

THOMAS
& COMPANY

ENABLING SUCCESS



ttec[®]

EMPLOYMENT AND WAGE VERIFICATION INTRODUCTORY PACKET
FOR EMPLOYEES

ENABLING SUCCESS

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EMPLOYMENT AND WAGE VERIFICATION PROCEDURES

HOW IT WORKS

To request an employment and/or wage verification, a verifier can access Thomas & Company's website at tncverify.com, where they will select Get Started, identify themselves as a Verifier, and create or log in to their account. They will agree to the FCRA terms, conditions, and permissible purposes, and follow the detailed instructions provided by the site to guide them through the process.

INQUIRIES FOR WAGE VERIFICATION (Bank/Mortgage, Apartment Complex, etc.)

The verifier will need an employee's company code (**TTEC**), verifier PIN*, and social security number.

*The verifier PIN is obtained by the current or former employee in need of verification. The employee can create a PIN by accessing Thomas & Company's Employee Access Portal via tncverify.com. Once there, they will select **Get Started**, followed by **Employee Access**. This will direct them to the *Employee Login* page, where they will enter their name, email address, social security number, company code (**TTEC**), and authentication ID.

Upon logging in, an authentication email will be set to the email address provided to verify the employee's email and through which they can gain access to the Employee Access Portal. Within the portal, employees should select **Get Started** beside *Generate Verifier PIN*. They will be asked to agree to the terms and conditions, after which the verifier PIN will be displayed. This can be sent to the verifier to use for gathering immediate verification through the Thomas & Company website.

The verifier will be provided with the following information: employee name, employee address, first day of work, last day of work (if applicable), pay rate, pay rate type (hourly or salary), average hours worked per week (if hourly), position(s), and up to three years of pay detail.

INQUIRIES FOR EMPLOYMENT ONLY VERIFICATION (Non-Wage Requests)

The verifier will need the employee's social security number and company code (**TTEC**). The site will provide the following information: company name, employee name, first day of work, last day of work (if applicable), position, and position type (hourly or salary) immediately.

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.

GOVERNMENT AGENCY REQUESTS

Government agency requests can be mailed, faxed, or emailed to Thomas & Company. Requests will be completed and returned to the appropriate government agency.

Agency representatives can also choose to utilize Thomas & Company's Government Portal, which provides instantaneous verification options for many common requests.

CONTACT INFORMATION

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

The Employment & 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

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 (**TTEC**)
 - Your Authentication ID (Your Authentication ID is the Employee ID that is assigned to you by your employer)
 - 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 (**TTEC**)

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 (**TTEC**)

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

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Available 24/7

FREQUENTLY ASKED QUESTIONS (FAQ)

WHEN WOULD SOMEONE NEED TO USE A VERIFICATION SERVICE?

When applying for a personal loan or mortgage, renting an apartment, or buying a vehicle, an individual may be asked to provide proof of employment and/or wages. TTEC Holdings, Inc. has partnered with Thomas & Company, a national employment and wage verification firm, to provide this service.

WHAT PARTY IS IDENTIFIED BY THE TERM VERIFIER?

A verifier refers to a business or organization that is in need of proof of employment and/or wage information on a current or former employee.

HOW DOES A VERIFIER REQUEST A VERIFICATION?

The verifier should be directed to tncverify.com, where they will select **Get Started**, identify themselves as a *Verifier*, and create or log in to their account. They will agree to the FCRA terms, conditions, and permissible purposes, and follow the detailed instructions provided by the site to guide them through the process.

If the verifier is requesting employment only details, they will need the company code (TTEC) and social security number of the employee for whom they are verifying information. If the verifier is requesting employment and wage details, they will need the company code (TTEC), social security number, and verifier PIN.

HOW DOES A VERIFIER OBTAIN A VERIFIER PIN?

Created and provided by the employee, the verifier PIN grants 30 day access to an employee's wage data and can be distributed to multiple verifiers to obtain needed verifications on the same individual.

HOW DOES AN EMPLOYEE ACQUIRE A VERIFIER PIN?

A current or former employee can create a PIN by accessing Thomas & Company's Employee Access Portal. The employee will access the portal through tncverify.com, where they will select **Get Started**, then **Employee Access**. This will direct them to the *Employee Login* page, where they will enter their name, email address, social security number, company code (TTEC), and authentication ID. Upon logging in, an authentication email will be set to the email address provided to verify the employee's email and through which they can gain access to the Employee Access Portal. Within the portal, employees should select **Get Started** beside *Generate Verifier PIN*. Review the information included on the confirmation page and terms and conditions. If correct, select **Agree & Finish**, at which time the verifier PIN will be displayed.

