

i2Verify

Employee User Guide



i2Verify Employee FAQs



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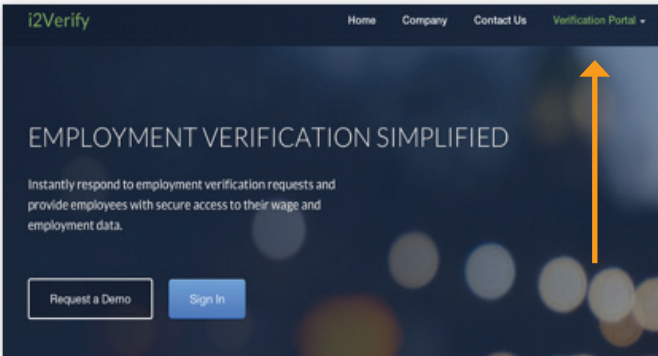
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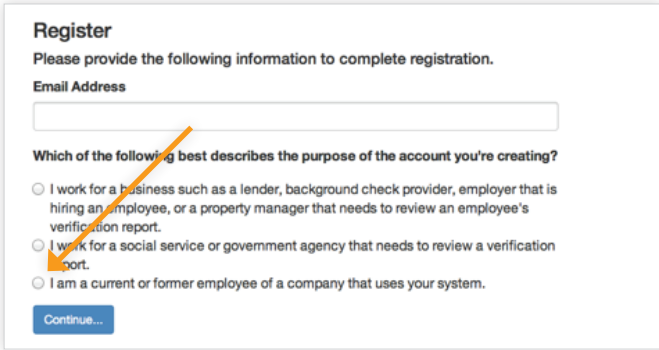
Question: How can I create a user account on the i2Verify system?

- 1 From your Internet browser go to <https://www.i2verify.com>.
- 2 Click the “Verification Portal” link on the top right hand corner of the screen.
- 3 Enter your email address (you do not have to use your work email address) and then select the option that designates you as a current or former employee.
- 4 Create your unique password and provide the required account validation information.
- 5 You will then be emailed an activation link to the email address you’ve provided. Retrieve this email activation link and follow the instructions to login. NOTE – check your SPAM / JUNK folder if you do not receive the activation link within a few minutes.

