



NIGERIA INTER BANK SETTLEMENT SYSTEM

NIGERIA IDENTITY DOCUMENTS VERIFICATION SERVICE MANAGEMENT

OPERATION MANUAL

Version 1.011

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1 BANK ADMINISTRATOR MANAGEMENT

1.1 Background




This section covers the management of Bank administrators and describes the procedure to register Bank administrators, Bank users and all other functionalities of Bank administrator.

Basic business rule for Bank administrator are as follows:


-  NIBBS administrators creates 2 Bank administrators by entering valid email addresses and mobile numbers of the Bank administrators
-  Bank administrator can create other Bank administrators
-  Every Bank must have 2 active Bank administrators in order to create additional Bank administrators and Bank users
-  The maker and checker policy is enforced. Where the Bank administrator that creates a Bank user (issues pin to a Bank user) can't verify the same Bank user.
-  A Bank may have more than 2 Bank administrators

1.2 Registration of New Bank Administrator

The process of registration of a Bank administrator is as follows

-  NIBBS administrator enters 2 valid email addresses and mobile numbers of the Bank administrators for each Bank to be registered
-  The new Bank administrators receives the pin code via sms and email and can continue with the registration
-  The new Bank administrator can from any web browser enter URL <http://172.18.5.50> and select **Register** to validate the PIN sent through sms or email and click **submit**



-  You are directed to a registration page where personal details and login credentials should be provided. Click **Continue** to proceed

You are not logged in

[Home](#)
[Log In](#)
Operators
[Request Access](#)
[Register](#)

Bank Administrator Registration

Personal Data

Please provide the following personal information

Surname

First Name

Middle Name

Gender

Marital Status

Date of Birth

Mobile Number

Email Address

National ID

Employee Number

Login Data

Please select a username and password that can be used to log in to your account. The password must have a minimum of 6 and maximum of 16 characters and may not be "password". Please select a "strong" password with a combination of alpha and numeric characters and capital and small letters. Please note the password is case sensitive.

Username


Password

Type the Password again

[Continue >](#)



Login with the username provided during registration by clicking **Log In**

 **NIGERIA IDENTITY DOCUMENTS**
Verification Service

You are not logged in


[Home](#)
[Log In](#)
Operators
[Request Access](#)
[Register](#)

Login


If you have registered as a user, please enter your Username and Password below. Note that your password is case sensitive. To log in please supply the following information:

Username

Password

[View Dashboard](#) 

Please follow the recovery procedure if you forgot your username or password



[Refresh](#)
Please enter the code above (letters are case insensitive):

[Log in](#)



The first login attempt after registration will ask for Security Questions which could be used to identify you in future. Provide any two (2) security questions of your choice and select **Submit**








You will be directed to the Bank administrator page



1.3 Bank administrator Functionalities





The Bank administrator has the following functionalities after login

-  Issue Bank administrator Pin
-  Issue Bank User Pin
-  Available User Codes
-  Bank Operators
-  Web Account Maintenance

1.3.1 Issue Bank Administrator Pin

Existing Bank administrators can create additional Bank administrator users for their own Bank. For this privilege to be functional, the Bank must have at least two active Banks administrators.

The process to create Bank administrator is as follows:

-  Select **Issue Bank Administrator Pin** from the menu pane
-  Enter the email address and mobile number for the Bank administrator
-  Click **Issue**
-  The pin will be sent to the email address and mobile number of the Bank administrator



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NIGERIA IDENTITY DOCUMENTS Verification Service

Welcome Grace

- Home
- Log Out
- Operators**
 - Issue Bank User Pin
 - Available User Codes
 - Bank Operators
 - Issue Bank Admin Pin**
 - Web Account Maintenance
 - Reports

Issue Bank Administrator Registration Code

This functionality allows you to generate a registration code for a new Bank Administrator.
Please note: This function will only be operational for banks where only one administrator is active. When registering administrators for a bank for the first time, please use [Issue New Bank Admin Pin Codes](#).

Email Address

Mobile Number

Bank Administrator Registration Code

1.3.2 Issue Bank User Pin

Bank administrator can create Bank users that will verify passport for Bank customers. For Bank administrators to be able to create Bank users the Bank must have a minimum of two Bank administrator users. One Bank administrator issues the Bank user pin and another Bank administrator verifies the Bank user.

The process to create a Bank user is as follows:



The Bank user requests for access to the service by entering his email address and mobile number as well as some other personal details



Click on **Issue Bank User Pin** on the menu to see a list of Bank users waiting to be issued Pins

Welcome Grace

- Home
- Log Out
- Operators**
 - Issue Bank User Pin**
 - Available User Codes
 - Bank Operators
 - Issue Bank Admin Pin
 - Web Account Maintenance
 - Reports
 - Passport Verifications

Issue User Registration Code

The following user(s) has requested access to the system and need to be approved. Please select a user.

