



DashHire - Experience Verifications (EV)

Message to Consortium Substitutes

Marin County Office of Education utilizes Verifent to acquire AB-2534 verifications on our consortium substitutes to streamline the process and for data security purposes. Note that this process does not mean you are being hired directly by Marin County Office of Education - CA. Please follow the steps below:

Go to Verifent

- Visit **www.Verifent.com**.
 - Click the '**Get Started**' button in the upper right-hand corner.
 - In the '**Employee**' box, click the 'Register' or 'Login' button.
 - A new user must click '**Register**' to create an account.
 - A returning user must click '**Login**'.
 - Tip: Save your username and password.
- New Users: You are required to verify your account – check your email for the verification link.
 - Once the account is verified, you will receive your login information via email.
 - When you log in to your account, you are required to select if you choose to use the 'Two Factor Authentication'.
 - If you choose 'Yes', you are required to select the blue button (for a text) or the black button (for a call) on the next screen.
- **Pro Tip:** Complete your '**Profile**' once and your information will automatically populate in the future.

Hiring Entity

- Click '**Request EV**' (left side of the screen).
- Type '**Marin County Office of Education Substitute Consortium - CA**'
 - Click '**Save Hiring Entity**'
 - **Note:** Marin County is not your hiring entity, but rather it is your verifying entity.

Enter Your Information

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

Choose Your Forms

- The AB-2534 form will be selected.
- Click '**Next**'.





Add Former Employers

- Click '**Choose Former Employer(s)**'.
- Search for and select each former employer that you worked in a **certificated position** (i.e. teacher of record, substitute teacher, etc.).
 - If not found, type and select '**Former Employer Not Found**' and fill out the details.
- Click '**Next**'.

Sign and Submit

- Sign electronically, type your name, and click '**I Agree – Continue**'.
- Review the summary and click '**Next**' to submit.
- Click '**Continue with Basic**'.
 - This entire process is **free** and you are not required to make a payment at any time. Please reach out to Verifent's support team if you need assistance with a refund.