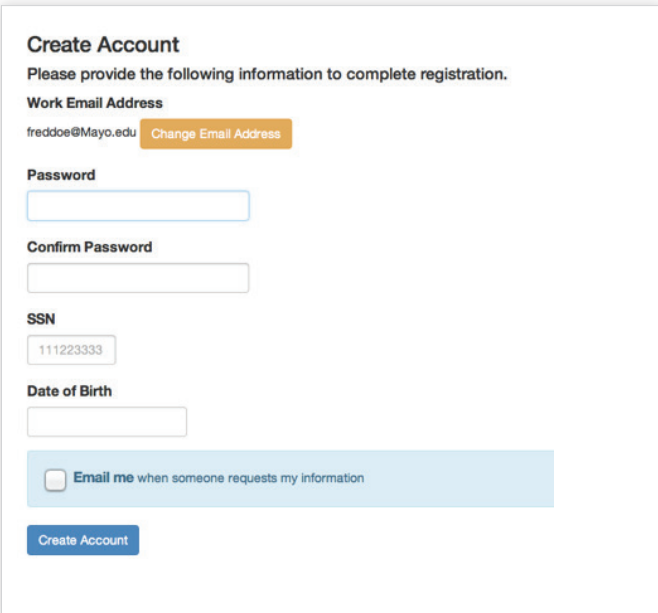
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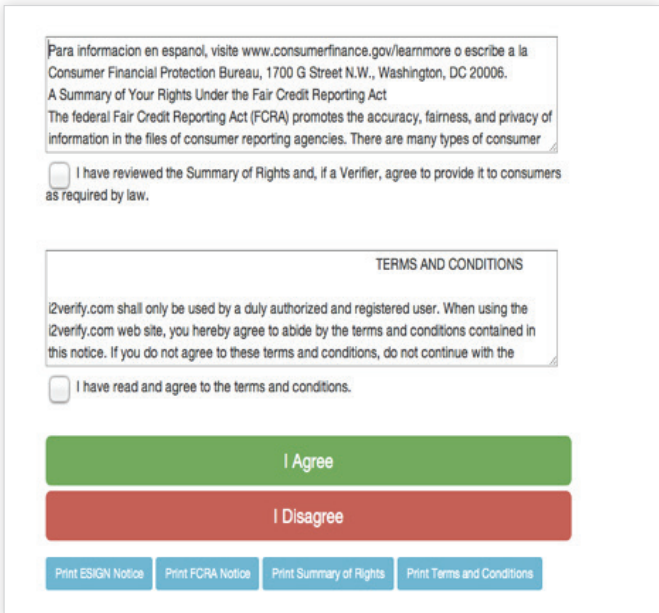
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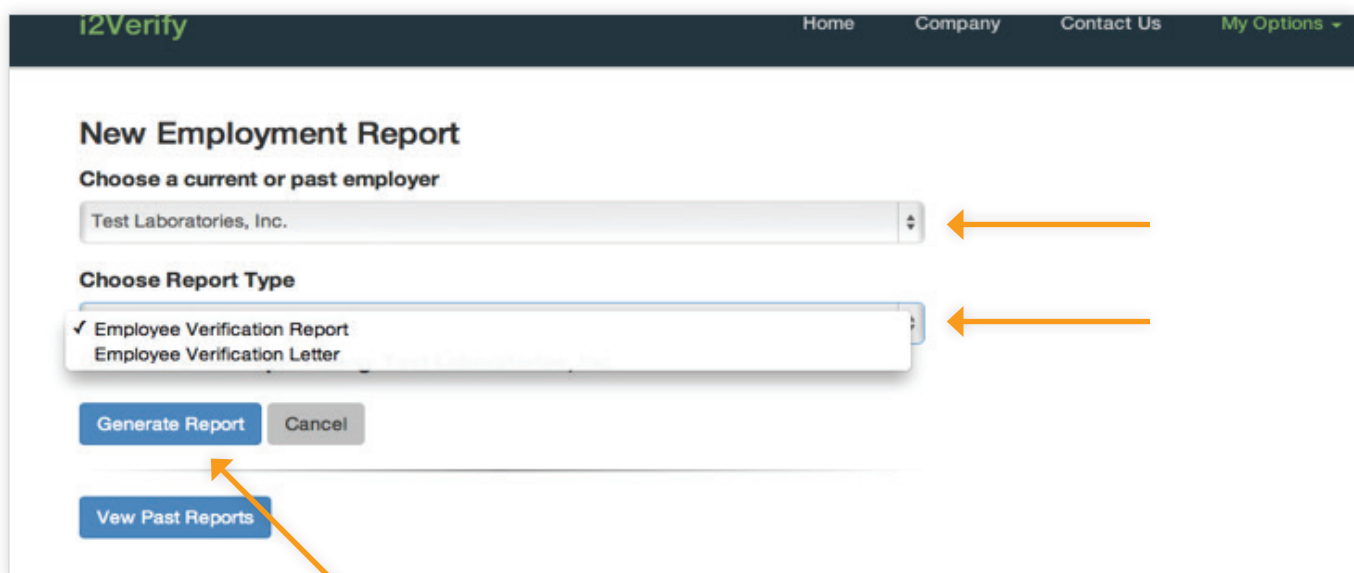
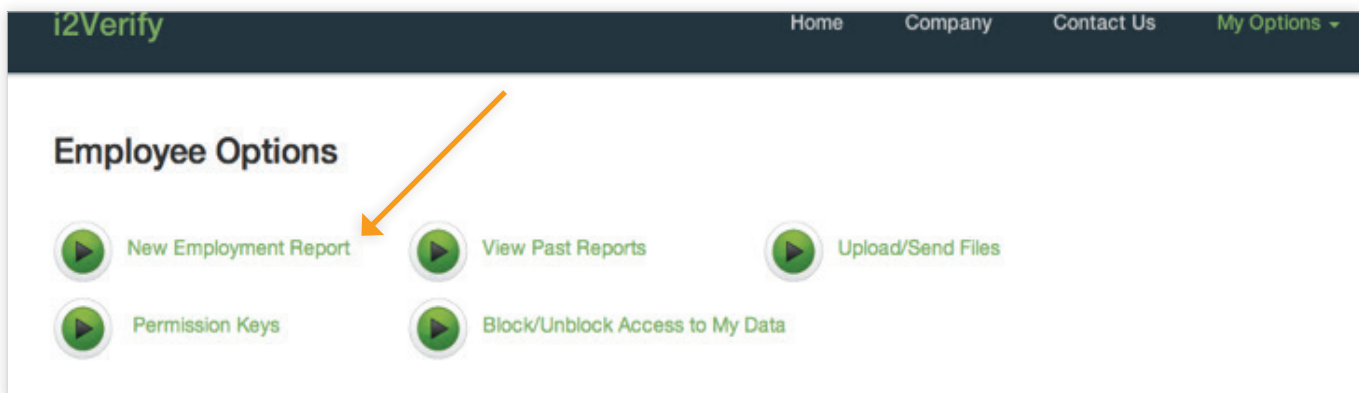


