



PORTAL 360



VerifiMe Integration Quick User Guide

Purpose

VerifiMe allows you to perform identity verification (KYC) directly through Portal360.

Step 1: Complete Organization Setup

Before running any verification, complete the one-time onboarding process.

1. Start Onboarding

- Open **VerifiMe Settings** in Portal360.
- Select:
 - Existing Compliance Program, or
 - New Compliance Program

Connect VerifiMe ×

AML/CTF compliant identity verification for Australian businesses

1 2 3 4 5

PROGRAM TYPE UPLOAD CONSENT PAYMENT ACTIVATE

Select how you want to set up your AML/CTF program:

☐ I have an existing AUSTRAC AML/CTF program
Upload your document for AI analysis

☐ I need to create a new program
We'll guide you through a 5-step process

Cancel Continue >

2. Upload Required Documents

If using an existing compliance program, upload:

- AML/CTF Compliance Program
- AUSTRAC Certificate
- Compliance Officer ID

Upload AML/CTF Program

Upload your existing AUSTRAC AML/CTF program document

✓

2

3

4

5

PROGRAM TYPE

UPLOAD

CONSENT

PAYMENT

ACTIVATE

Please upload the three required documents below to proceed with verification.

 **AUSTRAC Program**
PDF, DOC, DOCX, TXT — max 10MB

 **Certificate**
PDF, DOC, DOCX, PNG, JPG — max 10MB

 **ID Document**
PDF, DOC, DOCX, PNG, JPG — max 10MB

< Back

Continue to Consent >

3. Provide Consent

- Review compliance terms
- Accept required consent declarations

Consent & Compliance

These consents are required for compliance purposes

✓ PROGRAM TYPE — ✓ UPLOAD — 3 CONSENT — 4 PAYMENT — 5 ACTIVATE

Both consents are required to proceed.

☐ I consent to verification checks being conducted on my clients on behalf of my organisation

☐ I accept the AML/CTF Terms and Conditions and confirm this organisation is registered with AUSTRAC

These consents are recorded with your IP address and timestamp for compliance purposes.

[< Back](#) [Continue >](#)

4. Payment Flow

- **Purchase a Subscription**

A monthly subscription of **AUD \$29** is required to activate your account.

Enter your payment details, if prompted, and complete the subscription process.

Activation Fee

One-time connection fee

✓

✓

✓

4

5

PROGRAM TYPE

UPLOAD

CONSENT

PAYMENT

ACTIVATE

VerifiMe Connection Fee

AUD \$29.00

Includes AUSTRAC program setup and platform activation

One-time fee

\$29.00

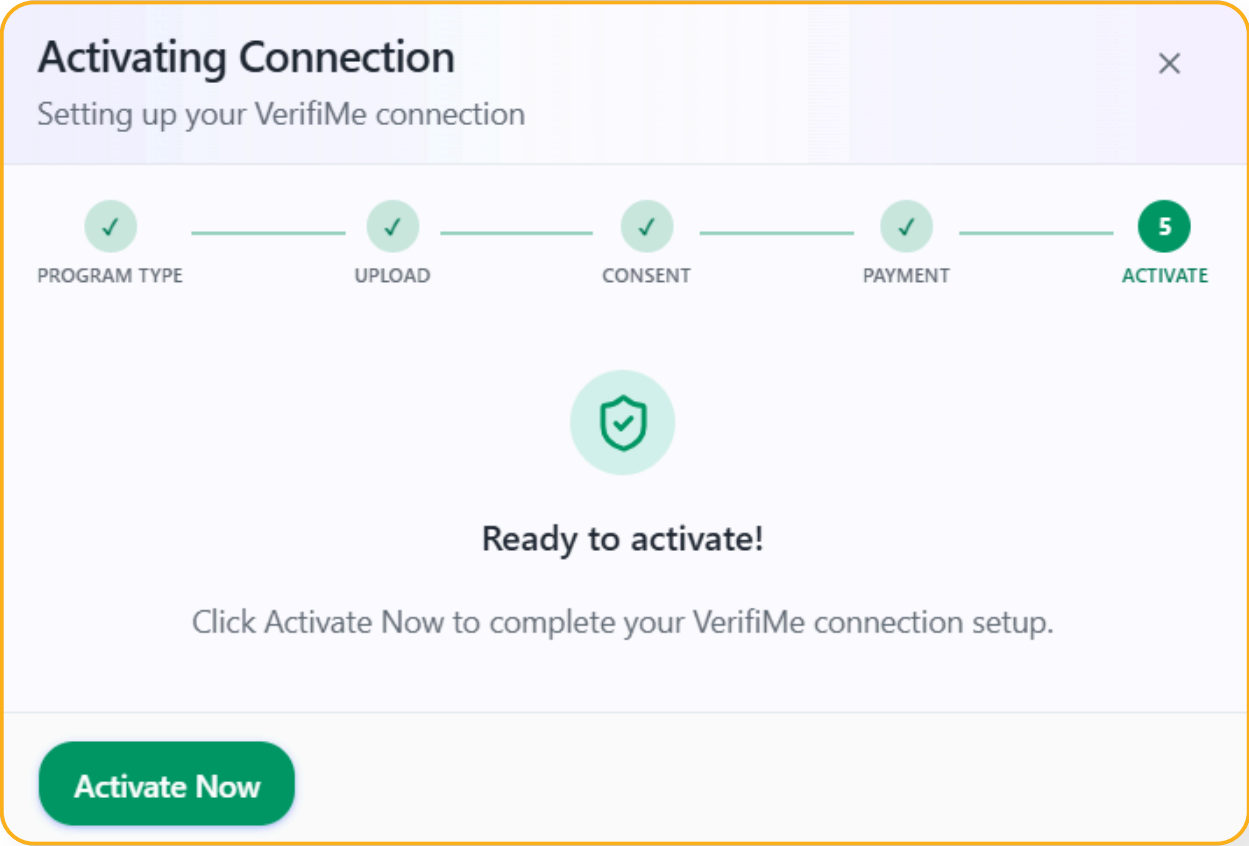
By clicking Pay, you authorise a one-time charge of AUD \$29.00 to activate your VerifiMe connection.

