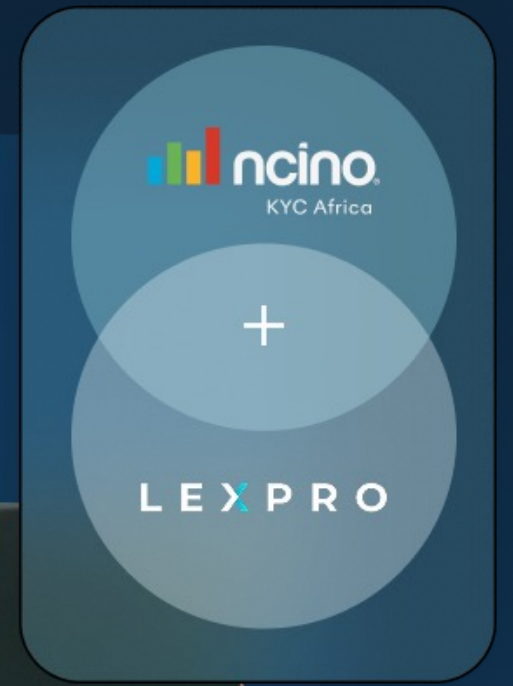
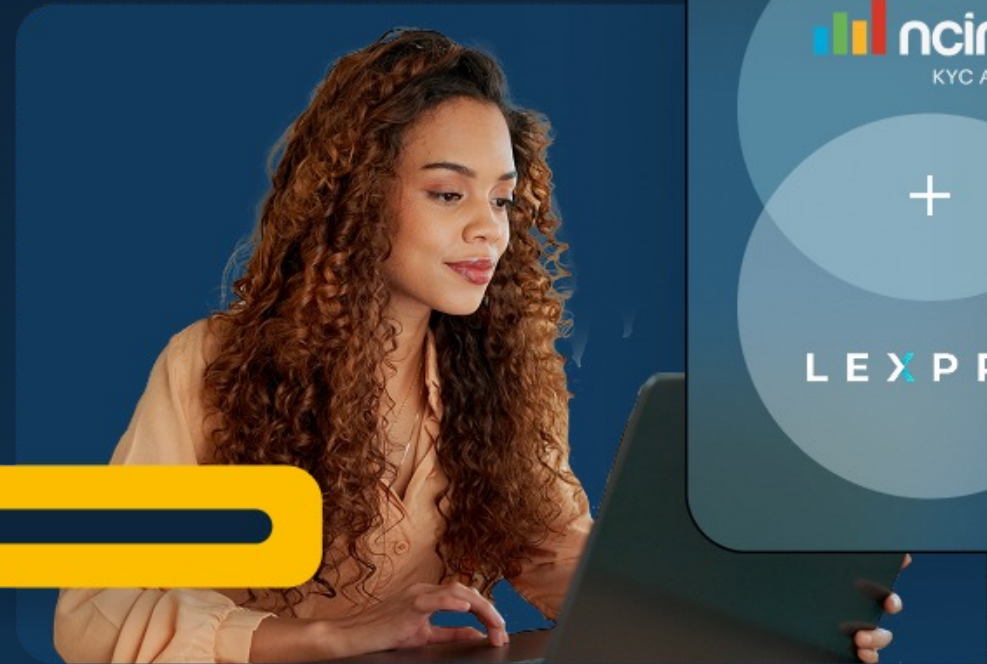




# Lexpro & nCino KYC Integration



# Introduction

For many law firms across South Africa, the challenge of Financial Intelligence Centre (FICA) compliance is becoming a mounting (and unnecessary) trade-off between the efficient, profitable practice of law and the arduous, often error-prone demands of manual compliance administration.

This traditional approach drains valuable billable hours from legal professionals and, more critically, exposes firms to potentially crippling penalties.

By integrating nCino KYC & Lexpro, we are speeding up the KYC & FICA process to ensure you don't have to slow down on your billable hours or compromise on your compliance!



# The Setup



# Setup



## Key requirements:

- Register with nCino KYC and advise them that you are a Lexpro Client
- Send a request to [sales.kycafrica@ncino.com](mailto:sales.kycafrica@ncino.com) or your account manager for assistance or questions on getting the integration to work.

