

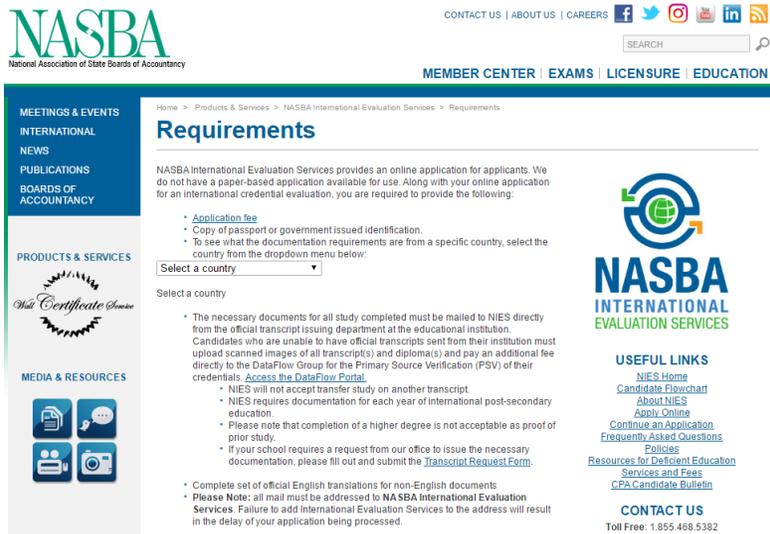


Primary Source Verification
NASBA International Evaluation Services
How to Apply
'A Step By Step Guide for Completing Your Application'



Step One

- Visit the National Association of State Boards of Accountancy (NASBA) website at www.nasba.org
- Click on the 'Licensure' tab at the top right of the page and select 'Products & Services' from the dropdown menu
- Click on the 'Learn more about NASBA International Evaluation Services' link, then click on the 'Requirements' button
- Click on the 'Access the DataFlow Portal' link to be directed to the DataFlow Group 'Applicant Registration From'



The screenshot shows the NASBA International Evaluation Services website. The header includes the NASBA logo, navigation links (CONTACT US | ABOUT US | CAREERS), social media icons, a search bar, and a dropdown menu with 'MEMBER CENTER | EXAMS | LICENSURE | EDUCATION'. The main content area is titled 'Requirements' and contains the following text:

NASBA International Evaluation Services provides an online application for applicants. We do not have a paper-based application available for use. Along with your online application for an international credential evaluation, you are required to provide the following:

- [Application fee](#)
- Copy of passport or government issued identification.
- To see what the documentation requirements are from a specific country, select the country from the dropdown menu below:

Select a country

- The necessary documents for all study completed must be mailed to NIES directly from the official transcript issuing department at the educational institution. Candidates who are unable to have official transcripts sent from their institution must upload scanned images of all transcript(s) and diploma(s) and pay an additional fee directly to the DataFlow Group for the Primary Source Verification (PSV) of their credentials. [Access the DataFlow Portal](#).
- NIES will not accept transfer study on another transcript.
- NIES requires documentation for each year of international post-secondary education.
- Please note that completion of a higher degree is not acceptable as proof of prior study.
- If your school requires a request from our office to issue the necessary documentation, please fill out and submit the [Transcript Request Form](#).
- Complete set of official English translations for non-English documents
- **Please Note:** all mail must be addressed to **NASBA International Evaluation Services**. Failure to add International Evaluation Services to the address will result in the delay of your application being processed.

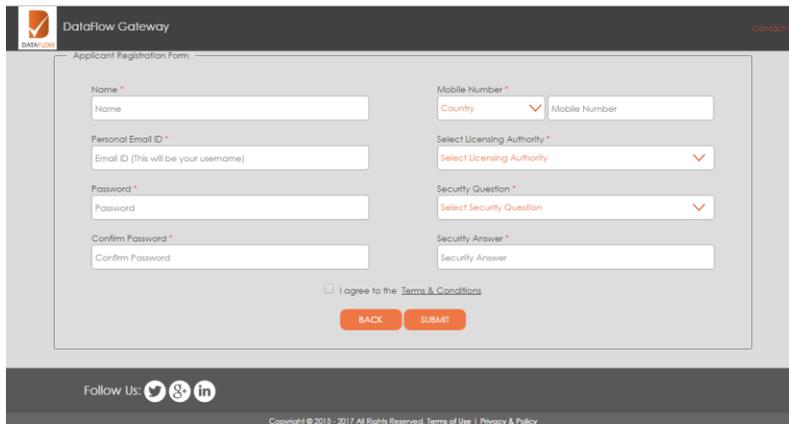
On the right side of the page, there is a 'USEFUL LINKS' section with the following links:

- [NIES Home](#)
- [Candidate Flowchart](#)
- [About NIES](#)
- [Apply Online](#)
- [Continue an Application](#)
- [Frequently Asked Questions](#)
- [Policies](#)
- [Resources for Deficient Education](#)
- [Services and Fees](#)
- [CPA Candidate Bulletin](#)

At the bottom right, there is a 'CONTACT US' section with the phone number: Toll Free: 1.855.468.5382.

