



# Employer Portal Quick Reference Guide



Visit [www.experianverify.com](http://www.experianverify.com)



Log in under “I am an Employer” with your credentials.

## Tools Available:

1

### Request a New Verification Report

Request a new verification report on behalf of an employee on an as-needed basis.

2

### Upload Verification Requests

Upload verification requests for processing by the uConfirm support team.

3

### View Verification Fulfillment Trends

View verification fulfillment volume in three different available trend reports.

4

### Download Verification Request Detail

Download an excel file of all verification request details.

5

### View a Verification Report

View a verification report on a specific employee.

Employee	ID	Type	Status	Submitted	Fulfiller	Locked Request
SAMPLE, JOE Acme (TEST)	1645962A	VOI Employer	Completed	16 hours ago		View
SAMPLE, JOE Acme (TEST)	A9C819C1	VOI Employee	Completed	17 hours ago		View
Name, Test Acme (Manual)	B739546F	VOE Employer	Pending	17 hours ago		Fulfill
DEMO, JOE Acme (TEST)	2F846363	VOI Employee	Completed	Yesterday		View

