



# Candidate Guide

Verifying your activity history using



[www.agenda-screening.co.uk](http://www.agenda-screening.co.uk)



03456 44 55 46



[screening@agenda-screening.co.uk](mailto:screening@agenda-screening.co.uk)



Konfir is the leading digital solution for verifying your activity history and it is the only UK Government Certified solution for Employment Attributes. Konfir utilises your bank, payroll and HMRC records to verify your activity history as well as supporting documents when required.

Konfir will only return the information required to complete your verification to Agenda. This will include your previous employer names, dates of employment and job title. If you have connected banking, Konfir will never share monetary values or details of your spending transactions.

## **Konfir will help verify your ...**

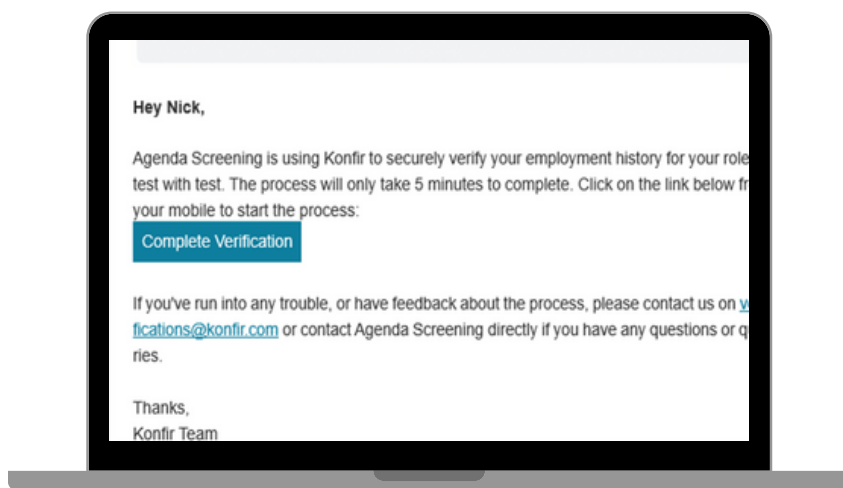
-  UK Employment history
-  UK Self-Employment
-  Gaps in employment

# What to expect?

## Getting Started

1

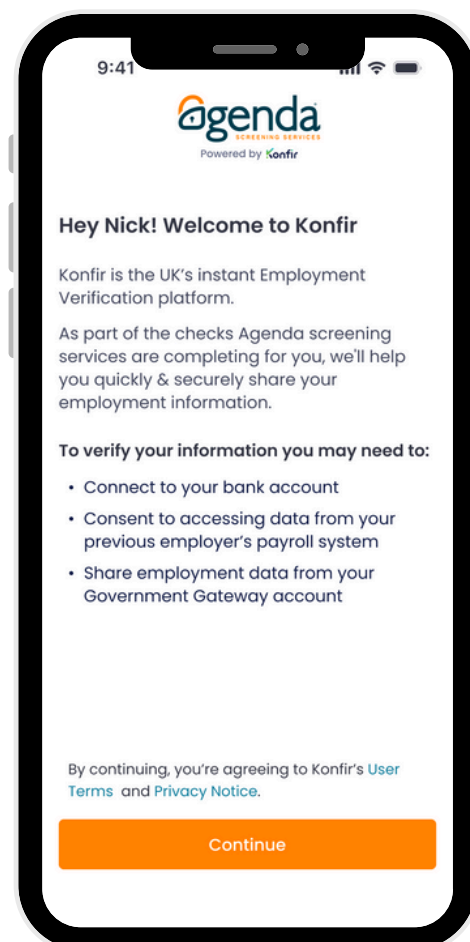
Soon after submitting your information to Agenda, you will receive a link to complete the Konfir process. This will come to you via text message and email, as pictured.



