

Non-Employee US Person Verification Plus Process (USPV+): Instructions for Existing Non-Employees

Contents

Section I: Overview.....	1
Section II: U.S. Person Verification Plus (USPV+) Step-by-Step	1
Section III: Accepted Documentation for U.S. Person Verification Plus.....	9
Section IV: Employment Verification Letter.....	9
Section V: Where to go for help.....	12

Section I: Overview

The purpose of this document is to detail the US Person Verification Plus (USPV+) process with Exostar for Non-Employee accounts. SAIC requires a user to complete USPV+ to access SAIC computers, Virtual Desktop Services, ISSAIC, SAIC email, and/or data that is governed by compliance regulations requiring validation that a non-employee is a US Person or US Citizen. Note that the USPV+ proofing process also covers Identity Proofing (IDP).

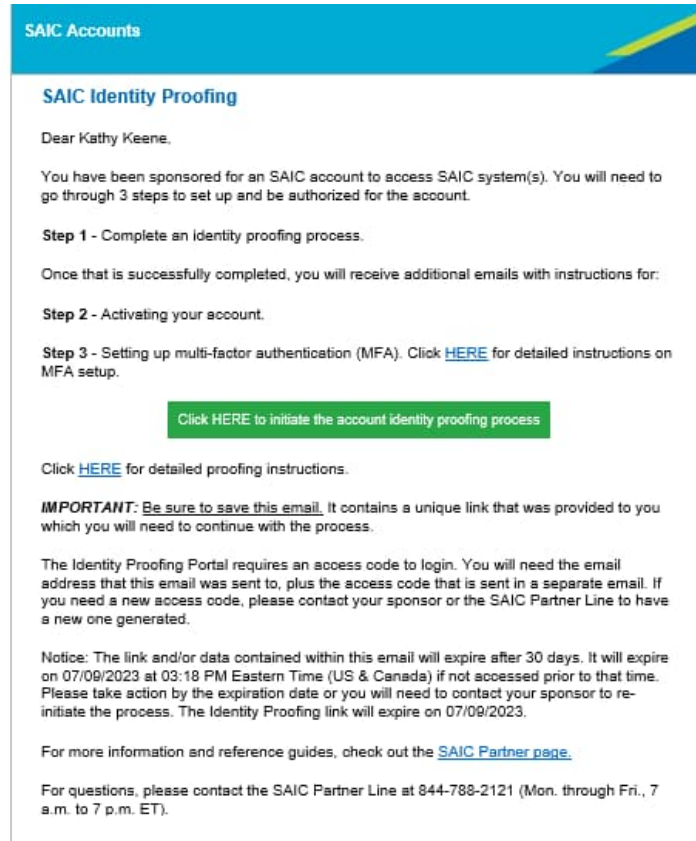
Read through these instructions and be sure to gather all documentation necessary for the proofing appointment, including the Employment Verification Letter, before the proofing appointment (see STEP 5 of this QRC for details).

Section II: U.S. Person Verification Plus (USPV+) Step-by-Step

Step 1: You will receive two emails from Cornerstone-NoReply@saic.com.

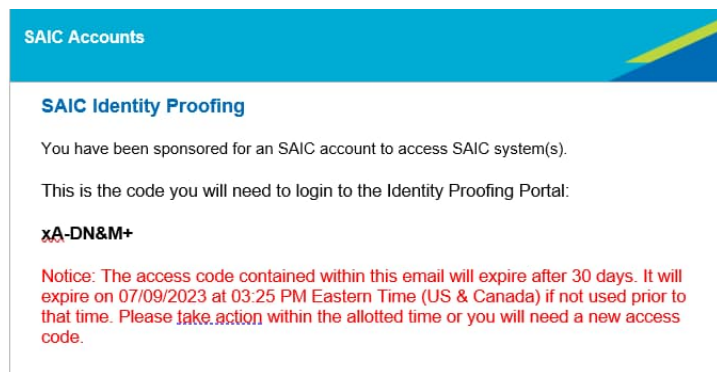
- o The first will be an invitation containing a 'Click HERE' link to access your SAIC Accounts Portal page to initiate the account identity proofing process.

IMPORTANT: Do not delete this email as it contains a unique link that was assigned to you and you will need to come back to this email and click that link during the process, to be able to access the provisioning system.



