



Protect User Guide

Your guide to Creditsafe's PEP, sanction, watch list, adverse media search & screening service.



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Login

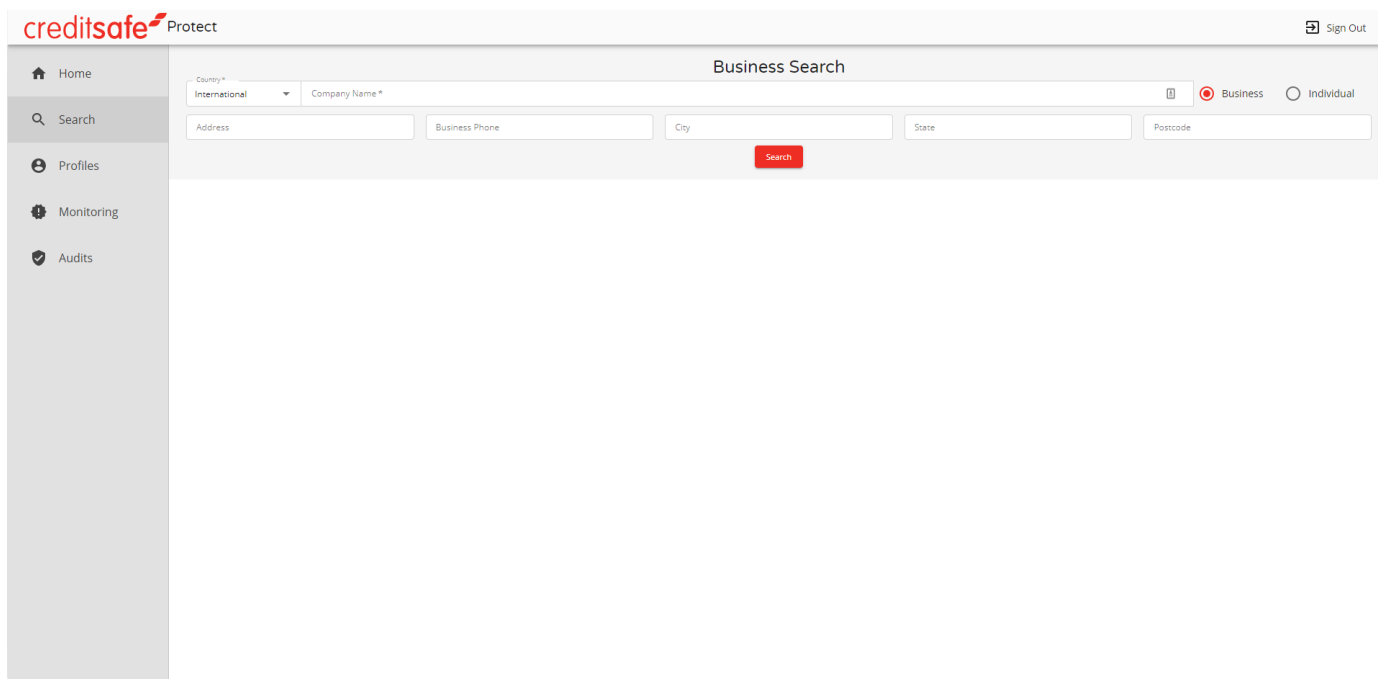
1. Log in to Creditsafe Protect by selecting it from the left hand menu

Home

2. The 'Home' tab in the left hand menu is the overview page where you can get an overview of activity on the product including:
 - a. Recent Searches
 - b. Last Edited Profiles
 - c. Overview of Recent Alerts

