



Experian Verify™ for Government Access Web Portal

First Time User Guide

OCTOBER 2023





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Client Set-Up

Experian Verify Access Web Portal Client Set-Up

Client Care Set-Up:

Upon contract execution, Client will work with Experian Client Care to set up the Experian Verify product within Access, including Permissible Purpose type designation and Origin products settings:

Product Name: Experian Verify Access Web Portal (Product Suite)

• **Product Options:**

- *Experian Verify Plus*
- *Experian Verify Premium*
- *Experian Verify Core*
- *Experian Reverify*
- *Experian Verify for Employment Screening*
- *Experian Verify for Government*
- *Experian Verify Borrower Statement*

Registration and Login/Security Designates:

All information on how to set up users can be found in the Origin Security Designate Guide which will be provided by your Experian Verify Delivery Manager.



Log-In Page

Experian Access Login Page

www.experian.com/access

experian.

Experian Access™

We're here to help!
Visit our [Help Center](#) to contact our support team for assistance.

Site Security
We have security measures in place to protect your information and identity:

- We electronically scramble your information using SSL (secure socket layer) encryption - a widely trusted encryption standard.
- All of the information you submit resides on our servers where only our software can access it.
- Our employees are trained in our strict privacy practices.

For more in-depth information, please read our [Privacy Policy](#).

experian.

Sign In

Username

Password

Remember me

Sign In

Need help signing in?

Trojan horse viruses can infect your PC and steal sensitive information such as user credentials for online access to financial websites. These viruses infect computers when users visit websites that host a malicious code. Once on a user's computer, the virus sits unnoticed until the user logs on to financial websites which are being monitored by the malicious software. It then captures log-in and password information and sends it to a server run by the attackers. It is therefore very important that end users consistently maintain updated virus and anti-spy ware software and download all security patches for their operating system on a regular basis.

Experian Access™

****Note****

Before logging in you must have setup your permanent password.



Navigation

Navigation

- Home / Dashboard
- Products – list of available products for the user that is logged in
- Archives – access to usage and archive reports - access can be limited based on how the Head Designate or Security Designate set-up the user
- Preferences – ability to set certain viewing preferences within Access





Home/Dashboard

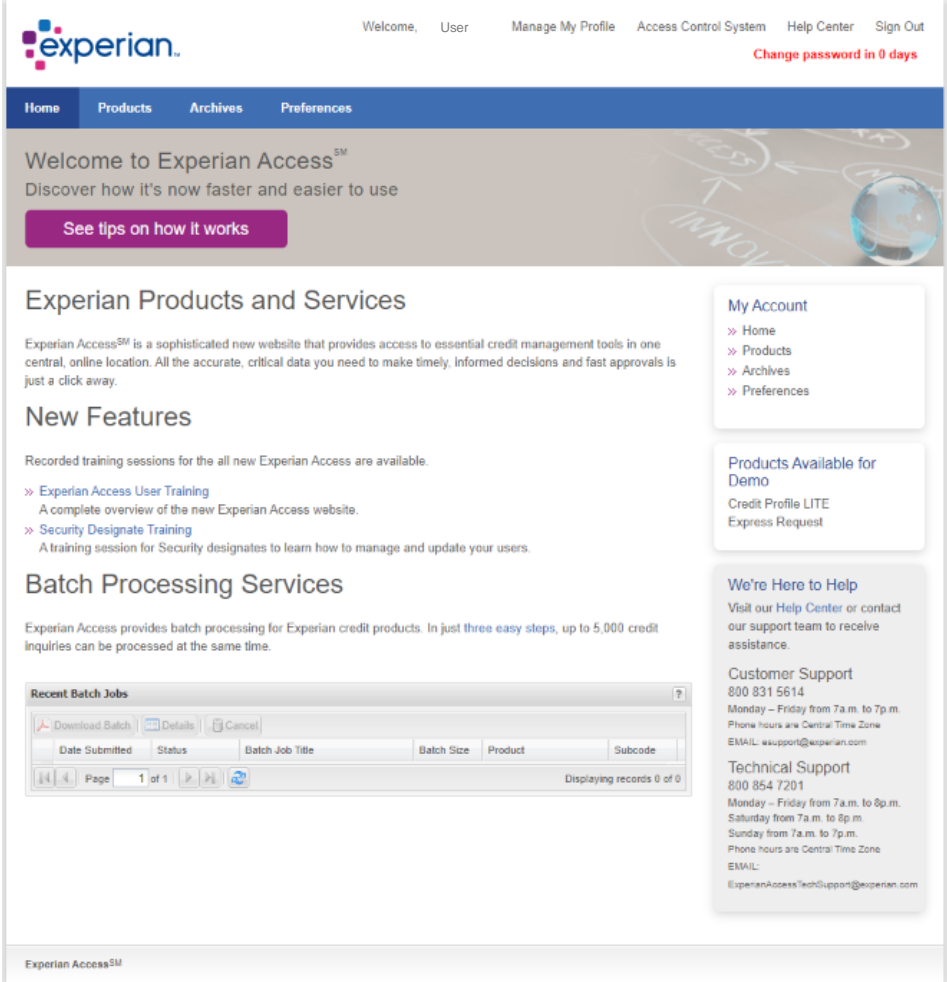
Home / Dashboard

Features

Links to recorded Experian Access training sessions via each product or the “Help Center” on the right-hand side of the screen.

Batch Dashboard

Download recent batch jobs from the “Home” tab.