Sample Invitation Email

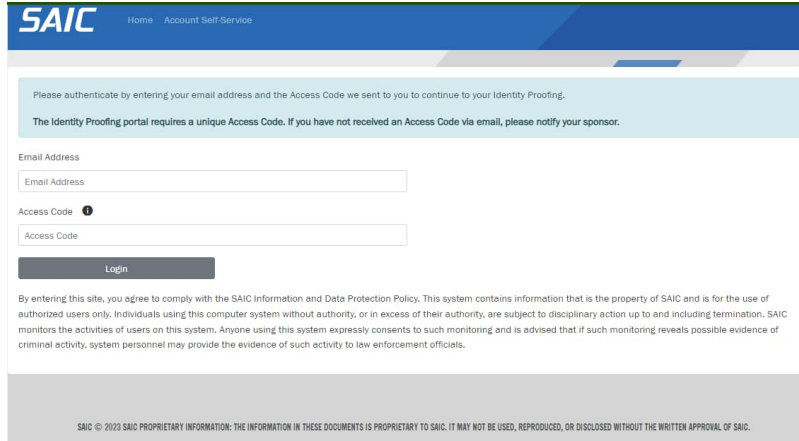
- o The second will be an email with your SAIC Accounts Portal page access code.



Sample Access Code Email

To log in to your SAIC Accounts Portal page, click on the link in the first email, enter the email address that this email was sent to, and then enter the access code you received in the second email.

If you need a new access code, please contact your sponsor or the SAIC Partner Line to have a new one generated.



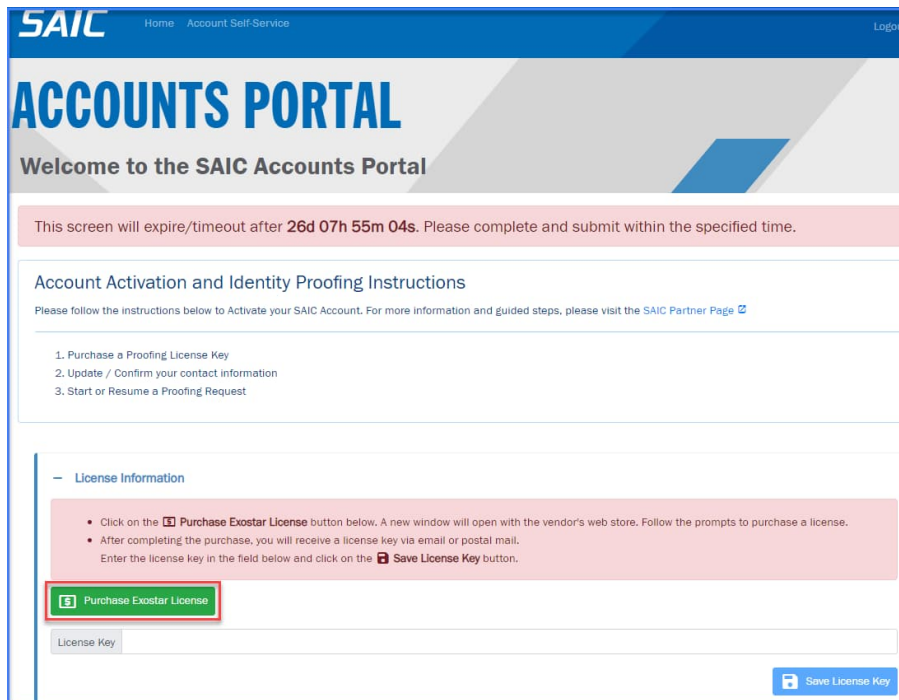
SAIC Accounts Portal Login Page

Once you've accessed the Portal page:

Step 2: If the "License Information" section displays, you'll need to purchase a license key, or your company will need to provide one to you.

If you are an SAIC customer this section will not display. Please skip to Step 3.

To purchase a key, click on the "Purchase Exostar License" button to be redirected to the Exostar Web Store.



Accounts Portal Page – License Information Section

A new browser tab will open to the Exostar Web Store.

Follow the prompts to purchase a license key. Once you complete the transaction, you will receive an email with the license key.

