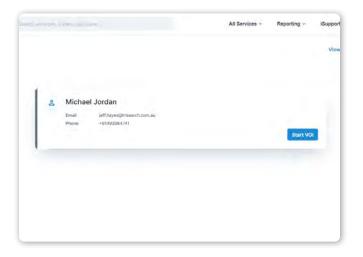
triSearch



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# Step 1: Launching triVOI

- Open the matter card that contains the contact that needs to be Verified.
- In the contact details section, select Order VOI.



## Step 2: Start VOI

• Make sure that the correct contact appears and then select Start VOI.

## Step 3: Enter contact details

- This includes name, email and mobile.
- Select the VOI rules that apply to your transaction.
  Select a workflow, either remote, in person or identity agent.
- Select if you want any additons (i.e. CAF).
- Select whether you want your client to complete video recording or live call an email and SMS.

Q,	er besens word, software,			All Services -	Reporting -	iSupport +
	VOI details					
	Capacity *		VOI rules *			
	Individual	M	ARNECC		*	
	Client details					
	Email*		Mobile number *			
	ebony.hudson@itrisearch.com.au		• 0427071429			
	Choose a workflow					
	Remote  In person  Identity agent					
	Remote workflow					
	The VDI link will be sent to both you	r client's ema	and mobile number			

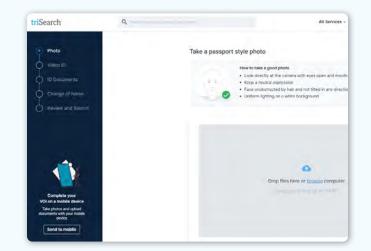
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	ny Hudson			Wed
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	Concession 1		109308908	
	Dear Michael Jordan, Matthew.Tarabay@trisearch.com.		mmenced a	
		ehalf. low the steps to complete the verification proces our verification on a device that has a camera, su		
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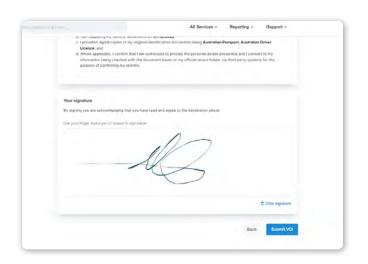
#### Step 4: Client begins VOI

• Your client will receive an email and text with a link to begin their VOI.

# Step 5: Client upload documentation (Workflow dependant)

- Your client is required to upload a selfie-style photo and two forms of ID to make up 100 points of identification.
- If requested previosuly, your client will be asked to record a video of themselves repeating the numbers they see on screen.





#### Step 6: Client reviews and signs

 Your client will be taken to a summary screen to review their documentation. If satisfied they will be prompted to sign a declaration and submit the VOI.

# triSearch

## **Step 7: Notification of completion**

- You will receive an email and a text message with a code to access the completed VOI.
- Login to the triVOI dashboard to review the submitted documents to ensure they are accurate or request a re-submission of any documents.

triSearch H	w and complete VOI for Michael J Helpdesk hew Tarabay	선 < Reply. 생 Resily All
	triVOI	triSearch
		109308908
	Dear Matthew.Tarabay@trisearch.	com.au triconveydemo,
	Your Client has finished their part	of the VOI process.
	Please complete the VOI by access 'People' tab within triSearch.	ing it through the triVOI Dashboard, located under the
	Thank you for using triSearch.	
	For any enquiries, contact:	
	triVOI help desk	

Your signat	ure
	ou are acknowledging that you have read and agree to the declaration above
	n that I have taken reasonable steps to verify this person's identity.
Confirm	n that I have read and agreed to the terms and conditions.
Lise-your time	er, stylus per or mouse to sign fieldow
	Bereigener

#### Step 8: Review, sign and submit

- If you are happy with the documents, complete declaration by signing and submit the VOI.
- The VOI report will get saved automatically back into the matter card.

# **Book a Training**

For additional education on triVOI, book a session with our training specialists.

