



**14 EASY
STEPS**

COMPLETE YOUR DOCUMENT
VERIFICATION REQUEST

User Manual

East Tennessee State University

Click on the Link

STEP 1

Click on the following link to register. Once registered, you will be automatically redirected to the Financial Document Verification page.

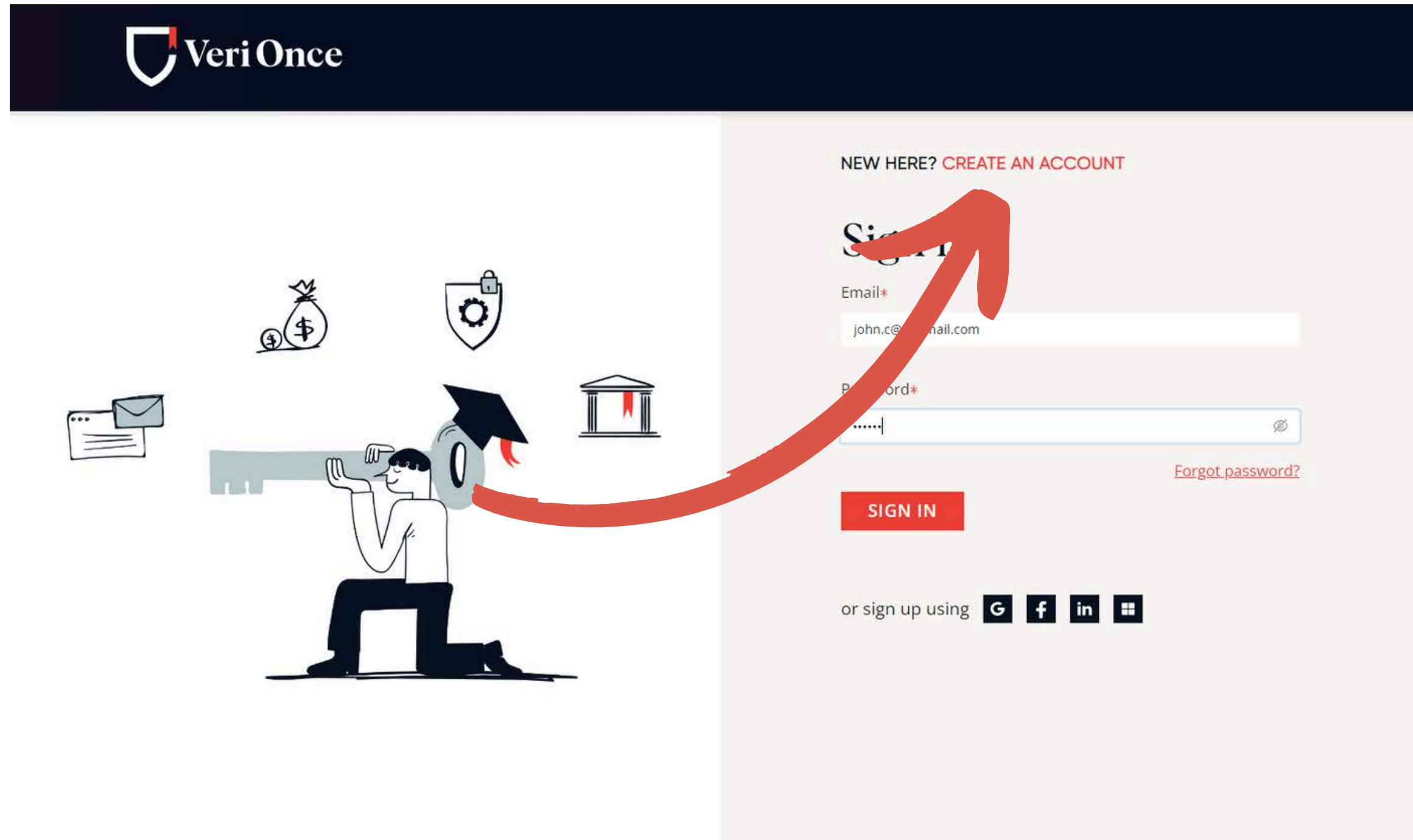
<https://www.verionce.com/verify-document?organization=ETSU>



Register

STEP 2




If you are a new user,
please create an
individual account
by clicking on the
Create an Account
link.



Create an Account

STEP 3

To create an Individual Account fill in your details and click the orange **Submit Form** button.

