



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



تعميم رقم (2018/15)

من	المجلس القطري للتخصصات الصحية
إلى	• كافة الممارسين الصحيين المرخصين في دولة قطر (القطاعين الحكومي والخاص) • كافة ضباط الاتصال في دولة قطر (القطاعين الحكومي والخاص)
الموضوع	خدمة التحقق من المصدر الأولي للشهادات عن طريق شركة إضافية - شركة "خدمات جلف بريدج"
التاريخ	28 يونيو 2018

" تُهديك إدارة التسجيل بالمجلس القطري للتخصصات الصحية أطيبَ التمنيات "

في إطار سعي إدارة التسجيل بالمجلس القطري الدائم لتسهيل إجراءات تسجيل وترخيص الممارسين الصحيين، يُعلن المجلس القطري للتخصصات الصحية عن توفير خدمة التحقق من صحة الشهادات المقدمة بغرض تسجيل وترخيص الممارسين الصحيين عن طريق شركة إضافية وذلك من خلال توقيع عقد شراكة مع شركة "خدمات جلف بريدج". حيث تُعتبر شركة "خدمات جلف بريدج" ثاني شركة معتمدة لتقديم خدمات التحقق من صحة الشهادات، والتي هي من إحدى المتطلبات الإلزامية لتسجيل وترخيص الممارسين الصحيين.

وابتداءً من تاريخ **1 يوليو 2018**، سيتمكن أي ممارس صحي يرغب بالحصول على ترخيص مزاولة المهنة للعمل بدولة قطر التقدم بطلبات التحقق من صحة الشهادات عن طريق إحدى الشركتين إما شركة "خدمات جلف بريدج" أو الشركة الحالية وهي شركة "الداتا فلو". وفي حالة التقديم على إعادة التحقق أو إضافة شهادة فيكون التقديم لذلك عبر نفس الشركة.

- مرفق لكم دليل طريقة التقديم وجدول أسعار خدمات شركة "خدمات جلف بريدج".

للاستفسار يرجى التواصل مع:

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QCHP

المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



How to Apply for Primary Source Verification (PSV)

a Service by



www.gbsqchp.com or Whatsapp: +974 3360 4585

3 Simple Steps

to apply for a

Primary Source Verification

Step 1 : Before you Apply

A Please read the QCHP's "Guidelines for each Profession" by visiting the following website www.qchp.org.qa

- On the Top menu Click "Registration & Licensing"
- Select "Guidelines & Useful Links"
- Click on your profession listed under "Guidelines for each Profession"
- Please read the information carefully and understand the required documents to apply for Registration/ Evaluation of your Profession.

B Please make Electronic Copies of documents those are applicable to your respective Profession, including:

- A valid Passport
- Name Change Certificate (if applicable)
- Educational Certificates
- Professional Licenses
- Work Experience Certificates
- Certificate of Good Standing (Optional)
- Log Books (Optional)

Note: Electronic Copies must be in a readable format.



Step 2 : Submit your Application

You may choose any one of the following channels to submit your Primary Source Verification (PSV) application.

Online

- ▶ Visit www.gbsqchp.com to Register yourself and receive Login Credentials to your registered Email Address.
- ▶ Login back to the same website and initiate the application submission process.
- ▶ Fill up the required information throughout the online process and upload the Electronic Copies of your documents wherever needed.
- ▶ Pay your Fees Online using your Credit Card and Submit your Application online.

In Person at our Help Desk

- ▶ Visit any of our Help Desk located at the following Locations.
- ▶ QAR 50 Extra admin charges per application is applicable for applications In person.

Ministry of Public Health

Ground Floor, Counter No. 13

Sunday, Tuesday and Thursday

7AM to 12PM

except Public Holidays of Qatar

Gulf Bridge Services

Office 302, 3rd Floor,
Jaidah Square, Umm Ghuwalina
(Near Crazy Signal)

Sunday to Thursday

9am to 5pm

except Public Holidays of Qatar



Step 3 : After you Apply

- ▶ You shall receive a Payment Receipt to your Registered Email Address that includes your Application Reference Number.
- ▶ You can track your PSV Application through “Track your Application” option available on www.gbsqchp.com
- ▶ If your PSV Application requires any further information, we shall contact you to your Registered Email Address or Contact Number.
- ▶ Once your PSV Application is processed, you shall get an Email Notification and you may then Login to our website www.gbsqchp.com to see the Verification Results and download a copy of your Report.
- ▶ If you wish to **Withdraw** or **Appeal** your PSV Application, you may do so by sending an Email request to customerservice@gbsqchp.com quoting your Application Reference Number and Last Name.
 - Withdrawal requests received within 2 working days from the date of submission ONLY shall receive a refund but excluding the Applicable Bank Charges.
 - You have the right to apply for an **Appeal** with no any additional charge in case of the report includes documents which are “Unable to verify” or “Negative”.



General Information

- ▶ Our latest PSV Service Charges can be found in our website www.gbsqchp.com.
- ▶ **If you are applying for the First time with us you should select Packages (New or Retrospective Application) ONLY and Additional Documents can ONLY be added to your existing Application package by Gulf Bridge Services.**
- ▶ PSV Application Processing Time: Approximately 20 Working days provided that your information & Documents submitted to us are Clear & Accurate.
- ▶ Your Passport Copy is ONLY considered as your identification document.
- ▶ We recommend you to submit your PSV application in prior or parallel with the evaluation phase of the QCHP Registration process.
- ▶ Our Contact Center Number +974 3360 4585 operates from 9Am to 5PM (Qatar Time) Sunday to Thursday excluding the National Holidays of Qatar.
- ▶ Emails sent to customerservice@gbsqchp.com shall be responded within 48hours from the time of receipt.
- ▶ Employers / PROs: Please contact us directly on +974 3360 4585 or employer@gbsqchp.com for Registration and to receive your User Credentials in order to Login to our Website and submit your Applications in BULK.

Submission of accurate information and correct documents is the key to obtain your PSV results ON TIME.



Service Charges:

Package	Profession	Description	Price (QAR)
New Application			
Package (A)	Physicians / Dentists / Specialist Nurses	Two Educational Degrees	1000
		One Health License	
		Last years of Experience as per Profession	
		Medical Risk and Datasets Check	
Package (B)	Allied Healthcare Practitioners / Pharmacists / Nurses / Complementary Medicine	One Educational Degrees	800
		One Health License	
		Last years of Experience as per Profession	
		Medical Risk and Datasets Check	
Retrospective Application			
Package (C)	Physicians / Dentists / Specialist Nurses licensed before 2009 and still practicing in the State of Qatar	Two Educational Degrees	750
		One Health License	
		Medical Risk and Datasets Check	
Package (D)	Allied Healthcare Practitioners / Pharmacists / Nurses / Complementary Medicine licensed before 2009 and still practicing in the State of Qatar	One Educational Degree	650
		One Health License	
		Medical Risk and Datasets Check	
Additional Verification			
Additional	All Professions	One Certificate of Good Standing (COGS)	300
		Additional One Educational Degree	250
		One Surgical Privilege Log Book	250
		Additional One Health License	150
		<ul style="list-style-type: none"> • Additional work experience certificate. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • If applicant has more than five work experience certificates than Packages (A,B) 	150



QCHP

المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



a service by



gbsqchp.com

Applicant's

MANUAL



Applicant

for Online Support Services

Prepared by: Gulf Bridge Services

June 2018

USER'S MANUAL

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1.0 GENERAL INFORMATION

1.1 System Overview

gbsqchp.com has been designed and developed by Gulf Bridge Services in accordance with the guidance of QCHP in order to Accept & Manage “Primary Source Verification” (PSV) applications those were submitted by Applicants or their Employers prior to or in parallel with the evaluation phase of the QCHP Registration process.

