



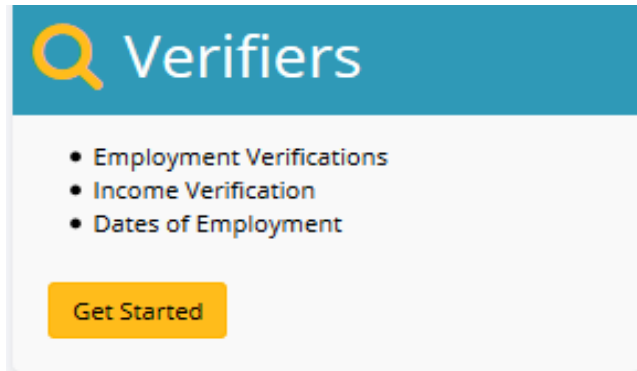
# CCC VERIFY

## User Guide



## 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 verifiers tab on our homepage.



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

Your Information

First Name

Last Name

Email

Password

Confirm password

You must protect your account with a strong password that contains all of the following:

- At least 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number or a special character (\$ @ # ! % \* ? &)

Your Organization

Your Job Title

Organization Name

☐ This is a governmental agency.

Federal Tax ID/EIN

http://www.your-employer.com

Address Line 1

Street address, P.O. Box, C/O instructions

Address Line 2

Unit or Suite Number, Building, Floor, or similar

City

Select State

ZIP Code

Work Phone

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

Select Permissible Purpose

Employment Screening for Hiring Purposes

Consumer Loan (Home/Auto Purchase/Refinancing)

Residential Lease or Rental

MUD-Subsidized Property or Housing Authority

Debt Collection

Employee Consent

Benefit Eligibility or Licensing

Child Support

Employee Requesting Report

Florida Public Records Law (Statute 119.071) regarding Public Officers, Employees and Records

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 Financial Protection Bureau's Notice to Users of Consumer Reports.

## 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.



#### Review Purchased Verifications

Reprint purchased verifications and audit verification usage.



#### Review Archived Verifications

Review historical verification reports purchased in earlier versions of CCCVerify.

The verifier dashboard shows 3 different options.

- Get started
- Review
- View archived reports

Get Started 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](#)

Review brings the verifier to a page where they can review their past purchases

## Review Verification Reports

Review your previously-purchased verification reports.

Start Date:

End Date:

Show  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	<a href="#">View Report</a>
ALMEIDA	6789	Verification of Employment	\$34.99	04/13/2018 10:50 AM	<a href="#">View Report</a>
SMITH	6789	Verification of Income and Employment	\$39.99	03/12/2018 10:37 AM	<a href="#">View Report</a>

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

[Back to Verifier Dashboard](#)

View Archived Reports 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

CCC VERIFY

Home

Privacy Policy

Contact Us

Log in

Contact Us

Customer Support

Phone and Fax

Our Customer Support team is available Monday - Friday,  
from 9am - 8pm ET.

Toll Free Phone:

(855) 901-3099

Direct Fax:

(614) 495-0225

Send Us a Message

All fields are required.

Name

Phone

E-mail

Message

Send

Reset

Mailing Address

Attn: Verifications  
Corporate Cost Control  
50 Nashua Road  
Londonderry, NH 03053

A map of the United States with several yellow location pins placed across various states. The pins are located in Washington, Oregon, California, Nevada, Utah, Colorado, New Mexico, Texas, Oklahoma, Kansas, Nebraska, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Mississippi, Alabama, Georgia, Florida, South Carolina, North Carolina, Virginia, West Virginia, Kentucky, Tennessee, Indiana, Illinois, Michigan, Wisconsin, Pennsylvania, Maryland, Delaware, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, Maine, and Alaska.