CCC VERIFY

User Guide

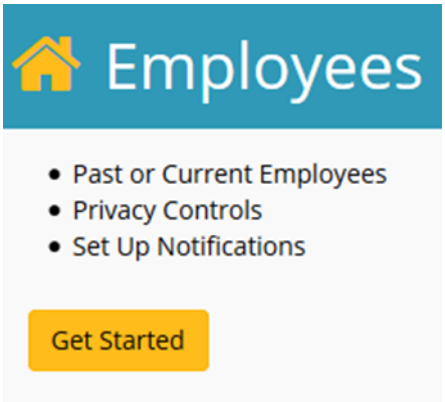
City of Rochester

CORPORATE COST CONTROL

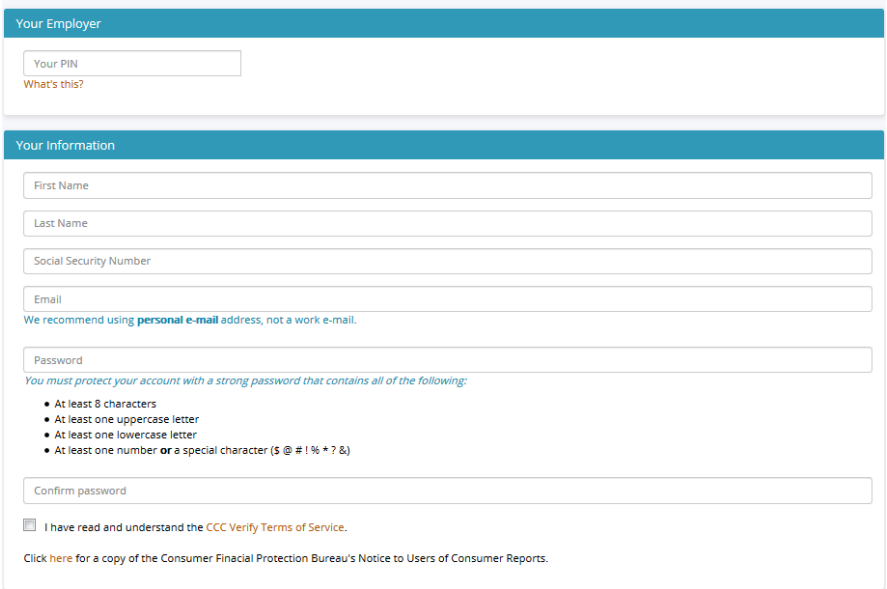
Employee Experience: sign-up process

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.



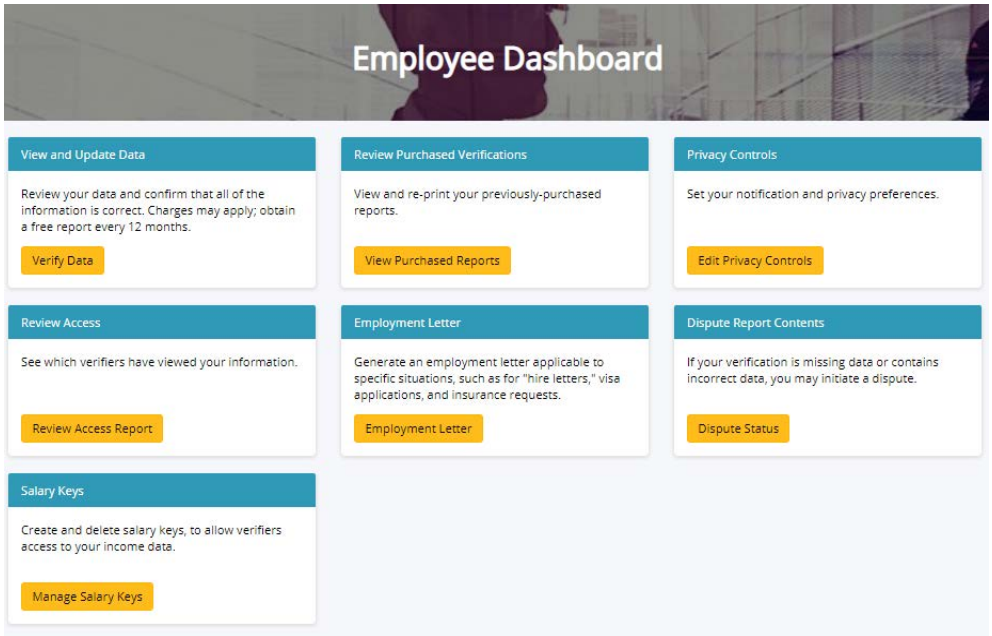
This will bring the user to a screen where they input the relevant info to create the account (name, email, contact info etc.)



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

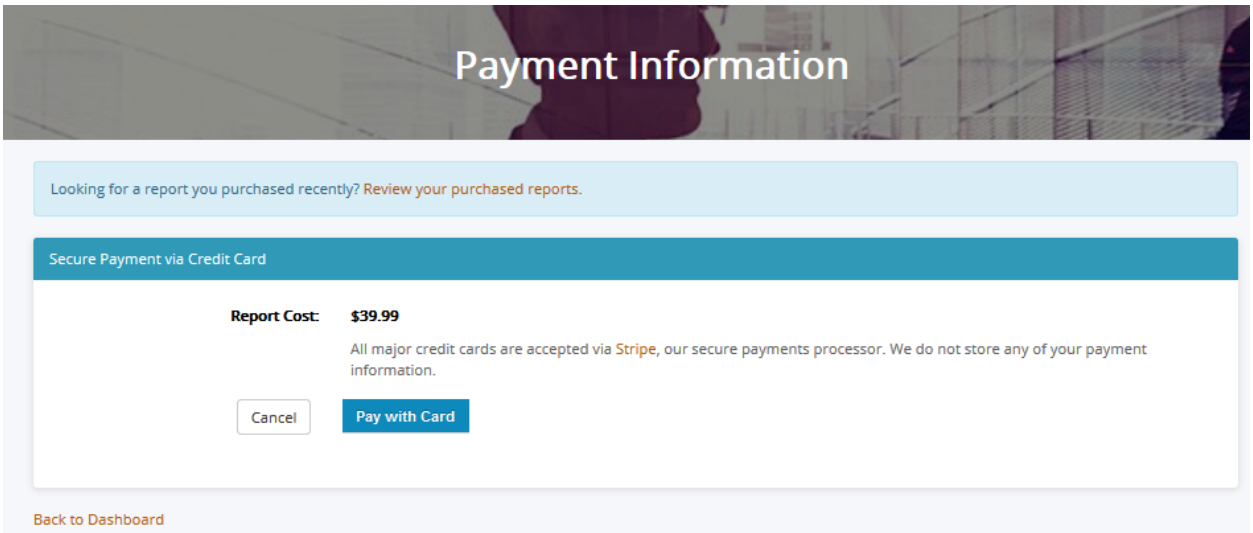
Once the employee has completed the sign-up page and clicked the register button they will see a message that states they have been sent an email to complete registration. When the employee receives the email, they are required to click the link in the email which brings the user to the website where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



