

IDs (Validation Process)

WIKI OVERVIEW

- **Wiki Purpose:** Establish and implement a streamlined validation process adhering to underwriting criteria, ensuring accurate review and approval/rejection of Identification Guide revisions based on stringent verification protocols.
 - **Wiki Owner:** Eduardo Alcántara
 - **Validity:** 1 year
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Approval Requirements IDs

Follow the [Underwriting Criteria \(Mainstream Valid Rules\)](#)

Process to review and approve/reject the IDs

1. Open the following [link](#) to identify the pending IDs to review.
2. Select “Suscriptor” or “Co-suscriptor” in the operator “Select Doc Type”.
3. Open the ops direction by clicking the “Go to Doc” button.
4. Open the attached document/s (the ID and/or the Constitutive act).
5. Review that the documents are visualizable based on the [underwriting criteria](#).

Process for natural persons

1. Verify that the person that you are reviewing meets the [underwriting age requirements](#), continue if met. If not met, reject with the reason.
2. Confirm that the ID of the person that you are reviewing meets the [underwriting validity requirements](#), continue if met. If not met, reject with the reason.
3. Validate that the ID of the person that you are reviewing meets the [underwriting type of documents requirements](#), continue if met. If not met, reject with the reason.
4. Open the opposite person ID of the one you are reviewing (if there is information), and review that the mails and cellphone numbers are different, continue if they are different. If they are not, reject with the reason.
5. Corroborate that the Name, Second name, Father’s last name and Mother’s last name are in the correct cell and are spelled correctly, continue if they are in the correct place and spelled properly. If they are not, reject with the reason.
6. Certify that the Address, Colony, Municipality, City, Zip code and State are in the correct cell and are spelled correctly, continue if they are in the correct place and spelled properly. If they are not, reject with the reason.
7. Prove that the RFC is in the correct cell and that the first 10 CURP digits are the same as in the RFC, continue if it is in the correct place and is alike to the CURP . If it is not, reject with the reason.
8. Hide these items: “Customer Contact”, “Fecha de Visita de ventas” and “Informe de Visita de ventas ”
9. Approve

Process for legal persons

1. Read the Constitutive Act, search for the person that has the “General power for lawsuits and collections” and “General power for acts of administration”. Assure that this person’s ID is also

attached in this item and that it is valid. Continue if all requirements are met, if not met, reject with the reason.

2. Open the Constancia de Situación Fiscal (CSF).
3. Verify that the data of the CSF (company's name, address and RFC) is spelled correctly and is put in the right cells on ops. Continue if everything is correct, reject with the reason if it is not.
4. Hide these items: "Customer Contact", "Fecha de Visita de ventas" and "Informe de Visita de ventas "
5. Approve

Flow chart



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