

EQUIFAX®



Consolidated Platform Order User Guide

Consolidated Platform Order User Guide

Table of Contents

Instant Verifications

How to Order an Instant Verification of Employment.....	3
How to Order an Instant Verification of Employment and Income	5

Researched Verifications

How to Order a Researched Verification of Employment	7
How to Order a Researched Verification of Employment and Income.....	10
How to Submit an Authorization Form for a Researched Verification	13
How to Audit or Reverify a Verification	17

Order Management

Order Archiving	20
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How to Order an Instant Verification of Employment

Purpose/Summary

This article explains how to order and retrieve an instant Verification of Employment through theworknumber.com website.

Product

The Work Number – Verifier - CSF

Details

Follow these steps to retrieve an instant Verification of Employment.

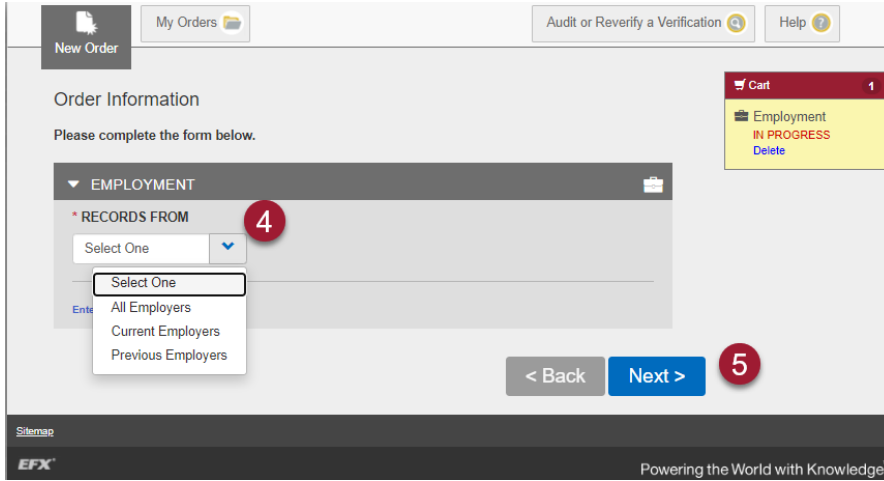
1. Enter order Information: SSN, Tracking Number & Permissible Purpose.
NOTE: Some employers require using an alternate Employee ID rather than using an SSN. If this is a requirement for you, please check this box.
2. Select the "Employment" icon under "Verification Type".
3. Click **Start Order**.

The screenshot displays the 'Instant Verification of Employment' form. It includes three numbered steps:

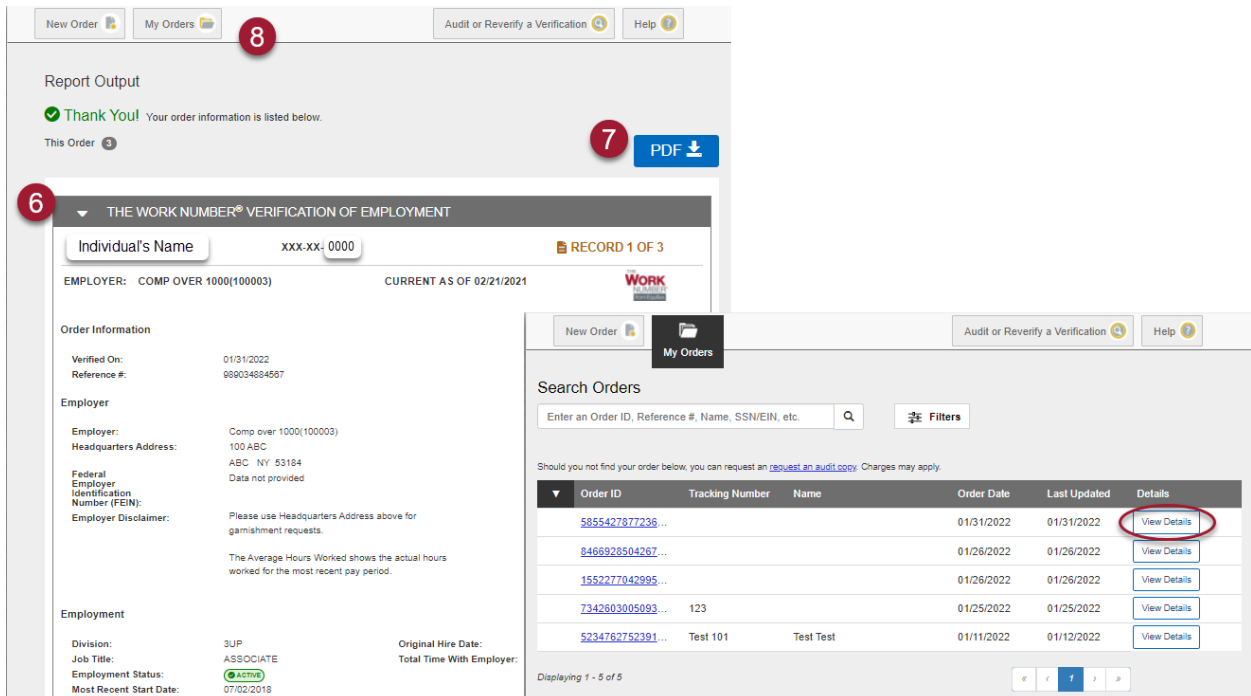
- Step 1:** Input fields for Social Security Number (masked with #), Tracking Number (set to 'Optional'), and Permissible Purpose (set to 'Consumer's application'). A checkbox is present for 'Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box. [View Employers](#)'. A red box highlights this checkbox with the text: 'NOTE: Some employers require use of an alternate Employee ID rather than an SSN. If this is required, please check this box.'
- Step 2:** Selection of 'Verification Type(s)'. Two options are shown: 'EMPLOYMENT' (with a briefcase icon) and 'EMPLOYMENT & INCOME' (with a money bag icon).
- Step 3:** A blue 'Start Order >>' button.