Question: How can I access my Employee Verification Report on the i2Verify system?

Your Employee Verification Report contains your dates of employment, job title, current employment status, as well as your pay period wage data.

To view your Employee Verification Report:

- 1 Select <New Employment Report>.
- 2 Choose your employer.
- 3 Choose Employee Verification Report.
- 4 Select <Generate Report>.

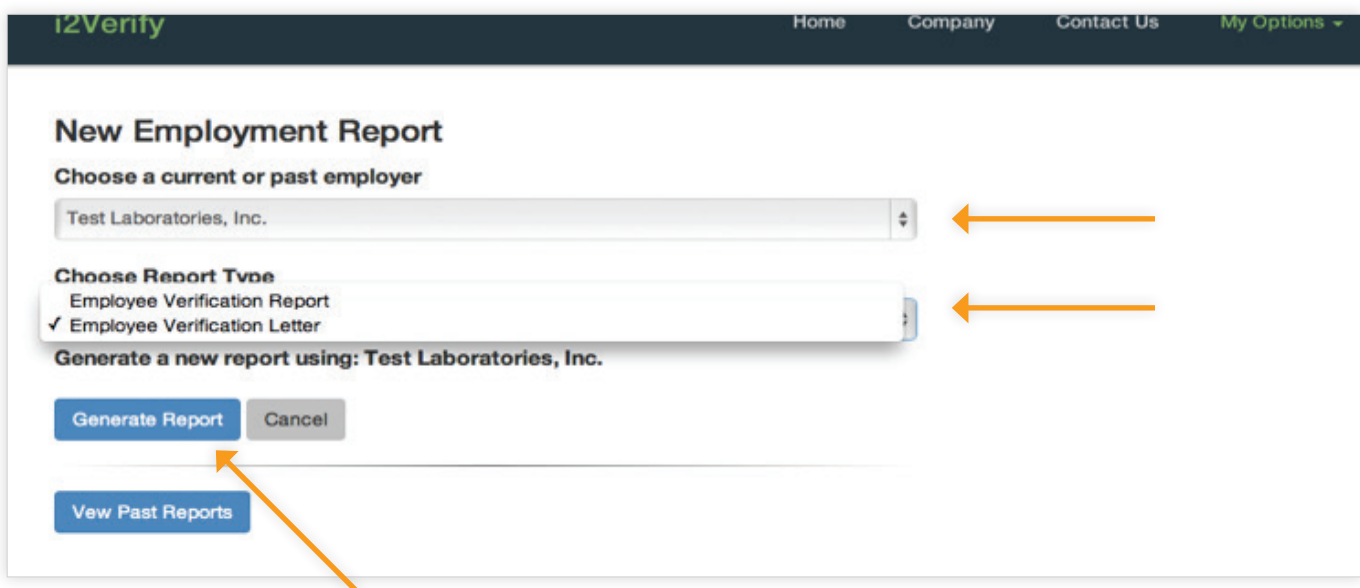
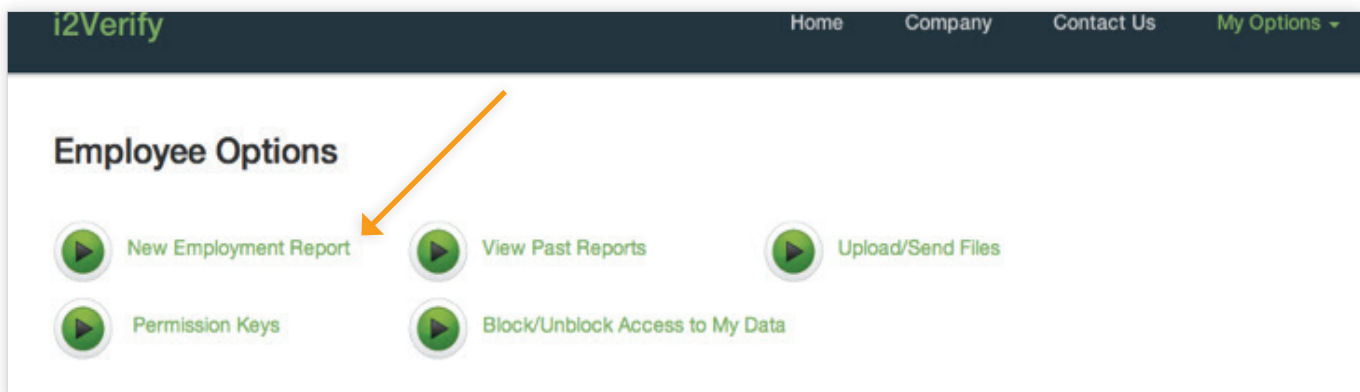


