Veri Once

COMPLETE YOUR DOCUMENT
VERIFICATION REQUEST

User Manual

East Tennesee State University

Click on the Link

STEP 1

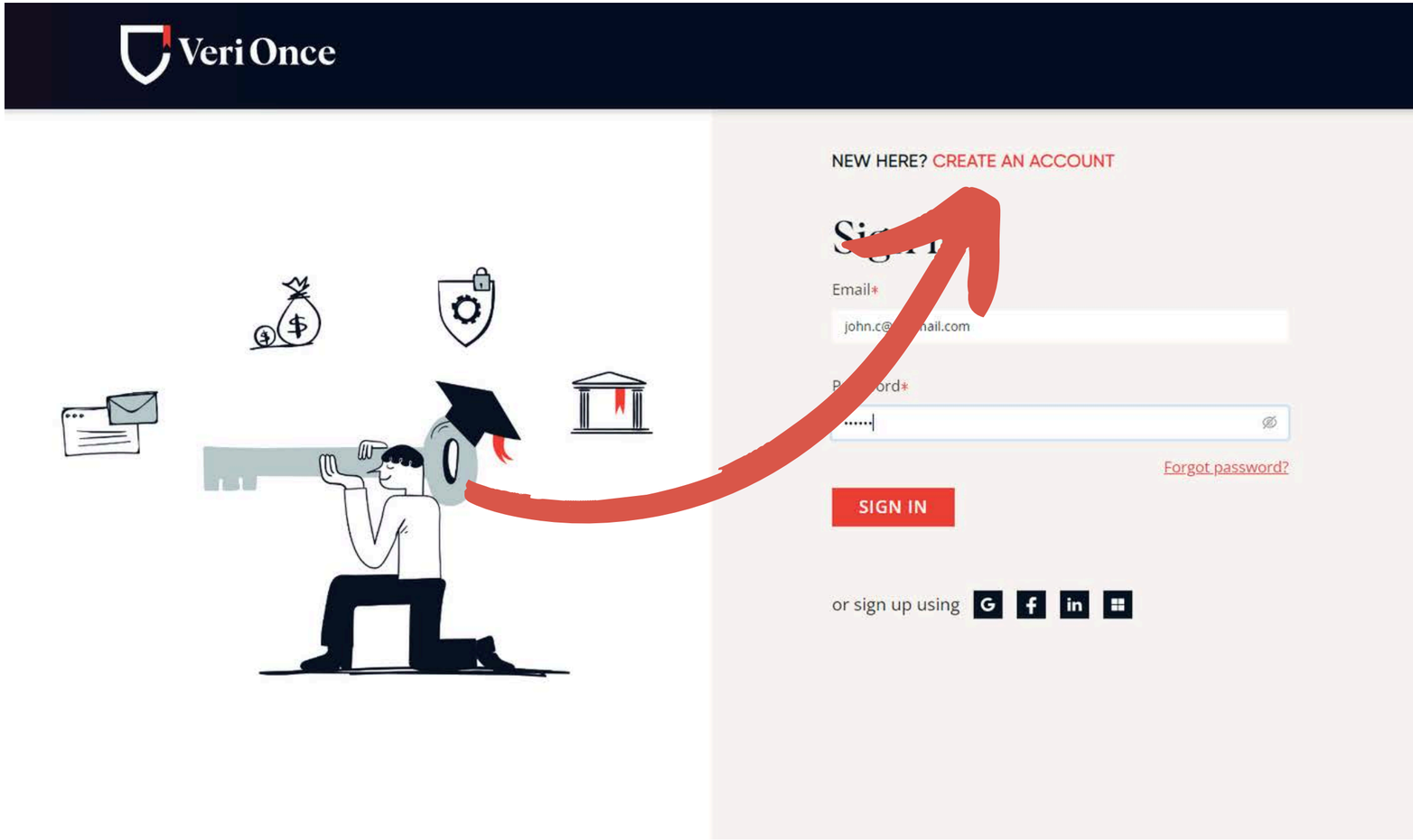
Click on the following link to register. Once registered, you will be automatically redirected to the Financial Document Verification page.

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

Register

STEP 2

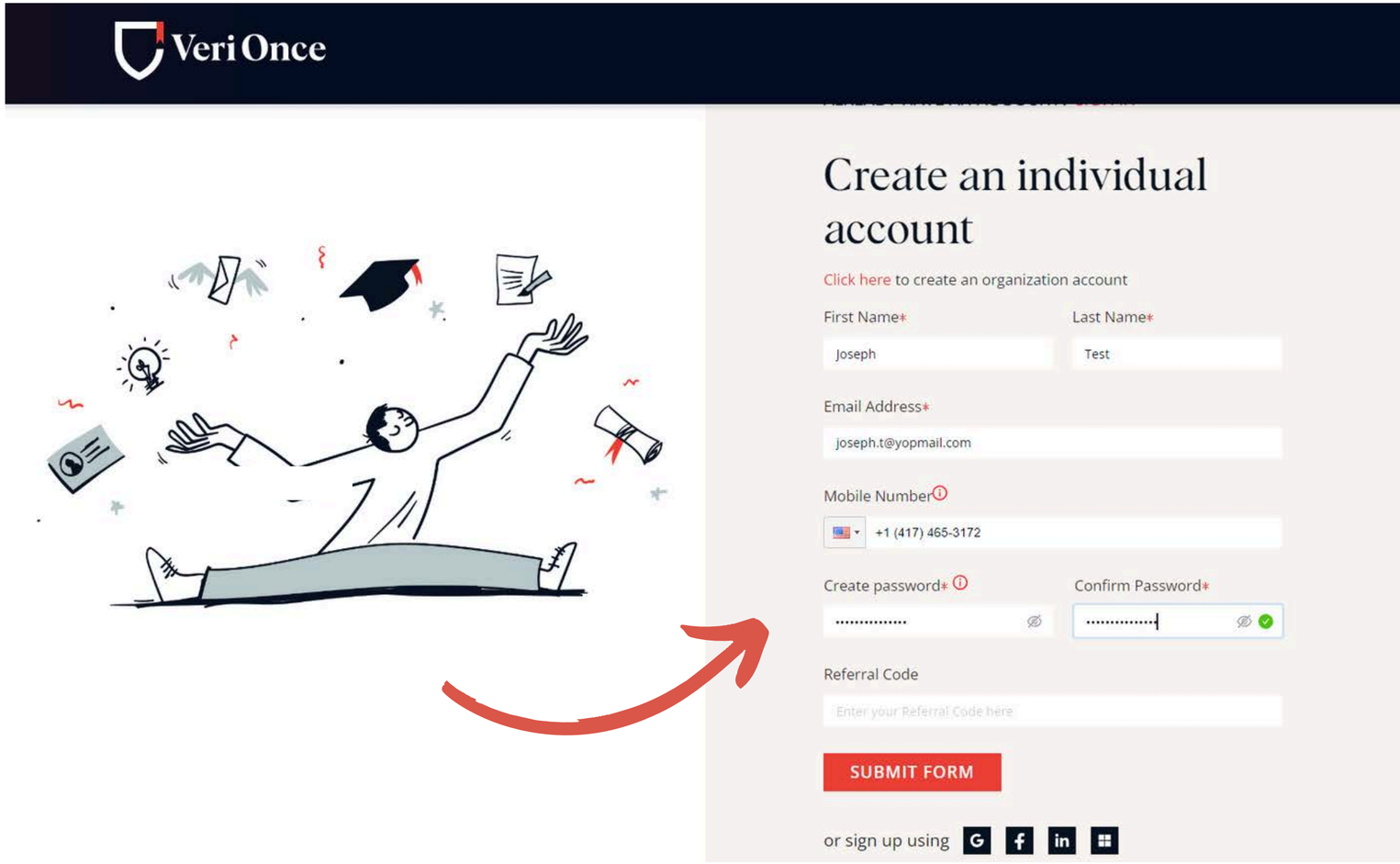
If you are a new user, please create an **individual account** by clicking on the **Create an Account** link.



