

PHASE 1: GETTING STARTED & ACCOUNT SELECTION

- **Select Your Goal:** Upon visiting the landing page, you will see two main options:
 - **Order my transcript:** Select this if you are a student requesting your own academic record to send to yourself, an employer, or a school.
 - **Verify education or obtain a credential:** Select this if you are a third party (like a background check provider) confirming someone else's transcript.

The screenshot shows the 'Request or Verify a Transcript' landing page. At the top, it says 'Select an option below to request your transcript or verify educational credentials.' Below this are two main options: 'Order My Transcript' (with a document icon) and 'Verify Education or Obtain Credentials' (with a person icon). A 'Let's Go' button is in the top right. At the bottom, there is a consent box with a checkbox and text: 'You hereby agree that you have read and accept Verif-y's Terms and Conditions, Privacy Policy, and Biometric Information Privacy Policy. You hereby consent to receive communications from Verif-y Inc.'

- **Consent & Login:** Scroll to the bottom, check the consent box, and click Next. You will then either create a new account or log in if you are a returning user.

The screenshot shows the 'Let's create an account!' form. It includes fields for First Name (Jane), Last Name (Smith), Email (kcastillo+23@verif-y.com), and Password (*****). A 'Sign Up' button is at the bottom. To the right, there is a 'Log In' button for users who already have an account. The form also includes a consent box with a checkbox and text: 'You hereby agree that you have read and accept Verif-y's Terms and Conditions, Privacy Policy, and Biometric Information Privacy Policy. You hereby consent to receive communications from Verif-y Inc.'

PHASE 2: LOCATING YOUR TRANSCRIPT

- School Information: Use the drop-down lists to select the State and then the specific School Name you attended.

The screenshot shows a web form titled "Let's find your transcripts" with the instruction "Provide us with the correct details so that we can find your transcript." A progress bar at the top indicates three steps: 1. School Information (active), 2. Enrollment Information, and 3. ID Information. The "School Information" section has a "Complete" button. It contains two required fields: "Select the state in which you attended the school" (with "Pennsylvania" selected) and "Select the school for which you are requesting the transcript" (with "Test School24" selected).

- Student Details: Enter your enrollment information.
 - Crucial Note: Enter your name exactly as it appears on your school records. Include your middle name if you had one on file.
 - Provide your Date of Birth, Year of Enrollment, and the last four digits of your Social Security Number (if prompted).

The screenshot shows the "Enrollment Information" section of the form. It includes the instruction "Enter your name as recorded in school records" and a note: "This name will be used to locate your transcript; please ensure it matches your school records exactly." There are three text input fields for "First Name (when enrolled)" (containing "Jane"), "Middle Name (when enrolled)" (containing "Karen"), and "Last Name (when enrolled)" (containing "Smith"). Below these is a checkbox labeled "I do not have a middle name". The "Enter your date of birth" field contains "07/01/1973". The "Enter your year of enrollment" section has "Year From" (2001) and "Year To" (2004) fields. The "Enter your last 4 digits of SSN" field contains "Last 4 digits". A small instruction at the bottom reads "Enter only the last 4 digits of your SSN".

PHASE 2: LOCATING YOUR TRANSCRIPT

- ID Name Matching: Confirm if the name on your government-issued ID matches your school records.
 - If they differ (e.g., due to marriage), select "Yes, my name has changed" and enter your name exactly as it appears on your current ID.
- Search: Click Find my transcript to proceed.

ID Information

✓ Complete

Does the name "Jane Smith" match exactly as it appears on your government-issued ID? *

☒ Yes ☐ No

Do you have a middle name? *

☒ Yes ☐ No

Middle Name *

Karen

✓ "Jane Karen Smith" name will be used to verify your identity and set up your account.

[Find My Transcript](#)

PHASE 3: SELECT SERVICES & PAYMENT

- Review Share Credits: By default, your order includes one share credit.
 - If you need to send the transcript to multiple recipients (e.g., a school and an employer), select Option 2: Additional Transcript Share and specify the quantity.
 - Payment Code: If an employer or third party sent you a request, check your email for a Payment Code. If you have one, enter it in the designated field.

