REMOTE CITIZENSHIP VERIFICATION (USPV+) PROCESS FOR NON-EMPLOYEES



SAIC

OVERVIEW

This Quick Reference Guide outlines the required steps for completing the remote USPV+ identity proofing process necessary for verification of U.S. person/citizenship for access to SAIC systems.

Getting Started

Before you begin, please be prepared for the following steps:

- You will receive two emails to start the process.
- You will need to purchase or use a license key to conduct the verification through our proofing service provider, Exostar (license key will be provided for SAIC customers).
- You will upload an Employment Verification Letter (EVL).
- You will indicate which verification document(s) you will be providing and enter document details.
- You will initiate or schedule to attend a live video call via Microsoft Teams to present your verification documents.

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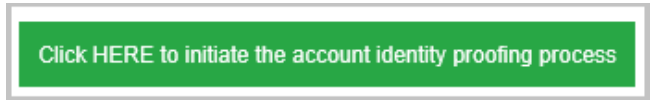
PHASE I Pre-Verification Steps via the SAIC Accounts Portal

STEP 1

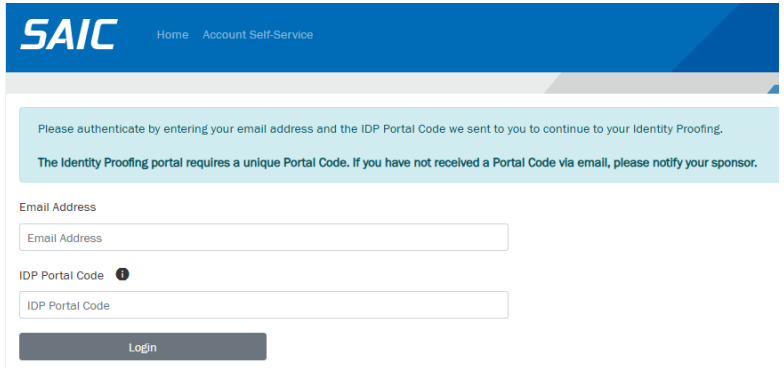
LOGGING INTO THE ACCOUNTS PORTAL

- Once your SAIC sponsor has submitted your account request, you will receive two emails from Cornerstone-NoReply@saic.com:
  1. Identity Proofing Instructions email
  2. Identity Proofing Portal Code email

- Use the link in the first email to reach the Accounts Portal login page.



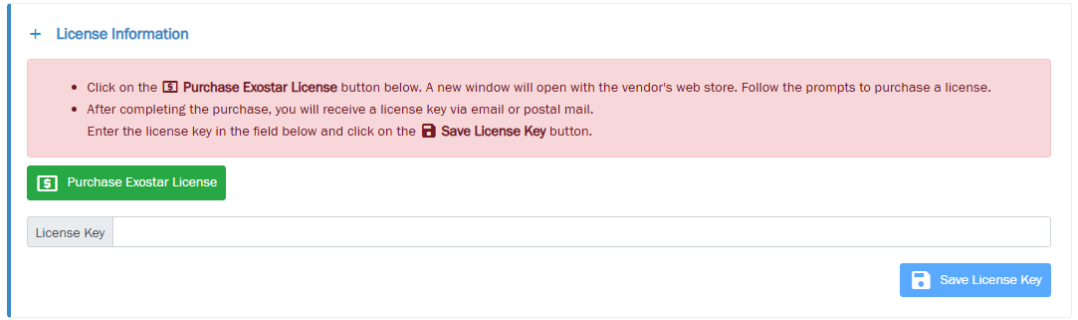
- Enter your email address and copy/paste the portal code from the second email to log in.



STEP 2

PURCHASE EXOSTAR USPV+ LICENSE KEY

- The Exostar USPV+ verification requires a license key.
- Use the 'Purchase Exostar License' button and follow the prompts to purchase a key. The key will be emailed to you.
- Enter the purchased license key or a valid key in the License Key field.
- Click Save License Key.
- Non-employees who are SAIC customers will have a pre-populated key.



