



# AdvanStaff HR Employee Process

To access your [employment verification](#) information, please follow these steps:

- ✓ Open your internet browser and go to [www.quickconfirm.com](http://www.quickconfirm.com).
- ✓ Click LOG IN located on the upper right side of the screen.
- ✓ Select EMPLOYEES to access the Employee Portal.
- ✓ Your company code is **ADV0004594**.
- ✓ Your user ID is your Social Security Number (no spaces or dashes).
- ✓ If you are signing on for the first time, your initial password is the LAST 7 digits of your social security number (no spaces or dashes).
- ✓ You will then be prompted to change your password, as well as to select a few security questions and answers.
- ✓ If you need assistance, please contact QuickConfirm Support at 631-651-8730 option 3 or toll free at 888-505-6745 option 3 or via email at [support@quickconfirm.com](mailto:support@quickconfirm.com).

## To set up a SALARY AUTHORIZATION:

After logging in, click on the tab at the top of the screen that reads “Authorize A Salary Verification”. Follow the prompts to set up an authorization number and provide the verifier with the number, and your Company Code. You should also provide the website address. The verifier will then be able to access the appropriate information. In cases where the requestor needs your Social Security Number, you should only provide it in a secure/protected manner.

**Please Note:** This last step is not necessary if the verifier does not require salary verification. If the verifier simply needs to verify employment dates and status, you need only supply your Company Code, Social Security Number and our website address: [www.quickconfirm.com](http://www.quickconfirm.com).



If you need any further assistance, please email [support@quickconfirm.com](mailto:support@quickconfirm.com)  
Or call 888-505-6745.

QuickConfirm Confidential



## Verifier Process

To obtain [employment information](#) please follow these steps:

**Verbal VOEs or response to faxes are not provided**

- ✓ Log on to [www.quickconfirm.com](http://www.quickconfirm.com) and select LOG In on top right side of the page, then select the VERIFIERS section, on the left side of the page.
- ✓ Follow the prompts to register as a Verifier (Login or Create New Account) to use the application. Quick Confirm provides three payment plans from which verifiers may choose:
  - The first option is payment by credit card, which allows the verifier to pay on a per-transaction basis via a major credit card.
  - The second option is a prepay credit card option where you can purchase verifications in advance. As an incentive a percent is added to purchases greater than \$50.00. The percent increases as the purchased amount increases and any unused balance never expires.
  - **Note:** QuickConfirm does not save credit card information. You are only charged when you successfully complete a request.
  - The third option is to set up an Invoice Account. With this type of account, you are billed on a monthly basis and there is an annual fee to help cover the cost of invoicing. Rates vary depending on transaction volume. A verifier agreement will be sent to you; upon receipt of a signed agreement and a check for the annual fee login credentials will be provided.
- ✓ After the registration is complete, you can immediately access the employment information from the website.

**Please Note:** If you require salary information, the employee must supply you with a salary authorization number in addition to their Social Security Number and Company Code. The employee (your borrower) obtains the salary authorization number by signing in as an employee online at [www.quickconfirm.com](http://www.quickconfirm.com) and selecting the tab Authorize a Salary Verification, follow the two prompts and a nine digit number will be generated. You can find the Company Code by clicking on the Find Company Code link and selecting the first letter of the company's name. When you click on the name, the code is entered for you.



If you need any further assistance, please email [support@quickconfirm.com](mailto:support@quickconfirm.com)

Or call 888-505-6745.

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