

Accessing the Vault Verify Employee Portal

The optional employee portal feature allows employees to securely view their employment and income verification report online, create an employment letter, or view a list of verifiers who have received verification of their employment over the course of the prior year.

Employees may complete the Register Now form to gain access to their portal environment.

EMPLOYEE PORTAL LOGIN



Check Your Personal Information

If your employer uses Vault Verify and you want to check your personal employment information, you've come to the right place.

Registered Users: Login

Log In

First Time Employee Registration?

Register in 2 Simple Steps!

Step 1:

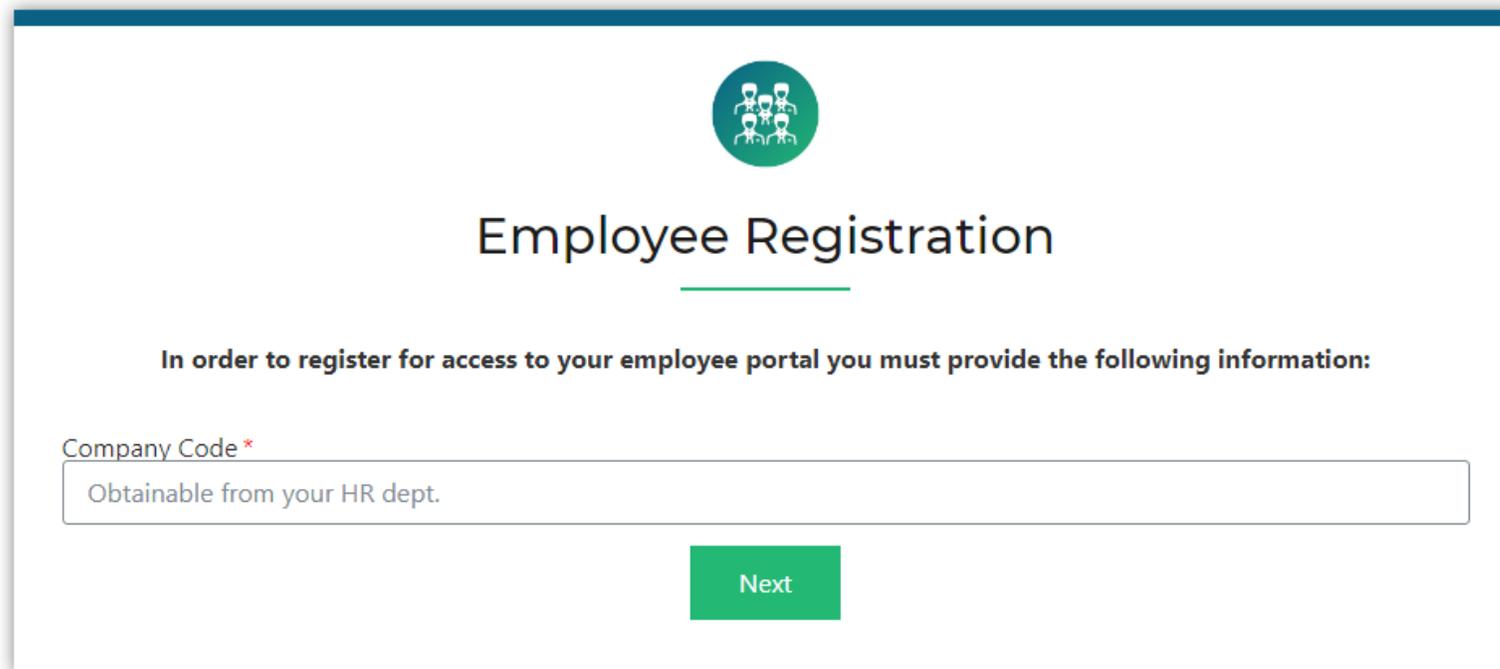
Click on 'Register Now' and complete the registration form.

Step 2:

Upon approval, Login credentials will be delivered via secure email.

