

WAGEverify™
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www.wageverify.com

Employee User Guide



Employee FAQs

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Question: How can I create a user account?

1. From your internet browser go to www.WAGEverify.com
2. Click on **Register** followed by → **Employee**.
3. Enter all of the information within the Registration page, then click **Register**.



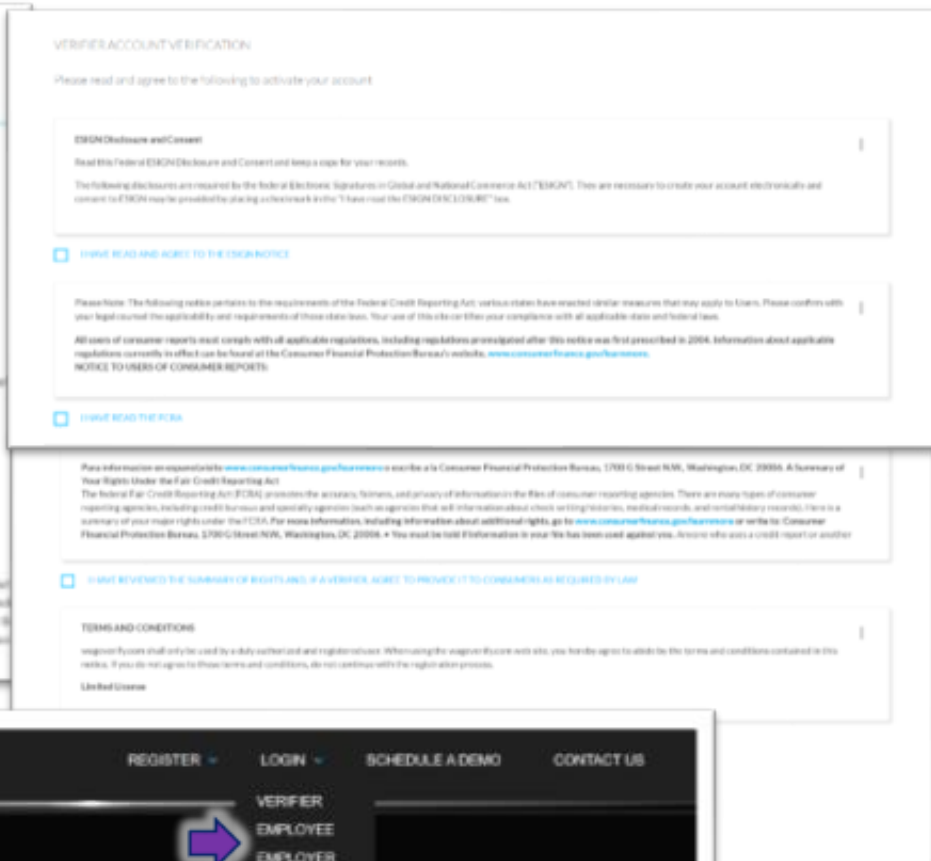
The screenshot shows the "EMPLOYEE REGISTRATION" form. At the top right of the form area is a link: "HAVE AN ACCOUNT? PLEASE LOG IN". The title "EMPLOYEE REGISTRATION" is centered, followed by the instruction "Please provide the following information to complete registration". Below this is a red asterisk and the text "REQUIRED FIELDS". The form contains the following fields:

- EMAIL ADDRESS**: A text input field with the placeholder "ENTER EMAIL ADDRESS".
- CONFIRM EMAIL ADDRESS**: A text input field with the placeholder "RE-ENTER EMAIL ADDRESS".
- MOBILE NUMBER**: A text input field with the placeholder "ENTER MOBILE NUMBER".
- PASSWORD***: A text input field with the placeholder "ENTER PASSWORD". A red error message "PASSWORD IS REQUIRED" is displayed below it.
- CONFIRM PASSWORD***: A text input field with the placeholder "RE-ENTER PASSWORD".
- SSN***: A text input field with the placeholder "111-22-3333".
- DATE OF BIRTH***: A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- FIRST NAME***: A text input field with the placeholder "ENTER FIRST NAME".
- LAST NAME***: A text input field with the placeholder "ENTER LAST NAME".
- WORK PHONE NUMBER***: A text input field with the placeholder "ENTER WORK PHONE NUMBER".
- EXT**: A text input field with the placeholder "EXTENSION".
- EMAIL ADDRESS (PERSONAL)**: A text input field with the placeholder "ENTER EMAIL ADDRESS (PERSONAL)".

At the bottom of the form are two buttons: "CANCEL" and "REGISTER".

Question: How can I create a user account?(cont.)

4. You will then be emailed an activation link to the email address you've provided. Retrieve this email activation link and follow the instructions to login. NOTE – check your SPAM/JUNK folder if you do not receive the activation link within a few minutes.
5. Notices and disclosures must be agreed to before moving to the next step. Check each box and click **I Agree**.
6. On the main Home Page, click **Login** and select the Employee option. Use the credentials you have created to login.