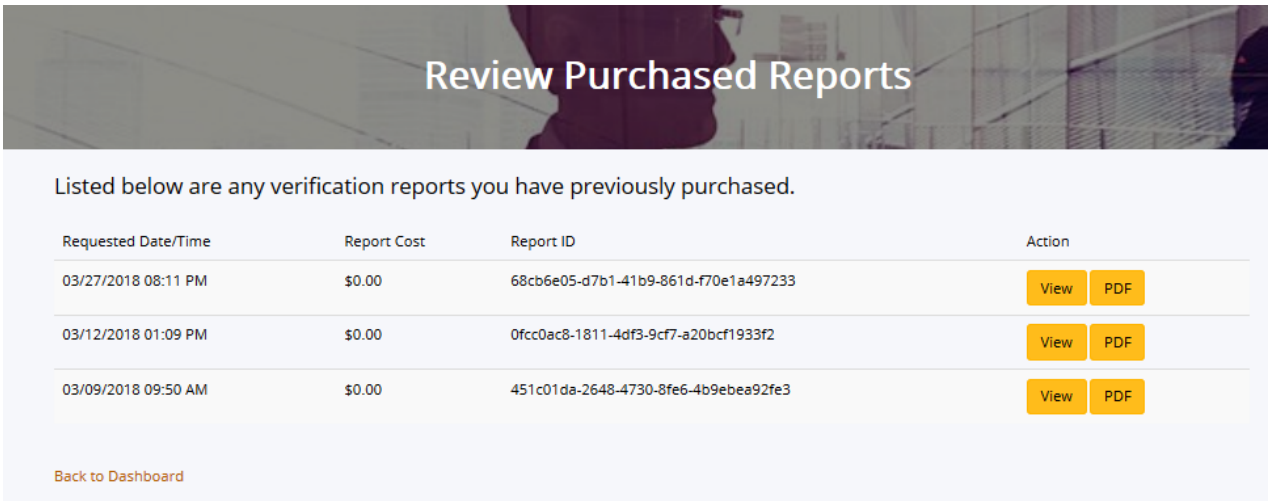
The employee dashboard features 5 *to* 6 functions

- 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

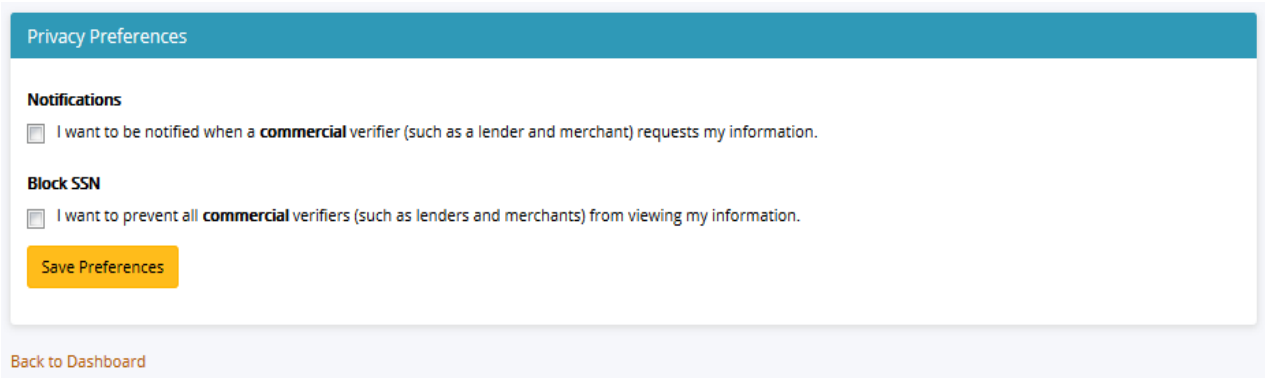
<u>Verify Data</u> will bring the user to a page where they can elect to use their free report, if that report is exhausted they are required to pay the stated rate (subject to change) and will be brought to a page where the employment verification report can be downloaded as a PDF. On that page the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



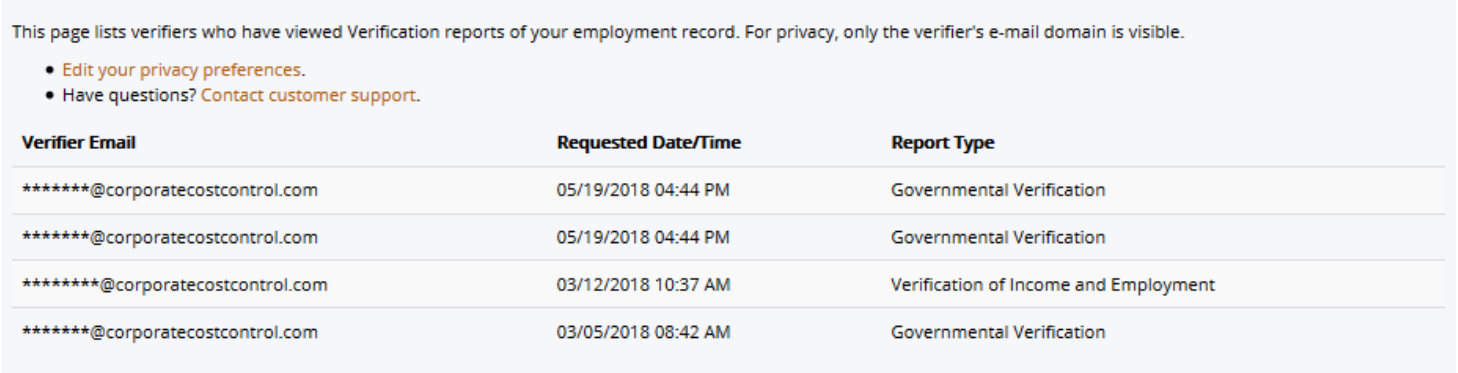
View Purchased Reports allows users to view their previously obtained reports (includes free reports)



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

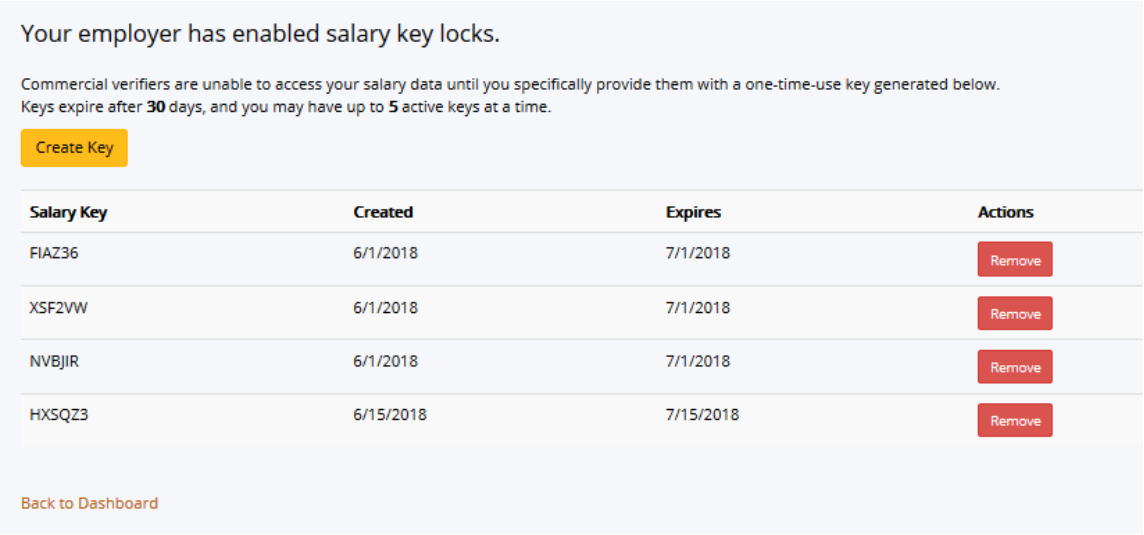


Review access report takes the user to the below screen, allowing them to view commercial users that have purchased their information.



