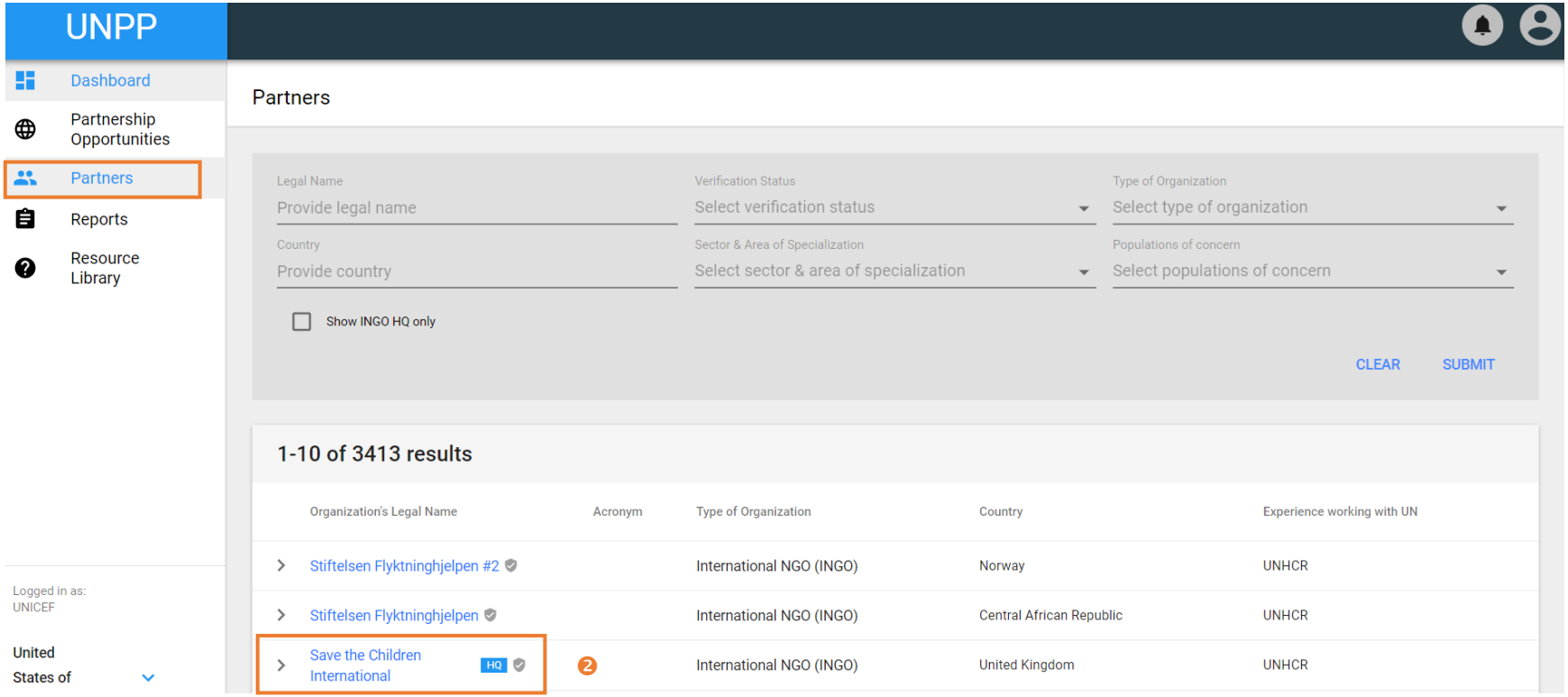
Verify Partner Profile

Overview: Verify a partner organization's profile. An organization's profile must be verified by a UN agency user in order for the partner's application to be selected for to establish a potential partnership.

