

WAGEverify™
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uab.edu/wageverify

Employee User Guide



Employee FAQs

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Question:

How can I create a user account?

1. From your internet browser go to www.wageverify.com.
2. Click on **Sign Up**.
3. Enter your email address (this will be your username) and then select the option that designates you as a current or former employee.
4. Create a password, enter your social security number and date of birth. Click **Create Account**.

The image shows the WAGEVerify homepage. At the top, there are three navigation tabs: "I'm a Verifier" (with a magnifying glass icon), "I'm an Employer" (with a person and magnifying glass icon), and "I'm an Employee" (with a group of people icon). Below the tabs, the text reads: "Does your employer use WAGEVerify? Do you need to access your wage and employment records?". At the bottom, there are two buttons: "SIGN UP" and "LOGIN". A red arrow points from a green circle with the number "2" to the "SIGN UP" button.

The image shows the "REGISTER" form. It has a title "REGISTER" and a subtitle "Please provide the following information to complete registration." Below this, there is a field for "Email Address" with a placeholder "Email Address". A red arrow points from a green circle with the number "3" to this field. Below the email field, there is a question: "Which of the following best describes the purpose of the account you're creating?". There are three radio button options: "I am a business such as a lender, background check provider, employer that is hiring an employee, or a property manager that needs to review an employment verification report.", "I am a social service or government agency that needs to review a verification report.", and "I am a current or former employee of a company that uses your system." A red arrow points from a green circle with the number "3" to the third option. At the bottom, there is a "CONTINUE" button.

The image shows the "CREATE ACCOUNT" form. It has a title "CREATE ACCOUNT" and a subtitle "Please provide the following information to complete registration." Below this, there is a field for "Email Address" with a placeholder "test@test.com" and a "CHANGE EMAIL ADDRESS" button. Below the email field, there are fields for "Password *", "Confirm Password *", "SSN *", "Last Name *", "Date of Birth *", and "Work Phone Number". A red arrow points from a green circle with the number "4" to the "CREATE ACCOUNT" button at the bottom.

Question:

How can I create a user account? (cont.)

5. You will then be emailed an activation link to the email address you've provided. Retrieve this email activation link and follow the instructions to login. NOTE – check your SPAM/JUNK folder if you do not receive the activation link within a few minutes.
6. Notices and disclosures must be agreed to before moving to the next step. Check each box and click **I agree**.
7. A confirmation will be displayed.

5

Hello Employee ,

Please click the activation link below to activate your new verification account:

[Click here to activate your account](#)

7

The screenshot shows the 'WAGEverify' logo at the top. Below it, the heading 'Account Activation' is followed by a green box containing the text 'Congratulations! Your account has been successfully activated.' and a blue button labeled 'Click to Sign In'.

The screenshot shows the 'WAGEverify' logo and navigation links 'Home' and 'Company'. The heading 'Account Activation' is followed by the instruction 'Please read and agree to following to activate your account.' Below this are three sections, each with a scrollable text area and a checkbox: 1. 'ESIGN Disclosure and Consent' with a checkbox 'I have read and agree to the ESIGN Notice.' 2. 'Please Note: The following notice pertains to the requirements of the Federal Credit Reporting Act...' with a checkbox 'I have read the FCRA.' 3. 'Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau...' with a checkbox 'I have reviewed the Summary of Rights and, if a Verifier, agree to provide it to consumers as required by law.' Below these is a 'TERMS AND CONDITIONS' section with a checkbox 'I have read and agree to the terms and conditions.' At the bottom are two large buttons: a green 'I Agree' button and a red 'I Disagree' button. A red arrow points to the 'I Agree' button, which is also marked with a green circle containing the number 6. At the very bottom are four small links: 'Print ESIGN Notice', 'Print FCRA Notice', 'Print Summary of Rights', and 'Print Terms and Conditions'.

Question:

How can I access my Employee Verification Report?

Your Employee Verification Report contains your dates of employment, job title, current employment status, as well as your pay period wage data.

