



Introduction

Welcome to IntelAfri's client knowledge base Wiki, your central hub for guidance, resources, and insights on how to get the most out of our services.

Whether you're an investigator, private or corporate, HR professional, legal specialist, corporate decision-maker, business or private individual, this wiki is designed to help you navigate our tools and services with ease.

IntelAfri operates across South Africa and globally, offering a wide range of solutions:

For **South African** clients – Background Screening and Tracing, Due Diligence, Open-Source Intelligence and Cyber Scam Inquiries.

For **international** clients – Open-Source Intelligence and Cyber Scam Inquiries

What sets us apart is our commitment to transforming raw information into analysed intelligence. Instead of simply handing you a collection of raw data, we provide expert analysis that helps you interpret results, identify patterns, and make informed decisions.

This wiki will guide you step-by-step through our platform, explain each service in detail, and provide tips on using our tools effectively. If you're new here, start with the Getting Started section to learn how to sign up, purchase credits, and request your first report.

Intelligence at your fingertips

Regards

The IntelAfri Directors

August 01, 2025

Getting started

Starting with IntelAfri is simple, once you have access, you'll be able to request reports, investigate leads, and turn raw information into actionable intelligence in just a few steps.

Before you can use our services, you'll need to create your IntelAfri account. Registration ensures that all requests are secure, confidential, and linked to your client profile.

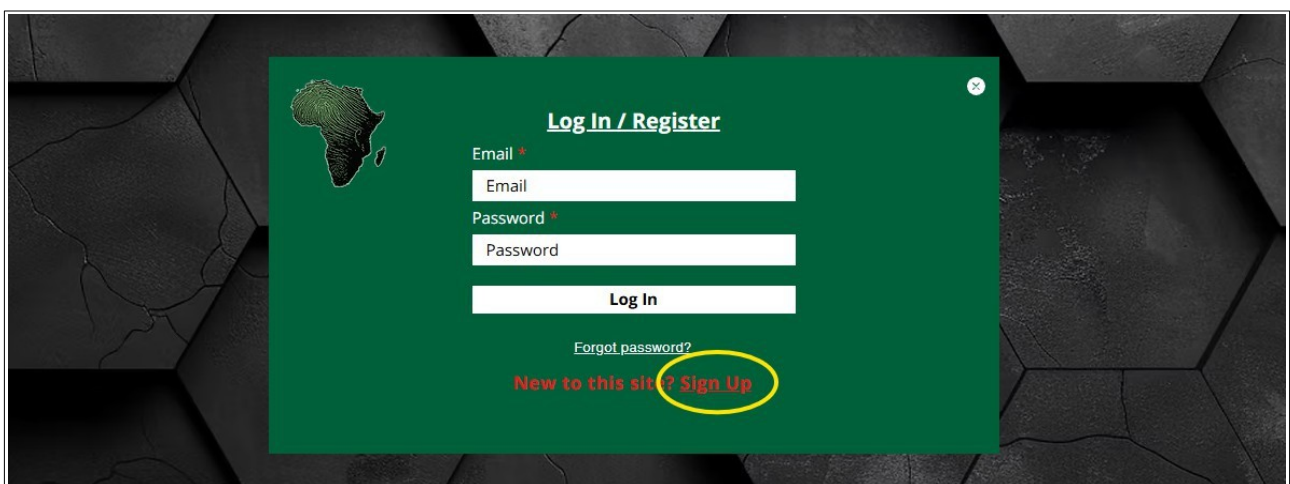
Register an Account – Click “Register/Log in” on the IntelAfri homepage and complete the registration form with your details and required information.

Follow the email verification link sent to your email address to confirm your account.