Question: How do I view my employment and income information?

7. The main page contains your dates of employment, job title, current employment status, as well as your pay period wage data. This information is broken down into tabs.
8. Choose the specific employer from the drop-down option.

Question: How do I download a PDF version of my report?

9. To download a PDF version of the report select from the following types: **Employee Verification Report** (Includes employment and income information) or the **Employee Verification Letter** (Includes ONLY employment information). Click view, to see the report. Then



The screenshot shows the WAGEverify dashboard. At the top, there is a navigation bar with links for HOME, DATApass, REPORTS, PROFILE, and LOGOUT. Below the navigation bar, a user profile is displayed with a 'Welcome' message and the name 'Firstname10 Lastname10'. A purple arrow points to a dropdown menu labeled 'PULL YOUR OWN EMPLOYMENT REPORT' which currently shows 'Employee Verification Report'. To the right of this dropdown is a blue 'VIEW' button. Below the navigation bar, there are five tabs: EMPLOYER (highlighted in blue), EMPLOYEE, JOB & WAGE HISTORY, PAY SUMMARY, and PAY DETAIL. At the bottom of the dashboard, there is a rounded rectangular box containing the following information:

Name:	Test Account
Division:	Fake Restaurant 1
Address:	000 Test Street Test City, Georgia 30300

The screenshot shows the WAGEverify report page. At the top, there is a navigation bar with links for HOME, DATApass, REPORTS, PROFILE, and LOGOUT. Below the navigation bar, there is a blue 'BACK' button. A purple arrow points to a blue 'VIEW' button and a blue download icon. Below the navigation bar, there is a large white box containing the WAGEverify logo. Below the logo, the date 'June 25, 2020' is displayed. Below the date, the following information is shown:

Re: FirstName10 LastName10
Employee Id: 000000010
We Welcome To Meet Personnel

Question: How do I view past reports?

10. Select the **REPORTS** tab on the upper right-hand side.
11. This can be filtered and sorted by data range and/or report type.

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HOME DATApass **REPORTS** PROFILE LOGOUT

