



# The ID Register

*New User guide*

*30 November 2016*



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## Introduction

Welcome to The ID Register, designed as a secure, online repository for your data which you can maintain and share with third parties..

The ID Register has been designed to meet the highest standards of Client Due Diligence (CDD) and Know Your Client (KYC) in multiple jurisdictions.

You can upload the evidence documents that are commonly required by third parties and using our powerful, digital certification process to quickly validate these evidence documents.

The ID Register gives you control over your data and who gets to access it whether the third party is a Fund Manager, Bank etc.

This guide will explain how to get started on The ID Register and aid you in validating your data.

## Glossary of Terms

Term	Description
<b>User</b>	You are a User of The ID Register. A User has a sign in for the website and can look up, connect to and create profiles.
<b>Profile</b>	A record on The ID Register where information and documents about you or entities you control or own are stored.
<b>User Permissions</b>	The level of control a User has over a Profile record.
<b>Profile Owner</b>	Any User who is connected to a Profile with Full Control. These Owners will receive messages relating to that profile.
<b>User to Profile Connection</b>	As a User you are connected to your Profiles. You can request to be connected to other Profiles through the My Profiles screen.
<b>Profile Relationships</b>	Inside a Profile Record is the "This Profile is Connected To" section.  Enables a Profile Owner to create a Relationship between their Profiles and other Profiles in The ID Register.
<b>Services</b>	Another User can download a CDD Pack or access your Profiles data over the Profile Relationship.  That Users profiles <b>MUST</b> be subscribed to our KYC Services and the Profile Relationship <b>MUST</b> have been accepted by you

## Getting Started

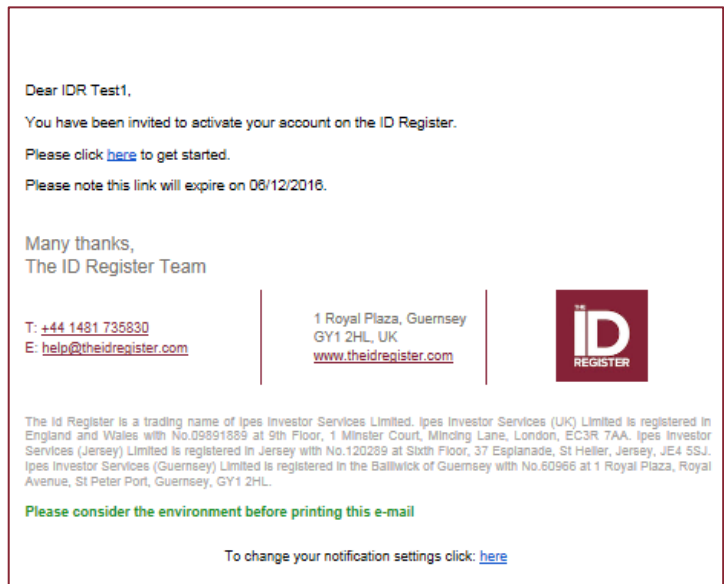
### New User Verification

You have received this guide because you have been sent a User Verification Link to The ID Register in an email.

This link is specific to the email address that received the message.

To proceed with your user verification:

1. Click on [here](#) in the email.
2. Your web browser will open a new window to activate your account.



### Activate Account

Your User Account will be populated based on the information that was provided to The ID Register. After you have reviewed this please:

3. Enter and Confirm your Password.

**Minimum of 8 characters, including 1 upper case letter and 1 number.**

4. Choose Security Questions 1 & 2 and provide your answers.

**This will be use to verify your identity should you need to call The ID Register.**

5. Read and Accept the following:


- a. Terms and Conditions
- b. Privacy Policy

6. Complete the reCAPCHA Anti Robot security feature

7. Click **Activate**. (cannot be clicked unless all compulsory fields have been completed)

Activate Account

Your Public Details

Forename	IDR	Profile Picture
Surname	Test1	
Job title	Test Account	<a href="#">Change photo</a>
Employer	Test Company	

Your Private Details


Email	IDRegTest1@gmail.com
Password	<input type="password"/>
Confirm password	<input type="password"/>
Mobile phone	<input type="text" value="07400 123456"/>

Security Questions

Question 1	<input type="text" value="Please select..."/>
Answer 1	<input type="text"/>
Question 2	<input type="text" value="Please select..."/>
Answer 2	<input type="text"/>

I have read the [Terms and Conditions](#)

I accept the [Privacy Policy](#)

I'm not a robot 

[Activate](#)

## My Account

This is the first section of The ID register that a new User will see. Before you can proceed you must first verify your email:

8. Next to your email address will be the message:

**! Not verified. Click [here](#) to verify**

9. Click [here](#) in **My Account**. An email will be sent to you.

My Account

Details | Notification Settings

**Please verify your email address.**  
You will be unable to view other pages on the site until your email address has been verified. You should receive a verification email when you first register or when you updated your email address, if you would like the email sent again please [Click here](#).

