DATAFLOW

How to Apply

A Step By Step Guide for Completing Your Application

TrueProfile.io   CROSSCHECK   DIGIFLOW

bsi
ISO 9001 Quality Management Systems CERTIFIED
ISO/IEC 27001 Information Security Management CERTIFIED
ISO/IEC 27701 Privacy Information Management CERTIFIED
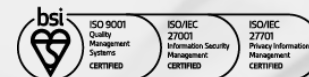
Introduction

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**

Visit 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"Â if the awarding institution on your certificate is in the drop-down list.

Important information related to the security of your application.

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.

3

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".

Application Submission

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

Mandatory Documents

Please upload a clear copy of your passport page*

UPLOAD

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

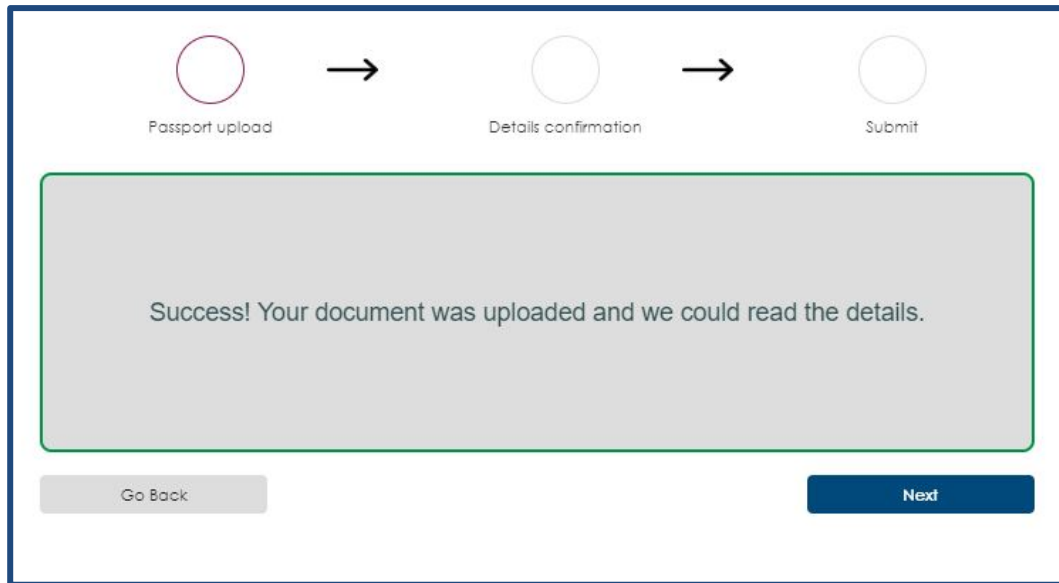Passport upload → Details confirmation → Submit

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

Personal Details

Passport upload → Details confirmation → Submit

Success! Your document was uploaded and we could read the details.

Go Back | Next

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

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

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
Passport number
Date of birth
Nationality

Given names
Issuing Country
Sex
Passport Expiry Date

Go Back

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
Passport number
Date of birth
Nationality

Given names
Issuing Country
Sex
Passport Expiry Date

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

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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) *
KYLE MARIE

Middle Name
MIDDLE NAME

Last Name (Family/ Surname) *
ABUSTAN

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

Date Of Birth *
21/04/1984

PRC ID (for Chinese applicants only)
PRC ID

Gender *
FEMALE

Nationality *
FILIPINO

Country Of Birth *
SELECT COUNTRY

Passport Number *
P1

Passport Issuing Country *
PHILIPPINES

Passport Expiry Date *
01/12/2021

Email ID *
EMAIL ID

Personal Mobile / Telephone Number *
COUNTRY CODE | PERSONAL MOBILE / TELEPHONE NUMBER

5 Package Details

Package Details

Do you have an education certificate that has already been verified by DataFlow? — NO

No Of Education Checks *
2

Apply for accreditation status of institutions
☐ Institute 1   ☐ Institute 2

No Of Employment Checks *
1

Amount (SGD w/o GST) *
315.00

GST 8% (SGD) *
25.20

Total Amount (SGD w/GST) *
340.20

Save & Next

- 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.

