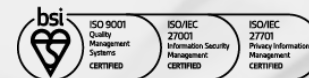




## How to Apply

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**

## 2

## Registration

Visit [www.dfmoms.com](http://www.dfmoms.com) 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.](#)

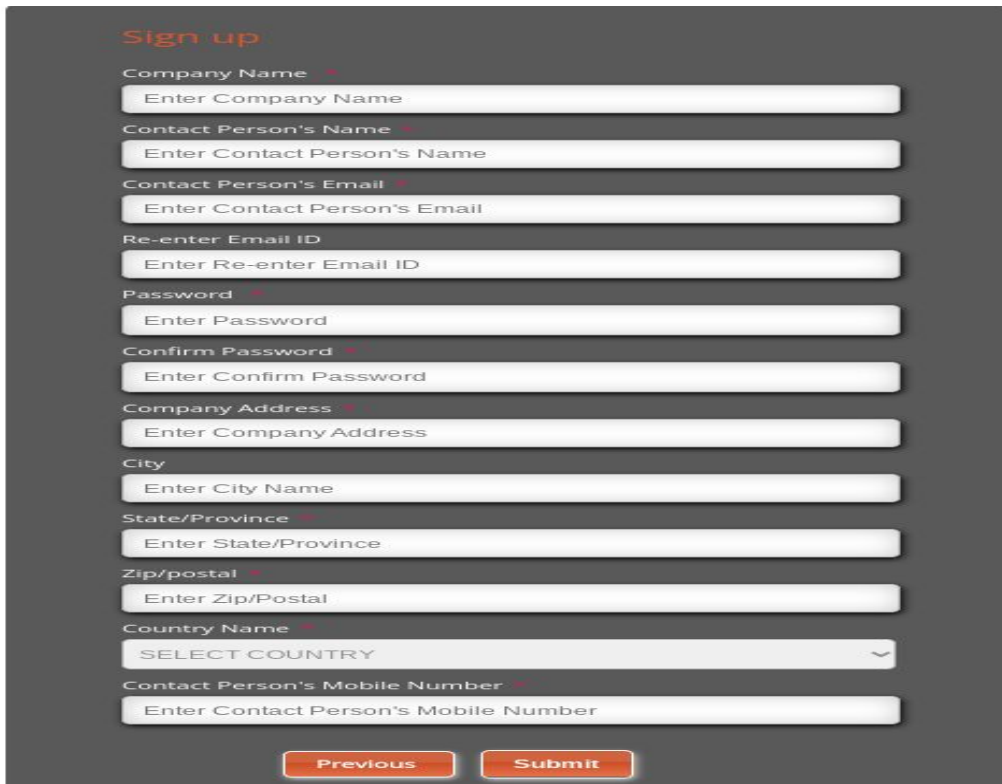
The screenshot shows a dark grey login form with the following elements:

- At the top, two radio buttons: "Employer Login" (selected) and "Applicant Login".
- A label "Employer Email ID" above a white input field containing the placeholder text "Enter Email ID".
- A label "Password" above a white input field containing the placeholder text "Enter Password".
- Below the password field, two links: "Forgot Password" on the left and "How to apply" on the right.
- A reCAPTCHA widget below the links, featuring a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy" and "Terms".
- An orange "Login" button at the bottom right of the form.
- Below the login form, a dark grey bar with the text "Employer Registration" in white.

As a new employer you have to first register yourself by clicking on Employer registration. If you already have a DataFlow MOMS account then please login with the email id and password.