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)



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.

CCC VERIFY

To Whom It May Concern:

Thank you for your request for information regarding:

SMITH, JOHN SSN: XXX-XX-6789

Our records indicate that the above-mentioned employee currently works for CCC TEST COMPANY, is now listed as "Active" , and was hired on 02/10/2014.

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.

Thank you,

Nick Stephen
Manager
CCC Verify
Direct Fax – 614-495-0225
Email – verifications@corporatecostcontrol.com
Toll Free Customer Service – 855-901-3099

CCC VERIFY

To Whom It May Concern:

Thank you for your request for information regarding:

SMITH, JOHN SSN: XXX-XX-6789

Our records indicate that the above-mentioned employee currently works for CCC TEST COMPANY, is now listed as "Active" , and was hired on 02/10/2014.

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.

Thank you,

Nick Stephen
Manager
CCC Verify
Direct Fax – 614-495-0225
Email – verifications@corporatecostcontrol.com
Toll Free Customer Service – 855-901-3099

CCC VERIFY

To Whom It May Concern:

Thank you for your request for information regarding:

SMITH, JOHN SSN: XXX-XX-6789

Our records indicate that the above-mentioned employee currently works for CCC TEST COMPANY, is now listed as "Active" , and was hired on 02/10/2014.

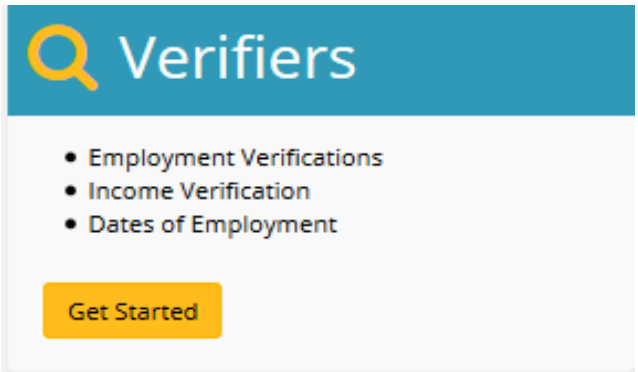
This letter is to be used for separation in conjunction with a report supplied by CCCVerify.com. CCC Verify is a third-party verification service. All information is provided by the employer and is the only information available.

Thank you,

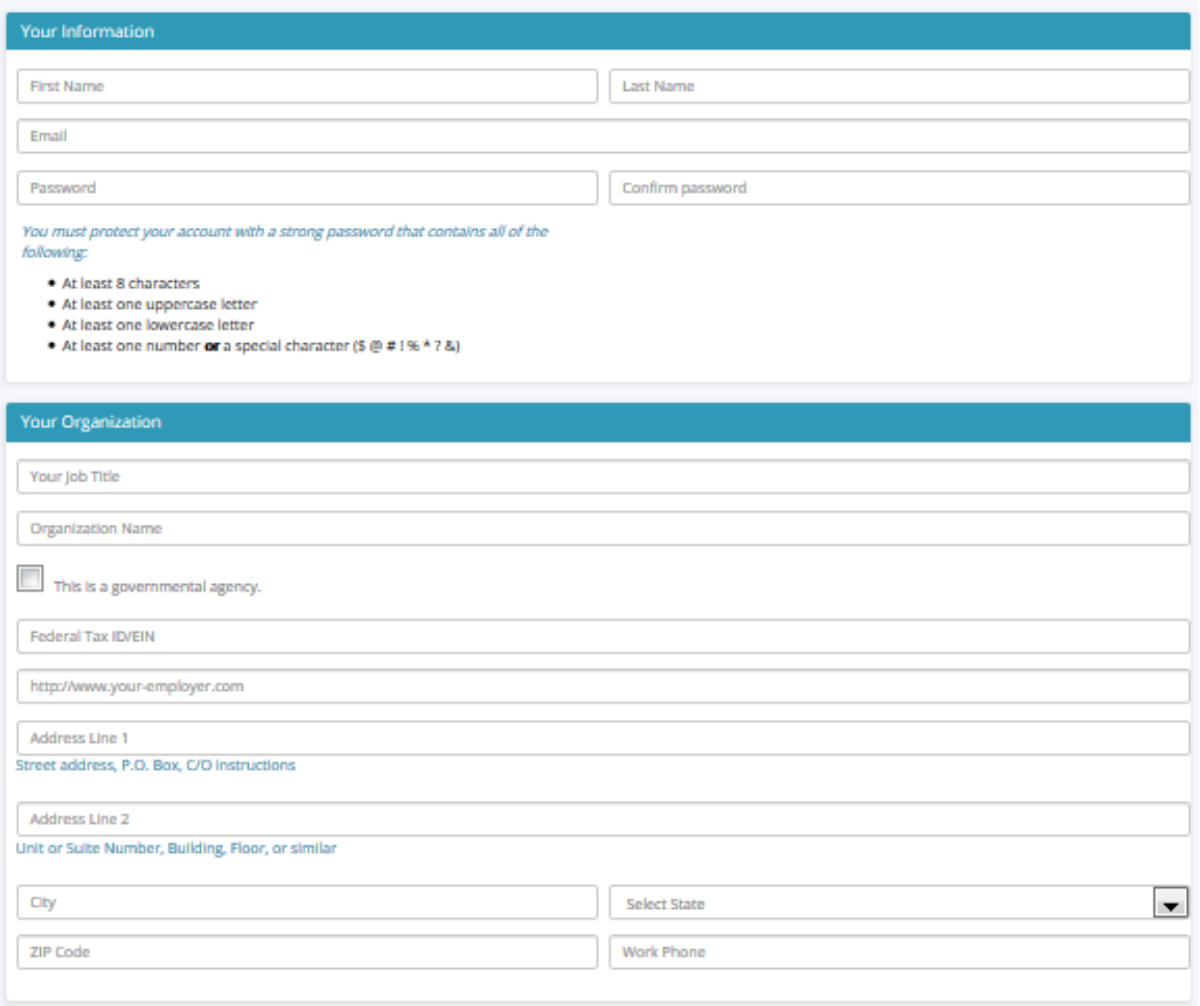
Nick Stephen
Manager
CCC Verify
Direct Fax – 614-495-0225
Email – verifications@corporatecostcontrol.com
Toll Free Customer Service – 855-901-3099

