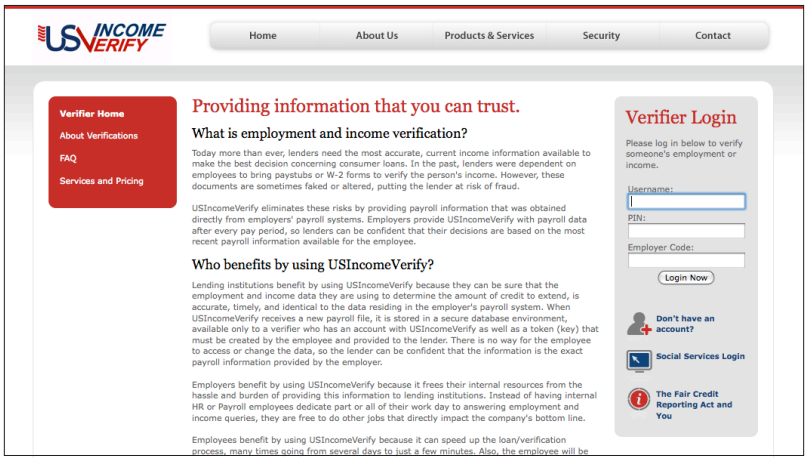
www.usincomeverify.com
Customer Service: 866-612-8474

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



Entering a New Verification

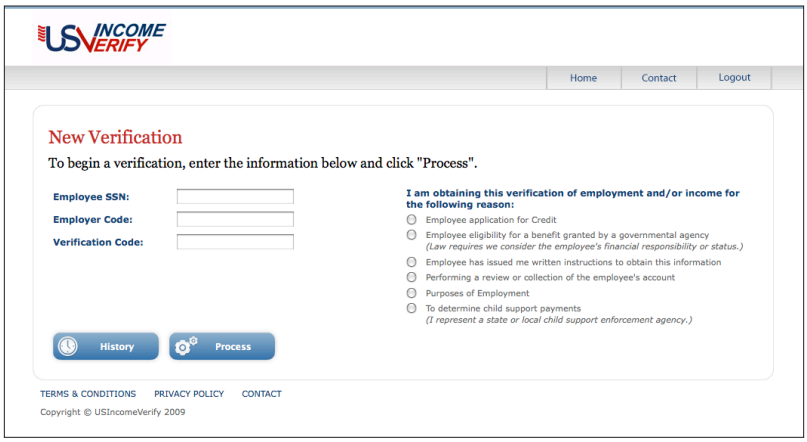
Once you have logged in, you can begin the verification process. **For an income verification**, you will need the following pieces of information:

- 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.

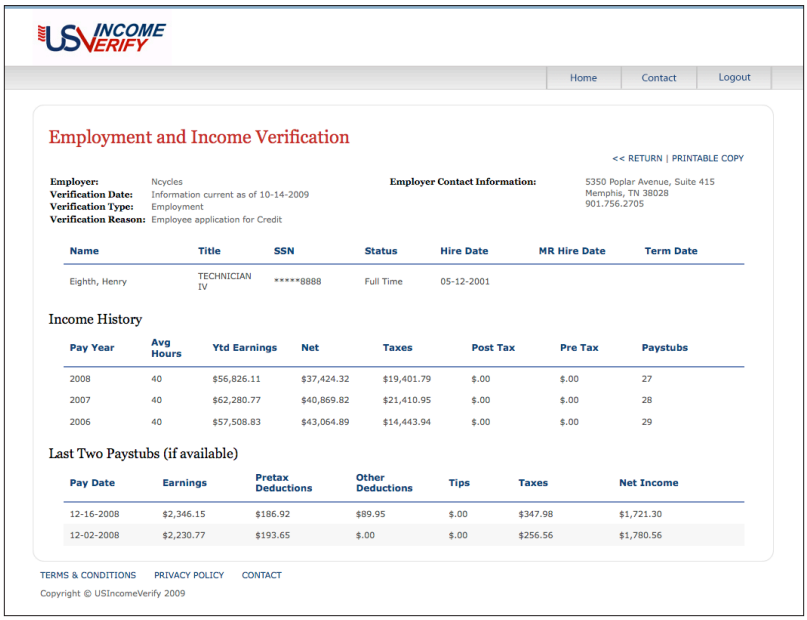
Click "Process".



