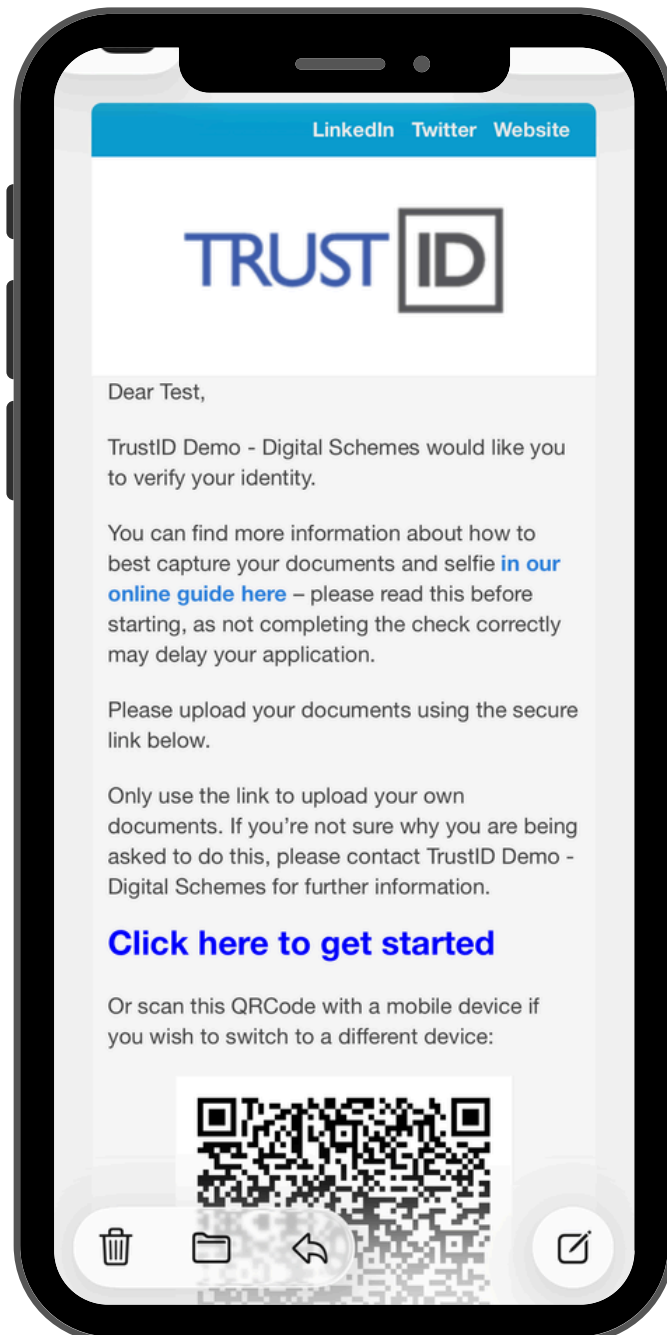


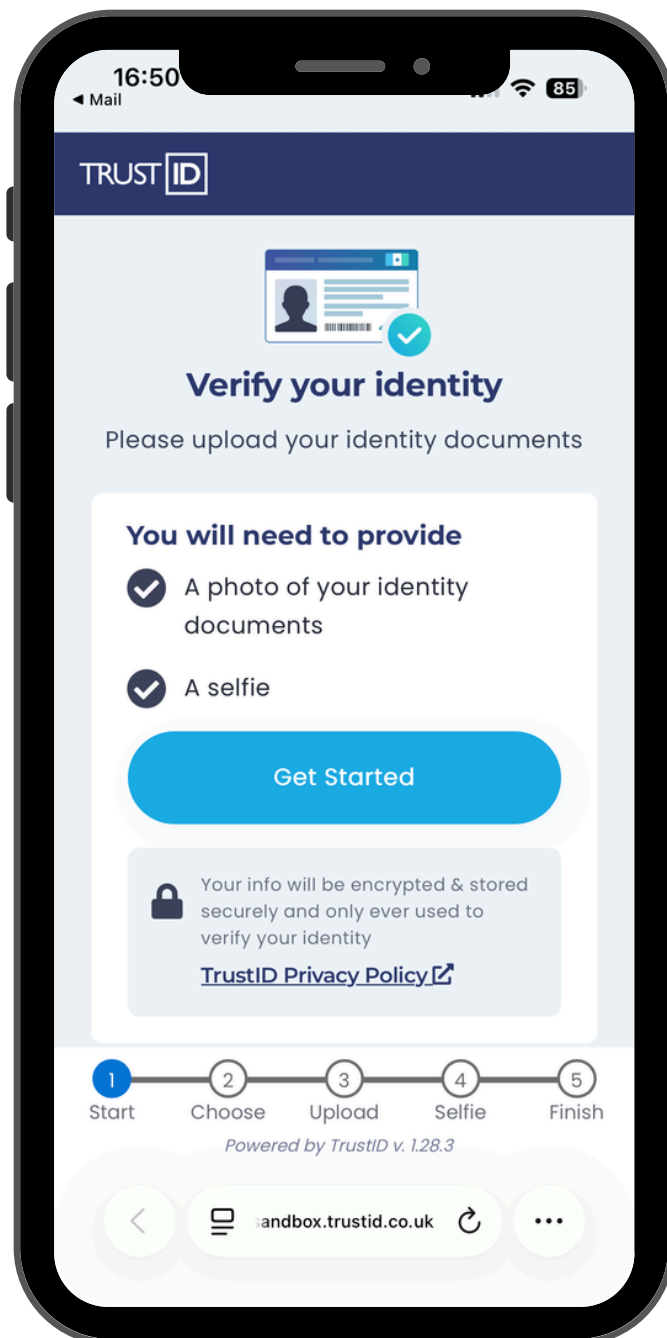
TrustID Journey

Digital Right to Work Checks

The applicant will be sent an email with a link to the upload process. They will need to use their smartphone or tablet to complete the process, and click on the link 'Click here to get started'. If the applicant is using a