Public Details

Forename: IDR  
Surname: Test1  
Job Title: Test Account  
Employer: Test Company

Profile Picture

Change photo

Private Details

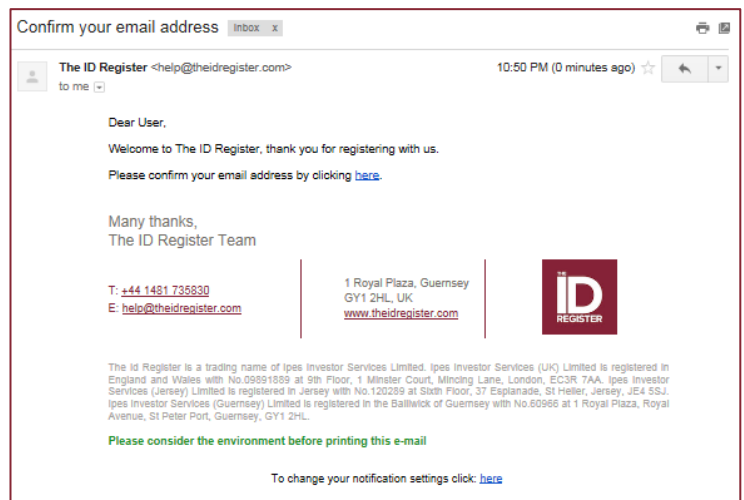
Email: IDRegTest1@gmail.com ! Not verified. [Click here to verify](#).  
Mobile:   
Telephone: 07400 123456

Save

## Email Confirmation

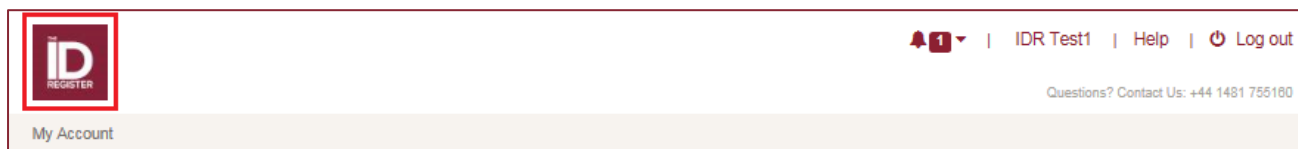
10. To confirm your email address click [here](#) in the email.

11. Your email is not Verified and you can proceed to use the rest of the site.



## My Profiles

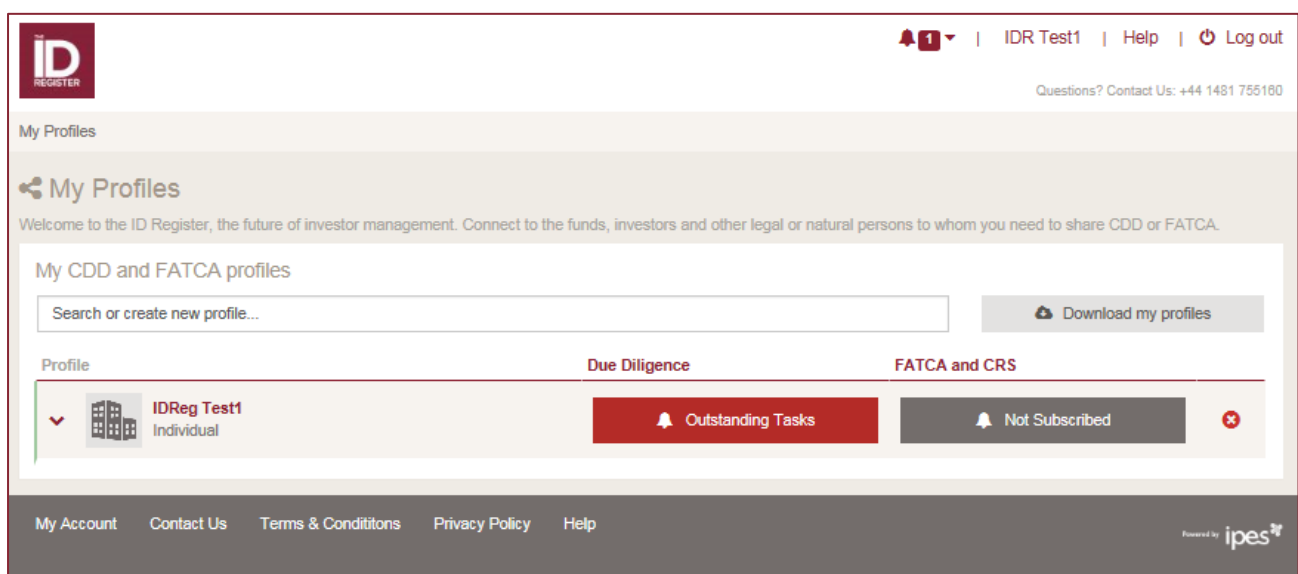
The home page of The ID Register is called **My Profiles**. After confirming your email address click on The ID Register Logo in the top left of the page to open. You can click here at any time to return to this page.



