VERIFICATION OF EMPLOYMENT & INCOME

Third-Party Verifier Instructions

Hello,
We have received your request for a verification of employment and/or income for a **Saulsbury Industries** employee. Please note that our company uses **VeriSafeJobs (VSJ)** to administer all income and employment verification requests. VSJ's automated service is available 24/7, delivering a faster and more streamlined completion of verifications for our employees and reducing our liability risks by ensuring our employees' employment information is accurate and authorized.

To complete a verification, please follow these simple steps:

STEP 1 – Be prepared with the required info (from the employee):

- ✓ Company Code SII
- ✓ Employee's Social Security Number
- ✓ 6-Digit PIN*

If you do not have a Company Code or PIN, you need to request this from the employee or collect a signed borrower's authorization form from them. Once you login (step 3), you can upload the form to the VSJ website to receive a Company Code and PIN within 24 hours.

STEP 2 – Go to the website, VeriSafeJobs.com**

****The VSJ website requires a secure, modern web browser such as Google Chrome or Mozilla Firefox. Outdated browsers such as Internet Explorer will not work as expected. Individuals with hearing impairments may text message 1-833-883-7439 to receive written communication.**

1. Using a modern browser, go to: https://myaccount.verisafejobs.com/
2. Click "Commercial Registration" and register using a business email that you can access.
   (Receipts and Purchase history will be stored on this account only.)
3. Enter the required information on the screen, click next, and complete the steps to verify your email address. A link is sent within seconds to the email used and if successful, clicking it will direct you to "Account Activated" notification page.
4. Click "Login to Account" and continue to Step 3.

STEP 3 – Login to complete verification request

1. Enter your email and newly created password to a One-Time Passcode (OTP) sent via email within seconds to verify your account. If successful, you will be redirected to your VSJ account dashboard.
2. In the Employment & Income Verifications section, enter the required employee information and select desired verification type.
3. If the record is found, you will be prompted to enter payment information to complete your purchase.
4. With a successful purchase, your verification will be available for download immediately in the table directly underneath.
5. Previous activity, receipts, and re-verification options are available on the "History" menu.

CONTACT US

PHONE: (833) U-VERIFY / (833) 883-7439 **FAX:** 855-649-7008 **EMAIL:** VOE@VERISAFEJOBS.COM
SUPPORT HOURS: 8AM EST-8PM EST M-F **ADDRESS:** 1715 NJ-35, SUITE 206, MIDDLETOWN, NJ 07748