1. Select **New Employment Report**.
2. Choose your employer from the employer dropdown.
3. Choose **Employee Verification Report**.
4. Select **Generate Report**.

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Home My Account Logout

EMPLOYEE OPTIONS

1

NEW EMPLOYMENT REPORT VIEW PAST REPORTS TEXT MESSAGE APPROVALS BLOCK/UNBLOCK ACCESS TO MY DATA

WAGEverify™

Home My Account Logout

NEW EMPLOYMENT REPORT

VIEW PAST REPORTS

Choose a current or past Account

Test Account

Choose Report Type

Please select...

Generate a new report using Account: Test Account

Employers

☒ Fake Restaurant 1 EIN:51-1112222

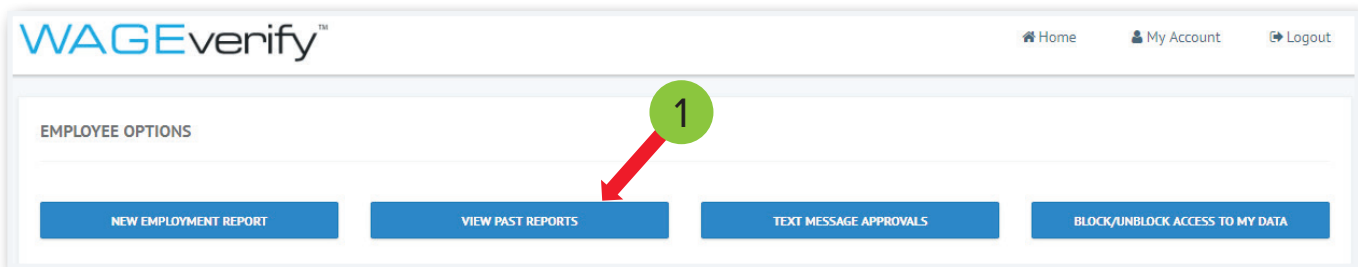
4

GENERATE REPORT CANCEL

Question:

How do I view past reports?

1. Select **View Past Reports**.
2. Select the desired report to view from the list. Past reports can be searched by date range.

