

INSTRUCTIONS TO SUBMIT AFFIDAVIT AND IDENTIFICATION

Please review the following instructions for the completion and submission of the Affidavit and Identification.

Please ensure that your email submission includes the Client Program Name and your name and CSP ID in the body of the email and in the Subject Line- **For example- Subject Line: Intuit – Jane Doe – CSP ID 12345. Submissions that do not include the Client Program Name and your CSP ID in the subject line may not be timely processed.**

The Affidavit of Identification form is attached. TO COMPLETE THE FORM:

1. Log into the Portal.
2. Confirm that all information in your profile on the Arise Platform is current and accurate.
3. Print out the Affidavit at the end of this document.
4. Fill in the information in the highlighted areas.
 - a. The agent's name and address on the identification must match the information provided in the Arise profile.
5. Attach a clear and legible copy of your photo identification to the Affidavit. **Submissions that are illegible may not be timely processed.**
 - a. Proper forms of photo identification are:
 - i. Driver's License
 - ii. Identification card
 - b. Military IDs are not an accepted form of identification.
6. Also attach a close-up photo of you holding your ID next to your face. Please only include your full face from the neck up. Please ensure both your picture and the picture on your ID are legible. See examples of acceptable and unacceptable selfies below-

Figure 1- GOOD SELFIE



Figure 2- GOOD SELFIE



Figure 3- BAD SELFIE (Light glare)



Figure 4- BAD SELFIE (Full face not visible- top of head cut off and ID obstructing face)



TIPS

- ✓ Please ensure all the information is filled in on the Affidavit before submitting the document.

TO SUBMIT THE FORM:

1. Scan the completed Affidavit of ID, clear photo identification and your picture holding your ID as a pdf document or jpeg image and email to AriseAffidavits@arise.com.
 - a. If the scanned document is unclear, please take a full-size color picture of the completed document along with the photo ID placed on top of the document within the designated area.
 - b. The selfie must include your full face unedited, with no distortions, obstructions, shadows or reflections (please see examples of approved and rejected selfies above).
2. Ensure the Subject Line and body of the email includes the Client Program name and your name and CSP ID- **For example- Subject Line: Intuit – Jane Doe – CSP ID 12345.**

Please note, failure to provide the completed Affidavit may delay final certification and prevent Arise from offering your company a Statement of Work to service the Program.

Regards,
Arise Virtual Solutions Inc.

