User Documentation -Biographical Affidavit
Version: 1.0
Group 1
April 18, 2023

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Overview

This document will contain instructions and procedures for end-users to use the application's many functionalities.

Objective

The primary goal of this paper is to improve user friendliness and offer a focal point for platform usage. The document will explain how to use each program feature.

About Biographical Affidavit

Biographical Affidavit is a web application that based is the on a physical form from the Office of The Supervisor of Insurance & Private Pension.

Version:
V.1.0

Latest Release:

Installation:

Biographical Affidavit is web-based application so no installation will be required in order to use the application.

Prerequisite For Using the Application:
Recommended:

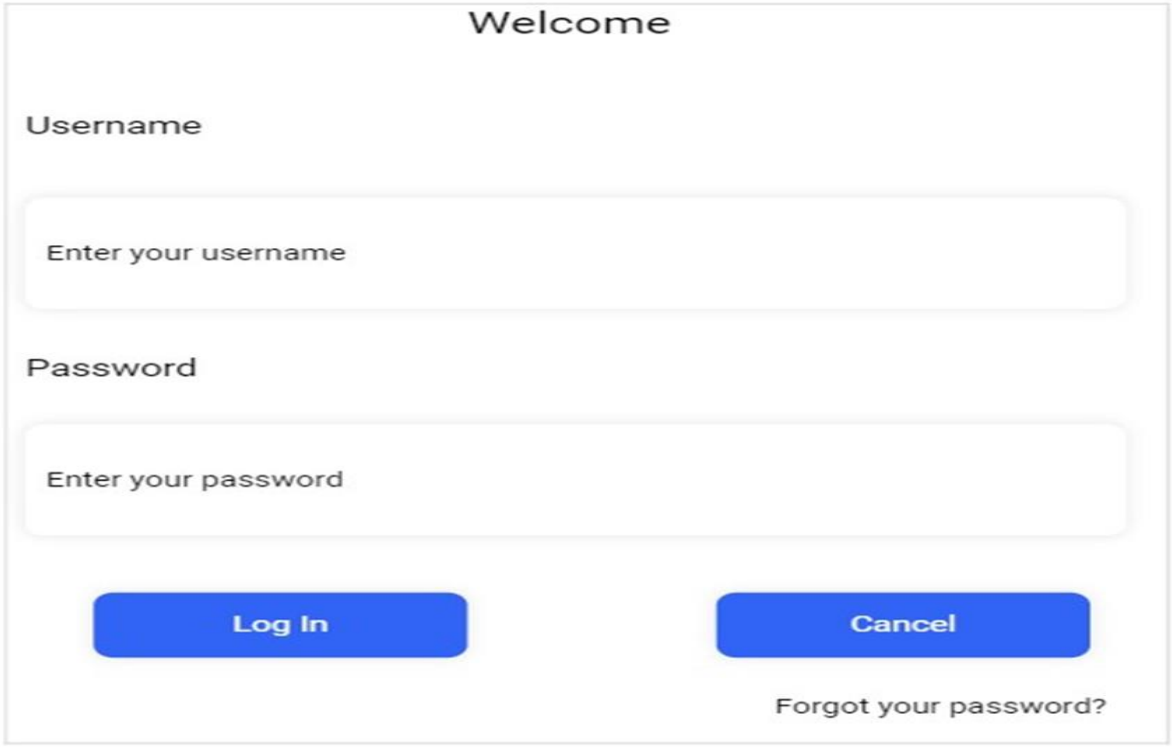
- CPU: 2 cores
- RAM: 2GB
- Storage: 40GB HHD
- Bandwidth: 1 Mbps

Minimum:

- CPU: 1 core
- RAM: 2GB
- Storage: 40GB HHD
- Bandwidth: 56kbps

OSIPP User Component

Login Page:

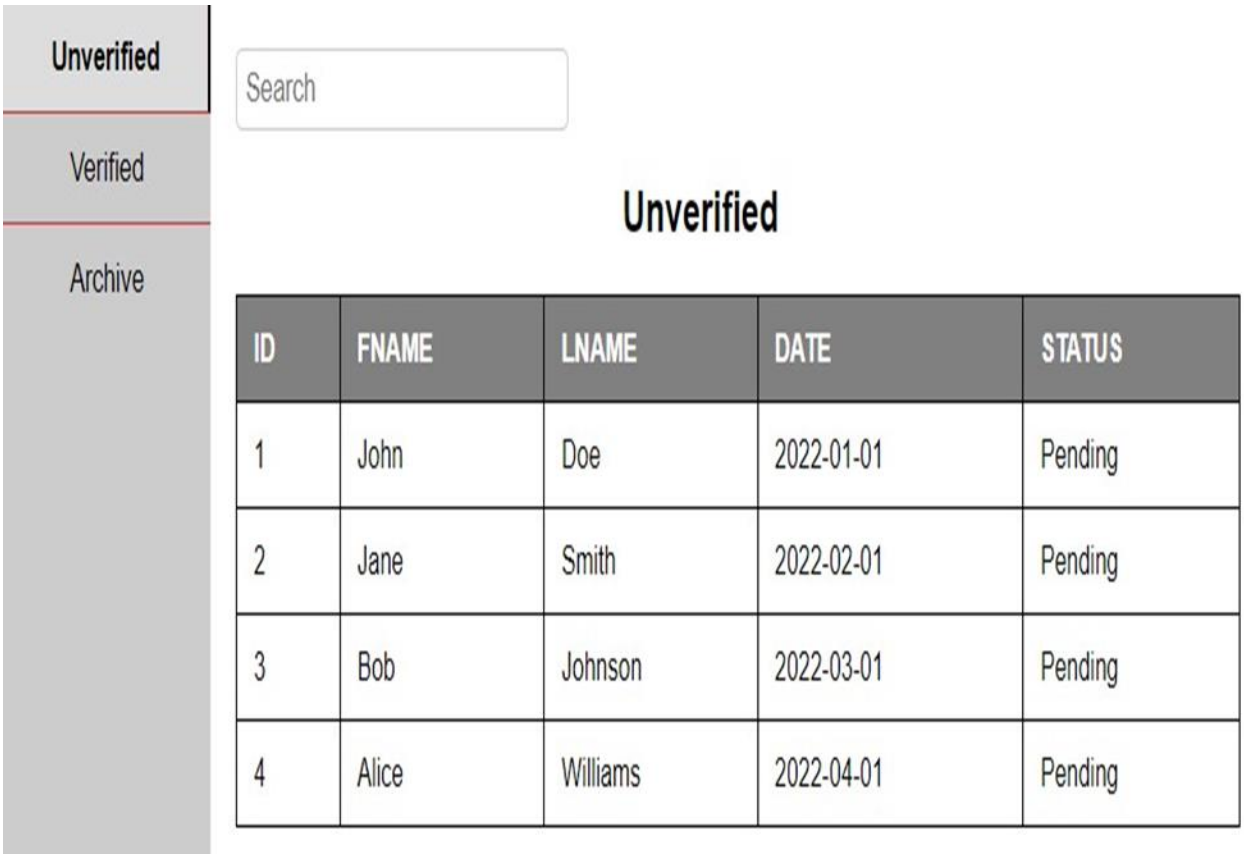


1. In order to login as an OSIPP public Officer you must have an account.

2. Enter username and password then click the login button.

3. You will be greeted with a message then you will be redirected to the OSIPP officer dashboard.

View unverified forms:



To view unverified forms

1. Select the “Unverified” tab on the left-hand side of the page.

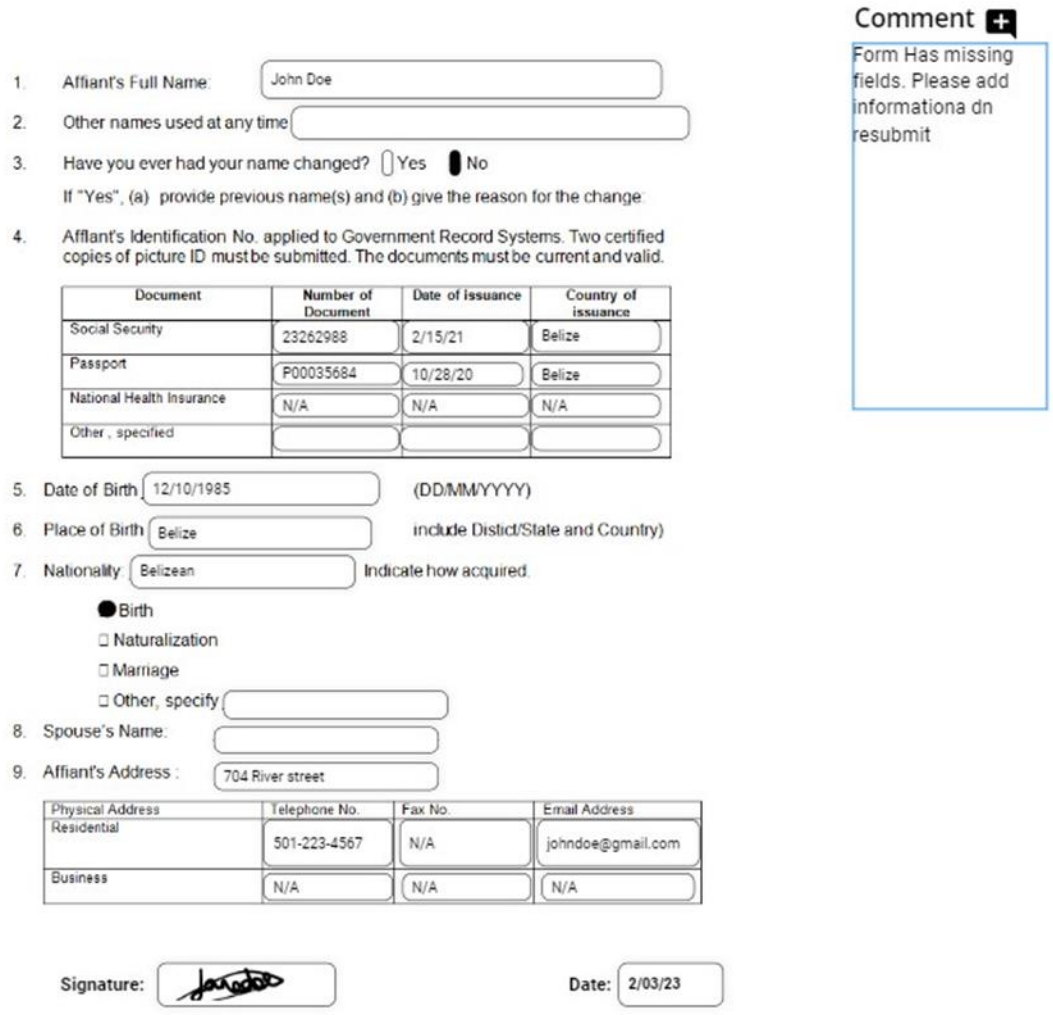
2. To proceed with the verification process you can click any of the user IDs that have status “pending”.