The screenshot shows the Experian Access Home Dashboard. At the top, there is a navigation bar with the Experian logo on the left and links for 'Welcome, User', 'Manage My Profile', 'Access Control System', 'Help Center', and 'Sign Out'. A red link 'Change password in 0 days' is also present. Below the navigation bar is a blue header with tabs for 'Home', 'Products', 'Archives', and 'Preferences'. The main content area features a welcome message: 'Welcome to Experian Access™ Discover how it's now faster and easier to use' with a purple button 'See tips on how it works'. The dashboard is divided into several sections: 'Experian Products and Services' with a description of the platform; 'New Features' with links to 'Experian Access User Training' and 'Security Designate Training'; 'Batch Processing Services' with a description of batch processing capabilities. On the right side, there are three vertical panels: 'My Account' with links to Home, Products, Archives, and Preferences; 'Products Available for Demo' listing 'Credit Profile LITE' and 'Express Request'; and 'We're Here to Help' providing contact information for Customer Support and Technical Support. At the bottom, there is a 'Recent Batch Jobs' table with columns for Date Submitted, Status, Batch Job Title, Batch Size, Product, and Subcode. The table is currently empty, showing 'Page 1 of 1' and 'Displaying records 0 of 0'. The footer contains the text 'Experian Access™'.



Preferences – Security Designates

Preferences – Security Designates

Any Access user can go to Preferences to select a specific product to appear on their landing page.

For Security Designates, there are certain preferences that can be set for all users at a sub-code level.

For Security Designates only, under Preferences > Select the product in which you would like to set preferences:

- Experian Verify™ for Government

The screenshot shows the Experian user interface. At the top, there is a navigation bar with the Experian logo on the left and links for 'Welcome', 'Manage My Profile', 'Help Center', and 'Sign Out' on the right. Below this is a dark blue navigation bar with tabs for 'Home', 'Products', 'Archives', and 'Preferences'. The 'Preferences' tab is selected. Under 'Preferences', there are two main sections: 'Consumer Credit' and 'Experian Verify'. The 'Experian Verify' section is expanded, showing a list of products: 'Experian Reverify', 'Experian Verify™ Core', 'Experian Verify™ Plus', 'Experian Verify™ Premium', 'Experian Verify™ for Employment Screening', and 'Experian Verify™ for Government'. A pink arrow points from the text 'Experian Verify™ for Government' in the list to the corresponding text in the list on the right. Below the 'Preferences' section, there are sections for 'New Features' and 'Batch Processing Services'. The 'Batch Processing Services' section includes a table titled 'Recent Batch Jobs' with columns for 'Date Submitted', 'Status', 'Batch Job Title', 'Batch Size', 'Product', and 'Subcode'. The table is currently empty, showing 'No batch list to display' and 'No records to display'. On the right side of the page, there is a sidebar titled 'Products Available for Demo' listing various products like 'Address SearchSM', 'Business CreditScoreSM Report', etc.

Preferences – Security Designates

Upon selecting a product type:

Step 1: Inquiry Details

Billing Information:

- Access Subcode assigned during onboarding process will appear in drop-down to select

Step 2: Select which purpose types to display

Available Purpose Types


- Select purpose types in this section to be displayed on the input inquiry page

Selected Purpose Types

- Selected purpose types will be displayed in this section

Select the purpose type you would like to appear as the default in the drop-down menu (optional)

Experian Verify for Government

 New Inquiry

Please provide the information requested below. Fields marked with an asterisk (*) are required.

STEP 1: Inquiry Details

Billing Information

* Access Subcode: Set as default

STEP 2: Select which purpose types to display

Available Purpose Types	Selected Purpose Types
<input type="button" value="select all"/> 00 - Auto Loan 01 - Unsecured Loan 02 - Secured Loan 03 - Partially secured Loan 04 - Home improvement Loan 05 - FHA home improvement Loan 06 - Installment sales contract 07 - Revolving charge account 08 - Real estate (unk type) (term in yrs) 09 - Loan secured by co-signer 0A - Time share loan	<input type="button" value="clear selections"/> 75 - Government Benefit

Select the purpose type you would like to appear as the default in the drop-down menu (optional):

STEP 3: Configure your preference settings for the following features and options

Disable Batch

Set Custom Label Name #1 and Value #1 as Mandatory

Apply these settings to all my Subcodes

Preferences – Security Designates

Step 3: Configure your preference settings for the following features and options

Choose any of the following preferences:

- Disable Batch
- Set Custom Label Name #1 and Value #1 as Mandatory

Once a preference is selected, the setting will be applied to all users in the sub-code selected in Step 1.

Experian Verify for Government New Inquiry

Please provide the information requested below. Fields marked with an asterisk (*) are required.

STEP 1: Inquiry Details

Billing Information

* Access Subcode: Set as default

STEP 2: Select which purpose types to display

Available Purpose Types	Selected Purpose Types
<input type="button" value="select all"/> 00 - Auto Loan 01 - Unsecured Loan 02 - Secured Loan 03 - Partially secured Loan 04 - Home improvement Loan 05 - FHA home improvement Loan 06 - Installment sales contract 07 - Revolving charge account 08 - Real estate (unk type) (term in yrs) 09 - Loan secured by co-signer 0A - Time share loan	<input type="button" value="clear selections"/> 75 - Government Benefit

Select the purpose type you would like to appear as the default in the drop-down menu (optional):

STEP 3: Configure your preference settings for the following features and options

