

# Adding and Managing Individuals (KYC)

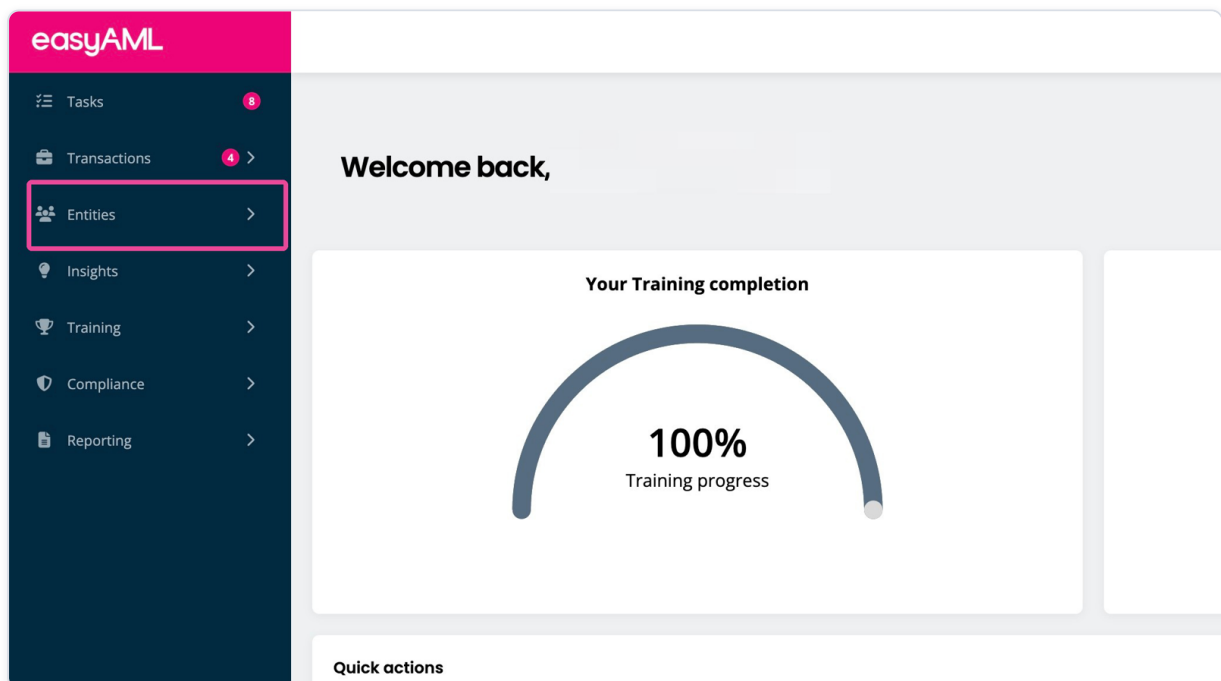
KYC-07 · Version 1.1

Every individual you need to verify — buyers, sellers, directors, trustees, UBOs, or any other party to a matter — is added here before they can be tagged to a transaction. This guide covers the verification options, the optional questionnaire and source-of-funds/wealth requests, and tracking progress.

**OPEN TO START** <https://app.easyaml.com/individuals/new>

## Add the individual and choose the verification method

- 1 Open the **Entities** menu in the left sidebar and select **Add Individuals**.



- 2** Enter the individual's details — name, mobile and/or email, and occupation. Accurate contact details matter: they determine where the VOI link is sent.

### Add New Individual

Create a new individual record and start their verification of identity.

New Remote VOI In-person VOI Purchase VOI

Names entered here will be compared with the identity document(s) as part of the identity verification process

First name \*

First name

Middle name

Middle name

Last name \*

Last name

Occupation

e.g., Software Engineer, Teacher

☒ Mobile Number

AU +61

Mobile number

☐ Email

Email address

Supplementary documents

☐ Bank Statements

☐ Rates notice

☐ Utility bill

Who will pay for this KYC? \*

☒ Invoice my company (Using credit)

☐ Collect payment from client

- 3 New Remote VOI** is the default for most people. The platform sends an SMS and/or email link; the person opens it on their own phone, captures their ID document, completes a liveness selfie, and submits — typically in a few minutes.
- 4 In-person VOI** is for someone physically present, with a staff member witnessing the document capture directly. In this mode the liveness selfie is optional — staff presence provides the assurance.

