

# Non-Employee Identity Proofing: US Person Verification Plus (USPV+) Process

## Contents

Section I: Overview.....	1
Section II: Accessing the Accounts Identity Proofing (IDP) Portal .....	1
Section III: Completing the Accounts Identity Proofing (IDP) Request Form.....	4
Section IV: Activating the USPV+ Appointment Scheduling Process.....	7
Section V: USPV+ Appointment Scheduling.....	8
Section VI: USPV+ Appointment.....	10
Section VII: Accepted Documentation for U.S. Person Verification Plus (USPV+) .....	10
Section VIII: Employment Verification Letter.....	11
Section IX: Where to go for help.....	13

## 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.

Read through these instructions and be sure to gather all documentation necessary for this in-person 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 on how to activate it.

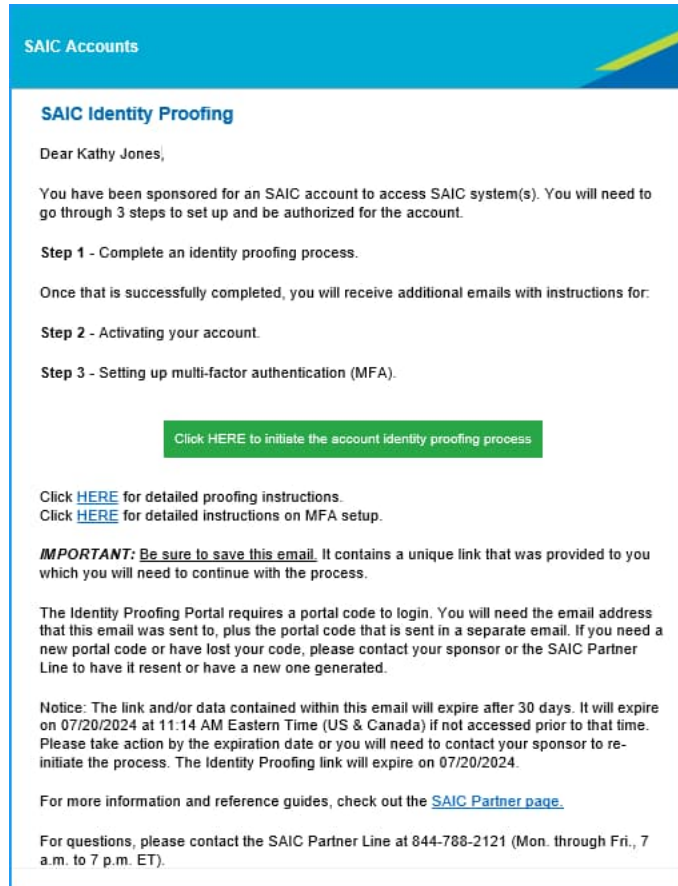
## Section II: Accessing the Accounts Identity Proofing (IDP) Portal

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.

You will receive two emails from [Cornerstone-NoReply@saic.com](mailto:Cornerstone-NoReply@saic.com)

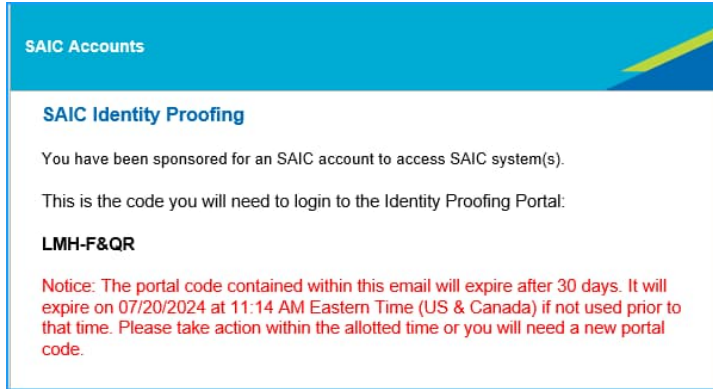
- The first will have the Subject Line that starts with “SAIC Accounts - Identity Proofing Instructions”. The email will contain a ‘Click HERE’ link to access your SAIC Accounts Identity Proofing Portal to initiate the identity proofing process.