Exostar U.S. Citizenship Eligibility Verification Service for SAIC

To begin U.S. Person Citizenship Verification, you must purchase and activate a license key. Once this license key has been activated, you will work with a notary to complete identity proofing. The U.S. Citizenship Eligibility Verification license key is valid for 90 days from the date of purchase. Within that time frame, you must activate your license key and complete your proofing appointment. Once you complete the purchase, an email containing the license key, instructions on how to activate the license and next steps will be sent to the email address you have registered with SAIC.

Below, please select the **country** where you will be proofed, then click **Add to Cart**.

- > An additional country surcharge will be added to your cart prior to check out if you are proofed outside of the continental United States.
- > If you wish to buy more than one proofing appointment, you may adjust the quantity in your shopping cart on the next page.
- > Your license key will be provided when payment is received in full. If you choose to invoice your purchase, your license key will be provided once the invoice has been paid.

U.S. Citizenship Eligibility Verification

The Citizenship Proofing license key is valid for 90 days from the date of purchase for activation and completion of your proofing appointment. For proofing purchases outside of the Continental United States, there will be an additional Country surcharge that will be added to your cart prior to check out. If you wish to buy more than one proofing appointment, you may adjust quantities in the cart on the next page.

Price: \$180.00

Country: United States

IMPORTANT PURCHASING INFORMATION:

- > **Legal First and Last Names:**
You must use your legal first name, last name and suffix (if applicable) that are displayed on your identity documents such as birth certificate or passport. Discrepancies to legal first, middle, last names, suffix, document expiration date, etc. discovered during the proofing appointment will result in having to buy a subsequent Identity Proofing Service.
- > **Final Payment:**
If you selected the Invoice method, you must make full payment on your Purchase Order prior to receiving your license key to register for your proofing appointment.
- > **Incorrect Documentation:**
You must bring all required documents to your proofing appointment. Failure to present all the proper documents will result in having to purchase a subsequent Identity Proofing Service.
- > **Failure to Appear:**
Please be advised that 1 business day notification is required to re-schedule any proofing appointment. If a notification is not received or you fail to appear for your proofing appointment, you will be required to purchase a subsequent Identity Proofing Service to complete identity proofing with Exostar.

Purchasing Help
Please click here for the Product Home Page.
Please click here to review frequently asked questions.

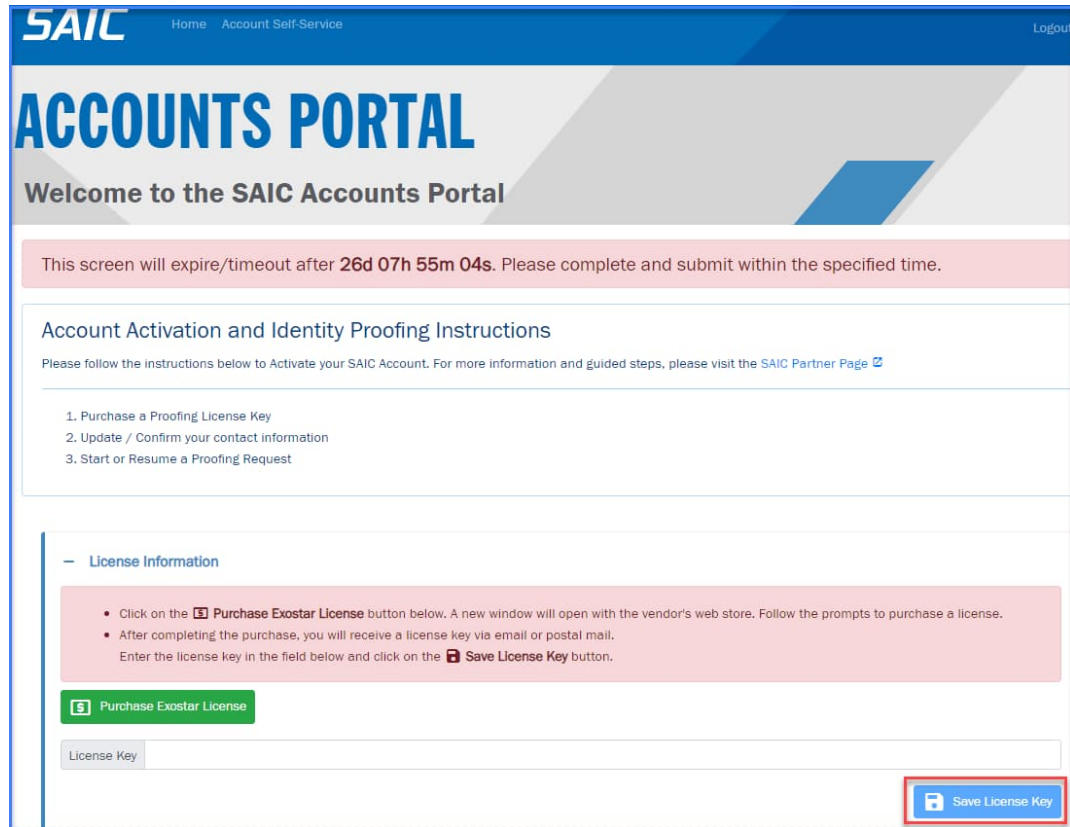
Need assistance with a purchase or with a renewal, or have a question, click here for support information.