Verifier Experience: sign up process

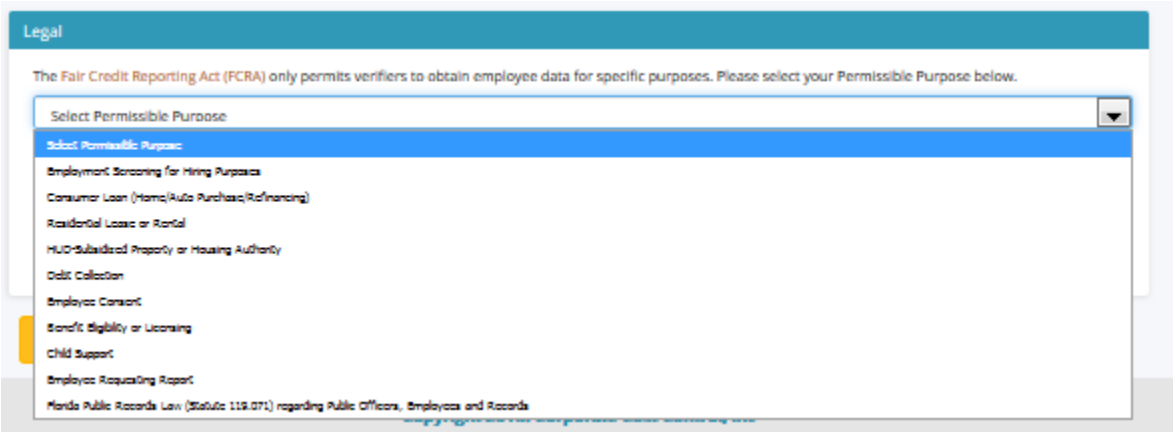
Government and commercial verifiers alike can create an account on CCC Verify and verify employment after meeting criteria such as user vetting and providing a valid permissible purpose. To sign up as a verifier click the get started button under the verifiers tab on our homepage

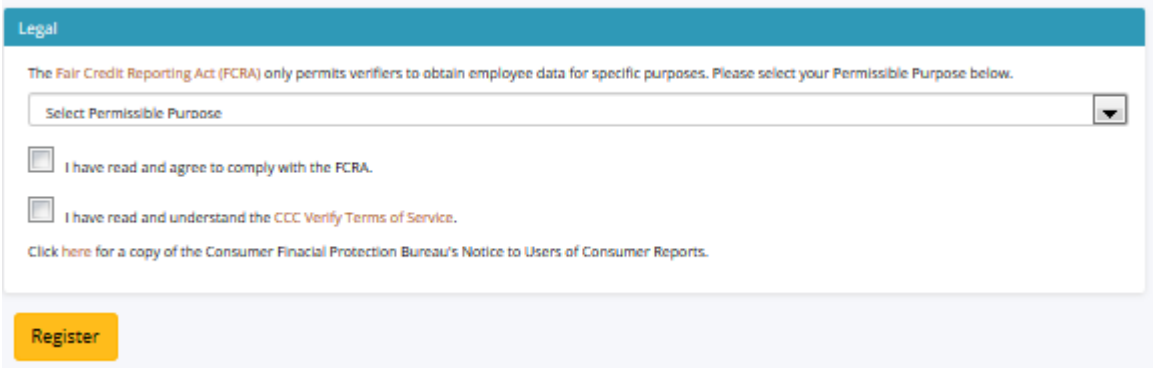


On the next screen the verifier will enter information about themselves and their organization.



At the bottom of the same screen the verifier selects their permissible purpose and agrees to terms and conditions of the site as well as compliance with the FCRA

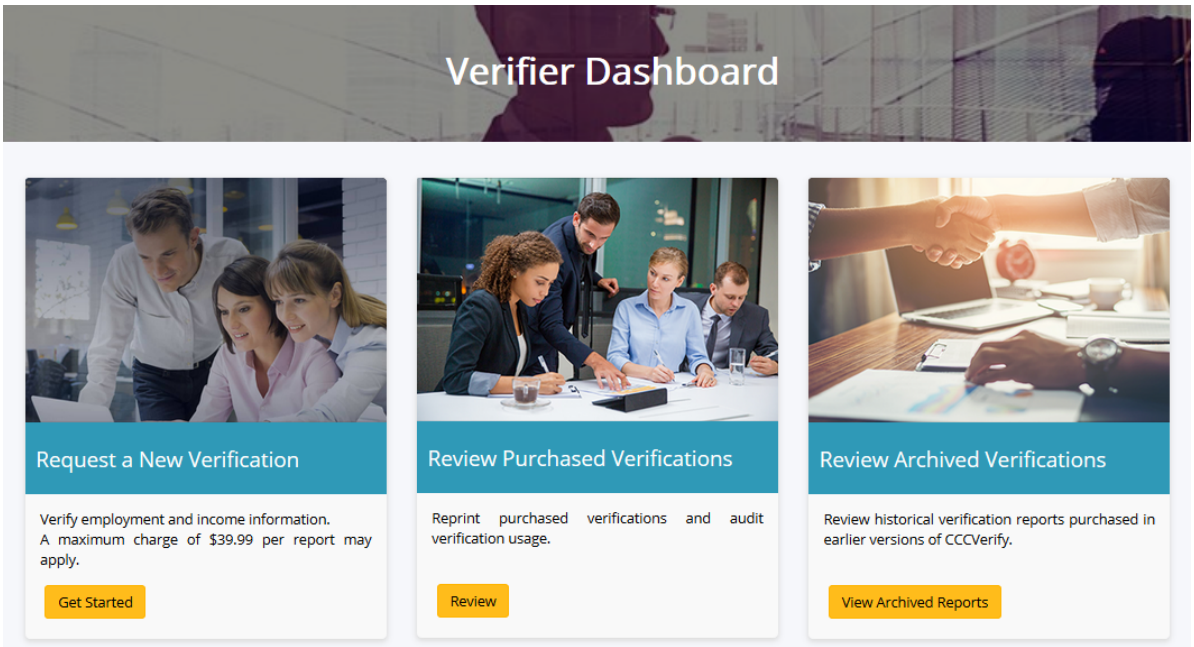




Verifier Experience: email registration and verifier dashboard

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.

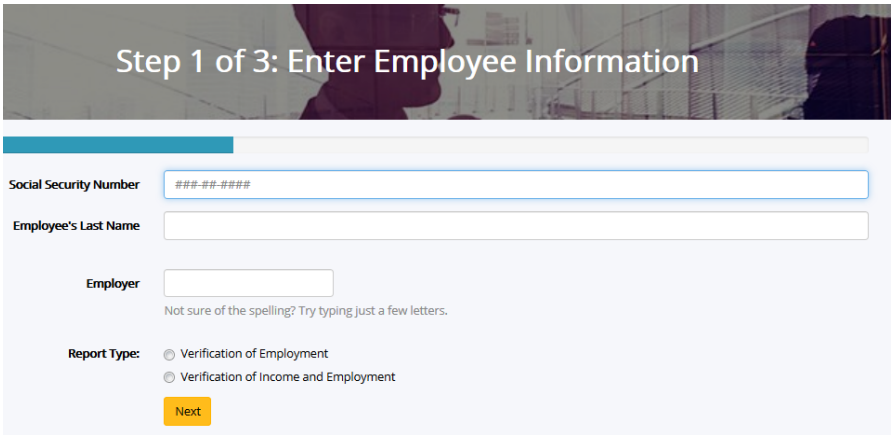
Commercial verifiers and government verifiers alike go through the sign-up process. However, only government verifiers have access to more detailed pay data. Government verifiers are not charged for verification services.



The verifier dashboard shows 3 different options.

