

### Third-Party Request Guide

# How to request employment and income verifications

We are now using *Truework* to complete all verification requests. Please follow the instructions below. If you have any questions, please contact *Truework* support via [support@truework.com](mailto:support@truework.com).

- 1 Visit [www.truework.com](http://www.truework.com)
- 2 Click “Start a Verification” and submit your request at the end of the flow. Make sure you submit an employee authorization to prevent any delays.
- 3 Sign up for an account on *Truework* to get the latest updates on your verification request.