WHAT IS THE EMPLOYEE ACCESS PORTAL?

Instead of logging in for each individual employment verification service Thomas & Company offers, employees can now log in once to access their account and complete multiple employment and wage related actions.

WHAT CAN AN EMPLOYEE DO THROUGH THE EMPLOYEE ACCESS PORTAL?

In addition to obtaining verifier PINs, the Employee Access Portal also provides employees with the following options:

BLOCK/UNBLOCK THEIR DATA

Legislation in several states requires that employees have the right to block their wages/data. Once an employee has blocked their data, Thomas & Company cannot discuss this employee with anyone, including the employee's own company, third party verifiers, and all government agencies. Wages/data can only be unblocked by the employee.

DISPUTE DATES OF EMPLOYMENT AND/OR WAGES

The portal also provides employees with an alternative method to dispute incorrect dates of employment or wages that were reported on a verification. All employees can still reach out to Thomas & Company's Employment and Wage Verification Department should this online option be unavailable or less convenient.

REQUEST A VERIFICATION FOR A GOVERNMENT AGENCY

An employee can submit a government/social service form from an agency under the **Government Form Requests** tab.

OBTAIN A ONE TIME, FREE PERSONAL REPORT

On occasions, it may be necessary for an employee to have a verification completed for a personal reason not involving a commercial verifier. Under the Fair Credit Reporting Act (FCRA), an individual is entitled to one free personal verification report per year.

VIEW HISTORIC PINS AND VERIFIER REQUESTS

An employee can view every PIN that has been generated and its expiration date. They can also view all employment and wage requests pulled by a verifier, including what verifier pulled the information.

DELETE PINS

Verifier PINs can be deleted if an employee has created too many or no longer wants a verifier to have future access to the PIN. *Please note, if a PIN has already been utilized, deleting it will not impact the completed verification.*

REQUEST IMMIGRATION AND ADOPTION FORMS

An employee can also request a letter regarding immigration and/or adoption via the portal.

WHAT INFORMATION IS PROVIDED ON A VERIFICATION REQUEST?

EMPLOYMENT ONLY VERIFICATIONS

The verifier will be provided with the following information: company name, employee name, first day of work, last day of work (if applicable), position, and position type (hourly or salary).

EMPLOYMENT AND WAGE VERIFICATIONS

The verifier will be provided with the following information: employee name, employee address, first day of work, last day of work (if applicable), pay rate, pay rate type (hourly or salary), average hours per week (if hourly), position(s), and up to three years of pay detail.

PERSONAL VERIFICATION REPORTS

The employee will be provided with the following information: employee name, first day of work, last day of work (if applicable), pay rate, pay rate type (hourly or salary), and position.

HOW QUICKLY WILL THOMAS & COMPANY RESPOND TO THE VERIFICATION REQUEST?

Through the website, Thomas & Company provides instantaneous verifications for all requests.

IS THERE A COST ASSOCIATED WITH A VERIFICATION?

There is no cost to you, as the employee. However, commercial verifiers are charged a nominal fee.

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

EMPLOYEE DOCUMENT GUIDE

At times, you may be asked to provide proof of employment and/or wages. TTEC Holdings, Inc. has partnered with Thomas & Company, a national employment and wage verification firm, to provide this service. Beyond common commercial verifications for loans, applications, additional financing, etc., Thomas & Company also completes a number of government/social service forms to assist you. Below are examples of common documents that we are able to complete for you on your employer's behalf.

COMMON VERIFICATIONS COMPLETED BY THOMAS & COMPANY

COMMERCIAL VERIFICATIONS

- ✓ Mortgage loans
- ✓ Mortgage audits
- ✓ Car loans
- ✓ Employment verifications
- ✓ Credit applications
- ✓ Private apartment complex applications

SOCIAL SERVICE FORMS

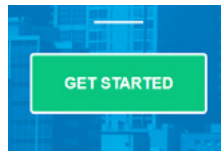
- ✓ Food Stamps
- ✓ Employment verifications for government or non-profit agencies
- ✓ Eligibility audits
- ✓ Eligibility fraud
- ✓ Utility assistance
- ✓ Government housing documents
 - *Includes HUD, Habitat for Humanity, Section 8, and Section 42 funded properties*
- ✓ Social Security Administration forms
 - *Not SSA retirement/disability*
- ✓ Child support forms
- ✓ Medical insurance eligibility
- ✓ Board of Nursing requests
- ✓ Federal loan cancellation forms
- ✓ Collection company forms for educational loans
- ✓ Pre-garnishments
 - *Not actual garnishments*
- ✓ Adoption letters
- ✓ Immigration letters

Should you have questions or need additional assistance at any time, Thomas & Company's Employment and Wage Verification Department can be reached via chat on our website at tncverify.com, via e-mail at verifications@thomas-and-company.com or toll-free (800) 791-8943.