Create an individual account

[Click here](#) to create an organization account

First Name* Last Name*





Email Address*

Mobile Number*

Create password* Confirm Password*

Referral Code

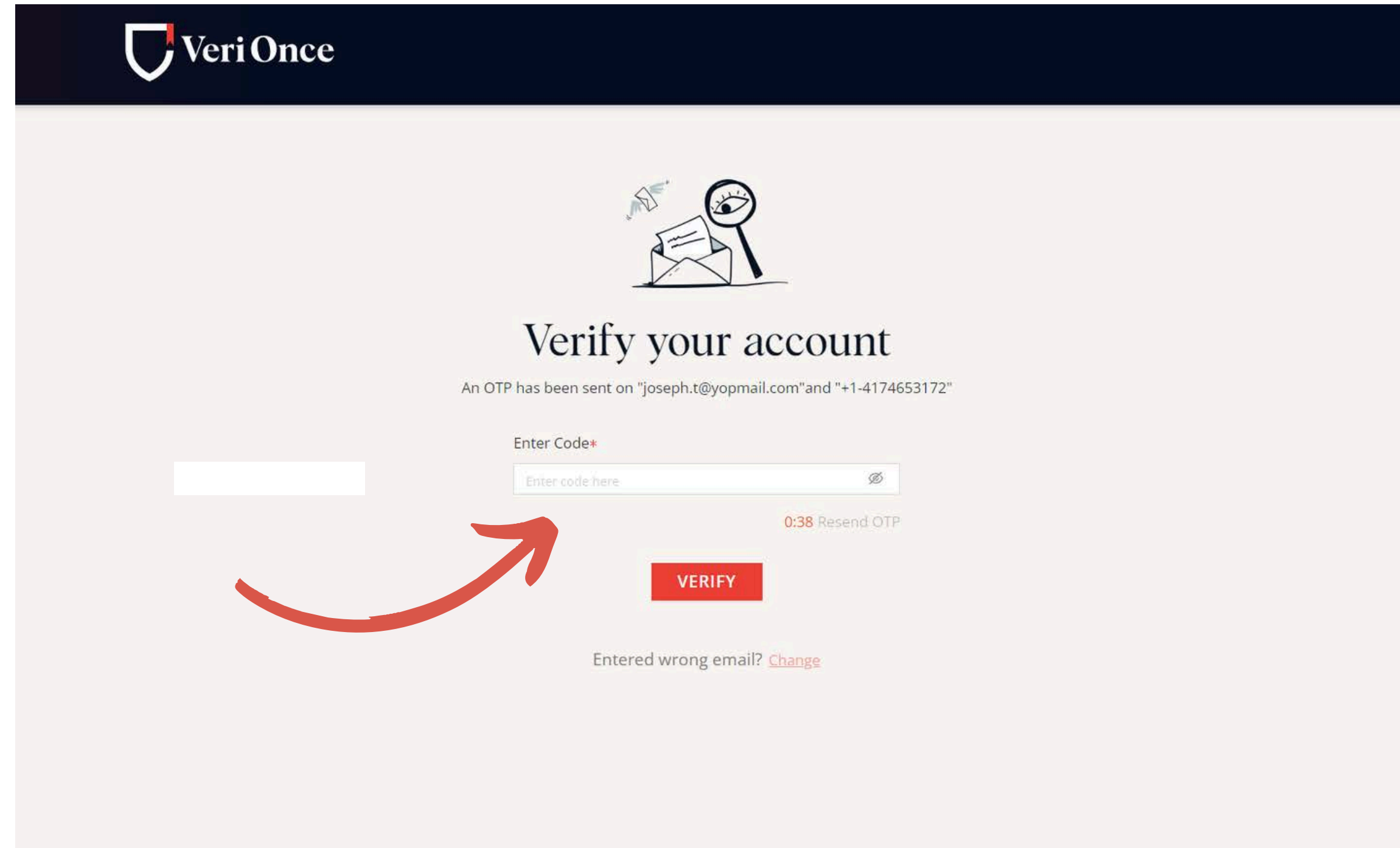
SUBMIT FORM

or sign up using    

Verify it is You

STEP 4

Enter the One-time Passcode (OTP) sent to your email or mobile phone and click **Verify**.

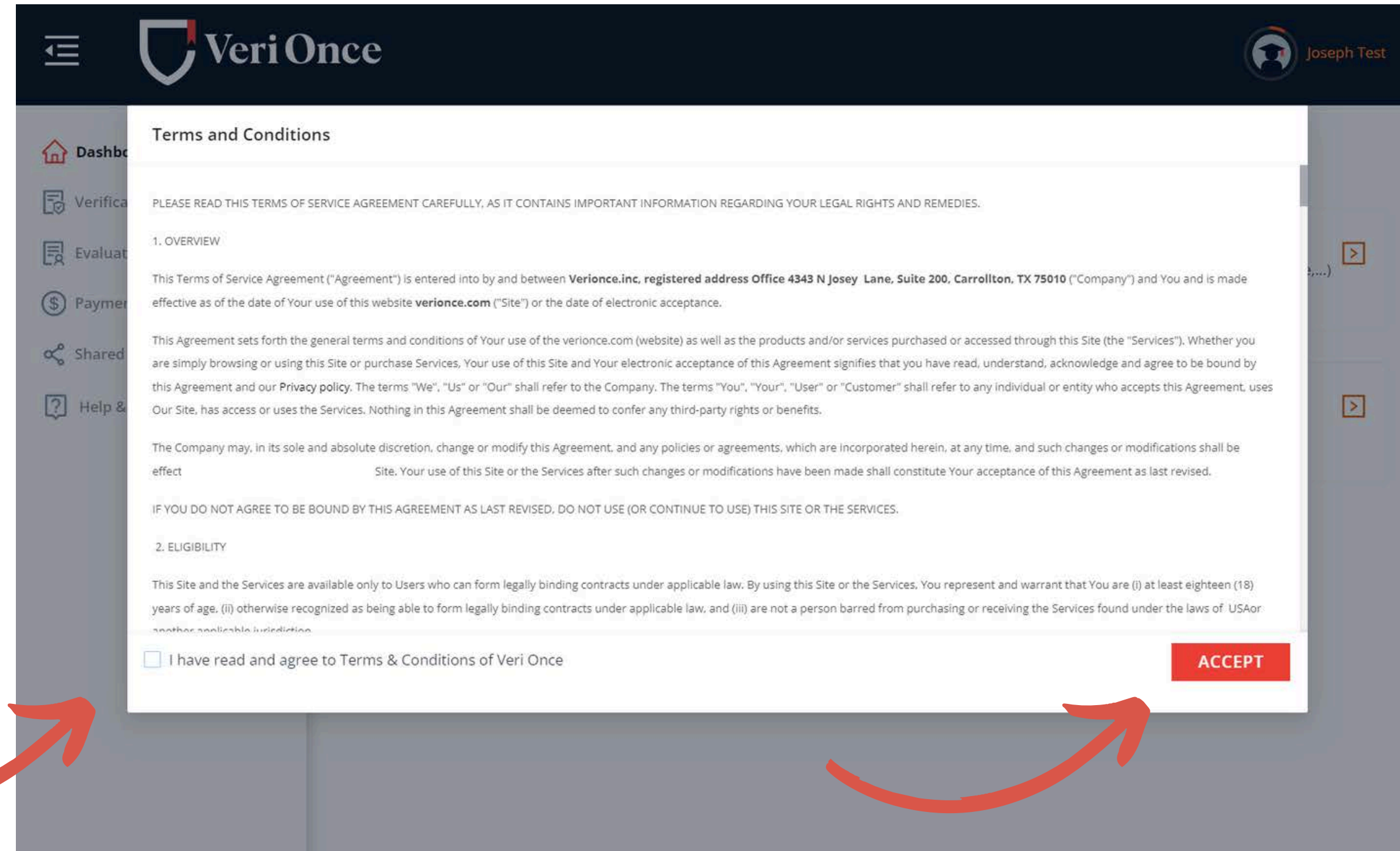


The image shows a screenshot of the Veri Once account verification page. At the top is a dark blue header with the Veri Once logo. Below the header, there is a light gray background. In the center, there is an illustration of an envelope with a magnifying glass over it. Below the illustration, the text "Verify your account" is displayed. Underneath, a message states: "An OTP has been sent on 'joseph.t@yopmail.com' and '+1-4174653172'". There is a text input field labeled "Enter Code*" with a placeholder "Enter code here" and a small eye icon. To the right of the input field, there is a timer "0:38" and a link "Resend OTP". Below the input field, there is a red button labeled "VERIFY". At the bottom, there is a link "Entered wrong email? [Change](#)". A red arrow points from the left side of the page towards the "Enter Code*" input field.

Terms and Conditions

STEP 5

Agree to the Terms and Conditions and click Accept.



The screenshot shows the Veri Once web interface. The top navigation bar includes the Veri Once logo and a user profile for 'Joseph Test'. A sidebar on the left contains links for Dashboard, Verification, Evaluation, Payment, Shared, and Help & Support. The main content area is titled 'Terms and Conditions' and contains the following text:

PLEASE READ THIS TERMS OF SERVICE AGREEMENT CAREFULLY, AS IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR LEGAL RIGHTS AND REMEDIES.

1. OVERVIEW

This Terms of Service Agreement ("Agreement") is entered into by and between **Verionce, Inc.**, registered address **Office 4343 N Josey Lane, Suite 200, Carrollton, TX 75010** ("Company") and You and is made effective as of the date of Your use of this website **verionce.com** ("Site") or the date of electronic acceptance.

