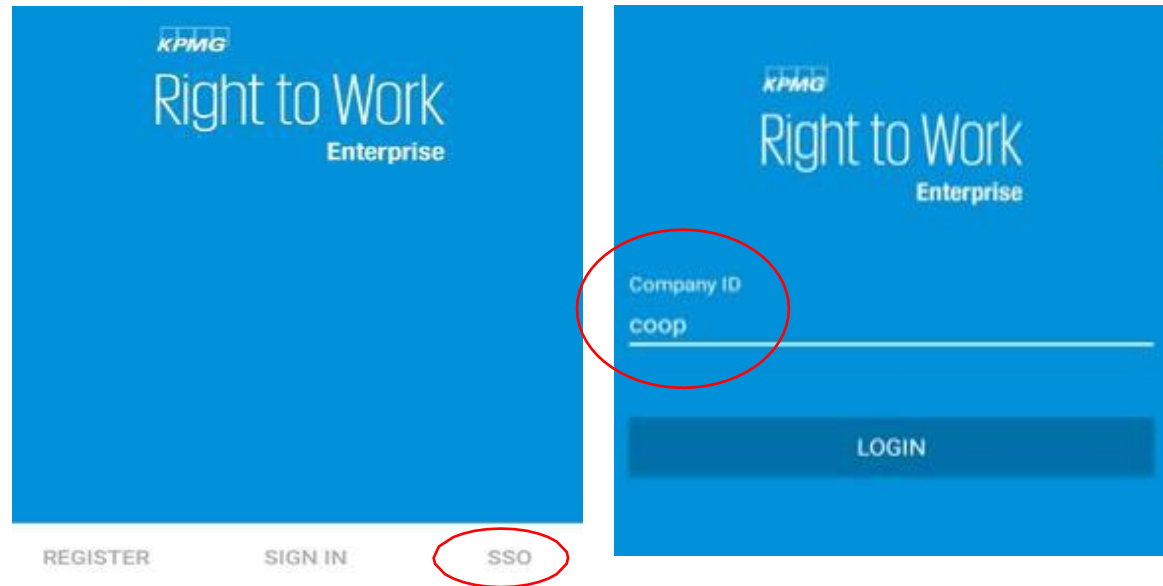
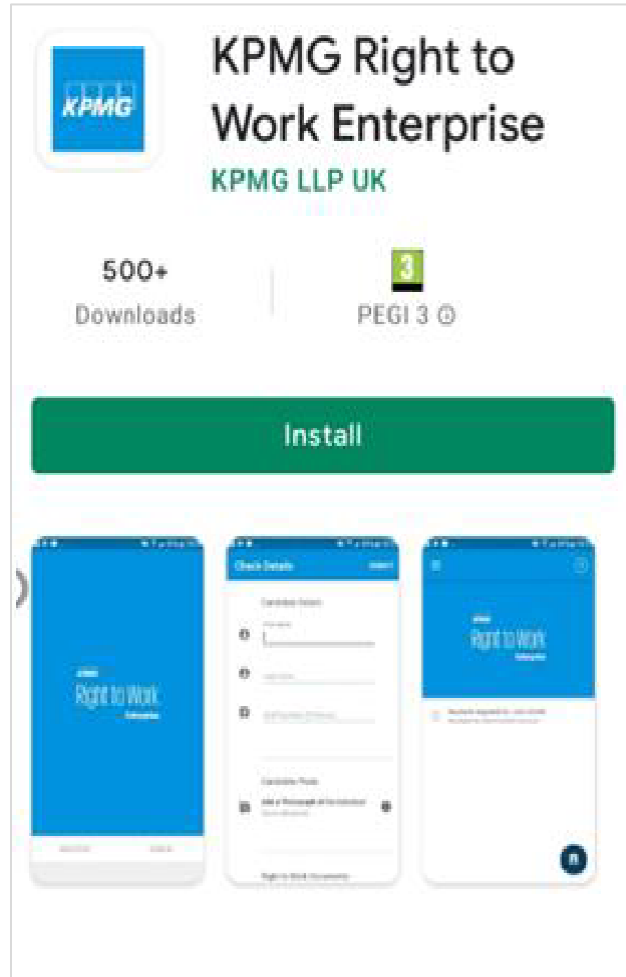