Question: How can I access my Employee Verification Letter on the i2Verify system?

Your Employee Verification Letter contains your dates of employment, job title, and current employment status. This letter is signed by your employer and is typically used by employees when applying for social service entitlements or loan forgiveness programs.

To view your Employee Verification Report:

- 1 Select <New Employment Report>.
- 2 Choose your employer.
- 3 Choose Employee Verification Report.
- 4 Select <Generate Report>.



Question: How do I block access to my employment data?

To block non-government verifiers from accessing your employment data:

- 1 Login to your i2Verify account.
- 2 Select <Block / Unblock Access to My Data>.
- 3 To block access to your employment data, select <Prevent Verifiers from Accessing my Employment Information>.
- 4 To unblock access to your employment data, select <Allow Verifiers Access to my Employment Information>.

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The screenshots illustrate the following steps:

- Step 1:** The user is on the i2Verify homepage. An orange arrow points to the "Sign In" button.
- Step 2:** The user is in the "Employee Options" menu. An orange arrow points to the "Block/Unblock Access to My Data" option.
- Step 3:** The user is on the "Block/Unblock Access to My Data" page. The "Verifiers are not blocked" section is visible. An orange arrow points to the "Prevent Verifiers from Accessing my Employment Information" button.
- Step 4:** The user is on the "Block/Unblock Access to My Data" page. The "Warning! Verifiers are blocked" section is visible. An orange arrow points to the "Allow Verifiers to Access my Employment Information" button.

Question: How can I review prior reports that were accessed from my account?

Employees have the ability to see the actual employment reports that were provided on their behalf.

To view your past reports:

- 1 Select <View Past Reports>.
- 2 Select the report tracking number to view the exact report that was provided to the verifier/requestor.

The screenshot shows the i2Verify website's 'Employee Options' section. It features a dark blue header with the i2Verify logo and navigation links for Home, Company, Contact Us, and My C. Below the header, the 'Employee Options' title is displayed. There are five circular buttons with play icons: 'New Employment Report', 'View Past Reports' (highlighted with an orange arrow), 'Upload/Send Files', 'Permission Keys', and 'Block/Unblock Access to My Data'.

The screenshot shows the 'View Past Reports' interface. It includes a 'Start Date' field with the value '2015-02-04' and an 'End Date' field with the value '2015-02-11'. Below these fields are 'Search' and 'Cancel' buttons. A table of reports is displayed below, with an orange arrow pointing to the first row of the table.

