

# GBG ID3global User Guide

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## Introduction

Welcome to the GBG ID3global user guide, a document designed to provide users with information on how to start using GBG ID3global. This user guide contains information on key functionality and common user journey paths.

By now, you will have access to a user account and will know where to go to get started, if not please see the below URL web links to login and contact your system administrator for more information:

**LIVE:** <https://www.id3global.com/globalid>

**PILOT (test):** <https://pilot.id3global.com/globalid>

# 1. Profile Selection

## What is a Profile?

A Profile is a predefined risk template that allows you to run checks on individuals, when a Profile is configured to your organisations risk based approach, it can be used to check an individual against multiple databases in one transaction.

The individual's data can be matched against several item checks, an overall decision can be configured that helps you make an informed assessment on what to do next in an application.

## What is an Item check?

An item check is a link to a database that holds information on individuals, GBG ID3global has many item checks available that connect to multiple different types of data sets across multiple countries. These can cover Credit data, Population registers, Telephone directories, Government document repositories and many more.

## Selecting a Profile

Once you have logged into the system, if there is more than one risk Profile set up, a Profile selection screen will appear.

You can filter your organisations Profile list to help you make a selection by:

- **Profile state** - If you are an admin user you may select Profiles in the testing phase
- **Profile Name** - Alphabetical ordering of your organisations Profiles
- **Country** - Which country the check covers

To select a Profile please perform the following:

1. Choose the one Profile that is needed by selecting the tick box
2. Once the tick box is selected please check that there is only one ticked
3. Click on the "Continue" button to move onto the Data Entry screens

Please select your profile(s)

**PROFILES**

Profile state Profile Name Country Continue

Profiles	Country	Select
AML (v1) AML Profile	United Kingdom	<input checked="" type="checkbox"/>
KYC (v1) KYC Profile	United Kingdom	<input type="checkbox"/>

Continue

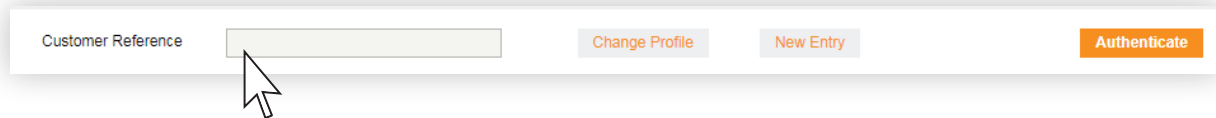
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If there is only one Profile set up, then you will be directed automatically the data entry screen.

## 2. Data entry

Dependent on what item checks are configured within the Profile, different fields will appear throughout the input pages. For example, if you are using a country that requires Identity card input, there will be an Identity card field present in the "Identity Documents" section.

It is recommended that the "Customer Reference" field is populated, account numbers and emails are just two of the common references that are used to place a unique identifier on transactions.