Disable Batch

Set Custom Label Name #1 and Value #1 as Mandatory

Apply these settings to all my Subcodes



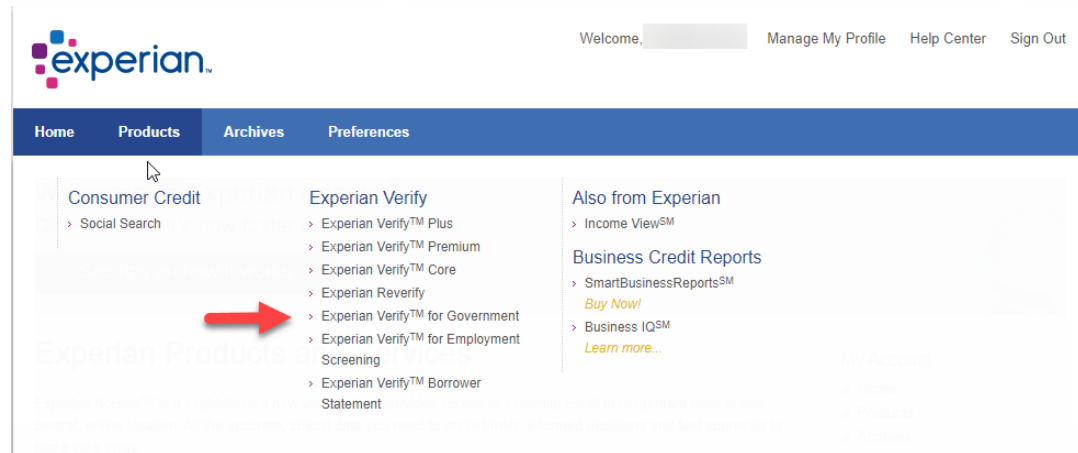
Products

Products

Click on the tab to show a list of available products for the user that is currently logged in to the system.

Under Experian Verify, click on the product type you would like to view:

- Experian Verify™ for Government





Experian Verify™ for Government

Experian Verify for Government Inquiry Input Page – continued

Upon clicking on the Experian Verify for Government product within the Products menu, an Inquiry Input Page will display.

Step 1: Customer Information

Billing Information:

- Access Subcode assigned during onboarding process will appear in drop-down to select

Account Information:

- End User (Reseller Only) – If Client is a Reseller and the End User of Reseller is not identified in the Client's Unique Subcode, Reseller must type End User name here (i.e., ABC Government)

Purpose Type:

- During onboarding process, Client will be assigned permissible purpose types allowed for program and select the specific permissible purpose type in this drop-down. NOTE: If an unapproved permissible purpose type is chosen for the program, an error message will appear.

Custom Labels:

- Client can choose up to 5 option custom labels. Both the name of label and value can be chosen (i.e., Loan Number: 12345, Client Reference ID: 123456789). Any custom label entered here will appear in the returned report. Clients who are set up for Invoice Format #4 will see the value for Custom Label #1 appear in their invoice.

The screenshot shows the Experian Verify for Government Inquiry Input Page. The page header includes the Experian logo, a user name, and navigation links for Home, Products, Archives, and Preferences. The main content area is titled "Experian Verify for Government" and includes a "Product Preferences" link. Below the title, there is a message: "Please provide the information requested below. Fields marked with an asterisk (*) are required." and a link to "Upload a Batch Job".

The "Step 1: Customer Information" form is highlighted with a red box. It contains the following sections:

- Billing Information:** * Access Subcode: [Dropdown]
- Account Information:** End User (Reseller Only): [Text Field]
- Purpose Type:** * Purpose Type: [Dropdown]
- Custom Labels:** The following are optional custom labels in which both the name of label and value can be chosen (i.e., Loan Number: 12345, Branch Name: Main St). Any custom label entered here will appear in the returned report. Loan Number is recommended to be entered as Custom Label #1.
 - Name #1: [Text Field]
 - Value #1: [Text Field]
 - Add more labels

Below the "Step 1" form is the "Step 2: Individual's Information" form, which includes a "Mask Input Fields" checkbox and sections for Personal Information, Current Address, and Telephone.

On the right side of the page, there are two vertical menus: "My Account" and "Products Available for Demo".

Experian Verify for Government Inquiry Input Page – continued

Upon clicking on the Experian Verify for Government product within the Products menu, an Inquiry Input Page will display.

Step 2 : Individual's Information

Personal Information:

- Required: First Name, Last Name, SSN and DOB

Current Address & Telephone:

- Optional: Street Address, City/Town, State, Zip Code and Telephone

Welcome, [User Name] Manage My Profile Help Center Sign Out

Home Products Archives Preferences

Experian Verify for Government

Product Preferences

Please provide the information requested below. Fields marked with an asterisk (*) are required.

Upload a Batch Job

Step 1: Customer Information

Billing Information

* Access Subcode: [Dropdown]

Account Information

End User (Reseller Only): [Text]

* Purpose Type: [Dropdown]

Custom Labels

The following are optional custom labels in which both the name of label and value can be chosen (i.e., Loan Number: 12345, Branch Name: Main St). Any custom label entered here will appear in the returned report. Loan Number is recommended to be entered as Custom Label #1.

Name #1: [Text]

Value #1: [Text]

Add more labels

STEP 2: Individual's Information

Mask Input Fields

Personal Information

* First Name: [Text]

Middle Name: [Text]

* Last Name: [Text] - Gen. - [Dropdown]

* Social Security: [Text]

* Date of Birth: [Text]

Current Address

Street Address: [Text]

City/Town: [Text] - State - [Dropdown]

Zip/Postal Code: [Text]

Telephone

Phone Number: [Text] - Type - [Dropdown]

Submit Reset

My Account

- >> Home
- >> Products
 - > Experian Reverify
 - > Experian Verify™ Borrower Statement
 - > Experian Verify™ Core
 - > Experian Verify™ Plus
 - > Experian Verify™ Premium
 - > Experian Verify™ for Employment Screening
 - > Experian Verify™ for Government
 - > Social Search
- >> Archives
- >> Preferences

