

Step 3 – Determine Identity Registration Assurance Level (IRAL)

	Yes	No	IRAL options
Is there a legislative or policy need to ensure anonymity?			
Is it important that the agency is unable to identify the real-world identity of the client?			
Does the agency need to make future contact with the client?			
Is the information being provided restricted in anyway?			
Are there privacy considerations?			
Is it acceptable if the information is provided to anyone / everyone?			
Is there a need for payment?			
Does the payment need an official receipt?			
Does the receipt require identifying data?			
Does the agency need to keep a record of payments made by a client?			
Do payments and receipting require knowledge of the real-world identity of the client?			
Is there a need to store and retrieve a history of dealings with a specific client?			
Is the transaction legally binding?			
Is non-repudiation required?			
Does the client require access to a particular transaction or a piece of information?			
Does the client need to have particular attributes?			
Is non-repudiation of the registration process or service delivery required			
Indicative IRAL (determined by analysis of business procedures)			
POI requirements			

Step 4 – Determine Credential Assurance Level (CAL)

Credential Assurance Level _____

Credentials to be used for service: _____

Step 5 – Undertake Cost Benefit Analysis

Have you:

- Assessed the key cost considerations and any other cost factors relevant to your agency Yes No
- Considered your business processes and other relevant documentation to assess the cost of implementing the indicative assurance levels and recorded what documents informed this step Yes No
- Confirmed or revised your assurance levels based on the outcome of the Cost Benefit Analysis and amended the business requirements you developed in steps 3 and 4 Yes No

Step 6 – Implement business processes

Have you:

- Recorded your assurance levels in your agency's information asset register Yes No
- Confirmed and implemented the identity registration process for the service Yes No
- Confirmed the type of credential to be used for the service Yes No
- Confirmed and implemented the business requirements for managing the credential Yes No
- Confirmed ongoing access management processes for the service Yes No

Step 7 – Review

Have you:

- Scheduled a regular review of the identity and access management requirements of the service? Yes No
- Ensured that your business systems require a review of assurance levels when additional transactions are made to a system? Yes No