

ADI Praxis expert guide

Release 1.1 · for subject-matter experts who write tasks

ADI-Labs · 2026-10-02

7. Expert (SME)

This chapter is for subject-matter experts who write tasks on ADI Praxis. You use the **candidate app**. The journey:

```
Sign in → Verify identity → Apply (opportunity, careers page or partner invite) → Build your SME
profile
   → A Validator decides → Onboarding → (Course and certification test, for requisitions)
   → Accept an assignment → Write tasks → A Validator accepts them → Get paid weekly
```

Your **Home** page shows your progress ("Verify identity · Build profile · Reviewer decision · Onboarding · Assignment · Write tasks") and a **Next step** card that always tells you what to do now.

7.1 Sign in

1. Open the candidate app and select **Sign in**. You see **"Sign in to ADI Praxis"**.
2. The first time, tick **"I confirm I am 18 or over."**
3. Select **Continue with Google**.
   • **Test and demo environments:** a yellow box "Demo sign-in (simulated Google)" asks for **Email *** and **Name ***. Use a new email for each new candidate you test. Select **Continue with Google (mock)**.
4. ADI Praxis only asks Google for your sign-in; it never reads Gmail, Drive or contacts.

7.2 Verify your identity

You must verify your identity before you submit a profile or open tasks. It protects the contributor community; it does not verify your qualifications.

1. On **Verify your identity**, select **Start verification**.
2. Photograph an identity document with the provider (Stripe Identity), and a selfie if asked. ADI Praxis never stores your document images, ID number or date of birth.
3. The page updates by itself: Processing → **Identity verified**. Select **Continue**.

You see	What to do
"Continue verification"	The check needs more (for example the document expired). Try again or ask for help
"Canceled"	Start again, or ask for help
"Help needed"	Our team is reviewing your case and will contact you

I need help: choose the problem (document type not accepted, country not supported, I do not consent to the automated check, it keeps failing, something else) → **Ask for help**. A Validator can verify you by an approved alternative process.

Test environment: a page "Simulate the Stripe Identity result" lets you choose the outcome: **Verified (18 or over)**, Verified but under 18, Needs more input, Processing, Canceled.

7.3 Find work and apply

There are three ways in:

- **Opportunities** (menu): open one and read it: what you'll need (Required and Preferred criteria), time commitment, what not to share. Select **Apply: build my SME profile →**.
- **A careers page link** for a requisition: read the role, sign in, fill **Your relevant experience ***, ***Years of relevant experience*** **|**, qualifications, languages, **Country ***, tick the consent box → **Apply and continue →**.
- **A partner invite email** (a staffing partner put you forward): open the link and sign in with the same email the partner used. The application opens. Invites last 7 days.

7.4 Build your SME profile

The profile is a short chat: up to six questions, most answered with a tap. It saves as you go.

1. Answer each question by tapping the chips that apply and/or typing, then **Send**. If you don't know or can't say, use **I don't know** or **I can't say**. Optional questions have **Skip**.
2. Keep examples general: **no customer names, account or ID numbers.** If you type something sensitive it is removed and you are asked to describe it in general terms.
3. The **Your SME profile** panel (beside the chat, or a tab on a phone) lists what was picked up from your answers. **Confirm** each item, or **Edit** or **Not right, remove**. Nothing counts until you confirm it.
4. Add your roles with dates (**Role title ***, From, To) and any credentials (for example CAMS). Credentials stay "self-reported" until a Validator checks the evidence.

Prefer a form? Select **Prefer a form? Answer the same questions here**.

7.5 Upload evidence and submit

1. Select **Review and submit**. **Before you submit** lists anything still to confirm or answer.
2. Under **Supporting evidence**, tick "I have permission to share these files for qualification review", then upload only what supports your key claims (a redacted role letter, a public credential listing). **PDF, Word, PNG or JPG, up to 10 MB.** Never upload customer data, full payslips, ID documents or passwords. Attach each file to a credential if you like.
3. Tick the two required statements and select **Confirm and submit**. It stays disabled until everything is confirmed and your identity is verified.

You see **"Profile submitted"**. A person reviews every application.

7.6 Follow your application

Open the application from Home to see its status:

Status	Meaning
With a Validator	Being reviewed; nothing to do

Status	Meaning
More information requested	Read **What we need**, select **Update my profile**, answer and submit again
Selected	See **Your approved scope**, then **Start onboarding**
Not selected this time	Read the message. **Ask for a review** if something was missed: "What should the Validator know?" → **Request review**. A different person looks again

You can **Withdraw this application** at any time; your history is kept.

7.7 Onboarding

A checklist you can finish in several sittings:

1. **Confirm your approved scope** → **This is correct**
2. **Contributor terms** → **I have read and accept these terms**
3. **Confidentiality and IP** → accept
4. **Data use** → accept
5. **Conflicts and authorisation**: say whether you have an employer or customer conflict (describe it briefly, without confidential details) and confirm you will contribute only original or permitted material → **Save**
6. **Task guidance**: how tasks are structured, synthetic data only, another expert reviews every task → **I understand**
7. **Work preferences**: country, languages and level, time zone, hours a week, proposal emails → **Save**

For requisition roles two more steps tick themselves: **Guidelines course and certification** (section 7.8) and **Payment set-up** (section 7.12).

7.8 Course and certification (requisition roles)

Certifications (menu) lists your certifications with their status.

