

Your Member Portal — Quick Guide

Vertical Identity · portal.verticalidentity.com

Signing in

Go to **portal.verticalidentity.com**, enter your **USDOT number**, and press Continue. We text a one-time code to the phone number on file — enter it and you're in. No password to remember.

Tip: On your phone, tap **Install** when the banner appears — the portal works like an app on your home screen.

Ordering screenings for a driver

Two doors in the sidebar, depending on the situation:

- **Screen a Candidate** — checking someone out *before* you hire: driving record (MVR), CDLIS, background check, PSP. No drug test, and the person is never added to your random pool.
- **Onboard a New Driver** — you're hiring: bundles with the pre-employment drug test included, plus enrollment in your random pool, itemized at checkout.

After you order, the **consent form goes straight to the driver's email, pre-filled** with their information — they review, sign once, and the reports run. Ordering a driving record and CDLIS together is **one signature, not two**.

Pay with a card, or use Apple Pay / Google Pay where your browser supports it.

Tracking orders and reviewing reports — the Reports page

- **Pending** — every in-flight order with a step-by-step tracker that tells you exactly who it's waiting on: the driver, you, or us.
- **Completed** — finished reports. Open each one, review it, and press **Mark as reviewed** — the row then shows who reviewed it and when. You review and file reports; Vertical Identity provides the data, never the hiring decision.
- **Timeline** — a running history of everything: ordered, authorization signed, report completed, reviewed.

Your records — the Company Documents page

- **Company documents** — your Certificate of Enrollment and Consortium Agreement, ready to open anytime (DOT audits ask for these).
- **Signed authorizations** — which drivers have signed a screening consent and when. A driver signs once; the authorization stays valid for future screenings while they work for you.
- **Drug testing records** — your company folder with every test certificate.

Also in the sidebar

Random Pool Drivers	Your enrolled drivers and pool status.
Company Orders	Company-level services and filings.
Subscriptions & Billing	Your membership, renewal date, and payment method.
Contact us	Send our team a message — it opens a support ticket.

Questions? We're here.

Call or text: (602) 899-1606 · Hours: Mon–Fri 6 AM – 5 PM AZ · consortium@verticalidentity.com

Member portal: portal.verticalidentity.com