2

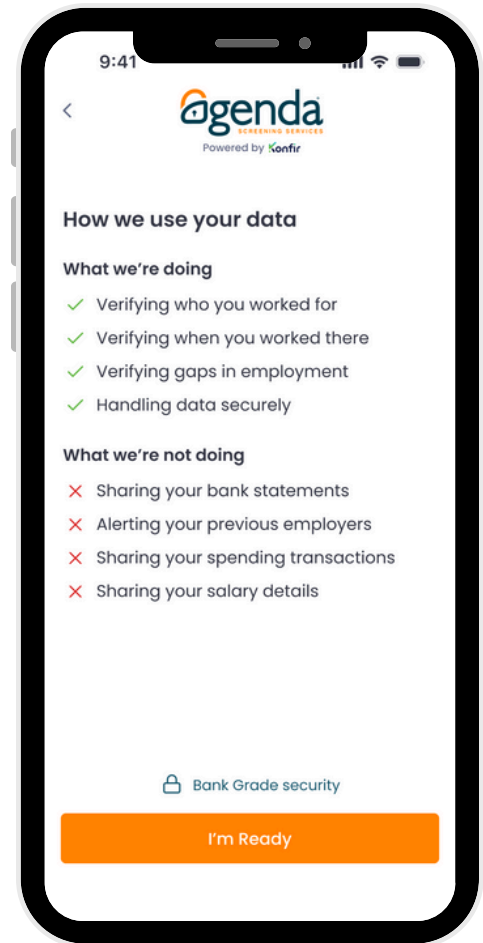
Clicking **Complete Verification** will take you to the Konfir portal to complete the Konfir process.

The first page you are greeted with will give you a summary of who Konfir are, which organisation has requested that you go through the process and what information you may need.



3

Clicking **Next** will move you onto the next page, which summarises how your data will be used, what Konfir will be doing and what they won't be doing.



4

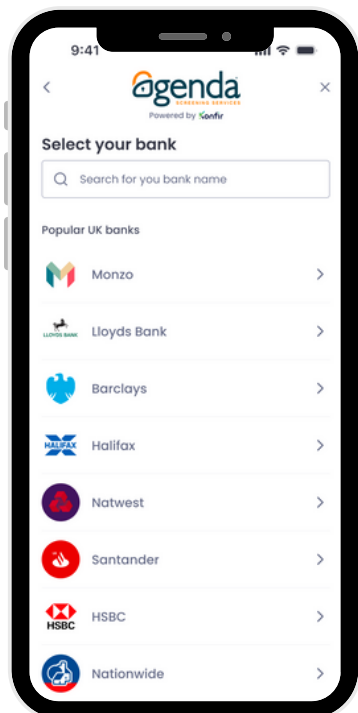
Once you are happy you can click **I'm ready!** to proceed. The next screen explains how the connection with your bank works, in preparation of connecting your bank with Konfir.

The banking process is FCA regulated and Konfir only has access to view the information the bank sends to them on a one-time access basis.

# Connecting your bank

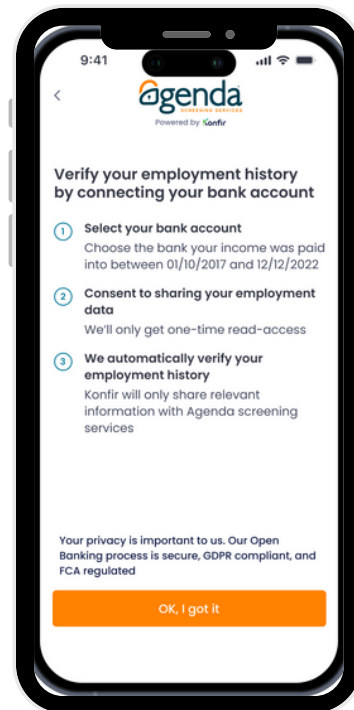
1

Click **Ok, got it** and you can begin connecting your bank. Please remember to connect all banks that you may have been paid into during the period mentioned in the previous screen. You can **opt out** of the banking at any point by clicking the X highlighted below.



