

WAGEverify™
powered by HIREtech™



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**.



HAVE AN ACCOUNT? PLEASE LOG IN

EMPLOYEE REGISTRATION

Please provide the following information to complete registration

* REQUIRED FIELDS

<p>EMAIL ADDRESS</p> <input type="text" value="ENTER EMAIL ADDRESS"/>	<p>CONFIRM EMAIL ADDRESS</p> <input type="text" value="RE-ENTER EMAIL ADDRESS"/>		
<p>MOBILE NUMBER</p> <input type="text" value="ENTER MOBILE NUMBER"/>			
<p>PASSWORD*</p> <input type="password" value="ENTER PASSWORD"/> <p><small>PASSWORD IS REQUIRED</small></p>	<p>CONFIRM PASSWORD*</p> <input type="password" value="RE-ENTER PASSWORD"/>		
<p>SSN*</p> <input type="text" value="111-22-3333"/>	<p>DATE OF BIRTH*</p> <input type="text" value="MM/DD/YYYY"/>		
<p>FIRST NAME*</p> <input type="text" value="ENTER FIRST NAME"/>	<p>LAST NAME*</p> <input type="text" value="ENTER LAST NAME"/>		
<p>WORK PHONE NUMBER*</p> <table border="1"> <tr> <td>ENTER WORK PHONE NUMBER</td> <td>EXTENSION</td> </tr> </table>	ENTER WORK PHONE NUMBER	EXTENSION	<p>EMAIL ADDRESS (PERSONAL)</p> <input type="text" value="ENTER EMAIL ADDRESS (PERSONAL)"/>
ENTER WORK PHONE NUMBER	EXTENSION		

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.

