



# Researched Verifications

**Quick Confirm® Employment & Salary Verifications**

Research Request    Request(s) Details    Research Request Help    Prepay

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*Verifier Research Request Page*

**TO VERIFY EMPLOYMENT AND SALARY**

Enter employee and your information below:

Employee's Company Name & State:

Employee Name:

Social Security Number:

Employee Email:

Employee Phone:

Instructions:

Verifier Email:

Verifier Phone:

Verifier Fax:

Type of Verification:  Employment (no salary)  Salary Authorization Form (Obtained from Employee/Employer)

Select file to upload:

Choose File:

If the employee, you are searching isn't in our database QuickConfirm can perform the necessary work to provide you with the verification. Researched verifications cost \$50. If we are unable to satisfy your request the fee will be refunded, and you will be notified.

To obtain a researched verification, use our prepay feature. A minimum balance of \$50.00 is required. Click on the prepay button and follow the simple process to add money to your wallet. Money in the wallet never expires. The next time you use QuickConfirm, any remaining balance will still be in your wallet.

We strive to complete researched verifications in 24-72 hours; the following information is required:

- Employee's Name
- Employee's Social Security Number
- If performing salary verification, we would need a signed, dated release from the employee.

Please upload employee release form, or you use ours by clicking on the link below.

Please include any additional information you may have in the instruction box such as employee status, i.e., current or former employee, employment time frame.

[Release Of Information Form](#)

Important: In order to ensure proper navigation flow, your browser's Back button has been disabled.

For any questions, email us at [Support@QuickConfirm.com](mailto:Support@QuickConfirm.com) or give us a call at 1 888 506 6745 from 8 A.M. to 5 P.M. EST, Monday through Friday.

## Ordering a Researched Verification

- Enter all fields on the Verifier Research Request Page
- You need a minimum of \$50.00 in your Prepay account, press prepay to add funds
- Upload a signed authorization form for salary information or use our release form, click on the link Release Of Information Form
- Use the instructions box to provide additional details
- Press Submit

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Employee Name	SSN	Employee's Phone	Employee's Email	Date Uploaded	Last Change Date	Verifier Phone	Status	
James D	***-**-6789	631111111		2019-08-16	2019-08-20	6316518730	Active	Edit

## Viewing Requests

- Press Request Details

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*Verifier Research Edit Page*

Instructions/Comments			Uploaded Documents	
User	Date	Comments	User	Date
User1	08/16/2019 17:16:25	updated status	User1	08/20/2019 11:02:46
User1	08/16/2019 16:36:53	uploaded release form	User1	08/16/2019 16:36:53
User1	08/16/2019 15:23:01	Need signed release form employee		
User1	08/16/2019 15:21:51	Need last 3 years of YTD wages		

**Requested Researched Verification**

Employee's Company Name	Employee Name	Social Security Number	Employee Email	Employee Phone
Apple Design	James D	***-**-6789		631111111

Verifier Email	Verifier Phone	Verifier Fax	Type of Verification	Select file to upload:
support@quickconfirm.com	631111111	99999999 (no dashes)	Employment	Choose File: <input type="button" value="no file selected"/>

Authorization or Instruction Form (Obtained from Employee/Employer)

Instructions/Comments:

## Editing Requests

- You can correct email addresses or phone numbers
- View progress
- Add comments or list additional documents required
- Use comments to cancel open/incomplete requests (Only requests that are not yet in progress can be cancelled)
- Retrieve your completed verification