



DATAFLOW

مجلس تنظيم مهزاولة المصن المهندسية  
The Council for Regulating the  
Practice of Engineering Professions



## Primary Source Verification

The Council for Regulating the Practice of  
Engineering Professions

### How to Apply

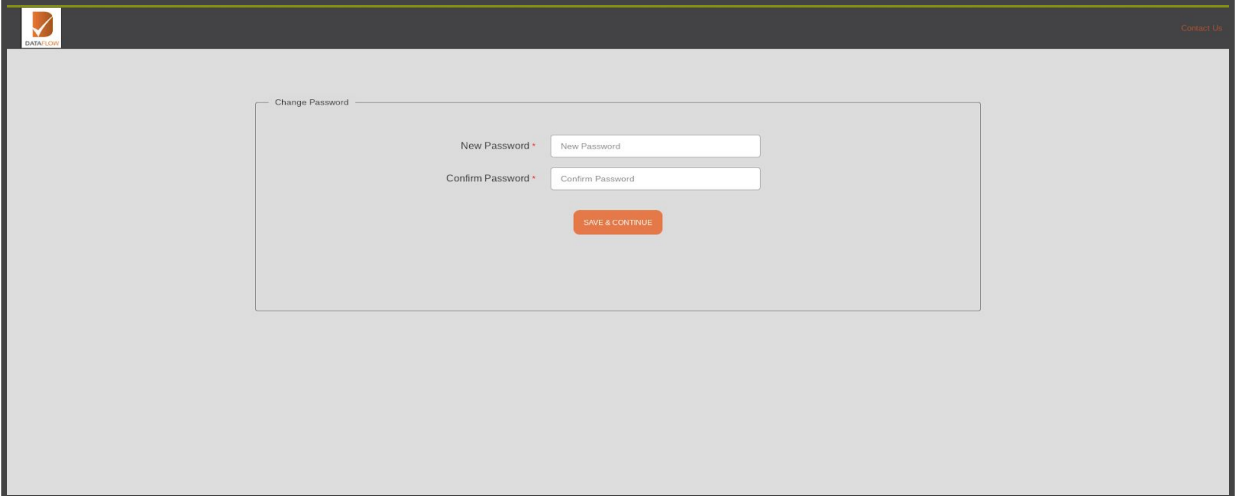
'A Step By Step Guide for Completing Your Application'



## Step 1 Signup

- Please visit [www.dfgateway.com](http://www.dfgateway.com)
- Enter your email ID to begin

\* If you have registered with the DataFlow Group previously, you will be asked to enter your password on the next screen. If this is your first visit, you will receive an automated email at the registered email ID you shared above, containing an activation link. Please click on the activation link to complete your registration and set your password



The screenshot shows a web form titled "Change Password" on a grey background. The form contains two input fields: "New Password" and "Confirm Password", each with a small asterisk to its left. Below the fields is an orange button labeled "SAVE & CONTINUE". The top left corner of the page has the DataFlow logo, and the top right corner has a "Contact Us" link.