# 1 Setup your Account | Registration

Complete the Signup process and fill all the mandatory fields



**Sign up**

Company Name \*  
Enter Company Name

Contact Person's Name \*  
Enter Contact Person's Name

Contact Person's Email \*  
Enter Contact Person's Email

Re-enter Email ID  
Enter Re-enter Email ID

Password \*  
Enter Password

Confirm Password \*  
Enter Confirm Password

Company Address \*  
Enter Company Address

City  
Enter City Name

State/Province \*  
Enter State/Province

Zip/postal \*  
Enter Zip/Postal

Country Name \*  
SELECT COUNTRY

Contact Person's Mobile Number \*  
Enter Contact Person's Mobile Number

[Previous](#) [Submit](#)

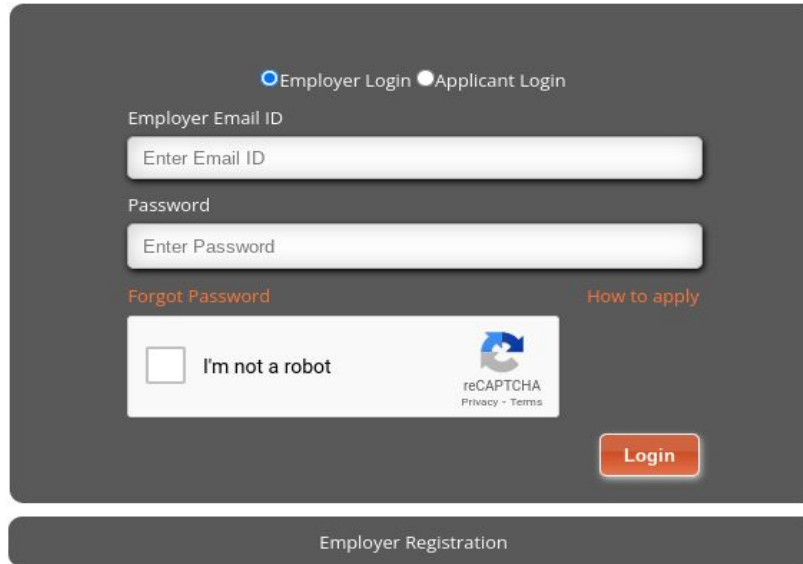
As a new user you have to complete the signup process and click on submit to complete the registration process to create a DataFlow account.

## 2

## Login to your account

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 shows a login interface with a dark grey background. At the top, there are two radio buttons: "Employer Login" (selected) and "Applicant Login". Below this, there are two input fields: "Employer Email ID" with the placeholder text "Enter Email ID", and "Password" with the placeholder text "Enter Password". To the left of the input fields are links for "Forgot Password" and "How to apply". Below the input fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom right of the form is a red "Login" button. At the bottom of the page is a dark grey bar with the text "Employer Registration".

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

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) \*

☒

<p>First Name (Given) *</p> <input type="text" value="SUJAN"/>	<p>Middle Name</p> <input type="text" value="MIDDLE NAME"/>
<p>Last Name (Family/ Surname) *</p> <input type="text" value="OUDEL"/>	<p>FIN Number (Enter NA if you do not have a FIN no.) * </p> <input type="text" value="FIN NUMBER"/>
<p>Date Of Birth *</p> <input type="text" value="28/02/1992"/>	<p>PRC ID (for Chinese applicants only)</p> <input type="text" value="PRC ID"/>
<p>Gender *</p> <input type="text" value="FEMALE"/>	<p>Nationality *</p> <input type="text" value="NEPALESE"/>
<p>Country Of Birth *</p> <input type="text" value="BAHAMAS"/>	<p>Passport Number *</p> <input type="text" value="12406152"/>
<p>Passport Issuing Country *</p> <input type="text" value="INDIA"/>	<p>Passport Expiry Date *</p> <input type="text" value="23/09/2031"/>
<p>Email ID * </p> <input type="text" value="DFASDF@GMAIL.COM"/>	<p>Personal Mobile / Telephone Number *</p> <input type="text" value="91"/> <input type="text" value="5656456"/>

### Package Details

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

<p>No Of Education Checks *</p> <input type="text" value="0"/>	
<p>No Of Employment Checks *</p> <input type="text" value="0"/>	
<p>Amount (SGD w/o GST) *</p> <input type="text" value="0.00"/>	<p>GST 8% (SGD) *</p> <input type="text" value="0.00"/>
<p>Total Amount (SGD w/GST) *</p> <input type="text" value="0.00"/>	

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

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



## 4

## 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

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 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](#)

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

Given names

Passport number

Issuing Country

Date of birth

Sex

Nationality

Passport Expiry Date

[Go Back](#) [Next](#)

## 4

## Personal Details

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

The screenshot shows a three-step progress bar at the top: 'Passport upload' (filled purple circle), 'Details confirmation' (outlined purple circle), and 'Submit' (outlined white circle). Below the progress bar, a message reads: '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.' The form contains two columns of fields: Surname, Passport number, Date of birth, and Nationality on the left; and Given names, Issuing Country, Sex, and Passport Expiry Date on the right. A 'Go Back' button is located at the bottom left.

