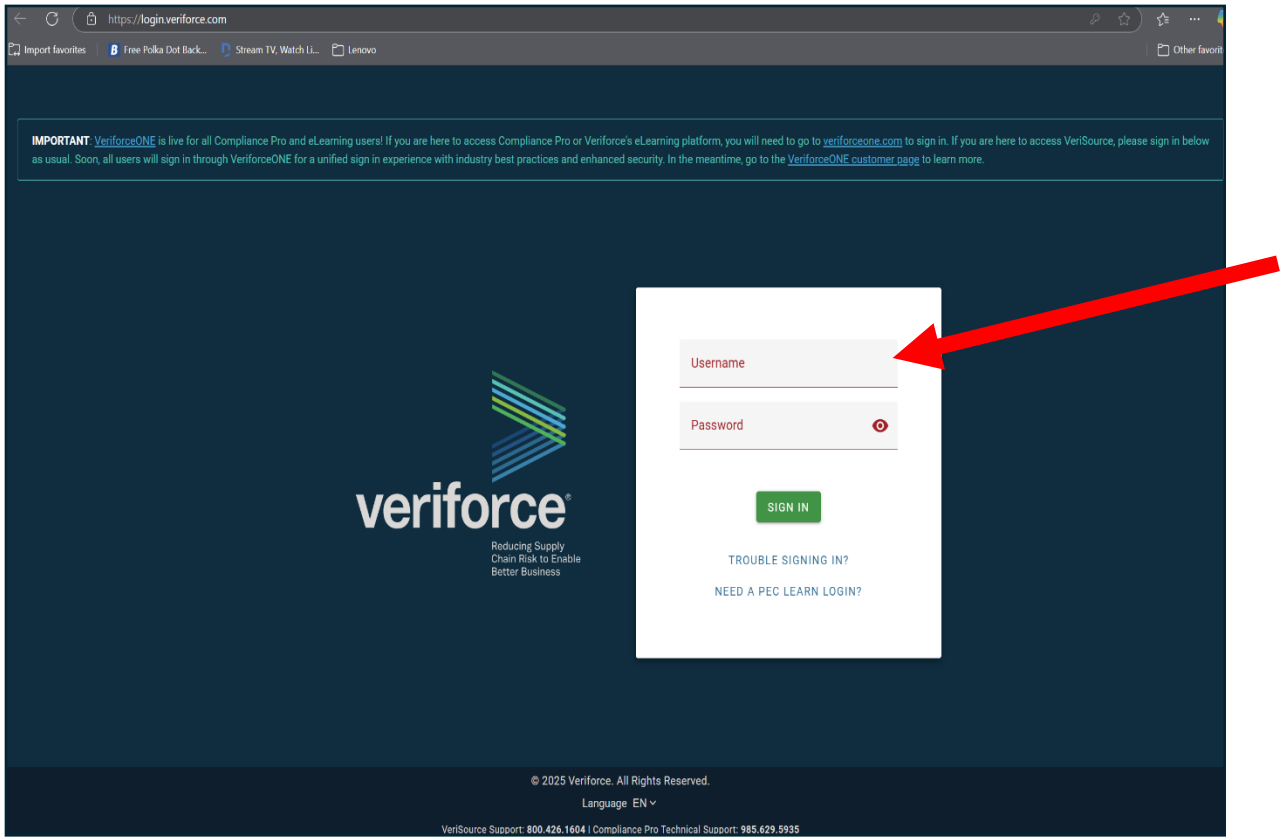
HOW TO TRANSFER OQ RECORDS IN VERIFORCE

OQ records can be transferred from company to company in Veriforce if your company has a Veriforce account. Typically, the administrator for your Veriforce account will have login credentials to initiate the process. Once records are transferred you should receive an email from Veriforce that the transfer has been completed. The whole process should take approximately 5 minutes.