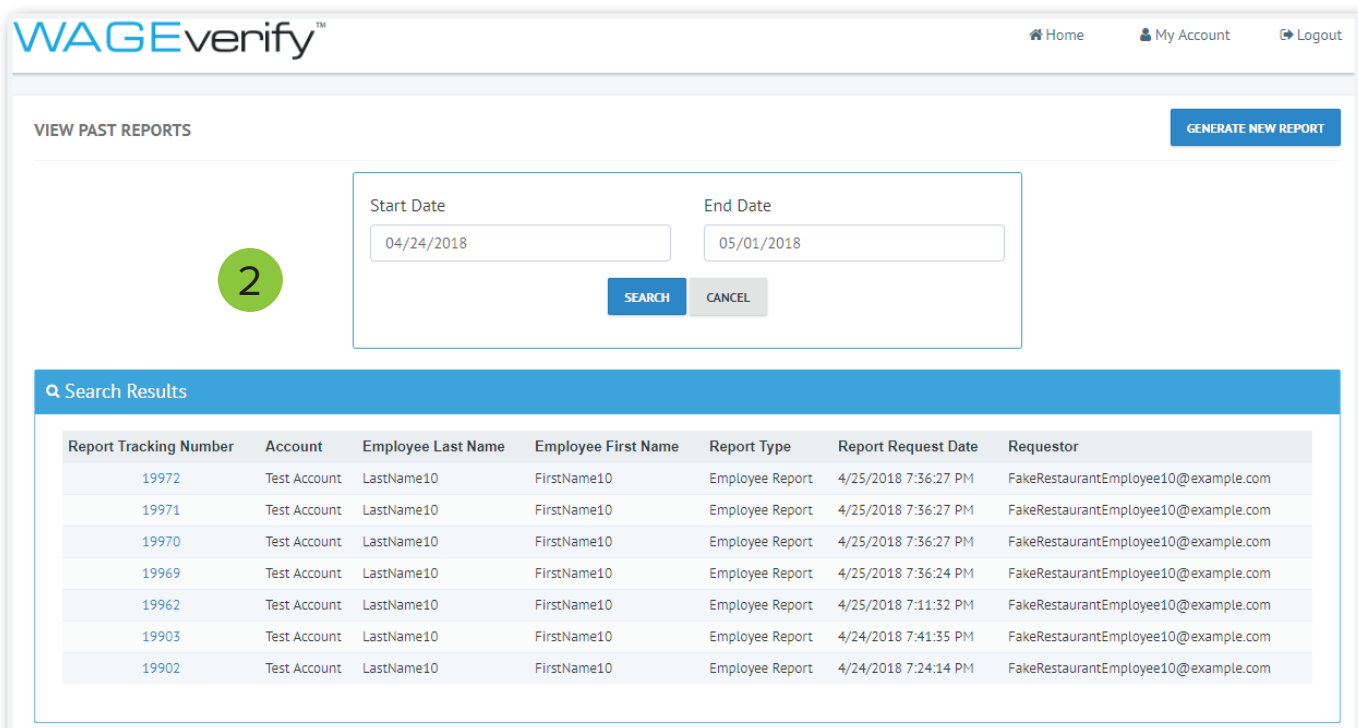


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Home My Account Logout

EMPLOYEE OPTIONS

NEW EMPLOYMENT REPORT VIEW PAST REPORTS TEXT MESSAGE APPROVALS BLOCK/UNBLOCK ACCESS TO MY DATA



WAGEverify™

Home My Account Logout

VIEW PAST REPORTS GENERATE NEW REPORT

Start Date End Date

04/24/2018 05/01/2018

SEARCH CANCEL

Search Results

Report Tracking Number	Account	Employee Last Name	Employee First Name	Report Type	Report Request Date	Requestor
19972	Test Account	LastName10	FirstName10	Employee Report	4/25/2018 7:36:27 PM	FakeRestaurantEmployee10@example.com
19971	Test Account	LastName10	FirstName10	Employee Report	4/25/2018 7:36:27 PM	FakeRestaurantEmployee10@example.com
19970	Test Account	LastName10	FirstName10	Employee Report	4/25/2018 7:36:27 PM	FakeRestaurantEmployee10@example.com
19969	Test Account	LastName10	FirstName10	Employee Report	4/25/2018 7:36:24 PM	FakeRestaurantEmployee10@example.com
19962	Test Account	LastName10	FirstName10	Employee Report	4/25/2018 7:11:32 PM	FakeRestaurantEmployee10@example.com
19903	Test Account	LastName10	FirstName10	Employee Report	4/24/2018 7:41:35 PM	FakeRestaurantEmployee10@example.com
19902	Test Account	LastName10	FirstName10	Employee Report	4/24/2018 7:24:14 PM	FakeRestaurantEmployee10@example.com

Question:

How can I access my Employee Verification Letter?

Your Employee Verification Letter contains your dates of employment, job title, current employment status, as well as your pay period wage data. This letter is signed by your employer and is typically used by employees when applying for social service entitlements or loan forgiveness programs.

1. Select **New Employment Report**.
2. Choose your employer.
3. Choose **Employee Verification Letter**.
4. Select **Generate Report**.