Steps	Description	Action	Notes
1	Partners	Click on the Partners icon to access the partner's page (1). Click on the partner organization's name that you want to verify (2) – You will be directed to the partner's page.	This will direct you to the *Partners* page. You can search for a specific partners using the filters on the page. A partner with a Grey shield next to its name is still pending verification. Once the shield is green it implies the organization profile has been verified and UN organization can proceed in selecting this organization for partnerships. Organization with a red shield have failed the verification exercise and will not be able to be selected as a partner of any UN organization.
2	Partner Page	View a summary of the partner organization in the 'Overview' tab (1). The verification status box highlights whether the profile of this organization has already been verified or not. Click on vertical bullets to display a list of options (3) and click on '+Verify Profile' (4)to verify the partner	You can click on the 'Profile Details' for a more detailed view of the partner organization's profile Before verifying a profile, you should go through the 'Profile Details' section to ensure that the partner's profile is complete and presents itself as a credible civil society organization for a partnership with the UN. If the profile is not complete, you will not be able to verify the Profile (5).
3	Verify Partner's Profile	Complete the verification questions (1) by answering Yes or No and entering comments in designated comments section	
4	Verify Partner's Profile	Review risks flags that have been raised by different people in regards to this partner profile. Please Answer the question whether the listed risk poses unacceptable risk to the UN by yes or no, and add comments if necessary. Raise, if necessary, additional unacceptable risks this profile might have, by answering the last question.	A partner with a red risk flag, cannot obtain a "verified" status. All red flags are then escalated to HQ to be discussed at an inter-agency level, given the impact on other UN agencies partnership possibilities with this partner.