The course

1. **Start the course →**. Modules open one after another.
2. Read each module, try the **Practice** items (they don't count), then take the quiz. **Get at least 80% right** to finish the module; you can retry straight away.

The test

1. **Go to the test →**. Read **Before you start**: the test is timed, answers save as you go, pasting and leaving the page are logged for reviewers (they never fail anyone on their own), and you have up to 3 attempts.
2. **Take the selfie check →** before every attempt. Only the result is kept. (Simulated in test.)
3. **Start the test now →**. A countdown stays on screen (yellow under 5 minutes). Questions can be: choose one, choose all that apply, put steps in order, tick steps that break the guidelines, or a written answer.

4. **Review and submit** → **Submit test** → **Yes, submit my test**. When time runs out, your saved answers are submitted.

Results show **You passed**, **You didn't pass this time**, or **Your test is being reviewed by a person**, with a band per section (Strong, Meets, Developing, Below). Questions and answers are not shown. After a fail you can retake **after 48 hours with new questions**. After 3 attempts a person reviews your certification. Certificates last 12 months.

If the role needs a **professional licence**, upload **Licence number \, *Issuing body* |** and the certificate (PDF, PNG or JPG, up to 10 MB). A Validator checks it before you can be certified.

7.9 Accept an assignment

When a project needs you, a **proposal** appears on Home under **Assignments**: domain, your role, what you'll produce, effort per task, deadline, compensation and confidentiality. Reply by the date shown (7 days).

- **Accept**, or **Decline** with an optional reason (it won't count against you).
- After accepting, select **Open workbench**. You see your project's task list.

7.10 Write a KYC task

On the project page, select **Get next task**. (You can hold up to 3 open tasks.) Open the task. The **workbench** has sections W00–W06 on the left; everything saves automatically ("All changes save automatically" / "Saved"). The time target (TPT) is for planning and pay; your task never expires.

> **Everything must be invented.** Never use real customers, colleagues, employers or documents.

W00 — How do you want to start? The assistant can write a first draft of every section. You check and confirm each one; a Validator still decides.

Option	What happens
Answer a short interview	Eight quick questions (the case, onboarding or refresh, red flags, checks in order, the ambiguous result, the right outcome, risk rating, what a junior would miss)
Start from a document	Upload your own procedure notes: PDF, Word or text, up to 10 MB
Start from an interview transcript	PDF, Word, text, or captions (.vtt, .srt), up to 10 MB
Write it myself	Go straight to W01

For uploads, tick "This file contains no customer data, and I am allowed to share it...". Up to 5 files per task. If a file seems to contain real identifiers you are warned, line by line. Then select **Draft my task** (about a minute; you can leave and come back). **Draft again** replaces only the sections you have not confirmed.

Drafted sections show **AI draft: check and confirm**. Read every field, fix anything wrong or unrealistic, then select **I've checked this section**. **Redraft** with an optional note ("e.g. make the near

match a trustee, not a director") replaces that section. You cannot submit until every drafted section is confirmed.

The sections

Section	What you write
W01 Slot brief	Your slot (brief, primary work, verification, human gate, tools). Title, difficulty 1–5, jurisdiction, language. For an open slot, tag your case and name the edge case. **See an example task** shows a worked example
W02 Scenario and customer file	Trigger (new onboarding or periodic refresh), customer type, business context, **parties** (use **Generate synthetic name and address**; identifiers use `SYN–` formats), ownership links, purpose, expected activity
W03 Evidence and recorded tool calls	Documents (with deliberate defects), the tools available to the agent, and a **response for each tool** — the arguments the agent sends and the result the environment returns, recorded as an MCP call so RL Gym can replay it exactly. The synthetic policy
W04 Reference trajectory	The steps an ideal agent takes (each: action, tool, the recorded call, expected result, why it matters), findings, the disposition (approve, reject, request information, escalate), risk rating, rationale, and the **hand-off to a human**, which is required for approve, reject or high risk
W05 Rubric and failure modes	Criteria with weights totalling 100 and at least one critical, testable pass conditions, plausible wrong paths and which criterion catches each

Live checks under each section show ✓ or • (for example "Rubric weights must sum to 100", "Owners of X total 80%, not 100%", at least 6 steps from difficulty 3).

W06 Check and submit

1. **Run checks**. Fix anything listed; links take you to the section.
2. **Possible real data**: replace each flagged value with a synthetic one, or explain why it is not real (the Validator sees your explanation).
3. **Closest existing tasks**: make your case clearly different from these.
4. Tick "This case is entirely synthetic…" and select **Submit for review**.

The task becomes read-only and shows "Submitted · awaiting review".

> On a phone the workbench is read-only. Use a laptop or desktop.

7.11 Rework

If the Validator asks for changes, the task shows **Changes requested**. Open it: a yellow box "The Validator asked for changes" lists each comment with a link to its section. Fix them and submit again through W06. If a task is not accepted, you see the reason.

7.12 Payments

Payments (menu):

1. **Set up payments →** opens the payout provider's secure page in a new tab, where you add a tax form and payout method. ADI Praxis never sees your bank or tax details. (Test environment: a "Simulated payout provider" page; select **Finish and return to ADI Praxis →**.)
2. Back on Payments, **Check my status** until it shows **Ready**.
3. You earn for each task a person accepts; it appears the same day. Payouts go out weekly once your unpaid balance reaches USD 10 or INR 500.

If a partner put you forward and pays you, payment set-up shows "Not needed".