Welcome
Firstname10 Lastname10

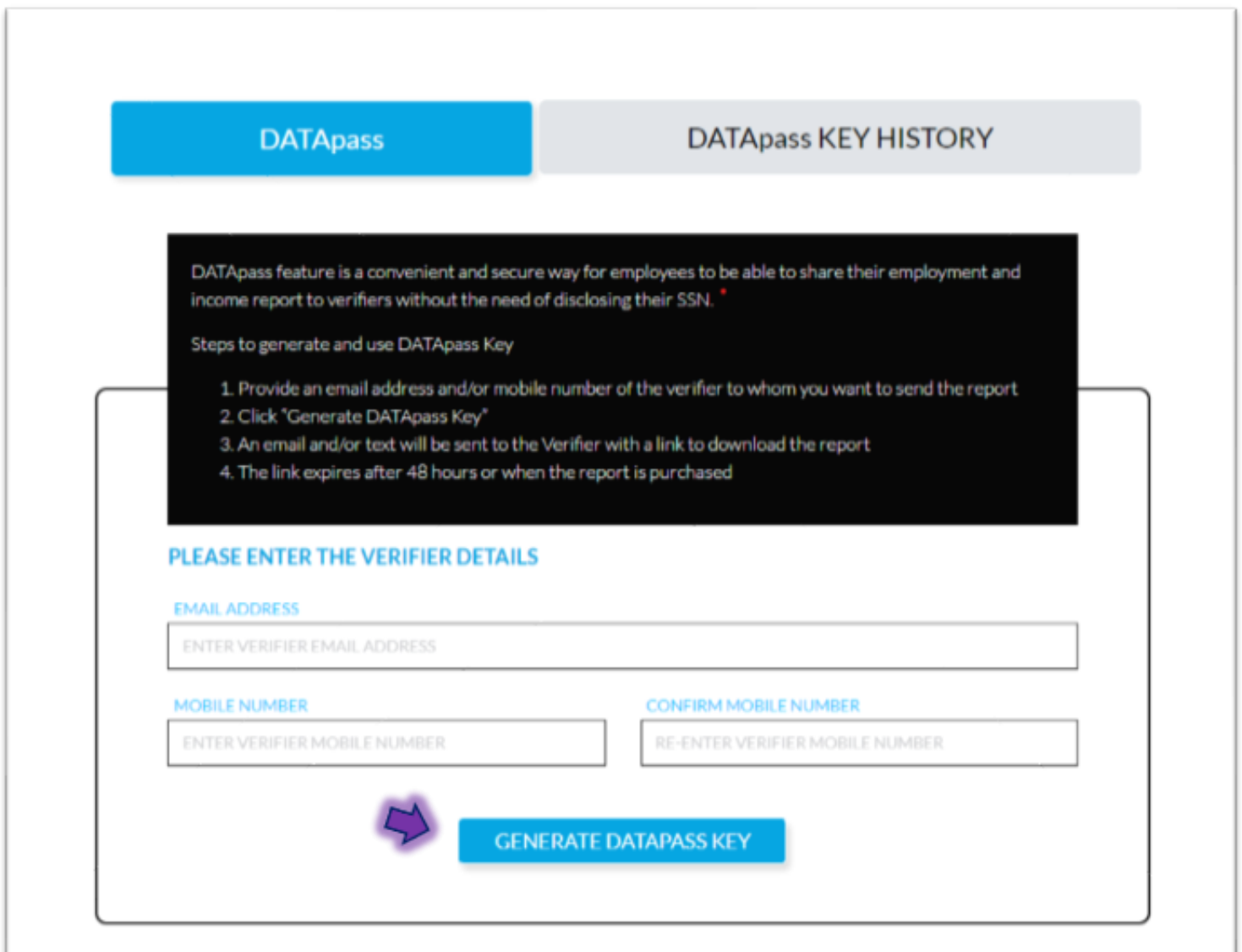
PAST REPORTS

REPORT NUMBER	EMPLOYER	EMPLOYEE NAME	REPORT TYPE	REQUESTED DATE	REQUESTER
191207	TEST ACCOUNT	FIRSTNAME10 LASTNAME10	VERIFICATION OF EMPLOYMENT AND INCOME	06/18/2020	FAKERESTAURANTEMPLOYE...
188494	TEST ACCOUNT	FIRSTNAME10 LASTNAME10	EMPLOYEE VERIFICATION LETTER	06/12/2020	FAKERESTAURANTEMPLOYE...

Question: How do I send a report directly to a verifier?

12. Select the **DATApas** tab on the upper right-hand side.
13. Enter the verifiers information (Email and Phone Number).
14. Read through the directions below as they provide all the information necessary.

The DATApas tool is utilized to expedite the request, provide a secure way of sending a report, and allows the report to be shared without the employee having to disclose their SSN.



The screenshot displays the DATApas interface. At the top, there are two tabs: 'DATApas' (highlighted in blue) and 'DATApas KEY HISTORY' (grey). Below the tabs is a black box containing the following text:

DATApas feature is a convenient and secure way for employees to be able to share their employment and income report to verifiers without the need of disclosing their SSN. *

Steps to generate and use DATApas Key

1. Provide an email address and/or mobile number of the verifier to whom you want to send the report
2. Click "Generate DATApas Key"
3. An email and/or text will be sent to the Verifier with a link to download the report
4. The link expires after 48 hours or when the report is purchased

Below the black box, the text 'PLEASE ENTER THE VERIFIER DETAILS' is displayed in blue. Underneath, there are three input fields:

- EMAIL ADDRESS**: A text input field with the placeholder 'ENTER VERIFIER EMAIL ADDRESS'.
- MOBILE NUMBER**: A text input field with the placeholder 'ENTER VERIFIER MOBILE NUMBER'.
- CONFIRM MOBILE NUMBER**: A text input field with the placeholder 'RE-ENTER VERIFIER MOBILE NUMBER'.

At the bottom center, there is a blue button labeled 'GENERATE DATAPASS KEY' with a purple arrow pointing towards it.

Question: How do I block/unblock access to my data?

15. Select the **PROFILE** tab on the upper right-hand side.
16. Then click **settings** → **BLOCK/UNBLOCK**

Question: How do I enable my approval before a verifier can access my data?

17. Select the **PROFILE** tab on the upper right-hand side.
18. Then click **settings** → **ENABLE/DISABLE**

PROFILE

CHANGE PASSWORD

SETTINGS

MY SETTINGS

Access to my data

Enabling this option (BLOCK) will block all the verifiers from searching or accessing your data.

BLOCK UNBLOCK

Approval Required for my data

Enabling this option (ENABLE) will require you to approve a verifier's request before they are able to access your report.

DISABLE ENABLE

Question: How do I approve a verification request?

19. A message will be sent to your provided phone number or email address and you will be prompted to respond by either approving or rejecting the access.
20. Once you have responded, the verifier will then have access to view/download your report.


WAGEverify.com Report Access Request

Dear YVON PROPHETE,

You are receiving this email because a verifier has sent you a request to access your employment and/or income information at WAGEverify.com.

Please review the below details and take appropriate action:

- Verifier Name : Jeannette Jarquin
- Verifier Company : Cfn Mortgage Company
- Account : Security Alliance

[Approve](#)   [Reject](#)

If you have questions regarding this report access request, please feel free to contact the WAGEverify support team.

