



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

Special Note: Must sign up for Verifier + to have this capability.

- A. Visit www.Verifent.com.
- B. Click 'Get Started,' and click 'Register.'
- C. Complete the application.

Step 2: Make the Request

After your account is approved, and you have signed up for Verifier +, you can make the request:

- A. Log in to your Hiring Entity Account.
- B. Select 'New Experience Verification (EV).'
- C. Choose the form(s) you need completed.
- D. Click 'Choose Former School District(s).'
- o 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.
 - o Multiple school districts can be chosen on one request.
- E. Enter employee info.
- F. Sign and click 'Continue.' You're done!

Option 2: New Employee Initiates the Request

Step 1: Hiring Entity

- A. Visit www.verifent.com. Click 'Get Started.'
- B. Click 'Login'
 - a. If you do not have login credentials, please click 'Register'. You will need to create an account.
- C. Click 'Request EV' and begin typing the name of your Hiring Entity.
 - a. If your Hiring Entity does not display in the drop down as you type, choose 'Hiring Entity Not Found,' and select the State where your Hiring Entity is located. Go to Step 2 below.
- D. Click 'Save Hiring Entity.'

Step 2: Enter Your Information

- A. Enter your information and click 'Next.'

Step 3: Choose Your Forms

- A. Click the check box next to the verification(s) you need to request.
- B. Click 'Next.'

Step 4: Former Employer(s)

- A. Click 'Choose Former Employer(s).'
- B. Enter ALL the Former Employer(s) you need an Experience Verification from.
 - If your Former Employer(s) does not drop down as you search, type and click 'Former Employer Not Found.'
 - Enter the information requested and click 'Add Former Employer.'

****Note: Multiple Former Employers can be selected/added****
- C. Select your 'Most Recent Employer' and click 'Next.'

Step 5: Authorization

- A. Sign your name, type your name and click 'I Agree – Continue.'
- B. Review the request summary and click 'Next.'

