

DEPARTMENT OF DEFENSE



*Civilian Personnel Management Service*

Human Resources Business,  
Information, and Technology  
Solutions Division

**HR-BITS**

*Proudly Announces*

**Self Service My Biz**

**Employment Verification**

**The employee's choice for  
quick, secure email  
verification of employment  
and/or salary information!**

To learn more about  
CPMS HR-BITs products & services, visit  
us online at:

[http://www.cpms.osd.mil/hrbits  
/selfservice.aspx](http://www.cpms.osd.mil/hrbits/selfservice.aspx)

## **Self Service, My Biz Employment Verification**

**Employment Verification (EV)** is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)– via secure internet!

**\*\*\*\*\*Available on 31 October 2010\*\*\*\*\***

To email EV information to an external organization:

1. Log into the DCPDS Portal at  
<https://compo.dcpds.cpms.osd.mil/>
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
  - a. Employment Information, or
  - b. Employment and Salary Information
4. Enter Recipient Email Information
5. Enter (verify) your work email address is included in Recipient Information 'CC' field to receive a copy of EV email
6. Select Continue to 'Acknowledge and Submit' to send your EV information

**The My Biz – Employment Verification tool is  
available from your workstation!**

**Log into My Biz and select ICE MyBiz to submit your EV comments!**