2

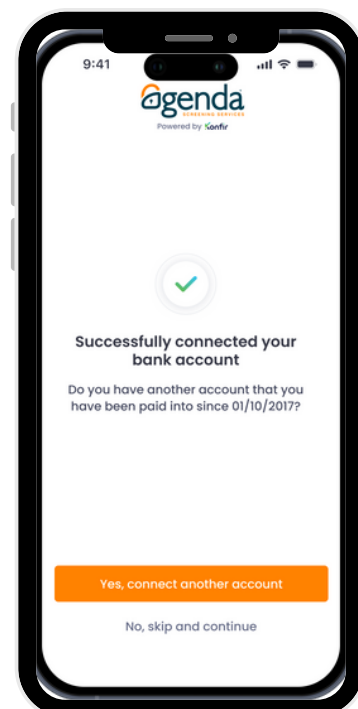
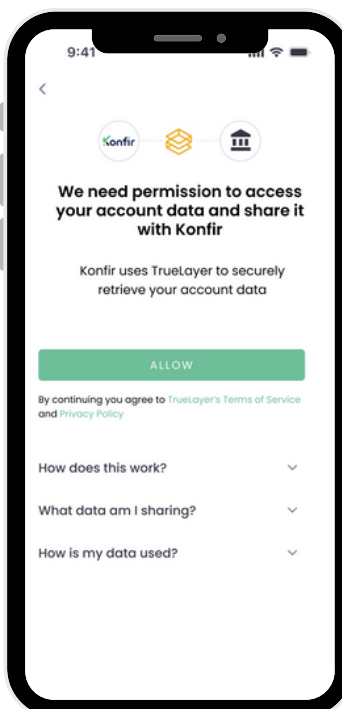
After selecting the bank you wish to connect, this will direct you to your own banking provider, where you will allow permissions and undergo any security checks, such as biometrics or passwords to authenticate the authorisation.



3

The transaction information that Konfir has the permission to view will now be sent to them and you will be given the option to either skip and continue and connect another bank.

Connecting another bank will follow the same process you have just gone through. Skipping signifies you have completed connection to your bank and are ready to move onto the next stage.



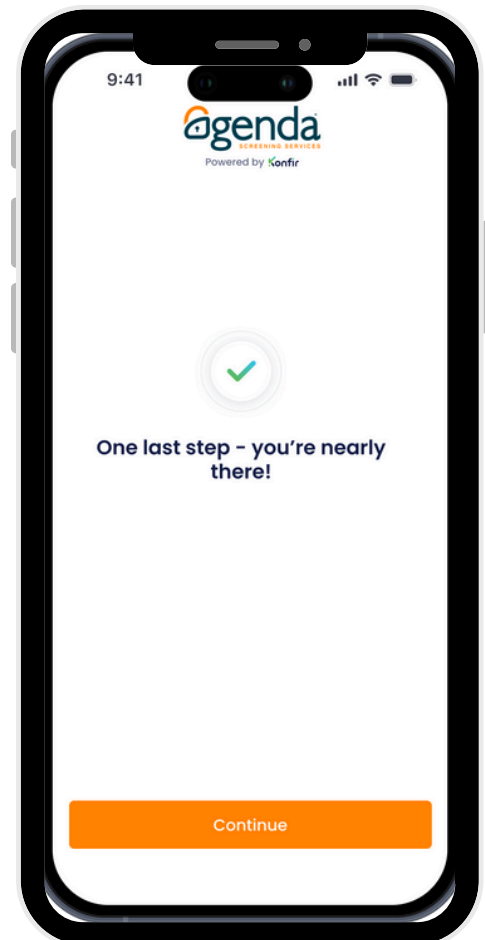
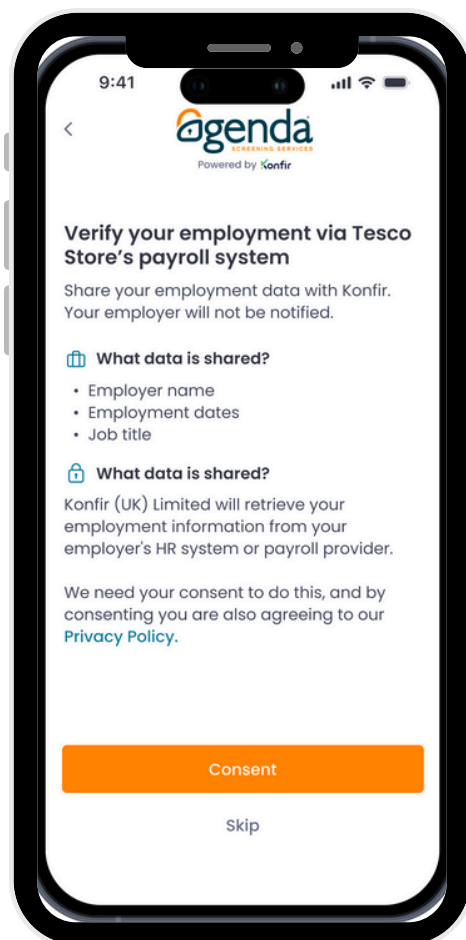
# Connecting Payroll

