

VERIFICATION OF EMPLOYMENT & INCOME INSTRUCTIONS

BE PREPARED WITH:

- ✓ 3 Letter Company Code - TRC
- ✓ Social Security Number
- ✓ Zip Code (of Home Mailing Address)
- ✓ Email Address (to access confirmation link)

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 one (1) free employment and income verification per calendar year. Once this verification is accessed, 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. The data provided will only be refreshed once a year.

* **Government Assistance, Social Service inquiries:** (i.e. Child Support, Food Stamps, etc.) must be submitted to 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
Support Hours: 8am EST.-8pm EST. **Address:** 151 Industrial Way East, Bldg C-Suite 1, Eatontown, NJ 07724