



AdvanStaff HR Employee Process

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

- ✓ Open your internet browser and go to 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 and do not know your initial password, 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.
- ✓ You will then be prompted to change your password, as well as to select a few security questions and answers.

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.



If you need any further assistance, please email support@quickconfirm.com
Or call 888-505-6745.

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