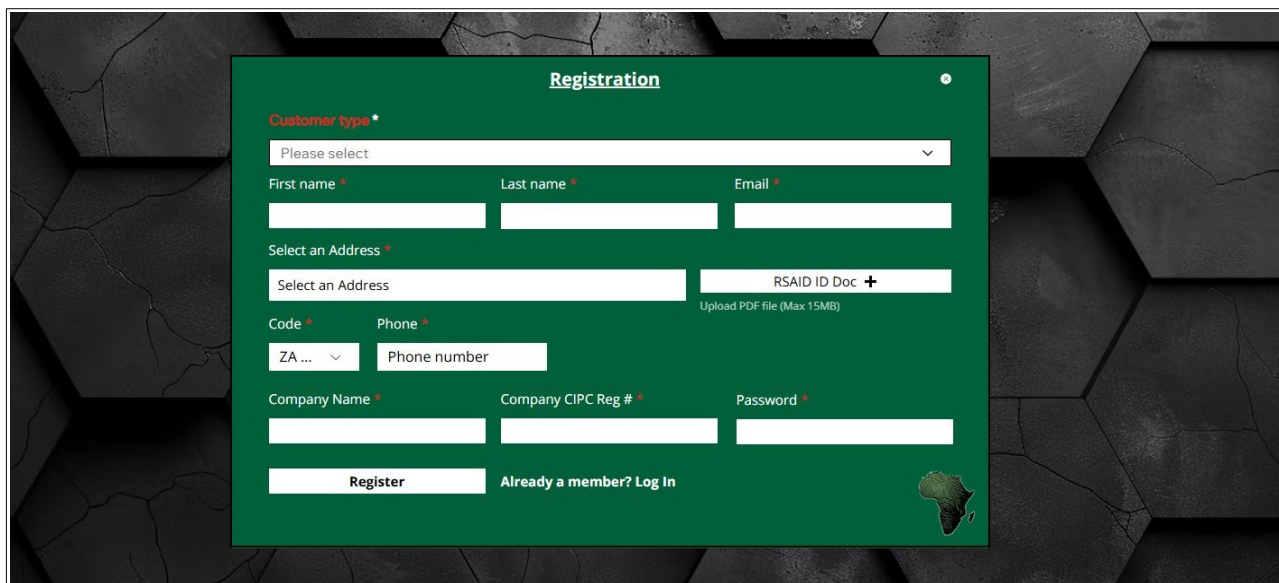
Register/Log in



Sign up



Registration

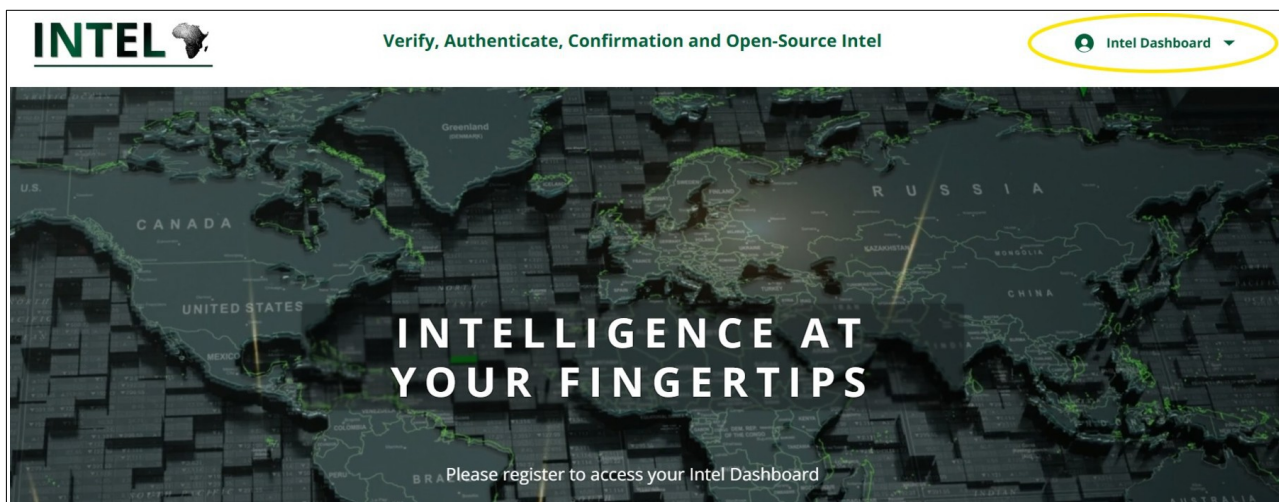


The registration form is titled "Registration" and is set against a dark green background with a subtle hexagonal pattern. It contains the following fields and options:

- Customer type ***: A dropdown menu with "Please select" as the placeholder.
- First name ***, **Last name ***, and **Email ***: Three separate text input fields.
- Select an Address ***: A dropdown menu with "Select an Address" as the placeholder.
- Code ***: A dropdown menu with "ZA ..." as the placeholder.
- Phone ***: A text input field labeled "Phone number".
- Company Name ***, **Company CIPC Reg # ***, and **Password ***: Three separate text input fields.
- Upload PDF file (Max 15MB)**: A button labeled "RSAID ID Doc +" with a plus icon.
- Register**: A button at the bottom left.
- Already a member? Log In**: A link at the bottom center.
- Small map of Africa**: Located in the bottom right corner of the form.

Account verification and activation of profile – IntelAfri will verify your registration and either grant or decline your registration based on IntelAfri's due diligence.

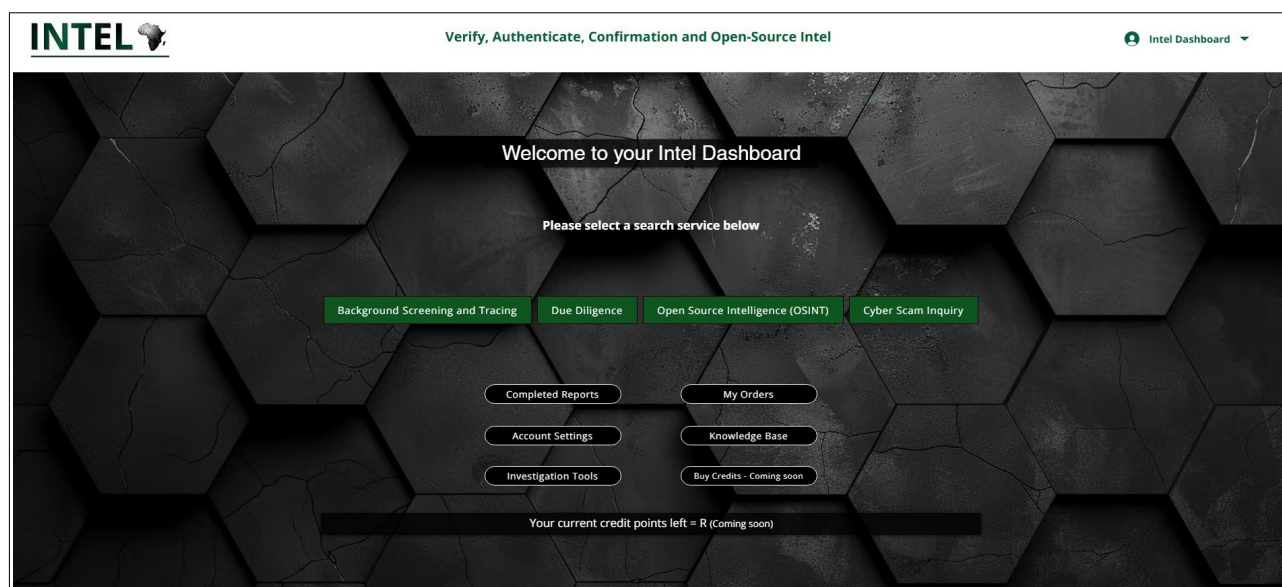
Log In to your Intel Dashboard – Once verified, email correspondence will be sent from us following which you can log in and access the IntelAfri client Intel Dashboard. You will now be able to make use of all services provided by IntelAfri.



With your account set up, you'll be ready to explore our services and request your first report. The next sections will guide you through the process of submitting a request, progress of your request and where your completed reports will be uploaded to.

Intel Dashboard

The IntelAfri Client Dashboard is your secure online intelligence workspace where you can access all services, manage your requests, and review completed reports. It is designed to keep everything in one place, ensuring your investigations are efficient, organised, and easily accessible via mobile and desktop.