Currently, this system has been developed for the best usage on Computers or Laptops and compatible on all the World-class web browsers including Microsoft Edge, Chrome, Safari, Firefox etc.,

This System allows the users to

- Read and Understand about “how to apply for a PSV?”
- Register basic information and receive Login Credentials to access the System
- Connect to the system using Login Credentials and Create PSV records
- Upload Supporting Documents in relation to PSV
- Make payments Online
- Check application Status
- Download Payment Receipt
- Download PSV Completed Reports

1.2 Acronyms and Abbreviations

PSV – Primary Source Verification

GBS – Gulf Bridge Services

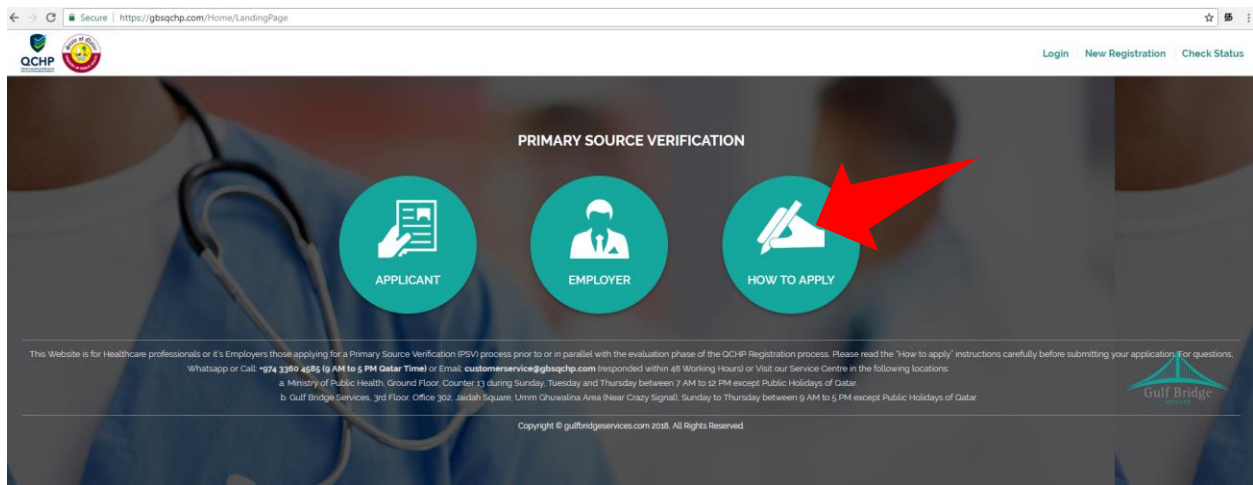
QCHP – Qatar Council of Healthcare Practitioners

LOA – Letter of Authorization

2.0 GETTING STARTED

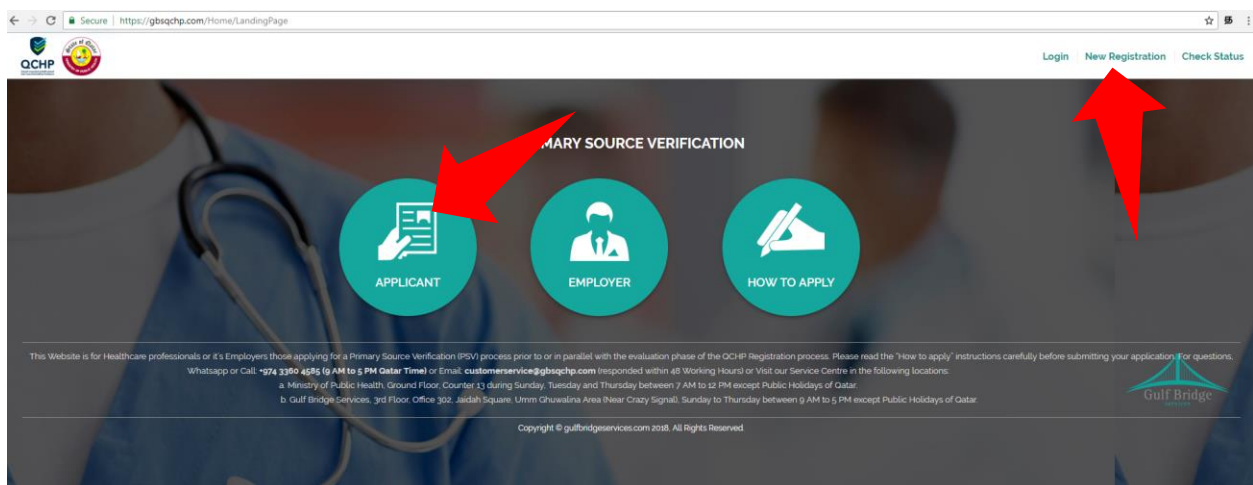
2.1 Guidelines on How to Apply for a PSV

Visit www.gbsqchp.com and on the home page locate and click on How to Apply Icon to download a PDF that describes step by step procedure about How to Apply for a PSV.



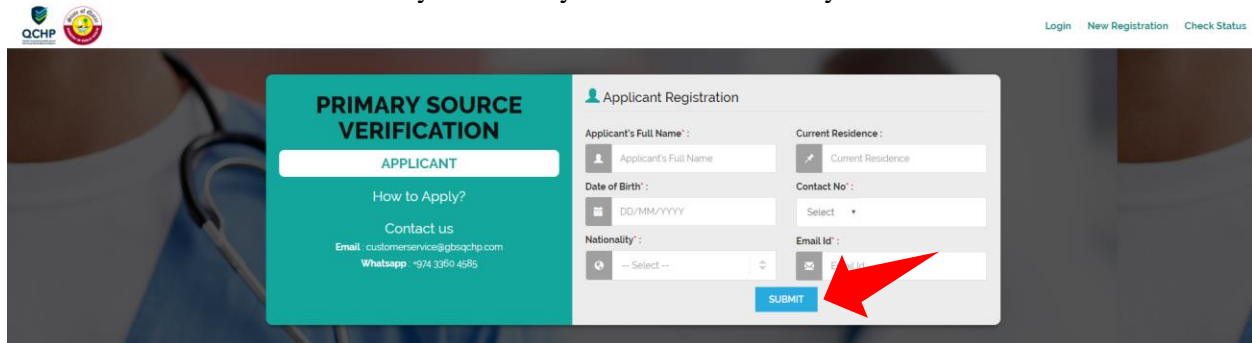
2.2 New Registration (Applicant)

Step 1: On the Home screen click on “New Registration” located on the Top Right of the Screen and then Click on “Applicant” option.



Step 2: On the Applicant Registration screen Fill and Complete all the required fields and click Submit.

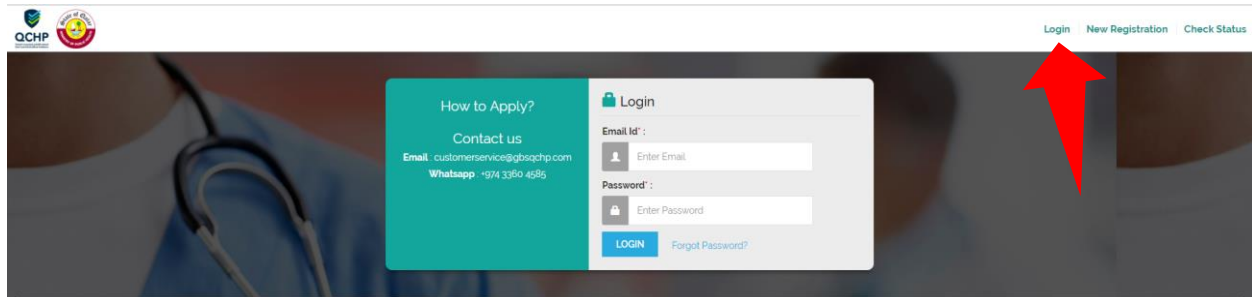
- You should enter a valid Email Address which you have access.
- You should select your Country Code and then enter your Full Contact Number



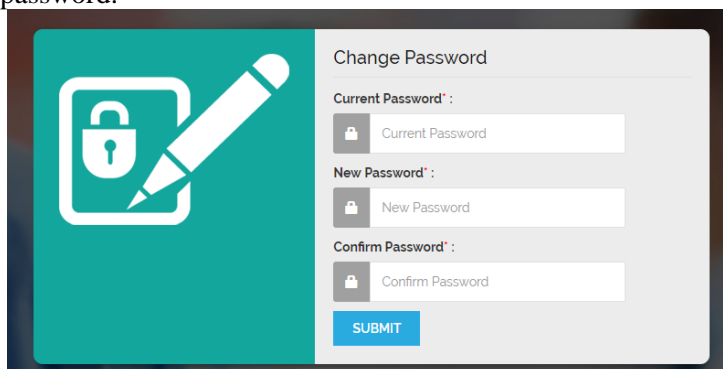
Step 3: You should receive an email to your Registered Email address that shall include your Login Username and One Time Password to access gbsqchp.com

2.3 Login to the System

- Visit gbsqchp.com and click in Login option located on the Top Right Screen and enter your Login details as specified in the Registration Confirmation Email sent to your Registered Email address.