Search

3. As you log into Creditsafe Protect you will be directed to the 'Search' page of the tool.

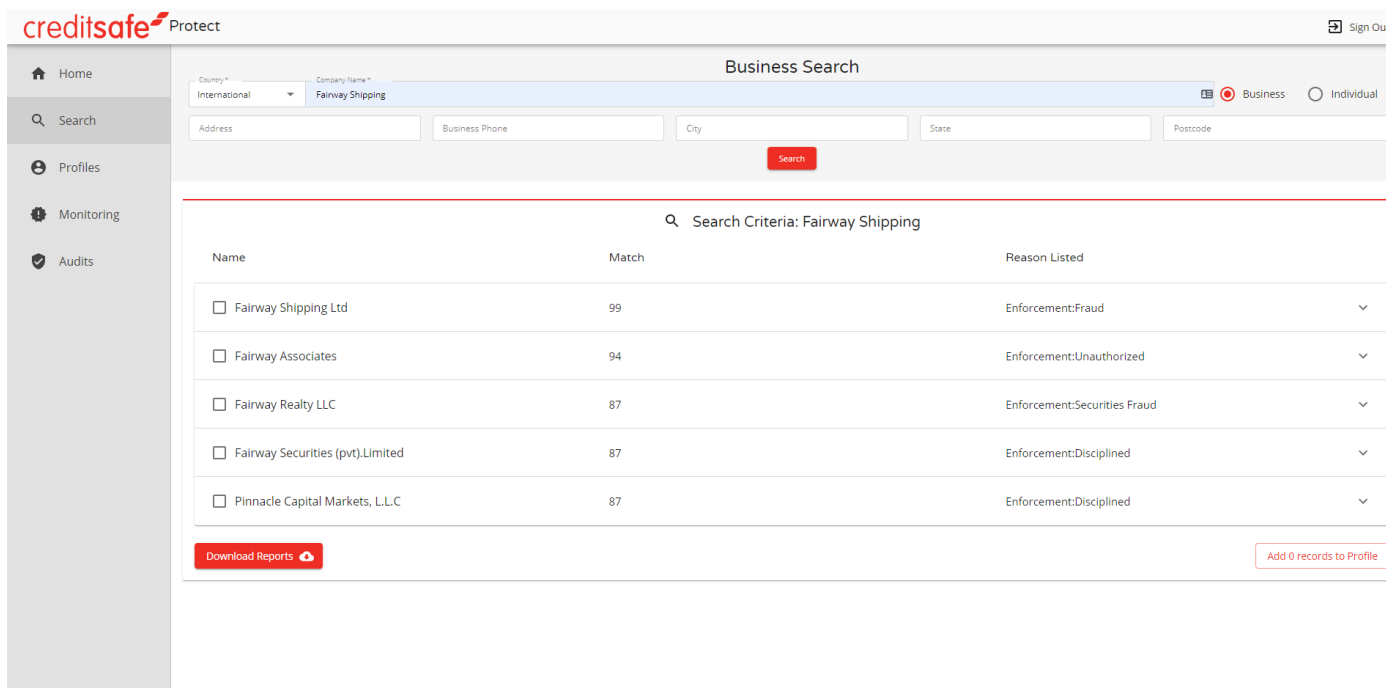


The screenshot shows the Creditsafe Protect web interface. On the left is a vertical navigation menu with icons and labels for 'Home', 'Search', 'Profiles', 'Monitoring', and 'Audits'. The 'Search' option is highlighted. The main content area is titled 'Business Search'. At the top of this area, there is a header with the 'creditsafe Protect' logo on the left and a 'Sign Out' button on the right. Below the header, there are search filters: a 'Country' dropdown menu set to 'International', a 'Company Name' text input, and radio buttons for 'Business' (selected) and 'Individual'. Below these are five text input fields: 'Address', 'Business Phone', 'City', 'State', and 'Postcode'. A red 'Search' button is positioned below the 'City' and 'State' fields.

4. From here you can search against LexisNexis World Compliance data set. Select Business or Individual in the top left hand corner.
5. Fill in the relevant search criteria and click 'Search'. Minimum search criteria for a business is 'Name'. Minimum search criteria for an individual is 'First Name' or 'Initial' and 'Last Name'. Remember that the less information you put in, the broader the search will be, and the more detail you give, the more specific the results will be.

Search Results

6. Once you have put in your search criteria and hit 'Search' you will be directed to the 'Results Page'. Here you can see the possible matches to your search criteria in LexisNexis World Compliance. For each possible match you will see:
 - a. 'Name' - Entity Name or Individuals Name
 - b. Match - LexisNexis' Match Score (relevancy score based on your search criteria)
 - c. Reason Listed – The reason the profile exists e.g Fraud, Disciplined, Sanctioned (Full list available in glossary)



creditsafe Protect Sign Out

Business Search

Country: International Company Name: Fairway Shipping Business Individual

Address Business Phone City State Postcode

[Search](#)

Search Criteria: Fairway Shipping

Name	Match	Reason Listed
☐ Fairway Shipping Ltd	99	Enforcement:Fraud
☐ Fairway Associates	94	Enforcement:Unauthorized
☐ Fairway Realty LLC	87	Enforcement:Securities Fraud
☐ Fairway Securities (pvt).Limited	87	Enforcement:Disciplined
☐ Pinnacle Capital Markets, L.L.C	87	Enforcement:Disciplined

[Download Reports](#) [Add 0 records to Profile](#)

7. If your search returns no results you will see the following page:

The screenshot shows the Creditsafe Protect web application. On the left is a sidebar with navigation links: Home, Search, Profiles, Monitoring, and Audits. The main area is titled 'Business Search'. It features a search bar with 'Creditsafe' entered, a dropdown for 'Country' set to 'International', and fields for 'Address', 'Business Phone', 'City', 'State', and 'Postcode'. A 'Search' button is present. Below the search bar, the results area shows 'Search Criteria: Creditsafe' with an icon of a magnifying glass over a document. A message states: 'There are no results matching your search criteria. You can download a record of this by selecting "Download Report" below.' At the bottom left of the results area is a red button labeled 'Download Reports' with a download icon. At the bottom right is a link 'Add search criteria to Profile'.

8. If you want proof of this search for audit purposes you can select 'Download Report' in the bottom left of the screen. This will generate a 'No Match Report' which will state:
 - a. The full search criteria used
 - b. The details of the user who completed the search
 - c. The date and time the search was completed
 - d. 'No Records Were Found Matching Your Search Criteria' Statement