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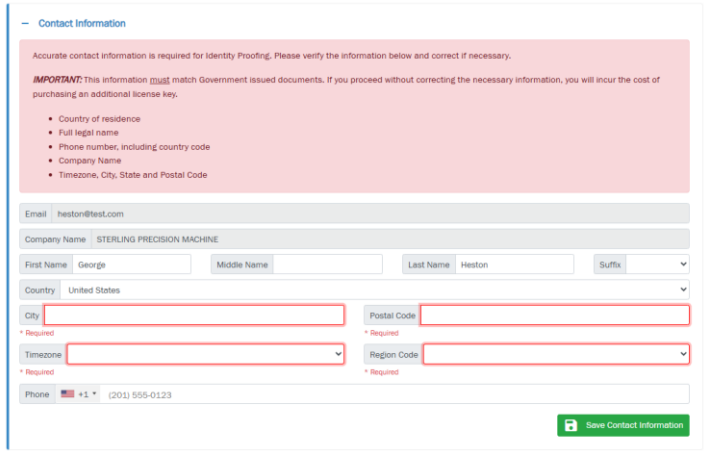
STEP 3

REVIEW CONTACT INFORMATION

- Review your contact information, ensuring your name matches your identity documents exactly, and **update if needed**.

> ⚠ This is an important step. If your name does not exactly match the name on your identity documents, your proofing will fail and you will need to purchase another license key to start a new proofing.

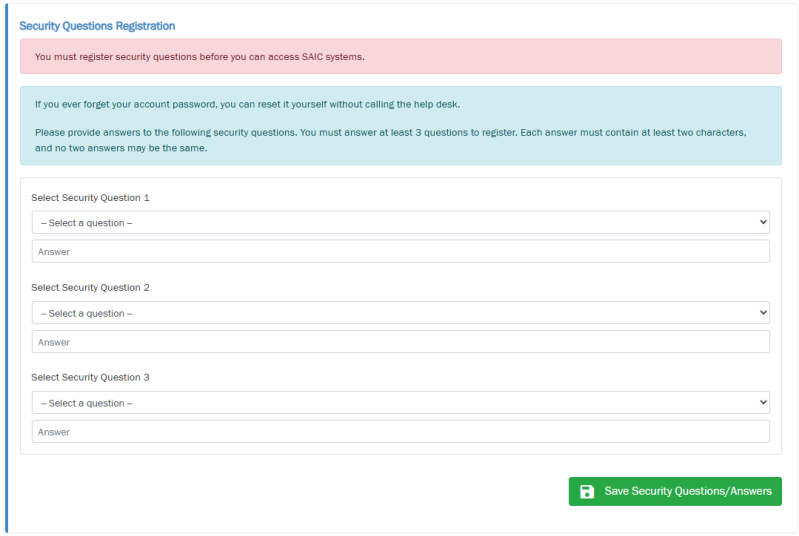
- Enter your work location information.
- Click 'Save Contact Information'.



STEP 4

SET UP SECURITY QUESTIONS/ANSWERS

- **If prompted (based on your non-employee type)**, set up your security questions and answers.
  - These questions and answers will be used for identity verification purposes if you call the SAIC Partner Line for assistance during or after the verification process.
- Click 'Save Security Questions/Answers'.