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	Edit

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

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.

- 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

Issuing Authority

Issuing Authority Name | ENTER ISSUING AUTHORITY NAME   Issuing Authority City

Issuing Authority State   Issuing Authority Country | SELECT

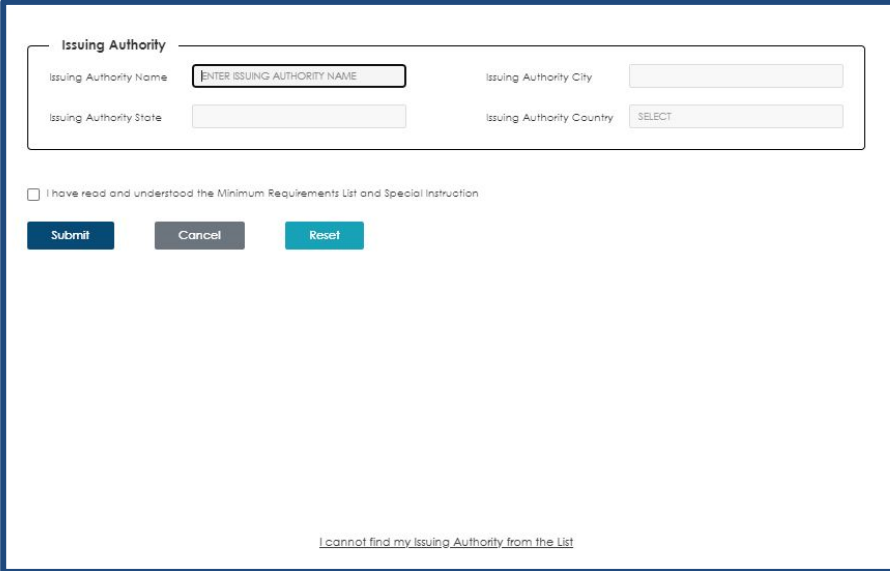☐ I have read and understood the Minimum Requirements List and Special Instruction

Submit   Cancel   Reset

I cannot find my Issuing Authority from the List

- 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**'
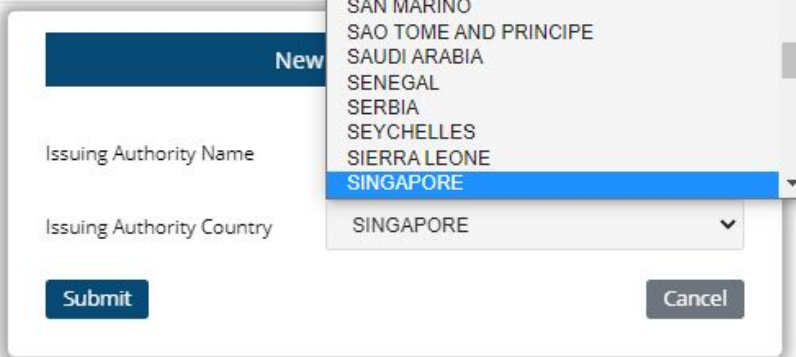
New Issuing Authority

Issuing Authority Name — UNLISTED ISSUING AUTHORITY

Issuing Authority Country — --SELECT COUNTRY--

Submit   Cancel

- 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

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

New

Issuing Authority Name

Issuing Authority Country — SINGAPORE

Submit   Cancel

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- On selection of the Issuing Authority click 'Submit' and will be added to the system, please proceed with submitting the other details to proceed

New Issuing Authority

Issuing Authority Name — UNLISTED ISSUING AUTHORITY

Issuing Authority Country — SINGAPORE

Submit   Cancel

9 | Additional Details

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
2. Employment - SGD 105.00 w/o GST per employment
3. Accreditation - SGD 34.00 w/o GST per accreditation
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

Payment | Tax Invoice

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

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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
	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.

* Note: The above receipt is a sample

Thank You

www.dataflowgroup.com