WAGEverify™ Home My Account Logout

EMPLOYEE OPTIONS

NEW EMPLOYMENT REPORT VIEW PAST REPORTS TEXT MESSAGE APPROVALS BLOCK/UNBLOCK ACCESS TO MY DATA

WAGEverify™ Home My Account Logout

NEW EMPLOYMENT REPORT VIEW PAST REPORTS

Choose a current or past Account
Test Account

Choose Report Type
Employee Verification Letter

Generate a new report using Account: Test Account

Employers
☒ Fake Restaurant 1 EIN:51-1112222

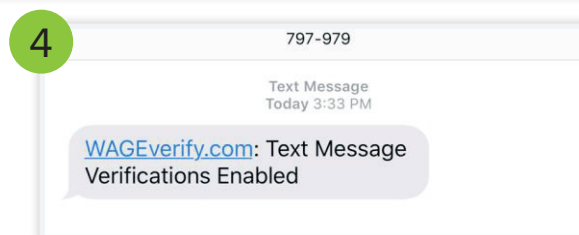
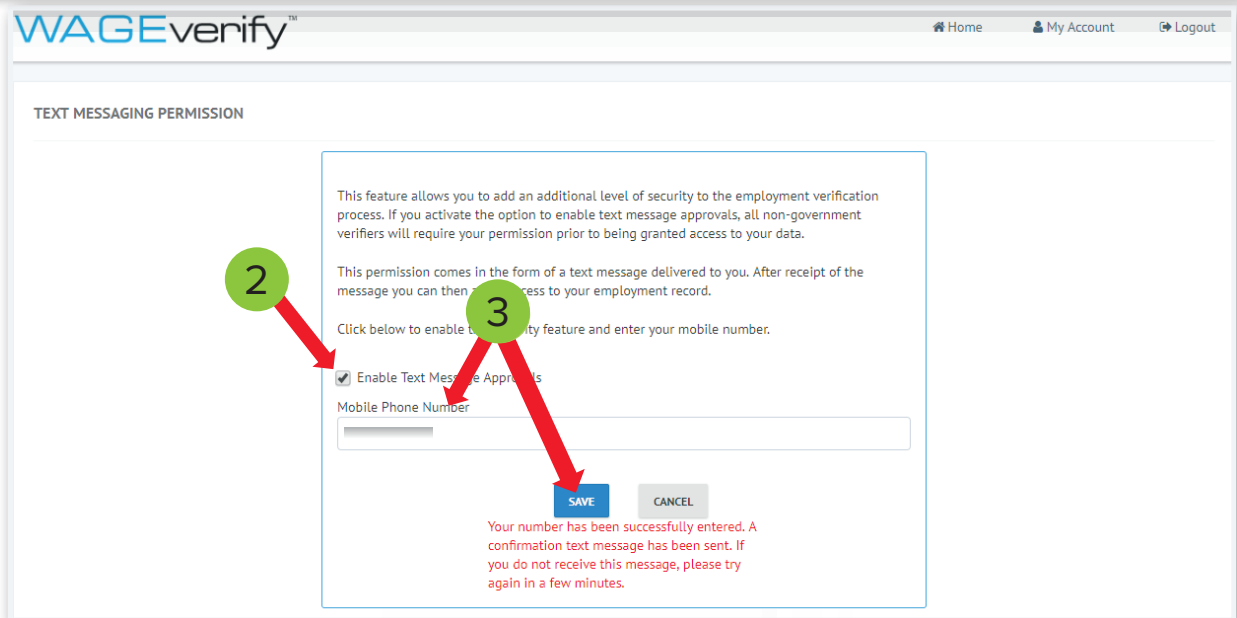
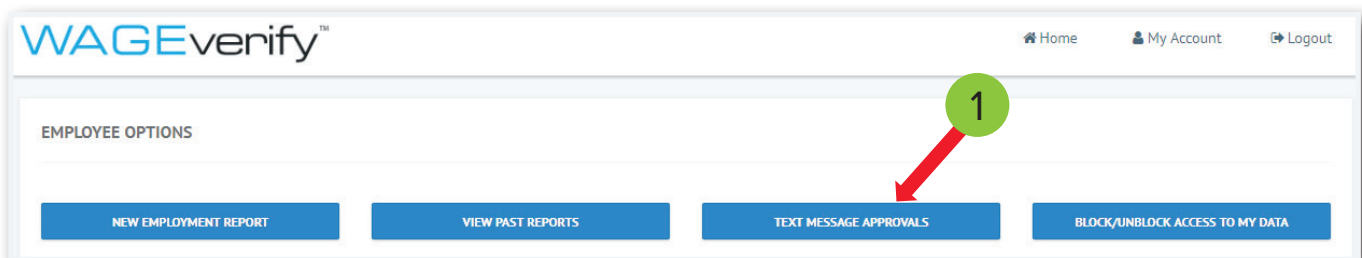
4 GENERATE REPORT CANCEL

Question:

How do I enable text message approvals for verifications?