Result Summary Report



Created At: 04/26/2020 15:06:52

Created By: 101518961

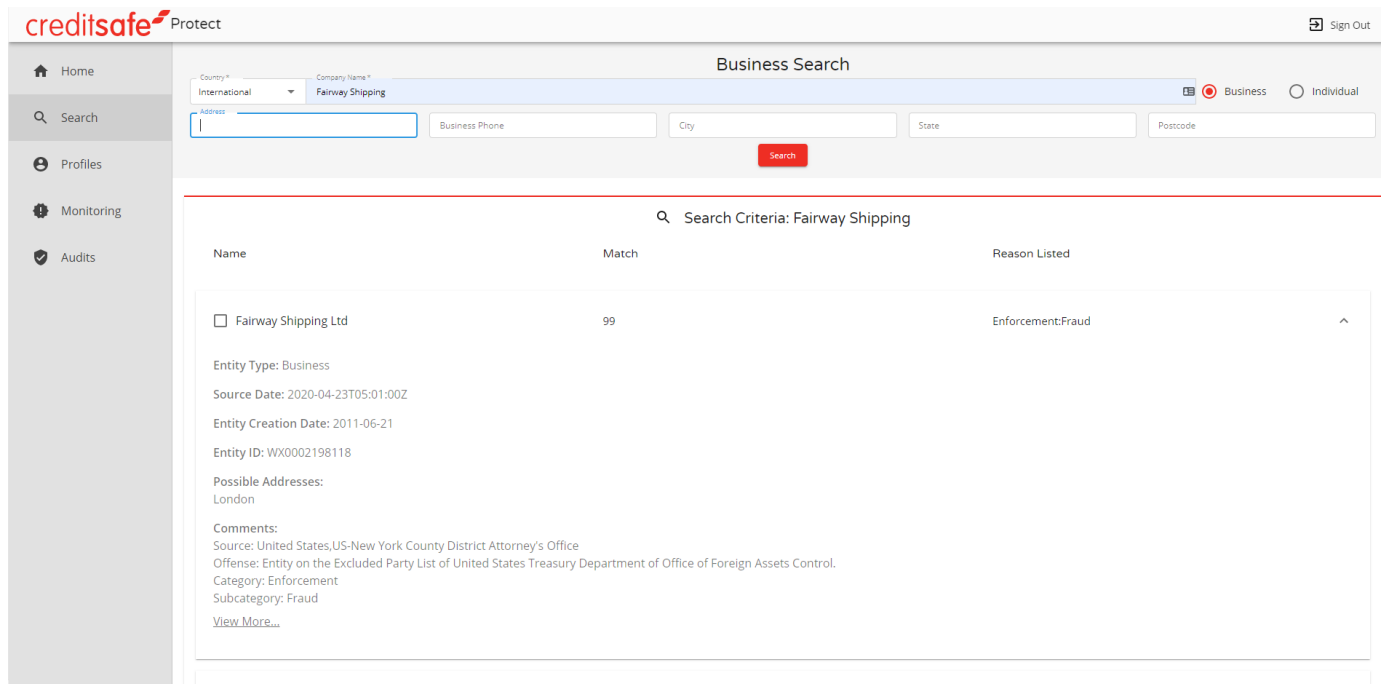
Creditsafe Business Solutions Limited

Search Details

Type	Business
First Name	
Middle Name	
Last Name	
Full Name	Creditsafe
Generation	
Date of Birth	
Citizenship	
National ID	
House Number	
Street	
Province	
City	
Postal Code	
Country	
Phone Number	

No records were found matching your search criteria.

9. If you would like to add the search criteria to a Profile select the button in the bottom right hand corner.
10. If your search does return results, you can view further information on the entity or individual by selecting the downward arrow next to the reason listed. This will expand that report allowing you to view more information.



creditsafe Protect Sign Out

Business Search

Country: International Company Name: Fairway Shipping

Address: Business Phone: City: State: Postcode:

Search

Search Criteria: Fairway Shipping

Name	Match	Reason Listed
☐ Fairway Shipping Ltd	99	Enforcement:Fraud

Entity Type: Business

Source Date: 2020-04-23T05:01:00Z

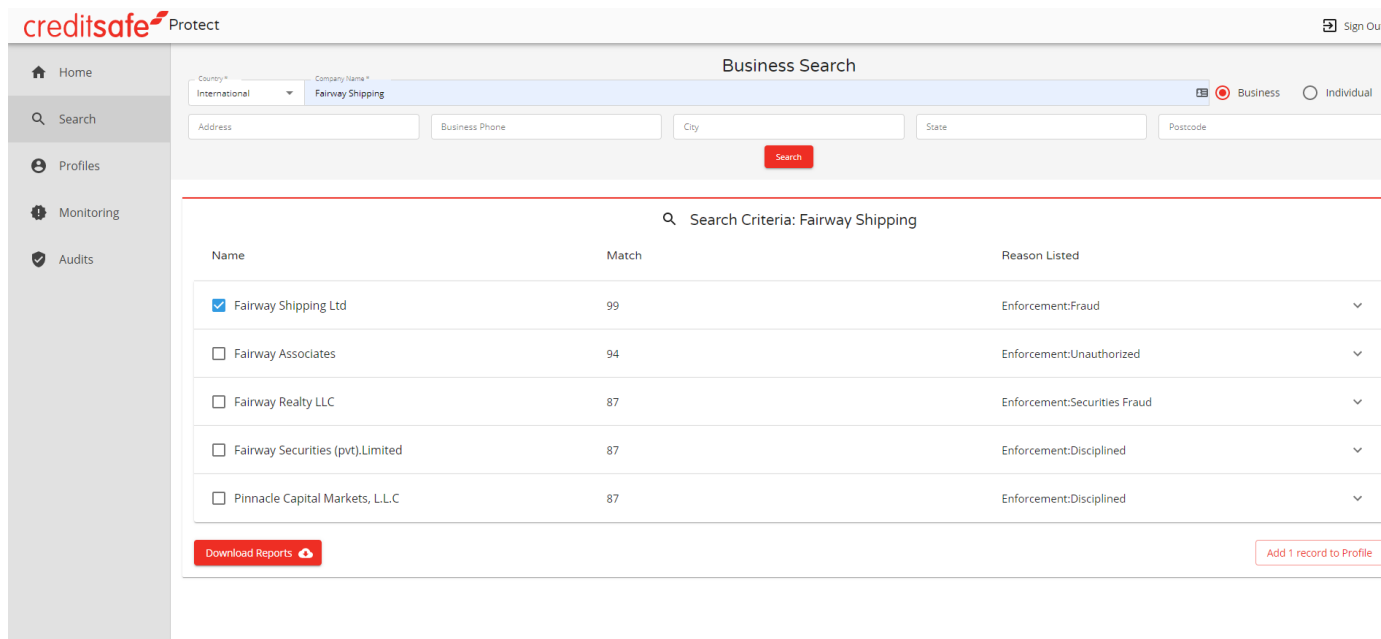
Entity Creation Date: 2011-06-21

Entity ID: WX0002198118

Possible Addresses:
London

Comments:
Source: United States,US-New York County District Attorney's Office
Offense: Entity on the Excluded Party List of United States Treasury Department of Office of Foreign Assets Control.
Category: Enforcement
Subcategory: Fraud
[View More...](#)