# LEXPRO

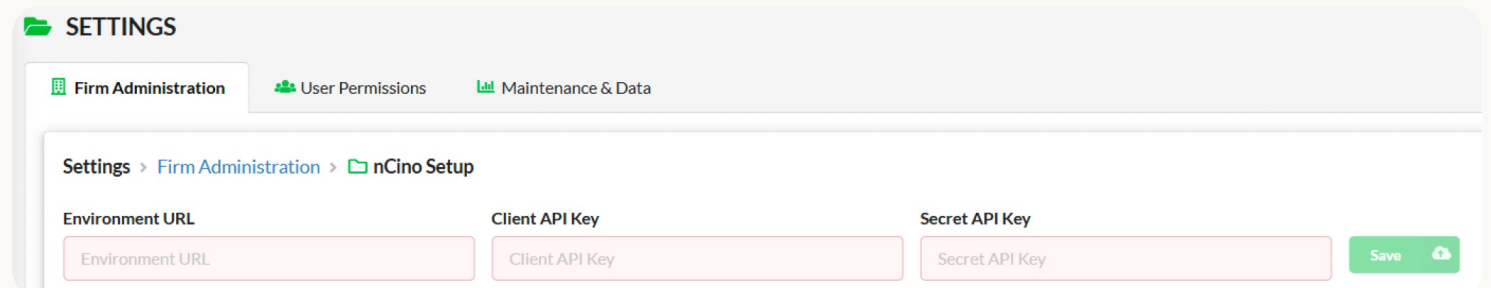
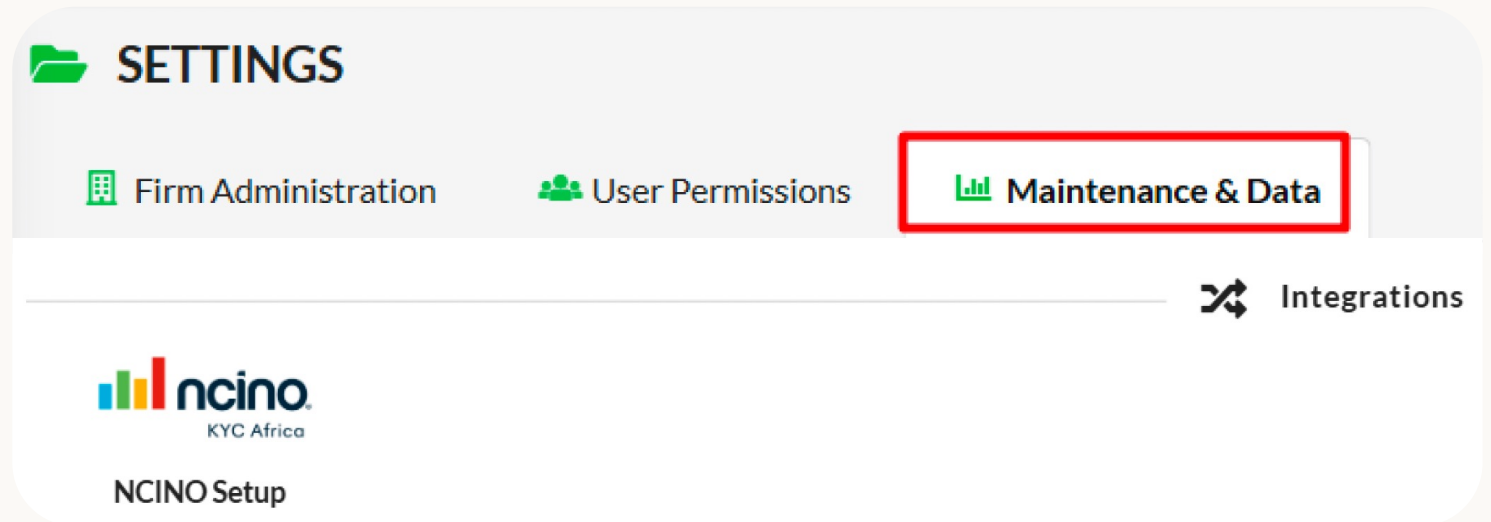
## Key requirements:

Obtain Lexpro license from your Lexpro account manager or email [info@lexpro.co.za](mailto:info@lexpro.co.za).



# The Setup

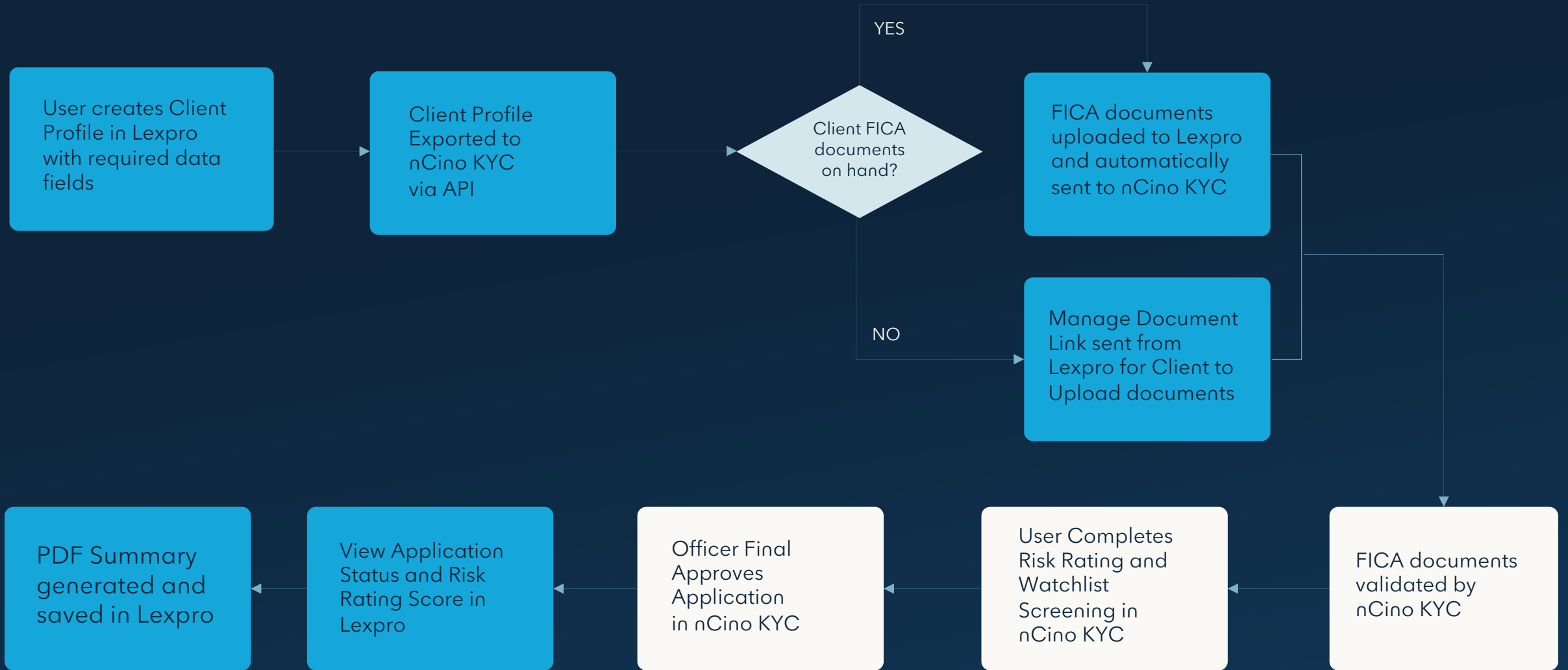
1. Click on **Settings** (the gear icon top right)
2. Click on **NCINO Setup**
3. nCino KYC will send through a nCino KYC **Secret and API Key** - *these are API credentials that are unique to each user and should never be shared.*
4. Complete the settings supplied by nCino KYC
5. Click **Save**



