EASYAML USER GUIDE

Adding and Managing Individuals (KYC)

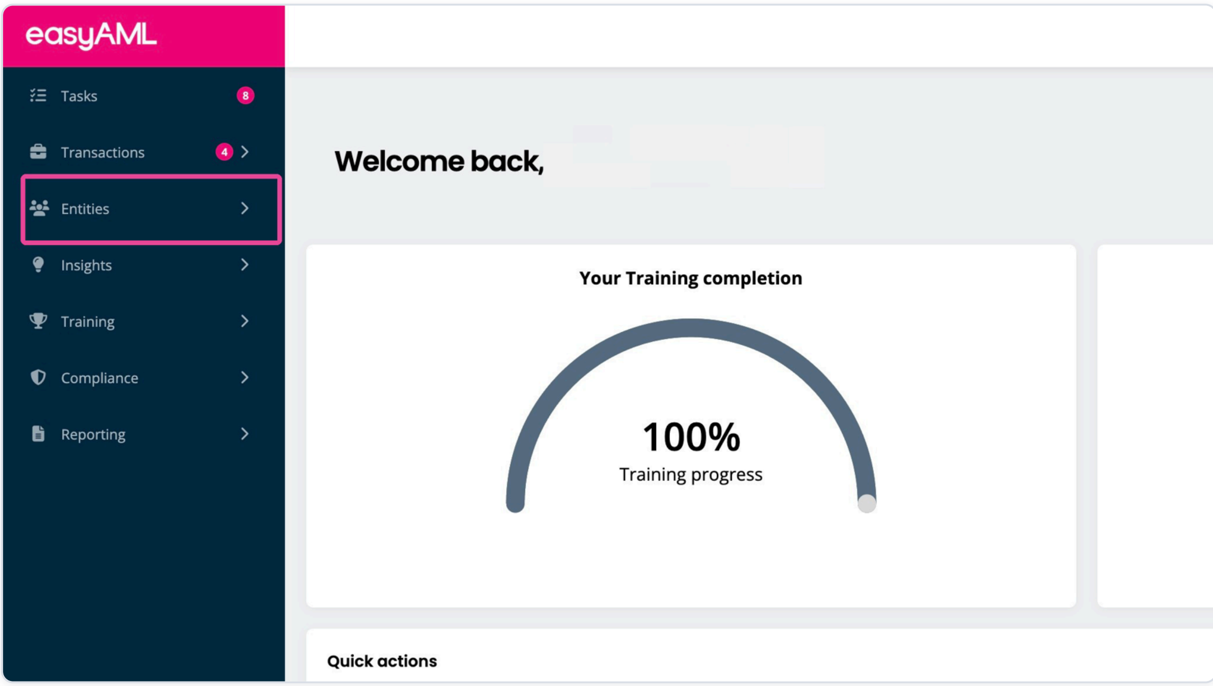
KYC-07 · Version 1.1

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.