< Back

Pay AUD \$29.00

5. Activate Account

- Complete onboarding
- Connection status should display **Connected**.



The screenshot shows a modal dialog titled "Activating Connection" with a subtitle "Setting up your VerifiMe connection". It features a progress bar with five steps: "PROGRAM TYPE", "UPLOAD", "CONSENT", "PAYMENT", and "ACTIVATE". The first four steps are marked with green checkmarks, while the "ACTIVATE" step is marked with a green circle containing the number "5". Below the progress bar, there is a green shield icon with a checkmark inside, followed by the text "Ready to activate!". Below this, a message says "Click Activate Now to complete your VerifiMe connection setup." At the bottom of the dialog is a green button labeled "Activate Now".

Activating Connection ×

Setting up your VerifiMe connection

✓ — ✓ — ✓ — ✓ — 5

PROGRAM TYPE UPLOAD CONSENT PAYMENT ACTIVATE

Ready to activate!

Click Activate Now to complete your VerifiMe connection setup.

Activate Now

6. Verification Check

- Status = Connected
- VerifiMe Account Code generated

Step 2: Run Identity Verification

Open the required client in Portal360.

Verify a Client Entity

1. Open Client Profile.
2. Navigate to **VerifiMe / Verification**.
3. Select **Entity**.
4. Select verification checks.
5. Click **Run Check**

Run KYC / AML Verification

Review the recommendation before proceeding

Recommendation

This entity belongs to a client group. Instead of verifying only this entity, you can verify the entire client and run verification across all entities and contacts together.

Verify Only This Entity
Run checks for all contacts under this entity

Cancel

Run KYC / AML Verification

Select the checks to run

☐	Individual (Domestic) - 2 Photo ID	\$6
☐	Individual (International)	POA
☒	Self Managed Super Fund (SMSF)	\$50
☒	Trust (Regulated/Unregulated)	\$50
☐	Sole Trader	\$15
☐	Partnership	\$25
☐	Private Company	\$30
☐	Public Company (Domestic)	\$40
☐	Complex Company Structure	\$60

Cancel Run Verification

Result:

- Verification invite sent to the client.

Run KYC / AML Verification

Verification started

Entity verification started. Invite emails will be sent to all contacts.

Invite emails will be sent to contacts. Track progress in the KYC Verification history.

Close

Verify a Single Contact

1. Open Client Profile.
2. Open the required Contact.
3. Navigate to **VerifiMe / Verification**.
4. Select **Single Contact**.
5. Click **Run Check**

Run KYC / AML Verification

Review the recommendation before proceeding

Recommendation

This entity belongs to a client group. Instead of verifying only this entity, you can verify the entire client and run verification across all entities and contacts together.

Verify Only This Contact
Run checks for this individual contact only

Cancel

Run KYC / AML Verification

Select the checks to run

Verifying: This individual contact

SELECT CHECKS TO RUN

OTHER CHECKS

☐ Individual (Domestic) - 1 Photo ID	\$4.5
☐ Individual (Domestic) - 2 Photo ID	\$6
☐ Individual (International)	POA
☐ Self Managed Super Fund (SMSF)	\$50
☐ Trust (Regulated/Unregulated)	\$50
☒ Sole Trader	\$15

Cancel Run Verification

Result:

- Verification invite sent to the client.

Run KYC / AML Verification

Verification started

Contact verification started. An invite will be sent.

Invite emails will be sent to contacts. Track progress in the KYC Verification history.

Close

Verify All Contacts

1. Open Client Profile.
2. Open **VerifiMe / Verification**.
3. Select **All Contacts**.
4. Click **Run Check**

Run KYC / AML Verification (Left Screenshot)

Review the recommendation before proceeding

Recommendation

This entity belongs to a client group. Instead of verifying only this entity, you can verify the entire client and run verification across all entities and contacts together.

