



CCC VERIFY

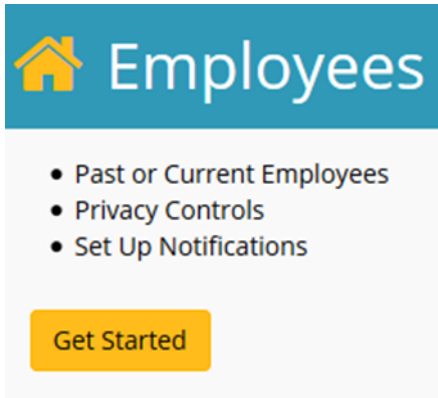
User Guide



Employee Experience: sign-up process

Employees of our client companies can access their one free verification per year as well as change their security preferences by creating an account on CCCVerify.com.

To begin this process, employees can click on “get started” under the employees tab on the homepage.



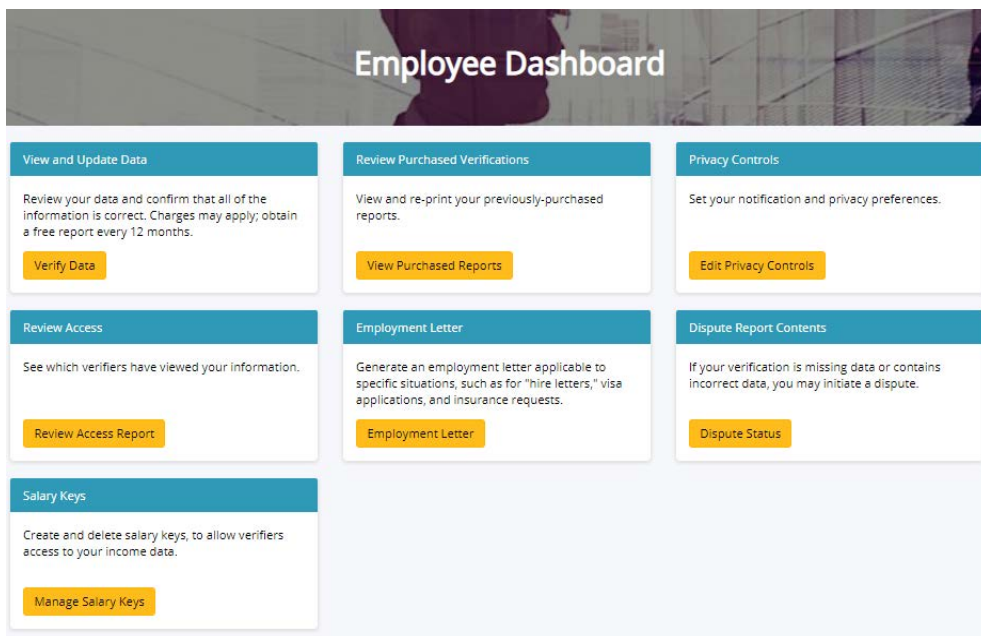
This will bring the user to a screen where they input the relevant info to create the account (name, email, contact info etc.)

A screenshot of the CCCVerify.com sign-up form. The form is divided into two main sections: 'Your Employer' and 'Your Information'. The 'Your Employer' section contains a 'Your PIN' input field with a 'What's this?' link below it. The 'Your Information' section contains several input fields: 'First Name', 'Last Name', 'Social Security Number', 'Email', and 'Password'. Below the 'Email' field is a note: 'We recommend using personal e-mail address, not a work e-mail.' Below the 'Password' field is a note: 'You must protect your account with a strong password that contains all of the following:' followed by a bulleted list of password requirements: 'At least 8 characters', 'At least one uppercase letter', 'At least one lowercase letter', and 'At least one number or a special character (\$ @ # ! % * ? &)'. Below the password field is a 'Confirm password' input field. At the bottom of the form, there is a checkbox labeled 'I have read and understand the CCC Verify Terms of Service.' and a link: 'Click here for a copy of the Consumer Financial Protection Bureau's Notice to Users of Consumer Reports.'

Employee users are required to provide a PIN which is a sequence of numbers/letters unique to that employee which is selected by the employer (last 4 of SSN, Employee ID, etc.)

