

User manual for submission of a “Personal Manager” or “Team Assistant” application form

Getting started

Please, open browser (Mozilla Firefox/Google Chrome/Internet Explorer) and proceed to the following website: <https://digitalresident.kz/#/login>.

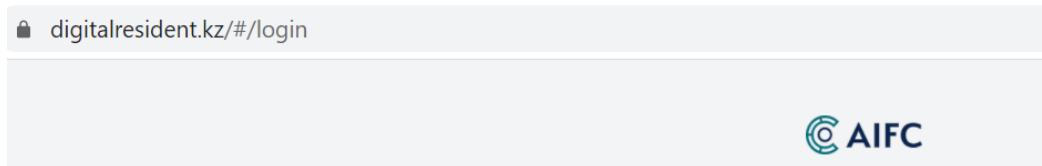


Image 1. Web address of the Digital AIFC portal.

Once you open the website, authorisation window of the Digital AIFC portal will be displayed.

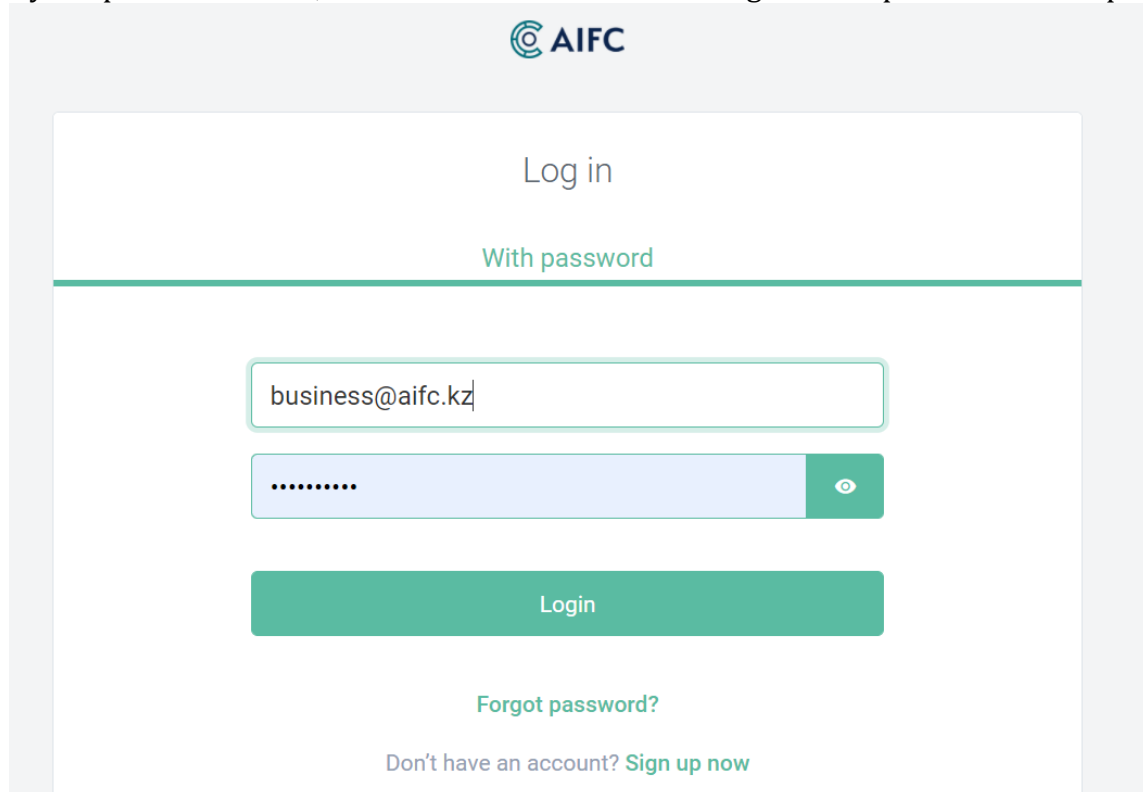


Image 2. Authorization window.