- As soon you Login, the system shall ask you to Change you One Time password to your desired password.



- As soon as your Password is accepted by the System, the session automatically logs out.
- Login again in to the system using your Username and New Password as specified by the user.

2.4 Create Entry

- During the First Login, there shall be a pop-up “Before you Apply” for you to read and understand the requirements in order for the user to proceed with the system.
- Populate the screens with the required information starting from Selecting your desired Package and until you Make the Payment. “Package, Personal and LOA” are Mandatory Categories to be filled.
- The Screen has different Categories (Package, Personal, Academic etc..) those are required to be filled by the Applicant.

Applicant Info | Status

- Mandatory Fields: Those are marked with Red asterisk (*)Symbol are considered Mandatory in each category.

- At the File upload options,
 - X represents to delete the uploaded file.
 - And the next button to the right represents a Download Option to download & verify the uploaded file.
 - Files uploaded in jpeg or jpg formats can be previewed by clicking on the image and to preview the PDF file, please use the download option button which is next to the X.

- “Save and Continue” button would Save your Entry in the Current Screen and take you to the **NEXT Category** Screen.

- “Save and Add One More” button would Save your current Entry under the **same Category** and Open up a Blank Entry under the same Category.
- You may review your Data Entry and uploaded Documents by clicking on the respective records as shown on the screen.
- Wherever applicable you may Skip the Category by clicking on SKIP button

- LOA: Letter of Authorization
 - Please click on Download LOA Form to download the Blank LOA Form
 - Please Fill and Sign the LOA Form
 - Scan the Signed Form and Upload it in to the Screen using the Option “Choose File”

- Application Review:
 - Once the mandatory categories are all filled the user shall be able to Review their Entries by clicking on the Review button under the Payment Category.

PAYMENT REVIEW

Full Name	Test name	Email	Test Email
Passport Number	B123456	Contact Number	9841023561
Nationality	India	Package Amount (QAR)	1000.00
Application Type	New Application		
Application Category	Physician		

PREVIOUS REVIEW PROCEED

- Clicking on Review button shall enable a pop-up where the user reviews all the Data Entry and uploaded documents and also shall be able to Print or Download the same in a PDF format.
- Clicking on Proceed Button shall lead to the Payment Options.

3.0 PAYMENT OPTIONS

Select the desired payment option and click Confirm. Appropriate instructions are on screen describing the various Payment Options.

After this Stage is Confirmed, the Applicant shall not be able to Edit the Records.

PAYMENT OPTIONS

Pay In Person
 Pay Online
 Pay Later

You may wish to Pay in Person at any of our following locations as given below

1. Ministry of Public Health, Ground Floor, Counter 13 during Sunday, Tuesday and Thursday between 7 AM to 12 PM except Public Holidays of Qatar.

OR

2. Gulf Bridge Services, 3rd Floor, Office 302, Jaidah Square, Umm Ghuwalina Area (Near Crazy Signal), Sunday to Thursday between 9 AM to 5 PM except Public Holidays of Qatar.

Notes:

1. Payments are accepted only by Debit or Credit Cards and NO CASH payments are accepted at any of our Locations.
2. An additional Service Fee of QAR 50 is charged per PSV Application when you choose to Pay in Person.

CANCEL CONFIRM

4.0 APPLICANT INFO AND STATUS - OPTIONS

The user screen has

- Applicant Info option to locate the Data Entry Categories
- Status option to understand
 - the current status of the Entry and over all application process
 - note the Reference Number of the Application.
 - Download Payment Receipt (once paid)
 - Download PSV Report (once the status changes to Completed)

USER STATUS			
Full Name	Test name	Application Type	New Application
Date Of Birth	09/03/1990	Email Id	Test Email
Current Residence		Reference Number	GBSD-3064
Passport Number	B123456	Status	Pending Data Entry
Contact Number	9841023561		


- Various Application Status – Stages:
 - Registered: Applicant has registered in our System
 - Pending Data Entry: Applicant has started the Data Entry but not Completed
 - Unpaid: Applicant has Completed the Data Entry but Unpaid
 - Paid: Applicant has paid using any of the Payment Options
 - In Progress: A valid application with appropriate information and PSV Process Started.
 - Completed: PSV application process Completed and Report is Ready for Download

5.0 CHANGE OR FORGOT PASSWORD

Change Password:

Applicants use the option available under their Username on the Top right side of the screen to Change their password to access the system.

Applicant Info | Status | rubeshk@gulfbridgeservices.com



Change Password

Current Password* :


New Password* :

Confirm Password* :

[SUBMIT](#)

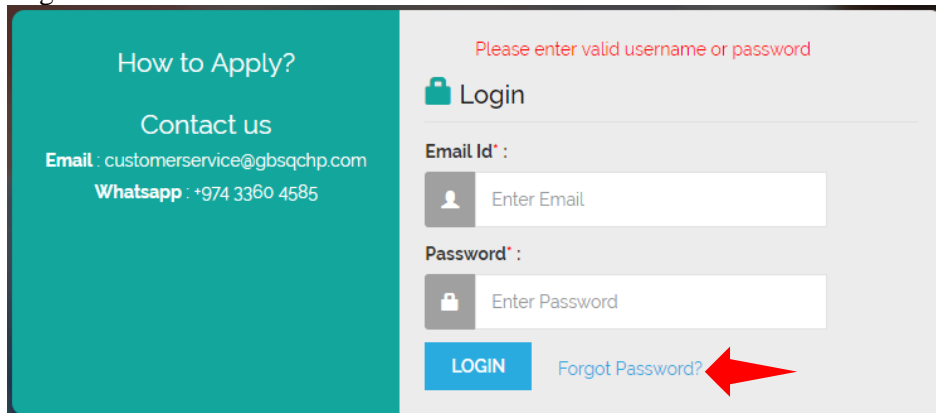
Change Password

Logout



Forgot Password:

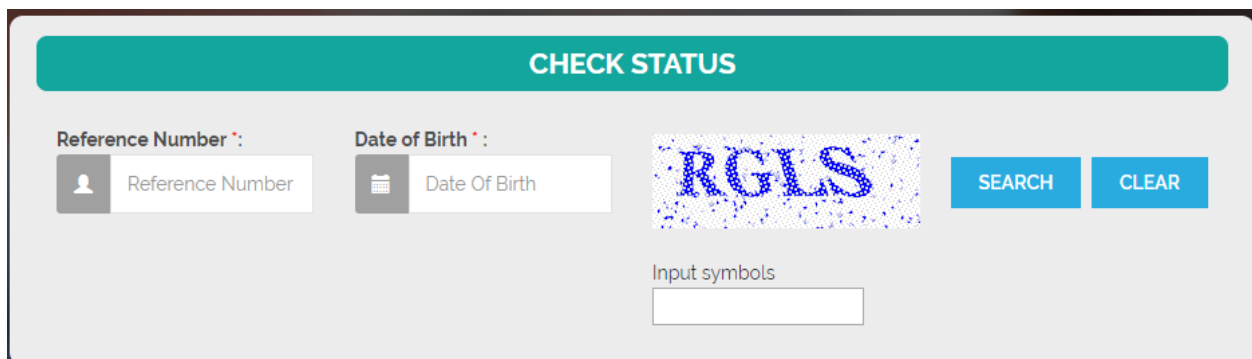
Applicants use the option available on the Login Screen to retrieve their Forgotten Password to their Registered Email Address.



