



DEPARTMENT OF DEFENSE

DCPAS

Defense Civilian Personnel Advisory Service

Enterprise HR Information Systems (EHRIS)

Proudly Offers
**Free Employment
Verification via
Self Service My Biz**

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

To learn more about
DCPAS products & services, visit us
online at:

<http://www.cpms.osd.mil>

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!

To email EV information to an external organization:

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>. Information can also be accessed via the following links under CPOL Portal (), and the CHRA website under GPS ().
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. Ensure (verify) your email address is included in the My Email field to receive the password
6. Select Continue to preview the information.
7. Select 'Acknowledge and Submit' to send your EV information
8. Confirm your submission

