



The ID Register

Report Portal User Guide

November 2019



The ID Register – Report Portal User Guide

This guide provides an overview of The ID Register (TIDR) Report Portal and instructions on how TIDR users can access the reports.

Purpose of the Report Portal

The Report Portal is a dedicated section within TIDR platform. It enables users to view and download service specific reports that are relevant to them or the profiles they control.

Available Reports

Report Name	Purpose
FATCA Submission - Profile	Details by Jurisdiction and Profile the status of FATCA Submissions for the entities you are connected to
FATCA - Profile Classification and GIIN	Details FATCA Classification and GIIN for a specified profile
General - DownloadMyProfiles	Provides an excel copy of all leads, children and relationships of all profiles that user is connected to
General - Find Profile Documents by Title	Details any profile documents that have been uploaded with a specific title
General - General Profile Data	Details some key profile data for a specified profile (name, type, address, tax info, nationality, gender, country and incorporation no)
KYC - Check Declaration	Details all the profiles connected to a specified profile and whether they have signed the declaration on the profile page
KYC - Client CRM Details	Details the names, emails and addresses of all the connected parties of a specified entity
KYC - Evidence Upload Summary	Details all the evidence mandatory documents required for a specified profile and if they have been uploaded and certified
KYC - Overall Review Status	Details the Overall Review Status of a selected profile and all of its connected parties
KYC - Profile Approval Status	Details the Approval Status for each section of a specified profile and its connected parties
KYC - Profile Relationships	Details all the relationships connected to a specified profile
KYC - Profile Sign Off Date	Details the specified profile, its connected party and the date and time that any of the profiles were signed off
KYC - Risk Factor Summary	Details the specified profile and all the risk factors associate with that profile
Onboarding - Outstanding Sections	Details the specific activities that are outstanding to complete onboarding of a specified profile
Screening - Summary Report	Details screening results against a specified profile

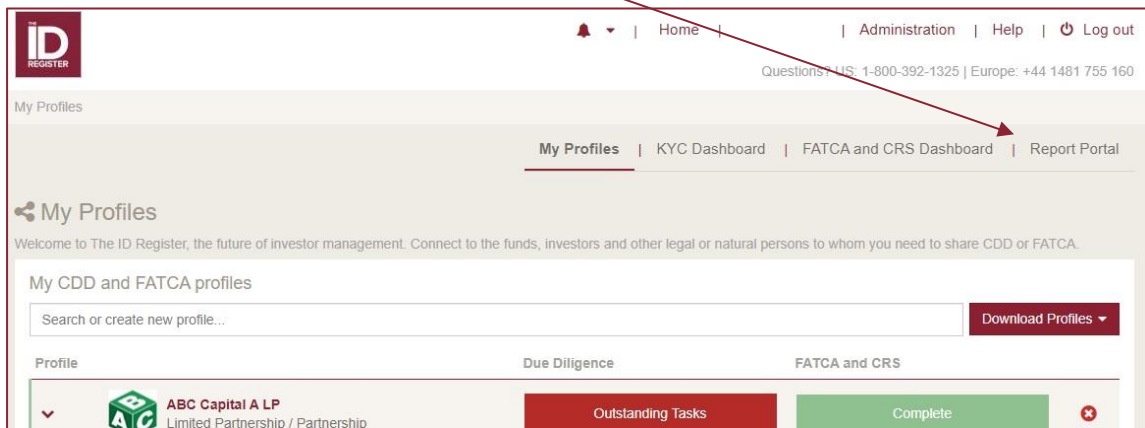
Accessing the Report Portal

Log in to TIDR

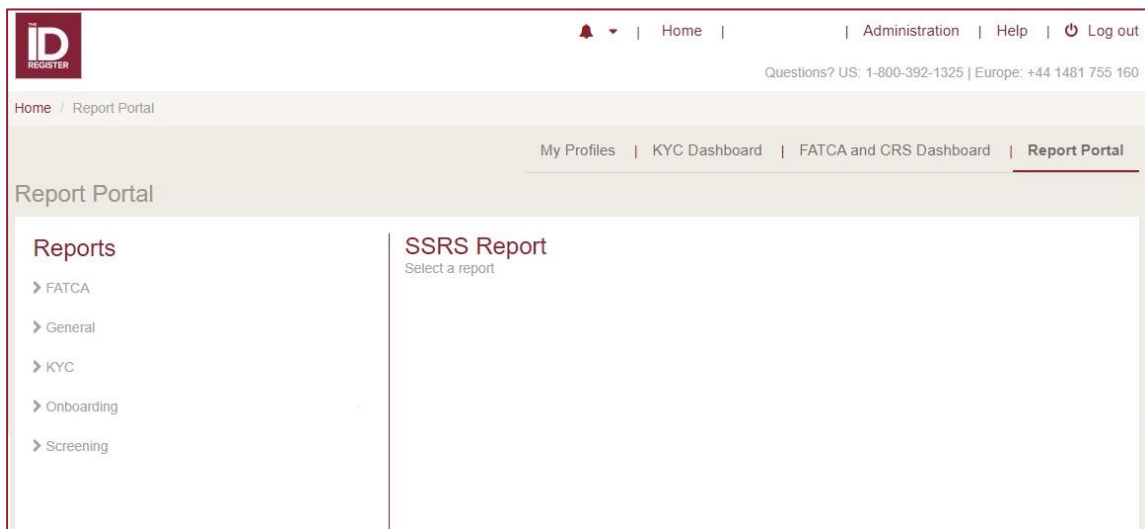
- 1) Go to <https://www.theidregister.com>
- 2) Click Login in the top right of the page
- 3) Enter the email and password associated with your account
- 4) Click Sign In

Locating the portal

The portal is located via the service navigation on the right hand of your screen.



