



# King County

## INCOME KEY: *Keeping Your Information Secure*

### Defined

The Income Key from InVerify gives employees additional control over access to income data. It is a seven digit code required to obtain access to income verification for any employee InVerify represents.

### How It Works

Most of our employers use a default Income Key when activating the InVerify service. The default is a unique combination of each employee's personal information. The employee has the option to change the key at any time and can set up an expiration date each time they do so that any previous requestor's access has a limited timeframe.

**King County has set up a default Income Key:  
The first 3 characters of the last name followed by the last 4 digits of the Social Security Number.  
For example: John Smith = SMI9999**

### Manage

1. Go to [www.inverify.net](http://www.inverify.net)
2. Log in to account (if you have not already registered, go to GET STARTED and scroll to Employee Registration)
3. Select: Manage Your Income Key (and confirm you are NOT a robot), then click NEXT
4. Enter new Income Key
  - Must be seven digits and include at least one letter and one number
5. OPTIONAL: Set an expiration date for your income key

