



Employer Portal Quick Reference Guide



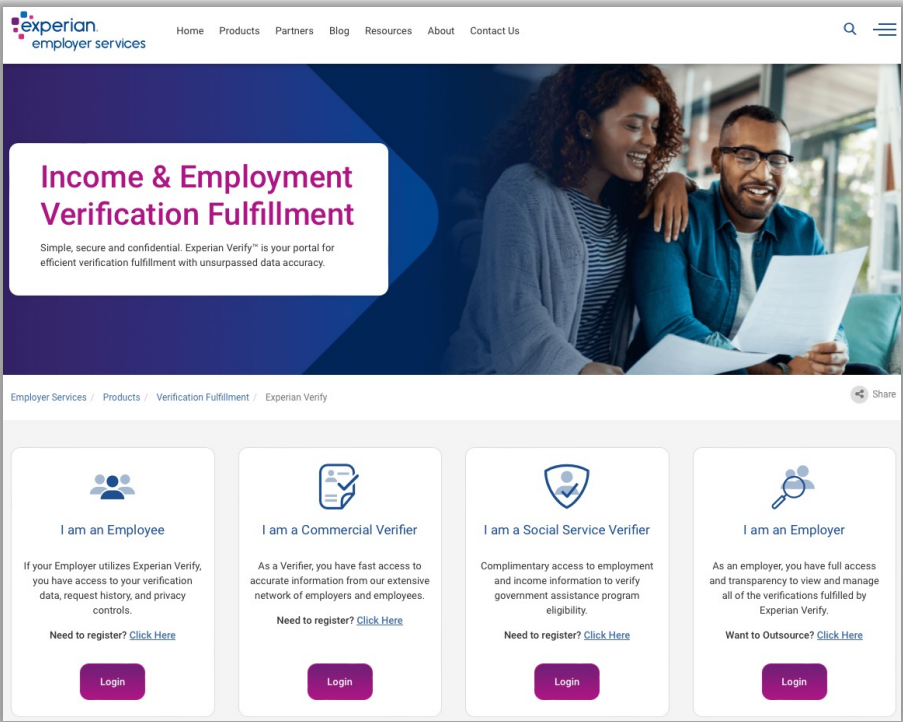
