



## Primary Source Verification

National Health Regulatory Authority (NHRA) - Bahrain

### How to Apply

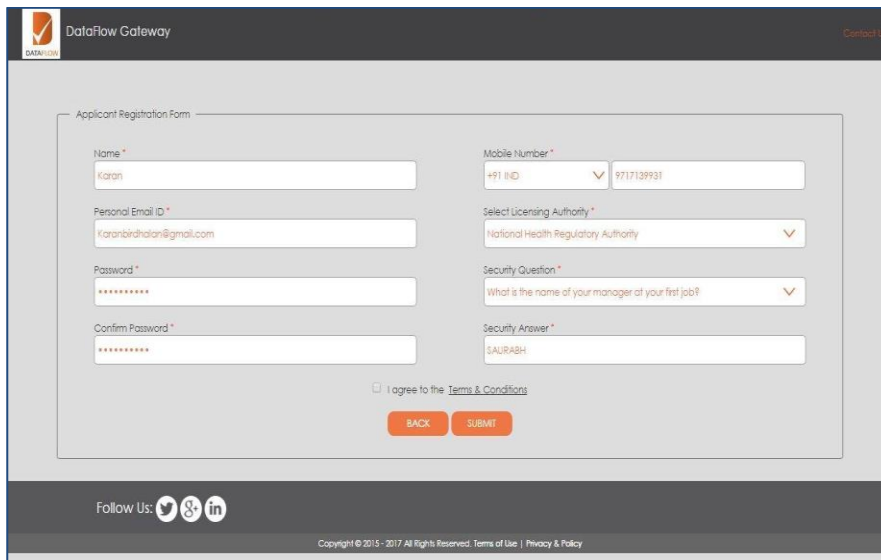
'A Step By Step Guide for Completing Your Application'



## Step One

- Fill in the 'Application Registration Form' to register
- Select the 'National Health Regulatory Authority' from the dropdown menu
- Click 'Submit'

\* You will receive an email comprising an activation link



The screenshot shows the 'Applicant Registration Form' on the DataFlow Gateway. The form is titled 'Applicant Registration Form' and is located within a 'DataFlow Gateway' window. The form fields are as follows:

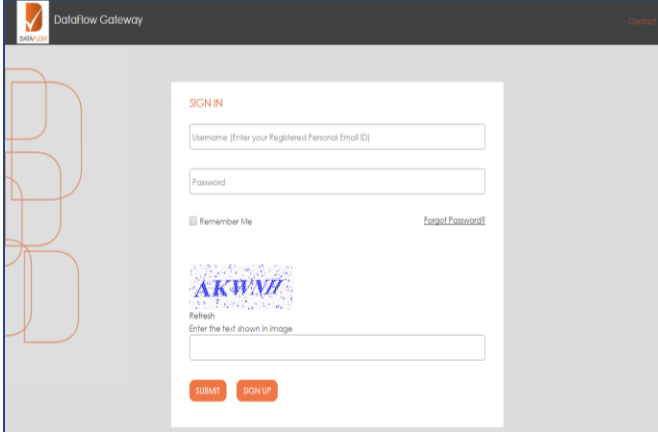
Name *	Karan	Mobile Number *	+91 IND [dropdown] 9717139931
Personal Email ID *	Karanbinahalan@gmail.com	Select Licensing Authority *	National Health Regulatory Authority [dropdown]
Password *	*****	Security Question *	What is the name of your manager at your first job? [dropdown]
Confirm Password *	*****	Security Answer *	SAURABH

Below the form fields, there is a checkbox for 'I agree to the Terms & Conditions'. At the bottom of the form, there are two buttons: 'BACK' and 'SUBMIT'.

At the bottom of the page, there are social media icons for Twitter, Google+, and LinkedIn, followed by the text 'Follow Us:'. The footer also contains the copyright information: 'Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy'.