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

The screenshot shows the same three-step progress bar, but now 'Details confirmation' is the filled purple circle, and 'Submit' is the outlined purple circle. A message reads: '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?' The form fields are identical to the previous step. A 'Go Back' button is at the bottom left, and a 'Submit' button is at the bottom right.

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



[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

Last Name (Family/ Surname)

ABUSTAN

Date Of Birth

21/04/1984

Gender

FEMALE

Country Of Birth

SELECT COUNTRY

Passport Issuing Country

PHILIPPINES

Email ID

EMAIL ID

Middle Name

MIDDLE NAME

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

FIN NUMBER

PRC ID (for Chinese applicants only)

PRC ID

Nationality

FILIPINO

Passport Number

P1

Passport Expiry Date

01/12/2021

Personal Mobile / Telephone Number

COUNTRY CODE 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>

[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)

[Save](#)
[Clear](#)

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 +

Employment From +

Job-Title/Designation +

Employer Country +

Employment To +

☐ Still Working

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.

**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 Re-issuance 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

## 7 Submit your documents | Education

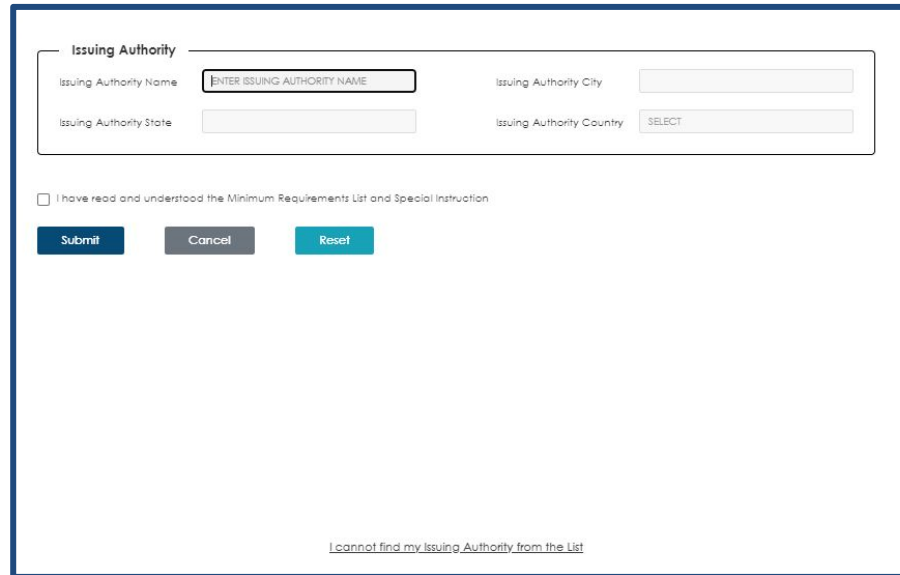
- As you click to type the name of your institution in the field “University / College Name”, the system will prompt with a pop-up to enter the details of your institution
- Start typing your institution name and in case it is already listed, please select from the drop down list.
- In case of any additional 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

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".

- 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".