Step Two

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



The screenshot shows the 'Applicant Registration Form' on the DataFlow Gateway. The form is titled 'Applicant Registration Form' and includes the following fields:

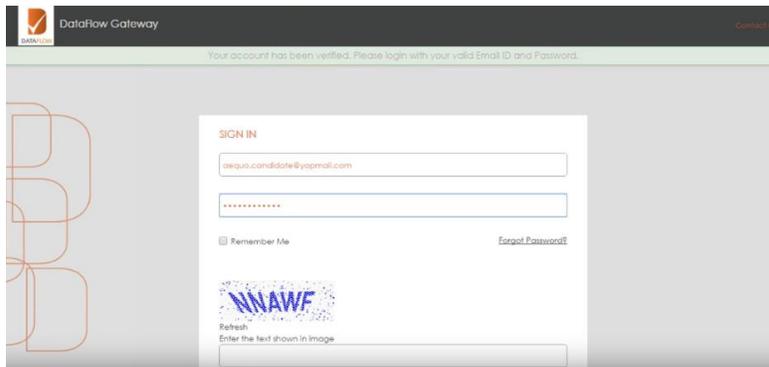
- Name ***: A text input field labeled 'Name'.
- Personal Email ID ***: A text input field labeled 'Email ID (This will be your username)'.
- Password ***: A text input field labeled 'Password'.
- Confirm Password ***: A text input field labeled 'Confirm Password'.
- Mobile Number ***: A dropdown menu labeled 'Country' and a text input field labeled 'Mobile Number'.
- Select Licensing Authority ***: A dropdown menu labeled 'Select Licensing Authority'.
- Security Question ***: A dropdown menu labeled 'Select Security Question'.
- Security Answer ***: A text input field labeled 'Security Answer'.

Below the form fields, there is a checkbox labeled 'I agree to the Terms & Conditions'. At the bottom of the form, there are two buttons: 'BACK' and 'SUBMIT'.

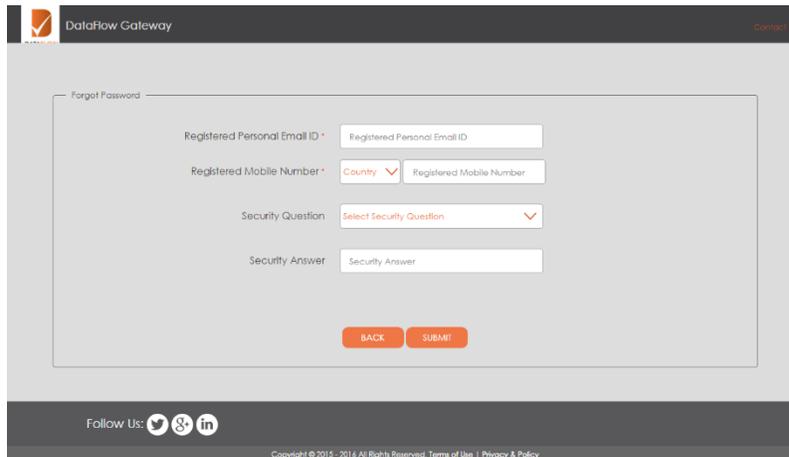
At the bottom of the page, there are social media icons for Twitter, Facebook, and LinkedIn, followed by the text 'Follow Us:'. Below this, there is a small copyright notice: 'Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy'.

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'

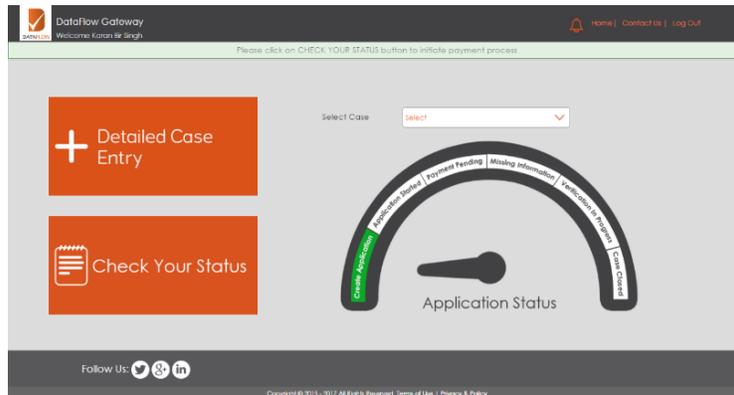


- If you forgot your password, click 'Forgot Password' - enter the requested details and click 'Submit'
- You will receive an email to your registered email ID with a link to change your password



