



## INCOME KEY: *Keeping Your Information Secure*

### Defined

The Income Key from InVerify gives employees additional control over access to income data. It is a seven digit code required to obtain access to income verification for any employee InVerify represents.

### How It Works

Most of our employers use a default Income Key when activating the InVerify service. The default is a unique combination of each employee's personal information. The employee has the option to change the key at any time and can set up an expiration date each time they do so that any previous requestor's access has a limited timeframe.

**California State University, Fullerton has set up a default Income Key:**

**First 3 characters your last name followed by the last 4 digits of your Social security number.**

**Example: John Smith = SMI9999**

### Manage

1. Go to [www.inverify.net](http://www.inverify.net)
2. Log in to account (if you have not already registered, go to GET STARTED and scroll to Employee Registration)
3. Select: Manage Your Income Key (and confirm you are NOT a robot), then click NEXT
4. Enter new Income Key
  - Must be seven digits and include at least one letter and one number
5. OPTIONAL: Set an expiration date for your income key

The screenshot shows the InVerify homepage. At the top, there are navigation links: OUR SERVICES, WHY INVERIFY, ABOUT US, SUPPORT, CONTACT US, and Login / Register. The main heading is 'Employment and Income Verification Services'. Below this is a 'GET STARTED' button. To the right is a 'Login' form with fields for Email and Password, and a 'LOGIN' button. Below the main heading are three service categories: 'NEED TO VERIFY SOMEONE'S INCOME OR EMPLOYMENT NOW?', 'EMPLOYEES, SUPPLY INCOME KEY, VISA LETTER OR ACCESS SELF SERVICE', and 'NEED TO OUTSOURCE YOUR INCOME OR EMPLOYMENT VERIFICATIONS?'. At the bottom, it says 'Throw it over the fence. Easier for your employees - easier for you'.

The screenshots show the 'Manage Income Key' process. The first screenshot shows the 'Employee Options' sidebar with 'Manage your Income Key' selected. The second screenshot shows the 'National Modern Corporation (NMC) Manage Income Key' page with a 'Security Validation' step (I'm not a robot) and a 'NEXT' button. The third screenshot shows the 'Enter New Income Key' section with a 'New Income Key' field, an 'Income Key Expiration Date (Optional)' field, and a 'NEXT' button. The 'Clear Current Income Key' section is also visible.