

### **EMPLOYMENT & WAGE VERIFICATION – FOR TALENT**

## Government Form requests (such as requests from DFCS, DSS, Housing Authority, etc.)

#### Go to www.Thomas-and-Company.com.

• Click the green "Request Employment & Wage Verification" button



Click "Get Started"



• Click "Employee Access"



- Enter your:
  - Name
  - Email address
  - SSN
  - Company code: HIRE59
  - Authentication ID (this is your Aident and can be obtained from your Hire Dynamics rep at the branch OR in WebCenter)



- Verify your email address
- Click on "Government Form Requests" and upload the request form.

mployee Access	S			LOGO
Main Immigration/	Adoption Letters	Government Form Requests	Verification Disputes Support	
EMPLOYEE INFOR	ΜΑΤΙΟΝ		OPTIONS	
Name Email			Generate Verifier PIN Provide your Wage or Employment GET STAR information to a verifier.	ED
SSN Company Code	HIRE59		Generate Personal Verification Report Obtain a personal verification report. GET STAR	ED
Authentication ID			Wages Blocked No BLOCK	
VERIFIER PIN HIST	ORY	0	VERIFICATION REQUEST HISTORY	0
You have no verifier PIN history.			You have no verification request history.	

- Done! Thomas & Company will complete the verification.
- For questions: Thomas & Company Post Office Box 280100, Nashville, TN 37228 Phone: (615)-242-8246 <u>audits@thomas-and-company.com</u>



# Other Verifier requests (such as mortgage or car loans, credit applications, private apartment complexes)

#### Go to www.Thomas-and-Company.com.

• Click the green "Request Employment & Wage Verification" button



• Click "Get Started"



Click "Employee Access"



- Enter your:
  - Name
  - Email address
  - SSN
  - Company code: HIRE59
  - Authentication ID (this is your Aident and can be obtained from your Hire Dynamics rep at the branch OR in WebCenter)



- Verify your email address
- Click "Get Started" next to "Generate Verifier PIN"

nployee Acce	ess			LOG
Main Immigrati	ion/Adoption Letters	Government Form Requests	s Verification Disputes Support	
EMPLOYEE INF	ORMATION		OPTIONS	
Name Email			Generate Verifier PIN Provide your Wage or Employment Information to a verifier.	ED
SSN Company Code	HIRE59		Generate Personal Verification Report Obtain a personal verification report.	ED
Authentication ID			Wages Blocked No BLOCK	
VERIFIER PIN H	ISTORY		VERIFICATION REQUEST HISTORY	0
You have no verifie	er PIN history.		You have no verification request history.	

• Click "Agree & Finish"

Data to Release:	
imployment & Wage	
By clicking "Agree & Finish" below to create this Verifier PIN, I agree to the following:	
1. The Name, Social Security Number, and all other information I have provided are correct and app	bly to me.
<ol> <li>By providing this Verifier PIN to a third party, I am authorizing that party to obtain any and all of n</li> <li>I am solely responsible for securing this PIN and not allowing anyone to know this PIN unless I was</li> </ol>	ny Employment & Wage data related to Hire Dynamics ant that person or business to have access to my
Employment & Wage data.	
	CANCEL AGREE & FINISH

- Your PIN will appear on the next screen. Provide this PIN to the verifying party.
- For questions: Thomas & Company Post Office Box 280100, Nashville, TN 37228 Phone: (615)-242-8246 <u>audits@thomas-and-company.com</u>