Employee User Guide

i2Verify Employee FAQs
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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.
**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:

2. Choose your employer.
**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:**

2. Choose your employer.
**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.
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>. 

![Image of i2Verify login and access options](image-url)
**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.
**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.
**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.
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.

![Image of the login page with options for problems signing in and resetting the password.](image-url)
i2Verify

Employment verification simplified.

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