Products Available for Demo

- Address SearchSM
- Address Update
- Automotive Credit ProfileSM
- Bullseye
- Business CreditScoreSM Report
- Business ProfilePlusSM Report
- Collection AdvantageSM
- Collection Report
- Connect Check PlusSM
- Credit Profile
- Credit Profile LITE
- Credit Profile Report and Score
- Employment InsightSM
- Express Request
- Healthcare Credit ProfileSM
- Instant Prescreen
- Subscriber Decode

Experian Verify for Government – HTML Output

Personal Information

Name, SSN, DOB and Address returned from data source

Employment History

Request Details:

Requestor- Subscriber Name

Requestor ID- Subscriber Code

Report ID – Unique ID assigned by Experian for each report

Report Type – ExpVerify-Gov

Date Requested – Date report requested

At the Request Of – Name of End User (if Reseller)

Income/Employment Details:

Experian Verify for Government returns 6 previous months of paystub details from the date the report is requested (regardless of work status) and YTD totals for current year and 2 previous calendar years. Pay record must be found on at least 1 employer in the last 120 days in order to return a report.

Welcome, [Name] Manage My Profile Help Center Sign Out

Home Products Archives Preferences

Experian Verify for Government

Print View PDF Edit Inquiry New Inquiry

My Account

- » Home
- » Products
 - > Experian Reverify
 - > Experian Verify™ Borrower Statement
 - > Experian Verify™ Core
 - > Experian Verify™ Plus
 - > Experian Verify™ Premium
 - > Experian Verify™ for Employment Screening
 - > Experian Verify™ for Government
 - > Social Search
- » Archives
- » Preferences

Products Available for Demo

- Address SearchSM
- Address Update
- Automotive Credit ProfileSM
- Bullseye
- Business CreditScoreSM Report
- Business ProfilePlusSM Report
- Collection AdvantageSM
- Collection Report
- Connect Check PlusSM
- Credit Profile
- Credit Profile LITE
- Credit Profile Report and Score
- Employment InsightSM
- Express Request
- Healthcare Credit ProfileSM
- Instant Prescreen
- Subscriber Decode

Applicant

Personal | Employment and Income Details

10/16/2023 – 17:49:45

Personal Information

Best Name
PATTY BOWMAN

Best Social Security number
XXX-XX-8141

Date of Birth
N/A

Best Address
12959 FM 822
EDNA, TX 77957-5093

[Request Details](#) [Back to top](#)

Requestor: EXPERIAN INFO SOLUTIONS | Requestor ID: 4999100 | Report ID: e214331d-f705-4c52-ab3d-4a388d8f2dab
Report Type: ExpVerify-Gov | Date requested: 10/16/2023 | At The Request Of: test

Employer 1 of 1
PSL ADMINISTRATION SERVICES AMERICA INC | 1140 AVE OF THE AMERICAS, NEW YORK, New York 10036-5805
FEIN: 100000118

As Of Date:	Original Hire Date:	Most Recent Hire Date:	Position End Date:
10/16/2023	04/26/2012	04/26/2012	N/A
Tenure:	Employment Status:	Work Status:	Title:
11 Years, 5 Months	Full Time	Active	Sr. Sales Manager
Pay Frequency:	Pay Description:	Pay Rate:	Pay Rate Unit:
Biweekly	Hourly	\$0.00	Hour

Year to Date Income Details

Year	YTD Net Pay	YTD Gross Pay	YTD Base Pay	YTD Overtime Pay	YTD Bonus Pay	YTD Other Pay
2023	\$121,690.24	\$199,332.94	\$127,884.63	\$0.00	\$65,625.00	\$5,823.31
2022	\$130,557.43	\$235,468.76	\$175,000.02	\$0.00	\$53,846.17	\$6,622.57
2021	\$10,841.57	\$28,149.04	\$26,923.08	\$0.00	\$769.24	\$456.72

Pay Period Details

Pay Date	Period Start	Period End	Hours	Net Pay	Gross Pay	Base Pay	Overtime Pay	Bonus Pay	Other Pay
10/10/2023	05/26/2023	06/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	NA
10/10/2023	05/26/2023	06/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
09/24/2023	05/09/2023	05/23/2023	80.0	\$4,543.06	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
09/10/2023	04/26/2023	05/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	NA
09/10/2023	04/26/2023	05/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
08/24/2023	04/09/2023	04/23/2023	80.0	\$4,543.06	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
08/10/2023	03/26/2023	04/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	NA
08/10/2023	03/26/2023	04/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
07/24/2023	03/09/2023	03/23/2023	80.0	\$4,543.06	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
07/10/2023	02/26/2023	03/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	NA
07/10/2023	02/26/2023	03/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
06/24/2023	02/09/2023	02/23/2023	80.0	\$4,543.06	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49



Experian Verify for Government – PDF Report

Each HTML report output has the option to click on the PDF icon to generate a PDF report to view and save

ATTENTION: You are about to print or store sensitive information. Please store this information in a secure area and limit its distribution.

Home Products Archives Preferences

Experian Verify for Government

Print View PDF Edit Inquiry New Inquiry

Applicant

Personal | Employment and Income Details

10/16/2023 – 17:49:45

Personal Information

Best Name
PATTY BOWMAN

Best Social Security number
XXX-XX-8141

Date of Birth
N/A

Best Address
12959 FM 822
EDNA, TX 77957-5093

Request Details

Requestor: EXPERIAN INFO SOLUTIONS | Requestor ID: 4999100 | Report ID: e214331d-f705-4c52-ab3d-4a386d8f2dab
Report Type: ExpVerify-Gov | Date requested: 10/16/2023 | At The Request Of: test

Employer 1 of 1
PSL ADMINISTRATION SERVICES AMERICA INC | 1140 AVE OF THE AMERICAS, NEW YORK, New York 10036-5805
FEIN: 100000118