computer to view the email invite, they must use a smartphone or tablet to scan the QR code in the email.

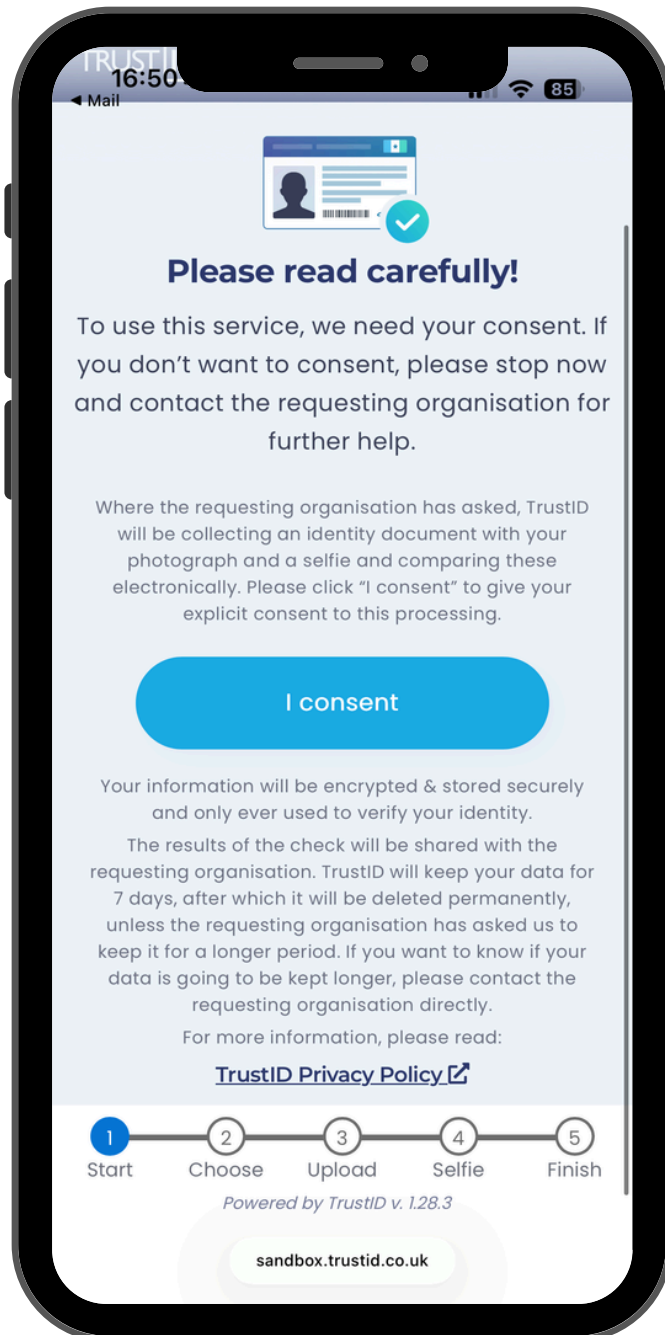


The applicant will then be taken to the first step of the process. This outlines what is needed to complete the Right to Work check. The applicant can click on the 'Get Started' button when they're ready.