The screenshot shows a login interface. On the left, a teal sidebar contains the text: "How to Apply?", "Contact us", "Email : customerservice@gbsqchp.com", and "Whatsapp : +974 3360 4585". The main area is light gray and contains a red error message at the top: "Please enter valid username or password". Below this is a "Login" section with a lock icon. It includes two input fields: "Email Id* :" with a person icon and "Enter Email", and "Password* :" with a lock icon and "Enter Password". At the bottom of the login section are two buttons: a blue "LOGIN" button and a blue "Forgot Password?" link. A red arrow points to the "Forgot Password?" link.

6.0 CHECK STATUS (PUBLIC SEARCH)

Applicants can check their application status without logging in to the System using the “Check Status” option available on the top right of our home page screen. To use this option the applicant should know their Application Reference Number and Date of Birth. This option shall display some basic information about the applicant and the current Status of the Application.



The screenshot shows a "CHECK STATUS" form. At the top is a teal header with the text "CHECK STATUS". Below the header are two input fields: "Reference Number* :" with a person icon and "Reference Number", and "Date of Birth* :" with a calendar icon and "Date Of Birth". To the right of these fields is a CAPTCHA image showing the letters "RGLS" in blue on a white background with a blue dotted pattern. Below the CAPTCHA is an "Input symbols" field. To the right of the CAPTCHA and input symbols are two blue buttons: "SEARCH" and "CLEAR".

Once the Application process is Complete, the Applicant can download their PSV Report using this option.

APPLICATION STATUS

Reference Number

GBSD-8184

Date of Birth

01/07/1981

APPLICANT DETAILS

Application Ref. No : GBSD-8184
Applicant Category : Physician
Applicant Full Name : Tes Entry test Entry
Date of Birth : 01/07/1981
Passport Number : A123456
Nationality : India
Application Status : Completed



REPORT SUMMARY

[Click here to Download a Copy of your PSV Report](#)



gbsqchp.com

Employer

MANUAL



for Online Support Services

Prepared by: Gulf Bridge Services

June 2018

USER'S MANUAL

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1.0 GENERAL INFORMATION

1.1 System Overview

gbsqchp.com has been designed and developed by Gulf Bridge Services in accordance with the guidance of QCHP in order to Accept & Manage “Primary Source Verification” (PSV) applications those were submitted by Applicants or their Employers prior to or in parallel with the evaluation phase of the QCHP Registration process.

Currently, this system has been developed for the best usage on Computers or Laptops and compatible on all the World-class web browsers including Microsoft Edge, Chrome, Safari, Firefox etc.,

This System allows the users to

- Read and Understand about “how to apply for a PSV?”
- Register basic information and receive Login Credentials to access the System for Applicants and Employers / Focal Points
- Connect to the system using Login Credentials and
 - Create PSV records
 - View Applicants List
 - Make Payments Online
 - Make Bulk Payments
 - Download Statistics Report
 - Download Payments Receipts
 - Download PSV Completed Reports
- Upload Supporting Documents in relation to PSV
- Check application Status (Public Search)

1.2 Acronyms and Abbreviations

PSV – Primary Source Verification

GBS – Gulf Bridge Services

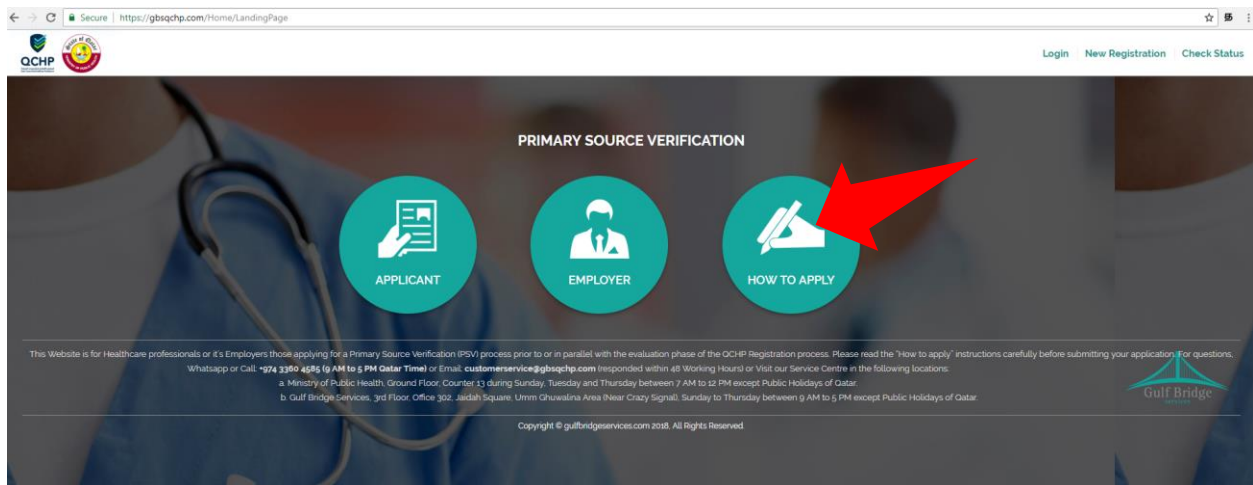
QCHP – Qatar Council of Healthcare Practitioners

LOA – Letter of Authorization

2.0 GETTING STARTED

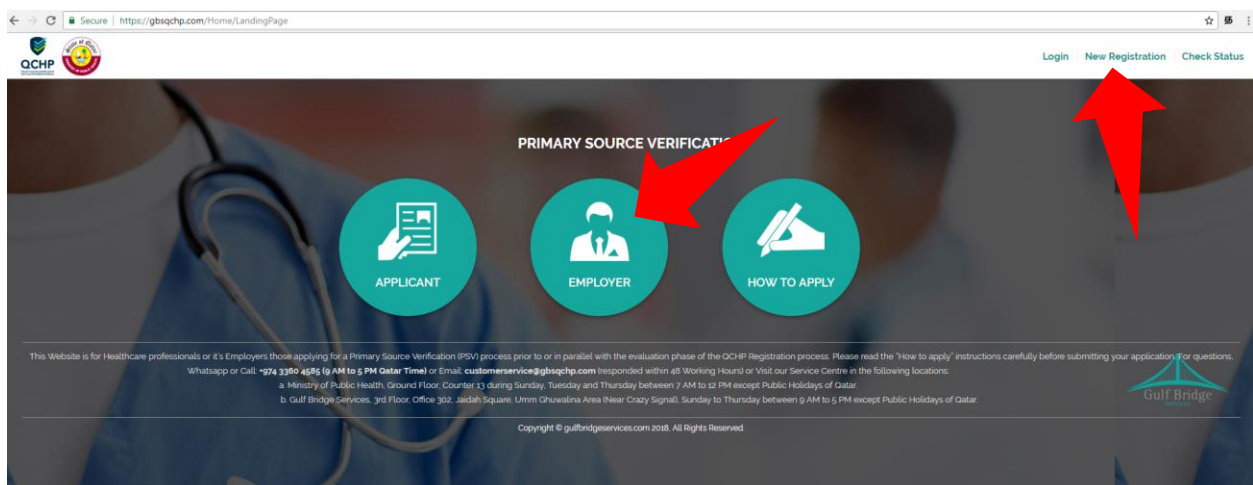
2.1 Guidelines on How to Apply for a PSV

Visit www.gbsqchp.com and on the home page locate and click on How to Apply Icon to download a PDF that describes step by step procedure about How to Apply for a PSV.



2.2 New Registration (Employer)

Step 1: On the Home screen click on “New Registration” located on the Top Right of the Screen and then Click on “Employer” option.