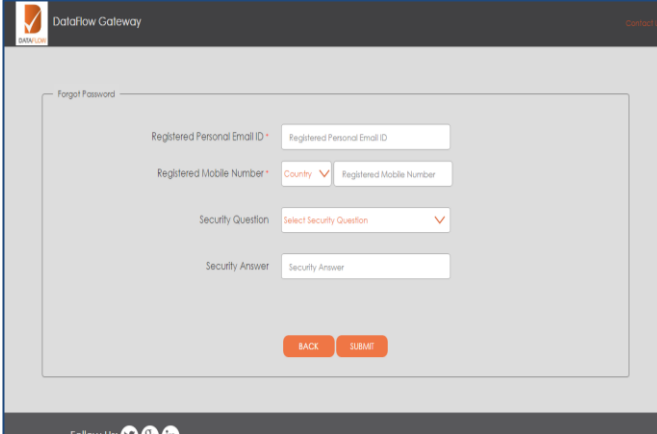
## Step Two

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



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 'AKWVZ' and a 'Refresh' button. At the bottom are 'SUBMIT' and 'SIGN UP' buttons.

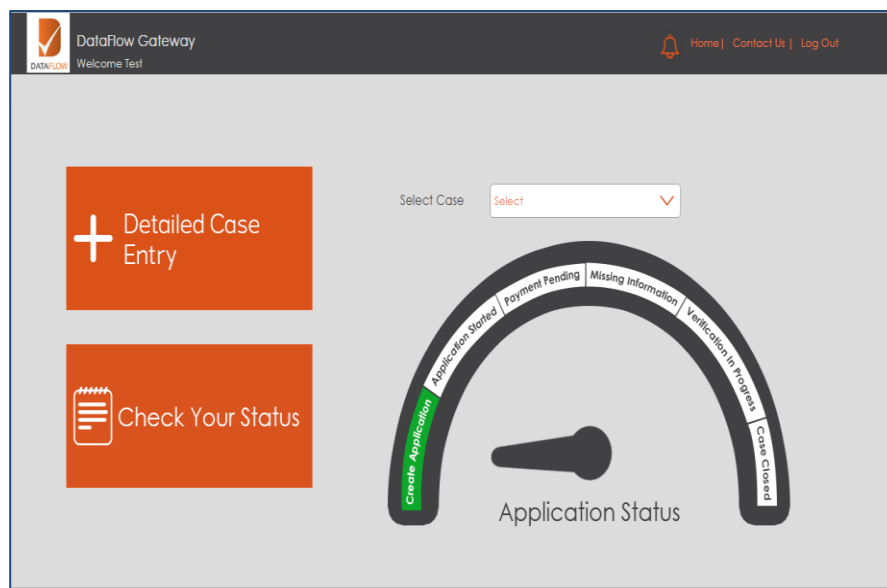
- If you forgot your password, click 'Forgot Password' and enter the requested details



The screenshot shows the 'Dataflow Gateway' forgot password interface. It includes a 'Forgot Password' heading and several input fields: '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.

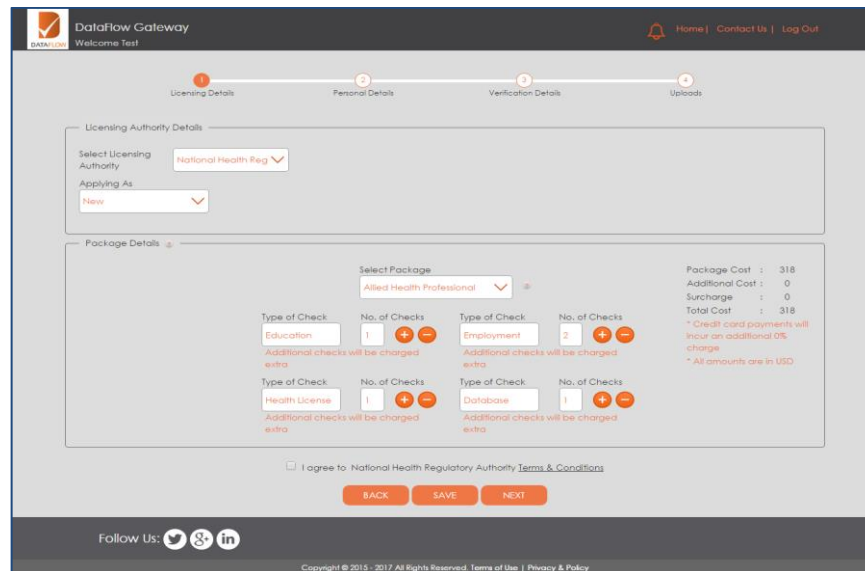
### Step Three

- On the dashboard page, you can track your application by selecting your DataFlow Group Barcode from the 'Select Case' dropdown menu or by clicking the 'Check Your Status' button
- To initiate a new application, click the 'Detailed Case Entry' button