Main Service Options – From the dashboard home screen, you can select the type of service you require:

- **Background Screening and Tracing:** Conduct employment, credit, and personal background checks or trace individuals
- **Due Diligence:** Request detailed verification and investigative reports for businesses or individuals.
- **Open-Source Intelligence: (OSINT):** Access intelligence gathered from publicly available data sources, enhanced by professional analysis.
- **Cyber Scam Inquiry:** Submit suspected online scams, fraud attempts, or suspicious profiles for investigation.

Dashboard Functions – Beneath the main services, you'll find quick-access buttons to manage your account and investigations:

- **Completed Reports:** View and download reports that have been finalised.
- **My Orders:** Track the status of ongoing or pending requests.
- **Account Settings:** Update your personal information and security preferences.
- **Knowledge Base:** Access this wiki and other learning resources.
- **Investigation Tools:** Launch specialised online tools to assist you in your investigations.
- **Buy Credits (Coming Soon):** Future functionality for purchasing credit packages directly within the dashboard.

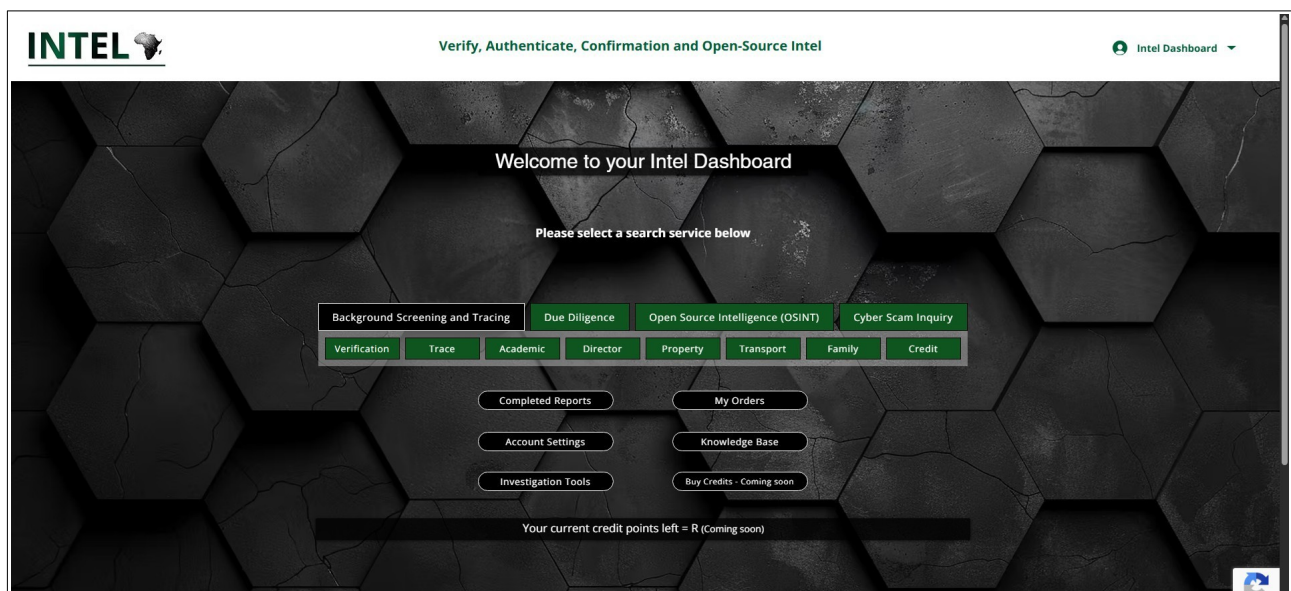
Requesting a report

Submitting a report request on IntelAfri is simple and secure. The system guides you step-by-step, from selecting the service you need to completing payment and receiving confirmation.

