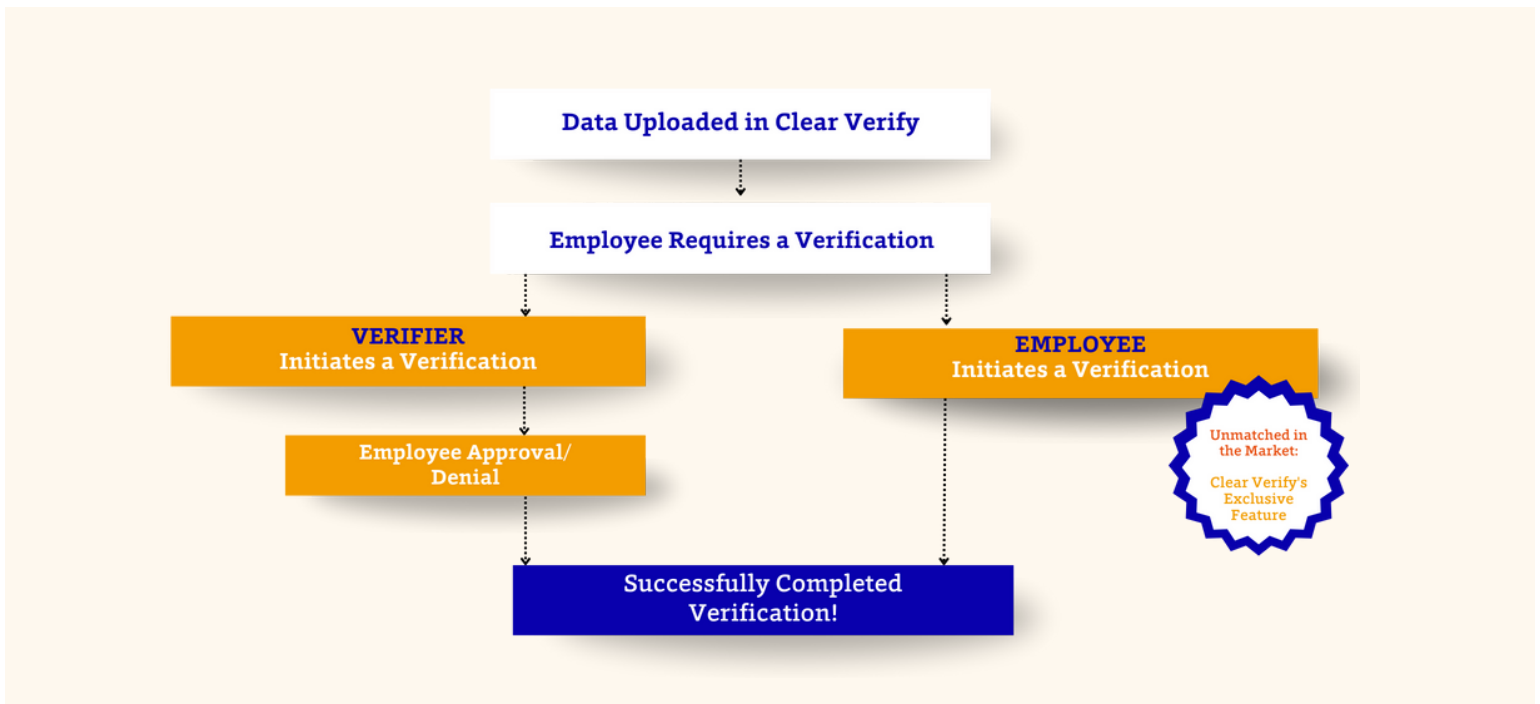


How Your Employees Can Complete A Verification:

When employees need a verification, they have two options:

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

Option 2: The verifier can submit a verification from Clear Verify's platform. Depending on your employer configured settings or compliance requirements specific to the employee's state, the employee will be given the option to grant or deny permission for their data to be released to the verifier.