11. If you would like to download the information on one or multiple reports in one combined PDF, you can do so by selecting the check box next to the entity name and then selecting the 'Download Report' button in the bottom left hand corner of the screen.



creditsafe Protect Sign Out

Business Search

Country: International Company Name: Fairway Shipping

Address: Business Phone: City: State: Postcode:

Search

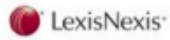
Search Criteria: Fairway Shipping

Name	Match	Reason Listed
☒ Fairway Shipping Ltd	99	Enforcement:Fraud
☐ Fairway Associates	94	Enforcement:Unauthorized
☐ Fairway Realty LLC	87	Enforcement:Securities Fraud
☐ Fairway Securities (pvt).Limited	87	Enforcement:Disciplined
☐ Pinnacle Capital Markets, L.L.C	87	Enforcement:Disciplined

Download Reports **Add 1 record to Profile**

12. Selecting this will download a PDF report of the selected entities which displays:
- The full search criteria used
 - The details of the user who completed the search
 - The date and time the search was completed
 - Records Summary – A list of the selected entities
 - Full report on that entity from LexisNexis World Compliance

Result Summary Report



Created At: 04/26/2020 15:16:35

Created By: 101518961

Creditsafe Business Solutions Limited

Search Details

Type	Business
First Name	
Middle Name	
Last Name	
Full Name	Fairway Shipping
Generation	
Date of Birth	
Citizenship	
National ID	
House Number	
Street	
Province	
City	
Postal Code	
Country	
Phone Number	

Records Summary

Score	Name	Reason Listed	Source Date
99	Fairway Shipping Ltd	Enforcement:Fraud	2020-04-23T05:01:00Z

- 'Profiles' in Protect are a way of grouping searches together. For instance if you were onboarding ABC Corp and you wanted to search the holding company, subsidiaries, directors and shareholders as separate searches but group them all together. Then you would use 'Profiles'. To add a entity or multiple entities to a Profile just select 'Add # Record To Profile' in the bottom right hand corner.

Profiles

14. You will then be prompted to either “Create Profile” or “Select Profile”.

creditsafe^{Protect}

Sign Out

Add 1 record to Profile

Create Profile

Profile Name*

Fairway Shipping

Create Profile

Select Profile

Profile Name *

Add to Profile

15. If you have an existing profile that you would like to add the record to, you can select it from the drop down menu. You can filter existing profiles by beginning to type a Profile name in. Then simply click ‘Add to Profile’.

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Sign Out

Add 1 record to Profile

Create Profile

Profile Name*

Fairway Shipping

Create Profile

Select Profile

Profile Name*

Start typing to filter profiles

47567925-1f1e-4e7d-a555-a415770cb2fe

853f923f-4708-4aa3-b7a9-69bbd4474107

PROFILE NAME0540d104-6f11-459b-aada-da95ea78b492

PROFILE NAMEf0e829a4-a570-4f52-b0c2-d39c4cbbb4f0

PROFILE NAME4381b219-f0eb-42f3-8838-7a9e83e1e00b

PROFILE NAME00cfa73f-8e3b-46d9-9343-8f55bf394bec

PROFILE NAME4f0eb368-46c4-4a1b-8a4f-b483afb02ee2

PROFILE NAMEa8ab2d6e-4b90-4c0b-9678-5dd329a49152

New Profile Name88a823dc-16ef-41a5-984e-6ab7d395e51e

PROFILE NAMEc8583547-9d0a-41be-b722-8152ce85f5f9

16. If you would like to create a new profile, simply type in your chosen name and click ‘Create Profile’. (Keep in mind that all profiles have to have unique names to avoid duplication for audit purposes)

Add 1 record to Profile

Create Profile

Profile Name *
Fairway Shipping

Create Profile

A profile already exists with that name, please choose another.