If you do not have an account, please, press on “Sign up now” button. System will redirect you to the registration page where you should fill out the registration form:

With password

▼

By submitting this form, you confirm that you agree to the storing and processing of your personal data as described in the [Privacy Policy](#)

Image 3. Registration window.

Once the form is filled out, please press on “Sign up” button. The System will display the following message to verify your account via email that was generated and sent by the System to your email address provided in the registration form:

Thanks for Signing Up

Your account has been created and we have sent you an email to verify your account. Please click on the verification link to activate you account before logging in

Having trouble accessing your account? [Contact Online Support](#)

Image 4. Message from System about verification.

The next step to start using the portal is checking your email and clicking on the verification link provided in the email. Once you verify your account, the following message will be displayed by the System:

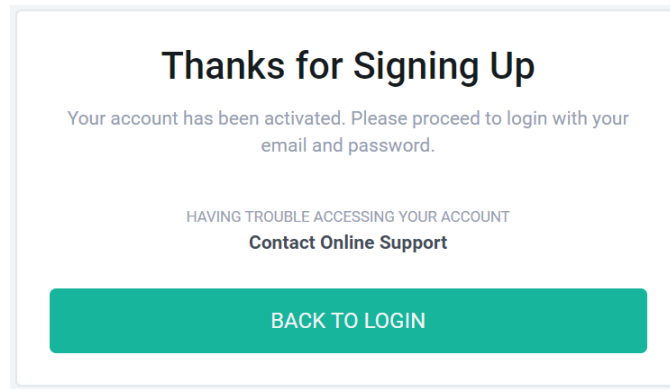


Image 5. Message from System on account activation.

If you have already registered on the portal, you should just enter your credentials and login to the portal:

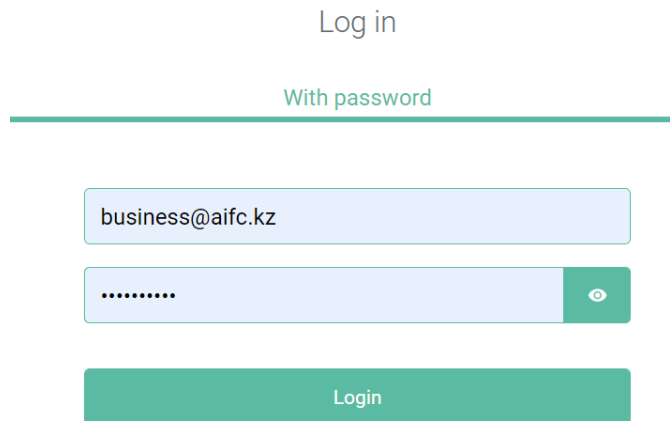


Image 6. Login to the portal.

Please, make sure that your credentials for login are correct.

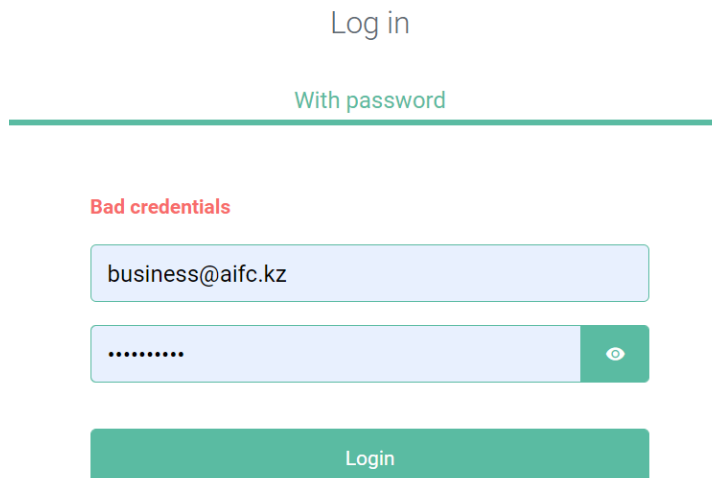


Image 7. Login to the portal using incorrect login/password.

If you forget the password, you can reset it and create new one by pressing “Forgot password”. After pressing the button, you will receive an e-mail with the link to password reset page.

