



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

Verification Instructions for Verifiers

Verifier Login Page

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

- Username
- Password
- Your Company's Name

Once you have logged in, you can begin the verification process. **For an income verification**, you will need the following pieces of information:

- Employee's Social Security Number
- Employer Code
- Income Authorization Key

You must select a reason for needing the verification. This reason will appear on the final verification screen.

For an employment verification, you will not need an Income Authorization Key.

Click "Process".

Entering a New Verification

Viewing Employment & Income Information

On the verification screen you will find information about the employee including their employer name and address and date of hire. You will also find income information for all years of employment with the current employer and the two most recent paystubs (if available).

At the top right, you may click "Printable Copy" to print a copy of the information.

Email Verification Code

If you click “Printable Copy” a pop-up window will appear with the verification email formatted for print. After you are done printing, click “Close”.

The screenshot shows a browser window titled "Print Verification" with the URL "http://192.168.0.32:8080/evlv/inc_ver_print.jsp". The page content includes:

- Employee Information:**
 - Employer: Ncycles
 - Verification Date: Information current as of 10-14-2009
 - Verification Type: Employment
 - Verification Reason: Employee application for Credit
- Employer Contact Information:** 5350 Poplar Avenue, Suite 415, Memphis, TN 38028, 901.756.2705
- Employee Table:**

Name	Title	SSN	Status	Hire Date	MR Hire Date	Term Date
Eighth, Henry	TECHNICIAN IV	*****8888	Full Time	05-12-2001		
- Income History Table:**

Pay Year	Avg Hours	Ytd Earnings	Net	Taxes	Post Tax	Pre Tax	Paystubs
2008	40	\$56,826.11	\$37,424.32	\$19,401.79	\$0.00	\$0.00	27
2007	40	\$62,280.77	\$40,869.82	\$21,410.95	\$0.00	\$0.00	28
2006	40	\$57,508.83	\$43,064.89	\$14,443.94	\$0.00	\$0.00	29
- Last Two Paystubs (if available) Table:**

Pay Date	Earnings	Pretax Deductions	Other Deductions	Tips	Taxes	Net Income
12-16-2008	47,346.15	€186.02	400.95	4.00	€347.00	€1,771.30
12-02-2008	47,346.15	€186.02	400.95	4.00	€347.00	€1,771.30

You may now “Logout” or click “Return” to enter a new verification.

The screenshot shows the "New Verification" form with the following fields and options:

- Employee SSN:** [Text Input]
- Employer Code:** [Text Input]
- Verification Code:** [Text Input]
- I am obtaining this verification of employment and/or income for the following reason:**
 - Employee application for Credit
 - Employee eligibility for a benefit granted by a governmental agency (Law requires we consider the employee's financial responsibility or status.)
 - Employee has issued me written instructions to obtain this information
 - Performing a review or collection of the employee's account
 - Purposes of Employment
 - To determine child support payments (I represent a state or local child support enforcement agency.)
- Buttons:** History, Process

If you wish to view a list of previous verifications, click “History”.

Verification History

In the list of recent verifications, notice an expiration date is given for each verification. If the expiration date has not passed, you may view the verification and print it again if necessary.

If the verification has expired, a new one will need to be requested from the employee.

The screenshot shows the "Recent Verifications" table with the following data:

ID	Type	Created Date	Expiration Date	Employee	View
1304	INC	10-14-2009	10-24-2009	HENRY EIGHTH	View
1303	INC	10-14-2009	10-24-2009	HENRY EIGHTH	View
1302	INC	10-14-2009	10-24-2009	HENRY EIGHTH	View
1301	INC	10-14-2009	10-24-2009	HENRY EIGHTH	View