



VERIFICATION OF EMPLOYMENT AND INCOME – NEW ONLINE SERVICE

We are pleased to announce that effective **immediately**, VeriSafeJobs will provide fast and secure Employment & Income Verifications for all active and separated TNG Retail Services team members (up to 2 years prior).

VeriSafeJobs is a web-based service designed to protect the security of your confidential information. **You are in control** of authorizing the release of your employment and income data to credentialed verifiers looking to obtain this information. All processes are in accordance with state and federal regulations, including The Fair Credit Reporting Act ("FCRA"). This secure service can be used when applying for a mortgage, loan, reference checking, leasing an apartment or any other instance where proof of income or employment is required. VSJ also supports immigration, social services and government related inquiries.

Access Points: VeriSafeJobs provides several access options for verifying employment:

- 1) Web Access www.Verisafejobs.com (**Note: Internet Explorer is NOT a secure and accepted browser for viewing personal employment info via the web. Our site is best viewed in Chrome.**)
- 2) Call or Email Customer Service: Ph: (833) 883-7439 / Email: voe@verisafejobs.com
Call Center Hours: Monday - Friday 8:00am – 8:00pm (EST.)
- 3) Fax Request to Customer Service Center at (855) 649-7008

Please Note: Banks, Lenders and all other verifiers will be charged a fee for the information provided and are prohibited from passing this fee on to the employee. If this occurs, please call customer service immediately.

VeriSafeJobs Contact Information

Phone: (833) U-VERIFY / (833) 883-7439 (Hours: 8am-8pm EST)
Email: voe@verisafejobs.com / **Fax:** (855) 649-7008
Address: 151 Industrial Way, Bldg. C; Ste 1, Eatontown, NJ 07724



VERIFICATION OF EMPLOYMENT & INCOME INSTRUCTIONS

BE PREPARED WITH:

- ✓ Company Code – **TNGR**
- ✓ Social Security Number
- ✓ Employee ID# - **OR** - Home Zip Code

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

About the PIN: The PIN serves as your authorization for a Verifier to obtain the requested information. You can exclude income data for 'employment only' verifications and set an expiration date for the PIN. A printable statement including PIN, Company Code and verifier instructions is available on the website



New Online VOE Process

* **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, Immigration requests etc.) must be submitted to voe@verisafejobs.com or faxed to (855) 649-7008.