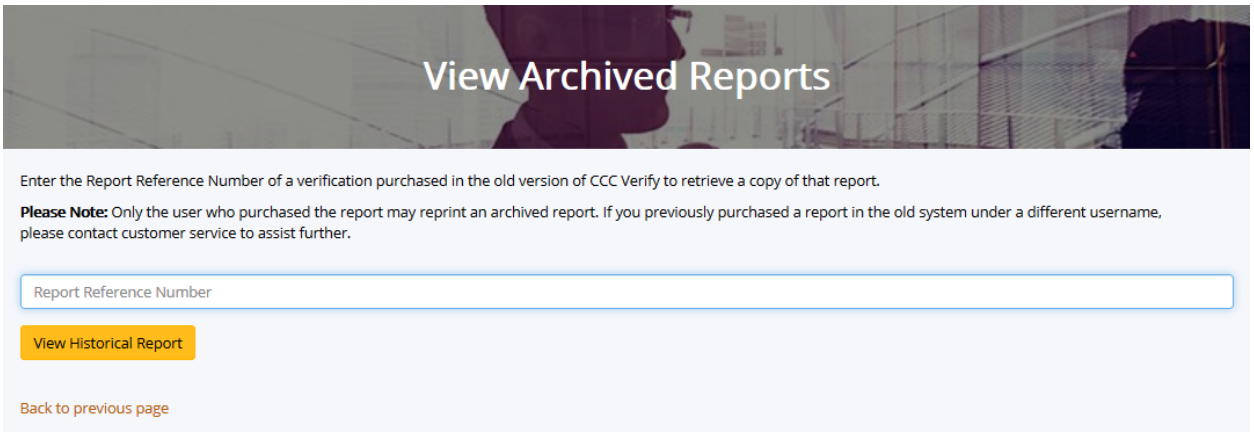
- Get started
- Review
- View archived reports

Get Started brings the verifier to the first step of verifying employment data



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

View Archived Reports takes users to a page where they can view purchases they made on our old web-based system (before February 2018)



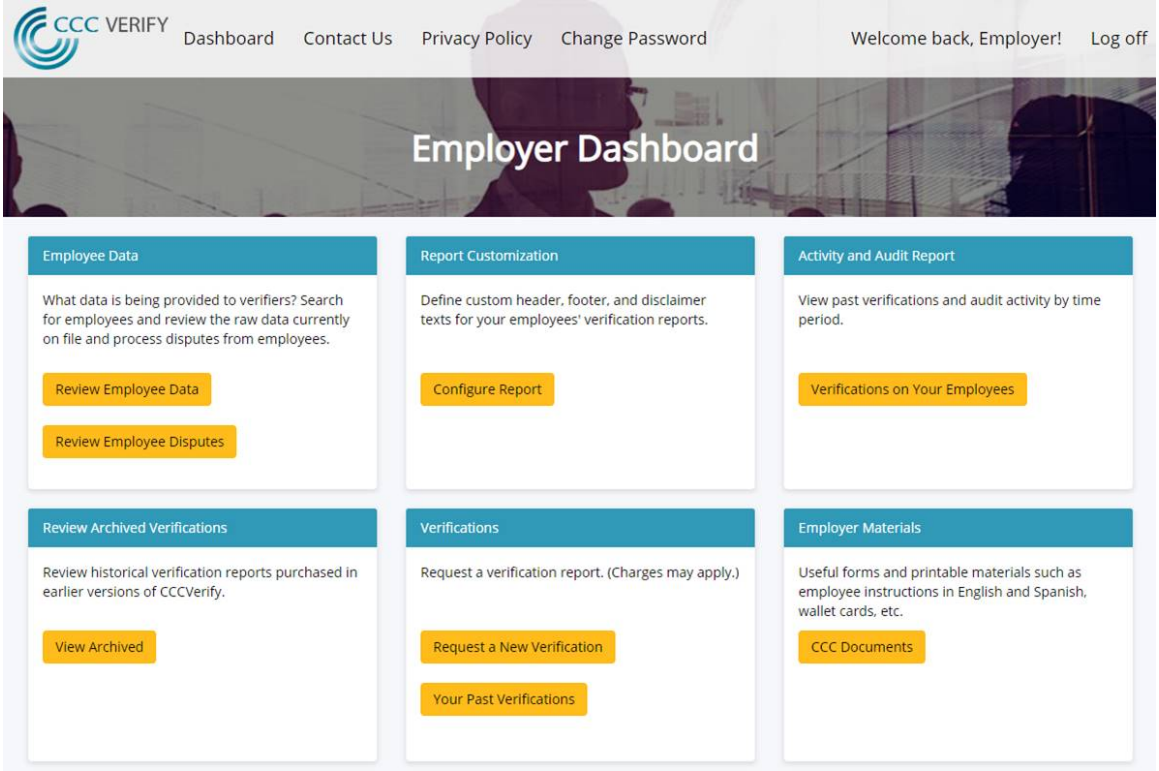
Employer Experience: sign up, dashboard and features

Employers that use the CCC Verify web system have the option to use employer accounts to monitor data on their employee's verification activity. This access is only available to designated contacts within our clients' corporate offices.

Sign Up:

This service is offered by our customer service team, once our team receives the required information to create the account(s) one of our representatives will be in contact with the designated account holders to assist with account set up.

Once the account is set up the employer will see their dashboard once logging in with their email as well as password.

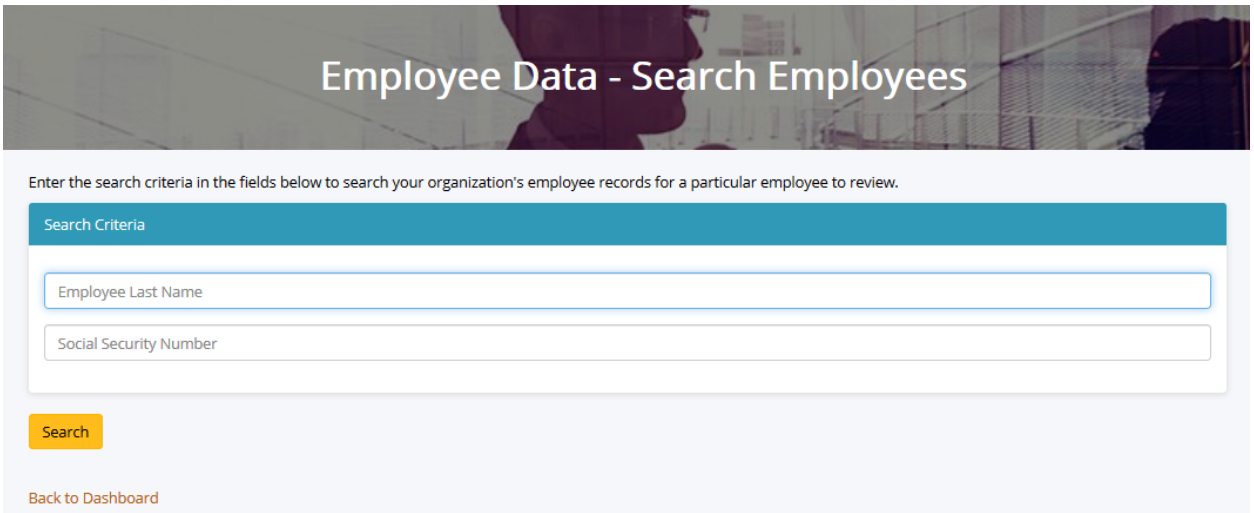


On the employer dashboard, users will see 6 frames.