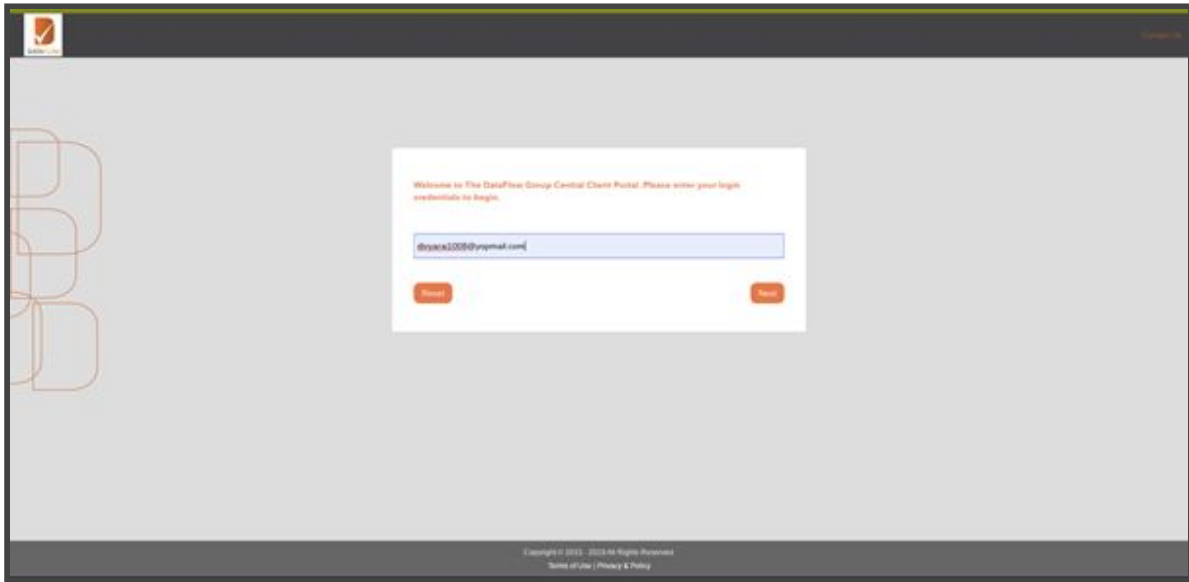
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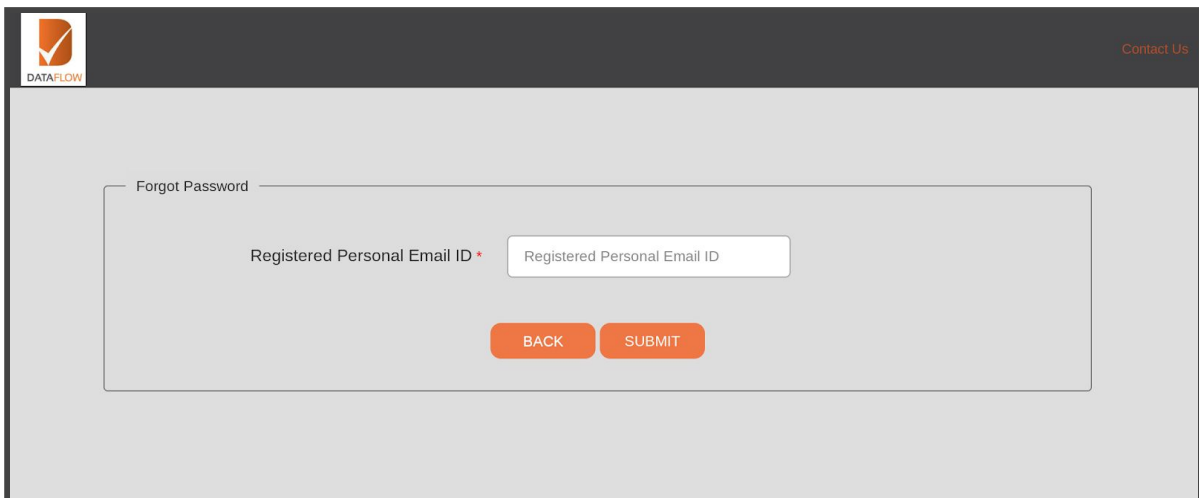


## Step 2      Activate your account

- Once you have activated your account, enter your registered email ID and password on the 'Sign In' page



\* Note: If you forget your password, click 'Forgot Password', enter the requested details and click 'Submit'. You will receive an email at your registered email ID with a link to change your password.





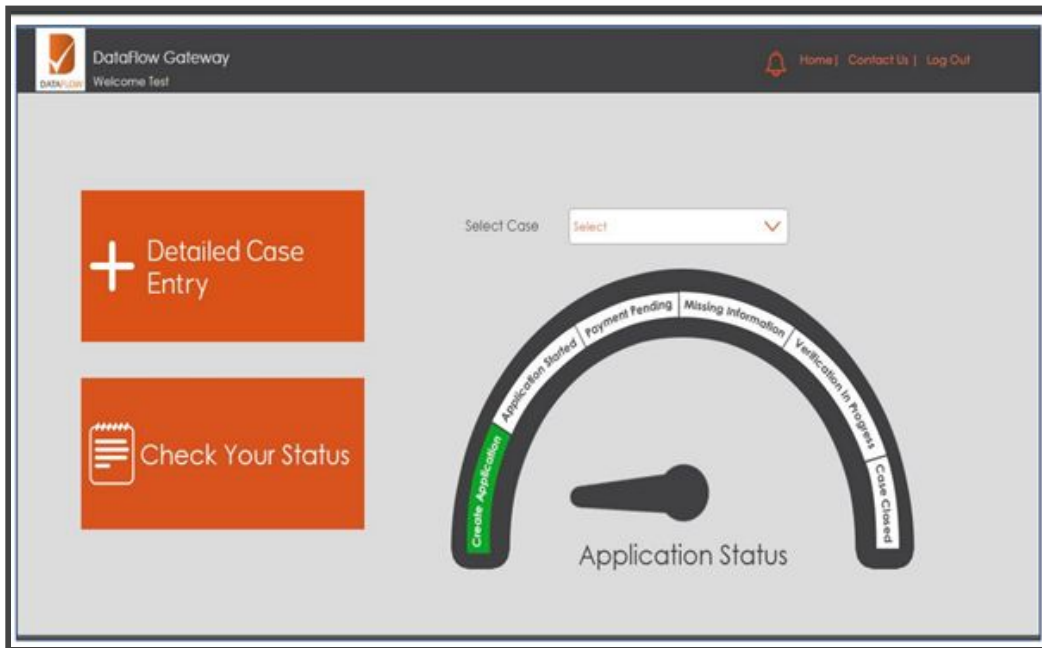
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### Step 3 Applications Dashboard

