

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 employeeverification@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:

- **Access Code 899DFADF**
- 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