As Of Date:	Original Hire Date:	Most Recent Hire Date:	Position End Date:
10/16/2023	04/26/2012	04/26/2012	N/A
Tenure:	Employment Status:	Work Status:	Title:
11 Years, 5 Months	Full Time	Active	Sr. Sales Manager
Pay Frequency:	Pay Description:	Pay Rate:	Pay Rate Unit:
Biweekly	Hourly	\$0.00	Hour

Year to Date Income Details

Year	YTD Net Pay	YTD Gross Pay	YTD Base Pay	YTD Overtime Pay	YTD Bonus Pay	YTD Other Pay
2023	\$121,690.24	\$199,332.94	\$127,884.63	\$0.00	\$65,625.00	\$5,823.31
2022	\$130,557.43	\$235,468.76	\$175,000.02	\$0.00	\$53,846.17	\$6,622.57
2021	\$10,841.57	\$28,149.04	\$26,923.08	\$0.00	\$769.24	\$456.72

Pay Period Details

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07/10/2023	02/26/2023	03/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	NA	\$306.49
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My Account

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 - Experian Verify™ Plus
 - Experian Verify™ Premium
 - Experian Verify™ for Employment Screening
 - Experian Verify™ for Government
- Social Search
- Archives
- Preferences

Products Available for Demo

- Address SearchSM
- Address Update
- Automotive Credit ProfileSM
- Bullseye
- Business CreditScoreSM Report
- Business ProfilePlusSM Report
- Collection AdvantageSM
- Collection Report
- Connect Check PlusSM
- Credit Profile
- Credit Profile LITE
- Credit Profile Report and Score
- Employment InsightSM
- Express Request
- Healthcare Credit ProfileSM
- Instant Prescreen
- Subscriber Decode



Experian Verify for Government— PDF Report

Download to save or print

Report (26).pdf 1 / 2 100%

VERIFICATION OF EMPLOYMENT AND INCOME

PATTY BOWMAN Address: 12959 FM 822, EDNA, TX 77957-5093
 Phone: N/A Social Security Number: XXX-XX-8141 Date of Birth: N/A

Requestor: EXPERIAN INFO SOLUTIONS Requestor ID: 4999100 Report ID: e214331d-7f05-4c52-ab3d-4a388d8f2dab
 Report Type: ExpVerify-Gov Date Requested: 10/16/2023 At The Request Of: test

Employment Details

Employer 1 of 1
 PSL ADMINISTRATION SERVICES AMERICA INC 1140 AVE OF THE AMERICAS, NEW YORK, New York 10036-5805
 FEIN: 100000118
 As Of Date: 10/16/2023 Original Hire Date: 04/26/2012 Most Recent Hire Date: 04/26/2012 Position End Date: N/A
 Tenure: 11 Years, 5 Months Employment Status: Full Time Work Status: Active Title: Sr. Sales Manager
 Pay Frequency: Biweekly Pay Description: Hourly Pay Rate: \$0.00 Pay Rate Unit: Hour

Year to Date Income Details

Year	YTD Net Pay	YTD Gross Pay	YTD Base Pay	YTD Overtime Pay	YTD Bonus Pay	YTD Other Pay
2023	\$121,690.24	\$199,332.94	\$127,884.63	\$0.00	\$65,625.00	\$5,823.31
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09/10/2023	04/26/2023	05/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	\$0.00
09/10/2023	04/26/2023	05/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	\$0.00	\$306.49
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07/24/2023	03/09/2023	03/23/2023	80.0	\$4,543.06	\$7,037.26	\$6,730.77	\$0.00	\$0.00	\$306.49
07/10/2023	02/26/2023	03/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	\$0.00
07/10/2023	02/26/2023	03/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	\$0.00	\$306.49
06/24/2023	02/09/2023	02/23/2023	80.0	\$4,543.06	\$7,037.26	\$6,730.77	\$0.00	\$0.00	\$306.49
06/10/2023	01/26/2023	02/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	\$0.00
06/10/2023	01/26/2023	02/09/2023	80.0	\$4,367.85	\$7,037.26	\$6,730.77	\$0.00	\$0.00	\$306.49
05/24/2023	02/09/2023	02/23/2023	80.0	\$4,543.06	\$7,037.26	\$6,730.77	\$0.00	\$0.00	\$306.49
05/10/2023	01/26/2023	02/09/2023	0.0	\$3,712.42	\$6,562.50	\$0.00	\$0.00	\$6,562.50	\$0.00





Bulk (Batch) Process

NOTE: This process is a transactional process with a 5K input limit. This is a separate process to the Verify Batch service, which is a secure file transfer process with unlimited input capacity.

Experian Verify – Bulk (Batch) Inquiry Input Page

For Bulk (Batch) Jobs, click on the “Upload a Batch Job” on the Inquiry Input Page.

Up to 5K inquiries can be processed at the same time.

Upon checking this box, Step 2 – Batch Services will appear.

Job Title: Enter name of job

Upload .CSV file: Hit browse button to find and upload input file.

Batch Output Options:

- Choose File Format: PDF and/or CSV
- If PDF is chosen, choose between individual files or single file for Output Format. CSV is only delivered in a single file.

Experian Verify for Government

Product Preferences

Please provide the information requested below. Fields marked with an asterisk (*) are required.

Upload a Batch Job

Step 1: Customer Information

Billing Information

* Access Subcode: TTX2 4999100 SANTIAGO, XX - null

Account Information

End User (Reseller Only):

* Purpose Type: 75

STEP 2: Batch Services

Batch Services

* Job Title:

* Upload .CSV File:

File contains a column header row

Batch Output Options

* File Format: PDF
 CSV

* Output Format: Individual Files
 Single File

CSV Format

[Sample CSV File](#)

Batch Notes:

- o The uploaded file's header is optional.
- o The following are optional custom labels in which both the name of label and value can be chosen (i.e., Client Reference ID: 123456789). Only Custom Label #1 will appear in your invoice reporting.
- o Data not formatted correctly may impact hit rates. For example, DOB must be in mm/dd/yyyy format ONLY and SSN must be in ###-##-#### or ##### format ONLY.
- o Address fields must include a combinations of "Address + City + State" OR "Address + Zip Code."