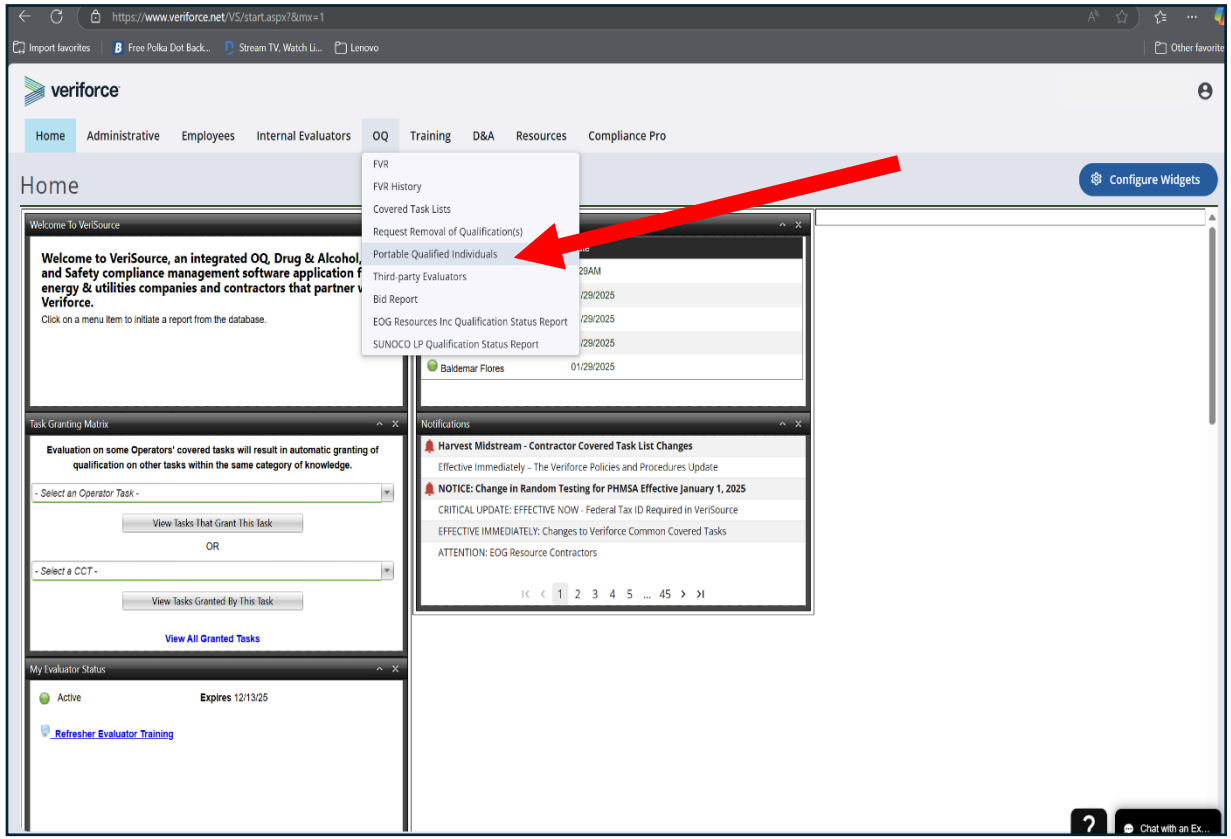
Step 1

Login to your company Veriforce account by entering your username and password. [Veriforce Login]