Liberate your team from the burdensome task of verifications, and empower your employees to access their data whenever they require it.



Logging In To The Portal: Create An Account



Our support team will completely take care of your company's account onboarding process.

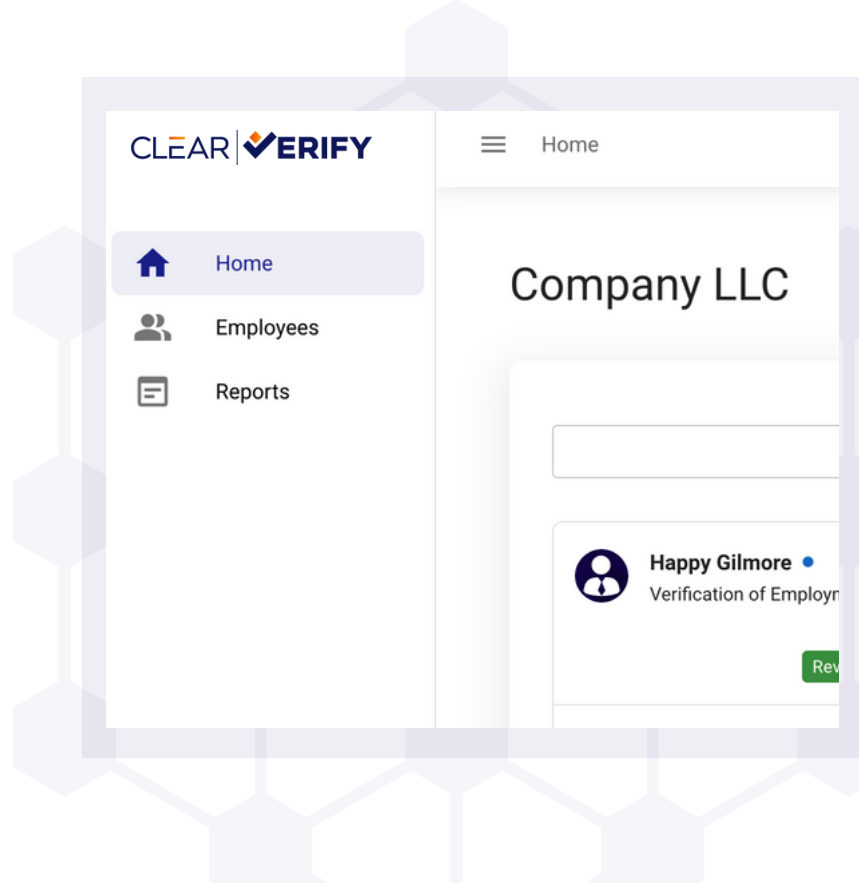
Want to add a new staff member?

Admins can add new staff members by navigating to staff and clicking "+ New" in the right corner.

