



## VERIFICATION OF EMPLOYMENT & INCOME INSTRUCTIONS

### BE PREPARED WITH:

- ✓ Company Code – **DISD**
- ✓ Social Security Number
- ✓ Employee ID# - **OR** - Home Zip Code on file with Employer

### STEPS TO OBTAIN VERIFICATION

#### EMPLOYEE REGISTRATION\*

- Visit <https://myaccount.verisafejobs.com/index.html>
- Click “Employee Registration” and complete fields
- Accept Registration Agreements: Terms of Use, Privacy and FCRA
- **Check email for account activation link and click to confirm**
- Information Window will appear: “Your registration has been confirmed!”
- **You can now login** at <https://myaccount.verisafejobs.com/>
- Create Temporary PIN (enter any 6 digits of your choice)
- Check box to include or exclude payroll history
- Select date range for PIN to remain active
- Click “Activate PIN”
- Print PIN statement instructions (download icon) and give to Verifier



**\*Browser:** For security purposes, this site requires an updated browser when registering (eg: Google Chrome or Mozilla Firefox). **Outdated browsers like Internet Explorer are not secure and will not work.**

### **NOTE: YOU ARE NOT REQUIRED TO PAY FOR YOUR OWN VERIFICATION**

\* **FCRA Personal Use VOE** - VeriSafeJobs allows each employee two (2) free employment and income verifications per calendar year. Once this verification is accessed from the Employee Self Service tile, the details will be available for printing and downloading for seven (7) days. This is for informational purposes only and cannot be used for commercial verification.

\* **Immigration, Visa Request, Inactive Status letters** are available from the Employee Self Service tile.

\* **Government Assistance, Social Service inquiries:** (i.e. Child Support, Food Stamps, Unemployment Audits, etc.) must be submitted to [voe@verisafejobs.com](mailto:voe@verisafejobs.com) or faxed to (855) 649-7008.

### CONTACT US:

**Customer Support:** Phone: (833) U-VERIFY / (833) 883-7439 Fax: 855-649-7008 Email: [voe@VeriSafeJobs.com](mailto:voe@VeriSafeJobs.com)  
**Support Hours:** 8am EST.-8pm EST. **Address:** 151 Industrial Way East, Bldg C-Suite 1, Eatontown, NJ 07724

[WWW.VERISAFEJOBS.COM](http://WWW.VERISAFEJOBS.COM)