Message to Employees

Subject: Benefit to All Employees – No Action Required

We now use Verifent to provide proof of your employment and income! Using Verifent allows us to respond to verification requests securely, in a timely manner, and transparently to you, ensuring your life events (loans, financing, benefits, etc.) are not held up.

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

However, you now have the ability to view completed verifications that we have responded to on your behalf in a self-service manner.

To view your completed verifications provided to verifiers (lenders, apartment complexes, government agencies, etc...), 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.

If you have any questions, don’t hesitate to contact your HR/Payroll department or speak to a Verifent representative by calling 1-833-786-7339.