Step 2: Employer Registration is done on request by Contacting GBS as per the options given on the screen

- Users should supply valid Company details such as CR No., address etc.,
- An official Email address & Contact Number of the Company HR person and PRO is Mandatory.

PRIMARY SOURCE VERIFICATION

Employer

How to Apply?

Contact us
Email : customerservice@gbsqchp.com
Whatsapp : +974 3360 4585

Employer Registration

Contact Us

Email:
employer@gbsqchp.com

Whatsapp:
+974 3360 4585 (Sunday to Thursday 9 AM to 5 PM Qatar Time)
except the Public Holidays of Qatar.

Visit:
MoPH Building Counter 13, During the MoPH Working Hours on
Sunday, Tuesday and Thursday

OR

Gulf Bridge Services Office 302, Jaidah Square, Airport Street
Same Building of Jareer Book Store, Near Crazy Signal, Sunday to
Thursday 9AM to 5PM except the Public Holidays of Qatar.

Step 3: You should receive an email to your Registered Email address that shall include your Login Username and One Time Password to access gbsqchp.com

2.3 Login to the System

- Visit gbsqchp.com and click in Login option located on the Top Right Screen and enter your Login details as specified in the Registration Confirmation Email sent to your Registered Email address.

QCHP

Login New Registration Check Status

How to Apply?

Contact us
Email : customerservice@gbsqchp.com
Whatsapp : +974 3360 4585

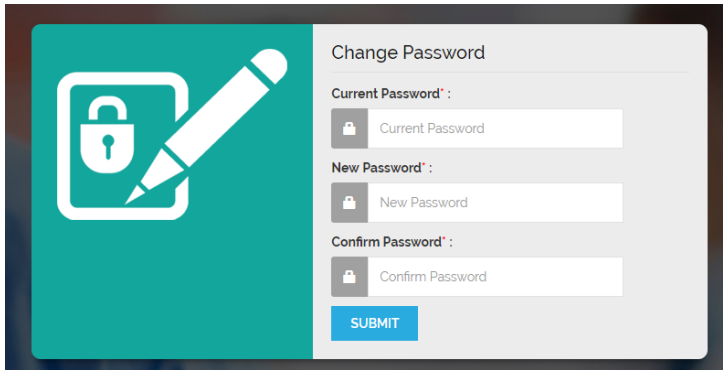
Login

Email Id :
Enter Email

Password :
Enter Password

LOGIN [Forgot Password?](#)

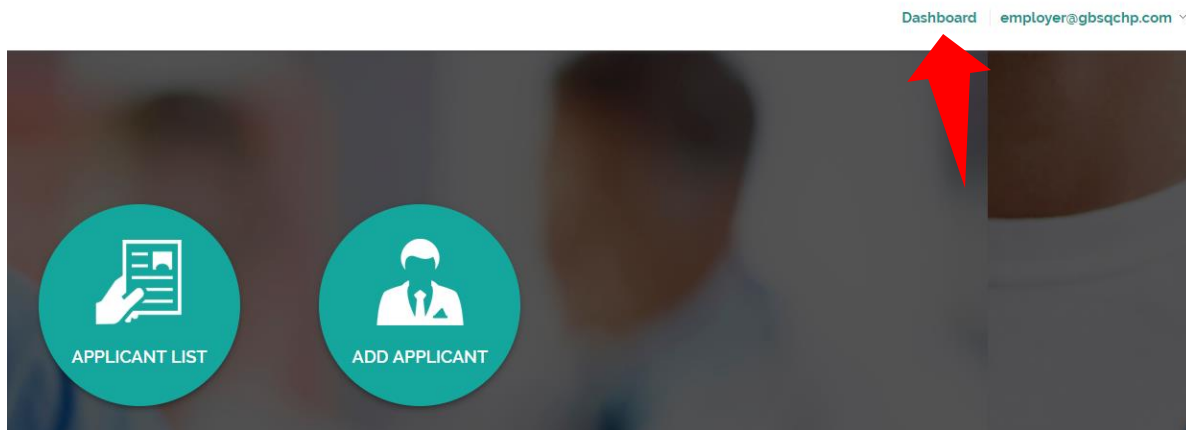
- As soon you Login, the system shall ask you to Change you One Time password to your desired password.



- As soon as your Password is accepted by the System, the session automatically logs out.
- Login again in to the system using your Username and New Password as specified by the user.

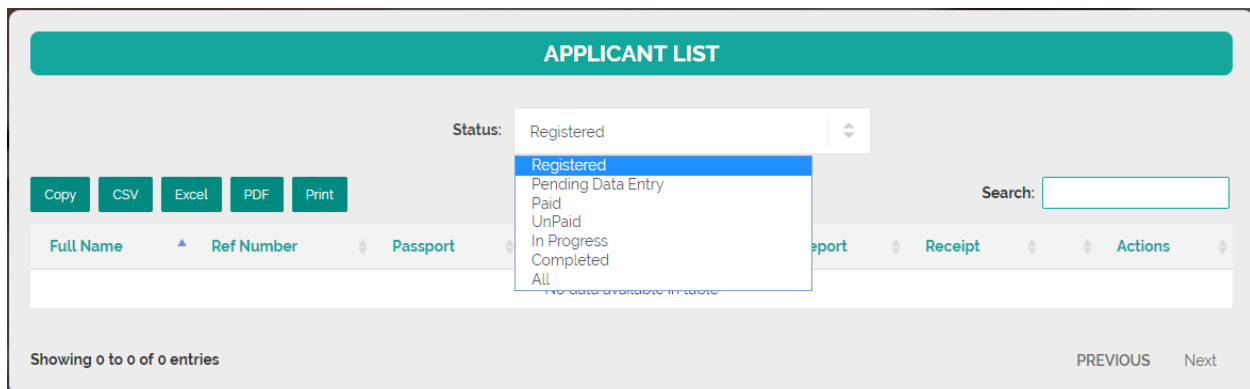
2.4 Employer / Focal Point – Home Screen

Dashboard: points to the Home Screen



Applicant list:

Lists the details of the Entries made in to the system and also can be categorized according to the Status as listed on the screen.



Download PSV Report:

When Status is “Completed” users are able to Download the PSV Report

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header with the text 'APPLICANT LIST'. Below the header, there is a 'Status:' dropdown menu set to 'Completed'. To the left of the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. To the right is a 'Search:' input field. The table has columns: 'Full Name', 'Ref Number', 'Passport', 'Email Id', 'Status', 'Report', 'Receipt', and 'Actions'. The first row contains the data: 'Tes Entry test Entry', 'GBSD-8184', 'A123456', 'employer@gbsqchp.com', 'Completed', 'Download Report', 'Download Pay Receipt', and 'View Applicant'. A red arrow points to the 'Download Report' link. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'PREVIOUS', '1', and 'Next' navigation options.