- On the 'Dashboard' page, click the 'Detailed Case Entry' button to initiate a new application
- You can also track your application by selecting your DataFlow Group 'Case Reference' from the 'Select Case' dropdown menu or by clicking the 'Check Your Status' button



## Step 4 Licensing Authority Details

- Choose the "Council for Regulating the Practice of Engineering Professions" from the 'Select Licensing Authority' dropdown menu



The screenshot shows a form titled "Licensing Authority Details". It contains three dropdown menus: "Authority Name" (set to "Council for Regulating the Practice of Engineering Professions"), "Select Category 1" (set to "Select"), and "Select Category 2" (set to "Select"). A "BACK" button is located at the bottom right of the form.

- Please select from the dropdown in 'Category 1' based on
  - Engineer:** Please select this option in the dropdown in case you are an Engineer and would be submitting your education and experience certificates for verification
  - Individual Document:** Please select this option in the dropdown in case you are seeking verification of a single document either an education or experience certificate
  - Report Transfer:** Please select this option in the dropdown in case you have an existing DataFlow report and would like to transfer that to The Council for Regulating the Practice of Engineering Professions (CRPEP)

The total number of documents within the 'Engineer' package are limited to two documents. In case you are required to submit additional documents, you can add additional documents or certificates for verification for an additional fee by clicking on the '+' button. Additionally in case you decide not to proceed with the additional document or credential click to reduce the count by clicking the '-' button. Please note that the count cannot be reduced below the standard package count of the documents.



The screenshot shows a control panel with two main sections: "Type of Check" and "No. of Checks". The "Type of Check" section has a dropdown menu currently showing "Education". The "No. of Checks" section shows a numeric input field with the value "1", and two circular buttons: a plus sign (+) and a minus sign (-).





The system would prompt you to confirm your choice of options prior to proceeding further. The system will also display the calculated total amount payable based on your selection of options.

\* Note: you would be able to add additional Education or Employment verification components for an additional charge within the packages

## Step 5 Personal Details

- On the 'Personal Details' page, enter the required details
- Click **'Save'** to save your personal details before proceeding further
- Upload clear uncropped scans of the mandatory documents listed below:
  - a. Passport
  - b. Name Change Certificate (If applicable) - Supported by a Marriage Certificate, Affidavit or Any Other Legal Document
- Once the personal details are saved, please click 'Next' to move to the next step
- As a set of next steps, the system will ask you to enter information about the selected certificates and upload the required documents for verification

Welcome Crieppro@boximail.Com

Home | Change Password | Contact Us | Search | Log Out

1 Licensing Details 2 Personal Details 3 Verification Details 4 Uploads

Please enter all details in ENGLISH language only.

Personal Details

GIVEN NAME AS PER PASSPORT: GIVEN NAME AS PER PASSPORT

SURNAME AS PER PASSPORT: SURNAME AS PER PASSPORT

Gender: Select

Passport Number (Current): Passport Number (Current)

Date of Birth: Date of Birth

Country: Select

Country Code: Afghanistan (AF)

Mobile Number: Mobile Number

Personal Email ID: Personal Email ID

Mandatory Documents

Please upload a clear copy of your passport page

UPLOAD

BACK SAVE NEXT





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## Step 6 Education

- On the 'Education' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
  - a. Original Education Degree(s)
  - b. The back page of Education Degree (Applicable for degrees obtained from Afghanistan, India, and Pakistan)
  - c. In case your educational institute has any additional request, our team member will reach out to you for the document or information

The screenshot shows a web form for education registration. The form is divided into several sections:

- Issuing Authority Name:** Text input field.
- Issuing Authority Address:** Text input field.
- Issuing Authority Country:** Dropdown menu with 'Select'.
- Qualification Attained:** Text input field.
- Applicants Name as per Document:** Text input field with 'Alaaeldin Mabrouk'.
- Have You Completed this Degree/Course:** Dropdown menu with 'Select'.
- Made of Study:** Dropdown menu with 'Select'.
- Major Subject:** Text input field.
- Registration / Enrolment Number:** Text input field.
- Period Of Study From:** Text input field with a calendar icon.

