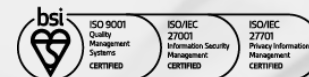




## How to Apply

A Step By Step Guide for Completing Your Application

 TrueProfile.io  CROSSCHECK  DIGIFLOW



# 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.dfmoms.com](http://www.dfmoms.com) and enter your email ID to begin

We recommend you check your degree awarding institution using the [MOM self-assessment tool](#) and click "Education Qualifications" if the awarding institution on your certificate is in the drop-down list.

[Important information related to the security of your application.](#)

The screenshot displays the DF MOMS application interface. At the top, there are radio buttons for "Employer Login" and "Applicant Login", with "Applicant Login" selected. Below this are input fields for "Applicant Email ID" (with placeholder text "Enter Email ID") and "Password" (with placeholder text "Enter Password"). A "Forgot Password" link is located to the left of the password field. To the right of the password field is a "How to apply" flowchart. The flowchart consists of ten steps arranged in two rows, connected by arrows. The steps are: 1. Submit Email id to receive password (envelope icon), 2. Login using the email id and password (lock icon), 3. Submit Personal Details (document icon), 4. Submit Education Details (graduation cap icon), 5. Submit Previous Employment Details (if required) (briefcase icon), 6. Download, Sign & Upload Signed Letter of Authorization (document with signature icon), 7. Make Payment (credit card icon), 8. Application Success (checkmark icon), 9. Submit Email id to receive password (envelope icon), and 10. Login using the email id and password (lock icon). Below the flowchart is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo. At the bottom right of the form is a "Login" button. At the very bottom of the page is a link that says "Sign Up As New Applicant".

If you are a "New Applicant" then select the "Applicant Login" radio button option given and then select "Sign Up As New Applicant". If you are an existing Applicant then fill in your "E-mail ID" and "Password" received in the activation email.

# 1 Setup your Account | Registration

**Our contract with you:**

Our **Standard Package** has an average turnaround time of 14 working days

There may be some exceptions to the completion period such as delay in response from Issuing Authorities or country specific restrictions that may hinder the progress.

You are responsible for responding to all Insufficiency requests received from the DataFlow Group. Any delay in responding to our requests may result in closure of your case as Unable to Verify.

Click [here](#) to review the Applicant policy.

☒ I have read the Applicant Policy and I agree to the contract terms.

**Continue**

Once you sign up, you will receive an email with your login details with an auto-generated password. Click on the link provided on your email.

It will ask you to change the auto-generated password to the password of your choice.

Step 02 : Login

Once you complete the registration process and activate your account then go to login page and login with the email id and password.

Once logged in this will be displayed on the screen.

Once the Applicant Policy has been read and the applicant agrees to the contract terms, Click on the Check box and click "Continue".

Introduction, Background, Instructions **Personal Details** Educational Details Employment Details Letter of Authorization Submission of Application

Please note that the total fee will be calculated based on the number of unique credentials you submit for verification as per the below:

- Education - SGD 105.00 w/o GST per qualification
- Employment - SGD 105.00 w/o GST per employment
- Accreditation - SGD 34.00 w/o GST per accreditation
- Report Relevance - SGD 65.00 w/o GST

### Personal Details

Please upload a clear copy of your passport page (Max. 4 MB)

First Name (Given)

Last Name (Family/ Surname)

Gender

Country Of Birth

Passport Issuing Country

Email Address

FIN Number (Enter NA if you do not have a FIN no.)

Middle Name

Date Of Birth

Nationality

Passport Number

Passport Expiry Date

PRC ID (for Chinese applicants only)

Personal Mobile

### Customer Specific Details

Company Name

Contact Person's Email Address

Company Address

State/Province

Country

Contact Person's Name

Re-enter Email Address

City

Zip/Postal

Company Telephone Number

### Package Details

Do you have an education certificate that has already been verified by DataFlow?