Report Tracking Number	Provider	Employee Last Name	Employee First Name	Report Type	Report Request Date	Requestor
4544	Test Laboratories, Inc.	Doe	Fred	Employee Report	2/10/2015 11:20:42 AM	Fdoe@i2verify.com
4543	Test Laboratories, Inc.	Doe	Fred	Employee Report	2/10/2015 11:19:46 AM	Fdoe@i2verify.com

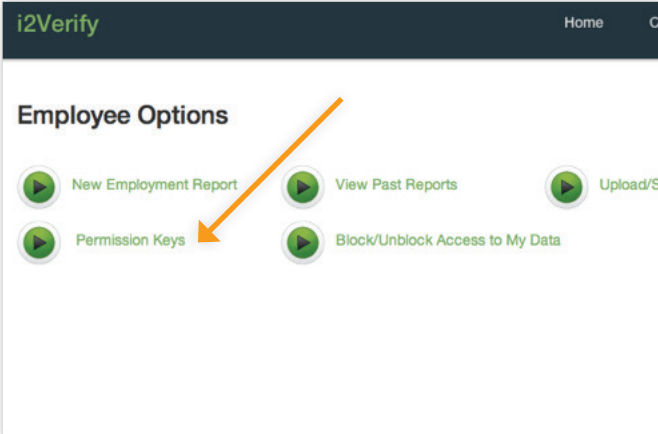
Question: How can I add an additional level of security to my account?

Employees have the ability to require verifiers to obtain a Permission Key prior to accessing their employment data. This Permission Key can only be provided by the employee. If you activate your Permission Keys, verifiers without a Permission Key will be unable to access your data.

To activate Permission Keys:

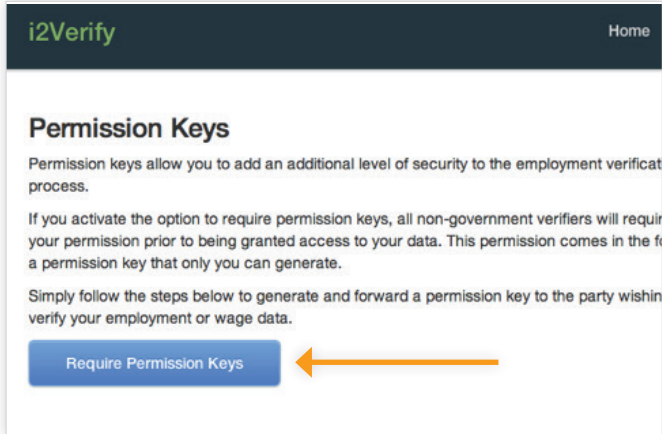
- 1 Select <Require Permission Keys>.
- 2 Select the type of information you would like to require a Permission Key to access.
- 3 Provide the email address of the verifier looking to obtain a Permission Key from you.
- 4 Select <Deliver Key> to email the Permission Key with instructions to the verifier.

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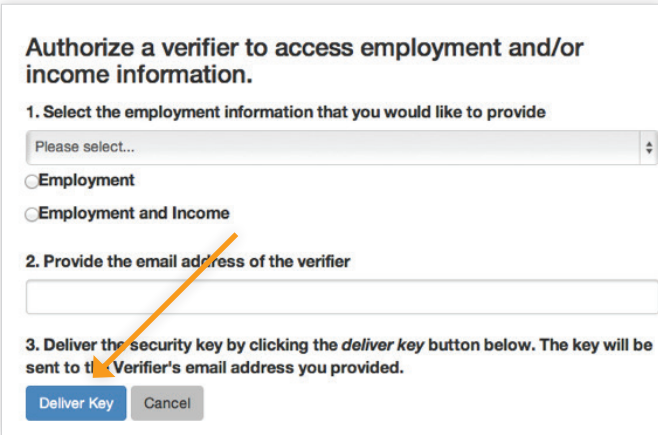
The screenshot shows the 'Employee Options' page with five circular icons: 'New Employment Report', 'View Past Reports', 'Upload/S...', 'Permission Keys', and 'Block/Unblock Access to My Data'. An orange arrow points to the 'Permission Keys' icon.

