority Name" with a red asterisk, "Employer Name" (text input), "Issuing Authority City" (text input), and "Issuing Authority Country" with a red asterisk and a "Select" dropdown menu.



The screenshot shows a form titled "Issuing Authority" with a "Please" label in the top right corner. It contains four input fields: "Issuing Authority Name" with a placeholder "ENTER ISSUING AUTHORITY NAME", "Issuing Authority City" (text input), "Issuing Authority State" (text input), and "Issuing Authority Country" with a "SELECT" dropdown menu. Below the fields is a checkbox labeled "I have read and understand the Minimum Requirements List and Special Instruction". At the bottom, there 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".

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. End of service certificate

Select the type of Certificate you uploaded from the dropdown menu

Employment

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.

Name of the Employer *	<input type="text" value="Name of the Employer"/>	Employment Country *	<input type="text" value="Select"/>
Job Title / Designation *	<input type="text" value="Job Title / Designation"/>	Applicant's name as per certificate *	<input type="text" value="SALMA ABU MERHI DAMAJ"/>
Employment Type *	<input type="text" value="Select"/>	Period of Employment From *	<input type="text" value="Period of Employment From"/>
Period of Employment To *	<input type="text" value="Period of Employment To"/>		

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

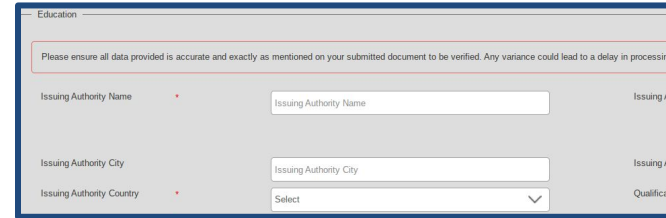
Upload required documents | Education

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.

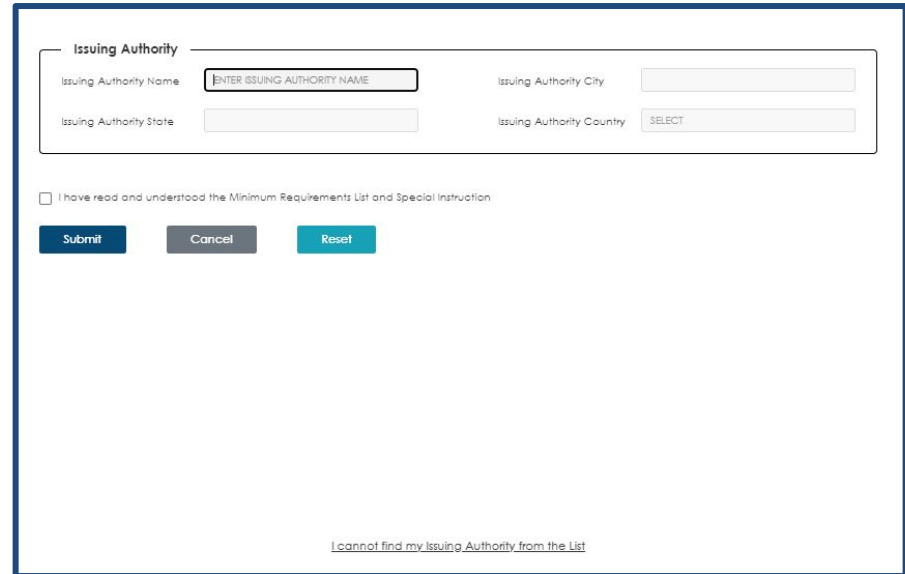
Please review Pages 22 & 23 in case you cannot find your Issuing Authority Name



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 *	<input type="text" value="Issuing Authority Name"/>	Issuing A
Issuing Authority City	<input type="text" value="Issuing Authority City"/>	Issuing A
Issuing Authority Country *	<input type="text" value="Select"/>	Qualifica



Issuing Authority

Issuing Authority Name	<input type="text" value="ENTER ISSUING AUTHORITY NAME"/>	Issuing Authority City	<input type="text"/>
Issuing Authority State	<input type="text"/>	Issuing Authority Country	<input type="text" value="SELECT"/>