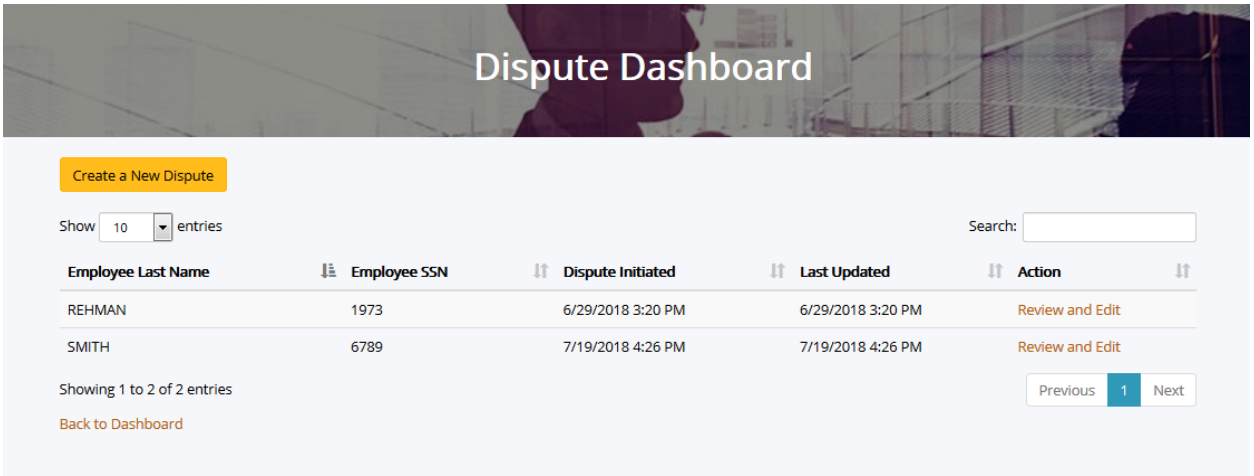
- Employee data
- Report customization
- Activity and audit report
- Review archived verifications
- Verifications
- Employer Materials

Under the Employee Data frame there are two options

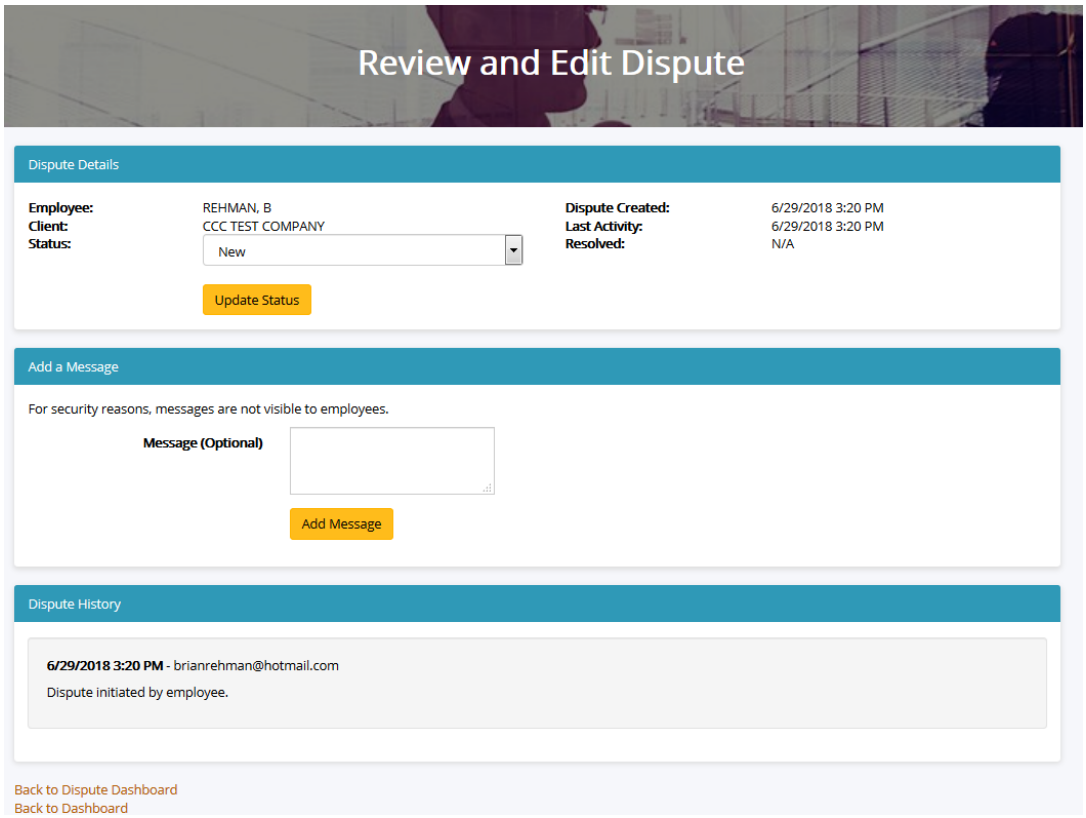
Review Employee Data shows a screen that allows the user to search for data on employees of their organization. To find these records the user searches with the employee's last name and social security number.



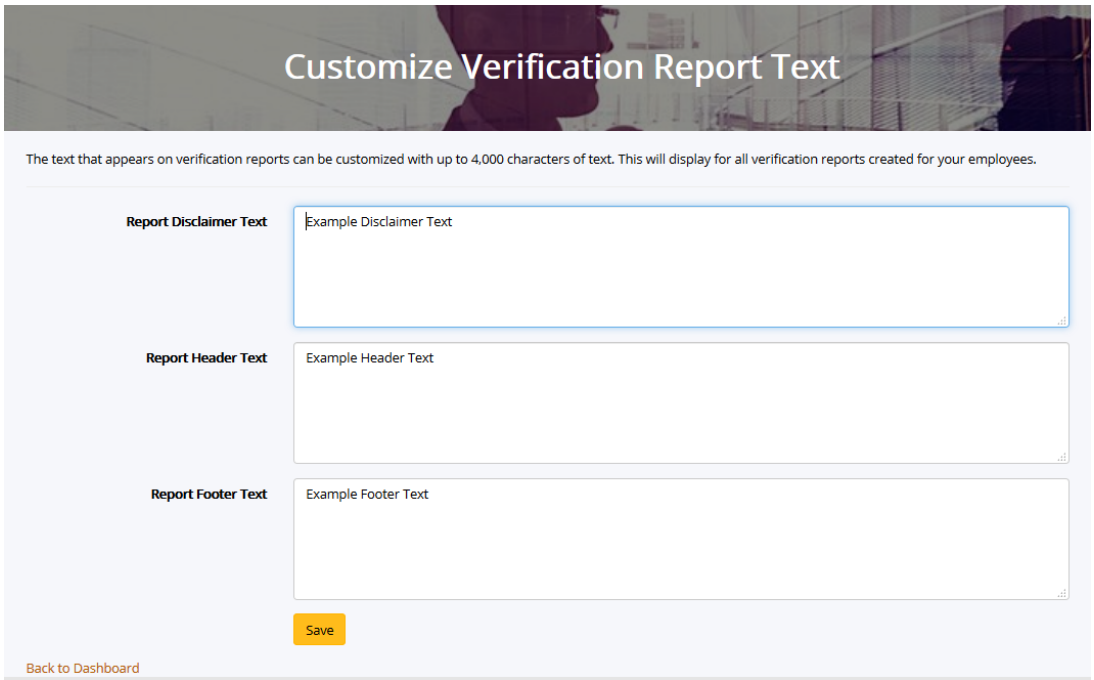
Review Employee Disputes takes the user to a screen that displays current disputes held by their employees as well as the status of said disputes.