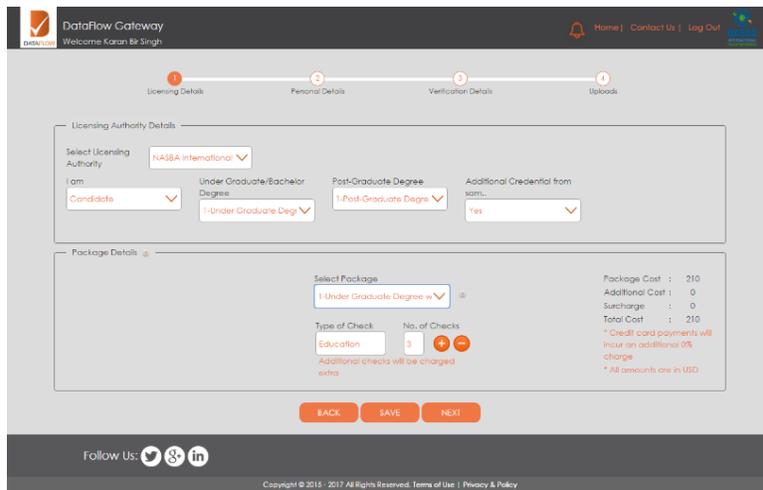
Step Four

- To initiate a new application, click the 'Detailed Case Entry' button



Step Five

- On the 'Licensing Authority Details' page, select 'Candidate' under the 'I am' field
- Choose the type of document being submitted for verification from the displayed dropdown lists
- Select 'Yes' if both documents - Bachelors and Post Graduate - are issued from same authority. Otherwise, click on 'NA'
- The system will automatically display the type of package and number of applicable checks. Once done, click 'Next'



DataFlow Gateway
Welcome Karan, R. Singh

Home | Contact Us | Log Out

Licensing Details | Personal Details | Verification Details | Uploads

Licensing Authority Details

Select Licensing Authority: NASBA International

I am: Candidate

Under Graduate/Bachelor Degree: 1-Under Graduate Deg

Post-Graduate Degree: 1-Post-Graduate Deg

Additional Credential from sam...: Yes

Package Details

Select Package: 1-Under Graduate Degree w

Type of Check: Education

No. of Checks: 3

Package Cost : 210
Additional Cost : 0
Surcharge : 0
Total Cost : 210

* Credit card payments will incur an additional 0% charge
* All amounts are in USD

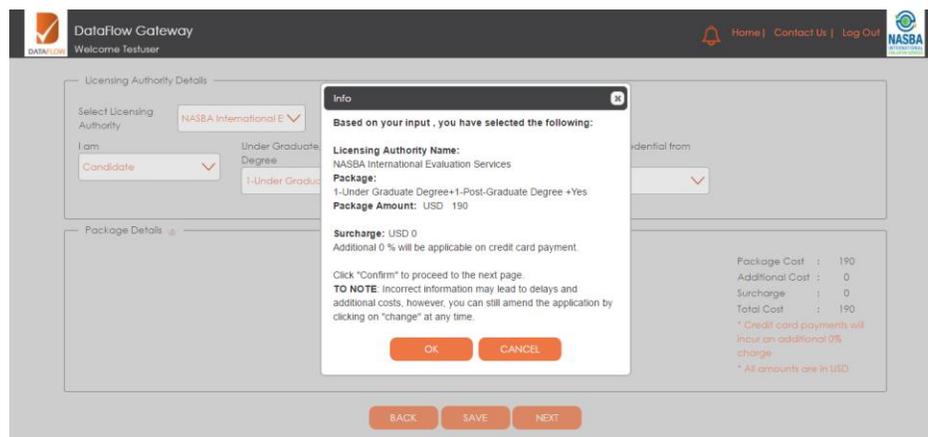
BACK SAVE NEXT

Follow Us:   