## Using My Profiles

The My Profiles page has 2 main elements:

- A Search Bar which allows you to look for other Profiles in The ID Register that you may wish to connect to as a User or, if the Profile does not exist enable you to create and;
- A List of Your Profiles and those Profiles relationships with other Profile records in The ID Register.



## Opening Your Profile

12. Click on your Profiles name will open the Profile Screen



## The Search Bar

Used where you need to connect to a Profile as a User or create a new Profile record

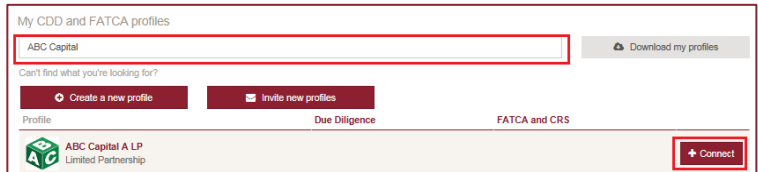
13. Click in the “Search or create new profile.” field under “My CDD and FATCA Profiles.”



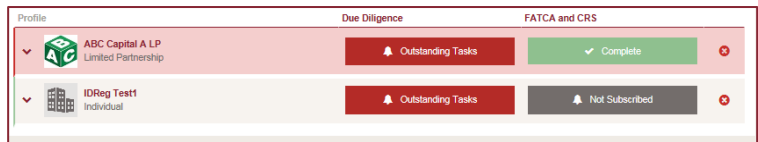
14. Type the name of the Profile you wish to find.

## Connecting to a Profile

15. If the profile already exists it will appear below the Search bar.



16. Clicking on **+Connect** will send a notification to the Profile Owner that you would like to connect to their Profile.



17. Refreshing the screen will show you have a pending connection (the row is shown in red). You will receive a notification when the Profile Owner accepts or rejects your connection request

## Creating a Profile

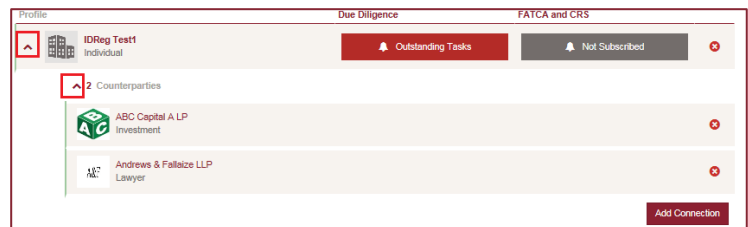
18. Ensure the Profile you wish to create does not appear in the search results.

19. Click on **Create a new Profile**



## Viewing your Profiles Relationships

20. Clicking on the Arrow to the left of your profiles will expand the section and show the Relationships



## Profiles

You will need to review and update your Profile records to ensure that this data is current. It is recommended that you periodically refresh this data, including the upload of more recent Evidence Documents (where applicable) whenever you need to share your data with a third party.