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.



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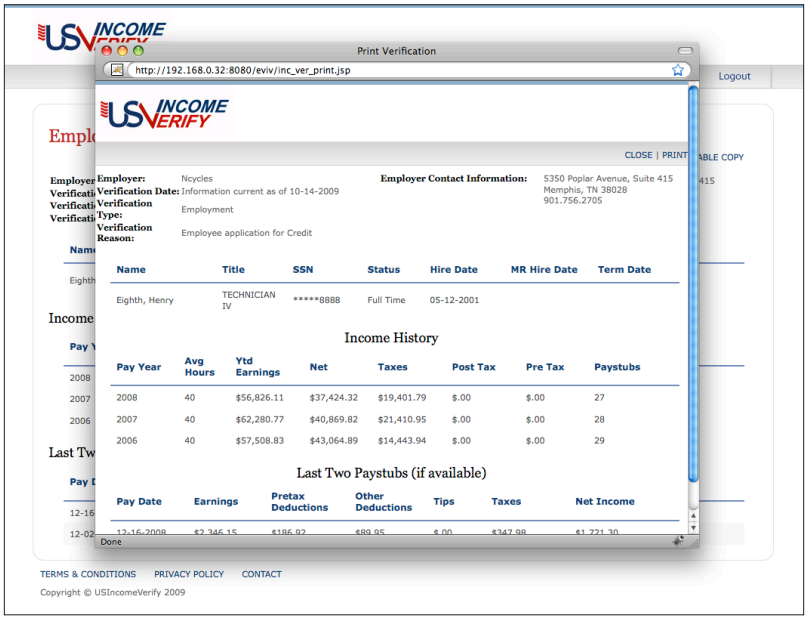
Customer Service: 866-612-8474

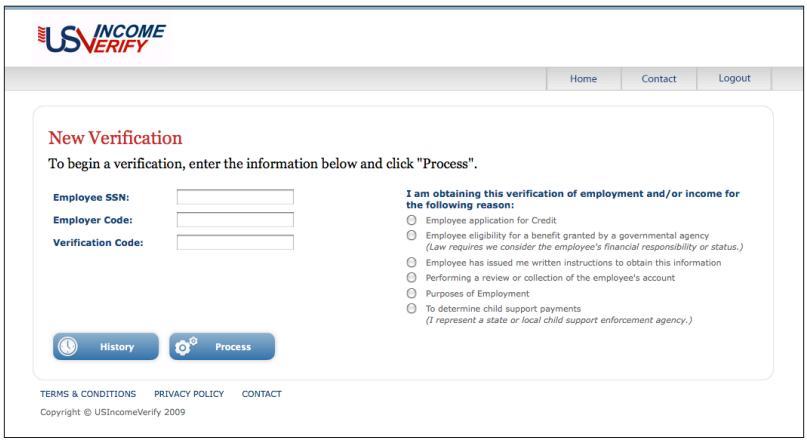
Verification Instructions for Verifiers

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”.

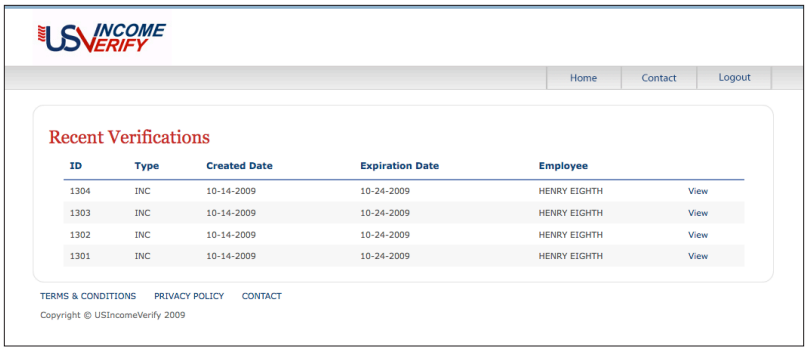


You may now “Logout” or click “Return” to enter a new verification.



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.