

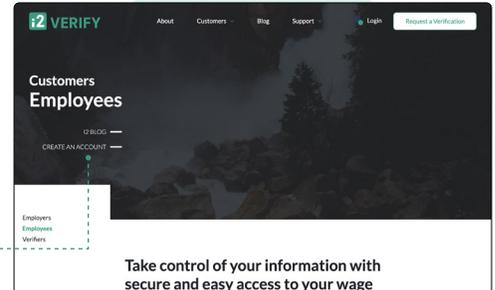
### STEP 01

## Getting Started

- To get started on the i2Verify website, go to: [www.i2verify.com/customers/employees](http://www.i2verify.com/customers/employees)

- From the Employees page, click **Create an Account**.

*\* This can be found under "Employees" within the header image of the page.*



### STEP 02

## Create Your Account

- Select **"I need to create a new i2Verify.com account."**
- To describe the purpose of the account you are creating, answer the question: **"Which of these applies to you?"**  
*\* Hint: If you are a current or former employee, your answer should be "I am a current or former employee of a company that uses your system."*
- Enter your email address and create a password.  
*Hint: we recommend using your personal email.*
- Next, enter your phone, social security number and date of birth. The social and date of birth must match what is on your pay records.
- Finally, review and check the three boxes agreeing to the Terms & Conditions.

A screenshot of the i2Verify account creation form. The question is "Which of the following best describes the purpose of the account you're creating?". There are three radio button options:

- I am a business such as a lender, background check provider, employer that is hiring an employee, or a property manager that needs to review an employee's verification report.
- I am a social service or government agency that needs to review a verification report.
- I am a current or former employee of a company that uses your system.

A "Please note" box states: "You will be required to confirm your email address every 60 days or upon your next login attempt after the 60-day expiration." There is a "Next" button at the bottom right.

### STEP 03

## Verify Your Account

- As an added layer of security, we use a two-factor code. Please select the means you would like to receive your two-factor code on and then enter this code into the submission form.
- To verify that you wish to create an i2Verify account, you will receive a confirmation email. Please click on the link in the email to verify and create your account.
- Once you validate the code your account will be created.



### STEP 01

## Log In to Your Account

- Go to [www.i2verify.com](http://www.i2verify.com).
- Click **Login** at the top of the page.
- Please enter the email and password you used to create your account.
- Once these items are submitted, you will receive a 2-factor authentication code. Please enter the code to log in.

### STEP 02

## Your Dashboard

Once you have successfully logged in, you will have several options. These include:

### Employee Verification Report/Letter:

From here you can instantly obtain an Employment Verification Report or an Employment Verification Letter.

### Restrict Access to My Data:

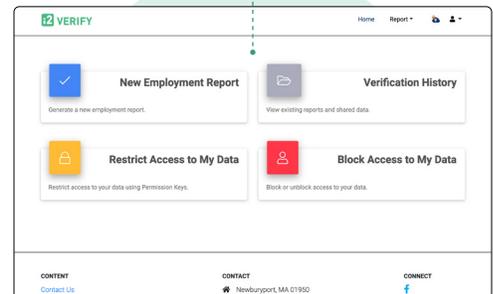
Permission keys allow you to add an additional level of security to the employment verification process. If you activate the option to require permission keys, all non-government verifiers will require your permission prior to being granted access to your data. This permission comes in the form of a permission key that only you can generate.

### Verification History:

Allows you to see previously generated reports.

### Block (or Unblock) Access to My Data:

Allows you to block any Non-Government entity from viewing your data.



## Need further assistance?

Our support team is available to meet you at any time to answer your questions.