Q5id

How-To Guide for Using

Know Your Employee (KYE)

In a world of remote work combined with the identity fraud epidemic, it is important to prove — not just know — who your new hires are.

What you should know

New hires can gain access to proprietary information, which can expose your organization to financial and reputational risks.

KYE by Q5id Proven Identity gives the highest level of assurance, 1 in 933 billion, that your employees are who they say they are.

- Q5id goes beyond traditional ID verification.

- Proves the person presenting an ID is the actual person on that document.

- Helps protect your organization, employees, customers, and reputation.

What you need

- Computer or smartphone
- KYE Portal access

- Job candidate name and email address
- A candidate with access to a smartphone

Prove your job applicant's identity **before** you hire

Proving the identity of your potential employee is fast and frictionless.
Simply request a Proven Identity verification.

Q5id

Know Your Employee (KYE)

Submitting a KYE Request

Step 1

Go to **KYE Portal** at
https://client-portal.q5id.com/
and log in with your
administrator credentials.

Step 2

Click **Verification List** in the
left-hand column.

Step 3

Click **+ New Request**
in the upper right corner.

Step 4

Enter the candidate's first name,
last name, and email in the form.

Step 5

Click **Send Request**.

Your verification request is sent via email to the candidate and to you, the employer.
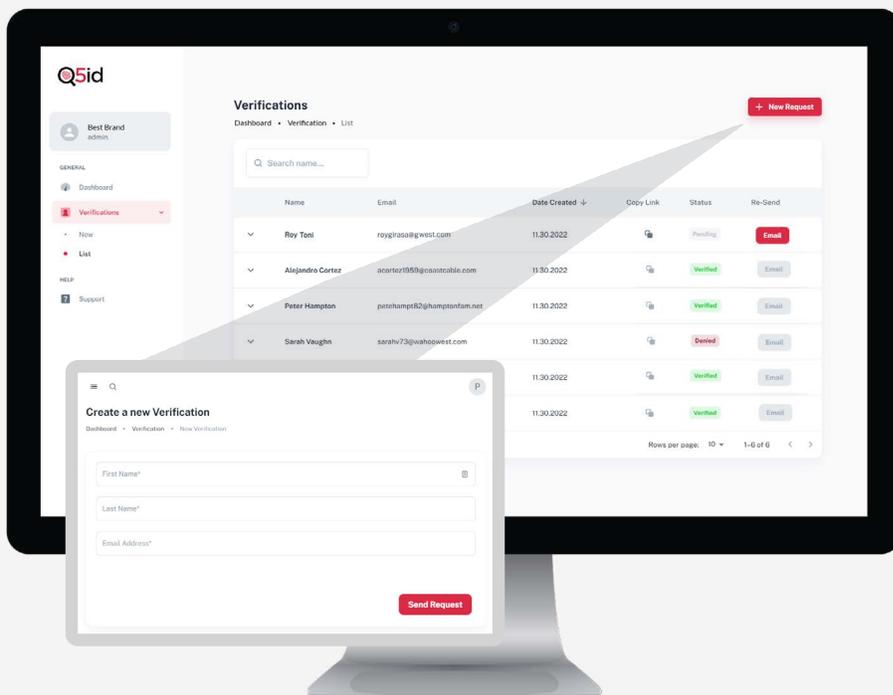
The candidate will receive an email with a link to download the Q5id Proven Identity app and will then verify their identity. They will need a state driver's license or U.S. Passport/passport card. Once the verification process is completed, you will receive an email with the verification status. You may view all KYE verification requests and status updates in your KYE Portal.

If the candidate does not complete the verification request, you may resend the verification request as a reminder to complete the verification. Just click **Email** located next to the person's name in the KYE Portal.

Applicants: prove **your identity** as part of this hiring process

It only takes a few minutes to complete your verification.

What you need:
- Smartphone
- An account with Q5id
- Your driver's license or your U.S. Passport/passport card

First

Create an account with Q5id by downloading the Q5id Proven Identity app to your smartphone. If you already have an account, you can go directly to **Next**.

To create an account, open the Q5id app on your smartphone, scan your face, both palms and an ID, and say a short phrase. You will also enter a few biographical details.

Step 1
Take a picture of your face

This image is used in digital onboarding to reference your face against your ID.

Steps 2-3
Take a picture of both palms

You will scan your palms.

Step 4
Scan your ID

You will scan both sides of your government-issued ID or the photo page of your passport. We will then extract data to quickly and accurately pre-populate the form to simplify the identity proofing process.

Step 5
Record a quick video

You will record a brief video and voice sample to help verify you are a real person and to match all other information you provided throughout the enrollment process.

Next

Open the KYE email request from your prospective employer and click the verification link. You will do the following to log into the Q5id app and complete the KYE request.

Step 1
Scan your face and your right palm
This logs you into your account.

Step 2
Click APPROVE
This will notify the prospective employer of your status.

That's it!
Your verification is complete, and an email has been sent to your potential employer stating your verification status.