This Agreement sets forth the general terms and conditions of Your use of the **verionce.com** (website) as well as the products and/or services purchased or accessed through this Site (the "Services"). Whether you are simply browsing or using this Site or purchase Services, Your use of this Site and Your electronic acceptance of this Agreement signifies that you have read, understand, acknowledge and agree to be bound by this Agreement and our **Privacy policy**. The terms "We", "Us" or "Our" shall refer to the Company. The terms "You", "Your", "User" or "Customer" shall refer to any individual or entity who accepts this Agreement, uses Our Site, has access or uses the Services. Nothing in this Agreement shall be deemed to confer any third-party rights or benefits.

The Company may, in its sole and absolute discretion, change or modify this Agreement, and any policies or agreements, which are incorporated herein, at any time, and such changes or modifications shall be effect Site. Your use of this Site or the Services after such changes or modifications have been made shall constitute Your acceptance of this Agreement as last revised.

IF YOU DO NOT AGREE TO BE BOUND BY THIS AGREEMENT AS LAST REVISED, DO NOT USE (OR CONTINUE TO USE) THIS SITE OR THE SERVICES.

2. ELIGIBILITY

This Site and the Services are available only to Users who can form legally binding contracts under applicable law. By using this Site or the Services, You represent and warrant that You are (i) at least eighteen (18) years of age, (ii) otherwise recognized as being able to form legally binding contracts under applicable law, and (iii) are not a person barred from purchasing or receiving the Services found under the laws of USA or another applicable jurisdiction.

☐ I have read and agree to Terms & Conditions of Veri Once

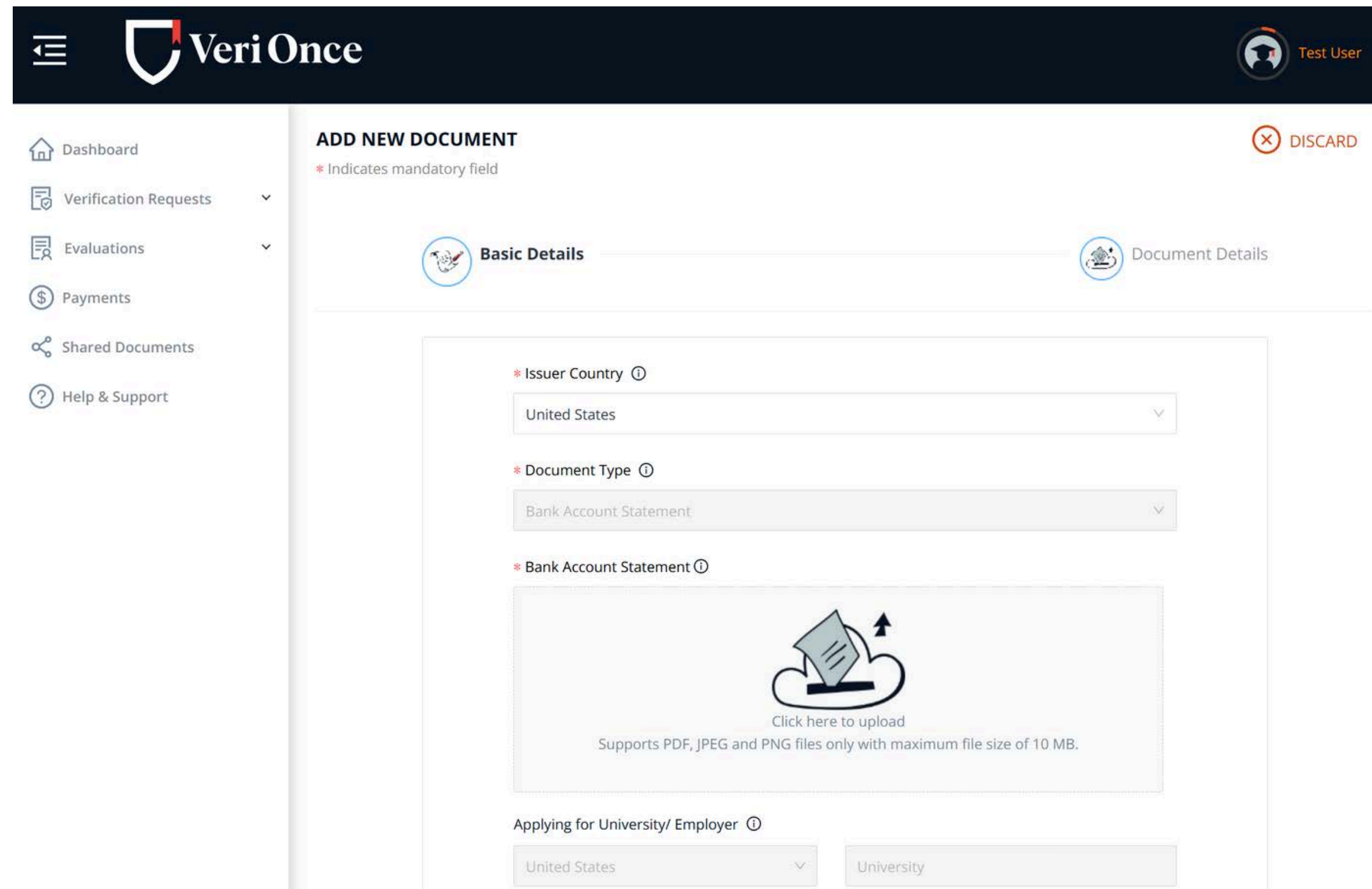
ACCEPT

Two red curved arrows are overlaid on the image: one points from the instruction text to the checkbox, and the other points from the instruction text to the 'ACCEPT' button.

Automatic Redirection

STEP 6

You will be taken straight to the Document Verification page within the platform.

