Employee How-To-Guide

Overview – Instructions to Employees

How to provide proof of employment or income?

1. Ask requester to visit: www.empinfo.com

2. Provide the following:
   - Your Employer's Name
   - Your Social Security Number

3. For proof of income, provide items listed under **#2** and your consent to release earnings records by generating an ***Authorization Code***.

What is an Authorization Code?

- The authorization code is a six (6) digit numeric code. It is a key that employees generate to give access to the income information to whoever uses that code. Each code generated can only be used once and will expire in 90 days if it goes unused.

- When an employee generates and provides the authorization code to a verifier, the employee legally authorizes EmpInfo to release your income information to the Bank, lender, landlord, or other individual using the authorization code.

How to generate an Authorization Code?

You could use <u>any of the following methods</u> to generate the "Authorization Code":

SMS	Text ***CONSENT*** to 1-888-800-8190 (from your mobile phone)
Phone	Call toll-free 1-888-800-8190 and follow instructions
email	Send an email to MyConsent@empinfo.com (from your work email only)
Internet	Visit www.empinfo.com then *Sign up as an Employee* and follow instructions
SSO	Single Sign-On (available if your employer has enabled this)

Step-by-Step Instructions

How to access EmpInfo online?

1. **Internet**: Go to www.empinfo.com and [Sign-up as an employee](#) by authenticating using your email or Phone number, and your Date of birth

2. **Single Sign-On (SSO):** Access EmpInfo through your company SSO (if enabled at your company)
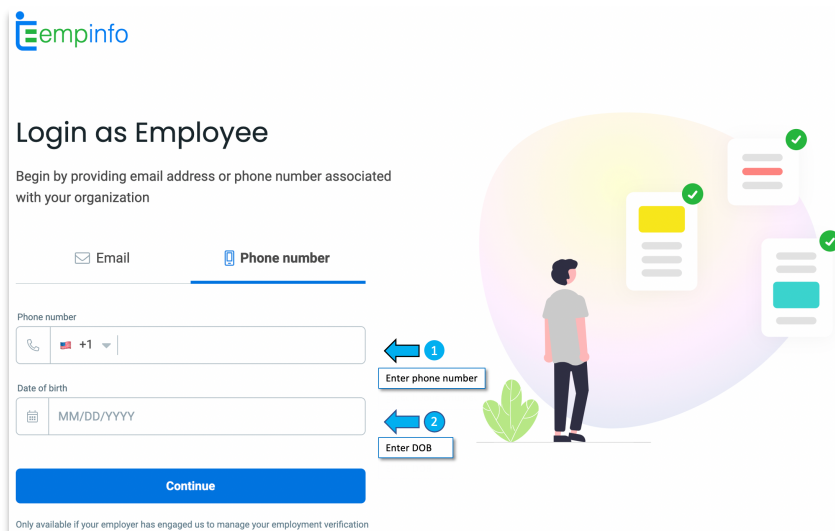
3. Once you do login through either #1 or #2 options, you would land on the "Employee Dashboard".

4. From there you can generate (a) an authorization code or (b) print an employment letter(s) or (c) opt-in to lock your employment records. See below for step-by-step instructions.
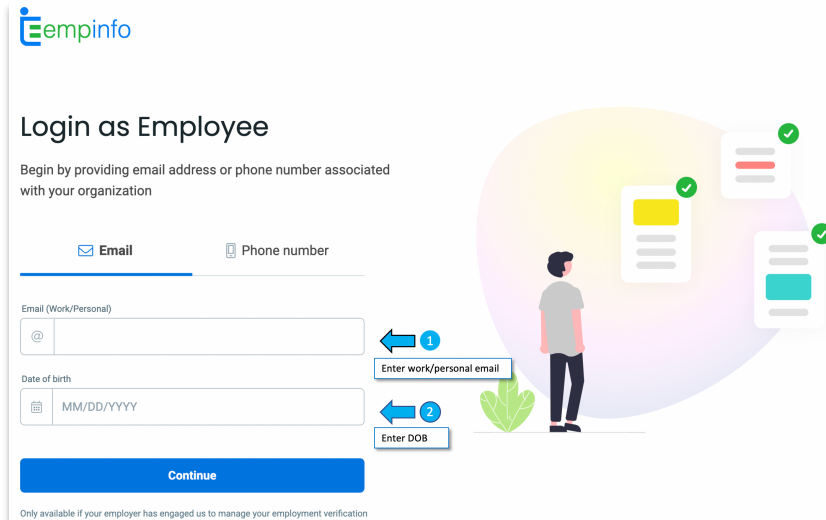
How to generate an "Authorization Code"

As an employee, you have the following options for generating an authorization code, all available 24/7, every day of the year:

1. Text CONSENT to 888-800-8190
   a. From your mobile phone, send a text with a keyword CONSENT to 888-800-8190
   b. If your mobile number matches with one listed in HR records, you will get an auto-response with an "Authorization Code")
   c. You can share it with whomever you are granting access to your income information

2. Call toll-free at 888-800-8190
   a. Call toll-free number: 888-800-8190 (supports both English & Spanish)
   b. Identify yourself by entering your credentials (SSN and DOB)
   c. Get the "Authorization Code" verbally and also as a text (optional)
   d. Share it with whomever you are granting access to your income information

3. Send an email to "MyConsent@empinfo.com" from your work email address
   a. From your work email, send an email to MyConsent@empinfo.com
   b. You will get an auto-response with an "Authorization Code" via email
   c. Share it with whomever you are granting access to your income information

4. Internet:
   - Online: Go to www.empinfo.com and Sign-up as an employee by authenticating using your email or Phone number, and your Date of birth
   - Single Sign-On (SSO):   Access EmpInfo through your company SSO (if enabled at your company)

   After login through either option (i) or (ii), you would land on the employee **Home page**
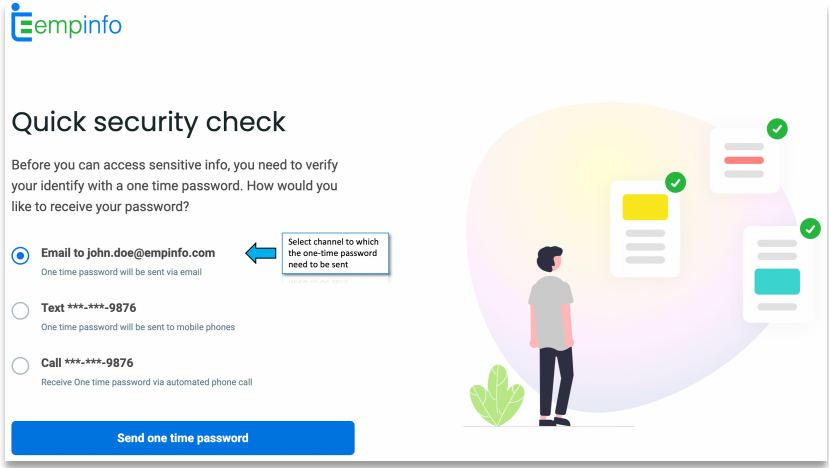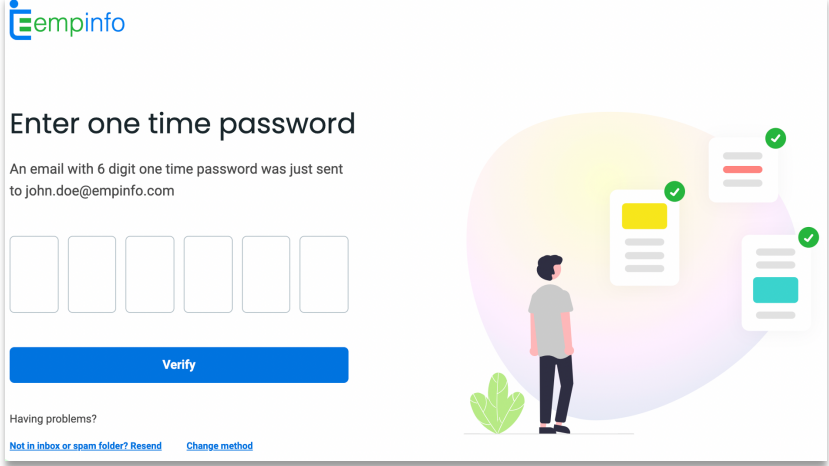
Login:

a. Employees can log in using a combination of Email, Date of birth or Phone number, Date of birth

b. Once the login credentials are validated, you need to **select the channel** on which you want to receive the one-time password

c. You will then be redirected to the next screen where you need to enter the **one-time password**