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

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	<input type="text" value="Issuing Authority Name"/>	Duration of Program (Months)	<input type="text" value="Select"/>
Duration of Program (Years)	<input type="text" value="Select"/>	Province/State	<input type="text" value="Province/State"/>
Issuing Authority Country	<input type="text" value="Select"/>	Qualification Attained/Certificate Title	<input type="text" value="Qualification Attained/Certificate Title"/>
Applicant's name as per certificate	<input type="text" value="SALMA ABU MERHI DAMAJ"/>	Mode Of Study	<input type="text" value="Select"/>
Qualification Conferred Date	<input type="text" value="Qualification Conferred Date"/>		

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

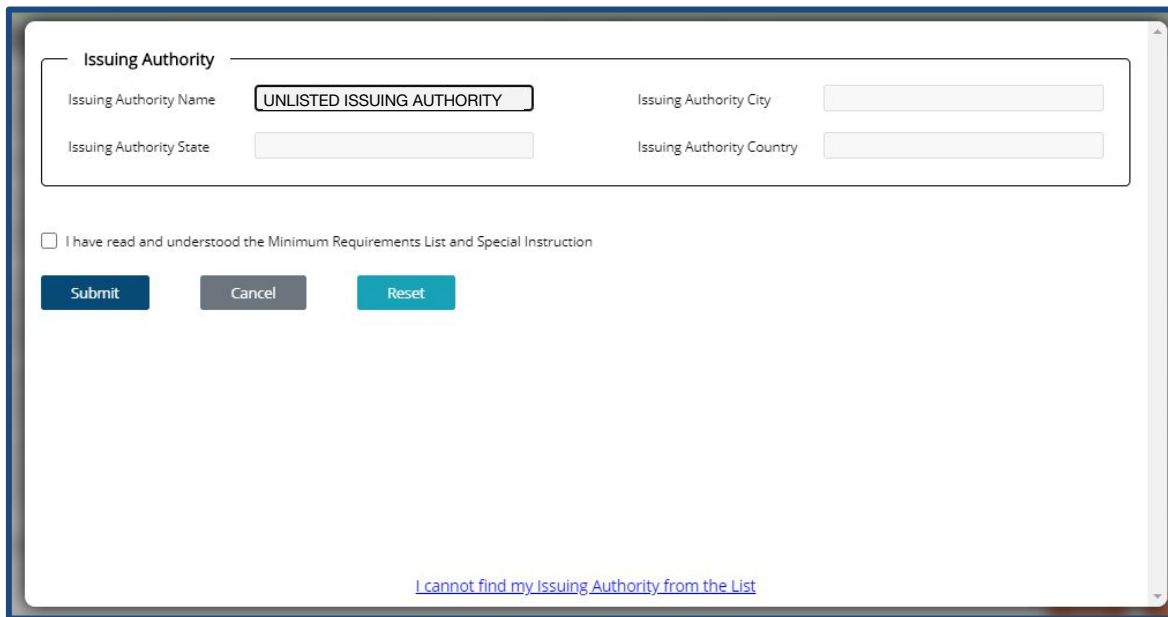
Upload the back page of the qualification document to be verified if it contains any stamps, embossments or unique identifiers (Certificate/Diploma/Degree).

6

Upload required documents

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**



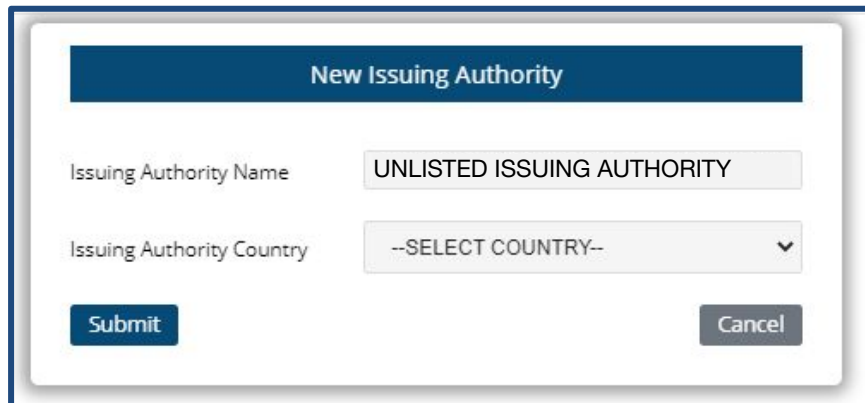
The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with the text "UNLISTED ISSUING AUTHORITY" entered), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country". Below the form is a checkbox labeled "I have 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](#)".