### Profile Record Structure

21. The profile is divided into 7 subsections.

Please see below for a summary of each section and the information you should Verify/Update

### Profile Details

22. General information including the name and type of Profile.

#### Check and update

- a. Name
- b. Primary contact email
- c. Profile Type
- d. Allow others to connect to me

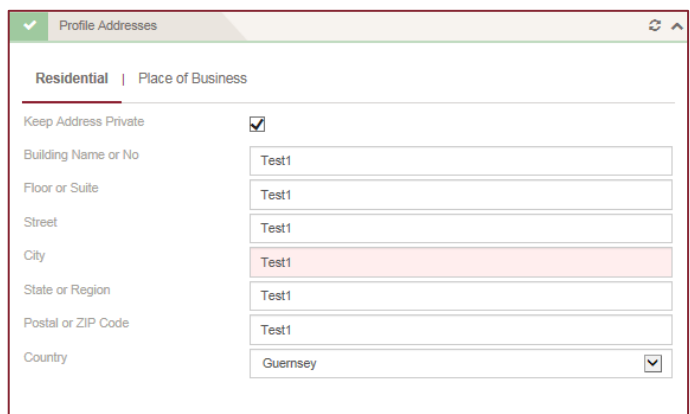
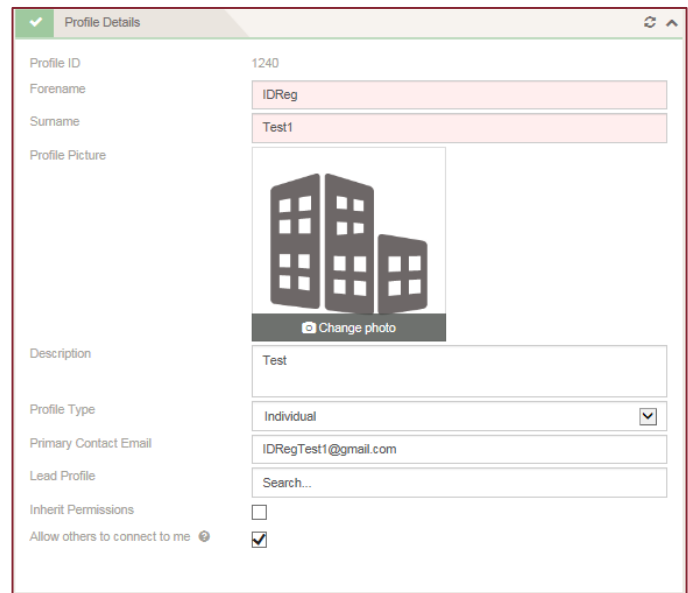
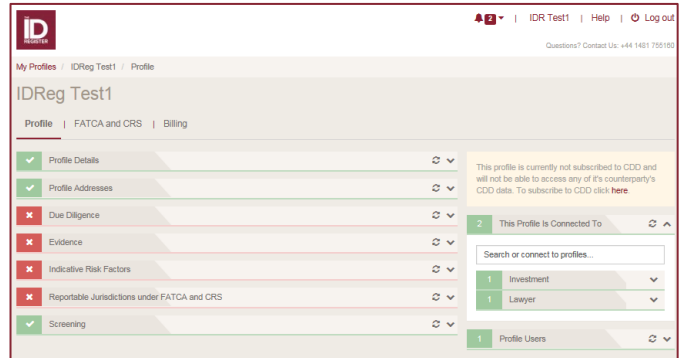
**“Allow others to connect to me” controls your Profiles visibility during a search. If un-ticked your Profile name will not be searchable in any Search field**

### Profile Addresses

23. Residential/Registered address plus an optional Place of Business

#### Check and update

- a. Residential/Registered Address
- b. Place of Business Address (Also used for Mailing Addresses)





## Due Diligence

24. The fields in this section are dependent on the Profile Type (e.g. Individual, Private Company etc). Below is an example of the Individual Due Diligence section.

### Check and update

- a. All fields should be completed to the best of your knowledge.

Please see **Appendix 1** for those fields that **MUST** be populated before the Profile can be considered complete

The screenshot shows a 'Due Diligence' form with the following sections and fields:

- Basic Details:**
  - Title: Mr (dropdown)
  - Full Legal Name: IDReg Test1 (text)
  - Former or maiden names: (text)
  - Gender: Male (dropdown)
  - Date of Birth: 11/06/1982 (calendar)
  - Country of Birth: United Kingdom (dropdown)
- Current Nationalities:**
  - + Add (button)
  - Nationality: United Kingdom (dropdown)
  - ID No: 123456 (text)
  - Delete (button)
- Tax Residences:**
  - + Add (button)
  - Country: United Kingdom (dropdown)
  - Tax ID: 123456 (text)
  - Delete (button)

### Evidence

25. Derived using rules set up in The ID Register. Checks the type of Profile and information entered into Profile Addresses and Due Diligence

Please refer to the **Evidence and Certification** Guide for more details on the types of documents you should upload and the electronic certification process.

