

Employee Instructions



Applying for a loan?

If you need proof of employment or income, please have your verifier complete the process at www.experianverify.com. They will register and submit their request online.



Do you have a Government/Social Service Request?

Please submit your request by fax at **(404) 829-1336** or by email to verify@experian.com. You can also have your case worker send the request directly to this fax or email.



Do you need a copy of your own report?

Please visit www.experianverify.com to register and login to the Employee Portal.

Enter the following information:

- 7A4BB85A
- Full Social Security Number
- Full Name
- Date of Birth
- Work (preferred) or Personal Email Address

Your verifier will need:

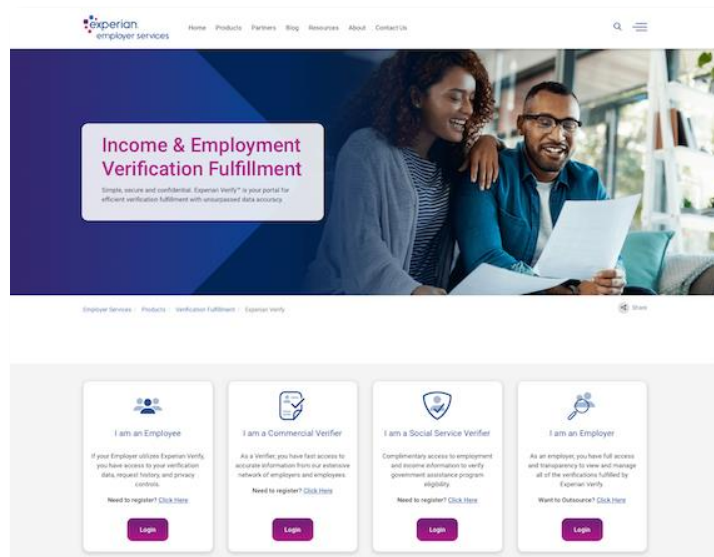
- ☐ Your full Social Security Number
- ☐ Your first & last name
- ☐ Name of your Employer
- ☐ A signed authorization form (if requesting income)

No company code or salary pin required.

*If there are questions, verifiers should contact our customer support center at **404-382-5400, option 2**.*

Please include the following on your form:

- ☐ Your first & last name
- ☐ The last 4 of your SSN
- ☐ A return fax number or mailing address to the agency





Employer Portal Quick Reference Guide



Visit www.experianverify.com

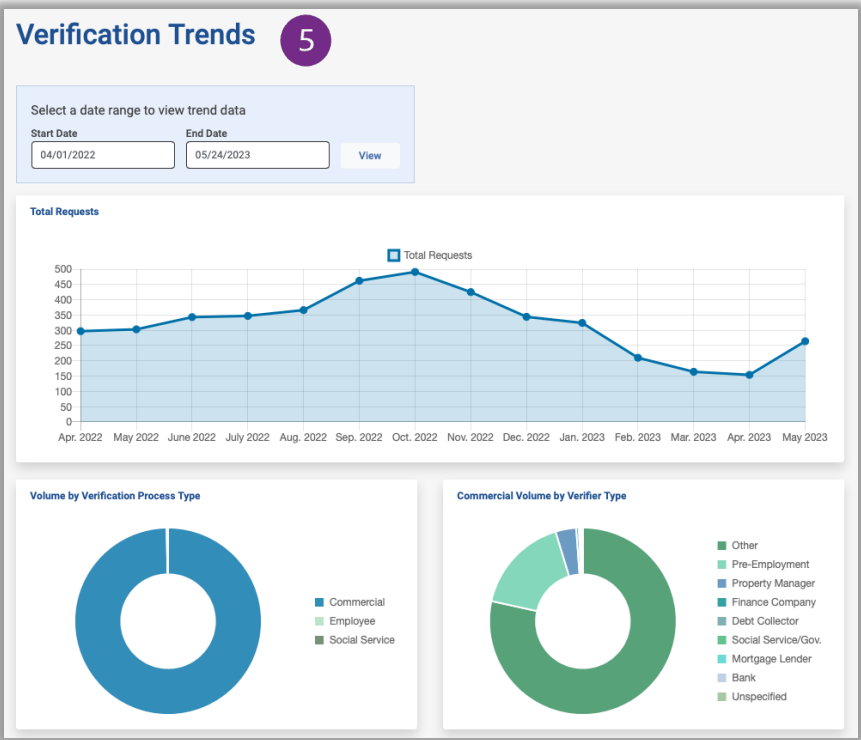


Log in under “I am an Employer” with your credentials.