Employee Experience: email registration/employee dashboard

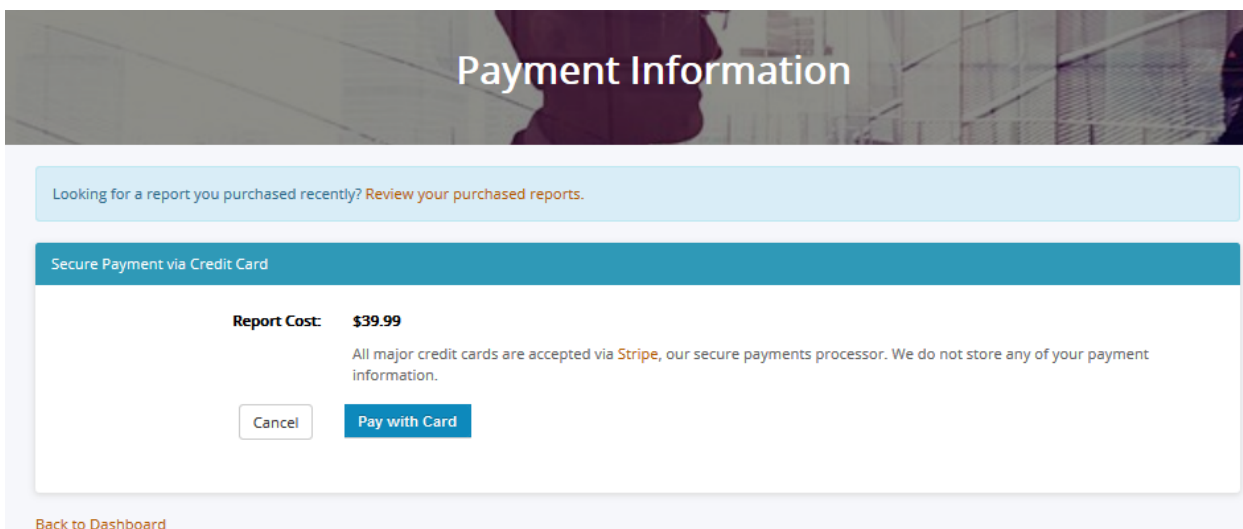
Once the employee has completed the sign-up page and clicked the register button they will see a message that states they have been sent an email to complete registration. When the employee receives the email, they are required to click the link in the email which brings the user to the website where 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.



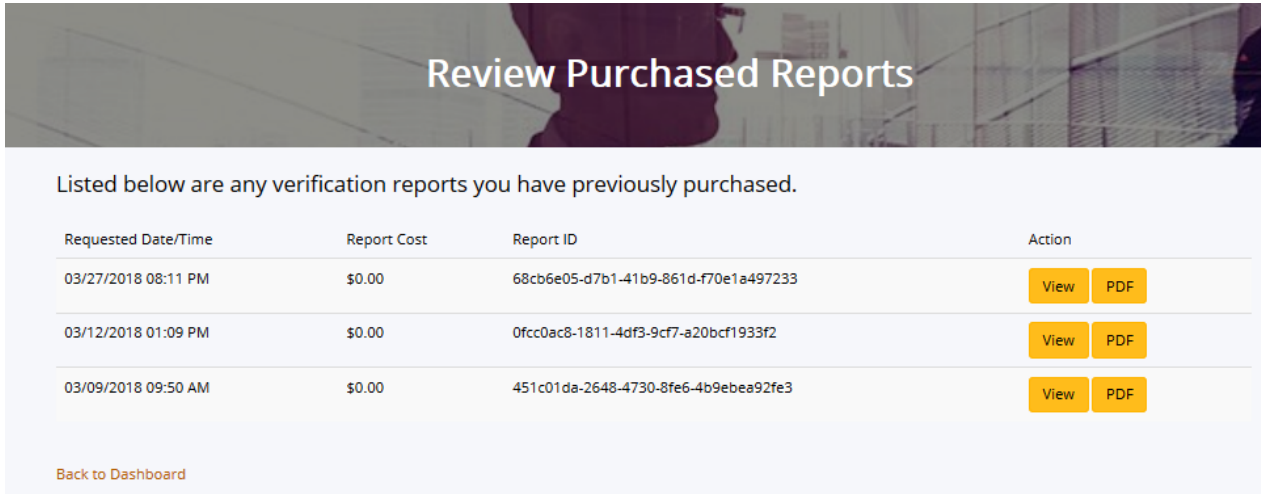
The employee dashboard features 5 to 6 functions

- Verify Data
- View Purchased Reports
- Edit Privacy Controls
- Review Access Report
- Dispute Status
- Manage Salary Keys ***optional feature:** only appears on the dashboard of employees whose employer has elected to use this feature

Verify Data will bring the user to a page where they can elect to use their free report, if that report is exhausted they are required to pay the stated rate (subject to change) and will be brought to a page where the employment verification report can be downloaded as a PDF. On that page the employee can also elect to file a dispute.



