

Client Training HQ

How to Order a Dealer Verify Verification

Purpose/Summary

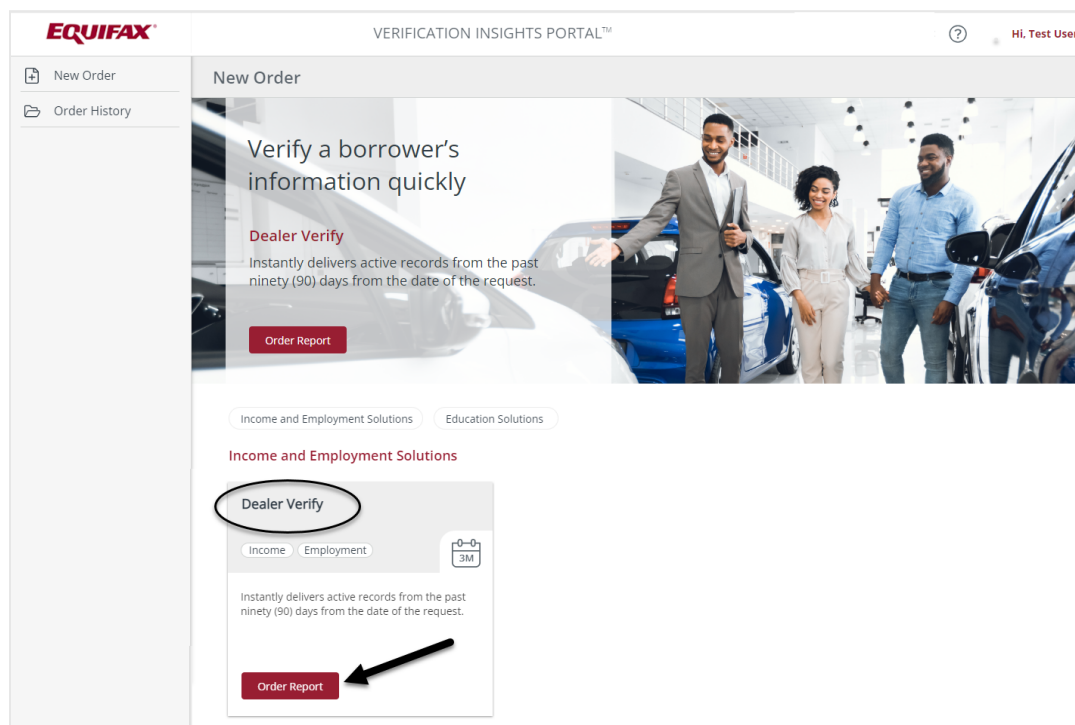
This document will discuss the steps necessary to place an order on The Work Number® for a Dealer Verify verification.

Product

The Work Number – Verification Insights Portal™ (VIP) for invoiced clients

Details

From the **New Order** landing page of www.theworknumber.com, look under the Income and Employment Solutions section for **Dealer Verify**. Then, click **Order Report**.



Note: All screens may vary and are subject to change. Solutions are available as described in your agreement with Equifax®.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

On the following **Inquiry Details** screen, complete the steps below:

EQUIFAX VERIFICATION INSIGHTS PORTAL™ HI, Test User

New Order

Inquiry Details
Please provide the details below to order this report.

Dealer Verify

1 File Name/Tracking Number (optional) ⓘ

2 Individual's SSN
Don't have SSN? Search by Name, Address and DOB

3 Permissible Purpose What's this? Do you have the Individual's consent? ⓘ 4

Select Permissible Purpose No Yes

By pressing "Place 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.

Cancel Place Order 5

Dealer Verify
Instantly delivers active records from the past ninety (90) days from the date of the request.

Features:

- ✓ All active employers within the last 90 days
- ✓ Verification of Income and Employment

- Data provided may vary based on availability.

Need help? Let's Chat

1. Enter a **File Name/Tracking Number**. This field is optional. Your Tracking Number consists of words or numbers of your choice that help you keep track of your verification after you have received it electronically. The Tracking Number you enter will display on the actual verification and can be used for your filing purposes or to accommodate your organization's document identification standards.
2. Enter the **Individual's Social Security Number (SSN)** whose information you wish to retrieve. Alternative search criteria are available when a Social Security Number is not available. Search by Name, Address, and/or Date of Birth by clicking on the **Search by Name, Address and DOB** link. Additionally, in rare cases, some employers require the use of an alternate Employee ID rather than the Social Security Number. If this is required, click on **Use Employee ID** and enter the Employee ID provided.
3. Choose the applicable **Permissible Purpose** from the dropdown menu. As a user of The Work Number, you are subject to certain obligations related to the Fair Credit Reporting Act (FCRA). Among those obligations are an obligation to identify yourself as a user of information available on this site and the obligation to use that information only for a permissible purpose that Equifax asks you to identify and certify. In your agreement, you certify that you will access and use the Dealer Verify data only in accordance with the written instructions of the subject consumer and in accordance with the FCRA and all state law FCRA counterparts.

