

Introduction to Pascal Onboarding

Pascal Onboarding is a flexible platform which enables you to streamline your compliance processes, in which you onboard clients where collaborations take place. Creating customised forms to suit specific situations, verify individual’s identities, support for internally reviewing and approving the process and perform screenings on individuals and companies encountered during the onboarding process is all possible within Pascal Onboarding.

< Example Client

Remove clientShow activity log

In progress

Ready for approval

Waiting for approval

Completed

Internal team

Assigned

John Doe

Collaborators

External team

Jane Doe

jane.doe@example.com

Invite external users

See in one overview the progress of the onboarded client, the external team and the internal people responsible for the onboarding.

Forms <div>Add additional form +</div>					
Name	Status	Assignee	External assignee	Progress	Last modified
Demo Form	Submitted by client	<div>John Doe</div>	Jane Doe	100% completed	an hour ago

Send out forms to the external team to inquire information. Additional or follow-up forms can be sent out, for example based on the answers provided. After the external team has submitted the form, internal questions will be answered by the internal team. For example, based on the answers provided by the external team.

< Onboarding form

Sections

- Generic questions - contact person
- Generic questions - Client

Generic questions - contact person

This section will go over generic questions regarding the person filling in this form.

Please fill in information about the contact person of the client.

Full name 0 / 200

First name 0 / 200

Last name 0 / 200

Initials 0 / 200

Nationality ▼

Date of birth 📅

Kindly complete the provided information

Submit for approval

In Pascal Onboarding, forms sent out to the external team can be fully customised. Different templates can be saved for different situations.

Entities

The following entities have been defined in the onboarding form

Name	Screening status	Verification	Forms
Jane Doe	Not added yet	Not verified yet	Send invitation

[Show in entity screening](#) [Add additional form](#)

Entities which are found in forms, are displayed in the Entities card. These can be followed up by sending them an additional form, screening the entities in Pascal Screening or sending them an email for identity verification executed by Veriff.

Internal approval

When all forms have been completed, activate approval flow.

Example Approval Flow

	Function	Users
Step 1	Function One Function Two	All applicable users
Step 2	Function Three	All applicable users
Step 3	Function Four	All applicable users

Start internal approval

After all the forms are completed, the internal approval can start. Here, a pre-customised approval flow can be chosen. Individual users with the specified function, or all users with the specified function, can be notified of the action to review and approve or reject the onboarding.

If the client onboarding is rejected, the process will jump back to the In progress stage. A comment can be added to inform why it was rejected and assigned back to a colleague. This colleague can then resend a form, review the form again or review the

internal questions and answers.

Onboarding

Home

Clients

< Example Client

In progress

Ready for approval

Internal team

Assigned

John Doe

Collaborators

External team

Jane Doe

Activity log

> an hour ago

Approval step approved

By Jonathan Doe

> an hour ago

The form Standard Form has been submitted.

By John Doe

> an hour ago

The form Standard Form has b...

By Jane Doe

Finally, all activity for the onboarded client can be viewed in the Activity log. And the filled in forms can be downloaded by pressing the download button next to the forms.

Forms Add additional form +

Name	Status	Assignee	External assignee	Progress	Last modified	
Demo Form	Completed	John Doe	Jane Doe	100% completed	an hour ago	Download