

# Employee Instructions



## Applying for a loan?

If you need proof of employment or income, please have your verifier complete the process at [www.experianverify.com](http://www.experianverify.com). They will register and submit their request online.



## Do you have a Government/Social Service Request?

Please submit your request by fax at **(404) 829-1336** or by email to [verify@experian.com](mailto:verify@experian.com). You can also have your case worker send the request directly to this fax or email.



## Do you need a copy of your own report?

Please visit [www.experianverify.com](http://www.experianverify.com) to register and login to the Employee Portal.

### Enter the following information:

- **Access Code: E1636900**
- Full Social Security Number
- Full Name
- Date of Birth
- Work (preferred) or Personal Email Address

### Your verifier will need:

- Your full Social Security Number
- Your first & last name
- Name of your Employer
- A signed authorization form (if requesting income)

*No company code or salary pin required.*

*If there are questions, verifiers should contact our customer support center at **404-382-5400, option 2.***

### Please include the following on your form:

- Your first & last name
- The last 4 of your SSN
- A return fax number or mailing address to the agency