At the bottom, a disclaimer states: 'By pressing "Start Order", you agree and certify that the permissible purpose selected above is correct for this request. You further agree and certify that you are in compliance with all provisions of the Fair Credit Reporting Act, Federal Equal Credit Opportunity Act, all state law counterparts of them, and all applicable regulations promulgated under any of them.'

- Enter Order Information to designate which records to retrieve.
- Click "Next".



- Your order is now complete.
- Click "PDF" to download a PDF copy of the verification.
- To view the verification again, click on the "My Orders" tab. When on the "My Orders" screen, you will need to click the "View Details" button next to the verification you wish to view. The Work Number verifications are generally available on this screen for 7 days and then additional fees may apply.



How to Order an Instant Verification of Employment and Income

Purpose/Summary

This article explains how to order and retrieve an instant Verification of Employment and Income through theworknumber.com website.

Product

The Work Number – Verifier - CSF

Details

Follow these steps to retrieve an instant Verification of Employment and Income.

1. Enter order Information: SSN, Tracking Number & Permissible Purpose.
NOTE: Some employers require using an alternate Employee ID rather than using an SSN. If this is a requirement for you, please check this box.
2. Select the "Employment & Income" icon under "Verification Type".
3. Click **Start Order**.

The screenshot displays the 'Start Order' form on the Work Number Verifier website. It includes the following elements:

- 1**: A red circle with the number 1 pointing to the 'SOCIAL SECURITY NUMBER' input field, which contains a masked value '#####'.
- TRACKING NUMBER**: A dropdown menu with 'Optional' selected.
- * PERMISSIBLE PURPOSE**: A dropdown menu with 'Consumer's application' selected.
- Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box. [View Employers](#)
- Verification Type(s)**: A section with two icons: 'EMPLOYMENT' (briefcase icon) and 'EMPLOYMENT & INCOME' (money bag icon). A red circle with the number 2 points to the 'EMPLOYMENT & INCOME' icon.
- NOTE**: A red-bordered box containing the text: 'NOTE: Some employers require use of an alternate Employee ID rather than an SSN. If this is required, please check this box.' A red arrow points from this note to the checkbox above.
- 3**: A red circle with the number 3 pointing to the 'Start Order >>' button.
- Disclaimer**: A small text block at the bottom stating: 'By pressing "Start Order", you agree and certify that the permissible purpose selected above is correct for this request. You further agree and certify that you are in compliance with all provisions of the Fair Credit Reporting Act, Federal Equal Credit Opportunity Act, all state law counterparts of them, and all applicable regulations promulgated under any of them.'

- Enter Order Information regarding consent. You must have consent from the employee/applicant if you are ordering an Income Verification. If you do not have consent, you may only view employment information.
- Enter Order Information to designate which records to retrieve (if applicable).
- Click **"Next"**.

New Order | My Orders | Audit or Reverify a Verification | Help

Order Information

Please complete the form below.

EMPLOYMENT & INCOME

* **CONSENT** ? Yes No **4**

* **RECORDS FROM** **5**

[Enter Coupon Code](#)

[< Back](#) [Next > **6**](#)

Cart 1

Employment & Income
IN PROGRESS
[Delete](#)

- Your order is now complete.
- Click **"PDF"** to download a PDF copy of the verification.
- To view the verification again, click on the **"My Orders"** tab. When on the "My Orders" screen, you will need to click the **"View Details"** button next to the verification you wish to view.

Report Output

Thank You! Your order information is listed below.