6

Upload required documents

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**



New Issuing Authority

Issuing Authority Name UNLISTED ISSUING AUTHORITY

Issuing Authority Country --SELECT COUNTRY--

Submit **Cancel**



New

Issuing Authority Name

Issuing Authority Country

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

SINGAPORE

Submit **Cancel**

6

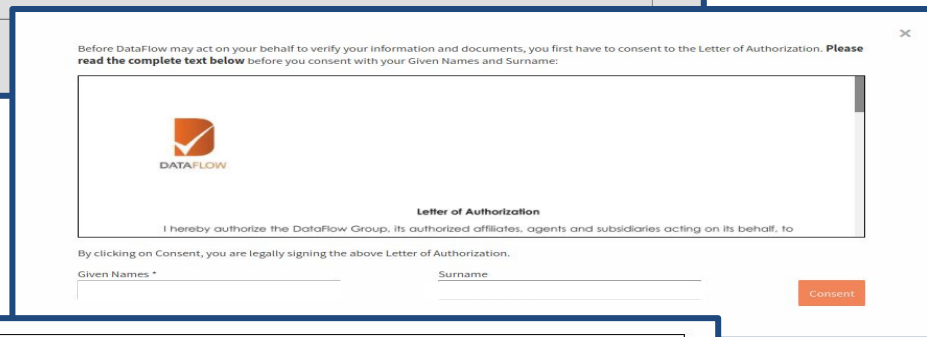
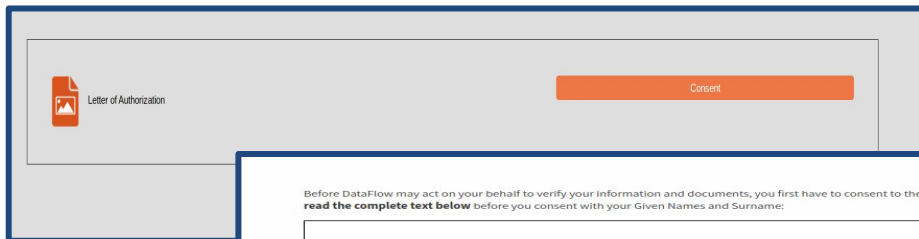
Upload required documents | Consent

After completing the application form, 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**



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.

The screenshot shows the 'Personal Details' section of an application review form. The form is titled 'Personal Details' and contains several input fields for personal information. The fields are organized into two columns. The left column includes fields for First Name (Toni), Gender (Female), Date of Birth (05/05/2004), and Mobile Number. The right column includes fields for Middle Name, Passport Number (A12345), Nationality (Indian), Country Code (+91), Professional Email ID, and Professional Email ID. Below the personal details section, there are sections for 'Employing Authority Details', 'Education', 'Employment', 'Professional License', 'Database', and 'Certificate of Good Standing'. Each section contains multiple input fields for details such as authority name, address, dates, and license numbers. The form also includes 'Edit' and 'Delete' buttons for each section. At the bottom of the form, there is a 'Letter Of Authorization' section with a file upload icon and a 'PDF' label.

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.

Note: If any of your issuing authorities requires the payment of a fee to disclose the verification, the fee will be added to the total amount.

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 <input type="button" value="v"/>

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

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
	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.

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



The screenshot shows the DataFlow website interface. At the top center is the DataFlow logo, which consists of an orange square with a white checkmark inside, and the word "DATAFLOW" in orange capital letters below it. Below the logo, the text "Check verification status and download report" is displayed in a teal color. Underneath this text, there are two search options: "Search by DataFlow Case Number" with a question mark icon, and "Search by Reference Number" with a question mark icon. Below these options, there are two input fields. The first is labeled "DataFlow Case Number" and contains the placeholder text "Enter the DataFlow Case Number". The second is labeled "Passport Number" and contains the placeholder text "Enter the Passport Number". Between these two input fields is the word "and". At the bottom center of the form is a button labeled "Check Status".



Thank You

www.dataflowgroup.com