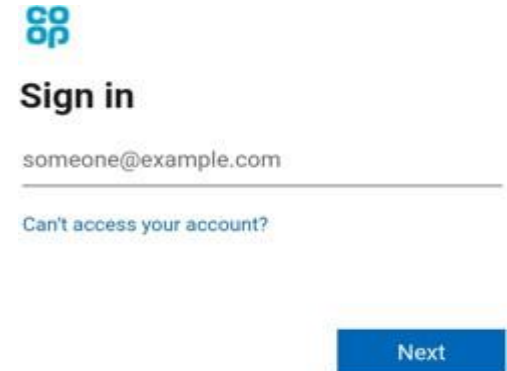
Right to Work App User Guide

What you need to do

You can download the app from the Google Play store on your work or personal phone and search for the right to work app. It's the KPMG enterprise edition you're looking for



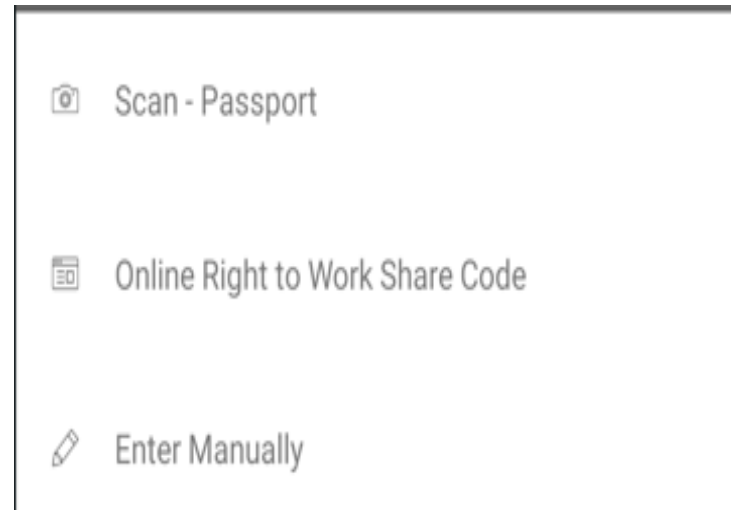
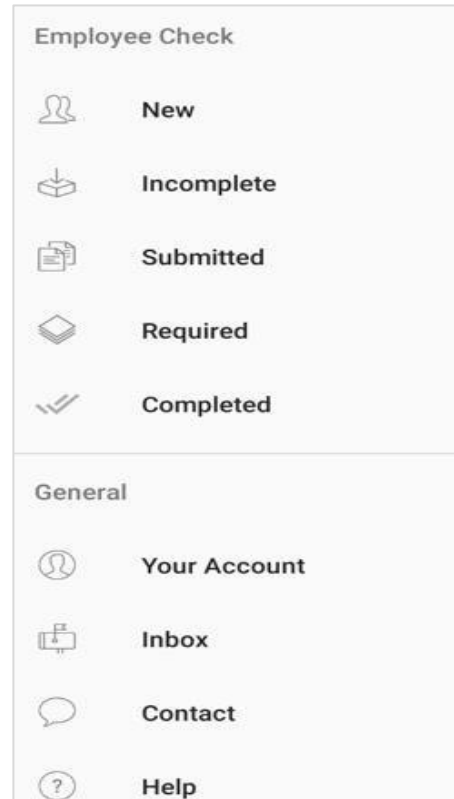
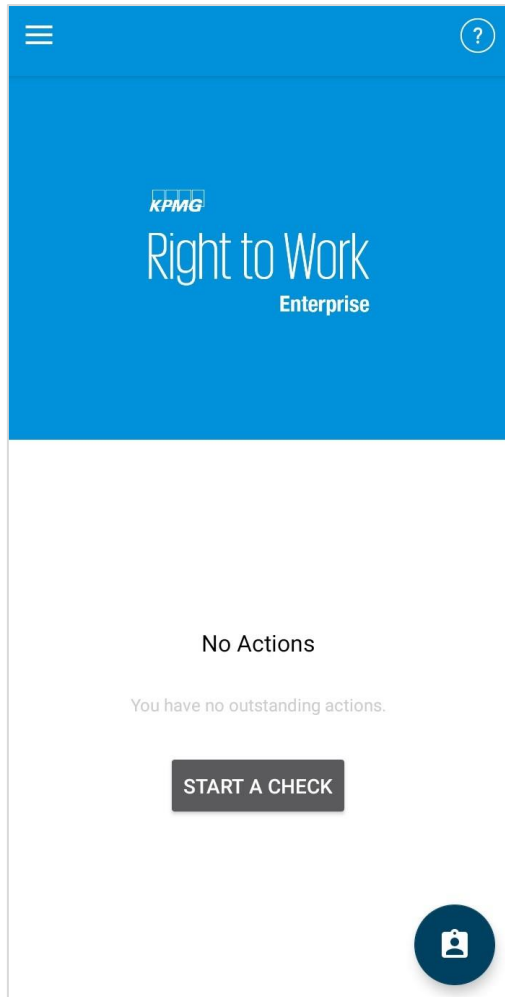
From the main menu click on SSO and then type coop in the Company ID field. This will then take you to the login screen where you can sign in using your coop email address and password