# How it Works



# LEXPRO & NCINO KYC INTEGRATION FLOW



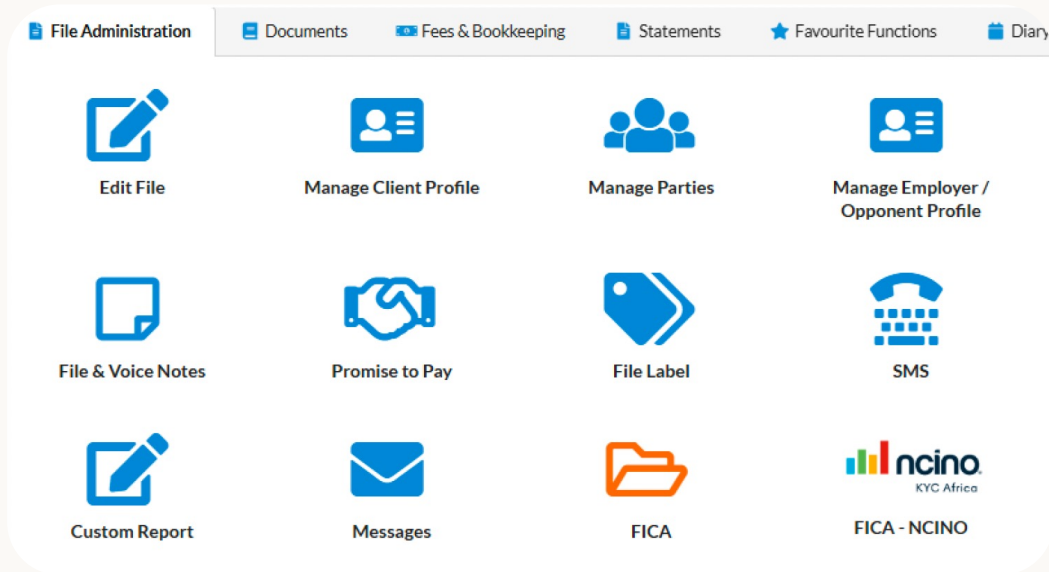
Lexpro



nCino KYC

# Creating an Application

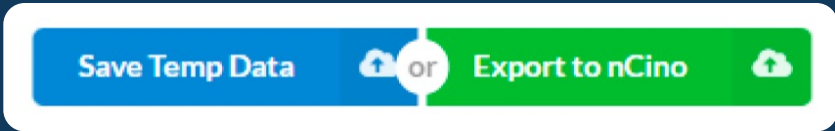
The nCino KYC function is under **File Administration**



1. **Select the Entity Type** and click Load
2. **Complete the relevant information** for the type of entity selected









The screenshot shows the 'nCino' application form. The breadcrumb trail is 'File Functions > File Administration > nCino'. A message states: 'nCino Application not Exported. Please complete fields and Export.' The form includes a 'Fica Client' dropdown with 'MR JH JOHAN STRYDOM - Client' selected, a 'Type' dropdown with a list of options including 'South African Citizen', 'Close Corporation', 'Listed Company', 'Non-Profit Company', 'Other Legal Entity', 'Partnership', 'Pty Ltd/Incorporation', 'South African Citizen' (highlighted), and 'South African Sole Proprietor (Individual)'. Other fields include 'Names', 'First Names' (with 'JH' entered), and 'Id Number'. A 'Load' button is visible on the right.