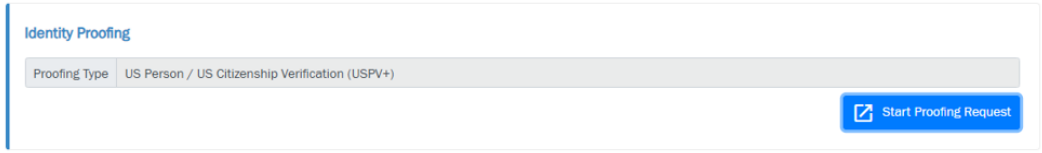
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Pre-Verification Steps via the SAIC Accounts Portal

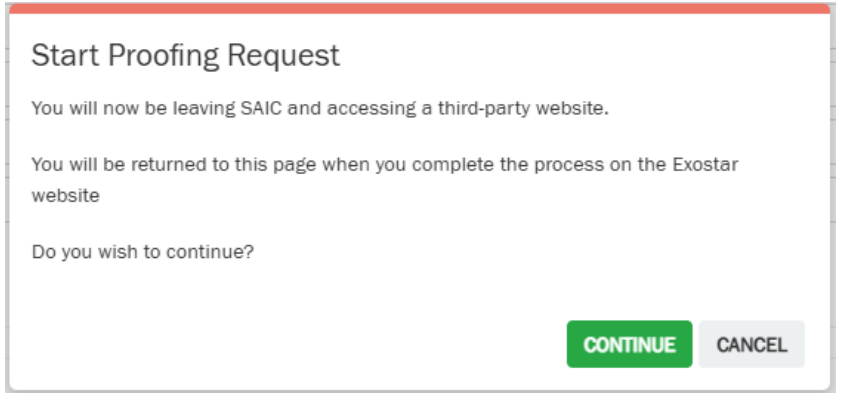
STEP 5

START USPV+ PROOFING REQUEST

- Select 'Start Proofing Request' to begin the verification process via our third-party service partner, Exostar.



- Click 'Continue' to proceed.



This concludes Phase 1: Pre-Verification Steps via SAIC Accounts Portal.

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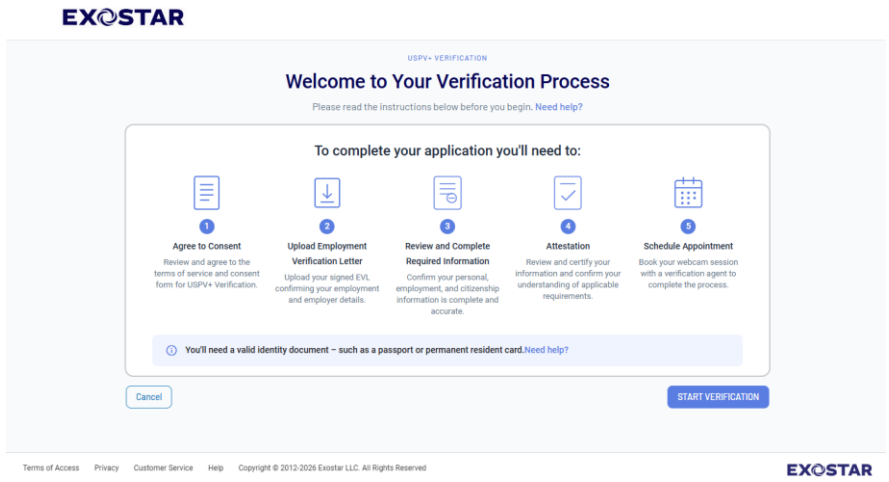
PHASE 2 Exostar USPV+ Citizenship Verification Process

WELCOME

EXOSTAR WELCOME SCREEN

In Phase 2, you will complete the necessary steps to initiate or schedule your remote proofing appointment on the Exostar site. The steps are:

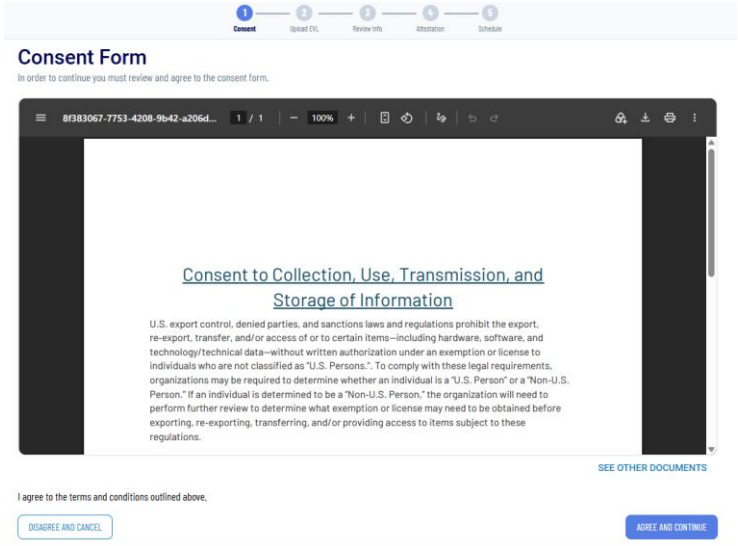
1. Agree to Consent
2. Upload Employment Verification Letter (EVL)
3. Review and Complete Required Information
4. Attestation
5. Schedule Appointment (or call for an immediate proofing)



STEP 1

AGREE TO CONSENT

- At this step you will review and agree to the terms of service and consent form for the US Person/Citizenship Verification.



If you partially complete your verification steps on the Exostar site and need to return later to finish, log back in to your **SAIC Accounts Portal** and select "Resume Proofing" (or "Start Proofing Request" if it's been a while since you left the Exostar site).

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STEP 2

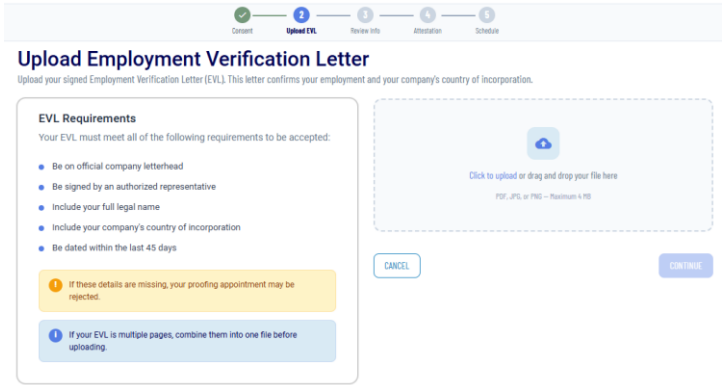
UPLOAD EMPLOYMENT VERIFICATION LETTER

Prior to uploading your Employment Verification Letter (EVL), **please ensure it meets the following requirements**:

- ✓ is on official company letterhead (not required for independent contractors)
- ✓ is signed by an authorized representative
- ✓ includes your full legal name
- ✓ includes your company's country of incorporation
- ✓ is dated within the last 45 days (and cannot be future dated)

PLEASE NOTE: If your EVL does not meet these requirements, your proofing will fail and you will need to purchase another license key to start a new proofing.

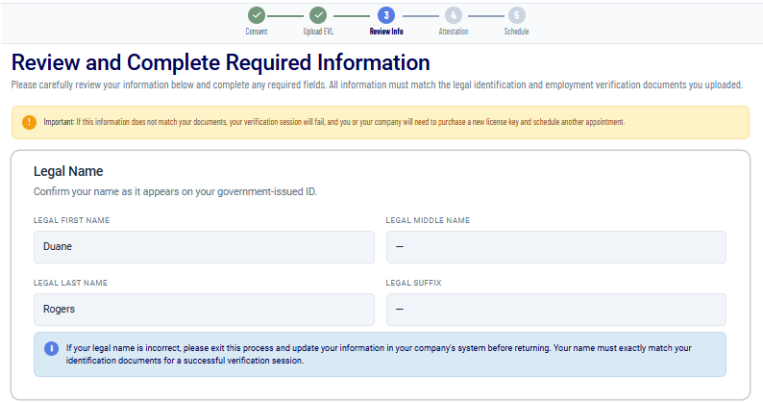
- EVL needs to be in a PDF, JPG, or PNG format – maximum size 4 MB
- **EVL sample formats** can be found at: https://partner.saic.com/downloads/Employment_Verification_Letter_for_USPVPlus.pdf



STEP 3

LEGAL NAME

- Reconfirm your legal name, **which must exactly match your verification documents**, as noted in Phase 1, Step 3.