If you're having issues logging in please contact the HR Services Team on 0330 606 1001

How to use the App

Once you've logged in, you can either start a new check by clicking on start check or click on the three lines in the top left corner to bring up the menu.



You are presented with the 3 most commonly used forms of ETW as well as a manual option to upload other documents such as birth certificate. When uploading documents the app will automatically prompt you for additional documents where required e.g. birth certificate and National Insurance number combination


You can also view any saved checks or anything that needs further action from this menu as well as your inbox and FAQs

How to use the App

To scan a passport click the Scan Passport option and place the camera reader over the passport and allow the scan to take place. If the scan is taking some time you may need to adjust the positioning of your device to enable the reader to capture the code at the bottom of the passport




It's really important you include the vacancy requisition number in the staff ID field to prevent any delays in us finding your check



Check details

NEXT



Candidate Details


First name

ANGELA ZOE

Last name

UK SPECIMEN


Staff Number (If Known)



Exceptional Circumstances

☐

Adjusted check undertaken due to COVID-19




Passport

Document Number

533475514

Nationality


UK (British citizen) 

Date of Birth

04 Dec 1988


Expiry Date

28 Sep 2025




Right to Work Documents

1 Document(s) added.

Tap to add a document 

Mandatory. These documents validate the candidate's right to work in the UK.



Candidate Photo

No Photo of the Individual Attached

Tap to add a photo

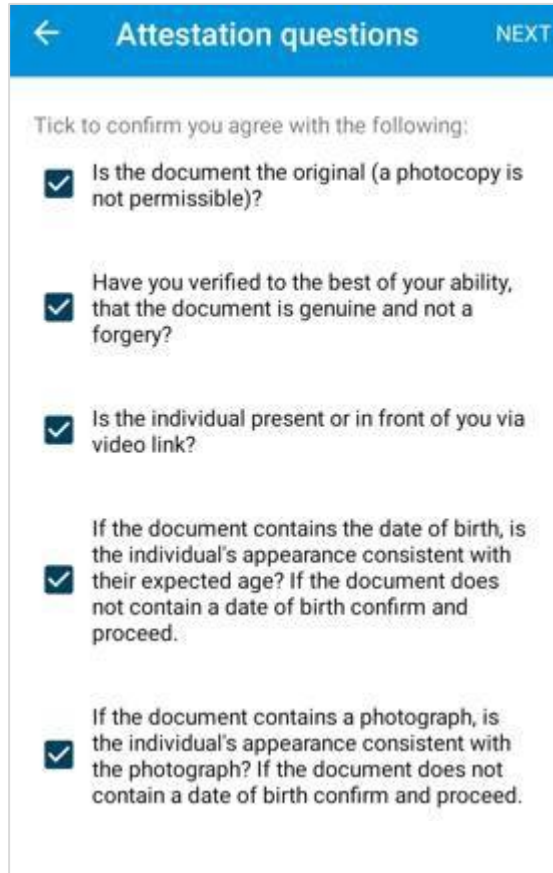
The reader will fill out most of these details for you but it's always worth reviewing and there are a few fields you need to fill in too.