Note. After THREE unsuccessful attempts, your account will be blocked. Please, contact digital@aifc.kz to unblock your account immediately.

Inside the Digital AIFC portal

Once you log into the Portal, Welcome page will be displayed:

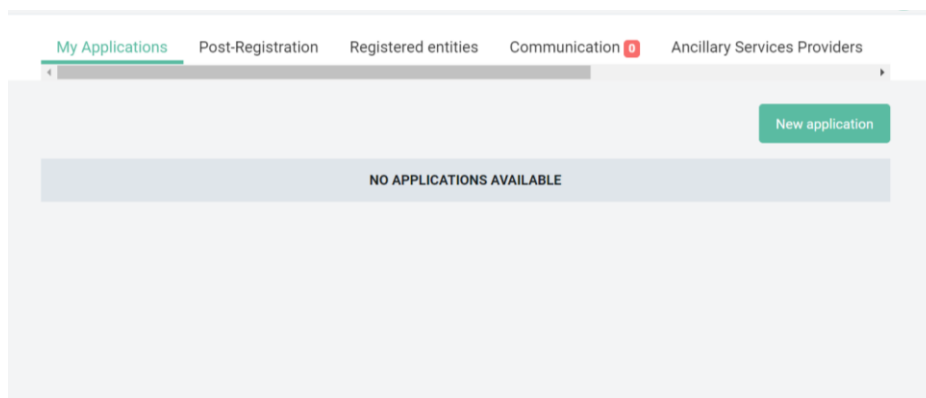


Image 8. Welcome page.

Once you press “New application” button, the System will display the following window:

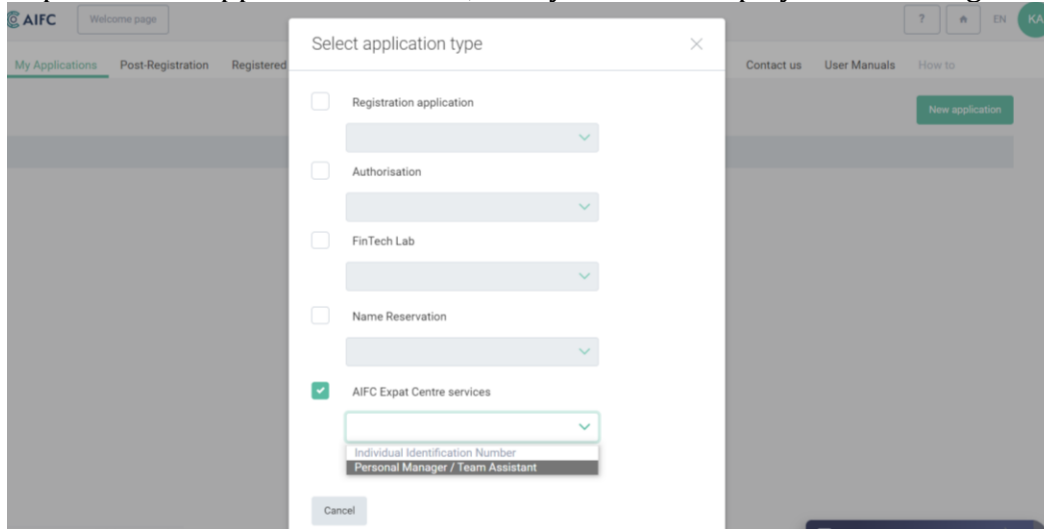


Image 9. Application type selection.

