



www.usincomeverify.com
Customer Service: 866-612-8475

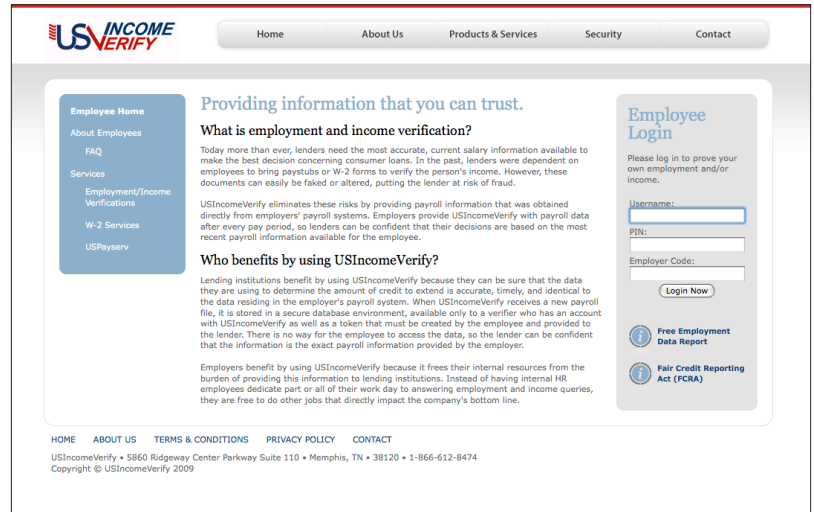
Verification Instructions for Employees

Employee Login Page

To log in to the USIncomeVerify website, you will need the following:

- Username (your 9-digit Social Security Number)
- Personal Identification Number (PIN) given to you by your employer
- Employer Code

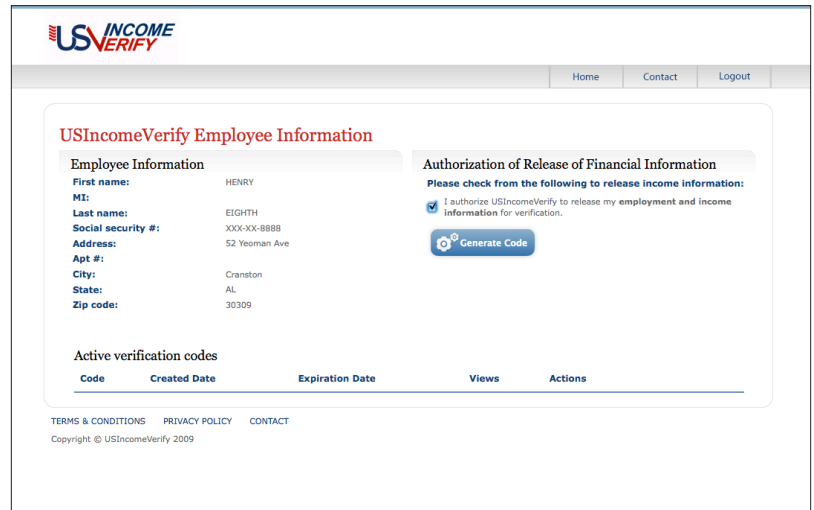
If you don't know your employer's code, you can look it up in the employee section of the USIncomeVerify website.



Verification Authorization

Once you have logged in, you can view your personal information on the left side of the screen.

To generate an Income Authorization Key, check the box under "Authorization of Release of Financial Information" and press the button to "Generate Code". By checking this box, you are authorizing USIncomeVerify to release your employment and income information for verification.

