



Primary Source Verification

AEQUO International

How to Apply

'A Step By Step Guide for Completing Your Application'







<u>Step One</u>

• You will receive an email from 'AEQUO International' requesting you to verify your documents - along with a link directing you to the DataFlow Group 'Applicant Registration Form'

*Note: If you are a first-time user, sign up as 'New User' to proceed to the 'Applicant Registration Form'

DataFlow Gateway			Confact Us
	SIGN IN Username (Enter your Registered Personal Email ID) Password Remember Me	Forgot Password?	
	Refresh Enter the text shown in Image		







<u>Step Two</u>

- On the 'Applicant Registration Form' enter all required details to register
- Select 'AEQUO International' from the 'Select Licensing Authority' dropdown menu
- Once done, agree to the Terms and Conditions, then click 'Submit'

Name *	Mobile Number *	
Name	Country V Mobile Number	
Personal Email ID *	Select Licensing Authority *	
Email ID (This will be your username)	Select Licensing Authority	\sim
Password *	Security Question *	
Password	Select Security Question	~
Confirm Password *	Security Answer*	
Confirm Password	Security Answer	
	agree to the Terms & Conditions	







Step Three

- You will receive an automated email containing an activation link
- Once you have activated your account or if you are an existing applicant, enter your registered email ID and password on the 'Sign In' page, then click 'Submit'

	Your account has been verified. Please to	gin with your valid Email ID and Password.	
	SIGN IN		
2	aequo.candidate@yopmail.com		
\mathcal{V}			
7	Remember Me	Forgot Password?	
	NNAWF		

- If you forgot your password click 'Forgot Password'
- Enter the requested details and click 'Submit'
- You will receive an email to your registered email ID with a link to change your password

DataFlow Gateway	ntact U
- Forgot Password	
Registered Personal Email ID * Pegistered Personal Email ID	
Registered Mobile Number * Country V Registered Mobile Number	
Security Question Select Security Question	
Security Answer Security Answer	
BACK SUBART	







<u>Step Four</u>

• On the dashboard page - to initiate your application, click on the 'Detailed Case Entry' button

DataFlow Gateway	A Home	Contact Us Log Out
Please click	on CHECK YOUR STATUS button to initiate payment process	
+ Detailed Case Entry	Select Core	
Check Your Status	Application Status	
Follow Us: 🎔 🔗 in	wohl 8/2015 - 2017 Al Bioth Reserved. Terms of Use 1 Physics & Policy	







Step Five

- On the 'Licensing Authority Details' page, choose 'AEQUO International' from the 'Getting Verified For' dropdown menu
- Choose your first document, then your second and third if applicable from the remaining dropdown menus
- Select an additional document from the 'Additional Document' dropdown menu
- Confirm your relevant package

DataFlow Gateway Welcome Karan Bir Singh
Icensing Defails Personal Defails Verification Defails Uploads
Ucensing Authority Details
Select Licensing Authority Aequo Internationa
Getting Verified For: Select First Document: Second Document, if any: Third Document, if any: Additional Documents is: Aequo Cosmetology Diploma Higher Education Certil Higher Education Certil Not from some institution
- Package Details
Select Package
ВАСК
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<u>Step Six</u>

- Once you select your package, you will be asked to reconfirm the option you have chosen
- Click 'Confirm' to proceed or click 'Change' to reselect your package
- If you want to add checks, click on the plus sign. Additional charges will be applicable

Licensing Authority Details Select Licensing Account International	Message to Proceed	
Avgue Condidate or Evolution. Condidate or Evolution. Condidate Pockage Details	Based on your input you have selected the following : Licensing Authority Name: Acquo International Category 1: Candidate Category 3: IAR Package: High School / Cosmetology Diploma - Basic Package Annount: USD 92 Click Condition Porceets for henet page. TO NOTE: Incorrect information may lead to delays and additional costs. Havever, you can still amend the application by clicking on "Change" at any lime: CONRIGM	
Follow Us: 🕑 🚷 in		