Verify Entire Contacts
Run checks for all contacts under this entity

Cancel

Run KYC / AML Verification (Right Screenshot)

Select the checks to run

Verifying: All contacts in this entity

SELECT CHECKS TO RUN

OTHER CHECKS

☐ Individual (Domestic) - 1 Photo ID	\$4.5
☐ Individual (Domestic) - 2 Photo ID	\$6
☐ Individual (International)	POA
☐ Self Managed Super Fund (SMSF)	\$50
☐ Trust (Regulated/Unregulated)	\$50
☐ Sole Trader	\$15

Cancel Run Verification

Result:

- Individual verification invites sent to all contacts.

Run KYC / AML Verification

Verification started

Contact verification started. An invite will be sent.

Invite emails will be sent to contacts. Track progress in the KYC Verification history.

Close

Bulk Verification

1. Open **Bulk Verification**.
2. Select Client Record Group
3. Click **Run Bulk Check**.



VerifiMe
AML/CTF compliant identity verification for Australian businesses.

Overview **Verification Centre** Settings Pricing AUSTRAC Program

Bulk Verification Centre
Verify client records in bulk. Select the record type from the tabs below, check the records you want to verify, choose from the filters.

Clients 124 **Entities** 117 **Contacts** 23

Select Clients
Select one or more records to run KYC / AML verification checks.

ALL **APPLY** **DO NOT APPLY** **NOT SET**

☐	CLIENT NAME	TYPE	ENTITIES	VERIFICATION STATUS	STATUS
☐	Layter & Lach Accountants	Local Business Group	0 linked entities	NOT SET	ACTIVE
☐	Right2Buy Building and Strata Inspections	Company	1 linked entities	NOT SET	ACTIVE
☐	Jim's Building Inspections Oatley	Company	1 linked entities	NOT SET	ACTIVE

Result:

- Verification orders are created for all selected entities and contacts.

Step 3: Customer Completes Verification

The customer receives an email invitation.

Customer:

1. Opens the verification link.
2. Completes the requested checks.
3. Uploads required identification documents (if required).
4. Submits verification.

Result:

- VerifiMe processes the verification and sends results to Portal360.

The screenshot displays the Portal360 interface. At the top, a header bar shows the 'ENTITY WORKSPACE' logo, the title 'Individual Tax Return 2025', and status indicators for 'COMPANY' and 'ACTIVE'. Below this, the user's email 'muhammads@tussledigital.com' and currency 'AUD' are listed. The main content area is divided into two columns. The left column contains a summary of tasks (0), approvals (0), and balance (Not linked), followed by a 'REGISTRATION' section with fields for LEGAL NAME (Individual Tax Return 2025), TRADING AS (Southern Cross Holdings), ABN, ACN, INCORP DATE, and ADDRESS. The right column shows a 'Proposals' section with a 'Draft' proposal for 'sajid 123' and a 'KYC VERIFICATION' section. The KYC section indicates 'No schedule configured' and shows the latest result as 'UNKNOWN' on 'Jul 2, 2026'. A red box highlights the 'Run Verification' button in the KYC section.

ENTITY WORKSPACE
Individual Tax Return 2025
COMPANY ACTIVE
muhammads@tussledigital.com AUD

TASKS
0

OVERDUE
0

APPROVALS
0

BALANCE
Not linked

REGISTRATION

LEGAL NAME Individual Tax Return 2025

TRADING AS Southern Cross Holdings

ABN —

ACN —

INCORP DATE —

ADDRESS —

TAX & BANKING

TFN —

Proposals
1 package linked here + New

Proposal for Portal 360
Draft sajid 123
For sajid 123 · not sent yet

KYC VERIFICATION
No schedule configured.

Latest result UNKNOWN
Date Jul 2, 2026
View 7 results

Run Verification

WORKSPACE

Step 4: Review Verification Results

Open:

Portal360 → Verification Orders

Possible statuses:

Status	Meaning
Pass	Verification successful
Fail	Verification failed
Pending	Verification in progress
Not Applicable	Check not required

Additional Information Available:

- Risk Rating
- Verification Report (PDF)
- Check-by-Check Results

Step 5: Monitor Re-Verification

Portal360 automatically tracks verification expiry dates.

Depending on configuration:

- Auto-Run ON → Verification runs automatically
- Auto-Run OFF → Approval required before execution

Notifications are received when:

- Verification is due.
- Verification is overdue.
- Results are available.

Common Areas in Portal360

Requirement	Location
Connection Status	Settings / Connection
Compliance Documents	Compliance Program
Verification Orders	Verification Orders
Result Details	Check Result View
Consent Records	Consent Log
Risk Mapping	Risk Mapping Section

Troubleshooting

Invite Not Received

- Verify the customer's email address.
- Check spam/junk folder.

Verification Stuck

- Check order status in Verification Orders.
- Retry if required.

Report Not Available

- Refresh after a few minutes.
- Contact support if the issue persists.