This Order **3** **8** [PDF](#)

7 **THE WORK NUMBER® VERIFICATION OF EMPLOYMENT AND INCOME**

Individual's Name: xxx-xx-0000 **RECORD 1 OF 3**

EMPLOYER: COMP OVER 1000(100003) CURRENT AS OF 02/21/2021 **WORK NUMBERS**

Order Information

Verified On: 04/04/2022
Reference #: 987129103800

Employer

Employer: Comp over 1000(100003)
Headquarters Address: 100 ABC
ABC, NY 53184
Data not provided

Federal Employer Identification Number (FEIN):
Employer Disclaimer: Please use Headquarters Address as garnishment requests.
The Average Hours Worked shows t worked for the most recent pay peri

Employment

Division: 3UP
Job Title: ASSOCIATE
Employment Status: **ACTIVE**
Most Recent Start Date: 07/02/2018

Original Hire Date: 07/02/2018
Total Time With Employer: 2 Years, 11 Months

My Orders

Search Orders

Enter an Order ID, Reference #, Name, SSN/EIN, etc.

Should you not find your order below, you can request an [audit](#). Charges may apply.

Order ID	Tracking Number	Name	Order Date	Last Updated	Details
5855427077238		Roseanne Smith	01/31/2022	01/31/2022	View Details
8468928504287			01/26/2022	01/26/2022	View Details
1552277042995		Roseanne Smith	01/26/2022	01/26/2022	View Details
7342803005093	123	Roseanne Smith	01/25/2022	01/25/2022	View Details
5234762752391	Test 101	Test Test	01/11/2022	01/12/2022	View Details

Displaying 1 - 5 of 8

How to Order a Researched Verification of Employment

Purpose/Summary

This article explains how to order and retrieve a researched Employment Verification through theworknumber.com website.

Product

The Work Number – Verifier - CSF

Details

Follow these steps to retrieve a researched Verification of Employment.

1. When an instant verification is not available for an individual, you will receive the message “No records were found in our instant database, but we can still help!”. Click on **Learn More**.

The screenshot shows the Work Number website interface. At the top, there are navigation buttons: 'New Order', 'My Orders', 'Audit or Reverify a Verification', and 'Help'. Below this is the 'Report Output' section, which displays a green checkmark and the text 'Thank You! Your order information is listed below.' To the right of this message is a 'PDF' download button. Below the 'Thank You!' message is a light blue banner with a warning icon and the text: 'No records were found in our instant database, but we can still help! Manual Verification offerings are available. Select 'Learn More' to find out how we can continue working your request.' A red circle with the number '1' is placed over the 'Learn More' button in this banner. Below the banner is the 'ORDER DETAILS' section, which contains the following information:

Requestor:		Inquiry Date:	
Organization:	DEMO	Inquiry SSN:	
Email:		Inquiry Type:	VOE
Address:	123 TEst	Permissible Purpose:	Consumer's application for credit
Cell Phone:		Tracking Number:	
Work Phone:			

NOTICE: If a permissible purpose is stated above, it is applicable only to the portion of this output that includes The Work Number data and/or other consumer report data.

Below the 'ORDER DETAILS' section is the 'THE WORK NUMBER® VERIFICATION OF EMPLOYMENT' section, which displays 'XXX-XX' and a red circle with the number '1' over the text: 'No record was found that matched your search criteria on our instant database.'

- Choose the option you would like for completion timeframe – Priority Next Day, Priority Two Day or Standard. Click **Order Now** for the Option you have chosen.

▼ MANUAL VERIFICATION

No Record, No Problem - We can help.
 Get timely and secure results when you order a manual verification.
 Let us work to attain the employment information, so you can focus on growing your business.

PRIORITY NEXT DAY PRIORITY TWO DAY STANDARD

WORK-IN-PROGRESS

To order a manual verification, select "Order Now" below, and you will be asked to provide a few more details.

RECOMMENDED

PRIORITY NEXT DAY

Features

- ✓ Next Day Work-in-Progress Timeline*
- ✓ Low Risk - Not Charged if Verification is Not Completed in 1 Day*
- ✓ Hassle-Free Option to Convert to Standard Manual Verification

ORDER NOW

PRIORITY TWO DAY

Features

- ✓ 2 Day Work-in-Progress Timeline*
- ✓ Low Risk - Not Charged if Verification is Not Completed in 2 Days*
- ✓ Hassle-Free Option to Convert to Standard Manual Verification

ORDER NOW

STANDARD

Features

- ✓ Standard Total Work-in-Progress Timeline
- ✓ Charged Standard Manual Verification
- ✓ Order Cancellation Details

ORDER NOW

- Another form will appear when we need additional information to complete your order. Notice the checkbox at the top that asks if you would like us to continue working on your order if it is not fulfilled in the applicable time frame. If that box is checked, your order will be converted to the Standard VOE offering if the Priority verification is not fulfilled within the designated time frame. If this box is selected and the Priority order is not fulfilled, you will be billed the Standard VOE price.