Please follow the fields order listed below:

1. Inquiry ID
2. First name
3. Middle name (Optional)
4. Last name
5. Generation code (Optional)
6. Social Security Number (e.g. ###-##-#### or #####)
7. Date of birth (e.g. mm/dd/yyyy)
8. Street address (Optional)
9. City / Town (Optional)
10. State (Optional)
11. Zip code (Optional)
12. Phone number (Optional)
13. Phone type (Optional)
14. Reference Number (Optional)
15. Custom Label Name 1 (Optional)
16. Custom Label Value 1 (Optional)
17. Custom Label Name 2 (Optional)
18. Custom Label Value 2 (Optional)
19. Custom Label Name 3 (Optional)
20. Custom Label Value 3 (Optional)
21. Custom Label Name 4 (Optional)
22. Custom Label Value 4 (Optional)
23. Custom Label Name 5 (Optional)
24. Custom Label Value 5 (Optional)

My Account

- >> Home
- >> Products
 - > Experian Reverify
 - > Experian Verify™ Borrower Statement
 - > Experian Verify™ Core
 - > Experian Verify™ Plus
 - > Experian Verify™ Premium
 - > Experian Verify™ for Employment Screening
 - > Experian Verify™ for Government
 - > Social Search
- >> Archives
- >> Preferences

Products Available for Demo

- Address SearchSM
- Address Update
- Automotive Credit ProfileSM
- Bullseye
- Business CreditScoreSM Report
- Business ProfilePlusSM Report
- Collection AdvantageSM
- Collection Report
- Connect Check PlusSM
- Credit Profile
- Credit Profile LITE
- Credit Profile Report and Score
- Employment InsightSM
- Express Request
- Healthcare Credit ProfileSM
- Instant Prescreen
- Subscriber Decode

We're Here to Help

Visit our [Help Center](#) or contact our support team to receive assistance.

Customer Support

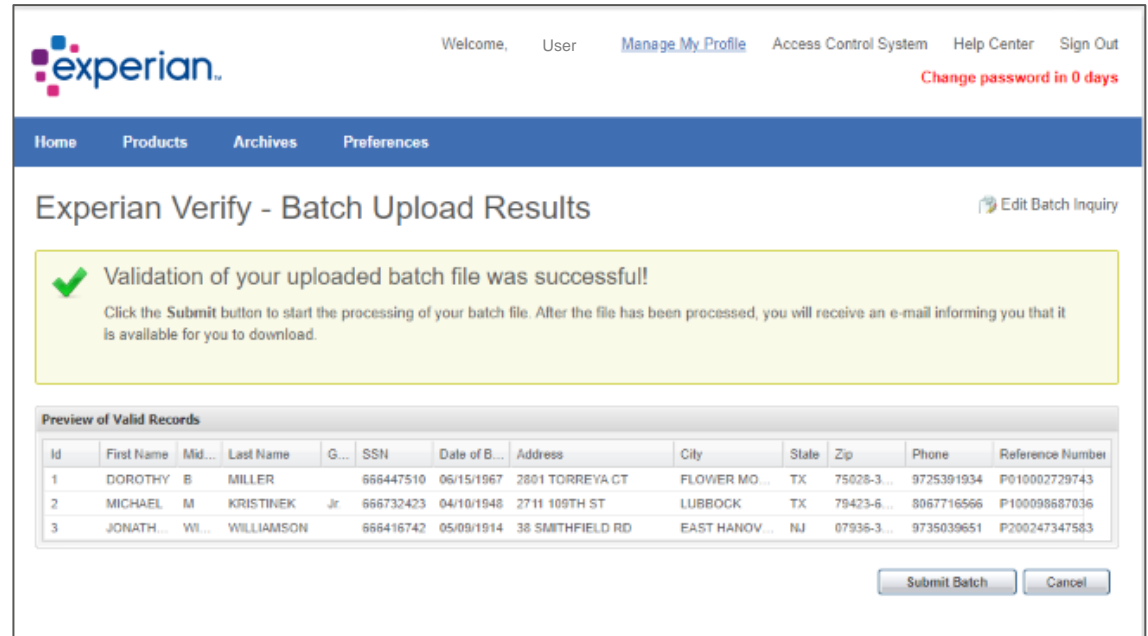
800 831 5614
Monday – Friday from 7a.m. to 7p.m.
Phone hours are Central Time Zone
EMAIL: esupport@experian.com

Technical Support

800 854 7201
Monday – Friday from 7a.m. to 8p.m.
Saturday from 7a.m. to 8p.m.
Sunday from 7a.m. to 7p.m.

Experian Verify – Bulk (Batch) Upload Results

Upon uploading .CSV file and hitting submit, a Validation message will appear to confirm file has been uploaded successfully. A preview of valid records is available to view before hitting “Submit Batch” button.