Select Profile

Profile Name *

Add to Profile

17. Once you have created or chosen a profile, you will be taken to that profile.

creditsafe Protect

Sign Out

Home

Search

Profiles

Monitoring

Audits

Fairway Shipping

Created on: Wed Apr 15 2020

Created by: 101518961

Updated on: Sun Apr 26 2020

Business Searches

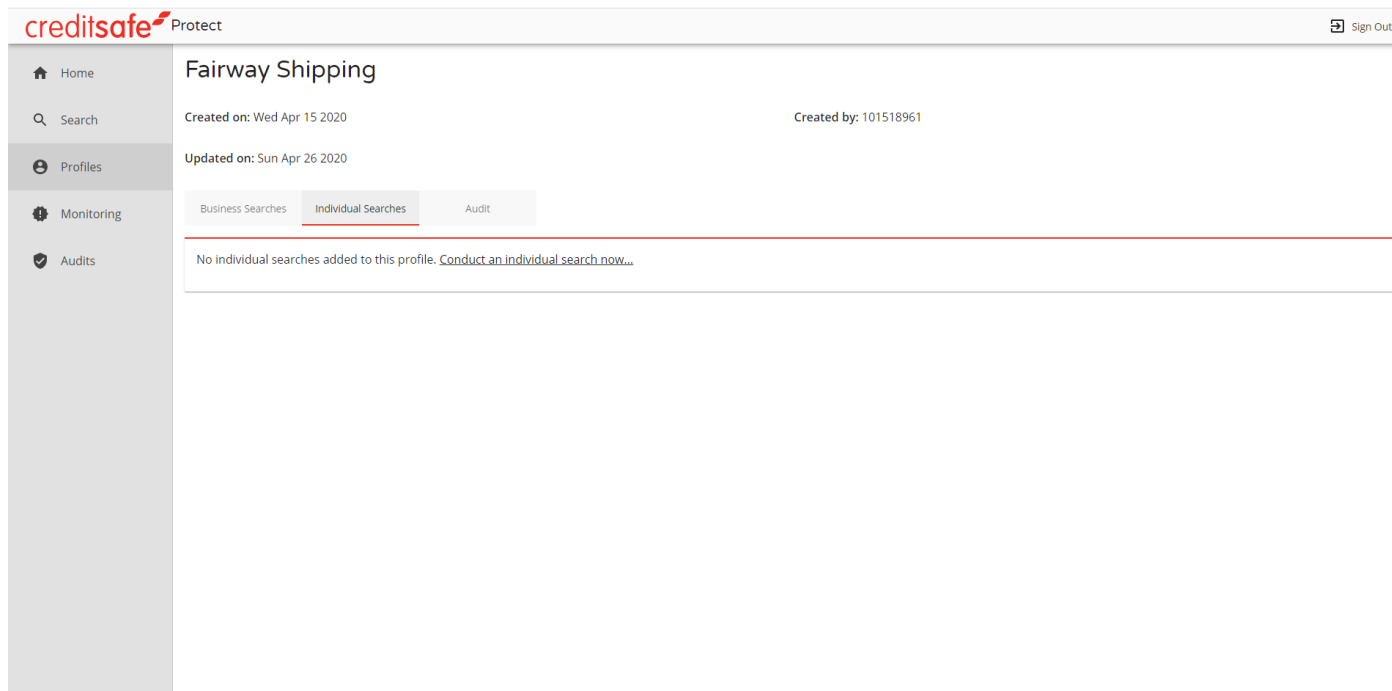
Individual Searches

Audit

Business Name	Address	City	State	Country	Monitoring
Fairway Shipping	-	-	-	-	Add View
Fairway Shipping	-	-	-	-	Add View
Fairway Shipping	-	-	-	-	Add View

18. On the profile you will be able to view all the previous searches including the criteria used split into 'Business Searches' and 'Individual Searches'

19. If one of these categories has yet to have a search added i.e You have only searched for businesses and not individuals related to the profile. The unused tab will display the below.



creditsafe Protect

Sign Out

Home

Search

Profiles

Monitoring

Audits

Fairway Shipping

Created on: Wed Apr 15 2020

Created by: 101518961

Updated on: Sun Apr 26 2020

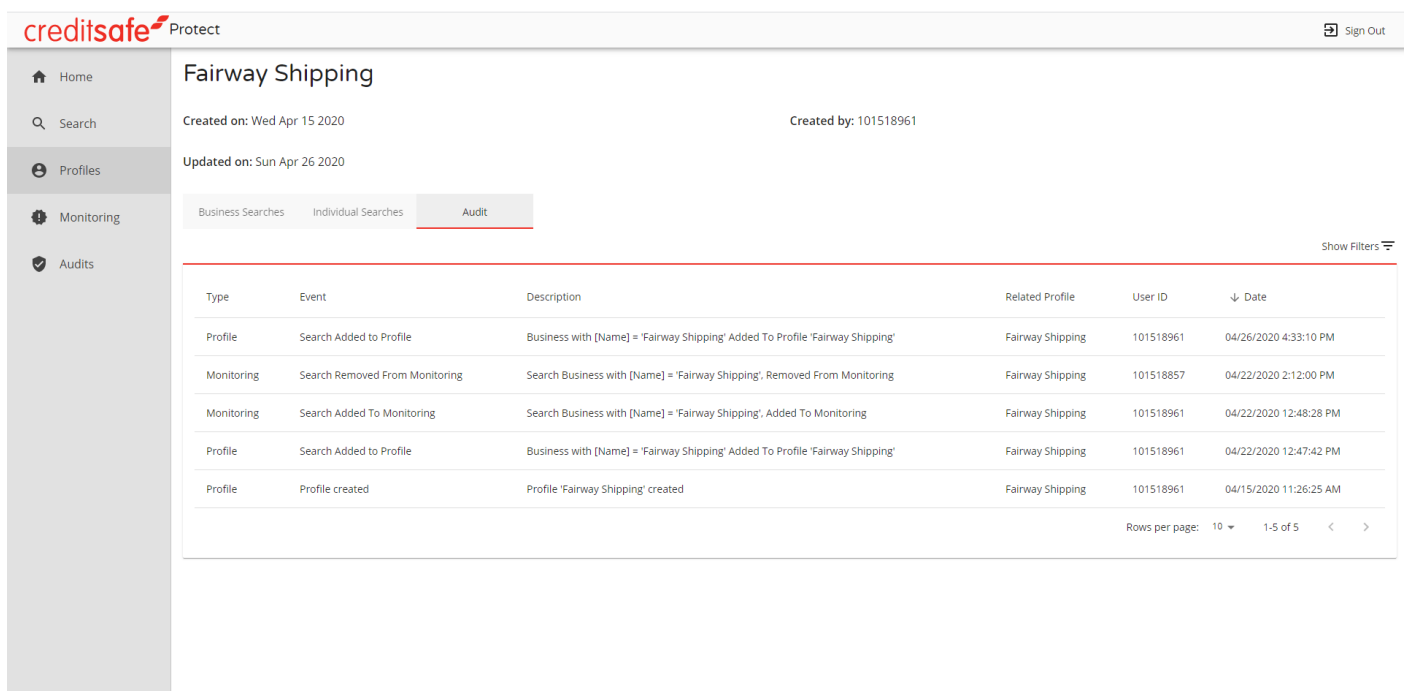
Business Searches

Individual Searches

Audit

No individual searches added to this profile. [Conduct an individual search now...](#)