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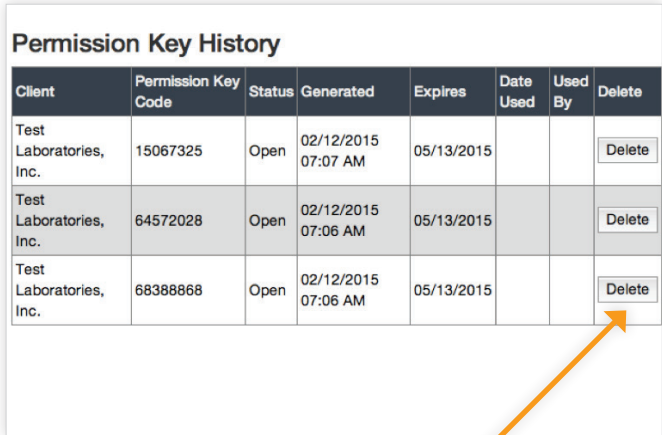
The screenshot shows the 'Permission Keys' page with a blue button labeled 'Require Permission Keys'. An orange arrow points to this button.

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The screenshot shows a form titled 'Authorize a verifier to access employment and/or income information.' It has three sections: '1. Select the employment information that you would like to provide' with radio buttons for 'Employment' and 'Employment and Income'; '2. Provide the email address of the verifier' with a text input field; and '3. Deliver the security key by clicking the deliver key button below.' with 'Deliver Key' and 'Cancel' buttons. An orange arrow points to the email address field.

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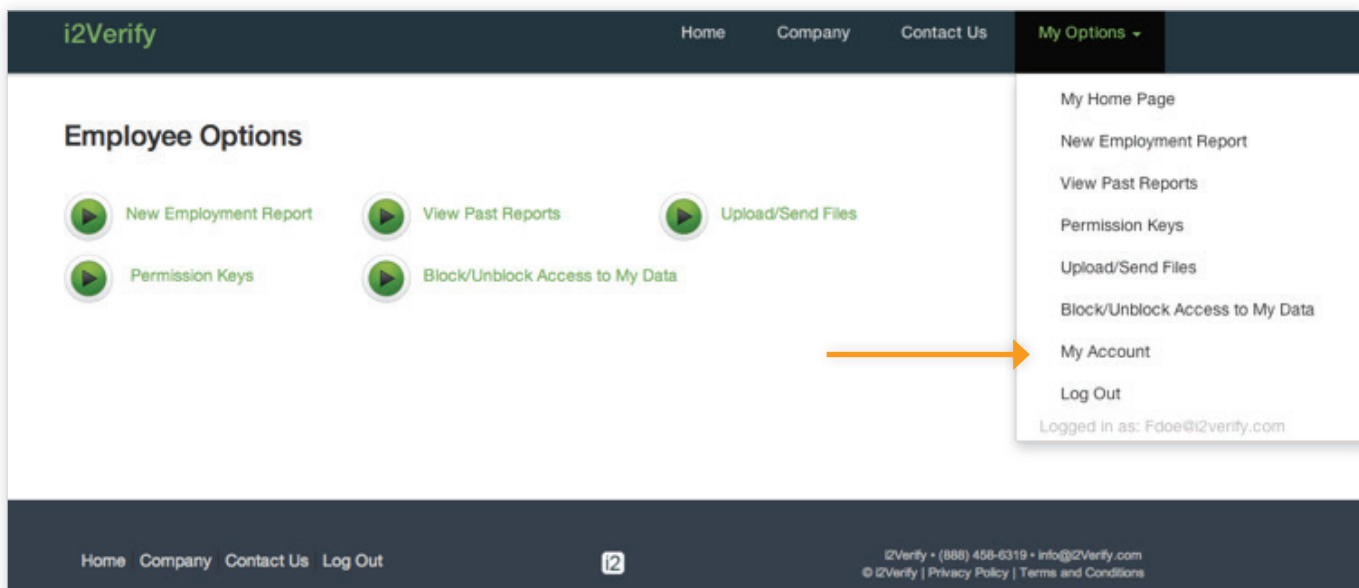
The screenshot shows a table titled 'Permission Key History' with columns: Client, Permission Key Code, Status, Generated, Expires, Date Used, Used By, and Delete. There are three rows of data, each with a 'Delete' button. An orange arrow points to the 'Delete' button in the third row.

