

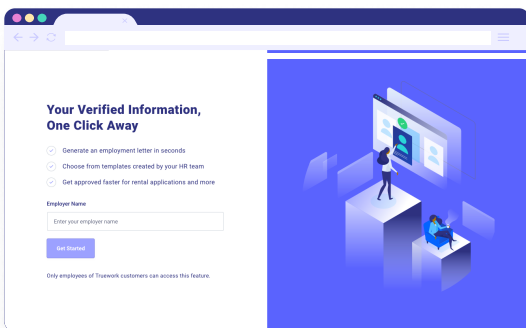
## Truework Employee Guide

# How to get your employment and income verifications

### Scenario 1 - Self-Serve Letter

When you need to **generate a letter of employment or income** (e.g. renting an apartment, travel, and immigration)

- 1 Go to [truework.com/letter](https://truework.com/letter) and enter your company name and email address or mobile phone number.



- 2 You will then receive an email with a verification code in your work inbox or an SMS on your phone.



- 3 Enter your code and select the letter you would like to generate. It will download as a PDF on your computer.

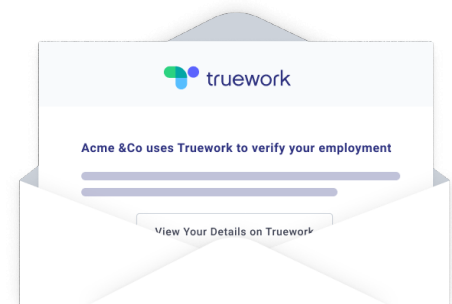


### Scenario 2 - Third Party Requests

When **another company** (e.g. lender) needs an employment or income verification **directly from your employer**

 Please **do not** create a request to verify yourself. Third parties only.

- 1 Instruct the third party to submit their request via [truework.com](https://truework.com)
- 2 You will receive a Truework email informing you when the request has been completed.



- ✓ Click the link in your email to review the information that was shared with the verifier.
- ✓ If needed, you may flag any errors and Truework will notify the verifier.