- You can save your progress by clicking on the **Save Temp Data** button
- Click on **Export to nCino** once all the data has been captured



# Uploading or Requesting Documents

- The next screen will display a list of all the **required documents**
- The documents can be uploaded by clicking on the **blue upload icon** or you can send a request to your clients to upload documents by clicking on **Manage Document Requests**

 			
TYPE	STATUS	DOCUMENT ACTIONS	PREVIOUS DOCUMENTS
Proof Of Address	Pending Upload		
Proof Of Identity	Pending Upload		
Proof of Income Tax Registration (Optional)	Pending Upload		

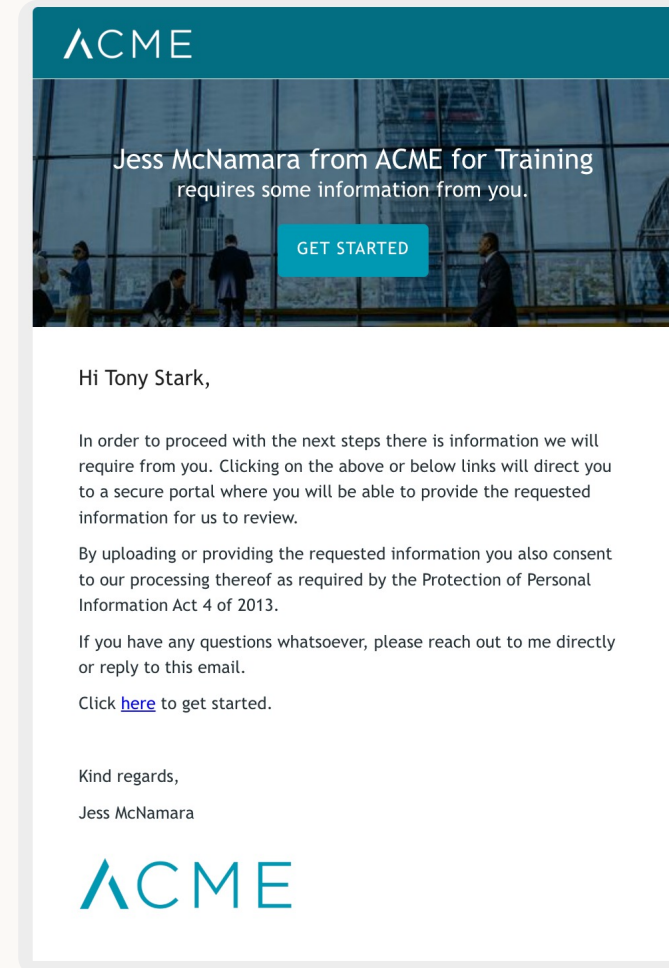


# Requesting FICA Documents

The party will receive an email with a link that they can click on and they can upload the required FICA documents (this email is generated from nCino KYC - any changes to the layout and wording of the email must be done through nCino KYC)

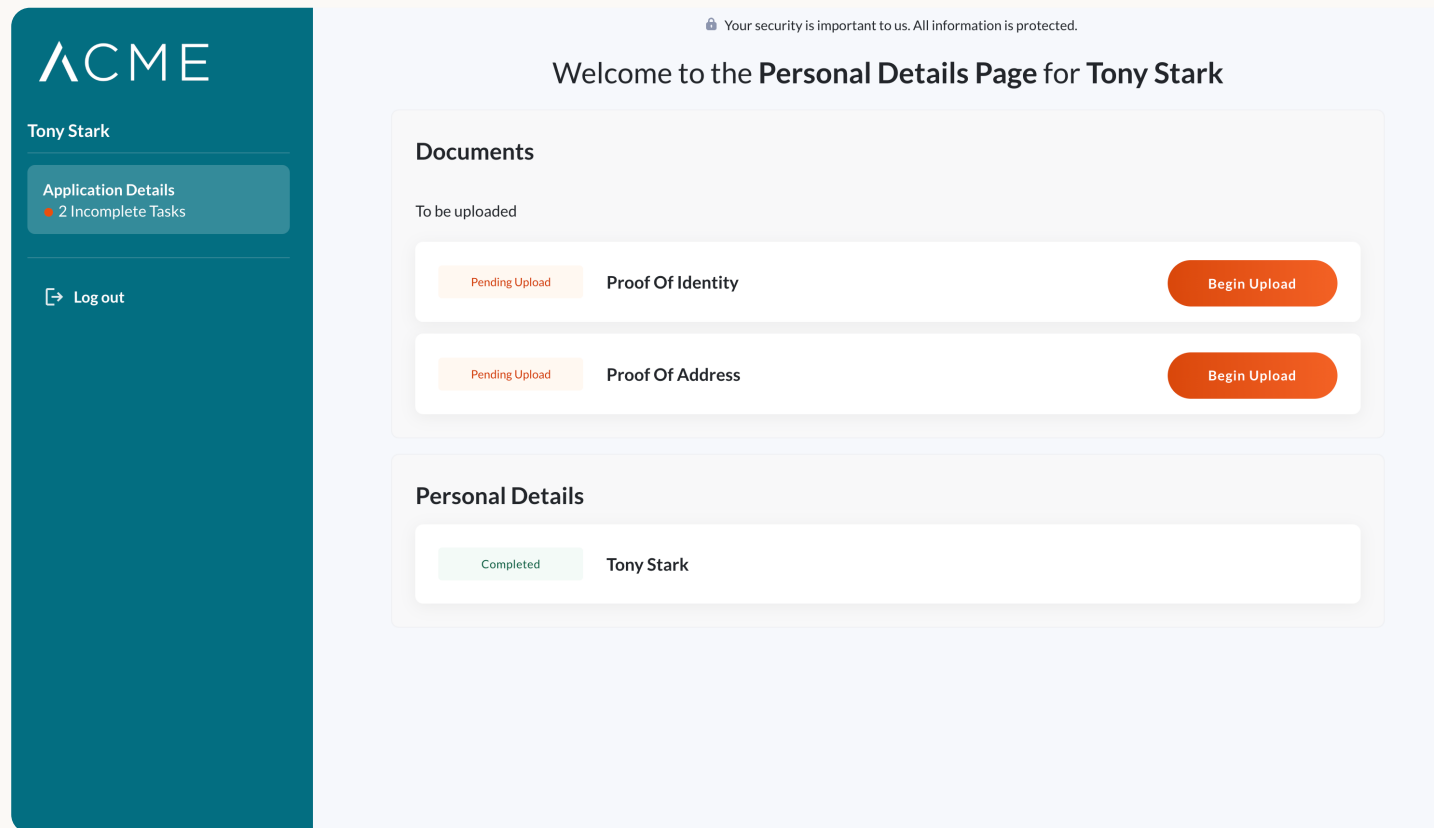
When the party clicks on the CLICK HERE or GET STARTED link in the email message, they will be taken to nCino KYC's document submission portal.