need help?

Exostar Web Store

Return to the SAIC account portal page, enter the license key in the "License Key" field and click the "Save License Key" button.

Note: if you closed your SAIC browser session, you can return to the accounts portal page by referring back to the email you received referenced in Step 1.



Accounts Portal Page – License Information Section

Step 3: On the next section, *“Contact Information”*, carefully review your personal information. It is very important that the name in the system matches the name that is stated in your documentation that will be used during the proofing session. If during the in-person proofing session you present a document that states a different name from what is in the system, you will be required to pay for (if you are covering the cost from the start of the process), and schedule another session. Complete additional required fields on the form. After you have confirmed that the contact information is correct and complete, click the “Save Contact Information” button.

Accounts Portal Page – Contact Information Section

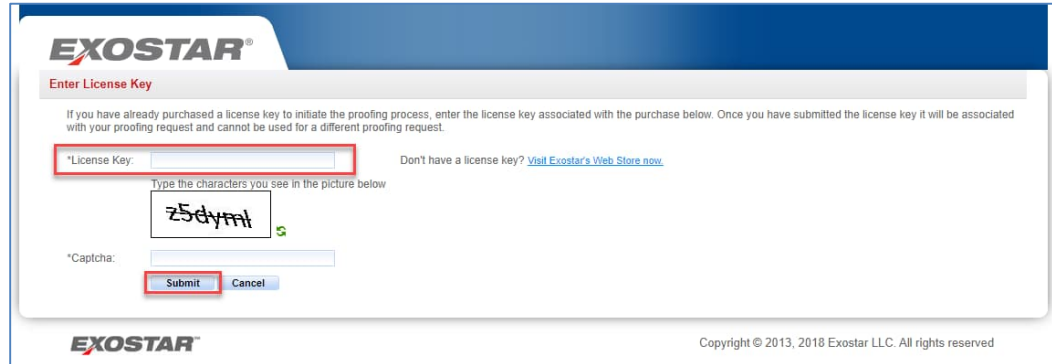
Step 4: You are now ready to start the USPV+ proofing request. On the section “*Identity Proofing*”, click on the “Start USPV+ Proofing Request” button.

Accounts Portal Page – Identity Proofing Section

Step 5: You will now start the USPV+ process:

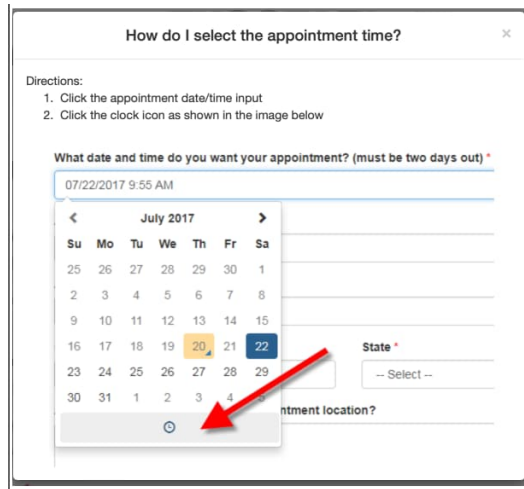
- Once you submit the request, an email from Exostar with the subject “SAIC US Citizenship Verification - Non-Employee Access” will be sent to you.
- On that email, carefully review that your contact information matches the documentation that will be presented during the proofing session. This is your last chance to update the information. If any changes are needed on your information, please contact the Partner Line at 844-788-2121(Monday-Friday, 7am to 7pm ET).
- Look for a link under the section “STEP 3: ACTIVATE” of the email. Click on that link and you will be routed to a page and prompted to enter the license key that was either provided to you or that you purchased from Exostar. The license key should be available on the account portal page. See Step 2 of this QRC for more information.

