

CHANGES OF THE TABS

NEW the names of the different tabs have been changed as follows:

- CUSTOMERS is now called RELATIONS
- CONTRACTS is now called KYC FILES
- SCANS is now called MONITORING
- TOOLBOX is now called ONBOARDING

K Y C S P I D E R musterag/muster

Onboarding Relations KYC Files Monitoring

Person	Organisation	KYC File
Reference	KYC File Reference	
Last Name	First Name	
Date of birth		
Year:	Month:	Day:
Citizenship		
Country of Residence		
Mobile Number		
Email		
Preferred Language	English	

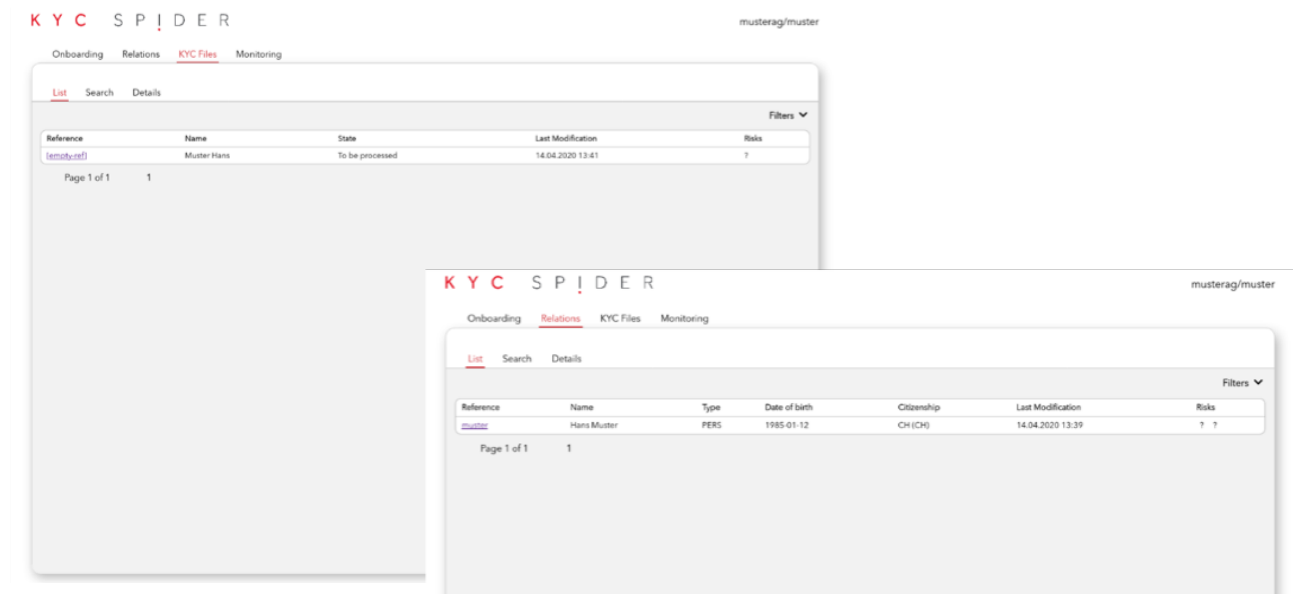
ORGANISATION OF THE TABS

NEW the tab ONBOARDING (see picture above) was reorganized. There are three sub-tabs available:

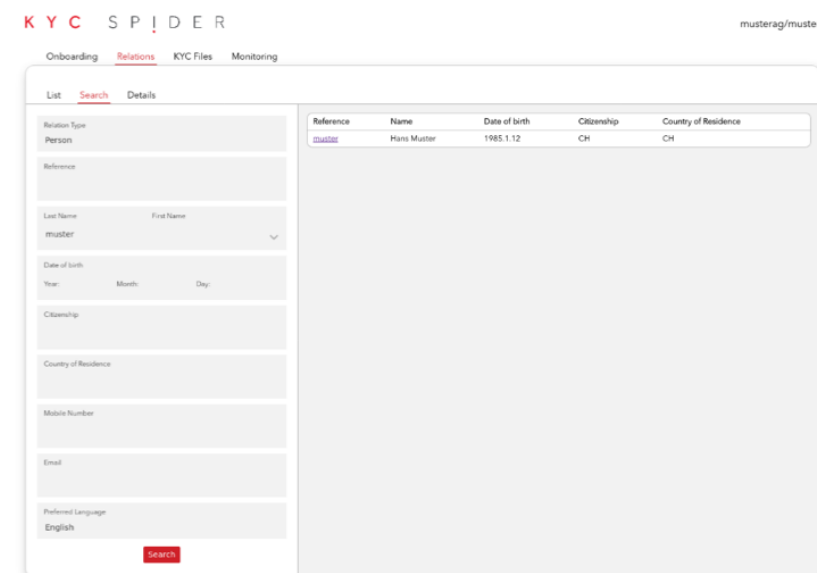
- PERSON: natural entities can be created.
- ORGANISATION: legal entities can be created.
- KYC FILE: KYC Files can be created.

NEW the tabs RELATIONS and KYC FILES have the following functions and sub-tabs:

- **LIST:** all relations (previously: customers) or the KYC Files (previously: contracts) are listed in this tab as known. The filter and sorting options are still available and can be expanded.



- **SEARCH:** In this sub-tab you can search for the entities or the KYC Files (previously: contracts).



- DETAILS: This sub-tab is used to show the details of the relations (previously: customers) or the KYC Files (previously: contracts). In addition, the respective functions/tools can be carried out or the respective KYC File can be finally assessed:

In the sub-tab DETAILS of RELATIONS the respective functions/tools, e.g. Check Risk, can be executed (previously in the tab: Toolbox). The usage of all these tools has not changed.

In the sub-tab DETAILS of KYC FILES are the same functions available as in the previous tab CONTRACT. Among other things, the respective customer relationships can be linked, the compliance forms can be created, or the final risk assessment can be set.

NEW the tab SCANS was renamed to MONITORING. In this tab the customer base checks via upload of a CSV file, via API or also the checks of all customers stored in the Toolbox are available as known.

VIEW COINSTATUS

NEW the status of the coins is no longer showed in the upper right corner, but can be viewed under COIN MANAGEMENT. The COIN MANAGEMENT can be opened as before by clicking on the user name (upper right corner).

Subscription

Bronze 1,000 KYC Coins (1,000 CHF)
 Balance 1,000 KYC Coins
 Begin 15.04.2020
 End 15.04.2021

Upgrade

Date	Type	Comment	User	Amount
15.04.2020	PURCHASE	buy Bronze	-	1000.0

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Download

INPUT DATE OF BIRTH

NEW the entry field for the date of birth is divided into year, month and day. It is still possible to enter only the year.

AVAILABLE CORRESPONDENCE LANGUAGES

NEW besides German and English, Italian and French are now also available as correspondence languages.

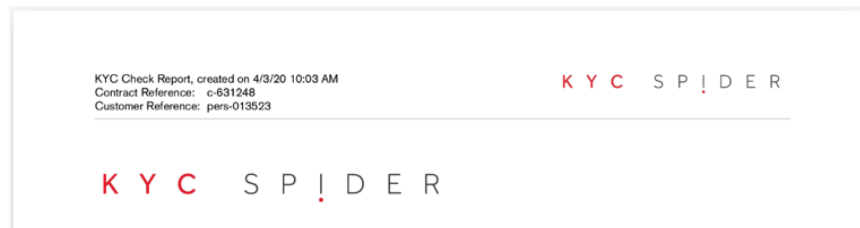
English
 ✓ German
 French
 Italian

RESET
UPDATE CUSTOMER

Furthermore, we would like to inform you about changes which have already been launched in the last few days without major interruptions:

REPORTS / FORMS

NEW the respective contract and customer references are listed and consistently presented in all reports/forms. In addition, minor adjustments were made to the layout.



GENERATE FORMS

NEW the creation of the Forms has been optimized. In order to generate forms, it is no longer required to upload both documents: the extract of the commercial register and the articles of association. It is one of these two documents needed only.