To help the Resourcing teams get to your submission as quickly as possible, please enter your requisition number in the 'Staff number' box

This is an optional feature and not required for our checks so you don't need to take a photo of the candidate

How to use the App

On the next screen you will need to answer a series of questions



The screenshot shows a mobile app interface for 'Attestation questions'. At the top is a blue header bar with a back arrow on the left, the title 'Attestation questions' in the center, and a 'NEXT' button on the right. Below the header, the text 'Tick to confirm you agree with the following:' is displayed. There are five questions, each preceded by a checked checkbox icon. The questions are: 1. 'Is the document the original (a photocopy is not permissible)?', 2. 'Have you verified to the best of your ability, that the document is genuine and not a forgery?', 3. 'Is the individual present or in front of you via video link?', 4. 'If the document contains the date of birth, is the individual's appearance consistent with their expected age? If the document does not contain a date of birth confirm and proceed.', and 5. 'If the document contains a photograph, is the individual's appearance consistent with the photograph? If the document does not contain a date of birth confirm and proceed.'

← Attestation questions NEXT

Tick to confirm you agree with the following:

- ☒ Is the document the original (a photocopy is not permissible)?
- ☒ Have you verified to the best of your ability, that the document is genuine and not a forgery?
- ☒ Is the individual present or in front of you via video link?
- ☒ If the document contains the date of birth, is the individual's appearance consistent with their expected age? If the document does not contain a date of birth confirm and proceed.
- ☒ If the document contains a photograph, is the individual's appearance consistent with the photograph? If the document does not contain a date of birth confirm and proceed.

The next two screens will require you to sign to attest you have seen the original copy as well as the candidate signing confirming they give consent.



The screenshot shows a mobile app interface for 'Your Signature'. At the top is a blue header bar with the title 'Your Signature' on the left and a 'NEXT' button on the right. Below the header, the text 'I attest that I have seen the original(s) and this is/they are true copy/copies.' is displayed. Below this text is a large, light gray rectangular area with the word 'Signature' centered in a light gray font, indicating where the user should sign. At the very bottom of the screen is a white rectangular area.

Your Signature NEXT

I attest that I have seen the original(s) and this is/they are true copy/copies.

Signature

How to use the App

Once you click submit you will be presented with the options below

- **Submitting** will send the ETW documents to Resourcing Services, **you should only do this for the candidate you wish to offer the role to**
- **Save to device** will save the check to the app (not your phone) which will allow you to finishing interviewing all candidates before submitting the successful candidate to Resourcing Services. Any saved but not submitted checks will be automatically deleted after 4 weeks
- **Cancel** will discard the check and you will need to start again




Submit Check


Do you want to submit the check now, or save to the device and submit later?

SUBMIT NOW

SAVE TO DEVICE


CANCEL



Right to Work
Enterprise

 Your check was approved.
Message received 24 Feb 2021


Right to Work
Enterprise

 Completed check for ANGELA ZOE UK SPECIMEN
Check will expire in 503 hours and 59 minutes


Right to Work
Enterprise

 Your check was rejected.
Message received 24 Feb 2021

Your check was rejected.

24 Feb 2021 13:09:13

The check you performed on the individual MARITSA RADNEVA IVANOVA has been rejected with the following reason:
The rejection reason: Full set of copies of document has not been provided

If this check will be re-assigned to you, you will receive an email notification informing you of this, you will also be able to see the request in the required checks area of the app.