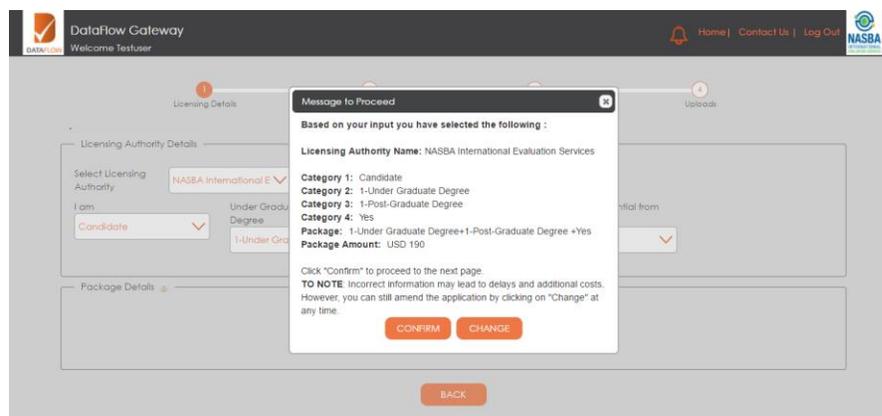
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Step Six

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

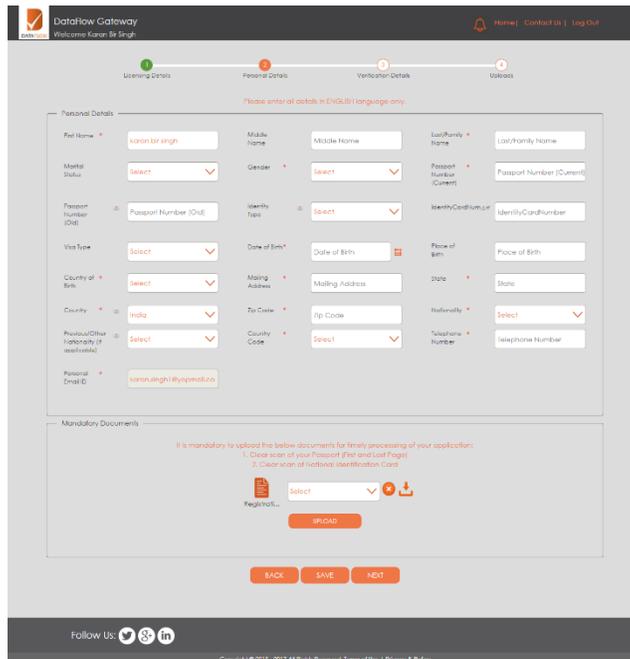


- Carefully read the details on the popup to ensure you have selected the correct options, then click 'Ok'



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'
- Once done, identify the type of document you have uploaded from the list. Similarly, you can upload additional documents by repeating this process.



Dataflow Gateway
Welcome Karan, Bk Singh

Home | Contact Us | Log Out

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

Please enter all details in ENGLISH language only.

Personal Details

First Name * Middle Name Last/Family Name

Marital Status Gender * Passport Number (Current)

Passport Number (Old) Identity Type Identity Card/Num.

Visa Type Date of Birth * Place of Birth

Country of Birth Mailing Address State

Country * Pin Code Nationality *

Passport/Other Identity (if available) Country Code Telephone Number

Personal Email ID

Mandatory Documents

It is mandatory to upload the below documents for timely processing of your application:

1. Clear scan of your Passport (First and Last Page)
2. Clear scan of National Identification Card

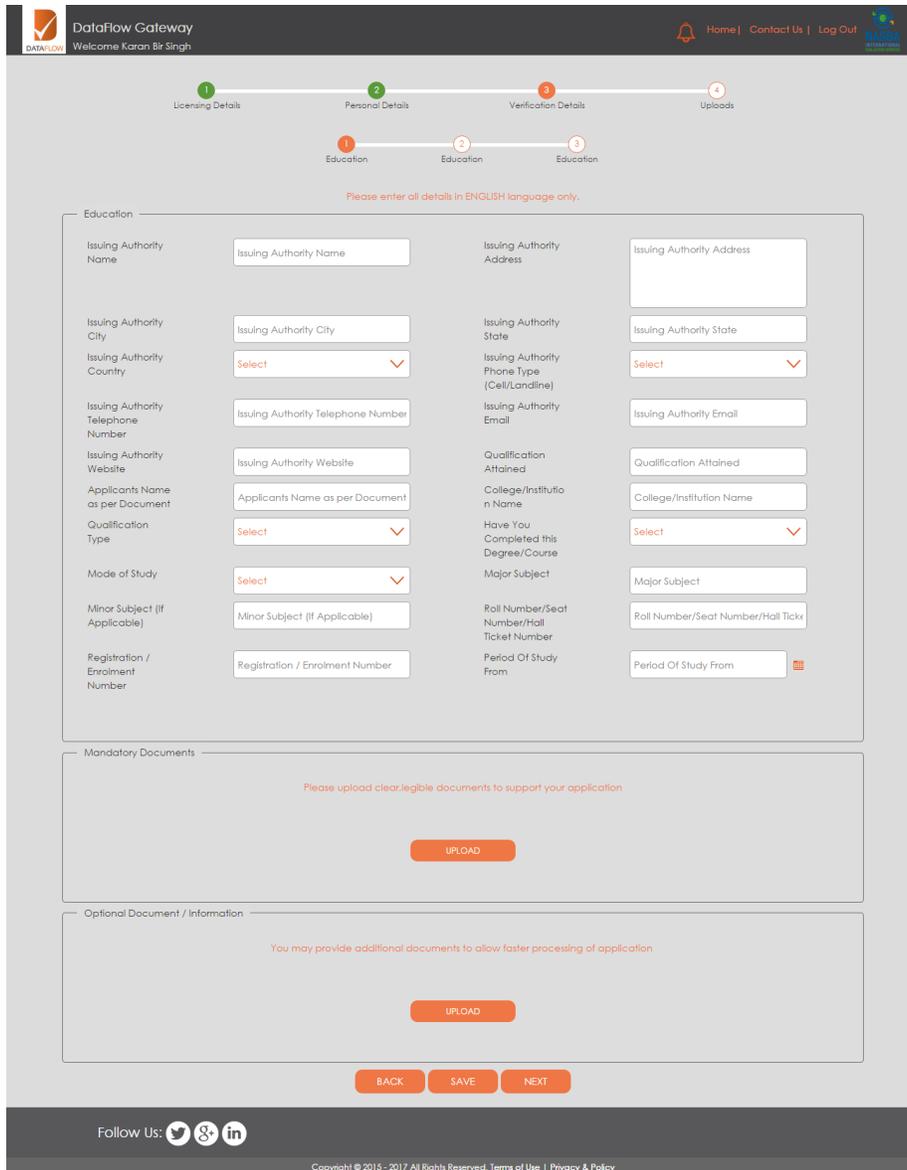
Register...

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Step Eight

- On the 'Education' page, enter the required details, upload clear uncut copies of your degree or diploma documents, then click 'Next'



DataFlow Gateway
Welcome Karan Bir Singh

Home | Contact Us | Log Out

1 Licensing Details 2 Personal Details 3 Verification Details 4 Uploads

1 Education 2 Education 3 Education

Please enter all details in ENGLISH language only.

Education

| | | | |
|------------------------------------|---|--|---|
| Issuing Authority Name | <input type="text" value="Issuing Authority Name"/> | Issuing Authority Address | <input type="text" value="Issuing Authority Address"/> |
| Issuing Authority City | <input type="text" value="Issuing Authority City"/> | Issuing Authority State | <input type="text" value="Issuing Authority State"/> |
| Issuing Authority Country | <input type="text" value="Select"/> | Issuing Authority Phone Type (Cell/Landline) | <input type="text" value="Select"/> |
| Issuing Authority Telephone Number | <input type="text" value="Issuing Authority Telephone Number"/> | Issuing Authority Email | <input type="text" value="Issuing Authority Email"/> |
| Issuing Authority Website | <input type="text" value="Issuing Authority Website"/> | Qualification Attained | <input type="text" value="Qualification Attained"/> |
| Applicants Name as per Document | <input type="text" value="Applicants Name as per Document"/> | College/Institution Name | <input type="text" value="College/Institution Name"/> |
| Qualification Type | <input type="text" value="Select"/> | Have You Completed this Degree/Course | <input type="text" value="Select"/> |
| Mode of Study | <input type="text" value="Select"/> | Major Subject | <input type="text" value="Major Subject"/> |
| Minor Subject (If Applicable) | <input type="text" value="Minor Subject (If Applicable)"/> | Roll Number/Seat Number/Hall Ticket Number | <input type="text" value="Roll Number/Seat Number/Hall Ticket Number"/> |
| Registration / Enrolment Number | <input type="text" value="Registration / Enrolment Number"/> | Period Of Study From | <input type="text" value="Period Of Study From"/> |