Enter the information and click **Next**.

Want us to continue working on your order if it is not fulfilled in the applicable time frame?
 Yes, I want my order to convert to the Standard VOE offering if the Priority verification is not fulfilled within the designated time frame. I understand that if I select this option and my Priority order is not fulfilled, I will be billed the Standard VOE price.

▼ EMPLOYMENT Add Employer

FIRST NAME* LAST NAME* EMPLOYER NAME*

EMPLOYER ST. ADDRESS EMPLOYER STATE* EMPLOYER ZIP CODE*

EMPLOYER COUNTRY* EMPLOYER PHONE

AUTHORIZATION FORM* ?

ADDITIONAL EMPLOYER INFORMATION

YOUR INFORMATION ?

WORK E-MAIL* PHONE* SECONDARY EMAIL ADDRESS ?

By clicking "Next" you agree to the [Terms and Conditions](#)

< Back **Next >** 3

Your order is now pending. You will receive an email when the verification is complete.

- To view the verifications, click on the **"My Orders"** tab.
- When on the "My Orders" screen, you will need to click the **"View Details"** button next to the verification you wish to view.

New Order **My Orders** 4 Audit or Reverify a Verification Help

Search Orders

Enter an Order ID, Reference #, Name, SSN/EIN, etc. Filters

Should you not find your order below, you can request an [request an audit copy](#). Charges may apply.

Order ID	Tracking Number	Name	Order Date	Last Updated	Details
5855427877236...			01/31/2022	01/31/2022	View Details 5
8466928504267...			01/26/2022	01/26/2022	View Details
1552277042995...			01/26/2022	01/26/2022	View Details
7342603005093...	123		01/25/2022	01/25/2022	View Details
5234762752391...	Test 101	Test Test	01/11/2022	01/12/2022	View Details

Displaying 1 - 5 of 5

- Your order is now completed and the verification is open to view.
- Click **"PDF"** to download a PDF version of the verification.

New Order **My Orders** Audit or Reverify a Verification Help

This Order 7 PDF

MANUAL VERIFICATION 6

EXAMPLE ORDER XXX-XX-0000 RECORD 1 OF 1 COMPLETE

EMPLOYER: EXAMPLEORDER CURRENT AS OF 02/08/2022

Order Information

Verified On: 02/08/2022
 Reference #: 46265576955
 Completion Type: Verbal

Employer

Employer: ExampleOrder
 Contact Name: Verifier First & Last Name
 Contact Job Title: Data not provided
 Date Contacted: 02/08/2022
 Contact Phone Number: 555-555-5555
 Contact Info Source: www.google.com
 Headquarters Address: 123 Example Order
 Des Moines IA 50265
 Federal Employer Identification Number (FEIN): Data not provided

Employment

Job Title: Associate Original Hire Date: 01/01/2021
 Employment Status: ACTIVE Total Time With Employer: 1 Years, 1 Months
 Most Recent Start Date: 01/01/2021

How to Order a Researched Verification of Employment and Income

Purpose/Summary

This article explains how to order and retrieve a researched Employment and Income Verification through theworknumber.com website.

Product

The Work Number – Verifier - CSF

Details

Follow these steps to retrieve a researched Verification of Employment and Income.

1. When an instant verification is not available for an individual, you will receive the message “No record was found that matched your search criteria on our instant database”. Click on **Request Manual Verification** to enter additional information and we will contact the employer.

The screenshot displays the user interface of the Work Number website. At the top, there are navigation buttons: "New Order", "My Orders", "Audit or Reverify a Verification", and "Help". Below this is a "Report Output" section with a green checkmark and the text "Thank You! Your order information is listed below." and "This Order 0". A "PDF" download button is visible. The main content area is titled "ORDER DETAILS" and contains the following information:

Requestor:		Inquiry Date:	
Organization:	DEMO	Inquiry SSN:	
Email:		Inquiry Type:	VOI
Address:	123 Test	Permissible Purpose:	Consumer's application for credit
Cell Phone:		Tracking Number:	
Work Phone:			

Below the order details is a "NOTICE" section: "NOTICE: If a permissible purpose is stated above, it is applicable only to the portion of this output that includes The Work Number data and/or other consumer report data."

The next section is titled "THE WORK NUMBER® VERIFICATION OF EMPLOYMENT AND INCOME" and shows "XXX-XX-". Below this is a red error message: "No record was found that matched your search criteria on our instant database."

Underneath the error message is a section for "Manual Verification (1-3 Business Days)". It contains the text: "Click the button below to enter additional information and we will contact the employer. Most requests for employment verification are returned within 1-2 business days, while requests for income verification are typically returned within 1-3 business days." At the bottom of this section is a blue button labeled "Request Manual Verification" with a red circle containing the number "1" next to it.

