VAULT VERIFY
CREATING VALUE FOR HR®

6 STEPS TO
ENSURE SUCCESS

Your Verification Instructions:

To obtain employment, salary or social service verification
Please visit: **www.vaultverify.com**

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1
Post your verification instructions within your break room.

2
Send a quarterly communication to all employees. Remind them of the importance of following the VOE policy.

3
Add your new VOE Policy to your existing Employee Handbook/Self-Service Environment.

4
Post your instructions on the 'Contact Us' portion of your website.

5
Add your Verification instructions to a new HR extension, voice mailbox, and/or phone tree.

6
When a request is received in-house, deliver your Quick Response Flyer to the Verifier.

Questions?

Contact your Client Concierge at
clientservices@vaultverify.com or 407-378-6203

Post your verification instructions within your break room.

VERIFICATION OF EMPLOYMENT POLICY

Direct all requests for employment or income verification to:

www.vaultverify.com

Per company policy, it is strictly prohibited for any employee to provide a Verification of Employment or Income.

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This flyer should be shared with all employees and managers and be posted in all breakroom and employee areas.

Send a quarterly communication to all employees. Remind them of the importance of following the VOE policy.

Sample Communication to be sent out quarterly to all levels of management

As a reminder of our verification policy

- **Our organization uses Vault Verify to handle all requests for employment, income and social service verification.**
- **Please advise requesters to visit: www.vaultverify.com and use our Company Name to obtain verification.**
- **Employees are strictly prohibited from providing verifications verbally or completing verification forms.**

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Add your new VOE Policy to your existing Employee Handbook/ Self-Service Environment.

Employment & Income Verification Request Routing

Our organization uses Vault Verify to handle all requests for employment, income and social service verifications. Employees are strictly prohibited from providing verifications verbally or completing verification forms.

Verification Instructions
To obtain verification of employment, income, and social service verifications, please visit www.vaultverify.com.

For employees needing verification, please provide the agency in need of your verification with the above instructions.

Requests Received In-house

If a request is received in-house, reply directly to the verifier agency within 1 business day to provide your verification instructions. A verifier quick response flyer has been crafted to help simplify this process for you.

Verifier and Employee Questions
All verifier and employee questions may be directed to Vault Verify Support.

Vault Verify Support
Telephone: (407) 378-6203 option 1
Email: cs@vaultverify.com
Or select 'Chat' on the Vault Verify website
Hours: M-F 8:00 am – 8:00 pm (EST)

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Post your instructions on the 'Contact Us' portion of your website.

Your Verification Instructions:

To obtain employment, salary or social service verification Please visit: **www.vaultverify.com**

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Add these verification instructions to the "Contact Us" and Human Resources sections of your website. This will prevent verifiers from needing to contact your team directly.

Add your Verification instructions to a new HR extension, voice mailbox, and/or phone tree.

Following is a sample script for the audio instructions to record and add to your company's phone system.

"Hello, Thank you for calling. All verifications of employment and income are processed directly through our trusted partner, Vault Verify. To obtain an instant employment and/or income verification, please visit vaultverify.com."

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When a request is received in-house, deliver your Quick Response Flyer to the Verifier.

TO OBTAIN EMPLOYMENT OR INCOME VERIFICATION

Visit: www.vaultverify.com

FAQs
What is Vault Verify?
Vault Verify is a secure, automated employment and income verification service.

What benefit does Vault Verify provide to our organization?
Vault Verify provides quick and easy verification of employment and income history. It is important to note that our organization does not respond directly to verification requests, as all requests are fulfilled through our secure, online service.

Instructions for first time verifiers:
If you have not worked with Vault Verify previously, simply follow the steps below to get started:

Step 1: Click on 'Register Now'.
Step 2: Complete the short registration form in its entirety
Step 3: Credentials will be delivered by secure email within an average of 1 hour.
Step 4: Login and conduct your search and receive instant results

Need Additional Assistance?
Please contact Vault Verify
Operating hours: M-F 8:00 am – 8:00 pm (Eastern)

Email: cs@vaultverify.com
Telephone: (407) 378-6203
Or select 'Chat' on the Vault Verify website

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