- Copy the license key from the account portal page and paste it into the "License Key" field. Follow the captcha prompts and click on Submit.



Step 6: Once you activate your license key successfully, you will receive an email from noreply@notarygo.com with a link to the NotaryGo site where you will:

- indicate which date and time you would like your proofing appointment to take place (must be two days out). Please note the following for selecting the appointment time.



- enter the address where you would like the notary agent to meet you to complete the proofing
- identify which type(s) of ID you will be presenting and provide information from the ID
- confirm that you will have a printed copy of the Employment Verification Letter (EVL) at the appointment. If you click, 'No, and I can't get one in time' you will be taken to a screen advising you to contact NotaryGo customer service.

Step 3 of 3 - Verification Letter

Do you have your employment verification letter and does it meet ALL of the below requirements? *

Requirements:

- on the company's letterhead
- contain employer's country of incorporation or city and state if it is incorporated in the US
- contain your full name (as per the ID documents presented)
- states that you are a current employee at the time of the proofing appointment (no future start dates)
- hand signed by the employer's authorized representative
- dated no more than 45 days prior to the ID proofing

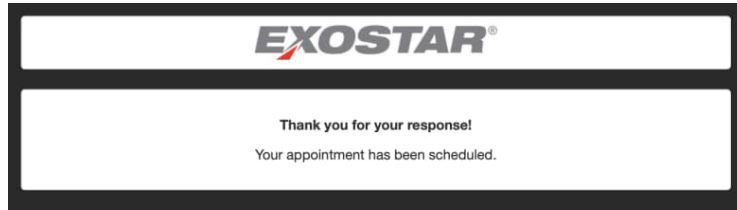
Yes
 No, but I can get one in time for the appointment

No, and I can't get one in time

★ Please have a printed copy of the employment letter to give to the notary once they arrive.

← Previous
SUBMIT

- After clicking the SUBMIT button, you will see an 'appointment has been scheduled' message. This completes the scheduling process.



Step 7: Please make sure to gather ALL the documentation required to be presented at the proofing appointment:

- see "Section III: Accepted Documentation for U.S. Person Verification Plus" and
- "Section IV: Employment Verification Letter"

Step 8: At the time of the scheduled appointment, the designated notary will be in-person at the agreed upon location and conduct the proofing. You will be required to present the documents noted in Step 7. If you successfully complete the appointment, the notary will securely send results to Exostar within 5 business days for communication to SAIC. Please note that Exostar does not provide proofing results directly to you.

It is very important that the name in the system matches the name that is stated in your documentation. If during the in-person proofing session you present a document that states a different name from what is in the system, you will be required to pay for (if applicable), and schedule another session.

Section III: Accepted Documentation for U.S. Person Verification Plus

During the in-person U.S. Person Verification Plus appointment, you must bring one document or document set in addition to an Employment Verification Letter. For more information on the Employment Verification Letter, review section IV of this document.

NOTE: If you are a US Citizen, please present a document or document set from the List of Acceptable Documents to prove US Citizenship. If you are a US Person, please present a document or document set from the list of Acceptable Documents to prove US Person Status.

All documents must be current and unexpired.

