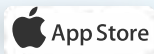


# PANEEM USER GUIDE



PANEEM makes registering for Claims Conference compensation programs easier.

Paneem is used for both proof of identity and proof of life. You can now verify your identity from the comfort of your home instead of requesting a life certificate, certifying it and then sending the paper to the Claims Conference for verification.

Paneem will help you verify your identity quicker so you can **receive your payment faster.**

## PLEASE HAVE THE FOLLOWING ITEMS READY:

### **Claims Conference registration number and date of birth (month/date/year, e.g. December 1, 1940 - enter 12/01/1940)**

Your registration number (7-digit number) and date of the birth we have on file can be found in the letter you received asking you to register PANEEM.

### **Government-issued photo identity document (an identity document can be a passport, driver license, naturalization certificate, state id)**

An identity document must contain your date of birth and can be used even if it is expired.

### **Mobile phone, tablet or computer that is connected to the internet and has a camera**

# PERFORMING PANEEM ON A COMPUTER

## WHEN USING COMPUTER TO DO PANEEM NO APP IS NEEDED

Before you start,  
make sure your computer has a camera



Look for the following  
icons on the screen and  
double click to open

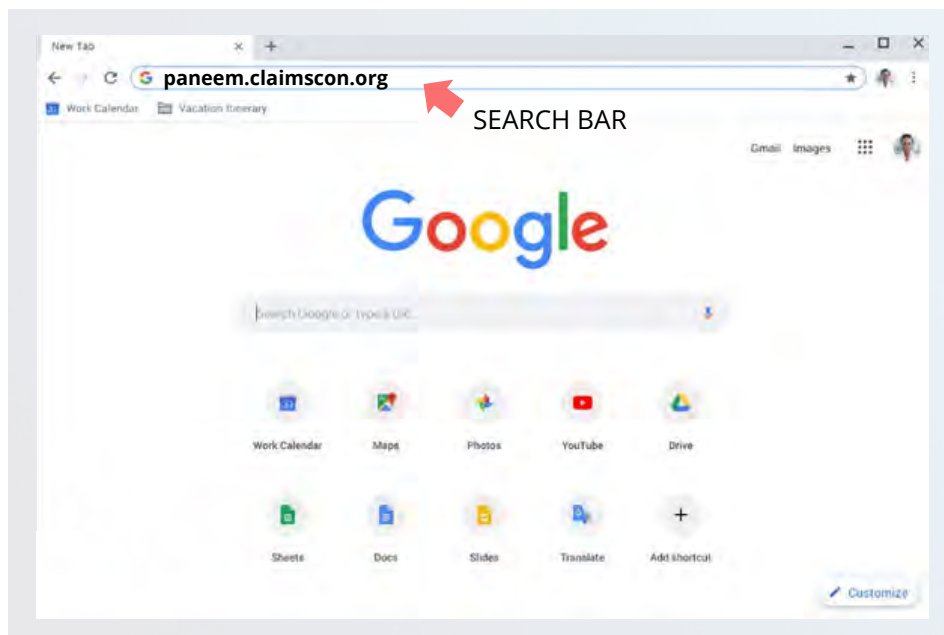
### STEP 1

#### Open a web browser

A web browser is used for accessing websites.  
It allows you to type and search for what you need.

### STEP 2

In the "search" bar, type **paneem.claimscon.org** and press  
"enter" on the keyboard.



# LOGGING INTO PANEEM

## STEP 3

- Claims Conference 7-digit registration number
- Date of birth (month/date/year)  
**e.g.** December 1, 1940 - enter 12/01/1940
- Press the "click to continue" button

## STEP 4

- Enter your contact information  
Cell phone number or email
- Make sure to read the terms and check all the boxes if you accept them
- Press the "click to continue" button

### Prepare for your verification

- Enter your contact details
- Agree to the terms and conditions
- Agree to give us consent

Contact via:

☒ Email ☐ Phone number

Email\*

rena.avadiyayev@claimscon.org

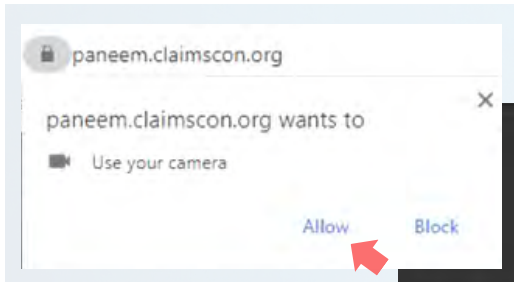
or: example@example.com

- ☐ I have read and agree to the terms and conditions. [GD](#)
- ☐ I consent to my photograph being taken and my likeness and identity document being converted to an algorithm and used to verify my identity.
- ☐ I understand that this information will be transferred to The Claims Conference and certain third parties and used and stored in accordance with the Privacy Policy. [GD](#)