Select Your Services

In this step, you will select your services. Here are your options:



Additional Electronic Transcript (PDF) Share
Per Share **\$20.00**

Order Summary

Account Setup & 1 Electronic Transcript (PDF) Share ⓘ	\$20.00
Additional Electronic Transcript (PDF) Share ⓘ	<div><div>-</div><div>1</div><div>+</div></div> \$20.00
<hr/>	
Sales Tax ⓘ	\$4.00
<hr/>	
Total	\$44.00

Do you have payment code?

Enter code

Apply

Continue

PHASE 3: SELECT SERVICES & PAYMENT

- Checkout: Click Continue, enter your credit/debit card details, and confirm the payment. We recommend downloading the receipt for your records.

Complete Payment

Review your info and confirm your payment.

Confirm Payment

Payment Method

Card

Mastercard

Card Number

**** * 4810

Valid Thru

04/28

[Edit Payment Method](#)

Services

Account Setup & 1 Electronic Transcript (PDF) Share

\$20.00

Additional Electronic Transcript (PDF) Share

\$20.00

Sales Tax

\$4.00

Total

\$44.00

[Change Services](#)

Confirm

PHASE 4: IDENTITY VERIFICATION

- Select ID Type: Choose the type of valid government-issued ID you will upload:
 - Option 1: Passport.
 - Option 2: National ID, State ID, Residence Permit, or Driver's License.

Document Verification

Select a government-issued photo ID to verify your identity



Passport

International travel document
(biodata page)



National ID • State ID Residence Permit • Driver's License

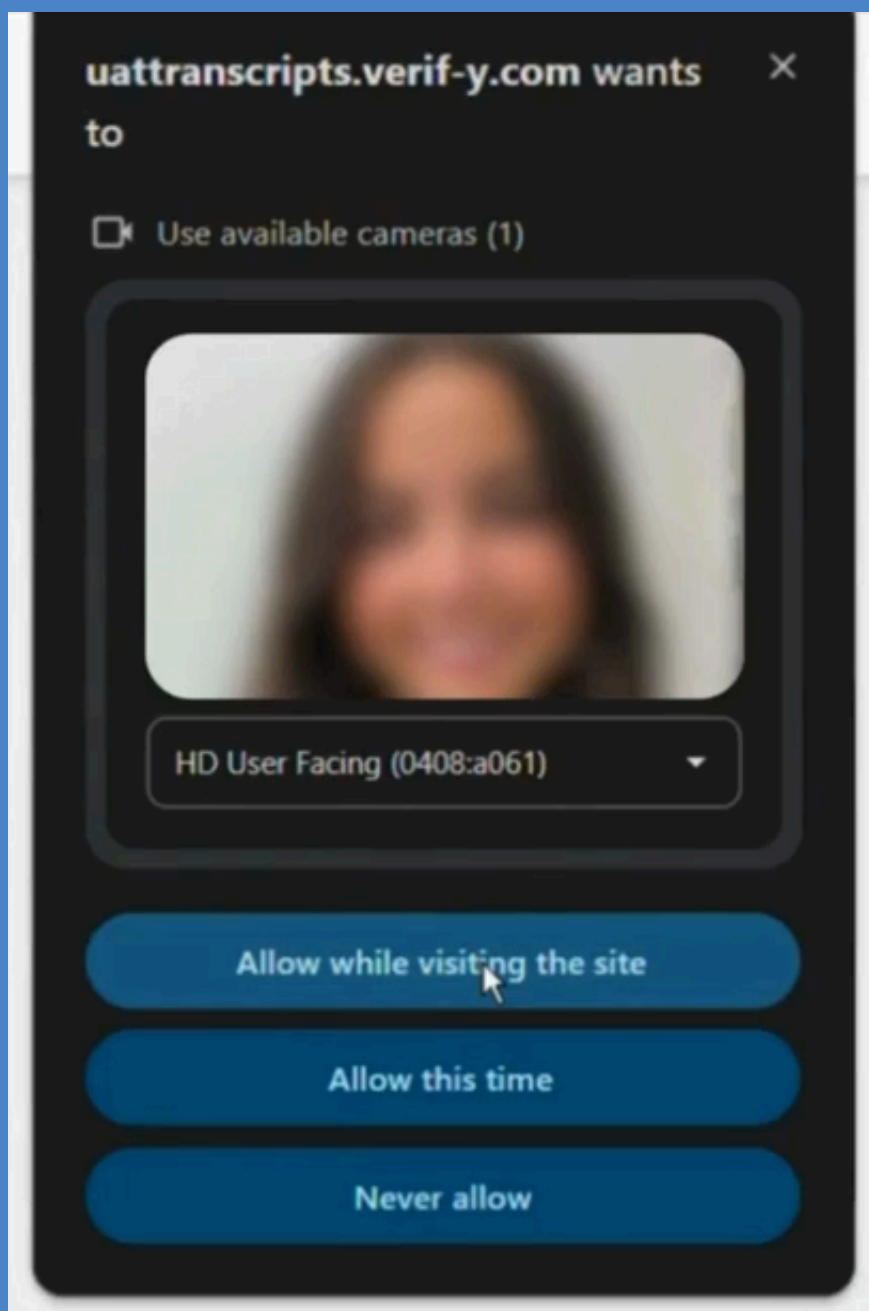
Government-issued photo identification card (front & back)

