

# VERIFICATION OF EMPLOYMENT & INCOME INSTRUCTIONS

## BE PREPARED WITH:

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



### Option 1 – Signed Borrower's Consent Form

This is the fastest and easiest way to get your verification of employment (VOE) completed if you have already signed a borrower's authorization or consent form release during the application process for your loan, rental, or other service requesting verification of employment or income.

- Simply direct the requesting verifier to our website\* to obtain the needed information directly.  
<https://www.verisafejobs.com/>
- Be sure they have either your Employee ID or Home Zip Code on file with the employer, and SSN.

Once they register with VeriSafeJobs (VSJ) and upload the signed consent form, they'll be sent a PIN # to complete the request (active for 1 year from signature date, which you can update or remove at any time).

### Option 2 – Register on our website to create a PIN #

As a registered employee on our site, you are in control of who has access to your information, for how long, and whether they will be provided employment information only, or employment and income information.

- Visit <https://myaccount.verisafejobs.com/register-employee.html>
- Complete the steps for either a US or Canadian account using your **PERSONAL** email address.
- Check email inbox or spam folder for account activation link and click to confirm.

Welcome to VeriSafeJobs! You can now login at <https://myaccount.verisafejobs.com/signin>, and verify your identity with Multi-Factor Authentication (MFA) via the One Time Passcode (OTP) sent to your email.

### FROM OUR EMPLOYEE DASHBOARD YOU WILL BE ABLE TO:

- Create/Manage PIN #s for access to your employment or income via our PIN Manager.
- Download/Print PIN instructions to share with verifiers to guide them to our site.
- View your FCRA/FCAC Personal Use VOE for free twice a year. \*\*
- Download verification forms watermarked for immigration, visas, etc.
- Download an Inactive Status letter printout if separated from the employer.



### Option 3 – Verification Forms for Government or Social Services Assistance

Any request from a Government Agency, such as Social Services, Dept. of Children & Families, Housing Authority, etc., should be submitted directly to our support staff to fulfill on your behalf. Please send these requests to [voe@verisafejobs.com](mailto:voe@verisafejobs.com) or fax to 855-649-7008.

### Contact Us

**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 M-F    **ADDRESS:** 1715 NJ-35, Suite 206, Middletown, NJ 07748

**\*Browser:** For security purposes, this site requires an updated browser when registering

**\*\*FCRA/FCAC Personal Use VOE:** VSJ allows each employee 2 free 2 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 7 days. This is for informational purposes only and cannot be used for commercial verification.