View Purchased Reports allows users to view their previously obtained reports (includes free reports)

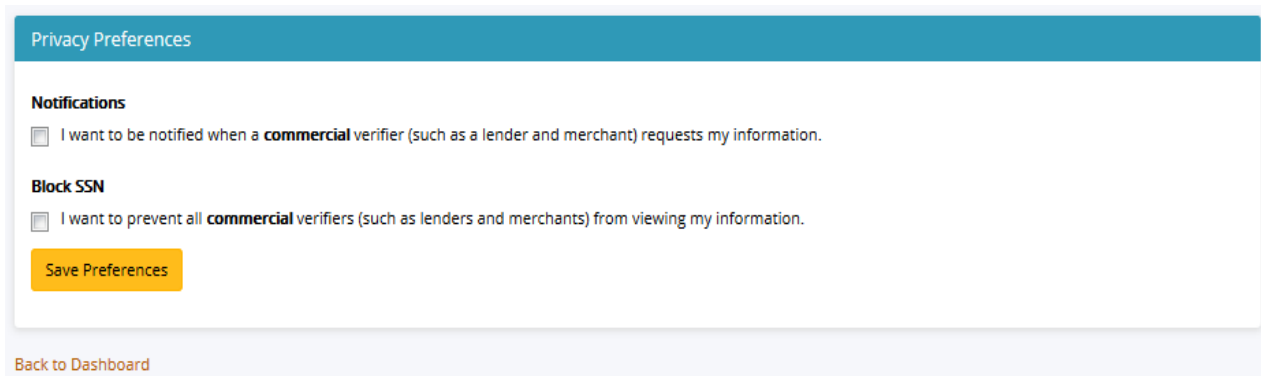


The screen features a header with the title "Review Purchased Reports" over a background image of a person's profile. Below the header, a message states: "Listed below are any verification reports you have previously purchased." A table follows with columns for "Requested Date/Time", "Report Cost", "Report ID", and "Action". The table contains three rows of data. Each row has "View" and "PDF" buttons in the "Action" column. At the bottom left, there is a "Back to Dashboard" link.

Requested Date/Time	Report Cost	Report ID	Action
03/27/2018 08:11 PM	\$0.00	68cb6e05-d7b1-41b9-861d-f70e1a497233	View PDF
03/12/2018 01:09 PM	\$0.00	0fcc0ac8-1811-4df3-9cf7-a20bcf1933f2	View PDF
03/09/2018 09:50 AM	\$0.00	451c01da-2648-4730-8fe6-4b9e9ea92fe3	View PDF

[Back to Dashboard](#)

Edit Privacy Controls brings you to the screen below. Here employees can choose to enable notifications or block their SSN.



The screen has a teal header titled "Privacy Preferences". Below the header, there are two sections: "Notifications" and "Block SSN". Each section has a checkbox and a description. The "Notifications" section says: "I want to be notified when a **commercial** verifier (such as a lender and merchant) requests my information." The "Block SSN" section says: "I want to prevent all **commercial** verifiers (such as lenders and merchants) from viewing my information." Below these sections is a yellow "Save Preferences" button. At the bottom left, there is a "Back to Dashboard" link.

Notifications

☐ I want to be notified when a **commercial** verifier (such as a lender and merchant) requests my information.

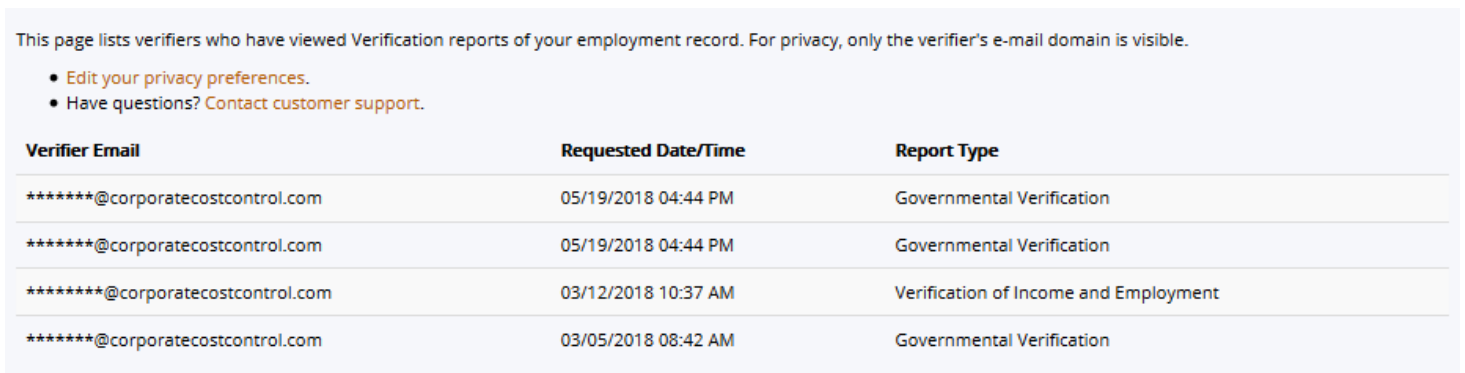
Block SSN

☐ I want to prevent all **commercial** verifiers (such as lenders and merchants) from viewing my information.

