

Stage 1: Ingestion (Admin-Driven)

1. A **Tenant Admin** uploads the master list CSV/Excel file containing employee payroll records.
2. The system ingests the file, creating a `MasterListRecord` for each employee with the initial status of **PENDING_VERIFICATION**.

Stage 2: Verification (Admin-Driven)

This stage proves the identity of employees against the national Source of Truth (SoT).

1. The **Tenant Admin** initiates a **bulk verification job** on an uploaded list.
2. An asynchronous background job runs, making API calls to the SoT (Optima) for each record in the list.

Result of Stage 2:

- **On Success:** The record status is updated to **PENDING_APPROVAL** and the record enters the validation queue.
- **If Not Found in SoT:** The status is updated to **FLAGGED_NOT_IN_SOT** (Potential Ghosts)

Stage 3: Validation (Admin-Driven)

A human officer provides the final sign-off on the verified data.

1. A **Reviewer** logs in and sees a queue of all records with the status **PENDING_APPROVAL**.
2. The Reviewer examines the record, using the mismatch resolution tool if necessary, to cross-reference data with official records.
3. Upon their sign-off, the record status is updated to **VALIDATED**.

Stage 4: Proof of Life (PoL) & Account Creation (Agent-Driven)

This is the final, mandatory in-person step to activate the record.

1. The employee (whose record is now **VALIDATED**) visits a designated agent center.
2. An **Agent** logs into their portal and locates the employee's record.

3. The Agent performs the following actions:
 - Captures a live photo of the employee.
 - Scans and uploads the employee's required documents.
4. Upon successful completion, the system:
 - Updates the record status to **ACTIVE**.
 - Assigns a unique Work ID (**WID**).
 - **Generates the user's account credentials** (username and password).
 - The user is notified that their account is now ready.

Stage 5: Ongoing Liveness & Payroll Export

- **Ongoing Liveness Checks (User-Driven)**
 1. The user logs into their new account on the BioVerify portal.
 2. The system will prompt them to perform periodic **liveness checks** via their device's camera to maintain their **ACTIVE** status.
- **Payroll Export (Admin-Driven)**
 1. A **Tenant Admin** initiates a payroll export.
 2. The system generates a clean CSV file containing only the records with an **ACTIVE** status.