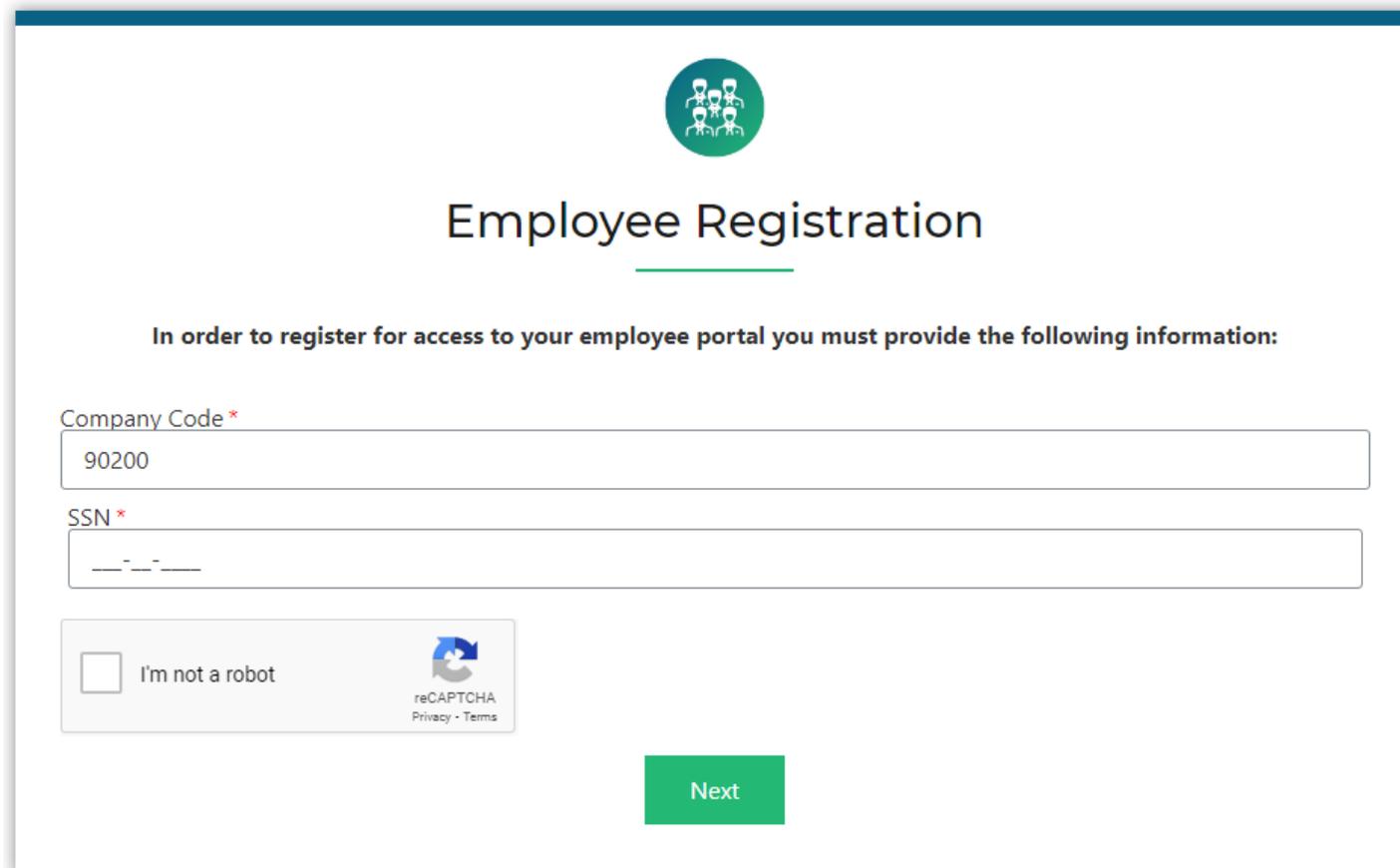
REGISTER NOW

During registration, employees are initially asked to provide your company code.