## Optional extras — questionnaire and SoF/SoW

- 1 The **Questionnaire** is optional and separate from Source of Funds/Wealth: where SoF/SoW collects financial evidence, a questionnaire collects broader onboarding information — such as the nature and purpose of the relationship.

The screenshot shows a 'Configure Questionnaire' dialog box overlaid on a 'Digital Form Requiring Digital Signature' background. The dialog has a progress bar at the top with three steps: STEP 1 (Select Set, highlighted with a red dot), STEP 2 (Questions), and STEP 3 (Review & Send). Below the progress bar, the text 'Select the type of questionnaire to send.' is followed by four radio button options:

- ☐ **Ongoing Monitoring**  
Periodic review questions for existing customers.  
Up to 10 questions
- ☐ **Transaction Clarification**  
Questions to clarify details around a specific transaction or activity.  
Up to 5 questions
- ☐ **Individual Onboarding**  
Questions to collect additional information from an individual during onboarding.  
Up to 12 questions
- ☐ **My Onboarding Question Set**  
Up to 3 questions

At the bottom right of the dialog are two buttons: 'Cancel' (outlined in red) and 'Next' (greyed out). In the background, a sidebar on the left contains sections for 'Custom message', 'Additional requirements', and a 'Credit may be consumed' warning at the bottom.

- 2** The **Source of Funds / Wealth** section configures financial-evidence collection when you need it. *Source of funds* establishes where the money for this transaction comes from; *source of wealth* covers how the person's overall asset position was built. Click **Add Source of Funds/Wealth** to configure.

Custom message

Enter your custom message

Note: The subject can complete this verification with a single primary identity document.

Additional requests (optional)

Include Source of Funds/Wealth or questionnaire questions in this verification request. This can also be added after the initial verification is completed.

✔ Source of Funds/Wealth configured

Edit

Remove

+ Add Questionnaire

⚠ Credit may be consumed

When the client completes this verification it will reduce your credit balance.

Groups

👤 Select groups...

Cancel

Submit

- 3 Select the source type matching the person's circumstances (employment income, business income, real estate, inheritance, etc.), then work through the steps. At the **evidence tier**, choose **Enhanced** for higher-risk individuals or PEPs, or **Standard** for routine matters — this controls the depth of documentation requested.

**Configure Source of Funds / Wealth**

STEP 1 Document Types   STEP 2 Tag & Link   STEP 3 Evidence   STEP 4 Questions   STEP 5 Review & Send

Select the source types that apply to this entity. You can select multiple, or add a custom type not listed below.

**SOURCE OF WEALTH OR FUNDS**

|                                                       |     |     |
|-------------------------------------------------------|-----|-----|
| <input type="checkbox"/> Employment Income            | SoW | SoF |
| <input type="checkbox"/> Business Income              | SoW | SoF |
| <input checked="" type="checkbox"/> Real Estate       | SoW | SoF |
| <input type="checkbox"/> Investment Income            | SoW | SoF |
| <input type="checkbox"/> Savings / Deposits           | SoW | SoF |
| <input type="checkbox"/> Super / Pension              | SoW | SoF |
| <input type="checkbox"/> Inheritance / Windfall       | SoW | SoF |
| <input type="checkbox"/> Sale / Liquidation of Assets | SoW | SoF |
| <input type="checkbox"/> Family Gift (Domestic)       | SoW | SoF |
| <input type="checkbox"/> Family Gift (Overseas)       | SoW | SoF |

**SOURCE OF FUNDS ONLY**

|                                                       |     |
|-------------------------------------------------------|-----|
| <input type="checkbox"/> Loan                         | SoF |
| <input type="checkbox"/> Government Benefits / Grants | SoF |
| <input type="checkbox"/> Compensation / Insurance     | SoF |
| <input type="checkbox"/> Tax Refund                   | SoF |

**CUSTOM TYPES**

Cancel Next



- 4 Click **Add to Verification** to attach the configuration. The customer completes it as part of their VOI session, and their responses and uploaded documents are stored as a frozen snapshot on the record.