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- Choose Yes or No to specify if you have the **individual's consent**. Auditable consent from the consumer is required to obtain a report with *Verification of Income* details.
- Click **Place Order**.

On the following **Report Output** screen, you are now able to view the **Dealer Verify Report**.

Note: If no employment record is available on The Work Number database, a message will appear informing you of that. Please note that certain data may be unavailable if the employer did not report the information, if the information provided by the employer was determined to be inaccurate, incomplete, or unverifiable, or if applicable laws or regulations prevent the disclosure of the information.

The screenshot displays the Equifax Verification Insights Portal. The left sidebar contains 'New Order' and 'Order History' links. The main content area is titled 'Report Output' and shows details for a 'Dealer Verify' report. The 'Order ID: 7894561237894561' is circled. Below this, the 'Permissible Purpose' is listed as 'Consumer's applications for credit', and a 'Download Report' button is circled. The 'Individual's Information' section includes fields for 'User Name', 'SSN', 'Date of Birth', 'Address', and 'Phone'. The 'Highlights' section shows 'Example Company' with 'Job Title: Program Manager', 'Employment Status: Active', and '2021 Annual Income: \$106,574.49'. Below this is a table of 'Employers' with columns for 'EMPLOYER NAME & JOB TITLE', 'CURRENT AS OF DATE', 'MOST RECENT START DATE', 'PAY RATE & CYCLE', and 'EMPLOYMENT STATUS'. The table lists 'Example Company' with a 'Pay Rate' of '\$46/hr' and 'Semi-Monthly' cycle. Below the table, the 'Employer Details' section shows 'EXAMPLE COMPANY' with 'Address: 789 Company Street, Example, ST 12345', 'Division: 98-7654321', 'Federal Employer Identification Number (FEIN): 001122334', 'Total Time With Employer: 2 years and 6 months', and 'Original Hire Date: 05/28/2019'. The 'Reference Number: 123456789101' is circled.

Equifax VERIFICATION INSIGHTS PORTAL Hi Test User

Report Output

Dealer Verify
Inquiry Date: 05/01/2021 **Order ID: 7894561237894561**
[Inquiry Details](#)
Inquiry SSN: XXX-XX-5555
Tracking Number: L457894512
Requestor: Test User

Permissible Purpose: Consumer's applications for credit **Download Report**

Individual's Information

User Name
SSN: XXX-XX-5555 | Date of Birth: 01/01/1989
Address: 123 Main Street Example, ST 12345
Phone: (555) 555-5555
Individual's information above is data provided by the employer

Highlights

Example Company
Job Title: Program Manager
Employment Status: **Active**
2021 Annual Income: **\$106,574.49**

Pay Cycle	Pay Frequency	Pay Rate
Semi Monthly	Hourly	\$46.00

Employers

EMPLOYER NAME & JOB TITLE	CURRENT AS OF DATE	MOST RECENT START DATE	PAY RATE & CYCLE	EMPLOYMENT STATUS
Example Company Program Manager	04/16/2021	05/28/2019	\$46/hr Semi-Monthly	Active

Employer Details **Reference Number: 123456789101**

EXAMPLE COMPANY
Address: 789 Company Street
Example, ST 12345
Division: 98-7654321
Federal Employer Identification Number (FEIN): 001122334
Total Time With Employer: 2 years and 6 months
Original Hire Date: 05/28/2019
Employer Disclaimer: If the employer provided a disclaimer, it would appear here. This is an example of what that disclaimer would look like in relation to individual employers.

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The **Download Report** button is used to download a PDF copy of the Dealer Verify report. The order summary section provides the inquiry details, including the **Order ID**, which can be used to access the report again at any time within seven (7) days of the order inquiry date.

Additional copies may be ordered after that date through the Audit By Reference Number (Audit Verification) solution for a fee. Use the **Reference Number** found within the Employer Details section of the report.

Note: Verifiers may not share the data provided from Dealer Verify with any third party, including lenders. Verifiers are also prohibited from using data provided from Dealer Verify to clear stipulations.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.