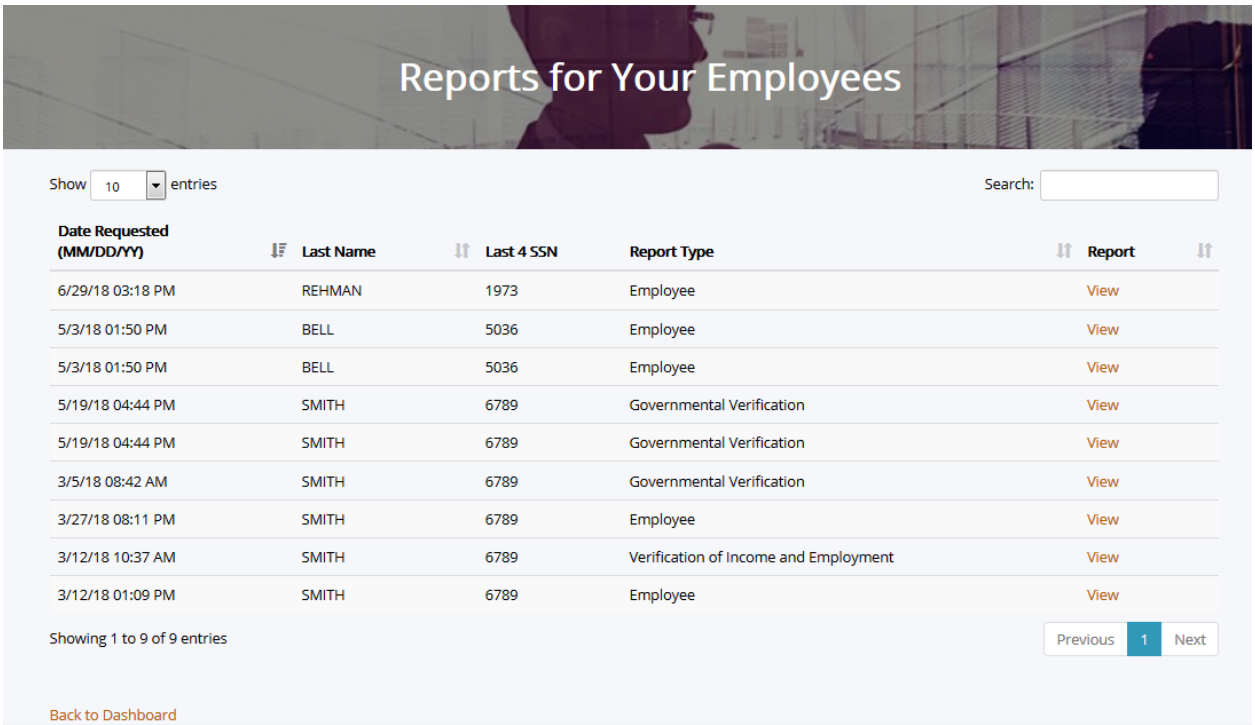
When clicking Review and Edit on a particular dispute the user is brought to the dispute review page below where the employer user can add confidential notes and change dispute statuses.



Configure Report takes the user to a page where the employer can choose to add custom text/messages to the heading of verifications obtained on their employees.



Verifications on Your Employees brings users to a screen where employers can view all reports pulled on their employees.

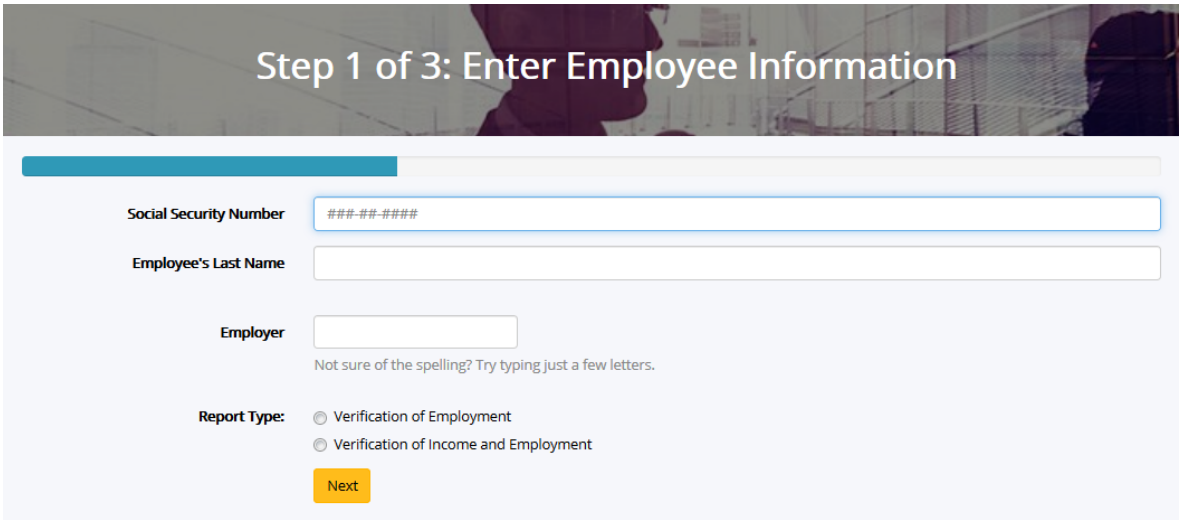


Date Requested (MM/DD/YY)	Last Name	Last 4 SSN	Report Type	Report
6/29/18 03:18 PM	REHMAN	1973	Employee	View
5/3/18 01:50 PM	BELL	5036	Employee	View
5/3/18 01:50 PM	BELL	5036	Employee	View
5/19/18 04:44 PM	SMITH	6789	Governmental Verification	View
5/19/18 04:44 PM	SMITH	6789	Governmental Verification	View
3/5/18 08:42 AM	SMITH	6789	Governmental Verification	View
3/27/18 08:11 PM	SMITH	6789	Employee	View
3/12/18 10:37 AM	SMITH	6789	Verification of Income and Employment	View
3/12/18 01:09 PM	SMITH	6789	Employee	View