Step 1: Select a Service – From your Intel Dashboard, choose the type of service you require:

- Background Screening and Tracing
- Due Diligence
- Open-Source Intelligence (OSINT)
- Cyber Scam Inquiry

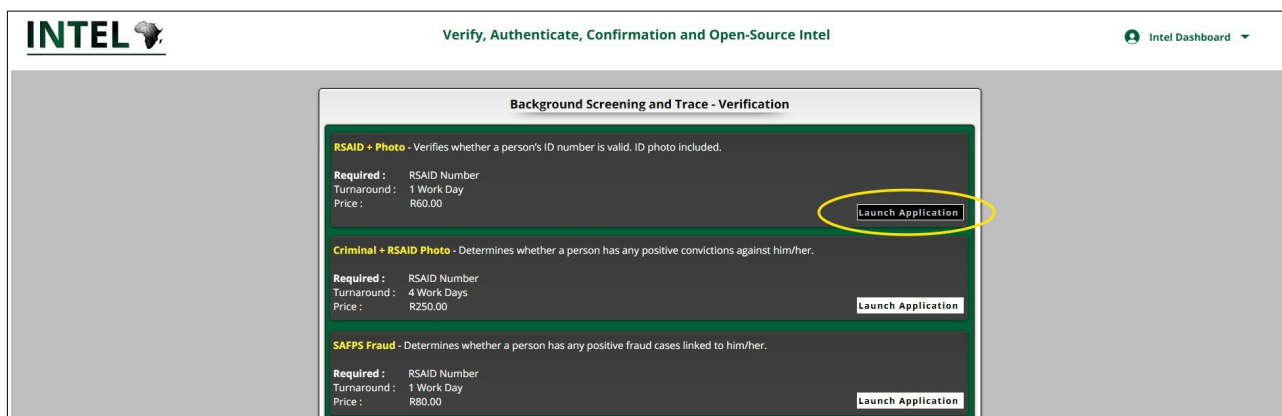
Within each service, you'll see specialised categories (e.g., Verification, Trace, Academic, Director, Property, Transport, Family, Credit).



Step 2: Choose a Report Type – Once inside a category, you'll be presented with a list of available report types. Each listing clearly shows:

- Required information (e.g., RSA ID number, business registration details, case number).
- Turnaround time (from 1 work day for simple verification to several days for complex checks).
- Price of the report.

Click Launch Application to proceed.



INTEL Verify, Authenticate, Confirmation and Open-Source Intel Intel Dashboard

Background Screening and Trace - Verification

RSAID + Photo - Verifies whether a person's ID number is valid. ID photo included.

Required : RSAID Number
Turnaround : 1 Work Day
Price : R60.00

Launch Application

Criminal + RSAID Photo - Determines whether a person has any positive convictions against him/her.

Required : RSAID Number
Turnaround : 4 Work Days
Price : R250.00

Launch Application

SAFPS Fraud - Determines whether a person has any positive fraud cases linked to him/her.

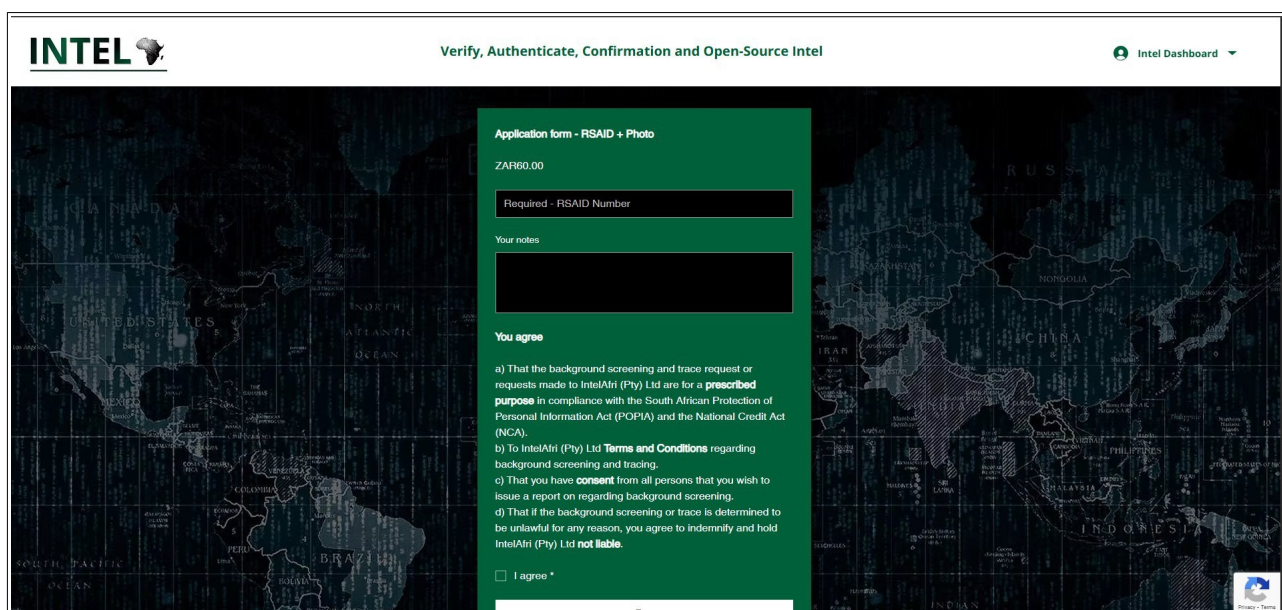
Required : RSAID Number
Turnaround : 1 Work Day
Price : R80.00