### Check and update

- a. No documents are missing
- b. No Documents have expired

Required		
Title	Explanation	Upload
Passport	Please provide a certified copy of your passport	Upload Document -
Proof of Address	Please provide a utility bill, Bank Statement or official correspondence from a government office dated within the last 3 months	Upload Document -

[Certify selected items -](#)

## Indicative Risk Factors

26. Derived using rules set up in The ID Register. Checks the information in Profile Addresses and Due Diligence.

### Check and update

- You agree with the risk Rating
- Provide comments and documents where you disagree

Based on the due diligence that you have submitted, The ID Register has highlighted the following risk factors. Please comment on higher risks for the benefit of the subscribers to your profile.

Description	Level	Comments	Reviewed Level
Links with Guernsey pose a low AML/CFT risk	Low	<input type="text"/>	Not Set
Explanatory Documents No documents uploaded <span>Upload</span>			
Links with United Kingdom pose a low AML/CFT risk	Low	<input type="text"/>	Not Set
Explanatory Documents No documents uploaded <span>Upload</span>			
Comments <input type="text"/>			

## Reportable Jurisdiction under FATCA and CRS

27. Derived using rules set up in The ID Register. Derived from the Tax Residency of the profile or nationality (for Tax reporting purposes)

### Check and update

- You agree/disagree with the reportable Jurisdiction.
- Provide comments where you disagree or add an alternative reportable Jurisdiction.

Based on the due diligence that you have submitted, The ID Register has highlighted the following jurisdictions to which you may be reportable under the US FATCA regulations and the Common Reporting Standard. Please review these jurisdictions for the benefit of the subscribers to your profile.

Jurisdiction name	Do you agree?	Comments
United Kingdom	Yes No	<input type="text"/>

+ Add Jurisdiction

## Screening

28. The ID Register screens all profiles against a number of different data sources. PEP, Adverse Media and Sanctions matches are shown here.

### Check and update

- you can review matches here and comment if there are mitigating circumstances or whether you consider the match is incorrect.

We screen your name against international sanctions lists, lists of Politically Exposed Persons and Adverse Media references. Please comment on any matches that we highlight below. This will help your connections to meet their KYC obligations.

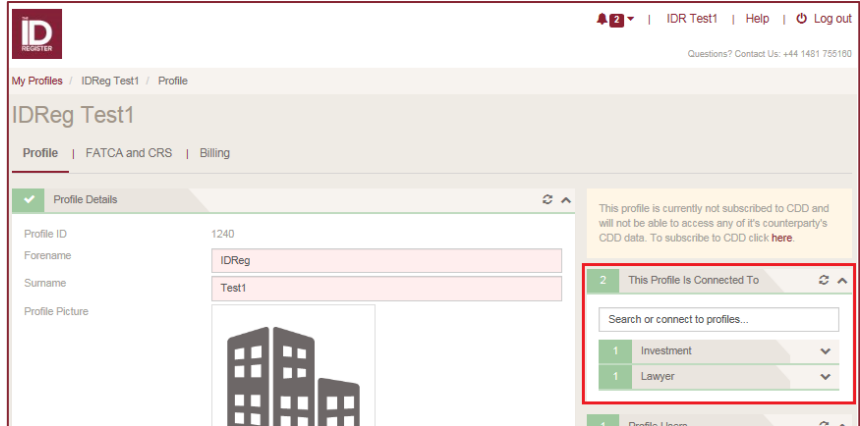
0 Sanctions    0 Politically Exposed People    0 Adverse Media

Comments  
No Matches View Activity

## Profile Relationships

The section titled **This Profile is Connected to** shows which other Profiles in the ID Register your Profile is connected to (e.g. Investments, Directors etc).

Please review these Relationships to confirm whether they are correct or not.

