

Additional Records in the Verification Insights Portal™ (VIP): Local Government

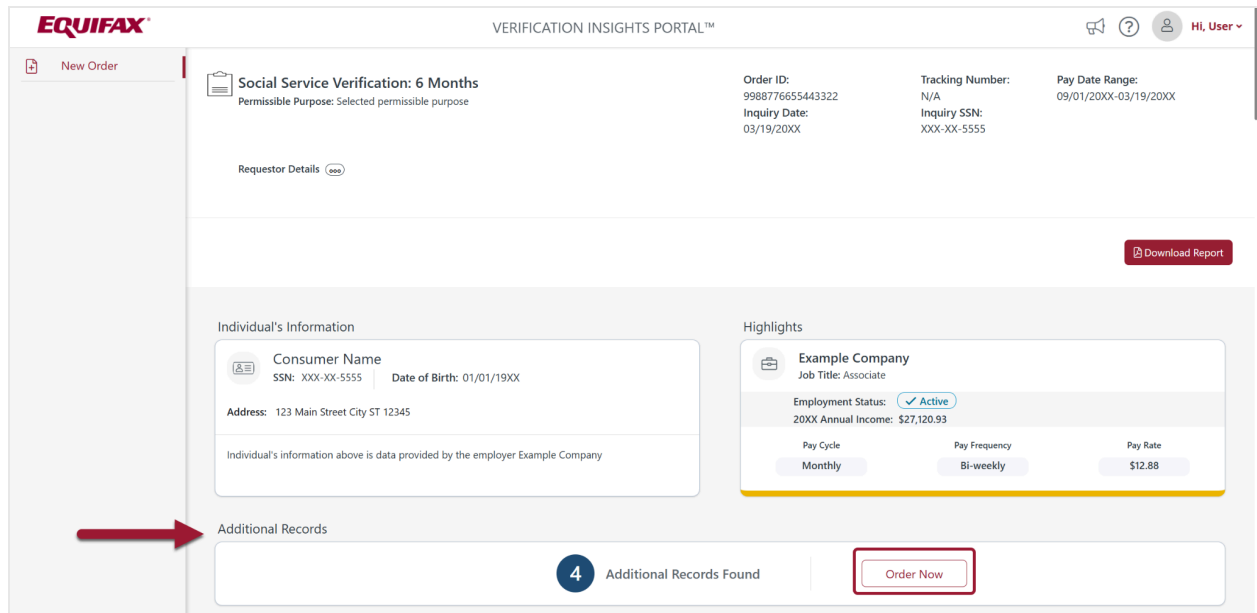
Ordering Process

If additional employer records are available that were not included in the original date range selected, a section will appear on the Report Output indicating how many additional records were found.

*If you have additional questions, please reach out to your Equifax® Account Executive.

To purchase additional records:

- 1) On the **Report Output** screen, select the **Order Now** button within the **Additional Records** section.



The screenshot displays the Equifax Verification Insights Portal (VIP) interface. The top navigation bar includes the Equifax logo, the portal name, and user information. The main content area is divided into several sections:

- Social Service Verification: 6 Months**: Includes a link to 'Requestor Details' and a 'Download Report' button.
- Individual's Information**: Displays consumer details such as Name, SSN, Date of Birth, and Address.
- Highlights**: Shows employment status (Active), annual income, and pay cycle/frequency/rate.
- Additional Records**: A section at the bottom indicating '4 Additional Records Found' and featuring a red 'Order Now' button.

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

- 2) On the **Inquiry Details** screen, you will be shown all available contracted date ranges not already encompassed in the originally-selected date range.
- Each option will show the total number of additional records that would be added to the original report based on the date range selected.
 - For example, if you initially ordered SSV: 6 Months, you would make a selection of 1 Year, 3 Years, or All Records (if you are contracted for all of these date ranges).

EQUIFAX VERIFICATION INSIGHTS PORTAL™ Hi, User

New Order

Order Additional Records

Inquiry Details
Please review, and click 'Place Order' to purchase the additional records not included in your initial date range.

SSN: XXX-XX-5555
Select a date range for the additional records you want to purchase.

1 Year 1 Records	3 Years 3 Records	All Records 4 Records
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By pressing "Place Order", you agree and certify that you currently have the permissible purpose originally selected for this order, and it is correct for this request. You further agree and certify that you are in compliance with all applicable 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

- 3) Select a date range from the choices available, which will then provide a confirmation of the total number of additional records that are being purchased. Click **Place Order** to proceed.

EQUIFAX VERIFICATION INSIGHTS PORTAL™ Hi, User

New Order

Order Additional Records

Inquiry Details
Please review, and click 'Place Order' to purchase the additional records not included in your initial date range.

SSN: XXX-XX-5555
Select a date range for the additional records you want to purchase.

1 Year 1 Records	3 Years 3 Records	All Records 4 Records
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This selection returns records in addition to those that were delivered as part of the initial date range solution you purchased.

Total additional records: 3

By pressing "Place Order", you agree and certify that you currently have the permissible purpose originally selected for this order, and it is correct for this request. You further agree and certify that you are in compliance with all applicable 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

- 4) A **Confirm Order** window will appear to reconfirm the total number of additional records being purchased. Click the red **Confirm Order** button to complete the purchase.

The screenshot shows the EQUIFAX VERIFICATION INSIGHTS PORTAL interface. On the left is a sidebar with a 'New Order' button. The main content area is titled 'Inquiry Details' and contains a form for selecting a date range for additional records. The form shows 'SSN: XXX-XX-5555' and a selection of '3 Years' (3 Records). A modal window titled 'Confirm Order' is open, displaying the message: 'You have selected to order a total of 3 additional records. If you would like to proceed, select 'Confirm Order' below.' The modal has two buttons: 'Cancel' and 'Confirm Order' (highlighted with a red border). Below the modal, there is a 'Place Order' button and a disclaimer text.

- 5) A **Thank You** screen will appear to confirm the order was placed. After a short period of time, the user will be redirected to the **Report Output** screen, where the updated verification report will include the purchased additional records.
- You can immediately view the updated report via the red **View Report** button.

The screenshot shows the EQUIFAX VERIFICATION INSIGHTS PORTAL interface. The main content area displays a green checkmark and the text: 'Thank you! Your order has been placed. You will be taken to report output in 5 sec.' Below this text is a red button labeled 'View Report'. The sidebar on the left shows the 'New Order' button and a 'Collapse' link at the bottom.

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.