Launch Application

Step 3: Complete the Application Form – Fill in the required details (such as ID number or other identifying information) and add notes if necessary. Before submitting, you must read and agree to the IntelAfri Terms & Conditions, which cover:

- Compliance with POPIA and other applicable laws.
- Confirmation that you have consent from the individual being checked.
- Agreement to indemnify IntelAfri in cases of unlawful use.

Tick the “I agree” box to continue.



INTEL Verify, Authenticate, Confirmation and Open-Source Intel Intel Dashboard

Application form - RSAID + Photo

ZAR60.00

Required - RSAID Number

Your notes

You agree

a) That the background screening and trace request or requests made to IntelAfri (Pty) Ltd are for a **prescribed purpose** in compliance with the South African Protection of Personal Information Act (POPIA) and the National Credit Act (NCA).

b) To IntelAfri (Pty) Ltd **Terms and Conditions** regarding background screening and tracing.

c) That you have **consent** from all persons that you wish to issue a report on regarding background screening.

d) That if the background screening or trace is determined to be unlawful for any reason, you agree to indemnify and hold IntelAfri (Pty) Ltd **not liable**.

☐ I agree *

Pay

Step 4: Checkout and Payment – After submitting your request, you'll be redirected to the IntelAfri Checkout page. Here you will:

- Review your order summary (service name, price, and quantity).
- Confirm your customer details.
- Select a payment method (e.g., iKhokha for online payments or Off-line Payment if arranged with IntelAfri's management).
- Proceed to secure payment — for iKhokha, you'll be redirected to complete the transaction.


CHECKOUT

Logged in as lennet1984@gmail.com
Log out

Customer details
Change

Anton Kruger
Fiela
lennet1984@gmail.com
0713132402

Payment

Offline Payment

iK
iKhokha

Once you click to proceed, you will be redirected to iKhokha

Billing address

Order summary (1)


BST - Verification - RSAID + Photo
Qty: 1

Subtotal
ZAR 60.00

Sales Tax
ZAR 0.00

Total
ZAR 60.00

Secure Checkout

Step 5: Track and Receive Your Report – Once your order is confirmed, it will appear in My Orders on your dashboard, where you can track its progress.

When the investigation is complete, your results/report will be securely stored under Completed Reports, ready for viewing and download. An automated email will be sent to the requester informing them that their report has been finalised and uploaded into their personal Completed Reports folder.



Verify, Authenticate, Confirmation and Open-Source Intel

Intel Dashboard

Please note:
For Background Screening and Trace related reports - you would only be able to view completed reports for 30 days in accordance with POPIA regulations. We suggest that you download a PDF copy of your reports as we would be unable to provide you with a duplicate after a 30 day time period.

Files & Folders
Add File

Search "Files & Folders"

Item name
Last updated

Test Subject
Aug 20, 2025

END