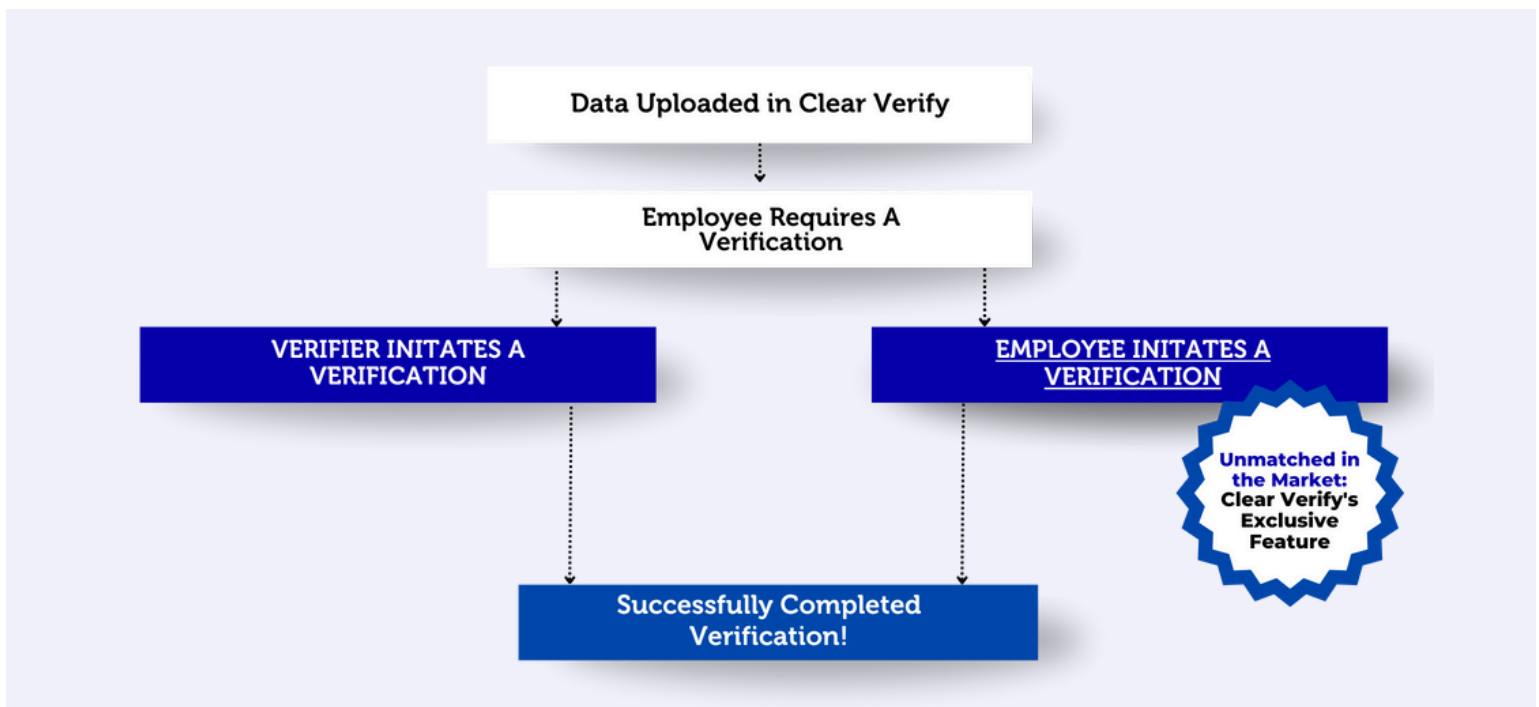## HOW YOU CAN COMPLETE A VERIFICATION

When you need a verification, you have two options:

Option 1: Take advantage of Clear Verify's "My Verify" feature by sending verifications directly to verifiers themselves. This feature enables you to initiate verification requests directly with verifiers as well as download lighter employment forms.

Option 2: The verifier can submit a request to pull your data from Clear Verify's platform for the relevant verification.

Data Uploaded in Clear Verify

Employee Requires A Verification

VERIFIER INITATES A VERIFICATION

EMPLOYEE INITATES A VERIFICATION

Unmatched in the Market: Clear Verify's Exclusive Feature

Successfully Completed Verification!

Say goodbye to waiting days; don't rely on HR for verifications. Embrace instant verifications like a pioneer—where efficiency meets your aspirations.

Logging In To The Portal: Create An Account

SCAN ME!