Tools Available:

- 1 View History**
View verifications generated previously and download an excel file of all verification request details.
- 2 Create Verification**
Generate a new verification report or letter on behalf of an employee on an as-needed basis.
- 3 Submit Requests**
Upload verification requests for processing by the Experian Verify Customer Support team.
- 4 Verification Trends**
View verification fulfillment volume in three different available trend reports.
- 5 Resources**
Download user aids for employees and verifiers.

The homepage features a navigation bar with links: Home, Products, Partners, Blog, Resources, About, and Contact Us. The main heading is "Income & Employment Verification Fulfillment" with a subtext: "Simple, secure and confidential. Experian Verify™ is your portal for efficient verification fulfillment with unsurpassed data accuracy." Below this are four login options: "I am an Employee", "I am a Commercial Verifier", "I am a Social Service Verifier", and "I am an Employer". Each option includes a brief description of access and a "Login" button.



The dashboard includes a sidebar with navigation links: Home, View History, Create Verification, Submit Request, Verification Trends, Resources, Contact Us, and FAQ. The main content area is titled "Employer Portal" and contains five numbered tiles: 1. View History (View history of verification reports and letters), 2. Create Verification (Create a new verification report or letter for an employee), 3. Submit Request (Submit an employment verification request for fulfillment), 4. Verification Trends (View total verifications by date, range, and type), and 5. Resources (Download employee and verifier instructional guides). A large image of a woman and a man working together is on the right.

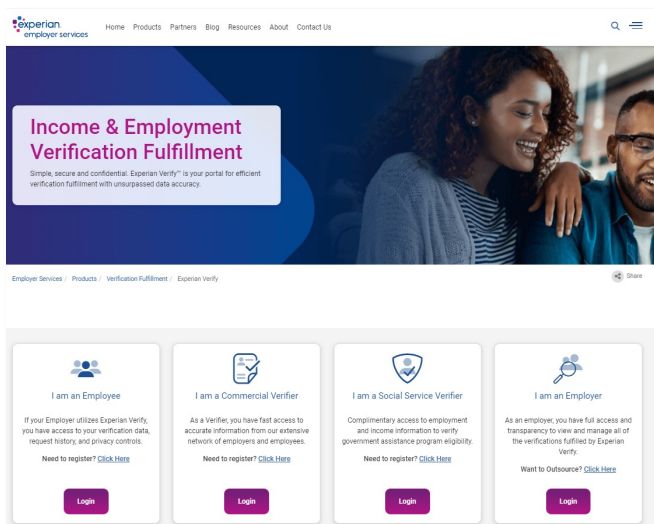




For secure online access to a verification of employment and income, we use **Experian Verify**.



Simply visit www.experianverify.com to log in or register as a Verifier



Which of the following options best represents who you are?

☒ **VERIFIER** - I am a lender, pre-employment screening firm, prospective employer, or other entity that needs to verify employment or income for an individual.

☐ **SOCIAL SERVICE** - I am a social service or government agency that needs to verify employment or income for an individual in order to provide assistance.

☐ **EMPLOYEE** - I am a **current or former employee** of one of Experian Verify's partner employers and need an employment or income verification report for myself.

[Cancel](#) [Next >](#)



If you are registering for the first time, please select the “Commercial Verifier” option and continue with our registration process. You will be credentialed to ensure you have a permissible purpose for accessing our employee’s information. If you already have an account, simply sign-in.

You will need the following information to request a Verification:

- Employee Social Security Number
- Employee’s Full Name
- Name of Employer
- Signed Authorization (if requesting income)