1

Following successful completion or opting out of the banking journey, you will now be given the opportunity to connect your company's payroll to verify your employment with them.

2

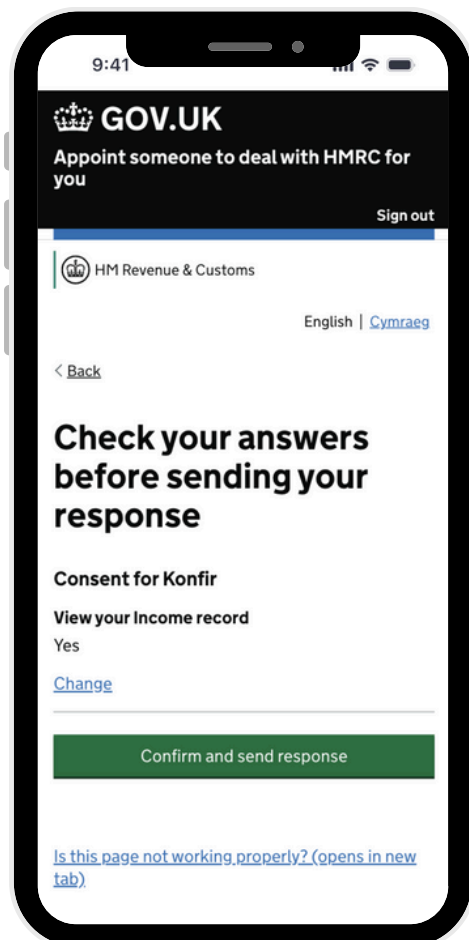
Clicking **Consent** will automatically connect with your company's payroll records and that's the payroll step complete!



