

**gbsqchp.com**

**Applicant's**

**MANUAL**



*Applicant*

**for Online Support Services**

Prepared by: Gulf Bridge Services

June 2018

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# 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

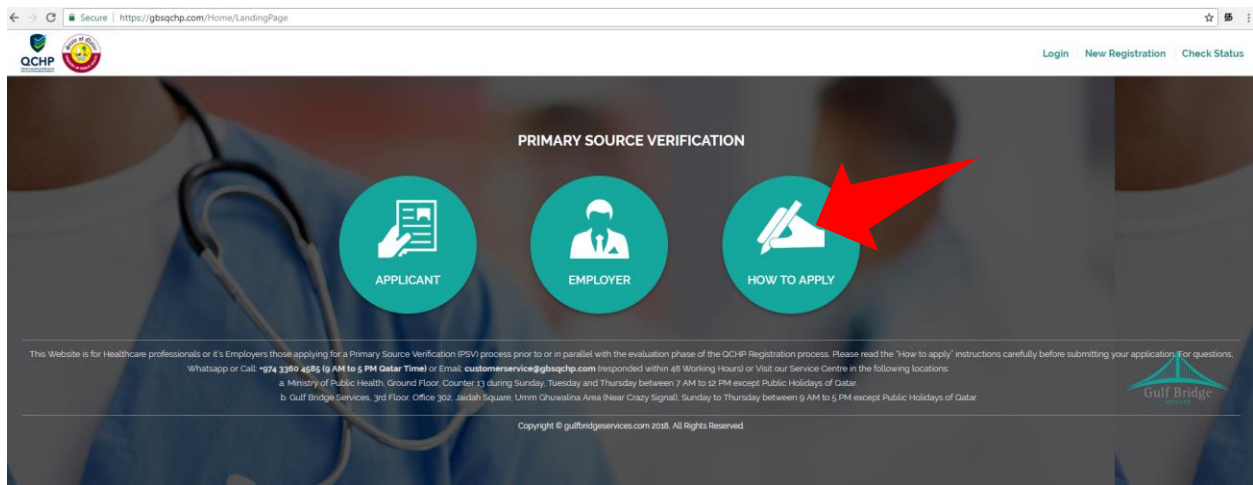
QCHP – Qatar Council of Healthcare Practitioners

LOA – Letter of Authorization

## 2.0 GETTING STARTED

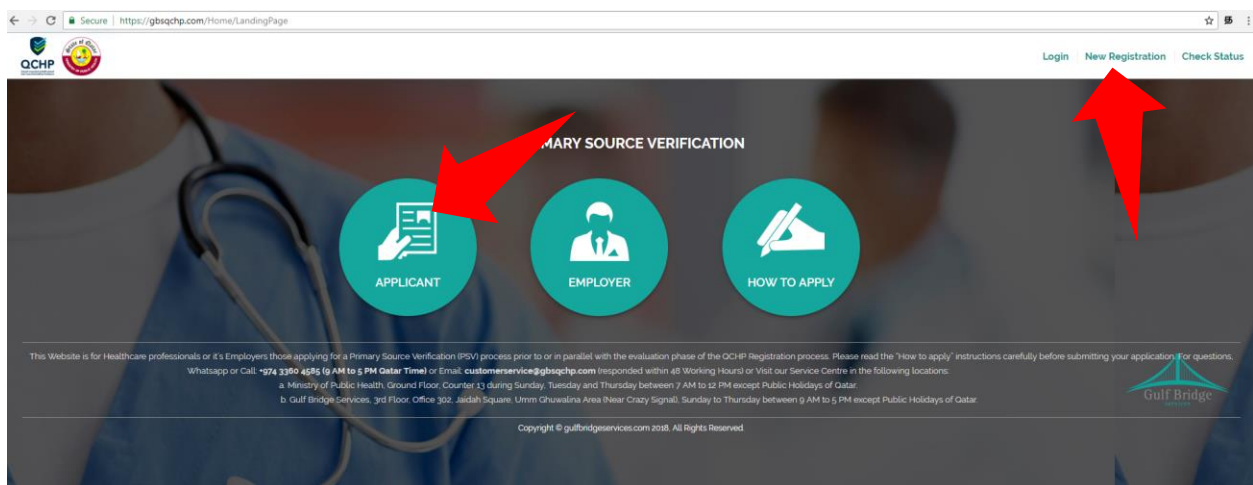
### 2.1 Guidelines on How to Apply for a PSV

Visit [www.gbsqchp.com](http://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.