20. Each Profile also contains a mini audit trail which relates solely to events associated to that profile



creditsafe Protect

Sign Out

Home

Search

Profiles

Monitoring

Audits

Fairway Shipping

Created on: Wed Apr 15 2020

Created by: 101518961

Updated on: Sun Apr 26 2020

Business Searches

Individual Searches

Audit

Show Filters

Type	Event	Description	Related Profile	User ID	↓ Date
Profile	Search Added to Profile	Business with (Name) = 'Fairway Shipping' Added To Profile 'Fairway Shipping'	Fairway Shipping	101518961	04/26/2020 4:33:10 PM
Monitoring	Search Removed From Monitoring	Search Business with (Name) = 'Fairway Shipping', Removed From Monitoring	Fairway Shipping	101518857	04/22/2020 2:12:00 PM
Monitoring	Search Added To Monitoring	Search Business with (Name) = 'Fairway Shipping', Added To Monitoring	Fairway Shipping	101518961	04/22/2020 12:48:28 PM
Profile	Search Added to Profile	Business with (Name) = 'Fairway Shipping' Added To Profile 'Fairway Shipping'	Fairway Shipping	101518961	04/22/2020 12:47:42 PM
Profile	Profile created	Profile 'Fairway Shipping' created	Fairway Shipping	101518961	04/15/2020 11:26:25 AM

Rows per page: 10 1-5 of 5 < >

21. If you want to search the Profile Audit Trail for a specific event you can search Keywords or Date Range using the 'Show Filters' Button

creditsafe Protect

Sign Out

Home

Search

Profiles

Monitoring

Audits

Fairway Shipping

Created on: Wed Apr 15 2020

Created by: 101518961

Updated on: Sun Apr 26 2020

Business Searches Individual Searches **Audit**

Search Keywords

Filter by event

Start Date: 2020/03/01 00:00

End Date: 2020/04/26 16:38

Apply

Type	Event	Description	Related Profile	User ID	↓ Date
Profile	Search Added to Profile	Business with [Name] = 'Fairway Shipping' Added To Profile 'Fairway Shipping'	Fairway Shipping	101518961	04/26/2020 4:33:10 PM
Monitoring	Search Removed From Monitoring	Search Business with [Name] = 'Fairway Shipping', Removed From Monitoring	Fairway Shipping	101518857	04/22/2020 2:12:00 PM
Monitoring	Search Added To Monitoring	Search Business with [Name] = 'Fairway Shipping', Added To Monitoring	Fairway Shipping	101518961	04/22/2020 12:48:28 PM
Profile	Search Added to Profile	Business with [Name] = 'Fairway Shipping' Added To Profile 'Fairway Shipping'	Fairway Shipping	101518961	04/22/2020 12:47:42 PM
Profile	Profile created	Profile 'Fairway Shipping' created	Fairway Shipping	101518961	04/15/2020 11:26:25 AM

Rows per page: 10 1-5 of 5

22. If you want to view the saved information for any of the searches again select the 'View' button alongside any of the entities.

creditsafe Protect

Sign Out

Home

Search

Profiles

Monitoring

Audits

Fairway Shipping

Created on: Wed Apr 15 2020

Created by: 101518961

Updated on: Sun Apr 26 2020

Business Searches Individual Searches Audit

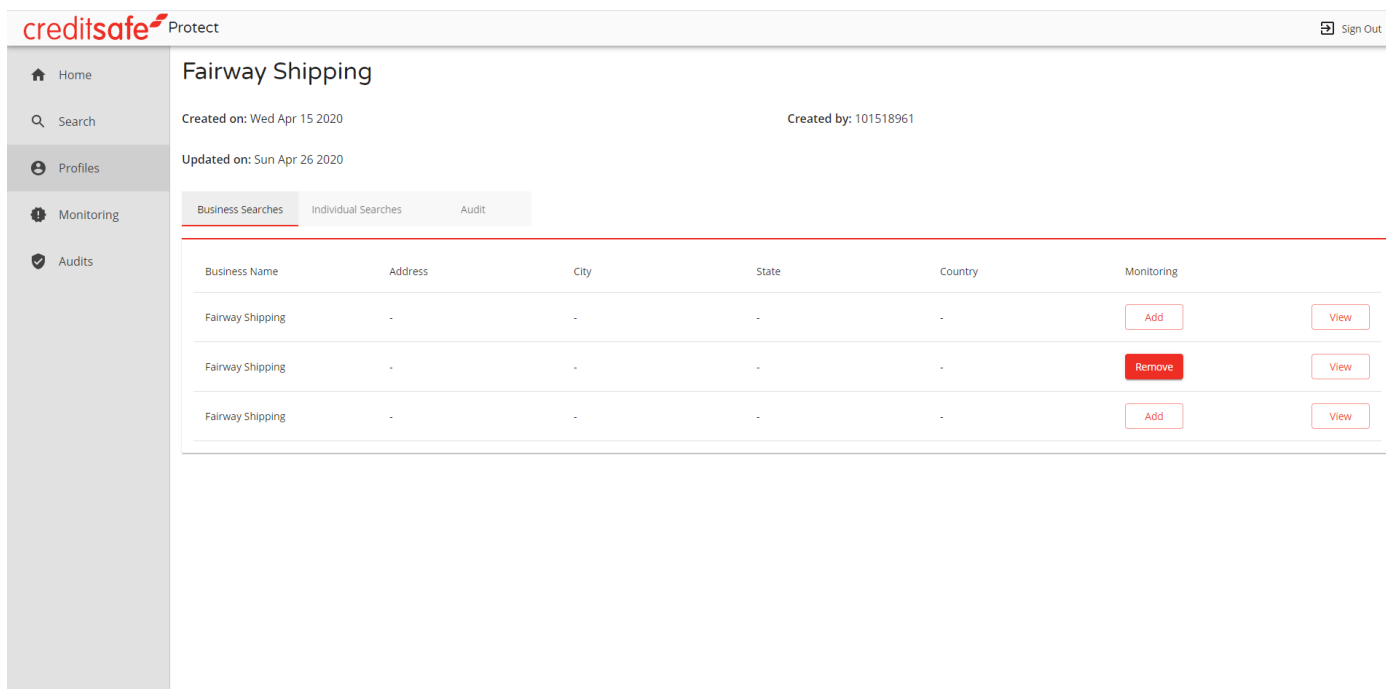
Business Name	Address	City	State	Country	Monitoring
Fairway Shipping	-	-	-	-	Add View
Fairway Shipping	-	-	-	-	Add View
Fairway Shipping	-	-	-	-	Add View