2. Complete the additional information requested along with your contact information. Click **Next**.

Additional Information

Please enter the additional information below and we will work to attain the employment information.

EMPLOYMENT & INCOME Add Employer

FIRST NAME* LAST NAME* EMPLOYER NAME*

EMPLOYER ST. ADDRESS EMPLOYER STATE* EMPLOYER ZIP CODE*

EMPLOYER COUNTRY* EMPLOYER PHONE

AUTHORIZATION FORM*

ADDITIONAL EMPLOYER INFORMATION

YOUR INFORMATION

WORK E-MAIL* PHONE* SECONDARY EMAIL ADDRESS

By clicking "Next" you agree to the [Terms and Conditions](#)

< Back Next >

Your order is now pending. You will receive an e-mail when the verification is complete.

3. To view the verifications, click on the **"My Orders"** tab.
4. When on the "My Orders" screen, you will need to click the **"View Details"** button next to the verification you wish to view.

New Order My Orders Audit or Reverify a Verification Help

Search Orders

Enter an Order ID, Reference #, Name, SSN/EIN, etc.

Should you not find your order below, you can request an [request an audit copy](#). Charges may apply.

ORDERS	Order ID	Tracking Number	Name	Order Date	Last Updated	Details
	7621329558740...			04/04/2022	04/04/2022	<input type="button" value="View Details"/>
	6236411959230...			04/04/2022	04/04/2022	<input type="button" value="View Details"/>
	7171985104305...			04/04/2022	04/04/2022	<input type="button" value="View Details"/>
	4303502925915...			04/01/2022	04/01/2022	<input type="button" value="View Details"/>
	9075822284498...			04/01/2022	04/01/2022	<input type="button" value="View Details"/>
	3149432274358...			04/01/2022	04/01/2022	<input type="button" value="View Details"/>
	5412802082121...			04/01/2022	04/01/2022	<input type="button" value="View Details"/>

5. Your order is now completed and the verification is open to view.
6. Click "PDF" to download a PDF copy of the verification.

New Order My Orders Audit or Reverify a Verification Help

This Order 6

MANUAL VERIFICATION 5

EXAMPLE ORDER XXX-XX-0000 RECORD 1 OF 1 COMPLETE

EMPLOYER: EXAMPLEORDER CURRENT AS OF 02/08/2022

Order Information

Verified On: 02/08/2022
Reference #: 46265576955
Completion Type: Verbal

Employer

Employer: ExampleOrder
Contact Name: Verfier First & Last Name
Contact Job Title: Data not provided
Date Contacted: 02/08/2022
Contact Phone Number: 555-555-5555
Contact Info Source: www.google.com
Headquarters Address: 123 Example Order
Des Moines IA 50266
Federal Employer Identification Number (FEIN): Data not provided

Employment

Job Title: Associate
Employment Status: ACTIVE
Most Recent Start Date: 01/01/2021
Original Hire Date: 01/01/2021
Total Time With Employer: 1 Years, 1 Months

How to Submit an Authorization Form for a Researched Verification

Purpose/Summary

This article explains how to submit an authorization form for researched verifications on theworknumber.com website.

Product

The Work Number – Verifier - CSF

Details

Authorization forms can be submitted by upload or fax. The options of either uploading your authorization form or downloading a fax cover sheet are available while completing a new order on an offline verification form, or you can also choose between the two options on any pending order screen.

Uploading an Authorization Form via an Offline Verification Form

1. In the "Employment and Income" or "Employment" section, respectively, click the "**Authorization Form**" drop-down menu.

The screenshot shows a web form titled "EMPLOYMENT" with a sub-header "Add Employer". The form is divided into several sections:

- EMPLOYMENT** (indicated by a dropdown arrow):
 - FIRST NAME* (text input)
 - LAST NAME* (text input)
 - EMPLOYER NAME* (text input)
 - EMPLOYER ST. ADDRESS (text input)
 - EMPLOYER STATE* (dropdown menu, currently showing "Select One")
 - EMPLOYER ZIP CODE* (text input)
 - EMPLOYER COUNTRY* (dropdown menu, currently showing "United States")
 - EMPLOYER PHONE (text input)
 - AUTHORIZATION FORM* (dropdown menu, currently showing "Select One", with a red circle and the number "1" next to it)
 - ADDITIONAL EMPLOYER INFORMATION (text area)
- YOUR INFORMATION** (indicated by a dropdown arrow):
 - WORK E-MAIL* (text input)
 - PHONE* (text input)
 - SECONDARY EMAIL ADDRESS (text input)

At the bottom of the form, there is a note: "By clicking 'Next' you agree to the [Terms and Conditions](#)". Below this note are two buttons: "< Back" and "Next >".