Download Payment Receipt:

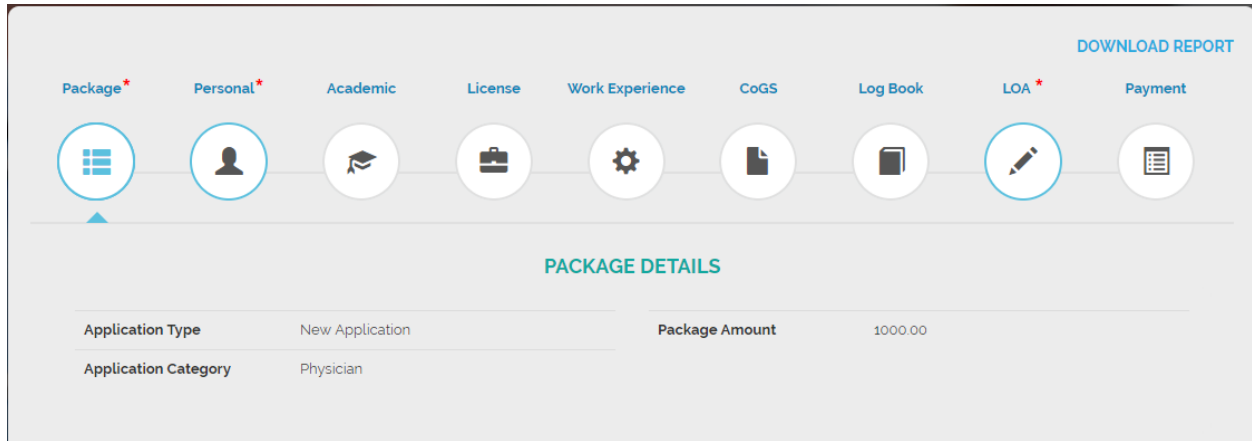
When Status is “Paid” users are able to Download the Payment Receipt

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header with the text 'APPLICANT LIST'. Below the header, there is a 'Status:' dropdown menu set to 'Completed'. To the left of the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. To the right is a 'Search:' input field. The table has columns: 'Full Name', 'Ref Number', 'Passport', 'Email Id', 'Status', 'Report', 'Receipt', and 'Actions'. The first row contains the data: 'Tes Entry test Entry', 'GBSD-8184', 'A123456', 'employer@gbsqchp.com', 'Completed', 'Download Report', 'Download Pay Receipt', and 'View Applicant'. A red arrow points to the 'Download Pay Receipt' link. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'PREVIOUS', '1', and 'Next' navigation options.

View Applicant:

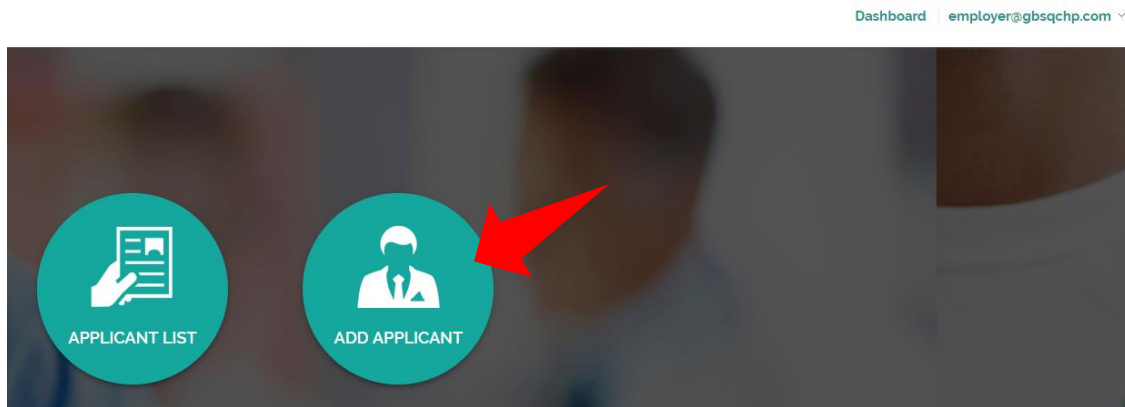
Provides information about the data & documents entered/uploaded by the User.

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header with the text 'APPLICANT LIST'. Below the header, there is a 'Status:' dropdown menu set to 'Completed'. To the left of the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. To the right is a 'Search:' input field. The table has columns: 'Full Name', 'Ref Number', 'Passport', 'Email Id', 'Status', 'Report', 'Receipt', and 'Actions'. The first row contains the data: 'Tes Entry test Entry', 'GBSD-8184', 'A123456', 'employer@gbsqchp.com', 'Completed', 'Download Report', 'Download Pay Receipt', and 'View Applicant'. A red arrow points to the 'View Applicant' link. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'PREVIOUS', '1', and 'Next' navigation options.

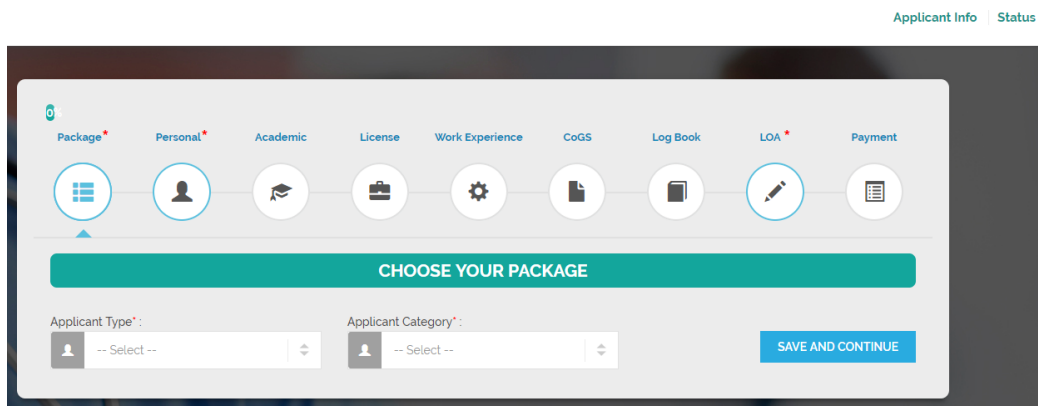


2.5 Create Entry

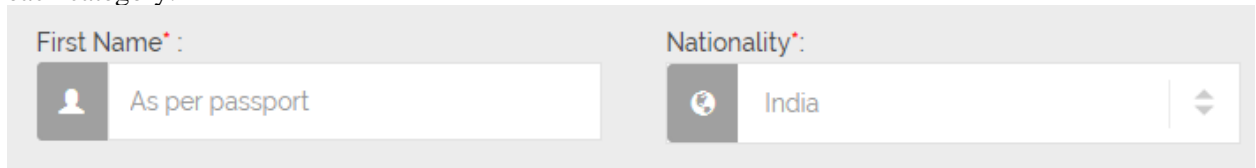
- An Entry can be added to the system by going back to the dashboard and click on Add Applicant



- Populate the screens with the required information starting from Selecting your desired Package and until you Make the Payment. “Package, Personal and LOA” are Mandatory Categories to be filled.
- If you wish to pay In Bulk, you may choose Pay later option or Pay in Person. When you choose Pay later, you can select all the Unpaid Entries in the Applicants List and Click to Pay.
- The Screen has different Categories (Package, Personal, Academic etc..) those are required to be filled by the Applicant.

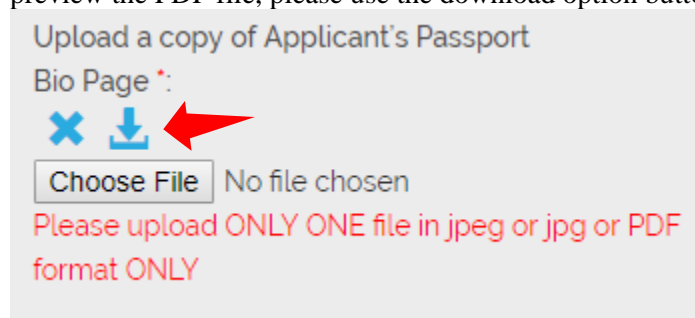


- Mandatory Fields: Those are marked with Red asterisk (*)Symbol are considered Mandatory in each category.



The screenshot shows two input fields. The first is labeled 'First Name*' and contains the text 'As per passport'. The second is labeled 'Nationality*' and is a dropdown menu with 'India' selected. Both labels have a red asterisk indicating they are mandatory.

- At the File upload options,
 - X represents to delete the uploaded file.
 - And the next button to the right represents a Download Option to download & verify the uploaded file.
 - Files uploaded in jpeg or jpg formats can be previewed by clicking on the image and to preview the PDF file, please use the download option button which is next to the X.



The screenshot shows a file upload section titled 'Upload a copy of Applicant's Passport'. Below the title is the label 'Bio Page*' with a red asterisk. There are two icons: a blue 'X' and a blue download arrow. A red arrow points to the download arrow icon. Below the icons is a 'Choose File' button and the text 'No file chosen'. At the bottom, there is a red instruction: 'Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY'.