[diamondbu1@diamondbank.com](#)

[dami@exarotech.com](#)

Please select additional roles

Select additional privileges where applicable and issue a registration code.

First Name

Surname

Branch Name

Email Address

Mobile Number

Additional Roles

☐ View signature for Passport Holder

☐ Print the verification report

User Code



Select the user to be issued with Pin and the users' details will be populated on

the page

Welcome Grace
Home
Log Out
Operators
Issue Bank User Pin
Available User Codes
Bank Operators
Issue Bank Admin Pin
Web Account Maintenance
Reports
Passport Verifications

Issue User Registration Code

The following user(s) has requested access to the system and need to be approved. Please select a user.

[diamondbu1@diamondbank.com](#)
[dami@exarotech.com](#)

Please select additional roles

Select additional privileges where applicable and issue a registration code.

First Name	Adelaide
Surname	Brown
Branch Name	ABUJA, ZONE4
Email Address	diamondbu1@diamondbank.com
Mobile Number	08080909091
Additional Roles	<input type="checkbox"/> View signature for Passport Holder <input type="checkbox"/> Print the verification report

Issue

User Code

Registration Code: 88600352-d898-4d7f-a821-098a618fe2b2

The registration code(s) have been sent via Email to the registrant



Select the roles to be assigned to the Bank user



Click **Issue** to send the pin by sms and/or mail to the Bank user



The Bank user continues the registration process with the Pin sent.



After the bank user has completed the registration process a second Bank administrator needs to verify the Bank user that was created.



Click **Bank Operators** and enter the details of the Bank user and click **Search** or click Search to bring out the list of all the Bank operators for that Bank

Welcome George
Home
Log Out
Operators
Issue Bank User Pin
Available User Codes
Bank Operators
Issue Bank Admin Pin
Web Account Maintenance
Reports
Passport Verifications

Search for a Bank Operator

You can view all users by clicking on search or search for a specific user using the search criteria

Surname	<input type="text"/>
First Name	<input type="text"/>
Mobile Number	<input type="text"/>
Email Address	<input type="text"/>

Search

Entity Results

You can change the status or view details of individual users

First Name	Surname	Status	Operator Type	Action	View Details
Adelaide	Brown	To Verify	Bank User	Verify	View
Grace	George	Active	Bank Administrator	Suspend	View
George	Daniel	Active	Bank Administrator	Suspend	View



Click **Verify** beside the Bank user to be verified and select **Verify**



The Bank administrator can also suspend a Bank user by clicking on **Suspend** beside the Bank user to be suspended



The Bank user can log on to the system after the account has been verified

Please note that when the Bank administrator that issued the pin clicks **Bank Operators**, and clicks **Search** he sees the Bank user(s) but can't verify the Bank user. Only a different Bank administrator can verify the Bank user(s)

Welcome Grace
Home
Log Out
Operators
Issue Bank User Pin
Available User Codes
Bank Operators
Issue Bank Admin Pin
Web Account Maintenance
Reports
Passport Verifications

Search for a Bank Operator

You can view all users by clicking on search or search for a specific user using the search criteria

Surname
First Name
Mobile Number
Email Address

Search

Entity Results

You can change the status or view details of individual users

First Name	Surname	Status	Operator Type	Action	View Details
Adelaide	Brown	To Verify	Bank User	-	View
Grace	George	Active	Bank Administrator	Suspend	View
George	Daniel	Active	Bank Administrator	Suspend	View

1.3.3 Available User Code

The Bank administrators can view all the available Bank user codes that have been generated but not been used yet by the Bank user.


The process to view the codes is as follows:



Select **Available User Codes**



A page with all the available user codes will be displayed



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NIGERIA IDENTITY DOCUMENTS Verification Service

Welcome Grace

- Home
- Log Out
- Operators**
 - Issue Bank User Pin
 - Available User Codes
 - Bank Operators

Available User Codes

This is a list of users that is approved but has not yet registered

Create Date	User Code	Email Address	Mobile Number
06/07/2013	6400eb4a-2c46-45a8-88a3-445f42fcd2cf	daimondbu3@diamnonbankplc.com	08070000000

1.3.4 Bank Operators

A Bank administrator may wish to see certain or all users in his Bank. The Bank administrator can filter using surname, first name, Bank, mobile number or email address.

