

Experience Verification (EV) Instructions

Newly Hired, Current, and Former Employees

We are now utilizing Verifent for the Experience Verification process. To request an Experience Verification from your Former Employers, please follow the steps below:

Go to Verifent

- Visit www.Verifent.com. Click '**Get Started**' button and then '**Login**'.
- New User? Click '**Register**' to create an account.
- **Pro Tip:** Complete your '**Profile**' once and your information will populate.

Hiring Entity

- Click '**Request EV**'
- Begin typing and select your new employer's name.
- Click '**Save Hiring Entity**'

Enter Your Information

- Fill in your personal details and click '**Next**'

Choose Your Forms

- Check the boxes for the type(s) of verification needed (e.g., experience, position) form
- Click '**Next**'

Add Former Employers

- Click '**Choose Former Employer(s)**'
- Search for and select each former employer
- If not found, type and select '**Former Employer Not Found**' and fill out the details
- Add all previous employers, then select your **most recent one**, if applicable.
- Click '**Next**'

Sign and Submit

- Sign electronically, type your name, and click '**I Agree – Continue**'
- Review the summary and click '**Next**' to submit