

## DataVerify Setup Instructions (Setup, Underwriting, Funding, QC, IT)

1. Activate your login at [www.dataverify.com](http://www.dataverify.com)
  - a. You will receive 2 emails from DataVerify, one with your username and one with your password
  - b. Click "Login" at the top right corner of the website. Enter the username and password provided. You will then be asked to create a new personal password. Please note the password requirements on the website. **Save your password somewhere secure**
2. Save your login info on the BytePro defaults screen.
  - a. From the Byte main screen, select "Customize" from the top menu bar and select "Defaults"
  - b. Find the DataVerify screen on the menu. Input your username and password in the first two fields on the DataVerify Defaults screen. **Do not change any other fields.** You can now close out the Defaults screen and DataVerify will save your login info in Byte

## Generating a DataVerify Report (Setup, Funding)

1. When you have a loan file open in BytePro, select "Interfaces" from the top menu bar and select "Fraud Detection"
  - a. Select DataVerify from the menu. Click "Submit"
  - b. A report summary will automatically pop up in Internet Explorer. (You will need to input your username and password to access the report in IE, so please have IE save your DataVerify login and password to save time in the future)
  - c. Click Print at the top-center of the page to open the Printer options and save the report to DocVelocity. Label the document "**DataV Fraud Reporting**" which is saved as a standard definition in DocVelocity

## Creating conditions using the DataVerify Report (Underwriters)

1. DataVerify reports will be saved in DocVelocity under the document title "**DataV Fraud Reporting**"
2. The "conditions" list in DataVerify is comparable to the "variance" list in FraudGuard that you're used to seeing. It begins around page 2 of the saved report, and will have more details about findings.
  - a. Review the conditions list to see the most relevant findings in the report. Create CSC approval conditions accordingly. You do not need to adhere to the "Actions to Resolve" instructions on the DataVerify report, just use your best judgement to determine what is relevant to the transaction and what is not.
    - i. Escalate any questions or concerns to the QC email inbox
  - b. The wording of the standard approval condition 4111 will be amended to read as follows:  
***Signed/dated letter of explanation from (applicable party) in regards to why their name shows in (reporting source)***
3. The remainder of the report will have more information on the borrower, their REO, their employer's profile, a property market analysis, and more. Use it at your own discretion.

## Comparing a new DataVerify Report to a prior version

(Funding)

1. Repeat step 1(a) from Generating a DataVerify Report above.
  - a. Escalate to QC if there are questionable findings that were not on the prior version of the report