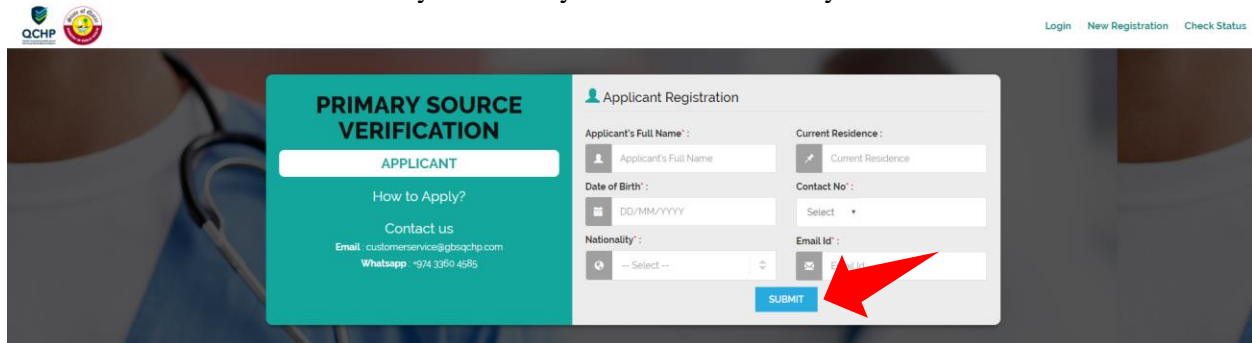
### 2.2 New Registration (Applicant)

**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.

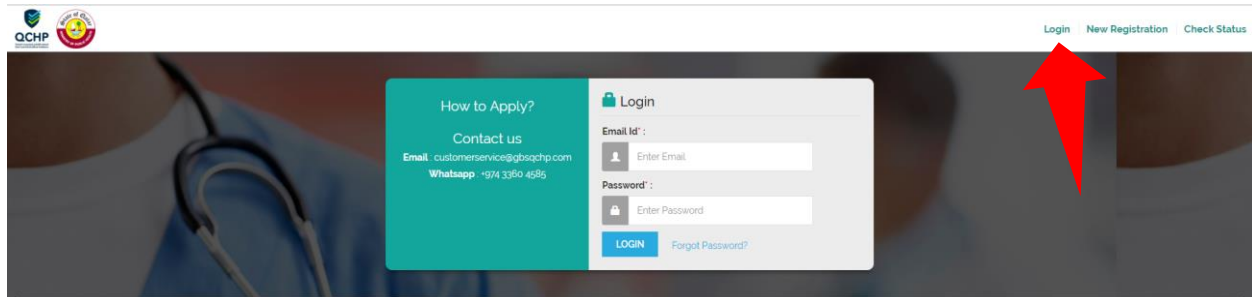
- You should enter a valid Email Address which you have access.
- You should select your Country Code and then enter your Full Contact Number



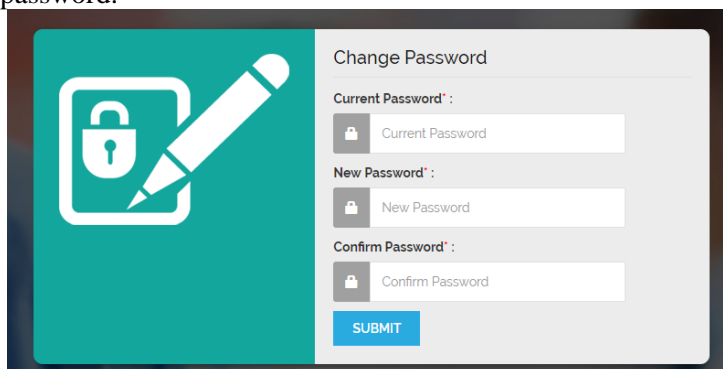
**Step 3:** You should receive an email to your Registered Email address that shall include your Login Username and One Time Password to access gbsqchp.com

## 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.

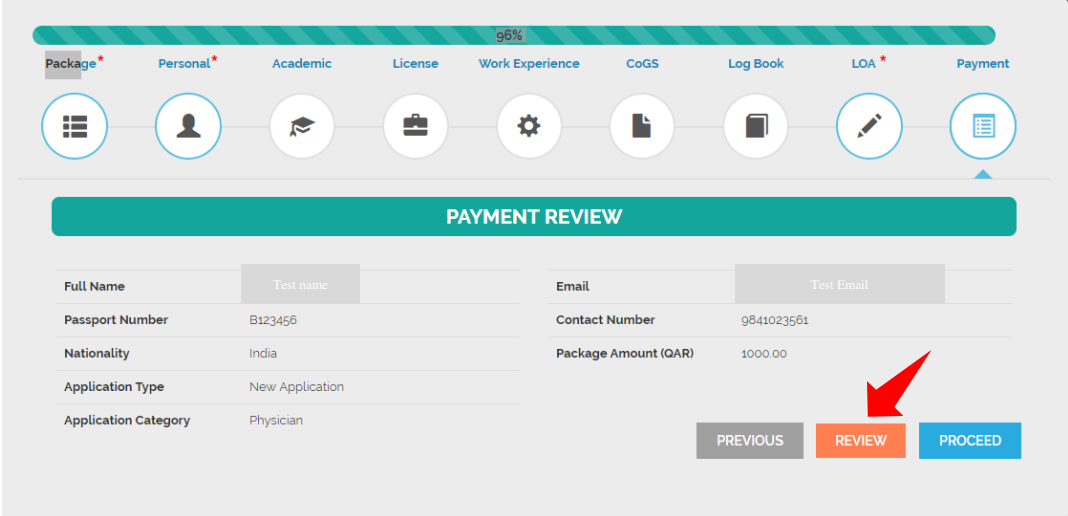
- At the File upload options,
  - X represents to delete the uploaded file.
  - And the next button to the right represents a Download Option to download & verify the uploaded file.
  - Files uploaded in jpeg or jpg formats can be previewed by clicking on the image and to preview the PDF file, please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

