



Registrars mark documents for more validation when a source identity document looks fraudulent or tampered with. The Registrar may also flag the record if the Applicant indicates in some way that they are not who they say they are. This system flag is in place so the Applicant cannot receive a USAccess PIV Credential or continue through the USAccess Credentialing process without Security Officer approval once they are flagged for review.

To locate records requiring more validation, generate a Document Referral Report from the Reports Portal to see which records have been referred to the Security Officer. This guide walks you through the steps to validate or invalidate flagged PIV enrollment records via the Security Officer Web Portal.

**1.** Log in to the Reports Portal.

- Enter this URL in your Internet Browser.  
<https://gsa.identitymsp.com/reportsportal>
- Log in with your Security Officer username and password.  
(Add this page to your Favorites folder)



**2.** Generate a Document Verifications Report.

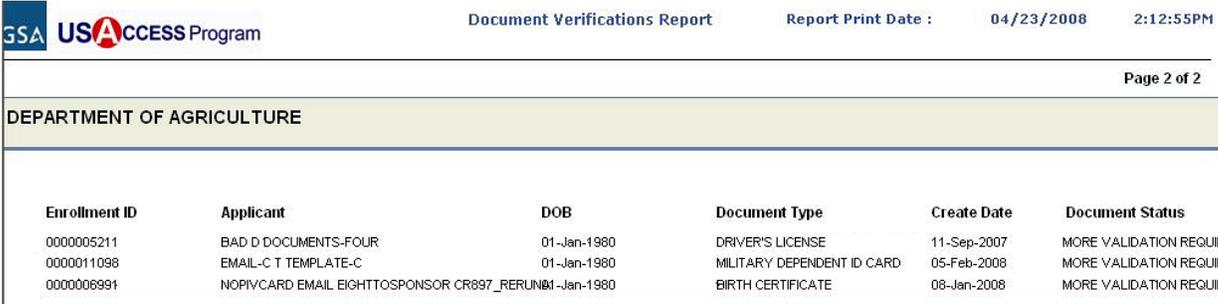
- Select the Document Verifications Report from the **Select A Report to View** list.

The list will include the names of Applicants whose records contain document referrals to the Security Officer. The report will list the type of document that requires more validation.

**Select A Report to View**

- Applicant Status.rpt
- Applicant Status Export Format.rpt
- Bulk Upload Information.rpt
- Document Verifications.rpt
- Role Assignment Report(ASO).rpt

**Select Report**



The screenshot shows the USACCESS Program interface. At the top, it says "Document Verifications Report" and "Report Print Date : 04/23/2008 2:12:55PM". Below that, it indicates "Page 2 of 2" and "DEPARTMENT OF AGRICULTURE". A table lists enrollment records with columns for Enrollment ID, Applicant, DOB, Document Type, Create Date, and Document Status.

Enrollment ID	Applicant	DOB	Document Type	Create Date	Document Status
000005211	BAD D DOCUMENTS-FOUR	01-Jan-1980	DRIVER'S LICENSE	11-Sep-2007	MORE VALIDATION REQUIR
0000011098	EMAIL-C T TEMPLATE-C	01-Jan-1980	MILITARY DEPENDENT ID CARD	05-Feb-2008	MORE VALIDATION REQUIR
000006991	NOPIVCARD EMAIL EIGHTTOSPONSOR CR897_RERUN81	01-Jan-1980	BIRTH CERTIFICATE	08-Jan-2008	MORE VALIDATION REQUIR

**3.** Log on to the Assured Identity Web portal.

- Enter this URL in you Internet Browser.  
<https://gsa.identitymsp.com/AssuredIdentityportal>
- Log in with your Security Officer username and password.  
(Add this page to your Favorites folder)





4. Search for the Applicant

- On the Search screen, enter information available in the Document Verification Report to search for an Applicant.

5. The Applicant's Record displays.

- Click **View Advanced**.

ID	Last Name	First Name	Birth Date	Social Security	Email	Status	
0000016398	FIVEHUNDRED	CR	01/01/1980	xxx-xx-3098		REGISTERED	<a href="#">View Advanced</a>

6. The **Card Status** screen displays. Since a credential has not yet been issued for this Applicant, the Card Status screen will display with no records found.

- Select the **Document Validation** tab.

7. Use the **Biographic Data**, **Address Data**, and **Photo** tabs to review the Applicant's record.

Use the **Document** tabs to review documents that were referred for more validation.

**Front** and **Back** tabs allow you to view both sides of a document.

Click the magnifying glass icon to enlarge images.

Documents marked for more validation are labeled with an orange **MORE VALIDATION REQUIRED** sign.

Registrar comments will display in the Comments field.

**Note:** Applicants whose records are marked invalid by the Security Officer will not receive USAccess PIV credentials. The process will stop at this point.



8. Icons on the **Document** tabs indicate how the document was scanned and marked for more validation. See explanation of icons below.
- Review documents marked for more validation.
  - To mark the document as valid, click **YES**
  - To mark the document as invalid, click **NO**.

Comments

Is this document valid? **YES** **NO**

9. The Confirmation Required message reminds you that the action you are taking will immediately go into the database and you will not be able to change it.
- If you are sure of your decision, click **YES**.
  - If you are unsure about your decision, click **NO** to revisit the Applicant's record.

**Confirmation Required**

Are you sure you want to perform this action?

**IMPORTANT: This action can't be undone!**

**Yes** **No**

10. The Applicant Search screen displays when you have reviewed and marked all documents in the record that need more validation.
- Search for another applicant or log out of the Portal.

**Applicant Search**

Search by\*

Last Name

- and -

Birth Date

**Search** **Import Batch** **Duplicates**

Document Icons on the **Document** tabs indicate the current state of the document.

- More Validation - Failed.** License failed the AssureTec scan and was marked for more validation
- More Validation - Passed.** License passed the AssureTec scan and was marked for more validation.
- More Validation - Not Authenticated.** The document was not scanned in the AssureTec scanner and was marked for more validation.
- Valid - Failed.** Indicates the Security Officer has marked the Failed document valid.
- Valid - Passed.** Indicates the Security Officer has marked the Passed document valid.
- Valid - Not Authenticated.** Indicates the Security Officer has marked the Not Authenticated document valid.

If the Security Officer answers **YES**, the document is valid, the ? icon is replaced with the appropriate checkmark icon, depending on document's status with being scanned in the AssureTec.

**Document Icon Legend**

More Validation - Failed	More Validation - Not Authenticated
More Validation - Passed	Valid - Failed
Valid - Passed	Valid - Not Authenticated
Invalid - Passed	Invalid - Not Authenticated
Invalid - Failed	

- Invalid - Failed.** Indicates the Security Officer has marked the Failed document invalid.
- Invalid - Passed.** Indicates the Security Officer has marked the Passed document invalid.
- Invalid - Not Authenticated.** Indicates the Security Officer has marked the Not Authenticated document invalid.

If the Security Officer answers **NO**, the document is not valid, the ? icon is replaced with the appropriate X icon, depending on the document's status with being scanned in the AssureTec.