No Of Education Checks

No Of Employment Checks

Amount (SGD w/o GST)

Total Amount (SGD w/GST)

GST 8% (SGD)

Upload Copy of Name change certificate, if applicable (Marriage certificate, affidavit, any legal document) (Max. 4 MB)

After completing your Foreign Employees Details and clicking on Save & Next you will be directed to Foreign Employees Details details section where you will need to fill out the requested details. Please note the following:

- Upload to upload a clear copy of your passport (Max. 4 MB)
- Enter your Country Code and Mobile Number and email id
- Select package details

On the 'Foreign 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

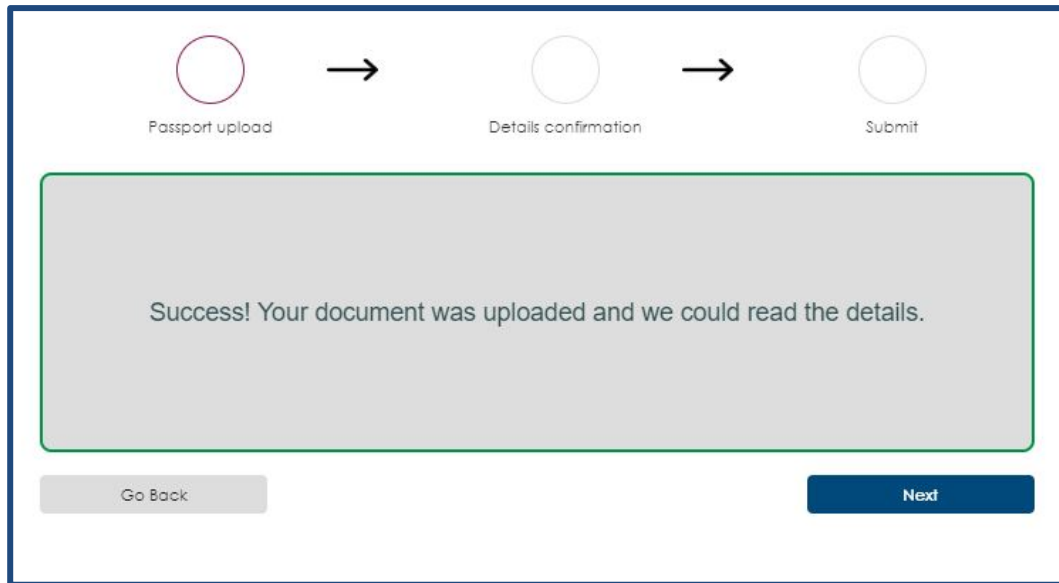
Drag your scanned passport image here

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

## 3

## Personal Details

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 the 'Personal Details' form with a progress bar at the top showing three steps: 'Passport upload' (active), 'Details confirmation', and 'Submit'. Below the progress bar, a red-bordered box contains an error message: 'Oops! I couldn't read the file that you uploaded.' with two buttons: 'Try again' and 'Enter manually'. Below the error box, there is a section titled 'Tips that will allow us to read the passport easily:' followed by several lines of small text providing instructions on image quality and scanning. At the bottom left of the form is a 'Go Back' button. On the right side of the form, there is a warning message: '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.' Below this, the form fields are arranged in two columns. The left column contains 'Surname', 'Passport number', 'Date of birth', and 'Nationality'. The right column contains 'Given names', 'Issuing Country', 'Sex', and 'Passport Expiry Date'. Each field has a corresponding input box or dropdown menu. At the bottom right of the form is a 'Next' button.

Passport upload → Details confirmation → Submit

Oops! I couldn't read the file that you uploaded.

[Try again](#) [Enter manually](#)

**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 picture 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](#)

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](#) [Next](#)



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

Progress: 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"/>

[Go Back](#)


Progress: 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"/>

[Go Back](#) [Submit](#)

The page will refresh with the personal information filled and once it shows the passport has been uploaded, please continue with the application



[View Cart](#)
[Check Status](#)
[Contact Us](#)
[Logout](#)

Please note that the total fee will be calculated based on the number of unique credentials you submit for verification as per the below:

- Education - SGD 105.00 w/o GST per qualification
- Accreditation - SGD 34.00 w/o GST per accreditation
- Employment - SGD 105.00 w/o GST per employment
- Report Reissuance - SGD 65.00 w/o GST

Foreign Employee's Details

Please upload a clear copy of your passport page(Max. Size 4 MB) \*

Upload
View
Delete


First Name (Given) \*


Last Name (Family/ Surname) \*

Date Of Birth \*


Gender \*

Country Of Birth \*

Passport Issuing Country \*

Email ID \* 

Middle Name

FIN Number (Enter NA if you do not have a FIN no.) \* 

PRC ID (for Chinese applicants only)

Nationality \*

Passport Number \*

Passport Expiry Date \*

Personal Mobile / Telephone Number \*

- If the option is No, continue with the application and select the number of education and employment document which you wish to verify.
- Applications will be added in cart accordingly.
- Verification amount will be updated.