\*The email & nCino KYC client portal will be white-labelled with your branding



# Requesting FICA Documents

The party is shown a list of documents to upload. The information displayed on this screen is determined by the Entity that was uploaded. In other words, a South African Citizen will have different FICA requirements to a Close Corporation.



**ACME**

Tony Stark

Application Details  
2 Incomplete Tasks

Log out

Your security is important to us. All information is protected.

### Welcome to the Personal Details Page for Tony Stark

#### Documents

To be uploaded

Pending Upload	Proof Of Identity	Begin Upload
Pending Upload	Proof Of Address	Begin Upload

#### Personal Details

Completed	Tony Stark
-----------	------------



# Requesting FICA Documents

When the party clicks on the "Begin Upload" link, they are prompted to select the type of document they are uploading.

*For example, if they are uploading a Proof of Address, the following options will appear for them to choose from.*

The screenshot displays the ACME application interface. On the left is a dark teal sidebar with the ACME logo at the top, the user name 'Tony Stark', and a section for 'Application Details' showing '1 Incomplete Task' and a 'Log out' button. The main content area is light blue and features a security notice at the top: 'Your security is important to us. All information is protected.' Below this is the 'Upload Documents' heading and a 'Back to Application Details' button. The 'Proof Of Address' section contains a 'Type of document' dropdown menu with the text 'Select evidence type'. The dropdown is open, showing a list of document types: 'Bank Statement', 'Cellular or Telephone Invoice', 'Government Issued Document', 'Investment Statement', 'Lease or Rental Agreement', 'Letter from Municipal Representative', and 'Letter from Traditional Authority'.



# Requesting FICA Documents

Specific guidelines are given on documents.  
*For example, "Document must have been issued within the last 3 months" is a guideline for an address document.*

The screenshot shows a user interface for ACME. On the left is a dark teal sidebar with the ACME logo, the user name 'Tony Stark', and navigation options: 'Application Details' with a sub-item '1 Incomplete Task', and 'Log out'. The main content area is light blue and contains a security notice, a 'Back to Application Details' button, and a section for 'Proof Of Address'. A dropdown menu is open, showing 'Municipal Rates and Taxes'. Below this is a 'Guidelines' section with a bulleted list of requirements. At the bottom is a large dashed-line box for document upload with a file icon.

Your security is important to us. All information is protected.

## Upload Documents

[Back to Application Details](#)

Proof Of Address

Type of document

Municipal Rates and Taxes

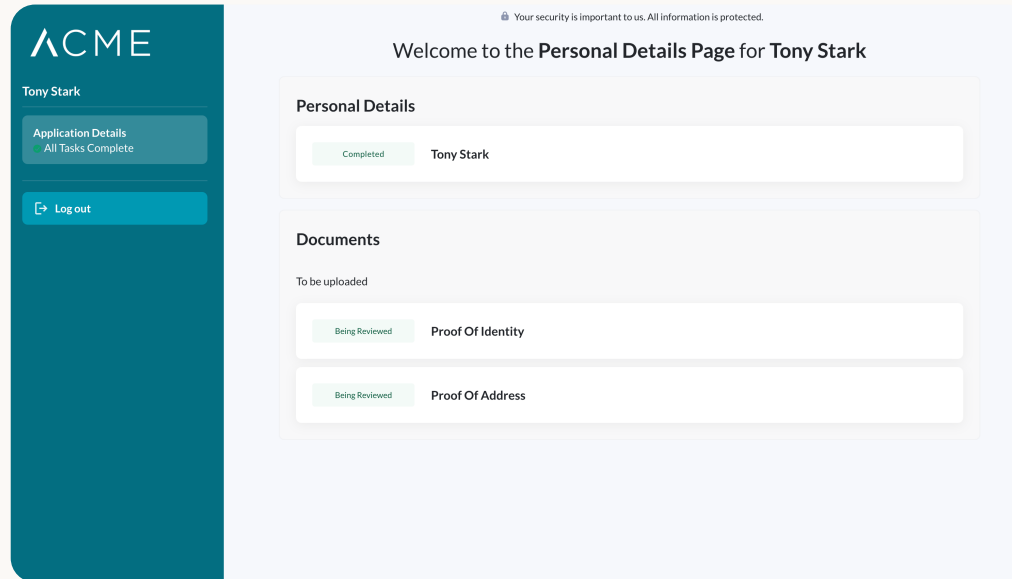
### Guidelines

- We can only accept these file types: JPG, JPEG, PNG, PDF and XLSX.
- We can only accept documents up to a total of 10 MB in size.
- The document must be in full view without any information concealed in any way
- The text must be clear and readable
- The document must have a physical address present (not a PO Box address)
- The document must not be older than 3 months