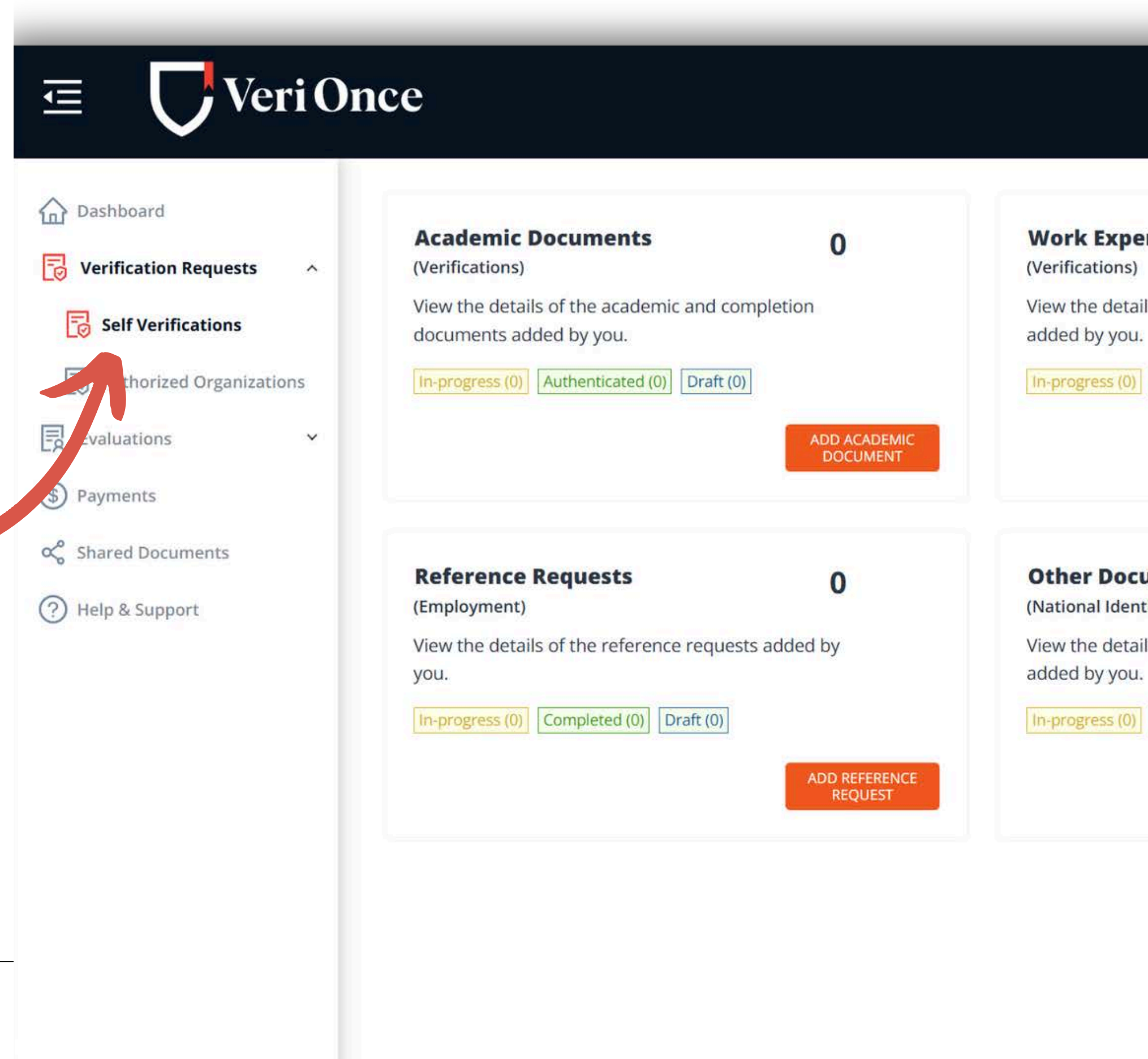


The screenshot shows the Veri Once web application interface. At the top, there is a dark blue header with the Veri Once logo and a 'Test User' profile icon. A sidebar on the left contains navigation links: Dashboard, Verification Requests, Evaluations, Payments, Shared Documents, and Help & Support. The main content area is titled 'ADD NEW DOCUMENT' and includes a 'DISCARD' button. The form is divided into two tabs: 'Basic Details' (active) and 'Document Details'. Under 'Basic Details', there are three mandatory fields: 'Issuer Country' (dropdown menu showing 'United States'), 'Document Type' (dropdown menu showing 'Bank Account Statement'), and 'Bank Account Statement' (file upload area with a document icon and text 'Click here to upload. Supports PDF, JPEG and PNG files only with maximum file size of 10 MB.'). At the bottom, there is a field for 'Applying for University/ Employer' (dropdown menu showing 'United States') and a text input field for 'University'.

Note

IF YOU NEED TO FIND
THE DOCUMENT
VERIFICATION PAGE

To verify a bank statement
from the home page, navigate
to the Verification Requests
page and click on **Self
Verifications** to find the
correct page.

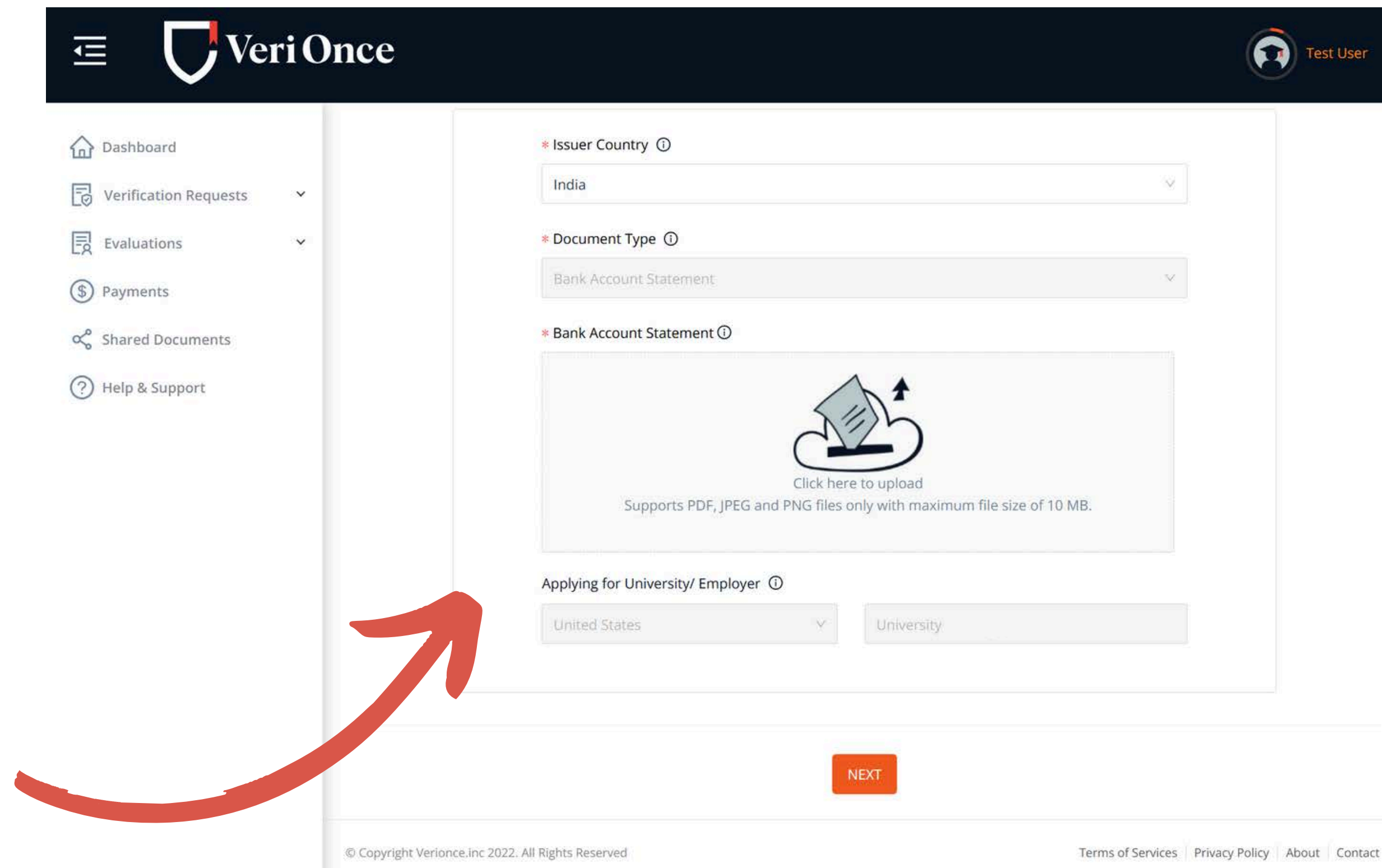


Fill in Details

STEP 7

Enter the issuer's country (where the financial institution is located).