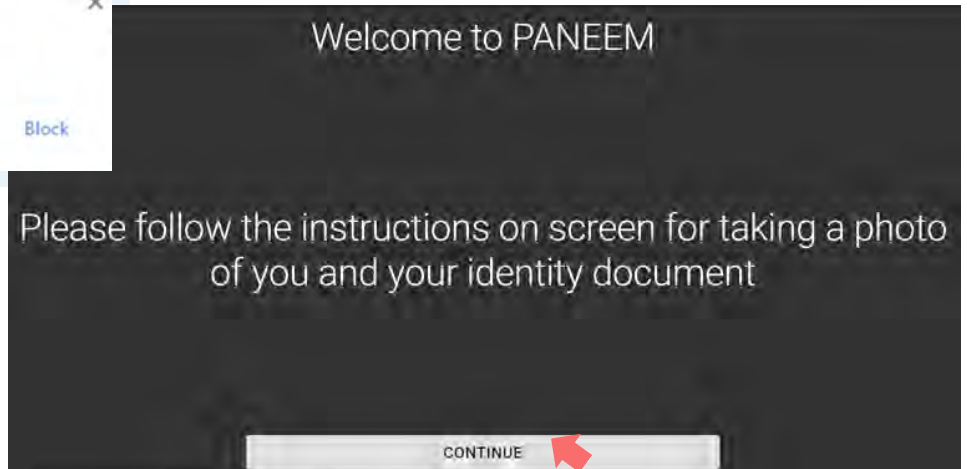
CLICK TO CONTINUE

# TAKING A PHOTO OF YOURSELF

## STEP 5

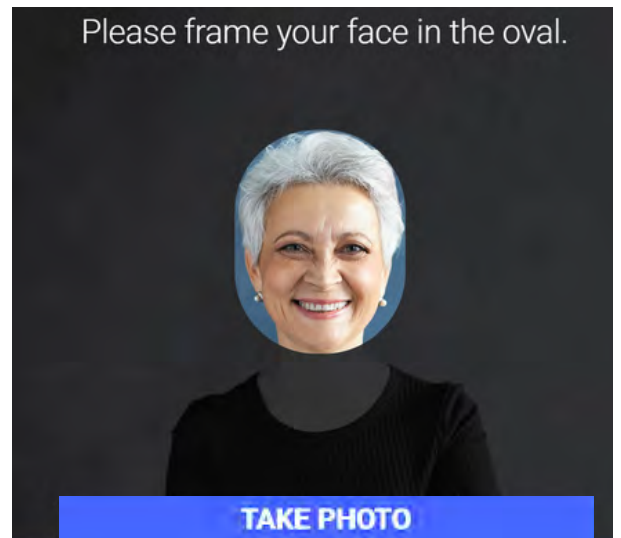


You may be prompted to  
**ALLOW THE USE OF  
YOUR CAMERA**



## TIPS

- Remove anything that hides your face, such as a hat/ glasses/ or a mask.
- Place your face inside the oval frame.
- Click **TAKE PHOTO** and take a photo of yourself.



This image should only contain your face.  
Please don't hold your government-issued  
ID in your hands while taking a photo.



# TAKING A PHOTO OF YOUR IDENTITY DOCUMENT

(Such as a driver license, passport or state ID)

**THIS STEP IS SKIPPED IF YOU  
REGISTERED SUCCESSFULLY FOR  
PANEEM IN THE PAST, GO TO P. 7**

## STEP 6



If you registered for PANEEM successfully in the past, for certification you only need to take a photo of yourself as we already have your identity document on file.



### TIPS

- Make sure the whole document appears in the frame and is being captured.
- The document must show your photograph and list your date of birth. If your date of birth only appears on the back side of the document, take a photograph first of the front and then the back side.
- Do not cover the document with your fingers.
- Make sure the photo is not too dark or not too light that it can be read. Please also make sure there is no glare and the image is not blurry.
- Review the image after taking the photo. If you are not happy with the photo, click "retake" or click "submit" when you are happy with the quality of the image.