Depending on the account configuration, data controls can be enforced on your data in the form of text message approvals. When enabled, you will receive a text message any time a verifier tries to access a new employment or wage report. You have the option of approving that request by text message, and you will receive confirmation when the transaction is complete.

1. To enable text message approvals, click **Text Message Approval**.
2. Click the checkbox to **Enable Text Message Approvals**.
3. Enter your mobile number and click **Save**.
4. A confirmation text message will be sent to you.



Question:

How do I approve a verification request?

1. When a verifier attempts to access wage and employment information, you will receive a text message with the details of the verifier (their email address and a request for approval). If you are expecting this request (i.e. recently applied for credit), you can approve this request by responding “yes”.
2. If you would like to deny the request, you can do so by not responding to the text message.
3. If you approve the data request, the verifier will be notified. Once the verifier runs the wage and employment report, a confirmation text message will be sent that the verification is complete.

1

WAGEverify.com:
verifier@verifier.com
requested a wage/
employment verification.
Respond 'Yes' to approve
in the next 24 hours.

3

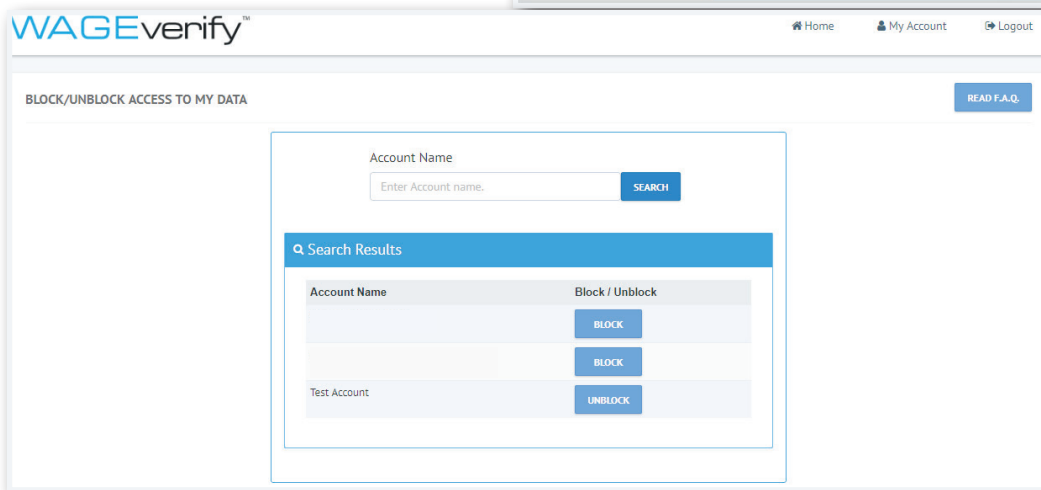
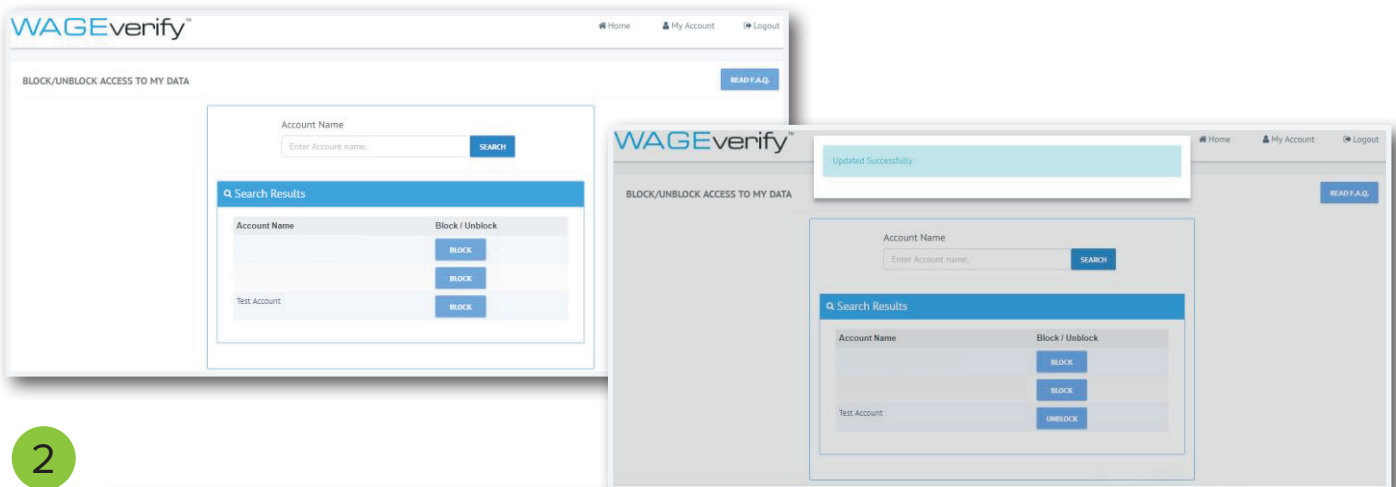
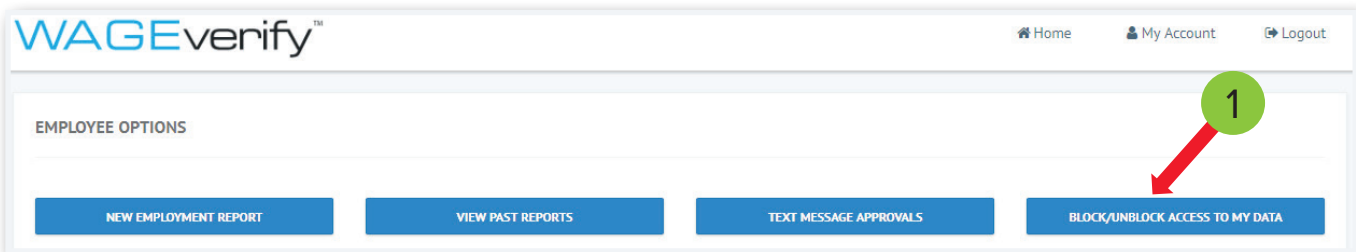
WAGEverify.com: The
Wage/Employment
data request from test
.employee.1@hiretech
.com has completed
successfully. Thank You.

Question:

How do I block/unblock access to my data?

You can block all verifiers from accessing wage and employment data. This will stop WAGEverify.com from providing information to any verifier who may request it. *NOTE: You will not be notified of any blocks while this feature is enabled.

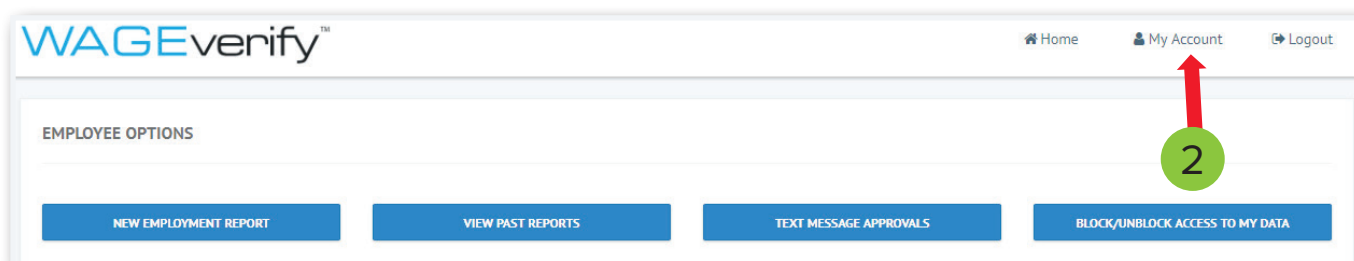
1. To block/unblock access to your data, click **Block/Unblock Access to My Data**.
2. Click the **Block** button to block access to your data. Click the Unblock button to allow data access.