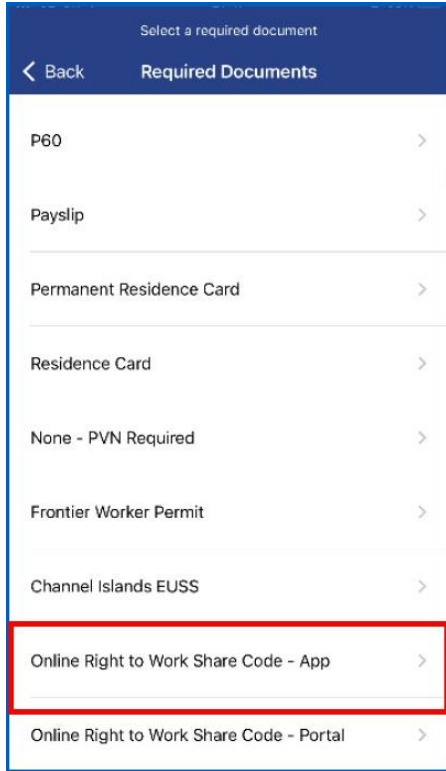
Once you have clicked on the notification it will disappear but you can always view these again by accessing your inbox on the main menu

You will receive this notification when your check has been approved. This is instant for all UK Passports

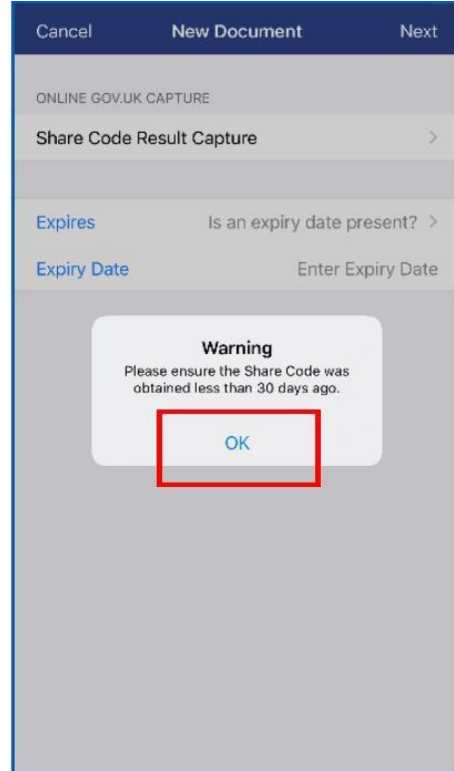
Saved checks will appear like this

You will receive a notification if your check is rejected click onto the notification to see why

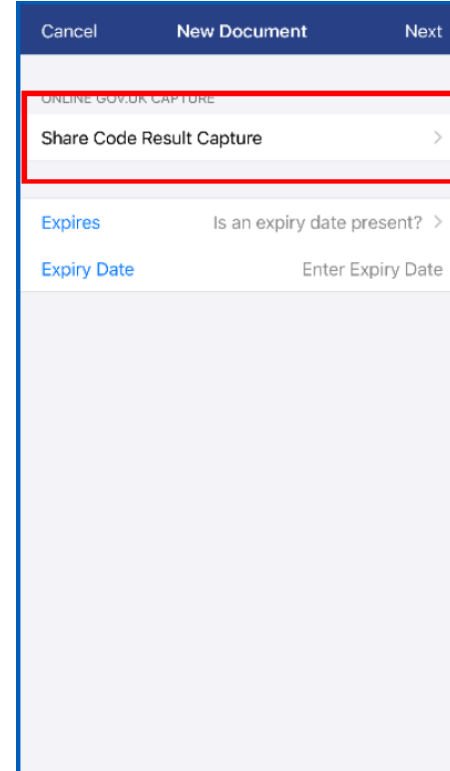
Online Share Code Check – EU Documentation



1) Select 'Online Right to Work Share Code- App'



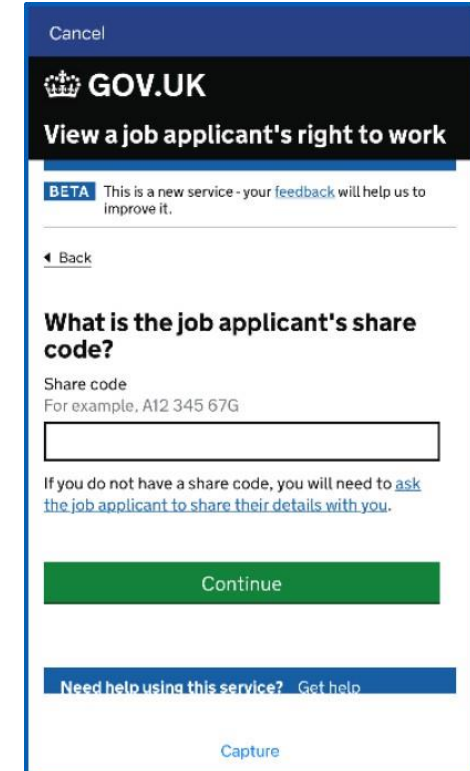
2) Select 'ok'