Monitoring

23. To add an entity to ongoing monitoring click the 'Add' button next to the entity you would like to add.

24. All entries are monitored on a nightly basis. Upon selecting the 'Add' button you will be prompted to select what you would like the monitoring threshold to be. This just means how relevant the results returned will be for instance if you choose to monitor 'ABC Corp' at 85% threshold you may get results for 'ABC Ltd' or 'BAC Corp'. However if you monitor ABC Corp at 100% you'll only get notified if there is a profile with the exact same name including spelling. It is completely up to the user at what threshold they would like to

monitor but the vast majority of users recommend 85%. With this in mind our monitoring automatically defaults to 85%.



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Home Search Profiles Monitoring Audits

Fairway Shipping

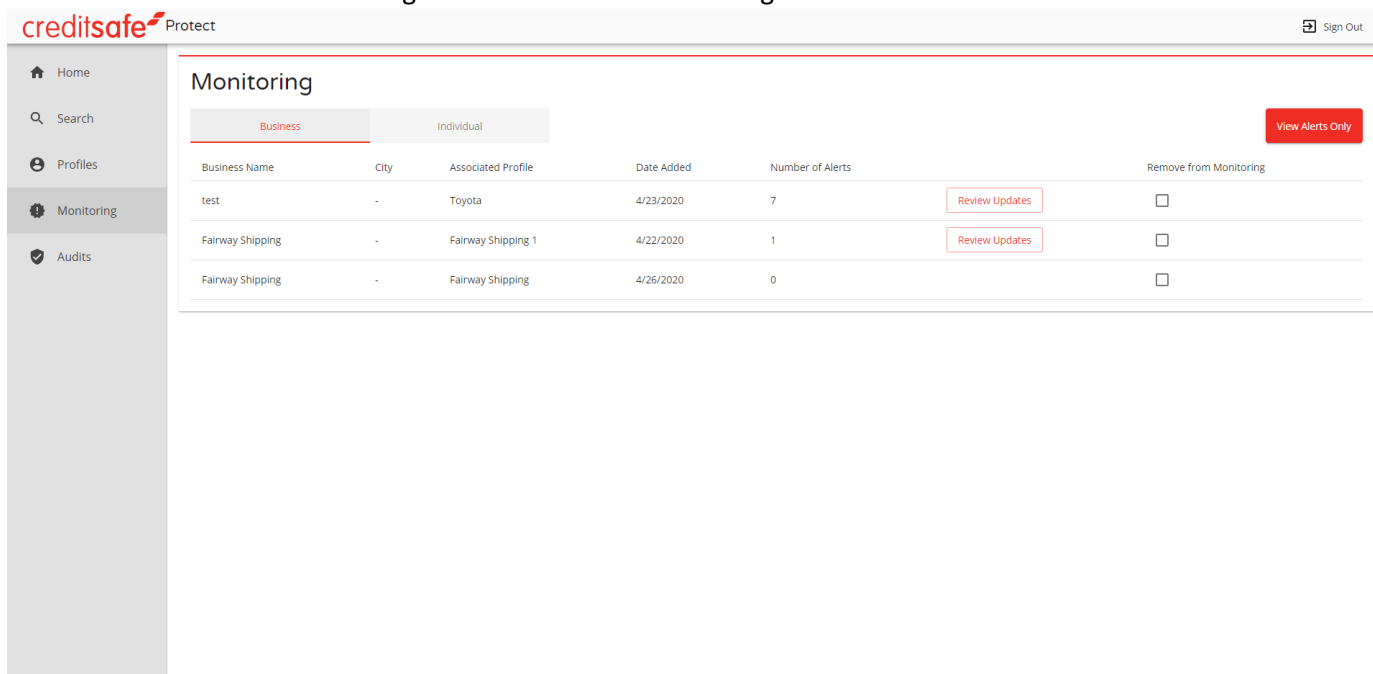
Created on: Wed Apr 15 2020 Created by: 101518961

Updated on: Sun Apr 26 2020

Business Searches Individual Searches Audit

Business Name	Address	City	State	Country	Monitoring
Fairway Shipping	-	-	-	-	Add View
Fairway Shipping	-	-	-	-	Remove View
Fairway Shipping	-	-	-	-	Add View

25. Once an entity is added to monitoring it can be removed by selecting the same button which will now read 'Remove'.
26. To see the full list of entities being monitored select 'Monitoring' on the left hand menu.



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Home Search Profiles Monitoring Audits

Monitoring

Business Individual View Alerts Only

Business Name	City	Associated Profile	Date Added	Number of Alerts	Remove from Monitoring
test	-	Toyota	4/23/2020	7	Review Updates ☐
Fairway Shipping	-	Fairway Shipping 1	4/22/2020	1	Review Updates ☐
Fairway Shipping	-	Fairway Shipping	4/26/2020	0	☐

27. This is a full list of all entities being monitored. If you would like to just see in the entities with alerts you can select 'View Alerts Only' in the top right hand corner. You can select whether you would like to view Businesses or Individuals by selecting the corresponding tab.
28. The following information will be displayed for all entities:

- a. Business Name/Full Individual Name
- b. City
- c. Associated Profile
- d. Date Added
- e. Number of alerts

29. If you would like to review any of the updates you can select the 'Review Updates' button and Protect will display the list of new profiles that may match your search criteria.