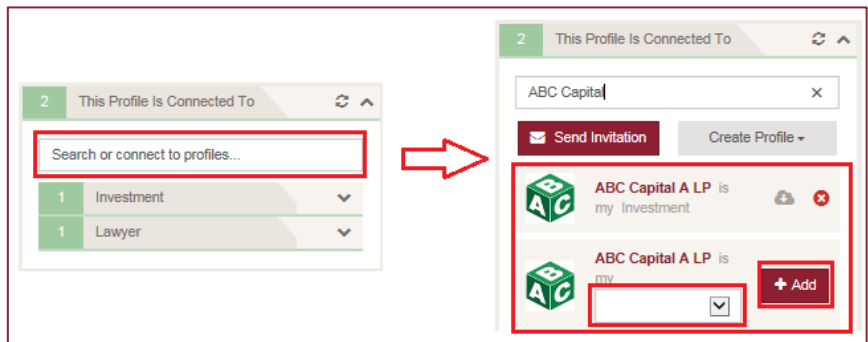


## Adding New Profile Relationships

29. In the **Search or connect to profiles** field enter the name of the profile you wish to connect to

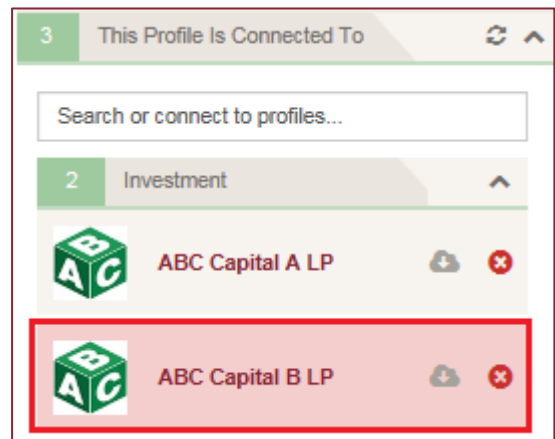
30. If the Profile exists (and has allowed others to connect to it) the Profile name will appear in a list.

31. You can select your Relationship Type with the Profile using the dropdown (e.g. is My Beneficial Owner or Investor).



32. Click on **+Add** will send a notification to the Profiles Owner that you wish to create a Relationship between your Profiles.

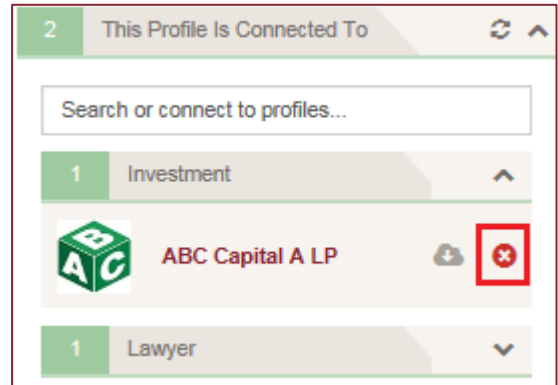
33. Refreshing the screen will show you have a pending relationship (the row is shown in red). You will receive a notification when the Profiles Owner accepts or rejects your connection request



## Removing Profile Relationships

When the relationship between profiles is no longer required you can remove this relationship. To do this:

34. Expand Section where the Relationship is displayed.
35. Click on the **X** icon. This will remove the relationship.
36. A Notification is sent to that Profiles Owner and yourself confirming the removal of the Relationship



## Contacting The ID Register

If you wish to contact The ID Register please send an email to [help@theidregister.com](mailto:help@theidregister.com)

If you have a query about a profile please ensure the Profile ID (found in the Profile Details section) is quoted in the email subject line.

## Appendix 1 – Required Profile Due Diligence Fields

### Individual

Field
Full Legal Name
Gender
Date of Birth
Country of Birth
PEP Question Y/N Answer
Commercial Exposed Person Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Employee Benefit Trust

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Limited Partnership

Field
Trading Name
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Public Body

Field
Date of Establishment
Country of Establishment
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Private Company

Field
Trading Name
Date of Incorporation
Country of Incorporation
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Trust

Field
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Listed Entity

Field
Listing Exchange (selected from Dropdown)
Date of Incorporation
Country of Incorporation
Incorporation No
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Foundation

Field
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Regulated Entity

Field
Full Legal Name
Regulator (Selected from dropdown)
Regulatory ID
Date of Incorporation
Country of Incorporation
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### Sovereign Wealth

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

### University

Field
Full Legal Name
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)