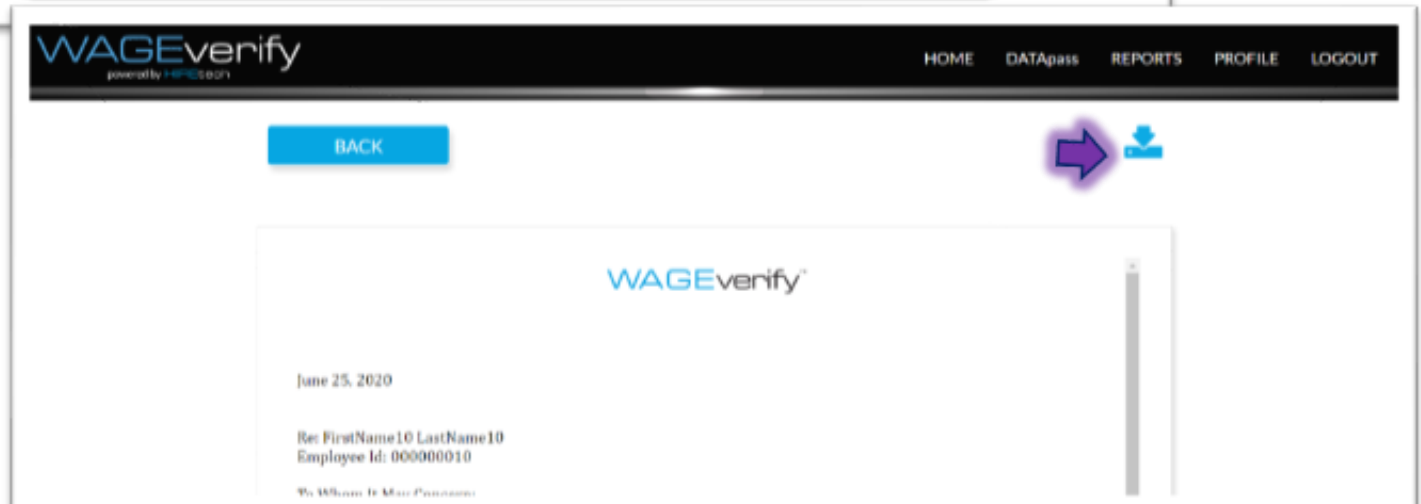
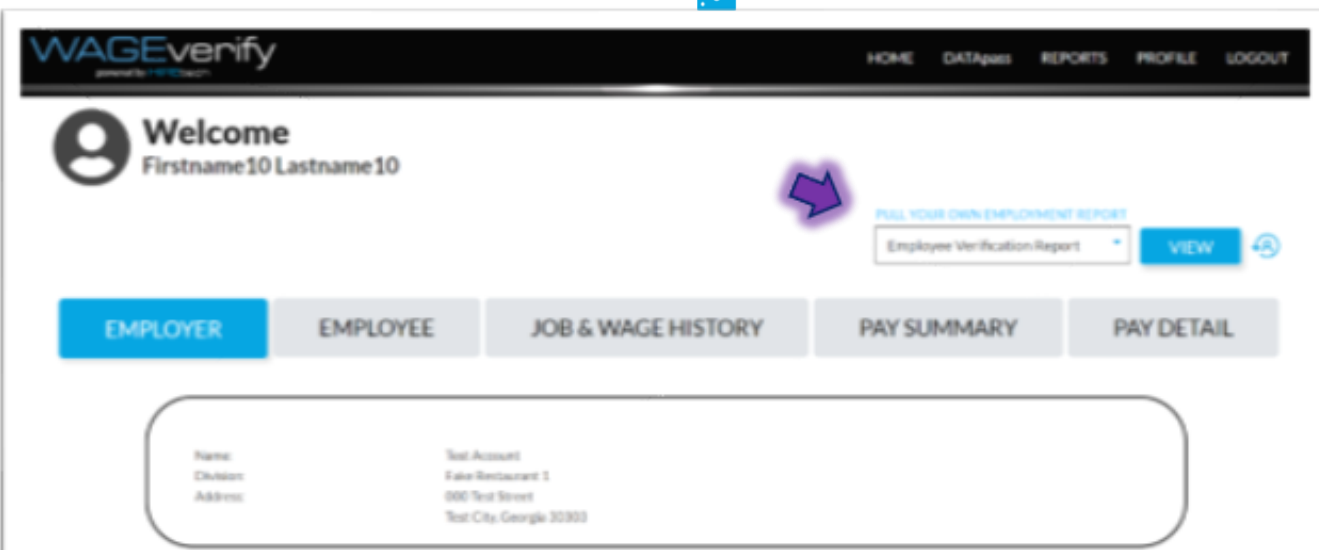


Question: How do I view my employment and income information?

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




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



TYPE OF REPORT*
 -- SELECT --

START DATE
 MM/DD/YYYY

END DATE
 MM/DD/YYYY

RESET

SEARCH

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.