3) Select 'Share Code Result Capture' this will take you to the Home Office's Online Right to Work Check



4) Click 'Start Now' to begin the process



5) Enter the Share Code and click continue

Online Share Code Check – EU Documentation

Cancel

GOV.UK

View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

What is the job applicant's date of birth?

For example, 31 3 1980

Day Month Year

Continue

Need help using this service? [Get help](#)

[Privacy](#) [Cookies](#) [Help](#) [Accessibility statement](#)

Capture

6) Enter the Applicants date of birth and click continue

Cancel

GOV.UK

View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

What is your company name?

We'll use this to keep a record of your right to work check for audit purposes.

Company name

Continue

Need help using this service? [Get help](#)

[Privacy](#) [Cookies](#) [Help](#) [Accessibility statement](#)

Capture

7) Enter your company name- Co-op

GOV.UK

View a job applicant's right to work

Right to Work

Sample Candidate

They have permission to work in the UK from 28 March 2021. They can work in the UK until 28 April 2023.

Details

They can work in any job.

If you employ this person To avoid a penalty, you must:

- Check this looks like the person you meet face to face
- Keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after
- Do this check again when their permission to be in the UK expires on 28 April 2023

Read the employer's code of practice to find out more about right to work checks.

Details of check

Company name	Date of check	Reference Number
Test Ltd	8 January 2018	WE-SDIFB-12

[Print page](#) [Download PDF](#)

[Finish and leave service](#)

Capture

8) You will be brought to this screen where it has the details. Click 'Capture' for the app to take a screenshot of this document

Cancel New Document Next

ONLINE GOV.UK CAPTURE

Share Code Result Capture

Expires Yes

Expiry Date Enter Expiry Date

< > Done

26	March	2019
26	April	2019
27	May	2020
28	June	2021
29	July	2022
30	August	2023
31	September	2024

9) You will be taken back to the details screen. **PLEASE NOTE - If there is an expiry date on the document, - Select 'Yes' and ensure you enter the VISA expiration date Or N/A if no expiry.**

No more documents required.

[Back](#) Added Documents

Online Right to Work Share Code - App
No document number required.

10) Document is added

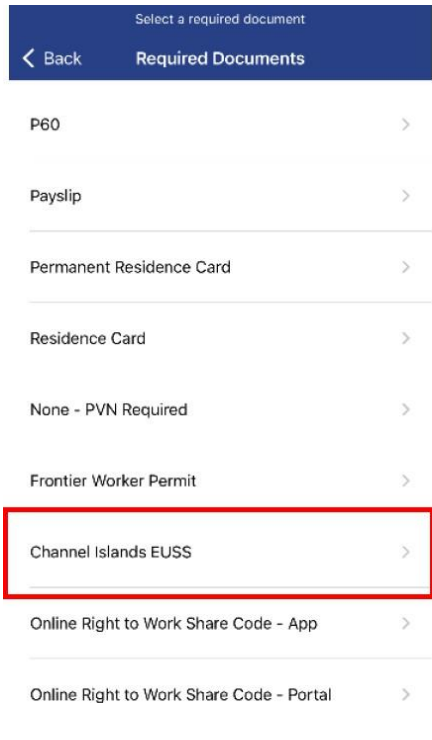
Online Share Code Check

Please Note:

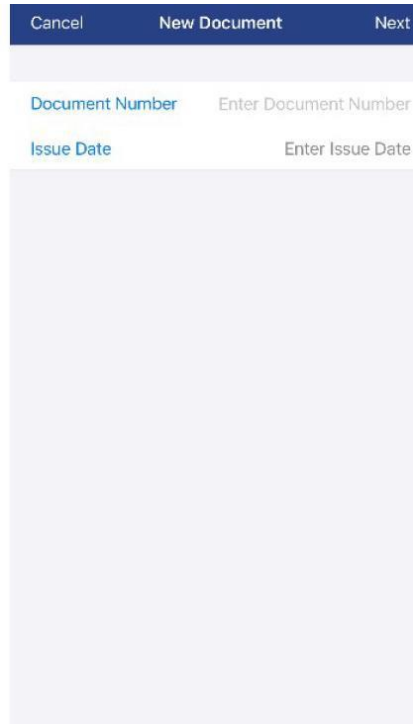
From 6 April 2022 candidates will not be able to use their Biometric Residence Permit to confirm their right to work. Candidates will need to prove their right to work with an online digital share code.

As per the previous slides, please ensure you are capturing the candidates online digital share code via the Right to Work app.

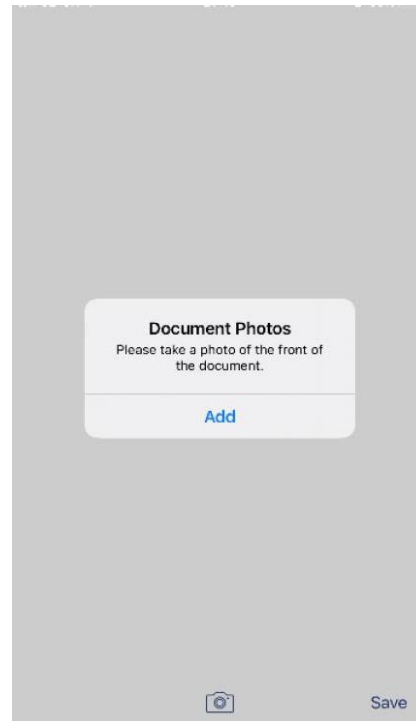
Channel Island Citizens– EUSS Documentation



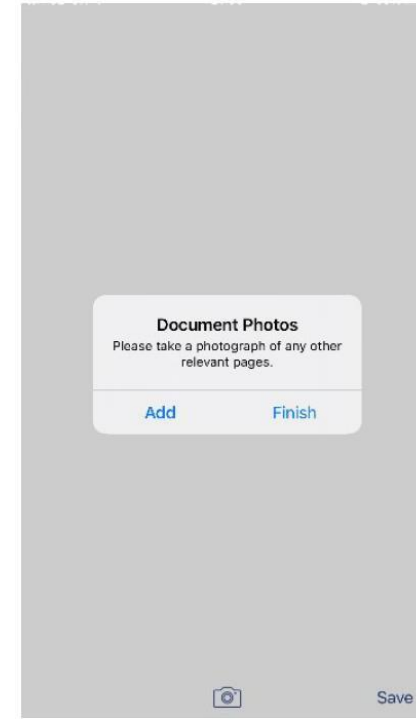
1) Select Channel Islands EUSS from the documents list



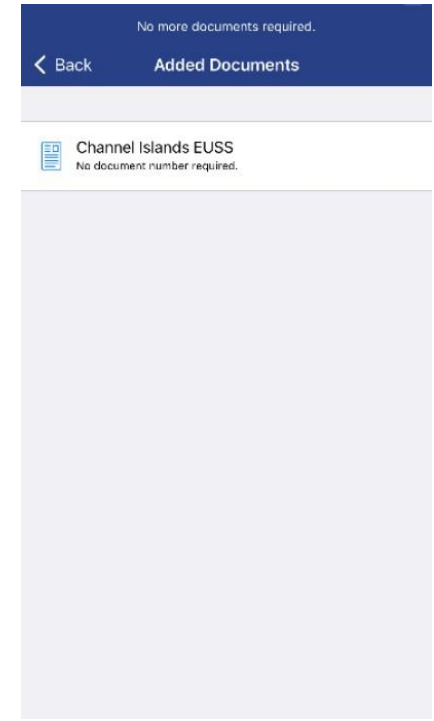
2) Enter the relevant details



3) Capture the front & back of the documents



4) Capture any other photo of the document or copies that maybe relevant



5) Document is added

Proof of Address

15:14 3G

Back Check Details Submit

CANDIDATE DETAILS

First Name

Last Name

Staff Number Staff Number (If Known)

