Use Cases

Registration

This module handles the full process of entering entity data into the system:

- **Filling out the form:** The company representative independently entering registration data, information about representatives and UBOs, and attaching required documentation directly in the KYB Form.

> KYB Form description section

- **Manual entry:** The operator creating a new client profile in the Administration Panel by providing their basic data, which triggers a registration invitation e-mail.
- **Finalization from the customer panel:** The authenticated client logging into the dedicated panel to fill in informational gaps and upload missing documents indicated by the AML analyst during verification.

Communication

Managing the flow of information between the platform, the operator, and the business client:

- **Automated e-mails:** System generation and dispatch of messages to the client's e-mail address at strictly defined points in the process:
  - After completing the first registration step (message with a session-securing link).
  - After submitting the complete form (confirmation message with a link to the Customer Panel).
  - After the operator adds a comment (notification about the need to correct data).
  - After application acceptance (message containing the generated framework agreement template).
  - After application rejection (information about the negative verification result).
- **Comments:** Providing precise, one-way guidelines for the client by the operator, which are displayed directly in the Customer Panel interface.

Application Management

A comprehensive set of operational tools for analysts in the Administration Panel:

- **Marking sections:** Manual validation and changing the status of individual application modules to verified.
- **Identity verification:** Assessing the authenticity of submitted identity document photos and facial photos (selfies) of representatives and beneficiaries.
- **Sanction lists verification:** Executing queries to check the data of entered entities and individuals against external, global restrictive databases.
  - OFAC Sanctions List Search
  - United Nations Security Council Consolidated List
  - Financial Sanction Lists (European data)
  - Polish list (MSWiA)
- **Adding comments:** Flagging incorrect data in the application and defining a corrective action for the client.
- **Internal notes:** Saving operational remarks visible exclusively to other administration employees, bypassing the client.
- **Adding files:** Directly uploading attachments (e.g., specific declaration forms) to the company's profile, for example, to be completed and re-uploaded by the company.
- **Risk assignment:** Evaluating the application and assigning the appropriate risk level (scoring) to the client.
- **Acceptance or rejection:** Making and confirming the final business decision regarding onboarding (acceptance requires prior section approval and risk assignment).
- **Periodic verification:** Initiating a re-verification procedure for an active client to refresh and confirm their data after a defined period.
- **Exporting client profile:** Generating a file containing the collected entity data.
- **Deleting application:** Permanent removal of the application record from the database.

Permissions Management

Administering access and roles of the operational team:

- **Adding an employee:** Creating a new account in the Administration Panel.
- **Editing an employee:** Modifying the data assigned to the account and changing assigned roles, which dictate access to specific tabs.
- **Removing an employee:** Total deactivation of the account and revocation of system permissions.
- **Notification configuration:** Enabling or disabling e-mail notifications for a given account regarding the appearance of new applications in the system.
- **Final approval:** Individually granting a selected employee the key flag authorizing them to confirm the "Accepted" status.

Role	Administration	Commerce	Customer Service	Customer Service Tech	ESEC	Legal	Administrator	Final Approval

Adding a new client	▯	▯	▯	▯	▯	▯	▯	▯
Client preview	▯	▯	▯	▯	▯	▯	▯	▯
Data editing	▯	▯	▯	▯	▯	▯	▯	▯
Preview of ID document scans	▯	▯	▯	▯	▯	▯	▯	▯
Client verification	▯	▯	▯	▯	▯	▯	▯	▯
Risk assessment	▯	▯	▯	▯	▯	▯	▯	▯
Final client approval	▯	▯	▯	▯	▯	▯	▯	▯
Rejecting a client	▯	▯	▯	▯	▯	▯	▯	▯
User management (adding, blocking users; granting permissions)	▯	▯	▯	▯	▯	▯	▯	▯

Compliance Audit

Ensuring accountability and transparency of operations within the system:

- **Access to logs:** Displaying the global or client-specific Audit logs registry. This compilation includes a chronological record of all system actions, status changes, and logins performed by both operators and clients.

Revision #10
Created 25 February 2026 14:00:31 by Beata Rzemieniak
Updated 3 March 2026 13:05:53 by Beata Rzemieniak