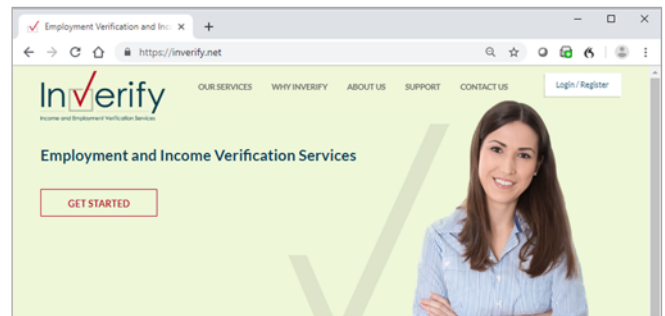


InVerify Self-Service for Associates

Employment and Income Verification

The associate self-service portal from InVerify is designed for you to have access to your employment and income verification information. As an associate, you may access these services when needed:

- **Manage Your Income Key**—Create or change an Income Key for verifiers to access your income information. A default key is set up automatically during service activation. You are able to change or set up an expiration date for your key at any time for additional security.
- **Unofficial “Employee Only” Copy of Verification Report**—Review the verification report for your associate records. This report is for your use only and cannot be distributed to third-party verifiers like banks or mortgage companies.
- **Immigration Letter**—Print out or download an employment letter designed specifically for use as employment and income verification with Immigration Offices.
- **Employee Usage Report**—Determine who has executed a verification report on your profile. Specify a timeframe and obtain a list of who has executed a report, the type of report and date it was executed.



How to Get Started

1. Go to inverify.net.
2. Click Get Started.
3. Scroll down to Employee Registration and click Register.
4. Enter the required info and click Register—Company Code = **129000**.
5. You will receive an email to validate your email address. Please click on the link and input your email address. Once your email is validated, you may click on the Login link to access your account.
6. Log in to InVerify using login box on upper right corner.
7. Choose from the available options.

More information

For more information or assistance, please contact InVerify:

- Visit inverify.net.
- Call 866.295.7363.
- Email support@inverify.net.

Customer service hours are weekdays from 9 a.m. to 8 p.m. or online support is available 24/7.