



Primary Source Verification

Dubai Healthcare City Authority (DHCA) - United Arab Emirates

How to Apply

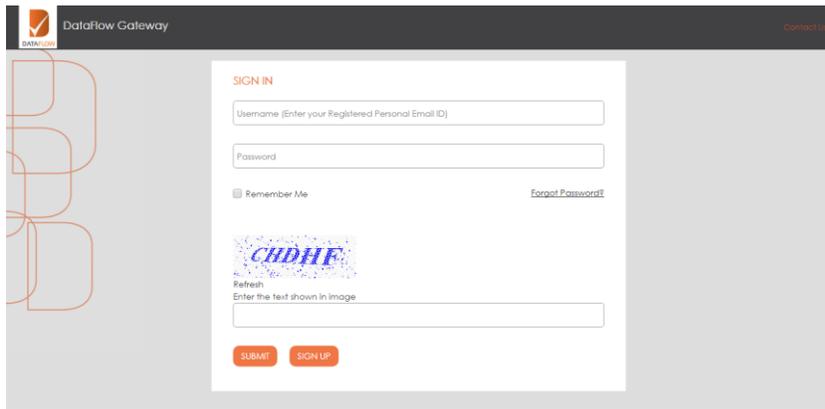
'A Step By Step Guide for Completing Your Application'



Step One

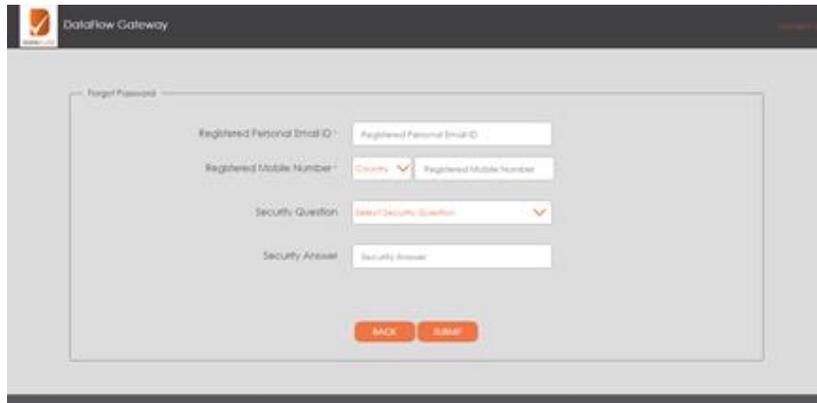
- You will receive an email from the DHCA requesting you to verify your documents - along with a link directing you to the DataFlow Group 'Applicant Registration Form'

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



The screenshot shows the 'Dataflow Gateway' sign-in interface. It features a 'SIGN IN' heading, a 'Username (Enter your Registered Personal Email ID)' field, a 'Password' field, a 'Remember Me' checkbox, and a 'Forgot Password?' link. Below these is a CAPTCHA image with the text 'CIDHE' and a 'Refresh' button. At the bottom are 'SUBMIT' and 'SIGN UP' buttons.

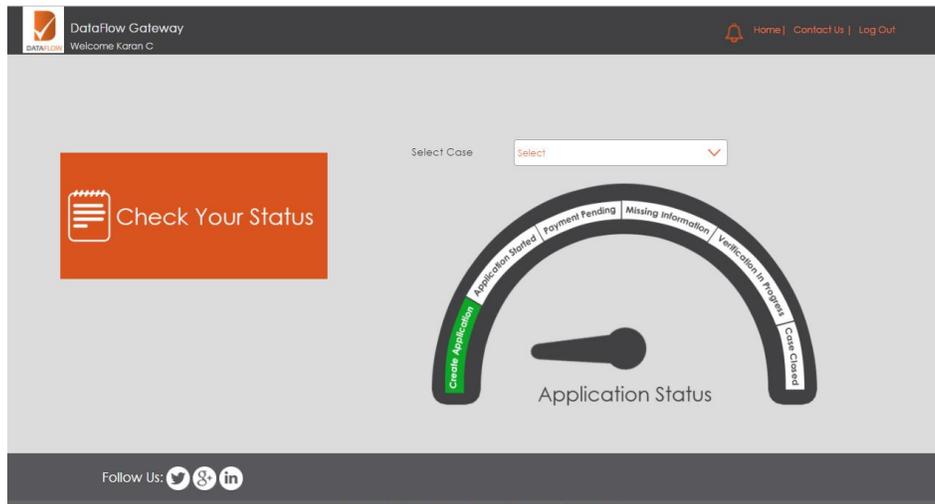
- If you forgot your password, click 'Forgot Password'
- Enter the requested details and click 'Submit'
- You will receive an email to your registered email ID with a link to change your password