DATApas

DATApas KEY HISTORY

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

PLEASE ENTER THE VERIFIER DETAILS

EMAIL ADDRESS


ENTER VERIFIER EMAIL ADDRESS

MOBILE NUMBER

ENTER VERIFIER MOBILE NUMBER

CONFIRM MOBILE NUMBER

RE-ENTER VERIFIER MOBILE NUMBER



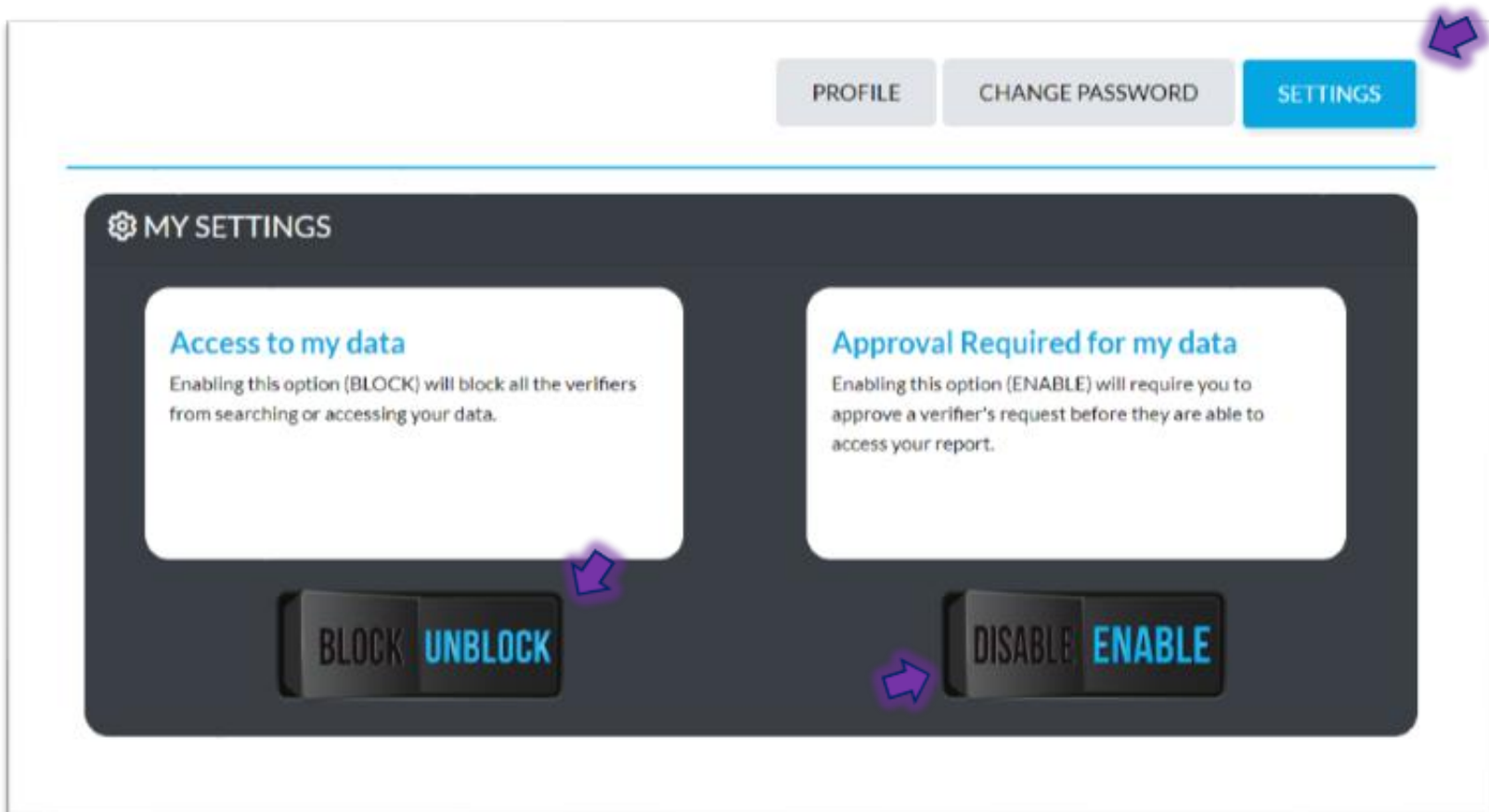
GENERATE DATAPASS KEY

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



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.



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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,

