

# Non-Employee US Person Verification Process (USPV): Instructions for New Non-Employees

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## Section I: Overview

The purpose of this document is to detail the US Person Verification (USPV) process with Exostar for Non-Employee accounts. SAIC requires a user to complete USPV to access 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).

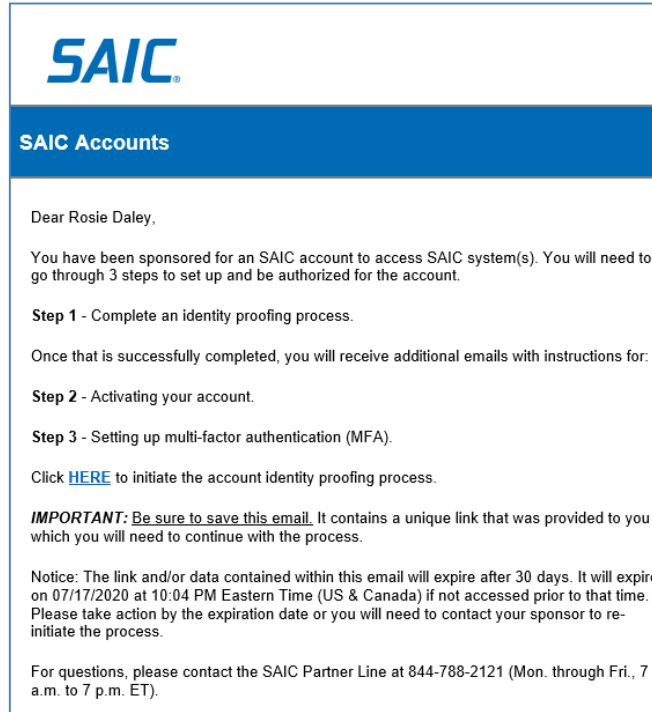
Read through these instructions and make sure you can gather all documentation necessary for the proofing appointment, including the Employment Verification Letter, before the proofing appointment (see STEP 5 of this QRC for details).

**IMPORTANT:** Once you complete the process described in this document, you will be provisioned an account and will receive instructions (via email) on how to activate the account.

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

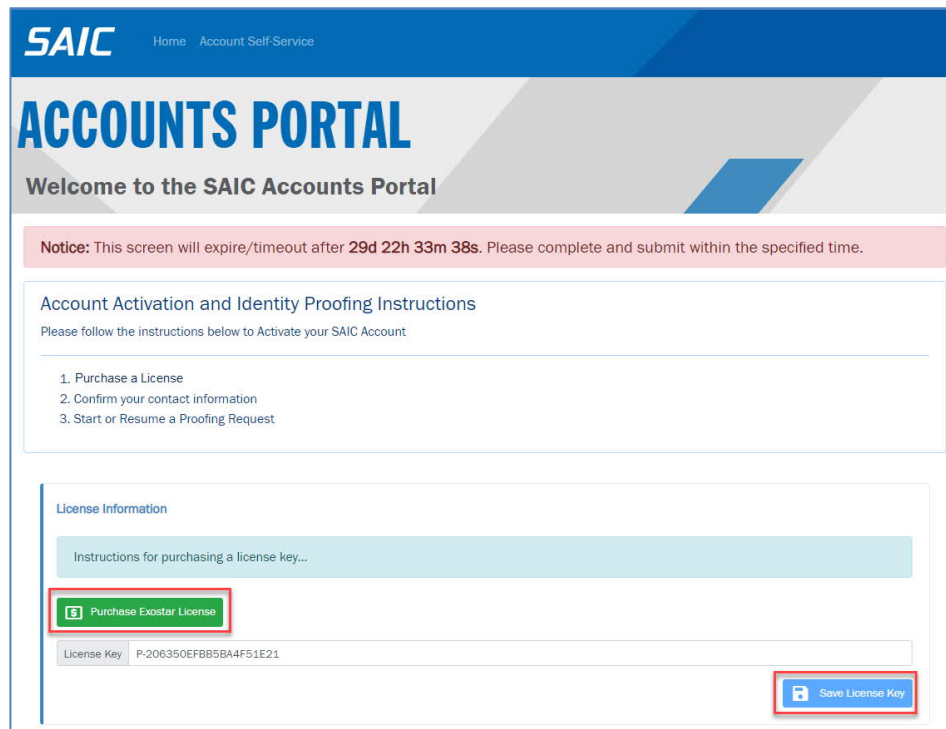
An SAIC sponsor must submit an account request for a non-employee to initiate this process. Once an account has been requested for you, follow the steps below.

- **Step 1:** You should have received an email invitation from [cornerstone-notify@saic.com](mailto:cornerstone-notify@saic.com) containing a click "HERE" link to access the Non-Employee Accounts Portal page.  
**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 Email shown above

**Step 2:** Once in the system, the first section is the **“License Information”**. If a license key was provided to you, it will be listed in the “License Key” field, please skip to Step 3.



Accounts Portal Page – License Information Section

If the “License Key” field is blank, that means you need to purchase a license key.