Click on the report portal link to access the section:



Viewing and downloading reports

Selecting a report

Use the panel on the left-hand side to browse the reports that are available under each service type.



You can expand and collapse the reports under each service using the small grey arrow.

To select a report for download, click on the report under one of the collapsible service rows.

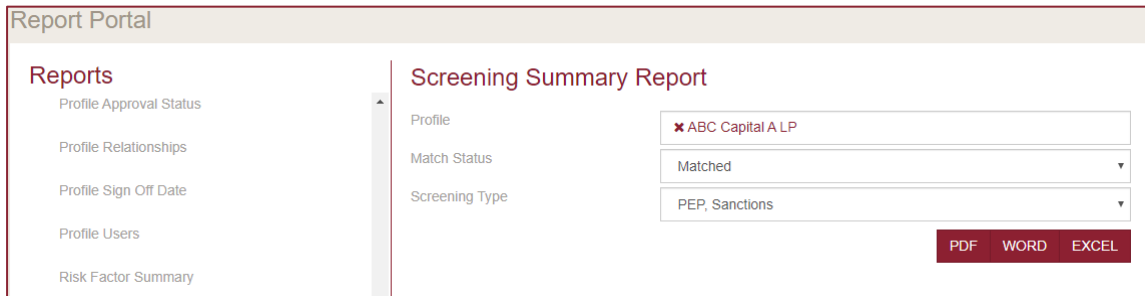
This will present you with information fields to complete in the right hand side of the portal.

A screenshot of the 'Report Portal' interface. On the left, under the 'Reports' section, the 'Onboarding' category is expanded, and 'Profile Classification and GIIN' is selected and highlighted. The right side of the page is titled 'Profile Classification and GIIN' and contains several input fields: a search box, a field for 'FATCA Classification', a field for 'CRS Classification', a 'Has GIIN' field with 'Yes' and 'No' radio buttons, and a field for 'Reporting Country Name'. At the bottom right, there are three buttons: 'PDF', 'WORD', and 'EXCEL'.

The fields that appear are specific to the report you selected to download.

Downloading a report

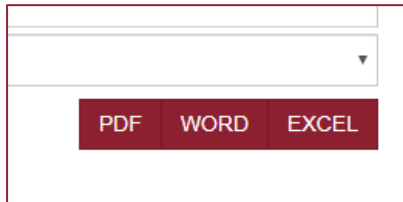
To download the report, complete the information fields that are displayed.



The screenshot shows the 'Report Portal' interface. On the left, there is a 'Reports' sidebar with a vertical scroll bar and the following items: Profile Approval Status, Profile Relationships, Profile Sign Off Date, Profile Users, and Risk Factor Summary. The main area is titled 'Screening Summary Report' and contains three input fields: 'Profile' with the value 'ABC Capital A LP', 'Match Status' with the value 'Matched', and 'Screening Type' with the value 'PEP, Sanctions'. Below these fields are three buttons: 'PDF', 'WORD', and 'EXCEL'.

Select which format you would like to download the report in using the buttons underneath the fields. You have the option of downloading the report in PDF, Word or Excel format.

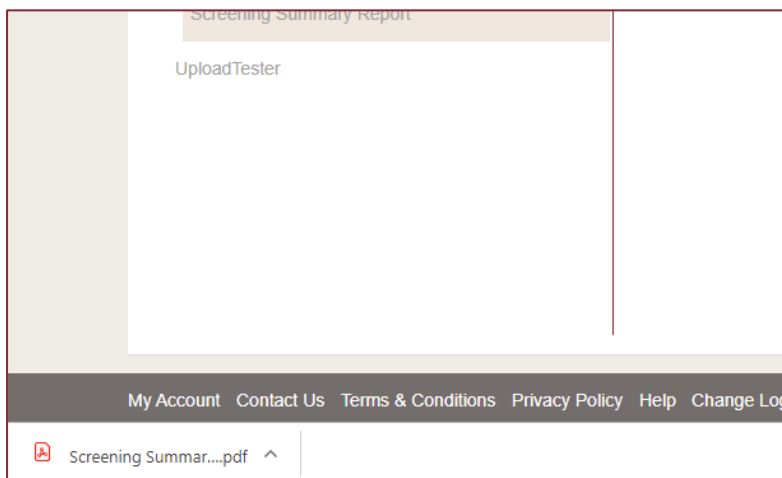
Note: Some reports will only be available in specific formats for usability and formatting reasons.



This is a close-up of the download format buttons. It shows three buttons: 'PDF', 'WORD', and 'EXCEL', each with a small red 'x' icon to its left. The buttons are arranged horizontally and are set against a light background.

Once you have clicked one of these buttons the report will have downloaded and will be viewable from your computers download folder.

Depending on your browser and settings, it might also be viewable directly from your internet session.



Need help?

Contact our Helpdesk:

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