SOP- The Enrolment and Binding of a DID Applicant to the Credentials of a DID Account

SOP #:	A.4
Version:	1.0
Author(s):	Al Tariq Sheik

1. PURPOSE:

The purpose of enrollment is to establish the identity account of an applicant who has undergone identity-proofing as a subscriber, through the process of registration by a service provider. This process involves the authoritative binding of the subscriber's unique and verified identity attributes to one or more authenticators owned and controlled by the subscriber, which follows a protocol designed to ensure high levels of security and reliability. This binding of the subscriber's identity to authenticators is also known as "credentialing." In the digital identity enrollment process, it is crucial to determine the types of digital identities to be enrolled, the types of transactions or access to be granted based on the enrolled identities, and to ensure that all relevant regulatory or compliance requirements are met.

2. SCOPE:

This SOP applies to individuals who are 18 years of age or older and have successfully cleared identity proofing. The purpose of this SOP is to outline the processes of Enrollment and Binding of the applicant to create subscriber credentials. This SOP is intended to be followed when demonstrating the MAF of a DID system. It is therefore expected that the applicant has self-verified, and the administrators are trained to enroll an applicant with credentials. The scope of this SOP is limited to the processes of Enrollment and Binding applicants to create subscriber credentials, and does not cover other aspects of DID management.

3. DEFINITIONS:

Digital Identity (DID) – An online personal identity system.
Standard Operating Procedure (SOP) – The functions, processes and procedures that should be followed by Applicants, Subscribers, Claimants and Admin.
Minimal Acceptable Functionality (MAF) – The most fundamental scenario in which a Digital Identity system should operate.
Applicant – A person who applies for a Digital Identity.
Subscriber – An Applicant who has passed validation and verification, and has been enrolled into the online Digital Identity system. Also, a Claimant who has passed authentication. The Digital Identity account holder.
Admin/Administration – The staff of the Digital Identity provider, who conducts Onboarding and Identity Lifecycle Management.
Enrolment – The process in which an Applicant becomes an online account holder, a Subscriber.
Binding – The process in which Admin commit an authenticator to a Digital Identity account.

4. PROCESSES AND PROCEDURE:

A. Admin Registers applicant for identity account:
  i. The administrator receives a request to enrol a new subscriber and checks that all necessary documentation has been received (See SOP A.1, A.2, and A.3).
  ii. The administrator reviews and completes SOP A.1, A.2, and A.3 for identity proofing.
  iii. If the identity proofing is successful, the administrator officially approves the application and changes the applicant's status to 'Enrolled'.
  iv. The administrator informs the applicant that they have been approved and are now considered a subscriber.

B. Admin bind subscribers' attributes to authenticator:
  i. The administrator creates the subscriber's credentials.
  ii. The subscriber is provided with a unique ID and password to access their credentials.
  iii. The administrator securely stores the subscriber's login information.
  iv. If the subscriber loses or forgets their password, the administrator can revoke the old password and issue a new one using the SOP for password revocation.
  v. The administrator maintains proper documentation of the enrolment process and any changes made to the subscriber's account.
  vi. The administrator binds authenticators to credentials.
  vii. The administrator records authenticators to credentials.

5. SOP APPENDICES:

Revision History:	Version	Effective Date	Description
	1.0	18-04-2023	First Approval