**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

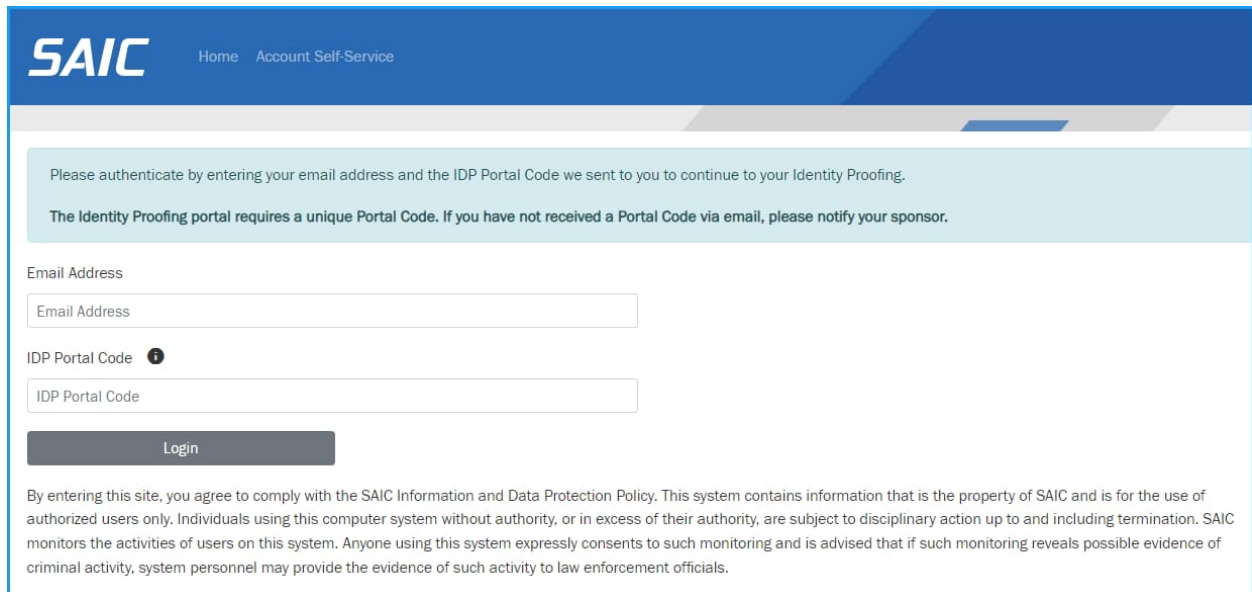
- The second will have the Subject Line “SAIC Accounts - Identity Proofing Portal Code” and will contain the Identity Proofing (IDP) portal code needed to access your SAIC Accounts Identity Proofing Portal.
- Please note that the portal code will expire after 30 days (date/time in the email). If it expires your sponsor will need to generate a new code.



Sample IDP Portal Code Email

To log in to your Portal:

- In the "SAIC Accounts - Identity Proofing Instructions" email click on the link in the green box,
- in the Email Address field enter the address the email was sent to,
- in the IDP Portal Code field enter the code from the "SAIC Accounts - Identity Proofing Portal Code" email.