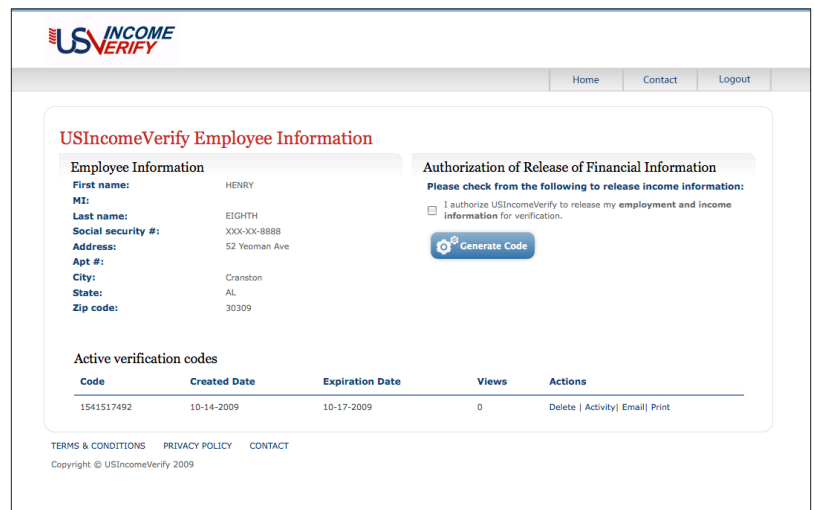


Verification Code

Your Income Authorization Key will appear in the table at the bottom of the screen. The most recently generated code will always appear at the top of the list. You may have up to 3 codes active at one time.

Each code will expire 7 days after the day it was generated.

There are several options under "Actions" for you to choose. The code can be emailed or printed for verification purposes, or you may delete the code.



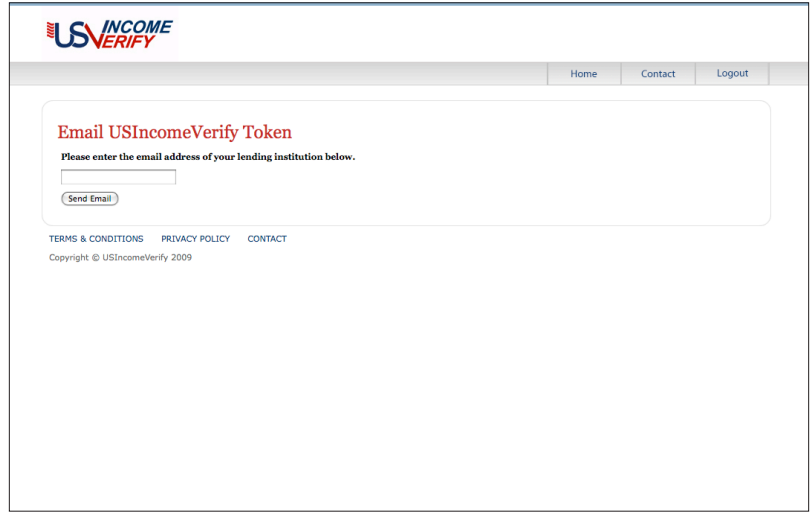


www.usincomeverify.com
Customer Service: 866-612-8475

Verification Instructions for Employees

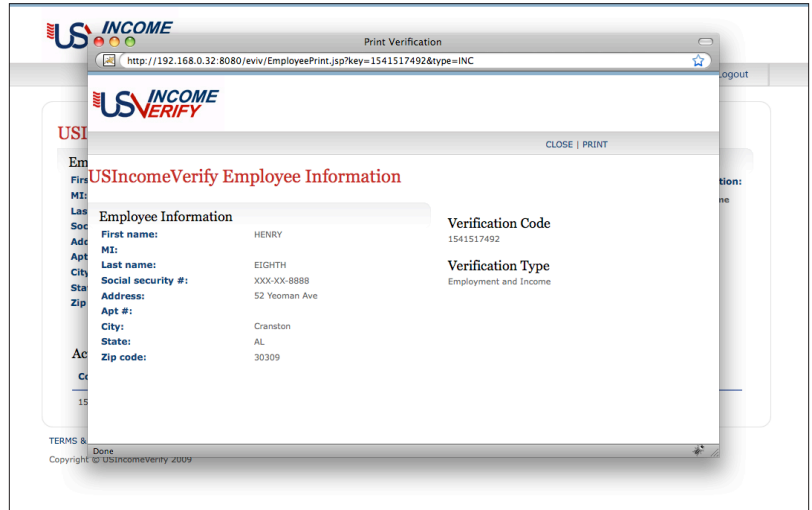
If you click “Email” under the Actions menu, you may type in an email address for the verification code to be sent to.

Email Verification Code



If you click “Print” under the Actions menu, a new window will pop-up with your verification formatted for printing purposes. Click “Print” on the pop-up screen. When you are done, click “Close”.

Print Verification Code



You have now completed the employee portion of the verification process. You may click “Logout”, or you may generate another Income Authorization Key.

Logout