## Step Four

- On the 'Licensing Authority Details' page, select the package under which you will be submitting your application
- Based on the selected package, your specific component details will be displayed
- Select the number of employment tenures covering the years of employment required for verification



**DataFlow Gateway**  
Welcome Test

Home | Contact Us | Log Out

Licensing Details | Personal Details | Verification Details | Uploads

**Licensing Authority Details**

Select Licensing Authority: National Health Reg

Applying As: New

**Package Details**

Select Package: Allied Health Professional




Type of Check	No. of Checks	Type of Check	No. of Checks
Education	1	Employment	2
Health License	1	Database	1

Package Cost : 318  
Additional Cost : 0  
Surcharge : 0  
Total Cost : 318

\* Credit card payments will incur an additional 0% charge  
\* All amounts are in USD

I agree to National Health Regulatory Authority Terms & Conditions

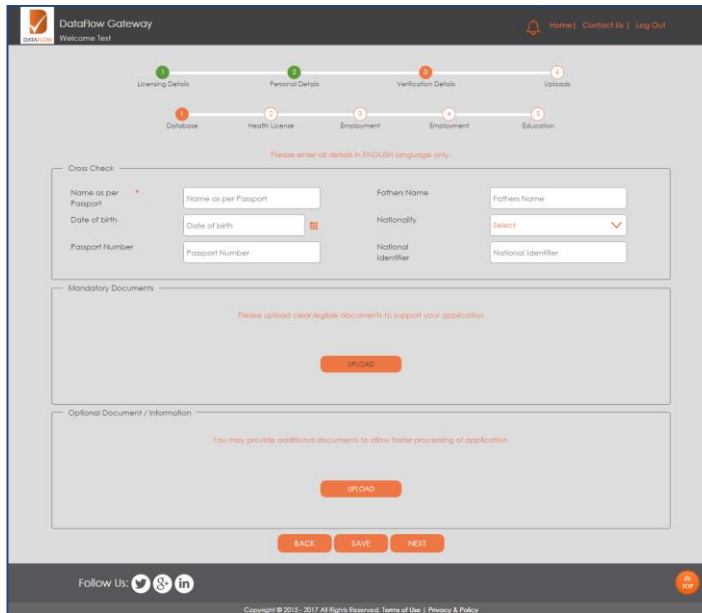
BACK SAVE NEXT

Follow Us:   

Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy

## Step Five

- On the 'Personal Details' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below:
  - ✓ Passport
  - ✓ Name Change Certificate (If applicable) - Supported by a Marriage Certificate, Affidavit or Any Other Legal Document



DataFlow Gateway  
Welcome Test

Home | Contact Us | Log Out

Licensing Details Personal Details Verification Details Uploads

Corollary Health License Employment Employment Education

Please enter all details in ENGLISH language only.

Cross Check




Name as per Passport	<input type="text"/>	Father's Name	<input type="text"/>
Date of birth	<input type="text"/>	Nationality	<input type="text" value="Select"/>
Passport Number	<input type="text"/>	National Identifier	<input type="text"/>

Mandatory Documents

Please upload clear legible documents to support your application.

Optional Document / Information

You may provide additional documents to allow faster processing of application.

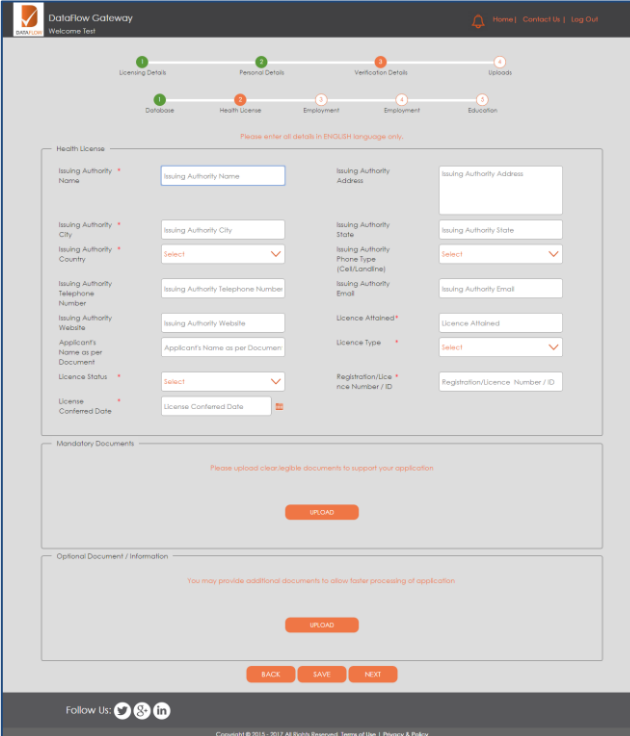
Follow Us:   

Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy

## Step Six

- On the 'Health License' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below:
  - ✓ Medical / Nursing License (Front and back pages)
  - ✓ Renewal Document (If applicable)

Note: If you do not have your health license details, contact the NHRA to assist you with the processing of your application.

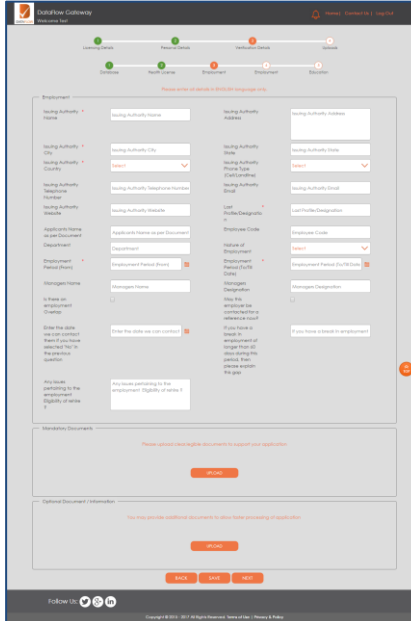


The screenshot shows the 'Health License' page in the Dataflow Gateway. At the top, there is a progress bar with five steps: 1. Licensing Details, 2. Personal Details, 3. Verification Details, 4. Employment, and 5. Uploads. The 'Health License' step is currently active. Below the progress bar, there is a note: 'Please enter all details in ENGLISH language only.' The form contains several input fields and dropdown menus for providing license details, including Issuing Authority Name, City, Country, Telephone Number, Website, and License Status. There are also fields for Issuing Authority Address, State, Phone Type, Email, and License Type. Below the form, there are two sections for document uploads: 'Mandatory Documents' and 'Optional Document / Information', each with an 'UPLOAD' button. At the bottom of the form, there are 'BACK', 'SAVE', and 'NEXT' buttons. The footer includes social media icons and a copyright notice: 'Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy'.

## Step Seven

- On the 'Employment' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below, based on the number of employments selected in the 'Package Details' page:
  - ✓ Certificate of Experience from Previous Employer(s) (Issued by HR Department(s))
  - ✓ Self-Employment or Business Registration Document Pertaining to Self-Employment

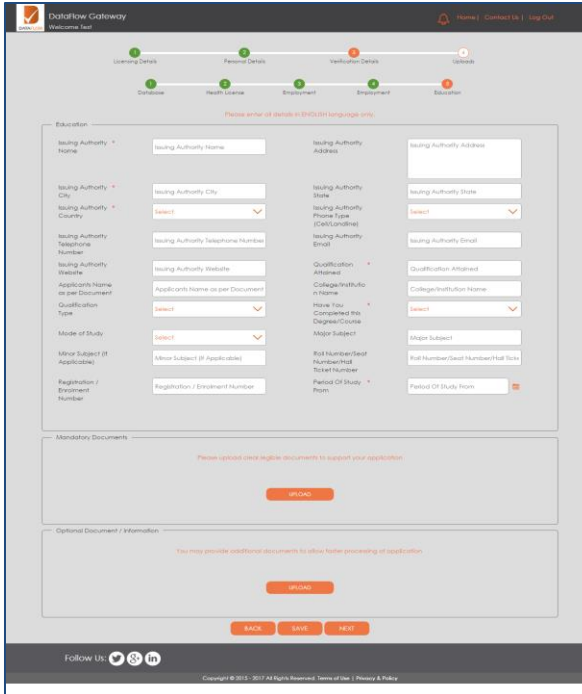
Note: If you do not have your employment details, contact the NHRA to assist you with the processing of your application