Deny/Accept Form:

Figure 3. Biographical Affadavit form showing OSIPP officer view

1. Select the “Decline” button to deny the user’s form
2. Select the “Approve” button to accept the user’s form

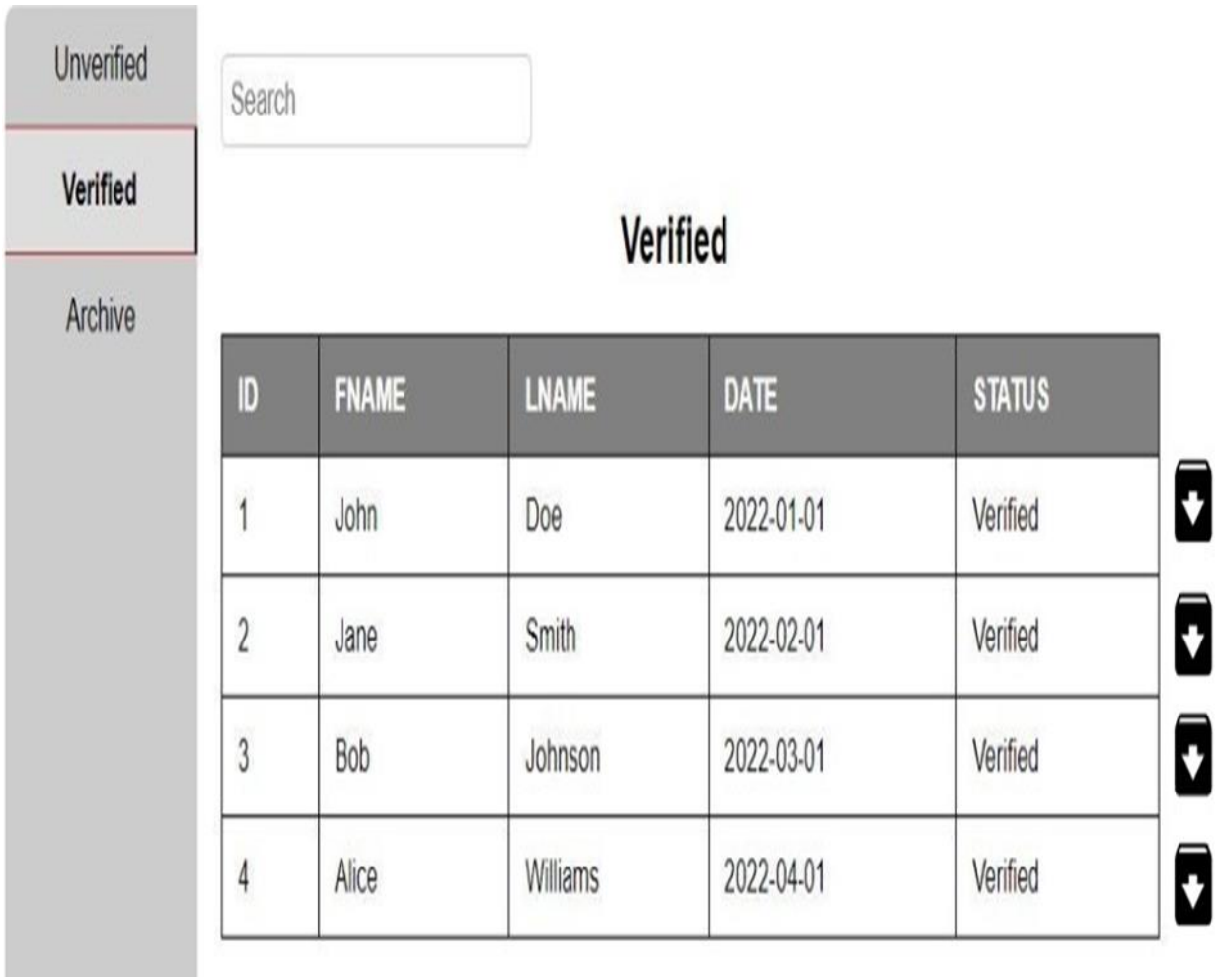
Adding Comment to Form:



1. A comment can be added on any field of the form by clicking the "comment" button.

2. After the comment has been made it will be sent back to the 3rd party user.

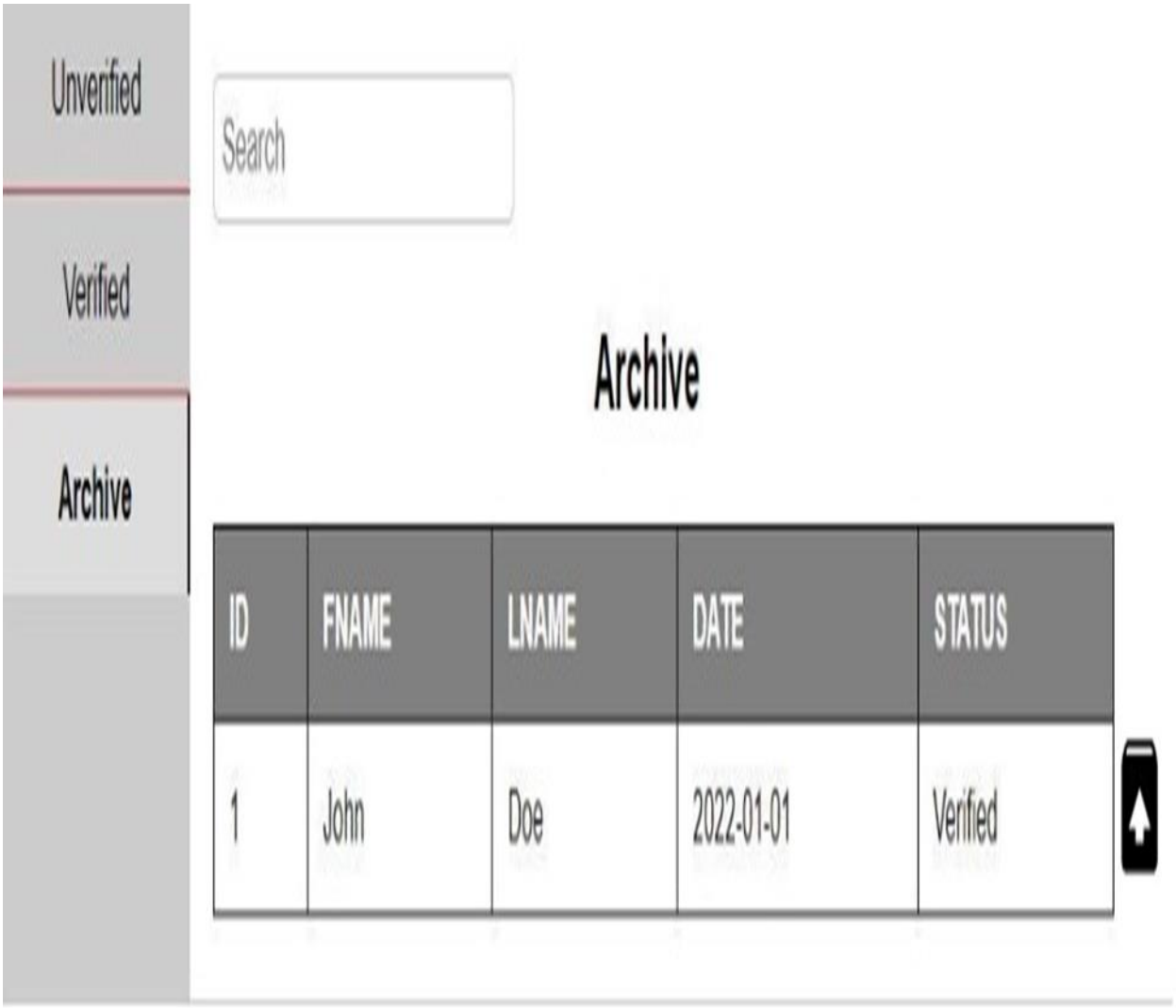
View Verified Forms:



1. In order to view all verified forms, you can click on the “Verified” tab on the left-hand side of the screen.

2. As a public officer of OSIPP, you have the option to archive the form if deemed necessary.

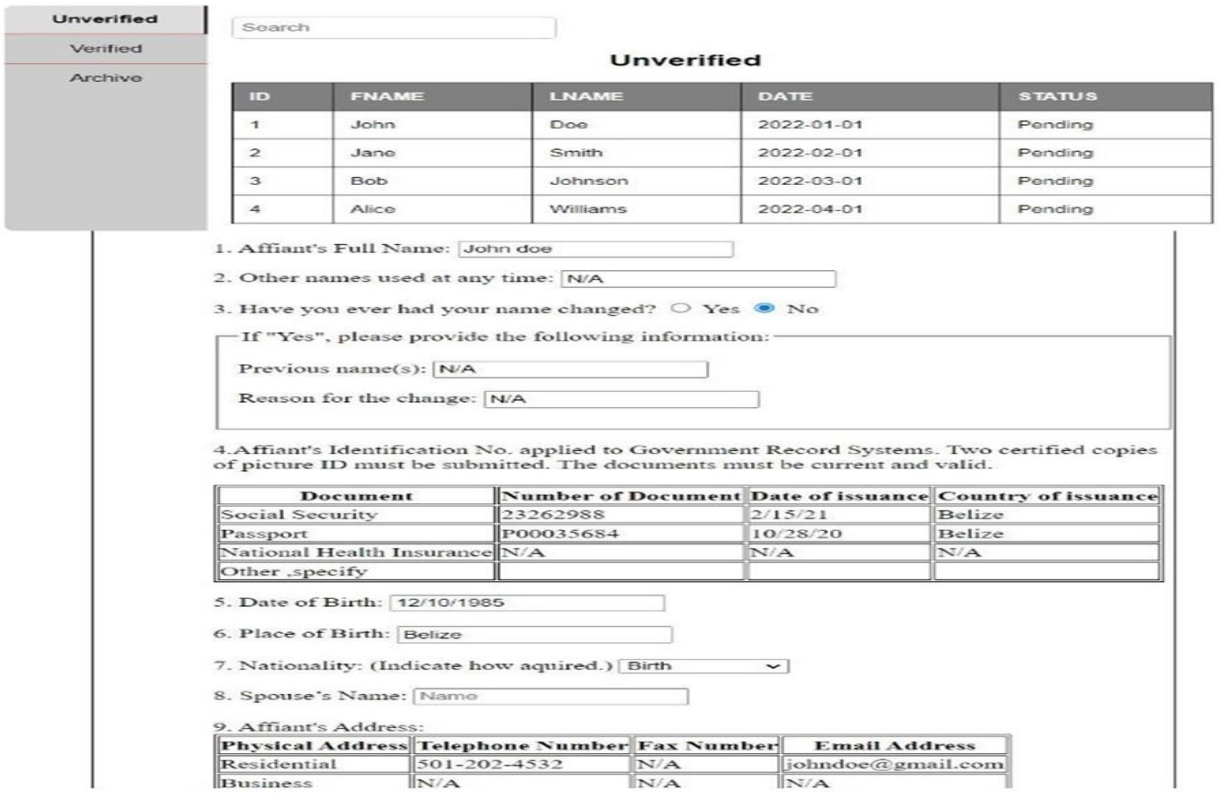
View Archived Forms:



1. To view all archived forms, you can select the “Archive” tab on the left-hand side of the screen of the dashboard.

2. To restore the archived document, you can click on the “RestoreForm” button on the right-hand side of the table to restore the form for editing.