SAIC Accounts Identity Proofing Portal Login Page

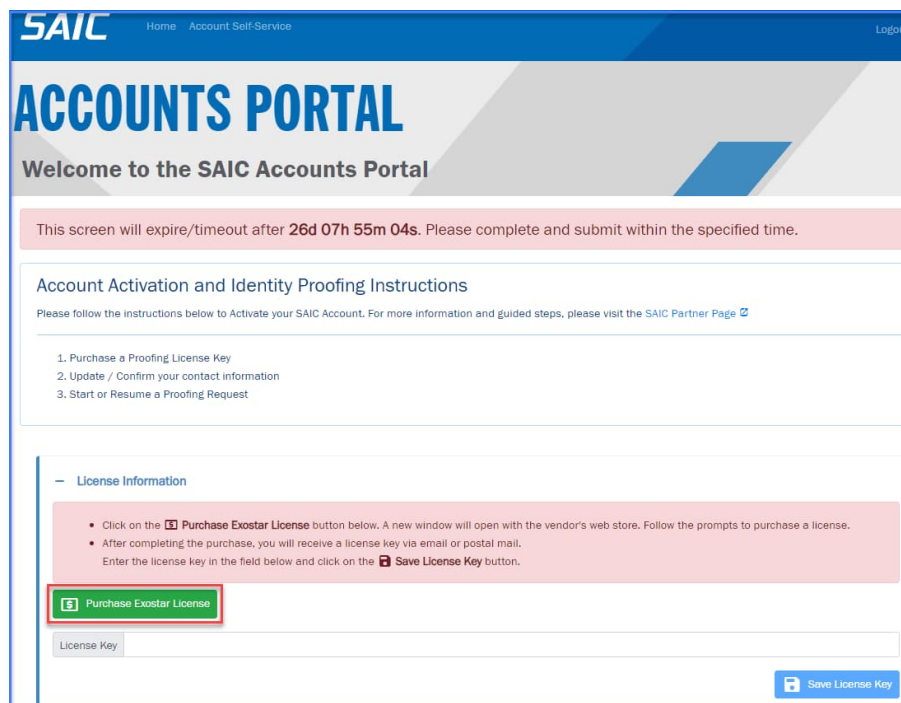
## Section III: Completing the Accounts Identity Proofing (IDP) Request Form

Once you've accessed the Portal:

Step 1: 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 2.

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



Accounts Portal Page – License Information

A new browser tab will open to the Exostar site.

Click the button next to 'Identity Proofing for SAIC' and click Next. Please disregard the note at the top of the page regarding 2FA as it does not apply to the license purchase.

**EXOSTAR®**  
We build trust.

1 — 2 — 3

## Purchase your Exostar Subscription [Need Help?](#)

You may need a two-factor authentication (2FA) method to access some of your applications. 2FA strengthens security by presenting an additional verification step when you authenticate. You can use an existing 2FA credential, or you can purchase a two-factor credential subscription from this page.

To renew existing two-factor credential subscription [Click here](#).

Select Partner or Product

SAIC U.S. Citizenship Eligibility Verification

<input type="checkbox"/> U.S. Citizenship Eligibility Verification Service for SAIC This license is valid for 90 days from the date of purchase.	Quantity: 1	\$ 180.00
---	-------------	-----------

[View More +](#)