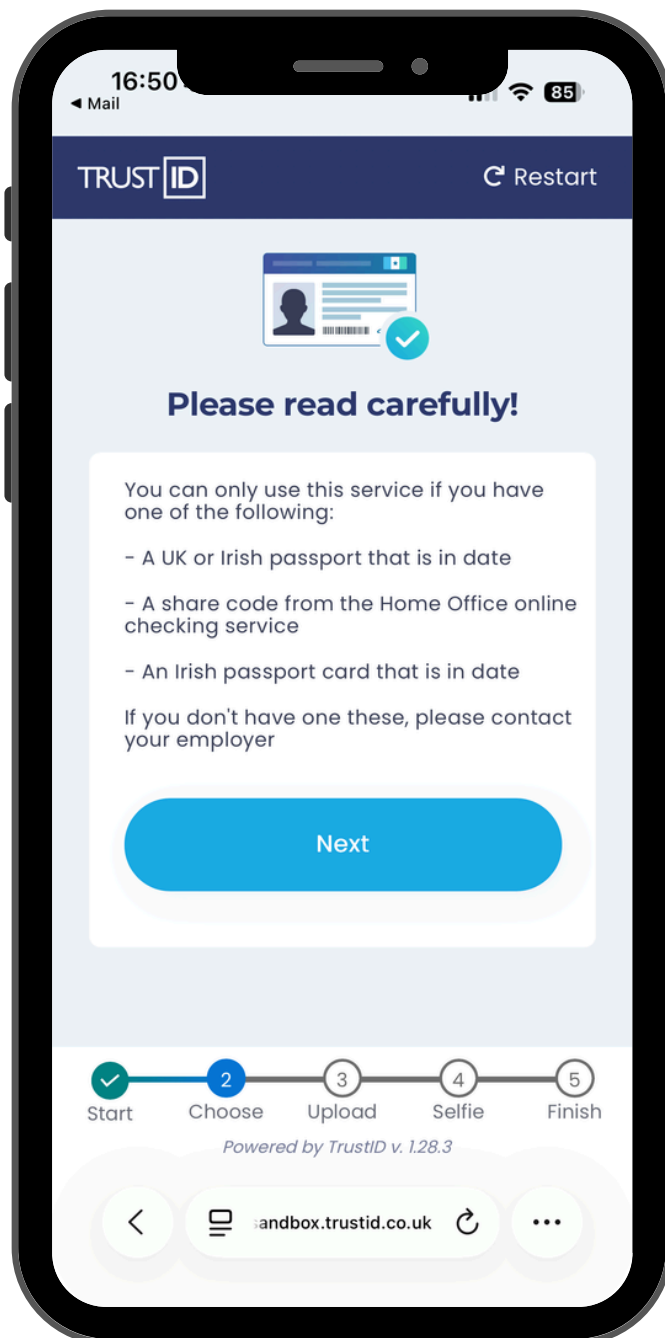




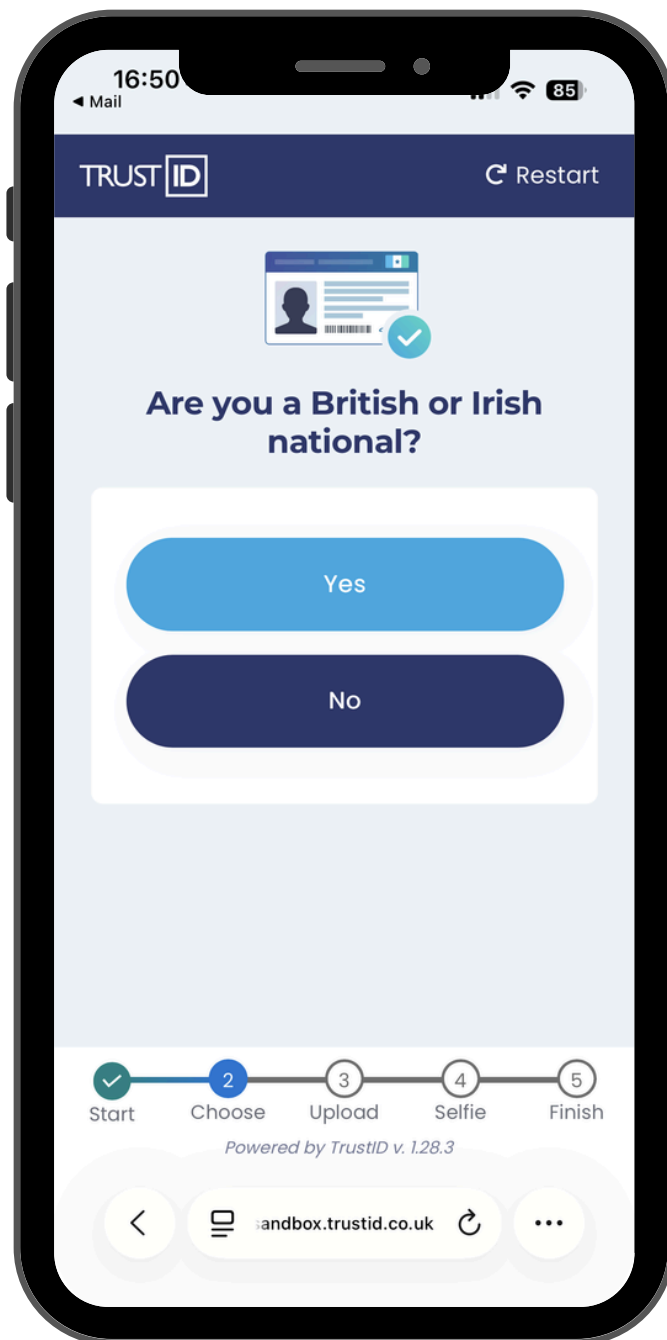
The applicant will then be taken to the Consent page, which will provide a link to TrustID’s Privacy Policy. When the applicant is happy with the information they can click on the ‘I Consent’ button.



