How Employees View Their Verification History

**NO ACTION IS NEEDED FROM YOU:** This is purely informational, as you cannot request your own employment or income verification.

We use Verifent to reply to verification requests from verifiers (lenders, apartment complexes, government agencies, etc...). Verifent delivers many benefits but none as important as those for our employees. One of the employee benefits is that you have greater visibility into the employment and income verification process. You now have the ability to view the verifications that we have responded to on your behalf in a self-service manner.

To view completed verifications provided to verifiers, please visit [www.verifent.com](http://www.verifent.com), click on the ‘Let’s Get Started Now’ button, click on ‘Employees,’ scroll to the bottom of the page and click on ‘View My Completed Verifications.’ Enter the information that is requested. Once inside the Employee Portal you can view the verifications that we have responded to on your behalf.

If you need to provide proof of your employment, direct your lender to [www.verifent.com](http://www.verifent.com). They are the ones that will need to make the verification request. In order for them to make the request, you’ll need to provide them with your first and last name, date-of-birth, and last four of your Social Security Number.