☐ You hereby agree that you have read and accept Verif-y's [Terms and Conditions](#), [Privacy Policy](#), and [Biometric Information Privacy Policy](#). You hereby consent to receive communications from Verif-y Inc.

Next

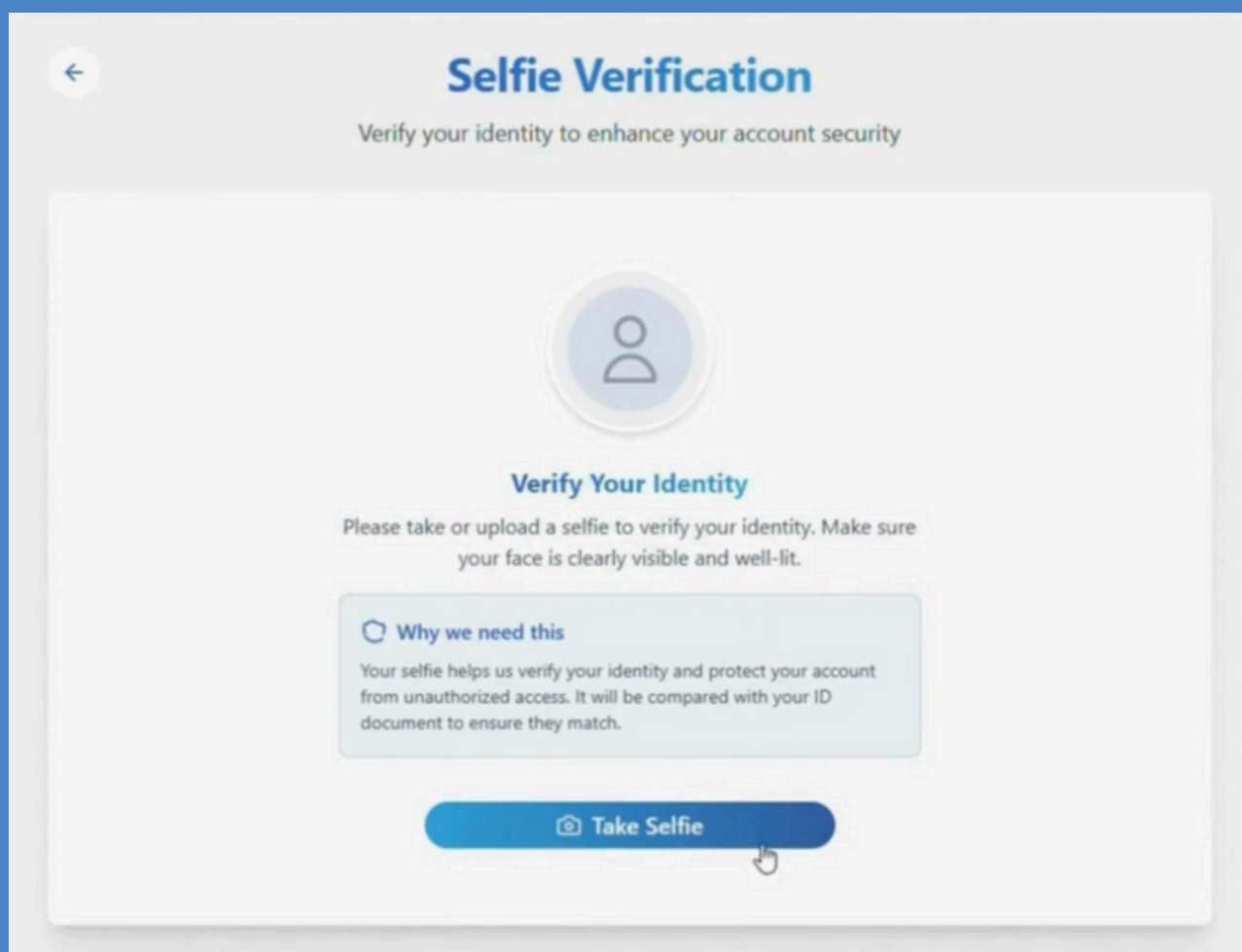
PHASE 4: IDENTITY VERIFICATION

- Permissions & Capture:
 - Agree to the biometric information policy.
 - Tip: Ensure your browser has camera permissions enabled.
 - Take a new photo or upload an existing image of the front and back of your ID. Ensure the ID is well-lit and all edges are visible within the frame.



PHASE 4: IDENTITY VERIFICATION

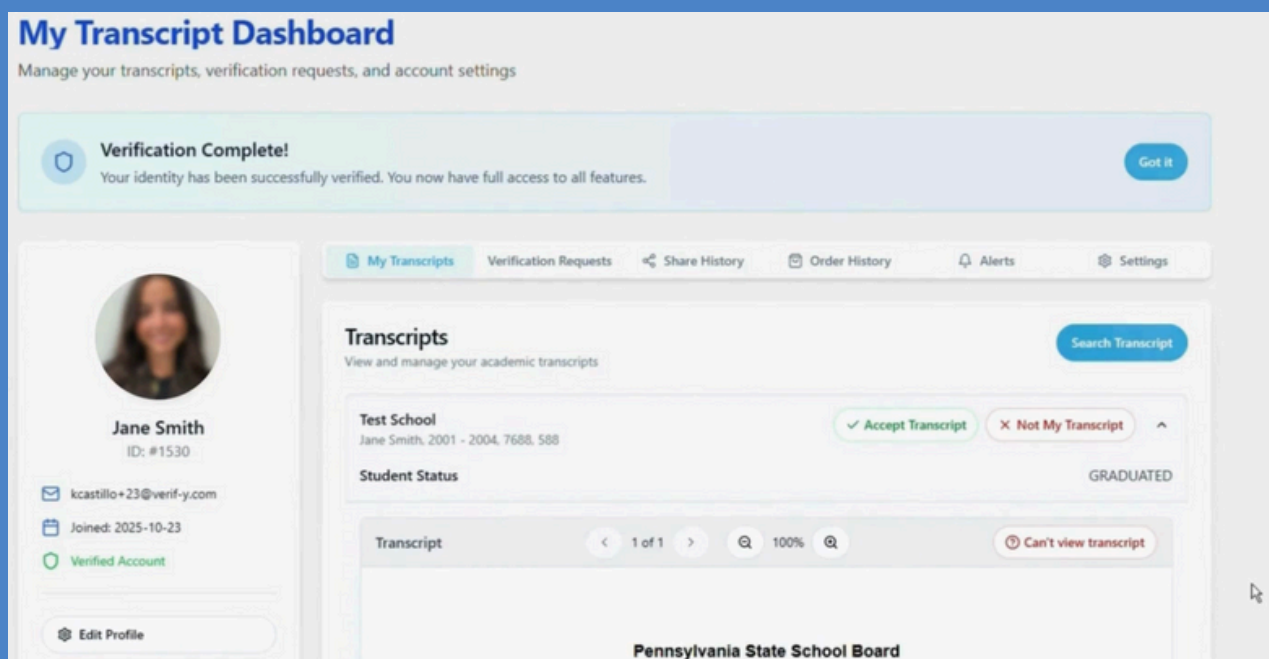
- Selfie Verification: You will be prompted to take a live selfie. Ensure your face is clearly visible and well-lit. This is used to match your face to the ID photo.
- Verification Status:
 - If successful, you proceed immediately.
 - If manual review is required, you may need to wait 24–48 hours.
 - If verification fails, submit a support ticket.



