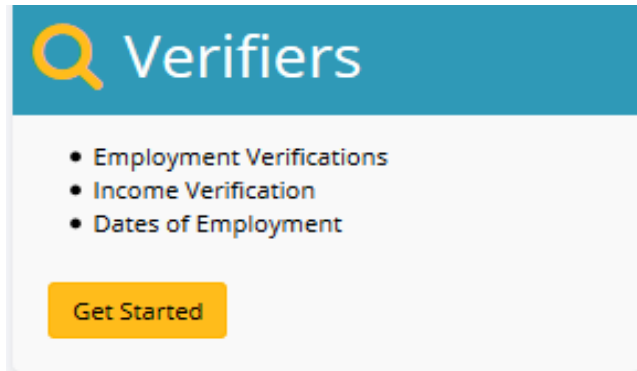# CCC VERIFY
User Guide

St. John's University

CCC VERIFY
A part of experian.

Verifier Experience: sign up process

Government and commercial verifiers alike can create an account on CCC Verify and verify employment after meeting criteria such as user vetting and providing a valid employee authorization to access the information. To sign up as a verifier click the get started button under the <u>verifiers</u> tab on our homepage.

On the next screen the verifier will enter information about themselves and their organization.

At the bottom of the same screen the verifier selects their employee authorization and agrees to terms and conditions of the site as well as compliance with the FCRA

Legal

The Fair Credit Reporting Act (FCRA) only permits verifiers to obtain employee data for specific purposes. Please select your Permissible Purpose below.

Select Permissible Purpose ▼

☐ I have read and agree to comply with the FCRA.

☐ I have read and understand the CCC Verify Terms of Service.

Click here for a copy of the Consumer Finacial Protection Bureau's Notice to Users of Consumer Reports.

Register

Verifier Experience: email registration and verifier dashboard

Once the verifier has completed the sign-up page and clicked the register button they will see a message that states they have been emailed to complete registration. When the verifier receives the email, they are required to click the link in the email which brings the user to the website where a message stating registration is complete is displayed. The user can now use their email address and password to log in and view their dashboard.

Commercial verifiers and government verifiers alike go through the sign-up process. However, only government verifiers have access to more detailed pay data. Government verifiers are not charged for verification services.

Verifier Dashboard

Request a New Verification

Verify employment and income information. A maximum charge of $39.99 per report may apply.

Get Started

Review Purchased Verifications

Reprint purchased verifications and audit verification usage.

Review

Review Archived Verifications

Review historical verification reports purchased in earlier versions of CCCVerify.

View Archived Reports

The verifier dashboard shows 3 different options.

- Get started
- Review
- View archived reports

<u>Get Started</u> brings the verifier to the first step of verifying employment data

Step 1 of 3: Enter Employee Information

Social Security Number	###-##-####
Employee's Last Name	
Employer	
	Not sure of the spelling? Try typing just a few letters.
Report Type:	○ Verification of Employment
	○ Verification of Income and Employment
	Next

<u>Review</u> brings the verifier to a page where they can review their past purchases

Review Verification Reports

Review your previously-purchased verification reports.

Start Date: mm / dd / yyyy
End Date: mm / dd / yyyy

Show 10 entries   Search:

Employee Last Name	Employee Last 4 SSN	Report Type	Cost	Requested Date/Time	Actions
ALMEIDA	6789	Verification of Employment	$34.99	06/15/2018 08:37 AM	View Report
ALMEIDA	6789	Verification of Employment	$34.99	04/13/2018 10:50 AM	View Report
SMITH	6789	Verification of Income and Employment	$39.99	03/12/2018 10:37 AM	View Report

Showing 1 to 3 of 3 entries   Previous 1 Next

Back to Verifier Dashboard

<u>View Archived Reports</u> takes users to a page where they can view purchases they made on our old web-based system (before February 2018)

View Archived Reports

Enter the Report Reference Number of a verification purchased in the old version of CCC Verify to retrieve a copy of that report.

Please Note: Only the user who purchased the report may reprint an archived report. If you previously purchased a report in the old system under a different username, please contact customer service to assist further.

Report Reference Number

View Historical Report

Back to previous page

Contact Us

CCC Verify contact information can be found on the contact page