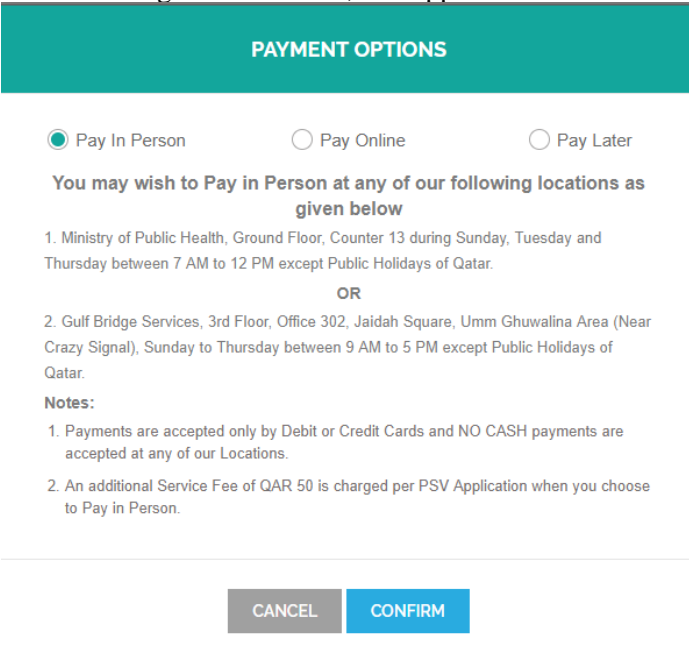


- Clicking on Review button shall enable a pop-up where the user reviews all the Data Entry and uploaded documents and also shall be able to Print or Download the same in a PDF format.
- Clicking on Proceed Button shall lead to the Payment Options.

### 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 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\* :

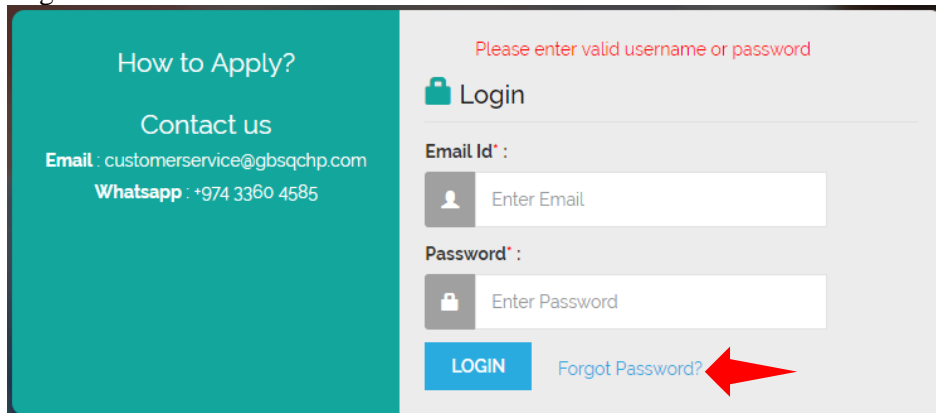
[SUBMIT](#)

Change Password

Logout

### Forgot Password:

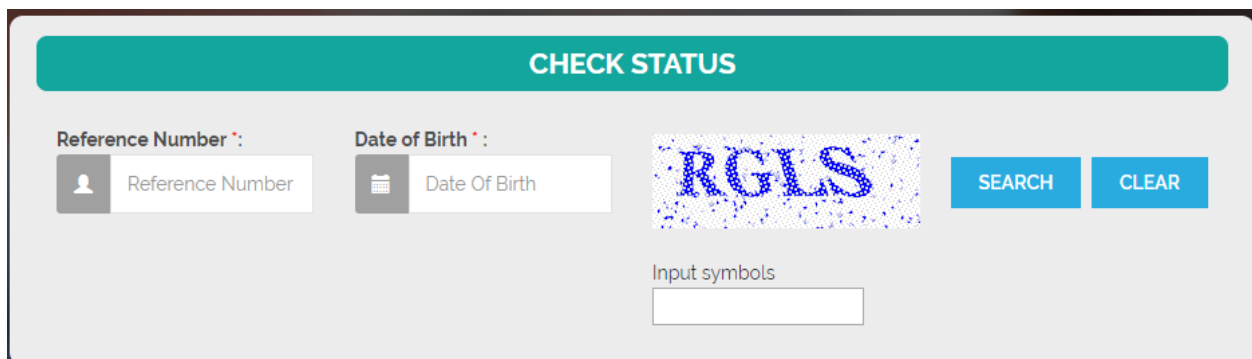
Applicants use the option available on the Login Screen to retrieve their Forgotten Password to their Registered Email Address.



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 a blue, pixelated font. Below the CAPTCHA is a text input field labeled "Input symbols". To the right of the CAPTCHA and input field 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](#)