2. Select "**Upload**" from the drop-down menu.
If fax is chosen, a fax cover sheet can be downloaded on the following screen (see "Uploading An Authorization Form via Pending Order Screen" in the next section of this document)

EMPLOYMENT Add Employer

FIRST NAME* LAST NAME* EMPLOYER NAME*

EMPLOYER ST. ADDRESS EMPLOYER STATE* EMPLOYER ZIP CODE*

EMPLOYER COUNTRY* EMPLOYER PHONE

AUTHORIZATION FORM* 2

Select One

Upload

Fax

I will provide upon request

ADDITIONAL EMPLOYER INFORMATION

YOUR INFORMATION ?

WORK E-MAIL* PHONE* SECONDARY EMAIL ADDRESS ?

By clicking "Next" you agree to the [Terms and Conditions](#)

< Back Next >

- Click "**Browse Files**" to locate and upload the authorization form.
Note: Accepted file formats include PDF and TIF.

EMPLOYMENT Add Employer

FIRST NAME* LAST NAME* EMPLOYER NAME*

EMPLOYER ST. ADDRESS EMPLOYER STATE* EMPLOYER ZIP CODE*

EMPLOYER COUNTRY* EMPLOYER PHONE

AUTHORIZATION FORM* 3

UPLOAD AUTHORIZATION FORM: 3

ADDITIONAL EMPLOYER INFORMATION

YOUR INFORMATION ?

WORK E-MAIL* PHONE* SECONDARY EMAIL ADDRESS ?

By clicking "Next" you agree to the [Terms and Conditions](#)

< Back Next >

- The authorization form has now been uploaded. Should you need to delete or upload a different file, simply click the "X" next to the file name.

AUTHORIZATION FORM* ? 4

UPLOAD AUTHORIZATION FORM: 4

Uploading an Authorization Form via Pending Order Screen

1. On the right side of the screen, there are links to either Upload Employee Authorization or Download Fax Cover. If Fax is chosen a fax cover sheet will automatically be downloaded.
2. Click **"Upload Employee Authorization"**.

VERIFICATIONS

3 Pending

XXX-XX-9999

ORDER DETAILS

Verification Type: Employment
SSN: XXX-XX-9999
Tracking Number:
Order Date:
Reference#: 100105509573

UPDATES

06:04:16 AM
Your Verification of Employment request has been received. We will begin processing shortly.

Upload Employee Authorization
Download Fax Cover
Request Cancellation

3. Click "Browse Files" to locate and upload the authorization form. Accepted file formats include PDF and TIF.

VERIFICATIONS

3 Pending

XXX-XX-9999

ORDER DETAILS

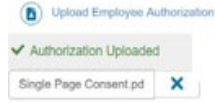
Verification Type: Employment
SSN: XXX-XX-9999
Tracking Number:
Order Date:
Reference#: 100105509573

UPDATES

06:04:16 AM
Your Verification of Employment request has been received. We will begin processing shortly.

Upload Employee Authorization
Browse Files
Download Fax Cover
Request Cancellation

4. The authorization form has now been uploaded. Should you need to delete and upload a different file, simply click the "X" next to the file name.



How to Audit or Reverify a Verification

Purpose/Summary

This article explains how to audit or reverify a verification.

Product

The Work Number – Verifier - CSF

Details

Depending on your role/access privileges, your only option may be to audit a verification. It is worth mentioning here the difference between audit and reverify. The audit copy is an exact duplicate of the previous, original verification performed on such individual. A reverification is an updated employment verification for the original verification performed on an individual that must be requested within 60 days of the original verification. Once you have ordered a verification, it will generally be under "My Orders" for seven days. After seven days, you are able to audit a previously ordered verification. Additionally, depending on your service level, you may also be able to purchase a reverification.

Follow these steps to audit or reverify a verification.

1. Select "**Audit or Reverify a Verification**".

The screenshot shows the Equifax Workforce Solutions interface. At the top, there is a navigation bar with 'My Orders' and 'Audit or Reverify a Verification' (highlighted with a red circle and the number 1). Below this is a 'New Order' section with fields for 'SOCIAL SECURITY NUMBER' (masked with #), 'TRACKING NUMBER' (Optional), and 'PERMISSIBLE PURPOSE' (Consumer's application). There is a checkbox for 'Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box. [View Employers](#)'. Below this is a 'Verification Type(s)' section with six options: EMPLOYMENT, EMPLOYMENT & INCOME, IRS TAX TRANSCRIPT FULFILLMENT (Individual), IRS TAX TRANSCRIPT FULFILLMENT (Business), SOCIAL SECURITY VERIFICATION SERVICES, and SELF-EMPLOYED. At the bottom, there is a 'Start Order >>' button. A disclaimer at the bottom of the form reads: 'By pressing "Start Order", you agree and certify that the permissible purpose selected above is correct for this request. You further agree and certify that you are in compliance with all provisions of the Fair Credit Reporting Act, Federal Equal Credit Opportunity Act, all state law counterparts of them, and all applicable regulations promulgated under any of them.'