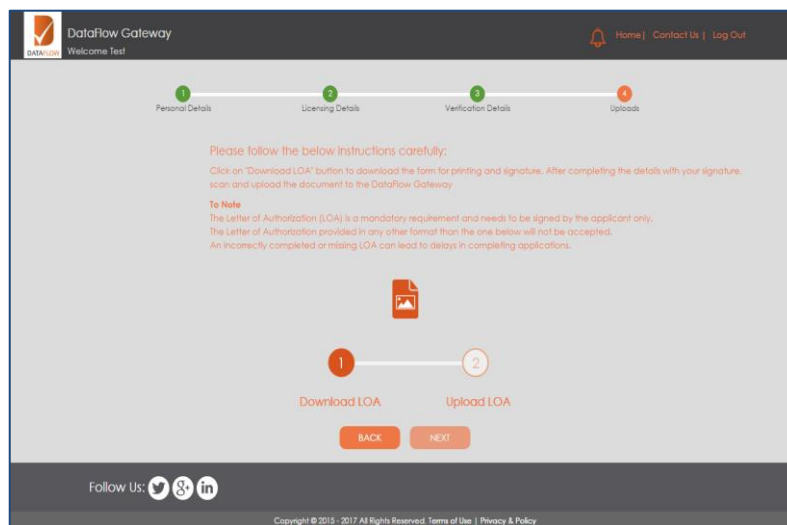
## Step Eight

- On the 'Education' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below:
  - ✓ Original Education Degree(s)
  - ✓ Back Page of Education Degree (Applicable for degrees obtained from Afghanistan, Egypt, India and Pakistan)



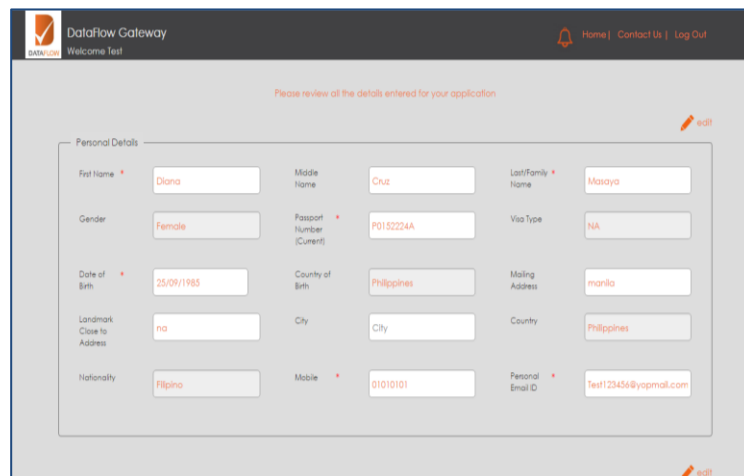
## Step Nine

- After you have entered all component details - you need to first download then sign, scan and upload the 'Letter of Authorization'. You will not be able to proceed with your application until you upload a signed copy of the 'Letter of Authorization'
- Once done, click 'Next'



## Step Ten

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



DataFlow Gateway  
Welcome text

Home | Contact Us | Log Out

Please review all the details entered for your application

edit

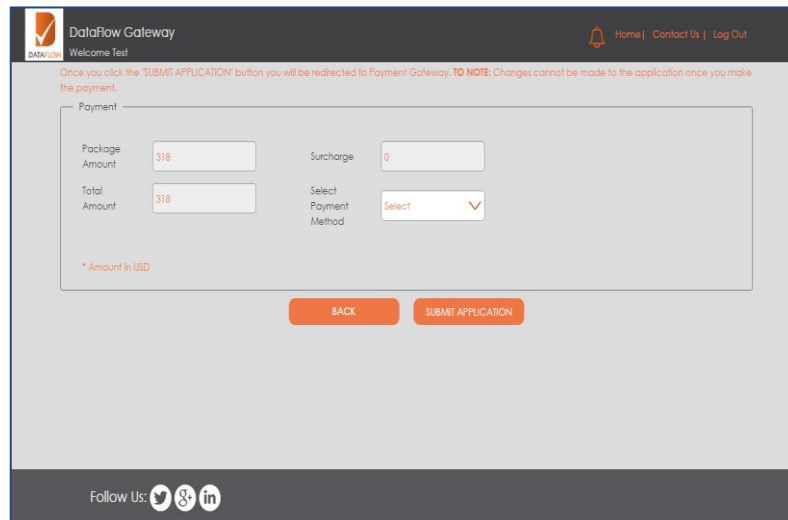
Personal Details

First Name *	Diana	Middle Name	Cruz	Last/Family Name *	Masaya
Gender	Female	Passport Number (Current) *	P0152224A	Visa Type	NA
Date of Birth *	25/09/1985	Country of Birth	Philippines	Mailing Address	manila
Landmark Close to Address	na	City	City	Country	Philippines
Nationality	Filipino	Mobile *	01010101	Personal Email ID *	Text12345@yopmail.com