The image shows a screenshot of an "Employee Registration" form. At the top center is a circular icon containing four stylized human figures. Below the icon, the title "Employee Registration" is displayed in a large, black, sans-serif font, with a thin green horizontal line underneath. A bold instruction reads: "In order to register for access to your employee portal you must provide the following information:". Below this is a text input field with the label "Company Code*" and a placeholder text "Obtainable from your HR dept.". At the bottom center of the form is a green rectangular button with the word "Next" in white text.

Employees are then asked to enter their social security number.





Employee Registration

In order to register for access to your employee portal you must provide the following information:

Company Code *

SSN *

I'm not a robot 
reCAPTCHA
Privacy - Terms

Next

Employee Registration Form

Employees are granted access to the employee portal following their successful registration.



Employee Registration

In order to register for access to your employee portal you must provide the following information:

Company Name
ACME Inc.

Your Social Security Number
XXX-XX-0057

Employee ID *

Your First Name *

Your Last Name *

Email *

Confirm Email *

Phone *

I am a current or former employee of a company that uses your system.

We need to verify your identity. By clicking the button below to proceed, you confirm the information submitted is true and correct, you also certify you are the individual the information belongs to.

A confirmation notice is displayed to employees upon successful registration.
Access to the employee portal is then delivered by email.

Register To Access Your Employee Portal Account

**Only the individual identified by the SSN entered is permitted to proceed with the registration process.
Third-party registrations are strictly prohibited.**

For security purposes, first-time authentication is required to establish your Employee Portal. Once completed you will obtain credentials for future access. Vault Verify will never sell, share, or rent the data collected from this request form. For additional privacy information, please see our [Privacy Policy](#).

**Congratulations, you have been approved.
An email will be sent to you shortly with your login credentials.**

Alternative Registration

Employees who are uncertain of their Employee Identification Number, may upload a Government issued photo ID to complete registration.

The information you provided does not match our records.

Please contact your HR representative to confirm you have the correct information.
Once you have confirmed the correct information you may try again.

You can also go through our alternative process below, which requires you to upload
a copy of your driver's license to complete.

Submit for Driver's License Process

EMPLOYEE REGISTRATION



Register To Access Your Employee Portal Account

Only the individual identified by the SSN entered is permitted to proceed with the registration process.
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For security purposes, first-time authentication is required to establish your Employee Portal. Once completed you will obtain credentials for future access. Vault Verify will never sell, share, or rent the data collected from this request form. For additional privacy information, please see our [Privacy Policy](#).

Thank You.

An email will be sent to you shortly with a link that will allow you to upload a scanned image of your driver's license.

Employees may access the portal to view their employment and income verification report, create an employment letter, or view a list of verifiers who have confirmed their employment over the course of the prior year.

CURRENT EMPLOYEE

Welcome

Our most recent records as of 01/12/2021 indicate you are a current employee of ACME Inc. There will be no charge for this report.

 [View My Report](#)

 [Print Employment Letter](#)

 [View My 1 Year History](#)

 [Change Password](#)

 [To Opt Out](#)



Sample Verification Report

Employees may view their employment and income verification report.




| Employment & Income | | | |
|---------------------|-------------------------------|-------------------|---------------------|
| Requested Date: | Feb 18 2022 10:10AM | Completed Date: | Feb 18 2022 10:10AM |
| Requested By: | samplereports@vaultverify.com | Order #: | 516522 |
| Reference #: | | Original Order #: | N/A |

Company Disclaimer
This is a sample disclaimer for ACME, Inc. *** THIS IS A DEMO ACCOUNT ***

| Information you entered to conduct the search | |
|---|---------------------|
| Search requested for: | ACME, Inc./90200 |
| Purpose of the search: | Employment Purposes |
| First Name: | |
| Last Name: | |
| Social Security Number: | XXX-XX-0000 |
| Reference #: | |

| Employee Data Reported (ABC - ACME West) | | |
|---|------------------|---------------------------|
| First Name: | Sample | |
| Last Name: | Employee | |
| Employment Dates: <small>Employment dates can be impacted by changes to payroll system/PDC systems, acquisitions, reclassifications or leave of absence. The dates provided within this report are a direct reflection of the data available for this employee, per employer payroll records.</small> | | |
| Original Start Date | Last Start Date | End Date |
| 01/02/2011 | 01/02/2011 | N/A |
| Position/Title: | Customer Service | Location: District West |
| Employment Status: | Active | Employment Type: REG / FT |