Mandatory Documents

Please upload clear, legible documents to support your application

Optional Document / Information

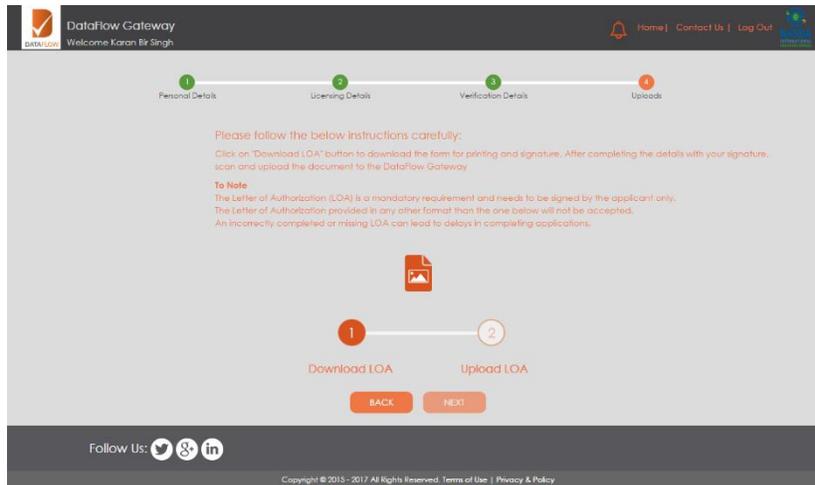
You may provide additional documents to allow faster processing of application

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Step Nine

- You will now be directed to the 'Letter of Authorization' page. Download the 'Letter of Authorization' - then sign, scan and upload once again



DataFlow Gateway
Welcome, Karan B. Singh

Home | Contact Us | Log Out

1 Personal Details 2 Licensing Details 3 Verification Details 4 Uploads

Please follow the below instructions carefully:
Click on 'Download LOA' button to download the form for printing and signature. After completing the details with your signature, scan and upload the document to the DataFlow Gateway.

To Note
The Letter of Authorization (LOA) is a mandatory requirement and needs to be signed by the applicant only. The Letter of Authorization provided in any other format than the one below will not be accepted. An incorrectly completed or missing LOA can lead to delays in completing applications.

Download LOA Upload LOA

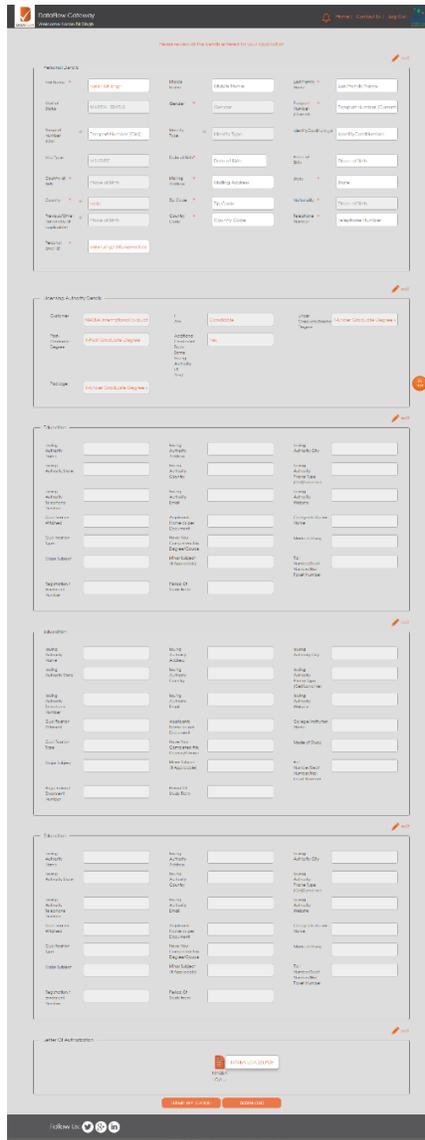
BACK NEXT

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Step Ten

- Once done, you will proceed to the 'Review' page where you can review and edit your entered details
- After reviewing your information, click on the 'Submit Application' button. You can download the application form for your reference by clicking on the 'Download' button



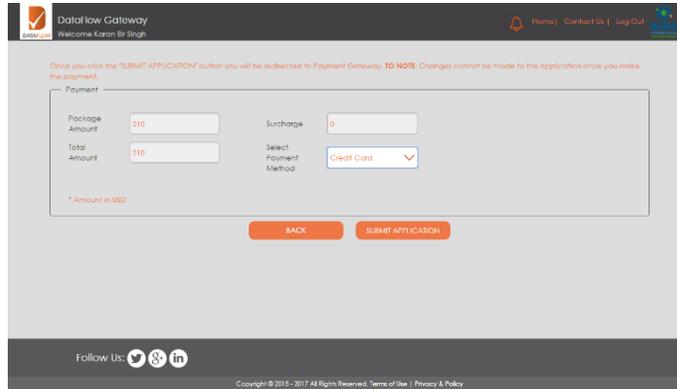
The screenshot shows a web application interface for reviewing application details. The page is titled "Review of the details entered for your application". It is divided into several sections, each with a "Download" button and a "Submit Application" button at the bottom.