Bank administrators and Bank users can be suspended, activated and deleted using this module



Select **Bank Operators** from the menu



The user can be filtered using either the surname, first name, mobile number or email address and clicking **Search** to retrieve the user(s) of interest



The Bank administrator can suspend, activate and delete other Bank administrator(s) or Bank user(s) after selecting the user and desired action beside the user

Welcome George

- Home
- Log Out
- Operators**
 - Issue Bank User Pin
 - Available User Codes
 - Bank Operators
 - Issue Bank Admin Pin
 - Web Account Maintenance
 - Reports**
 - Passport Verifications

Search for a Bank Operator

You can view all users by clicking on search or search for a specific user using the search criteria

Surname

First Name

Mobile Number

Email Address

Search

Entity Results




You can change the status or view details of individual users

First Name	Surname	Status	Operator Type	Action	View Details
Adelaide	Brown	To Verify	Bank User	Verify	View
Grace	George	Active	Bank Administrator	Suspend	View
George	Daniel	Active	Bank Administrator	Suspend	View

1.3.5 Web Account Maintenance

A Bank administrator may choose to change some personal details related to his account such details as username, password, mobile number or email.

The procedure to change the details is as follows:

-  Select **Web Account Maintenance** from the menu
-  Change any of the details you wish to change
-  Click **Submit**



Web account maintenance	
Username	***** Change Username
Password	***** Change Password
Mobile Number	08061319747 Change Mobile Number
Email	askc4baby@yahoo.com Change Email Address
<input type="button" value="Submit"/>	





1.4 Reports







The report that can be viewed includes Passport Verification Report

1.4.1 Passport Verification Report

Passport verification report provides detail reports on the verifications that were carried out in the Bank. It shows the Passport number, Bank branch Bank user, comments and date of the passport verification.

Passport verification report can be generated as follows:

-  Select **Passport Verification** from the menu under Reports
-  Enter the date the report will be generated for and click **View**
-  The report will be displayed
-  The report can be exported to CSV, PDF, TIFF, web archive, Excel, Rich Text Format by selecting the drop down beside **Export to the selected format** on the report page

 1 of 1  Export to the selected format  Export   

Passport Verification History

06/07/2013 10:44

Verifications from 29/06/2013 to 06/07/2013

Verification ID	Request Date	Document Nr	Bank Name	Operator Name	Note
281	06/07/2013 10:14	ODILI	DIAMOND BANK PLC	Adelaide Brown	Could not find the passport
282	06/07/2013 10:14	A04280750	DIAMOND BANK PLC	Adelaide Brown	
283	06/07/2013 10:10	A00006860	DIAMOND BANK PLC	Yinka Davids	
284	06/07/2013 10:10	A04280750	DIAMOND BANK PLC	Yinka Davids	

1

2 BANK USER MANAGEMENT

2.1 Background

This section covers the management of Bank users from Bank user registration to all other functionalities of the Bankuser.

Basic business rule for Bankuser are as follows:



A Bank user request access to the service from the portal



One Bank administrator issues user pin and another Bank administrator verifies the user



Every Bank has one or more users who are solely responsible for passport verifications in the bank

2.2 Registration of Bank User

The process of registering a Bank user is as follows



Eligible Bank users request for access from the portal by entering <http://172.18.5.50> on any web browser and click on **Request Access** from the menu



Enter some personal details, email address and mobile number, Bank and Bank branch from the next page

You are not logged in

Home
Log In
Operators
Request Access
Register

Request for System Access

Email Address

Mobile Number

First Name

Surname

Please select a Bank

Bank Branch

Please select a Branch

Submit



A Bank administrator will issue pin which will be used to continue the registration process. The pin will be sent via email and/or sms



The bank user receives the Pin and continues the registration process



Click **Register** on the portal



Enter the pin code and click **Submit** to proceed

You are not logged in

Home
Log In
Operators
Request Access
Register

Validate Your Registration Code

88600352-d898-4d7f-a821-098a618fe2b2

Submit



Enter username , password and personal details on the next page and click **Continue**

You are not logged in

Home
Log In
Operators
Request Access
Register

Bank User Registration

Personal Data

Please provide the following personal information:

Surname

Brown

First Name

Adelaide

Middle Name

Gender

Male

Marital Status

Married

Date of Birth

01/02/1988

Mobile Number

08080909091

Email Address

diamondbu1@diamondbank.com

National ID

Employee Number

123123

Login Data

Please select a username and password that can be used to log in to your account. The password must have a minimum of 6 and maximum of 16 characters and may not be "password". Please select a "strong" password with a combination of alpha and numeric characters and capital and small letters. Please note the password is case sensitive.

Username

diamondbu1

Password

Type the Password again

Continue >



Another Bank administrator has to verify the account before the Bank user can log into the system



After the Bank administrator has verified the Bank user account,

The Bank user can Log In



Login with the login details provided during registration.



The first login attempt after registration will ask for Security Questions which could be used to identify you in future. Provide any two (2) security questions of your choice and select **Submit**

NIGERIA IDENTITY DOCUMENTS Verification Service

Welcome Dave

Home
Log Out

Security Questions

In order for us to identify you in the future, we require that you select any of the security questions from the drop down lists below and provide us with answers that you will remember.

