

PRIVACY and SECURITY ALERT!

UPLOADING CONSUMER DOCUMENTS



April 10, 2017

PLEASE NOTE THE FOLLOWING:

- Consumer documents that are uploaded by Assistors to individual consumer accounts (i.e. paystubs, immigration documents) contain confidential Personally Identifiable Information (PII).
- Before uploading any document to a consumer account, an Assistor must verify that the document matches the account to which it is being uploaded by completing the attached Document Linking Checklist.
- The Document Linking Checklist must be completed for EACH document prior to upload. If one consumer has provided three separate documents, a Checklist must be completed for EACH of the three documents prior to upload.
- Assistors must answer all the questions on the Checklist for each document prior to uploading the document.
- *Failure to complete the Document Linking Checklist could result in a document being uploaded to the incorrect consumer account, which may require an Assistor Organization to provide consumer notice, credit monitoring and/or reporting to state or federal agencies.*

Document Linking Checklist

Answer the following questions before linking each document to a consumer's account.

	Yes	No	N/A
Does the name on the document, match the name of a consumer listed in the account you are linking to?			
If there is an address listed on the document, does it match the address of the consumer account you are linking to?			
If there is a SSN on the document, do the last four digits match the last four digits of the SSN of a consumer listed in the account you are linking to?			
If there is a DOB on the document, does it match the DOB of a consumer listed in the account you are linking to?			
After reviewing the questions above, have you confirmed you are linking this document to the correct account?			