Alice - AuthO setup guide

v1.0



Step by step

During this guide, we are going to describe all the steps a new Alice customer has to complete in order to be able to test and validate the solution.

1) Accept the invitation

When a new credential is generated, the user who had requested this access, receives an automatic mail which allows this user the access and use of the platform.



Welcome to Alice!

You've been invited to the [account-name] account. Thank you for joining us!

Your username is: mail@mail.com

To start using Alice, first click the button below to create your password and log in our dashboard:

Create your password

If the button above doesn't work, you can manually copy and paste the following URL into your browser:

https://dashboard.staging.alicebiometrics.com/#/email_validation?token=751f3fdc35e689900ecdb2b0219b83cfe408747e90618adb187bcae984275155&email=mail%40mail.com

Please note that, for security reasons, this link is valid for 72 hours. If this time elapses, <u>reach out to our support team</u> to receive a new link.

Have a great day! The Alice Team



You are recieving this email because you got registered in our platform. If you didn't, please, ignore this email.

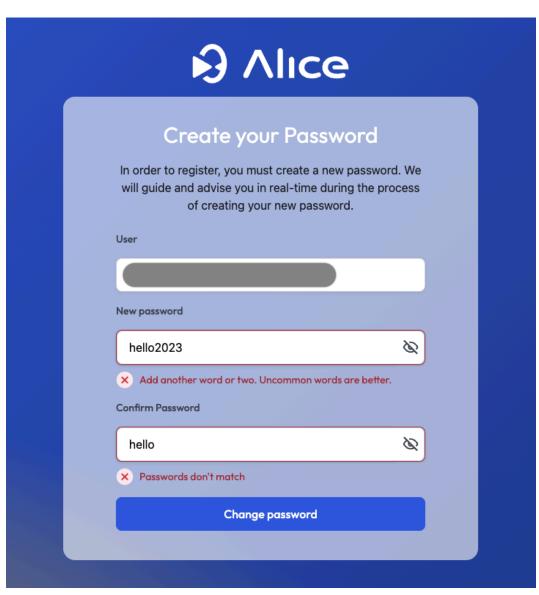
Alice Biometrics S.L.

Privacy policy | Contact suport

2) Set a password

Users must set a valid password to associate it with its account. The password needs to follow a minimum requirement. Concretely;

- Minimum length of 8 characters.
- There are no excluded characters, all are allowed.
- The chosen password must follow the following rules (the tool itself will give feedback to the user if any of them fail):
 - Do not use common words
 - o More than a single word
 - o Do not repeat words or characters
 - o Don't use sequences
 - Do not use dates



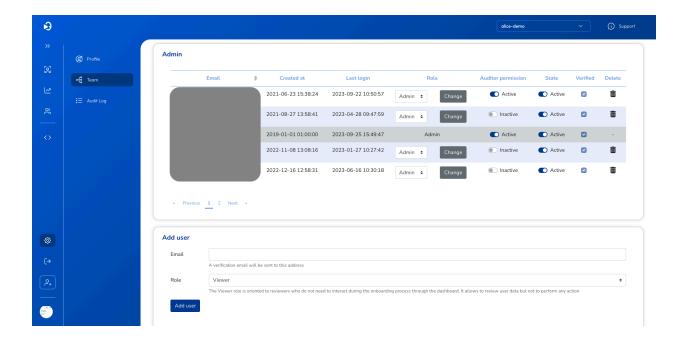
3) User can invite to the rest of its team from "Add colleagues" Dashboard button

Dashboard section where an admin user can manage its teammates access: invite, revoke, change role, etc.

There are three user roles:

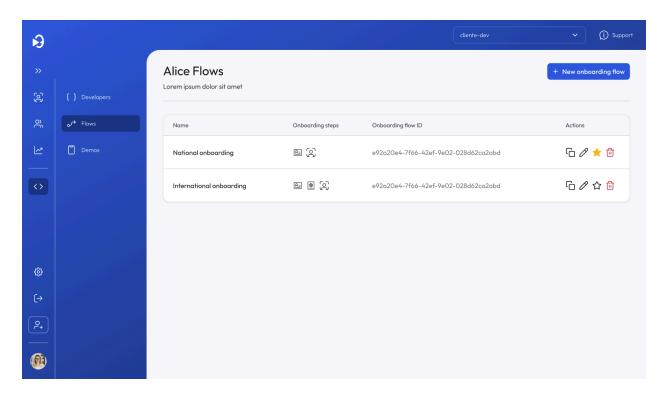
- Viewer → can see general information, but can't perform any action. Hidden sections for viewers users: team and credentials.
- Editor → can see general information and perform certain actions. Hidden sections for editors users: team and credentials.
- Administrator → can see and perform all available information and actions in the system.

Additionally, there is a permission called "Auditor" which can be enabled for any kind of user by an admin. If some user has this property activated will see a new section in the lateral menu "Account/Audit Log" where all actions performed by the team are shown.