# Connecting HMRC

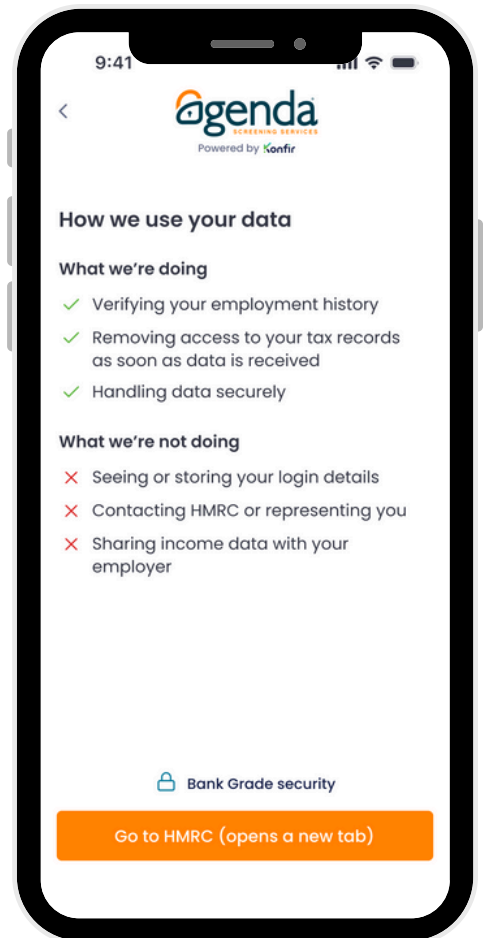
1

Clicking **Continue** will bring you to the final step – connecting your HMRC record. Once you are satisfied with the information that Konfir will have access to, you can click **Go to HMRC**. This will open in a separate window, which will require you to log into your Government Gateway account



2

Following the steps on the HMRC website, and granting Konfir permission you will then click **Confirm and send response** and the relevant information will be shared with Konfir.



# Uploading Documents

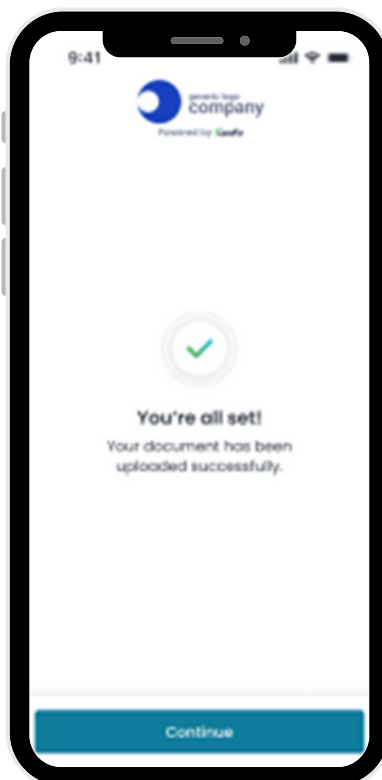
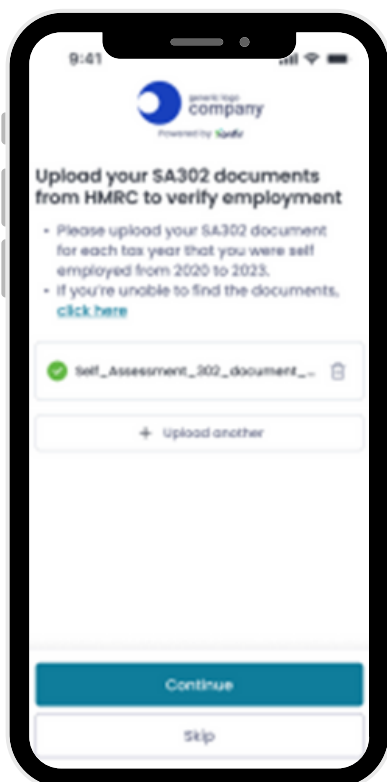
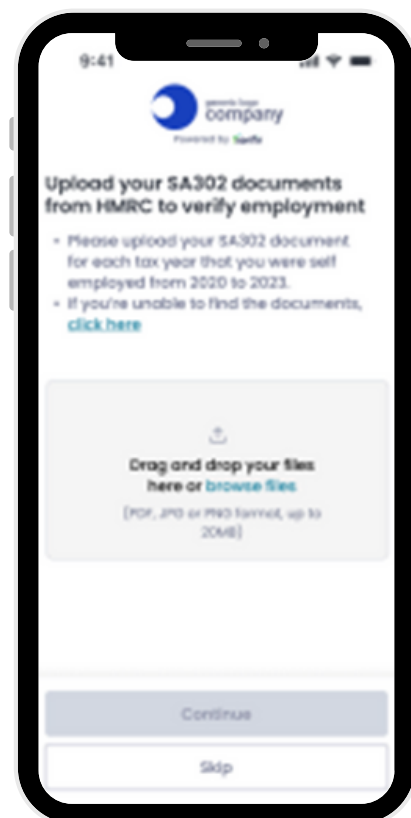
1

If you need to verify a period of self-employment, you will be asked to upload SA302 tax year overview or tax calculation documents. You should upload one document per tax year of self-employment: read more [here](#) about what an SA302 is and how to find yours.

