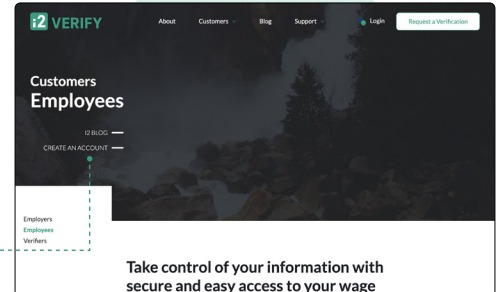# i2 VERIFY | Creating a New i2Verify Account

STEP 01 Getting Started

- To get started on the i2Verify website, go to:
  www.i2verify.com/customers/employees

- From the Employees page, click **Create an Account.**

  * This can be found under ***"Employees"*** *within the header image of the page.*

STEP 02 Create Your Account

- Select **"I need to create a new i2Verify.com account."**

- To describe the purpose of the account you are creating,
  answer the question: **"Which of these applies to you?"**

  ** **Hint:** If you are a current or former employee, your answer should be*
  "I am a current or former employee of a company that uses your system."

- Enter your email address and create a password.
  Hint: *we recommend using your personal email.*

- Next, enter your phone, social security number and date of birth.
  The social and date of birth must match what is on your pay records.

- Finally, review and check the three boxes agreeing to the
  Terms & Conditions.

STEP 03 Verify Your Account

- As an added layer of security, we use a two-factor code. Please select the
  means you would like to receive your two-factor code on and then enter
  this code into the submission form.

- To verify that you wish to create an i2Verify account, you will receive
  a confirmation email. Please click on the link in the email to verify and
  create your account.

- Once you validate the code your account will be created.

www.i2verify.com | **Newburyport, MA 01950** | **(888) 458-6319**

STEP 01

Log In to Your Account

- Go to **www.i2verify.com.**

- Click **Login** at the top of the page.

- Please enter the email and password you used to create your account.

- Once these items are submitted, you will receive a 2-factor authentication code. Please enter the code to log in.

STEP 02

Your Dashboard

Once you have successfully logged in, you will have several options. These include:

Employee Verification Report/Letter:
From here you can instantly obtain an Employment Verification Report or an Employment Verification Letter.

Restrict Access to My Data:
Permission keys allow you to add an additional level of security to the employment verification process. If you activate the option to require permission keys, all non-government verifiers will require your permission prior to being granted access to your data. This permission comes in the form of a permission key that only you can generate.

Verification History:
Allows you to see previously generated reports.

Block (or Unblock) Access to My Data:
Allows you to block any Non-Government entity from viewing your data.
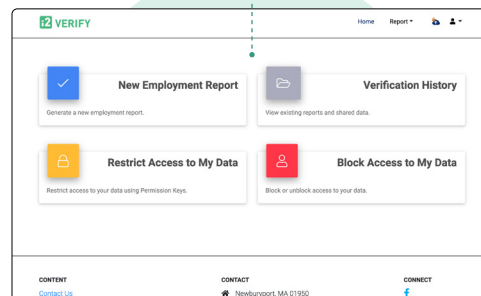
Need **further assistance?**

Our support team is available to meet you at any time to answer your questions.

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