Ensure Document Type is set to Bank Account Statement, **upload the document**, and confirm Applying for University includes United States and the University and click Next.



Veri Once

Test User

Dashboard

Verification Requests

Evaluations

Payments

Shared Documents

Help & Support

* Issuer Country ⓘ

India

* Document Type ⓘ

Bank Account Statement

* Bank Account Statement ⓘ

Click here to upload

Supports PDF, JPEG and PNG files only with maximum file size of 10 MB.

Applying for University/ Employer ⓘ

United States

University

NEXT

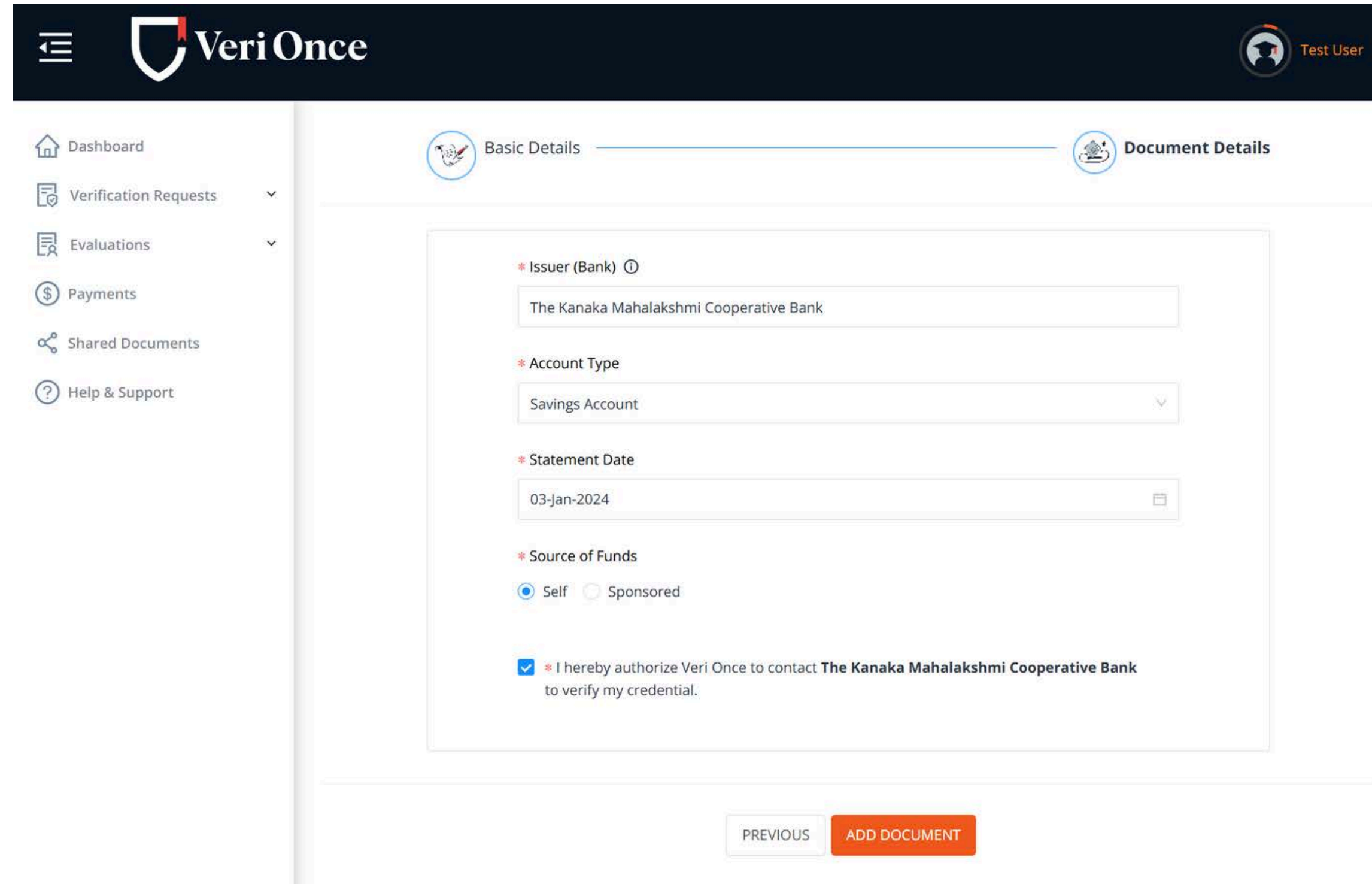
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Enter Bank Statement Details

STEP 8

Enter the details of your bank statement document, specify the source of funds (yourself or a sponsor), tick the consent box, and click the orange **Add Document** button to proceed.



The interface shows the 'Basic Details' tab selected. The form contains the following fields and options:

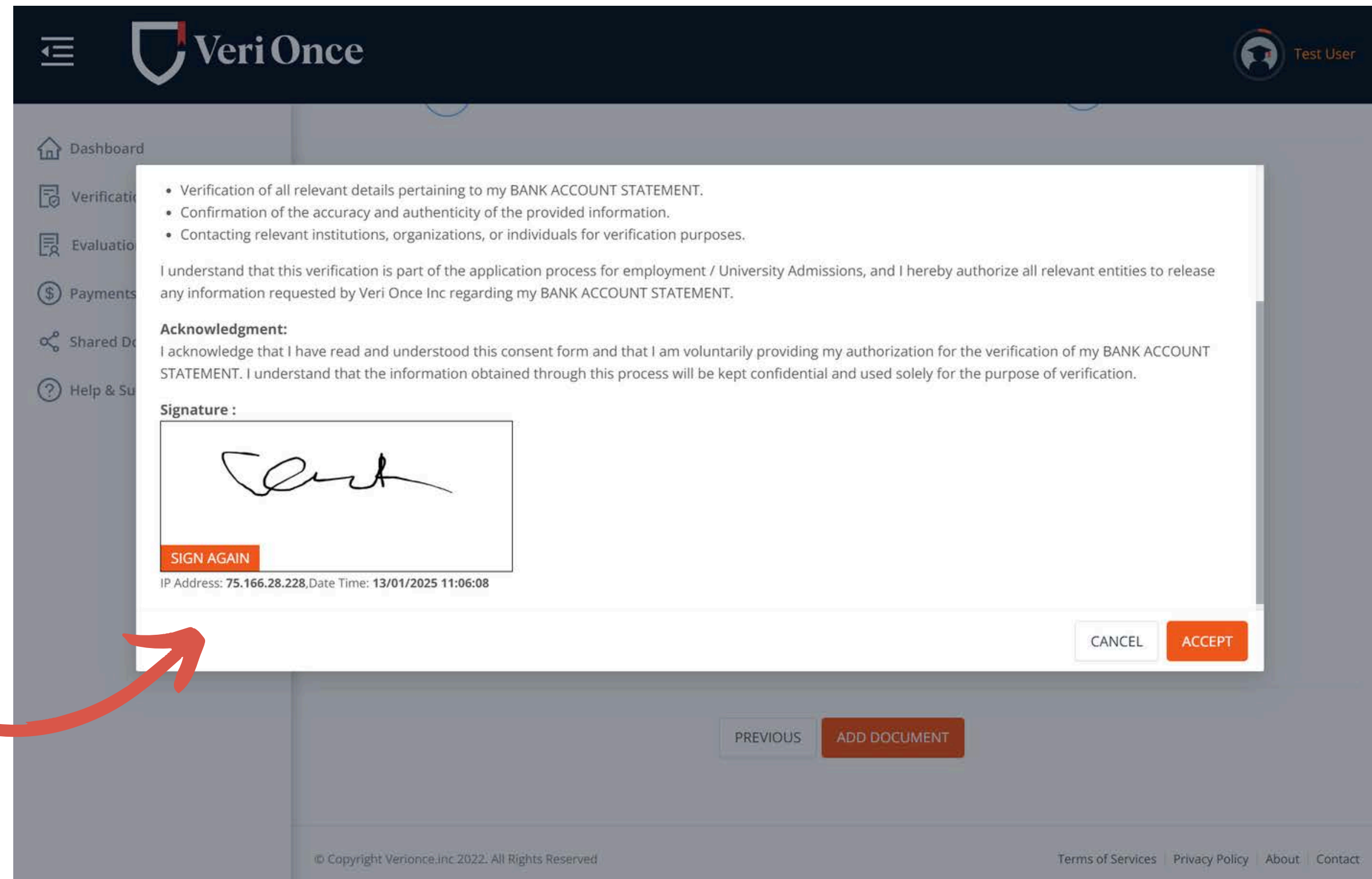
- Issuer (Bank)**: Text input field containing "The Kanaka Mahalakshmi Cooperative Bank".
- Account Type**: Dropdown menu showing "Savings Account".
- Statement Date**: Date input field showing "03-Jan-2024".
- Source of Funds**: Radio buttons for "Self" (selected) and "Sponsored".
- Consent**: A checked checkbox followed by the text: "I hereby authorize Veri Once to contact The Kanaka Mahalakshmi Cooperative Bank to verify my credential."