5	Verification Status	Tick the box where you certify that the information provided in this verification form is accurate to the best of your knowledge.(1) Click then on *Verify.(2)* View verification status of an organization (3) You can also view the most recent date (4) in which the partner was verified, the name and agency affiliation of the individual that verified the organization, as well as their verification assessment details by clicking on the *'View Details'* icon.(6) You can also view previous verifications of the organization, by clicking on the *'Number of previous status changes'* drop down.(5)	Once you have completed the verification assessment of an organization, their '*Pending Verification'* status will change to a green badge that displays *'Verified'* or a red badge that displays *'Unverified'*. An organization that has not yet been assessed for verification will show the status of 'Pending Verification'. Make sure you have reviewed the organization's profile before starting the verification process. If the answers provided fulfill all 5 requirements for verification, the organization's status will show as *'Verified*'. If the answers provided do not fulfill all 5 requirements for verification, the organization's status will show as *'Unverified'* Verifications can be completed by any UN agency user. Once a verification has been completed there is no need to re-verify an organization, unless there is a change or update to their profile that requires another assessment to change their verification status.

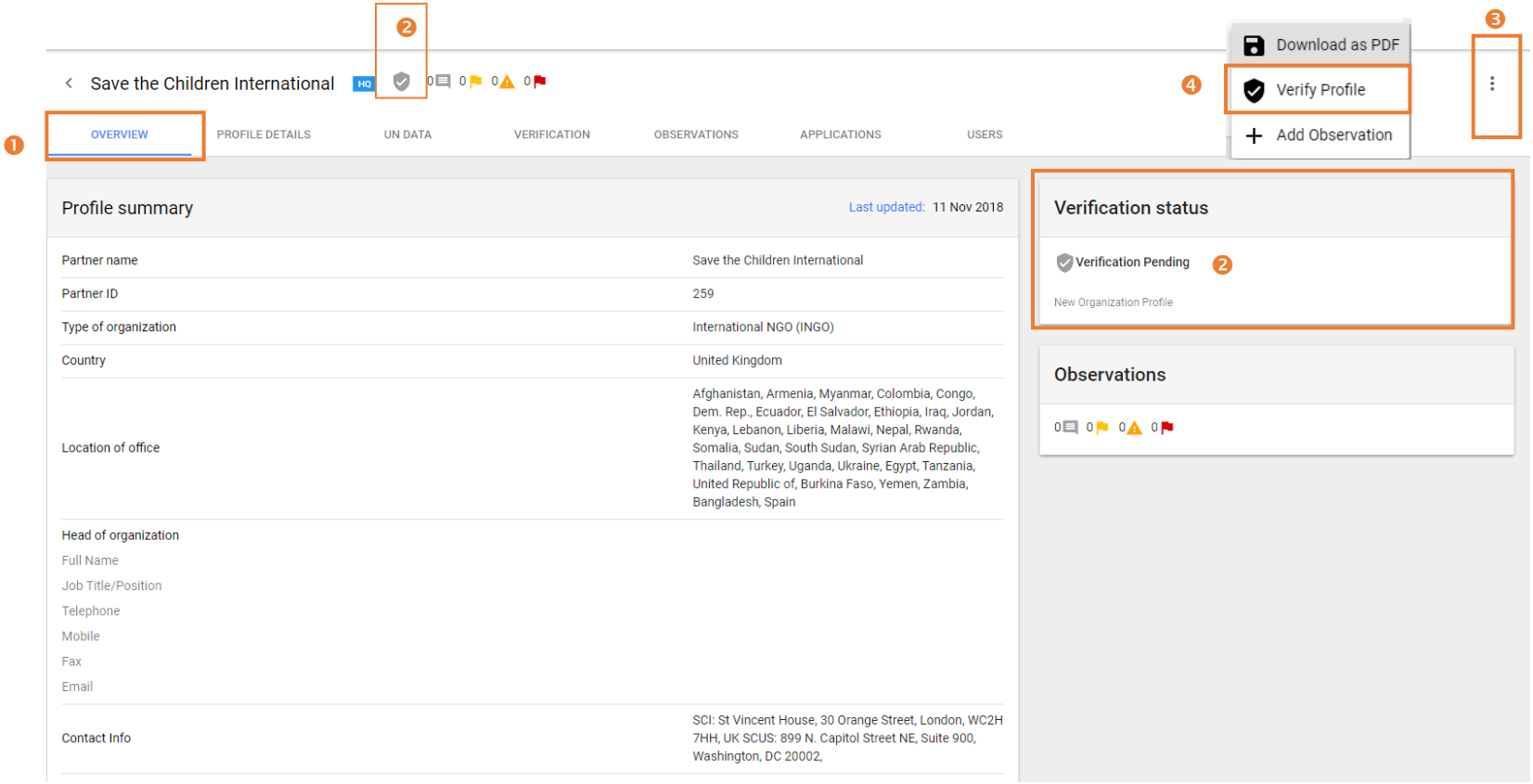
Steps	Description	Action	Notes
1	Partners	Click on the Partners icon to access the partner's page (1). Click on the partner organization's name that you want to verify (2) – You will be directed to the partner's page.	This will direct you to the *Partners* page. You can search for a specific partners using the filters on the page. A partner with a Grey shield next to its name is still pending verification. Once the shield is green it implies the organization profile has been verified and UN organization can proceed in selecting this organization for partnerships. Organization with a red shield have failed the verification exercise and will not be able to be selected as a partner of any UN organization.

