

The **Phone Verification** tool is located in the phone book of a People Profile. The **Phone Verification** tool is used to track the verification of phone numbers in the People Profile. In addition to phone numbers, verification tools are available for Emails and URLs.

---



**Mr. Joseph M. Banks, Sr.**  
ID #76003483-9

---

   
1593 Spring Hill Rd  
Suite 400  
Vienna, VA  
22182 - 2245

 crvale@gmail.com  
 123.456.7890  
 717.888.9172  
 724.393.1999

   

---

### Phone Verification

1. Add a new phone number by clicking  , or edit an existing phone number by clicking  .
2. To use the **Phone Verification** tool, click the new verified check box.

\*

Type

Business Phone ▼

Business Phone

(###) ###-####

Verified?

Note

3. This will automatically open a new date box, defaulted to the current date but open for editing.

Verified?

12/6/2022 

4. Click  to save your changes.

## Verification Through Import

In addition to handling manually, you can add **Phone Verification** through an **Import**.

Simply add a column per number for verification date:

- **Home Phone Verification Date**
- **Cell Phone Verification Date**
- **Business Phone Verification Date**
- **Fax Verification Date**

\*If it is verified, enter the date of verification. If not, leave blank.

Once imported, the record's number will be marked as verified with the date. The verifications are exportable from a **People Search** as well.

Here is an example of the requirements needed to verify phone numbers through import.

	AE	AF	AG	AH	AI	AJ
1	HMPHN	<b>Home Phone Verification Date</b>	<b>Business Phone</b>	<b>Business Phone Verification Date</b>	<b>CELL</b>	<b>Cell Phone Verification Date</b>
2	6306609855	6/8/2020				
3	7033201234	6/2/2020	2025712258	6/2/2020	7037908676	6/2/2020
4						
5						
6						
7						
8	1234567890		7178889172	5/30/2020	7243931999	5/30/2020
9			5360522158	5/29/2020		
10			56723412341011		3452341234	
11	7033201234		2025712258		7037908676	

## Email and URL Verification

The process of using the **Email and URL Verification** is identical. Emails and URLs also are found within the phonebook.

When importing email and URL verification, simply add a column for:

- **Email Verification Date**
- **URL Verification Date**

\*If it is verified enter the date of verification. If not, leave blank.