• Carefully read the details on the popup to ensure you have selected the correct options, then click 'Ok'









Step Seven

• On the 'Personal Details' page - enter the required details and upload clear uncut copies of your passport and national ID, then click 'Next'

Resound Datain				nter all d	etails in ENGLISH language only.			
Fist Nome	Testuser		Midale Name		Middle Name		Last/Family Name*	lastname
Marital Status	Single	~	Gender		Male	~	Possport Number * (Current)	12588ddd
Possport Number 8 (Old)	Passport Number (Old)		identity Type		Select	~	identity Card a Number	Identity Card Number
Viso Type	Vat	~	Date of Birth		01/05/1985		Place of Birth	Washington
Country of Birth	United States	~	Mailing Address		Test address		City	City
Stote *	State		Country	٩	Virgin Islands (US)	~	Zp Code	5356465
Nationality	American	~	Previous/Other Nationality (f opplicable)		Select	~	Country Code	Select 🗸
Telephone • Number	Telephone Number		Vaid E-mail D		dftestuser@yopmail.com			
Mandatory Documents -			ndatory to upload the 1. Clears 2. Clea	below o can of y ar scan o Pa	ocuments for timely processing o sur Passport (Pist and Last Page) f National Identification Card sport copy	of your applic		

- Identify the type of document you have uploaded from the list
- You can upload additional documents by repeating this process









<u>Step Eight</u>

• On the 'Education' page - enter the required details and upload and the required document, then click 'Next'

Welcome Karan				4	
Ucer	0 tring Details	2 Personal Details	Verification Details	(a) Uploada	
			Education		
- Education					
Issuing Authority Name*	Issuing Authority Name	•	Issuing Authority * Address	Issuing Authority Address	
Issuing Authority	Select	~	Qualification Name	Qualification Name	
Have You Completed * this Degree/Course	Yes	~	Mode of Study	Select	~
Qualification * Conferred Date	Qualification Conferre	ed Date	Diploma Received	Yes	~
Mandatory Documents					
		Please upload clear legible	documents to support your applicatio		
			UPLOAD		
- Optional Document / Informatio	n				
		u may provide additional docu	ments to allow faster processing of app		
		•	UPLOAD		
		BACK	SAVE NEXT		







Step Nine

• Download the 'Letter of Authorization' - then sign, scan and upload once again

DataFlow Gatev	vay			Home Contact Ui Log Out
	Personal Defails	2 Licensing Details	(Uerification Defails	O Uptoodr
	Please follow the b	elow instructions carefully:		
	DataRow Oateway To Note The Letter of Authorization The Letter of Authorization an Incomparity accomplete	on (LOA) is a mandatory requirement and n on provided in any catter format han the or is a minima 10 a. one inter to catego in one	eeds to be signed by the applicant only, a below well not be accepted, relative excepted.	
		5		
		0	2	
		Download LOA		
Follow U	×♥⊗@			







<u>Step Ten</u>

- Review and edit your entered details
- Click on the 'Submit Application' button

Note: You can also download the application form for your reference by clicking on the 'Download' button

Research Darlada						
- Personal Defais						
Fint Nome *	karan Bir134 xdv	Lost/Family * Name	-, sdf	Gender *	Female	
Passport Number (Current)	080324	Identity Type	& Others	Other identity • Type	asdg1345	
Identity Cord 🔹 🍙 Number	Id	Date of Birth *	2/05/1983	Nationality	Angolan	
Phone Type	LandLine	Country Code *		Telephone *	23489234	
Volid E-mail D	karan.singh1@yopmall.com					
						1
 Ucensing Authority De 	stals					
Customer	Aequo international	Getting Verfied For	Aequo	Select Fist Document:	Higher Education Certificate	
Second Document, If Any:	Second Document Not Applicable	Third Document, E Any:	Third Document Not Applicable	Additional Documents B:	NA	
Package	Higher Education Certificate					
						1
- Education						
Issuing Authority Name	gth	Issuing Authority Address	gb	Issuing Authority Country	Australia	
Gualification Name	righ	Have You Completed this Degree/Course		Mode of Study		
Qualification Conferred Date	05/05/2009	Diploma Received	Yes			
						1.
 Letter Of Authorization 						
			🖹 🗄			
			AEQUO			