- “Save and Continue” button would Save your Entry in the Current Screen and take you to the **NEXT Category** Screen.
- “Save and Add One More” button would Save your current Entry under the **same Category** and Open up a Blank Entry under the same Category.
- You may review your Data Entry and uploaded Documents by clicking on the respective records as shown on the screen.

- Wherever applicable you may Skip the Category by clicking on SKIP button

ACADEMIC DETAILS Skip

You may review your Data Entry and Uploaded Documents by clicking on the respective record(s) as given below

Education-1 X

Fill Details

University Name* :
University Name

Qualification Attained* :
Qualification Attained

Graduation Date* :
DD/MM/YYYY

College/Institution Name :
College/Institution Name

Major Subject :
Major Subject

Upload a copy of your Education Certificate* :
Choose File No file chosen
Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY

College/Institution City :
City

Certificate No. :
Certificate No.

College/Institution Country :
-- Select --

Joining Date :
DD/MM/YYYY

Upload a copy of your final mark sheets (if applicable)
Choose File No file chosen
Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY

PREVIOUS SAVE AND ADD ONE MORE SAVE AND CONTINUE

- LOA: Letter of Authorization
 - Please click on Download LOA Form to download the Blank LOA Form
 - Please Fill and Sign the LOA Form
 - Scan the Signed Form and Upload it in to the Screen using the Option “Choose File”

12%

Package* Personal* Academic License Work Experience CoGS Log Book LOA* Payment

LETTER OF AUHTORIZATION (LOA)

Download LOA Form

Upload the Signed LOA*
Choose File No file chosen
Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY

- **Application Review:**
 - Once the mandatory categories are all filled the user shall be able to Review their Entries by clicking on the Review button under the Payment Category.

- Clicking on Review button shall enable a pop-up where the user reviews all the Data Entry and uploaded documents and also shall be able to Print or Download the same in a PDF format.
- Clicking on Proceed Button shall lead to the Payment Options.

3.0 PAYMENT OPTIONS

Select the desired payment option and click Confirm. Appropriate instructions are on screen describing the various Payment Options.

After this Stage is Confirmed, the Applicant shall not be able to Edit the Records.

4.0 BULK PAYMENTS

Employers/Focal Points can make bulk payments (i.e) select more than one record in the Applicant List and click on “Pay Multiple” option available on the screen. This option shall be enabled only when there are “Unpaid” cases and can be paid through Credit Card only.

Bulk Payments can be also made in Person at our Service Counters with an additional Service Charge of QAR 50 per application.

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header with the text 'APPLICANT LIST'. Below the header, there is a 'Status:' dropdown menu currently set to 'UnPaid'. To the right of the status dropdown is a 'Pay Multiple' button. Below these are several action buttons: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A search bar is located to the right of these buttons. The main part of the interface is a table with the following columns: 'Full Name', 'Ref Number', 'Passport', 'Email Id', 'Status', 'Report', 'Receipt', 'Pay', and 'Actions'. The 'Pay' column contains checkboxes for each row. A red arrow points to the 'Pay' column header, and another red arrow points to the 'Pay Multiple' button. The table contains two rows of test data. At the bottom, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and 'PREVIOUS 1 Next'.

Full Name	Ref Number	Passport	Email Id	Status	Report	Receipt	Pay	Actions
Test Entry One Test	GBSD-5942	B1234567	employer@gbsqchp.com	UnPaid			<input type="checkbox"/>	View Applicant
Test Entry two Test	GBSD-7278	B123456	employer@gbsqchp.com	UnPaid			<input type="checkbox"/>	View Applicant

5.0 APPLICATION STATUS

Applicant List has various Status updates that can be filtered by the user

The screenshot shows the 'APPLICANT LIST' interface with the 'Status:' dropdown menu open. The dropdown menu lists the following options: 'Registered', 'Registered', 'Pending Data Entry', 'Paid', 'UnPaid', 'In Progress', 'Completed', and 'All'. A red arrow points to the 'Registered' option in the dropdown. The rest of the interface is similar to the previous screenshot, but the table is currently empty, showing 'Showing 0 to 0 of 0 entries' and 'PREVIOUS Next'.

In Progress date and No. of Working days can be found in the applicants list

Full Name	Ref No	Contact Number	Email ID	Self Reg	Reg Date	In Progress Date	In Progress Days	Status	Report	Receipt	Action
khasim vali	GBSD-7414	8985457280	khasim14u@gmail.com	YES	26/06/2018	18/06/2018	8	In Progress		Download Receipt	View Applicant
khasim vali	GBSD-8571	8985467280	khasim0514@gmail.com	YES	26/06/2018	27/06/2018	1	In Progress		Download Receipt	View Applicant
khasim vali	GBSD-7485	8985467280	khasim14@outlook.com	YES	26/06/2018	26/06/2018	2	In Progress		Download Receipt	View Applicant
khasim	GBSD-	8985467280	khasim0514@gmail.com	YES	26/06/2018	26/06/2018	2	In		Download	View

Application Status for “Completed” cases can be seen by clicking on “View Applicant” in Actions heading

APPLICANTS LIST

Status:

Search:

Full Name	Ref No	Contact Number	Email ID	Self Reg	Reg Date	In Progress Date	In Progress Days	Status	Report	Receipt	Action
devuni	GBSD-9628	9000000904	dheerajgoudo7@gmail.com	YES	19/06/2018			Completed	Download Report	Download Receipt	View Applicant
sharan	GBSD-1273	9841323561	rubeshk@gbsqchp.com	YES	24/06/2018			Completed	Download Receipt		View Applicant

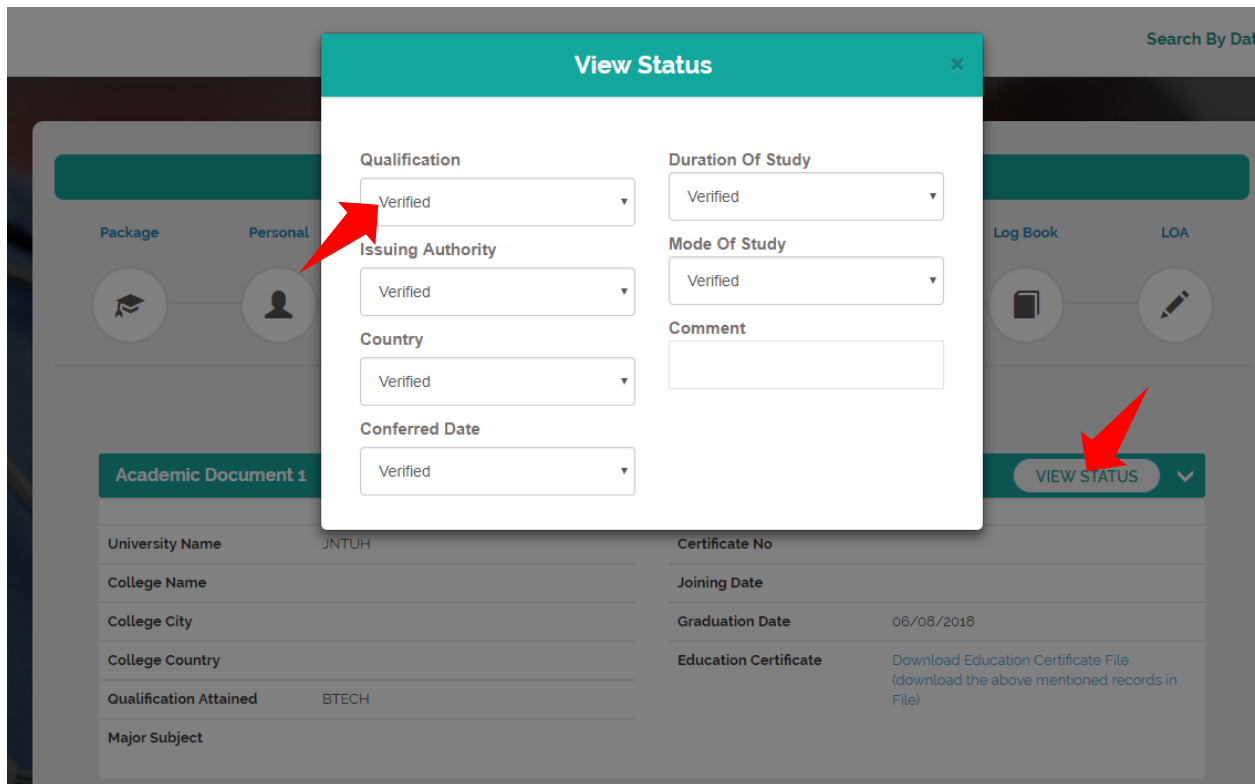
When “View Applicant” is clicked application, details are shown on the screen, where the user can click on each Category (Personal, Academic, Licenses, Work Experience, Cogs and Logbook) to see the application Status.