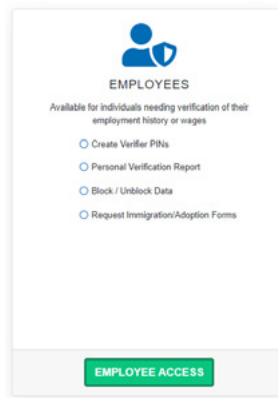
OBTAINING A VERIFIER PIN

It is important to keep your data safe and secure. In order to ensure that your information is only being shared with authorized verifiers, you will need to create and share a verifier PIN, which acts in lieu of a physical signature authorization, with any approved verifiers.

- 1 Access Thomas & Company's verification website at tncverify.com.
- 2 Choose **Get Started** at the bottom of the page.



- 3 On the following page, select the green **Employee Access** button located under the *Employees* option.



- 4 You will then be asked to input data to confirm your identity, including name, email address, and social security number. Enter the requested information and select **Continue**.

Please Note: It is common to have a work email address block the required verification email. Therefore, we recommend that you utilize a personal email address to avoid this issue.

Employee Login

Your Name	<input type="text"/>
Your Email	<input type="text"/>
Your SSN	<input type="text"/>

- 5 Once you have entered your personal information, you will need to enter your company code, TTEC, then select **Continue**.

The screenshot shows the 'Employee Login' form with the following fields: 'Your Name', 'Your Email', 'Your SSN', and 'Company Code'. The 'Company Code' field is highlighted with a red border, and a 'FIND CODE' button is visible to its right. At the bottom of the form are 'CANCEL', 'RESET', and 'CONTINUE' buttons.

- 6 You will then enter your *Authentication ID*. The *Authentication ID* is unique to each employee but includes simple, easy to remember personal data points.

Your Authentication ID is the Employee ID that is assigned to you by your employer.

You will also be provided a detailed explanation of the Authentication ID on the web page, contained within a blue bar.

After entering your *Authentication ID*, select **Continue** to move forward.

The screenshot shows the 'Employee Login' form with the 'Authentication ID' field highlighted with a red border. Below this field is a blue information bar with the text: 'Your authentication ID is your employee ID that is assigned to you by your employer. You may be able to find this on your most recent pay statement or by contacting your HR department.' At the bottom of the form are 'CANCEL', 'RESET', and 'CONTINUE' buttons.

- 7 Next, you will need to re-enter the email address you provided in *Step 5*, followed by selecting **Continue** to initiate next step(s).

Employee Login

Please Confirm Your Email

CANCEL
RESET
CONTINUE

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.

Employee Login

Thank you

An email message has been sent to you from "verifications@thomas-and-company.com" with a link to verify your email address (NOTE: This link will expire 24 hours after it has been created). Please follow the instructions in that email to access your employment information.

[Back to Home](#)

- 8 You will receive the below email, containing a link to **Click Here to Confirm Email**. This will assist in verifying your email address and direct you back to the Thomas & Company website for final confirmation and verification.

Email Verification

Hello [REDACTED]

Thank you for accessing T&C Verify.

Click Here to Confirm Email

Note: This link will expire within 24 hours from the time it was created.

Thomas & Company
www.thomas-and-company.com
Verifications Department
verifications@thomas-and-company.com
 (615) 620-0569

Communication Privacy Notice: The information contained in or included with this communication is intended solely for the person(s) or agency(ies) to which the communication is addressed. If you are not the intended recipient, you are hereby notified that any unauthorized use, distribution, or copying of this communication, or any information included with it, is strictly prohibited. If you believe you may have received this communication in error, please notify us immediately by telephone (615-492-8139) and delete or destroy the communication and any material included with it.

- 9 After accessing the website through the provided link, you will be asked to confirm your *Authentication ID* again. Enter your *Authentication ID*, then **Submit**.