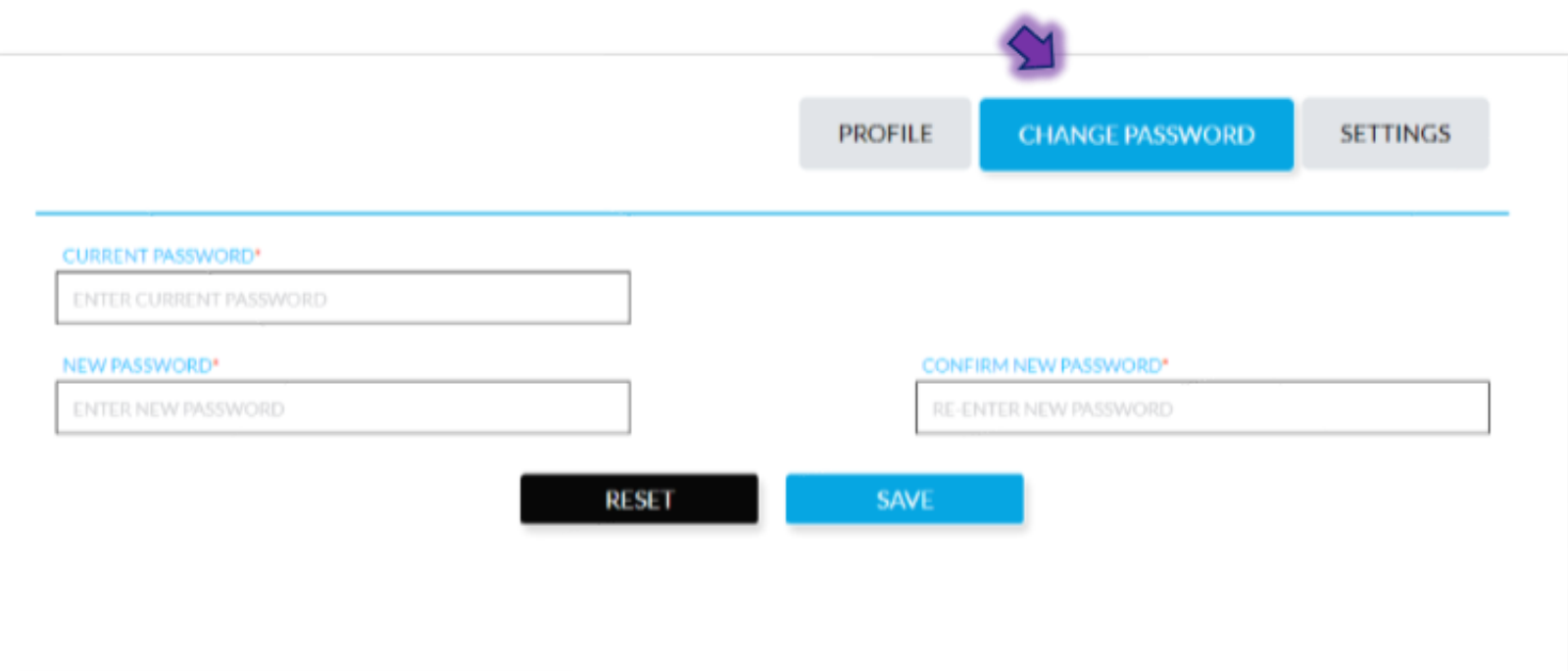


WAGEverify Support
Phone: +1-866-927-5993
Email: support@wageverify.com
W: wageverify.com

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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. The first is labeled 'CURRENT PASSWORD*' and contains the placeholder text 'ENTER CURRENT PASSWORD'. The second is labeled 'NEW PASSWORD*' and contains the placeholder text 'ENTER NEW PASSWORD'. The third is labeled 'CONFIRM NEW PASSWORD*' and contains the placeholder text 'RE-ENTER NEW PASSWORD'. At the bottom of the form, there are two buttons: a black 'RESET' button and a blue 'SAVE' button.

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.



The image shows the WAGEverify EMPLOYEE LOGIN page. At the top is the WAGEverify logo with 'powered by HIREtech' underneath. The main heading is 'EMPLOYEE LOGIN'. Below this are two input fields. The first is labeled 'EMAIL ADDRESS OR MOBILE NUMBER*' and contains the placeholder text 'ENTER EMAIL OR MOBILE NUMBER'. Below this field is a red error message: 'EMAIL ADDRESS OR MOBILE NUMBER IS REQUIRED'. The second input field is labeled 'PASSWORD*' and contains the placeholder text 'ENTER PASSWORD'. Below this field is a red error message: 'PASSWORD IS REQUIRED'. Below the input fields is a blue 'LOG IN' button. Under the button is a link 'FORGOT PASSWORD?'. At the bottom of the form is a link 'DO NOT HAVE AN ACCOUNT? PLEASE REGISTER'.