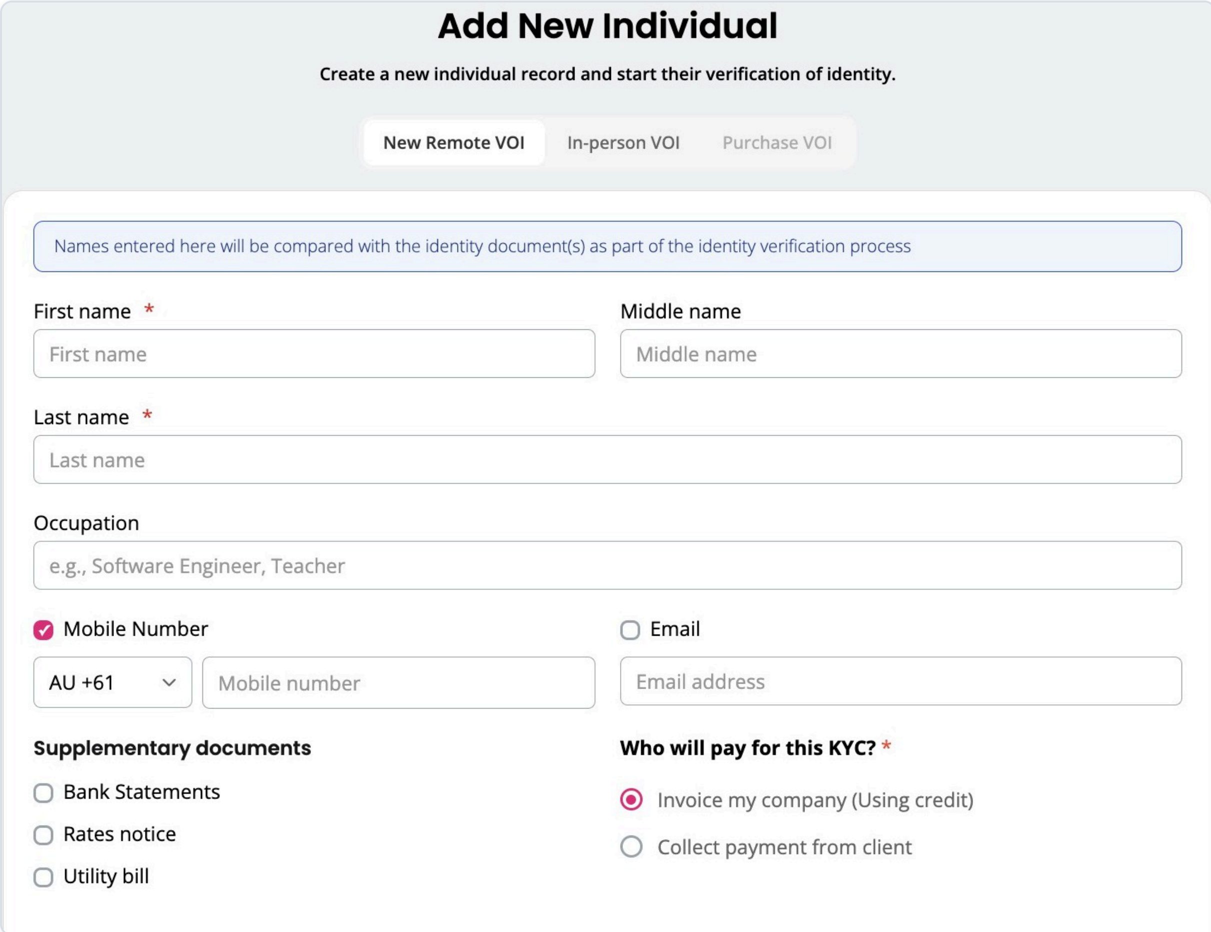
OPEN TO START `https://app.easyaml.com/individuals/new`

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.

