

# QCHP Electronic Verification System- Employer Portal How to Apply

- ❑ Please follow the below link to apply for PSV process as an Employer for applicants

<http://www.dfgsch.com/admin/proonlineregistration.aspx>

- ❑ If you are a new Employer then please select “New Employer” option given in the below screenshot. If you are an existing Employer then fill your “Employer E-mail ID” and “Password” received in the activation e-mail.

The screenshot shows the 'Employer Portal' registration page. At the top left is the logo of the State of Qatar Supreme Council of Health. At the top right is the 'DATAFLOW' logo. A red message reads 'Please fill this form in English ONLY!'. Below this, the 'Employer Registration' section has two radio buttons: 'Existing Employer' (selected) and 'New Employer'. The 'Employer Email Id.' field contains 'pankajdhaka@hotmail.com'. The 'Password' field is masked with dots. A 'Log In' button is at the bottom. A 'Forgot Password?' link is next to the password field.

- ❑ After clicking on New Employer you will find the screen attached below:

The screenshot shows the 'Employer Portal' registration page for a new employer. The 'New Employer' radio button is selected. The form fields include: 'Qatari ID', 'Employer Name', 'FACILITY Name', 'Employer Email Id', 'Password', 'Confirm Password', and 'Employer Mobile Number'. There are 'Print' and 'Next' buttons at the bottom.

Being a new Employer you need to fill following details:

- ✓ Qatari ID
- ✓ Employer Name
- ✓ Facility Name
- ✓ Employer Email Id
- ✓ Password
- ✓ Confirm Password
- ✓ Employer Mobile Number
- ✓ Print/ Download Letter of Authorization

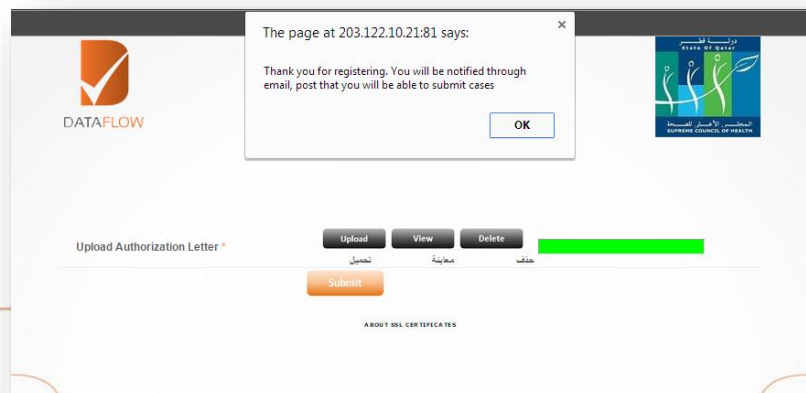
After filling all above details and click on “Next” button to proceed further

**Note: Please get the signed copy of Letter of Authorization before clicking on Next**

After clicking “Next” you will find the below attached screen wherein you should upload the signed copy of “Letter of Authorization” which is mandatory



After clicking submit button you will find the below attached screen. Please be patient as you will receive an e-mail with link and “Employer Email ID” and “Password” will be the same.



## How to Process a Case

- ✓ All Employers are requested to read the guidelines provided on the disclaimer page related to PSV process of QCHP
- ✓ You are requested to fill the applicant details as per requirements in the screenshot attached below:

The screenshot shows the 'Employer Portal' registration form. At the top, there are navigation buttons: 'Contact Us', 'Change Password', 'Check Status', and 'Log Out'. The 'DATAFLOW' logo is on the right. A purple banner reads 'ONLY COMPLETE FORMS WILL BE ACCEPTED' with the email 'pankajdhaka@hotmail.com' below it. A link 'Click here to download LOA' is present. The form fields include:
 

- Application for: \* (dropdown)
- Application Type: \* (radio buttons for New and Retrospective)
- First Name (Given Name) \* (input field)
- Middle Name (input field)
- Last Name \* (input field)
- PRO Mail id: \* (input field with 'pankajdhaka@hotmail.com')
- Applicant Email id: \* (input field)
- Country \* (dropdown)
- Passport Number: \* (input field)
- Applicant Mobile No / Telephone No. (input field)
- Number of Education Checks \* (dropdown)
- Extra Number of Education Checks: (input field)
- Number of Employment Checks \* (dropdown)
- Extra Number of Employment Checks (input field)
- Number of Health License Checks \* (dropdown)
- Extra Number of Health License Checks (input field)

 A 'View Cart' button is at the bottom right.