[Save Preferences](#)

[Back to Dashboard](#)

Review access report takes the user to the below screen, allowing them to view commercial users that have purchased their information.



The screen displays a message: "This page lists verifiers who have viewed Verification reports of your employment record. For privacy, only the verifier's e-mail domain is visible." Below the message are two links: "Edit your privacy preferences." and "Have questions? [Contact customer support.](#)". A table follows with columns for "Verifier Email", "Requested Date/Time", and "Report Type". The table contains four rows of data. At the bottom, there is a "Back to Dashboard" link.

This page lists verifiers who have viewed Verification reports of your employment record. For privacy, only the verifier's e-mail domain is visible.

- [Edit your privacy preferences.](#)
- Have questions? [Contact customer support.](#)

Verifier Email	Requested Date/Time	Report Type
*****@corporatecostcontrol.com	05/19/2018 04:44 PM	Governmental Verification
*****@corporatecostcontrol.com	05/19/2018 04:44 PM	Governmental Verification
*****@corporatecostcontrol.com	03/12/2018 10:37 AM	Verification of Income and Employment
*****@corporatecostcontrol.com	03/05/2018 08:42 AM	Governmental Verification

[Back to Dashboard](#)

Dispute Status displays all disputes filed by the employee with status updates

Manage Salary Key allows employees to generate random salary keys, which they provide to a potential verifier. When salary keys are enabled verifiers cannot gain access to employee's data without being provided that employee's specific salary key(s)

Your employer has enabled salary key locks.




Commercial verifiers are unable to access your salary data until you specifically provide them with a one-time-use key generated below. Keys expire after **30** days, and you may have up to **5** active keys at a time.

Create Key

Salary Key	Created	Expires	Actions
FIAZ36	6/1/2018	7/1/2018	<div>Remove</div>
XSF2VW	6/1/2018	7/1/2018	<div>Remove</div>
NVBJIR	6/1/2018	7/1/2018	<div>Remove</div>
HXSQZ3	6/15/2018	7/15/2018	<div>Remove</div>

[Back to Dashboard](#)

Generate Work Letters allows employees to generate their own work letters which might be required for hiring, separation, or immigration purposes with a simple two-click process.

<p> CCC VERIFY</p> <p>To Whom It May Concern:</p> <p>Thank you for your request for information regarding:</p> <p><u>SMITH, JOHN</u> SSN: XXX-XX-6789</p> <p>Our records indicate that the above-mentioned employee currently works for CCC TEST COMPANY, is now listed as "Active", and was hired on 02/19/2014.</p> <p>This letter is to be used for hiring in conjunction with a report supplied by CCCVerify.com. CCC Verify is a third-party verification service. All information is provided by the employer and is the only information available.</p> <p>Thank you,</p> <p> Nick Stephen Manager CCC Verify Direct Fax - 614-495-0225 Email - verifications@corporatecostcontrol.com Toll Free Customer Service - 855-901-3099</p>	<p> CCC VERIFY</p> <p>To Whom It May Concern:</p> <p>Thank you for your request for information regarding:</p> <p><u>SMITH, JOHN</u> SSN: XXX-XX-6789</p> <p>Our records indicate that the above-mentioned employee currently works for CCC TEST COMPANY, is now listed as "Active", and was hired on 02/19/2014.</p> <p>This letter is to be used for immigration in conjunction with a report supplied by CCCVerify.com. CCC Verify is a third-party verification service. All information is provided by the employer and is the only information available.</p> <p>Thank you,</p> <p> Nick Stephen Manager CCC Verify Direct Fax - 614-495-0225 Email - verifications@corporatecostcontrol.com Toll Free Customer Service - 855-901-3099</p>	<p> CCC VERIFY</p> <p>To Whom It May Concern:</p> <p>Thank you for your request for information regarding:</p> <p><u>SMITH, JOHN</u> SSN: XXX-XX-6789</p> <p>Our records indicate that the above-mentioned employee currently works for CCC TEST COMPANY, is now listed as "Active", and was hired on 02/19/2014.</p> <p>This letter is to be used for sponsorship in conjunction with a report supplied by CCCVerify.com. CCC Verify is a third-party verification service. All information is provided by the employer and is the only information available.</p> <p>Thank you,</p> <p> Nick Stephen Manager CCC Verify Direct Fax - 614-495-0225 Email - verifications@corporatecostcontrol.com Toll Free Customer Service - 855-901-3099</p>
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Contact Us

CCC Verify contact information can be found on the contact page

CCC VERIFY

HomePrivacy PolicyContact 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