At the bottom right, there are two buttons: "PREVIOUS" and "ADD DOCUMENT".

Sign Consent Form

STEP 9

Sign the digital consent form and click the orange “Accept” button.



Veri Once

Test User

Dashboard

Verification

Evaluation

Payments

Shared Documents

Help & Support

- Verification of all relevant details pertaining to my BANK ACCOUNT STATEMENT.
- Confirmation of the accuracy and authenticity of the provided information.
- Contacting relevant institutions, organizations, or individuals for verification purposes.

I understand that this verification is part of the application process for employment / University Admissions, and I hereby authorize all relevant entities to release any information requested by Veri Once Inc regarding my BANK ACCOUNT STATEMENT.

Acknowledgment:

I acknowledge that I have read and understood this consent form and that I am voluntarily providing my authorization for the verification of my BANK ACCOUNT STATEMENT. I understand that the information obtained through this process will be kept confidential and used solely for the purpose of verification.

Signature :

SIGN AGAIN

IP Address: 75.166.28.228, Date Time: 13/01/2025 11:06:08

CANCEL ACCEPT

PREVIOUS ADD DOCUMENT

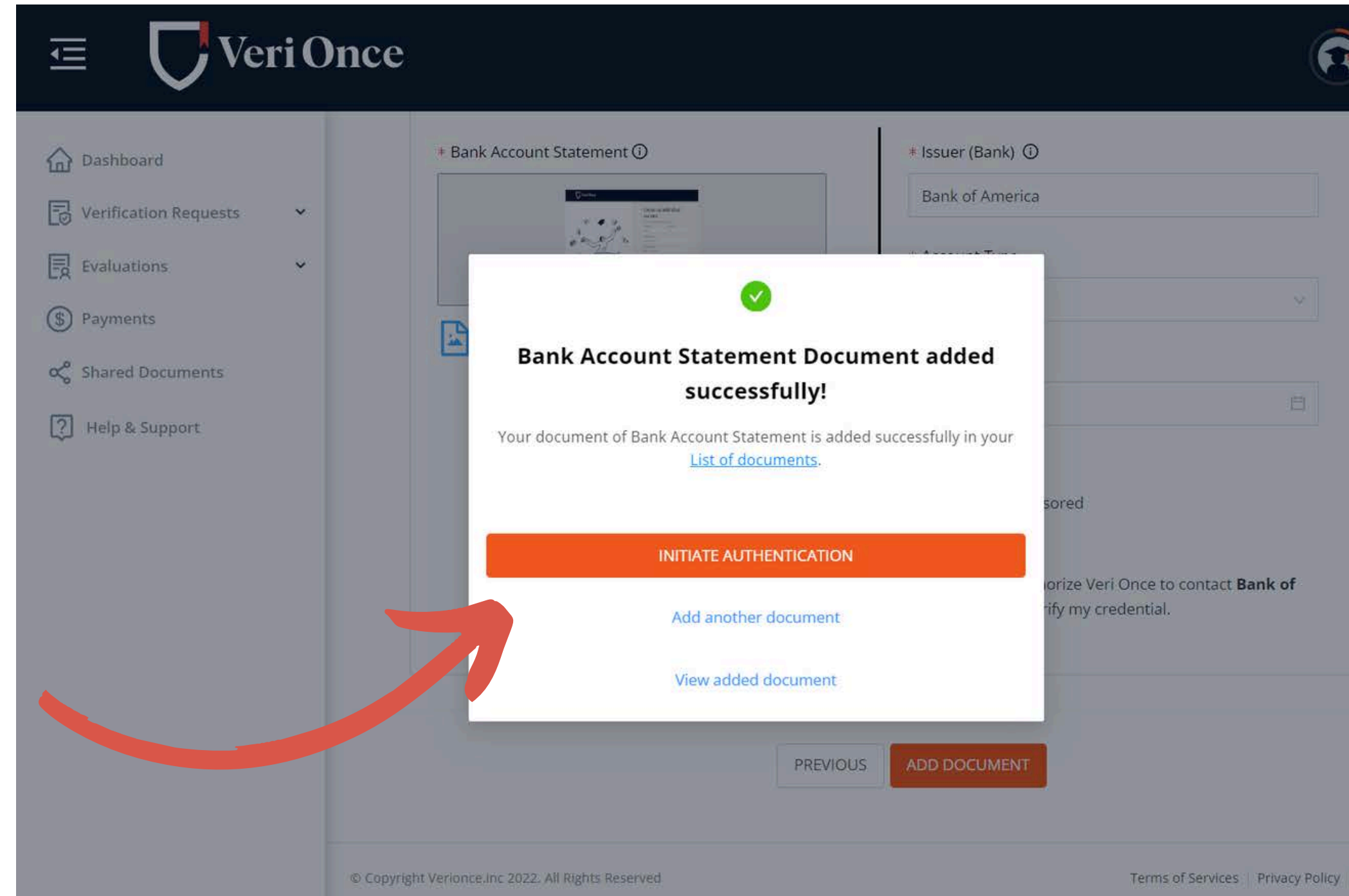
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Initiate Authentication

