Creating a New i2Verify Account

STEP 01 Getting Started

• To get started on the i2Verify website, go to: 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.

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.
Viewing Your Reports

STEP 01 Log In to Your Account

- Go to 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.