After you select and press “Create application” button, the System will start application process:

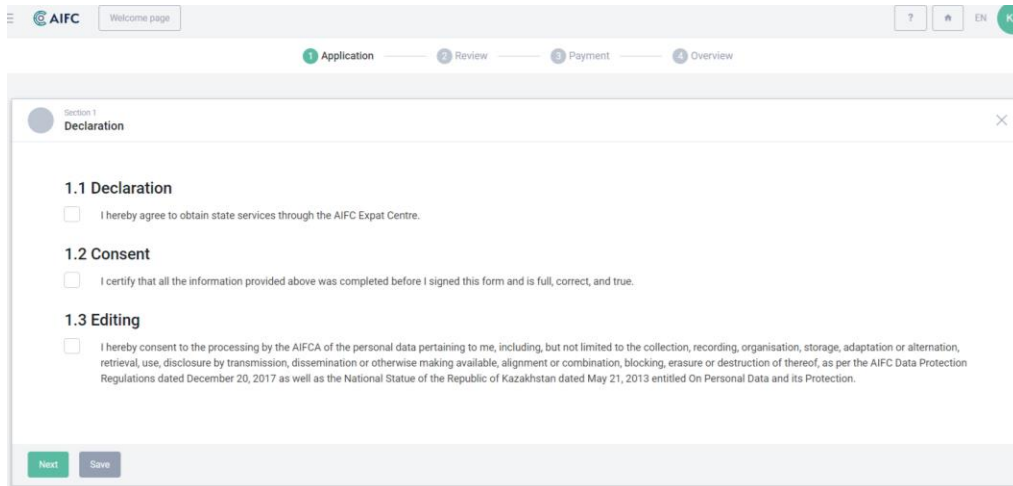


Image 10. Application process.

There is a progress of the application process at the top, where you can see which stage of the process is performing.

The section below contains set of service types related to Personal Manager and Team Assistant.

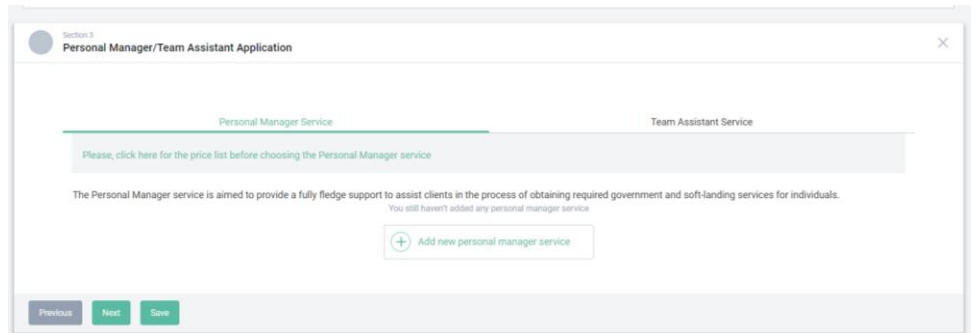


Image 11. PM/TA section.

Next step is to choose services that you are willing to apply for. Please, choose either Personal Manager service or Team Assistant service.

After filling out any of the sections, you may save changes and proceed to the next section or go back to the previous one.

Once all sections of the application are filled out, you will have an opportunity to review application and then proceed to the payment process.

On the payment page, please, choose payment type: Individual or Body Corporate and fill all required fields.

The screenshot shows a web form titled "Payment page". At the top, under "Payment Type", there are two radio buttons: "Individual" (which is selected) and "Body corporate". Below this is a section for "Payer's information" with a "To apply information" button. The form contains several input fields: "First name", "Last name", "IN (For Kazakhstan Residents)" with the value "911013450036", and "Residency" with a dropdown menu showing "Kazakhstan". At the bottom, there is a checkbox for "Upload ID document / Passport" and an "Upload file" button.

Image 12. Payment page.

After providing the required information, please, submit the application and wait for invoice.

After generating the invoice, you should provide the payment in the bank and upload photo of the payment confirmation.

The screenshot shows a web form titled "Payment confirmation". At the top, there is a message: "Once the payment is done, please upload the payment confirmation and submit the application." Below this, there is a section for "Invoice.pdf" with a file icon and a trash icon. Underneath, there is a section for "Payment confirmation" with an "Upload file" button. At the bottom, there is a section for "Terms&Conditions" with a checkbox and the text "I agree to the Terms&Conditions."

Image 13. Payment confirmation.

Once payment confirmation is uploaded to the Portal, please, press "Submit" button and receive the email notification about successful application submission.