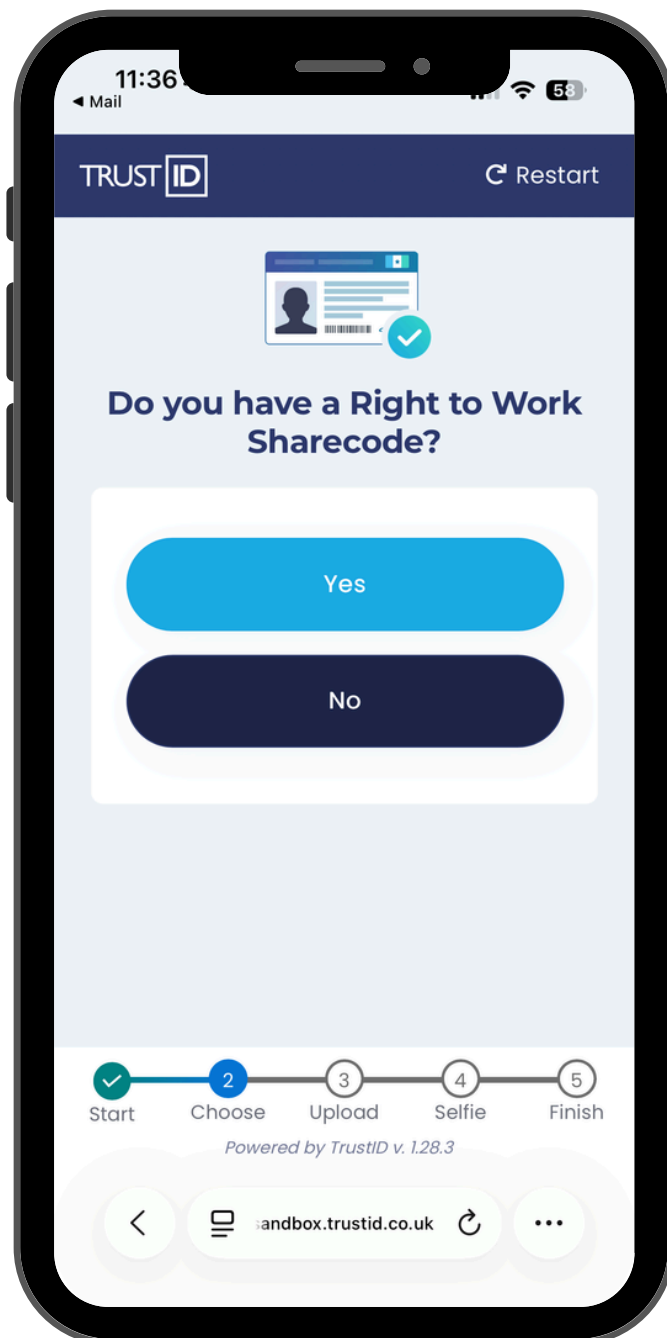
The applicant will then be shown the valid documents for completing their Right to Work check. If the applicant does not have one of the documents listed here, they will need to go back and contact you as their employer.



The applicant is asked whether they are a British or Irish national.

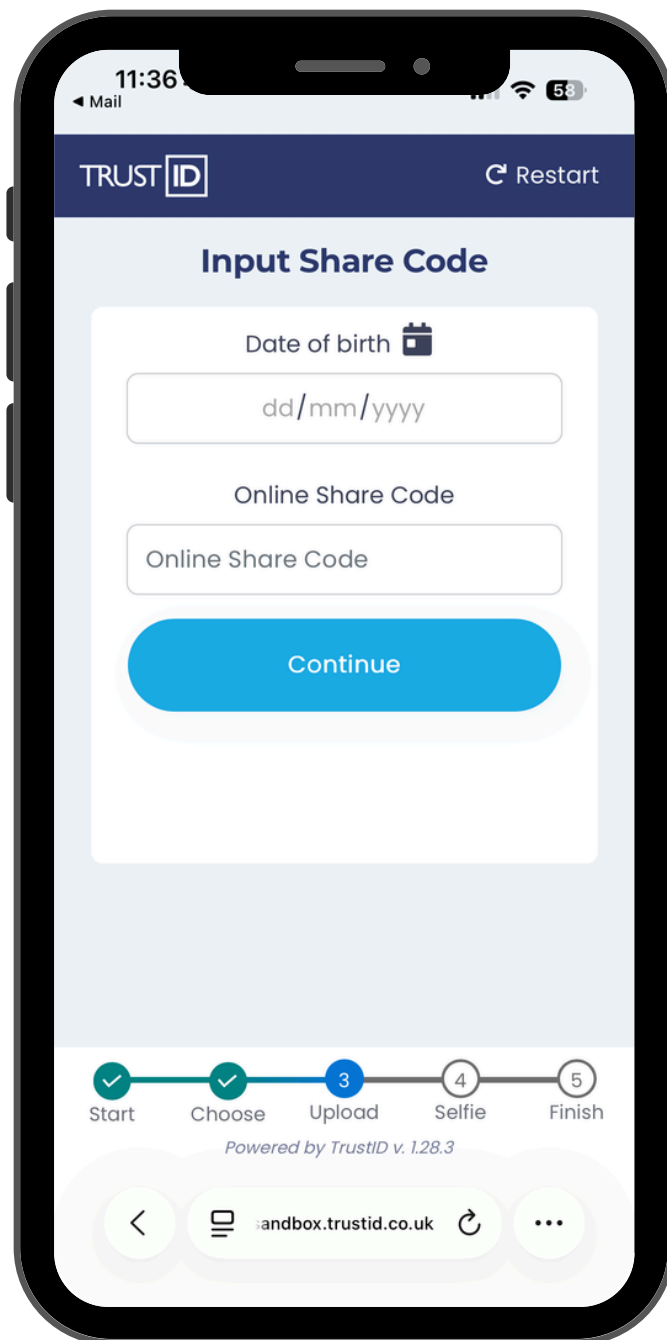


If the applicant selects 'No' to British or Irish national, the applicant will be asked if they have a Right to Work Share code.