Create an Account

STEP 3

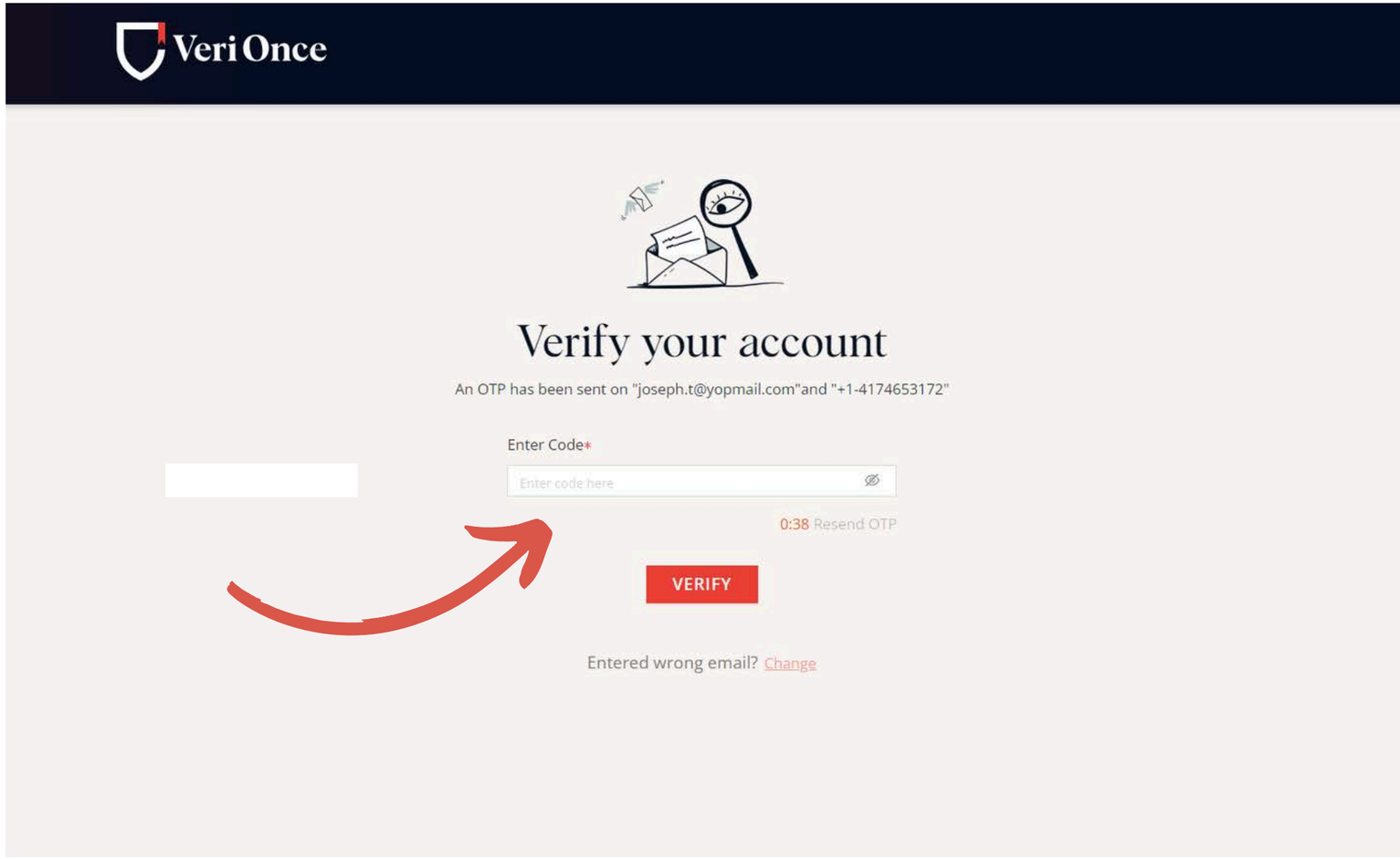
To create an Indivdual Account fill in your details and click the orange **Submit Form** button.