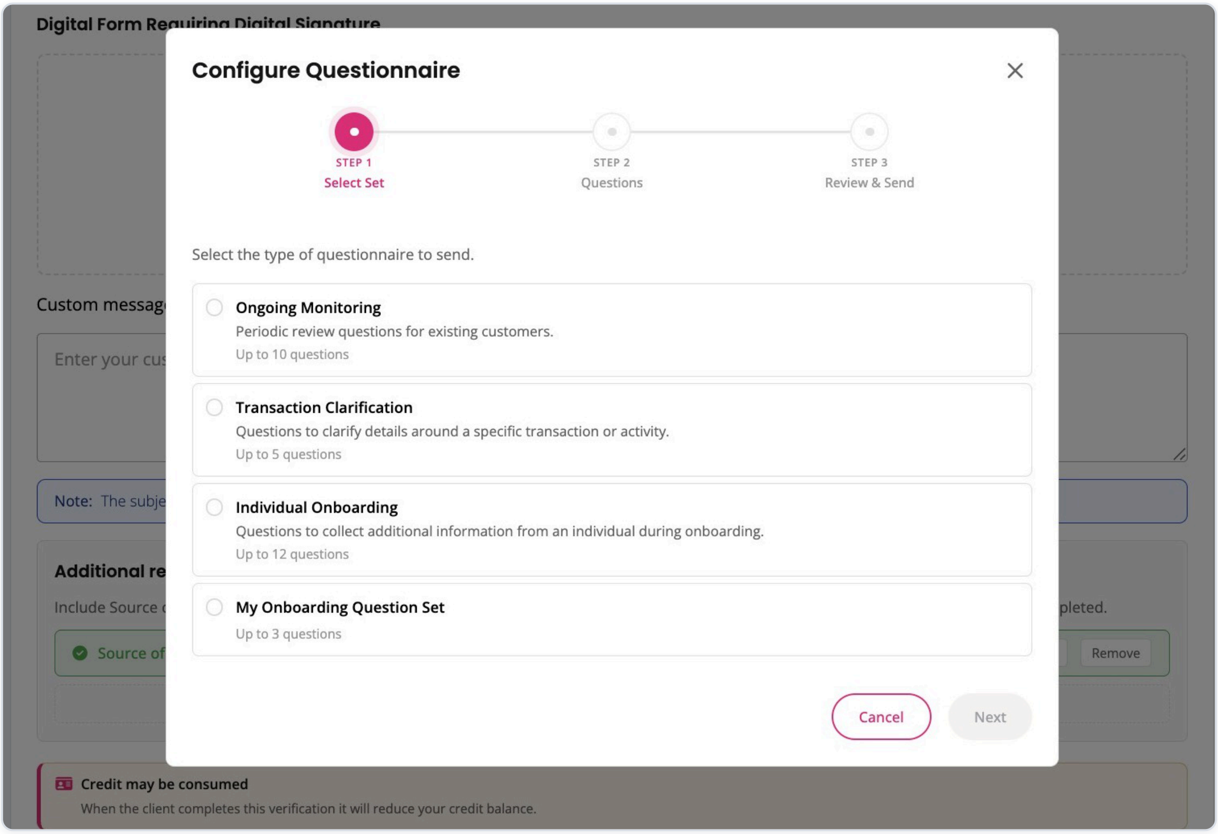


3 **New Remote VOI** is the default for most people. The platform sends an SMS and/or email link; the person opens it on their own phone, captures their ID document, completes a liveness selfie, and submits — typically in a few minutes.

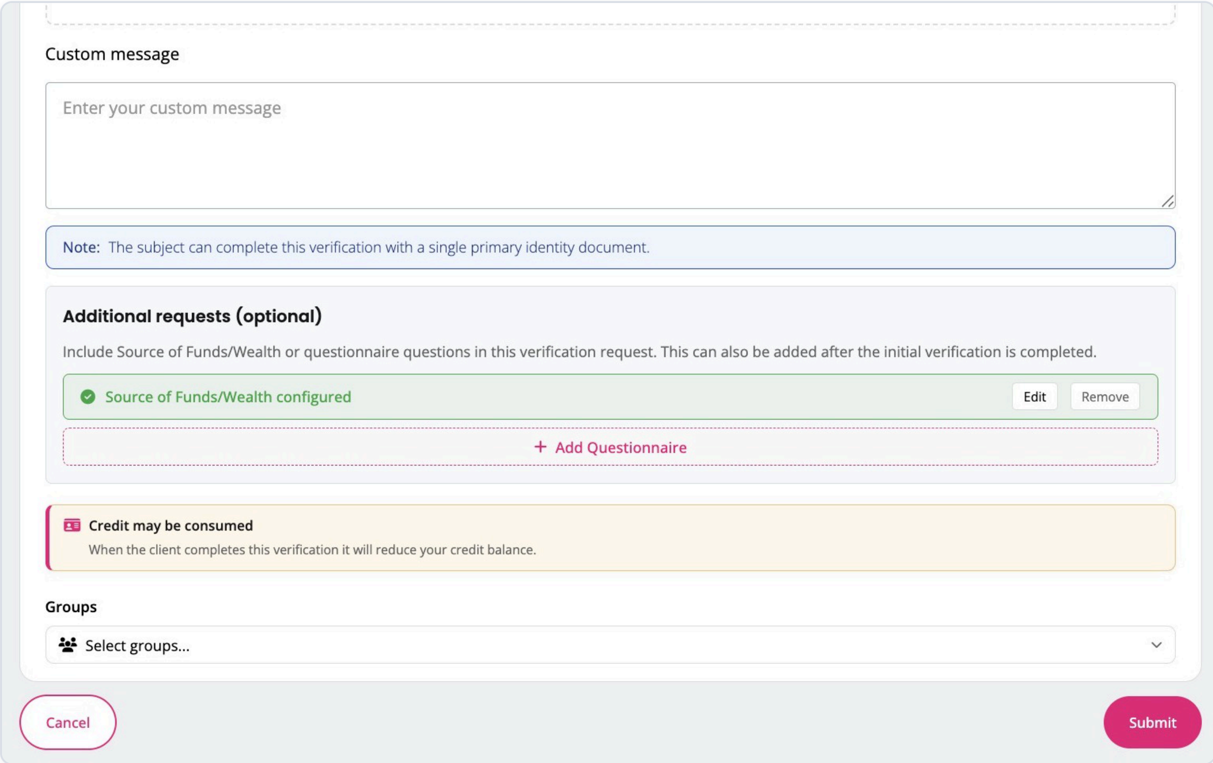
4 **In-person VOI** is for someone physically present, with a staff member witnessing the document capture directly. In this mode the liveness selfie is optional — staff presence provides the assurance.