PASSPORT

Document Number

Nationality UK (British citizen) >

Date of Birth 16 Sep 1997

Expiry Date 19 Mar 2028

PHOTO

Add a photograph of the individual >

No candidate photo added

PROOF OF ADDRESS

Add Documents >

Optional. These documents provide proof of the candidate's address.

RIGHT TO WORK DOCUMENTS

View Documents Complete ✓

Mandatory. These documents validate the candidate's right

15:14 3G

This document category is optional.

< Back Added Documents

Tap to add a new document. >

Warning

The provision of a proof of address is a business requirement. Please ensure you have seen the original.

OK

15:15 3G

Select a required document

< Back Required Documents

Manual - Mortgage Statement >

Manual - Financial Statement, eg Pension statement or endowment >

Manual - Credit Card Statement >

Manual - Benefit Statement >

Manual - P45/P60 Statement >

Manual - Council Tax Statement >

13:07 3G

Cancel New Document Next

Document Date Enter Document Date

Document must be less than 12 months old.

Please take photographs of the document / candidate as instructed on the following screen.

Ensure the document images fit within the guidelines.

Continue

1) Select Add Documents under Proof of Address

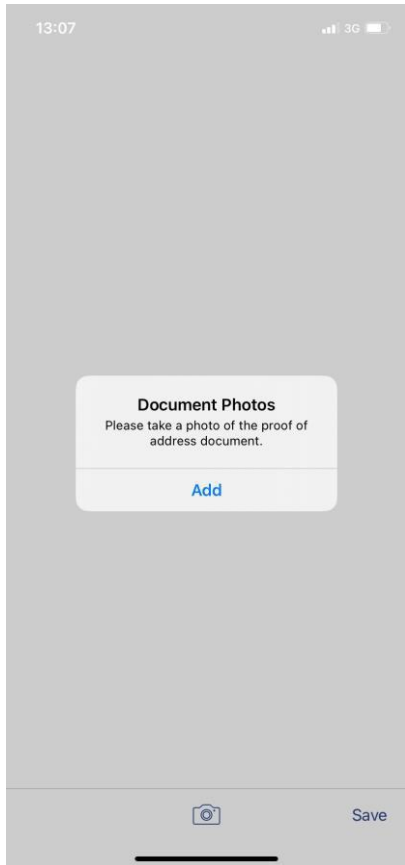
2) Click OK

3) Select the type of Proof of Address you are going to upload

4) Add the document date

5) Take a photograph of the document

Proof of Address



5) Add the photo you have just taken and select save

A screenshot of a mobile app interface. At the top, the status bar shows the time 15:05, 4G signal, and battery level. The screen has a dark blue header with three buttons: 'Back', 'Check Details', and 'Submit'. Below the header, there are several sections. The first section is 'CANDIDATE DETAILS' with fields for 'First Name' (Test), 'Last Name' (Test), and 'Staff Number' (Staff Number (If Known)). The second section is 'PHOTO' with the text 'Add a photograph of the individual' and a right arrow. Below this is a message 'No candidate photo added'. The third section is 'PROOF OF ADDRESS' with the text 'Add Documents' and a checkmark. Below this is a message 'Optional. These documents provide proof of the candidate's address.' The fourth section is 'RIGHT TO WORK DOCUMENTS' with the text 'Add Documents' and 'Incomplete' with a right arrow. Below this is a message 'Mandatory. These documents validate the candidate's right to work in the UK.' The fifth section is 'NATIONAL INSURANCE DOCUMENTS' with the text 'Add Documents' and a right arrow. Below this is a message 'Optional. These documents provide proof of the candidate's National Insurance number.' The sixth section is 'MISCELLANEOUS DOCUMENTS'.

6) Click back and that will take you back to the details page where you can 'submit' the POA