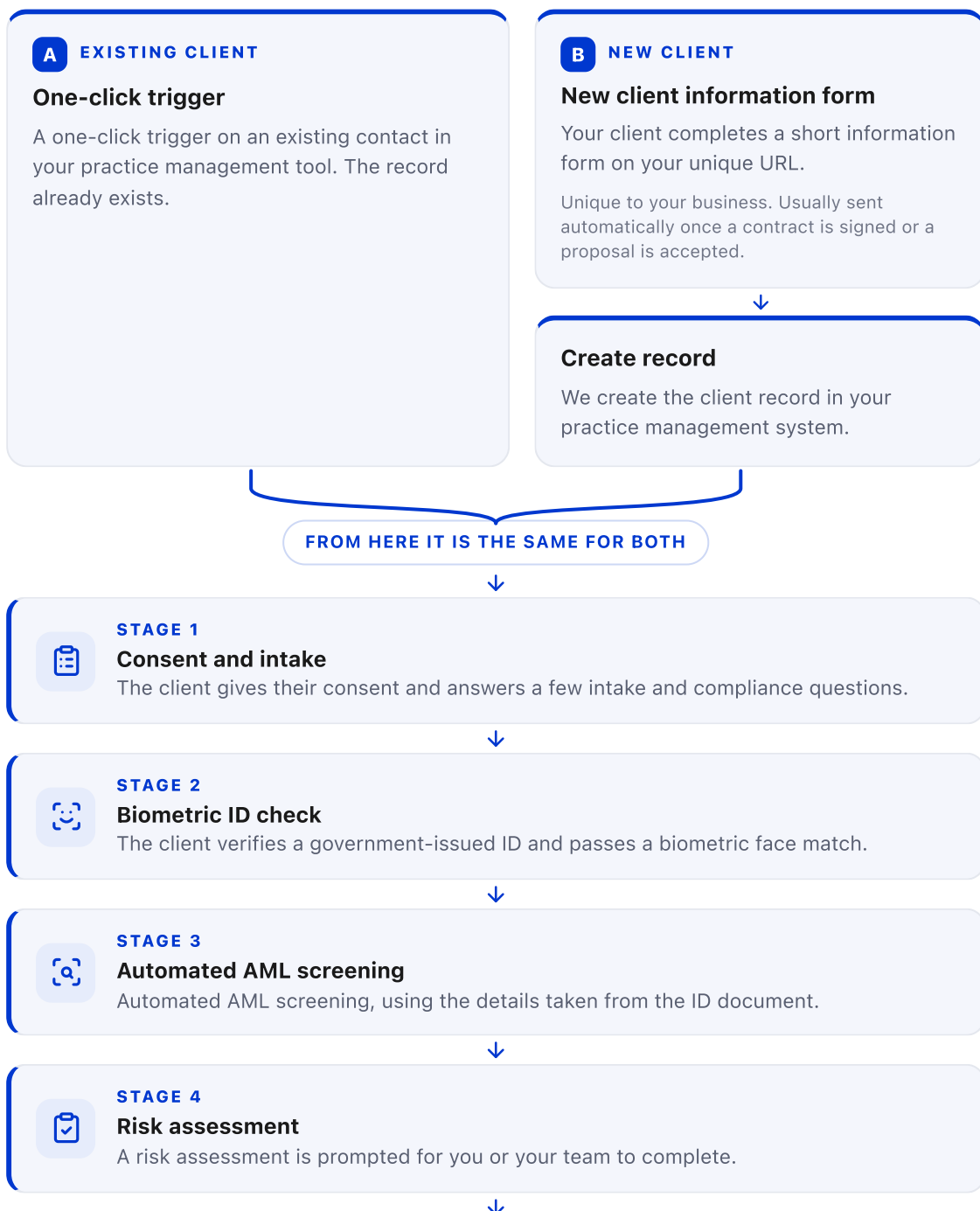


Test the full compliance flow, end to end

StackGo automates compliance from consent to risk rating, for both new and existing clients. This guide walks you through turning the flow on and running a real test with your own details, in a few minutes.

1 The two primary flows · verifying an individual client

These are the two primary flows for verifying an individual client, one for **new clients** and one for **existing clients**. More complex needs are covered by the advanced workflows further down this guide.





RECORD KEEPING

Outcome written back and stored

We write the outcome back to the contact record and store the compliance record in your practice management system.

2 Enable the above flows

1 Install the three forms

Click **Install** next to the Consent, Intake, and Risk Assessment forms in your form settings.

[Open form settings →](#)

2 Enable Tranche 2 and map your forms

Enable Tranche 2 and map the three new forms in your Tranche 2 settings. While you are there, click **Enable the public intake link** to switch on the unique public form for new clients (Flow B above).

[Open Tranche 2 settings →](#)

3 Run a test on yourself

Perform a test by entering your own details at identity.stackgo.io/direct-verification →

Note. If you use IdentityCheck in direct mode frequently, remember to disable Tranche 2 after running your test so it does not disrupt normal operations.

4 Fine-tune the forms if you need to

You can make minor edits to the forms yourself. Click the edit  (pencil) field at the top of a form you installed, then click the save  (disk) icon afterwards.

3 Advanced workflows · for more complex needs

These cover more complex needs beyond verifying a single individual. They are available on higher plans or on request. Contact us and we will switch them on for you.

WORKFLOW 1

Staff verification

- 1 Bulk upload by sending us a CSV file, or enter individual staff details. This runs via a separate account so different team members can see the details collected.
- 2 Consent.
- 3 An optional form.
- 4 Biometric ID check.
- 5 AML screening.
- 6 We update the IdentityCheck dashboard and notify the admin by email.

WORKFLOW 2**Onboarding a new entity or group****↑ REQUIRES PROFESSIONAL PLAN OR HIGHER**

- 1 The customer completes a multi-entity form and provides all the required information for themselves, other directors, and other entities including trusts, SMSFs and companies. This can include document upload for evidence of incorporation or trust beneficiaries.
- 2 We create multiple records in your practice management system.
- 3 We then automatically trigger the individual checks for each person (consent, biometric ID, AML screening, risk assessment), followed by record keeping.

 **Optional: CreditorWatch report.** Provide the ACN and we return a fully unpacked UBO report on the primary ACN and its connected companies, including beneficial owners.

Note. Additional costs apply for the multi-entity form, and it requires at minimum a Professional subscription.

PREFER US TO SET IT UP WITH YOU?**Do it yourself for free, or have us build it with you**

Everything in this guide you can set up yourself at no cost. If you would rather we design and configure your Tranche 2 workflow with you and get you live the same day, our **Guided Setup** packages are a fixed block of hands-on hours. Most practices are new to AML, so this is where the time is saved.

Self-guided

Follow this guide yourself, at your own pace.

Free**Guided Setup**

4 hours of hands-on setup with our team.

US\$1,000

+ GST

Book →**Guided Plus**

8 hours, for multi-entity or busier practices.

US\$1,800

+ GST

Book →**Guided Pro**

16 hours, full end-to-end build and rollout.

US\$3,300

+ GST

Book →

Each package is a fixed block of hours covering workflow design, configuration and implementation. We scope exactly what is included up front, so there are no surprises. Work beyond the hours is agreed and quoted before we start.

IdentityCheck provides operational setup and implementation support only. We do not provide legal or compliance advice. Your AML/CTF program and obligations remain your responsibility.

Questions, or want the advanced workflows switched on?

Contact us and we'll help you get set up, or switch on the advanced workflows: multi-entity onboarding, staff verification and CreditorWatch UBO reports.

Email support@stackgo.io

Any questions along the way, just reach out. **The StackGo team**