

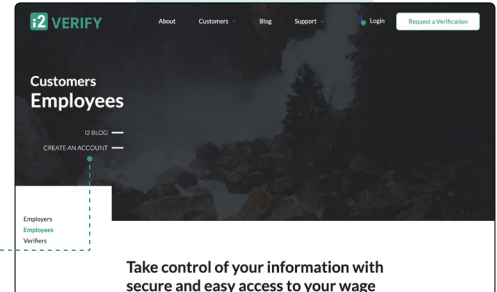
STEP 01

Getting Started

- To get started on the i2Verify website, go to: www.i2verify.com/customers/employees

- From the Employees page, click **Create an Account**.

* This can be found under "Employees" within the header image of the page.



STEP 02

Create Your Account

- Select "I need to create a new i2Verify.com account."
- To describe the purpose of the account you are creating, answer the question: "Which of these applies to you?"
** Hint: If you are a current or former employee, your answer should be "I am a current or former employee of a company that uses your system."*
- Enter your email address and create a password.
Hint: we recommend using your personal email.
- Next, enter your phone, social security number and date of birth. The social and date of birth must match what is on your pay records.
- Finally, review and check the three boxes agreeing to the Terms & Conditions.

A screenshot of the account creation form. The question is "Which of the following best describes the purpose of the account you're creating?". There are three radio button options:

- I am a business such as a lender, background check provider, employer that is hiring an employee, or a property manager that needs to review an employee's verification report.
- I am a social service or government agency that needs to review a verification report.
- I am a current or former employee of a company that uses your system.

Below the options is a "Please note" box: "You will be required to confirm your email address every 60 days or upon your next login attempt after the 60-day expiration." There is a "Next" button at the bottom right.

STEP 03

Verify Your Account

- As an added layer of security, we use a two-factor code. Please select the means you would like to receive your two-factor code on and then enter this code into the submission form.
- To verify that you wish to create an i2Verify account, you will receive a confirmation email. Please click on the link in the email to verify and create your account.
- Once you validate the code your account will be created.



STEP 01

Log In to Your Account

- Go to www.i2verify.com.
- Click **Login** at the top of the page.
- Please enter the email and password you used to create your account.
- Once these items are submitted, you will receive a 2-factor authentication code. Please enter the code to log in.

STEP 02

Your Dashboard

Once you have successfully logged in, you will have several options. These include:

Employee Verification Report/Letter:

From here you can instantly obtain an Employment Verification Report or an Employment Verification Letter.

Restrict Access to My Data:

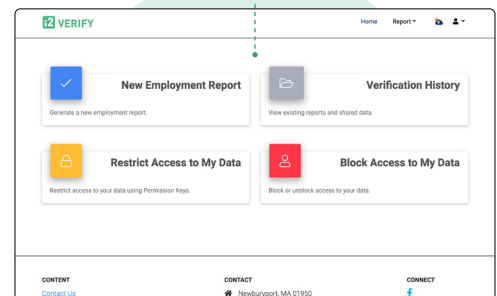
Permission keys allow you to add an additional level of security to the employment verification process. If you activate the option to require permission keys, all non-government verifiers will require your permission prior to being granted access to your data. This permission comes in the form of a permission key that only you can generate.

Verification History:

Allows you to see previously generated reports.

Block (or Unblock) Access to My Data:

Allows you to block any Non-Government entity from viewing your data.



Need further assistance?

Our support team is available to meet you at any time to answer your questions.