30. Similar to the results page the 'Review Updates' page will display:

- a. Name
- b. Match (Relevancy Score)
- c. DOB (Individual Only)
- d. Reason Listed

creditsafe [®] Protect Sign Out			
Review Updates for donald trump ×			
Name	Match	Date of Birth	Reason Listed
☐ García Roldán, Carlos	100	1972	Adverse Media:Money Laundering ▼
☐ Rodríguez Sánchez, Wilmar	100		Enforcement:Murder ▼
☐ Ağalarov, Araz İskender oğlu	95	1955-11-08	National:PEP-Family Member ▼
☐ Ramos Lázaro, Leobardo	95		State:PEP-Former PEP ▼
☐ Trump, Donald John III	94	2009-02-18	National:PEP-Family Member ▼
☐ Trump, Donald John Jr.	94	1977-12-31	National:PEP-Family Member ▼
☐ Trump, Donald John Sr	94	1946-06-14	National:PEP-Govt Branch Member ▼
☐ Sajwani, Hussain Ali Habib	90	1954	PEP:Mgmt Govt Corp ▼
Discount all alerts			

31. If you want to see further information on any of the entities you can do so by clicking the entity you would like to view and then clicking it again to close it again.

32. If there are any relevant results, you can add them to the profile by checking the box on the left hand side of the entity and then clicking 'Add to Profile' in the bottom right hand corner.

creditsafe

Protect

Sign Out

Review Updates for donald trump

X

Name	Match	Date of Birth	Reason Listed	
☐ García Roldán, Carlos	100	1972	Adverse Media:Money Laundering	▼
☐ Rodríguez Sánchez, Wilmar	100		Enforcement:Murder	▼
☐ Ağalarov, Araz İskender oğlu	95	1955-11-08	National:PEP:Family Member	▼
☐ Ramos Lázaro, Leobardo	95		State:PEP:Former PEP	▼
☒ Trump, Donald John III	94	2009-02-18	National:PEP:Family Member	▼
☒ Trump, Donald John Jr.	94	1977-12-31	National:PEP:Family Member	▼
☒ Trump, Donald John Sr	94	1946-06-14	National:PEP:Govt Branch Member	▼
☐ Sajwani, Hussain Ali Habib	90	1954	PEP:Mgmt Govt Corp	▼

Add (3) Selected to Profile

33. Any potential matches not selected will automatically be added to an accept list so they won't appear in future alerts. If none of the results are relevant simply click 'Discount All Results' in the bottom right hand corner.
34. You can also use the monitor page to remove multiple entities from monitoring all at once. Click the check box marked 'Remove from Monitoring' and then 'Remove Search From Monitoring in the bottom right hand corner.

Audit Trail

35. To view the full audit trail select 'Audits' on the left hand menu

creditsafeProtect

Sign Out

Home

Search

Profiles

Monitoring

Audits

Audits

Search Keywords

Start Date

2020/03/01 00:00

End Date

2020/04/26 17:08

Filter by event

Apply

Type	Event	Description	Related Profile	User ID	Date
Monitoring	Search Added To Monitoring	Search Business with [Name] = 'Fairway Shipping'. Added To Monitoring	Fairway Shipping	101518961	04/26/2020 4:47:29 PM
Search	Relevant Result Selected	Fairway Shipping Ltd Marked as Relevant for 'Business with [Name] = 'Fairway Shipping'	-	101518961	04/26/2020 4:33:11 PM
Profile	Search Added to Profile	Business with [Name] = 'Fairway Shipping' Added To Profile 'Fairway Shipping'	Fairway Shipping	101518961	04/26/2020 4:33:10 PM
Search	Results Report Generated	Results Report Created For Search Business with [Name] = 'Fairway Shipping', with 1 Result.	-	101518961	04/26/2020 4:19:30 PM
Search	Search conducted	Business Search Conducted with [Name] = 'Fairway Shipping', returned 5 results.	-	101518961	04/26/2020 4:16:35 PM
Search	Search conducted	Business Search Conducted with [Name] = 'Fairway Shipping', returned 5 results.	-	101518961	04/26/2020 4:14:20 PM
Search	Results Report Generated	Results Report Created For Search Business with [Name] = 'Creditsafe', with 0 Results.	-	101518961	04/26/2020 4:09:32 PM
Search	Search conducted	Business Search Conducted with [Name] = 'Creditsafe', returned 0 results.	-	101518961	04/26/2020 4:06:52 PM
Search	Search conducted	Business Search Conducted with [Name] = 'Fairway Shipping', returned 5 results.	-	101518961	04/26/2020 4:00:01 PM
Alerts	Alert Received	Alert Received for Individual with [FirstName] = 'donald' AND [LastName] = 'trump'.	-	101518857	04/26/2020 1:05:42 AM

Rows per page: 101-10 of 5403

36. This will direct you to a full list of all activities completed by all users in your organization. You will be able to see:
- a. Type – A broad grouping of the type of events either Monitoring, Search, Profile or Alert
 - b. Event – A more specific breakdown of what event happened
 - c. Description – a description of the event that took place
 - d. Related Profile – The profile linked to the activity
 - e. User ID – The user who undertook the task
 - f. Date
 - g. Time
37. The audit trail can be filtered by keywords, event or date & time.
38. If you want to download the full Audit Trail you can do so by selecting the 'Download' button in the bottom left hand corner.