The screenshot shows the 'Dataflow Gateway' 'Forgot Password' page. It includes fields for 'Registered Personal Email ID', 'Registered Mobile Number' (with a 'Country' dropdown), 'Security Question' (with a 'Select Security Question' dropdown), and 'Security Answer'. 'BACK' and 'SUBMIT' buttons are at the bottom.

Step Two

- On the dashboard page - to initiate your application, click on the 'Check your Status' button



Step Three

- On the 'Status Page' - your initiated case will be available for payment



DataFlow Gateway

Welcome Karan C

[Home](#) | [Contact Us](#) | [Log Out](#)

Home

Case Details

Please select "Payment Pending" under status to initiate payment process. Please note that you will be directed to the Payment Gateway

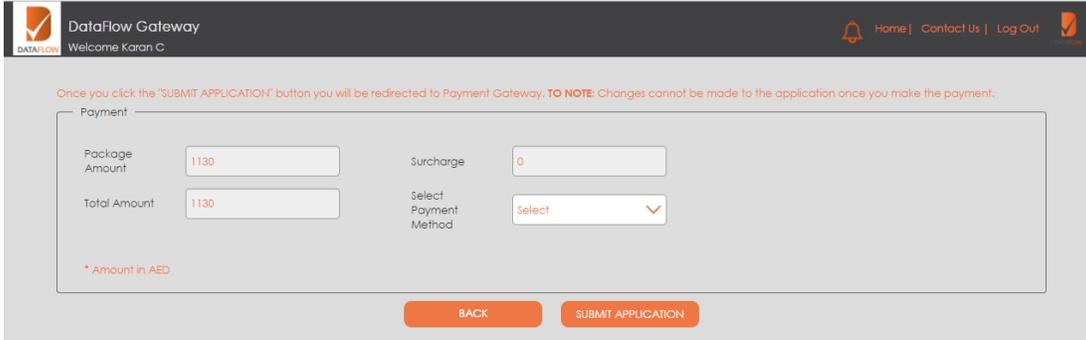
Application Submitted List

Action	Case Id	Client Reference Number	Client Name	Category	Payment Status	Amount	Case Submit Date	Expected Closure Date	Status	Report
+	D011-1705-015449	D011-1705-015449	Dubai Healthcare City Authority	VIP Package	Pending	AED 1130	NA	NA	Payment Pending	Pending
+	D011-1705-016108	D011-1705-016108	Dubai Healthcare City Authority	Normal Package	Pending	AED 430	NA	NA	Payment Pending	Pending
+	D011-1705-012589	D011-1705-012589	Dubai Healthcare City Authority	VIP Package	Received (View Report)	AED 1130	16/05/2017	NA	WIP	Pending



Step Four

- To go to the payment page, click the 'Payment Pending' link
- Select 'Credit Card' as your payment method
- Click on the 'Submit Application' button to proceed to the payment gateway



The screenshot shows the DataFlow Gateway payment page. The header includes the DataFlow logo, the text "DataFlow Gateway" and "Welcome Karan C", and navigation links for "Home", "Contact Us", and "Log Out". A notification icon is also present. Below the header, a 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 main form area is titled "Payment" and contains the following fields:

Package Amount	<input type="text" value="1130"/>	Surcharge	<input type="text" value="0"/>
Total Amount	<input type="text" value="1130"/>	Select Payment Method	<input type="text" value="Select"/>

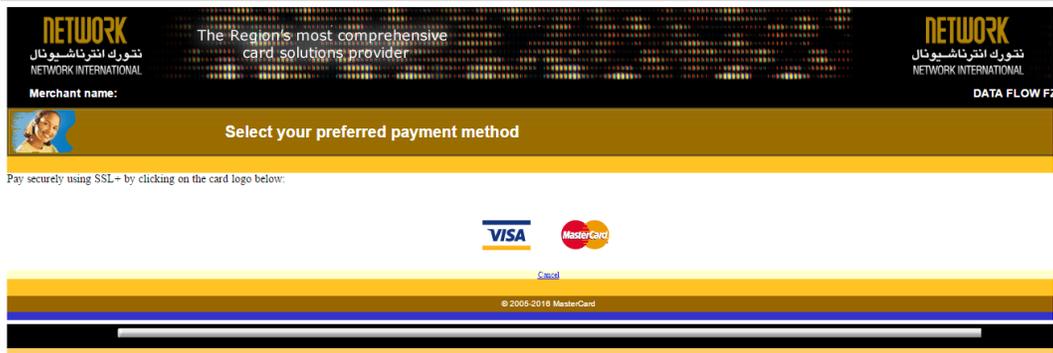
* Amount in AED

At the bottom of the form are two buttons: "BACK" and "SUBMIT APPLICATION".



Step Five

- Choose either Visa or MasterCard



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Merchant name: DATA FLOW FZ

Select your preferred payment method

Pay securely using SSL+ by clicking on the card logo below.

VISA MasterCard

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



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Merchant name: DATA FLOW FZ LLC

Enter your card details

VISA: 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.

Card Number:

Expiry Date: / month/year

Security Code: The 3 digits after the card number on the signature panel of your card.

Purchase Amount: AED 1,164.00

Cancel

Verified by VISA

I hereby authorise the debit to my VISA Account in favour of DATA FLOW FZ LLC

Step Six

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

Note: You will not be allowed to edit your application once the payment has been completed



To validate this document using the QR code, please visit <https://corp.dataflowgroup.com/check-a-report/>



DATAFLOW GATEWAY
PAYMENT RECEIPT

Applicant Name	Karan c
Dataflow Reference Number	D011-1705-015449
Receipt Number	6099-15449
Application Type	VIP Package
Receipt Date	26/05/2017
Amount	AED 1164.00
Passport Number	

Please login to DataFlow Gateway www.dataflowgroup.com to follow up on your application status

Disclaimer:

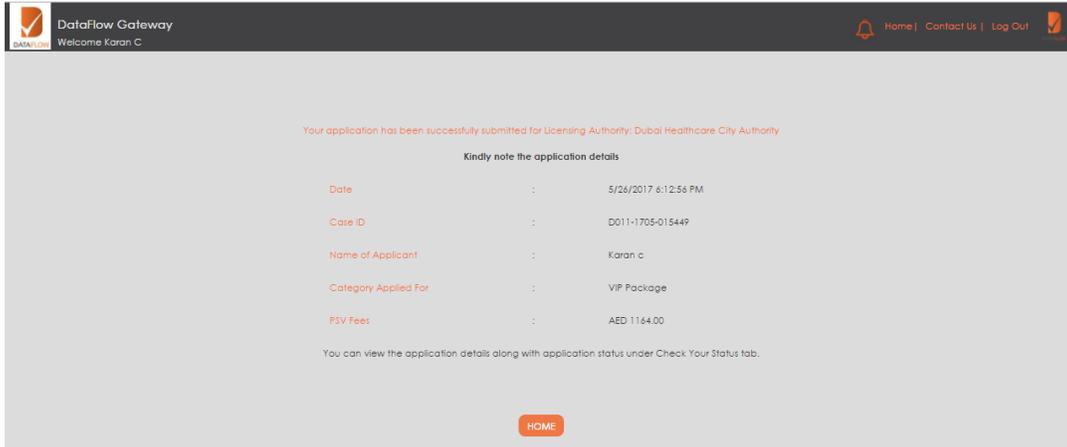
All refund claims are subject to DataFlow approval, and must be submitted within 48 hours from the payment of Primary Source Verification Fees