| Pay Details | | | |
|-------------------------|-------------|----------------|---------|
| Annual Salary: | \$62,062.65 | Pay Frequency: | B |
| Additional Salary Info: | N/A | Hourly Rate: | \$29.84 |

| Last Three Years Gross Income Breakdown | | | |
|---|--------------------|--------------------|--------------------|
| Category | 2021 | 2020 | 2019 |
| Auto Allowance | \$0.00 | \$0.00 | N/A |
| Bonus | \$19,816.94 | \$12,904.51 | \$8,904.51 |
| Employee Benefits | \$750.00 | \$2,250.00 | \$1,300.00 |
| Overtime | N/A | \$3,052.71 | \$3,052.71 |
| Profit Share | \$950.00 | \$950.00 | N/A |
| Regular Earnings | \$9,548.12 | \$60,394.06 | \$55,620.00 |
| Stock | \$4,000.00 | \$4,000.00 | N/A |
| Gross Pay | \$41,065.06 | \$89,551.28 | \$69,077.22 |

| Last Six Pay Periods | | | | |
|----------------------|------------|-------|-------------|-------------|
| Period End | Pay Date | Hours | Gross Pay | Net Pay |
| 02/10/2022 | 02/16/2022 | 80.00 | \$2,387.03 | \$1,435.00 |
| 02/12/2022 | 02/15/2022 | 0.00 | \$19,816.94 | \$10,836.22 |
| 01/27/2022 | 02/02/2022 | 80.00 | \$2,387.03 | \$1,435.01 |
| 01/13/2022 | 01/19/2022 | 80.00 | \$2,387.03 | \$1,396.52 |
| 01/12/2022 | 01/17/2022 | 0.00 | \$4,000.00 | \$2,620.00 |
| 12/28/2021 | 01/05/2022 | 80.00 | \$13,337.03 | \$1,444.26 |

Sample Employment Letter

Employees may input an 'attention to' name to personalize their employment letter.

Generate Employment Letter

Attention to:

 Generate Letter

Sample

Sample You may enter any text within the above 'Attention to' field.

Attention to: Click 'Generate Letter' to retrieve your document.

Your TEXT appears here

Please accept this letter as confirmation that **YOUR NAME** has been employed with a position of **YOUR POSITION** at **YOUR COMPANY**

Dates of employment:

Start Date:

End Date:

Data was last updated with Vault Verify from **COMPANY** on **DATE**

This letter has been presented by Vault Verify on behalf of **COMPANY**

Company Disclaimer:

This is a sample disclaimer for ACME, Inc. *** THIS IS A DEMO ACCOUNT ***

Sample Employment Letter

Employees who have multiple HRIS employment records, may select the employment history of their choice to include in their employment letter.



Employment Letter For Order 172024

Generate Employment Letter

Attention to:

Multiple employment results found on this order. Please choose:

| | |
|------|---|
| GSII | ▼ |
| GSII | |
| PD81 | |

Sample

Sample You may enter any text within the above 'Attention to' field.

Attention to: Click 'Generate Letter' to retrieve your document.

Your TEXT appears here

Please print this letter as confirmation that YOUR NAME has been enrolled with a



Sample Employment Letter

Employment Letter

Order Date: Apr 21 2022 6:33PM

Order #: 560847

Attention to: Sample Requester Name

Please accept this letter as confirmation that **Lucky Allen** has been employed with a position of **Production Associate 1** at **ACME Inc.**

Dates of employment:

Start Date: **07/26/2020**

End Date: **Currently Employed**

Data was last updated with Vault Verify from **ACME Inc.** on **Feb 18 2022 10:10AM**

This letter has been presented by Vault Verify on behalf of **ACME Inc.**

Company Disclaimer:

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