

# InVerify Income Key— Keeping Your Information Secure

The Income Key from InVerify gives associates additional control over access to income data. It is a seven-digit code required to obtain access to income verification for any associate InVerify represents.

## How It Works

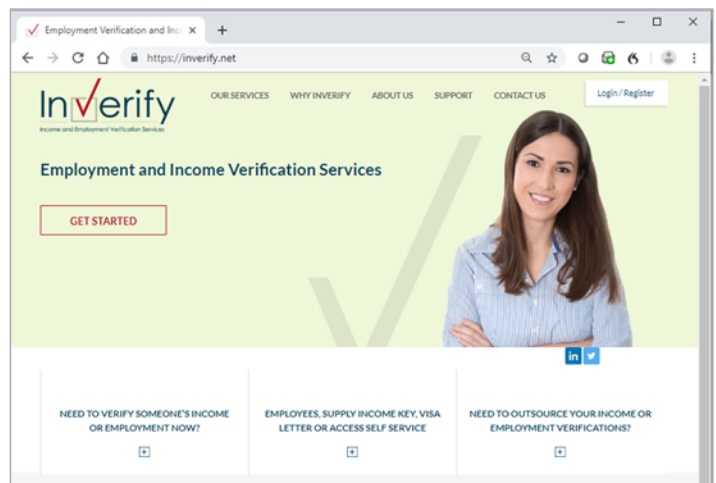
Like most employers, Health First set up a default Income Key when activating the InVerify service. The default is a unique combination of each associate's personal information. You have the option to change your key at any time. You can also set up an expiration date each time you change your key so any previous requestor's access has a limited timeframe.

The default Income Key for Health First associates = **Last 4 digits of User ID + first 3 characters of last name.**

- For example, if Amy Smith's User ID is AM123456, her Income Key is 3456SMI.

## How to Manage Your Income Key

1. Go to [inverify.net](https://inverify.net).
2. Log in to your account—if you have not already registered, go to GET STARTED and scroll down to Employee Registration.
3. Select Manage Your Income Key, confirm you are not a robot, then click NEXT.
4. Enter your new Income Key—it must be seven digits and include at least one letter and one number.
5. Optional: Set an expiration date for your Income Key.



## More information

For more information or assistance, please contact InVerify:

- Visit [inverify.net](https://inverify.net).
- Call 866.295.7363.
- Email [support@inverify.net](mailto:support@inverify.net).

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