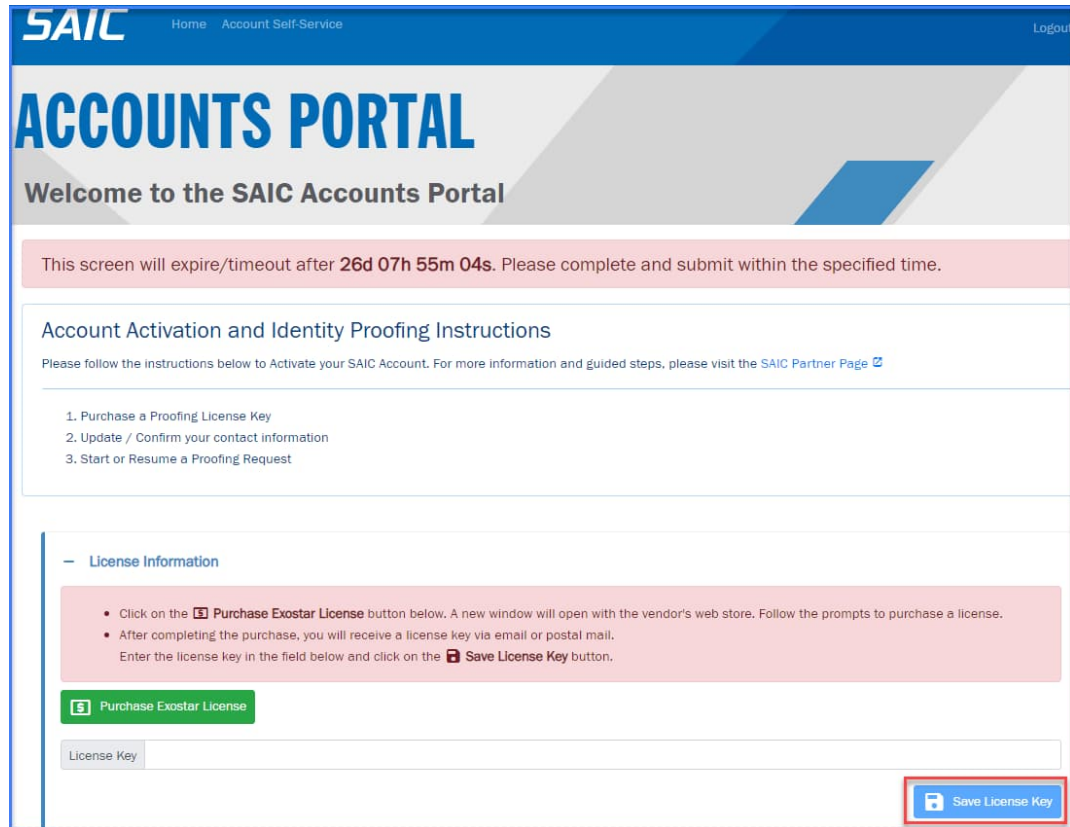
[Next](#)

Exostar License Key Purchase Site

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

Return to the SAIC Accounts 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 first email you received as referenced in Section II.*



Accounts Portal Page – License Information

Step 2: 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

Step 3: On the section “Identity Proofing”, click on the “Start USPV+ Proofing Request” button.

Accounts Portal Page – Identity Proofing

## Section IV: Activating the USPV+ Appointment Scheduling Process

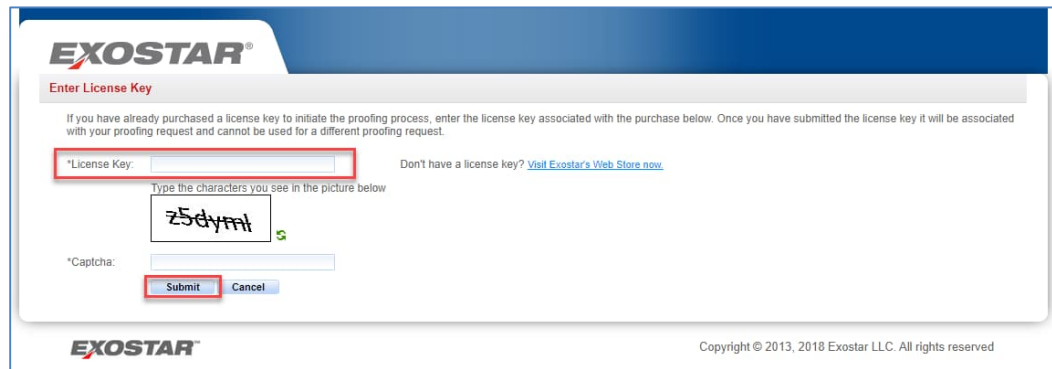
Step 4: Once your proofing request is started from the portal:

- 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 Exostar 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 is available on your accounts identity proofing portal page.