Optional extras — questionnaire and SoF/SoW

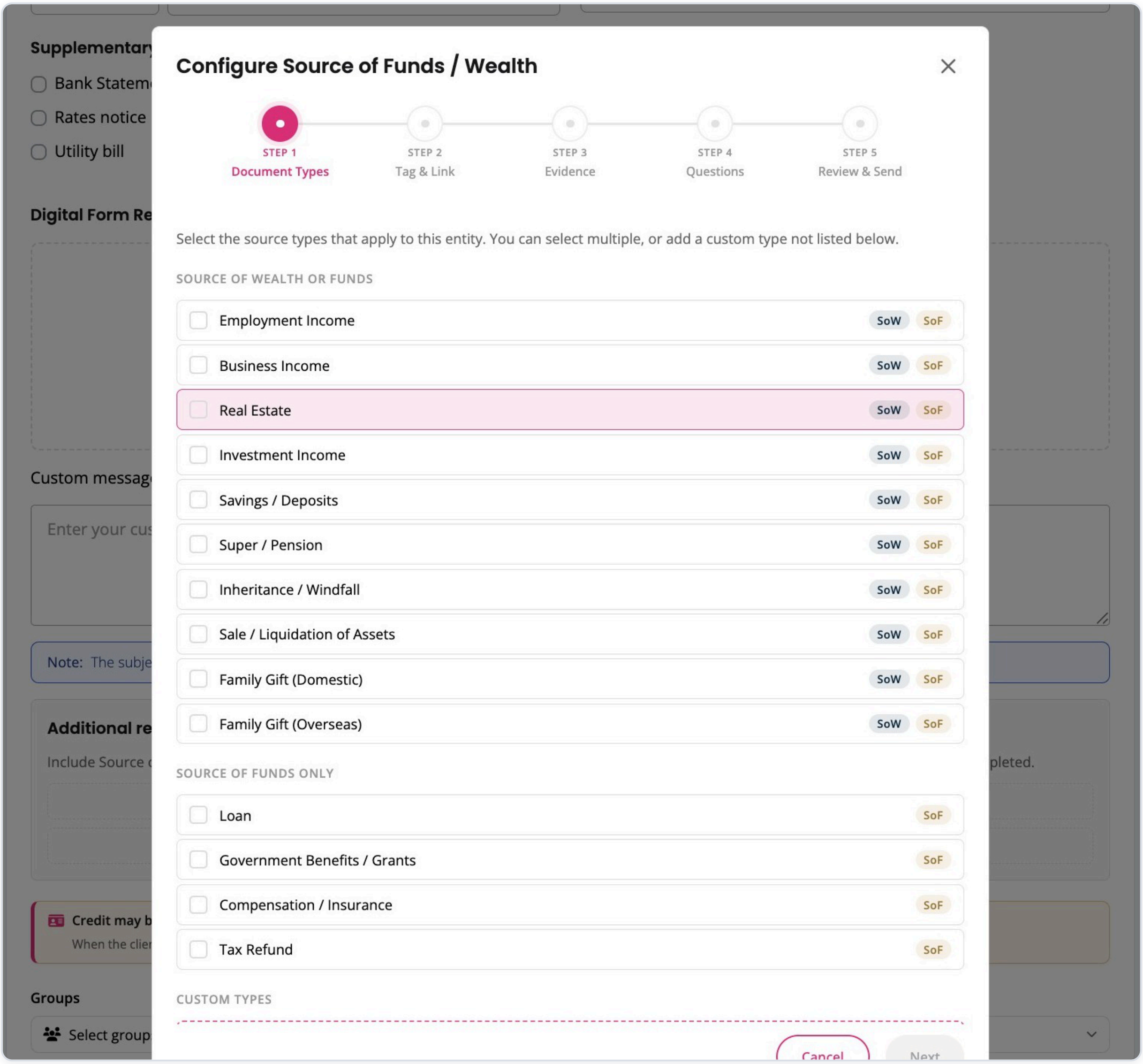
1 The **Questionnaire** is optional and separate from Source of Funds/Wealth: where SoF/SoW collects financial evidence, a questionnaire collects broader onboarding information — such as the nature and purpose of the relationship.