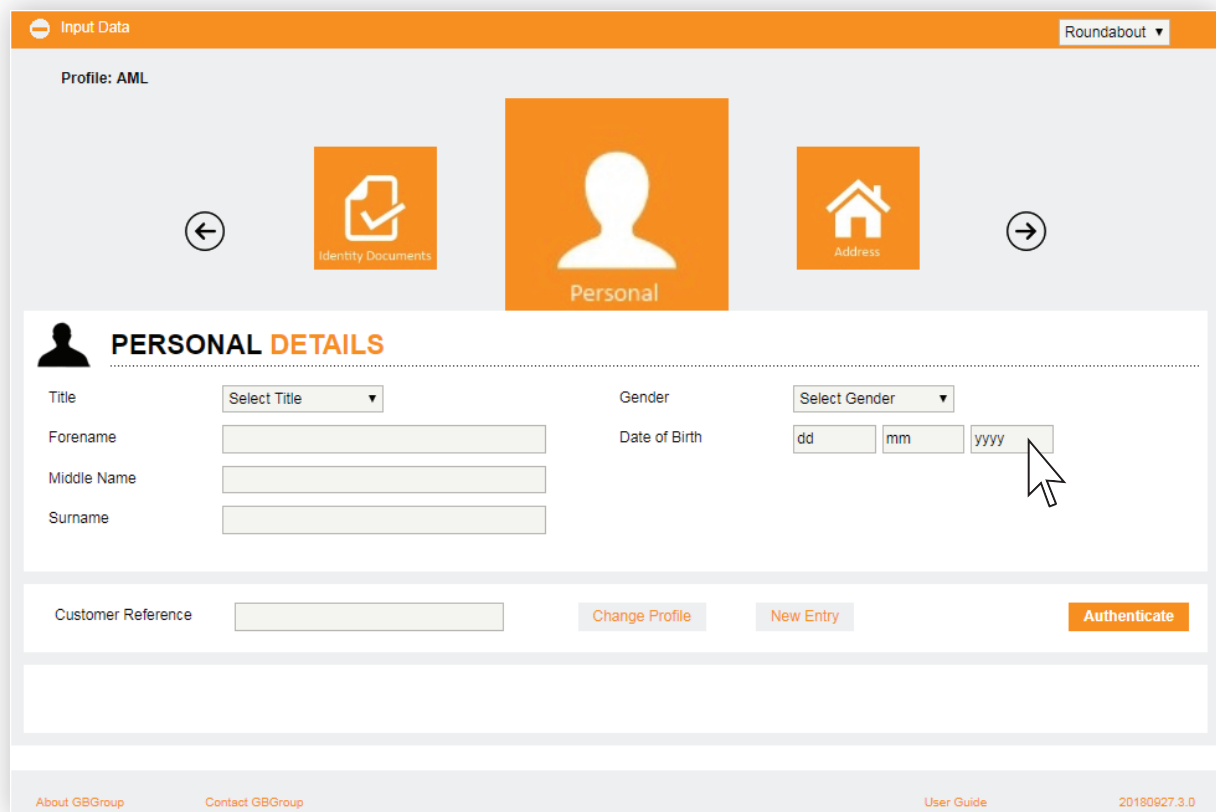


Customer Reference  [Change Profile](#) [New Entry](#) [Authenticate](#)

### Personal Details

The personal details section contains fields that relate to an individual's name, date of birth and other gender/nationality based input. For individuals that have more than one surname, please add it after the first surname within the "Surname" field.

For date of birth, please type in the recommended format of day, month and full year of birth - "DD-MM-YYYY".



Input Data Roundabout

Profile: AML

Identity Documents Personal Address

### PERSONAL DETAILS

Title  Gender

Forename  Date of Birth

Middle Name

Surname

Customer Reference  [Change Profile](#) [New Entry](#) [Authenticate](#)

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### Current/Previous Address

The Address section contains fields that relate to an individual's residence. Populating as much information as you can is advised to match to the correct address.

For certain item checks, previous addresses can also be populated by using the dots on the right hand side. A total of 4 addresses can be inputted, this is including the current address for matching against.

Both "Fixed" and "Free" formatting of addressing is available, some item checks match more efficiently with a specific address format.

To select between address formats, please click on the drop down list above the input fields:

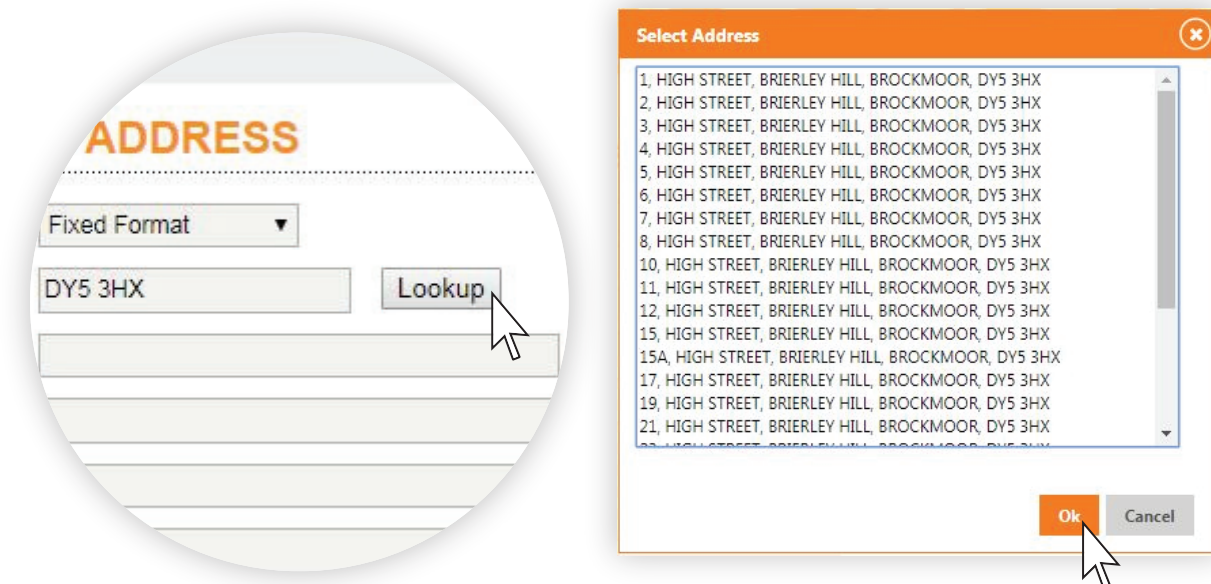
- **Fixed format:** Individual fields entered to make up the address.
- **Free format:** Multiple elements can be added into the line 1-8 fields. Typical examples see the building and street information in line 1, Town/City in line 2 and Zipcode in line 3.