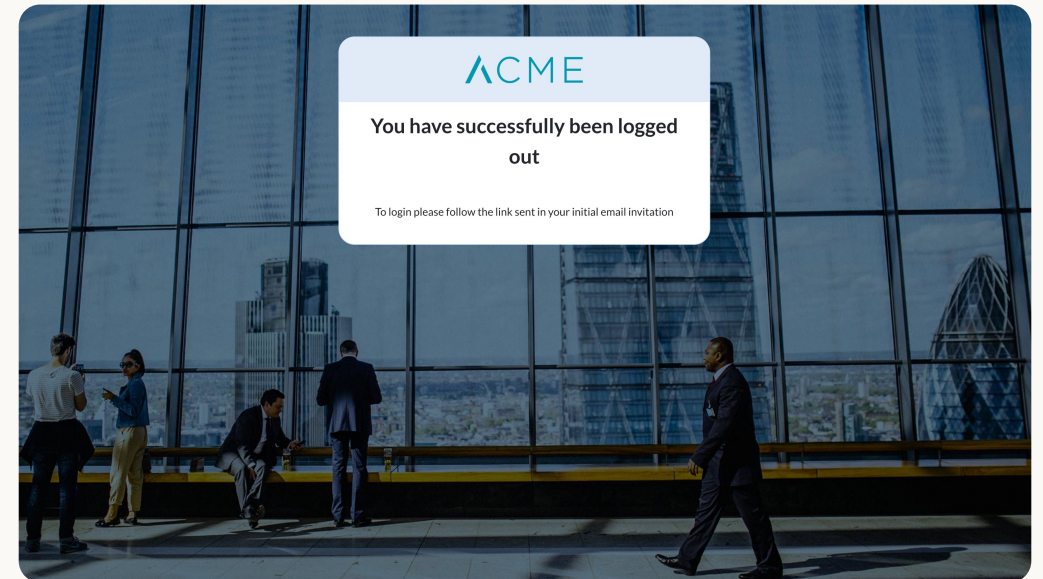


# Requesting FICA Documents

Once all required actions have been completed, the party can log out.



If the party needs to return, they can follow the link in the email invitation



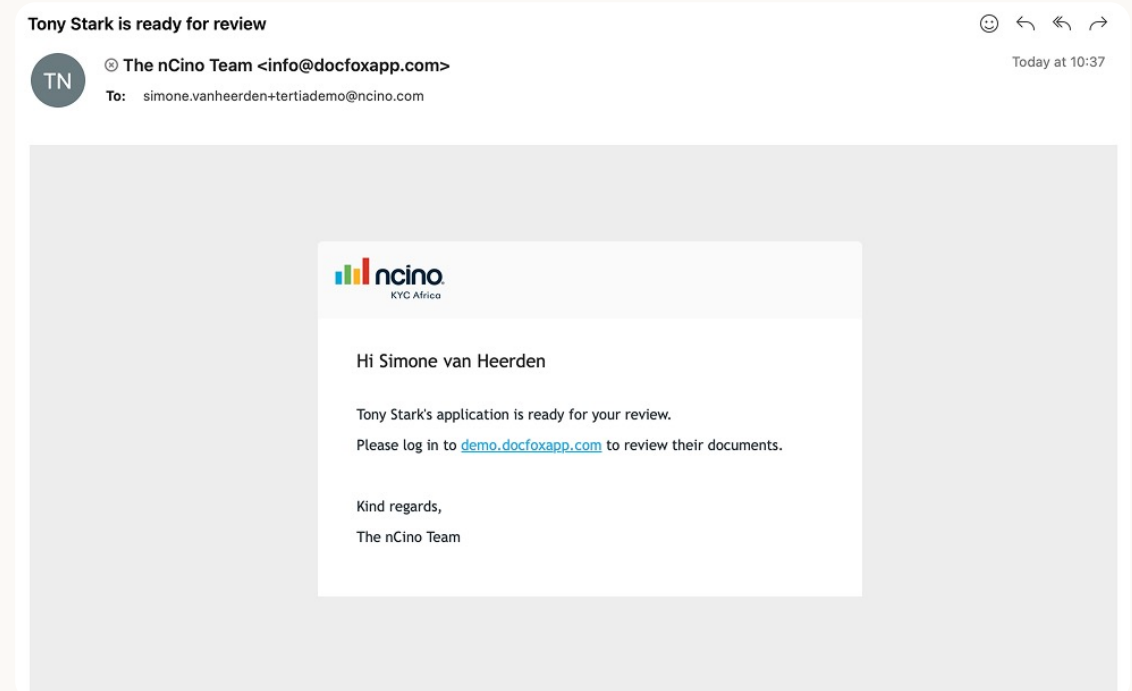
# Approving FICA Documents

Once the party has uploaded their FICA documents, nCino KYC automatically validates these documents in the background and compares them to 3rd party data sources.