The screenshot shows a web interface with a modal window titled "Configure Source of Funds / Wealth". The modal has a progress bar at the top with five steps: STEP 1 Document Types, STEP 2 Tag & Link, STEP 3 Evidence, STEP 4 Questions, and STEP 5 Review & Send. STEP 5 is the current step, indicated by a red circle with a white dot. Below the progress bar, there is a text prompt: "Review your request before sending. The recipient will receive a request for each source type below." The main content area is titled "Real Estate" and has two tabs: "SoW" (selected) and "Enhanced". Under "EVIDENCE REQUIRED:", it lists "Title search + acquisition history + bank deposit trail". Under "DOCUMENTS TO UPLOAD:", it lists "Title search" and "Bank statement (deposit trail)". Under "QUESTIONS:", it lists "What was the sale price / rental yield?" and "What is the property address?". At the bottom of the modal, there are two buttons: "Back" and "Add to Verification". The background interface shows a "Digital Form Requiring Digital Signature" section with a list of document types: Bank Statements, Rates notice, Utility bill, Invoice my company (Using credit), and Collect payment from client. There is also a "Custom message" section with a text input field and a "Note" box. At the bottom of the background interface, there is a "Groups" section with a "Select groups..." dropdown and a "Submit" button.

☐ Bank Statements

☐ Rates notice

☐ Utility bill

☒ Invoice my company (Using credit)

☐ Collect payment from client

**Digital Form Requiring Digital Signature**

**Configure Source of Funds / Wealth** ×

STEP 1 Document Types

STEP 2 Tag & Link

STEP 3 Evidence

STEP 4 Questions

STEP 5 Review & Send

Review your request before sending. The recipient will receive a request for each source type below.

**Real Estate** SoW Enhanced

**EVIDENCE REQUIRED:**

Title search + acquisition history + bank deposit trail

**DOCUMENTS TO UPLOAD:**

- Title search
- Bank statement (deposit trail)

**QUESTIONS:**

- What was the sale price / rental yield?
- What is the property address?

Back Add to Verification

**Credit may be consumed**

When the client completes this verification it will reduce your credit balance.