## Package Details

Do you have an education certificate that has already been verified by DataFlow?

NO

No Of Education Checks \*

2

No Of Employment Checks \*

1

Amount (SGD w/o GST) \*

315.00

Total Amount (SGD w/GST) \*

340.20

Apply for accreditation status of institutions

☐ Institute 1 ☐ Institute 2

GST 8% (SGD) \*

25.20

Save &amp; Next

## Foreign Employee's Details

DF ID	Client ID	Full Name	Date of Birth	Amount (SGD)	Status	Action
500006220	3885	SUJAN OUDEL	28/02/1992	0.00	Payment pending	<a href="#">Edit</a>

**Report Re-issuance**


The latest version of your verified documents will be shared by DataFlow. Please enter the DataFlow Case Reference Number related to your previously verified documents. Use [www.dataflowstatus.com](http://www.dataflowstatus.com) to search your old case number if you need help.

**Please Note:**

- SGD 65 w/o GST will be charged for Report Reissuance request for a report completed.

**DataFlow Case Number\*** (Only one case number accepted. Example: D001-0101-123456 or D001-VR-16-123456)

**Personal Details**

**Date of Birth\***   **and** **Passport Number as it appears in the report\***

Under Package details if your education certificate that has already been verified by DataFlow? Select **Yes** or **No**.

- If Yes, Provide the previous application details for Report Re-issuance process.
- Select the additional document if you want to verify along with the report re-issuance request

[View Cart](#)
[Check Status](#)
[Contact Us](#)
[Logout](#)

Document Page

Welcome : Bharat Singh

Education Details

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.

Education Details [Add 2 Education Details](#) \*Please submit all your educational no of check details.

University/Institution Name +

University Country +

Major Subject +

College Name

Qualification Attained + ⓘ

Graduation Date/ Qualification Conferred/ Issue Date +

☐ Still Pursuing

Upload Copy of Qualification Attained(Max. Size 4 MB) +

Upload Copy of Mark Sheet (for Educational Credentials from India) (Max. 4 MB)

Employment Details

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.

Employment Details [Add 1 Employment Details](#)

Name of the Employer +

Employer Country +

Employment From +

Employment To +

☐ Still Working

Job-Title/Designation +

Please upload a copy of employment certificate(Max. Size 4 MB) +

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.

After completing your Foreign Employees Details and clicking on Save & Next you will be directed to component details section where you will need to fill out the requested details.

Please note the following:

- You can upload, delete and view uploaded documents.
- Delete button placed against the check will remove the check details whereas edit button allows you to edit the check details.
- Save the application after filling the details.

## 8 Submit your documents | Education

- 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

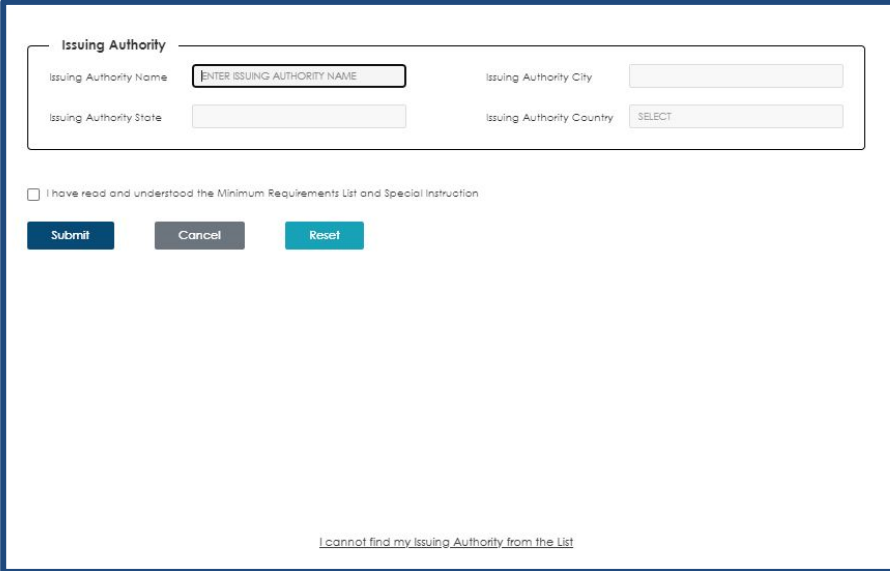
Cancel

Reset

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

- 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

[Please review the following section in case you cannot find your issuing authority](#)