edit

## Step Eleven

- On the 'Payment' page - based on the package selected and additional components entered - you will view the overall fee in the 'Total Amount' field
- You can either go back to review your entered details or 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



The screenshot shows the 'DataFlow Gateway' interface. At the top, there is a navigation bar with 'Home | Contact Us | Log Out' and a notification bell icon. Below the navigation bar, 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 content area is titled 'Payment' and contains a form with the following fields:

Package Amount	318	Surcharge	0
Total Amount	318	Select Payment Method	Select

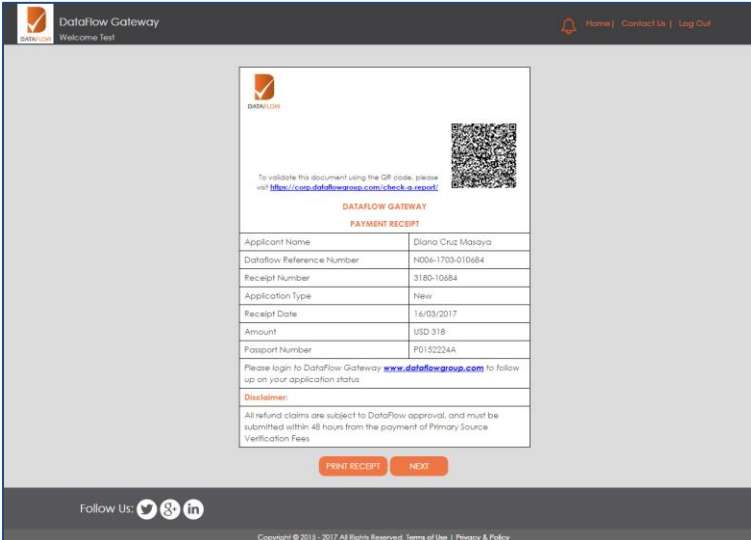
\* Amount in USD

At the bottom of the form, there are two buttons: 'BACK' and 'SUBMIT APPLICATION'. The footer of the page includes social media icons for Twitter, Facebook, and LinkedIn, with the text 'Follow Us:'.



## Step Twelve

- Once you have completed your payment, the system will automatically populate a printable payment receipt and will forward your case to the DataFlow Group to initiate the verification process



Dataflow Gateway  
Welcome Test

Home | Contact Us | Log Out

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




**DATAFLOW GATEWAY**  
**PAYMENT RECEIPT**

Applicant Name	Diana Cruz Masaya
Dataflow Reference Number	H006-1703-010684
Receipt Number	3180-10684
Application Type	New
Receipt Date	14/03/2017
Amount	USD 318
Passport Number	P0152224A

Please login to Dataflow Gateway [www.dataflowgroup.com](http://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

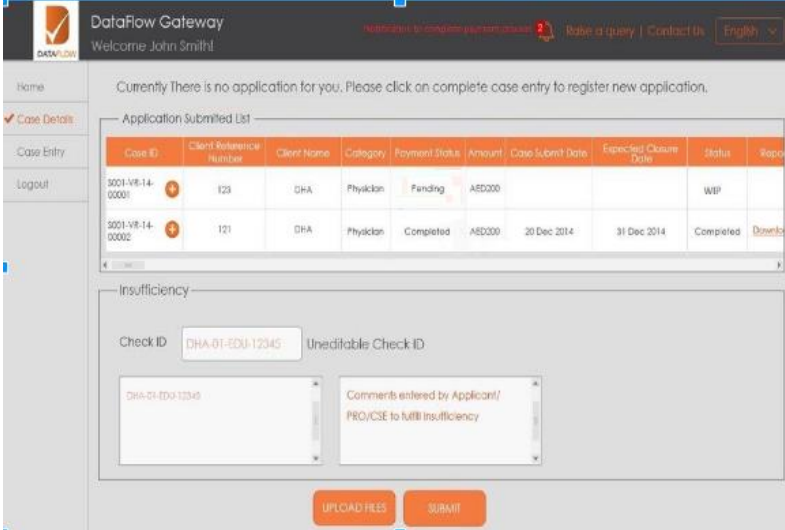
PRINT RECEIPT    NEXT

Follow Us:   

