Employment Verification

Login to DCPDS
Click on the link - MyBiz>Employment Verification

This will take you to the Employment Verification screen. Under Employee Information by Employee Name, you should see your name and Employee Number. The default shows the Employment Information marked. This should be sufficient for most instances but if you need to provide salary information, you will need to change and select the Employment and Salary Information button.

In the "To" field, you will input the lender's email address. If the "My Email" field is blank, input your email address, however if you go to MyBiz>Update My Information, input your work email address and it will auto fill in the future. Click on the "Continue" button once you have completed this information.

Employment Verification

Cancel   Continue

Employee Information

Employee Name   Doe, Josephine
Employee Number *99999*

Employment Verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

Important!
Prior to completing the Employment Verification request, to receive email confirmation and a copy of the Employment Verification sent to the recipient; please ensure a valid e-mail address is listed in the "My Email" field below. If your e-mail address is blank or incorrect, please enter or overwrite the e-mail displayed. You can update your work e-mail under My Biz>Update My Information>Profile Tab>Work E-mail Address.

Select Information to Send

Select either Employment Information or Employment and Salary Information

Related Information

◉ **Employment Information**
◯ **Employment and Salary Information**

Employment Information: Releases personal, assignment and period of service details.

Employment and Salary Information: Releases personal, assignment, period of service and salary details.

Recipient Information

* To   lenders.emailaddress@gmail.com ⬅
        user@host.domain

* My Email   users.email@dla.mil ⬅
        user@host.domain

Note: Your password-protected employment verification document will be sent to the recipient identified in the "To" line and a copy of the document will be sent to the e-mail address identified in the "My Email" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

Cancel   Continue

Be sure you read the "**Note:** Your password-protected employment verification document will be sent to the recipient identified in the "To" line and a copy of the document will be sent to the e-mail address identified in the "My Email" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient."

Now click the "Continue" button.

You will now be on the "Acknowledge and Submit" screen. This is your chance to review email addresses and provide a preview of the information being sent.

Employment Verification - Acknowledge and Submit

Cancel | Back | Acknowledge and Submit

Employee Information

Employee Name
Employee Number

Recipient Information

To
My Email
Reference Number 19259_20120104073207

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

Preview

Information Current as of	04-Jan-2012
Employer	Defense Logistics Agency
Headquarters Address	DLA HUMAN RESOURCES SERVICES
	DIR, DLA HUMAN RESOURCE CENTER
	HUMAN RESOURCES SYSTEMS H9 DS
Duty Station	WHITEHALL / FRANKLIN / OHIO
Social Security Number (last 4-digits only)	
Employment Status	Active
Most Recent Start Date	25-Oct-1998
Original Hire Date	01-Feb-1988
Total Time With Employer	23 years 11 months 3 days
Job Title	HUMAN RESOURCES SPEC (INFO SYS)

Note: For further information, contact your Human Resources Office (HRO).

By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Cancel | Back | Acknowledge and Submit

Click on the "Acknowledgment and Submit" button if the information is correct. If not, you can either cancel or go back.

Once you click on the "Acknowledgment and Submit" button, you should be at the Disclaimer page. Read the **"Warning" and if** the information is correct, click on the "Yes" button. If not, click on the "No" button.

Department of Defense

Navigator ▼   Favorites ▼   ICE MyBiz ICE PAA V3 FAQ Home Logout

Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification.

⚠ **Warning**

By selecting "Yes" your password-protected Employment Verification will be sent in a protected PDF document to kathy.carson@dla.mil and kathy.carson@dla.mil. A second email containing the computer generated password will be sent to you at kathy.carson@dla.mil. You are responsible for providing the password to the intended recipient so the document can be viewed.

No | Yes

You should now be at the Confirmation page, which explains an email containing employment verification has been sent to and shows the email addresses.   You should then receive two emails containing the employment verification and password within approximately 15 minutes.

Note: Some Employment Verification notifications have gone to users Junk email folders.

Both you and the lender will receive your Verification email will with an encrypted pdf document attached. You will receive a second email containing the password for the encrypted document. The password is needed to open the document. You should then contact your lender with the password, so they can also open the employment verification document.