



POINTSHARP

RA Local Officer role description

Pointsharp Secure Cloud Net id

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1 General

Description of the tasks that the RA Local Officer performs and his responsibilities in the administration of the e-identities in the RA organization.

2 Qualifications

The RA Local Officer must have adequate knowledge and be suitable to maintain the organization's commitment, over time.

The RA Local Officer must have sufficient training, time, and resources set aside to carry out his assignment.

3 Responsibilities and Duties

The RA Local Officer has a large part in the administration of subscribers, e-identities, and key bearers within the organization both on site and remote.

The RA Local officer is responsible to check the identity of the persons when issuing primary or temporary e-identities. This is done by checking a valid and nationally approved identity document and that the user exists in the organization's trusted directory.

The RA Local Officer is mainly involved in the following subscriber and privilege processes:

- Issue primary and temporary e-identities both on site and remote (LoA2)
- Issue primary and temporary e-identities on site (LoA3)
- Enroll mobile e-identities remote (LoA2)
- Register orders of personalized cards (LoA3)
- Unlock e-identities and key bearers
- Revoke e-identities and key bearers
- Order batches with cards
- Upload photo of subscribers
- Error-handling in portal processes

For details, please refer to *Pointsharp Secure Cloud Net iD Officer's guide*.



Website

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