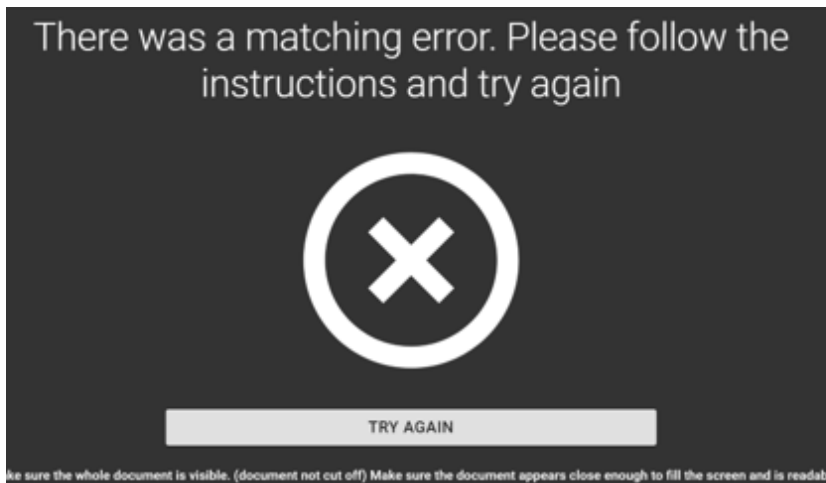


## TAKING A PHOTO OF YOUR IDENTITY DOCUMENT

Once the document is scanned, the message stating that the process is complete will appear.  
Now the system will process your verification.

### ERROR WARNING

If **PANEEM** is unable to validate images, an error warning will appear, and you will be asked to retake the photo of yourself and the photo of your ID



### STEP 7

You will be asked if your document has personalized information on a back side of your identity document

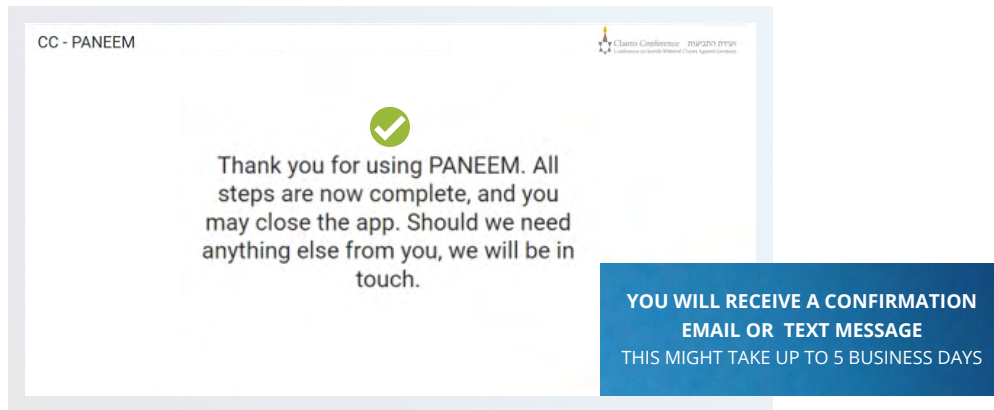
- If the answer is '**YES**'

Take a photo of the back of your document following the same steps (see p.5)

- If the answer is '**NO**'  
Complete PANEEM verification process



# PROCESS COMPLETION



THE CONFIRMATION WILL SHOW ONE OF THE FOLLOWING PANEEM VERIFICATION STATUSES:

1

**If the results are APPROVED:**

"You have successfully completed your Paneem verification.  
No further action is needed."

2

**If results are PENDING REVIEW:**

"We have received your Paneem verification, which is currently under review."

3

**If the results are NOT APPROVED:**

- SMS - "Paneem was not able to verify your identity. Please access Paneem at [paneem.claimscon.org](http://paneem.claimscon.org) again to finalize your application process."
- Email - "Dear Madam/Sir, with this email we are writing to you today to request that you verify your identity again, using our online identification verification PANEEM system. We apologize that we are requesting this again, but we were unable to verify your identity in your first attempt. If you have any questions, we will be happy to assist you. You may email us at [info@claimscon.org](mailto:info@claimscon.org) or by phone at one of the offices indicated below."

## Need help?

**Europe:**

Tel: +49 69 970 7010

Email: [A2-HF-CEEF2@claimscon.org](mailto:A2-HF-CEEF2@claimscon.org)

**Israel and Former Soviet Union:**

+972-(3)-519-4400

(Tel Aviv from within Israel)

03-519-4400

Email: [infodesk@claimscon.org](mailto:infodesk@claimscon.org)

**United States**

**and All Other Countries**

Tel: +1-646-536-9100

Email: [info@claimscon.org](mailto:info@claimscon.org)