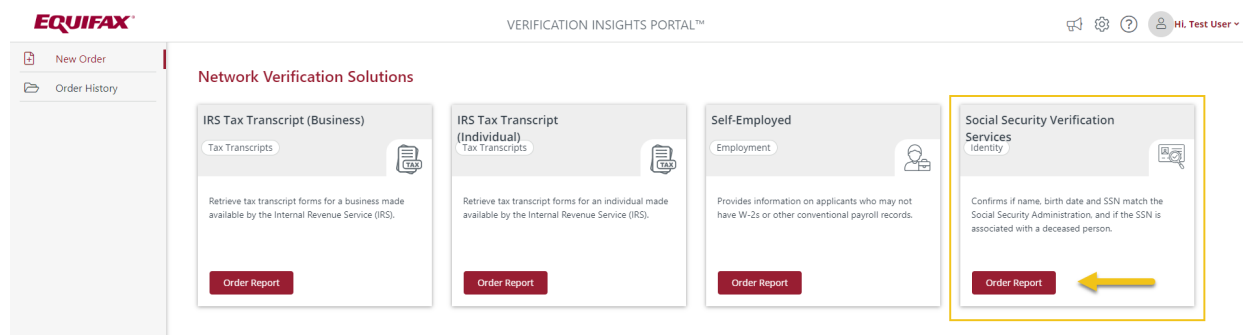


How to Order a Social Security Verification

This document provides instructions on how to order Social Security Verifications in VIP.

1. Log in to your Verification Insights Portal™ by going to: www.theworknumber.com
2. On the New Orders screen, scroll down to Network Verification Solutions and select **Order Report** within Social Security Verification Services tile



3. **Enter** a File Name or Tracking Number (optional)
4. **Input** the borrower's name
5. **Input** the borrower's Date of Birth
6. **Input** the borrower's SSN
7. **Select** SSA Authorization Method
 - a. Upload (proceed to step 8)
 - b. Generate Using Electronic Signature (skip to step 10)

Inquiry Details

Please provide the details below to order this report.

Social Security Verification Services

File Name/Tracking Number (optional) ③

Please provide name, date of birth and SSN of the individual.

Individual's First Name ④

Individual's Last Name

Individual's Date of Birth ⑤

Individual's SSN ⑥

SSA Authorization

Authorization Method ⑦

Select

Each Financial Institution must complete the registration process with the Social Security Administration (SSA) prior to submitting electronic Consent Based Verifications (eCBV) transactions through Equifax. Please complete the [Financial Institution Registration](#) with the SSA if you are not yet registered.

Cancel Place Order

Social Security Verification Services

Confirms if name, birth date and SSN match the Social Security Administration, and if the SSN is associated with a deceased person.

See Sample Report

Features:

- ✓ SSA Authentication Report: Confirms if a name, birth date and SSN match the Social Security Administration.
- ✓ Identity Usage and Address History Report: Determines if SSN is valid, when an SSN was issued, previous addresses, additional SSNs associated with the consumer, and if multiple identities are associated with the SSN.
- ✓ SSA Death Master File Audit: Screens an SSN against the SSA Death Master File to ensure the SSN has not been associated to a deceased individual.

- Data provided may vary based on availability.

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

8. For the **Upload** option, start by **selecting** the Upload Form button to upload a completed SSA-89 form
9. **Click** Place Order to submit your request

Authorization Method

Upload a completed form

Upload SSA Authorization Form

Upload Form 8

File should be in PDF format and the maximum size is 6.5 MB.

Each Financial Institution must complete the registration process with the Social Security Administration (SSA) prior to submitting electronic Consent Based Verifications (eCBSV) transactions through Equifax. Please complete the [Financial Institution Registration](#) with the SSA if you are not yet registered.

Cancel Place Order 9

10. For the **Generate Using Electronic Signature** option, start by **entering** the borrower's email
11. **Click** Place Order to submit your request

SSA Authorization

Authorization Method

Generate using electronic signature power

Borrower Email 10

An email will be sent to the borrower's email address to electronically sign the SSA-89 Consent Form. Once the borrower completes this, we will process your request. If the borrower does not complete it, this request will be cancelled, and you will be notified.

Each Financial Institution must complete the registration process with the Social Security Administration (SSA) prior to submitting electronic Consent Based Verifications (eCBSV) transactions through Equifax. Please complete the [Financial Institution Registration](#) with the SSA if you are not yet registered.

Cancel Place Order 11

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.