- ✓ Please fill the details and upload the recommended documents as per instructions of QCHP and click on “Add to Cart”

The screenshot shows the 'Applicant Document Details' page. It features three tables for document details:
 

- Education Details (You must add 1 Education Details)**: Table with columns 'EDUCATION', 'ISSUING AUTHORITY NAME', 'QUALIFICATION ATTAINED', 'ISSUING AUTHORITY COUNTRY', and 'Upload/View/Delete'. Row 1: Education1, [input], -Select-, [input], [Upload] [View] [Delete] [Add].
- Employment Details (You must add 1 Employment Details)**: Table with columns 'EMPLOYMENT', 'ISSUING AUTHORITY NAME', 'DESIGNATION', 'EMPLOYMENT COUNTRY', and 'Upload/View/Delete'. Row 1: Employment1, [input], [input], -Select-, [input], [Upload] [View] [Delete] [Add].
- Health License Details (You must add 1 Health License Details)**: Table with columns 'HEALTH LICENSE', 'ISSUING AUTHORITY NAME', 'LICENSE ATTAINED', 'HEALTH LICENSE COUNTRY', and 'Upload/View/Delete'. Row 1: Health License1, [input], [input], -Select-, [input], [Upload] [View] [Delete] [Add].

 Below the tables are document upload sections:
 

- Passport copy (pages showing personal details and expiry date only) \* (with Arabic text): [Upload] [View] [Delete] [input]
- Name change document (Marriage certificate, affidavit, any legal document, etc.) (with Arabic text): [Upload] [View] [Delete] [input]
- File Upload for Declaration (LOA) \* (with Arabic text): [Upload] [View] [Delete] [input]

 At the bottom, there are 'Previous', 'Add to cart', and 'View Cart' buttons.

- ✔ Please select the cases from the cart for PSV process and click on “Make a Payment” for payment and proceed further as per instructions

The screenshot shows the DATAFLOW application interface. At the top, there are navigation buttons: "Contact Us", "Change Password", "Check Status", and "Log Out". A logo for "DATAFLOW" is visible on the right. Below the navigation is a purple banner with the text "ONLY COMPLETE FORMS WILL BE ACCEPTED" and the email "pankajdhaka@hotmail.com".

DF ID	Client_id	Application Type	Full Name	Date	Amount		Edit	Print
170150	2015170150	Physician	X Y Z	07/01/2015	1540		<a href="#">Edit</a>	<a href="#">Print</a>
170155	2015170155	Physician	GFH FGH 234	07/01/2015	990		<a href="#">Edit</a>	<a href="#">Print</a>
190098	2015190098	Physician	ZC ZV 23	07/01/2015	880		<a href="#">Edit</a>	<a href="#">Print</a>
190099	2015190099	Dentist	4 4 4	07/01/2015	880		<a href="#">Edit</a>	<a href="#">Print</a>
190100	2015190100	Pharmacist	T T T	07/01/2015	660		<a href="#">Edit</a>	<a href="#">Print</a>
190105	2015190105	Pharmacist	ASDF ASDF ASDF	07/01/2015	990		<a href="#">Edit</a>	<a href="#">Print</a>
190097	2015190097	Pharmacist	DFGH DF GH df	07/01/2015	990		<a href="#">Edit</a>	<a href="#">Print</a>
1 2								

On the right side, there is a "Cart Summary" section:

Transaction No	20151918259204
Physician	0
Pharmacist	0
Technician	0
Dentist	0
Nurse	0
Total Application	0
Total Amount	0

Below the summary is a "Payment Mode" section with a radio button selected for "Credit Card". At the bottom of the interface, there are two buttons: "Add More Application" and "Make a Payment".

**Note:** Please note that for payment only Credit Card will be accepted

- ✔ A payment confirmation email will be sent to you on your registered email ID
- ✔ Payment receipt will be shared post validation of application (Validation Turnaround time is 48 hours)