The screenshot shows the 'Employee Confirmation' page. At the top, it says 'Please enter the following pieces of information so we can confirm your access.' Below this is a text input field labeled 'Authentication ID' with a red border. A blue box below the field contains the text: 'Your authentication ID is your employee ID that is assigned to you by your employer. You may be able to find this on your most recent pay statement or by contacting your HR department.' At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'.

- 10 At this time, you will be directed to the homepage of the Employee Access Portal. To begin generation of your verifier PIN, you will need to select **Get Started** located on the right side of the page beside *Generate Verifier PIN*.

The screenshot shows the 'Employee Access' portal homepage. It has a navigation bar with 'Main', 'Immigration/Adoption Letters', 'Government Form Requests', 'Verification Disputes', and 'Support'. A blue banner at the top says 'This is a test message'. Below this are two main sections: 'EMPLOYEE INFORMATION' and 'OPTIONS'. The 'EMPLOYEE INFORMATION' section has fields for Name, Email, SSN, Company Code, and Authentication ID, all with redacted content. The 'OPTIONS' section has three items: 'Generate Verifier PIN' with a 'GET STARTED' button (highlighted by a red arrow), 'Generate Personal Verification Report' with a 'GET STARTED' button, and 'Wages Blocked' with 'No' and 'BLOCK' buttons.

- 11 To finish generating the verifier PIN, review the information included on the confirmation page and terms and conditions. If correct, select **Agree & Finish**.

The screenshot shows the 'AGREE & FINISH' page in the 'Employee Access' portal. It displays 'Your Information' with fields for 'Your Name' and 'Your SSN', both redacted. Below this is a section titled 'EMPLOYERS SELECTED FOR PIN:' with a redacted box. Underneath is 'Data to Release' with 'Employment & Wage' selected. At the bottom, there is a section for terms and conditions with a list of three points. At the very bottom, there are 'CANCEL' and 'AGREE & FINISH' buttons.

- 12 At this time, your verifier PIN will be provided. You will have the option to email, print, or copy/paste the PIN. Once you have completed the desired actions, select **Finished** to take you back to the homepage of the Employee Access Portal.

Employee Access LOGOUT

YOUR VERIFIER PIN

IMPORTANT: This PIN, when combined with certain other information, will give access to your employment and wage information. This PIN will be valid for 30 days and may be used an unlimited number of times, by an unlimited number of users, within that 30 day period. You are solely responsible for securing your PIN and not allowing anyone to know your PIN unless you want that person or business to have access to your employment and wage information. Should you for any reason need us to disable this PIN before its expiration date, call us at 811-616-6464. In addition, unless any employment or wage information concerning you that we provide through this service came to us from your current or former employer, you should call us at 811-616-6464 if you believe that any employment or wage information we provide concerning you is fraudulent.

Verifier PIN: [REDACTED]

PIN valid through: **December 15, 2022**

[EMAIL VERIFIER PIN](#)
[PRINT VERIFIER PIN](#)

Your Name: [REDACTED]

Your SSN: [REDACTED]

Authentication ID: [REDACTED]

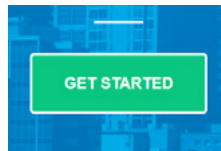
Valid for: [REDACTED]

FINISHED

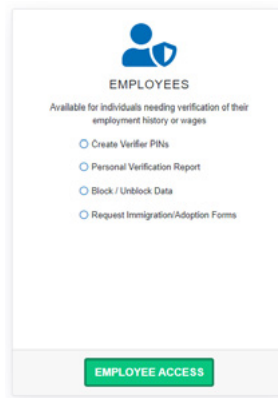
OBTAINING A PERSONAL VERIFICATION REPORT

On occasions, it may be necessary for an employee to have employment and/or wage information for a personal reason not involving a commercial verifier. Through the Employee Access Portal, employees can receive a free personal verification report.

- 1 Access Thomas & Company's verification website at tncverify.com.
- 2 Choose **Get Started** at the bottom of the page.



- 3 On the following page, select the green **Employee Access** button located under the *Employees* option.



- 4 You will then be asked to input data to confirm your identity, including name, email address, and social security number. Enter the requested information and select **Continue**.

Please Note: It is common to have a work email address block the required verification email. Therefore, we recommend that you utilize a personal email address to avoid this issue.

- 5 Once you have entered your personal information, you will need to enter your company code, TTEC, then select **Continue**.

The screenshot shows the 'Employee Login' form with the following fields: 'Your Name', 'Your Email', 'Your SSN', and 'Company Code'. The 'Company Code' field is highlighted with a red border, and a 'FIND CODE' button is visible next to it. At the bottom, there are 'CANCEL', 'RESET', and 'CONTINUE' buttons.