Client	Permission Key Code	Status	Generated	Expires	Date Used	Used By	Delete
Test Laboratories, Inc.	15067325	Open	02/12/2015 07:07 AM	05/13/2015			Delete
Test Laboratories, Inc.	64572028	Open	02/12/2015 07:06 AM	05/13/2015			Delete
Test Laboratories, Inc.	68388868	Open	02/12/2015 07:06 AM	05/13/2015			Delete

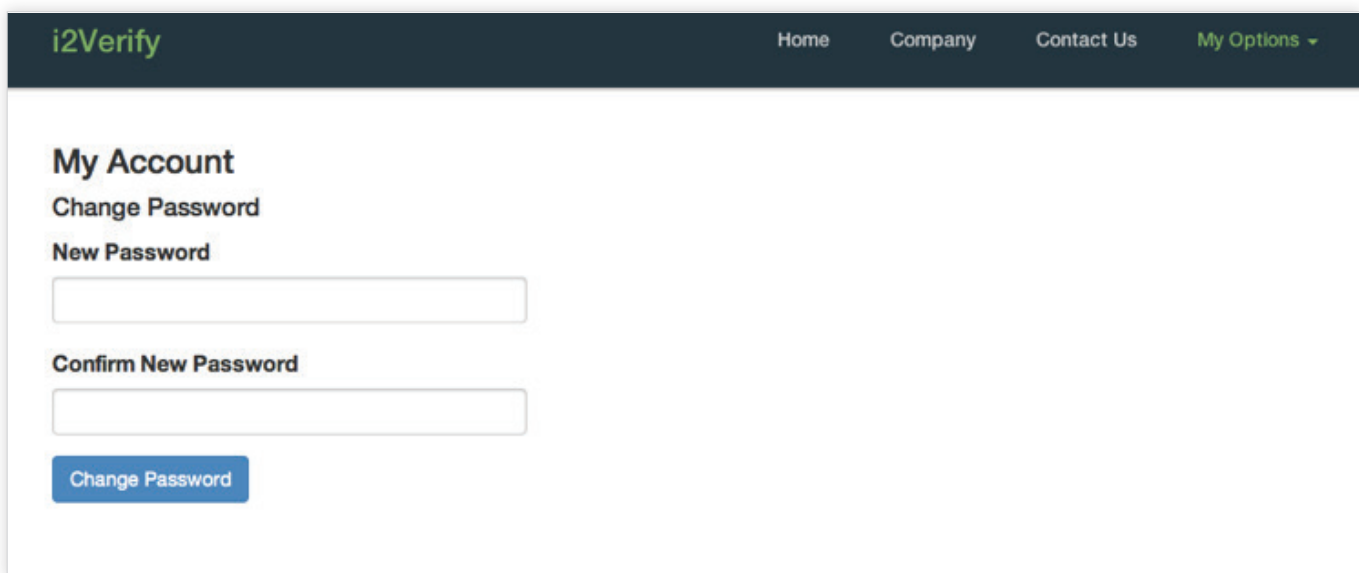
Question: How do I change my password?

To change your password:

- 1 Login to your i2Verify account.
- 2 From the My Options Menu select <My Account>.
- 3 Change your password.



The screenshot shows the i2Verify website interface. At the top, there is a navigation bar with links for Home, Company, Contact Us, and My Options. The 'My Options' menu is open, displaying a list of options: My Home Page, New Employment Report, View Past Reports, Permission Keys, Upload/Send Files, Block/Unblock Access to My Data, My Account, and Log Out. An orange arrow points to the 'My Account' option. Below the menu, the 'Employee Options' section is visible, containing five buttons: New Employment Report, View Past Reports, Upload/Send Files, Permission Keys, and Block/Unblock Access to My Data. The footer includes contact information and a copyright notice.