APPLICANT DETAILS

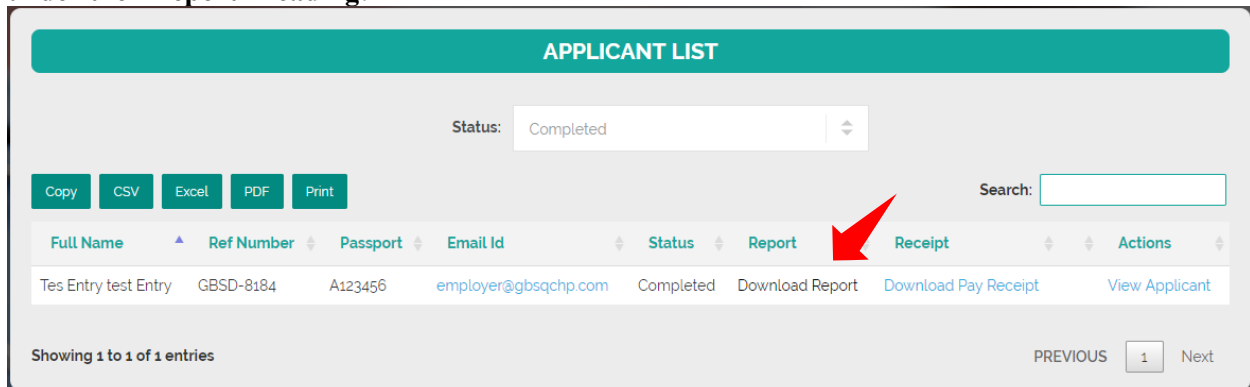
PERSONAL DETAILS

Verified

First Name: Gudidevuni	Current Address:
Middle Name:	Permanent Contact Number: 91 9000000904
Last Name: Goud	Alternative Number:
Date of Birth: 07/04/1991	Passport Bio Image: Download Passport Bio File
Passport Number: G000005	
Country: India	
QID No:	
Gender: Male	



In the Application List once the Status turns “Completed” users can download the PSV Report under the “Report” heading:

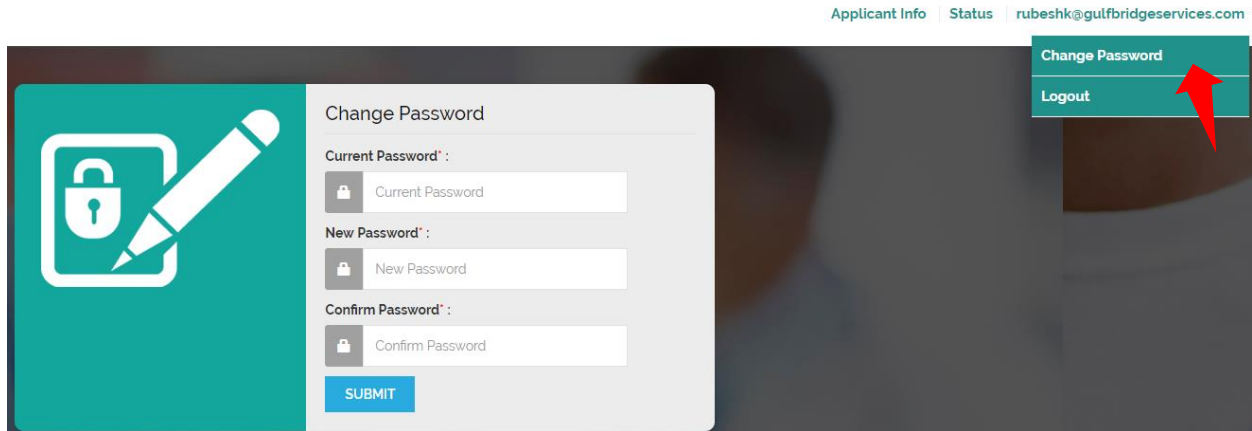


- Various Application Status – Stages:
 - Registered: Applicant has registered in our System
 - Pending Data Entry: Applicant has started the Data Entry but not Completed
 - Unpaid: Applicant has Completed the Data Entry but Unpaid
 - Paid: Applicant has paid using any of the Payment Options
 - In Progress: A valid application with appropriate information and PSV Process Started.
 - Completed: PSV application process Completed and Report is Ready for Download

6.0 CHANGE OR FORGOT PASSWORD

Change Password:

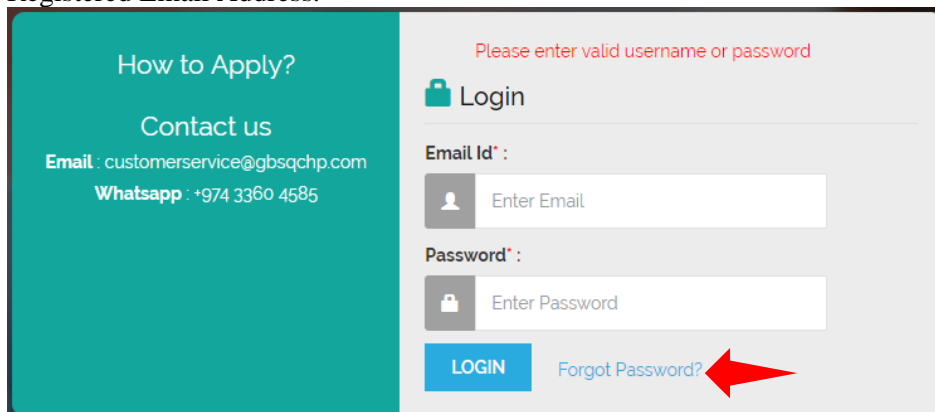
Applicants use the option available under their Username on the Top right side of the screen to Change their password to access the system.



The screenshot shows a user interface for changing a password. At the top right, there is a navigation bar with 'Applicant Info', 'Status', and the user's email 'rubeshk@gulfbridgeservices.com'. Below this, a dropdown menu is open, showing 'Change Password' and 'Logout' options, with a red arrow pointing to 'Change Password'. The main content area features a 'Change Password' form with a teal header containing a padlock and pencil icon. The form includes three input fields: 'Current Password*', 'New Password*', and 'Confirm Password*', each with a lock icon. A blue 'SUBMIT' button is at the bottom of the form.

Forgot Password:

Applicants use the option available on the Login Screen to retrieve their Forgotten Password to their Registered Email Address.



The screenshot shows a login screen. On the left, there is a teal sidebar with 'How to Apply?' and 'Contact us' information, including an email address 'customerservice@gbsqchp.com' and a WhatsApp number '+974 3360 4585'. The main content area has a grey background with a red error message 'Please enter valid username or password'. Below this is a 'Login' section with a lock icon. It contains two input fields: 'Email Id*' with a person icon and 'Password*' with a lock icon. A blue 'LOGIN' button is positioned to the left of a 'Forgot Password?' link, which has a red arrow pointing to it.

7.0 CHECK STATUS (PUBLIC SEARCH)

Applicants can check their application status without logging in to the System using the “Check Status” option available on the top right of our home page screen. To use this option the applicant should know their Application Reference Number and Date of Birth.

This option shall display some basic information about the applicant and the current Status of the Application.

Once the Application process is Complete, the Applicant can download their PSV Report using this option.