Verify it is You

STEP 4

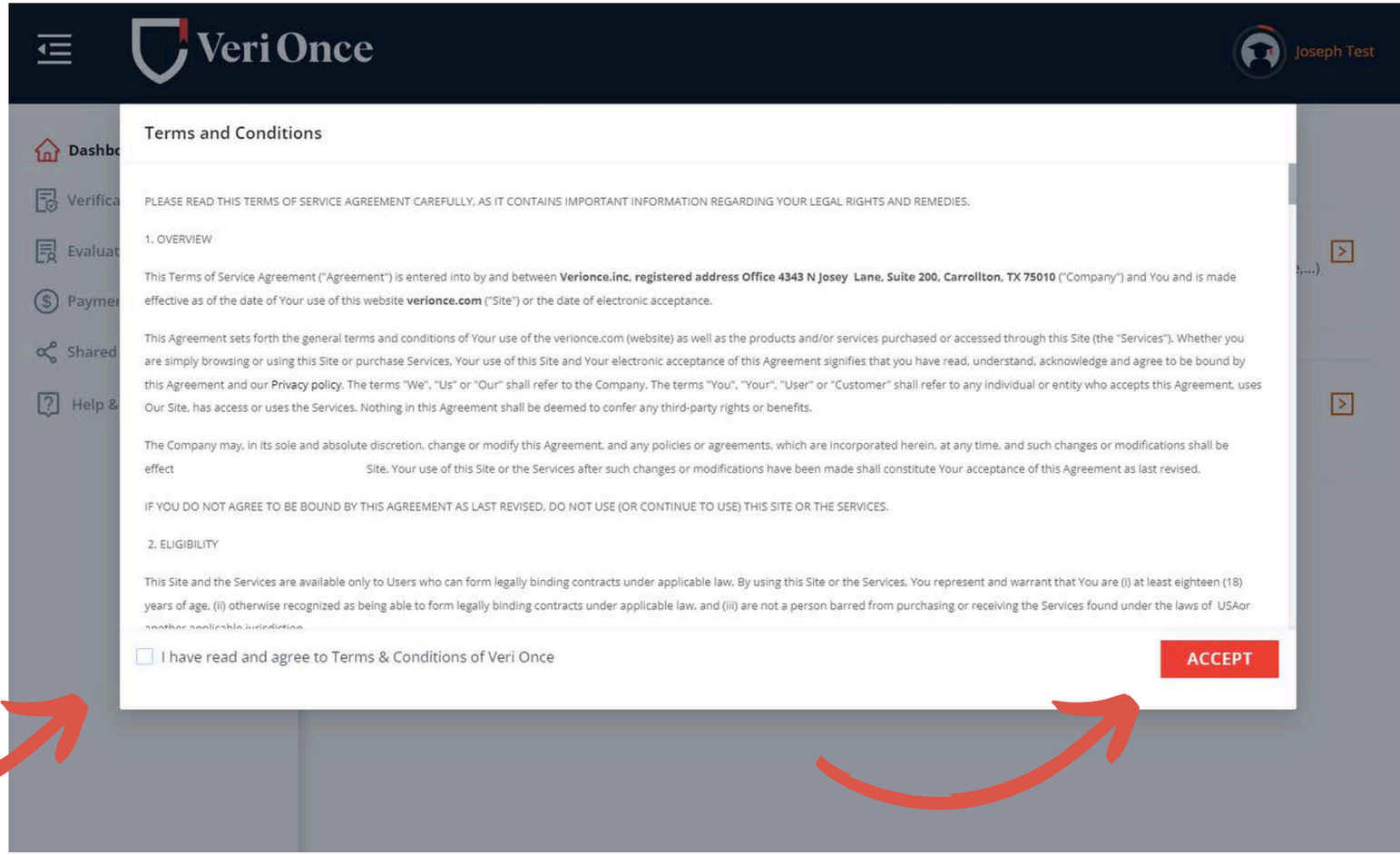
Enter the One-time Passcode (OTP) sent to your email or mobile phone and click **Verify**.



Terms and Conditions

STEP 5

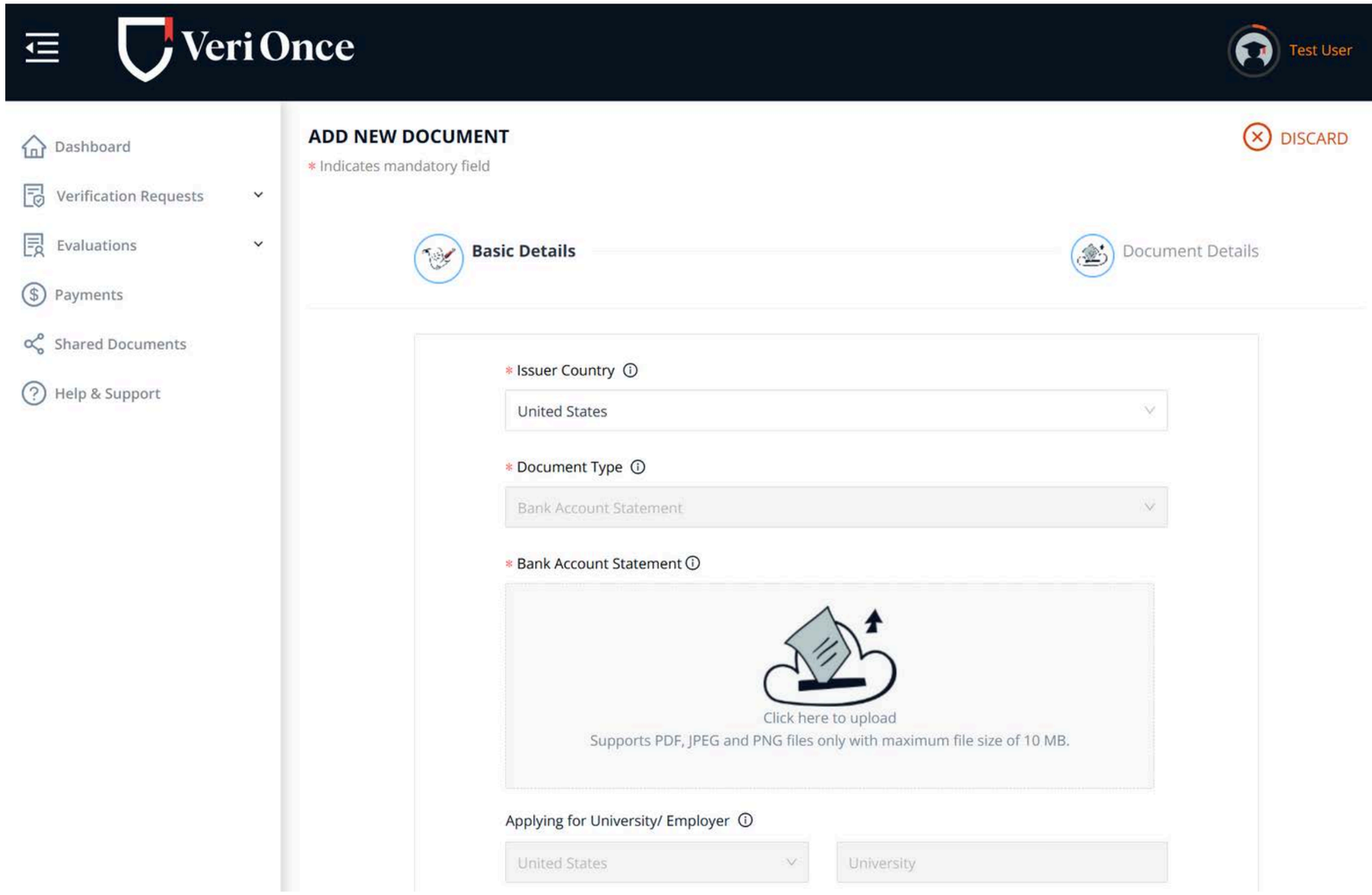
Agree to the **Terms and Conditions** and click **Accept**.