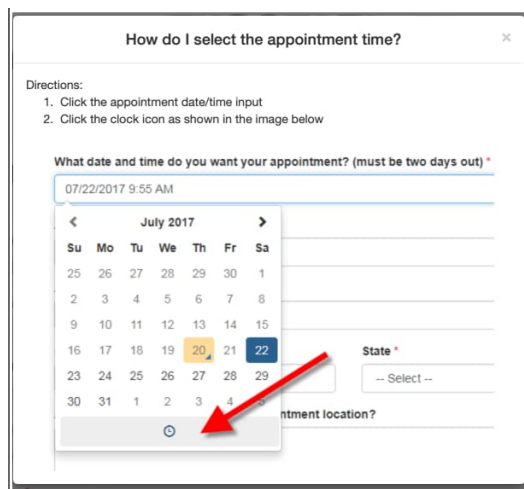
- Copy the license key from the account portal page and paste it into the “License Key” field. Follow the captcha prompts and click on Submit. This will activate the proofing appointment scheduling process.



## Section V: USPV+ Appointment Scheduling

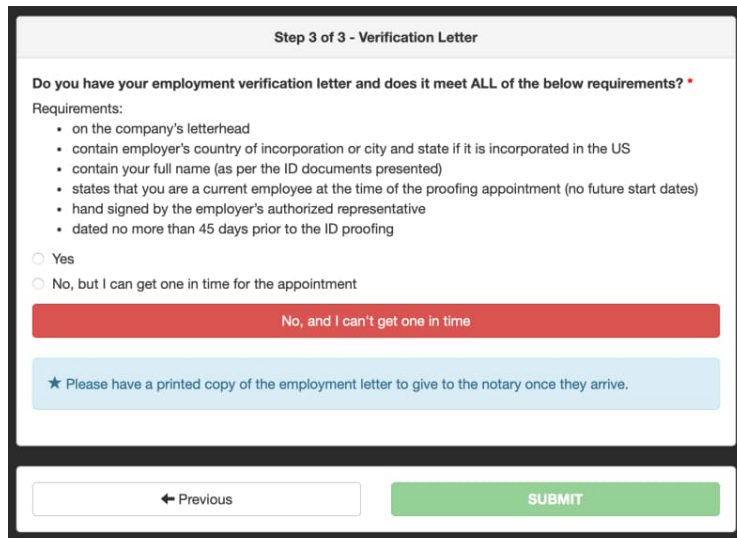
Step 5: Once you activate your license key to activate the scheduling process, you will receive an email from [noreply@notarygo.com](mailto:noreply@notarygo.com) with a link to the NotaryGo site where you will:

- 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. It is also acceptable to email the EVL to the proofing agent during the proofing 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:

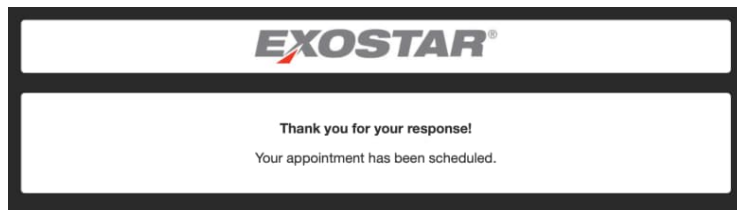
- on the company's letterhead
- contain employer's country of incorporation or city and state if it is incorporated in the US
- contain your full name (as per the ID documents presented)
- states that you are a current employee at the time of the proofing appointment (no future start dates)
- hand signed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

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



**EXOSTAR®**

**Thank you for your response!**  
 Your appointment has been scheduled.

## Section VI: USPV+ Appointment

Step 6: Please be sure to gather ALL the documentation required to be presented at the proofing appointment:

- see “Section VI: Accepted Documentation for U.S. Person Verification Plus (USPV+)” and
- “Section IV: Employment Verification Letter”

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 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 VII: Accepted Documentation for U.S. Person Verification Plus (USPV+)

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 VIII: 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 IX: 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).