

# Verifent

## DashHire - Experience Verifications (EV)

### Message to Hiring Entity

We use Verifent to respond to Experience Verification requests for data security and ease of use. Hiring Entities seeking an Experience Verification on our former employees have two options to make this request:

#### Option 1: Hiring Entity Initiates the Request

##### Step 1: Register for a Hiring Entity (Verifier) Account

This is a no cost, one time set up.

- Visit [www.Verifent.com](http://www.Verifent.com).
- Click 'Get Started,' and click 'Register.'
- Complete the application.

##### Step 2: Make the Request

After your account is approved, you can make the request:

- Log in to your Hiring Entity Account.
- Select 'New Experience Verification (EV).'
- Choose the form(s) you need completed.
- Click 'Choose Former School District(s).'
- Click 'Former School District Lookup.' If the Former School District doesn't appear as you type, click 'Enter New District', and add the Former School District's information.
- Multiple school districts can be chosen on one request.
- Enter employee info.
- Sign and click 'Continue.' You're done!

#### Option 2: New Employee Initiates the Request

##### Step 1: Visit Verifent

- Visit [www.Verifent.com](http://www.Verifent.com). Click 'Initiate EV.'

##### Step 2: Hiring Entity

- Click 'Choose a Hiring Entity.'
- Enter the Hiring Entity.
  - If your Hiring District 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 3.
- Click 'Save Hiring Entity' and 'Continue.'

##### Step 3: Enter Your Information

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

##### Step 4: Former Employer(s)

- Click 'Enter ALL Former Employer(s).'
- Enter the Former Employer(s) that you need an Experience Verification from.
  - If your Former Employer(s) does not drop down as you type, click 'Former Employer Not