- If your name is incorrect:
  1. Close the browser,
  2. Log back into the SAIC Accounts Portal,
  3. Click 'Cancel Proofing Request',
  4. Correct your name in the Contact Information section of the portal,
  5. Click 'Save Contact Information' and then 'Start Proofing Request' to begin a new request.

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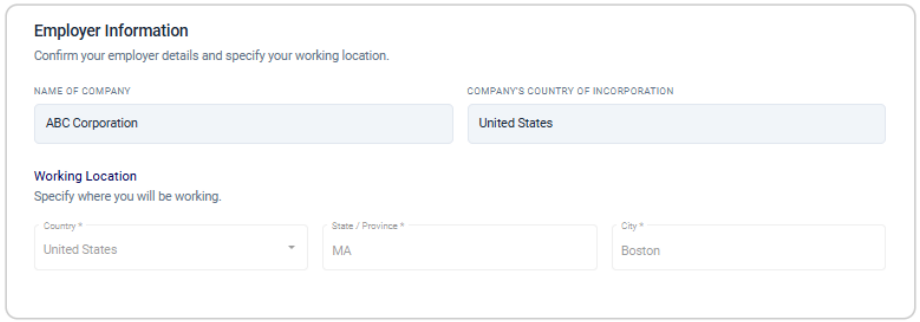
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STEP 4

EMPLOYER INFORMATION/WORK LOCATION

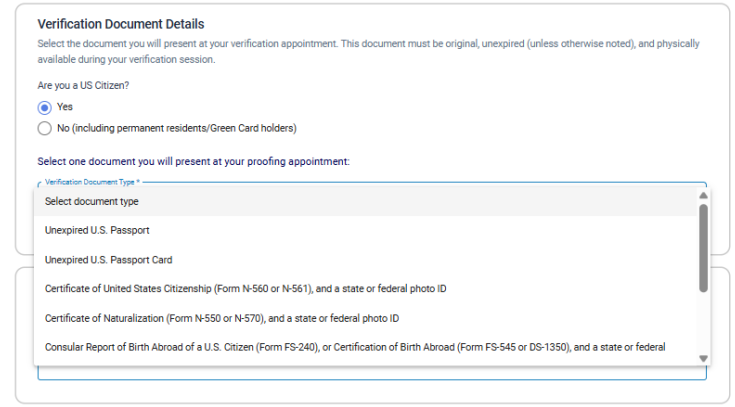
- Reconfirm your employer information and work location.
- If either are incorrect please contact the Partner Line for assistance (844-788-2121).



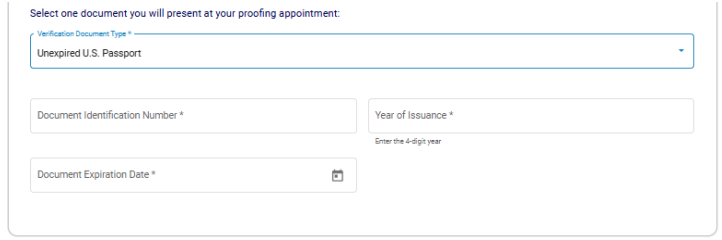
STEP 5

VERIFICATION DOCUMENT DETAILS

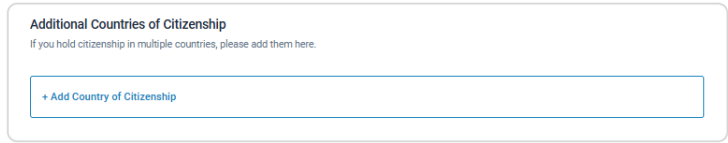
- Indicate which verification documents you will be presenting at your proofing appointment.