2. Select the reason, then enter the verification reference number and the last four digits of the applicant's Social Security Number.
3. Click "**Submit**".

Audit or Reverify a Verification

If the verification you enter has expired, you may be charged for viewing it again.

*REASON 2

Select one

*REFERENCE NUMBER

*LAST 4 OF SSN

Submit 3

Verification of Employment (mortgage origination lifecycle) Pre-qualification Application, and all specifically designed to mortgage origination process (2020) and Mortgage Completion. See more details in the information.

New Features Tailored for the Mortgage Origination Lifecycle

* SOCIAL SECURITY NUMBER: #####

TRACKING NUMBER: Optional

* PERMISSIBLE PURPOSE: Consumer's application

Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box: [View Employers](#)

Verification Type(s)

EMPLOYMENT

EMPLOYMENT & INCOME

By pressing "Start Order", you agree and certify that the permissible purpose selected above is correct for this request. You further agree and certify that you are in compliance with all provisions of the Fair Credit Reporting Act, Federal Equal Credit Opportunity Act, all state law counterparts of them, and all applicable regulations promulgated under any of them.

Start Order >>

4. View the verifications.
5. Click PDF to download PDF version of the verification.

New Order My Orders Audit or Reverify a Verification Help

Report Output

✔ **Thank You!** Your order information is listed below.

This Order 5 **PDF**

ORDER DETAILS

Requestor: DEMO Inquiry Date: Inquiry SSN: Inquiry Type: VQE Permissible Purpose: Consumer's application for credit Tracking Number: N/A

NOTE: If a permissible purpose is stated above, it is applicable only to the portion of this output that includes The Work Number data and/or other consumer report data.

4 **THE WORK NUMBER® VERIFICATION OF EMPLOYMENT**

XXX-XX- RECORD 1 OF 1

EMPLOYER: ENTERPRISE USA(91001) CURRENT AS OF

Order Information

Verified On: 02/03/2022
Reference #: 989007041804

Employer

Employer: Enterprise USA(91001)
Headquarters Address: 11432 Lackland Road
St. Louis MO 63146-6129
Data not provided

Federal Employer Identification Number (FEIN):
Employer Disclaimer: This is a "test" disclaimer on current VQEs 91001 is a "Demo" employer. Verifications requested of this company's employees are NOT real 1/14/2022

Employment

Division: DEMO 1 Original Hire Date: 01/17/1996
Job Title: DEMO MANAGER - OPERATIONS Total Time With Employer: 15 Years, 4 Months
Employment Status:
Most Recent Start Date: 09/17/2006

NOTE: INFORMATION CONTAINED IN THE WORK NUMBER VERIFICATIONS SECTION OF THIS REPORT IS CONSUMER REPORT INFORMATION OBTAINED FROM THE WORK NUMBERS. IT CAN BE USED FOR THE FCRA PERMISSIBLE PURPOSE FOR WHICH THIS CONSUMER REPORT WAS OBTAINED, AND THE USER MUST ADHERE TO FCRA REQUIREMENTS, INCLUDING BUT NOT LIMITED TO THE RELEVANT REQUIREMENTS CONTAINED IN THE CPFS NOTICE TO USERS OF CONSUMER REPORTS. The statement above is an official verification generated from The Work Number. Because this verification is system-generated with data that originated directly from the employer's payroll system, it represents a higher level of authority than employee-furnished copies of paystubs or W-2s. If any information is missing, it is because the employer did not provide this information for inclusion in The Work Number verification. Information not provided by the employer is showing as "Data not provided". Questions? Call 1-800-966-7500 (Hearing impaired clients may call 1-800-424-0253 TTY).

Start New Order

6. To view the verification again, click on the "My Orders" tab. When on the "My Orders" screen, you will need to click on the "**View Details**" button next to the verification you wish to view.

The screenshot shows the 'My Orders' section of a web application. At the top, there are navigation buttons for 'New Order', 'My Orders' (selected), 'Audit or Reverify a Verification', and 'Help'. Below this is a 'Search Orders' section with a search input field and a 'Filters' button. A message states: 'Should you not find your order below, you can request an [request an audit copy](#). Charges may apply.'

Order ID	Tracking Number	Name	Order Date	Last Updated	Details
5855427877236...			01/31/2022	01/31/2022	View Details
8466928504267...			01/26/2022	01/26/2022	View Details
1552277042995...			01/26/2022	01/26/2022	View Details
7342603005093...	123		01/25/2022	01/25/2022	View Details
5234762752391...	Test 101	Test Test	01/11/2022	01/12/2022	View Details

At the bottom left, it says 'Displaying 1 - 5 of 5'. At the bottom right, there are pagination controls with a blue button labeled '1'.