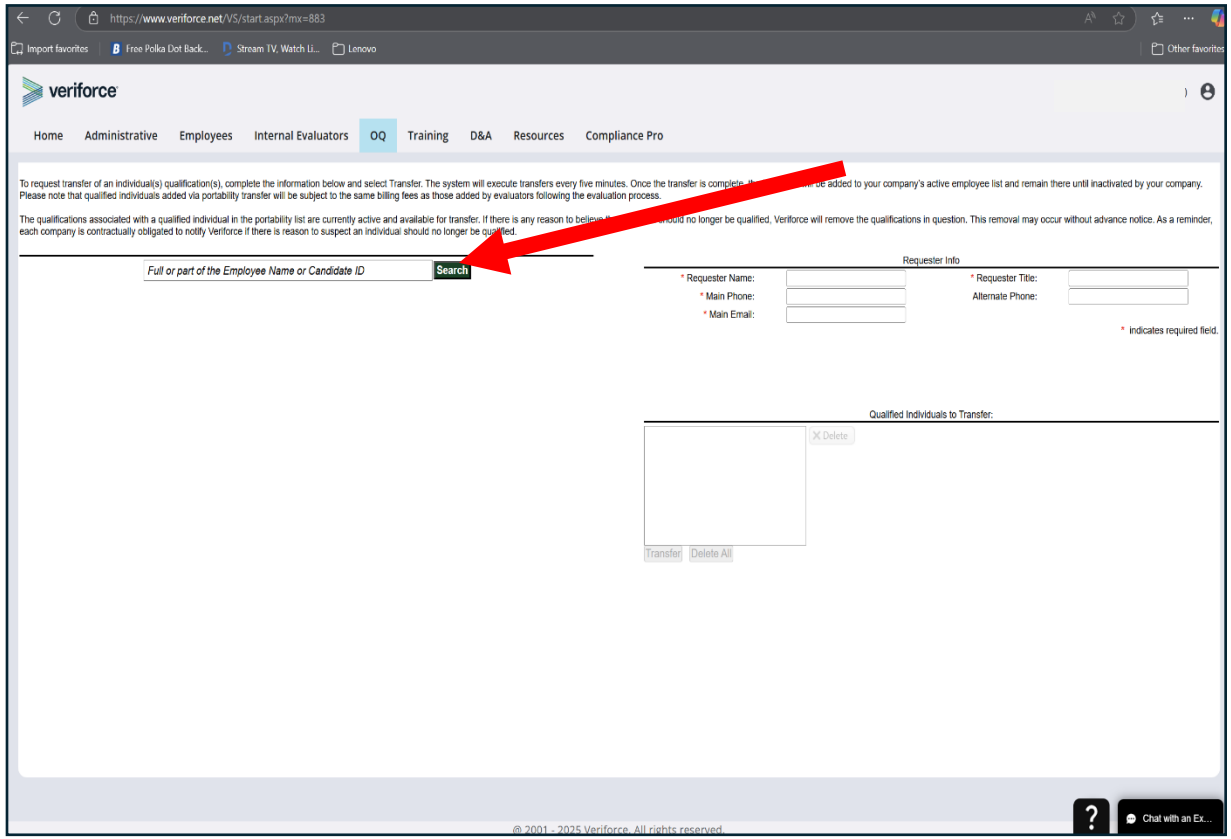
Step 2

After logging in it should land you on the homepage. Select OQ from the top menu and select Portable Qualified Individuals.



Step 3

Enter the candidates first and last name then click search. You can try different variations of names. They may be under their middle name. I would recommend you use the name on their drivers license.