Please click on the arrow point downwards on the right of the boxes below to see the complete list of questions.

In what LGA were you born?

(Please Select)

Submit



A congratulatory page will be displayed and you will be directed to the homepage

NIGERIA IDENTITY DOCUMENTS Verification Service

Welcome Adelaide

Home
Log Out
Operators
Verify Passport
Web Account Maintenance

Welcome Bank User

New functionality has been added to be able to verify a passport. Just note that your account would be suspended if you have multiple failed attempts of the passport lookup, so use it responsibly.

2.3 Bank User Functionalities

The Bank user has the following functionalities after login



Passport Verification



Web Account Maintenance

2.3.1 Passport Verification

Bank users can verify passport by entering the passport number and surname as seen on the international passport. 5 successive passport verification mismatches automatically suspends the user's account.

The process of passport verification is as follows:



Click **Passport Verification** on the menu, enter the passport number and surname and click **Search**

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NIGERIA IDENTITY DOCUMENTS Verification Service

Welcome Adelaide

Home
Log Out
Operators
Verify Passport
Web Account
Maintenance

Search Passport Information

This functionality may only be used for the verification of identity documents as agreed with NIBBS and for no other purpose. Verifications are tracked and your organisation will be charged for each transaction.

You indicate that you agree with the conditions stated by clicking the Search button.

Passport Number

Surname

Passport Search Results

Welcome Adelaide

Home
Log Out
Operators
Verify Passport
Web Account Maintenance

Search Passport Information

This functionality may only be used for the verification of identity documents as agreed with NIBBS and for no other purpose. Verifications are tracked and your organisation will be charged for each transaction.

You indicate that you agree with the conditions stated by clicking the Search button.


Passport Number

Surname

Search

Passport Search Results

Passport Number	A04280750
Authorisation Code	282
Date of Issue	13/02/2013
Document Status	ACTIVE
Surname	ODILI
First Name	NONYE
Other Names	PAMELLA
Gender	Female
Date of Birth	27/04/1984





A Bank user with print privilege can click **Print** to print the verification report



The report can be exported to CSV, PDF, TIFF, web archive, Excel, Rich Text Format by selecting the drop down beside **Export to the selected format** on the report page

1
of 1

Export to the selected format

Export

Passport Validation Summary

Verification Number 284

Doc No	First Name	Surname	Date of Birth	Gender	Status
A04280750	NONYE	ODILI	27/04/1984	Female	ACTIVE

06/07/2013

2.3.2 Web Account Maintenance

A Bank user can use the web account maintenance page to update/change personal details (such as username, password, mobile number or email) that are related to his account. This can be done using the steps below:



Select **Web Account Maintenance** from the menu



Change any of the details to be updated



Click **Submit**

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NIGERIA IDENTITY DOCUMENTS
Verification Service

Welcome Adelaide

Home
Log Out
Operators
Verify Passport
Web Account Maintenance

Web account maintenance

Username	*****	Change Username
Password	*****	Change Password
Mobile Number	08080909091	Change Mobile Number
Email	diamondbu1@diamondbank.com	Change Email Address

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3 DASHBOARDS

3.1 Background

This section covers the dashboard functionalities. It describes the procedure to login to view the dashboard.

Basic business rules to view dashboards are as follows:



NIBBS administrators and Bank administrators are the only authorized users to view the dashboards.



NIBBS administrators can view passport verification summary for every bank from the dashboard.



Bank administrators can only view the passport verification originating from their own bank alone.

3.2 Dashboard View(Bank Administrator)

A Bank administrator can view passport verifications summary only meant for administrators bank. Summary of the passport verification available includes counts for the following time lines



Today



24 hours



This Week



This Month



Total

The process to view the Bank Administrator Dashboard includes:



Click **Log In** on the menu




Enter Bank Administrator's username and password and select the checkbox beside 'View Dashboard'



Enter the Captchacode



Click on the **Log In** button



NIGERIA IDENTITY DOCUMENTS Verification Service

You are not logged in

- Home
- Log In
- Operators
 - Request Access
 - Register

Login


If you have registered as a user, please enter your Username and Password below. Note that your password is case sensitive. To log in please supply the following information:

Username

Password

View Dashboard ☒

Please follow the recovery procedure if you forgot your username or password


[Refresh](#)
Please enter the code above (letters are case insensitive):



The Bank NIBSS administrator dashboard page will then be displayed



NIGERIA IDENTITY DOCUMENTS Verification Service

You are not logged in

- Home
- Log In
- Operators
 - Request Access
 - Register

Powered by Veriserve

Today	24 Hours	This Week	This Month	Total
0	0	4	4	4

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