- 6 You will then enter your *Authentication ID*. The *Authentication ID* is unique to each employee but includes simple, easy to remember personal data points.

Your Authentication ID is the Employee ID that is assigned to you by your employer.

You will also be provided a detailed explanation of the Authentication ID on the web page, contained within a blue bar.

After entering your *Authentication ID*, select **Continue** to move forward.

The screenshot shows the 'Employee Login' form with the 'Authentication ID' field highlighted with a red border. Below this field is a blue informational bar with the text: 'Your authentication ID is your employee ID that is assigned to you by your employer. You may be able to find this on your most recent pay statement or by contacting your HR department.' At the bottom, there are 'CANCEL', 'RESET', and 'CONTINUE' buttons.

- 7 Next, you will need to re-enter the email address you provided in *Step 5*, followed by selecting **Continue** to initiate next step(s).

Employee Login

Please Confirm Your Email

CANCEL
RESET
CONTINUE

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.

Employee Login

Thank you

An email message has been sent to you from "verifications@thomas-and-company.com" with a link to verify your email address (NOTE: This link will expire 24 hours after it has been created). Please follow the instructions in that email to access your employment information.

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- 8 You will receive the below email, containing a link to **Click Here to Confirm Email**. This will assist in verifying your email address and direct you back to the Thomas & Company website for final confirmation and verification.

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Hello [REDACTED]

Thank you for accessing T&C Verify.

Click Here to Confirm Email

Note: This link will expire within 24 hours from the time it was created.

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(615) 620-0569

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- 9 After accessing the website through the provided link, you will be asked to confirm your *Authentication ID* again. Enter your *Authentication ID*, then **Submit**.

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- 10 At this time, you will be directed to the homepage of the Employee Access Portal. To begin generation of your verifier PIN, you will need to select **Get Started** located on the right side of the page beside *Generate Personal Verification Report*.

The screenshot shows the 'Employee Access' portal homepage. It has a navigation bar with 'Main', 'Immigration/Adoption Letters', 'Government Form Requests', 'Verification Disputes', and 'Support'. A blue banner at the top says 'This is a test message'. Below this are two main sections: 'EMPLOYEE INFORMATION' and 'OPTIONS'. The 'EMPLOYEE INFORMATION' section contains fields for Name, Email, SSN, Company Code, and Authentication ID, all of which are redacted with black boxes. The 'OPTIONS' section contains three items: 'Generate Verifier PIN' with a green 'GET STARTED' button, 'Generate Personal Verification Report' with a blue 'GET STARTED' button (indicated by a red arrow), and 'Wages Blocked' with a 'No' status and a red 'BLOCK' button. A 'LOGOUT' button is located in the top right corner.

- 11 To finish generating your personal verification report, review the information included on the confirmation page and terms and conditions. If correct, select **Agree & Finish**.

The screenshot shows the 'Employee Access' portal 'AGREE & FINISH' page. It features a 'LOGOUT' button in the top right. The main content area has a form with the following fields: 'Your Name', 'Your SSN', 'Authentication ID', and 'Employer', all of which are redacted with black boxes. Below the form is a section titled 'By clicking "Agree & Finish", I agree to the following:' with two numbered terms: '1. The Name, Social Security Number, and all other information I have provided are correct and apply to me.' and '2. I understand that the information provided in this document is an unofficial report, intended for my personal use only. It is not intended for verification purposes.' At the bottom of the page are two buttons: 'CANCEL' and 'AGREE & FINISH'.

- 12 At this time, your personal report will populate. You can print and/or save this report for your personal records. Once you have completed the desired actions, select **Finished** to take you back to the homepage of the Employee Access Portal.

Employee Access
LOGOUT

YOUR PERSONAL VERIFICATION REPORT

Please print or save this report for your records.

PRINT REPORT

Personal Work Summary	
Company	[REDACTED]
Name	[REDACTED]
First Day of Work	[REDACTED]
Last Day of Work	[REDACTED]
Position Type	[REDACTED]
Position	[REDACTED]
Pay Rate	[REDACTED]

Remarks

This form was generated by the employee for personal records, or government requests and is not intended to be used for commercial verifications. Just for Testing

If there are any questions, please contact the Employment & Wage Verification Department at the number below.

One Vantage Way, Suite A-105
 P.O.Box 280100
 Nashville, TN 37228
 phone: (615) 820-0669
 fax: (615) 733-4475

FINISHED

The subject of this report may be, or may have been, employed by an affiliate of the company named in this report rather than by that company itself.