The image shows the WAGEverify FORGOT PASSWORD page. At the top is the WAGEverify logo with 'powered by HIREtech' underneath. The main heading is 'FORGOT PASSWORD'. Below the heading is a paragraph: 'We will send you instructions for your password recovery to the email address or the phone number on record for your account.' Below this is an input field labeled 'EMAIL ADDRESS OR MOBILE NUMBER*' with the placeholder text 'ENTER EMAIL ADDRESS OR MOBILE NUMBER'. At the bottom of the form are two buttons: 'SUBMIT' and 'CANCEL'.



The image shows a confirmation email from WAGEverify. At the top is the WAGEverify logo with 'powered by HIREtech' underneath. The subject line is 'WAGEverify.com Password Change Successful'. The body of the email starts with 'Dear Fritzle,' followed by 'Your password has been successfully changed. Please use the new credentials to access our services.' Below this is 'And regards,'. To the right of this is the WAGEverify Support contact information: 'E: support@wageverify.com', 'O: +1-866-927-5993', and 'W: wageverify.com'. At the bottom is a disclaimer: 'This message is intended for the use of the individual or Entity to which it is addressed, and may contain information that is privileged, Confidential and Exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the Employee or Agent responsible for delivering the message to the intended Recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email.'

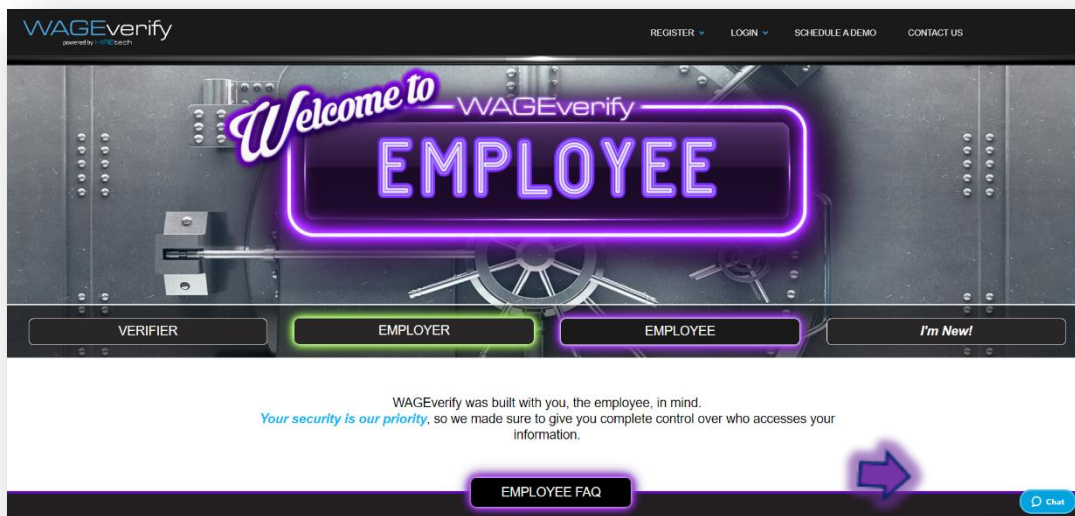
How can I reach the WAGEverify customer service?

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.

This is a screenshot of a 'Chat with us' form. It has a blue header with the text 'Chat with us'. Below the header, there's a message: 'Thank you for contacting WAGEverify Support. How may we help you?'. There are three input fields: 'Name', 'Email', and 'Message'. At the bottom right, there's a blue button labeled 'Start chat'.