Question:

How do I change my password?

1. Login to your WAGEverify account.
2. Select **My Account**.
3. Change your password.



3 Change Password

Username
FakeRestaurantEmployee10@example.com

New Password

Confirm New Password

CHANGE PASSWORD

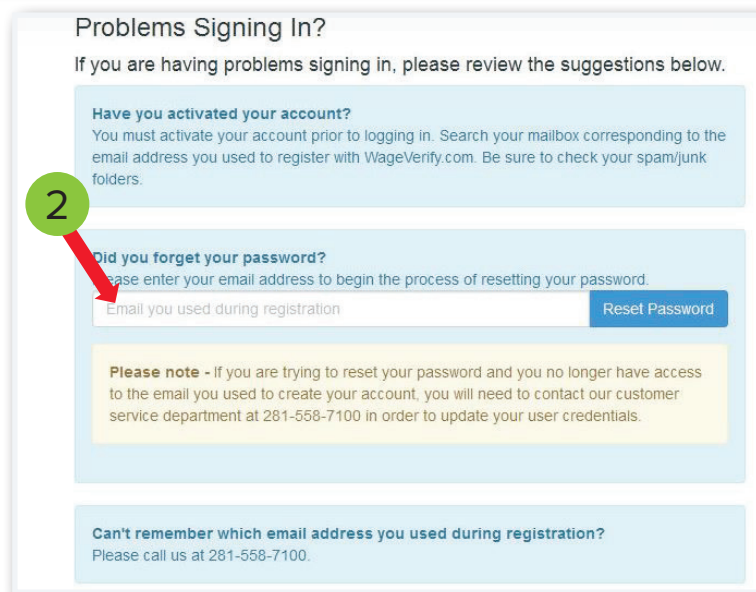
Question:

What if I forget my password?

1. From the WAGEVerify login page, select **Problem Signing In**.
2. Enter the email address that was used to create your WAGEVerify account.
3. You will be sent an email including a link prompting you to reset your password.
4. Change your password.



The image shows the WAGEVerify login page. At the top, the WAGEVerify logo is displayed. Below it, a white box contains the 'Sign In' heading. There are two input fields: 'Email address' and 'Password'. A green 'LOGIN' button is to the right of the password field. At the bottom of the white box, there are two links: 'CREATE AN ACCOUNT' and 'PROBLEM SIGNING IN?'. A green circle with the number '1' and a red arrow points to the 'PROBLEM SIGNING IN?' link.



The image shows the 'Problems Signing In?' page. The heading is 'Problems Signing In?'. Below it, a message says: 'If you are having problems signing in, please review the suggestions below.' There are three sections:

- Have you activated your account?**
You must activate your account prior to logging in. Search your mailbox corresponding to the email address you used to register with WageVerify.com. Be sure to check your spam/junk folders.
- Did you forget your password?**
Please enter your email address to begin the process of resetting your password.
There is an input field for 'Email you used during registration' and a blue 'Reset Password' button. A green circle with the number '2' and a red arrow points to the input field.
- Please note** - If you are trying to reset your password and you no longer have access to the email you used to create your account, you will need to contact our customer service department at 281-558-7100 in order to update your user credentials.

At the bottom, there is a section: **Can't remember which email address you used during registration?**
Please call us at 281-558-7100.