Unipass Identity Provider (UIdP) Service: Applying for a Unipass Identity – A Step by Step Guide

v1.9

This is a step-by-step guide outlining the information required to submit a Unipass Identity application.

UIdP Project Team      November 2019
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Overview

Anyone wanting to apply for a Unipass Identity will need to use the unified application form in order to setup a Unipass Username / Passphrase (UP), Logon Using Email and that will be assigned to a digital certificate (for those users that are allowed to hold Unipass digital certificates).

The following is a high level outline of the order in which the required information will be captured.

Step 1: Your organisation

• Use an existing organisation or

• Create a new organisation

Step 2: Your details

• Select the relevant role type

• Enter the individual details relevant to the selected role:

• User & contact details

• Primary email address

• Security & mobile phone details

Step 3: Application confirmation

• Display summary of details entered and enable submission of the application

This document will explore each step of the process in more detail.
Step 1: Organisation details

To stop duplicate organisations being created, you will need to conduct a search to determine whether your organisation has already been registered with Unipass. You will not be able to create a new organisation without having searched for an organisation first.

**Organisation search**

- You will be able to search using either the name of your organisation or using the Regulatory Reference Number (RRN) - if your organisation has one
- Even though a Regulatory Reference Number is not relevant to all organisations / applications, both search fields will be shown (as shown in the screenshot below)
- Search results will only display organisations with a status of ‘Pending’ or ‘Authorised’ that match the search criteria - organisations with a status of ‘Cancelled’ will not be displayed
Apply for a Unipass Identity

Search Unipass by regulatory reference number

Regulatory Reference Number

Search Unipass by organisation name

origo

Search Unipass
• **Using an existing organisation**

If more than one organisation matches the details entered, you should select the correct organisation from the list displayed by clicking on the correct entry.

This will then use the information that is currently stored for that organisation and progress the application process to the ‘Your details’ step of the application process.

**Note:** If you can’t find your organisation, you will be able to indicate that you wish to create a new organisation by clicking on the ‘Add an organisation’ button.
Creating a new organisation

If you need to set up a new organisation, the organisation type that you select will determine the information that you are asked to provide - and will also determine whether you are entitled to hold a Unipass Certificate.

The following information needs to be provided in order to set up a new organisation:

• Your Financial Regulatory Conduct Authority
• Location of your Head Office
• Organisation Details
• Organisation type
• Accept terms and conditions relevant to the selected organisation type

Each of these stages will be explored in more detail.
• **Enter your Financial Conduct Authority**

Select your Financial Regulatory Conduct Authority. If your organisation is not regulated, please select “My organisation is not regulated by a Financial Conduct Authority”
• **Enter the Head Office of your organisation**

Select the Head Office location of your organisation. UK mainland or Non-UK mainland.
• Select organisation type

You will be asked to select the organisation type that best describes the organisation that you work for.

The available organisation types are:

• Regulated Adviser
• Corporate Customer
Search the FCA register

Search the Financial Services (FS) Register provided by the Financial Conduct Authority (FCA). Your firm needs to be authorised on the FCA.

Note: If your organisation is not listed, it is possible that the weekly data extract may not hold the latest information for your firm.

Try again in a few days when the Financial Services Register may have supplied their next extract.
Your firm details will be pulled from the Financial Services Register, and cannot be changed.

We will use this information to authenticate your application.
Accept terms and conditions

The terms and conditions relevant to the selected organisation type will be displayed when the organisation type is selected. You will need to accept the terms and conditions before the application process can continue.

The example below shows the T&C’s displayed when the ‘Regulated Adviser’ organisation type is selected.
• **Enter Organisational references**

In order to complete the setup of your regulated adviser organisation, please nominate two different Product Providers from whom we can request a reference.

Please supply the agency agreement number that is relevant to the relationship that you have with each of the nominated referees in the boxes below.

Your Unipass Identity application cannot be progressed until each referee confirms their relationship with you and your organisation.
• **Accept rules of use**

Links to Origo’s Privacy Notice and the Unipass Rules of Use are provided before any personal information is requested.
Step 2: Individual details

Once the organisation details have been selected / provided, the next step of the application process is to gather the relevant information relating to the person applying for a Unipass Identity.

Links to Origo’s Privacy Notice and the Unipass Rules of Use are provided before any personal information is requested.

- Select role

You will be asked to select the role that best describes the role that you perform.

Note: The roles that are available for selection will differ depending on the organisation type selected in Step 1.

The following individual roles are available for selection for each of the different organisation types:

<table>
<thead>
<tr>
<th>Role</th>
<th>Regulated Adviser</th>
<th>3rd Party Service Provider</th>
<th>Corporate customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Support</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>IT Support</td>
<td>✔️</td>
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<td>✔️</td>
</tr>
<tr>
<td>Product Provider Individual</td>
<td></td>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>
The example overleaf shows the individual roles that are available for selection when the ‘Regulated Adviser’ organisation type is selected.

- For Organisations within the Isle of Man, Jersey and Guernsey domains the individual roles that are available for selection will be Business Support and IT Support.
• Enter individual details
The individual details that need to be populated will differ based on the role selected.

The example overleaf shows the individual details that are required when the ‘Approved Person’ role type is selected.

User & contact details:

![Unipass Identity Application Form]

ORIGO SERVICES LTD

First name *

Last name *

Username *

Passphrase *

Confirm passphrase *

Landline telephone number *

Branch postcode

Primary email address *

Primary Email declaration *

Back Next
Please note: There are ‘More Info’ buttons that expand to provide some supplementary information about the required formats of usernames and passphrases. Clicking on the ‘More Info’ a second time hides the supplementary information.

Security & mobile phone details:

Please note: There is a ‘More Info’ button that expands to provide some supplementary information about the personal card information. Clicking on the ‘More Info’ a second time hides the supplementary information.
Step 3: Application confirmation & submission

A summary of the organisation and individual details that have been entered will be displayed for final confirmation prior to the final submission of your application.

If any mistakes have been made, you will be able to make the required changes / updates before you submit your Unipass Identity application.
When applying under an existing organisation, if there is more than one Unipass controller within this organisation, you can select a particular Unipass Controller to approve your application. (Should this Unipass Controller be on an extended period of leave, any Unipass Controller within your organisation will be able to approve the application by clicking on the ‘View all applications’ button within the Unipass Control Centre).

Once your application has been submitted, it will be sent to the selected Unipass Controller(s) for approval / authorisation. The Unipass Controller will need to approve / authorise the application before the application process is complete and a Unipass certificate is available for
collection. (Unipass certificate collection is only applicable for individuals within organisations that are allowed to have Unipass certificates).

**Note:** Unipass certificates can be collected by logging in to the ‘My Account’ section of the Unipass website using the Unipass Username / Passphrase (UP) / Logon using email credential that was created during the application process.

Please refer to the ‘My Account’ User Guide for more information about how to collect a Unipass certificate. This guide also outlines all the other functionality that is available within ‘My Account’.
## Version Control

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Origo</th>
<th>Version</th>
<th>Comments</th>
<th>Date</th>
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<tr>
<td>UIdP Project Team</td>
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<td>1.0</td>
<td>Approved version for go live of UIdP service</td>
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<td>Kyle Davidson</td>
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<tr>
<td>Craig Lovatt</td>
<td>Customer Services Supervisor</td>
<td>Customer Services</td>
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