EMPLOYEE SOCIAL SERVICE REQUEST GUIDE

DO YOU NEED AN EMPLOYMENT AND/OR WAGE VERIFICATION COMPLETED FOR A GOVERNMENT AGENCY?

Thomas & Company can help! On behalf of your employer, Thomas & Company can complete government/social service requests at no charge to you or the agency.

There are two ways that a government/social service verification can be completed.

1. The agency can access Thomas & Company's Government Portal to pull a verification. This is the fastest way to obtain a verification as it is instantaneous and available 24/7.
2. You, as the employee, can upload the form to our website. The verification will be completed and returned to both you and the requester (whenever possible) within three (3) business days of receipt.

Additional information to assist with both options are included on the following pages. Should you need additional assistance, Thomas & Company's Employment and Wage Verification Department can be reached via telephone, email, or online chat.

GOVERNMENT OR SOCIAL SERVICE VERIFIERS

Should a government or social service requester wish to access a verification via Thomas & Company's website, you can share with them the following instructions:

- Visit Thomas & Company's verification website, tncverify.com.
- Choose **Get Started** at the bottom of the page.
- Then, select the applicable option below the *Government Agencies* option on the web page.
 - » If this is the first time using Thomas & Company's Government Portal, the requester will need to register for a new account. Registration is quick and easy and can be completed by following the detailed prompts.
 - » If they have used the Government Portal previously, they can immediately log in to their account.
- Upon log-in, the requester will need to enter the required information related to their inquiry on you (social security number and company code) and choose the type of request.
- Once all applicable steps are complete, the requester will immediately receive a copy of the requested verification.

Available 24/7 and free of charge with instant results, Thomas & Company's Government Portal access is limited to government and social service agencies and subject to verification.

***Common government/
social service inquiries
include:***

***Adoption/Immigration
Letters***

***Housing Assistance
Requests***

***Government/State
Agency or Non-Profit
Employment***

Job Program

***Public or Government
Assistance***

***Social Security
Administration
Requests***

EMPLOYEE

Government Form Requests

As an employee of a Thomas & Company client, you can upload forms directly to our website for completion by following the below steps:

- Visit Thomas & Company's verification website, tncverify.com.
- Choose **Get Started** at the bottom of the page.
- Select the green **Employee Access** button under the *Employees* option.
- Follow the on-screen prompts, providing the required information to access the website. For security purposes, a link will be sent to the email provided granting access to the Employee Access Portal.
- Within the portal, choose the **Government Form Requests** tab, located near the top of the web page.
- Enter the required information, attach the form, agree to the terms and conditions, and click **Submit**.

Please allow up to three (3) business days for Thomas & Company to complete your request. Once we have completed the verification, you will be notified by email that it is ready. At that time, you can log in to the Employee Access Portal (available 24/7) to pull the report. You can print or save the report.

Immigration and Adoption Letters

Requests for immigration and adoption letters can also be made through the Employee Access Portal.

- Within the portal, choose the **Immigration/Adoption Letters** tab, located at the top of the web page.
- Enter the required information, choose a delivery option, select any applicable additional options required, agree to the terms and conditions, and click **Submit**.
 - » Additional options for immigration and adoption letters are:
 1. Include rate of pay
 2. Notarization requested

CONTACT INFORMATION

Should you have any questions or concerns, we are here to help! 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

Please include your name, last four digits of your social security number, company code, and any relevant form(s) with your inquiry.

EMPLOYEE ACCESS PORTAL TRAINING TUTORIAL

THE EMPLOYEE EXPERIENCE

In addition to written reference material, Thomas & Company also has a number of prerecorded tutorials to assist you with our employment and wage verification platform.

The following brief videos provide an overview of functionality within Thomas & Company's employment and wage verification Employee Access Portal.

[Login and Verifier PIN Creation](#)
[Personal Verification Report](#)
[Blocking Wage Data](#)
[Viewing Verification History](#)
[Immigration and Adoption Letter Request](#)
[Government Form Request](#)
[Verification Dispute](#)
[Support Request](#)

If you are in need of further assistance with a verifications request, Thomas & Company can be reached via chat on our website at tncverify.com, verifications@thomas-and-company.com, or toll-free at (800) 791-8943.

EMPLOYEE CONTACT INFORMATION

Thomas & Company is proud to have dedicated team members available to serve you throughout the employment and wage verification process. Whether you, your employer, or verifiers have questions or concerns, we are here to help!

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

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