Kind regards,

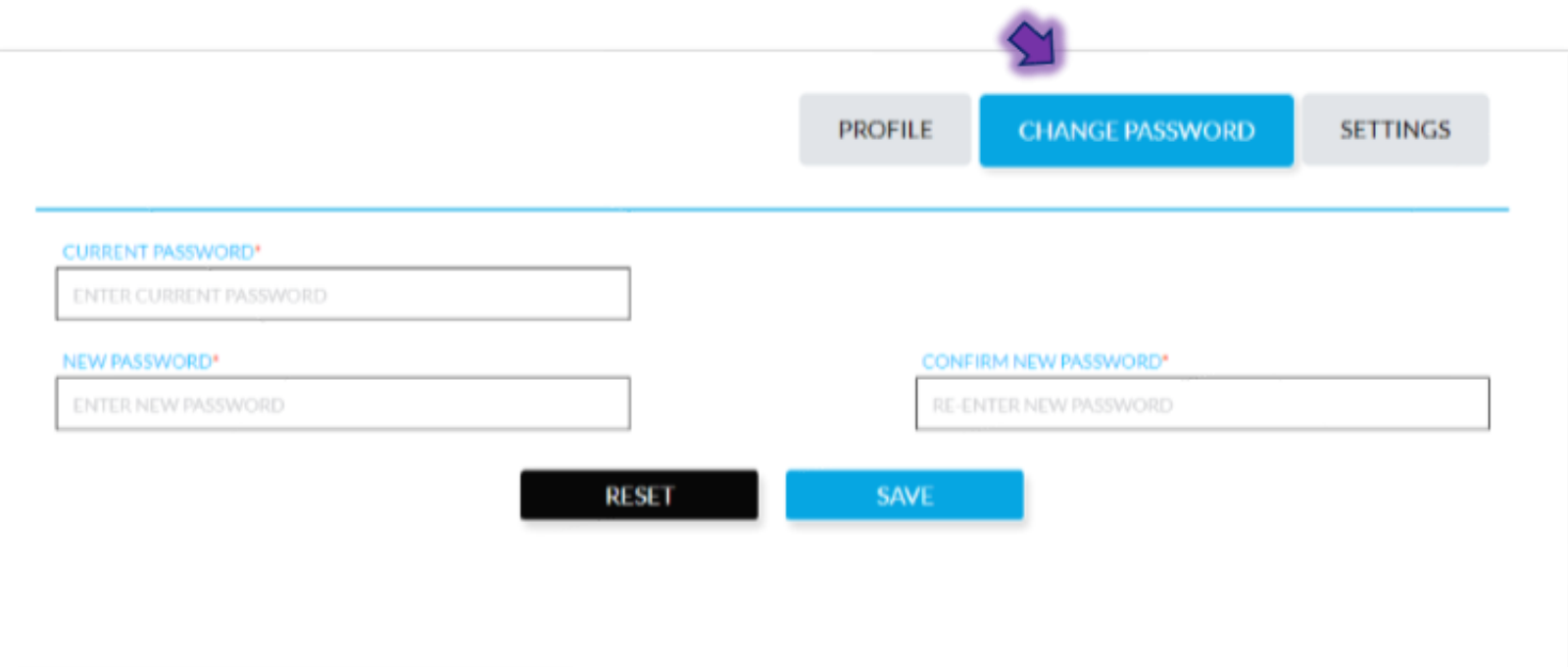


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W: wageverify.com

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Question: How do I change my password?

21. Select the **PROFILE** tab on the upper right-hand side.
22. Then click **CHANGE PASSWORD**.
23. Provide current password and new password.



The screenshot shows a user interface for changing a password. At the top right, there are three tabs: 'PROFILE', 'CHANGE PASSWORD', and 'SETTINGS'. A purple arrow points to the 'CHANGE PASSWORD' tab. Below the tabs, there are three input fields: 'CURRENT PASSWORD*' with the placeholder 'ENTER CURRENT PASSWORD', 'NEW PASSWORD*' with the placeholder 'ENTER NEW PASSWORD', and 'CONFIRM NEW PASSWORD*' with the placeholder 'RE-ENTER NEW PASSWORD'. At the bottom, there are two buttons: 'RESET' (black) and 'SAVE' (blue).

Question: What if I forget my password?

24. In the login page, select *Forgot Password*.
25. Provide the corresponding email or phone number.
26. Follow the steps to update your password.
27. Once completed you will receive a confirmation email.

How can I reach the WAGEverify customer service?

Contact Information:

- Support Phone Number: 866-927-5993
- Support Email Address: Support@WAGEverify.com

Chat Feature

- Speak with a live customer service representative.
- Click the Chat icon on the bottom right side of the page.
- Input your name, email address and write a message.

