

# Verifent

## DashHire - Experience Verifications (EV)

### Message to New Hires

We utilize Verifent to request Experience Verification requests to streamline the process and for data security purposes. To request an Experience Verification from your Former Employers, please follow the steps below:

#### Step 1: Hiring Entity

1. Visit [www.verifent.com](http://www.verifent.com). Click 'Initiate EV.'
2. Click 'Choose Your Hiring Entity.'
3. Enter the Hiring Entity.
  - a. If your Hiring Entity does not drop down as you type, choose 'Hiring Entity Not Found,' and select the State where your Hiring Entity is located. Go to Step 2.
4. Click 'Save Hiring Entity' and 'Continue.'

#### Step 2: Enter Your Information

1. Choose **Certified Experience and Evaluation/Assessment** forms to request. You may choose Coaching Experience also, if applicable.
2. Enter your information and click 'I Agree.'
3. Click the link on the confirmation email and enter your 'Confirmation Code.'

#### Step 3: Former Employer(s)

1. Click 'Enter ALL Former Employers.'
2. Enter the Former Employer(s) that you need an Experience Verification from.
  - a. If your Former Employer(s) does not drop down as you type, click 'Former Employer Not Found,' and enter the information requested.
  - b. **\*\*Note: Multiple Former Employers can be selected\*\***
3. Click 'Close,' select your 'Last Place of Employment,' and click 'Next Step.'
4. Confirm your order by clicking 'Next Step.'

#### Step 4: Choose 'Premium Plus' or 'Premium'

Verifent will notify you of the progress of your requests through email. If you have any questions, please contact Verifent's Support Team through online chat. Please note that you are not required to pay for the Premium Plus subscription. The free Premium package will perform just as well.