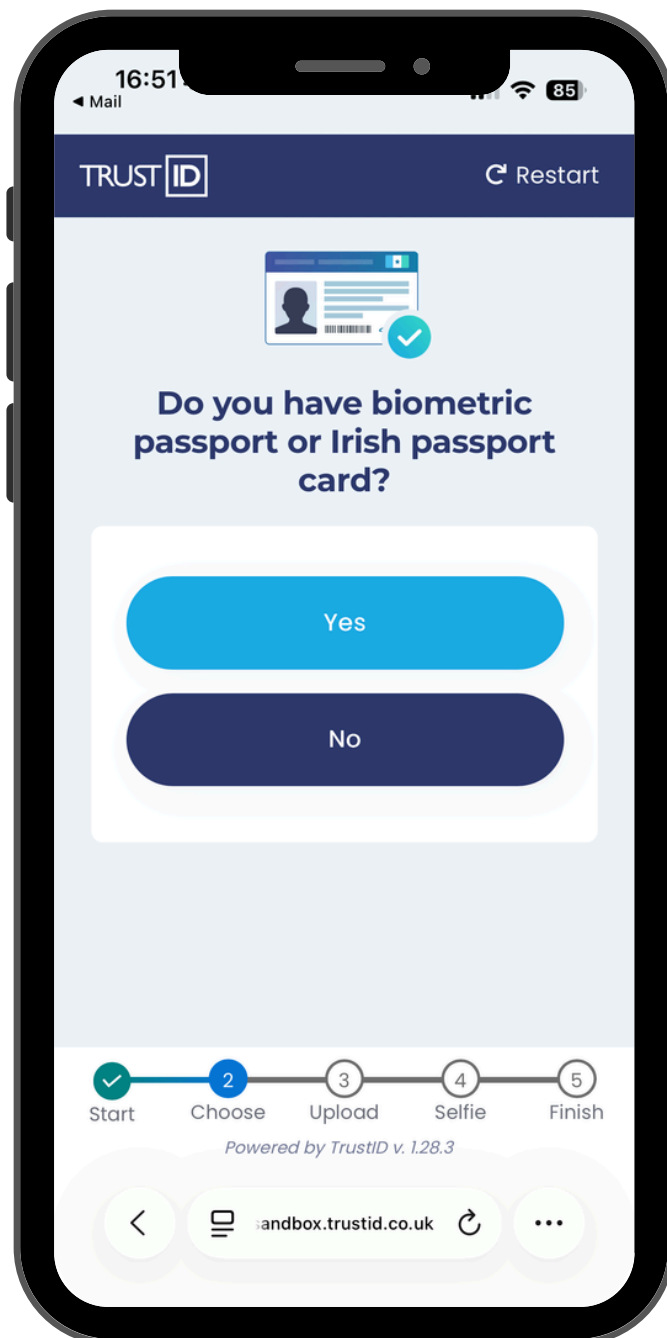
The applicant will be prompted to input their date of birth and 9 digit Share code.

Please note: if the applicant does not have a valid share code, they will need to obtain from the Home Office website.



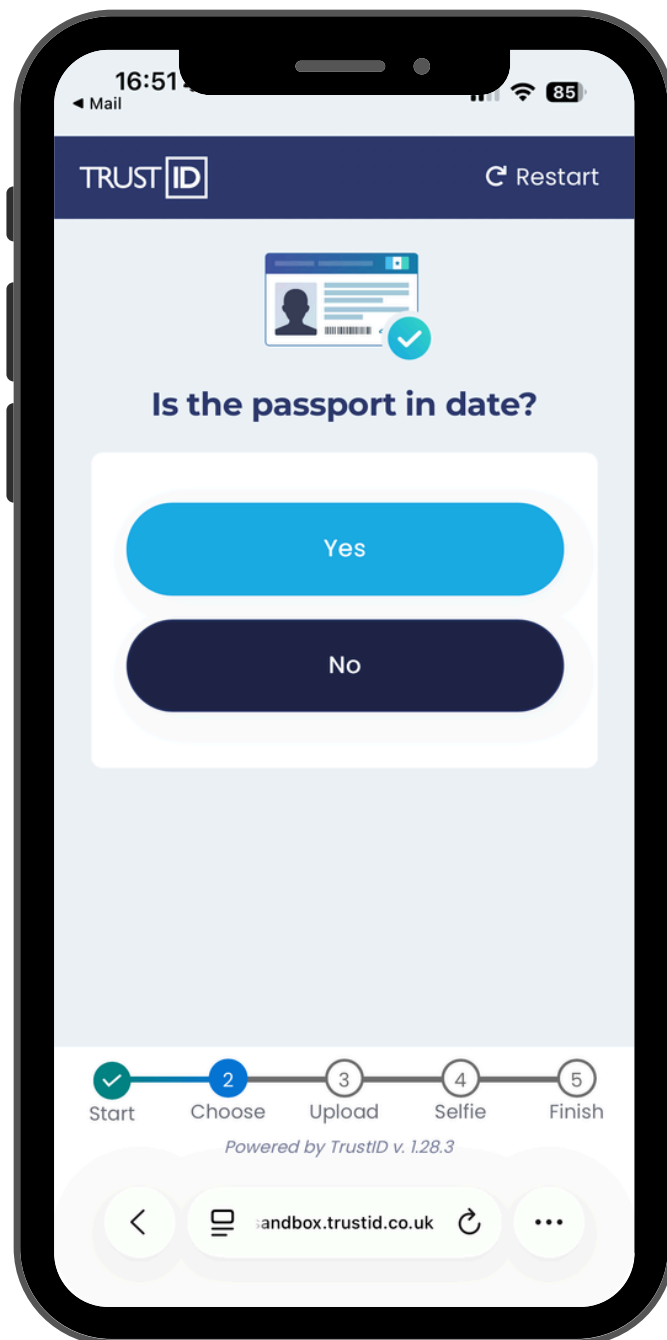
If they applicant selects 'Yes' to British or Irish national, the applicant will then be asked to confirm whether they have a biometric passport or Irish passport card.