Copyright © 2015 - 2017 All Rights Reserved. Terms of Use | Privacy & Policy

### Step Thirteen

- To provide missing documents, click on 'Additional Information Required' to learn why there was an 'Insufficiency' in your application. The system also allows you to enter comments against each 'Insufficiency' and upload the missing document(s)



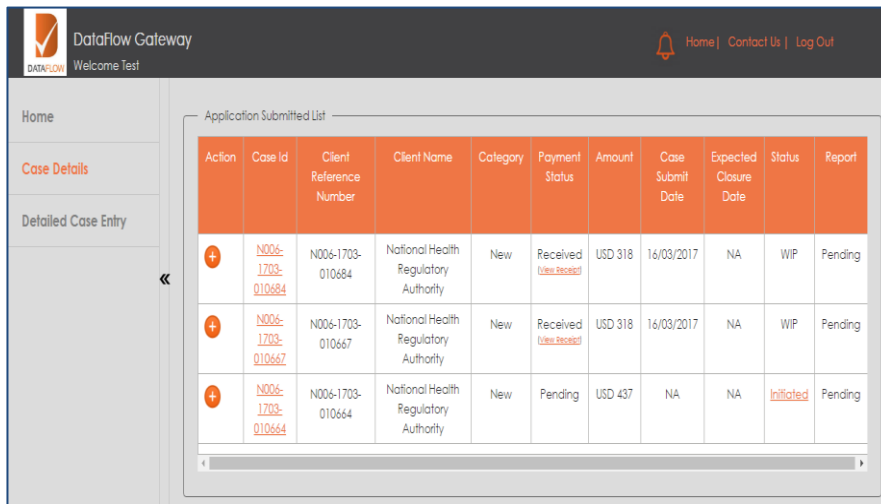
The screenshot shows the 'DataFlow Gateway' interface. At the top, it says 'Welcome John Smith!'. Below this, there is a navigation menu with 'Home', 'Case Entry', and 'Logout'. The main content area displays 'Application Submitted List' with a table of cases. Below the table, there is an 'Insufficiency' section. In this section, the 'Check ID' is 'DHA-01-EDU-12345' and it is labeled as 'Uneditable Check ID'. There are two text input fields: one for the 'Check ID' (containing 'DHA-01-EDU-12345') and another for 'Comments entered by Applicant/ PRO/CSE to fulfill insufficiency'. At the bottom of the section, there are two buttons: 'UPLOAD FILES' and 'SUBMIT'.

Case ID	Client Reference Number	Client Name	Category	Payment Status	Amount	Case Submit Date	Expected Closure Date	Status	Report
2001-NR-14-00001	123	DHA	Physician	Pending	AED0000			WIP	
2001-NR-14-00002	121	DHA	Physician	Completed	AED0000	20 Dec 2014	31 Dec 2014	Completed	Download



## Step Fourteen

- To track the status of your application, click on the 'Check Your Status' button and you will be redirected to the page screenshoted 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 for your reference



Action	Case Id	Client Reference Number	Client Name	Category	Payment Status	Amount	Case Submit Date	Expected Closure Date	Status	Report
<a href="#">+</a>	<a href="#">N006-1703-010684</a>	N006-1703-010684	National Health Regulatory Authority	New	Received <a href="#">View Receipt</a>	USD 318	16/03/2017	NA	WIP	Pending
<a href="#">+</a>	<a href="#">N006-1703-010667</a>	N006-1703-010667	National Health Regulatory Authority	New	Received <a href="#">View Receipt</a>	USD 318	16/03/2017	NA	WIP	Pending
<a href="#">+</a>	<a href="#">N006-1703-010664</a>	N006-1703-010664	National Health Regulatory Authority	New	Pending	USD 437	NA	NA	Initiated	Pending