Restore Form:

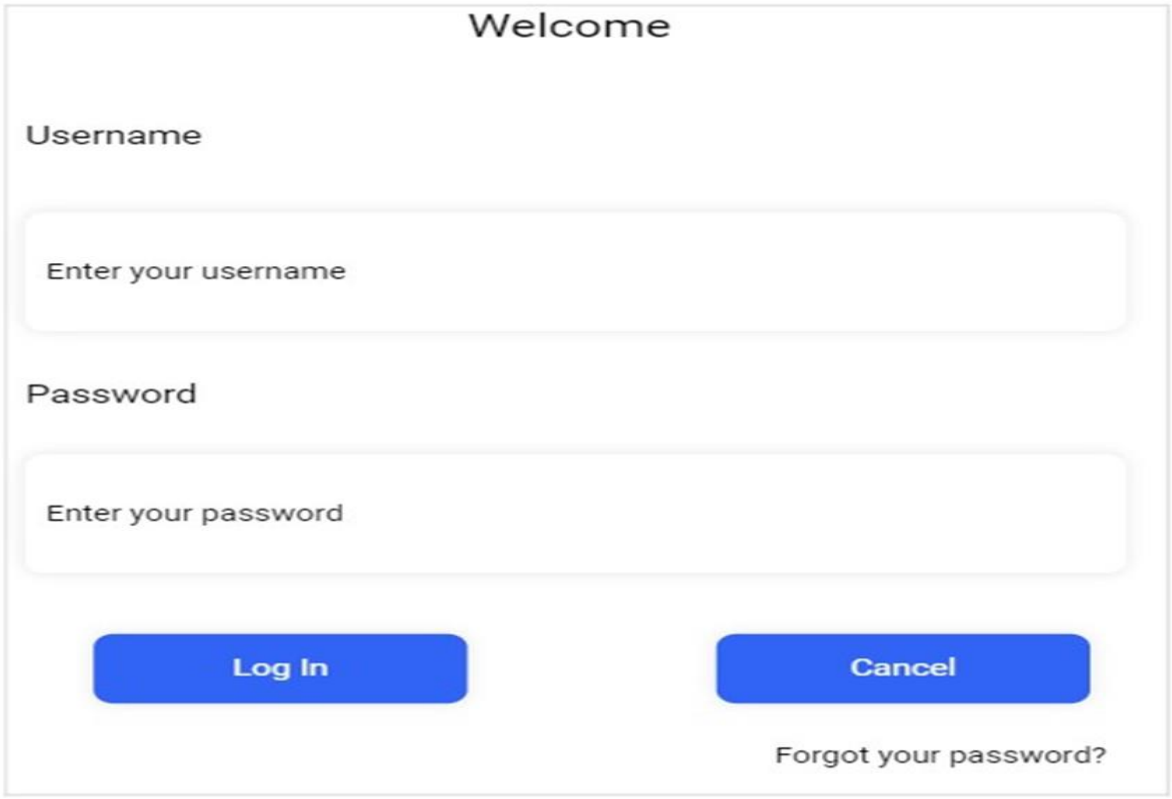


1. After restoring the form, its status will be reverted to unverified for editing.

2. It can be archived after editing was made with the click of the “Archive” button at the end of the table view.

3rd Party User Component

Login Page:

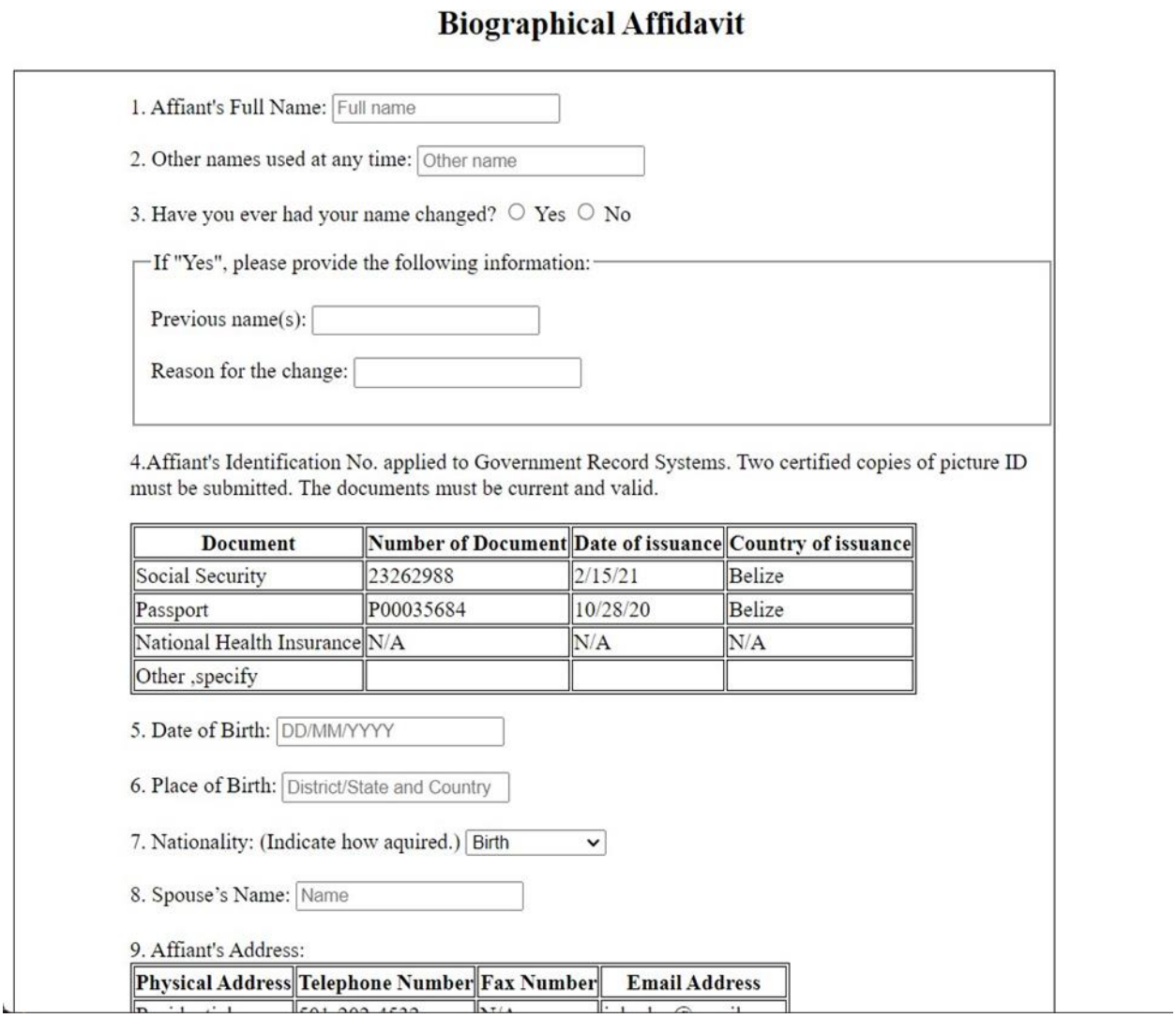


1. In order to login as a 3rd party agent you must have an account.

2. Enter username and password then click the login button.

3. You will be greeted with a message then you will be redirected to affidavit dashboard.

Create New Form:



Biographical Affidavit

1. Affiant's Full Name: Full name

2. Other names used at any time: Other name

3. Have you ever had your name changed? ○ Yes ○ No

If "Yes", please provide the following information:

Previous name(s):

Reason for the change:

4.Affiant's Identification No. applied to Government Record Systems. Two certified copies of picture ID must be submitted. The documents must be current and valid.

Document	Number of Document	Date of issuance	Country of issuance
Social Security	23262988	2/15/21	Belize
Passport	P00035684	10/28/20	Belize
National Health Insurance	N/A	N/A	N/A
Other ,specify			

5. Date of Birth: DD/MM/YYYY

6. Place of Birth: District/State and Country

7. Nationality: (Indicate how aquired.) Birth

8. Spouse's Name: Name

9. Affiant's Address:

Physical Address	Telephone Number	Fax Number	Email Address

1. Once you select the "Create Form" button, a blank form will be generated for you to fill out with the necessary information.