Automatic Redirection

STEP 6

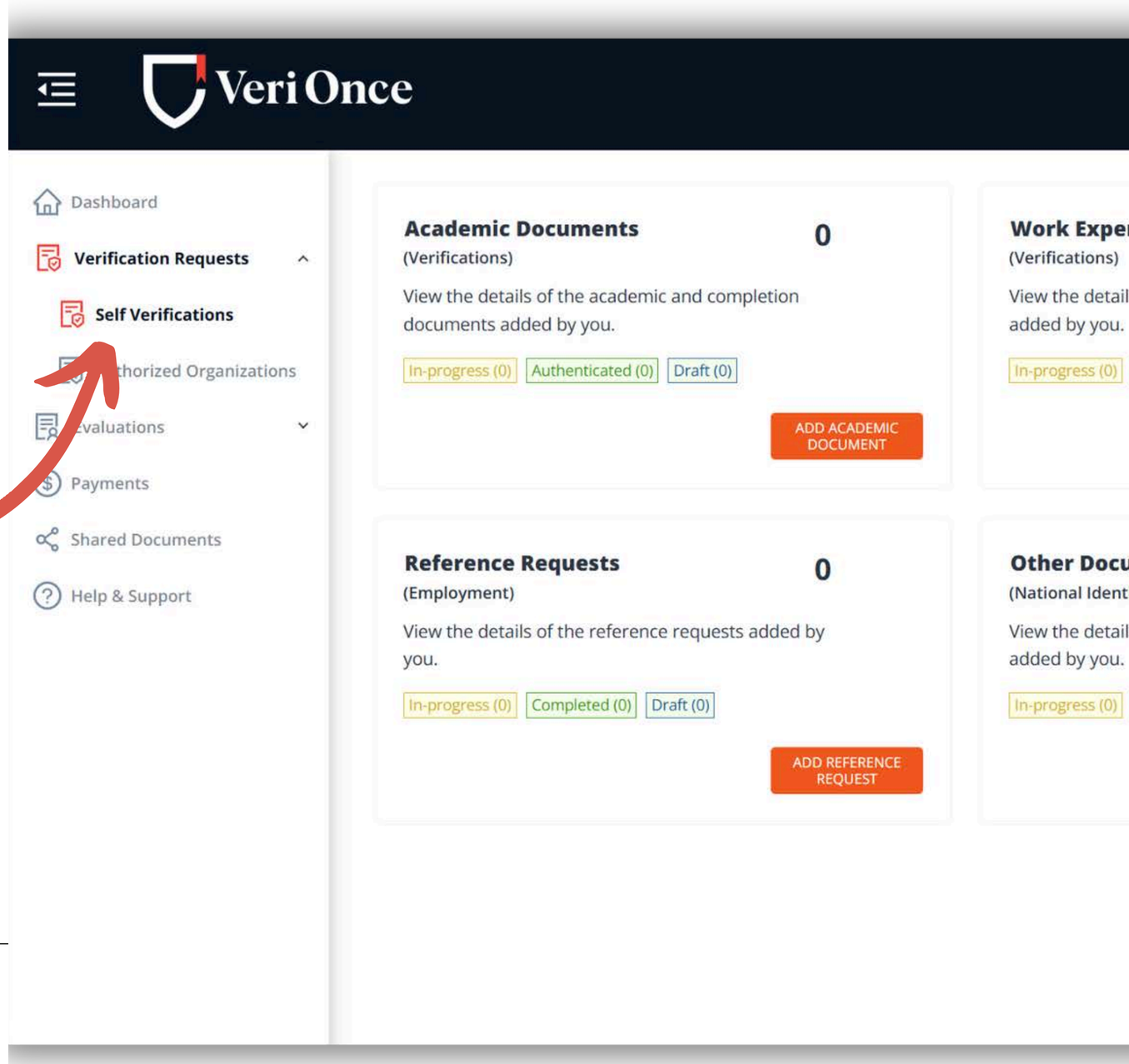
You will be taken straight to the Document Verification page within the platform.



Note

IF YOU NEED TO FIND THE DOCUMENT VERIFICATION PAGE

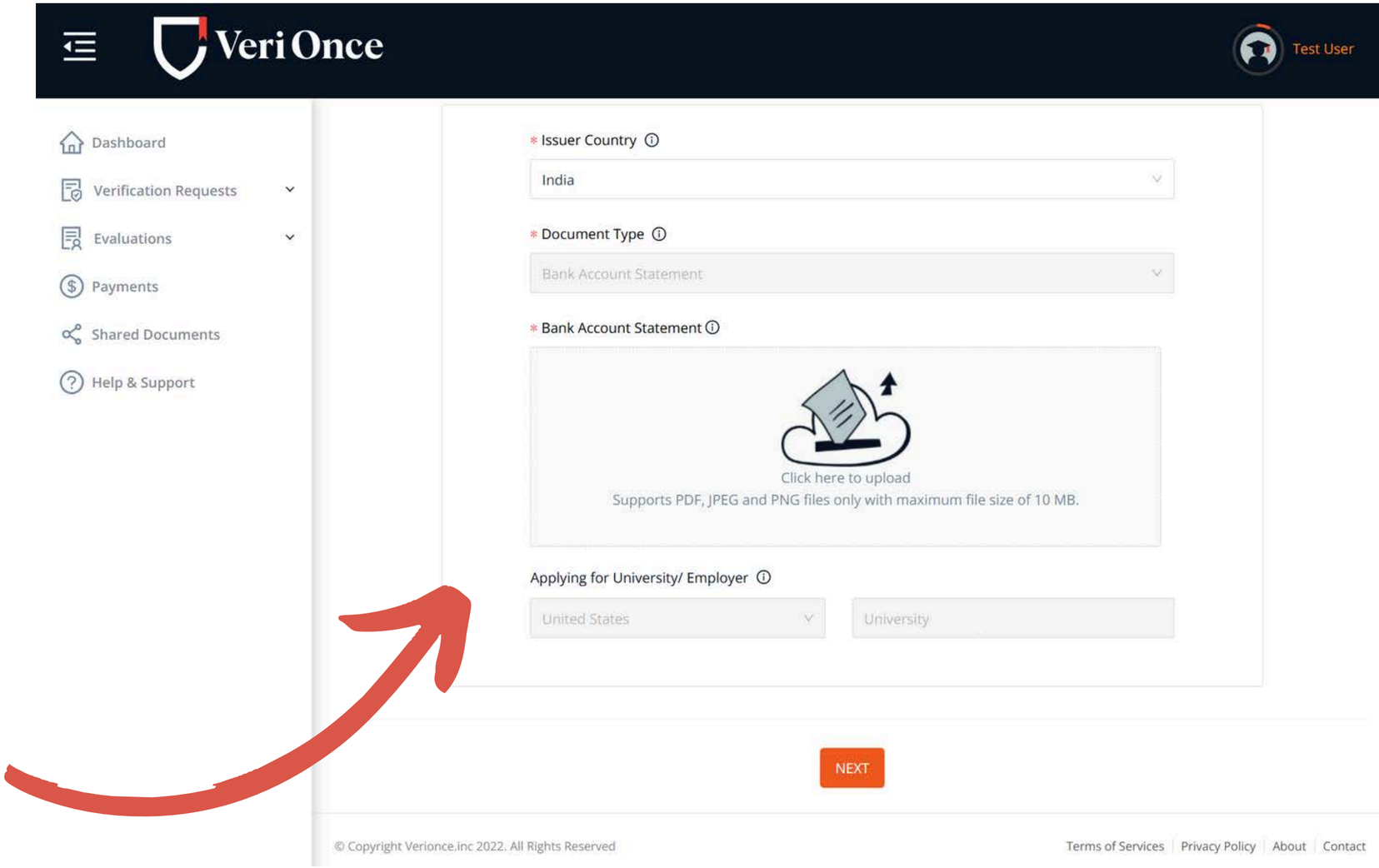
To verify a bank statement from the home page, navigate to the Verification Requests page and click on **Self Verifications** to find the correct page.