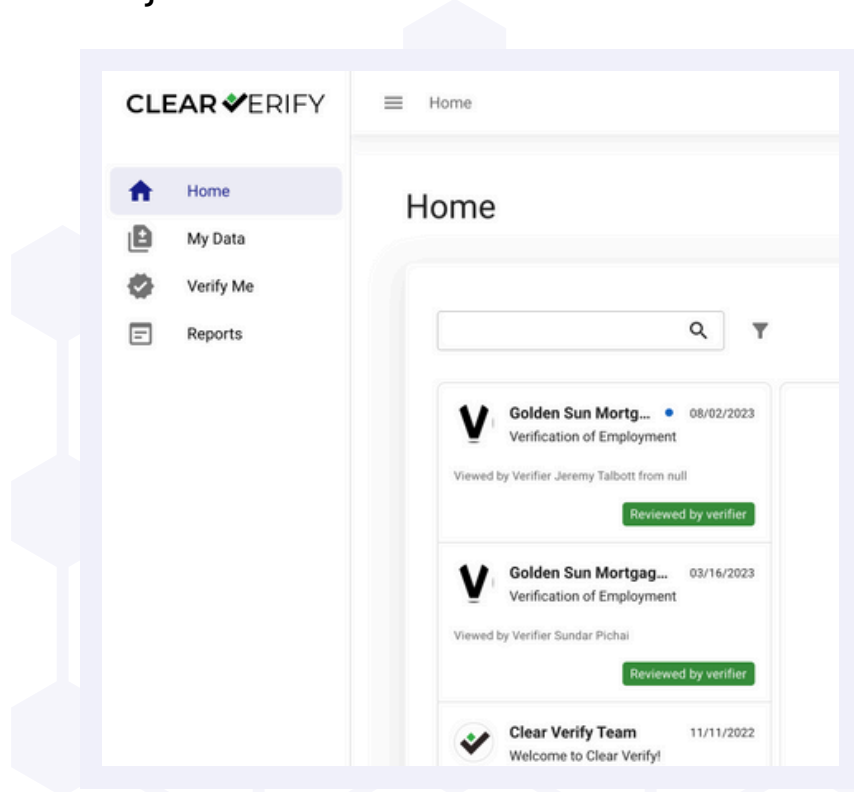**Scan this QR Code for your company's personalized Clear Verify Account page.**

Sign Up Pin Required?

This is an additional safeguard added by your employer. Please reach out to our support team or your HR department to obtain the pin.

Home: Verification Inbox

The verification inbox works just like an email box

- View all verifications and track the status of any data disputes

- Search & filter verifications by status, verifier type, and date created

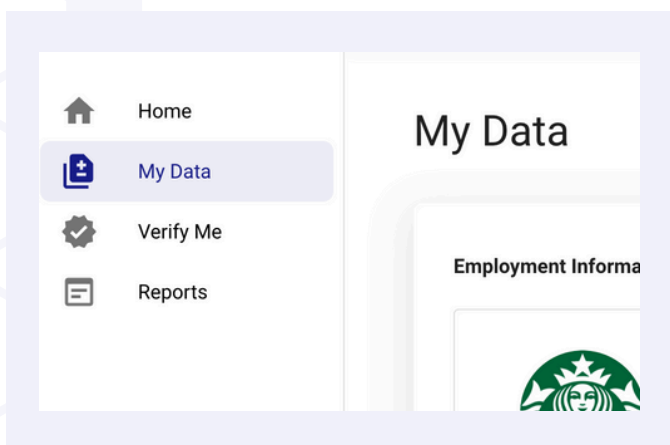- Click on a verification for an in-depth view into the activity of your verification

My Data: Your Employee Records

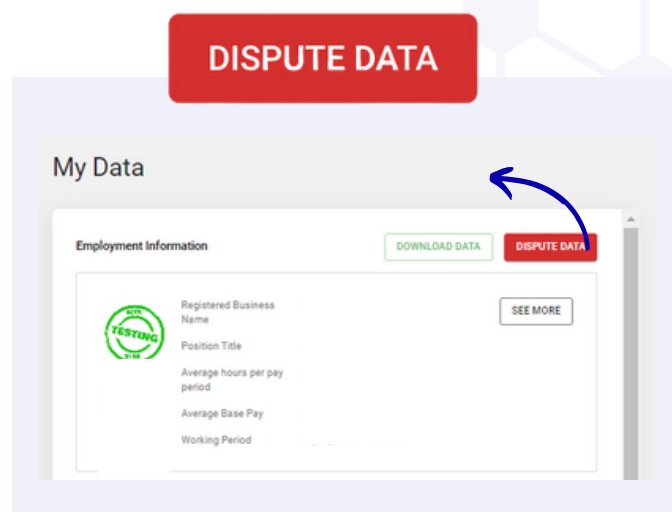The My Data menu displays your employment data

Here you can:

- View your employment and income history

- Download your data

- Dispute your data if any employment and income information is inaccurate

If you believe your data is inaccurate, you can dispute your data with your employer. Here's how:

- Select the verification you wish to dispute

- Click "See More"

- Select "Dispute Data"

- In the text box, clearly communicate the data you are disputing

- Reach out to your employer on the timeline of the resolvement

My Verify - Skip HR & Verify Yourself

Taking out a mortgage? Buying a car? Verifications can take 3-10 business days, between verifiers requesting your data and employers providing it. You can streamline this process by sending verifications straight to your verifier through Clear Verify's feature, "My Verify."