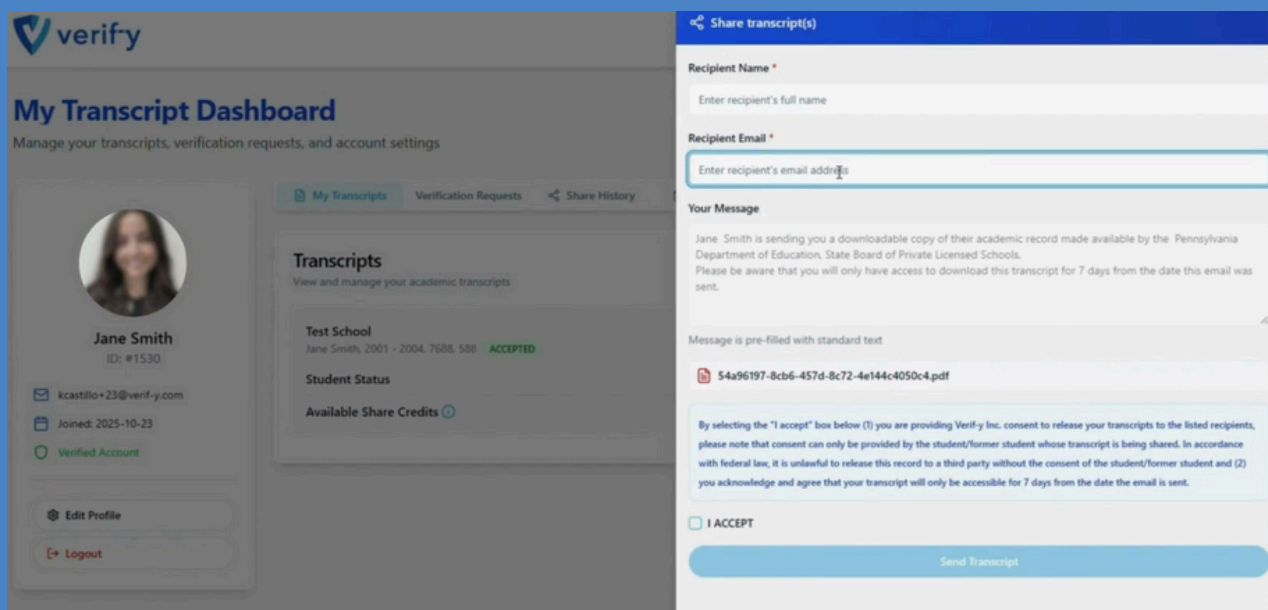
PHASE 5: DASHBOARD & SHARING

Once verified, you will access the Dashboard which contains six tabs:

- Transcripts (Primary Action):
 - First, View the transcript to ensure it is the correct document.
 - Click Accept Transcript to claim it.



- To Share: Once accepted, click Share. Enter the recipient's Name and Email Address, check the "I accept" consent box, and click Send Transcript.



PHASE 5: DASHBOARD & SHARING

- Verification Requests: Manage requests sent to you by third parties.
- Share History: Track who you have sent transcripts to. You can also buy more share credits here if you run out.
- Order History: View a log of your past payments and orders.
- Alerts: Check notifications regarding your account activity.
- Settings: Update your account profile details.

My Transcript Dashboard
Manage your transcripts, verification requests, and account settings

Navigation: My Transcripts | Verification Requests | **Share History** | Order History | Alerts | Settings

User Profile:
Jane Smith
ID: #1530
Email: kcastillo+23@verif-y.com
Joined: 2025-10-23
Verified Account
Buttons: Edit Profile, Logout

Share History
Track where you've shared your transcripts

Total Transcripts Shared: 1 | Transcript Verification Request Serviced: 0
Buy Share Credits

Share ID	Transcript Title	Transcript Content	Transcript Date
Share #553	Test School		23/10/2025