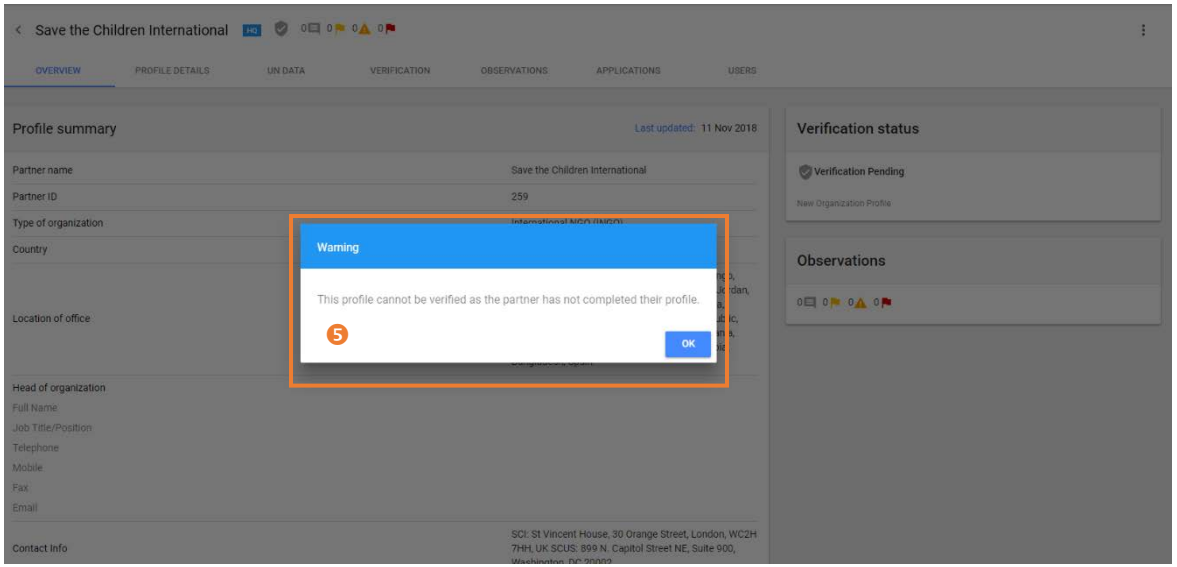
STEP 1



Steps	Description	Action	Notes
2	Partner Page	View a summary of the partner organization in the 'Overview' tab (1). The verification status box highlights whether the profile of this organization has already been verified or not. Click on vertical bullets to display a list of options (3) and click on '+Verify Profile' (4)to verify the partner	You can click on the 'Profile Details' for a more detailed view of the partner organization's profile Before verifying a profile, you should go through the 'Profile Details' section to ensure that the partner's profile is complete and presents itself as a credible civil society organization for a partnership with the UN. If the profile is not complete, you will not be able to verify the Profile(5).

