



## Requestor/Verifier Instructions for VerifyAdvantage Site Use

Thank you for your recent request for employment and/or income verification for one of our current or former employees. VerifyAdvantage, which is available 24 hours a day, seven days a week, is our web-based resource for this information supported by our vendor First Advantage. Once your account has been created and confirmed, you will have the ability to order the verification information utilizing these three items from the Employee:

- FULL Social Security Number
- Last Name (if surname includes Jr., VII, etc, this will be needed as well)
- The Name of our Company

Below are instructions to help you through the account creation process. **Please note, once you have created your account, you will be placed into an “In progress” status for completion of credentialing to validate you and your company’s use for the site. This process may take up to 6-10 business days and is REQUIRED.**

Step #1: Go to [www.verifyadvantage.com](http://www.verifyadvantage.com) and select the “Create an Account” hyperlink shown in the lower left-hand quadrant of the home page.



Step #2: Complete the Captcha verification step to confirm that you are a live user and not an automated data collector.

Step #3: The subsequent two web pages will prompt you to data enter User Information that you will to create your username/password for future access to the site as well as provide your identity information.

Step #4: Enter your Company Information as directed and select the “Ok” button to move forward to the Business Information screen.

Step #5: On the Site Inspection Contact screen, please provide the point of contact for your location IF a site inspection is required.




Step #6: You must enter a “Permissible Purpose” for your use of the site as well as your “Industry Type” and “Company Location” for the available drop downs. You DO NOT have to enter Bank Information if not desired. Select the “Save” button to move forward.


Step #7: The last screen in the initial application process requires the uploading of a business document that will be used as part of the credentialing process. Examples of acceptable documents are noted below:

One (1) of the following active documents:	Two (2) Active documents from the following four (4) bulleted items – only one document from within each bullet allowed:
<ul style="list-style-type: none"> <li>Professional License or Regulated License (required if your Organization is professionally related)</li> <li>Secretary of state business filing such as Articles of Incorporation, Articles of Organization, LLC or LLP</li> <li>501 (c) (3) Certification (issued by the IRS or State Revenue Dept.)</li> </ul>	<ul style="list-style-type: none"> <li><u>One of</u> : Business License , Occupational License or equivalent business document issued by the city, county or state licensing jurisdiction</li> <li><u>One of</u> : Commercial Insurance policy Declaration Page <u>OR</u> Current phone bill (within 60 days)</li> <li><u>One of</u> : Sales Tax Registration <u>OR</u> Franchise Tax Certificate</li> <li>FEIN letter Issued by IRS</li> </ul>

Step #8: Once the document has been uploaded, you will receive a confirmation page that can be printed for your records. Please note the information on the page indicating that you will receive an e-mail with a URL link to follow to complete the final steps of the activation process. This step is to validate your e-mail address.

Step #9: Once the activation link is selected, you are re-routed back into the site to complete your eSignature of the Terms and Conditions for use of the site. When complete, you will receive an “Operation was successful!” message such as the one below. You will now have log-in access to the site but will not be able to order the employee’s report until credentialing is complete. You will receive an e-mail notification when complete.

**Operation was successful!**



- Thank you.
- Your account is now active.
- Please proceed to the login screen to begin using the system.

***Please note that VerifyAdvantage / First Advantage cannot provide verbal verifications over the phone. You have the option to obtain the report directly from the Employee while awaiting the completion of your credentialing process.***

**For further assistance in utilizing VerifyAdvantage, please contact their Customer Response team at 1.866.894.7687 between the hours of 8:00AM-5:00PM Eastern Time Monday thru Friday. They can also be reached via e-mail to [support@verifyAdvantage.com](mailto:support@verifyAdvantage.com).**