Fill in Details

STEP 7

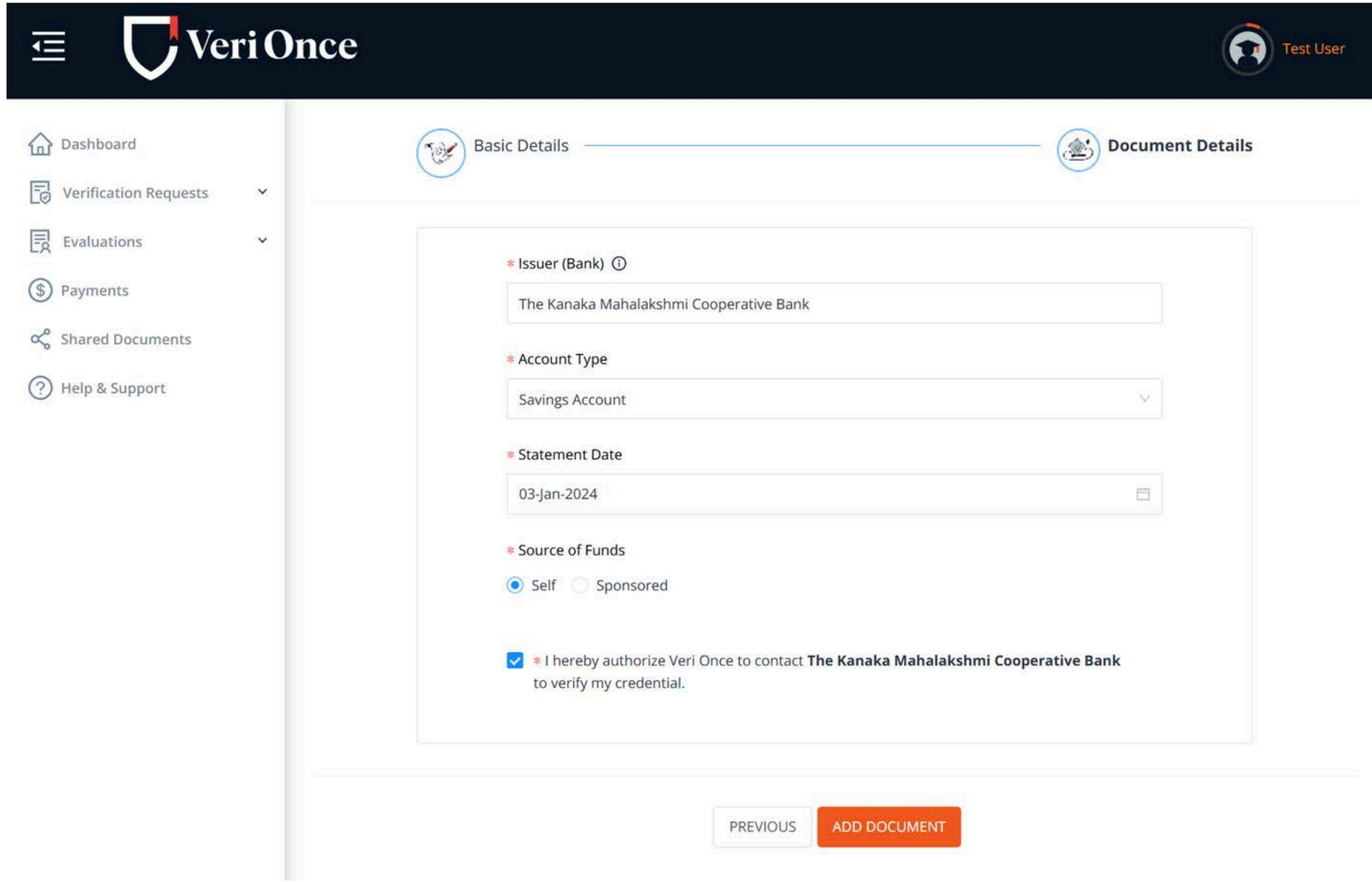
Enter the issuer's country (where the financial institution is located).
Ensure Document Type is set to Bank Account Statement, **upload the document**, and confirm Applying for University includes United States and the University and click Next.



Enter Bank Statement Details

STEP 8

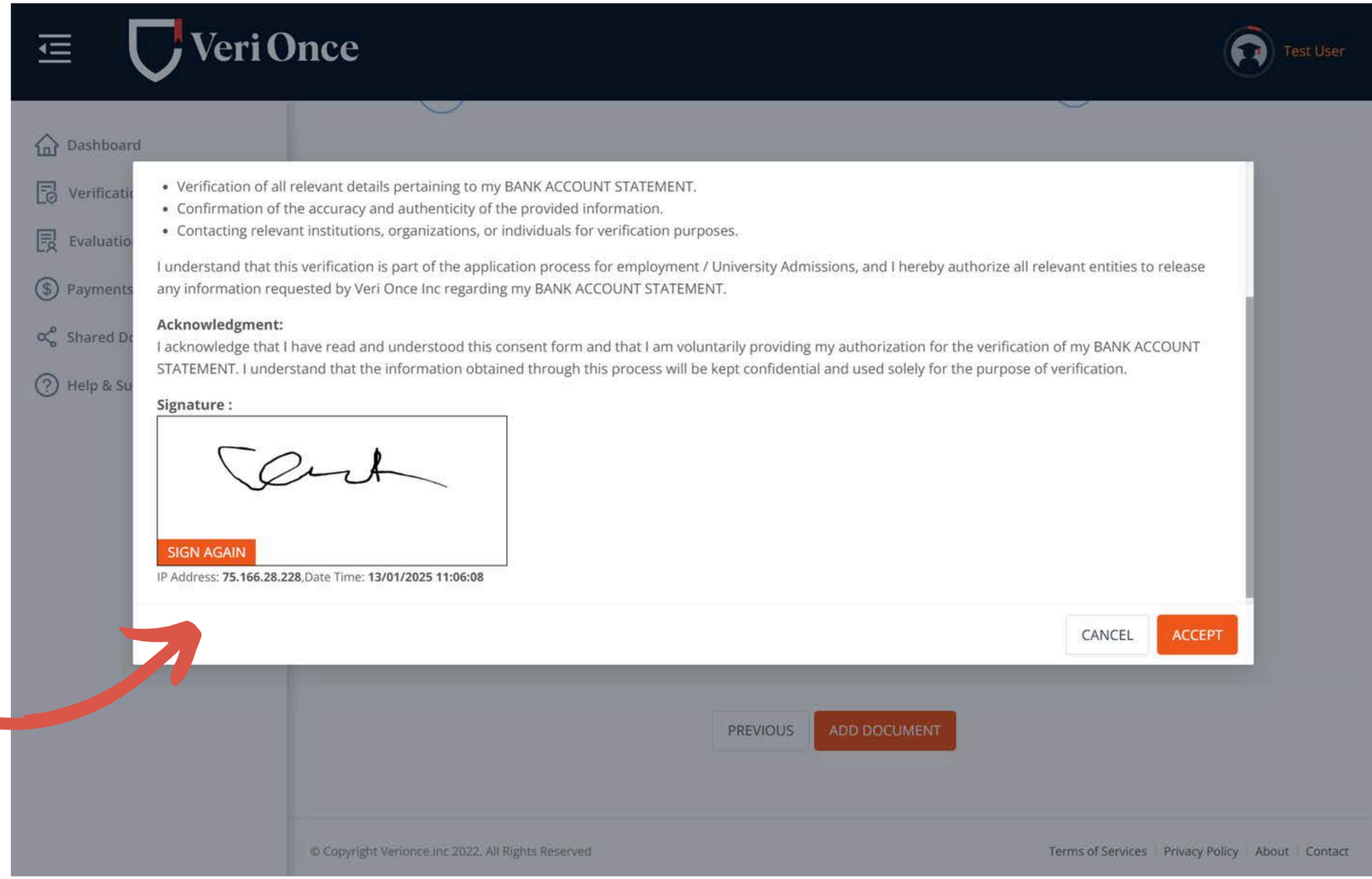
Enter the details of your bank statement document, specify the source of funds (yourself or a sponsor), tick the consent box, and click the orange **Add Document** button to proceed.