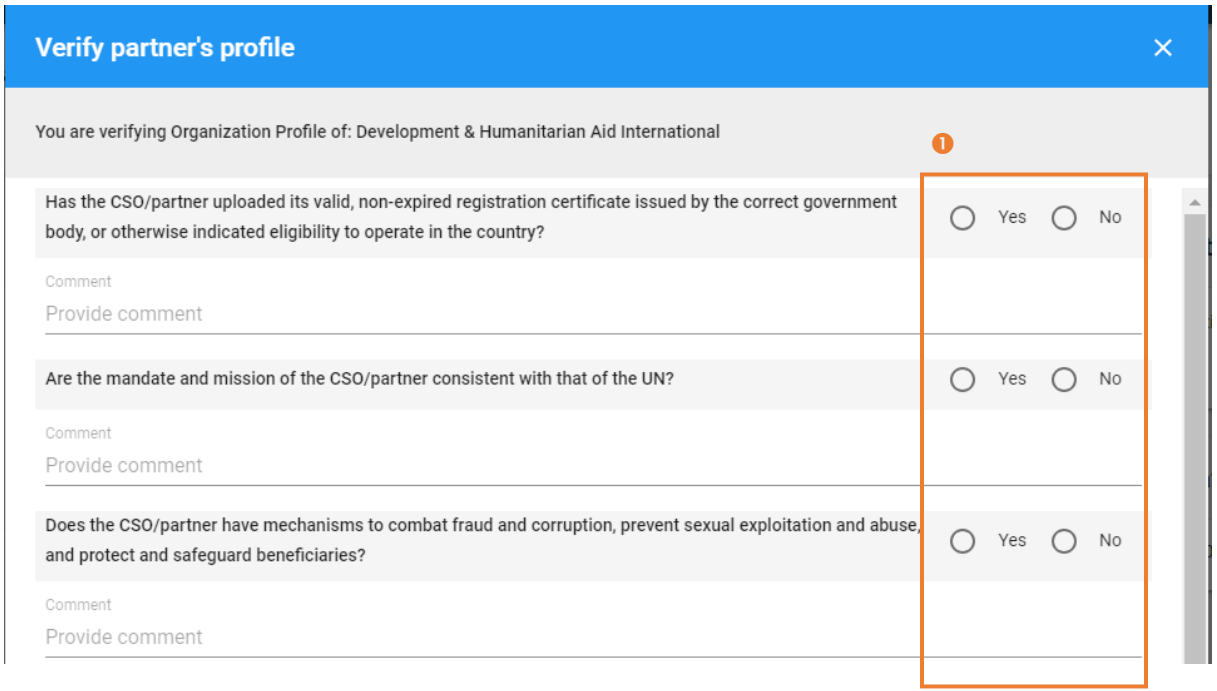
STEP 2





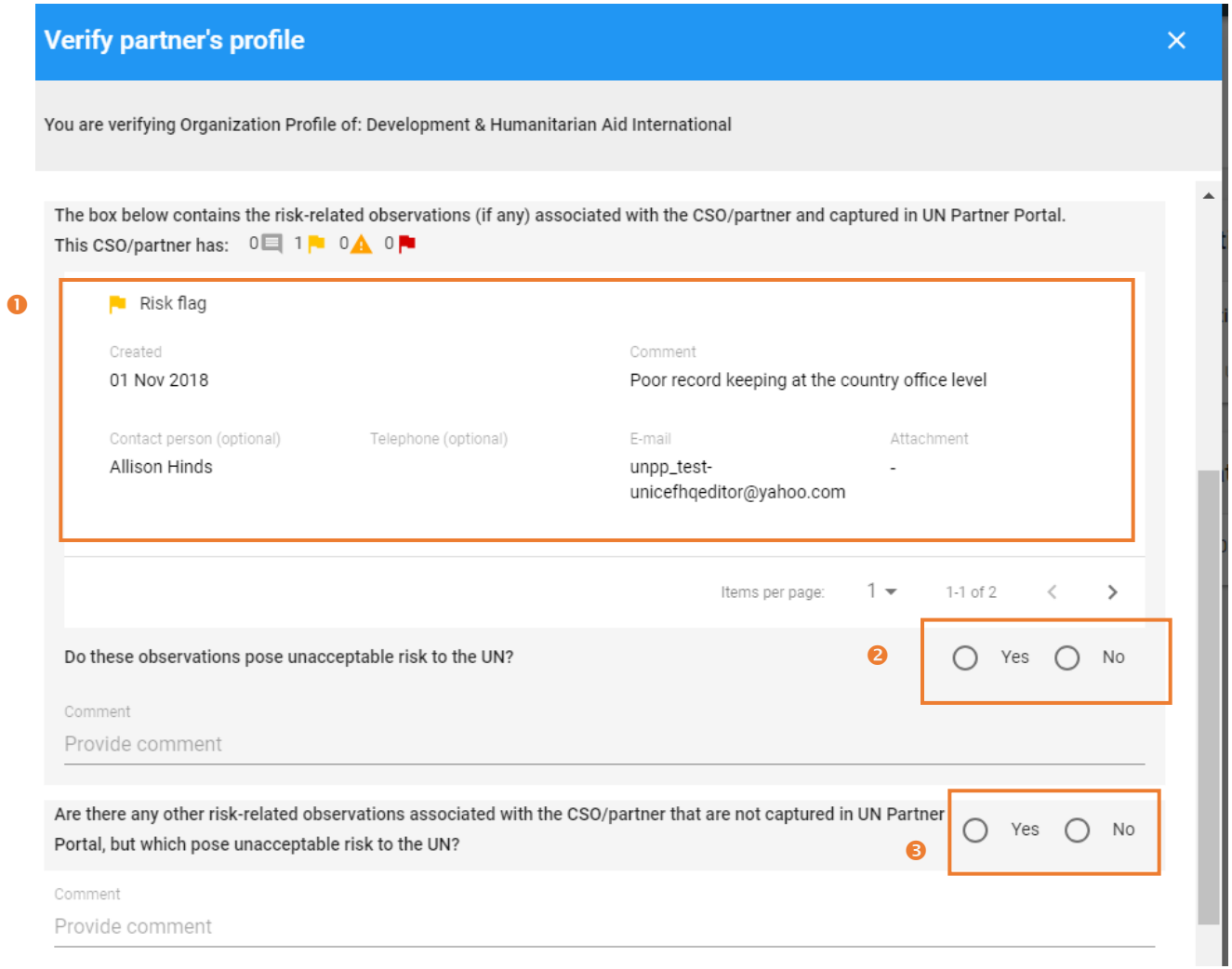
Steps	Description	Action	Notes
3	Verify Partner's Profile	Complete the verification questions (1) by answering Yes or No and entering comments in designated comments section	

