

9. Configurations:

Verification Documents

In Configurations, the Verification Documents section allows administrators to define the required documents for client verification. These documents serve as proof of identity, financial information, or residency, ensuring compliance with KYC (Know Your Customer) policies.

With this function, businesses can:

1. Set mandatory and optional verification documents for different client types.
2. Modify document requirements dynamically as business policies evolve.
3. Ensure compliance by enforcing document submission before account activation.

Use Cases

1. Enforcing KYC Compliance

Clients must submit documents (e.g., Passport, Utility Bill) before account activation by selecting required documents in Configurations → Documents, ensuring compliance with regulatory policies.

2. Updating Requirements by Client Type

Enable Source of Funds for business clients in Configurations → Documents, applying the new requirement to future verifications while existing clients remain unaffected unless manually updated.

3. Reviewing & Approving Client Documents

Admins verify pending client documents by navigating to Clients → Profile → Documents, reviewing submissions, and approving or rejecting them, ensuring clients meet verification requirements before proceeding.

Accessing Verification Documents

To manage which documents clients must upload during verification, open the **Documents** tab in the Configurations area:

1. Click **Configurations** in the sidebar (⚙ icon).
2. Along the top, select **Documents**.

Selecting Required Verification Documents

Inside the **Documents** panel you'll see a checklist of all available verification document types:

1. Typical options include:

Passport or ID

Bank card (front)

Bank card (back)

Source of funds

Utility bill

Driver license

2. Click **Save**.

Tip: To require a document, check its box. A blue checkmark means clients must upload that document. Unchecked items become optional (or hidden).

Editing a Client's Verification Documents

Once you've defined which documents are required, they automatically surface in every matching client's profile.

1. **Navigate to Clients:** In the sidebar, click **Clients**.
2. **Open the Edit Drawer:** In the clients table, click the **pencil (Edit)** icon for the client you want.
3. **Switch to the Documents Tab:** In the client-edit modal, select **Documents**.

There you'll see one upload area for each required document. Clients or admins can drag-and-drop or browse to attach files. Uploaded items remain linked to the client record for audit or review.

Adding or Removing Required Documents

Adding a New Required Document:

1. Go to **Configurations → Documents**.
2. Check the box next to the new document type (e.g., **Bank card**).
3. Click **Save** and watch for the "Successfully Updated" message.
4. New verifications now require that document.

Once added, the new document will be required for all future client verifications. Clients who have already completed verification will not be affected unless an administrator updates their profile manually.

Removing a Required Document

1. Go to **Configurations → Documents**.
2. Uncheck the box next to the document you no longer need (e.g., **Bank card (back)**).
3. Click **Save**.

4. Future verifications will not prompt for that document—though existing uploads stay accessible.

Once removed, that document will no longer be required for new verifications. However, previously uploaded documents will still be available for reference in client profiles.

Key Points to Remember

1. **Flexibility in Requirements** - Administrators can adjust document requirements at any time.
2. **Client-Specific Settings** - Different client types may have different document verification requirements.
3. **Real-Time Updates** - Any modification in document settings is applied instantly to new and existing clients.
4. **API Integration** - Documents can also be managed and uploaded via API for automated verification workflows.

By properly managing Verification Documents, businesses can ensure a secure, compliant, and efficient verification process tailored to their needs.

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