Sign Consent Form

STEP 9

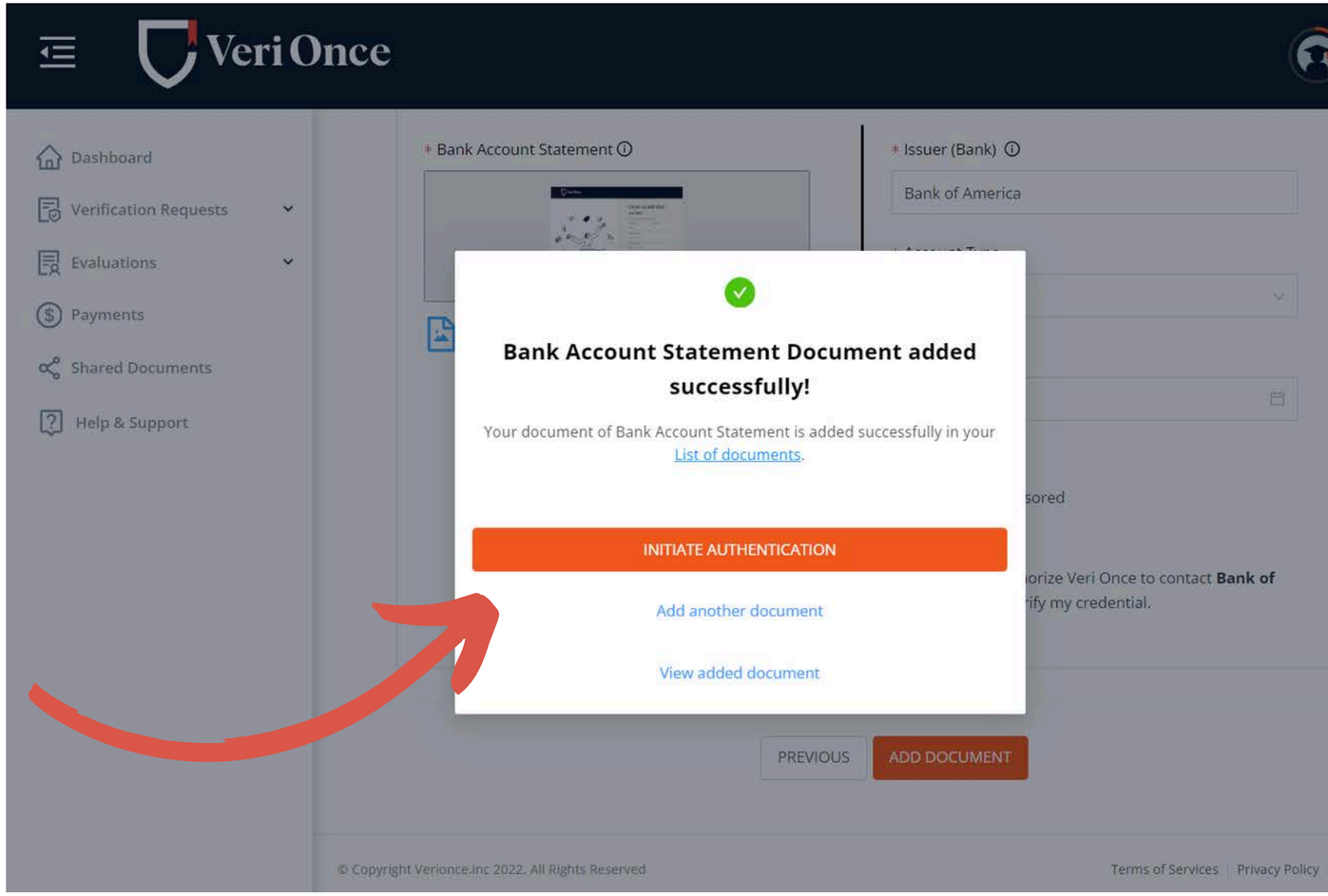
Sign the digital consent form and click the orange “**Accept**” button.