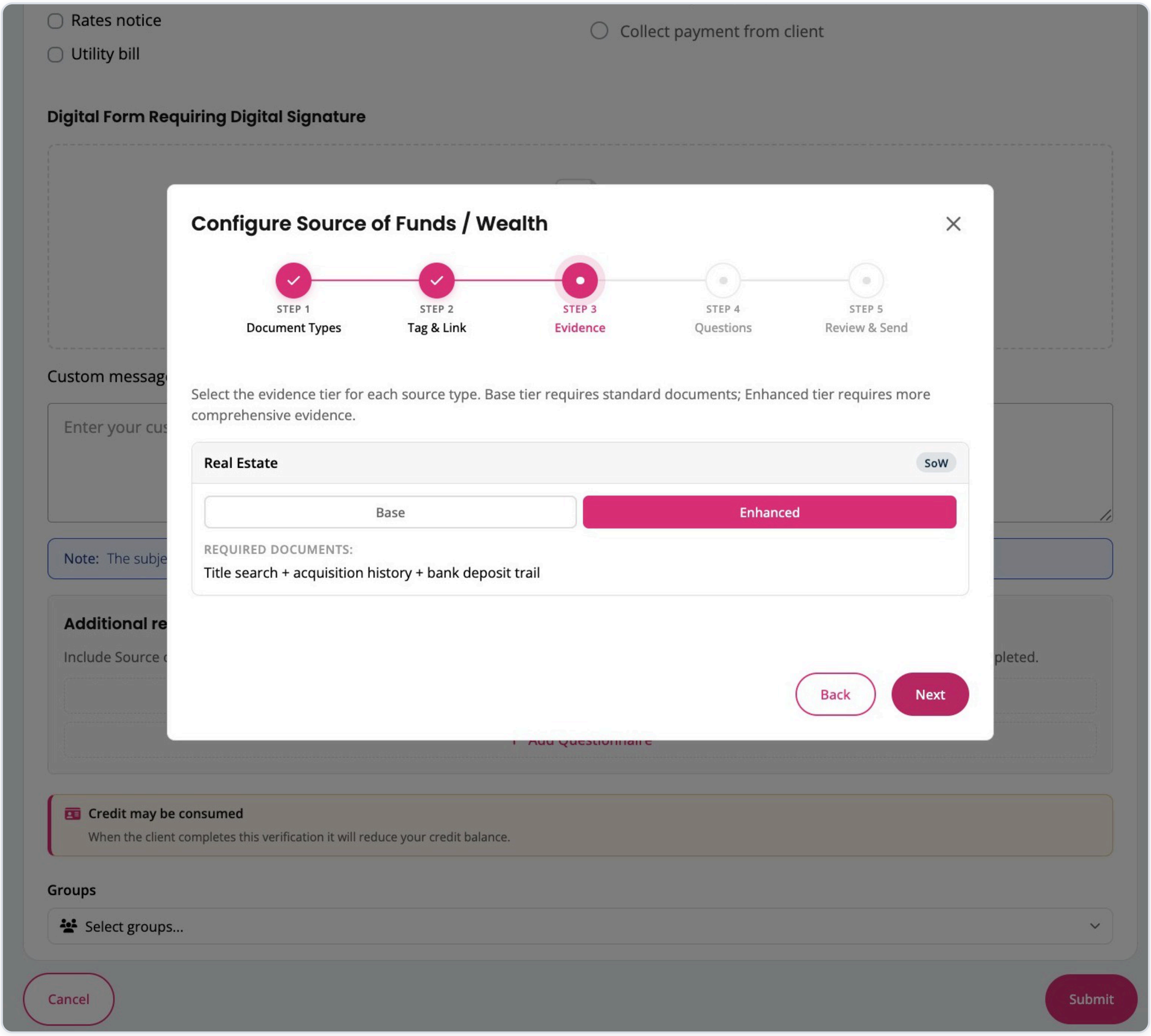


2 The **Source of Funds / Wealth** section configures financial-evidence collection when you need it. *Source of funds* establishes where the money for this transaction comes from; *source of wealth* covers how the person's overall asset position was built. Click **Add Source of Funds/Wealth** to configure.