- Enter documentation details:
  - Document Identification Number
  - Year of Issuance
  - Document Expiration Date



- Indicate additional countries of citizenship if applicable.



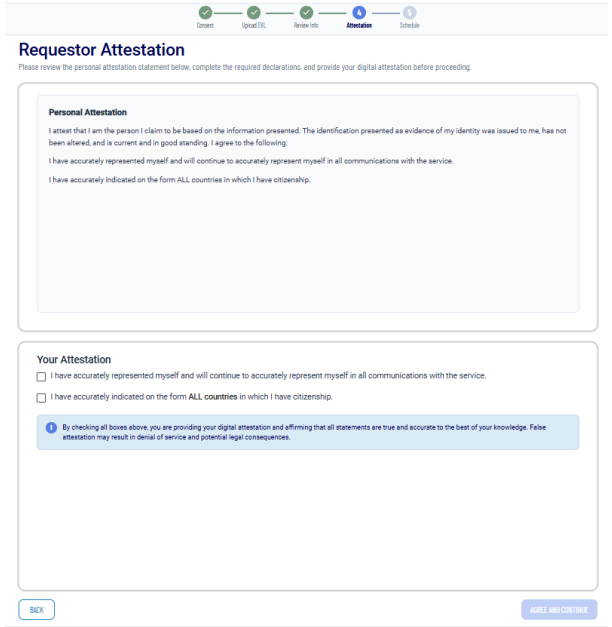
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STEP 6

ATTESTATION

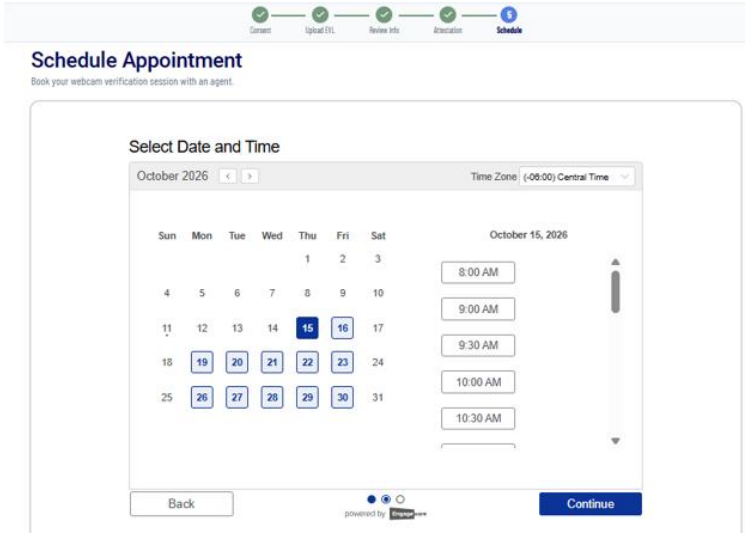
- Review the personal attestation and complete the required declarations.
- Provide your digital attestation by clicking 'AGREE AND CONTINUE'.



STEP 7a

SCHEDULE OR INITIATE APPOINTMENT

- You will have two options for your verification appointment:
  - Schedule your appointment for a future date or
  - Call **571-665-4974** (9am-5pm EDT) for an immediate verification.
    - Proceed to STEP 8 to prepare for your appointment.
- To schedule an appointment, select an available date and time.