STEP 10

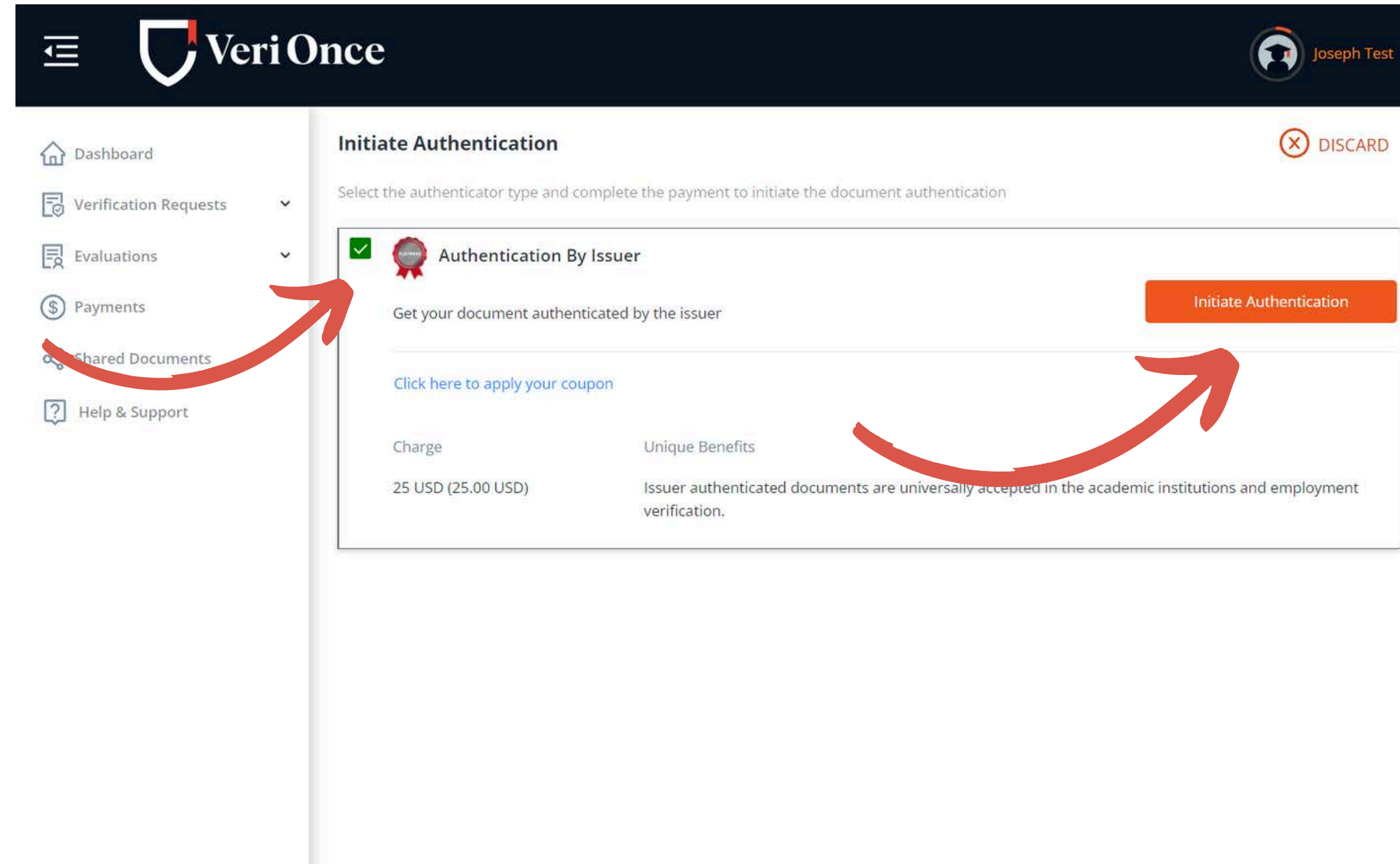
Click the orange **Initiate Authentication** button.



Select Authenticator Type

STEP 11

Check the
Authentication By
Issuer box and click the
orange Initiate
Authentication Button.



Initiate Authentication DISCARD

Select the authenticator type and complete the payment to initiate the document authentication

☒ **Authentication By Issuer**

Get your document authenticated by the issuer

[Click here to apply your coupon](#)

Charge	Unique Benefits
25 USD (25.00 USD)	Issuer authenticated documents are universally accepted in the academic institutions and employment verification.


Initiate Authentication


Make the Payment


STEP 12

You will be directed to the Veri Once payment gateway. Please select your preferred payment method and complete the payment of USD \$25.

Note: Occasionally, there may be additional fees when verifying documents. If the bank requires a verification fee, Veri Once will seek your permission before proceeding. This bank fee will be treated as a pass-through expense and billed to you at the actual cost.



 Pay





Pay with  link


Or pay with card

Email

Card information

1234 1234 1234 1234



MM / YYCVC

Cardholder name


Full name on card

Country or region

United States

ZIP

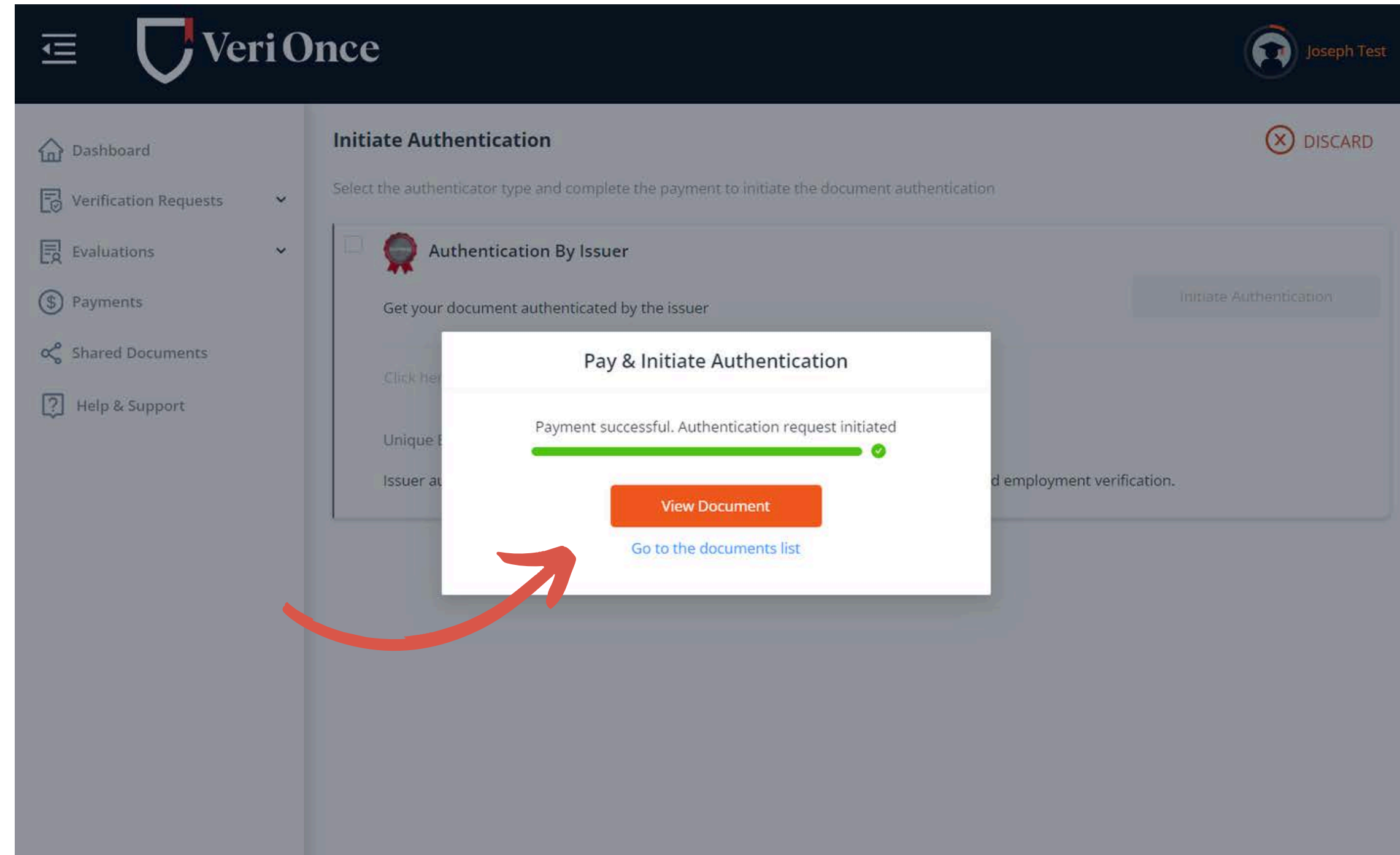
☒ Save my info for 1-click checkout with Link
Securely pay on VERI ONCE INC and everywhere Link is accepted.