Click on the “Purchase Exostar License” button to be redirected to the Exostar’s web store (see screenshot below). A new browser tab will open with the store. Follow the prompts to purchase a license key. Once you complete the transaction, you will receive an email with the license key. 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.*

The screenshot shows the Exostar web store interface. At the top, there is a navigation bar with links for "Contact Support", "Sign Out", "Welcome", "Exostar Products", "Shopping Cart", and "My Account". Below the navigation bar, the page title is "Exostar U.S. Person Eligibility Verification Service for SAIC". The main content area contains the following text:

To begin U.S. Person Eligibility 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. Person 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. Person Eligibility Verification**  
The Identity 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: \$100.00

Country: United States

Add to Cart

**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.

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Need assistance with a purchase or with a renewal, or have a question, click [here](#) for support information.

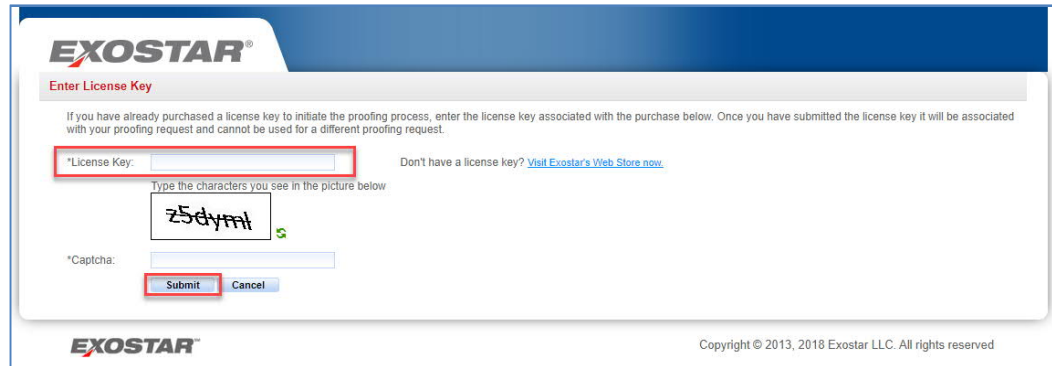
### Exostar Web Store

**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.

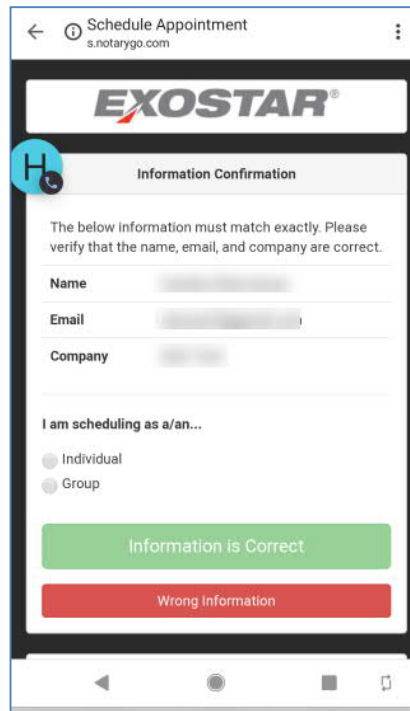
- Step 4: You are now ready to start the USPV proofing request. On the section "Identity Proofing", click on the "Start Proofing Request" button.

- Step 5: You will now start the USPV process:
  - Once you submit the request, an email with the subject "SAIC US Person 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).
  - Before you activate the license to start the proofing process with Exostar’s designated notary, please make sure you can gather ALL the documentation required to be presented at the proofing appointment, including the Employment Verification Letter. (see details on "Section III: Accepted Documentation for USPV Proofing")
  - 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, you will receive an email from [no-reply@notarygo.com](mailto:no-reply@notarygo.com) with a link for a pre-screening questionnaire. Follow the prompts to answer the questionnaire. Once you submit the questionnaire, you will receive another email from [no-reply@notarygo.com](mailto:no-reply@notarygo.com) with a link to the scheduling tool. Follow the prompts to schedule your appointment.



Pre-Screening Questionnaire (Mobile View)

- Step 7: 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. For the approved documents, please see "Section III: Accepted Documentation for U.S. Person Verification". If you successfully complete the appointment, the notary will securely send

results to Exostar 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

During the U.S. Person Verification appointment, you must bring **one document/document set** listed below, **in addition to an Employment Verification Letter**. For more information on the Employment Verification, check the USPV – Employment Verification Letter info card.

All documents must be current and unexpired.

**IMPORTANT:** Unless otherwise specified in the list below, only original documents will be accepted for your proofing appointment.

### Section A: List of Acceptable Documents

If you do not have any of the documents listed below, refer to section B for additional documents that you may bring to your proofing.

- Unexpired United States Passport
- Unexpired United States Passport Card
- Unexpired Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-551)
- Unexpired Foreign passport with Alien Registration stamp (I-551 stamp)
- Certificate of United States 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
- Certification of birth abroad issued by United States Department of State (Form FS-545 or DS1350) or Consular Report of Birth Abroad of a U.S. Citizen (Form FS-240), **AND** accompanied by a photo ID from a state or federal agency
- 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

### Section B: Additional Documents

- Unexpired Passport of the country of citizenship

## 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*]

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**SAIC Proprietary Information**

*The information in this document is proprietary to SAIC. It may not be used, reproduced, disclosed, or exported without the written approval of SAIC.*

7  
Sept 2020  
Ver. 1.0

3/4/2015 *[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**

3/4/2015 *[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]*

3/4/2015 *[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 IV: 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).