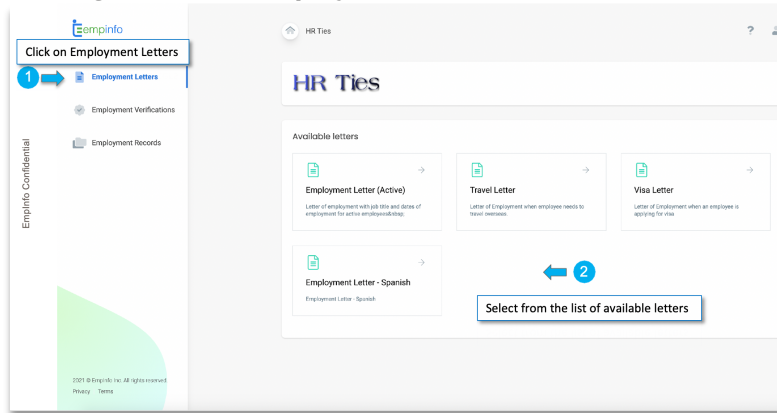|	
Generating Authorization Code:	a. Click on "**Employment Verifications**" b. Click on "**Generate Code**" c. The **verifications log** section can provide all the codes you have generated as well as the date accessed, who it was accessed by, status, and links to other actions.
	d. Once the *Authorization code* is generated, you can Email, to share it with whomever you are granting access to verify your earnings information
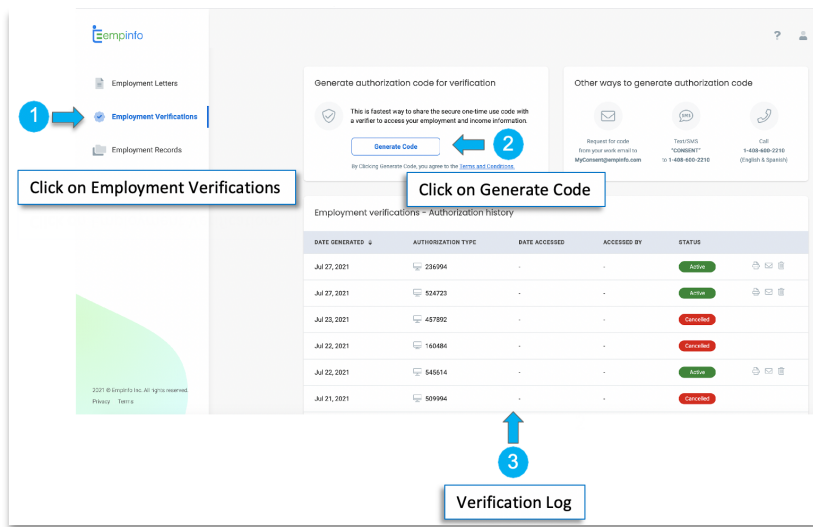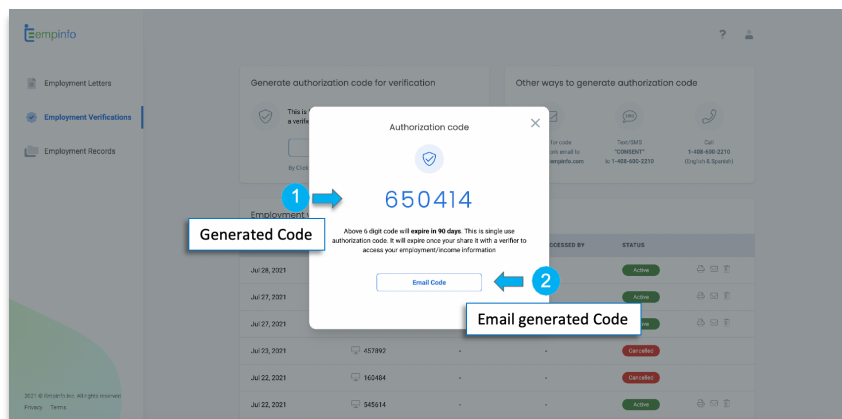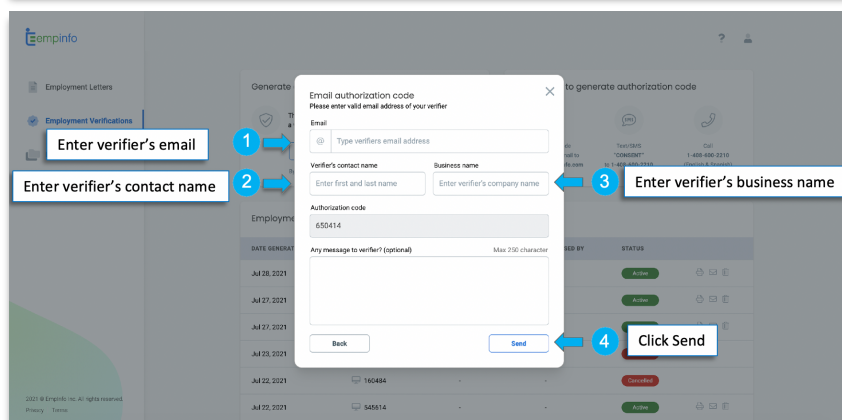
How to get an Employment Letter?

Now you do have an option to get a letter of employment on your own without seeking help from HR or People Operations.

Printing a letter of employment:	a. Click "**Employment Letters**" on the employee Dashboard b. Select from the list of available letters
	c. Preview letter and click **Download** to save a copy

How to contact customer support?

        Phone: 1-800-274-9694

        Email: Support@empinfo.com