 (201) 555-0123

Payment Successful

STEP 13

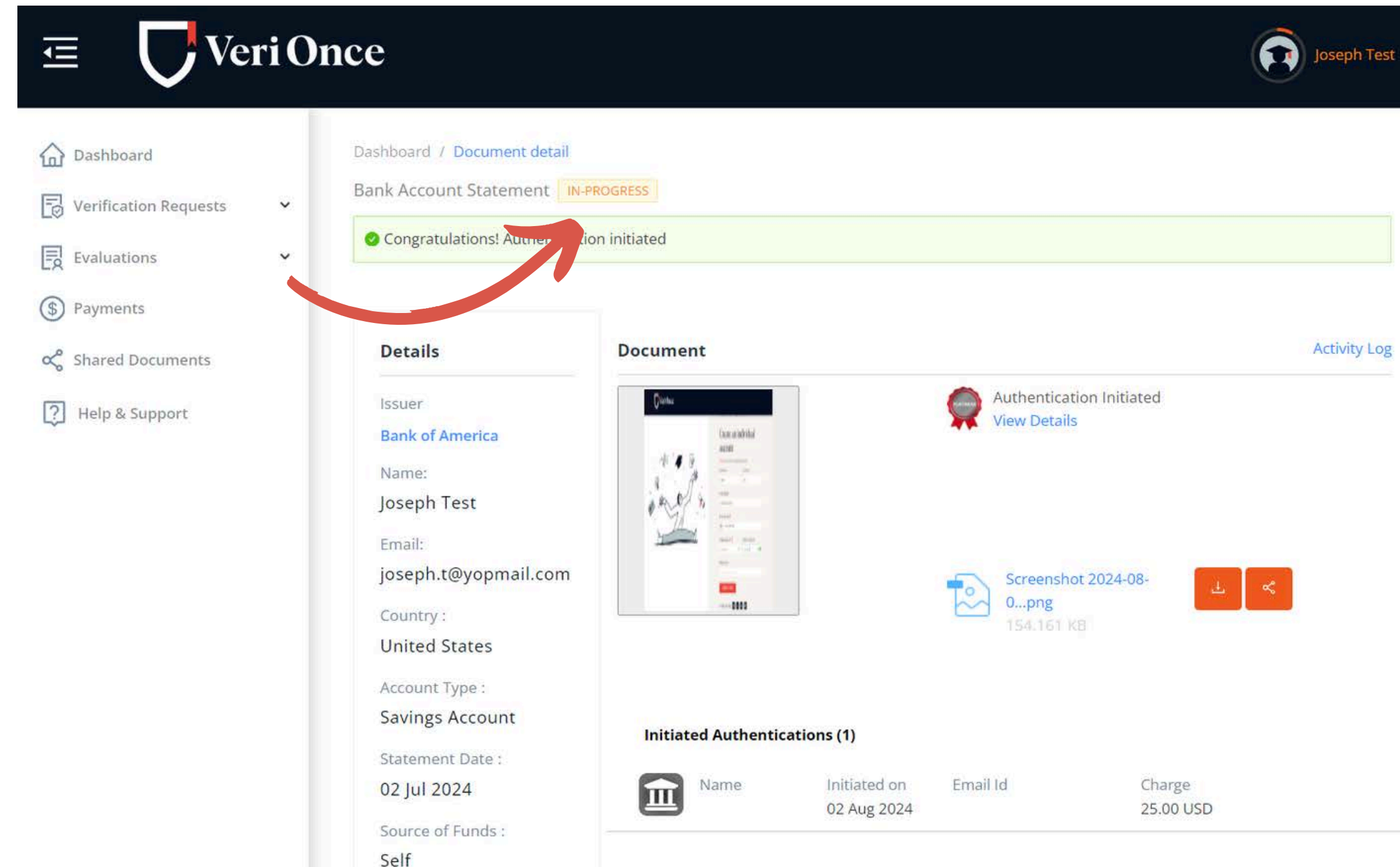
You have successfully paid and initiated authentication. To view the document and its progress click on the orange **View Document** button.




Document details & Progress

STEP 14

Your bank statement verification is currently **in progress**. You and East Tennessee State University will receive an email notification once the document has been verified.



The screenshot shows the Veri Once interface. On the left is a sidebar with navigation links: Dashboard, Verification Requests, Evaluations, Payments, Shared Documents, and Help & Support. The main content area is titled 'Document detail' and shows a 'Bank Account Statement' with a status of 'IN-PROGRESS'. A green banner with a checkmark and the text 'Congratulations! Authentication initiated' is displayed, with a red arrow pointing to it from the left sidebar. Below this, the 'Details' section lists: Issuer: Bank of America, Name: Joseph Test, Email: joseph.t@yopmail.com, Country: United States, Account Type: Savings Account, Statement Date: 02 Jul 2024, and Source of Funds: Self. The 'Document' section shows a thumbnail of the bank statement and a red ribbon icon with the text 'Authentication Initiated' and a 'View Details' link. Below this is a file upload section showing a screenshot of the document (Screenshot 2024-08-0...png, 154.161 KB) with download and share buttons. At the bottom, the 'Initiated Authentications (1)' table shows one entry with a bank icon, Name, Initiated on (02 Aug 2024), Email Id, and Charge (25.00 USD).

Initiated Authentications (1)				
	Name	Initiated on	Email Id	Charge
		02 Aug 2024		25.00 USD

How to Reach Us

WEBSITE

www.verionce.com

EMAIL ADDRESS

support@verionce.com