Documents that do not pass the analysis are rejected back to the party who can then upload alternative documents.

Once document validation is complete, the person in your firm who is assigned to receive notifications from nCino KYC, will get an email advising them that the application is ready for review.

They can log directly into nCino KYC by clicking on the link in the email, and proceed to approve the documents and the application.



# Perform the rest of the FICA process

Complete your screening and risk rating within nCino KYC by working from top to bottom through the tabs.

The screenshot displays the nCino KYC Africa interface for a customer named Tony Stark. The interface includes a navigation sidebar on the left with tabs for Profile, Liveness, Documents, Screening, Risk Rating, Bank Details, Tasks, PDF Summary, and Audit Trail. The main content area shows the Profile Information section, which is divided into four sub-sections: NAMES, NUMBERS, CONTACT INFORMATION, and ADDITIONAL DETAILS. The NAMES section shows First Names: Tony and Last Names: Stark. The NUMBERS section shows ID Number with a value of 7612238413087. The CONTACT INFORMATION section shows Primary Contact Information (Email: simone.vanheerden@ncino.com, Mobile Number: +27 81 339 2132) and Onboarding Contact Information (First Names: Tony, Last Names: Stark, Email: simone.vanheerden@ncino.com, Mobile Number: +27 81 339 2132). The ADDITIONAL DETAILS section shows Business Relationship Type: Ongoing Relationship. The interface also features a top navigation bar with the nCino logo, UPDATE button, and LOG OUT button. A bottom right corner contains a Chat button.