Please note: if they do not have a biometric document they will not be able to complete the digital Right to Work check.

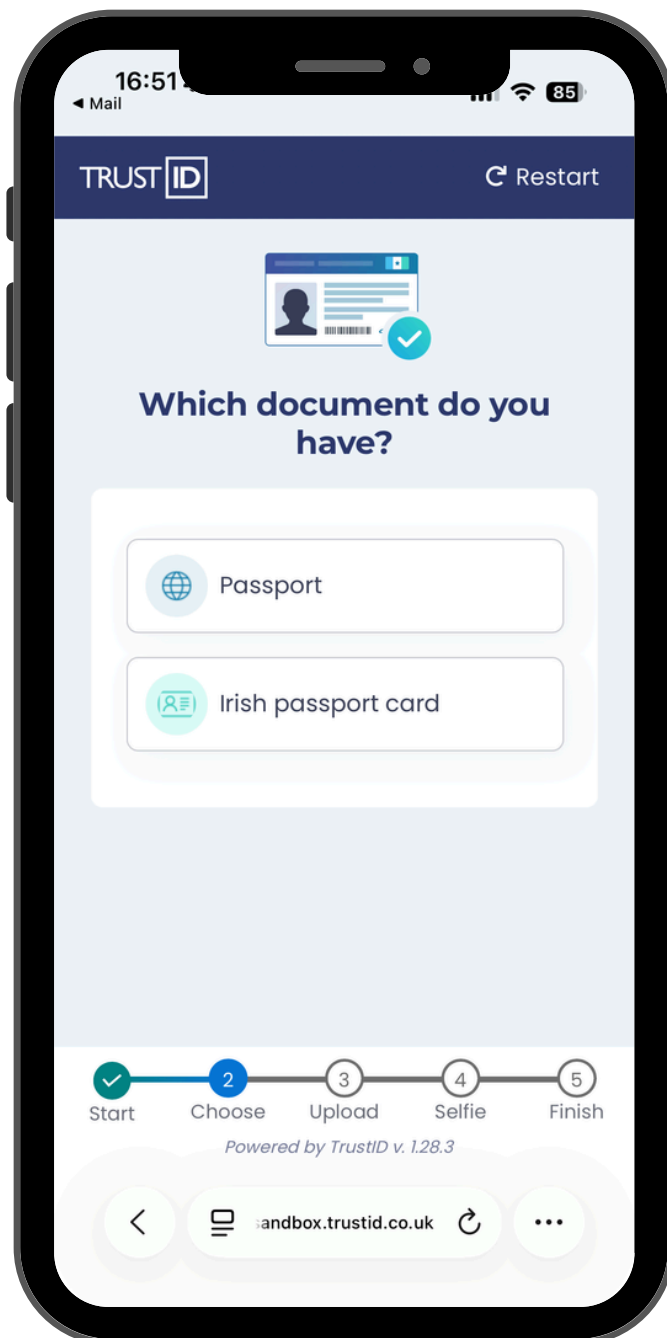


The applicant will be asked if their passport or Irish passport card is in date.