### Address lookup

To help format the address elements or lookup an address GBG offer an address lookup service. This is an option which has to be licenced, so if you cannot see this please contact your Account Manager.

To use the address lookup for UK addresses you will need to enter the UK Postcode, this will then provide you with a list of addresses to select. However, if you enter in the building information additionally the list of addresses will be refined.



When the list of addresses are returned, select the correct address and press "Ok", this will automatically populate the relevant fields.

To use the address lookup for non UK addresses you will need to enter in more information due to the many different matching levels of the countries we offer, it is recommended to enter in:

"The Building Number or Name, first 3 characters of the Street and Postcode or City/Town must be supplied to perform an address lookup."

The screenshot shows the 'CURRENT ADDRESS' form. It has a header with a house icon and the title 'CURRENT ADDRESS'. The form contains the following fields and values:

- Address Format: Fixed Format (dropdown)
- Postcode / Zip: DY5 3HX (text input) with a 'Lookup' button
- Building Name: (empty text input)
- Building Number: 1 (text input)
- Sub Building No. / Name: (empty text input)
- Company / Organisation: (empty text input)
- Street: HIGH STREET (text input)
- Sub Street: (empty text input)
- City / Town: BRIERLEY HILL (text input)
- State / District: (empty text input)
- Region: (empty text input)
- Country: United Kingdom (dropdown)
- First year of residency: (empty text input)
- Last year of residency: (empty text input)

### Identity Documents

The identity document section contains all the fields associated to the document checks you have within your risk Profile. Example, if you have item checks [0103] UK Passport or [0118] International Passport within your Profile, you will see the passport fields for data entry.

If you have more than one document type within the Profile, to navigate through to the other identity document fields, please use the dots on the right hand side.

The screenshot displays the 'Identity Documents' section of the GBG ID3global interface. At the top, there is an orange header bar with 'Input Data' on the left and a 'Roundabout' dropdown menu on the right. Below the header, the main area is titled 'Profile: Documents Check'. It features a navigation bar with four icons: a left arrow, a house icon labeled 'Address', a document icon with a checkmark labeled 'Identity Documents' (which is highlighted), and a person icon labeled 'Personal', followed by a right arrow. Below the navigation bar, the 'UK PASSPORT' form is visible. It includes fields for 'Passport Number' and 'Date of Expiry', with an 'Example' button next to the passport number field. A circular inset on the right side of the form shows a navigation indicator with four dots, where the third dot is highlighted in orange and a mouse cursor is pointing at it, with the text '3 of 4' above it.

### Passport and Identity card expiry date

For date of expiry, please type in the recommended format of day, month and full year of birth - "DD-MM-YYYY" for best results.

### 3. Results

To run a check on an individual, click on the "Authenticate" button at the bottom right of the page. Please make sure you have entered in enough information to run the check, if you add more data you are more likely to receive better matches or extra information relating to the input data provided.

Input Data Roundabout

Profile: AML

Identity Documents Personal Address

**PERSONAL DETAILS**

Title: Select Title Gender: Select Gender

Forename: Date of Birth: dd mm yyyy

Middle Name:

Surname:

Customer Reference: Change Profile New Entry Authenticate

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Once the check is processed, you will be directed to the results page. The results page contains information for you to make an informed decision, centred on your organisations risk based approach.