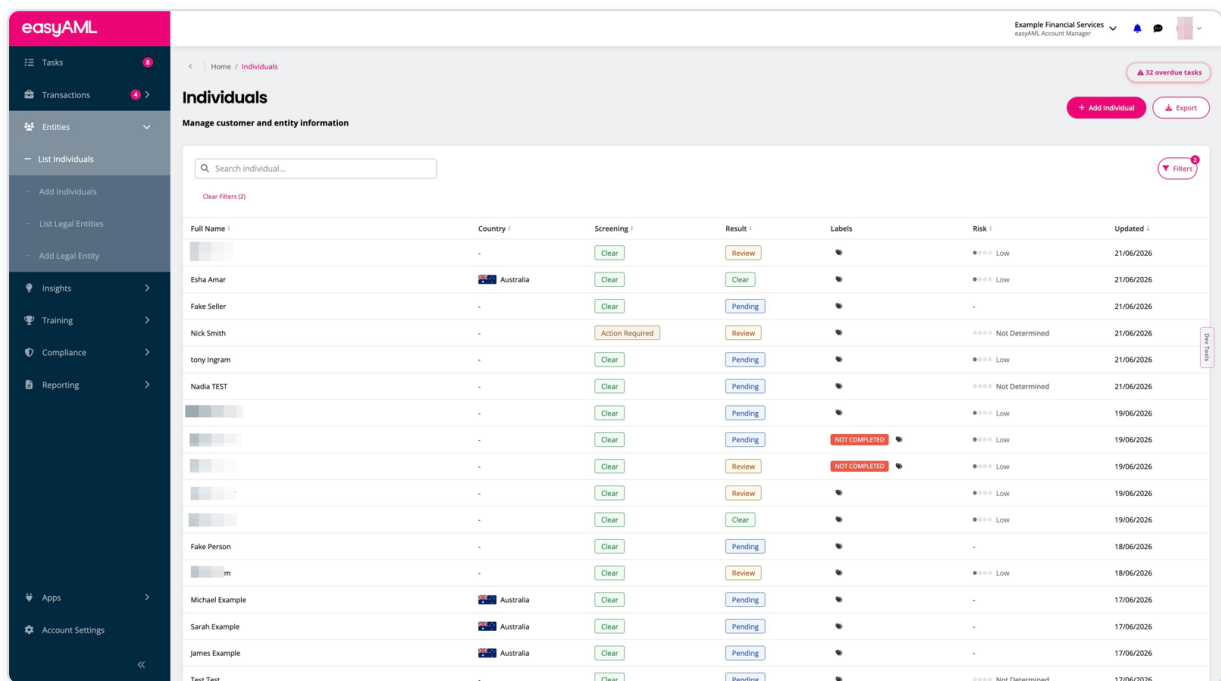
**Groups**

Select groups...

Cancel Submit

## Submit and track

- 1 Click **Submit**. Track every individual's status from **Entities → List Individuals** — who has completed, who's pending, and any records flagged for review.



| Full Name       | Country   | Screening                        | Result                   | Labels        | Risk           | Updated    |
|-----------------|-----------|----------------------------------|--------------------------|---------------|----------------|------------|
|                 |           | <button>Clear</button>           | <button>Review</button>  |               | Low            | 21/06/2026 |
| Esha Amar       | Australia | <button>Clear</button>           | <button>Clear</button>   |               | Low            | 21/06/2026 |
| Fake Seller     |           | <button>Clear</button>           | <button>Pending</button> |               |                | 21/06/2026 |
| Nick Smith      |           | <button>Action Required</button> | <button>Review</button>  |               | Not Determined | 21/06/2026 |
| tony Ingram     |           | <button>Clear</button>           | <button>Pending</button> |               | Low            | 21/06/2026 |
| Nadia TEST      |           | <button>Clear</button>           | <button>Pending</button> |               | Not Determined | 21/06/2026 |
|                 |           | <button>Clear</button>           | <button>Pending</button> |               | Low            | 19/06/2026 |
|                 |           | <button>Clear</button>           | <button>Pending</button> | NOT COMPLETED | Low            | 19/06/2026 |
|                 |           | <button>Clear</button>           | <button>Review</button>  | NOT COMPLETED | Low            | 19/06/2026 |
|                 |           | <button>Clear</button>           | <button>Review</button>  |               | Low            | 19/06/2026 |
|                 |           | <button>Clear</button>           | <button>Clear</button>   |               | Low            | 19/06/2026 |
| Fake Person     |           | <button>Clear</button>           | <button>Pending</button> |               |                | 18/06/2026 |
|                 |           | <button>Clear</button>           | <button>Review</button>  |               | Low            | 18/06/2026 |
| Michael Example | Australia | <button>Clear</button>           | <button>Pending</button> |               |                | 17/06/2026 |
| Sarah Example   | Australia | <button>Clear</button>           | <button>Pending</button> |               |                | 17/06/2026 |
| James Example   | Australia | <button>Clear</button>           | <button>Pending</button> |               |                | 17/06/2026 |
| Test Test       |           | <button>Clear</button>           | <button>Pending</button> |               | Not Determined | 17/06/2026 |

- 2 From the list you can also search existing individuals to tag them to new transactions — anyone verified within the two-year validity window carries across without re-verifying, keeping records clean and avoiding duplicate KYCs.

*Reviewing a completed verification — identity outcomes, matches, evidence, notes and the summary report — is covered in the companion guide: [Reviewing a KYC Record, Step by Step](#).*

## More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/working-with-individuals-in-easyaml>
- **Video walkthrough:**  
[https://scribehow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Adding\\_and\\_Managing\\_Individuals\\_in\\_easyAML\\_\\_b8e5328c](https://scribehow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Adding_and_Managing_Individuals_in_easyAML__b8e5328c)