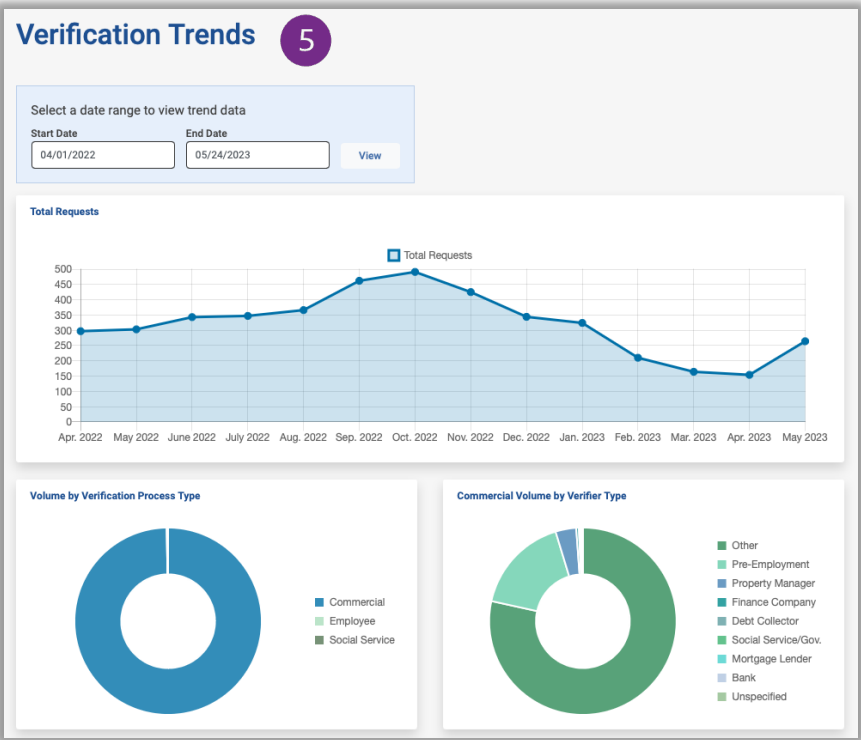
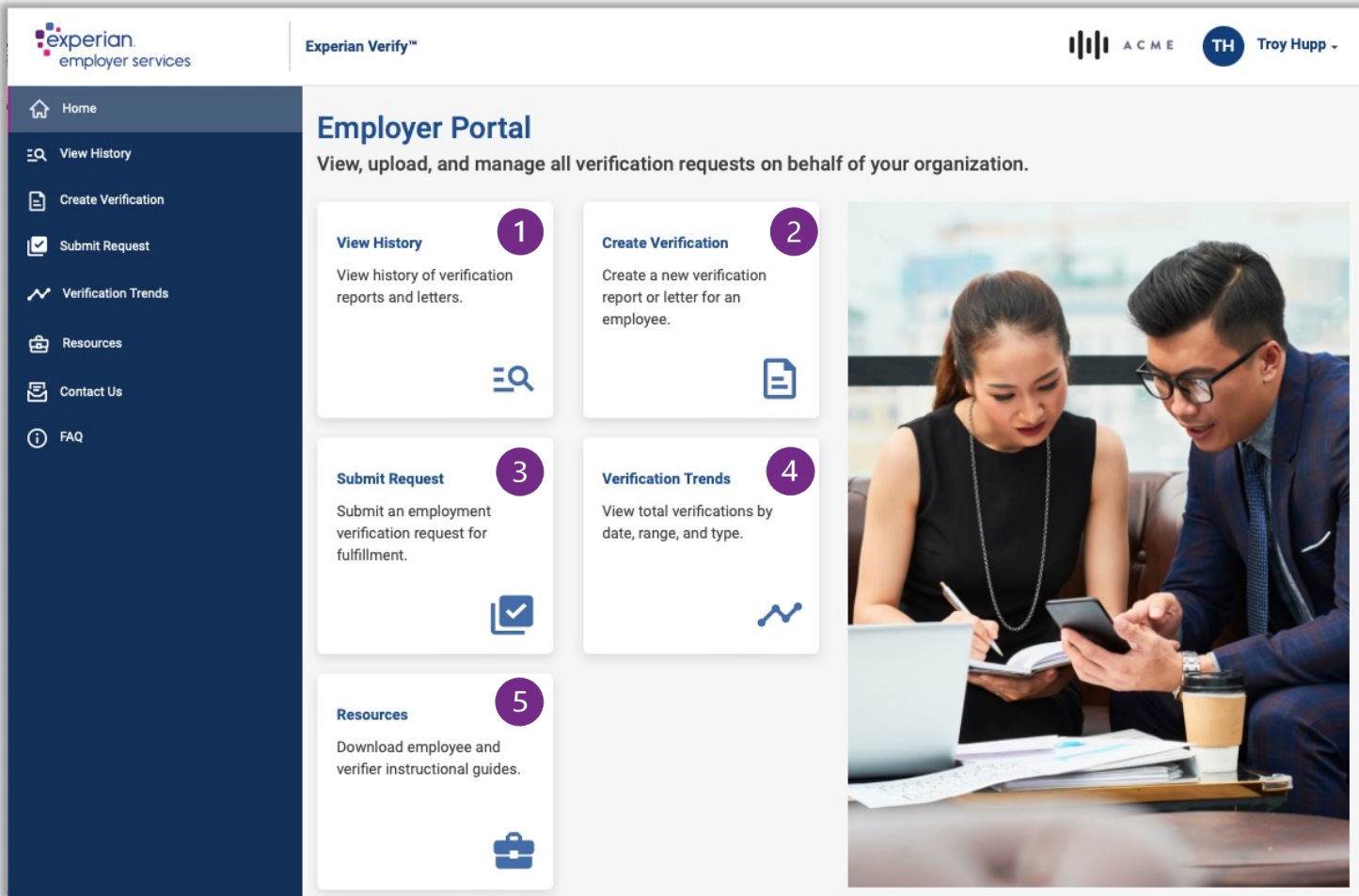
Visit www.experianverify.com