List of Acceptable Documents to prove US Citizenship:

- United States Passport
- United States Passport Card
- Original or Certified copy of Public Birth Certificate issued by a state, county, municipal authority, or outlying possession of the United States, bearing an official seal, AND accompanied by a photo ID from a state or federal agency
- Certification of birth abroad issued by United States Department of State (Form FS-545 or DS-1350) or Consular report of birth abroad of a US Citizen (Form FS240), AND accompanied by a photo ID from a state or federal agency
- Certificate of US Citizenship (Form N-560 or N-561), AND accompanied by a photo ID from a state or federal agency
- Certificate of Naturalization (Form N-550 or N-570) AND accompanied by a photo ID from a state or federal agency

List of Acceptable Documents to prove US Person Status:

- Unexpired Permanent Resident Card or Alien Registration Receipt Card with Photograph (Form I-551)
- Unexpired Foreign passport with Alien Registration stamp (I-5551 stamp)

Section IV: Employment Verification Letter

The employment verification letter is vital for U.S. Person determination. An individual, according to U.S. export regulations, is a non-US person if he/she is employed by a non-US company. This is determined via the country of incorporation of the supplier which is why these exact words are required in the letter. The country of incorporation supersedes the citizenship of the individual if the country of incorporation is outside the United States, thus making the contractor a Non-US Person for data access purposes.

Below you will find information on requirements for the Employment Verification Letter and three samples.

An acceptable Employment Verification Letter must meet the following criteria:

- Be on the letterhead of the employer's organization.
- Independent contractors are not required to meet this criteria and may specify their company name as their legal name or the name of the company as DBA (Doing Business As).
- Be hand-signed by the person authorized by the organization to do so. A wet signature is not required. A photocopy or pdf printout of the hand-signed original will be accepted.
- Be submitted as a hard copy at the appointment. We do not require an original document; a printout of a PDF or other digital file will be accepted if it is hand-signed.
- Be dated no more than 45 days prior to the ID proofing appointment.
- Include the company's country of incorporation.
Companies incorporated within the U.S. do not need to indicate their country of incorporation but will need to provide the City and State.
- Include the full name and any additional details, such as suffix, to match legal identity documents. Refer to the U.S. Person Verification Accepted Documents List for other documents required to successfully complete your USPV+ appointment.

NOTE: Failure to correctly include all of the information above will result in a failed proofing. If you fail proofing, your sponsor must submit a new identity proofing request and you will be required to purchase a new license key.

Samples of Employment Verification Letters

Sample 1: Prepared by Direct Employer

ABC Designs LLC [*Company Letterhead*]

3/4/2023 [*Date the employment verification letter is issued*]

To Whom It May Concern:

This is to certify that John Doe *[Full Legal Name]* Sr. *[Suffix required if applicable]* is an employee at ABC Designs LLC *[Legal Company Name]* and is working as a *[Designation]* since 1/31/2015 *[Date]*.

ABC Designs LLC *[Company Name]* is incorporated in Springfield, VA *[City, State/Province and/or Country]*.

If you have any questions regarding John's *[First Name]* employment, please contact our office at 703-000-0000 *[Office HR Phone Number]*.

Sincerely,

[Signature of person issuing this letter]

Sample 2: Prepared by Independent Contractor

3/4/2023 *[Date the employment verification letter is issued]*

To Whom It May Concern:

This is to certify that John Doe *[Full Legal Name]* Sr. *[Suffix required if applicable]* is an independent contractor and is working as a *[Designation]* since 1/31/2015 *[Date]*.

My work location is incorporated in Springfield, VA. *[City, State/Province and/or Country]*

If you have any questions regarding my employment, please contact me at 202-000-0000 *[Contact Phone Number]*.

Sincerely,

[Signature of person issuing this letter] (Independent Contractor Signature)

[Designation] (Independent Contractor's Designation)

Sample 3: Prepared by Independent Contract using Doing Business as DBA

ABC Designs LLC *[Independent Contractor Company Letterhead]*

3/4/2023 *[Date the employment verification letter is issued]*

To Whom It May Concern:

This is to certify that John Doe *[Full Legal Name]* Sr. *[Suffix required if applicable]* is an independent contractor doing business as ABC Designs LLC *[Legal Company Name]* and is working as a *[Designation]* since 1/31/2015 *[Date]*.

ABC Designs LLC *[DBA]* is incorporated in Springfield, VA *[City, State/Province and/or Country]*

If you have any questions regarding my employment, please contact me at 202-000-0000 *[Contact Phone Number]*.

Sincerely,



[Signature of person issuing this letter] (Independent Contractor Signature)

[Designation] (Independent Contractor's Designation)

Section V: Where to go for help

For assistance, please contact the SAIC Non-Employee Partner Line at 844-788-2121 (Monday-Friday, 7am to 7pm ET).