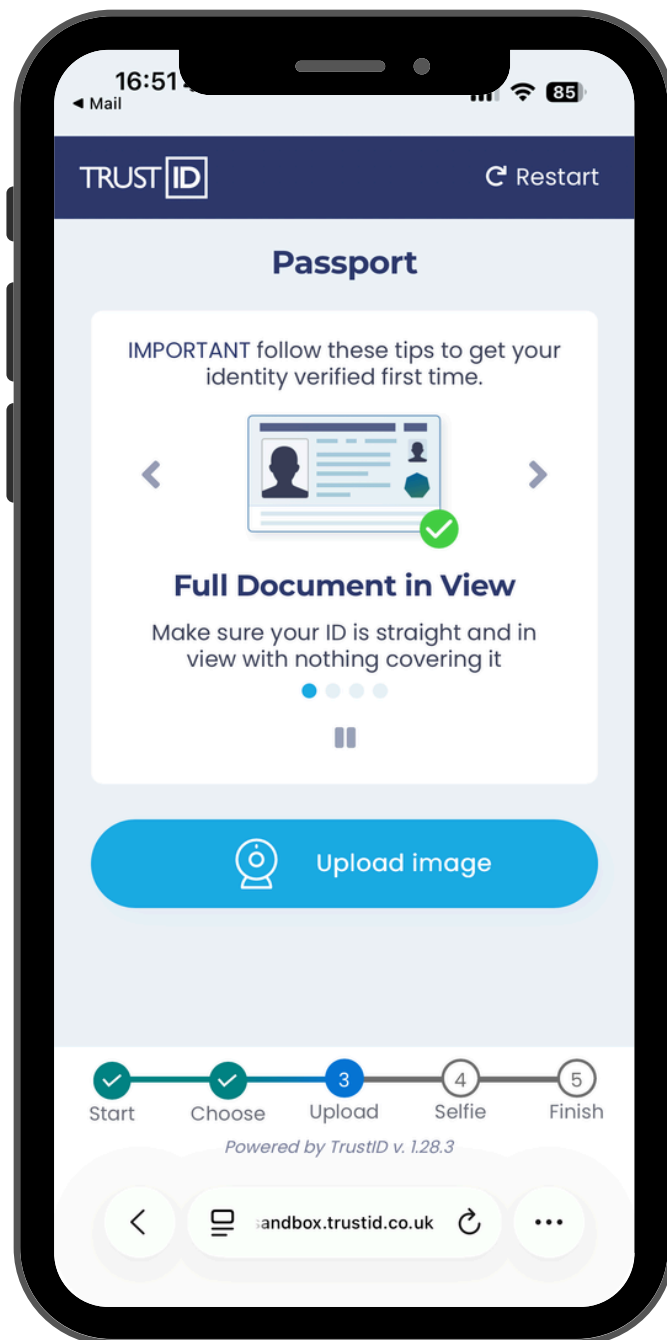
Please note: if the document is not in date they will not be able to proceed with a Digital Right to Work check as per the guidance from the Home Office.



The applicant will now need to confirm which identity document they would like to upload, either a passport or Irish passport card.