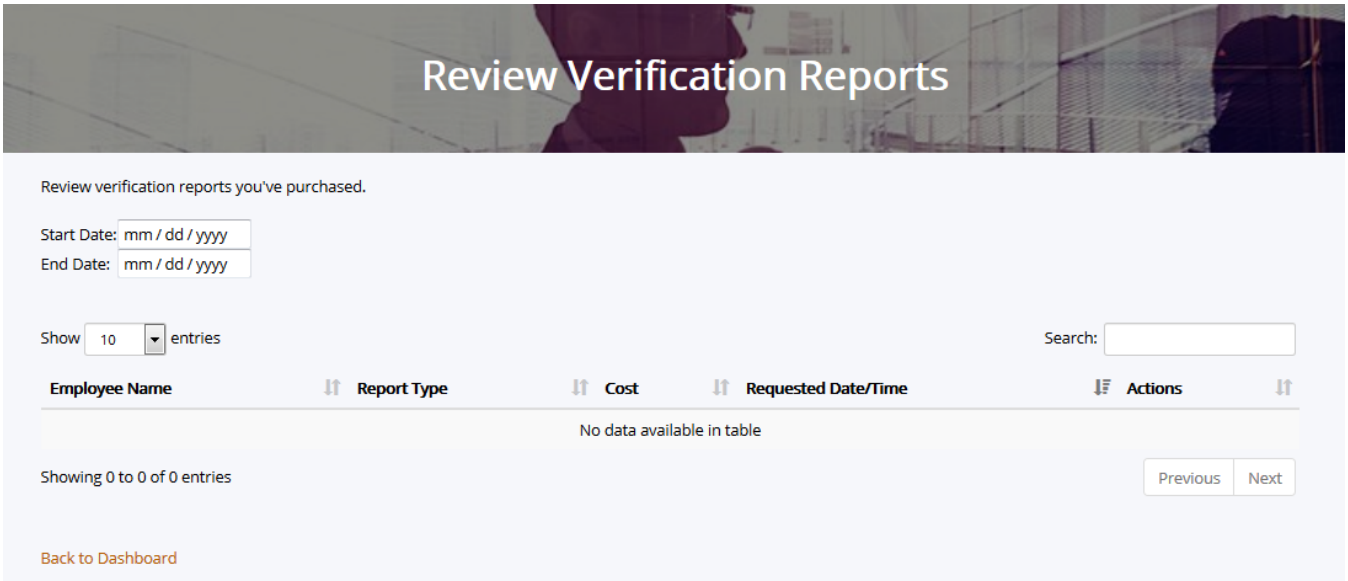
View Archived takes users to a screen where they can search reports from our previous web-based system via report tracking numbers.

Under the Verifications tab users have two more options; request a new report and your past verifications

Request a New Verification takes users to a screen to request new verifications. Charges may apply.

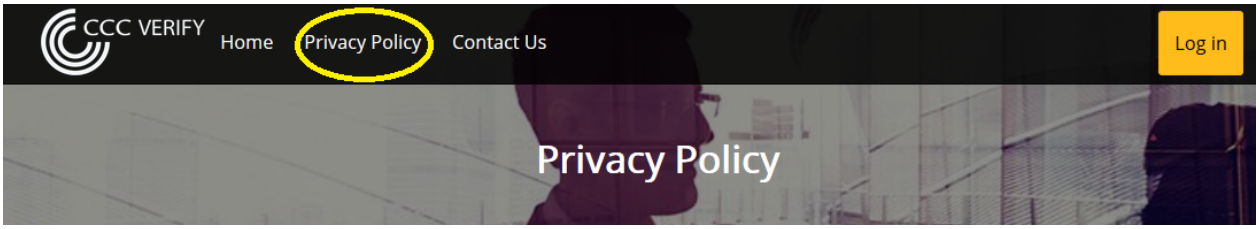


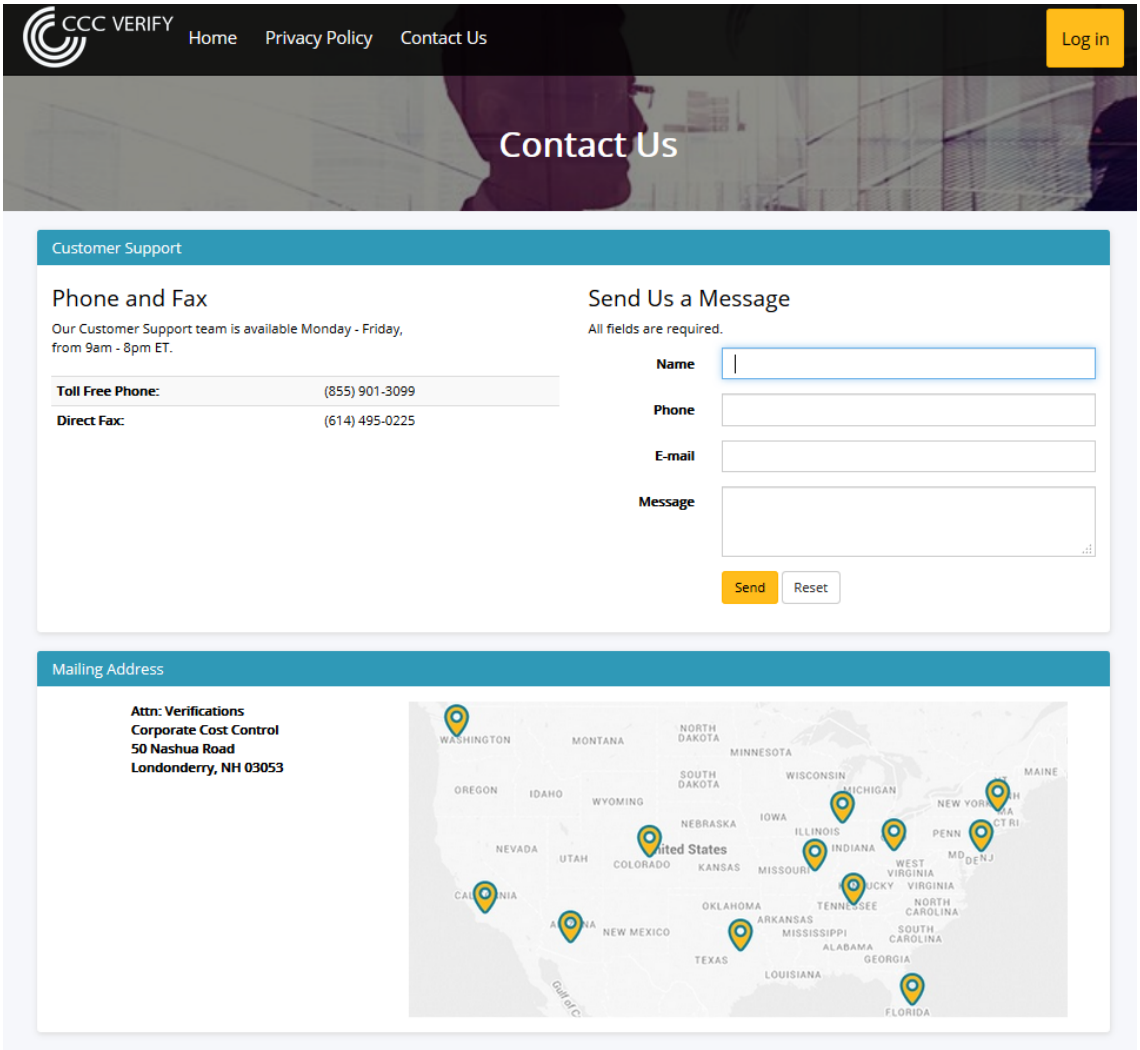
Your Past Verifications takes users to a screen where they can view previously purchased reports.



Privacy Policy

At the top of the screen on our homepage you can find the Privacy Policy tab. Click here to view a detailed summary of our policies and procedures to do with privacy.



Contact Us

CCC Verify contact information can be found on the contact page