Please note that Konfir only accepts official SA302 documents downloaded from the HMRC website; accountant and software-generated SA302s will not be accepted.

2

Once you have uploaded your SA302 documents, please click Continue and that's this step complete!



## Useful Links

Looking for further assistance? These links have got you covered



No account set up



I don't remember my login

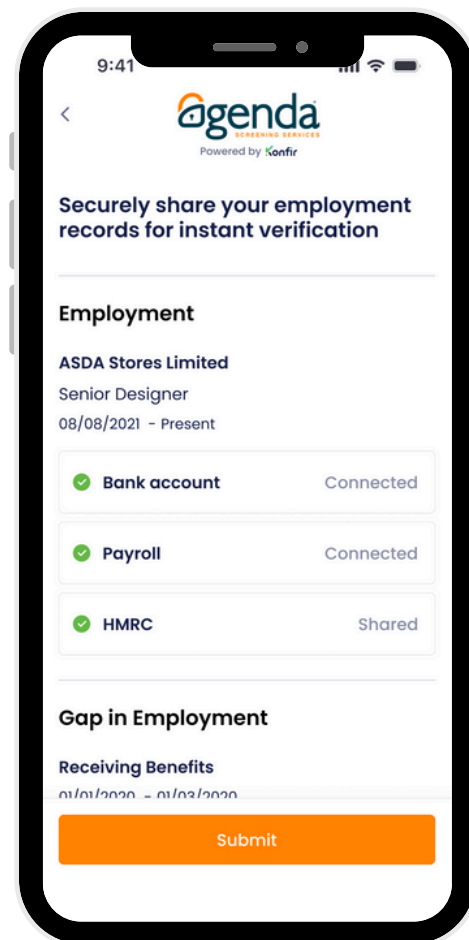


No UK ID



## Submitting your results

- 1 Finally, you have an opportunity to review which data sources you have successfully connected for each activity.
- 2 If there are any activities that haven't had a data source connected or haven't been verified, you will have the opportunity at this point to go back through and make a connection to verify the unverified activity.
- 3 Once you are happy, click **Submit** and the process is complete!



## What happens next?

Agenda will be notified that you have completed the process and your information is ready to view. We will then analyse the result and update your screening. We may need to contact you further if we require any clarifications.



## Frequently asked questions

### How do I know the process is secure?

Konfir is fully hosted by AWS, which benefits from world-class network and infrastructure security. Unlike the traditional approach to verifying through email, Konfir users have complete control over who has access to their information. Konfir is GDPR compliant, ICO registered, ISO27001 certified for cyber and information security, CODE registered as a champion for ethical data practices, and is a Government Certified Attribute Service Provider under the Digital Identity and Attributes Trust Framework.

### Who will see my data?

Only Agenda and the organisation that requested your information will be able to see data from Konfir.

### Can Konfir see my spending data?

When one or more banks are connected, TrueLayer will return to Konfir raw transaction history, including credit and debit payments. Konfir's proprietary algorithms clean the raw transaction data, discarding irrelevant transactions (including outgoing/spending transactions) via an automated process. Spending transactions are therefore not shared back to the Agenda or the organisation that requested your screening.

### Will Konfir have access to my bank account?

Konfir only has access to view the information the bank sends to them on a one-time access basis.

### How is my data accessed?

Konfir uses proprietary integrations, allowing you to instantly share your data. Konfir never access any of your personal information without your prior consent.

### What data is shared?

Across their data sources, Konfir will be using the data returned to identify who you worked for, how long you worked there and what your job title was.

Some banking transaction data may also be shared to confirm certain employments or Gaps in employment. Spending data is never shared

### Does it impact my credit score?

Using Konfir will not impact your credit score.