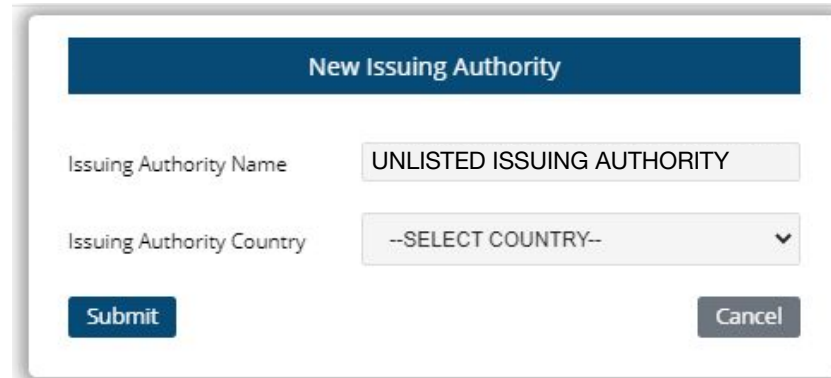


## 6 a In case your Issuing Authority is not listed

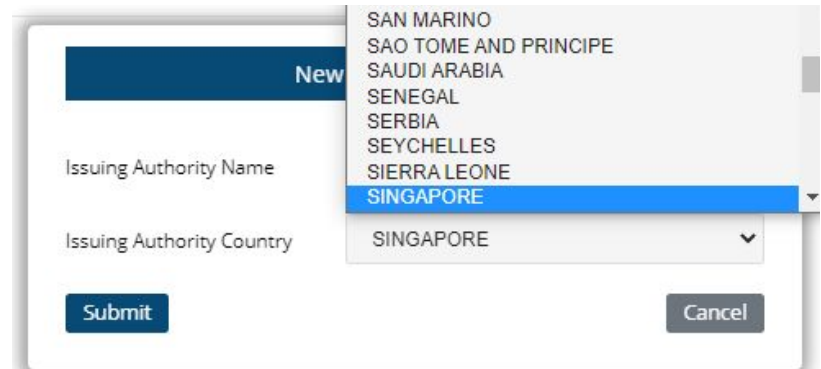
- Please type the name of your Issuing Authority, and in case it is not listed, a link will come up on the bottom of the screen - '**I cannot find my Issuing Authority from the list**'

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 page, 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". It contains two input fields: "Issuing Authority Name" with the text "UNLISTED ISSUING AUTHORITY" and "Issuing Authority Country" with a dropdown menu showing "--SELECT COUNTRY--". There are "Submit" and "Cancel" buttons at the bottom.



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.

## 7

## In case your Issuing Authority is not listed

- 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	<input type="text" value="UNLISTED ISSUING AUTHORITY"/>
Issuing Authority Country	<input type="text" value="SINGAPORE"/>

Cart Details

Welcome : dataflow\_dev@rediffmail.com

Cart Details							
DF ID	Employer ID	Client ID	Full Name	Date	Amount	Print	Action
<input type="checkbox"/>	42	1	2015000042	New NEW DUHOON	13/02/2015	210.00	<a href="#">Print</a> <a href="#">Edit</a>
<input type="checkbox"/>	43	28	2015000043	rakesh pandey	14/02/2015	420.00	<a href="#">Print</a> <a href="#">Edit</a>
<input type="checkbox"/>	44	30	2015000044	ritu singh	14/02/2015	210.00	<a href="#">Print</a> <a href="#">Edit</a>
<input type="checkbox"/>	45	30	2015000045	sonia saini	14/02/2015	315.00	<a href="#">Print</a> <a href="#">Edit</a>
<input type="checkbox"/>	48	1	2015000048	Akash Duhoon	16/02/2015	525.00	<a href="#">Print</a> <a href="#">Edit</a>
<input type="checkbox"/>	46	30	2015000046	rakesh singh	16/02/2015	210.00	<a href="#">Print</a> <a href="#">Edit</a>
<input type="checkbox"/>	49	1	2015000049	Karan SINGH	16/02/2015	210.00	<a href="#">Print</a> <a href="#">Edit</a>
<input type="checkbox"/>	53	1	2015000053	dfgh ghfgh	16/02/2015	210.00	<a href="#">Print</a> <a href="#">Edit</a>

Add More Application

Cart Summary

Transaction No.

5865524

Total No of Application

0

Total Amount

00.00

Payment Mode


☐ Credit Card


Make Payment


After you complete component level details and clicking “Save & Next”, you will be directed to the Cart Details section where you can make payment for desired cases or add more cases.

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	View	Edit	Delete

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)**