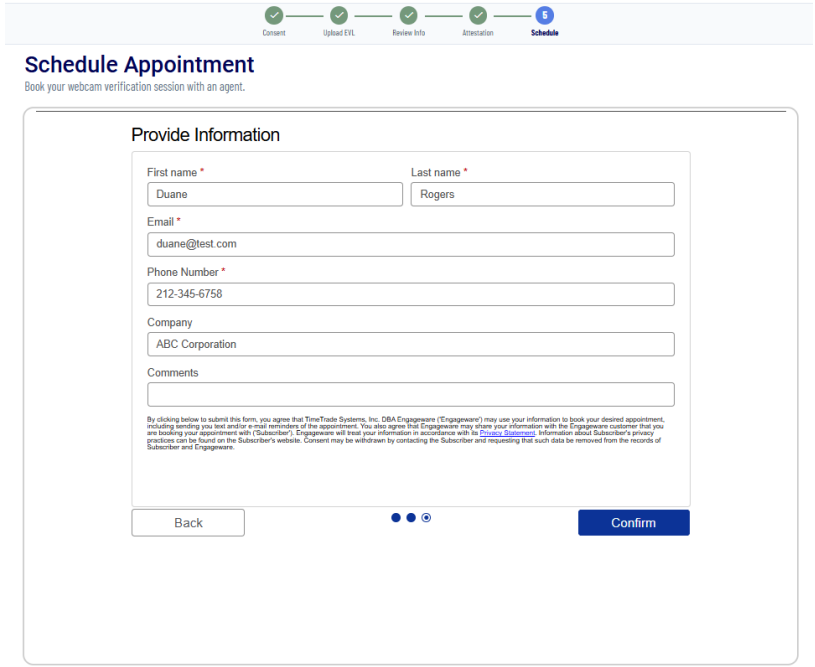
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STEP 7b

SCHEDULE APPOINTMENT (CONT'D)

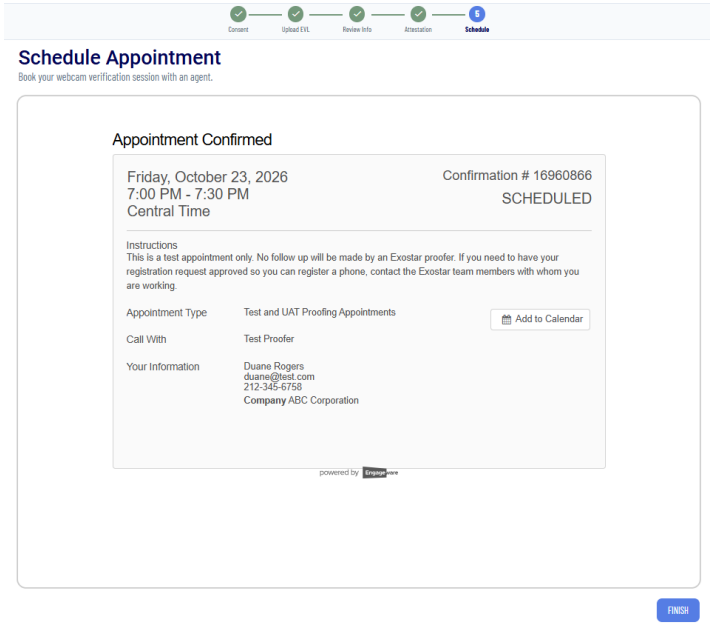
- Provide information for your scheduled appointment.
- Click 'Confirm'



STEP 7c

SCHEDULE CONFIRMATION

- Review your confirmed appointment and click 'FINISH'.
- You will be redirected back to the SAIC Accounts Portal to log out.



- You will be sent an appointment reminder via email from timetrade.com.

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STEP 8

PREPARING FOR YOUR PROOFING APPOINTMENT

- Have verification documents ready to present.
- You will need to use a laptop, PC, or phone with a camera to conduct the proofing.
- Your proofing session will be conducted using Microsoft Teams.
- If using a mobile device, download Microsoft Teams from your app store.

STEP 9

AFTER YOUR PROOFING APPOINTMENT

- Exostar will conduct a final review within 2 business days and submit the results to SAIC.
- If the results indicate successful verification your SAIC account will be set up.
- Once your account setup is processed, you will receive instructions via email to activate your account.

For additional assistance please contact the Partner Line (844-788-2121)

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