Input Data Results

Profile: AML(V1)  
Authentication ID: e207716f-ce33-4708-958a-b20de06a889a

Item Check	Address/Location (1)	Surname (1)	Forename (1)	DOB (0)	Warning
UK Edited Electoral Roll					

Decision: PASS Score: 1000

Edit Details Logout

#### The Decision and Score

This is set by your organisations admin user in the Profile properties centred around your organisations risk based approach, this will help you understand if the individual has passed the identity check. Alternatively, whether there is further investigation needed to complete the application.



### Input Data and Edit Details

You can review what has been entered and edit the details rather than start again from a blank input form. When you click "Authenticate" again from this page, a new check will occur and this will be chargeable.

### Profile used and Authentication ID

The details presented here relate to what Profile you have used, the version and the unique identifier of the transaction. This information may be useful if you have a query against the results and require further clarification from your administrator or the GBG Helpdesk.

### Item checks used


















The results page will display item checks used in the authentication process, there is also a high-level overview of the matching details. Address/Location, Surname, Forename, DOB and Warning. To drill into the details of what has been matched, click on the "+" button in the "Show Details" column to expand.

### Result codes triggered

When you have expanded the "Show Details" section, you will see all of the result codes triggered when checking an individual.

The colour results represent:

- **White** – Comment codes that explain missing information or additional passive results based on the input.
- **Green** – Match, when information that has matched to input or when a result is positive.
- **Amber** – Warning, flagging results that may need further investigation.
- **Red** – Mismatch, when information did not match input or is negative.

Item Check	Address/Location (1)	Surname (1)	Forename (1)	DOB (0)	Warning (0)	Show Details
 <b>UK Edited Electoral Roll</b>						
	1001	Address #1 matched				
	1011	Surname matched for address #1				
	1021	Forename matched for address #1				
	4500	Available electoral roll data indicates that the subject is not currently resident at address #1				
	0101	No middle name supplied				
	0112	No/insufficient address supplied for address #2				
	0113	No/insufficient address supplied for address #3				
	0114	No/insufficient address supplied for address #4				
	0131	No date of birth is available on the electoral roll at address #1				
	0151	No first year of residence supplied for address #1				
	0161	No last year of residence supplied for address #1. Applying default.				
 <b>UK Passport</b>						
 <b>UK Driving Licence (Full)</b>						












Sanction/PEP matches

If your organisation has access to match against the GBG watch lists specifically individuals on Sanction lists or Politically Exposed People (PEP) lists, you will have access to additional functionality when viewing the results.

Input Data


Results

Profile: Sanctions & PEP(V1)  
Authentication ID: e44763bf-842b-4219-acdc-6aa60bd61b94

Item Check	Address/Location (0)	Surname (2)	Forename (2)	DOB (0)
 International Sanctions (Enhanced)				
Matches: <a href="#">Summary</a> <a href="#">Detailed Investigation</a>				
9500 A match was found against the full name.				
0105 No/insufficient day of birth supplied				
0106 No/insufficient month of birth supplied				
0107 No/insufficient year of birth supplied				
0340 No/insufficient passport number part 1a supplied				
0410 No/insufficient address supplied				
 International PEP (Enhanced)				
				
				

Decision: **ALERT - Please Review**

Score: -199998



"Summary" links will be present alongside successfully matched results, once clicked, a pop up will appear with additional information. This is not chargeable and is free to use.

Further Investigation

Full name

John Smith

Dates

Known Aliases

– no additional information –

Sanctions Bodies

Metropolitan Police Service, UK

Address Information

– no additional information –

Identity Information

– no additional information –

Close

"Detailed investigation" links are an additional and chargeable service in which you can dig deeper into the match with a report and additional content. When you click on the "Detailed investigation" link, your organisation is charged. Please contact your administrator for further information on your operational process.

Change Profile

When you click on the "Change Profile" button, you will return to the Profile selection screen. This will allow you to start again selecting a new Profile to use. If your organisation has only one Profile you will return to a blank input page.

New entry

When you click on the "New Entry" button, you will return to the input screen and remain using the same Profile as the last check.

Print HTML, PDF

When you have performed a check on an individual, you can prepare the results you see on the screen ready to print or save by clicking on either "Print html" or "Print pdf". When you choose html, your browser will take you to another page and display the results for you to print. When you click pdf, your browser should download a pdf document to your specified downloads folder.