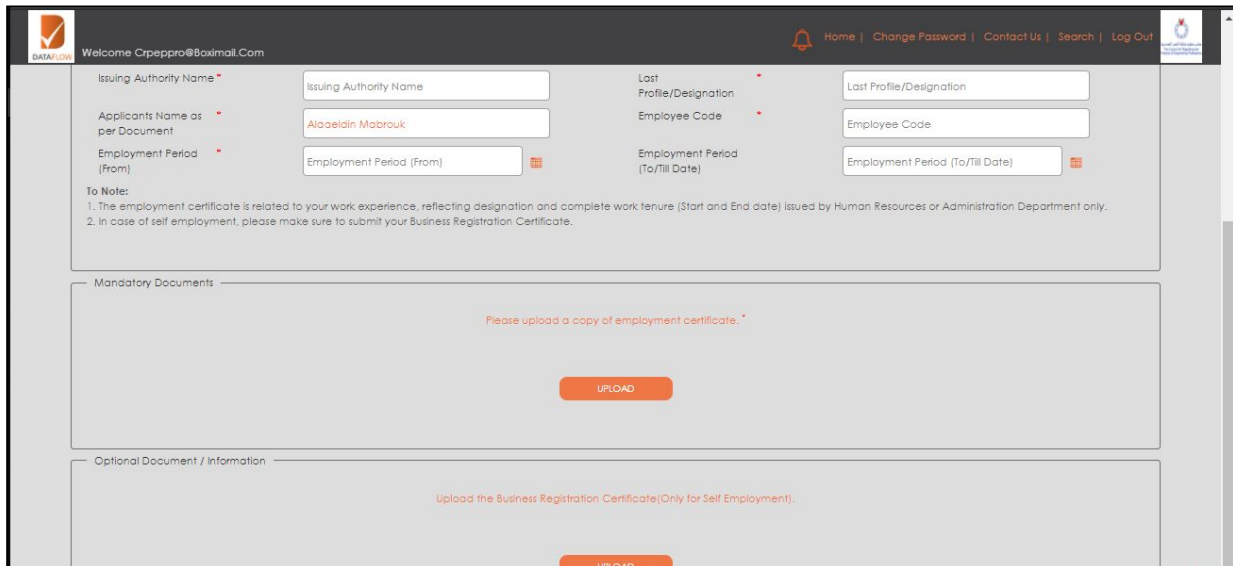
**Mandatory Documents:** A section with instructions: "Upload the front page of the qualification document to be verified (Certificate/Diploma/Degree). Upload the relevant all year marksheet or Transcript of Records (TOR) (As Applicable)." and an "UPLOAD" button.

**Optional Document / Information:** A section with instructions: "Upload the back page of the qualification document to be verified if it contains any stamps, endorsements or unique identifiers (Certificate/ Diploma/ Degree)." and a "100 A" icon.



## Step 7 Experience

- On the 'Experience' page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:
  - a. Experience certificate, or
  - b. Relieving certificate



Welcome Crpeppro@Boximal.Com

Issuing Authority Name

Applicants Name as per Document

Employment Period (From)

Last Profile/Designation

Employee Code

Employment Period (To/Till Date)

**To 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.

**Mandatory Documents**

Please upload a copy of employment certificate.

**Optional Document / Information**

Upload the Business Registration Certificate(Only for Self Employment).