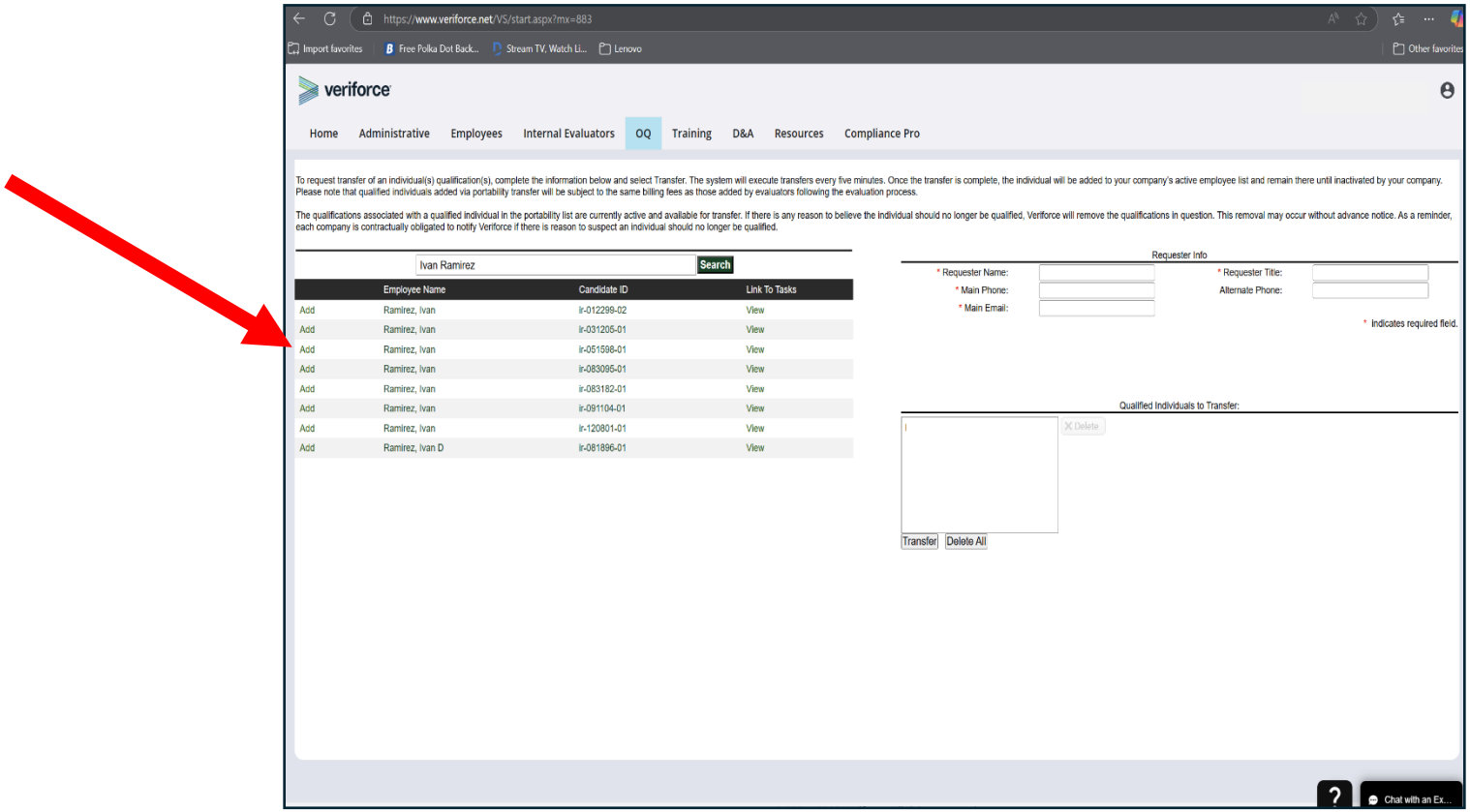


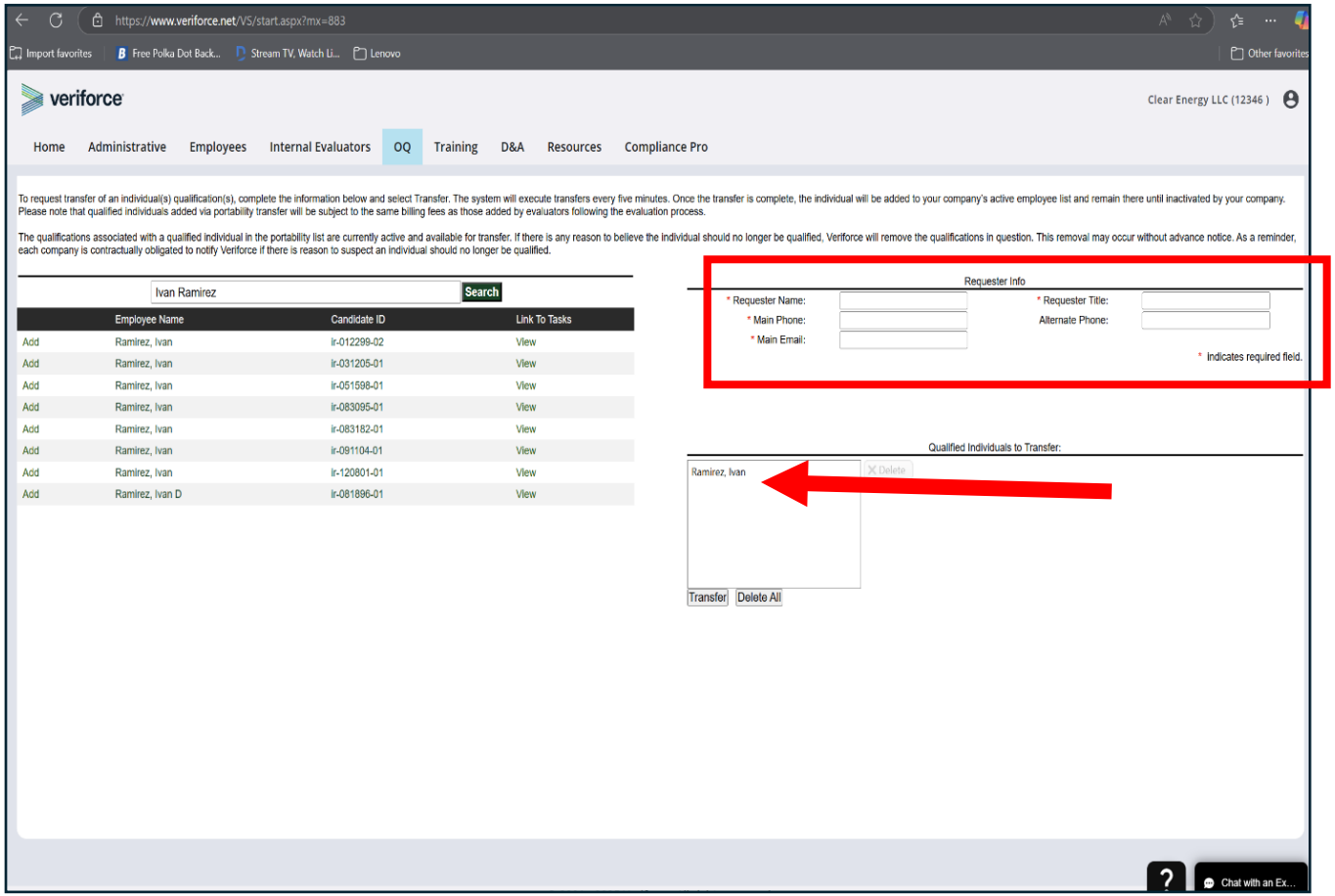
Step 4

Names should populate if they have records that can be transferred. If they do not have records it will prompt you that no records are available.

* Please note that if you leave your computer on idle for too long it will automatically sign you out. You will not know you are signed out and when you try performing searches for candidate records you will not receive results. The best way to check is refresh your screen to confirm that you are signed in.

Select the corresponding name that matches your candidates date of birth and click ADD. The candidate ID is their DOB.



Step 5

Once you have clicked Add you should see the name appear in the box located on the right-hand side. Now just make sure everything is completed for the Requestor Information and select TRANSFER!