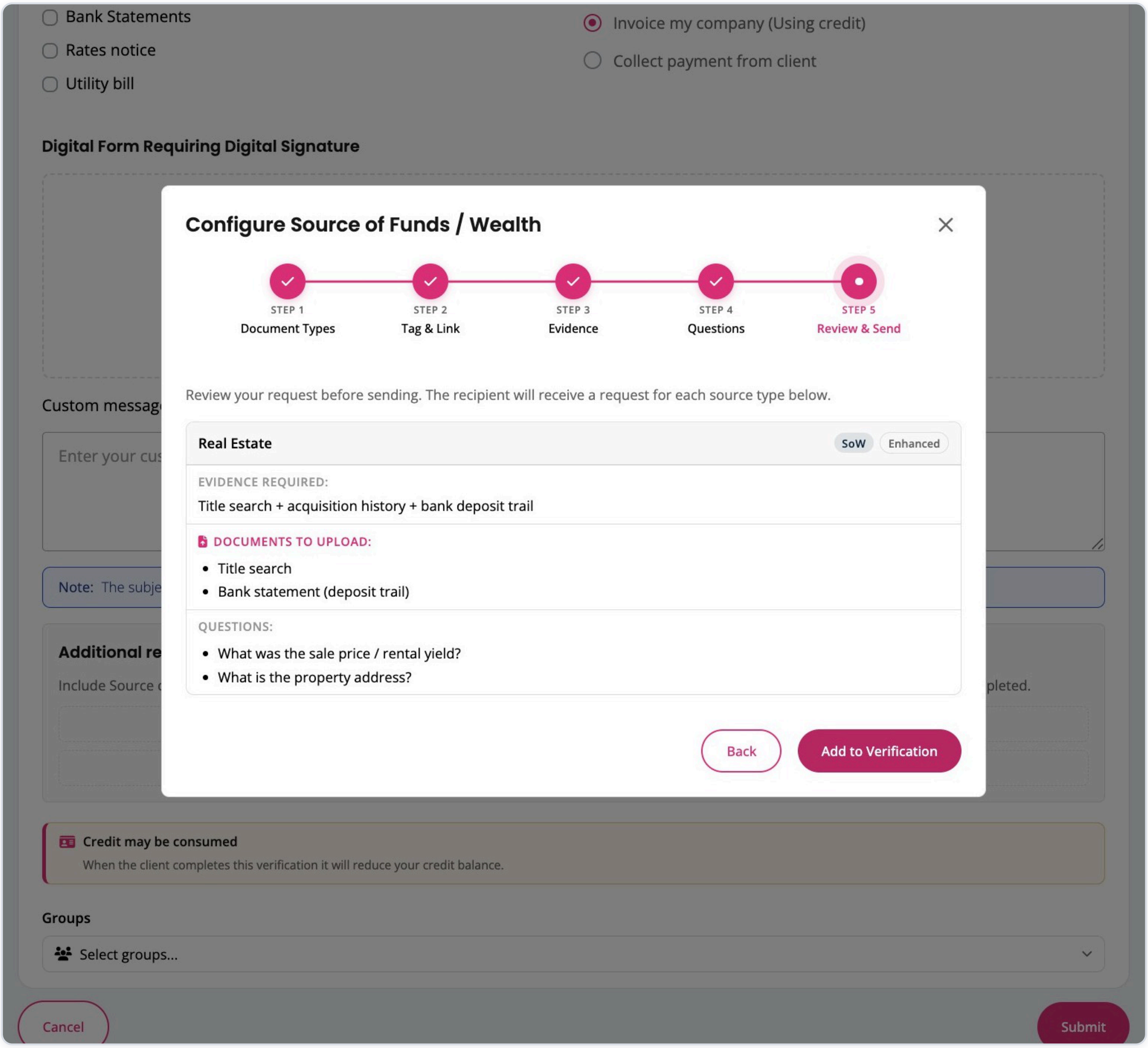


3 Select the source type matching the person's circumstances (employment income, business income, real estate, inheritance, etc.), then work through the steps. At the **evidence tier**, choose **Enhanced** for higher-risk individuals or PEPs, or **Standard** for routine matters — this controls the depth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



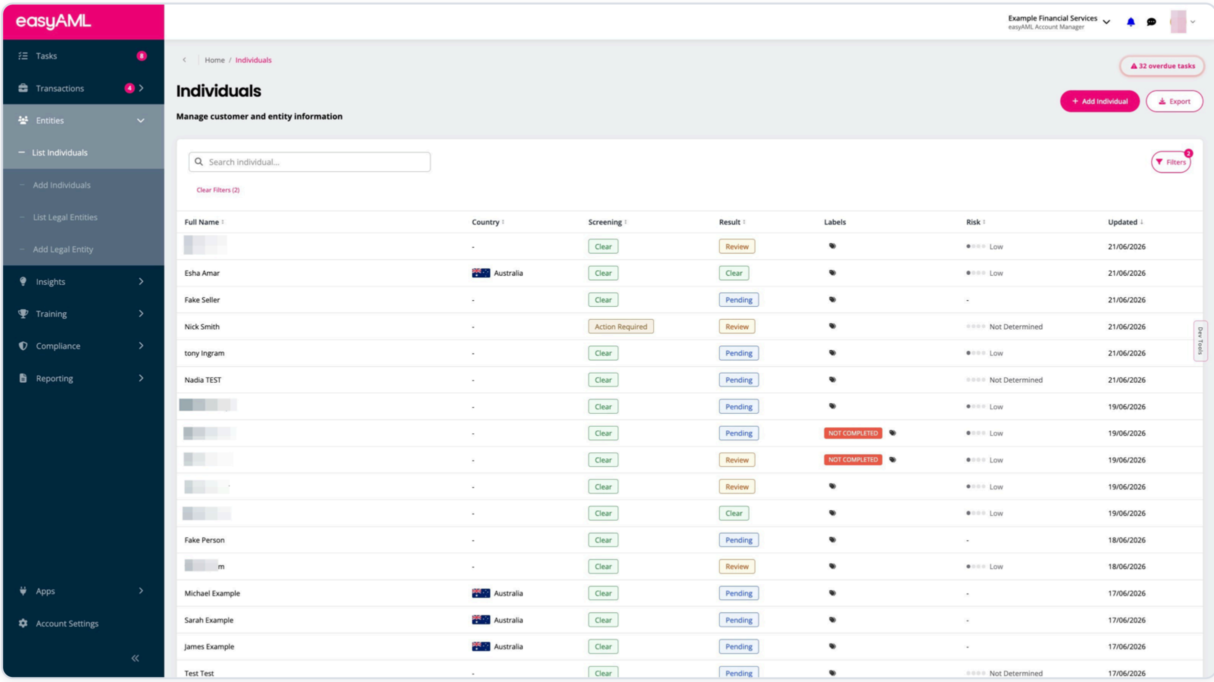

Rates notice
Utility bill
Collect payment from client
Digital Form Requiring Digital Signature
Custom messag
Enter your cus
Note: The subje
Additional re
Include Source
pleted.
Credit may be consumed
When the client completes this verification it will reduce your credit balance.
Groups
Select groups...
Cancel
Submit
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 evidence tier for each source type. Base tier requires standard documents; Enhanced tier requires more comprehensive evidence.
Real Estate
SoW
Base
Enhanced
REQUIRED DOCUMENTS:
Title search + acquisition history + bank deposit trail
Back
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.



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.



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