To send verifications to verifiers directly using My Verify:

- Log in to your Clear Verify account

- On the navigation menu, click "My Verify"

- Complete the form with your verifier's name and company

- Click "Send Verification"

- Your verifier can obtain your verification by registering for an account on ClearVerify.com

Send Verification

To send your employment / wage verification, fill out the information below and select the type of verification you want to send

Verifier's Company Name *

First Name *   Last Name *

Email Address *

Verification Type *
Verification of Employment

Employers *
Select all options
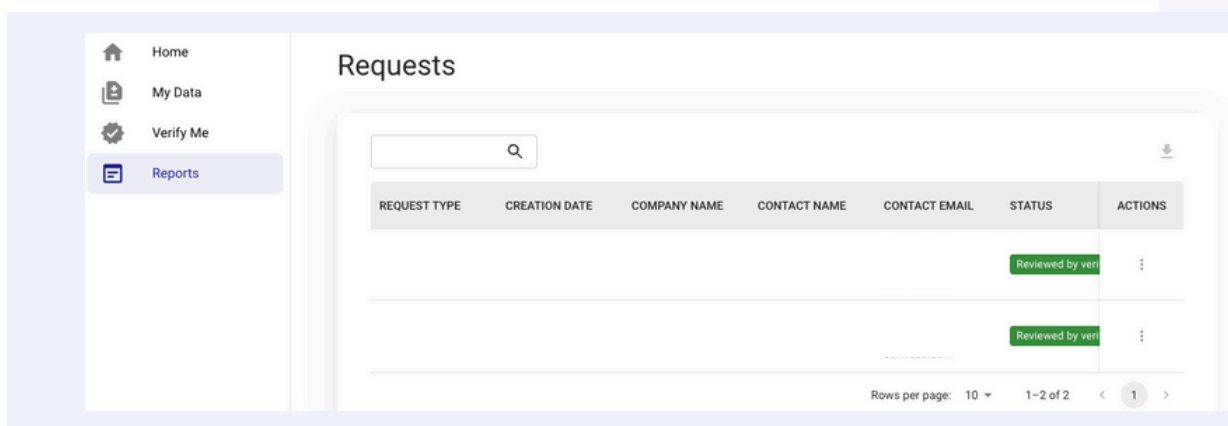
Note to Recipient (optional)

SEND VERIFICATION

or

GET IMMIGRATION WORK LETTER ⬇

Reports, Records, & Data Disputes

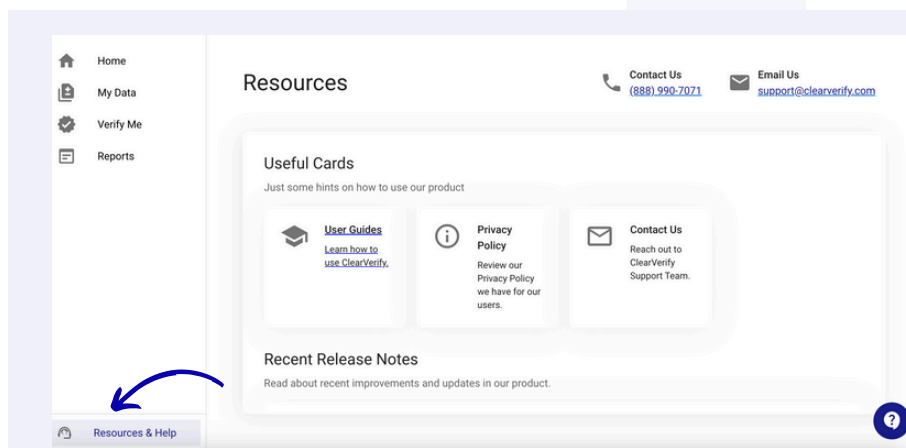Your reports tab contains all data disputes and verification requests

- View a record of the date and status of each verification and dispute

- Click the "action" icon to view details of a dispute or verification

Resource Center

View resources for all your needs including:

- Downloadable Resources

- Clear Verify Privacy Policy

- New Feature Releases

- Contact Our Support Team

- Clear Verify's Help Center

Account Settings

Find your account settings by clicking on your name in the top right corner.

- Update personal information

- Freeze and unfreeze your account

- Modify notification preferences

- Update sign-in requirements, including multi-factor authentication