Order Archiving

Purpose/Summary

This article explains how to archive orders from the My Orders page.

Archiving allows orders to be kept in a separate tab, and can be referred back to later.

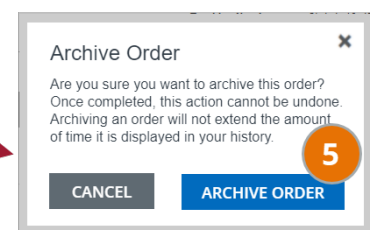
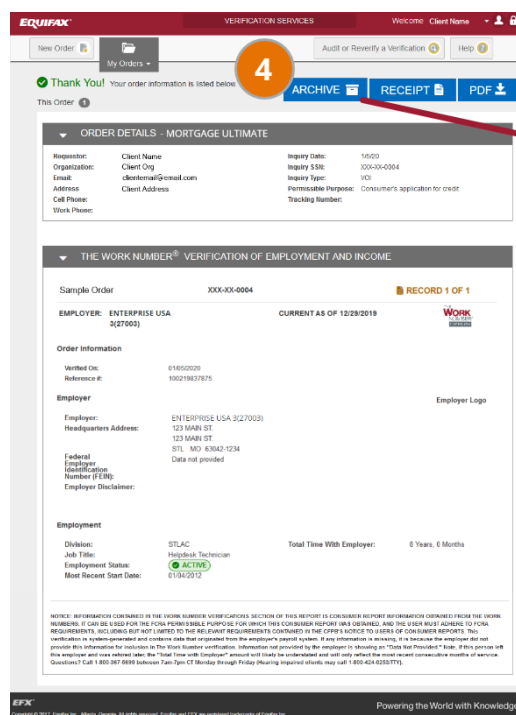
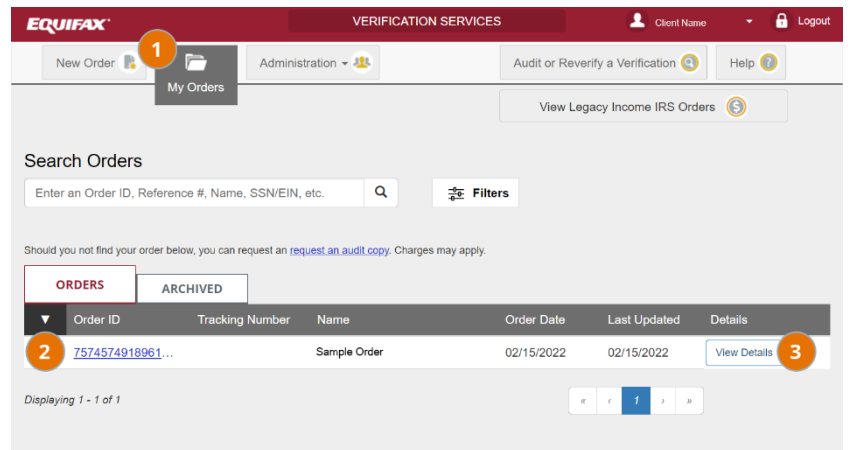
Product

The Work Number – Verifier – CSF

Details

How to archive orders

1. Go to My Orders
2. Search/Locate order
3. Go to View Details
4. Go to Archive
5. Confirm "Archive Order"



How to locate archived orders

1. Go to My Orders
2. Go to Archive tab
3. Select the three dots to view individual who archived order

The screenshot displays the Equifax Verification Services web application. At the top, the header includes the Equifax logo, the text 'VERIFICATION SERVICES', and a user greeting 'Welcome Client Name'. Below the header, there are navigation buttons for 'New Order', 'My Orders', 'Administration', 'Audit or Reverify a Verification', and 'Help'. A 'View Legacy Income IRS Orders' button is also present. A search bar labeled 'SEARCH ORDERS' is available for entering order details. Below the search bar, there are tabs for 'ORDERS' and 'ARCHIVED'. The 'ARCHIVED' tab is currently selected, showing a table with one order entry. The table columns are Order ID, Tracking Number, Name, Order Date, Last Updated, Details, and Archived. The order entry has an Order ID of 7832184761558..., a name of 'Sample Order', and an Order Date of 01/12/2021. A dropdown menu is open for the 'Archived' column, showing 'Archived by Name Here' and '05/04/2021'. The footer contains the EFX logo and the tagline 'Powering the World with Knowledge'.

Order ID	Tracking Number	Name	Order Date	Last Updated	Details	Archived
7832184761558...		Sample Order	01/12/2021	01/12/2021		Archived by Name Here 05/04/2021