**ncino**  
KYC Africa

UPDATE LOG OUT

< All Customers < Tony Stark + ADD COMMENT

**Tony Stark** INVITE MORE

Entity Type: South African Citizen Risk Rating pending

Ready for Review

### Profile Information

**NAMES**

First Names: **Tony**

Last Names: **Stark**

**NUMBERS**

ID Number

Value: **7612238413087**

**CONTACT INFORMATION**

Primary Contact Information

Email: **simone.vanheerden@ncino.com**

Mobile Number: **+27 81 339 2132**

Onboarding Contact Information

First Names: **Tony**

Last Names: **Stark**

Email: **simone.vanheerden@ncino.com**

Mobile Number: **+27 81 339 2132**

**ADDITIONAL DETAILS**

Business Relationship Type: **Ongoing Relationship**

Chat

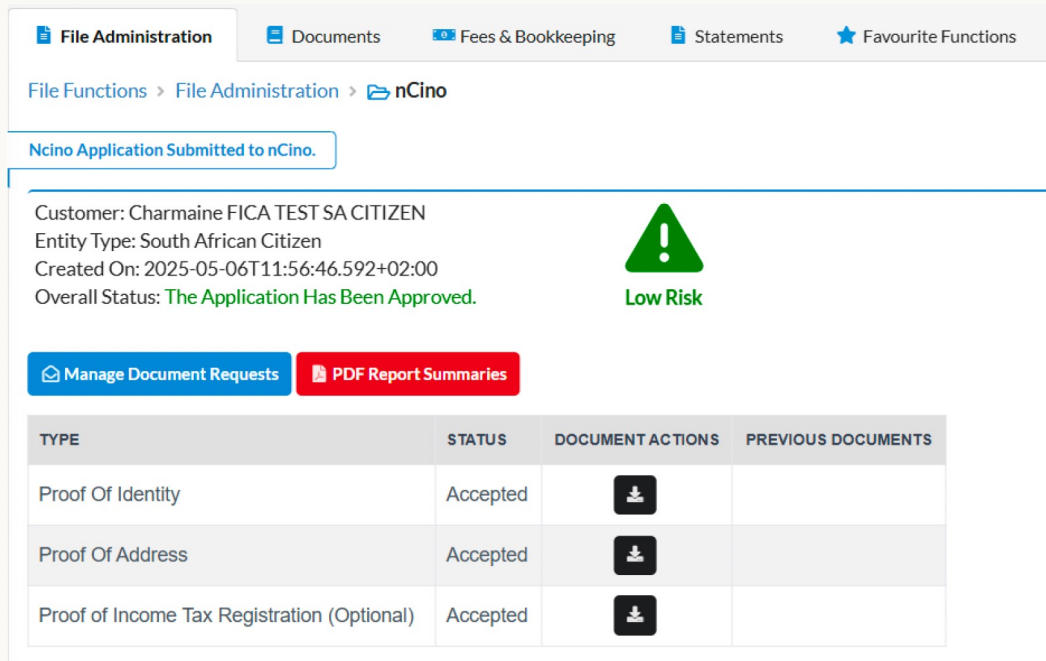


# Reviewing Information in Lexpro






# Reviewing Information

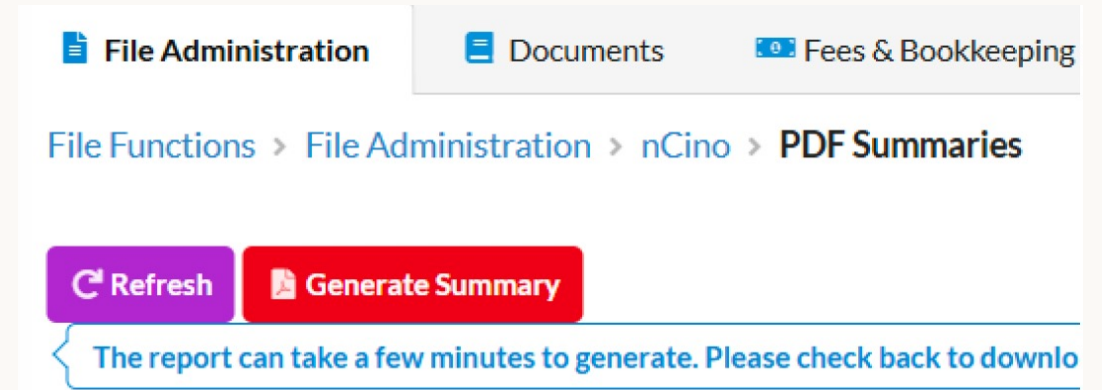
- **The Status column** will display the progress of the review process
- **A risk rating** will be displayed once the Risk Rating has been completed in nCino KYC



The screenshot shows the nCino KYC review interface. At the top, there are navigation tabs: File Administration, Documents, Fees & Bookkeeping, Statements, and Favourite Functions. Below this, a breadcrumb trail reads: File Functions > File Administration > nCino. A notification box states "Ncino Application Submitted to nCino." The main content area displays customer information: "Customer: Charmaine FICA TEST SA CITIZEN", "Entity Type: South African Citizen", and "Created On: 2025-05-06T11:56:46.592+02:00". The overall status is "The Application Has Been Approved." To the right of this text is a green warning triangle icon with an exclamation mark and the text "Low Risk". Below the information are two buttons: "Manage Document Requests" and "PDF Report Summaries". At the bottom, there is a table with four columns: TYPE, STATUS, DOCUMENT ACTIONS, and PREVIOUS DOCUMENTS.

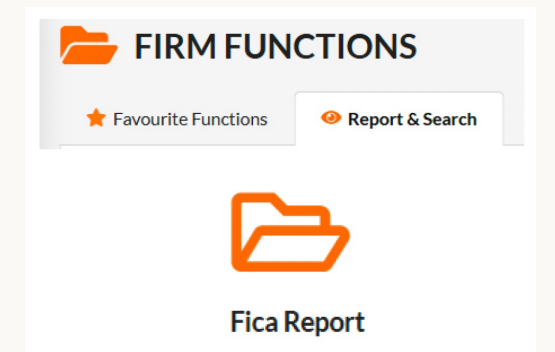
TYPE	STATUS	DOCUMENT ACTIONS	PREVIOUS DOCUMENTS
Proof Of Identity	Accepted		
Proof Of Address	Accepted		
Proof of Income Tax Registration (Optional)	Accepted		

- The FICA report will then be available under **PDF Report Summaries**.



The screenshot shows the "PDF Summaries" page in the nCino interface. It features navigation tabs for "File Administration", "Documents", and "Fees & Bookkeeping". The breadcrumb trail is "File Functions > File Administration > nCino > PDF Summaries". There are two buttons: a purple "Refresh" button and a red "Generate Summary" button. Below these buttons is a blue callout box with the text: "The report can take a few minutes to generate. Please check back to downlo".

- A **FICA report** has been added under Firm Functions ->Report & Search



The screenshot shows the "FIRM FUNCTIONS" section of the nCino interface. It has a sub-tab for "Report & Search". Below the sub-tab is an orange folder icon and the text "Fica Report".



# Reviewing Information

- You can **choose** between different Lexpro statuses

**FIRM FUNCTIONS**

★ Favourite Functions | **Report & Search** | Accounting | Fees | Statements | SMS & Email | File Administration | Documents

Firm Functions > Report & Search > Fica Report

First File: 000000 | Last File: ZZ9999 | Status: In Progress

Display PDF EXCEL

ACCOUNT	FICA CLIENT	STATUS	RISK
A00000	Fica test CLIENT NAME	In Progress	8
A00000	ABC	In Progress	16
AA0000	JOHAN STRYDOM	In Progress	8
AA0000	2de party	In Progress	18
CVV009	Naam verander weer	In Progress	14

## FILE FUNCTIONS - FIC000

CLIENT:	Fica Multi Party Test	CLIENT REF:	LIT, ZZ0000	LAST PAID:	
PARTIES:	Fica Multi Party Test	TEL NO:	Client Tel	S86 INV:	None
	Defendant 1	CLIENT EMAIL:	Client Address	SHORTAGE:	0.00
CASE DESC:		DEBTOR EMAIL:		BLOCKED/INVESTED:	0.00
STATUS:	Accounting - Active, Litigation - Active	ENCRYPT PW:		USER ASSIGNED:	Chantal Muller
					Fica status

Every client's **FICA status** will be displayed on their dashboard



# Contact Us



## Email

[kycafrica.sales@ncino.com](mailto:kycafrica.sales@ncino.com)

## Visit

[kycafrica.ncino.com](http://kycafrica.ncino.com)

LEXPRO

## Email

[info@lexpro.co.za](mailto:info@lexpro.co.za)

## Visit

[lexpro.co.za](http://lexpro.co.za)