PRINT RECEIPTNEXT



Step Seven

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



The screenshot displays the DataFlow Gateway interface. At the top left, it says "DataFlow Gateway" and "Welcome Karan C". At the top right, there are navigation links: "Home", "Contact Us", and "Log Out". The main content area features a notification: "Your application has been successfully submitted for Licensing Authority: Dubai Healthcare City Authority". Below this, a section titled "Kindly note the application details" contains a table with the following information:

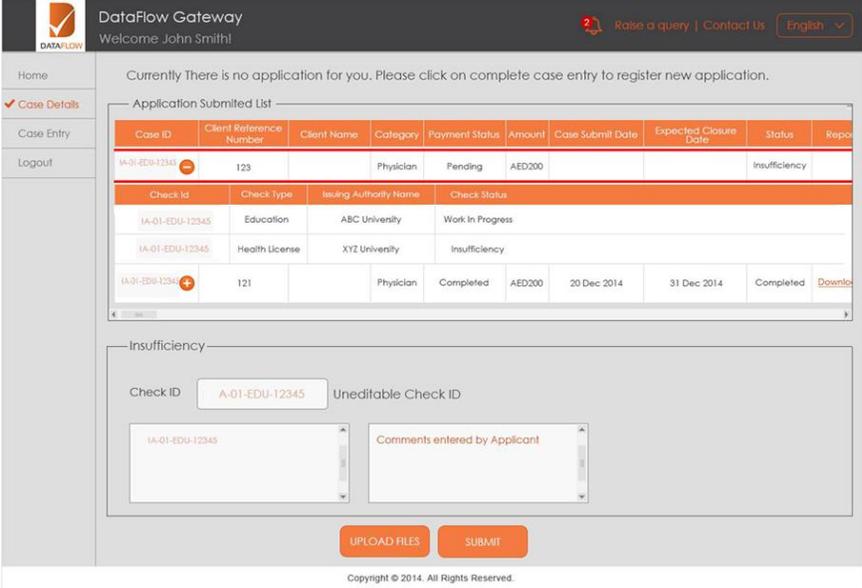
Date	:	5/28/2017 6:12:56 PM
Case ID	:	D011-1705-015449
Name of Applicant	:	Karan c
Category Applied For	:	VIP Package
PSV Fees	:	AED 1164.00

Below the table, it states: "You can view the application details along with application status under Check Your Status tab." At the bottom center, there is a "HOME" button.



Step Eight

- 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 for user John Smith. The main content area displays an 'Insufficiency' notification for a pending application. The notification details are as follows:

Case ID	Client Reference Number	Client Name	Category	Payment Status	Amount	Case Submit Date	Expected Closure Date	Status	Repos
IA-01-EDU-12345	123		Physician	Pending	AED200			Insufficiency	

Below the main table, there is a detailed view of the 'Insufficiency' for the selected application:

Check ID	Check type	Issuing Authority Name	Check Status
IA-01-EDU-12345	Education	ABC University	Work In Progress
IA-01-EDU-12345	Health License	XYZ University	Insufficiency

The 'Insufficiency' section also includes a 'Check ID' field with the value 'A-01-EDU-12345' and a 'Comments entered by Applicant' field. At the bottom of the notification area, there are 'UPLOAD FILES' and 'SUBMIT' buttons.

Step Nine

- 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

