



# **Enjoy A Straightforward Verification Process**

### Employee Initiated

# For Personal Use:

If you are needing a self-generated **Proof of Employment**, **Proof of Employment & Income**, or any other special request, please follow the steps below:

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the employee portal by selecting "Employee" & then selecting "Verifyfast International" — Company Code: 12456

For ex-Cerner employees, please enter your EID pre-fixed with "CERN" followed by your EID. Ex: "CERN1234"

- 3. Select "Start a New Verification"
- 4. Select verification type
- 5. Select Myself/Personal Use
- 6. Retrieve Report

Note: All self-generated report requests will be watermarked as employee-generated.

### Need help?

For any questions or discrepancies with the information provided on the *Verifyfast* verification report email our customer support for resolution at: verifyfastsupport@experian.com

### For a Verifier:

If you are asked to provide **Proof of Employment, Proof of Employment & Income**, or any other special request, to a verifier, please follow the steps below:

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the employee portal by selecting "Employee" & then selecting "Verifyfast International"— Company Code: 12456
- 3. Select "Start a New Verification"
- 4. Select verification type
- 5. Select Verifier
- 6. Follow instructions to send link & pin to verifier
- 7. Verifier will be notified and can complete the process as directed

## Verifier Initiated

If you are asked to provide **Proof of Employment, Proof of Employment & Income**, or any other special request, and the verifier provided a request code, please follow the steps below:

#### **Step 1 - Verifier Instructions**

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the verifier portal by selecting "Verifier"
- 3. Select "Start a New Verification"
- 4. Enter the employee's information
- 5. Select verification type & generate code
- 6. Provide the issued code to the employee

#### **Step 2 - Employee Instructions**

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the employee portal by selecting "Employee" & then selecting "Verifyfast International"
- 3. Select **"I have a request code**" & input request code provided by verifier
- 4. Preview the request and accept or decline permission to verify





# **Enjoy A Straightforward Verification Process**

## Employee Initiated

# **For Personal Use:**

If you are needing a self generated **Proof of Employment**, **Proof of Employment & Income**, or any other special request, please follow the steps below:

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the employee portal by selecting "Employee" & then selecting "Verifyfast International"— Company Code: 12456

For ex-Cerner employees, please enter your EID pre-fixed with "CERN" followed by your EID. Ex: "CERN1234"

- 3. Select "Start a New Verification"
- 4. Select verification type
- 5. Select Myself/Personal Use
- 6. Retrieve Report

Note: All self-generated report requests will be watermarked as employee-generated.

## For a Verifier:

If you are asked to provide **Proof of Employment, Proof of Employment & Income**, or any other special request, to a verifier, please follow the steps below:

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the employee portal by selecting "Employee" & then selecting "Verifyfast International"— Company Code: 12456
- 3. Select "Start a New Verification"
- . Select verification type
- 5. Select Verifier
- 6. Follow instructions to send link & pin to verifier
- 7. Verifier will be notified and can complete the process as directed

For any questions or discrepancies with the information provided on the verification report email our customer support for resolution at:

## Verifier Initiated

If you are asked to provide **Proof of Employment, Proof of Employment & Income**, or any other special request, and the verifier provided a request code, please follow the steps below:

### **Step 1 - Verifier Instructions**

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the verifier portal by selecting *"Verifier"*
- 3. Select "Start a New Verification"
- 4. Enter the employee's information
- 5. Select verification type & generate code
- 6. Provide the issued code to the employee

### **Step 2 - Employee Instructions**

- 1. Visit <u>https://www.verifyfast.com/login.aspx</u>
- Log in via the employee portal by selecting "Employee" & then selecting "Verifyfast International"
- 3. Select "I have a request code" & input request code provided by verifier
- 4. Preview the request and accept or decline permission to verify