Initiate Authentication

STEP 10

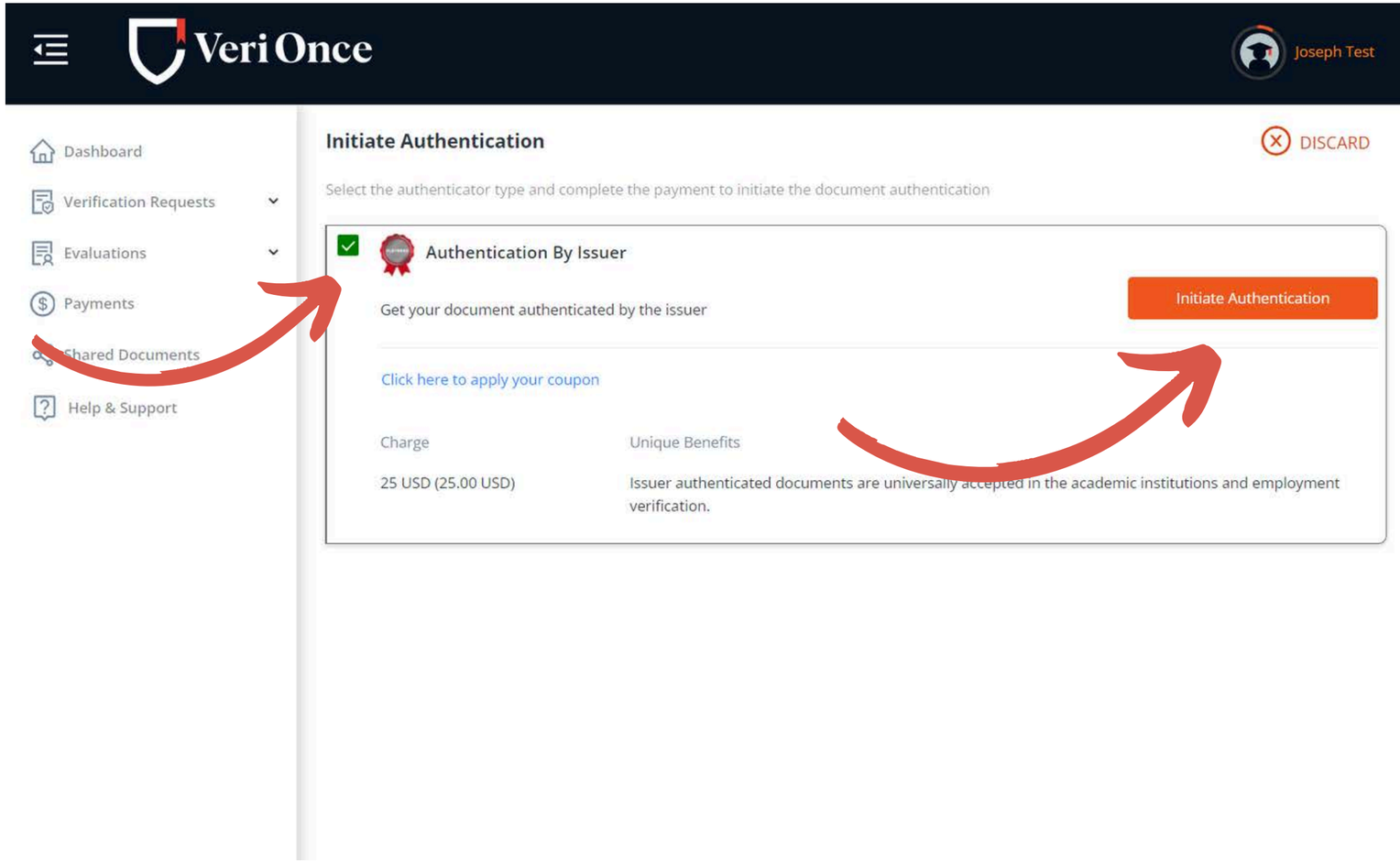
Click the orange **Initiate Authentication** button.



Select Authenticator Type

STEP 11

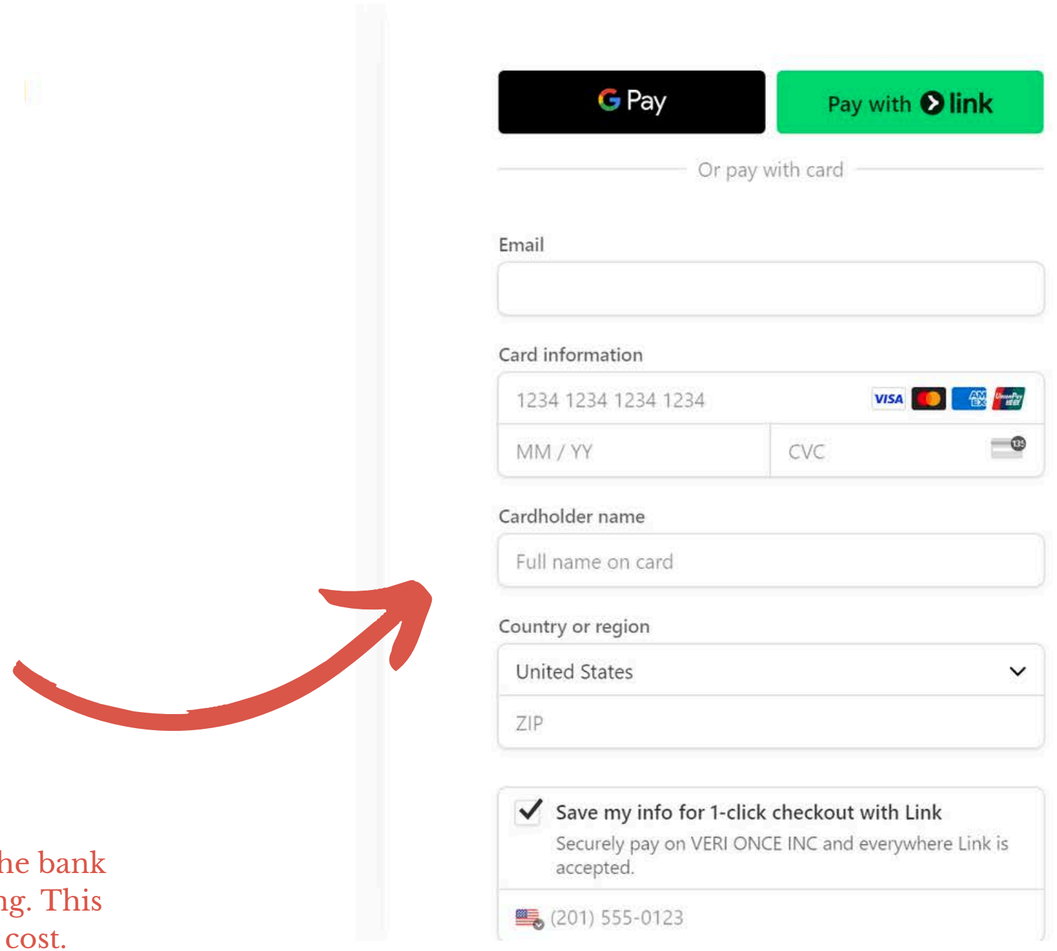
Check the **Authentication By Issuer** box and click the orange **Initiate Authentication** Button.



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**.