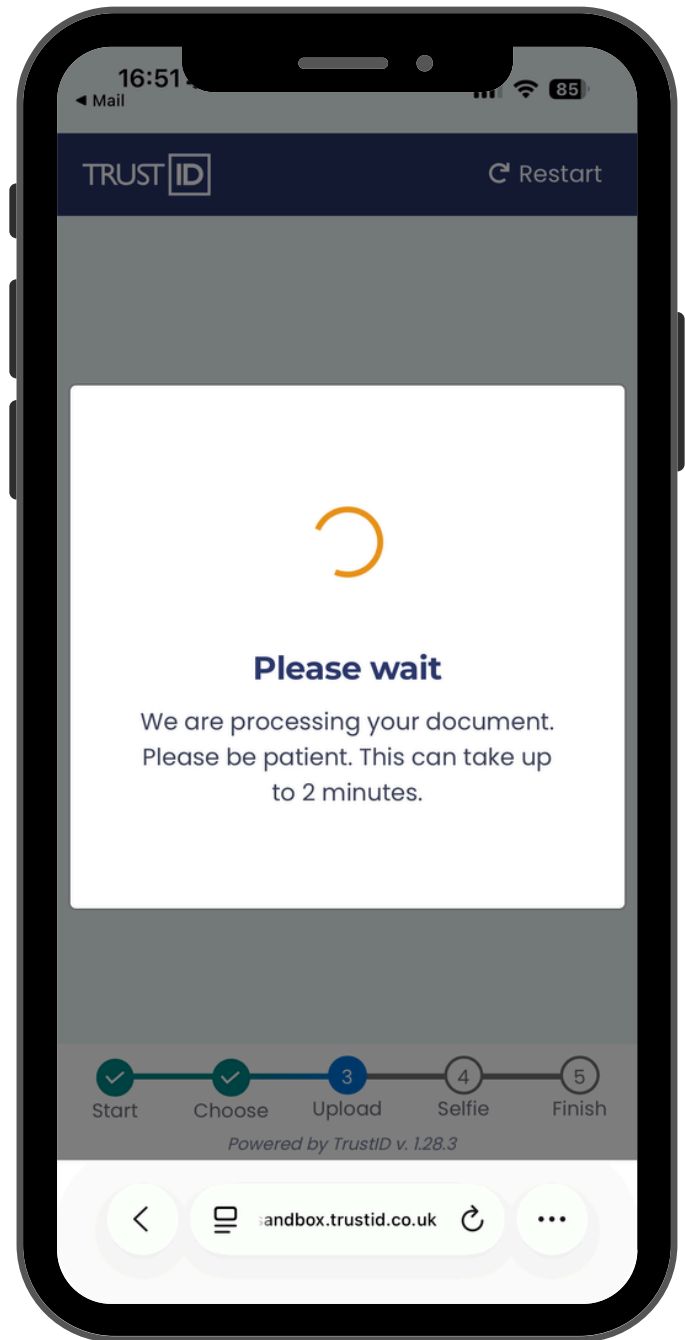
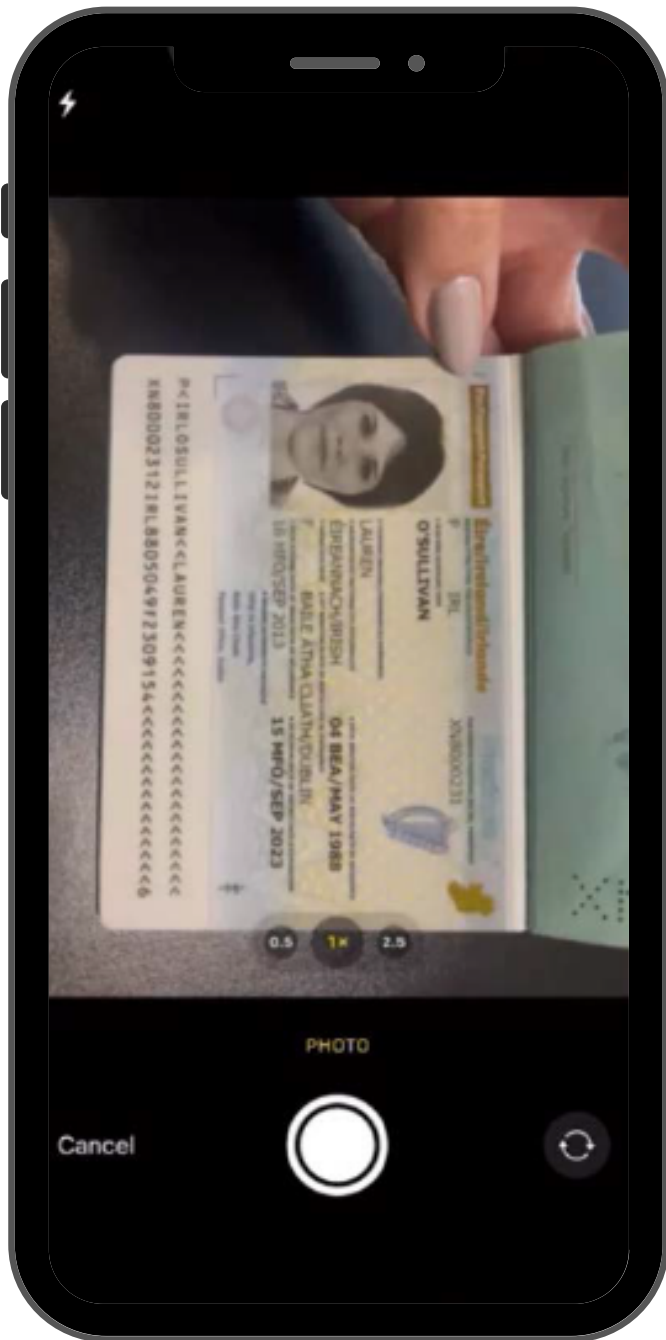
Once the document has been selected, the applicant will need to take and upload an image of their document. There is guidance on how the image should be taken to ensure the best possible outcome. The applicant can then click on the 'Upload Image' button.



The applicant's camera will then open, and they can take an image of their document.

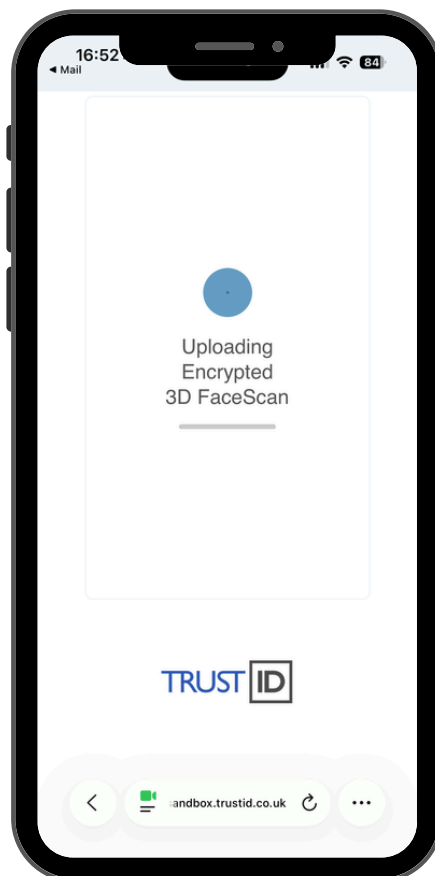
Please note: A live image is required, and the applicant will not be able to use an image already saved in their camera library.

The software will attempt to process the image, if it is not a high enough quality, the applicant will be given three tries to capture the image.



Once the image has been captured successfully it will be automatically submitted

The applicant will need to follow the instructions on the screen and the technology will carry out a 3D scan of the applicants face.



The applicant will then be presented with the final screen indicating they have completed their check.

The applicant won't receive any further communication, the check will be sent for processing by TrustID and the result will be returned to your employer dashboard.