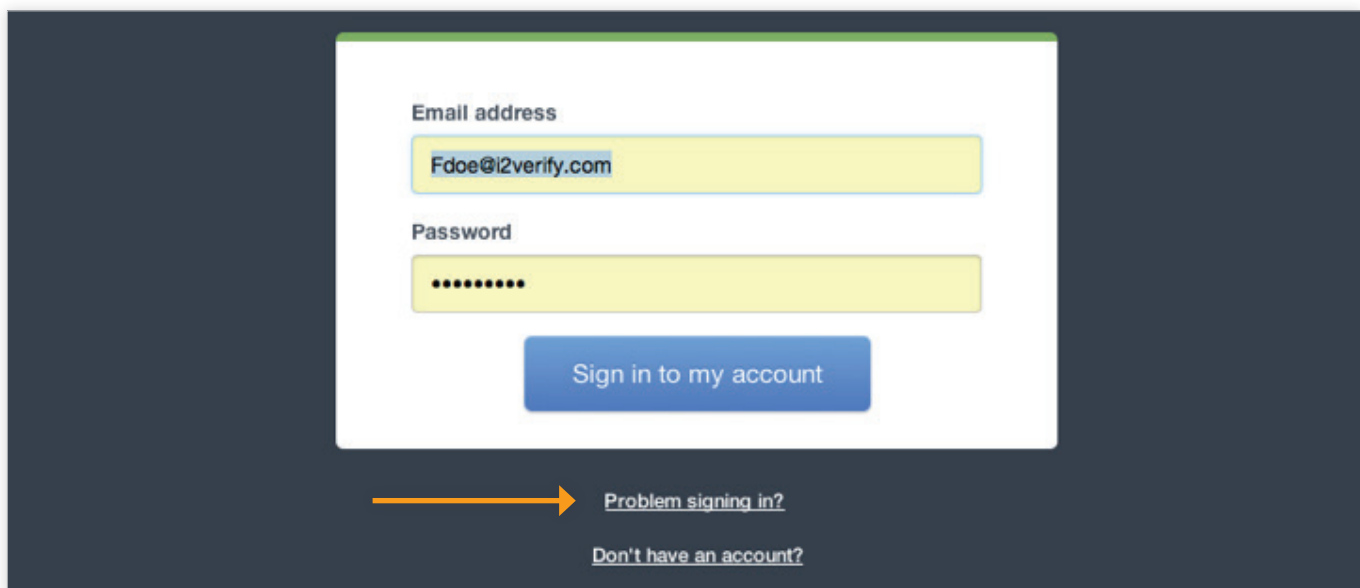


The screenshot shows the i2Verify website interface for the 'My Account' page. The page title is 'My Account' and the sub-heading is 'Change Password'. There are two input fields: 'New Password' and 'Confirm New Password'. Below the input fields is a blue button labeled 'Change Password'. The navigation bar at the top includes links for Home, Company, Contact Us, and My Options.

Question: What if I forgot my password?

As long as the email address used during the account creation process is still valid, an employee may retrieve a forgotten password by following the steps below:

- 1 From the i2Verify login page select <Problem Signing In>.
- 2 Enter the email address that was used to create your i2Verify account.
- 3 Change your password.



The screenshot shows the i2Verify login interface. It features two input fields: 'Email address' with the value 'Fdoe@i2verify.com' and 'Password' with masked characters. Below the fields is a blue 'Sign in to my account' button. An orange arrow points from the bottom of the form to the link 'Problem signing in?' located below the 'Sign in' button. Below this link is another link: 'Don't have an account?'.

Problems Signing In?

If you are having problems signing in, please review the suggestions below.

Have you activated your account?

You must activate your account prior to logging in. Search your mailbox corresponding to the email address you used to register with i2verify.com. Be sure to check your spam/junk folders.

Did you forget your password?

Please enter your email address to begin the process of resetting your password.

Can't remember which email address you used during registration?

Please call us at (888) 458-6319.

i2Verify

Employment verification simplified.



Call 888.458.6319 and visit us online
at www.i2verify.com