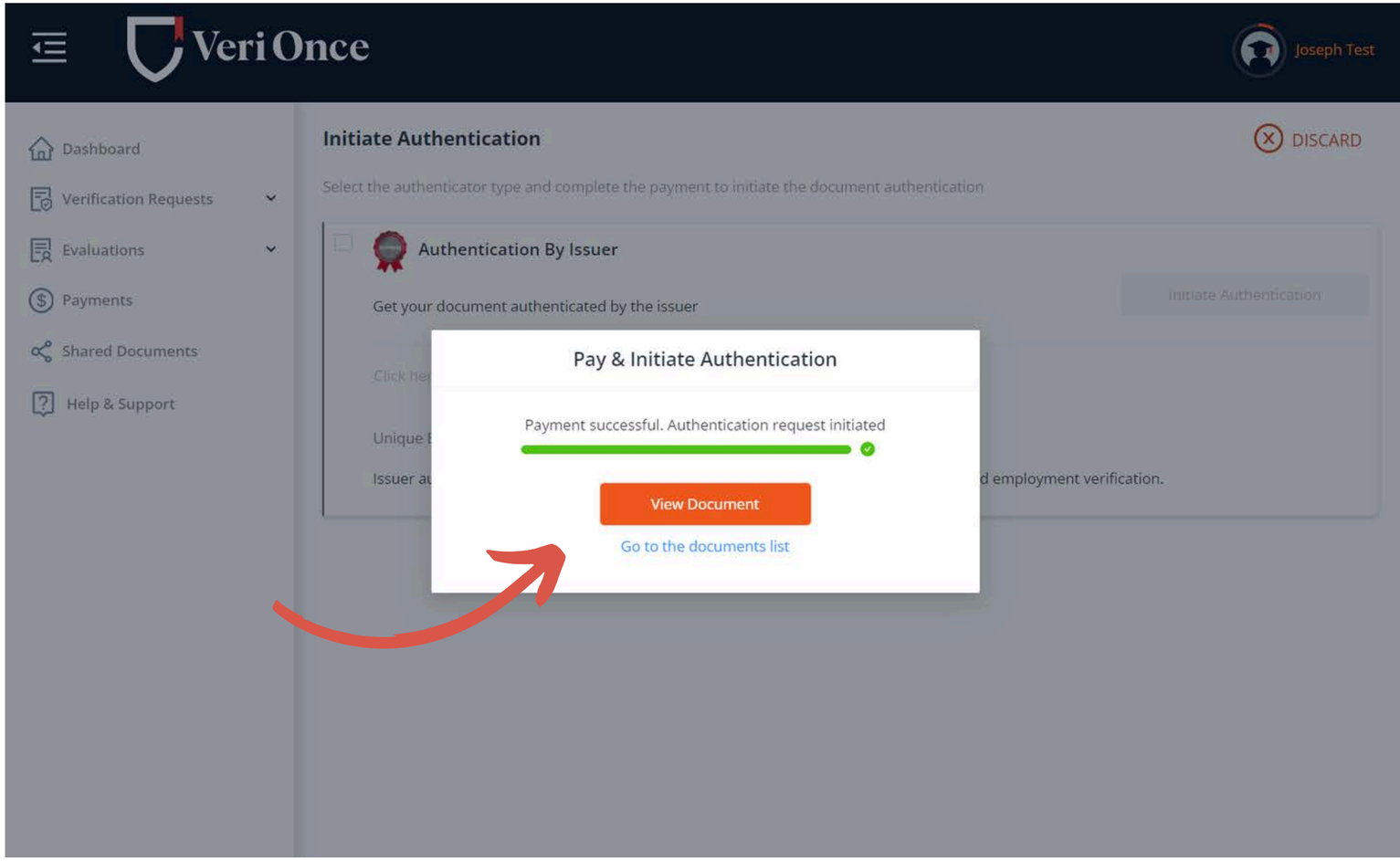


Note: Occasionally, there may be additional fees when verifying documents. If the bank requires a verification fee, Veri Once will seek your permission before proceeding. This bank fee will be treated as a pass-through expense and billed to you at the actual cost.

Payment Successful

STEP 13

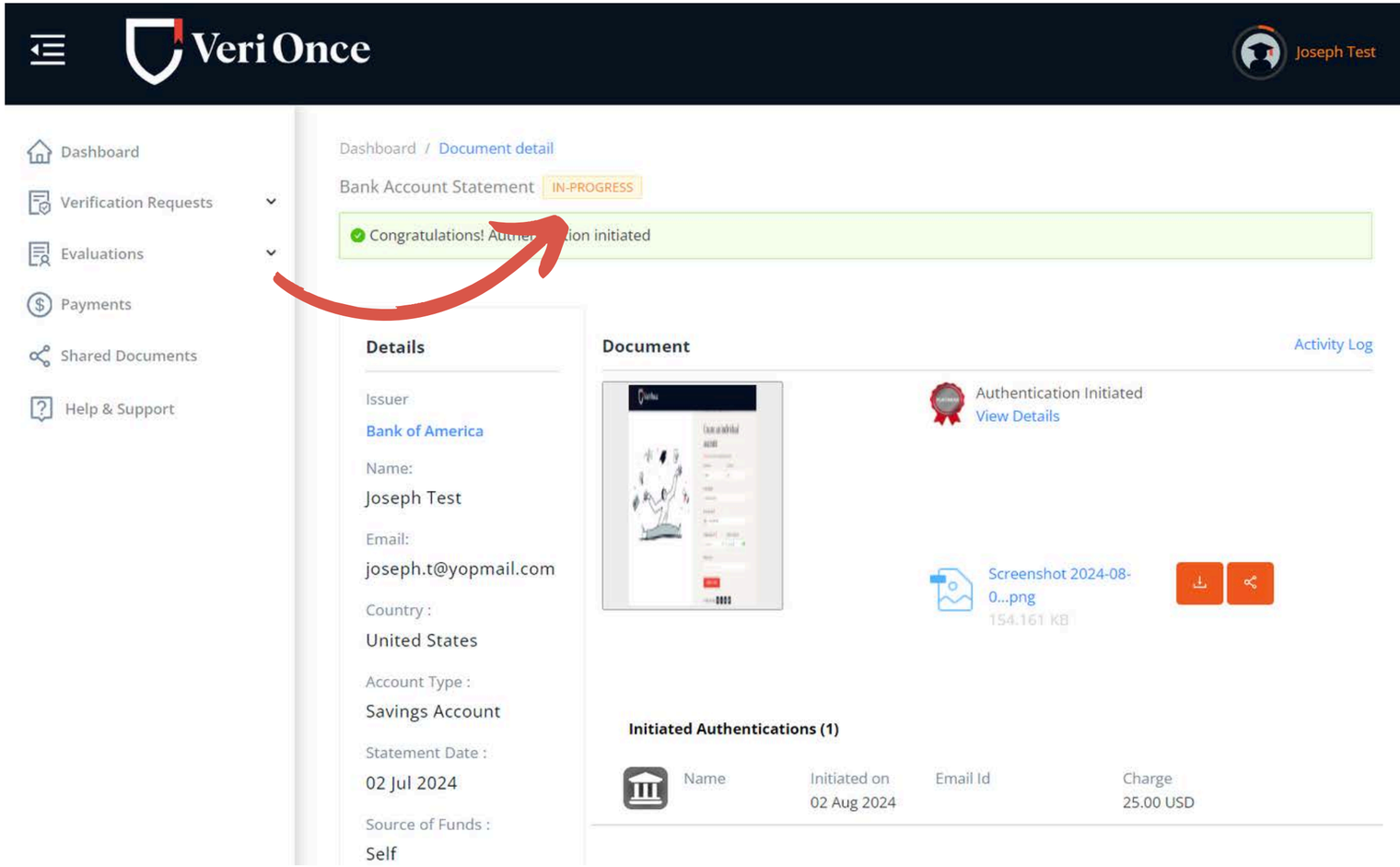
You have succesfully paid and initiated authentication. To view the document and it's progress click on the orange **View Document** button.



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.



How to Reach Us

WEBSITE

www.verionce.com

EMAIL ADDRESS

support@verionce.com

VeriOnce