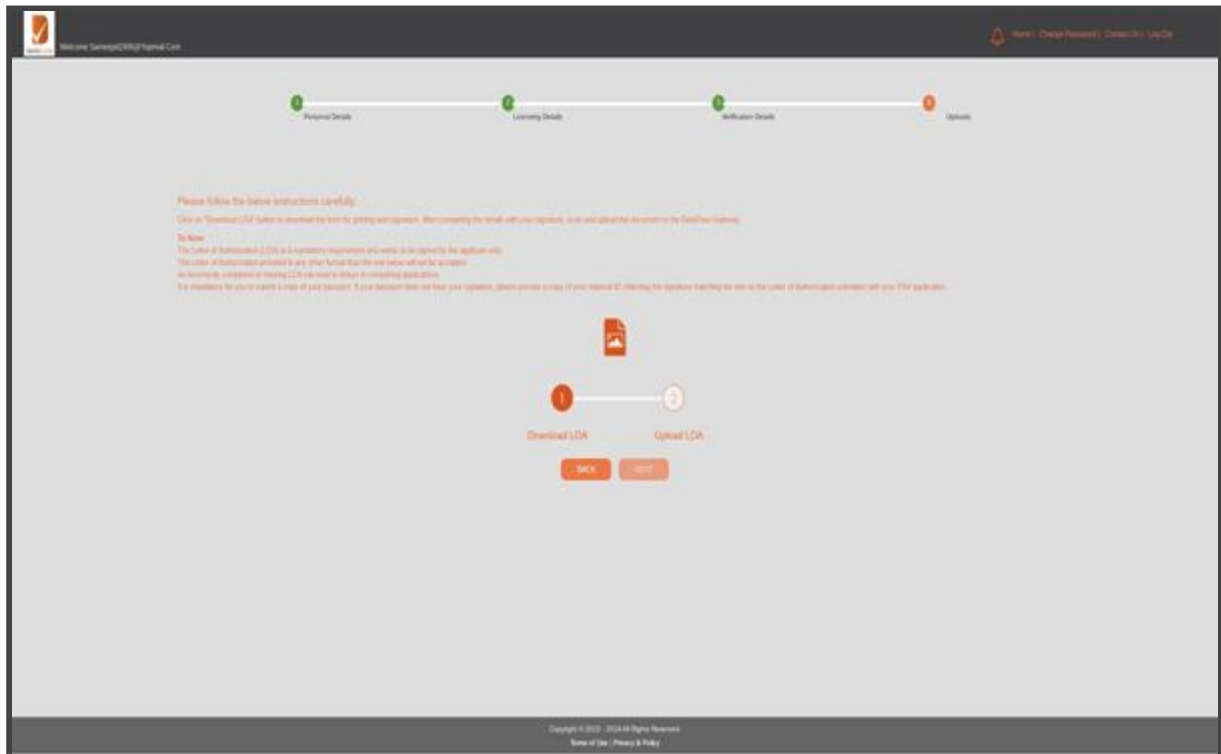






## Step 8 MANDATORY - Letter of Authorization

- After you have entered all certificate details - a signed 'Letter of Authorization' is required before proceeding further. **This is a mandatory document**
- Click 'Download LOA' to download the 'Letter of Authorization'
- Print, Sign and Scan the signed 'Letter of Authorization'
- Upload a clear and complete scan of the 'Letter of Authorization' to proceed further





## Step 9 Review Application before submission

- On the 'Application Review' page, carefully review your entered details before submitting
- You can edit your entered information by clicking on the 'Edit' tab

## Step 10 Payment

- 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
- Prior to payment you can select to subscribe to receiving updates regarding your case process through SMS on your mobile phone

The screenshot displays the 'Payment' section of the application review process. It includes a table with the following details:

Field	Value
Package Amount	1000
Surcharge	0
Total Amount	1000
Package Fee	0
Package Fee	0
Package Fee	0

Below the table, there are two buttons: 'Back' and 'Submit Application'. The 'Submit Application' button is highlighted in orange.





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## Step 11 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

  
**DATAFLOW**



**TAX INVOICE**

**Receipt number:** 180702-300645

**Name:** Taylor, Garry

**Email:** gtaylor@dataflowgroup.com

**Payment method:** Credit Card

**Date:** 4 July 2019

**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 <b>CASE NUMBER:</b> TC99-1901-000001 <b>CASE TYPE:</b> New/Renew <b>CLIENT NAME:</b> Test Customer <b>CLIENT REF NUMBER:</b> T2019010100001 <b>PACKAGE DETAILS:</b> Professional 1/Professional 2/Etc. <b>EDUCATION 1:</b> University <b>EDUCATION 2:</b> University <b>EMPLOYMENT 1:</b> FZ LLC <b>EMPLOYMENT 2:</b> FZ LLC <b>LICENSE 1:</b> Hospital	AED	XXX	X%	XXX	XXX
	<b>Total</b>	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**





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## Step 12 Track your case status

- To track the status of your application, click on the 'Check Your Status' button and you will be redirected to the page shown below
- To review the details entered in your application, click on 'Case ID'
- Once your final DataFlow Group report is completed, you can download a copy of your report

Application Submitted List											
Action	Case Reference Number	Client Reference Number	Client Name	Category	Payment Status	Package Amount	Case Submit Date	Expected Closure Date	Status	Report	Delete
	<a href="#">TC99-1707-051368</a>	TC99-1707-051368	Test Customer	Acupuncture Practitioner	Received	KWD 500	28/07/2017	NA	Your case is completed and the final report has been submitted to the regulator you have applied to.	Pending	