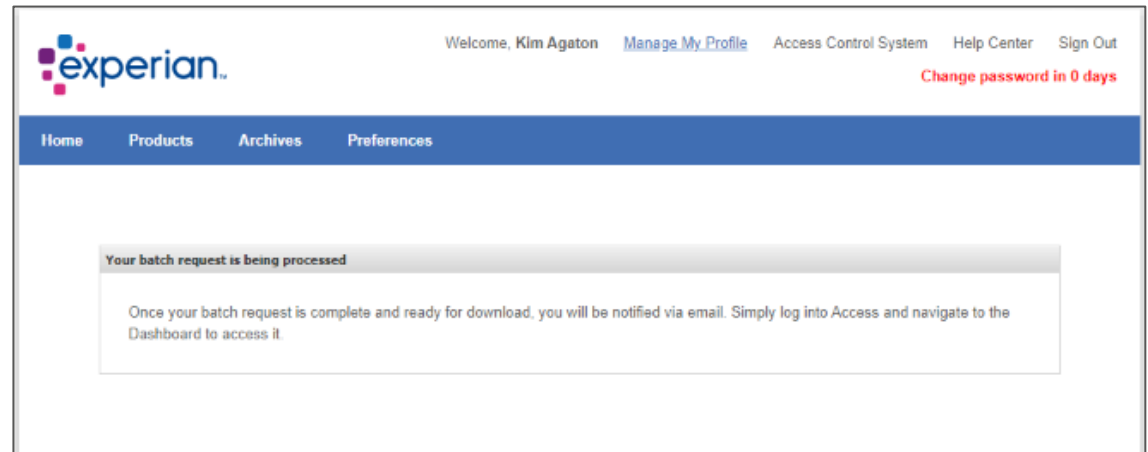
Validation of your uploaded batch file was successful!

Click the **Submit** button to start the processing of your batch file. After the file has been processed, you will receive an e-mail informing you that it is available for you to download.

Preview of Valid Records

Id	First Name	Mid...	Last Name	G...	SSN	Date of B...	Address	City	State	Zip	Phone	Reference Number
1	DOROTHY	B	MILLER		666447510	06/15/1967	2801 TORREYA CT	FLOWER MO...	TX	75028-3...	9725391934	P010002729743
2	MICHAEL	M	KRISTINEK	Jr	666732423	04/10/1948	2711 109TH ST	LUBBOCK	TX	79423-6...	8067716566	P100098687036
3	JONATH...	WI...	WILLIAMSON		666416742	05/09/1914	38 SMITHFIELD RD	EAST HANOV...	NJ	07936-3...	9735039651	P200247347583

After hitting “Submit Batch” a message that your batch request is being processed will appear. You will be notified via email once the request is completed to log in to Access and navigate to the Dashboard to access results.



Your batch request is being processed

Once your batch request is complete and ready for download, you will be notified via email. Simply log into Access and navigate to the Dashboard to access it.

Experian Verify– Dashboard for Bulk (Batch) Jobs

Batch Jobs will appear upon logging in to the Access Home Page, with a status of Pending, In Progress, Completed or Ready

To Download the Batch Job, click on the checkbox next to the job and hit “Download Batch” to download CVS and/or PDFs

The screenshot shows the Experian Access dashboard. At the top, there is a navigation bar with the Experian logo and links for 'Welcome, User', 'Manage My Profile', 'Help Center', and 'Sign Out'. Below this is a secondary navigation bar with 'Home', 'Products', 'Archives', and 'Preferences'. The main content area features a welcome message: 'Welcome to Experian Access™ Discover how it's now faster and easier to use' with a button for 'See tips on how it works'. The dashboard is divided into several sections: 'Experian Products and Services' (describing the platform's capabilities), 'New Features' (mentioning recorded training sessions), 'Batch Processing Services' (explaining batch processing for credit inquiries), and 'Recent Batch Jobs' (a table of completed jobs). On the right side, there are two panels: 'My Account' with links to Home, Products, Archives, and Preferences; and 'Products Available for Demo' listing various credit products like Address Search, Credit Profile, and Social Search. At the bottom right, there is a 'We're Here to Help' section with contact information for Customer Support and Technical Support.

Recent Batch Jobs

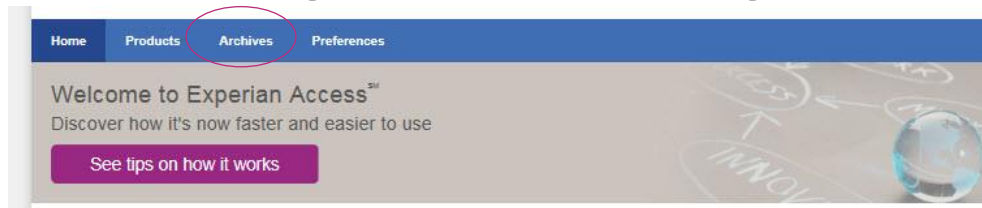
Date Submitted	Status	Batch Job Title	Batch Size	Product	Subcode
07/09/21 11:23...	Downloaded	EV-Core-EchoFixed	10	Experian Verify Core	4099100
07/09/21 11:22...	Downloaded	EV-Premium-EchoFixed	10	Experian Verify Premi...	4099100
07/09/21 10:20...	Downloaded	EV-Plus-CSV-EchoFixed	10	Experian Verify Plus	4099100
07/08/21 02:41...	Downloaded	EV-Core-PDF-CSV-Single	10	Experian Verify Core	4099100
07/08/21 02:40...	Downloaded	EV-Core-PDF-CSV-Indv	10	Experian Verify Core	4099100
07/08/21 02:39...	Downloaded	EV-Premium-PDF-CSV-Single	10	Experian Verify Premi...	4099100
07/08/21 02:38...	Downloaded	EV-Premium-PDF-CSV-Indv	10	Experian Verify Premi...	4099100
07/08/21 02:34...	Downloaded	EV-Plus-PDF-CSV-Single	10	Experian Verify Plus	4099100
07/08/21 02:32...	Downloaded	EV-Plus-PDF-CSV-Indv	10	Experian Verify Plus	4099100
07/08/21 02:29...	Downloaded	EV-Core-CSV-Only	10	Experian Verify Core	4099100
07/08/21 02:27...	Downloaded	EV-Premium-CSV-Only	10	Experian Verify Premi...	4099100
07/08/21 02:25...	Downloaded	EV-Plus-CSV-Only	10	Experian Verify Plus	4099100
07/08/21 09:13...	Downloaded	EV-Core-PDF-CSV-Single	10	Experian Verify Core	4099100
07/08/21 09:11...	Downloaded	EV-Core-PDF-CSV-Indv	10	Experian Verify Core	4099100
07/08/21 09:07...	Downloaded	EV-Premium-PDF-CSV-Single	10	Experian Verify Premi...	4099100
07/08/21 09:05...	Downloaded	EV-Premium-PDF-CSV-Ind	10	Experian Verify Premi...	4099100
07/08/21 09:04...	Downloaded	EV-Plus-PDF-CSV-Single	10	Experian Verify Plus	4099100
07/08/21 09:02...	Downloaded	EV-Plus-PDF-CSV-IND-July08	10	Experian Verify Plus	4099100
07/07/21 05:48...	Downloaded	EV-Core-PDF-CSV-Single	10	Experian Verify Core	4099100
07/07/21 05:47...	Downloaded	EV-Premium-PDF-CSV-Single	10	Experian Verify Premi...	4099100
07/07/21 05:45...	Downloaded	EV-Plus-PDF-CSV-Single	10	Experian Verify Plus	4099100
07/07/21 05:44...	Downloaded	EV-Core-CSV	10	Experian Verify Core	4099100
07/07/21 05:43...	Downloaded	EV-Premium-CSV	10	Experian Verify Premi...	4099100





