

Step 1: Visit www.Verifent.com.

- Click 'Let's Get Started Now'
- Employees Initiate Experience Verification

Step 2: Hiring School District

- Click 'Choose a Hiring School District'
- Enter the Hiring District
 - If your Hiring District does not drop down as you type, click 'School District Not Found', and select the State that your Hiring District is located. Go to Step 3.
- Toggle the button to 'Yes' or 'No' if you want a completed form sent to your Hiring District.
- Click 'Save Hiring District.'

Step 3: Enter Your Information

- Choose forms to request.
- Enter your information and click 'I Agree.'
- Click the link on the confirmation email.

Step 4: Former School District(s)

- Click 'Enter ALL Former School Districts'
- Enter the Former District(s) that you need an Experience Verification from.
 - If your Former District(s) does not drop down as you type under 'Former School District Lookup', click 'Enter New District', and enter the information requested. ****Note: Multiple Former Districts can be selected****
- Click 'Close' and 'Next Step'

Step 5: Choose 'Premium Plus' or 'Premium'

- Verifent will notify you of the progress of your requests through email. If you have any questions, please contact our Support Team at support@verifent.com.