Home: Verification Inbox

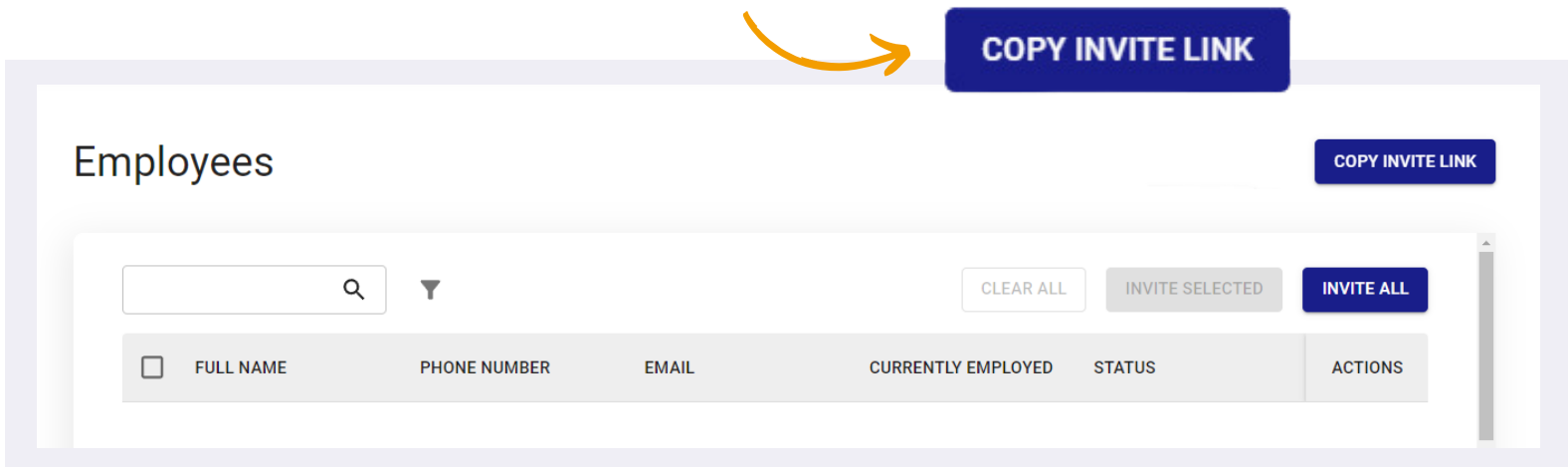
The verification inbox works just like an email box

- Search & filter verifications by status
- See verifications of specific employees
- Review employee data
- View and resolve data disputes
- Track the activity of each verification



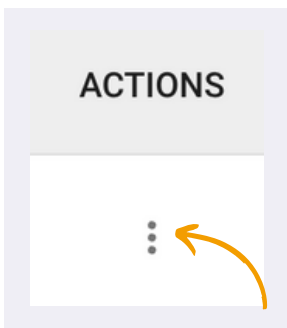
Your Employee's Data

The employee menu grants you access to all employees. You can search by employee name, filter by employment status, and invite employees to Clear Verify.



These methods make it effortless to invite employees to the portal:

- Invite all employees by clicking "Invite all". This will only invite all active employees.
- Select the employee(s) you'd like to invite and click "Invite Selected"
- Click "**Copy Invite Link**" to send to your employees through your internal communications



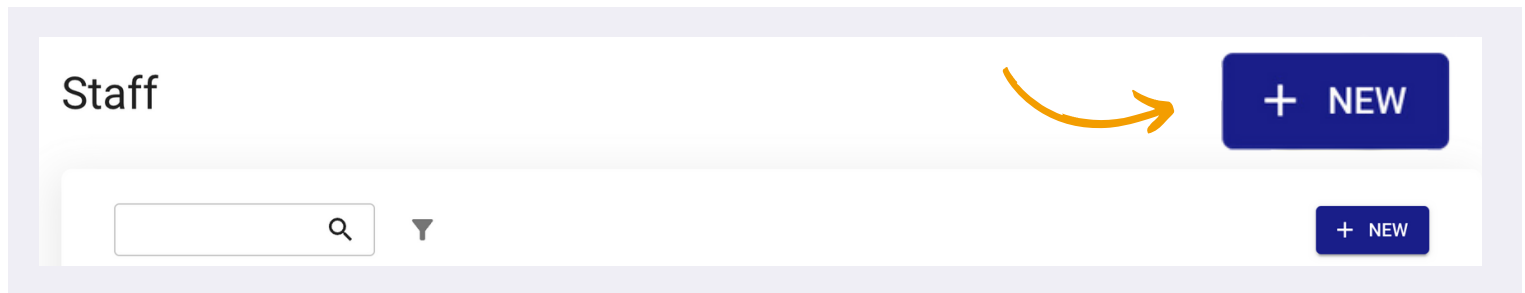
By clicking the **action icon** beside a specific employee, you can access their employment and income details. Staff members can only access permissioned data.