Archives

Archive and Usage Reporting



Based on Origin settings configured by Client Security Designate, users will be able to access archived reports either for self only or other users under the same subcode.

Archived Reports:

- Date range options - up to 90 days
- Ability to view the actual report delivered

Usage Reports:

- Usage reports can be created in PDF or .CSV
- Shows list of reports delivered, with option to view an actual report if 90 days or less
- Date range options – up to 1 year
- Typically used for billing reconciliation purposes

Archive Search and Usage Reporting

Please provide the information requested below. Fields marked with an asterisk (*) are required.

Archive Search

Date Range
* Time Period: 6 Months

Product Criteria
Product: -- All Products --
Reference Number:

Company Information
Access Subcodes: -- All Subcodes --
User ID:

Search Results
* Sort By: Date
Time Format: 12HR 24HR

Applicant Information
First Name:
Last Name:
Social Security:

Batch Services
Job Title:

PLEASE NOTE: To obtain a usage report for Express Request, please ONLY select Express Request from the Product drop down above.

ATTENTION: Your use of these archived consumer reports should be limited to the use for which the report was originally pulled and for no other purpose.

Archive Results

View selected as: PDF or Web page Download results as: PDF or CSV

Date	Product	Applicant	SSN	Reference	Subcode	User Na
01/26/2017 02:02 PM...	Credit Profile	Knutson, Jinger		test batch for thao/Te...	6999057	Ha, J
01/26/2017 02:02 PM...	Credit Profile	Odisho, Tina		test batch for thao/Te...	6999057	Ha, J



Testing in UAT

Testing in UAT

Clients can use STARSM Test Accounts to view sample responses for any report type in the UAT environment.

To request STARSM Test Accounts, please reach out to your Account Executive (AE).

Upon selecting a report type, testing in UAT can be done by selecting the “**STAR 2000 Database Demo Method**” in the Access Subcode drop down menu in *Step 1: Customer Information*. Once selected, DEMO will appear in the background to confirm you are in the UAT environment. Enter test PII data from any STARSM Test Account in the list provided by your AE and hit “Submit” to view sample responses.

WARNING – PLEASE READ THIS STATEMENT IN ITS ENTIRETY.

The FCRA does not allow testing in production for any reason. Experian has a zero-tolerance policy regarding testing in production, and it is an actionable offense.

Penalties for Non-Permissible Production Access

- Actual damages claimed by the consumer or \$1,000, whichever is greater
- Punitive damages as a court may allow; action costs and attorney’s fees
- Penalties for non-permissible access such as testing (false pretenses)
- \$3,500 and or imprisonment (up to 2 years) or both

Experian provides one test case for connectivity testing purpose only.

Never use any STARSM test cases in production. Never make up your own test case and point to production. Failure to follow this policy can ultimately result in harm to an actual consumer and legal action.

If you are unsure if you are pointing at production or our test system, please do not submit your inquiry. Contact your developer or your Experian technical contact for assistance.

The screenshot displays the Experian Verify for Government web application interface. At the top, the Experian logo is visible on the left, and navigation links for 'Home', 'Products', 'Archives', and 'Preferences' are on the right. Below the navigation bar, the page title is 'Experian Verify for Government'. The main content area is divided into two steps: 'Step 1: Customer Information' and 'Step 2: Individual's Information'. In Step 1, the 'Access Subcode' dropdown menu is set to 'Star 2000 database Demo Method'. Other fields include 'Billing Information', 'Account Information', and 'Custom Labels'. Step 2 includes 'Personal Information', 'Current Address', and 'Telephone' sections. A large, semi-transparent 'DEMO' watermark is overlaid across the entire form area. On the right side of the page, there are sections for 'My Account' and 'Products Available for Demo'.



Additional Resources/Contacts



Additional Resources/Contacts

Experian Access Help Center:

<https://www.experian.com/access/help-center.html>

Experian Verify Access Customer Technical Support:

Contact Email:

- experianverifysupport@experian.com
- Monday – Friday
- 8am – 5pm US CT

Contact Phone (Emergency Support -24/7):

- (800) 854 7201 Option 3