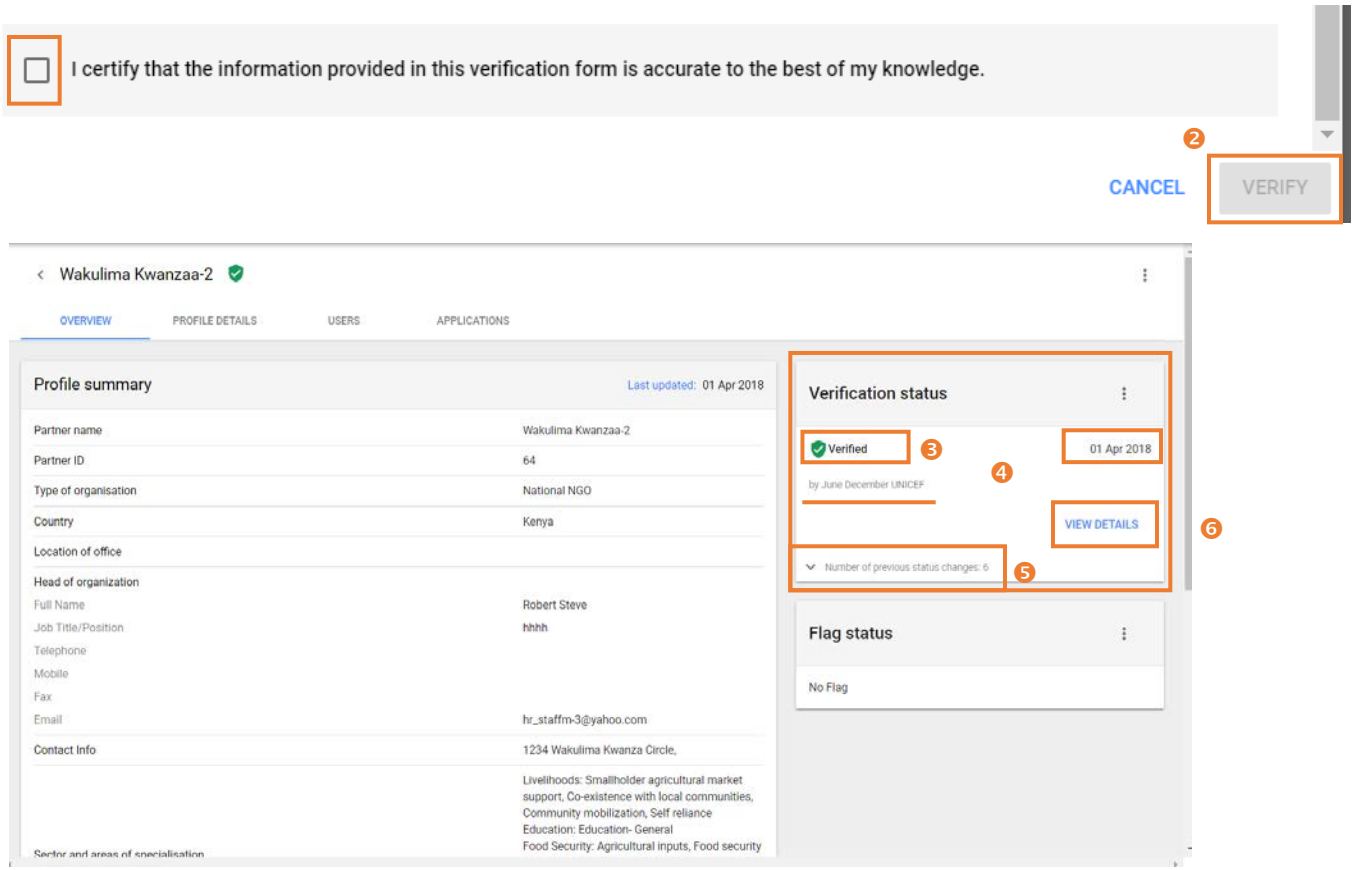
STEP 3



Steps	Description	Action	Notes
4	Verify Partner's Profile	Review risks flags that have been raised by different people in regards to this partner profile. Please Answer the question whether the listed risk poses unacceptable risk to the UN by yes or no, and add comments if necessary. Raise, if necessary, additional unacceptable risks this profile might have, by answering the last question.	A partner with a red risk flag, cannot obtain a "verified" status. All red flags are then escalated to HQ to be discussed at an inter-agency level, given the impact on other UN agencies partnership possibilities with this partner.

STEP 4



Steps	Description	Action	Notes
5	Verification Status	Tick the box where you certify that the information provided in this verification form is accurate to the best of your knowledge.(1) Click then on *Verify.(2)* View verification status of an organization (3) You can also view the most recent date (4) in which the partner was verified, the name and agency affiliation of the individual that verified the organization, as well as their verification assessment details by clicking on the *'View Details'* icon.(6) You can also view previous verifications of the organization, by clicking on the *'Number of previous status changes'* drop down.(5)	Once you have completed the verification assessment of an organization, their '*Pending Verification'* status will change to a green badge that displays *'Verified'* or a red badge that displays *'Unverified'*. An organization that has not yet been assessed for verification will show the status of 'Pending Verification'. Make sure you have reviewed the organization's profile before starting the verification process. If the answers provided fulfill all 5 requirements for verification, the organization's status will show as *'Verified'*. If the answers provided do not fulfill all 5 requirements for verification, the organization's status will show as *'Unverified'* Verifications can be completed by any UN agency user. Once a verification has been completed there is no need to re-verify an organization, unless there is a change or update to their profile that requires another assessment to change their verification status.

STEP 5