

## Vault Verify Frequently Asked Questions

*The following FAQ contains answers to the most frequently asked questions about Vault Verify, our partner for employment and income verification.*

### What is Vault Verify?

Vault Verify is a secure, automated employment and income verification service.

### What types of organizations typically request verification?

Banks, Mortgage Lenders, Property Management Firms, Leasing Agents, Background Screening Firms, Auto Lenders, Prospective Employers, Government and Social Service Agencies such as any State, County or Federal Agency, Social Security Administration, Department of Homeland Security, Child Support, SNAP.

### What benefit does Vault Verify provide to our organization?

Vault Verify helps to ensure that our verification process remains consistent, secure, and easily managed by our organization. The Vault Verify service includes a pre-screening process of each requester to ensure that only authorized parties who have permissible purpose to obtain verification can do so. The automation of our verification process also allows verification requesters to receive the information they are seeking quickly and efficiently.

### What information would I provide to a verification requester?

To obtain verification of employment and/or income, please visit [www.vaultverify.com](http://www.vaultverify.com) and use our company code 10005.

*You may also wish to note that our organization does not respond directly to verification requests, as all requests are fulfilled through our secure verification service.*

### Are employees able to access their own information?

Yes, as an employee you may access the Vault Verify employee portal to view your own information online by visiting: <https://vaultverify.com/VVApp/EP.aspx>

First time visitors will be required to register prior to accessing the portal. Registration may be completed by clicking on the Register Now button. During registration you will be asked to confirm our company code, your social security number, name, employee ID number and to provide an email address that you would like to associate with your access. Once the registration process is complete, an email will be delivered to you by Vault Verify providing access to your employee portal environment.

### Who do I contact if I have additional questions?

Please contact your HR Manager.