<u>Step Eleven</u>

• On the 'Payment' page - select 'Credit Card' as your payment method

Welcome Karan Once you click the "SUE	IMIT APPLICATION" button you will be re	directed to Payment Galeway, TO NOTE: Changes cannot be made to the	e application once you make the payment.
Package Amount Total Amount Select Payment G	262 262 aleway 💿 Network Internation O PayPal	Surcharge 0 Select Payment Method Select V	
* Amount in USD			







Step Twelve

• Choose either Visa or MasterCard

NETWORK نتورك انترناشيونال NETWORK INTERNATIONAL	The Region's most comprehensive card solutions provider	NETWORK نتورك انترناشيونال Network International							
Merchant name:		DATA FLOW F							
	Select your preferred payment method								
Pay securely using SSL+ by clic	ang on the card logo below:								
	VISA (Secondary								
Sand									
	© 2005-2019 MasterCard								

• Enter your credit card information accordingly and press the 'Pay' button

Merchant n	ame:		DATA FLOW FZ L
	Enter your card details		
	Q VISA: Card Number :: Expiry Date :: Security Code ::	You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase Image:	
	Purchase Amount III	USD \$92.00	
	Verified by VISA	1 hereby authorise the debit to my VISA Account in favour of DATA FLOW FZ LLC	







Step Thirteen

- The system will automatically populate a printable payment receipt
- Review the receipt and click 'Next'

Note: You may not edit your application once the payment has been completed









Step Fourteen

• You will be notified that your case has been forwarded to the DataFlow Group for initiation of the Primary Source Verification process

DataRow Gateway Welcome Karan Sir Singh			🛕 Home Cantact Us Log Cu	и				
Your o	pplication has been successfully sub	bmitted for Lic	ensing Authority: Acque International					
Kindly note the application details								
	Date		4/5/2017 7:22:09 PM					
	Case ID		AJ01-1704-011586					
	Name of Applicant		karan bir singh					
	Category Applied For		Candidate					
	PSV Fees		USD 92					
You can view the application details along with application status under Check Your Status tab.								
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Foilow Us: 🎔 🛞 讷								
Copyright @ 2015 - 2017 All Rights Reserved. Terms of Use Privacy & Policy								







Step Fifteen

- In case of any missing information or documents, you will receive a notification in your online account
- You can view the notification by clicking on the bell icon on the top right of the screen a grid will display the needed requirements
- Once you submit the missing details, the status of your application will be updated automatically

DATAFLOW	DataFlow Gatew Welcome John Smith	ay nl					🐑 Raise	a query Contac	t Us Engl	ish 🗸
Home	Currently There is no application for you. Please click on complete case entry to register new application.									
Case Details	Application Submitted List									
Case Entry	Case ID Clie	nt Reference Number	Client Name	Category	Payment Status	Amount	Case Submit Date	Expected Closure Date	Status	Repoi
Logout	94-01-EDU-12345	123		Physician	Pending	AED200			Insufficiency	
	Check Id	Check Type	Issuing Aut	Inority Name	Check Statu	5				
	IA-01-EDU-12345	IA-01-EDU-12345 Education		ABC University Wo		Work In Progress				
	14-01-EDU-12345	Health License		XYZ University		Insufficiency				
	(A-0)-EDU-12345	121		Physician	Completed	AED200	20 Dec 2014	31 Dec 2014	Completed	Downlo
	(*	
	Check ID A.01-EDU-12345 Uneditable Check ID									
	UPCOAD FILES SUBMIT									
			Copy	yright © 2014.	All Rights Reserve	ed.				







Step Sixteen

• To track the status of your application at any time - select your DataFlow Group Barcode from the 'Select Case' dropdown menu or by clicking the 'Check Your Status' button on the dashboard page



