



EMPLOYMENT AND WAGE VERIFICATION FLYER

There are many reasons you may need employment and/or wage verification. Some of the most common reasons include applying for a home or car loan, credit applications, and renting an apartment. Creditors will often verify the employment and wages of potential customers prior to approving loans of any kind.

NEED EMPLOYMENT AND WAGE VERIFICATION

STEP 1 Log in to the Employee Access Portal.

- Access Thomas & Company's verification website at tncverify.com.
- Choose **Get Started** at the bottom of the page.
- On the following page, select the green **Employee Access** button located under the *Employees* box.
- You will then be asked to input the following data to confirm your identity:
 - Your first and last name
 - Your social security number
 - Your company code (**OUTS**)
 - Your Authentication ID (Your Authentication ID will be the last 4 digits of your SSN and your birth year. For example, if your SSN ends in 1234 and your birth year is 1980, you would enter 12341980)
 - Your email address
- Once you have confirmed your email address, a *Thank You* screen will populate. At this time, the web browser can be closed out. An email will be sent to the provided email address, including a link allowing access to the Employee Access Portal.
- Click the emailed link to gain access to the Employee Access Portal homepage.

STEP 2 Generate a verifier PIN.

- On the Employee Access Portal homepage, select **Get Started** located on the right side of the page beside *Generate Verifier PIN*.
- To generate the verifier PIN, review the information included on the confirmation page and terms and conditions. If correct, select **Agree & Finish**.
- At this time, your verifier PIN will be provided. You will have the option to email, print, or copy/paste the PIN.

STEP 3 Provide the following details to the verifier, which will allow them to receive an instantaneous verification from Thomas & Company.

- Your verifier PIN
- Your social security number
- Your company code (**OUTS**)

STEP 4 Direct verifier to Thomas & Company's verification website at tncverify.com. They will begin by selecting the **Get Started** button and follow the steps outlined on the website to receive an instantaneous verification.

NEED EMPLOYMENT ONLY VERIFICATION

STEP 1 Provide the following details to the verifier, which will allow them to receive an instantaneous verification from Thomas & Company.

- Your social security number
- Your company code (**OUTS**)

STEP 2 Direct verifier to Thomas & Company's verification website at tncverify.com. They will begin by selecting the **Get Started** button and follow the steps outlined on the website to receive an instantaneous verification.

ADDITIONAL SUPPORT THROUGH THE EMPLOYEE ACCESS PORTAL

In addition to obtaining verifier PINs, the Employee Access Portal also grants employees access to block and unblock their data, view historic PINs and verifier requests, delete PINs, dispute dates of employment and/or wages, and request immigration and adoption letters.

And, on occasions when it may be necessary for an employee to have a verification completed for a personal reason not involving a commercial verifier, employees may obtain this verification report through the Employee Access Portal as well. Under the Fair Credit Reporting Act (FCRA), an individual is entitled to one free personal verification per year.

CONTACT INFORMATION

For answers to many frequently asked questions related to employment and wage verification, visit Thomas & Company's online support center at support.thomas-and-company.com.

The Employment and Wage Verification Department at Thomas & Company can also be reached through any of the below methods during normal business hours, unless otherwise noted:

- **Email:** verifications@thomas-and-company.com
- **Telephone:** (615) 620-0569
- **Toll Free:** (800) 791-8943
- **Online Chat:** tncverify.com
Available Monday through Friday 7AM - 4PM CT
- **FAQ Chatbot:** tncverify.com
Available 24/7