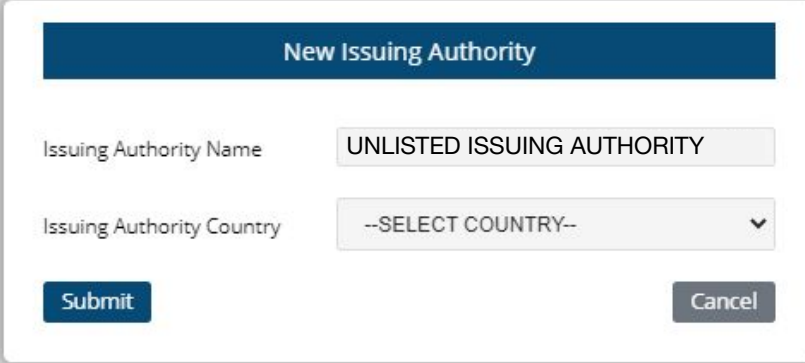
The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with a placeholder "ENTER ISSUING AUTHORITY NAME"), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country" (with a "SELECT" dropdown). Below these fields 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). A link at the bottom right reads "I cannot find my Issuing Authority from the List".

- 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**'

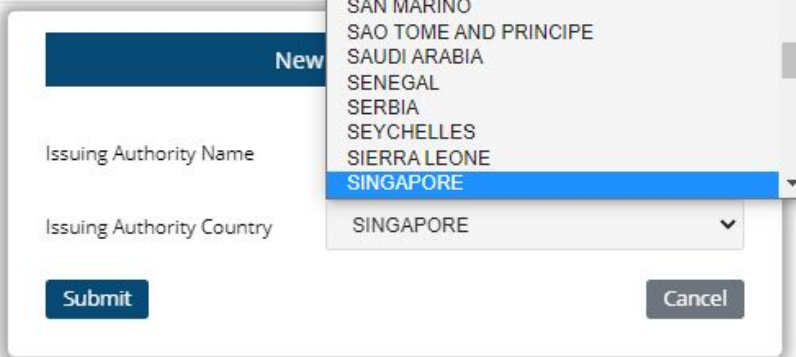
The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with the text "UNLISTED ISSUING AUTHORITY" entered), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country". Below these fields is a checkbox labeled "I have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



- 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.


- 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 ▼
<b>Submit</b>	<b>Cancel</b>

Additional Details

Upload Name Change Doc(If Any)(Max. Size 4 MB) Upload 

Letter of Authorisation \* View Delete 

Document Details

Component NO	Component Type	IA Name/Name of the Employer	Action
1	Employment	Dr Sameh Atta Pharmacy	<span style="background-color: #ccc; padding: 2px 5px;">View</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px;">Edit</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px;">Delete</span>

Previous
Add to Cart

Under additional details section you have to provide the below details:

- Name change document if applicable.
- Letter of Authorization
- Add application details on the Cart

- 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
- Once payment is done, you will receive the below message and the application will be submitted successfully Status for the check can be viewed by clicking on Check status button You can add more applications by clicking "Add more application". "Back" tab will take you to cart page.

In order to complete your application, please wait for the page to redirect you to Dataflow Group Portal. Failing to do so will result in delay in application processing.

### Payment

Company Name TATA BIRLA

Please note that the total fee will be calculated based on the number of unique credentials you submit for verification as per the below:

- |   |  |
|---|--|
| 1. Education - SGD 105.00 w/o GST per qualification | 3. Accreditation - SGD 34.00 w/o GST per accreditation |
| 2. Employment - SGD 105.00 w/o GST per employment   | 4. Report Reissuance - SGD 65.00 w/o GST               |

Description	Service Fees
Transaction No	99491399
Package Amount (w/o GST)	SGD 244.00
Total No of Application	1
GST 8%	SGD 19.52
Total Amount (w/GST)	SGD 263.52

Back

Pay Now

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
	<b>Total</b>	<b>AED</b>	<b>XXX</b>	<b>X%</b>	<b>XXX</b>	<b>XXX</b>

**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: The above receipt is a sample



**Thank You**

**[www.dataflowgroup.com](http://www.dataflowgroup.com)**