**CREATION OF RETAIL CIF USING NATIONAL ID**

* Login to Finacle and select the Solution as “CRM”
* In the ‘Select Access Type’ window, select the option ‘Admin’ for login

**Select the CIF Retail option from the functions pane**:

* Select the option Create Retail CIF [CERC]
* CIF Subtype - Customer
* Click on Go
* Enter the First name
* Enter the Last name
* Identification Document Code: <Select NATID from the searcher>
* Enter the National Identification Document No
* Click on PERFORM DEDUP
* Click on PERFORM NEGATIVE LIST
* Click on PERFORM BLACKLIST
* Click on IPRS to get the IPRS results if any in the Results table
* Click on Continue and basic details will be auto populated
* Select appropriate Salutation from Dropdown
* Select the date of birth from the calendar widget
* Select appropriate Gender from Dropdown

**Identification Document Summary** **List**

* + Click on the + button.
  + Document type: <Select the document type from the searcher – IDPRF>
* Document Code: <Select the document code from the searcher – NATID>
* Enter the document no.
  + Preferred: <Select Y from the dropdown>
  + Select the country of issue from the search
* Place of Issue: <Enter the Place of Issue>
* Select the date of issue from the calendar widget
* Select the expiry date from the calendar widget
  + Click on add(+) button on document attachment
  + On add record mode select add option
  + Browse new document from saved document and upload
* Click on Save and Preview

Select preferred address type from the dropdown

**Address Summary List**

* Click on the + button.
* On address type select RESIDENCE OR PARMANENT from the dropdown
* Select the checkbox for Address Proof received
* Address Format: Structured
* Enter the House No/Building No
* Enter the Street No
* Enter the Street Name
* City/Town <Select a city from the searcher>
* On county select
* Select the country from the searcher
* Postal code: <Enter the relevant postal code/ Select from the searcher >
* Address valid from: <Enter the date from which this address is valid and applicable>
* Click on Save and Add new
* On address type select Mailing address from the dropdown
* Select the checkbox for Address Proof received
* Address Format: Free text
* Enter address line 1
* Enter the city/town
* Enter the county
* Enter the postal address
* Save and preview

Select the preferred phone and email type from the dropdown

**Phone and Email Summary List**

* Click on the + button.
* **Adding Phone details**
* Channel- Select the ‘Phone’ radio button
* Type: <Select the type of phone- Mobile Phone 1>
* Select the country
* Phone no.: <Enter the phone number>
* Click on Save and Add New
* **For adding Email details**
* Channel- Select the ‘Email’ radio button
* Type: <Select the type of Communication/Personal>
* Email ID:  <Enter an email ID>
* Click on Save and Preview
* Click on Continue

**Other Details**

**Personal Details:**

* Marital Status: <Select appropriate status from dropdown>

**Click on the Employment Details**

* Employment Status: <Select employed>
* Occupation: <Select the Occupation from the dropdown>

**Click on the Residential Details**

* On nonresident indicator select N
* Country of Citizenship: <Select from the searcher>
* Select the country of citizenship from the searcher
* Select the country of resident from the searcher

**Click on the Miscellaneous Details**

* Select the primary relationship manager from the searcher
* Select the segment from the searcher
* Select the ARO code from the searcher.

**Click on the Currency Details**

KES currency will be available as default currency**.** Click on the + button if you wish to add more currencies.

**Click on KRA PIN button**

Validation with KRA Details will be performed

Click on Save and Enrich.

* CIF ID will be created.
* You will see a message<The CIF ID is saved successfully CIF ID: xxxxxxxxxxx> Proceed to Enrich

Note down the CIF ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_