- Personal Details:** Includes fields for Name (Last, First, Middle), Date of Birth, Gender, Ethnicity, Religion, Marital Status, and Contact Information (Phone, Email, Address).
- Company Details:** Includes fields for Company Name, Website, and Address.
- Contact Information:** Includes fields for Home, Office, and Mobile phone numbers, and email addresses.
- Education:** Includes fields for Degree, Institution, and Year of Graduation.
- Professional Information:** Includes fields for License Number, State, and Expiration Date.

At the bottom of the page, there are two main buttons: "Download Application Form" and "Submit Application".

Step Eleven

- On the 'Payment' page, select 'Credit Card' as your payment method, then click 'Submit Application'

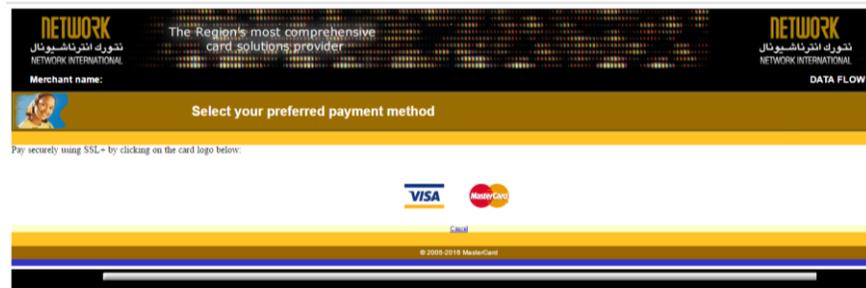


The screenshot shows the 'Dataflow Gateway' payment interface. At the top, it says 'Welcome Karan B. Singh' and has links for 'Home', 'Contact Us', and 'Log Out'. A warning message states: 'Once you click the "SUBMIT APPLICATION" button you will be redirected to Payment Gateway. TO NOTE: Changes cannot be made to the application once you make the payment.' The 'Payment' section contains a form with the following fields: 'Package Amount' (210), 'Surcharge' (0), 'Total Amount' (210), and 'Select Payment Method' (Credit Card). Below the form are 'BACK' and 'SUBMIT APPLICATION' buttons. A note at the bottom left of the form says '* Amount in USD'. The footer includes social media icons for Facebook, Twitter, and LinkedIn, and a copyright notice: 'Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy'.



Step Twelve

- Then choose either Visa or MasterCard



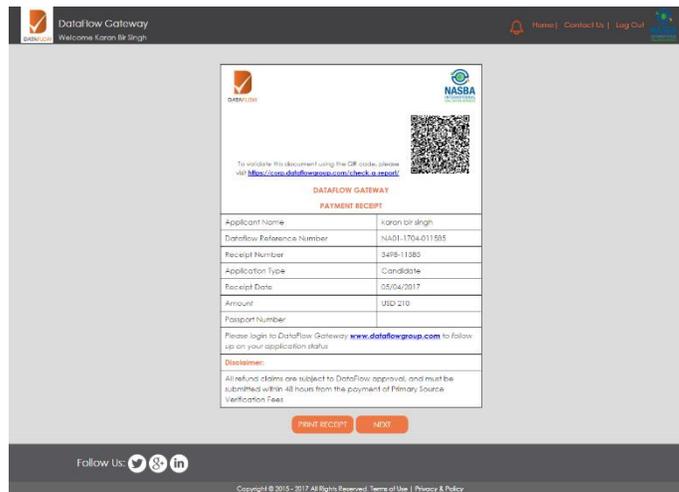
- Enter your credit card information accordingly and press the 'Pay' button



Step Thirteen

- Once the payment has been finalized, 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



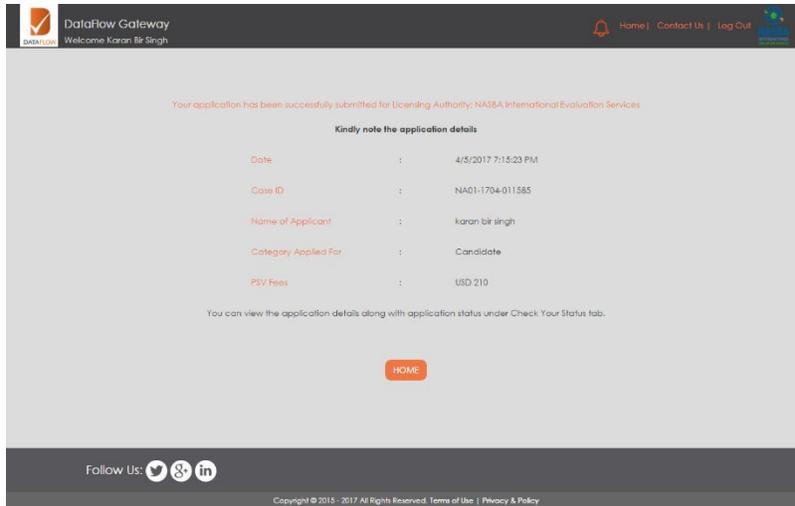
The screenshot shows the DataFlow Gateway interface. At the top, it says "Dataflow Gateway" and "Welcome Karan B Singh". There are navigation links for "Home", "Contact Us", and "Log Out". The main content area features the DataFlow and NASBA logos, a QR code, and a link to verify the document. Below this is a "PAYMENT RECEIPT" table with the following details:

| PAYMENT RECEIPT | |
|---------------------------|-------------------|
| Applicant Name | Karan B Singh |
| Dataflow Reference Number | NA01.1704.011.585 |
| Receipt Number | 3498-11380 |
| Application Type | Candidate |
| Receipt Date | 05/04/2017 |
| Amount | USD 210 |
| Passport Number | |

Below the table, there is a note: "Please login to DataFlow Gateway www.dataflowgroup.com to follow up on your application status." A "Disclaimer" section states: "All refund claims are subject to DataFlow approval, and must be submitted within 48 hours from the payment of Primary Source Verification Fee." At the bottom of the receipt area, there are two buttons: "PRINT RECEIPT" and "NEXT". The footer includes social media icons for Twitter, Facebook, and LinkedIn, and a copyright notice: "Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy".

Step Fourteen

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



The screenshot shows the DataFlow Gateway interface. At the top, it says "DataFlow Gateway" and "Welcome Karan Bir Singh". There are navigation links for "Home", "Contact Us", and "Log Out". The main content area displays a confirmation message: "Your application has been successfully submitted for Licensing Authority: NASBA International Evaluation Services". Below this, it says "Kindly note the application details" and lists the following information:

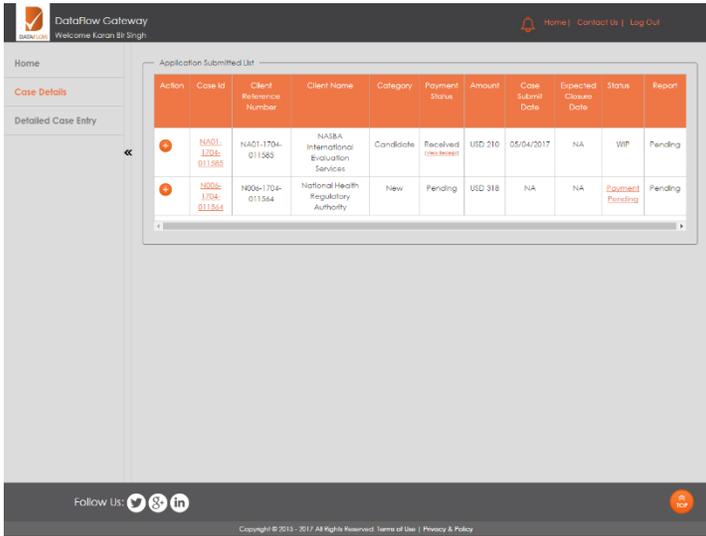
| | | |
|----------------------|---|---------------------|
| Date | : | 4/5/2017 7:15:23 PM |
| Case ID | : | NA01-1704-011585 |
| Name of Applicant | : | karan bir singh |
| Category Applied For | : | Candidate |
| PSV Fees | : | USD 210 |

Below the table, it says "You can view the application details along with application status under Check Your Status tab." and there is a "HOME" button.

At the bottom, there are social media icons for Twitter, Google+, and LinkedIn, and a copyright notice: "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



The screenshot shows the 'DataFlow Gateway' interface. At the top, it says 'Welcome Karan B. Singh'. Below the navigation menu, there is a section titled 'Application Submitted List' containing a table with the following data:

| Action | Case Id | Client Reference Number | Client Name | Category | Payment Status | Amount | Case Submit Date | Expected Closure Date | Status | Report |
|----------------------|----------------------------------|-------------------------|---|-----------|---------------------------------------|---------|------------------|-----------------------|---------------------------------|---------|
| View | N001-1704-011583 | N001-1704-011583 | NASBA International Evaluation Services | Candidate | Received View Receipt | USD 210 | 05/04/2017 | NA | WIP | Pending |
| View | N006-1704-011544 | N006-1704-011544 | National Health Regulatory Authority | New | Pending | USD 318 | NA | NA | Payment Pending | Pending |

At the bottom of the interface, there are social media links for Facebook, Twitter, and LinkedIn, and a copyright notice: 'Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy'.

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

