



CCC VERIFY

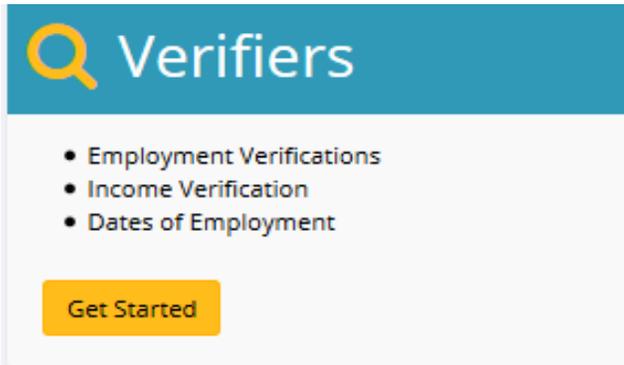
User Guide

Verifiers



Verifier Experience: sign up process

Government and commercial verifiers alike can create an account on CCC Verify and verify employment after meeting criteria such as user vetting and providing a valid permissible purpose. To sign up as a verifier click the get started button under the verifiers tab on our homepage



On the next screen the verifier will enter information about themselves and their organization.

Your Information

First Name	Last Name
Email	
Password	Confirm password

You must protect your account with a strong password that contains all of the following:

- At least 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number **or** a special character (\$ @ # ! % ^ * ? &)

Your Organization

Your job Title	
Organization Name	
<input type="checkbox"/> This is a governmental agency.	
Federal Tax ID/EIN	
http://www.your-employer.com	
Address Line 1 <small>Street address, P.O. Box, C/O instructions</small>	
Address Line 2 <small>Unit or Suite Number, Building, Floor, or similar</small>	
City	Select State <input type="button" value="v"/>
ZIP Code	Work Phone

At the bottom of the screen the verifier must provide employee authorization of income information.

Legal

The Fair Credit Reporting Act (FCRA) only permits verifiers to obtain employee data for specific purposes. Please select your Permissible Purpose below.

Select Permissible Purpose

- Select Permissible Purpose
- Employment Screening for Hiring Purposes
- Consumer Loan (Home/Auto Purchase/Refinancing)
- Residential Lease or Rental
- MUD-Subsided Property or Housing Authority
- Debt Collection
- Employee Consent
- Benefit Eligibility or Locating
- Child Support
- Employee Requesting Report
- Florida Public Records Law (Statute 119.071) regarding Public Officers, Employees and Records

Legal

The Fair Credit Reporting Act (FCRA) only permits verifiers to obtain employee data for specific purposes. Please select your Permissible Purpose below.

Select Permissible Purpose

I have read and agree to comply with the FCRA.

I have read and understand the CCC Verify Terms of Service.

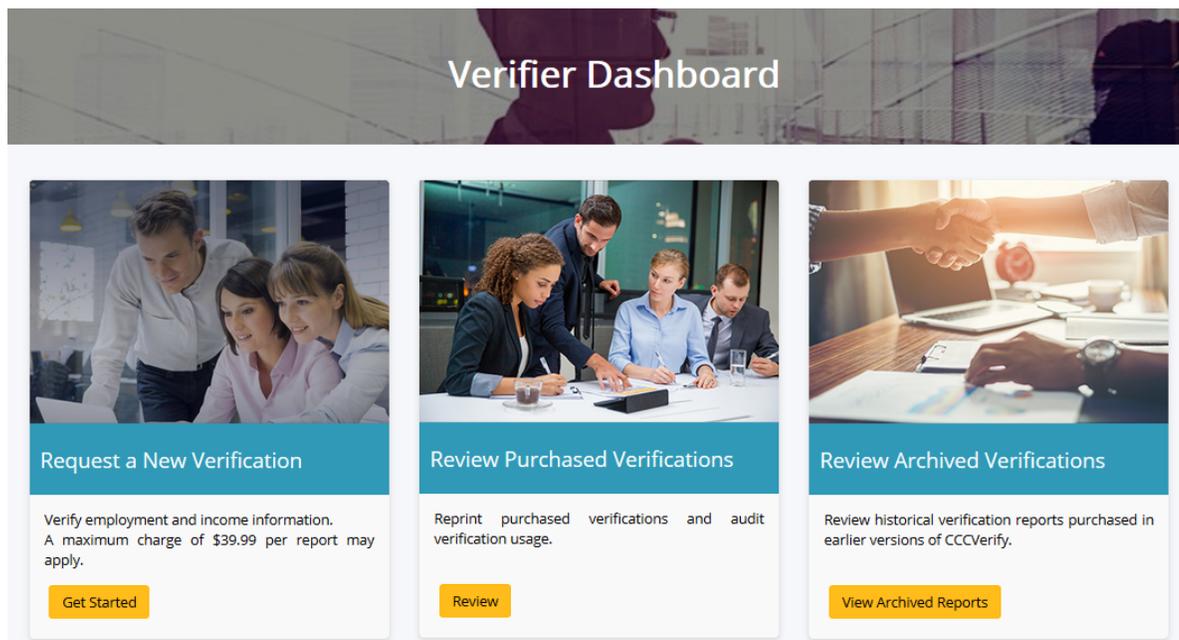
Click [here](#) for a copy of the Consumer Financial Protection Bureau's Notice to Users of Consumer Reports.

Register

Verifier Experience: email registration and verifier dashboard

Once the verifier has completed the sign-up page and clicked the register button they will see a message that states they have been emailed to complete registration. When the verifier receives the email, they are required to click the link in the email which brings the user to the website where a message stating registration is complete is displayed. The user can now use their email address and password to log in and view their dashboard.

Commercial verifiers and government verifiers alike go through the sign-up process. However, only government verifiers have access to more detailed pay data. Government verifiers are not charged for verification services.



The verifier dashboard shows 3 different options.

- Get started
- Review
- View archived reports

Get Started brings the verifier to the first step of verifying employment data

Step 1 of 3: Enter Employee Information

Social Security Number

Employee's Last Name

Employer
Not sure of the spelling? Try typing just a few letters.

Report Type: Verification of Employment
 Verification of Income and Employment

[Next](#)

Review brings the verifier to a page where they can review their past purchases

Review Verification Reports

Review your previously-purchased verification reports.

Start Date:

End Date:

Show entries Search:

Employee Last Name	Employee Last 4 SSN	Report Type	Cost	Requested Date/Time	Actions
ALMEIDA	6789	Verification of Employment	\$34.99	06/15/2018 08:37 AM	View Report
ALMEIDA	6789	Verification of Employment	\$34.99	04/13/2018 10:50 AM	View Report
SMITH	6789	Verification of Income and Employment	\$39.99	03/12/2018 10:37 AM	View Report

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

[Back to Verifier Dashboard](#)

View Archived Reports takes users to a page where they can view purchases they made on our old web-based system (before February 2018)

View Archived Reports

Enter the Report Reference Number of a verification purchased in the old version of CCC Verify to retrieve a copy of that report.

Please Note: Only the user who purchased the report may reprint an archived report. If you previously purchased a report in the old system under a different username, please contact customer service to assist further.

[View Historical Report](#)

[Back to previous page](#)