Staff Administration

The staff menu shows a list of all administrators in the platform. This includes active and inactive members

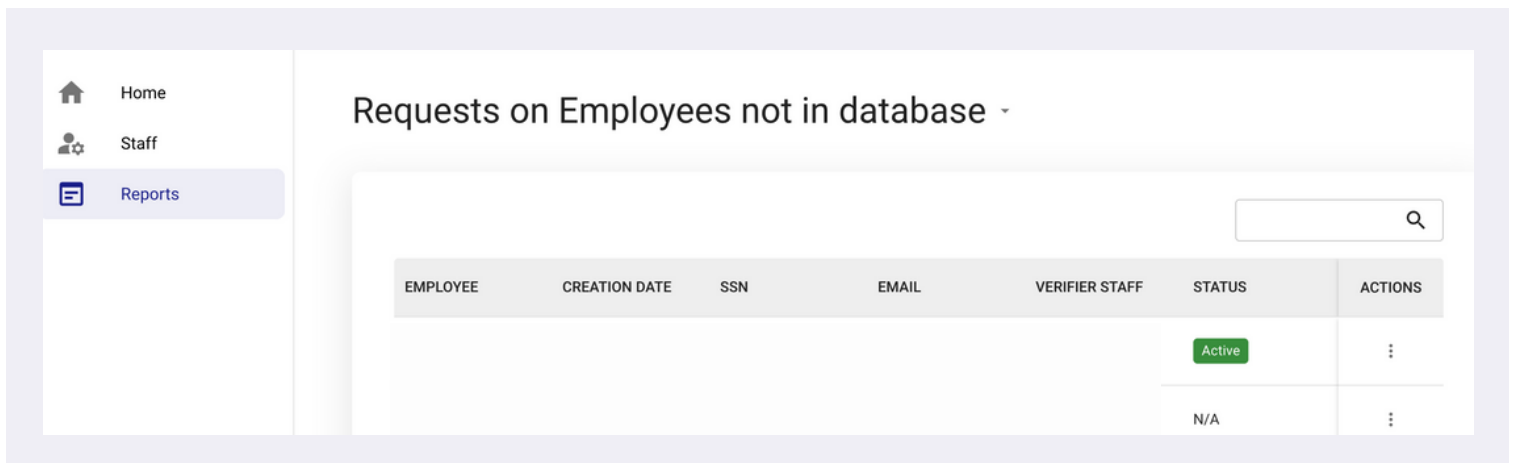
Want to add a new administrator to the account? Click "+ New" in the right corner



Reports & Records & Data Disputes

The 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



Upload Data

During onboarding, you have the option to set up automated data uploads. If you need to manually upload data, you can use the [upload data feature](#).

To upload employee data:

- Click "[Upload Employee Data](#)" on the top menu bar
- Select the type of file
- Upload the file
- You will receive a notification once the upload is completed

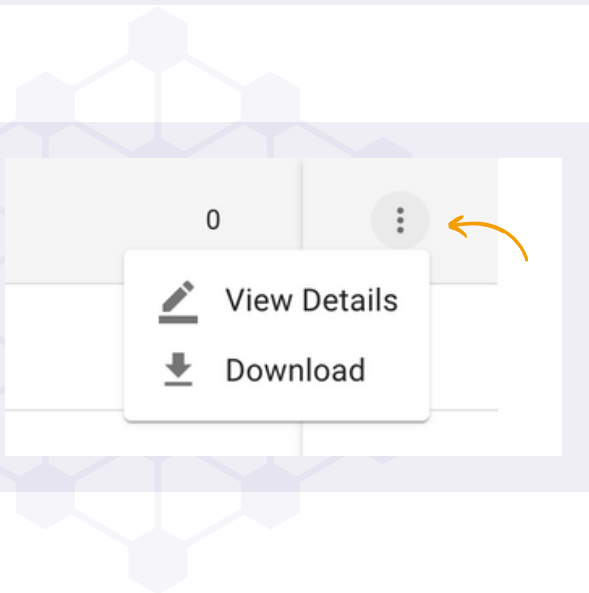


Data Entry Logs: Upload Log Menu

The upload log menu is a history of all uploaded employee data in Clear Verify. The log will show you:

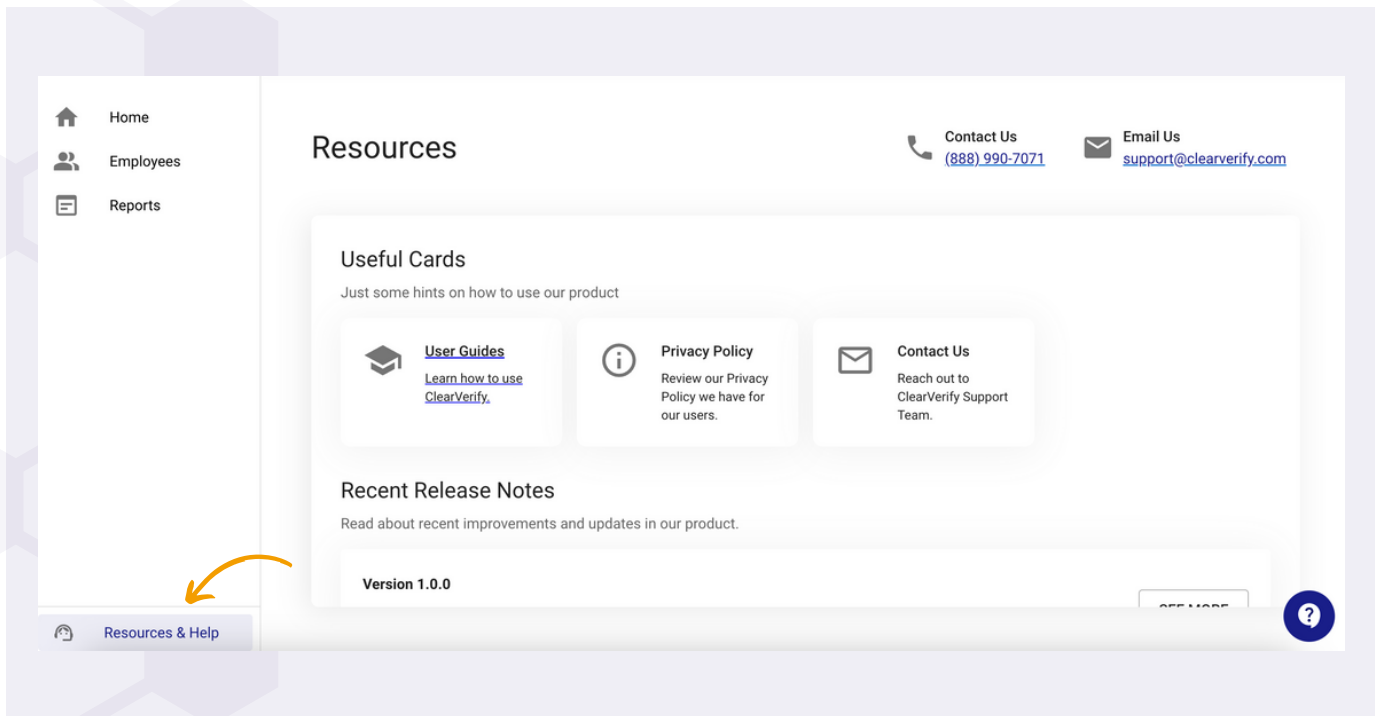
- The date and time of the upload
- The file name
- The amount of employees added

Click the [action icon](#) to download or view details of the uploaded report



Resource Center

View resources for all your needs including:



- Downloadable Resources for Administrators & Employees
- 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
- Update company information
- Add and remove company locations
- Modify administrative notifications
- Implement additional sign-up safeguards
- Update sign-in requirements
- Manage employee settings
- Manage privacy settings