Log in under “I am an Employer” with your credentials.

Tools Available:

- 1 View History**
View verifications generated previously and download an excel file of all verification request details.
- 2 Create Verification**
Generate a new verification report or letter on behalf of an employee on an as-needed basis.
- 3 Submit Requests**
Upload verification requests for processing by the Experian Verify Customer Support team.
- 4 Verification Trends**
View verification fulfillment volume in three different available trend reports.
- 5 Resources**
Download user aids for employees and verifiers.



Experian Verify

Workflow Reference Guide

Standard Business Hours – Our live support business hours are from 9:00 am to 7:00 pm eastern time, Monday through Friday (excluding US holidays). 98% of our total verification requests are received during our business hours.

Fulfillment Times – Most employment verification requests are fulfilled instantly through the online request process. For your employee's privacy and security, income requests are completed within one hour of receiving the employee signed authorization document during standard business hours.

Customer Support – Support representatives are available during standard business hours to respond to user inquiries via phone **(404)-382-5400** and email at verify.support@experian.com.

Commercial Requests: when submitted via www.experianverify.com, a verification of employment is **returned immediately to the verifier**. A verification of income requires the Verifier to upload the borrower's signed authorization. Once approved, the verification of income is generated. The verifier receives a notification that the report is now available.

The following information is required for a verifier to submit a request:

- Employer Name
- Employee Full Name
- Employee Full Social Security Number
- Signed Authorization by Employee (if income is requested)

Social Service Requests: when submitted via www.experianverify.com, a verification of employment and income is returned immediately to the social service verifier. If faxed to 404-829-1336, uploaded through the Employer Portal or emailed to verify@experian.com, the Experian Verify Customer Support team will process these requests within one (1) business day. The report is returned to the requesting agency by mail, fax, or email. These can be submitted by the agency, employer, or employee directly for fulfillment.

Employee Requests: Employees can register on the Experian Verify Employee Portal to request a verification of employment & income report or letter.

*If you have escalated questions or concerns, please reach out to your
Customer Success Manager:



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 verify@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:

- 4AFE748D
- Full Social Security Number
- Full Name
- Date of Birth
- Work (preferred) or Personal Email Address

Your verifier will need:

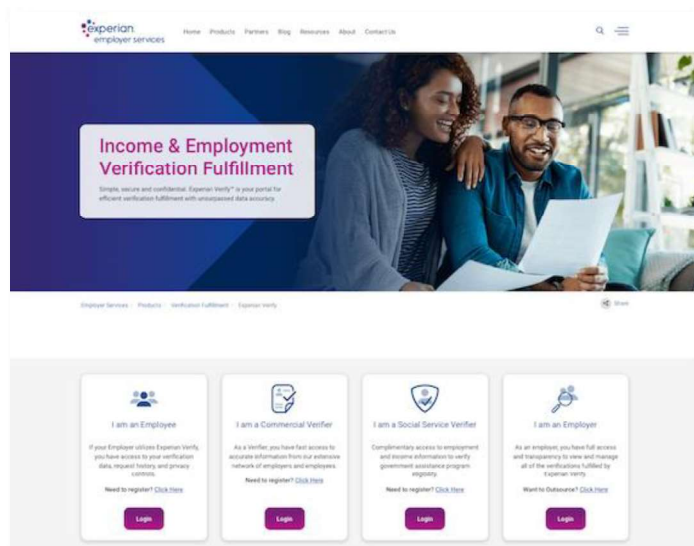
- ☐ Your full Social Security Number
- ☐ Your first & last name
- ☐ Name of your Employer
- ☐ A signed authorization form (if requesting income)

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

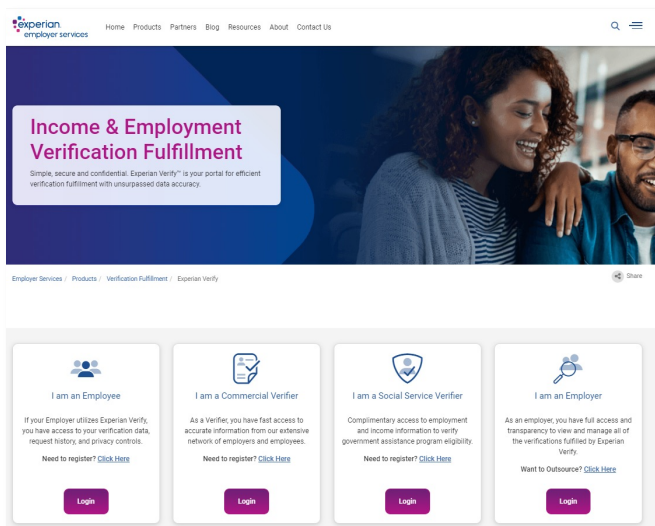




For secure online access to a verification of employment and income, we use **Experian Verify**.



Simply visit www.experianverify.com to log in or register as a Verifier



Which of the following options best represents who you are?

☒ **VERIFIER** - I am a lender, pre-employment screening firm, prospective employer, or other entity that needs to verify employment or income for an individual.

☐ **SOCIAL SERVICE** - I am a social service or government agency that needs to verify employment or income for an individual in order to provide assistance.

☐ **EMPLOYEE** - I am a **current or former employee** of one of Experian Verify's partner employers and need an employment or income verification report for myself.

[Cancel](#) [Next >](#)



If you are registering for the first time, please select the “Commercial Verifier” option and continue with our registration process. You will be credentialed to ensure you have a permissible purpose for accessing our employee’s information. If you already have an account, simply sign-in.

You will need the following information to request a Verification:

- Employee Social Security Number
- Employee’s Full Name
- Name of Employer
- Signed Authorization (if requesting income)