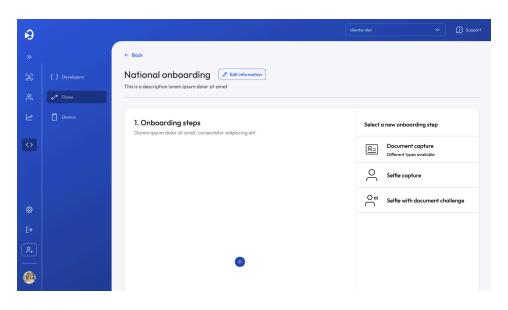
4) Access to Flow configuration settings

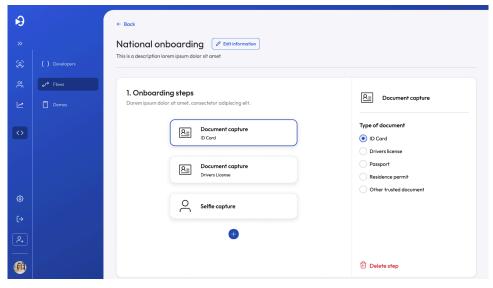
Firstly, you need to define your onboarding flow before starting with your first user onboarding. Alice creates one configuration by default, so you can edit/override it or create a new one.



a) Onboarding steps

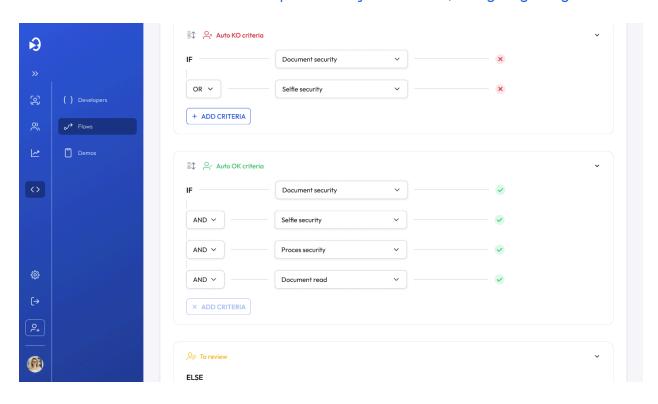
You must define which steps will be asked to the user. For a usual Onboarding scenario, we suggest a selfie plus an ID card. The process will end once the user uploads all this evidence configured.





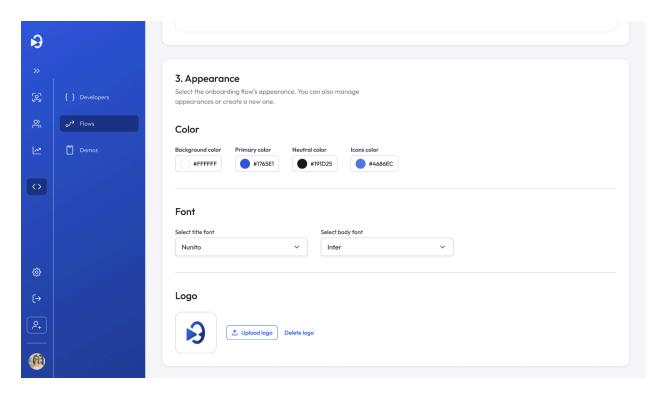
b) Decision criteria

When users finish their onboarding processes, they go to "To Review" state. However, you can define the criteria to move them to "Accepted" or "Rejected" states, configuring its logic.



c) Appearance

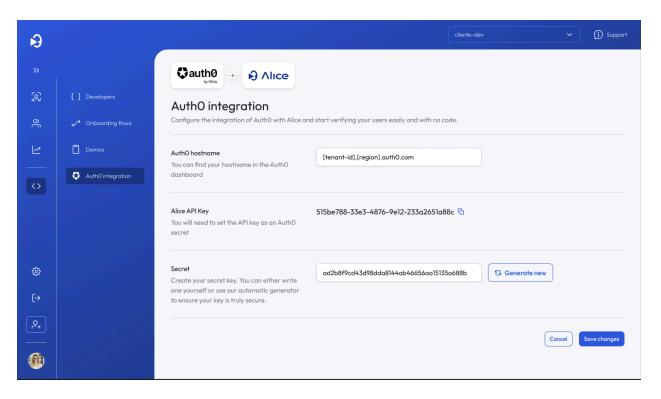
You also can define the visual appearance and set your company branding.



5) Alice <-> AuthO accounts connection

There are three main configuration fields needed to link/sync your Alice and AuthO accounts.

- AuthO hostname → it is automatically generated by AuthO. You should get it from your AuthO account and paste it in this Alice Dashboard section.
- Secret → you should generate it manually in this Alice Dashboard section and paste it into your Alice AuthO application setup.
- Alice API key → is it automatically generated by Alice. You should get if from this Alice Dashboard section and paste into your Alice AuthO application setup.





www.alicebiometrics.com