

Additional Records in the Verification Insights Portal™ (VIP): Social Services

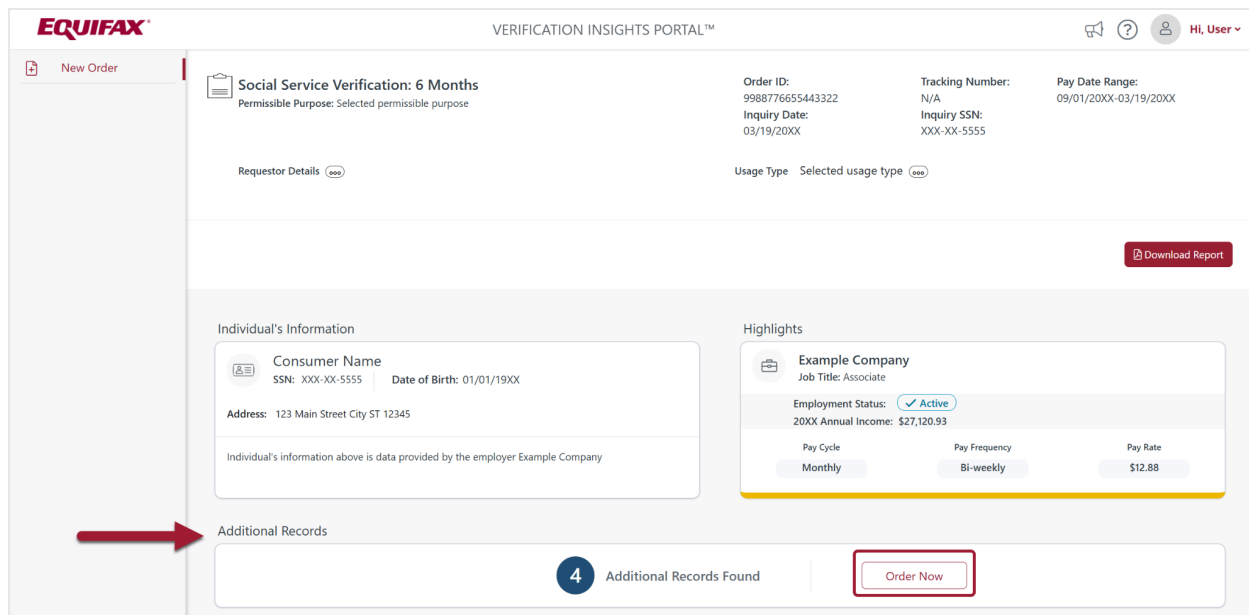
Ordering Process

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.



EQUIFAX VERIFICATION INSIGHTS PORTAL™

Social Service Verification: 6 Months
Permissible Purpose: Selected permissible purpose

Order ID: 9988776655443322
Inquiry Date: 03/19/20XX

Tracking Number: N/A
Inquiry SSN: XXX-XX-5555

Pay Date Range: 09/01/20XX-03/19/20XX

Requestor Details See

Usage Type Selected usage type See

[Download Report](#)

Individual's Information

Consumer Name
SSN: XXX-XX-5555 Date of Birth: 01/01/19XX

Address: 123 Main Street City ST 12345

Individual's information above is data provided by the employer Example Company

Highlights

Example Company
Job Title: Associate

Employment Status: Active

20XX Annual Income: \$27,120.93

Pay Cycle: Monthly Pay Frequency: Bi-weekly Pay Rate: \$12.88

Additional Records

4 Additional Records Found

[Order Now](#)

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 overlaid on the form, 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'. The 'Confirm Order' button is highlighted with a red border. Below the modal, there is a 'Place Order' button and a 'Cancel' button.

- 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 message: 'Thank you! Your order has been placed. You will be taken to report output in 5 sec.' Below this message is a red button labeled 'View Report'. The sidebar on the left shows the 'New Order' button and a 'Collapse' link.

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.