i2Verify
Employee User Guide

Contents

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

1   From your Internet browser, go to https://i2verify.com/Registration/RegisterEmployee

2   Enter your email address (you do not have to use your work email address) as well as your unique password. Make sure to follow the instructions on acceptable passwords. Confirm your password and press the <Next> button.

3   Provide the required account validation information

4   Complete the setup. You will receive an email with an activation link to the email address you've provided. Retrieve this email activation link and follow the instructions to log in. NOTE – check your SPAM / JUNK folder if you do not receive the activation link within a few minutes.

1 **Basic Information** Your email Your password Confirm your password Next	**2** **Basic Information** Your email testemployee@i2verify.com Your password •••••••••••••• Confirm your password •••••••••••••• Next
3 **Personal Data** Your phone number Your social security number Your date of birth mm/dd/yyyy ☐ Email me when someone requests my information Previous Next	**4** **Please read and agree to the following** ESIGN Disclosure and Consent Read this Federal ESIGN Disclosure and Consent and keep a copy for your records. The following disclosures are required by the federal Electronic Signatures in Global and National Commerce Act ☐ I have read and agree to the ESIGN Notice. Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

i2 VERIFY

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 From your employee portal, Select <New Employment Report>

2 Choose your employer and select Employee Verification Report as the type of report. Also, select a reason for the report, and if applicable, a sub reason.

3 Select <Generate Report>

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New Employment Report
Generate a new employment report.

Verification History
View existing reports and shared data.

Restrict Access to My Data
Restrict access to your data using Permission Keys.

Block Access to My Data
Block or unblock access to your data.

2

New Employment Report

Choose a current or past employer

Type of Report

Employee Verification Report

Reason for Report

Just reviewing my personal information

Generate Report   Invite someone to view my data

3

New Employment Report

Choose a current or past employer

Type of Report

Employee Verification Report

Reason for Report

Just reviewing my personal information

Generate Report   Invite someone to view my data

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

Your Employment 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 Employment Verification Letter:

1 From your employee portal, Select <New Employment Report>

2 Choose your employer and select Employment Verification Letter as the type of report. Also, select a reason for the report, and if applicable, a sub reason.

3 Select <Generate Report>

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

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

1 From your employee portal, Select <Block Access to My Data>

2 To allow access to your employment data, make sure the switch is set to Allow Access, which is the default setting.

3 To block access to your employment data, make sure the switch is set to Block All Access.

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

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

1 From your employee portal, Select <Verification History>

2 Select the report tracking number to view the report provided to the verifier/requestor.

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✓ **New Employment Report** Generate a new employment report.	🗁 **Verification History** View existing reports and shared dat...
🔒 **Restrict Access to My Data** Restrict access to your data using Permission Keys.	👤 **Block Access to My Data** Block or unblock access to your data.

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Report Tracking Number	Report Type ↑↓	Date ↑↓
351816	Verification of Employment and Income	3/9/2020 12:40:45 PM

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 From your employee portal, Select <Restrict Access to My Data>

2 To activate a permission key, make sure the Require permission key switch is set to On. The default setting is off.

3 Add a permission key by selections <Add Permission Key>.

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Question: How do I change my password?

To change your password:

1 From your employee portal, Select your profile settings in the upper right-hand corner (see screen shot).

2 Choose the <Change Password> option.

3 Enter in your new password and follow the instructions to log in with your new password. Select <Contact Us> and follow the instructions to contact i2Verify with any questions. You may also contact us by phone: (888) 458-6319.