

# WHY DO YOU NEED EMPLOYMENT & WAGE VERIFICATIONS?

## DO I NEED EMPLOYMENT & WAGE VERIFICATION?

There are many reasons you may need employment and/or wage verification. Some of the most common reasons are: applying for a home loan, applying for a car loan, for credit applications, and renting an apartment. Creditors will often verify the employment and wages of potential customers prior to approving loans of any kind.

### NEED EMPLOYMENT & WAGE VERIFICATION

**Step 1:** Log in to the employee portal.

- Go to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com). Click the green button as shown below.

Request Employment & Wage Verification

- Then, click the 'Get Started' button, followed by the 'Employee Access' button.
- Complete employee log-in by providing the following details:
  - Your first and last name
  - Your email address
  - Your social security number
  - Mission Health's company code: **HCA747**
  - Your employee HMben
- Verify your email address.
  - Upon completing the log-in, an authentication email with a link will be sent to the email address provided to verify your email address. Click on the link to gain access to the Employee Access Portal homepage.

**Step 2:** Generate verifier PIN.

- On the Employee Access Portal homepage, click the green 'Get Started' button next to the 'Generate Verifier' PIN option.
- Verify information provided, terms and conditions, and click 'Agree & Finish.'
- Verifier PIN will be displayed. Email, print, or write down the PIN for the verifier.

**Step 3:** Give the verifier the information below to obtain instant verification.

- Your verifier PIN
- Your social security number
- Your company code: **HCA747**

**Step 4:** Direct verifier to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com). Verifier will follow steps as outlined on the site.

### NEED EMPLOYMENT-ONLY VERIFICATION

**Step 1:** Give the verifier the information below to obtain instant verification.

- Your social security number
- Mission Health's company code: **HCA747**

**Step 2:** Direct verifier to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com). Next, they can click on the green button as shown below.

Request Employment & Wage Verification

**Step 3:** Verifier will follow the steps as outlined on the site.

## UNABLE TO ACCESS THOMAS-AND-COMPANY.COM?

- Verifiers can contact T&C by email or telephone to submit a request:
  - [Verifications@Thomas-and-Company.com](mailto:Verifications@Thomas-and-Company.com)
  - 615-620-0569
- A signed release with the employee's signature will be needed in place of the verifier PIN.
- Thomas & Company will complete and return the form within 3 business days of receipt.

## ADDITIONAL SUPPORT FOR EMPLOYEE ACCESS PORTAL

- In addition to obtaining verifier PINs, the Employee Access Portal also grants employees access to block and unblock their personal employment and wage data, view historic PINs and verifier requests, delete PINs, dispute dates of employment and/or wages, and request immigration and adoption forms.
- And, on rare occasions when it is necessary for an employee to have a verification completed for a personal reason not involving a commercial verifier, employees may obtain this verification through the Employee Access Portal as well. Under the Fair Credit Reporting Act (FCRA), an individual is entitled to one free personal verification per year.

## IF I HAVE ADDITIONAL QUESTIONS, WHO DO I CONTACT?

- The Thomas & Company Verifications Department can be contacted by any of the following methods:
  - Email: [Verifications@Thomas-and-Company.com](mailto:Verifications@Thomas-and-Company.com)
  - Phone: 615-620-0569
  - EWV Toll Free: (800) 791-8943

EMPLOYMENT & WAGE VERIFICATION  
Mailing Address

Thomas & Company Verifications Department  
Post Office Box 280100, Nashville, TN 37228